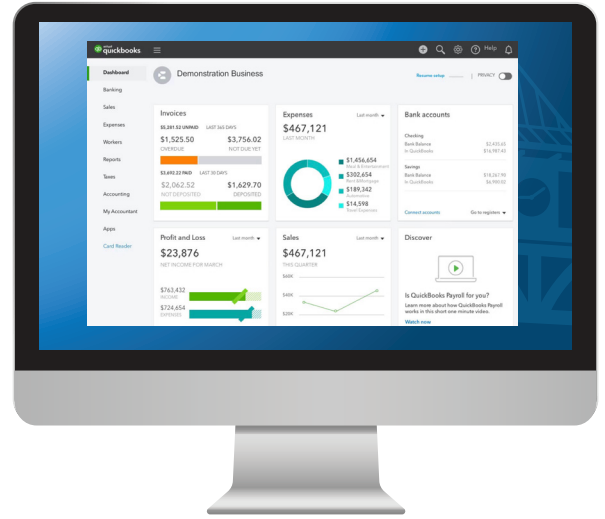# Hometown Community Banks
Divisions of Morton Community Bank

INTUIT quickbooks desktop

How do I re-link my bank accounts in QuickBooks Desktop?

If you use the Desktop version of QuickBooks, following our September 16, 2024, digital banking platform upgrade, you will still be able to import your bank transactions into QuickBooks, but we also have a new option available that may make your bookkeeping easier going forward.

The instructions below provide the two most common methods for importing or linking or your bank accounts to your Desktop version of QuickBooks. However, each QuickBooks user is unique, and these methods may not work for all users. If the instructions below do not work for you, please use the "Help" function in QuickBooks or visit the QuickBooks website for more information.

> **Please note, before attempting either method below, you should first go through the initial login process for our new digital banking platform directly at our website, hometownbanks.com or through our mobile app. Failing to do so may result in errors.**

Before you start the process below, please note the last date that you uploaded your bank transactions to QuickBooks prior to September 16, 2024, as you will need this information to complete the steps below.

Method 1: Import Transactions in QuickBooks Desktop

This method is similar to what most QuickBooks Desktop users with Hometown Community Bank accounts have used in the past but some of the steps have changed. This method can continue to be used going forward, but we are now also able to offer Method 2 below, which you may wish to consider.

Please follow the detailed instructions below to import your transactions into QuickBooks Desktop:

1. Login to your digital banking account at hometownbanks.com

2. Select the account shown on the home screen that you would like to download transactions for.

Hometown-U Operating 3043
Available Balance $381,065.13
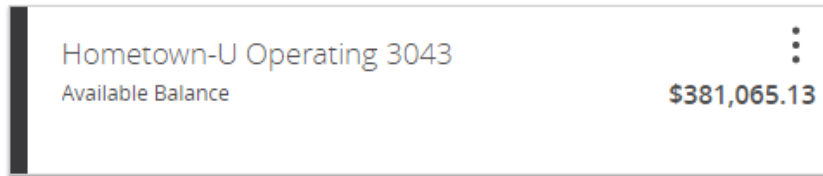
3. Before downloading your transactions, it is very important that you filter the transactions in digital banking so that you only see the transactions for the period that you wish to download. Do this by selecting the filter icon on the top right-hand side.

4. On the filter screen, choose "Custom Date" under Time Period.

Time Period

Description | Transaction Type

5. Enter the Start date and End Date of the period of transactions that you want to include in your QuickBooks import. Click, [**Apply Filters**]. If you enter a date that is too early, QuickBooks will pull in transactions that you may have already entered into your financial records. If you enter a date that is too late, you may miss downloading certain transactions that may appear on your account. Select your date carefully. (When in doubt, you may want to select an earlier date and use Steps 14 to 17 below to delete any transactions that are already recorded in your financial statements from the Bank Transactions screen.)

Start Date | End Date
09/01/2024 | 09/22/2024
Description | Transaction Type
Min Amount | Max Amount
$ 0.00 | $ 0.00
Starting Check # | Ending Check #

☐ Disputed Transactions | Reset | Apply Filt

6. Only after applying the filter, should you export your QuickBooks transactions. In the top, right hand side of the screen select the export button. We acknowledge that the process for filtering transactions and then downloading the filtered transactions is somewhat more cumbersome than our previous digital banking system. Be careful when completing these steps.
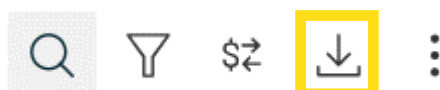
7. Select, Download QuickBooks (qbo)
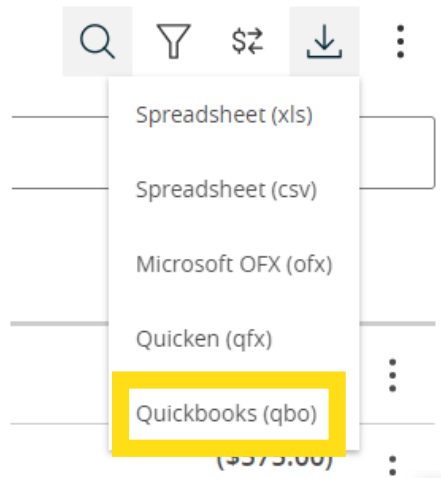
8. The file will automatically download, and you should receive a notification similar to the one below.
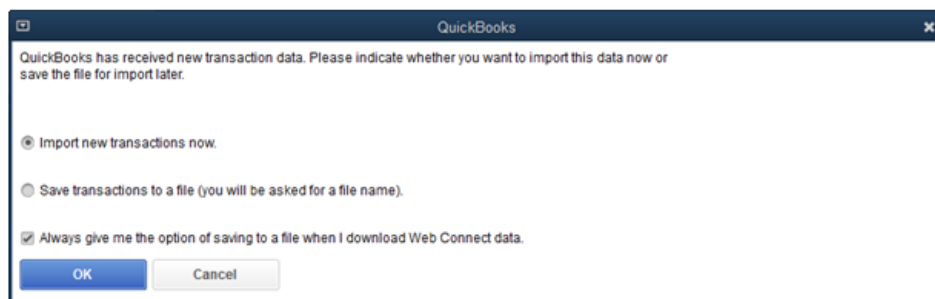

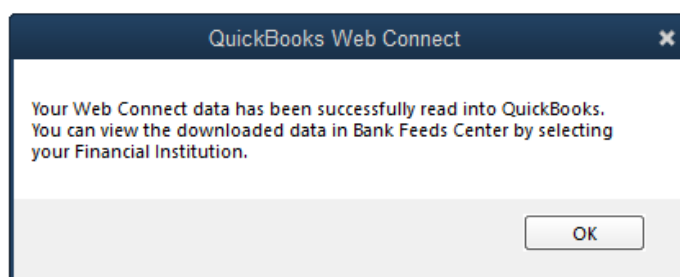9. Locate the downloaded file on your computer.

10. Double click on the downloaded file.

11. Within QuickBooks Desktop, you should receive the following notification. Click [**OK**]

12. If the transactions were uploaded, you will receive the following notification.

13. Review the transactions in the "Bank and Credit Cards" screen in QuickBooks online. If you see transactions that you previously imported, this may be because you did not properly set the filter in Steps 4 and 5 above. Complete the additional steps below to remove transactions if necessary.

**Additional steps to remove transactions from QuickBooks due to a bad import.**

14. If you need to remove transactions from QuickBooks that should not have been imported, select them individually using the check box at the right (or select all of the transactions using the select all checkbox at the top to delete all of them and start the import process over).

15. After you have selected all of the transactions you want to remove. Go to the Batch actions drop down at the bottom left of the screen. Select [**Ignore**].
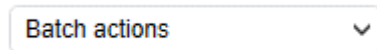
16. You will be asked to confirm that you want to delete the transactions selected. Click [**Yes**]. This will remove the transactions from the Bank and Credit Card screen. They will not be posted to your financial statements.
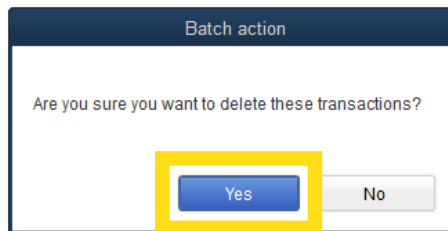

17. If you remove all of the transactions from your import, you can then re-filter your online banking transactions as shown in Steps 4 and 5 above and re-export your electronic banking transactions for only the time period needed. You can then import a new batch of transactions into QuickBooks using Steps 6 to 12 above.

Method 2: Connecting QuickBooks Desktop via Direct Connect
This is a new option with our digital banking upgrade. It will allow you to directly connect your digital banking account to QuickBooks Desktop rather than exporting a transaction file from digital banking and importing it to QuickBooks.
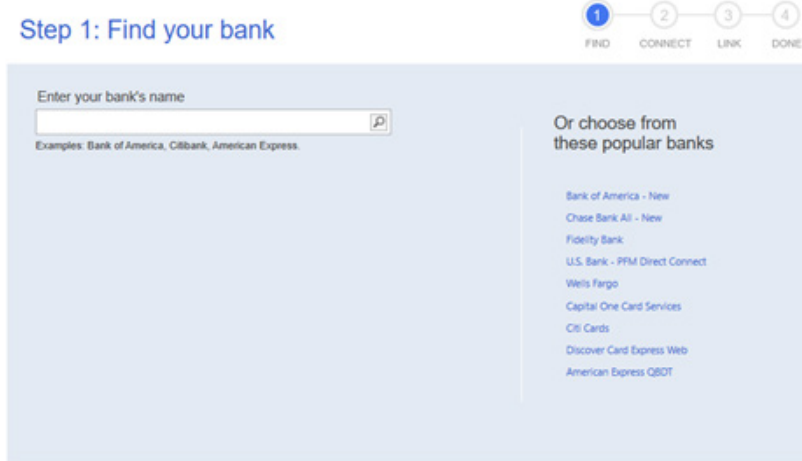
1. Go to Bank Feeds on the Left-Hand Side of Screen.
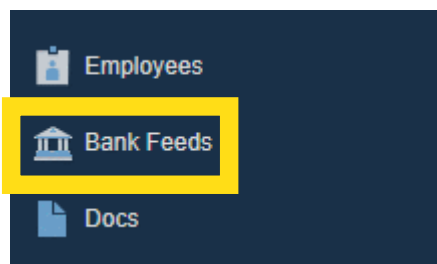
2. Click [**Add Account**] at the upper right-hand corner of the Screen.
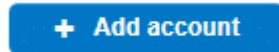
3. Search for the Bank, Hometown Community Banks (Division of Morton Community Bank).

4. Enter your Hometown Community Banks Digital Banking username and password.

5. Select the accounts you wish to associate with QuickBooks. You can link your existing accounts in the drop-down options labeled Select Existing or Create New. **Important: Do NOT select "Create New Account"** unless you intend to add a new account to your QuickBooks financial statements. If your accounts are already set up in QuickBooks, choose [**Select Existing**]. If you are presented with any accounts that you do not want to add to QuickBooks, choose [**Do Not Add to QuickBooks**]

6. You should be given the option to selection the date after which you would like to pull the transactions into QuickBooks. Be careful in selecting a date to ensure that you only receive the transactions since your last transaction import.

7. After all accounts have been match, Click [**Next**] and then Click [**Done**].

If the instructions above do not work for you after September 23, 2024, please use the QuickBooks Online "Help" or "Contact Experts" features for additional assistance as the bank is not able to provide direct support related to QuickBooks.

Morton Community Bank is an Illinois Chartered Bank which includes **Clock Tower Community Bank** and all your **Hometown Community Banks**.