Commercial Services Resource Guide

Documentation & Procedures

advia
credit union

Advia Credit Union's mission is to provide financial advantages. We look to proactively seek the quickest and easiest solutions available for members to maximize the financial value provided to them. Our name means something — we provide advice, we are member advocates, and we offer advantages.

We do this via innovative financial solutions.

Custom financial solutions for businesses of any size.

Whether you're a small startup or a well-established corporation, we're here to offer tailored financial solutions that fit your unique needs. Partner with Advia today and experience the difference a trusted local financial partner can make for your business success. As a credit union, we are member-owned, not-for-profit financial cooperative, designed to offer lower-cost financial products and services.

Keep your business running smoothly with a variety of commercial banking products designed to work hard for you. We'll help you maximize rewards, generate interest, and ensure your funds are secure.

A little help can go a long way with growing your business. No matter what your plans include — new equipment, more office space, or even adding a location — we're here to assist with all of it.

When you use our business banking tools, it's easy to monitor all your accounts, track expenses, and even take payments. All these great online tools are designed with you and your business in mind.

Table of Contents

High Level Overview

Member Account Structure, MICR Number, Replacement Checks

Member Account Structure

To open a membership account, you start with a $5.00 primary share savings that must remain on deposit for the duration of your membership. This $5.00 is not part of your available balance and will be funded by Advia as part of the system conversion.

Accounts are generally an umbrella for an entity with at least two shares under them; up to 99 shares of various types. For example, "Smith Enterprises" account number 99999999 must have the $5.00 Primary Share Savings share (0000) to hold the membership, and then they may have a Checking share (0009), a CD (0051), and a Commercial Term Loan (12345678).

In this example, account number with Checking share ID is: 99999999-0009.

For External Payments

When moving money externally to or from your account shares, you will need to use the **MICR formulation** of your account numbers. Your MICR number is a 13-digit identification for each share under each account using this formula:

- The starting digit for deposit shares is 1, and for loans is 2.
- The next two numbers are the last two digits of the share ID (in our example above, 09).
- The final ten numbers are your account number with preceding zeros (if applicable).
- In this example, the MICR is: 1090099999999.

You will need your MICR number when ordering checks, performing ACH transactions, making tax payments, receiving incoming wires, and making payments on third-party sites.

New Replacement Checks

Advia will supply complementary replacement checks with your new account. Please watch for the details and contact us with any questions. We will try to match style and color as closely as possible to your previously used checks and supply deposit tickets and endorsement stamps if needed.

Additional Notes

Transactions post to your account in real time as they come in, rather than a once nightly posting. If there are insufficient funds at the time something tries to clear, the system refers to your status regarding Courtesy Pay and/or NSF returns, and whether you've opted in or out of these services.

It is possible to set up Overdraft Transfers from other account shares or access a Line of Credit (subject to loan approval) so that items are paid (subject to availability and service within your online banking).

High Level Overview

Cut-Off Times to Know

ACH Processing

Cut-off time: 3:00 pm CT.

You may select the same business day if before 3:00 pm CT, otherwise the next business day will be your earliest option.*

*Fee may apply.

Remote Deposit Processing

Cut-off time for same day credit: 1:00 pm CT.

Deposits made on a business day, Monday-Friday, between 9:00 am - 1:00 pm CT will post by 2:00 pm CT that day.

Deposits made on a business day between 1:00 pm - 9:00 pm CT will post the following business day by 7:00 am CT.

Deposits made on Friday after 9:00 pm CT until Monday at 1:00 pm CT will post Monday by 2:00 pm CT.

Wire Requests

Cut-off time Domestic Wires: 2:30 pm CT.

Cut-off time International Wires: 1:30 pm CT.

Wire requests can be made in branch or by emailing our team at cstm@adviacu.org with complete wiring instructions. If using email, allow extra time for us to prepare the paperwork and send it back to you via AdobeSign before the cut off time. If you are unavailable for signature, this could delay the sending of the wire. See page 19 for additional details or online at adviacu.org/wire-transfer.

Positive Pay

Cut off time: 12:00 pm CT.

Any items up for decisioning on the member's **Dashboard** must be made before the cut-off time or they become ineligible through Positive Pay and must be handled manually.

Digital Banking

Enrollment Guide

Visit adviacu.org, Apple iTunes, or the Google Play Store to download Advia Credit Union's Digital Banking app.

Transfers and Payments

There are several ways to make transfers and payments with Digital Banking.

Move Money

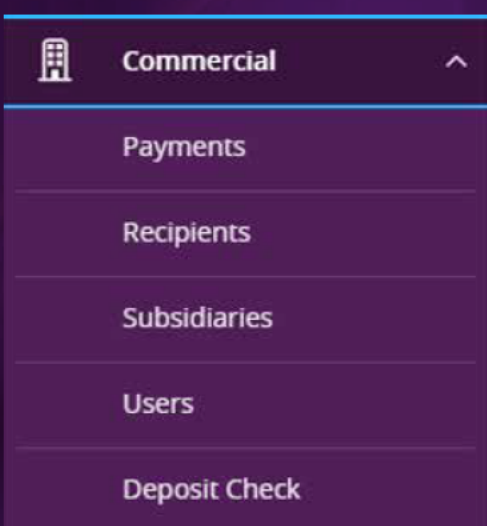
Transfer Funds	Move money from one share or linked account to another.
Pay Advia Loans	Make or schedule a loan payment to term loans, LOCs, and linked Advia credit cards.
Member to Member	Send a one time payment to another Advia member.
Bill Payment	
Online Activity	View and manage your single, reoccurring, and remote transactions.
In-Branch Transfers	View transfers you may have set up in branch.

Bill Pay vs. ACH Payments

Bill Pay	ACH Payments
Cut physical check and mail (3-5 days) or e-check (2 days)	Direct Deposit (1 day)
For utilities, insurance, tax payments with no account number supplied to you	For vendor payments, payroll, or collecting rent or fees from clients
No sub-users allowed	You may set up sub-users with specific access rights that you control
Can set recurring payments	Create templates and can set recurring payments
No extra fraud security available	Can be linked to Positive Pay when implemented

Additional Commercial Services

Some are subject to additional requirements and/or additional fees.



May include some or all of these depending on your needs (some are pending).

ACH Batch & **Payroll** (direct deposit) are outgoing payments you make (credits).

ACH Collection allows you to draw from pre-arranged customers' accounts (debits). First, build your recipients, and then create templates. See the ACH Tab for more details.

Wires can be sent on any business day; note cut-off times. At this time, please make your request in branch or through our cstm@adviacu.org email.

Payment from File allows you to upload NACHA or .csv files for ACH from external programs.

Deposit Check is the Single Sign-On button directing you to the **Dashboard** for remote with a check scanner.

ACH Origination

ACH Origination

ACH transactions are completed using a batch process. Funds are generally not available until the next business day.

NACHA (National Automated Clearing House Association) rules allow ACH Credits to be initiated up to two business days before settlement. ACH Debits can be initiated up to one business day before settlement. These can be scheduled in Digital Banking and will process up to two business days prior to Effective Date selected, as appropriate. The type of entry is always from the standpoint of the RECEIVER.

Type	Description
ACH Payments (credits)	Send a payment to a single or several recipients.
ACH Payroll (credits)	Send payroll to several recipients (direct deposit). If a recipient has more than one account, you can split that payment into several accounts.
ACH Collection (debits)	Receive a payment from a single or several recipients.

ACH Acronyms

ACH .... Automated Clearing House
CCD .... Corporate Credit or Debit entry (between businesses)
FI .... Financial Institution
NOC .... Notification of Change
ODFI .... Originating Depository Financial Institution
RDFI .... Receiving Depository Institution
PPD .... Prearranged Payment or Deposit entry (direct deposit)

To Originate an ACH, you have multiple options within Digital Banking. You can build a payment template with recipients, make a one-time payment with recipients, upload a one-time .csv or a NACHA file from another software program (like Quickbooks).

Uploading a Payroll File

1. Log in to Advia Digital Banking
2. Click Commercial
3. Click Payments
4. Click New Payment
5. Click Payment from File
6. Under Payment Type, choose either Payroll or ACH Batch
7. Under Import File, click in the box to Import File from your computer (NACHA or 5-column .csv file)
8. Click Upload File
9. In Pay From/Pay To drop down, choose the checking account the funds are coming from
10. In Company/Subsidiary drop down, choose company entity for the header
11. Choose Effective Date (the date employees should be paid)
12. Click Draft (if using dual control, then email your approver that draft is ready for approval)
13. Transaction Drafted screen will pop up; you may print as a .pdf and save to your computer
14. Click Close

To Confirm

Once approved, go to 'Transfers and Payments > Online Activity' which will show the transaction's status "Authorized," and awaiting the next processing cut-off time. Then it will show "ACH Notifications."

Returned ACH Items

If Advia receives notification of returned ACH items or changed account or routing numbers, we will let you know within two business days so you can correct your files and adjust your transaction records.

ACH Origination

Examples of U.S. ACH Payments

Example 1: File Header Record "1"

Immediate Origin (10-digit company number assigned by bank e.g., Tax ID): 1234567891

File Creation Date: February 14, 2015

File Creation Time: 11:35

Immediate Origin Name (Originator): ABC Company

Figure 4: NACHA File Format

```
         1         2         3         4         5         6         7         8         9
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234
                                     Example Data

101 9876543211234567891150214113510941O1USA  BANK          ABC Company
```

Example 2: Company / Batch Header Record "5"

Company Name: ABHC CLM PMT CR

Company Identification (10-digit company number assigned by bank): 1234567891

Originating DFI Identification (Originating transit routing number): 987654321

Standard Entry Class Code: CCD

Company Entry Description: HCCLAIMPMT

Effective Entry Date: February 19, 2015

Figure 5: NACHA File Format

```
         1         2         3         4         5         6         7         8         9
12345678901234567890123456789012345678901234567890123456789012345678900123456789012345
                                     Example Data

5200ABHC CLM PMT CR                 1234567891CCDHCCLAIMPMT     150219000198765432000014
```

Example 3: Entry Detail Record "6"

Receiving DFI Identification (RDFI bank transit routing number): 11100002

Check Digit: 5

DFI Account Number (receiver's bank account number): 4854697999999

Amount: $100.00

Receiving Company Name: DoogieHowserFamilyPrac

Identification Number: HowserMD1234567

Figure 6: NACHA File Format

```
         1         2         3         4         5         6         7         8         9
12345678901234567890123456789012345678901234567890123456789012345678900123456789012345
                                     Example Data

62211100002548546979999999   0000010000HowserMD1234567DoogieHowserFamilyPrac  198765432000904
```

Annual Review & Self-Assessment

Annual reviews are performed for ACH Originators and for those using our Remote Deposit Capture service.

Your review may include:

- Per NACHA regulations, we request a sampling of signed Authorizations between you and your ACH recipients. Note - only recipient signature on terms is required (account and routing number information may be removed).
- A completed and signed (by account signer) Self-Assessment Form. This form has sections for both ACH and Remote Deposit, (disregard a section you don't use), as well as general workstation security and staff controls questions.

Please ask any clarifying questions or request a verbal walk-through for your Self-Assessment, so that you are assured of answering honestly and accurately.

Remote Deposit

Remote Deposit Capture

Merchant receives deposit items from customer.	Merchant user scans items for deposit using RDN application and performs any editing, MICR repair, or other adjustments as needed.	Merchant user submits deposit for processing and results are posted in the application for reporting.	Advia processes the deposit and posts to merchant's account. See cut-off times for posting.

RDN is Remote Deposit Now, which is the dashboard software used to drive depositing.

System Requirements

For the PC running the scanner:
- Local administrative rights
- USB port 2.0 or higher
- .NET Framework 4.8 or higher

For Microsoft Windows:
- Windows 10 or 11
- Microsoft Edge or Google Chrome
- Stable internet service

Remote Deposit

Remote Deposit Set-Up

If you currently use Remote Deposit, we will verify your scanner for compatibility with the RDN (Remote Deposit Now) software. Once your scanner is on location, a software installation can be done remotely over the phone. It may take about an hour, and you'll need to have administrative rights on the computer to install/uninstall software. Otherwise, whoever holds those rights may be needed to consult during the installation.

We will provide login credentials needed for the dashboard as well as user guides and handbooks for reference. Additionally we can set up a single sign-on button from Advia Digital Banking if you wish. We will also coach you through your first deposit, so having a check or two ready to deposit will help us verify that all is working.

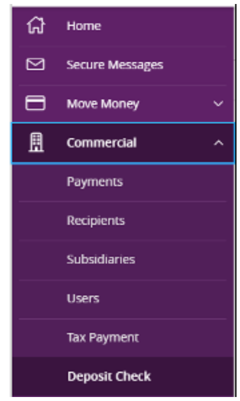
If Remote Deposit is new to you, we will begin with Advia's Remote Deposit Application and Agreement, signed by you and approved by our staff. Within week or so for programming and ordering your scanner, we will be ready to move ahead with the software installation.

You may experience a problematic check, software updates, or scanners that jam. If so, please see the troubleshooting quick-fix steps below. If you are unable to overcome the issue, please contact us for support.

Troubleshooting Quick Fix Support

- Log out and log back into the program, or maybe even your internet browser.
- Check to see if there is a warning to re-launch the software after an update.
- Verify the check is not drawn off a Canadian bank. There must be a 9-digit routing number along the bottom, otherwise the check needs to be deposited in branch.
- If the check doesn't include a check number along the MICR line at the bottom, it will be a problem. If this is a regular customer, the next time they submit a check without a check number, the system will see it as a duplicate check. Checks images are held in the program for 75 days.

Remote Deposit Now

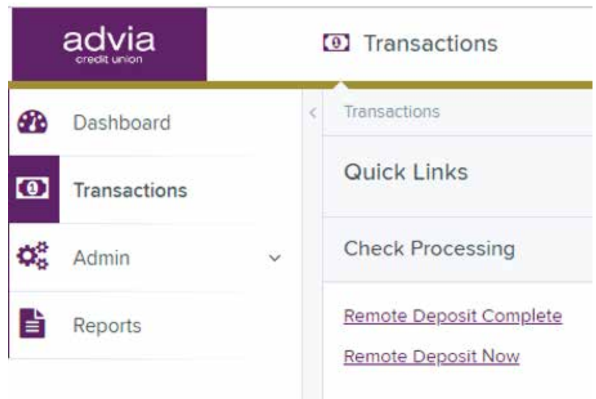


1. Log into Advia Digital Banking online or on the app.

2. On the menu, select **Commercial > Deposit Check**.

   First time? You may be required to enter login information for Remote Deposit Now, which we will supply to you. Users are created and passwords are reset by the RDN admin user.

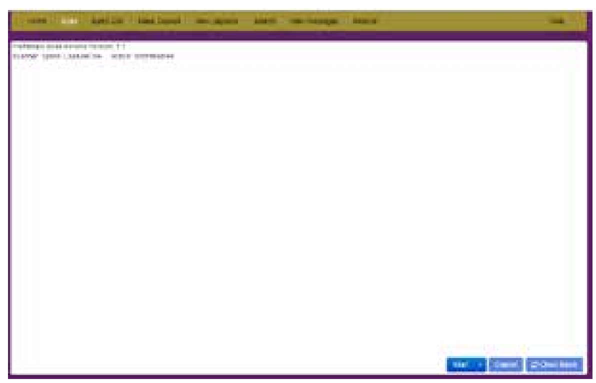
   To start a deposit batch, select from the menu **Transactions > Remote Deposit Now** (if prompted). Please note that menu options may vary.



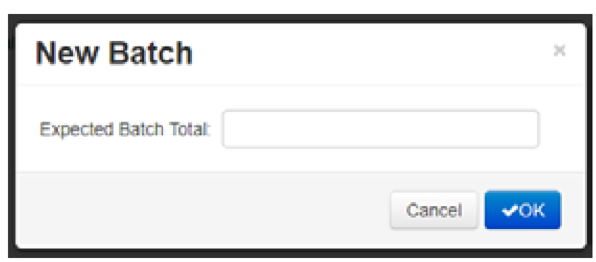
3. On the RDN Dashboard, always work left to right through the menu. Click on **Scan** to see the **Start** button at the lower right.

   To start a new batch, click on **Start**.

   To open a previously started batch, click on the **Up Arrow > Open Batch** and select your batch.

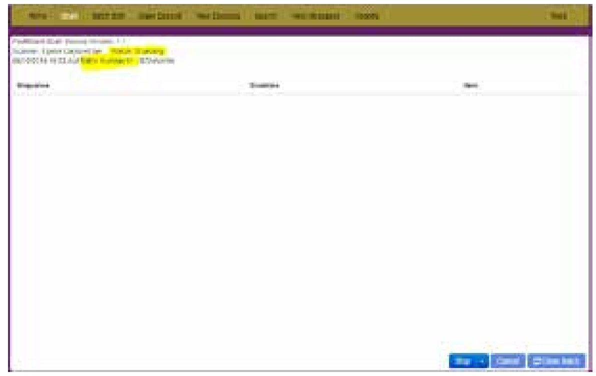


4. For a **New Batch**, you will be prompted to enter the Expected Batch Total of all checks being scanned for this batch.



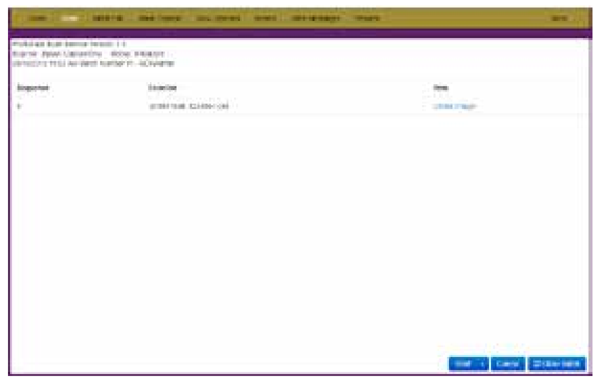
Remote Deposit Now (Cont.)

5. Still at the **Scan** tab, you'll notice "Status: Scanning" and you have a date and time stamp along with an assigned "Batch Number." Now you are ready to scan checks. When done, click **Stop**.



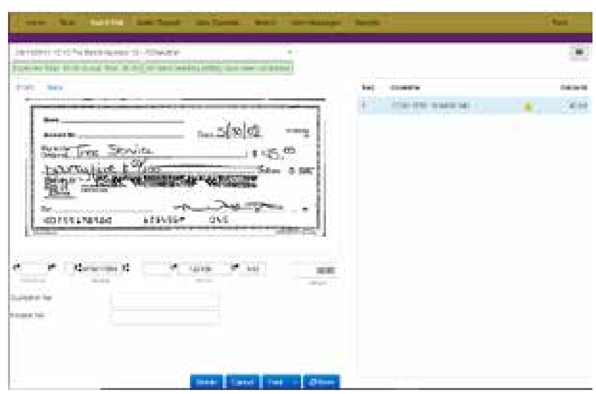
6. Once your checks have run through the scanner, your screen will show the Sequence # (first check, etc.) and there is a link to see the Check Image. When all checks are scanned, click **Close Batch** in the lower right.

   Tip: When scanning a collection of checks, break them into smaller groups. Scan the first group and close the batch (which saves the data). Review the images scanned. Re-open your batch and continue scanning. Repeat this process to ensure your work is saved so that you won't lose pending data in the event the application times out.



7. If prompted to "Save current batch?", select **Yes**. Otherwise, go to Batch Edit and verify that nothing needs editing. If something is red, it will need viewing or correcting. Follow the prompts as needed. When correct, click **Save**. If you have a problem with one particular check, you can delete it out of your batch and run it separately.

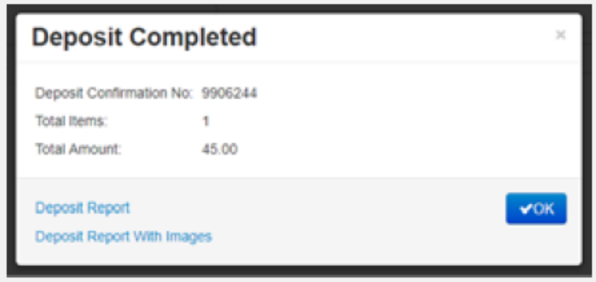
   Next go to **Make Deposit** and select the box beside the batch you just saved. Under the Accounts drop-down, if you have more than one account location, select the target for this deposit.
   Then click on **Make Deposit**.



8. You should receive a **"Deposit Completed"** pop-up, from which you can print a report with or without check images or save the PDF to your computer. You can also **View Deposits** or go to **Reports** to see your work.

Remote Deposit Now (Cont.)

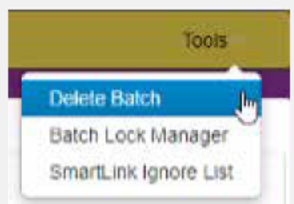
9 Verify a deposit by closing the RDN Dashboard and going back to the Remote Deposit Dashboard. Click **Dashboard** and scroll down where you'll see **Approved**, with the number of deposits waiting and the total amount. After the cut-off time, these will process and move to "Processed" for future viewing. Once processed, they cannot be edited.



Congratulations on making a successful deposit. Do this same process for each Account Location if you have different accounts in which to deposit.

Tip: If you want to delete a batch and start fresh, go to **Tools** and select **Delete Batch**. You can delete any batch that hasn't been sent to Make Deposit.

At the Remote Deposit home screen, you can click on **Approved** (before cut-off time) or **Processed** (up to 2 years) to view past deposit details. Any purple items, words or icons, are links you can click on to go directly to that item or take that action.



For reports of processed items, click on **Processed** and use the search criteria to find what you want to see or print.

Print and download option icons are under the **Save to My Reports** button.

Other Services

Positive Pay

Streamline business operations and obtain peace of mind through additional fraud prevention.

- Detects suspicious activity via checks and ACH transactions
- Reduces risk of financial loss and minimizes disruptions to operations
- Simplifies account reconciliation and reinforces audit trails
- Low monthly service charge

Here are a few pieces of information regarding the Positive Pay platform:

1. This is only for **debits**, not account credits. Also credit card transactions and fees will not show up, only checks and ACH transactions. Only Advia routing number transactions will be monitored; if you were part of a previous merger and have any transactions coming through on an old routing number, they will not be screened by Positive Pay.
2. **The default is PAY**, so only if you want to Return an item do you take action. As you build your ACH approved lists and upload check issuance data, you only get notifications for exceptions that don't match what you've pre-authorized.
3. Posted debits show on your Positive Pay Dashboard, but only the ones with the **(!) exception** have not met your filters and need review. You can customize who and under what conditions the exception notifications are received.
4. **Timing:** Transaction decisioning opens the day after transactions post to your account at 7:00 am CT and cutoff is 12:00 pm CT. After the cutoff, items are ineligible for decisioning through Positive Pay.

Enrolling any or all of your accounts in Positive Pay is the same price: $30/month per ACH or Check, or bundled together at $50/month.

Service Pricing

Website page:
www.adviacu.org/utilities/disclosures/service-pricing

Branch Locations Featuring Safe Deposit Boxes:
www.adviacu.org/resources/banking-tools/safe-deposit-boxes

Other Services

Wire Instructions

You may request wire transfers through your Advia branch, or you can ask our team to process them for you.

To simplify our process, we request that the appropriate form, Domestic Wire Request or International Wire Request, be completed fully.

Please provide all necessary information on the form (Advia is not required to seek additional information necessary to complete the transaction). Additional wiring instructions from your beneficiary may be attached for backup if desired.

Email the completed Wire Request to our team at: cstm@adviacu.org

Note: Per the "Wire Transfer Terms and Conditions" page 2 of the request form, the funds for the wire plus the wire fee (see Service Pricing on page 16) must be in the account before we can process the request.

As wires are transacted electronically, a "receipt" is sent via Docusign for accuracy review and authorized signature. A validation call back/email will be made (must match contact information held on account).

Once these steps are complete, we will consider the request ready for processing. The cut-off times for same day processing are:

- **Domestic Wire Request** – 2:30 pm CT.
- **International Wire Request** – 12:30 pm CT.

To ensure same day processing, please submit your request as early as possible.

Outgoing Domestic Transfer Instructions

Outgoing International Transfer Instructions

Incoming Domestic Transfer Instructions

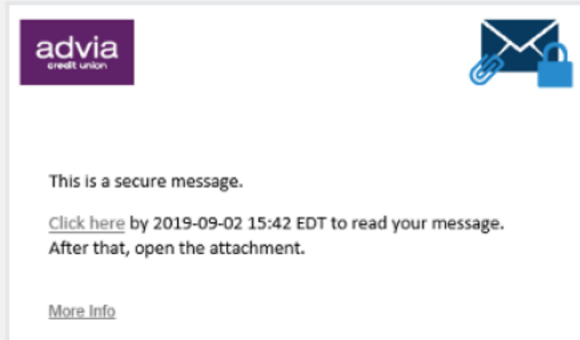
Incoming International Transfer Instructions

Other Services

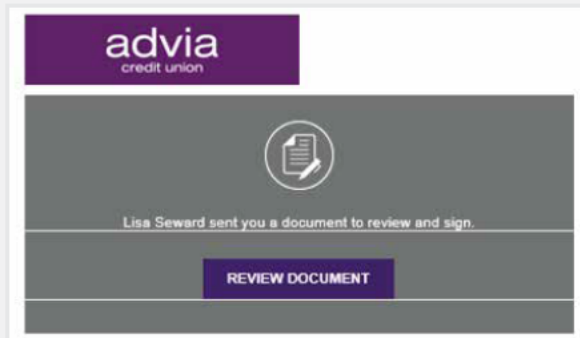
Working With Us

Example communications you may experience from our team:

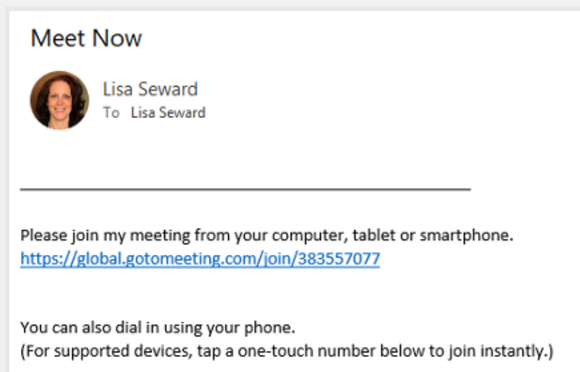
- An encrypted email to provide security for sensitive information. The first time opening, you'll need to create a ProofPoint password for yourself.



- AdobeSign request for e-signature on a document. Faster, secure, and easy to reference.



- Microsoft Teams request for conference call or screen sharing to help troubleshoot tech issues.



- eStatements and eNotifications (if enrolled) during the first week of the new month.


OPEN
OPENING HOURS
MON-FRI

Other Services

Downloadable version: use the link from Intuit

As you complete a system conversion to Advia Credit Union, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

Perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help > QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help > QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

NOTE: If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as Online Banking cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help > QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

NOTE: If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode).
5. For instructions to enable Classic Mode (Register Mode), choose **Help > QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes overview**, scroll down, and follow the instructions.

Task 2: Connect to NorthSide Community Bank for a final download on or before May 15, 2025

1. Log in to NorthSide Community Bank and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.
3. Link your bank account with the existing QuickBooks account and click **Continue**.
4. Repeat steps for each account.

Task 3: Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose **Help > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

NOTE: All transactions must be matched or added to the register prior to disconnecting your accounts.

Other Services

QuickBooks for Windows Conversion (Cont.)

Task 4: Disconnect Accounts at NorthSide Community Bank on or after May 15, 2025

1. Choose the **Lists > Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit > Edit Account**.
4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 5: Reconnect Accounts to Advia Credit Union on or after May 19, 2025

1. Log in to www.adviacu.org and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

3. If prompted for connectivity type, select **Web Connect**.
4. Click the **Import new transactions** now radio button, then click **OK**.

NOTE: If you previously removed the check from the "Always give me the option of saving to a file..." option, then this dialog will not display.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.
6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
7. Confirm the prompt by clicking **OK**.
8. Repeat steps for each account to be reconnected.

IMPORTANT: Verify that all transactions downloaded successfully into your account registers.

Task 6: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Other Services

QuickBooks for Online Edition Conversion

As NorthSide Community Bank completes its system conversion to Advia Credit Union, you will need to modify your QuickBooks Online Edition settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for each Financial Institution.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

Documentation and Procedures

QuickBooks Online data is stored on Intuit servers in the cloud. Since we update your records with every change, we cannot restore your file to a previous point in time.

QuickBooks Online automatically updates your selected version so you are always on the latest release.

IMPORTANT: QuickBooks Online edition connectivity services may be interrupted up to 3-5 business days after the conversion is complete.

Task 7: Connect to NorthSide Community Bank for a final download by May 15, 2025

NOTE: Please skip to page 4 if you Manually Import Transactions.

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**.
3. Enter **NorthSide Community Bank** and **click Find**.
4. Click the link for **NorthSide Community Bank**.
5. Type your **User Id** and **Password** and click **Log In**.
6. If the bank requires extra information, enter it to continue.
7. Choose an **account type** for each account you're connecting.
8. Click **Connect** to download up to 90 days of transactions.

NOTE: If you need a shorter date range, click Need a shorter date range? at the top and choose between 0, 7, or 30 days.

9. After your download finishes, click the **New Transactions** tab to see what was downloaded.

Task 8: Match Downloaded Transactions

1. If new transactions were received from your connection, accept all new transactions on the **Transactions > Banking** page. Simply check off all the New/Matched transactions and click **Batch Action** to **"Accept Selected"**.
2. If you need assistance matching transactions, choose **Help >** Search for **Matching Transactions** and follow the instructions.

Task 9: Deactivate Your Account(s) At NorthSide Community Bank on or after May 15, 2025

1. Choose **Transactions > Banking**.
2. Click on the account you'd like to disconnect, then click the **Pencil Icon**.
3. Click on **Edit Account Info**.
4. Check the box next to **Disconnect this account on save**.
5. Click **Save**.
6. Repeat steps 2—6 for each account at NorthSide Community Bank.

Other Services (Cont.)

QuickBooks for Online Edition Conversion

Task 10: Reactivate Your Account(s) at Advia Credit Union on or after May 19, 2025

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**.
3. Enter **Advia Credit Union** and click **Find**.
4. Click the link for **Advia Credit Union**.
5. Type your **User ID** and **Password**. Click **Log In**.
6. Ensure you associate the account for Advia Credit Union to the appropriate account already listed under **QuickBooks Accounts**. You will want to select the matching accounts in the drop-down menu.

IMPORTANT: Do NOT select +Add new. If you are presented with accounts you do not want to track in this data file, Uncheck the box next to the Account name.

7. After all accounts have been matched, click **Connect**.
8. When the download is finished click **I'm done. Let's go!**

Task 11: Excluding Duplicate Transactions

1. Choose **Transactions > Banking**.
2. In the **New Transactions** section, click the check boxes for the transactions you want to exclude.
3. Click **Batch Actions > Exclude Selected**.

NOTE: If you accidentally exclude a transaction, you can include it again.

Task 12: Undo Excluded Transactions

1. Choose **Transactions > Banking**.
2. Click the **Excluded** tab.
3. Click the check boxes for the transactions you want to include.
4. Click **Batch Actions > Undo**.
5. Transactions will appear again in the **New Transactions** tab for you to work with.

Additional Instructions: Manually Import Transactions

6. Log in to **NorthSide Community Bank** website at adviacu.org/nscb.
7. Download one of the following Web Connect files.
   a. .qbo (QuickBooks)
   b. .qfx (Quicken)
8. In **QuickBooks Online**, choose **Transactions > Banking**.
9. In the upper right corner, click **File Upload**.
10. Click **Browse** and select NorthSide Community Bank Web Connect file from your computer.
11. Click **Next**.
12. In the drop-down menu, select the account where you'd like to upload the transactions.
13. When the download is finished click **I'm done. Let's go!**
14. After your download finishes, click the **New Transactions** tab to see what was downloaded.

Other Services

Downloadable version: use the link from Intuit

As NorthSide Community Bank completes its system conversion to Advia Credit Union, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 13: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help > Search**. Search for **Backing Up Your Data** and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help > Search**. Search for **Update Software** and follow the instructions.

Task 14: Connect to NorthSide Community Bank for a final download before May 15, 2025

1. Download your Quicken Web Connect file from https://www.adviacu.org/nscb.
2. Click **File > File Import > Web Connect File**. Locate and select the Web Connect file to import.
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.
4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

NOTE: If you need assistance matching transactions, choose Help menu > Quicken Help. Search for Matching Transactions and follow the instructions.

Other Services

Quicken for Windows Conversion

Task 15: Disconnect Accounts at NorthSide Community Bank on or after May 15, 2025

1. Choose **Tools > Account List**.
2. Click the **Edit** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click **Deactivate**. Follow the prompts to confirm the deactivation.
5. Click on the **General** tab.
6. Remove the financial institution name and account number. Click **OK** to close the window.
7. Repeat steps for each account to be disconnected.

Task 16: Reconnect Accounts to Advia Credit Union on or after November 4, 2019

1. Download your Quicken Web Connect file from https://www.adviacu.org

NOTE: Take note of the date you last had a successful connection in your Quicken account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

2. Click **File > File Import > Web Connect File**. Locate and select the Web Connect file to import.
3. Import Downloaded Transactions window opens: Select **Link To An Existing Account** and choose the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

IMPORTANT: Do NOT select Create a new account unless you intend to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, select Ignore – Don't Download into Quicken or click the Cancel button.

4. Repeat steps for each account to be reconnected.

Notes

advia
credit union

Contact our team

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