

QuickBooks Direct Connect Users

Disconnect & Reconnect for Windows

Disconnect Steps

1. Click **Lists menu > Chart of Accounts**
2. Right-click on the first account you would like to deactivate
3. Click **Edit Account**
4. Click the **Bank Feeds Settings** tab in the **Edit Account** window
5. Select **Deactivate All Online Services**
6. Click **Save & Close**
7. Click **OK** for any alerts or messages that may appear with the deactivation
8. **Required: Repeat steps for any additional Roscoe accounts**
9. Click **Update**

Reconnect Steps

1. Click **Lists menu > Chart of Accounts**
2. Right-click on an account you would like to activate
3. Click **Edit Account**
4. Click **Set Up Bank Feeds** at the bottom of the pop-up screen, then **Yes** in the dialog box that appears
5. Enter **Roscoe** in the search field
6. Click **Continue**
7. Enter your **Online Banking Credentials**
8. Ensure you associate the accounts with the appropriate accounts already listed in QuickBooks
9. Link to 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 QuickBooks. If you are presented with accounts you do not want to track in this data file, choose Do Not Add to QuickBooks.

10. After all accounts have been matched, click **Next**, then click **Done**

Disconnect & Reconnect for Mac

Disconnect Steps

1. Click **Lists menu > Chart of Accounts**
2. Click on the first account you would like to deactivate
3. Click **Edit > Edit Account**
4. Click **Online Settings** in the **Edit Account** window
5. In the **Online Account Information** window, click **Not Enabled** from the **Download Transactions** list
6. Click **Save**
7. Click **OK** for any alerts or messages that may appear with the deactivation
8. **Required: Repeat steps for any additional Roscoe accounts that apply**

Reconnect Steps

1. Click **Banking > Online Banking Setup**
2. Enter **Roscoe** in the search field
3. Click **Next** and follow the instructions in the setup screen
4. Click **Yes, my account had been deactivated for Quickbooks Online Services** in the **Online Banking Assistant** window
5. Click **Next**
6. Enter your **Online Banking Credentials**
7. For each account you want to download into QuickBooks, click **Select an Account** to connect your existing account's registers
8. Click **Next**
9. Click **Done**
10. Repeat this step for each account that you have connected