

QuickBooks Web Connect Users

Disconnect & Reconnect for Windows

Disconnect Steps

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

Reconnect Steps

1. Log in to your financial institution's online banking site and download your transactions to a QuickBooks (.qbo) file
2. **Take note of your last successful upload** – duplicate transactions can occur if you have overlapping transaction dates in the new transaction download
3. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**, find your saved **Web Connect** file, then select to import
4. In the **Select Bank Account** dialog, select **Use an existing QuickBooks account**
5. **Important: Do not select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks**
6. In the drop-down list, choose your QuickBooks account(s), click **Continue**, then confirm by selecting **OK**

Disconnect & Reconnect for Mac

Disconnect Steps

1. Choose **Lists > Chart of Accounts**
2. Select the first account you would like to deactivate and choose **Edit > Edit Account**
3. Select **Online Settings** in the **Edit Account** window
4. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transactions** list, then click **Save**
5. Click **OK** for any dialog boxes that may appear with the deactivation
6. Repeat steps for any additional accounts that apply

Reconnect Steps

1. Log in to **Roscoe Online Banking** and download your transactions to a QuickBooks (.qbo) file
2. **Take note of your last successful upload** – duplicate transactions can occur if you have overlapping transaction dates in the new transaction download
3. In QuickBooks, choose **File > Import > From Web Connect**, then use the import dialog to import your saved **Web Connect** file
4. In the **Account Association** window, click **Select an Account** to choose the appropriate existing account to register
5. **Important: Do not select "NEW" under the action column unless you intend to add a new account to QuickBooks**
6. Click **Continue** and **OK** for any dialog boxes that require action