

## QuickBooks Windows Direct Connect

Before the January 25, 2025:

1. Backup QuickBooks Windows Data File & Update.
  - a. Choose **File > Back Up Company > Create Local Backup**.
  - b. Download the latest QuickBooks Update. Go to Help > Update QuickBooks Desktop.
2. Complete a final transaction download and match downloaded transactions.
  - a. Complete one last transaction update before the change to get all of your transaction history up to date.
  - b. Accept all new transactions into the appropriate registers. (required)

On or After January 27, 2025:

1. Deactivate online banking connection for accounts connected to BancFirst.
  - a. Choose **Lists** menu > **Chart of Accounts**.
  - b. Right-click on the first account you would like to deactivate and choose **Edit Account**.
  - c. Click the **Bank Feeds Settings** tab in the Edit Account window.
  - d. Select **Deactivate All Online Services** and click **Save & Close**.
  - e. Click **OK** for any alerts or messages that may appear with the deactivation.
  - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
  - a. Choose **Lists** menu > **Chart of Accounts**.
  - b. Right-click on an account you would like to activate and choose **Edit Account**.
  - c. Select **Set Up Bank Feeds** on the bottom of the popup screen and select Yes in the dialog box that will appear.
  - d. Enter "BancFirst" in the search field and select Continue.
  - e. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your online banking credentials. Contact BancFirst Customer Service if your login information does not work.
  - f. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. 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**.
  - g. After all accounts have been matched, click **Next** and then click **Done**.