

## Overview

Direct Connect is an Intuit service that allows QuickBooks™ and Quicken™ accounting software to communicate directly with the bank allowing you to send and receive account transactions and retrieve statements. With LegacyTexas Bank's conversion to Prosperity Bank on June 8, there are several important steps for you follow in order to disconnect your QuickBooks Direct Connect link with LegacyTexas and re-establish it with Prosperity. This guide includes step-by-step instructions and key dates.

### Key Items for Converting Direct Connect from LegacyTexas to Prosperity Bank's Treasury Center

#### On or Before June 5:

- Backup your QuickBooks data file. Please consider doing this at the end of the day on June 5, as you may not have transactions available between the last backup performed and June 8.
- Disconnect your LegacyTexas accounts from QuickBooks.

#### On or After June 8:

- Link QuickBooks via Direct Connect to Treasury Center.
- Connect your Prosperity accounts to QuickBooks.
- If you used the QuickBooks Bill Pay feature prior to conversion, you will now use Bill Pay within Treasury Center.

### TASKS TO COMPLETE ON OR BEFORE JUNE 5

#### Backup Your QuickBooks Data File & Disconnect LegacyTexas accounts from QuickBooks

##### TASK #1

##### Preparation within QuickBooks

1. Backup your data file. Go to **File**, then select **Back Up Company>Create Local Backup** and choose a location to save your QuickBooks file.
2. Download the latest QuickBooks Update. Go to **Help>Update QuickBooks Desktop**.  
**\*\*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 if you are currently in Multi-user mode. Go to **File>Switch to Single-user mode**.  
**\*\*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) if you are currently in Express Mode. Go to **Edit>Preferences>Checking>Company Preferences>Select Classic Mode**.

##### Task #2 (Optional)

##### Complete a final download

1. Choose **Banking menu>Bank Feeds>Bank Feeds Center**.
2. Choose **LegacyTexas Bank** from the **Financial Institution** dropdown.
3. Select **Send/Receive**.
4. Enter credentials (if required) and click OK.
5. Repeat steps for each account.

### Task #3

#### Match Downloaded Transactions

1. If new transactions were received from your connection, accept all new transactions into the appropriate registers.
2. If you need assistance matching transactions, choose Help menu > QuickBooks Help. Search for Matching Transactions and follow the instructions.

### Task #4

#### IMPORTANT: Disconnect Accounts in QuickBooks

**\*\*All transactions must be matched or added to the register prior to deactivating your account(s).\*\***

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

### TASKS TO COMPLETE ON OR AFTER JUNE 8

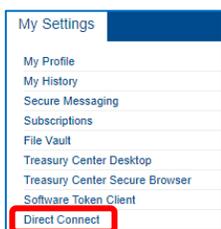
#### Connect QuickBooks to Treasury Center and your Prosperity Accounts

**\*\*Installation for Direct Connect begins by accessing Treasury Center\*\***

### Task #1

#### Set Direct Connect User ID in Treasury Center

1. Login to Treasury Center.
2. Select **My Settings/Direct Connect**.



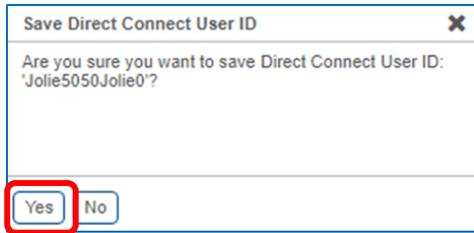
3. Create your Direct Connect User ID and select **Validate**.

Treasury Center prepopulates the User ID with an ID known to be unique. We recommend you use this ID, but you may modify this field. Note: The User ID can be alphanumeric with up to 35 characters – special characters are NOT allowed.

4. If the User ID is valid, select **Save**. You will use your User ID later in the set up process when you are in QuickBooks.



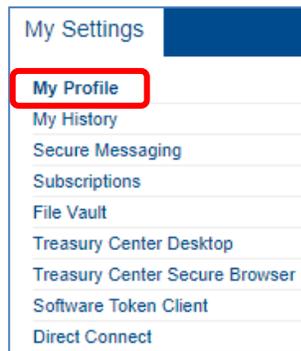
5. Select **Yes**. Note: You cannot change the User ID once you select **Yes**.



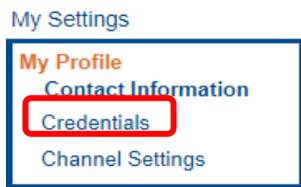
## Task #2

### Set Direct Connect Password in Treasury Center

1. Click on My Settings / My Profile.



2. Select **Credentials**.



3. For the current Password, enter the Activation Code that was provided to you when you activated your Prosperity Bank Token, then create and enter a new Password.

Password requirements include:

- 10 character minimum and 30 character maximum
- Include upper and lower case letters
- Include at least one number
- Include at least one special character
- No dictionary words



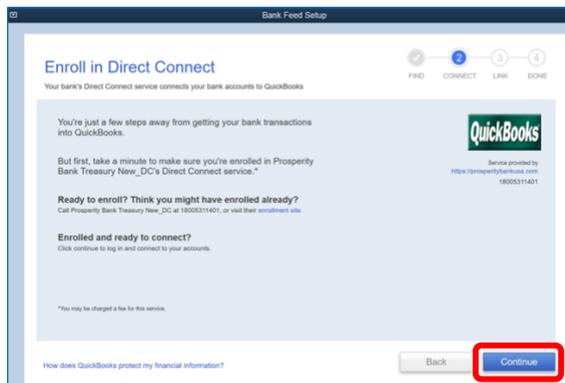
4. Select **Update Credentials**.

**\*\*You will access QuickBooks and Treasury Center for Task 3\*\***

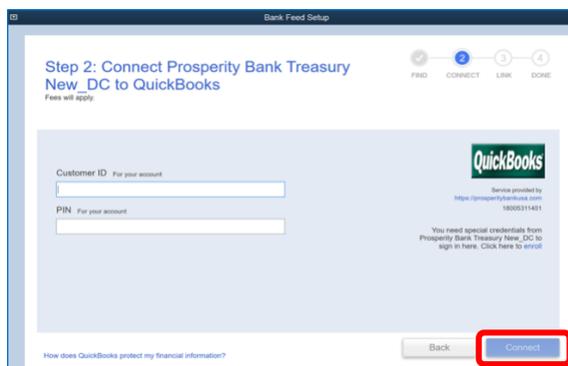
### Task #3

#### Connect Accounts to Prosperity Bank Treasury Center

1. Access QuickBooks.
2. Choose **Banking menu>Bank Feeds>Set Up Bank Feed for an Account**.
3. Enter, then select **Prosperity Bank Treasury NEW\_DC**.
4. If prompted for connectivity type, select **Direct Connect**.

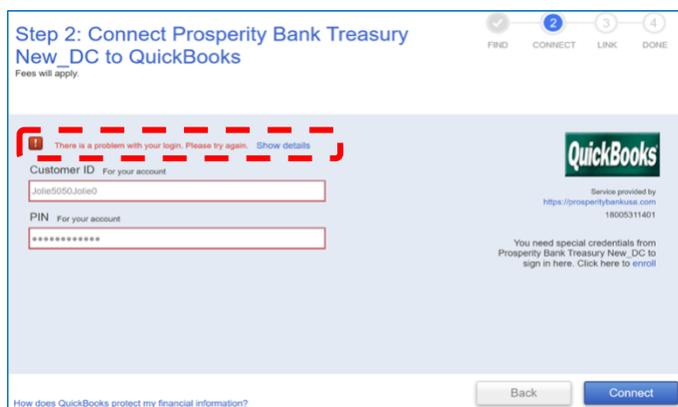


5. Enter your User ID in the **Customer ID** field and the Password in the **PIN** field. Select **Connect**.



6. You will receive an error message.

This error message is intentional and a security feature within Treasury Center that prompts you to verify and approve the connection request from QuickBooks Direct Connect.



7. Access Treasury Center.
8. Go to **My Settings** then **Direct Connect**.

- Verify the accounts to be entitled to Direct Connect and select **Approve**.

Eligible Direct Connect Accounts (Quick View Entitled Accounts)

Accounts	Statement	Bill Pay	Transfers From	To
987654 - CHECKING - Operating (113122655)	✓		✓	✓
123456 - CHECKING - Checking (113122655)	✓			

User Credentials  
Direct Connect User ID: Jolie5050Jolie0

Client UID

Client UID	Date Approved	Last Accessed Date	Date Created	Approve
✗ 24a753f1cd7d309b032f10bb0257331e	12/10/2019	12/10/2019		Approve

- Select Yes to approve the connection.

Approve Client UID

Are you sure you want to approve Client UID:  
'24a753f1cd7d309b032f10bb0257331e'?

Yes No

- Return to QuickBooks.

- Select **Connect**.

Step 2: Connect Prosperity Bank Treasury New\_DC to QuickBooks

Fees will apply.

1 There is a problem with your login. Please try again. Hide details

Message from Prosperity Bank Treasury New\_DC: Client UID is unconfirmed. To confirm, login to online banking, go to My Settings > Direct Connect. Select &#x27;Approve&#x27; for pending Client UID.

If you're still having trouble, try another connection method.

OLSU1013 [Learn more](#)

Customer ID For your account  
Jolie5050Jolie0

PIN For your account  
\*\*\*\*\*

Service provided by <https://prosperitybankusa.com>  
18005311401

You need special credentials from Prosperity Bank Treasury New\_DC to sign in here. [Click here to enroll](#)

Back Connect

- Link your bank accounts by selecting an existing account to link or creating a new account. Select **Connect**.

Bank Feed Setup

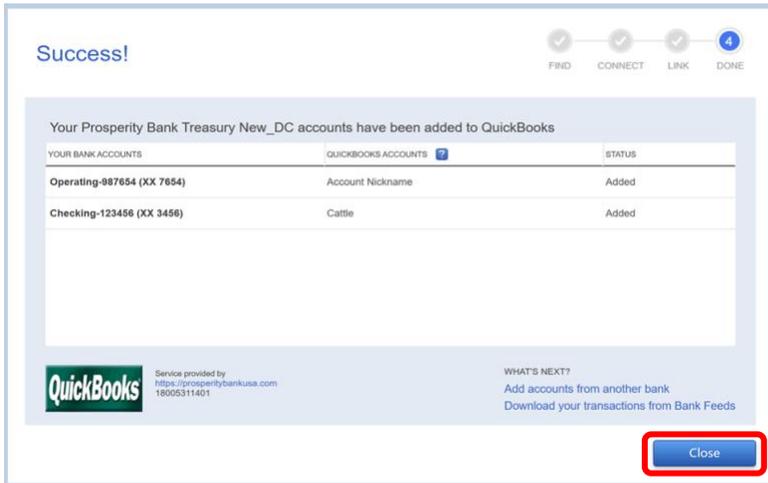
Step 3: Link your accounts

YOUR BANK ACCOUNTS QUICKBOOKS ACCOUNTS

Operating-987654 (XX 7654)	Select existing or create new
Checking-123456 (XX 3456)	Select existing or create new

Service provided by <https://prosperitybankusa.com>  
18005311401

Back Connect



#### Task #4

Re-enable Express Mode (if necessary)

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.

To re-enable Express Mode register mode (optional), go to **Edit>Preferences>Checking >Company Preferences** >select **Express Mode**.

### DIRECT CONNECT INSTALLATION IS NOW COMPLETE

For questions, please contact your Treasury Management Officer, call Treasury Management Support at **855-888-2242** or email [treasurymanagement.support@prosperitybankusa.com](mailto:treasurymanagement.support@prosperitybankusa.com).