

QuickBooks Reconnection Guide for Windows

If there are issues with connecting your Montecito Bank & Trust (MB&T) account to QuickBooks, performing a manual disconnection and reconnection will resolve most issues.

This guide outlines steps to connect your MB&T online accounts in QuickBooks Online and QuickBooks Desktop for Direct Connect.

Table of Contents

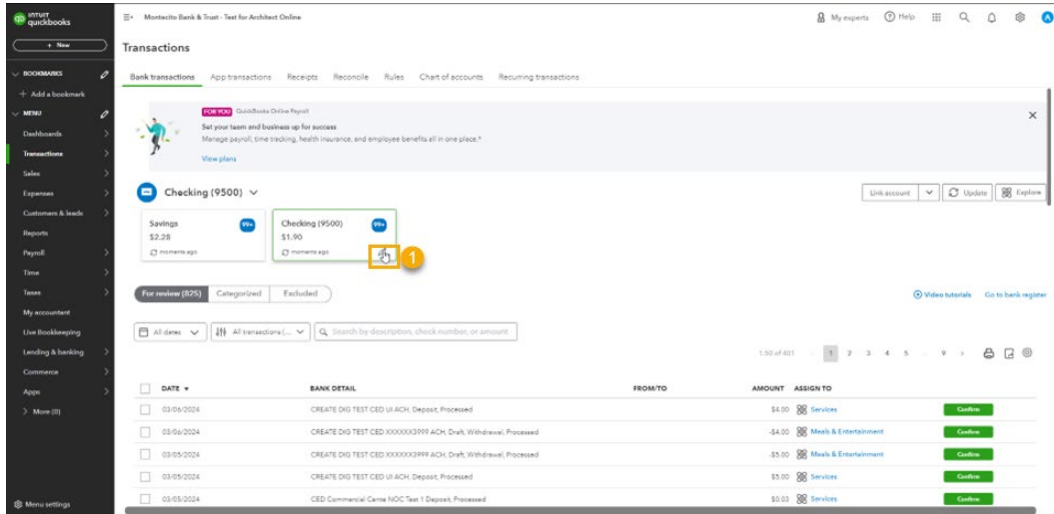
QuickBooks Online	1
Disconnecting Accounts	1
Connecting Accounts	3
QuickBooks Desktop	8
Deactivating Accounts	8
Activating Accounts	9

QuickBooks Online

Disconnecting Accounts

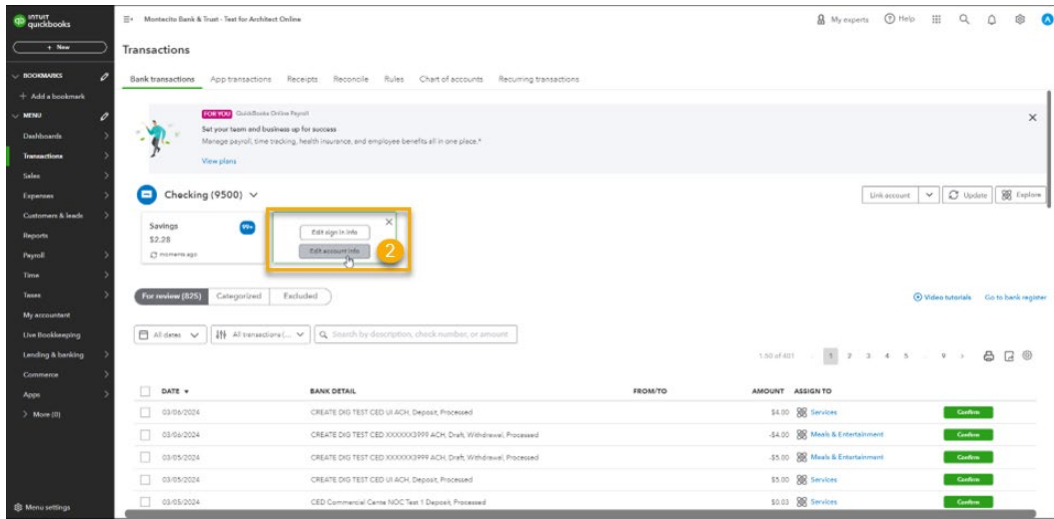
Accounts appear as tiles on the **Bank Transactions** tab. In QuickBooks Online perform the following for each account:

1. Click on the Pencil icon.

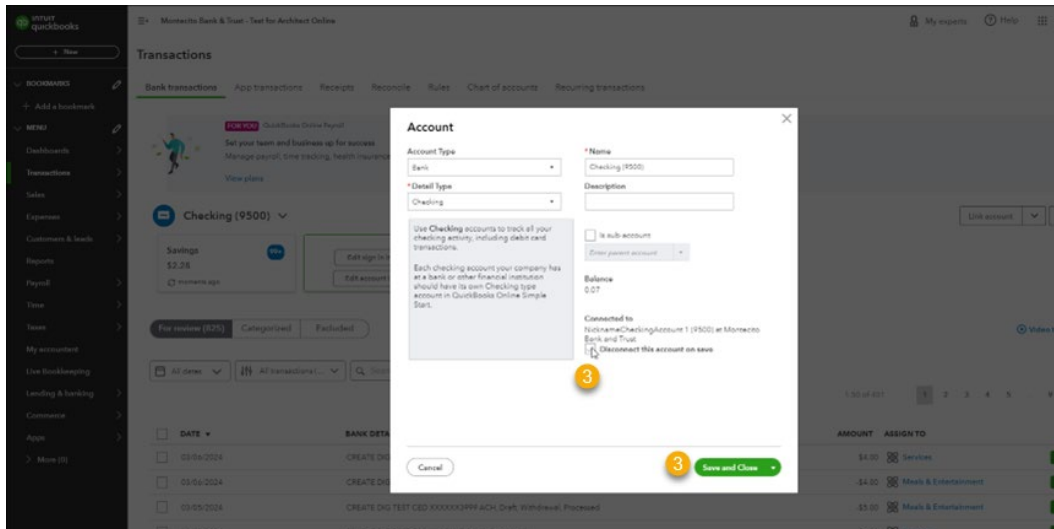


Note: If you are reconnecting an account, please note the last date updated for the account. When the account is reconnected, you will be prompted to specify a date range. This will prevent duplicate transaction from being imported.

2. Click Edit account info.



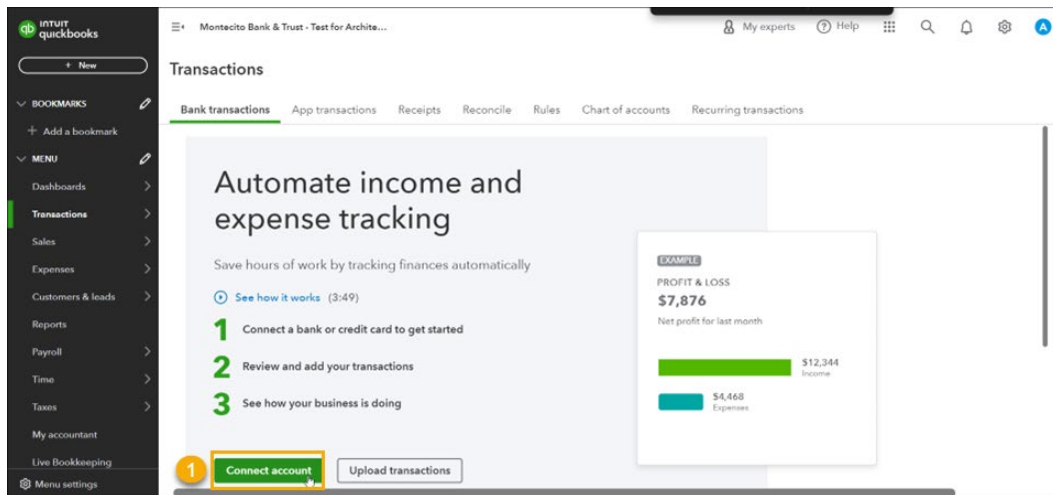
3. Check the Disconnect this account on save checkbox. Then click Save and Close.



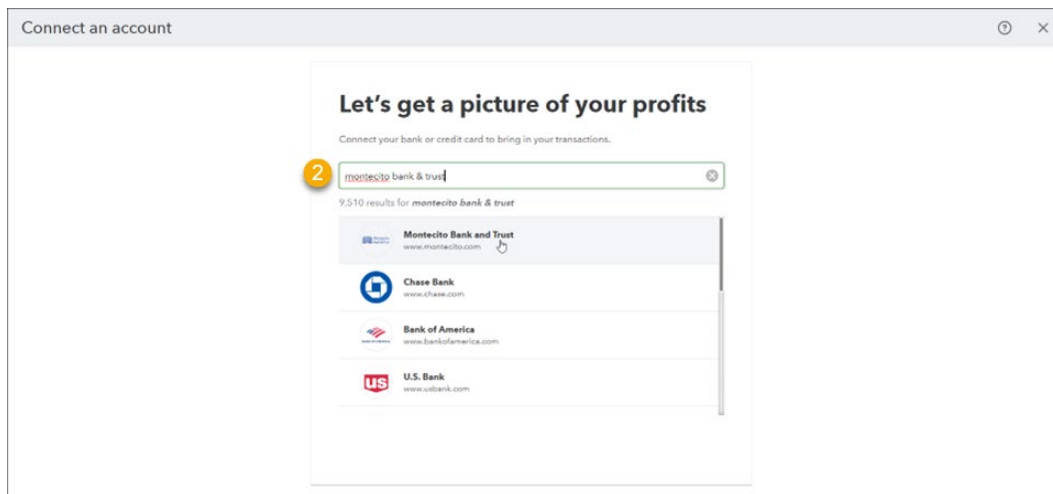
Connecting Accounts

From the Transaction > Bank Transactions page, perform the following:

1. Click Connect Account



2. Search for Montecito Bank & Trust in the search bar.



3. Enter your online banking **User ID** and **Password**, then click **Continue**.

Connect an account

Sign in to account

Montecito Bank and Trust
<http://www.montecito.com/>

User ID
business1

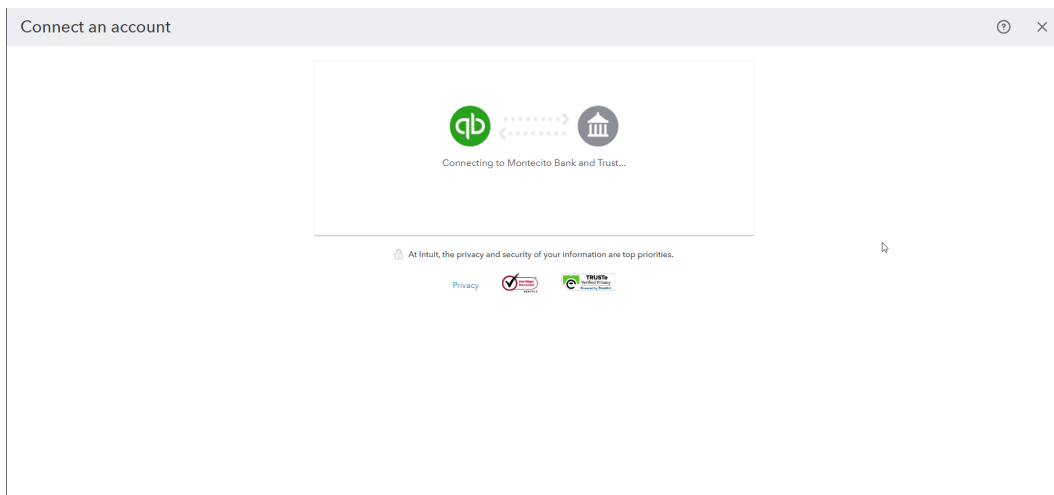
Password

SHOW

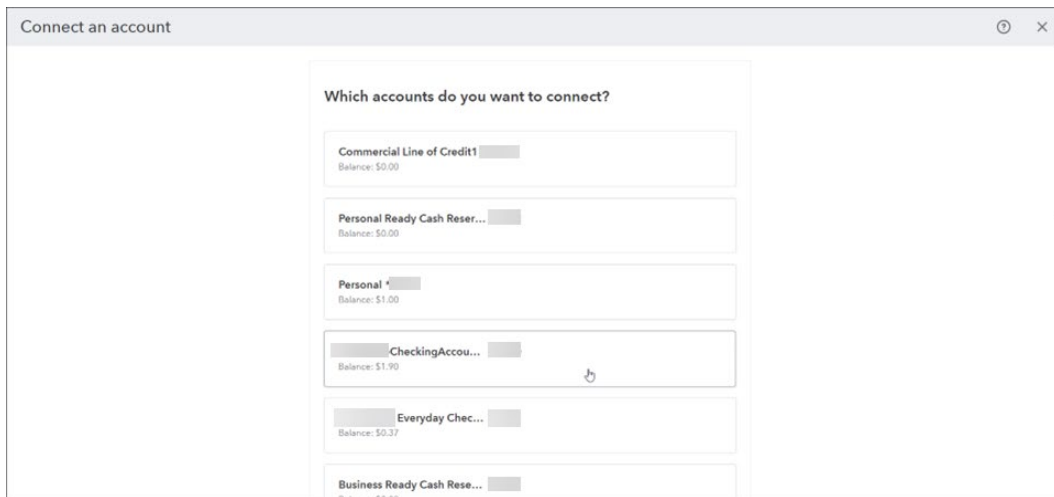
Back Continue

At Intuit, the privacy and security of your information are top priorities.

Privacy

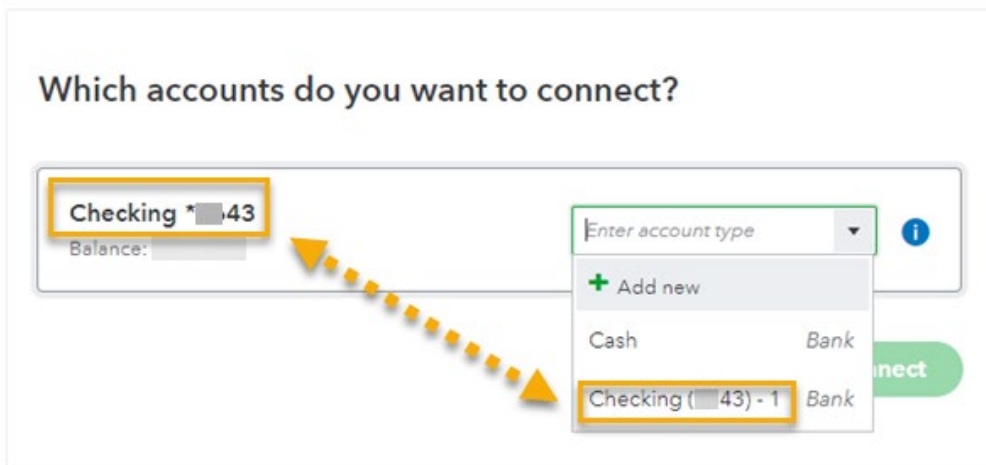


4. **Connect an Account.** Select the account to reconnect to QuickBooks Online.



5. Select the account to be reconnected for **Account Type**.

Note: When reconnecting an account, ensure the account numbers match.



6. Select the date range to be imported by QuickBooks Online, then click **Continue**.

The screenshot shows a 'Connect an account' window with a list of accounts: 'Text Message Account' (Balance: \$2.28), 'Business Relationship Mon...' (Balance: \$1.50), and 'Business Ready Cash Rese...' (Balance: \$0.00). Below the accounts, a message states: 'We will pull transactions from the selected accounts from 03/01/2024. Or you can select a different date to pull transactions from. Some bank limitations may apply.' A date range dropdown is open, showing options: 'This month (03/01/2024)', 'Today (03/21/2024)', 'This month (03/01/2024)', 'This year (01/01/2024)', 'Last year (01/01/2023)', and 'Custom...'. A 'Connect' button is visible on the right.

7. Select the **Text Message** or **Call to** number to receive your **One Time Passcode (OTP)**.

The screenshot shows a 'Sign in to account' window for Montecito Bank and Trust. It states: 'For your security, Montecito Bank and Trust requires additional verification info. (185)'. Below this, it says: 'Please choose one of the following options to receive your temporary identification code'. There are six radio button options: 'Text Message to (xxx) xxx-xxx-98', 'Text Message to (xxx) xxx-xxx-98', 'Text Message to (xxx) xxx-xxx-82', 'Call to (xxx) xxx-xxx-98', 'Call to (xxx) xxx-xxx-98', and 'Call to (xxx) xxx-xxx-82'. The third option, 'Text Message to (xxx) xxx-xxx-82', is selected.

8. Enter the **OTP** (code) and click **Continue**.

Connect an account

Sign in to account

Montecito Bank and Trust
http://www.montecito.com/
805-564-0213

Please enter the secure code that you have just received

528100

[Get new code](#)

Continue

At Intuit, the privacy and security of your information are top priorities.

[Privacy](#) [Security](#) [Trust](#)

9. Success.

Connect an account

Bringing in your transactions

This will only take a moment.

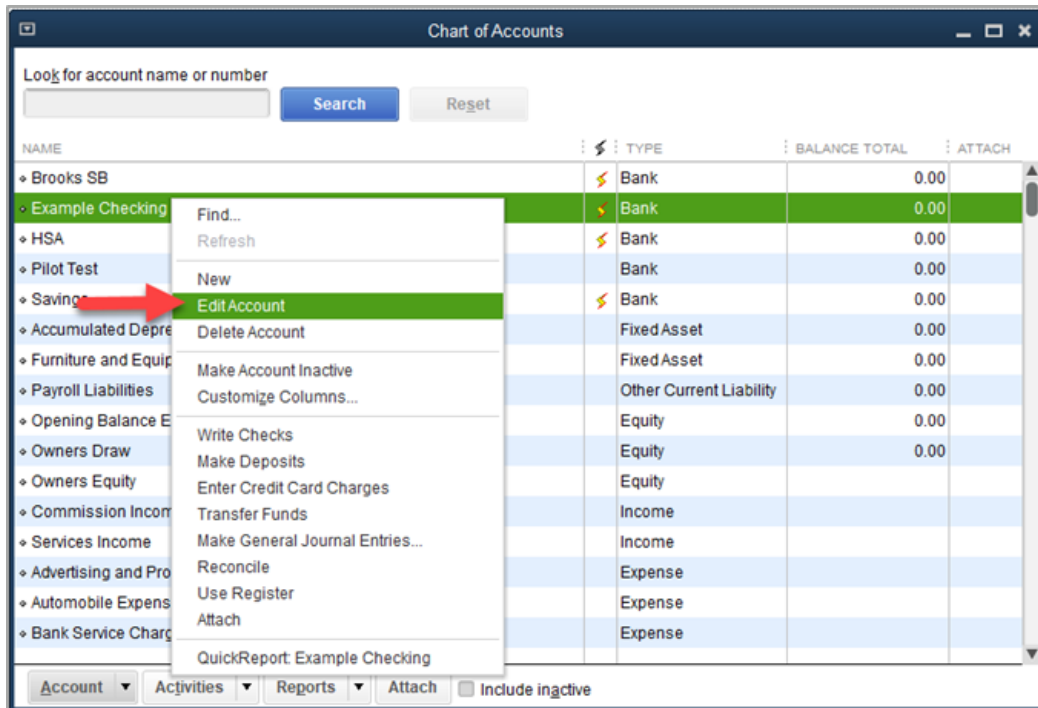
Money in transactions

Progress bar (partially filled)

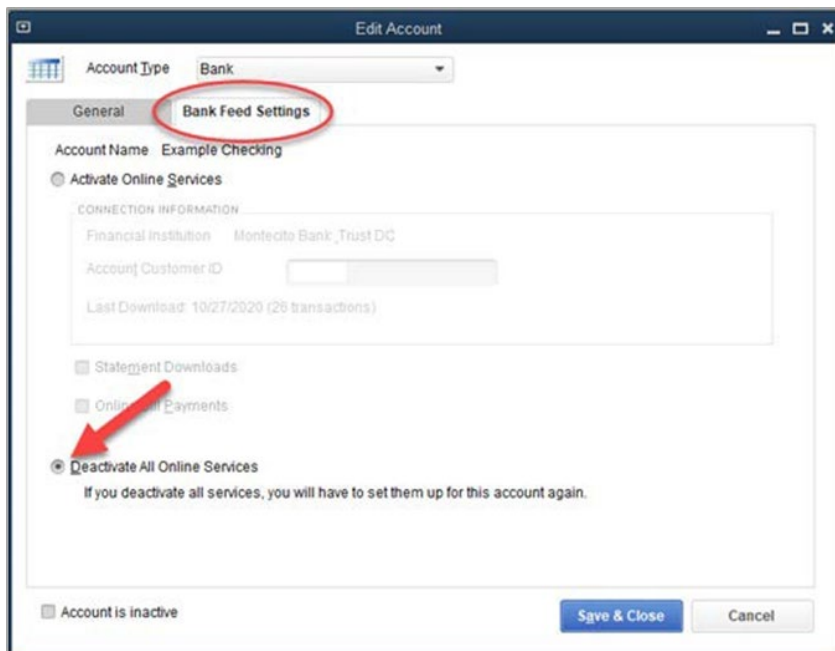
QuickBooks Desktop for Direct Connect

Deactivating Accounts

1. Right click on one of your MB&T accounts listed in your **Chart of Accounts**. Select **Edit Account**.



2. Click on the **Bank Feed Settings** tab and click **Deactivate All Online Services**. Repeat this step for every MB&T account in QuickBooks.



Activating Accounts

1. After all MB&T accounts have been deactivated from Online Services, return to the **Chart of Accounts** and right click on any MB&T account. Click **Set Up Bank Feeds**.

Account Type: Bank

Account Name: Example Checking

☐ Subaccount of

OPTIONAL

Description:

Bank Acct. No.:

Routing Number: 122234783

Tag-Line Mapping: <Unassigned> [How do I choose the right tax line?](#)

[Enter Opening Balance...](#) [Should I enter an opening balance?](#)

☐ Remind me to order checks when I reach check number

☐ Order checks I can print from QuickBooks [Learn more](#)

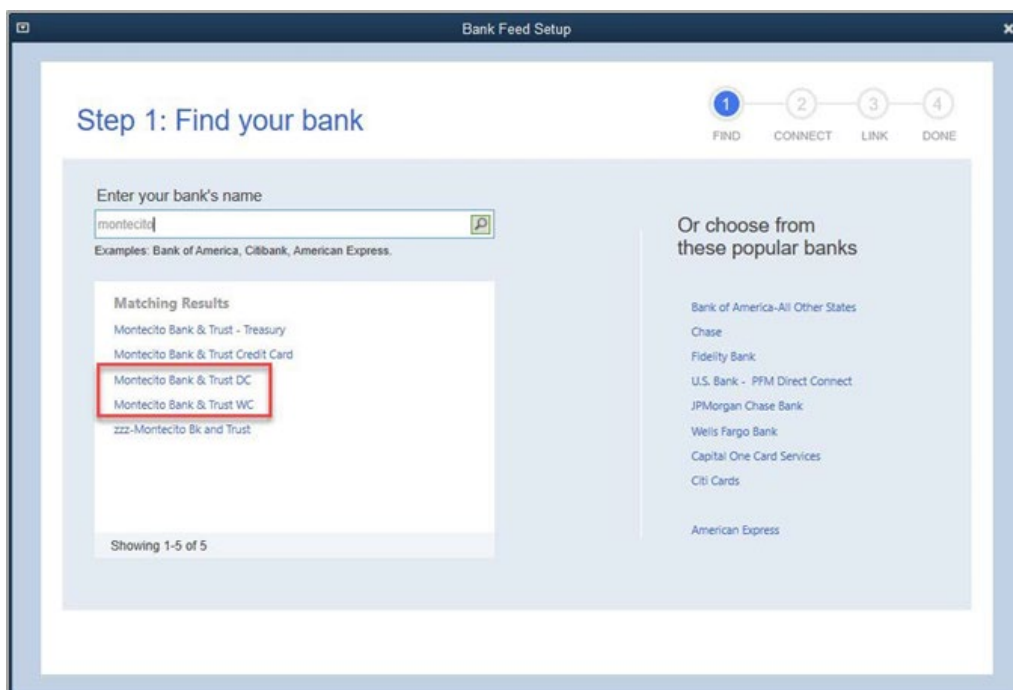
☐ Account is inactive

Set Up Bank Feeds... **Save & Close** **Cancel**

2. An alert may ask if it can close open windows to set up Bank Feeds. Click **Yes**

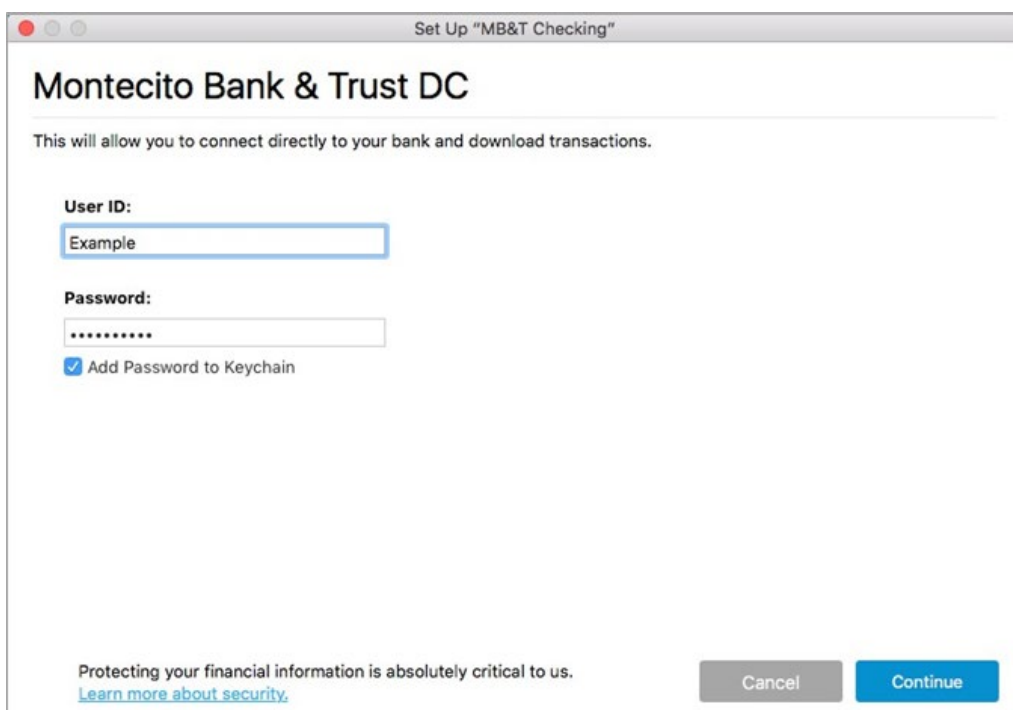


3. Search for **"Montecito Bank & Trust."** Select **Montecito Bank & Trust DC** for Direct Connect.



The screenshot shows the 'Bank Feed Setup' window, Step 1: Find your bank. It features a search bar with 'montecito' entered. Below the search bar, a list of 'Matching Results' is displayed, with 'Montecito Bank & Trust DC' highlighted by a red box. To the right, there is a section titled 'Or choose from these popular banks' listing various banks like Bank of America, Chase, Fidelity Bank, etc. A progress bar at the top indicates the steps: FIND (1), CONNECT (2), LINK (3), and DONE (4).

4. Enter your MB&T Online Banking credentials and any security prompts, then click **Connect**.



The screenshot shows the 'Set Up "MB&T Checking"' window for Montecito Bank & Trust DC. It prompts the user to enter their 'User ID' and 'Password'. The 'User ID' field contains the text 'Example'. Below the password field, there is a checkbox labeled 'Add Password to Keychain' which is checked. At the bottom, there is a security notice: 'Protecting your financial information is absolutely critical to us. [Learn more about security.](#)' and two buttons: 'Cancel' and 'Continue'.

Authorize QuickBooks Connection in Online Banking

Direct Connect has to be authorized by you in Online Banking before QuickBooks can be linked.

The first time you try to connect with your Online Banking credentials, you will receive a connection error—this is expected. A request for authentication will be sent to your Online Banking account.

Bank Feed Setup

Step 2: Connect Montecito Bank & Trust DC to QuickBooks

Progress: FIND CONNECT LINK DONE

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

User ID For your account

Password For your account

Service provided by https://montecito.bank NA

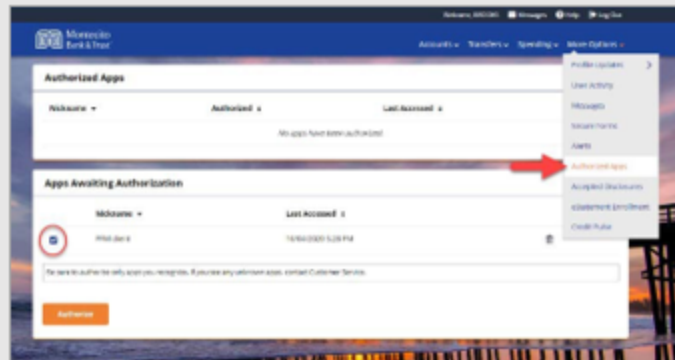
You need special credentials from Montecito Bank & Trust DC to sign in here. Click here to enroll

How does QuickBooks protect my financial information?

Back Connect

To authorize:

1. Go to **montecito.bank** and log into Online Banking with your credentials.
2. In Online Banking, go to **More Options**, then **Authorized Apps**.
3. Check **PFM Client**, and then click **Authorize**.

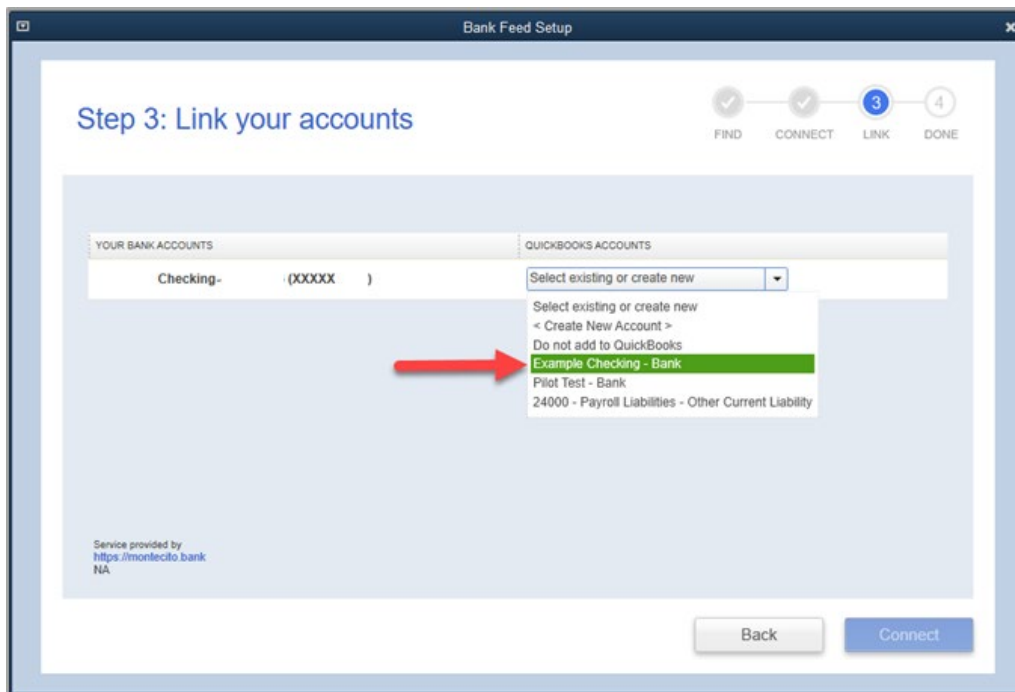


Once the authorization is complete, you can return to Quicken and try connecting again.

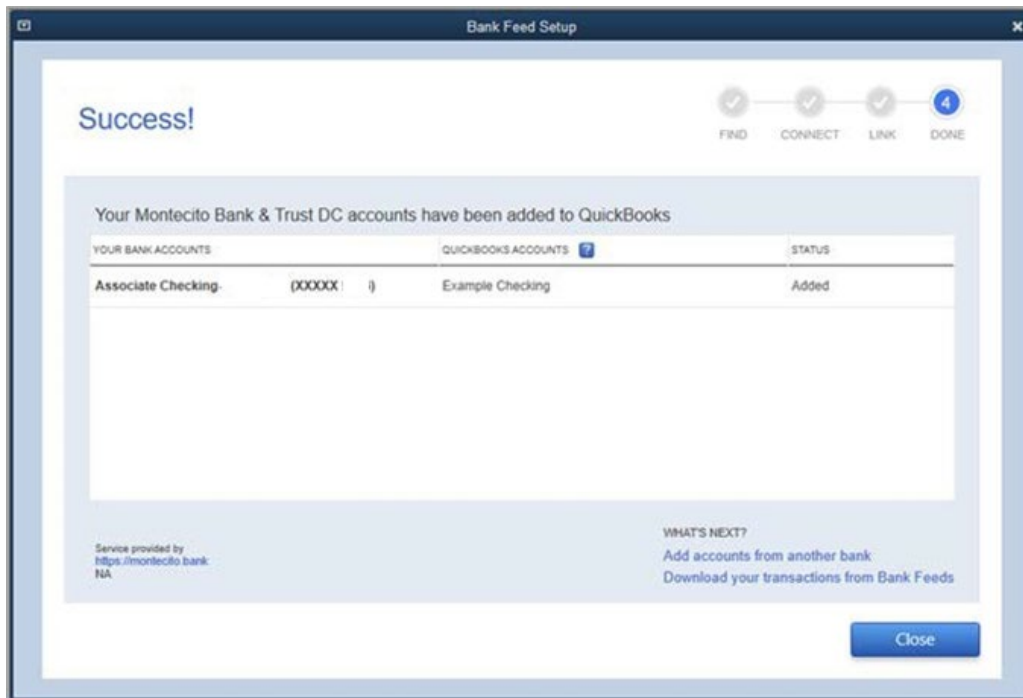
5. Select an **Action** for each account listed before you click **Continue**. To link your existing QuickBooks accounts, select the appropriate QuickBooks account from the drop-down for each account found in Online Banking

Note: It is critical that you choose the correct Action for each account displayed. To link to an existing account in QuickBooks, select the appropriate QuickBooks account from the drop-down for each account found in Online Banking.

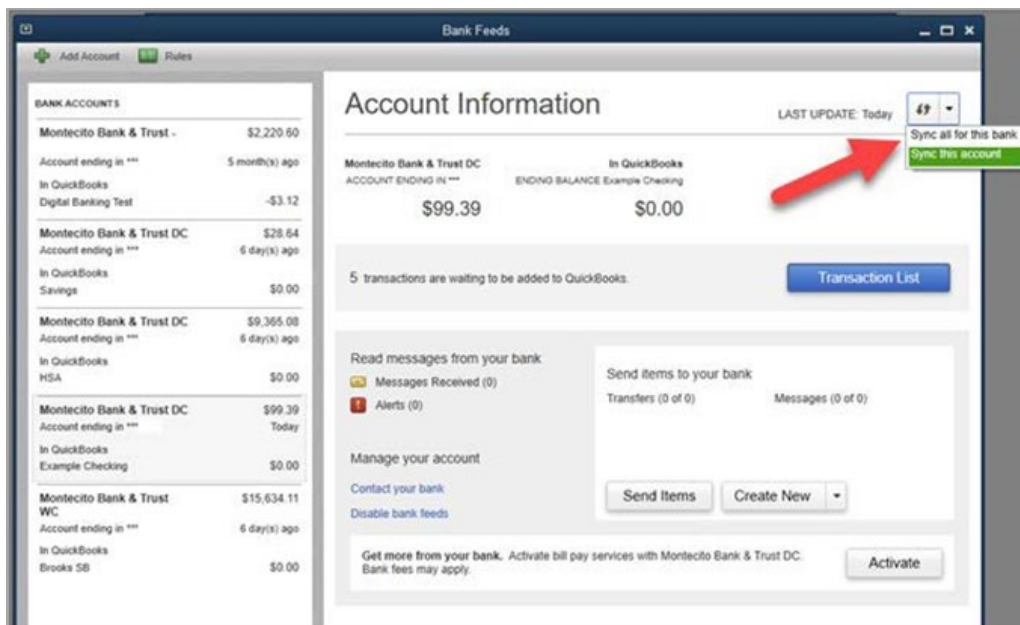
Selecting "Create New" will create a new account in QuickBooks.



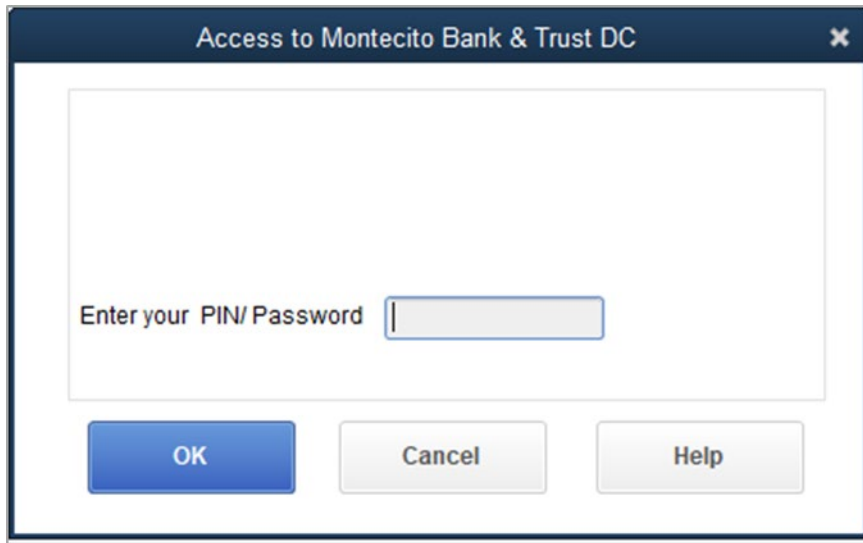
6. A confirmation will display when the connection is complete.



7. You can now bring in new transactions for your accounts using Direct Connect by going to **Bank Feeds** and selecting **Synch All For This Bank** or **Synch This Account**.



8. Enter your Online Banking password and any security prompts to connect and download your transactions.



Access to Montecito Bank & Trust DC

Enter your PIN/ Password

OK Cancel Help

If you have issues connecting your accounts, contact our Service Center

Service Center

Monday – Friday • 8:00 AM – 6:00 PM

[\(805\) 963-7511](tel:8059637511)