## **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.

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# 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.

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Menu settings	03/05/2024	CED Commercial Cente NOC Text 1 Deposit, Processed		50.03 88 Services Continue

**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.

quickbooks	≣+ Montecito Bank & Trust - Test for	Arthitect Online		🛔 My experts 💿 Help III Q 🗘 🛞 🔕
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Transactions )	> View place			
Expenses >	Checking (9500)	~		Unit account 💙 💭 Update 🔀 Explore
Customers & leads				
Reports	Savings	Eath algo in 1946		
Payroll	C mameria ago	tatacourtiefe 2		
	For review (825) Categor	Ired Excluded		Wideo tutorials     Co to bank register
My accountant				
Uve Bookkeeping	Alidates V Alia	ensections ( 🗸 ) 🔍 Search by description, check number, or amount		
Lending & banking				1.50 of 401 1 2 3 4 5 9 > A 7 0
Apps )	DATE +	BANK DETAIL	FROM/TO	AMOUNT ASSIGN TO
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	03/05/2024	CREATE DIG TEST CED UI ACH, Deposit, Processed		\$5.00 Services Cardium
Menu settings	03/05/2024	CED Commercial Cente NOC Text 1 Deposit, Processed		S0.03 😸 Services Continue

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

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	[]] (0.00000000				to on Sel Services

### **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.

Connect an account		0	×
	Let's get a picture of your profits		
	2 massessip bank & trust		
	Montecito Bank and Trust www.montecito.com		
	Cose Bank www.chase.com		
	Bank of America www.bankdamerica.com		
	U.S. Bank www.sabank.com		

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

Connect an account		3	×
	Sign in to account		
	Montecho Bank and Trust http://www.montecho.com/		
	3 Passeed		
	Back Continue		
	At letter, the privacy and security of your information are top priorities.      Privacy     Privacy     Privacy		
Connect an account		0	×
	Connecting to Montecito Bank and Trust		
	At Intuit, the privacy and security of your information are top priorities.	Þ	

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

Connect an account		•	×
	Which accounts do you want to connect?		
	Commercial Line of Credit1 Balence: 50:00		
	Personal Ready Cash Reser Balance: \$0.00		
	Personal *		
	CheckingAccou Balance: 51:90		
	Everyday Chec Balance: 50.37		
	Business Ready Cash Rese		

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

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

Checking * 43		
Balance:	Enter account type	0
	+ Add new	
	Cash Bank	
		ect

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

Connect an account		() ×
	Balance: 52.28	
	Business Relationship Mon *	
	Business Ready Cash Rese *00008 Balance: 50.00	
	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.	
	Today (03/01/2024) Today (03/01/2024) This month (03/01/2024) 6 Connect	
	This year (01/01/2024) Last year (01/01/2023) Custors id socurity of your information are top priorities.	
	Privacy Office Privacy	

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

Connect an account		(	Ð	×
	Sign in concentration         Image: Concentration <th></th> <th></th> <th></th>			

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

Connect an account		?	×
	Sign in to account         Image: Control Bank and Truet         Margin Margin Control Bank and Truet         Margin Control Bank and Truet		
	At Intuit, the privacy and security of your information are top priorities.		

#### 9. Success.

Connect an account			?	×
	Bringing in your transactions This will only take a moment.			
	Money in transactions	4		

# 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**.

	Chart of A	ccounts			_ 🗆 ×	:
Loo <u>k</u> for account name	e or number					
NAME		\$	TYPE	BALANCE TOTAL	ATTACH	
<ul> <li>Brooks SB</li> </ul>		5	Bank	0.00		â
<ul> <li>Example Checking</li> </ul>	Find	\$	Bank	0.00		J
♦ HSA	Refresh		Bank	0.00		
Pilot Test	New		Bank	0.00		
Saving     Sa	EditAccount		Bank	0.00		
<ul> <li>Accumulated Depre</li> </ul>	Delete Account		Fixed Asset	0.00		
<ul> <li>Furniture and Equip</li> </ul>	Make Account Inactive		Fixed Asset	0.00		
<ul> <li>Payroll Liabilities</li> </ul>	Customize Columns		Other Current Liability	0.00		
<ul> <li>Opening Balance E</li> </ul>	Write Checks		Equity	0.00		
<ul> <li>Owners Draw</li> </ul>	Make Deposits		Equity	0.00		
<ul> <li>Owners Equity</li> </ul>	Enter Credit Card Charges		Equity			
<ul> <li>Commission Incom</li> </ul>	Transfer Funds		Income			
<ul> <li>Services Income</li> </ul>	Make General Journal Entries		Income			
<ul> <li>Advertising and Pro</li> </ul>	Reconcile		Expense			
<ul> <li>Automobile Expens</li> </ul>	Use Register		Expense			
Bank Service Charg	Attach		Expense			
	QuickReport: Example Checking					۳
Account V Acti	vities 🔻 Reports 💌 Attach 🔲 Incl	ude in <u>a</u> ctive				

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

1	Edit Account	_ 0
Account Type Bank	•	
General Bank Feed	Settings	
Account Name Example Chec	ding	
C Activate Online Services		
CONNECTION INFORMATION		
Financial Institution Mo	tecito Bank "Trust DC	
Account Customer ID		
Last Download 10/27/202	) (28 transactions)	
Statement Downloads		
Colina Damante		
Constant Calments		
Deactivate All Online Services		
If you deactivate all service	, you will have to set them up for this account again.	
Account is inactive	Save & G	Close Cancel

## **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 Name	Example Checking	
	Subaccount of	*
OPTIONAL		
Description		
BackAcd No.		
Dally Acc. NV.		
Routing Number	122234783	
Tag-Line Mapping	<unassigned></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 Qu	ickBooks Learn more

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

	Temporarily Close All Windows							
Δ	All open QuickBooks windows will be closed temporarily to set up Bank Feeds services. Do you want to continue?							
	Yes No							

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

	FIND CONNECT LINK DON
Enter your bank's name	
montecite D Examples: Bank of America, Citibank, American Express.	Or choose from these popular banks
Matching Results Montecito Bank & Trust - Treasury Montecito Bank & Trust Credit Card Montecito Bank & Trust DC Montecito Bank & Trust WC zzz-Montecito Bik and Trust	Bank of America-All Other States Chase Fidelity Bank U.S. Bank - PFM Direct Connect JPMorgan Chase Bank Wells Fargo Bank Capital One Card Services Citi Cards
Showing 1-5 of 5	American Express

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

	Set Up "MB&T Checking"
Iontecito Bank	& Trust DC
s will allow you to connect dir	ctly to your bank and download transactions.
User ID:	
Example	
Password:	

\*\*\*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	PRO CONVECT LINK DONE
There is a problem with your lager. Preser by again. Other details User ID: For your account Passaword: Pur your account	Service provided by biger investment book RA The need special oredentasis from Adortacito Bank & Trutt DC to sign in More Citick here to enrol
Hav den QuickBooks protect my linancial information?	Back Connect

To authorize:

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

Authorized	i Apps					Unit Activity
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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.

	I	Bank Feed Setup				
Step 3: Link your acco	ounts		FIND	CONNECT	3 LINK	DONE
YOUR BANK ACCOUNTS		QUICKBOOKS ACCOUNTS				
Service provided by https://montecito.bank NA	_	Select existing or crea < Create New Accound Do not add to Quicke Example Checking – 4 Pilot Test - Bank 24000 - Payroll Liabili	ate new tt > ooks 3ank ties - Other Curre	ent Liability		
			В	ack	Con	nect

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

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

			Bank Feed Setup	
Success!				FIND CONNECT LINK DOM
Your Montecito Bank	c & Trust DC a	account	s have been added to QuickE	Books
YOUR BANK ACCOUNTS			QUICKBOOKS ACCOUNTS	STATUS
Associate Checking-	(XXXXXX)	ŋ	Example Checking	Added
Server provided by https://www.ikedu.bank NA				WHATS NEXT? Add accounts from another bank
				Close

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**.

BANK ACCOUNTS		Account Information	on	LAST UPDATE Today
Montecito Bank & Trust -	\$2,220.60			Sync all for the
Account ending in ***	S month(s) ago	Montecito Bank & Trust DC ACCOUNT ENDING IN *** ENDING BAU	In QuickBooks	Sync this ac
Digital Banking Test	-\$3.12	\$99.39	\$0.00	
Montecito Bank & Trust DC Account ending in ***	\$28.64 6 day(s) ago			
In QuickBooks Savings	\$0.00	5 transactions are waiting to be added to Q	uickBooks.	Transaction List
Montecito Bank & Trust DC Account ending in ***	\$9,365.08 6 day(s) ago			
In QuickBooks. HSA	\$0.00	Read messages from your bank Messages Received (0)	Send items to your ban	ĸ
Montecito Bank & Trust DC Account ending in ***	\$99.39 Today	Alerts (0)	Transfers (0 of 0)	Messages (0 of 0)
In GuickBooks Example Checking	\$0.00	Manage your account		
Montecito Bank & Trust WC	\$15,634.11	Contact your bank Disable bank feeds	Send Items C	reate New -
In QuickBooks	6 Gay(5) 390	Get more from your bank. Activate bill p	ay services with Montecito Bank	& Trust DC. Activate

**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