

## Mac QuickBooks Reconnection Guide

Please follow the following steps to reconnect your MB&T online services in QuickBooks.

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



2. Click the Online Settings button.

	Edit Account
Type:	Bank 🗘
Name:	MB&T Checking
Description:	
Bank No.:	
	Subaccount of
Tax Line:	<unassigned></unassigned>
	Account is inactive 🛛 Is a payroll account
	Online Settings Cancel
	Opening Balance: 0.00 as of 11/05/20 OK

**3.** Change the **Download Transaction** setting to **Not Enabled** to temporarily disable Online Services. Click **Save**. Repeat this step for every MB&T account in QuickBooks.

Online Account Information
Download Transactions
To set up online banking
Before you can download your transactions from your financial institution, you must set up online banking in QuickBooks. Click Banking > Online Banking Setup and follow the onscreen instructions to set up online banking.
To turn off online banking
To turn off online banking for this account, select Not Enabled from the Download Transaction menu.
Financial Institution: Montecito Bank & Trust DC Account Number: Account Type: Not enabled via Web Connect Download transactions: Via Direct Connect
? Cancel Save

**4.** 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 the **Online Settings** button again.

	Edit Account
Type:	Bank
Name:	MB&T Checking
Description:	
Bank No.:	
	Subaccount of
Tax Line:	<unassigned></unassigned>
	Account is inactive Sa payroll account
	Online Settings Cancel
	Opening Balance: 0.00 as of 11/05/20 OK

5. The system will prompt you to set up Online Settings. Click Set Up.



6. When prompted, select I have my Password and click Next.



7. Type Montecito Bank and Trust in the Financial Institution search and click Montecito Bank and Trust DC. Click Next.

0 0	Online Banking Assistant		
	Select the financial institution for this account Select your financial institution:	Q monte	0
	Montecito Bank & Trust Treasury Montecito Bank & Trust Credit Card Montecito Bank & Trust DC Montecito Bank & Trust WC Monterey CU - New Monterey County Bank		
41	Questions? What do i do if my financial institution is not listed? Tell me more about online banking. Cancel		Next

8. Enter your Online Banking credentials for Montecito Bank and Trust and click Sign In.



## \*\*\*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.



## To authorize:

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

Authorized Apps			Profile Updates User Activity
Nickname +	Authorized +	Last Accessed +	Messages
	No apps ha	ve been authorized.	Secure Forms
Apps Awaiting Authorizatio	on .		Authorized Apps
Nickname -	Last Acco	rssed a	eStatement Enroll
PFM client	10/04/202	20 5:28 PM	Credit Pulse
	nite. If you see any unknown apps, contact Cu	thomer Service.	

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

9. Choose an action in the Store in the QuickBooks Account column for each account listed before you click Next. To link your existing QuickBooks accounts, select the appropriate QuickBooks account from the drop-down for each account 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 "New..." will create a new account in QuickBooks. Leave blank to ignore.





**10.** A confirmation will display when the connection is complete. Click **Done**.

**11.** Your downloaded transactions should now be available in the **Downloaded Transactions** window.

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<ul> <li>MB&amp;T</li> </ul>	Check	ing ᅌ	Online Bala	nce	on 11/05/2	20: \$99.39		😴 Show Matched
Date ^	Num	Downloaded Payee	Payment		Deposit	Payee	Account	
8/14/20		XX9035 PURCHASE TARGET.C	37.70	0				
8/14/20		XX9035 PURCHASE TARGET.C	9.68	0				
8/21/20		Interest		0	0.01			
8/28/20		BKOFAM CK WEBXFR P2P BRO		0	10.00			
9/14/20		BROOKS KOHNE BIII Pay	5.00	0				
6.46.A.A.A								
0/20/20		WEB TRANSFER Test 3	0.13	õ				
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0/22/20		WEB TRANSFER Test 3	0.13					