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.
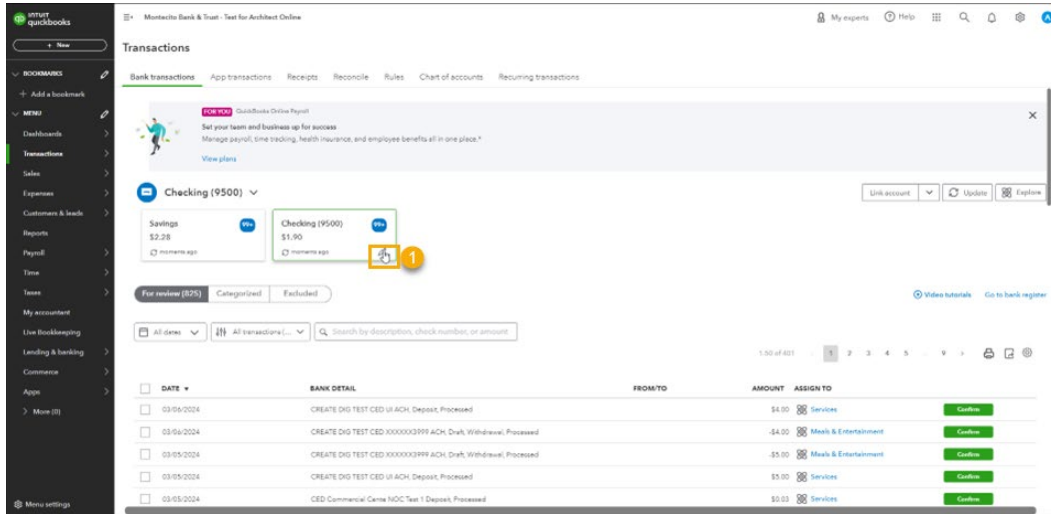
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QuickBooks Online

Disconnecting Accounts

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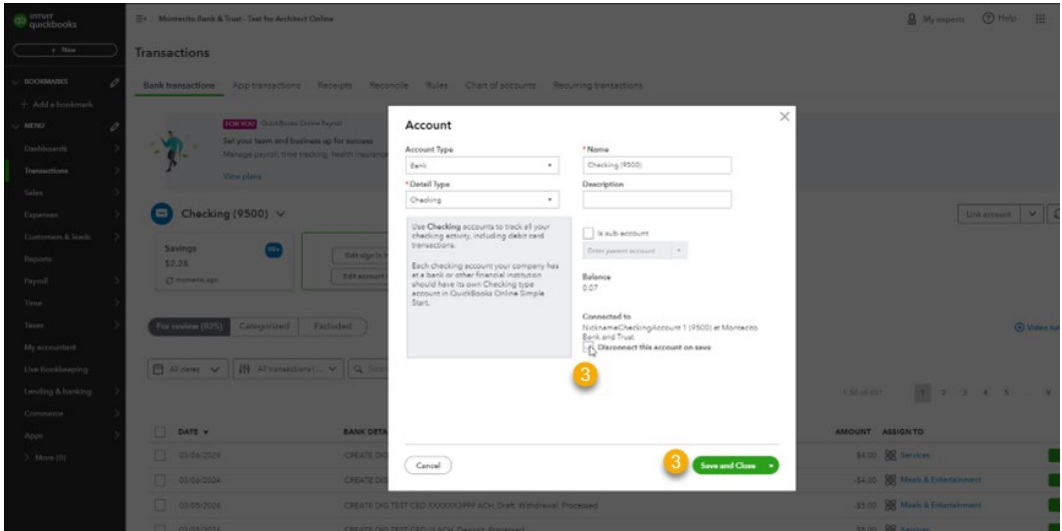
1. Click on the Pencil icon.

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.
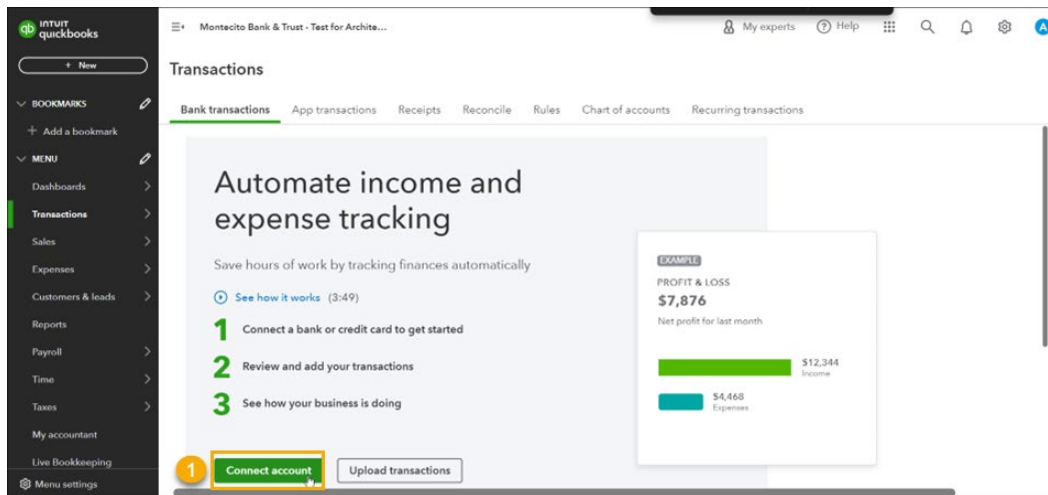
2. Click **Edit account info**.
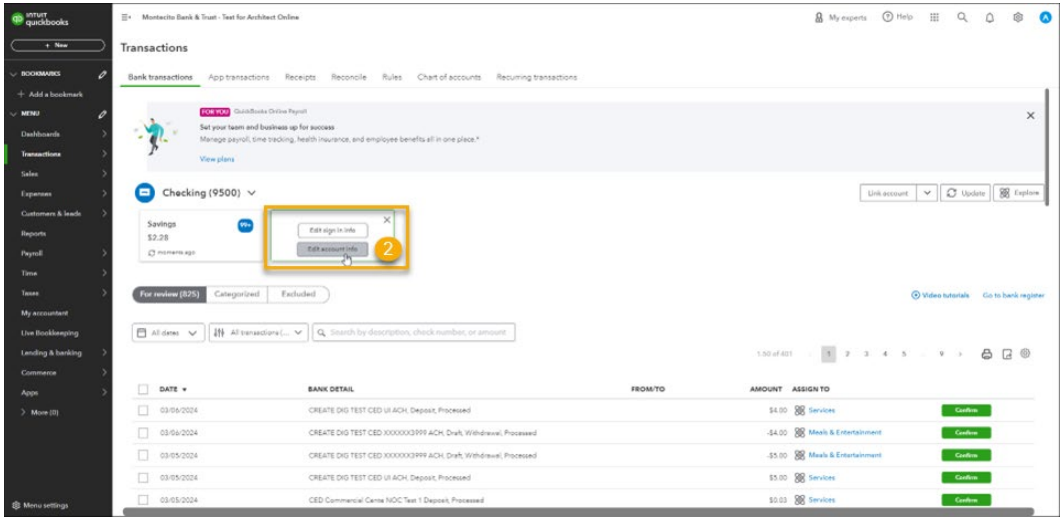
3. Check the **Disconnect this account** on save checkbox. Then click **Save and Close**.
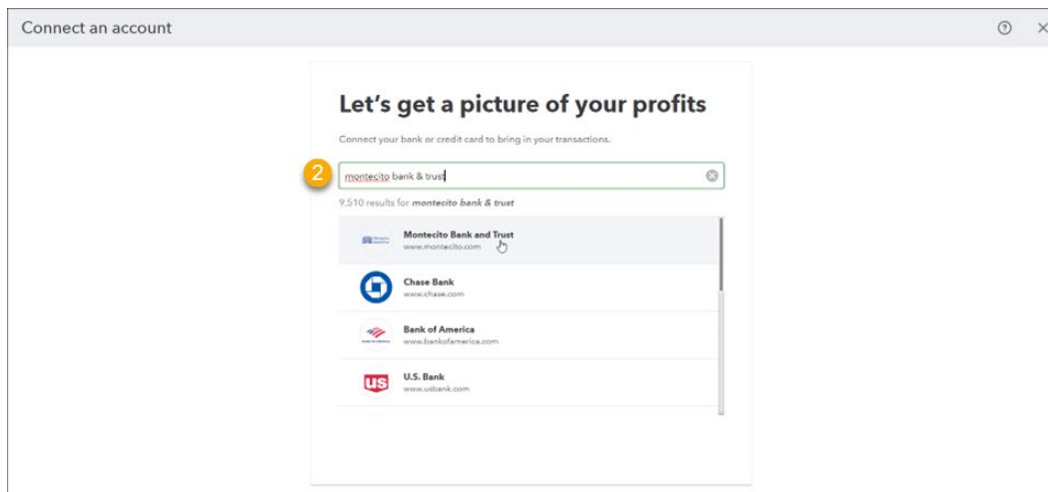
Connecting Accounts

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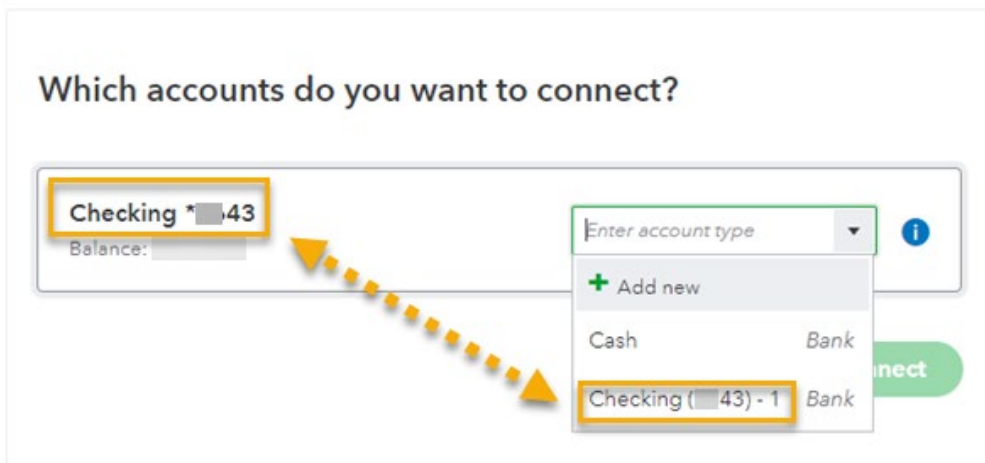
4. **Connect an Account**. Select the account to reconnect to QuickBooks Online.
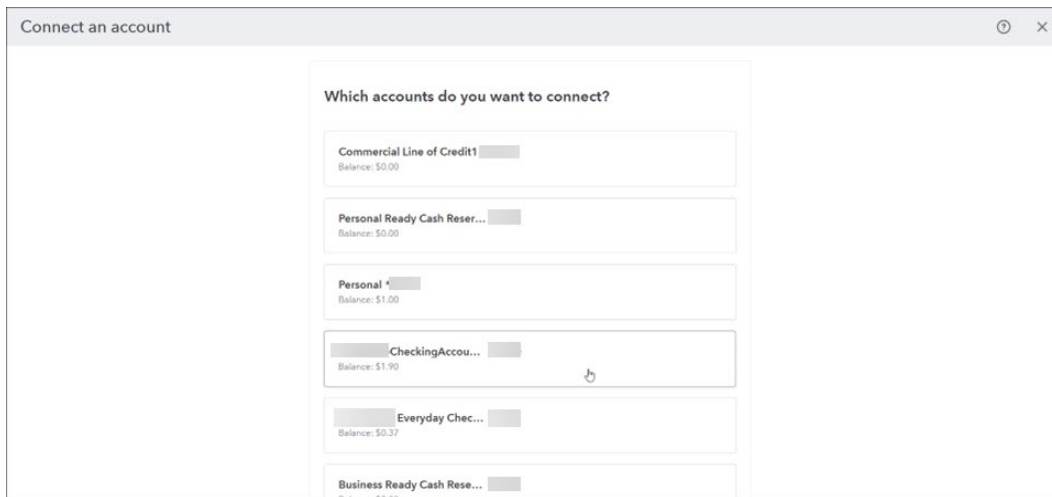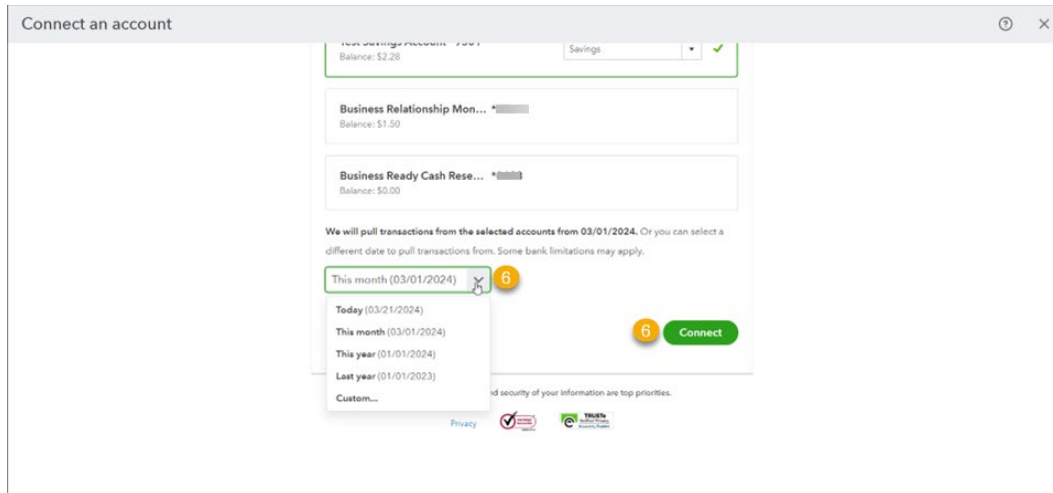

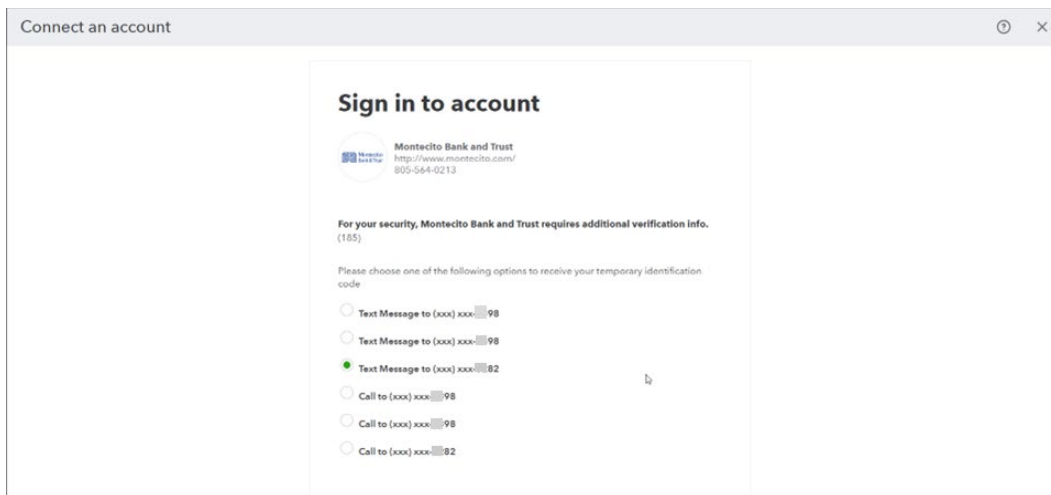5. Select the account to be reconnected for **Account Type.**

   Note: When reconnecting an account, ensure the account numbers match.
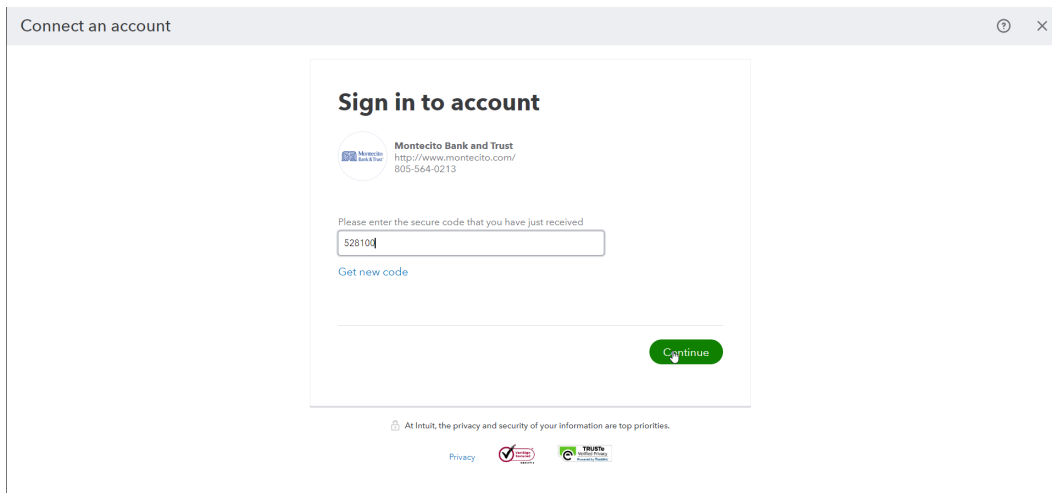
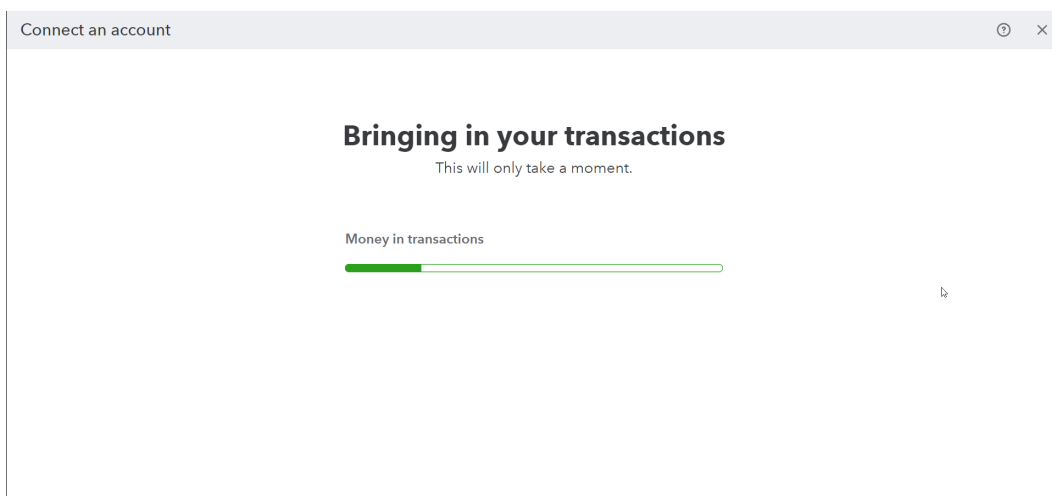**6.** Select the date range to be imported by QuickBooks Online, then click **Continue.**

7. Select the **Text Message** or **Call to** number to receive your **One Time Passcode (OTP).**
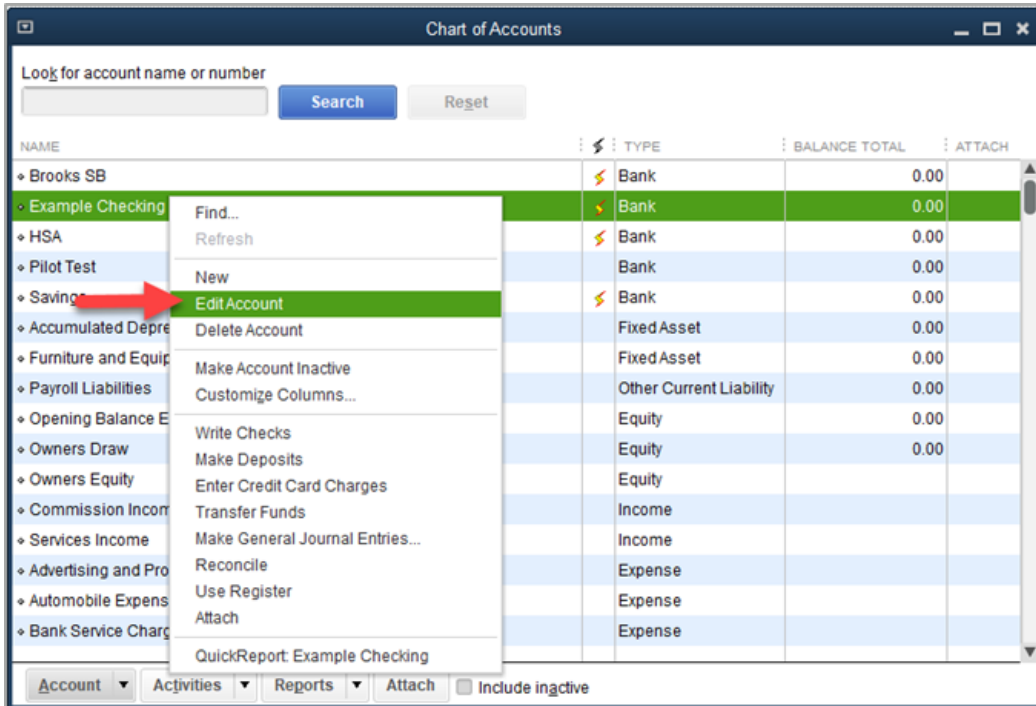
8. Enter the **OTP** (code) and click **Continue**.
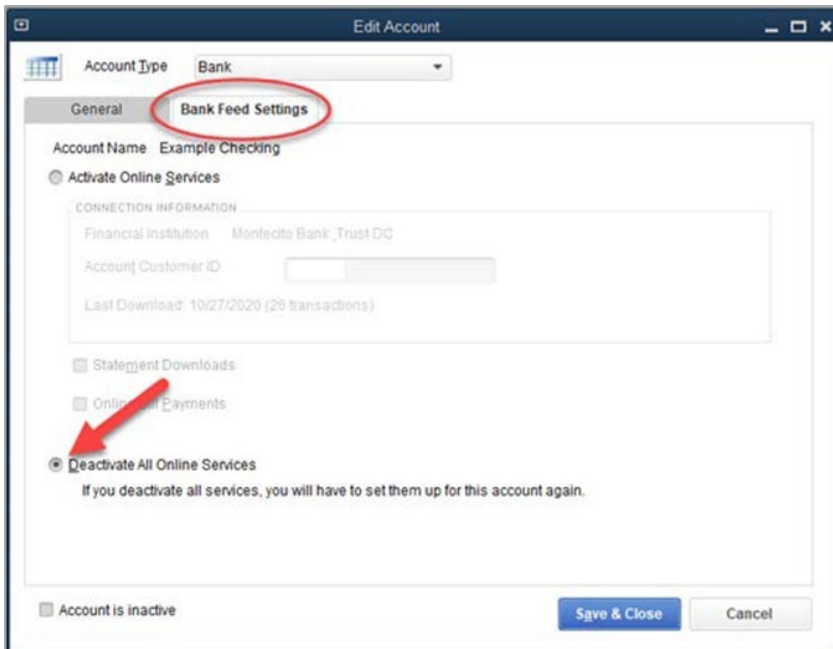

9. Success.

QuickBooks Desktop for Direct Connect

Deactivating Accounts

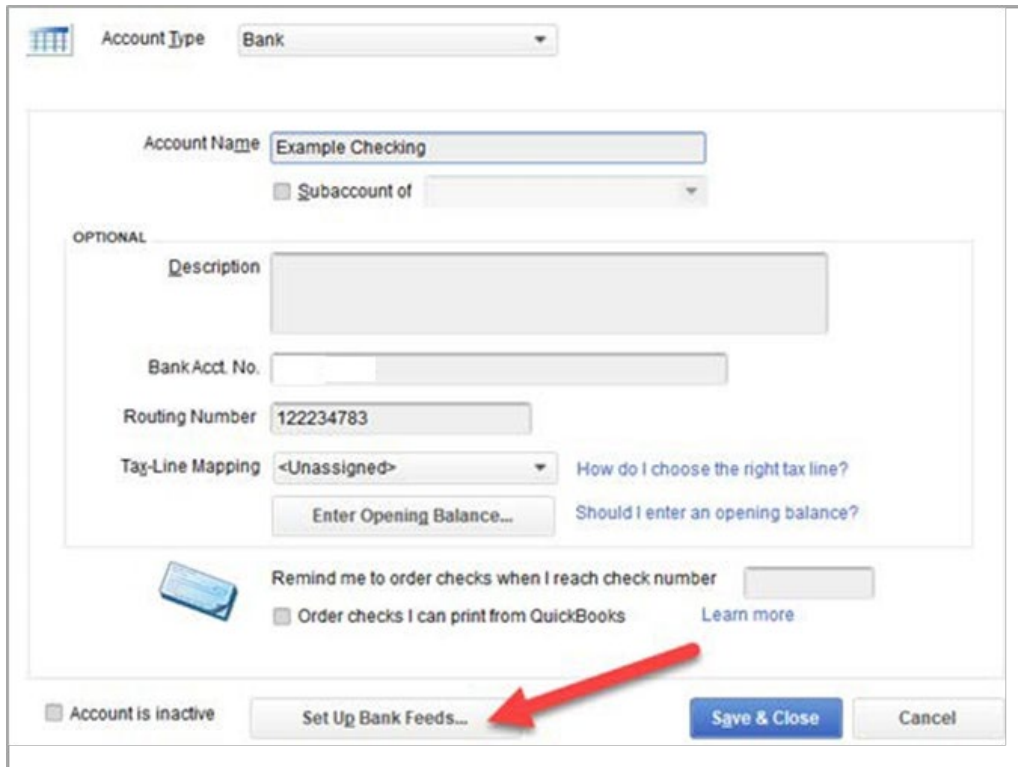1. Right click on one of your MB&T accounts listed in your **Chart of Accounts**. Select **Edit Account.**

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**.
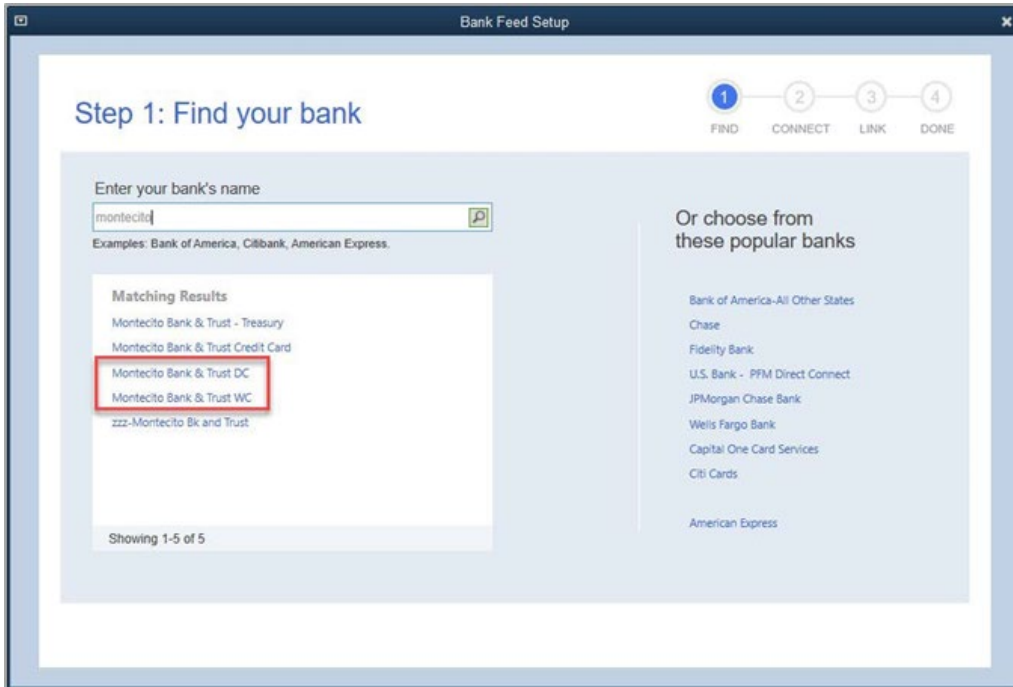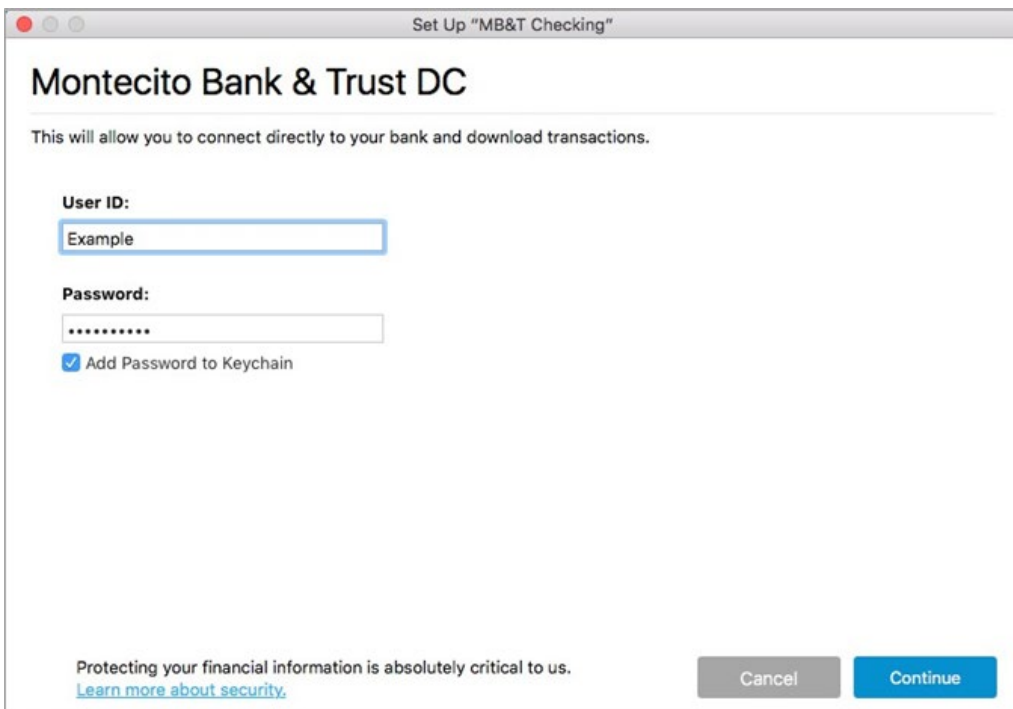

2. An alert may ask if it can close open windows to set up Bank Feeds. Click **Yes**

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

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

## ***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.
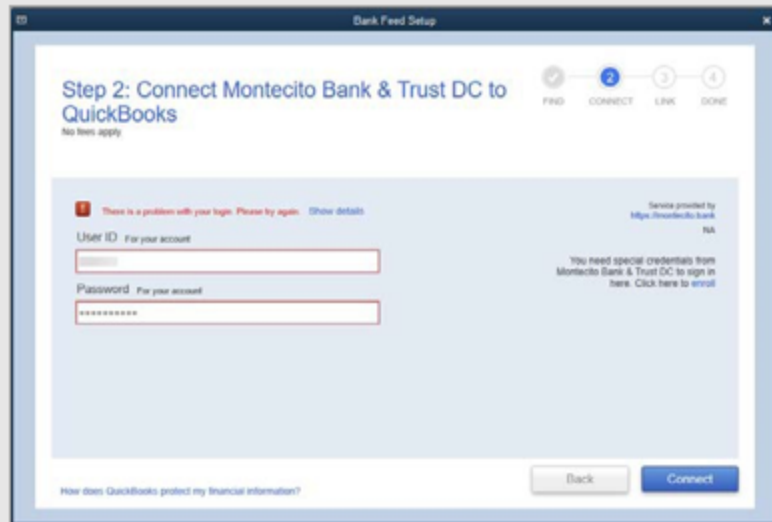
To authorize:

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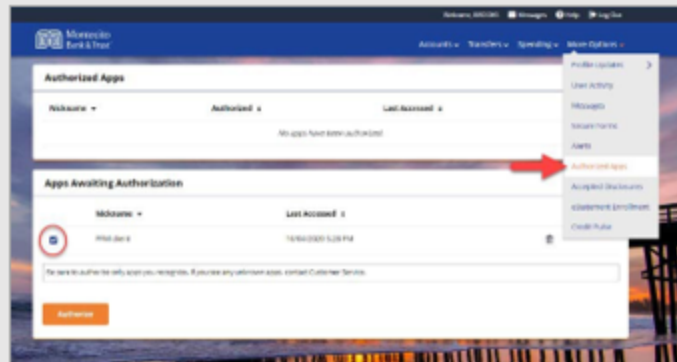
Once the authorization is complete, you can return to Quicken and try connecting again.

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.
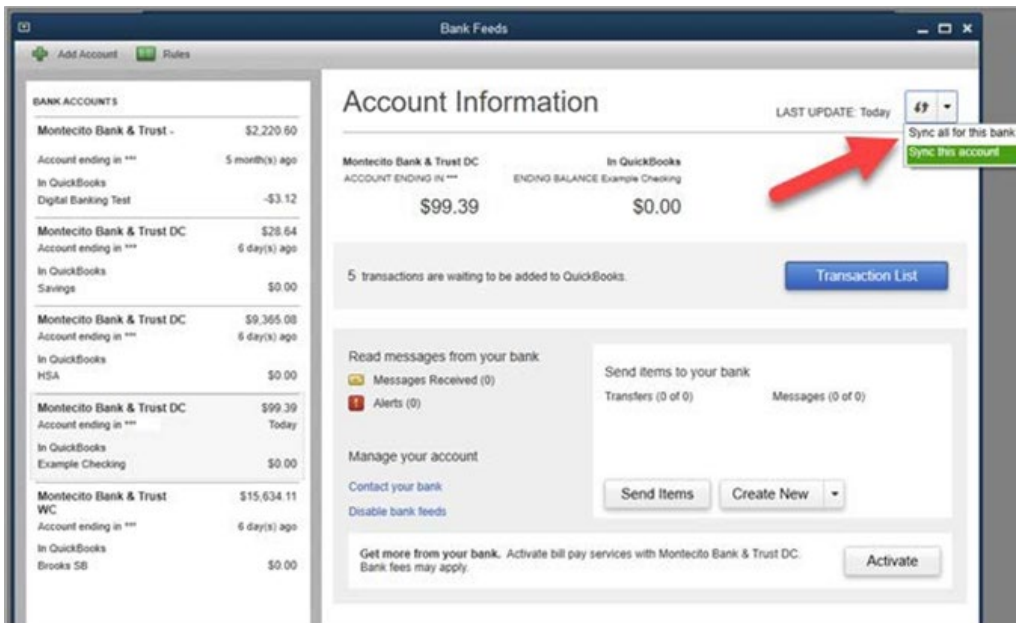
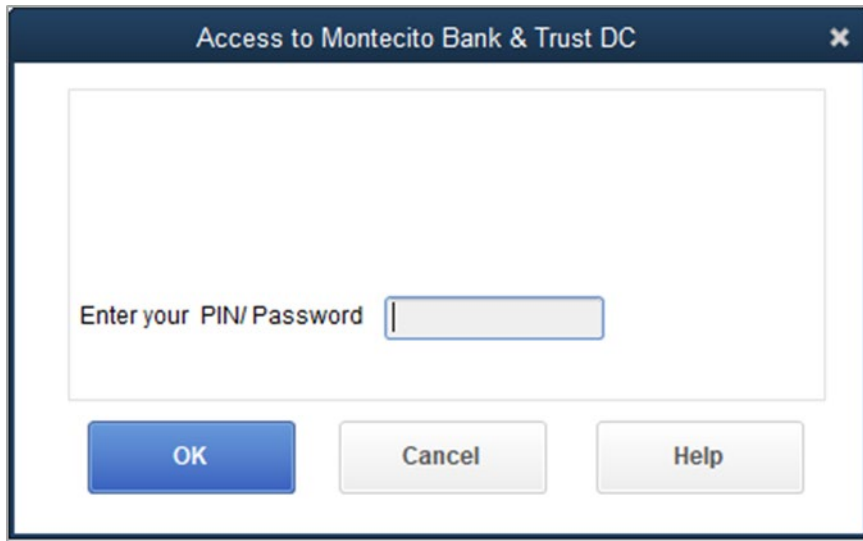   Selecting "Create New" will create a new account in QuickBooks.
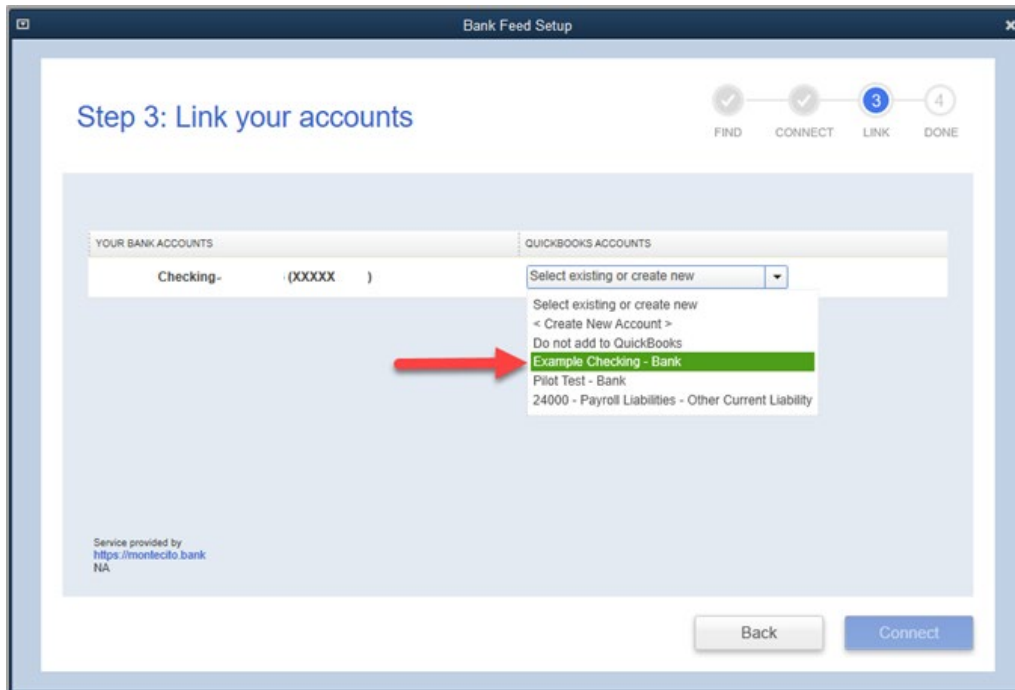
6. A confirmation will display when the connection is complete.
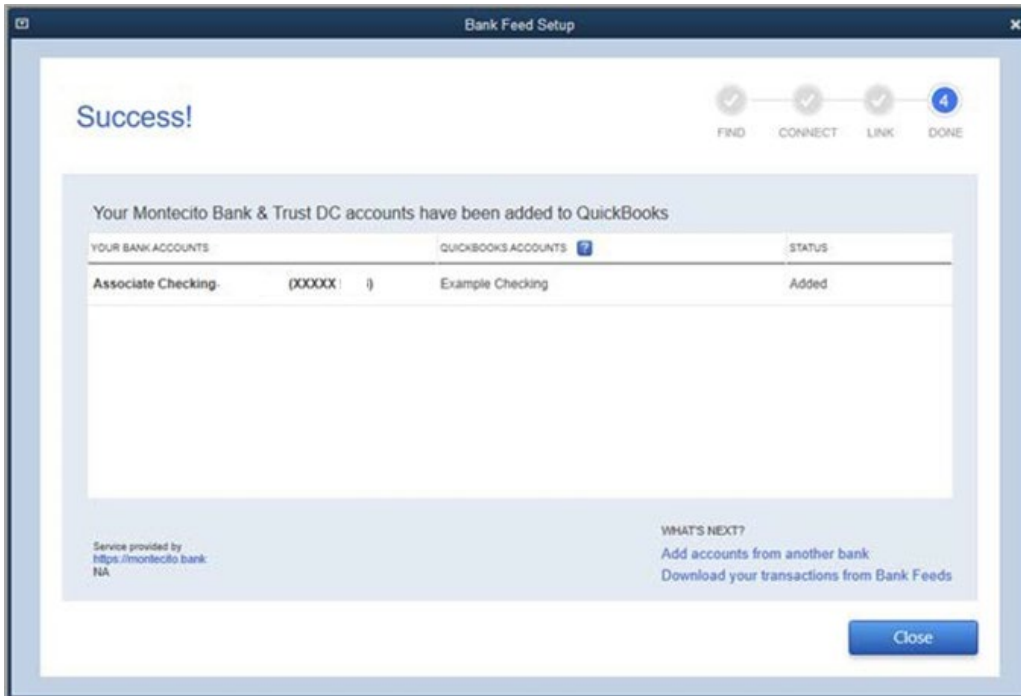
7. You can now bring in new transactions for your accounts using Direct Connect by going to **Bank Feeds** and selecting **Synch All For This Bank** or **Synch This Account**.

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

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

Service Center

Monday – Friday • 8:00 AM – 6:00 PM

(805) 963-7511