



QuickBooks® Desktop Upgrade Instructions

Opportunity Bank of Montana is updating our digital banking platform. To help make this transition as smooth as possible, there are a few simple steps you'll need to take on two specific dates:

- First action date: *prior to upgrade* - **before Thursday, August 21, 2025**
- Second action date: *post-upgrade* - **on or after Monday, August 25, 2025**

This guide includes:

- Instructions for both Windows and Mac users
- Steps for both Direct Connect and Web Connect connection methods

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Please review the section that applies to you and note the action dates provided.

QuickBooks® **Windows Direct Connect**

Prior to Thursday, August 21, 2025

1. **Backup** QuickBooks Windows data file & update.
 - a. Choose **File > Back Up Company > Create Local Backup**.
 - b. Download the latest QuickBooks update. Go to **Help > Update QuickBooks Desktop**.
2. **Complete a final transaction download** and match downloaded transactions.
 - a. Complete a final transaction update before the upgrade for complete, up-to-date transaction history.
 - b. Accept all new transactions into the appropriate registers (required).

On or after Monday, August 25, 2025

1. **Deactivate** your online banking connection for your Opportunity Bank of Montana accounts.
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Right-click on the first account you would like to deactivate and choose **Edit Account**.
 - c. Click the **Bank Feeds Settings** tab in the Edit Account window.
 - d. Select **Deactivate All Online Services** and click **Save & Close**.
 - e. Click **OK** for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. **Reconnect** your online banking connection for your Opportunity Bank of Montana accounts.
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Right-click on an account you would like to activate and choose **Edit Account**.
 - c. Select **Set Up Bank Feeds** on the bottom of the popup screen and select **Yes** in the dialog box that will appear.
 - d. Enter **Opportunity Bank of Montana** in the search field and select **Continue**.
 - e. Enter your Direct Connect credentials. Direct Connect might require credentials that are different from your online banking credentials. Contact us if your login information does not work.
 - f. Ensure you associate the accounts with the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled Select Existing or Create New.

Important: Do NOT select “Create New Account” unless you intend to add a new account to QuickBooks. If you are presented with accounts you do not want to track in this data file, choose Do Not Add to QuickBooks.

- g. After all accounts have been matched, click **Next** and then click **Done**.

QuickBooks® **Mac Direct Connect**

Prior to Thursday, August 21, 2025

1. **Backup** QuickBooks Mac data file & update.
 - a. Choose **File > Back Up**.
 - b. Download the latest QuickBooks update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a **final transaction download**.
 - a. Complete a final transaction update before the upgrade for complete, up-to-date transaction history.
 - b. Accept all new transactions into the appropriate registers (required).

On or after Monday, August 25, 2025

1. **Deactivate** your online banking connection for your Opportunity Bank of Montana accounts.
 - a. Choose **Lists** menu > **Chart of Accounts**.
 - b. Click on the first account you would like to deactivate and choose **Edit > Edit Account**.
 - c. Choose **Online Settings** tab in the Edit Account window.
 - d. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
 - e. Click **OK** for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. **Reconnect** your online banking connection for your Opportunity Bank of Montana accounts.
 - a. Choose **Banking > Online Banking Setup**
 - b. Type Opportunity Bank of Montana in the search field, then click **Next** and follow the instructions on the setup screen
 - c. Select **Yes, my account has been activated for QuickBooks Online Services** in the Online Banking Assistant window. Click **Next**.
 - d. Enter your Direct Connect credentials. Direct Connect might require credentials that are different from your online banking credentials. Contact us if your login information does not work.
 - e. For each account you wish to download into QuickBooks, click **Select** and **Account** to connect to your existing account registers.
 - f. Click **Next** then **Done**.
 - g. Repeat this step for each of your Opportunity Bank of Montana accounts.

QuickBooks® **Windows Web Connect**

Prior to Thursday, August 21, 2025

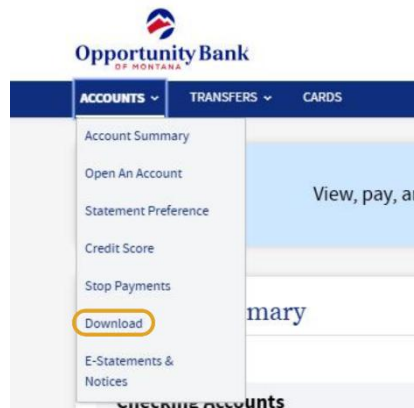
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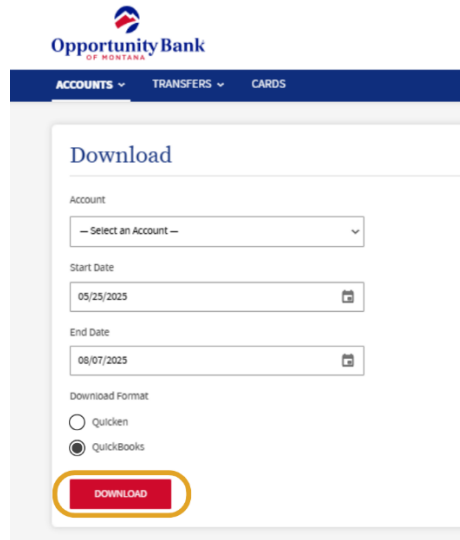
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 - c. Click the **Bank Feeds Settings** tab in the Edit Account window.
 - d. Select **Deactivate All Online Services** and click **Save & Close**.
 - e. Click **OK** for any alerts or messages that may appear with the deactivation.
 - f. Repeat steps for any additional accounts that apply.
2. **Reconnect** your online banking connection for your Opportunity Bank of Montana accounts
 - a. Log in to your updated Opportunity Bank of Montana online banking and download your transactions to a QuickBooks (.qbo) file.

Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

- Login to Opportunity Bank of Montana online banking.
- On the landing page, select **Accounts**.
- From the drop-down menu, click on **Downloads**.



- On the Download landing page, select the account, start date, end date, and QuickBooks.



- Click **Download** and save the file to your computer.
- b. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.
 - c. In the Select Bank Account dialog select **Use an existing QuickBooks account**.
Important: Do NOT select “Create a New QuickBooks Account” unless you intend to add a new account to QuickBooks.
 - d. In the drop-down list, choose your QuickBooks account(s) and click Continue. Confirm by selecting OK.

QuickBooks® **Mac Web Connect**

Prior to Thursday, August 21, 2025

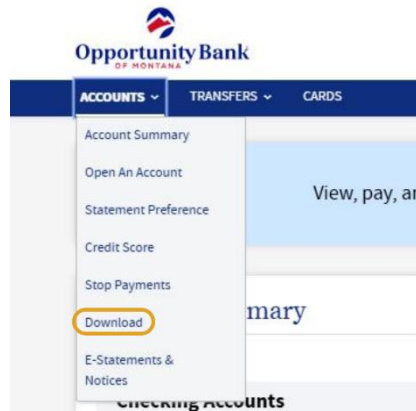
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2. Complete a **final transaction download**.
 - a. Complete a final transaction update before the upgrade for complete, up-to-date transaction history.
 - Repeat this step for each account you need to update.
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On or after Monday, August 25, 2025

1. **Deactivate** your online banking connection for your Opportunity Bank of Montana accounts
 - a. Choose **Lists** menu > **Chart of Accounts**.
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 - a. Log in to your updated Opportunity Bank of Montana online banking and download your transactions into a QuickBooks (.qbo) file.

Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

 - Login to Opportunity Bank of Montana online banking.
 - On the landing page, select **Accounts**.
 - From the drop-down menu, click on **Downloads**.



- On the Download landing page, select the account, start date, end date, and QuickBooks.

 A screenshot of the 'Download' landing page on the Opportunity Bank of Montana website. The page has a title 'Download' and a form with the following fields: 'Account' (a dropdown menu with '-- Select an Account --'), 'Start Date' (05/25/2025), 'End Date' (08/07/2025), and 'Download Format' (radio buttons for 'Quicken' and 'QuickBooks', with 'QuickBooks' selected). At the bottom, there is a red 'DOWNLOAD' button highlighted with an orange circle.

- Click **Download** and save the file to your computer.
- In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
 - In the Account Association window, click **Select an Account** to choose the appropriate existing account register.
- Important:** Do NOT select “NEW” under the action column unless you intend to add a new account to QuickBooks.
- Click **Continue** and **OK** for any dialog boxes that require action.