

# How to Reconnect Your Bank Account to QuickBooks Desktop

\*\*\*Please note older versions of QuickBooks Desktop software will not have a bank feed connection available. All versions older than 2019 cannot connect. The 2019 version will be able to connect, but Intuit will disable this connection after May 31, 2022

## Step 1: Disconnect the previous bank feed connection(s) through Altabank

- Link to helpful instructions by Intuit
  - [https://quickbooks.intuit.com/learn-support/en-us/help-article/bank-feeds/disconnect-bank-feeds-account-quickbooks-desktop/L767TYYN\\_US\\_en\\_US](https://quickbooks.intuit.com/learn-support/en-us/help-article/bank-feeds/disconnect-bank-feeds-account-quickbooks-desktop/L767TYYN_US_en_US)
- Miscellaneous tips
  - All transactions in the bank feed need to be cleared beforehand
  - This does NOT delete your bank account data. It simply disables the old connection to the bank

## Step 2: Link the account(s) with the new connection

- Link to helpful video by Intuit
  - [https://quickbooks.intuit.com/learn-support/en-us/help-article/bank-connectivity/get-started-bank-feeds-quickbooks-desktop/L5gZcG2Ql\\_US\\_en\\_US](https://quickbooks.intuit.com/learn-support/en-us/help-article/bank-connectivity/get-started-bank-feeds-quickbooks-desktop/L5gZcG2Ql_US_en_US)
- Selecting which bank to connect to:
  - If your bank account is through the business online platform (Net Teller), type in **“Glacier Family of Banks”** and select the **“Glacier Family of Banks – DC”** option that appears
  - If your bank account is through the commercial online banking platform (TPS/Treasury), type in **“Glacier Family of Banks – Treasury Management”** and select the **“Glacier Family of Banks – TM - DC”** option that appears

**\*\*\* If you are using the TPS/Treasury platform, please see important login information below**

For this connection it will be necessary for you to **use an Intuit code provided by the bank**. If you do not have the code, please email us at [tps@altabank.com](mailto:tps@altabank.com) or feel free to call us at **1-866-475-0015**. Please provide your company ID and login ID (user ID) in your email.

In the login ID field, you will first include the intuit code followed by your normal login id (see example below):

**Login ID:** **0002EAjdoe17** (Intuit ID listed + your user ID)

**Password:** (the password you normally use to access the TPS platform)

➤ **Miscellaneous tips**

- Make sure to link the bank accounts to the **same account your previous bank feed was linked to**. This is vital to ensure your accounting data stays accurate
- To sync bank transactions, QuickBooks Desktop requires that you provide the bank password to bring in new data. From the bank feed center, select the sync button to bring in the most recent data