

QuickBooks User Guide

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QuickBooks Online

Express Web Connect

From your menu bar - Click on Banking **NOTE:** Depending on your role, your access may look different.

Link a new Account.

1. Click On Link Account

Transactions				
Bank transactions App transactions Receipts All sales Expe	nses			
■ TEST ACCOUNT 5858 - 1 ×			Link account 🗸	Update 😿 Explore
TEST ACCOUNT 5858 👩 TEST ACCOUNT 5841 👳	Card-Test	Cash	TEST ACCOUNT 5908 18	
BOLDS BOLDS	\$1.000.000	8100.75	30.00	>
Ø 1 hour ago	5/19/2023	C 1 hour ago	1 8/2/2023	
				^

2. Connect your bank account - American National Bank - Business

Connect your bank or credit card to bring in your transactions.	
American National Bank - Business	\otimes
10 results for American National Bank - Business	
American National Bank - Business american.bank	

- 3. Sign into account using your ANB Go Business login information.
 - Company ID
 - User ID
 - Password

Sign in to account	
American National Bank - Business https://american.bank/	
Company ID	
Enter for American National Bank - Business	
This field is required	
User ID	
Enter for American National Bank - Business	
Password	
Enter for American National Bank - Business	
SHOW	
	Back Continue

4. Click Continue

- 5. Choose which accounts you want to connect.
 - Select the Account Type from the dropdown menu.
 - **Pull Transactions** If you already have transactions in QuickBooks carefully consider the date to avoid duplicate entries.

Which accounts do you want to connect?	Which accounts do you wa	ant to connect?
	TEST ACCOUNT 5908 *5908 Balance:	Checking 🗸
TEST ACCOUNT 5908 *5908 Balance:	TEST ACCOUNT 1197 *1197 Balance	
TEST ACCOUNT 1197 *1197 Balance:	Test 2 *5841 Balance:	Checking 🗸
Test 2 *5841 Balance:	TEST ACCOUNT 5858 *5858 Balance: We will pull transactions from the selecte different date to pull transactions from 50	Checking
TEST ACCOUNT 5858 *5858 Balance:	This year (01/01/2023) Image: Control of the second s	Connect
Cor	Custom	urity of your information are top priorities.

- 6. Click Connect
- 7. Link another account or QuickBooks will provide additional integration options. (Remind Me Later)

Updating Accounts already Linked

- 1. Select your account.
- 2. Click the **pencil icon** on the bottom right-hand corner.

Bank transactions	App transaction	ns Receipts All sales Exper	1585			
🖃 TEST AC	COUNT 5858	3-1 ∨			Link account 🗸	💭 Update 🛛 🐼 Explore
TEST ACCOUN	NT 5858 🕢	TEST ACCOUNT 5841 95	Card-Test	Cash	TEST ACCOUNT 1197	
8100.04	Ē	B100.79	81.481.201	8100.75	80.00	>
🗘 1 hour ago	Ø	💭 6 hours ago	6 5/19/2023	Ø 1 hour ago	C moments ago	

3. Click Edit sign in info.



- 5. Sign into account using your ANB Go Business login information.
 - Company ID
 - User ID
 - Password

Sign in to account	
American National Bank - Business https://american.bank/	
Company ID	
This field is required	·
User ID	
Enter for American National Bank - Business	
Password	
Enter for American National Bank - Business	
SHOW	
	Back Continue

- 6. Click Continue
- 7. Choose which accounts you want to connect.
 - a. Select the Account Type from the dropdown menu.
 - b. **Pull Transactions** If you already have transactions in QuickBooks carefully consider the date to avoid duplicate entries.

Which accounts do you want to connect?	Which accounts do you want to connect?
	TEST ACCOUNT 5908 *5908 Checking
TEST ACCOUNT 5908 *5908 Balance:	TEST ACCOUNT 1197 *1197 Balance V
TEST ACCOUNT 1197 *1197 Balance:	Test 2 *5841 Balance:
Test 2 *5841 Balance:	TEST ACCOUNT 5858 *5858 Balance: We will pull transactions from the selected accounts from 01/01/2023. Or you can select a
TEST ACCOUNT 5858 *5858 Balance:	different date to puil transactions from. Some bank limitations may apply. This year (01/01/2023) Today (09/06/2023) This month (09/01/2023) This year (01/01/2023)
	nnect Custom ecuity of your information are top priorities.

8. Click Connect

Web Connect

4.

For Web Connect, users first need to download the QBO File from ANB Go Business.

- 1. Log onto ANB Go Business
- 2. Select the Main Menu
- 3. Select Reporting Balance & Transactions

			×			
	Ноте					
	Payments & Transf	ers	+			
	Reporting		-			
	Balance & Transactio	ns				
	Statements and Repo	rts				
Cli	ck On Custom Re	port	ing			
	ALL ACCOUNTS	CUS	STOM REPORT	TING	ACCOUN	Τ ΑCTIVITY

- 5. Fill out your Report Criteria this can be saved to allow you to pull the same information again.
 - a. Account Type
 - b. Accounts
 - c. Include Transactions

This is the only report supported by QuickBooks (QBO)

6. Choose the Export Type of QuickBooks (QBO)

REPORT CRITERIA	
ACCOUNT TYPE	ACCOUNTS
Deposit Accounts 🗸	TEST ACCOUNT 5858 - , Te 🗸
Include	
Status Balances	
Daily Transaction Totals	
Transactions	
Save report	
RUN REPORT EXPORT V CLEAR	
CSV (Delimited)	
BAI Format	
ANSACTION SEARCH QUICKBOOKS (QBO)	
STICSV	
earch Deposit Accounts	

- 7. Log into QuickBooks online
- 8. Select Transactions on the menu bar.

Note: Depending on your role, your access may look different.

- 9. Select the down arrow next to Link Account
- 10. Select Upload from file.

TEST ACCOUNT 5858 -	1 🗸				Link account
TEST ACCOUNT 5858 64	TEST ACCOUNT 5841 95	Card-Test	Cash	TEST ACC	Upload from file
💭 2 hours ago 🖉	${\cal G}$ ó hours ago	() 5/19/2023	Ø 2 hours ago	Ø moments	Order checks

11. Drag and drop your file or click on select files to browse.



- 12. Select Next
- 13. Assign the QBO Accounts
- 14. Select Next
- 15. Select Let's Go