



# QuickBooks Guide

**Treasury Services**  
NE/IA: 402-399-5079  
MN: 612-238-4889  
[TS@anbank.com](mailto:TS@anbank.com)

# Table of Contents

- [QuickBooks Online](#)..... 3
  - [Web Connect](#) ..... 3
  - [Express Web Connect](#) ..... 4
- [QuickBooks Desktop](#) ..... 5
  - [Direct Connect](#) ..... 5
  - [Web Connect](#) ..... 6

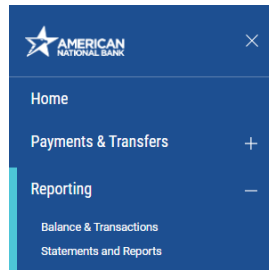
## QuickBooks Online

If you access QuickBooks through your browser, your version is QuickBooks Online. The two options for integration are Express Web Connect (logging into ANB Go Business through QuickBooks) and Web Connect (downloading/uploading a QBO file).

### Web Connect

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

1. Log into ANB Go Business.
2. Select the Main Menu.
3. Select Reporting.
4. Select Balance & Transactions.
5. Select the Export tab.

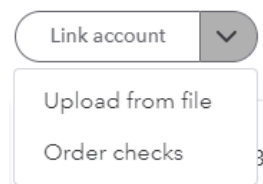
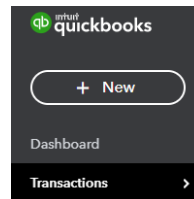


ALL ACCOUNTS   BALANCE HISTORY   ACCOUNT ACTIVITY   EXPORT

6. Choose the Export Type of QuickBooks (QBO).

EXPORT TYPE	ACCOUNT
BAI Format	Select
BAI Format	
CSV (Delimited)	
QuickBooks (QBO)	
Quicken (QFX)	

7. Select the account(s) from the Accounts dropdown and choose a date range in the Date dropdown.
8. Select Export.
9. Log into QuickBooks Online.
10. Select Transactions on the left.
11. Select the down arrow next to Link account.
12. Select Upload from file.
13. On the left side, in the 'Get your info from your bank' section, select Browse. Find the exported file.



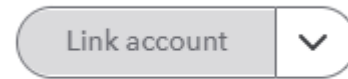
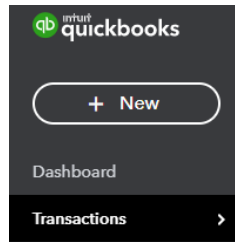
Select a file to upload

No file selected

14. Select Next.
15. Assign the QB accounts.
16. Select Next.
17. Select Let's Go.

## Express Web Connect

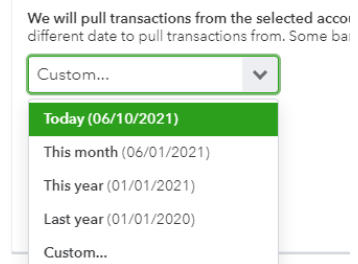
1. Log into QuickBooks Online.
2. Select Transactions on the left.
3. Select Link Account.
4. Select Connect to a Different Bank.
5. Type in American National Bank.
6. Scroll to the bottom of the list.
7. Select Show More.
8. Scroll to the bottom of the list.
9. Select Show More.
10. Scroll down a bit and choose American National Bank – Business.



**American National Bank - Business**  
american.bank

11. Enter Customer ID, User ID, and password. Select Continue.
12. Enter the OTP that is emailed or texted to you.
13. Select the accounts to connect and choose the QB account name in the dropdown.
14. Choose the date to pull transactions from. This would be the day after the last date QB was updated.
15. Select Connect.
16. Enter the OTP.
17. Transactions will be pulled in for review.

Note: At this time, you will need to enter your OTP for each update. You may also get an OTP sent to your email or text number overnight when QuickBooks attempts to auto-update.

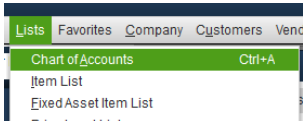


## QuickBooks Desktop

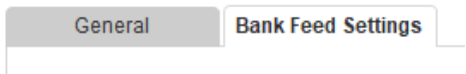
If you log into QuickBooks by selecting an icon on your computer, not through a browser, this is QuickBooks Desktop. The two connection options are Direct Connect which involves logging into ANB Go Business through Quickbooks and Web Connect which involves downloading/importing a file.

### Direct Connect

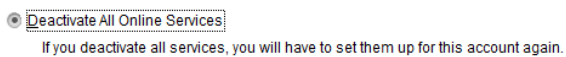
1. Open QuickBooks.
2. Select Lists -> Chart of Accounts.
3. For each account, right select. Select Edit Account.



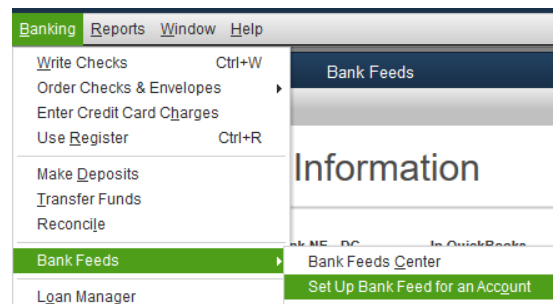
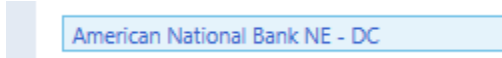
4. Select the Bank Feed Settings tab.



5. Select Deactivate All Online Services.



6. Select Save and Close.
7. Select Banking -> Bank Feeds -> Set Up Bank Feed for an Account.
8. Type in American National Bank.
9. Choose American National Bank NE - DC.

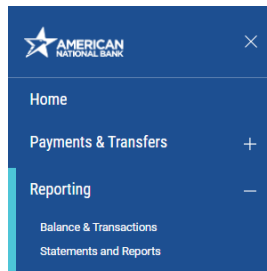


10. Select Continue.
11. For OFX DirectConnect ID, enter your ANB Go Business Customer ID and User ID combined.
12. For Password, enter your ANB Go Business password.
13. Choose which accounts to link.
14. Select Close.
15. Select Banking -> Bank Feeds -> Bank Feeds Center.
16. If transactions don't automatically update, select on the account on the left. Then select Download Transactions. Enter ANB Go Business password if prompted.

## Web Connect

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

1. Log into ANB Go Business.
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5. Select the Export tab.



ALL ACCOUNTS   BALANCE HISTORY   ACCOUNT ACTIVITY   **EXPORT**

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QuickBooks (QBO)	
Quicken (QFX)	

7. Select the account(s) from the Accounts dropdown and choose a date range in the Date dropdown.
8. Select Export.
9. Find the downloaded file at the bottom left corner of your screen or in your Downloads folder. Open the file. The file name should be similar to ofx.qbo.
10. QuickBooks should begin opening when you open the QBO file.
11. Select Import New Transactions Now. Select Okay.

