

Direct Connect Setup Instructions for Business accounts

- 1. Open up <u>Quickbooks Desktop</u> to the main dashboard.
- 2. Select Banking Bank Feeds Set Up Bank Feeds for an Account.
- 3. If you receive the following popup, click Yes to proceed:

	Temporarily Close All Windows
4	All open QuickBooks windows will be closed temporarily to set up Bank Feeds services. Do you want to continue?
	Tes NO

4. You will be brought to a *Find your bank* window. Search for <u>American National Bank WF Bus</u> and click on the first result that is titled the same.

Step 1: Find your bank	FIND CONNECT LINK DA
Enter your bank's name	
American National Bank WF Bus	Or choose from
Examples: Bank of America, Citibank, American Express.	these popular banks
Matching Results	Bank of America-All Other States
American National Bank WF Bus	Chase
American National Bank WF Per	Fidelity Bank
American National Bank WF Per QBDC	U.S. Bank - PFM Direct Connect
	JPMorgan Chase Bank
	Wells Fargo Bank
	Capital One Card Services
	Citi Cards
	Discover Card Express Web
Showing 1-3 of 3	American Express

5. After selecting the correct bank, you will be brought to an *Enroll in Direct Connect* window.



- If you already have an AMNAT Online Banking Login, click continue. If not, please contact Customer Service at 1-940-397-2400 to request Online Banking Credentials.
- 6. Enter your Online Banking username under *Customer ID* and your Online Banking password under *PIN*.

Step 2: Connect American National Bank WF Bus to QuickBooks Fees will apply. Customer ID For your account Image: Step State PIN For your account PIN For your account PIN For your account </th <th>Bank Feed Setup</th> <th>×</th>	Bank Feed Setup	×
Customer ID For your account	Bus to QuickBooks	FIND CONNECT LINK DONE
		Service provided by https://www.annat.com NA You need special credentials from American National Bank WF Bus to
How does QuickBooks protect my financial information?	How does QuickBooks protect my financial information?	Back Connect

7. After logging in, you will be brought to a *Step 3: Link your Accounts* window. Here you will select each account that will be linked to Quickbooks.

Step 3: Link your accounts	FIND CONNECT LINK DONE
YOUR BANK ACCOUNTS	QUICKBOOKS ACCOUNTS
COMMERCIAL A/A-	Select existing or create new 💌
FREEDOM checking	Select existing or create new
Champion Premier-	Select existing or create new
SAVINGS ACCOUNT - CARDON (XX CONT)	Select existing or create new
Autol/Dool/o	
QuickBooks	

- 8. If there is an account that you do not want imported into Quickbooks, select *Do Not Add to Quickbooks* from the drop-down menu next to the account.
- 9. To add an account to Quickbooks, select *<create new account>* from the drop-down menu next to the account you want to add. Leave the account type as *Bank* at the top, and proceed to fill out the rest of the fields with the appropriate information.

	Add New Account	
Account <u>Type</u> Ba	ink 👻	
Account Name	1	Select from Examples
OPTIONAL	Subaccount of	
<u>D</u> escription		
Bank Acct. No.]
Routing Number		
	Enter Opening Balance Should I enter an	opening balance?
	Remind me to order checks when I reach check number	
	Order checks I can print from QuickBooks	earn more
		Save & Close Cancel

- 10. After you have added the accounts you want connected to Quickbooks, click *Save & Close* and then *Connect*.
- 11. You should be brought to a window that says *Success* and shows you the accounts successfully linked to Quickbooks.

		Bank Feed Setup				
Success!			FIND	CONNECT	LINK	4 DONE
Your American	National Bank WF Bus	accounts have been added to Quick	Books			
YOUR BANK ACCOUNTS		QUICKBOOKS ACCOUNTS		STATUS		
COMMERCIAL A/A		testing1		Added		
QuickBooks	Service provided by https://www.amnat.com NA		WHAT'S NEXT? Add accounts fr			
			Download your	transactions fr	om Bank	Feeds

Download Transactions/Update Accounts in Quickbooks

- 1. From the Quickbooks main dashboard select Banking Bank Feeds Bank Feeds Center
- 2. You will be brought to a page that looks like the one below:

) Finish lat	ter 📔 🚺 Rule	s			Bank Feeds
	Credit cards		National Bank WF Bus	🧭 Sync this Bank	
General T	lest Acct	ល 🟛	testing1	<u>ර ක</u>	
Account er	nding in Secon		Account ending in	\$0.00	
n QuickBo	ooks		In QuickBooks	\$0.00	
Transaction	s pending for review	w 35	9 Transactions pending for revie	ew O	
	Date ↑ C	heck no 🗘	Downloaded as ≎	Payee 🗘	Bank memo

3. Click the *Sync* button at the top right of the Account card. The button looks like a Refresh symbol. You will be prompted to enter your Online Banking password.

Access to American N	National Bank W	'F Bus
Quick	Books	
		n
Enter your PIN/ Password]

4. After entering the correct Online Banking password, all transactions for that specified account should populate on Quickbooks.