Atlantic Union Bank

QuickBooks for Mac
Conversion Instructions

Web Connect to Direct Connect

Introduction

As *Access National Bank* completes its system conversion to *Atlantic Union Bank,* you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

NOTE:	Direct Connect may require registration. Please contact your financial institution to verify your Direct Connect login information.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Back up your data file. For instructions to back up your data file, choose **Help** menu and use the Search bar available at the top**.** Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

Task 2: Connect to *Access National Bank* for a final download before *3 pm Eastern 05/17/2019*

1. Log in to *Access National Bank ACCESSCONNECT® Online Banking* and download your QuickBooks Web Connect File.

2. Click **File** > **Import** > **From Web Connect**.

3. Link your bank account with the existing QuickBooks account and click **Continue**.

4. Repeat steps for each account.

Task 3: Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

> **NOTE:** All transactions must be matched or added to the register prior to disconnecting your accounts.

Task 4: Disconnect Accounts at *Access National Bank* on or after *05/20/2019*

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1. Choose **Lists** menu > **Chart of Accounts**.

2. Select the account you want to deactivate.

3. Choose **Edit** menu > **Edit Account**.

4. In the **Edit Account** window, click **Online Settings**.

5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.

6. Click OK for any dialog boxes that may appear with the deactivation.

7. Repeat steps for each account to be disconnected.

Task 5: Reconnect Accounts to *Atlantic Union – Xenith Bank DC* on or after *05/20/2019*

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1. Choose **Banking** menu > **Online Banking Setup**.

2. Enter, then select *Atlantic Union – Xenith Bank DC* from the **Financial Institution** list. Click **Next**.

3. Follow the instructions in the wizard. If prompted for connectivity type, select Direct Connect.

4. The Online Banking Assistant window displays during setup. Select 'Yes, my account has been activated for QuickBooks online services', then click **Next**.

5. Enter credentials and click **Sign In**.

6. For each account you wish to download into QuickBooks, click Select an Account to choose the appropriate existing account register.

> **IMPORTANT:** Do **NOT** select "**New**" under the action column.

7. Click **Next**, then **Done**.

8. Add or match all downloaded transactions in the **Downloaded Transactions** window.