

## Exporting Data to Quicken/Quick Books

Assuming your Quicken/Quickbooks product is on the same computer that you use to access your ANB account information, please follow these instructions:

### **First time exporters:**

1. Determine (if you have more than one account at ANB) which one you want to work with, as each account must be exported *individually*, and how far back in time you want to capture for exporting. (Our online banking system defaults to showing you the most recent 50 transactions, but you can go back as far as March 2010 by selecting, from the blue bar in Account Overview, "Search" and "Range of Dates".)
2. View, in the Account History screen, the activity in the time period you want to export.
3. Click "Display" from the blue bar
4. Click "Export to File"
5. Click the dropdown arrow
6. Select "Quicken" (or "Quickbooks")
7. Click the green check (Submit)
8. Read the messages and select appropriately

### **Repeat Users:**

There is no need to select a date range, as our interface with Quicken/Quickbooks will know what dates have previously been exported...simply go into Accounts History and begin with step 4.

### **Please note the following:**

1. Always begin at ANB's site and export to Quicken/Quickbooks
2. Both Quicken and Quickbooks are products from the Intuit Corporation. Intuit puts out a new release early each year and only supports the most recent 3 versions (years) of their product.
3. You can find additional information concerning these Intuit products on ANB's website under Help>Using Quicken/Quickbooks
4. For questions concerning the use of the Quicken/Quickbooks products, please contact Intuit. ANB employees are neither licensed to use the product nor give technical assistance with it.