



# Connecting Your Accounting Software to Unity Trust Bank

A step-by-step guide for integrating your Unity Trust Bank account with Xero.



# Contents

## Xero Accounting

1. What you'll need
2. Log in to Online Banking
3. Manage integrations
4. Connecting to Xero
5. Accept and Connect
6. Redirect to Xero
7. Grant access
8. Confirmation
9. Manually refreshing your data
10. Inactive state
11. Disconnecting from Xero
12. Help and Support



## What you'll need:

Before you begin, make sure you have the following to hand. This will ensure a smooth connection process.

**Tip:** Setup must be done on desktop. Mobile apps currently have limited functionality for bank feed connections.

### Your accounting software account

- **Xero:** Ensure you have an active Xero subscription with admin permissions, as only admins can connect bank feeds.
- **Third party:** No third party needed.
- **Things to check:** Please check that your bank account details are correct in Xero before starting the connection process.

### Unity Trust Bank Online Banking

- Email address and password for your Unity Trust Bank Online Banking.
- Access to your registered mobile number for security verification.

### Internet connection & device

- A reliable internet connection.
- Access to a desktop/laptop for setup (recommended). Mobile apps can be used for approvals or quick checks.

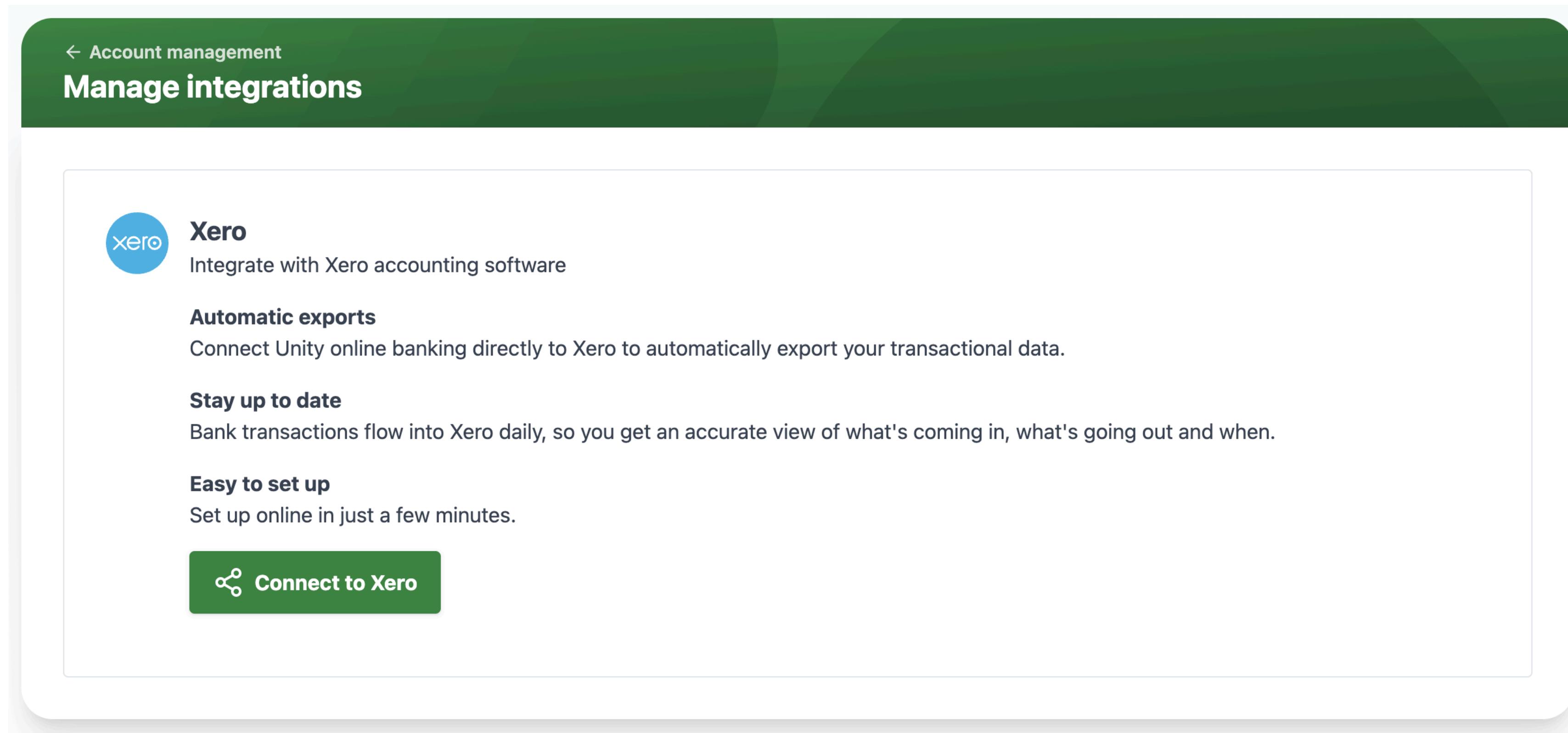


# Connecting Xero Accounting Software to Unity Trust Bank

A step-by-step guide for integrating your Unity Trust Bank account with Xero.

## Step 1: Log in and access integrations

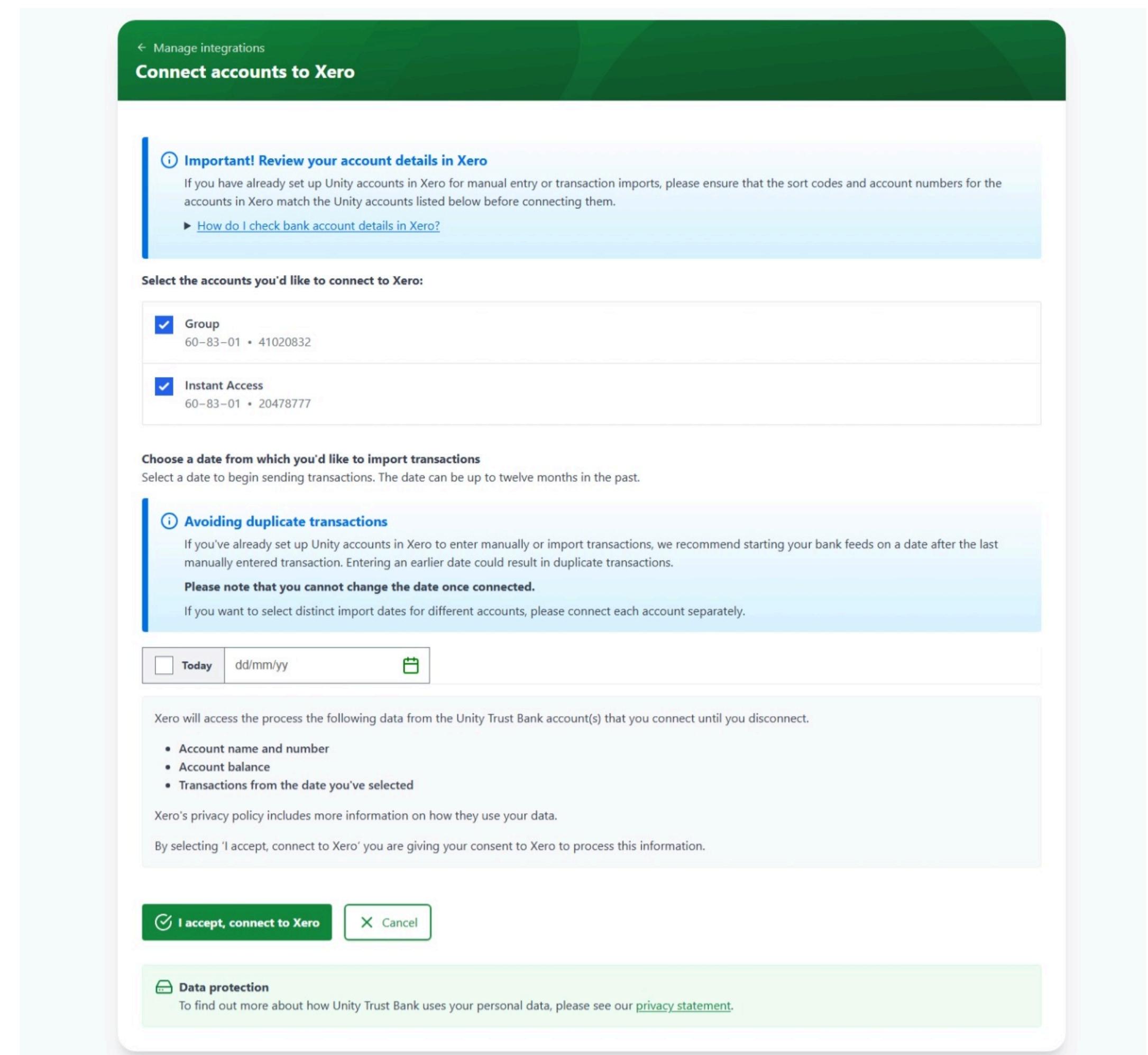
To begin linking your Xero account, log in to Unity Trust Bank Online Banking and navigate to the Account Management tab. From here, select Manage Integrations, where you will see the available options. Connect to Xero to start the setup process.



Initial screen when attempting to connect your account with Xero.

## Step 2: Connecting to xero

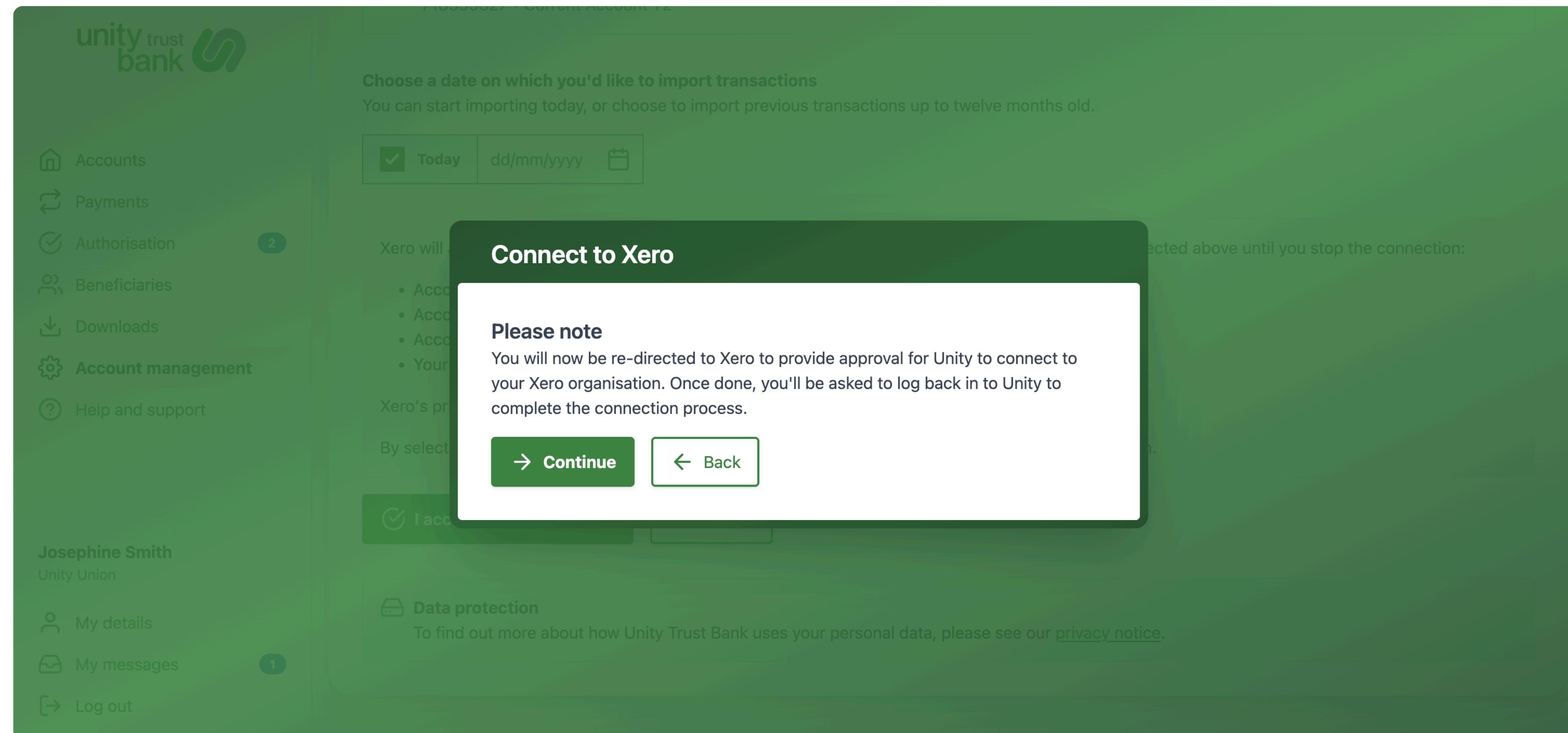
After selecting Connect, the Connect accounts to Xero page will open. From here, you can choose which of your Unity Trust Bank accounts you want to link to Xero. Multiple accounts can be connected at the same time, ensuring all relevant activity is synced seamlessly.



Dependent upon your monitor size you may need to scroll down to view all related information.

## Step 3: Accept and connect

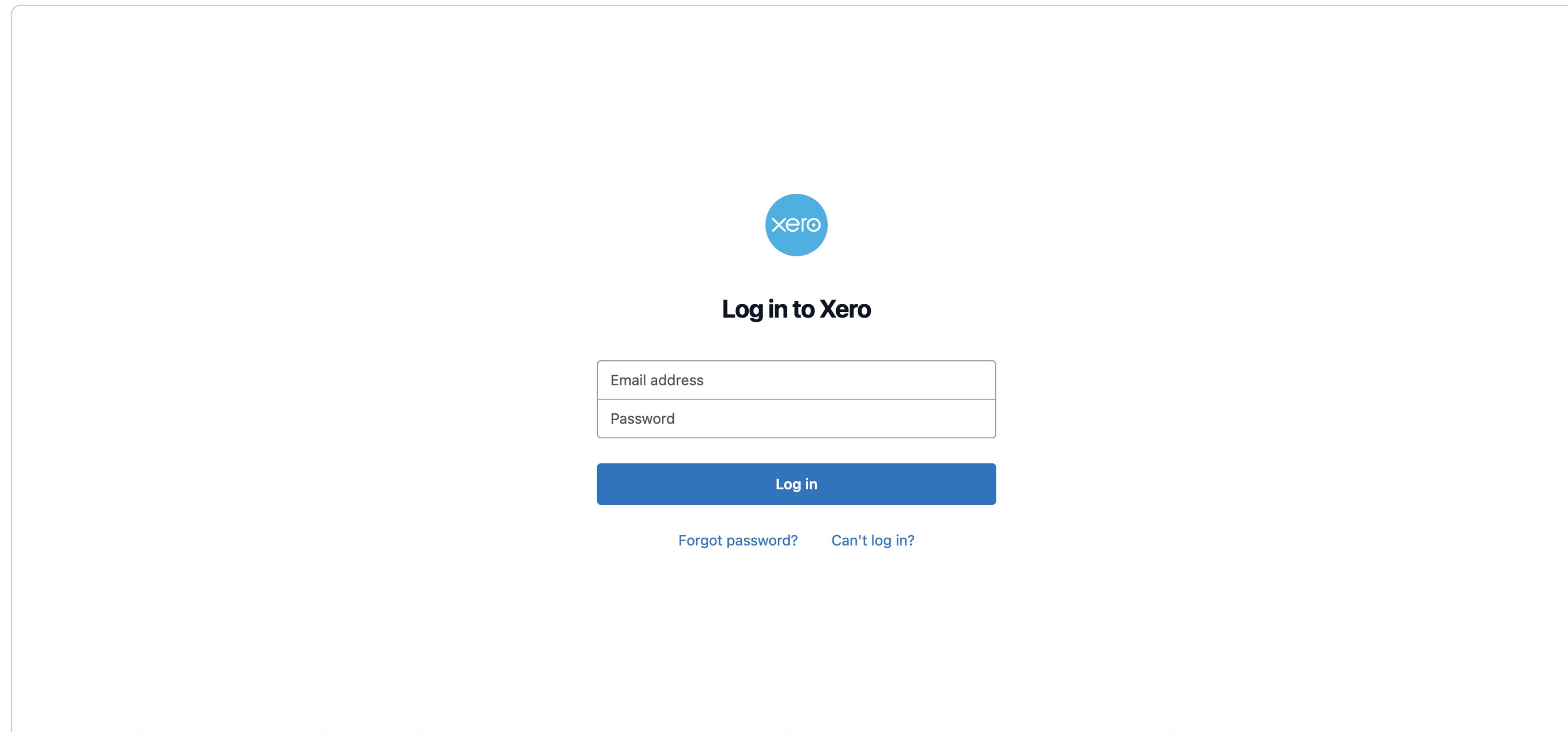
Once you've chosen the accounts you want to link, select 'I accept, connect to Xero'. You will see a confirmation message letting you know your accounts are being securely linked to Xero.



Clicking 'Continue' will proceed and confirm selection. Selecting 'Back' will return you to the previous page.

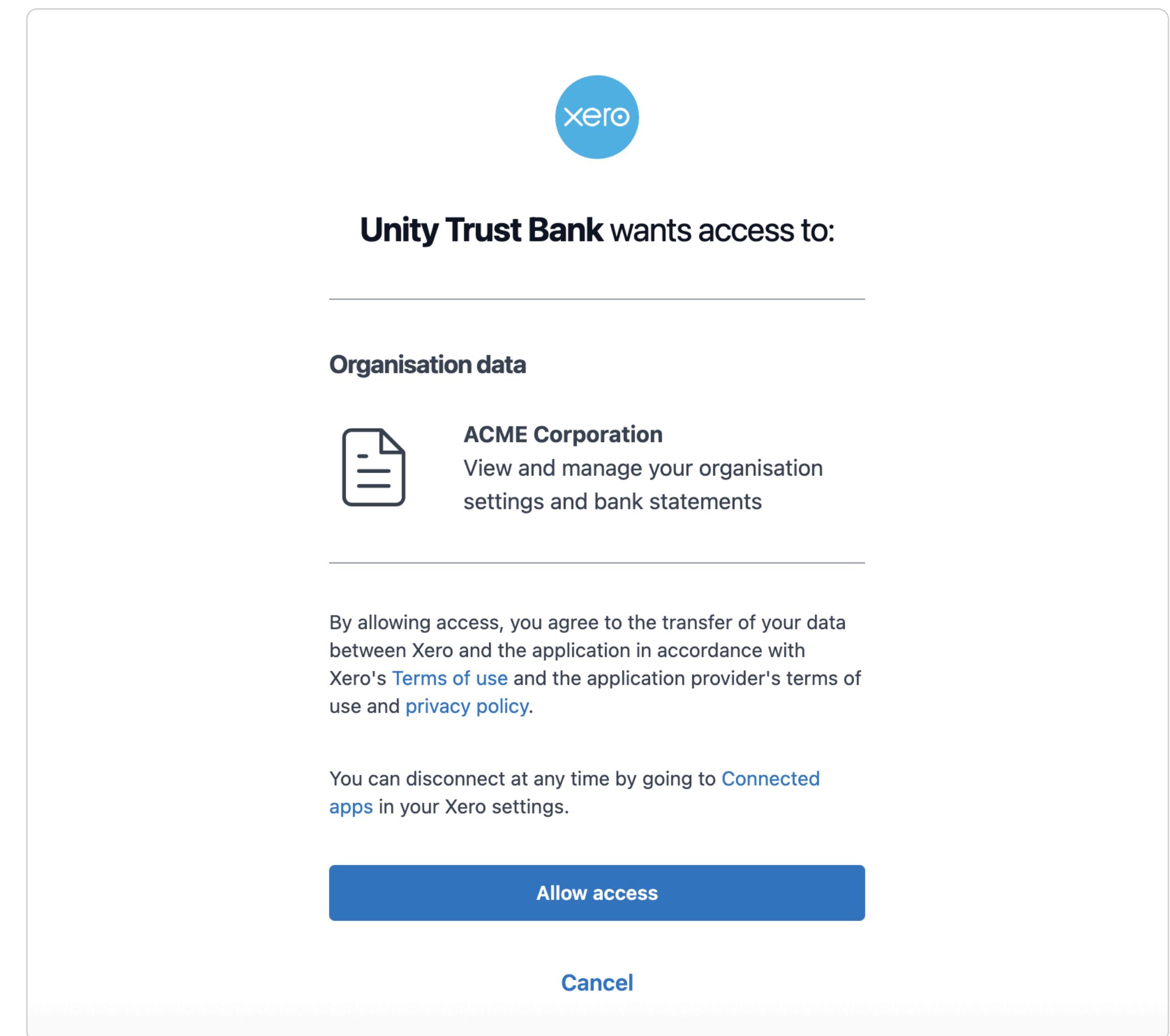
## Step 4: Redirect to Xero

After selecting Continue, you will be directed to the Xero login screen. You must sign in with your Xero credentials, not your Unity Trust Bank details.



## Step 5: Grant access

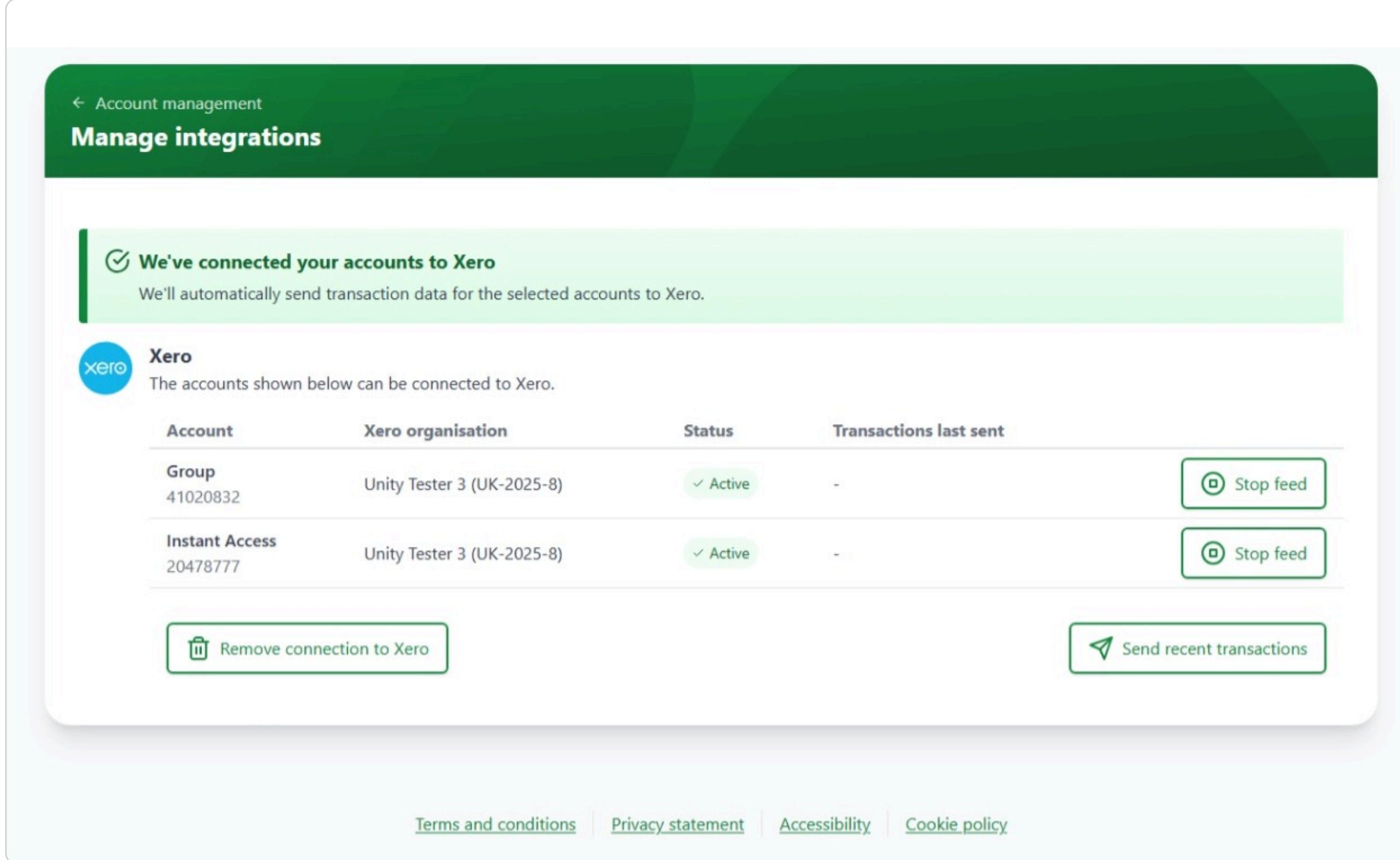
After logging in, you'll be asked to Allow access to Xero via a pop-up message. If you're already logged in to Xero, you will skip the login screen and only see the access request.



By selecting 'Allow access' you are agreeing to set up a connection allowing Xero to access data from the Unity Trust Bank accounts you selected previously.

## Step 6: Confirmation

Once you've selected 'Allow access' you'll be redirected back to Online Banking, and you'll see the accounts successfully linked to Xero.



The screenshot shows the 'Manage integrations' page with a green header bar. Below the header, a green success message box displays the text: 'We've connected your accounts to Xero' with a checkmark icon, and a subtext: 'We'll automatically send transaction data for the selected accounts to Xero.' To the left of the main content area is a blue circular icon with the 'xero' logo. The main content area is titled 'Xero' and contains a subtext: 'The accounts shown below can be connected to Xero.' Below this, a table lists two accounts:

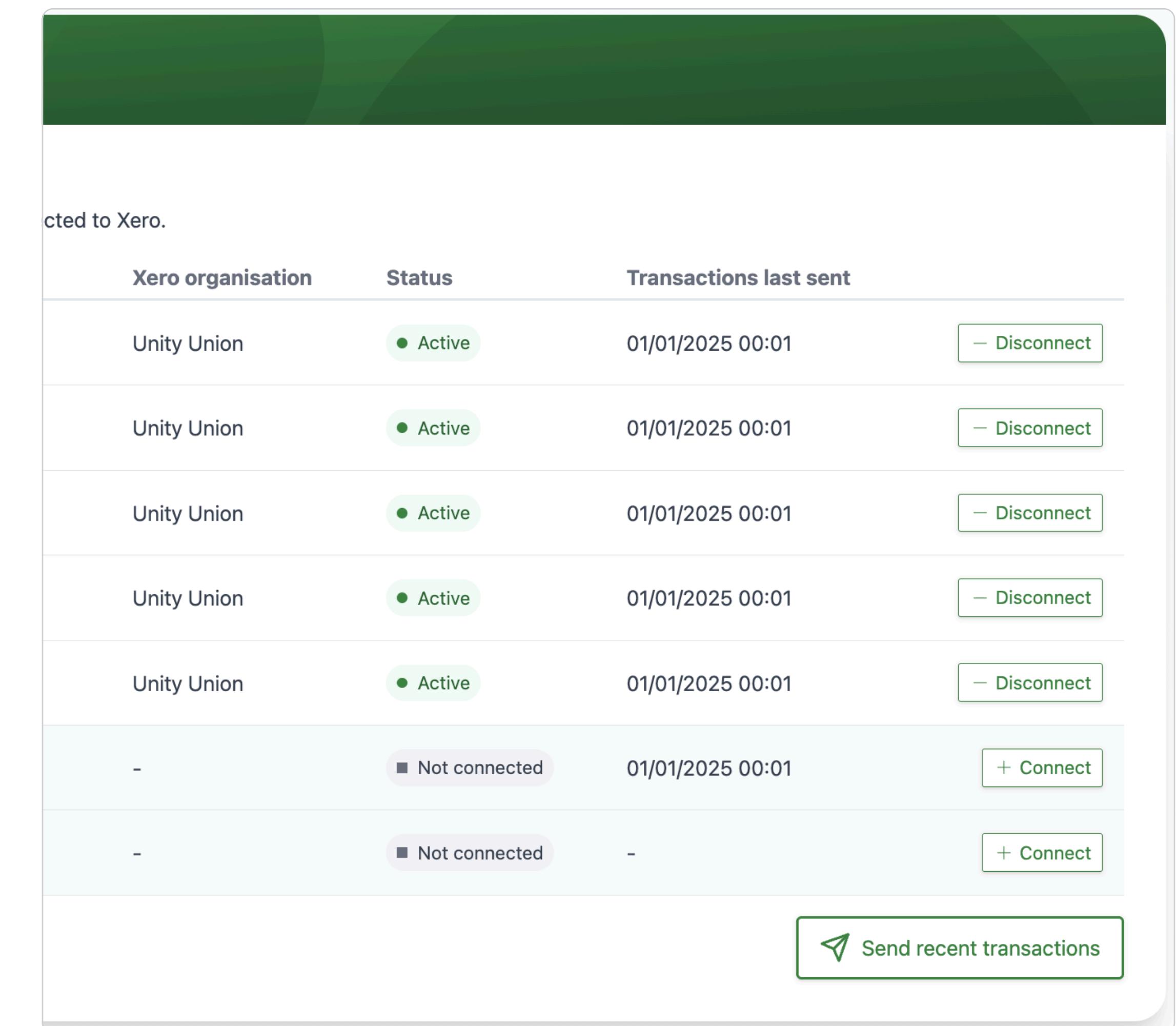
Account	Xero organisation	Status	Transactions last sent	Action
Group 41020832	Unity Tester 3 (UK-2025-8)	✓ Active	-	<span>Stop feed</span>
Instant Access 20478777	Unity Tester 3 (UK-2025-8)	✓ Active	-	<span>Stop feed</span>

At the bottom of the page are two buttons: 'Remove connection to Xero' (with a trash icon) and 'Send recent transactions' (with a green arrow icon). At the very bottom, there are links to 'Terms and conditions', 'Privacy statement', 'Accessibility', and 'Cookie policy'.

All relevant Unity Accounts have been connected to Xero successfully. These accounts can be disconnected at anytime.

## Additional step: Daily Transaction Feed

Once the accounts are linked, transactions are automatically sent to Xero each day through a scheduled task that runs at 3.30am GMT. If you wish to send transactions before the next daily feed, you can manually do so by selecting 'Send recent transactions' in Online Banking.



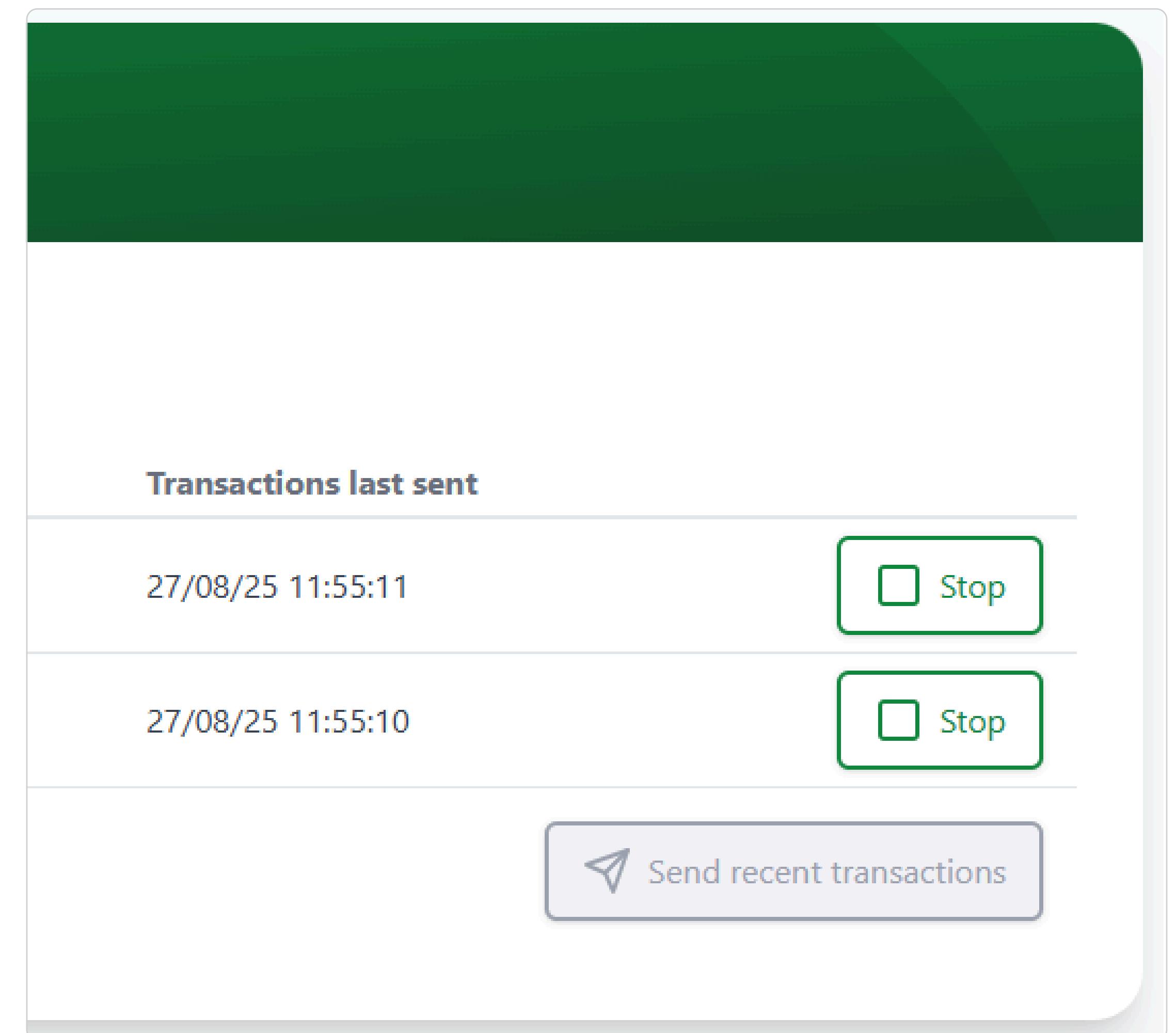
The screenshot shows a table of Xero organisations and their connection status. The table has columns for 'Xero organisation', 'Status', 'Transactions last sent', and a 'Disconnect' button. There are six rows, all showing 'Unity Union' and 'Active' status, with the 'Transactions last sent' date as '01/01/2025 00:01'. The last two rows are for organisations that are 'Not connected'. Below the table is a large green button labeled 'Send recent transactions' with a paper airplane icon.

Xero organisation	Status	Transactions last sent	
Unity Union	● Active	01/01/2025 00:01	<button>— Disconnect</button>
Unity Union	● Active	01/01/2025 00:01	<button>— Disconnect</button>
Unity Union	● Active	01/01/2025 00:01	<button>— Disconnect</button>
Unity Union	● Active	01/01/2025 00:01	<button>— Disconnect</button>
Unity Union	● Active	01/01/2025 00:01	<button>— Disconnect</button>
-	■ Not connected	01/01/2025 00:01	<button>+ Connect</button>
-	■ Not connected	-	<button>+ Connect</button>

This is the default state for the 'Send recent transactions' button.

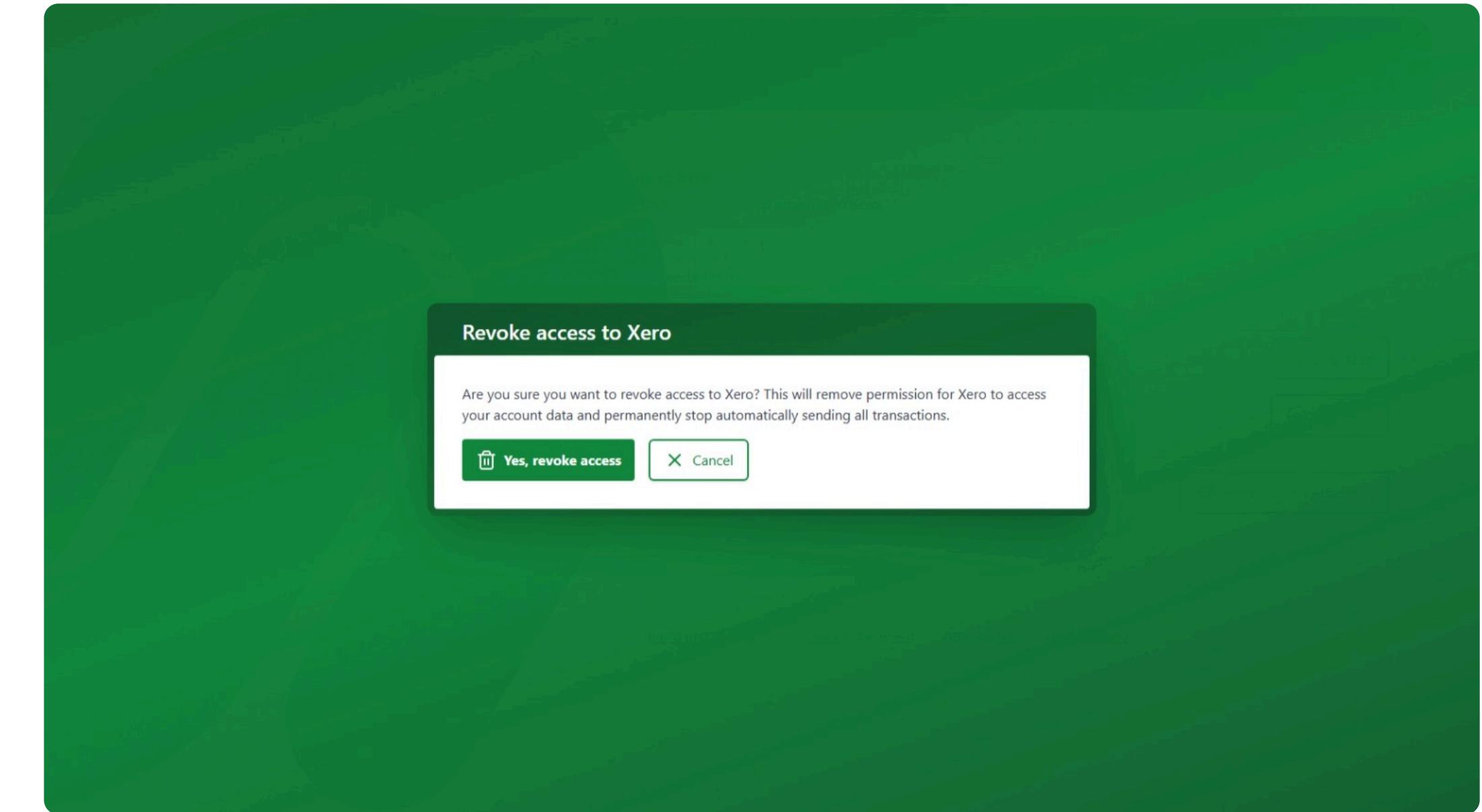
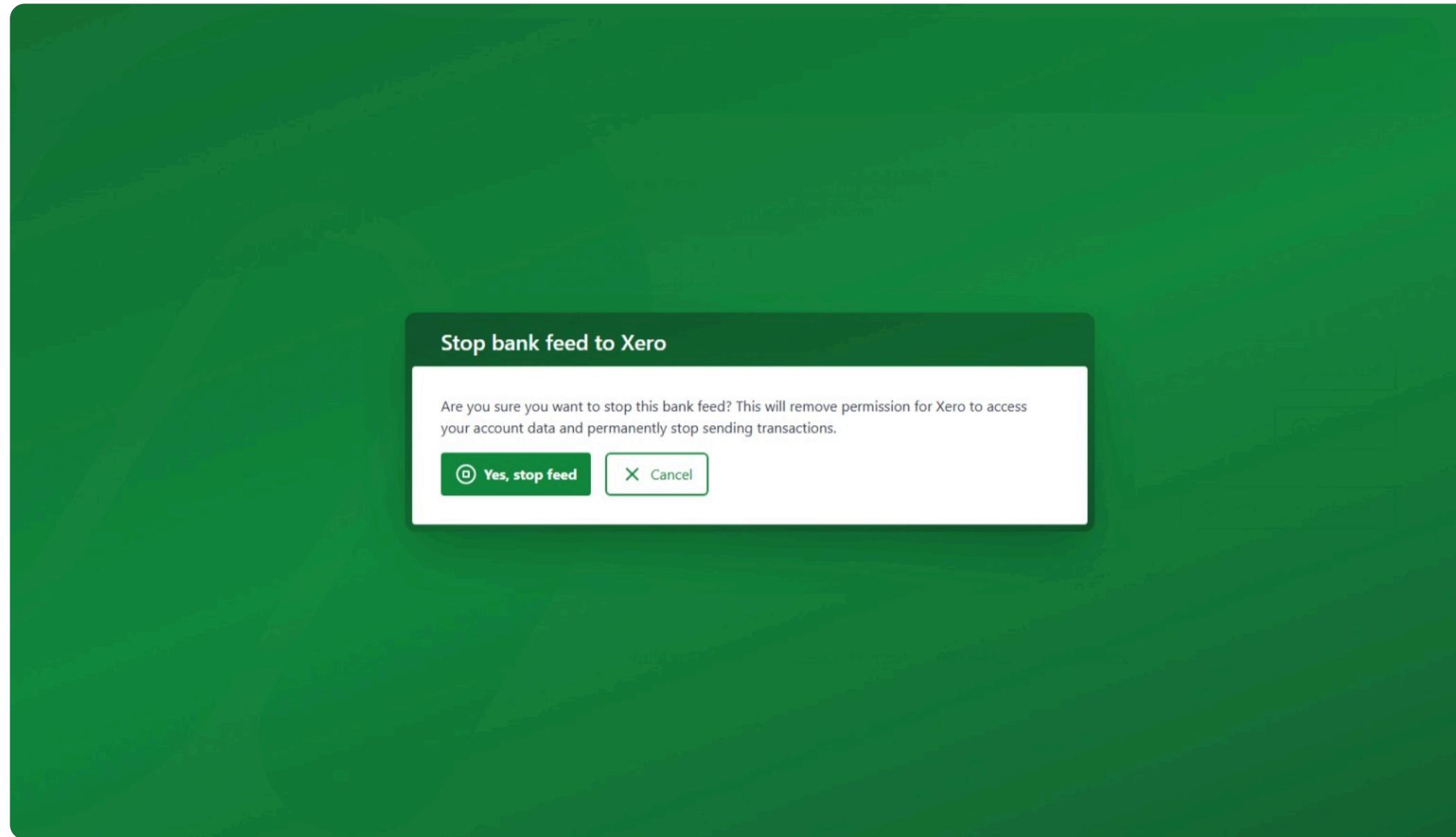
## Additional step: 2

Once this has been requested, the button will be greyed out and remain inactive until the task of sending the transactions has completed.



This is the inactive or disabled state for the 'Send recent transactions' button.

# Additional information



## Disconnect an account

Each connected account can easily be disconnected from Xero with the click of a button. Simply press Disconnect and the above message will appear. This can be found on the Connect accounts to Xero page.

## Remove connection to Xero

To remove all and any connections with the Xero Software simply click the 'Remove connection to Xero' button at the bottom left and the above message will appear.

# Help and support

## Additional Help and Support

More information and answers to Frequently Asked Questions around software integrations with Unity Trust Bank are available here: [www.unity.co.uk/accounting-software](http://www.unity.co.uk/accounting-software)

## Contact Unity Trust Bank support

Telephone: 0345 140 1000

Our call centre is open Monday to Friday 9:00am to 5:00pm.

## Other documentation

Or check your accounting software's help documentation.