

## BUSINESS BANKING

# QUICKBOOKS DIRECT CONNECT ACTIVATION

## Introduction

Before beginning this process, please update all accounts using the current connection. **NOTE:** Some transactions may be duplicated as a result of this process. Updating the accounts prior to the change will enable a smoother clean up should this occur.

**IMPORTANT:** Before you begin to connect your bank accounts and/or credit card accounts to Pacific Western Bank, **you will need a Direct Connect User ID and Password.**

- These credentials are not the same as your online banking/credit card login credentials.
- If you do not have these login credentials, please contact us at 1.800.350.3557 Monday-Friday, 8AM-5PM PST.

## Procedure

**NOTE:** If you are doing a NEW SETUP, skip to step 10.

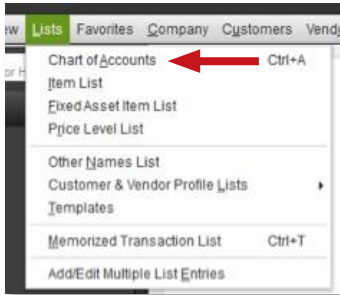
1. If an account has been “linked” or “directed” to a bank application, the account link to the previous bank or application will need to be deactivated and reactivated to the new bank application.
  - **Deactivation will need to be done one account at a time\*.** Activation for multiple accounts to same bank need to be done together during a session.

**\*If multiple accounts are to be redirected/reactivated to the same bank application, they should all be deactivated first and then reactivated during the same session.**



2. To determine if an account is “linked” or directed to a bank connection:

**A. Go to Lists > Chart of Accounts OR (step B).**



**B. On the right hand side Locate Chart of Accounts.**



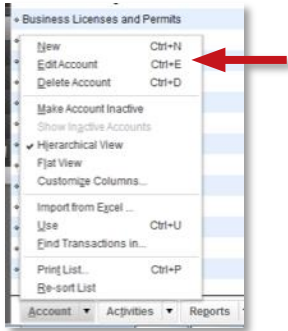
3. If the account in the Chart of Accounts has a lightning bolt (⚡) symbol next to the account type, then that account is linked to a banking application and needs to be deactivated and reactivated to the Pacific Western Bank connection for QuickBooks Desktop.

Look for account name or number				
<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Reset"/>	
NAME	⚡ TYPE	BALANCE TOTAL	ATTACH	
• PWB 1	⚡ Bank	0.00		
• PWB 2	⚡ Bank	0.00		
• Accumulated Depreciation	Fixed Asset	0.00		
• Furniture and Equipment	Fixed Asset	0.00		
• Payroll Liabilities	Other Current Liability	0.00		
• Capital Stock	Equity	0.00		
• Dividends Paid	Equity	0.00		

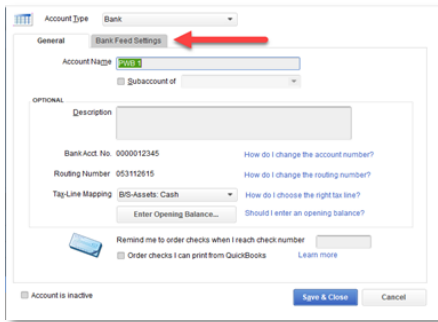
4. **Deactivate Account(s).** Select the account to deactivate. **NOTE: If you have multiple accounts to deactivate, you have to repeat this process for each account one at a time.**

Look for account name or number				
<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Reset"/>	
NAME	⚡ TYPE	BALANCE TOTAL	ATTACH	
• PWB 1	⚡ Bank	0.00		
• PWB 2	⚡ Bank	0.00		
• Accumulated Depreciation	Fixed Asset	0.00		
• Furniture and Equipment	Fixed Asset	0.00		
• Payroll Liabilities	Other Current Liability	0.00		
• Capital Stock	Equity	0.00		
• Dividends Paid	Equity	0.00		
• Opening Balance Equity	Equity	0.00		

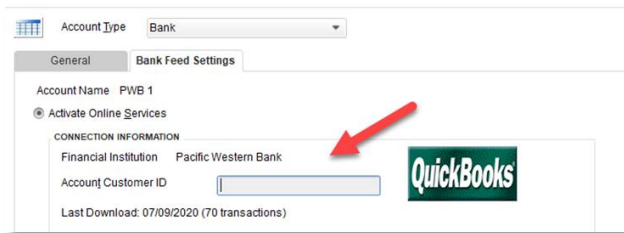
5. At the bottom left-hand side, go to **Account > Edit Account**.



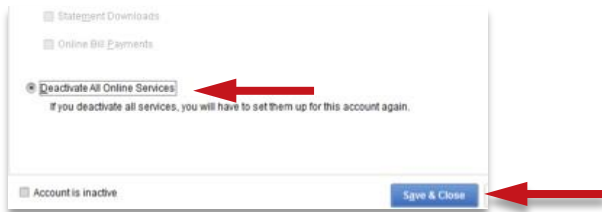
6. The Account Edit screen will open. There will be two tabs: General and Bank Feed Settings.



7. Click on the tab labeled **"Bank Feed Settings"**. Delete anything that is listed as "Account Customer ID".



8. Next, **click on the radio button for Deactivate Online Services**. Then **click Save & Close**. You will see an alert window confirming that you want to complete this task. **Click OK**.



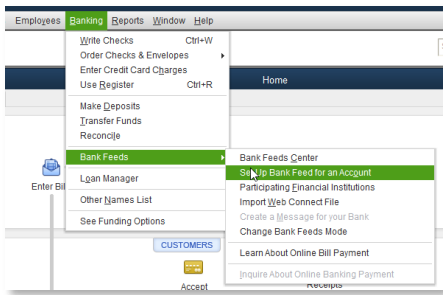
9. Once the account has been deactivated, the lightning bolt (⚡) symbol will no longer appear next to the account on the Chart of Accounts.

NAME	TYPE	BALANCE TOTAL	ATTACH
PWB 1	Bank	0.00	

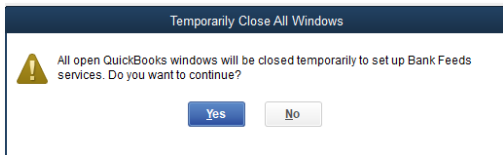
If you have multiple accounts to reactivate to a new bank connection, repeat steps 5-9 for each account.

**IMPORTANT:** All accounts that need to be redirected to a new bank connection **must be deactivated PRIOR to any steps to reactivate**.

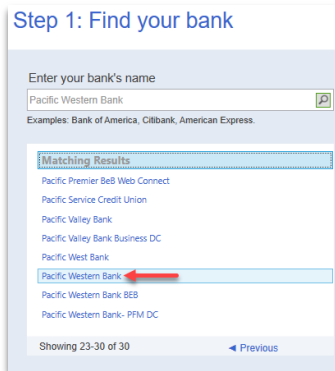
10. To set up a new account or reactivate the account(s) to the new bank location go to **Banking > Bank Feeds > Set Up Bank Feed for an Account.**



11. A pop up message will appear – click “Yes”.

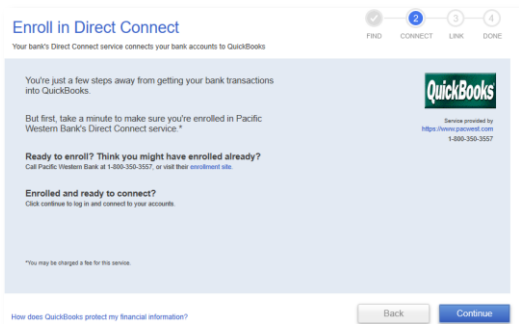


12. Next, enter **Pacific Western Bank** in the Enter your bank's name field.

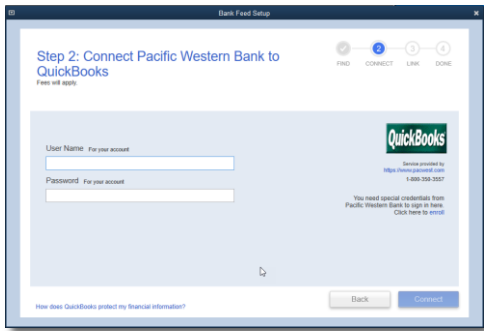


13. If you have received your special QuickBooks access credentials, then you may click **Continue**.

**NOTE:** If you have not signed up for, or received, your QuickBooks login credentials for your banking account(s), please contact **Pacific Western Bank at 1.800.350.3557**.



14. Enter your **User Name** and **Password** and click **Connect**.



Step 2: Connect Pacific Western Bank to QuickBooks

User Name: For your account

Password: For your account

QuickBooks

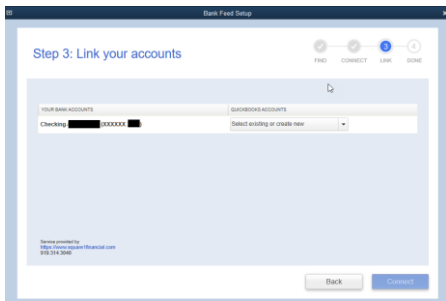
Service provided by: <http://www.quickbooks.com> 1-800-333-3337

You need special instructions from Pacific Western Bank to sign in to bank. [Click here to enroll](#)

How does QuickBooks protect my financial information?

Back Connect

15. Select the account you wish to link to and click **Connect**.



Step 3: Link your accounts

YOUR BANK ACCOUNTS

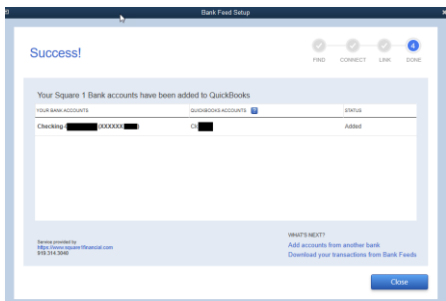
Checking [REDACTED]

QUICKBOOKS ACCOUNTS

Select existing or create new

Back Connect

16. The message “**Success!**” will appear when completed. Click **Close**.



Success!

Your Square 1 Bank accounts have been added to QuickBooks

YOUR BANK ACCOUNTS

Checking [REDACTED]

QUICKBOOKS ACCOUNTS

Status

Added

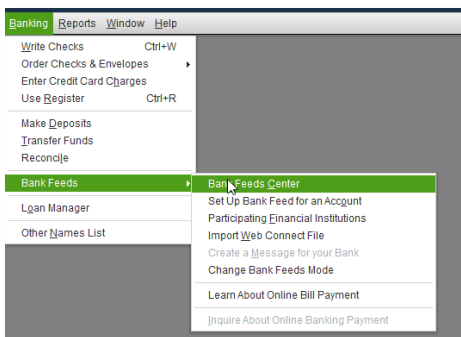
WHAT'S NEXT?

Add accounts from another bank

Download your transactions from Bank Feeds

Close

17. After clicking Close, you will be able to download transactions. Go to **Banking > Bank Feeds > Bank Feeds Center**.



Banking Reports Window Help

Write Checks Ctrl+W

Order Checks & Envelopes

Enter Credit Card Charges

Use Register Ctrl+R

Make Deposits

Transfer Funds

Reconcile

Bank Feeds

Bank Feeds Center

Loan Manager

Other Names List

Set Up Bank Feed for an Account

Participating Financial Institutions

Import Web Connect File

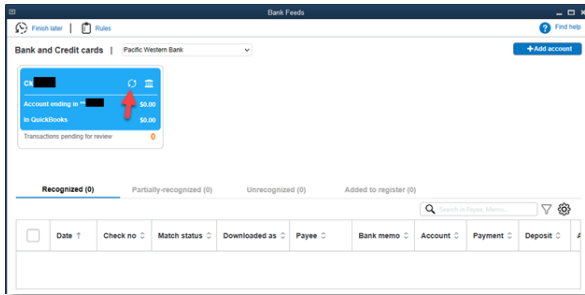
Create a Message for your Bank

Change Bank Feeds Mode

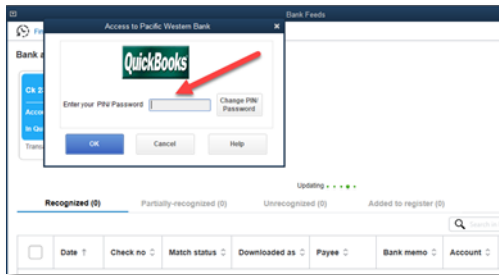
Learn About Online Bill Payment

Inquire About Online Banking Payment

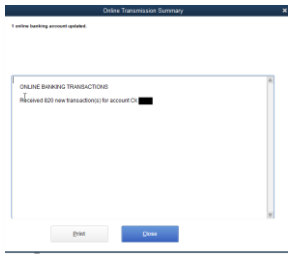
18. Click the Refresh Icon to Download Transactions.



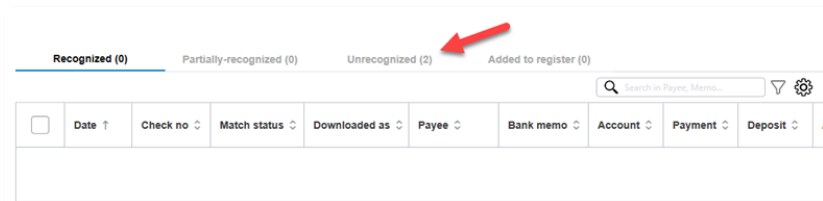
19. Enter your PIN. Click “OK”.



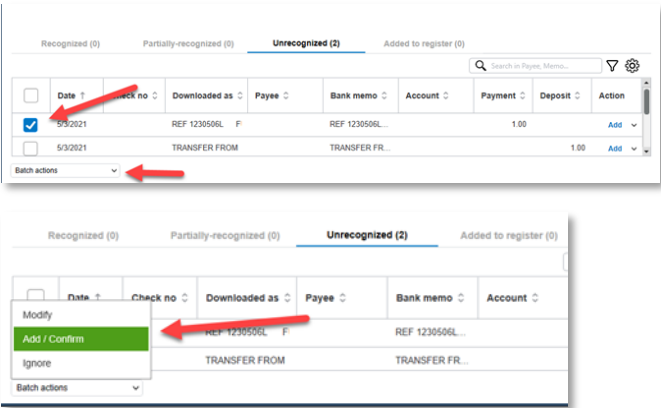
20. You will get a message if download was successful. Click **Close**.



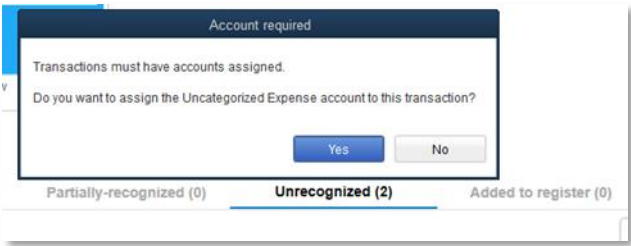
21. Click on Tab where QuickBooks is storing downloaded transactions.



22. Select the first transaction you would like to pull into QuickBooks by putting a check mark next to transaction and select **“Batch Actions” > “Add/Confirm”**.



23. Select **“Yes”** if you would like to assign the transaction to the Uncategorized Expense or Income. Otherwise, select **“No”** and select the appropriate account for transaction.



24. Continue until complete.

If you have trouble or need a password reset, please contact us at 1.800.350.3557 Monday-Friday, 8AM-5PM PST.