

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 Search 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 Search Reset		
NAME	\$ TYPE	BALANCE TOTAL
◇PW81	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

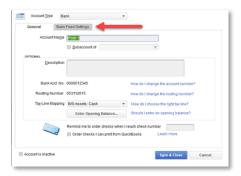




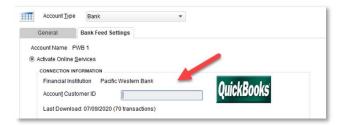
5. At the bottom left-hand side, go to Account > Edit Account.



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	S 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.

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	Write Checks Ctrl+W		[
	Order Checks & Envelopes	F	
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	Use Register Ctrl+R	Home	
	Make Deposits	-	
	Transfer Funds		
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ren l	Bank Feeds	Bank Feeds Center	
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Enter Bil		Participating Einancial Institutions	
	Other Names List	Import Web Connect File	
- 11	See Funding Options	Create a Message for your Bank	
-		Change Bank Feeds Mode	- 1
	CUSTOMERS	Learn About Online Bill Payment	
	27 M	Inquire About Online Banking Payment	_
	Accept	Receipts	_

11. A pop up message will appear – click "Yes".

Temporarily Close All Windows
All open QuickBooks windows will be closed temporarily to set up Bank Feeds services. Do you want to continue?
Yes <u>N</u> o

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.

Enroll in Direct Connect Your bank's Direct Connect service connects your bank accounts to Guid/Books	PIRO CONNECT LINK DONE
You're just a few steps away from getting your bank transactions into QuickBooks. But the steps and the steps way of the steps of the steps Western Bank's Direct Connect steps way of the service al aready? Carbodie the step of the step steps steps of the steps of the Carbodie the step of the steps step steps of the steps of the Carbodie the step of the steps step steps of the steps of the step step step step step step step ste	QuickBooks The manual of the second
How does QuickBooks protect my financial information?	Back Continue





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

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Step 2: Connect Pacific Western QuickBooks Fres will apply	Bank to	PIND CONNECT LINK DONE
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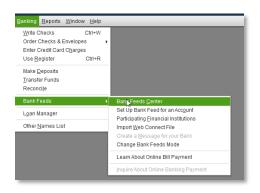
15. Select the account you wish to link to and click Connect.

	Bank Feed Setup
Step 3: Link your accounts	PRO CONNECT LINK DONE
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YOUR BANKACCOUNTS	GUICKBOOKS ACCOUNTS
Checking-	Select existing or create new -
News another by the fibrarial can are 2011 as New	
	Back Connect

16. The message "Success!" will appear when completed. Click Close.



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





18. Click the Refresh Icon to Download Transactions.

Finish later 📋		lestern Bank	v				Find +Add account	
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Recognized (0)	Parti	ally-recognized (0)	Unrecognize	id (0)	Added to register (0			
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19. Enter your PIN. Click "OK".

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



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

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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".

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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.

Į	Acco	unt required		
		ctions must have accounts assigned. want to assign the Uncategorized Expense account to this transaction?		
		Yes	No	
1	Partially-recognized (0)	Unrecognized (2)	Ad	Ided to register (0)

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.

