Pacific Premier Bank's Business e-Banking Getting Started Guide with QuickBooks 2013-2015 for Windows

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Connect and Update Your Data

Set Up an Account for Online Banking (Direct Connect)

1. Choose **Banking** menu > **Bank Feeds** > **Set Up Bank Feeds for an Account**.
2. On the *Step 1:* type **Pacific Premier Bank** in the entry field. Select **Pacific Premier BeB Direct**

3. Click on **Continue** to Enroll in Direct Connect and then enter your Pacific Premier Bank's Business e-Banking **CompanyID-UserID** and **Password** and click the **Continue** button.

4. After you connect, you will see all of your Pacific Premier Bank accounts that you can add to QuickBooks. If you don't have an account ready in QuickBooks, click **<Create New Account>** to create a new account. If you don't want to download data from a particular account, choose **Do not add to QuickBooks** from the drop-down menu.
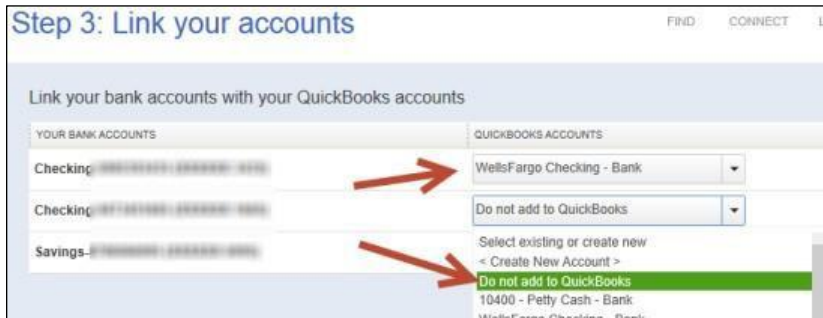
5. After you add your accounts, click **Close**.

Set Up an Account for Online Banking (Web Connect)

1. Log into your **Pacific Premier Bank's Business e-Banking** system.

2. Download your transactions.

   Choose "QuickBooks Web Connect (*.QBO)" and save the file to your computer.

NOTE:	These instructions assume you will save the download to your computer. If you "open" it instead, your web browser should open QuickBooks and begin to import the transactions. If you plan to open the file directly, we recommend that you have your Company file open in QuickBooks 2015 before you begin Step 2.

3. Open QuickBooks and your Company file.

4. Choose **Banking** menu > **Bank Feeds** > **Import Web Connect File**. You will see an import dialog.
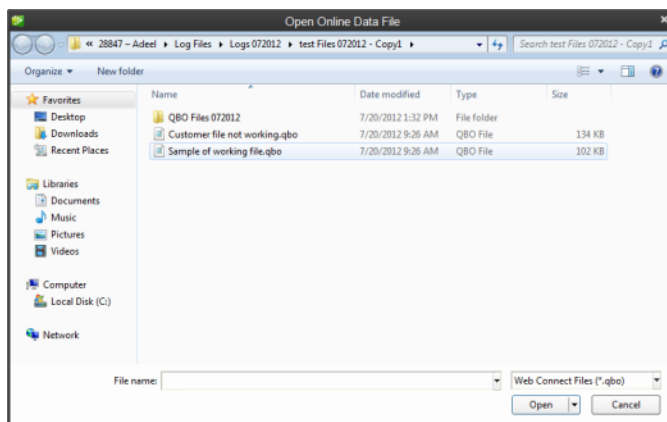
5. Navigate to and select the file you downloaded in Step 2, then click **Open**.
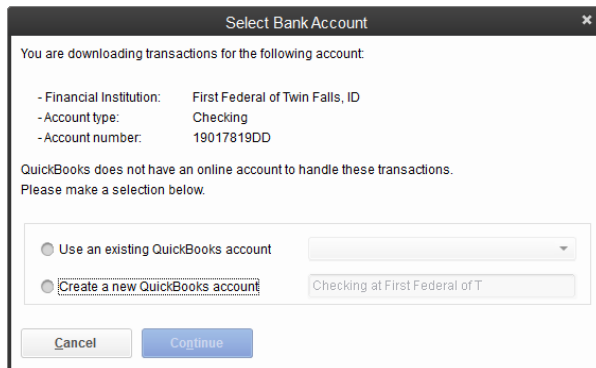
You will see a dialog like this one with your **Pacific Premier Bank** information.

6. Click **Use an Existing QuickBooks Account** if you have an appropriate account in the Chart of Accounts. If you don't have an account yet, click **Create a new QuickBooks account** and enter a name for that account.

7. Click **Continue**.

8. Click **OK** to confirm and finish.

> **NOTE:** There is an alternate way of importing a Web Connect file into QuickBooks by going to **File** > **Utilities** > **Import** > **Web Connect file**, navigate to where the Web Connect file is located on your computer then click **Open**.

Special Note: Matching and Adding Transactions

After you set up Bank Feeds and open the Bank Feeds Center, you need to tell QuickBooks how to handle downloaded transactions.

1. Go to **Banking** menu > **Bank Feeds** > **Bank Feeds Center**, select the account you want to work on and click **Transaction List**.
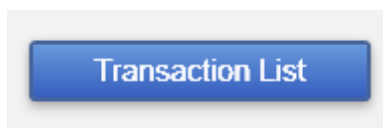
A colored bar will indicate the following:

- Transactions in orange need your review
- Transactions in red have been changed by rules
- Transactions in blue have been automatically matched.

> **NOTE:** You can filter your transactions easily using the status, type, and date range filters.

2. Add or Verify the QuickBooks income/expense account on each transaction.

Updating an Account (Direct Connect) – Express Mode (Bank Feeds)

1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.

2. Select the account you want to update in the Bank Feeds window.

3. After you select the account, click **Download Transactions** to start the update process. If you have multiple accounts with the same bank, you can choose to sync either one or all accounts by clicking the sync button in the upper-right hand corner.
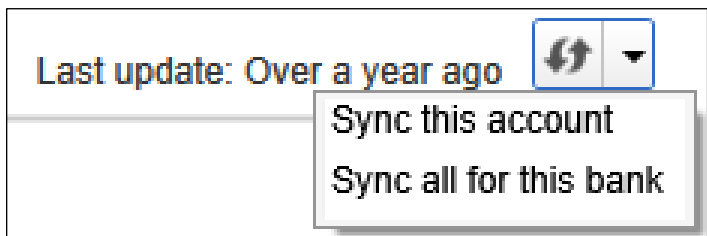
After the sync is complete, your accounts should be up to date.

Updating an Account (Web Connect) – Bank Feeds

1. Choose **Banking** menu > **Bank Feeds** > **Bank Feeds Center**.

2. Select the account you want to update in the Bank Feeds window.

3. After you select the account, click **Refresh Account** to start the update process.

4. When you begin the web connect download from the FI website, your web browser should give you the option to either "open" the file or "save" it.

- If you open it, QuickBooks should open and begin the import process.

- If you save it, you can import it later by going to **Banking** menu > **Bank Feeds** > **Import Web Connect File**, navigate to where the Web Connect file is located on your computer, then click **Open**.

5. QuickBooks will then import the online banking transactions and show you a Transmission Summary.


6. Review the Online Transmission Summary. You can print the summary or just click Close when done.

7. After the Web Connect import, go to Banking menu > Bank Feeds > Bank Feeds Center, select the account, and click on the Transaction List button to view and match the downloaded transactions.

Switching Online Banking Modes

You can easily switch from Express Mode (QuickBooks 2014 and later) to Classic Mode (formerly Register Mode).

1. Go to Banking menu > Bank Feeds > Change Bank Feeds Mode.

   You'll see your Company Preferences. In the Bank Feeds area, you'll see your current mode.
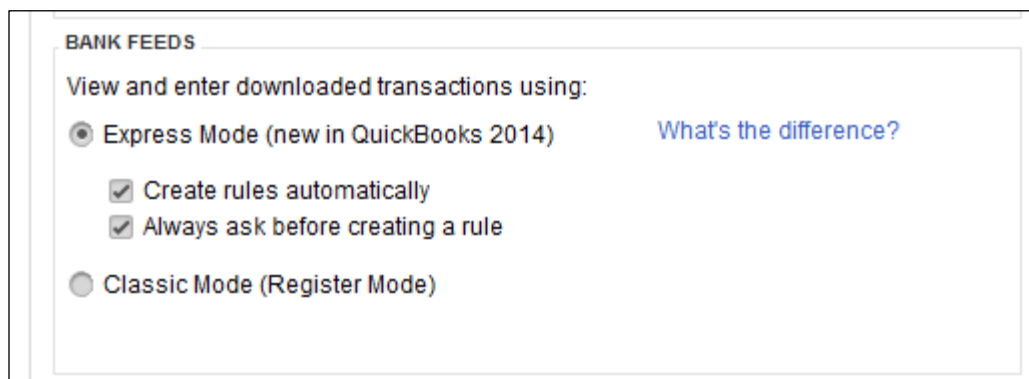
2. Click either Express Mode or Classic Mode.

NOTE: Express Mode allows you to change your Rule preferences.