



# Pacific Premier Bank's Business e-Banking Getting Started Guide With QuickBooks 2013-2015 for Mac

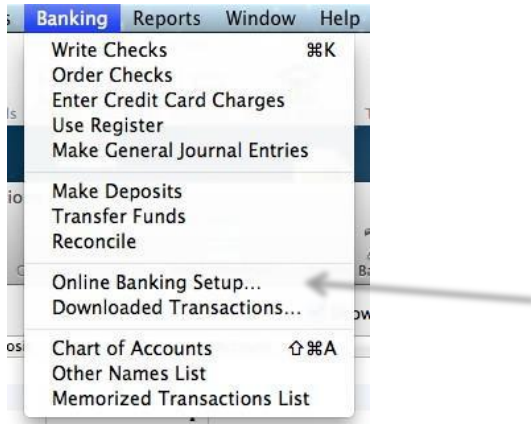
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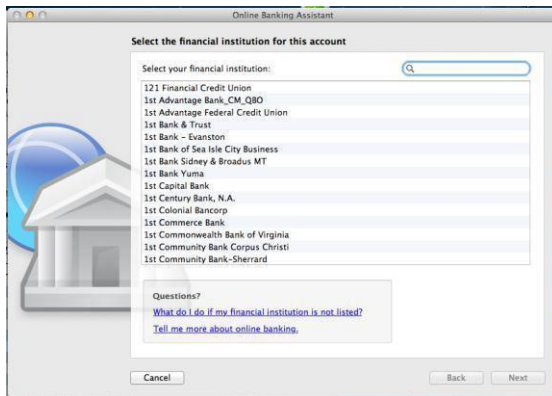
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## Set Up an Account for Online Banking (Direct Connect)

1. Choose **Banking** menu > **Online Banking Setup**.



2. Enter **Pacific Premier Bank**.



3. Choose **Pacific Premier BeB Direct** and click **Next**.
4. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
5. The Online Banking Assistant window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.
6. Enter credentials and click **Sign In**.
7. For each account you wish to download into QuickBooks, click **Select an Account** to connect to the appropriate existing account register.
8. Click **Next** and then click **Done**.

## Set Up an Account for Online Banking (Web Connect)

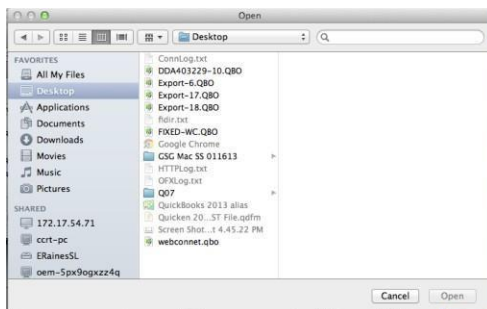
1. Log in to your Pacific Premier Bank's Business e-Banking.

You will need to select the download type for QuickBooks, such as "QuickBooks Web Connect (\*.QBO)."

**NOTE:** The Mac operating system should save the file to a default location. Please make note of this location for the next steps.

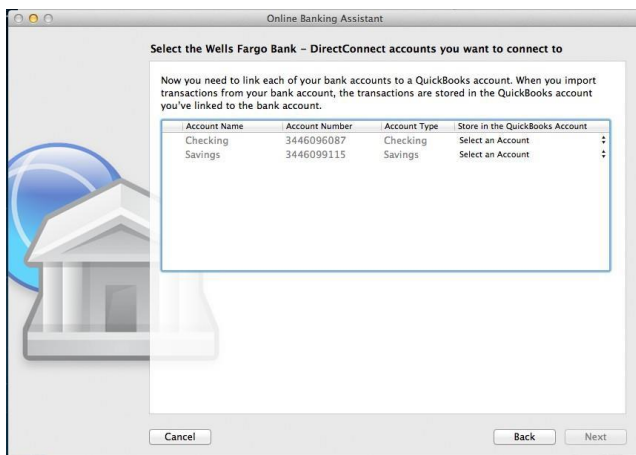
2. Open QuickBooks and your Company file, then choose the **Banking** menu > **Downloaded Transactions** > **Import File**.

You will see an import dialog.

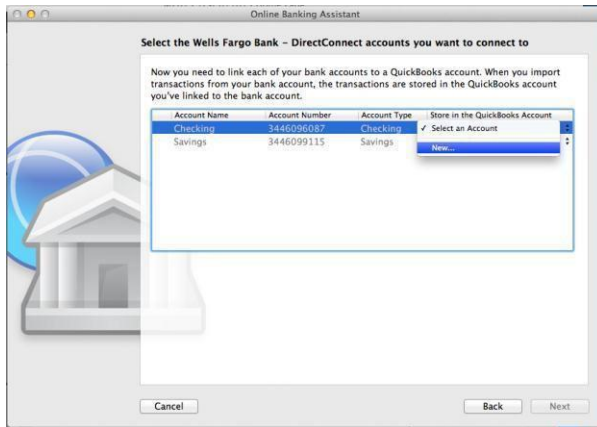


3. Navigate to and select the file you downloaded in Step 1, then click **Open**.

You will see the following dialog box, with your Pacific Premier Bank accounts listed.



- Click on **Select an Account** for each account and choose which account in QuickBooks to connect it to. If you do not yet have an account in QuickBooks to connect with, you can select **New...** as shown below.



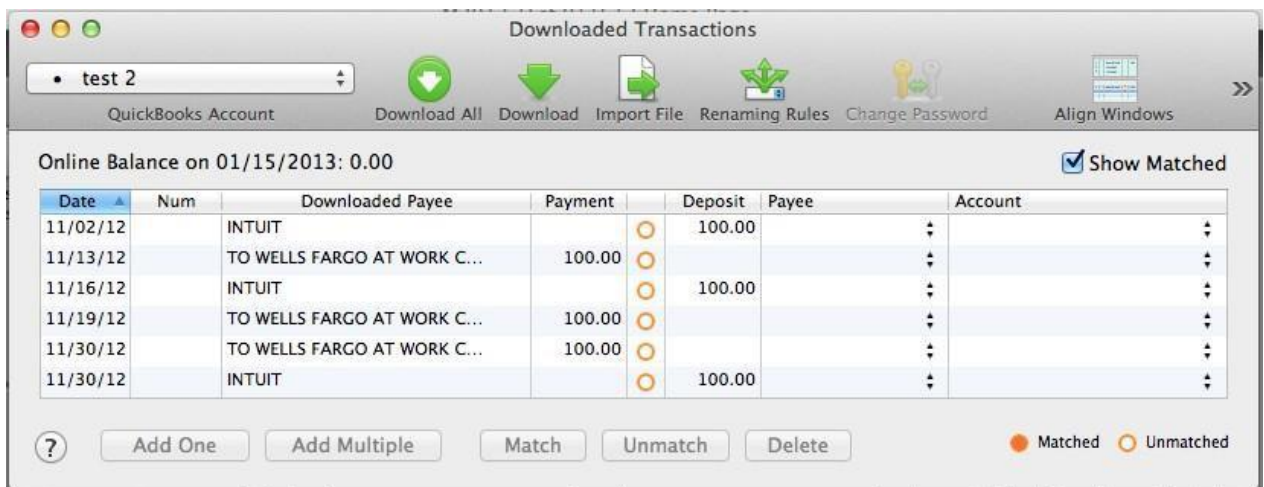
- After creating a new account, you may need to click **Select an Account** again and select the new account.
- When done, click **Next** at the bottom.

You will receive a message that you have successfully set up your accounts.

- Click Close to return to the Downloaded Transactions window.

## Updating an Account (Direct Connect)

- Choose Banking menu > Downloaded Transactions.



- Click **Download** to update only the selected account, or **Download All** to update all of your accounts activated for online banking.

- QuickBooks will open a window to enter Pacific Premier Bank's Business e-Banking Password. Enter your password and then click OK.



**NOTE:** You can choose to add your online banking password to your Mac OS Keychain. Intuit does not recommend saving your online banking password in this manner.

QuickBooks will then connect and synchronize online banking transactions with Pacific Premier Bank.

- QuickBooks will give you a count of how many transactions were imported. Click **OK** to continue.

- QuickBooks will then return to the Downloaded Transactions window and open the register for the selected account so that you can begin the transaction matching process.

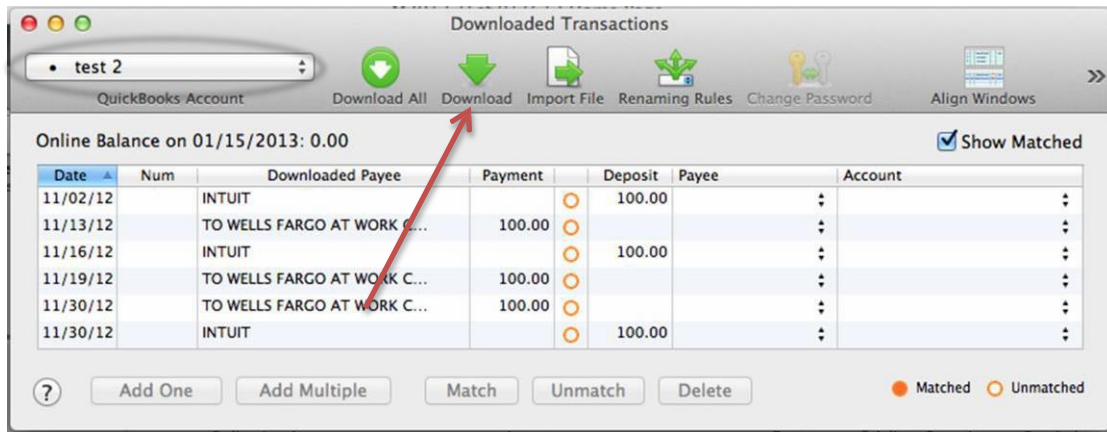
The screenshot displays the QuickBooks 'Downloaded Transactions' window. An 'Imported Transactions' dialog box is open, showing a list of transactions imported from Meriwest Credit Union. The dialog includes a table with columns for Date, Num, Do, and Amount. Below the table is an 'OK' button. The main window shows a list of transactions with columns for Date, Num, Do, and Amount. A 'Show Matched' checkbox is checked. Below the list are buttons for 'Add One', 'Add Multiple', 'Match', 'Unmatch', and 'Delete'. A legend indicates that a red circle represents 'Matched' and an orange circle represents 'Unmatched'. The bottom of the window shows a transaction register with columns for Date, Number, Type, Account, Payee, Memo, Payment, Deposit, and Balance. The register is currently empty. The ending balance is shown as 0.00. The sort by option is set to 'Date, Type, Nu...'. The window title is 'test 3'.

Date	Num	Do	Amount
03/24/06	#00019726		108.53
03/24/06	#12345602		41.88
03/24/06	SOUTHWEST		44.36
03/24/06	#318964 POS LOMA CATALINA C		108.49
03/24/06	COX CABLE ONLINE PMT		14.28
03/24/06	#212934 POS MCDONALD'S F1...		

Date	Number	Type	Account	Payee	Memo	Payment	Deposit	Balance
01/16/13		Number	Payee			Payment	Deposit	
			Account		Memo			

## Updating an Account (Web Connect)

1. Choose the **Banking** menu > **Downloaded Transactions**.
2. Select the Web Connect account you want to update in the upper left corner. Then click **Download**.



**NOTE:** For Web Connect accounts, QuickBooks will open your financial institution (FI) website. Log in and download the QuickBooks web connect file (\*.QBO) per the financial institution's instructions. Alternately, you can log into the FI website outside of QuickBooks and follow the steps below.

3. When you begin the web connect download from your Pacific Premier Bank's Business e-Banking access, your web browser should give you the option to either "open" the file or "save" it.
  - If you open it, QuickBooks will take over and begin the import process.
  - If you save it, you can import it later using the **Import File** button in the
4. QuickBooks will then import the online banking transactions.
5. When done, QuickBooks will give you a count of how many transactions were imported. Click **OK** to proceed.
6. QuickBooks will then return to the **Downloaded Transactions** window and open the register for the selected account so that you can begin the transaction matching process.

## Special Note 1: Matching and Adding Transactions

1. Choose **Banking** menu > **Downloaded Transactions**.

Downloaded Transactions

test 3

QuickBooks Account Download All Download Import File Renaming Rules Change Password Align Windows Meriwest Credit Union

Online Balance on 06/07/2006: \$2,583.86  Show Matched

Date	Num	Downloaded Payee	Payment	Deposit	Payee	Account
03/24/06		#000197269762 ATM TD's	105.00		#00019726976...	Contracted Services
03/24/06		#123456022901 POS THE HOME	70.55		Vendor 1	Test
03/24/06		SOUTHWEST GAS ONLINE PMT	45.00		Vendor 2	test 2
03/24/06		#318964 POS LOMA CATALINA C	44.36		Vendor 3	test 3
03/24/06		COX CABLE ONLINE PMT	108.49			
03/24/06		#212934 POS MCDONALD'S F1...	14.28			

? Add One Add Multiple Match Unmatch Delete Matched Unmatched

Online Invoice Account Create Adjust Quantity Reminder

Date	Number	Payee	Payment	Deposit	Balance
03/24/06		#000197269762 ATM TD's	105.00		-105.00
	CHK	Contracted Services			
		East-63814 5822 E. Spe...			
03/24/06					
	Number	Payee	Payment	Deposit	
		Account			

Ending balance -105.00  
Sort by Date, Type, Nu...

Record Restore Splits  1-Line

Reconcile Check Register Enter Credit Card Charge

2. Click the QuickBooks Account menu and choose the account you want to import into.
3. Use the buttons at the bottom of the Downloaded Transactions window to add downloaded transactions to the account register. You can add multiple transactions at once, match them to transactions already in the register, and more.
4. For detailed instructions on how to match and add transactions go to the QuickBooks Help menu, and use the search field at the top to search for "Match Transactions," then select the article ***Online Banking: Updating your Register***.