

# **SAGE BUSINESS CLOUD ACCOUNTING**

## **BANKING - USER MANUAL**

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# Create, edit and delete Bank and Credit Cards

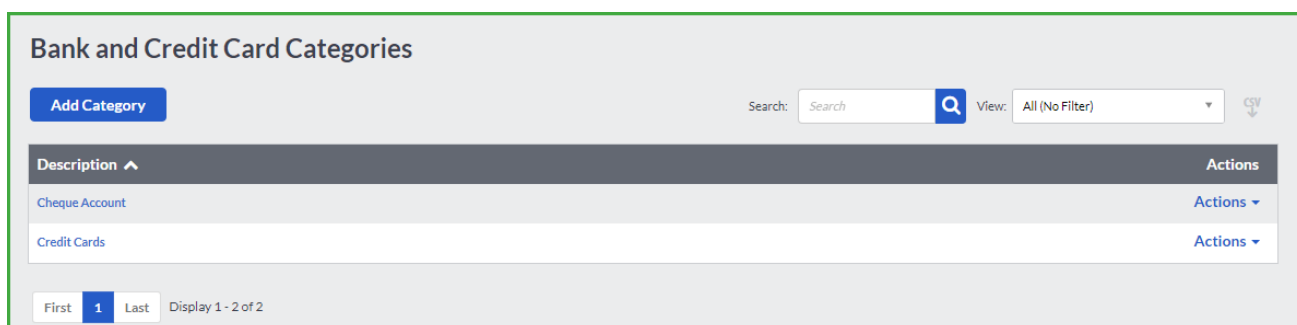
Accounting allows you to create multiple bank accounts including credit card accounts.

You use bank and credit card accounts to:

- Receive payments from customers.
- Pay suppliers.
- Make other payments incidental to your business, for example buying stationery.
- Receive cash from sources other than customers.

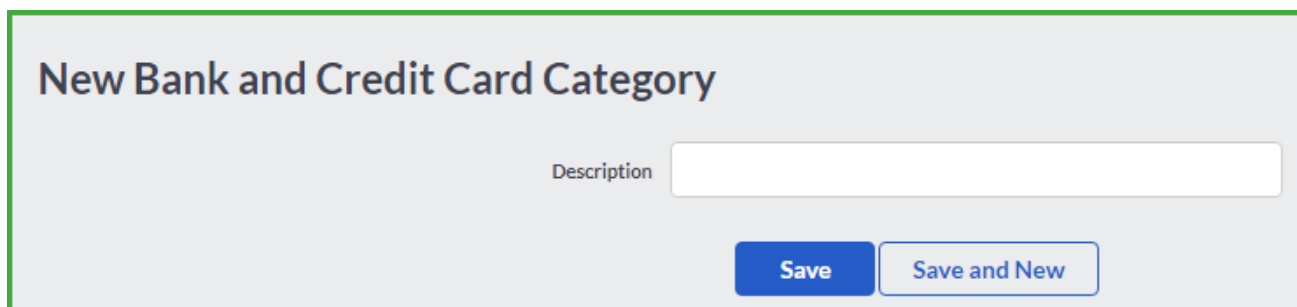
## Bank and Credit Card Categories

You are able to create categories to group your bank and credit cards account should you want to, although this is not mandatory. You are able to start or stop using categories at any time. Should you want to create categories, you will select Banking...Lists...Bank and Credit Card Categories. Below is an example of the screen, with categories.



The screenshot shows a web interface titled "Bank and Credit Card Categories". At the top left is a blue "Add Category" button. To the right is a search bar with the text "Search" and a magnifying glass icon, followed by a "View:" dropdown menu set to "All (No Filter)" and a "CSV" download icon. Below this is a table with two columns: "Description" and "Actions". The table contains two rows: "Cheque Account" and "Credit Cards", each with an "Actions" link. At the bottom left, there are pagination controls: "First", "1" (selected), "Last", and "Display 1 - 2 of 2".

To create a new category, you will click on the Add Category button and then enter the name of the new category.



The screenshot shows a form titled "New Bank and Credit Card Category". It features a "Description" label followed by a large white text input field. At the bottom right, there are two buttons: a blue "Save" button and a white "Save and New" button with a blue border.

## Bank and Credit Card Accounts

To open the Banks and Credit Cards screen, select Banking...Lists...List of Banks and Credit Cards.

### List of Banks and Credit Cards

[Add a Bank or Credit Card](#) Search:   View:

[Actions](#)

<input type="checkbox"/>	Name ^	Bank Name	Account Number	Branch Name	Branch Code	Balance	Active	Default	Actions
<input type="checkbox"/>	Credit Card Acc...	National Bank	23049484858	Sandton City	1110	R 53,094.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	Current Account	Current Account				R 16,484.51	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	Investment Acco...	National Bank	399388847578	Sandton City	1110	R 4,495,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	National Bank C...	National Bank	2937475682	Johannesburg	38475	R 10,725,886.66	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	Petty Cash Acco...	Petty Cash	Petty Cash			R 1,150.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Actions</a>

First  Last Display 1 - 5 of 5

If you want to edit a bank account, click on the edit link of the account. To create a new account, click on the Add Bank or Credit Card button. Below is an example of an Edit Bank Account screen where processing has already taken place.

## Edit Bank Account - National Bank Current Account

Record Navigation: |< < > >|

Bank Account Name	<input type="text" value="National Bank Current Account"/>	Active	<input checked="" type="checkbox"/>
Category	<input type="text" value="(None)"/>	Default	<input checked="" type="checkbox"/>
Default Payment Method	<input type="text" value="Cash"/>	Balance	<input type="text" value="R 10,725,886.66"/>
Bank Name	<input type="text" value="National Bank"/>	Branch Code	<input type="text" value="38475"/>
Account Number	<input type="text" value="2937475682"/>		
Branch Name	<input type="text" value="Johannesburg"/>		
Description	<input type="text"/>		

Activity	Notes	
Activity		Total
<a href="#">detail</a>	Opening Balance	R 7,000,000.00
<a href="#">detail</a>	Customer Receipts	R 14,453,444.91
<a href="#">detail</a>	Supplier Payments	R 1,340,497.00
<a href="#">detail</a>	Account Receipts	R 15,972,520.49
<a href="#">detail</a>	Account Payments	R 25,360,587.73
<a href="#">detail</a>	Transfers Out	R 3,494.00
<a href="#">detail</a>	Transfers In	R 4,500.00
<a href="#">detail</a>	VAT Payment	R 0.00
<a href="#">detail</a>	VAT Refund	R 0.00
<a href="#">detail</a>	Balance	R 10,725,886.67

Record Navigation: |< < > >|

To skip between the master files, click on the next or previous links.

The Edit Bank Account screen has two tabs – the Activity tab and the Notes tab. The Activity tab displays balances for opening balance, total receipts, total payments, receipts and payments to accounts, transfers in and out and VAT transactions. The balance of the account is also displayed.

In the Notes tab, you can make notes on the bank or credit card account. Notes can be created with an action date or without, and will display in the Company Dashboard until marked as complete. If you create a note without entering an action date, the system date, or entry date, will be used as the Action Date.

You can also add attachments by clicking the  button.

Individual files may not exceed 2 MB in size. A maximum of 5 attachments per note or transaction can be added.

## Bank or Credit Card Opening Balances

If errors occurred during the capturing of your opening balances when you created your different bank accounts, you can use this feature to rectify those balances.

- Click on the Banking...Special...Adjust Bank and Credit Card Opening Balances option.
- The following screen will be displayed:

### Adjust Bank and Credit Card Opening Balances

Please select the bank or credit card for which you wish to adjust the opening balance. Enter a reason for the adjustment and then enter the new opening balance.

Should you wish to adjust the opening balance date, enter a new date.

Bank Account	Petty Cash Account
Reason	
Current Opening Balance	R 750.00
New Opening Balance	R 750.00
Opening Balance as At	04/05/2017

- Select the bank account that must be adjusted in the Bank Account field.
- Enter a reason and the new opening balance in the respective fields.
- Select the date when the opening balance must be effective at.
- Click on the Save button.

If the opening balance period falls within a closed VAT period or a locked financial year, you will not be able to adjust the opening balance.

It is recommended that you seek professional advice from an accountant or auditor before adjusting your opening balances.

# Banking

You will process account payments and receipts, customer receipts, supplier payments and VAT payments or refunds using this function.

When you process customer and/or supplier receipts and/or payments using this function, you will need to allocate the receipts and payments under the customer and supplier menu options, however, if you have selected to auto allocate receipts or payments for your customer or supplier, the system will automatically allocate the receipts or payments to the oldest invoices.

## Banking

### Capturing your Bank Statements

How do you get the information from your bank into your accounting software? – with Accounting it is easy and we offer a number of options to suit your preferences.

- You can manually capture your banking transactions.
- You can import your bank statements into Accounting (using OFX or CSV files).
- You can set up bank feeds to pull your bank statements straight from your bank into Accounting.

You can access this function by selecting the Banking... Transactions... Banking menu option.

The screenshot displays the 'Banking' interface. At the top, it shows 'Bank or Credit Card' set to 'National Bank Current Account', a 'Bank Balance' of 'R 11,656,560.73', and '22 Transactions To be Reviewed'. Below this, there are tabs for 'New Transactions' and 'Reviewed Transactions'. A toolbar includes buttons for 'Actions', 'Mark as Reviewed', 'Delete', 'Keep Duplicates', 'Batch Edit', 'Import Bank Statements', and 'Export'. A search bar is also present. The main area is a table with columns: Date, Payee, Description, Type, Selection, Reference, VAT, Spent, Received, Rec., and Actions. The table lists several transactions from 2016, including 'INSURANCE PREMIUM #123456', 'PMNT EASTSIDE BIKES', and 'MOTO-SERVICE CENTRE \*NVS9654\*'. At the bottom, there are pagination controls and buttons for 'Save Changes', 'Mark Selected as Reviewed', and 'Mark All as Reviewed'.

Date	Payee	Description	Type	Selection	Reference	VAT	Spent	Received	Rec.	Actions
28/08/2016		INSURANCE PREMIUM #123456	Account	Unallocated Income	20160828-0001	No VAT		R 1,402.04	<input checked="" type="checkbox"/>	
28/08/2016		PMNT EASTSIDE BIKES	Account	Unallocated Income	20160828-0002	No VAT		R 3,430.05	<input checked="" type="checkbox"/>	
28/08/2016		##BIKEBUZZ	Account	Unallocated Income	20160828-0003	No VAT		R 661.19	<input checked="" type="checkbox"/>	
27/08/2016		SARS REF:102 0304 05 0	Account	Unallocated Income	20160827-0001	No VAT		R 3,107.88	<input checked="" type="checkbox"/>	
27/08/2016		PMNT MAGALIESBURGWHEELS	Account	Unallocated Income	20160827-0002	No VAT		R 4,217.99	<input checked="" type="checkbox"/>	
25/08/2016		GRASSLAND #94484845	Account	Unallocated Income	20160825-0001	No VAT		R 3,237.56	<input checked="" type="checkbox"/>	
25/08/2016		JHB METRO A/C: 5646855425	Account	Unallocated Expense	20160825-0002	No VAT	R 3,261.18		<input checked="" type="checkbox"/>	
25/08/2016		MOTO-SERVICE CENTRE *NVS9654*	Account	Unallocated Expense	20160825-0003	No VAT	R 2,044.79		<input checked="" type="checkbox"/>	

### New Transactions

All your newly imported transactions will appear in this tab. Once you are happy that you have assigned your transactions to the correct account you can process them – this will move them to the “Reviewed Transactions” tab where they will be considered reviewed.

### Reviewed Transactions

By selecting the Actions check box to the left of the transaction line, you have the option to review or delete transactions. If you select the Mark Selected as Reviewed button, the selected transactions will be moved from the New Transactions tab to the Reviewed Transactions tab. If

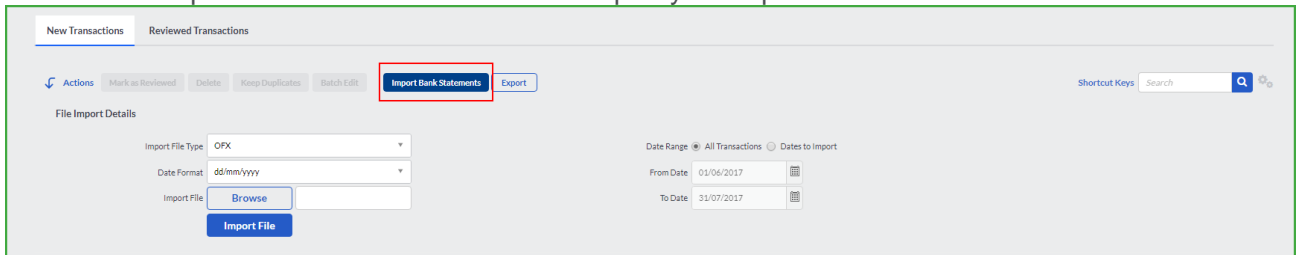
you select the Mark All as Reviewed button, all the transactions will be moved to the Reviewed Transactions tab.

## Batch Edit

If a user selects a number of transactions and clicks the Batch Edit button they are able to update multiple rows at one time.

## Import Bank Statements

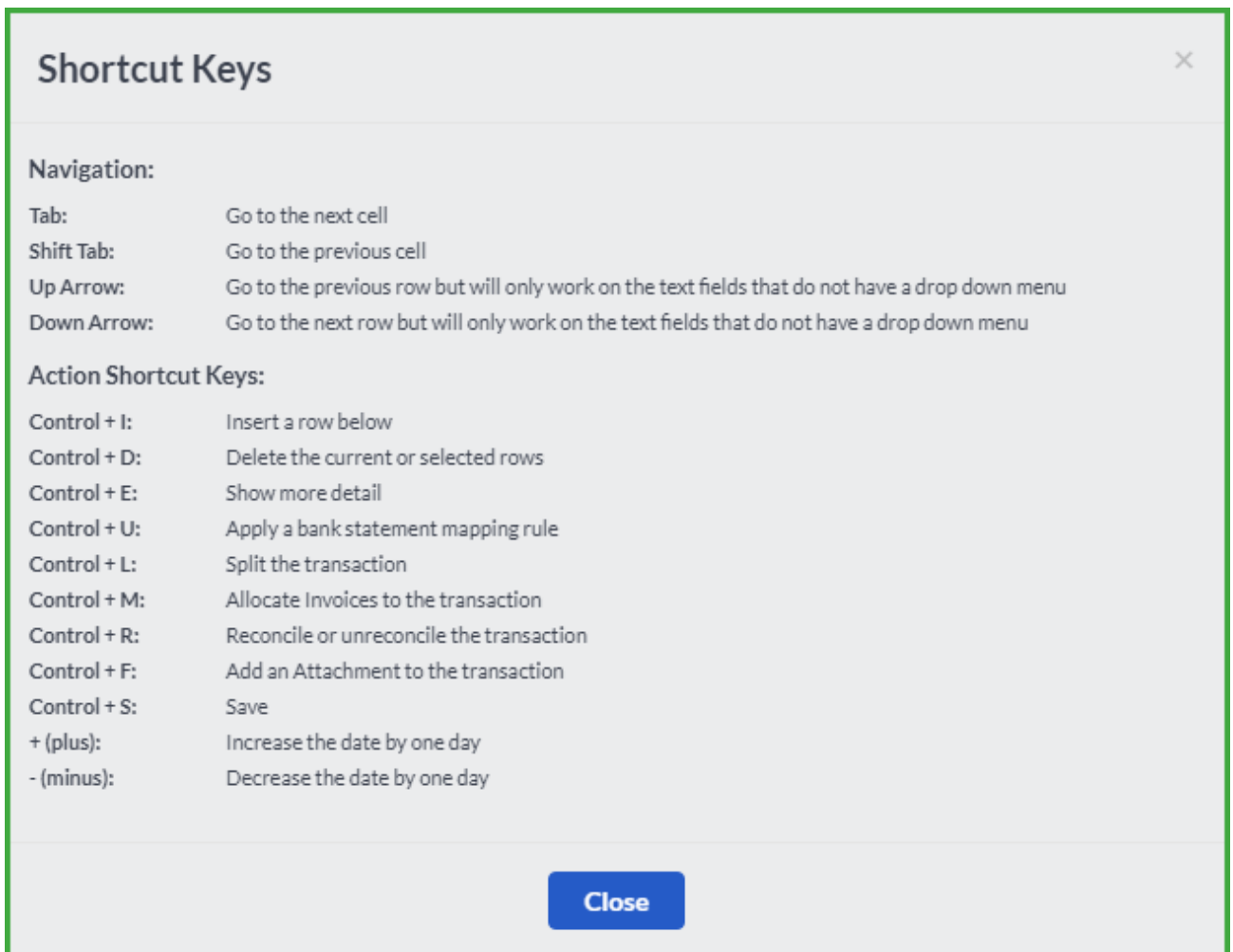
Click on the Import Bank Statements button to import your exported bank CSV or OFX file:



The screenshot shows a software interface with two tabs: 'New Transactions' and 'Reviewed Transactions'. Below the tabs is a row of action buttons: 'Actions', 'Mark as Reviewed', 'Delete', 'Keep Duplicates', 'Batch Edit', 'Import Bank Statements' (highlighted with a red box), and 'Export'. To the right of these buttons is a search bar labeled 'Shortcut Keys' with a magnifying glass icon. Below the buttons is a 'File Import Details' section. It contains a dropdown menu for 'Import File Type' set to 'OFX', a dropdown for 'Date Format' set to 'dd/mm/yyyy', and a text input for 'Import File' with a 'Browse' button. To the right of this section are 'Date Range' options: 'All Transactions' (selected) and 'Dates to Import'. Below these are 'From Date' and 'To Date' fields, both set to '01/06/2017' and '31/07/2017' respectively, with calendar icons. At the bottom of the 'File Import Details' section is an 'Import File' button.

## Show Shortcut Keys






Click on the Shortcut Keys link to display the list of shortcuts available on this screen. This will aid you in processing your banking transactions even quicker.



The screenshot shows a dialog box titled 'Shortcut Keys' with a close button (X) in the top right corner. The dialog is divided into two sections: 'Navigation:' and 'Action Shortcut Keys:'. The 'Navigation:' section lists the following shortcuts: 'Tab: Go to the next cell', 'Shift Tab: Go to the previous cell', 'Up Arrow: Go to the previous row but will only work on the text fields that do not have a drop down menu', and 'Down Arrow: Go to the next row but will only work on the text fields that do not have a drop down menu'. The 'Action Shortcut Keys:' section lists the following shortcuts: 'Control + I: Insert a row below', 'Control + D: Delete the current or selected rows', 'Control + E: Show more detail', 'Control + U: Apply a bank statement mapping rule', 'Control + L: Split the transaction', 'Control + M: Allocate Invoices to the transaction', 'Control + R: Reconcile or unreconcile the transaction', 'Control + F: Add an Attachment to the transaction', 'Control + S: Save', '+ (plus): Increase the date by one day', and '- (minus): Decrease the date by one day'. At the bottom of the dialog is a blue 'Close' button.



## Other Icons

Icon	Content
	<p data-bbox="655 353 1177 392">Create Rule (Bank Statement Mapping Rules)</p> <p data-bbox="655 436 1484 593">These rules will change the way you do your cashbook processing and save you countless hours. They apply to users that import their bank statements into Accounting using either the Bank Feeds or the normal Import Bank Statements feature.</p> <p data-bbox="655 638 1484 817">What these rules will do once you have set them up is look for a key word in your bank statement for example “Telkom” and if it sees this text in your import file it will automatically assign this transaction to the correct account in your accounting records in this example “Telephone Expense”.</p> <p data-bbox="655 862 1484 952">You can set these rules up in such a way that 80% of your cashbook processing is already done as soon as you import your bank statement.</p>
	<p data-bbox="655 994 863 1032">Split Transactions</p> <p data-bbox="655 1077 1484 1265">With the Split Transaction option you can split one bank statement line into various account allocations. So if you pay City of Johannesburg for Rates, Electricity and Water and want to record these separately in Accounting, you can by splitting the payment to different ledger accounts.</p>
	<p data-bbox="655 1319 1305 1357">Allocate your Customer Receipts and Supplier Payments</p> <p data-bbox="655 1402 1484 1514">When you receive money from a Customer or pay money to a Supplier you are now able to allocate that money directly to the invoice which it relates to – straight from the Banking screen.</p>
	<p data-bbox="655 1565 810 1603">Attachments</p> <p data-bbox="655 1648 1484 1760">You are able to attach any documents such as proof of payment, remittance advice, etc. to each transaction imported on the banking screen.</p>
	<p data-bbox="655 1812 1139 1850">Additional Information – Show More/Less</p> <p data-bbox="655 1895 1484 2007">There are so many options for you in Accounting as well as information to display, because of this not all of your information displays on the transaction line. To access the additional fields like the</p>

comments section or to assign a transaction to an Analysis Code you will need to click on the Show More Icon.

We will also display your split information if you have split the transaction or we will display the invoices you have assigned your payment or receipt to.

### **Reconcile your transactions**

The Reconciled checkbox is your way of telling the system that you have agreed that what is in Accounting is what is actually in your bank account – remember that if you import your bank statements straight from your bank account there is no need to even do a bank reconciliation as all of your transactions are considered to be reconciled.

# Review Options

## Search

You can search through the transactions in the banking screen. We will be able to find anything you search for in either the Payee or Description column.

## Sorting the columns

You can sort on each of the columns on the banking screen from largest to smallest or alphabetically – this will allow you to sort the data quickly and easily to help you review your transactions.

## Unallocated Income and Expenses

When your banking transactions are imported into Accounting your Bank Balance is automatically updated, each transaction will be assigned to the correct account based on any Mapping Rules that you have set up – if there are no rules set up or Accounting does not recognise the description in your bank statement the transaction will be assigned to an Unallocated account in your profit and loss – this will allow you to review these transactions and correctly assign them in your general ledger.

Banking

Bank or Credit Card: National Bank Current Account

R 11,656,560.73

22 Transactions

Bank Balance

To be Reviewed

[New Transactions](#)
[Reviewed Transactions](#)

[Actions](#)
[Mark as Reviewed](#)
[Delete](#)
[Keep Duplicates](#)
[Batch Edit](#)
[Import Bank Statements](#)
[Export](#)

[Shortcut Keys](#)

Date	Payee	Description	Type	Selection	Reference	VAT	Spent	Received	Rec.	Actions	
<small>You have 22 new Bank Statement transactions to review and process.            There are 22 transaction(s) in your import file.            Your last import included transactions up to 28 August 2016. See where you left off - <a href="#">view the last 10 transactions imported.</a></small>											
<input type="checkbox"/>	28/08/2016		INSURANCE PREMIUM #123456	Account	Unallocated Income	20160828-0001	No VAT		R 1,402.04	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	28/08/2016		PMNT EASTSIDE BIKES	Account		20160828-0002	No VAT		R 3,430.05	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	28/08/2016		#BIKEBUZZ	Account		20160828-0003	No VAT		R 661.19	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	27/08/2016		SARS REF:102 0304 05 0	Account	Sales	20160827-0001	No VAT		R 3,107.88	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	27/08/2016		PMNT MAGALIESBURGWHEELS	Account	Consulting Revenue	20160827-0002	No VAT		R 4,217.99	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	25/08/2016		GRASSLAND #04404945	Account	Other Income	20160825-0001	No VAT		R 3,237.56	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	25/08/2016		JHB METRO A/C: 5646855425	Account	Bad Debts Recovered	20160825-0002	No VAT		R 3,261.18	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	25/08/2016		MOTO-SERVICE CENTRE *INV58654*	Account	Interest Received	20160825-0003	No VAT	R 2,044.79		<input checked="" type="checkbox"/>	
<div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <span>First <b>1</b> 2 3 Last</span> <span>Displaying 1 - 8 of 22</span> </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <a href="#">Save Changes</a> <a href="#">Mark Selected as Reviewed</a> <a href="#">Mark All as Reviewed</a> </div>											

## Reconcile Banks and Credit Cards

You process payments and receipts via one or more bank accounts. You can reconcile these bank accounts against the bank statement if you wish to.

The reconciliation process does not affect any values on your system, and its use is optional. It lets you match each payment and receipt you have entered into the system against a physical bank statement. This helps you to ensure that the amounts are correct. For example, you may write a cheque for 100.00, but enter it into the system as 1,000.00. Alternatively, the bank can make an error.

The reconciliation process also helps you know the value of the cheques that are not yet in your bank statement, so that you can plan your cash flow. For example, you may have cash in the bank, but unless you know the value of cheques that suppliers have not yet deposited, you do not know whether there are sufficient funds in the bank. If your reconciliation is up to date, you can view these undeposited cheques.

Note that the bank reconciliation takes into account all payments, receipts and other transfers that you have entered. This includes customer receipts, supplier payments and other account transactions.

You can access this function by selecting Banking...Transactions...Reconcile Banks and Credit Cards. You can also open the Reconcile Banks and Credit Cards from a number of Quick Links areas.

### Reconcile Banks and Credit Cards

Bank Account: National Bank Current Account  
Balance: R 7,008,842.17  
Statement Balance: R 0.00  
From Date: 01/06/2016  
To Date: 31/07/2017  
Display Reconciled Transactions:

Reference	Date	Selection	Document Type	Reconciled	Total	Description	Cust/Supp Ref.
Opening Balance	04/05/2017	National Bank Current Account	Opening Balance	<input type="checkbox"/>	R 7,000,000.00		
20160828-0003	28/08/2016	Unallocated Income	Account Receipt	<input checked="" type="checkbox"/>	R 661.19	##BIKEBUZZ	
20160828-0002	28/08/2016	Unallocated Income	Account Receipt	<input checked="" type="checkbox"/>	R 3,430.05	PMNT EASTSIDE BIKES	
20160828-0001	28/08/2016	Unallocated Income	Account Receipt	<input checked="" type="checkbox"/>	R 1,402.04	INSURANCE PREMIUM #123456	
20160827-0002	27/08/2016	Unallocated Income	Account Receipt	<input checked="" type="checkbox"/>	R 4,217.99	PMNT MAGALIESBURGWHEELS	
20160827-0001	27/08/2016	Unallocated Income	Account Receipt	<input checked="" type="checkbox"/>	R 3,107.88	SARS REF:102 0304 05 0	
20160825-0003	25/08/2016	Unallocated Expense	Account Payment	<input checked="" type="checkbox"/>	R -2,044.79	MOTO-SERVICE CENTRE *INV58...	
20160825-0002	25/08/2016	Unallocated Expense	Account Payment	<input checked="" type="checkbox"/>	R -3,261.18	JHB METRO A/C: 5646855425	
20160825-0004	25/08/2016	Unallocated Income	Account Receipt	<input checked="" type="checkbox"/>	R 1,332.89	INTERNET PAYMENT BLAZING T...	

Select All   Deselect All

Reconciled Previously: R 8,842.17  
Reconciled Now: R 0.00  
Reconciled Total: R 8,842.17  
Difference: R -8,842.17

Save   Save and New   Print

You mark items as being present on the bank statement by selecting the Reconciled check box.

# Bank Statement Mapping Rules

Accounting allows you to map descriptions to certain recurring transactions displayed on your bank or credit card statement.

## Map Descriptions

This feature allows you to link the Bank Statement Description to a bank or credit card transaction that occurs frequently, so that when your bank or credit card statements are imported, the transactions will automatically be posted to the correct accounts.

The Bank Statement Description will be mapped to the Type, Description and VAT Type of the transaction.

You can create Map Descriptions via the Banking grid by clicking on the map link on the transaction line. The following Bank Statement Mapping Rules screen displays:

**Bank Statement Mapping Rules** ×

Bank Statement Transactions can be automatically mapped using the description found in your bank statement.

Enter the text to map to the description found in your bank statement:

Enter the Payee here (this field is optional):

You do not have to process imported transactions using the descriptions as they appear on your bank statements. You can use a display description instead. This description will be displayed on all processing screens, enquiries and reports once the current import file is processed.

Enter your display description here (this field is optional):

**Save**

The imported Bank Statement's Description will automatically populate into the first field of the screen. If you would like to change the imported description of the transaction to a more meaningful and more relevant description, enter the new description in the second field. This is an optional field. The new description will display on all of the processing screens, enquiries and reports.

To view your mapped transactions, go to Banking...Lists...Bank Statement Mapping Rules.

## Bank Statement Mapping Rules

### Check for Duplicates

Checking for duplicate transactions will notify you of possible duplicate transactions that you can review before processing.

Check for Duplicates based on:

Check for Duplicates on:

### Mapping Rules

Bank Statement Transactions can be automatically mapped using the description found in your bank statement. Choose the type of transaction, account selection and VAT type below. Enter the text to map to the description found in your bank statement in the Search Bank Statement Description for column. Searches marked as a Search Priority will take preference if multiple matches are found.

Actions

Type	Selection	VAT	Search Bank Statement for	Payee	Sage One Display Description	Search Priority	Actions
<input type="checkbox"/> Account	Bank Charges	No VAT	Bank Charges			<input type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/> Customer	* Morningview Bicycles	No VAT	Morningview Description			<input type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/> Account	(None)	No VAT				<input type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>

Checking for duplicate transactions will notify you of possible duplicate transactions that you can review before processing.

Click on the Save button to save your mapped transactions.

When you import your next Bank Statement, enter a description, or part thereof, in the Bank Statement Description field. Accounting will use the saved description to search for the corresponding imported bank or credit card statement and allocate the transaction details accordingly.

## Maintenance

Accounting allows you to add, edit or delete Map Descriptions. To access the maintenance screen go to Banking...Lists...Bank Statement Mapping Rules.

The following screen displays:

Bank Statement Mapping Rules

Check for Duplicates

Checking for duplicate transactions will notify you of possible duplicate transactions that you can review before processing.

Check for Duplicates based on:

Check for Duplicates on:

Mapping Rules

Bank Statement Transactions can be automatically mapped using the description found in your bank statement. Choose the type of transaction, account selection and VAT type below. Enter the text to map to the description found in your bank statement in the Search Bank Statement Description for column. Searches marked as a Search Priority will take preference if multiple matches are found.

Actions

Type	Selection	VAT	Search Bank Statement for	Payee	Sage One Display Description	Search Priority	Actions
<input type="checkbox"/> Account	Bank Charges	No VAT	Bank Charges			<input type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/> Customer	* Morningview Bicycles	No VAT	Morningview Description			<input type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/> Account	Motor Vehicles	No VAT	MOTORFINANCE INSTALMENT A/C 8753	Car	Car Payment	<input type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/> Account	(None)	No VAT				<input type="checkbox"/>	<input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>

All of your saved Map Descriptions will be listed in this screen.

To add a new Map Description, click on the grey plus button at the end of the line. A new line will display. Complete each column field with the transaction details and the Bank Statement

Description to search for.

To delete a Map Description, click on the grey minus button at the end of the line.

Click on the Save button to save the new or changed Map Descriptions.

# Quick Entry Rules

Accounting can automatically remember which account, customer or supplier to use based on the description you enter while processing your bank and credit card transactions.

If you enter a description that Accounting recognises, the system will automatically complete the type of transaction and account, customer or supplier selection for you.

To access this function, select Banking...Lists...Quick Entry Rules.

### Quick Entry Rules

I want Accounting to remember my payees and descriptions in the list below and automatically complete the type and account selections for me.

Actions Delete Show Shortcut Keys Update

<input type="checkbox"/>	If you enter this Payee	Set the Description to	Set the type to	With the Selection as	Using the following VAT	Actions
<input type="checkbox"/>	Aero	Aero	Supplier	Aerodynamix (Pty) Limited	No VAT	
<input type="checkbox"/>	BikeACC	BikeACC	Supplier	Cycles and More (Pty) Limited	No VAT	
<input type="checkbox"/>	CompuExpert	CompuExpert	Account	Computer Expenses	Standard Rated (15.00 %)	
<input type="checkbox"/>	Eastside Supplies	Eastside Supplies	Supplier	* Eastside Bicycle Supplies	No VAT	
<input type="checkbox"/>	Eskom	Eskom	Account	Electricity	Standard Rated (15.00 %)	
<input type="checkbox"/>			Account	(None)	No VAT	

- Enter the description you wish for Accounting to map.
- Select the type of account you wish to map the description to.
- Select either the account, customer, supplier or VAT account from the Set the type to column.
- Select the VAT type from the Using the following VAT column.

Click on the save button to save all the details that Accounting needs to map.



# Bank Feeds

Starting today, you can set up bank feeds which allow you to automatically import bank statements into your Accounting bank or credit card accounts from banks and other financial institutions. This saves you having to manually import your bank statements yourself.

Each day when you log into your company, any new transactions available in your bank statement will be automatically refreshed and then made available for review in the Bank Statements screen. You will save even more time by mapping transactions where Accounting will automatically assign the correct accounts each time your automated bank statements are refreshed. Managing your bank account could not be easier!

## How does this work?

Accounting uses Yodlee, a third-party online banking solution provider. Yodlee connects to thousands of banking websites worldwide to retrieve bank statement information and make this available for use. Yodlee accesses your online banking and stores the login credentials you provide when setting up the bank feed. Yodlee logs into your online banking website on your behalf and retrieves your bank statement information.

## How safe are my details?

Yodlee stores your online banking login credentials in a highly secure system. To be able to access your online banking website, Yodlee needs to store a copy of your online banking credentials. You will need to provide these credentials when you set up a Yodlee bank feed in Accounting. Yodlee then logs into your banking website on your behalf and retrieves your bank statement information. This bank statement information is securely transferred to Accounting.

If your online banking website is set up to send you an email or SMS notification that you have logged on to your internet banking account, you will also receive a notification each time Yodlee accesses and retrieves your bank statement information.

Bank feeds are automatically refreshed every time a user logs into their company, if your bank does not have multi-factor authentication. Transactions brought into Accounting from your bank feeds should be as up to date as your online banking, but may be a few days behind, particularly for credit card accounts.

Accounting is reliant on Yodlee to get bank statement information from your online banking account. Delays may occur if the Yodlee site or your online banking site is not working correctly.

Yodlee relies on the information from a bank's website not changing. If your bank changes data significantly, it may affect the accuracy and reliability of your bank feed. Yodlee does, however, do its best to accommodate changes as quickly as possible.

## Can I deactivate a bank feed?

You can deactivate any bank feed from the Manage Bank Feeds on the Banking menu.

## Can I refresh my bank feeds manually?

You can refresh the feed manually at any time. You do this from any of the Dashboard widgets, or Manage Bank Feeds on the Banking menu.

## What about multi-factor authentication?

Some online banking websites have additional one-time authentication, over and above user credentials, before you can access their websites. This is called multi-factor authentication, and may take the form of a security email or SMS or a security token provided by the banking institution.

## Before setting up your bank feeds:

- If you have been manually importing or capturing your transactions, check the date of the last transactions. This is so you don't import duplicate transactions when you get to the option of importing transactions through the automated bank feeds.
- If you have already been manually importing or capturing your transactions in Accounting, check the date of your last transactions and start your bank feeds only from the next date. This is so you don't import duplicate transactions.
- You can import up to 90 days' transactions into Accounting. This is however, dependent on your bank as all banks are different. If you need to import more transactions than your bank or Accounting allows through bank feeds, you can manually import these transactions.
- You cannot import duplicate transactions through bank feeds. Accounting will recognize these transactions and only import any new ones. However, make sure that you do not import older transactions through bank feeds and then import the same transactions manually because Accounting will not recognize these transactions as duplicates.

## Setting up Bank Feeds

To set up your bank feeds, go to Banking...Transactions...Manage Bank Feeds.

### Add Bank Feeds

Update your banking transactions directly from your online bank account

1 Find Banks 2 Login Details 3 Link Bank Accounts 4 First Import Date 5 Opening Balances 6 Finish

#### Choose your bank

Accounting supports thousands of banking institutions. Select your bank from the list below or search for your bank below. [Learn more about Bank Feeds](#)

- [Absa](#)
- [First National Bank](#)
- [Nedbank](#)
- [RMB Private Bank](#)
- [SBSA \(Online banking login uses Card Number\)](#)
- [SBSA \(Online banking login uses Email\)](#)
- [Discovery](#)
- [Capitec Bank](#)
- [Sage Pay](#)

#### Or search for your bank

Enter at least 3 characters to begin your search, and then click the Search button.

Cannot find your bank?  
To request that your bank is added, please email [support@accounting.sageone.co.za](mailto:support@accounting.sageone.co.za). In the meantime, you can manually import your bank statements by clicking the I'd Rather Import option below.

Accounting supports thousands of banking institutions. Select your bank from the list or search for your bank using the Other option.

The following screen will display:

**Add Bank Feeds**

Update your banking transactions directly from your online bank account

1 Find Banks 2 Login Details 3 Link Bank Accounts 4 First Import Date 5 Opening Balances 6 Finish

**First National Bank (South Africa)**  
<https://www.fnb.co.za/> [Learn more about Bank Feeds](#)

**Enter your login details**

Your bank login details are safe.

Cheque and/or Savings  
 Credit Card

User ID   
Password

I have read and agree to the [Bank Feeds Terms & Conditions.](#)

Once the bank feeds are enabled, you will be able to select which internet banking accounts from “YOURBANK” should be linked.

For example, if you have a credit card and a current account linked to one internet banking login, you will be able to specify which bank account to link to your Accounting bank account.

With your permission, Accounting will connect to your bank to enable bank feeds. To do this please provide your internet banking login details.

Click on the Next button.

**Add Bank Feeds**

Update your banking transactions directly from your online bank account

1 Find Banks 2 Login Details 3 Link Bank Accounts 4 First Import Date 5 Opening Balances 6 Finish

Please wait while we connect to your bank. This could take several minutes.

Please wait while we connect to your bank. This could take several minutes.

The following screen will display:

## Add Bank Feeds

Update your banking transactions directly from your online bank account

- 1 Find Banks
- 2 Login Details
- 3 Link Bank Accounts
- 4 First Import Date
- 5 Opening Balances
- 6 Finish

### Create or Link your Bank Accounts

Please match your Accounting Accounts with the ones retrieved from your internet banking.

#### Internet Banking Accounts

The following bank accounts have been found:

FNB Cheque - Savings Pocket (xxxx5027)



FNB Private Clients Cheque Account (xxxx0113)



#### Accounting Bank Accounts

Create or link your internet banking accounts to Accounting bank accounts below.

Account Name  [Choose an existing Bank account](#)

Your bank account name as you would like to see it in Accounting.

Account Name  [Choose an existing Bank account](#)

Your bank account name as you would like to see it in Accounting.

#### Refreshing Bank Feeds

Refresh on Login

Your Bank Feeds will automatically refresh when you or any invited user logs in to this company.

Manually Refresh

You will need to manually refresh your Bank Feeds when you log in to this company.

[Back](#)

[Next](#)

Enter your account names or choose an existing bank account.

Click on the Next button.

## Add Bank Feeds

Update your banking transactions directly from your online bank account

- 1 Find Banks
- 2 Login Details
- 3 Link Bank Accounts
- 4 First Import Date
- 5 Opening Balances

### Select your first import date

Adding Bank Feeds for new bank accounts? You can import up to 90 days' transactions into Accounting depending on your bank.

Adding Bank Feeds for bank accounts you have already imported or captured transactions for?

Check the date of your last transactions and start your Bank Feeds only from the next date. This is so you don't import duplicate transactions. You cannot import duplicate transactions to Accounting will recognize these transactions and only import any new ones. However, make sure that you do not import older transactions through Bank Feeds and then import the same manually because Accounting will not recognize these transactions as duplicates.

For the first import, fetch transactions starting from:

Note: After your first import, new transactions will only be imported when you log in each day and only once per day.

[Back](#)

[Next](#)

Select the date from when the transactions must be imported.

Click on the Next button.

## Add Bank Feeds

Update your banking transactions directly from your online bank account

1 Find Banks 2 Login Details 3 Link Bank Accounts 4 First Import Date 5 Opening Balances 6 Finish

### Opening Balances

The following Accounting Bank or Credit Card accounts will be created and linked to your selected Internet Banking Accounts.

In order for Accounting to track your bank balance, an opening balance is required. Accounting will create your opening balance for Banks and Credit Cards based on the transactions retrieved from your **First Import Date** and your current Internet Banking Balance.

**Please Note:**

- ▶ Transactions that have been imported will only affect your bank balance once they are processed. Transactions can be reviewed, allocated and then processed by choosing the Review Transactions button on the last step of this wizard.
- ▶ You will be able to adjust your opening balance later by choosing the **Adjust Bank and Credit Card Opening Balances** option on the Banking Special menu.

#### Bank or Credit Card Name: **Savings Account**

Closing balance from your Bank or Credit Card:

Accounting will create the following Opening Balance transaction for Savings Account:

Opening balance in Accounting:

Opening balance Date:

#### Bank or Credit Card Name: **Cheque Account**

Closing balance from your Bank or Credit Card:

Accounting will create the following Opening Balance transaction for Cheque Account:

Opening balance in Accounting:

Opening balance Date:

[Back](#)

[Next](#)

The Accounting Bank or Credit Card accounts will be created and linked to your selected Internet Banking Accounts.

In order for Accounting to track your bank balance, an opening balance is required. Accounting will create your opening balance for Banks and Credit Cards based on the transactions retrieved from your **First Import Date** and your current Internet Banking Balance.

- Transactions that have been imported will only affect your bank balance once they are processed. Transactions can be reviewed, allocated and then processed by choosing the Review Transactions button on the last step of this wizard.
- You will be able to adjust your opening balance later by choosing the **Adjust Bank and Credit Card Opening Balances** option on the Banking Special menu.

Click on the Next button.

## Add Bank Feeds

Update your banking transactions directly from your online bank account

- 1 Find Banks
- 2 Login Details
- 3 Link Bank Accounts
- 4 First Import Date
- 5 Opening Balances
- 6 Finish

Congratulations, you have set up your Bank Feeds!

You have finished setting up Bank Feeds for your accounts.

### Linked account

Savings Account has been linked to FNB Cheque - Savings Pocket (xxxx5027)  
Import start date: 1 February 2018

Cheque Account has been linked to FNB Private Clients Cheque Account (xxxx0113)  
Import start date: 1 February 2018

### What Now?

- ▶ Your transactions are available for review. Go to Banking, Transactions, and choose Bank Statements.
- ▶ From now on, Bank Feeds will refresh each time you log in to Accounting.
- ▶ To view the status of your Bank Feeds, view the Banking widget or add the Banks and Credit Cards widget to your Dashboard.
- ▶ To manage your Bank Feeds, go to Banking, Transactions, and choose Manage Bank Feeds.

Add Another Bank Feed

Review Transactions

Go to Dashboard

Once the account is linked, click on the Review Transactions button to view the transactions in the Bank Statements screen.

### Banking

Bank or Credit Card: National Bank Current Account | Bank Balance: R 11,656,560.73 | 22 Transactions To be Reviewed

New Transactions | Reviewed Transactions

Actions: Mark as Reviewed, Delete, Keep Duplicates, Batch Edit, Import Bank Statements, Export

Date	Payee	Description	Type	Selection	Reference	VAT	Spent	Received	Rec.	Actions									
<input type="checkbox"/>	28/08/2016		INSURANCE PREMIUM #123456	Account	Unallocated Income	20160828-0001	No VAT		R 1,402.04	✓	✕	↔	↔	↔	↔	↔	↔	↔	↔
<input type="checkbox"/>	28/08/2016		PMNT EASTSIDE BIKES	Account	Unallocated Income	20160828-0002	No VAT		R 3,430.05	✓	✕	↔	↔	↔	↔	↔	↔	↔	↔
<input type="checkbox"/>	28/08/2016		#BIKEBUZZ	Account	Unallocated Income	20160828-0003	No VAT		R 661.19	✓	✕	↔	↔	↔	↔	↔	↔	↔	↔
<input type="checkbox"/>	27/08/2016		SARS REF:102 0304 05 0	Account	Unallocated Income	20160827-0001	No VAT		R 3,107.88	✓	✕	↔	↔	↔	↔	↔	↔	↔	↔
<input type="checkbox"/>	27/08/2016		PMNT MAGALIESBURGWHEELS	Account	Unallocated Income	20160827-0002	No VAT		R 4,217.99	✓	✕	↔	↔	↔	↔	↔	↔	↔	↔
<input type="checkbox"/>	25/08/2016		GRASSLAND #94484845	Account	Unallocated Income	20160825-0001	No VAT		R 3,237.56	✓	✕	↔	↔	↔	↔	↔	↔	↔	↔
<input type="checkbox"/>	25/08/2016		JHB METRO A/C: 5646855425	Account	Unallocated Expense	20160825-0002	No VAT	R 3,261.18		✓	✕	↔	↔	↔	↔	↔	↔	↔	↔
<input type="checkbox"/>	25/08/2016		MOTO-SERVICE CENTRE "INV58654"	Account	Unallocated Expense	20160825-0003	No VAT	R 2,044.79		✓	✕	↔	↔	↔	↔	↔	↔	↔	↔

First 1 2 3 Last | Displaying 1 - 8 of 22

Save Changes | Mark Selected as Reviewed | Mark All as Reviewed

## Manage Bank Feeds

Once you have set up your bank feeds, you can manage the details. You are able to:

- change your banks which are linked to the bank feeds to other bank accounts;
- deactivate your bank feeds;
- update your internet banking login details; and
- create new bank feeds.

To manage your bank feeds, go to Banking...Transactions...Manage Bank Feeds.

## Manage Bank Feeds

Manage your Bank Feeds below. [View the Bank Feeds Audit Trail Report](#)

Internet Banking Accounts	Accounting Bank Accounts
<p>FNB Cheque - Savings Pocket (xxxx5027) Last refreshed: 26 March 2018</p> <p><a href="#">Update Login Details</a> Update Internet Banking Login Details</p> <p><a href="#">Deactivate</a> Deactivate and stop feeds for this Bank</p> <p><a href="#">Fetch Transaction Manually</a> Force a refresh to fetch new transactions manually</p>	<p>Link to this bank account: Savings Account ▼</p> <p>First import: Transactions starting from: 01/02/2018 📅</p>
<p>FNB Private Clients Cheque Account (xxxx0113) Last refreshed: 26 March 2018</p> <p><a href="#">Update Login Details</a> Update Internet Banking Login Details</p> <p><a href="#">Deactivate</a> Deactivate and stop feeds for this Bank</p> <p><a href="#">Fetch Transaction Manually</a> Force a refresh to fetch new transactions manually</p>	<p>Link to this bank account: Cheque Account ▼</p> <p>First import: Transactions starting from: 01/02/2018 📅</p>

### Refreshing Bank Feeds

Refresh on Login

Your Bank Feeds will automatically refresh when you or any invited user logs in to this company.

Manually Refresh

You will need to manually refresh your Bank Feeds when you log in to this company.

The Manual Refresh option may only be available for some of your Bank Feeds and is dependant on the Bank Feeds provider.

[Save](#)

### Add another Bank Feed

If your Internet banking account does not appear in the list above, the account may not be linked to the login credentials supplied or the banking institution you have already set up.

[Click here to add another Bank Feed.](#)


## Deactivating your account

You can deactivate your bank account from using the bank feeds feature in Accounting. When you do this, you will only have the option to import your bank statement transactions manually.

FNB Private Clients Cheque Account (xxxx0113)  
Last refreshed: 25 July 2017  
[Update Login Details](#) Update Internet Banking Login Details  
[Deactivate](#) Deactivate and stop feeds for this Bank  
[Fetch Transaction Manually](#) Force a refresh to fetch new transactions manually

Click on the Deactivate link to deactivate your account and to import your bank statements manually.

**Confirm** ✕

 Are you sure you want to deactivate this Bank Feed?

[Yes](#) [No](#)

Confirm to deactivate your bank feed.

### Updating your Internet Banking Login Details

When you have changed your internet banking login details, you have to change the details in Accounting to prevent errors from happening.

Only with your permission, Accounting will connect to your bank to enable bank feeds. To do this, you need to provide your internet banking login details.

**Update Login Details** ✕

**Enter your Login Details**

With your permission, Accounting will connect to your bank to enable Bank Feeds. To do this please provide your internet banking login details below.

All fields are required.

User ID

Password

[Save](#)

Click on the Save button to update the changes.

### Creating new Bank Feeds

If your internet banking account does not appear in the list of bank accounts, the account may not be linked to the login credentials supplied or the banking institution you have already set up.



To create a new or add another bank feed, click on the here link at the bottom of the screen.

### Add another Bank Feed

If your internet banking account does not appear in the list above, the account may not be linked to the login credentials supplied or the banking institution you have already set up.

[Click here to add another Bank Feed.](#)

# Banking Reports

Reports are available both in the Reports menu and from the many Reports sections on screens in Accounting. You are able to drill down to the transactions by clicking on a line in the report if the reports are printed in detail.

You can change the dates to preview the report for in the Date Range drop down menus. Click on the Refresh button to refresh the details on the report.

Report	Summary
List of Banks and Credit Cards	A list of bank and credit card details with the balance of each account on the date that you specify.
Banks and Credit Cards Transactions	This shows transactions that you have processed per bank account and/or credit card account, showing the total value of the transactions that have been processed.
Cash Movement	This shows the movement of cash in and out of the company in a time frame that you select. The report also shows the value of inter-account transfers that have been done.
Bank Fees Audit Trail	This shows you an audit trail of all the transactions processed through Bank Feeds.
Cash Flow	This report details the cash inflows and cash outflows for each transaction type.