



How-to Guide

# Product walk-through: FNB Direct Bank Feeds

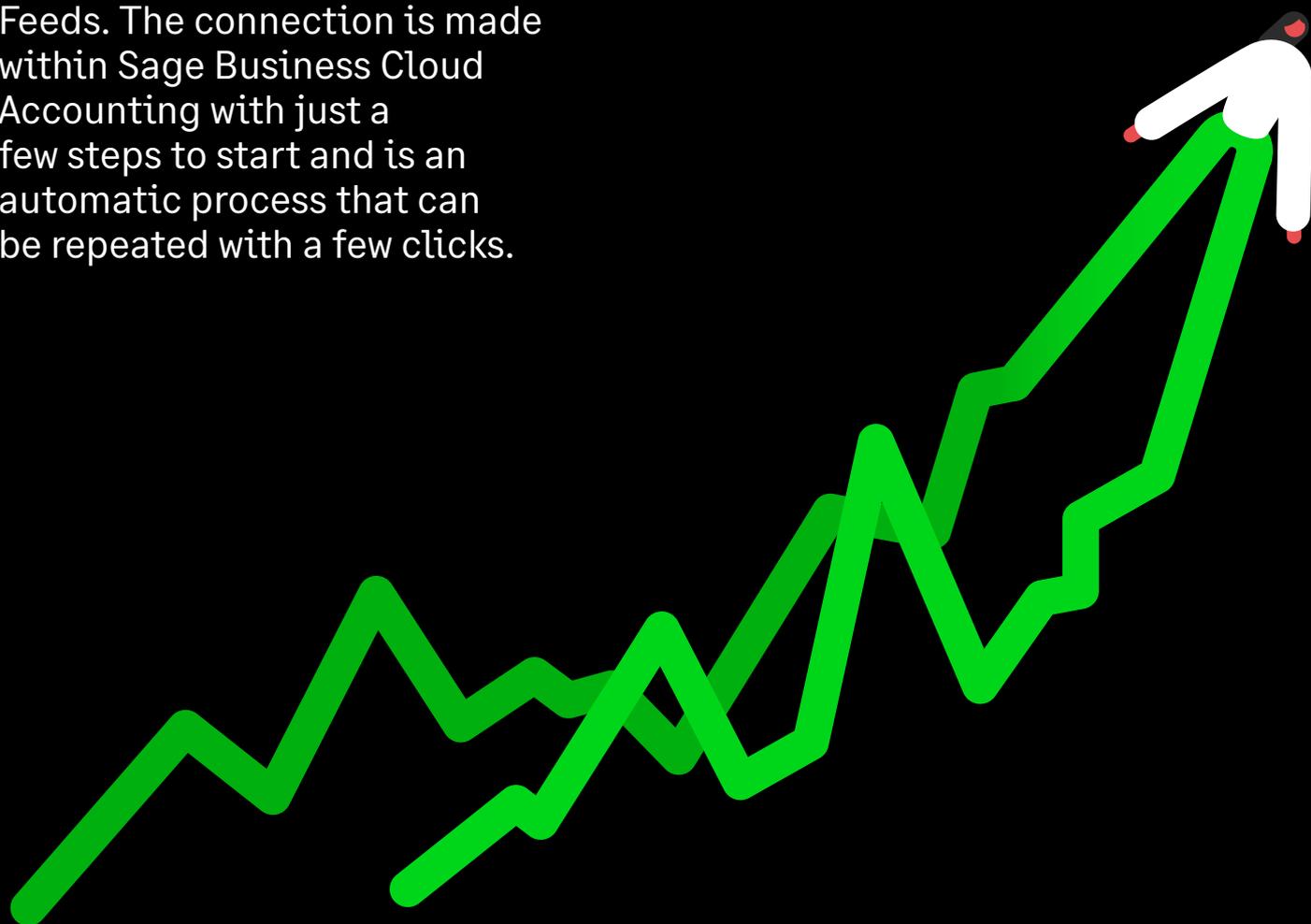
Sage

In partnership with



# Introduction

Businesses can now transfer their bank accounts' financial transaction history automatically and securely to their Sage accounting solutions via FNB Direct Bank Feeds. The connection is made within Sage Business Cloud Accounting with just a few steps to start and is an automatic process that can be repeated with a few clicks.



# Getting started



## Step 1

To add FNB Direct Bank Feeds, go to **Banking > Transactions > Manage Bank Feeds**.

The screenshot shows the Sage Accounting software interface. The top navigation bar includes 'Home', 'Quick View', 'Customers', 'Suppliers', 'Items', 'Banking', 'Accounts', 'Accountant's Area', 'Reports', 'Company', and 'Administration'. The 'Banking' menu is open, showing options: 'Add a Bank or Credit Card', 'Lists', 'Transactions', 'Reports', and 'Special'. The 'Special' menu is further expanded to show 'Detail FNB Direct Feed' (R 5,861.10), 'Last refresh was on: 15 April 2021 (up to date)', and 'Review Transactions | Refresh Now'. On the right, the 'Banking' dashboard displays 'Bank Account: FNB Direct Feed', 'Balance as at 15 April 2021: R 5,861.10', and 'Last refresh was on: 15 April 2021 (up to date)'. A line graph shows the balance over time from 18 Feb to 15 Apr. The y-axis ranges from R0 to R7,000. The x-axis shows dates: 18 Feb, 25 Feb, 04 Mar, 11 Mar, 18 Mar, 25 Mar, 01 Apr, 08 Apr, 15 Apr. The balance starts at approximately R2,000, rises to R5,000 by 11 Mar, and then fluctuates slightly around R5,800.



## Step 2

Select **"Sage Bank Feeds"** and click on **"Continue"**.

The screenshot shows the 'Add Bank Feeds' dialog box in Sage Accounting. The title is 'Add Bank Feeds'. Below the title, it says 'Sage Accounting Bank Feeds'. There are two radio button options: 'Sage Bank Feeds' (which is selected) and 'Netcash' (https://netcash.co.za). The 'Sage Bank Feeds' option has a sub-note: 'With Sage Bank Feeds connected, Sage Accounting regularly checks your online bank account for new activity and downloads transactions automatically.' At the bottom of the dialog, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted in blue.



## Step 3

Accept our **Terms and Conditions** and click on **“Continue”**.

The screenshot shows the Sage Accounting interface for adding bank feeds. The main heading is "Add Bank Feeds". Below it is the "Sage Bank Feed Terms and Conditions" section. The text explains that users can easily and securely import account transactions from their bank through Sage Bank Feeds, which saves time by automatically importing and reconciling data. It also states that Sage Bank Feeds allows linking a bank account directly into Sage Banking Cloud. A section titled "This data will be used by Sage to:" lists three bullet points: giving access to more comprehensive information, performing aggregated analytics, and providing value-added services. Below this, there is a checkbox labeled "Accept our Terms and Conditions" which is checked. The text next to the checkbox reads: "For and on behalf of the Business that I represent, I have read and agree to the Sage Bank Feeds Terms and Conditions (as amended from time to time) and use of data in accordance with Sage's privacy policy (as amended from time to time)." At the bottom right of the section are two buttons: "Back" and "Continue".



## Step 4

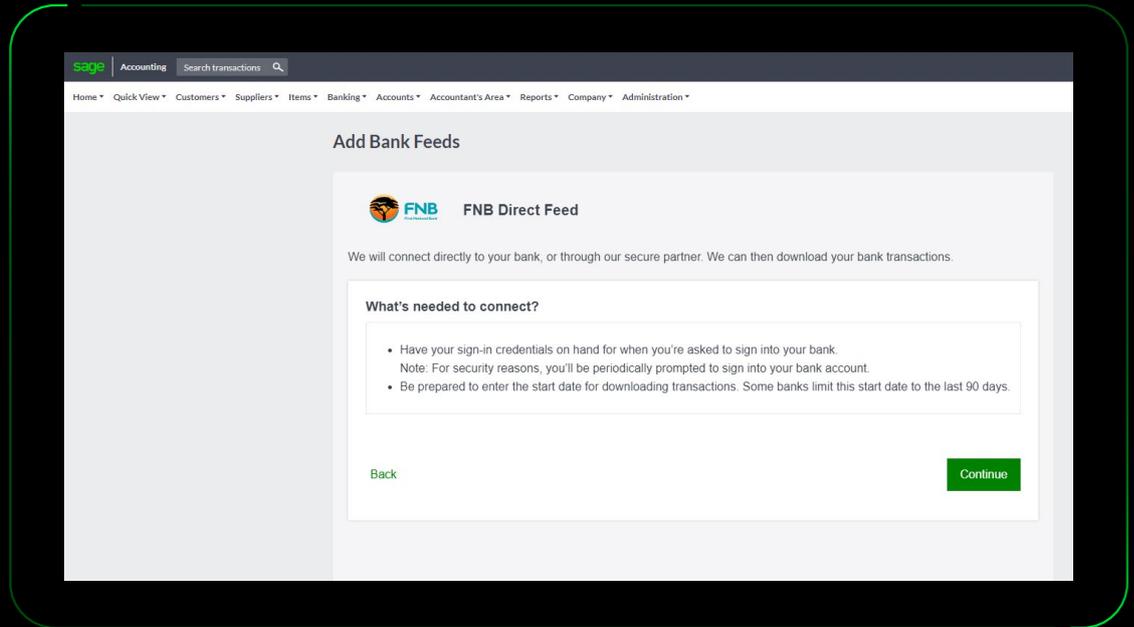
Search for **“FNB Business Profile Direct Feed”** and click on the **“Search Result”**.

The screenshot shows the Sage Accounting interface for connecting a bank. The main heading is "Add Bank Feeds". Below it is the "Connect your bank" section. The text states: "Reduce labor-intensive data entry by connecting Sage to your online bank. We'll automatically check for new transactions on a daily schedule and download them as soon as possible." Below this text is a "Find your bank" search bar. Underneath the search bar is the heading "Or choose from these banks" followed by a grid of bank logos. The logos include Chase, FNB Direct Feed, and others. The "FNB Direct Feed" option is highlighted with a blue border.



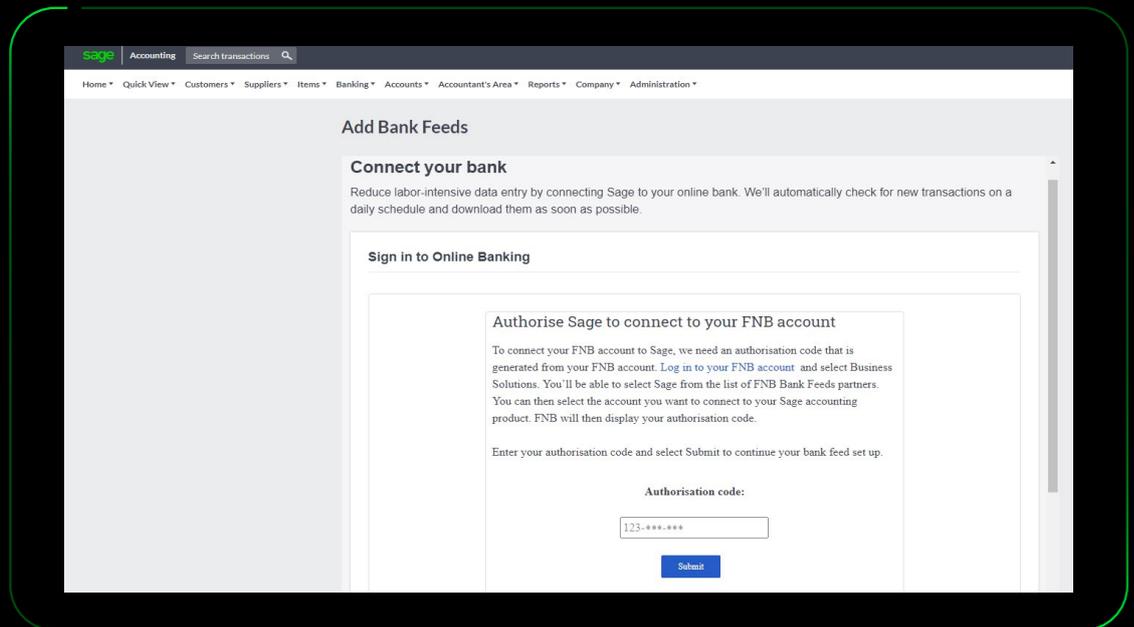
## Step 5

The next step begins the process of connecting to the secure, automated **FNB Bank Feed with Sage Business Cloud Accounting**. Click on **“Continue”**.



## Step 6

**Log onto your FNB internet banking** and connect your bank account to Sage Accounting. This will generate an **authorisation code**. **Enter in the authorisation code** from FNB on this screen and click on **“Submit”**.





## Step 7

Select a date from when you would like to start downloading transactions, and click on **“Finish”**.

sage Accounting - Accountant Edition Search transactions

Home Quick View Customers Suppliers Items Banking Accounts Accountant's Area Reports Company Administration

### Add Bank Feeds

**From what date do you want to download transactions?**  
Typically, the download date is for the previous 30 days or from the latest reconciliation date.

Download starting from  
15/04/2021

**Note**  
Some banks allow you to download the last 90 days of transactions only.

Restart connection Finish



## Step 8

Sage Business Cloud Accounting has **successfully connected** to your FNB internet bank account. Click on **“Finish”**.

sage Accounting - Accountant Edition Search transactions

Home Quick View Customers Suppliers Items Banking Accounts Accountant's Area Reports Company Administration

### Add Bank Feeds

**Bank account connected!**  
Bank transactions automatically download to your bank account, usually within 24 hours.

**What happens next?**  
If your bank transactions don't download within 24 hours, check your help content to see if there is a final step to be completed. If no other action is required, contact us for assistance.

Finish



## Step 9

**Enter the Account Name** (Sage Business Cloud Accounting Bank Account) you wish to link the FNB Internet Banking Account to.

If you already have a Bank Account set up on Sage Business Cloud Accounting, you can click on **“Choose an existing Bank Account”** and then select it from the dropdown list. Once that is done, click on **“Save”**.

sage Accounting - Accountant Edition Search transactions

Home Quick View Customers Suppliers Items Banking Accounts Accountant's Area Reports Company Administration

### Add Bank Feeds

Update your banking transactions directly from your online bank account

#### 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:

Gold Business Account (\*\*\*\*\*)

**Accounting Bank Accounts**  
Create or link your Internet banking accounts to Accounting bank accounts below:

Account Name  Enter a name to link this account [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.  
The Manual Refresh option may only be available for some of your Bank Feeds and is dependent on the Bank Feeds provider.

[Save](#)



## Step 10

Your FNB Direct Bank Feed setup is **complete**.

If you would like to review your transactions, click on **“Review Transactions”**.

This will redirect you to the **Banking screen**.

sage Accounting - Accountant Edition Search transactions

Home Quick View Customers Suppliers Items Banking Accounts Accountant's Area Reports Company Administration

### Add Bank Feeds

Update your banking transactions directly from your online bank account

**Congratulations, you have set up your Bank Feeds!**

You have finished setting up Bank Feeds for your accounts.

#### Linked account

FNB Direct Feed has been linked to Gold Business Account (\*\*\*\*\*)  
Import start date: 1 January 2021

#### 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](#)



## Step 11

Your FNB Direct Bank Feed will automatically start refreshing. Once the “refreshing” banner has disappeared, click on “**Refresh Transactions**”.

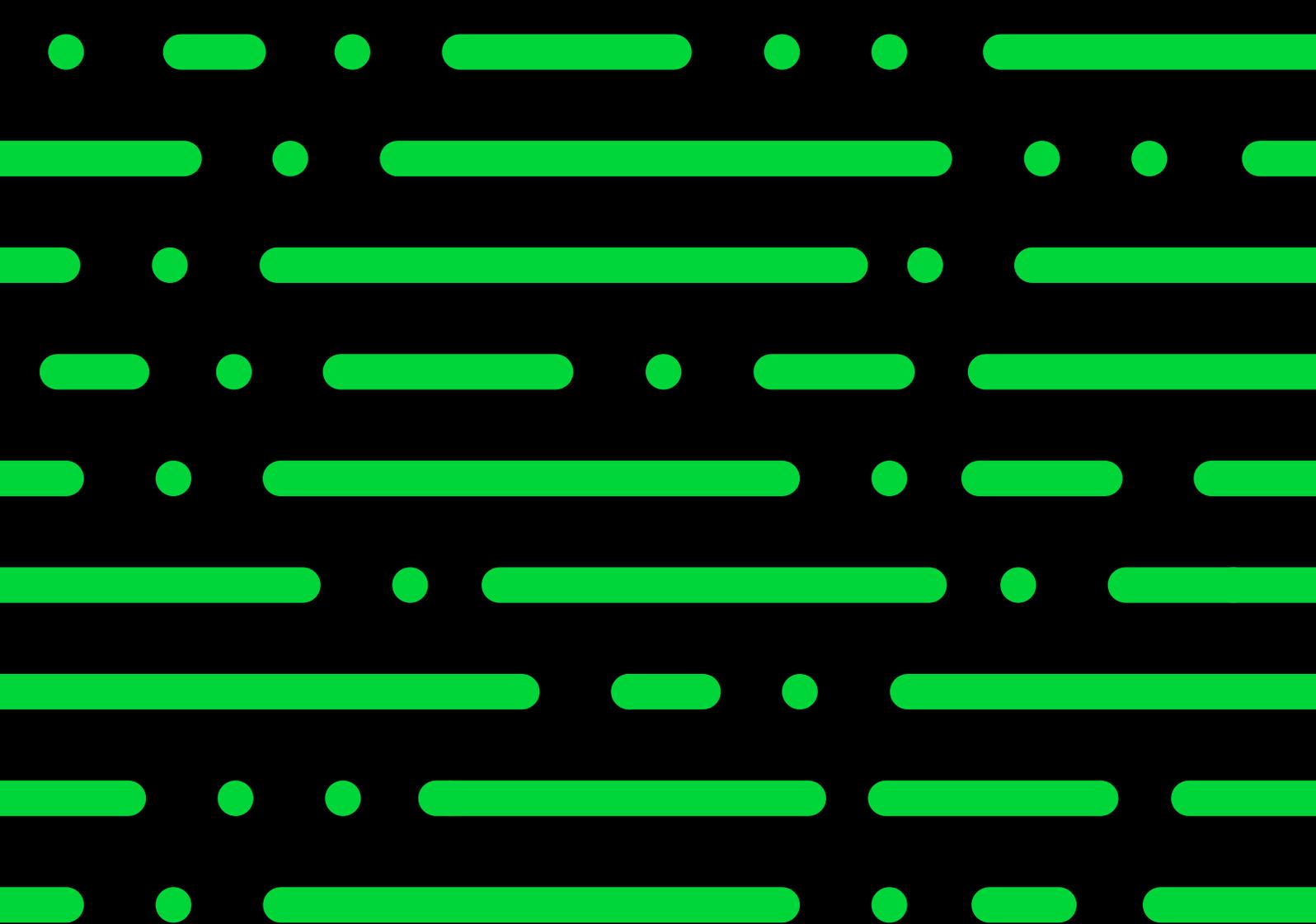
The screenshot shows the Sage Accounting Banking interface. At the top, there's a navigation bar with 'Home', 'Quick View', 'Customers', 'Suppliers', 'Items', 'Banking', 'Accounts', 'Accountant's Area', 'Reports', 'Company', and 'Administration'. Below this, the 'Banking' section is active. A message states: 'This bank account is set up for Bank Feeds. Last Refresh: 15th April 2021 (up to date)'. The 'Bank or Credit Card' is set to 'FNB Direct Feed'. The 'Bank Balance' is R 2,930.55, and there are '24 Transactions To be Reviewed'. Below this, there are tabs for 'New Transactions' and 'Reviewed Transactions'. A toolbar contains 'Actions', 'Mark as Reviewed', 'Delete', 'Keep Duplicates', 'Batch Edit', 'Import Bank Statements', and 'Export'. A table lists transactions with columns: Date, Payee, Description, Type, Selection, Reference, VAT, and Spent. The table shows 24 transactions, including 'FNB APP TRANSFER FROM #1013 #1013' and '#MONTHLY ACCOUNT FEE None'.

Date	Payee	Description	Type	Selection	Reference	VAT	Spent
14/01/2021		FNB APP TRANSFER FROM #1013 #1013	Account	Unallocated Income	#1013	No VAT	
14/01/2021		FNB APP TRANSFER FROM #1013 #1013	Account	Unallocated Income	#1013	No VAT	
06/02/2021		#MONTHLY ACCOUNT FEE None	Account	Unallocated Expense	None	No VAT	R 80.00
06/02/2021		#MONTHLY ACCOUNT FEE None	Account	Unallocated Expense	None	No VAT	R 80.00
06/03/2021		#MONTHLY ACCOUNT FEE None	Account	Unallocated Expense	None	No VAT	R 80.00
06/03/2021		#MONTHLY ACCOUNT FEE None	Account	Unallocated Expense	None	No VAT	R 80.00

Once you have clicked on “**Refresh Transactions**”, your FNB Direct Bank Feed transactions will display.

The screenshot shows the Sage Accounting Banking interface after refreshing. The 'Bank Balance' is now R 5,861.10, and there are still '24 Transactions To be Reviewed'. The table below shows the same 24 transactions as in the previous screenshot, including 'FNB APP TRANSFER FROM #1013 #1013' and '#MONTHLY ACCOUNT FEE None'.

Date	Payee	Description	Type	Selection	Reference	VAT	Spent
14/01/2021		FNB APP TRANSFER FROM #1013 #1013	Account	Unallocated Income	#1013	No VAT	
14/01/2021		FNB APP TRANSFER FROM #1013 #1013	Account	Unallocated Income	#1013	No VAT	
06/02/2021		#MONTHLY ACCOUNT FEE None	Account	Unallocated Expense	None	No VAT	R 80.00
06/02/2021		#MONTHLY ACCOUNT FEE None	Account	Unallocated Expense	None	No VAT	R 80.00
06/03/2021		#MONTHLY ACCOUNT FEE None	Account	Unallocated Expense	None	No VAT	R 80.00
06/03/2021		#MONTHLY ACCOUNT FEE None	Account	Unallocated Expense	None	No VAT	R 80.00



**Sage Johannesburg**  
**6th Floor, Gateway West**  
**22 Magwa Crescent**  
**Waterfall 5-lr**  
**Midrand 2066**  
**011 304 1000**  
**[sage.com/za](https://www.sage.com/za)**



**Sage**

© 2022 The Sage Group plc or its licensors. Sage, Sage logos, Sage product and service names mentioned herein are the trademarks of The Sage Group plc or its licensors. All other trademarks are the property of their respective owners.