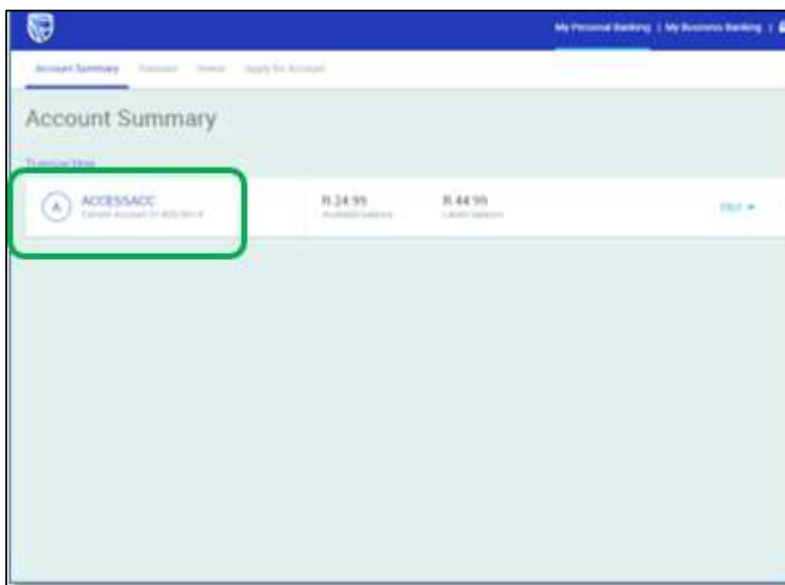


### Manual import of Standard Bank Statements

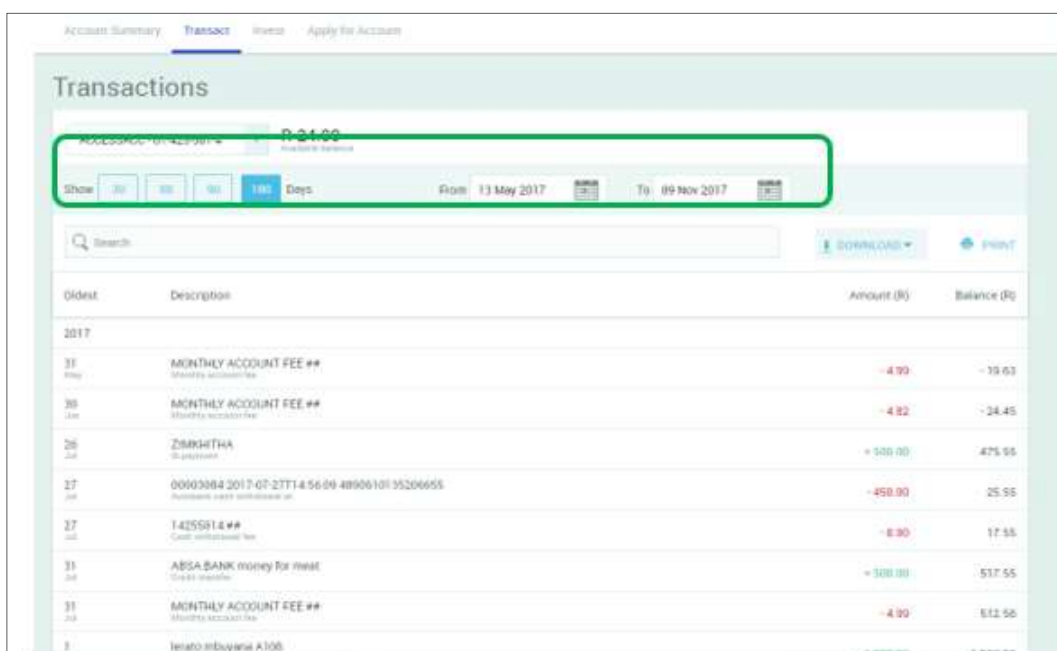
Please use the steps below to assist you with exporting your bank statement out of Standard Bank and importing into Sage One Accounting.

#### Exporting out of Standard Bank:

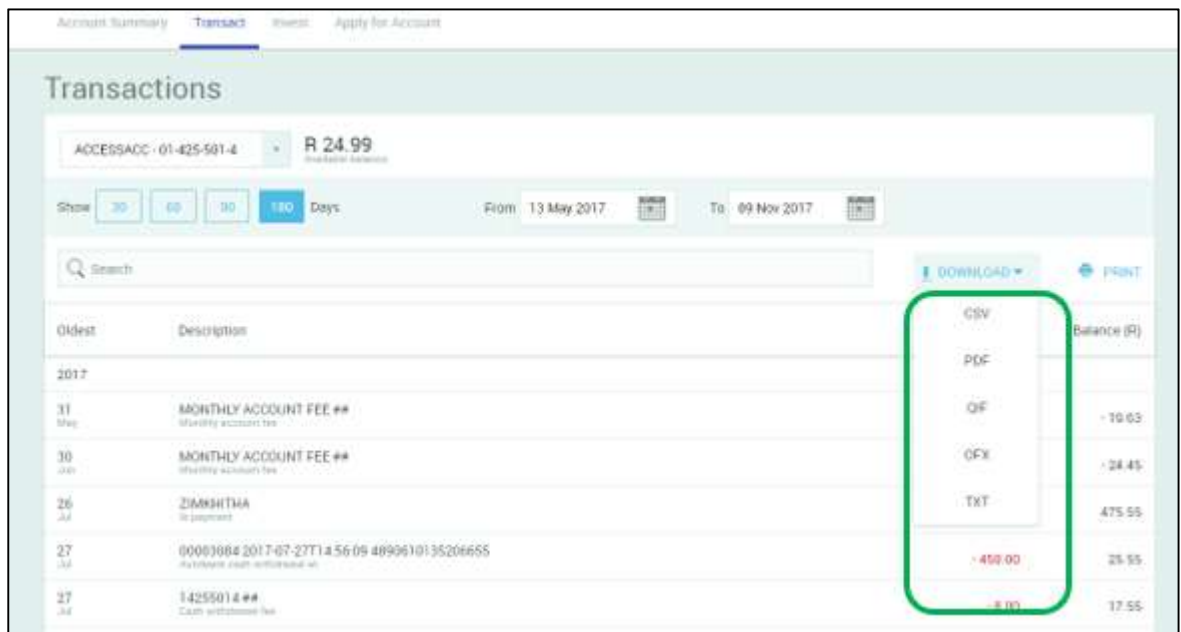
- Please access [www.standardbank.co.za](http://www.standardbank.co.za)
- Login to your Internet Banking Profile
- Select the respective account from the list of accounts:



- Select the preferred period (30, 60, 90, 180 days)
- The dates will be calculated by default
- The transactions within range will populate



- Select the 'Download' option as illustrated below
- Select either CSV or OFX from the drop down list



- Your statement download should begin:



- Please save the downloaded file to your Desktop
- **Do not open the file**

### Importing into banking:

- Please access your Sage One Accounting Profile
- Open the Company
- Select the 'Banking' tab
- Click on 'Transactions' >-'Banking'
- Select the correct bank from the banking list
- Select 'New Transactions'
- Click on 'Import Bank Statement'

- Select CSV or OFX (depending on the file type you had exported) as the 'Import File Type'
- Choose 'dd/mm/yyyy' as the 'Date Format'
- Browse for your file to where you saved it
- Click on 'Browse' next to 'Import File'
- Browse to the saved statement that was exported
- Click on 'Import File' in blue
- This will import the transactions available on the file into your banking screen

You would have now successfully imported your bank transactions manually.

Should you experience any errors, please email us on [support@accounting.sageone.co.za](mailto:support@accounting.sageone.co.za) or call us on 011 304 3755