

Importing Bank Statements

Sage One Accounting allows you to import bank and credit card statements that you have downloaded from the Internet.

Note – When you download your Internet bank statement, select the OFX format. This is an electronic file format supported by most banks.

Note – If you belong to a bank that does not support the OFX format, you can download your bank statement in CSV format.

Note – Remember that when you import and map your bank transactions, and the system detects no activity for 2 hours, the system logs off for security reasons.

To import bank statements, go to the **Banking...Transactions...Banking** menu option. The following screen displays:

Date	Payee	Description	Type	Selection	Reference	VAT	Spent	Received	Rec.	Actions
20/09/2012		CASUAL WAGES	Account	Travel and Accommodation	20120920-0002	No VAT	R 1,833.94			✓ ⌵ ⌶ ⌷ ⌸ ⌹ ⌺
22/09/2012		TRFF EK ACC 354869872254	Account	Sales (Opening Balance)	20120922-0003	No VAT		R 4,634.24		✓ ⌵ ⌶ ⌷ ⌸ ⌹ ⌺
22/09/2012		MOTORFINANCE INSTALLMENT A/C 875326	Account	Telephone	20120922-0004	No VAT	R 3,599.50			✓ ⌵ ⌶ ⌷ ⌸ ⌹ ⌺
23/09/2012		SERVICE FEE	Account	Repairs and Maintenance	20120923-0001	No VAT	R 1,385.13			✓ ⌵ ⌶ ⌷ ⌸ ⌹ ⌺
23/09/2012		PRINT WHOLECYCLE	Account	Telephone	20120923-0002	No VAT	R 3,080.33			✓ ⌵ ⌶ ⌷ ⌸ ⌹ ⌺
23/09/2012		PRINT FALCON INVT73627	Account	Sales (Opening Balance)	20120923-0003	No VAT	R 3,323.78			✓ ⌵ ⌶ ⌷ ⌸ ⌹ ⌺
23/09/2012		INTEREST	Account	Telephone	20120923-0004	No VAT		R 672.88		✓ ⌵ ⌶ ⌷ ⌸ ⌹ ⌺
25/09/2012		GRASSLAND #94484945	Account	Repairs and Maintenance	20120925-0001	No VAT		R 3,237.56		✓ ⌵ ⌶ ⌷ ⌸ ⌹ ⌺

Click on the **Import Bank Statements** button.

Select the Bank or Credit Card account from the drop down list. The statement details will be imported into this bank or credit card account that you have selected.

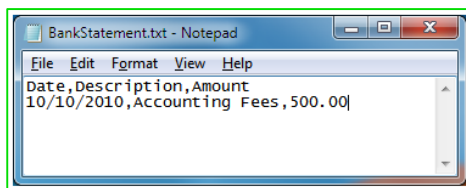
There are two Date Range options available:

Options	Explanation
All Transactions	Select this option when you want to import all of the transactions contained in the import file.
Dates to Import	This option allows you to import new transactions by selecting the relevant date range.

In the Import File field, click on the Browse button to search for your downloaded bank statement (OFX or CSV format).

If you selected to import a CSV file, the Date Format field activates. When you open your CSV file ensure that the date format selected matches the date format displayed in the CSV file.

The CSV file must be in a particular format. It should only have 3 columns: Date, Description and Amount. The first line displays the column headings, separated by comma's and the rest of the lines should have the bank statement information, also, separated by comma's. For example:




After you have selected your bank statement and bank or credit card account, click on the Import File button.

The bank or credit card statement details will now be uploaded to a temporary storage location in your Sage One Accounting company. At this point, none of the new bank statement transactions have been processed in your company.

The transactions will display as follows:

<input type="checkbox"/>	Date	Payee	Description	Type	Selection	Reference	VAT	Spent	Received	Rec.	Actions
<input type="checkbox"/>	28/08/2013		##BIKEBUZZ	Customer	BikeBuzz	20130828-0003	No VAT		R 661.19	✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	27/08/2013		SARS REF102 0304 05 0	VAT	VAT Payment / Refund	20130827-0001	No VAT		R 3,107.88	✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	27/08/2013		PMNT MAGALIESBURGWHEELS	Supplier	Magaliesburg Wheels	20130827-0002	No VAT		R 4,217.99	✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	25/08/2013		GRASSLAND #84484845	Customer	Grasslands Bicycles and Ro	20130825-0001	No VAT		R 3,237.56	✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	25/08/2013		JHB METRO A/C: 5646855425	Account	Motor Vehicles	20130825-0002	No VAT	R 3,261.18		✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	25/08/2013		MOTO-SERVICE CENTRE *INVS8654*	Account	Motor Vehicles	20130825-0003	No VAT	R 2,044.79		✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	25/08/2013		INTERNET PAYMENT BLAZING TRAILS	Customer	Blazing Cycle Trails	20130825-0004	No VAT		R 1,332.89	✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	23/08/2013		CYCLESHP #XY2654321	Customer	CycleShop Sandton	20130823-0001	No VAT		R 3,144.91	✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	22/08/2013		INV0000321	Customer	* Morningview Bicycles	20130822-0001	No VAT		R 617.00	✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	20/08/2013		##BIKEBUZZ	Customer	BikeBuzz	20130820-0001	No VAT		R 2,361.00	✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	15/08/2013		SERVICE FEE	Account	Repairs and Maintenance	20130815-0001	No VAT	R 1,385.13		✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	15/08/2013		PMNT WHOLECYCLE	Supplier	WholeCycle Wholesale	20130815-0002	No VAT	R 3,080.33		✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	15/08/2013		PMNT FALCON INV773627	Supplier	Falcon Bicycle Fittings	20130815-0003	No VAT	R 3,323.78		✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	15/08/2013		INTEREST	Account	Interest Received	20130815-0004	No VAT		R 672.88	✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	15/08/2013		GRASSLAND #84484326	Customer	Grasslands Bicycles and Ro	20130815-0005	No VAT		R 3,148.81	✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	13/08/2013		TELKOM REF 000002458659	Account	Telephone	20130813-0001	No VAT	R 772.82		✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵
<input type="checkbox"/>	12/08/2013		WORKSHOP RENT - SUPERCYCLE	Account	Rent	20130812-0001	No VAT	R 3,835.20		✓	⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵

You have to option to view the previous 10 transactions that were imported:

- When going through the transactions, any changes made on-screen will be saved when you move to a new page.
- Sage One Accounting will automatically detect whether the transaction is a receipt or a payment, and display it accordingly.
- Sage One Accounting allows you to split transactions on the bank statement and link the amounts to other transactions. You can split a transaction by clicking on the  button.

Split Transactions ✕

Date	Payee	Description	Reference	VAT	Payment Amount
07/04/2014	Telkom	Telkom Payment	20140407-0001	R 7,203.12	R 58,654.00

Description	Type	Selection	VAT Type	Exclusive	Inclusive	VAT
Telkom Payment	Account	Telephone & Internet	Standard Rate (14.00)	R 51,450.88	R 58,654.00	R 7,203.12
	Account	(None)	No VAT	R 0.00	R 0.00	R 0.00
Split Total					R 58,654.00	
Remainder					R 0.00	
Payment Total					R 58,654.00	

Save

Select the other transaction that you are splitting the selected transaction with, and enter the amount.

Click on the Save Changes button. The transaction will now be shown as split on the Bank Statement and will process the transaction like this when saving.

Duplicates Found Option

When you make use of Bank Feeds or import your Bank Statements, you will be notified of possible duplicate transactions that you can review. When you use Online Payments by Sage Pay and your customers pay you, the receipts will automatically be matched and reconciled when you import your Sage Pay bank statement.

If you click on the Duplicates Found link in the Selection field, Sage One Accounting will explain to you where the Duplicate Transactions were found.

The screenshot shows the 'Banking' section of Sage One. At the top, there's a blue banner with a star icon and text: 'Click here to set up Automatic Bank Feeds for this account. Click here to find out what Automatic Bank Feeds are and how to save time on your banking!'. Below this, the 'Bank or Credit Card' is set to 'National Bank Business Account' with a balance of 'R 843,778.29' and '2 Transactions To be Reviewed'. There are tabs for 'New Transactions' and 'Reviewed Transactions'. A toolbar includes 'Actions', 'Mark as Reviewed', 'Delete', 'Batch Edit', 'Import Bank Statements', and 'Export'. A search bar is also present. The main table has columns: Date, Payee, Description, Type, Selection, Reference, VAT, Spent, Received, Rec., and Actions. Three transactions are listed:

Date	Payee	Description	Type	Selection	Reference	VAT	Spent	Received	Rec.	Actions
28/04/2014	Alpha Cycling Supply	Alpha Receipt	Customer	Duplicates Found	20140428-0001	No VAT		R 53,743.23	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
28/04/2014	BikeBuzz	BikeBuzz Receipt	Customer	Duplicates Found	20140428-0002	No VAT		R 20,007.00	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
28/04/2014			Account	(None)		Standard Rate (14.00)			<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

At the bottom of the table, there are three buttons: 'Save Changes', 'Mark Selected as Reviewed', and 'Mark All as Reviewed'.

Click on the Show More/Less option:

This screenshot shows the same Banking interface, but with the 'Duplicate Transactions Found' details expanded for the first transaction. The table row for 'Alpha Cycling Supply' is selected. Below the table, there's a section titled 'Duplicate Transactions Found' with a message: 'This transaction is possibly duplicate of one of more previously processed transactions. View Duplicate Transactions.' Below this, there are two columns of details:

Transaction Details		Analysis Codes	
Discount Amount	Payment Method	Region	
R 0.00	Cash	(None)	

Below the details, there's a 'Comments' section with the text 'Alpha Cycling Supplies'. The table below this section shows the same three transactions as the previous screenshot.

Click on the View Duplicate Transactions option to view the duplicate transactions:

Possible Duplicate Transactions ×

Possible Duplicate

28/04/2014	Alpha Cycling	Alpha Receipt Supplies	20140428-0001	R 53,743.23
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Previously Processed Transactions

Date	Payee	Description	Transaction Type	Reference	Document No.	Reviewed	Total
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Action Required

Delete Transaction: Choose this option if you have already processed this transaction.

Keep Transaction: Choose this option if this is a new transaction.

Match Transaction: Choose this option if you have already processed this transaction but want to mark it as reconciled.

Delete Transaction
Keep Transaction
Match Transaction

A list of possible duplicate transactions will display. You have three options to choose from:

Delete Transaction	Choose this option if you have already processed this transaction.
Keep Transaction	Choose this option if this is a new transaction.
Match Transaction	Choose this option if you have already processed this transaction but want to mark it as reconciled.

The duplicate line will get a strike through when you delete it.

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