

## Bank Feeds Questionnaire

This document has been prepared to help ensure you have all the information at hand to work through the Bank Feed set up process for any Sage 200 Cash Book you have identified to use Bank Feeds.

**Note:** You can't set up Sage bank feeds for a cash book account that has Uses Sage Payments enabled.

### To complete the registration, you will need to know:

Your bank name, type of account, the account number and IBAN number.

An email address, in case Sage needs to contact you.

You will also need to confirm that your bank supports this facility. To check the latest list of supported banks please visit:

[http://ask.sage.co.uk/scripts/ask.cfg/php.exe/enduser/std\\_adp.php?p\\_faqid=34693](http://ask.sage.co.uk/scripts/ask.cfg/php.exe/enduser/std_adp.php?p_faqid=34693)

## Preparation

### Does your licence have the Bank Feeds feature enabled?

Only customers who are subscribed to Sage 200 Services Extra can use the Bank feeds service. To check the feature is enabled, open System Administration and select the Licence option. Under 'Sage 200 Optional Modules', ensure **Sage 200 Bank Feeds** has a status of 'Enabled'.

#### Sage 200 Optional Modules

|                             |         |
|-----------------------------|---------|
| Sage 200 Bank Feeds         | Enabled |
| Sage 200 Bill of Materials  | Enabled |
| Sage 200 Commercials        | Enabled |
| Sage 200 Excel Reporting    | Enabled |
| Sage 200 Manufacturing      | Enabled |
| Sage 200 Project Accounting | Enabled |

If the status shows 'Not enabled', this may be due to one of the following reasons:

- The customer is not subscribed to Sage 200 Services Extra. Customers subscribed to Sage 200 Services Standard must upgrade to Sage 200 Services Extra.
- If you are using your Business Partner account for demonstration purposes, please contact Reseller Services to ensure the Bank Feeds demonstration module has been added to your account.
- An incorrect Serial and/or Account Number has been entered for the licence. Please check these details in System Administration and amend where necessary.
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### Ensure you have your online banking service login details.

As you set up Bank feeds you must enter your online banking login details. This is so the Yodlee service can access your banking data to pass the information to Sage 200. This uses a secure connection and to protect your details they aren't stored by Sage and are not accessible within Sage 200.

Even if your online banking website normally only asks for specified digits from your password, when you set up Bank feeds you must provide the full password

## Set up Bank feeds

1. Cash Book > Bank Account List > Highlight the relevant bank account > Amend Account > E-Banking tab > Enable Bank feeds > Let's get started > enter your Sage ID login details > Sign In > Allow.
2. Enter your Sage Account number and serial number on the Sage Bank Feeds Registration screen > Register.

Select Bank Account window > Add > start to type your bank name > from the list of accounts choose your bank account. If your bank account doesn't appear on the drop-down list > Search > select your bank from the Matching Results list.

3. Enter your bank login details > Add > Close.

The Select Bank Accounts window lists the accounts you have with your chosen bank.

4. Select the account you want to use > OK > Close.

### When you've finished, you will need to download a form to print and complete.

This authorises Sage Bank feeds to connect with your bank account. You can either:

- Post the form to the address listed in the form, which may be to your bank or Sage.
- Fax the form to the number provided in the form, which is a secure electronic fax mailbox.

**Tip:** If you forget where you saved the form, the PDF file is saved in the **Attachments** tab for this cash book account.

Wait a few days for your bank to receive and process your request, then come back to check the status of your bank account.

Once your bank has authorised your application, the status will change from **Pending** to **Active** and you can start using Sage bank feeds to download transactions.

**Note:** To enable Sage bank feeds, you must have user access to amend the cash book account.

## User access for Sage bank feeds

You may want to control user access for who can set up a bank account, and who can reconcile transactions.

### **Open: System Administration.**

1. Open **Roles**.
2. Right-click the role name and choose **Features**.
3. To allow a user to enable Sage bank feeds, ensure that they have access to:

**Cash Book > Advanced > Amend Bank Account Details**

4. To allow a user to download and reconcile transactions, ensure that they have access to:

**Cash Book > Advanced > Amend Cash Book Account Details**

**Cash Book > Advanced > Bank Feeds Download Transactions**

**Cash Book > Advanced > Bank Feeds Reconciliation**

## Getting through your network's firewall.

Because the set-up process has to connect to the Sage services server you may need to open a port to allow communications.

You may experience problems setting up Bank Feeds if your firewall is blocking access our servers.

When you try to enable Bank Feeds, you may see this message:

- "An unexpected error occurred setting up your account in Sage Bank Feeds. Please try again later."

To resolve this, we recommend that you set up your firewall to allow access to these sites:

- [www.sagetokenservice.com](http://www.sagetokenservice.com)
- [eu.sagebankdrive.com](http://eu.sagebankdrive.com)