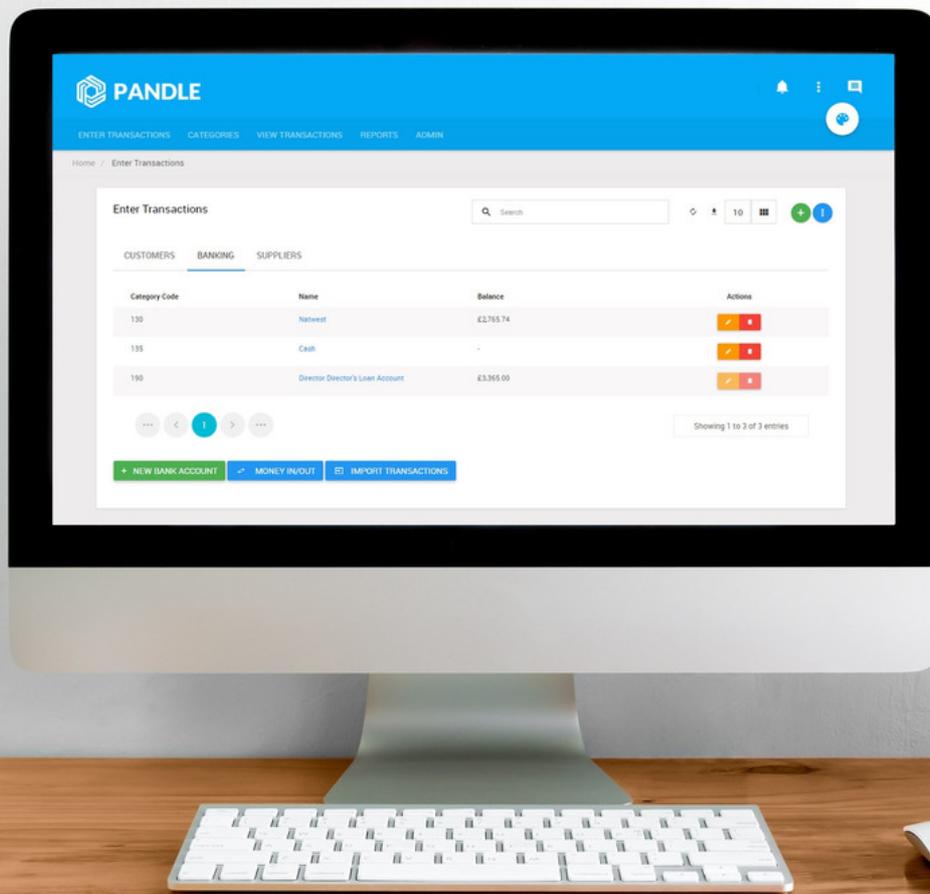




## Bank Feeds Guide



We have developed integrations with all the major banks in the UK. So no matter who you bank with Pandle will be able to automatically import your bank statements.



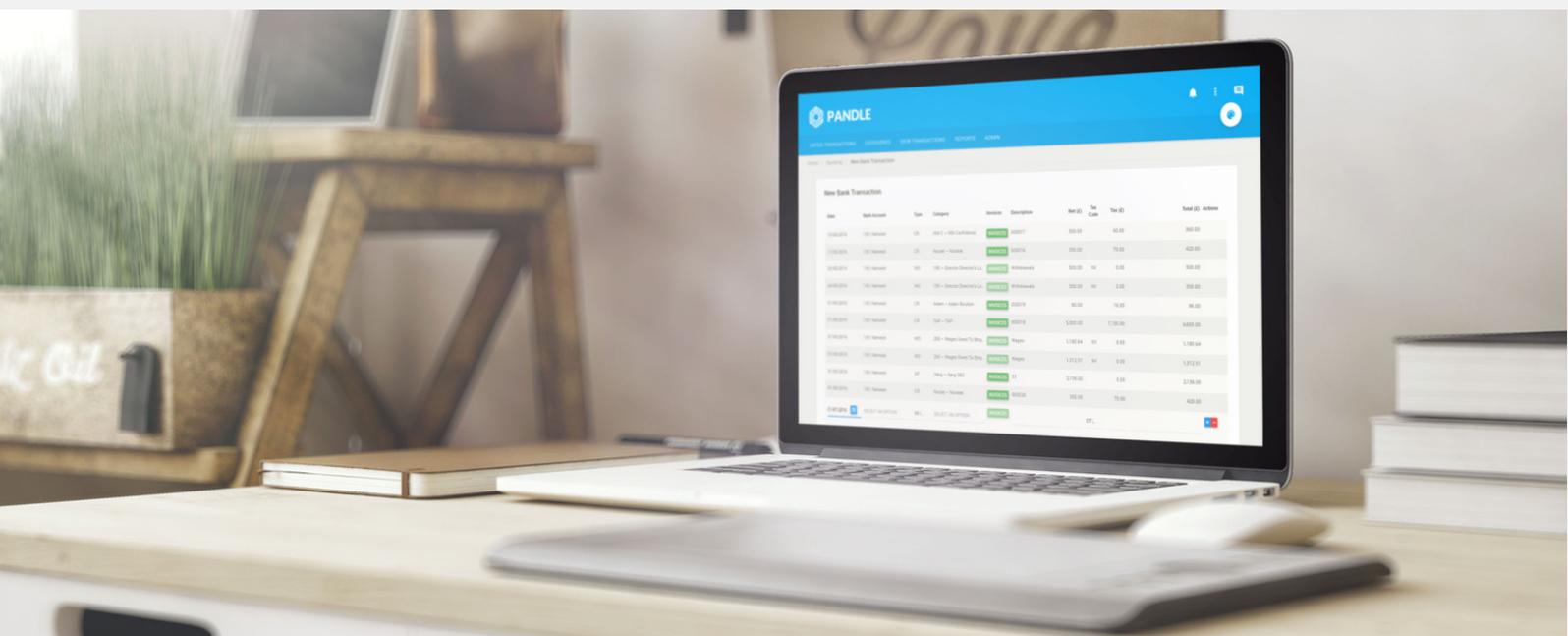
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# Automatic Bank Feeds in Pandle

Automatic bank feeds are a great way to have your banking transactions appear in Pandle every day. Once set up Pandle will automatically pull your banking transactions around 1:00pm each day, then all you need to do is categorise them.



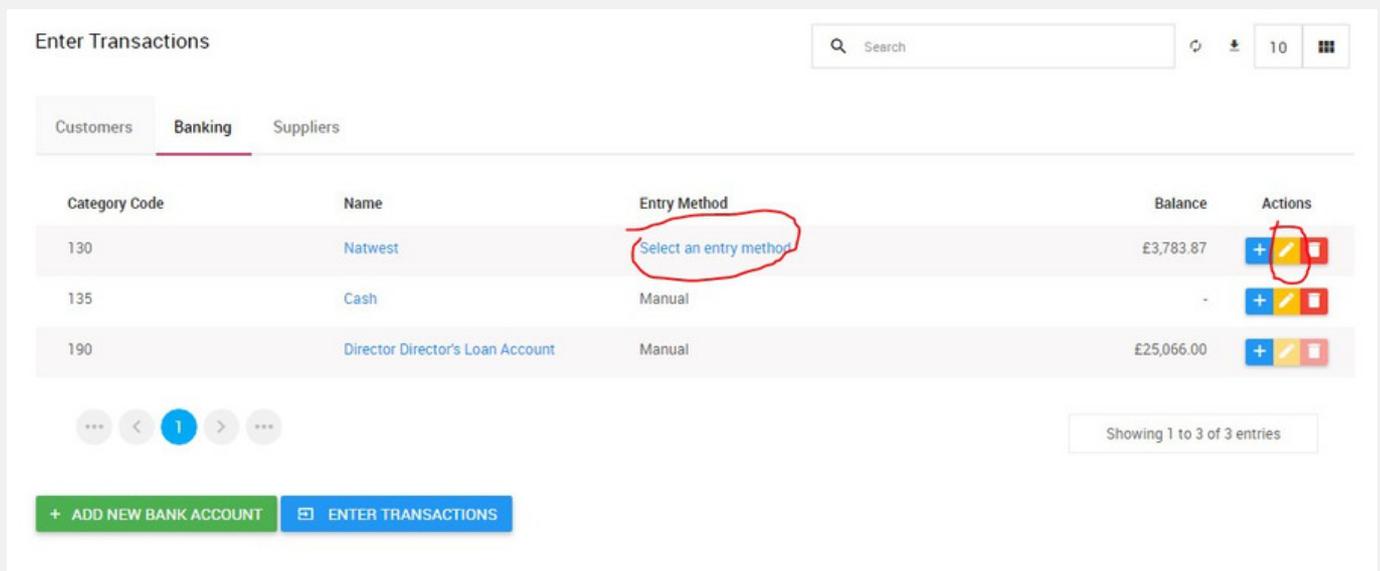
## The advantages of automatic bank feeds

- You will save time from entering transactions manually or importing them through CSV/OFX.
- There is less chance of making mistakes; with manual transactions all kinds of mistakes can be made due to human error and with imports it may be possible to overlap transactions. Automatic bank feeds does not suffer these issues so you're much more likely to have accurate banking in Pandle.
- Bank feeds will filter through to the mobile app (once it's released). This will mean you can categorise your transactions on your phone each day.



# How to Activate Feeds in Pandle

1. Go to the banking tab under the 'Enter Transactions' menu.
2. Change the entry method for the bank account you want automatic feeds to apply to. This can be done by clicking the link next to the bank account 'select entry method' or if you already have a method chosen you can change from the edit button (shown below).

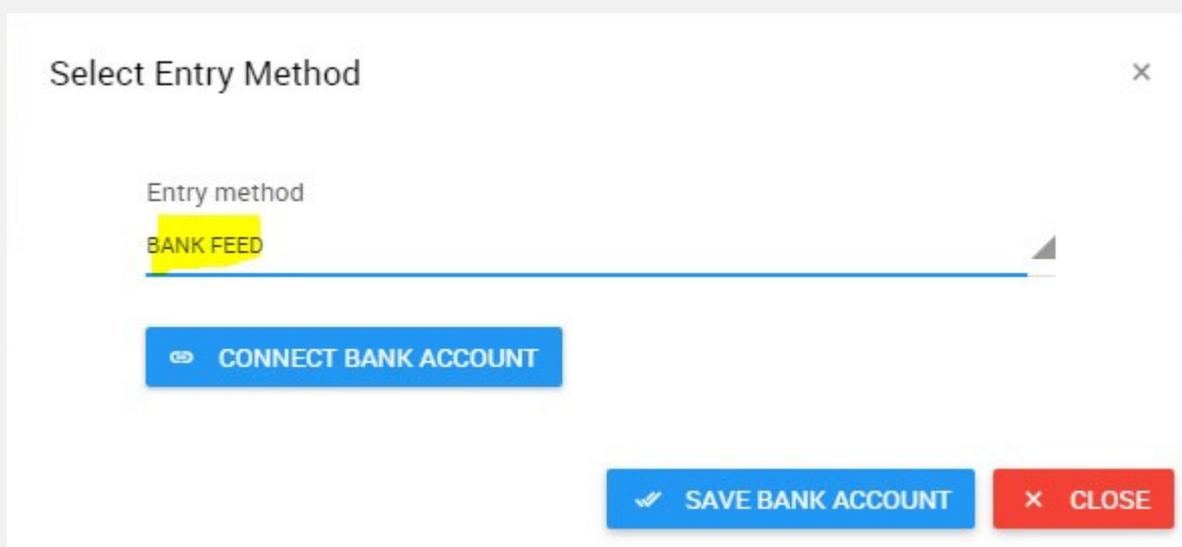


The screenshot shows the 'Enter Transactions' interface. At the top, there is a search bar and a '10' indicator. Below the search bar are tabs for 'Customers', 'Banking', and 'Suppliers'. The 'Banking' tab is selected. A table lists three bank accounts:

Category Code	Name	Entry Method	Balance	Actions
130	Natwest	Select an entry method	£3,783.87	+ ✎ 🗑
135	Cash	Manual	-	+ ✎ 🗑
190	Director Director's Loan Account	Manual	£25,066.00	+ ✎ 🗑

At the bottom of the table, there are navigation arrows and a 'Showing 1 to 3 of 3 entries' indicator. Below the table are two buttons: '+ ADD NEW BANK ACCOUNT' and 'ENTER TRANSACTIONS'.

3. Select bank feeds as the entry method then click 'connect bank account'.



The screenshot shows the 'Select Entry Method' dialog box. The title is 'Select Entry Method' with a close button (X) in the top right corner. Below the title is a dropdown menu labeled 'Entry method' with 'BANK FEED' selected. Below the dropdown is a blue button labeled 'CONNECT BANK ACCOUNT'. At the bottom of the dialog are two buttons: a blue button with a checkmark labeled 'SAVE BANK ACCOUNT' and a red button labeled 'CLOSE'.

4. You can then type in the name of your bank, connect the bank account and click done.

Connect to Bank ×

**LINK ACCOUNT**

**SELECT AN ACCOUNT**

— — —

← natwest × SEARCH

- NatWest Bank**  
<http://personal.natwest.com/personal.html>

Linked ✓
- NatWest Bank (Offshore Accounts) (US)**  
<http://www.natwestinternational.com/International.asp>
- NatWest Bank Business Bankline**  
<http://www.business.natwest.com/business.html>
- NatWest YourPoints**  
<https://www.natwestyourpoints.com/default.aspx>
- NatWest ibanking (US)**  
[https://www.natwestibanking.com/eal/IPB\\_EAI\\_Web/Service.do](https://www.natwestibanking.com/eal/IPB_EAI_Web/Service.do)

× **DONE**



5. Once this is complete you should notice the entry method has been changed next to your bank account. You can then click the + sign next to the bank account or the 'enter transactions' button in order to start your first bank feed.

The screenshot shows the 'Enter Transactions' page with a search bar and a table of bank accounts. The table has the following data:

Category Code	Name	Entry Method	Balance	Actions
130	Natwest	Bank Feed	£3,783.87	+ ✏️ 🗑️
135	Cash	Manual	-	+ ✏️ 🗑️

At the bottom, there are two buttons: '+ ADD NEW BANK ACCOUNT' and 'ENTER TRANSACTIONS'.

6. The first time you load your feeds you will be asked for the date you would like to start the feeds from. **It is very important to ensure that you get this right so that you do not overlap previously entered transactions.** Pandle will look at the dates of the transactions already entered into your bank account and will suggest a start date for you (which can be overwritten). Your start date can only be 365 days in the past, transactions you want to include in Pandle before this should be either manually entered or via a file import.

The screenshot shows a dialog box titled 'Retrieve Feed Transactions for Natwest (130)'. Below the title, it says: 'The date of your latest entered transaction is 31/10/2016. If you do not have any historical transactions to enter you should start from this date'. There is a date selection field labeled 'Pull transactions from' with the date '01/11/2016' and a calendar icon. At the bottom, there are two buttons: 'RETRIEVE DATA' and 'CANCEL'.

Once you click retrieve date you will be presented with the status of the feed as follows:

Description	Bank Account	Type	Start Date	End Date	Uploaded	Drafts	Confirmed	Status	Actions
Bank Feeds fo...	Natwest	Bank Feed			17/11/2016 13:25	6	-	Completed	

Showing 1 to 1 of 1 entries, filtered from 2

+ NEW CUSTOM IMPORT FORMATS

This may take a few minutes depending on the volume of transactions Pandle is fetching. Once the status shows as complete you can check and confirm the transactions by clicking:



**That's it! From now on your bank feeds will be automatic, simply check and confirm them at your convenience when they come into Pandle.**





If you have any further questions please contact us:

[support@pandle.co.uk](mailto:support@pandle.co.uk)

[www.pandle.co.uk](http://www.pandle.co.uk)

