Investec

Getting started

Spreadsheet Banking
User Manual

Investec *Developer*

Contents

What is Spreadsheet Banking?

Spreadsheets are a trusted and popular tool for managing and tracking both business and personal finances effectively. Investec have therefore developed Spreadsheet Banking, for both Corporate and Private Bank Investec clients.

Spreadsheet Banking directly links your Investec account to your Microsoft account and securely imports your transactions into your spreadsheet. Transaction data can be refreshed with the click of a button to make sure that the latest transactions are available.

This replaces the need for manual data entry or CSV exports and imports, enabling you to seamlessly harness the power of spreadsheets to manage your money.

How to set up Spreadsheet Banking

BEFORE STARTING

- A Microsoft 365 account and an Investec Corporate or Private Bank account are required in order to set up Spreadsheet Banking.

- To access Spreadsheet Banking at your business, contact your IT admin and ask them to add Spreadsheet Banking as an approved application to your business Microsoft environment.

- Ensure that you are an authorised user have an online banking profile for the Investec account that you would like to use with Spreadsheet Banking.
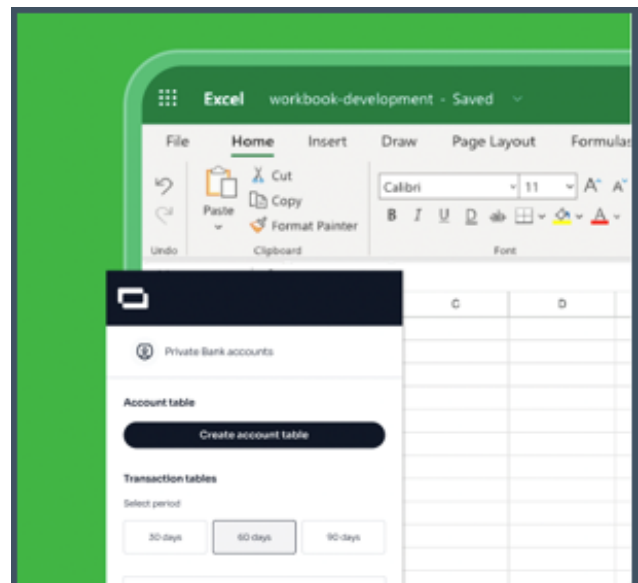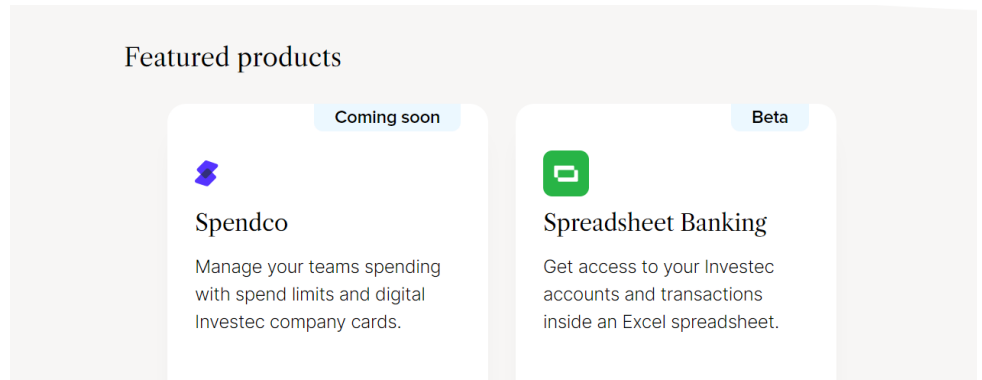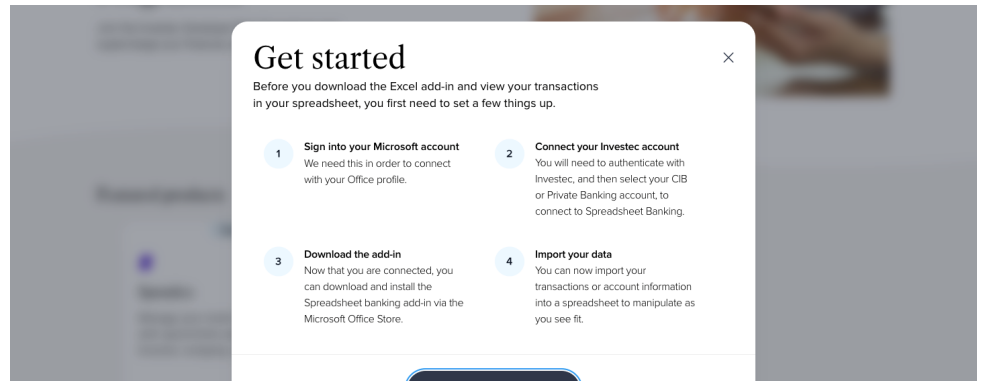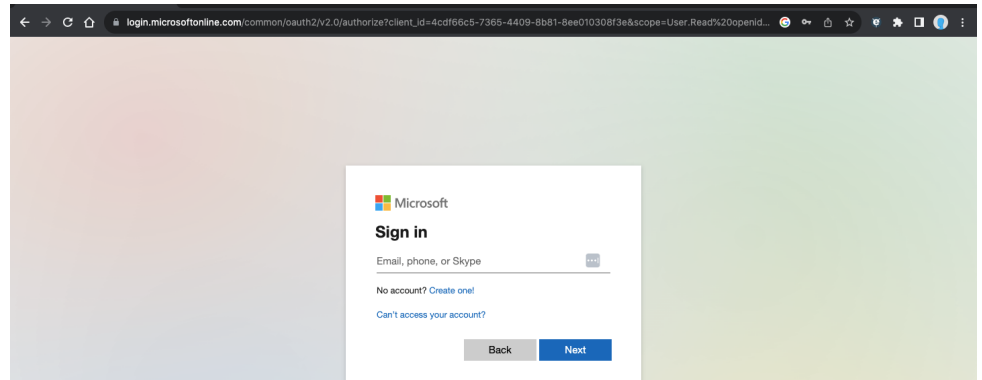
HOW TO SET UP

1. Access Spreadsheet Banking by visiting the Connector Hub at www.connectorhub. dev

   Click on "Get Started".

   ## Featured products
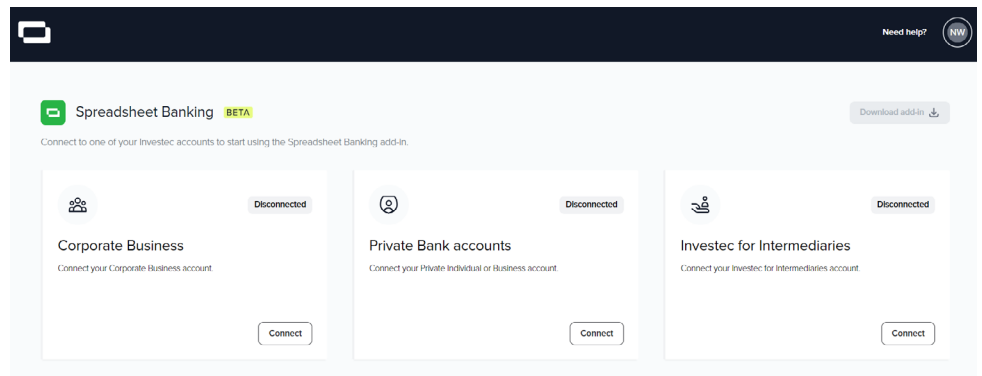
   Coming soon

   Spendco

   Manage your teams spending with spend limits and digital Investec company cards.

   Beta

   Spreadsheet Banking

   Get access to your Investec accounts and transactions inside an Excel spreadsheet.

2. Get Started Instructions will be provided.

   Click "Sign in with Microsoft".

   ## Get started

   Before you download the Excel add-in and view your transactions in your spreadsheet, you first need to set a few things up.

   1 Sign into your Microsoft account
   We need this in order to connect with your Office profile.

   2 Connect your Investec account
   You will need to authenticate with Investec, and then select your CIB or Private Banking account, to connect to Spreadsheet Banking.

   3 Download the add-in
   Now that you are connected, you can download and install the Spreadsheet banking add-in via the Microsoft Office Store.

   4 Import your data
   You can now import your transactions or account information into a spreadsheet to manipulate as you see fit.

3. Login to your Microsoft account.

   login.microsoftonline.com/common/oauth2/v2.0/authorize?client_id=4cdf66c5-7365-4409-8b81-8ee010308f3e&scope=User.Read%20openid...

   Microsoft

   Sign in

   Email, phone, or Skype

   No account? Create one!

   Can't access your account?

   Back   Next

4. Click "Connect" to connect your Microsoft account to either your Investec Corporate or Private Bank account.

   Need help?   NW

   Spreadsheet Banking BETA

   Download add-in ⬇

   Connect to one of your Investec accounts to start using the Spreadsheet Banking add-in.

   Corporate Business   Disconnected
   Connect your Corporate Business account

   Connect

   Private Bank accounts   Disconnected
   Connect your Private Individual or Business account

   Connect

   Investec for Intermediaries   Disconnected
   Connect your Investec for Intermediaries account
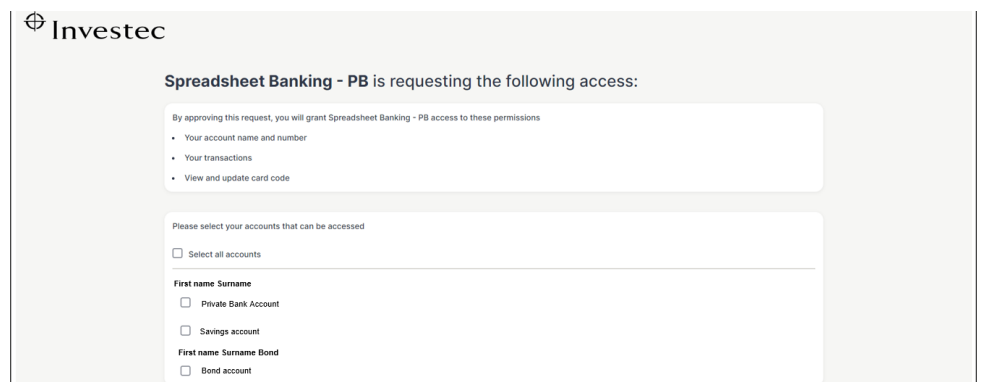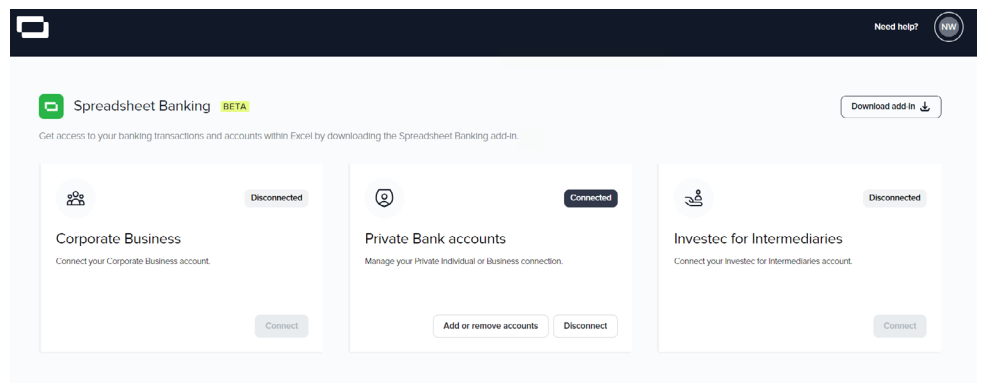
   Connect

HOW TO SET UP

5. Once redirected to the Investec Online Banking login page, login to your Investec profile.
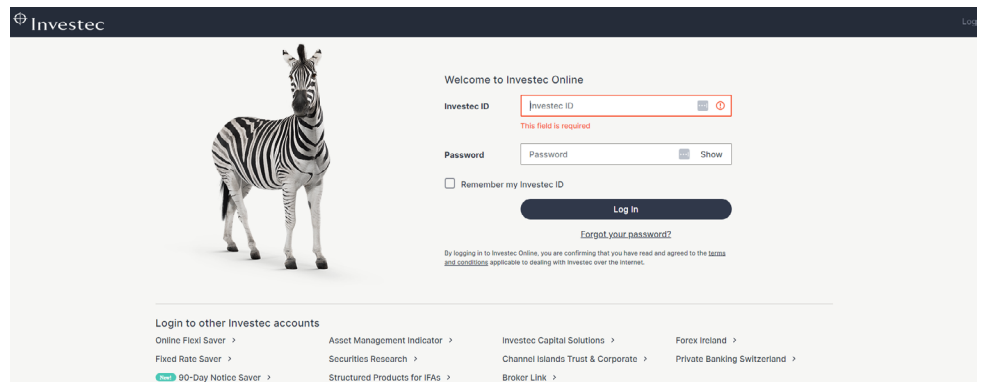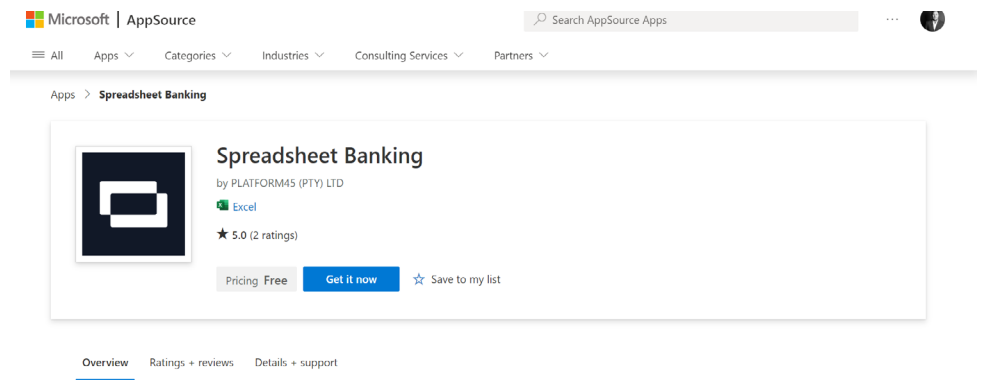

6. Select the accounts that you want to enable for Spreadsheet Banking, and click "Approve".

**7.** Once redirected to the Connector Hub, click "Download add-in" in the top right corner of the dashboard.

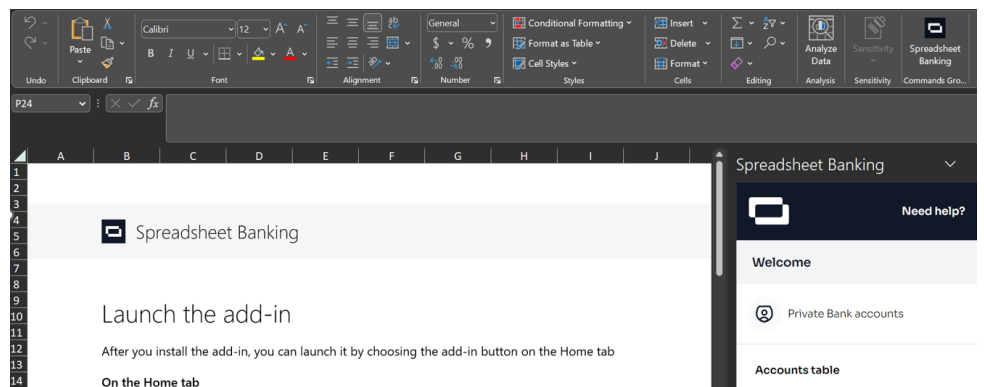**8.** Click "Get it now" and sign in with your Microsoft account to download the Add-in from the App store.

9. Click "Open in Excel" to launch the Spreadsheet Banking Add-in.

The Add-in will appear in the top right-hand corner of the spreadsheet header, along with the Spreadsheet Banking side panel.
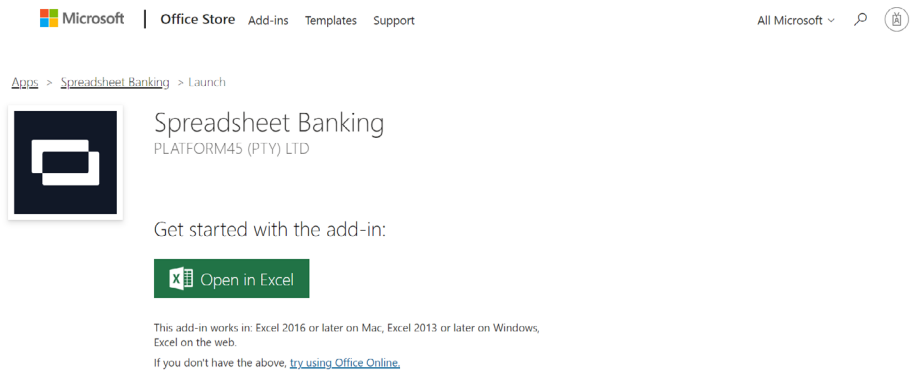
10. Select "Create accounts table".

A new tab will appear with the name tblAccounts.

11. Create a transactions table by selecting "Add columns".

Select the time period and the data fields that you are interested in. Some fields are selected by default, however, additional fields can be added.
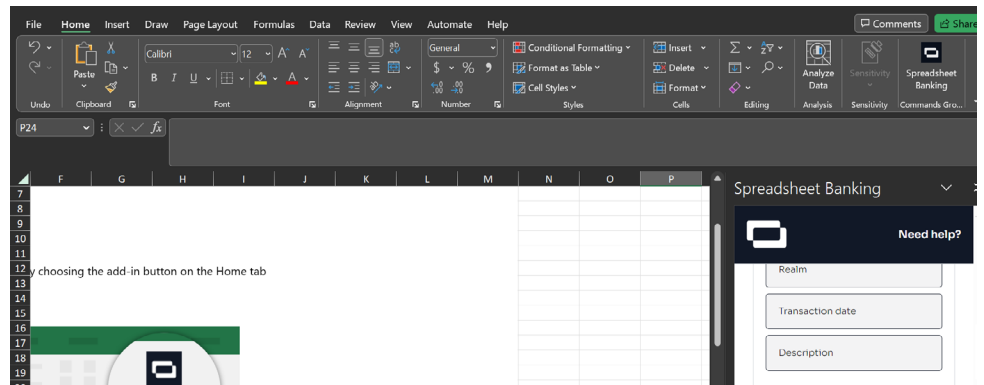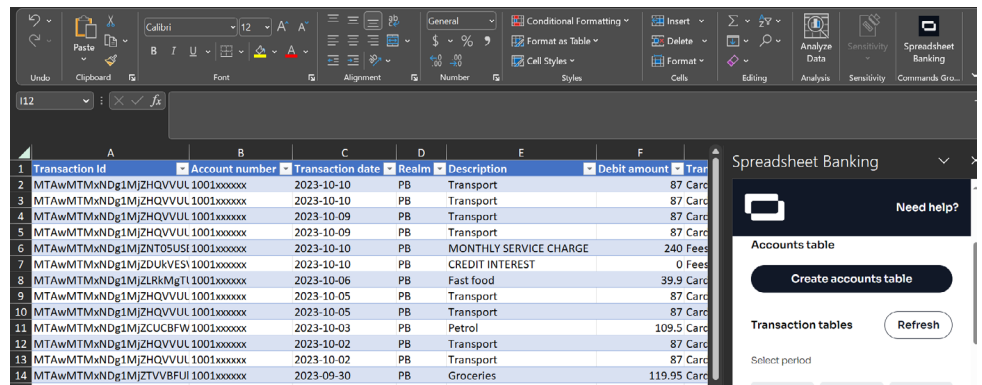
12. Click "Create tables".

A new tab will appear labeled with the name of your Investec account and your account number. The tab will include a transactions table.
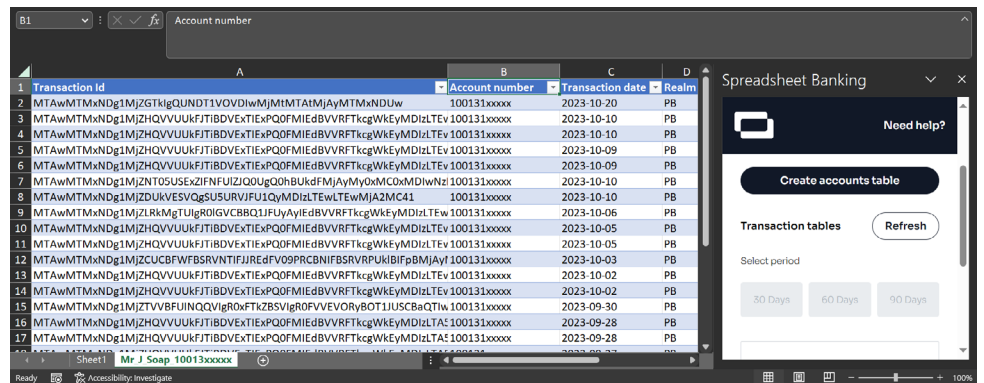
HOW TO SET UP

13. Select "Refresh" to update the table contents.

Refreshing will add all new transactions from your last date of refresh up until the current date.

WORKING WITH SPREADSHEET BANKING DATA

The accounts and transactions table that are created are raw feeds of your banking data and will be updated when refreshed.

We therefore suggest that you do not edit these tables directly, but rather copy or reference the data in another sheet or tab.

Spreadsheet Banking FAQs

1. **I've connected one of my Investec accounts to Spreadsheet Banking. How do I connect another Investec account?**

   Add or remove Investec accounts enabled for Spreadsheet Banking by visiting the Connecter Hub and selecting "Add or remove account". You will be asked to login using your Investec Online profile before selecting or deselecting accounts.

   If you want to add an Investec account(s), you will need to reselect the accounts you have already connected if you still want them to be enabled for Spreadsheet Banking.

2. **Can multiple users work on the same connected spreadsheet?**

   Each authorised user will have their own instance of a spreadsheet connected to an Investec account. Multiple users cannot access and edit the same connected spreadsheet.

3. **How do I disconnect my Investec account from Spreadsheet Banking?**

   Disconnect your account by visiting the Connector Hub and selecting "Disconnect".

4. **What do each of the data fields mean?**

   • Transaction Id: A unique identifier for a transaction.

   • Account number: The Investec account number that is connected to Spreadsheet Banking.

   • Realm: Reference to a Private (PB) or Corporate (CIB) Investec account.

   • Transaction date: The date on which the transaction took place.

   • Description: The transaction description.

   • Card number: The card number associated with the transaction if it is a card payment.

   • Credit amount: The rand amount that has been credited from your account.

   • Debit amount: The rand amount that has been debited from your account.

   • Transaction type: Transaction types include card purchases, deposits, online banking

   • payments, and fees and interest.

   • Running balance: The total rand amount in your account after a specific transaction.

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