Xero Bank Feeds User Guide.

Corporate Online Banking

1 Go to Kina Bank internet banking link https://digital.kinabank.com.pg/corporate/

2 Enter userID and password and click **Login** button.
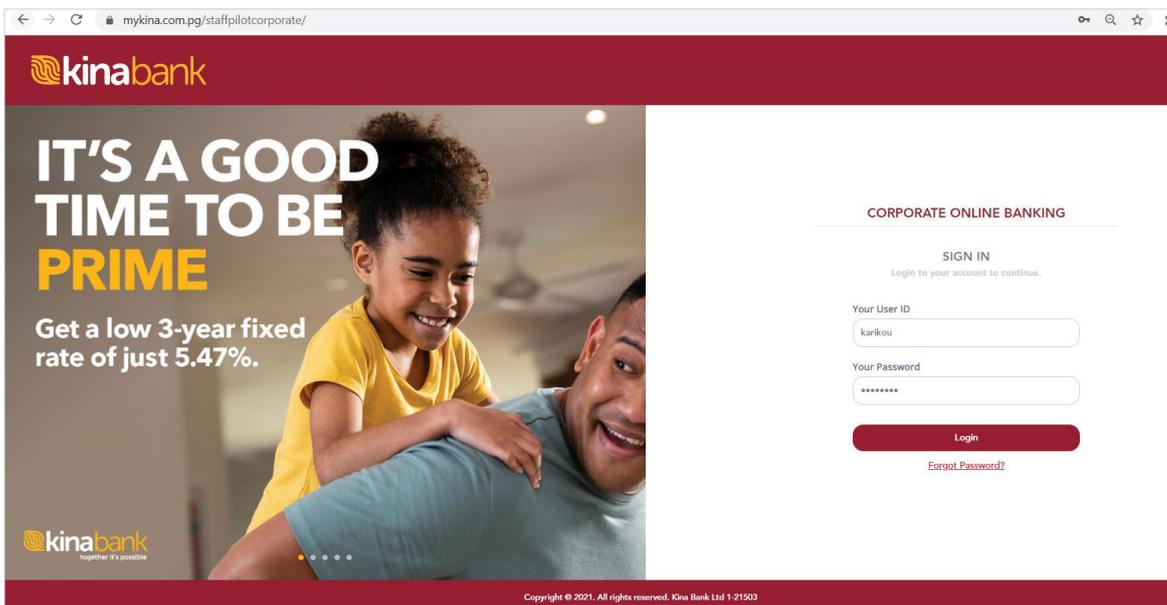
3 Input One Time Password (OTP).

Level 9, Kina Bank Haus
Douglas Street, PO Box 1141
Port Moresby NCD 121
Papua New Guinea

Telephone +675 308 3800
Facsilmile +675 308 3899
Email kina@kinabank.com.pg
SWIFT KINIPGPG
kinabank.com.pg
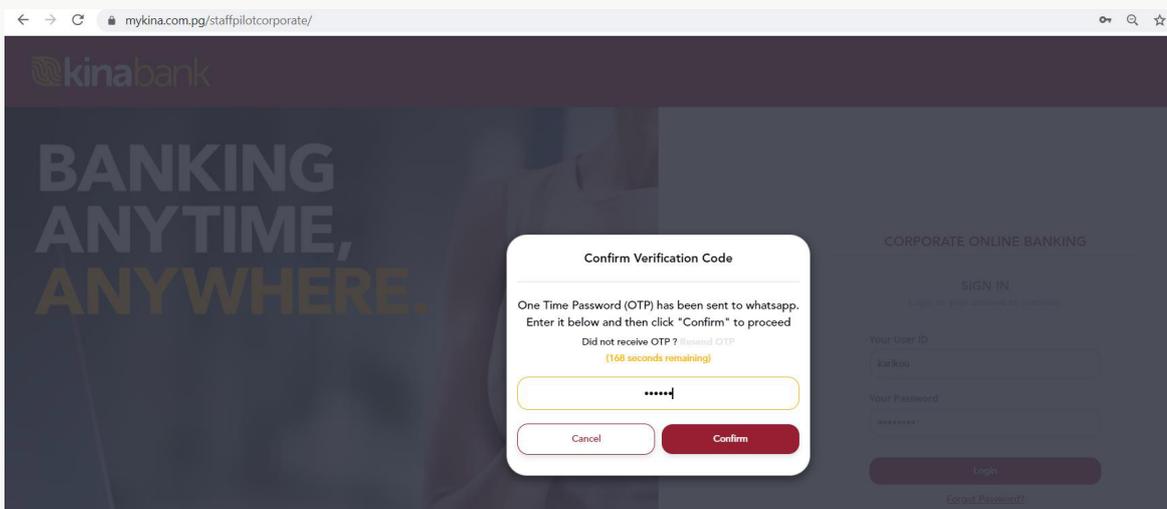
4 Click on Administration menu.

5 Click on Smart Connect tab.
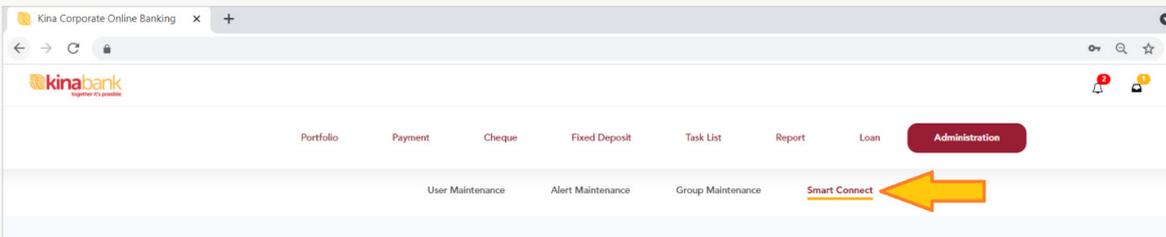
6 Click on Connect to Xero button.

Together it's possible

Level 9, Kina Bank Haus
Douglas Street, PO Box 1141
Port Moresby NCD 121
Papua New Guinea

Telephone +675 308 3800
Facsilmile +675 308 3899
Email kina@kinabank.com.pg
SWIFT KINIPGPG
kinabank.com.pg
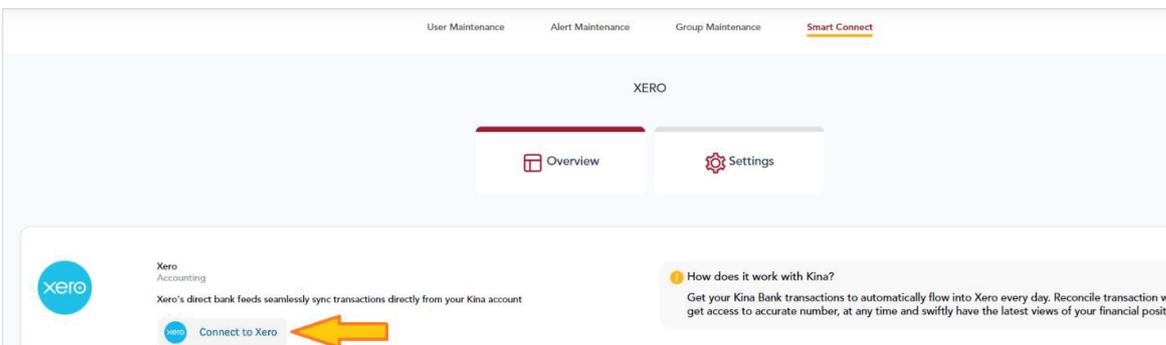
7 In the next screen; click on the **Connect to Xero** button and get your Xero log in Credentials ready.
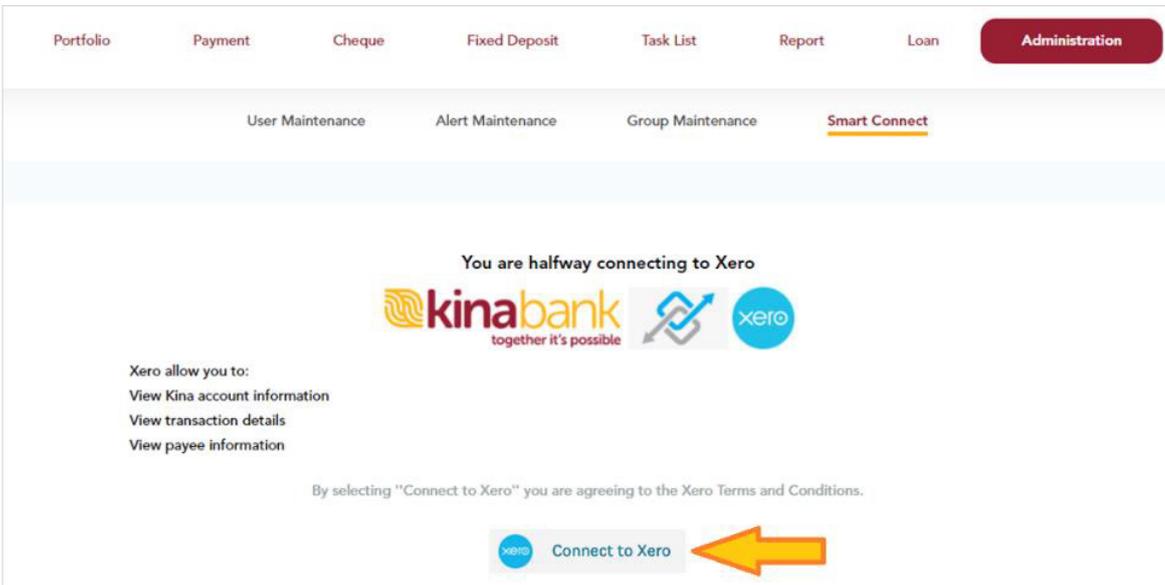
8 At the Log in to Xero pop-up; log in using your Xero Credentials and click the **Login** button then go through the Multi Factor Authentication(MFA) process for Xero.
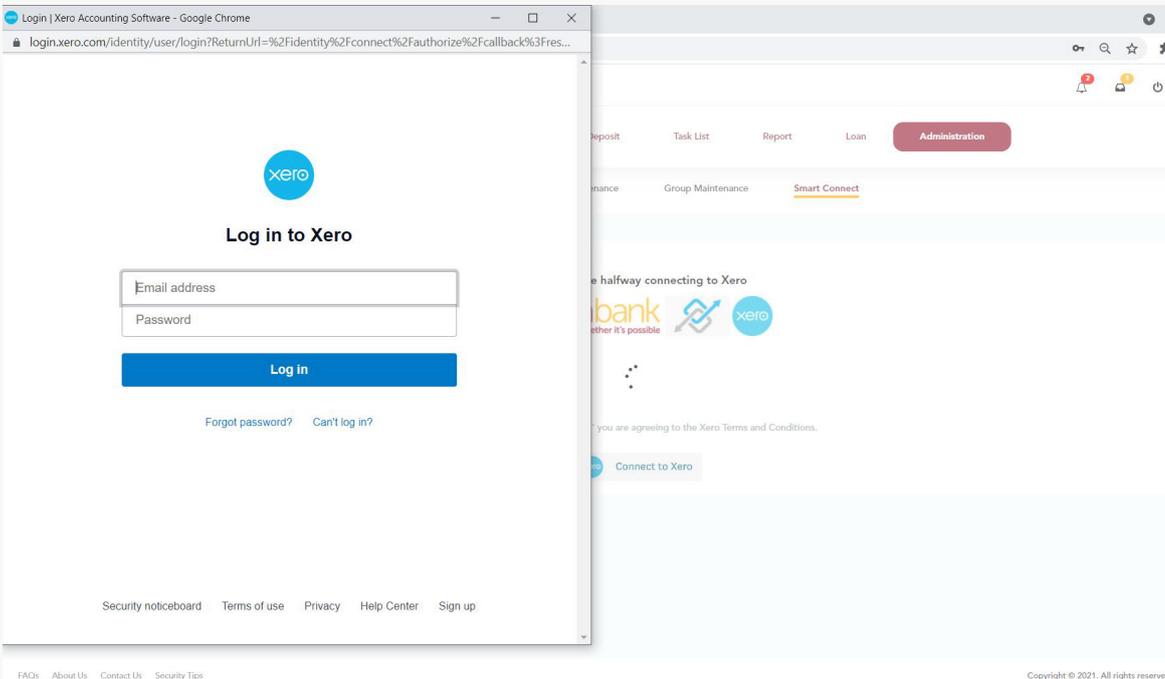
9 At the Xero | User Consent screen, click on **Continue granting access** button.
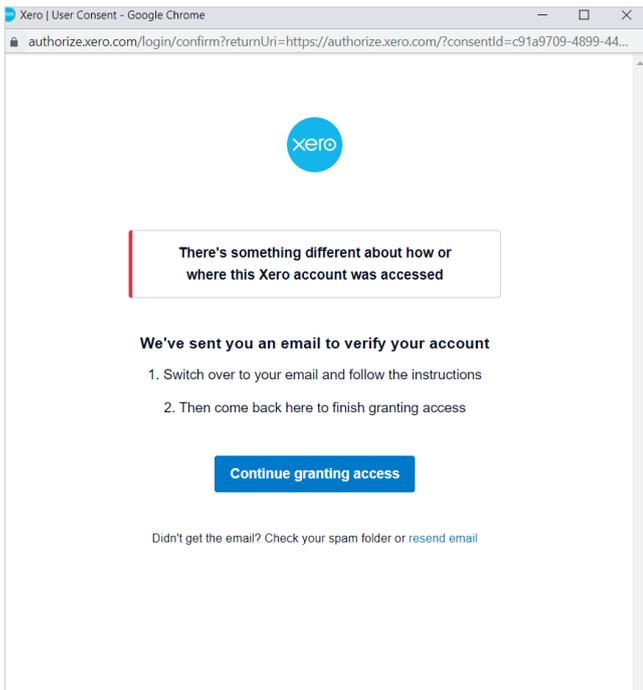
10 Select **Company** file to connect to; for those that have multiple companies connected.

11 Click on **Allow access** button. Upon successful connection – you will be returned to the Corporate Online Banking screen to select which accounts to sync.

Together it's possible

Level 9, Kina Bank Haus
Douglas Street, PO Box 1141
Port Moresby NCD 121
Papua New Guinea

Telephone +675 308 3800
Facsilmile +675 308 3899
Email kina@kinabank.com.pg
SWIFT KINIPGPG
kinabank.com.pg
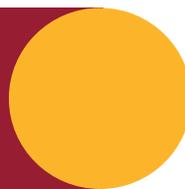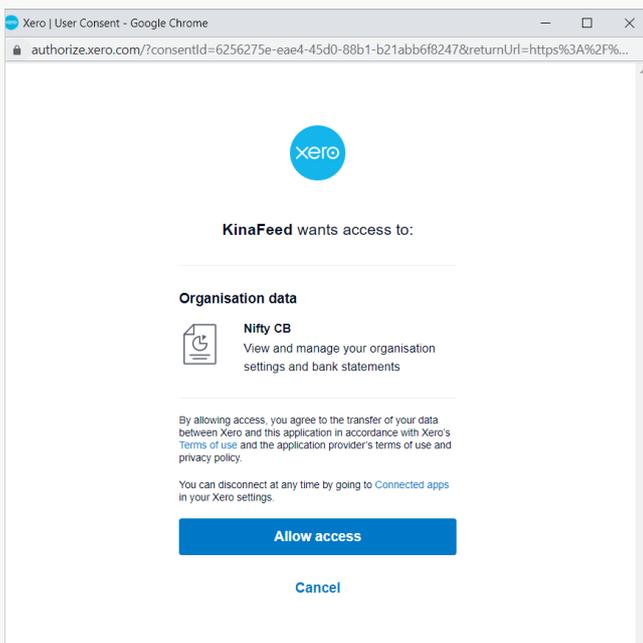
12 On the Corporate Online Banking screen; Select Company and Click on the + symbol to expand for list of accounts.
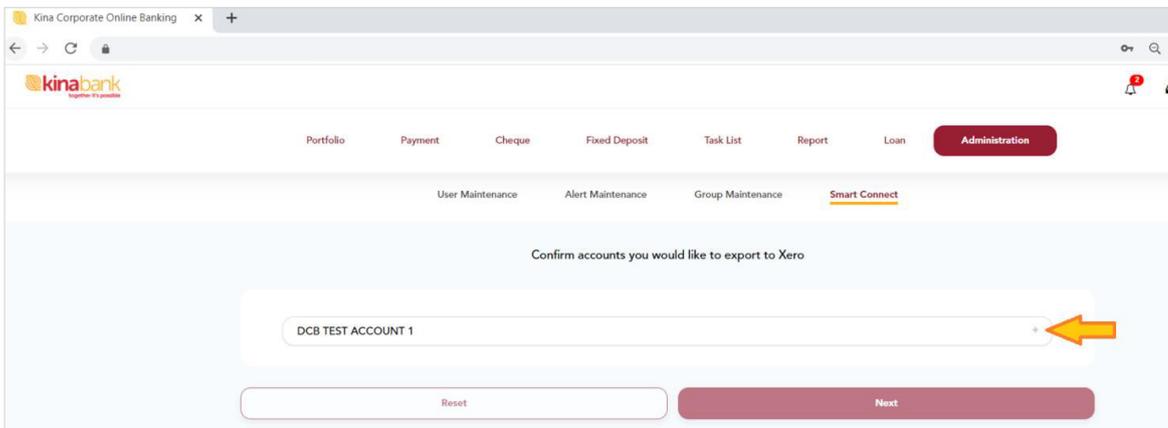
13 Select the account – tick the checkbox to select.

14 Select the Do not sync previous transactions option at the Import transactions from prompt.

15 Click on Next button.
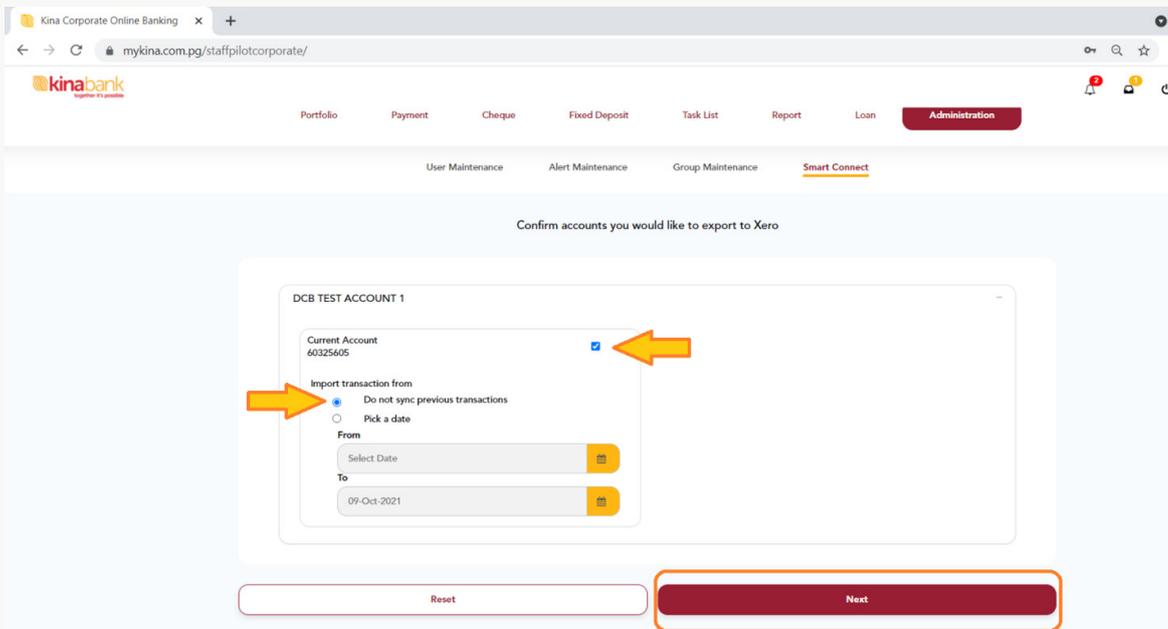
16 Start account mapping screen by linking the Kina Bank Account to the Xero Organisation and account. Take note of the Kina Bank Account; under the **Map this Kina Account** heading.

17 Under the **To this organisation** heading; click on **Select Organization** drop down list to select the Company in Xero

18 Under the **To this Xero Account** header; Select the Account on Xero; if already exists.

19 If this is a new account on Xero; Select **Create New** in the **Select Xero account** drop down list.

20 Type in the name of the "new" account.

21 Click on **Done** button.
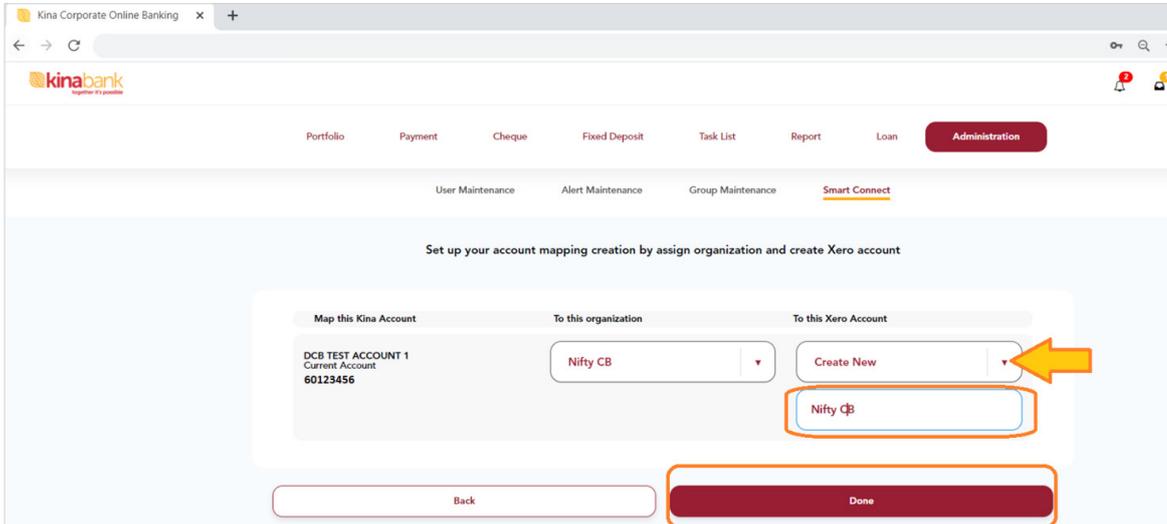
22 Log out at the top right hand corner of the screen.
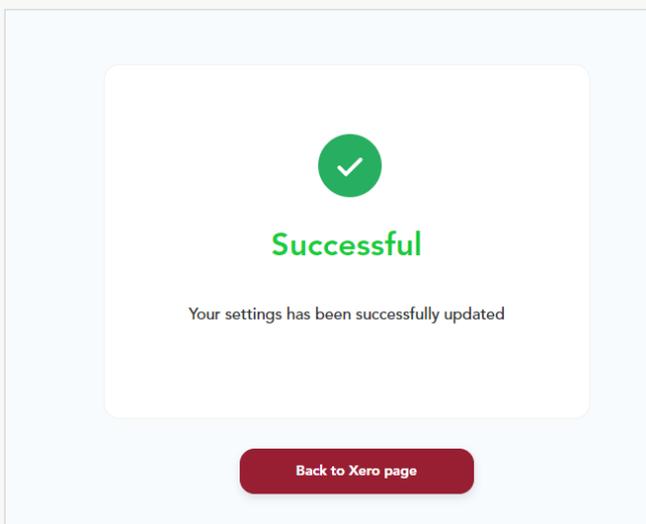
23 Click on Back to Xero page button to get back to the Smart Connect screen.

24 At the Smart Connect screen; under the **Overview** tab - you can confirm connectivity: by seeing the green tick being displayed and the connected Xero Organisation is listed under same heading.
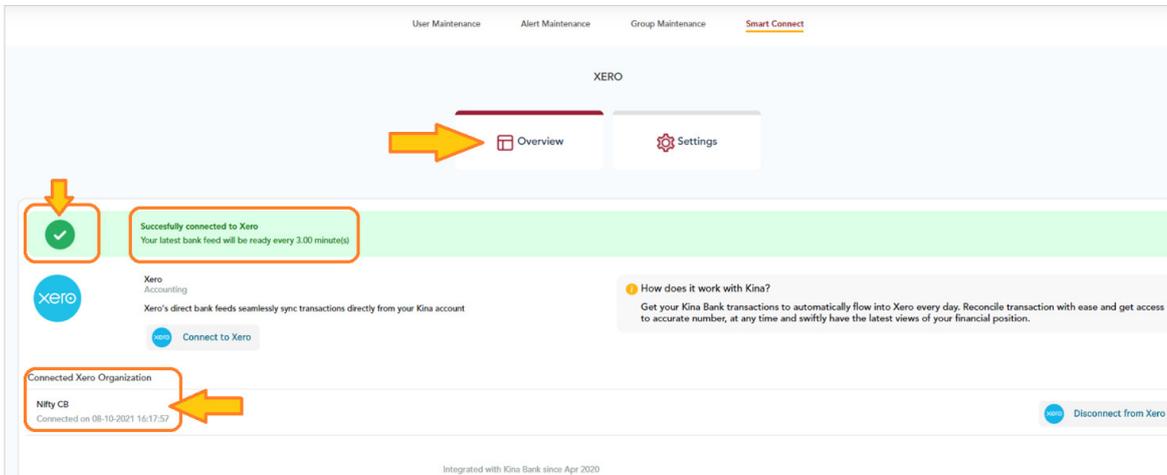
25 Under the **Settings** tab - you can reconfirm connectivity: by seeing the connected account with Xero listed under the Xero Organisation.
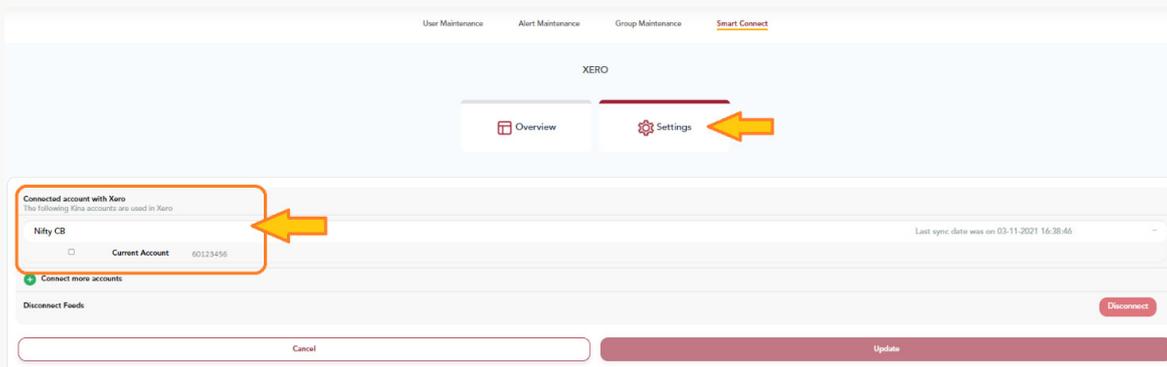
26 Logout using the icon at the top right-hand corner of the screen.
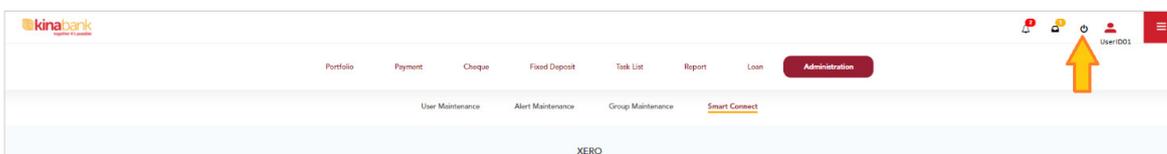
27 Log on to **Xero** to confirm connectivity; account syncing and connected KinaFeed app.

Together it's possible

Level 9, Kina Bank Haus
Douglas Street, PO Box 1141
Port Moresby NCD 121
Papua New Guinea

Telephone +675 308 3800
Facsilmile +675 308 3899
Email kina@kinabank.com.pg
SWIFT KINIPGPG
kinabank.com.pg