

Peregian Accounting Services

Adaptive Accounting Pty Ltd

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ABN

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Importing bank statements into Xero

Once bank feeds are set up in Xero your transaction information ports in automatically, but before the feeds are set up your past transactions must be manually imported. To do this, it is necessary to export the data from your bank account in a file format that can be taken into Xero.

The best file format to use is OFX, but QIF and CSV can be used if OFX is not available.

Export a different file for each bank account, save it to your computer and rename it so that you can remember which is which. Importing statements into Xero can be a bit tricky so email the files to us and we will enter it for you.

Westpac Bank

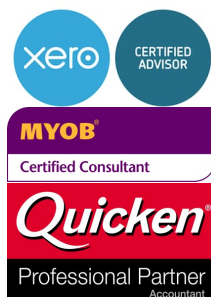
- Within Account Services on the Banking Menu, choose Accounts and click on the Export tab
- Select the account to export, the time-frame and choose the Xero software option (there is also an option to choose a date format and file format, but the software option is easier).
- Click on “Download Now” and save the file to your computer

See the bank’s help file at <http://www.westpac.com.au/business-banking/business-banking-online/manage-your-banking/importing-exporting-transactions/>

ANZ Bank

- On the first page after you log in to online banking there is a link to export transactions
- Select your account, enter the date range and select “MYOB(OFX)” as the software package
- Click on “Download” and save the file to your computer

See the bank’s help file at <http://www.anz.com/internet-banking/help/accounts/transactions/download/#step1>



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National Australia Bank

- Select Accounts, then click on Transaction History from the menu on the left
- Select the account to export, then input the correct date range and press Display.
- Click on “Export data”, located above the balance column
- Select the file format option “Quicken version 7 or above / Microsoft Money (QIF-local date)” and click on “OK” and save the file to your computer
- Only QIF files can be exported from NAB, so it’s important to get the dates right.

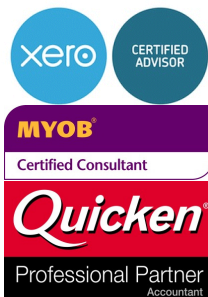
See the bank’s help file at

http://www.nab.com.au/wps/wcm/connect/nab/Internet_Banking_Help/home/2/2/3/

Commonwealth Bank

- Select View Accounts and Transactions
- Select the account to export from and click on “Go”
- You cannot select a specific time-frame, so you have to click on “Show more transactions...” at the bottom of screen until all the dates that you want to export are showing. *Any duplicates from the date between when your bank feeds started and when you exported your transactions should be eliminated by Xero when the file is imported, but there may still be some that need deleting.*
- Select the Export format “OFX (MYOB, MS Money, Quicken 2005 and later)”
- Click on “Export Transactions” and save the file to your computer

See the bank’s help file at http://www.commbank.com.au/personal/netbank/learn-about-netbank/demos/exporttransactions/exporttransactions_step1.aspx



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