

## How to import bank feeds – UFS

1. Click Transactions from the List → Select an investment, facility or loan and a date range then search.

The screenshot shows the UFS Transactions search interface. The top part is a search form with a dropdown menu for 'Investment, Facility or Loan' and a date range filter. The bottom part shows the search results page with a table of transactions and a 'Print or Export' button circled in red.

**Search Form Fields:**

- Investment, Facility or Loan: select an investment, facility or loan
- Transaction Type: 1
- Date Filter: 1
- Date Range: 1
- Start Date: 1
- End Date: 1
- Amount: 1
- From: [Text Box]
- To: [Text Box]

**Search Results Page Fields:**

- Investment, Facility or Loan: 100C | 170.00
- Transaction Type: All
- Date Filter: For a specified range
- Start Date: 15/08/2017
- End Date: 17/08/2017
- Amount: From [Text Box] To [Text Box]
- Description: [Text Box]
- Results Per Page: 100
- Sort Order: Newest First
- Search: [Button]

**Transaction Table:**

Date	Description	Debit	Credit	Balance
15/08/2017	11 Sweep	AUD 1,087.80		AUD [ ]
15/08/2017	11 Sweep	AUD 330.00		AUD [ ]
15/08/2017	862 Cash		AUD 330.00	AUD [ ]

**Buttons:** New Search, Print or Export

Start Date – Check Xero Bank account for last date exported file.

2. Click Print or Export box → Export → Save File (Your Chosen Folder)

Investments, Facilities and Loans

**Transactions**

Investment, Facility or Loan: 13 (Account)

Current Balance: AU\$ 1,281.80 Available Balance: AU\$ 1,281.80

Transaction Type: All

Amount Range: From AU\$ 0.00 To All

Description: ANY

Date Range: For a specified range: from 1/06/2017 to 1/06/2017

Date	Description	Debit	Credit	Balance
1/06/2017	11 Sweep	AUD 1,281.80		AUD
1/06/2017	11 Sweep	AUD 330.00		AUD
1/06/2017	002 Cash		AUD 330.00	AUD

Displaying 1 - 3 of 3 Transactions

New Search | Print or Export

Print Selection:  All  Current Page

Print:

Export Selection:  All  Current Page

Export Format:

**Export**

uniting

Save As: 108033083\_20170817

Tags:

Downloads

Format: QIF File (.qif)

Cancel Save

uniting

Investments, Facilities and Loans

**Transactions**

Investment, Facility or Loan: 13 (Account)

Current Balance: AU\$ 1,281.80 Available Balance: AU\$ 1,281.80

Transaction Type: All

Amount Range: From AU\$ 0.00 To All

Description: ANY

Date Range: For a specified range: from 1/06/2017 to 1/06/2017

Date	Description	Debit	Credit	Balance
1/06/2017	11 Sweep	AUD 1,281.80		AUD
1/06/2017	11 Sweep	AUD 330.00		AUD
1/06/2017	002 Cash		AUD 330.00	AUD

Displaying 1 - 3 of 3 Transactions

New Search | Print or Export

Print Selection:  All  Current Page

Print:

Export Selection:  All  Current Page

Export Format:

**Export**

3. On Xero Dashboard look for the exported file Bank Account then select. Click Manage Account → Import Statement → Browse the file (search your exported file) → Import.

Dashboard Accounts Reports Adviser Contacts

Account

Reconcile 7 items

Balance in Xero: Statement balance (13 Aug)

23 Jul 30 Jul 6 Aug 13 Aug

Account

Reconciled

Balance in Xero: Statement balance

23 Jul 30 Jul 6 Aug 13 Aug

Account

Reconcile 3 items

Balance in Xero: Statement balance (13 Aug)

