1. Under Overview  $\rightarrow$  choose Exports and Reports  $\rightarrow$ 

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2. Transactions, Click Export  $\rightarrow$  Select date range, bank account and file format then export  $\rightarrow$  Save File (Your Chosen Folder)

## < Back Exports and reports

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Transactions Detailed history of transactions	> Export C91, QBO, QIF, OFX file
Accounts and Groups Account details & balances summarised by account or group	<ul> <li>Export CSV file</li> <li>Report PDF or DOC</li> </ul>
Payments Payments details showing payee details and payment history	> Export CSV file
Interest and tax summary Summary of withholding tax and interest earned and charged for the last 3 financial years	> Report PDF
Online service fees Summary of service fees and tax receipts	> Report PDF
Bank feeds Connect or disconnect feeds to third party service providers e.g. MYOB, Xero	> Connect bank feeds
Payees Payee details in your address book	> Export CSV file

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

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## Follow these steps to import your transactions

1. In a new window, go to your bank web site.         2. Download your bank statement. File type must be OFX, QIF or CSV The most recent transaction imported was:         Spent       Received         23 Aug 2012       50.00	File formats you can import         Format       Find out more         OFX (recommended)       OFX help         QIF       QIF help         CSV       CSV help         Download our CSV template to create your own bank statement file.
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More Page 1 of 1 (1 item to be reconciled)	Why         Inter a description           FundRaising & +         Parish Organi +           Tax Rate         +           Add details           Suggest previous entries