How to import bank feeds - COMMBIZ

1. Click Bank Account Name from the List \rightarrow Select the date range then search.

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2. Select Export Format: CSV file \rightarrow Click Export Transactions \rightarrow Save File (Your Chosen Folder)

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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 formatted CSV file) \rightarrow Import.

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Import Bank Transactions	
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3. Upland the bank statement file bers	
Browse No file selected	
Import Cancel	

*Before uploading the csv file, format it using the Downloaded Xero CSV template. Copy and Paste the information from your exported file, then Save the template.

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