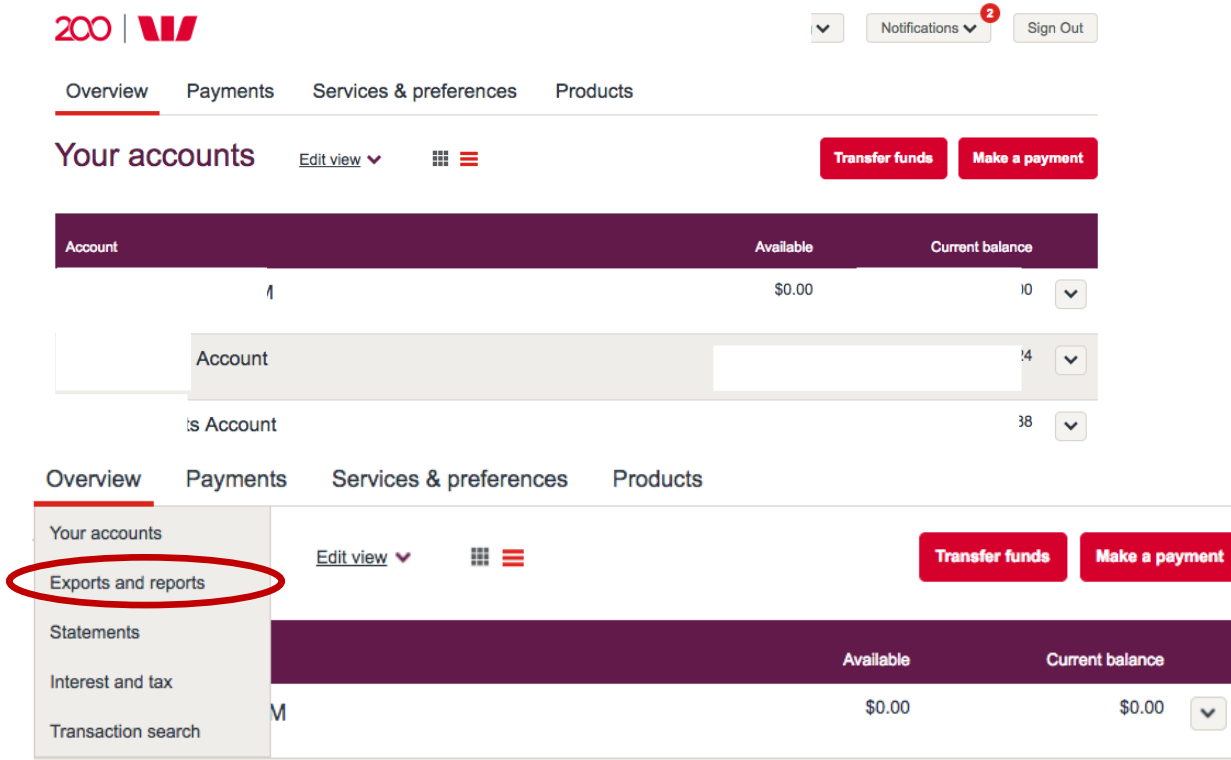


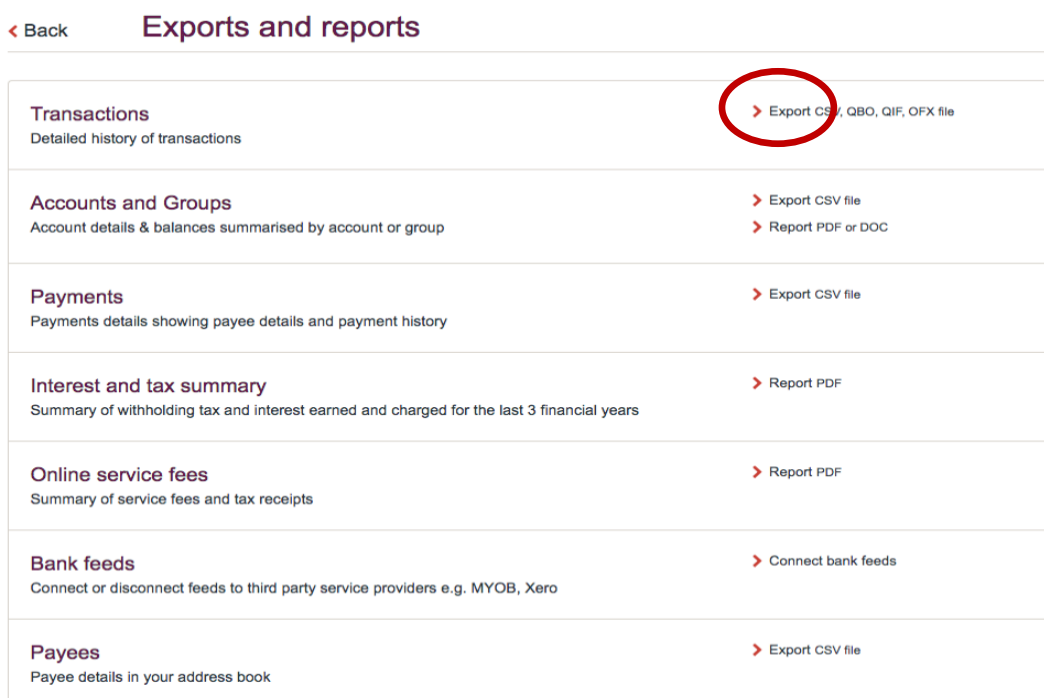
How to import bank feeds – WESTPAC

1. Under Overview → choose Exports and Reports →



The screenshot shows the Benkorp management services interface. At the top, there is a navigation bar with 'Overview', 'Payments', 'Services & preferences', and 'Products'. Below this is a section for 'Your accounts' with a table showing account details. A dropdown menu is open, highlighting 'Exports and reports' in red. Other options in the menu include 'Your accounts', 'Statements', 'Interest and tax', and 'Transaction search'. The 'Exports and reports' option is circled in red.

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



The screenshot shows the 'Exports and reports' page. The 'Transactions' section is highlighted, and the 'Export CSV, QBO, QIF, OFX file' option is circled in red. Other sections include 'Accounts and Groups', 'Payments', 'Interest and tax summary', 'Online service fees', 'Bank feeds', and 'Payees'. Each section has an 'Export' button with a red arrow icon.

All fields are mandatory unless marked optional

Date range
 to or a preset range
dd/mm/yyyy dd/mm/yyyy

Accounts optional
 Displays all if none selected
 Select multiple

1 added
 1 added Delete All
 QBO and OFX formats are available when you select one account to export

File format QIF
 CSV
 QBO
 OFX
 QIF Abbreviated
 QIF for Mac
 QIF Abbreviated for Mac

Date format

Export

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

Recommended file format

Date format should always be Day/Month/Year (30/08/2017)

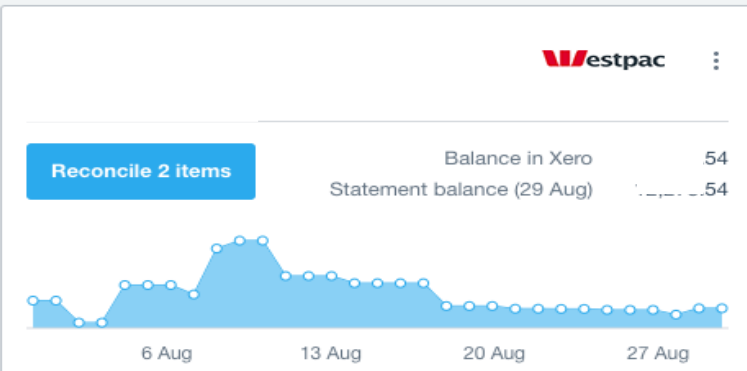
Save As:
 Tags:

Format:

Hide extension

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.



Westpac

Reconcile 2 items

Balance in Xero: 54
Statement balance (29 Aug): 54

6 Aug 13 Aug 20 Aug 27 Aug

Account watchlist

Account

- GST (21300)
- PAYG Payable (21380)
- Prepayments (11815)
- Superannuation Payable (21220)
- Unallocated Transaction (13211)
- Wages Payable - Payroll (804)

Westpac Reconciled

What's this?

Reconcile Cash coding Bank statements Account

+ New Transaction

29 Aug 2017 Reconciliation Report

Manage Account

Find	New	Reconcile	Bank Feeds
Account Transactions	Spend Money	Reconcile Account	Activated
Bank Statements	Receive Money	Bank Rules	View Status Updates
	Transfer Money	Reconciliation Report	
		Import a Statement	

Edit Account Details

Date	Description	Reference	Payment Ref	Spent	Received	Balance	Bank Transaction Source	Status
<input type="checkbox"/>								

Bank Accounts > Import Bank Transactions

Follow these steps to import your transactions

- In a new window, go to your bank web site.
- Download your bank statement. File type must be OFX, QIF or CSV
The most recent transaction imported was:

Date	Spent	Received
23 Aug 2017		50.00
E		
A		
- Upload the bank statement file here...

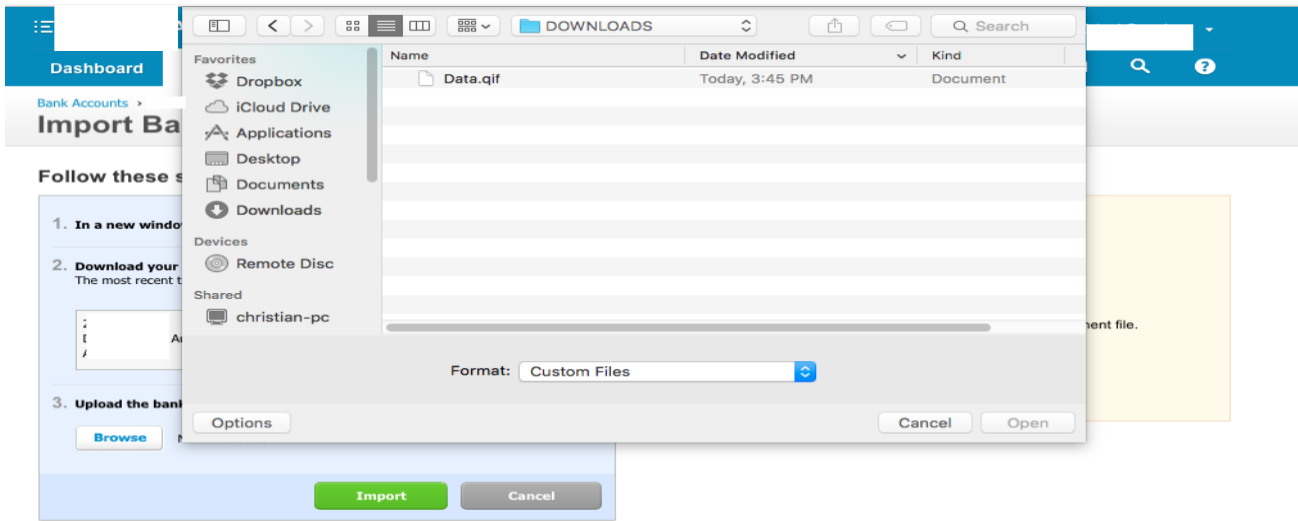
[Browse](#) No file selected

[Import](#) [Cancel](#)

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.
Import a maximum of 1000 bank statement lines at a time.



Bank Accounts >

Westpac Statement Balance Balance in Xero 29 Aug 2017 Reconciliation Report [Manage Account](#)

What's this?

✔ 1 statement line(s) were imported, 0 were duplicates.

Reconcile (1) [Cash coding](#) [Bank statements](#) [Account transactions](#)

What's this?

Review your bank statement lines...

	Spent	Received
23 Aug 2017 credit		50.00
More		

...then match with your transactions in Xero

Match Create Transfer Discuss Find & Match

Who: What:

Why:

FundRaising & Parish Organi Tax Rate [Add details](#)

Page 1 of 1 (1 item to be reconciled)

Suggest previous entries