

Transaction Export from your bank

Uploading bank transaction files into Cashbook

If your bank was on the list when you set up your entity then you can upload your transactions to the cashbook

Each bank has slightly different processes. Below are the main trading banks in NZ

Scroll down to your bank and follow instructions

If your bank is not listed contact us to see if we can add it to our list of supported banks

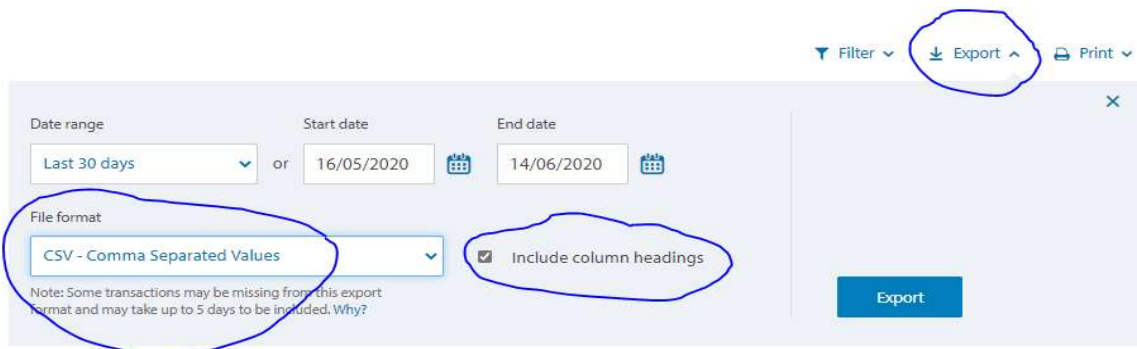
File format: CSV

If more than one which one

Date format: DD/MM/YYYY

Beginning date range MUST match or overlap the last date in the cashbook

ANZ



The screenshot shows the ANZ transaction export interface. At the top right, there are three icons: a filter icon, an 'Export' icon (circled in blue), and a print icon. Below these is a modal window with the following fields:

- Date range:** A dropdown menu set to 'Last 30 days'.
- or:** A text separator.
- Start date:** A date input field containing '16/05/2020' with a calendar icon.
- End date:** A date input field containing '14/06/2020' with a calendar icon.
- File format:** A dropdown menu set to 'CSV - Comma Separated Values' (circled in blue).
- Include column headings:** A checked checkbox (circled in blue).

At the bottom of the modal, there is a blue 'Export' button. A note at the bottom left of the modal reads: 'Note: Some transactions may be missing from this export format and may take up to 5 days to be included. Why?' A close button (X) is located at the top right of the modal.

Westpac

Export transactions

Timeframe

From: 1 Apr 2020

To: 30 Apr 2020

Format: CSV dd/mm/yyyy

Cancel Export

ASB

Account: Provisional tax From: 25 / 05 / 2020 To: 14 / 06 / 2020 Search: e.g. rent

View on screen or Export as...

- Export as...
- OFX - MS Money
- OFX - Quicken
- QIF - Quicken
- CSV - Generic
- TDV - Generic

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Date	Transaction Description	Debit/Cheque
2 Jun 2020	Opening Balance	

Kiwibank YOU MUST SELECT THE FULL (CSV) FILE FORMAT

Past transactions Showing 16 of 16

Export account

Show transactions from: to [Search/export options](#)

Which are between: & (e.g. \$10-\$50 or \$50-\$50)

Include: Deposits & withdrawals Deposits only Withdrawals only

Export: (select a format)

Info Transactions from May 2014 onwards contain details not previously available.

Date	Description	Deposits	Withdrawals	Balance
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BNZ

Export Transactions

Format

Period

From

To