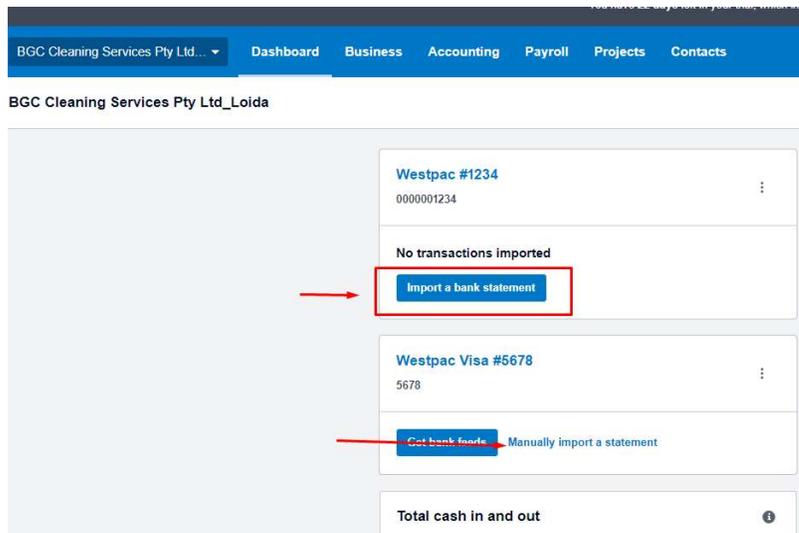
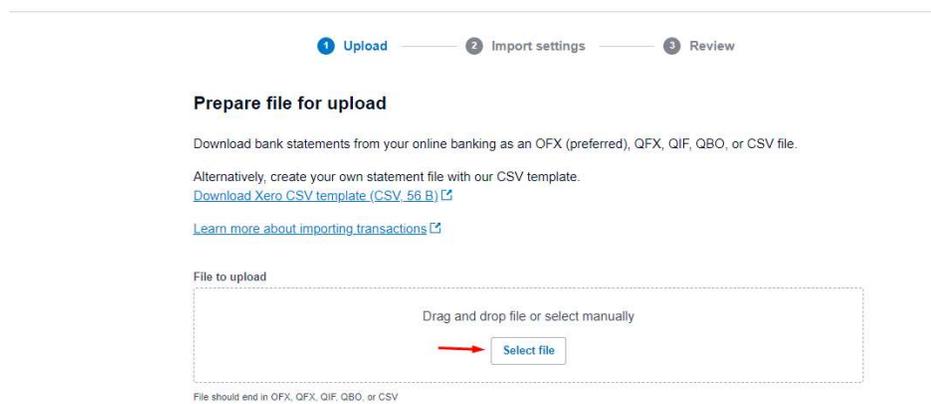


Import csv file to bank

1. On Dashboard click bank



2. Click select the csv file from the resources folder , then click next to continue



3. Set up the correct Mapping and assign columns. Tick “Don’t import the first line...” then hit next

Set up transactions for import

Map and assign columns

Assign column headings in your file to fields in Xero, to set how your transactions look. You only need to do this once, but you can edit them when you next import a CSV file.

Column heading from CSV file	Preview from CSV file	Assign to field in Xero
<input type="checkbox"/> *Date	<input type="checkbox"/> 16/10/2024	Transaction Date
<input type="checkbox"/> *Amount	<input type="checkbox"/> 5000	Transaction Amount
<input type="checkbox"/> Payee	<input type="checkbox"/> Jang Tae-Sang	Payee
<input type="checkbox"/> Description	<input type="checkbox"/> Fullpayment	Description
<input type="checkbox"/> Reference	<input type="checkbox"/> Residential cleaning	Reference
<input type="checkbox"/> Check Number	<input type="checkbox"/>	No field

Showing statement line 1 of 14 < Previous Next >

Don't import the first line because they're column headings

Back

Next

4. Click Complete Import

✓ Ready to import

<input checked="" type="checkbox"/>	Date ↑	Payee	Description	Reference	Transaction type	Transaction amount
<input checked="" type="checkbox"/>	Oct 1, 2024	Westpac	International charges		Debit	-\$2.40
<input checked="" type="checkbox"/>	Oct 10, 2024	QLD City Parking			Debit	-\$10.00
<input checked="" type="checkbox"/>	Oct 11, 2024	QLD City Parking			Debit	-\$15.00
<input checked="" type="checkbox"/>	Oct 12, 2024	QLD City Parking			Debit	-\$10.00
<input checked="" type="checkbox"/>	Oct 13, 2024	QLD City Parking			Debit	-\$10.00
<input checked="" type="checkbox"/>	Oct 15, 2024	Westpac Credit card	Payment		Debit	-\$5,000.00
<input checked="" type="checkbox"/>	Oct 16, 2024	Jang Tae-Sang	Fullpayment	Residential cleaning	Credit	\$5,000.00
<input checked="" type="checkbox"/>	Oct 16, 2024	Yoon Chae-ok	Full Payment	Residential cleaning	Credit	\$2,000.00
<input checked="" type="checkbox"/>	Oct 16, 2024	Lady Maeda	Partial Payment on Inv	Residential cleaning	Credit	\$1,000.00
<input checked="" type="checkbox"/>	Oct 16, 2024	HIKE SEO USA	INV36A61A34		Debit	-\$87.58

[Back](#) [Edit import settings](#)

14 transaction(s) will be imported

[Complete import](#)