

Openbooks - How to upload a bank statement

1. On the top of your screen, click on "Banking"



2. On top right hand side of screen, click on "Upload statement"



3. From your online banking you can export your bank transactions and upload them into the portal. The files accepted at present are OFX, QBO, MS Money 2005, QIF and CSV. Select which bank account the statement is for.

Upload a bank statement

1. Download your statement from your bank website

We strongly recommend using OFX, sometimes referred to as QBO or Quickbooks or MS Money 2005.

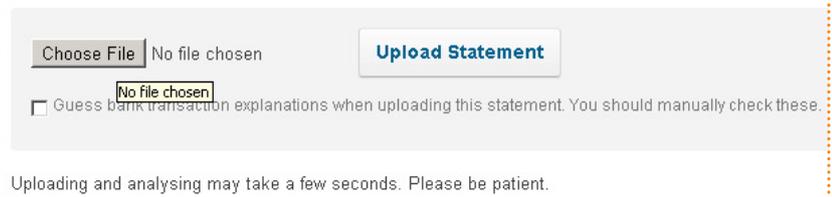
We also support QIF format and some CSV formats. For PayPal, choose 'Comma Delimited - Balance Affecting Payments'.

2. Select the destination Bank Account

OFX data will automatically be uploaded into the correct accounts.

4. Click on "Choose file" and locate where you saved the file from your online banking. Click on "Upload statement"

3. Upload the statement



Choose File No file chosen Upload Statement

Guess bank transaction explanations when uploading this statement. You should manually check these. No file chosen

Uploading and analysing may take a few seconds. Please be patient.

5. The message below should appear on your screen, It may take a few minutes to upload depending upon how many transactions there are.

 We're importing your statement right now. It shouldn't take long!

6. When the upload is complete you will receive the message below.

Done! 5 new transactions successfully uploaded. [Review your transactions](#) →

Tips:

You will need to explain the bank transactions – have a look at our explaining bank transaction guides. CSV files need to be in particular format – contact your dedicated accountant if you are having any problems uploading the file. Most banks have signed up to automatic bank feeds – speak with your dedicated accountant about having your business bank transactions automatically appear on your online portal.