Business Banking Help Guide:
CSV & QIF Exports

First Steps

Logging In

Now you have your account set up, you can go to our website and log in as you see below:
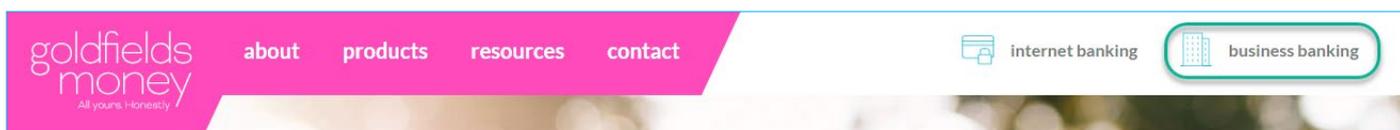
- **Customer Number:** This contains your 6 digit account number. E.g. 102456 or you may have an 8 digit number that looks something like this: 10001234.
- **Username:** This is specific to the individual user. You can have multiple delegated users and their usernames are not case sensitive. If you have trouble logging into your account with your specific user, feel free to give us a ring on 1300 464 465.
- **Password:** This is the password unique to every username and login. For resetting this or enabling your account after too many incorrect login attempts, give us a ring.
- **Password Rules:** When setting up a password, it must contain at least one each of the following: 1 Uppercase, 1 Lowercase, 1 Number, 1 Special character and also must be 8 characters long in total.

Wait. New account or never used Business Banking before?

If no one is currently set up as an account owner or it is your first time using Business Banking, we'll need one of the account signatories to give us a ring on 1300 464 465 so we can get them up and running! From there, the account owner can follow the steps below to get everybody else set up and ready to go.

CSV & QIF Exports

We're currently building the ability to pull statements from your Internet Banking accounts that will automatically populate in your accounting software. Please bear with us while we see this to fruition.

In the meantime, this doc will help explain how to import the files from your accounts to your accounting software.

goldfields
money
All yours. Honestly

Step One: go to transactions and select which account you will look at

✉ You have 4 unread messages   ✏ You have 0 pending authorisation(s)

| Accounts | Transactions | eStatements |

Search my transactions

Select Account   - Please Select ▾

Step Two: click the eyeglass to search more

✉ You have 4 unread messages   ✏ You have 0 pending authorisation(s)

| Accounts | Transactions | eStatements |

View my transactions

Latest 1 Transactions

Select Account   Boss Access Account ▾

🔍 ↓CSV ↓PDF ↓QIF 🖨

Posting Date	Value Date	Description	Debit	Credit	Balance
11/03/2019	11/03/2019	Transfer From PB Source Account Transfer		$3.00	$3.40

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Step Three: select the date range of information you would like to gather

✉ You have 4 unread messages   ✏ You have 0 pending authorisation(s)

Accounts	Transactions	eStatements

Search my transactions

Select Account   Boss Access Account   ▼

Search Date Range

Date Range   - Please Select   ▼   Start Date   DD/MM/YYYY 📅

                                                       End Date   DD/MM/YYYY 📅

Cancel   Search

Step Four: Return to transactions and hit the CSV or QIF button, depending on which option suits your software.

✉ You have 4 unread messages   ✏ You have 0 pending authorisation(s)

Accounts	Transactions	eStatements

View my transactions

Latest 1 Transactions

Select Account   Boss Access Account   ▼

🔍   ↓CSV   ↓PDF   ↓QIF   🖨

Posting Date	Value Date	Description	Debit	Credit	Balance
11/03/2019	11/03/2019	Transfer From PB Source Account Transfer		$3.00	$3.40

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Step Five: look to the bottom of your screen for a downloaded CSV/QIF file

✉ You have 4 unread messages   ✏ You have 0 pending authorisation(s)

| Accounts | Transactions | eStatements |

View my transactions

Latest 1 Transactions

Select Account   Boss Access Account   ▼

🔍   ↓CSV   ↓PDF   ↓QIF   🖨

Posting Date	Value Date	Description	Debit	Credit	Balance
11/03/2019	11/03/2019	Transfer From PB Source Account Transfer - PB		$3.00	$3.40

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📄 210320191143wXF.....csv ∧

Step Six: once downloaded, you can 'Upload' your CSV or QIF file to your chosen software platform.

Compatibility Guide

Popular Software Recommendations

Software Name	File type recommended	Help available?
Xero	CSV	Yes, click here.
MYOB	QIF	Yes, click here.
SAP	CSV	Yes, click here
Quicken	QIF	Yes, click here
Quickbooks	CSV	Yes, click here

If you're still stuck don't stress!
Just give us a buzz on
1300 464 465.

WA
35
YEARS

Australian Government
$250,000
GUARANTEED DEPOSITS