Import a bank statement in CSV format

Overview

- Download your bank statement in a comma-separated value (CSV) format from your online banking, or create an import file using our template.
- Adjust the file detail, then import it into Xero.

About CSV files

Comma-separated values (CSV) is a simple file format to store data. You can use a spreadsheet program, such as Microsoft Excel, Google Sheets, or Apple Numbers, to create or edit a CSV file.

Create the CSV file

Download from online banking

- Download the transactions from your bank account in a CSV file format. If you have multiple bank accounts, download a file for each account separately.
- Split the file if it contains more than 1,000 bank transactions.
- You may need to edit the data in the file before it can be imported into Xero.
- Save each bank statement file to your computer in the .csv format.

Create your own import file

If you can't download a bank statement in a CSV format, create your own import file.

- Download the bank statement import template file.
- Enter your bank statement data into the file.
- Save the bank statement file to your computer in the .csv format.

Prepare the data in the file

Use headings

A CSV bank statement file can import without headings, but it's easier to map the columns to the statement fields in Xero if the columns have names. The bank statement import template has column headings that match the bank statement fields in Xero.

If the CSV file from your bank doesn't have a header row, insert one. The header row must be in row 1, and each column name should be unique.

Delete data not required

Delete the following data to ensure the import is successful:

- Empty rows
- Columns containing opening and closing balances, as Xero calculates the bank balance from the transactions
- The bank account number if it shows in the import file

Enter data into the fields

Mandatory fields are marked with an asterisk in the import file. You only need the Date and Amount fields to create bank statement lines, but reconciling your transactions is easier if you include more detail.

- **Date** – Use the format DD/MM/YYYY or MM/DD/YYYY.
- **Amount** – Both income and expense amounts must be in the same column. Show income as positive amounts and expenses as negative amounts with a negative sign in front of the amount, for example, -30.00. Don't include currency symbols or use commas to show decimal places.
- **Payee –** (Recommended) If the payee is an existing contact in Xero, make sure the name in your file matches exactly with the contact name in Xero to avoid creating duplicates.
- **Description** – Enter detail you want to include as a description on your transaction.
- **Reference** – Enter detail you want to include as a reference on your transaction.
- **Cheque number** – Enter the cheque number if applicable.

If required, you can add two extra columns to the template file to include a bank's analysis code and transaction type on the bank statement lines.

Analysis code – Enter the bank's analysis code to help identify the bank statement line. This is different to the account code the transaction is reconciled to in Xero.
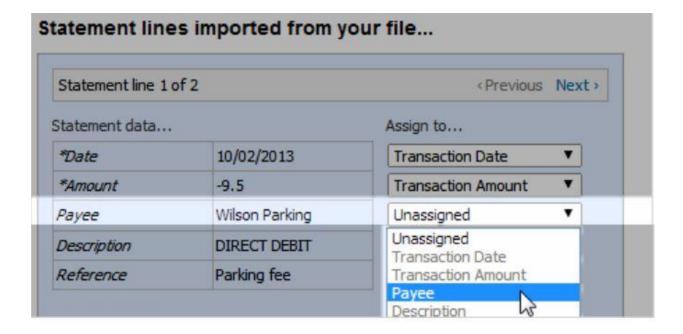
Transaction Type – Enter the bank's reference for the transaction type. This only displays on the bank statement line in the reconciliation screen.

Import the file into Xero

1. In the Accounting menu, select Bank accounts.
2. For the bank account, you want to import the file into, click Manage Account, then click Import a Statement.
3. Click Browse, select the saved CSV file, then click Open.
4. Click Import.
5. If prompted, assign the columns in your import file to the matching bank statement fields.
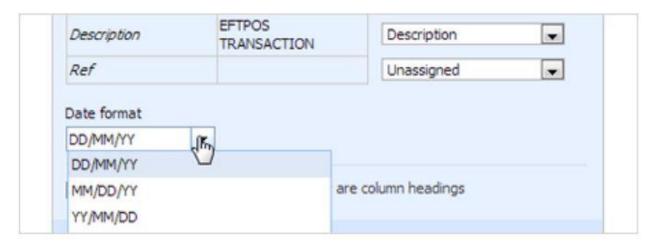6. Click Save.

Assign columns to statement fields

The first time you import a CSV bank file, you need to assign each column in the import file to a bank statement field. This assignment applies to future CSV imports unless the new file contains extra columns or different column headers. You can change the way Xero imports the bank statement data if you need to.

Match all the fields you want to import data into. The more fields you assign, the more information is imported into Xero for each bank statement line.

If your file contains a date that could be either DD/MM/YY, MM/DD/YY or YY/MM/DD, Xero prompts you to confirm the format. Xero applies the chosen format to the entire statement and all future CSV bank statements.

Bank reconciliation in Xero

Overview

- Match bank statement lines imported into Xero, from your bank account, with account transactions you've created in Xero.

Before you start your bank reconciliation

Before you start your bank reconciliation, make sure you've entered all your transactions, such as invoices, bills, credit notes and expense claims.

If any payments have been made on these transactions, you can enter them before you start, or during bank reconciliation.

How you know when to reconcile

Look for a Reconcile [number] items button on the Bank accounts screen or the Dashboard in Xero. You'll see this reconciliation button whenever statement lines are imported from your bank account into Xero ready for you to reconcile.

How Xero helps you reconcile

Xero follows these steps, in this order, to help you reconcile.

1. Xero tries to match

Xero automatically matches imported statement lines with account transactions entered in Xero.

2. Xero looks for bank rules set up

If Xero can't make a match but can match a condition of a bank rule you've set up, Xero suggests creating a transaction. The suggested transaction contains all the details of the bank rule.

3. Xero makes a suggestion

If there's no match or bank rule to apply, and you've turned on Suggest previous entries, Xero suggests creating a transaction. The suggestion is based on a previously reconciled transaction with similar details. Xero suggests the Who, What and Why, so the transaction is ready to reconcile.

You'll need to review each match or suggestion to make sure it's correct. If Xero doesn't make a match or a suggestion or has made an incorrect match or suggestion, you can search for or create a transaction.