

Importing Transaction into MYOB Essentials Commonwealth Bank Version

Step 1: Log into Commonwealth bank

Take me to NetBank

NetBank for Mobile Tablet

Log on to **NetBank** Need help?

Client number

Password

Remember client number

Log on to NetBank >

Forgot your log on details?
Retrieve your client number or password > Loading...

Not yet registered?
Register now >

How to protect yourself online > Online support for our products & services >

Step 2: Select the account you wish to export transactions from

My inbox 4 unread messages

Future transactions 0 scheduled

[View all messages](#)

My portfolio Check out your special offers. [Find out more](#)

Nickname / Type	BSB / Awards	Account number	Account balance	Available funds
Overdraft Cheque A/c ▾	08-018	1001001	-\$100,901.21	-\$901.21
ALOC ▾	08-018	1001000	-\$550,449.30	+\$99,550.10
Business Trans Acct ▾	08-018	1001001	+\$444.08	+\$944.08
Home Loan ▾	08-018	1001000	-\$473,423.09	N/A
BetterBusiness Loan ▾	08-018	1001000	-\$165,000.00	N/A

Step 3: Search for transactions

Click on 'Advanced Search'

Business Trans Acct Balance **+\$444.08**

Available **+\$944.08**

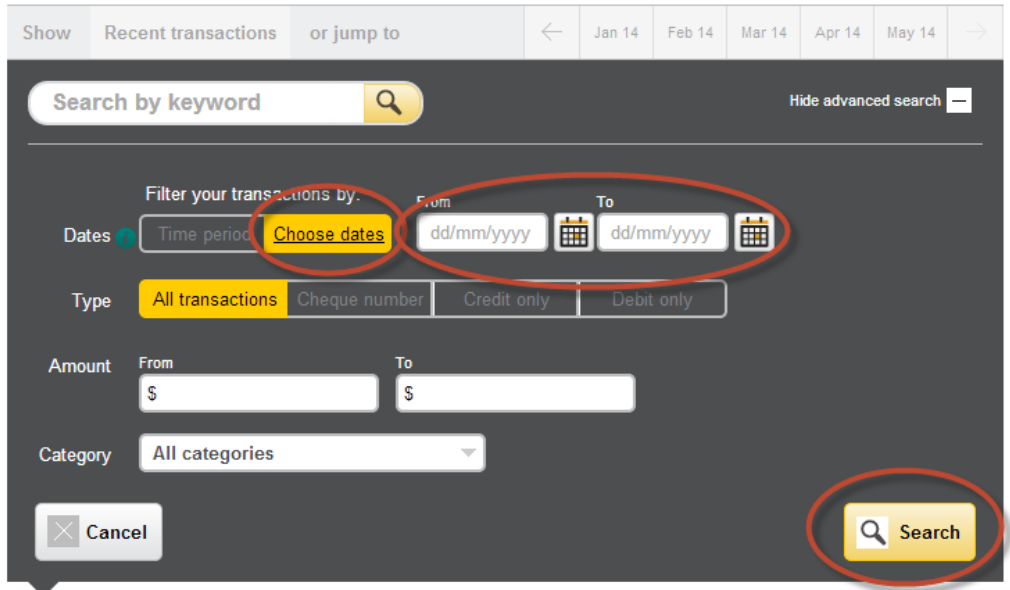
[Apply for a low rate credit card](#) [Change my PIN](#) [Send money overseas](#) [More](#) +

Show **Recent transactions** or jump to ← Jan 14 Feb 14 Mar 14 Apr 14 May 14 →

Search by keyword

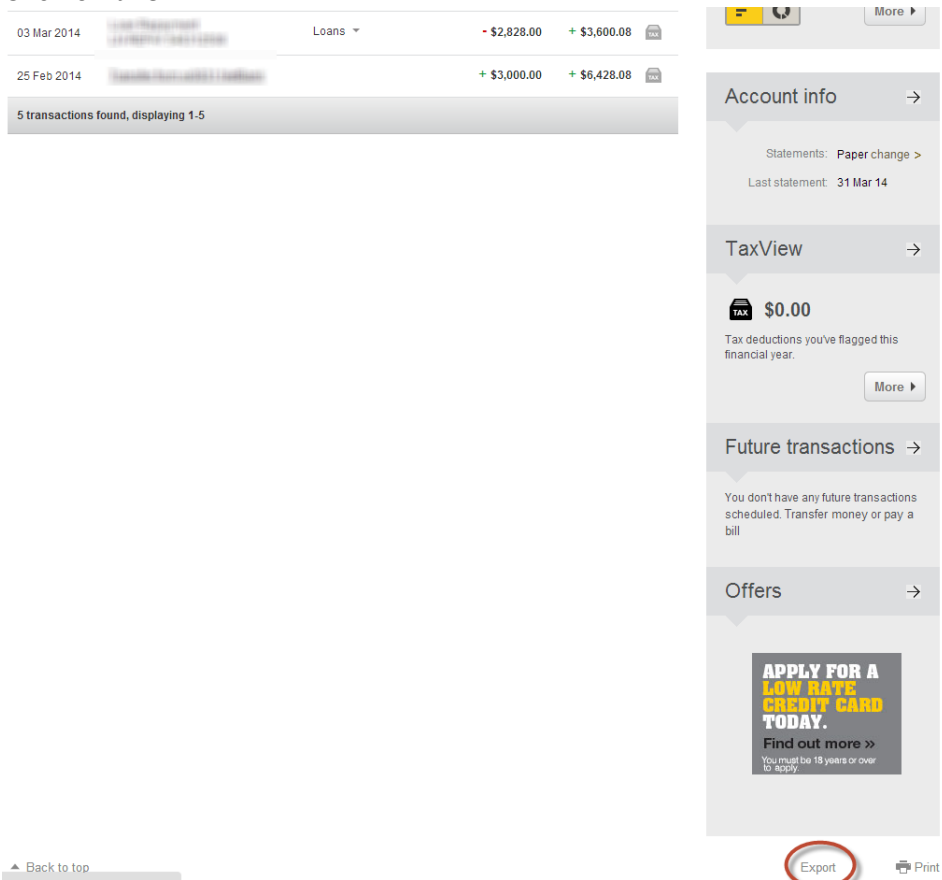
Advanced search +

Click on 'Choose dates' and then select the date range you require. You can pick dates that overlap transactions you already have in MYOB Essentials as Essentials won't import duplicate transactions. Then click 'Search'



Step 4: Export transactions

Scroll to the bottom of your transactions and in small print on the right is the word 'export'. Click on this link.

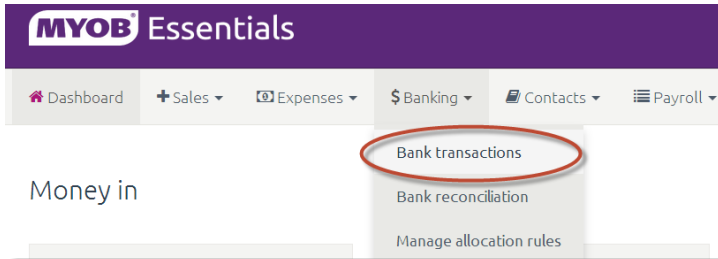


Choose the 'QIF (MYOB) export format and then click 'Export transactions'

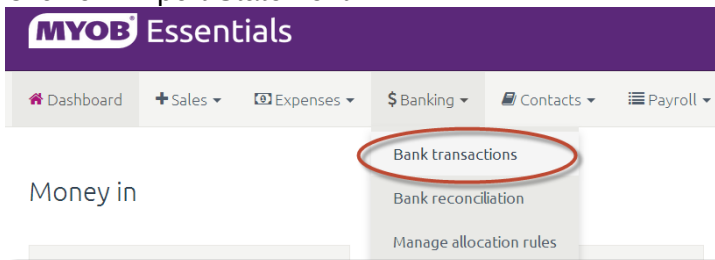


Save the file to a location on your computer you can remember. You will need the file to import the transactions into MYOB Essentials.

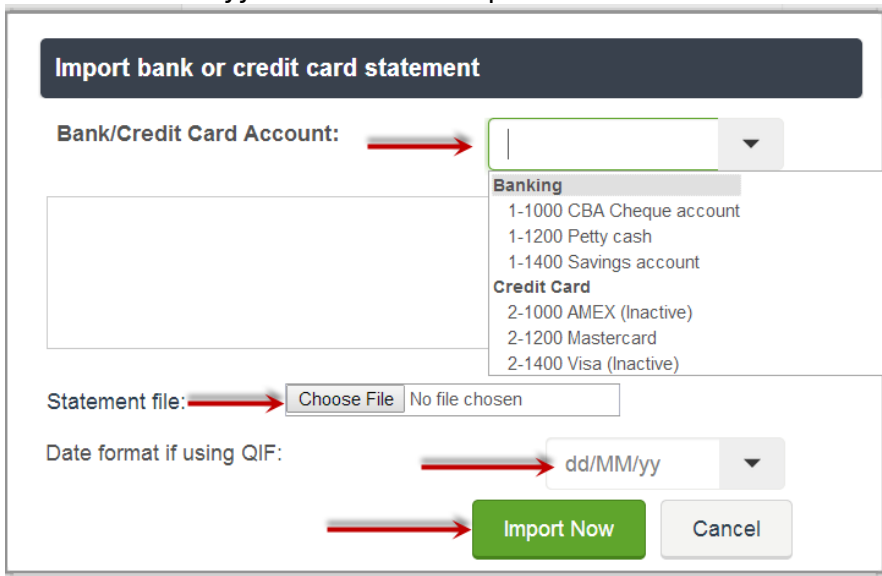
Step 5: Log into MYOB Essentials and view bank transactions



Step 6: Import your transactions you just exported from the Commonwealth Bank
Click on 'Import Statement'



Choose the bank account the transactions will go into; locate the file; ensure that the date format is dd/MM/yy and then click 'Import Now'



Your transactions will then be imported. Any duplicates that may arise will not be imported by MYOB Essentials. You will receive a confirmation message regarding your import.