

### Creating a CSV file from a Suncorp Bank Account

- 1) Log in to Suncorp internet banking
- 2) Click on the account that you need to export the data from
- 3) The default period to show transactions shows 30 days. If you require a different period select via the “**Search again**” button at the bottom of the transaction list, or by the “**Quick Search**” option towards the top of the screen.
- 4) Choose the file format to export the data in. Select **CSV**
- 5) Choose the date format to export the data in. Select **dd/mm/yyyy**
- 6) Click “**Download**”
- 7) Save the file when prompted in a location you can find again later to send the file as an attachment. Save the file as SuncorpCSVforP2.

### Creating a CSV file from a Bank of Queensland Account

- 1) Log in to BOQ internet banking
- 2) Click on the account that you need to export the data from, and the period you wish to view
- 3) Click the “**Export All**” button
- 4) Choose the file format to export the data in. Select **Comma Delimited Format**
- 5) Click “**Export**”
- 6) Save the file when prompted in a location you can find again later as you will need to send as an attachment. Save the file as BOQCSVforP2.

### Creating a CSV file from a National Australia Bank Account:

- 1) Log into NAB internet banking
- 2) Click on the account that you need to export the data from
- 3) Click the “Show Filter” button
- 4) Enter the period for which you wish to view
- 5) Click “Display”
- 6) Click “Export”
- 7) Save the excel file that opens in a location that you can find again later as you will need to send as an attachment. Save the file as NABCSVforP2

### Creating a CSV file from a Commonwealth:

- 1) Log into CBA internet banking
- 2) Click on the account that you need to export the data from
- 3) Click the “Advanced Search” button
- 4) Choose the period for which you wish to view
- 5) “Click Search”
- 6) Click “Export”
- 7) Select export format as “CSV (e.g MS excel)”

#### SLACKS CREEK

**P** (07) 3808 2868 **F** (07) 3808 8600  
198 Kingston Road, Slacks Creek QLD 4127  
**EMAIL:** [info@power2brisbane.com.au](mailto:info@power2brisbane.com.au)

**WEB:** [power2brisbane.com.au](http://power2brisbane.com.au)

Power 2 Brisbane Pty Ltd. ABN 15 158 390 937

#### CABOOLTURE

**P** (07) 5495 3355 **F** (07) 3808 8600  
Shop 4, 1-5 Piper Street, Caboolture QLD 4510  
PO Box 1374, Caboolture QLD 4510

Power 2 Caboolture Pty Ltd ABN 82 611 367 063

#### BRISBANE CBD

**P** (07) 3256 2544 **F** (07) 3808 8600  
Level 16/110 Mary Street, Brisbane City QLD 4000

Power 2 Clayfield Pty Ltd ABN 39 655 679 600

- 8) Click "Export transactions"
- 9) Save the excel file that opens in a location that you can find again later as you will need to send as an attachment. Save the file as CBACSVforP2

**Creating a CSV file from an ANZ:**

- 1) Log into ANZ internet banking
- 2) Click on the account that you need to export the data from
- 3) Click the "Download" button
- 4) Choose the period for which you wish to view – duration or date range
- 5) Make sure Microsoft Excel (CSV) is selected under Software package
- 6) Click "Download"
- 7) Save the excel file that opens in a location that you can find again later as you will need to send as an attachment. Save the file as ANZCSVforP2.

**Creating a CSV file from Westpac:**

- 1) Log into Westpac internet banking
- 2) Hold mouse on overview and then scroll down to Exports and Reports and select.
- 3) 3)Next to Transactions click on export
- 4) Select date range, account and file format of CSV and then hit export
- 5) Save the Excel file in a location that you can find later as you will need to send as an attachment. Save the file as WestpacCSVforP2.