

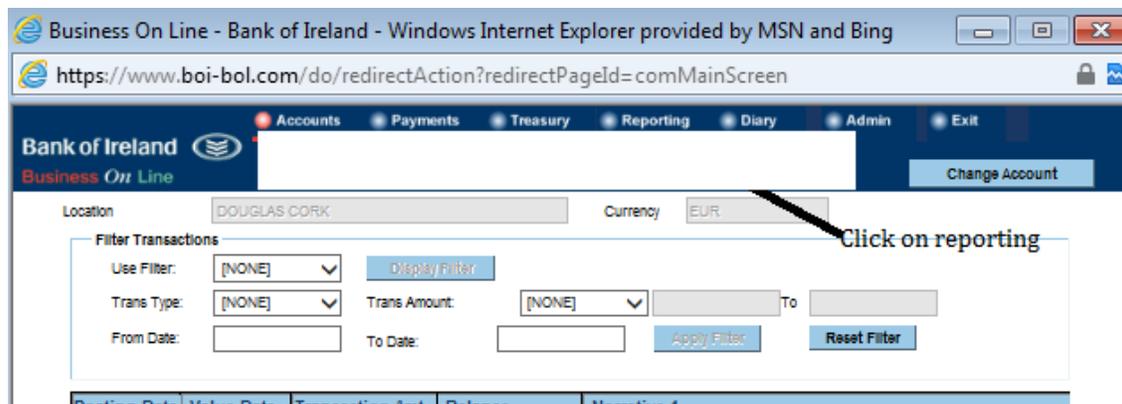


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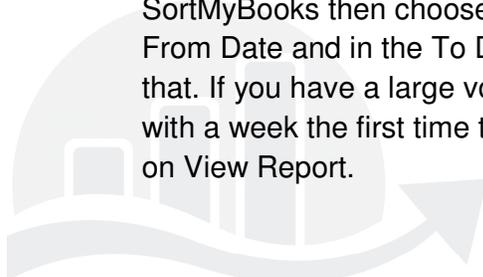
How to download Bank Of Ireland business if you do not have the download option enabled. The download option is available but I believe there is a charge for it of 70 per month.

If you are trading as a limited company and your online bank is Bank of Ireland you have my sympathies. We are also using this system and it is suffering from being one of the earliest versions and has not been updated. Having said that it is still worth going through this exercise to download your transactions and import them into SortMyBooks. It will save you a lot of time. Follow the steps below to first of all get the information out of BOI and then continue with instructions for getting it uploaded to SortMyBooks.

1. Log-in to your online banking and click on the Reporting menu option and select Transaction report.



2. Choose the date range that you want to run your reports from. This should ideally be the day after the last reconciliation date that you've completed in SortMyBooks. If this is your first time doing a bank reconciliation in SortMyBooks then choose the start date of your accounting year as the From Date and in the To Date enter a date either 1 month or 1 week after that. If you have a large volume of transactions it might be better to start with a week the first time that you do it. Once you've selected dates click on View Report.





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- Once the report comes up on screen you need to click with the mouse and drag down the screen to select all the entries. Drag the mouse to the bottom of the screen to select all of the entries. Once they are all highlighted then right-mouse click and select Copy and then open Excel.

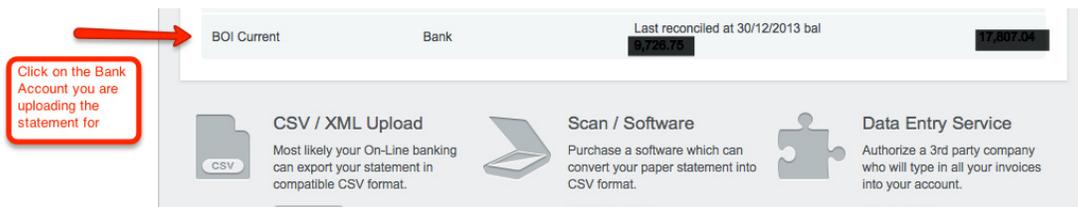
Posting Date	Value Date	Narrative	Debit Amount	Credit Amount	Balance
29/06/2013	N/A	OPENING BALANCE		0.00	11,735.88
01/07/2013	N/A		-10.00		
01/07/2013	N/A		-30.16		
01/07/2013	N/A		-120.00		
01/07/2013	N/A			18.16	
01/07/2013	N/A		-63.04		
01/07/2013	N/A	EMH992070106430382		214.02	
01/07/2013	N/A	EMH336063006470382		226.32	
01/07/2013	N/A	EMH270062906470382		607.62	12,578.77
02/07/2013	N/A	OPICARPHONEWAREHOU DD	-13.75		
02/07/2013	N/A	OPICARPHONEWAREHOU DD	-13.75		
02/07/2013	N/A	HOTEL BEDROOM SOLU		70.18	
02/07/2013	N/A	EMH635070206430382		480.93	
02/07/2013	N/A	FRESH VALETING		35.09	13,137.47
03/07/2013	N/A	TO ANNF HANNAN	-150.00		

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- When you have Excel open right-mouse click and select Paste to paste all the transactions.

	A	B	C	D	E	F	G
1							
2	Posting Date	Value Dat	Narrative	Debit Am	Credit Am	Balance	
3	26/02/2014	N/A	BALANCE FORWARD			742	
4	27/02/2014	N/A	RADLEYS		2400	3142	
5	27/02/2014	N/A	HAMISHES		755	3897	
6	28/02/2014	N/A	WHITE CASTLE		1929.5	5826.5	
7	28/02/2014	N/A	BOI BOL CHARGE	-15		5811.5	
8	28/02/2014	N/A	EIRCOM	-75.94		5735.56	
9	3/3/2014	N/A	WOODYS	-104.15		5631.41	
10	3/3/2014	N/A	BNI	-37.65		5593.76	
11	3/3/2014	N/A	ROS	-950		4643.76	
12	3/3/2014	N/A	TO NAGASET	-782.23		3861.53	
13	3/3/2014	N/A	TERM LOAN	-400		3461.53	
14	3/3/2014	N/A	123.IE	-58		3403.53	
15							
16	End of Report						
17							

- Save the file on to your computer, it is a good idea to save it with a name that includes its date range because you'll be doing this exercise probably once a month or maybe even more frequently.
- Log-in to SortMyBooks and click on Accounts and Statements and then click on your BOI account and on the next screen click on the Format dropdown and choose BOI – see screenshots below



Click on the Bank Account you are uploading the statement for

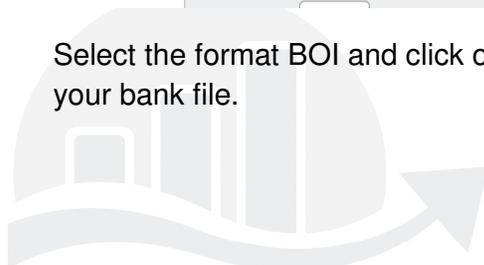
BOI Current Bank Last reconciled at 30/12/2013 bal 17,807.04

CSV / XML Upload Most likely your On-Line banking can export your statement in compatible CSV format.

Scan / Software Purchase a software which can convert your paper statement into CSV format.

Data Entry Service Authorize a 3rd party company who will type in all your invoices into your account.

Select the format BOI and click on Upload Now and browse to where you saved your bank file.





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Import Bank Statements

Format: Make sure format selected is BOI

Click To Upload File: Click on Upload new

Bank Account:

To download the sample csv template file, please [Click here](#)

