

SmartBank

Internet Bank Statement History Download Guide

Investec



Click on “Account queries” and then “Transactional history”



A screenshot of the Investec SmartBank user interface. The left-hand navigation menu is highlighted with a red border. The right-hand menu is also highlighted with a red border, and a callout box points to the "Transactional history" option.

Account queries	Account summary
Security settings	Account detail
Payments and transfers	Online Banking audit trail
Category admin	Transactional history
Beneficiary admin	Online documents
Bank account admin	View or amend personal details
Enrol or cancel	Beneficiary and bank details
Investec Dividends	How to change your details
Mobile Banking	
Contact us	
Helpful Account Info	
Online services	
Logout	

Click on **Account queries**,
Transactional history.

Select the “Bank Account” from the drop down list

The screenshot shows a web interface for selecting a bank account and viewing transaction history. The "Bank Account" dropdown menu is highlighted with a red box and contains the text "VNC - 10055467412". A callout box points to this dropdown with the text "Select the Bank Account from the drop down list." Below the dropdown menu, there are several fields for account details: Facility (1.00), Straight Balance (-60.70), Budget Balance (0.00), Pending Transactions (0.00), and Available Balance (0.00). There are also date range selectors for Start Date (23 Jan 2009 Friday) and End Date (30 Jan 2009 Friday), and a View Options dropdown menu set to "Transactional history with balance". Below these fields, there are instructions: "Select the date range for your transactional history and click Retrieve Detail", "Use the up and down arrows next to the column header to sort your data in ascending or descending order", and "The running balance will only be displayed if you select the 'Transaction History with Balance' option". At the bottom, there are buttons for "Cancel", "Retrieve Detail", "Download", and "Help". Below the buttons is a table header with columns: "Posted Date", "Transaction Date", "Description", "Debits", "Credits", and "Balance". Each column has a small up/down arrow icon next to it.

Bank Account VNC - 10055467412

Facility 1.00

Straight Balance -60.70

Budget Balance 0.00

Pending Transactions 0.00

Available Balance 0.00

Start Date 23 Jan 2009 Friday

End Date 30 Jan 2009 Friday

View Options Transactional history with balance

Select the date range for your transactional history and click Retrieve Detail

Use the up and down arrows next to the column header to sort your data in ascending or descending order

The running balance will only be displayed if you select the 'Transaction History with Balance' option

Cancel Retrieve Detail Download Help

Posted Date Transaction Date Description Debits Credits Balance

Select the “Start Date” and “End Date”

Bank Account

Facility 1.00

Straight Balance -60.70

Budget Balance 0.00

Pending Transactions 0.00

Available Balance 0.00

Start Date

End Date

View Options

Select the date range

Use the up and down arrows next to the column header to sort your data in ascending or descending order

The running balance will only be displayed if you select the 'Transaction History with Balance' option

Posted Date	Transaction Date	Description	Debits	Credits	Balance
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From “View Options” select “Transactional history with balance”

Bank Account VNC - 10055467412

Facility 1.00

Straight Balance -60.70

Budget Balance 0.00

Pending Transactions 0.00

Available Balance 0.00

Start Date 23 Jan 2009 Friday

End Date 30 Jan 2009 Friday

View Options **Transactional history with balance**

Select the date
Use the up and
The running bal

Detail
ata in ascending or descending order
on History with Balance' option

Cancel Retrieve Detail Download Help

Posted Date	Transaction Date	Description	Debits	Credits	Balance
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Click on “Download”

Bank Account

Facility 1.00

Straight Balance -60.70

Budget Balance 0.00

Pending Transactions 0.00

Available Balance 0.00

Start Date

End Date

View Options

Select the date range for your transactional history and click Retrieve Detail

Use the up and down arrows next to the column header to sort your data in ascending or descending order

The running balance will only be displayed if you select the 'Transaction History with Balance' option

Posted Date	Transaction Date	Description	Debits	Credits	Balance
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Click on **Download**.

From the “Download Format”
dropdown list, select .OFX/OFC (Prefs)
or .CSV

The image shows a screenshot of a web interface. At the top left, there is a label 'Download Format' followed by a dropdown menu. The dropdown menu is open, showing 'CSV (.csv)' as the selected option. A red rectangular box highlights the dropdown menu. Below the dropdown menu, there is a section titled 'Download Instructions' with two numbered steps: '1. Click 'SAVE'.' and '2. To open th above table'. To the right of these instructions, there is a line of text: 'formats use the extension referenced next to the name in the'. A red callout box with a pointer to the dropdown menu contains the text: 'From the Download Format drop down list select CSV(.csv)'. The callout box has a red border and a white background.

Download Format **CSV (.csv)**

Download Instructions

1. Click 'SAVE'.
2. To open th above table

formats use the extension referenced next to the name in the

From the **Download Format** drop down list select **CSV(.csv)**

Click on “Save”

Download Format

Download
Instructions

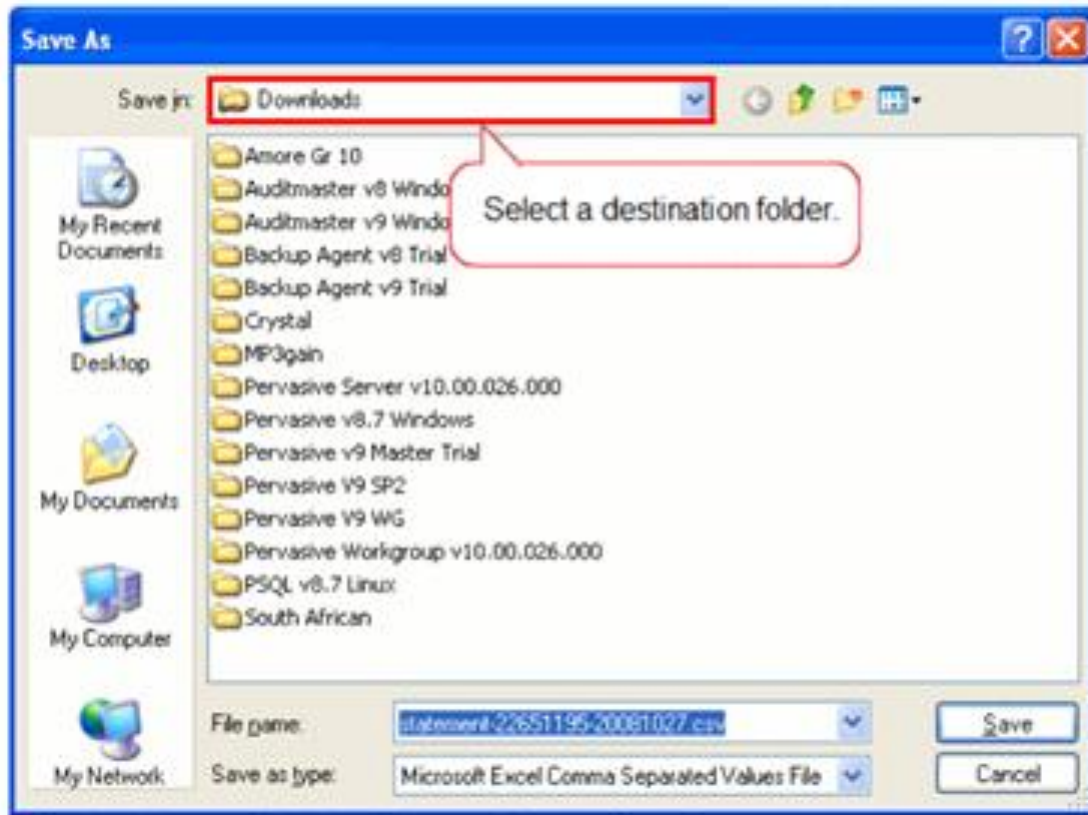
1. Click 'SAVE'.
2. To open the downloaded transactional history in various formats use the extension referenced next to the name in the above table e.g.filename.xls

Back

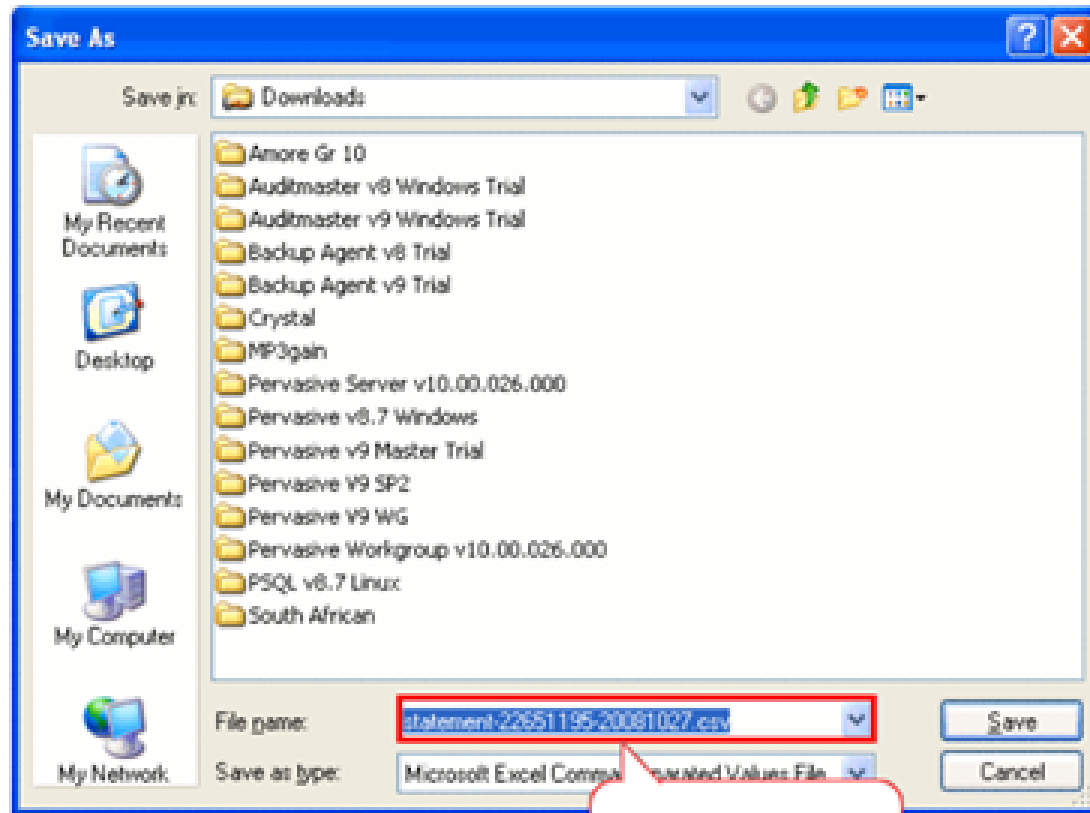
SAVE

Click on **SAVE**.

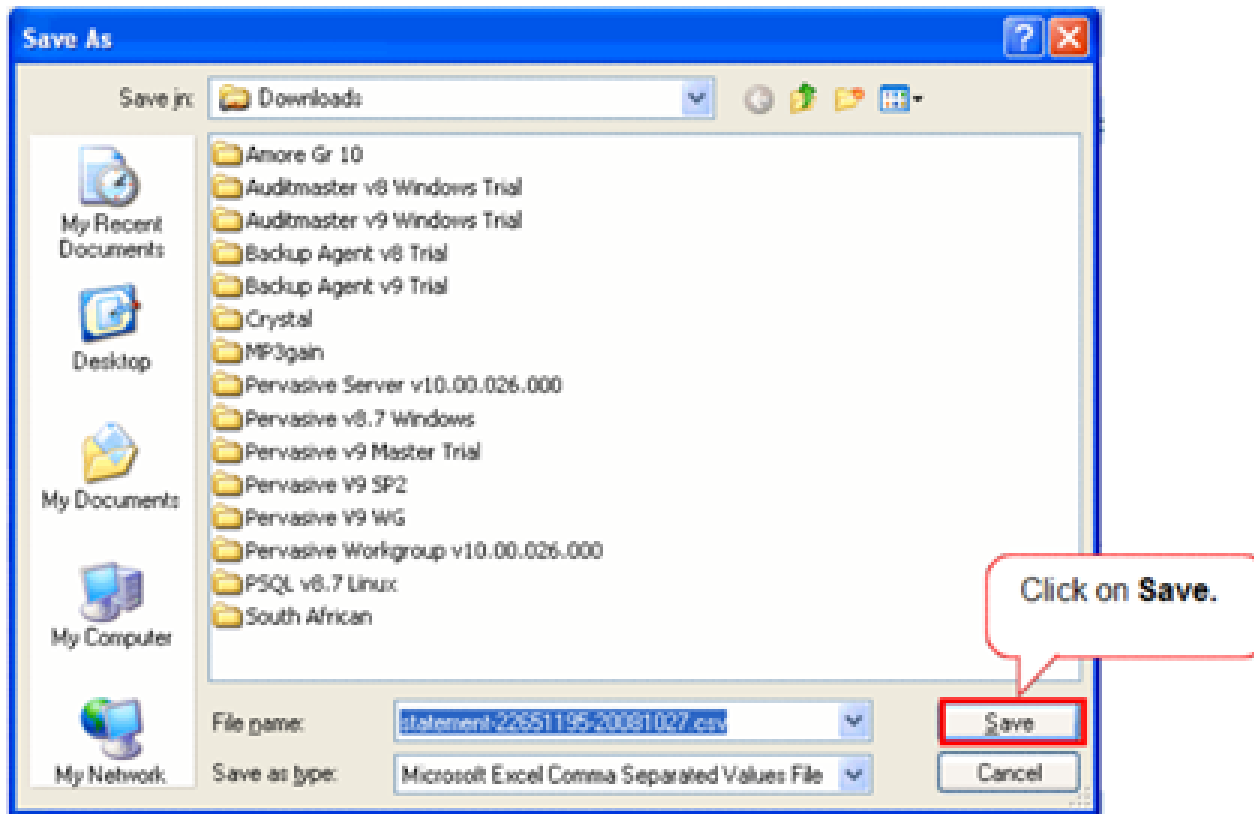
To save file,
select a “destination folder”



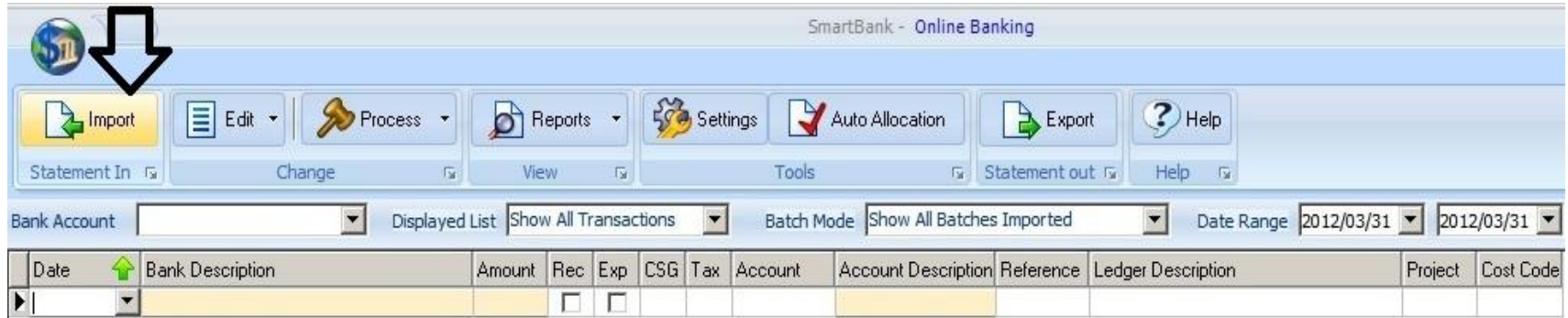
Assign a meaningful “file name”



Click on “Save”



Then import the Internet Banking file into SmartBank



Let SmartBank walk you through how to select, preview and then import your downloaded bank statement file

