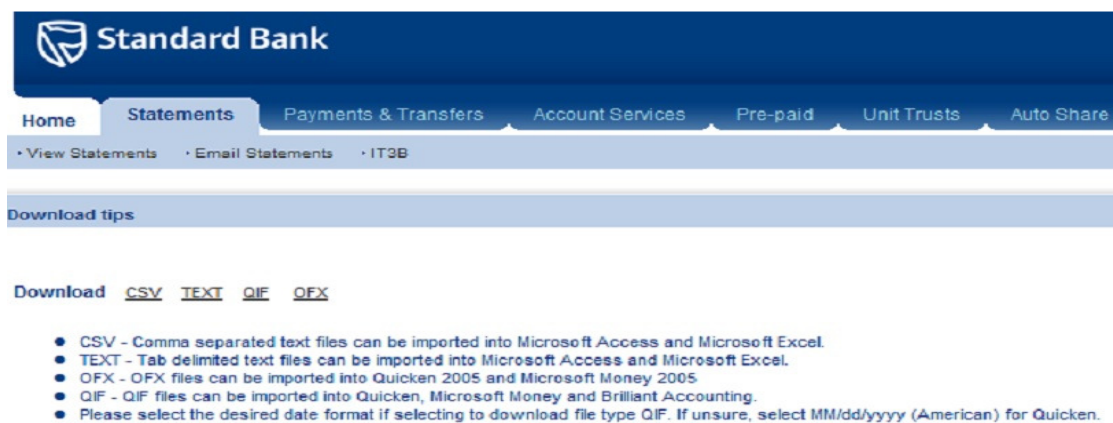# Summary - Downloading your Online Banking files

Before starting to use SmartBank, it is important to download your online bank statements (using .OFC/.OFX file only and CSV files if the former are not available) from your online bank account.

The suggested **Downloading your Online Banking files (.OFC/.OFX /.CSV files only)** is as follows:

1) Go to your "**Internet Banking**" and select your "**Account**"

2) Then look for "**Enquiries / View Statements / History / Download Statements" etc**

3) Look for / select **".OFC/.OFX" files only** and **CSV files** if the former not available (**4 big banks only**)

4) Select "**From Date" and "To Date**", select a "**Destination Folder**" to save the file on your hard drive

5) Give the file a meaningful "**File name**" and then click on "**Save**"

6) **Then import** the Internet Banking file **into SmartBank** and let SmartBank do the rest...

For more information on how to download the internet banking files, go to our website at www.TotalAccounting.co.za. Then go to **"Products / SmartBank / FREE Downloads"** and download help instructions re the following South African banks:

- ABSA   - Internet
- ABSA   - Cashfocus
- FNB   - Personal
- FNB   - Business
- Investec   - Investec
- Nedbank   - Personal
- Nedbank   - Business
- Nedinform   - Business
- Standard Bank   - Personal
- Standard Bank   - Business

Always look for .OFC or OFX files to download from your internet bank account. The .CSV file option is only available for the big 4 banks (ABSA, FNB, Nedbank & Standard Bank) and other formats are available on request (e.g. Bidvest Bank Text file) are available on request at info@TotalAccounting.co.za.