CASHMINDER
BY AGRINET

This document describes how to download a file from your online banking system. The process will be slightly different for each bank.

We will add new banks and bank account types as time passes. Existing banks will update their online systems as time passes, and this document will be updated as time passes to reflect this.

AIB Personal Banking

1. Click once on "Accounts" button to top left
2. Click once on the farm account (current or loan) that you want to download
3. Click once on the "Historical" button
4. Click once on the green magnifying glass search button.
5. Click in to and set the required "Start Date"
6. Click in to and set the required "End Date"
7. Click on the green "Apply Filter" button
8. Click on the "Export" button to left of the green magnifying glass search button
9. Scroll down and click once the green "Export" button on the bottom right
10. Jump to "*What do I do after using Export in banking online*" section below

AIB Business Banking

1. Click on "Account Information", pick the right bank on the right side.
2. Click on Export Transactions" from the menu on the left side.
3. Enter the required "From Date" and "To Date"
4. Leave the "File format" as "Comma separated variables"
5. Set the "File name" that you want
6. Leave the "Source" as "Single A/C"
7. Click on the "Export" button
8. Jump to "*What do I do after using Export in banking online*" section below

Note: AIB business banking will not download credit card accounts

Ulster Personal Banking

Note: Ulster bank has an option to export more than 1 bank account in 1 file. Please just select 1 bank for 1 file all the time.

1. Click on "Account Summary" on the left.
2. Click on the account name that you are interested in.
3. Click on "View full statement"
4. Click on "Download transactions between 2 dates"
5. Click in to and set the required "Start Date"
6. Click in to and set the required "End Date"
7. Click on "Next" button.
8. Click on "Download Transactions"
9. Jump to "*What do I do after using Export in banking online*" section below

Ulster Personal Banking - Credit Card Accounts

Note: Ulster bank have the option to export more than 1 bank account in 1 file. Please just select 1 bank for 1 file all the time.

1. Click on "Statements" on left
2. Click "Download/export transactions"
3. Under "Period" heading, click on link "download transactions between 2 dates"
4. Select "Start date" and "End date" (4 months restriction for credit card accounts)
5. Under "Download to" pick the CSV file from the Dropdown selection
6. All your UBL accounts will be listed, tick the box beside just one account.
7. Click "next"
8. The next screen asks for confirmation of the transactions to download - Click on "download transactions"
9. Jump to "*What do I do after using Export in banking online*" section below

Ulster Business Banking

Note: Ulster bank have the option to export more than 1 bank account in 1 file. Please just select 1 bank for 1 file all the time.

1. Click on "Account Information" on the left
2. Click "View account balance" on left
3. Click on the bank account you want to select (from list of bank accounts on right side of screen)
4. Click in to and set the required "Start Date" (at top of grid)
5. Click in to and set the required "End Date" (at top of grid)
6. Click "Go"
7. Click " Export Statement" at bottom of the screen
8. Jump to "*What do I do after using Export in banking online*" section below

BOI Personal Banking365

1. Log into 365 Home
2. Click 'Statements' on the left hand side
3. Click 'Advanced' on the right of the blue panel at the top of the page
4. Select the date range you want and click 'Go'
5. Scroll down to the bottom of the page and click 'Export Transaction History'
6. Jump to "*What do I do after using Export in banking online*" section below
7.

Note : Banking 365 can only download data for current and deposit accounts.

What do I do after pressing Export in banking online

The bank file will now be downloaded on to your computer. It can sometimes be confusing to know where this file has been saved to. That is, what folder on your computer contains this bank file? To check this, do as follows...

1. Note there is a small box on the bottom left of your screen with the name of this new downloaded file.
2. Note the small drop down menu on the right side of this small box.
3. Click on this and a small menu will popup.
4. Select the option "Show in folder".
5. A new screen will appear. Look at the top of this screen to see the folder and sub-folders where this file has been downloaded to.

Other pointers

1. The main account to download is the farm current account, but if you pay farm expenses via any other accounts, such as a credit card account, download them also.
2. Remember also to download all loan accounts for the same period of time as the current account.