CLASS Training

Instructions For Creating / Adjusting Bank Statement File to Import for Exercise 12 in Xero Essentials Course

1. After extracting all files in the **CLASS Xero Essentials and Beyond Training Files.zip** file to a folder of your choice, use MS Excel to open the file

   Demo Company Bank Statement - MMM YYYY VERSION.xlsm

   (where **MMM YYYY** is the month and year version of the training manual).

2. **If macros are enabled in your MS Excel app, you will be prompted with simple instructions of what to do with the file, as follows**:

   Click OK and carry out the above steps. If you do not see this prompt, or if you need them, below are detailed steps once you open the file:

   (1) Click cell **A2**:

   and change the date to when you're doing Exercise 12 in the workbook.

   (2) Other dates below cell **A2** will change automatically. Leave those as they are.

   (3) Click the **File** menu ➔ **Save As**, then click the drop down here and select **CSV (Comma delimited) (*.csv)** :

   (3) Delete the **– MMM YYYY VERSION** part of the name so its name is just **Demo Company Bank Statement.csv** then click the **Save** button or press **[Enter].** Click **Yes** or **OK** if a message appears, then exit MS Excel.

3. Remember where you saved the file **Demo Company Bank Statement.csv** and use that when completing **Exercise 12** of the **Xero Essentials & Beyond** course.

Contact Mark on mark@classtraining.com.au if you have any problems.