DOWNLOADING TRANSACTION HISTORY AND AVAILABLE FILE EXPORT FORMATS ON OB4B – HOW-TO GUIDE

Standard Bank

The purpose of this document is to guide clients through the steps of exporting their transaction history on OB4B, including how to navigate to their accounts, access the transactions page, and download their data in various file export formats.

1

File exports

File exports allow users to download their account transactions, or payment data in various formats (such as OFX | CSV | PDF | EXCEL | QFX | QBO). They provide a quick way to extract information from the platform, for reporting, reconciliation, or internal business processes.

2

Important to note:

The client must have a registered and active account on the OB4B platform.

3

Key Steps for the client to follow:

After signing in to OB4B, the client starts on the "My accounts" page, where all their business accounts are displayed. To get the information they need, the client selects the specific account they want to download a transaction history of.

Once the account is selected, they are taken to the "Transactions" page. Here they can view all activity on the account and access tools like "Search" and "Filters".

When ready to export the data, the client clicks the "Download" button and chooses the file format that best suits their needs - such as CSV, PDF, or formats used for accounting software.

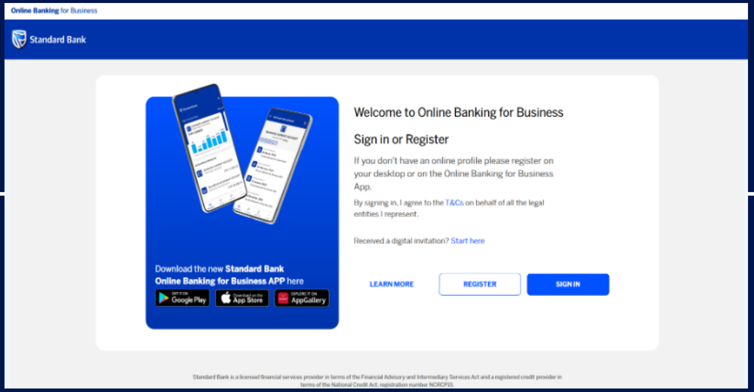
3.1

Getting started:

Step 1: Before the client begins:

How to sign in:

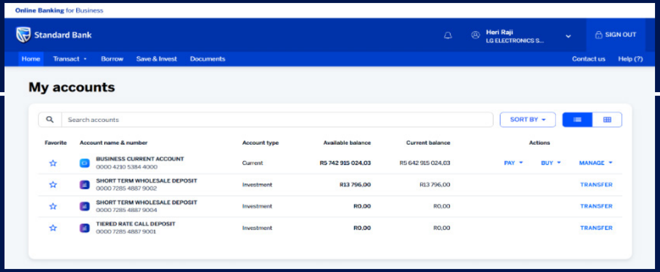
- Open OB4B on desktop "Web".
- Click Sign in
- Enter Username and then press enter
- Open OB4B Mobile App, click Scan QR
- Will be logged into Web after verification on mobile app



3.2

My accounts

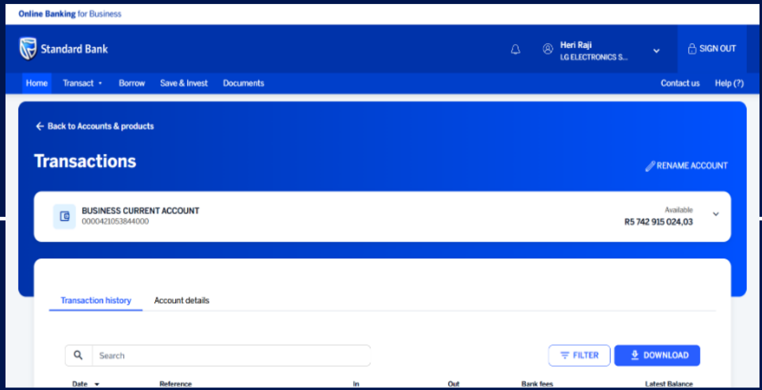
After signing in to Online Banking for Business (OB4B), the client will land on the "My accounts" overview page. This screen displays a list of all available accounts linked to the User. Each account is shown with key details such as the account name and number, account type, available and current balance.



3.3

Navigating to the client account

To begin downloading transaction history, the client must select the specific account they want to export or view transactions. They can do this by clicking on the account name in the list



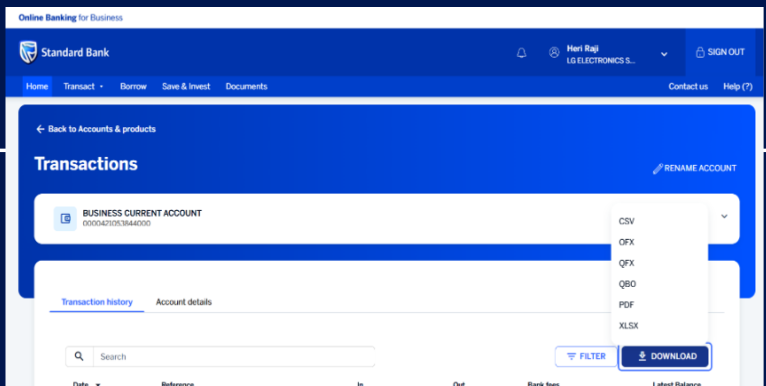
3.4

Transactions screen overview

After selecting an account, the client is taken to the “Transactions” page. At the top of the screen, the selected account is displayed with its name, account number, and available balance.

Below this section, the page defaults to the “Transaction history” tab. Here, the client can view all transactions associated with the account. A search bar is available to help locate specific transactions, and filtering options can be applied using the “Filter” button.

To download the account’s transaction history, the client can select the “Download” button on the right-hand side of the screen.

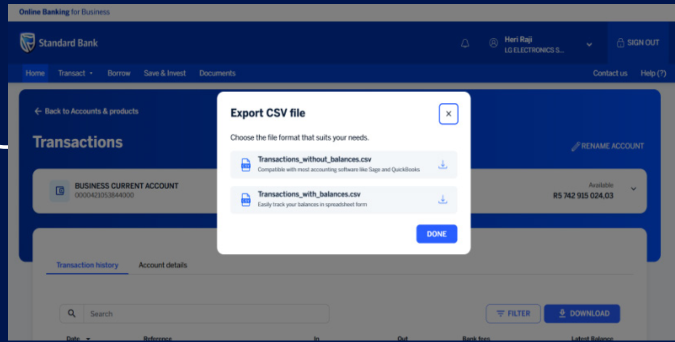


3.5

Selecting a File Export format

After clicking the “Download” button on the Transactions page, a dropdown menu appears showing the available file formats. The client can choose from several export options, including CSV, OFX, QFX, QBO, PDF, and XLSX.

Each format supports different business needs, for example: CSV and XLSX are commonly used for spreadsheets, while OFX, QFX and QBO are compatible with accounting software. Once the client selects the preferred file type, the transaction history will download in that format.



3.6

Exporting a CSV File

After selecting CSV as the download format, a pop-up window appears showing two CSV export options. The client can choose between:

- Transactions_without_balances.csv – suitable for use with most accounting software such as Sage and QuickBooks.
- Transactions_with_balances.csv – includes running balances for easier spreadsheet tracking.

The client can click the “download icon” next to the preferred option, and once done, select “Done” to close the window.

4

Helpful tips:

- **Use filters to refine results:**
  If the account has many transactions, applying filters (e.g., date range) can make the export more manageable and relevant.
- **Choose the right file format:**
  CSV or XLSX are best for spreadsheets, while OFX/QFX/QBO work well with accounting systems like Sage or QuickBooks.