

Reports – CSV

The CSV format generated from the **Reports** screen differs from the CSV report that is produced when selecting the CSV option from the **Transaction History** screen. The following table outlines the details of these differences:

Record types	Transaction History CSV Full data	Reports CSV
Column A	Row one – heading ‘Date’ DD/MM/YYYY	Row one heading ‘Transaction List Report from DD Month YYYY – DD Month YYYY’ Row two blank Row three Account name and number e.g. ‘Company name 02-0123-0123456-000’ Row four heading ‘Date’ Row five onwards - DD/MM/YYYY After the last transaction record First row ‘Total:’ Second row blank Third row ‘Date: DD/MM/YYYY Time: 00:00 AM’ e.g. 12/01/2026 Time: 15:16 PM Fourth Row Fifth Row Printed By: 9 digit access id and user name e.g. Printed by: 123456789 – Name Surname
Column B	Row 1 heading ‘Amount’ Debits will appear with a ‘-’ e.g -100 Decimal value: representing up to 9,999,999,999.99	Row four heading ‘Amount’ Row five onwards - transaction amounts. Debits will appear with a ‘-’ e.g -100. After the last transaction record First row – Total value of the amounts above. All fields Decimal value: representing up to 9,999,999,999.99
Column C	Row 1 heading ‘Payee’ Alpha numeric 20	Row four heading ‘CCY’ Row five onwards ‘NZD’
Column D	Row 1 heading ‘Particulars’ Alpha numeric 12	Row four heading ‘Serial’ Row five onwards – transaction records First Row after the last transaction record- ‘Count:’ Alpha numeric 12 -0 filled e.g.’000000000000
Column E	Row 1 heading ‘Code ‘ Alpha numeric 12	Row four heading ‘Value Date’ Row five onwards – blank First Row after last transaction record - total number of transactions listed above.
Column F	Row 1 heading ‘Reference’ Alpha numeric 12	Row four – Heading ‘Trn’ Numeric (max 3 digits) e.g. ‘000 for debit ‘050 credit
Column G	Row 1 heading ‘Trade Type’ Alpha numeric 3 e.g. BP, DC, AP	Row four heading ‘Particulars’ Alpha numeric 12 Row five onwards – transaction records

Column H	Row 1 heading 'This Party Account' BB-bbbb-aaaaaa-sss e.g. 02-0123-0123456-000	Row four heading 'Code' Alpha numeric 12 Row five onwards – transaction records
Column I	Row 1 heading 'Other Party Account' BB-bbbb-aaaaaa-sss e.g. xx-0123-0123456-000	Row four heading 'Reference' Alpha numeric 12 Row five onwards – transaction records
Column J	Row 1 heading 'Serial' Numeric (max 12 digits)	Row four heading 'Other Party' Alpha numeric 20
Column K	Row 1 heading 'Transaction Code' Numeric (max 3 digits) inside double quotes e.g. "000" for debit "050" credit	Row four heading 'Origin' Originating bank branch BB-bbbb e.g. 12-1234
Column L	Row 1 heading 'Batch Number' Numeric (max 4 digits – populated with 4 numbers or 0000)	Row four heading 'Type' Alphanumeric 3 Transaction type e.g. BP, AP, DC, PS
Column M	Row 1 heading 'Originating Bank/Branch' BB-bbbb e.g. 12-1234	Row four heading 'Batch' Numeric 4
Column N	Not used	Row four – Heading 'Other Party Account' Account number (if available) 02-0123-0123456-000