

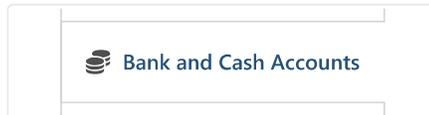
Import bank statement

Most banks provide the option to download your bank transactions so you can import them into an accounting system. This feature saves time and reduces errors compared to manually entering each transaction. In Manager, you can easily import your bank statements to keep your financial records up-to-date.

How to Import a Bank Statement

1. Navigate to the Bank and Cash Accounts tab

From the left navigation menu, click on the *Bank and Cash Accounts* tab.



2. Click the Import bank statement button

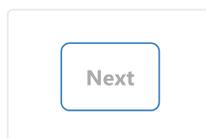
In the bottom-right corner of the screen, click the *Import bank statement* button.



3. Select the bank account and file to import

On the Import Bank Statement screen:

- Choose the bank account you want to import the statement into.
- Click *Choose File* to select the bank statement file downloaded from your bank's website.
- Click the *Next* button to proceed.

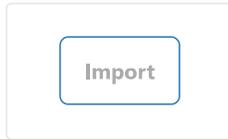


4. Review and confirm the import

You will see a summary displaying:

- Your bank balance before and after the import.
- Details on how many transactions will be imported.

If everything looks correct, click the *Import* button to complete the process.



After Importing

- **Transaction Recording:** Individual transactions from your bank are recorded as either payments or receipts in Manager.
- **Categorizing Transactions:** To save time categorizing these transactions, use **Bank Rules**. Bank Rules automatically categorize imported transactions based on criteria you define. See [Bank Rules](#) for more information.
- **Undoing an Import:** If you need to undo a bank statement import, navigate to the **History** screen. See [History](#) for more details.

Choosing the Right File Format

When downloading your bank statement from your bank's website, ensure you choose a compatible file format.

Supported File Formats:

- **Best for Reliability:**
 - QIF
 - OFX
 - QFX
 - QBO
 - STA
 - 940
 - CAMT530
- **Other Supported Formats:**
 - SWI
 - IIF
 - XML

- CSV

If your bank offers multiple formats, prioritize the ones listed under "Best for Reliability" for the most seamless import experience.

Important Notes:

- **CSV Files:** While Manager can interpret a wide range of column variations in CSV files, the lack of a standardized structure makes them less reliable.
- **PDF Files:** Bank statements in PDF format cannot be imported, as PDFs are intended for human reading, not machine processing.

Handling Duplicate Transactions and Date Formats

Avoiding Duplicate Transactions

Duplicate transactions may occur if:

- The bank changes transaction dates between imports.
- Transactions overlap between statement periods.

Solution: Regularly perform [Bank Reconciliations](#) to identify and resolve duplicates.

Understanding Date Formats

Different countries and banks use various date formats, which can cause confusion. For example:

- *01-02-2024* could be:
 - January 2nd, 2024 (MM-DD-YYYY format)
 - February 1st, 2024 (DD-MM-YYYY format)

How Manager Handles It:

- Manager attempts to determine the most likely date format based on the context of the imported data.
- Importing statements with a high number of transactions helps the software detect and interpret dates more accurately.

Best Practices

- **Import Larger Statements:** Import bank statements with more transactions to improve date format detection and duplicate transaction identification.
- **Regular Reconciliations:** Frequently reconcile your bank accounts to ensure your records match your actual bank statements.

See Also

- [Bank Rules](#)
- [Bank Reconciliations](#)
- [History](#)