

# Preparing for a Reconciliation step by step (uploading a bank statement)

Bank Reconciliations are designed to highlight differences between your bank's records and those entered on SortMyBooks. It is good practice to perform reconciliations at monthly intervals.

[Prepare for your Reconciliation](#)

[1. Download your Bank Statement in a CSV format file](#)

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## Prepare for your Reconciliation

### 1. Download your Bank Statement in a CSV format file

- 1) If you have your Bank or Credit Card statements in CSV Format (or Excel format and saved as .CSV UTF-8), you can import them into SortMyBooks.
- 2) Go to **Accounts**, click on **Statement**, select the account you need to reconcile, and click on it.

**Statement Inbox**

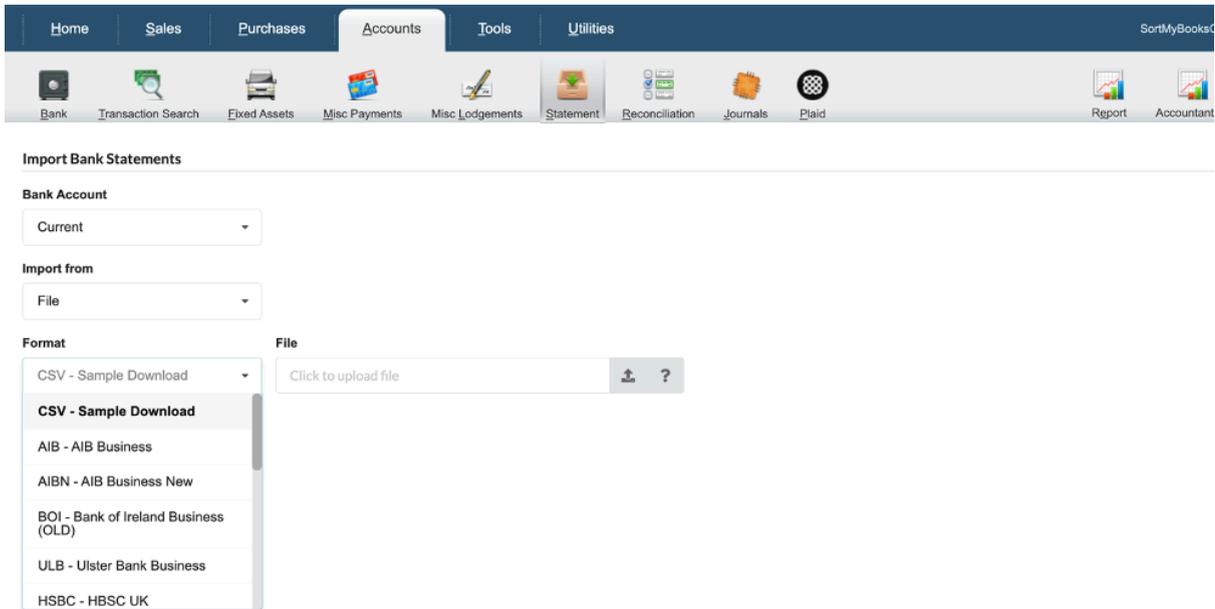
If you can download your Bank and Credit Card statements into .CSV (or Excel format and Save as .CSV) then you can import them into SortMyBooks. Once the statement is in SortMyBooks our intelligent matching will help you create payments, invoices and transfers. It will get smarter by learning your common transactions so the more you use it the faster it will get. It will save time on data entering every lodgement and payment yourself.

**Select your account**

Name	Type	Info	Current Balance
Current	Bank	Last reconciled at 31/12/2013 bal 42,348.40	42,348.40
CREDIT CARD	Credit Card	Last reconciled at 31/12/2013 bal -76.33	-76.33
Director Account	Loan	Never reconciled	-1,719.01
Vehicle Loan	Loan	Last reconciled at 31/12/2013 bal -1,787.79	-1,787.79
Cash counter #1	Till	Last reconciled at 27/12/2013 bal 815.77	815.77
PayPal	Bank	Never reconciled	0.00

CSV / XML Upload    Scan / Software    Data Entry Service

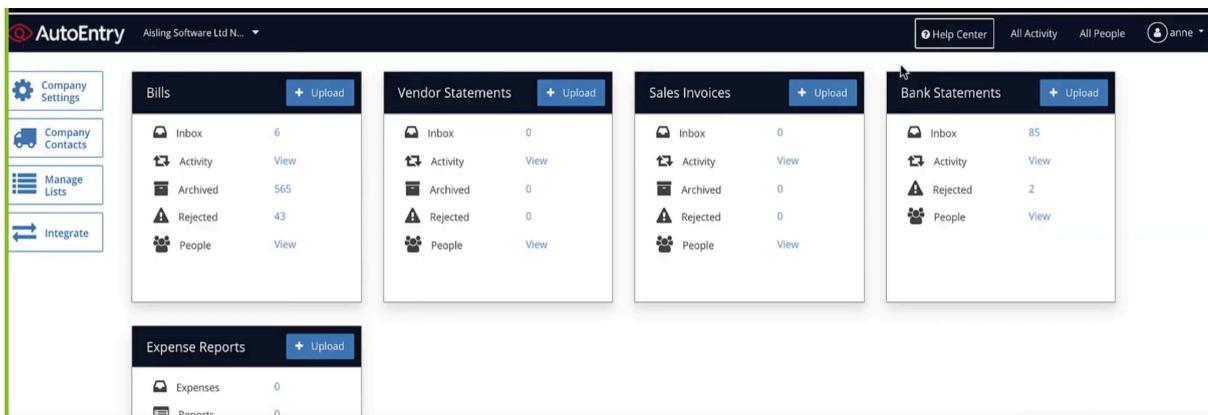
- 3) Check the file format, as different banks may use various formats of statements. Select the bank format and whether it is a personal or business account. Click to upload the file from your computer. Click **Import**



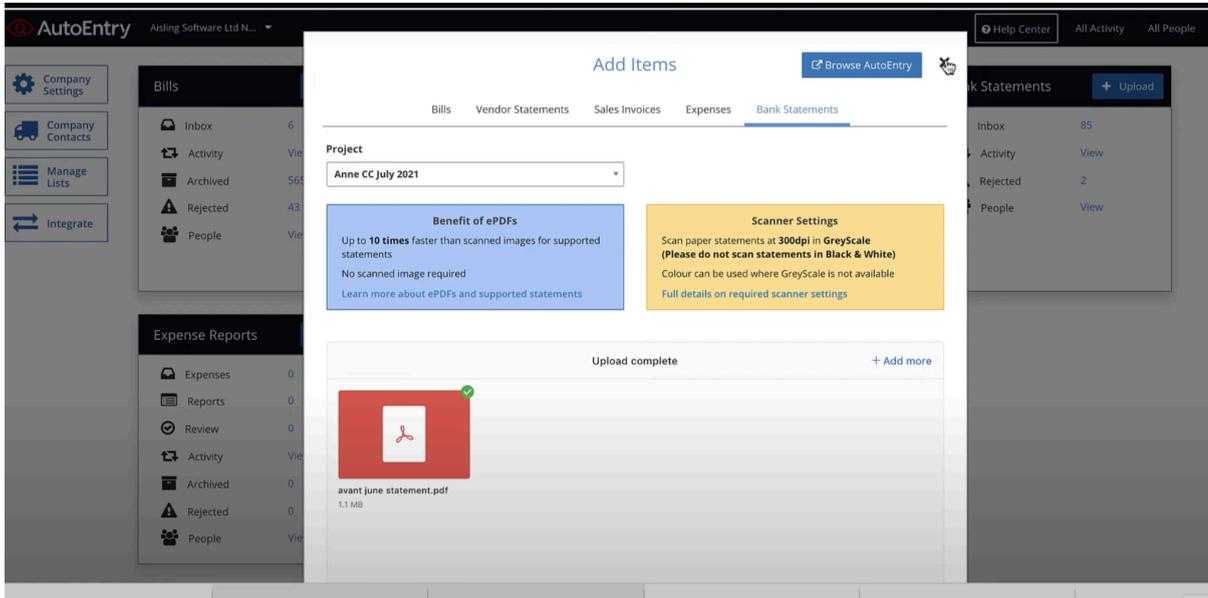
More information in the video: <https://vimeo.com/1026884180>

## 2. Download your Bank Statement in a PDF format

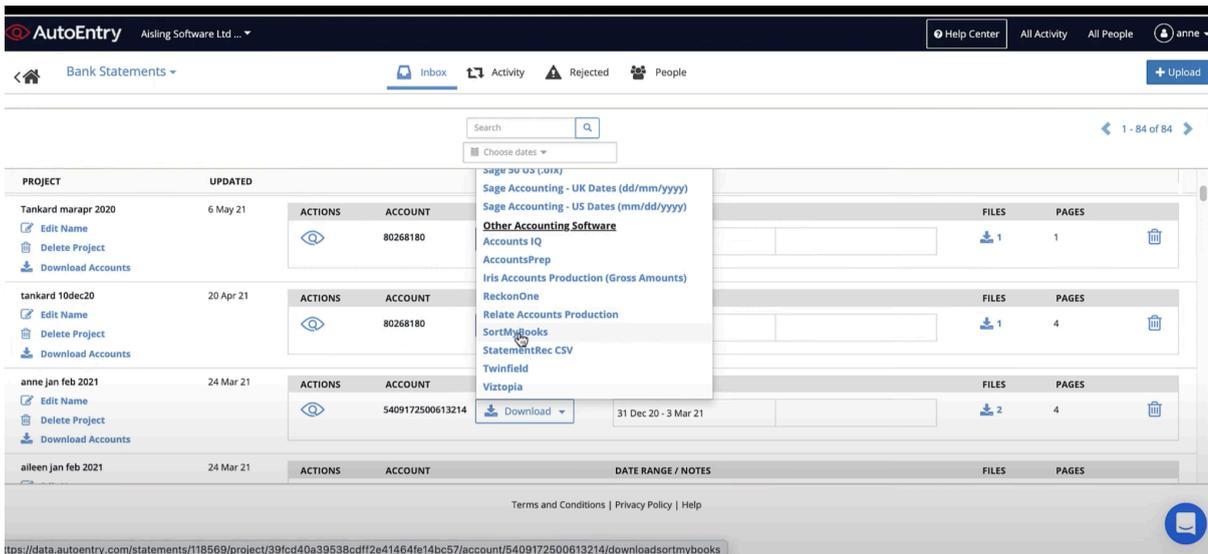
- 1) If you have your Bank and Credit Card statements in PDF Format, you can import them into SortMyBooks from AutoEntry.
- 2) Log in to **AutoEntry**, **Bank Statements** and click on **Upload**.



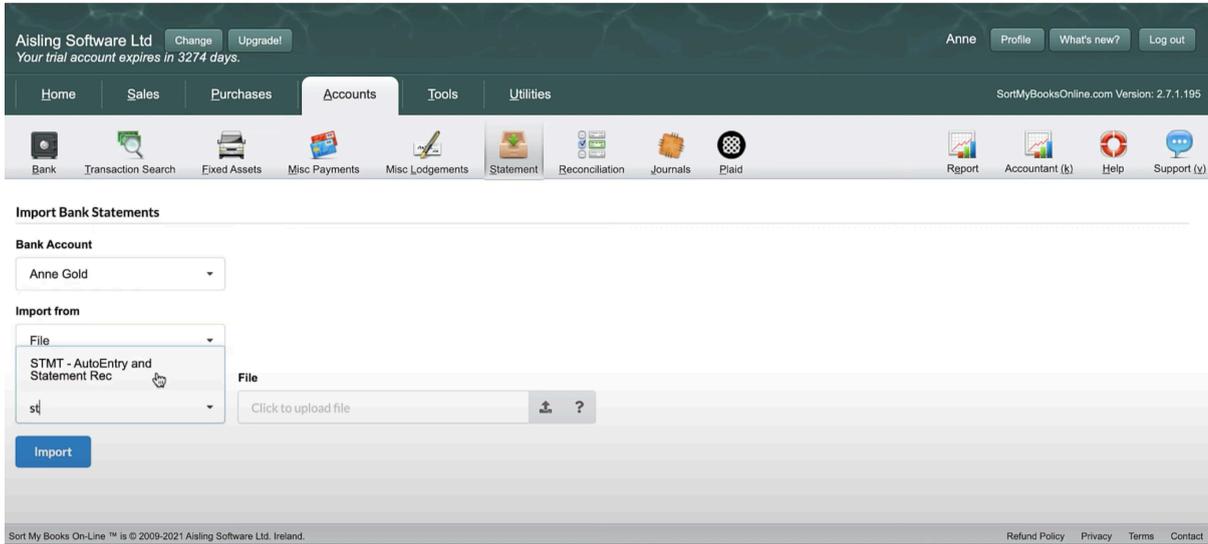
- 3) Click on the drop-down on **Project** and **Add Project**, give it a name, click **Add**, and upload a file. You can close the window once you have a green check mark on your PDF file.



4) **AutoEntry** will convert the file. Go to **Bank Statements**, **Inbox**, your **Project**, click **Download**, and scroll down to find **SortMyBooks**.



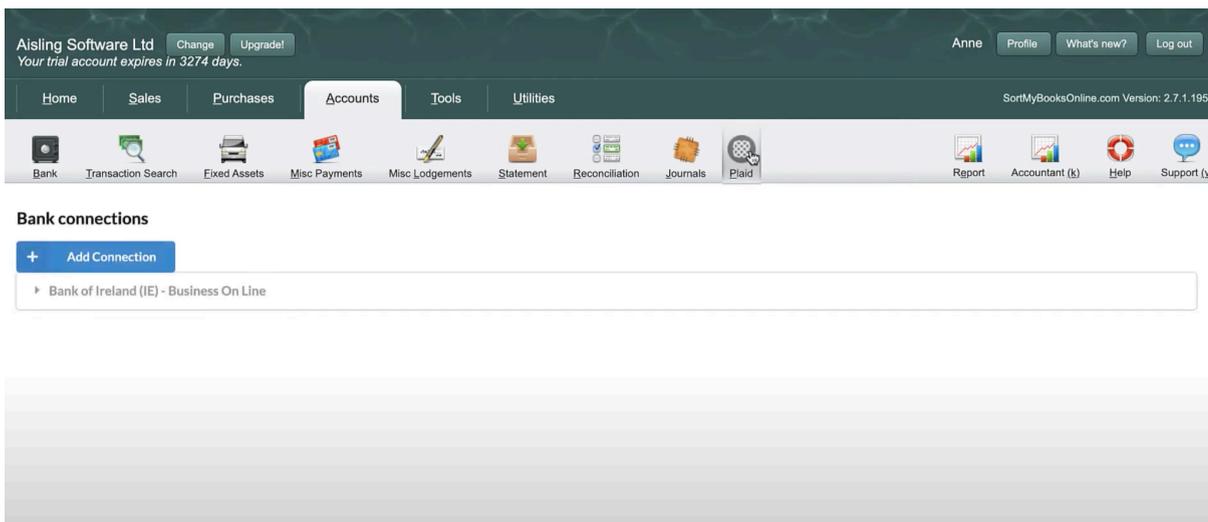
5) Go back to **SortMyBooks**, **Accounts** and click on **Statement**, select the account you need to import, select import from file, and choose the format of the file - **STMT - AutoEntry and Statement Rec**, click into **File**, select your file and click **Import**.



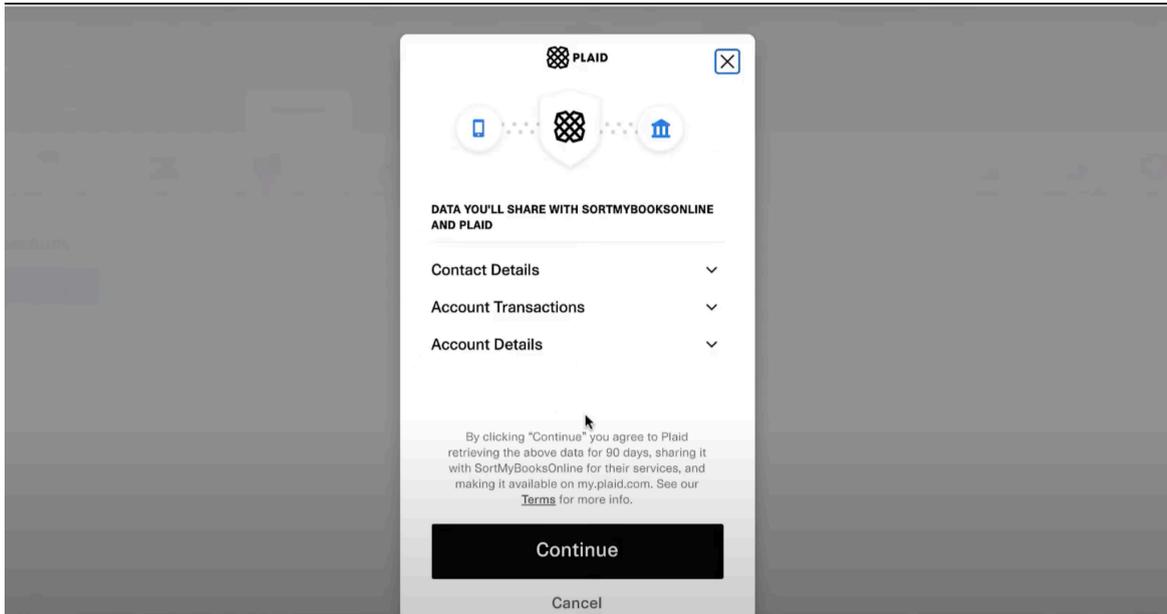
More information in the video: <https://www.youtube.com/watch?v=5N8jhhqMS4so>

### 3. Download your Bank Statement using Plaid

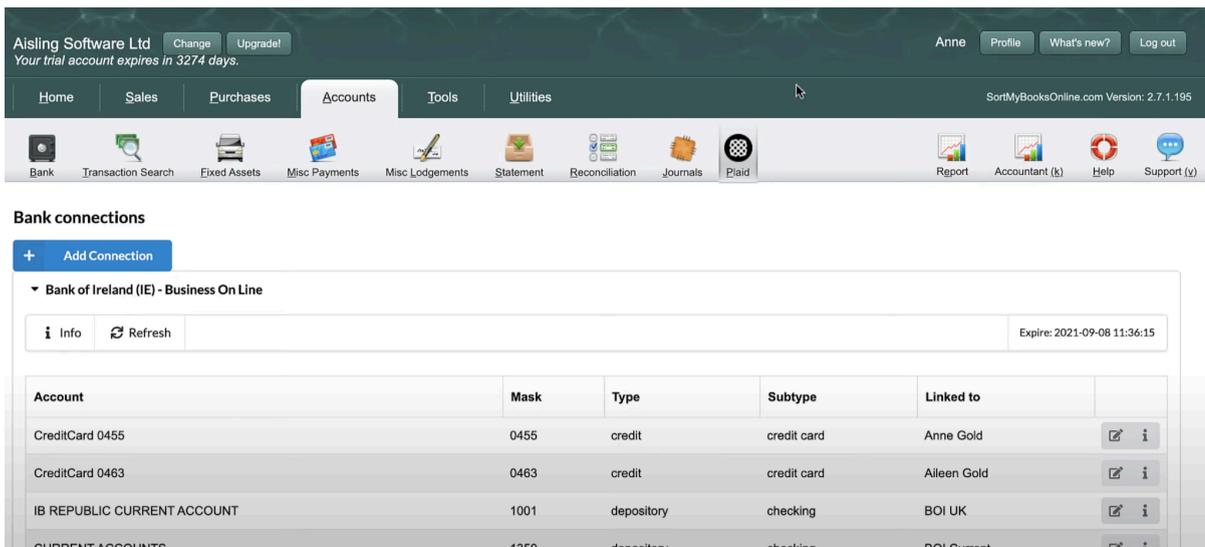
- 1) To connect **SortMyBooks** with your bank, go to **Accounts** and click on **Plaid**.



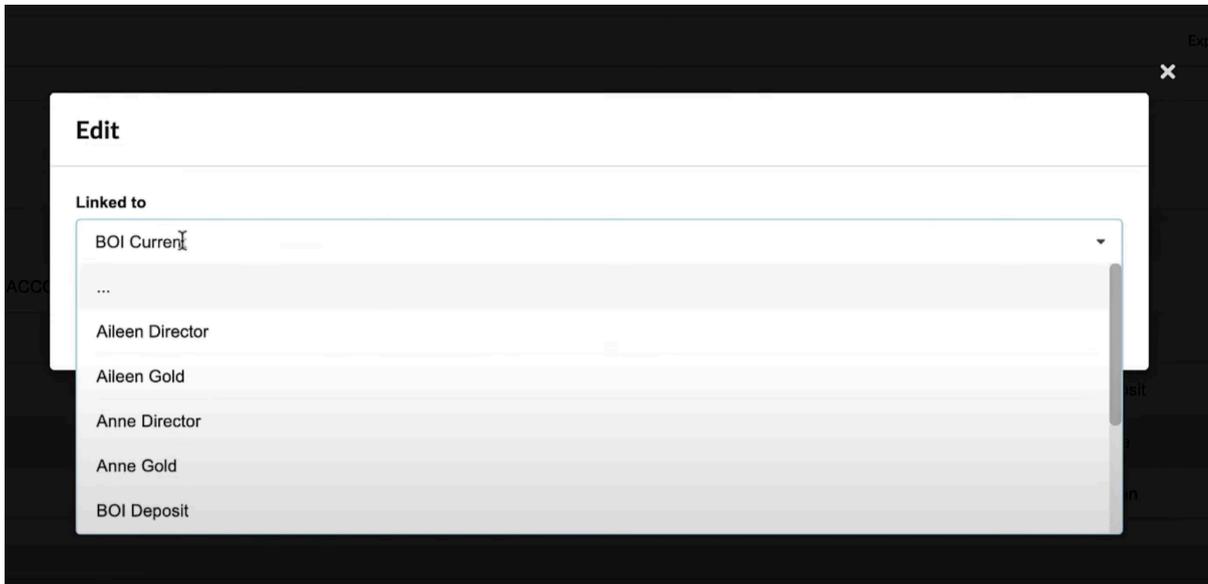
- 2) **Add Connection**, and log in to your bank account.



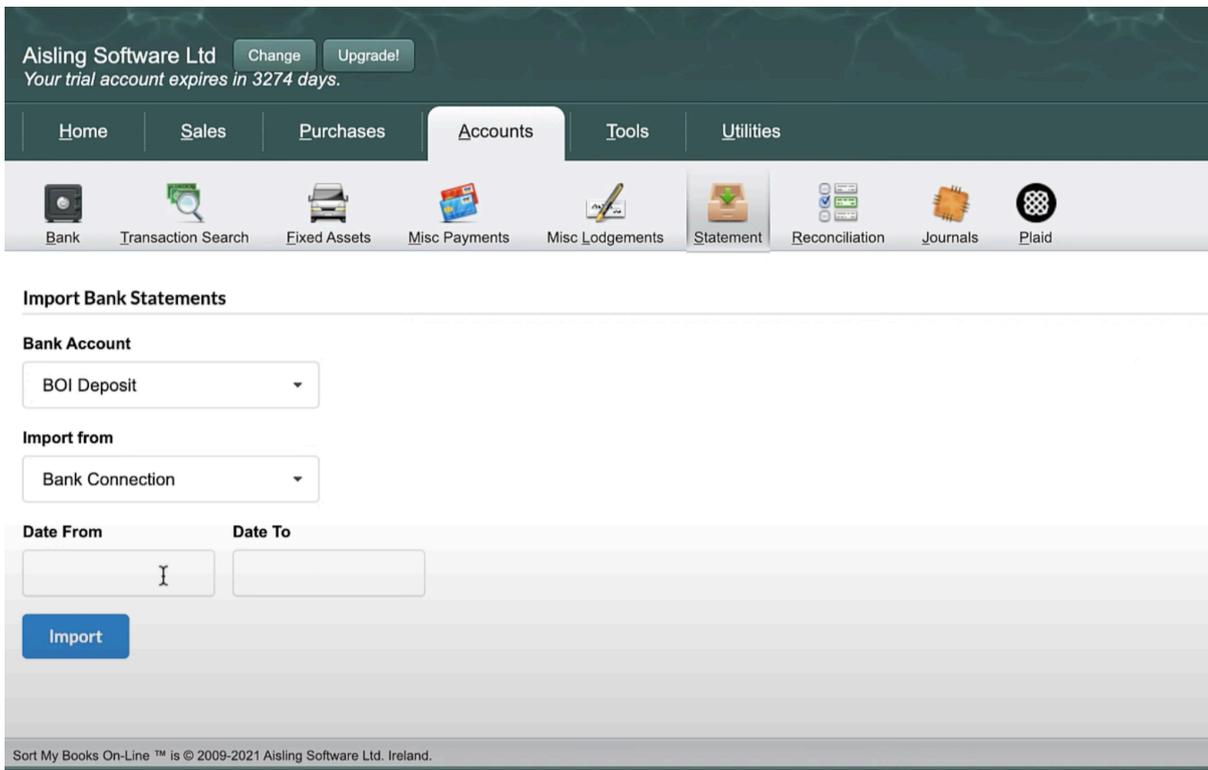
3) Once you get a successful connection, you will be brought back to **SortMyBooks** and see **your bank's name**. Click on it, and you will see your accounts.



4) Bank Accounts need to be linked to your bank accounts in SortMyBooks. Click on the button with a pen at the far right of the account and select from the list of accounts in SortMyBooks.



5) Once you link all your accounts, go to **Accounts, Statement**. Select the bank account you want to work with, enter the “**date from**” and “**date to**”, and click **Import**.



**More Plaid setup information in the video:** <https://www.youtube.com/watch?v=L-lpE1IPtnA>

6) Every 90 days, you must refresh your connection with Plaid to keep accessing the live bank feeds. If your connection to Plaid is severed for any reason, the same steps are to follow.

**More Plaid refresh information in the video:**

<https://www.youtube.com/watch?v=bibLny4Hi6M>