Steps to import your banks statement into TakeStock

Step 1: Convert Your PDF Bank Statement to CSV Format

- Open Your PDF Bank Statement: Locate the PDF file you downloaded from your bank.
- Use an Online Converter: Go to a reliable PDF to CSV converter (e.g., Smallpdf, Zamzar).
- Upload your PDF file: Select the option to convert to CSV. and download the converted CSV file to your computer.

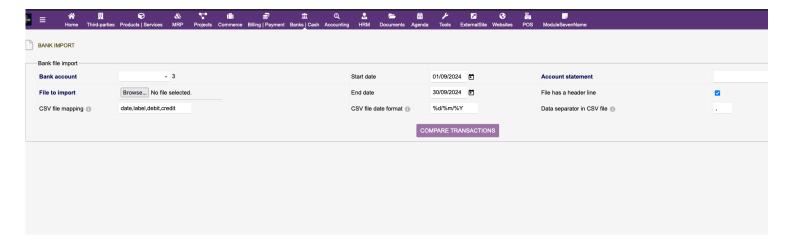(Note: If you have Adobe Acrobat, you can also use it to export the PDF directly to CSV.)

Step 2: Log into TakeStock

Open Your Web Browser (Chrome or Edge or Safari).

- Navigate to the Takestock Login Page.
- Enter Your Credentials: Input your username and password. Click "Log in"

Step 3: Import the Bank Statement

- Go to the Banks/Cash Menu:
- In the main menu, select the "Banks/Cash" option.
- Click on the "Bank Import" sub-menu.
- Load Your CSV File:

- In the "File to Import" section, click "Browse" to select the CSV file you just saved.   Specify the bank account you want to reconcile.   Enter the relevant period and statement number. Compare Entries: Click on the "Compare the entries" button to start the automatic search for matching transactions.

Remember, staying informed and proactive about your insurance can help you save money, maximize coverage, and ensure financial security for you and your loved ones

Step 4: Review Comparison Results

The system will display a comparison screen showing entries from both TakeStock and the uploaded CSV file.

> IMPORTANT: Ensure that the date format in your CSV matches what you specified (e.g., "d/m/Y" vs. "Y-m-d"). A mismatch can lead to errors (like dates showing as 1/1/1970). If you encounter issues, check the mapping and order of the columns in your CSV file to ensure they align correctly.

Step 5: Finalize Reconciliation

Select Corresponding Entries:
- Tick the entries that match between TakeStock and your CSV file.
- For entries not found in TakeStock, select them for automatic creation.
- Specify Transaction Details:
- Choose the type of writing (Invoices, Supplier Invoices, Charges).
- Specify the third party and the type of payment received (Cheque, CB, etc.).
- Enter the amounts received or paid next to the relevant invoices.
- Proceed with Reconciliation:
- After checking all entries, click on "Proceed with automatic reconciliations and creations of writings."
- This will create the necessary bank entries and reconcile them with the selected statement.

By following these steps, you can efficiently import and reconcile your bank statements in Takestock, ensuring accurate and streamlined financial management for your business.

Step 6: To view reconciled statement

Select Corresponding Entries:
- Click on Bank/Cash
- Click on list and identify the bank type or cash and open it
- Click on the Account Statement Tab
- te the necessary bank entries and reconcile them with the selected statement.