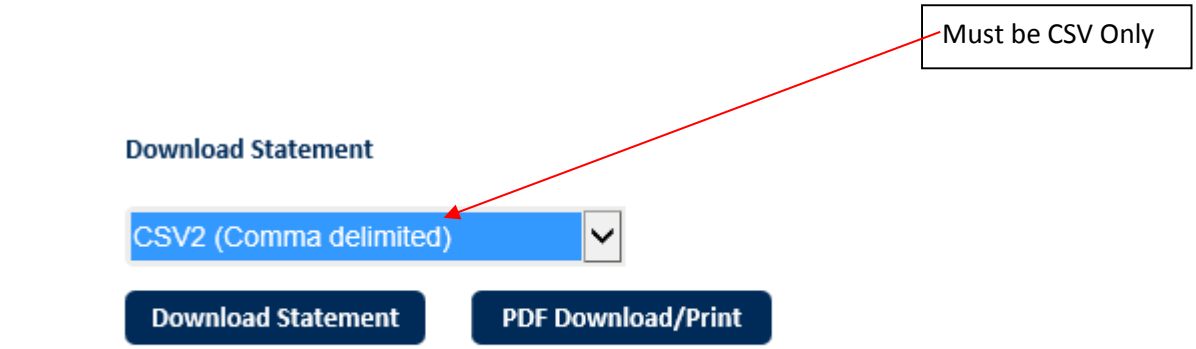
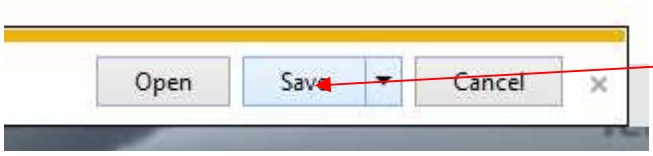
Bank Converter

1. Print bank statement from bank
2. Export to csv and save on desktop under bank import

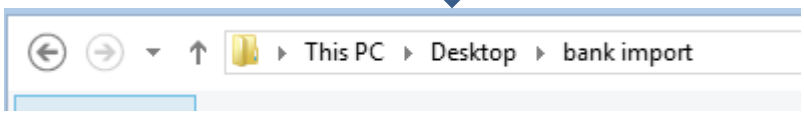


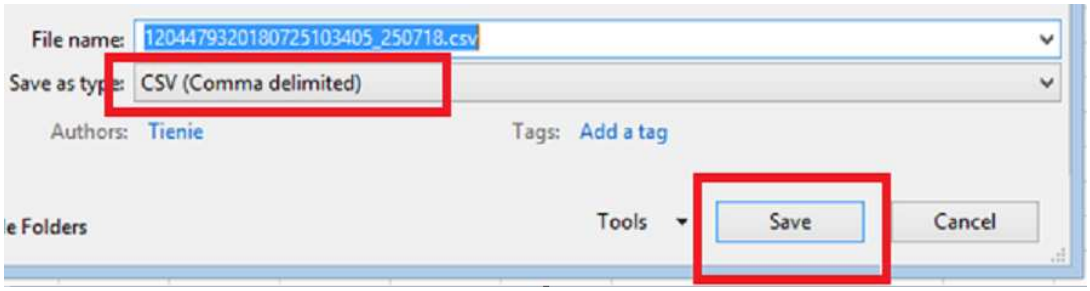


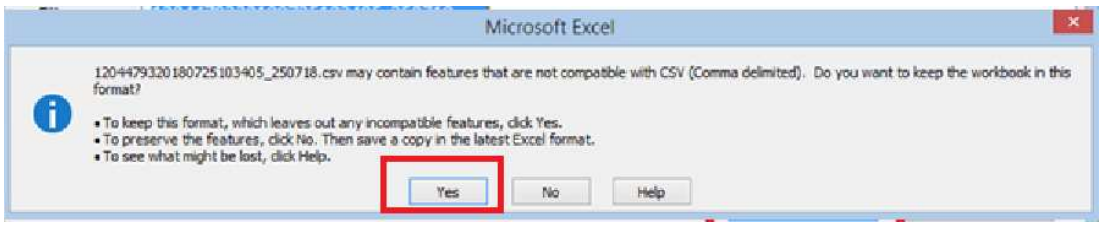
Klick on Save – Save As and save in your location – where you will find it!

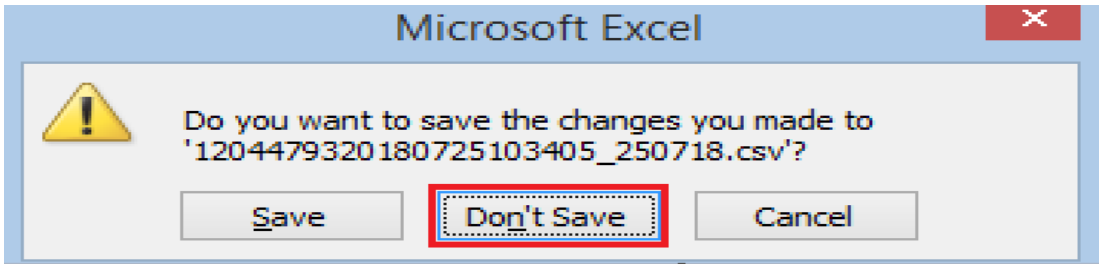
It will open your file in excel

In Excel you must klick on SAVE and follow the steps below



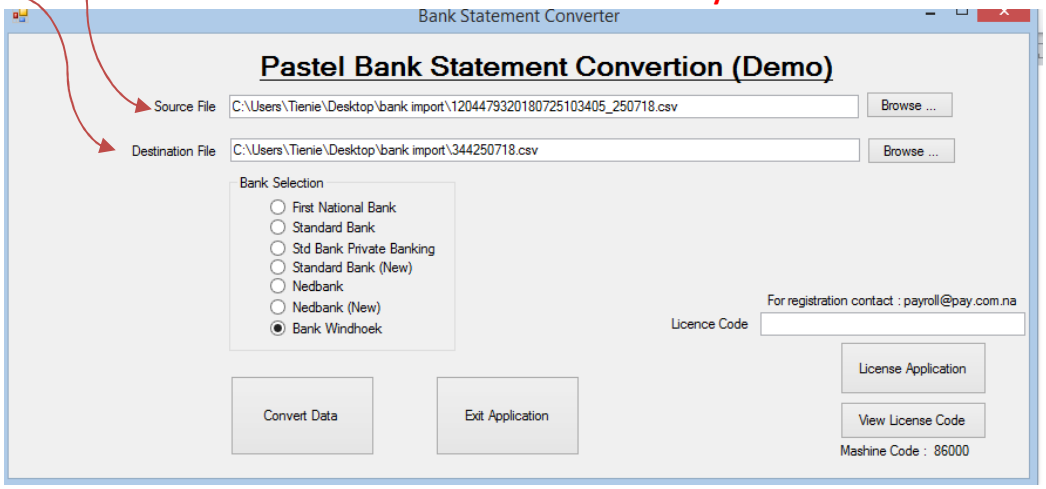






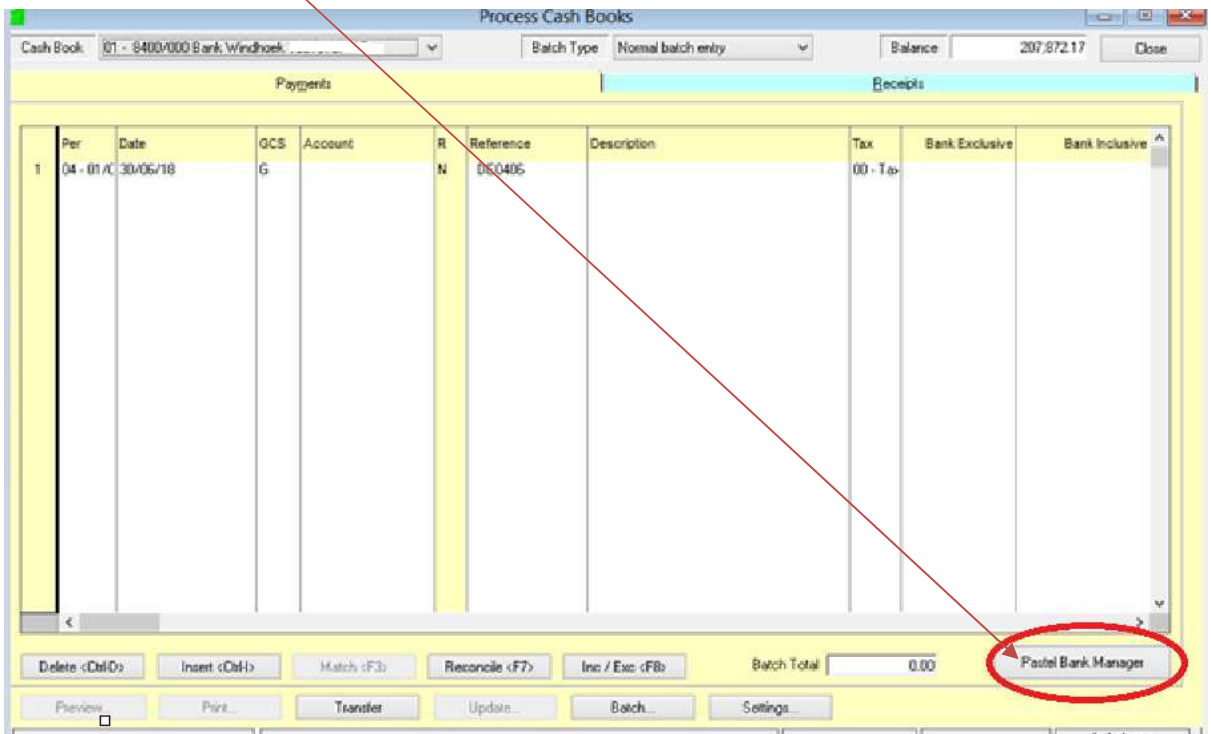
On the Bcon Screen you must:

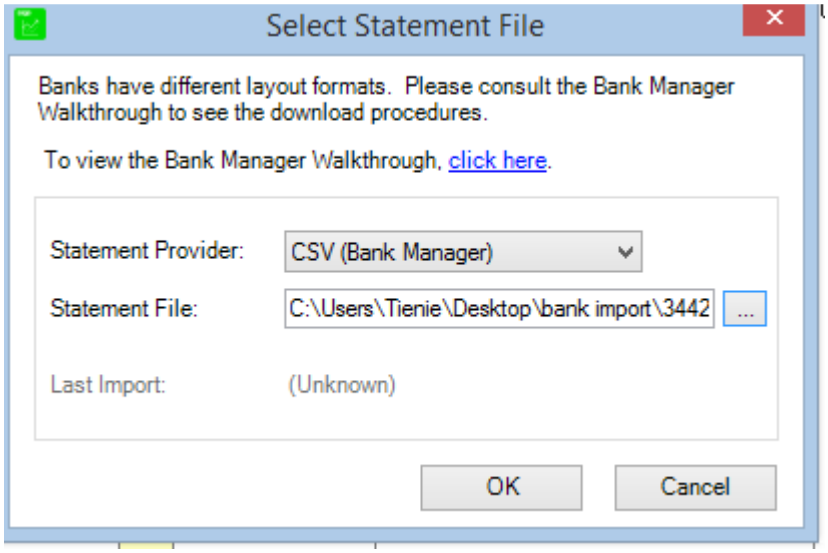
1. Browse for the file you want to convert – you will find it in the place you saved in previous steps
2. Browse to save the converted fie – **this file must always have a .csv at the end**

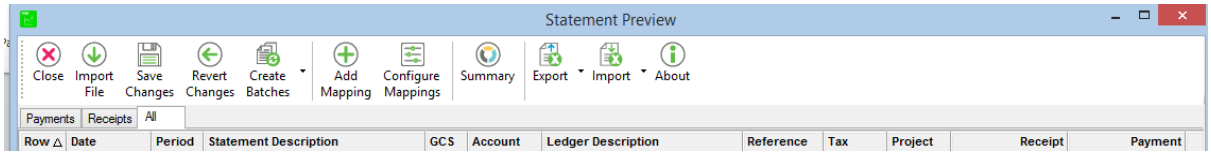


In Pastel

1. Open the company you want to work in
2. Process cash book – choose the CORRECT CASH BOOK
3. Klick on Bank Manager







Your bank transactions will display on this screen:

1. Enter all account numbers
2. Add to Mapping if it is an item that appears every month
3. Once ALL account numbers is filled in you can create your batches – Rembert to make sure you use the correct vat and to still check every transaction.