DIANO

DIANO ACADEMY · MODULE COURSE M11

Banking

Import your bank statement, match every line, and reconcile the month

For: Company Admin and Finance User · **Length:** 40 minutes · **Track:** M: Per module · **Version:** 5 November 2026

DIANO, by DIALE Consulting (Pty) Ltd · info@diale.co.za · 087 265 3889

Banking

WHO IT IS FOR
Company Admin and Finance User

LENGTH
40 minutes

BEFORE THIS COURSE
M07 Receipts and payments, M09 Expenses.

YOU WILL BE ABLE TO
Set up a bank account, import a statement, accept and make matches, exclude a transfer, and reconcile and lock a month.

DIANO doesn't read your bank by itself: you download the statement from your bank and import it. Then you match each line to a receipt, payment or expense, and reconcile. This course follows **Import a bank statement and match it** (diano.co.za/help/app/bank-import.html) and **Reconcile the bank** (diano.co.za/help/app/bank-reconcile.html).

Who does what

- A **Company Admin or Finance User** imports and matches, and reconciles.
- **Only a Company Admin** adds or edits a bank account, and reopens a reconciled month.
- An **Accountant or Auditor** can look but not change anything. They can download the reconciliation report.

Set up the bank account (once)

1. Open **Accounting**, then **Bank accounts**. (It is also a card in **Settings**, under **Money**.)
2. A Company Admin presses **+ New bank account**, types a **Name** (for example Current account), checks the **Ledger account** and presses **Save**.

Import a statement

1. Press the bank account's name to open it.
2. Under **Import a statement**, press **Choose statement file**. Use the CSV, OFX, QFX or QIF file your bank gives you (at most 2 MB).
3. For a CSV file, check the columns DIANO shows (date, amount, description). Leave **Save this mapping for this bank account** ticked so next month is quicker.
4. Check the new lines and duplicates, then press **Import … lines**.

> Importing posts nothing to your books by itself. DIANO skips lines it already imported, so importing an overlapping statement is safe. **Undo import** removes a whole import, but only while none of its lines is matched.

Match the lines

1. Under **Statement lines**, choose **Suggested**. Tick the suggestions that are right and press **Accept selected**.
2. For an **Unmatched** line with no document yet, press **Record receipt** (money in), or **Record supplier payment** or **Record expense** (money out). Then match the line.
3. For a line that needs no document, for example a transfer between your own accounts, press **Exclude** with a reason. **Restore** brings it back.
4. Press **Undo match** to take a match back. Press **Refresh suggestions** after you capture new receipts or payments.

Reconcile the month

1. Go to **Reconcile**. In **Reconcile to**, choose the last day of the month. In **Balance on your bank statement**, type the closing balance, or leave it empty to use the imported statement's balance. Press **Check**.
2. DIANO shows the **Bank statement balance**, the **DIANO balance** and the **Difference**, and lists the lines that differ. Match, create or exclude them, then press **Check** again.
3. When the Difference is 0 and every line is matched or excluded, press **Reconcile to** . The month's lines can't be unmatched, excluded or changed.
4. Under **Locked reconciliations**, press **Report (PDF)** for the month's report.

> To change a reconciled month, a Company Admin presses **Reopen**, types why and confirms. Every later month opens again too. The first time you reconcile, DIANO takes everything already in your books before that date as the opening balance.

Common mistakes

- **Uploading a PDF statement.** Use CSV, OFX, QFX or QIF.
- **Capturing a receipt twice:** once from the invoice, once from the bank line. The bank then won't reconcile.
- **Recording a transfer between your own accounts as an expense.** Exclude it with a reason.
- **Leaving lines Unmatched** and trying to reconcile.

Exercise (practice company)

1. As **Pieter van Wyk (Company Admin)**, set up the bank account "Current account" on ledger 1000.
2. As **Ayesha Patel (Finance User)**, import bank-statement-november.csv. Check the column mapping.
3. Accept the suggestions for the receipts and the SteelWorks payment you captured in M07.

4. For the rent debit order, press **Record supplier payment** or **Record expense** as your trainer says. For the courier and bank charges, press **Record expense**.
5. Exclude the R 50 000.00 transfer to savings with the reason "Own account transfer".
6. Reconcile to 30 November using the statement's closing balance. Download the report.

Where to read more

- Help Centre: Import a bank statement and match it · Reconcile the bank · Close a month, start to finish
- Next course: M14 Reports and VAT201