Get PDF bank statement data into Xero, faster
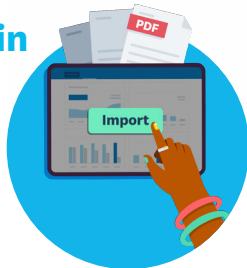
xero

New PDF statement import straight into Xero

If automated bank feeds aren't an option, you can now import PDF bank statements from **supported banks** directly into Xero without third party software, helping you get up-to-date bank data into Xero more easily, for quicker reconciliation.

Whether you're doing this once, annually, or more frequently, Xero's PDF statement import can help you avoid manual data entry, do less admin, reduce your app stack, and free up time for what matters most.

How you benefit

Do less admin

Get PDF bank transaction data into Xero in one easy import process.

Save time

Data is quickly extracted from digital statements in an average of 35 seconds.

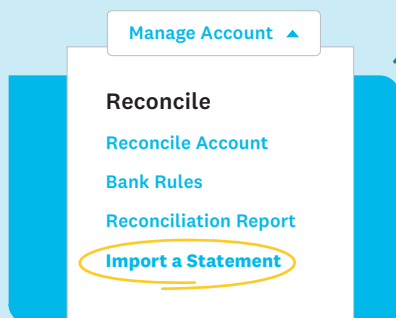### All in one place

Do it all in Xero at no extra cost.*

*Xero Ledger plans are excluded
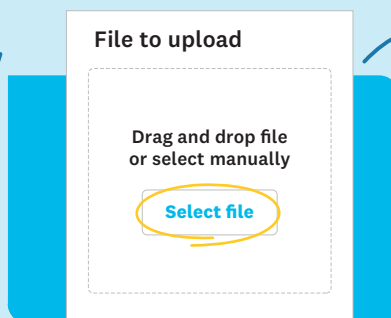
How it works

1 Select Import a Statement

Choose your bank account, click **Manage Account**, then select **Import a Statement**.

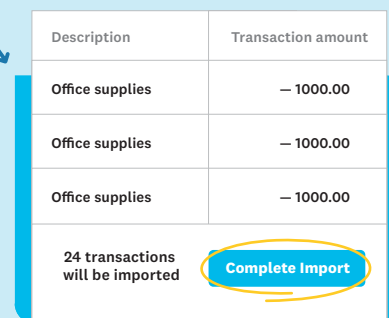It's recommended that you import a PDF statement from a **supported bank**.

Manage Account ▲

Reconcile

Reconcile Account

Bank Rules

Reconciliation Report

Import a Statement

2 Select and upload your PDF

Click **Select file** or **Drag and drop** a file to choose a PDF file from your computer.

File to upload

Drag and drop file or select manually

Select file

3 Review transactions and complete import

Review the imported transactions for accuracy. Then click **Complete Import.** You're now ready to reconcile your transactions.

Description	Transaction amount
Office supplies	— 1000.00
Office supplies	— 1000.00
Office supplies	— 1000.00

24 transactions will be imported

Complete Import

Get started

PDF

New to PDF statement imports? Learn more **here**.

Rev. 3/2024

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To just import my PDF statement straight into Xero, makes my life so much easier

Angel Brigo
Accountant
Ontario, Canada