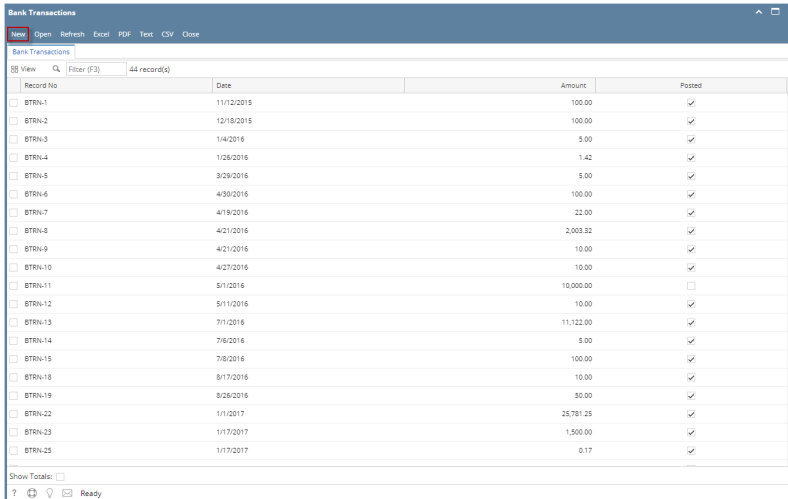


How to Import Bank Transaction

The following will guide you on how to import CSV file of Bank Transaction.

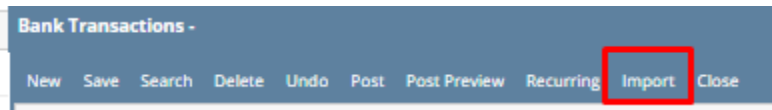
1. From Cash Management module click **Bank Transactions**
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transactions screen** where existing bank transactions are displayed. Click the **New toolbar button** to open the new Bank Transaction screen.



The screenshot shows the 'Bank Transactions' window with a toolbar at the top containing 'New', 'Open', 'Refresh', 'Excel', 'PDF', 'Text', 'CSV', and 'Close'. Below the toolbar is a table with columns: Record No, Date, Amount, and Posted. The table contains 25 records, each with a checkbox in the 'Record No' column and a checkmark in the 'Posted' column. The 'Amount' column shows various values, including 100.00, 5.00, 1.42, 22.00, 2,003.32, 10.00, 10,000.00, 11,122.00, 5.00, 100.00, 50.00, 25,781.25, 1,500.00, and 0.17. The 'Date' column shows dates from 11/12/2015 to 1/17/2017. At the bottom, there is a 'Show Totals' checkbox and a status bar with a question mark, a globe icon, a lightbulb icon, and the word 'Ready'.

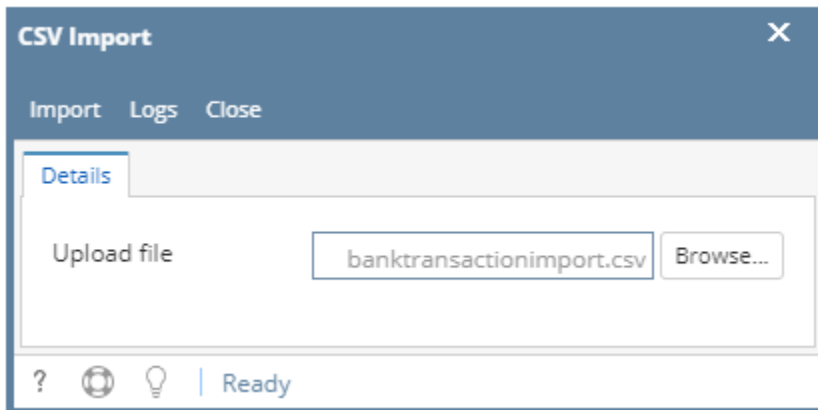
Record No	Date	Amount	Posted
☐ BTRN-1	11/12/2015	100.00	✓
☐ BTRN-2	12/18/2015	100.00	✓
☐ BTRN-3	1/4/2016	5.00	✓
☐ BTRN-4	1/28/2016	1.42	✓
☐ BTRN-5	3/28/2016	5.00	✓
☐ BTRN-6	4/30/2016	100.00	✓
☐ BTRN-7	4/19/2016	22.00	✓
☐ BTRN-8	4/21/2016	2,003.32	✓
☐ BTRN-9	4/21/2016	10.00	✓
☐ BTRN-10	4/27/2016	10.00	✓
☐ BTRN-11	5/1/2016	10,000.00	✓
☐ BTRN-12	5/1/2016	10.00	✓
☐ BTRN-13	7/1/2016	11,122.00	✓
☐ BTRN-14	7/6/2016	5.00	✓
☐ BTRN-15	7/6/2016	100.00	✓
☐ BTRN-16	8/17/2016	10.00	✓
☐ BTRN-19	9/26/2016	50.00	✓
☐ BTRN-22	1/1/2017	25,781.25	✓
☐ BTRN-23	1/17/2017	1,500.00	✓
☐ BTRN-25	1/17/2017	0.17	✓

3. Click import toolbar button



4. The CSV import window will open to allow user to import bank transaction.

Click the browse button. Select a valid and complete csv file to import. *For more information about the format see [Bank Transactions import file format](#):*



banktransactionimport.csv

12152015,2016-04-30 00:00:00.000,Bank Transaction,,N,0001-Fort Wayne,61500-0101-000,,,Fee Expense,100.000000,0.000000,,,,,



Note

File size limit is 2Mb. Importing will not proceed and error will be displayed.



5. Click import. Once the importing is done, an import log screen will appear showing the result.

a. sample successful Transaction

The screenshot shows a window titled "Import Bank Transaction Log - 29". It has a "Close" button at the top left. Below the title bar is a "Details" tab. The form contains the following fields:

- Build Number: 19.12.0320.184
- Date: 03/25/2019
- File Name: banktransactionimport (2).csv
- Import By: irelyadmin

Below these fields is a table with the following columns: "Description", "Transaciton Id", and "Posted".

Description	Transaciton Id	Posted
Successfully Imported	BTRN-85	☒

b. sample failed Transaction

The screenshot shows a window titled "Import Bank Transaction Log - 30". It has a "Close" button at the top left. Below the title bar is a "Details" tab. The form contains the following fields:

- Build Number: 19.12.0320.184
- Date: 03/25/2019
- File Name: CMCSVImportTestDeposit (1).csv
- Import By: irelyadmin

Below these fields is a table with the following columns: "Description", "Transaciton Id", and "Posted".

Description	Transaciton Id	Posted
1199259270 is not a valid Bank Account Number at line number 1		☐
GOLDENDALE ELEVATOR is not a valid Location at line number 1		☐
10200-7000-07 is not a valid GL Account Number at line number 1		☐
1199259270 is not a valid Bank Account Number at line number 2		☐
GOLDENDALE ELEVATOR is not a valid Location at line number 2		☐
10200-7000-07 is not a valid GL Account Number at line number 2		☐
1199259270 is not a valid Bank Account Number at line number 3		☐
GOLDENDALE ELEVATOR is not a valid Location at line number 3		☐



Note: Importing will not be successful when one transaction has an error. Transaction is auto-posted if successful.

6. When the importing is successful, you can click on the drill-able column value to open the details in the Bank Transaction screen.

Bank Transactions - BTRN-85

New Save Search Delete Undo Unpost Duplicate Unpost Preview Recurring Import Close

Details Attachments Audit Log

Bank Account * 12152015 Balance -1,879.240 Currency * Record No BTRN-85
Date 04/30/2016 Type Bank Transaction Location 0001-Fort Wayne
Check No Payee
Credit 100.00 Loan No. Recur ☐ POS ☐
Description

X Remove Filter

☐ GL Account *	Description	Debit	Credit
☐ 61500-0101-000	Fee Expense	100.000	0.000
☐			
		Total:	\$100.00 \$0.00

? 0.35s Posted

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