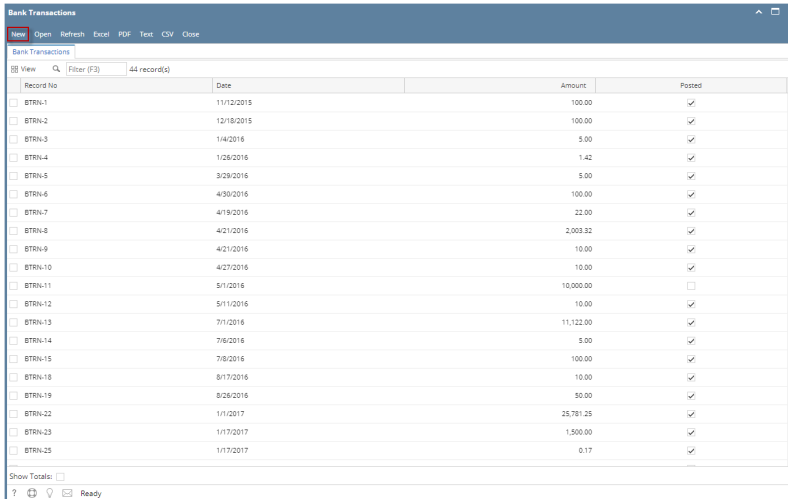


How to Import Bank Transaction

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

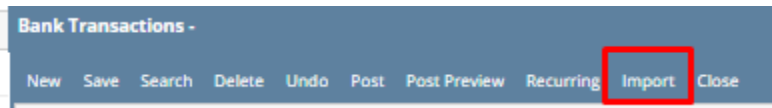
1. From Cash Management module click **Bank Transactions**
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transactions screen** where existing bank transactions are 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 first column. The 'Posted' column has checkmarks for most records, except for record 11. The status bar at the bottom shows 'Show Totals' and 'Ready'.

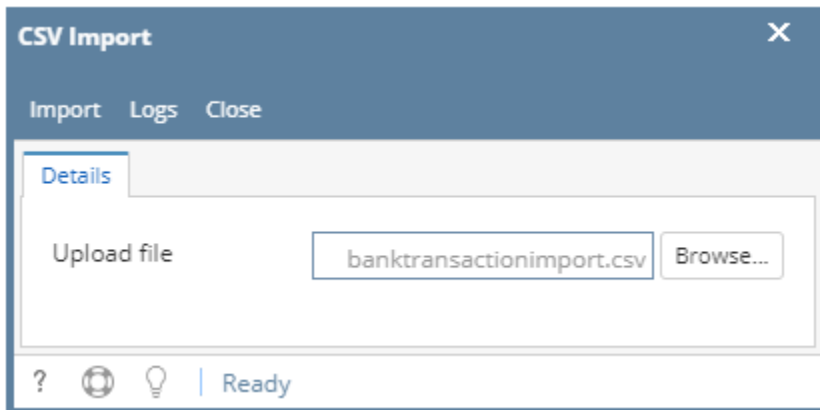
| Record No | Date | Amount | Posted |
|-----------|------------|-----------|--------|
| BTRN-1 | 11/12/2015 | 100.00 | ✓ |
| BTRN-2 | 12/18/2015 | 100.00 | ✓ |
| BTRN-3 | 1/4/2016 | 5.00 | ✓ |
| BTRN-4 | 1/28/2016 | 1.42 | ✓ |
| BTRN-5 | 3/28/2016 | 5.00 | ✓ |
| BTRN-6 | 4/30/2016 | 100.00 | ✓ |
| BTRN-7 | 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 | 8/26/2016 | 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" with a "Close" button. It has a "Details" tab. The form includes fields for "Build Number" (19.12.0320.184), "Date" (03/25/2019), "File Name" (banktransactionimport (2).csv), and "Import By" (irelyadmin). Below these are "Export" and "View" buttons, and a "Filter (F3)" input. A table with columns "Description", "Transaciton Id", and "Posted" contains one row: "Successfully Imported", "BTRN-85", and a checked checkbox.

| Description | Transaciton Id | Posted |
|-----------------------|----------------|-------------------------------------|
| Successfully Imported | BTRN-85 | <input checked="" type="checkbox"/> |

b. sample failed Transaction

The screenshot shows a window titled "Import Bank Transaction Log - 30" with a "Close" button. It has a "Details" tab. The form includes fields for "Build Number" (19.12.0320.184), "Date" (03/25/2019), "File Name" (CMCSVImportTestDeposit (1).csv), and "Import By" (irelyadmin). Below these are "Export" and "View" buttons, and a "Filter (F3)" input. A table with columns "Description", "Transaciton Id", and "Posted" contains eight rows of error messages, each with an unchecked checkbox. The status bar at the bottom shows a question mark, a globe icon, a lightbulb icon, "0.2s", "Ready", and a "Refresh" button.

| Description | Transaciton Id | Posted |
|---|----------------|--------------------------|
| 1199259270 is not a valid Bank Account Number at line number 1 | | <input type="checkbox"/> |
| GOLDENDALE ELEVATOR is not a valid Location at line number 1 | | <input type="checkbox"/> |
| 10200-7000-07 is not a valid GL Account Number at line number 1 | | <input type="checkbox"/> |
| 1199259270 is not a valid Bank Account Number at line number 2 | | <input type="checkbox"/> |
| GOLDENDALE ELEVATOR is not a valid Location at line number 2 | | <input type="checkbox"/> |
| 10200-7000-07 is not a valid GL Account Number at line number 2 | | <input type="checkbox"/> |
| 1199259270 is not a valid Bank Account Number at line number 3 | | <input type="checkbox"/> |
| GOLDENDALE ELEVATOR is not a valid Location at line number 3 | | <input type="checkbox"/> |



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

| <input type="checkbox"/> GL Account * | Description | Debit | Credit |
|---|-------------|---------|-----------------|
| <input type="checkbox"/> 61500-0101-000 | Fee Expense | 100.000 | 0.000 |
| <input type="checkbox"/> | | | |
| | | Total: | \$100.00 \$0.00 |

? 0.35s | Posted

Page 1 of 1 Refresh