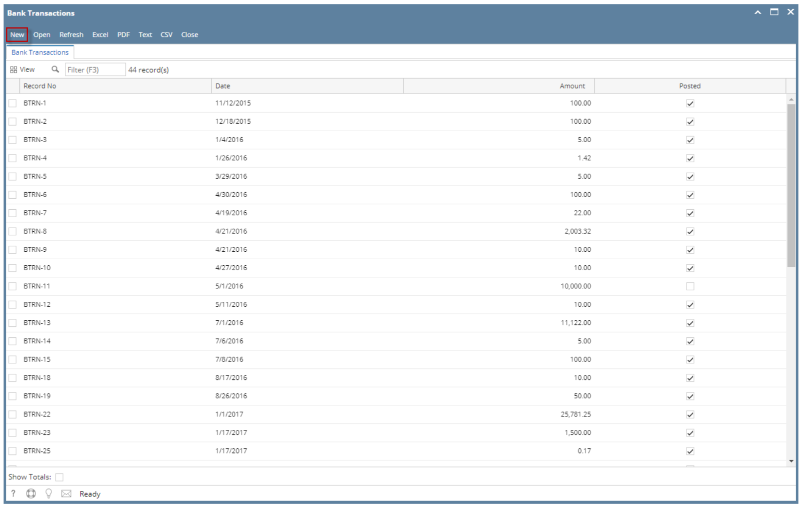
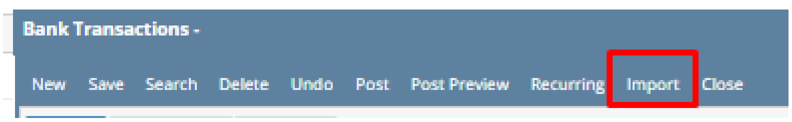
How to Import Bank Transaction

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.

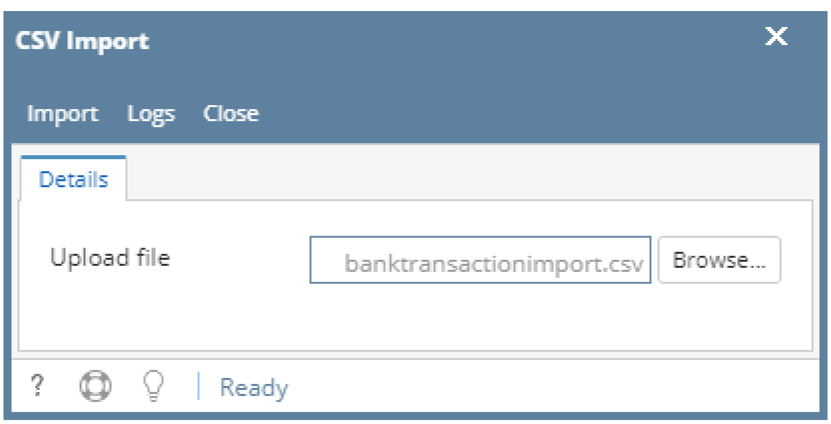


3. Click import toolbar button



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:*



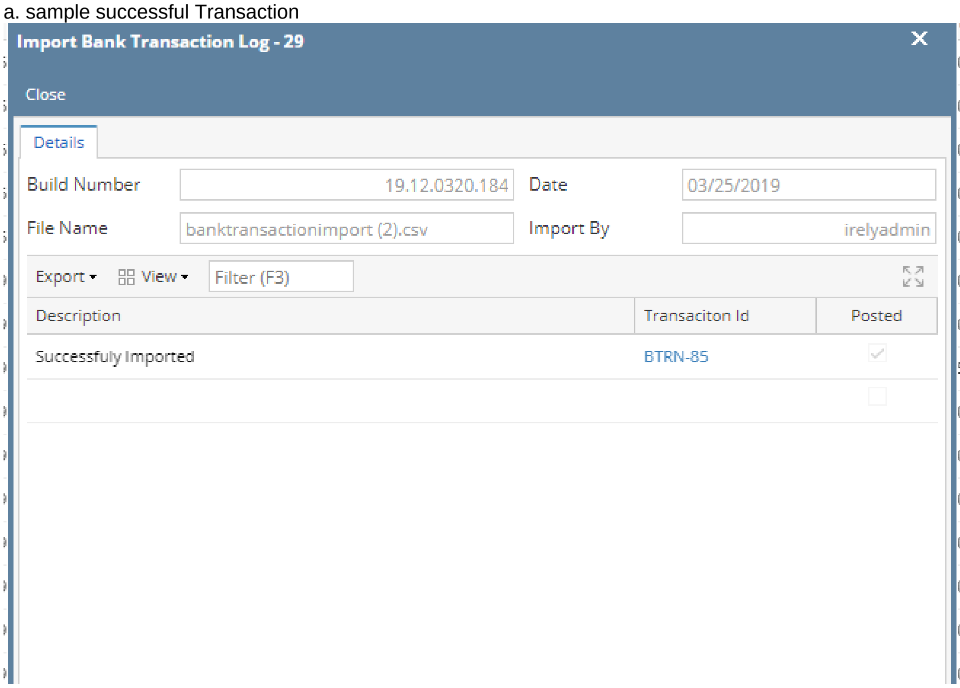
banktransactionimport.csv

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

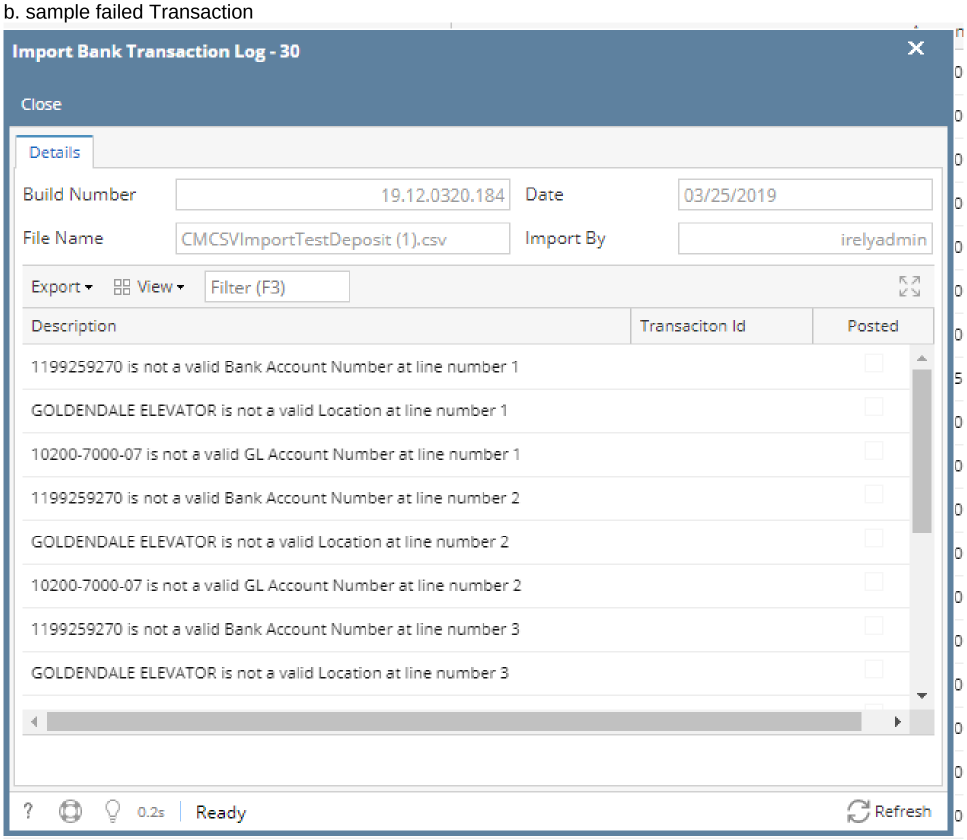
> **Note**
>
> File size limit is 2Mb. Importing will not proceed and error will be displayed.

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

a. sample successful Transaction

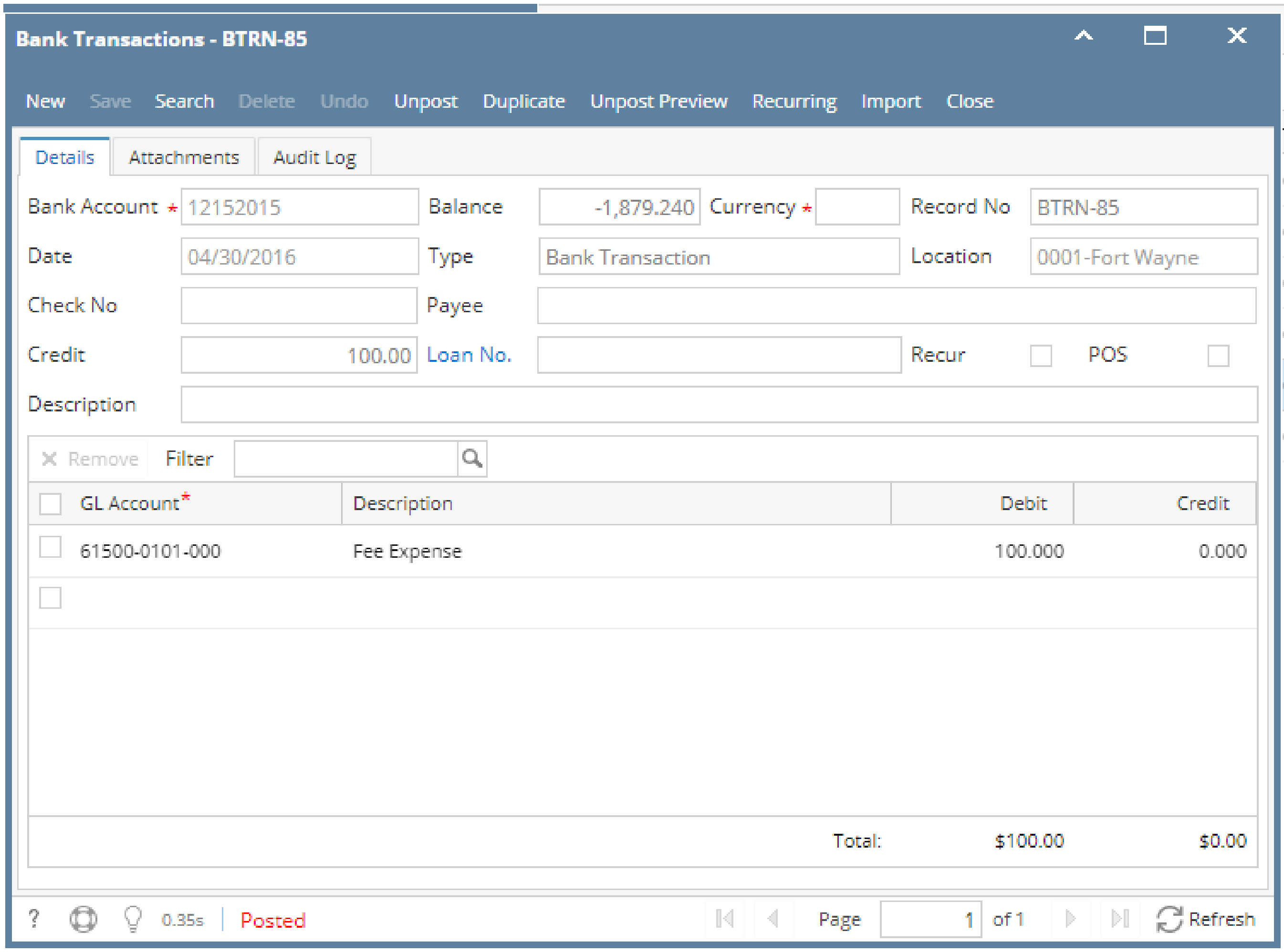


b. sample failed Transaction



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
Remove
Filter
GL Account*
Description
Debit
Credit
61500-0101-000
Fee Expense
100.000
0.000
Total:
$100.00
$0.00
0.35s
Posted
Page
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of 1
Refresh