How to Import Bank Transaction?

Cash Management > Bank Task >

Import Bank File Formats

1. Cash Management > Maintenance > Bank File Formats

2. Click New button

3. Provide the following

- Name = Bank Statement
- Format = Bank Statement
 Type = CSV

*Take note of the Name

4. Click Import button "Should open windows file upload screen"

5. Select the Bank Statement file

LassBankFile.csv	

6. Click Open button

blocked URL

7. Click Save

8. Close all active screens

Setup Responsible User

1. Cash Management > Maintenance > Bank Accounts

2. Open Bank Account

3. Add Responsible Use

• Responsible User = IRELY ADMIN

blocked URL

4. Click Save button

5. Close all active screens

Setup Responsible Party Matching

Import Bank Transactions 1. Cash Management > Bank Task > Import Bank Transactions

Import Bank Statement — X					
Import	Responsible Party Matching	Logs	Close		
Details					
Ban	k File Format				/
Row Count : 0					
? 🛱	Q [Ready				

2. Add the following

- Bank File Format = < Bank File>
- 3. Click Browse button
- 4. Locate and select the File
- 5. Click Open
- 6. Click Import button
 - Should show Import Bank Statement Log

Import Bank Statement Log - BSI-180									
Close									
Details Attachments									
Import Id	BSI-180	Import File Date							
Imported By	IRELY ADMIN	Date Created	10/20/2022						
Description Line error(s) occured.									
Export • 🗄 View • Filter (F3)									
Line No. Failed	Error	Description	Task Id	Activity Id					

7. Close all active screen