

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



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

Import Responsible Party Matching Logs Close

Details

Bank File Format

Upload file Browse...

Row Count : 0

? 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 Import File Date

Imported By Date Created

Description

Export View Filter (F3)

Line No.	Failed	Error	Description	Task Id	Activity Id
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7. Close all active screen