

Auto Bank Reconciliation

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This tab is used to import a bank file with bank transactions. Once the bank transactions are imported, they are saved as pending.

Auto Bank Reconciliation file layout

Import bank transactions for auto bank reconciliation:

Field	Description
Bank Account Grp	Type the bank account group code(s) to be used. If the bank account group code is not known, click ⋮ . The Bank Account Grp lookup is displayed. This field is required.
Import Path	Click **Browse**. The File name pop-up window opens. Select a file and click **Open**. The pop-up window closes and the file name is displayed in the **Import Path** field. Click **Cancel** to close the pop-up window without selecting a file.

❑ Click **Execute** to execute the process. If errors are encountered, an error report is displayed.

You can toggle between the summary and the error report.

- Click the **Summary Report** button to view the Summary Report.
- Click the **Error Report** button to view the Error report.

Review the report.

If no errors are encountered, the **Error Report** and **Summary Report** buttons are not displayed.

❑ Click **Process** to import the transactions listed on the Summary Report to the Maintenance > Bank Reconciliation page. The **Process** button is only displayed if there are valid transactions to be imported.

- The bank account numbers in the file are verified with the account numbers for the selected bank account groups.
- The check numbers are first verified with MICR numbers, and then with the check numbers for the selected bank account group and account number. In addition, the check amounts in the file are verified with the check amounts in the system.

❑ Click **Cancel** to cancel the process and return to the Auto Bank Reconciliation page.