

Auto Bank Reconciliation

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This tab is used to import a bank file with bank transactions. The bank transactions are saved as pending.

File layout

Import bank transactions for auto bank reconcilation:

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**. If there are errors, an error report is displayed. You can toggle between the summary and error report. Click **Summary Report** to view the Summary Report, which provides a list of transactions to be imported. Or, click **Error Report** to view the error report. If no errors are encountered, the **Error Report** and **Summary Report** buttons are not displayed.

Click **Process** to continue the import process.

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