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.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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.