

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 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.
Execute	Execute the process. ❑ Click **Execute** to retrieve the applicable transactions based on the entered search criteria. All reports are displayed by the transaction category (**Checks**, **Cash Receipts**, and **Journal Vouchers**). If there are errors, an error report is displayed. If no errors are encountered, the **Error Report** and **Summary Report** buttons are not 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.
Process	❑ Click **Process** to import the transactions listed on the Summary Report to the Maintenance > Transaction Maintenance page. The **Process** button is disabled until valid transactions are retrieved.

Click **Execute**.

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

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