



Auto Bank Reconciliation

Table of Contents

Auto Bank Reconciliation	i
Auto Bank Reconciliation	1


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Bank Reconciliation > Utilities > Auto Bank Reconciliation

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. <input type="checkbox"/> 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	<input type="checkbox"/> 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.