



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. <input type="checkbox"/> 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. <ul style="list-style-type: none"> • 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.
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.