



Import Cash Receipt Transactions

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This utility is used to import a comma-delimited file containing cash receipt transactions.

[File layout](#)

Import a cash receipt file:

Under **Import Options**:

Field	Description
Accounting Period	Select the accounting period (Current or Next) in which to post the cash receipt transactions.
Transaction Date	Type the transaction date in the MM-DD-YYYY format. The transaction date must be within the current School Year on the Tables > District Finance Options > Finance Options tab. This is a required field.
Cash Receipt Number	Type a six-character alphanumeric cash receipt number to replace all blank cash receipt numbers in the import file. Press TAB to automatically zero-fill the field if less than a six-digit number is entered (e.g., 123 is changed to 000123).
Cash Receipt Number Description	Type a cash receipt number description to replace all blank cash receipt number descriptions in the import file. The field can be a maximum of 30 alphanumeric characters.
Import File Name	Click Choose File to select the desired comma delimited file to import. Click Open . The selected file name is displayed.
Execute	Execute the process. ☐ Click Execute to execute the process. If any errors are encountered, the Import Cash Receipt Transactions Error Report is displayed. Review the report. ☐ Click Cancel to close the report and make corrections to the import file. If no errors are encountered, the Import Cash Receipt Transactions Report is displayed with a list of cash receipt transactions to be imported. Review the report. ☐ Click Process to continue the import. A message indicating that the process was successfully completed is displayed. Click OK. You can verify the imported cash receipt transactions on the Maintenance > Postings > Cash Receipt tab. ☐ Click Cancel to close the report without importing the cash receipt transactions.