Import Travel Check Transactions - FIN8700

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This utility is used to import employee travel expense records. Once the records are imported, transactions can be updated, and purchase authorization checks can be printed to pay employees.

Import Travel Check Transactions File Layout

Import travel check transactions:

Field	Description
Transaction Date	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.
Set Print Flag	Select to automatically select **Print** on the Check Processing - PA tab. You can manually select or clear Print on the Check Processing - PA tab if desired.
Import File	❑ Click **Browse**. A pop-up window is displayed. • Click **Choose File**. Locate and select the file on your computer or network. Click **Open** to select the file, or click **Cancel** to close the dialog box without processing. • Click **Submit** to accept the file name and return to the Import Travel Check Transactions page. Or, click **Cancel** to return without selecting the file.

If any errors are encountered during the import process, the system displays the Import Travel Check Transactions Error Report. Review the report.

❑ Click **Process**, you are prompted to create a backup.