



(OBSOLETE) Auto Bank Reconciliation - FIN3500

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This page was removed as a result of the Bank Reconciliation application implementation.

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Finance > Maintenance > Bank Reconciliation > Auto Bank Reconciliation

This tab is used to import information from a bank. The bank information is saved as pending.

Auto reconcile a bank statement:

The **Bank Account Nbr** field must be completed on the Bank Account Group tab for information to import from the bank text file.

Field	Description
Include Previous File ID	Select to include all unique, unreconciled checks and deposits from the previous file ID. Any previous file ID check numbers or cash receipt numbers that exist in the current file ID are not included in the retrieval. However, when a listed check or deposit is reconciled, it also reconciles any similar or duplicate check or deposit from the previous file ID (even though it was not displayed). When selected, the system does not export the previous file ID. It is recommended that the users run the Export by File ID utility before the bank statement is reconciled.
Bank Account Group	Type the bank account group number. If the bank account group number is not known, click  to search for bank groups. If left blank, the system processes all bank account groups.
Import Path	<p>Click Browse. The File name pop-up window opens.</p> <p>Select a file and click Open. The pop-up window closes and the file name is displayed in the Import Path field.</p> <p>Click Cancel to close the pop-up window without selecting a file.</p>

Click **Execute** to import the bank file and process the data. If any errors are encountered during the import process, the system displays the Bank Statement Import Error Report.

[Review the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Continue** to view the Bank Statement Import Report. The report displays a list of the checks to be saved as pending with totals.

[Review the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

If there are no errors, the Bank Statement Import Error Report is not displayed.

Note: The **Continue** button is not displayed on the Bank Statement Import Error Report page, if there is nothing to process.

Click **Cancel** to return to the Auto Bank Reconciliation tab.

If you click **Process**, a message is displayed indicating a system backup should be performed. A backup is highly recommended.

Click **Yes** to export a copy of the tables. Click **No** to not create the backup and continue. If you click **Yes**, the export Finance tables dialog box is displayed.

- In the **Function** Type field, the **Export** option is preset and cannot be changed.
- In the **Export Path** field, perform one of the following functions:
 - Type the drive and file name of where to export a copy of the tables.
 - Click **Browse**, and then select the folder into which to export a copy of the tables. Click **OK** to select the folder or **Cancel** to close the page without selecting a folder.
 - Click **Execute** to start the export function or **Cancel** to close the page without completing the task.

- In the application dialog box, verify the path of the export, and click **Yes** to continue the export or No to return to the export dialog box.
- In the archive password dialog box, type a password for the exported file, and then click **OK**.
- A message is displayed indicating the export process was completed successfully. Click **OK**.
- Click **Cancel** to terminate the process without saving the changes and to close the dialog box.