

Auto Bank Reconciliation

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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 reconcilation:

Field	Description
Bank Account Grp	Type the bank account group code 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 **Execute**. The Delete Transactions - Summary Report is displayed.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click to go back one page.
Click to go forward one page.
Click Last 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 **Process** to continue the mass delete process.

Click **Cancel** to cancel the process and return to the Mass Delete Transactions page.


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