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 **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.

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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