



ASCENDER GUIDES



Auto Bank Reconciliation

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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 reconciliation:


Field	Description
Bank Account Grp	Type the bank account group code(s) 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**. If errors are encountered, the Bank Statement Import - Error Report is displayed.


[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 Summary report to display the Bank Statement Import - Summary Report, which provides a list of the transactions to be imported.

You can toggle between the summary and error report by clicking the **Error report** and **Summary report** buttons. If no errors are encountered, the **Error Report** and **Summary Report** buttons are

not displayed.

Click **Process** to continue the import process.

Click **Cancel** to cancel the process and return to the Auto Bank Reconciliation page.



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