



## ASCENDER GUIDES



# Auto Bank Reconciliation



## Table of Contents

<b>Auto Bank Reconciliation</b> .....	1
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# Auto Bank Reconciliation

## 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 reconciliation:

Field	Description
<b>Bank Account Grp</b>	Type the bank account group code(s) to be used. If the bank account group code is not known, click  . The <a href="#">Bank Account Grp lookup</a> is displayed. This field is required.
<b>Import Path</b>	<p>Click <b>Browse</b>. The File name pop-up window opens.</p> <p>Select a file and click <b>Open</b>. The pop-up window closes and the file name is displayed in the <b>Import Path</b> field.</p> <p>Click <b>Cancel</b> to close the pop-up window without selecting a file.</p>
<b>Execute</b>	<p><a href="#">Execute the process.</a></p> <p><input type="checkbox"/> Click <b>Execute</b> to retrieve the applicable transactions based on the entered search criteria. All reports are displayed by the transaction category (<b>Checks</b>, <b>Cash Receipts</b>, and <b>Journal Vouchers</b>).</p> <p>If there are errors, an error report is displayed. If no errors are encountered, the <b>Error Report</b> and <b>Summary Report</b> buttons are not displayed.</p> <p>You can toggle between the summary and the error report.</p> <ul style="list-style-type: none"> <li>Click the <b>Summary Report</b> button to view the Summary Report.</li> <li>Click the <b>Error Report</b> button to view the Error report.</li> </ul> <p><a href="#">Review the report.</a></p>
<b>Process</b>	<input type="checkbox"/> Click <b>Process</b> to import the transactions listed on the Summary Report to the Maintenance > Transaction Maintenance page. The <b>Process</b> button is disabled until valid transactions are retrieved.

Click **Execute**.

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

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



## Back Cover