



ASCENDER GUIDES



---

# Auto Bank Reconciliation



# Table of Contents

**Auto Bank Reconciliation** ..... 1



# 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>      | Click <b>Browse</b> . The File name pop-up window opens.<br><br>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.<br><br>Click <b>Cancel</b> to close the pop-up window without selecting a file.  |
| <b>Execute</b>          | <a href="#">Execute the process.</a><br><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, Cash Receipts, and Journal Vouchers</b> ).<br><br>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. You can toggle between the summary and the error report.<br>•<br>Click the <b>Summary Report</b> button to view the Summary Report.<br>•<br>Click the <b>Error Report</b> button to view the Error report.<br><br><a href="#">Review the report.</a> |
| <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