

Import Cash Receipt Transactions

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Import Cash Receipt Transactions

Finance > Utilities > Import Cash Receipt Transactions

This utility is used to import a comma-delimited file containing cash receipt transactions.

File layout

Import a cash receipt file:

Under **Import Options**:

Transaction Date Type the transaction date in the MM-DD-YYYY format. The transaction date must be within the current School Year on the Tables > District Finance Options > Finance Options tab. This is a required field. Type a six-character alphanumeric cash receipt number to replace all blar cash receipt numbers in the import file. Press TAB to automatically zero-fit the field if less than a six-digit number is entered (e.g., 123 is changed to 000123). Type a cash receipt number description to replace all blank cash receipt number descriptions in the import file. The field can be a maximum of 30 alphanumeric characters. Import File Click Choose File to select the desired comma delimited file to import. Click Op The selected file name is displayed. Execute Execute the process. Click Execute to execute the process. If any errors are encountered, the Import Cash Receipt Transactions Error Report is displayed. Review the report. Click Cancel to close the report and make corrections to the import file. If no errors are encountered, the Import Cash Receipt Transactions Report is displayed with a list of cash receipt transactions to be imported. Review the report Click Process to continue the import. A message indicating that the process successfully completed is displayed. Click OK. You can verify the imported cash receipt transactions on the Maintenance >	Field		Description		
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