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**:

Field	Description
Accounting Period	Select the accounting period (**Current** or **Next**) in which to post the cash receipt transactions.
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.
Cash Receipt Number	Type a six-character alphanumeric cash receipt number to replace all blank cash receipt numbers in the import file. Press TAB to automatically zero-fill the field if less than a six-digit number is entered (e.g., 123 is changed to 000123).
Cash Receipt Number Description	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.

❏ Click **Choose File** to select the desired comma-delimited file to import.

- Click **Open**. The selected file name is displayed.

❏ 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 was successfully completed is displayed. Click **OK**.

You can verify the imported cash receipt transactions on the Maintenance > Postings > Cash Receipt tab.

❏ Click **Cancel** to close the report without importing the cash receipt transactions.

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