



# 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
<b>Accounting Period</b>	Select the accounting period ( <b>Current</b> or <b>Next</b> ) in which to post the cash receipt transactions.
<b>Transaction Date</b>	Type the transaction date in the MM-DD-YYYY format. The transaction date must be within the current <b>School Year</b> on the Tables > District Finance Options > Finance Options tab. This is a required field.
<b>Cash Receipt Number</b>	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).
<b>Cash Receipt Number Description</b>	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 proceed.

- 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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