Import Travel Check Transactions - FIN8700

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Finance > Utilities > Import Travel Check Transactions

This utility is used to import employee travel expense records. Once the records are imported, transactions can be updated, and purchase authorization checks can be printed to pay employees.

file layout

Import travel check transactions:

Field	Description
Transaction Date	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.
Set Print Flag	Select to automatically select **Print** on the Check Processing - PA tab. You can manually select or clear Print on the Check Processing - PA tab.

❑ Click **Browse**. A pop-up window is displayed.

- Click **Choose File**. Locate and select the file on your computer or network. Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.
- Click **Submit** to accept the file name and return to the Import Travel Check Transactions page. Or, click **Cancel** to return without selecting the file.

❑ Click **Execute** to execute the process. You are prompted to create a backup.

If any errors are encountered during the import process, an error report is displayed. Review the report.

- Click **Process** to proceed.
- Click **Cancel** to cancel the process and return to the Import Travel Check Transactions page.

A message is displayed indicating that the process was completed successfully.

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