Import Travel Check Transactions - FIN8700

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> 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.

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, if desired.
Import File	❑ 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.

If any errors are encountered during the import process, the system displays the Import Travel Check Transactions Error Report.

[Review the report.]

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click 🔴 to save and print the report in PDF format.

Click 🟢 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

If you click **Process**, a message is displayed indicating a system backup should be performed. A backup is highly recommended.

Click **Yes** to export a copy of the tables. Click **No** to not create the backup and continue. If you click **Yes**, the export Finance tables dialog box is displayed.

- In the **Function** Type field, the **Export** option is preset and cannot be changed.
- In the **Export Path** field, perform one of the following functions:
- Type the drive and file name of where to export a copy of the tables.
    - Click Browse, and then select the folder into which to export a copy of the tables. Click **OK** to select the folder or **Cancel** to close the page without selecting a folder.
- Click **Execute** to start the export function or **Cancel** to close the page without completing the task.
    - In the application dialog box, verify the path of the export, and click **Yes** to continue the export or No to return to the export dialog box.
    - In the archive password dialog box, type a password for the exported file, and then click **OK**.
    - A message is displayed indicating the export process was completed successfully. Click **OK**.
- Click **Cancel** to terminate the process without saving the changes and to close the dialog box.

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