Import Bank Reconciliation

Imports bank or check reconciliation from the bank.

The bank sends a file, which is typically a text file. This process reads that file and clears the checks in the file if the check# and amount from the file match up to the data within SGA.

If any of the information on the text file doesn't match up with the check, a log of errors will be generated.

- Select the checkbook you are working with.

- The bank reconciliation import is defined by the checkbook.

The file name is specified in the command text, which can be changed directly from this screen. You can also see the folder that the file is contained in within the connection string.

If you wish to browse for the file then click the Edit button, then the ellipsis button next to the file name. See import connections for help with setting up a connection to a file to import.

- Click the Import button to proceed with clearing the checks.

A log will be generated telling you how many checks got cleared, how many did not and why. The log can be printed by going to the reports menu.

Contact SGA to setup the file format for importing a file from your bank.