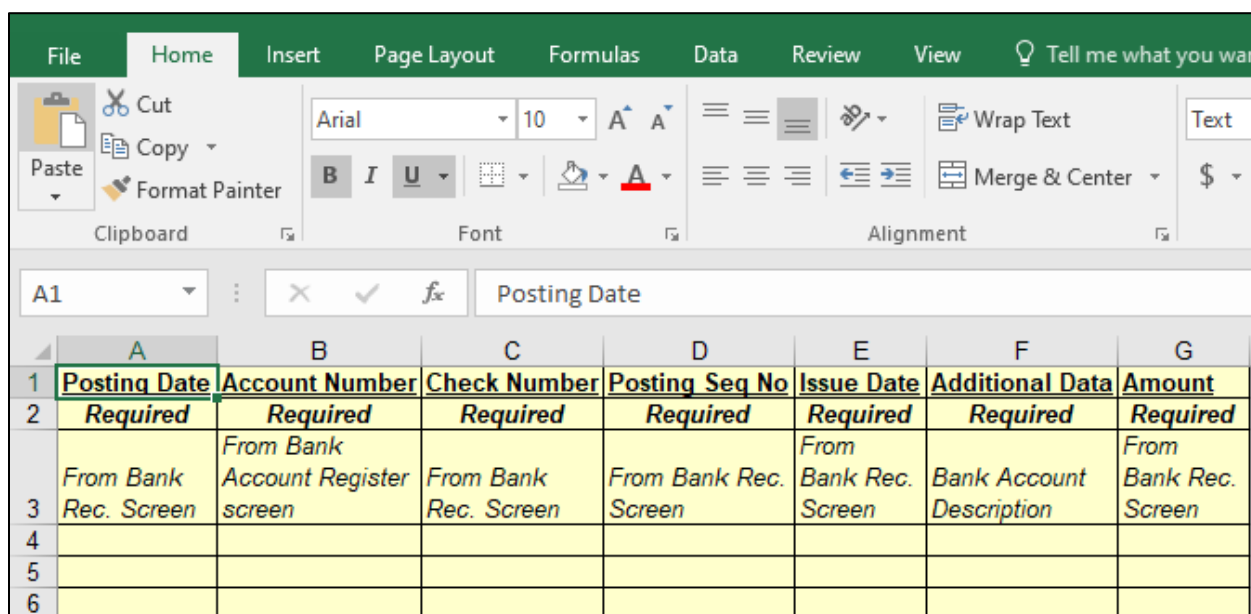# Automatically Import Cleared Checks from the Bank

APTAWEB-10014

Introduction

AptaFund now has an import template that can be used to import cleared checks from the bank statement. The bank can either provide a file in the AptaFund format, or a file from the bank can be rearranged to fit the cleared checks import template.

- All fields in this template are required.
- No dollar signs or commas can be used in the Amount field.

Figure 1: Bank Cleared Checks Import Template

- **Posting Date:** The check date from the bank statement.
- **Account Number:** The bank account number from the statement.
- **Check Number:** The number of the check to be cleared. **Note**: EFT payments do not have a number, so you will still need to check those items manually in the Bank Reconciliation screen.
- **Posting Sequence Number:** This is a numbered list (1, 2, 3, 4, 5, etc.) for each line item.
- **Issue Date:** The check date from AptaFund. **Note**: This date may be the same as the Posting Date.
- **Additional Data:** The Bank Account Description from the Bank Management screen.
- **Amount:** The amount of the withdrawal or deposit from the bank statement.

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The import is called *Bank Account Reconciliation - Cleared Checks* and can be found under Administration > Data Imports > Banking.

Figure 2: Banking Import screen with Bank Account Reconciliation Import Task

When the import template is populated and saved as a .CSV file, it can be added to the Bank Account Reconciliation - Cleared Checks task as the data source.

1. Click the **Bank Account Reconciliation - Cleared Checks** link in the Task column, and upload the import file.
2. Click the **Include Task** button, and then click the **Execute Batch** button to run the import. When the process is complete, the checks should be marked as cleared in the Bank Account Reconciliation screen.

Note: Banks can sometimes create bank statement files upon request, especially if they are given the specifications. If your bank can create a .CSV file with the above columns, importing statements will become very easy.