## 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.

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• No dollar signs or commas can be used in the Amount field.

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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.



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

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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.
- 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.