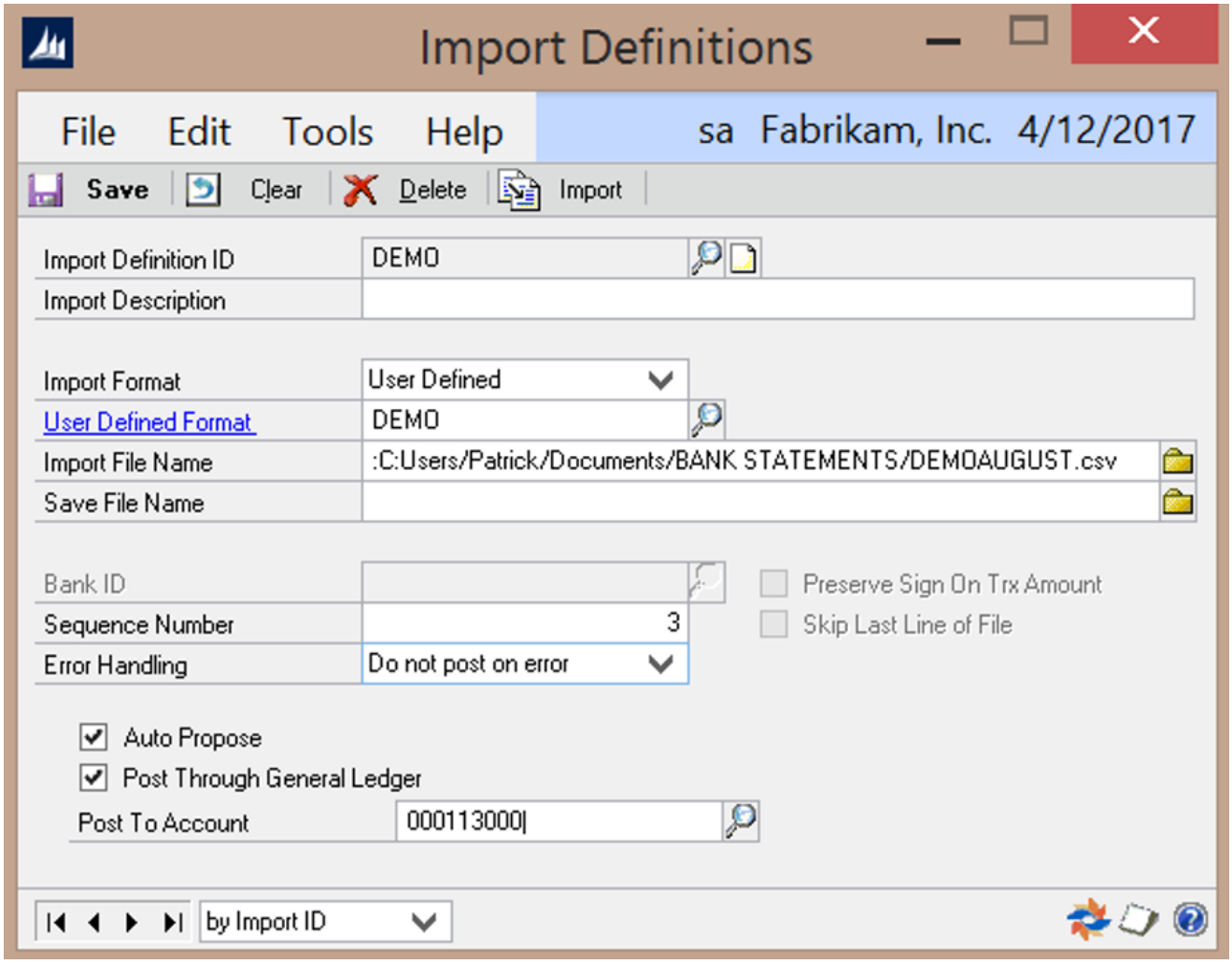
Import Maintenance (Import Definitions)

Last updated: August 24, 2022

Location

Tools >> Setup >> Financial >> Advanced Bank Reconciliation >> Import Maintenance

Layout



Overview

The Import Maintenance screen is used to define which bank statement files get imported for specific bank accounts. Import Definitions are setup for both User Defined and BAI statement formats.

Fields

Import Definition ID – Unique name to identify the import definition

Import Description – Text describing the import definition.

Import Format – Select from the list of format options:

- Standard – The import file is a standard UK ABR file format. (see Appendix B: Standard Bank Format for more details)

- User Defined – The import file is a user defined format. Example: .CSV format (see Statement Import Format (Format Definition) for more details)
- BAI – The import file is a standard BAI file format. (see Appendix A: BAI File Format for more details)
- MT940 – Standard MT940 format
- MT940 Blom Bank – Custom MT940 format for Blom Bank
- BAI - Lloyds – Custom BAI format for Lloyds
- Statement Direct – Will download statements directly from Statement Direct

User Defined Format – The Import Format to be used for the import, as previously defined in the Format Definition window.

Note: Disabled unless “User Defined” is chosen for Import Format. Import File Name – The bank statement file and location for importing Save File Name – If supplied, the original file as specified in the Import File Name field will be renamed to the Save File Name once the import is finished. You may add a # at the end of the Save File Name to number each one differently.

Bank ID – The Nolan Bank ID to import the statement into. This will be disabled if the Account and Sort Code/Routing Number fields are included in the Format Definition of the User Defined Format selected, as those fields will determine which bank the imported bank statement gets imported to. Selecting the BAI Import Format will also disable this field.

Sequence Number – The sequence of the import file. If the import file name has hash marks (###) in it, when the systems opens the file in the import processing screen, it will replace the hash marks with the Sequence Number when the file is searched for. Example: If the file name of BankImport###.CSV is entered as the import file and the Sequence Number is 1, then ABR will attempt to open/read BankImport001.CSV.

Error Handling –

- Do not post on error – Do not import any bank statement transactions if there is an error found within the file.

- Post only correct – Import correct lines from the bank statement file and ignore invalid lines.

Preserve Sign On Trx Amount – Check this box to preserve the sign on the bank statement transactions.
Note: This is disabled if “User Defined” is selected for the Import Format.

Skip Last Line of File – Check this box to skip the last line of the bank statement import file.
Note: This is disabled if “User Defined” is selected for the Import Format.

Auto Propose – Check this box to have the Propose, auto match functionality run automatically.

Post Through General Ledger – Check this box if you would like the statement transactions to post to the General Ledger.

Buttons

Save – Saves the import definition.

Clear – Clears all fields.

Delete – Deletes the current Import Definition.

Import – Loads the Import Processing window with the current definition.

Note: This also saves the current definition before loading the new window.