Statement Import Format

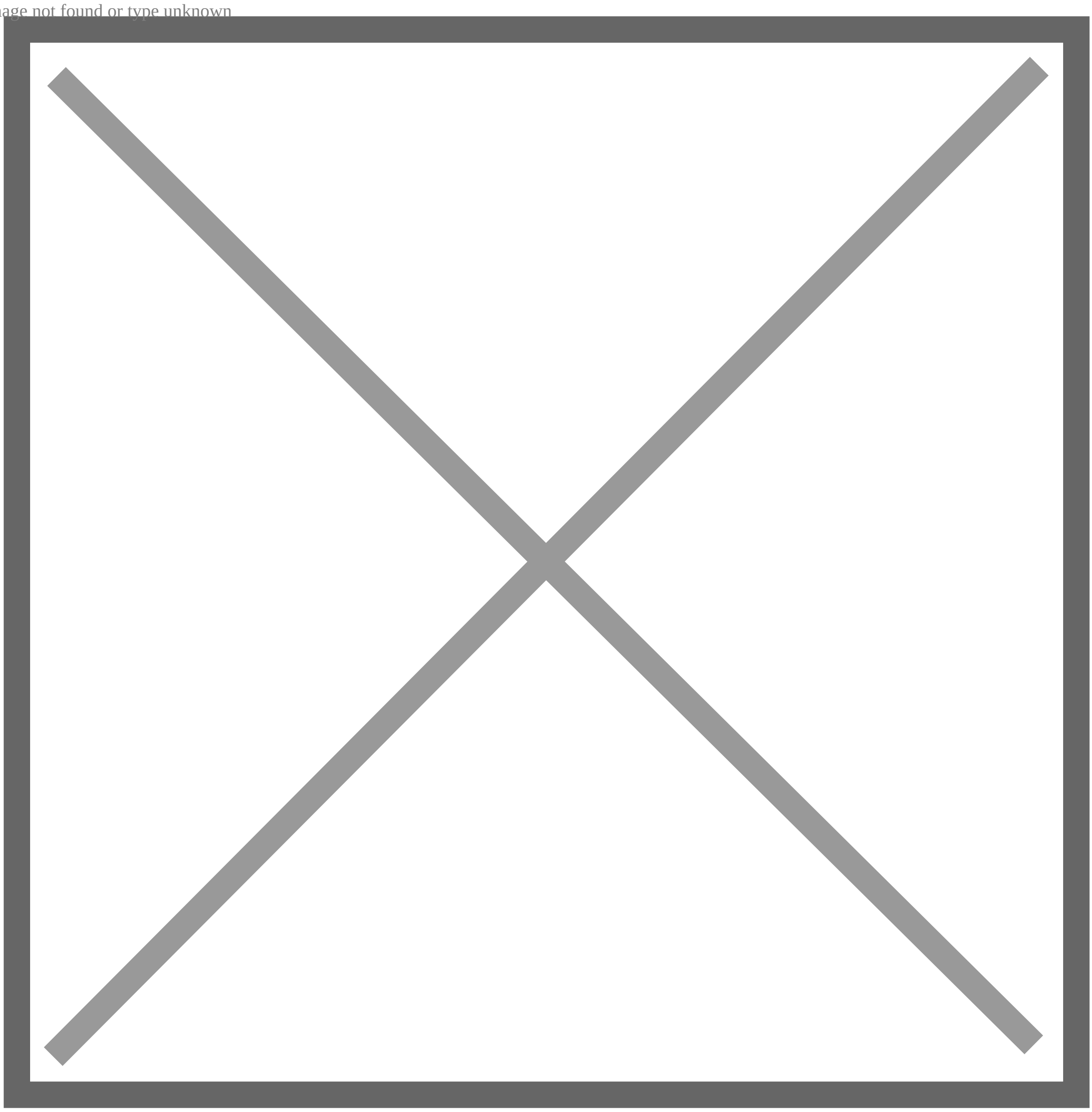
Last updated: July 25, 2022

The **Statement Import Format** defines how you receive the data sent via your bank after **Importing** a **Statement**.

This section will show you how to create an **Import File** containing the information you will want to know.

First, go to **ABR -> ABR Setup -> Statement Import Format -> New**.

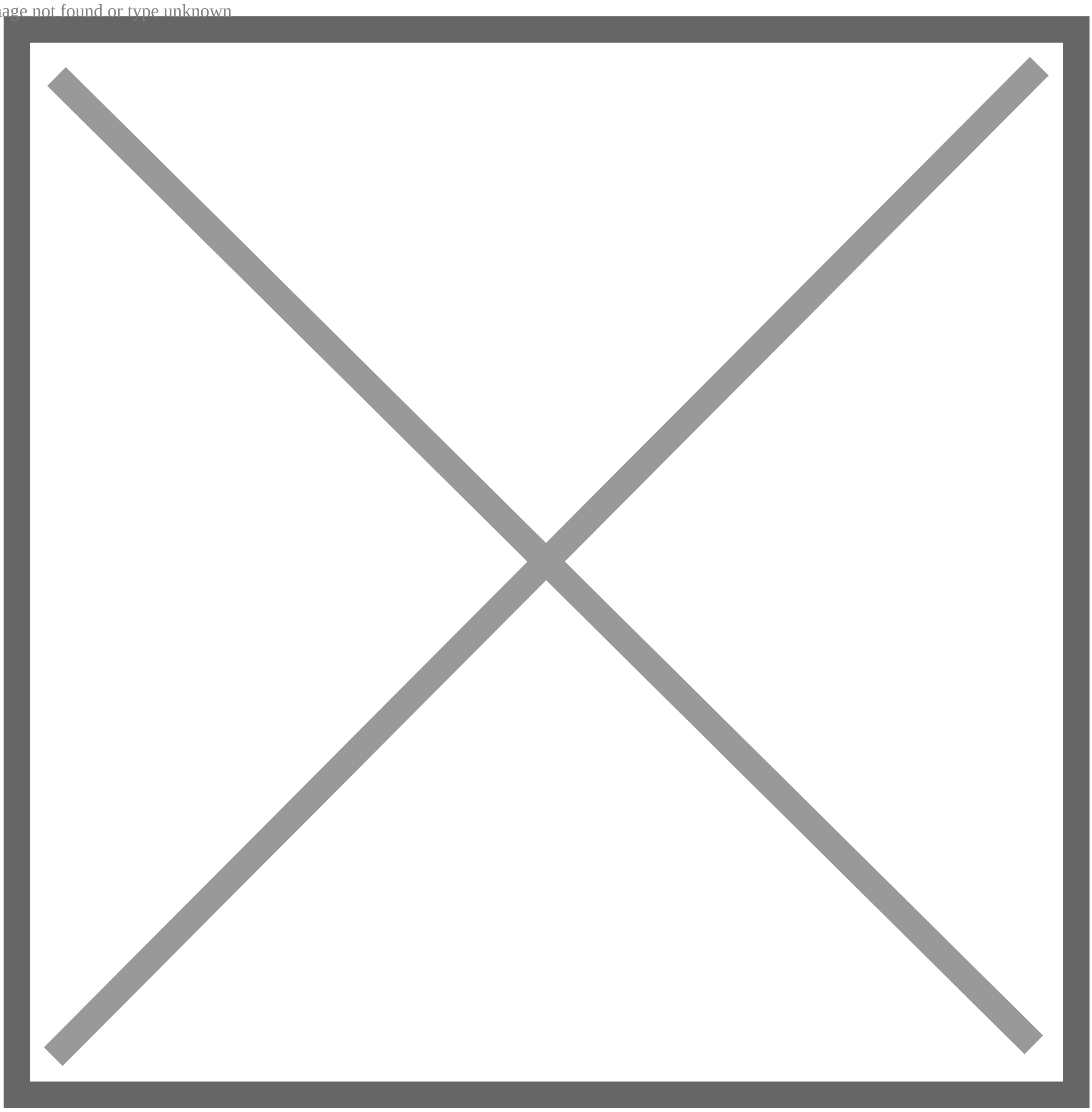
Image not found or type unknown



You will now be faced with the **ABR Statement Import Format** screen, where you can create a new **Import Format**.

First, you will want to give the **Format** a **Name** and **Description**. The name of the **Bank** you wish to use is a good option as it makes referencing much easier.

Image not found or type unknown



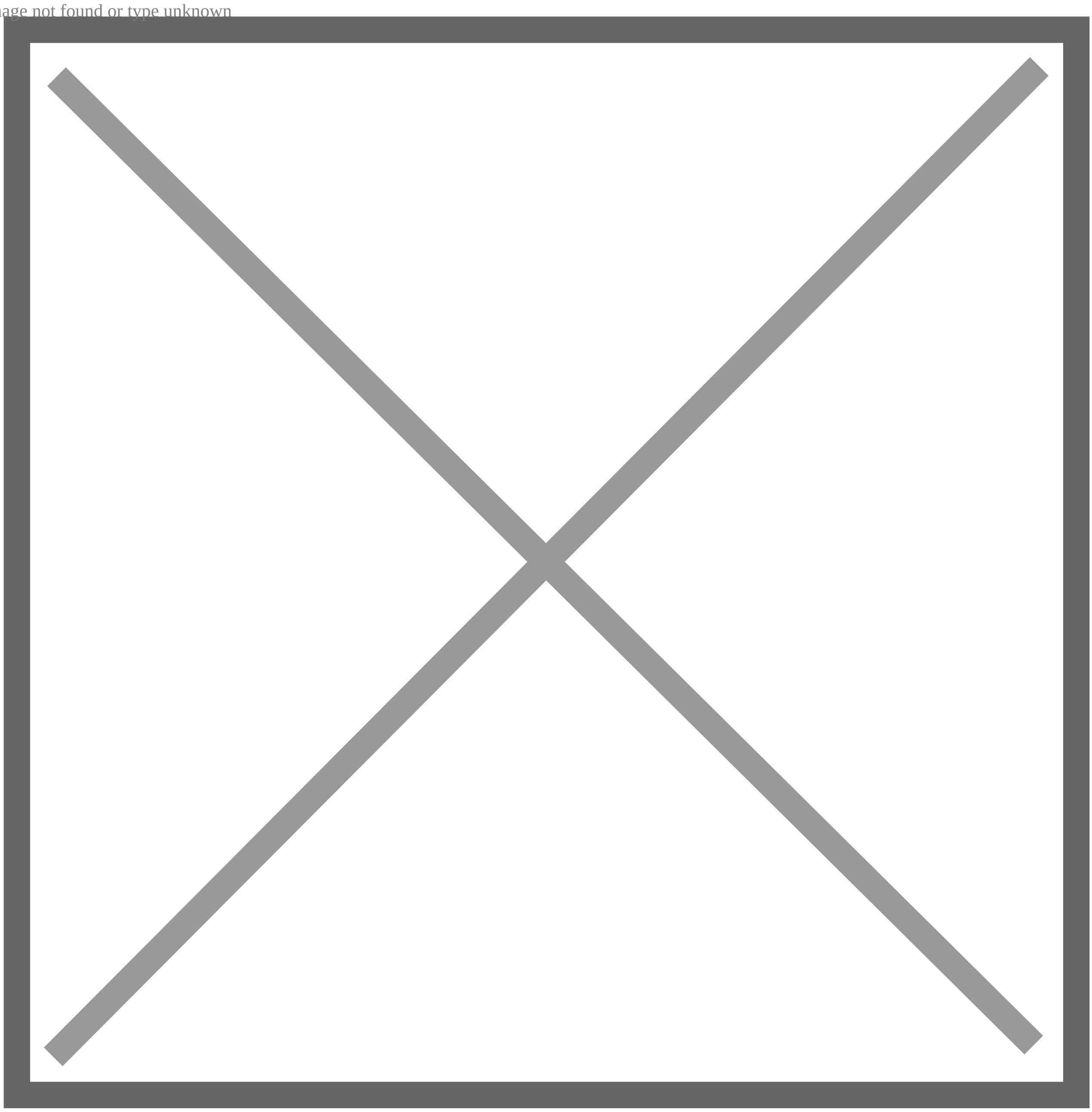
Your **File Format** will need to be the **Same** as your **Data Upload**. This is usually **Comma Separated**.

If you are using a **BAI Format**, and your **Transaction Lines** contain the value **V**, make sure to **Tick** the **Header Date as Bankline Date** as seen below as this will make sure the **Transaction Date** is used.

For the **Auto-Import Mapping Details**, either consult your **Bank Feeds Manual** or speak to a Nolan representative.

Your **Bank File** may sometimes include **Header** and **Footer** lines, to avoid these being taken into account by the **Transaction Data**, set the **Row Number** accordingly, as seen below.

Image not found or type unknown

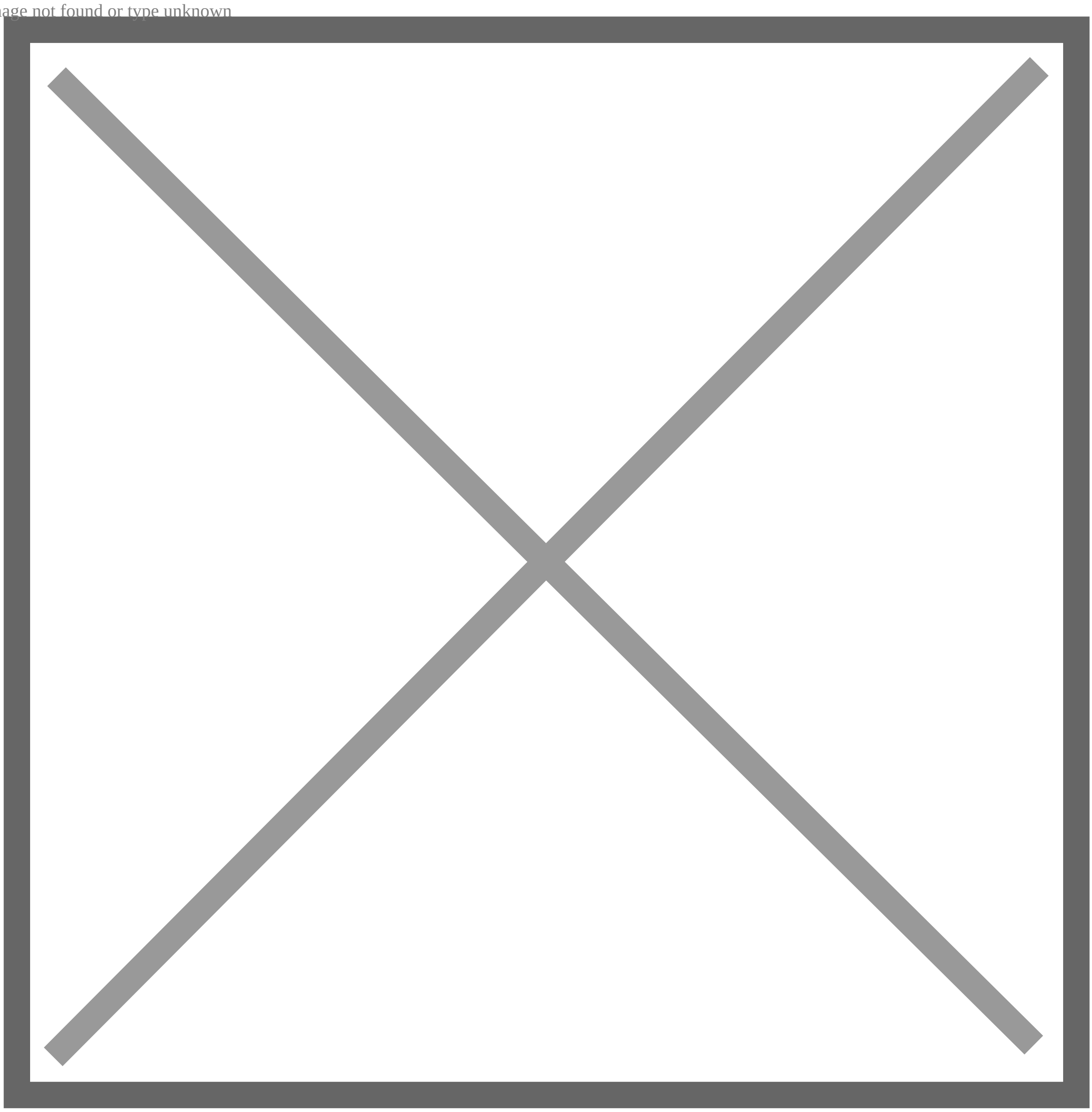


Now click **Save**.

Once you have **Saved** your new **Import File Format**, you will notice a new **Tab** called **Line Detail** has appeared. Use this to **Set Parameters** to map the data on your files to the correct fields in ABR.

Select **New ABR Format Definition Line**.

Image not found or type unknown



Now select your relevant **Destination Field Options**. You can find the individual definitions below.

Account Number – Bank account number is required if there are multiple accounts in one bank file import.

Amount – Use if all amounts are shown in one column. If all the amounts are positive, use the **Transaction Types** tab to define the **Debits** and **Credits**.

Bank Code – This is the **Bank Routing Number**, this is usually not required.

Check Number – **Transaction ID** is used for matching the **Bank Value** against the **Transaction Document/Check Number Field**.

Credit Amount – Use this if the bank uses a **Separate Column** for **Credit Amounts**.

D/C Indicator – Use this if the bank uses a column with a **D** or **C** value to indicate **Debit** or **Credit**. This is not usually required.

Debit Amount – Use this if the bank uses a **Separate Column** for **Debit Amounts**.

Record Code (BAI) – This is **Only Required** for **BAI** file types.

Reference – This is usually mapped to a **Bank Description** which is then matched against a **NetSuite Memo**. It can also be used to **Review Bank Transactions**. You can use the **Start** and **End** fields to indicate which **Characters** you want **Imported** into these fields. If you require **All** the information from these fields, leave both **Values as 0**. The **Maximum** number of **Characters** is **300**.

Transaction Date – Use this for the **Date** of the **Bank Transaction**. You **Must,** however, also define the **Format Option**. For example, the 18/03/2022 format would be dd/mm/yyyy. **Do not use Upper Case**.

Transaction Type – This is **Required** for using **Auto-Match**. It can also be used for **Auto-Gen**. You can use **Transaction Type** to define **Debits/Credits** and for

Filtering Bank Data.

Once you have decided on your new **Format**, click **Save**.

Your new **Statement Import Format** is now ready to use.