



## IMPORTING TRANSACTIONS VIA .CSV FILE

1. Prepare the .csv import file. (*Contact MM Consulting Solutions to secure import file formats for your environment.*)
2. From the side menu of your Admin Role select (*Toolbox>Import/Export>Import Tran – CSV*)  
The following screen is displayed:

**Import Transactions - CSV**

Property

Post Month

Date

Tran Type

Book

Account

CSV File

FMT File

Batch Type

Intercompany

3. Select the following:
  - a. Tran Type = Charge, Receipt, Payable, Journal, etc.
  - b. CSV File = Click “Browse” to browse to the file to be imported
  - c. Batch Type = Unposted (so you have the opportunity to review before posting)
  - d. The following screen displays:

**Import Transactions - CSV**

Property

Post Month

Date

Tran Type

Book

Account

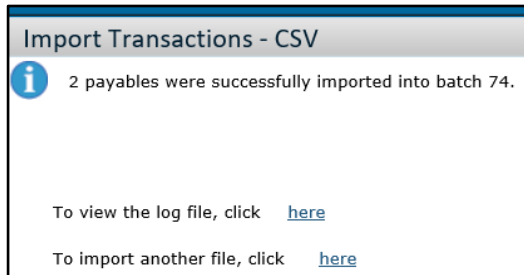
CSV File

FMT File

Batch Type

Intercompany

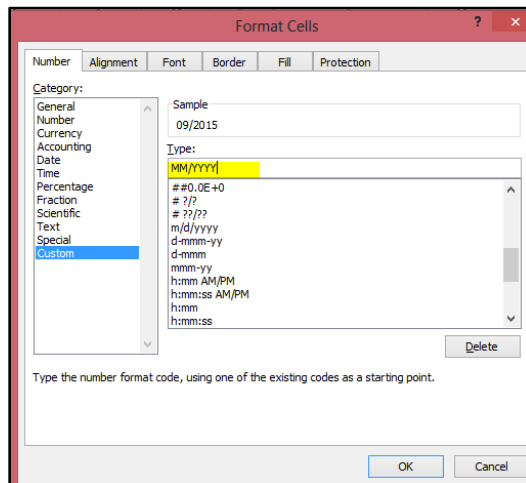
4. Select “Submit” and the following screen will be displayed:



5. The uploaded data is now available as an Unposted Batch to Post, Edit or Delete as necessary.

6. Hints:

- a. Depending on your version of Excel, the import file may require the post month to be formatted as mm/yyyy via Excel>Format Cells>Custom. For example, enter 11/01/2013 in the spreadsheet and format to display as 11/2013. **THIS FORMATTING WILL NEED TO BE REPEATED EACH TIME THE FILE IS OPENED IN EXCEL.**



- b. Import file must have transaction date formatted as mm/dd/yyyy.  
c. The header rows must be deleted before importing the file.

*Note: Each client is unique. Please contact MM Consulting Solutions if you would like to develop a custom solution for your business.*