CM 01: Import a bank statement
Created on 2/16/2018

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Procedure

This User Guide outlines the steps required to import a bank statement.
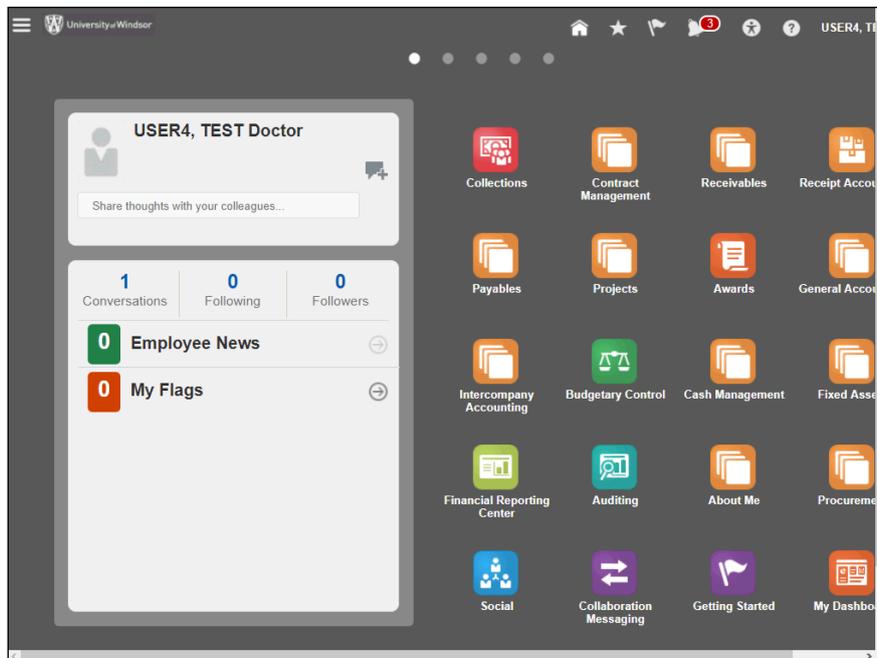
Step	Action
1.	Click the **Navigator** button.
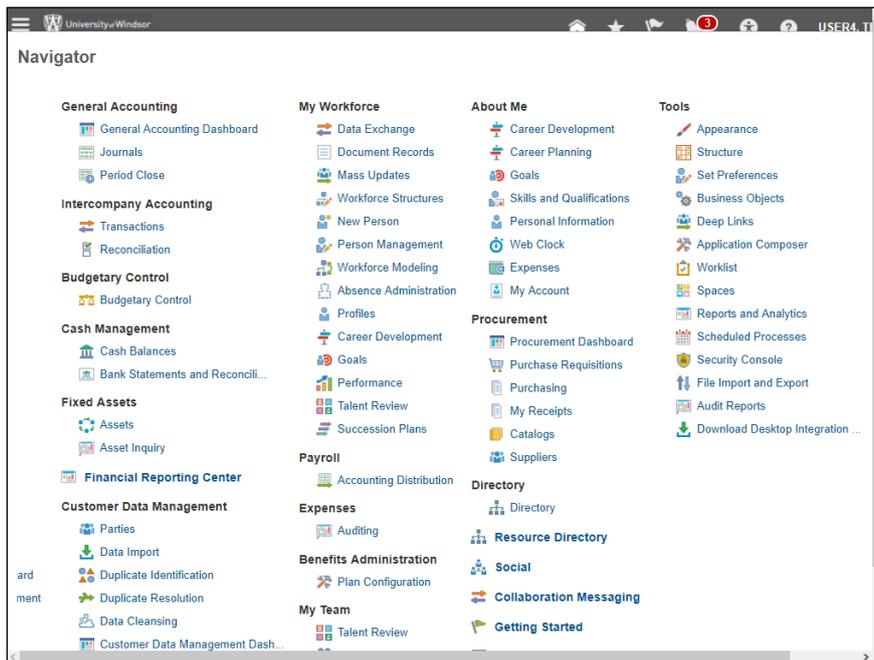
Step	Action
2.	Click the **File Import and Export** link. File Import and Export
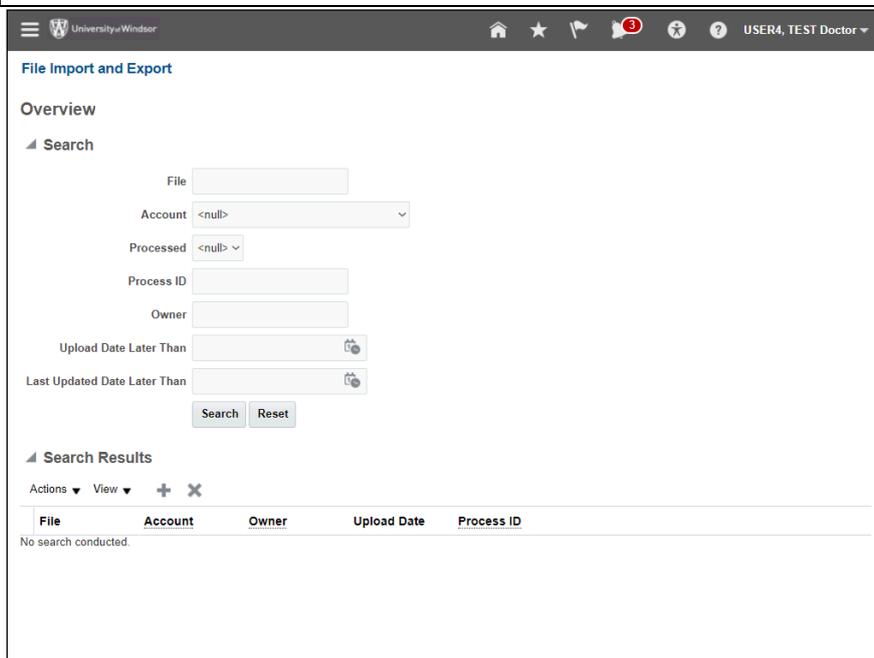
Step	Action
3.	Click the **Actions** drop-down button. ▼
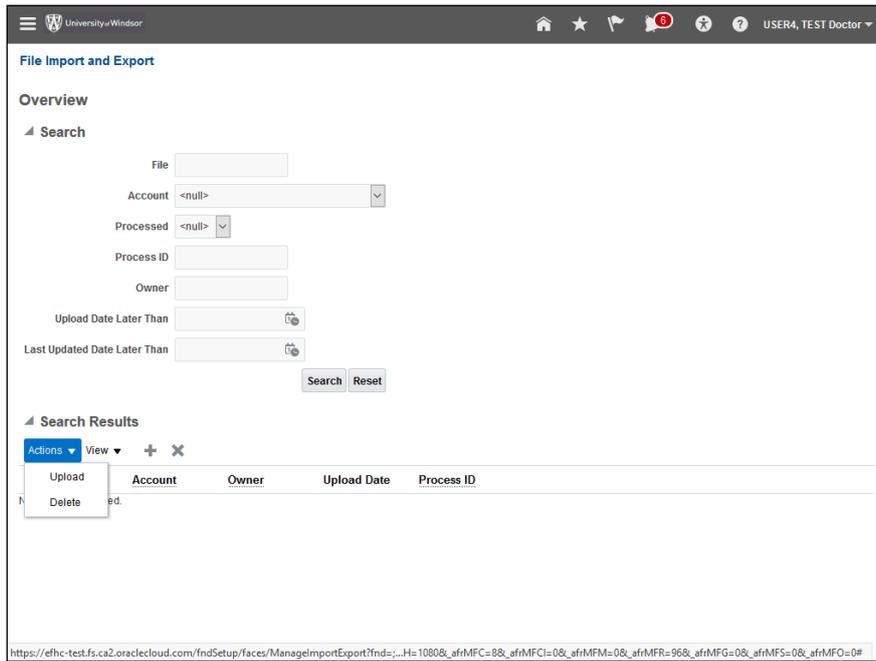
Step	Action
4.	Click the **Upload** link. Upload
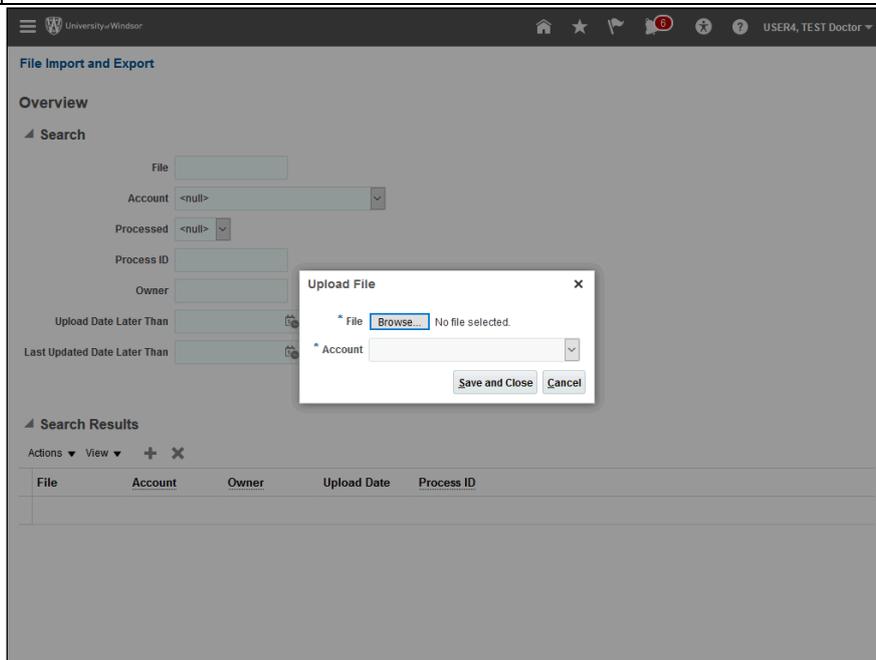
Step	Action
5.	Click the **Browse** button. Browse...
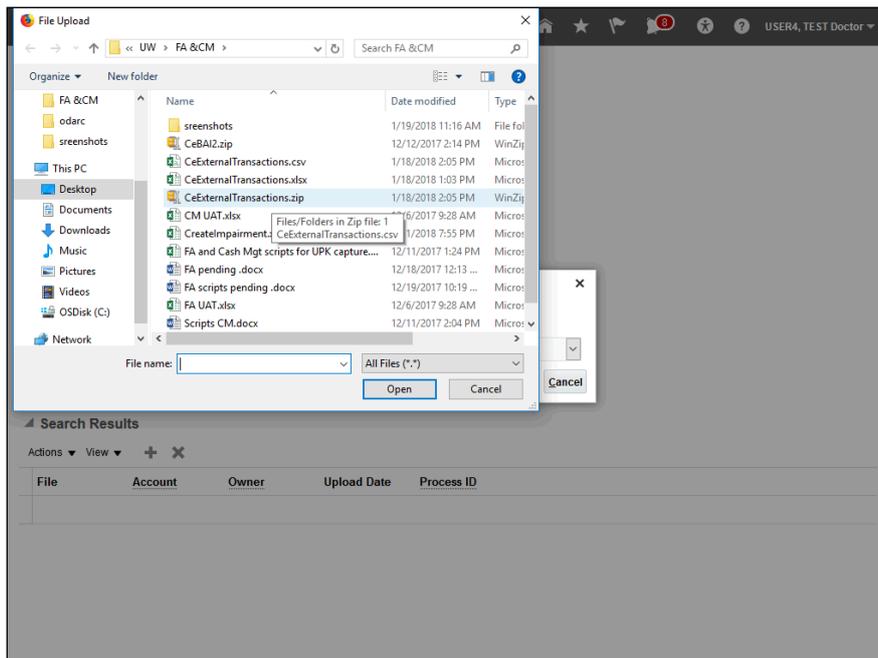
Step	Action
6.	Select the file to upload. *** Note: The file to upload must be a .zip file.
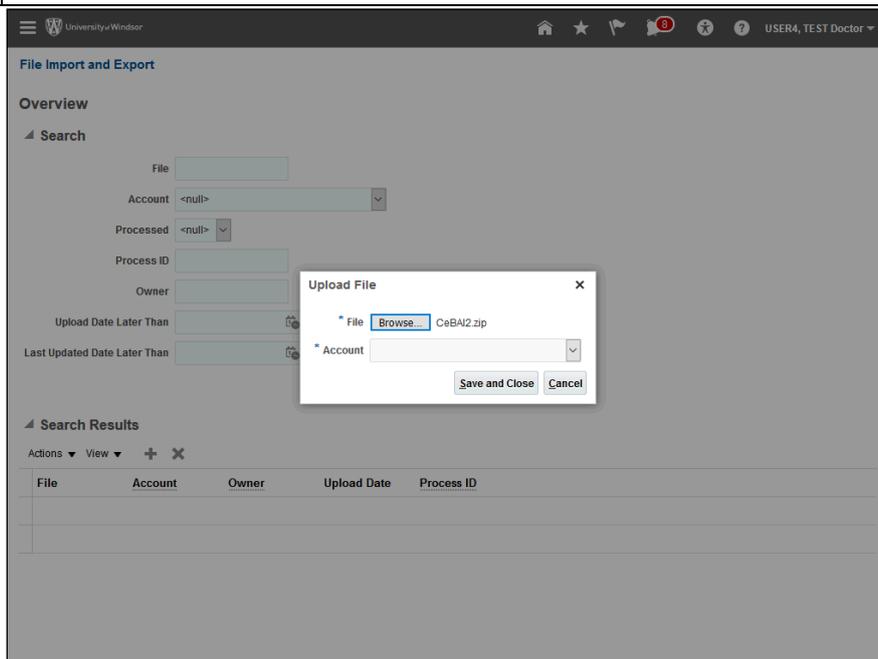
Step	Action
7.	Click the **Account** drop-down button.
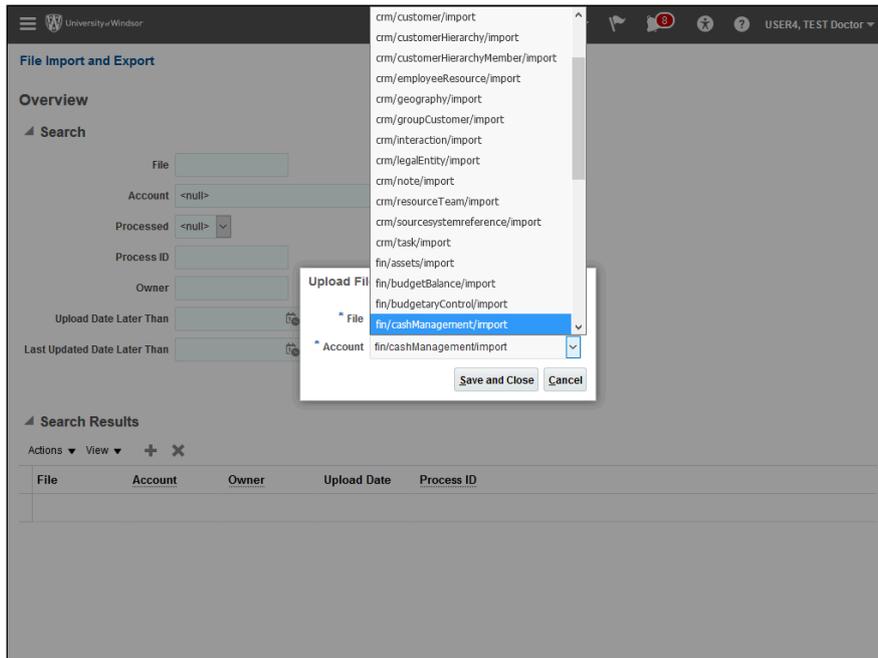
Step	Action
8.	Select the required option from the drop-down list. ![fin/cashManagement/import]
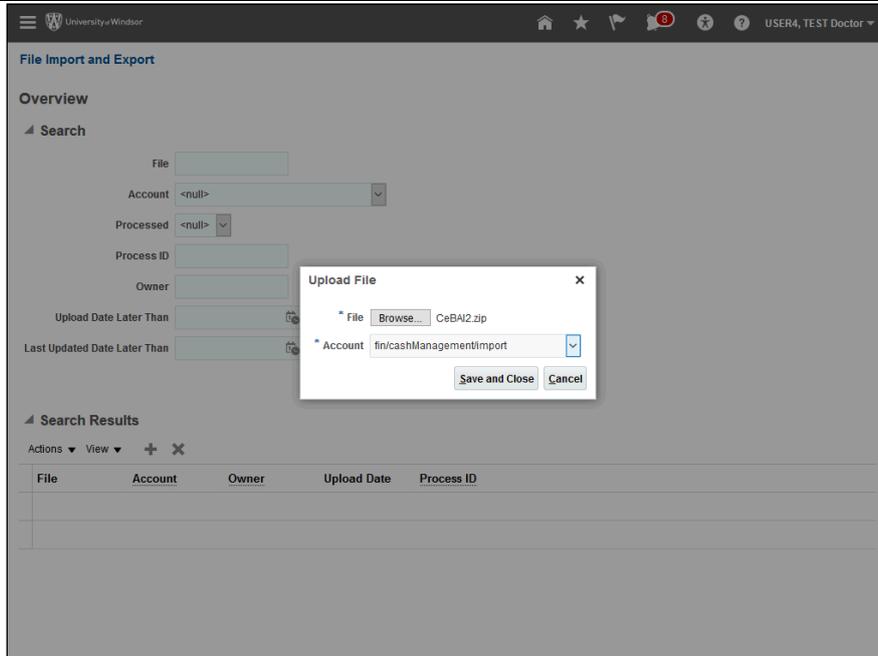
Step	Action
9.	Click the **Save and Close** button. ![Save and Close]
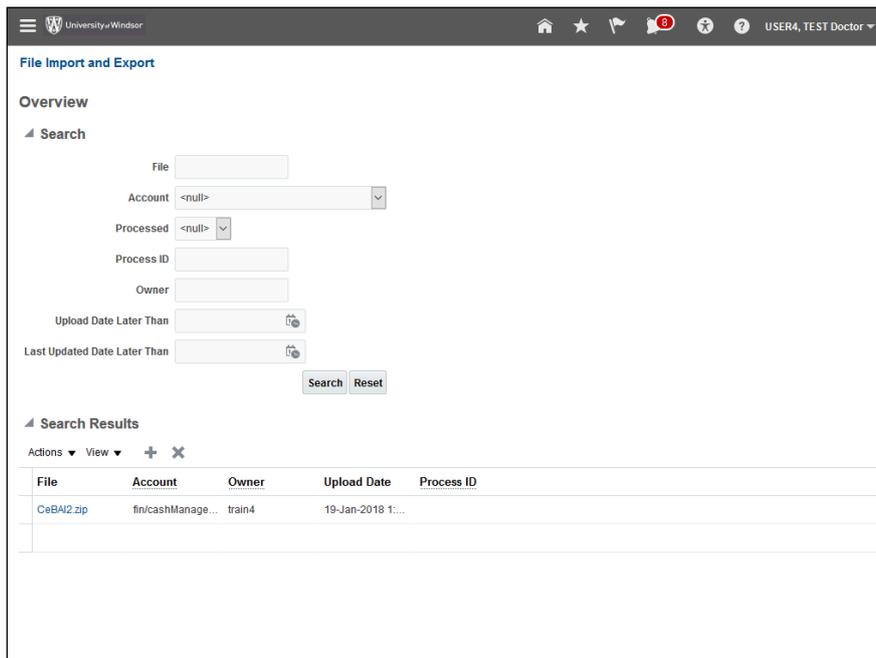
Step	Action
10.	Click the **Navigator** button.
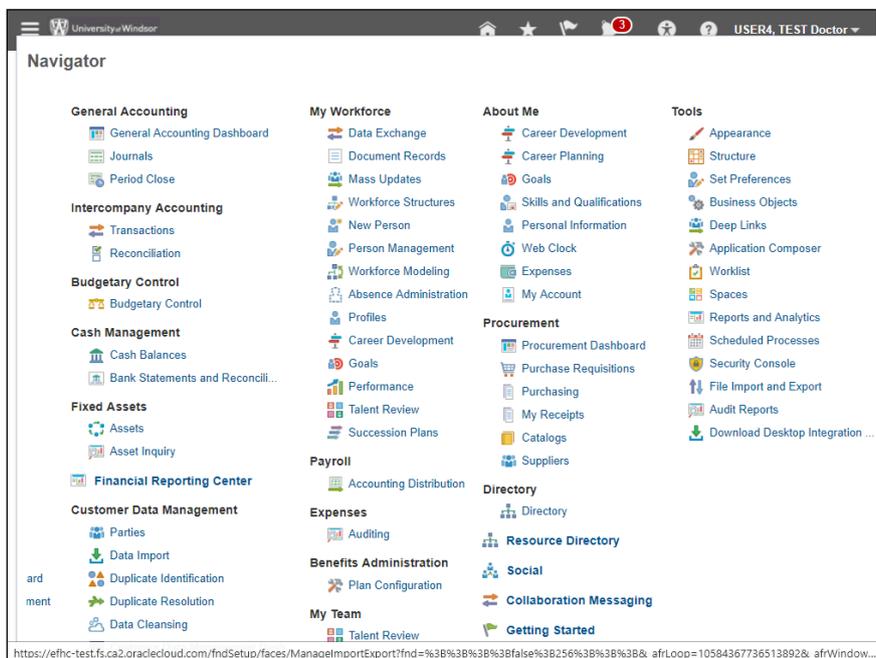
Step	Action
11.	Click the **Scheduled Processes** link. Scheduled Processes
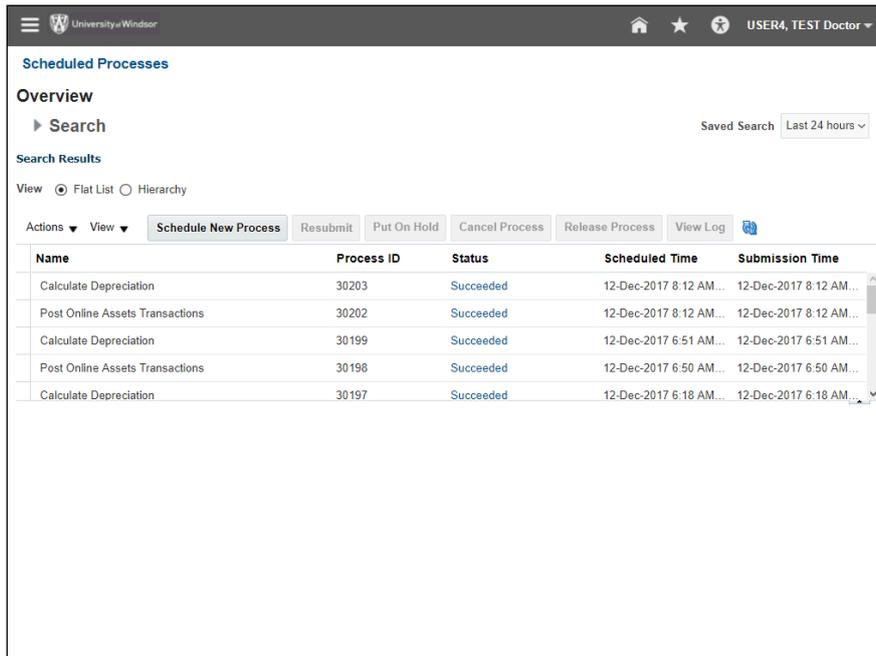
Step	Action
12.	Click the **Schedule New Process** button. Schedule New Process
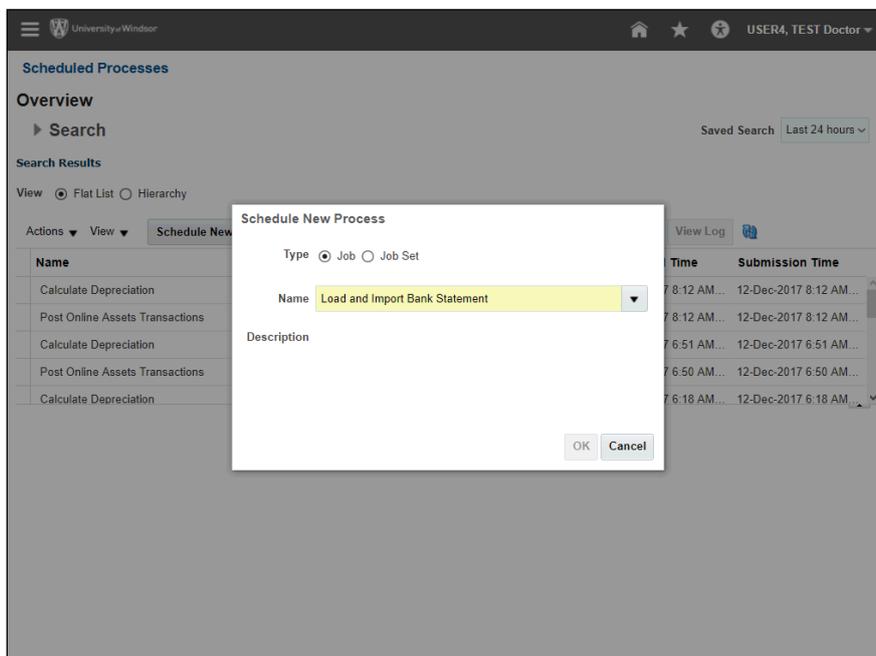
Step	Action
13.	Enter "**Load and Import Bank Statement**" in the **Name** field.
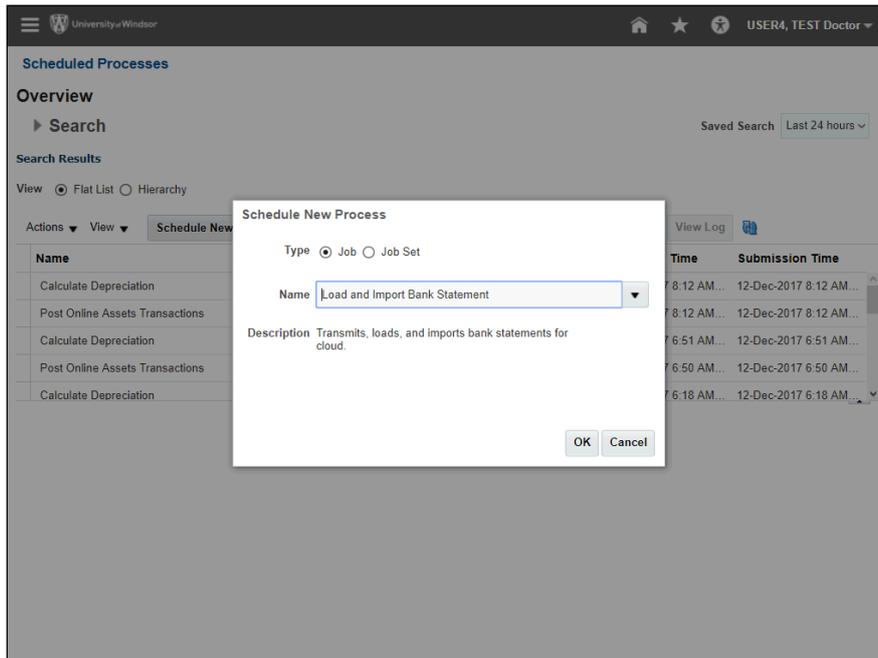
Step	Action
14.	Click the **OK** button.
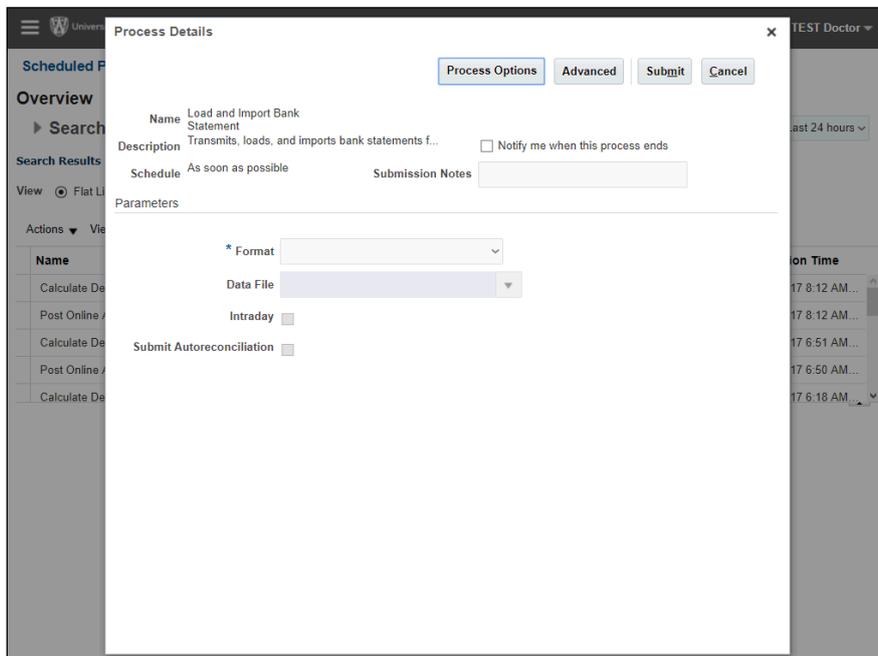
Step	Action
15.	Enter "**BAI2 format**" in the **Format** field.
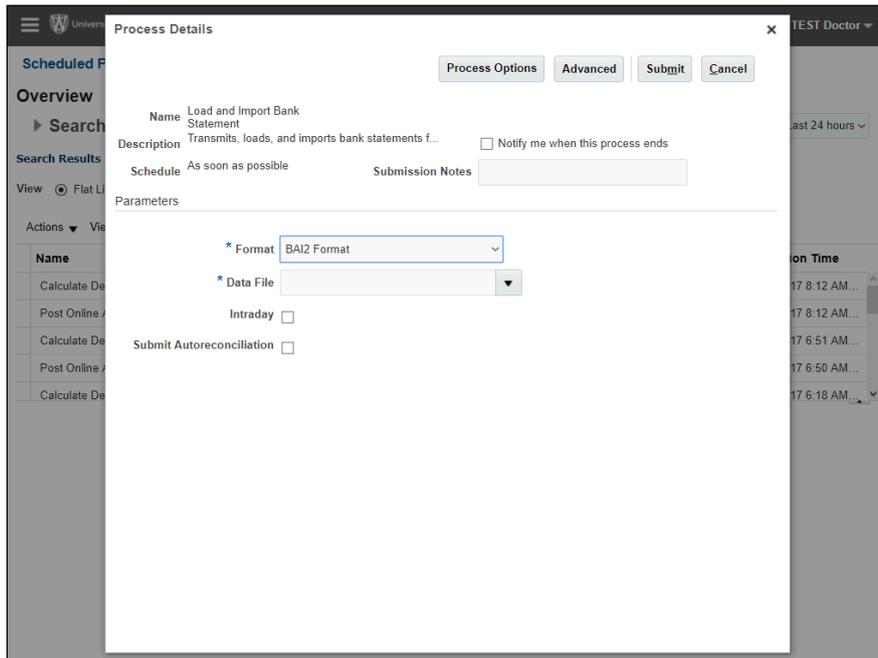
Step	Action
16.	Enter the file name from step 6 in the **Data File** field.
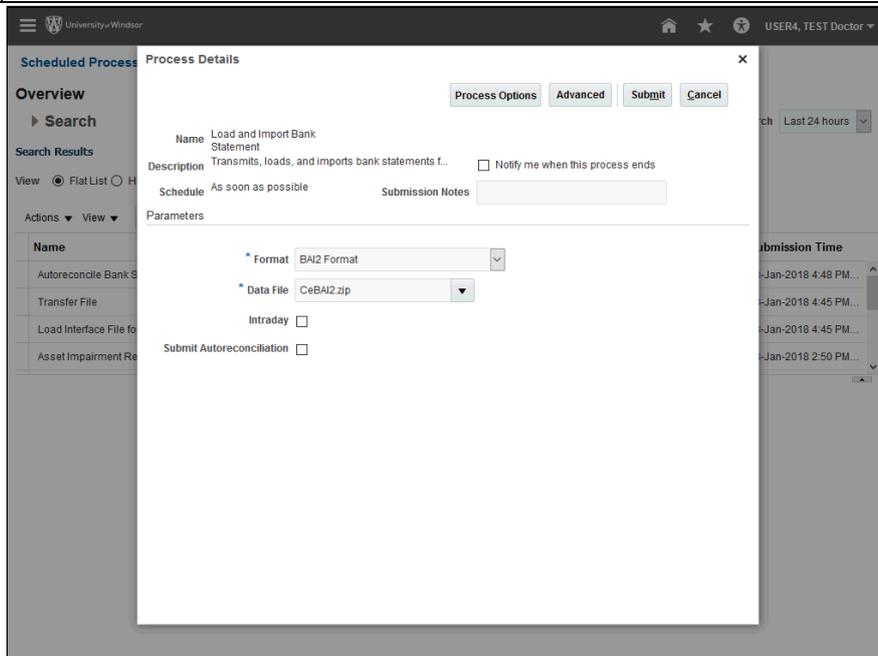
Step	Action
17.	Click the **Submit** button.
	Submit
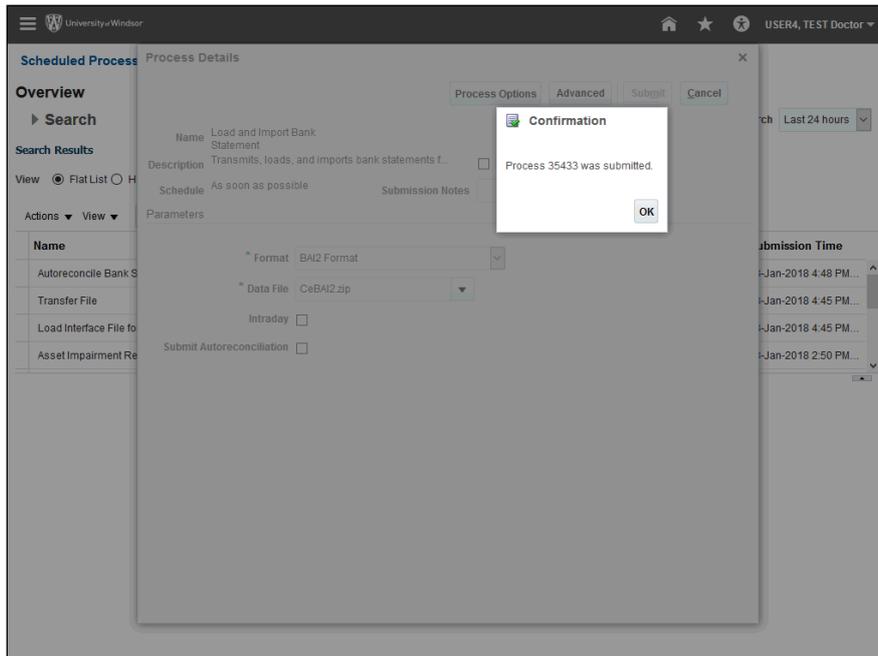
Step	Action
18.	Click the **OK** button. OK
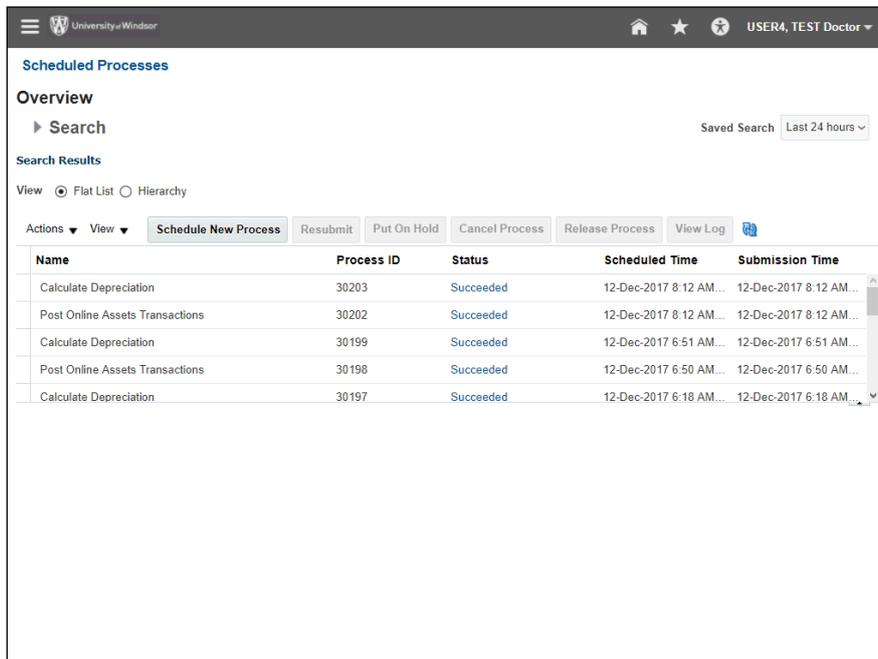
Step	Action
19.	Click the **Refresh** button. Check the status of the report. The status changes to Succeeded once complete**.**

Step	Action
20.	**End of Procedure.**