

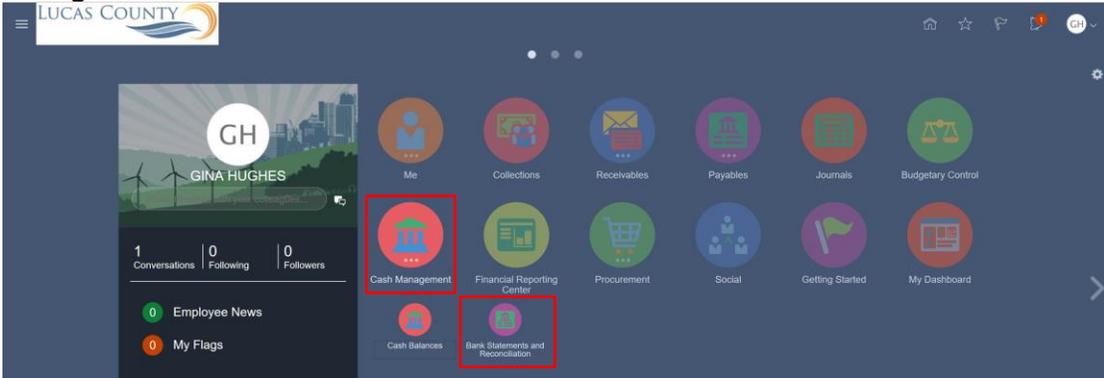
Correct Import Errors

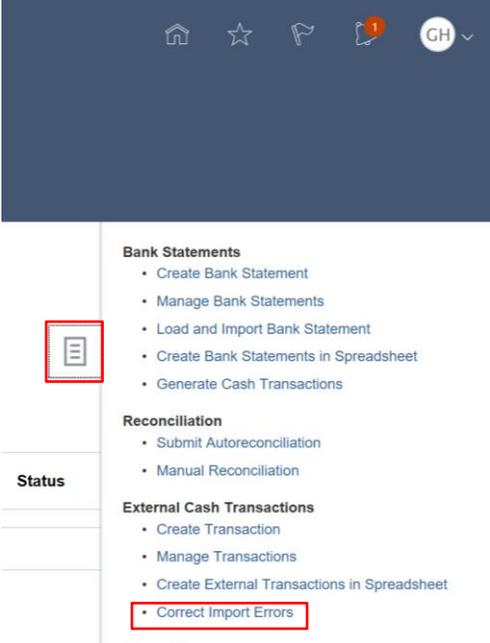
Audience: Cash Manager

Purpose: The electronic bank statement process consists of the following three phases:

- **Retrieve phase:** Retrieves the electronic bank statement file or stream from external sources and stores it in the database. The external sources can be a file stored on a remote computer or a file stored on the local computer.
- **Load phase:** Processes the retrieved electronic bank statement and populates the bank statement interface tables, also known as the staging area.
- **Import phase:** Processes the loaded bank statement data from the staging area against functional validations before populating the data into the bank statements tables. The parsing rules are executed during this phase. If the process fails with import errors, correct the reported errors. Rerun just the import phase from the Processing Warnings and Errors table of the Bank Statements and Reconciliation Overview page.

This job aid will assist you with correcting import errors.

Step	Action
1	<p>Go to navigator and click on Bank Statements and Reconciliation under Cash Management.</p>  <p>The screenshot shows the Lucas County system navigator interface. At the top, there is a header with the Lucas County logo and user information for GINA HUGHES (GH). Below the header is a grid of application icons. The 'Cash Management' icon, which features a red building icon, is highlighted with a red rectangular box. Below it, the 'Bank Statements and Reconciliation' icon, which features a green document icon, is also highlighted with a red rectangular box. Other visible icons include 'Me', 'Collections', 'Receivables', 'Payables', 'Journals', 'Budgetary Control', 'Financial Reporting Center', 'Procurement', 'Social', 'Getting Started', 'My Dashboard', 'Cash Balances', 'Employee News', and 'My Flags'.</p>
2	Click on task panel and click Correct Import Errors .

	
3	Click on the file you wish to use. For an example, Open ExternalTransactions.xlsx.
4	Click Yes to connect. A window will open to provide credential.
5	Enter the credential to open a spreadsheet template.
6	Enter Bank Account under CE_ External_ Transaction tab.
7	Enter Amount .
8	Enter Date .
9	To display a list of errors, enter Account Transaction and click Search .
10	Correct the errors and click Upload .
11	Select Correct Import Errors and click the Submit button.
12	A confirmation will display ' Your process xxxx has been submitted '.
13	Go to navigator and click on Bank Statements and Reconciliation under Cash Management .
14	Click on task panel and click Manage Transactions under the External Cash Transaction tab.
15	Enter the Bank Account number and click the Search button.
16	In the search result you will be able to see the Transactions via spreadsheet.