Bank Import Functionality

This section offers you to import a csv downloaded from your bank account and imported into the system to allocate all transactions

1. General
2. Importing a CSV into AdminOnline
3. Allocating the transactions
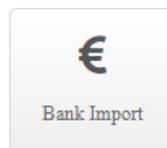4. Deleting transactions

1. General

Bank Import offers you one place where you can allocate your account receipts, and the company's other incomes and expenses

To import your csv, you will need to access you online banking, choose relevant statement date to and from if the bank offers you this. Then download the statement in CSV to your desktop or download folder on your computer or device
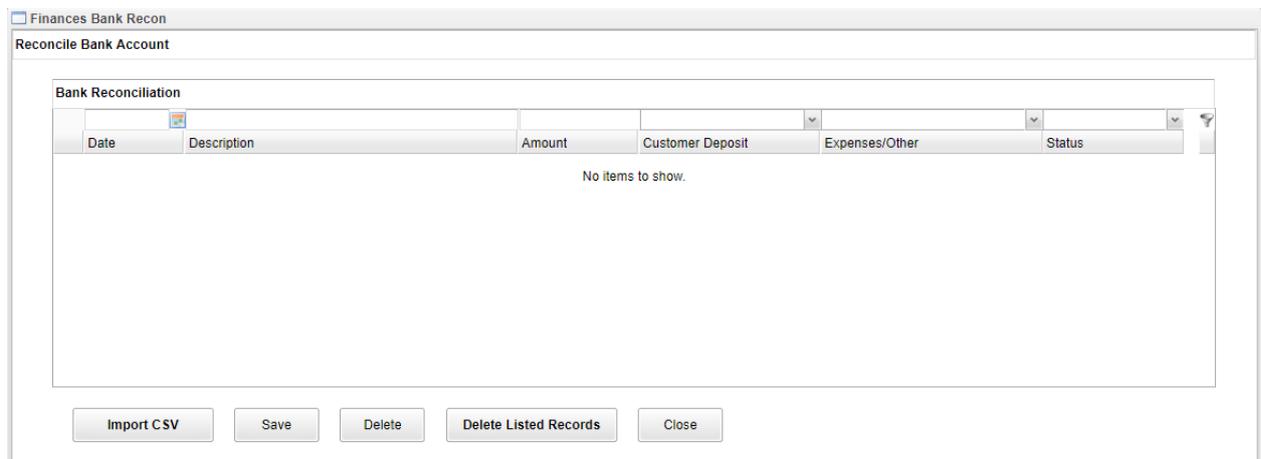
2. Importing a CSV into AdminOnline

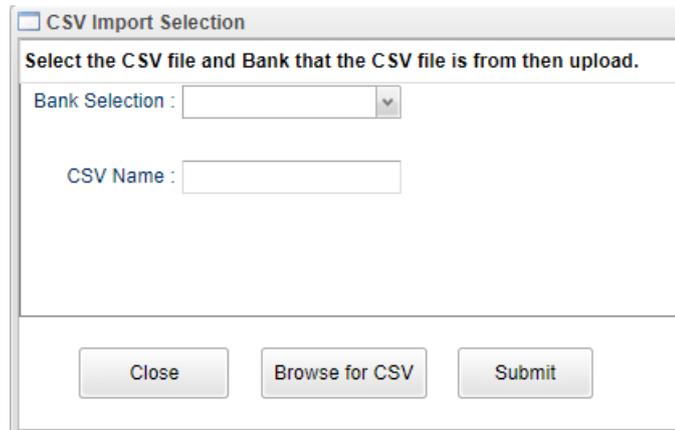Now that you have the csv file on your computer or device, you can import it into AdminOnline.

➢ On your dashboard, select the button "Bank Import"

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Bank Import

➢ You are now on this screen

➢ Now select the button below "Import CSV"

CSV Import Selection

Select the CSV file and Bank that the CSV file is from then upload.

Bank Selection : [▾]

CSV Name : [   ]

[Close]   [Browse for CSV]   [Submit]

➢ The new text box offers you to select the bank from which the CSV was downloaded from
➢ Ignore typing in the CSV name, and click on the "Browse for CSV" button
➢ The screen will open a search filter on your computer or device to select the CSV file. You will need to guide the search filter to where you saved the CSV file
➢ Then select the CSV file and click on "Open" on the search filter.
➢ You will now see the CSV name section is worded with the name of the file and you can now click on the "Submit" button to import those transactions

3. Allocating the Transactions

➢ Now you should have a list of transactions

➢ Double click on a transactions amount, and 3 drop down options will open up for you under "Customer Deposit", "Expense/Other" and "Status"

- Customers Deposit: If the transaction is monies received for an account payment, you can use the reference in the transaction description to find the account if the account number was not supplied
- Expense/Other: All other transactions other than incoming monies for accounts are done under this column
- Status: Once you have allocated the transaction either to "Customer Deposit" or "Expense/Other" then you need to approve the transaction by selecting in the drop down "Approved"
- Your transaction will now be processed on the relevant account or expense/income folder

Colour coding is done on the transaction to show incoming or outgoing amounts

4. Deleting Transaction

You can remove transactions from the list; keep in mind that a transaction that has the status "Unallocated" means that transaction has not been posted to relevant section. If you have approved a transaction, it is okay to delete it as it has already been posted to the relevant account or folder.

- Deleting a transaction, you need to highlight the transaction and click the button below called "Delete"
- To delete all the listed transaction, then you will highlight any line and click on the "Delete Listed Records"

| Import CSV | Save | Delete | Delete Listed Records | Close |