
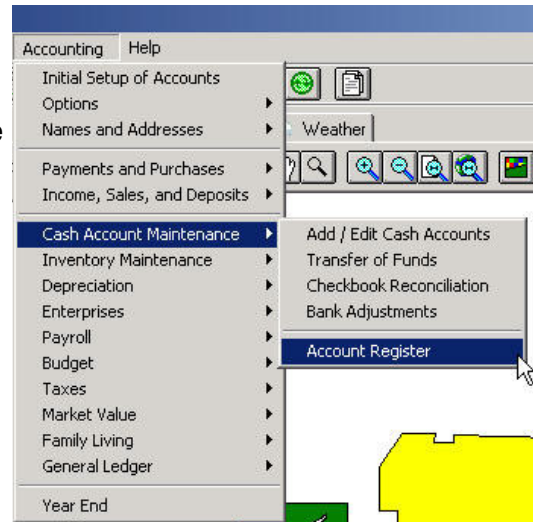
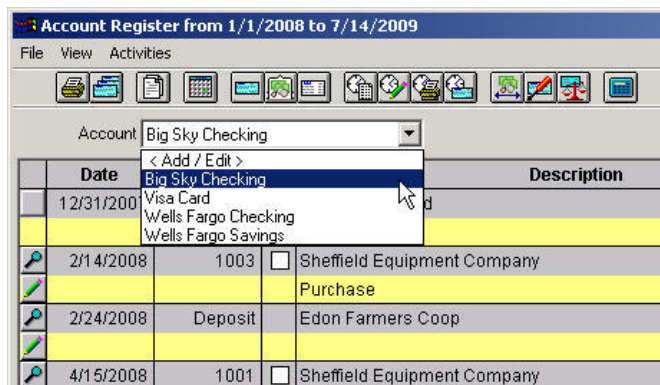


How to use the Import Bank Reconciliation Feature

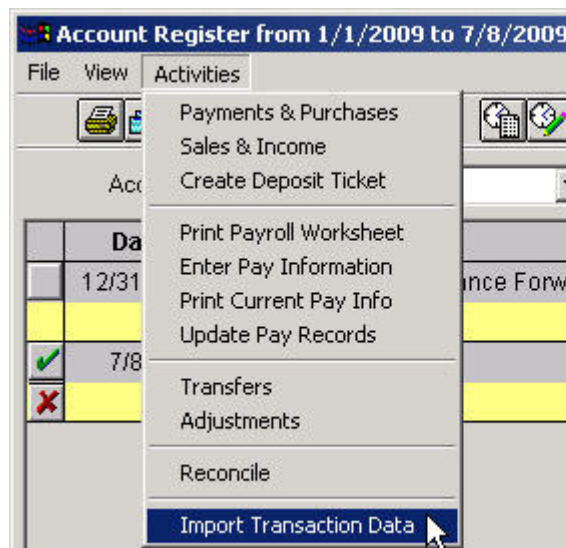
1. Choose Accounting, Cash Account Maintenance, and Account Register to open the account register. Alternatively, you can select the Account Register Button  from the Checking Menu bar.



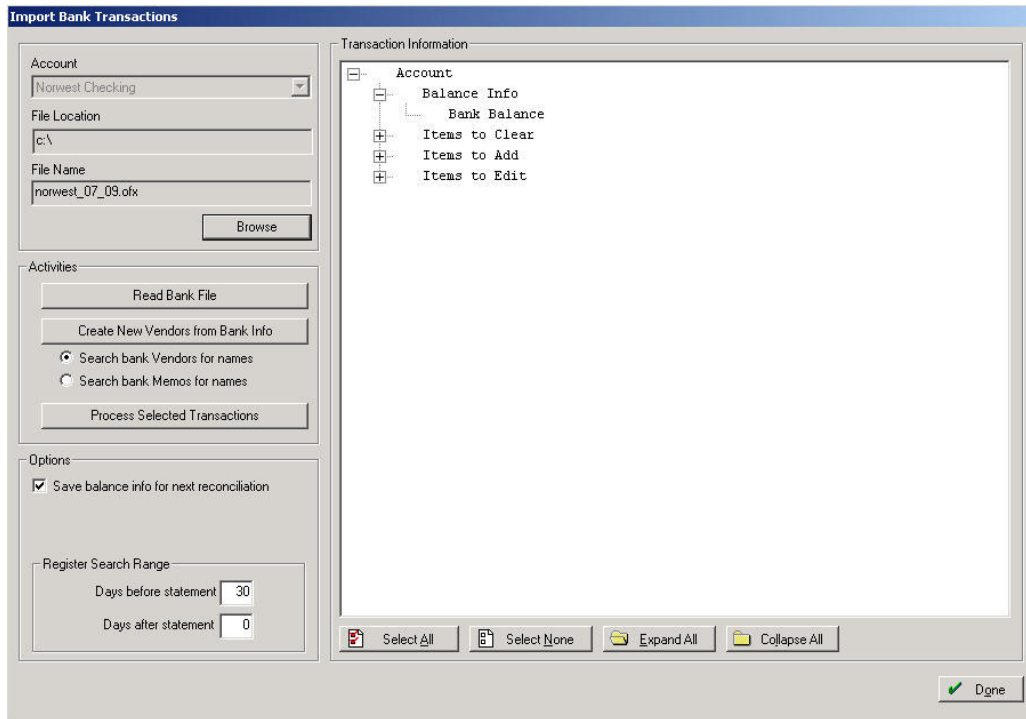
2. In the Account box, select the appropriate account that is to be reconciled from the drop down listing of accounts.



3. Click on the Activities menu and select Import Transaction Data.



4. The Import Bank Transactions dialog box will appear.

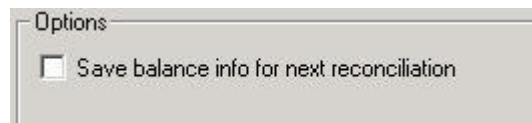


5. Use the Browse button to select a file to import. Farm Funds can read files of the Open Financial Exchange data format (*.OFX and *.QFX).

Note: OFX is the format read by Microsoft Money and QFX is a format read by Quicken. OFX is Funds' preferred format if it is available. Funds will not read QIF files or delimited text files (csv, txt, etc).

6. Select the Options you want to use for reading the data:

- If you want to save the bank balance and date for use in your next Farm Funds Reconciliation mark the box to "Save balance info for next reconciliation".



- Since bank dates are unlikely to match Account Register dates exactly, you can enter a range you want to search to find matching transactions in the Account Register. The default is 30 days prior to the start of the bank statement and 0 days after the ending date.

6. Click the Read Bank File button. Transactions will be listed in the tree on the right with additional transaction information listed below each transaction.




7. Some bank files put the Vendor in the MEMO, others put it in the NAME. You can check this by looking at the Bank Vendor and Bank Memo data items in the tree (after clicking the Read File Data button). Select the radio button for the location you want to use when adding new vendors.



8. Click the “Create New Vendors from Bank Info” button to add contacts to your Farm Works data using the bank file information. You will see a series of “Add new contact” dialogs. Make the necessary changes to the contact information and click OK. If a particular vendor, is not desired, simply click the Cancel button.


- *Note: The new contact name does not have to be identical to the way the name is in the file for Farm Funds to recognize it in future imports (see Note in step 8 below). In the example above, creating a new contact with the Full/Sorted Name “Kroger” will match up to transactions with a name/memo like “POS PURCHASE KROGER AUBURN”.*

9. In the tree view, check the boxes next to the transactions to be imported and click Process Selected Transactions.

- Items to Clear will now show with a light X in the *Clr* column of the account register. 
- Items to Add will be listed as new un-detailed transactions in the account register. If Funds was able to match the Bank Vendor with a Farm Funds Vendor, the vendor will already be selected. If not the “[Select a Vendor]” vendor will be displayed.

Note: Funds tries to match the bank’s vendor name to the Funds vendors in the following ways: Bank’s name matches a Vendor’s Full Name or Sorted name, Bank’s name contains a Full/Sorted Name, Bank’s Memo contains the Full/Sorted name. All comparisons ignore upper/lower case differences.

- Each of the Items to Edit will be shown in an edit screen when the Import Bank Transactions dialog closes.

10. When finished importing click the Done button. Changes made by the import will be seen in the Register. Click the Details  button(s) to finalize the transactions added by the import.