

**BANYON DATA SYTEMS, INC**  
**FUND ACCOUNTING V12**  
**RECEIPT IMPORT MODULE**



## Overview

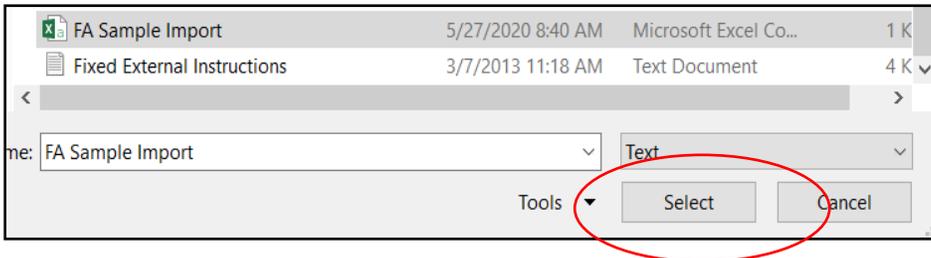
The Banyon Data Receipt Import add on module to V12 Fund Accounting allows for importing a receipt batch from an external source. For example, the park or municipal liquor store uses another software vendor and those receipt totals need to be entered into Banyon Fund Accounting. This module will allow you to create and save a profile to import from a .csv or .txt file on a routine basis.

Sample of what the CSV file should look like (Municipal Liquor Store Example):

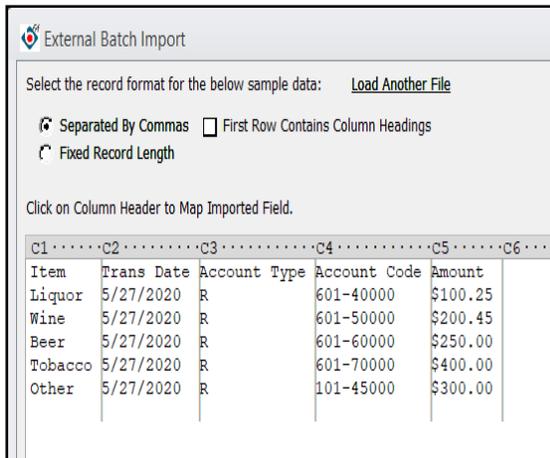
	A	B	C	D	E
1	Item	Trans Date	Account Type	Account Code	Amount
2	Liquor	5/27/2020	R	601-40000	\$100.25
3	Wine	5/27/2020	R	601-50000	\$200.45
4	Beer	5/27/2020	R	601-60000	\$250.00
5	Tobacco	5/27/2020	R	601-70000	\$400.00
6	Other	5/27/2020	R	101-45000	\$300.00

## Selecting File To Import

Once the module is activated, choose view from the main Fund Accounting ribbon and select import. Next, choose options from the external batches screen and select **"IMPORT EXCEL/TEXT FILE."** From the file locate screen browse to the saved file location and click the saved file to highlight. Next, choose the select button and the External Batch Import Screen will appear with data displayed from the file.



## External Batch Import Screen



Select the record format for the below sample data: [Load Another File](#)

Separated By Commas  First Row Contains Column Headings

Fixed Record Length

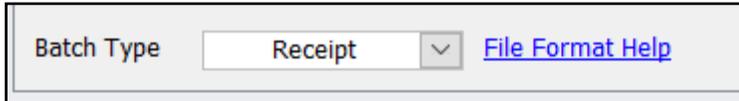
Click on Column Header to Map Imported Field.

C1	C2	C3	C4	C5	C6
Item	Trans Date	Account Type	Account Code	Amount	
Liquor	5/27/2020	R	601-40000	\$100.25	
Wine	5/27/2020	R	601-50000	\$200.45	
Beer	5/27/2020	R	601-60000	\$250.00	
Tobacco	5/27/2020	R	601-70000	\$400.00	
Other	5/27/2020	R	101-45000	\$300.00	

1. From the external batch import screen, the radio button will default to separated by commas for a .csv file.
2. If the file imports with column headings, check the box "First Row Contains Column Headings" and those will disappear. (headings within the data should not be displayed so this box must be checked if they are in the saved .csv file)
3. Mapping of the header columns (C1, C2, C3, C4, C5 etc.) must now be done by clicking on each column to select a header name from the pop up list.

For Example, click on C1 and the menu will pop up to select the appropriate header option. In this example Comment was chosen for C1, Trans Date for C2, Act Type for C3, Account Code for C4, and Amount for C5.

- Now that the mapping is completed, choose the batch type from the drop down at the bottom left of the screen. Since this import is for a receipt batch, choose receipt from the drop down.



A screenshot of a software interface showing a 'Batch Type' dropdown menu. The dropdown is currently set to 'Receipt'. To the right of the dropdown is a blue hyperlink labeled 'File Format Help'.

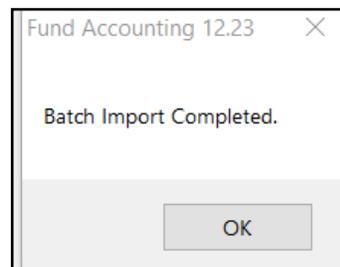
- The setup is complete and now the layout can be saved so the setup does not have to be completed again the next time if the csv file is in the exact same format. Choose "FILE LAYOUT" on the top right and the select save current layout.

Enter a name for the saved layout. Since this is for the Municipal Liquor store, we will call this "Liquor Store Rev" and the layout will be saved for future use.



A screenshot of a text input field with a light green background. The text 'Enter Layout Name' is displayed in blue, serving as a placeholder for the user's input.

- To import the batch click "IMPORT BATCH" on the bottom right of the screen and then enter a batch name and press enter.



- The receipt batch will now be displayed in the month your Fund Accounting was set to, where the batch can now be printed, edited, and posted.

## Importing From A Saved File Layout

- Follow directions under "selecting file to import" at beginning of this document.
- Once the "external batch screen appears, select file layout, use existing layout and then select the saved layout.
- Choose receipt batch in the batch type drop down and then choose import batch.