# Banyon Data Systems

Fund Accounting
Credit Card Import
(Add On Module)

Import credit card transactions electronically from a .xls file received from the credit card company. The file is imported directly into a Banyon payment batch.

Please review the .xls file specifications on the last page before starting the import process.

1. The module first needs to be purchased & activated by Banyon. To see if it has been activated, select tools from the top left menu, add on modules, excel batch. If there is check mark by it, then it has already been activated. If not, call us at 800-229-1130.
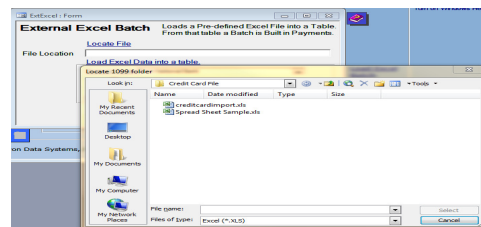
2. To begin, make sure fund accounting is in the correct month/year for the file to be imported.
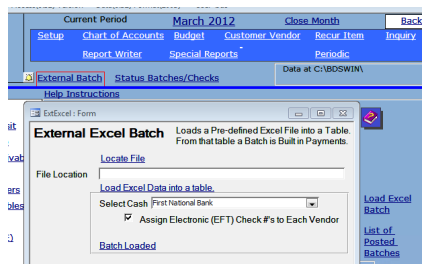
3. Click on "External Batch" on the top left of the fund accounting desktop screen.

4. Click on "Load Excel Batch" on the right.

5. Browse for the spreadsheet by clicking on "Locate File". Once the file is found, click on it and then choose select on the bottom right.


6. The file name will then be displayed in the "File Location" box. Click "Load Excel Data Into A Table" to begin the process. A message will be displayed saying the table was loaded.
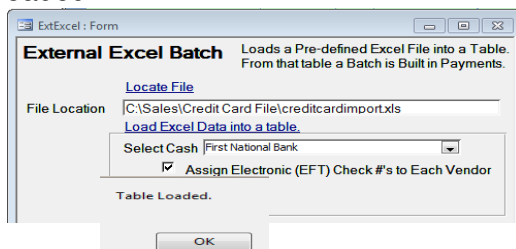

Select the default cash account for each payment entry and if electronic check numbers are to be assigned, check that box as well. (this will eliminate manually entering a check number on the payment screen)

7. Click on "Build Batch" and a screen will be displayed where the batch being imported can be given a batch name. Enter a batch name and click ok.
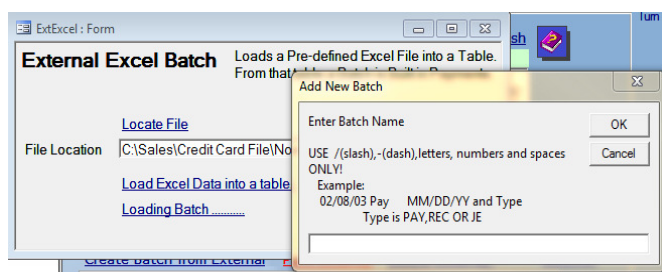
8. After clicking ok on the batch name, the records transferring into the batch will be displaying in the very bottom left of screen. When completed a message will be displayed showing the completion.
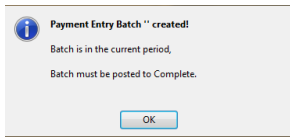
9. Close down the batch import screen and then choose payments on the left and the batch should be showing up under the un-posted button. Next, click on edit to begin previewing and editing what was imported.
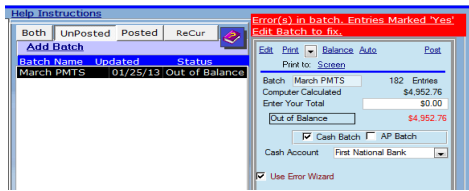
10. If there is a problem with an entry, a "yes" will be displayed in the error column. Typically the problem will be the vendor does not exist or there was no account code imported.
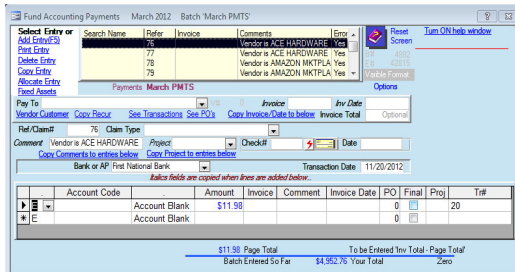
11. If a match for that vendor has been found, it will be displayed in the pay to field. If the vendor was not found, that entry will be flagged with "yes" in the error column and the vendor that it should be is listed in the comment field.
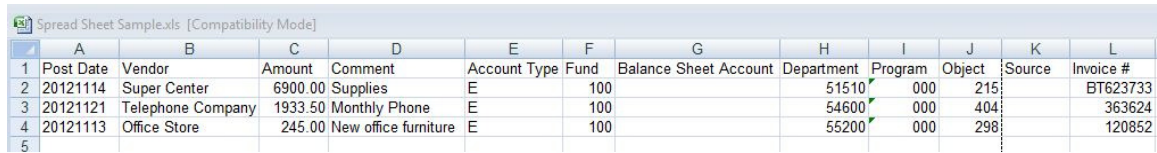
The upper comment section will have the vendor displayed from the spreadsheet on all entries in order to verify if it was imported correctly. The upper comment is not posted with the batch as the comment loaded with each account code line item will be the one posted.

If a new vendor needs to be added, then select customer/vendor button and add the new vendor. It is possible that the vendor is there, but the search name just does not match what is on the spreadsheet. The spreadsheet should be consistent each time with the names. Edit the search names on the vendor screen to match the spreadsheet each time.

12. E-Check numbers will also be automatically assigned, if chosen on the import screen, and once everything is verified continue with the normal posting procedures of a payment batch. Since the entries have e-check numbers they will post directly to the check history.

If check numbers did not get assigned, they can be manually entered on the batch screen, post the batch and enter on the check writer screen without printing the checks, or simply delete batch and re-import and choose assign check numbers.

Spread Sheet Setup

	A	B	C	D	E	F	G	H	I	J	K	L
1	Post Date	Vendor	Amount	Comment	Account Type	Fund	Balance Sheet Account	Department	Program	Object	Source	Invoice #
2	20121114	Super Center	6900.00	Supplies	E	100		51510	000	215		BT623733
3	20121121	Telephone Company	1933.50	Monthly Phone	E	100		54600	000	404		363624
4	20121113	Office Store	245.00	New office furniture	E	100		55200	000	298		120852
5												

The spreadsheet must be setup with this column order. The headings can be named anything, but the information within the column must match.

Column information:
A. Post date
B. Vendor
C. Amount
D. Comment
E. Account Type E, R, G (usually e)
F. Fund Number
G. Balance Sheet Account (Normally left blank)
H. Department Number
I.   Program (normally will be blank)
J. Object of expense
K. Source of revenue (normally left blank)
L. Invoice #.

Vendor names must match exactly the search name in fund accounting otherwise the entry will be listed with an error. If the spreadsheet will be consistent, change the search name in the fund accounting vendor screen to match.