

FAQs

Version 2010 or higher

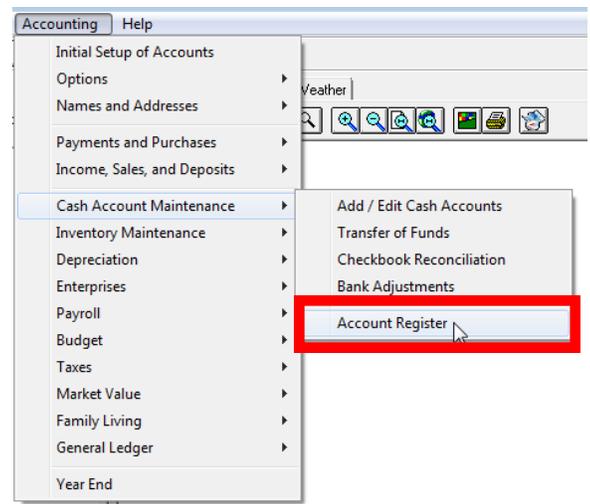
Importing Bank Transaction Data into the Account Register

Summary

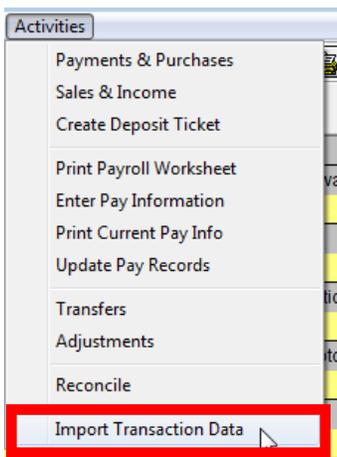
Farm Works™ Accounting allows you to import transaction data from a bank statement in order to fill in transactions or to reconcile your checkbook. This feature is a great way to confirm that your checkbook matches your monthly bank statement. Compatible formats include *.OFX and *.QFX. OFX is a format read by Microsoft Money and QFX is a format read by Quicken. The software will not read *.QIF or delimited text files such as .CSV or .TXT.

1. Click the **Accounting** menu, select **Cash Account Maintenance** and then click **Account Register**.
2. Select the correct account from the drop-down list.

Account

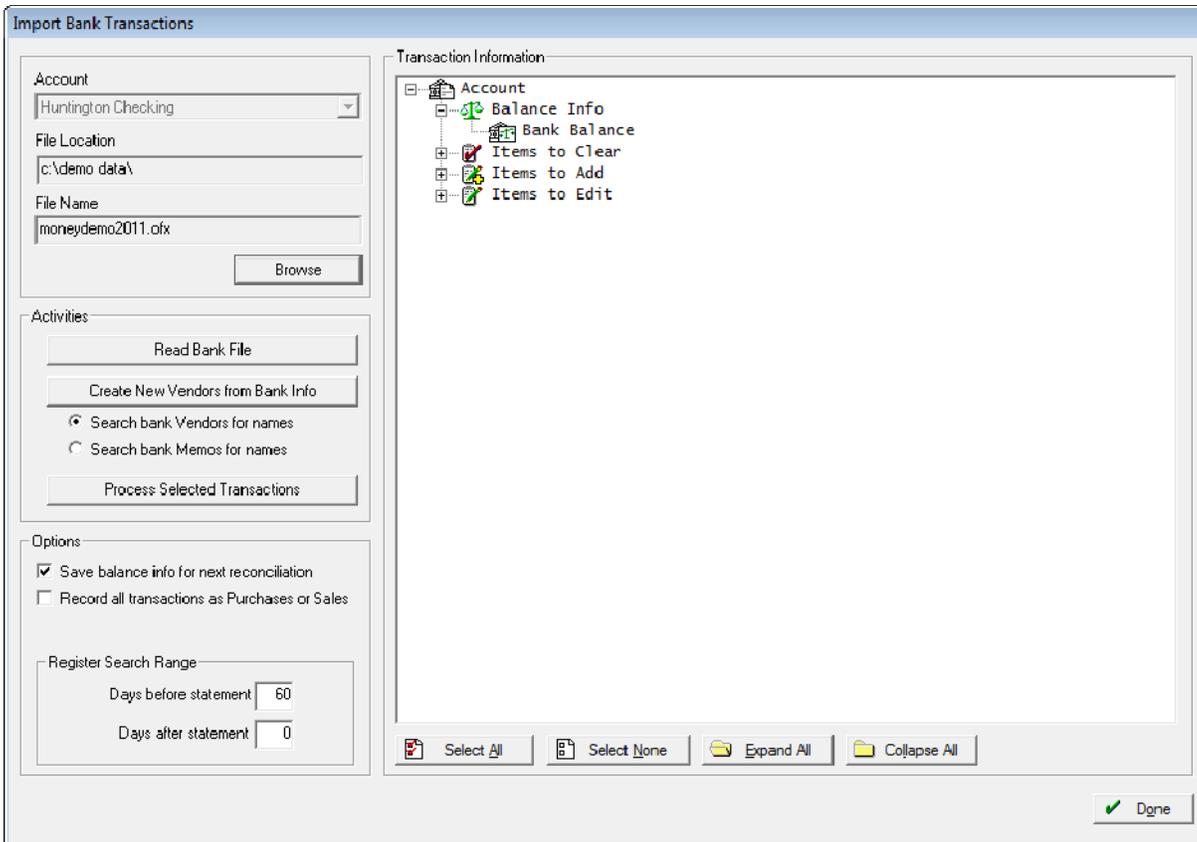


3. From the **Activities** menu, choose **Import Transaction Data**.

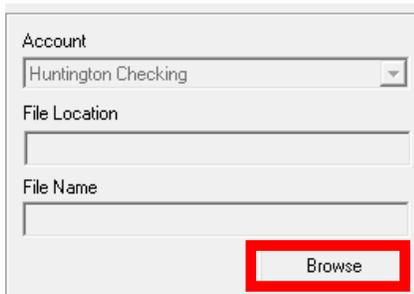


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4. The Import Bank Transaction Box appears.

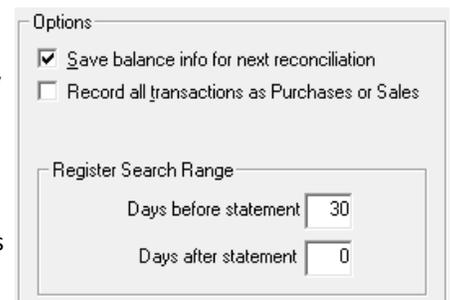


5. Use the Browse button to select a file to import. Accounting can read files of the Open Financial Exchange data format (*.OFX and *.QFX).

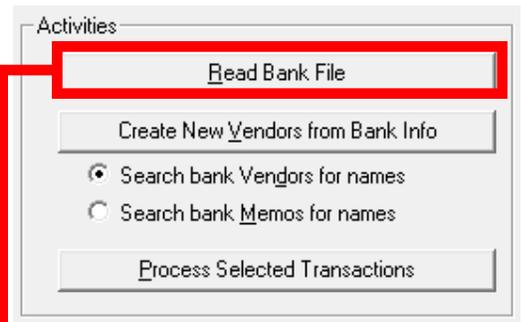
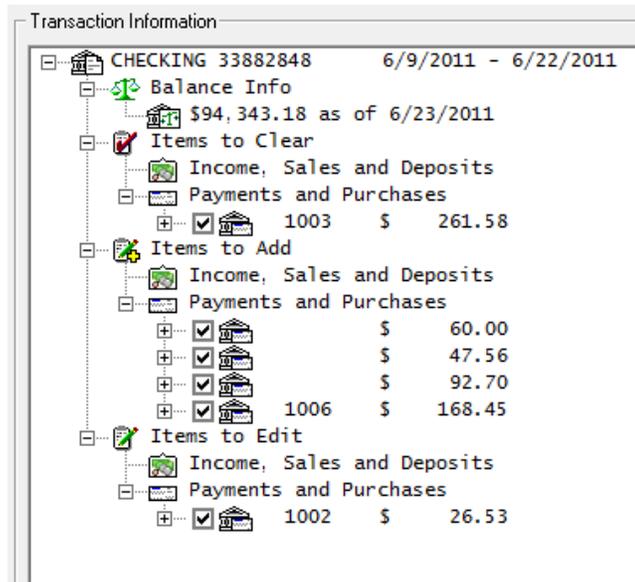


6. Select the Options for reading the data.

- If you want to save the bank balance and date for use in your next reconciliation, check the box to “Save balance info for next reconciliation”.
- If you are only using the import process to reconcile your bank statement, do not select “Record all transactions as Purchases or Sales. This option could potentially enter the transaction a second time if you have already entered the transaction.
- 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.

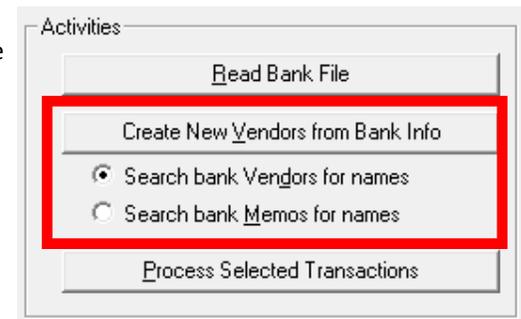


7. Click the **Read Bank File** button. Transactions will be listed in the tree on the right with additional transaction information listed below each transaction.



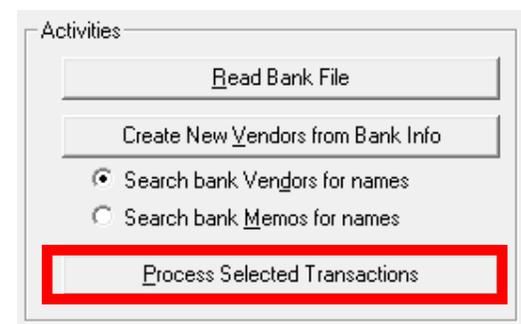
8. Some bank files put the Vendor in the MEMO, others put it in the NAME. You can check this by looking at the Bank Vendor and Bank Memo data items in the tree (after clicking the Read File Data button). Select the radio button for the location you want to use when adding new vendors.

9. 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.

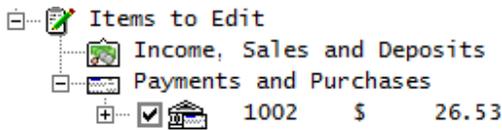


Note: The new contact name does not have to be identical to the way the name is in the file for Farm Funds to recognize it in future imports. In the example above, creating a new contact with the Full/Sorted Name "Kroger" will match up to transactions with a name/memo like "POS PURCHASE KROGER AUBURN".

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



- Since our example contained an entry that didn't match our account register, a checkmark appeared in the tree area called "Items to Edit". The purchase or sales box will appear once you click Process Selected Transactions so that you can edit the transaction before exiting. In the example below, our bank says the entry for check 1002 was for \$26.53, not \$28.53.



Edit Payments and Purchases

Purchase Options Payment Options

Vendor: Crop Production Services Date: 6/22/2011 Journal Entry #: 62 Attach Files

Description or Invoice #: Add to list of templates

Items Purchased:

Misc. Expense	28.53
Total Purchase: 28.53	

How you paid:

Huntington Checking	1002	26.53
Total Payment: 26.53		

Difference: \$2.00

Update Cancel Help

- Click **Done** to exit. Changes made by the import will be seen on the account register.

- Items to Clear will now show with a light X in the Clr column of the account register.

Account: Huntington Checking

	Date	Chk #	Bch	Description	Deposit	Clr	Payment	Balance
	12/31/2007			Balance Forward				0.00
	12/31/2010			Initial Setup	5,000.00			5,000.00
	6/15/2011	Debit		[Select a Vendor] LUKES FULL SERVICE REPAIR SWEETWATER IN		X	47.56	4,952.44
	6/15/2011	ATM		ATM Transaction Wells Fargo 506 N GRANDSTAFF FW IN %% Ca		X	60.00	4,892.44
	6/19/2011	Debit		[Select a Vendor] TYPE: ONLINE PMT ID: 9500000000 CO: Rura		X	92.70	4,799.74
	6/22/2011	1002		Crop Production Services		X	26.53	4,773.21
	6/22/2011	1003		Bureau of Motor Vehicles Insurance		X	261.58	4,511.63
	6/22/2011	1006		[Select a Vendor]		X	168.45	4,343.18
	7/23/2013	1007						4,343.18

- Items to Add will be listed as new un-detailed transactions in the account register. If the software was able to match the bank vendor with an entered vendor, the vendor will already be selected. If not the "[Select a Vendor]" vendor will be displayed.

[Select a Vendor]		X	47.56
LUKES FULL SERVICE REPAIR SWEETWATER IN			Details
ATM Transaction		X	60.00
Wells Fargo 506 N GRANDSTAFF FW IN %% Ca			
[Select a Vendor]		X	92.70
TYPE: ONLINE PMT ID: 9500000000 CO: Rura			Details

15. Click the Details button(s) to finalize the transactions added by the import. This step can be skipped and performed later; however, it must be completed prior to closing your year end.

[Select a Vendor]		⊗	47.56
LUKES FULL SERVICE REPAIR SWEETWATER IN		 Details	
ATM Transaction		⊗	60.00
Wells Fargo 506 N GRANDSTAFF FW IN %% Ca			
[Select a Vendor]		⊗	92.70
TYPE: ONLINE PMT ID: 9500000000 CO: Rura		 Details	

16. The Purchase or Sales box will appear when Details is selected. The import process does simplify data entry for new transactions; however, entering account information needs completed before it can appear on the general ledger. Click **OK** to complete the transaction.

Payments and Purchases

Purchase Options Payment Options

Vendor: [Select a Vendor] Date: 6/15/2011 Journal Entry #: 81 [Attach Files](#)

Description or Invoice #: LUKES FULL SERVICE REPAIR SWEET

Add to list of templates

Items Purchased:

Total Purchase: 0.00

How you paid:

Huntington Checking	Debit	47.56
Total Payment:		47.56

Difference: \$-47.56

17. The Details button disappears when the transaction is complete.

	6/15/2011	Debit	Lukes Full Service Repair		⊗	47.56	4,892.44
			LUKES FULL SERVICE REPAIR SWEETWATER IN				

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