**Cash Receipts – Import**

1. Once your import spreadsheet is ready to import, in the web, please go to **Web Financial Management\Account Management\General Inputs\Cash Receipts.**



1. Click the **Add** button.



1. Provide description, and then click the **Save** button.



1. Click on the **Import Detail Lines** button located on the right side of the window.



1. Select the appropriate format from the dropdown box. Click the **Choose File** button to navigate to the files location on your computer. When ready, click the **Run** button.



The process will run while you wait.



1. Once the process has completed, click the **View Report** button to view and/or save report as needed.





1. At this point, all detail lines have been imported into the cash receipt. Verify amounts are correct as needed. Click the **Close** button. From this point on, processing the cash receipt follows the exact same procedure as manually created cash receipts.

