Bulk Import Form

18	BulkPmtImpor	t					-		×	
•	Bulk Pa	yment Impo	ort							
	- Documents\10795\TestData\importnoheaders17.txt Browse									
	☑ File has	☑ File has header row								
	Identifier Type:									
	Check Nu	mber:								
	Identifier	202	_	Dat Amt	1.2	Owner Name	054200		_	
	Column:	393	<u> </u>	Column:	Ľ	Column:	034290		~	
	Sample Data:	393		Sample Data:	HONESDALE	Sample Data:	054290			
		205			HONESDALE		104349			
		200			JACKSON HEIGHTS		103635			
	Import Payments									
Reco	rd: 14 + 1 of 1	TENE S	No Filter	Search						

Select New File

Click [Browse...] to choose a different electronic file. If you have a .csv file, you can change the file type via the drop-down in file explorer.

Text files (*.txt)	~
Text files (*.txt)	
Comma-delimited files (*.csv)	

File Has Header Row

Checking this box will remove the first row in the file during the import process. This is to handle electronic files that have a "header" row.

For example:

• CtlNumber,PaidBy,Bill,PaymentAmount

Would be examples of column names if a file had a "header row."

Identifier Type

Check Number

Selecting Identifying Information

Identifier

Pmt Amt

Owner Name

Import Payments

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