

# Bulk Import Form

**Bulk Payment Import**

- Documents\10795\TestData\importnoheaders17.txt

☒ File has header row

Identifier Type:

Check Number:

Identifier: 393  
Column:   
Sample Data: 393  
205  
280

Pmt Amt:   
Column:   
Sample Data: HONESDALE  
HONESDALE  
JACKSON HEIGHTS

Owner Name: 054290  
Column:   
Sample Data: 054290  
104349  
105893

Record: 1 of 1 | 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

☒ 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."



If in doubt, you can see how checking/unchecking the box will affect the options in the identifier combo boxes. If you don't see any header row, you can leave this box unchecked.

## Identifier Type

Based on what you see in the data file, choose one of the three identifier "types" to match on:

1. Bill Number
2. Control Number
3. Tax Map/Parcel ID

## Check Number

## Selecting Identifying Information

Identifier

Pmt Amt

Owner Name

## Import Payments

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