# Bulk Import Form

-a BuikPmtimport	×
Bulk Payment Import   - Documents\10795\TestData\importnoheaders17.txt Browse   ☑ File has header row   Identifier Type: ✓   Check Number: ✓	
Identifier 393 Pmt Amt Owner Name 054290   Column: Sample Data: 393 Sample Data: HONESDALE Sample Data: 054290   205 HONESDALE Sample Data: 104349 104349   280 JACKSON HEIGHTS 105893	~

# **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**

Identifier Type:	<b>_</b>
	Bill Number Control Number
	Tax Map/ParcelID

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**

Check Number:

Enter the check number for the payments you are importing (separate with commas if multiple checks for one file)

### Selecting Identifying Information

The identifying information is necessary to import the payments. This helps link the electronic file information to the data in *TaxColl2k*.

#### Identifier

Identifier Column:	393	~
Sample Data	393	
	205	
	280	

This should be either a:

- Bill Number
- Control Number
- Tax Map/Parcel ID

Make sure to identify the data correctly using the "Identifier Type" dropdown above the "Check

Pmt Amt	844.42	~
Sample Data	844.42	
	1590.55	
	1962.76	

Identify the column using the sample data that most likely is the Payment Amount of the bills.

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#### **Owner Name**

Owner Name	~	
Sample Data:	SHERYL	
	ROBERT F	
	RAFAEL & M	

While not mandatory to select, try to identify using the sample data what is most likely the owner name column

### **Import Payments**

