

## IMPORT CSV FILE

Payments done through the import of .xlsx-files (Excel files converted to CSV files) to the expense lines:

- Type as list on a Excel sheet (.xlsx) with the student number, account and amount for every student to be paid;
- Convert the file to a CSV file and save on your computer;
- Import the CSV file on the expense side with the Browse function;
- *Upload the CSV file to Notes and Attachments for us to import on the income side when we approve and receive the requisition.*

This procedure is implemented to align the expense lines and income lines to assist with reconciliation. **PS: Remember to begin the Description Line with the student number** (requisitions to be disapproved when different).

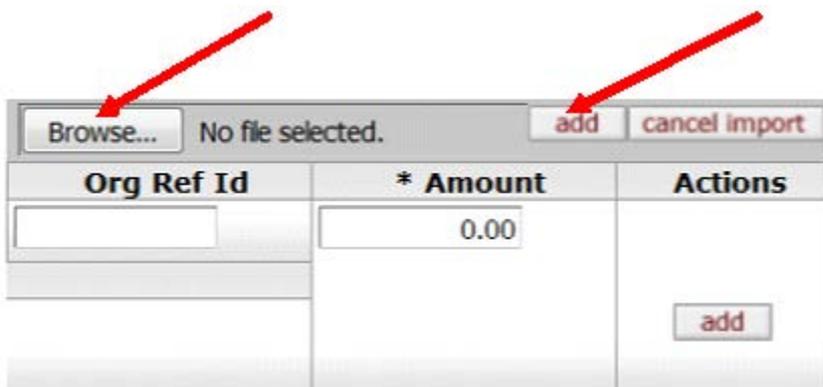
This Excel **file has a specific format** as showed in the example. Attached is a short tutorial on how to convert .xlsx files to CSV files.

Importing the CSV file to the expense line:

- The expense line should be clean
- Click on the tab **Import lines** on the right side of the heading above the account line



- Click on **Browse** to search the CSV file, click on the file and click on the **add** tab to upload the file.



The Excel file can thus be used as a template, with minimal changes, to make repeated payments.

Compulsory: Do payments from the **same account** on one requisition and not one by one.

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