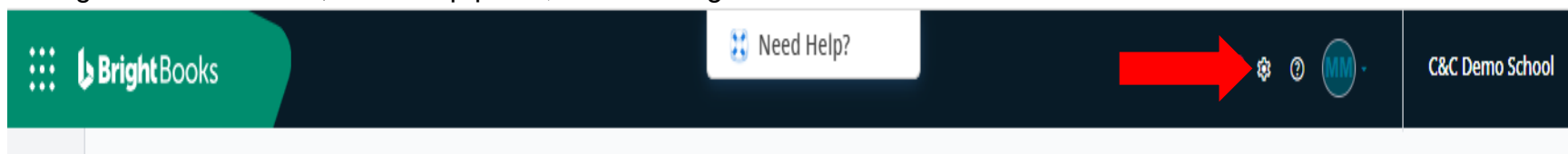


Instructions on how to use the BrightBooks excel import template to record bank receipts received from an Online Payments Solution company to the BrightBooks Online Payments Solution Clearing Account

1. Download and save a copy of the [import template](#). Make sure to save the excel document as a CSV file (Comma delimited) (*.csv)
2. Update the import template with the lodgement details for the month, inputting the date and the € amount, all other details can be left the same. Save the changes.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
ReceiptNu	TransDate	Reference	PaidBy	BankAcco	PaymentT	Lodgement	Lodgement	Net	NominalC	VATCode	VATRate	VAT	Gross	ContactCc	Notes	DivisionCr	SubDivisionCode	
	21/04/2025	1 EP Online		1800 EFT EP				30	1870						EP Online AOD			
	23/04/2025	2 EP Online		1800 EFT EP				15.25	1870						EP Online AOD			
	24/04/2025	3 EP Online		1800 EFT EP				12.25	1870						EP Online AOD			

3. In BrightBooks accounts, on the top panel, click 'Settings'.



The Settings page appears. Under the 'DATA' heading, click 'Imports'.

BrightBooks

C&C Demo School

Overview

Customers

Purchases

Banking

General Ledger

Settings

General Setup	Contacts	Data	Products & Stock
Business Details	Setup	Imports	Products
Users	Categories	Exports	Product Categories
Manage Currency	Other Information	Year-End	Stock Setup
Manage Time Recording	Credit Terms	Nominal Only Recalculation	
		Nominal Only Validation Check	

- On the 'Data Import' page, tick 'Customer and non-customer Receipts' and click 'Next'.

Data Import

Select the type of the file you wish to import

BrightBooks Standard Import File ▼

☐ Contacts - Customer/Supplier/Prospects/Business & Personal Contacts

☐ Product List

☐ Detailed Customer Invoices and Credit Notes

☒ Customer and Non Customer Receipts

☐ Summary Supplier Invoices and Credit Notes

☐ Journals

☐ Monthly Budget Import

☐ Stock Adjustments

☐ Summary Customer Invoices and Credit Notes

☐ Detailed Supplier Invoices and Credit Notes

☐ Supplier and Non Supplier Payments

☐ Single Line Journals

☐ Yearly Budget Import

Close Next

5. The 'Data Import > Customer and non-customer Receipts' page appears, click 'Browse' and select the template from your files

Data Import > Customer and Non Customer Receipts

To import **Customer and Non customer receipts** into **BrightBooks** you must use the following [Template](#) (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are **any** issues with the import file the information **will not** be imported then you must fix the problems and re-import.

Choose File No file chosen

6. Click 'Import' to complete the process.


7. A message will appear indicating that the import has been placed in a queue:


Import Message

Receipt successfully queued for import. Your Queue position is - 3

8. A message will appear indicating if the import was successful or if the template is not in the correct format a validation error message will show instead

Data Import > Customer and Non Customer Receipts

 **Quick tip** Detailed help is available [here](#).



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Choose File

No file chosen


Validation Message


Invalid file format. Only file type {,csv} is allowed


9. The lodgments will now be posted to your bank account and the Online payment solution clearing account.
10. The lodgments will be available to view/edit on the Banking receipts page.

Banking

Bank AccountsReceiptsPaymentsBank ReconciliationBank Feeds

**€57.50**
MONTH TO DATE

**€57.50**
YEAR TO DATE

**€0.00**
UNALLOCATED

Receipts

EmailDelete

Search

NewQuick Receipt

<input type="checkbox"/>	Date ▾	Doc. No.	Ref. No.	Customer/Paid by/Notes	Bank	Amount	Discount	Allocated
<input type="checkbox"/>	24 Apr 2025	RCPT 52*	Cash	EP Online 1870	Current Account 1	12.25	0.00	
<input type="checkbox"/>	23 Apr 2025	RCPT 53*	Cash	EP Online 1870	Current Account 1	15.25	0.00	
<input type="checkbox"/>	21 Apr 2025	RCPT 54*	Cash	EP Online 1870	Current Account 1	30.00	0.00	