

Clicking on the desired import template link will open the basic template information for guidance on completing the template.

*Note that these new templates only require the first line to be removed (before saving to .csv) in order to be imported successfully to the eDoc. The field header row should remain.

AD_Detail_Import.xls

The [AD_Detail_Import.xls](#) template applies to the Advance Deposit Details Upload. Please keep header line unchanged and save your document as csv format.

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Delete the first row of text and keep the second row before saving your document to import in csv format. Head column in red indicates Required field.											
2	Bank Code *	Date *	Location Code *	Description	Bank Reference	Amt *						
3												
4												
5												
6												
7												

Advance Deposit Details Import template format

Column	Field Name
A	Bank Code*
B	Date* (in MM/dd/yyyy format)
C	Location_Code*
D	Description
E	Bank Reference
F	Amt*

Please contact the Office of Financial Analysis and Reporting at 517-355-5029 with questions.