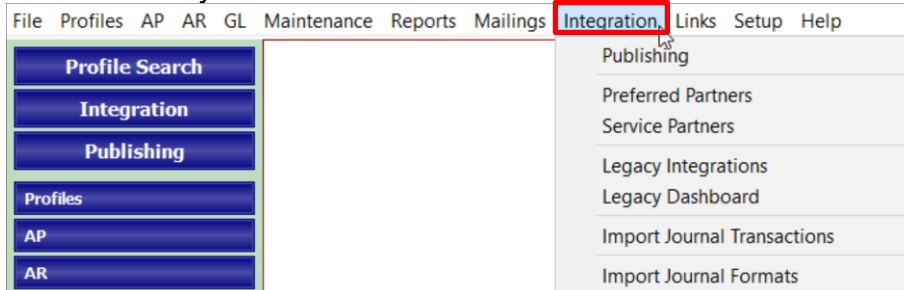
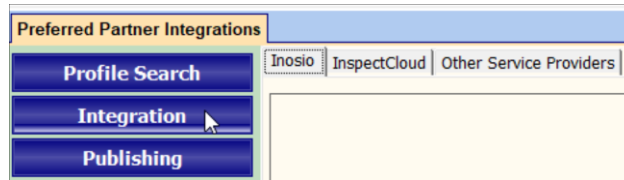


Overview

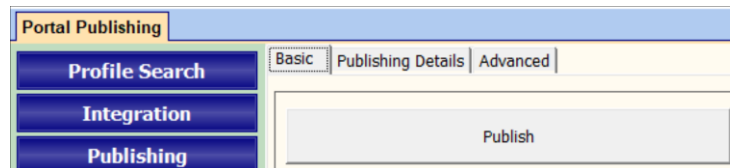
The **Integration** function allows you to access several different functions.



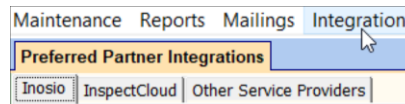
You can also get to this function by clicking on the Integration button on the left of the dashboard.



- A. The first is Publishing. This publishes to a portal through Inosio. See Help Document [R-781 Publish to Inosio](#) for more information.

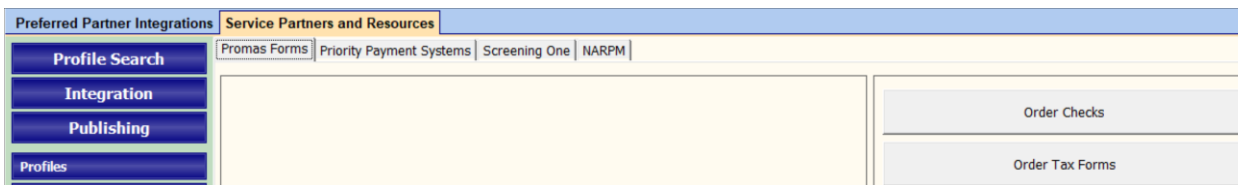


- B. The second is **Preferred Partners** which has tabs for connecting with Inosio and InspectCloud that will take you to the setup screens for those providers. See our Help Documents [R-931 Inosio Integration Guide](#) and [R-921 Inspect and Cloud Integration Guide](#) for more information.

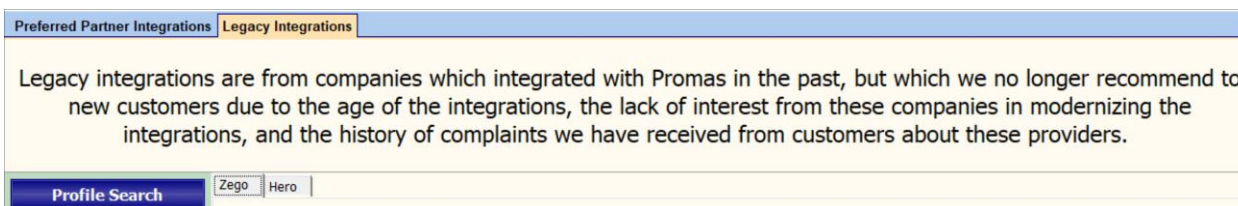


C. The third is Service Partners.

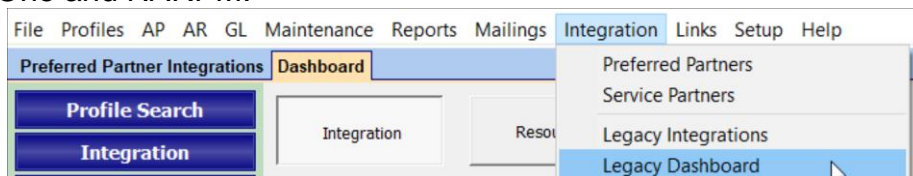
This takes you to tabs for our service partners: Promas Forms; Priority Payment Systems like ACH.com; Screening One; NARPM. Click each tab to see the options.



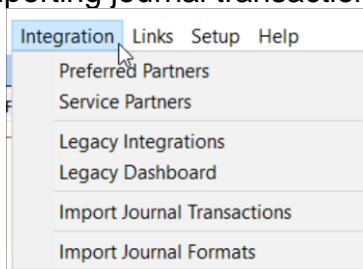
D. The fourth choice is Legacy Integrations which has links for companies which integrated with Promas in the past, but which we no longer recommend to customers due to the age of the integrations.



E. The fifth takes you to Legacy Dashboard which has links to InspectCloud; ACH.com; Screening One and NARPM.

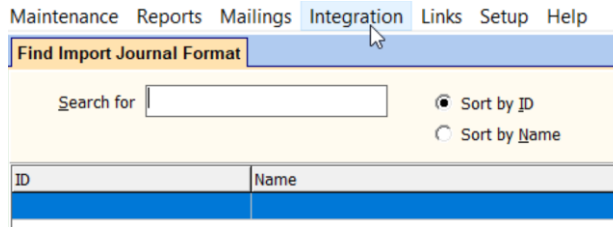


F. The last two have to do with importing journal transactions.

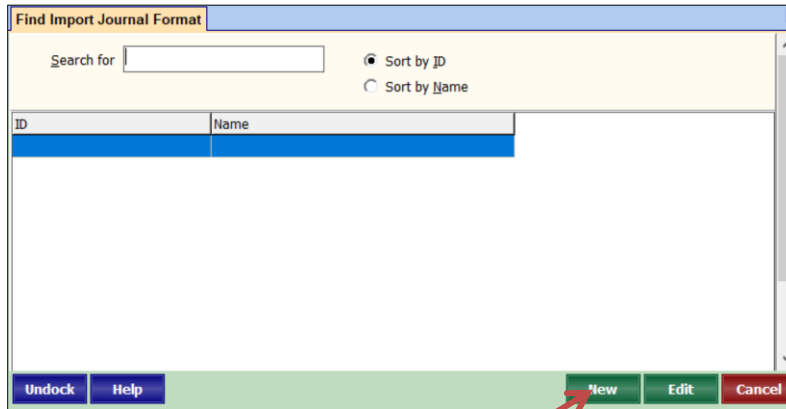


1. **Find Import Journal Format** is where a format for the CSV file is created or imported.
2. **Import Journal Transactions** is where you can actually import the file.

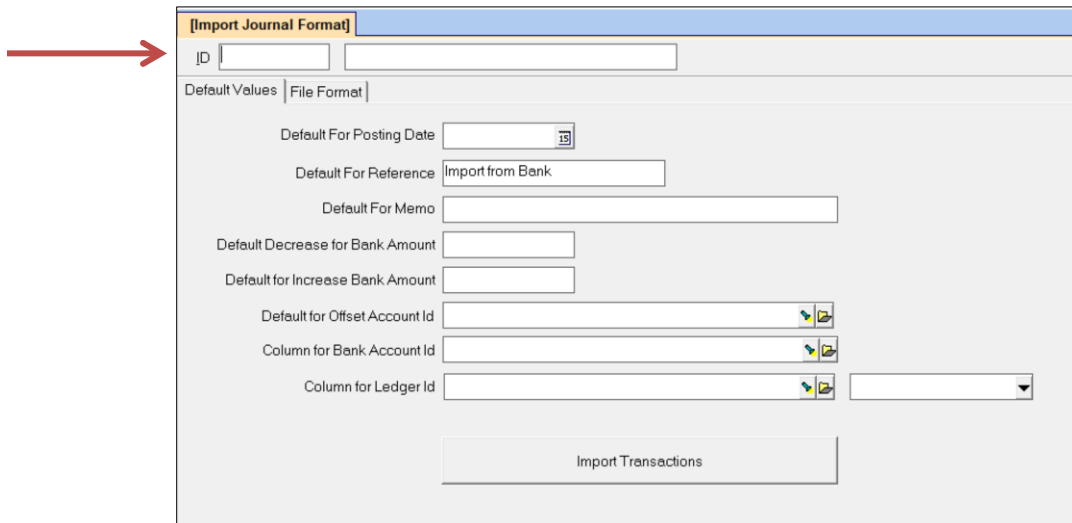
- Click **Find Import Journal Formats**.



- Click **New**.



- Add an ID and Name.



Default Values tab

On the Default Values tab, any of the fields listed can have the same default value or the value can be set on the File Format tab.

The screenshot shows the 'Import Journal Format' window with the 'Default Values' tab selected. The window title is '[Import Journal Format]'. Below the title bar, there are two tabs: 'Default Values' and 'File Format'. The 'Default Values' tab is active. The fields and their values are: 'ID' is 'OWNER FUNDS', 'Owner Fund Import' is 'Owner Fund Import', 'Default For Posting Date' is empty, 'Default For Reference' is 'Import from Bank', 'Default For Memo' is empty, 'Default Decrease for Bank Amount' is empty, 'Default for Increase Bank Amount' is empty, 'Default for Offset Account Id' is empty, 'Column for Bank Account Id' is empty, and 'Column for Ledger Id' is empty. There is a 'Load from File' icon next to the 'Column for Ledger Id' field. At the bottom, there is a button labeled 'Import Transactions'.

File Format tab

This tab is where the fields in the CSV file are mapped to the fields listed for import.

The default value refers to the Default Values tab.

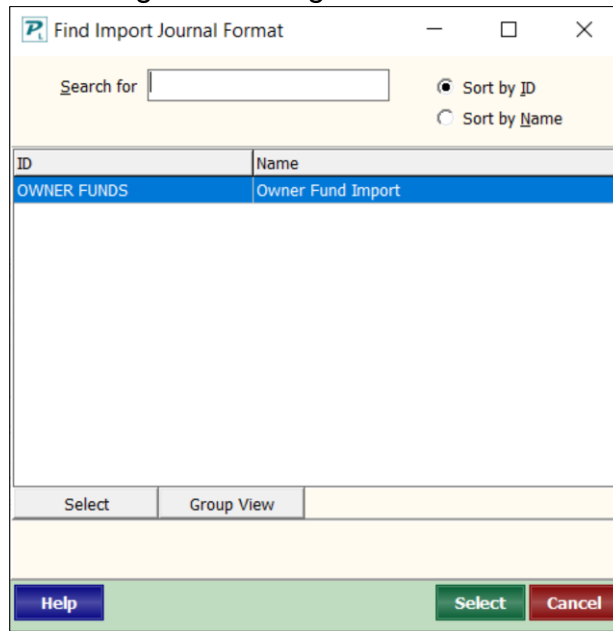
The column number refers to the column in the CSV file that contains the information.

The screenshot shows the 'Owner Fund Import' window with the 'File Format' tab selected. The window title is 'Owner Fund Import [Import Journal Format]'. Below the title bar, there are two tabs: 'Default Values' and 'File Format'. The 'File Format' tab is active. The fields and their values are: 'Column for Posting Date' is 'Column 1', 'Column for Reference' is 'Default Value', 'Column for Memo' is 'Column 2', 'Column for Decrease Bank Amount' is 'Column 3', 'Column for Increase Bank Amount' is 'Column 4', 'Column for Offset Account Id' is 'Column 5', 'Column for Bank Account Id' is 'Column 6', and 'Column for Ledger Id' is 'Column 7'. There is a 'Load from File' icon next to the 'Column for Ledger Id' field. At the bottom, there is a checkbox labeled 'First Record in the the File is a Column Header' which is checked.

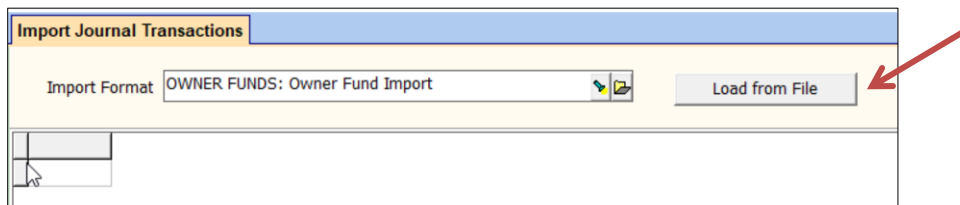
- Once the format has been created, go to Integration and select **Import Journal Transactions**.

The screenshot shows the 'Import Journal Transactions' window. The window title is 'Import Journal Transactions'. Below the title bar, there is a tab labeled 'Import Journal Transactions'. The main area contains an 'Import Format' field with a 'Load from File' icon next to it. To the right of the 'Import Format' field is a button labeled 'Load from File'. Below the 'Import Format' field, there is a table with two columns and two rows. The first row has a grey header cell and an empty cell. The second row has an empty cell and an empty cell.

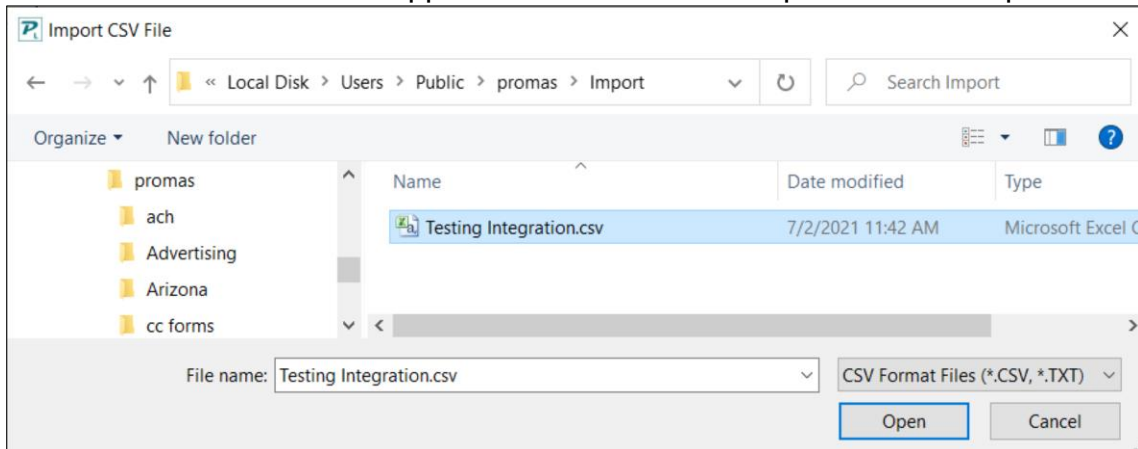
- Choose the Import Format using the Flashlight button.



- Click Load from File.



- A Windows browse screen will appear - select the file to import and click Open.



- A preview of transactions will appear and report any errors.

Count	Source Row	Row Error	Row Problem	Account Id	Bank Id	Decrease	Increase	Ledger Id	Memo	Reference
1	2			Damage Charges	Bank Account Checking	\$50.00		Harrison S. Golden	No Memo	Import from Bank
2	3			Cash Contribution	Bank Account Checking		\$100.00	Harrison S. Golden	Owner sent funds	Import from Bank
3	4			Trash Removal	Bank Account Checking	\$150.00		Frederick L. Clayton	Payables	Import from Bank

- Click Post to bring in the values.

Count	Source Row	Row Error	Row Problem	Account Id	Bank Id	Decrease	Increase	Ledger Id	Memo	Reference
1	2			Damage Charges	Bank Account Checking	\$50.00		Harrison S. Golden	No Memo	Import from Bank
2	3			Cash Contribution	Bank Account Checking		\$100.00	Harrison S. Golden	Owner sent funds	Import from Bank
3	4			Trash Removal	Bank Account Checking	\$150.00		Frederick L. Clayton	Payables	Import from Bank

For example, the file can be created in Excel, then saved as a CSV file.

Excel File:

	A	B	C	D	E	F	G
1	Date	Memo	Decrease Bank Amount	Increase Bank Amount	Offset Account	Bank Account ID	Ledger ID
2	7/1/2021	No Memo	50		Damage	Checking	Golden
3	7/2/2021	Owner sent funds		100	cash in	checking	Golden
4	7/1/2021	Payables	150		trash	checking	Clayton
5							

Save as CSV:

```

Testing Integration.csv - Notepad
File Edit Format View Help
Date,Memo,Decrease Bank Amount,Increase Bank Amount,Offset Account ID,Bank Account ID,Ledger ID
7/1/2021,No Memo,50,,Damage,Checking,Golden
7/2/2021,Owner sent funds,,100,cash in,checking,Golden
7/1/2021,Payables,150,,trash,checking,Clayton

```