**Deposit Check/Cash Upload Instruction**

To use Deposit Check/Cash Upload function, the file must be in **CSV** file format and needs to follow the file format below:

|  |  |
| --- | --- |
| **Field** | **Validate Description** |
| Date | Date format (mm/dd/yyyy) |
| Amount | Decimal Number between 0.01 and 10000000.00 |
| Prop | The property number must be between 0001 to 9999 |
| Unit (optional) | The Unit number must be between 0001 to 9999 |
| GL Acct | The number from GL Acct from 600 to 6999999 |
| Remark (optional) | You can provide whatever you want. If you leave it empty, it will use the default one.  Note: Remark MUST NOT contain any comma |
| Check No (optional) | Check number from the check. It must be sign  Note: Check\_no is optional. If you leave it empty, the system will automatically at 000000 for you. |
| Bank (optional) | The bank number must be between 1 to 99 and belong to the Prop.  Note: If the bank is empty, the default bank will be used. |

Example:

