



Journal Entry Import Direction

1. You can call us when you receive your file for help importing. It is pretty simple (just click the Import button in Maintain, Journal Entries and follow the prompts).
2. The import automates the entry of the JE's, but you will still need to process the JE (Process, Journal Entries, Register Report, Full or Quick and Post).
3. From your point of view, if you do not fill in Columns A, B, C, and F (Journal Entry Nbr, Date, Description, and Memo) for every row in the spreadsheet. If they are blank, the system will assume they are the same as the previous line in the sheet. This means you enter that information on the first row of a new JE, but the subsequent rows for that same JE would only need to have Columns D and E (Account Number and Amount) filled in. Positive numbers are DB and negative numbers are CR.
4. If the JE's you want imported include new account numbers in your chart of accounts, those would need to be manually Inserted in Maintain, Chart of Accounts BEFORE importing your data. If the system cannot find an account number match when importing, it will not import any of the data (all or nothing).