

Exporting/Importing Journal Entry Line Items

2023.01.10

Exporting/Importing Journal Entry Line items

- Open Finance-GL Journal Entries
- Select an unposted JE and click Edit

Journal Entry	
	🙃 Creste Journal Entry 💿 Uproad Journal Entry
Page Size: 10 🗸 General Ledger: 2022-2023 Fiscal Year 🗸 Filter: Unposted Journal Entries 🗸	
System ID Ledger Date Reference Description	Actions
88407 3/2/2023 QA 03012022 Testing the JE Upload	2 C 2 C

The JE window opens allowing 2 options:

- Export Line items
- Import Line Items

Edit: Voucher #88407 - QA 03012022

JournalEntry History Documents		
		🔳 Return to
Journal Entry		🔊 Edit Journal Er
Reference 04 (38) 12022	Ledger Date 3/2/2023	Post Date
An observed and a second and a	01212020	I
No		
Description		
Testing the JE Upload		
tems	Export Line Items	Import Line Ite
F Account Code Description	Debit	Credit
400 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	\$42,519.16	\$0.00
2 420-31-6118.00-001-1-99-0-00 RAY, STUART - NEED TO RECLASSS 57.2% of FY20-21 Payroll TO 211-1	\$0.00	\$435.31
420-31-6119.00-001-1-99-0-00 RAY, STUART - NEED TO RECLASSS 57.2% of FY20-21 Payroll TO 211-1	\$0.00	\$36,485.03
420-31-6141.00-001-1-99-0-00 RAY, STUART - NEED TO RECLASSS 57.2% of FY20-21 Payroll TO 211-1	\$0.00	\$531.70
5 420-31-6142.00-001-1-99-0-00 RAY, STUART - NEED TO RECLASSS 57.2% of FY20-21 Payroll TO 211-1	\$0.00	\$3,515.61
420-31-6146.00-001-1-99-0-00 RAY, STUART - NEED TO RECLASSS 57.2% of FY20-21 Payroll TO 211-1	\$0.00	\$1,551.51
7 211-00-1101.00-000-1-00-0-00 RAY, STUART - NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	\$0.00	\$42,519.16
	\$435.31	\$0.00
211-31-6118.00-001-1-99-0-00 RAY, STUART - NEED TO RECLASSS 57.2% of FY20-21 Payroll TO 211-1		
	\$36,485.03	
211-31-6119.00-001-1-99-0-00 RAV, STUART - NEED TO RECLASSS 57.2% of FY20-21 Payroll TO 211-1	\$36,485.03 \$531.70	
8 211-31-6118.00-001-1-99-000 RAY, STUART - NEED TO RECLASSS 57.2% of PY20-21 Payroll TO 211-1 9 211-31-110-0001-1-99-000 RAY, STUART - NEED TO RECLASSS 57.2% of PY20-21 Payroll TO 211-1 0 211-31-61-10-0001-1-99-000 RAY, STUART - NEED TO RECLASSS 57.2% of PY20-21 Payroll TO 211-1 1 211-31-614.20.001-1-99-000 RAY, STUART - NEED TO RECLASSS 57.2% of PY20-21 Payroll TO 211-1		\$0.00 \$0.00 \$0.00 \$0.00

Export Line Items:

• Click Export Line Items to create a lineitems.xls file for all JE line items listed for the JE.

	А	В	С	D
	Column1	Column2	Column3	
2	420-00-1101.00-000-1-00-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 42519.16	
;	420-31-6118.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 -435.31	
ļ,	420-31-6119.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 -36485.03	
;	420-31-6141.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 -531.7	
5	420-31-6142.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 -3515.61	
,	420-31-6146.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 -1551.51	
3	211-00-1101.00-000-1-00-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 -42519.16	
)	211-31-6118.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 435.31	
0	211-31-6119.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 36485.03	
1	211-31-6141.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 531.7	
2	211-31-6142.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 3515.61	
3	211-31-6146.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payro	II TO 211-1 1551.51	
4				
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Import Line Items:

- Prior to uploading verify the following:
 - The import line items must total 0
 - o The file column HDRS, if exist need to have specific naming convention
 - The line item accounts must already exist prior to importing.

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- Create import file to append to the existing JE line items:
 - export the JE line items to excel
 - add any additional line items to the export file
 - Import the export file with all additional line items added
- Create Import file to overwrite existing line items with new line items:
 - create an excel file with specific HDRS

	А	В	С
C	Code	Description	Amount

- Add line items and save import file
- Click import Line Items, an import window for importing a JE file will open.

Show on Vender Transaction Report?				
No				
Description				
Testing the JE Upload				
lems			🛃 Export Line Items	🛃 Import Line Herr
Sheet #*	Worksheet #1 👻			
Header*	TRUE - header expected in file v	6		
Account Code Column*	Column A. w			
Description Column*	Column B 👻			
Amount Column*	Column C 🛩			
File*	Choose File JE lineitems TEST2 xlsx			
	Upload File Scancel			

• The line items that currently exist for the JE will display below the import window.

Edit: Voucher #98865 - QA Test 2171

Show on Vendor Transaction Report?		
No		
Description		
Testing the JE Upload		
Items	🛃 Export Line Ite	ems 📓 Import Line Items
Sheet #* Worksheet #1 v		
Header* TRUE - header expected in file V		
Account Code Column* Column A 🗸		
Description Column* Column B 🗸		
Amount Column C 🗸		
File* Choose File JE lineitems TEST2.xlsx		
Upload File SCancel		
# Account Code Description	Debit	Credit
1 420-11-6399.00-001-4-30-0-00 NEED TO RECLASSS 57.2% of FY20-21 Payroll TO 211-1	\$500	.00 \$0.00
2 420-61-6399.00-101-4-30-0-00 NEED TO RECLASSS 57.2% of FY20-21 Payroll TO 211-1	\$0	.00 \$500.00
3 211-61-6399.00-101-4-30-0-00 NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	\$500	.00 \$0.00
4 211-11-6399.00-101-4-30-0-00 NEED TO RECLASS5 57.2% of FV20-21 Payroll TO 211-1	\$0	.00 \$500.00
		Balance: \$0.00

• The line items in the import file will be uploaded to the already created Voucher.