TRAMS BACK OFFICE
Tip of the month

Efficiency rules! Trams Back Office is rich with functionality to assist with making every work hour a productive hour. Perhaps there are more features that you may not yet be aware of that can improve efficiencies? Tip of the month is a series designed to open new doors that could just make that work hour even more productive!

Problem:

I have journal entries that are very lengthy and tedious that I need to enter into TBO every month. It's information I receive from other sources (our Payroll service, entries that we massage in Excel and manually key into TBO, like budget entries, etc.). Is there a faster more efficient way we can get these into TBO?

Solution:

Journal Entry Import! If you are an agency that has large recurring periodic Journal Entries that would normally be entered by hand or copied, and then modified manually in Trams Back Office (TBO), there is an option to import external Journal Entries from another source.

From the General Ledger/Journal Entry screen, right-click anywhere in the JE line-by-line creation grid. Click the *Import From File* button that is displayed and browse for the Tab Delimited .txt file you created outside of TBO. When the file is located, click the *Open* button, and the file is seamlessly imported as a Journal Entry in Trams Back Office.

The Tab Delimited .txt file needs to be created using the following column headers. Make sure you have G/L accounts setup in the TBO chart of accounts for every G/L account number that exists in the file.

GLNO GLNAME BRANCHNO DEBITAMT CREDITAMT REMARKS
Sample payroll import file:

GLNO	GLNAME	BRANCHNO	DEBITAMT	CREDITAMT	REMARKS
1000	Direct Deposit	0	0	126716.56	
1000	Pr Tax	0	0	50369.04	
6310	PERSONAL	0	300	0	
6310	PERSONAL	10	499.31	0	
6310	PERSONAL	90	800	0	
6310	PERSONAL	100	150	0	
6310	PERSONAL	110	400	0	
6310	PERSONAL	190	50	0	
6310	PERSONAL	228	525	0	
6310	PERSONAL	238	300	0	
6310	PERSONAL	240	1000	0	
6310	Regular Earnings	0	42251.04	0	
6310	Regular Earnings	10	25982.89	0	
6310	Regular Earnings	30	2760.61	0	
6310	Regular Earnings	40	1389.6	0	
6310	Regular Earnings	60	2429.78	0	
6310	Regular Earnings	70	7531.8	0	
6310	Regular Earnings	90	11341.18	0	
6310	Regular Earnings	95	4464.37	0	
6310	Regular Earnings	100	5788.86	0	
6310	Regular Earnings	110	8871	0	
6310	Regular Earnings	130	3799.93	0	
6310	Regular Earnings	150	1298.46	0	
6310	Regular Earnings	190	2819.09	0	
6310	Regular Earnings	200	1600.62	0	
6310	Regular Earnings	202	1721.34	0	

Go To General Ledger/Journal entry and right click in the grid

TBO Create New Journal Entry #735

Journal Entry Number 735

Activity Date 4/21/2014   Code   Group [▼]

Remarks [▲▼]

Account Name & Number   Branch   Debit   Credit
[   ] [▼] [   ] [   ]

Remarks   Detail Group
[   ]   [▼]

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group

Import From File

Debit Total [   ]
Credit Total [   ]

Ok   Cancel   ☐ Continue entering JE

Browse to the text file and choose open. There you have it, couldn't be easier!

Create New Journal Entry #734

Journal Entry Number 734

Activity Date 4/21/2014   Code [ ]   [Group] [ ]

Remarks [ ]

Account Name & Number	Branch	Debit	Credit
6320 Payroll Deductions	0 ▼		

Remarks [ ]   Detail Group [ ]

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
1000	Cash in Bank - Checking			126,716.56		
1000	Cash in Bank - Checking			50,369.04		
6310	Earnings	0	300.00			
6310	Earnings	10	499.31			
6310	Earnings	90	800.00			
6310	Earnings	100	150.00			
6310	Earnings	110	400.00			
6310	Earnings	190	50.00			
6310	Earnings	228	525.00			
6310	Earnings	238	300.00			
6310	Earnings	240	1,000.00			
6310	Earnings	0	42,251.04			
6310	Earnings	10	25,982.89			
6310	Earnings	30	2,760.61			
6310	Earnings	40	1,389.60			
6310	Earnings	60	2,429.78			
6310	Earnings	70	7,531.80			
6310	Earnings	90	11,341.18			
6310	Earnings	95	4,464.37			
6310	Earnings	100	5,788.86			
6310	Earnings	110	8,871.00			
6310	Earnings	130	3,799.93			