

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.

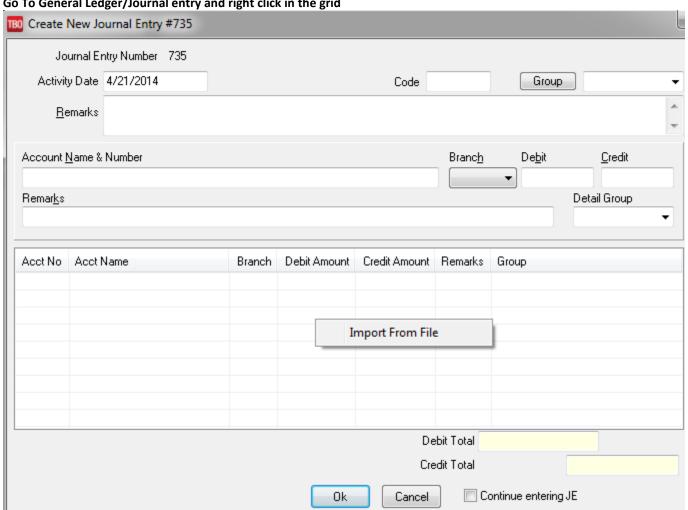
From the General Ledger/Journal Entry screen, right-click anywhere in the JE line-by-line creation grid. Click the *Import From File* button that is displayed and browse for the Tab Delimited .txt file you created outside of TBO. When the file is located, click the *Open* button, and the file is seamlessly 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	
5310	PERSONAL	190	50	0	
5310	PERSONAL	228	525	0	
6310	PERSONAL	238	300	0	
6310	PERSONAL	240	1000	0	
310	Regular Earnings	0	42251.04	0	
5310	Regular Earnings	10	25982.89	0	
6310	Regular Earnings	30	2760.61	0	
6310	Regular Earnings	40	1389.6	0	
5310	Regular Earnings	60	2429.78	0	
5310	Regular Earnings	70	7531.8	0	
5310	Regular Earnings	90	11341.18	0	
310	Regular Earnings	95	4464.37	0	
310	Regular Earnings	100	5788.86	0	
5310	Regular Earnings	110	8871	0	
5310	Regular Earnings	130	3799.93	0	
5310	Regular Earnings	150	1298.46	0	
5310	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



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

