JE Import from File

If the agency has very large recurring periodic Journal Entries that would normally be entered by hand or copied and then modified manually there is an option to import an external JE from another source. When creating a new Journal Entry, right-click anywhere in the JE line-by-line creation window at the bottom of the screen and an *Import From File* option is displayed.
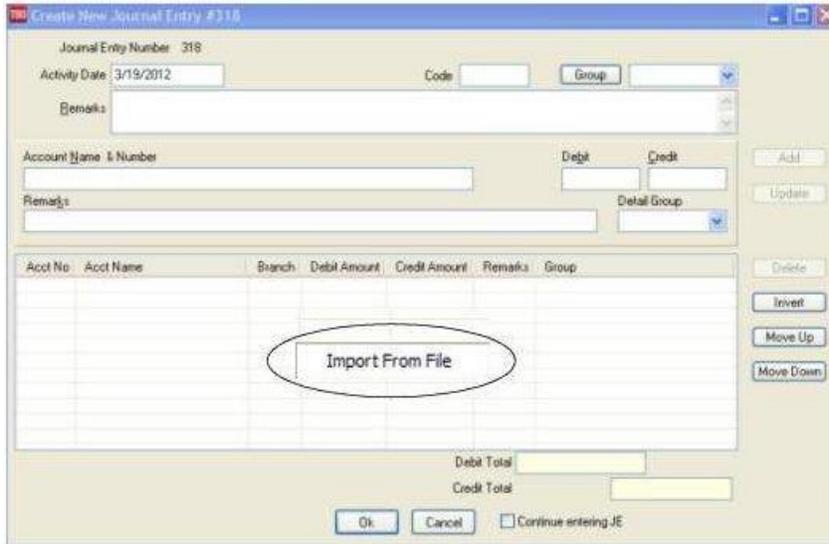
Highlight the displayed box and left- click on it for an *Import Journal Entry Details From Files* window to open, then browse and select a *tab delimited* .txt file created for a specific normal Journal Entry. When that *tab delimited* .txt file has been created using the proper format, then the Journal Entry, GL Account lines will be populated automatically from the file.
Column Headers that Must be Present in *Tab Delimited* .txt File for Import to be Successful:
GLNO GLNAME BRANCHNO DEBITAMT CREDITAMT REMARKS