

General Ledger Importer

	A	B	C	D	E	F	G	H	I
1	Company ID	TWO							
2	User ID	LESSONUSER2		Save Batch to General Ledger					
3	Batch ID	TEST BATCH							
4									
5	ACCTNUMBER	ORGLEVEL1	GLORG2	UseAcct	EMPNO	DEBIT	CREDIT	CHKDATE	
6	1050	2	1000	500-9010-00	5043	0	701.18	10/18/2001	
7	1050	2	1000	000-1330-01	5069	0	614.03	10/18/2001	
8	1050	2	1000	000-1330-01	5084	0	468.49	10/18/2001	
9	1050	2	1000	000-1330-01	5009	0	1007.41	10/18/2001	
10	1050	2	1000	000-1330-01	5010	0	672.82	10/18/2001	
11	1050	2	1000	000-1330-01	5082	0	1951.53	10/18/2001	
12	1050	2	1000	000-1330-01	5005	0	951.86	10/18/2001	
13	1050	2	1000	000-1330-01	5001	0	885.72	10/18/2001	
14	1050	2	1000	000-1330-01	5004	0	903.36	10/18/2001	
15	1050	2	1000	000-1330-01	5033	0	825.78	10/18/2001	
16	1050	2	1050	000-1330-01	5042	0	0	10/18/2001	
17	1050	2	1050	000-1330-01	5058	0	2319.57	10/18/2001	
18	1050	2	1050	000-1330-01	5070	0	826.8	10/18/2001	
19	1050	2	1050	000-1330-01	5002	0	855.63	10/18/2001	
20	1050	2	1050	000-1330-01	5041	0	907.61	10/18/2001	
21	1050	2	1050	000-1330-01	5050	0	849.64	10/18/2001	
22	1050	2	1000	000-1330-01	5023	0	1495.44	10/18/2001	
23	1050	2	1000	000-1330-01	5079	0	950.55	10/18/2001	
24	1050	2	1000	000-1330-01	5052	0	678.85	10/18/2001	
25	1050	2	1000	000-1330-01	5027	0	957.33	10/18/2001	
26	1050	2	1000	000-1330-01	5062	0	1062.9	10/18/2001	
27	1050	2	2000	000-1330-01	5083	0	2560.35	10/18/2001	

How to Use Excel to send Information to Great Plains

The Spreadsheet must be titled GL_Import.xls for the account lookup to function properly. The recommended usage is to enter active transactions into a file named GL_Import.xls and to rename the old spreadsheet to GL_Imported[date].xls after it has been imported into Great Plains.

Great Plains must be open and the user logged into the correct company BEFORE the spreadsheet is opened.

Cell B1 is the Company ID. Enter the company code of the company that the data is intended for. This is a safeguard to ensure that the correct company is active in Great Plains when the import is performed.

Cell B2 is the User ID. This must match the Great Plains User ID that is signed in to Great Plains.

Cell B3 is that Batch ID. Enter that Batch ID that should be used to save the transactions under.

All transactions will be saved under the source document "PAYROLL". For optimum functionality this source document should be created in Great Plains before importing transactions.

Columns A, B, and C are not imported into Great Plains.



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Column D is the Great Plains Account Number. This number must exist in Great Plains and will be verified as the line is imported.

Column E is the Employee Number. This Number will be saved in the Description field for each line item.

Column F is the debit amount for this line item.

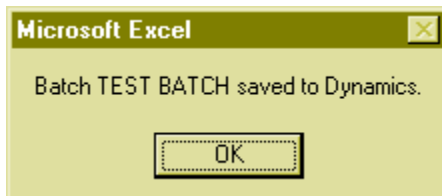
Column G is the credit amount for this line item.

Column H is the date for this journal entry. The Spreadsheet should be sorted by date if more than one date appears in this column. In Great Plains, a journal entry must balance. Each distinct date in this column will become one journal entry within Great Plains. Also, if the total of the debit amount does not equal the total of the credit amount, then Great Plains will not post the transaction. It will still be saved to Great Plains, but the unbalanced entries must be corrected before they can be posted to Great Plains.

All data to be imported should be in continuous line items with no spaces between the rows.

The Magnifying Glass on the Spreadsheet can be used to invoke the Account Lookup window within Great Plains. When the Account Number is selected within this lookup window, it will be written to the Active Cell, so be sure column D is active on the current line item when using this option.

When the data is ready to be imported into Great Plains click the button labeled "Save Batch to General Ledger" in the spreadsheet. After processing is finished, a message box will appear informing the user that the data has been sent to Great Plains.



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The Data Imported will be visible in Great Plains under the following window which can be found by accessing Transactions->Financial->General.

Transaction Entry

Save | Delete | Post

Journal Entry: 835 | Intercompany: | Batch ID: TEST BATCH

Transaction Type: Standard Reversing | Transaction Date: 10/18/2001 | Reversing Date: 0/0/0000

Source Document: PAYROLL | Reference: LESSONUSER2 | Currency ID: Z-US\$

Co. ID	Account	Debit	Credit
TW0	000 -1330 -01	\$0.00	\$614.03
	Inventory Returns - Retail/Parts		0.0000000
	5069		
TW0	000 -1330 -01	\$0.00	\$468.49
	Inventory Returns - Retail/Parts		0.0000000
	5084		
Total		\$176,559.89	\$175,858.71
		Difference	\$701.18

Navigation: by Batch ID | Status: Unposted