

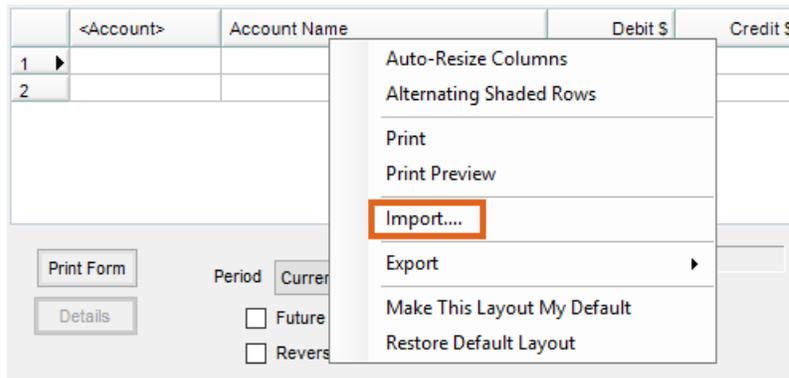
Importing Journal Entries

Last Modified on 11/28/2023 8:50 am CST

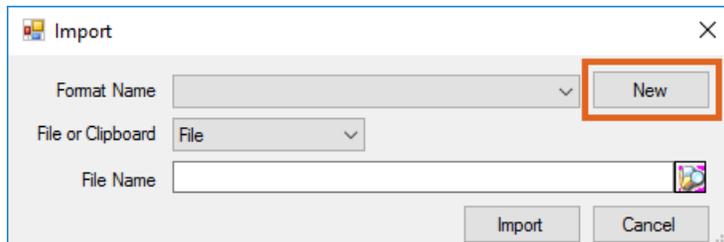
Agvance offers the option to import Journal Entries from Excel or CSV files. This is useful when importing payroll done outside of Agvance or importing a file received from an auditor.

Importing Journal Entries from Excel or CSV files

1. When adding a Journal Entry at *Accounting / G/L / General Journal Entry*, right-click one of the headings and select **Import...**



2. From here, a new Format can be added to import Journal Entries from outside sources. Select **New** to open the *Import Setup* window.



3. Enter a *Format Name* and, if the file contains a header row, select the *First Row is Header* option. For *File Type*, select *Excel* or *Delimited*. If choosing *Delimited*, also indicate the *Delimiter*.

Format Name

First Row Is Header

File Type

Delimiter

Number Of Columns

Account Attribute

	<Account>	Account Name	Debit \$	Credit \$	Column1	Quantity	Comment	importID	Split ID
1	▼	▼	▼	▼	▼	▼	▼	▼	▼

Save Cancel

4. Key in the *Number of Columns* or select the **Arrows** to reflect the number of columns in the Excel file.
Note: Account Attribute is used when importing a Journal Entry from another system that may have different account numbers than Agvance. Account Attributes are set up in Agvance and the Account ID from the other system is put into that Attribute. When the Attribute is selected for the import, the corresponding G/L account in Agvance will be selected based on the Attribute.
5. At the *Import Setup*, indicate which column goes into which heading.
6. **Save** the setup.
7. At the *Import* screen, select the newly created format from the *Format Name* drop-down. Leave *File or Clipboard* set to *File*.
8. Choose the **Browse** icon to locate and select the appropriate Excel file and choose **Import**. The information will display in the *Add a General Journal Entry* screen which can then be saved.