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Support Bulletin # 62 ABM 3 Journal Import

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Introduction

Version 3 of ABM now allows Journals to be imported from an Excel spreadsheet. This process allows you to bring in a template journal as many times as needed. The Journal wizard is initiated by clicking the Import Journal button from the Accounts View (Fig 1).

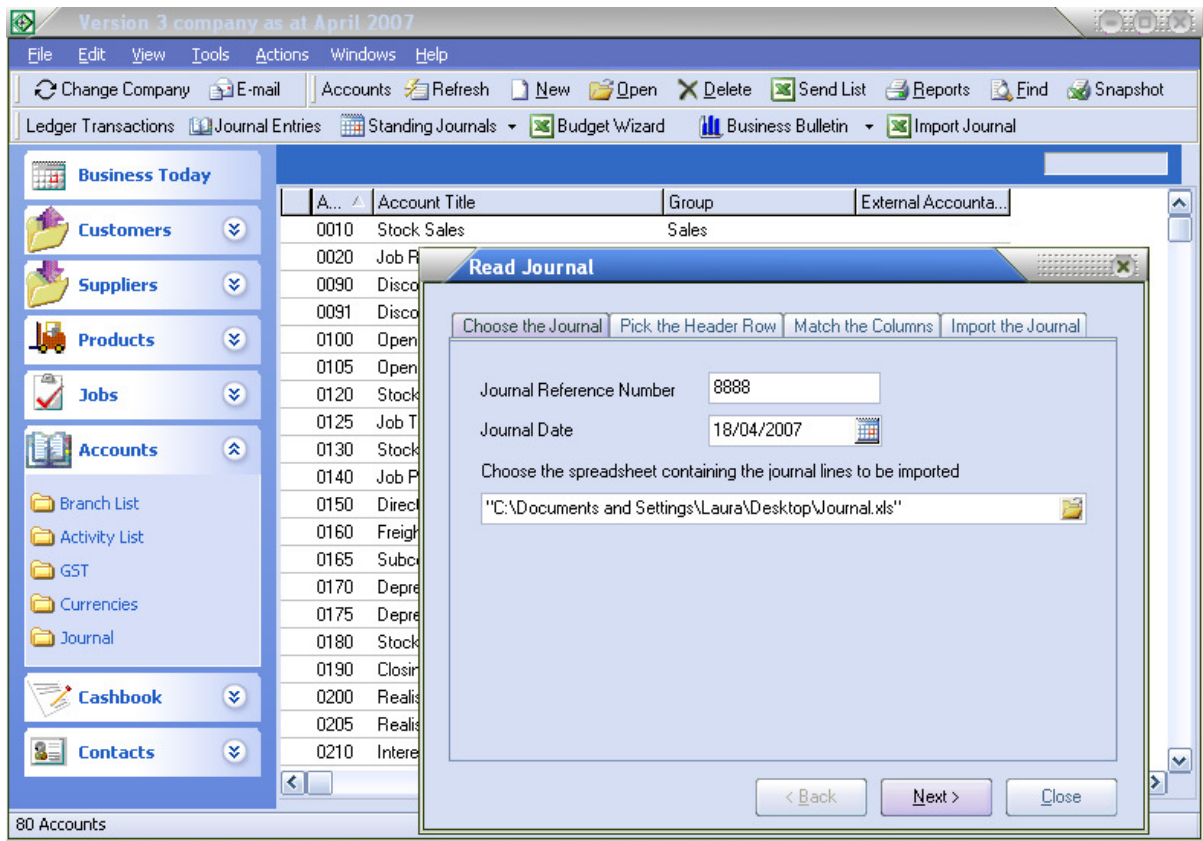


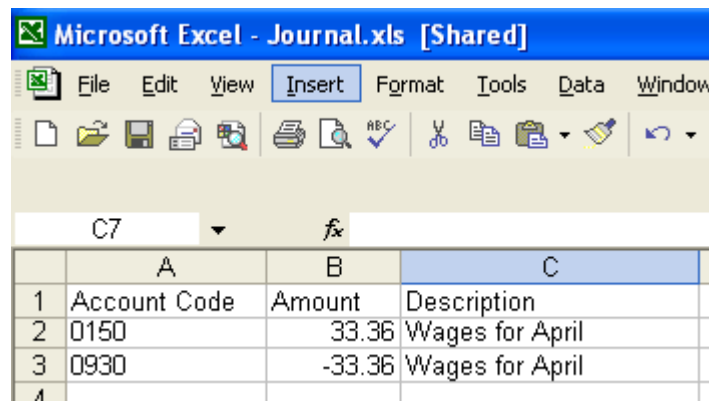
Fig 1

Import file format

The import file must be in MS Excel format. The file should contain at least 1 header row and at least the account code and amount column. A description column can also be added but it is optional. In our example we called the file Journal.xls (Fig 2).

Hint 1: Close the Excel file prior to importing the file to accommodate the error checking process.

Hint 2: If you Ledger account numbers contain leading zeros setup the column as type text.



	A	B	C
1	Account Code	Amount	Description
2	0150	33.36	Wages for April
3	0930	-33.36	Wages for April
4			

Fig 2

Using the Import Journal Wizard

1. Enter the Journal Reference number and the Journal Date (Fig 1).
2. Browse the computer and select the Excel worksheet that contains the sales order information to import. Click the Next button to continue.
3. Select the Header Row by indicating the row number which contains the column headings (Fig 3). Click the Next button to continue.

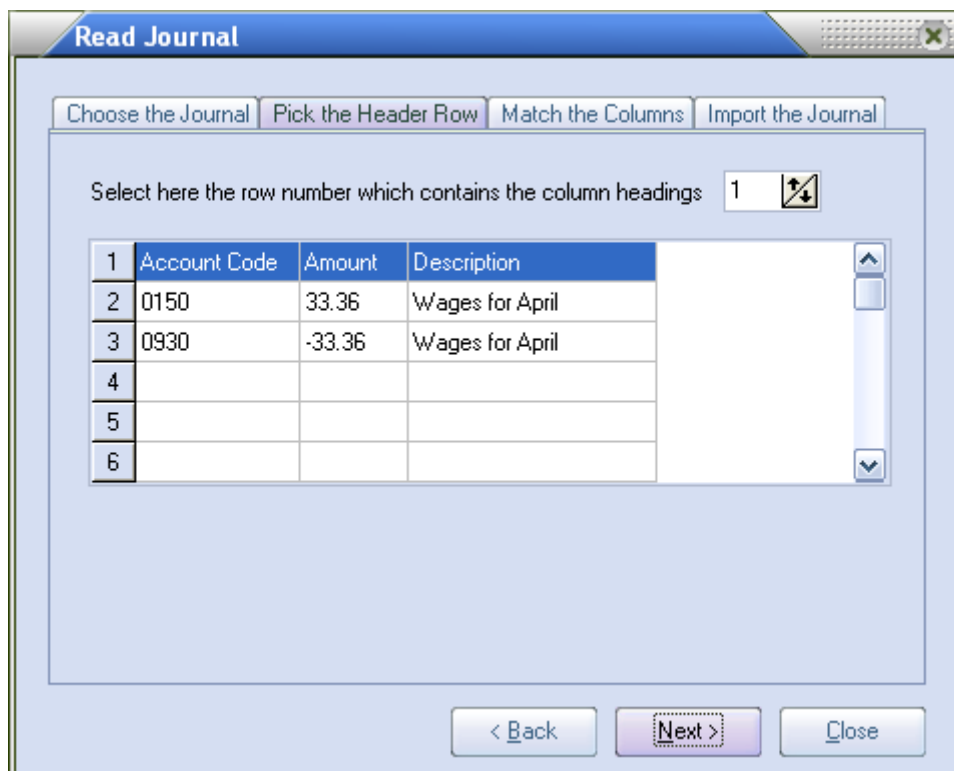


Fig 3

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- Map the Account Code, Amount, and Description to the corresponding column in the spreadsheet (Fig 4). Click next to continue.

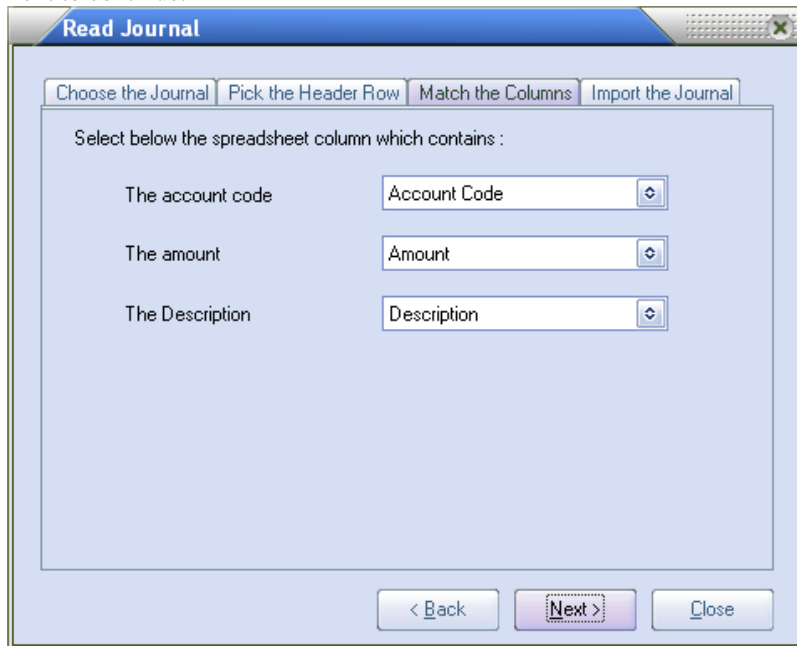


Fig 4

- Strongly recommended:** Check the spreadsheet for errors button (Fig 7). ABM will verify that the ledger account matches an account in the database and that the Amount field is numeric. If an error is found ABM will produce a warning (Fig 5) and will mark the record(s) in the input Excel file by shading them red (Fig 6). In this example there is Account number 9999 in the database.



Fig 5

	A	B	C	D
1	Account Code	Amount	Description	
2	0150	100.25	Wages for April	
3	9999	-100.25	Wages for April	

Fig 6

6. Import the Journal by clicking on Create the Journal button (Fig 7).

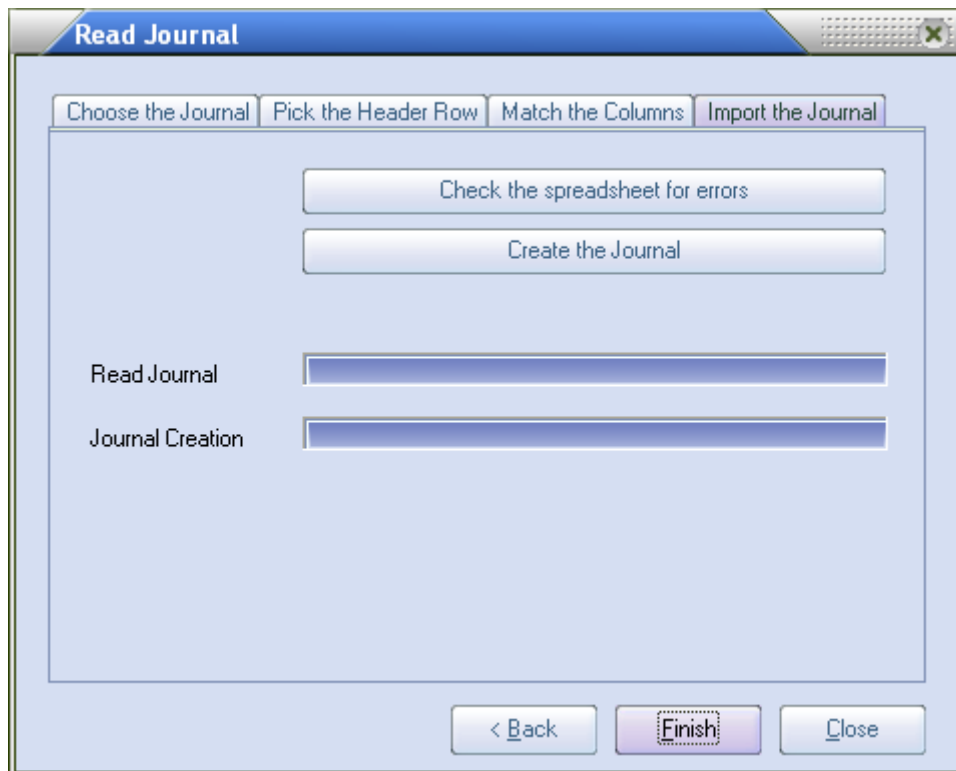


Fig 7

Know Issues with the Beta 3.03 version:

Please use extreme caution as the following issues have been found with the Beta 3.03 version.

- One sided journals are allowed by all users
- Journal totals are not checked for balancing
- Postings to accounts that don't use sub-accounts is allowed

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