Manual Journal Entry Import (Pro)

Last Modified on 02/19/2025 6:51 pm EST

When entering a journal entry manually, you have the option to use an import when there are multiple similar entries for the date. Be sure the multiple entries are for the same:

- Date
- Account
- Branch

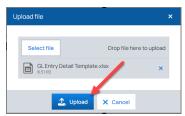
A	Home		General Journal	Entry							🕑 Save	X Cance	Ĩ
2	Accounts Receivable												
633	Accounts Payable		Entry Date •	02/12/2024		8	Add Entry						
	Inventory		Reference Number	Reference N	umber		Account •					•	
	eForms		Branch •			•	Debit Amount					0.00 🛟	
	erorms	· .	Memo	Memo			Credit Amount					0.00 💲	
			Debit Total	Credit To	tal	Balance	Memo	Memo					
e.	Reports		\$0.00	\$0.0		\$0.00	Work Order			15		•	
•	Setup						Branch •					٠	
							Category	Please Select				Ŧ	
							Expense Type	Please Select				٧	
											Add	To Entries	
			Entries										
			1 Import Detail										
		Drag a column header and drop it here to group by that column											
			Account : Debi	Amour :	Credit Amourt	Momo	: Work Order : Bra	inch i C	atenony :	Evnense Tvn	: Action		1.

How to use the Import:

- 1. Download and open the gl-entry-detail-template.xlsx 🖉
- 2. Fill out each row of the template. Account and Branch columns are required.
- 3. Save the file with a different name.
- 4. Click the button **Import Detail** pointed out in the picture above.
- 5. Click **Select File** and double-click on the file you saved in step 3.



6. Click Upload.



- 7. Enter the total Debits and Credits and any other fields as needed.
- 8. Click **Save** in the top right.