Manual Journal Entry Import

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:
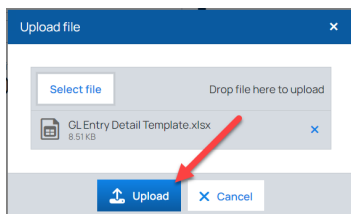
- Date
- Account
- Branch
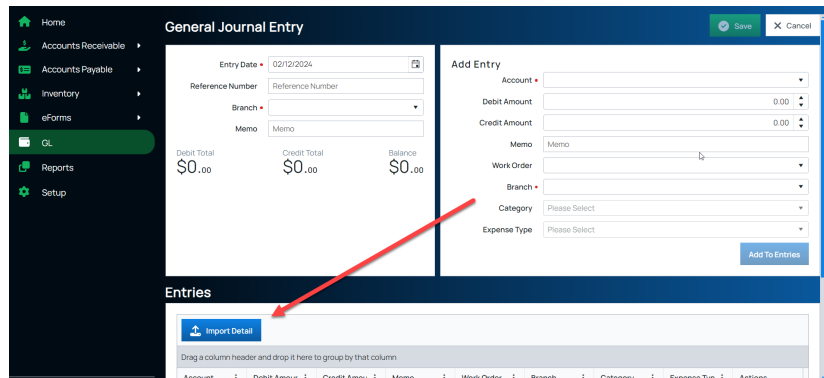
How to use the Import:

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.
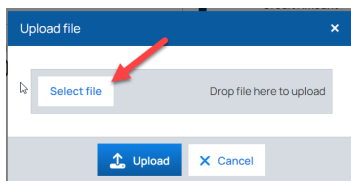
6. Click **Upload.**

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