

Importing a Journal Entry from Excel

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This feature allows Users to set up journal entries using an Excel workbook then copy and paste the journal entry into the SedonaOffice Journal Entry form. Of course all information must be correct to post the journal entry. This feature is even smart enough to catch your mistakes on the posting branch. For example if posting a journal entry for a job and the User enters the branch of Michigan, however the branch related to the job is New York, the application will make the correcting entry to the correct branch automatically.

To Import a Journal Entry from an Excel Workbook, follow the instructions below.

1. First layout an excel workbook in the same column order as the SedonaOffice Journal Entry form is designed, then fill in your information into the excel workbook. Make certain the information entered into your excel template is valid: G/L account, Branch Code, Category Code, Job Number (if applicable), and Expense Type (if applicable). The codes entered in the template must be valid codes found in SedonaSetup, and if using job numbers, the Job Number must be a valid. It is a good idea to print out a list of each of the code selections to eliminate data entry errors or use lookup tables in your excel workbook for validation purposes. Once the excel template is created and filled in with valid information save the Workbook. Keep the workbook open and proceed to the next step.
2. Open a Journal Entry form in SedonaOffice; navigate to the General Ledger module from the Main Application Menu and select the Journal Entry option.
3. From the Excel Workbook, highlight just the data area and copy to the clipboard (right-click Copy) or press CTRL C on your keyboard to copy the data.
4. In the Header area of the Journal Entry form, click the Excel button to the right of the Select Journal Template field. The information from the Excel Workbook will be filled into the body of the Journal Entry form.
5. Select the correct posting Date and enter a description in the Reference field in the Header area of the form. When finished, click the OK button located at the lower right of the form to post the Journal Entry to the General Ledger.