## **Importing Journal Entries**

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The following steps should be taken when importing Journal Entries into SedonaOffice.

Step 1) General Ledger > Journal Entry - this path will take you to the screen below.

Step 2) Enter a Branch and date only. The date can be the date entries posted.

Step 3) Copy only the filed values without the headers, example below.

Step 4) On the top of the Journal entry, next to the drop down there is an Excel icon, click on it to past the copied field values.