

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.

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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.

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