

## Excel to General Ledger Journal Entries for XA

**The problem:** How can you quickly and easily upload journal entries from Excel to GL?

**The answer:** [Excel to GL Journal Entries \(works with both IFM and Accounting Management\)](#).

Accounting professionals often use Excel as their tool of choice for financial analysis and data manipulation. Too often, however, time is wasted re-keying critical data created in Excel and moving it to an enterprise application, such as General Ledger.

The [Excel to GL Journal Entries System](#) solves this problem by providing an upload of journal transactions from Excel to IFM or AM General Ledger. It works like this:

- Journal entries are entered in Excel.
- The journal entries are uploaded to XA General Ledger.

The Excel format is provided with the **Excel to GL Journal Entries System**. A “template” spreadsheet is required in order that journal entries properly go into IFM or AM. The system:

- allows multiple users to use the spreadsheet at the same time
  - facilitates the download/upload process
  - posts multiple journal entries
  - automatically creates reversing entries (IFM only)
  - handles multiple financial divisions (IFM)
  - stores all monthly entries in one workbook
  - Validates Account Numbers (AM) and Units/Natures (IFM)
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**A new “2019 Update Template” for the Excel to IFM GL Upload is now available. The primary advantages of the 2019 Update are:**

- The entire process is simplified and faster: several steps have been removed.
- The upload processes much faster by using SQL.
- The accounts (units/natures) don’t have to be formatted as text, they can just be typed-in.
- The spreadsheet itself can be copied, and multiple sheets can be created into a workbook.
- The workbooks can be then be processed individually.
- For IFM, there is no longer the requirement to take a menu option to post entries.

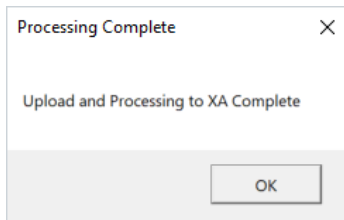
**2019 Update for IFM!**

Save time and simplify the process with the 2019 Update.

Use the new “Upload/Process” button to send the data to IFM via the LSB Transactions.

Use the table portion to enter GL journal entry lines. One transaction will be created for each unique Header Narrative (using the “Journal Entry Number” and “Header Narrative” columns: REV 18-Test 1, REV 19-Test 2, etc). If the Reversal Effective Date is not blank, a second set of transactions will be created automatically, with the sign reversed on the amounts and “Reversal” added to the header narrative (REV 18-Test 1 Reversal).

| G/L Journal Entry Upload  |                  |         |                 |        |                            |                 |         |        |                                 |  |
|---|------------------|---------|-----------------|--------|----------------------------|-----------------|---------|--------|---------------------------------|--|
| Effective Date 11/15/2018   |                  |         |                 |        |                            |                 |         |        |                                 |  |
| Financial Division 01   |                  |         |                 |        |                            |                 |         |        |                                 |  |
| Reversal Effective Date   |                  |         |                 |        |                            |                 |         |        |                                 |  |
| (Leave Reversal Date blank to NOT automatically create a reversal.) |                  |         |                 |        |                            |                 |         |        |                                 |  |
| <input type="button" value="Upload / Process"/>                     |                  |         |                 |        |                            |                 |         |        |                                 |  |
| Control Total   |                  |         |                 |        |                            |                 |         |        |                                 |  |
|   |                  |         |                 |        | 660.62                     | Debit           | 1392.62 | Credit | 732                             |  |
| Detail Lines  |                  |         |                 |        |                            |                 |         |        |                                 |  |
| 40 Char Max   |                  |         |                 |        |                            |                 |         |        |                                 |  |
| Journal Entry Number  | Header Narrative | Unit    | Description     | Nature | Nature Description         | Line Narrati    | Debit   | Credit | Invalid Unit/Nature Combination |  |
| REV 18  | Test 1           | 013102  | Measuring Dev   | 1000   | Cash Account - Busines     | Detail Line     | 388.62  |        |                                 |  |
| REV 18  | Test 1           | 013102  | Measuring Dev   | 1001   | Cash-Canadian              | 2nd Detail Line |         | -360   |                                 |  |
| REV 18  | Test 1           | 013102  | Measuring Dev   | 1320   | Inv - Component PC         | 3rd Detail Line |         | 88     |                                 |  |
| REV 19  | Test 2           | 1001000 | Electronic Equi | 4000   | Sales - System Unitsxx     | TEST 2          |         | 1004   |                                 |  |
| REV 19  | Test 2           | 100899  | Electronic Equi | 1000   | Cash Account - Business    |                 | 251     |        |                                 |  |
| REV 19  | Test 2           | 100899  | Electronic Equi | 1001   | Cash-Canadian              |                 | 251     |        |                                 |  |
| REV 19  | Test 2           | 100899  | Electronic Equi | 1002   | Cash - Canadian            |                 | 251     |        |                                 |  |
| REV 19  | Test 2           | 100899  | Electronic Equi | 1200   | Accounts Receivable -Trade |                 | 251     |        |                                 |  |
| REV 19  | Test 2           | 1001000 | Electronic Equi | 1000   | Cash Account - Business    |                 |         |        | Combo not Found                 |  |



Once upload and processing are complete, the transactions are available in “Work with Transactions.”

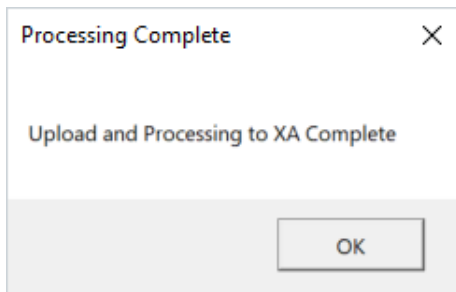
### Excel to GL for Accounting Management (AM)!

Save time and simplify the process of entering journal entries with the new template for Excel to Accounting Management GL.

| G/L Journal Entry Upload |               |         |              |               |                        |   |
|--------------------------|---------------|---------|--------------|---------------|------------------------|---|
| Batch Date 4/5/2016      |               |         |              |               |                        |   |
| Company Number 01        |               |         |              |               |                        |   |
| G/L Month (Period) 04    |               |         |              |               |                        |   |
| Upload / Process         |               |         |              |               |                        |   |
| Control Total            |               |         |              | Debit         | Credit                 |   |
|                          |               |         |              | 388.52        | 388.52                 | 0 |
| Detail Lines             |               |         |              |               |                        |   |
| 10 Char Max 15 Char Max  |               |         |              |               |                        |   |
| Source                   | Description   | Account | Debit Amount | Credit Amount | Account Description    |   |
| REV 11                   | Accrue WSD Cr | 1000    | 388.52       |               | CASH - REGULAR ACCOUNT |   |
| REV 11                   | Accrue WSD Cr | 1010    |              | 388.52        | CASH - PAYROLL ACCOUNT |   |
|                          |               |         | 388.52       | 388.52        |                        |   |

Click the "Upload/Process" button to send the data to the GL Journal offline load file.

Use the table portion to enter GL journal entry lines.



Once upload and processing is complete, use the offline load option to create a batch of G/L journal entries.