

GL Accounts Import

General Ledger Module > Configuration

Import GL Report Link

Click the select File Button to open the “open file dialog” which will allow you to navigate to your file in order select it.

Click the Upload button to upload the file onto the server.

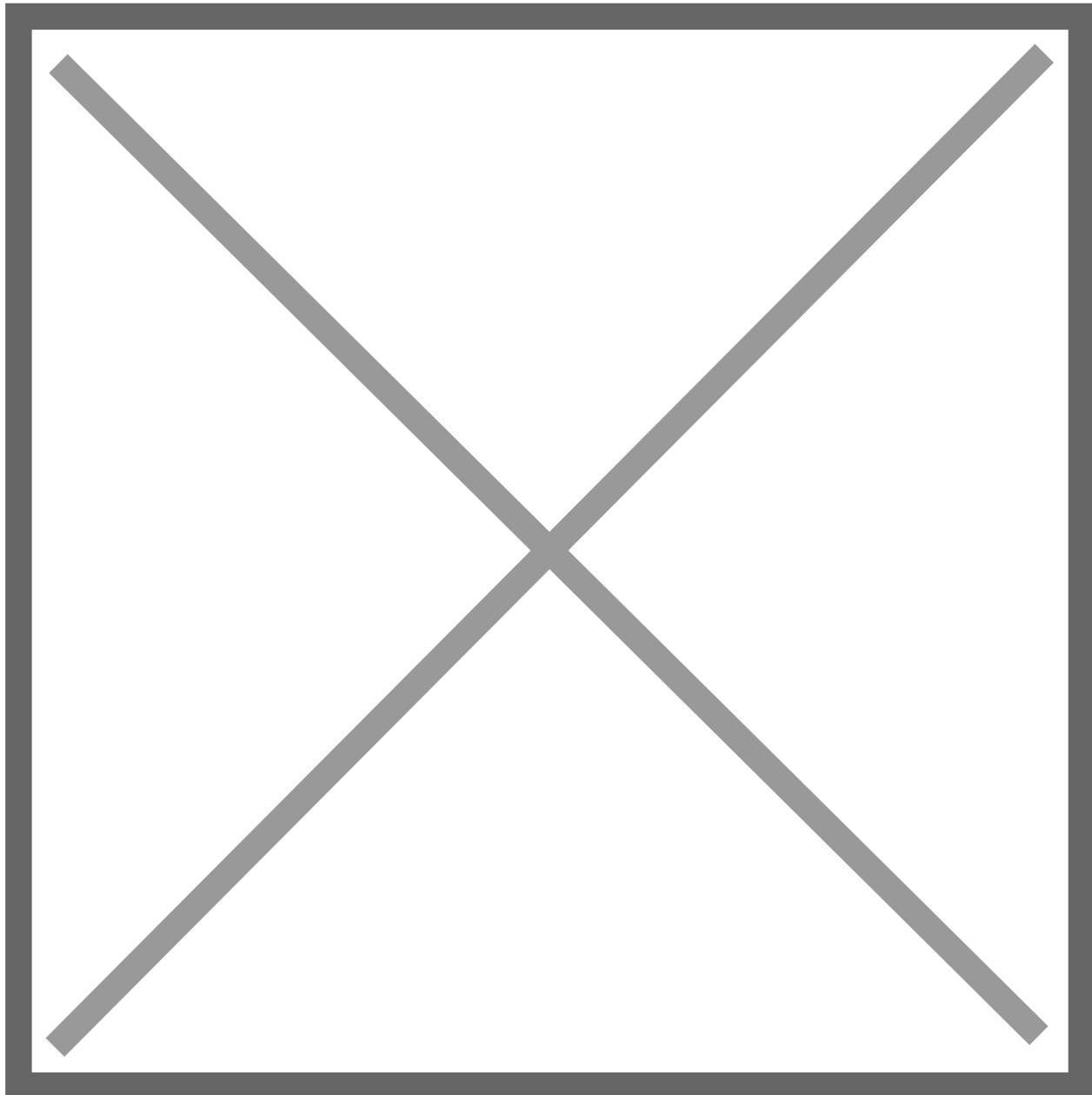
Click the Import button to start the import process.

Please Note:

Your file must be in a *.CSV file format.

If any errors are found, it will be written in the log, please correct the errors and start the import process again.

Below is a template of the CSV File:



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