

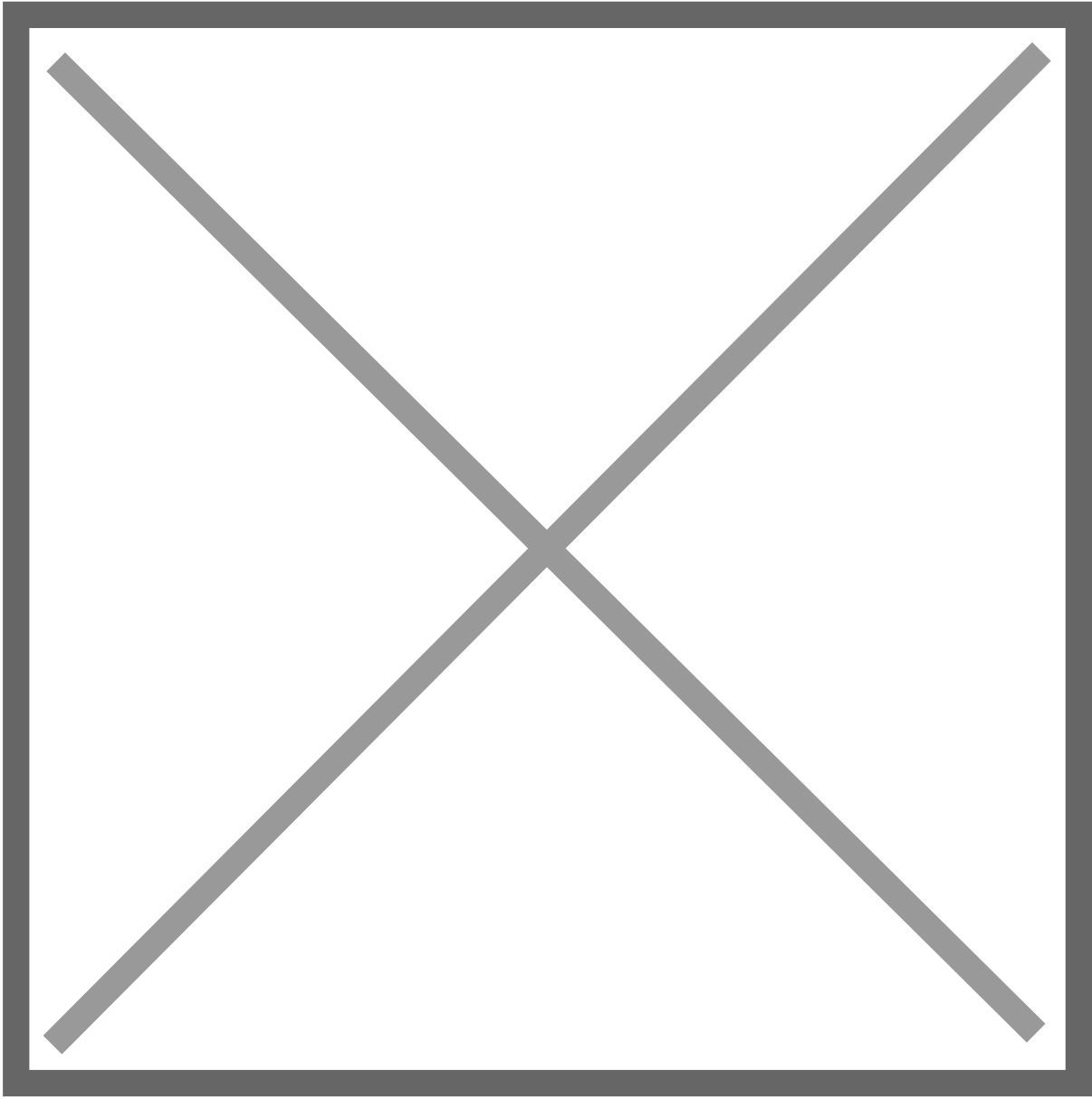
Debtors Journal Transactions Import

Print / Import function

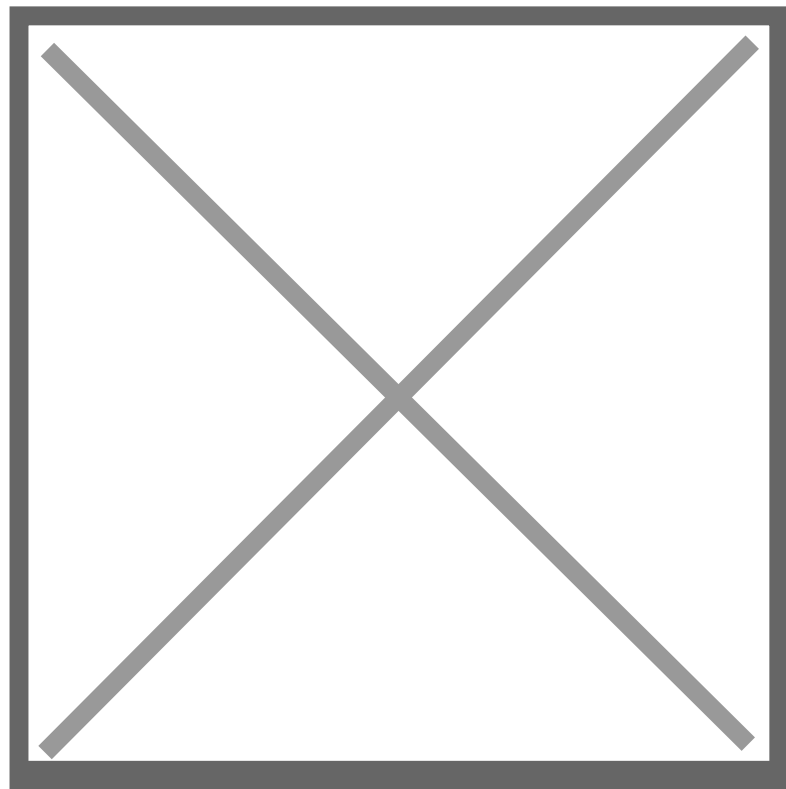
This function allows you to print existing debtor/customer journal transactions and import new journals to the system.

Import clone refers to loading an existing debtor from the system. All you need to do is make changes as per current journal.

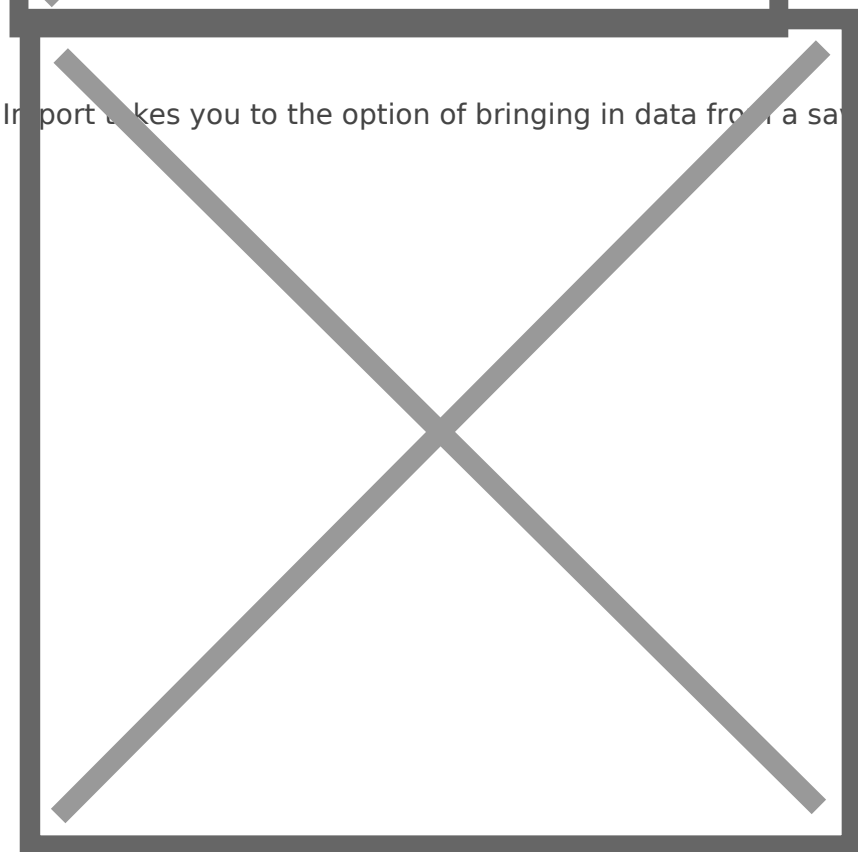
Debtors Module >Activity > Debtors Transactions > Print /Import



Print option will take you to print the selected debtor's transaction.



Import takes you to the option of bringing in data from a saved csv file



See the process of importing a debtor/ customer journal transaction into the system:

1. Click Select

2. Upload
3. After, uploading the CSV file the import button will open allowing you to import the file into the system
4. Once, complete click close

Important CSV File notes and format tips:

- The file must be saved as a CSV
- Don't put commas in your file
- Fields for values mostly require codes of those fields
- The date format must be 2020/01/01 YYYY/MM/DD
- The column headings can be left in the import file.

See the file Layout for CSV file:

1	AccountCode	Required
2	Date	Required
3	Reference	Required
4	Description	Required
5	Amount Inc Vat	Required
6	ExchangeRate	Required (Default 1)
7	Action	Required
8	TaxType	Enter the applicable VAT type
9	AutoAllocate	1/0
10	CheckZero	1/0
11	Division	Enter the Division code (if applicable)
12	Region	enetyr the Region code (if applicable)
13	GL Account	Required

Import Clone

To import a cloned journal, one will need to create the clone form an existing journal transaction.

To create a journal clone go to:

Debtor module> Analysis> Debtors Transaction history

Search the required Journal

Click the Clone Journal button

Continue

Debtors Module

Configuration

Activity

Analysis

Debtor Search

Customer Price Enquiry

Debtor Analysis

Debtors Document History

Debtors Transaction History

Dispatch Stock History

Debtor Cash Book History

Document Management

Debtors Transaction History

Search View Transaction Related Transactions Clone Journal Print / Export

Basic Search Custom Search Expand

Journal Number: Debtor: Date From: 2024-10-18 Date To: 2024-11-18 Description:

#	Att	Memo	Date	Journal Number	Action	Code	Name	Currency	Description	Reference	Total Inc VAT	VAT Amount
1			2024-11-14	DMJRN1127	POS Payment Cash Till 01	ABC001	A & B Construct...	Rand South Africa	POS Payment INV808959	Cash	983.26	0.00
2			2024-11-15	DMJRN1128	Customer Journal Debit	1172	IMRAAN NEW	Rand South Africa	test contra jrn	test contra	100.00	0.00
3			2024-11-15	DMJRN1129	Customer Journal Debit	IS002	Imraan _ New L...	Rand South Africa	test contra jrn	test contra	100.00	0.00
4			2024-11-15	DMJRN1130	Customer Journal Debit	1172	IMRAAN NEW	Rand South Africa	test contra 2	test contra 2	100.00	0.00
5			2024-11-15	DMJRN1131	Customer Journal Debit	IS002	Imraan _ New L...	Rand South Africa	test contra 2	test contra 2	100.00	0.00
6			2024-11-15	DMJRN1132	Customer Journal Credit	1172	IMRAAN NEW	Rand South Africa	test contra 3	test contra 3	200.00	0.00
7			2024-11-15	DMJRN1133	Customer Journal Credit	IS002	Imraan _ New L...	Rand South Africa	test contra 3	test contra 3	200.00	0.00
8			2024-11-15	DMJRN1134	Customer Journal Debit	1172	IMRAAN NEW	Rand South Africa	contra test 4	test 4	150.00	0.00
9			2024-11-15	DMJRN1135	Customer Journal Debit	1172	IMRAAN NEW	Rand South Africa	contra test 4	test 4	150.00	0.00
10			2024-11-15	DMJRN1136	Customer Journal Debit	IS002	Imraan _ New L...	Rand South Africa	contra test 5	contra test 5	200.00	0.00
11			2024-11-15	DMJRN1137	Customer Journal Debit	1172	IMRAAN NEW	Rand South Africa	contra test 5	contra test 5	200.00	0.00
12			2024-11-15	DMJRN1138	Customer Payment	1172	IMRAAN NEW	Rand South Africa	contra test 6	contra test 6	125.00	0.00
13			2024-11-15	DMJRN1139	Customer Payment	IS002	Imraan _ New L...	Rand South Africa	contra test 6	contra test 6	125.00	0.00

Debtor Transaction Clone

Code: IS002 INT

Description: Monthly Interest

Continue Cancel

This will create a clone that can be used anytime in the future

to import the cloned journal go to:

Debtors > Activity > Debtors Journal transactions

Click the Print / import Drop down

Select Import clone

Debtors Module

Configuration

Activity

Customer Dashboard

Debtors Journal Transactions

Debtor Cash Book

Debtors Transaction Search

Search Add Edit Clone Delete Process Process All Print / Import

Basic Search Custom Search Expand

Debtor Name: Status: Date From: 2024-10-18 Date To:

Page 0 of 0 Remove Paging:

#	Att	Memo	Date	Action	Code	Debtor
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Search the required clone

Click Import

Import Transaction Clone

Clone List

Search

View Clone

Delete Clone

Import

Code:

IS002

Description:

Page 1 of 1

Displaying 1 - 1 of 1

#	Code	Description
1	IS002 INT	Monthly Interest

This creates a clone of the initial journal.

You can then make any necessary edits and process the journal as normal

Debtors Module

Configuration

Activity

Customer Dashboard

Debtors Journal Transactions

Debtor Cash Book

Debtors Transaction Search

Search

Add

Edit

Clone

Delete

Process

Process All

Print / Import

Basic Search

Custom Search

Expand

Debtor Name:

Status:

All

Date From:

2024-10-18

Date To:

2024-11-18

Page 1 of 1

Remove Paging:

#	Att	Memo	Date	Action	Code	Debtor	Description
1			2024-11-18	Customer Journal Debit	IS002	Imraan _ New Lead	test contra jrn