



Global 3000 Service Pack Note

Global 3000 General Ledger - Revisions to Journal Import

Author	DCP		
Project	ZG60_000156.docx		
Version	1.0		1 of 4

INTRODUCTION

This service pack provides additional options when importing journals.

When defining the structure of import files for journal entry, the “Debit Amount” and “Credit Amount” columns currently define which column is used for each of these import values. If the columns are different, the imported value, regardless of sign is treated as either a Debit or Credit. If the Debit and Credit columns are the same, positive numbers are posted as credits and negative numbers as debits.

This service pack introduces the following new settings available when defining the structure of a journal import file. These allow a broader range of import files to be processed:

- **Number of header rows.** This allows the number of header rows within the import file to be specified.
- **Company Id, Profit Centre and Account.** New settings have been created for these fields/columns which allow the start position and length to be specified.
- **Debit/Credit indicator.** This new setting can be used for import files where the debit and credit values are in the same column and of the same sign. It is used to indicate whether the value is a debit or credit.
- **Text to indicate debit/Text to indicate credit.** The contents of the debit/credit indicator column are compared with these two new settings to determine whether the imported value is a debit or credit.
- **Reverse sign on import.** By default the import treats positive numbers as credits and negative numbers as debits, this option (when selected) causes the import to treat negative numbers as credits and positive numbers as debits.

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GL Journal Entry – Import File Structure

global-dev:23 - P2 - Transaction Entry Selected period: 2005 / 3

File Run Settings Options Help

File Structure

Details
Please specify the file structure. If the file structure does not have separate fields/columns for credit and debit amounts then enter the same field/column number at each prompt (positive amounts will then be treated as credits and negative amounts will be treated as debits). Alternatively, a credit/debit indicator field can be used

File Structure
Structure name: **JOURNALS**
Description: **Monthly Journal Import**

Import file/spreadsheet contains header rows?
Number of header rows: **0**

Field position/column numbers for:

Company Id	0	Position	0	Length	0
Profit centre	0	Position	0	Length	0
Account	0	Position	0	Length	0
Transaction date	0				
Debit amount	0				
Credit amount	0				
Debit/Credit indicator	0				
Text to indicate debit					
Text to indicate credit					
Reverse sign on import	<input type="checkbox"/>				(negative is credit)
Units	0				(optional)
Narrative	0				(optional)
Comment 1 and 2	0	0			(optional)
Analysis Code 1 and 2	0	0			(optional)

Column Reference OK Cancel

Partition 2 Computer 1D 11:29:16 dcp GL110N

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Number of header rows *(Only if the file contains header rows)* Enter the number of header rows within the import file.

Please Note The number of header rows corresponds to the number of initial rows within the file which will be skipped when it is imported.

Import position and length for company id *(Not available for single company systems)*. These allow you to specify an import “Position” and “Length” for the company id field/column. If a “Position” of zero is entered then the entire field/column is imported. However, to import only some characters from an import field/column enter a “Position” and “Length” and the import processes from the character position specified for the number of characters specified in the length.

Import position and length for profit centre These allow you to specify an import “Position” and “Length” for the profit centre field/column. If a “Position” of zero is entered then the entire field/column is imported. However, to import only some characters from an import field/column enter a “Position” and “Length” and the import processes from the character position specified for the number of characters specified in the length.

Import position and length for account These allow you to specify an import “Position” and “Length” for the account field/column. If a “Position” of zero is entered then the entire field/column is imported. However, to import only some characters from an import field/column enter a “Position” and “Length” and the import processes from the character position specified for the number of characters specified in the length.

Example For example if the incoming import file holds the company, profit centre and account together in the first field/column as “AA BBBB CCCCCCCCCC” where “AA” is the company Id, “BBBB” is the profit centre and “CCCCCCCCCC” is the account. You would set up the import structure as follows:

- Company ID = field/column 1, position 1, length 2.
- Profit Centre = field/column 1, position 4, length 4.
- Account = field/column 1, position 9, length 10.

Field position/column number for the debit/credit indicator *(Only available if the debit and credit amounts are located in the same column)*. Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the payment/receipt indicator is located. The payment/receipt indicator is used to determine whether the value is a payment or receipt in files where the payment and receipt amounts are located in the same column and have the same sign.

Text to indicate debit *(Only available if the debit and credit amounts are located in the same column and a debit/credit indicator is in use)*. Set this to the text that will appear in the debit/credit indicator column if the incoming value is a debit.

Text to indicate credit *(Only available if the debit and credit amounts are located in the same column and a debit/credit indicator is in use)*. Set this to the text that will appear in the debit/credit indicator column if the incoming value is a credit.

Reverse sign on import *(Only available if the debit and credit amounts are located in the same column and a debit/credit indicator is NOT in use)*. By default the import treats positive numbers as credits and negative numbers as debits, when this option is set it causes the import to treat negative numbers as credits and positive numbers as debits.

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