

Global 3000 Service Pack Note

GL Journal Import - Files With No Date

| Author | DCP | |
|---------|------------------|--------|
| Project | ZG60_000189.docx | |
| Version | 1.0 | 1 of 4 |

INTRODUCTION

This service pack provides the ability to import files that do not contain a transaction date.

The changes update the file structure definition so that the transaction date is optional when importing transactions.

Please note;

- If the import file does not contain a transaction date, all imported journals are dated as at the end of the selected period.
- The transaction date is only optional at file level, it is not optional for individual journals within an import file.

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DOCUMENTATION CHANGES

Import File Structure Window

| global-dev:23 - P2 - Transaction Entry Selected p | period: 2005 / 3 | | | |
|--|---------------------------------|--|--|--|
| <u>File Run</u> Settings Options <u>H</u> elp | | | | |
| File Structure | | | | |
| Details | | | | |
| Please specify the file structure. If the file structure | | | | |
| does not have seperate fields/columns for credit and | | | | |
| debit amounts then enter the same field/column number | er 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 JOURNAL IMPORT | | | | |
| | | | | |
| Import file/spreadsheet contains header rows? | | | | |
| Number of header rows 1 | | | | |
| Skip zero valued lines? | | | | |
| | | | | |
| Field position/column numbers for: | | | | |
| Company Id | Position O Length O | | | |
| Profit centre 3 | Position O Length O | | | |
| Account 4 | Position O Length O | | | |
| Transaction date 0 | (optional) | | | |
| Debit amount 8 | <u>•</u> | | | |
| Credit amount 9 | <u>•</u> | | | |
| Debit/Credit indicator 0 | <u> </u> | | | |
| Text to indicate debit | | | | |
| Text to indicate credit | | | | |
| Reverse sign on import | (negative is credit) | | | |
| Units 0 | | | | |
| Narrative 6 | | | | |
| Comment 1 and 2 0 | | | | |
| Analysis Code 1 and 2 0 | ▼ 0 ▼ (optional) | | | |
| Column <u>R</u> eference | OK <u>C</u> ancel | | | |
| Partition 2 Computer 1D | 16:50:55 dcp GL110N/FS | | | |

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Field position/column number for transaction date

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction date is located. If you do not wish to import this item leave this set to zero.

Notes

- If the import file does not contain a transaction date, all imported journals are dated as at the end of the currently selected period.
- The transaction date is only optional at file level; it is not optional for individual journals within an import file.

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