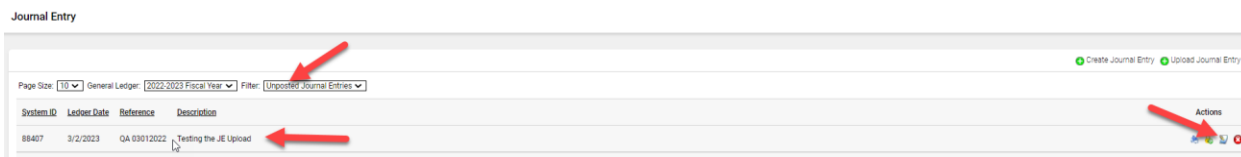




Exporting/Importing Journal Entry Line items

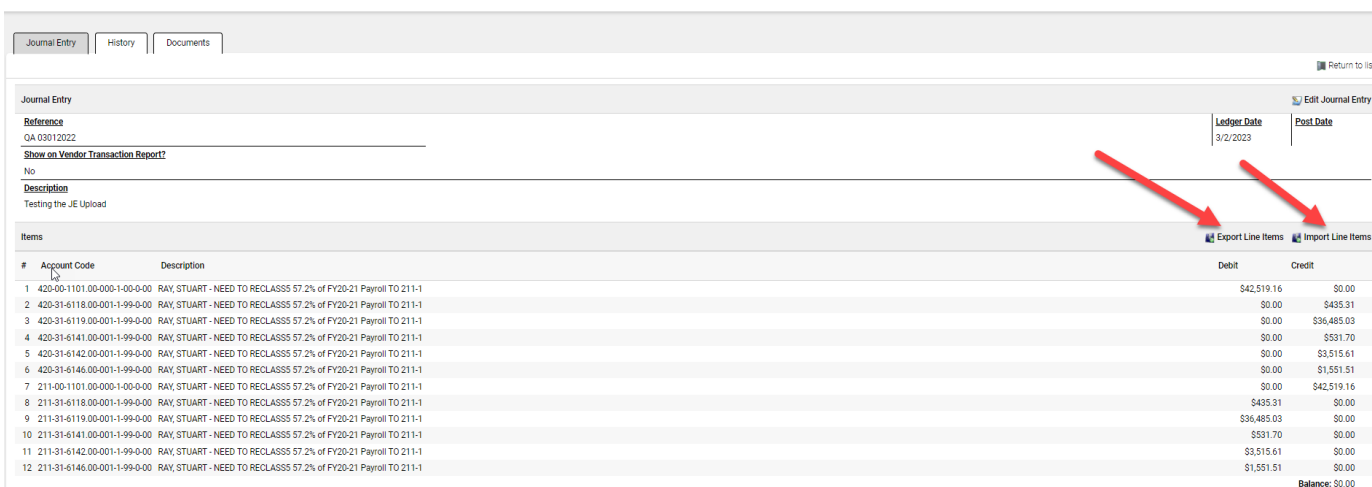
- Open Finance-GL – Journal Entries
- Select an unposted JE and click Edit



The JE window opens allowing 2 options:

- Export Line Items
- Import Line Items

Edit: Voucher #88407 - QA 03012022



Export Line Items:

- Click Export Line Items to create a lineitems.xls file for all JE line items listed for the JE.

	A	B	C	D
	Column1	Column2	Column3	
1	420-00-1101.00-000-1-00-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	42519.16	
2	420-31-6118.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	-435.31	
3	420-31-6119.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	-36485.03	
4	420-31-6141.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	-531.7	
5	420-31-6142.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	-3515.61	
6	420-31-6146.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	-1551.51	
7	211-00-1101.00-000-1-00-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	-42519.16	
8	211-31-6118.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	435.31	
9	211-31-6119.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	36485.03	
10	211-31-6141.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	531.7	
11	211-31-6142.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	3515.61	
12	211-31-6146.00-001-1-99-0-00	- NEED TO RECLASS5 57.2% of FY20-21 Payroll TO 211-1	1551.51	
13				
14				

Import Line Items:

- Prior to uploading verify the following:
 - The import line items must total 0
 - The file column HDRS, if exist need to have specific naming convention
 - The line item accounts must already exist prior to importing.

Contact Support

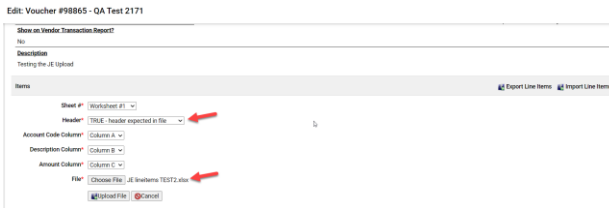
websmartsupport@harriscomputer.com
<https://app.na3.teamsupport.com/>



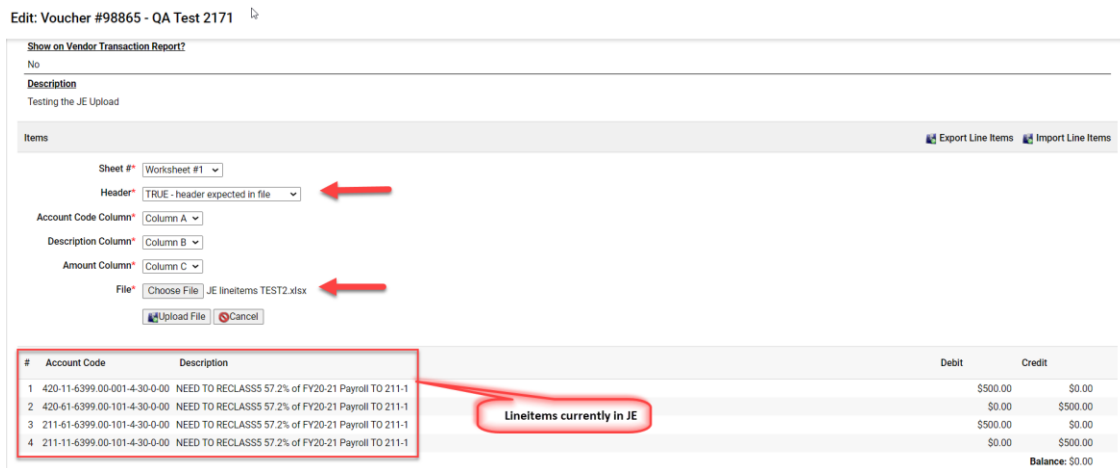
- Create import file to append to the existing JE line items:
 - export the JE line items to excel
 - add any additional line items to the export file
 - Import the export file with all additional line items added
- Create Import file to overwrite existing line items with new line items:
 - create an excel file with specific HDRS

A	B	C
Code	Description	Amount

- Add line items and save import file
- Click import Line Items, an import window for importing a JE file will open.



- The line items that currently exist for the JE will display below the import window.



- The line items in the import file will be uploaded to the already created Voucher.