



2015 WinNetStar Training Classes

Importing Data from Excel to a Journal Entry

Software Development-Th3
RIMSS Business Systems Technology

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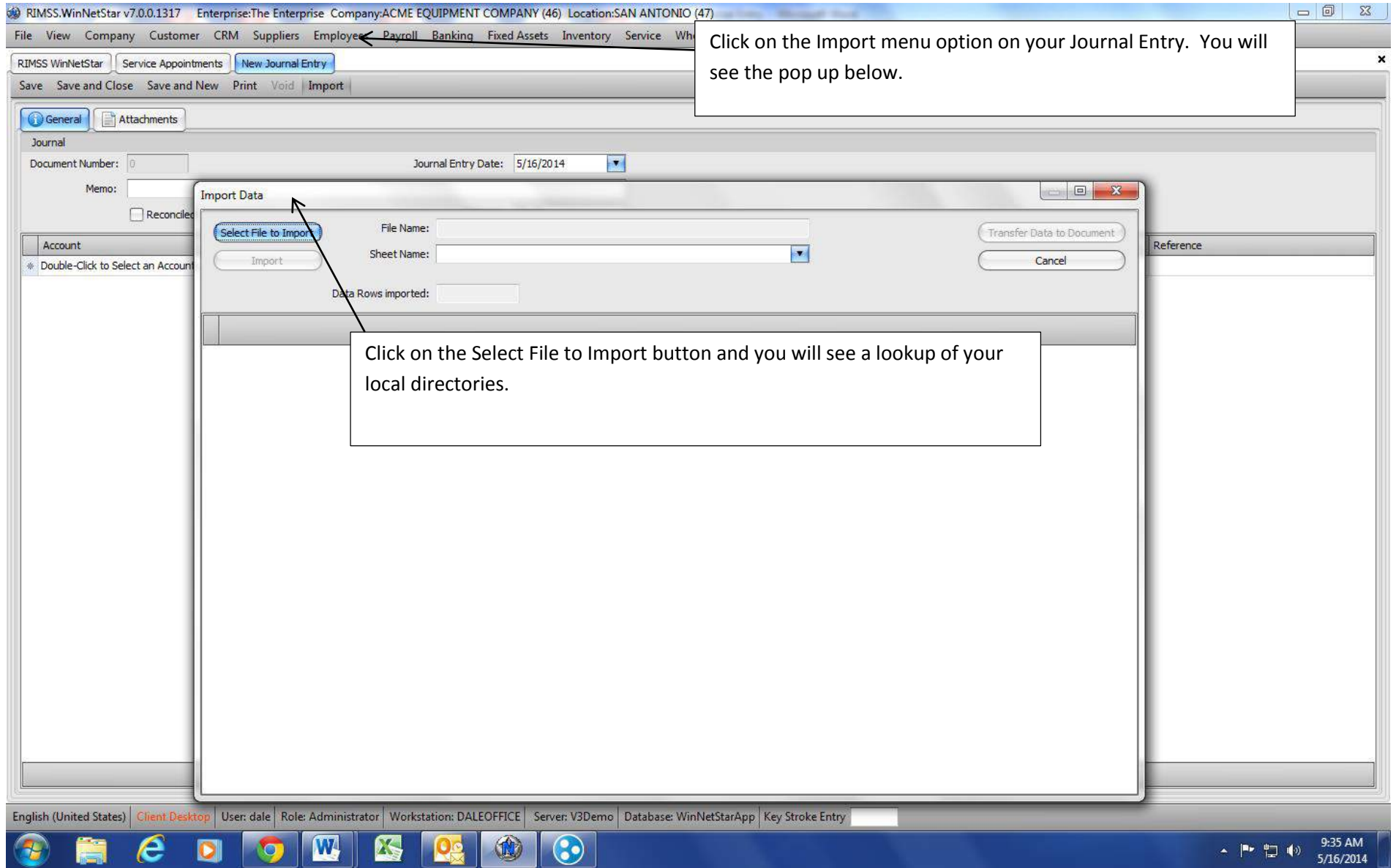
WinNetStar includes the ability to import data from a Microsoft Excel Spreadsheet into a Journal Entry. The following screen shots illustrate this function.

The screenshot shows a Microsoft Excel spreadsheet titled "Test Import with References [Compatibility Mode] - Microsoft Excel". The spreadsheet has the following data:

	A	B	C	D	E	F	G	H	I
1	SysID	ACCT#	Account Description	AMOUNT	MEMO	Reference	ReferenceType		
2	205	SAT-1-10300-01	Accounts Receivable	1,000.00	test debit to ar	145	Customer		
3	212	SAT-2-20000-01	Accounts Payable	(1,000.00)	test credit to ap	105	Supplier		
4	280	SAT-2-25000-01	Floor Plan	(25,000.00)	test credit to Floor Plan	38	Wholegood		
5	498	SAT-1-10500-01	Prepaid Int on Lease Trucks	25,000.00	test debit to PPD	7	Fixed Asset		
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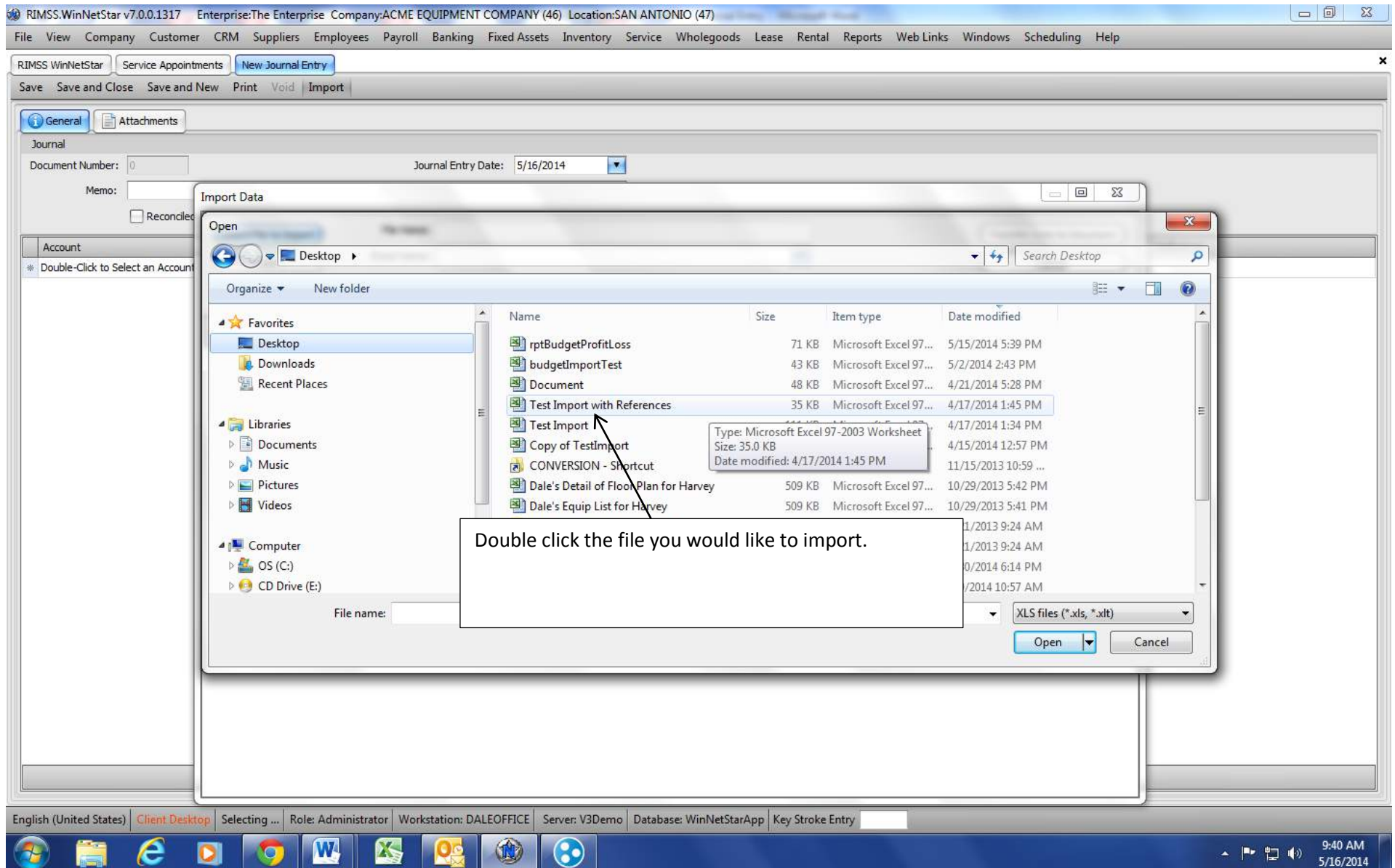
A text box in the center of the spreadsheet contains the following instructions:

Data must be in the following layout before it can be imported. The first Row must be a header row as seen above. The first column is the System ID of your account in the chart of accounts. Make sure that the amount column nets to zero. Debits are positive and credits are negative. The Reference column should be the System ID of the respective reference and is required for any referenced accounts. It should be blank if the account is not a referenced account. The Memo column is optional.



Click on the Import menu option on your Journal Entry. You will see the pop up below.

Click on the Select File to Import button and you will see a lookup of your local directories.



RIMSS.WinNetStar v7.0.0.1317 Enterprise:The Enterprise Company:ACME EQUIPMENT COMPANY (46) Location:SAN ANTONIO (47)

File View Company Customer CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links Windows Scheduling Help

RIMSS WinNetStar Service Appointments **New Journal Entry**

Save Save and Close Save and New Print Void Import

General Attachments

Journal
Document Number: 0
Memo:
 Reconciled

Account
* Double-Click to Select an Account...

Import Data

Select File to Import File Name: C:\Users\Dale.RIMSS\Desktop\Test Import with References.xls Transfer Data to Document

Import Sheet Name: 10295 Cancel

Data Rows imported: 10295
Sheet1

This will populate the File Name field and you will see a drop down for Sheet Name. Select the sheet name in the Excel File that has your data for import.

You are now ready to click on the Import button.

\$0.00 \$0.00

English (United States) Client Desktop User: dale Role: Administrator Workstation: DALEOFFICE Server: V3Demo Database: WinNetStarApp Key Stroke Entry

9:41 AM
5/16/2014

RIMSS.WinNetStar v7.0.0.1317 Enterprise:The Enterprise Company:ACME EQUIPMENT COMPANY (46) Location:SAN ANTONIO (47)

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RIMSS WinNetStar Service Appointments **New Journal Entry**

Save Save and Close Save and New Print Void Import

General Attachments

Journal
 Document Number: 0
 Memo:
 Reconciled

Account
 * Double-Click to Select an Account...

Import Data

Select File to Import File Name: C:\Users\Dale.RIMSS\Desktop\Test Import with References.xls Transfer Data to Document

Import Sheet Name: 10295 Cancel

Data Rows imported: 9

Sys ID	ACCT#	Account Description	AMOUNT	MEMO	Reference	Reference Type
> 205	SAT-1-10300-01	Accounts Receivable	1000	test debit to ar	145	Customer
212	SAT-2-20000-01	Accounts Payable	-1000	test credit to ap	105	Supplier
280	SAT-2-25000-01	Floor Plan	-25000	test credit to Floor Plan	38	Wholegood
498	SAT-1-10500-01	Prepaid Int on Lease Trucks	25000	test debit to PPD	7	Fixed Asset

\$0.00 \$0.00

Data can be edited in this pop up after it has been imported. Once you are ready, you can click on the Transfer Data to Document button.

English (United States) Client Desktop User: dale Role: Administrator Workstation: DALEOFFICE Server: V3Demo Database: WinNetStarApp Key Stroke Entry

9:52 AM 5/16/2014

Journal

Document Number: 50 Journal Entry Date: 5/16/2014

Memo:

Reconciled Balance: \$0.00

Account	Debit Amount	Credit Amount	Memo	Reference
SAT-1-20000-01 (A/R - TRADE)	\$1,000.00	\$0.00	test debit to ar	JAMI DUNKELBERGER TRUCKS (145)
SAT-2-11000-01 (ACCOUNTS PAYABLE)	\$0.00	\$1,000.00	test credit to ap	ABC Enterprises (105)
SAT-2-25010-01 (FLOOR PLAN)	\$0.00	\$25,000.00	test credit to Floor Plan	(38)
> SAT-1-40005-01 (PREPAID INTEREST ON LEASE TRUCKS)	\$25,000.00	\$0.00	test debit to PPD	Ford (7)
* Double-Click to Select an Account...				

The system will convert the system ID's of your references to the correct format for the Journal Entry. You are now ready to save your document.

\$26,000.00	\$26,000.00
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