



Importing Data from Excel to Journal Entry

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

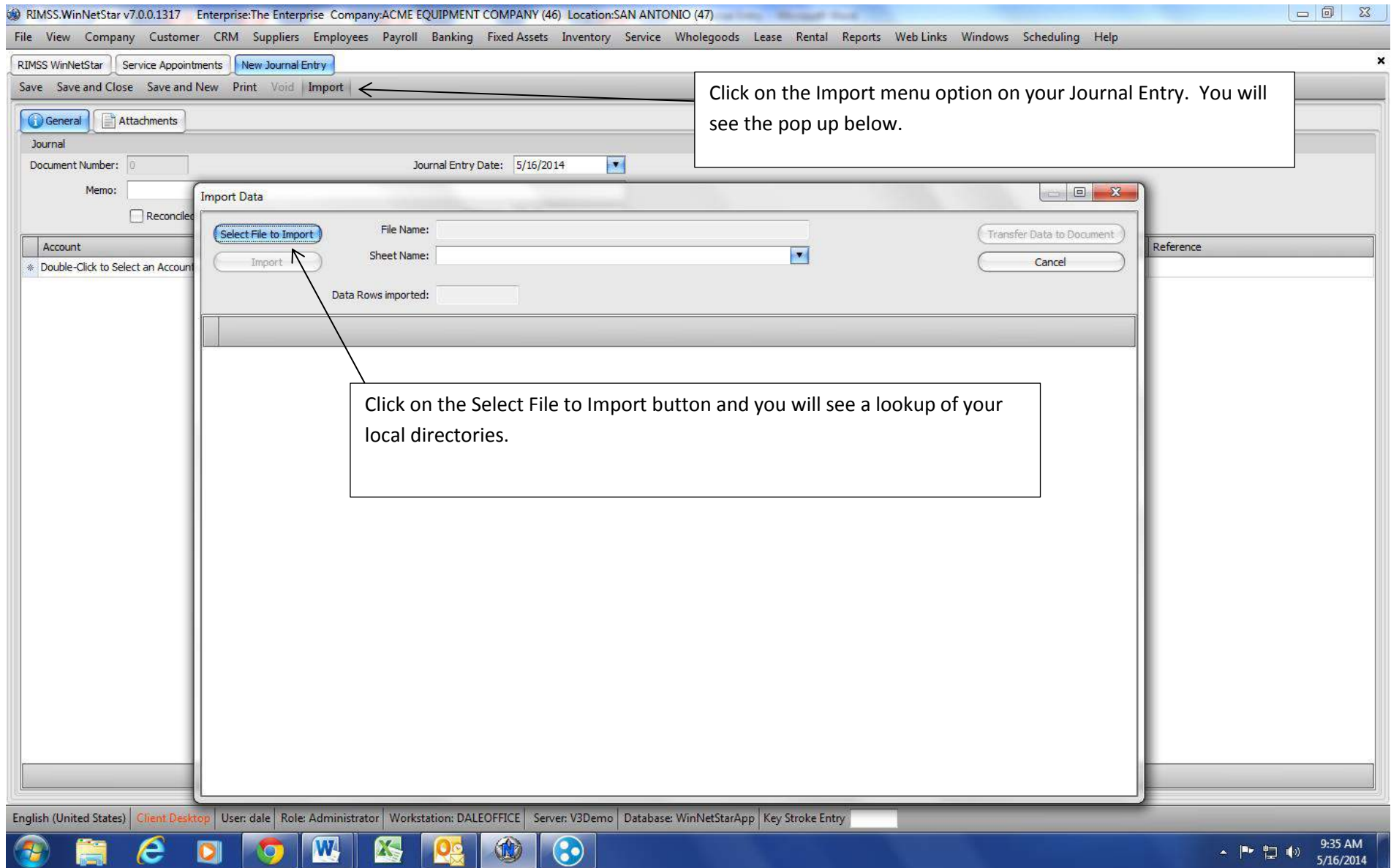
The screenshot shows a Microsoft Excel spreadsheet titled "Test Import with References [Compatibility Mode] - Microsoft Excel". The spreadsheet is set up with the following columns: A (SysID), B (ACCT#), C (Account Description), D (AMOUNT), E (MEMO), F (Reference), and G (ReferenceType). The data is as follows:

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
6							
7							
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29							
30							

A text box in the center of the spreadsheet provides 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.

The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying 9:46 AM on 5/16/2014.



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 Journal Entry Date: 5/16/2014

Memo:

☐ Reconcile

Account

* Double-Click to Select an Account

Import Data

Open

Desktop

Organize New folder

Name	Size	Item type	Date modified
rptBudgetProfitLoss	71 KB	Microsoft Excel 97...	5/15/2014 5:39 PM
budgetImportTest	43 KB	Microsoft Excel 97...	5/2/2014 2:43 PM
Document	48 KB	Microsoft Excel 97...	4/21/2014 5:28 PM
Test Import with References	35 KB	Microsoft Excel 97...	4/17/2014 1:45 PM
Test Import	35.0 KB	Microsoft Excel 97-2003 Worksheet	4/17/2014 1:34 PM
Copy of TestImport			4/15/2014 12:57 PM
CONVERSION - Shortcut			11/15/2013 10:59 ...
Dale's Detail of Floor Plan for Harvey	509 KB	Microsoft Excel 97...	10/29/2013 5:42 PM
Dale's Equip List for Harvey	509 KB	Microsoft Excel 97...	10/29/2013 5:41 PM
			1/2013 9:24 AM
			1/2013 9:24 AM
			0/2014 6:14 PM
			/2014 10:57 AM

Type: Microsoft Excel 97-2003 Worksheet
Size: 35.0 KB
Date modified: 4/17/2014 1:45 PM

File name:

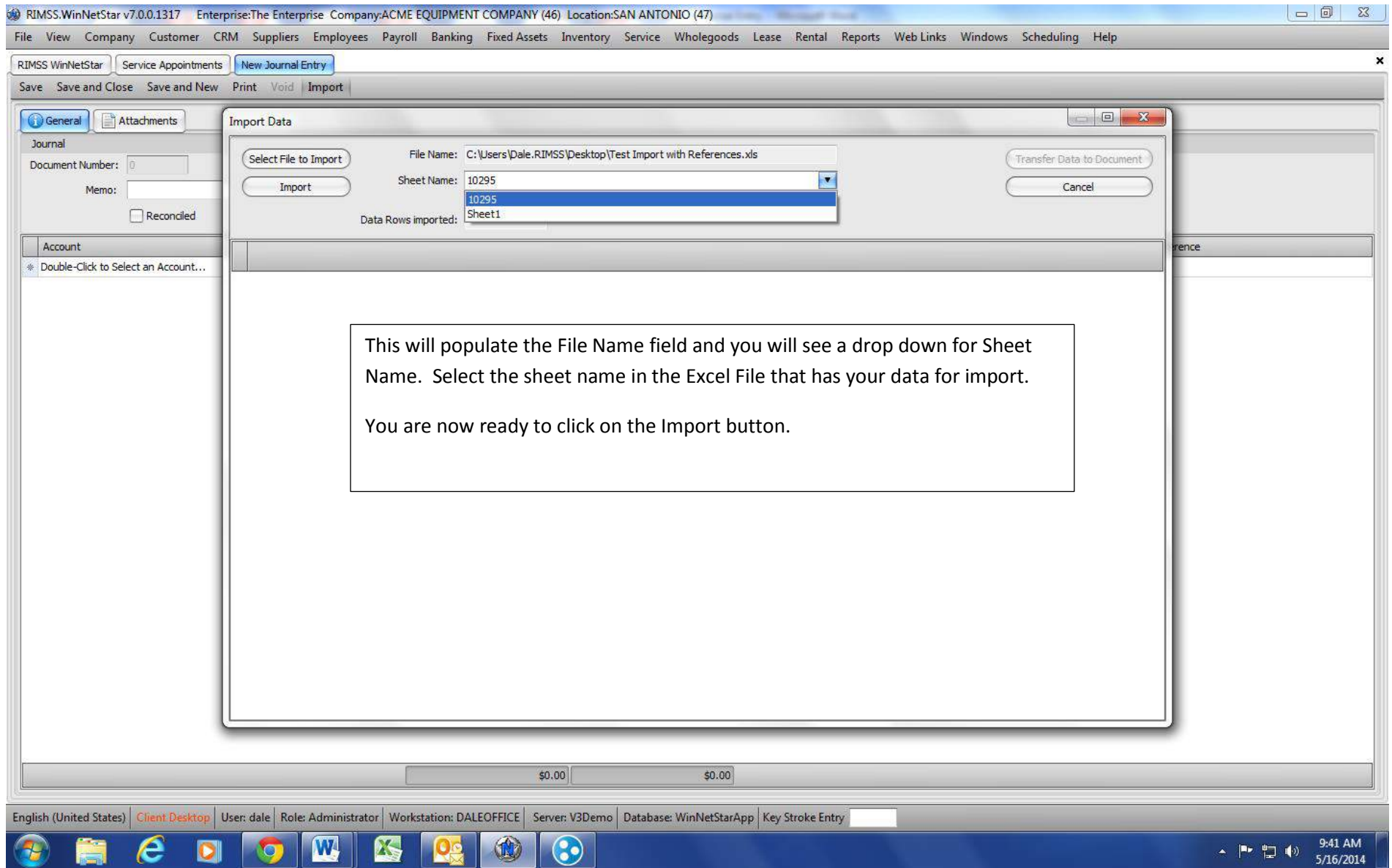
XLS files (*.xls, *.xlt)

Open Cancel

Double click the file you would like to import.

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

9:40 AM 5/16/2014



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

Import Sheet Name: 10295

Transfer Data to Document

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

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.

\$0.00 \$0.00

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

9:52 AM 5/16/2014

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
Journal Entry - 50

Save
Save and Close
Save and New
Print
Void
Create Reversing Entry
Copy to New
Import

General
Attachments

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...				

\$26,000.00

\$26,000.00

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.

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

9:54 AM
5/16/2014