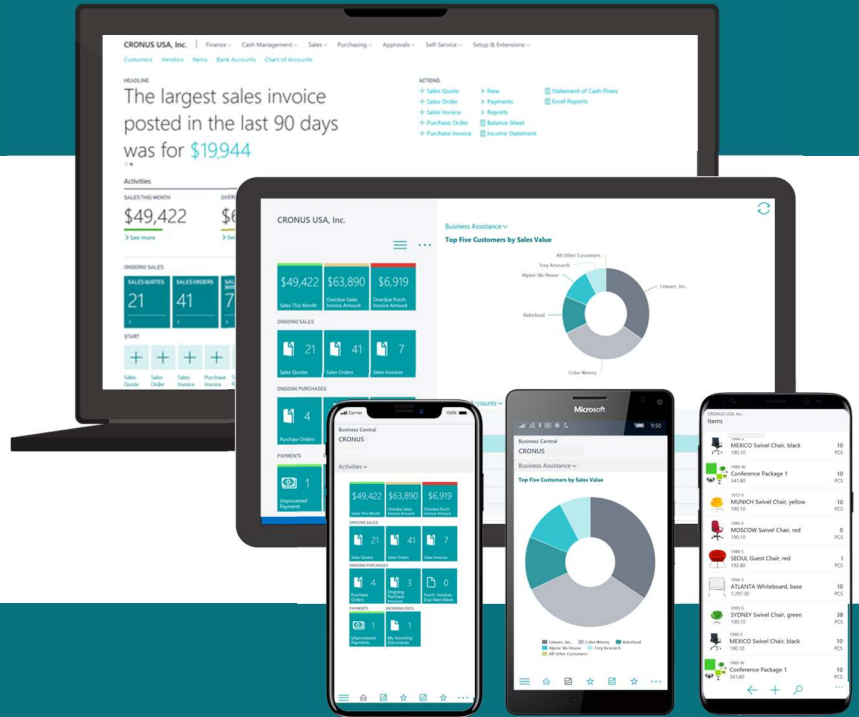# User Manual

Excel Journal Import

Version: Microsoft Dynamics 365 Business Central 17

Chase Software
Agency Management Systems

Excel Journal Import – User Manual

Boost your productivity and start importing journals from Microsoft Excel today!

FEATURES

This app offers the following features:

1. Create journal lines in Microsoft Excel and import them directly into Business Central.
2. No need to create a specific Excel layout or template.
3. Supports all fields in the General Journal Line table, even new or custom fields as well as Global Dimensions and Shortcut Dimensions.
4. This app can be used to speed up data migration by importing opening balances or detailed transactions from Excel.

HOW DO I USE THIS APP?

This app does not require any configuration, it's easy to install and simple to use.

To access the import feature, open any of your journal pages (complete list of supported journal pages in Appendix A), click on the Process menu and hit the *Import from Excel* action, as shown below:
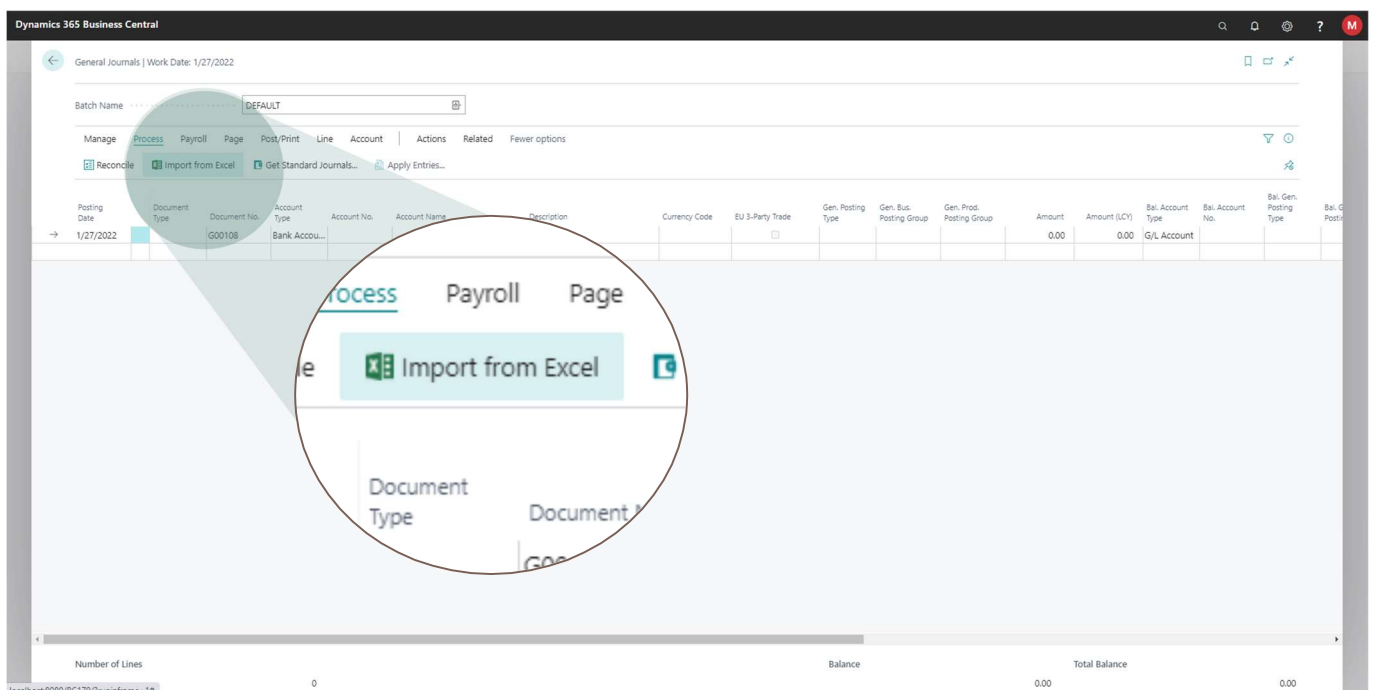
HOW DO I CREATE A JOURNAL IN EXCEL?

This is super easy; you can create a Microsoft Excel journal using any of the following options:

1. Start from scratch
2. Copy lines from an existing journal
3. Copy ledger entries from Business Central

1. START FROM SCRATCH

Create a brand-new Microsoft Excel Worksheet, use the first row in the Worksheet as the column headings and all subsequent rows can be used to capture journal lines.

Make sure the descriptions used in your column headings match the column headings in your journal page.

You can list the columns in any order, and you are *free to apply formatting and styling* to the Excel document, even adding *freeze panes* and *formulae* is totally fine.

Below is an example of a journal I captured in Microsoft Excel – ready to be imported into Dynamics 365 Business Central:


2. COPY LINES FROM AN EXISTING JOURNAL

This is the easiest way to get going in Excel.

Create one or more lines in your journal where you intend to import the Excel journal to, select the lines in the journal page, then click *Ctrl + C* to copy the journal lines from Business Central, as shown below:
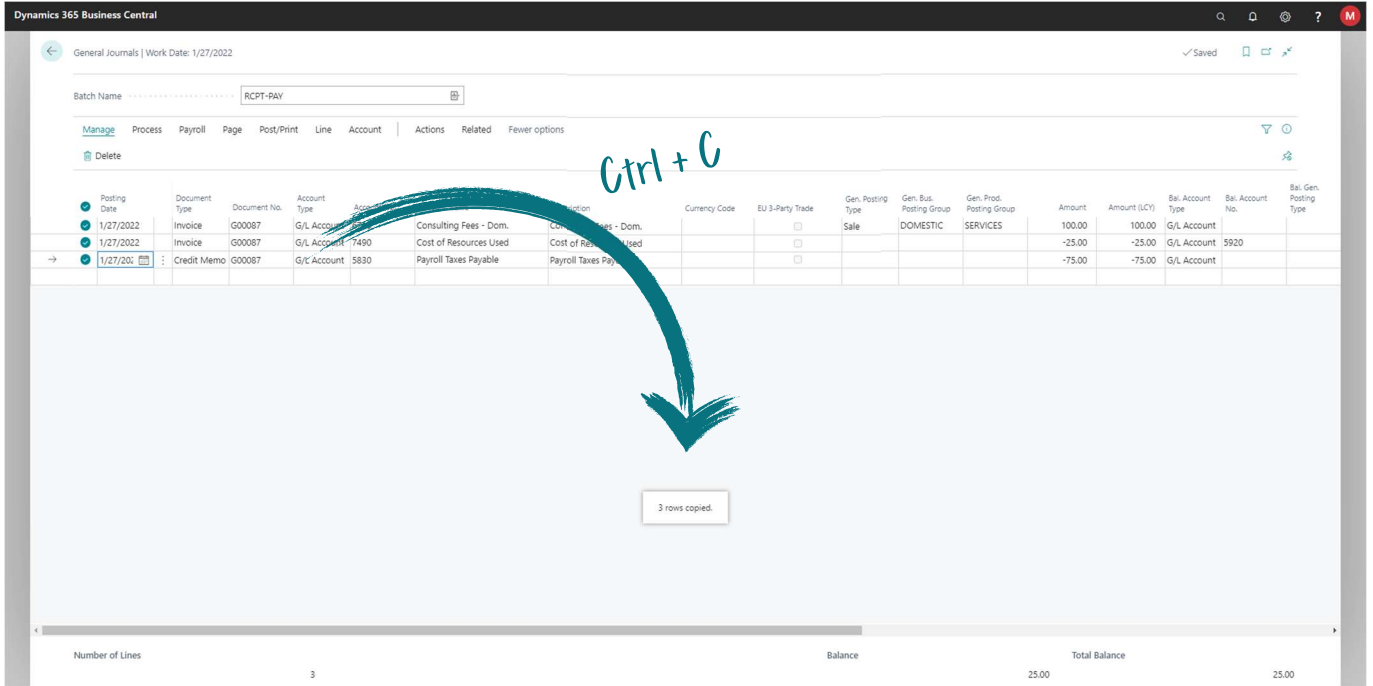
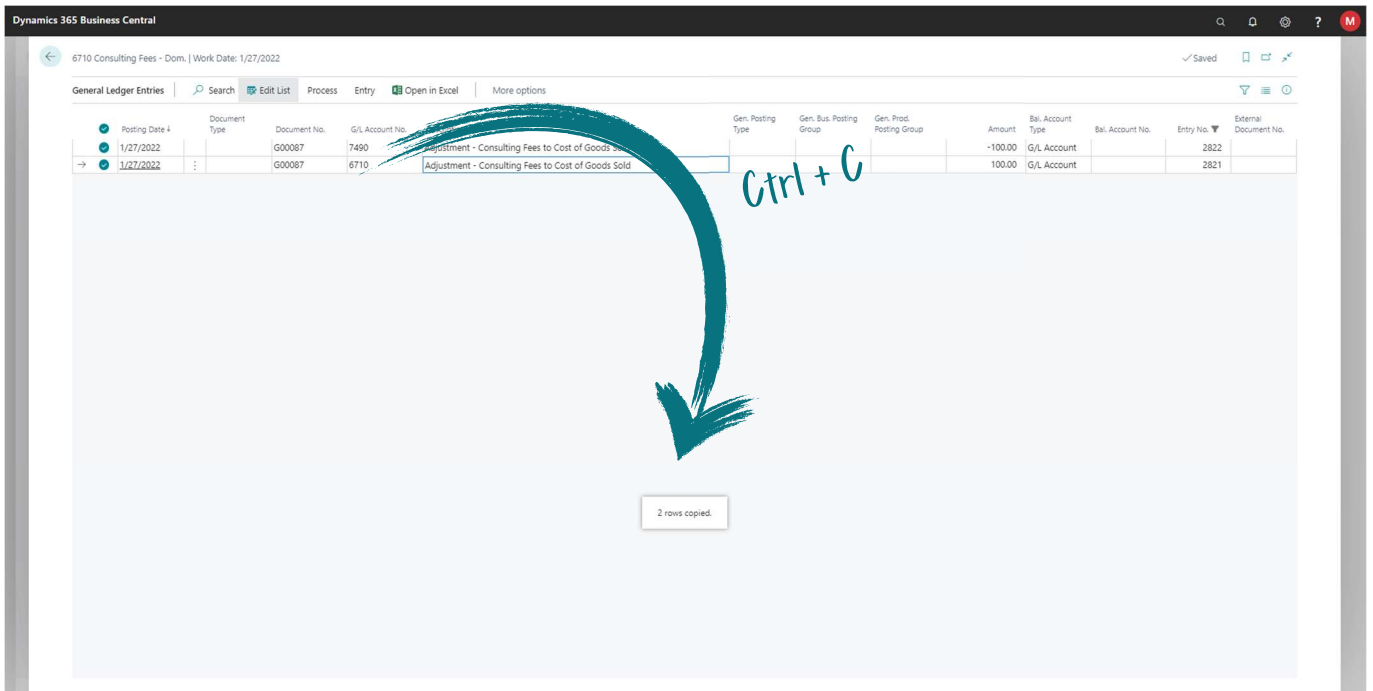Now create a new Excel document and paste the lines into Excel, shown below.

Notice the *column headings* were also copied to the Microsoft Excel document. From this point, you can delete the existing lines from Excel and create your own journal lines but be sure to keep the top row in place (the *column headings*).
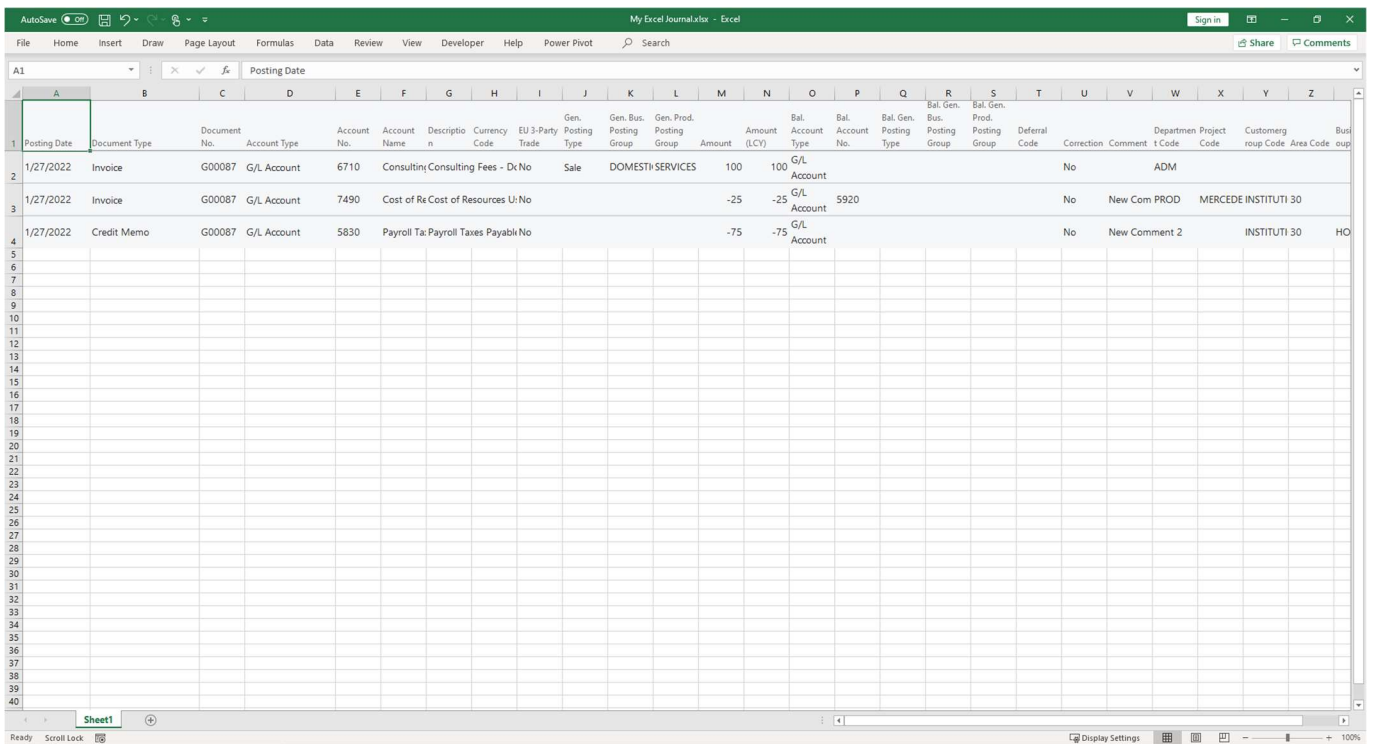
3.   COPY LEDGER ENRIES FROM BUSINESS CENTRAL

Another super-easy way to create a Microsoft Excel document and start preparing your journal is to copy ledger entries from Business Central and using the ledger entries as a template in Microsoft Excel.

From any of the ledger entry pages in Business Central, select the lines you wish to copy, then click *Ctrl + C* to copy the entries from Business Central, as shown below:

Now create a new Excel document and paste the lines into Excel.

<div style="background-color:teal; color:white; padding:10px;">

APPENDIX A

</div>

During installation of the app, a new action is added to the following Journal Pages:

1. Cash Receipt Journal
2. Fixed Asset G/L Journal
3. General Journal
4. IC General Journal
5. Job G/L Journal
6. Payment Journal
7. Purchase Journal
8. Recurring General Journal
9. Sales Journal