

Slide 1

Slide notes: The Ledger Master, or Chart of Accounts, or a part of it, can be uploaded from the option at the System Set Up Application. We can even re-upload some Accounts where we have changed Flags or Descriptions.



Slide 2

Slide notes: At Master Files, we select 'General Ledger' and then we choose 'open'.



Slide 3

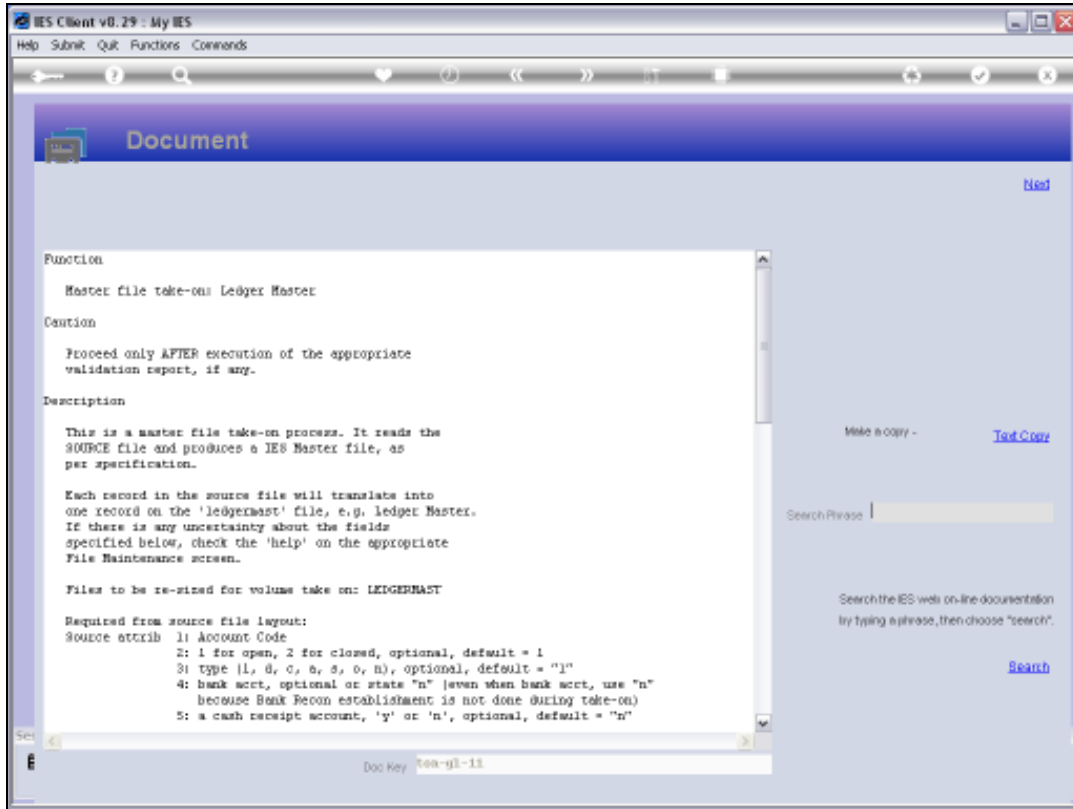
Slide notes: Then we choose 'Ledger Master'. During a new Implementation, if we use the Chart wizard to generate our Accounts, then of course we do not have to use this option at all, but if we want to upload a Chart of Accounts from a prior system rather than use the Chart wizard, then we can. Also, if we wish to upload certain series of Accounts with changes, then of course we can still use this option.



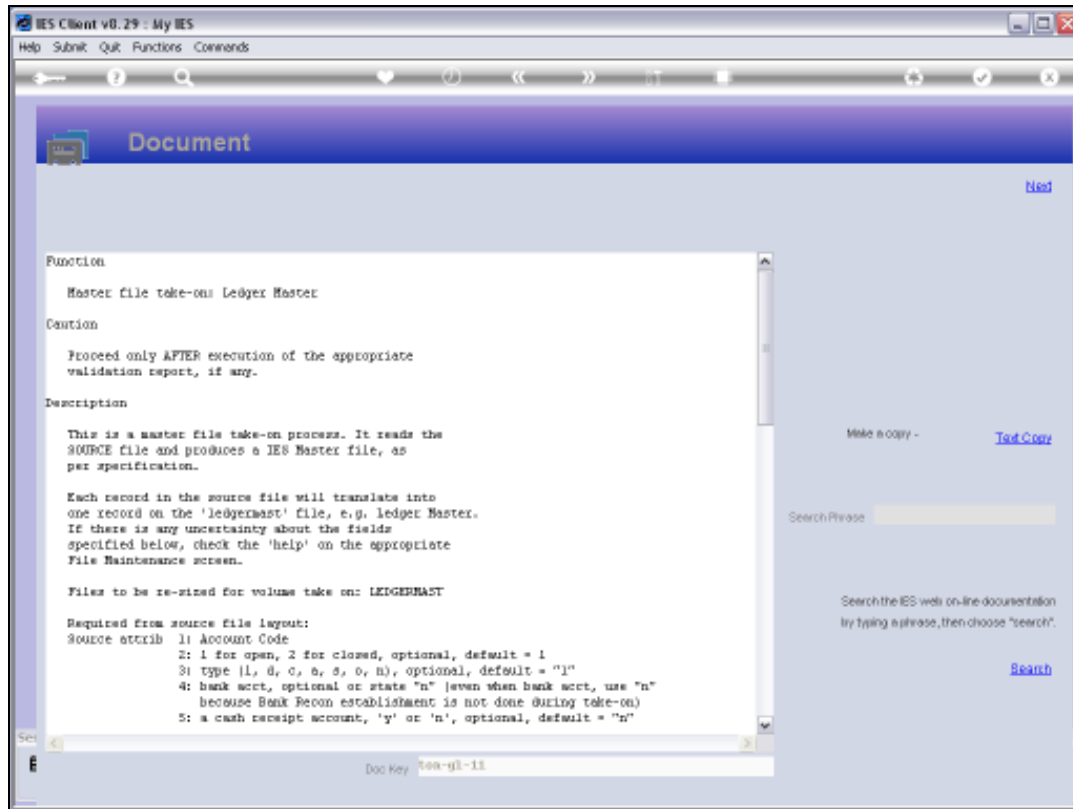
Slide 4
Slide notes:



Slide 5
Slide notes:

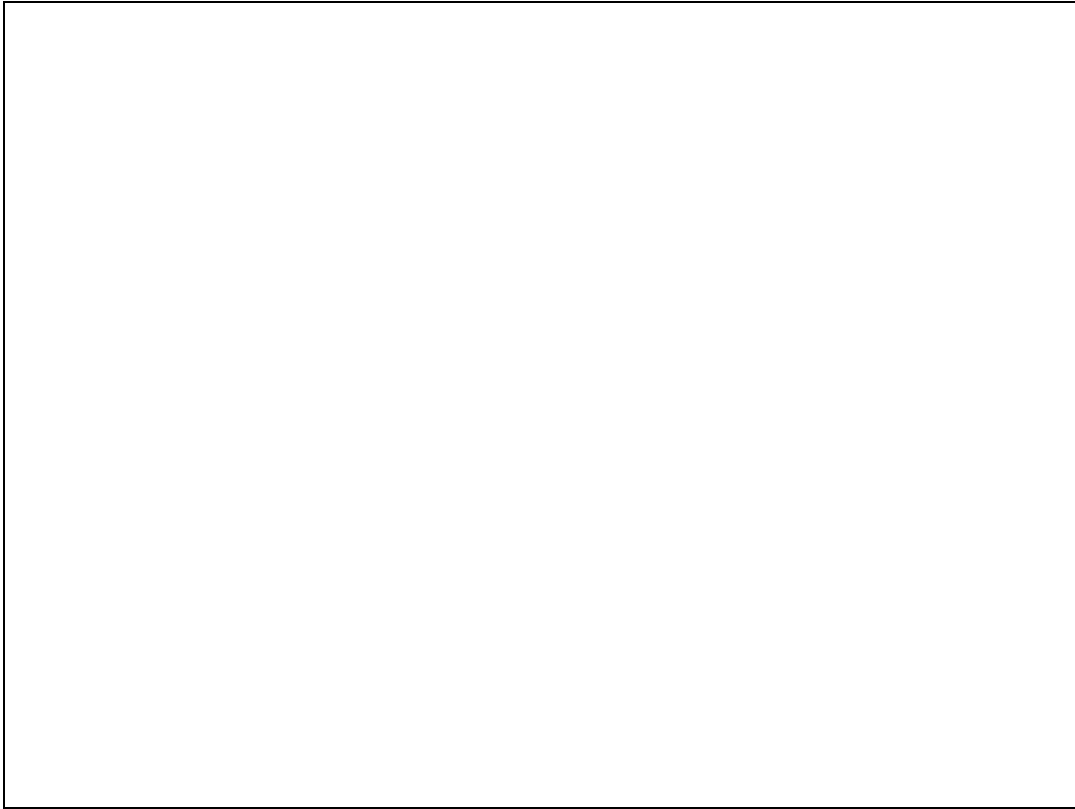


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Slide notes:



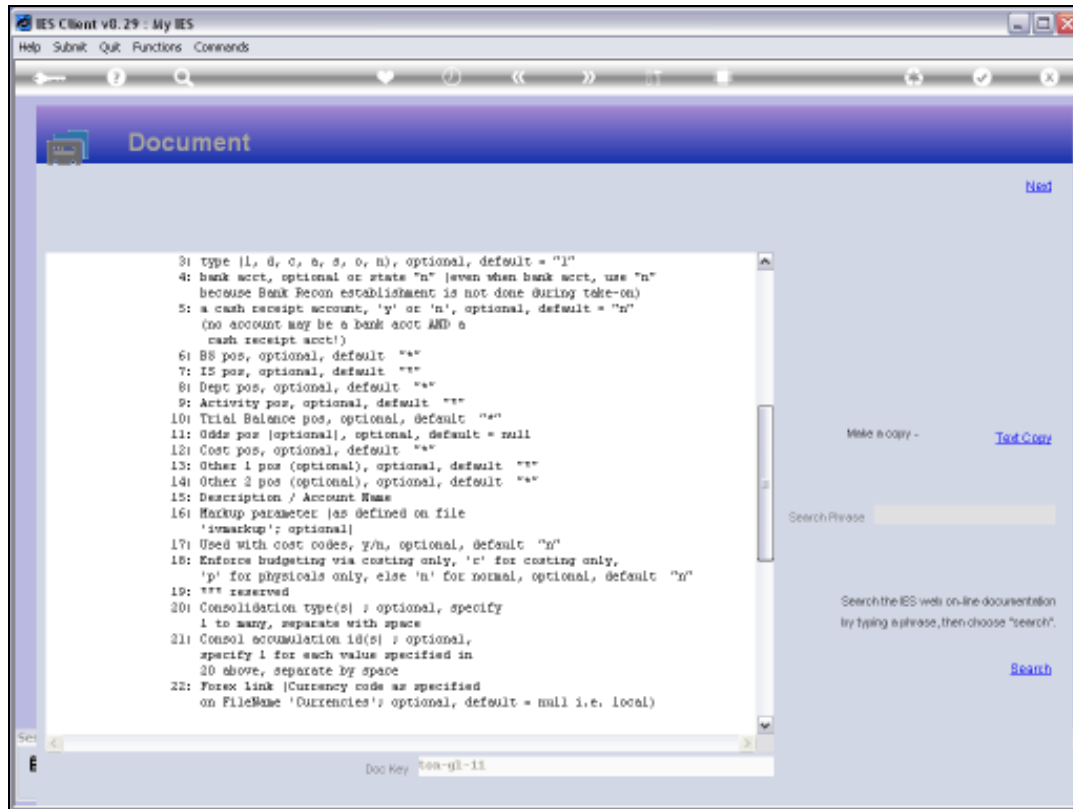
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Slide notes:



Slide 8

Slide notes: The Data Layout will reveal all the columns and content that we need in our spreadsheet of data.



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Slide notes:



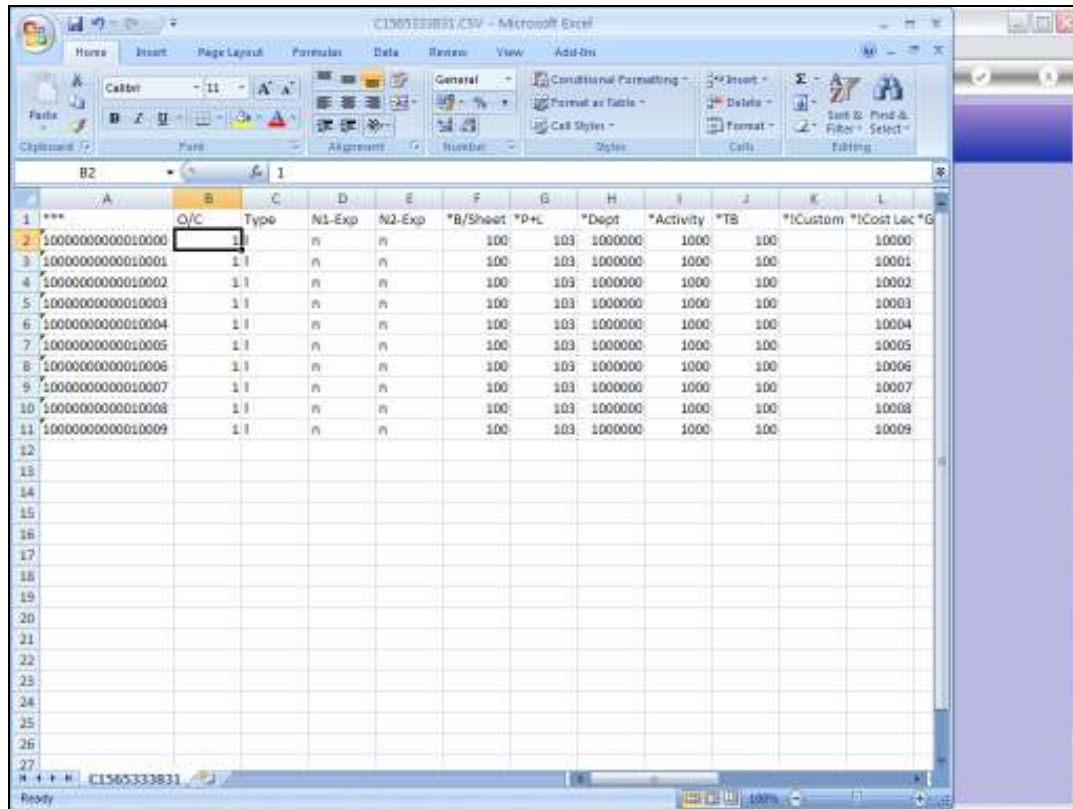
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Slide notes:



Slide 11

Slide notes:



	A	B	C	D	E	F	G	H	I	J	K	L
1	***	O/C	Type	N1-Exp	N2-Exp	*B/Sheet	*P+L	*Dept	*Activity	*TB	*ICustom	*ICost Lec
2	10000000000010000	1	1	n	n	100	103	1000000	1000	100		10000
3	10000000000010001	1	1	n	n	100	103	1000000	1000	100		10001
4	10000000000010002	1	1	n	n	100	103	1000000	1000	100		10002
5	10000000000010003	1	1	n	n	100	103	1000000	1000	100		10003
6	10000000000010004	1	1	n	n	100	103	1000000	1000	100		10004
7	10000000000010005	1	1	n	n	100	103	1000000	1000	100		10005
8	10000000000010006	1	1	n	n	100	103	1000000	1000	100		10006
9	10000000000010007	1	1	n	n	100	103	1000000	1000	100		10007
10	10000000000010008	1	1	n	n	100	103	1000000	1000	100		10008
11	10000000000010009	1	1	n	n	100	103	1000000	1000	100		10009
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Slide 12

Slide notes: Here we have an example of a few Accounts, and at the moment we list the column headings at the top to understand what are in the different columns.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

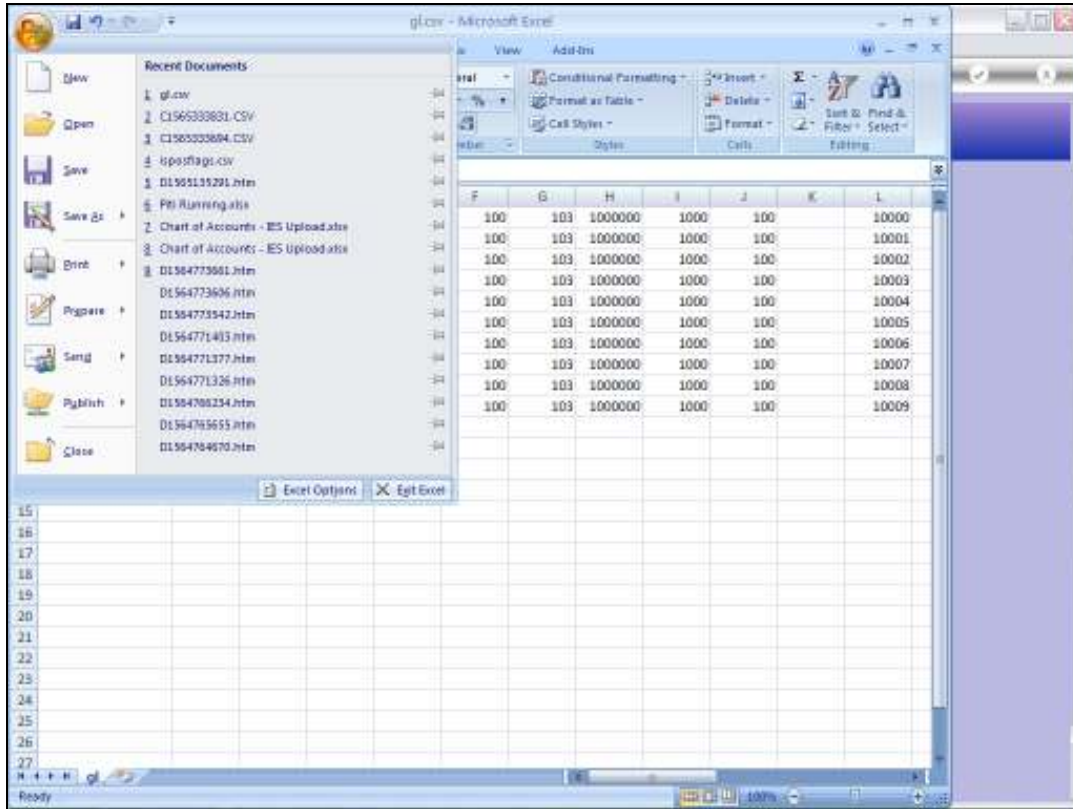
	A	B	C	D	E	F	G	H	I	J	K	L
1	***	O/C	Type	N1-Exp	N2-Exp	*B/Sheet	*P+c	*Dept	*Activity	*TB	*ICustom	*ICost Lec
2	10000000000010000	1.1	n	n	n	100	103	1000000	1000	100		10000
3	10000000000010001	1.1	n	n	n	100	103	1000000	1000	100		10001
4	10000000000010002	1.1	n	n	n	100	103	1000000	1000	100		10002
5	10000000000010003	1.1	n	n	n	100	103	1000000	1000	100		10003
6	10000000000010004	1.1	n	n	n	100	103	1000000	1000	100		10004
7	10000000000010005	1.1	n	n	n	100	103	1000000	1000	100		10005
8	10000000000010006	1.1	n	n	n	100	103	1000000	1000	100		10006
9	10000000000010007	1.1	n	n	n	100	103	1000000	1000	100		10007
10	10000000000010008	1.1	n	n	n	100	103	1000000	1000	100		10008
11	10000000000010009	1.1	n	n	n	100	103	1000000	1000	100		10009
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Slide 13
Slide notes:

	A	B	C	D	E	F	G	H	I	J	K	L
1	10000000000010000	1.1	n	n	100	103	1000000	1000	100			10000
2	10000000000010001	1.1	n	n	100	103	1000000	1000	100			10001
3	10000000000010002	1.1	n	n	100	103	1000000	1000	100			10002
4	10000000000010003	1.1	n	n	100	103	1000000	1000	100			10003
5	10000000000010004	1.1	n	n	100	103	1000000	1000	100			10004
6	10000000000010005	1.1	n	n	100	103	1000000	1000	100			10005
7	10000000000010006	1.1	n	n	100	103	1000000	1000	100			10006
8	10000000000010007	1.1	n	n	100	103	1000000	1000	100			10007
9	10000000000010008	1.1	n	n	100	103	1000000	1000	100			10008
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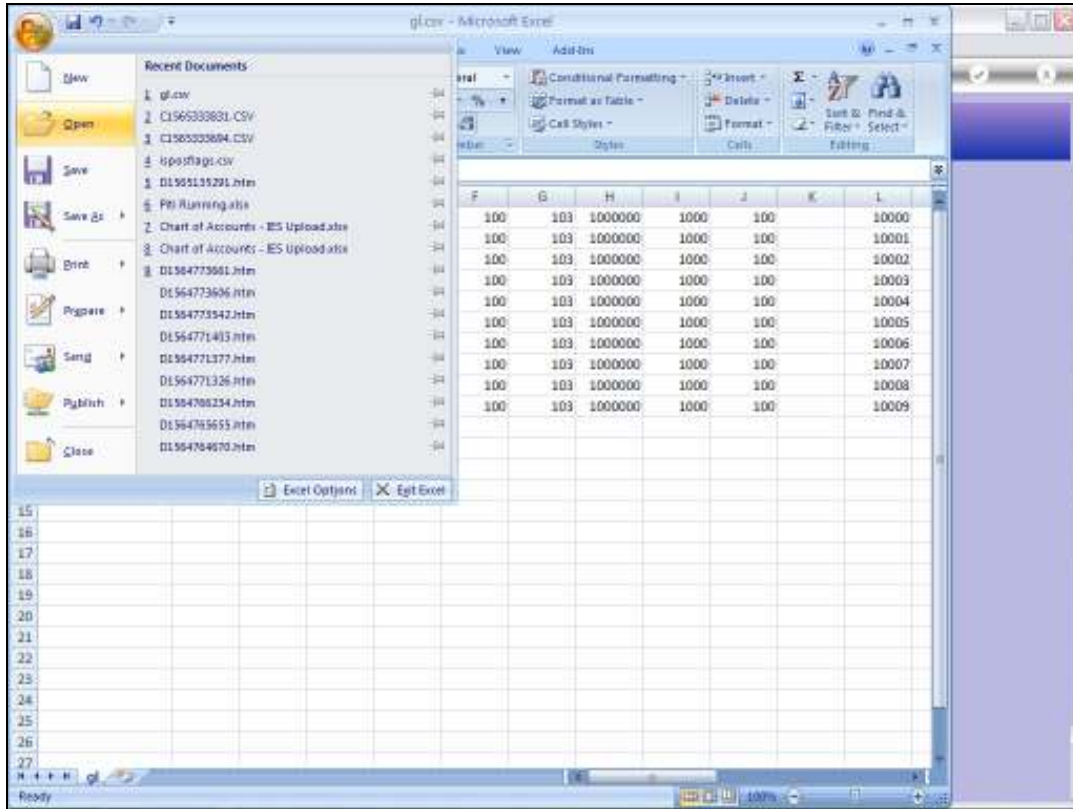
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Slide notes: We delete the header row before we save the file as a CSV and place it on the BRIDGE folder.

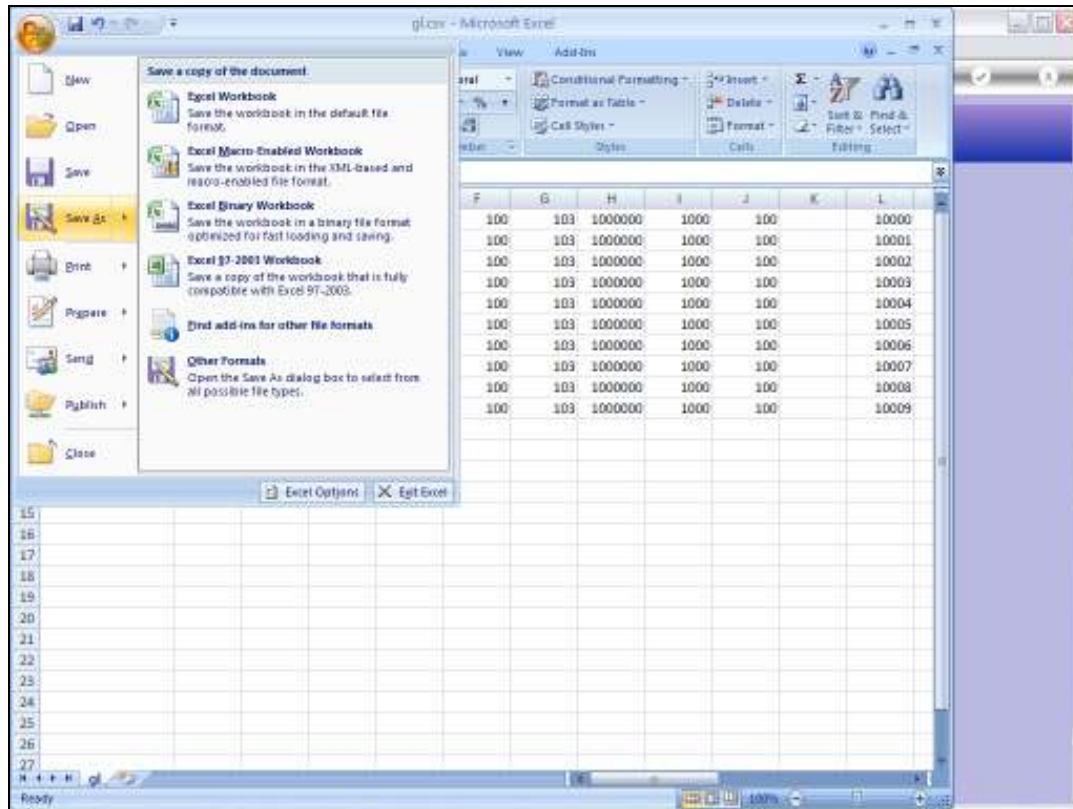


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Slide notes:

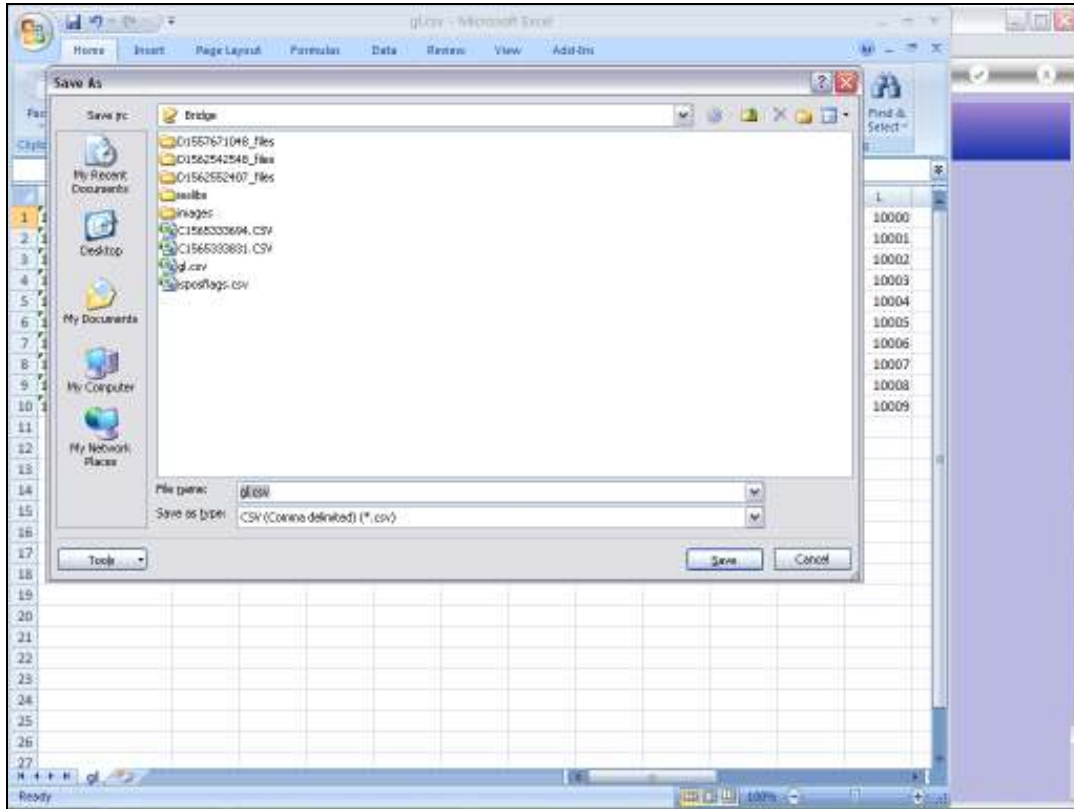


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Slide notes:



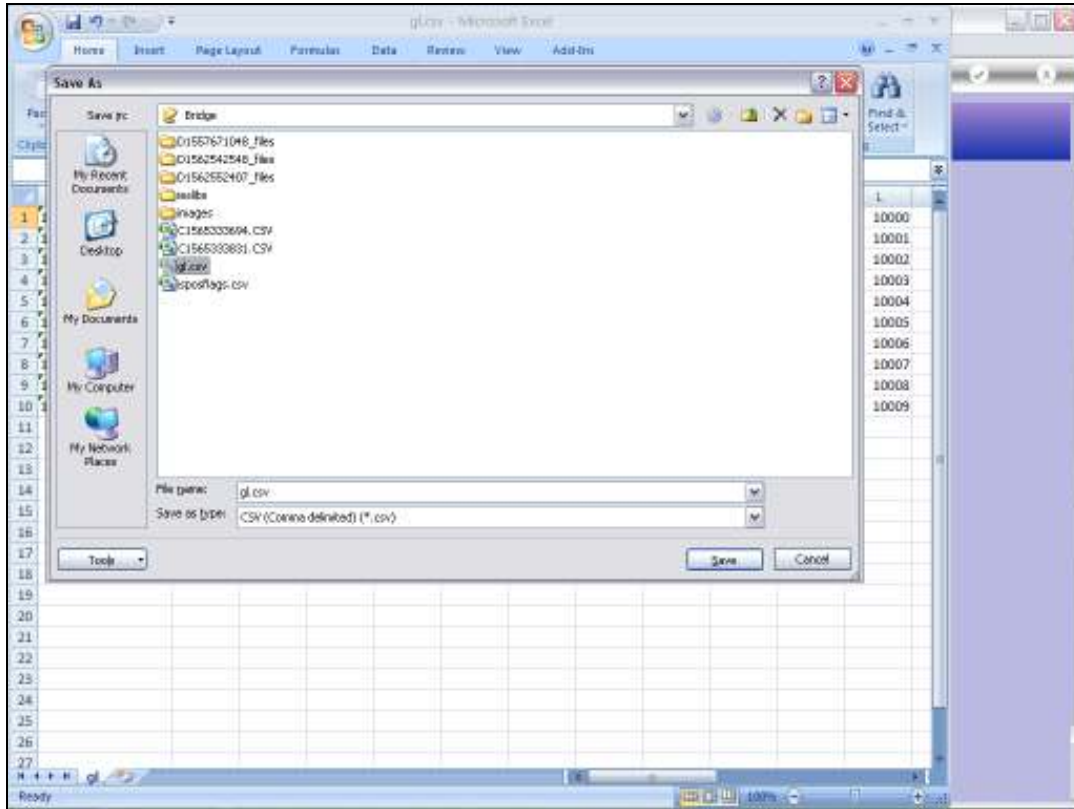
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Slide notes:



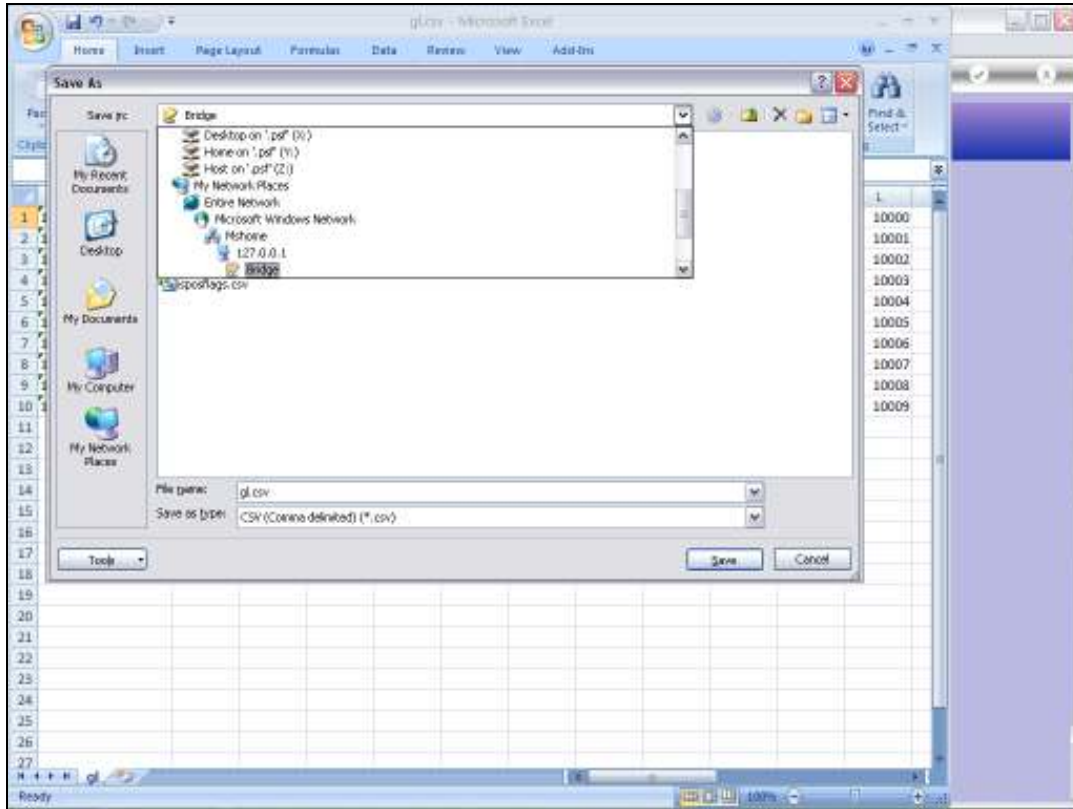
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Slide notes:



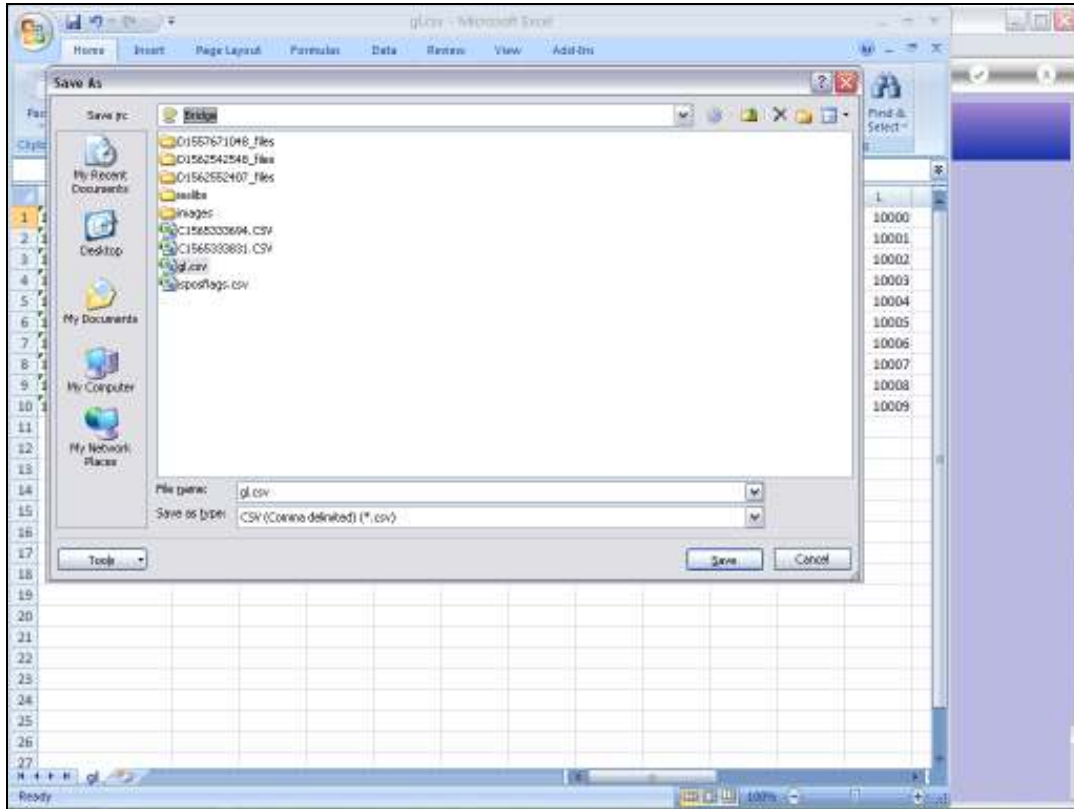
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Slide notes:

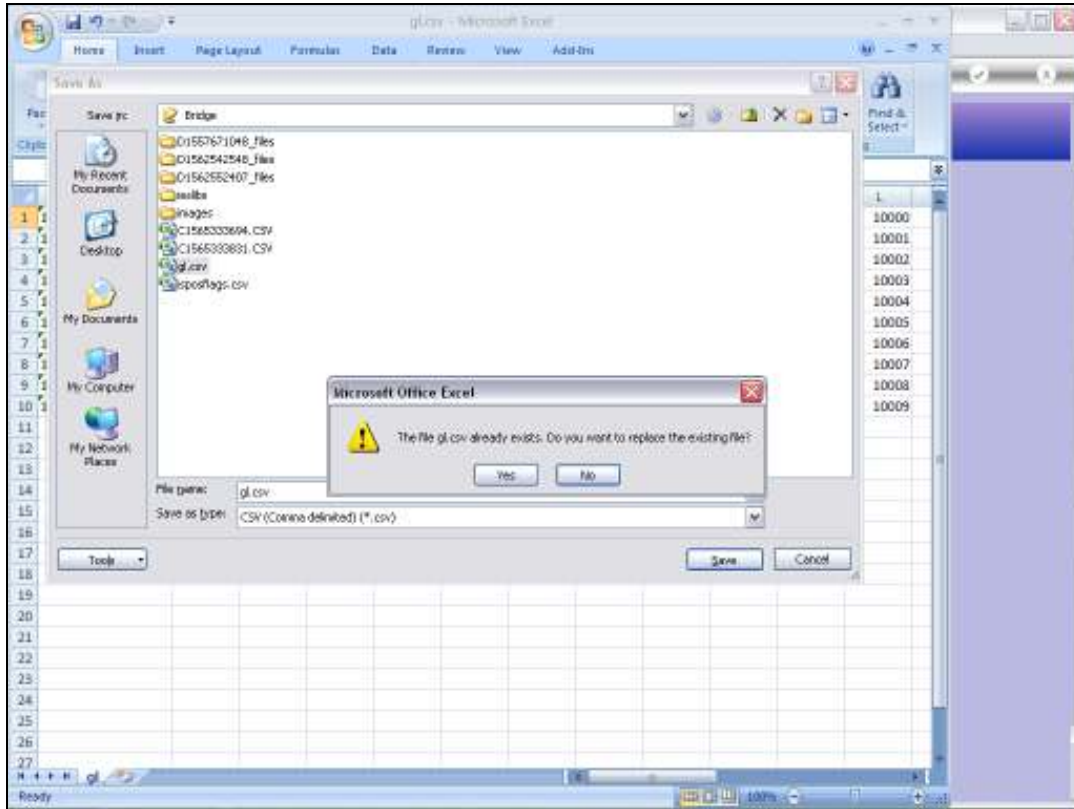


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Slide notes:

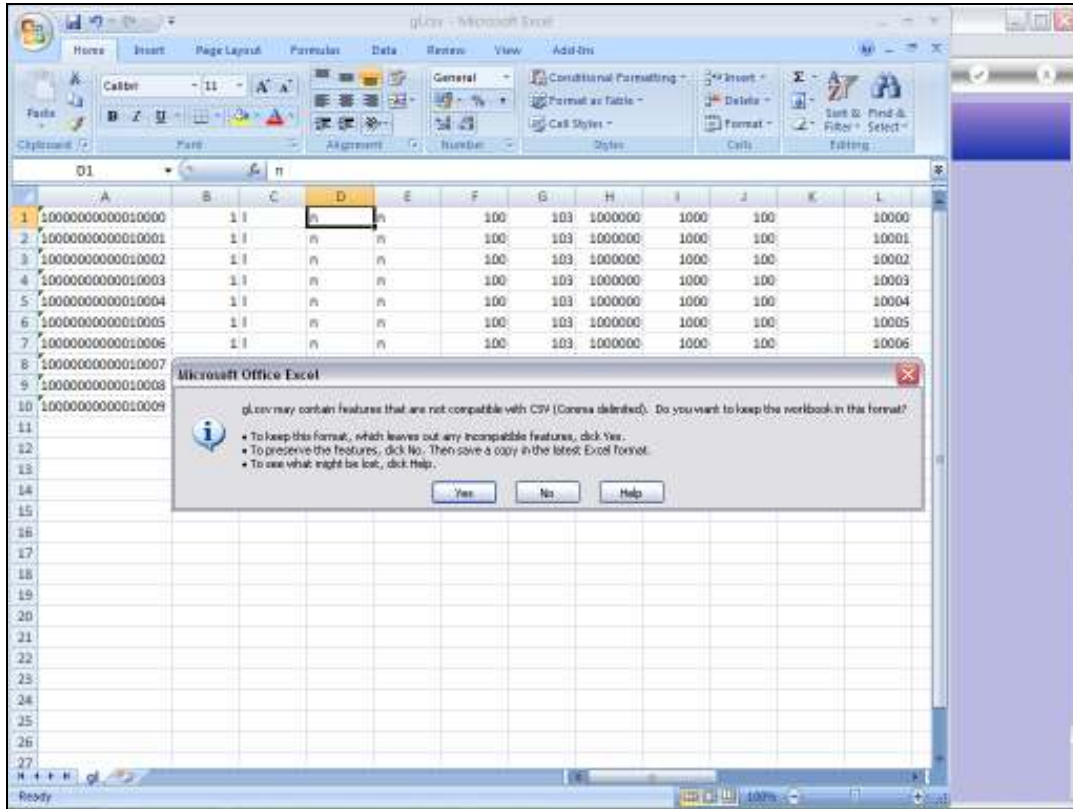


Slide 21
Slide notes:



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Slide notes:



Slide 23
Slide notes:

The screenshot shows a Microsoft Excel spreadsheet with the following data:

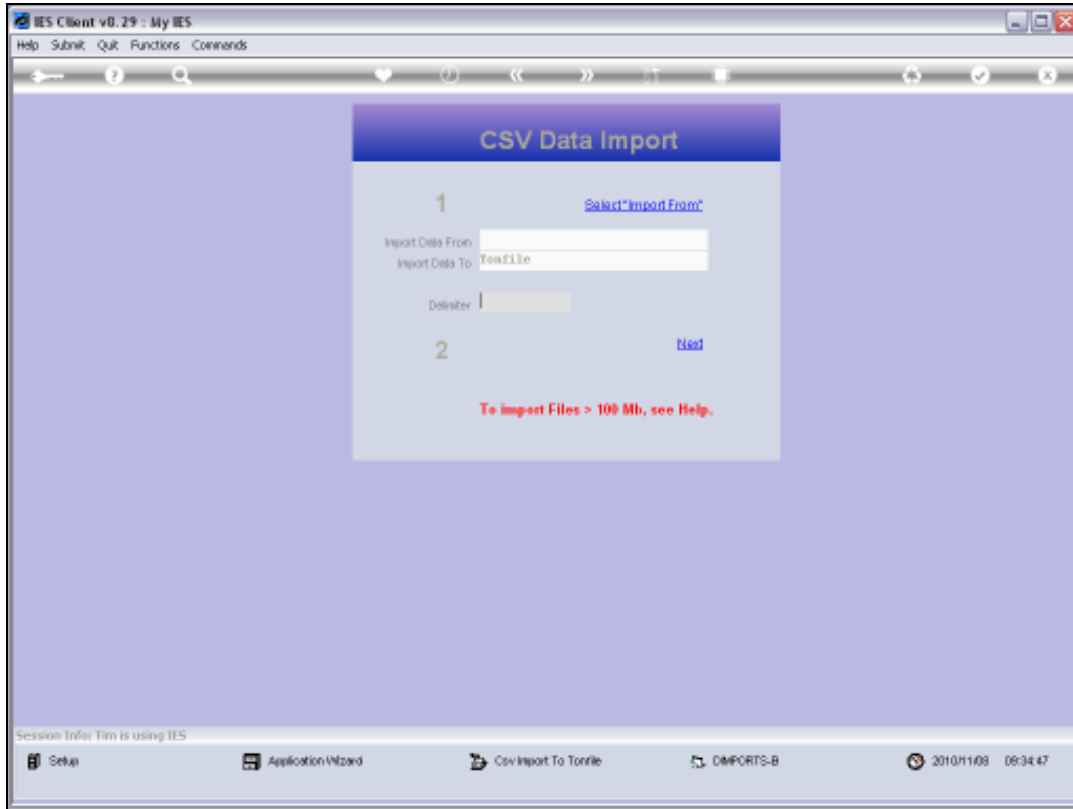
	A	B	C	D	E	F	G	H	I	J	K	L
1	10000000000010000	1	1	0	0	100	103	1000000	1000	100		10000
2	10000000000010001	1	1	0	0	100	103	1000000	1000	100		10001
3	10000000000010002	1	1	0	0	100	103	1000000	1000	100		10002
4	10000000000010003	1	1	0	0	100	103	1000000	1000	100		10003
5	10000000000010004	1	1	0	0	100	103	1000000	1000	100		10004
6	10000000000010005	1	1	0	0	100	103	1000000	1000	100		10005
7	10000000000010006	1	1	0	0	100	103	1000000	1000	100		10006
8	10000000000010007	1	1	0	0	100	103	1000000	1000	100		10007
9	10000000000010008	1	1	0	0	100	103	1000000	1000	100		10008
10	10000000000010009	1	1	0	0	100	103	1000000	1000	100		10009
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Slide 24
Slide notes:



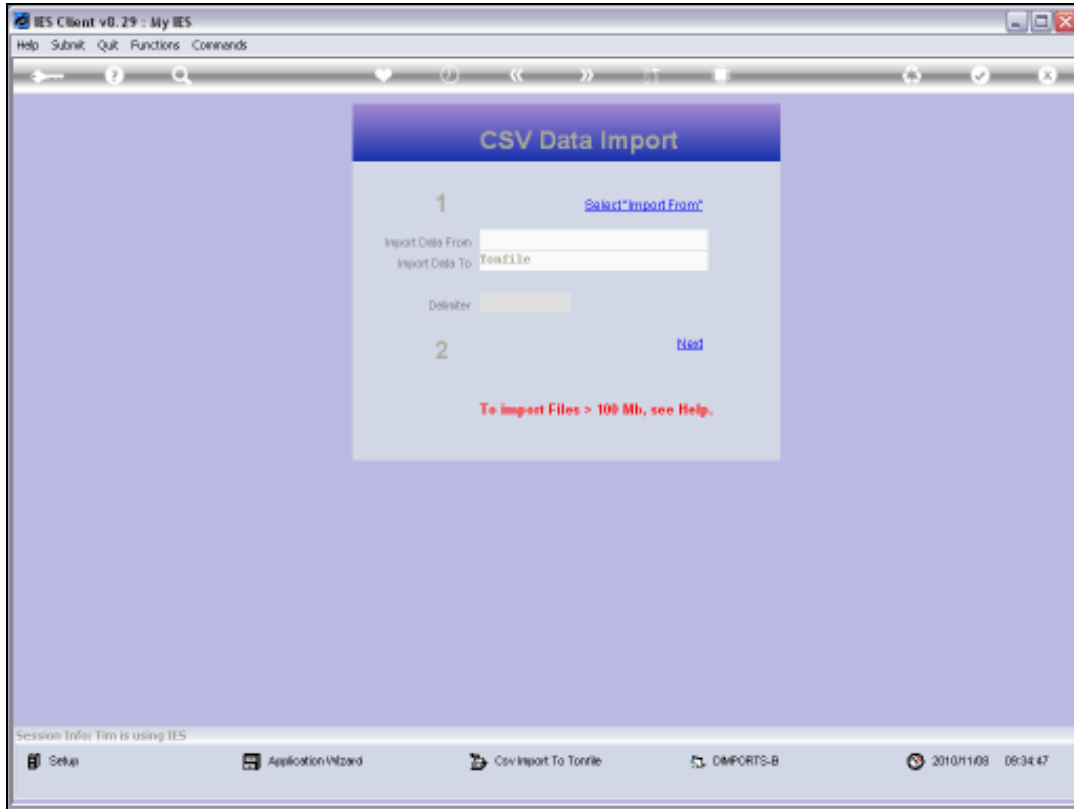
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Slide notes: When the file is ready, we choose the Import option.

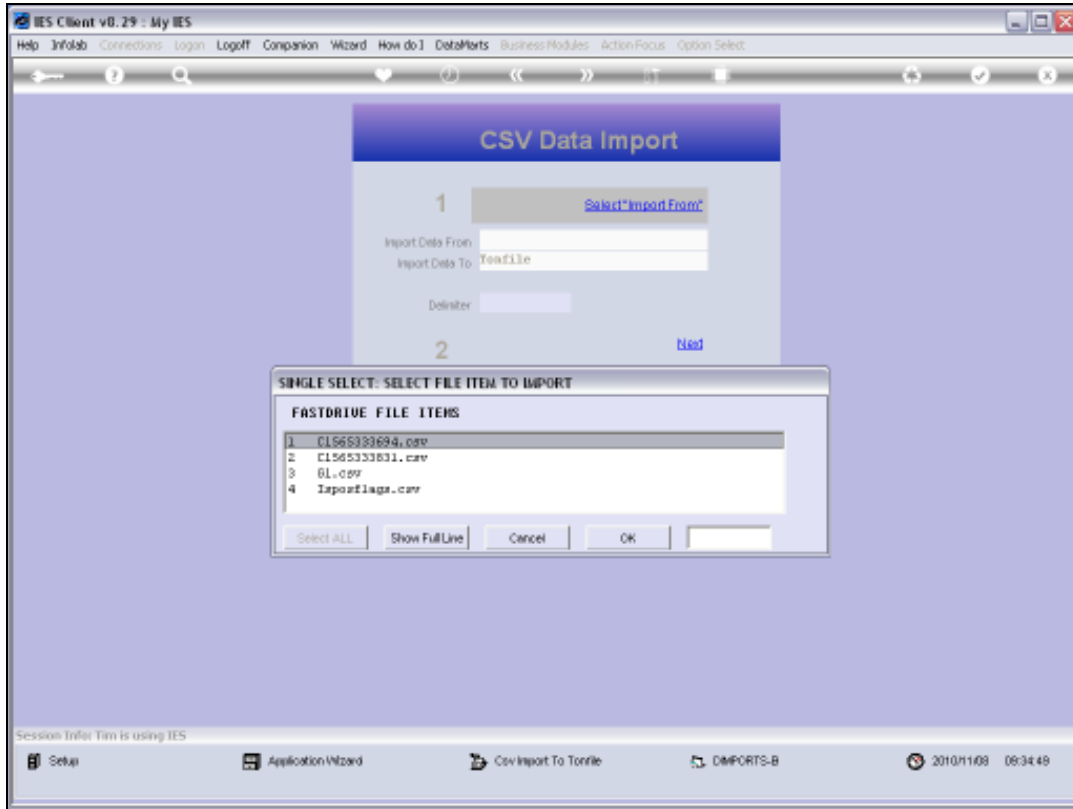


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Slide notes:

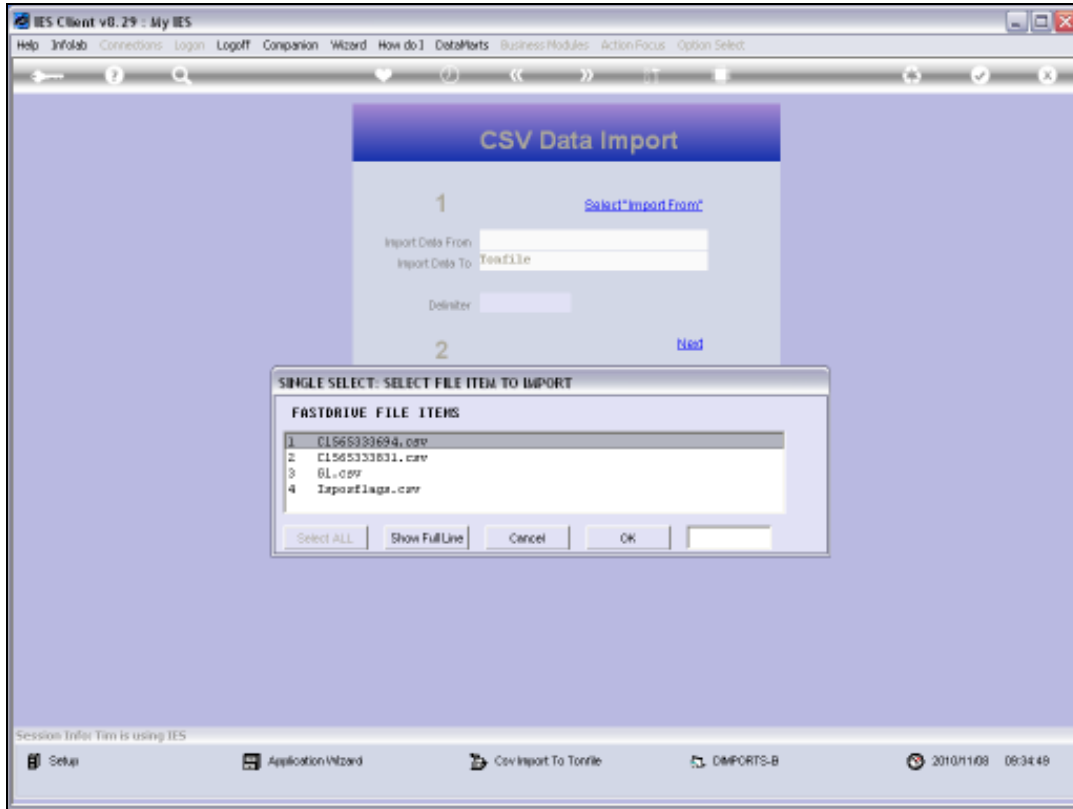


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Slide notes:

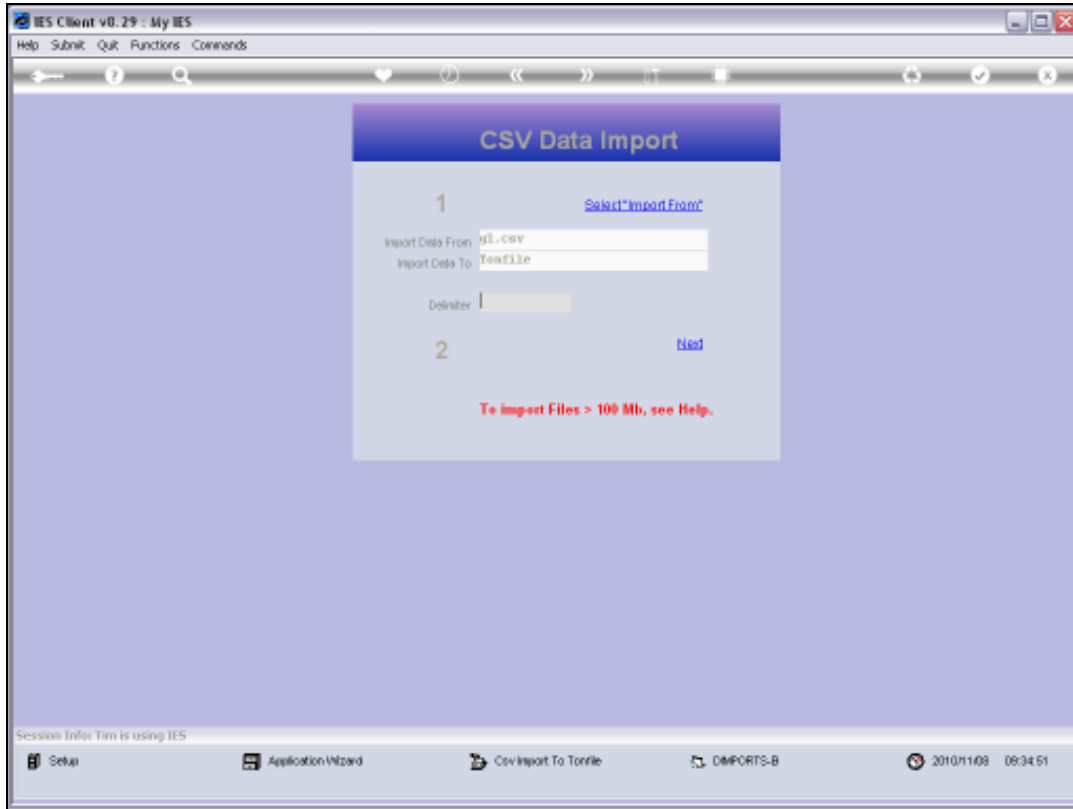


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Slide notes:

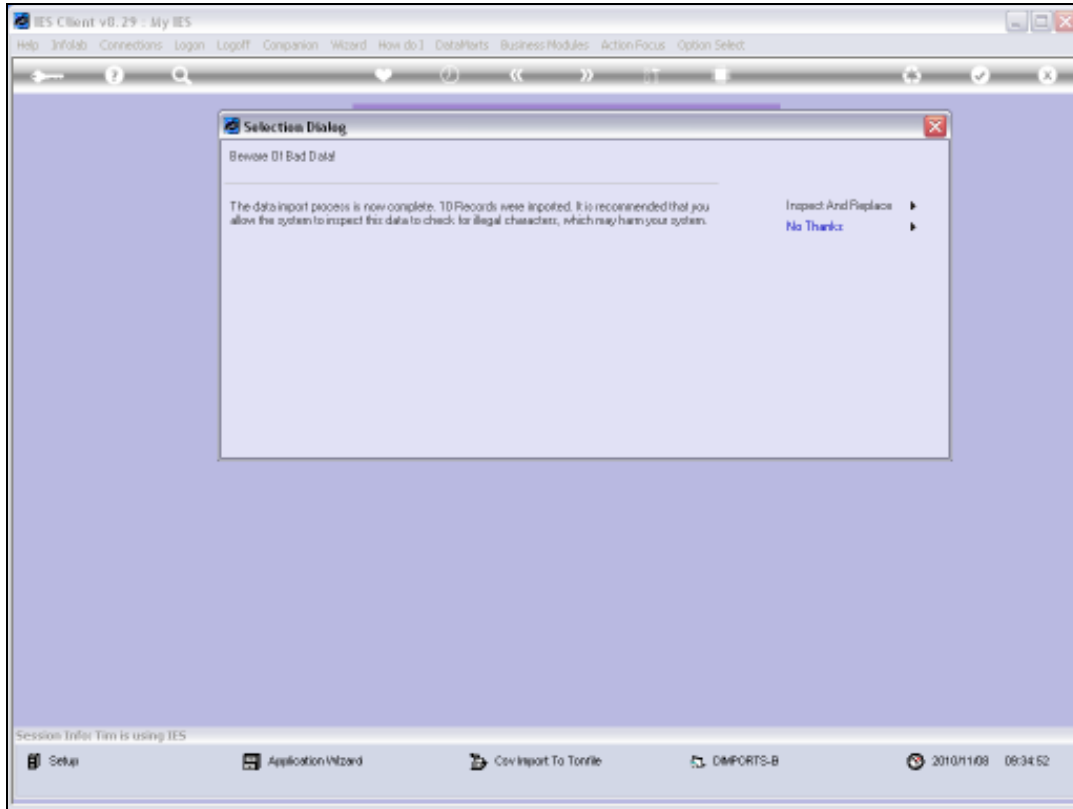


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Slide notes:

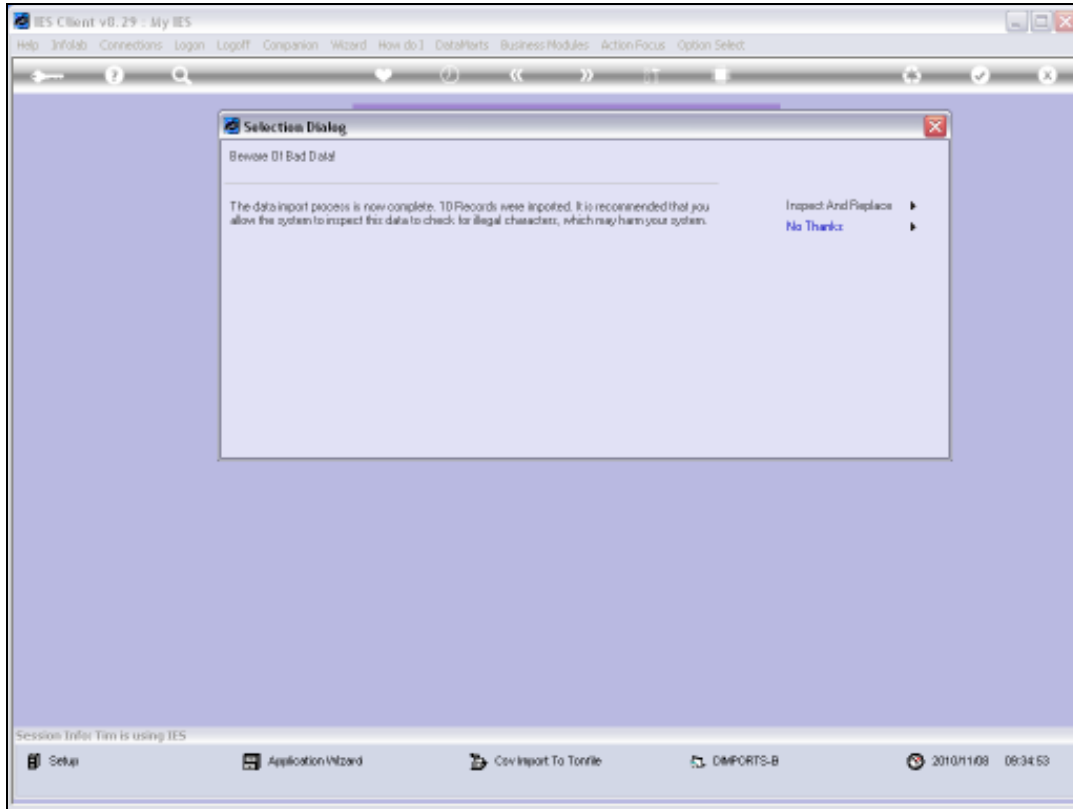


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Slide notes:



Slide 31
Slide notes:



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Slide notes:



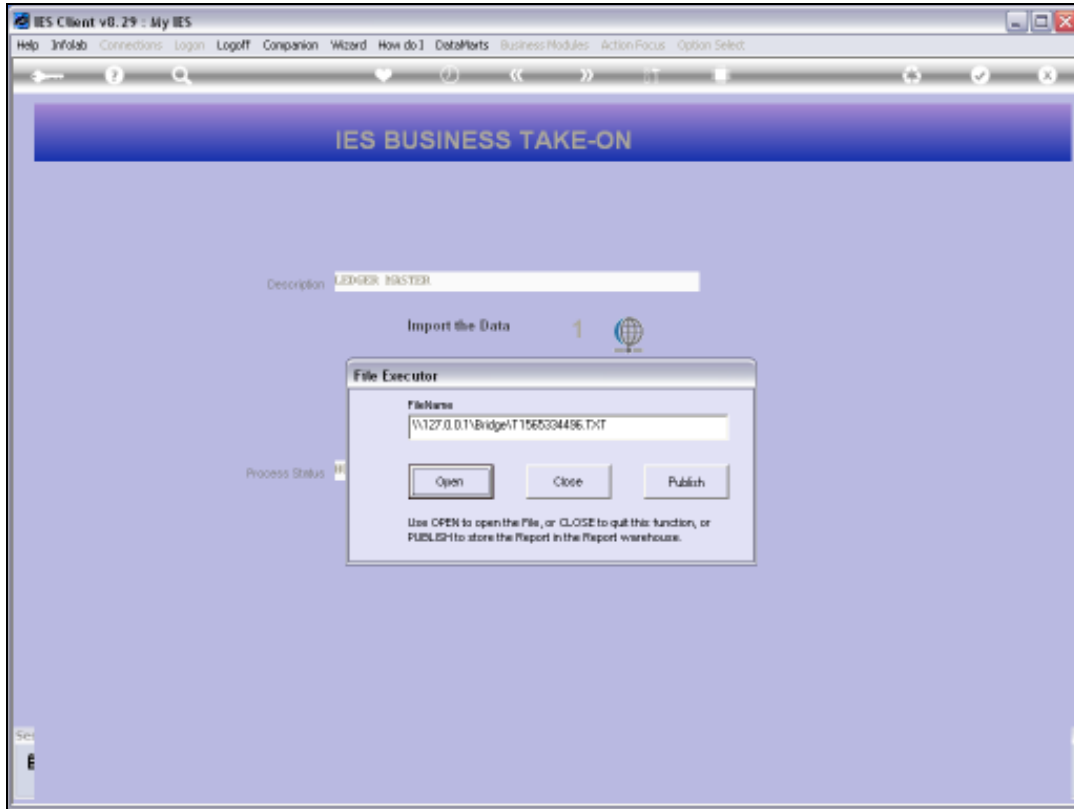
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Slide notes:



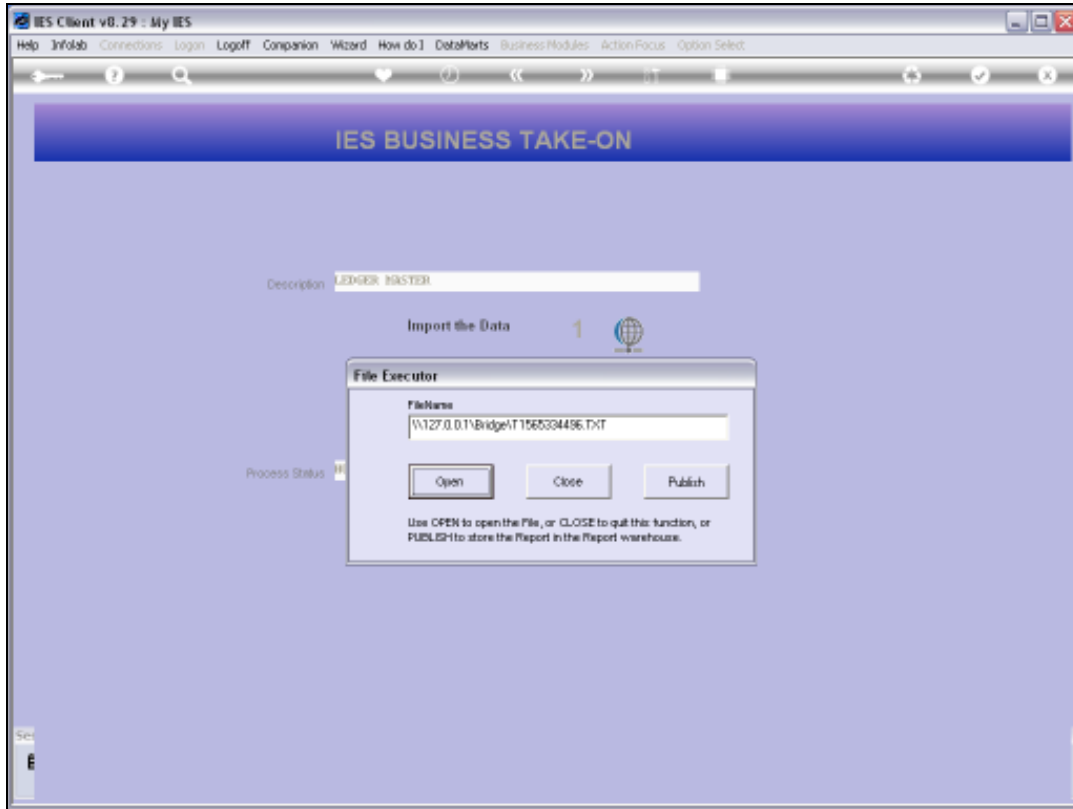
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Slide notes: Next, we perform the Validation step.



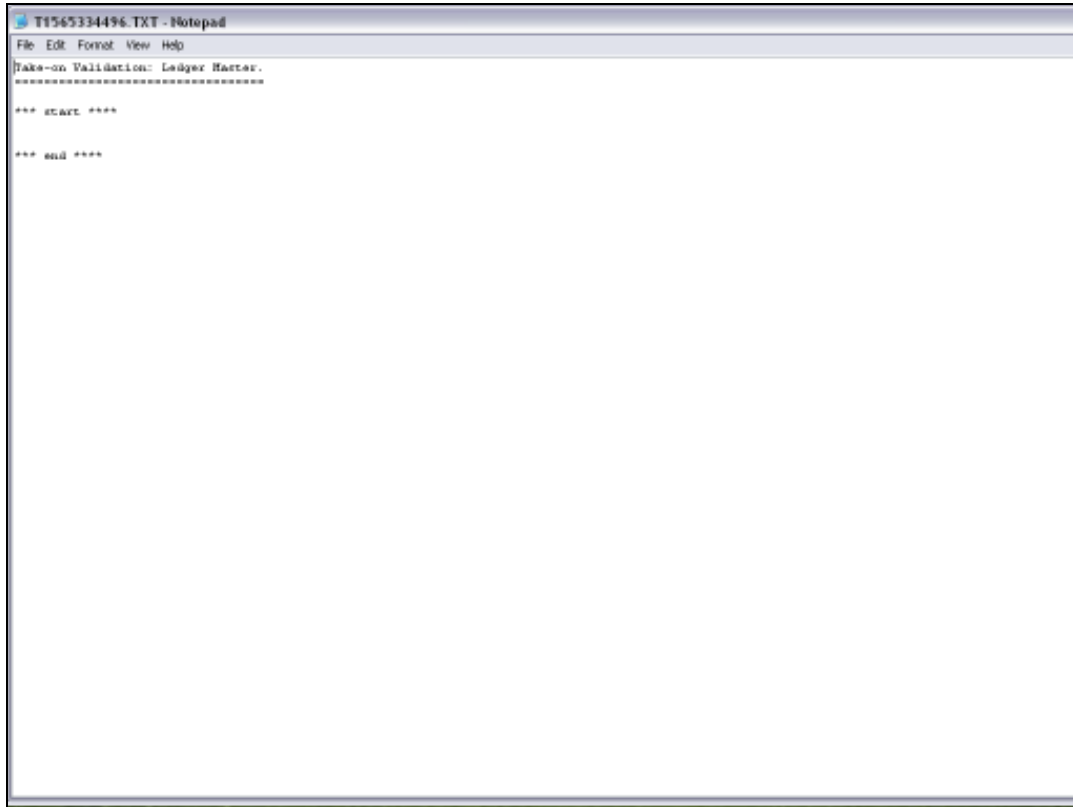
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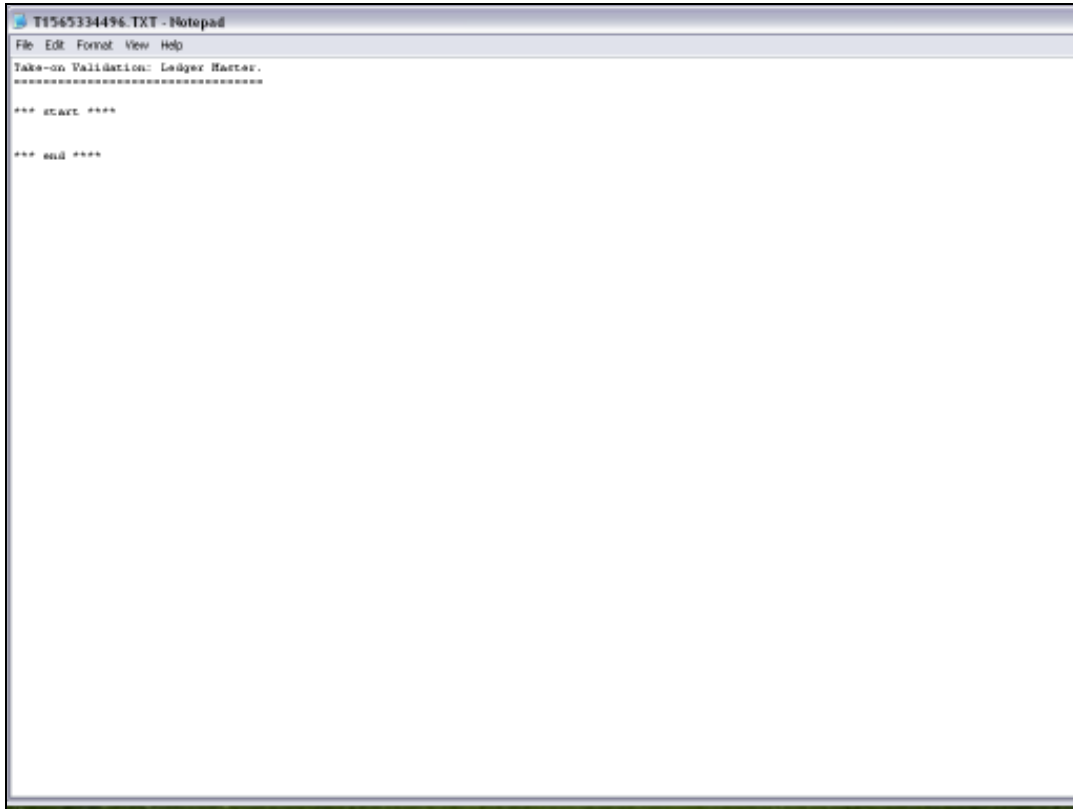
Slide notes:



```
T1565334496.TXT - Notepad
File Edit Format View Help
Take-on Validation: Ledger Header.
*****
*** start ***
*** end ***
```

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Slide notes: If we have no errors listed between 'start' and 'end' then we can perform the Take On.



```
T1565334496.TXT - Notepad
File Edit Format View Help
Take-or Validation: Ledger Header.
*****
*** start ***
*** end ***
```

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Slide notes:



Slide 39

Slide notes:



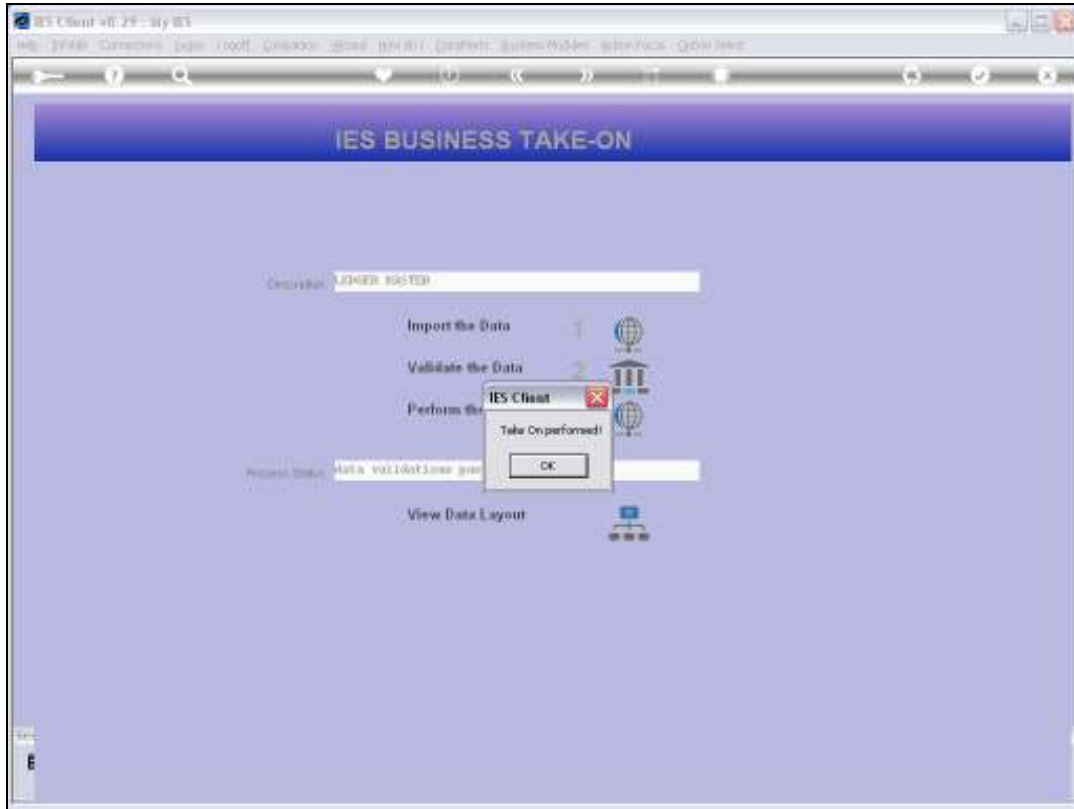
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Slide notes:



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Slide notes:



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Slide notes: And now the Accounts have been uploaded successfully.