



Slide notes: We have a standard option to upload or import new GL Accounts, or new settings for GL Accounts. The option is not at the Ledger Menus, but rather at System Setup.



Slide 2 Slide notes:



Slide 3 Slide notes:







Slide notes: We can use this option when the system is new and we are implementing a new Chart of Accounts, and we can also use it afterwards in a "live" environment, to add more Accounts or to update settings "en masse" on existing Accounts.



Slide 6 Slide notes:



Slide 7 Slide notes:

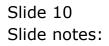


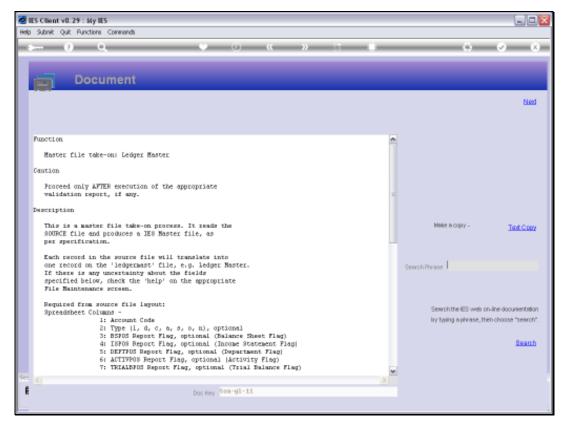


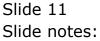
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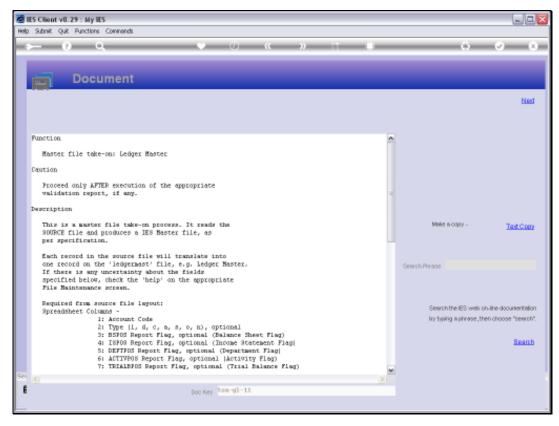
Slide notes: First, we have a look at the Data Layout. If we wish to import GL Account data, then we must conform to the required Data layout.

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Slide 12 Slide notes:

Slide 13 Slide notes:



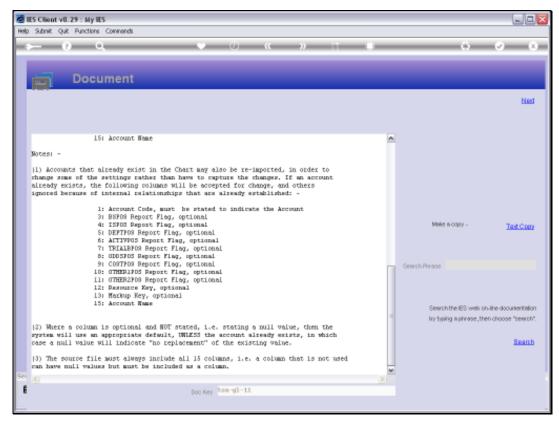
Slide notes: We have the layout for columns as in a spreadsheet, for New Accounts that are to be opened.

Slide 15 Slide notes:



Slide notes: For Accounts that already exist, we use the same layout, but 2 of the columns are ignored as they cannot be changed on existing Accounts. For the other columns, only data that should be changed need to be stated.

Slide 17 Slide notes:





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Slide notes: This is sample data in a spreadsheet. The 1st row currently includes the headings, and this row must be removed before we save the data as a CSV File, and place it on the BRIDGE folder.

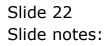
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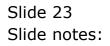
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Slide notes: When our data are ready, and the File has been saved as a CSV and placed on the BRIDGE folder, then we can perform the Import step.

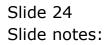
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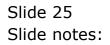
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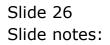
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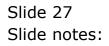
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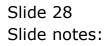
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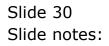
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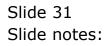
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Slide notes: Next, we need to perform the Validation Report.

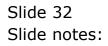
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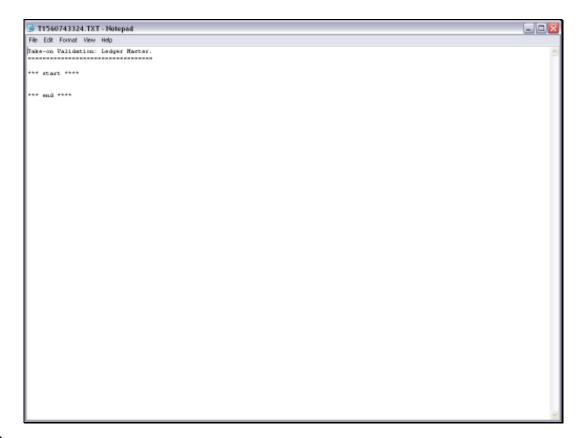


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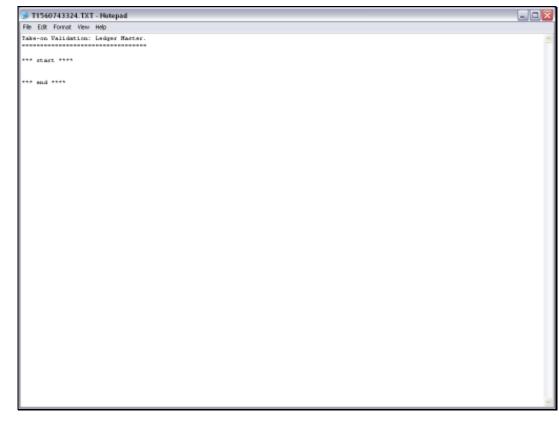


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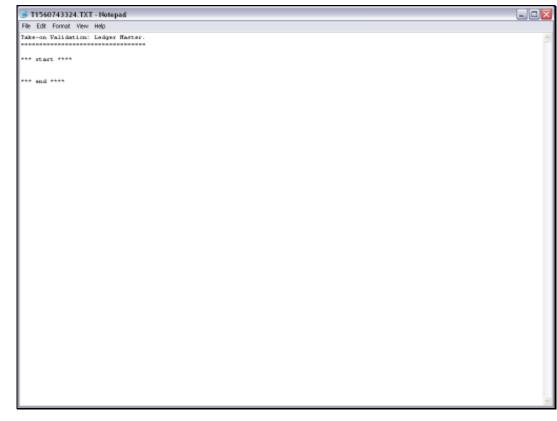




Slide notes: If any Errors are reported between 'start' and 'end', then we need to attend to those and correct the Data before we can import again and proceed.

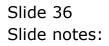


Slide 34 Slide notes:



Slide 35 Slide notes:

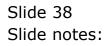
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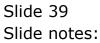
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Slide notes: Once the Data Validations are passed successfully, we can perform the Take On step.

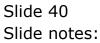
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Slide notes: And at this stage, the updates to the Chart of Accounts have been performed, and we can check it if we want by using the Chart Reports.



Slide 42 Slide notes: