



Slide 1

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 4
Slide notes:



Slide 5

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:



Slide 8
Slide notes:



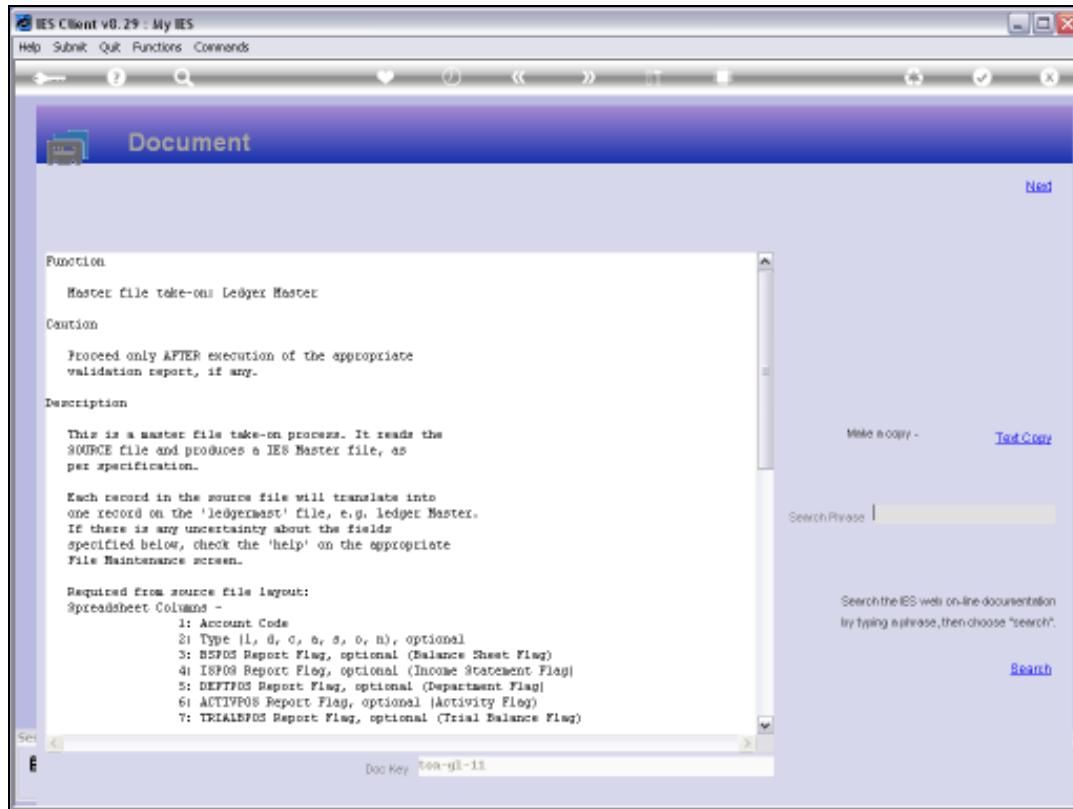
Slide 9

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.

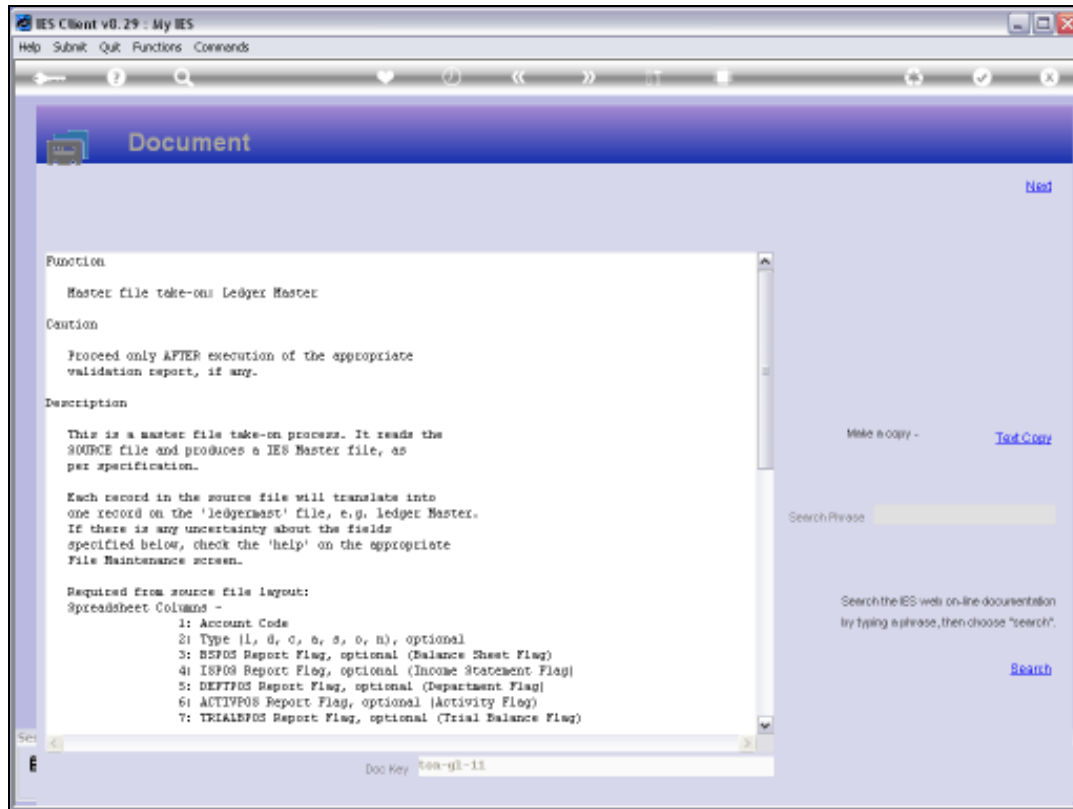


Slide 10

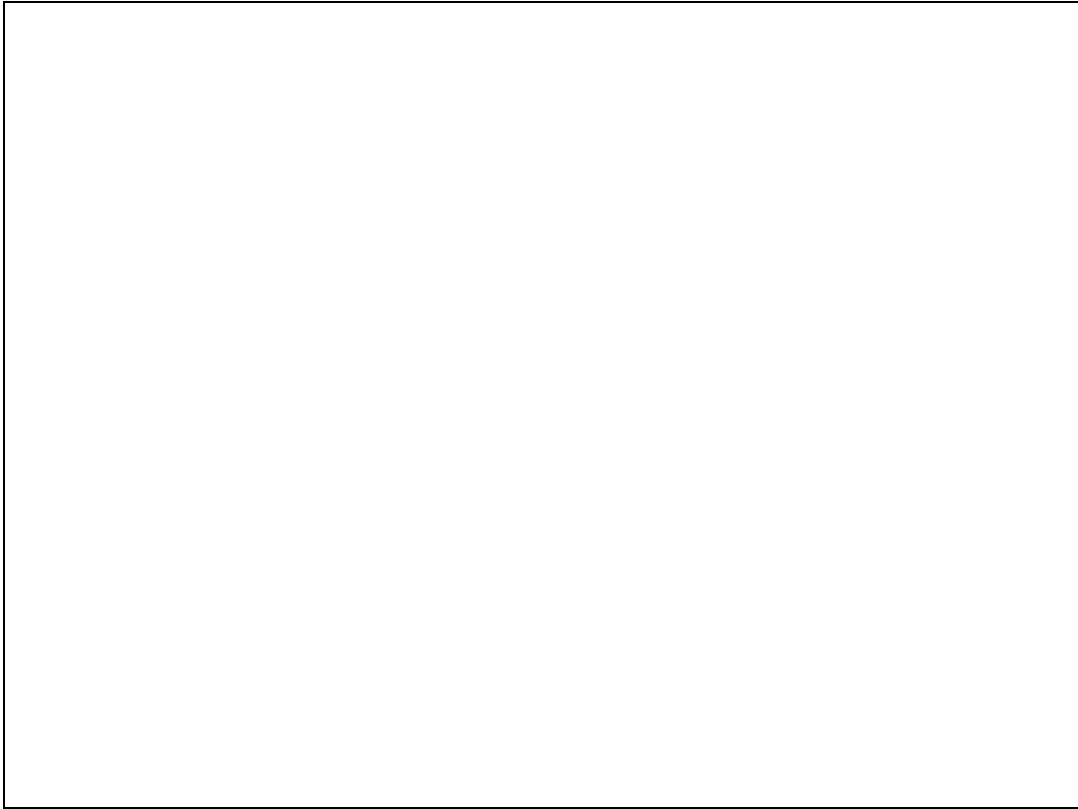
Slide notes:



Slide 11
Slide notes:

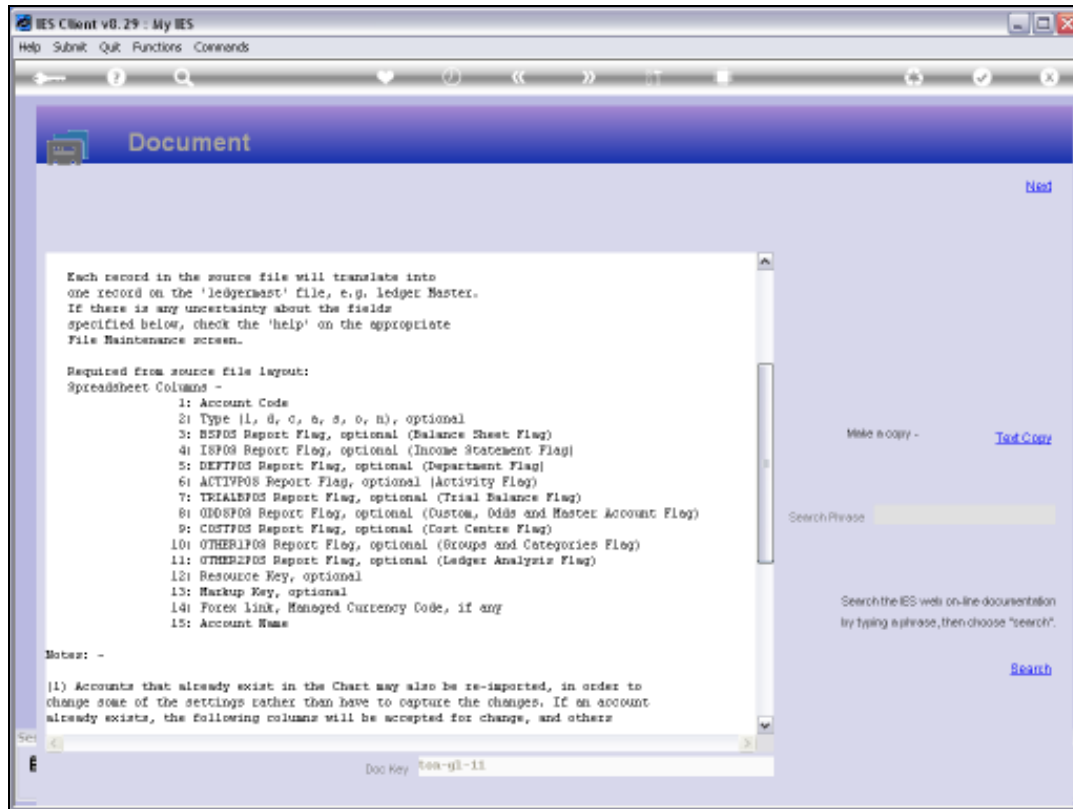


Slide 12
Slide notes:



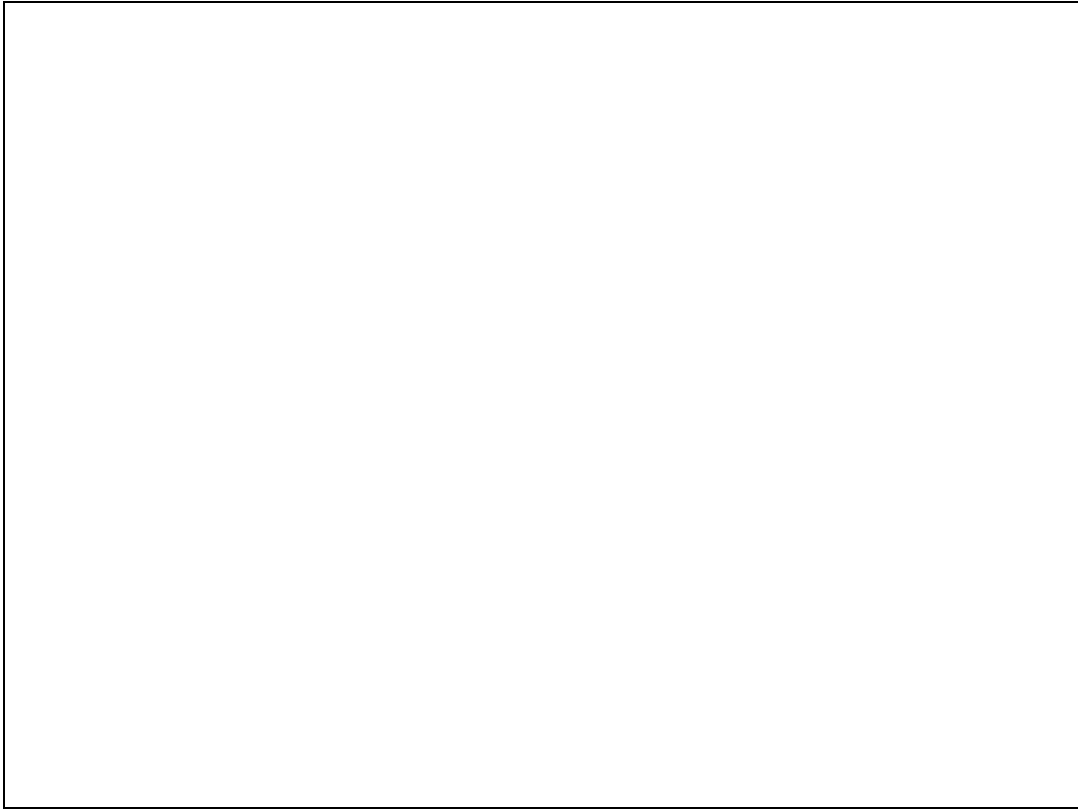
Slide 13

Slide notes:



Slide 14

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



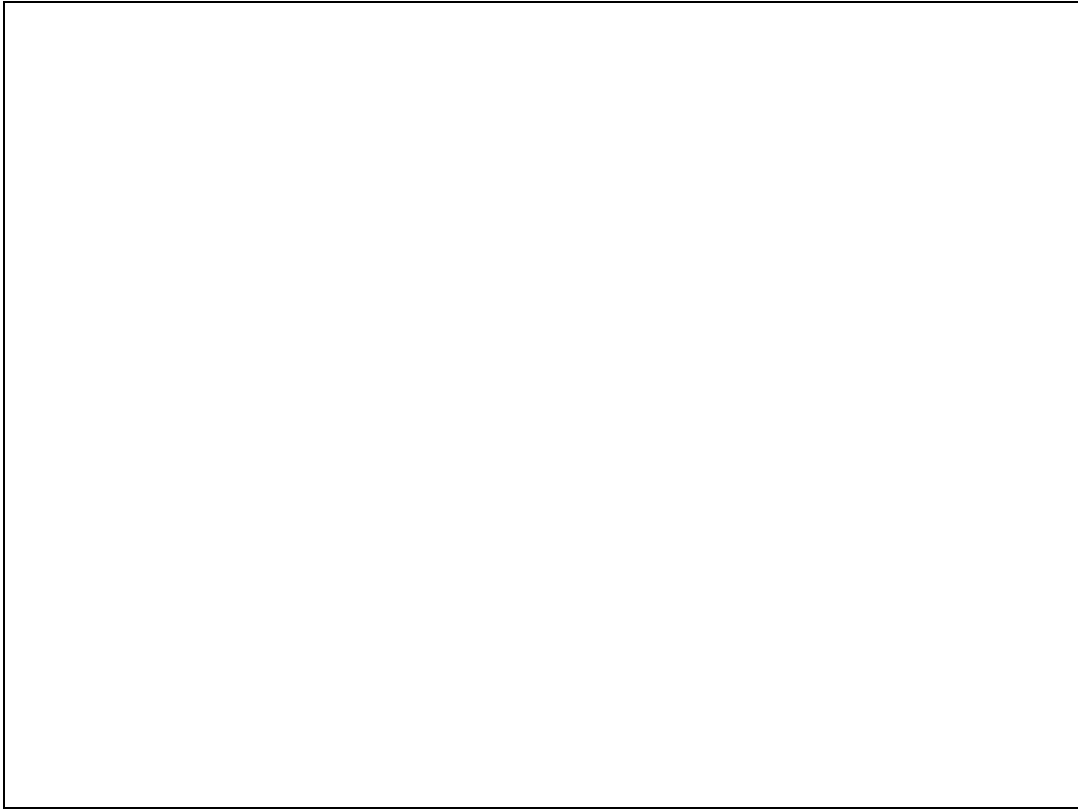
Slide 15

Slide notes:



Slide 16

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:



Slide 18
Slide notes:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	***	Type	*S/Sheet	*P+L	*Dept	*Activity	*TB	*ICustom	*ICost Ledger	*Groups	*Analysis	*Resource	Profit	Forex	Descri
2	10101020	L	54	6	101	10	5		1010	Q1Q1	12	mhr	std		EXPEN
3	10000000	I	53	0	100	0	9		0	ALAI	24		std		PRIVA
4	10000001	I	54	6	100	0	5		1	Q1Q1	6		std		DISCO
5	10000002	I	54	2	100	0	3		2	Q1Q1	12		std		DISCO
6	10000002a	I	54	2	100	0	3	sus-2	2	Q1Q1	12		std		RETAIL
7	10000003	I	11	0	100	0	9		3	IL1	12		std		POS C
8	10000004	I	54	25	100	0	9	test	4	B1B1	25		std		P & L
9	10000004b	I	54	25	101	0	9		4	B1B1	25		std		P & L
10	10000004c	I	54	25	100	0	9		4	B1B1	25		std		P & L
11	10000004G	I	54	25	100	0	9	test	4	B1B1	25		std		INS PF
12															
13															
14															
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Slide 19

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.

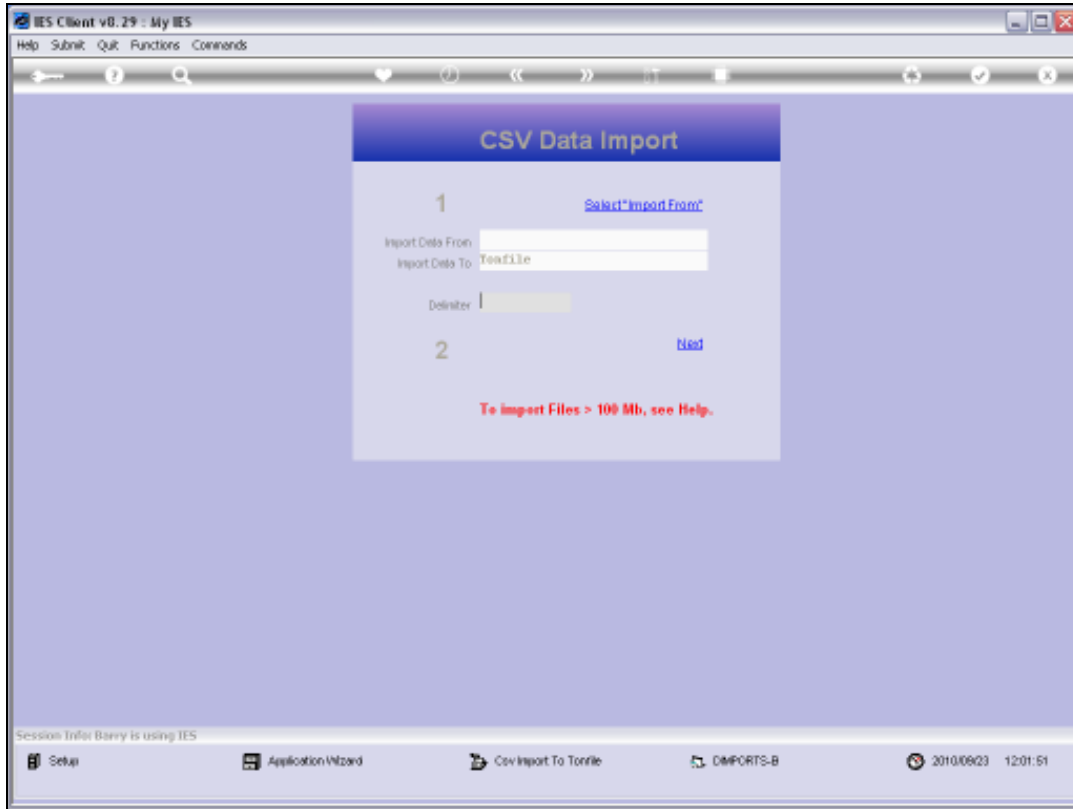
	E	F	G	H	I	J	K	L	M	N	O
1	*Dept	*Activity	*TB	*ICustom	*ICost Ledger	*Groups	*Analysis	*Resource	Profit	Forex	Description
2	101	10	5		1010	Q1Q1	12	myr	std		EXPENSES: GENERAL
3	100	0	9		0	A1A1	24		std		DISCOUNT ALLOWED
4	100	0	5		1	Q1Q1	6		std		DISCOUNT RECEIVED
5	100	0	3		2	Q1Q1	12		std		INS PROVISION
6	100	0	3	sub-2	2	Q1Q1	12		std		P&L
7	100	0	9		3	J1J1	12		std		POS CASH REFUNDS
8	100	0	9	test	4	B1B1	25		std		PRIVATE LEDGERS ORDINARY SHARE CAPITAL
9	101	0	9		4	B1B1	25		std		RETAIL SURPRISE
10	100	0	9		4	B1B1	25		std		P & L
11	100	0	9	test	4	B1B1	25		std		P & L
12											INS PROVISION
13											
14											
15											
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Slide 20
Slide notes:



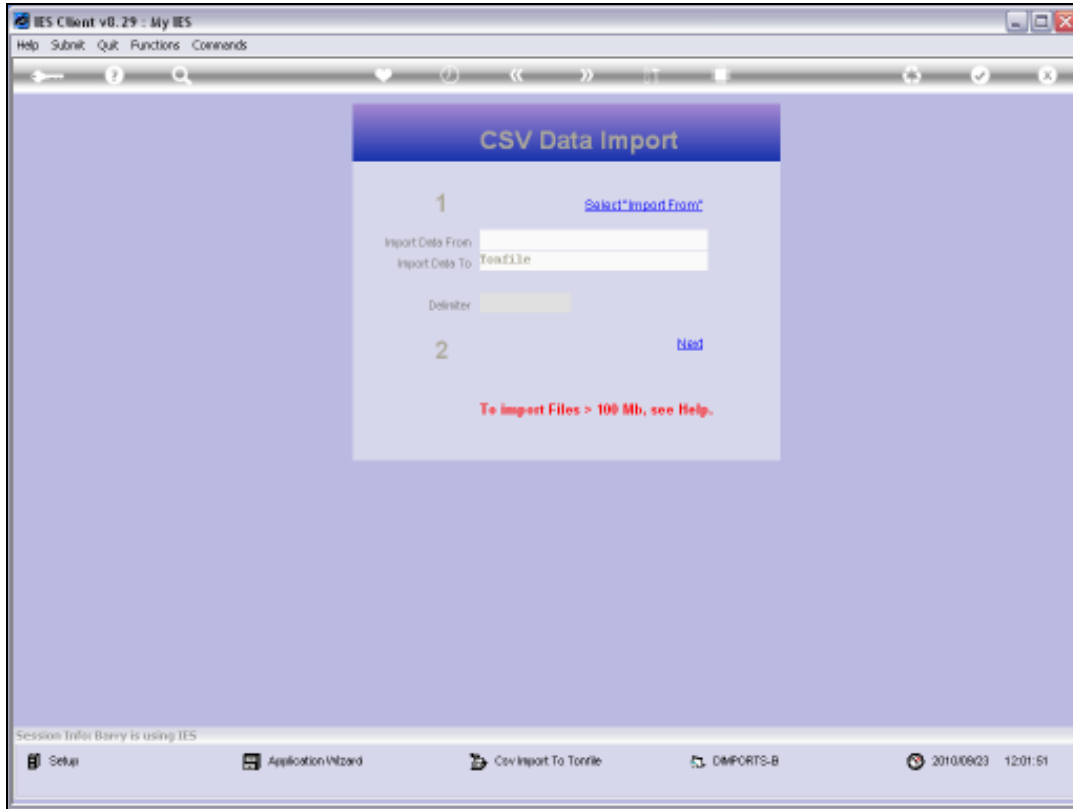
Slide 21

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.



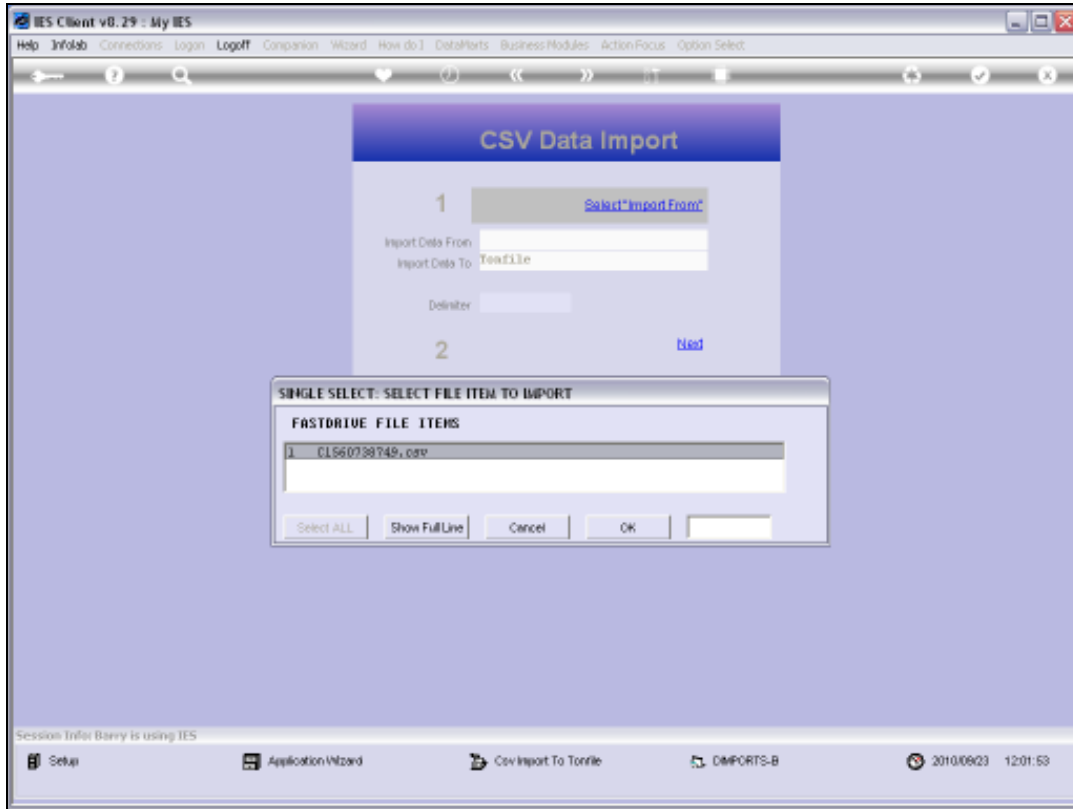
Slide 22

Slide notes:



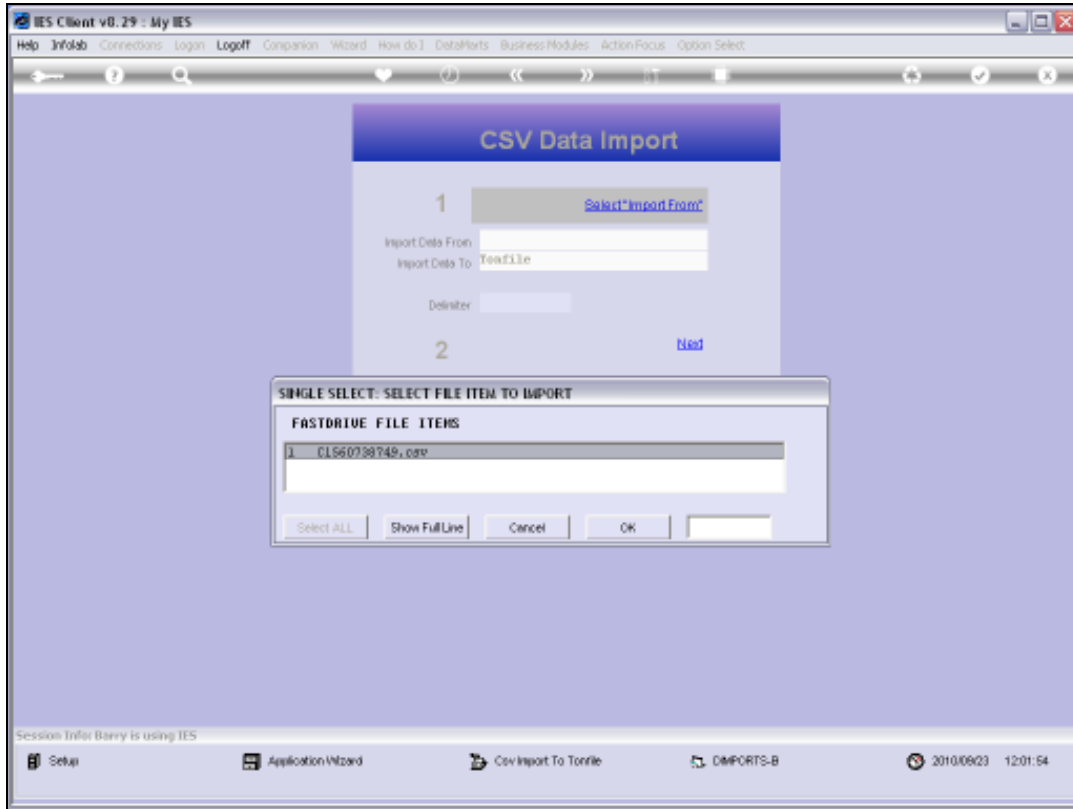
Slide 23

Slide notes:

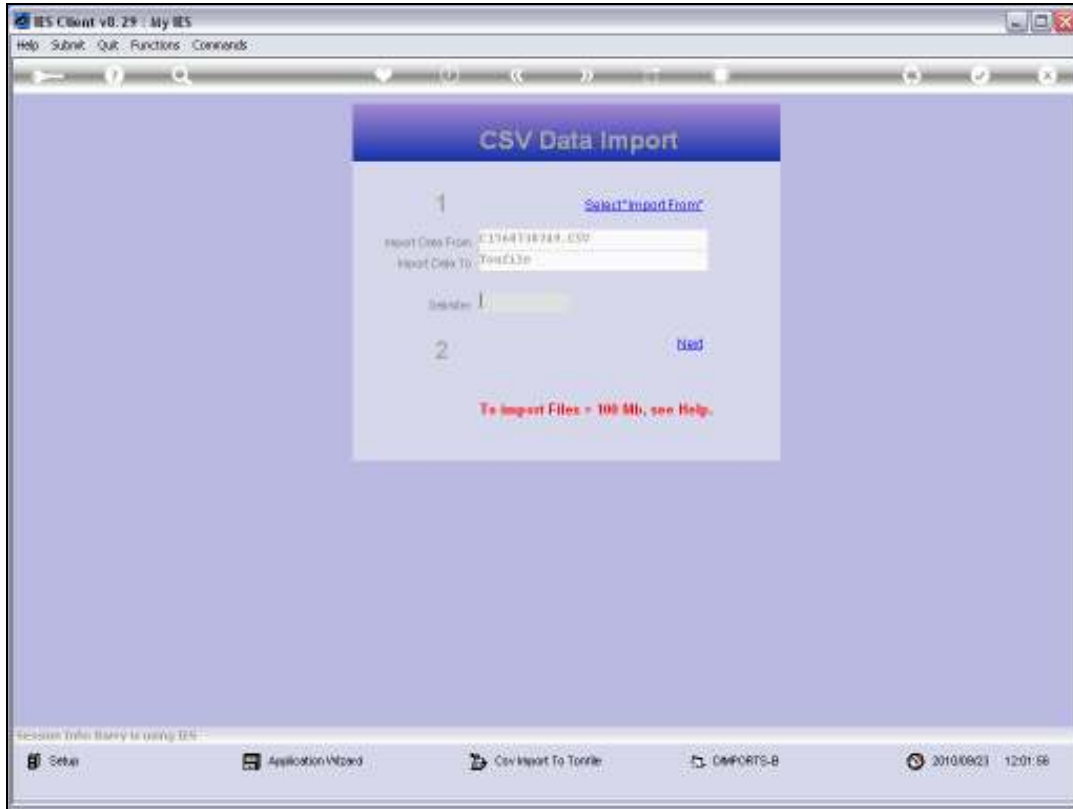


Slide 24

Slide notes:

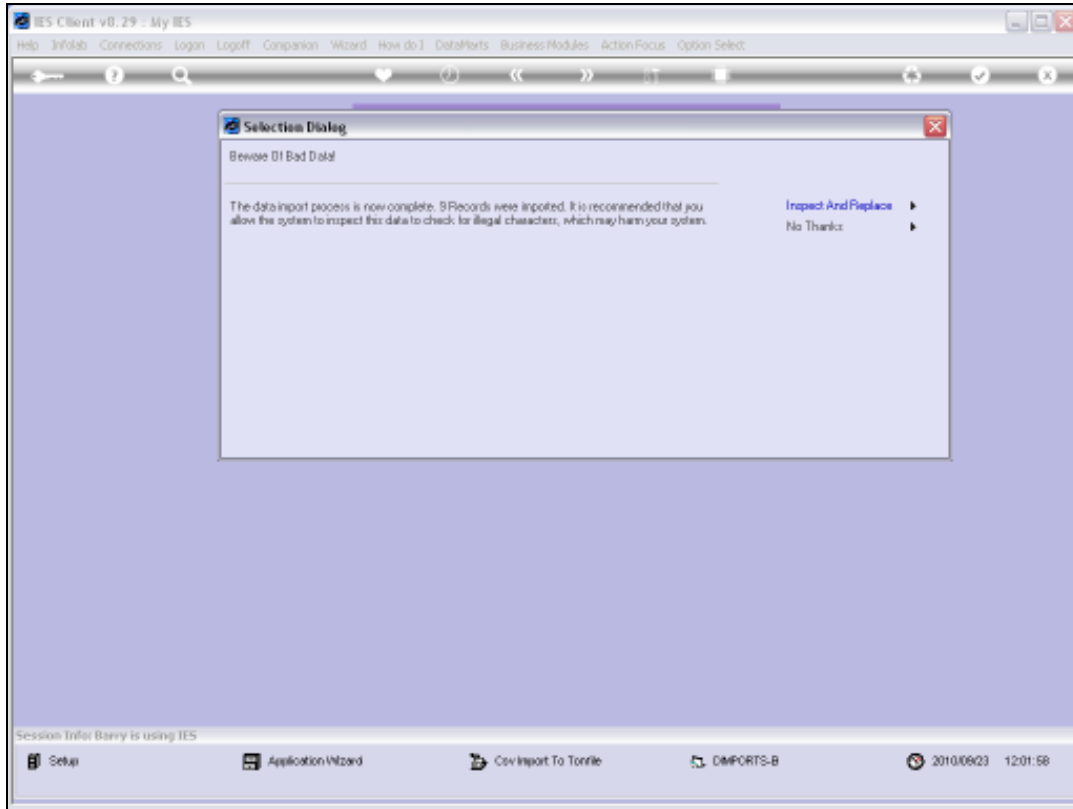


Slide 25
Slide notes:



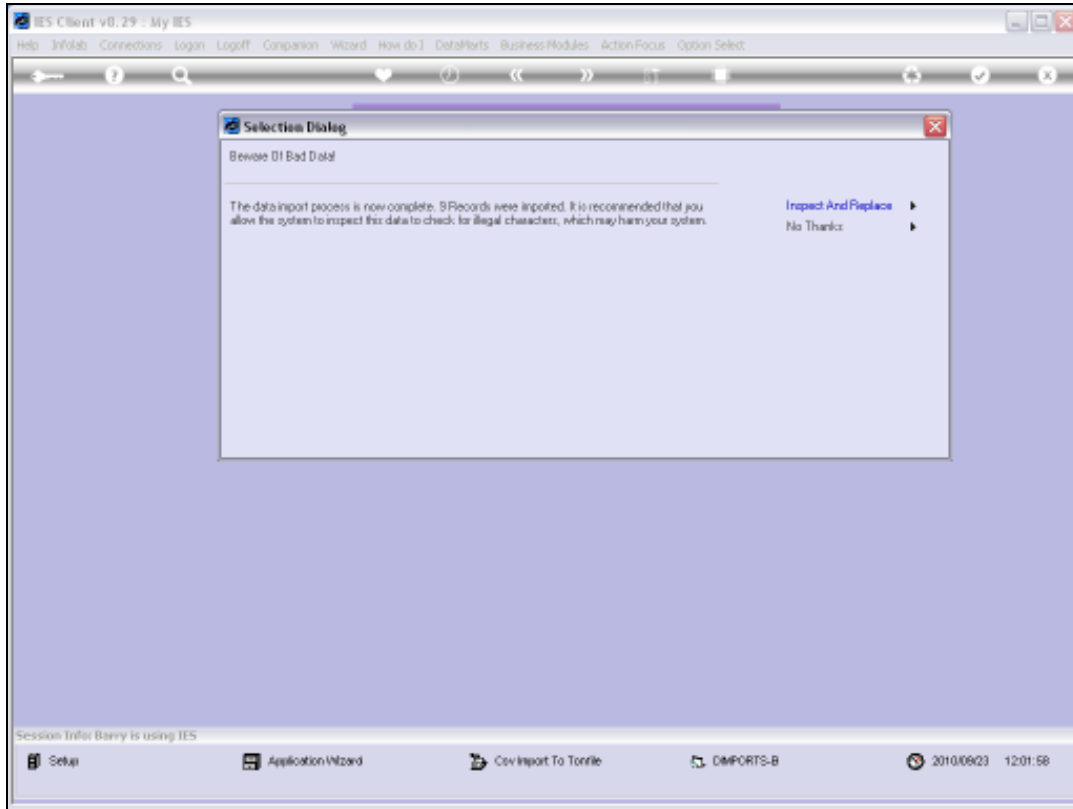
Slide 26

Slide notes:



Slide 27

Slide notes:



Slide 28

Slide notes:



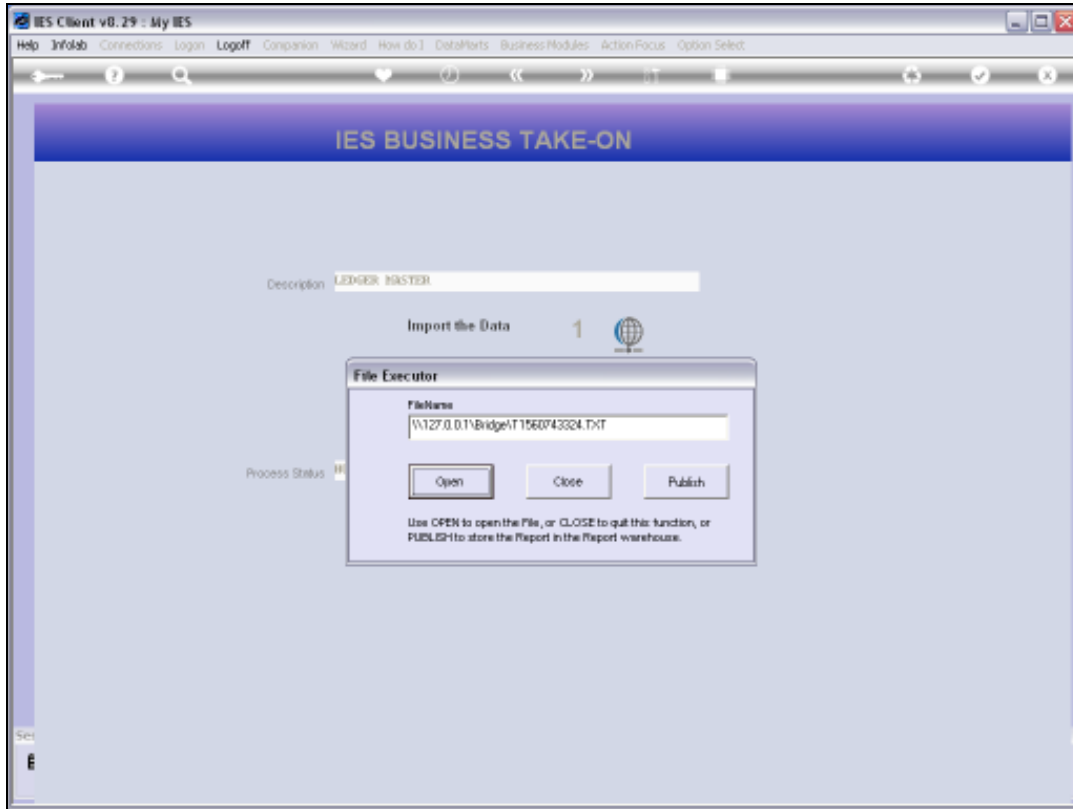
Slide 29

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

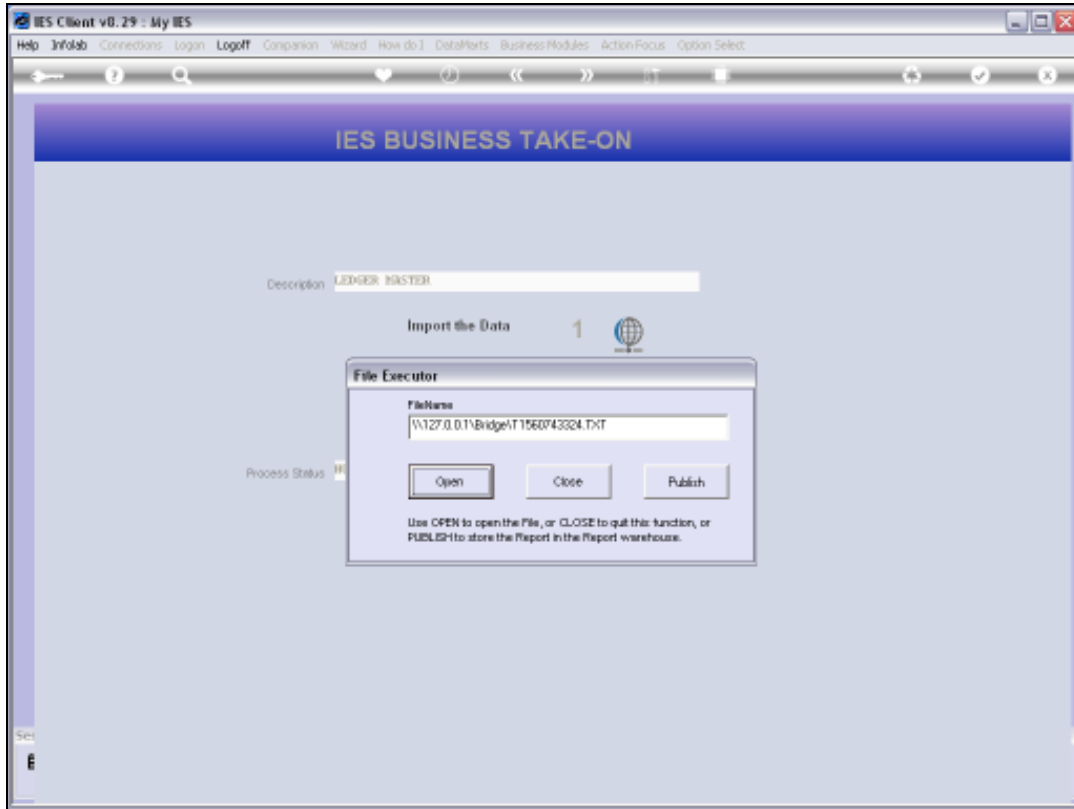


Slide 30

Slide notes:

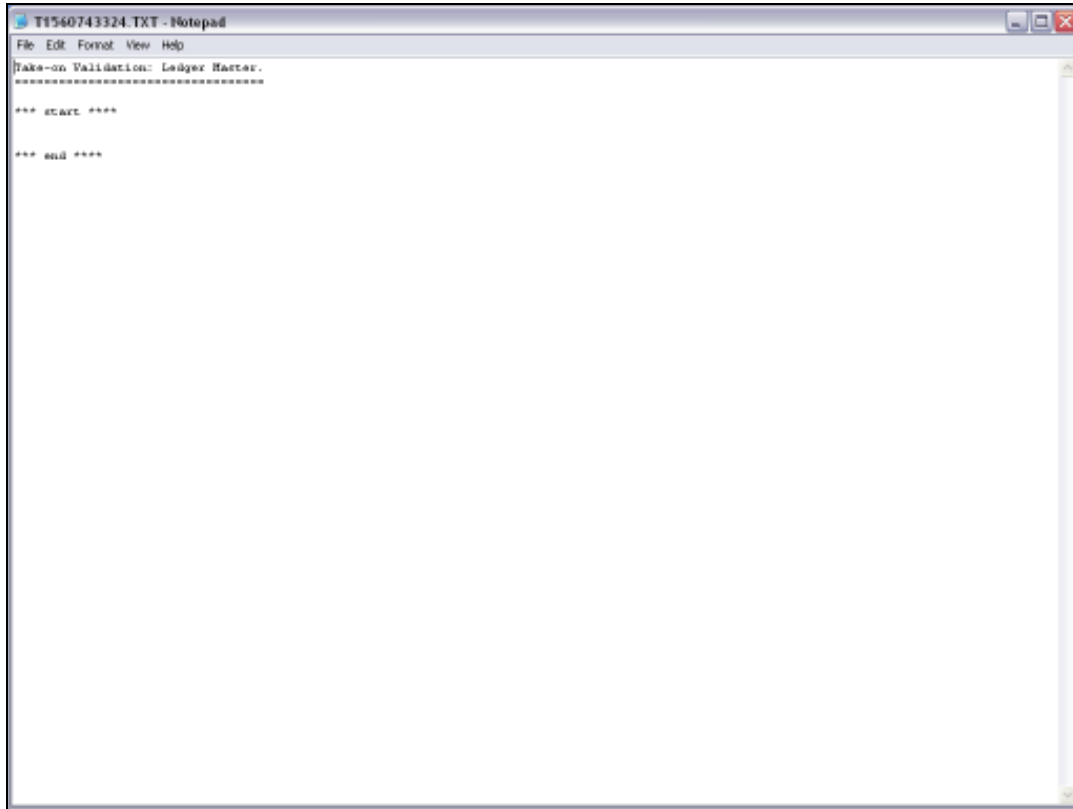


Slide 31
Slide notes:



Slide 32

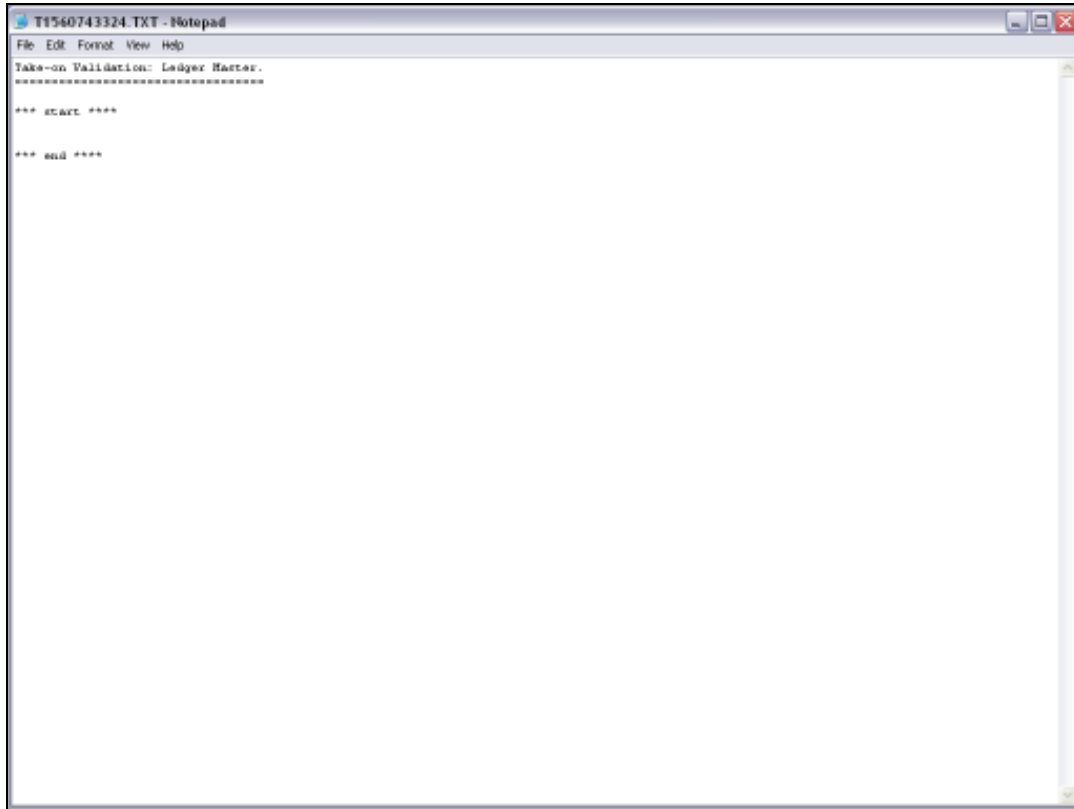
Slide notes:



```
T1560743324.TXT - Notepad
File Edit Format View Help
Take-on Validation: Ledger Header.
*****
*** start ***
*** end ***
```

Slide 33

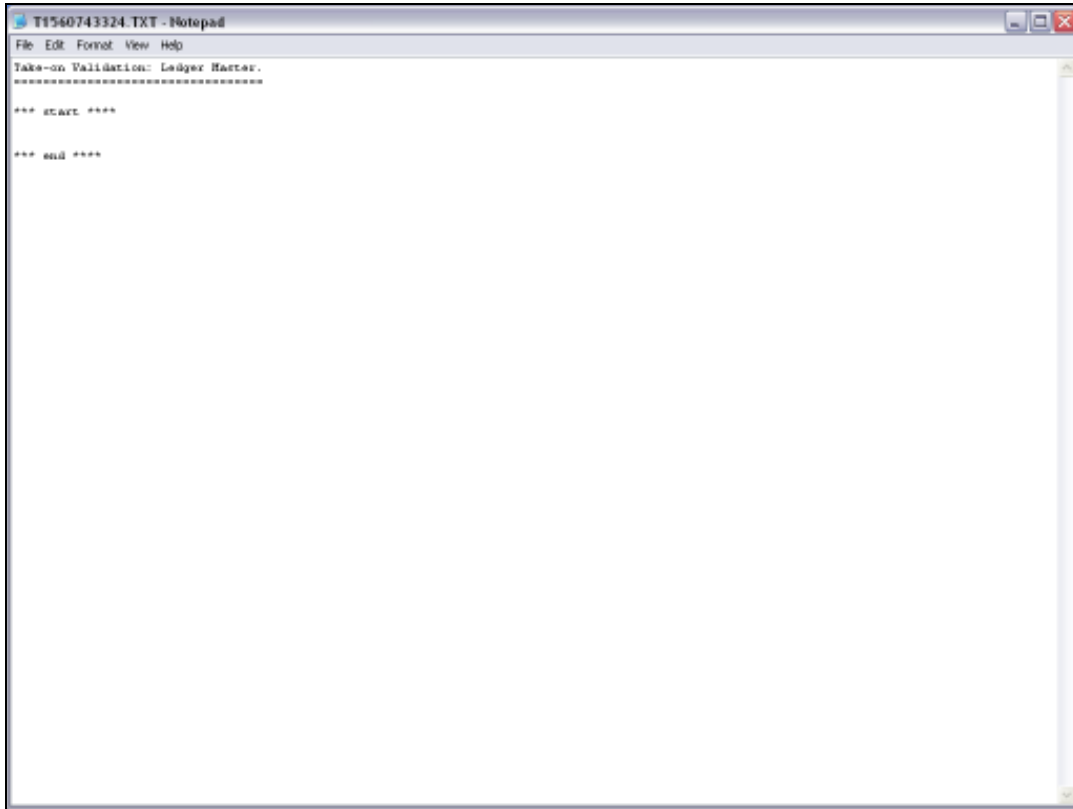
Slide notes: If any Errors are reported between 'start' and 'end', then we need to attend to those and correct the Data before we can import again and proceed.



```
T1560743324.TXT - Notepad
File Edit Format View Help
Take-on Validation: Ledger Header.
*****
*** start ***
*** end ***
```

Slide 34

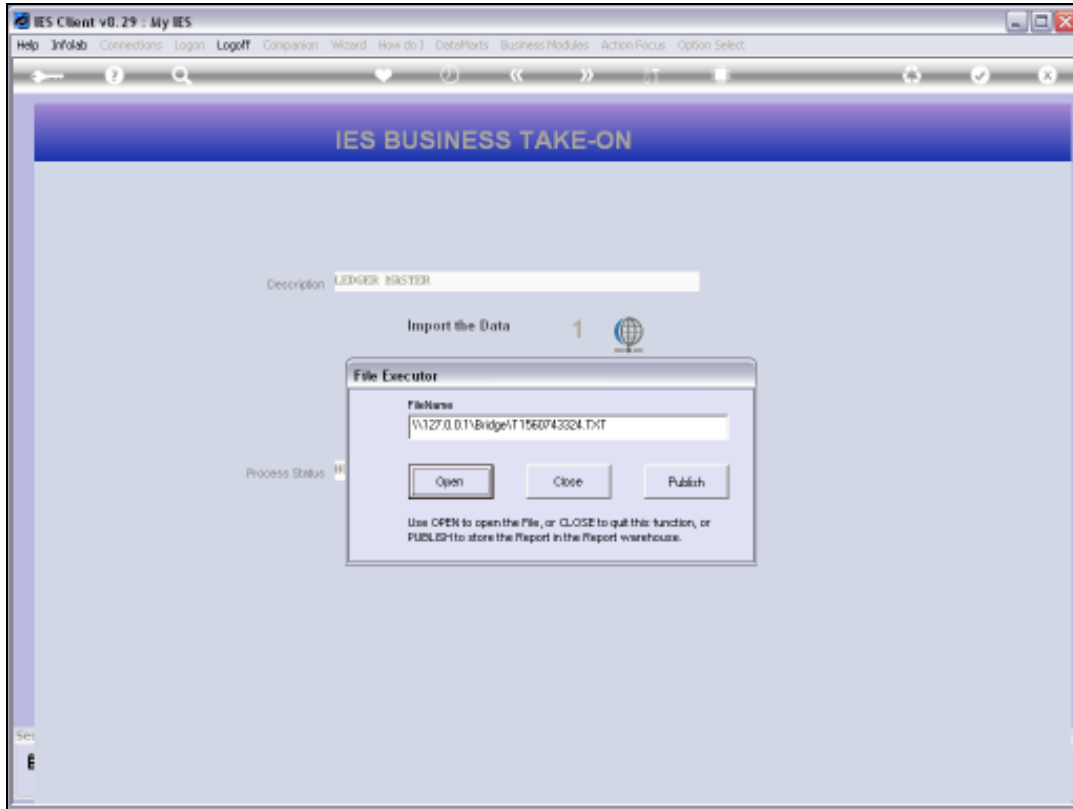
Slide notes:



```
T1560743324.TXT - Notepad
File Edit Format View Help
Take-o Validation: Ledger Header.
*****
*** start ***
*** end ***
```

Slide 35

Slide notes:



Slide 36

Slide notes:



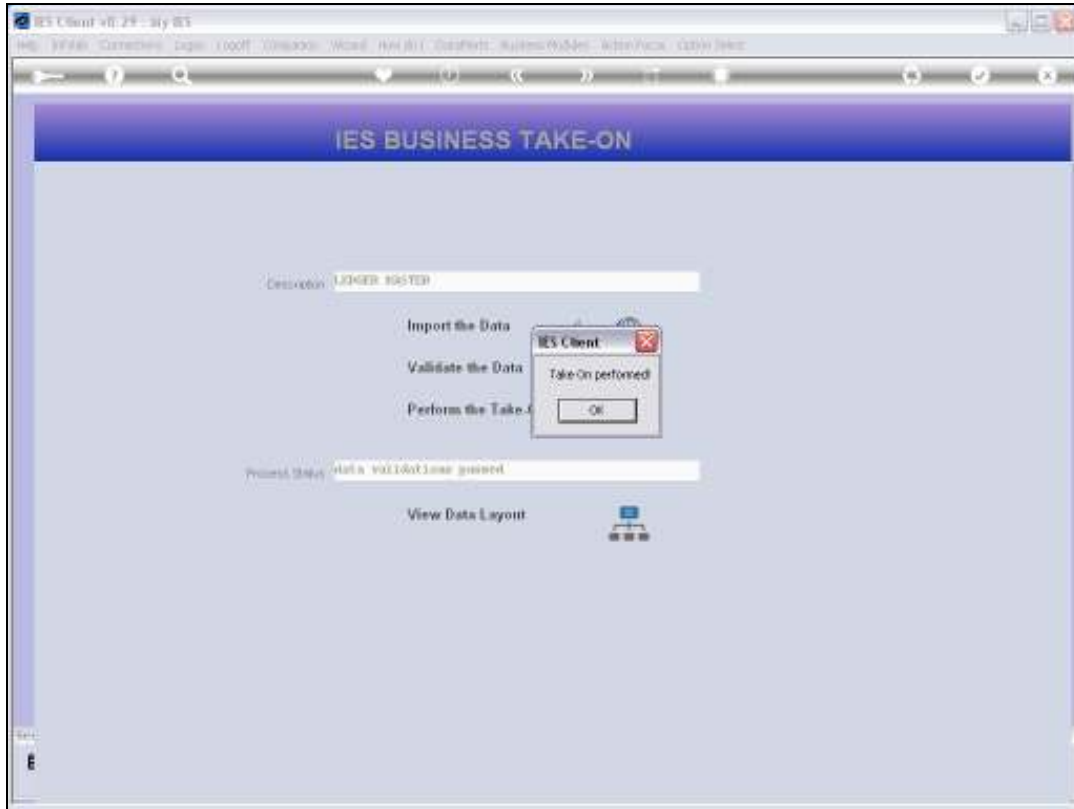
Slide 37

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



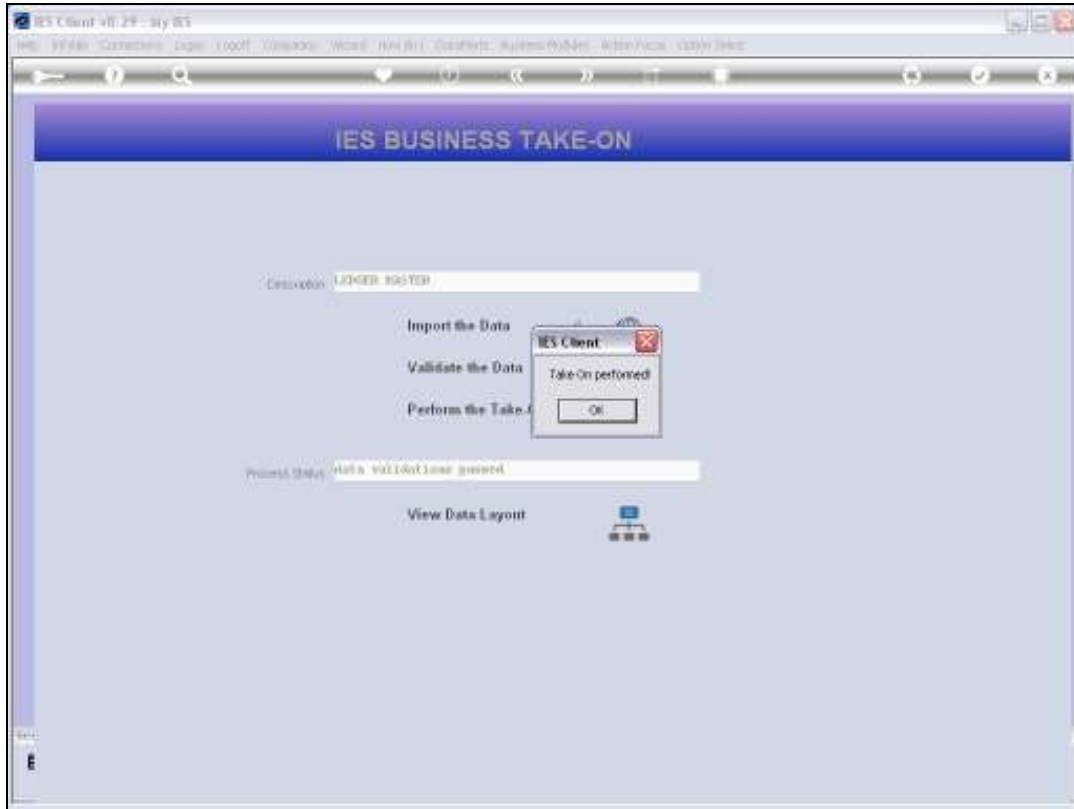
Slide 38

Slide notes:

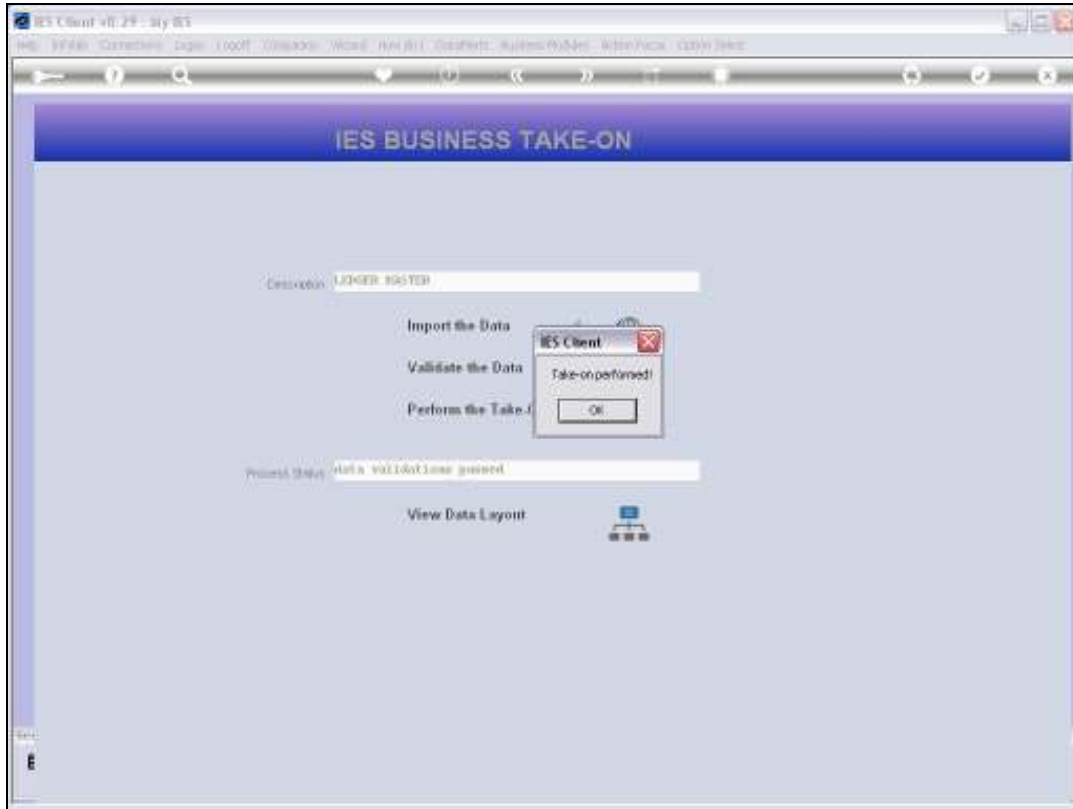


Slide 39

Slide notes:



Slide 40
Slide notes:



Slide 41

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: