Slide 1

Slide notes: When we plan to import new GL Accounts or new settings for some existing GL Accounts, and we already have a Chart of Accounts in place, then it is sometimes worthwhile to export part of the Chart and use that as a basis for the new Accounts. We may then manipulate the data in the spreadsheet and possibly even re-number the Accounts before we import the data.

Slide 2
Slide notes:

Slide 3

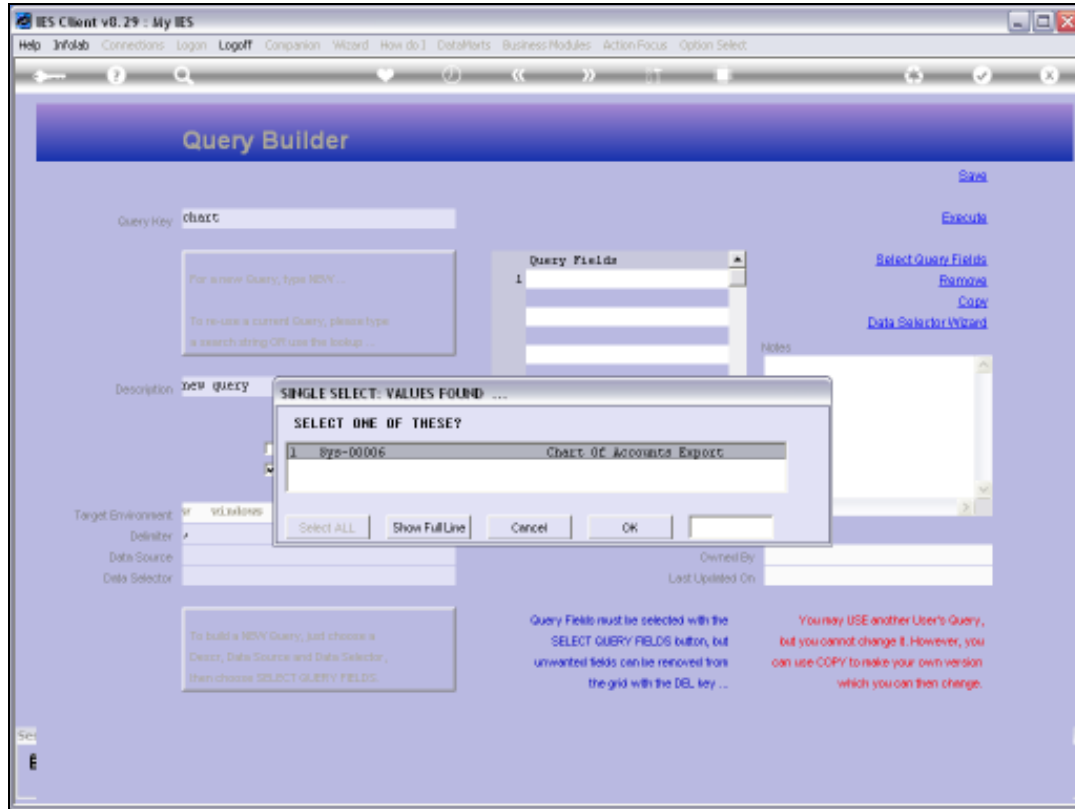Slide notes: Query Builder is the tool that we will use to export the Chart data.
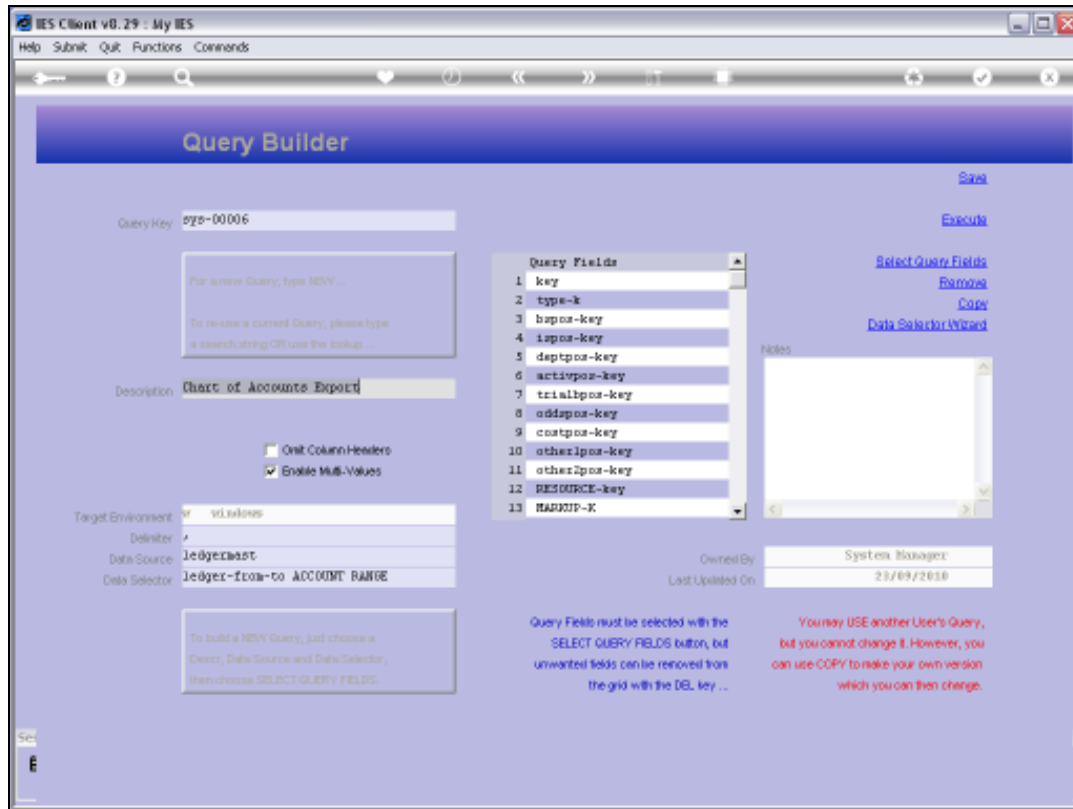
Slide 4

Slide notes: There is already a standard query for this purpose.
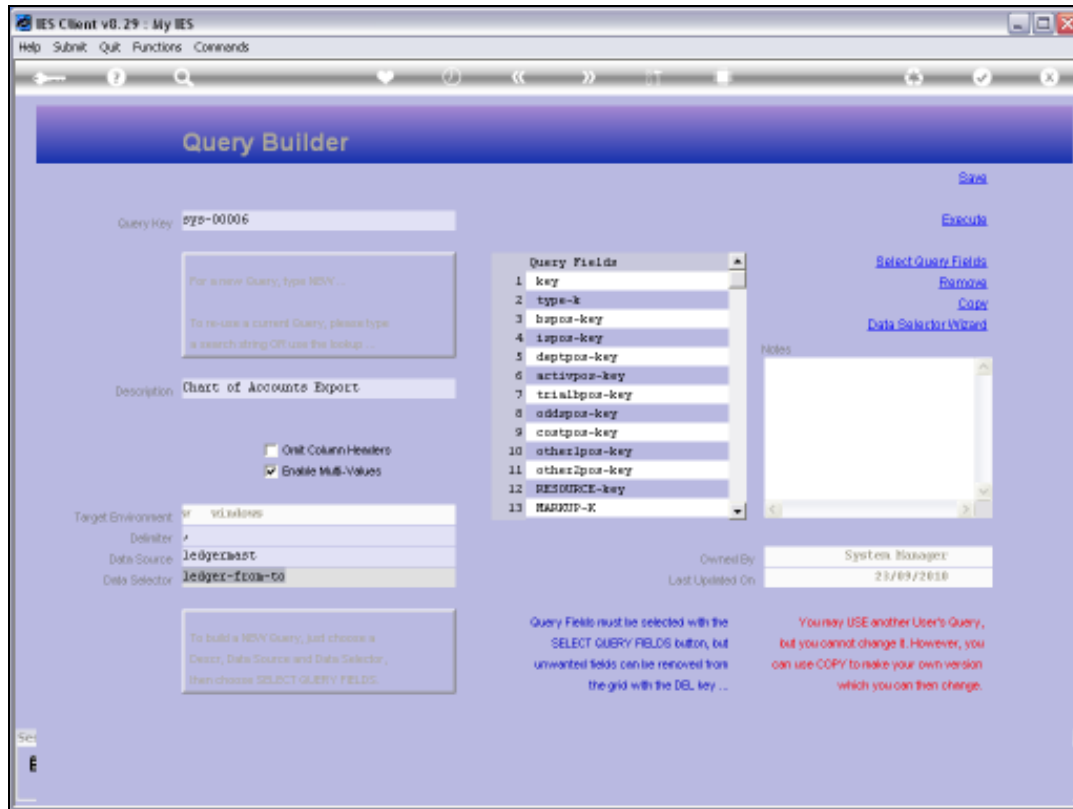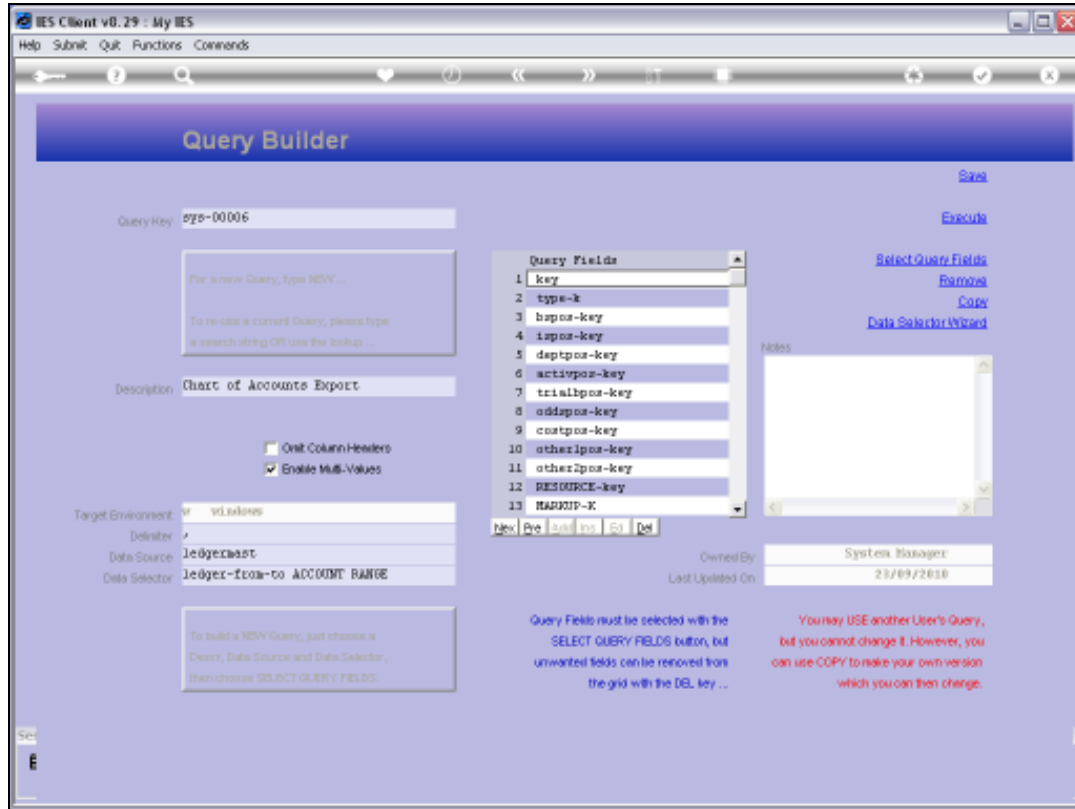
Slide 5

Slide notes:

Slide 6
Slide notes:

Slide 7

Slide notes: Of course, we cannot change the standard query, so if we want to use a different data selector, then we can copy the Query first, so that we own it, and then we can change to a different data selector.
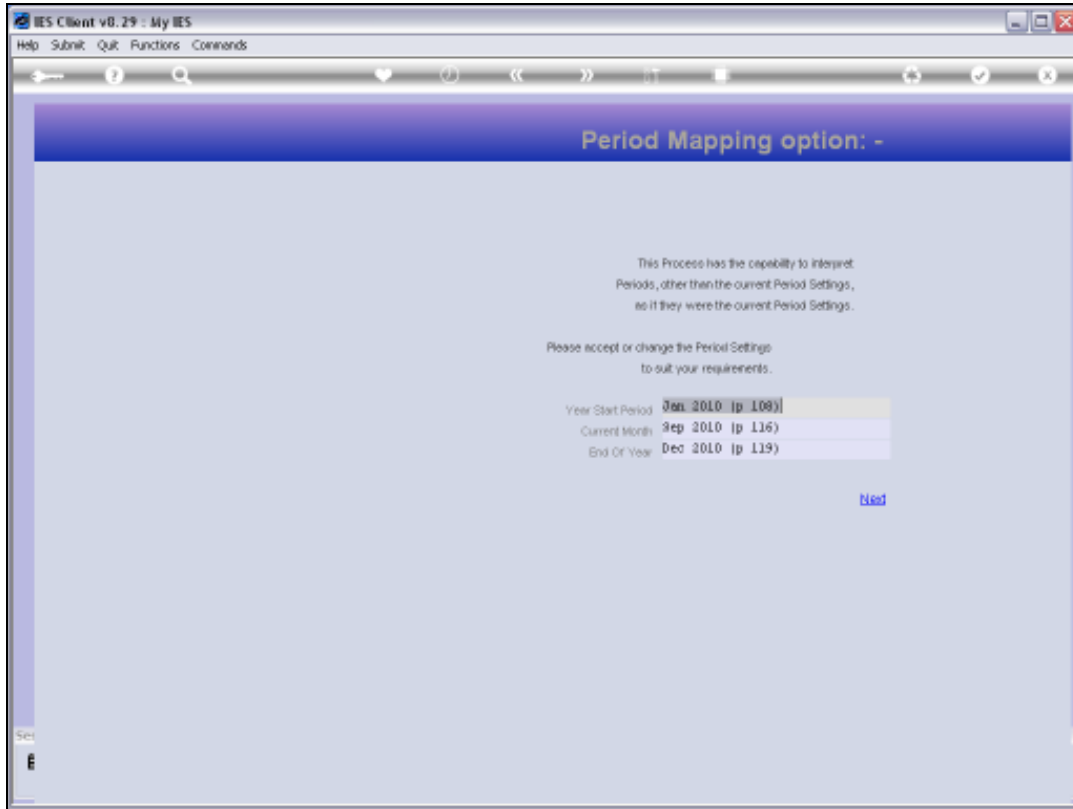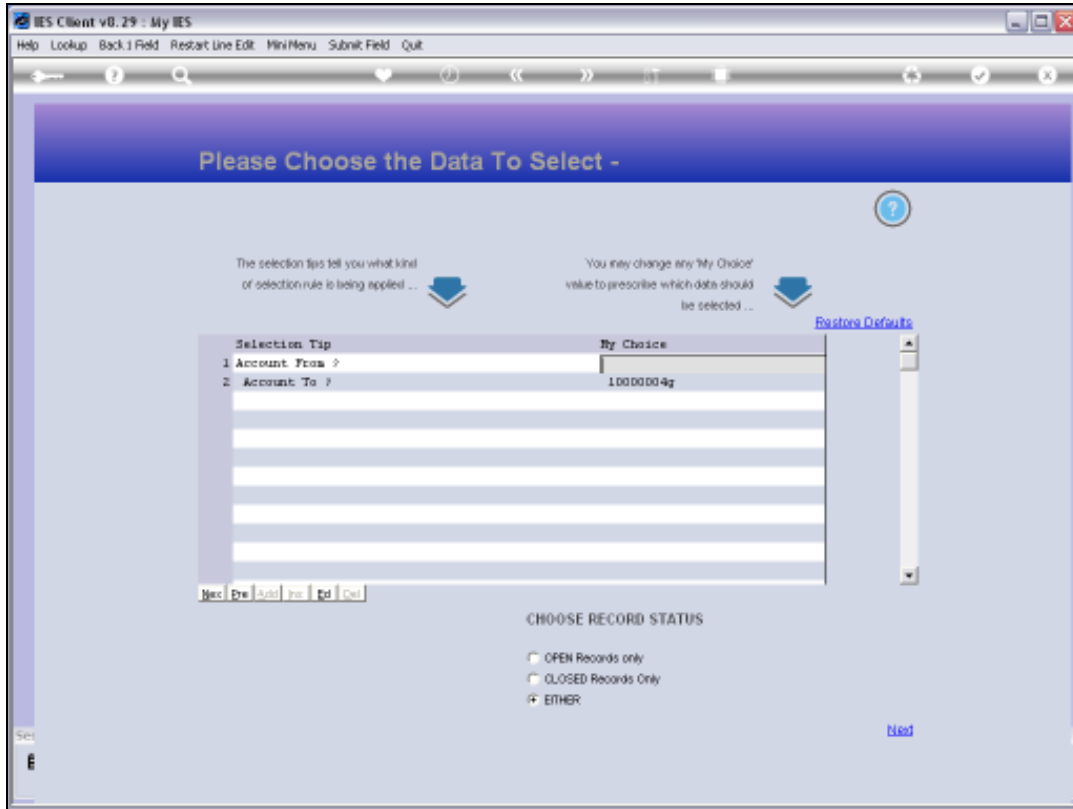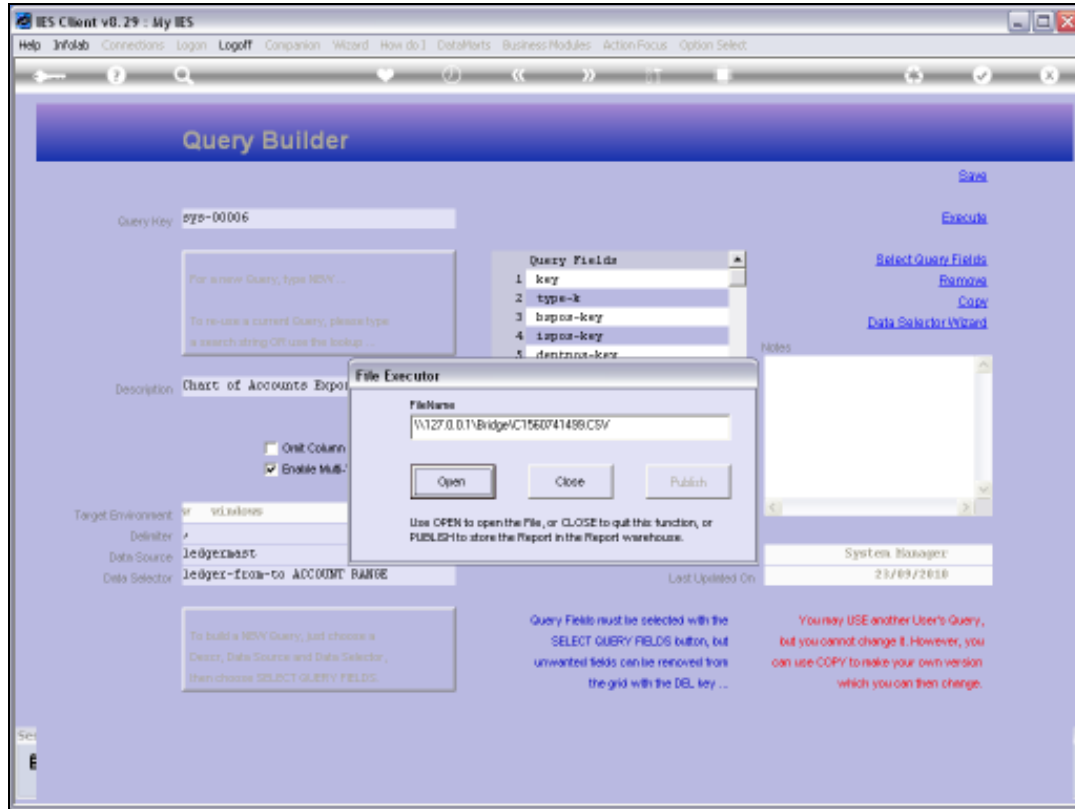
Slide 8

Slide notes: The Query Fields are exactly right for the later import, and provides the exact column content required for the import process.

Slide 9

Slide notes:

Slide 10

Slide notes: The Ledger always offers Period Mapping, though for this exercise it is not really relevant.
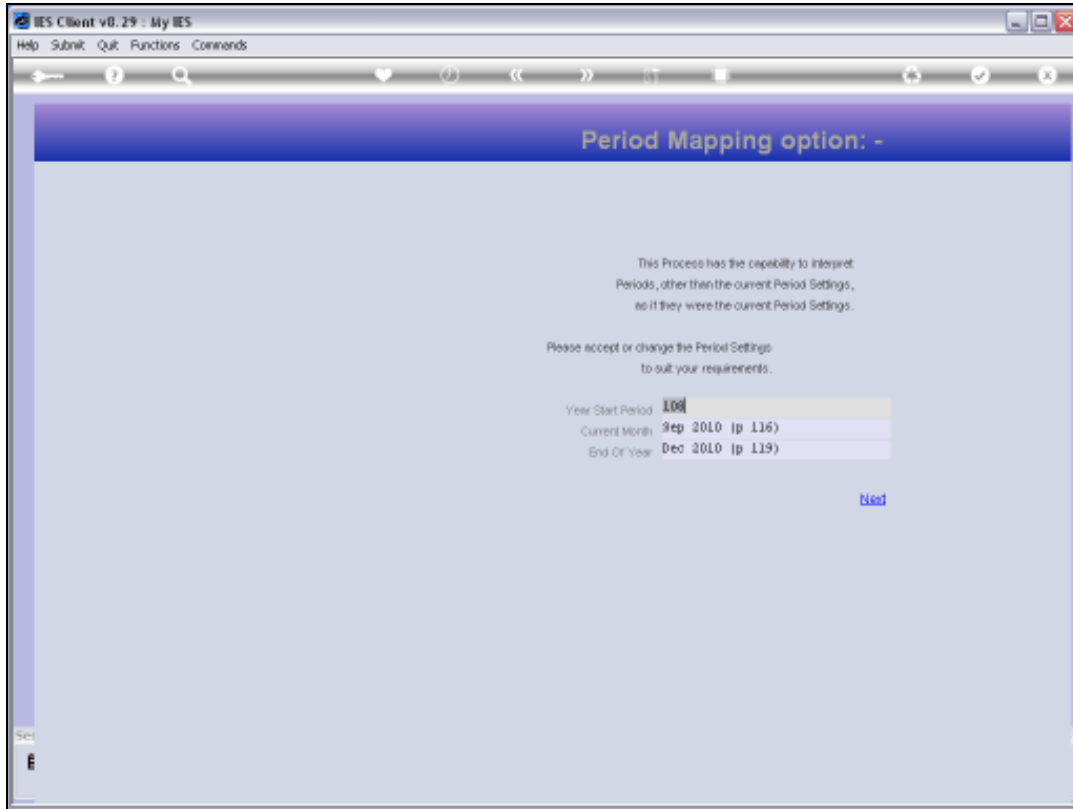
Slide 11
Slide notes:
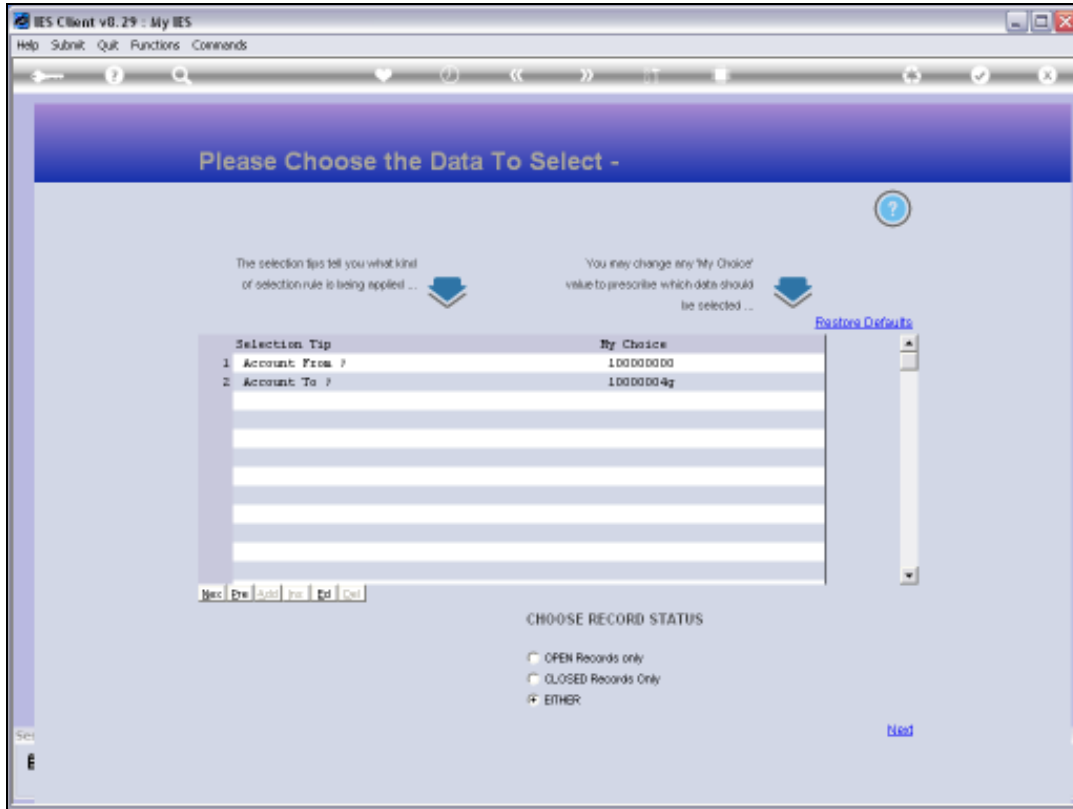
Slide 12

Slide notes: With this data selector, we choose the Account Range From & To values, or we can restore the defaults.
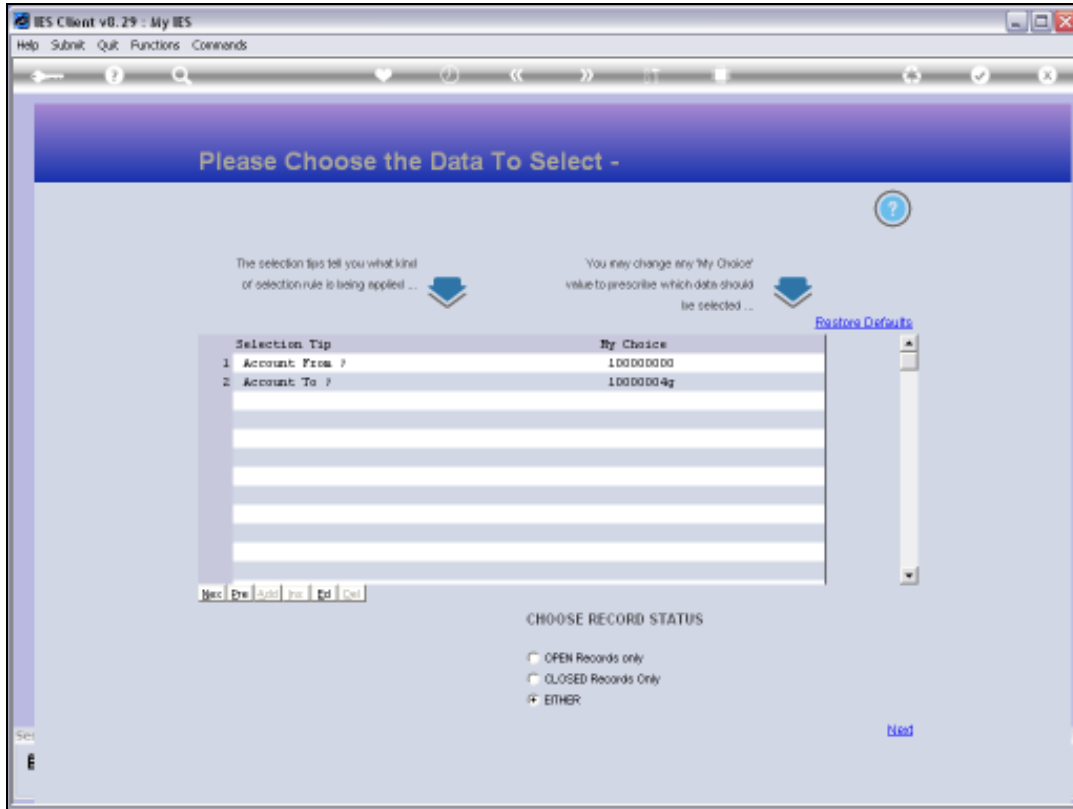
Slide 13
Slide notes:
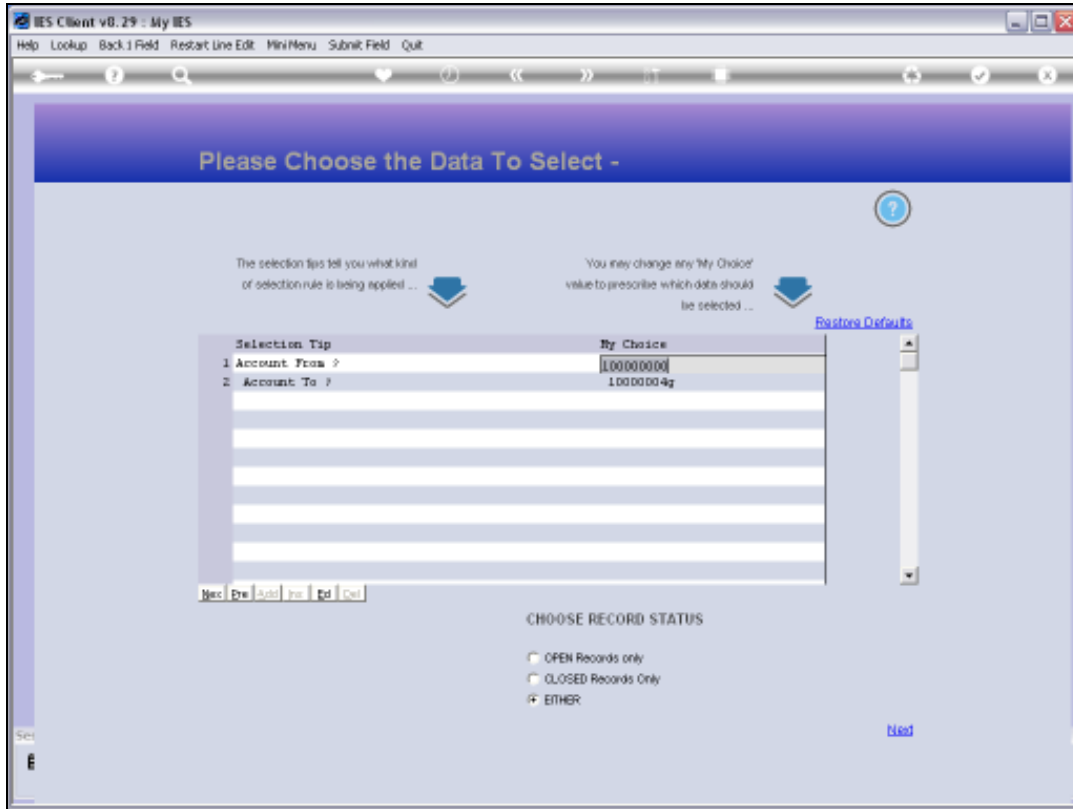
Slide 14
Slide notes:
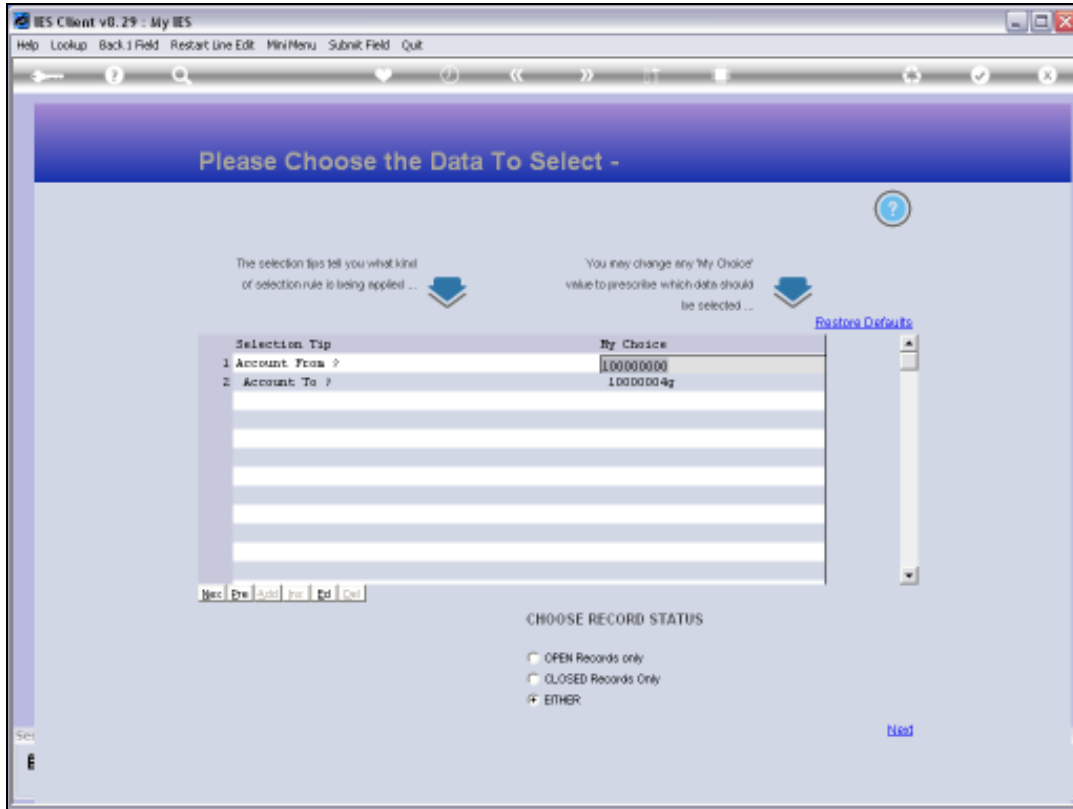
Slide 15
Slide notes:

Slide 16
Slide notes:
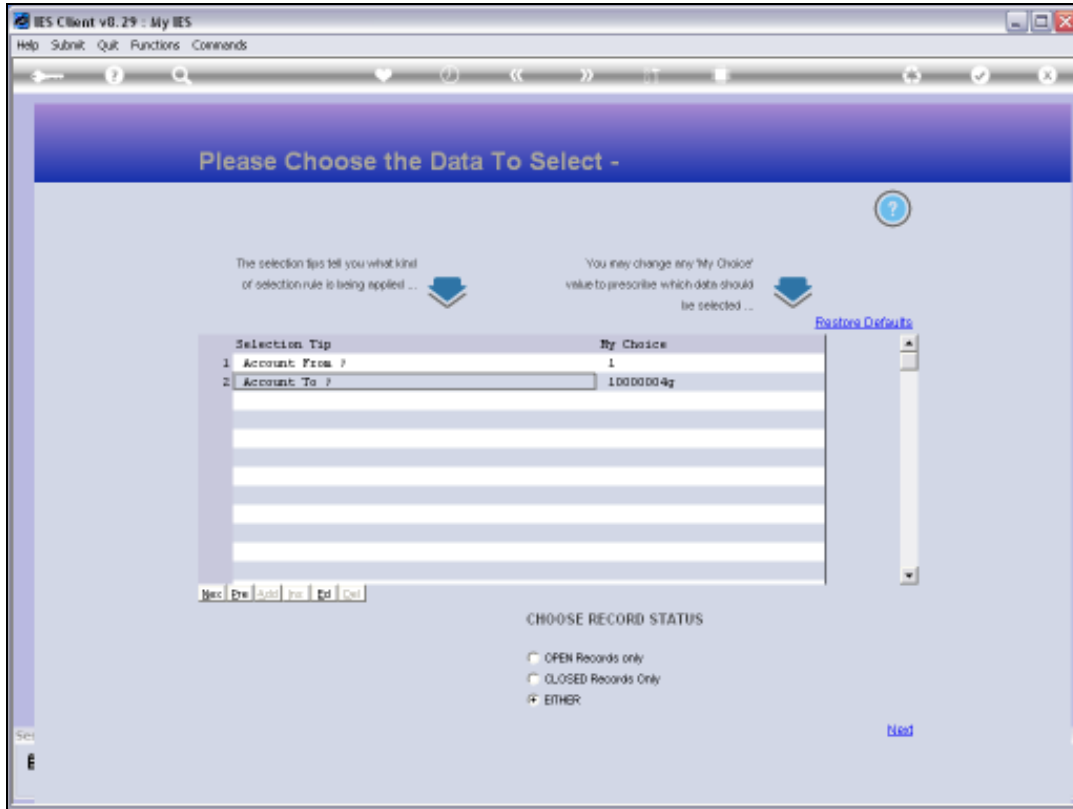
Slide 17

Slide notes:
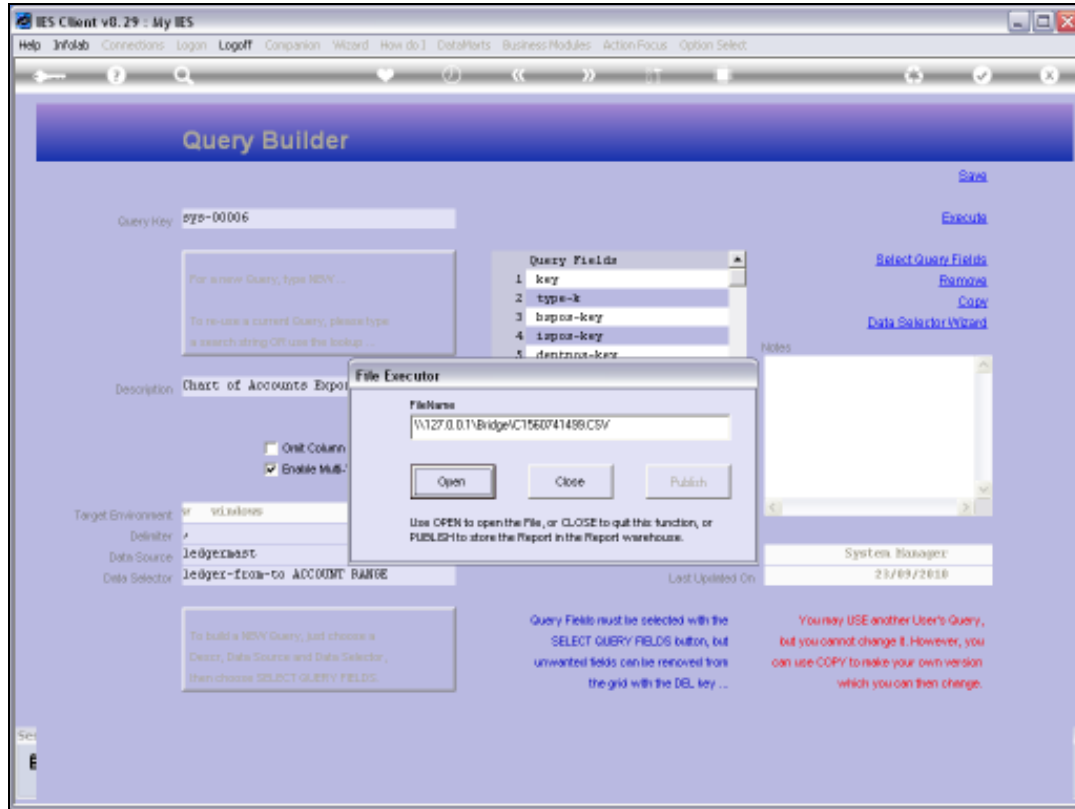
Slide 18
Slide notes:

Slide 19
Slide notes:

Slide 20

Slide notes: The spreadsheet columns have the headings for the current content, but of course the heading row should be removed before we can import again, since the import process wants only the data.

Slide 21
Slide notes:

Slide 22
Slide notes:

Slide 23
Slide notes:
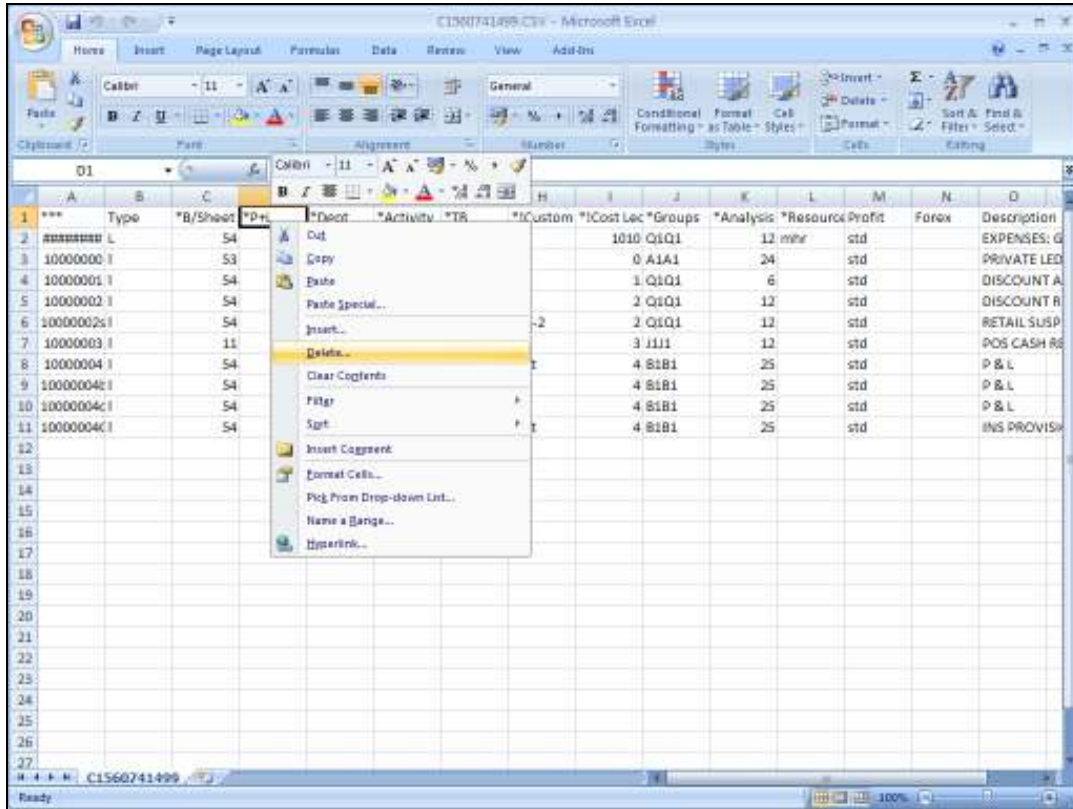
Slide 24
Slide notes:
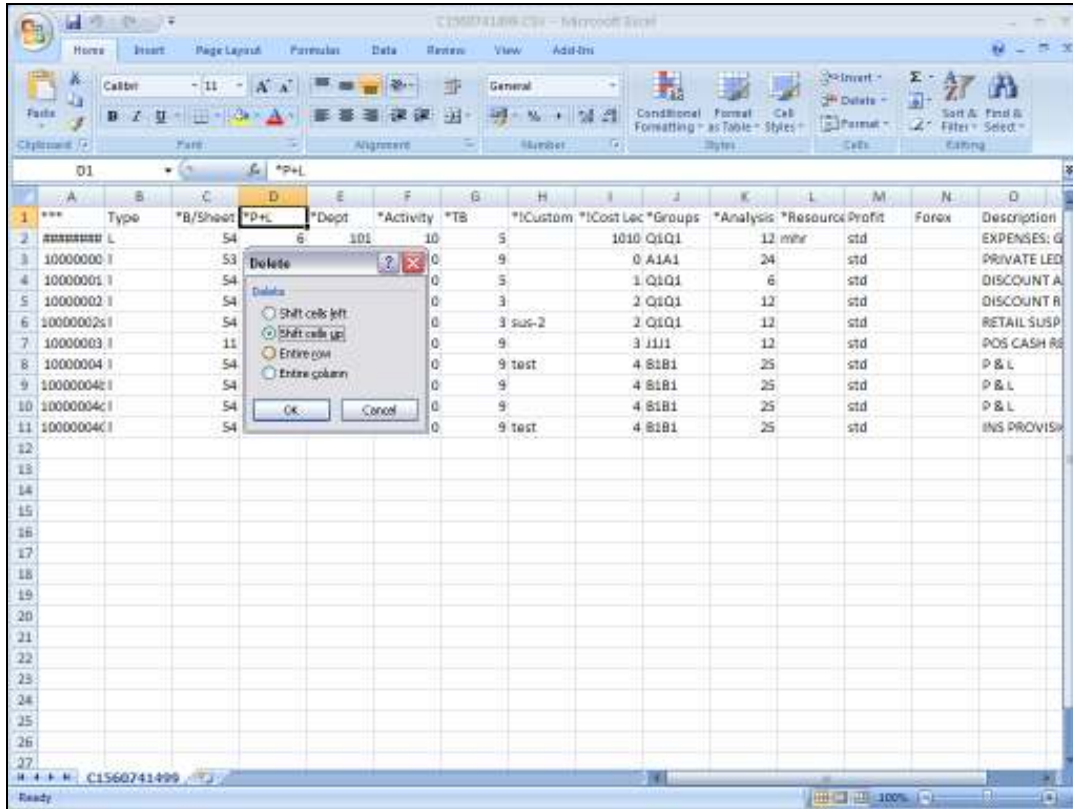
Slide 25
Slide notes:

Slide 26
Slide notes:

Slide 27

Slide notes: The Account Code column may have to be formatted for text, to avoid the numbers being interpreted by the spreadsheet.

Slide 28
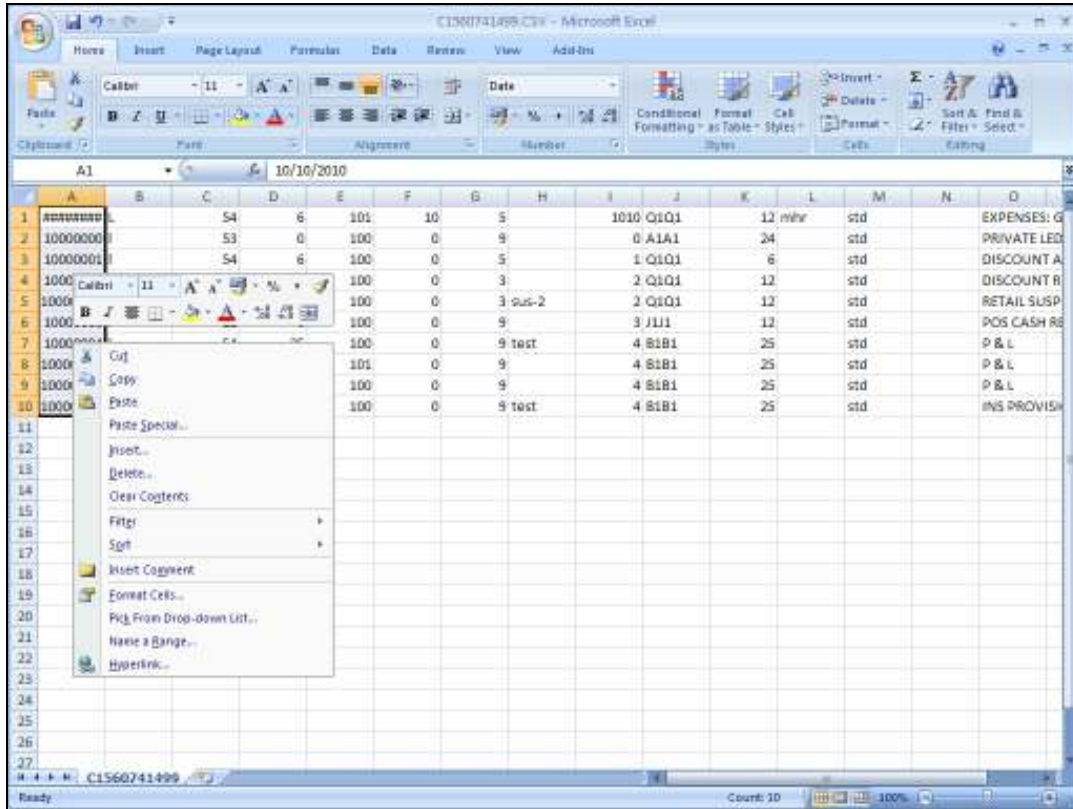Slide notes:

Slide 29
Slide notes:

Slide 30
Slide notes:

Slide 31
Slide notes:

Slide 32
Slide notes:
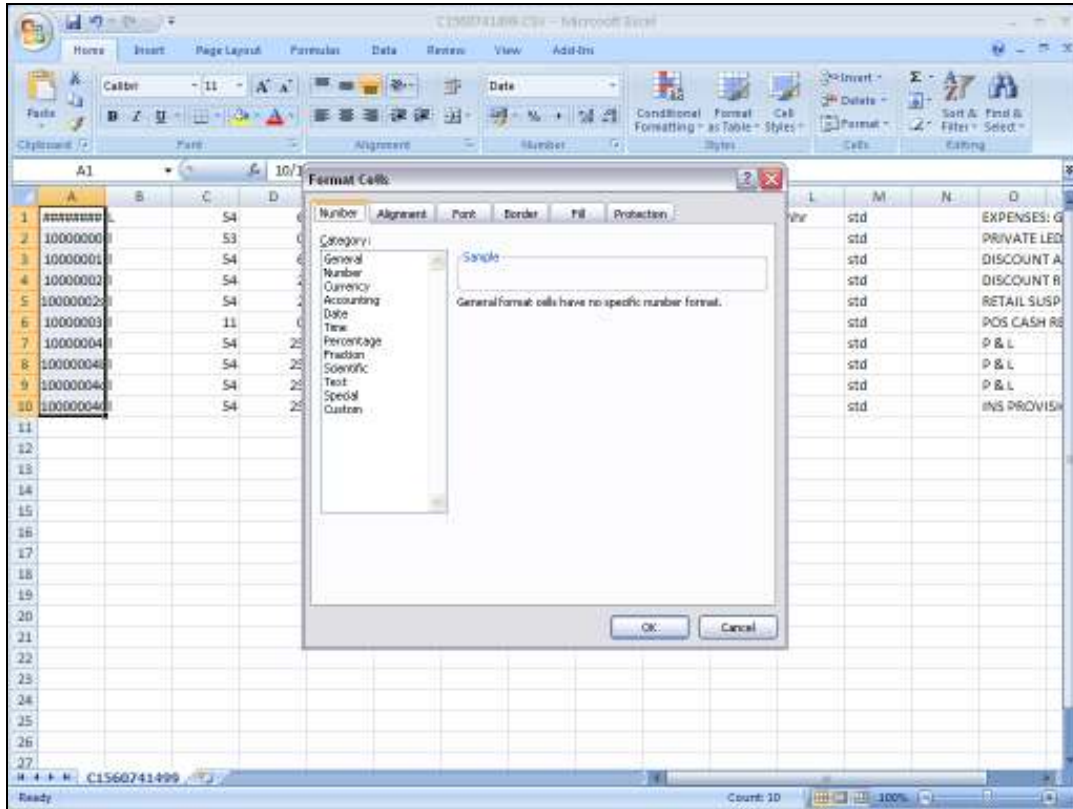
Slide 33
Slide notes:

Slide 34
Slide notes:

Slide 35
Slide notes:

Slide 36
Slide notes: And of course, we can make any required changes before offering this data to the import process.