



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.

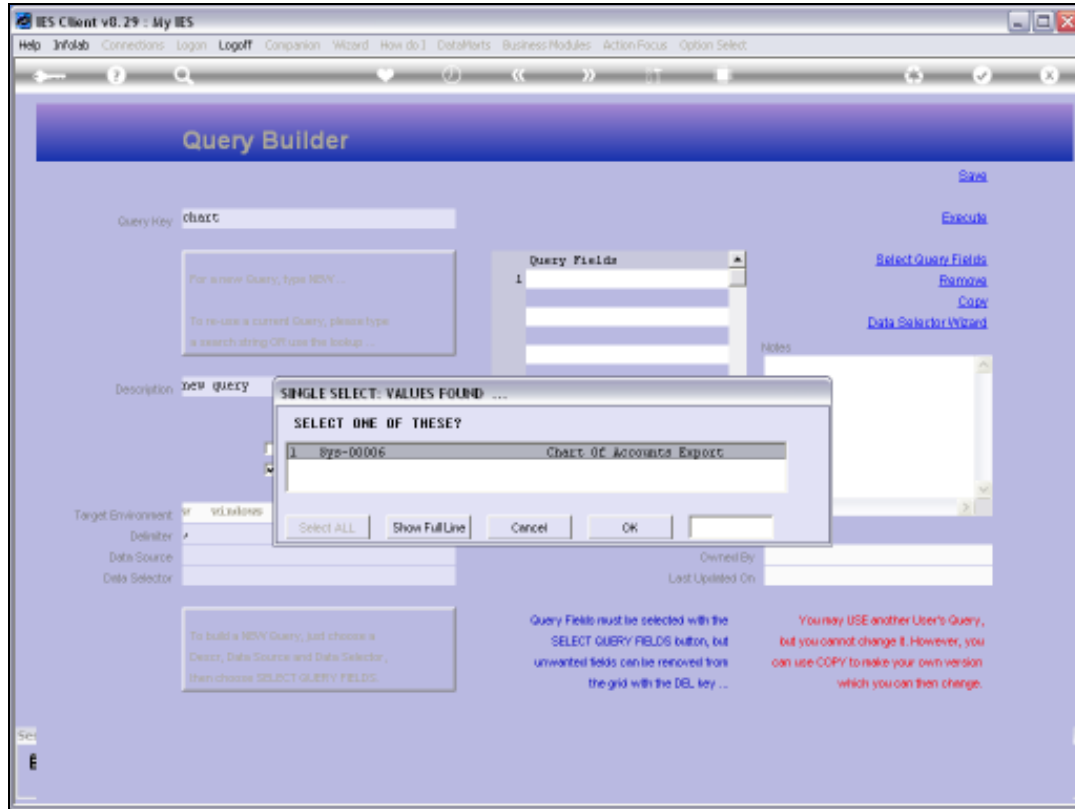


Slide 4

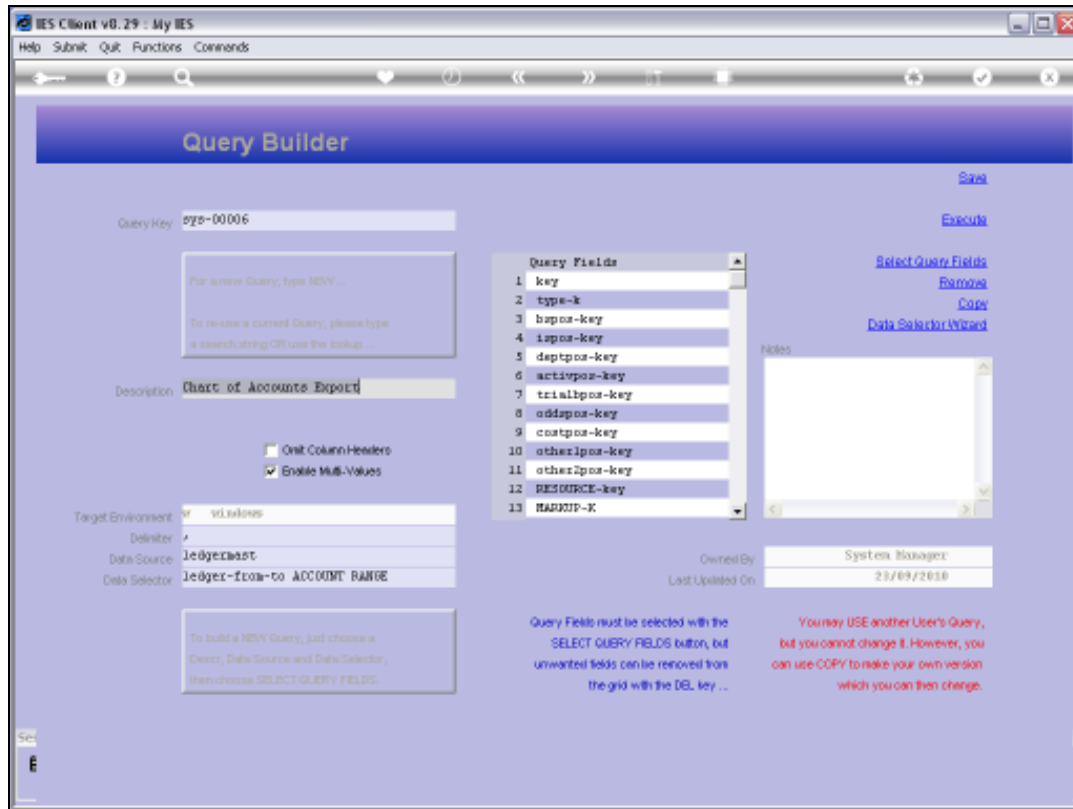
Slide notes: There is already a standard query for this purpose.



Slide 5
Slide notes:

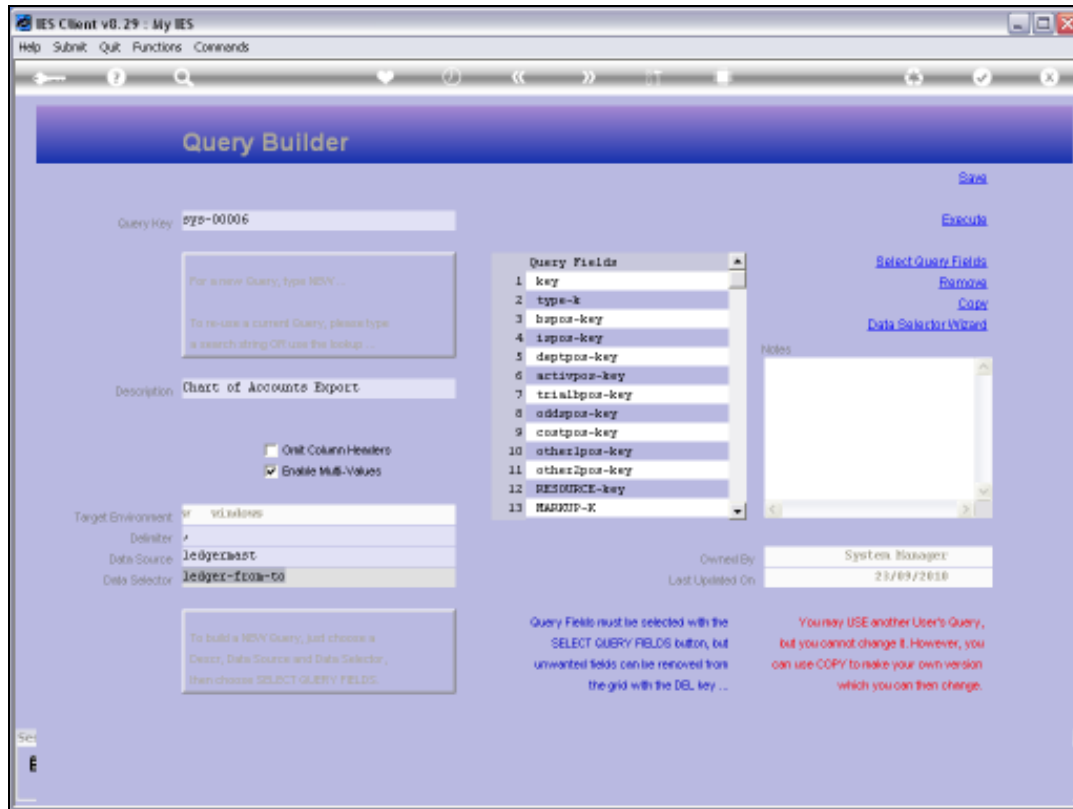


Slide 6
Slide notes:



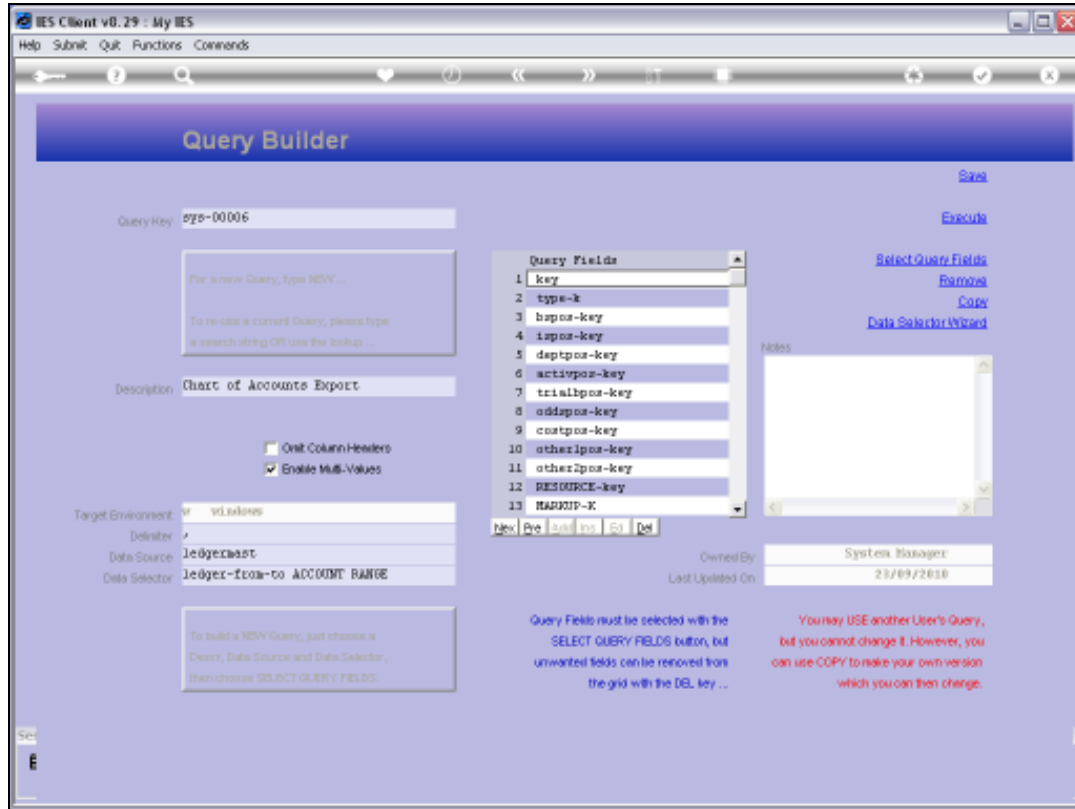
Slide 7

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.

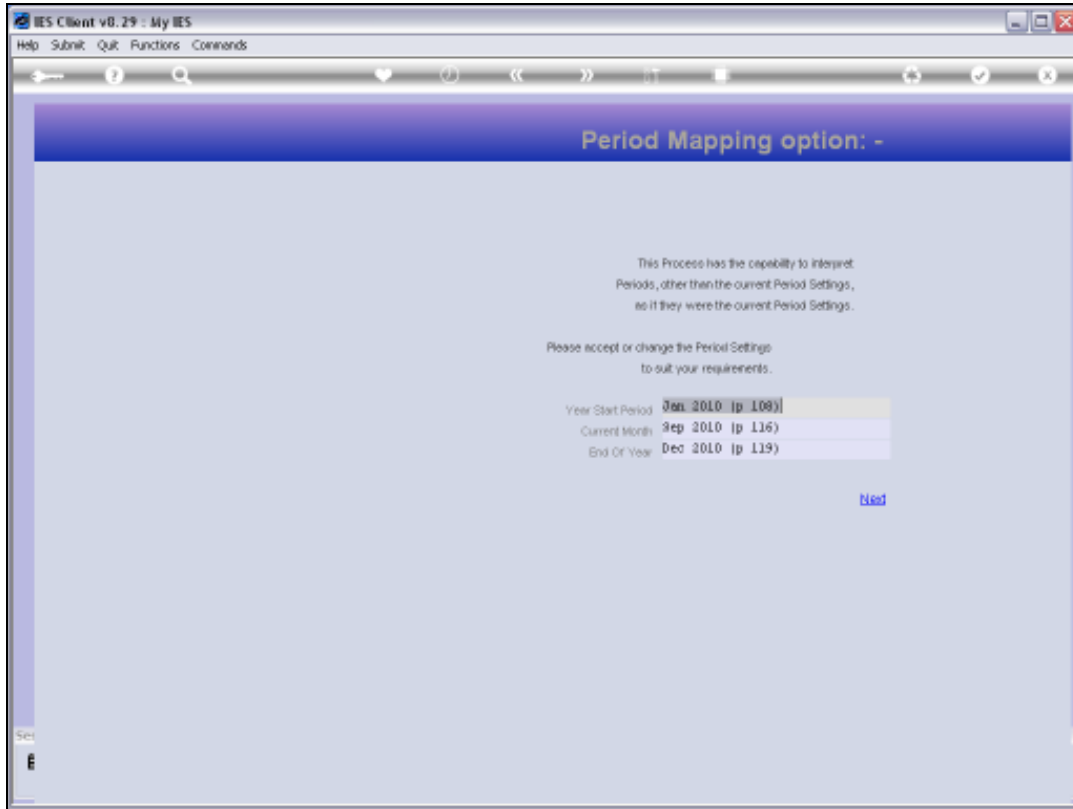


Slide 8

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

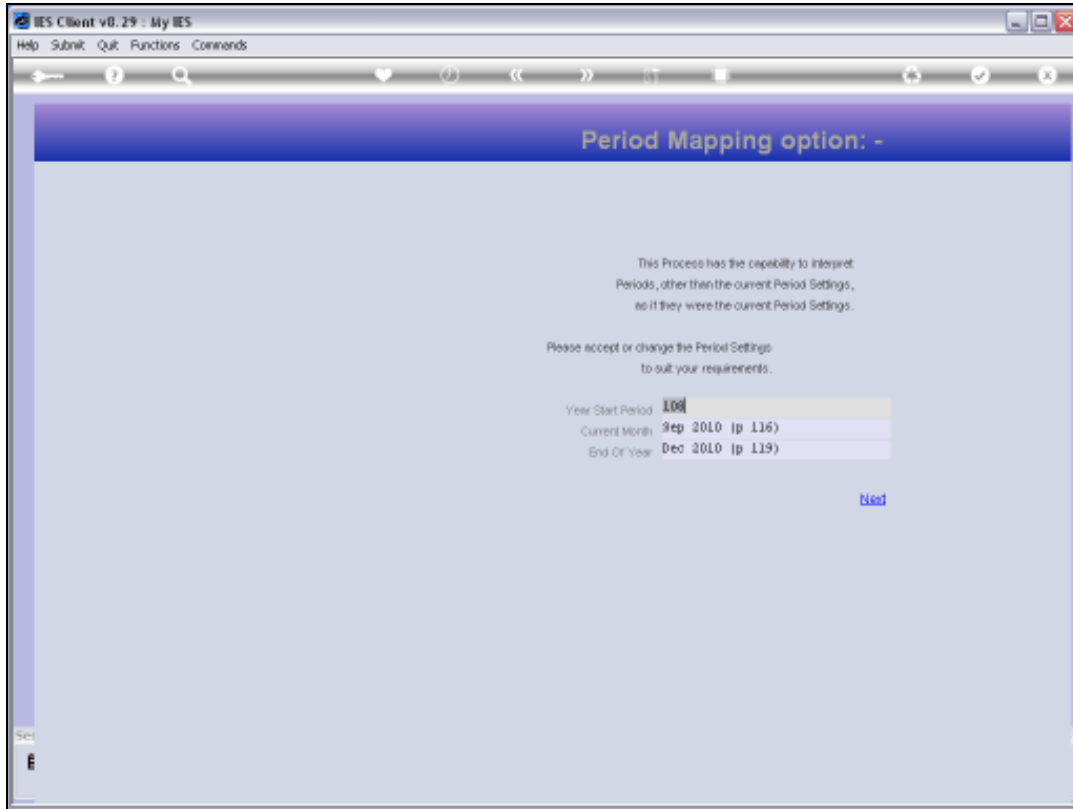


Slide 9
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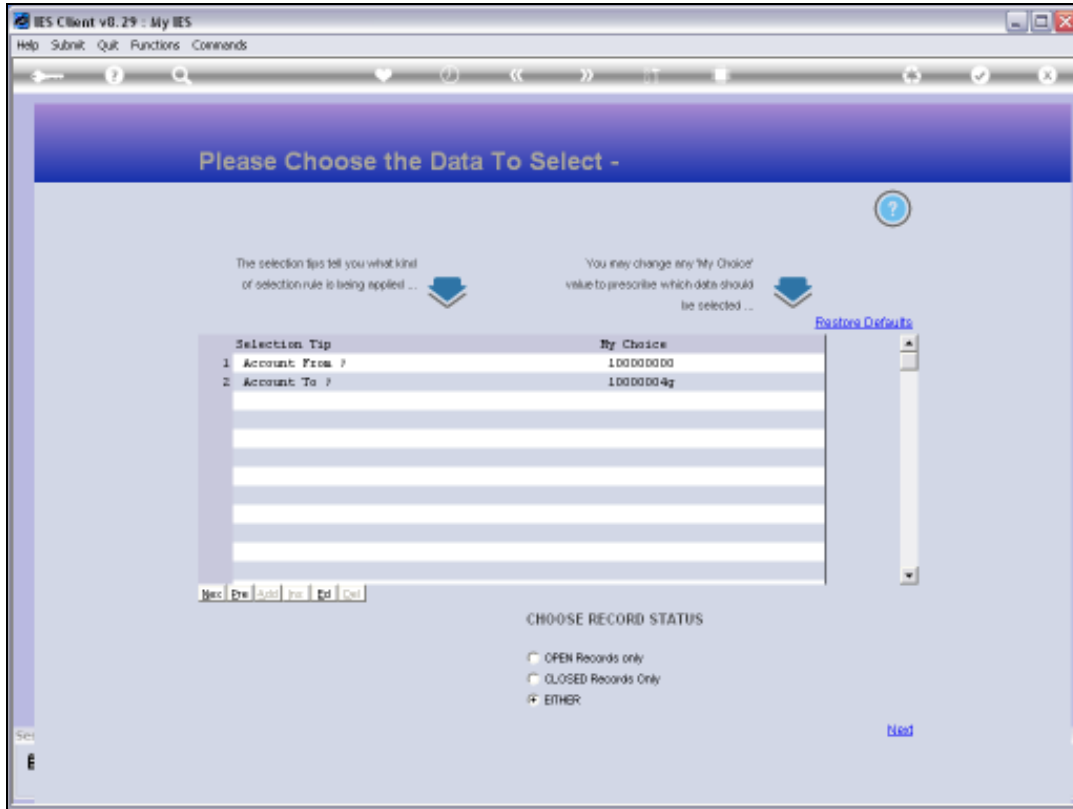
Slide 10

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



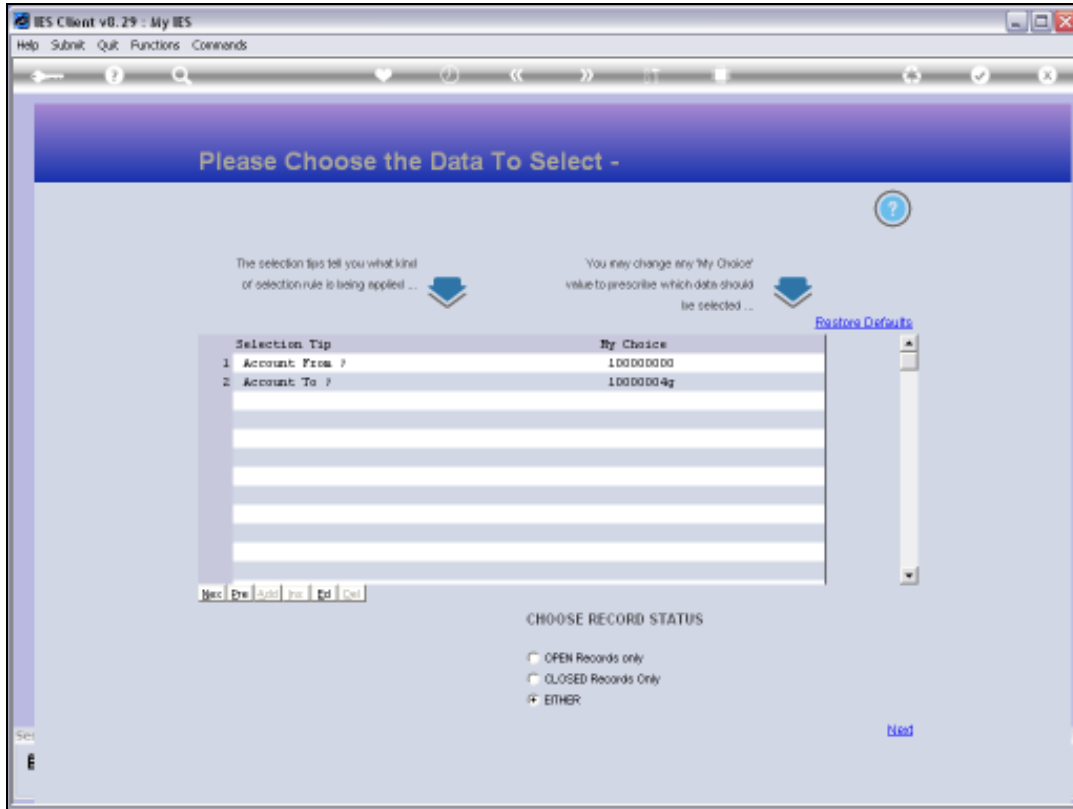
Slide 11

Slide notes:

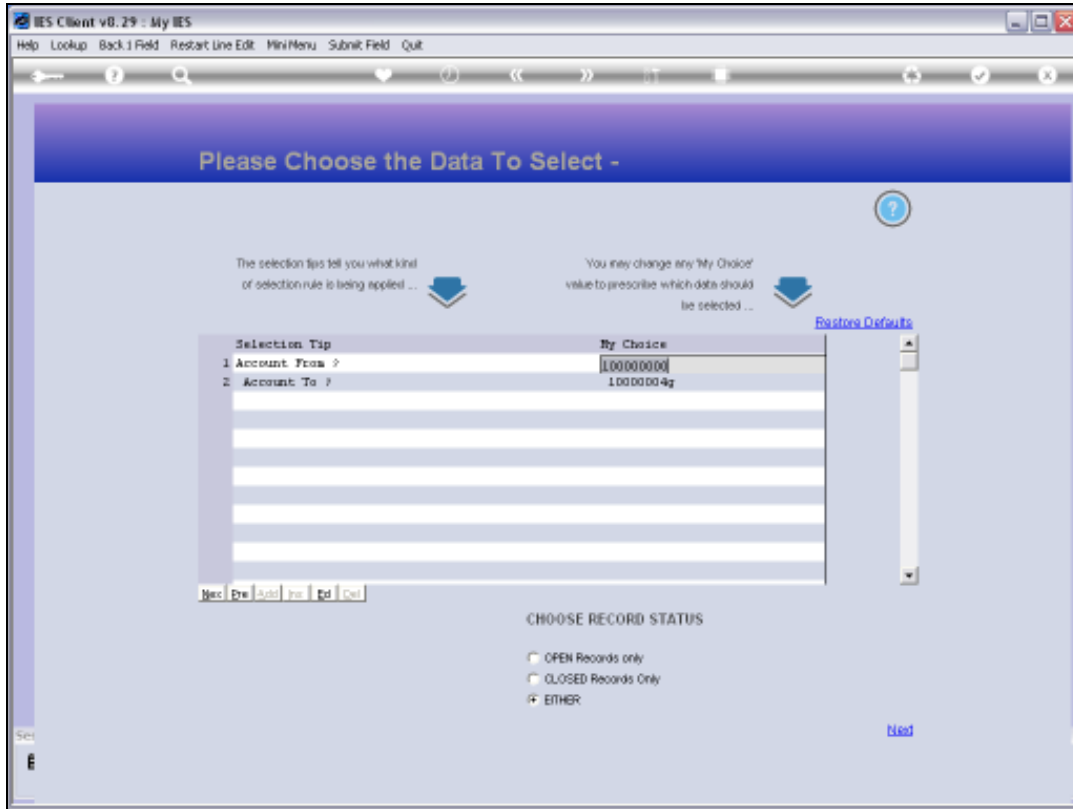


Slide 12

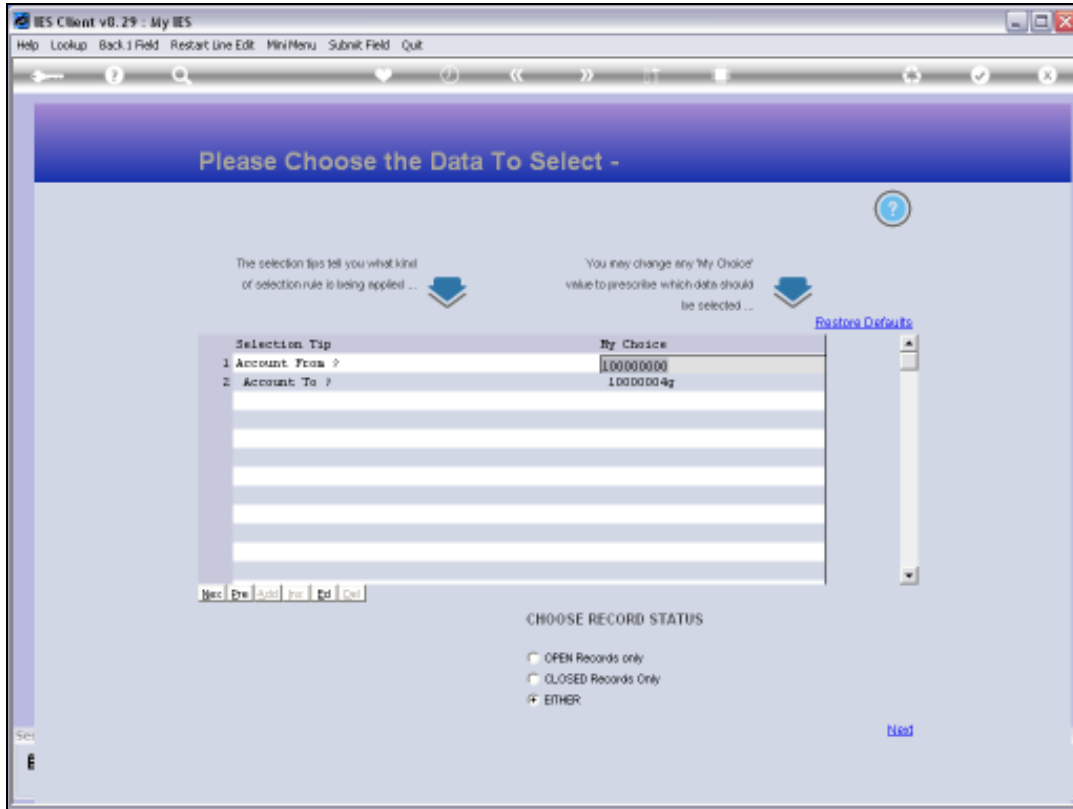
Slide notes: With this data selector, we choose the Account Range From & To values, or we can restore the defaults.



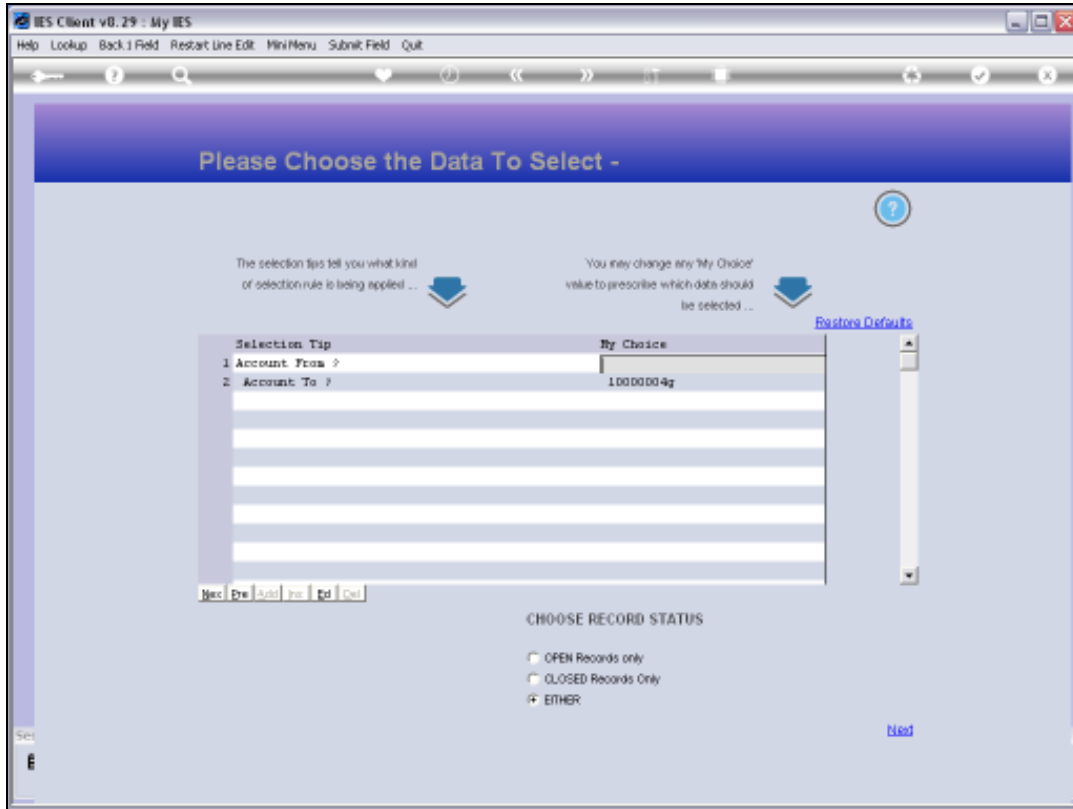
Slide 13
Slide notes:



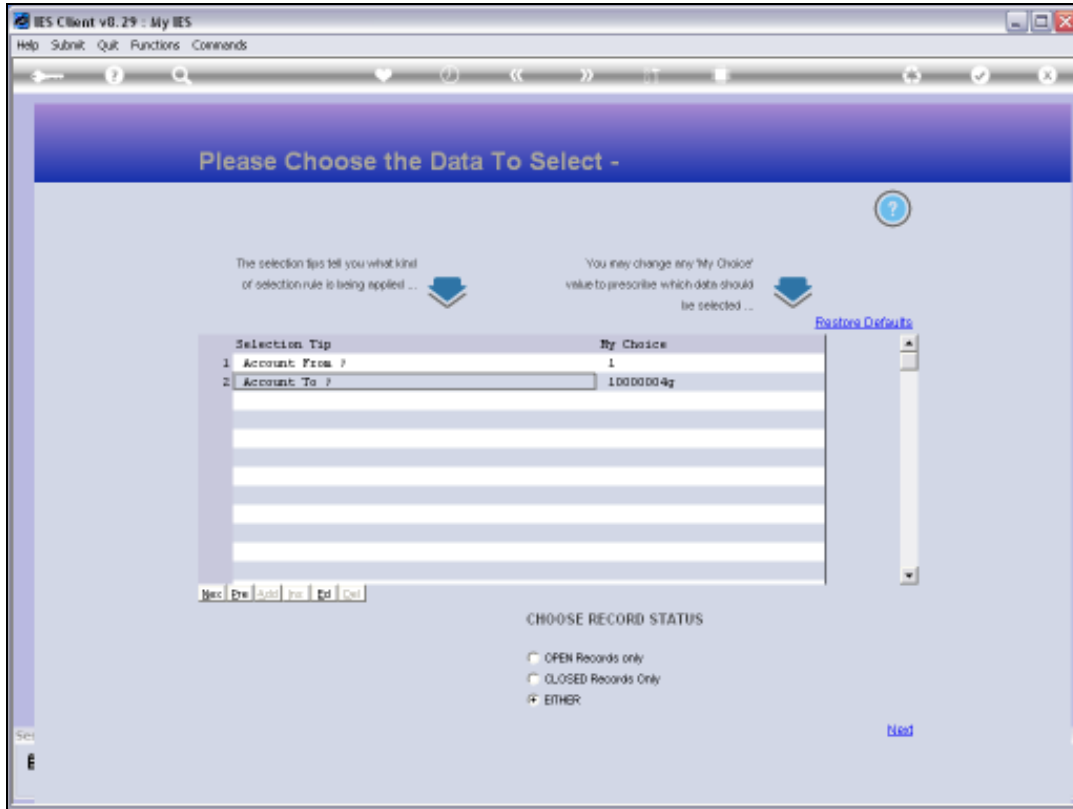
Slide 14
Slide notes:



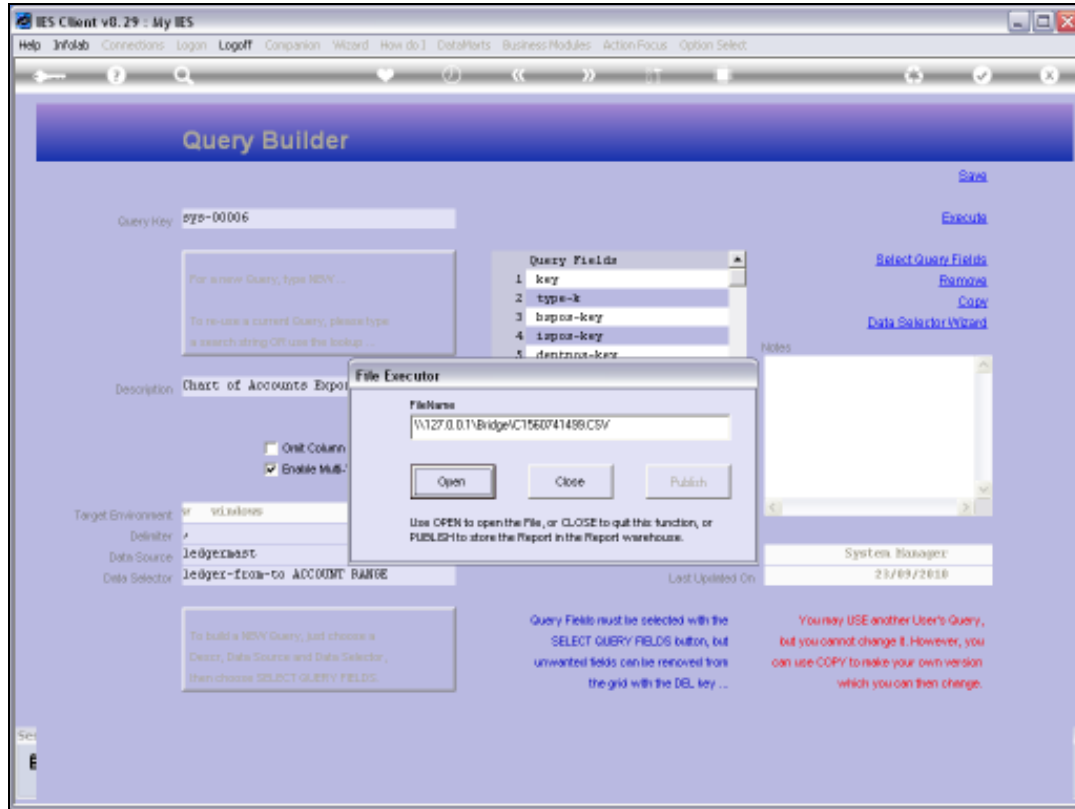
Slide 15
Slide notes:



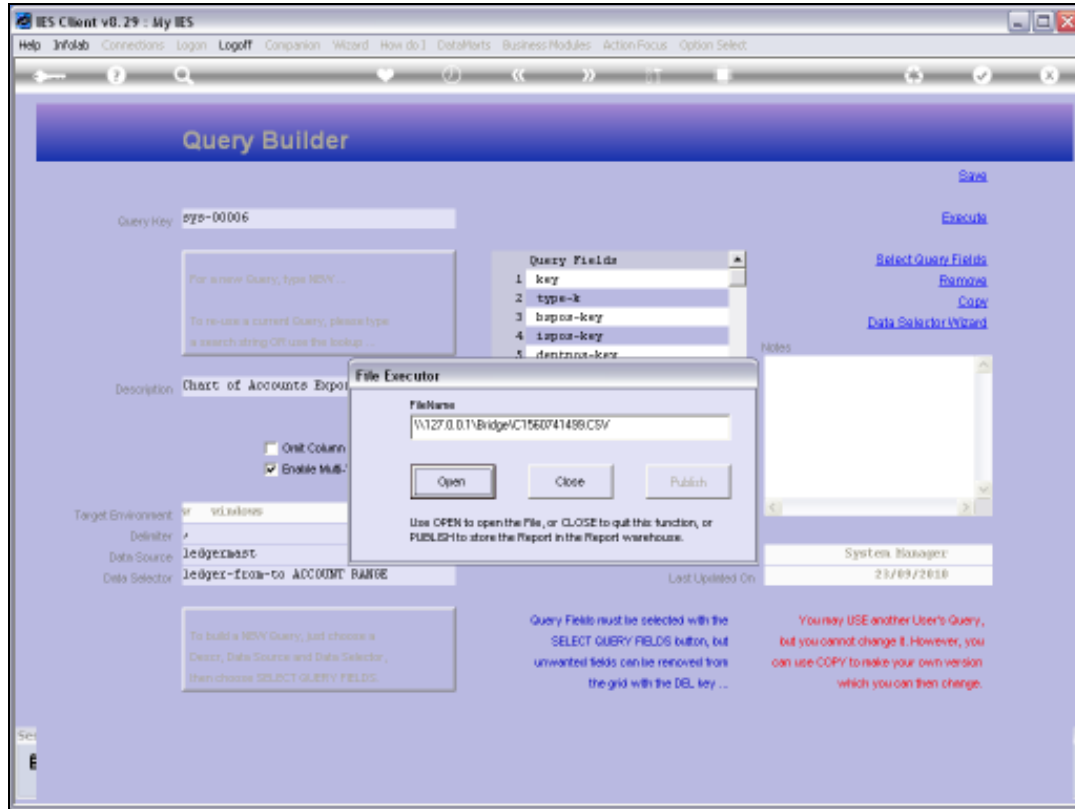
Slide 16
Slide notes:



Slide 17
Slide notes:



Slide 18
Slide notes:



Slide 19
Slide notes:

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	***	Type	*B/Sheet	*P+L	*Dept	*Activity	*TB	*ICustom	*ICost Lec	*Groups	*Analysis	*Resource	Profit	Forex	Description
2		L	54	6	101	10	5		1010	Q1Q1	12	mhr	std		EXPENSES: G
3	10000000	I	53	0	100	0	9		0	A1A1	24		std		PRIVATE LED
4	10000001	I	54	6	100	0	5		1	Q1Q1	6		std		DISCOUNT A
5	10000002	I	54	2	100	0	3		2	Q1Q1	12		std		DISCOUNT R
6	10000002s	I	54	2	100	0	3	sus-2	2	Q1Q1	12		std		RETAIL SUSP
7	10000003	I	11	0	100	0	9		3	J1J1	12		std		POS CASH R
8	10000004	I	54	25	100	0	9	test	4	S1B1	25		std		P & L
9	10000004s	I	54	25	101	0	9		4	S1B1	25		std		P & L
10	10000004c	I	54	25	100	0	9		4	S1B1	25		std		P & L
11	10000004c	I	54	25	100	0	9	test	4	S1B1	25		std		INS PROVISI
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Slide 20

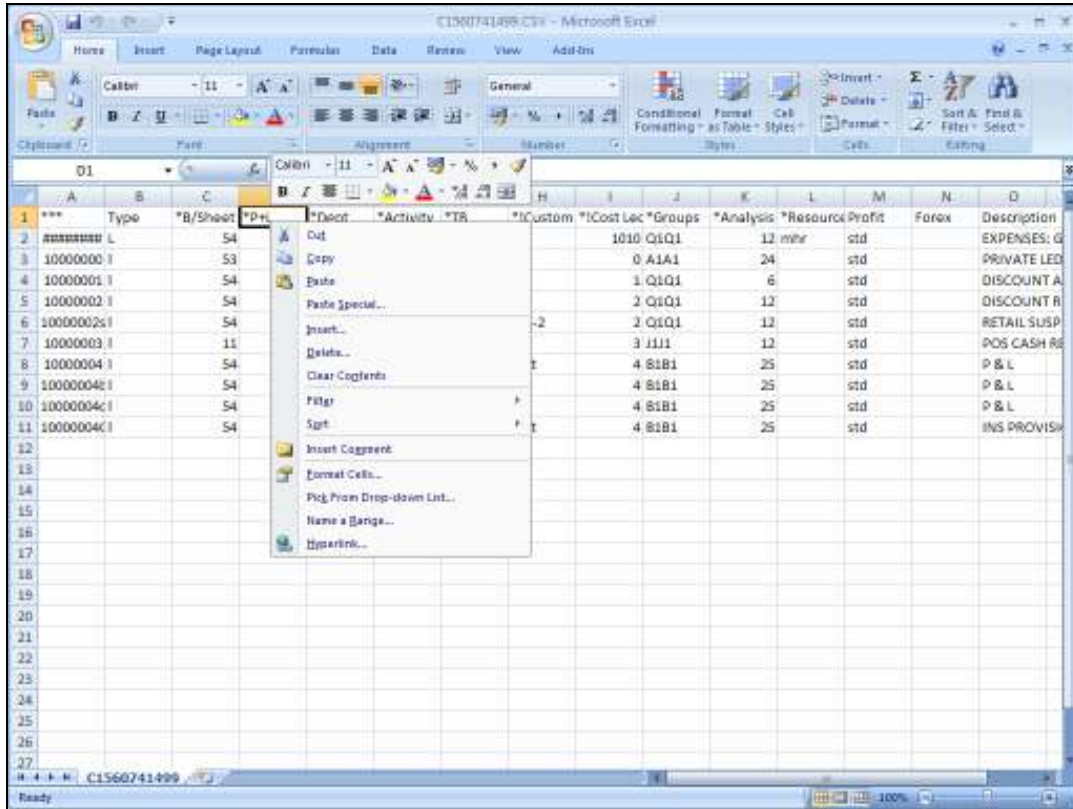
Slide notes: The spreadsheet columns have the headings for the current content, but of course the heading row should be removed before we can import again, since the import process wants only the data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
		Type	*B/Sheet	*Dec	*Dept	*Activity	*TB	*ICustom	*ICost Lec	*Groups	*Analysis	*Resource	Profit	Forex	Description
1	***														
2	10000000	L	54	6	101	10	5	1010	Q1Q1	12	mhr	std		EXPENSES: G	
3	10000000	I	53	0	100	0	9	0	A1A1	24		std		PRIVATE LED	
4	10000001	I	54	6	100	0	5	1	Q1Q1	6		std		DISCOUNT A	
5	10000002	I	54	2	100	0	3	2	Q1Q1	12		std		DISCOUNT R	
6	10000002s	I	54	2	100	0	3	sus-2	Q1Q1	12		std		RETAIL SUSP	
7	10000003	I	11	0	100	0	9	3	I111	12		std		POS CASH R	
8	10000004	I	54	25	100	0	9	test	4	S1B1	25	std		P & L	
9	10000004c	I	54	25	101	0	9		4	S1B1	25	std		P & L	
10	10000004c	I	54	25	100	0	9		4	S1B1	25	std		P & L	
11	10000004c	I	54	25	100	0	9	test	4	S1B1	25	std		INS PROVIS	
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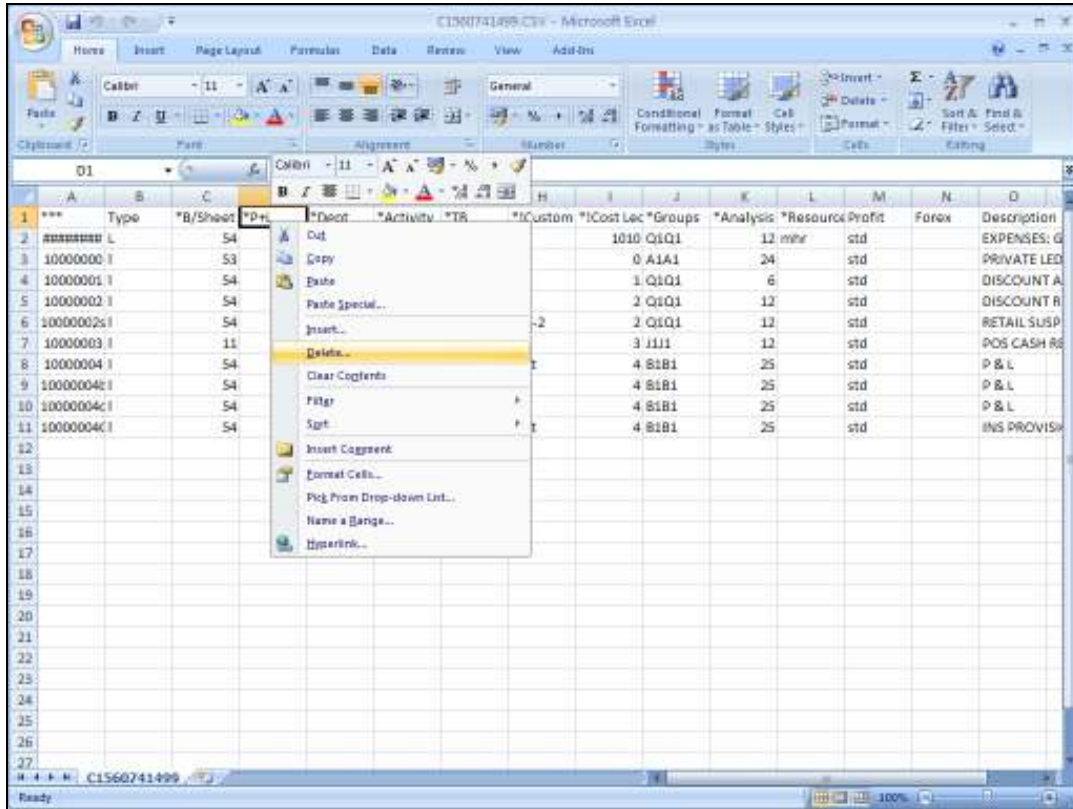
Slide 21
Slide notes:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
		Type	*B/Sheet	*Dec	*Dept	*Activity	*TB	*ICustom	*ICost Lec	*Groups	*Analysis	*Resource/Profit	Forex	Description	
1	***														
2	10000000	L	54	6	101	10	5	1010	Q1Q1	12	mhr	std		EXPENSES: G	
3	10000000	I	53	0	100	0	9	0	A1A1	24		std		PRIVATE LED	
4	10000001	I	54	6	100	0	5	1	Q1Q1	6		std		DISCOUNT A	
5	10000002	I	54	2	100	0	3	2	Q1Q1	12		std		DISCOUNT R	
6	10000002s	I	54	2	100	0	3	sus-2	Q1Q1	12		std		RETAIL SUSP	
7	10000003	I	11	0	100	0	9	3	J1J1	12		std		POS CASH R	
8	10000004	I	54	25	100	0	9	test	4	S1B1	25	std		P & L	
9	10000004c	I	54	25	101	0	9		4	S1B1	25	std		P & L	
10	10000004c	I	54	25	100	0	9		4	S1B1	25	std		P & L	
11	10000004c	I	54	25	100	0	9	test	4	S1B1	25	std		INS PROVIS	
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Slide 22
Slide notes:

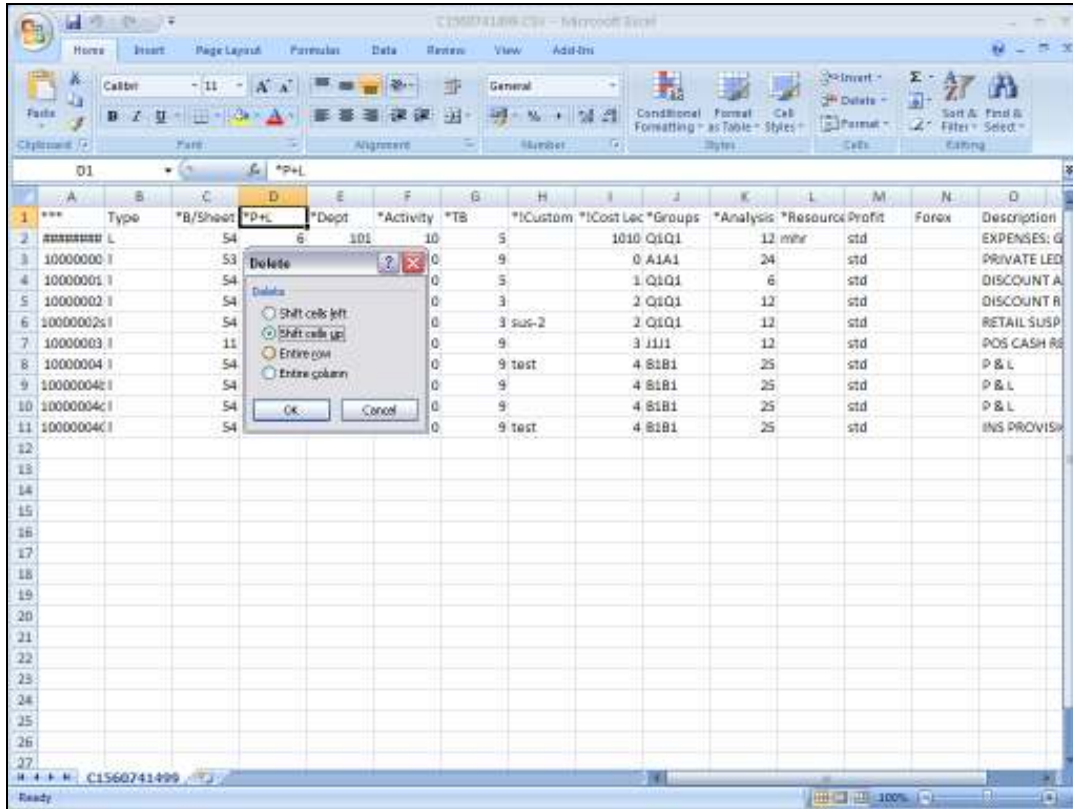


Slide 23
Slide notes:



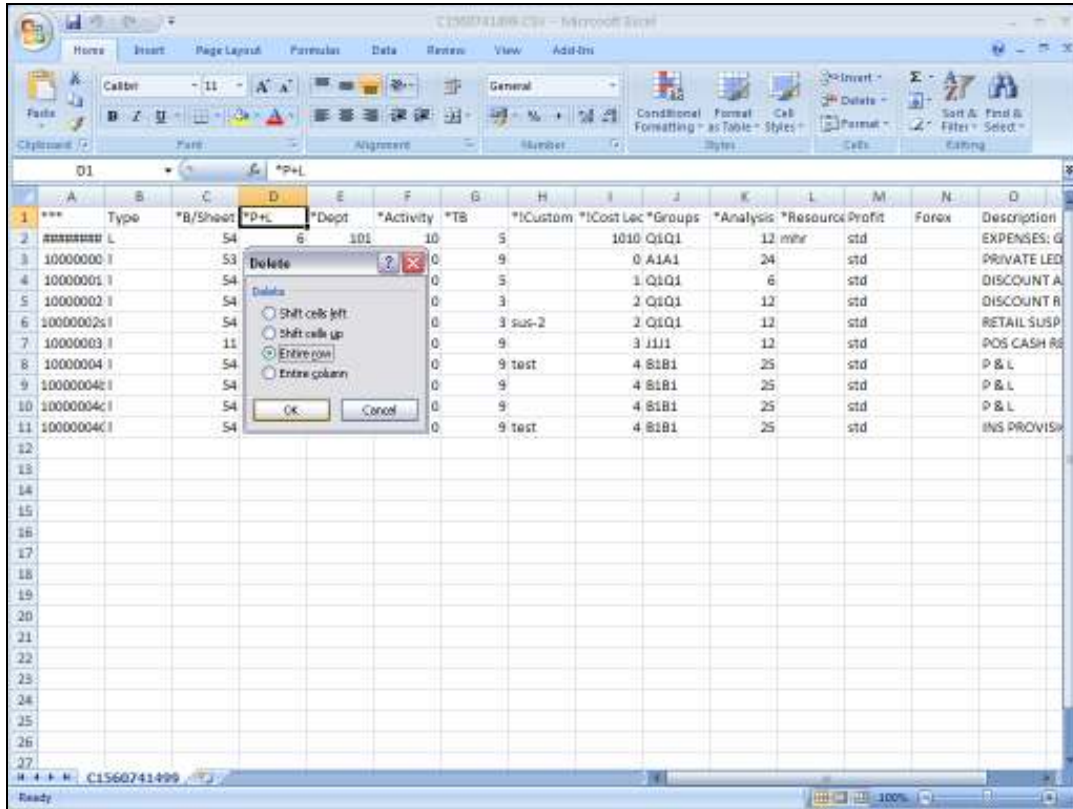
Slide 24

Slide notes:



Slide 25

Slide notes:

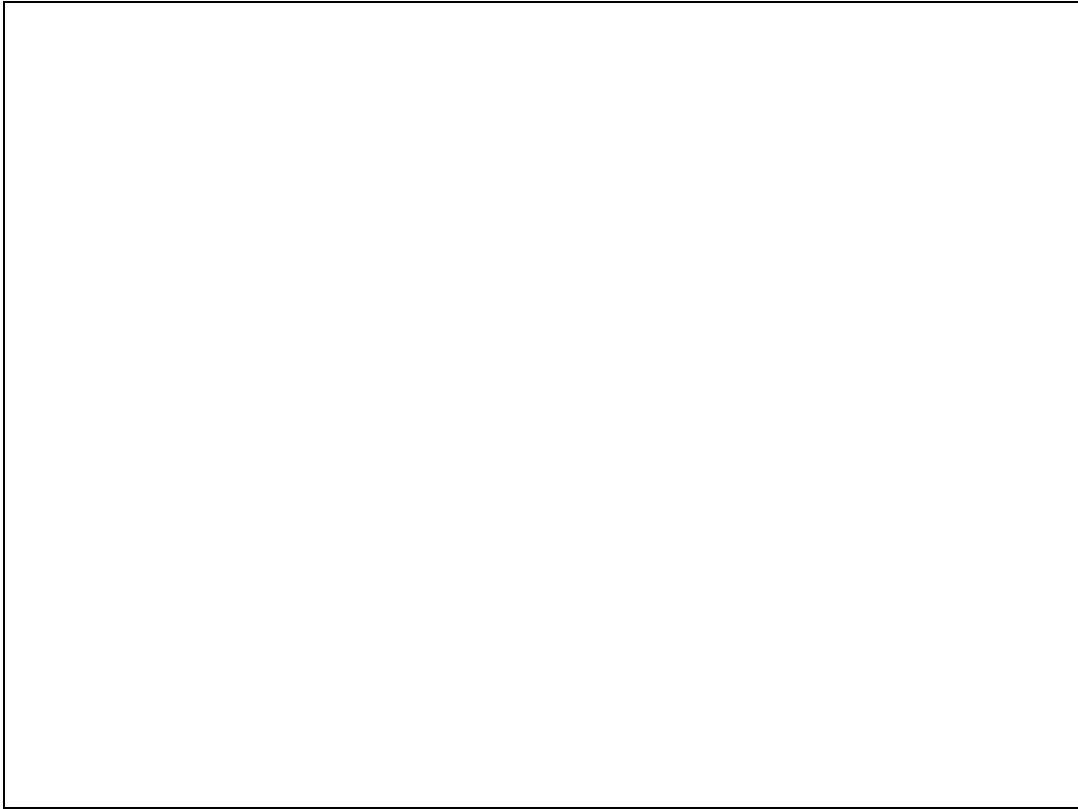


Slide 26
Slide notes:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	10000000	L	54	6	101	10	5	1010	Q1Q1	12	mhr	std			EXPENSES: G
2	10000000	I	53	0	100	0	9	0	A1A1	24		std			PRIVATE LED
3	10000001	I	54	6	100	0	5	1	Q1Q1	6		std			DISCOUNT A
4	10000002	I	54	2	100	0	3	2	Q1Q1	12		std			DISCOUNT B
5	10000002	I	54	2	100	0	3	ous-2	2	Q1Q1	12		std		RETAIL SUSP
6	10000003	I	11	0	100	0	9	3	J1J1	12		std			POS CASH RE
7	10000004	I	54	25	100	0	9	test	4	S1B1	25		std		P & L
8	10000004	I	54	25	101	0	9		4	S1B1	25		std		P & L
9	10000004	I	54	25	100	0	9		4	S1B1	25		std		P & L
10	10000004	I	54	25	100	0	9	test	4	S1B1	25		std		INS PROVIDE
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Slide 27

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



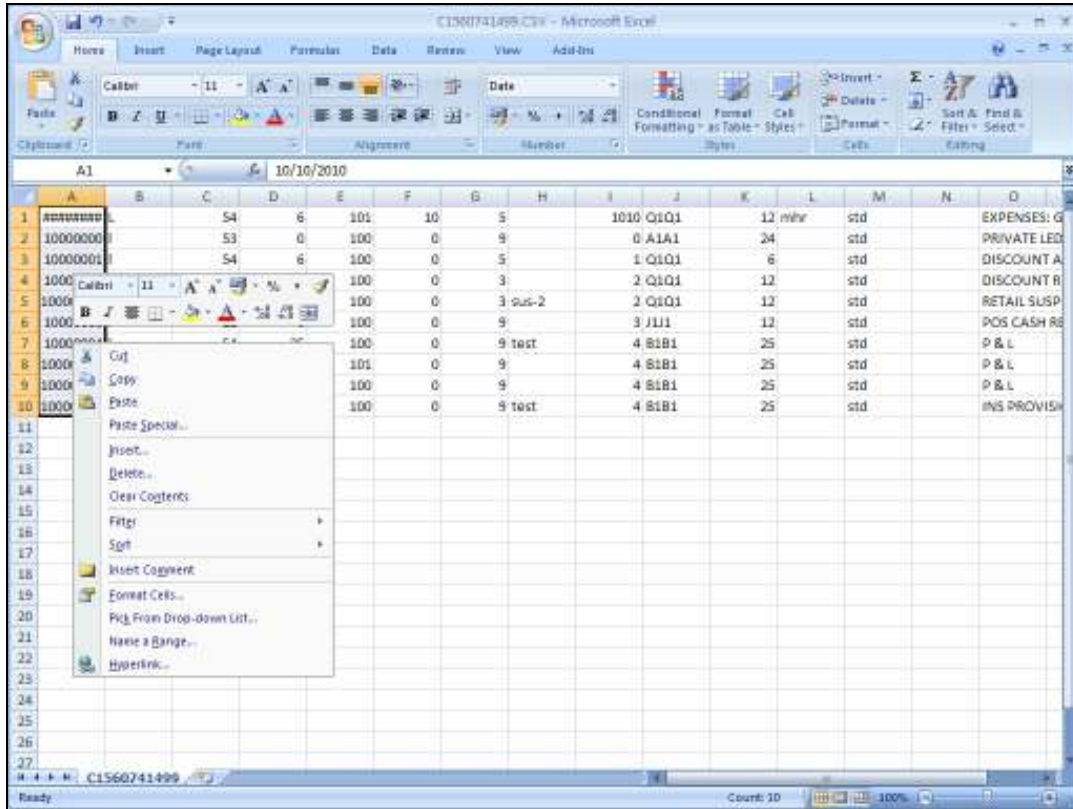
Slide 28

Slide notes:

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	10000000		54	6	101	10	5		1010	Q1Q1	12	mhr	std		EXPENSES: G
2	10000000		53	0	100	0	9		0	A1A1	24		std		PRIVATE LED
3	10000001		54	6	100	0	5		1	Q1Q1	6		std		DISCOUNT A
4	10000002		54	2	100	0	3		2	Q1Q1	12		std		DISCOUNT B
5	10000002		54	2	100	0	3	ous-2	2	Q1Q1	12		std		RETAIL SUSP
6	10000003		11	0	100	0	9		3	J1J1	12		std		POS CASH RE
7	10000004		54	25	100	0	9	test	4	S1B1	25		std		P & L
8	10000004		54	25	101	0	9		4	S1B1	25		std		P & L
9	10000004		54	25	100	0	9		4	S1B1	25		std		P & L
10	10000004		54	25	100	0	9	test	4	S1B1	25		std		INS PROVIDH
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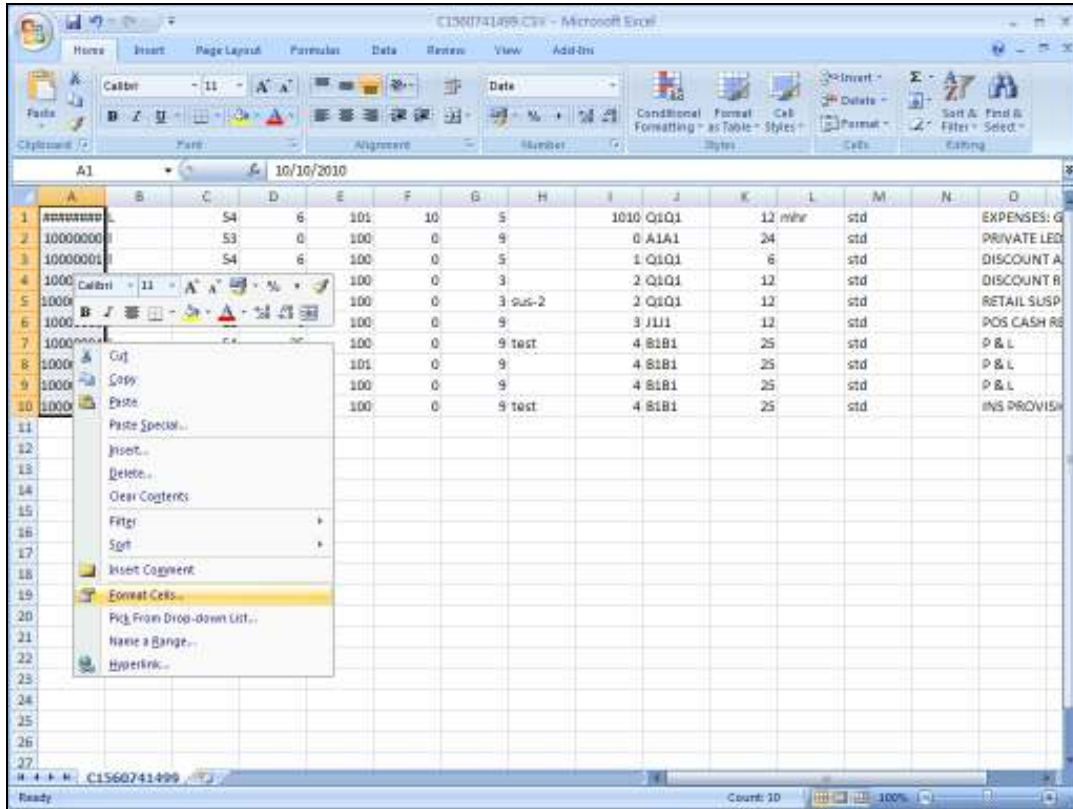
Slide 29
Slide notes:



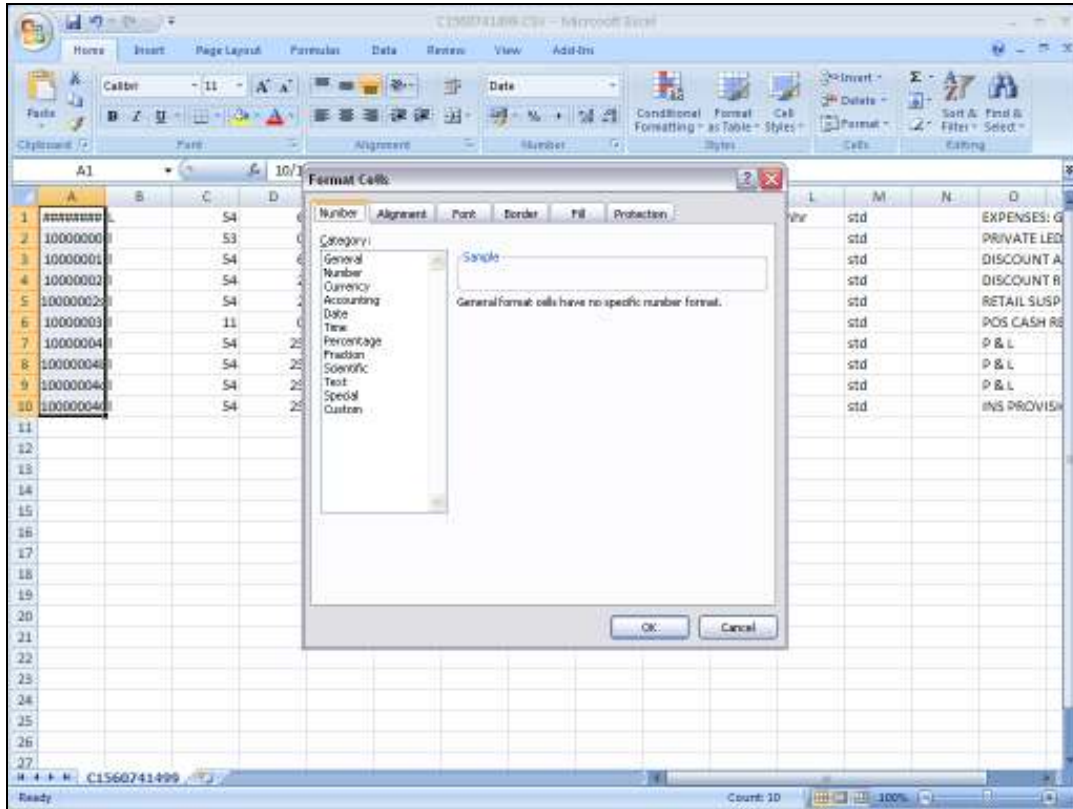
Slide 30
Slide notes:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	10000000		54	6	101	10	5		1010	Q1Q1	12	mhr	std		EXPENSES: G
2	10000000		53	0	100	0	9		0	A1A1	24		std		PRIVATE LED
3	10000001		54	6	100	0	5		1	Q1Q1	6		std		DISCOUNT A
4	10000002		54	2	100	0	3		2	Q1Q1	12		std		DISCOUNT B
5	10000002		54	2	100	0	3	ous-2	2	Q1Q1	12		std		RETAIL SUSP
6	10000003		11	0	100	0	9		3	J1J1	12		std		POS CASH RE
7	10000004		54	25	100	0	9	test	4	S1B1	25		std		P & L
8	10000004		54	25	101	0	9		4	S1B1	25		std		P & L
9	10000004		54	25	100	0	9		4	S1B1	25		std		P & L
10	10000004		54	25	100	0	9	test	4	S1B1	25		std		INS PROVIDE
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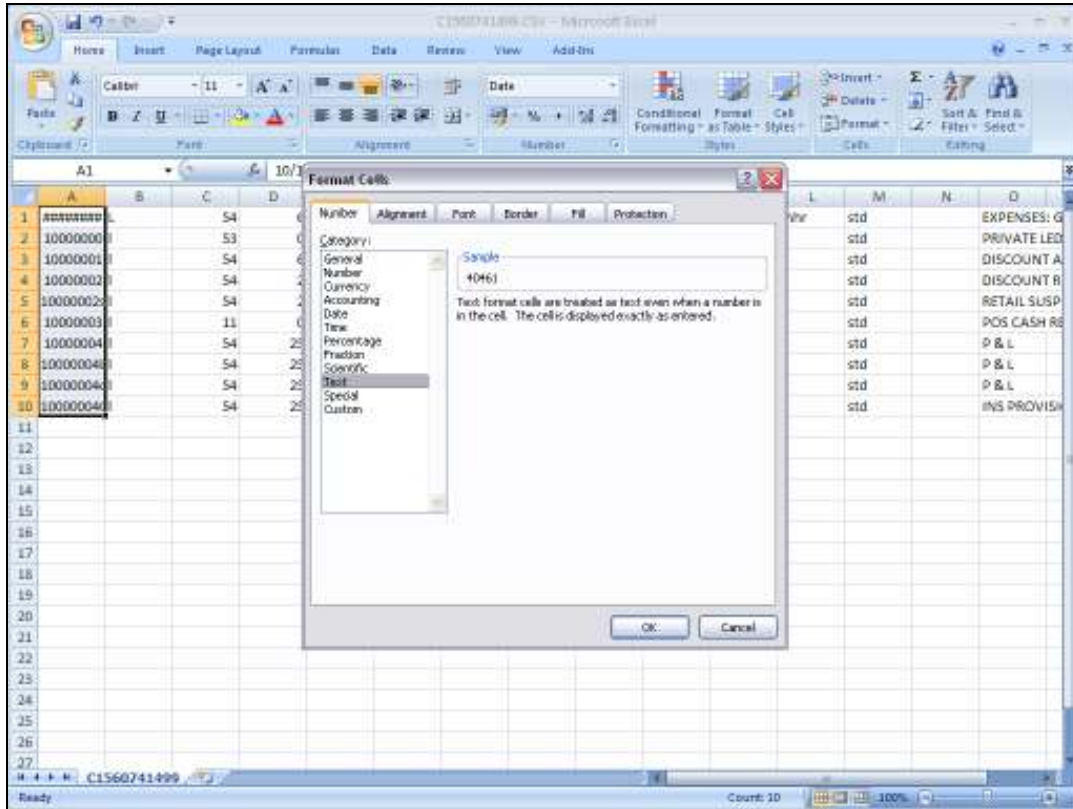
Slide 31
Slide notes:



Slide 32
Slide notes:



Slide 33
Slide notes:



Slide 34
Slide notes:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	40461		54	6	101	10	5		1010	Q1Q1	12	mhr	std		EXPENSES: G
2	10000000		53	0	100	0	9		0	A1A1	24		std		PRIVATE LED
3	10000001		54	6	100	0	5		1	Q1Q1	6		std		DISCOUNT A
4	10000002		54	2	100	0	3		2	Q1Q1	12		std		DISCOUNT B
5	100000028		54	2	100	0	3	ous-2	2	Q1Q1	12		std		RETAIL SUSP
6	10000003		11	0	100	0	9		3	J1J1	12		std		POS CASH RE
7	10000004		54	25	100	0	9	test	4	S1B1	25		std		P & L
8	100000048		54	25	101	0	9		4	S1B1	25		std		P & L
9	100000048		54	25	100	0	9		4	S1B1	25		std		P & L
10	100000048		54	25	100	0	9	test	4	S1B1	25		std		INS PROVIDE
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Slide 35
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	40461	L	54	6	101	10	5		1010	Q1Q1	12	mhr	std		EXPENSES: G
2	10000000	I	53	0	100	0	9		0	A1A1	24		std		PRIVATE LED
3	10000001	I	54	6	100	0	5		1	Q1Q1	6		std		DISCOUNT A
4	10000002	I	54	2	100	0	3		2	Q1Q1	12		std		DISCOUNT B
5	10000002s	I	54	2	100	0	3	ous-2	2	Q1Q1	12		std		RETAIL SUSP
6	10000003	I	11	0	100	0	9		3	J1J1	12		std		POS CASH RE
7	10000004	I	54	25	100	0	9	test	4	S1B1	25		std		P & L
8	10000004b	I	54	25	101	0	9		4	S1B1	25		std		P & L
9	10000004c	I	54	25	100	0	9		4	S1B1	25		std		P & L
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Slide 36

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