

## General Ledger Journal Entry Import

**Use Excel to conveniently create & import monthly journal entries. No more manual keying.**

**NEW Feature: use this utility to import Concur expense reimbursements.**

This utility was developed for Macola® Progression, ES and 10 customers to enable you to import journal entries directly from Excel into your General Ledger.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	G/L Account	G/L Cost Center	G/L Cost Unit	Date	Amount	Description (Len:60)									
2	1080	00000000	0000	8/28/2012	20.00	TEST1			JOURNAL:	940					
3	1080	00000000	0000	8/28/2012	18.00	TEST2									
4	1080	00000000	0000	8/28/2012	2.50	TEST3			Sum Of Positive Records:	292.5					
5	1080	00000000	0000	8/28/2012	15.00	TEST4			Sum Of Negative Records:	-292.5					
6	1080	00000000	0000	8/28/2012	8.00	TEST5			Balance:	0					
7	1080	00000000	0000	8/28/2012	91.00	TEST6									
8	1080	00000000	0000	8/28/2012	26.00	TEST7			Count Of Positive Records:	10					
9	1080	00000000	0000	8/28/2012	58.00	TEST8			Count Of Negative Records:	4					
10	1080	00000000	0000	8/28/2012	44.00	TEST9			Difference:	6					
11	1080	00000000	0000	8/28/2012	10.00	TEST10									
12	1005	1000FA00	1000	8/28/2012	(50.00)	TEST11									
13	1005	1000FA00	1000	8/28/2012	(50.00)	TEST12									
14	1005	1000FA00	1000	8/28/2012	(100.00)	TEST13									
15	1005	1000FA00	1000	8/28/2012	(92.50)	TEST14									
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### WHO NEEDS THIS SOFTWARE?

**Monthly journal entries:** You probably are already preparing your monthly general ledger journal entries using Excel and then manually keying them. If you would like to import these journal entries directly from Excel into your Macola® General Ledger software and eliminate manually keying, this utility is for you.

**Concur Transactions:** If you are using the Concur Travel & Expense Management software, you can download a CSV file of expense reimbursements and import them directly into your Macola® General Ledger software using this utility.

## HOW DOES IT WORK?

These processing steps are performed by the software:

- Multiple Excel worksheets may be created as templates using different journals.
- G/L account numbers are validated automatically.
- You select the worksheet and when to import the entries into Macola®.
- If you are importing Concur expense reimbursement transactions from a CSV download file, you press the 'Import Concur Transactions' button on the set-up screen.

## KEY FEATURES and BENEFITS

- Eliminates of tedious keying and proofreading of manual journal entries and Concur reimbursement expenses.
- Accrual entries on existing worksheets can be automatically reversed the following month.
- Validation of account numbers prior to importing into Macola®.
- Unlimited phone support to cover any questions or technical issues.

## WHAT DOES IT COST & WHAT IS INCLUDED?

Please refer to our price list. Our annual maintenance fee provides unlimited support and software updates.

**For questions or to schedule a demonstration,  
call Terry Lanham at (513) 723-8091**

Leahy Consulting is an independent ERP consulting company with over 25 years of experience supporting and optimizing Macola® ERP systems. Leahy Consulting is not a Macola® software reseller or associated with ECI® Software.

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