

General Ledger Journal Entry Import Utility

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

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.

G/L Account	G/L Cost Unit	G/L Cost Center	Date	Amount	Description (Len:60)	Project (Len:20)	Your Ref (Len:30)	Resource (Numeric)	Customer #	Vendor #	Item #	OE/PO Order #
5110	000	0000			Office supplies at Staples			901		400	TESTITEM	1584
1005	000	0000			Office supplies at Staples							

JOURNAL:	90
Sum Of Positive Records:	-
Sum Of Negative Records:	-
Balance:	-
Count Of Positive Records:	0
Count Of Negative Records:	0
Difference:	0

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**

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