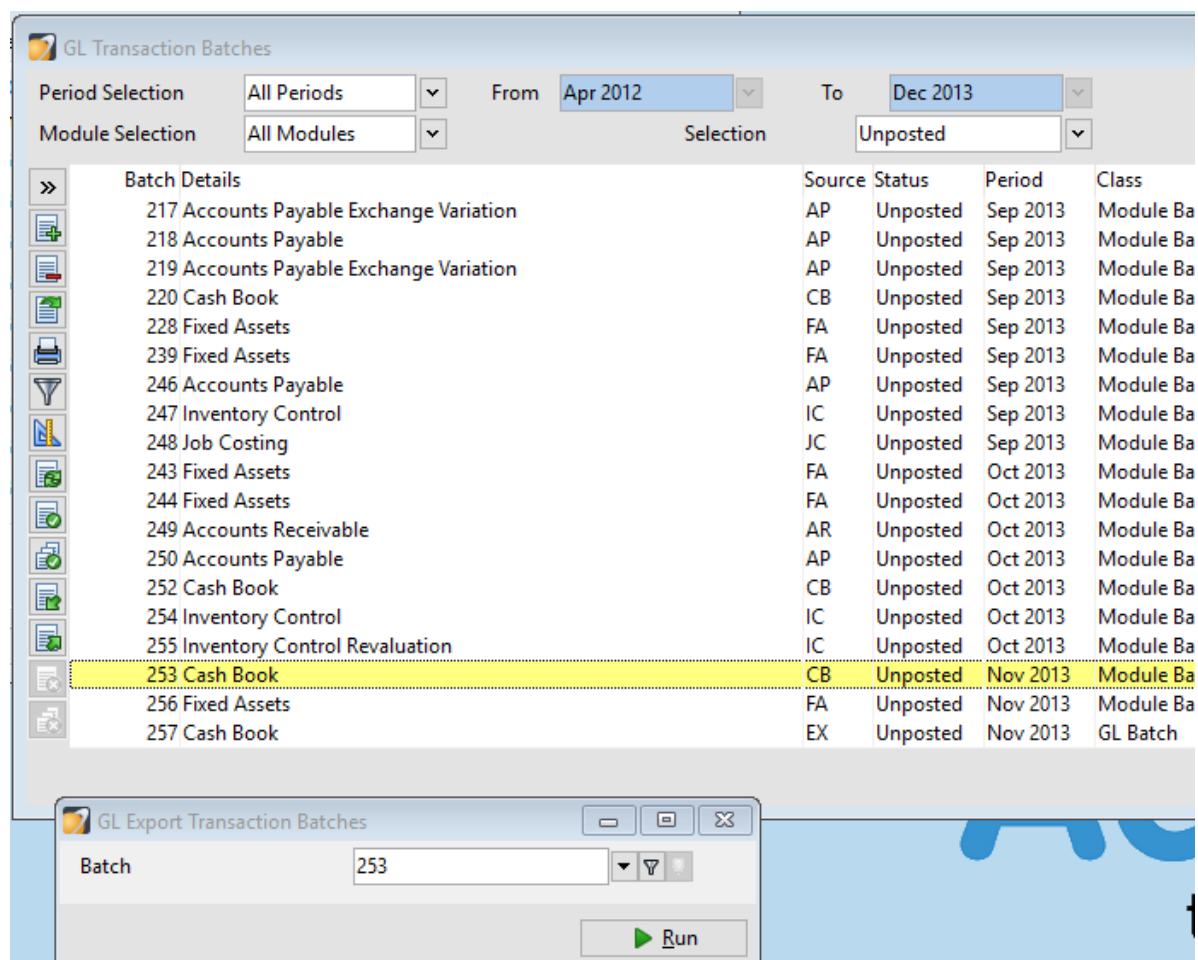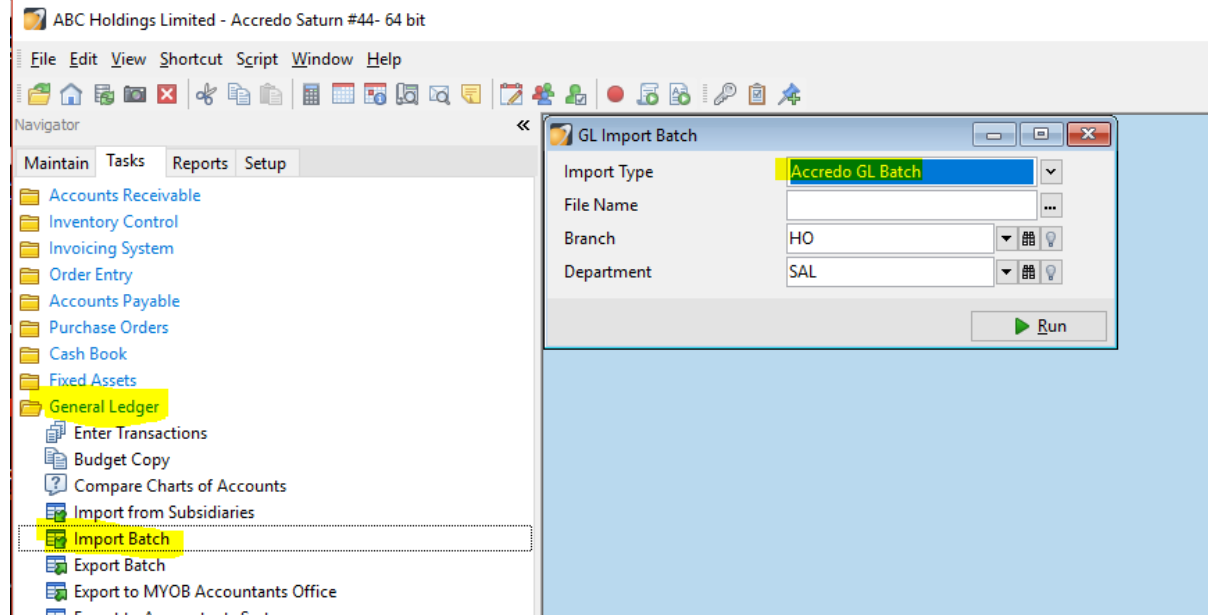# Importing journals.

To get an idea of the format - it might help if you start by exporting a batch and open it in excel to see the required fields layout

Example at the bottom of the page. Test importing GL files in a play company first

GL Export Batch

Navigator > Tasks > General Ledger > Export Batch

You can export Transaction Batches using the Accredo GL Batch format. Batches can be exported to other Accredo Systems (or other software applications if an interface is available). For example, importing into another Accredo System for multi-Company consolidation. This is not usually required for a single Accredo system, it is provided as a way of transferring information between Systems. Select the batch to be exported from the Lookup. This can include both posted and unposted batches. If there are a number of batches to export (for example, all unposted batches), apply a filter to the Lookup, see Import Batch.

The built in export format for GL batches only recognises a **Period number** (not a **Year**). It will only import into that period number in the **Current year** in the System you import into. You can edit the batch to correct this if the import "guesses" wrong. You may need to edit the **Batch header** after import, see Import Batch.

Accredo Standard GL Batch Format

- each line separated by a CHR(13)CHR(10) CR LF pair
- each Batch line field separated by a comma ","

-

Batch Header			
Name	**Length**	**Type**	**Notes**
Signature	5	Text	Must contain A4S.
Batch Class	1	Text	(G)L, (S)tanding, (R)eversing or (T)emplate, defaults to G
Details	30	Text	
Source	2	Text	AR, AP, IC, CB, or GL
Period for Posting	2	Numeric	1-12 (1 being the first period in the year)
Currency Code	3	Text	
Batch Lines			
Account Number	8	Text	
Branch	4	Text	Saturn only
Department	4	Text	Saturn only
Amount		Numeric	Negative for Credit
Date		Date	
Reference	12	Text	
Comment	60	Text	
Narration	30	Text	

Example GL Batch File

```
A4S,G,Sample Accredo GL Batch,GL,9,NZD
9020.000,0000,0000,9000.00,10-Jan-1999,,Invoices,
1110.000,0000,0000,-6000.00,10-Jan-1999,,Sales - Goods,
1210.000,0000,0000,-2000.00,10-Jan-1999,,Sales - Services,
9380.000,0000,0000,-1000.00,10-Jan-1999,,GST,
9120.000,0000,0000,2519.23,12-Jan-1999,MJ393,Receipts,
9020.000,0000,0000,-2519.23,12-Jan-1999,MJ393,Receipts,
```

	A	B	C	D	E	F	G
1	A4S	G	Cash Book	CB		8 NZD	
2	9120	HO	ADM	1200	30/11/2013	56	CHQ - Deposit - Cabinet Sold Asset # 1074 - Cabinet Sold Ass
3	9930	HO	SAL	-1043.48	30/11/2013	56	CHQ - ASSETCLR - Cabinet Sold Asset # 1074 - Cabinet Sold As
4	8020	HO	ADM	-156.52	30/11/2013	56	CHQ - GST Outputs - Cabinet Sold Asset # 1074 - Cabinet Sold
5							
6							

GL Enter Transaction Batch

Period	Nov 2013	Batch ID	253	Source Module	CB

Batch Links Memos

Class	Module Batch
Details	Cash Book
Description	
Status	Unposted

Company

Company Code	ABC	Source Currency	NZD
Source ID		Exch. Rate IE	1.0000
		Exch. Rate ALC	1.0000

Account	Branch	Dept	Debit	Credit	Date	Reference	Comment	Account Name	Narration
9120.000	HO	ADM	$1,200.00		30/11/2013	56	CHQ - Deposit - Cabinet Sold ...	Cash At Bank	
9930.000	HO	SAL		$1,043.48	30/11/2013	56	CHQ - ASSETCLR - Cabinet Sol...	Asset Clearing Account	
8020.000	HO	ADM		$156.52	30/11/2013	56	CHQ - GST Outputs - Cabinet ...	GST Outputs	