

# APP Journal Voucher Import Guide

The Journal Voucher Import module will allow users to work in Excel (xls or xlsx) and eventually develop a journal entry that mimics the following layout. The file can contain as many tabs/sheets as preferred, however, the first sheet should be named "JV" and follow the below layout



Microsoft Excel **must** be installed to utilize this feature.



The rows/columns should not be altered. Rows 15 down can contain anywhere between 2 and unlimited rows.

**Figure 1 - Example Excel Document**

| Company Name (Filler)                                          | Example data                                    |                   |                               |                               |                              |                                                                          |
|----------------------------------------------------------------|-------------------------------------------------|-------------------|-------------------------------|-------------------------------|------------------------------|--------------------------------------------------------------------------|
| Posting Date (Date format)                                     | 6/30/2011                                       |                   |                               |                               |                              |                                                                          |
| Due Date (Date format)                                         | 6/30/2011                                       |                   |                               |                               |                              |                                                                          |
| Doc Date (Date format)                                         | 6/30/2011                                       |                   |                               |                               |                              |                                                                          |
| Ref. 1 (Text - max 100 chars)                                  | GAZ0603 - Sales Bonus Accrual                   |                   |                               |                               |                              |                                                                          |
| Ref. 2 (Text - max 100 chars)                                  | SL                                              |                   |                               |                               |                              |                                                                          |
| Ref. 3 (Text - max 27 chars)                                   | SL                                              |                   |                               |                               |                              |                                                                          |
| Transaction Code (code - 4 chars from setup table)             | EQVIT                                           |                   |                               |                               |                              |                                                                          |
| Remarks (Text - max 50 chars)                                  | GAZ0603 - Sales Bonus Accrual                   |                   |                               |                               |                              |                                                                          |
| Reversing (R - reversing / blank - not reversing)              | R                                               |                   |                               |                               |                              |                                                                          |
| Reverse Date (Date Format)                                     | 7/1/2011                                        |                   |                               |                               |                              |                                                                          |
| Account (will be validated against valid postable GL Accounts) | Amount (number or formula - must be in balance) | Remarks (50 char) | Ref. 1 (Text - max 100 chars) | Ref. 2 (Text - max 100 chars) | Ref. 3 (Text - max 27 chars) | Project (valid project code - 20 chars - must be active project in CPRI) |
| 6100400-100-100-7005                                           | (4,457.29)                                      | Bob               | Bonus Accrual                 | SL                            | ABC123                       | TradeShow                                                                |
| 6100800-100-100-7005                                           | 25,754.21                                       |                   |                               |                               |                              |                                                                          |
| 6000100-100-100-7005                                           | 5,324.52                                        |                   |                               |                               |                              |                                                                          |
| 6100100-100-100-7005                                           | 21,977.39                                       |                   |                               |                               |                              |                                                                          |
| 6100800-100-100-7005                                           | 12,981.74                                       |                   |                               |                               |                              |                                                                          |
| 6100700-100-100-7005                                           | 4,299.88                                        |                   |                               |                               |                              |                                                                          |
| 6100600-100-100-7005                                           | 1,415.55                                        |                   |                               |                               |                              |                                                                          |
| 6100500-100-100-7005                                           | 30,502.65                                       |                   |                               |                               |                              |                                                                          |
| 6100400-100-100-7100                                           | (356.59)                                        |                   |                               |                               |                              |                                                                          |
| 6100800-100-100-7100                                           | 2,432.73                                        |                   |                               |                               |                              |                                                                          |
| 6000100-100-100-7100                                           | 425.96                                          |                   |                               |                               |                              |                                                                          |
| 6100100-100-100-7100                                           | 1,746.89                                        |                   |                               |                               |                              |                                                                          |
| 6100800-100-100-7100                                           | 1,018.09                                        |                   |                               |                               |                              |                                                                          |
| 6100700-100-100-7100                                           | 343.99                                          |                   |                               |                               |                              |                                                                          |
| 6100600-100-100-7100                                           | 113.24                                          |                   |                               |                               |                              |                                                                          |
| 6100500-100-100-7100                                           | 2,440.20                                        |                   |                               |                               |                              |                                                                          |



The Journal Voucher Import template spreadsheet is located in the APP application installation directory.

- Click the SAP menu option titled **Journal Voucher Import** under the **Financials** menu to load the **Journal Voucher Import** screen.



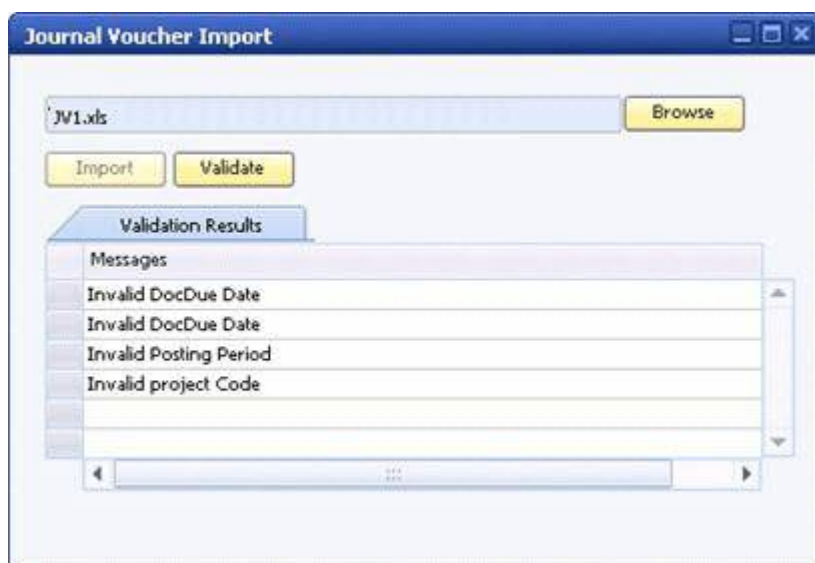
- Click the **Browse** button to launch a Windows file search screen.
- Select your Excel file and click the **Open** button.



The Excel file should **not** be open at the time that it is selected for importing.



On click of the **Open** button, the module will scan the file and check for any data that would prevent posting.



## Header

- Posting Date falls into an unlocked accounting period and is not blank
- Due Date and Doc Date are within the valid date ranges in the period associated with the Posting Date. If left blank, they will be set to the Posting Date

- Ref 1 and Ref 2 is ≤ 100 characters. OK if blank.
- Ref 3 is ≤ 27 characters. OK if blank.
- Transaction code is either blank or a valid code from OTRC table.
- Remarks are ≤ 50 Characters
- Reversing is either R or blank
- If Reversing is R, then the Reversing Date is mandatory and should be after the posting date.

## Lines

- GL Account is an active, postable account
- Sum of amounts rounded to the nearest .01 = 0 (in balance). Note, this field can be formulas or formulas that reference other fields in other tabs within the workbook, however the add-on will round the results to the nearest .01.
- Ref 1 and Ref 2 is ≤ 100 characters. OK if blank.
- Ref 3 is ≤ 27 characters. OK if blank.
- Transaction code is either blank or a valid code from OTRC table.
- Remarks are ≤ 50 Characters
- Project code is an active, valid project code (in OPRJ table)



Excel files can be opened to correct the data. Close the file and click the **Validate** button to recheck the file data. If there are no errors, the **Import** button will be enabled.

- Clicking the **Import** button will import the contents of the Excel file to an un-posted Journal Voucher in SAP® Business One.
  - In addition, the Journal Voucher import action will attach the source Excel file to the Journal Entry within the Voucher via a new UDF named U\_TWBS\_APP\_FILELINK. This will make a copy of the JE file to the SAP® Attachments folder and follow through to the Journal Entry when the Voucher is posted.

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