

Importing Journals from Excel into Power Ledger

Overview:

1. Create input file
2. Add 1 sample data record
3. Transfer data to Excel
4. Create your journal in sample data format
5. Transfer data to iSeries
6. Import data into Power Ledger.

To set up an Excel template steps 1, 2 and 3 need to be done once. Steps 4, 5 and 6 will be repeated for each journal.

1. Create Input File

This will be the file that you will download journal transactions into. Note: users must be authorized to User Function GL / PCTOGL within Power Ledger.

1. Start Pacioli
2. Select Power Ledger (menu option 2 from menu PACIOLI)
3. Select Data Transfer (menu option 7)
4. Select Post PC Journals (menu option 13)
5. Type a "Library Name" and a "File Name". Use a file name that does not exist in the library. Press Enter. System message indicates that the file does not exist. Press F6 to create the file. Confirmation message indicates an empty file has been created. Press F12 to return to the menu.

2. Add 1 sample data record

The following example uses the command UPDDTA. You may use your favorite file editor.

1. From any Pacioli menu, press F9 for a command line.
2. Type the command UPDDTA library_name/file_name and press Enter; where library_name and file_name are the names you entered when creating the file.
 - Enter '1' for Company Number:
 - Enter 'GJ' for Journal Type:
 - Enter '1' for Journal Number:
 - Enter 'A' for Journal Suffix:
 - Enter 'J Description' for Journal Description:
 - Enter '2007-01-01' for Journal Date:
 - Enter '100.0-00-00' for Account Number:
 - Enter 'T Description' for Transaction Description:
 - Enter 'T Reference' for Transaction Reference:
 - Enter 100099 for Amount:
3. Press Enter (the message about null-capable fields is OK - continue), press F3, press Enter to exit.

3. Transfer data to Excel

This gives you an Excel template for your journal entries.

1. If not on a command line, from any Pacioli menu, press F9.
2. Type the command CPYTOIMPF then press F4 and F10. Enter
FROMFILE(library_name/file_name) TOSTMF("\home\userID\file_name.csv")
MBROPT(*REPLACE) RCDDL(*CRLF) where the userID is your AS/400 (iSeries)
userID. This creates a file in the IFS directory on your AS/400 (iSeries)
3. NOTE: On your PC, you may need to map a drive to the IFS. From Windows Explorer, select Tools, select Map a Drive. Choose a drive letter that is not being used. For the Folder, enter \\qs0000000\root\home\userID where 0000000 is your iSeries serial number and userID is your iSeries userID.
4. On your PC, select the drive you just created and you should see a file named file_name.csv. Open the file with Excel.
5. You should see 1 record with the data you previously keyed with UPDDTA. This is your sample format. Create several rows with valid company numbers and account codes. Note: the account codes may be entered as raw numbers or as formatted account codes according to your company setup.
6. When you SAVE the spreadsheet, leave the file type as .CSV.

4. Create your journal in the same format as the sample data

Leading zeroes are not required in the company and journal number columns. If your Journal Type is configured to automatically assign the Next Journal Number, you can leave a single 0 (zero) in this column. You may enter your account number in external format. Columns A through F can be copied from the first row to all other rows. Make sure column D (Journal Suffix) contains a single blank character, unless you are defining an Accrual Journal..

5. Transfer data to your iSeries

1. If not on a command line, from any Pacioli menu, press F9.
2. Type the command CPYFRMIMPF FROMSTMF("\home\userID\file_name.csv")
TOFILE(library_name/file_name) MBROPT(*REPLACE) RCDDL(*CRLF)

6. Import data into Power Ledger

1. Start Pacioli
2. Select Power Ledger
3. Select Data Transfer
4. Select Post PC Journals
5. The previously defined library and file should be shown. If not, enter the correct library and file.
6. Press Enter to process the journal.
7. You can now navigate to the Journal Entry menu option to view your imported journal in Power Ledger.

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