

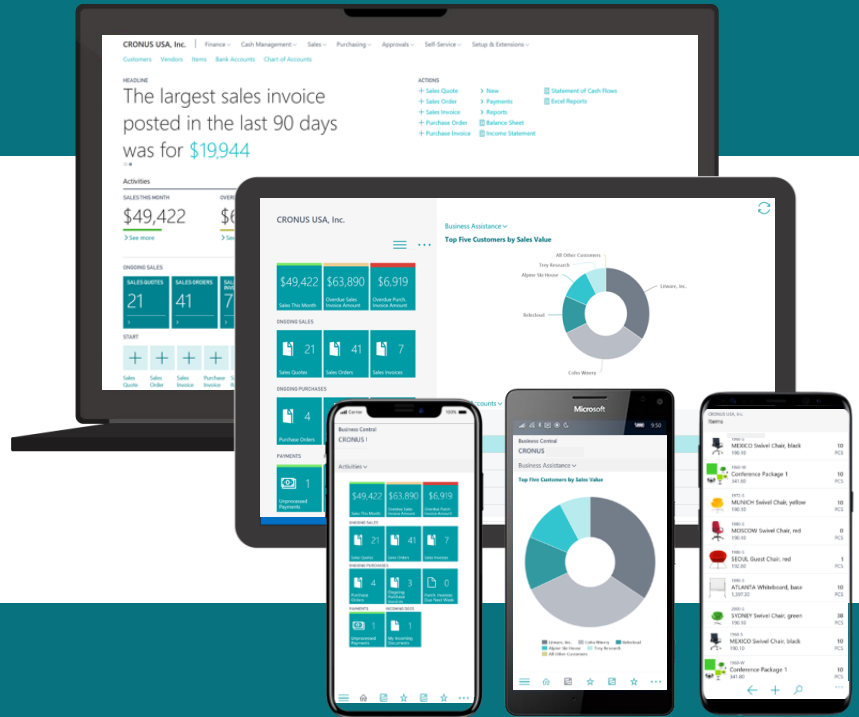
# User Manual

## Excel Journal Import

Version: Microsoft Dynamics 365 Business Central 20



**Chase Software**  
Agency Management Systems



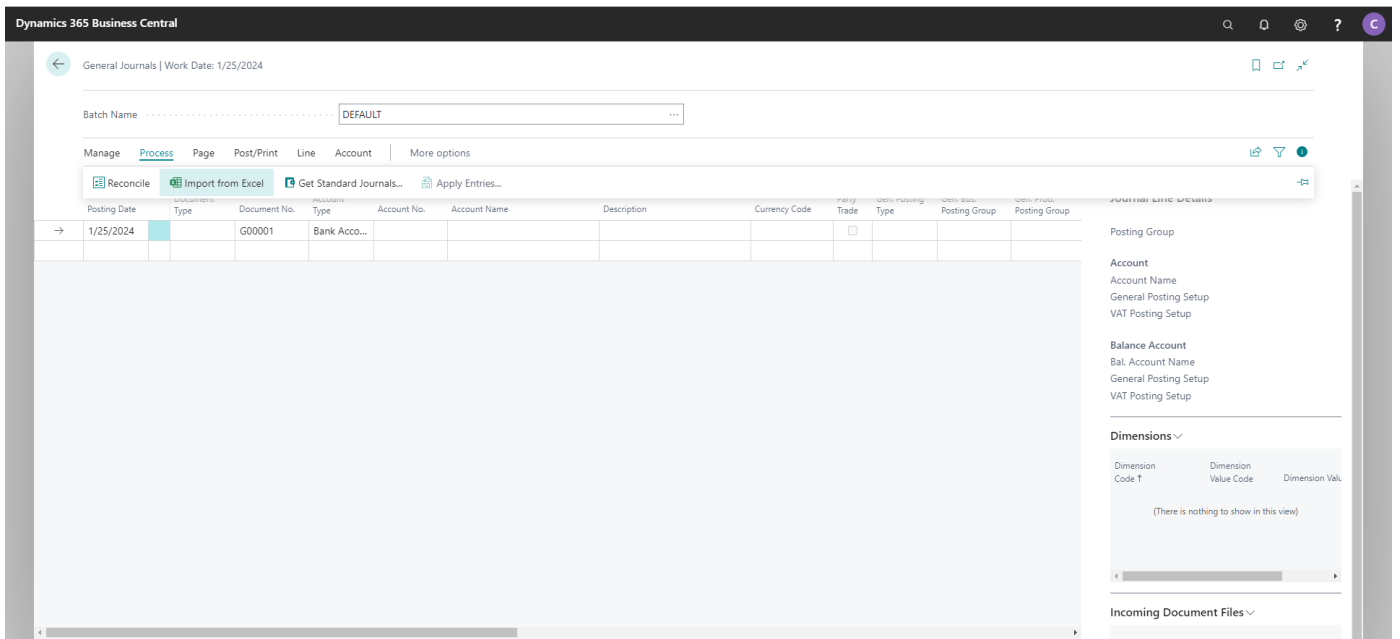
Chase Software Solutions Ltd.  
40 Gracechurch Street, London, EC3V0BT  
T: + 27 86 112 4273 [www.chasesoftware.biz](http://www.chasesoftware.biz)

# Excel Journal Import – User Manual

Subscribe in **3 EASY STEPS** to boost your productivity and start importing journals from Microsoft Excel today!

## Step 1: Launch the import

To launch the import, navigate to the General Journal page, then click on the Process menu and select the *Import from Excel* item from the list of available actions.



## Step 2: Subscribe to a 7-day free trial

When running the import for the very first time, a confirmation dialog is displayed to confirm the activation of the 7-day free trial and you will need to accept this confirmation to register for the trial before you will be able to run the import.

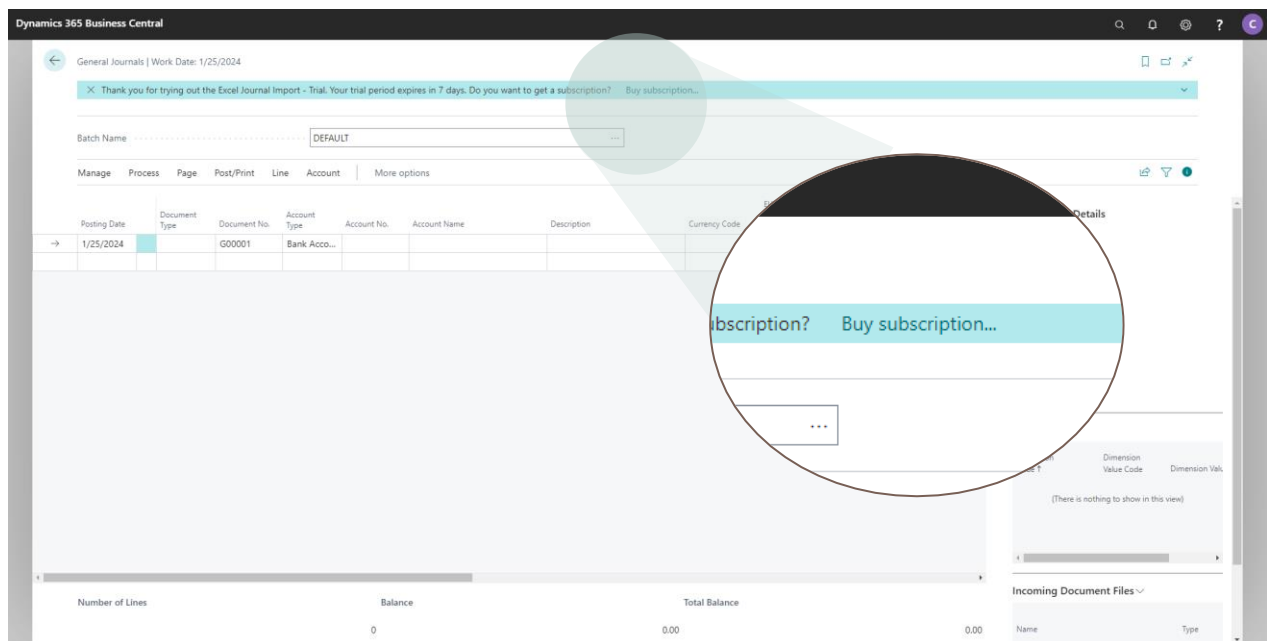
The trial subscription is a risk-free, obligation-free, anonymous request for a license to run the import for a period of 7 days. No credit card details or contact information is requested to activate the trial subscription. There are no penalties and no auto-activation that may result in financial risk to you or your company.

Once the trial subscription has been activated, you are free to use the import for a period of 7 days without any limitations on features.

## Step 3: Purchase a premium subscription

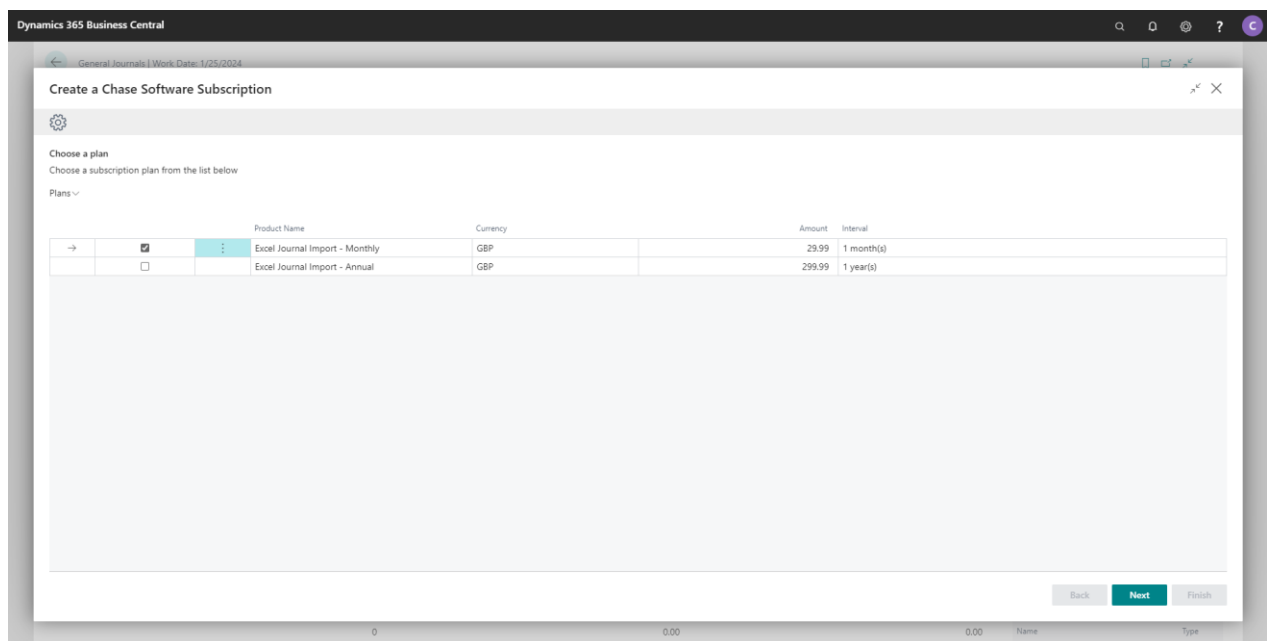
You can buy a subscription to continue using the feature after the trial has expired at any point in time during the trial period or after the trial has expired.

A Business Central notification will be displayed when running the import without a premium license and the **Buy subscription** action can be found in this notification as shown in the image below:



When clicking on the **Buy subscription** action, the Subscription Assistant will guide you through the process of completing the purchase.

From the list of available plans, select a plan that suits your needs and click on the Next button as shown below:



Complete the mandatory fields from the Customer Details page as shown below, then click on the Next button. The mandatory fields are indicated with a red asterisk.

**Create a Chase Software Subscription**

Customer details  
Provide your company details

Name ..... CRONUS International Ltd.

Address ..... 5 The Ring

Postal Code ..... W2 8HG

City ..... London

State .....

Country ..... GB

Phone .....

Email ..... \*john@cronus.com

Back Next Finish

This page is where you need to enter your card information. Complete the credit card number, expiry date and CVC fields and then click on the Next button to continue.

Your card information will not be stored in Business Central, instead, it will be securely transferred to our online payment processing partner [Stripe](https://stripe.com). Stripe is a leader in online payment processing and supports various credit and debit cards.



**Create a Chase Software Subscription**

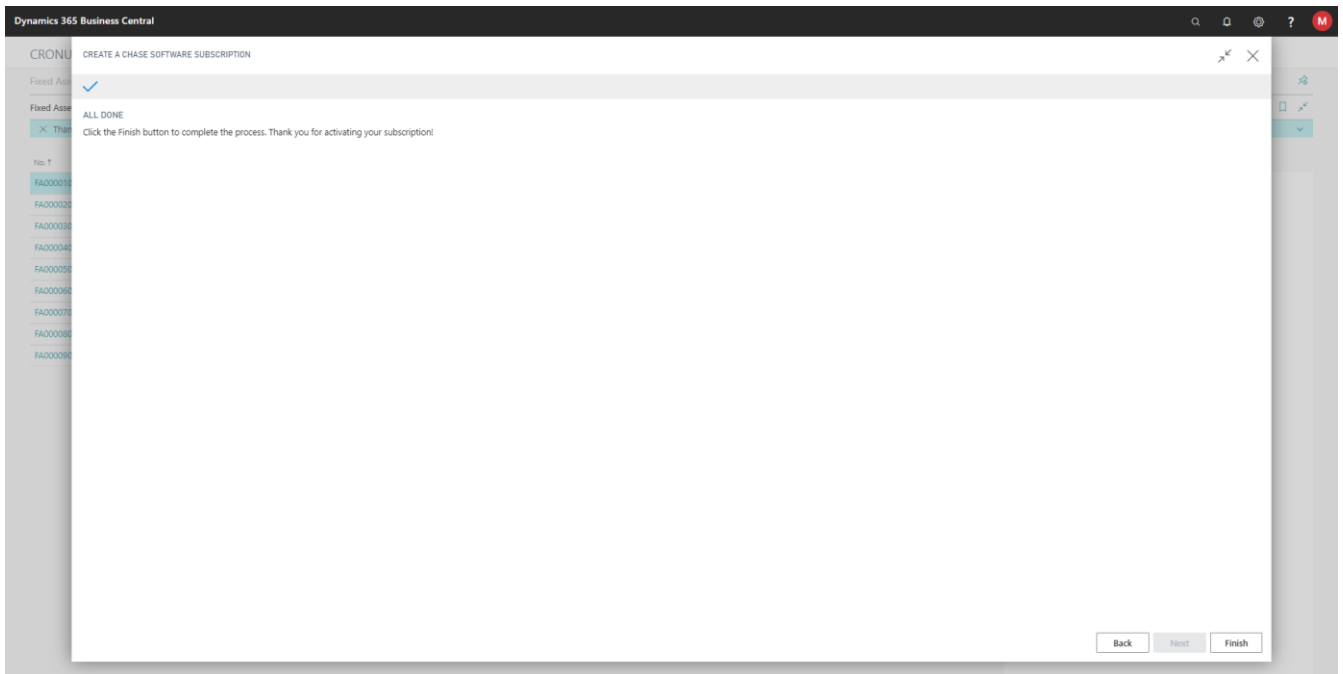
Credit card details  
Please fill in your credit card details below.

Your credit card details will be safely stored with our payment provider Stripe. No credit card information will be stored in Microsoft Dynamics 365.

Card number MM / YY CVC

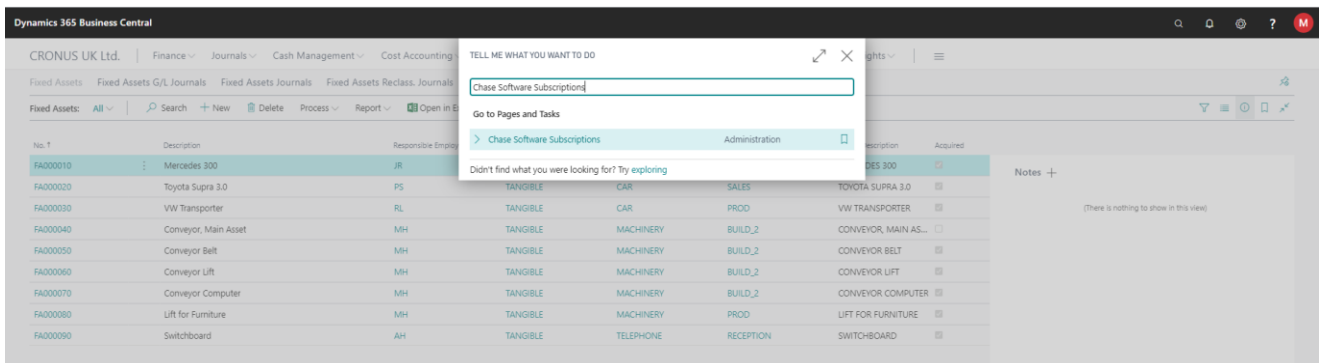
Back Next Finish

To complete the process, click on the Finish button from the page shown below.

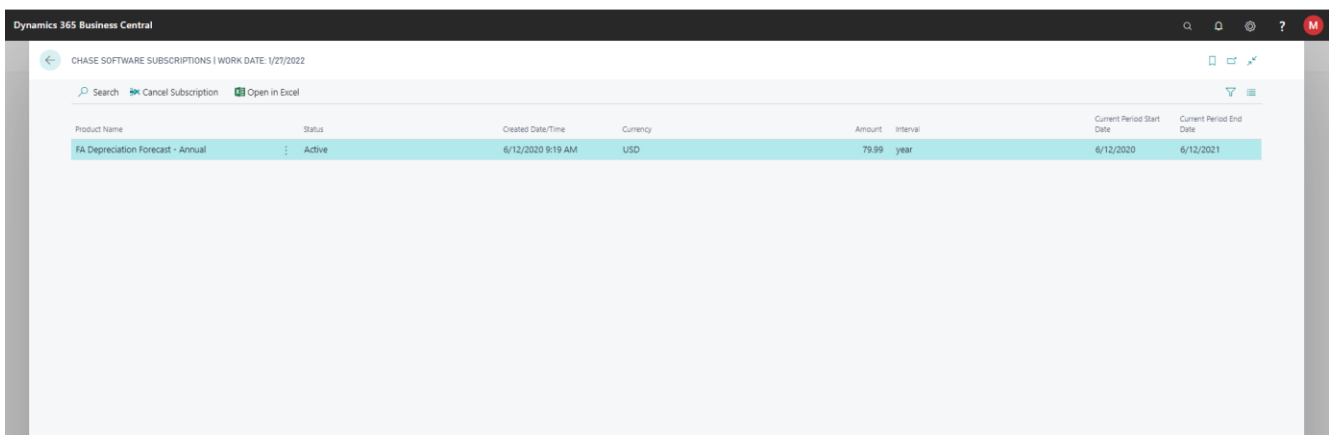


## Viewing and managing your subscriptions

You can view and manage your subscriptions from the Chase Software Subscriptions page. Locate the page using the Business Central search feature, as shown below, and navigate to the page directly from the search results.



The Chase Software Subscriptions page will list all your subscriptions and you have an option to cancel any of your active subscriptions using the *Cancel Subscription* action as shown below:



## FEATURES

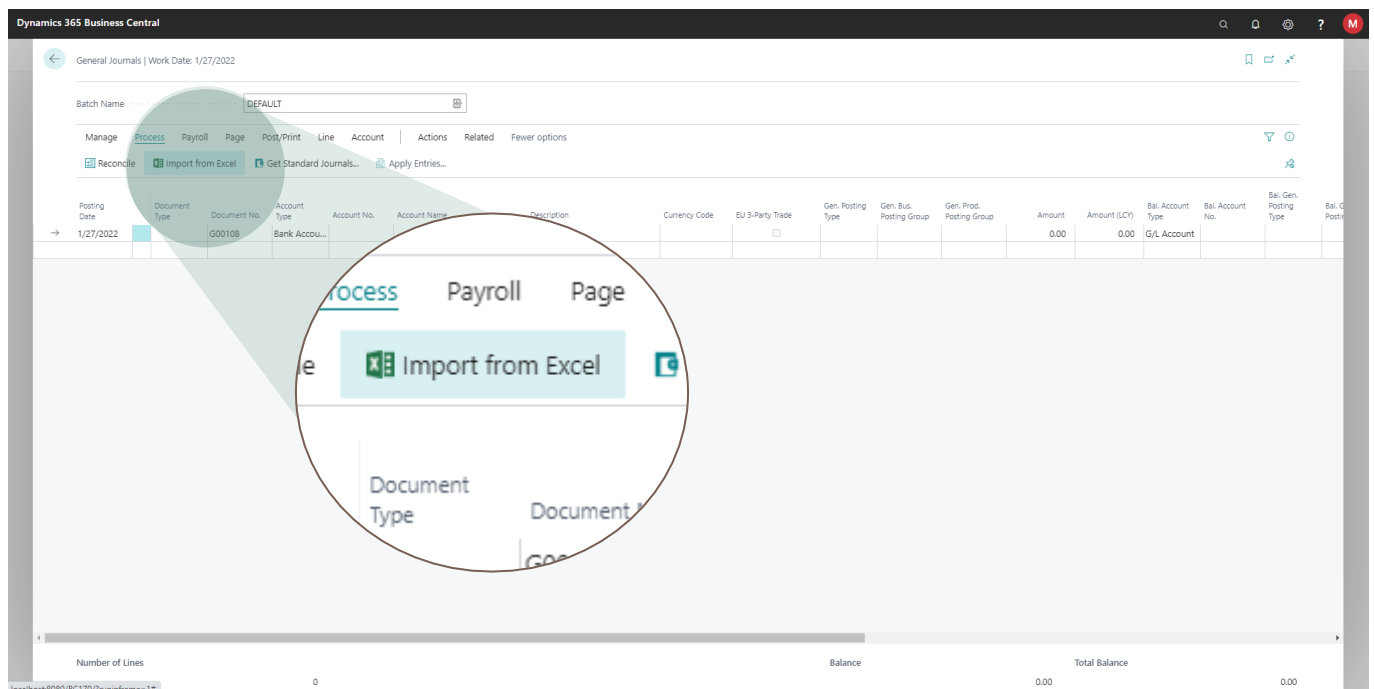
This app offers the following features:

1. Create journal lines in Microsoft Excel and import them directly into Business Central.
2. No need to create a specific Excel layout or template.
3. Supports all fields in the General Journal Line table, even new or custom fields as well as Global Dimensions and Shortcut Dimensions.
4. This app can be used to speed up data migration by importing opening balances or detailed transactions from Excel.

## HOW DO I USE THIS APP?

This app does not require any configuration, it's easy to install and simple to use.

To access the import feature, open any of your journal pages (complete list of supported journal pages in Appendix A), click on the Process menu and hit the *Import from Excel* action, as shown below:



# HOW DO I CREATE A JOURNAL IN EXCEL?

This is super easy; you can create a Microsoft Excel journal using any of the following options:

1. Start from scratch
2. Copy lines from an existing journal
3. Copy ledger entries from Business Central

## 1. START FROM SCRATCH

Create a brand-new Microsoft Excel Worksheet, use the first row in the Worksheet as the column headings and all subsequent rows can be used to capture journal lines.

Make sure the descriptions used in your column headings match the column headings in your journal page.

You can list the columns in any order, and you are *free to apply formatting and styling* to the Excel document, even adding *freeze panes* and *formulae* is totally fine.

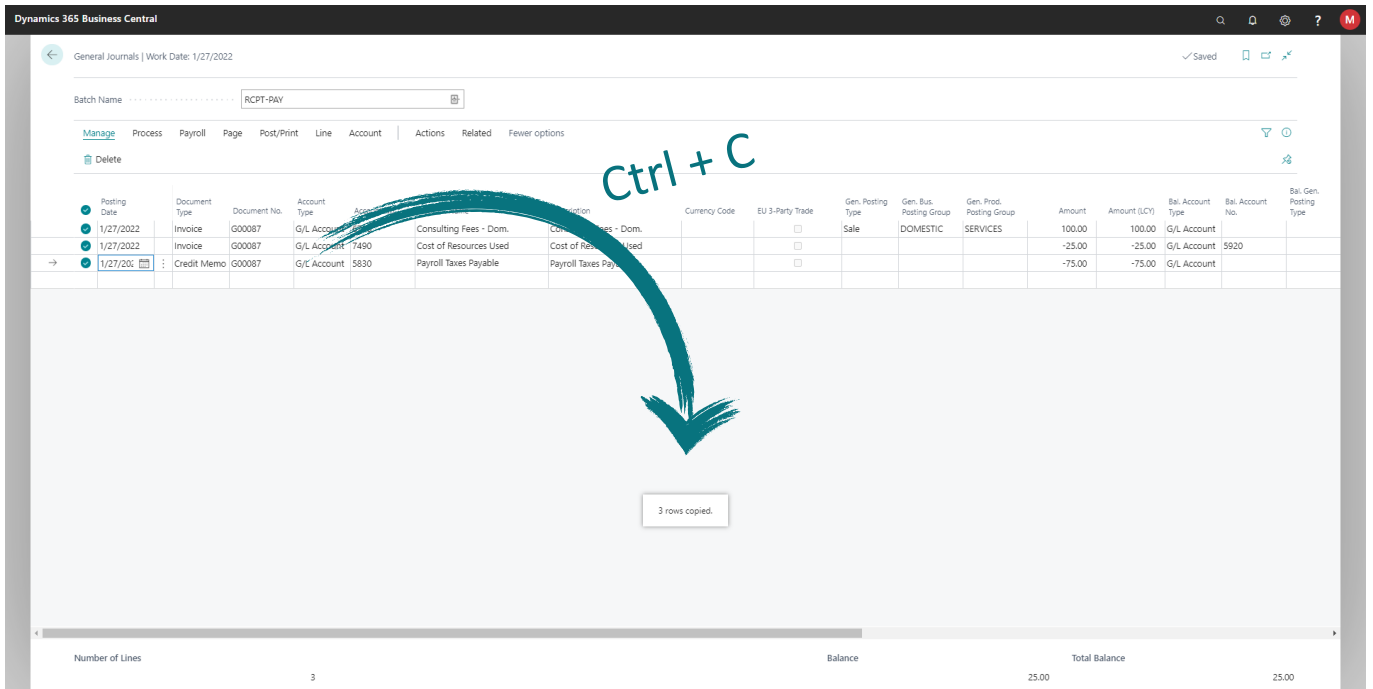
Below is an example of a journal I captured in Microsoft Excel – ready to be imported into Dynamics 365 Business Central:

Posting Date	Document No.	Account Type	Account No.	Account Name	Description	Currency Code	Amount	Amount (LCY)	Bal. Account Type	Comment	Department Code	Project Code	Customergroup Code	Area Code	Businessgroup
1/28/2022	G00001	G/L Account	1220	Increases during the Year	Packing Machine 2022		110.97	110.97	G/L Account		PROD				
1/28/2022	G00001	G/L Account	8210	Office Supplies	Boxes for Packing Machine 2022		24.62	24.62	G/L Account		PROD				
1/28/2022	G00001	G/L Account	8210	Office Supplies	Glue for Packing Machine 2022		27.75	27.75	G/L Account		PROD				
1/28/2022	G00001	Bank Account	WWB-OPERATING	World Wide Bank	Materials for Packing Machine 2022		-163.34	-163.34	G/L Account						

## 2. COPY LINES FROM AN EXISTING JOURNAL

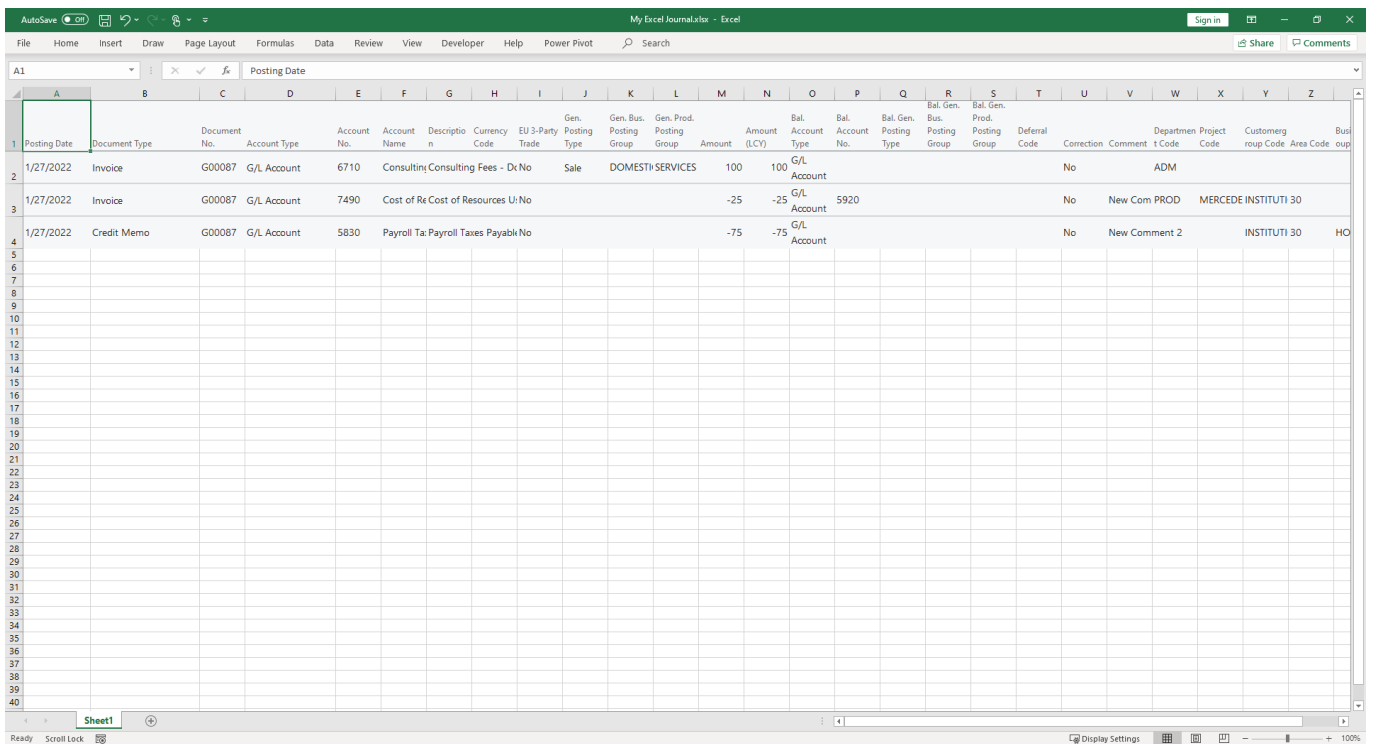
This is the easiest way to get going in Excel.

Create one or more lines in your journal where you intend to import the Excel journal to, select the lines in the journal page, then click **Ctrl + C** to copy the journal lines from Business Central, as shown below:



Now create a new Excel document and paste the lines into Excel, shown below.

Notice the *column headings* were also copied to the Microsoft Excel document. From this point, you can delete the existing lines from Excel and create your own journal lines but be sure to keep the top row in place (the *column headings*).



### 3. COPY LEDGER ENTRIES FROM BUSINESS CENTRAL

Another super-easy way to create a Microsoft Excel document and start preparing your journal is to copy ledger entries from Business Central and using the ledger entries as a template in Microsoft Excel.

From any of the ledger entry pages in Business Central, select the lines you wish to copy, then click *Ctrl + C* to copy the entries from Business Central, as shown below:





Now create a new Excel document and paste the lines into Excel.

## APPENDIX A

During installation of the app, a new action is added to the following Journal Pages:

1. Cash Receipt Journal
2. Fixed Asset G/L Journal
3. General Journal
4. IC General Journal
5. Job G/L Journal
6. Payment Journal
7. Purchase Journal
8. Recurring General Journal
9. Sales Journal