

## TOPS Journal Entry Import Format

This document outlines the requirement to import a journal entry into the TOPS General Ledger. The file is comma delimited and contains 11 columns. Below are the columns and a description of each

Journal #	Date	Description	Account #	Reference	Debit Amount	Credit Amount	Reference ID	Unused	Unused	Unused
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Col.	Description	Format	Use
01	<b>Journal #</b>	Variable Length Character	Not Used.
02	<b>Date</b>	MM/DD/YY	Used for the posting date.
03	<b>Description</b>	25 Characters	Used for the JE Header Description.
04	<b>Account #</b>	AAAAA-CCC	An Account cost center from the community chart of accounts.
05	<b>Reference</b>	25 Characters	Used for the reference field on the individual line items. This may be different for each line.
06	<b>Debit Amount</b>	Numeric 8 whole 2 decimal	Used in the debit amount field. No commas. NNNNNNNN.NN
07	<b>Credit Amount</b>	Numeric 8 whole 2 decimal	Used in the credit amount field. No commas. NNNNNNNN.NN
08	<b>Reference ID</b>	8 Characters	Used in the "Ref ID" column of the Journal Entry.
09	Unused	N/A	Potential future use
10	Unused	N/A	Potential future use
11	Unused	N/A	Potential future use

This format can be used to import any type of Journal Entry from external systems or providers such as Payroll – (Paychex, ADP), QuickBooks or any other system that can create a Comma Separated Values (CSV) text file. The first row or record is the header row must be entered but will be excluded from the import process. It is important that the file contains 11 columns. Columns 02 – 07 are required to have data in them to create a Journal Entry in TOPS.

## Creating the Import file

The file itself can be created as a .txt file then renamed to .csv. Or the file can be created from an excel spreadsheet and then converted to .csv.

This is an example of what a sample .txt file will look like.

```
Journal #,Date,Description,Account #,Reference,Debit Amt,Credit Amt,Reference ID,Space Holder,Space Holder,Space Holder
1,7/01/2014,Payroll,1010,Jane Doe,2500,,Employee,,,
1,7/01/2014,Payroll,1010,Jane Doe,,2500,Employee,,,
```

When done entering all the transactions in the .txt file, rename it to .csv and it is ready to import.

This is an example of what the .csv file will look like with the above data:

	A	B	C	D	E	F	G	H	I	J	K
1	Journal #	Date	Description	Account #	Reference	Debit Amt	Credit Amt	Reference ID	Space Holder	Space Holder	Space Holder
2	1	7/1/2014	Payroll	1010	Jane Doe	2500		Employee			
3	1	7/1/2014	Payroll	1010	Jane Doe		2500	Employee			
4											

The data entered in columns 1, 9, 10 and 11 will not be used for now, however for your own records these fields can contain any information you may wish to enter.

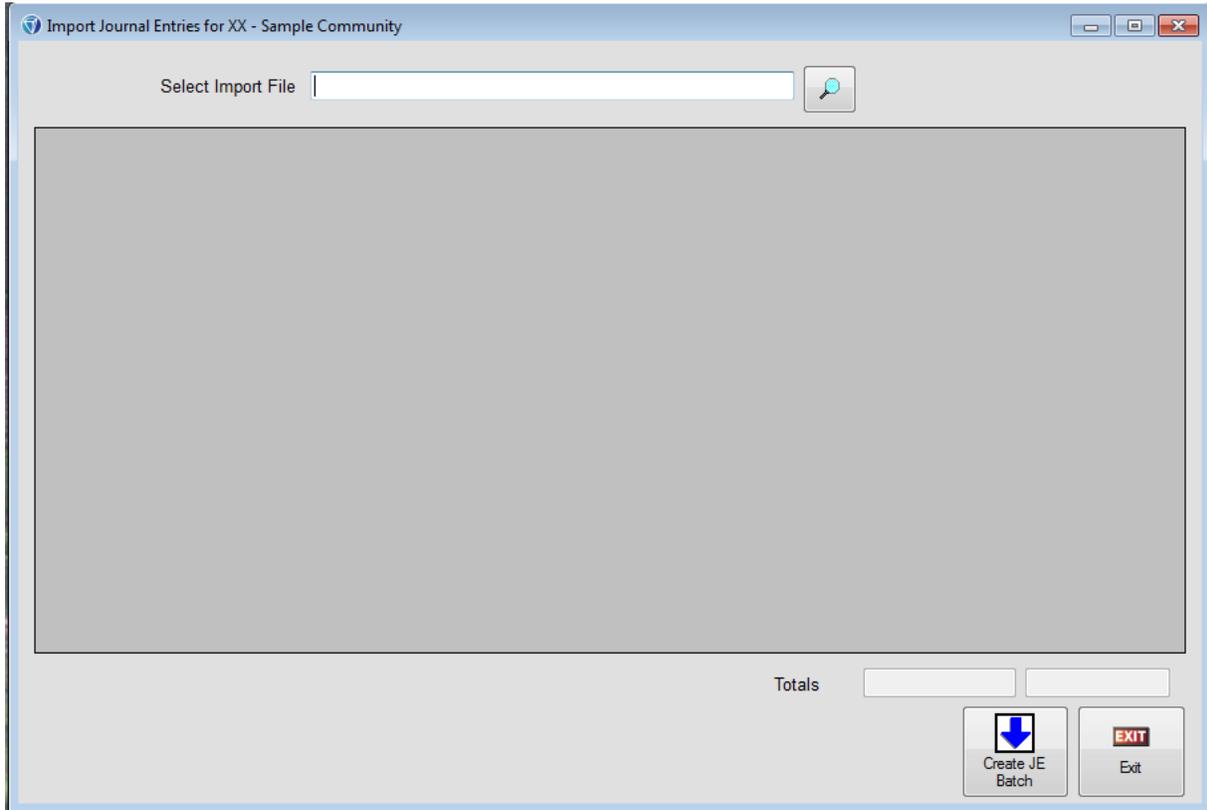
i.e., Journal #,Date,Description,Account #,Reference,Debit Amt,Credit Amt,Reference ID,Check Number,Branch Number,Client Number.

To convert an existing Excel file into.csv format:

1. Open the Excel file.
2. Click on **File** and **Save as**.
3. Select where you would like to save the file.
4. In the **File Name** field, name your document.
5. In the **Save as Type** field select CSV (comma delimited) (\*.csv).
6. Click Save.
7. You may receive one or two warnings about the formatting of .csv, click **yes**.

## Journal Entry Import Window

To get to this window you click on Utilities then Journal Entry Import and the import window will open.



Next, select your Import file by either entering the path and file name of the import file or using the search button to search for your file.

The screen will then fill in with all the information from your Imported file.

Import Journal Entries for XX - Sample Community

Select Import File  

Journal #	Date	Description	Account #	Reference	Reference ID	Debit Amount	Credit Amount
1	10/30/2012	Payroll	01010-000	John Smith	1	\$0.00	\$2,137.19
1	10/30/2012	Payroll	03110-000	John Smith	1	\$0.00	\$453.24
1	10/30/2012	Payroll	03120-000	John Smith	1	\$0.00	\$255.00
1	10/30/2012	Payroll	03130-000	John Smith	1	\$0.00	\$206.67
1	10/30/2012	Payroll	03140-000	John Smith	1	\$0.00	\$116.40
1	10/30/2012	Payroll	03170-000	John Smith	1	\$0.00	\$48.33
1	10/30/2012	Payroll	03190-000	John Smith	1	\$0.00	\$371.51
1	10/30/2012	Payroll	08620-000	John Smith	1	\$3,333.34	\$0.00
1	10/30/2012	Payroll	08710-000	John Smith	1	\$206.67	\$0.00
1	10/30/2012	Payroll	08730-000	John Smith	1	\$48.33	\$0.00
2	10/30/2012	Payroll	01010-000	Mary Jones	2	\$0.00	\$2,265.14
2	10/30/2012	Payroll	03110-000	Mary Jones	2	\$0.00	\$503.59
2	10/30/2012	Payroll	03120-000	Mary Jones	2	\$0.00	\$270.88
2	10/30/2012	Payroll	03130-000	Mary Jones	2	\$0.00	\$219.54
2	10/30/2012	Payroll	03140-000	Mary Jones	2	\$0.00	\$123.65
2	10/30/2012	Payroll	03170-000	Mary Jones	2	\$0.00	\$51.34

Totals

Review the information on the screen to ensure that all the data is correct. If changes need to be made to any GL Account Numbers, use the “View G/L Accounts” button to view available account numbers for this community. If any rows need to be removed, use the “Delete Row” button to perform this action. When you are certain you are ready to create the Journal Entry batch, select the Create JE Batch button. The message below will be displayed providing the TOPS Journal Batch number that was created from the import.

Import Journal Entries for XX - Sample Community

Select Import File

Journal #	Date	Description	Account #	Reference	Reference ID	Debit Amount	Credit Amount
1	10/30/2012	Payroll	01010-000	John Smith	1	\$0.00	\$2,137.19
1	10/30/2012	Payroll	03110-000	John Smith	1	\$0.00	\$453.24
1	10/30/2012	Payroll	03120-000	John Smith	1	\$0.00	\$255.00
1	10/30/2012	Payroll	03120-000	John Smith	1	\$0.00	\$206.67
1	10/30/2012	Payroll				\$0.00	\$116.40
1	10/30/2012	Payroll				\$0.00	\$48.33
1	10/30/2012	Payroll				\$0.00	\$371.51
1	10/30/2012	Payroll				\$3,333.34	\$0.00
1	10/30/2012	Payroll				\$206.67	\$0.00
1	10/30/2012	Payroll				\$48.33	\$0.00
2	10/30/2012	Payroll	01010-000	Mary Jones	2	\$0.00	\$2,265.14
2	10/30/2012	Payroll	03110-000	Mary Jones	2	\$0.00	\$503.59
2	10/30/2012	Payroll	03120-000	Mary Jones	2	\$0.00	\$270.88
2	10/30/2012	Payroll	03130-000	Mary Jones	2	\$0.00	\$219.54
2	10/30/2012	Payroll	03140-000	Mary Jones	2	\$0.00	\$123.65
2	10/30/2012	Payroll	03170-000	Mary Jones	2	\$0.00	\$51.34
<b>Totals</b>						\$20,183.76	\$20,183.76

JournalEntryImport

Process Completed - Journal Batch # 021 Created.

OK

View G/L Accounts

Delete Row

Create JE Batch

EXIT  
Exit

Once the import is completed you would then go to GL, select the Journal Entries tab and click on the drop down arrow next to Batch # to choose the imported batch. The following window will then display:

GL - General Journal XX - Sampl...  
General Journal 3 Unposted JE Batches  
Batch # 21  
Description Payroll  
Reference ID 1  
 Reverse Next Period  
Entry Count: 50 Running Balance: 0.00  
Delete All fields in red are required OK Cancel

Once you have the batch open, make any changes to the Description field if needed and click the OK button to open the detail.

After reviewing the Journal Entry Batch to ensure accuracy, you would post the Batch just like any other Journal Entry Batch.

GL - General Journal XX - Sample Community  
Current Period: 06/01/10 to 06/30/10  
Batch #: 4 Journal Entry Entry Count: 50  
Running Balance: .00

Account #	G/L Description	Credit	Ref. ID
1010	Cash Checking Ref: John Smith	2,137.191	
3110	Employee Fede Ref: John Smith	453.241	
3120	Employee's FIC Ref: John Smith	255.001	
3130	Employers FIC Ref: John Smith	206.671	
3140	State Tax Withholding Ref: John Smith	116.401	10/30/12
3170	Employers Medicare Liab. Ref: John Smith	48.331	10/30/12

SY - TOPS MESSAGE  
? Posting complete!  
OK Cancel

If you review the General Ledger Account through GL > View Accounts, you will notice that the Source for the transaction begins with "IM" to designate this as a Journal Entry Import batch.

The screenshot shows a software window titled "GL - View G/L account activity" for "XX - Sample Community". The window includes navigation buttons, a "Print" button, and a "Current Period: 06/01/10 to 06/30/10" label. The account information is as follows:

- Account: 3110
- Employee Federal With.
- Start Date: 10/30/12
- End Date: 10/30/12
- All Dates
- Show Prior Year Balance

Date	Source	Ref. ID	Debit Amt.	Credit Amt.	Reference
+10/30/12	IM0004	1		453.24	John Smith

Summary values at the bottom of the window:

Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
.00	.00	453.24	453.24CR	453.24CR