

# How To Import GL from Subledger

Below are the steps on how to import GL from subledger:

1. Open **Import GL from Subledger** screen from **General Ledger > Import GL from Subledger** menu.
2. On **Fiscal Year From** and **To** fields, all fiscal year present in the journal detail table of the **Origin** module are listed. Click combo box button and select From and To fiscal year.
3. Same with **Period** fields, all periods present in the journal detail table of the **Origin** module are listed. Click combo box button and select **From** and **To** periods.
4. Click **Ok** button to start importing. Once the importing is done, **GL Import Logs** screen will open showing how many journals were successfully posted and how many failed to post together with its details.