

# How To Import GL from CSV

Here's how to import General Ledger from CSV:

1. Open **Import GL from CSV** screen of **General Ledger menu**.
2. Click on **Browse** button to open and select the file to be imported.
3. Select file and click **Open** button. The file path will be displayed on the **Source Path** field.
4. Select the equivalent cross reference in **convert account id to** (*optional. If the csv file has account ids from origin*).
5. Click **Import** toolbar button to start the import process. Once the importing is done, the **GL Import Logs** screen will open showing how many transactions passed the importing and how many fails. The details of the imported journals, posted and unposted are also shown.

Alternatively, you can also import from General Journal screen then click on **Import** button to open the **Import GL from CSV** screen.