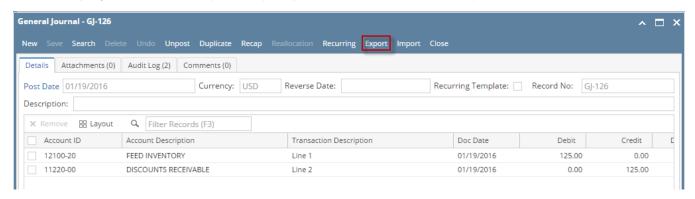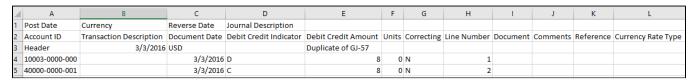# General Ledger CSV format

The easiest way to get a GL CSV format template is to open any General Journal record and click on Export.
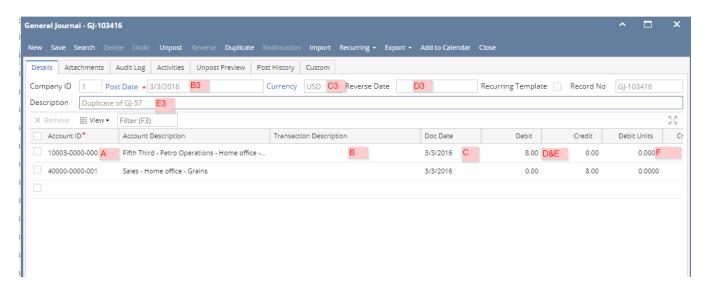

You can also download the template from this link: GL CSV Template.csv

There are two sections in the exported csv file. They are the **Header** and **Detail**.

1. **Header row-** This corresponds to the **Post Date** (Column B), **Currency** (Column C), **Reverse Date** (Column D) and **Journal Description** (Column E) fields of the **General Journal** screen.

The word '**Header**' is required in the A column so that system can determine if it is importing multiple journal records like what is shown below.

2. **Detail row(s)** - This row consists of following columns:

Account ID (Column A), Transaction Description (Column B), Document Date (Column C), Debit Credit Indicator (Column D), Debit Credit Amount (Column E), Units (Column F), Correcting (Column G), Line Number (Column H), Document (Column I),Comments (Column J) and Reference (Column K)

Header Line

Field	Description	Required

Header	Identifier to separate multiple transactions - multiple transactions can be imported using different headers.	Y
Post Date	Date the transaction will be posted to the general ledger	Y
Currency	Currency of the transaction	Y
Reverse Date	If you want to make this a reversing entry you can add a date - be careful if you are importing historic data -as in a historic transaction set both the initiating and reversing entry will be in the data set. So if you enter this date you may double post historic reversals.	N
Journal Description	Description of transaction	N

Detail Line

Field	Description	Required
Account ID	Should have a matching account id in the GL Account Detail | Chart of Accounts tab.	Y
Transaction Description	This corresponds to Transaction Description in the General Journal column grid	Y
Document Date	This pertains to Document Date in the General Journal column grid. Formatted as mm/dd/yyyy.	
Debit Credit Indicator	This is either D or C. D for Debit Amount and C for Credit Amount.	Y
Debit Credit Amount	When imported in Debit or Credit column of the General Journal depending on the **Debit Credit Indicator.**	Y
Units	When imported in Debit Units or Credit Units column of the General Journal depending on the Debit Credit Indicator.	Y
Correcting	The value must be either "Y" or "N"	Y
Line Number	This determines the order of your journal line records.	Y
Document	This is the Document column of the general journal screen.	N
Comments	This is the Comments column of the general journal screen	N
Reference	This is the Reference column of the general journal screen.	N

CSV File Format

Column	Data	Required	Length	Special Processing Notes:
A	Year		4	i.e. 2009 If column A and/or column B are left blank, the program will use the date in column G to get the Year and determine the Period.
B	Period		2	i.e. 04
C	G/L Account Number		17	Must be formatted as 99999999.99999999 or cross referenced in the Account Translation Maintenance program.
D	Source System		3	If blank, the program will use "GJE" as the Source System.
E	Source Number		5	Numeric
F	Line Number		6	Numeric
G	Date		8	Formatted as YYYYMMDD
H	Time		8	Numeric, formatted as HH:MM:SS If blank, the program will use the system time.
I	Reference		25	Alphabetic
J	Document		25	Alphabetic
K	Comments		25	Alphabetic
L	Debit/Credit		1	The value must be either "D" or "C".
M	Amount		13	Formatted as 9(10).99
N	Units		17	Formatted as 9(12).9999
O	Correction		1	The value must be either "Y" or "N"

Sample Import File

Import GL from csv sample.csv