

# How to Import Voucher from CSV

[Import Voucher from CSV Template.csv](#)

Here are the steps on how to import Voucher from CSV:

1. Open **Voucher** screen from **Accounts Payable > Voucher**.
2. Click on **Import** button to open Import Voucher from CSV mini screen.
3. Click **Browse** and select the file to be imported.
4. Select file and click **Open** button. The file path will be displayed on the **Source Path** field.
5. Select the equivalent cross reference in **convert account id to** (*optional. If the csv file has account ids from origin*) .
  - a. Mapping is '**Origin**'
    - i. If Account ID inputted in the CSV file for both header and grid does not exist in **GL Account Detail > Cross Reference > Origin** , an error in importing will be logged in the Import Logs screen.
    - ii. If Account ID inputted in the CSV for both header and grid does exist in **GL Account Detail > Cross Reference > Origin**, importing will be successful.
  - b. Mapping is '**Old to New**'
    - i. If Account ID inputted in the CSV file for both header and grid does not exist in **GL Account Detail > Cross Reference > Origin**, an error in importing will be logged in the Import Logs screen.
    - ii. If Account ID inputted in the CSV for both header and grid does exist in **GL Account Detail > Cross Reference > Origin**, importing will be successful.
6. Click **Import** toolbar button to start the import process. Once the importing is done, the **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.