GL Import Logs

Everytime you perform an import may it be from subledger or from a CSV file, an import log is created. This can be viewed via GL Import Logs screen. To open, here are the steps:

1. From **General Ledger**, click **GL Import Logs** to open **Search Import Logs** screen.
2. Select the import log you want to view.
3. Click **Open**.
4. Details of the import is displayed including the **version**, **date**, **user**, **event** and the **number of records** that failed and pass.
5. It also list down all the records included in this import.