



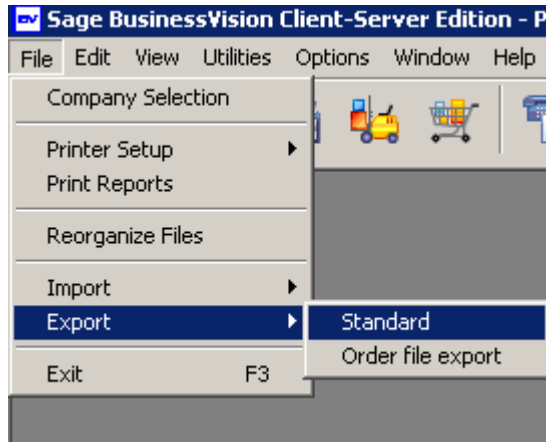
Exporting and Importing Files

In this section:

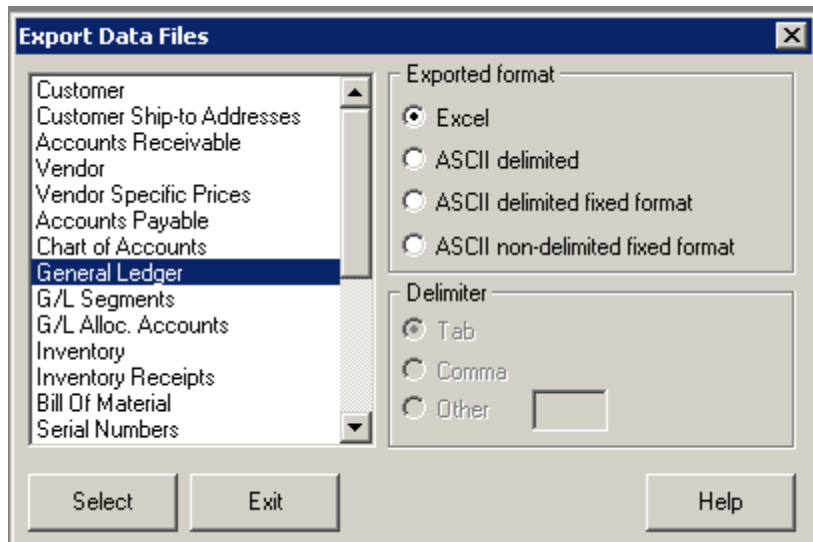
- ❖ Exporting Files to Excel
- ❖ Importing Files from Excel
- ❖ Excel File Format

Exporting to Excel

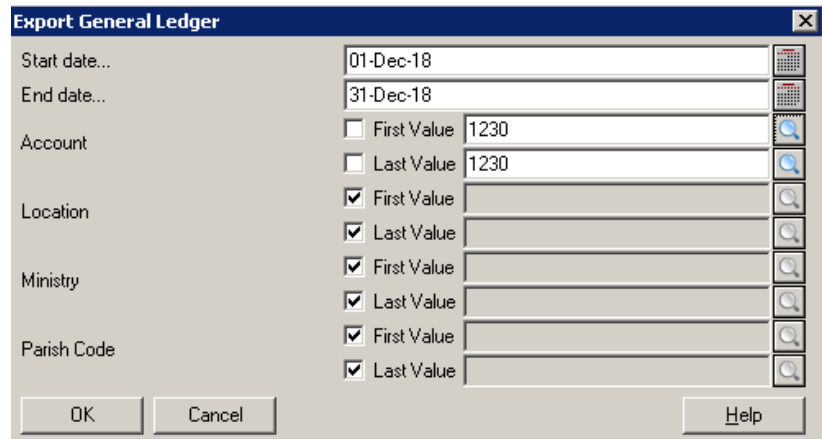
To export a file or data to excel you will select File from the top left hand corner of the screen, and then select Export and Standard from the drop down list.



The following screen appears. Scroll down to find "General Ledger" and make sure that the Excel button is selected for the correct format. Press select.



Once you have pressed Select the following screen appears.



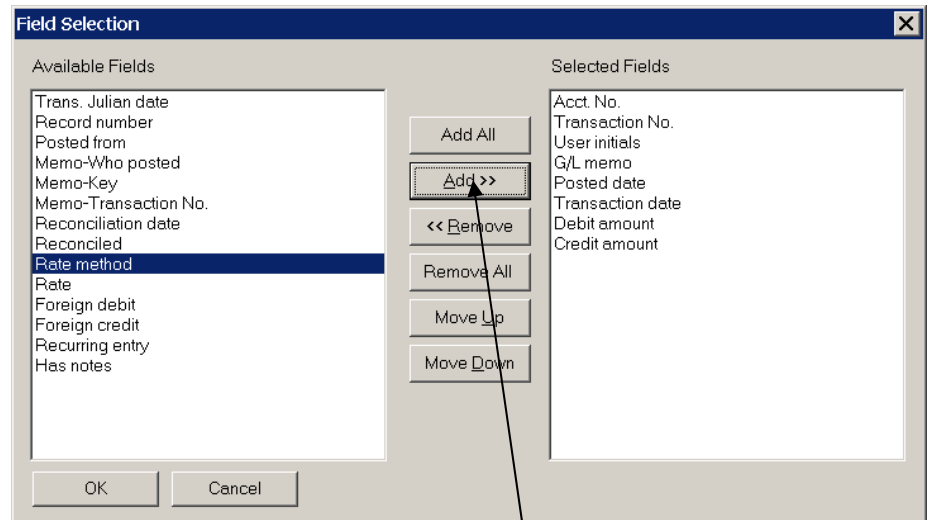
The 'Export General Ledger' dialog box contains the following fields and controls:

- Start date...:** 01-Dec-18
- End date...:** 31-Dec-18
- Account:** ☐ First Value 1230, ☐ Last Value 1230
- Location:** ☒ First Value, ☒ Last Value
- Ministry:** ☒ First Value, ☒ Last Value
- Parish Code:** ☒ First Value, ☒ Last Value

Buttons: OK, Cancel, Help

Enter the date range you wish to select and the account number you want the data from and select OK. *In the example above we selected account 1230 – Due from Parish.*

The next screen appears.



The 'Field Selection' dialog box is divided into two main sections:

- Available Fields:** A list of fields including Trans. Julian date, Record number, Posted from, Memo-Who posted, Memo-Key, Memo-Transaction No., Reconciliation date, Reconciled, **Rate method** (highlighted), Rate, Foreign debit, Foreign credit, Recurring entry, and Has notes.
- Selected Fields:** A list of fields including Acct. No., Transaction No., User initials, G/L memo, Posted date, Transaction date, Debit amount, and Credit amount.

Buttons between sections: Add All, Add >>, << Remove, Remove All, Move Up, Move Down.

Buttons at the bottom: OK, Cancel.

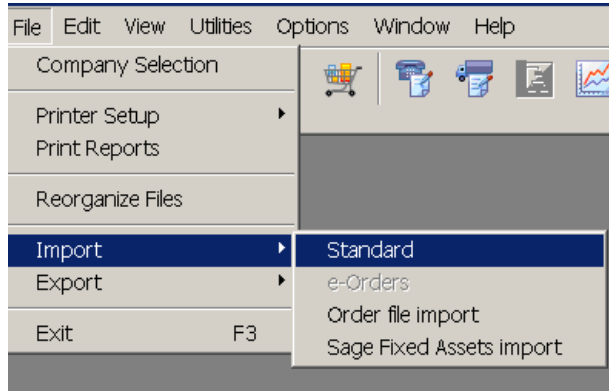
Here you will select that data you wish to export. You select one by one from the Available Fields section and click on the Add button.

Once you have finished selecting what you wish to export click on the OK button.

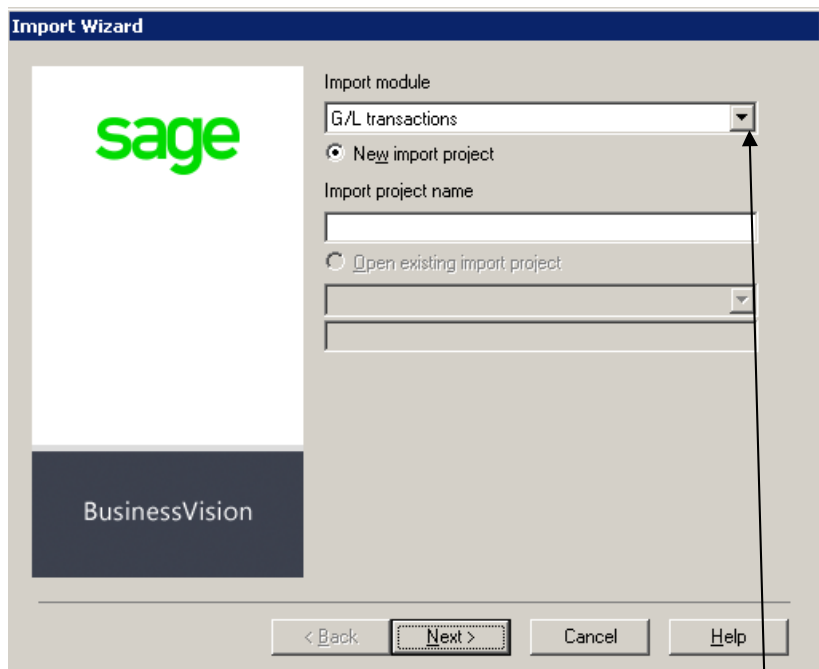
Rename your file and save in a folder that you will remember (maybe you can create one called BV Exports). It will automatically save as a Microsoft Excel File (.xls).

Importing Files

To import a file go to File on the top left hand corner, select Import, and then Standard.

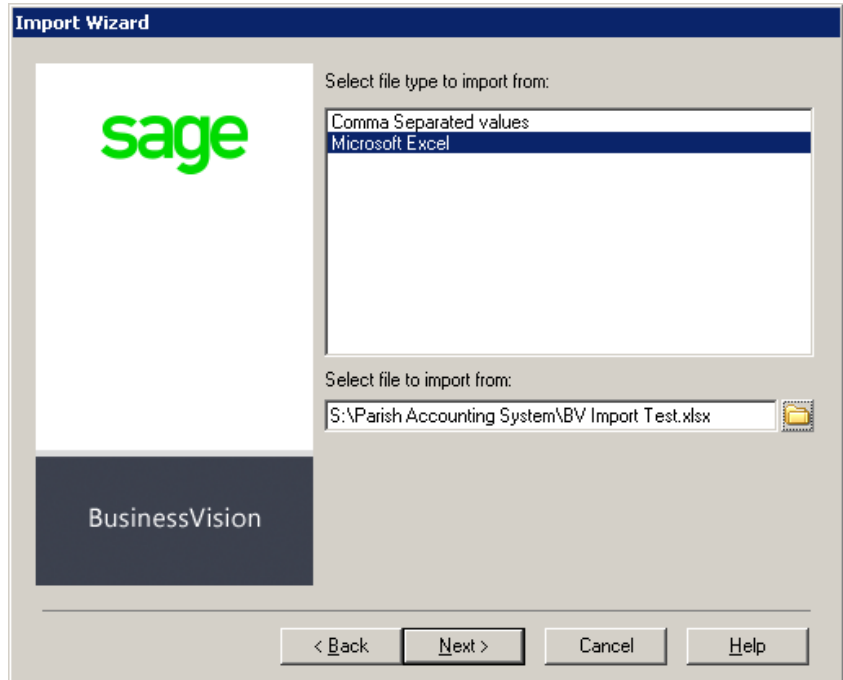


The following screen appears.



Click on the drop down menu and select G/L transactions.

Enter an Import project name or Open an existing import project and press Next.



Select the file type you wish to import (Microsoft Excel) then enter or browse to the location of the import file, then press Next.

Import Wizard - G/L Transactions - Shared Costs

Import File Field Name	BusinessVision Field Name	Field Property
User initials	User initials	
G/L memo	G/L memo	
Posted date	Reconciliation date	
Transaction date	Reconciled	
Debit amount	Posted date	
Credit amount	Transaction date	
	Debit amount	Required field
	Credit amount	Required field

Map
Next record
First record

Import File Field Name	BusinessVision Field Name
Acct. No.	Acct. No.
Transaction No.	Transaction No.

Undo
Save project
Delete project
Import
View log

Date format
mm/dd/yyyy

< Back Finish Cancel Help

Map each of the items on the left under Import File Field Name to the list on the right. Click Map after selecting one entry in each section and the pair is added to the list in the bottom section.

If you want to remove a mapped pair from the bottom section, select the entry and click Undo. The two field names are then returned to the upper sections.

You can click Save project at any time during your mapping session, to preserve your work, or click Delete project to start over.

If you are done mapping click Import to start the import process.

Select the date format used by the records you want to import. We recommend the default mm/dd/yyyy.

Check the log file to see if any errors occurred during import or mapping by clicking View Log.

If there were no errors the import was successful.

Excel Import Format

	A	B	C	D	E	F	G	H
	Acct. No.	Transaction No	User Initials	G/L Memo	Posted Date	Transaction Date	Debit amount	Credit amount
1	6160-3-00-000	1	OS	Office Exps 6160-3-00-000	6/30/2022	6/30/2022	125.45	
2	5570-0-00-033	1	OS	Rectory-food 5570-0-00-033	6/30/2022	6/30/2022	245.54	
3	2030-0-00-XXX	1	OS	Due from Parish XXX	6/30/2022	6/30/2022		370.99
4								
5								

The format for the data to be imported must be entered as shown above.

Enter the account from the G/L memo. The last line will be the amount you owe the other parish – i.e. 2030-0-00-XXX and the balance – credit column.

Transaction no. should be the same; use 1 for all lines. Posted date and Transaction date should be the last day of the month you are working on.