

MICRO APPS

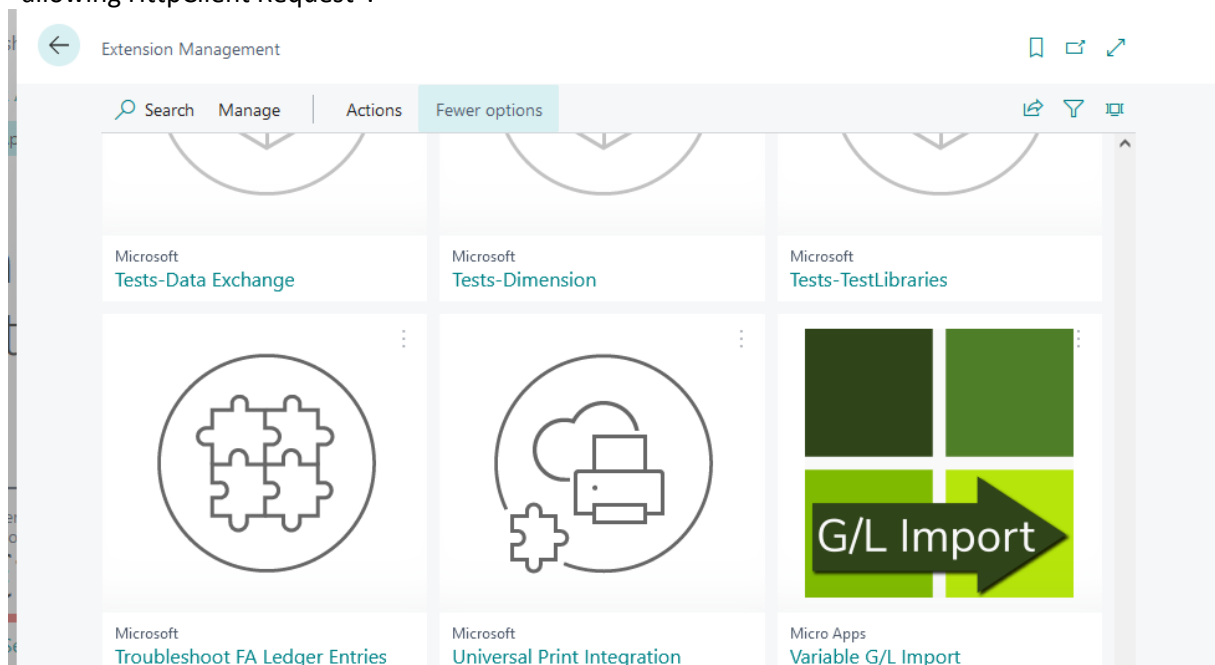
Variable G/L Import

This document describes all the necessary information for the use of the G/L Import extension, created by Micro-Apps. With this app, you can map the columns of an Excel sheet to the general journal fields. By mapping these columns, the GL Import app makes the import of excel files into the general journal easier and flexible.

Installation:

The installation of the GL Import is available via the Microsoft Marketplace for Business Central extensions/apps. From here you can automatically install the extension and make it available within every company within your Business Central environment.

For the correct working of the app, make sure that the setting of the Micro Apps Base App is set for “allowing HttpClient Request”.




GL Import app Setup:

After the installation has been completed, the page **Gen. Journal Import Wizard** is available in Business Central. With this configuration wizard we set up the GL Import application step by step.

Once the installation is complete, the app needs to be set up. This can be done with the Gen. Journal Import Wizard. This wizard contains all the necessary steps to completely set up the extension. The first step is to register yourself and to activate the trial or subscription. With the trial, you can use the app two weeks free of charge. After the trial period, you need to activate the subscription. Make sure both fields are checked (like the example in the right picture.)

Gen. Journal Import Wizard ↗ ✕




Welcome to the GL Import setup
 This Application imports financial Excel files into the General Journal in Microsoft Dynamics 365 Business Central.

Get Started!
 This setup wizard configures the GL Import app created by Micro-Apps. In the next steps, we configure the permissions and set up the application.

[Next](#)

Gen. Journal Import Wizard ↗ ✕



Beforehand - Activate trial/subscription
 To use this app, you need to register yourself. If you have not registered yet, click on the 'Register' button, fill in the required information on the page and click on 'Register' or 'Update Tenant Information'.

Tenant Information Registered

To use the this app, you need to start a free trial or subscription. If you have not done this yet, click on 'App Card' and activate a trial or subscription.

App Activated


Click on 'Next' if you have a trial or subscription for this app.

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Permission Sets

The last step contains assigning the 'ABC.VariableGLImport' permission set. For every user that uses the GL Import app and doesn't have super rights, you need to set the permission. Open the user overview page with the button, select the user and assign the "ABC.VariableGLImport" permission in the User Permission Sets tab. After this step you are ready to use the application.

Gen. Journal Import Wizard ↗ ✕




Permission Sets
 The users of the app need additional permissions to use the app. Users with the 'super' permission set have sufficient permissions.

Set the permissionset
 To add the necessary permissions to the user, open the user overview within Business Central. Then select the user who should have access to the app and assign the "ABC.VariableGLImport" permission set.

[Back](#) [Open User Overview](#) [Next](#)

Gen. Journal Import Wizard ↗ ✕



The Configuration wizard has finished!
 You are now able to use the GL Import app. To close this setup, choose Finish.

[Back](#) [Finish](#)

Using G/L Import

In order to successfully implement **G/L Import** the following steps must be completed:

Setup

1. In your Microsoft Dynamics 365 Business Central environment locate **G/L Import** on the menu. Click once, and choose for the option **Import Mapping**.
2. Select **+New**
3. A new screen will pop up, under the *Code*-row you need to select a blank cell and enter: **Import**; Under the *Description*-row you need to enter: **Import GL entries**

GEN. JOURNAL IMPORT CODES | WORK DATE: 4/8/2019

✓ SAVED

Search + New Edit List Delete Open in Excel More options

Code ↑	Description
→ IMPORT	Import GL entries

4. Locate the drop-down menu labeled *Navigate*, and click on **Columns**.
5. This allows for the following fields to be filled in:
 - I. **Column No.** = Fill in column number from Excel sheet, column number 1 is the first column starting on the left hand side.
 - II. **Field No.** = Choose the field that you want to import
 - III. **Field name** = Name of the field that has been chosen
 - IV. **Field caption** = Name caption of the field that has been chosen
 - V. **Validate field** = Validates the imported value for the field in general journal
 - VI. **Remove characters** = Removes character in imported value when filled in
 - VII. **Remove space** = Removes space in imported value when ticked
 - VIII. **Shortcut dimension No.** = When you choose a shortcut dimension 3 or higher you are required to fill this field with the shortcut dimension code number.

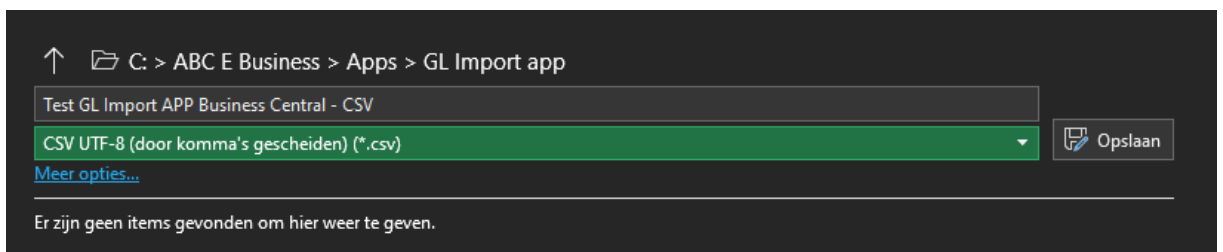
6. See below for a visual example:

Column No. ↑	Field No.	Field name	Field caption	Valid field	Remove character...	Remove space	Shortcut dimension No.
1	5	Posting Date	Posting Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
2	7	Document No.	Document No.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
3	3	Account Type	Account Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
4	4	Account No.	Account No.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
5	8	Description	Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
6	13	Amount	Amount	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
7	63	Bal. Account Type	Bal. Account Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
8	11	Bal. Account No.	Bal. Account No.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
9	24	Shortcut Dimensi...	Shortcut Dimension 1 Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
10	25	Shortcut Dimensi...	Shortcut Dimension 2 Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
→ 11	70241977	MAGL Shortcut D...	Shortcut Dimension 5 Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5

7. In order to ensure a proper import process, please see the example below on how to fill in your Excel-sheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	3-1-2020	GL0001	G/L Account	1015	General entrie 1	100	G/L Account	7960	Test1	Test2	Test3						
2	3-1-2020	GL0001	G/L Account	1015	General entrie 1	200	G/L Account	7960	Test1	Test2	Test3						
3																	
4																	

Save the Excel sheet as a CSV-file (CSV UTF-8)



8. To test the dimension values, make sure the dimension values in the excel sheet are added in Microsoft Dynamics 365 Business Central. First you must add **dimension "TEST"**:

← DIMENSIONS | WORK DATE: 4/6/2020 ✓ SAVED

Edit - Dimensions

Search + New Edit List Delete Dimension Open in Excel Actions Fewer options

Code	Name	Code Caption	Filter Caption	Description
KLANTGROEP	Klantgroep	Klantgroep Code	Klantgroep Filter	
KSTNPLAATS	Kostenplaats	Kstnplaats Code	Kstnplaats Filter	
RES	Resource	Res Code	Res Filter	
VEST	Vestiging	Vest Code	Vest Filter	
→ TEST	Test	Test Code	Test Filter	

9. After you have added the *Dimension*, you need to add **Dimension Values** “Test1” for the first, “Test 2” for the second and “Test3” for the fifth dimension. In order to do this you must navigate to: **Dimensions** → **Dimension Values** and add the following values:

The first dimension:

← KSTNPLAATS - KOSTENPLAATS | WORK DATE: 8-4-2019 ✓ SAVED

Dimension Values

Search + New Edit List Delete Open in Excel More options

Code	Name	Dimension Value Type	Totaling	Blocked
ADM	Administratie	Standard		<input type="checkbox"/>
PROD	Productie	Standard		<input type="checkbox"/>
VERKOOP	Verkoop	Standard		<input type="checkbox"/>
→ TEST1	Test 1	Standard		<input type="checkbox"/>

The second dimension:

← KLANTGROEP - KLANTGROEP | WORK DATE: 8-4-2019 ✓ SAVED

Dimension Values

Search + New Edit List Delete Open in Excel More options

Code	Name	Dimension Value Type	Totaling	Blocked
GROOT	Groot bedrijf	Standard		<input type="checkbox"/>
KLEIN	Klein bedrijf	Standard		<input type="checkbox"/>
MIDDEL	Middelgroot bedrijf	Standard		<input type="checkbox"/>
→ TEST2	Test 2	Standard		<input type="checkbox"/>

The fifth dimension:

← TEST - TEST | WORK DATE: 8-4-2019 ✓ SAVED

Dimension Values

Search + New Edit List Delete Open in Excel More options

Code	Name	Dimension Value Type	Totaling	Blocked
→ TEST3	Test 3	Standard		<input type="checkbox"/>

10. In the *General Ledger Setup* you must now add the *TEST Dimension* to *Shortcut Dimension 5*

EDIT - GENERAL LEDGER SETUP | WORK ✓ SAVED

General Ledger Setup

General | Posting | Tax | Bank | Journal Templates | More options

Allow Posting To	<input type="text"/>	LCY Code	EUR
Local Address Format	ZIP Code+City	Local Currency Symbol	€
Inv. Rounding Precisi...	0.01	Local Currency Descri...	Euro
Inv. Rounding Type (\$)	Nearest	Tax Invoice Renaming...	0.00
Amount Rounding Pr...	0.01	Tax Rounding Type	Nearest
Amount Decimal Plac...	2:2	Bank Account Nos.	BANK
Unit-Amount Roundi...	0.001		

Dimensions Show less

Global Dimension 1 C...	KSTNPLAATS	Shortcut Dimension 4...	
Global Dimension 2 C...	KLANTGROEP	Shortcut Dimension 5...	TEST
Shortcut Dimension 1...	KSTNPLAATS	Shortcut Dimension 6...	
Shortcut Dimension 2...	KLANTGROEP	Shortcut Dimension 7...	
Shortcut Dimension 3...	RES	Shortcut Dimension 8...	

11. Navigate to the menu and select **G/L Import** → **Import**

12. A screen will pop up, fill in the open fields as follows:

- I. **File Name** = Choose your *Excel Sheet* for Import.
- II. **Import Code** = Choose your *import code* that has been created during *Step 3*
- III. **Journal Template Name** = Pick your *general Journal*
- IV. **Journal Batch Name** = Choose your *general journal Batch*



Saved Settings

Changes to the options and filters below will be saved only to: 'Last used options and filters'

Use default values from: Last used options and filters ▾

Options

File Name Test GL Import APP Business Central.xlsx ...

Import Code IMPORT ▾

Journal Template Name ALGEMEEN ▾

Journal Batch Name GL IMPORT ...

Schedule...

OK

Cancel

13. After pressing OK you are prompted with the screen as seen below, pick **Allow Once** to ensure proper functionality.



The extension 'Micro Apps Base by Micro Apps' is making a request to an external service. Do you want to allow this request?

Allow Always

Allow Once

Block Always

Block Once

OK

Cancel

14. Open your **Journal (ALGEMEEN)** and **Batch (GL IMPORT)** to see the *imported GL entries*

15. To conclude the process you must now **Post the Journal**.