

Exporting G/L Transactions to Excel Spreadsheet

Using the “YTD General Ledger Export” Utility

This procedure creates a comma delimited (csv) file containing information from the G/L Year to Date postings file.

To access this Special Procedure, you will need to go in General Ledger > Utilities >Export/Import >YTD General Ledger Export.

Once you select the YTD General Ledger Export utility, the following screen will appear:

G/L Year to Date Export Utility

Export Path/File Name:

Property ID:

Start Fiscal Period: Start Fiscal Year:

End Fiscal Period: End Fiscal Year:

Starting Account:
Cash - Operating

Ending Account:
Cash - Payroll

Fields

Export Path/File Name

In this field you will enter in a path and file name of the csv file to be created. Include the extension in the file name. This will enable windows to automatically open this file using Excel. For example: C:/gltrx.csv

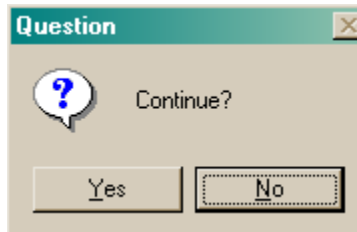
Start Fiscal Period / Start Fiscal Year and End Fiscal Period / End Fiscal Year

Enter the range of months/years for which you would like to export G/L transactions. “SY”, “01-13”, and “EY” are permitted entries in the Fiscal Period fields.

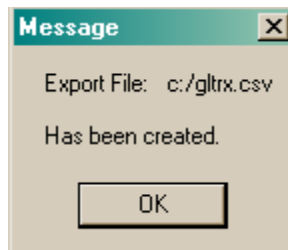
Starting Account and Ending Account

Enter in the Starting account number and Ending account number for which you would like to export G/L Transactions. If you are not sure of the account number, use the Find button to browse to the account.

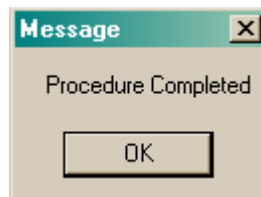
When you have finished entering in the above information, you will need to hit F2 to run the procedure.



If you are ready to continue, select 'Yes' to continue.

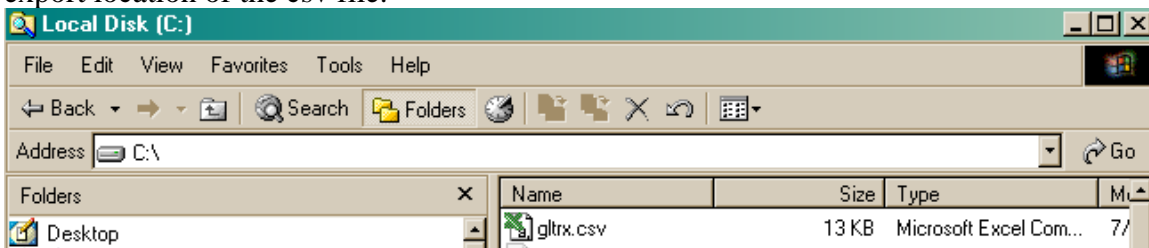


This message appears to notify you that the file has been created, located in the path you specified. Click on OK.



This message appears to notify you that the Procedure is complete. Click on OK. It will return you to the main DPHS screen.

Using My Computer or Windows Explorer, browse to the path you specified for the export location of the csv file.



Once you have located the file, double click on it & it will open in Microsoft Excel.

Sample Export File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	201000	50	1		Mrs. Butterworths	APAJ	1/30/2002	1	2002	11	No	yes		bad butter	560	560	
2	201000	51	1		Mrs. Butterworths	APAJ	1/30/2002	1	2002	11	No	yes		bad butter	560	560	
3	201000	67	1		Fake Grass Co.	APAJ	1/31/2002	1	2002	51	No	yes		lawm2	550	550	
4	201000	67	2		Fake Grass Co.	APAJ	1/31/2002	1	2002	51	No	no		lawm2	-550		-550
5	201000	32	1		Dairy Cow Farms	APCD	1/25/2002	1	2002	13	No	no		112150001	600	600	
6	201000	32	5		Old Tree Bank	APCD	1/25/2002	1	2002	32	No	no		112160001	1000	1000	
7	201000	32	6		Pig Pen Cleaning Services	APCD	1/25/2002	1	2002	14	No	no		112120001	565	565	
8	201000	35	1		Fake Grass Co.	APCD	1/28/2002	1	2002	51	No	no		112150001	400	400	
9	201000	35	2		Barney's Brontosaurus Burgers	APCD	1/28/2002	1	2002	6	No	no		112150001	250	250	
10	201000	44	1		Fake Grass Co.	APCD	1/28/2002	1	2002	51	No	no		new lawn tree	1000	1000	
11	201000	44	1		Fake Grass Co.	APCD	1/28/2002	1	2002	51	No	no		lawm2	550	550	
12	201000	46	1		Fake Grass Co.	APCD	1/28/2002	1	2002	51	No	no		new lawn tree	-1000		-1000
13	201000	46	1		Fake Grass Co.	APCD	1/28/2002	1	2002	51	No	no		lawm2	-550		-550
14	201000	47	1		Fake Grass Co.	APCD	1/28/2002	1	2002	51	No	no		new lawn tree	1000	1000	
15	201000	66	1	Mr Plaque	Conehead Travel	APCD	1/31/2002	1	2002	5	No	no	0	265090	290	290	

The information contained in each column is outlined below.

Column A	Account Number
Column B	Batch ID
Column C	Transaction Number
Column D	Transaction Description
Column E	Subsidiary Name
Column F	Journal Code
Column G	Transaction Date
Column H	Post Month
Column I	Post Year
Column J	Reference
Column K	Reversing Entry?
Column L	Adjustment?
Column M	Purchase Order
Column N	Invoice/Check Number
Column O	Amount
Column P	Debits
Column Q	Credits
Column R	Comments
Column S	Alternate Name/ID of Account

If you have further questions, please visit our website www.dphs.com OR contact Data Plus Support.