

# PaXcel 2005

## Introduces Select-n-Load

### Importing Journals in to Pastel it's as easy as 1-2-3

1 Prepare your journal spreadsheet. You can use the installed example as a starting point or create your own. Use either all of the column headers supplied or just create with the minimum of information.

Line	Date	Period	Type	Account	Reference	Description
1	31/01/2006	1	G	3250000	A000001	Cleaning Costs
2	31/01/2006	1	G	3250000	A000002	Cleaning Costs Team 2
3	31/01/2006	1	G	3250000	A000003	Cleaning Costs Team 3

As the journal is a straight Excel spreadsheet it can be used within your organisation or out in the field by smaller offices.

2 Select the region including the headers of the journal that you wish to write back to Pastel. Once you have your selected region press the **Import Journal in to Pastel** button on the PaXcel toolbar

Date	Period	Type	Account	Reference	Description	
1	31/01/2006	1	G	3250000	A000001	Cleaning Costs
2	31/01/2006	1	G	3250000	A000002	Cleaning Costs Team 2
3	31/01/2006	1	G	3250000	A000003	Cleaning Costs Team 3

3 Confirm the journal to be imported and press the **[Create Batch]** button. Your journal will now be available in Pastel's batch system for verification, printing and updating.

Date	Period	Type	Account	Reference	Description	Amount
31/01/2006	1	G	3250000	A000001	Cleaning Costs	100.00
31/01/2006	1	G	3250000	A000002	Cleaning Costs Team 2	250.50
31/01/2006	1	G	3250000	A000003	Cleaning Costs Team 3	50.00



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