

# Importing Journal Entries

 [restaurant365training.com/importing-journal-entries/](http://restaurant365training.com/importing-journal-entries/)

Restaurant365

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This tutorial will take the user through the steps to Import Journal Entries.

There are two options for importing Journal Entries: Option 1 – Journal Entry Details, Imports line item details for one journal entry. Option 2 – Journal Entry, Imports 1 or many Journal Entries, all in one template

## Option 1 – Journal Entry Details

Imports line item details for 1 journal entry the user has open. It is designed primarily for payroll JE but will work for normal JE as well. There is one generic and three Payroll Provider specific Templates,

R365 Generic (For Regular or Payroll Journal Entries)

	A	B	C	D	E	F	G	H	I	J
1	Account	Debit	Credit	Location	Comment					
2	Meat Cost	155.63	0	Location_1						
3	Meat Inventory	0	155.63	Location_1						
4										
5										
6										
7										
8										
9										
10										

## Payroll Specific Formats

ADP Format

Please note that “General Ledger Report” must be in cell A1, and the Row Headers for the data should be on row 12.

	A	B	C	D	E	F	G
1	General Ledger Report						
2							
3							
4	Client:	Test					
5	G/L File Name:	OMNY 122213.IIF					
6	G/L File Definition:	AMG Default					
7	Completion Date/Time:	12/31/2013 16:01					
8	Last Download Attempt Date/Time:						
9	CoA Map:	Test Default					
10							
11	General Ledger Transactions						
12	Account	Amount	Date	Class	DocNum	Memo	Name
13	Labor Expense: Bar Staff	1,379.49	27-Dec-13				
14	Chase Payroll	-29,474.75	27-Dec-13			Direct Deposits	
15	Chase Payroll	-298.46	27-Dec-13			Garnishments	
16	Chase Payroll	-15,591.41	27-Dec-13			Net Pay	
17	Chase Payroll	-20,671.57	27-Dec-13			Taxes	
18	Labor Expense: Host Staff	2,266.02	27-Dec-13				
19	Labor Expense: Line Cooks	7,644.21	27-Dec-13				
20	Labor Expense: Pastry Cooks	906.23	27-Dec-13				
21	Labor Expense: Porters	4,257.33	27-Dec-13				

### Paychex Format

	A	B	C	D	E	F	G
1	PR	1060	1060	B	0	20522.9	
2	PR	1060	1060	C	0	27134.86	
3	PR	1060	1060	D	0	15155.82	
4	PR	1060	1060	E	0	707.13	
5	PR	2062	2062 TOTALS		1291	0	
6	PR	5010	5010 TOTALS		8211.22	7039.09	
7	PR	5020	5020 TOTALS		36029.73	30005	
8	PR	5025	5025 TOTALS		5304.46	4127	
9	PR	5030	5030 TOTALS		12362.07	9082	
10	PR	5040	5040 TOTALS		3873.23	0	

Column A: JE Type, Column B: Account Number, Column C: Account Name, Column D: Debits, Column E: Credits

### BigFish Format

	A	B	C	D	E	F	G	H
1	COMPANY	PERIOD	STORE	ACCOUNT	AMOUNT	DESCRIPTION	DATE	
2	Bar & Grill, Inc.	5	Cerritos CT	1004	-10117.68	Vacation Accrual	4/27/2014	
3	Bar & Grill, Inc.	5	Cerritos CT	6140	173.3	Staff Salaries and Wages - BOH	4/27/2014	
4	Bar & Grill, Inc.	5	Cerritos CT	6120	9300.85	Staff Salaries and Wages - FOH	4/27/2014	
5	Bar & Grill, Inc.	5	Cerritos CT	6220	724.84	Federal Payroll Taxes FICA/Medicare	4/27/2014	
6	Bar & Grill, Inc.	5	Cerritos CT	6230	56.84	Federal Unemployment Tax	4/27/2014	
7	Bar & Grill, Inc.	5	Cerritos CT	6240	331.59	State Unemployment Tax	4/27/2014	
8	Bar & Grill, Inc.	5	Cerritos CT	7199	-625.86	Uniforms	4/27/2014	
9	Bar & Grill, Inc.	5	Cerritos CT	7110	156.12	Accounting and Payroll	4/27/2014	
10								

For this exercise we will use the R365 Generic Format template.

**Step 1:** Click on 'Account' in the top ribbon, then select 'Payroll Journal Entry' in the Drop Down.

**Step 2:** A new Transaction will open with a title of, 'Journal Entry'. Enter the following information in the top fields of the of the Journal Entry:

Journal Entry - 006330

Unapproved

Date \* 6/30/2015 Number \* 006330 Location \* H&S Ocean

Comment PPE - 6/30/2015

Payroll Start Date 6/17/2015 Payroll End Date 6/30/2015

DETAILS

Select Account	Debit	Credit	Comment	Location	Add	Clear
				H&S Ocean		

**Number\*:** This field will auto-fill with the next transaction number. Normally there is no need to change it.

**Date\*:** This is the day that you are creating the Payroll Journal Entry.

**Location\*:** Enter the location from which the entry is being created. Note: you can still use THIS form to track payroll at all locations. R365 will automatically create the "Due to" and "Due from" transactions between legal entities behind the scenes.

**Payroll Start and End Date:** Select the start and end date of the pay period for which this journal entry covers. The system will automatically make an adjustment to the accrued payroll expenses for the pay period. This way the accuracy of your weekly prime cost reports is not dependent on how often you run actual payroll. Note: The Payroll Estimate Clearing tab will calculate and display the sum total of all the Approved labor accrual entries made by the POS integration (via the DSS) for the **legal entity** assigned to the location chosen in the header on the transaction between the start and end date of the payroll period as part of the Approving process. Notice that it is essentially a single reversing entry on the last day of the payroll period. The difference between the reversing entry and the actual payroll entry (from your payroll provider) is shown on the Distribution tab. The amounts shown in the Distribution tab are the net impact to your labor related GL accounts.

**Comment:** Enter a Comment if needed. A comment will appear in the Comment Column on the 'Journal Entry' List View for reference.

**Step 3:** Now that all the Top Fields are complete, Select 'Action' in the top ribbon and then select 'Import'. A new Pop-up will open.

**Step 4:** Click on the 'Browse' Button and select the CSV file you are using for the import.



**Step 5:** You will now see the detail line items of your Journal Entry have been imported. You can Save and or Approve the JE.

Journal Entry - 006330

Unapproved

Date \* 6/30/2015 Number \* 006330 Location \* H&S Ocean

Comment PPE - 6/30/2015

Payroll Start Date 6/17/2015 Payroll End Date 6/30/2015

DETAILS

Select Account	Debit	Credit	Comment	Location	Add	Clear
MG Ocean - Checking-3063	0.00	10,117.68	Payroll PPE 6/30/2015	H&S Ocean		
Back of House	178.80	0.00	Payroll PPE 6/30/2015	H&S Ocean		
Front of House	9,300.85	0.00	Payroll PPE 6/30/2015	H&S Ocean		
Withholding and FICA Taxes Payable	721.81	0.00	Payroll PPE 6/30/2015	H&S Ocean		
Federal Unemployment Tax	54.46	0.00	Payroll PPE 6/30/2015	H&S Ocean		
State Unemployment Tax	331.50	0.00	Payroll PPE 6/30/2015	H&S Ocean		
Uniforms	0.00	625.86	Payroll PPE 6/30/2015	H&S Ocean		
Accounting, Payroll/HR	156.12	0.00	Payroll PPE 6/30/2015	H&S Ocean		
	10,743.54	10,743.54				

## Option 2 – Journal Entry

Imports 1 or many Journal Entries, all in one template, and on import screen user can specify if it is a Payroll JE with start and end payroll dates, or leave that unchecked and it will be normal Journal Entry. There is only one available template,

### JE Import

	A	B	C	D	E	F	G	H	I	J	K	L
1	JENumber	Date	JEComment	JELocation	Account	Debit	Credit	DetailLocation	DetailComment			
2	CERRITOS PAYROLL PPE 42714	4/27/2014	Payroll for Cerritos 4272014	Cerritos CT	1004		10117.68	Cerritos CT	Vacation Accrual			
3	CERRITOS PAYROLL PPE 42714	4/27/2014	Payroll for Cerritos 4272014	Cerritos CT	6140	173.3		Cerritos CT	Staff Salaries and Wages - BOH			
4	CERRITOS PAYROLL PPE 42714	4/27/2014	Payroll for Cerritos 4272014	Cerritos CT	6120	9300.85		Cerritos CT	Staff Salaries and Wages - FOH			
5	CERRITOS PAYROLL PPE 42714	4/27/2014	Payroll for Cerritos 4272014	Cerritos CT	6220	724.84		Cerritos CT	Federal Payroll Taxes FICA/Medicare			
6	CERRITOS PAYROLL PPE 42714	4/27/2014	Payroll for Cerritos 4272014	Cerritos CT	6230	56.84		Cerritos CT	Federal Unemployment Tax			
7	CERRITOS PAYROLL PPE 42714	4/27/2014	Payroll for Cerritos 4272014	Cerritos CT	6240	331.59		Cerritos CT	State Unemployment Tax			
8	CERRITOS PAYROLL PPE 42714	4/27/2014	Payroll for Cerritos 4272014	Cerritos CT	7199		625.86	Cerritos CT	Uniforms			
9	CERRITOS PAYROLL PPE 42714	4/27/2014	Payroll for Cerritos 4272014	Cerritos CT	7110	156.12		Cerritos CT	Accounting and Payroll			
10												

**JENumber\*:** This should be a unique identifier for each JE. It can be Numeric and/or Text.

**Date\*:** This is the day that you are creating the Journal Entry. If this is a Payroll Journal Entry, we recommend using the last day of the payroll period you are posting the JE for. Must be M/D/YYYY format

**JEComment:** This is the header comment and is an optional comment field on the transaction that shows underneath the date and above the details. You can use this comment field to provide more detail regarding the reason for the JE. A comment will appear in the Comment Column on the 'Journal Entry' List View for reference.

**\*\*When Importing Journal Entries, this header JEComment field needs to be the same value for every detail line of the transaction.**

**JELocation\*:** Enter the location for which the entry is being created (similar to the default location in the header of a manually created JE). You can use either the Restaurant365 'Location Name' or 'Location Number'

**Account:** Enter the Restaurant365 'Account Number' for the detail Debit or Credit

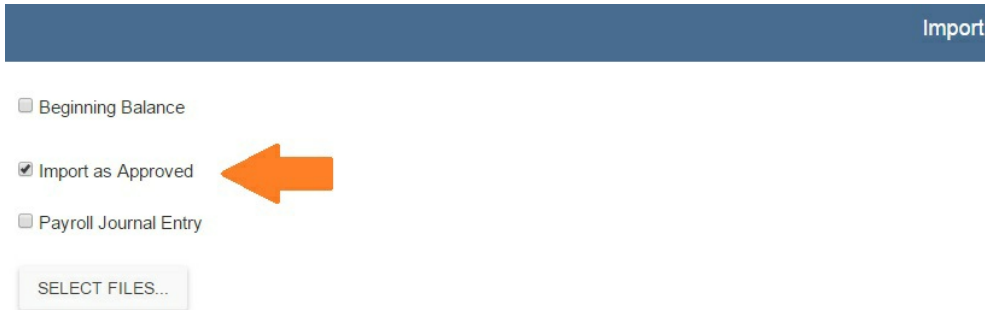
**DetailLocation\*:** Enter the location that the detail Debit or Credit line item is for. You can use either the Restaurant365 'Location Name' or 'Location Number'

**DetailComment:** Enter a Detail Comment for each line item, if needed. This will show on the comment column in the

detail section on the individual detail line and can be different for each transaction detail.

**Step 1:** Click on 'Account' in the top ribbon, then select 'Import Journal Entry' in the Drop Down.

**Step 2:** A new pop-up will open. Depending on the type of Journal Entry you are entering you may need to check one of the boxes in the upper left hand corner of the pop-up. The user has the option to decide whether the journal entries import as approved or unapproved by checking the box in the import window.



The screenshot shows a dark blue header bar with the word "Import" in white. Below the header, there are three checkboxes: "Beginning Balance" (unchecked), "Import as Approved" (checked), and "Payroll Journal Entry" (unchecked). An orange arrow points to the "Import as Approved" checkbox. At the bottom left, there is a button labeled "SELECT FILES..."

If you are importing a Payroll or Beginning Balance Journal Entry you would select the appropriate box. If you are importing a Standard Journal Entry then you would leave both check boxes blank and click on 'Import'. In this exercise we will be importing a Payroll Journal Entry so we will check the Payroll JE box.



The screenshot shows the "Import" dialog box with a dark blue header. The "Beginning Balance" and "Payroll Journal Entry" checkboxes are highlighted with a red rectangular box. The "Import as Approved" checkbox is unchecked. The "SELECT FILES..." button is visible at the bottom left.

**Step 3:** Once the Payroll JE box is checked you will see new fields for the Payroll Start and End Dates. Update each field with the correct Payroll Start and End Dates.



The screenshot shows the "Import" dialog box with a dark blue header. The "Payroll Journal Entry" checkbox is checked. Below it, two date input fields are visible: "Payroll Start Date:" and "Payroll End Date:". Both fields are highlighted with a red rectangular box. The "SELECT FILES..." button is at the bottom left.

**Step 4:** Once you have the correct Payroll Start and End Dates, Click on 'Select Files'



**Import** ? ✕

Beginning Balance

Payroll Journal Entry

Payroll Start Date:  📅

Payroll End Date:  📅

**SELECT FILES...**

**Step 5:** Once you select the file for import a new Pop-up will appear displaying the Status of the import. Click on the 'x' in the top right corner to close.

**Import** ? ✕


Beginning Balance

Payroll Journal Entry

Payroll Start Date:  📅

Payroll End Date:  📅

Done ⓘ

 JEImportPayrollTest2.csv ! ↻

**Import Result**  
Success 1 record(s) created

**Step 6:** Your Payroll Journal Entry is now complete and approved.

**Restaurant365** Vendor Account Customer Banking Item Manager Franchising Administration

Accounting Journal Entries - R365 Show/Hide Columns Save View Clear Filter Clear Sort Set Default Edit Selected

Approval Status	Location	Number	Date	Debit Total	Credit Total	Comment
<input checked="" type="checkbox"/> Approved	H&S Ocean	PPE6302015	6/30/2015	\$10,743.54	\$10,743.54	PPE 06302015
<input checked="" type="checkbox"/> Approved	Major Grill 200	005885	1/31/2015	\$5,148.00	\$5,148.00	200 Accruals Corporate Overhead
<input checked="" type="checkbox"/> Approved	Major Grill 200	005881	1/31/2015	\$3,163.00	\$3,163.00	200 Accruals Occupancy Costs
<input checked="" type="checkbox"/> Approved	Major Grill 200	005897	1/31/2015	\$286.00	\$286.00	200 Accruals Restaurant Expenses
<input checked="" type="checkbox"/> Approved	Major Grill 200	005893	1/31/2015	\$3,582.50	\$3,582.50	200 Accruals Facilities Expenses

**Note:** If you do not see the debit and credit totals in the Journal Entry List View simply open the Journal Entry and Select 'Save & Close' and the List View will be updated.

That covers the basics of 'Importing Journal Entries'. Thank you for attending this training session. This article is one of many training sessions available to you on-demand. We invite you to continue your training so that you can get the most out of Restaurant365 to help your restaurant reach it's full potential.