

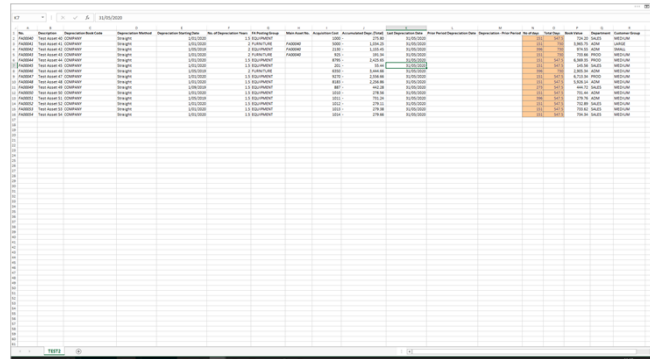
## Table of Contents

1. Setup.....	2
1.1. Excel Importer - Importing Fixed Assets Information .....	2
1.1.1. Creating the FA Excel Mapping Template .....	2
1.1.2. Importing the Fixed Assets Spreadsheet .....	9
1.2. BC Copy Account Dimension Mapping Template.....	13
1.3. BC Copy Excel Mapping Template .....	18
1.4. Excel Importer - Importing Customer Remittance Transactions .....	22
1.4.1. Creating a Mapping Template for Customer Remittances .....	23
1.4.1.1. Create the Cash Receipt Journal .....	23
1.4.1.2. Create the Mapping Template .....	24
1.4.2. Importing the Customer Remittance .....	28
1.4.3. Reviewing Remittance Lines Matching .....	29
1.4.4. Importing Customer Remittance Lines After Posting the Cash Receipt .....	33
1.5. Excel Importer - Creating Account/Dimension Mappings .....	40
1.6. BC Activating Excel Importer .....	57
1.7. Excel Importer - Creating an Excel Mapping Card.....	59
1.8. Excel Importer - Creating Sales Price Worksheet Mapping.....	64
1.9. Excel Importer - Importing Sales Price Worksheet .....	70
1.10. Excel Importer - Importing Purchase Invoices .....	72
1.11. Excel Importer - General Journal Import.....	75
Fixed Assets Upload Spreadsheet .....	2

# 1. Setup

## 1.1. Excel Importer - Importing Fixed Assets Information

This guide presents the steps required to import Fixed asset records into Business Central, as well as their associated acquisition cost and accumulated depreciation amounts, using a single import template in the Excel Importer app.



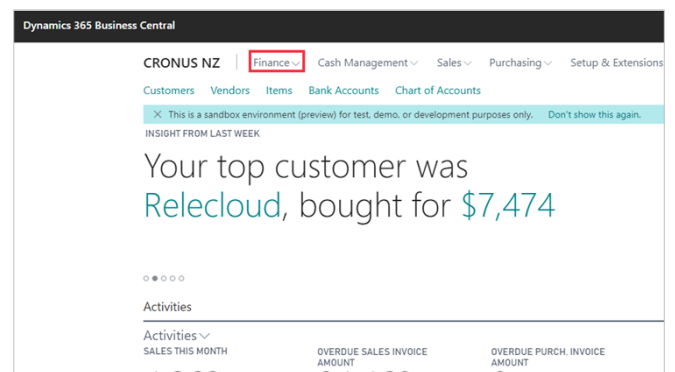
Fixed Assets Upload Spreadsheet

In the following steps we will be creating an Excel mapping template to map the columns from data spreadsheet shown above. The spreadsheet contains the Fixed Asset information as well as their cost and accumulated depreciation amounts.

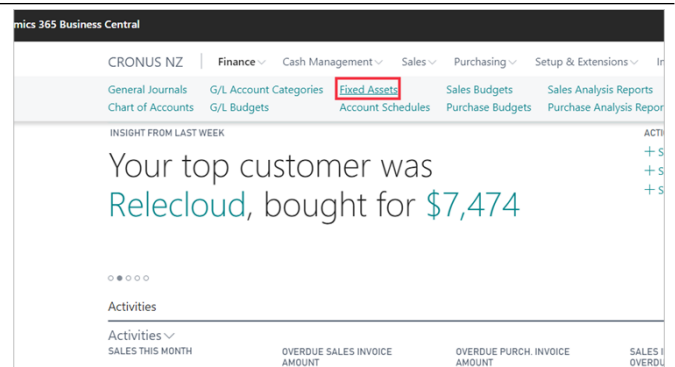
### 1.1.1. Creating the FA Excel Mapping Template

Navigation in the following steps assume you're logged in to Business Central with the Business Manager role.

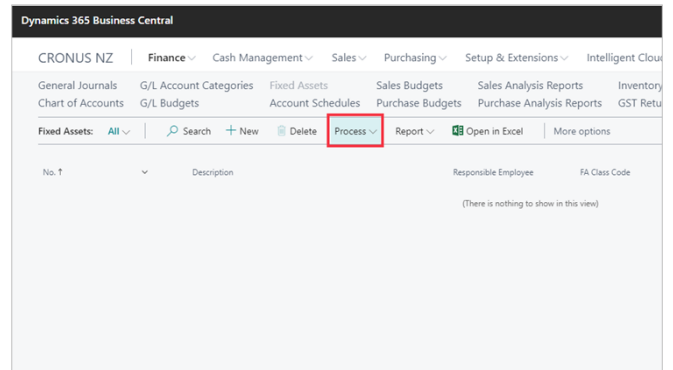
Click on the navigation menu item popup **Finance**



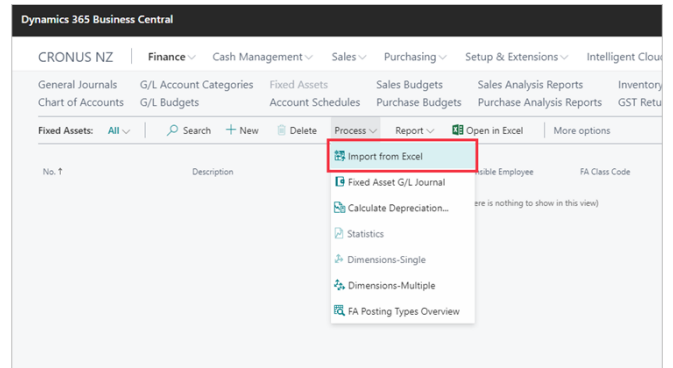
Click on the navigation menu item **Fixed Assets**



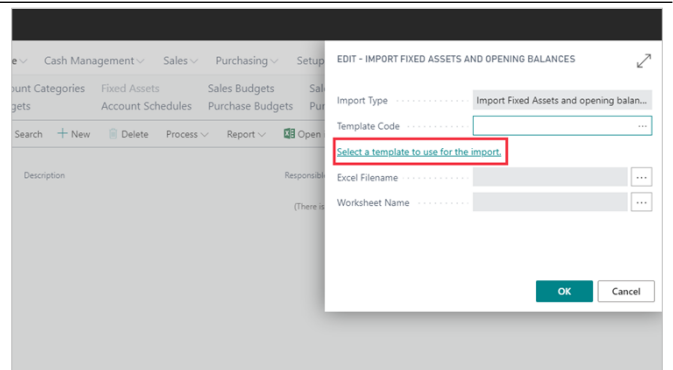
Click on the navigation menu item **Process**



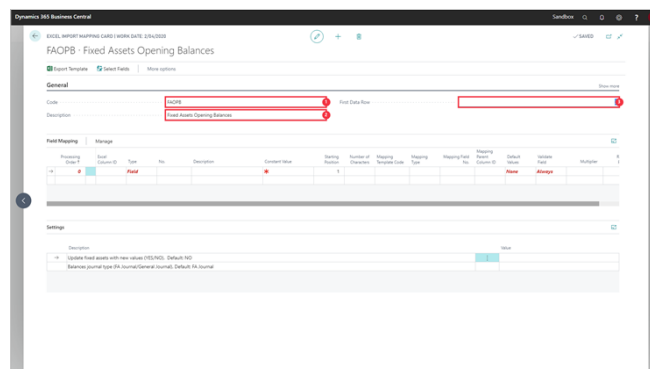
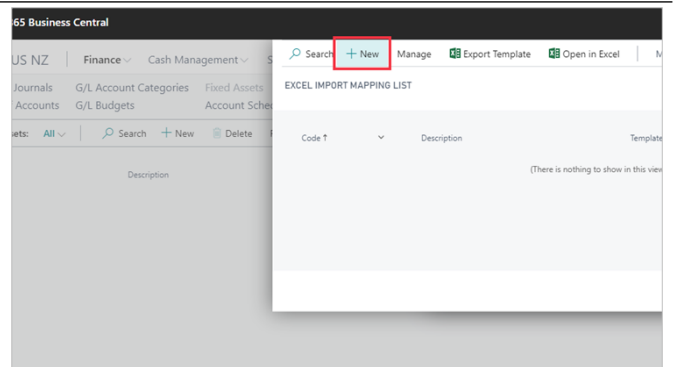
Click on the navigation menu item **Import from Excel**



Click on the field **Select a template to use for the import.**



Click on **New** to start creating a new template

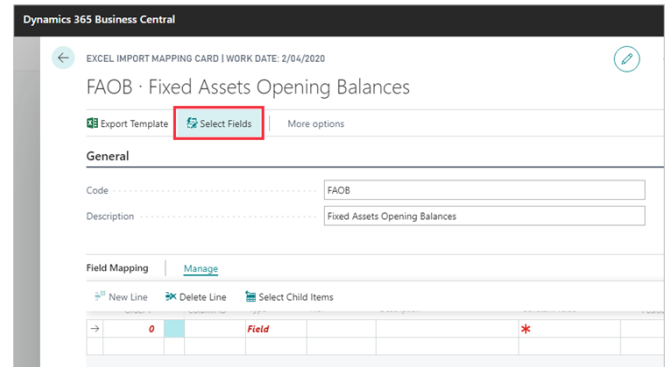


1. Fill in the fields in the General tab  
Click on the field **Code** - Enter **FAOB**.
2. Click on the field **Description** - Enter **Description**.
3. In the **First Data Row** field, enter the first row of data from the Excel File. In this example, data starts

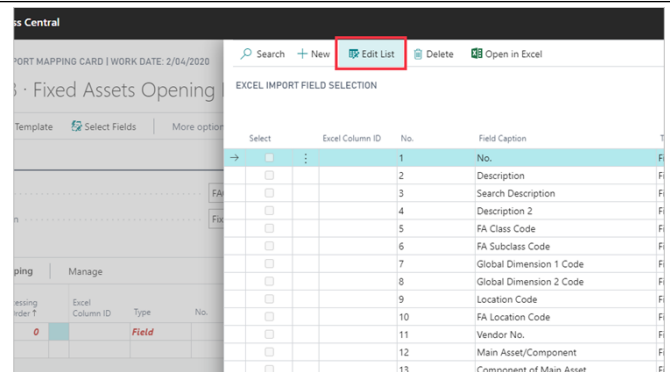
on row number 2. - Enter **First Data Row**.

Next, the columns on the spreadsheets must be mapped. The "Select Fields" function will help you find the fields and easily assign the Excel column id they map to.

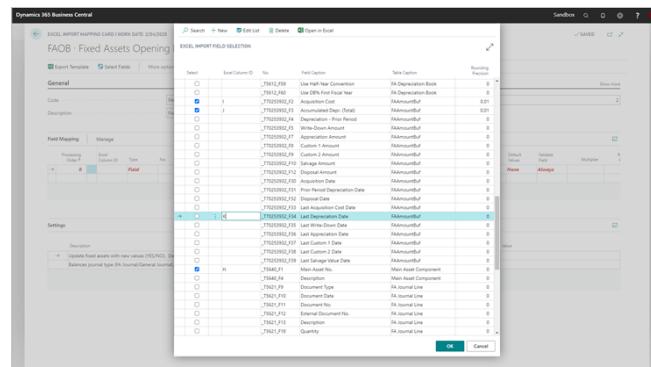
Click on the navigation menu item **Select Fields**



Click on the navigation menu item **Edit List**



Start mapping all the following fields to the respective column Id from the Excel File.



- Enter **A** in the Excel Column Id for field "No." - Enter **B** in Excel Column ID for Field "Description"
- Enter **C** in the Excel Column Id for field "Depreciation Book Code" - Enter **D** in the Excel Column Id for field "Depreciation Method"
- Enter **E** in the Excel Column Id for field "Depreciation Starting Date" - Enter **F** in the Excel Column Id for field "No. of Depreciation Years"
- Enter **G** in the Excel Column Id for field "FA Posting Group" - Enter **H** in the Excel Column Id for field "Main Asset No."
- Enter **I** in the Excel Column Id for field "Acquisition Cost" - Enter **J** in the Excel Column Id for field "Accumulated Depr. (Total)"
- Enter **K** in the Excel Column Id for field "Last Depreciation Date"



Click **OK** when done mapping all the possible fields

53932_F32	Disposal Date	FAAmountBuf	0
53932_F33	Last Acquisition Cost Date	FAAmountBuf	0
53932_F34	Last Depreciation Date	FAAmountBuf	0
53932_F35	Last Write-Down Date	FAAmountBuf	0
53932_F36	Last Appreciation Date	FAAmountBuf	0
53932_F37	Last Custom 1 Date	FAAmountBuf	0
53932_F38	Last Custom 2 Date	FAAmountBuf	0
53932_F39	Last Salvage Value Date	FAAmountBuf	0
0_F1	Main Asset No.	Main Asset Component	0
0_F4	Description	Main Asset Component	0
1_F9	Document Type	FA Journal Line	0
1_F10	Document Date	FA Journal Line	0
1_F11	Document No.	FA Journal Line	0
1_F12	External Document No.	FA Journal Line	0
1_F13	Description	FA Journal Line	0
1_F18	Quantity	FA Journal Line	0

It is also possible to map field by manually adding new mapping lines, and changing the number in "Processing Order" to control the sorting. For example, the "Acquisition Date" field should also be mapped to Column E from the spreadsheet. Follow steps below to add this to the mapping list under "Depreciation Starting Date".

Click on the row above which you want to insert the new mapping.

Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Start Posit
10	A	Field	1	No.		
20	B	Field	2	Description		
30	C	Related Field	_T5612_F2	Depreciation Book Code		
40	D	Related Field	_T5612_F3	Depreciation Method		
50	E	Related Field	_T5612_F4	Depreciation Starting Date		
60	F	Related Field	_T5612_F6	No. of Depreciation Years		
70	G	Related Field	_T5612_F13	FA Posting Group		
80	I	Related Field	_T70253932_F2	Acquisition Cost		
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		
100	K	Related Field	_T70253932_F...	Last Depreciation Date		
110	H	Related Field	_T5640_F1	Main Asset No.		
→ 0		Field			*	

Click on the menu item **New Line**

Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Start Posit
10	A	Field	1	No.		
20	B	Field	2	Description		
30	C	Related Field	_T5612_F2	Depreciation Book Code		
40	D	Related Field	_T5612_F3	Depreciation Method		
50	E	Related Field	_T5612_F4	Depreciation Starting Date		
60	F	Related Field	_T5612_F6	No. of Depreciation Years		
→ 0		Field			*	
60	F	Related Field	_T5612_F6	No. of Depreciation Years		
70	G	Related Field	_T5612_F13	FA Posting Group		
80	I	Related Field	_T70253932_F2	Acquisition Cost		
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		
100	K	Related Field	_T70253932_F...	Last Depreciation Date		
110	H	Related Field	_T5640_F1	Main Asset No.		

Click on the cell **Processing Order** with the value **0**

Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Start Posit
10	A	Field	1	No.		
20	B	Field	2	Description		
30	C	Related Field	_T5612_F2	Depreciation Book Code		
40	D	Related Field	_T5612_F3	Depreciation Method		
50	E	Related Field	_T5612_F4	Depreciation Starting Date		
→ 0		Field			*	
60	F	Related Field	_T5612_F6	No. of Depreciation Years		
70	G	Related Field	_T5612_F13	FA Posting Group		
80	I	Related Field	_T70253932_F2	Acquisition Cost		
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		
100	K	Related Field	_T70253932_F...	Last Depreciation Date		
110	H	Related Field	_T5640_F1	Main Asset No.		

Enter **Processing Order**.

Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Start Posit
10	A	Field	1	No.		
20	B	Field	2	Description		
30	C	Related Field	_T5612_F2	Depreciation Book Code		
40	D	Related Field	_T5612_F3	Depreciation Method		
50	E	Related Field	_T5612_F4	Depreciation Starting Date		
→ 51		Field			*	
60	F	Related Field	_T5612_F6	No. of Depreciation Years		
70	G	Related Field	_T5612_F13	FA Posting Group		
80	I	Related Field	_T70253932_F2	Acquisition Cost		
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		
100	K	Related Field	_T70253932_F...	Last Depreciation Date		
110	H	Related Field	_T5640_F1	Main Asset No.		

Click on the lookup button in the cell **No.**

Field Mapping						
Processing Order	Excel Column ID	Type	No.	Description	Constant Value	Starting Position
10	A	Field	1	No.		1
20	B	Field	2	Description		1
30	C	Related Field	_T5612_F2	Depreciation Book Code		1
40	D	Related Field	_T5612_F3	Depreciation Method		1
50	E	Related Field	_T5612_F4	Depreciation Starting Date		1
→ 55	F	Field			*	1
60	F	Related Field	_T5612_F6	No. of Depreciation Years		1
70	G	Related Field	_T5612_F13	FA Posting Group		1
80	I	Related Field	_T70253932_F2	Acquisition Cost		1
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		1
100	K	Related Field	_T70253932_F...	Last Depreciation Date		1
110	H	Related Field	_T5640_F1	Main Asset No.		1

Click on  **Search**

Dynamics 365 Business Central						
Manage						
CRON	Manage	Export Template	Select Fields	Search	Open in Excel	
EDIT - EXCEL IMPORT MAPPING CARD - FA0B - FIXED ASSET						
EXCEL IMPORT FIELD LIST						
No.	Field Caption					
→ 1	No.					
2	Description					
3	Search Description					
4	Description 2					
5	FA Class Code					
6	FA Subclass Code					
7	Global Dimension 1 Code					
8	Global Dimension 2 Code					
9	Location Code					
10	FA Location Code					
11	Vendor No.					
12	Main Asset/Component					

Search for "Acquisition" to find the Acquisition Date field.

Dynamics 365 Business Central						
Manage						
CRON	Manage	Export Template	Select Fields	Search	Open in Excel	
EDIT - EXCEL IMPORT MAPPING CARD - FA0B - FIXED ASSET						
EXCEL IMPORT FIELD LIST						
No.	Field Caption					
→ 1	No.					
2	Description					
3	Search Description					
4	Description 2					
5	FA Class Code					
6	FA Subclass Code					
7	Global Dimension 1 Code					
8	Global Dimension 2 Code					
9	Location Code					
10	FA Location Code					
11	Vendor No.					
12	Main Asset/Component					

Click on the link in cell **No.** with the value **\_T70253932\_F30**

Dynamics 365 Business Central						
Manage						
CRON	Manage	Export Template	Select Fields	Acquisi	Open in Excel	
EDIT - EXCEL IMPORT MAPPING CARD - FA0B - FIXED ASSET						
EXCEL IMPORT FIELD LIST						
No.	Field Caption					
→ T70253932_F2	Acquisition Cost					
T70253932_F30	Acquisition Date					
T70253932_F33	Last Acquisition Cost Date					

Click on the cell **Excel Column ID**

Field Mapping						
Processing Order	Excel Column ID	Type	No.	Description	Constant Value	Starting Position
10	A	Field	1	No.		1
20	B	Field	2	Description		1
30	C	Related Field	_T5612_F2	Depreciation Book Code		1
40	D	Related Field	_T5612_F3	Depreciation Method		1
50	E	Related Field	_T5612_F4	Depreciation Starting Date		1
→ 55	F	Related Field	_T70253932_F30	Acquisition Date	*	1
60	F	Related Field	_T5612_F6	No. of Depreciation Years		1
70	G	Related Field	_T5612_F13	FA Posting Group		1
80	I	Related Field	_T70253932_F2	Acquisition Cost		1
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		1
100	K	Related Field	_T70253932_F...	Last Depreciation Date		1
110	H	Related Field	_T5640_F1	Main Asset No.		1

Enter the Excel column ID containing the Acquisition Date

Field Mapping		Manage					
Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Start Position	
10	A	Field	1	No.			
20	B	Field	2	Description			
30	C	Related Field	_T5612_F2	Depreciation Book Code			
40	D	Related Field	_T5612_F3	Depreciation Method			
50	E	Related Field	_T5612_F4	Depreciation Starting Date			
→ 55	<b>E</b>	Related Field	_T70253932_F...	<b>Acquisition Date</b>	*		
60	F	Related Field	_T5612_F6	No. of Depreciation Years			
70	G	Related Field	_T5612_F13	FA Posting Group			
80	I	Related Field	_T70253932_F2	Acquisition Cost			
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)			
100	K	Related Field	_T70253932_F...	Last Depreciation Date			
110	H	Related Field	_T5640_F1	Main Asset No.			

A confirmation message will warn you that you're mapping the same Excel column to two different fields. Click **Yes** to continue.

Description	Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Value
No.		1						Non
Description		1						Non
Depreciation Book Code								Non
Depreciation Method								Non
Depreciation Starting Date								Non
<b>Acquisition Date</b>								Non
No. of Depreciation Years								Non
FA Posting Group								Non
Acquisition Cost								Non
Accumulated Depr. (Total)								Non
Last Depreciation Date		1						Non
Main Asset No.		1						Non

The last two columns on the spreadsheet must be mapped to dimensions.

Select "Dimension" in the field "Type"

D	Related Field	_T5612_F3	Depreciation Method		1			
E	Related Field	_T5612_F4	Depreciation Starting Date		1			
F	Related Field	_T5612_F6	No. of Depreciation Years		1			
G	Related Field	_T5612_F13	FA Posting Group		1			
I	Related Field	_T70253932_F2	Acquisition Cost		1			
J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		1			
K	Related Field	_T70253932_F...	Last Depreciation Date		1			
H	Related Field	_T5640_F1	Main Asset No.		1			
	<b>Field</b>			*	1			
	<b>Dimension</b>							
	Related Field							

Click on the lookup button in the cell **No.**

20	B	Field	2	Description		1		
30	C	Related Field	_T5612_F2	Depreciation Book Code		1		
40	D	Related Field	_T5612_F3	Depreciation Method		1		
50	E	Related Field	_T5612_F4	Depreciation Starting Date		1		
60	F	Related Field	_T5612_F6	No. of Depreciation Years		1		
70	G	Related Field	_T5612_F13	FA Posting Group		1		
80	I	Related Field	_T70253932_F2	Acquisition Cost		1		
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		1		
100	K	Related Field	_T70253932_F...	Last Depreciation Date		1		
110	H	Related Field	_T5640_F1	Main Asset No.		1		
→ 0		Dimension			*	1		

Click on the link in cell **Code** with the value **DEPARTMENT**

Field Mapping		Manage					
Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Start Position	
10	A	Field	1	No.		1	
20	B	Field	2	Description		1	
30	C	Related Field	_T5612_F2	Depreciation Book Code		1	

Click on the cell **Excel Column ID**

20	B	Field	2	Description		
30	C	Related Field	_T5612_F2	Depreciation Book Code		
40	D	Related Field	_T5612_F3	Depreciation Method		
50	E	Related Field	_T5612_F4	Depreciation Starting Date		
60	F	Related Field	_T5612_F6	No. of Depreciation Years		
70	G	Related Field	_T5612_F13	FA Posting Group		
80	I	Related Field	_T70253932_F2	Acquisition Cost		
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		
100	K	Related Field	_T70253932_F...	Last Depreciation Date		
110	H	Related Field	_T5640_F1	Main Asset No.		
→ 0		Dimension	DEPARTME	Department Code	*	

**Settings**

Description

→ Update fixed assets with new values (YES/NO). Default: NO

Balances journal type (FA Journal/General Journal). Default: FA Journal

Enter **Excel Column ID**.

20	B	Field	2	Description		
30	C	Related Field	_T5612_F2	Depreciation Book Code		
40	D	Related Field	_T5612_F3	Depreciation Method		
50	E	Related Field	_T5612_F4	Depreciation Starting Date		
60	F	Related Field	_T5612_F6	No. of Depreciation Years		
70	G	Related Field	_T5612_F13	FA Posting Group		
80	I	Related Field	_T70253932_F2	Acquisition Cost		
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		
100	K	Related Field	_T70253932_F...	Last Depreciation Date		
110	H	Related Field	_T5640_F1	Main Asset No.		
→ 0		Dimension	DEPARTMENT	Department Code	*	

**Settings**

Description

→ Update fixed assets with new values (YES/NO). Default: NO

Balances journal type (FA Journal/General Journal). Default: FA Journal

Repeat the steps to map column R to the Customer Group dimension.

D	Related Field	_T5612_F3	Depreciation Method		1	
E	Related Field	_T5612_F4	Depreciation Starting Date		1	
F	Related Field	_T5612_F6	No. of Depreciation Years		1	
G	Related Field	_T5612_F13	FA Posting Group		1	
I	Related Field	_T70253932_F2	Acquisition Cost		1	
J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		1	
K	Related Field	_T70253932_F...	Last Depreciation Date		1	
H	Related Field	_T5640_F1	Main Asset No.		1	
Q	Dimension	DEPARTMENT	Department Code		1	
	Field			*	1	

**Settings**

Description

→ Update fixed assets with new values (YES/NO). Default: NO

Balances journal type (FA Journal/General Journal). Default: FA Journal

Click on the lookup button in the cell **No.**

30	C	Related Field	_T5612_F2	Depreciation Book Code		1
40	D	Related Field	_T5612_F3	Depreciation Method		1
50	E	Related Field	_T5612_F4	Depreciation Starting Date		1
60	F	Related Field	_T5612_F6	No. of Depreciation Years		1
70	G	Related Field	_T5612_F13	FA Posting Group		1
80	I	Related Field	_T70253932_F2	Acquisition Cost		1
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)		1
100	K	Related Field	_T70253932_F...	Last Depreciation Date		1
110	H	Related Field	_T5640_F1	Main Asset No.		1
120	Q	Dimension	DEPARTMENT	Department Code		1
→ 0		Dimension			*	1

**Settings**

Description

→ Update fixed assets with new values (YES/NO). Default: NO

Balances journal type (FA Journal/General Journal). Default: FA Journal

Click on the link in cell **Code** with the value **CUSTOMERGROUP**

**865 Business Central**

EXCEL IMPORT MAPPING CARD | WORK DATE: 2/04/2020

FAOB · Fixed Assets Opening

Export Template Select Fields More options

General

Code ... FA

Description ... FA

Field Mapping Manage

Processing Order T Excel Column ID Type No. Description Name's Name Position Character

10	A	Field	1	No.		1	
20	B	Field	2	Description		1	
30	C	Related Field	_T5612_F2	Depreciation Book Code		1	

Search Open in Excel

DIMENSION LIST

Code T	Name
→ CUSTOMERGROUP	Custo
DEPARTMENT	Depar
SARE PROPERTY	SARE

Click on the cell **Excel Column ID**

30	C	Related Field	_T5612_F2	Depreciation Book Code	
40	D	Related Field	_T5612_F3	Depreciation Method	
50	E	Related Field	_T5612_F4	Depreciation Starting Date	
60	F	Related Field	_T5612_F6	No. of Depreciation Years	
70	G	Related Field	_T5612_F13	FA Posting Group	
80	I	Related Field	_T70253932_F2	Acquisition Cost	
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)	
100	K	Related Field	_T70253932_F...	Last Depreciation Date	
110	H	Related Field	_T5640_F1	Main Asset No.	
120	Q	Dimension	DEPARTMENT	Department Code	
→ 0		Dimension	CUSTOMER...	Customergroup Code	*

Settings

Description

→ Update fixed assets with new values (YES/NO). Default: NO

Balances journal type (FA Journal/General Journal). Default: FA Journal

Enter **Excel Column ID**. Press the **TAB** key.

30	C	Related Field	_T5612_F2	Depreciation Book Code	
40	D	Related Field	_T5612_F3	Depreciation Method	
50	E	Related Field	_T5612_F4	Depreciation Starting Date	
60	F	Related Field	_T5612_F6	No. of Depreciation Years	
70	G	Related Field	_T5612_F13	FA Posting Group	
80	I	Related Field	_T70253932_F2	Acquisition Cost	
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)	
100	K	Related Field	_T70253932_F...	Last Depreciation Date	
110	H	Related Field	_T5640_F1	Main Asset No.	
120	Q	Dimension	DEPARTMENT	Department Code	
→ 0		Dimension	CUSTOMER...	Customergroup Code	*

Settings

Description

→ Update fixed assets with new values (YES/NO). Default: NO

Balances journal type (FA Journal/General Journal). Default: FA Journal

**Update fixed assets with new values (YES/NO).** Default: NO. Set this to YES if you'd like the import to update existing Fixed Assets. NO will skip any Fixed Assets that already exist.

40	D	Related Field	_T5612_F3	Depreciation Method	
50	E	Related Field	_T5612_F4	Depreciation Starting Date	
60	F	Related Field	_T5612_F6	No. of Depreciation Years	
70	G	Related Field	_T5612_F13	FA Posting Group	
80	I	Related Field	_T70253932_F2	Acquisition Cost	
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)	
100	K	Related Field	_T70253932_F...	Last Depreciation Date	
110	H	Related Field	_T5640_F1	Main Asset No.	
120	Q	Dimension	DEPARTMENT	Department Code	
130	R	Dimension	CUSTOMER...	Customergroup Code	*
→ 0		Field			*

Settings

Description

→ Update fixed assets with new values (YES/NO). Default: NO

Balances journal type (FA Journal/General Journal). Default: FA Journal

**Balances journal type (FA Journal/General Journal).** Default: FA Journal. Enter General Journal if you want the Acquisition Cost and/or Depreciation Amounts to be imported into the FA General Journal (If G/L Integration was enabled in the Depreciation Book)

40	D	Related Field	_T5612_F3	Depreciation Method	
50	E	Related Field	_T5612_F4	Depreciation Starting Date	
60	F	Related Field	_T5612_F6	No. of Depreciation Years	
70	G	Related Field	_T5612_F13	FA Posting Group	
80	I	Related Field	_T70253932_F2	Acquisition Cost	
90	J	Related Field	_T70253932_F3	Accumulated Depr. (Total)	
100	K	Related Field	_T70253932_F...	Last Depreciation Date	
110	H	Related Field	_T5640_F1	Main Asset No.	
120	Q	Dimension	DEPARTMENT	Department Code	
130	R	Dimension	CUSTOMER...	Customergroup Code	*
→ 0		Field			*

Settings

Description

→ Update fixed assets with new values (YES/NO). Default: NO

Balances journal type (FA Journal/General Journal). Default: FA Journal

You're now done creating the template. Click the **Back** button to close the page. Click Ok on the next screen to close the Excel Import Mapping List".

Dynamics 365 Business Central

EXCEL IMPORT MAPPING CARD | WORK DATE: 2/04/2020

FAOB · Fixed Assets Opening Balances

Export Template Select Fields More options

General

Code FAOB

Description Fixed Assets Opening Balances

Field Mapping Manage

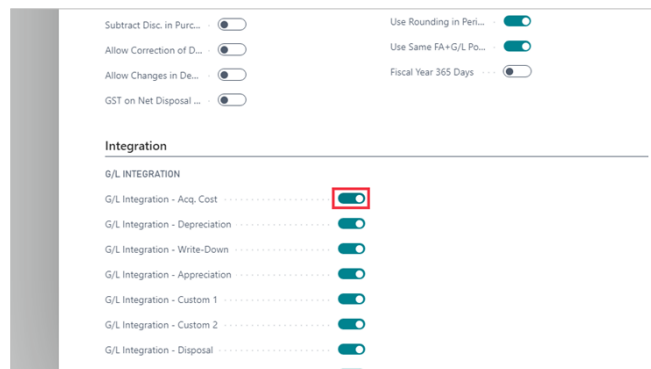
Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Start/Posible
10	A	Field	1	No.		
20	B	Field	2	Description		
30	C	Related Field	_T5612_F2	Depreciation Book Code		

## 1.1.2. Importing the Fixed Assets Spreadsheet

We will now import the mapped Excel file using the template we have just created.

If you are importing Fixed Assets balances to the Fixed Asset Journal, please make sure you disable the G/L integration for Acquisition Cost and Depreciation on the Depreciation Book Card.

For this demonstration, we will disable the G/L integration. Please navigate to the depreciation book card for depreciation books to be used for the import. Click on the toggle field **G/L Integration - Acq. Cost**



Subtract Disc. in Purc... ☐ Use Rounding in Peri... ☒  
Allow Correction of D... ☐ Use Same FA+G/L Po... ☒  
Allow Changes in De... ☐ Fiscal Year 365 Days ☐  
GST on Net Disposal ... ☐

**Integration**

G/L INTEGRATION

G/L Integration - Acq. Cost ☒

G/L Integration - Depreciation ☒

G/L Integration - Write-Down ☒

G/L Integration - Appreciation ☒

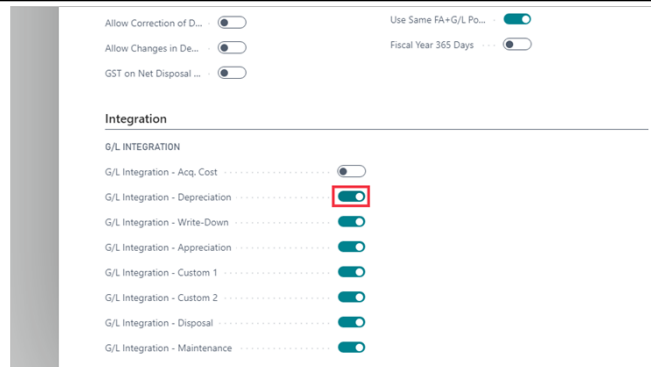
G/L Integration - Custom 1 ☒

G/L Integration - Custom 2 ☒

G/L Integration - Disposal ☒

G/L Integration - Maintenance ☒

Click on the toggle field **G/L Integration - Depreciation**



Allow Correction of D... ☐ Use Same FA+G/L Po... ☒  
Allow Changes in De... ☐ Fiscal Year 365 Days ☐  
GST on Net Disposal ... ☐

**Integration**

G/L INTEGRATION

G/L Integration - Acq. Cost ☐

G/L Integration - Depreciation ☒

G/L Integration - Write-Down ☒

G/L Integration - Appreciation ☒

G/L Integration - Custom 1 ☒

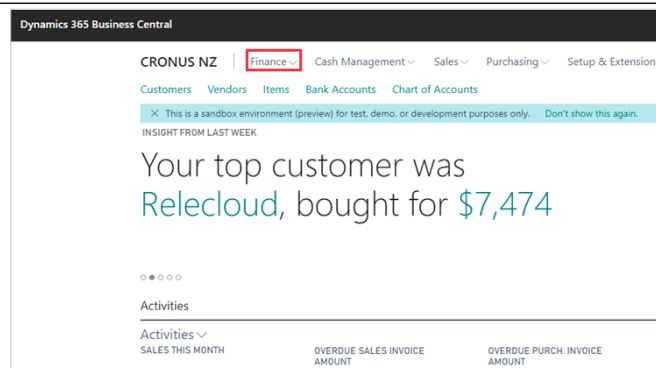
G/L Integration - Custom 2 ☒

G/L Integration - Disposal ☒

G/L Integration - Maintenance ☒

Go back to the Fixed Assets page to Import the Fixed assets file.

Click on the navigation menu item popup **Finance**



Dynamics 365 Business Central

CRONUS NZ | Finance | Cash Management | Sales | Purchasing | Setup & Extensions

Customers Vendors Items Bank Accounts Chart of Accounts

✕ This is a sandbox environment (preview) for test, demo, or development purposes only. Don't show this again.

INSIGHT FROM LAST WEEK

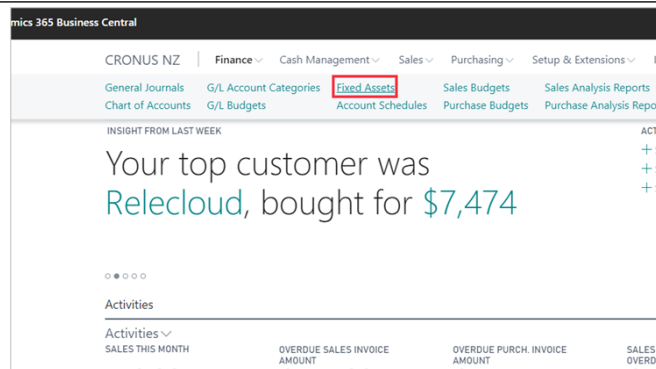
Your top customer was **Relecloud**, bought for **\$7,474**

Activities

Activities

SALES THIS MONTH OVERDUE SALES INVOICE AMOUNT OVERDUE PURCH. INVOICE AMOUNT

Click on the navigation menu item **Fixed Assets**



Dynamics 365 Business Central

CRONUS NZ | Finance | Cash Management | Sales | Purchasing | Setup & Extensions | In

General Journals G/L Account Categories Fixed Assets Sales Budgets Sales Analysis Reports  
Chart of Accounts G/L Budgets Account Schedules Purchase Budgets Purchase Analysis Reports

INSIGHT FROM LAST WEEK

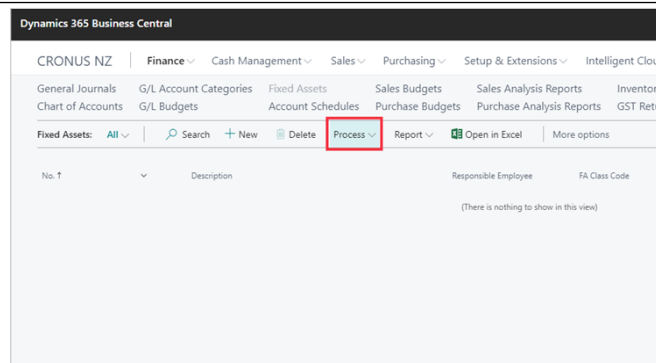
Your top customer was **Relecloud**, bought for **\$7,474**

Activities

Activities

SALES THIS MONTH OVERDUE SALES INVOICE AMOUNT OVERDUE PURCH. INVOICE AMOUNT SALES OVERDUE

Click on the navigation menu item popup **Process**



Dynamics 365 Business Central

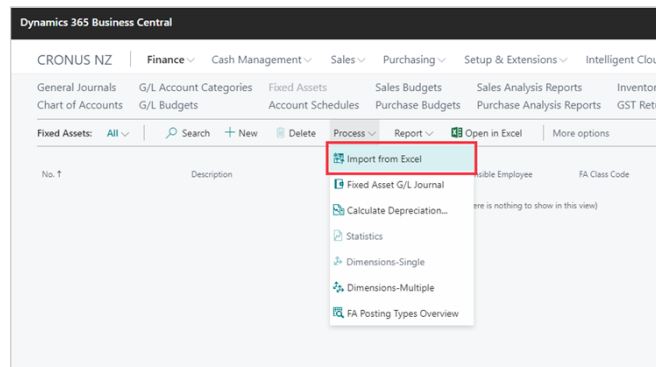
CRONUS NZ | Finance | Cash Management | Sales | Purchasing | Setup & Extensions | Intelligent Cloud

General Journals G/L Account Categories Fixed Assets Sales Budgets Sales Analysis Reports Inventory  
Chart of Accounts G/L Budgets Account Schedules Purchase Budgets Purchase Analysis Reports GST Return

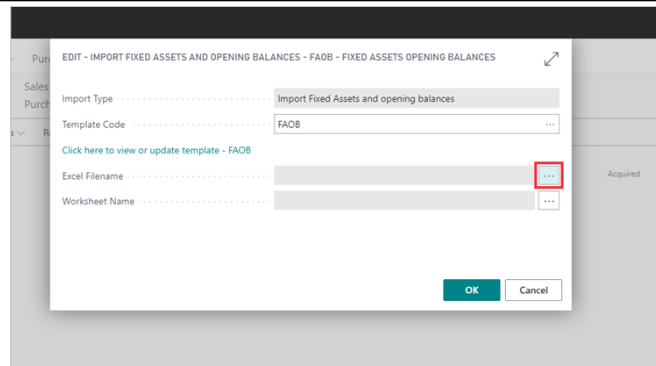
Fixed Assets: All | Search | New | Delete | Process | Report | Open in Excel | More options

No. ↑	Description	Responsible Employee	FA Class Code
(There is nothing to show in this view)			

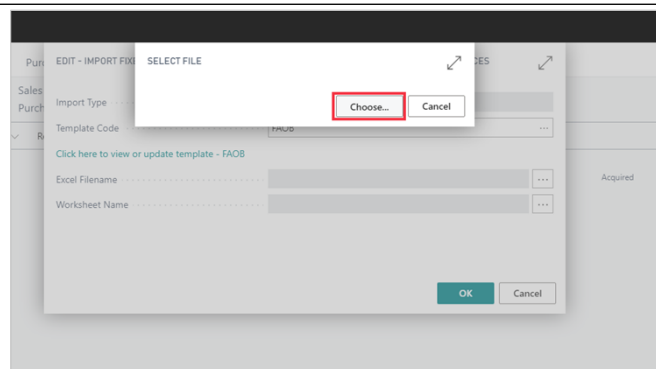
Click on the navigation menu item **Import from Excel**



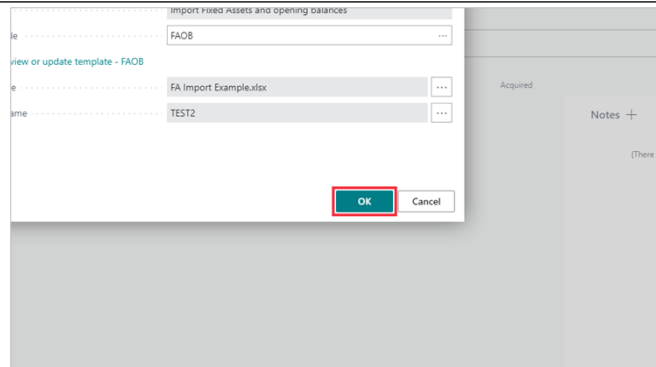
With template code "FAOB" selected, click to select the **Excel Filename**



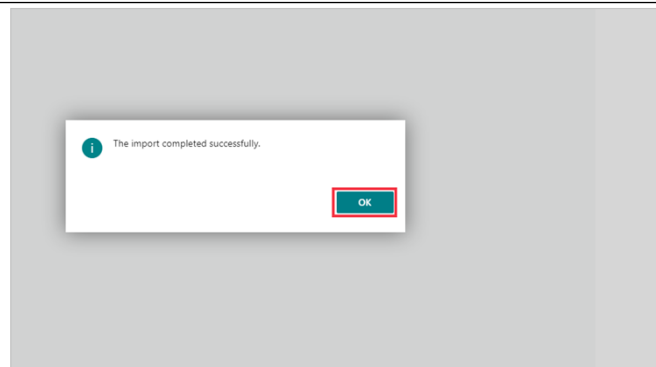
Click on Choose to select the Fixed Assets Excel file from your file explorer.



The worksheet name will default to the first sheet on the Excel file which can be optionally changed. Click **OK** to start the import.



Click **OK** to close the confirmation message.



You can verify the imported Fixed Assets.

No.	Description	Responsible Employee	FA Class Code
FA00040	Test Asset 40		
FA00041	Test Asset 41		
FA00042	Test Asset 42		
FA00043	Test Asset 43		
FA00044	Test Asset 44		
FA00045	Test Asset 45		
FA00046	Test Asset 46		
FA00047	Test Asset 47		
FA00048	Test Asset 48		
FA00049	Test Asset 49		
FA00050	Test Asset 50		
FA00051	Test Asset 51		

The Acquisition and Accumulated Depreciation balances have been imported to the Fixed Assets Journal and they can now be posted. Click to Search for the Fixed Asset Journals page.

FA Subclass Code	FA Location Code	Acquired

Enter **Fixed Asset Journal**.

FA Subclass Code	FA Location Code	Acquired

Click on **Fixed Asset Journals Tasks**

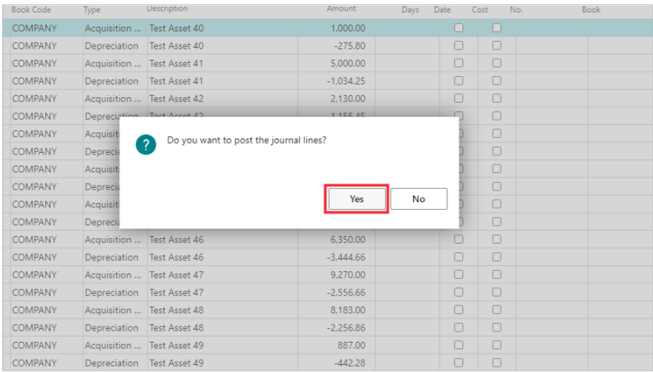
Task	Tasks
Fixed Asset Journals	Tasks
Fixed Asset G/L Journals	Tasks
Recurring Fixed Asset Journals	Tasks

The import will insert a line for each Acquisition and Depreciation amount ordered by the Asset number. Verify all the lines if necessary then click **Post** to post the journal.

FA Posting Date	Document Type	Document No.	FA No.	Depreciation Book Code	FA Posting Type	Description
1/01/2020		F00001	FA00040	COMPANY	Acquisition ...	Test Asset 40
31/05/2020		F00001	FA00040	COMPANY	Depreciation	Test Asset 40
1/01/2020		F00001	FA00041	COMPANY	Acquisition ...	Test Asset 41
31/05/2020		F00001	FA00041	COMPANY	Depreciation	Test Asset 41
1/05/2019		F00001	FA00042	COMPANY	Acquisition ...	Test Asset 42
31/05/2020		F00001	FA00042	COMPANY	Depreciation	Test Asset 42
1/01/2020		F00001	FA00043	COMPANY	Acquisition ...	Test Asset 43
31/05/2020		F00001	FA00043	COMPANY	Depreciation	Test Asset 43



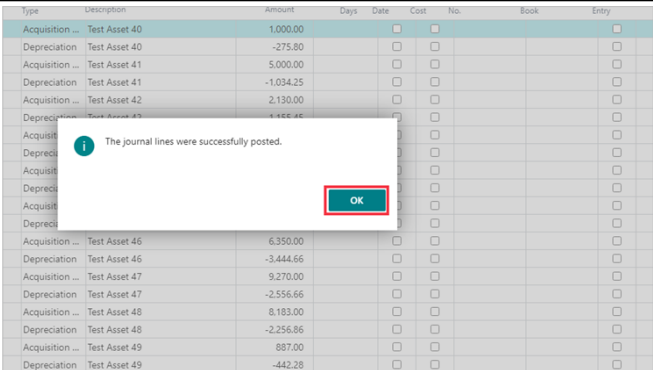
Click **Yes** to post the journal



The screenshot shows a table of journal entries with columns: Book Code, Type, Description, Amount, Days, Date, Cost, No., and Book. A modal dialog box is centered over the table, asking "Do you want to post the journal lines?" with "Yes" and "No" buttons. The "Yes" button is highlighted with a red box.

Book Code	Type	Description	Amount	Days	Date	Cost	No.	Book
COMPANY	Acquisition ...	Test Asset 40	1,000.00					
COMPANY	Depreciation	Test Asset 40	-275.80					
COMPANY	Acquisition ...	Test Asset 41	5,000.00					
COMPANY	Depreciation	Test Asset 41	-1,034.25					
COMPANY	Acquisition ...	Test Asset 42	2,130.00					
COMPANY	Depreciation	Test Asset 42	-442.28					
COMPANY	Acquisition ...	Test Asset 43	6,350.00					
COMPANY	Depreciation	Test Asset 43	-3,444.66					
COMPANY	Acquisition ...	Test Asset 46	9,270.00					
COMPANY	Depreciation	Test Asset 46	-2,556.66					
COMPANY	Acquisition ...	Test Asset 47	8,183.00					
COMPANY	Depreciation	Test Asset 47	-2,256.86					
COMPANY	Acquisition ...	Test Asset 48	887.00					
COMPANY	Depreciation	Test Asset 48	-442.28					

Click **OK** to close the confirmation message.



The screenshot shows the same table as before, but the modal dialog box now displays a success message: "The journal lines were successfully posted." with an "OK" button. The "OK" button is highlighted with a red box.

Type	Description	Amount	Days	Date	Cost	No.	Book	Entry
Acquisition ...	Test Asset 40	1,000.00						
Depreciation	Test Asset 40	-275.80						
Acquisition ...	Test Asset 41	5,000.00						
Depreciation	Test Asset 41	-1,034.25						
Acquisition ...	Test Asset 42	2,130.00						
Depreciation	Test Asset 42	-442.28						
Acquisition ...	Test Asset 43	6,350.00						
Depreciation	Test Asset 43	-3,444.66						
Acquisition ...	Test Asset 46	9,270.00						
Depreciation	Test Asset 46	-2,556.66						
Acquisition ...	Test Asset 47	8,183.00						
Depreciation	Test Asset 47	-2,256.86						
Acquisition ...	Test Asset 48	887.00						
Depreciation	Test Asset 48	-442.28						

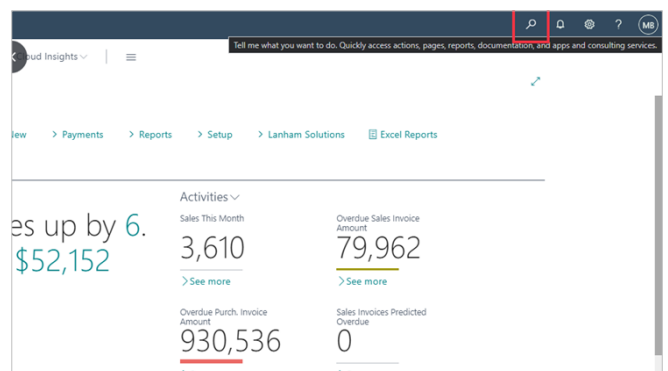
This is the end of the Fixed Asset Import guide. You have now been able to create an Excel Importer template for importing Fixed Asset records as well as their opening balances and related information.

- End -

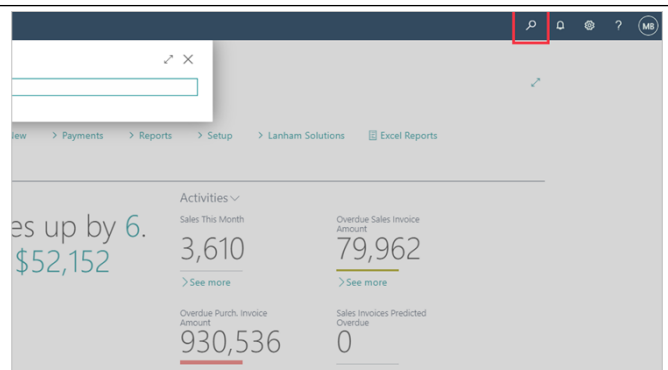
## 1.2. BC Copy Account Dimension Mapping Template

The following steps will guide you through the process of copying an Account/Dimension mapping template from one company to one or more companies in Business Central.

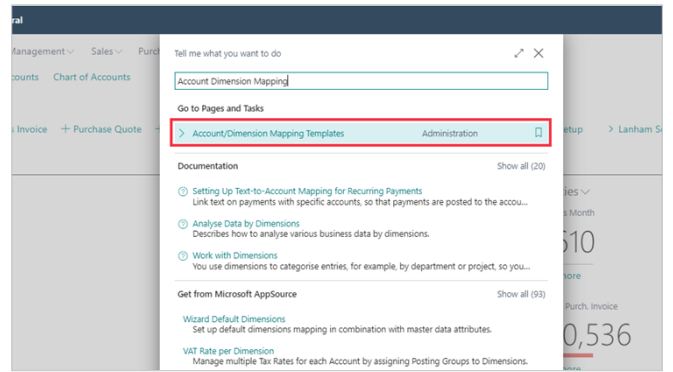
Click on the search button



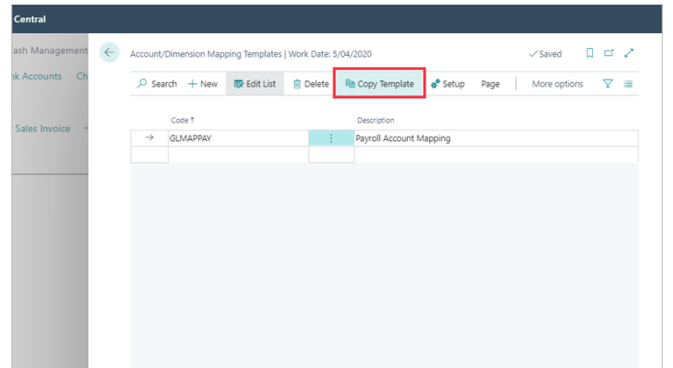
Enter the text **account Dimension Mapping**.



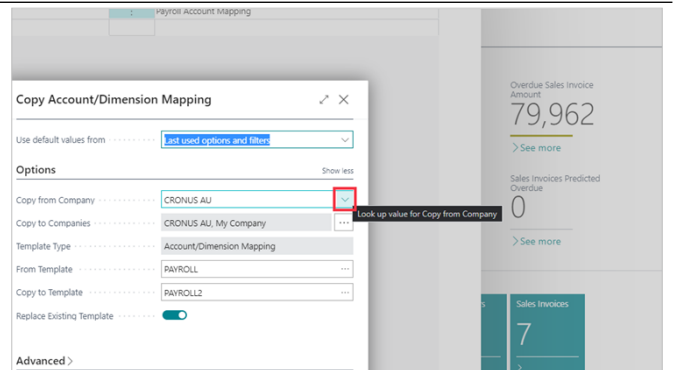
Click on **Account/Dimension Mapping Templates Administration** 



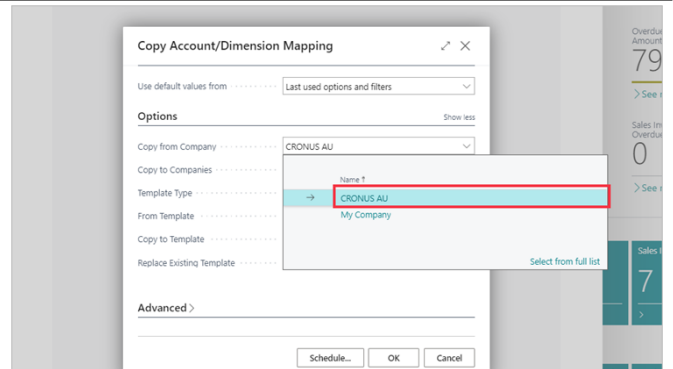
Click on the navigation menu item **Copy Template**



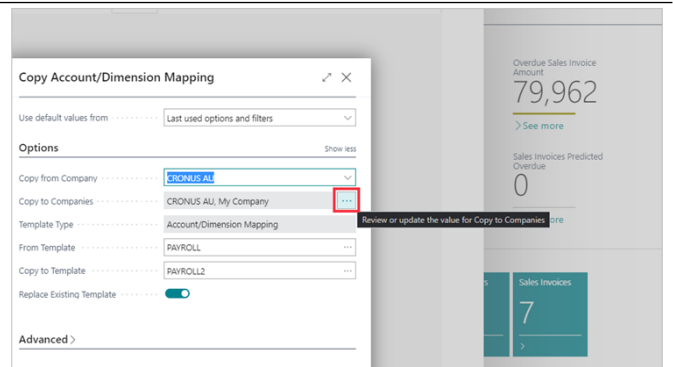
Click on **Copy from Company**. The current company will be selected by default, but you can optionally change it to a different company.



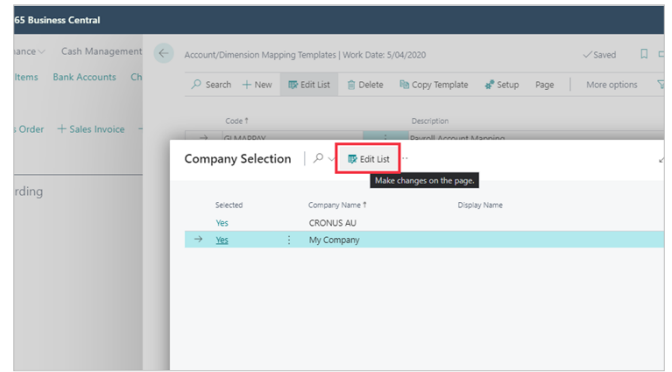
Select the company from which you want to copy a template.



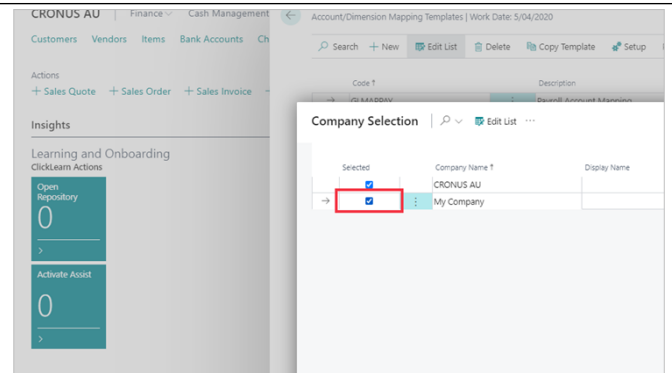
Click on **Copy to Companies** to select one or more companies to which you want to copy the template.



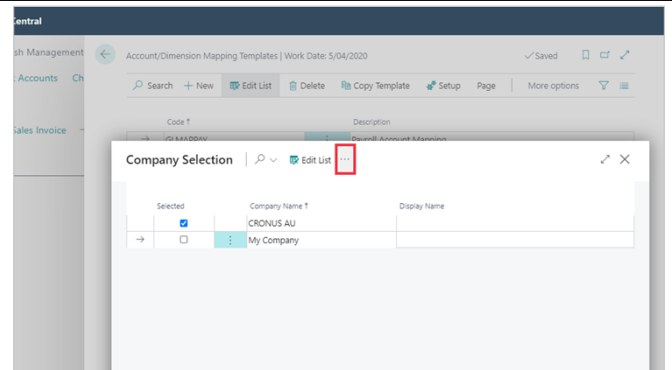
Click on the navigation menu item **Edit List**



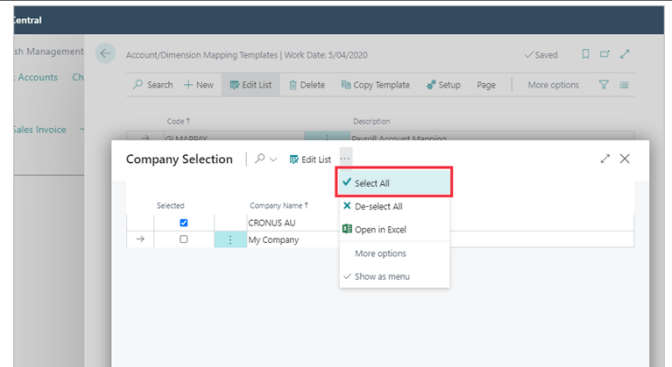
Click on **"Selected"** for all the companies you want to copy the template to.



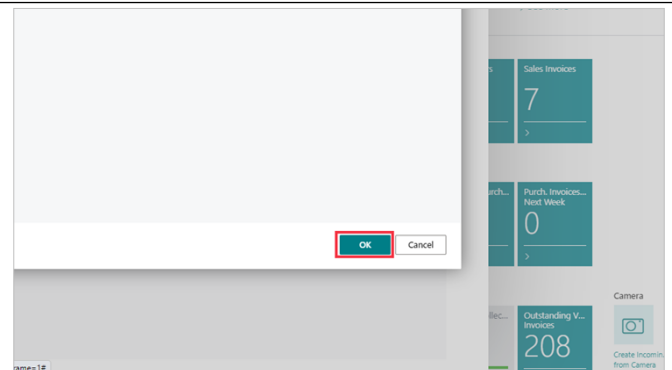
Click on **Show the rest** to show other page actions.



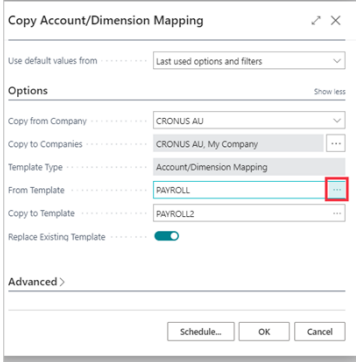
You can alternatively select or deselect all companies in the list by clicking the corresponding action.



Click **OK** to confirm company selection.



Click on the lookup button **From Template**



Copy Account/Dimension Mapping

Use default values from: Last used options and filters

Options

Copy from Company: CRONUS AU

Copy to Companies: CRONUS AU, My Company

Template Type: Account/Dimension Mapping

From Template: PAYROLL

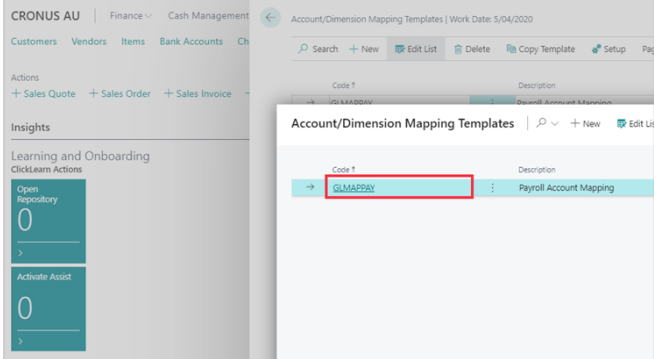
Copy to Template: PAYROLL2

Replace Existing Template: ☒

Advanced >

Schedule... OK Cancel

Select the template you want to copy. You can copy one template at a time.



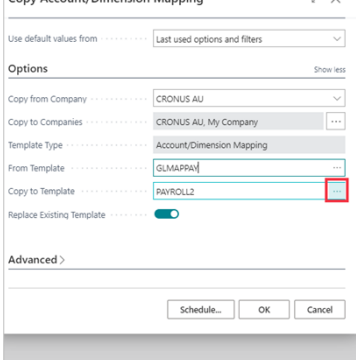
CRONUS AU | Finance > Cash Management > Account/Dimension Mapping Templates | Work Date: 5/04/2020

Search + New Edit List Delete Copy Template Setup Page

Code # Description

GLMAPPAY Payroll Account Mapping

Click on the lookup button **Copy to Template** to select the template you want to copy into, if the template exists.



Copy Account/Dimension Mapping

Use default values from: Last used options and filters

Options

Copy from Company: CRONUS AU

Copy to Companies: CRONUS AU, My Company

Template Type: Account/Dimension Mapping

From Template: GLMAPPAY

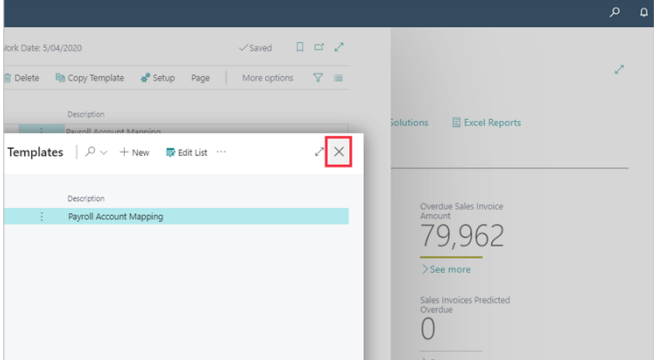
Copy to Template: PAYROLL2

Replace Existing Template: ☒

Advanced >

Schedule... OK Cancel

Click on **Save and close the page** to confirm selection of the template you are copying to.



Work Date: 5/04/2020

Save Close Copy Template Setup Page More options

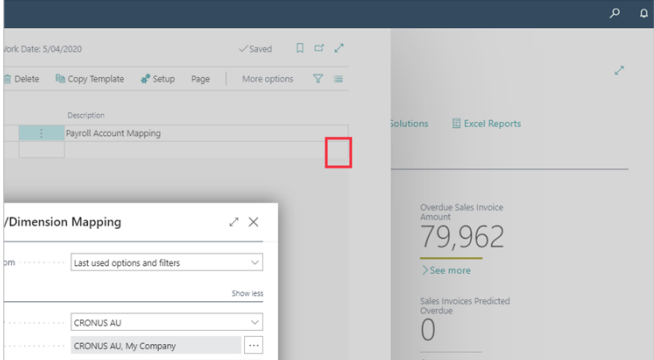
Delete Copy Template Setup Page More options

Templates | + New Edit List

Description

Payroll Account Mapping

Alternatively, you can manually enter a code for a new template, if the template does not exist. Click on the field **Save and close the page** and enter a new code.



Work Date: 5/04/2020

Save Close Copy Template Setup Page More options

Delete Copy Template Setup Page More options

Account/Dimension Mapping

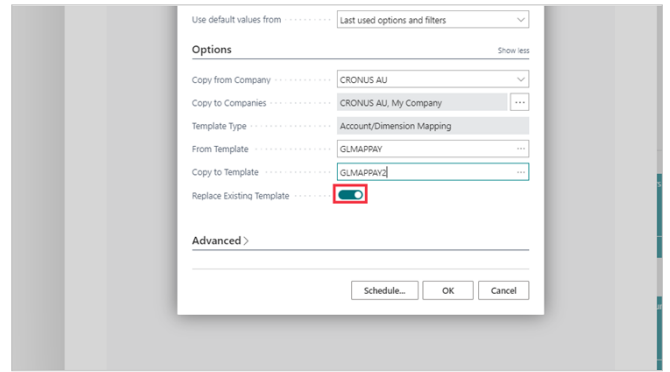
Use default values from: Last used options and filters

Options

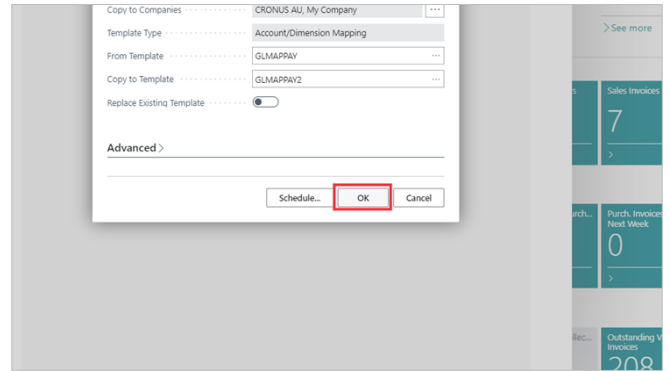
Copy from Company: CRONUS AU

Copy to Companies: CRONUS AU, My Company

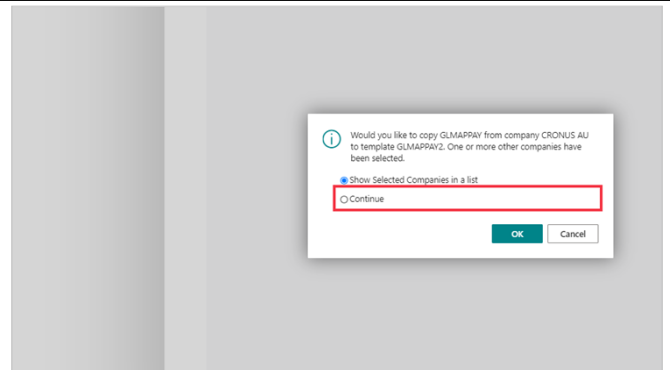
Click on the toggle field **Replace Existing Template** if you want to replace the mapping in an existing template.



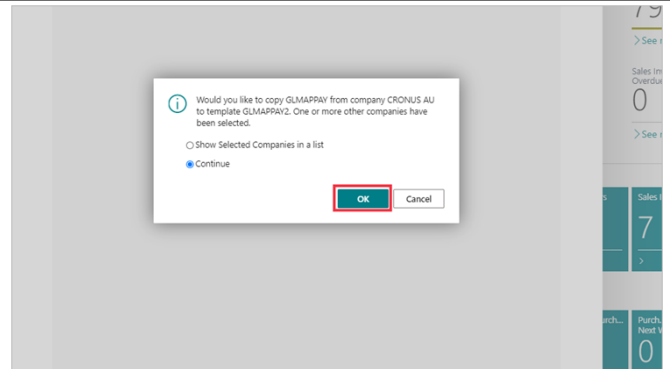
Click on the button **OK**



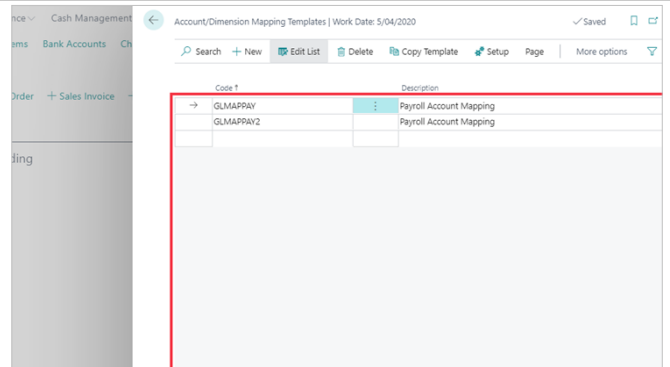
A warning will pop up confirming the criteria you have selected and allowing you to view the list of companies you're about to copy to. Click on **Continue** to proceed.



Click on the button **OK**



Once the function is done, you'll be able to see the new template in the list if you have copied to a new template code.



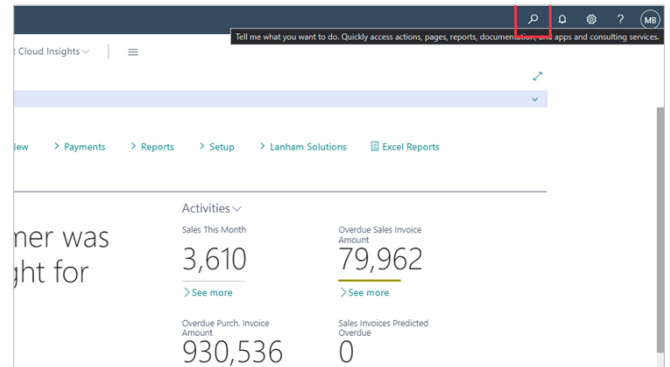
You can also confirm the template has been successfully copied to other companies selected in this environment.

- End -

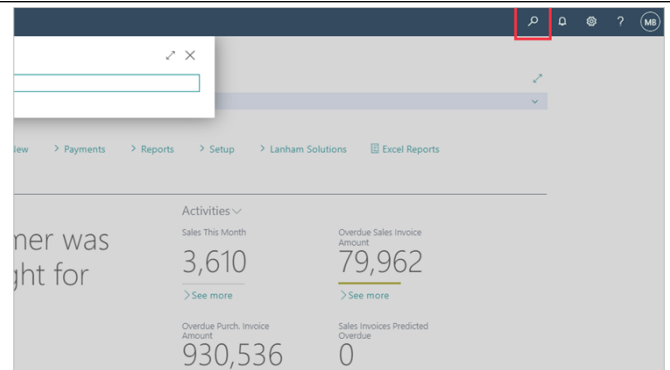
## 1.3. BC Copy Excel Mapping Template

The following steps will guide you through the process of copying an Excel Importer mapping from one company to one or more companies in Business Central. In this scenario, we will be copying a General Journal template.

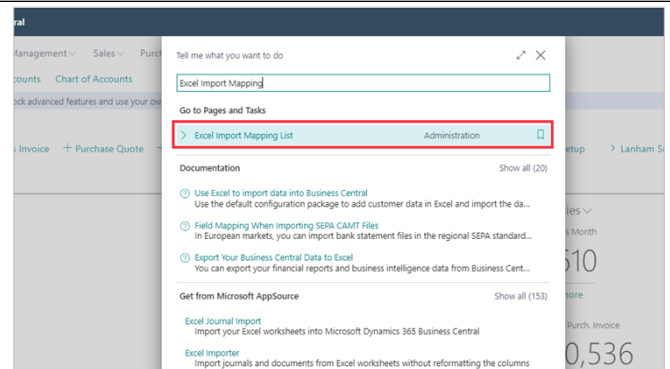
Click on the search button



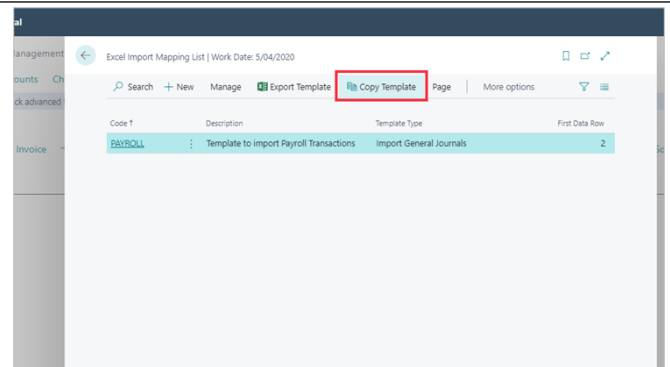
Enter the text **Excel Import Mapping**.



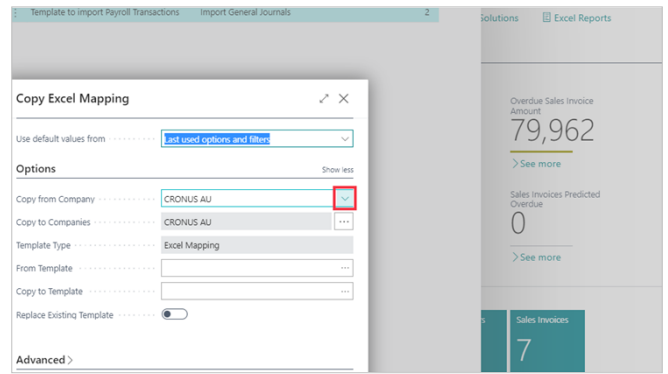
Click on **Excel Import Mapping List Administration**



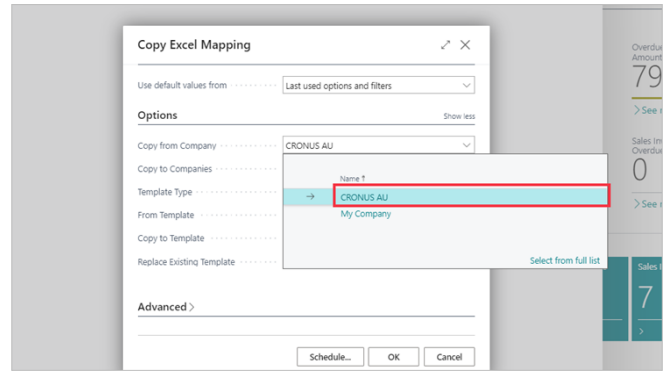
Click on the navigation menu item **Copy Template**



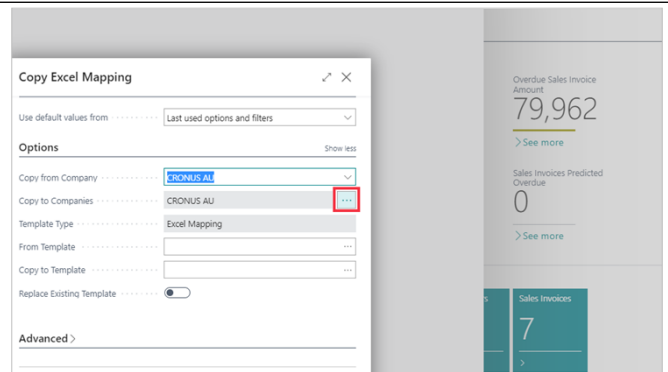
Click on **Copy from Company**. The current company will be selected by default, but you can optionally change it to a different company.



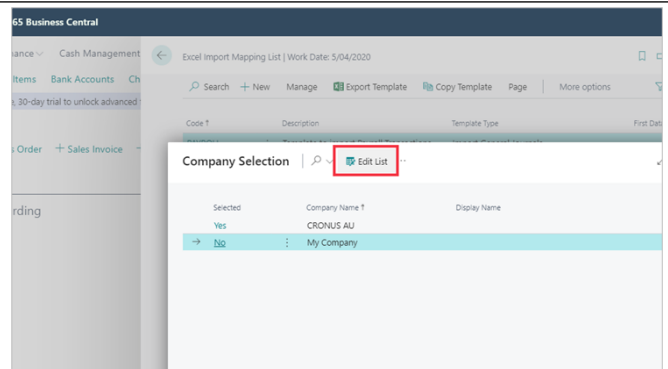
Select the company from which you want to copy a template.



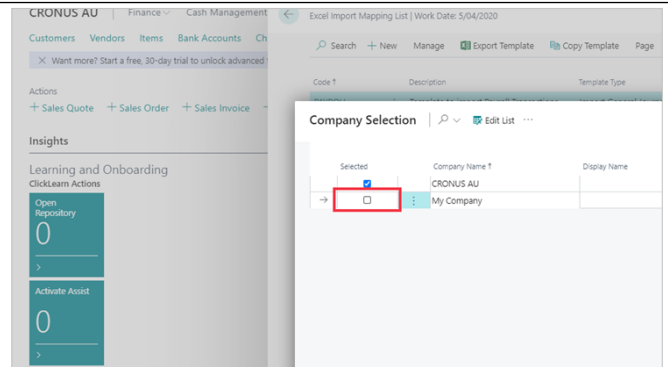
Click on **Copy to Companies** to select one or more companies to which you want to copy the template.



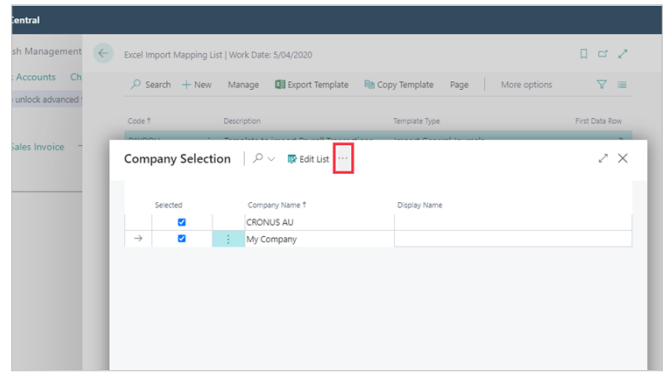
Click on the navigation menu item **Edit List**



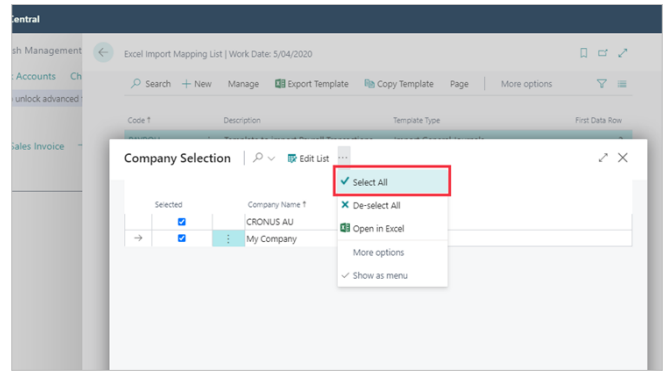
Click on **"Selected"** for all the companies you want to copy the template to.



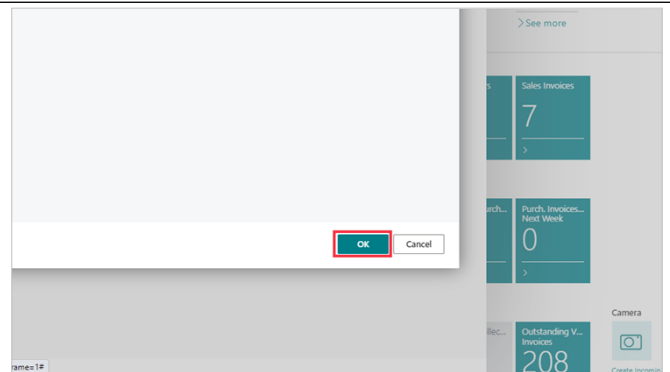
Click on **Show the rest** to show other page actions.



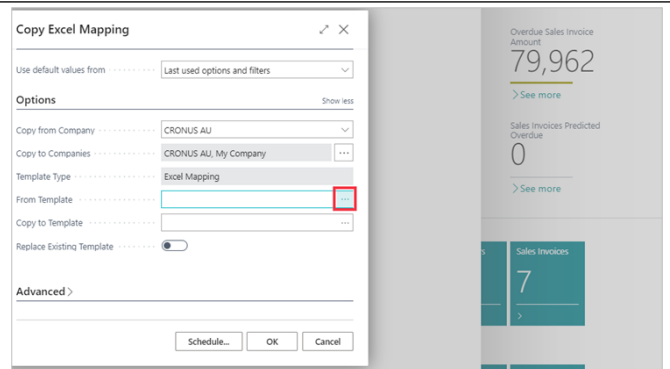
You can alternatively select or deselect all companies in the list by clicking the corresponding action.



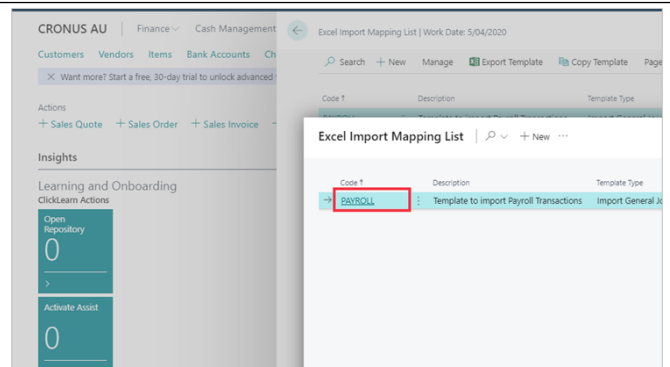
Click **OK** to confirm company selection.



Click on the lookup button **From Template**

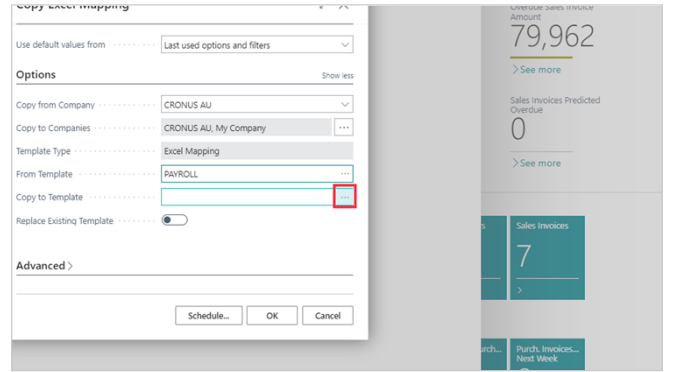


Select the template you want to copy. You can copy one template at a time.

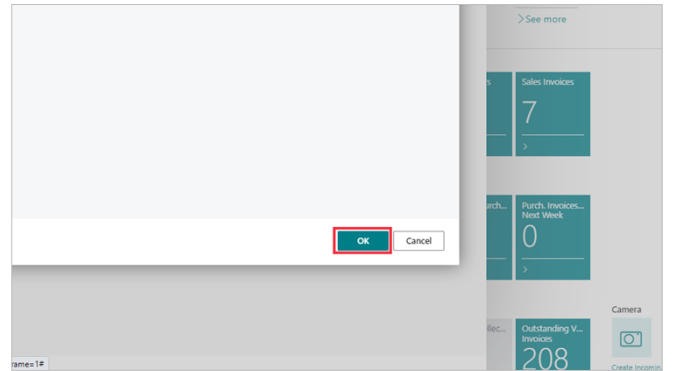




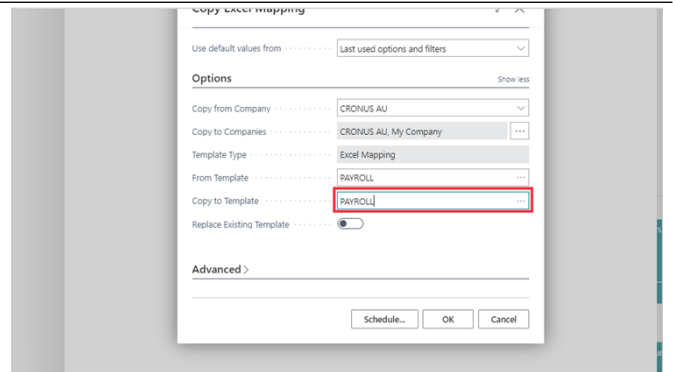
Click on the lookup button **Copy to Template** to select the template you want to copy into, if the template exists.



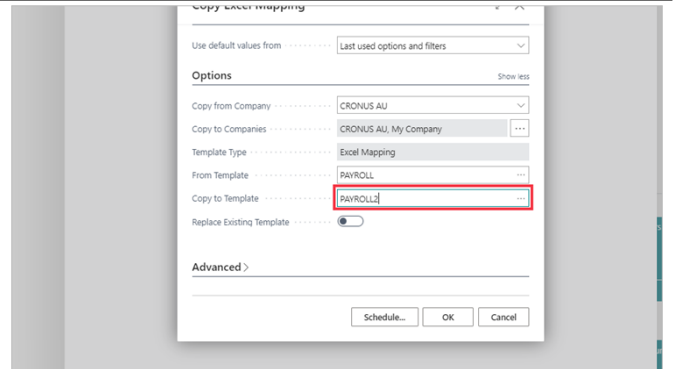
Click on the button **OK**



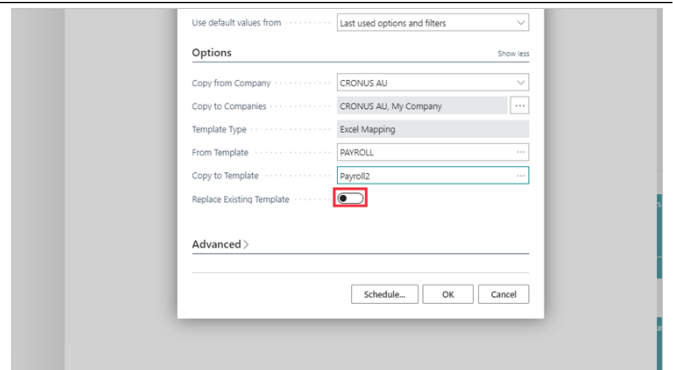
Alternatively, you can manually enter a code for a new template, if the template does not exist. Click on the field **Copy to Template** and enter a new code.



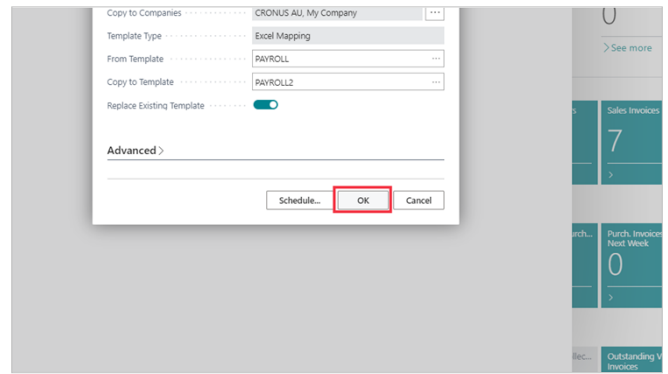
Enter a code for the new template.



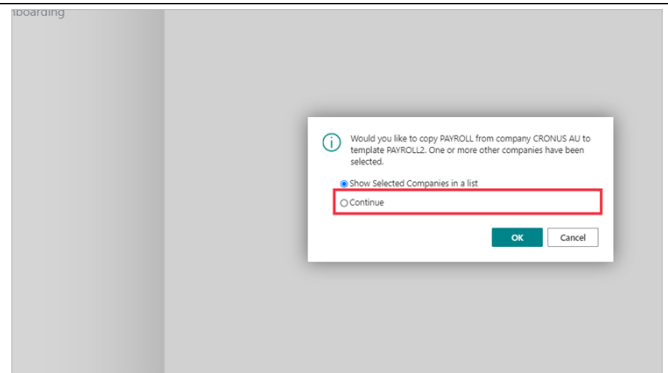
Click on the toggle field **Replace Existing Template** if you want to replace the mapping in an existing template.



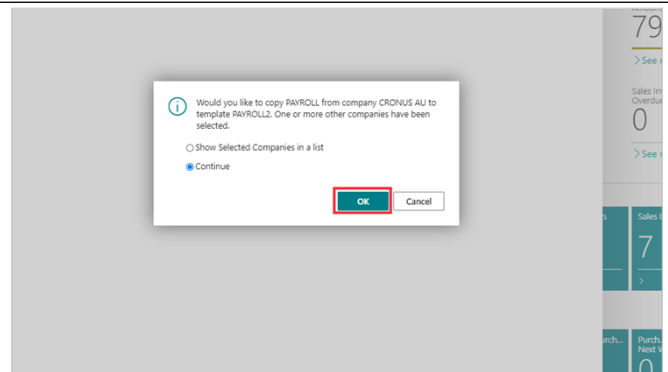
Click on the button **OK**



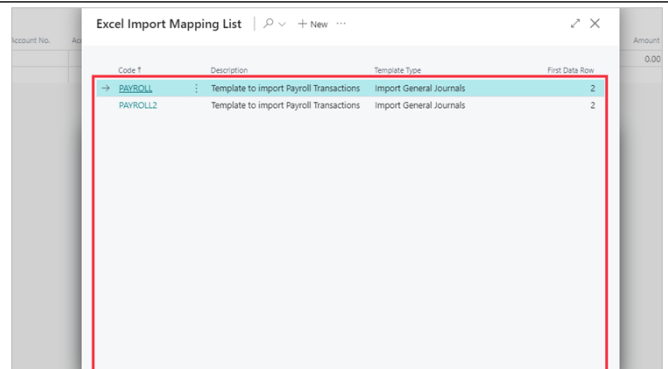
A warning will pop up confirming the criteria you have selected and allowing you to view the list of companies you're about to copy to. Click on **Continue** to proceed.



Click on the button **OK**



Once the function is done, you'll be able to see the new template in the list if you have copied to a new template code.



You can also confirm the template has been successfully copied to other companies selected in this environment.

- End -

## 1.4. Excel Importer - Importing Customer Remittance Transactions

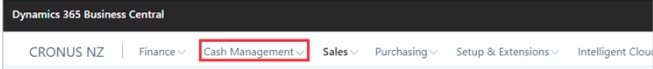
This guide presents the steps required to import an Excel file containing customer remittance transactions to the "Apply Customer Entries" page in Business Central, using the Excel Importer app. The imported lines will be applied against the matching customer's open invoice entries. The navigation in this guide assumes that you are logged in to Business Central using the "Business Manager" role centre.

## 1.4.1. Creating a Mapping Template for Customer Remittances

The following steps will demonstrate the import of a customer remittance after creating a cash receipt journal line and an Excel Mapping import template for the remittance file. In this example, we will create a cash receipt journal for Customer 10000 for the amount of \$4650.

### 1.4.1.1. Create the Cash Receipt Journal

Click on the navigation menu item popup **Cash Management**



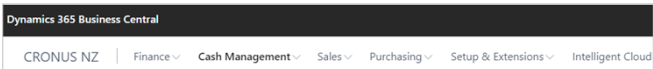
Dynamics 365 Business Central

CRONUS NZ | Finance | **Cash Management** | Sales | Purchasing | Setup & Extensions | Intelligent Cloud

Sales Invoices: All | Search | + New | Delete | Process | Release | Posting | Invoice | Navigate

No.	†	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Sell-to Contact
102199		10000	Adatum Corporation		Jordan Moresby
102200		10000	Adatum Corporation		Jordan Moresby
102201		20000	Trey Research		Ruby Battarbee
102202		30000	School of Fine Art		Meagan Bond
102203		30000	School of Fine Art		Meagan Bond
102204		40000	Alpine Ski House		Ian Deberry
102205		50000	Relecloud		Jonathan Schreiber

Click on the navigation menu item **Cash Receipt Journals**



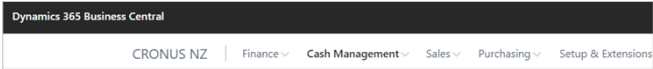
Dynamics 365 Business Central

CRONUS NZ | Finance | **Cash Management** | Sales | Purchasing | Setup & Extensions | Intelligent Cloud

Cash Flow Forecasts | Cash Flow Manual Revenues | **Cash Receipt Journals** | Bank Accounts | Payment Recon. Jc  
Chart of Cash Flow Accounts | Cash Flow Manual Expenses | Payment Journals | Bank Acc. Statements | Direct Debit Collec

No.	†	Sell-to Customer No.	Sell-to Customer Name	No.	Sell-to Contact
102199		10000	Adatum Corporation		Jordan Moresby
102200		10000	Adatum Corporation		Jordan Moresby
102201		20000	Trey Research		Ruby Battarbee
102202		30000	School of Fine Art		Meagan Bond
102203		30000	School of Fine Art		Meagan Bond
102204		40000	Alpine Ski House		Ian Deberry
102205		50000	Relecloud		Jonathan Schreiber

Select the Cash receipt journal template you wish to use for posting the customer's payment.



Dynamics 365 Business Central


CRONUS NZ | Finance | **Cash Management** | Sales | Purchasing | Setup & Extensions

Cash Receipt Journals: All | Search | + New | Manage | Process | Report | Navigate

Name	†	Description	Bal. Account Type	Bal. Account No.
GENERAL		GENERAL	G/L Account	2910

Open record "GENERAL"

In the journal lines page, select "Payment" in **Document Type**.  
Make sure the Account Type is "Customer".



CASH RECEIPT JOURNALS | WORK DATE: 1/04/2020

Batch Name: GENERAL

Manage | Process | Post/Print | Line | Account | More options

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount
1/04/2020	Payment	202002	Customer	10000	Adatum Corporation	0.00

Show more options

Click on the cell **Account No.**

The screenshot shows the 'CASH RECEIPT JOURNALS' interface with a work date of 1/04/2020. The 'Batch Name' is 'GENERAL'. The 'Manage' tab is active, and the 'Account' column is highlighted. A dropdown menu is open for the 'Account No.' field, showing options: Payment, Invoice, Credit Memo, Finance Charge Memo, Reminder, and Refund. The 'Customer' account type is selected.

Click on the link in cell **No.** with the value **10000**

The screenshot shows the 'CASH RECEIPT JOURNALS' interface with a work date of 1/04/2020. The 'Batch Name' is 'GENERAL'. The 'Manage' tab is active, and the 'Account' column is highlighted. A dropdown menu is open for the 'No.' field, showing options: 10000, 20000, 30000, 40000, and 50000. The '10000' option is selected.

Click in the **Amount** field.

The screenshot shows the 'CASH RECEIPT JOURNALS' interface with a work date of 1/04/2020. The 'Batch Name' is 'GENERAL'. The 'Manage' tab is active, and the 'Amount' column is highlighted. The 'Amount' field is set to 0.00.

Enter the total amount of the remittance file. In this example, the total receipt from the customer is \$4650. Enter -4650.

The screenshot shows the 'CASH RECEIPT JOURNALS' interface with a work date of 1/04/2020. The 'Batch Name' is 'GENERAL'. The 'Manage' tab is active, and the 'Amount' column is highlighted. The 'Amount' field is set to -4650.

### 1.4.1.2.

## Create the Mapping Template

Click on the link **Process**

The screenshot shows the 'CASH RECEIPT JOURNALS' interface with a work date of 1/04/2020. The 'Batch Name' is 'GENERAL'. The 'Process' tab is active, and the 'Account' column is highlighted. The 'Amount' field is set to -4650.00.

Click on the navigation menu item **Apply Entries...**

Dynamics 365 Business Central

CASH RECEIPT JOURNALS | WORK DATE: 1/04/2020

Batch Name: GENERAL

Manage Process Post/Print Line Account More options

Import from Excel Reconcile **Apply Entries...**

Posting Date	Type	Document No.	Type	Account No.	Description	Amount
1/04/2020	Payment	G02002	Customer	10000	Adatum Corporation	-4,650.00

Click on the navigation menu item popup **Process**

Dynamics 365 Business Central

**Process** Line Entry Actions Navigate Fewer options

APPLY CUSTOMER ENTRIES - 10000 - ADATUM CORPORATION

GENERAL

Posting Date: 1/04/2020 Currency Code

Document Type: Payment Amount

Document No.: G02002 Remaining Amount

Applies-to ID	Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code
20/03/2020	Invoice	INV10016	10000	Invoice INV10016		
15/03/2020	Invoice	INV10025	10000	Invoice INV10025		
16/03/2020	Invoice	INV10026	10000	Invoice INV10026		
17/03/2020	Invoice	INV10027	10000	Invoice INV10027		
18/03/2020	Invoice	INV10028	10000	Invoice INV10028		
19/03/2020	Invoice	INV10029	10000	Invoice INV10029		
20/03/2020	Invoice	INV10030	10000	Invoice INV10030		
21/03/2020	Invoice	INV10031	10000	Invoice INV10031		

Click on the navigation menu item **Import from Excel**

Dynamics 365 Business Central

**Import from Excel** Set Applies-to ID Post Application... Preview Posting Show Only Sel... To Be Applied

GENERAL

Posting Date: 1/04/2020 Currency Code

Document Type: Payment Amount

Document No.: G02002 Remaining Amount

Applies-to ID	Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code
20/03/2020	Invoice	INV10016	10000	Invoice INV10016		
15/03/2020	Invoice	INV10025	10000	Invoice INV10025		
16/03/2020	Invoice	INV10026	10000	Invoice INV10026		
17/03/2020	Invoice	INV10027	10000	Invoice INV10027		
18/03/2020	Invoice	INV10028	10000	Invoice INV10028		
19/03/2020	Invoice	INV10029	10000	Invoice INV10029		
20/03/2020	Invoice	INV10030	10000	Invoice INV10030		
21/03/2020	Invoice	INV10031	10000	Invoice INV10031		

Click on the field **Select a template to use for the import**. This will take you to the Excel Import Mapping List page containing all Customer Remittance import templates. We want to create a new template specific to Customer 10000.

Dynamics 365 Business Central

EDIT - REMITTANCE ADVICE FOR CUSTOMER 10000 - ADATUM CORPORATION

Import Type: Remittance Advice for Customer 10000

Template Code: [Empty]

**Select a template to use for the import**

Excel Filename: [Empty]

Worksheet Name: [Empty]

OK

Posting Date	Document Type	Document No.	Customer No.	Description	Amount
20/03/2020	Invoice	INV10016	10000	Invoice INV10016	
15/03/2020	Invoice	INV10025	10000	Invoice INV10025	
16/03/2020	Invoice	INV10026	10000	Invoice INV10026	
17/03/2020	Invoice	INV10027	10000	Invoice INV10027	
18/03/2020	Invoice	INV10028	10000	Invoice INV10028	250.00
19/03/2020	Invoice	INV10029	10000	Invoice INV10029	1,000.00
20/03/2020	Invoice	INV10030	10000	Invoice INV10030	2,000.00
21/03/2020	Invoice	INV10031	10000	Invoice INV10031	300.00

Click on the navigation menu item **New**

Dynamics 365 Business Central

**+ New** Manage Export Template Open in Excel

EXCEL IMPORT MAPPING LIST

Code	Description	Template
DEFAULT	Default template for Customer Remittance	Import

Posting Date	Document Type	Document No.	Customer No.	Description	Amount
20/03/2020	Invoice	INV10016	10000	Invoice INV10016	
15/03/2020	Invoice	INV10025	10000	Invoice INV10025	
16/03/2020	Invoice	INV10026	10000	Invoice INV10026	
17/03/2020	Invoice	INV10027	10000	Invoice INV10027	
18/03/2020	Invoice	INV10028	10000	Invoice INV10028	250.00
19/03/2020	Invoice	INV10029	10000	Invoice INV10029	1,000.00
20/03/2020	Invoice	INV10030	10000	Invoice INV10030	2,000.00
21/03/2020	Invoice	INV10031	10000	Invoice INV10031	300.00

Enter the text **CUST10000**. Press the **TAB** key.

65 Business Central

Excel Import Mapping Card

Export Template Select Fields More options

General

Code ..... CUST10000 First Data Row

Description .....

Field Mapping Manage

Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Starting Position	Number of Characters
→	0	Field			*	1	

Click on the field **Description**

← EXCEL IMPORT MAPPING CARD | WORK DATE: 1/04/2020

CUST10000

Export Template Select Fields More options

General

Code ..... CUST10000

Description .....

Field Mapping Manage

Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Starting Position	Number of Characters
→	0	Field			*		

Enter **Description**.

← EXCEL IMPORT MAPPING CARD | WORK DATE: 1/04/2020

CUST10000

Export Template Select Fields More options

General

Code ..... CUST10000

Description ..... Remittance for Customer 10000

Field Mapping Manage

Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Starting Position	Number of Characters
→	0	Field			*		

Click on the navigation menu item **Select Fields**. A list page of all the mapping fields available will appear where you can select the relevant fields to which you need to map the customer remittance Excel Columns.

Dynamics 365 Business Central

← EXCEL IMPORT MAPPING CARD | WORK DATE: 1/04/2020

CUST10000

Export Template Select Fields More options

General

Code ..... CUST10000

Description ..... Remittance for Customer 10000

Field Mapping Manage

Processing Order ↑	Excel Column ID	Type	No.	Description	Constant Value	Starting Position	Number of Characters
→	0	Field			*		

Click on the navigation menu item **Edit List**

Business Central

EXPORT MAPPING CARD | WORK DATE: 1/04/2020

10000 · Remittance for C

Template Select Fields More options

Excel Field Selection

Select Excel Column ID No. Field Caption

Select	Excel Column ID	No.	Field Caption
→	1	1	Customer No.
<input type="checkbox"/>	2	2	Applies-to ID
<input type="checkbox"/>	3	3	Line No.
<input type="checkbox"/>	4	4	Document No.
<input type="checkbox"/>	5	5	External Document No.
<input type="checkbox"/>	10	10	Original Amount
<input type="checkbox"/>	12	12	Amount Paid
<input type="checkbox"/>	20	20	Matching Status
<input type="checkbox"/>	25	25	Matching Text
<input type="checkbox"/>	28	28	Matched to Entry No.
<input type="checkbox"/>	30	30	User ID

Mark the "Select" checkbox for the fields that should be mapped to the customer remittance Excel file, in the order in which they appear in the file. Alternatively, you can enter the "Excel column ID" to the relevant field, and the Select checkbox will be automatically checked.

Click on **Select** for Document No. Notice how "A" is auto-populated in Excel Column ID which means that Column A from the Excel file should translate to Document No. when matching against customer ledger entries.

Select	Excel Column ID	No.	Field Caption
<input type="checkbox"/>		1	Customer No.
<input type="checkbox"/>		2	Applies-to ID
<input type="checkbox"/>		3	Line No.
<input checked="" type="checkbox"/>	A	4	Document No.
<input type="checkbox"/>		5	External Document No.
<input type="checkbox"/>		10	Original Amount
<input type="checkbox"/>		12	Amount Paid
<input type="checkbox"/>		20	Matching Status
<input type="checkbox"/>		25	Matching Text
<input type="checkbox"/>		28	Matched to Entry No.
<input type="checkbox"/>		30	User ID

Processing Order	Excel Column ID	Type	No.
→ 0		Field	

Click on **Select** for Amount Paid

Select	Excel Column ID	No.	Field Caption
<input type="checkbox"/>		1	Customer No.
<input type="checkbox"/>		2	Applies-to ID
<input type="checkbox"/>		3	Line No.
<input checked="" type="checkbox"/>	A	4	Document No.
<input type="checkbox"/>		5	External Document No.
<input type="checkbox"/>		10	Original Amount
<input checked="" type="checkbox"/>	B	12	Amount Paid
<input type="checkbox"/>		20	Matching Status
<input type="checkbox"/>		25	Matching Text
<input type="checkbox"/>		28	Matched to Entry No.
<input type="checkbox"/>		30	User ID

Processing Order	Excel Column ID	Type	No.
→ 0		Field	

Click on **Select** for External Document No.

Select	Excel Column ID	No.	Field Caption
<input type="checkbox"/>		1	Customer No.
<input type="checkbox"/>		2	Applies-to ID
<input type="checkbox"/>		3	Line No.
<input checked="" type="checkbox"/>	A	4	Document No.
<input checked="" type="checkbox"/>	A	5	External Document No.
<input type="checkbox"/>		10	Original Amount
<input checked="" type="checkbox"/>	B	12	Amount Paid
<input type="checkbox"/>		20	Matching Status
<input type="checkbox"/>		25	Matching Text
<input type="checkbox"/>		28	Matched to Entry No.
<input type="checkbox"/>		30	User ID

Processing Order	Excel Column ID	Type	No.
→ 0		Field	

Click on the button **OK**

Line No.	Customer Remittance Line	0
Document No.	Customer Remittance Line	0
External Document No.	Customer Remittance Line	0
Original Amount	Customer Remittance Line	0
Amount Paid	Customer Remittance Line	0.01
Matching Status	Customer Remittance Line	0
Matching Text	Customer Remittance Line	0
Matched to Entry No.	Customer Remittance Line	0
User ID	Customer Remittance Line	0

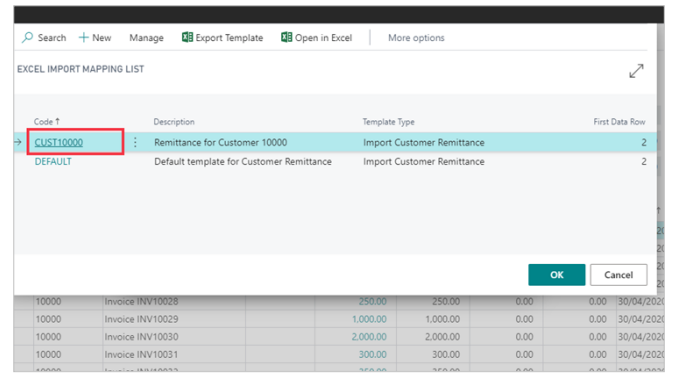
You have finished creating the template. Click on the **Back** button to go back to the template selection screen.

Processing Order	Excel Column ID	Type	No.	Description	Constant Value	Start/End
→ 10	A	Field	4	Document No.		
20	C	Field	5	External Document No.		
30	B	Field	12	Amount Paid		

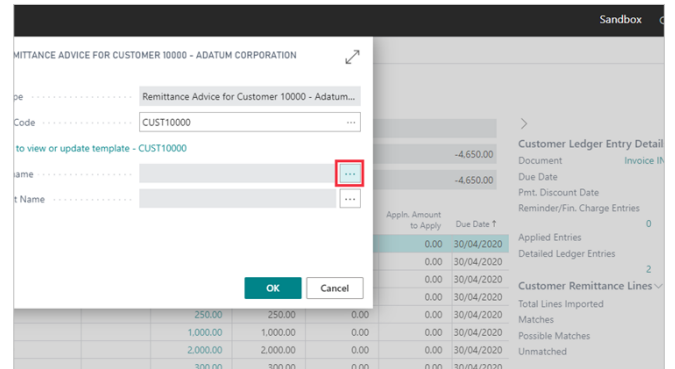
## 1.4.2. Importing the Customer Remittance

In the next steps, we will import the customer remittance Excel file using the template we have just created for Customer 10000.

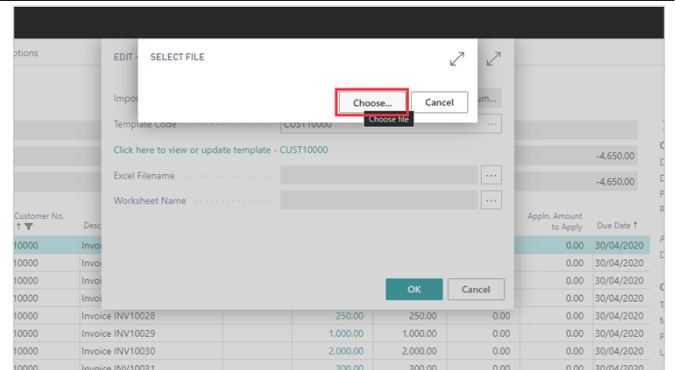
In the Excel Import Mapping list page, keep the selection on **CUST10000** and then click Ok.



Click on the link **Open assist edit**

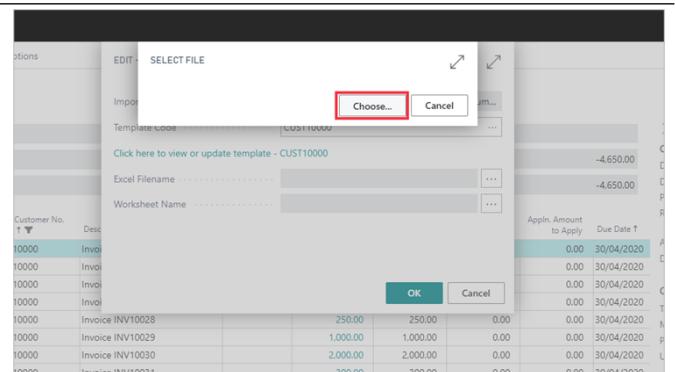


Click on the field **null**

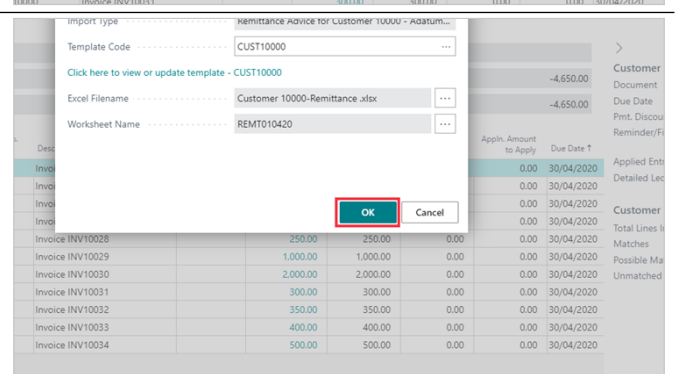


Click on Choose... to select the Customer Remittance Excel file.

Select the Remittance Excel file from your file explorer.

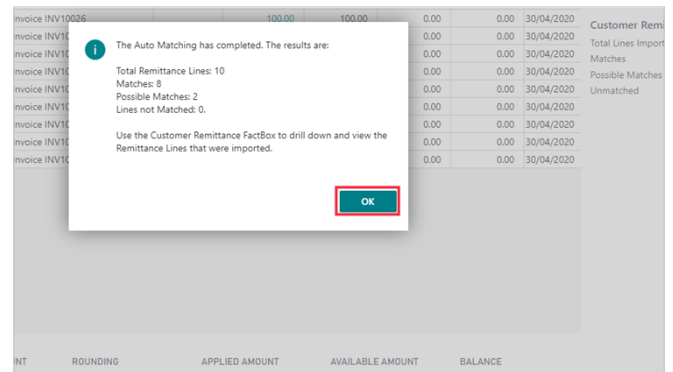


Click on the button **OK** to confirm file selection.





Click on the button **OK** to confirm the Auto-matching results.



### 1.4.3. Reviewing Remittance Lines Matching

Review the matched and unmatched lines in the Customer Remittance Lines FactBox. You'll also be able to manually match any unmatched lines.

Click on the field **Matches** to review the remittance lines that have matched against open customer entries.

					Customer Ledger Entry Details	
					Document	Invoice INV10016
					Due Date	30/04/2020
					Pmt. Discount Date	20/03/2020
					Reminder/Fin. Charge Entries	0
					Applied Entries	1
					Detailed Ledger Entries	2
					Customer Remittance Lines	
					Total Lines Imported	10
					Matches	8
					Possible Matches	2
					Unmatched	0

Click on the **Back** button to go back to the factbox and continue your review.

Dynamics 365 Business Central									
CUSTOMER REMITTANCE LINES   WORK DATE: 1/04/2020									
Document No.	External Document No.	Original Amount	Amount Paid	Applied Amount	Applied to Remaining Amount	Applied to Original Amount	Applied Doc. No.		
→	ADT0025	500.00	500.00	500.00	500.00	500.00	INV10026		
INV10026	ADT0026	100.00	100.00	100.00	100.00	100.00	INV10029		
INV10029		1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	INV10030		
INV10030		1,000.00	1,000.00	1,000.00	2,000.00	2,000.00	INV10031		
INV10031		300.00	300.00	300.00	300.00	300.00	INV10032		
INV10032	ADT0032	350.00	350.00	350.00	350.00	350.00	INV10033		
INV10033	ADT0033	400.00	400.00	400.00	400.00	400.00	INV10034		
INV10034	ADT0034	500.00	500.00	500.00	500.00	500.00	INV10034		

Click on the field **Possible Matches**  
Possible matches are a result of remittance lines that did not match with any Document No. in the customer entry, but did match with other references or with document amounts.

					Customer Ledger Entry Details	
					Document	Invoice INV10016
					Due Date	30/04/2020
					Pmt. Discount Date	20/03/2020
					Reminder/Fin. Charge Entries	0
					Applied Entries	1
					Detailed Ledger Entries	2
					Customer Remittance Lines	
					Total Lines Imported	10
					Matches	8
					Possible Matches	2
					Unmatched	0

In the **Matching Text** field, you can review the system message of the possible match found.

4/2020									
Auto Match Lines Manual Match Line Open in Excel More options									
Amount	Applied to Remaining Amount	Applied to Original Amount	Applied to Doc. No.	Matching Status	Matching Text				
—	—	—	—	Possible Match (Amt.)	A match may be possible as there are one or more entries				
—	—	—	—	Possible Match (Amt.)	A match may be possible as there are one or more entries				

Click on **Manual Match Line** to manually match the lines to customer entries.

Business Central

CUSTOMER REMITTANCE LINES | WORK DATE: 1/04/2020

Search + New Edit List Delete Auto Match Lines **Manual Match Line** Open in Excel More options

Document No.	Amount Paid	Applied Amount	Applied to Remaining Amount	Applied to Original Amount	Applied to Doc. No.	Matching Status	Matching Type
27	250.00	—	—	—	—	Possible Match (Amt.)	A match
28	250.00	—	—	—	—	Possible Match (Amt.)	A match

Select how you wish the system to find possible matches. In this example, we will keep the selection on the "Amount". Click on the button **OK**

The current line has a Matching Status of Possible Match (Amt.). Please select how you would like to filter on the entries to find a match manually:

☒ Amount  
☐ References  
☐ Amount and References  
☐ No Filters

**OK** Cancel

The system has suggested 2 open entries for the same amount.  
Select the **INV10027** document as it is the most relevant.

CUSTOMER LEDGER ENTRIES - 10000 - ADATUM CORPORATION

External Document No.	Original Amount	Posting Date	Document Type	Document No.	Customer No.	Description	Currency
ADT0027	250.00	18/03/2020	Invoice	INV10028	10000	Invoice INV10028	
	250.00	17/03/2020	Invoice	INV10027	10000	Invoice INV10027	

Click **OK** to select the entry and confirm the matching.

Entry No. 4

Entry No.	Message to Recipient
3132	
3129	

**OK** Cancel

Customer Ledger Entry Details

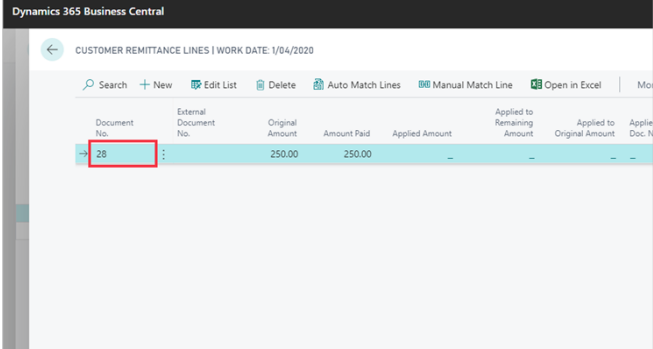
- Document
- Due Date
- Pmt. Discount Date
- Reminder/Fin. Char...
- Applied Entries
- Detailed Ledger Ent...

Click to close the confirmation message.

The match was successful. The Matching Status has been updated to Matched.

**OK**

One more possible match to process. Click on **Document No.** with the value **28**



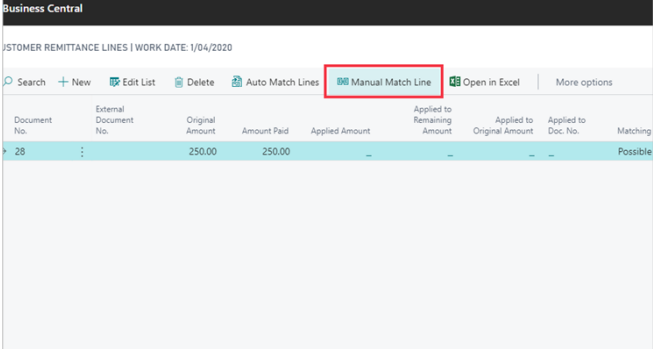
Dynamics 365 Business Central

CUSTOMER REMITTANCE LINES | WORK DATE: 1/04/2020

Search + New Edit List Delete Auto Match Lines Manual Match Line Open in Excel

Document No.	External Document No.	Original Amount	Amount Paid	Applied Amount	Applied to Remaining Amount	Applied to Original Amount	Applied to Doc. No.
28		250.00	250.00	-	-	-	-

Click on the navigation menu item **Manual Match Line**



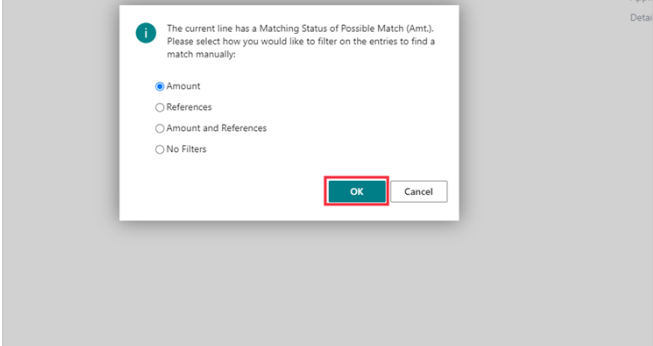
Business Central

CUSTOMER REMITTANCE LINES | WORK DATE: 1/04/2020

Search + New Edit List Delete Auto Match Lines Manual Match Line Open in Excel More options

Document No.	External Document No.	Original Amount	Amount Paid	Applied Amount	Applied to Remaining Amount	Applied to Original Amount	Applied to Doc. No.	Matching
28		250.00	250.00	-	-	-	-	Possible

Keep the selection on "Amount" and click **OK**

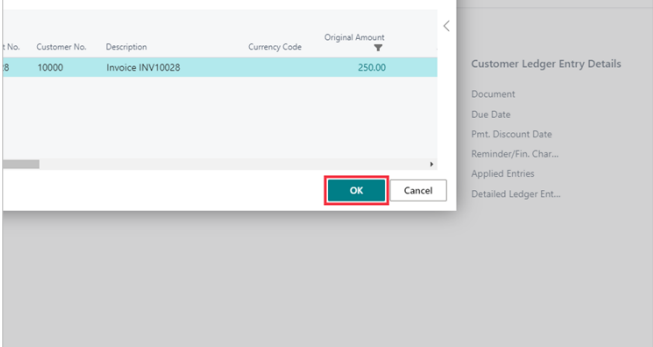


The current line has a Matching Status of Possible Match (Amt.). Please select how you would like to filter on the entries to find a match manually.

☒ Amount  
☐ References  
☐ Amount and References  
☐ No Filters

OK Cancel

The system has suggested only one entry with a matching amount. Click to confirm the selection and apply to this entry.



Invoice No. Customer No. Description Currency Code Original Amount

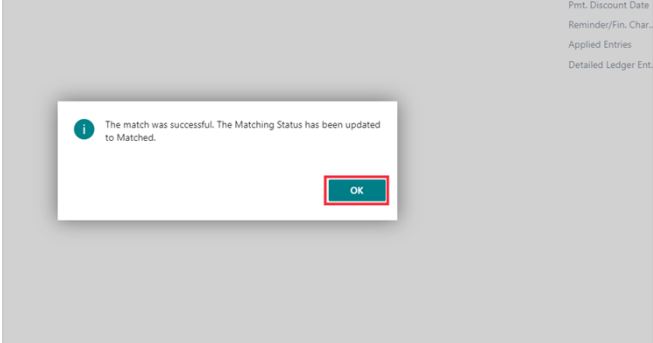
8	10000	Invoice INV10028		250.00
---	-------	------------------	--	--------

OK Cancel

Customer Ledger Entry Details

- Document
- Due Date
- Pmt. Discount Date
- Reminder/Fin. Char...
- Applied Entries
- Detailed Ledger Ent...

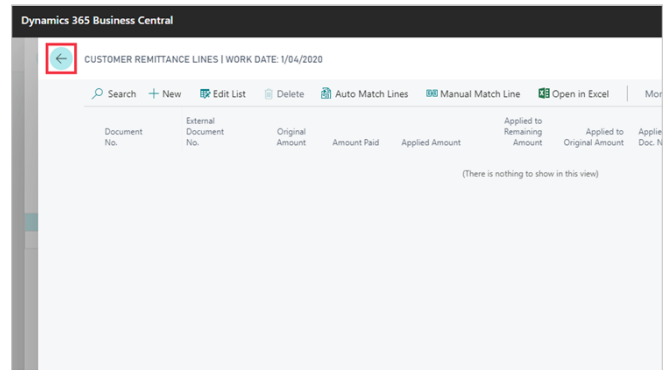
Click **OK** to close the confirmation message.



The match was successful. The Matching Status has been updated to Matched.

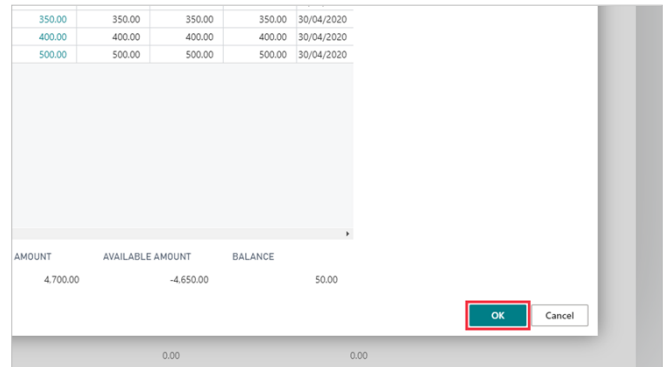
OK

Click on the **Back** button to go back to the application screen.

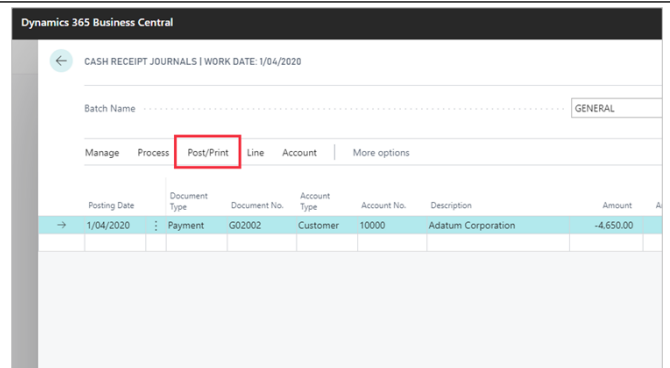


Note that all entries have been applied. Refresh your screen to view the update Remittance Lines factbox details.

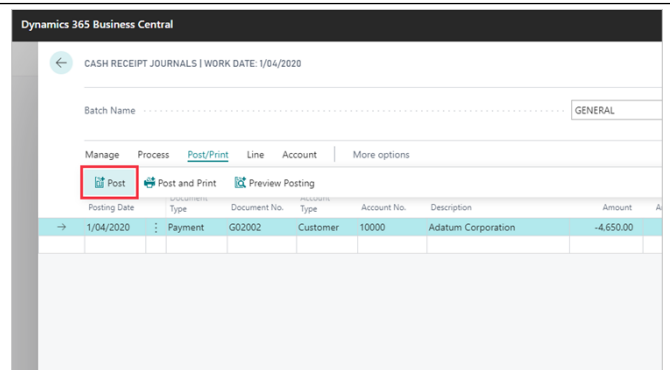
Click **OK** to close the application screen and go back to the Cash Receipt Journal.



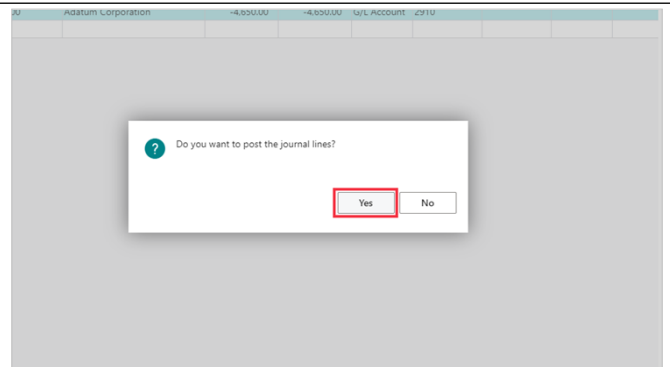
Click on the link **Post/Print**



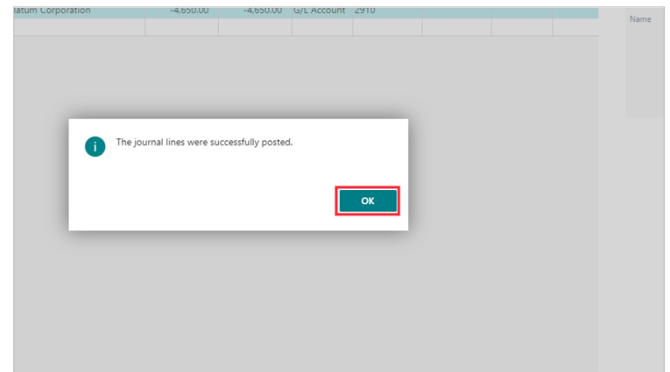
Click on the navigation menu item **Post**



Click on the button **Yes**



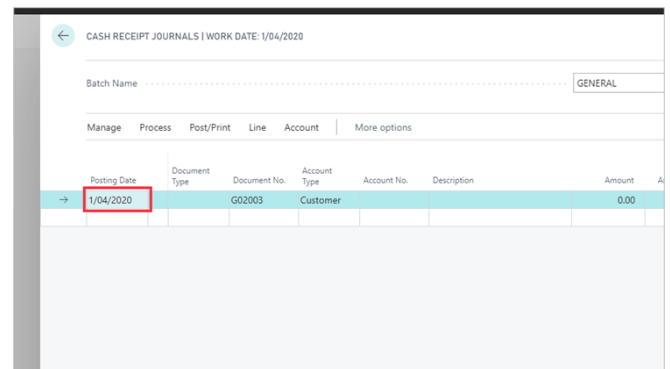
Click on the button **OK**



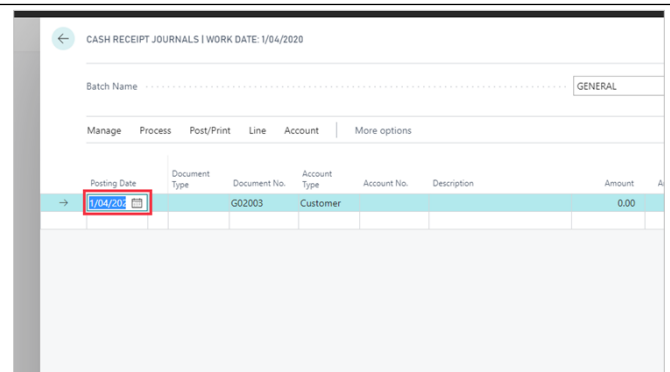
#### 1.4.4. Importing Customer Remittance Lines After Posting the Cash Receipt

It is also possible to import and apply the customer remittance Excel file after the cash receipt journal has been posted. In the following section, we will post the customer payment, and then import the remittance from the Customer Ledger Entries application screen.

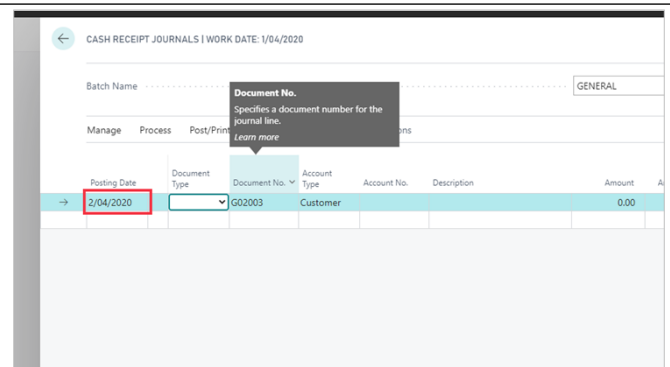
Create a new journal line for the cash receipt from the customer. Click in the **Posting Date** posting date field.



Enter **Posting Date**. Press the **TAB** key.



Select or enter "Payment" in the Document Type field



Click on the cell **Account No.**

CASH RECEIPT JOURNALS | WORK DATE: 1/04/2020

Batch Name: GENERAL

Manage Process Post/Print Line Account More options

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (LC)
→ 2/04/2020	Payment	G02003	Customer			0.00	

Select customer number **10000**

Batch Name: GENERAL

Manage Process Post/Print Line Account More options

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (LC)
→ 2/04/2020	Payment	G02003	Customer			0.00	

No.	Name	Postcode	Phone No.
→ 10000	Adatum Corporation	9197	
20000	Trey Research	8001	
30000	School of Fine Art	US-FL 37125	
40000	Alpine Ski House	DE-80807	
50000	Relecloud	9681	

+ New Select from full

In the Amount field, enter the credit amount for the cash receipt. In this example, the customer is paying \$1300. Enter -1300

Batch Name: GENERAL

Manage Process Post/Print Line Account More options

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (LC)
→ 2/04/2020	Payment	G02003	Customer	10000	Adatum Corporation	-1300.00	

Click on the navigation menu item popup **Post/Print**

Dynamics 365 Business Central

CASH RECEIPT JOURNALS | WORK DATE: 1/04/2020

Batch Name: GENERAL

Manage Process **Post/Print** Line Account More options

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (LC)
→ 2/04/2020	Payment	G02003	Customer	10000	Adatum Corporation	-1,300.00	

Click on the navigation menu item **Post**

Dynamics 365 Business Central

CASH RECEIPT JOURNALS | WORK DATE: 1/04/2020

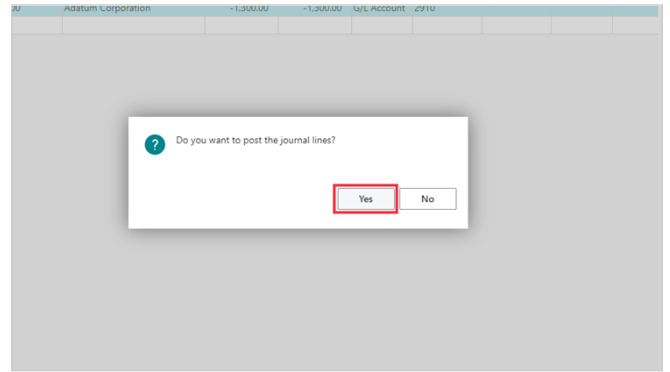
Batch Name: GENERAL

Manage Process **Post/Print** Line Account More options

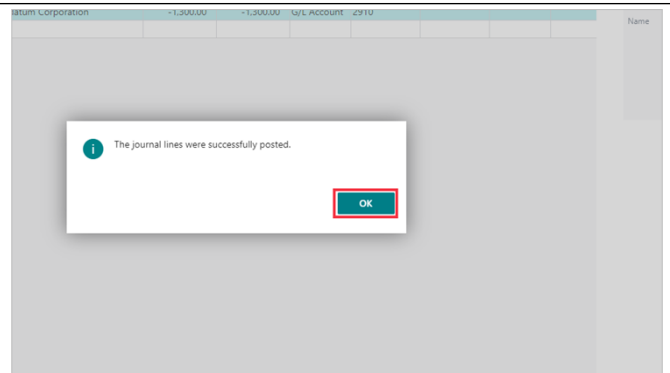
**Post** Post and Print Preview Posting

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (LC)
→ 2/04/2020	Payment	G02003	Customer	10000	Adatum Corporation	-1,300.00	

Click **Yes** to post the journal

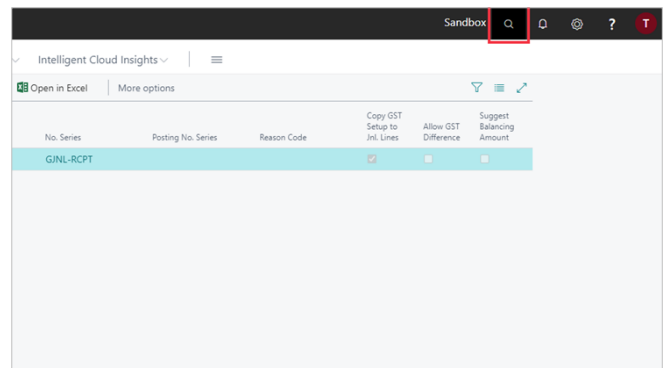


Click **OK** to close the confirmation message.

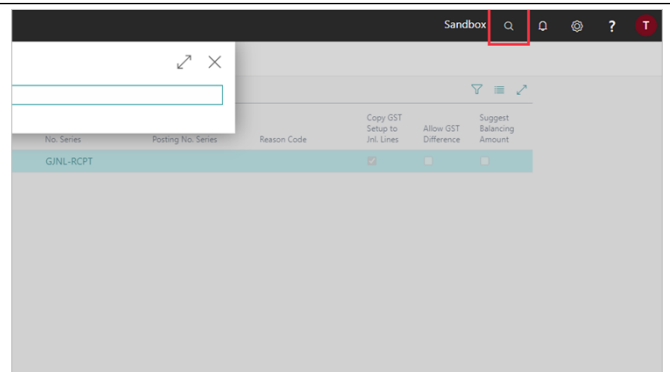


After the cash receipt has been posted, we can then navigate to Customer Ledger Entries and apply that cash receipt to one or more invoices, by importing the Customer Remittance Excel file in the application screen.

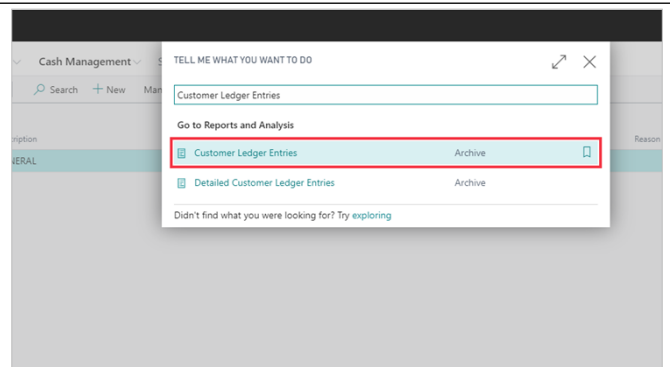
Click on the Search magnifier



Enter the text **customer Ledger Entries**.



Click on **Customer Ledger Entries Archive** ☐



Filter on the customer no.  
Click on the column header **Customer No.**

Dynamics 365 Business Central

CUSTOMER LEDGER ENTRIES | WORK DATE: 1/04/2020

Search Edit List Process Line Entry Navigate Open in Excel Actions Navigate Fewer options

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount
2/04/2020	Payment	G02003				-1,300.00
1/04/2020	Payment	G02002				-4,650.00
24/03/2020	Invoice	INV10034				500.00
23/03/2020	Invoice	INV10033				400.00
22/03/2020	Invoice	INV10032	10000	Invoice INV10032		350.00
21/03/2020	Invoice	INV10031	10000	Invoice INV10031		300.00
20/03/2020	Invoice	INV10030	10000	Invoice INV10030		2,000.00
19/03/2020	Invoice	INV10029	10000	Invoice INV10029		1,000.00
18/03/2020	Invoice	INV10028	10000	Invoice INV10028		250.00
17/03/2020	Invoice	INV10027	10000	Invoice INV10027		250.00
16/03/2020	Invoice	INV10026	10000	Invoice INV10026		100.00

**Customer No.**  
Specifies the customer account number that the entry is linked to.  
[Learn more](#)

Click on the menu item **Filter...**

Dynamics 365 Business Central

CUSTOMER LEDGER ENTRIES | WORK DATE: 1/04/2020

Search Edit List Process Line Entry Navigate Open in Excel Actions Navigate Fewer options

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount
2/04/2020	Payment	G02003				-1,300.00
1/04/2020	Payment	G02002		Adatum Corporation		-4,650.00
24/03/2020	Invoice	INV10034		Invoice INV10034		500.00
23/03/2020	Invoice	INV10033		Invoice INV10033		400.00
22/03/2020	Invoice	INV10032	10000	Invoice INV10032		350.00
21/03/2020	Invoice	INV10031	10000	Invoice INV10031		300.00
20/03/2020	Invoice	INV10030	10000	Invoice INV10030		2,000.00
19/03/2020	Invoice	INV10029	10000	Invoice INV10029		1,000.00
18/03/2020	Invoice	INV10028	10000	Invoice INV10028		250.00
17/03/2020	Invoice	INV10027	10000	Invoice INV10027		250.00
16/03/2020	Invoice	INV10026	10000	Invoice INV10026		100.00
15/03/2020	Invoice	INV10025	10000	Invoice INV10025		500.00

Ascending  
Descending  
**Filter...**  
Filter to This Value  
Clear Filter  
What's this?

We need to filter on open entries for Customer 10000.  
Enter the text **10000**. Press the **Enter** key.

Dynamics 365 Business Central

CUSTOMER LEDGER ENTRIES | WORK DATE: 1/04/2020

Search Edit List Process Line Entry Navigate Open in Excel Actions Navigate Fewer options

**Views**

All

Filter list by:

Customer No.

Filter...

Filter totals by...

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount
2/04/2020	Payment	G02003	10000	Adatum Corporation		-1,300.00
1/04/2020	Payment	G02002	10000	Adatum Corporation		-4,650.00
24/03/2020	Invoice	INV10034	10000	Invoice INV10034		500.00
23/03/2020	Invoice	INV10033	10000	Invoice INV10033		400.00
22/03/2020	Invoice	INV10032	10000	Invoice INV10032		350.00
21/03/2020	Invoice	INV10031	10000	Invoice INV10031		300.00
20/03/2020	Invoice	INV10030	10000	Invoice INV10030		2,000.00
19/03/2020	Invoice	INV10029	10000	Invoice INV10029		1,000.00
18/03/2020	Invoice	INV10028	10000	Invoice INV10028		250.00
17/03/2020	Invoice	INV10027	10000	Invoice INV10027		250.00
16/03/2020	Invoice	INV10026	10000	Invoice INV10026		100.00
15/03/2020	Invoice	INV10025	10000	Invoice INV10025		500.00

Filter on the cash receipt's document number you wish to apply. In this example, we're looking for document G02003

Dynamics 365 Business Central

ADATUM CORPORATION | WORK DATE: 1/04/2020

Customer Ledger Entries Search Edit List Process Line Entry Navigate Open in Excel Actions Navigate Fewer options

Filter list by:

Customer No.

Filter...

Filter totals by...

Reset filters

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount
2/04/2020	Payment	G02003	10000	Adatum Corporation		-1,300.00
1/04/2020	Payment	G02002	10000	Adatum Corporation		-4,650.00
24/03/2020	Invoice	INV10034	10000	Invoice INV10034		500.00
23/03/2020	Invoice	INV10033	10000	Invoice INV10033		400.00
22/03/2020	Invoice	INV10032	10000	Invoice INV10032		350.00
21/03/2020	Invoice	INV10031	10000	Invoice INV10031		300.00
20/03/2020	Invoice	INV10030	10000	Invoice INV10030		2,000.00
19/03/2020	Invoice	INV10029	10000	Invoice INV10029		1,000.00
18/03/2020	Invoice	INV10028	10000	Invoice INV10028		250.00
17/03/2020	Invoice	INV10027	10000	Invoice INV10027		250.00
16/03/2020	Invoice	INV10026	10000	Invoice INV10026		100.00

Click on the menu item **Filter...**

Dynamics 365 Business Central

10000 - ADATUM CORPORATION | WORK DATE: 1/04/2020

Customer Ledger Entries Search Edit List Process Line Entry Navigate Open in Excel Actions

**Views**

All

Filter list by:

Customer No.

10000

Filter...

Filter totals by...

Reset filters

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount
2/04/2020	Payment	G02003	10000	Adatum Corporation		-1,300.00
1/04/2020	Payment	G02002	10000	Adatum Corporation		-4,650.00
24/03/2020	Invoice	INV10034	10000	Invoice INV10034		500.00
23/03/2020	Invoice	INV10033	10000	Invoice INV10033		400.00
22/03/2020	Invoice	INV10032	10000	Invoice INV10032		350.00
21/03/2020	Invoice	INV10031	10000	Invoice INV10031		300.00
20/03/2020	Invoice	INV10030	10000	Invoice INV10030		2,000.00
19/03/2020	Invoice	INV10029	10000	Invoice INV10029		1,000.00
18/03/2020	Invoice	INV10028	10000	Invoice INV10028		250.00
17/03/2020	Invoice	INV10027	10000	Invoice INV10027		250.00
16/03/2020	Invoice	INV10026	10000	Invoice INV10026		100.00

Ascending  
Descending  
**Filter...**  
Filter to This Value  
Clear Filter  
What's this?



Enter the text **G02003**. Press the **Enter** key.

Dynamics 365 Business Central

10000 - ADATUM CORPORATION | WORK DATE: 1/04/2020

Customer Ledger Entries | Search | Edit List | Process | Line | Entry | Navigate | Open in Excel | Actions

Views: All

Filter list by:

- Customer No. 10000
- Document No. G02003

+ Filter...

Filter totals by...

Reset filters

Posting Date	Document Type	Document No.	Customer No.	Description
2/04/2020	Payment	G02003	10000	Adatum Corporation
1/04/2020	Payment	G02002	10000	Adatum Corporation
24/03/2020	Invoice	INV10034	10000	Invoice INV10034
23/03/2020	Invoice	INV10033	10000	Invoice INV10033
22/03/2020	Invoice	INV10032	10000	Invoice INV10032
21/03/2020	Invoice	INV10031	10000	Invoice INV10031
20/03/2020	Invoice	INV10030	10000	Invoice INV10030
19/03/2020	Invoice	INV10029	10000	Invoice INV10029
18/03/2020	Invoice	INV10028	10000	Invoice INV10028
17/03/2020	Invoice	INV10027	10000	Invoice INV10027
16/03/2020	Invoice	INV10026	10000	Invoice INV10026

Click on the link **Entry**

Business Central

10000 - ADATUM CORPORATION | WORK DATE: 1/04/2020

Customer Ledger Entries | Search | Edit List | Process | Line | Entry | Navigate | Open in Excel | Actions | Navigate | Fe

Views: All

Filter list by:

- Customer No. 10000
- Document No. G02003

+ Filter...

Filter totals by...

Reset filters

Posting Date	Document Type	Document No.	Customer No.	Description
2/04/2020	Payment	G02003	10000	Adatum Corporation

Click on the navigation menu item popup **Process**

Dynamics 365 Business Central

10000 - ADATUM CORPORATION | WORK DATE: 1/04/2020

Customer Ledger Entries | Search | Edit List | Process | Line | Entry | Navigate | Open in Excel | Actions

Views: All

Filter list by:

- Customer No. 10000
- Document No. G02003

+ Filter...

Filter totals by...

Reset filters

Posting Date	Document Type	Document No.	Customer No.	Description
2/04/2020	Payment	G02003	10000	Adatum Corporation

Click on the navigation menu item **Apply Entries**

Dynamics 365 Business Central

10000 - ADATUM CORPORATION | WORK DATE: 1/04/2020

Customer Ledger Entries | Search | Edit List | Process | Line | Entry | Navigate | Open in Excel | Actions

Apply Entries | Unapply Entries... | Reverse Transaction...

Views: All

Filter list by:

- Customer No. 10000
- Document No. G02003

+ Filter...

Filter totals by...

Reset filters

Posting Date	Document Type	Document No.	Customer No.	Description
2/04/2020	Payment	G02003	10000	Adatum Corporation

Click on the navigation menu item popup **Process**

Dynamics 365 Business Central

Process | Line | Entry | Actions | Navigate | Fewer options

EDIT - APPLY CUSTOMER ENTRIES - 10000 - ADATUM CORPORATION

GENERAL

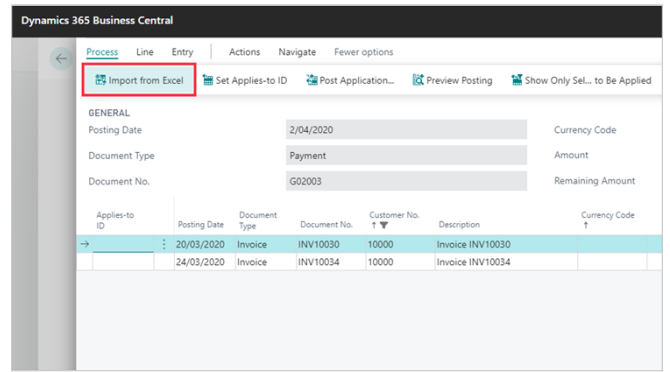
Posting Date: 2/04/2020 | Currency Code

Document Type: Payment | Amount

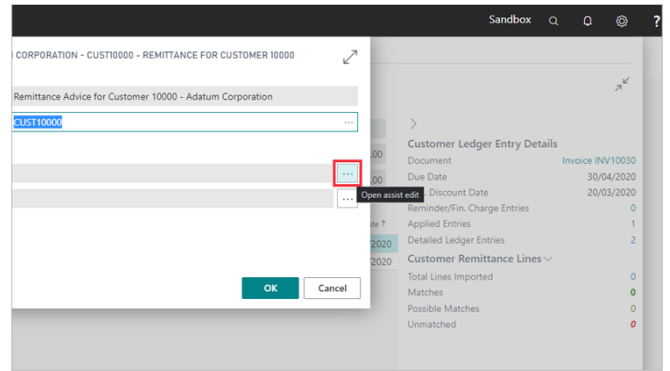
Document No.: G02003 | Remaining Amount

Applies-to ID	Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code
→	20/03/2020	Invoice	INV10030	10000	Invoice INV10030	
	24/03/2020	Invoice	INV10034	10000	Invoice INV10034	

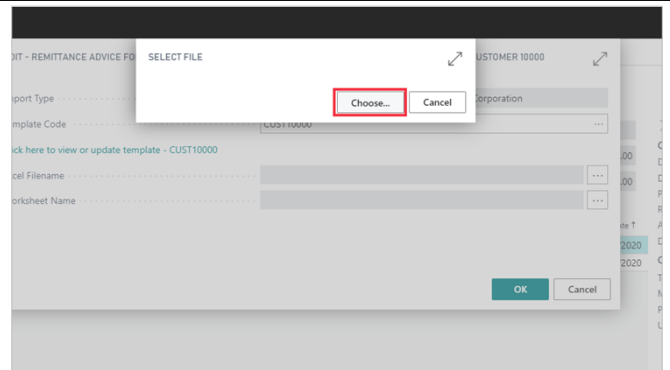
Click on the navigation menu item **Import from Excel**



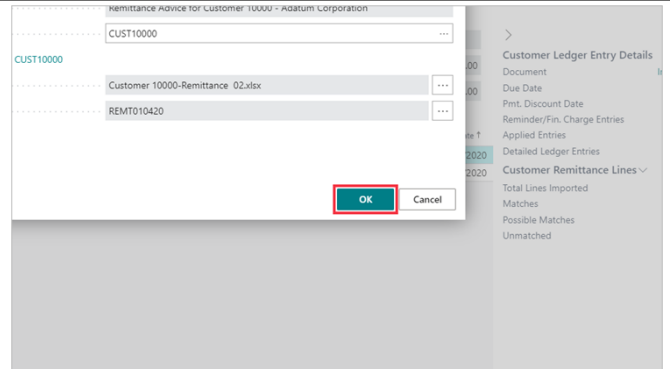
Select the **Excel Filename** from your file explorer.



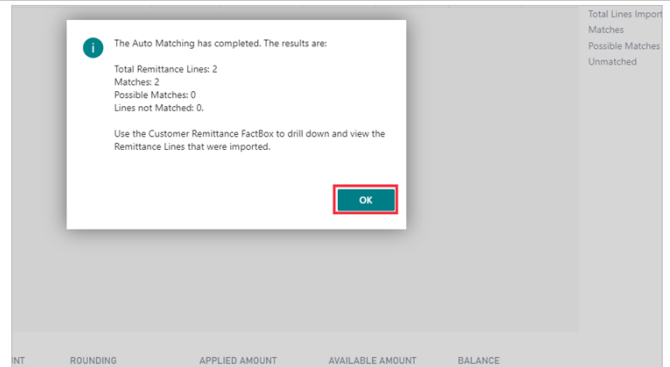
Click **Choose...** to select the file



Click **OK** to start the import



Click **OK** to close the confirmation message



Once imported and applied, you can see all the matching details in the Customer Remittance Lines factobox.

					Customer Ledger Entry Details	
					Document	Invoice INV10030
					Due Date	30/04/2020
					Pmt. Discount Date	20/03/2020
					Reminder/Fin. Charge Entries	0
					Applied Entries	1
					Detailed Ledger Entries	2
					Customer Remittance Lines	
					Total Lines Imported	2
					Matches	2
					Possible Matches	0
					Unmatched	0

Click on the **Back** button to close the remittance lines page.

Dynamics 365 Business Central							
CUSTOMER REMITTANCE LINES   WORK DATE: 1/04/2020							
<div> <div>←</div> <div>Search</div> <div>+ New</div> <div>Edit List</div> <div>Delete</div> <div>Auto Match Lines</div> <div>Manual Match Line</div> <div>Open in Excel</div> </div>							
Document No.	External Document No.	Original Amount	Amount Paid	Applied Amount	Applied to Remaining Amount	Applied to Original Amount	Applied Doc. No.
→ INV10030		1,000.00	1,000.00	1,000.00	1,000.00	2,000.00	INV10030
INV10034	ADT0034	300.00	300.00	300.00	300.00	500.00	INV10034

Once matching details are confirmed, you can now proceed to post the cash receipt application.

Dynamics 365 Business Central							
Process Line Entry Actions Navigate Fewer options							
<div> <div>Import from Excel</div> <div>Set Applies-to ID</div> <div>Post Application</div> <div>Preview Postings</div> <div>Show Only Set to Be Applied</div> </div>							
Define the document number of the ledger entry to use to perform the application.							
GENERAL							
Posting Date	2/04/2020				Currency Code		
Document Type	Payment				Amount		
Document No.	G02003				Remaining Amount		
Applies-to ID	Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	
→ THETA	20/03/2020	Invoice	INV10030	10000	Invoice INV10030		
THETA	24/03/2020	Invoice	INV10034	10000	Invoice INV10034		

Confirm the posting document and date and click **OK** to post.

Document No. .... G02003	
Posting Date ..... 2/04/2020	
<div>OK Cancel</div>	

Click **OK** to close the confirmation message.

Description	Amount	Amount	Apply	to Apply	Due Date	Applied Entries
Invoice INV10030	1,000.00	1,000.00	1,000.00	1,000.00	30/04/2020	Customer Remi
Invoice INV10034	300.00	300.00	300.00	300.00	30/04/2020	Total Lines Import
						Matches
						Possible Matches
						Unmatched

The application was successfully posted.

OK

- End -

## 1.5. Excel Importer - Creating Account/Dimension Mappings

This guide explains the setup of Account/Dimension Mappings in the Excel Importer.

Spreadsheet cells containing employee numbers, General Ledger accounts, or Dimension codes from external sources can be mapped to the corresponding values in Business Central using these mapping templates.

This guide will translate Employee numbers and posting accounts to their corresponding values in Business Central.

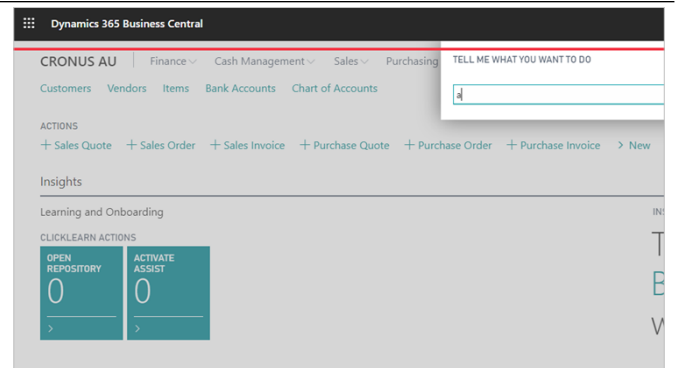
	A	B	C	D	E	F	G	H	I	J	K
	Employee Name	Expense User No.	Date	Posting Account	Cost Centre	Currency	Gross\$	Currency	Net\$	GST\$	G
1	Richard Lum	100224	19-Jun-19	Cash Expense	3110	5070 NZD	177	NZD	153.91	23.09	G
2	Richard Lum	100224	20-Jun-19	Cash Expense	3118	5070 NZD	2	NZD	1.74	0.26	G
3	John Roberts	100285	21-Jun-19	Cash Expense	3141	2040 NZD	24	NZD	20.87	3.13	G
4	Annette Hill	100482	13-Jun-19	Cash Expense	3142	4057 NZD	114.76	NZD	114.76	0	Tr
5	Annette Hill	100482	13-Jun-19	Cash Expense	3142	4057 NZD	137.56	NZD	137.56	0	Tr
6	Annette Hill	100482	13-Jun-19	Cash Expense	3142	4057 NZD	22.8	NZD	22.8	0	Tr
7	Annette Hill	100482	13-Jun-19	Cash Expense	3142	4057 NZD	2.28	NZD	2.28	0	Tr
8	Annette Hill	100482	14-Jun-19	Cash Expense	3142	4057 NZD	6.08	NZD	6.08	0	Tr
9	Annette Hill	100482	19-Jun-19	Cash Expense	3142	4057 NZD	6.08	NZD	6.08	0	Tr
10	Annette Hill	100482	19-Jun-19	Cash Expense	3142	4057 NZD	16.72	NZD	16.72	0	Tr
11	Annette Hill	100482	19-Jun-19	Cash Expense	3142	4057 NZD	46.36	NZD	46.36	0	Tr
12	Annette Hill	100482	19-Jun-19	Cash Expense	3142	4057 NZD	46.36	NZD	46.36	0	Tr

In the following example, we're going to create 3 types of mappings in the same Account/Dimension mapping template.

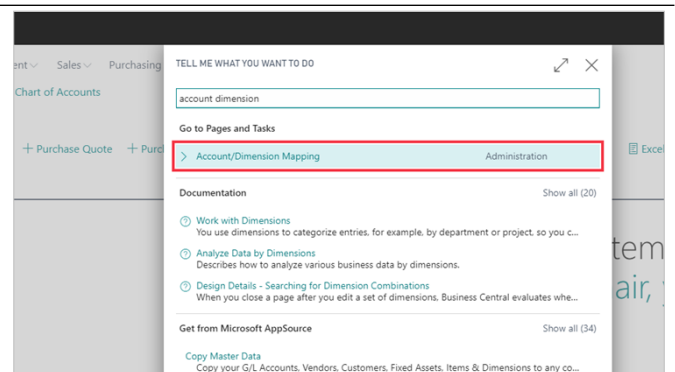
Later on, we will use this account/dimension mapping to map and import values from an Excel spreadsheet into a General Journal in Business Central.

No.	Mapping Type	Mapping	Gen Posting Type	GST Prod Posting Group	Description
100224	Employee	RL			Richard Lum
100285	Employee	JR			John Roberts
100482	Employee	AH			Annette Hill
100482	Employee	MD			Mary Dempsey
100484	Employee	MH			Mark Hanson
100485	Employee	PS			Peter Saddow
100486	Employee	TS			Timothy Sneath
5070	Other	ADM			
2040	Other	SALES			
4057	Other	PROD			
3110	G/L Account		8450 Purchase	GST 15	
3118	G/L Account		8430 Purchase	GST 15	
3141	G/L Account		8640 Purchase	GST 15	
3142	G/L Account		8410 Purchase	NO GST	

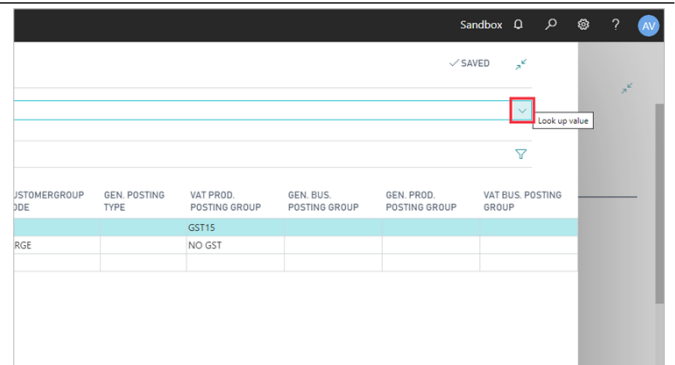
Go to Business Central, and in Tell me search for **account dimension**



Click on **Account/Dimension Mapping Administration**



Click on the lookup button **Template Code**



Click on the link **New**

TYPE	NO.	DEPARTMENT CODE	DESCRIPTION
G/L Account	7250		Mapping to Dimensions
G/L Account	8450		Mapping to GL Accounts
			GL-MAPPING

Enter the text **EMP-MAPPING**. Press the **TAB** key.

CODE #	DESCRIPTION	DIM-MAPPING
EMP-MAPPING	Mapping to Dimensions	
DIM-MAPPING	Mapping to GL Accounts	
GL-MAPPING		

Enter the text **Employee Expenses Upload Mapping**.

CODE #	DESCRIPTION	DIM-MAPPING
EMP-MAPPING	Employee Expenses Upload Mapping	
DIM-MAPPING	Mapping to Dimensions	
GL-MAPPING	Mapping to GL Accounts	

Click on the navigation menu item **Setup**

CODE #	DESCRIPTION	DIM-MAPPING
EMP-MAPPING	Employee Expenses Upload Mapping	
DIM-MAPPING	Mapping to Dimensions	
GL-MAPPING	Mapping to GL Accounts	

Mapping Values in Expense user No. Excel column to Employee No. in Business Central  
Click on the cell **Mapping Text**

MAPPING TEXT #	TYPE	NO.	DEPARTMENT CODE	C
Mapping Text	G/L Account	7250	NO GST	

Enter the text **100224**.

ACCOUNT/DIMENSION MAPPING | WORK DATE: 1/04/2019

Template Code EMP-MAPPING

Manage Dimensions Import More options

MAPPING TEXT 1	TYPE	NO.	DEPARTMENT CODE	CUSTOMER GROUP CODE
1	G/L Account			

Click on the cell **Type** and select "Employee"

ACCOUNT/DIMENSION MAPPING | WORK DATE: 1/04/2019

Template Code EMP-MAPPING

Manage Dimensions Import More options

MAPPING TEXT 1	TYPE	NO.	DEPARTMENT CODE	CUSTOMER GROUP CODE
100224	G/L Account			

In the **No.** field, select the employee number to map to the Excel Value. In our example we need to select **RL** for Expense user No. 100224

ACCOUNT/DIMENSION MAPPING | WORK DATE: 1/04/2019

Template Code EMP-MAPPING

Manage Dimensions Import More options

MAPPING TEXT 1	TYPE	NO.	DEPARTMENT CODE	CUSTOMER GROUP CODE	GEN. POSTING TYPE
100224	Employee	RL			

Employee List:

NO.	FIRST NAME	LAST NAME	JOB TITLE
MD	Mary	Dempsey	Designer
MH	Mark	Hanson	Production Assist.
PS	Peter	Saddow	Sales Manager
RL	Richard	Lum	Production Mana.
TS	Timothy	Sneath	Production Assist.

This template can also be used to map default dimensions. In this example, Employee RL is always mapped to Customer Group Dimension "LARGE" when this spreadsheet is imported. To define this mapping, select **LARGE** in the **Code** column. Continue mapping the remaining values in Expense User No. column from the sheet called "Mapping" in the Excel file referenced in this scenario to the Employee No. in Business Central. Also assign the same customer group code indicated in the file for that Employee.

ACCOUNT/DIMENSION MAPPING | WORK DATE: 1/04/2019

Template Code EMP-MAPPING

Manage Dimensions Import More options

TYPE	NO.	DEPARTMENT CODE	CUSTOMER GROUP CODE	GEN. POSTING TYPE	VAT PROD. POSTING GROUP	GEN. BUS. POSTING GROUP
Employee	RL		LARGE			

Customer Group List:

CODE	NAME
LARGE	Large Business
MEDIUM	Medium Business
SMALL	Small Business

Mapping values in the Cost Centre Excel column to the Department Dimension in Business Central  
Click on the cell **Mapping Text**

ACCOUNT/DIMENSION MAPPING | WORK DATE: 1/04/2019

Template Code EMP-MAPPING

Manage Dimensions Import More options

MAPPING TEXT 1	TYPE	NO.	DEPARTMENT CODE	CUSTOMER GROUP CODE
100234	Employee	RL		
100285	Employee	JR		
100483	Employee	MD		
100484	Employee	MH		
100485	Employee	PS		
100486	Employee	TS		
100482	Employee	AH		

Enter the text **5070**.

MAPPING TEXT 1	TYPE	NO.	DEPARTMENT CODE	CUSTOMER CODE
100224	Employee	RL		
100285	Employee	JR		
100483	Employee	MD		
100484	Employee	MH		
100485	Employee	PS		
100486	Employee	TS		
100482	Employee	AH		
G/L Account				

Click in the **Type** field

Click on the item **Other** in the list

MAPPING TEXT 1	TYPE	NO.	DEPARTMENT CODE	CUSTOMER CODE
100224	Employee	RL		
100285	Employee	JR		
100483	Employee	MD		
100484	Employee	MH		
100485	Employee	PS		
100486	Employee	TS		
100482	Employee	AH		
5070	G/L Account			

- G/L Account
- Customer
- Vendor
- Bank Account
- Fixed Asset
- I/C Partner
- Employee
- Item
- Resource
- Other

Click on the cell **Department Code**

TYPE	NO.	DEPARTMENT CODE	CUSTOMER GROUP CODE	GEN. POSTING TYPE	VAT PROJ. POSTING
Employee	RL		LARGE		
Employee	JR		LARGE		
Employee	MD		MEDIUM		
Employee	MH		MEDIUM		
Employee	PS		SMALL		
Employee	TS		SMALL		
Employee	AH		SMALL		
Other					

Select **ADM**

Continue mapping the remaining Cost Centre values from the Excel spreadsheet "Mapping" to a corresponding Department dimension value code in the template.

TYPE	NO.	DEPARTMENT CODE	CUSTOMER GROUP CODE	GEN. POSTING TYPE	VAT PROJ. POSTING
Employee	RL		LARGE		
Employee	JR		LARGE		
Employee	MD		MEDIUM		
Employee	MH		MEDIUM		
Employee	PS		SMALL		
Employee	TS		SMALL		
Employee	AH		SMALL		
Other					

CODE	NAME
ADM	Administration
PRO	Production
SALES	Sales

Mapping the Posting Account Excel column to a G/L Account No. in Business Central  
Click on the cell **Mapping Text**

MAPPING TEXT 1	TYPE	NO.	DEPARTMENT CODE	CUSTOMER CODE	GEN. POSTING TYPE
100224	Employee	RL			
100285	Employee	JR			
100482	Employee	AH			
100483	Employee	MD			
100484	Employee	MH			
100485	Employee	PS			
100486	Employee	TS			
2040	Other				SALES
4057	Other				PROD
5070	Other				ADM

Enter the text **3110**. Press the **TAB** key.

Learning area	100224	Employee	JL		LA
CLICK LEARN	100285	Employee	JR		LA
OPEN REPOSITORY	100482	Employee	AH		SN
0	100483	Employee	MD		M
	100484	Employee	MH		M
>	100485	Employee	PS		SN
	100486	Employee	TS		SN
	2040	Other		SALES	
	4057	Other		PROD	
	5070	Other		ADM	
		G/L Account			

Select "G/L Account" in the **Type** field.

Account	Description	Amount	Category
100224	Employee	JL	LARGE
100285	Employee	JR	LARGE
100482	Employee	AH	SMALL
100483	Employee	MD	MEDIUM
100484	Employee	MH	MEDIUM
100485	Employee	PS	SMALL
100486	Employee	TS	SMALL
2040	Other		SALES
4057	Other		PROD
5070	Other		ADM
3110	G/L Account		

Click on the cell **No.**

100224	Employee	RL		LARGE
100285	Employee	JR		LARGE
100482	Employee	AH		SMALL
100483	Employee	MD		MEDIUM
100484	Employee	MH		MEDIUM
100485	Employee	PS		SMALL
100486	Employee	TS		SMALL
2040	Other		SALES	
4057	Other		PROD	
5070	Other		ADM	
3110	G/L Account			

Enter the text **8450**.

100224	Employee	RL			LARGE
100285	Employee	JR			LARGE
100482	Employee	AH			SMALL
100483	Employee	MD			MEDIUM
100484	Employee	MH			MEDIUM
100485	Employee	PS			SMALL
100486	Employee	TS			SMALL
2040	Other			SALES	
4057	Other			PROD	
5070	Other			ADM	
3110	G/L Account				

Select "Purchase" in the **Gen. Posting Type** field

[illegible]



Click on the lookup button in the cell **VAT Prod.**  
**Posting Group**

### Select **GST15**

This configuration will map the "3110" posting account number from the Excel spreadsheet, to the 8450 G/L Account in Business Central, as well as define GST15 as the VAT posting group on the journal line when imported. Continue mapping the remaining posting account values from the Excel Spreadsheet "Mapping" to the indicated G/L Account in Business Central.

When done your Account/Dimension Mapping should look like this.

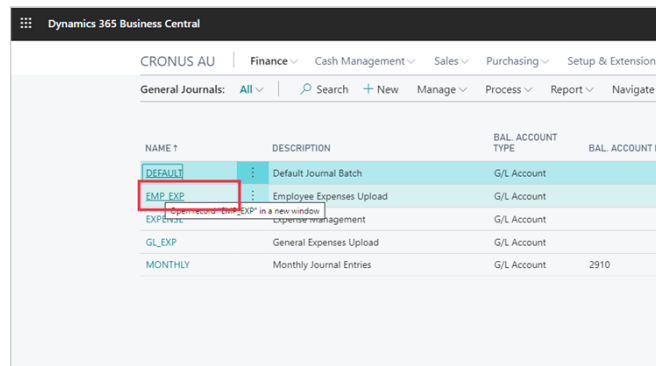
Account	Mapping Text	Type	No.	Department Code	Customer Group	Gen. Posting Type	Gen. Posting Group	Gen. Prod. Posting Group
Employee	RL	Employee	RL					
Employee	JR	Employee	JR					
Employee	AH	Employee	AH					
Employee	MD	Employee	MD					
Employee	MH	Employee	MH					
Employee	PS	Employee	PS					
Employee	TS	Employee	TS					
Other	SALES	Other	SALES					
G/L Account	8450	G/L Account	8450				Purchase	
G/L Account	8430	G/L Account	8430				Purchase	
G/L Account	8640	G/L Account	8640				Purchase	
G/L Account	8410	G/L Account	8410				Purchase	
Other	PROD	Other	PROD					
Other	ADM	Other	ADM					

### Configuring the Excel Import Mapping Card

Mapping Template Code and Field No. have to be assigned to the Excel Import Mapping Card used for importing the Excel Spreadsheet in this guide. Click on the navigation menu item popup **Finance**

Click on the navigation menu item **General Journals**

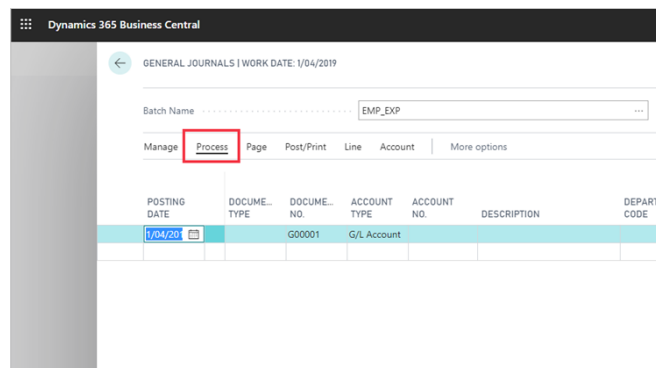
Click on the link in cell **Name** with the value **EMP\_EXP**



NAME	DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.
DEFAULT	Default Journal Batch	G/L Account	
EMP_EXP	Employee Expenses Upload	G/L Account	
EXP_UPLOAD	Expense management	G/L Account	
GL_EXP	General Expenses Upload	G/L Account	
MONTHLY	Monthly Journal Entries	G/L Account	2910

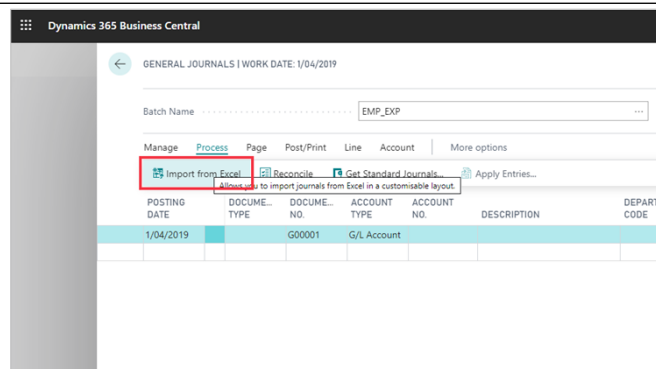
Please make sure you enable the journal page view with more columns. Click Page > Show more columns.

Click on the navigation menu item popup **Process**



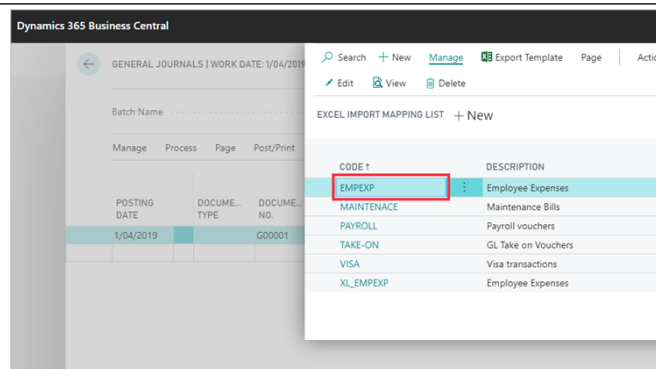
POSTING DATE	DOCUME. TYPE	DOCUME. NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	DEPART. CODE
1/04/2019		G00001	G/L Account			

Click on the navigation menu item **Import from Excel**



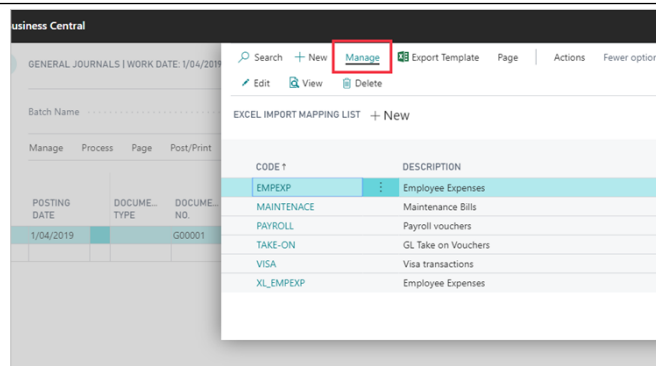
POSTING DATE	DOCUME. TYPE	DOCUME. NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	DEPART. CODE
1/04/2019		G00001	G/L Account			

Click on the cell **Code** with the value **EMPEXP**



CODE	DESCRIPTION
EMPEXP	Employee Expenses
MAINTENANCE	Maintenance Bills
PAYROLL	Payroll vouchers
TAKE-ON	GL Take on Vouchers
VISA	Visa transactions
XL_EMPEXP	Employee Expenses

Click on the navigation menu item popup **Manage**



CODE	DESCRIPTION
EMPEXP	Employee Expenses
MAINTENANCE	Maintenance Bills
PAYROLL	Payroll vouchers
TAKE-ON	GL Take on Vouchers
VISA	Visa transactions
XL_EMPEXP	Employee Expenses

**Dynamics 365 Business Central**

GENERAL JOURNALS | WORK DATE: 1/04/2019

Batch Name .....

Manage Process Page Post/Print

POSTING DATE	DOCUME... TYPE	DOCUME... NO.
1/04/2019		G00001

EXCEL IMPORT MAPPING LIST + New

Click the selected row in edit mode.

CODE ↑ DESCRIPTION

EMPEXP	Employee Expenses
MAINTENANCE	Maintenance Bills
PAYROLL	Payroll vouchers
TAKE-ON	GL Take on Vouchers
VISA	Visa transactions
XL_EMPEXP	Employee Expenses

		First Data Row						
	Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values
Type	Employee	1						None
io.		1						None
ate		1						None
in		1						None
unt Type	G/L Account	1						None
unt No.		1						None
		1						None
nt Code		1						None
group Code		1						None
<b>Posting Type</b>		1						<b>None</b>
<b>Prod. Posting Group</b>		1						<b>None</b>

Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
Employee	1	1					None	Always
	1	1					None	Always
	1	1						
G/L Account	1	1	Code ?	Description				
	1	1	→ DEFAULT	Default				
	1	1	DIM-MAPPING	Mapping to Dimensions				
	1	1	EMP-MAPPING	Employee Expenses Upload Mapping				
	1	1	GL-MAPPING	Mapping to GL Accounts				
Code	1	1	+ New				Select from full list	
g Type							None	Always
osting Group								

[illegible]

No.	Field Name	Field Caption
→ 1	Template Code	Code
2	Mapping Text	Mapping Text
5	Type	Type
6	No.	No.
10	Shortcut Dimension 1 Code	Shortcut Dimension 1 Code
12	Shortcut Dimension 2 Code	Shortcut Dimension 2 Code
57	Gen. Posting Type	Gen. Posting Type
58	Gen. Bus. Posting Group	Gen. Bus. Posting Group
59	Gen. Prod. Posting Group	Gen. Prod. Posting Group
90	VAT Bus. Posting Group	VAT Bus. Posting Group
91	VAT Prod. Posting Group	VAT Prod. Posting Group
480	Dimension Set ID	Map to Dimension Set

Click on the button **OK**

[illegible]

Click on the cell **Mapping Template Code**

	Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values
Type	Employee	1						None
No.		1		EMP-MAPPING	Parent	6 ...	*	None
ate		1						None
in		1						None
nt Type	G/L Account	1						None
nt No.		1						None
		1						None
nt Code		1						None
group Code		1						None
<b>Pasting Type</b>		1						<b>None</b>
<b>Prod. Pasting Group</b>		1						<b>None</b>

Click on the link in cell **Code** with the value **EMP-MAPPING**

Employee	1	1	EMP-MAPPING	Parent	6	None	Always
	1	1				None	Always
	1	1				None	Always
G/L Account	1	1				None	Always
	1	1				None	Always
	1	1				None	Always
Code	1	1					
g Type	1	1					
osting Group	1	1					

Code

Description

→ DEFAULT Default

DIM-MAPPING Mapping to Dimensions

EMP-MAPPING Employee Expenses Upload Mapping

GL-MAPPING Select record "EMP-MAPPING" Accounts

+ New Select from full list

Value

\*

Amount column is linked to (Default is Blank)

ro Amounts (YES/NO). Default is NO.

Click on the cell **Mapping Type**

Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
Employee	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1						None	Always
G/L Account	1		MAPPING	Child	*	B	None	Always
	1			Child			None	Always
	1						None	Always
	1						None	Always
	1						None	Always
roup	1						None	Always

Click on the item **Parent** in the list

Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
Employee	1						None	Always
	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1						None	Always
G/L Account	1						None	Always
	1		EMP-MAPPING	Child *		8	None	Always
	1			Parent			None	Always
	1			CHI Parent			None	Always
	1						None	Always
	1						None	Always
	1						None	Always
	1						None	Always

Int Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
year	1						None	Always
	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1						None	Always
count	1						None	Always
	1		EMP-MAPPING	Parent			None	Always
	1						None	Always
	1						None	Always
	1						None	Always
	1						None	Always

MAPPING CARD   WORK DATE		Search          Open in Excel	
XP · Employ			
late  Select Fields		FIELDS LOOKUP	
		No. 1	Field Caption
→		1	Template Code
		2	Mapping Text
		5	Type
		6	No.
		10	Shortcut Dimension 1 Code
		12	Shortcut Dimension 2 Code
		57	Gen. Posting Type
		58	Gen. Bus. Posting Group
		59	Gen. Prod. Posting Group
		90	VAT Bus. Posting Group
		91	VAT Prod. Posting Group
		480	Dimension Set ID

[illegible]

Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
Employee	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1						None	Always
	1						None	Always
G/L Account	1						None	Always
	1		EMP-MAPPING	Parent	6	4	None	Always
	1						None	Always
	1						None	Always
	1						None	Always
	1						None	Always
Group	1						None	Always

	Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values
Type	Employee	1						None
Vo.		1		EMP-MAPPING	Parent	6		None
ate		1						None
in		1						None
int Type	G/L Account	1						None
int No.		1		EMP-MAPPING	Parent	6		None
		1						None
int Code		1						None
group Code		1						None
Posting Type		1						None
Prod. Posting Group		1						None

Click on the link in cell **Code** with the value **EMP-MAPPING**

		1					None	Always
		1					None	Always
	G/L Account	1					None	Always
		1		EMP-MAPPING	Parent	6	None	Always
		1					None	Always
		1					None	Always
Code		1					None	Always
g Type		1					None	Always
osting Group		1					None	Always

Code 1	Description
→ DEFAULT	Default
DIM-MAPPING	Mapping to Dimensions
EMP-MAPPING	Employee Expenses Upload Mapping
GL-MAPPING	Select record "EMP-MAPPING" Accounts
+ New	Select from full list

Value	*
-------	---

Amount column is linked to (Default is Blank)

Amounts (YES/NO). Default is NO.

Click on the cell **Mapping Type**. Change it to Parent

Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
Employee	1						None	Always
	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1						None	Always
G/L Account	1						None	Always
	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1		EMP-MAPPING	Child			None	Always
	1						None	Always
	1						None	Always
roup	1						None	Always

Click on the cell **Mapping Field No.**

Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
Employee	1						None	Always
	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1						None	Always
Account	1						None	Always
	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1		EMP-MAPPING	Parent			None	Always
	1						None	Always
	1						None	Always
	1						None	Always
	1						None	Always

Click on the lookup button in the cell **Mapping Field No.**

Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
1						None	Always
1		EMP-MAPPING	Parent	6		None	Always
1						None	Always
1						None	Always
1		EMP-MAPPING	Parent	6		None	Always
1						None	Always
1		EMP-MAPPING	Parent			None	Always
1						None	Always
1						None	Always
1						None	Always
1						None	Always

Click on the cell **Field Name** with the value **Shortcut Dimension 1 Code**

No.	Field Name	Field Caption
1	Template Code	Code
2	Mapping Text	Mapping Text
5	Type	Type
6	No.	No.
10	Shortcut Dimension 1 Code	Shortcut Dimension 1 Code
12	Shortcut Dimension 1 Code	Shortcut Dimension 2 Code
57	Gen. Posting Type	Gen. Posting Type
58	Gen. Bus. Posting Group	Gen. Bus. Posting Group
59	Gen. Prod. Posting Group	Gen. Prod. Posting Group
90	VAT Bus. Posting Group	VAT Bus. Posting Group
91	VAT Prod. Posting Group	VAT Prod. Posting Group
480	Dimension Set ID	Map to Dimension Set

Click on the button **OK**

[illegible]

Click on the cell **Mapping Template Code**

	Constant Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values
Type	Employee	1						None
Id.		1		EMP-MAPPING	Parent	6		None
ate		1						None
in		1						None
int Type	G/L Account	1						None
int No.		1		EMP-MAPPING	Parent	6		None
		1						None
int Code		1		EMP-MAPPING	Parent	10	...	None
group Code		1						None
Posting Type		1						None
Prod. Posting Group		1						None

Click on the link in cell **Code** with the value **EMP-MAPPING**

		1					None	Always
G/L Account		1					None	Always
		1					None	Always
		1	EMP-MAPPING	Parent	6		None	Always
		1					None	Always
		1	EMP-MAPPING	Parent	10		None	Always
Code *		1					None	Always
Type		1						
Testing Group		1						

Code ↓ Description

---

→ **DEFAULT**      Default

DIM-MAPPING Mapping to Dimensions

**EMP-MAPPING** Employee Expenses Upload Mapping

GL-MAPPING Select record "EMP-MAPPING" Accounts

---

+ New [Select from full list](#)

Value
* Amount column is linked to (Default is Blank)
* Are Amounts (YES/NO). Default is NO.

Click on the cell **Mapping Field No.**

nt Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
ree	1						None	Always
	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1						None	Always
count	1						None	Always
	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1		EMP-MAPPING	Parent	10		None	Always
	1		EMP-MAPPING	Child			None	Always
	1						None	Always
	1						None	Always

Click on the cell **Field Name** with the value **Shortcut Dimension 2 Code**

No.	Field Name	Field Caption
→ 1 :	Template Code	Code
2	Mapping Text	Mapping Text
5	Type	Type
6	No.	No.
10	Shortcut Dimension 1 Code	Shortcut Dimension 1 Code
12 :	Shortcut Dimension 2 Code	Shortcut Dimension 2 Code
57	Gen. Posting Type	Gen. Posting Type
58	Gen. Bus. Posting Group	Gen. Bus. Posting Group
59	Gen. Prod. Posting Group	Gen. Prod. Posting Group
90	VAT Bus. Posting Group	VAT Bus. Posting Group
91	VAT Prod. Posting Group	VAT Prod. Posting Group
480	Dimension Set ID	Map to Dimension Set

[illegible]

Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
1						None	Always
1		EMP-MAPPING	Parent	6		None	Always
1						None	Always
1						None	Always
1						None	Always
1		EMP-MAPPING	Parent	6		None	Always
1						None	Always
1		EMP-MAPPING	Parent	10		None	Always
1		EMP-MAPPING	Child	12		None	Always
1						None	Always
1						None	Always

Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Mapping Parent Column ID	Default Values	Validate Field
1						None	Always
1		EMP-MAPPING	Parent	6		None	Always
1						None	Always
1						None	Always
1						None	Always
1		EMP-MAPPING	Parent	6		None	Always
1						None	Always
1		EMP-MAPPING	Parent	10		None	Always
1		EMP-MAPPING	Child	12		None	Always
1						None	Always
1						None	Always

[illegible]

		1					None	Always
	G/L Account	1					None	Always
		1	EMP-MAPPING	Parent	6		None	Always
		1					None	Always
		1	EMP-MAPPING	Parent	10		None	Always
Code		1	EMP-MAPPING	Child	12	B	None	Always
g Type	*	1					None	Always
osting Group		1					None	Always

Code T

Description

→ DEFAULT Default

DIM-MAPPING Mapping to Dimensions

EMP-MAPPING Employee Expenses Upload Mapping

GL-MAPPING Select record "EMP-MAPPING" L Accounts

+ New Select from full list

Amount column is linked to (Default is Blank)

ro Amounts (YES/NO). Default is NO.



Click on the cell **Mapping Field No.**

Start Value	Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Parent Column ID	Default Values	Validate Field
1	1		EMP-MAPPING	Parent	6		None	Always
1	1						None	Always
1	1						None	Always
1	1						None	Always
1	1		EMP-MAPPING	Parent	6		None	Always
1	1						None	Always
1	1		EMP-MAPPING	Parent	10		None	Always
1	1		EMP-MAPPING	Child	12	8	None	Always
1	1		MAPPING	Child	*	*	None	Always
1	1						Look up value	None

Click on the cell **Field Name** with the value **Gen. Posting Type**

No.	Field Name	Field Caption
1	Template Code	Code
2	Mapping Text	Mapping Text
5	Type	Type
6	No.	No.
10	Shortcut Dimension 1 Code	Shortcut Dimension 1 Code
12	Shortcut Dimension 2 Code	Shortcut Dimension 2 Code
57	Gen. Posting Type	Gen. Posting Type
58	Gen. Bus. Posting Group	Gen. Bus. Posting Group
59	Gen. Prod. Posting Group	Gen. Prod. Posting Group
90	VAT Bus. Posting Group	VAT Bus. Posting Group
91	VAT Prod. Posting Group	VAT Prod. Posting Group
480	Dimension Set ID	Map to Dimension Set

Click on the button **OK**

No.	No.
Shortcut Dimension 1 Code	Shortcut Dimension 1 Code
Shortcut Dimension 2 Code	Shortcut Dimension 2 Code
Gen. Posting Type	Gen. Posting Type
Gen. Bus. Posting Group	Gen. Bus. Posting Group
Gen. Prod. Posting Group	Gen. Prod. Posting Group
VAT Bus. Posting Group	VAT Bus. Posting Group
VAT Prod. Posting Group	VAT Prod. Posting Group
Dimension Set ID	Map to Dimension Set

Click on the cell **Mapping Parent Column ID**

Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Parent Column ID	Default Values	Validate Field
1	1					None	Always
1	1	EMP-MAPPING	Parent	6		None	Always
1	1					None	Always
1	1					None	Always
1	1					None	Always
1	1	EMP-MAPPING	Parent	6		None	Always
1	1					None	Always
1	1	EMP-MAPPING	Parent	10		None	Always
1	1	EMP-MAPPING	Child	12	8	None	Always
1	1	EMP-MAPPING	Child	57	*	None	Always

Enter the text **E**.

Starting Position	Number of Characters	Mapping Template Code	Mapping Type	Mapping Field No.	Parent Column ID	Default Values	Validate Field
1	1					None	Always
1	1	EMP-MAPPING	Parent	6		None	Always
1	1					None	Always
1	1					None	Always
1	1					None	Always
1	1	EMP-MAPPING	Parent	6		None	Always
1	1					None	Always
1	1	EMP-MAPPING	Parent	10		None	Always
1	1	EMP-MAPPING	Child	12	8	None	Always
1	1	EMP-MAPPING	Child	57	*	None	Always

Type	Employee	1						None
No.		1	EMP-MAPPING	Parent		6		None
ate		1						None
n		1						None
nt Type	G/L Account	1						None
nt No.		1	EMP-MAPPING	Parent		6		None
		1						None
nt Code		1	EMP-MAPPING	Parent		10		None
group Code		1	EMP-MAPPING	Child		12	B	None
Posting Type		1	EMP-MAPPING	Child		57	* E	None
Prod. Posting Group		1						None

Value

\* (Red asterisk)

		1						None	Always	
	G/L Account	1						None	Always	
		1		EMP-MAPPING	Parent		6	None	Always	
		1						None	Always	
		1		EMP-MAPPING	Parent		10	None	Always	
Code		1		EMP-MAPPING	Child		12	8	None	Always
g Type		1		EMP-MAPPING	Child		57	8	None	Always
Testing Group *		1							None	Always

Code 1

Description

→ DEFAULT Default

DIM-MAPPING Mapping to Dimensions

EMP-MAPPING Employee Expenses Upload Mapping

GL-MAPPING Select record 'EMP-MAPPING' Accounts

+ New Select from full list

Amount column is linked to (Default is Blank)

Amounts (YES/NO). Default is NO.

Year	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1						None	Always
count	1						None	Always
	1		EMP-MAPPING	Parent	6		None	Always
	1						None	Always
	1		EMP-MAPPING	Child	10	B	None	Always
	1				12	F	None	Always
	1		EMP-MAPPING	Child	57	F	None	Always
	1		MAPPING	Child	*	*	None	Always

Look up value

Value

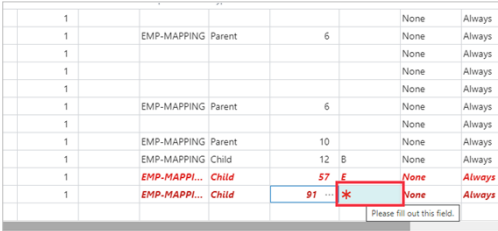
ed to (Default is Blank)

Default is NO.

[illegible]

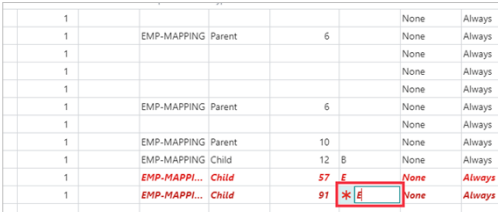
No.	No.
Shortcut Dimension 1 Code	Shortcut Dimension 1 Code
Shortcut Dimension 2 Code	Shortcut Dimension 2 Code
Gen. Posting Type	Gen. Posting Type
Gen. Bus. Posting Group	Gen. Bus. Posting Group
Gen. Prod. Posting Group	Gen. Prod. Posting Group
VAT Bus. Posting Group	VAT Bus. Posting Group
<b>VAT Prod. Posting Group</b>	<b>VAT Prod. Posting Group</b>
Dimension Set ID	Map to Dimension Set

Click on the cell **Mapping Parent Column ID**



1					None	Always
1	EMP-MAPPING	Parent	6		None	Always
1					None	Always
1					None	Always
1	EMP-MAPPING	Parent	6		None	Always
1					None	Always
1	EMP-MAPPING	Parent	10		None	Always
1	EMP-MAPPING	Child	12	B	None	Always
1	EMP-MAPPING	Child	57	E	None	Always
1	EMP-MAPPING	Child	91	*	None	Always

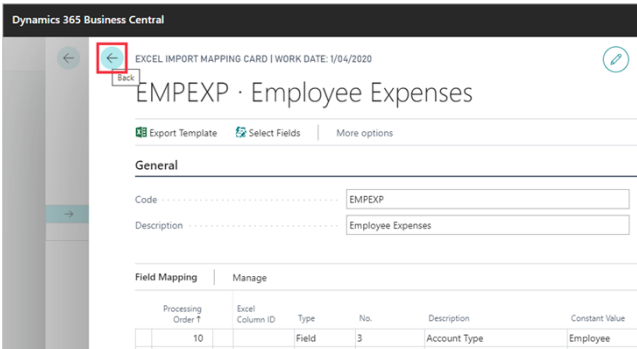
Enter the text **E**. Press the **F5** key.



1					None	Always
1	EMP-MAPPING	Parent	6		None	Always
1					None	Always
1					None	Always
1	EMP-MAPPING	Parent	6		None	Always
1					None	Always
1	EMP-MAPPING	Parent	10		None	Always
1	EMP-MAPPING	Child	12	B	None	Always
1	EMP-MAPPING	Child	57	E	None	Always
1	EMP-MAPPING	Child	91	*	None	Always

In the following steps, we will import the spreadsheet containing Employee Expense transactions into the General Journal in Business Central using the Excel Mapping template we have just created.

Click on the back button



Dynamics 365 Business Central

EXCEL IMPORT MAPPING CARD | WORK DATE: 1/04/2020

### EMPEXP - Employee Expenses

Export Template | Select Fields | More options

**General**

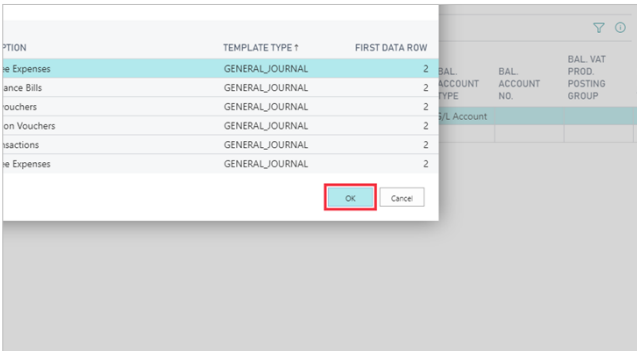
Code: EMPEXP

Description: Employee Expenses

**Field Mapping** | Manage

Processing Order	Excel Column ID	Type	No.	Description	Constant Value
10		Field	3	Account Type	Employee
20	B	Field	4	Account No.	

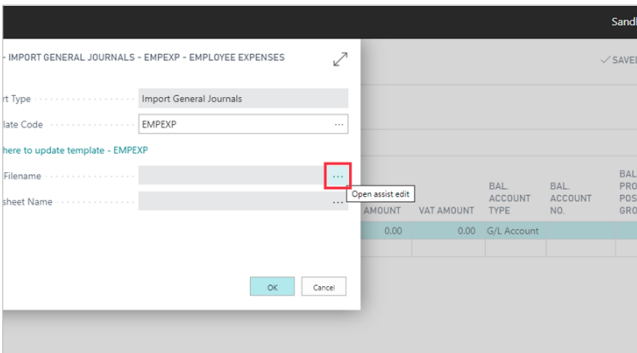
Click on the button **OK**



OPTION	TEMPLATE TYPE 1	FIRST DATA ROW
Employee Expenses	GENERAL_JOURNAL	2
Expense Bills	GENERAL_JOURNAL	2
Vouchers	GENERAL_JOURNAL	2
on Vouchers	GENERAL_JOURNAL	2
Transactions	GENERAL_JOURNAL	2
Employee Expenses	GENERAL_JOURNAL	2

OK Cancel

Click on the lookup for **Excel Filename**



Sandbox

IMPORT GENERAL JOURNALS - EMPEXP - EMPLOYEE EXPENSES

Import Type: Import General Journals

Template Code: EMPEXP

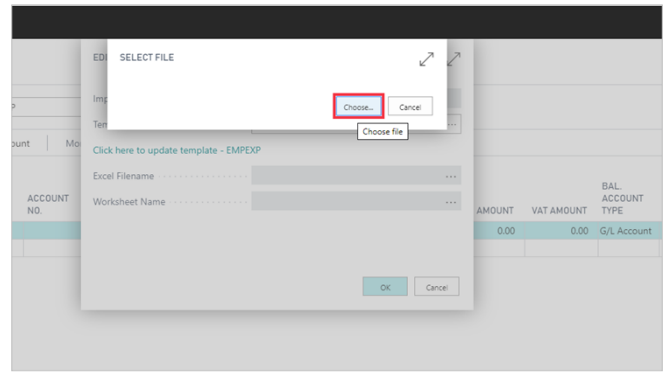
here to update template - EMPEXP

Filename: [Lookup Icon] Open assist edit

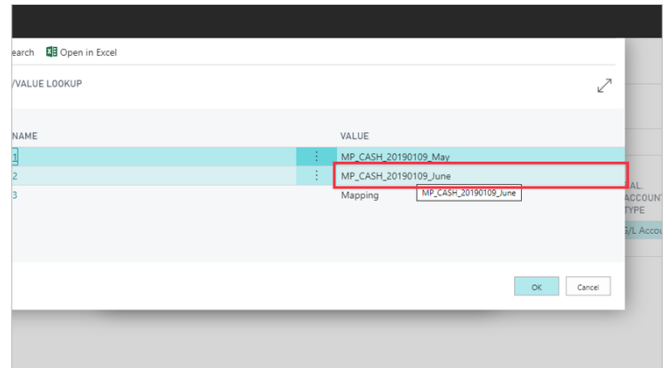
Sheet Name: [Lookup Icon]

OK Cancel

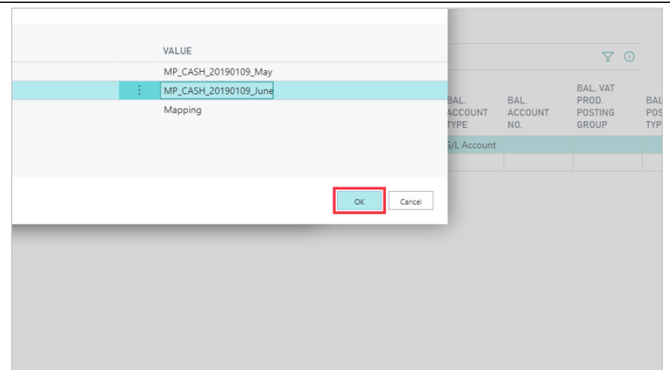
Click on Choose and select the spreadsheet file from file explorer.



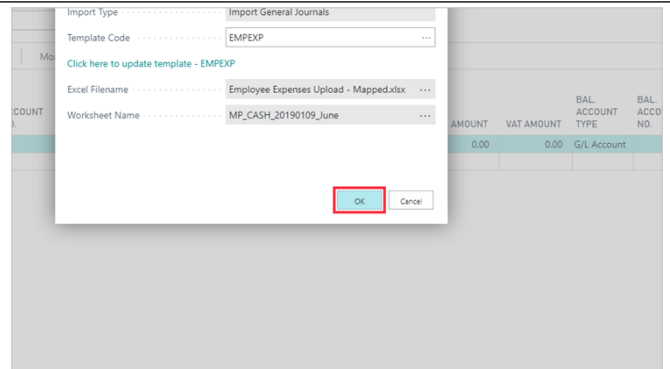
In the sheet selection page, select the sheet name to import. In this example we will be importing the second spreadsheet.



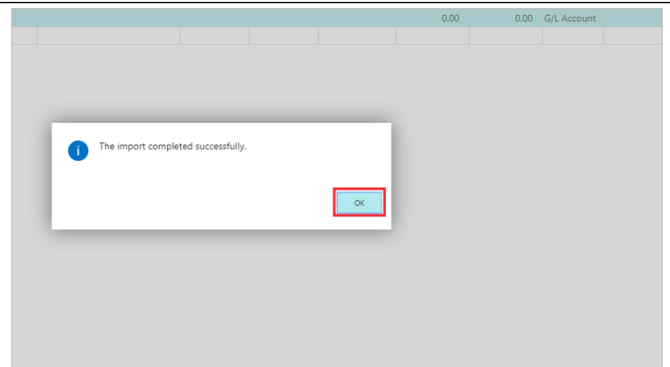
Click **OK** to close the sheet selection page.



Click **OK** to confirm the Excel file and sheet selection and start the import.



Click **OK** to close the confirmation message when the import is done.



Verify the data in the imported journal. Note how the Employee numbers and associated dimensions were correctly mapped as per the setup done earlier in the Account/Dimension Mapping template.

**IMPORTANT:** Please be aware that the arrangement of the columns in this screenshot may be different from the one in your test environment.

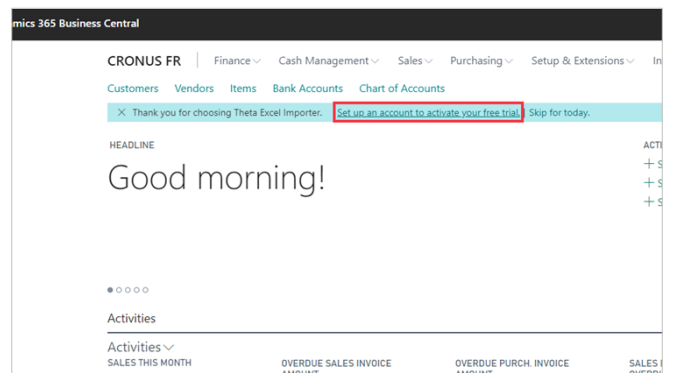
POSTING DATE	DOCUME... TYPE	DOCUME... NO	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	DEPARTY CODE
19/06/2019		G00001	Employee	RL	Travel Ferry in Lieu of Flight Co...	ADM
20/06/2019		G00001	Employee	RL	Travel Ferry in Lieu of Flight Co...	ADM
21/06/2019		G00001	Employee	JR	Parking in City for Finance Tea...	SALES
13/06/2019		G00001	Employee	AH	Donovans session Whangarei	PROD
13/06/2019		G00001	Employee	AH	Travel back to Auckland	PROD
13/06/2019		G00001	Employee	AH	Red Shirts meeting with the wa...	PROD
13/06/2019		G00001	Employee	AH	Whangarei meetings	PROD
14/06/2019		G00001	Employee	AH	Red Shirts meeting	PROD
19/06/2019		G00001	Employee	AH	Navigator meeting	PROD
19/06/2019		G00001	Employee	AH	Mileage - Team Day	PROD
19/06/2019		G00001	Employee	AH	Mileage - Red Shirts meeting	PROD
19/06/2019		G00002	Employee			

- End -

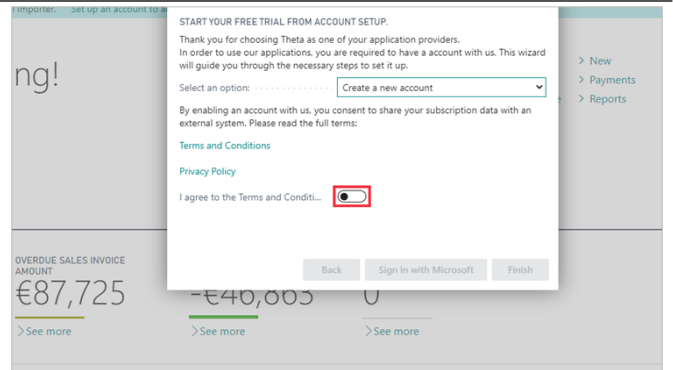
## 1.6. BC Activating Excel Importer

The following steps will guide you through on how to activate Excel Importer in your environment with a free trial after the app has been installed.

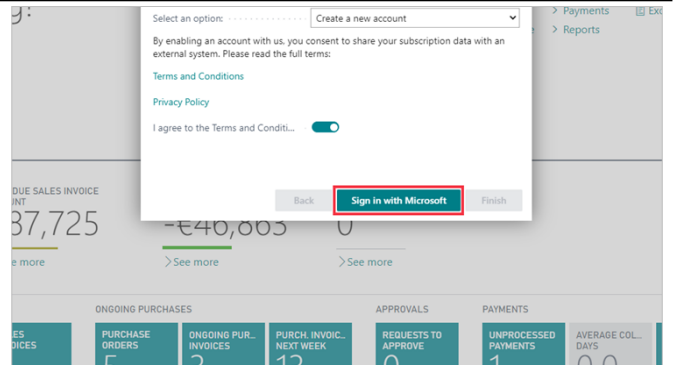
Click on the link **Set up an account to activate your free trial.**



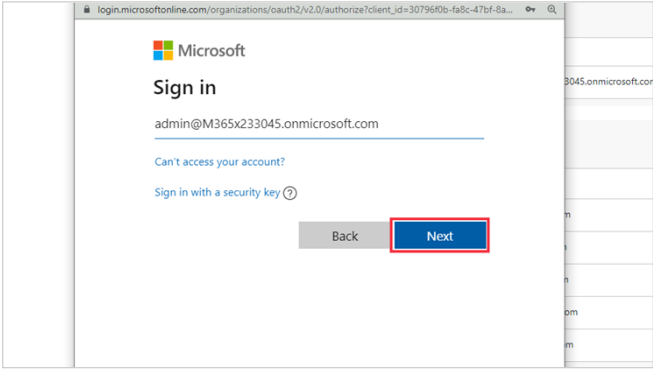
Click on the toggle field **I agree to the Terms and Conditions**



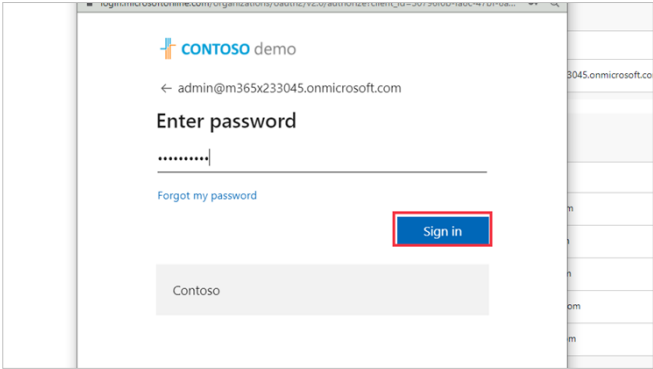
Click on the button **Sign in with Microsoft**



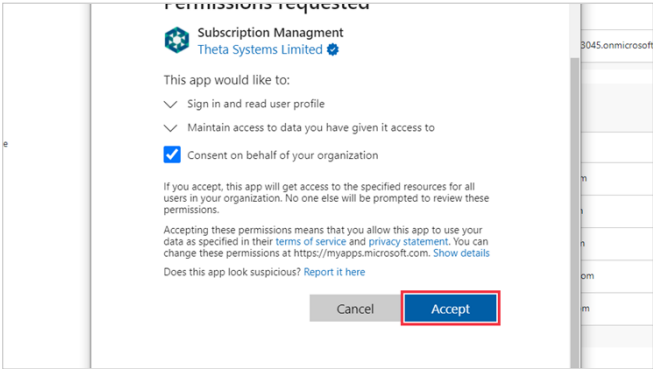
Enter your organization email address and click **Next**



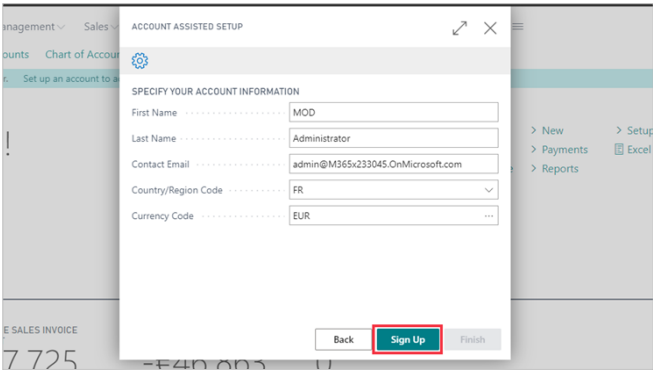
Enter your password then click Sign in



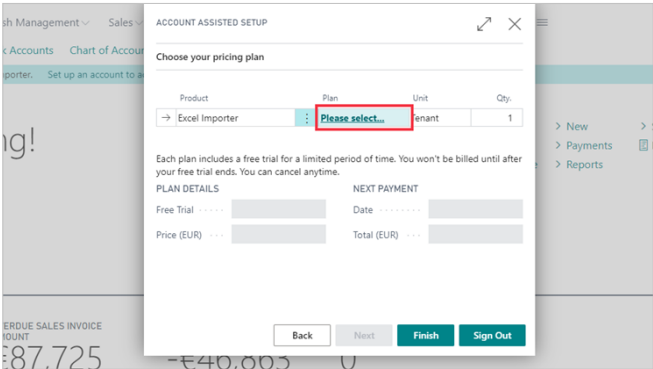
Click on the button **Accept**



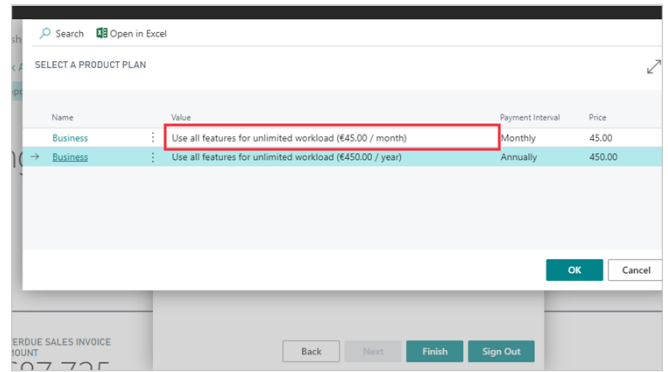
Click on the button **Sign Up**



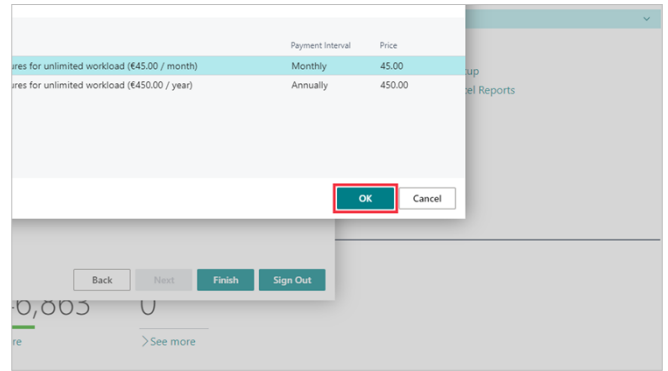
Click on the link in cell **Plan** with the value **Please select...**



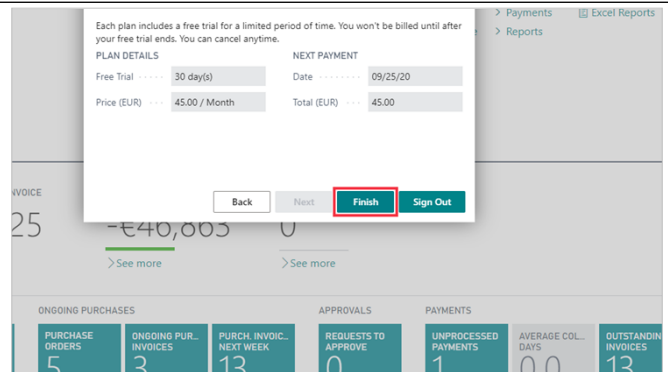
Click on the cell **Value** with the value **Use all features for unlimited workload (€45.00 / month)**



Click on the button **OK**



Click on the button **Finish**

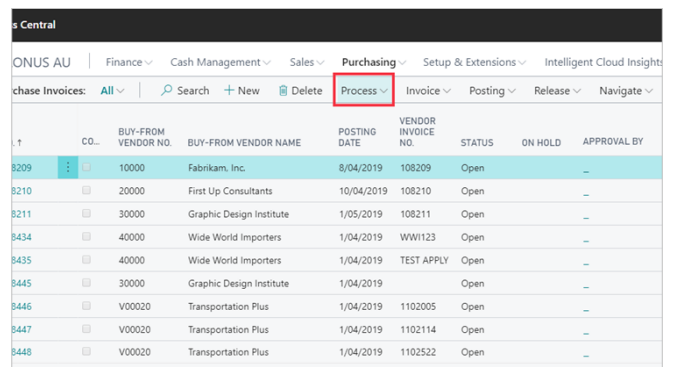


- End -

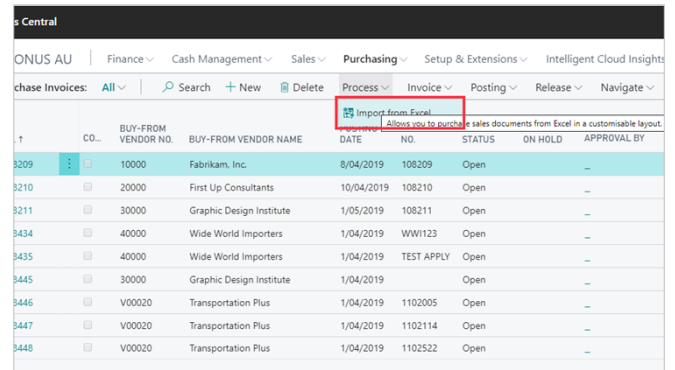
## 1.7. Excel Importer - Creating an Excel Mapping Card

This guide will take you through the steps required to create an Excel Mapping template for import purchase documents from an Excel spreadsheet.

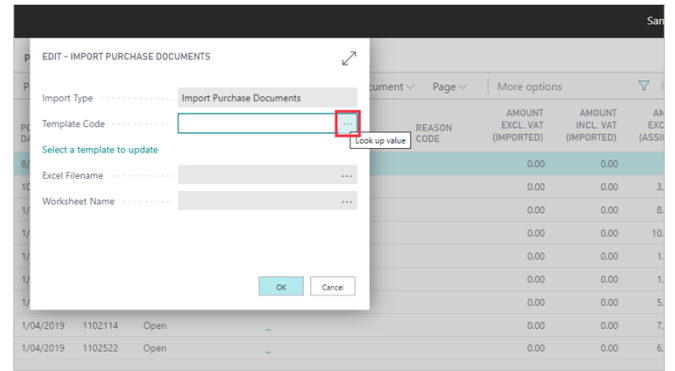
Go to the Purchase Invoices page. Click on **Process**



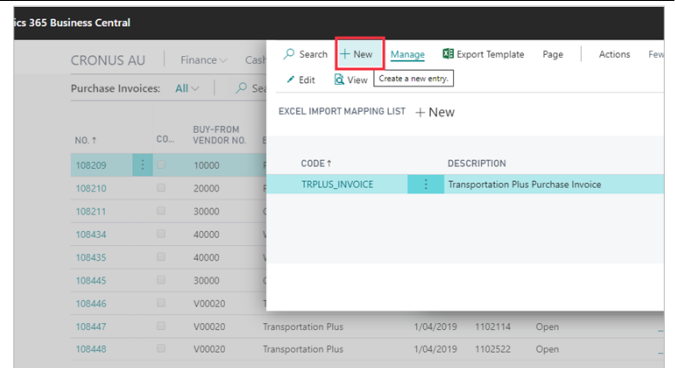
Click on **Import from Excel**



Click on the lookup button **Template Code**



Click on the navigation menu item **New**



1. Enter a new code and a description for the new template.
2. Click on the field **First Data Row** - Enter the row number where the first data row starts. In this example, row number 5 contains the first data row in the Excel file.
3. Select an option for the "Replace with Document No. from Number Series". - Enter Yes to have the document number default from the number series. Enter No to use the reference number from the file
4. Select an option for "Use Document No. as Posted Document No." - Enter Yes if you want the posted document number to be the same as the document number. Enter No if you want the posted document number to generate from the "Posted Purchase Invoice No." number series



## Creating the Field Mapping Lines

The following steps will demonstrate the mapping of the Excel columns to be imported. Columns can be mapped to table fields or to Constant values.

Delivery Charges as of 30/04/2019									
	A	B	C	D	E	F	G	H	
1	Transportation Plus	V00020							
2	Delivery Charges as of 30/04/2019								
3									
4		Reference	GL	Industry	Nett	GSF	Amount Payable	Date	
5	From TRW To NAM 28/01/2019	1102005	2069	600	2578	0	2578	30/04/20	
6	From CHC To AKL 18/02/2019	1102005	3110	400	68.7	10.305	79.005	30/04/20	
7	From AKL To CHC 18/02/2019	1102005	3110	400	60.87	9.1305	70.005	30/04/20	
8	From AKL To WLG 29/01/2019	1102005	3110	400	33.04	4.956	37.996	30/04/20	
9	From AKL To PMR 15/02/2019	1102005	3110	400	53.91	8.0865	61.9965	30/04/20	
10	From PMR To AKL 15/02/2019	1102005	3110	400	75.65	11.9475	86.9975	30/04/20	
11	From NPE To WLG 13/03/2019	1102005	3110	400	280.86	42.129	322.989	30/04/20	
12	From WLG To AKL 18/02/2019	1102005	3110	400	310.43	46.5645	356.9945	30/04/20	
13	From AKL To NPE 30/01/2019	1102005	3110	400	169.56	0	169.56	30/04/20	
14	From CHC To AKL 15/12/2019	1102005	2069	600	722	0	722	30/04/20	
15	From WLG To AKL 30/01/2019	1102005	3110	400	467.82	70.173	537.993	30/04/20	
16	From WLG To AKL 18/02/2019	1102005	3110	400	288.69	43.3035	331.9935	30/04/20	
17	From AKL To WLG 28/02/2019	1102005	3110	400	176.51	26.4765	202.9865	30/04/20	
18	From HJZ To WLG 27/02/2019	1102005	3110	400	290.43	43.5645	333.9945	30/04/20	
19	From AKL To WLG 13/02/2019	1102005	3110	400	288.69	0	288.69	30/04/20	
20	From AKL To WLG 02/04/2019	1102005	3110	400	21.74	0	21.74	30/04/20	
21	From AKL To WLG 25/06/2019	1102114	3110	400	369	55.35	424.35	30/04/20	
22	From AKL To WLG 09/04/2019	1102114	3110	400	290.43	43.5645	333.9945	30/04/20	

Mapping the Reference column to the Document No. field

1. Click on the cell **Type** and select "Field"
2. Click on the lookup button in the cell **No.**
3. Click on the cell **Field Name** with the value **Document No.**
4. Click on the button **OK**
5. Click on the cell **Excel Column ID** - Enter the text **b**. Press the **Arrow down** key.

Mapping the Buy-from Vendor No. to a Constant Value.

NO.	DESCRIPTION	CONST. VALUE	TEMPLATE CODE	MAP. TYPE	FIEL. NO.	DEFAULT VALUES	PAREN COLUMN
3	Document No.					None	
2	Buy-from Vendor No.	V0020				None	

1. Click on the cell **No.** - Enter the text **2**. Press the **TAB** key.
2. Enter the text **V0020** in "Constant Value".
3. A confirmation message will appear to notify that the value is only evaluated when the file is imported. Click on the button **OK**

Mapping field Type to the Constant Value "G/L Account" since all the lines from the file will be imported as G/L Account lines

1. Click on the cell **No.** - Enter the text **5**.
2. Click on the cell **Constant Value** - Enter the text **G/L Account**.
3. Click on the cell **Excel Column ID**
4. Click on the button **OK**

Mapping GL column to No. field using an Account/Dimension Mapping Template. For more information on

how to create Account/Dimension mappings, please refer to the "BC Account-Dimension Mapping" guide.

	Field	2	Buy-from Vendor No.	V00020			
C	1+2+ld	6	No.				
				CODE ↑	DES		
				DIM-MAPPING	Map		
				GL-MAPPING	6 Map		
				+ New	Select record "GL-M		

1. Click on the cell **Excel Column ID** - Enter the text **C**. Press the **TAB** key.
2. Press the **TAB** key. - Enter the text **6**.
3. Click on the cell **Mapping Template Code**
4. Click on the lookup button in the cell **Mapping Template Code**
5. Click on the link in cell **Code** with the value **GL-MAPPING**  
Make sure Mapping type is set to "Parent"

Mapping column A to Description field

	10		B	Field	3
	20			Field	2
	30	:	C	Field	6
	0		A	1+2+ld	1

1. Click on the cell **Excel Column ID** - Enter the text **A**. Press the **TAB** key.
2. Press the **TAB** key. - Enter the text **11**.

Mapping field Quantity to a Constant Value

Field	2	Buy-from Vendo
Field	6	No.
Field	11	Description
<b>Field</b>	<b>15</b>	<b>1+2 quantity</b>

1. Click on the cell **No.** - Enter the text **15**. Press the **TAB** key.
2. Enter the text **1**.

Mapping column E to Direct Unit Cost field

B	Field	3	Document No.				None
	Field	2	Buy-from Vendor No.	V00020			None
C	Field	6	No.		GL-MAPPING	Parent	6 None
A	Field	11	Description				None
:	Field	15	Quantity	1			None
E	1+2+ld	2					None

1. Click on the cell **Excel Column ID**
2. Click on the button **OK**
3. Click on the cell **Excel Column ID** - Enter the text **E**. Press the **TAB** key.
4. Press the **TAB** key. - Enter the text **22**.

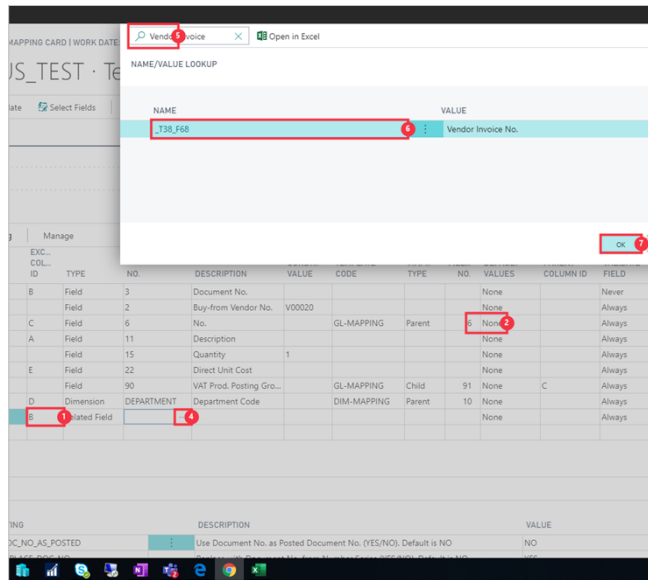
Populating GST Prod. Posting Group using the same Mapping template selected for the G/L account mapping

1. Click on the cell **No.** - Enter the text **90**. Press the **TAB** key.
2. Press the **TAB** key.
3. Click on the lookup button in the cell **Mapping Template Code**
4. Click on the link in cell **Code** with the value **GL-MAPPING**  
Make sure the Mapping type is set to "Child"
5. Click on the cell **Mapping Field No.**
6. Click on the cell **No.** with the value **91**

Mapping column D to Department Dimension using a Mapping Template

1. Click on the cell **Excel Column ID** - Enter the text **D**.
2. In the Type field, select **Dimension** from the list
3. Click on the lookup button in the cell **No.**
4. Click on the link in cell **Code** with the value **DEPARTMENT**
5. Click on the lookup button in the cell **Mapping Template Code**
6. Click on the link in cell **Code** with the value **DIM-MAPPING**
7. Click on the lookup button in the cell **Mapping Field No.**
8. Click on the cell **No.** with the value **10**

Mapping column B to Vendor Invoice number field on the header



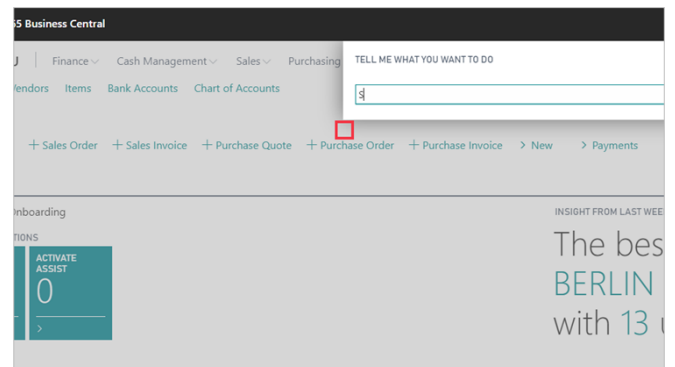
1. Click on the cell **Excel Column ID** - Enter the text **B**.
2. A confirmation message will appear to notify that this column has been used in a previous field mapping.  
Click on the button **Yes**
3. Click on the field **Type** and select **Related Field**.
4. Click on the lookup button in the cell **No**.
5. Click on ☐ **Search** - Enter the text **Vendor Invoice**.
6. Click on the cell **Name** with the value **\_T38\_F68**
7. Click on the button **OK**

- End -

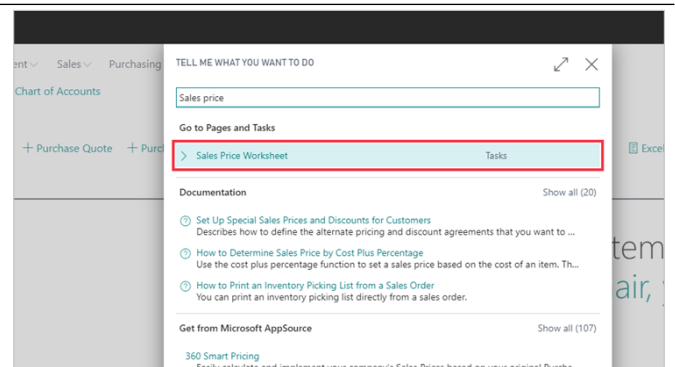
## 1.8. Excel Importer - Creating Sales Price Worksheet Mapping

This guide presents the steps required to create an Excel mapping template using the "Select Fields" function. For more information on how to upload sales prices using Excel Importer, please refer to our other guide "BC Sales Price Worksheet Import".

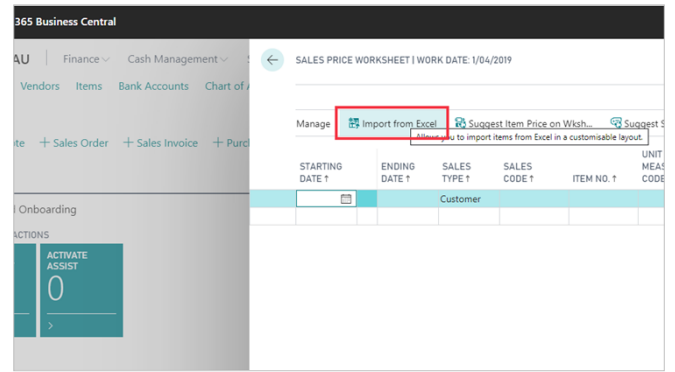
In Tell me search for **Sales price**



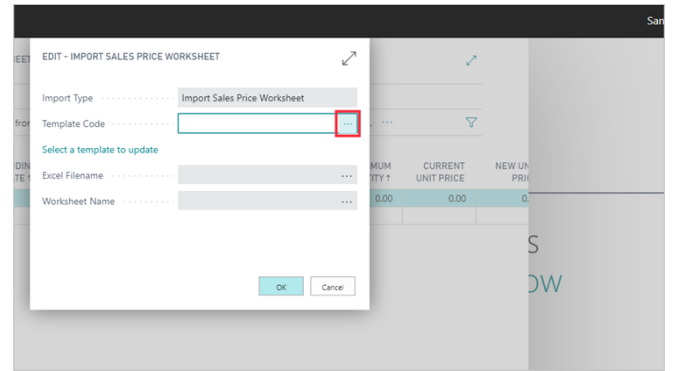
Click on **Sales Price Worksheet Tasks**



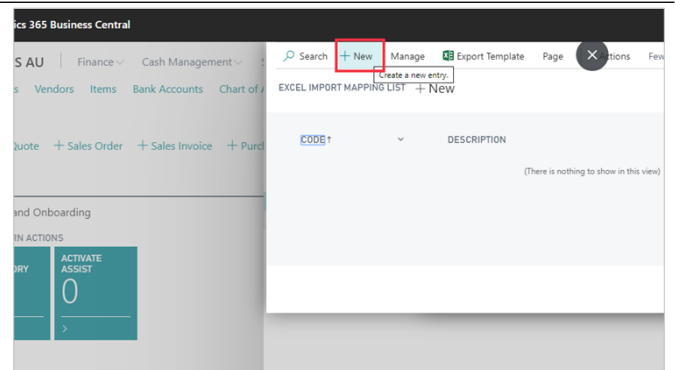
Click on the navigation menu item **Import from Excel**



Click on the lookup button **Template Code**



Click on the navigation menu item **New**

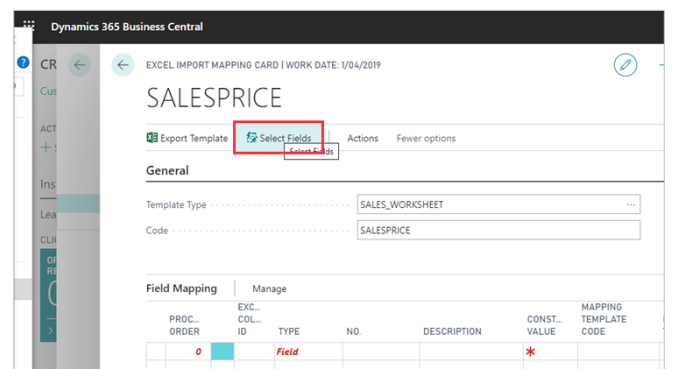


Fill in the details on the General tab

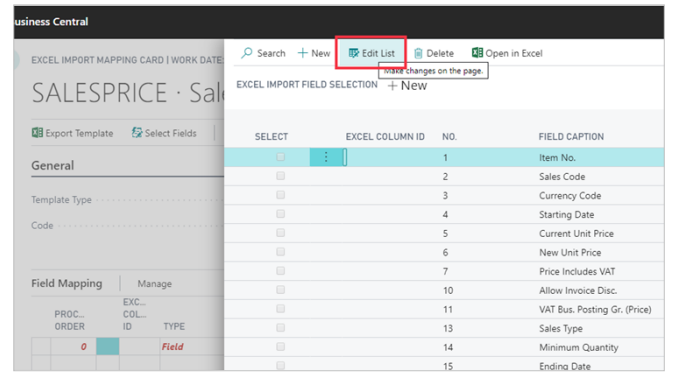
A screenshot of the 'General' tab in the 'EXCEL IMPORT MAPPING CARD' form. The form has several fields: 'SALES\_PRICE' (highlighted with a red box), 'Description' (with a value 'Sales Price Worksheet Import' and a red box), 'First Data Row' (with a value '2' and a red box), and 'Show less' button.

1. Click on the field **Code** - Enter the text **SalesPrice**.
2. Click on the field **Description** - Enter the text **Sales Price Worksheet Import**.

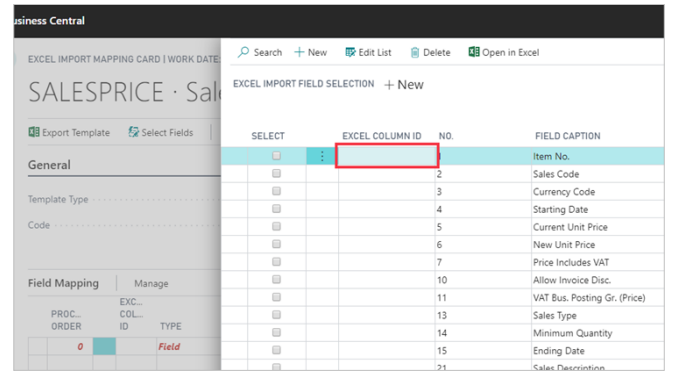
Click on the navigation menu item **Select Fields**



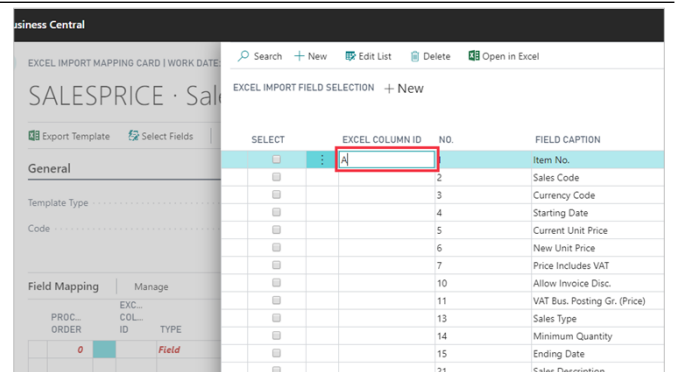
Click on the navigation menu item **Edit List**  
Start mapping each column in the Excel sheet to the corresponding field on the list.



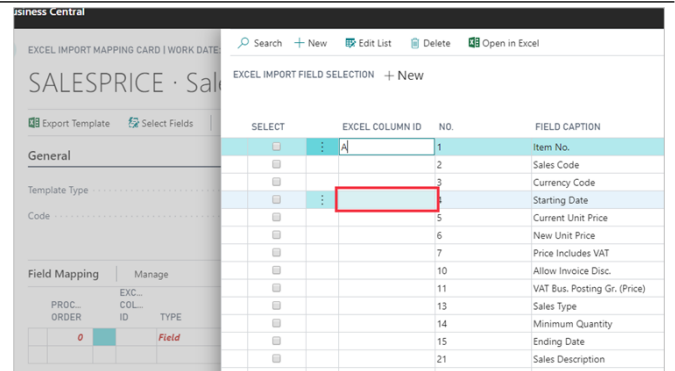
Click on the cell **Excel Column ID**



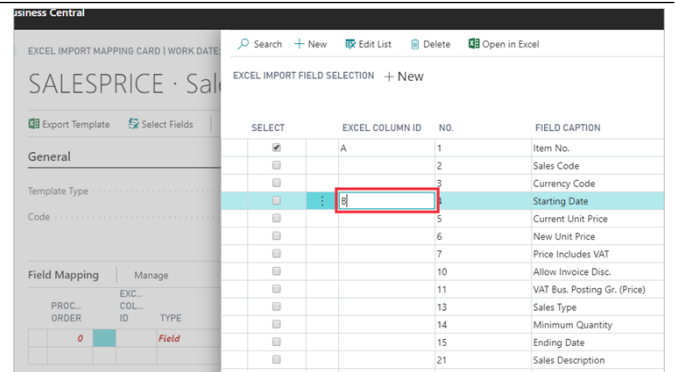
Enter the text **A.**



Click on the cell **Excel Column ID**



Enter the text **B.**



Click on the cell **Excel Column ID**

General				2	Sales Code
Template Type				3	Currency Code
Code				4	Starting Date
				5	Current Unit Price
				6	New Unit Price
				7	Price Includes VAT
				10	Allow Invoice Disc.
				11	VAT Bus. Posting Gr. (Price)
				13	Sales Type
				14	Minimum Quantity
				5	Ending Date
				21	Sales Description
				5400	Unit of Measure Code
				5700	Variant Code
				7001	Allow Line Disc.
				_TS717_F4	Cross-Reference Type
				_TS717_F5	Cross-Reference Type No.
				_TS717_F6	Cross-Reference No.

Enter the text **C**.

General				2	Sales Code
Template Type				3	Currency Code
Code				4	Starting Date
				5	Current Unit Price
				6	New Unit Price
				7	Price Includes VAT
				10	Allow Invoice Disc.
				11	VAT Bus. Posting Gr. (Price)
				13	Sales Type
				14	Minimum Quantity
				5	Ending Date
				21	Sales Description
				5400	Unit of Measure Code
				5700	Variant Code
				7001	Allow Line Disc.
				_TS717_F4	Cross-Reference Type
				_TS717_F5	Cross-Reference Type No.
				_TS717_F6	Cross-Reference No.

Click on the cell **Excel Column ID**

General				2	Sales Code
Template Type				3	Currency Code
Code				4	Starting Date
				5	Current Unit Price
				6	New Unit Price
				7	Price Includes VAT
				10	Allow Invoice Disc.
				11	VAT Bus. Posting Gr. (Price)
				13	Sales Type
				14	Minimum Quantity
				5	Ending Date
				21	Sales Description
				5400	Unit of Measure Code
				5700	Variant Code
				7001	Allow Line Disc.
				_TS717_F4	Cross-Reference Type
				_TS717_F5	Cross-Reference Type No.
				_TS717_F6	Cross-Reference No.

Enter the text **E**.

General				2	Sales Code
Template Type				3	Currency Code
Code				4	Starting Date
				5	Current Unit Price
				6	New Unit Price
				7	Price Includes VAT
				10	Allow Invoice Disc.
				11	VAT Bus. Posting Gr. (Price)
				13	Sales Type
				14	Minimum Quantity
				5	Ending Date
				21	Sales Description
				5400	Unit of Measure Code
				5700	Variant Code
				7001	Allow Line Disc.
				_TS717_F4	Cross-Reference Type
				_TS717_F5	Cross-Reference Type No.
				_TS717_F6	Cross-Reference No.

Click on the button **OK**

General				2	Sales Code
Template Type				3	Currency Code
Code				4	Starting Date
				5	Current Unit Price
				6	New Unit Price
				7	Price Includes VAT
				10	Allow Invoice Disc.
				11	VAT Bus. Posting Gr. (Price)
				13	Sales Type
				14	Minimum Quantity
				5	Ending Date
				21	Sales Description
				5400	Unit of Measure Code
				5700	Variant Code
				7001	Allow Line Disc.
				_TS717_F4	Cross-Reference Type
				_TS717_F5	Cross-Reference Type No.
				_TS717_F6	Cross-Reference No.

Sales Type is required to import sales prices but is not included on the spreadsheet as a column. A Constant Value mapping must be created in the template.

Click on the row menu button

General

Template Type ..... SALES\_WORKSHEET ...

Code ..... SALESPRICE

Field Mapping | Manage

PROC... ORDER	EXC... COL... ID	TYPE	NO.	DESCRIPTION	CONST... VALUE	MAPPING TEMPLATE CODE
10	A	Field	1	Item No.		
20	B	Field	4	Starting Date		
30	E	Field	6	New Unit Price		
40	C	Field	15	Ending Date		

Click on the menu item **New Line**

General

Template Type ..... SALES\_WORKSHEET ...

Code ..... SALESPRICE

Field Mapping | Manage

PROC... ORDER	EXC... COL... ID	TYPE	NO.	DESCRIPTION	CONST... VALUE	MAPPING TEMPLATE CODE
10	A	Field	1	Item No.		
20	B	Field	4	Starting Date		
30	E	Field	6	New Unit Price		
40	C	Field	15	Ending Date		

New Line  
Delete Line  
Select More

Settings

Click on **Processing Order**

General

Template Type ..... SALES\_WORKSHEET ...

Code ..... SALESPRICE

Field Mapping | Manage

PROC... ORDER	EXC... COL... ID	TYPE	NO.	DESCRIPTION	CONST... VALUE	MAPPING TEMPLATE CODE
0		Field			*	
10	A	Field	1	Item No.		
20	B	Field	4	Starting Date		
30	E	Field	6	New Unit Price		
40	C	Field	15	Ending Date		

Enter the text **9**.

General

Template Type ..... SALES\_WORKSHEET ...

Code ..... SALESPRICE

Field Mapping | Manage

PROC... ORDER	EXC... COL... ID	TYPE	NO.	DESCRIPTION	CONST... VALUE	MAPPING TEMPLATE CODE
9		Field			*	
10	A	Field	1	Item No.		
20	B	Field	4	Starting Date		
30	E	Field	6	New Unit Price		
40	C	Field	15	Ending Date		

Click on the lookup button in the cell **No.**

General

Template Type ..... SALES\_WORKSHEET ... Description ...

Code ..... SALESPRICE First Data Row

Field Mapping | Manage

PROC... ORDER	EXC... COL... ID	TYPE	NO.	DESCRIPTION	CONST... VALUE	MAPPING TEMPLATE CODE	MAP... TYPE	MA... FIEL... N
9		Field		...	*			
10	A	Field	1	Look up value				
20	B	Field	4	Starting Date				
30	E	Field	6	New Unit Price				
40	C	Field	15	Ending Date				



Click on the cell **Field Name** with the value **Sales Type**

NO.	FIELD NAME	FIELD CAPTION
1	Item No.	Item No.
2	Sales Code	Sales Code
3	Currency Code	Currency Code
4	Starting Date	Starting Date
5	Current Unit Price	Current Unit Price
6	New Unit Price	New Unit Price
7	Price Includes VAT	Price Includes VAT
10	Allow Invoice Disc.	Allow Invoice Disc.
11	VAT Bus. Posting Gr. (Price)	VAT Bus. Posting Gr. (Price)
13	Sales Type	Sales Type
14	Minimum Quantity	Minimum Quantity
15	Ending Date	Ending Date
21	Sales Description	Sales Description
5400	Unit of Measure Code	Unit of Measure Code
5700	Variant Code	Variant Code
7001	Allow Line Disc.	Allow Line Disc.

Click on the button **OK**

Allow Invoice Disc.

VAT Bus. Posting Gr. (Price)

Sales Type

Minimum Quantity

Ending Date

Sales Description

Unit of Measure Code

Variant Code

Allow Line Disc.

Sales Type

Minimum Quantity

Ending Date

Sales Description

Unit of Measure Code

Variant Code

Allow Line Disc.

OK

Cancel

Click on the cell **Constant Value**

SALES_WORKSHEET	Description								
SALESPRICE	First Data Row								
Manage									
EXC... COL... ID	TYPE	NO.	DESCRIPTION	CONST... VALUE	MAPPING TEMPLATE CODE	MAP... TYPE	MA... FIEL... NO.	DEFAULT VALUES	MAPPIN... PARENT COLUMN
Field	13	Sales Type	*					None	
A	Field	1	Item No.					None	
B	Field	4	Starting Date					None	
E	Field	6	New Unit Price					None	
C	Field	15	Ending Date					None	

Enter the text **All Customers.**

SALES_WORKSHEET	Description								
SALESPRICE	First Data Row								
Manage									
EXC... COL... ID	TYPE	NO.	DESCRIPTION	CONST... VALUE	MAPPING TEMPLATE CODE	MAP... TYPE	MA... FIEL... NO.	DEFAULT VALUES	MAPPIN... PARENT COLUMN
Field	13	Sales Type	*					None	
A	Field	1	Item No.					None	
B	Field	4	Starting Date					None	
E	Field	6	New Unit Price					None	
C	Field	15	Ending Date					None	

A message will appear to notify that the constant value will only be validated after import. Click on the button **OK**

Field Name

CONST... VALUE

MAPPING TEMPLATE CODE

MAP... TYPE

MA... FIEL... NO.

DEFAULT VALUES

MAPPING PARENT COLUMN ID

VALIDATE FIELD

STARTING POSITION

NUMBER OF CHARACTER...

OK

On the Settings tab, enter a value for **##UPDATE\_EXISTING** setting. Click on the cell **Value**

Enter the text **Yes**. Press the **TAB** key.

- End -

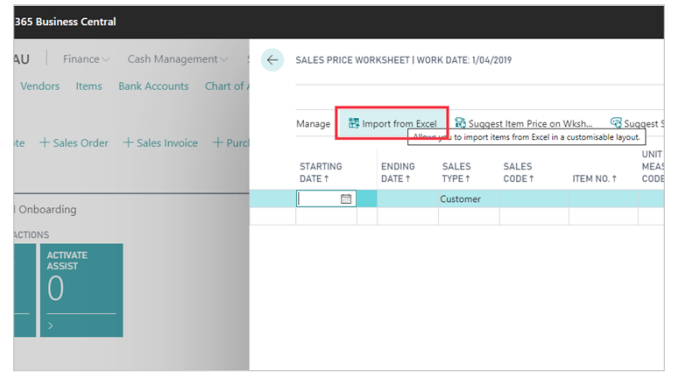
## 1.9. Excel Importer - Importing Sales Price Worksheet

This guide presents the steps required to import into the Sales Price Worksheet page in Business Central using the Excel Importer.

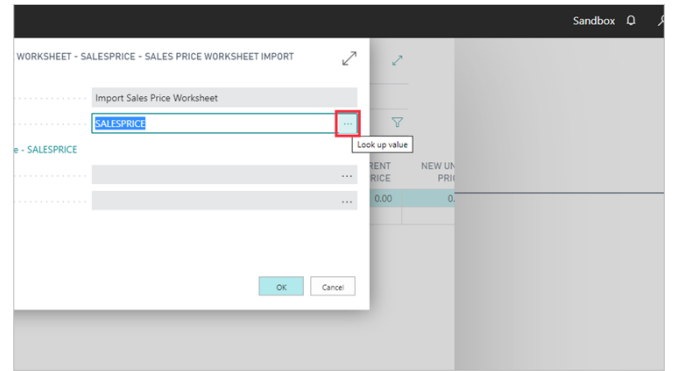
In Tell me search for **Sales price**

Click on **Sales Price Worksheet Tasks**

Click on the navigation menu item **Import from Excel**

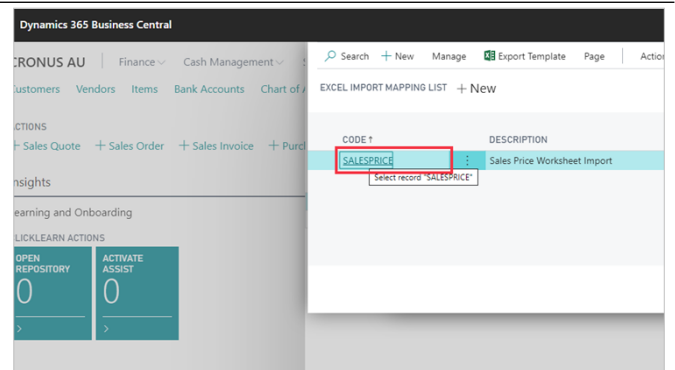


Click on the lookup button **Template Code**

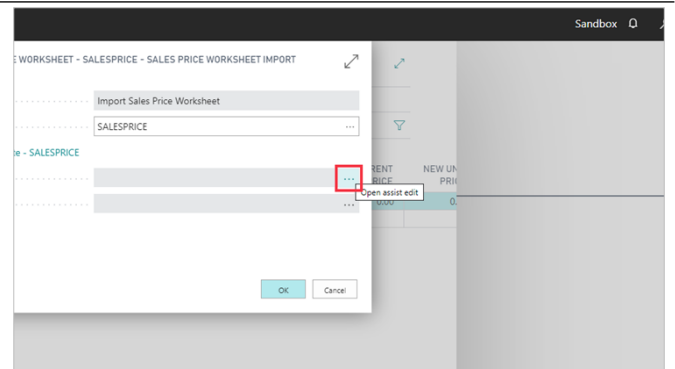


Click on the link in cell **Code** with the value **SALESPRICE**

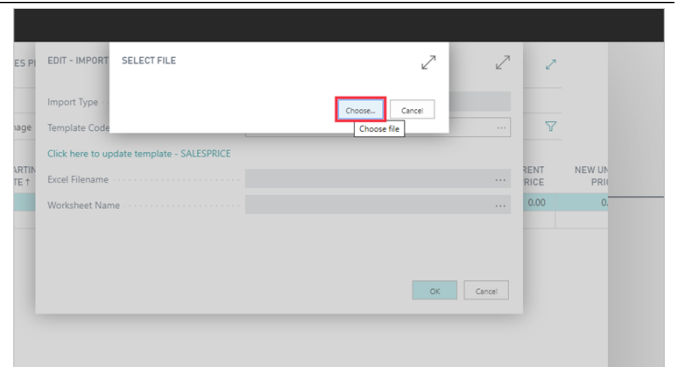
This template has been created in a previous guide "BC Sales Price Worksheet Mapping"



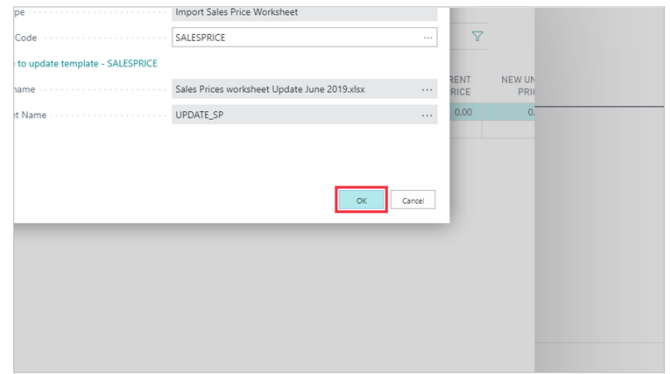
Click on the **Open assist edit** in the **Excel Filename** field



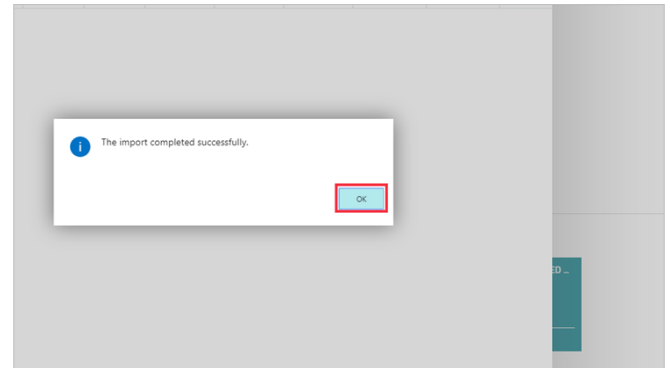
Click on Choose... and select the mapped Excel file containing the Sales Price records you want to import.



Click **OK** to confirm the Excel file and sheet selection and start the import.



Click **OK** to close the confirmation message when the import is done.

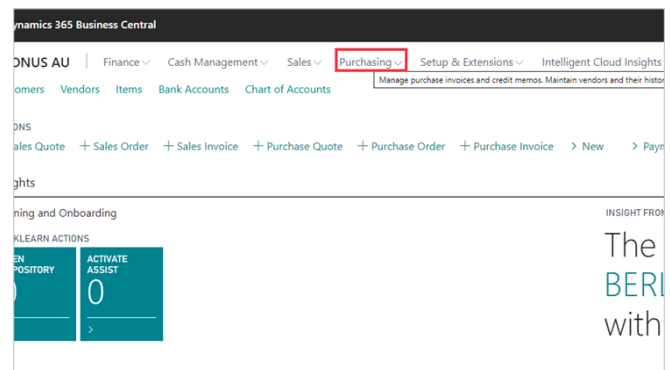


- End -

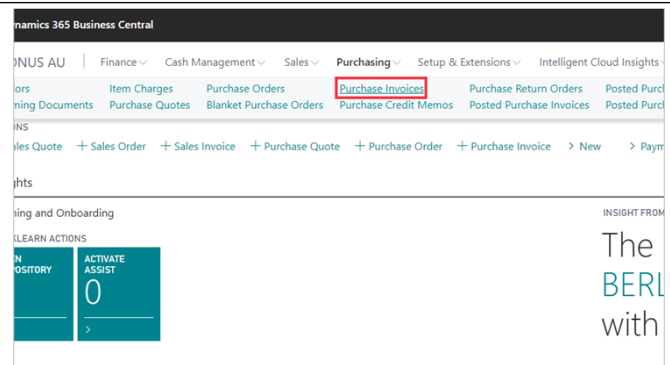
## 1.10.Excel Importer - Importing Purchase Invoices

This guide presents the steps required to import purchase transactions from an Excel file to Dynamics 365 Business Central as Purchase Invoice documents, using the Excel Importer app.

Click on the navigation menu item popup **Purchasing**



Click on the navigation menu item **Purchase Invoices**



Click on the navigation menu item popup **Process**

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Purchasing' with a dropdown arrow. The 'Process' option in the dropdown is highlighted with a red box. Below the navigation bar, a table of purchase invoices is visible.

NO.	CO.	BUY-FROM VENDOR NO.	BUY-FROM VENDOR NAME	POSTING DATE	VENDOR INVOICE NO.	STATUS	ON HOLD	APPROVAL BY
108209		10000	Fabrikam, Inc.	8/04/2019	108209	Open		
108210		20000	First Up Consultants	10/04/2019	108210	Open		
108211		30000	Graphic Design Institute	1/05/2019	108211	Open		
108434		40000	Wide World Importers	1/04/2019	WWI123	Open		
108435		40000	Wide World Importers	1/04/2019	TEST APPLY	Open		
108445		30000	Graphic Design Institute	1/04/2019		Open		

Click on the navigation menu item **Import from Excel**

The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Purchasing' with a dropdown arrow. The 'Import from Excel' option in the dropdown is highlighted with a red box. Below the navigation bar, a table of purchase invoices is visible.

NO.	CO.	BUY-FROM VENDOR NO.	BUY-FROM VENDOR NAME	POSTING DATE	VENDOR INVOICE NO.	STATUS	ON HOLD	APPROVAL BY
108209		10000	Fabrikam, Inc.	8/04/2019	108209	Open		
108210		20000	First Up Consultants	10/04/2019	108210	Open		
108211		30000	Graphic Design Institute	1/05/2019	108211	Open		
108434		40000	Wide World Importers	1/04/2019	WWI123	Open		
108435		40000	Wide World Importers	1/04/2019	TEST APPLY	Open		
108445		30000	Graphic Design Institute	1/04/2019		Open		

Click on the lookup button **Template Code**

The screenshot shows the 'EDIT - IMPORT PURCHASE DOCUMENTS' dialog box. The 'Template Code' field has a lookup button (three dots) highlighted with a red box. The dialog box also includes fields for 'Import Type', 'Excel Filename', and 'Worksheet Name'. The background shows a table of purchase invoices.

Select the predefined mapping template configured for the Excel file you want to import. For more information on how to configure a purchase document mapping template, please refer to the "BC Creating Excel Import Mapping Card" guide.

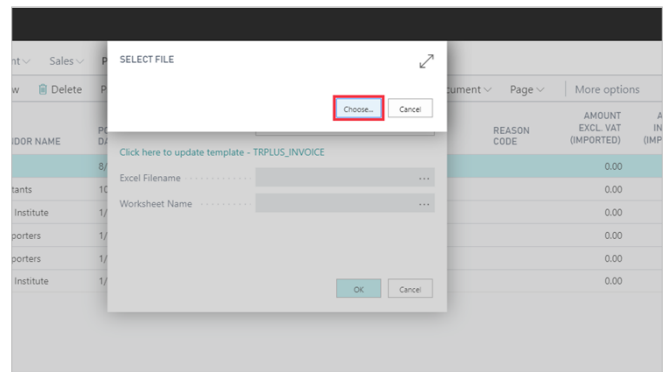
The screenshot shows the 'EXCEL IMPORT MAPPING LIST' dialog box. The 'TRPLUS\_INVOICE' template is highlighted with a red box. The dialog box also includes a 'Select record "TRPLUS\_INVOICE"' button. The background shows a table of purchase invoices.

CODE	DESCRIPTION
TRPLUS_INVOICE	Transportation Plus Purchase Invoice

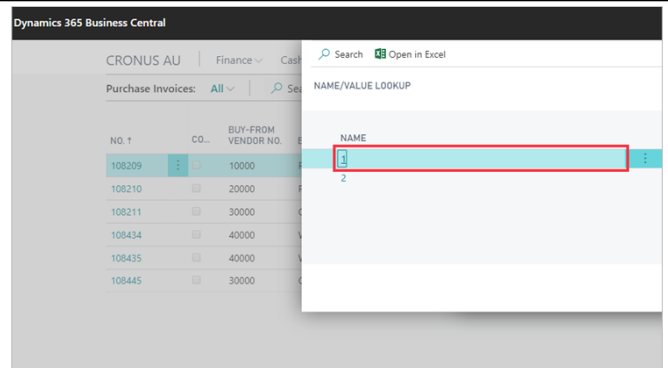
Click on the **Open assist edit** in the **Excel Filename** field

The screenshot shows the 'EDIT - IMPORT PURCHASE DOCUMENTS' dialog box. The 'Excel Filename' field has an 'Open assist edit' button highlighted with a red box. The dialog box also includes fields for 'Import Type', 'Template Code', and 'Worksheet Name'. The background shows a table of purchase invoices.

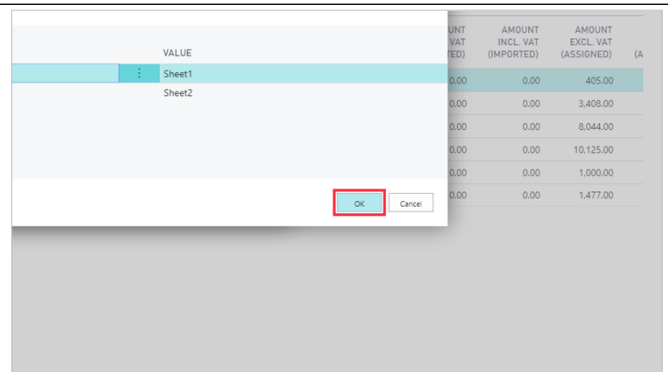
Click on Choose.. to select the Excel file you want to import.



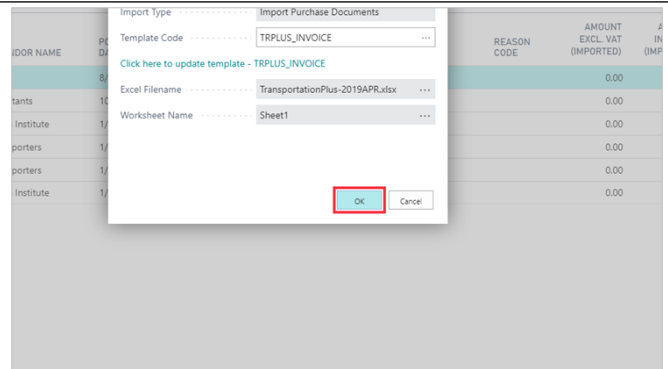
Select the Excel sheet name to import. In this example, we will import Excel sheet number 1



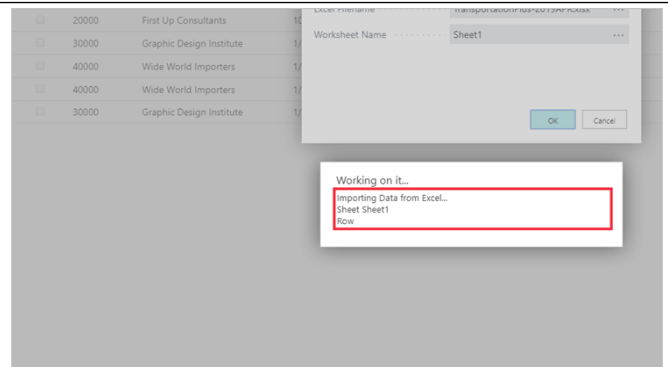
Click **OK** to close the sheet selection page.



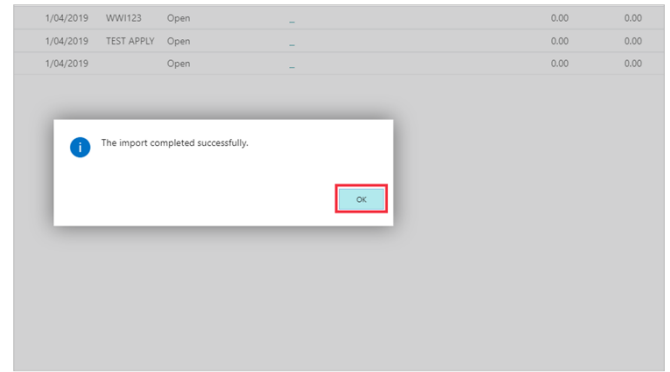
Click **OK** to confirm the Excel file and sheet selection and start the import.



The system will start importing the Excel sheet rows, grouping them into separate purchase invoices as per the column grouping on the Excel file mapped to the "Document No." field in the template.



Click **OK** to close the confirmation message when the import is done.



When the import is complete, new purchase documents will be imported to the Purchase Invoices page.

The screenshot shows the 'Purchase Invoices' page in Dynamics 365 Business Central. The page has a header with 'CRONUS AU' and various navigation tabs. Below the header is a table of purchase invoices. The table has columns for 'NO.', 'CO.', 'BUY-FROM VENDOR NO.', 'BUY-FROM VENDOR NAME', 'POSTING DATE', 'VENDOR INVOICE NO.', and 'STATUS'. The first row is highlighted in blue.

NO.	CO.	BUY-FROM VENDOR NO.	BUY-FROM VENDOR NAME	POSTING DATE	VENDOR INVOICE NO.	STATUS
108209		10000	Fabrikam, Inc.	8/04/2019	108209	Open
108210		20000	First Up Consultants	10/04/2019	108210	Open
108211		30000	Graphic Design Institute	1/05/2019	108211	Open
108434		40000	Wide World Importers	1/04/2019	WWI123	Open
108435		40000	Wide World Importers	1/04/2019	TEST APPLY	Open
108445		30000	Graphic Design Institute	1/04/2019		Open
108446		V00020	Transportation Plus	1/04/2019	1102005	Open
108447		V00020	Transportation Plus	1/04/2019	1102114	Open
108448		V00020	Transportation Plus	1/04/2019	1102522	Open

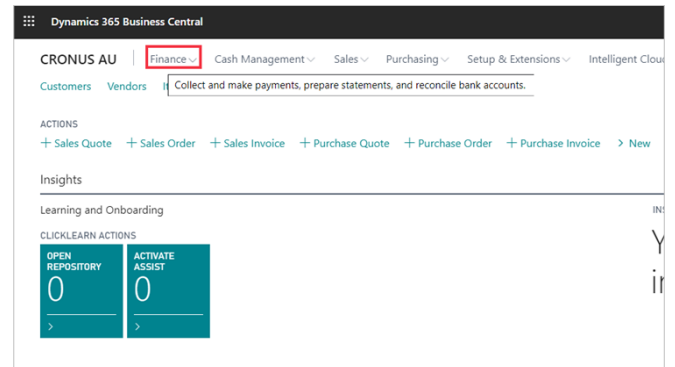
- End -

## 1.11.Excel Importer - General Journal Import

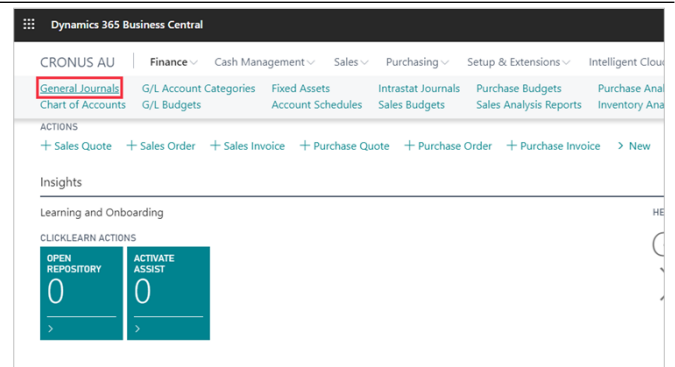
This guide presents the steps required to import an Excel file containing expense transactions to a General Journal batch in Business Central, using the Excel Importer app. The resulting journal lines will contain dimension codes and amounts against G/L accounts.

The navigation in this guide assumes that you are logged in to Business Central using the "Business Manager" role centre.

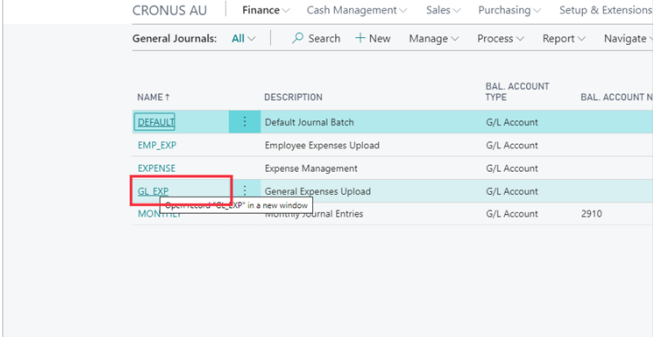
Click on the navigation menu item **Finance**



Click on the navigation menu item **General Journals**

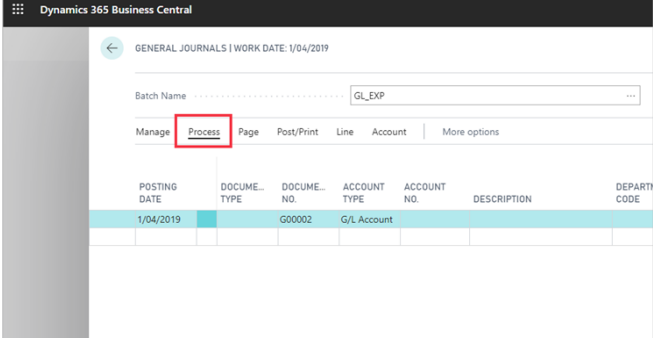


Click on the link in cell **Name** with the value **GL\_EXP**



NAME	DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.
DEFAULT	Default Journal Batch	G/L Account	
EMP_EXP	Employee Expenses Upload	G/L Account	
EXPENSE	Expense Management	G/L Account	
GL_EXP	General Expenses Upload	G/L Account	
MONITOR	Monitor General Journal Entries	G/L Account	2910

Click on the navigation menu item popup **Process**



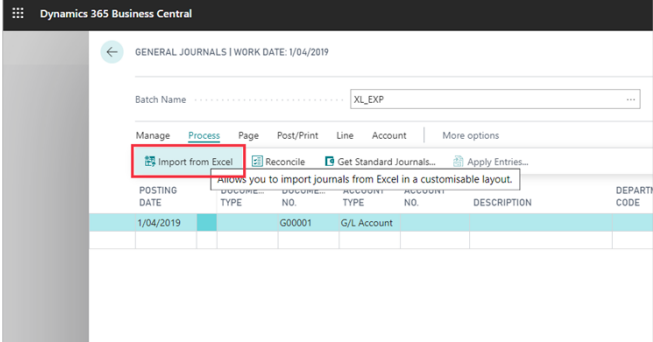
GENERAL JOURNALS | WORK DATE: 1/04/2019

Batch Name: GL\_EXP

Manage Process Page Post/Print Line Account More options

POSTING DATE	DOCUM. TYPE	DOCUM. NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	DEPART. CODE
1/04/2019		G00002	G/L Account			

Click on the navigation menu item **Import from Excel**



GENERAL JOURNALS | WORK DATE: 1/04/2019

Batch Name: XL\_EXP

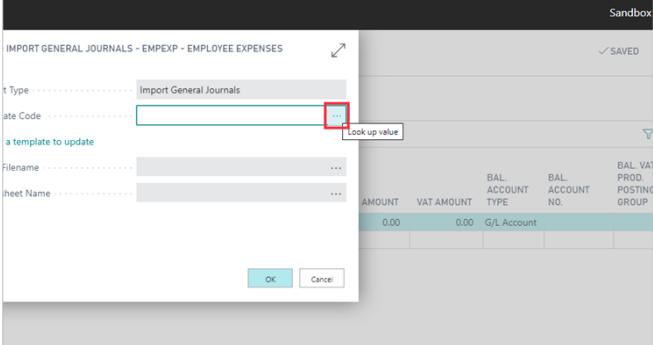
Manage Process Page Post/Print Line Account More options

Import from Excel Reconcile Get Standard Journals... Apply Entries...

Allows you to import journals from Excel in a customisable layout.

POSTING DATE	DOCUM. TYPE	DOCUM. NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	DEPART. CODE
1/04/2019		G00001	G/L Account			

Click on the lookup button **Template Code**



IMPORT GENERAL JOURNALS - EMPEXP - EMPLOYEE EXPENSES

Type: Import General Journals

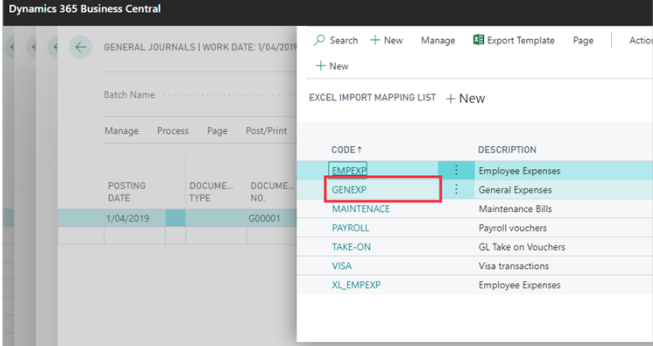
Template Code: [Lookup button]

Filename: [Field]

Sheet Name: [Field]

OK Cancel

Click on the cell **Code** with the value **GENEXP**



GENERAL JOURNALS | WORK DATE: 1/04/2019

Batch Name: [Field]

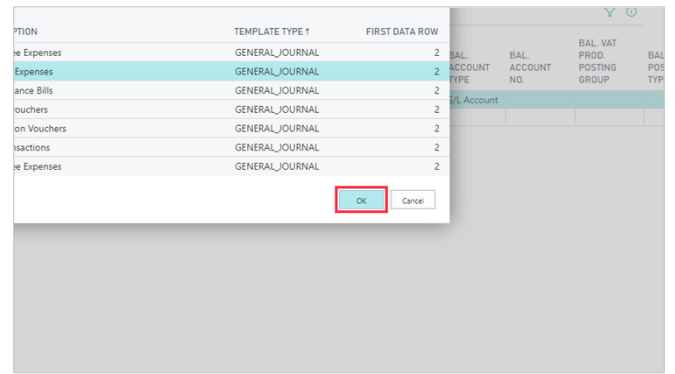
Manage Process Page Post/Print

Excel Import Mapping List

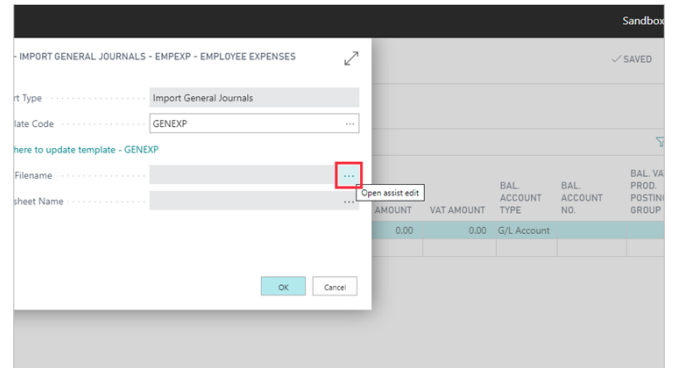
CODE	DESCRIPTION
EMPEXP	Employee Expenses
GENEXP	General Expenses
MAINTENANCE	Maintenance Bills
PAYROLL	Payroll vouchers
TAKE-ON	GL Take on Vouchers
VISA	Visa transactions
XL_EMPEXP	Employee Expenses



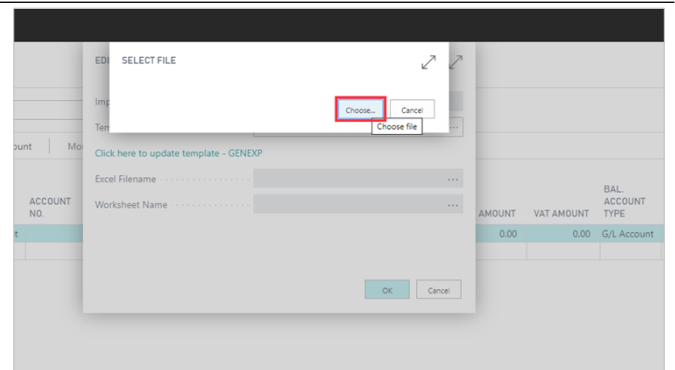
Click on the button **OK**



Click on the **Open assist edit** in the **Excel Filename** field

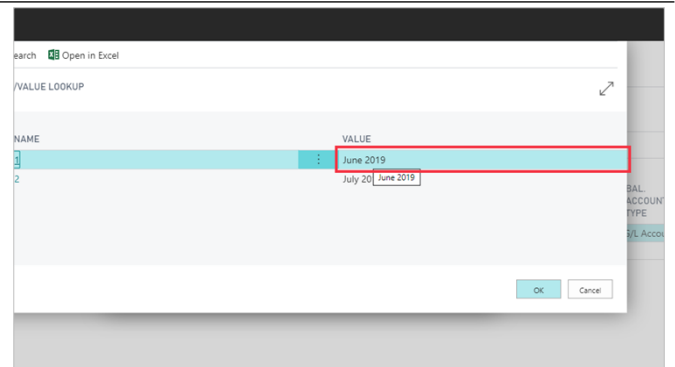


Click on Choose.. to select the Excel file to import.

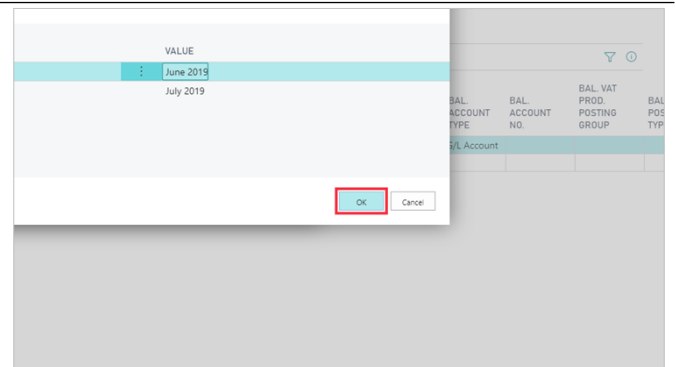


If the workbook you're importing includes more than one Excel sheet, you will need to select the sheet name to import.

In this Example we will import sheet name **June 2019**



Click **OK** to close the sheet selection page.



Click **OK** to confirm the Excel file and sheet selection and start the import.

Import Type ..... Import General Journals  
Template Code ..... GENEXP  
Click here to update template - GENEXP  
Excel Filename ..... General Expenses Journal.xlsx  
Worksheet Name ..... June 2019  
OK Cancel

Click **OK** to close the confirmation message when the import is done.

The import completed successfully.  
OK

Note the resulting journal lines populated after the import.  
**IMPORTANT:** Please be aware that the arrangement of the columns in this screenshot may be different from the one in your test environment.

Dynamics 365 Business Central  
GENERAL JOURNALS | WORK DATE: 1/04/2020  
Batch Name ..... GL\_EXP  
Document No. .... G00001  
Manage Process Page Post/Print Line Account More options  
Account No. Account Name Description  
→ 5111 Stock Sales Rongonui Theresa Tiori  
8110 Cleaning Corson Rosie Garland  
8110 Cleaning Corson Rosie Garland  
8110 Cleaning Corson Rosie Garland  
8110 Cleaning Rowlands Lorraine  
8120 Electricity and Heating Rana Reema  
8110 Cleaning Gill Tahseen

- End -

