Wiise – How to import transactions from CSV and text documents into journal lines

Overview

You can import transaction details from CSV files directly into lines in your journals.

When you create and process the data file, make sure:
- Column names appear on the first row and the file values are has separated by commas
- Column names correspond to field headings in Wiise: write first letters in uppercase and the remaining letters in lowercase, for example, **Posting Date, Document No., Shortcut Dimension 1 Code**
- You don't include **Journal Template Name, Journal Batch Name, and Line No.**
- For fields with option values such as **Document Type,** data must be an integer based on the assigned sequential numbers starting with zero

Wiise will add the CSV file values as new journal lines after the last entry in the journal.

How to import CSV files into the General Journal

1. From the Wiise role centre, search for and select **General Journals.**
2. Highlight the relevant general journal, then select **Process > Import Journal Lines from CSV.**
3. Then in the **Import from CSV File** window, select the file you want to import, then select Open.
4. The **General Journal** window will be filled with new lines showing the transactions in the CSV file.
5. You can edit or post the journal lines to record the transaction in the right G/L account.

How to import CSV files into the Item Journal

1. From the Wiise role centre, search for and select **Item Journals.**
2. Highlight the relevant item journal, then select **Process > Import Journal Lines from CSV.**
3. In the Import from **CSV File window**, select the file you want to import, then select **Open.**
4. The **Item Journal** window will be filled with new lines showing the transactions in the CSV file.
5. You can edit or post the journal lines to record the transaction in the right G/L account.

How to import files into the Resource Journal

1. From the Wiise role centre, search for and select **Resource Journals.**
2. Highlight the relevant resource journal, then select **Process > Import Journal Lines from CSV.**
3. In the Import from **CSV File window,** select the file you want to import, then select **Open**.
4. The **Resource Journal** window will be filled with new lines showing the transactions in the CSV file.
5. You can edit or post the journal lines to record the transaction in the right G/L account.

How to import CSV files into the Job Journal

1. From the Wiise role centre, search for and select **Job Journals.**
2. Highlight the relevant job journal, then select **Process > Import Journal Lines from CSV.**
3. In the Import from **CSV File window**, select the file you want to import, then select **Open.**
4. The **Job Journal** window will be filled with new lines showing the transactions in the CSV file.
5. You can edit or post the journal lines to record the transaction in the right G/L account.

How to import transactions from text files into journal lines

You can import transaction details from CSV/JSON or XML data files directly into your General Journal lines using the **Data Exchange Definition.**

Note: Before you start, make sure you've set up the **Data Exchange Definition** so you can import transactions into the general journal. Here's where you can also learn how to import purchase documents and how to import sales documents into Wiise.

1. Search for and select **General Journals.**
2. In the **General Journals** window, select **Batch Name** then select the ellipses [...]
3. In the **General journal batches** window, select **Edit.**
4. Update the data exchange definition format in the **General Journal Import Format** field, then select **OK.**
5. Highlight the relevant general journal and select **Process > Import Journal Lines using Data Exch. Def.**
6. From the **Import journal lines using Data Exch. Def.** window, select the file that contains the transactions you'd like to import and select **Open.**
7. The **General Journal** window will now contain new lines showing the transactions from the imported file.