



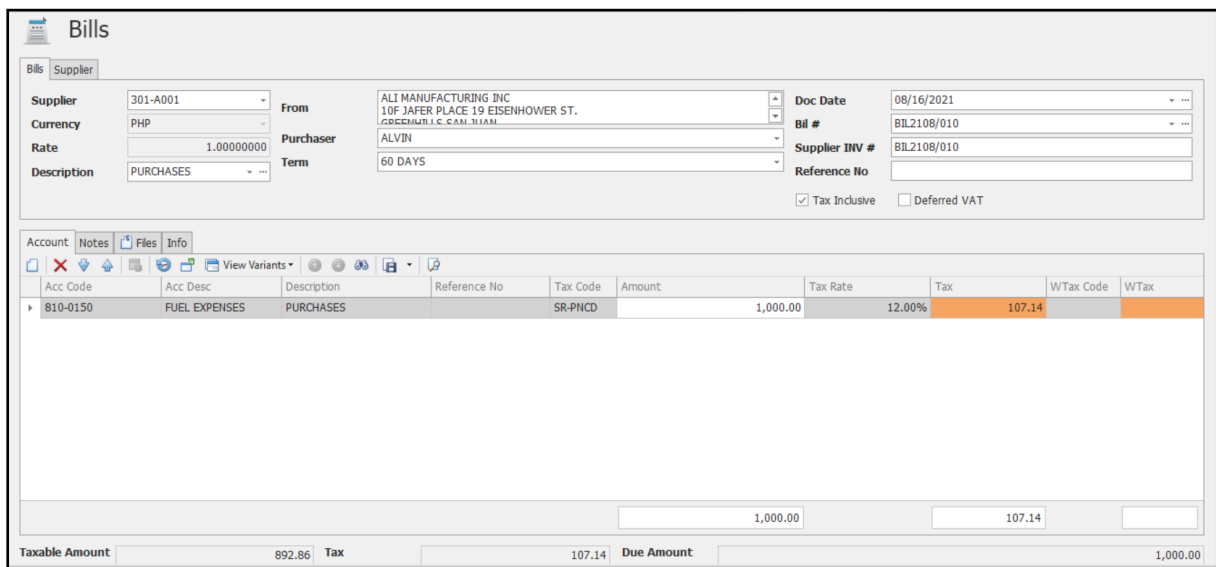
How to Import Transactions from Excel Through IO

In order to update or import a template of the live transaction, you need to extract first the template from the system by using the IO Export feature.

1. IO EXPORT

1.1. Create a sample transaction under the module you opt to update.

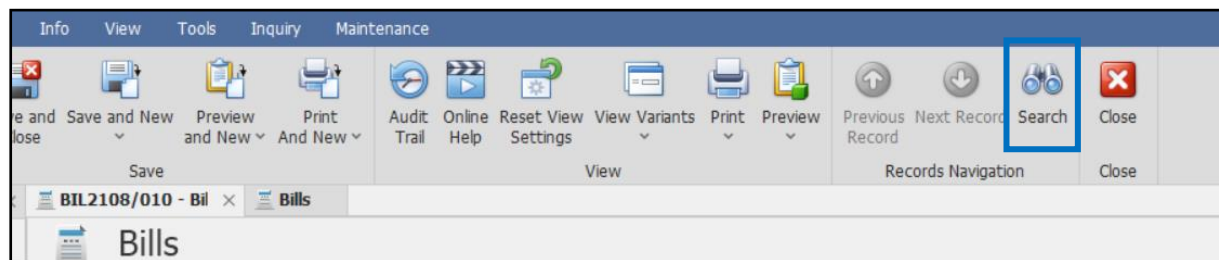
e.g. Bill Entries



Acc Code	Acc Desc	Description	Reference No	Tax Code	Amount	Tax Rate	Tax	WTax Code	WTax
810-0150	FUEL EXPENSES	PURCHASES		SR-PNCD	1,000.00	12.00%	107.14		

Taxable Amount: 892.86 | Tax: 107.14 | Due Amount: 1,000.00

1.2. Click **Search** for the listing.



Info View Tools Inquiry Maintenance

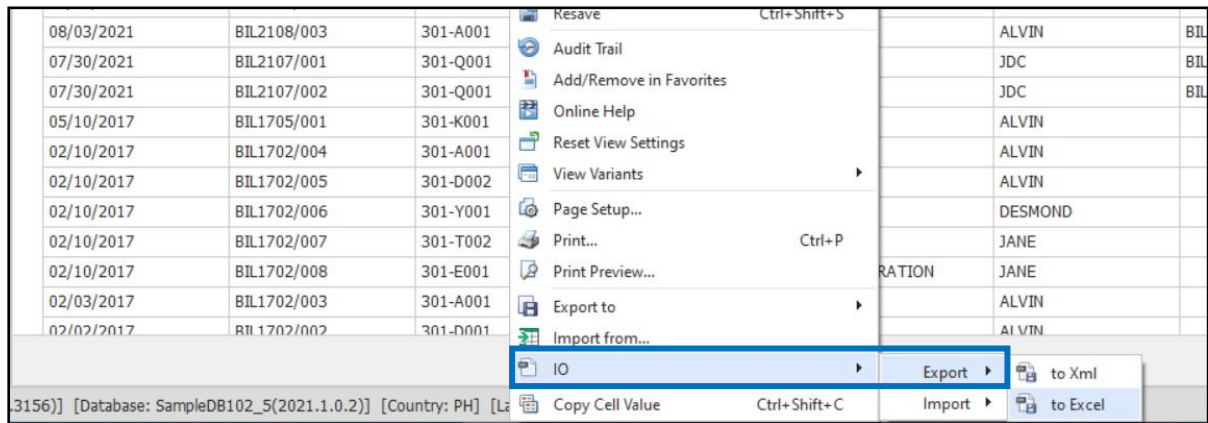
Save and New Preview and New Print And New Audit Trail Online Help Reset View Settings View Variants Print Preview Previous Record Next Record Search Close

Save View Records Navigation Close

BIL2108/010 - Bil Bills

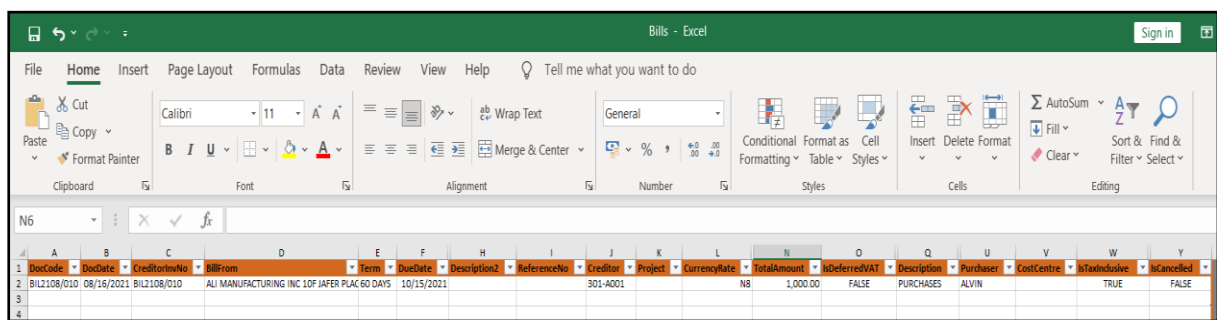
Bills

1.3. Right-click the transaction to be exported and go to **IO > Export > To Excel**.

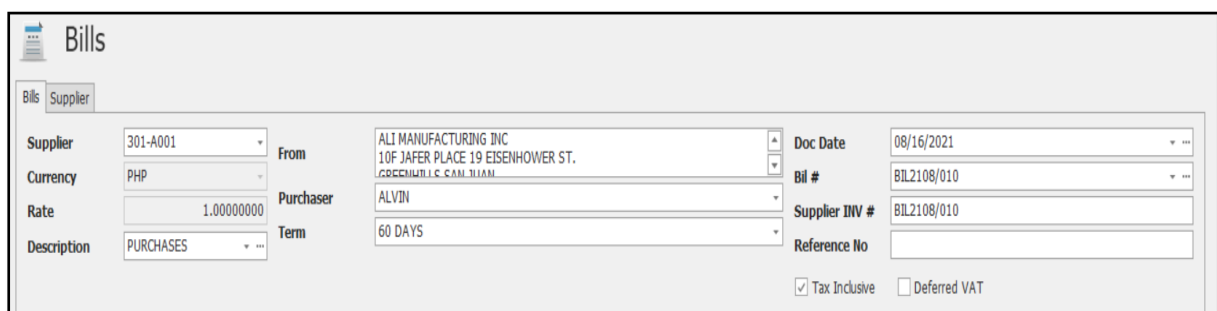


1.4. Save the Excel file. Open the file, there will be 2 portions/tables of details you need to fill in.

First Table of the Excel file - focuses on the General Document info.



Basis of the First Table



Bills

Supplier: 301-A001

From: ALI MANUFACTURING INC
10F JAFER PLACE 19 EISENHOWER ST.
GREENHILLS CANTON

Doc Date: 08/16/2021

Currency: PHP

Purchaser: ALVIN

Bill #: BIL2108/010

Rate: 1.00000000

Supplier INV #: BIL2108/010

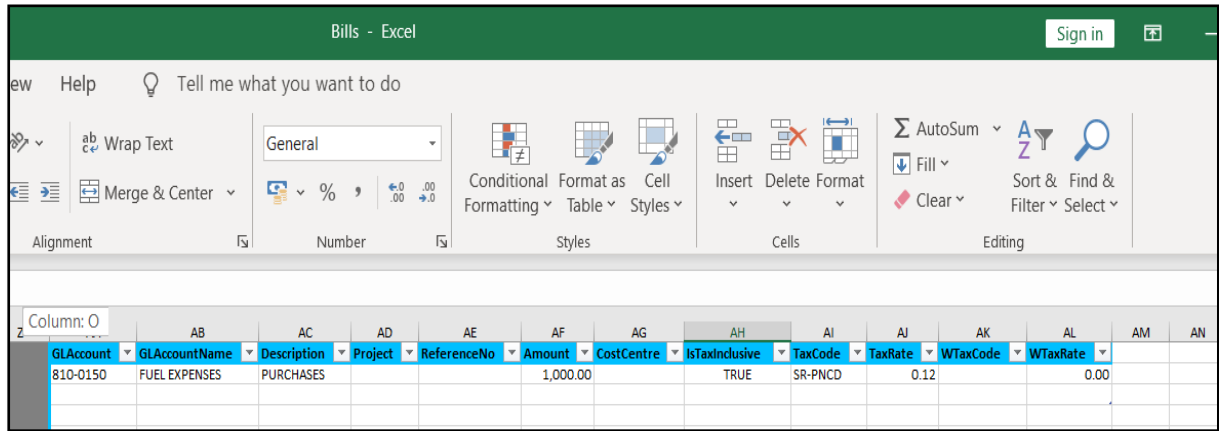
Description: PURCHASES

Term: 60 DAYS

Reference No:

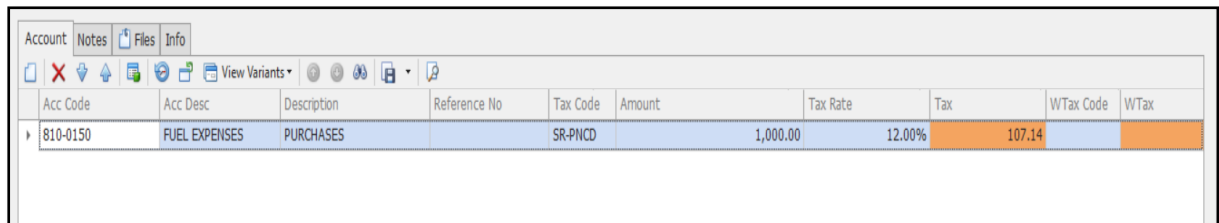
☒ Tax Inclusive ☐ Deferred VAT

Second Table of the Excel File - pertains to the Specific Details of the document.



GLAccount	GLAccountName	Description	Project	ReferenceNo	Amount	CostCentre	IsTaxInclusive	TaxCode	TaxRate	WTaxCode	WTaxRate
810-0150	FUEL EXPENSES	PURCHASES			1,000.00		TRUE	SR-PNCD	0.12		0.00

Basis for the Details Table



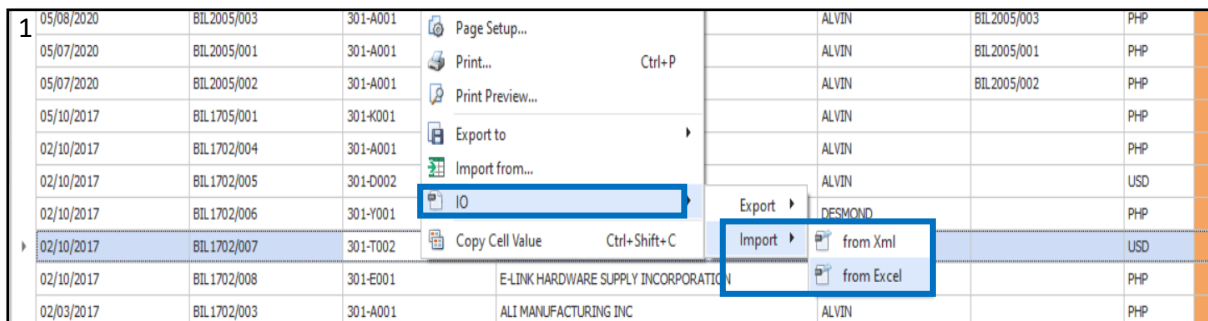
Acc Code	Acc Desc	Description	Reference No	Tax Code	Amount	Tax Rate	Tax	WTax Code	WTax
810-0150	FUEL EXPENSES	PURCHASES		SR-PNCD	1,000.00	12.00%	107.14		

Once the data in excel is complete, you may now use the IO Importation feature.

2. IO IMPORTATION

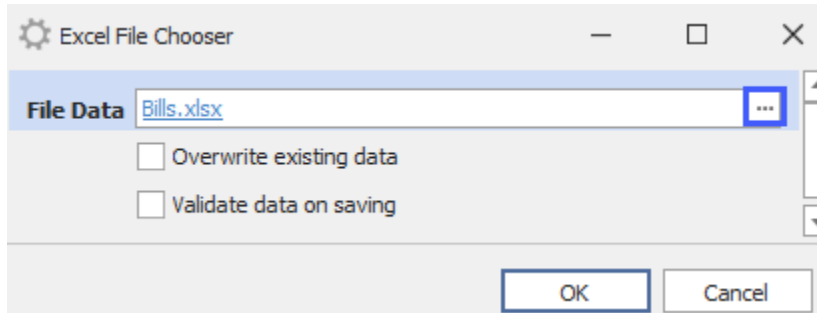
To import **Live Transaction template**, go to the transaction form where you will upload the data (e.g. Bills).

2.1. Click **Search** under **Home** tab. List of all Bills Document will be displayed. **Right click > IO > Import > from Excel**.



Date	Bills	Account	Description	Reference No	Tax Code	Amount	Tax Rate	Tax	WTax Code	WTax
05/08/2020	BIL 2005/003	301-A001								
05/07/2020	BIL 2005/001	301-A001								
05/07/2020	BIL 2005/002	301-A001								
05/10/2017	BIL 1705/001	301-K001								
02/10/2017	BIL 1702/004	301-A001								
02/10/2017	BIL 1702/005	301-D002								
02/10/2017	BIL 1702/006	301-Y001								
02/10/2017	BIL 1702/007	301-T002								
02/10/2017	BIL 1702/008	301-E001	E-LINK HARDWARE SUPPLY INCORPORATION							
02/03/2017	BIL 1702/003	301-A001	ALI MANUFACTURING INC							

2.2. Select the filled-out excel file using the **3-dot button**. Click **OK**.



Note:

- Tick 'Overwrite existing data' to replace existing Document No. in the system
- Tick 'Validate data on saving' to know possible error if the uploading is not successful

Uploaded documents will be shown and will be included in the transaction list.

Bills									
Drag a column header here to group by that column									
Date	Bill #	Supplier	From	Purchaser	Supplier INV #	Currency	Tax	Net Total	
08/16/2021	08/16/2021	301-A001	ALI MANUFACTURING INC	ALVIN	08/16/2021	PHP		107.14	1,000.00
08/16/2021	SampleBill	301-A001	ALI MANUFACTURING INC	ALVIN	SampleBill	PHP		214.28	2,000.00

Bills										
Bills Supplier										
Supplier	301-A001	From	ALI MANUFACTURING INC 10F JAFER PLACE 19 EISENHOWER ST. COCHIN, C. MAN. 31AM			Doc Date	08/16/2021			
Currency	PHP	Purchaser	ALVIN			Bill #	SampleBill			
Rate	1.00000000	Term	60 DAYS			Supplier INV #	SampleBill			
Description	PURCHASES					Reference No				
						☒ Tax Inclusive	☐ Deferred VAT			
Account	Notes	Files	Info							
Acc Code	Acc Desc	Description	Reference No	Tax C...	Amount	Tax Rate	Tax	WTax Code	WTax	
810-0150	FUEL EXPENSES	PURCHASES		SR-P...	1,000.00	12.00%	107.14			
830-0040	TRAVELLING EXPEN...	PURCHASES		SR-P...	1,000.00	12.00%	107.14			
					2,000.00		214.28			
Taxable Amount		1,785.72		Tax	214.28		Due Amount	2,000.00		

Reminder:

1. Importation can be done in bulk, just put multiple Line Items in the Excel.
2. Export and Import of data are not included/captured in the Audit Trail.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>