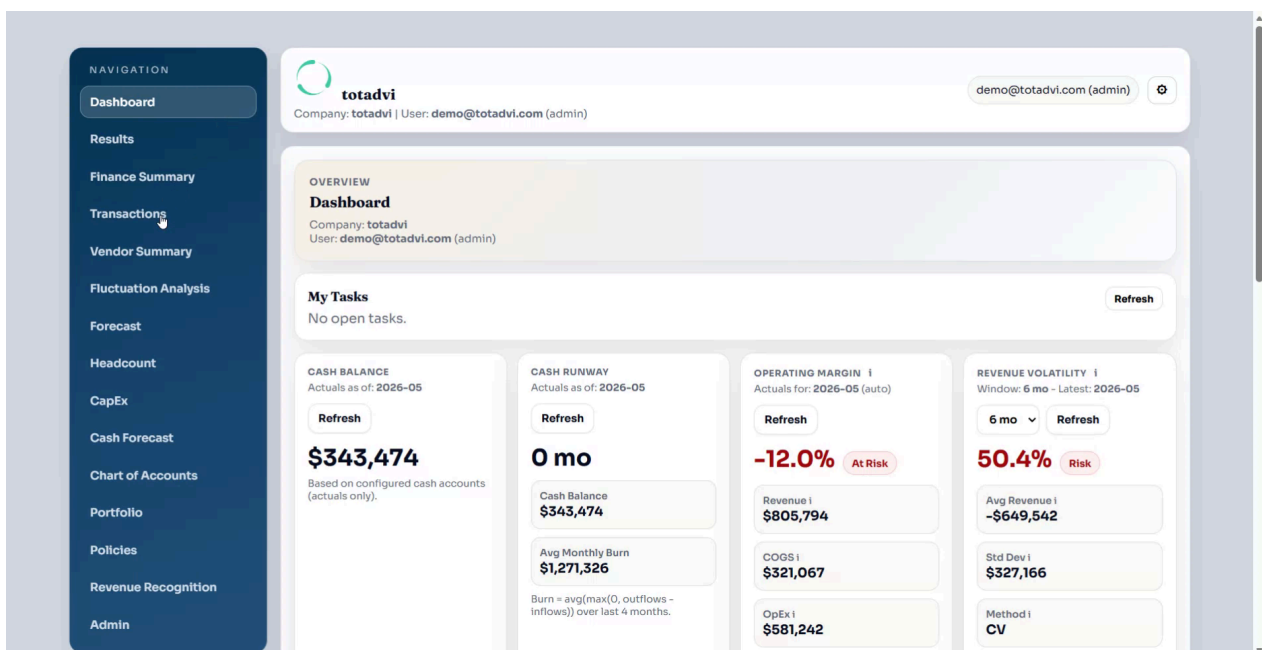


Downloading and Uploading Transactions

This process covers how to download the CSV template, export transactions from your ERP, format them, upload them into the app, and validate that everything has been imported correctly.

Step 1: Open the Transactions Tab

Navigate to the **Transactions** tab in the app.



Step 2: Download the CSV Template

At the top of the Transactions tab, locate the **Download CSV template** option and download it if this is your first time. If you have used the template before, you may reuse your existing file.

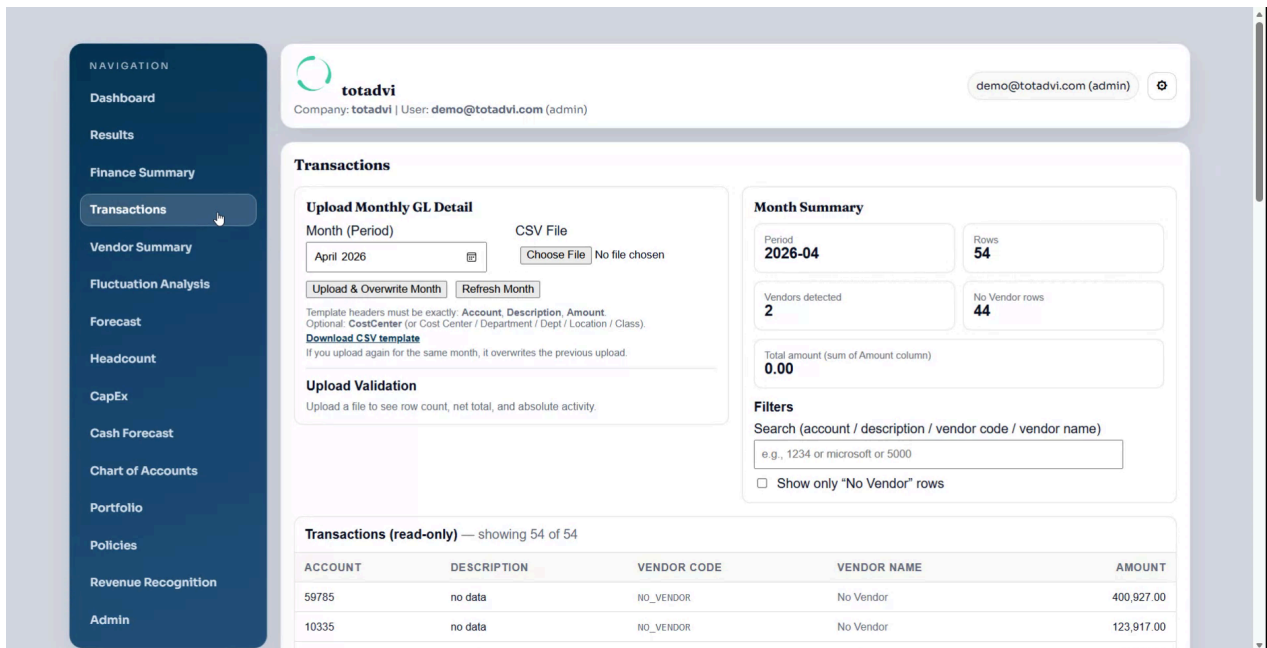
	A	B	C	D
1	Account	Description	Amount	Cost Center
2	10001	1876-Microsoft	\$ 18,580.00	
3	10330	no data	\$ 47,255.00	
4	10335	no data	\$ 123,917.00	
5	10440	no data	\$ 24,591.00	
6	11035	no data	\$ 4,813.00	178
7	11435	1876	\$ 9,611.00	658
8	11555	no data	\$ 8,711.00	999
9	12115	no data	\$ 10,499.00	111
10	13150	no data	\$ 67,609.00	112
11	13315	no data	\$ 92,163.00	459
12	14225	no data	\$ 95,538.00	889
13	20148	no data	\$ (56,124.00)	302
14	21080	no data	\$ (12,745.00)	397

Step 3: Export and Format Transactions from Your ERP

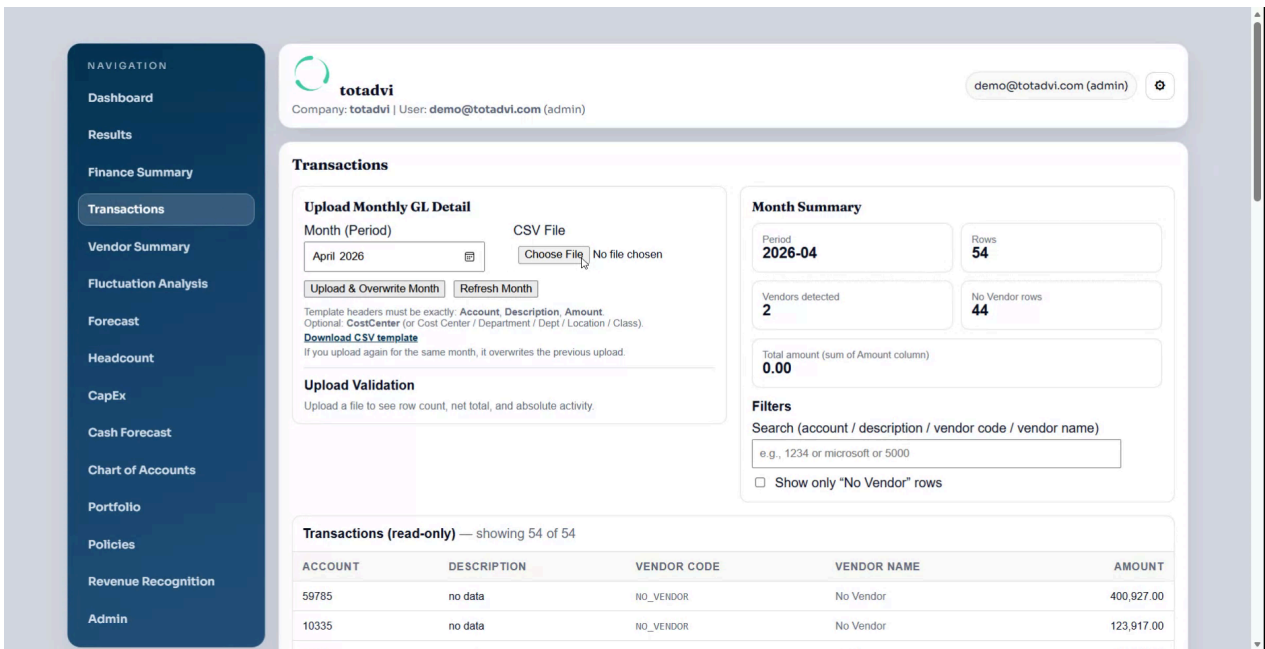
From your current ERP system (e.g., QuickBooks, Xero, FreshBooks, or any other), download your current month's transactions. Copy or map those transactions into the downloaded CSV template, making sure the data follows the template's format and required columns. Save the completed template file.

Step 4: Return to the Transactions Tab and Select the File

Go back to the **Transactions** tab in the app.

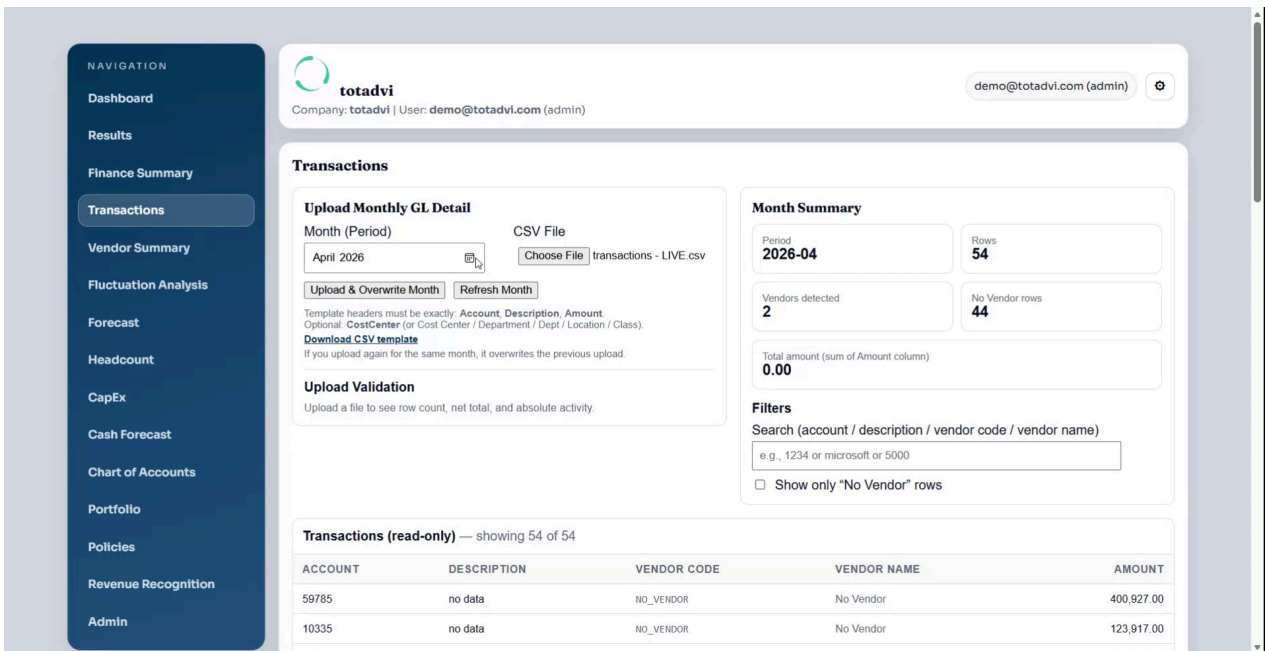


Choose the formatted CSV template file you just saved.



Step 5: Select Month, Upload, and Overwrite

Select the month you want to upload transactions for.



Upload the file and confirm that you want to **overwrite** existing data for that month, if prompted.

Upload Monthly GL Detail

Month (Period): May 2026 | CSV File: transactions - LIVE.csv

Upload & Overwrite Month | Refresh Month

Template headers must be exactly: Account, Description, Amount. Optional: CostCenter (or Cost Center / Department / Dept / Location / Class). Download CSV template

Upload Validation
Upload a file to see row count, net total, and absolute activity.

Month Summary

Period: 2026-05 | Rows: 54

Vendors detected: 2 | No Vendor rows: 44

Total amount (sum of Amount column): 0.00

Filters
Search (account / description / vendor code / vendor name)
e.g., 1234 or microsoft or 5000
 Show only "No Vendor" rows

Transactions (read-only) — showing 54 of 54

ACCOUNT	DESCRIPTION	VENDOR CODE	VENDOR NAME	AMOUNT
59785	no data	NO_VENDOR	No Vendor	400,927.00
10335	no data	NO_VENDOR	No Vendor	123,917.00

Step 6: Validate the Upload Totals

After the upload completes, validate that everything uploaded correctly. If you are using double-entry accounting, confirm that the **net sum of all transactions is zero**.

Upload Monthly GL Detail

Month (Period): May 2026 | CSV File: transactions - LIVE.csv

Upload & Overwrite Month | Refresh Month

Template headers must be exactly: Account, Description, Amount. Optional: CostCenter (or Cost Center / Department / Dept / Location / Class). Download CSV template

Upload Validation

Period: 2026-05 | Rows Uploaded: 54

Net Sum: 0.00 | Absolute Sum: 2,811,192.00

Month Summary

Period: 2026-05 | Rows: 54

Vendors detected: 2 | No Vendor rows: 44

Total amount (sum of Amount column): 0.00

Filters
Search (account / description / vendor code / vendor name)
e.g., 1234 or microsoft or 5000
 Show only "No Vendor" rows

Transactions (read-only) — showing 54 of 54

ACCOUNT	DESCRIPTION	VENDOR CODE	VENDOR NAME	AMOUNT
59785	no data	NO_VENDOR	No Vendor	400,927.00
10335	no data	NO_VENDOR	No Vendor	123,917.00
14225	no data	NO_VENDOR	No Vendor	95,538.00
13315	no data	NO_VENDOR	No Vendor	92,163.00
53102	no data	NO_VENDOR	No Vendor	91,931.00
41658	no data	NO_VENDOR	No Vendor	71,563.00
13150	no data	NO_VENDOR	No Vendor	67,609.00

You can also sum the **absolute values** of the amounts in your template to confirm that totals match your ERP export.

Additionally, validate that the **rows and vendors** uploaded match what you expect from your ERP.

Step 7: Re-upload and Recommended Frequency

You can return to this screen at any time to upload new data. Any upload for the same month will overwrite the previous upload for that month. While each business may need different upload frequencies, a common pattern is:

- Upload **twice a day during close**, and
- Upload **one final time at the end of the month** for that period.