

Upload Accounting Data / Business Office

About Upload Accounting Data

Quickly create and post accounting adjustments by uploading files containing account numbers, amounts, control numbers, and descriptions directly into ERA-IGNITE accounting.



The average keystroke error rate is 1%.¹ What is that costing your dealership?

¹Panko.



Overview:

- **Upload a variety of files** into ERA-IGNITE accounting containing account information.
- **Define template formats** for floorplan, holdback, and other common adjustments.
- **Modify, adjust, and review** data before posting.

Expect Results:

- **Improve accuracy and reduce errors** by automatically loading key financial data into your system.
- **Save time** posting transactions with multiple line items.
- **Make more confident decisions** with complete and accurate financial information in your system.



Sales
and F&I



Business
Office



Parts and
Service



Information
Technology



Web



Document
Services



Define Upload Accounting Data

Format Name: File Type: Fixed Delimited Delimiter Properties: Tab Comma Text Qualifier

Read Options: Create 1 reference# per line Auto-generate reference#'s Header lines

Identifying Keys for Valid Records: In positions to In column Look for the following key(s)

Reference#	G/L Account	Amount	Control#	Description
Column	Column	Default	Column	Reverse Sign
	4		5	1

File Position Review: 01 CTRL, 02 DESC, 03 , 04 ACCT, 05 AMNT, 06

Accounting Adjustments

Accounting Adjustment Entry Information: Transaction Type: General Journal A/R Adjustments Uploaded Data Reference Information: Reference# Status **Unposted** Journal Date

Accounting Distribution

Account#	Account Description	Amount	Control#	Description
J261	FACTORY RECEIVABLES	230.01	1FMZK02156GA12311	06 FORD FREESTYLE
J261	FACTORY RECEIVABLES	334.45	1G2HY525U161943	05 PONTIAC BONNEVILLE
J261	FACTORY RECEIVABLES	334.45	1G2HY52K95U160132	05 PONTIAC BONNEVILLE
J261	FACTORY RECEIVABLES	334.45	1G2HY54K75U156089	05 PONTIAC BONNEVILLE
J261	FACTORY RECEIVABLES	464.84	1G6KD54Y33U187986	03 CADILLAC DTS
			1GCEK19B96Z119356	06 CHEVROLET SILVERA...
			1GKEK63U13J121480	06 PONTIAC MONTANA
			1GYEK63NX3R173951	03 CADILLAC ESCALADE

Upload Accounting Data

File Information: Format File Path Journal Date Beginning Reference#

Upload Display

Journal Date	Reference#	Validation Errors	Line#
07/24/14	HB-07140000	*** Upload successful. ***	

Upload (F12) Close