**Miniguide til filindlæsning i Sagskladde**

Denne excel-skabelon skal anvendes:

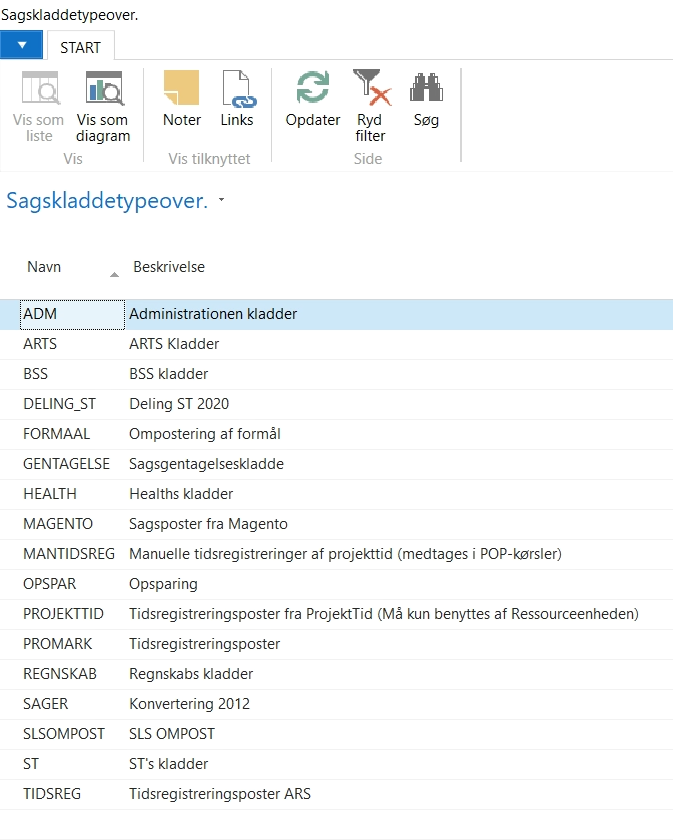


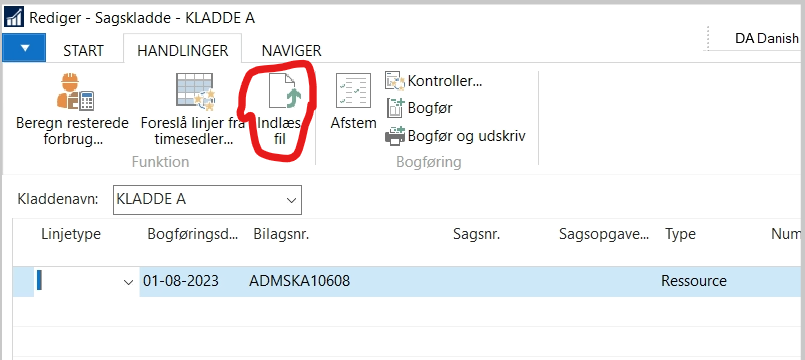
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Eksempel:  Bogføringsdato | Bilagsnr. | Sagsnr. | Sagsopgavenr. | Kontotype | Kontonr. | Beskrivelse | Antal | Kostpris (RV) | | 13-06-2013 |  | 11790 | 59811 | Ressource | RS20211 | test | 1 | 123 | | 13-06-2013 |  | 904076 | 83110 | Ressource | RS20211 | test | -1 | 123 | | 13-06-2013 |  | 11790 | 59811 | Ressource | RS20211 | test | 1 | 456 | | 13-06-2013 |  | 904076 | 83110 | Ressource | RS20211 | test | -1 | 456 | |  |  |  |  |  |  |  |  |
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Hvis Bilagsnummer er blankt, hentes det fra kladdens nummerserie.

Øverste linje slettes og filen gemmes i CSV(MS-DOS) formatet. Hvis der gemmes i almindeligt CSV format, så vil Æ, Ø og Å ikke blive overført korrekt.

Vælg den relevante sagskladde under Sag/Sagskladde, klik på ”Handlinger” -> ”Indlæs fil”:





Det er projektet og aktiviteten som styrer delregnskabet, stedkoden og formålskoden, som på sættes bogføringen.

Sagskladden kan nu bogføres.