

# FAQ - How can I import more than one Financial Document in a single import file?

## Question

How can I import more than one Financial Document in a single import file?

## Solution

Utilizing the *group\_id* column allows you to group multiple Financial Documents into a single import file.

The *group\_id* is a user-populated field and can be any alphanumeric you wish to enter. All records with the same *group\_id* will be grouped into a single Financial Document within Unanet. For example, you may choose to use a numbering sequence or the Vendor Invoice number.

A	B	C	D	E	F	G	H
*legal_entity_org_code	document_number	group_id	document_date	post_date	reversing_entry	reversing_date	recurring
MYCO		1	9/30/2013	9/30/2013	N		Y
MYCO		1	9/30/2013	9/30/2013	N		Y
MYCO		1	9/30/2013	9/30/2013	N		Y
MYCO		2	10/31/2013	10/31/2013	N		Y
MYCO		2	10/31/2013	10/31/2013	N		Y
MYCO		2	10/31/2013	10/31/2013	N		Y
MYCO		3	9/30/2013	9/30/2013	N		Y

## Additional Information

[Help Docs - Import GL Journal Entry](#)