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Sage 50 Accounts Data Import

Using the Sage 50 Accounts Data Import wizard, it is possible to import a wide variety of accounts data into Sage 50 Accounts.

You transfer the information you have stored for:

- Customer records
- Supplier records
- Nominal Ledger records
- Audit trail transactions
- Stock records
- Stock transactions
- Project records
- Fixed Asset records
- Project only transactions

The same method is used to create both records and transactions.

This guide reviews the Data Import wizard, along with the file structures suitable for import.

Contents

Importing into Sage 50 Accounts

This guide is aimed at a business that stores information in another application, such as such as Microsoft® Excel or Microsoft® Access.

It is about making the most of the information you already have and using it to get up and running with Sage 50 Accounts as quickly as possible.

What information can I transfer?

You can transfer the information you have stored for your:

- Customer records
- Supplier records
- Nominal Ledger records
- Audit trail transactions
- Stock records
- Stock transactions
- Project records
- Fixed Asset records
- Project only transactions

Note: If you are using Import to overwrite or update existing data, take a backup of your existing data before you proceed.

What do I need to do?

You need to prepare the information you want to transfer and then import it to Sage 50 Accounts. This means creating an import file in a structure that Sage 50 Accounts recognises and a format that Sage 50 Accounts accepts.

The data that you import must be in a correctly formatted .CSV or .XLS / .XLSX file. To enable you to make sure that your files are correct, view the File Import Template structure lists to explore individual cells, their sizes and type.

To assist you in structuring your file correctly for the particular data import type being imported, be it .CSV or .XLS, it is recommended that you use the File Import templates installed with your Sage 50 Accounts software. These templates can be located in the Import Templates folder of your installed software directory:

C:\Program Files\Sage\Accounts\Import Templates

A general description of these templates is given at the end of this guide.

What file structure does Sage 50 Accounts recognise?

When you transfer information into Sage 50 Accounts, the software does not recognise what the information relates to - it simply takes each piece of information, in the order it is placed in the file, and puts it in the next available slot until it has finished.

To get the information to go into the right slots it must be laid out precisely in a set pattern.

Compare how your information is laid out to the layout expected by Sage 50 Accounts. Plan what you need to change so that your information is in the right order.

Don't worry if you do not need to use all of the fields Sage 50 Accounts is expecting. You can leave these boxes blank if you do not need them, as long as they are not mandatory fields. For example, the A/C Ref box is mandatory and must contain data before you attempt to import the file.

For further information about this, please refer to the various data type template sections, at the back of this document.

What are CSV files?

The basic file format that Sage 50 Accounts accepts for import is Comma Separated Value (CSV). These files are used to collect and exchange information between applications.

In a CSV file, information is placed between commas and a whole transaction or record is contained by a line of information.

For example:

Sage0001,Sage UK Ltd,Sage House,Great Park,Newcastle upon Tyne,Tyne and Wear,NE13 9AA,Jess Telford
Sage0002,Sage Ireland,3096 Lake Drive,Citywest Business Park,Dublin,,Dublin 24,Holly Parker
Sage0003,Sage Peachtree,1505 Pavilion Place,,Norcross,Georgia,30093,Helen Baker

It is effectively a table of information: each line is a row for the table and each piece of information followed by a comma is a column. Therefore the information shown in the example above would look like this:

Sage0001	Sage UK Ltd	Sage House	Great Park	Newcastle upon Tyne	Tyne and Wear	NE13 9AA	Jess Telford
Sage0002	Sage Ireland	3096 Lake Drive	Citywest Business Park	Dublin		Dublin 24	Holly Parker
Sage0003	Sage Peachtree	1505 Pavilion Place		Norcross	Georgia	30093	Helen Baker

Some applications have the facility to convert information to CSV for you; others may need a bit of work to get the desired result.

Before creating a CSV file for import there are also some rules you need to understand and follow.

Note: The layout for the File Import template file structure, available in the Sage 50 Accounts Help system and this pdf guide, lists each piece of information for a record under the heading of 'Header Name'. The information required for each field is now referred to as a data unit.

Maximum length	Each data unit has a maximum length, which is indicated in the layout for the File Import template structure.
	Data that exceeds the maximum length is not imported. For example, if there are ten characters in an eight character field, then the data is simply shortened to the required length; an error is not reported during import.
	The maximum length allowed for any data unit is defined for each item. Data exceeding this figure causes an error to be reported.
Data types accepted	■ Text: For example ABcd234
	■ Integer: For example 1, 2, 3, 4, 5
	■ Decimal number: For example 23.58, 132.05, 0.23
	■ Date: For example 31/12/09
	Each data unit uses one of these four data types. The required data type for each data unit is indicated in the layout for the CSV file structure.
	Sage 50 Accounts validates the incoming data during import. If it finds discrepancies with data types, it aborts the import and displays an error message. For example, if the import file holds a decimal number for a data unit that requires an integer then the import fails.
Two consecutive commas	This signifies a blank, or a zero length unit of data.
	Importing a blank unit of data does not overwrite data, leaving existing information intact. This can be used to change selected data in a record, for example the telephone number in a Customer Record. In this case, the import data might read: A0003,,,,,,,,,0191 1234567
	Note: If a blank field is encountered that corresponds to a date field, the system (PC) date is used.

Space between two consecutive commas	The corresponding data in an existing record is erased. For example, A0003, , , , , , , ,0191 1234567 would replace the telephone number, but would also overwrite the existing data fields.
Spaces	■ Text data type: Spaces at the start or end of a data unit are ignored, whereas spaces within a data unit are included. For example ,Ilford Road, is imported as Ilford Road. **Note:** Spaces found in the data unit of an account reference are automatically removed during import. ■ Decimal number, integer and date data type: Spaces are not allowed.
Quotes	Enclosing a unit of data in quotes results in commas contained within the data unit to be read as part of the data, not as a separator of data. For example,"10, Acacia Avenue", is accepted as a single unit. **Note:** Import interprets double quotes as a field separator. Do not include them as part of a field, even though they are valid characters for most account text fields.
Account Reference data unit	This data unit is converted to upper-case lettering during import and any spaces are removed. For example Sage UK Limited converts to SAGEUKLI. The text is cropped to the maximum length of eight, the characters are in upper-case and the spaces are removed.
Control characters	The special non printing characters such as tab marks are ignored during import with the exception of carriage returns.

How do I prepare an import file?

The data that you import must be in a correctly formatted CSV or XLS / XLSX file. To enable you to make sure that your files are correct, view the File Import template lists to explore individual cells, their sizes and type.

To assist you in structuring your file correctly for the particular data import type being imported, be it CSV or XLS / XLSX, it is recommended that you use the File Import templates installed with your Sage 50 Accounts software.

These templates can be located in the Import Templates folder of your installed software directory:

C:\Program Files\Sage\Accounts\Import Templates

These Import Templates are described at the end of this guide.

Importing Data using the Data Import Wizard

In this version of Sage 50 Accounts, a data import wizard has been introduced to enhance and extend the existing File Import options in the software. You can import

from:

- A CSV file
- A Microsoft® Excel spreadsheet (XLS) file

To assist you in structuring your file correctly for the particular data import type being imported, be it CSV or XLS, it is recommended that you use the File Import templates installed with your Sage 50 Accounts software.

Before you begin the import process - backup!

Always adopt the cautious approach, when employing the Data Import option in Sage 50 Accounts.

Data Import is a powerful tool, providing you with the means to bring in a lot of accounting data into your software.

However, remember that you or a colleague will be overwriting existing data in the software.

Creating a backup of your existing data is a quick and simple precaution against losing your valuable existing data.

Do not worry if you choose to ignore this recommendation that you are reading now. In the first window of the wizard, you are prompted again to make a backup.

To import data using the Data Import wizard

1.   Open the File menu, and choose the Import option.
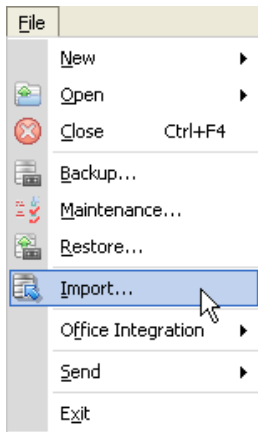
The Sage 50 Accounts Data Import wizard appears.
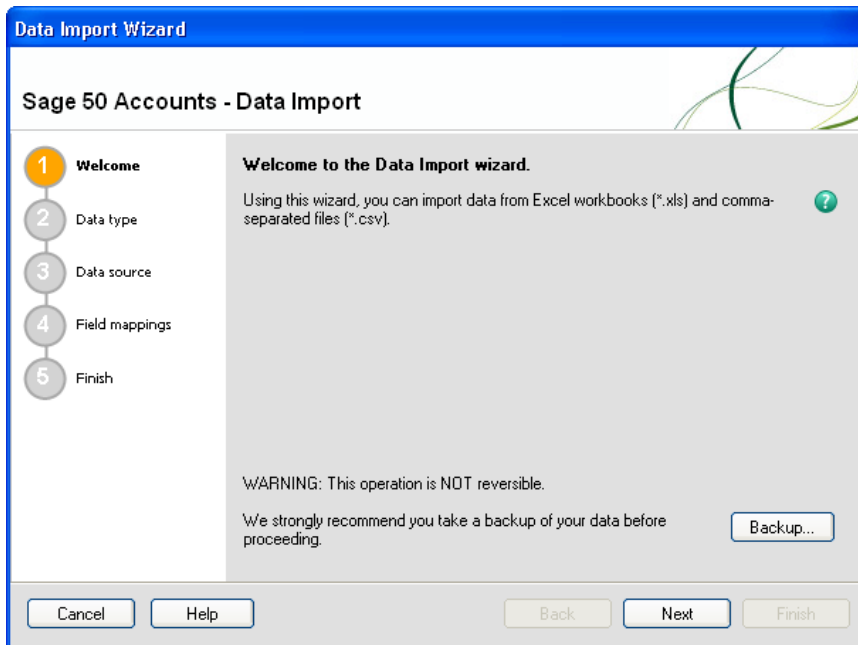
2.   To continue through the Wizard, click Next. If you need to re-enter any information, to move to the previous window, click Back. To access this help topic at any time, click Help. Finally,

to exit from the wizard at any time without saving any of the information you have entered, click Cancel.

Window 1 - Welcome

The Welcome window summarises the import function and strong emphasis is given to the fact that the import data operation is NOT reversible, and that you are strongly recommended to make a backup of your data.

1. To make a backup of your company data before proceeding with the import, click Backup.

2. To continue, click Next.

    The Data type window appears.

Data Import Wizard

Sage 50 Accounts - Data Import

1 Welcome

2 **Data type**

3 Data source

4 Field mappings

5 Finish

Select the type of data you want to import: ?

Audit Trail transactions
Customer records
Fixed Asset records
Fixed Asset records
Nominal accounts
Product records
Project records
Project-Only transactions
Project-Only transactions
Stock transactions
Supplier records

Cancel   Help   Back   Next   Finish

Window 2 - Data type

1. Select the data type from the Data type list.

    This selection identifies the information type to be imported and determines where the imported data will be located in your Sage 50 Accounts software.

2. To continue, click Next.

    The Data source window appears.

Window 3 - Data source

1. Select the import source for your file from the two options provided:

    - **Comma-separated (CSV)**

        Selecting this option informs the software that the data source is a Comma Separated Value (CSV) file. These files are used to collect and exchange information between software applications.

        1. To select the file to import, click Browse. The Open window appears.

        2. Locate and select the required CSV file, then click Open.

3. If the first row of your CSV file contains headings, select the check box.

4. To continue, click Next.

For more information about the structure and properties of CSV files, please refer to the accompanying *What are CSV files?* on page 3.

- **Excel worksheet (XLS / XLSX)**

Selecting this option indicates that the file to be imported is derived from a Microsoft® Excel worksheet / workbook.

1. To select the file to import, click Browse. The Open window appears.

2. Locate and select the required XLS / XLSX file, then click Open.

3. If the first row of your XLS / XLSX file contains headings, select the check box.

4. If your selected file contains multiple worksheets, the wizard window is updated.

5. From the drop-down list that appears, select the required worksheet.

6. To continue, click Next.

Although importing from an Excel workbook saves you from having to create specific CSV files for the sole purpose of importing, you will still need to base your Excel spreadsheet structure on the specific CSV template installed with your Sage 50 Accounts software. These templates can be located in the Import Templates folder of your installed software directory, by default:

> C:\Program Files\Sage\Accounts\Import Templates

2. To continue, click Next.

The Field Mappings window appears.

Window 4 - Field mappings

If your CSV or XLS / XLSX file has a header row based on the appropriate supplied CSV Template, the mapping table appears, similar to the illustration above.

The imported field name matches the corresponding Sage Field name, and in most instances, little or no re-mapping is needed.

Where your imported file has no header row, the mapping table appears similar to the illustration overleaf.

Note: Where an asterisk is shown in the Required column, a corresponding selection must be made in the imported field column to correspond with the entry in the Sage Field column.

1. Where there is no header row included in the import file, to enter a selection in the Imported Field column entry, choose the Imported Field drop-down list to map a column identifier in your imported file, with the corresponding Sage Field, as illustrated below:

2. All asterisk-marked Required? rows require an Imported Field to be selected from the drop-down list to map with the corresponding Sage Field.

3. Continue to map Imported Fields with the corresponding Sage Field, as required.

4. When your mapping is completed, to save your Map, select Save Map...

    The Select a Data Import Map File window appears.

5. Select a filename and location, then to save your Data Import Map File (*.map), click Save.

    Your .map file is saved in your company.000 Import Maps sub-folder.

    This file can be reloaded on other occasions using the Load Map... option in the Field mappings window of the File Import wizard.

    If you make an error, while creating your map file, to discard your mappings and start again, click Clear Map.

6. When your field mapping is complete, and you have optionally, saved your map file, to continue, click Next.

    The Finish window appears.
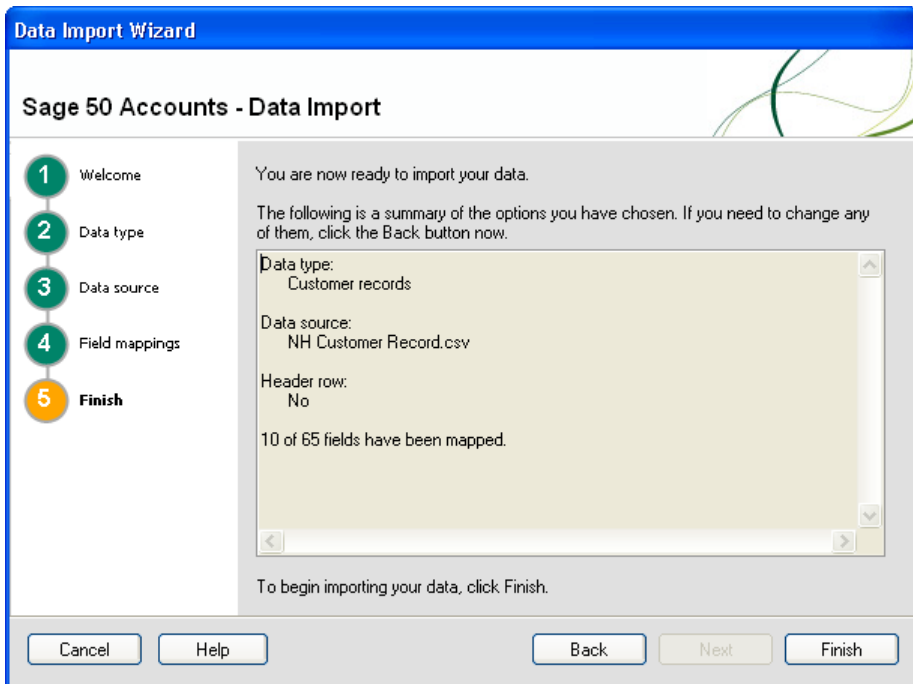
Window 5- Finish

On this final window, a summary of the options chosen in the previous windows is provided for review, including the number of fields mapped.

1. To modify any selections made in the previous windows, click Back.

2.   When you are satisfied with your selections, to proceed with the file import, click Finish.

Important Note: The import process overwrites all existing data of the data type being imported.

The file import process now begins with an initial validation that the data is of the right type and format, and that all journal debits and journal credits balance for each date.

When the data import is complete, the Import Results window appears.
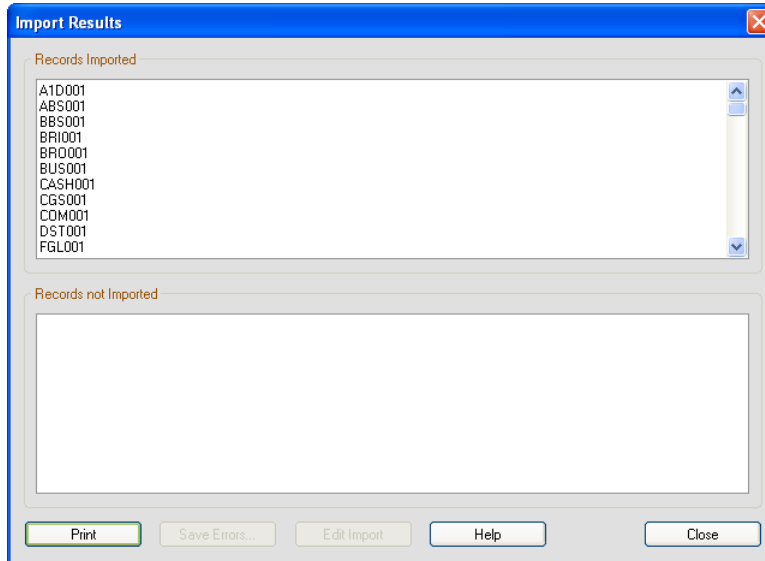
This window reports on all the records imported / not imported, and shows the mandatory field data for each record.

If all records are imported successfully, the Save Errors and Edit Import buttons are inactive.

Once you have successfully completed the import we recommend that you check your data files, using File > Maintenance... > Check Data.

If the records are not imported successfully, the Edit Import button is active. For guidance on what to do when this occurs, please refer to the next section - *Dealing with Import Errors* on page 15.

Dealing with Import Errors

Where errors occur, those records not imported are shown in the lower pane of the Import Results window. A general reason for the failure to import is provided. It is then necessary to investigate the record fully to locate the specific reason for import failure.

The import wizard deals with errors in one of two ways, depending upon the type of record being imported.

■ **Method 1 - for Audit Trail Transactions / Customer Records/ Nominal Accounts / Product Records / Stock Transactions / Supplier Records**

With this method, the software first validates all of the data. Only if this validation is completely successful does the import operation then take place. Consequently, either all or none of the data is imported.

Where errors are encountered, validation is unsuccessful, no import takes place, and the reasons for the import failure are listed in the lower pane. In addition, the Edit Import button becomes active.
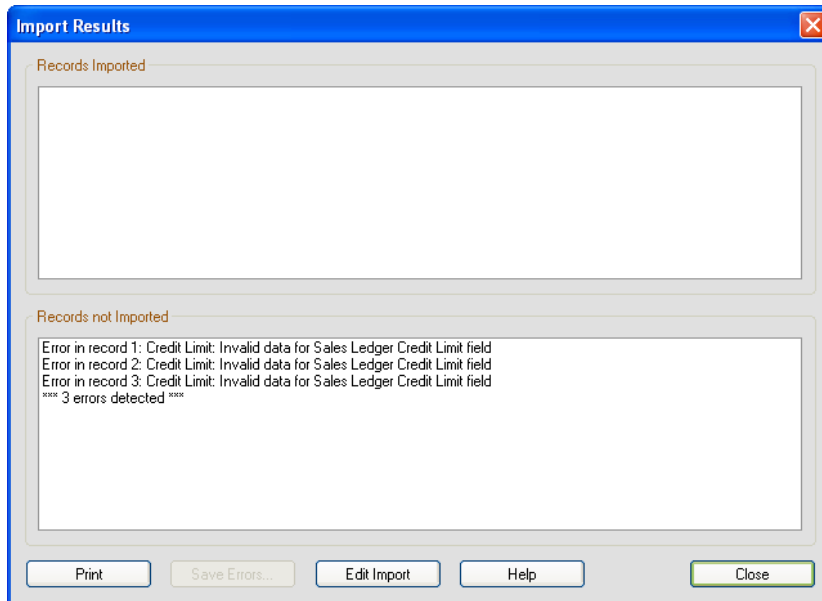
Clicking Edit Import opens the import file in the application associated with the editing of CSV or XLS / XLSX files. Typically, this is likely to be Microsoft® Excel if it is installed.

Note: The Save Errors button is always inactive.

It is then necessary to carefully edit the import file to correct the specific records for the errors described in the lower pane.

This must be completed before attempting to repeat the import procedure.

■ **Method 2 - Fixed Asset Records / Project Records / Project Transactions**

With these data types, the software validates and stores data progressively. The result is that some but not all of the data is imported into the software.
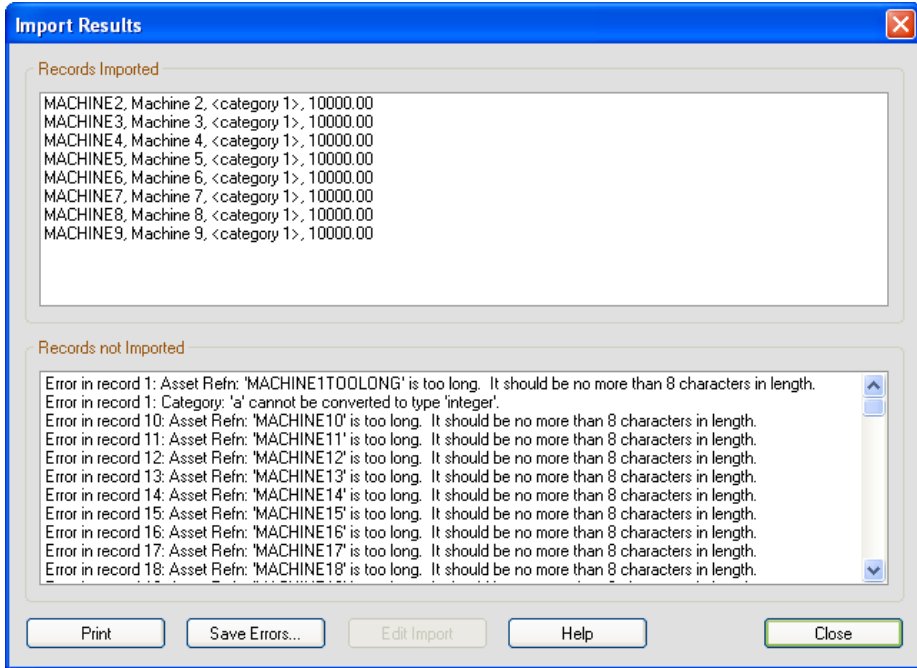
The Save Errors button becomes active. Clicking Save Errors opens a Save records not imported window to allow those records that failed to be imported to be saved as a .csv file.

Note: The records that failed to be imported are saved as a CSV file, even if the original import file format was .XLS / XLSX.

The Save records not imported window that appears provides a suggested filename, which is the original import filename but with *-not imported* appended to the end of the original filename.

Once this file has been saved the Edit Import button becomes active.

To edit the error results CSV file, click Edit Import.

Once you have edited the error records / transactions, and successfully completed their import, we recommend that you check your data files, using File > Maintenance... > Check Data.

Supplied File Import Template Legend and Format

Legend

In the supplied File Import XLS templates, the header cells are colour coded, according to the following legend:

Mandatory entry for data type

Optional entry for data type

Format

For each field that appears, the field format is accessible as a tooltip, when hovering over the field cell:

Customer Record Import Template Structure

Please Note: Any customer records that are imported, automatically take the Country details from the Customer Defaults window. Therefore you should check all foreign customer records after completing a customer record import if you use customer records with foreign country details.

Header Name	Mandatory / Optional	Description	Example Entry
Account Reference	Mandatory	A code of up to eight alphanumeric characters to uniquely identify this customer.	CGS001
Account Name	Optional	The name of your customer. Use up to sixty characters of text.	County Golf Supplies
Street 1	Optional	The first line of your customer's address. Use up to sixty characters of text.	18a Sunderland Road
Street 2	Optional	The second line of your customer's address. Use up to sixty characters of text.	Smithson East
Town	Optional	The third line of your customer's address. Use up to sixty characters of text.	Gilesgate
County	Optional	The fourth line of your customer's address. Use up to sixty characters of text.	Durham
Postcode	Optional	The fifth line of your customer's address. Use up to sixty characters of text.	DH14 3HT

Header Name	Mandatory / Optional	Description	Example Entry
Contact Name	Optional	A customer contact name. Use up to thirty characters of text.	Jeff Walker
Telephone Number	Optional	The customer's main telephone number. Use up to thirty characters of text.	0191 385 6432
Fax Number	Optional	The customer's main fax / telex number. Use up to thirty characters of text.	0191 385 6434
Analysis 1	Optional	A customisable analysis field. Use up to thirty characters of text.	Recreational
Analysis 2	Optional	A customisable analysis field. Use up to thirty characters of text.	Discretionary
Analysis 3	Optional	A customisable analysis field. Use up to thirty characters of text.	Growing
Department	Optional	A departmental reference number. Use an integer value 0 - 999.	3
Tax ID	Optional	The VAT registration code of the account. Use up to thirty characters of text.	123 4567 89
MTD Turnover	Optional	The turnover month to date. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	3567.87

Header Name	Mandatory / Optional	Description	Example Entry
YTD Turnover	Optional	The turnover year to date. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	12876.98
Last Year	Optional	The turnover prior year to date. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	16678.78
Credit Limit	Optional	The customer's set credit limit. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	3000.00
Terms	Optional	Terms details for this customer. Use up to thirty characters of text.	Strictly thirty days
Due Days	Optional	The settlement period for early payment. Use integer 0 - 365.	25
Settlement Discount	Optional	Early payment discount. Use decimal entry, up to five characters 0 - 99.99	3.00
Default Nominal	Optional	The nominal code associated with this customer. Use an integer entry between 0001 and 99999999. Income accounts normally range from 4000 to 4999.	4003
Tax Code	Optional	A tax code between T0 and T99.	T1

Header Name	Mandatory / Optional	Description	Example Entry
Trade Contact	Optional	The business contact name to speak to on a regular basis. Text entry up to thirty characters.	Julie Walker
Telephone 2	Optional	Second customer telephone number, for example a mobile number. Use up to thirty characters of text.	0191 385 6433
Email	Optional	The customer email address. Use text entry up to two hundred and fifty five characters.	newbusinessadvice@sage.com
WWW	Optional	The customer website address. Use text entry up to two hundred and fifty five characters.	www.sage.co.uk
Discount Rate	Optional	A discount rate applied for this customer. Use decimal entry of up to five characters - two digits plus two decimal places, for example between 0 and 99.99	2.50
Payment Due Days	Optional	An integer between 0 and 365 to represent the Payment Due in days, for this customer	60
Terms Agreed	Optional	A single integer 0 or 1 to indicate if you have agreed terms with this customer. **1** = terms agreed **0** = terms not agreed	1

Header Name	Mandatory / Optional	Description	Example Entry
Bank Name	Optional	The name of the customer's bank, using up to sixty characters.	Alexander Bank
Bank Address 1	Optional	The first line of your customer's bank address. Use up to sixty characters of text.	66 High Street
Bank Address 2	Optional	The second line of your customer's bank address. Use up to sixty characters of text.	Mill Way,
Bank Address 3	Optional	The third line of your customer's bank address. Use up to sixty characters of text.	My Town
Bank Address 4	Optional	The fourth line of your customer's bank address. Use up to sixty characters of text.	Someshire
Bank Address 5	Optional	The fifth line of your customer's bank address. Use up to sixty characters of text.	MO11 NE2
Bank Account Name	Optional	The name of the customer bank account. Use up to sixty characters	County Golf Supplies
Bank Sort Code	Optional	The customer's bank account sort code, using up to ten characters.	20-33-51
Bank Account Number	Optional	The customer's bank account number, using up to twenty characters.	70828959

Header Name	Mandatory / Optional	Description	Example Entry
Bank BACS Ref	Optional	If your customer uses BACS - the Bank Automated Clearing System to pay you, you must enter the reference number here. Use up to sixty characters.	123PA000112345
Online Payments	Optional	If a customer's bank provides online payments, and you wish to receive your customer's payments electronically, this can be indicated on the customer bank details. A single integer 0 or 1 to indicate whether online payments are to be made by the customer's bank. **1** = pay electronically **0** = electronic payment not used	1
Currency No	Optional	An integer between 1 and 99 to represent the currency used by the customer. Refer to Settings > Currencies to set this value.	1

Header Name	Mandatory / Optional	Description	Example Entry
Restrict Mailing?	Optional	A single integer 0 or 1 to indicate whether you wish to include / exclude this customer from credit control letter print runs. **1** = exclude **0** = include	1
Date Account Opened	Optional	The date the customer account was opened in DD/MM/YYYY format.	16/08/2006
Next Credit Review	Optional	The date of the next credit review of this customer in DD/MM/YYYY format.	16/08/2010
Last Credit Review	Optional	The date of the last credit review of this customer in DD/MM/YYYY format.	16/08/2008
Account Status	Optional	A text field using up to sixty characters, to indicate the account status for this customer. Use a description corresponding to the Account Status drop-down list in the Credit Control tab of the customer record window.	Open

Header Name	Mandatory / Optional	Description	Example Entry
Can Apply Charges	Optional	A single integer 0 or 1 to indicate if you wish to apply credit charges to this customer. **1** = apply charges **0** = do not apply charges	0
Use Bsociety Ref	Optional	A Building Society roll number additional reference, using up to twenty characters.	123456789
BSociety Ref	Optional	Additional text information, relating to this customer's bank account. Use up to three lines of sixty characters each.	Good reputation for payment.
CountryCode	Optional	A two - character text entry, representing country. For full details about country codes, press F1 to open the software help, and view the topic - The countries table.	FR

Header Name	Mandatory / Optional	Description	Example Entry
Priority Trader	Optional	If a customer is sufficiently important to your business, they can be classified as a Priority Trader. A single integer 0 or 1 to indicate whether the customer is a priority trader. **1** = priority trader **0** = not priority	1
Override Stock Tax	Optional	A single digit: 1 or 0 Enter **1** if you wish to override the tax code entered in the customer record. Enter **0** if you do not wish to override the tax code on the customer record.	0
Override Stock Nom	Optional	A single digit: 1 or 0 Enter **1** if you wish to use the customer's default nominal code for all product invoices and credit notes. Enter **0** if you do not wish to use this feature.	1

Header Name	Mandatory / Optional	Description	Example Entry
Bank Additional 1	Optional	Use this box to enter any additional information you have received about this customer's bank account. This area accepts any text, up to sixty characters.	Good reputation for prompt payment
Bank Additional 2	Optional	Use this box to enter any additional information you have received about this customer's bank account. This area accepts any text, up to sixty characters.	Discuss scheduled payments
Bank Additional 3	Optional	Use this box to enter any additional information you have received about this customer's bank account. This area accepts any text, up to sixty characters.	Contact - Mrs. Smith

Header Name	Mandatory / Optional	Description	Example Entry
Bank IBAN	Optional	International Bank Account Number. This is a specific format of the bank account number that is designed to make transactions between European countries easier by helping to reduce errors and delays. With an IBAN, additional characters appear in front of an existing bank account number and sort code. This complete combination of additional characters, existing code and account number together make up the IBAN. If your customer's bank has issued them with an IBAN, enter it here, using up to sixty characters.	BARC20992012345678
Bank BIC Swift	Optional	BIC is short for Bank Identification Code. Also known as the swift code, it is a method of identifying financial organisations. If your customer has notified you of a BIC number or swift code for their bank account, enter it here using up to sixty characters.	BK60161331926819

Header Name	Mandatory / Optional	Description	Example Entry
Bank Roll Number	Optional	This is an additional reference used by some building societies. If your customer has notified you of a Roll Number for their bank - building society account, enter it here, using up to sixty characters.	12345
Report password	Optional	If a confidential customer report / document is required, involving a secure PDF document creation, then an optional report password can be set for the secure PDF. If entered, the password must be between six and thirty characters in length. The password will typically be agreed with your customer counterpart.	casa61blanca
DUNS Number	Optional	The DUNS Number - Data Universal Numbering System is a nine digit number, used to identify a business. Use a nine digit number only.	123456789

Header Name	Mandatory / Optional	Description	Example Entry
Payment Method	Optional	Choose the preferred payment method agreed with this customer, from the following methods: BACS, Cash, Cheque, Credit Card, Direct Debit (DD), Standing Order (SO), Other, or one of several user-defined methods.	BACS
Letters Via Email	Optional	A single digit: 1 or 0 Enter **1** if you want to send letters and statements to this customer by email. Enter **0** if you do not wish to use this feature.	1

Supplier Record Import Template Structure

Please Note: Any supplier records that are imported, automatically take the Country details from the Supplier Defaults window. Therefore you should check all foreign supplier records after completing a supplier record import if you use supplier records with foreign country details.

Header Name	Mandatory / Optional	Description	Example Entry
Account Reference	Mandatory	A code of up to eight alphanumeric characters to uniquely identify this supplier.	THO001
Account Name	Optional	The name of your supplier. Use up to sixty characters of text.	Thompsons Electricals
Street 1	Optional	The first line of your supplier's address. Use up to sixty characters of text.	73 St. David Road
Street 2	Optional	The second line of your supplier's address. Use up to sixty characters of text.	Smodson East
Town	Optional	The third line of your supplier's address. Use up to sixty characters of text.	Haywards Heath
County	Optional	The fourth line of your supplier's address. Use up to sixty characters of text.	Sussex
Postcode	Optional	The fifth line of your supplier's address. Use up to sixty characters of text.	SS23 4RT

Header Name	Mandatory / Optional	Description	Example Entry
Contact Name	Optional	A supplier contact name. Use up to thirty characters of text.	Melanie Dodd
Telephone Number	Optional	The supplier's main telephone number. Use up to thirty characters of text.	01825 872323
Fax Number	Optional	The supplier's main fax / telex number. Use up to thirty characters of text.	01825 872325
Analysis 1	Optional	A customisable analysis field. Use up to thirty characters of text.	Utilities
Analysis 2	Optional	A customisable analysis field. Use up to thirty characters of text.	Unavoidable
Analysis 3	Optional	A customisable analysis field. Use up to thirty characters of text.	Steady
Department	Optional	A departmental reference number. Use an integer value 0 - 999.	2
Tax ID	Optional	The VAT registration code of the account. Use up to thirty characters of text.	987 6543 21
MTD Turnover	Optional	The turnover month to date. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	3567.87

Header Name	Mandatory / Optional	Description	Example Entry
YTD Turnover	Optional	The turnover year to date. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	12876.98
Last Year	Optional	The turnover prior year to date. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	16678.78
Credit Limit	Optional	The supplier's set credit limit for your account. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	3000.00
Terms	Optional	Terms details for this supplier. Use up to thirty characters of text.	Strictly thirty days
Due Days	Optional	The settlement period for early payment. Use integer 0 - 365.	25
Settlement Discount	Optional	Early payment discount. Use decimal entry, up to five characters 0 - 99.99	3.00
Default Nominal	Optional	The nominal code associated with this supplier. Use an integer entry between 0001 and 99999999. Purchase accounts normally range from 5000 to 5299.	5003

Header Name	Mandatory / Optional	Description	Example Entry
Tax Code	Optional	A tax code between T0 and T99.	T1
Trade Contact	Optional	The business contact name to speak to on a regular basis. Text entry up to thirty characters.	Clint Peddie
Telephone 2	Optional	Second supplier telephone number, for example a mobile number. Use up to thirty characters of text.	01825 872234
Email	Optional	The supplier email address. Use text entry up to two hundred and fifty five characters.	newbusinessadvice@sage.com
WWW	Optional	The supplier website address. Use text entry up to two hundred and fifty five characters.	www.sage.co.uk
Discount Rate	Optional	A discount rate applied by this supplier. Use decimal entry of up to five characters - two digits plus two decimal places, for example between 0 and 99.99	2.50
Payment Due Days	Optional	An integer between 0 and 365 to represent the Payment Due in days, for this supplier.	60

Header Name	Mandatory / Optional	Description	Example Entry
Terms Agreed	Optional	A single integer 0 or 1 to indicate if you have agreed terms with this supplier. **1** = terms agreed **0** = terms not agreed	1
Bank Name	Optional	The name of the supplier's bank, using up to sixty characters.	Alexander Bank
Bank Address 1	Optional	The first line of your supplier's bank address. Use up to sixty characters of text.	66 High Street
Bank Address 2	Optional	The second line of your supplier's bank address. Use up to sixty characters of text.	Mill Way,
Bank Address 3	Optional	The third line of your supplier's bank address. Use up to sixty characters of text.	My Town
Bank Address 4	Optional	The fourth line of your supplier's bank address. Use up to sixty characters of text.	Someshire
Bank Address 5	Optional	The fifth line of your supplier's bank address. Use up to sixty characters of text.	MO11 NE2
Bank Account Name	Optional	The name of the bank account. Use up to sixty characters	Thompsons Electricals

Header Name	Mandatory / Optional	Description	Example Entry
Bank Sort Code	Optional	The supplier's bank account sort code, using up to ten characters.	20-33-51
Bank Account Number	Optional	The supplier's bank account number, using up to twenty characters.	70828959
Bank BACS Ref	Optional	If your supplier uses BACS - the Bank Automated Clearing System to pay you, you must enter the reference number here. Use up to sixty characters.	123PA000112345
Online Payments	Optional	If a supplier's bank provides online payments, and you wish to pay your supplier's invoices electronically, this can be indicated on the supplier bank details. A single integer 0 or 1 to indicate whether online payments are to be made by the supplier's bank. **1** = pay electronically **0** = electronic payment not used	1
Currency No	Optional	An integer between 1 and 99 to represent the currency used by the supplier. Refer to Settings > Currencies to set this value.	1

Header Name	Mandatory / Optional	Description	Example Entry
Restrict Mailing	Optional	A single integer 0 or 1 to indicate whether you wish to include / exclude this supplier from credit control letter print runs. **1** = exclude **0** = include	1
Date Account Opened	Optional	The date the supplier account was opened in DD/MM/YYYY format.	16/08/2006
Next Credit Review	Optional	The date of the next credit review of this supplier in DD/MM/YYYY format.	16/08/2010
Last Credit Review	Optional	The date of the last credit review of this supplier in DD/MM/YYYY format.	16/08/2008
Account Status	Optional	A text field using up to sixty characters, to indicate the account status for this supplier. Use a description corresponding to the Account Status drop-down list in the Credit Control tab of the supplier record window.	Open
Can Apply Charges	Optional	A single integer 0 or 1 to indicate whether credit charges will be applied by this supplier. **1** = will apply charges **0** = do not apply charges	0

Header Name	Mandatory / Optional	Description	Example Entry
Use Bsociety Ref	Optional	A Building Society roll number additional reference, using up to twenty characters.	123456789
BSociety Ref	Optional	Additional text information, relating to this supplier's bank account. Use up to three lines of sixty characters each.	Good reputation for payment.
CountryCode	Optional	A two - character text entry, representing country. For full details about country codes, press F1 to open the software help, and view the topic - The countries table.	FR
Priority Trader	Optional	If a supplier is sufficiently important to your business, they can be classified as a Priority Trader. A single integer 0 or 1 to indicate whether the supplier is a priority trader. **1** = priority trader **0** = not priority	1

Header Name	Mandatory / Optional	Description	Example Entry
Override Stock Tax	Optional	A single digit: 1 or 0 Enter **1** if you wish to override the tax code entered in the supplier record. Enter **0** if you do not wish to override the tax code on the supplier record.	0
Override Stock Nom	Optional	A single digit: 1 or 0 Enter **1** if you wish to use the supplier's default nominal code for all purchase orders and credit notes. Enter **0** if you do not wish to use this feature.	1
Bank Additional 1	Optional	Use this box to enter any additional information you have received about this supplier's bank account. This area accepts any text, up to sixty characters.	Good reputation
Bank Additional 2	Optional	Use this box to enter any additional information you have received about this supplier's bank account. This area accepts any text, up to sixty characters.	Discuss scheduled payments

Header Name	Mandatory / Optional	Description	Example Entry
Bank Additional 3	Optional	Use this box to enter any additional information you have received about this supplier's bank account. This area accepts any text, up to sixty characters.	Contact - Mrs. Smith
Bank IBAN	Optional	International Bank Account Number. This is a specific format of the bank account number that is designed to make transactions between European countries easier by helping to reduce errors and delays. With an IBAN, additional characters appear in front of an existing bank account number and sort code. This complete combination of additional characters, existing code and account number together make up the IBAN. If your supplier's bank has issued them with an IBAN, enter it here, using up to sixty characters.	BARC20992012345678

Header Name	Mandatory / Optional	Description	Example Entry
Bank BIC Swift	Optional	BIC is short for Bank Identification Code. Also known as the swift code, it is a method of identifying financial organisations. If your supplier has notified you of a BIC number or swift code for their bank account, enter it here, using up to sixty characters.	BK60161331926819
Bank Roll Number	Optional	This is an additional reference used by some building societies. If your supplier has notified you of a Roll Number for their bank - building society account, enter it here, using up to sixty characters.	12345

Header Name	Mandatory / Optional	Description	Example Entry
Report password	Optional	If a confidential supplier report / document is required, involving a secure PDF document creation, then an optional report password can be set for the secure PDF. If entered, the password must be between six and thirty characters in length. The password will typically be agreed with your supplier counterpart.	casa61blanca

Nominal Ledger Record Import Template Structure

Header Name	Mandatory / Optional	Description	Example Entry
Refn	Mandatory	A code entry of up to eight numbers, within the range 0001 and 99999999. It is recommended that the entry conforms to the numbering scheme already installed with the software.	**Asset Account** 0001 - 1999 **Liability Account** 2000 - 2999 **Capital & Reserve Account** 3000 - 3999 **Income Accounts** 4000 - 4999 **Purchase Accounts** 5000 - 5999 **Direct Expenses** 6000 - 6999 **Overheads** 7000 - 7999
Name	Mandatory	The name of your nominal code. Use up to sixty characters of text.	Carbon Footprint Expenses
Yearly Budget	Optional	The full year budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	24000.00
Month 1 Budget	Optional	The first month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00

Header Name	Mandatory / Optional	Description	Example Entry
Month 2 Budget	Optional	The second month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00
Month 3 Budget	Optional	The third month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00
Month 4 Budget	Optional	The fourth month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00
Month 5 Budget	Optional	The fifth month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00
Month 6 Budget	Optional	The sixth month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00
Month 7 Budget	Optional	The seventh month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00

Header Name	Mandatory / Optional	Description	Example Entry
Month 8 Budget	Optional	The eighth month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00
Month 9 Budget	Optional	The ninth month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00
Month 10 Budget	Optional	The tenth month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00
Month 11 Budget	Optional	The eleventh month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00
Month 12 Budget	Optional	The twelfth month budget value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2000.00
Prior Year Month 1	Optional	The prior year first month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	1844.67

Header Name	Mandatory / Optional	Description	Example Entry
Prior Year Month 2	Optional	The prior year second month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	1966.82
Prior Year Month 3	Optional	The prior year third month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	1744.34
Prior Year Month 4	Optional	The prior year fourth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	876.45
Prior Year Month 5	Optional	The prior year fifth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	1487.45
Prior Year Month 6	Optional	The prior year sixth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	000.00
Prior Year Month 7	Optional	The prior year seventh month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	1798.56

Header Name	Mandatory / Optional	Description	Example Entry
Prior Year Month 8	Optional	The prior year eighth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2167.87
Prior Year Month 9	Optional	The prior year ninth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	1987.45
Prior Year Month 10	Optional	The prior year tenth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	1787.23
Prior Year Month 11	Optional	The prior year eleventh month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	2033.12
Prior Year Month 12	Optional	The prior year twelfth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	1987.45
Prior Yr 2 Month 1	Optional	The year before last, first month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	54.67

Header Name	Mandatory / Optional	Description	Example Entry
Prior Yr 2 Month 2	Optional	The year before last, second month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	123.45
Prior Yr 2 Month 3	Optional	The year before last, third month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	675.45
Prior Yr 2 Month 4	Optional	The year before last, fourth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	114.67
Prior Yr 2 Month 5	Optional	The year before last, fifth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	1044.34
Prior Yr 2 Month 6	Optional	The year before last, sixth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	678.43
Prior Yr 2 Month 7	Optional	The year before last, seventh month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	23.56

Header Name	Mandatory / Optional	Description	Example Entry
Prior Yr 2 Month 8	Optional	The year before last, eighth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	1289.00
Prior Yr 2 Month 9	Optional	The year before last, ninth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 2 Month 10	Optional	The year before last, tenth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	98.00
Prior Yr 2 Month 11	Optional	The year before last, eleventh month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	134.56
Prior Yr 2 Month 12	Optional	The year before last, twelfth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 3 Month 1	Optional	The second year before last, first month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00

Header Name	Mandatory / Optional	Description	Example Entry
Prior Yr 3 Month 2	Optional	The second year before last, second month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 3 Month 3	Optional	The second year before last, third month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 3 Month 4	Optional	The second year before last, fourth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 3 Month 5	Optional	The second year before last, fifth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 3 Month 6	Optional	The second year before last, sixth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00

Header Name	Mandatory / Optional	Description	Example Entry
Prior Yr 3 Month 7	Optional	The second year before last, seventh month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 3 Month 8	Optional	The second year before last, eighth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 3 Month 9	Optional	The second year before last, ninth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 3 Month 10	Optional	The second year before last, tenth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 3 Month 11	Optional	The second year before last, eleventh month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00

Header Name	Mandatory / Optional	Description	Example Entry
Prior Yr 3 Month 12	Optional	The second year before last, twelfth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 4 Month 1	Optional	The third year before last, first month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 4 Month 2	Optional	The third year before last, second month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 4 Month 3	Optional	The third year before last, third month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 4 Month 4	Optional	The third year before last, fourth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 4 Month 5	Optional	The third year before last, fifth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00

Header Name	Mandatory / Optional	Description	Example Entry
Prior Yr 4 Month 6	Optional	The third year before last, sixth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 4 Month 7	Optional	The third year before last, seventh month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 4 Month 8	Optional	The third year before last, eighth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 4 Month 9	Optional	The third year before last, ninth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 4 Month 10	Optional	The third year before last, tenth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00

Header Name	Mandatory / Optional	Description	Example Entry
Prior Yr 4 Month 11	Optional	The third year before last, eleventh month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 4 Month 12	Optional	The third year before last, twelfth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 5 Month 1	Optional	The fourth year before last, first month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 5 Month 2	Optional	The fourth year before last, second month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 5 Month 3	Optional	The fourth year before last, third month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00

Header Name	Mandatory / Optional	Description	Example Entry
Prior Yr 5 Month 4	Optional	The fourth year before last, fourth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 5 Month 5	Optional	The fourth year before last, fifth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 5 Month 6	Optional	The fourth year before last, sixth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 5 Month 7	Optional	The fourth year before last, seventh month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 5 Month 8	Optional	The fourth year before last, eighth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 5 Month 9	Optional	The fourth year before last, ninth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00

Header Name	Mandatory / Optional	Description	Example Entry
Prior Yr 5 Month 10	Optional	The fourth year before last, tenth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 5 Month 11	Optional	The fourth year before last, eleventh month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00
Prior Yr 5 Month 12	Optional	The fourth year before last, twelfth month actual value. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	00.00

Audit Trail Transactions Import Template Structure

Header Name	Mandatory / Optional	Description	Example Entry
Type	Mandatory	A two - character text entry acronym, representing transaction type. For full details about transaction types, view the csv template field comment. Alternatively, in the software, press F1 to open the software help, and view the topic - List of transaction types.	SC
Account Reference	Mandatory	A code of up to eight alphanumeric characters that make up the sales / purchase or bank account reference, associated with the transaction.	CGS001 or THO001 or 1200
Nominal A/C Ref	Mandatory	The nominal code originally associated with the transaction - this is an entry of up to eight numbers, within the range 0001 and 99999999.	7304
Department Code	Optional	A departmental reference number. Use a numeric value 0 - 999.	3
Date	Mandatory	The date of the transaction in DD/MM/YYYY format.	16/08/2008

Header Name	Mandatory / Optional	Description	Example Entry
Reference	Optional	This is the transaction reference, such as an invoice reference, Opening Balance reference (O/BAL), refund reference (REFUND), or salary reference (SALARY). Use an alphanumeric entry, up to thirty characters.	33 or O/BAL or REFUND or SALARY
Details	Optional	This is the detailed description of the transaction, using up to sixty characters.	PC combo Pack 1
Net Amount	Mandatory	The net amount of the transaction - excluding VAT. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	64.23
Tax Code	Mandatory	A tax code between T0 and T99.	T1
Tax Amount	Mandatory	The VAT amount of the transaction. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	12.65

Header Name	Mandatory / Optional	Description	Example Entry
Exchange Rate	Optional	The exchange rate used, relative to the base currency, for a foreign transaction, up to six decimal places. Use numeric entry up to six decimal places - for a maximum of eleven characters.	472.768148
Extra Reference	Optional	This is any extra description relating to the transaction, using up to thirty characters.	Dispute resolved
User Name	Optional	The name of the original person who entered the transaction. Use a text entry of up to thirty two characters.	John Smith
Project Refn	Optional	This entry is only of importance if Project Costing has been switched on. Enter a project reference code. Use up to twelve character alphanumeric entry.	PROJ005

Header Name	Mandatory / Optional	Description	Example Entry
Cost Code Refn	Optional	This entry is only of importance if Project Costing has been switched on. Enter a cost code associated with a cost type. Use up to eight character alphanumeric entry.	GHY1234H

Stock Records Import Template Structure

Header Name	Mandatory / Optional	Description	Example Entry
Stock Code	Mandatory	A code of up to thirty alphanumeric characters to uniquely identify the product.	PCCOMBO2345-4GB
Description	Optional	The product name or description. Use up to sixty characters.	Whiteboard - Drywipe (900 x 1200)
Tax Code	Optional	The VAT rate to be applied by default when you raise a product invoice or credit note, and when you create a sales or purchase order for this product. A tax code between T0 and T99.	T1
Sales Price	Optional	The net sales price - excluding VAT. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	123.76
Cost Price	Optional	The latest cost price for the product item. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	84.65

Header Name	Mandatory / Optional	Description	Example Entry
Unit of Sale	Optional	The unit of sale for the product, such as each, box, and 10-pack. Text entry up to eight characters.	Each
Location	Optional	The location of the product item, for example warehouse or bin number, using up to sixteen characters.	Main Store
Nominal A/C Ref	Optional	The nominal code used to identify the nominal sales account to which the value of this item is posted, when you include the item on product invoices and credit notes. This is an entry of up to eight numbers, within the range 0001 and 99999999. Sales nominal code are normally 4000 to 4099.	4003
Stock Category	Optional	An integer category (1 - 999) used for stock reporting purposes.	9
Department	Optional	A departmental reference number. Use an integer value 0 - 999.	3
Supplier A/C Ref	Optional	A code of up to eight alphanumeric characters to uniquely identify the product supplier.	THO001

Header Name	Mandatory / Optional	Description	Example Entry
Supplier Part Ref	Optional	A product reference number, such as the supplier's reference. Use up to sixteen characters.	BubbleWrapA-30
Re-Order Level	Optional	The stock quantity, below which re-ordering takes place. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	30.00
Item Type	Optional	Use to define if the item is a stock item, non-stock item or a service item. A single integer 0, 1 or 2 to indicate the item type. **0** = stock item **1** = non-stock item **2** = service item	0
Commodity Code	Optional	If you produce Intrastat Declarations, enter the item's commodity code here, if the code is not the required eight numeric characters. Use up to thirty characters.	3706 90 9123

Header Name	Mandatory / Optional	Description	Example Entry
Weight	Optional	The weight of the product, used for reporting purposes. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	14.98
Stock Take Date	Optional	The date of your last stock take in DD/MM/YYYY format.	16/04/2009
Re-Order Quantity	Optional	The quantity of stock normally re-ordered. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	100.00
Last Stock Take Qty	Optional	The quantity of stock at your last stock take. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	87.45
Web Special Offer?	Optional	Use to define if the item is part of a special offer. A single integer 0, or 1 to indicate the special offer status. **0** = not part of special offer **1** = special offer	0

Header Name	Mandatory / Optional	Description	Example Entry
Web Publish?	Optional	Use to define if the item is to be published to Sage WebCatalogue. A single integer 0, or 1 to indicate the special offer status. **0** = not published to web **1** = published to web	0
Web Description	Optional	An alternative product description to be used by your Sage WebTools, if required. Use up to sixty characters.	DVD - VHS Player Recorder DVP-12
Web Category A	Optional	Custom category entry for reporting purposes. Use up to sixty characters.	Home > Lounge > TV and Recording
Web Category B	Optional	Custom category entry for reporting purposes. Use up to sixty characters.	Leisure > Multimedia > DVD
Web Category C	Optional	Custom category entry for reporting purposes. Use up to sixty characters.	Electrical > TV, DVD and Video

Header Name	Mandatory / Optional	Description	Example Entry
Web Details	Optional	Enter any information about your product that you want to publish using Sage WebTools. Use up to one thousand characters including spaces.	A combined DVD - VHS Player Recorder
Intrastat Com Code	Optional	**Accounts Professional only** If you produce Intrastat Declarations, enter the item's eight numeric character code. Use up to eight numeric characters.	37069091
Purchase Nom Code	Optional	**Accounts Professional only** The purchases nominal code, to which the value of the item is posted, when the item is included on purchase orders. Purchases nominal codes are normally 5000 - 5099	5000
Last Purchase Date	Optional	The date when this item was last purchased in DD/MM/YYYY format.	16/04/2009

Header Name	Mandatory / Optional	Description	Example Entry
Country of Origin	Optional	A two-letter country code, signifying the country of origin. For details on the country codes used in the software, please refer to The countries table topic in the F1 help. **Note:** Leave this entry blank unless your company is based in the Republic of Ireland.	FR for France or DE for Germany
Bar Code	Optional	Enter a bar code alphanumeric entry, using up to sixty characters.	ATX1000000000A1

Stock Transactions Import Template Structure

Header Name	Mandatory / Optional	Description	Example Entry
Type	Mandatory	A two - character text entry acronym, representing transaction type. For full details about these transaction types, view the csv template field comment. Alternatively, in the software, press F1 to open the software help, and view the topic - List of acronyms.	**GO** or **GI** or **AI**
Stock Code	Mandatory	A code of up to thirty alphanumeric characters to uniquely identify the stock. **Note:** This code must already exist before importing transactions.	PCCOMBO2345-4GB
Date	Mandatory	the date of the product transaction, when it was posted in DD/MM/YYYY format.	16/06/2009
Reference	Optional	The reference given to the transaction, when it was posted. Use up to sixty characters maximum.	OB1

Header Name	Mandatory / Optional	Description	Example Entry
Details	Optional	The details or description text that was entered at the time of posting to identify the transaction. Use up to sixty characters.	Whiteboard - Drywipe (900 x 1200)
Quantity	Mandatory	The quantity of the stock transaction. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	50.00
Cost Price	Mandatory	If transaction refers to **AI**, **GI**, **GR**, **DI**, a cost price must be included. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	84.65
Sales Price	Mandatory	If transaction refers to **GO**, a sales price must be included. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	102.45

Header Name	Mandatory / Optional	Description	Example Entry
Project Refn	Optional	This entry is only of importance if Project Costing has been switched on. Enter a project reference code. Use up to twelve character alphanumeric entry.	PROJ005
Cost Code Refn	Optional	This entry is only of importance if Project Costing has been switched on. Enter a cost code associated with a cost type. Use up to eight character alphanumeric entry.	GHY1234H

Project Records Import Template Structure

Note: If you leave the StatusID field blank, the record is imported and its status is marked Active.

Header Name	Mandatory / Optional	Description	Example Entry
Reference	Mandatory	A code of up to twelve characters to uniquely identify this project.	PROJ005
Name	Optional	The name of the project using up to sixty characters.	Fred Briant Home Installation
Status ID	Optional	An integer between 1 and 5 for one of the five standard StatusID codes: 1 = ACTIVE 2 = SNAG 3 = COMPLETED 4 = SUSPEND 5 = INITIAL	1
Start Date	Optional	The date that the project was created in DD/MM/YYYY format. This defaults to the system date.	16/06/2009
End Date	Optional	The date that the project will end by, in DD/MM/YYYY format. This defaults to the system date.	16/06/2012
Description	Optional	A description of the project, using up to two hundred and fifty five characters.	Home installation of single PC (PC Combo Pack 4) + Broadband.

Header Name	Mandatory / Optional	Description	Example Entry
Customer Reference	Optional	A code of up to eight alphanumeric characters to uniquely identify the customer for this project.	CGS001
Order Number	Optional	The order number for this project, using up to sixty characters	CGS-PROJ001
Street1	Optional	The first line of the site address. Use up to sixty characters of text.	18a Sunderland Road
Street2	Optional	The second line of the site address. Use up to sixty characters of text.	Snodderton East
Town	Optional	The third line of the site address. Use up to sixty characters of text.	Gilesgate
County	Optional	The fourth line of the site address. Use up to sixty characters of text.	Durham
Post Code	Optional	The fifth line of the site address. Use up to sixty characters of text.	DH14 3HT
Contact	Optional	A customer contact name. Use up to thirty characters of text.	Jeff Walker
Telephone	Optional	The site's main telephone number. Use up to thirty characters of text.	0191 385 6432
Fax	Optional	The site's main fax / telex number. Use up to thirty characters of text.	0191 385 6434

Header Name	Mandatory / Optional	Description	Example Entry
Email	Optional	The site's email address. Use text entry up to two hundred and fifty five characters.	newbusinessadvice@sage.com
Country Code	Optional	A two - character text entry, representing country. For full details about country codes, press F1 to open the software help, and view the topic - The countries table.	FR
Analysis 1	Optional	A project custom analysis field for reporting purposes. Use up to thirty characters.	Manager
Analysis 2	Optional	A project custom analysis field for reporting purposes. Use up to thirty characters.	Sub-contract
Analysis 3	Optional	A project custom analysis field for reporting purposes. Use up to thirty characters.	Complete
Price Quoted	Optional	The price quoted for the project. Use numeric entry up to eight digits plus two decimal places - up to eleven characters.	16789.98

Fixed Asset Records Import Template Structure

Header Name	Mandatory / Optional	Description	Example Entry
Asset Refn	Mandatory	A unique character code for easy identification of every asset. Use up to eight characters but do not use spaces in the reference.	TRUCK01
Location or Employee	Optional	The asset location or the employee name using the asset. Use a text entry up to fifteen characters.	Smithells
Description 1	Optional	A text description of the asset, using up to sixty characters	Snee Flyer Model 100A
Description 2	Optional	A text description of the asset, using up to sixty characters	Location: Strockley Aerodrome, Mirkshire
Description 3	Optional	A text description of the asset, using up to sixty characters	Engineering use only
Serial No	Optional	The serial number of the asset, using a text entry of up to sixty characters.	SFM100A-456

Header Name	Mandatory / Optional	Description	Example Entry
Supplier Refn	Optional	The supplier account reference code, from whom the asset was purchased. Alphanumeric entry up to eight characters	SUP001
Bal Sheet Nom Refn	Mandatory	The nominal ledger balance sheet account code, used to store depreciation postings. Choose from one of the four below or create a new account, using up to eight characters. 0021 Plant/Machinery Depreciation 0031 Office Equipment Depreciation 0041 Furniture/Fixture Depreciation 0051 Motor Vehicles Depreciation	0031

Header Name	Mandatory / Optional	Description	Example Entry
P and L Nom Refn	Mandatory	The nominal ledger profit and loss nominal account code that you want to appear in your profit and loss report to show the cost of depreciation. Choose from one of the four below or create a new account, using up to eight characters. 8001 Plant/Machinery Depreciation 8002 Furniture/Fixture Depreciation 8003 Motor Vehicles Depreciation 8004 Office Equipment Depreciation	8003
Depreciation Method	Mandatory	Use to define the depreciation method to apply. A single integer 0, or 1 to indicate the depreciation method. **0** = straight line **1** = reducing balance	1
Purchase Date	Optional	The date that the item was purchased, expressed in DD/MM/YYYY format.	13/08/2004

Header Name	Mandatory / Optional	Description	Example Entry
Category	Optional	Categorise the fixed asset using an integer (1 - 100). Use the Settings > Configuration > Fixed Assets tab to select the integer category.	3
Department	Optional	Assign depreciation of fixed asset to a specific department. Use an integer 0 - 999.	7
Rate	Mandatory	The annual percentage rate of depreciation using the method defined in Depreciation Method entry. Use numeric entry up to three digits plus two decimal places (six characters).	15.00
Cost Price	Mandatory	The net price paid for the asset. Use numeric entry up to eight digits plus two decimal places (five characters).	12999.99
Net Book Value	Mandatory	The current book asset value including depreciation, if any. Use numeric entry up to eight digits plus two decimal places (eleven characters).	9800.78

Project Transactions Import Template Structure

Header Name	Mandatory / Optional	Description	Example Entry
Type	Mandatory	A two character integer defining whether the transaction is a costing credit or debit. CC = costing credit CD = costing debit.	CC
Project Reference	Mandatory	The project reference, to which the transaction is related, using up to twelve characters.	PROJ001
Cost Code Reference	Mandatory	The project reference cost code assigned to the transaction. Use up to eight characters.	DSR001
Date	Mandatory	The date when the transaction was recorded, expressed in DD/MM/YYYY format. This defaults to the system date.	15/06/2009
Reference	Optional	The transaction reference entry, using up to thirty characters.	Time or Expenses or Purchases

Header Name	Mandatory / Optional	Description	Example Entry
Details	Optional	Detailed description of the transaction, using up to sixty characters.	Installing and fitting of router and cabling.
Resource Reference	Optional	The resource reference, using up to eight characters.	001
Quantity	Mandatory	The amount or quantity used in the transaction. Use numeric entry up to eight digits plus two decimal places (up to eleven characters).	44.67
Rate	Mandatory	The rate at which this transaction is charged. Use numeric entry up to eight digits plus two decimal places (eleven characters).	60.00
Nominal Code	Optional	The nominal code associated with this transaction. Use an integer entry between 0001 and 99999999.	4200
Tax Code	Mandatory	A tax code associated with the transaction between T0 and T99.	T1
Department	Optional	A departmental reference number. Use an integer value 0 - 999.	3