



Sage 50 Accounts Data Import



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Importing data into Sage 50 Accounts.....	4
Preparing file import information.....	5
The import file format.....	5
The import file structure.....	7
Importing data using the data import process.....	9
Dealing with import errors.....	14
File import template structure - customer records.....	17
File import template structure - supplier records.....	28
File import template structure - nominal ledger records.....	39
File import template structure - audit trail transactions.....	50
File import template structure - stock records.....	53
File import template structure - stock transactions.....	58
File import template structure - project records.....	60
File import template structure - project transactions.....	63
File import template structure - fixed asset records.....	65
Index.....	69

Importing data into Sage 50 Accounts

Rather than typing data into records individually, use the Import wizard to enter data directly into Sage 50 Accounts from text files generated by other software products, such as spreadsheets, word processors or other accounting packages. This is useful if you store information in another application such as Microsoft® Excel or Access.

Importing data makes the most of the information you already have and helps you to use it to get up and running with Sage 50 Accounts, as quickly as possible.

You can import

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

This means you can create new records, or just update specific parts of existing records, leaving the rest unchanged.

Diary events can be imported or exported using the Microsoft® Outlook Import/Export wizard. See the help file for more details.

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

Preparing file import information

The import file format

The only file format that your software accepts for import is Comma Separated Value (CSV) or Excel .xls / .xlsx. These files are used to collect and exchange information between software applications.

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

For example:

Sage0001,Sage UK Ltd,Sage House,North 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	North 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.

Maximum length	<p>Each data unit, referred to in the File Import template tables as a header name, has a maximum length, which is indicated in the layout.</p> <p>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 shortened to the required length; an error is not reported during import.</p> <p>The maximum length allowed for any data unit is two hundred and fifty five characters. Data exceeding this figure causes an error to be reported.</p>
Data types accepted	<ul style="list-style-type: none"> ■ 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 09/07/09 <p>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 File Import structure.</p> <p>Your software 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.</p>
Two consecutive commas	<p>This signifies a blank, or a zero length unit of data.</p> <p>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</p> <p>Note: If a blank field is encountered that corresponds to a date field, the system date is used.</p>
Space between two consecutive commas	<p>The corresponding data in an existing record is erased.</p> <p>For example, A0003, , , , , , , 0191 1234567 would replace the telephone number but would also overwrite the other existing data fields, within the record.</p>

Spaces	<ul style="list-style-type: none"> 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. <p>Note: Spaces found in the data unit of an account reference are automatically removed during import.</p> <ul style="list-style-type: none"> Decimal number, integer and date data type: Spaces are not allowed.
Quotes	<p>Enclosing a unit of data in quotes results in commas contained within the data unit being read as part of the data, not as a separator of data. For example ,"10, Acacia Avenue", is accepted as a single unit.</p> <p>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.</p>
Account Reference data unit	<p>This data unit is converted to upper-case lettering during import and any spaces are removed. For example Sage UK Limited converts to SAGEUKLI.</p> <p>The text is cropped to the maximum length of eight, the characters are in upper-case and the spaces are removed.</p>
Control characters	<p>The special non printing characters such as tab marks are ignored during import with the exception of carriage returns.</p>

The import file structure


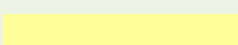
To assist you in structuring your file correctly for the particular data import type being imported, be it .CSV or .XLS, it is recommended that you use the File Import templates installed with your software. These templates can be located in the Import Templates folder of your installed software directory: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

When you transfer information into Sage 50 Accounts, the software does not recognise what the information relates to - it takes each chunk of information, in the order it is placed in the file, and puts it into 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. In the right pattern the information fits like a glove. If anything is out of place it would be the same as putting your left glove on your right hand - it may be close but it is not right.

Legend

In the supplied .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 header cell that appears, the data format is accessible as a tooltip, when hovering over the header title.

A	B	C	D	E	F	G	H
Account Reference	Account Reference: Required: This field MUST be completed before importing this file. Enter a code of up to eight characters to uniquely identify this customer. Use letters (Capital) or numbers or both, for example SMITH01. Every customer you add appears in the list on the Customers window and are sorted in order by this code. Numbers appear before letters in the sort, so Account Customer 123ABC would appear higher on the list than Account Customer ABC123.						

H	I	J	K	L
Contact Name	Contact Name: Enter a customer contact name here. The name entered here is normally that of the person responsible for the account, though you can use this box to hold any other related information of your own choice.			

Compare how your information is laid out to the layout expected by the software. Plan what you need to change so that your information is in the right order. Do not worry if you do not need to use all of the fields your software is expecting.

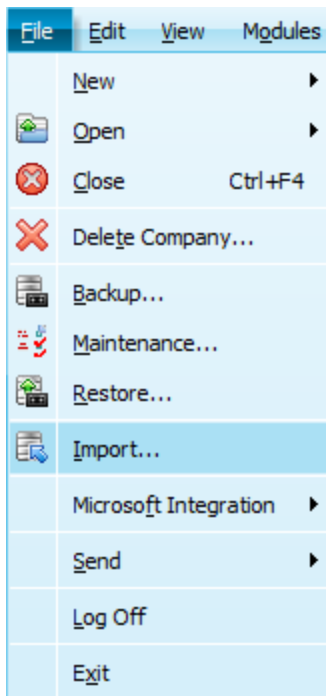
You can leave these fields blank if you do not need them, as long as they are not compulsory fields. For example, the A/C Ref field is compulsory and must contain data before you attempt to import the file.

Importing data using the data import process

Data import is a powerful tool, providing you with the means to bring a lot of accounting data into your software. Remember that you or a colleague will be overwriting existing data in the software.

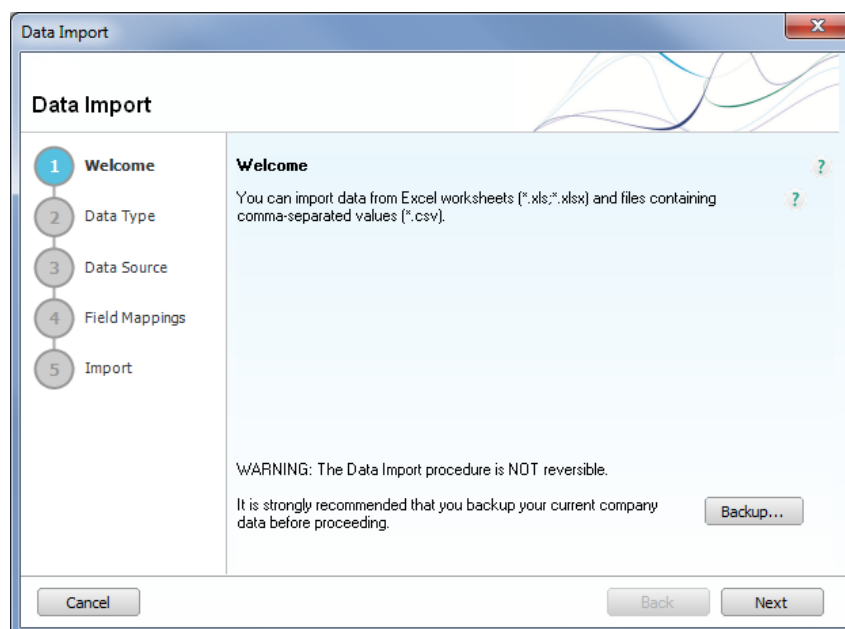
The process is broken down into small tasks, each captured on its own page. Work through each page clicking Next to move forwards and Back to return to a previous page.

1. From the File menu choose the Import option.



The Data Import window appears.

1 - Welcome

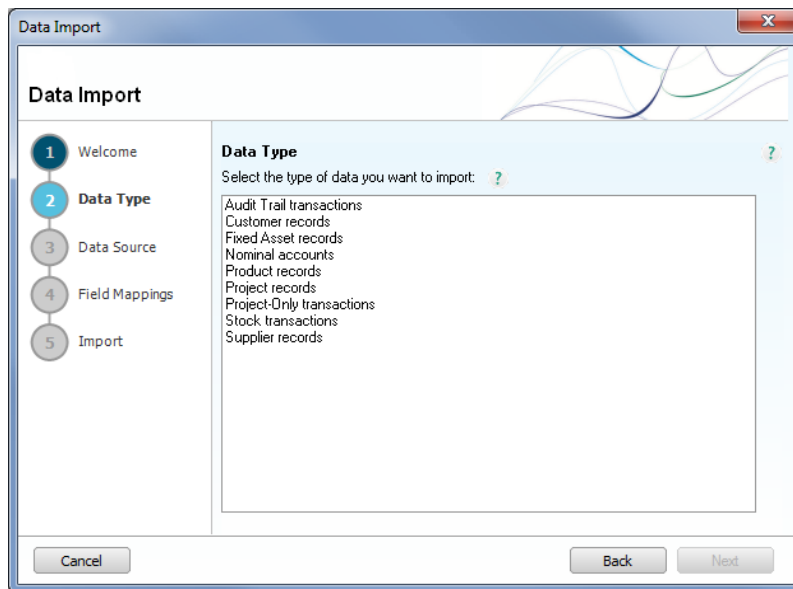


Importing data is **NOT** reversible. It is important you take a back up of the information in your software before importing data.

1. To back up your data now, click Backup.

2 - Data type

1. From the Data type list, select the data type you want to import.

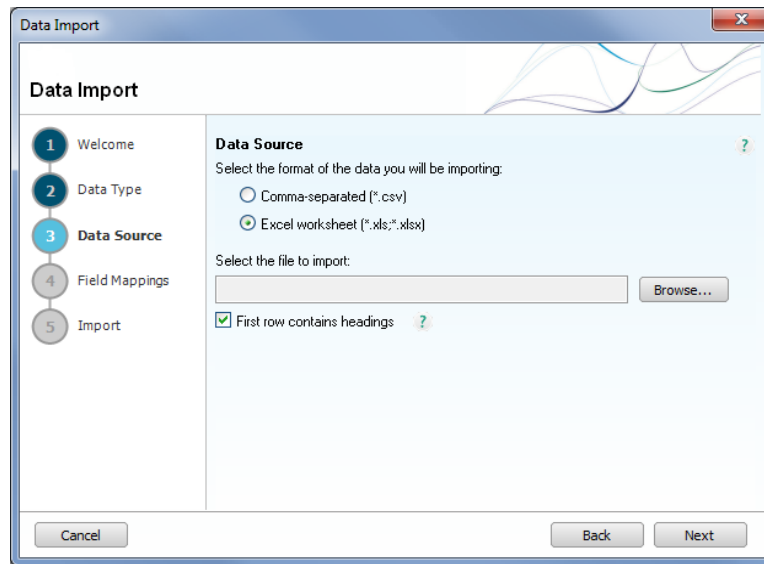


This selection identifies the type of information being imported and determines where the data is located in your software.

3 - Data source

1. Select the file type you have decided to use for import:

- Comma separated (.csv)
- Excel worksheet (*.xls, xlsx)



2. Click Browse to locate the file you want, then click Open.
3. If the first row of your file contains headings, select the check box.

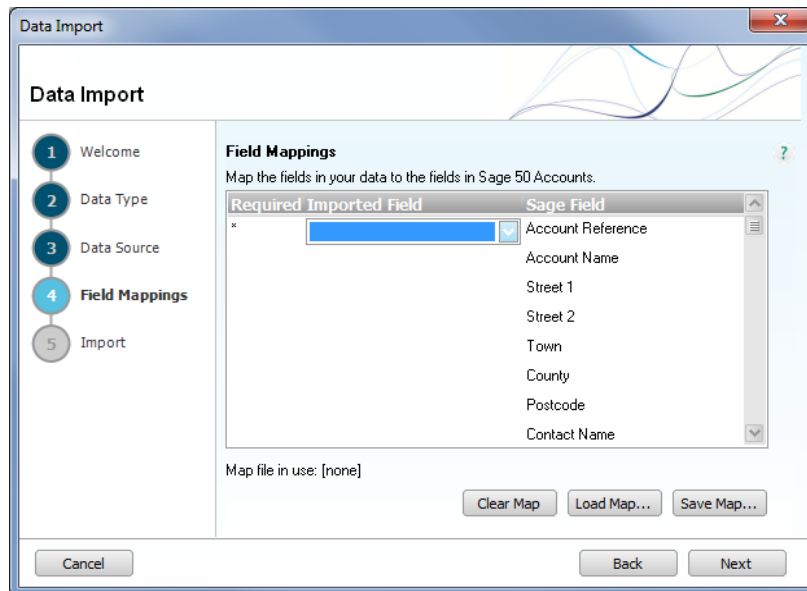
Data import will ignore the first row during validation and only inspect the data rows for valid format, before importing.

4. Excel file only: If your file contains multiple worksheets, select the required worksheet from the drop-down list.

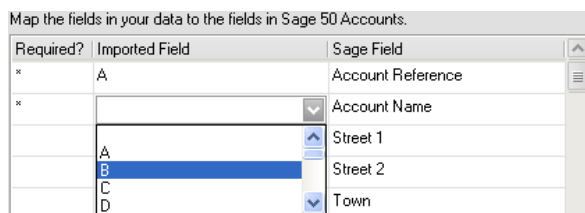
4 - Field mappings

When the file includes a header row indicating field headings, you may need to map the header names to your Sage field names. Most mappings should match with the Sage Field if you have followed the design in the import template. Those not mapped appear as a blank in the Imported Field column entry.

Mandatory fields that have to be completed in order for the data line to be imported are marked with an asterisk in the Required box.



1. Map imported fields to Sage files where an asterisk is shown in the Required column, using the drop-down list. Optionally, map other non-mandatory fields that you require to the corresponding Sage field.



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.

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

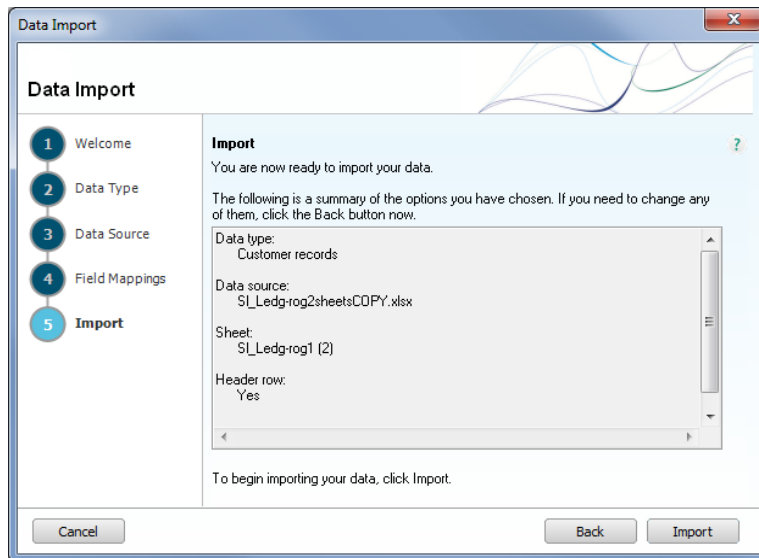
3. When your mapping is complete, click Save Map.

Enter a filename and location, then click Save. The Data Import Map file (*.map) can be reused by clicking the Load Map... option when importing data.

5 - Import

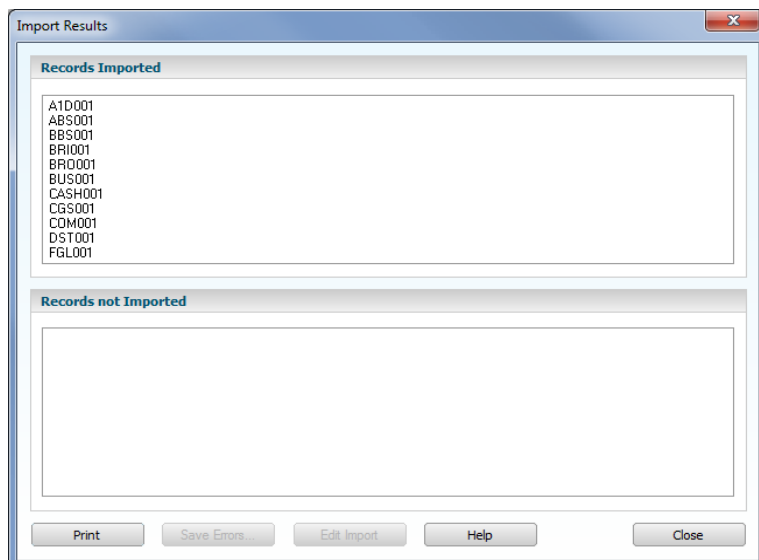
1. Check the summary of the import. Click back to change any details.

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



2. When you have completed your selections, click Import.

When import is finished the Import Results window appears.



If problems have been found, the Save Errors and Edit Import buttons are visible for corrections. See *Dealing with import errors on page 14*.

Dealing with import errors

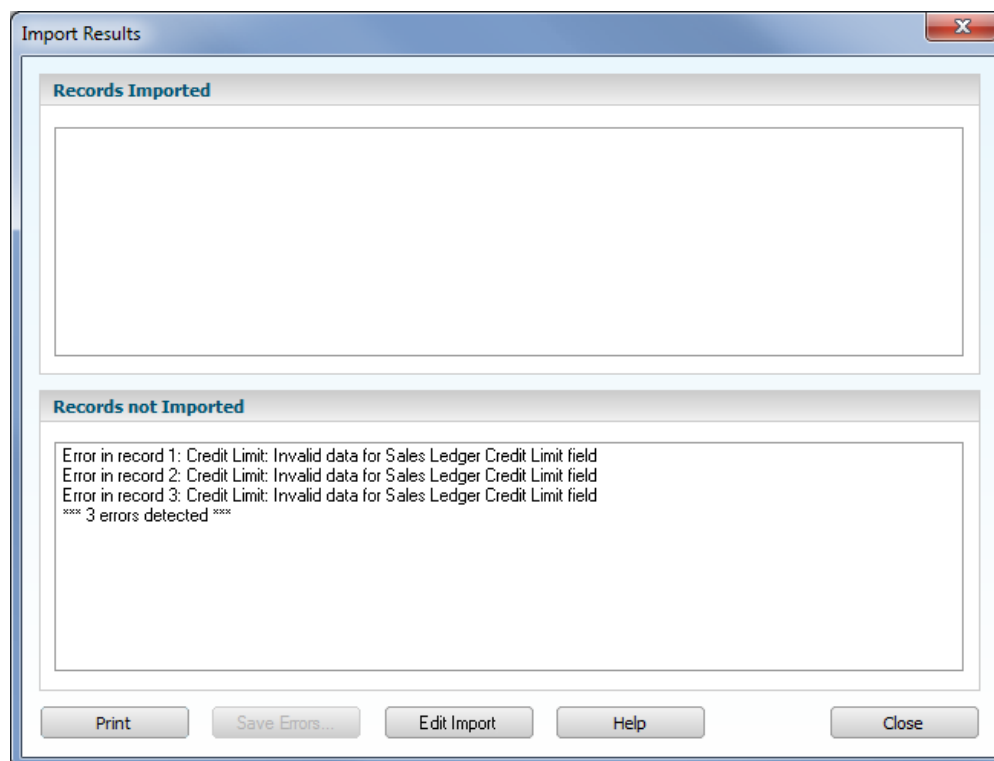
Where errors occur, those records not imported are shown in the lower pane of the Import Results window. A general reason for the failure to import is provided. It is then necessary to investigate the record fully to locate the specific reason for import failure.

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

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

With this method, the software first validates all the data. Only if this validation is completely successful does the import operation 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.



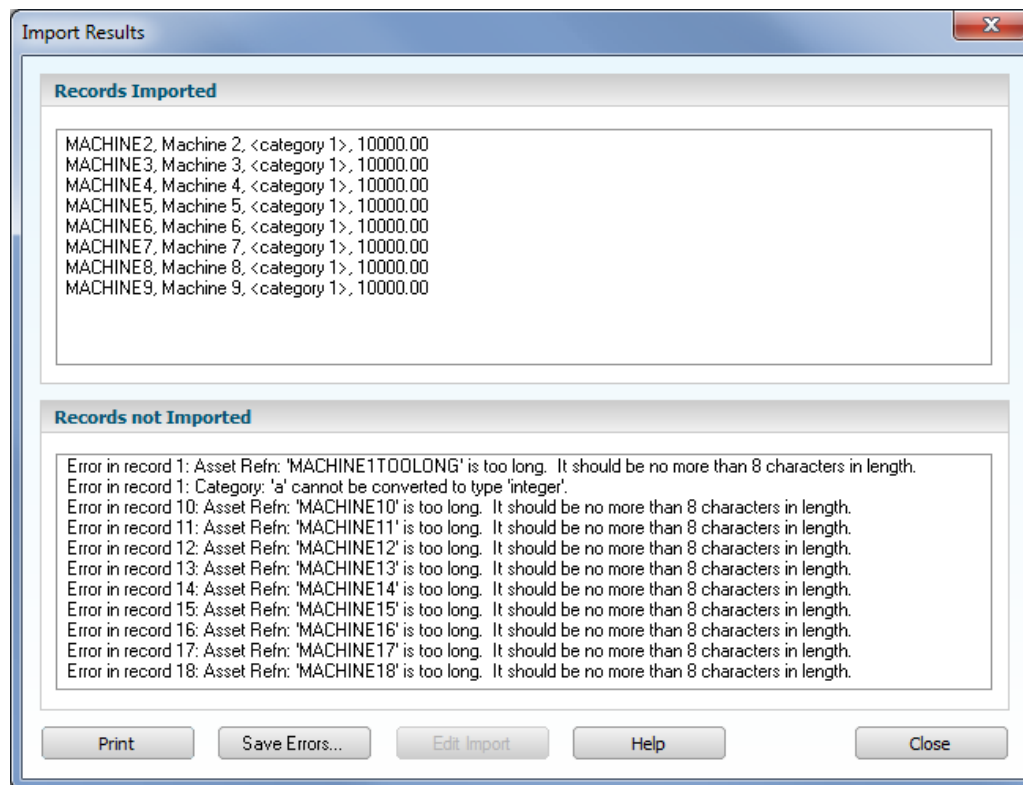
Selecting Edit Import opens the import file in the application associated with the editing of CSV or XLS / XLSX files. Typically, this is likely to be Microsoft® Excel if it is installed.

Note: The Save Errors button is always disabled.

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

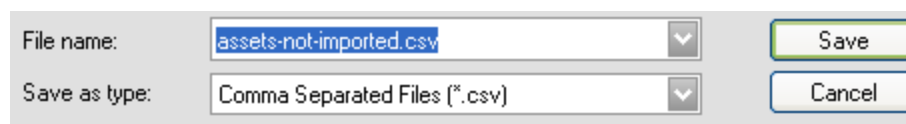
With these data types, the software validates and stores data progressively. The result is that some but not all of the data is imported into the software.



The Save Errors button becomes active. Selecting 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.

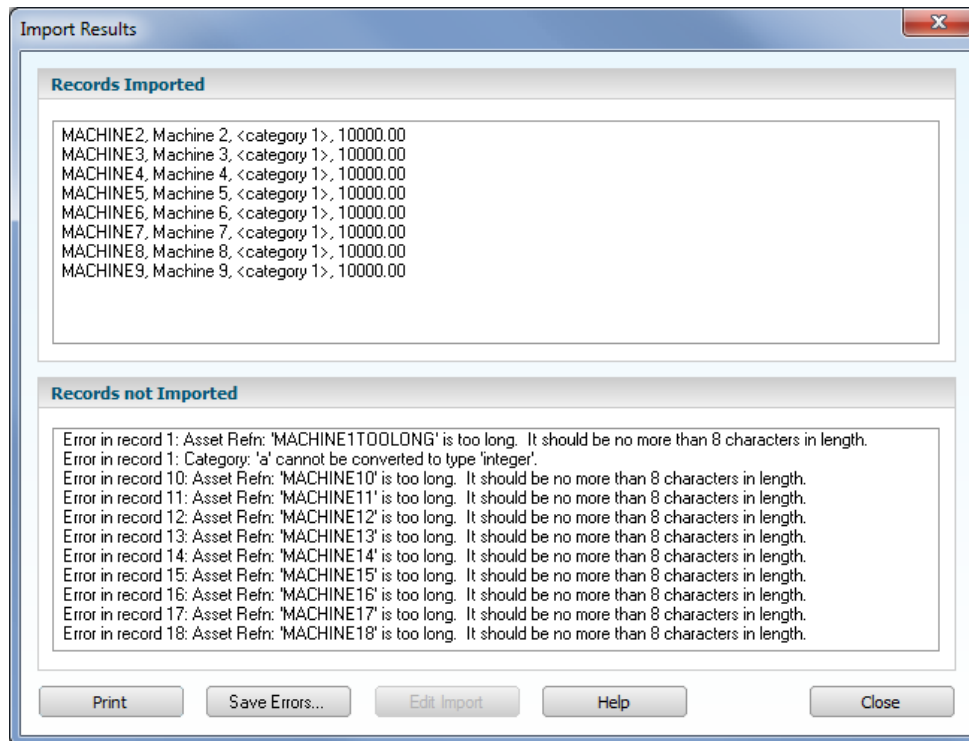


Once this file has been saved the Edit Import button becomes active.

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

When the import process begins, the software first validates all 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.



Selecting 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 disabled.

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.

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.

File import template structure - customer records

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
Contact Name	Optional	A customer contact name. Use up to thirty characters of text.	Jeff Walker
Telephone Number	Optional	The customers main telephone number. Use up to thirty characters of text.	0191 385 6432

Fax Number	Optional	The customers 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 (11 characters).	3567.87
YTD Turnover	Optional	The turnover year to date. Use numeric entry up to eight digits plus two decimal places (11 characters).	12876.98
Last Year	Optional	The turnover prior year to date. Use numeric entry up to eight digits plus two decimal places (11 characters)	16678.78
Credit Limit	Optional	The customers set credit limit. Use numeric entry up to eight digits plus two decimal places (11 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
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 1	Optional	The customer's primary email address. Use text entry up to two hundred and fifty five characters.	newbusinessadvice@sage.com
Email 2	Optional	The customer's alternative email address. Use text entry up to two hundred and fifty five characters.	newbusinessadvice@sage.com
Email 3	Optional	The customer's alternative 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
Bank Name	Optional	The name of the customers bank, using up to sixty characters.	Alexander Bank
Bank Address 1	Optional	The first line of your customers bank address. Use up to sixty characters of text.	66 High Street
Bank Address 2	Optional	The second line of your customers bank address. Use up to sixty characters of text.	Mill Way,
Bank Address 3	Optional	The third line of your customers bank address. Use up to sixty characters of text.	My Town
Bank Address 4	Optional	The fourth line of your customers bank address. Use up to sixty characters of text.	Someshire

Bank Address 5	Optional	The fifth line of your customers 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	County Golf Supplies
Bank Sort Code	Optional	The customers bank account sort code, using up to ten characters.	20-33-51
Bank Account Number	Optional	The customers bank account number, using up to twenty characters.	70828959
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 customers bank provides online payments, and you wish to receive your customers 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 customers 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
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.	16/08/2010
Next Credit Review	Optional	The date of the next credit review of this customer in DD/MM/YYYY format.	16/08/2012
Last Credit Review	Optional	The date of the last credit review of this customer in DD/MM/YYYY format.	16/08/2010
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
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

CountryCode	Optional	<p>A two - character text entry, representing country.</p> <p>For full details about country codes see the Countries table in your help file.</p>	FR
Priority Trader	Optional	<p>If a customer is sufficiently important to your business, they can be classified as a Priority Trader.</p> <p>A single integer 0 or 1 to indicate whether the customer is a priority trader.</p> <p>1 = priority trader</p> <p>0 = not priority</p>	1
Override Stock Tax	Optional	<p>A single digit: 1 or 0</p> <p>Enter 1 if you wish to override the tax code entered in the customer record.</p> <p>Enter 0 if you do not wish to override the tax code on the customer record.</p>	0
Override Stock Nom	Optional	<p>A single digit: 1 or 0</p> <p>Enter 1 if you wish to use the customers default nominal code for all product invoices and credit notes.</p> <p>Enter 0 if you do not wish to use this feature.</p>	1

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

Bank IBAN	Optional	<p>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.</p> <p>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.</p> <p>If your customer's bank has issued them with an IBAN, enter it here, using up to sixty characters.</p>	BARC20992012345678
Bank BIC Swift	Optional	<p>BIC is short for Bank Identification Code. Also known as the swift code, it is a method of identifying financial organisations.</p> <p>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.</p>	BK60161331926819

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	<p>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.</p> <p>If entered, the password must be between six and thirty characters in length.</p> <p>The password is typically be agreed with your customer counterpart.</p>	casa61blanca
DUNS Number	Optional	<p>The DUNS Number - Data Universal Numbering System is a nine digit number, used to identify a business.</p> <p>Use a nine digit number only.</p>	123456789
Payment Method	Optional	<p>Choose the preferred payment method agreed with this customer, from the following methods:</p> <p>BACS, Cash, Cheque, Credit Card, Direct Debit (DD), Standing Order (SO), Other, or one of several user-defined methods.</p>	BACS

Letters using Email	Optional	<p>A single digit: 1 or 0</p> <p>Enter 1 if you want to send letters and statements to this customer by email.</p> <p>Enter 0 if you do not wish to use this feature.</p>	1
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File import template structure - supplier records

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
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
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 suppliers 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 supplier. Use an integer entry between 0001 and 99999999. Purchase accounts normally range from 5000 to 5299.	5003
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 1	Optional	The supplier's primary email address. Use text entry up to two hundred and fifty five characters.	newbusinessadvice@sage.com
Email 2	Optional	The supplier's alternative email address. Use text entry up to two hundred and fifty five characters.	newbusinessadvice@sage.com
Email 3	Optional	The supplier's alternative 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

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 suppliers bank address. Use up to sixty characters of text.	66 High Street
Bank Address 2	Optional	The second line of your suppliers bank address. Use up to sixty characters of text.	Mill Way,
Bank Address 3	Optional	The third line of your suppliers bank address. Use up to sixty characters of text.	My Town
Bank Address 4	Optional	The fourth line of your suppliers bank address. Use up to sixty characters of text.	Someshire
Bank Address 5	Optional	The fifth line of your suppliers 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
Bank Sort Code	Optional	The suppliers bank account sort code, using up to ten characters.	20-33-51
Bank Account Number	Optional	The suppliers bank account number, using up to twenty characters.	70828959

Bank BACS Ref	Optional	<p>If your supplier uses BACS - the Bank Automated Clearing System to pay you, you must enter the reference number here.</p> <p>Use up to sixty characters.</p>	123PA000112345
Online Payments	Optional	<p>If a suppliers bank accepts online payments, and you wish to pay by E-Payments, this can be indicated on the supplier bank details.</p> <p>A single integer 0 or 1 to indicate whether online payments are to be made to the suppliers bank.</p> <p>1 = pay by E-Payments</p> <p>0 = E-Payments not used</p>	1
Currency No	Optional	<p>An integer between 1 and 99 to represent the currency used by the supplier. Refer to Settings > Currencies to set this value.</p>	1
Restrict Mailing	Optional	<p>A single integer 0 or 1 to indicate whether you wish to include / exclude this supplier from credit control letter print runs.</p> <p>1 = exclude</p> <p>0 = include</p>	1

Date Account Opened	Optional	The date the supplier account was opened in DD/MM/YYYY format.	16/08/2010
Next Credit Review	Optional	The date of the next credit review of this supplier in DD/MM/YYYY format.	16/08/2012
Last Credit Review	Optional	The date of the last credit review of this supplier in DD/MM/YYYY format.	16/08/2010
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 if you wish to apply credit charges to this supplier. 1 = apply charges 0 = do not apply charges	0
Country Code	Optional	A two - character text entry, representing country. For full details about country codes see the Countries table in your help file.	FR

Priority Trader	Optional	<p>If a supplier is sufficiently important to your business, they can be classified as a Priority Trader.</p> <p>A single integer 0 or 1 to indicate whether the supplier is a priority trader.</p> <p>1 = priority trader</p> <p>0 = not priority</p>	1
Override Stock Tax	Optional	<p>A single digit: 1 or 0</p> <p>Enter 1 if you wish to override the tax code entered in the supplier record.</p> <p>Enter 0 if you do not wish to override the tax code on the supplier record.</p>	0
Override Stock Nom	Optional	<p>A single digit: 1 or 0</p> <p>Enter 1 if you wish to use the supplier's default nominal code for all purchase orders and credit notes.</p> <p>Enter 0 if you do not wish to use this feature.</p>	1
Bank Additional 1	Optional	<p>Use this box to enter any additional information you have received about this supplier's bank account.</p> <p>This area accepts any text, up to sixty characters.</p>	Good reputation

Bank Additional 2	Optional	<p>Use this box to enter any additional information you have received about this supplier's bank account.</p> <p>This area accepts any text, up to sixty characters.</p>	Discuss scheduled payments
Bank Additional 3	Optional	<p>Use this box to enter any additional information you have received about this supplier's bank account.</p> <p>This area accepts any text, up to sixty characters.</p>	Contact - Mrs. Smith

Bank IBAN	Optional	<p>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.</p> <p>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.</p> <p>If your supplier's bank has issued them with an IBAN, enter it here, using up to sixty characters.</p>	BARC20992012345678
Bank BIC Swift	Optional	<p>BIC is short for Bank Identification Code. Also known as the swift code, it is a method of identifying financial organisations.</p> <p>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.</p>	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
Report password	Optional	<p>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.</p> <p>If entered, the password must be between six and thirty characters in length.</p> <p>The password is typically agreed with your supplier counterpart.</p>	casa61blanca

File import template structure - nominal ledger records

Header Name	Mandatory / Optional	Description	Example Entry
Refn	Mandatory	<p>A code entry of up to eight numbers, within the range 0001 and 99999999.</p> <p>It is recommended that the entry conforms to the numbering scheme already installed with the software.</p>	<p>Asset Account 0001 - 1999</p> <p>Liability Account 2000 - 2999</p> <p>Capital & Reserve Account 3000 - 3999</p> <p>Income Accounts 4000 - 4999</p> <p>Purchase Accounts 5000 - 5999</p> <p>Direct Expenses 6000 - 6999</p> <p>Overheads 7000 - 7999</p> <p>Taxation - 9001</p>
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

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
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
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
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
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
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

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
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
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
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

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, 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 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
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
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

File import template structure - audit trail transactions

Header Name	Mandatory / Optional	Description	Example Entry
Type	Mandatory	<p>A two - character text entry acronym, representing transaction type.</p> <p>For full details about transaction types, view the csv template field comment.</p>	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.	16/08/2012

Reference	Optional	<p>This is the transaction reference, such as an invoice reference, Opening Balance reference (O/BAL), refund reference (REFUND), or salary reference (SALARY).</p> <p>Use an alphanumeric entry, up to thirty characters.</p>	<p>33</p> <p>or</p> <p>O/BAL</p> <p>or</p> <p>REFUND</p> <p>or</p> <p>SALARY</p>
Details	Optional	<p>This is the detailed description of the transaction, using up to sixty characters.</p>	PC combo Pack 1
Net Amount	Mandatory	<p>The net amount of the transaction - excluding VAT.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	64.23
Tax Code	Mandatory	<p>A tax code between T0 and T99.</p>	T1
Tax Amount	Mandatory	<p>The VAT amount of the transaction.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	12.65
Exchange Rate	Optional	<p>The exchange rate used, relative to the base currency, for a foreign transaction, rounded up to six decimal places.</p> <p>Use numeric entry up to eight digits plus six decimal places.</p>	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
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

File import template structure - stock records

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
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	<p>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.</p> <p>This is an entry of up to eight numbers, within the range 0001 and 99999999.</p> <p>Sales nominal code are normally 4000 to 4099.</p>	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
Supplier Part Ref	Optional	<p>A product reference number, such as the supplier's part reference.</p> <p>Use up to sixteen characters.</p>	BubbleWrapA-30
Re-Order Level	Optional	<p>The stock quantity, below which re-ordering takes place.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	30.00

Item Type	Optional	<p>Use to define if the item is a stock item, non-stock item or a service item.</p> <p>A single integer 0, 1 or 2 to indicate the item type.</p> <p>0 = stock item</p> <p>1 = non-stock item</p> <p>2 = service item</p>	0
Commodity Code	Optional	<p>If you produce Intrastat Declarations, enter the item's commodity code here, if the code is not the required eight numeric characters.</p> <p>Use up to thirty characters.</p>	3706 90 9123
Weight	Optional	<p>The weight of the product, used for reporting purposes.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	14.98
Stock Take Date	Optional	<p>The date of your last stock take in DD/MM/YYYY format.</p>	16/04/2012
Re-Order Quantity	Optional	<p>The quantity of stock normally re-ordered.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	100.00
Last Stock Take Qty	Optional	<p>The quantity of stock at your last stock take.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	87.45

Web Special Offer?	Optional	<p>Use to define if the item is part of a special offer.</p> <p>A single integer 0, or 1 to indicate the special offer status.</p> <p>0 = not part of special offer</p> <p>1 = special offer</p>	0
Web Publish?	Optional	<p>Use to define if the item is to be published to Sage WebCatalogue.</p> <p>A single integer 0, or 1 to indicate the special offer status.</p> <p>0 = not published to web</p> <p>1 = published to web</p>	0
Web Description	Optional	<p>An alternative product description to be used by your Sage WebTools, if required.</p> <p>Use up to sixty characters.</p>	DVD - VHS Player Recorder DVP-12
Web Category A	Optional	<p>Custom category entry for reporting purposes.</p> <p>Use up to sixty characters.</p>	Home > Lounge > TV and Recording
Web Category B	Optional	<p>Custom category entry for reporting purposes.</p> <p>Use up to sixty characters.</p>	Leisure > Multimedia > DVD
Web Category C	Optional	<p>Custom category entry for reporting purposes.</p> <p>Use up to sixty characters.</p>	Electrical > TV, DVD and Video
Web Details	Optional	<p>Enter any information about your product that you want to publish using Sage WebTools.</p> <p>Use up to one thousand characters including spaces.</p>	A combined DVD - VHS Player Recorder

Intrastat Com Code	Optional	<p>If you produce Intrastat Declarations, enter the item's eight numeric character code.</p> <p>Use up to eight numeric characters.</p>	37069091
Purchase Nom Code	Optional	<p>Accounts Professional only</p> <p>The purchases nominal code, to which the value of the item is posted, when the item is included on purchase orders.</p> <p>Purchase nominal codes are normally 5000 - 5099</p>	5000
Last Purchase Date	Optional	<p>The date when this item was last purchased in DD/MM/YYYY format.</p>	16/04/2012
Country of Origin	Optional	<p>A two-letter country code, signifying the country of origin.</p> <p>For full details about country codes see the Countries table in your help file.</p> <p>Note: Leave this entry blank unless your company is based in the Republic of Ireland.</p>	<p>FR for France</p> <p>or</p> <p>DE for Germany</p>
Bar Code	Optional	<p>Enter a bar code alphanumeric entry, using up to sixty characters.</p>	ATX1000000000A1

File import template structure - stock transactions

Header Name	Mandatory / Optional	Description	Example Entry
Type	Mandatory	<p>A two - character text entry acronym, representing transaction type.</p> <p>For full details about these transaction types, view the csv template field comment.</p>	<p>GO</p> <p>or</p> <p>GI</p> <p>or</p> <p>AI</p>
Stock Code	Mandatory	<p>A code of up to thirty alphanumeric characters to uniquely identify the stock.</p> <p>Note: This code must already exist before importing transactions.</p>	PCCOMBO2345-4GB
Date	Mandatory	<p>The date of the product transaction, when it was posted in DD/MM/YYYY format.</p>	16/06/2012
Reference	Optional	<p>The reference given to the transaction, when it was posted.</p> <p>Use up to sixty characters maximum.</p>	OB1
Details	Optional	<p>The details or description text that was entered at the time of posting to identify the transaction.</p> <p>Use up to sixty characters.</p>	Whiteboard - Drywipe (900 x 1200)

Quantity	Mandatory	<p>The quantity of the stock transaction.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	50.00
Cost Price	Mandatory	<p>If transaction refers to AI, GI, DI, a cost price must be included.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	84.65
Sales Price	Mandatory	<p>If transaction refers to GO, GI, a sales price must be included.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	102.45
Project Refn	Optional	<p>This entry is only of importance if Project Costing has been switched on.</p> <p>Enter a project reference code.</p> <p>Use up to twelve character alphanumeric entry.</p>	PROJ005
Cost Code Refn	Optional	<p>This entry is only of importance if Project Costing has been switched on.</p> <p>Enter a cost code associated with a cost type.</p> <p>Use up to eight character alphanumeric entry.</p>	GHY1234H

File import template structure - project records

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 Status ID 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.	16/06/2011
End Date	Optional	The date that the project ends 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.

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 sites main telephone number. Use up to thirty characters of text.	0191 385 6432

Fax	Optional	The sites main fax / telex number. Use up to thirty characters of text.	0191 385 6434
Email	Optional	The sites 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 see	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

File import template structure - project transactions

Header Name	Mandatory / Optional	Description	Example Entry
Type	Mandatory	A two character integer defining whether the transaction is a costing credit or debit. 19 = CC 20 = CD	20
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.	15/06/2012
Reference	Optional	The transaction reference entry, using up to thirty characters.	Time or Expenses or Purchases
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	<p>The amount or quantity used in the transaction.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	44.67
Rate	Mandatory	<p>The rate at which this transaction is charged.</p> <p>Use numeric entry up to eight digits plus two decimal places - up to eleven characters.</p>	60.00

File import template structure - fixed asset records

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
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	<p>The nominal ledger balance sheet account code, used to store depreciation postings.</p> <p>Choose from one of the four below or create a new account, using up to eight characters.</p> <p>0021 Plant/Machinery Depreciation</p> <p>0031 Office Equipment Depreciation</p> <p>0041 Furniture/Fixture Depreciation</p> <p>0051 Motor Vehicles Depreciation</p>	0031
P and L Nom Refn	Mandatory	<p>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.</p> <p>Choose from one of the four below or create a new account, using up to eight characters.</p> <p>8001 Plant/Machinery Depreciation</p> <p>8002 Furniture/Fixture Depreciation</p> <p>8003 Motor Vehicles Depreciation</p> <p>8004 Office Equipment Depreciation</p>	8003

Depreciation Method	Mandatory	<p>Use to define the depreciation method to apply.</p> <p>A single integer 0, or 1 to indicate the depreciation method.</p> <p>1 = straight line</p> <p>2 = reducing balance</p> <p>3 = write off</p>	1
Purchase Date	Optional	<p>The date that the item was purchased, expressed in DD/MM/YYYY format.</p>	13/08/2011
Category	Optional	<p>Categorise the fixed asset using an integer (1 - 100).</p> <p>Use the Settings > Configuration > Fixed Assets tab to select the integer category.</p>	3
Department	Optional	<p>Assign depreciation of fixed asset to a specific department.</p> <p>Use an integer 0 - 999.</p>	7
Rate	Mandatory	<p>The annual percentage rate of depreciation using the method defined in Depreciation Method entry.</p> <p>Use numeric entry up to three digits plus two decimal places - six characters.</p>	15.00
Cost Price	Mandatory	<p>The net price paid for the asset.</p> <p>Use numeric entry up to eight digits plus two decimal places - five characters.</p>	12999.99

Net Book Value	Mandatory	<p>The current book asset value including depreciation, if any.</p> <p>Use numeric entry up to eight digits plus two decimal places - eleven characters.</p>	9800.78
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Index

C

Comma separated values 5, 17, 28, 39, 50,
53, 58, 60, 63, 65

file structures 17, 28, 39, 50, 53, 58,
60, 63, 65

overview 5

CSV 5, 17, 28, 39, 50, 53, 58, 60, 63, 65

file structures 17, 28, 39, 50, 53, 58,
60, 63, 65

overview 5

D

Data 4, 16

import 4, 9

import errors 16

F

File structures 17, 28, 39, 50, 53, 58, 60,
63, 65

audit trail transactions 50

customer/supplier records 17

nominal ledger records 39

project records 60, 63

stock records 53

stock transactions 58

I

Import 4, 6-7, 16

data 4, 9

data errors 16

Import Folder 7

Information 7

