







Sage Business Cloud Accounting: Importing List Files

Learning Objectives

After completing this module you should be able to:

- Import Customers
- Import Vendors
- Import Products/Services/Inventory
- Import Sales/Expense Entry batches
- Import transactions from Bank Statements

NOTE Throughout the duration of the course, you will encounter important icons and visual conventions as part of your learning experience to guide learners through the chapters. Some of the cues are indicated here.

	Important Information / Important Note / Additional Information	Item where caution and attention is required or additional insight and information is provided.
	Exercise	Your opportunity to practice a concept.
	End of Exercise	Indicates the end of an exercise.
	Check Your Knowledge	Review questions at the end of a lesson to check your understanding and ability to implement concepts.
	Summary	Overview of the most important items covered in a section or lesson.
	End of Lesson	The end of the lesson.

Importing Customer Lists/Data

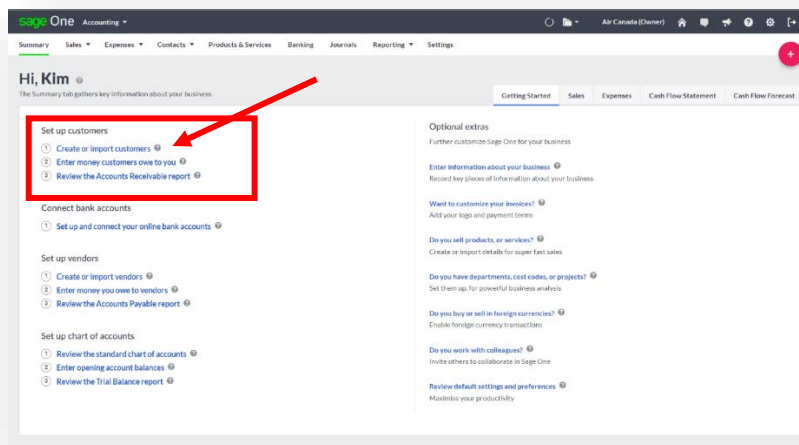
Importing Accounts from Excel

In addition to setting up records/list data one at a time, files can be imported from Microsoft Excel or another system into **Accounting** faster, saving valuable time. This feature lets you import Customers, Vendors, Products, Services, batch Sales Entries, batch Expense Entries, Customer/Vendor Opening Balances and transactions from Bank Statements. The process for importing data is the same for each. This data is used to prepopulate invoices, vendor bills for example, saving time not having to re-enter the data each time it's used. By moving data quickly you're able to incorporate business' information throughout **Accounting** immediately as opposed to re-entering every customer, vendor, product, service etc. individually. That can be quite time consuming.

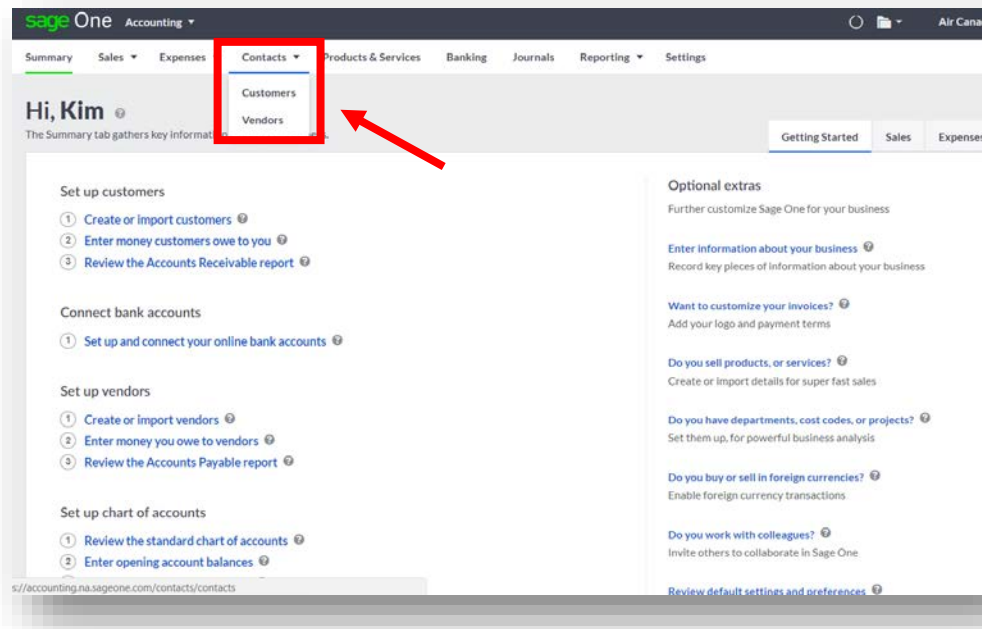
Information can be imported from a .CSV or Excel file. **Accounting** provides a sample file for reference or can be downloaded to ensure your file is formatted correctly. This ensures your file is easily ready for import.

Christina had several customers prior to opening Divine Chocolates. In the interest of time, she wants to import their record/information into **Accounting**.

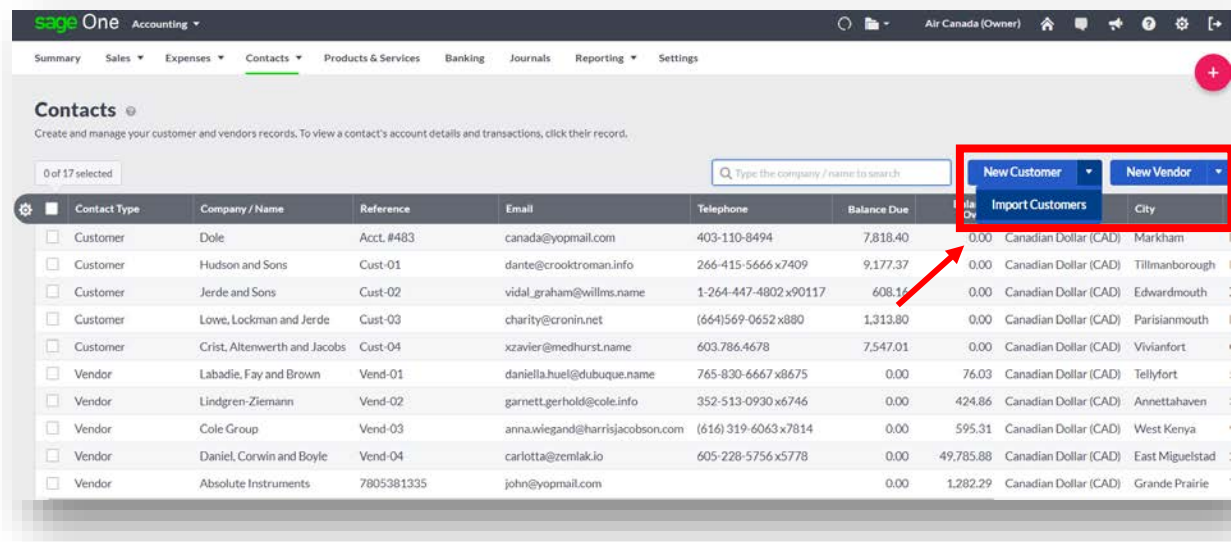
There are two places to **import** customers. The first way is from the dashboard, under **Set up customers**, click on 1. **Create or Import Customers**.



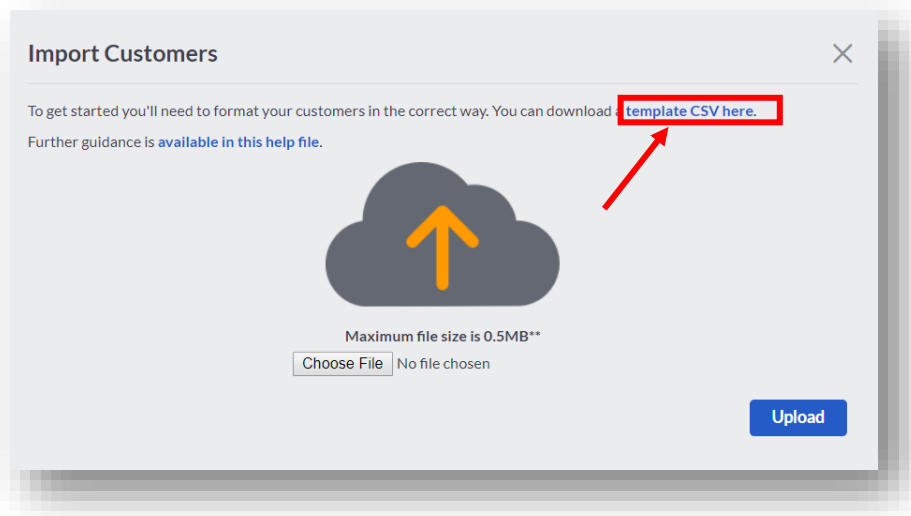
OR from **Contacts** in the drop-down menu:



1. Click **Contacts**.
2. Navigate to the blue **New Customer** or **New Vendor** icons and select **Import Customers** or **Import Vendors** in the drop-down menu:



The **Import Customers** box will appear.



Let's add Christina's customers:

- Susan White
- Steve Roberts
- Scott Sanders
- Kim Steward

It's important to note that all list data imported into **Accounting** be formatted as a **CSV file**. To help you import contacts, Sage provides a CSV template for your use already formatted correctly. To access it, click on **template CSV here** link. The template CSV file includes an example of what you need to enter in each column. For purposes of this lesson, use the attached link:

[EAP curriculum example import customers.csv](#)



NOTE: To ensure your information imports successfully, you must include a header row in your CSV file, using the same headings as below.

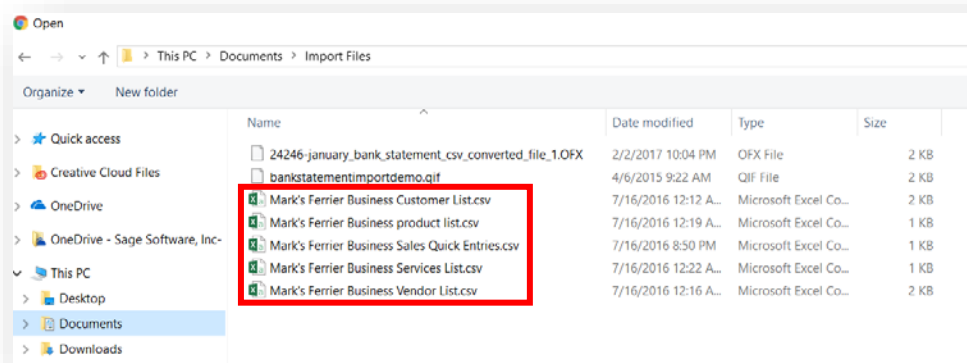
Example CSV template:

Reference	Company Name	Currency	Credit Limit	Main Address Type	Main Address Line 1	Main Address Line 2	Main Address Town	Main Address County	Main Address Post Code	Main Address Country	Main Contact Name	Main Contact Phone	Main Contact Type
Cust-01	Grady-Lockman	CAD	352		24281 Gre	Suite 793	Kristinafurt	Alberta	L8P 8R2	CA	Santino Mi	511.342.6955	Purch
Cust-02	Schowalter, Borer and	CAD	449		51712 Tra	Suite 754	Port Laurel	Yukon	Y9N3P5	CA	Alvah Nier	175.467.4624	Purch
Cust-03	Rosenbaum-Gorczyan	CAD	749	Purchasing	1022 Town	Apt. 437	Schusterview	Prince Edw	P9C 9V6	CA	Donavon S	434-068-2253	Sales
Cust-04	Considine and Sons	CAD	266	Delivery	779 Jarvis	Apt. 360	North Lysaneland	Northwest	P9N 9J0	CA	Dr. Maxim	1-631-427-855	Sales



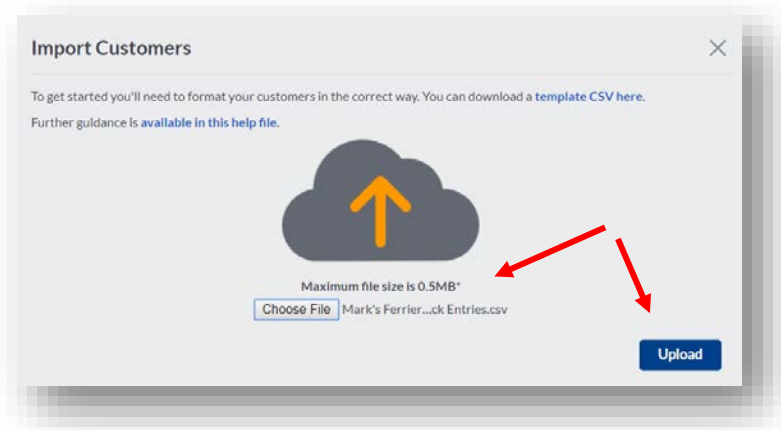
NOTE: To save an Excel file as CSV, open the File menu within Excel and select 'Save As'. Choose to save as CSV (Comma delimited) (*.csv).

3. Click **Choose File** and select the CSV file within your document list that you want to import.

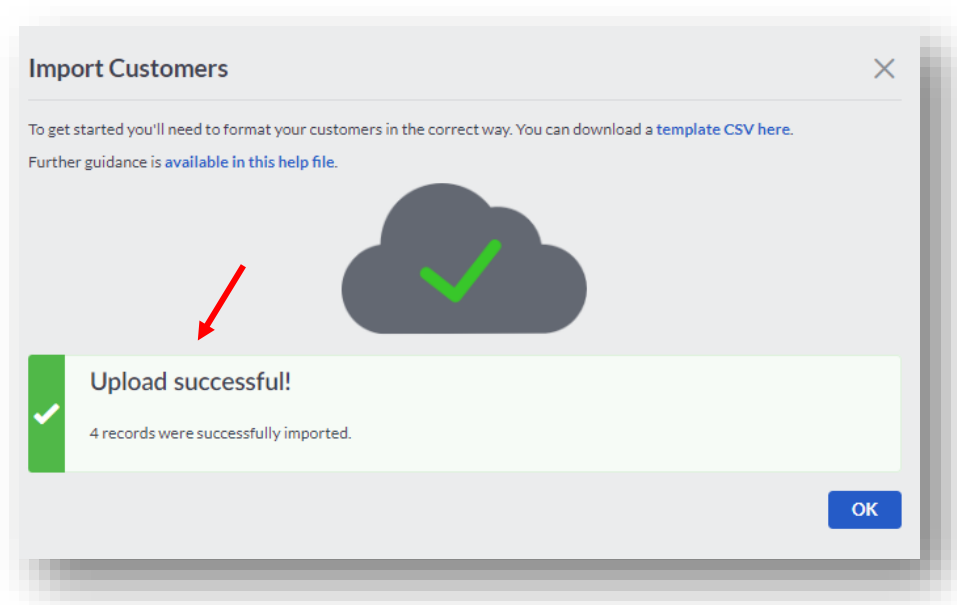


NOTE: The maximum file size is .5 MB

4. Once the file is added click **Upload**.



Once the files have been imported, you will receive notification that your upload was successful.

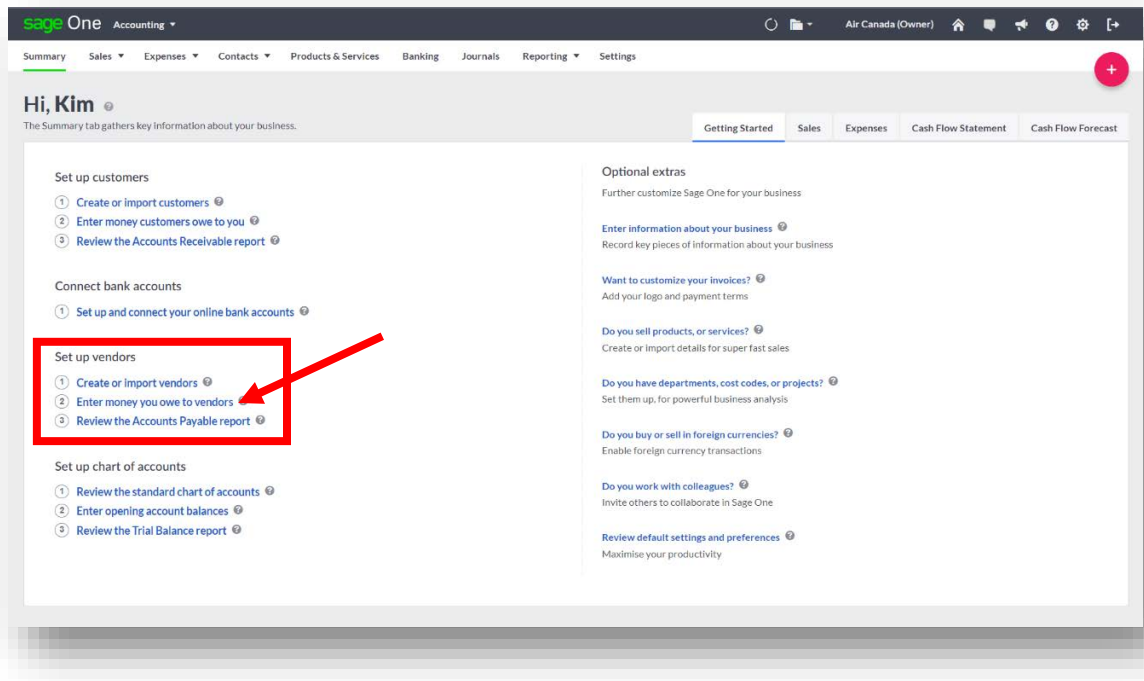


Importing Vendors ('List') Data

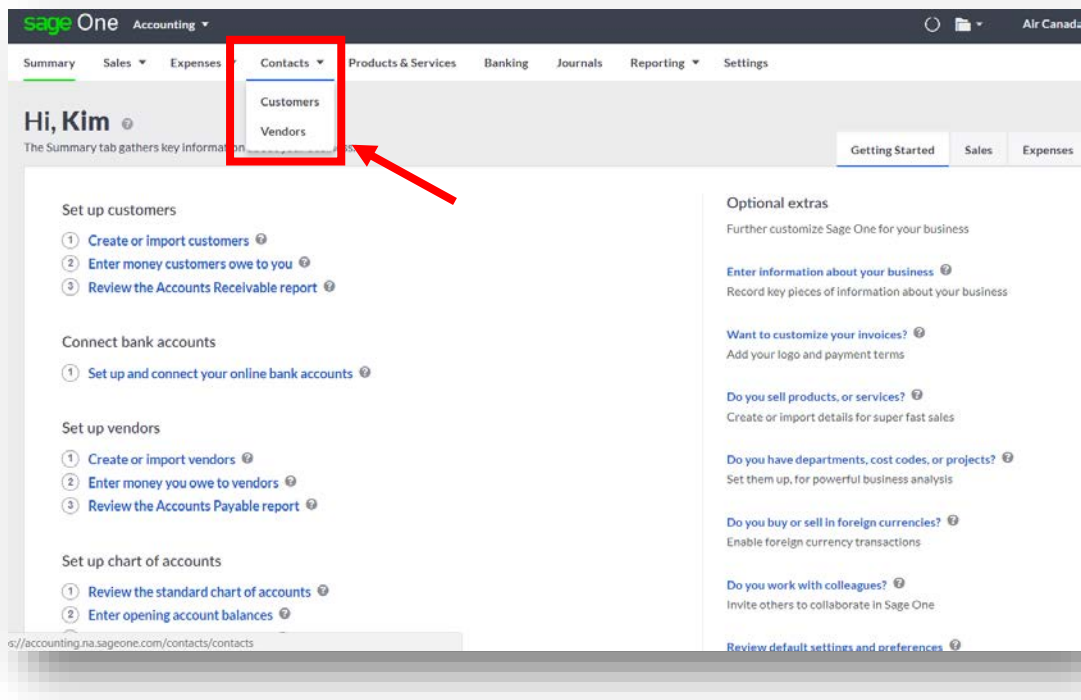
In addition to setting up individual vendors one at a time, as we just did in Module 6, **Accounting** can import 'list data' from Excel or other accounting software making moving data simple. This includes Customers, Vendors, Products, Services, Sales Quick Entries, Expense Quick Entries, Customer/Vendor Opening Balances and transactions from Bank Statements. This is the data that is used to prepopulate when creating invoices, for example, saving you time from having to re-enter the data every time you use it. Being able to quickly incorporate business' information is helpful because entering each customer, supplier, product, service etc. individually can be quite time consuming.

The process for importing data is the same for each. There are two ways to **import vendors**:

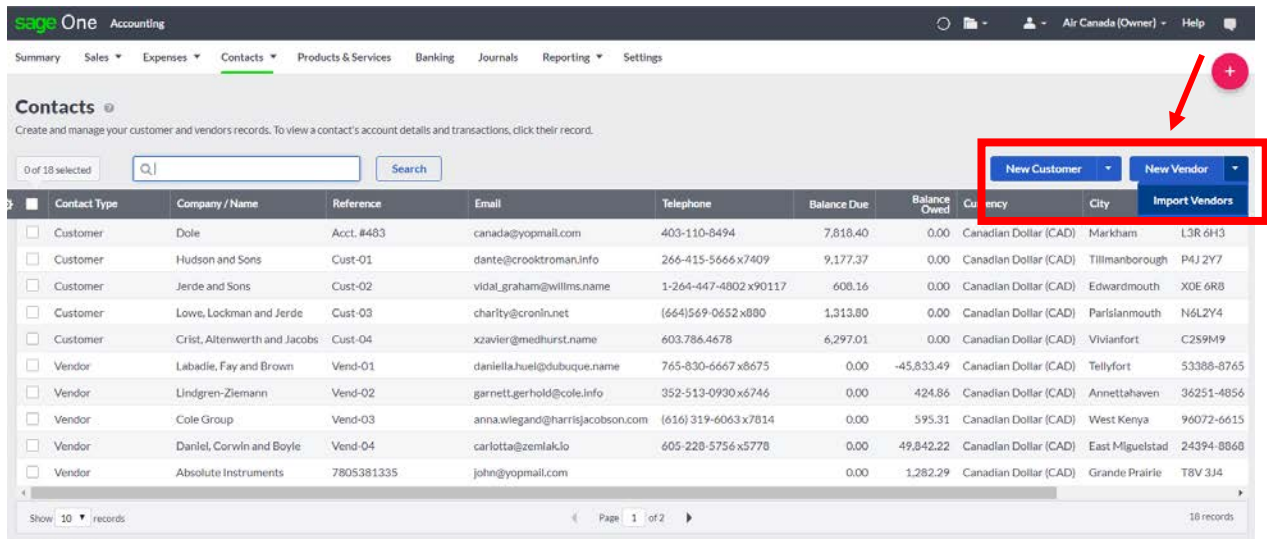
1. From the dashboard, under **Set up vendors**, click on **1. Create or Import Vendors**.



OR from **Contacts** in the drop-down menu:



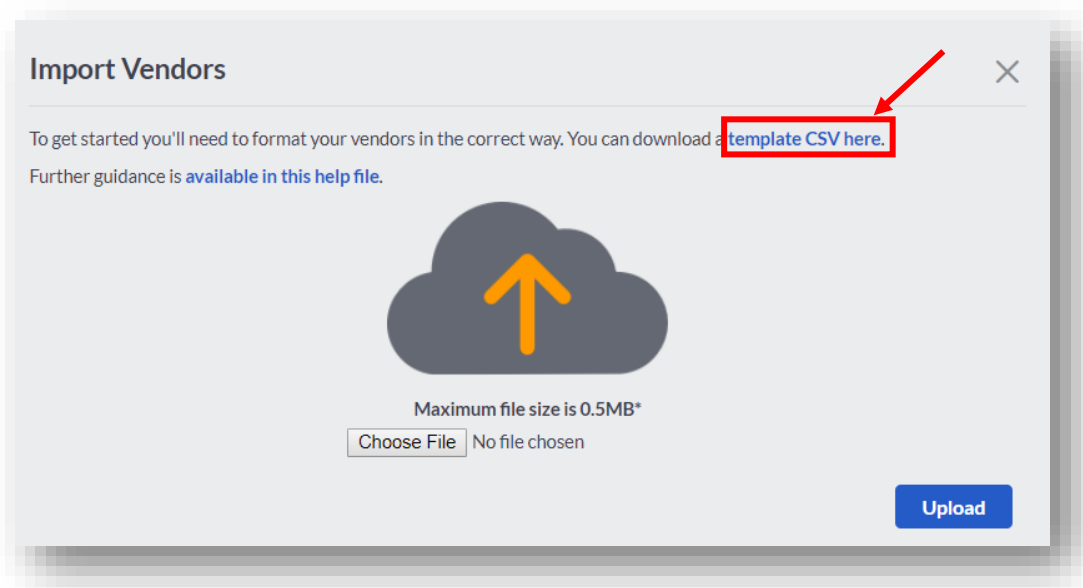
2. Click **Vendors**.
3. Navigate to the blue **New Vendor** icon and select **Import Vendors** in the drop-down menu:



The screenshot shows the Sage One Accounting interface. The top navigation bar includes 'Summary', 'Sales', 'Expenses', 'Contacts', 'Products & Services', 'Banking', 'Journals', 'Reporting', and 'Settings'. The 'Contacts' page is active, displaying a table of customer and vendor records. A red box highlights the 'New Vendor' button and its dropdown menu, which includes the 'Import Vendors' option. A red arrow points to the 'New Vendor' button.

Contact Type	Company / Name	Reference	Email	Telephone	Balance Due	Balance Owed	Currency	City	Postal Code
Customer	Dole	Acct. #483	canada@yopmail.com	403-110-8494	7,818.40	0.00	Canadian Dollar (CAD)	Markham	L3R 6H3
Customer	Hudson and Sons	Cust-01	dante@crooktroman.info	266-415-5666x7409	9,177.37	0.00	Canadian Dollar (CAD)	Tillmanborough	P4J 2Y7
Customer	Jerde and Sons	Cust-02	vidal_graham@willms.name	1-264-447-4802 x90117	-608.16	0.00	Canadian Dollar (CAD)	Edwardmouth	XOE 6R8
Customer	Lowe, Lockman and Jerde	Cust-03	charlty@cronln.net	(664)569-0652x880	1,313.80	0.00	Canadian Dollar (CAD)	Parishanmouth	N6L2Y4
Customer	Crist, Altenwerth and Jacobs	Cust-04	xzavier@medhurst.name	603.786.4678	6,297.01	0.00	Canadian Dollar (CAD)	Vivianfort	C2S9M9
Vendor	Labadie, Fay and Brown	Vend-01	daniella.huel@dubuque.name	765-830-6667 x8675	0.00	-45,833.49	Canadian Dollar (CAD)	Tellyfort	53388-8765
Vendor	Linsgren-Ziemann	Vend-02	garnett.gerhold@cole.info	352-513-0930 x6746	0.00	424.86	Canadian Dollar (CAD)	Annettahaven	36251-4856
Vendor	Cole Group	Vend-03	anna.wiegand@harrisjacobson.com	(616) 319-6063 x7814	0.00	595.31	Canadian Dollar (CAD)	West Kenya	96072-6615
Vendor	Daniel, Corwin and Boyle	Vend-04	carlotta@zemlaklo	605-228-5756 x5778	0.00	49,842.22	Canadian Dollar (CAD)	East Miguelstad	24394-8868
Vendor	Absolute Instruments	7805381335	john@yopmail.com		0.00	1,282.29	Canadian Dollar (CAD)	Grande Prairie	T8V 3J4

The **Import Vendors** box will appear. It's important to note that all list data imported into **Accounting** be formatted as a **CSV file**. To help you import contacts, Sage provides a *CSV template* for your use already formatted correctly. To access it, click on **template CSV here** link. The template CSV file includes an example of the data needed to enter in each column.



Example CSV template:



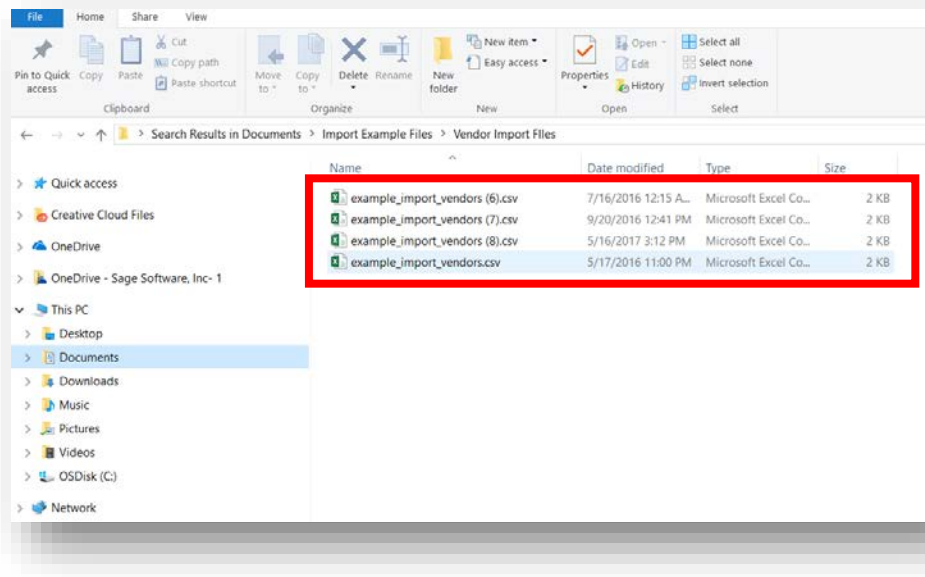
NOTE: To ensure your information imports successfully, you must include a header row in your CSV file, using the same headings as below.

Reference	Company Name	Currency	Credit Limit	Main Address Type	Main Address Line 1	Main Address Line 2	Main Address Town	Main Address County	Main Address Post Code	Main Address Country	Main Contact Name	Main Contact Phone	Main Contact Type	Main Contact Mobile	Main Contact Email	Main Contact
Vend-01	Bashirian-Price	CAD	847	Purchasing	2132 Schulist C Suite 448		Trompsmouth	British Columbia	J1P 6E1	CA	Jade Harber	1-791-681-9557	Accounts	1-632-456-980	meda@wuckert.	519.039.950
Vend-02	Nitzsche and Sons	CAD	23	Sales	7647 Stoltenbe Suite 762		Russellmouth	Alberta	Y2C 5X1	CA	Dalton Rolfsor	932.221.5663 x	Sales	515.690.7555	breanne_bogisic	191.720.855
Vend-03	Medhurst Inc	CAD	920	Accounts	94176 Brandy Apt. 378		South Arielhaven	Yukon	K8P7X1	CA	Lessie Johnsto	252.165.6730 x	Accounts	1-772-975-246	robb_kulas@tho	150-690-081
Vend-04	Schiller-Abernathy	CAD	527		117 Fadel Shor Suite 452		Nikkomouth	Alberta	X0V 8Y1	CA	Giuseppe McG	500.799.4667 x	Sales	1-856-734-675	josefa_cremin@	1-764-525-1



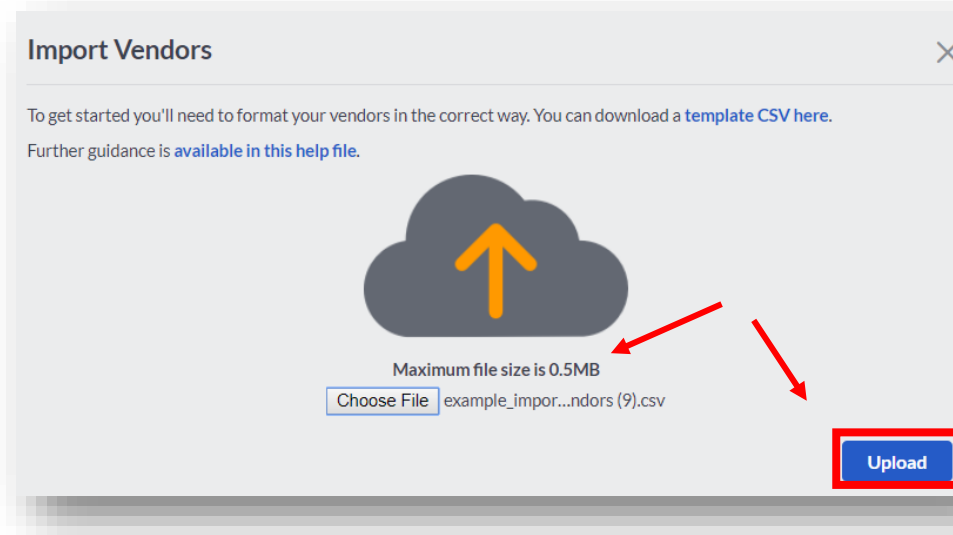
NOTE: To save an Excel file as CSV, open the File menu within Excel and select 'Save As'. Choose to save as CSV (Comma delimited) (*.csv).

4. Click **Choose File** and select the CSV file within your document list that you want to import.

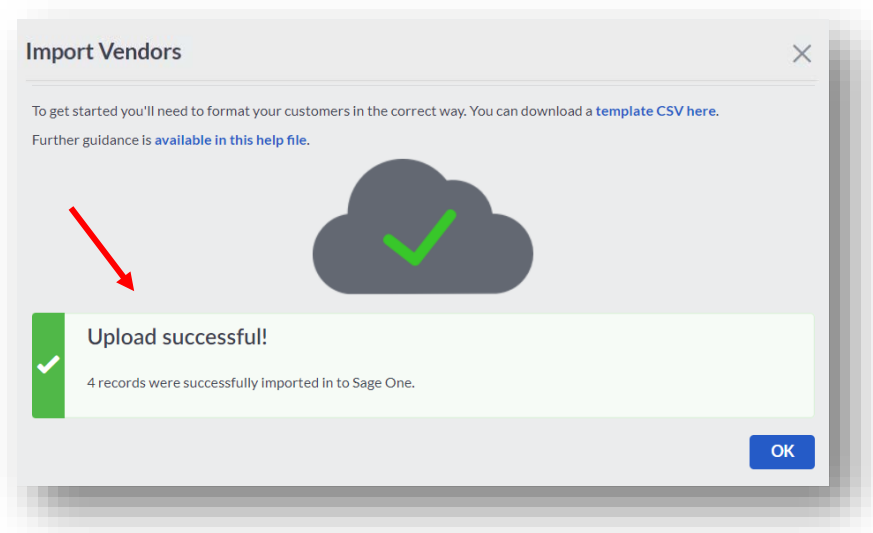


NOTE: The maximum file size is .5 MB

5. Once the file is added click **Upload**.



Once the files have been imported, you will receive notification that your upload was successful.



Importing Products and Services (Inventory)

There are several items Divine Chocolates will be selling. Those items were being tracked and managed in Christina's excel spreadsheet. To save time, she can easily import those products/services into **Accounting** as opposed to inputting them one by one. They include:

- Sugar – 50 lb. bag 150.00\$
- Cocoa Butter - 10 lbs. 30.00\$
- Cocoa Power – 10 lbs. 25.00\$
- Milk – 20 1- gallon containers 50.00\$
- Bags – 200 Cellophane 35.00\$



NOTE: As with importing contacts, to ensure your information imports successfully, you **must** include a header row in your CSV file, using the **same headings** as in the **Field name** column.

Let's import Divine Chocolates stock items. From to the **Products and Services** menu navigate to **New Item** and select **Import Item** within the blue drop-down menu:

Products & Services

Create, view and manage records of the products or services that you sell.

Out of stock 1 Items

Below reorder level 1 Items

0 Selected

Q Type to search Filter

Code	Description	Category	Type	Rate	Cost Price	Selling Price	Quantity in S
<input type="checkbox"/> MICWB-100	Milk Chocolate Wedding Bells		Stock		2.00	5.00	20
<input type="checkbox"/> GLDFSH	Goldfish - Large		Stock		0.50	3.50	0.00 20.00
<input type="checkbox"/> DGBD-LG	Large Dog Bed		Stock		40.00	60.00	5.00 2.00
<input type="checkbox"/>	New Product Description - THIS FIELD REQUIRED		Non-stock		0.00	0.00	
<input type="checkbox"/> DOG FOOD	Dog Food - 50 lb.		Non-stock		25.00	75.00	
<input type="checkbox"/> DCLN - SVC01	Dry-cleaning Service		Service	4.50	0.00		
<input type="checkbox"/>	Product Description Field		Non-stock		0.00	0.00	
<input type="checkbox"/> HC 100	Haircut		Service	15.00	0.00		
<input type="checkbox"/> SC-Scissors	Cutting Hair Shears		Non-stock		15.00	30.00	
<input type="checkbox"/> PROD-04	Envelope - White x 100		Non-stock		2.01	4.34	
<input type="checkbox"/> PROD-05	Pineapples		Non-stock		15.00	45.99	
<input type="checkbox"/> PROD-06	Compass		Non-stock		850.00	1,500.00	
<input type="checkbox"/> PROD-01	Filing Cabinet - 3 Drawer		Non-stock		1.01	9.99	
<input type="checkbox"/> PROD-02	Envelope - White x 100		Non-stock		2.01	67.09	
<input type="checkbox"/> PROD-03	Filing Cabinet - 3 Drawer		Non-stock		2.01	9.99	
<input type="checkbox"/> Courier Service	Courier Service		Service	50.00	0.00		
<input type="checkbox"/> Widgets	Widgets 01		Non-stock		5.00	50.00	
<input type="checkbox"/> Kim Test 2	Kim Test 2		Non-stock		0.00	10.00	

We will further explore adding inventory in detail in the next Module – Inventory but for purposes of this lessons, we'll add Christina's items via the import method. Select **Stock**.

Import Items ?

Select a type to Import

Stock Non-stock Service

First, download our [template CSV file](#) to format your items in the correct way.

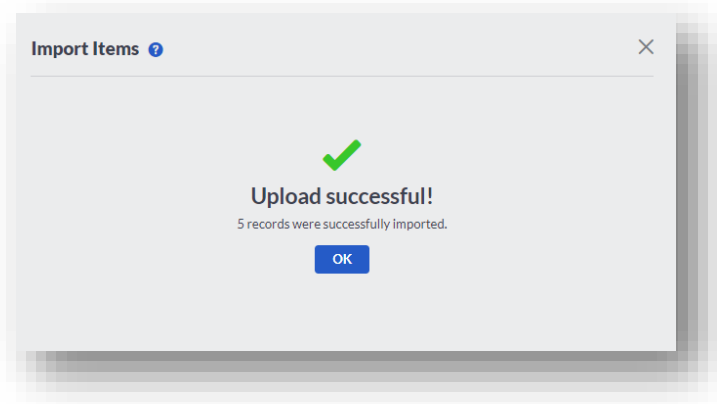
+ Upload your CSV file
Maximum file size is 0.5MB

Next, click **+Upload your CSV** file and select the CSV excel file with Divine Chocolates inventory items. For purposes of this lesson, use the following link:

[EAP curriculum example_import_stock.csv](#)

Item Code	Description	Selling Price 1 Name	Selling Price 1 Value	Sales Ledger Account	Usual Vendor	Expense Description	Cost Price	Expense Ledger Account	Notes	Vendor Code	Reorder Level	Reorder Quantity	Location	Barcode	Weight Us
STOCK-01	Sugar – 50 lb. bag	Sales Price	0	4000	Vend-01	STOCK-01 Vendor Description	150	1200	STOCK-01 Notes	Sugar50 lb	10	30	Warehouse1		1 g
STOCK-02	Cocoa Butter – 10 lbs.	Sales Price	0	4000	Vend-02	STOCK-02 Vendor Description	30	1200	STOCK-02 Notes	CocoaButter10 lbs	10	30	Warehouse2		12 kg
STOCK-03	Cocoa Power – 10 lbs.	Sales Price	0	4000	Vend-03	STOCK-03 Vendor Description	25	1200	STOCK-03 Notes	CocoaPower10 lbs	10	30	Warehouse3		6.5 g
STOCK-04	Milk – 20 1-gallon containers	Sales Price	0	4000	Vend-04	STOCK-04 Vendor Description	50	1200	STOCK-04 Notes	Milk1gallon	10	30	Warehouse4		2 g
STOCK-05	Bags	Sales Price	0	4000	Vend-04	STOCK-04 Vendor Description	50	1200	STOCK-04 Notes	BagsCello					

Once the inventory has uploaded, a notification will appear that your file has successfully imported:



Divine Chocolates inventory now appears on the dashboard along with the other stock, non-stock and service items:

Summary Sales Expenses Contacts Products & Services Banking Journals Reporting Settings

Products & Services ⊕
Create, view and manage records of the products or services that you sell.

Out of stock **6 Items** | Below reorder level **5 Items**

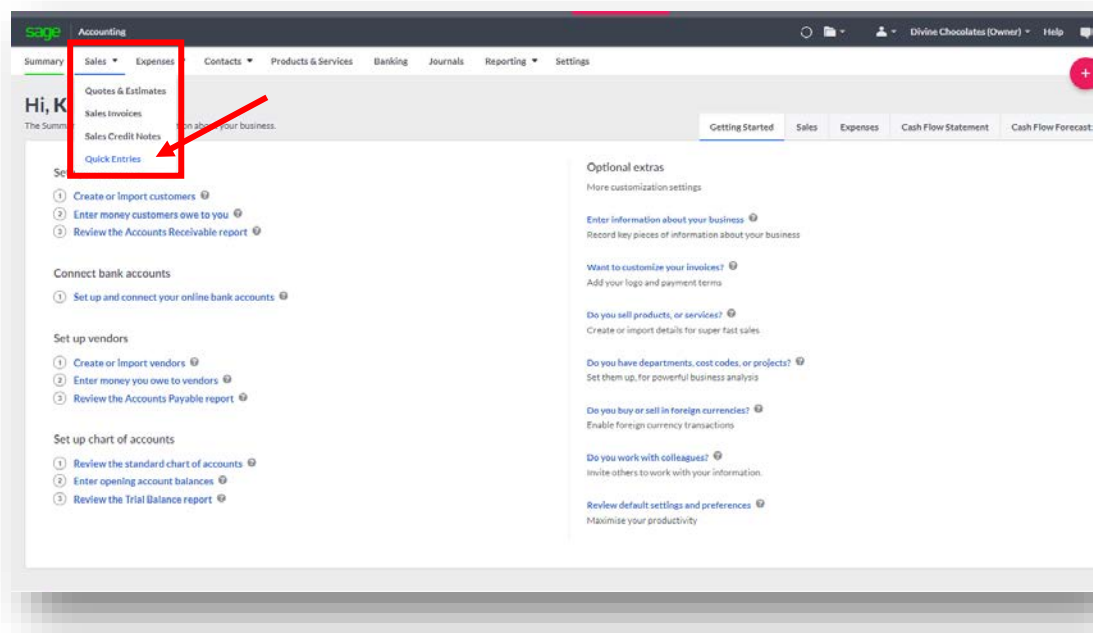
0 Selected 🗑️ 📧 📄 📁 🗑️ 🔍 Type to search Filter New Item

Code	Description	Category	Type	Rate	Cost Price	Selling Price	Quantity in Stock	Reorder Level
<input type="checkbox"/> STOCK-03	Cocoa Power – 10 lbs.		Stock		25.00	0.00	▲ 0.00	10.00
<input type="checkbox"/> STOCK-04	Milk – 20 1-gallon containers		Stock		50.00	0.00	▲ 0.00	10.00
<input type="checkbox"/> STOCK-05	Bags		Stock		0.00	0.00	0.00	0.00
<input type="checkbox"/> STOCK-01	Sugar – 50 lb. bag		Stock		150.00	0.00	▲ 0.00	10.00
<input type="checkbox"/> STOCK-02	Cocoa Butter – 10 lbs.		Stock		30.00	0.00	▲ 0.00	10.00
<input type="checkbox"/> MCWB -100	Milk Chocolate Wedding Bells		Stock		2.00	5.00	200.00	0.00
<input type="checkbox"/> GLDFSH	Goldfish - Large		Stock		0.50	3.50	▲ 0.00	20.00
<input type="checkbox"/> DGBD -LG	Large Dog Bed		Stock		40.00	60.00	5.00	2.00

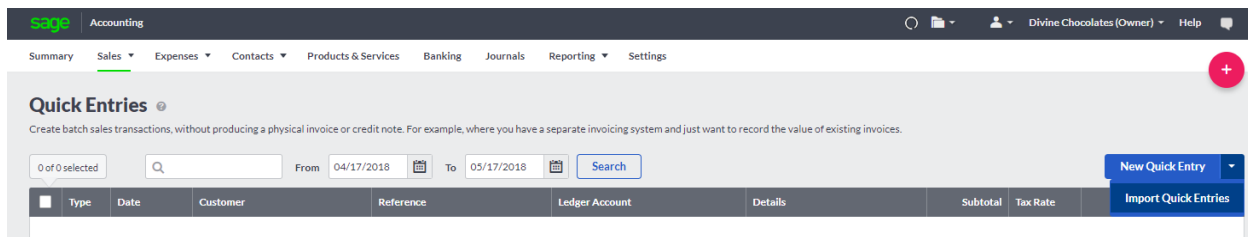
Importing Sales Quick Entries

Before Divine Chocolates launched their grand opening, once a month for three months, Christina sold small bags of candy samples at the local farmers market to market her new business and network with potential customers. She recorded all her sales in Excel and now needs to transfer those sales by importing them into Accounting. She can easily do this with the Quick Entry Import feature. As the name implies, the Quick Entries option saves time by quickly entering sales invoices and credit notes that have been created either in a different system or by hand. Entries can be done for one or more customers at the same time. There is *not* an invoice associated with **Quick Entries** however.

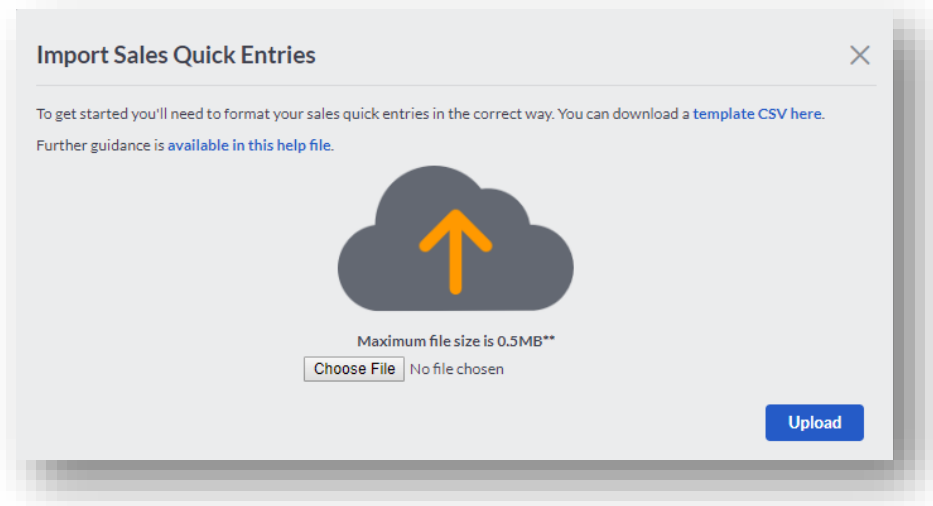
From the menu bar, navigate to **Sales** and then **Quick Entries**.



Next, navigate to **New Quick Entry** and select **Import Quick Entries** from the drop-down menu:



As with the previous imports, select the **template CSV here** as guidance for the Quick Entries you'd like to import.



Once the file is complete and ready for upload, navigate to **Choose File** and select the Quick Entry CSV file. For purposes of this lesson, use the provided example file to import quick entries:

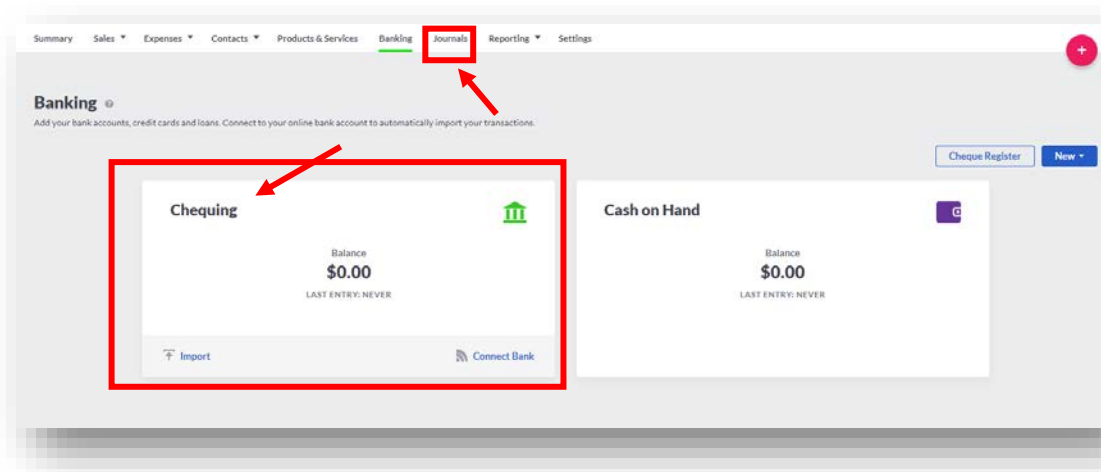
Type	Customer Reference	Date	Business Name	Reference	Sales Ledg	Details	Subtotal	Tax Rate	Tax	Total	A
Inv	ABC001	1/15/2018	Susan White	INV001	4000	Candy Bag	5	Standard		5	
Crn	ABC001	1/19/2018	Steve Roberts	CRN001	4000	Candy Bag	15	Standard		15	
Inv	CDE001	2/1/2018	Scott Sanders	INV002	4000	Candy Bag	20	Standard		20	
Crn	CDE001	2/22/2018	Kim Steward	CRN002	4000	Candy Bag	5	Standard		5	
Inv	BBS001	2/27/2018	James Smith	INV003	4000	Candy Bag	10	Standard		10	
Inv	BBS001	2/30/2018	Michael Jones	CRN003	4000	Candy Bag	30	Standard		30	
Inv	453454	1/15/2018	Robert Whitlock	INV005	4000	Candy Bag	10	Standard		10	
Inv	354534	1/15/2018	David Robinson	INV006	4000	Candy Bag	10	Standard		10	
Inv	675673	1/15/2018	Beth Ondrick	INV007	4000	Candy Bag	5	Standard		5	
Inv	247568	1/15/2018	Carey Kleigman	INV008	4000	Candy Bag	5	Standard		5	
Inv	375768	1/15/2018	Mary Paltrow	INV009	4000	Candy Bag	20	Standard		20	
Inv	343788	1/15/2018	Dorothy Brand	INV0010	4000	Candy Bag	25	Standard		25	
Inv	3489766	1/15/2018	Cecil Campbell	INV011	4000	Candy Bag	30	Standard		30	

Once complete, all previous sales transactions will appear on the Quick Entries Dashboard.

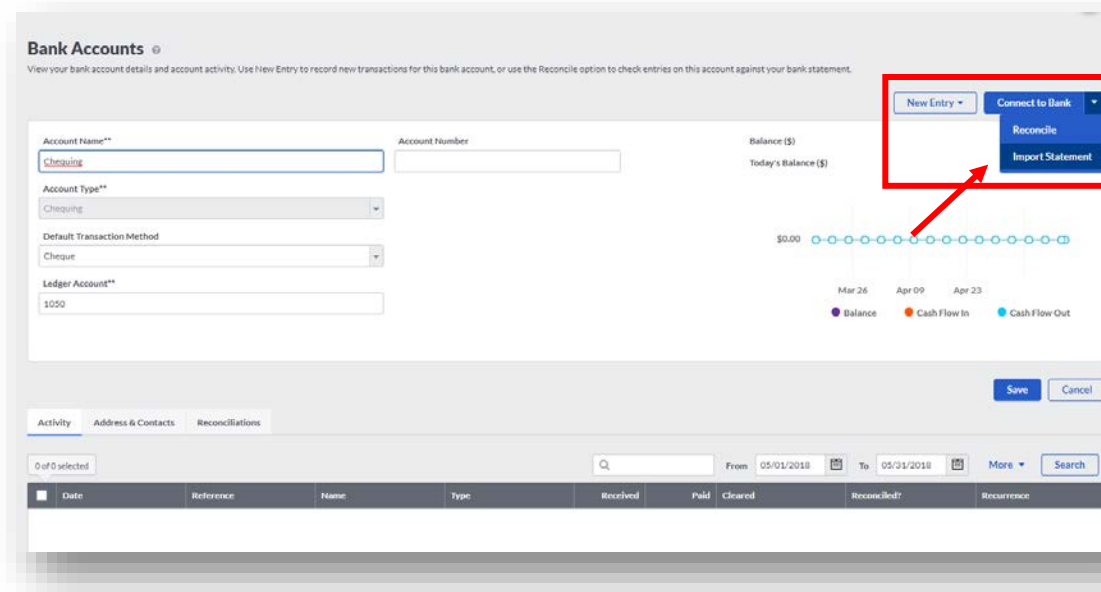
Importing Bank Transactions/Statements

One of the top features of **Accounting** is the ability to set up automatic bank feeds, connect to an online bank account and upload transactions automatically. Some customers, however, prefer to import their bank statements manually to reconcile transactions. Since this is Divine Chocolates first month in business we're going to import Christina's statements, which will save time matching transactions. It will also ensure her accounts are accurate.

1. From the menu bar, navigate to **Banking**. Select the account to import the statement from. Select **Chequing**.



2. Navigate to **New** and select **Import Statement** from the drop-down menu:



3. Enter the statement balance and a reference. To ensure Divine Chocolates stays organized enter the month and year in the reference field. *Type: April 2018*

Import Bank Transactions

Import your electronic statements.

Pending transactions

To import statements, you must first download them from your online banking service. We can work with statements in QIF, OFX and CSV formats.

CSV imports must contain both 'Date' and 'Amount' columns. A third optional column, 'Reference', is also supported. [Click here](#) to download an example.

It is recommended that statements contain at most one month's worth of transactions.

Browse to the file, enter Statement details and click Upload.

Choose File

Enter the statement end balance*

Enter the statement reference

4. Download your bank statement from your online banking service as QIF, OFX or CSV files. Once complete, click **Choose File** and then **Upload**.



Check Your Knowledge

Answer the following questions about the material covered in this lesson.

Short Answer

Write a short answer to the question below.

1. What are the five areas list files can be imported into Accounting?

Multiple Choice

Mark the correct answer(s) to the question below.

2. What format must a file be in to successfully import into Accounting?
 - A. PDF
 - B. MS Word
 - C. Wav
 - D. CSV

3. The two supported file types for importing bank statements include;
 - A. FTP
 - B. OFX
 - C. ITP
 - D. QIF

True or False

Enter 'T' for True or 'F' for False for each of the affirmations below.

4. Header Rows can be changed in the example CSV file templates provided by Sage
5. Users coming from another software system are unable to import data into Accounting.
6. Importing sales transactions via the Quick Entry Import feature includes an associated invoice

Please note:

Every effort has been made to ensure that the information provided in this educational series is accurate, up-to-date, and complete, but no guarantee is made to that effect. URLs and additional resources 'Beyond the Classroom' are continuously changing. Because the software is customizable in a number of ways, the language used in this guide may be different from what you 'see' when you work with your company's data file(s).

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