



## Importing Data into Sage BusinessWorks: General Information

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**Overview:** Certain information can be imported into each Sage BusinessWorks Accounting module. This document provides general information on formatting requirements for importing data files.

### General requirements for importing files into Sage BusinessWorks:

1. The import file must be in a comma-separated variable (.CSV) text format. Each field must be separated by commas and can contain only standard ASCII characters. If file meets this requirement, you should be able to open it in the Windows Notepad and see normal text characters.
2. Be certain that the import file does **not** include column headings. If the file contains column headings, Sage BusinessWorks may either import an invalid record or produce an "Invalid format" error.
3. Each record in the file must be terminated by a carriage return and line feed. Pay special attention to the last record in the file. If it does not contain a carriage return and line feed, Sage BusinessWorks cannot import it correctly.
4. Follow the import format exactly as outlined in that module's Help. The sequence of the fields is critical. If you do not plan to include a field, use a comma as a place holder. (When converting a spreadsheet file to .CSV format, create a blank column where that data field would reside. The spreadsheet program then automatically places a comma into the file being created.)
5. If a field contains a comma, that field must be surrounded by quotation marks. For example, if a customer name is recorded with the last name first (*Jones, Frank*), surround the field with quotation marks ("*Jones, Frank*"). Otherwise, Sage BusinessWorks recognizes just the last name as the customer name, places the first name into the next import field, and shifts each subsequent entry backward by one field. (When using Excel to create the file, **do not** place quotation marks around fields. When exporting an Excel spreadsheet to a .CSV format, Excel automatically surrounds a field with quotation marks if that field contains one or more commas.)
6. It is **not necessary** to surround each field with quotation marks except as noted in step 5 above. However, Sage BusinessWorks **does accept** any field enclosed in quotation marks during the import process. (If you are using Excel to create your file, **do not** surround fields with quotation marks. This would result in "Invalid format" errors during the import process.)
7. If a field being imported needs to be in all capital letters but it is in lower case in the import file, Sage BusinessWorks will convert it automatically. If an entry being imported exceeds the allowable length, Sage BusinessWorks will truncate it.
8. Do not use commas or dollar signs when importing numeric values.
9. Transaction dates (for example, invoice, adjustment, payment, or open credit dates) must fall within the allowable date range. The date cannot be more than one **year** prior to or one **month** following the current open month in the module into which the transaction is being imported. For example, if the current open month in Accounts Payable is August 2010, the date of the invoice being imported must fall between August 2009 and September 2010.

### A special note for Excel users:

To create a file in Excel that conforms to the text format requirements for importing into Sage BusinessWorks, select *Save As* from the *File* menu. Under *Save File as Type*, select the **CSV (Comma delimited)** option. (It is not necessary to include quotation marks around text fields. Excel places quotation marks into the .CSV file as needed.)