Importing Customer Transactions in Sage BusinessWorks 2010

Sage BusinessWorks Accounting import format requirements:

1. The import file must be in a comma delimited variable (.CSV) text format. Each field can contain only standard ASCII characters, separated by commas. Your file should resemble the examples at the end of this document.
2. Only those fields listed on the following page can be imported into Sage BusinessWorks, and they must be imported in the order shown.
3. Each record in the file must be terminated by a carriage return and line feed.

Before you begin the import process:

1. Always back up your company data prior to importing a file.
2. Do not delete the import file from your system's memory until you are satisfied with the results of the import.

Time-savers

1. Before importing, you must first define Sales Representatives, Sales Accounts, and Sales Tax IDs. These options are all on the Accounts Receivable *Utilities* menu.
2. It's a good idea to define the Sales Representative and Sales Account for each of your customers before importing invoices. That way, if you don't enter codes for the Sales Rep and Sales Account on your invoice import records, Sage BusinessWorks will automatically assign them from the defaults you had previously defined in the *Customers / Maintain Customers* option.
3. If you have not previously defined the Sales Representative or Sales Account for a customer and you do not enter the code on the invoice import, Sage BusinessWorks will automatically assign Sales Account #1 and/or Sales Rep #1 to the imported invoice.

Invoice import format

Each invoice record must consist of at least 10 and no more than 18 fields:

	Field	Max Length[1]	Valid Entries / Format
0	Transaction Type[2]	N/A	Invoice: /I or /INVOICE.
1	Customer ID[3]	12	Any existing customer ID. (Lowercase letters are converted to uppercase during import.) The customer ID must be on file in the Accounts Receivable module.
2	Invoice #[3]	9	Enter a number between 1 and 999999999. If left blank, the next available invoice number will be assigned.
3	Invoice Date[3,4]	8	MM/DD/YY (Invoice Date must fall within allowable posting time frame: the date cannot be more than one ***year*** prior to or one ***month*** following the current open month.)
4	Invoice Amount[3]	11	Enter a number between 0.01 and 9999999.99 without commas or dollar signs. Invoice Amount should ***not*** include freight or sales tax.
5	Description[3]	20	Any text.
6	Due Date[3,4]	8	Enter the Due Date as MM/DD/YY. The Due Date must be on or after the Invoice Date. Leave blank to assign the invoice date to the due date.
7	Discount Amount[3]	10	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.
8	Discount Date[3,4]	8	Enter a date in the format MM/DD/YY. Must not precede the Invoice Date or be later than the Due Date.
9	Sales Rep #[3]	3	Enter a code between 1 and 250.
10	Sales Account #[3,5]	3	Enter a code between 1 and 999. If no sales account number is entered, the sales account number in the customer record will be used.
11	Freight Amount	10	Enter a number between 0.00 and 9999999.99 without commas or dollar signs.
12	1st Sales Tax Amount	10	Enter a number between 0.00 and 9999999.99 without commas or dollar signs.
13	1st Sales Tax ID[6]	4	Sales Tax ID.
14	2nd Sales Tax Amount	10	Enter a number between 0.00 and 9999999.99 without commas or dollar signs.
15	2nd Sales Tax ID[6]	4	Sales Tax ID.
16	3rd Sales Tax Amount	10	Enter a number between 0.00 and 9999999.99 without commas or dollar signs.
17	3rd Sales Tax ID[6]	4	Sales Tax ID.

1 If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks will automatically truncate it to the maximum number allowed.

2 If a record has no transaction type, Sage BusinessWorks will attempt to add it as an invoice (as though the /I transaction type had been used).

3 Required fields. Fields 1, 3, and 4 must contain data. Fields 2, 5, 6, 7, 8, 9, and 10 must be delimited with commas, even if no information is entered in a field. See the examples on page 5.

4 The date must be entered as MM/DD/YY, regardless of the default set in the Windows Control Panel. Do not use a four-digit year, i.e., “08/01/2010”.

5 If you have G/L accounts for this company, a valid G/L account number must first be defined for all Sales Accounts used during the import process.

6 All Sales Tax IDs used during the import process must first be on file in the Accounts Receivable module.

Payment import format

Each payment record must consist of at least 5 and a maximum of 15 fields. Payments are automatically applied against the customer's finance charges first, then oldest-to-newest invoices. Any remaining balance is applied to open credits. An individual open credit transaction is created for any open credit amount. (Note: to import payments, choose *Import Invoices* from the A/R *Utilities* menu.)

	Field	Max Length[1]	Valid Entries / Format
0	Transaction Type[2,3]	N/A	Payment: /P or /PAYMENT.
1	Customer ID[3]	12	Any existing customer ID. (Lowercase letters are converted to uppercase during import.)
2	Check# or Cash or Credit Card[3]	6	For a check, enter a number between 1 and 999999. For cash, enter C. For credit card, enter D.
3	Payment Date[3,4]	8	MM/DD/YY (Payment Date must fall within allowable posting time frame: the date cannot be more than one ***year*** prior to or one ***month*** following the current open month.)
4	Payment Amount[3]	11	Enter a number between 0.01 and 9999999.99 without commas or dollar signs.
5	Description	12	Enter any text as the description of the payment.
6	Cash Account #[5]	1	Enter a code between 1 and 9. If a cash account is not entered, the default cash account number is used. If the Accounts Receivable module does not have multiple cash accounts, only cash account number 1 can be used.
7	Credit Card Company Name[3]	20	If you entered a D in field 2, enter an alphanumeric name for the credit card company such as MasterCard or Visa.
8	Credit Card Holder's Name[3]	40	If you entered D in field 2, enter the name on the credit card.
9	Credit card holder's Address1	40	If you entered D in field 2, enter the first address line for the credit card holder.
10	Credit card holder's Address2	40	If you entered D in field 2, enter the second address line for the credit card holder.
11	Credit card holder's City	40	If you entered D in field 2, enter the city for the credit card holder.
12	Credit card holder's State	2	If you entered D in field 2, enter the state for the credit card holder.
13	Credit card holder's ZIP	10	If you entered D in field 2, enter theZIP Code for the credit card holder.
14	Credit card holder's Email	200	If you entered D in field 2, enter the Email address for the credit card holder.
15	Credit Card Number[3]	20	If you entered D in field 2, enter the credit card number. This is a required field and may not be omitted.
16	Credit Card Expiration Date[3]	8	If you entered D in field 2, enter the expiration date of the credit card in the form MM/DD/YY. This is a required field and may not be omitted.
17	Credit Card Approval Code	10	If you entered D in field 2, enter the credit card's approval code.
18	Open Credit #	6	Enter a number between 1 and 999999 or leave this field blank to use the next available number.
19	Open Credit	40	Enter an open credit description or leave this field blank to use the payment

	Description	description for the open credit.

[1] If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks will automatically truncate it to the maximum number allowed.

[2] /P or /PAYMENT is required. (If a record has no transaction type, Sage BusinessWorks will attempt to add it as an invoice, as though the /I transaction type had been used).

[3] Required fields.

[4] The date must be entered as MM/DD/YY, regardless of the default set in the Windows Control Panel. Do not use a four-digit year, i.e., “08/01/2010”.

[5] If you have G/L accounts for this company, a valid G/L account number must first be defined (*Utilities / Maintain Posting Accounts*) for all Cash Accounts used during the import process. If no Cash Account number is entered or if the A/R module does not have multiple cash accounts, only Cash Account #1 can be used.

Open Credit import format

Each open credit record must consist of at least 5 and a maximum of 8 fields. Imported open credits are not applied to customer invoices. They only increase the customer’s open credit amount. (Note: to import open credits, choose *Import Invoices* from the A/R *Utilities* menu. To apply open credits after importing, choose the *Transactions / Apply Open Credits* option.)

	Field	**Max Length[1]**	**Valid Entries / Format**
0	Transaction Type[2,3]	N/A	Open Credit: /C or /CREDIT.
1	Customer ID[3]	12	Any existing customer ID. (Lowercase letters are converted to uppercase during import.)
2	Reference #[3]	6	Enter a number between 1 and 999999.
3	Credit Date[3,4]	8	MM/DD/YY (Credit Date must fall within allowable posting time frame: the date cannot be more than one ***year*** prior to or one ***month*** following the current open month.)
4	Credit Amount[3]	10	Enter a number between 0.01 and 9999999.99 without commas or dollar signs.
5	Description	12	Enter any text as the reference of the open credit.
6	Open Credit #	6	Enter a number between 1 and 999999 or leave this field blank to use the next available number.
7	Open Credit Description	40	Enter an open credit description or leave this field blank and the system will populate using the Description field above.

[1] If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks will automatically truncate it to the maximum number allowed.

[2] /C or /CREDIT is required. (If a record has no transaction type, Sage BusinessWorks will attempt to add it as an invoice, as though the /I transaction type had been used).

[3] Required fields.

[4] The date must be entered as MM/DD/YY, regardless of the default set in the Windows Control Panel. Do not use a four-digit year, i.e., “08/01/2010”.

Customer invoice import examples

The three entries below are valid customer invoice import examples. The transaction type (/I or /INVOICE) is ***not*** required when importing invoices. (Note that <cr> and <lf> represent carriage-return and line-feed, respectively.)

1. "GOLDEN",1056,06/25/90,984.00,"24 girls bikes" ,07/15/90,,,2,2,0.00,9.84,"CITY",49.20,"CA"<cr><lf>
   - Notice the commas used as place holders for missing Discount Amount and Discount Date.
2. /I,YATES,,06/14/10,469.00,,,,,,,<cr><lf>
   - Commas hold the places for the missing invoice number, description, due date, discount amount, discount date, Sales Rep #, and Sales Account #. (Because ten fields must be delimited, commas must be used as place holders for all entries after the invoice amount.)
3. /INVOICE,IBS,1043,06/04/10,1810.00,“Parts, Assembly”,07/04/90,51.12,06/09/10,3,3,27.15,91.86, CA,52.16,CITY<cr><lf>
   - This example shows an invoice import which has two Sales Tax IDs and amounts.
   - The Description field is enclosed in quotation marks because the field contains a comma. Without the quotation marks, Sage BusinessWorks would attempt to import “Assembly” into the Due Date field, “07/04/90” into the Discount amount, etc.

Customer payment import examples

The two entries below are valid customer payment import examples. The transaction type (/P or /PAYMENT) ***is required*** when importing payments. If a record has no transaction type, Sage BusinessWorks will attempt to add it as an invoice, as though the /I transaction type had been used. (Note that <cr> and <lf> represent carriage-return and line-feed, respectively.)

1. /P,ETC,1534,06/03/10,1010.00,”3 Bikes”,1<cr><lf>
   - If ETC had finance charges totaling $15.00 and invoices totaling $975.00, Sage BusinessWorks would post the payment against them and post the balance ($20.00) to open credits.
2. /PAYMENT,RODEBYKE,239481,06/07/10,1708.5<cr><lf>
   - Since no cash account was specified, the default cash account number is used. (If the Accounts Receivable module does not have multiple cash accounts, only cash account number 1 can be used.)

Customer open credits import examples

The two entries below are valid customer open credit import examples. The transaction type (/C or /CREDIT) ***is required*** when importing open credits. If a record has no transaction type, Sage BusinessWorks will attempt to add it as an invoice, as though the /I transaction type had been used. (Note that <cr> and <lf> represent carriage-return and line-feed, respectively.)

1. /C,ETC,2587,06/03/10,50.37,Wrg Inv Chg<cr><lf>
   - $50.37 will be posted to open credits for the customer, ETC.
2. /CREDIT,RODEBYKE,2393,06/07/10,22.97<cr><lf>
   - $22.97 will be posted to open credits for the customer, RODEBYKE.