



## Importing Job 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.

### **Time-savers**

1. Before importing, you must first define the Job ID, Phase ID and Job Code ID's in the Job Cost Module.
2. Always back up your company data prior to importing a file.

### **Important Import Information**

- If you cancel the import process, some data may not be imported and may create incomplete information. Carefully review the data to determine if any information needs to be deleted or corrected before continuing. You can restore your original data from a back up copy and perform the import again.
- An Import Log appears after the import is finished. Review the log to view the imported records.
- If a file was not completely imported, the trailer line 'PARTIAL' is appended to the end of the file. Successfully imported records are marked with a number sign (#) on the original import file to indicate that they are not to be imported again. This prevents the double posting of records. Records that were not imported are marked with a forward slash (/) and can be reimported.

**Billings import format**

Field	Max Length <sup>1</sup>	Valid Entries / Format
0 Transaction Type <sup>2</sup>	N/A	/Billing or /B
1 Job ID <sup>2</sup>	12	Any existing Job ID. (Lowercase letters are converted to uppercase during import.)
2 Reference <sup>3</sup>	20	Any text.
3 Invoice # <sup>2</sup>	9	Enter a number between 1 and 999999999.
4 Date <sup>2</sup>	10	Enter the Date as MM/DD/YY or MM/DD/YYYY format. This must include forward slashes (/).
5 Billing amount <sup>4</sup>	10	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.
6 Retainage withheld <sup>3</sup>	10	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.
7 Payment Amount <sup>4</sup>	10	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.
8 Payment type <sup>5</sup>	6	Enter 0 for cash, -1 for Credit card, or a check number between 1 and 999999.

<sup>1</sup> If a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates the field to the maximum number allowed.

<sup>2</sup> Required field.

<sup>3</sup> Optional field that must still be delimited with a comma. No comma is required for *Retainage withheld* if payment amount is not used.

<sup>4</sup> Either billing amount or payment amount is required. Fields that are not used must be delimited with a comma if they precede a field that is used.

<sup>5</sup> Required if payment amount is supplied.

**Credit/Debit import format**

Field	Max Length <sup>1</sup>	Valid Entries / Format
0 Transaction Type <sup>2</sup>	N/A	/Cr, /Credit, /D or /Debit
1 Job ID <sup>2</sup>	12	Any existing Job ID. (Lowercase letters are converted to uppercase during import.)
2 Reference <sup>3</sup>	20	Any text.
3 Reference number <sup>2</sup>	6	Number between 1 and 999999.
4 Date <sup>2</sup>	10	Enter the Date as MM/DD/YY or MM/DD/YYYY format. This must include forward slashes (/).
5 Amount <sup>2</sup>	10	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.

<sup>1</sup> If a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates the field to the maximum number allowed.

<sup>2</sup> Required field.

<sup>3</sup> Optional field that must still be delimited with a comma.

**Payment import format**

Field	Max Length <sup>1</sup>	Valid Entries / Format
0 Transaction Type <sup>2</sup>	N/A	/P or /Payment
1 Job ID <sup>2</sup>	12	Any existing Job ID. (Lowercase letters are converted to uppercase during import.)
2 Reference <sup>3</sup>	20	Any text.
3 Payment type <sup>2</sup>	6	Enter a check number up to 6 digits, 0 for cash or -1 for Credit card.
4 Payment date <sup>2</sup>	10	Enter the Date as MM/DD/YY or MM/DD/YYYY format. This must include forward slashes (/).
5 Payment amount <sup>4</sup>	10	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.
6 Discount amount <sup>4</sup>	10	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.
7 Write off amount <sup>2</sup>	10	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.

<sup>1</sup> If a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates the field to the maximum number allowed.

<sup>2</sup> Required field.

<sup>3</sup> Optional field that must still be delimited with a comma.

<sup>4</sup> *Payment amount*, *Discount amount*, or *Write off amount* is required. Fields that are not used must be delimited with a comma if they precede a field that is used.

**Phase Charge import format**

Field	Max Length <sup>1</sup>	Valid Entries / Format
0 Transaction Type <sup>2</sup>	N/A	/Ch or /Charge
1 Job ID <sup>2</sup>	12	Any existing Job ID. (Lowercase letters are converted to uppercase during import.)
2 Phase ID <sup>2</sup>	12	Any existing Phase ID. (Lowercase letters are converted to uppercase during import.)
3 Job Code ID <sup>3</sup>	20	Any existing Job Code ID. (Lowercase letters are converted to uppercase during import.)
4 Reference <sup>3</sup>	20	Any text.
5 Date <sup>2</sup>	10	Enter the Date as MM/DD/YY or MM/DD/YYYY format. This must include forward slashes (/).
6 Quantity <sup>4,5</sup>	10	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.
7 Unit cost <sup>4</sup>	8	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.
8 Total cost <sup>2</sup>	8	Enter an amount between 0.01 and 9999999.99 without commas or dollar signs.

<sup>1</sup> If a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates the field to the maximum number allowed.

<sup>2</sup> Required field.

<sup>3</sup> Optional field that must still be delimited with a comma.

<sup>4</sup> Required field if the Job Code ID is provided. Field must be delimited with a comma even if it is not used. Fractional quantities are only allowed if the job code has been set to allow them.

<sup>5</sup> Fractional quantities are only allowed if the job code has been set to allow them.

### **Billings import examples**

The two entries below are valid billings import examples. The transaction type /B or /Billing **is required** when importing billings. (Note that <cr> and <lf> represent carriage-return and line-feed, respectively.)

1. /B,ETC-6/16,June billing,63010,6/20/2010,2500,,,,<cr><lf>
  - Notice the commas used as place holders for missing *Retainage withheld*, *Payment Amount* and *Payment type*.
2. /Billing,ETC-6/16,June payment,63010,6/25/2010,,,250,12345<cr><lf>
  - A comma holds the place for the missing *Billing amount* and *Retainage withheld*.

### **Credit / Debit import examples**

The two entries below are valid credits and debits import examples. The transaction type /Cr, /Credit, /D pr /Debit **is required** when importing credits or debits. (Note that <cr> and <lf> represent carriage-return and line-feed, respectively.)

1. /Cr,GOLDEN-6/3,defective part,3456,6/13/2010,25.5<cr><lf>
2. /D,GOLDEN-6/3,upgraded,3457,6/23/2010,50<cr><lf>

### Payment import examples

The two entries below are valid payment examples. The transaction type /P or /Payment **is required** when importing payments. (Note that <cr> and <lf> represent carriage-return and line-feed, respectively.)

1. /P,SHARPE-5/23,first installment,-1,5/24/2010,250,25,,<cr><lf>
  - This credit card payment includes a discount of \$25.00. The extra comma at the end is for the *Write off amount*.
2. /Payment,SHARPE-5/23,progress pay,5678,5/25/2010,1000,,10<cr><lf>
  - This payment includes a write off amount of \$10.00. A comma holds the place for the missing *Discount amount*.

### Charge import examples

The two entries below are valid charge examples. The transaction type /Ch or /Charge **is required** when importing charges. (Note that <cr> and <lf> represent carriage-return and line-feed, respectively.)

1. /Ch,ETC-6/16,SHIPPING,ASSEMBLY,,6/30/2010,2,7.5,15
  - This charge is for a phase that includes job code detail.
2. /Charge,GOLDEN-6/3,SHIPPING,,,6/30/2010,,,25
  - This charge is for a phase that does not contain job code detail. The comma holds the place for the *Job Code ID, Reference, Quantity and Unit cost*.