



## Importing Vendor Information 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. The file should resemble the examples at the end of this document.
2. ***Only those fields listed on this 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:***

- **Assigning payment terms while importing vendors**

If you define a standard payment terms code before beginning the vendor import process, you can tell Sage BusinessWorks to assign that payment term to all vendors being imported. To define terms, go to the *A/P Utilities* menu and choose *Maintain Payment Terms*. To assign the payment term to all vendors in your import file, select the term on the *Transfer / Import Vendor Information* screen.

## Vendor Import Format

Field	Max Length <sup>1</sup>	Valid Entries / Format
0 Transaction Type <sup>2</sup>	N/A	Add: /A or /ADD Update: /U or /UPDATE Rename: /R or /RENAME Delete: /D or /DELETE Change: /C or /CHANGE
1 Vendor ID <sup>3</sup>	12	Any text. (Lowercase letters will be converted to uppercase.)
2 Vendor Name <sup>3</sup>	40	Any text.
3 Address Line 1 <sup>3</sup>	40	Any text.
4 Address Line 2 <sup>3</sup>	40	Any text.
5 City <sup>3,4</sup>	40	Any text.
6 State <sup>3,4</sup>	2	Any text.
7 Zip Code <sup>3</sup>	10	Any text.
8 Finance Contact's Telephone Number	14	Acceptable phone number formats: NNN-NNN-NNNN (NNN)NNN NNNN (NNN)NNN-NNNN ( )NNN NNNN <sup>5</sup> NNN NNN NNNN NNNNNNNNNN ( )NNN-NNNN <sup>5</sup>
9 Finance Contact Name	40	Any text.
10 Federal ID Number	11	Any text.
11 Comment Line 1 <sup>6</sup>	32	Any text.
12 Comment Line 2 <sup>6</sup>	32	Any text.
13 Finance Contact's FAX Number	14	Any text.
14 Finance Contact's E-mail address	40	Any text.

<sup>1</sup> 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.

<sup>2</sup> If adding a new vendor, no prefix is required. If /U is used, Sage BusinessWorks will update an existing vendor or add a new one if that vendor ID does not exist. /C will change existing vendors only. /D will delete a vendor **only** if the vendor has no historical transactions currently on file.

<sup>3</sup> Required fields when adding a new vendor.

<sup>4</sup> Sage BusinessWorks stores city and state as two separate fields, making it possible to import and export the two fields separately. However, the import rules will not change. The import can accommodate either "City, State" as one field or "City", "State" as two separate fields. It will correctly split "City, State" into "City", "State" during the import.

<sup>5</sup> To import phone numbers using the formats "( ) NNN NNNN" or "( ) NNN-NNNN", you must first choose the INTERNATIONAL Phone Number setting.

<sup>6</sup> The Comment Line 1 and Comment Line 2 are listed in the Custom Export option as UserDefined1 and UserDefined2.

## Vendor import examples:

<cr> and <lf> represent carriage-return and line-feed, respectively. Notice that the City and State field is enclosed in quotation marks in all examples. Without the quotation marks, Sage BusinessWorks would attempt to import the state into the Zip Code field, the Zip Code into the Finance Contact's Telephone Number field, and so on.

1. **Adding a record.** Sage BusinessWorks will add a new record only if the Vendor ID does not already exist. (The three examples below are identical in function.)

```
AMER,American Fastener,P.O Box 7733,,"Niles, IL",60648,(312)555-1234,Will Wright,10-1010101,One of our best vendors! <cr><lf>
```

```
/A,AMER,American Fastener, P.O Box 7733,,"Niles, IL",60648,(312)555-1234,Will Wright, 10-1010101,One of our best vendors! <cr><lf>
```

```
/ADD,AMER,American Fastener,P.O Box 7733,,"Niles, IL",60648,(312)555-1234,Will Wright,10-1010101,One of our best vendors! <cr><lf>
```

Notice the extra comma after the first address line in these records. Commas are used as "place holders" to tell Sage BusinessWorks that a field is to be left blank (or unchanged in the case of an update). In these examples, a place holder is used for "Address Line 2". Without this comma, Sage BusinessWorks would import "Niles, IL" as Address Line 2, "60648" as the City and State, and so on.

2. **Updating a record.** If the vendor ID, DCH, already exists in this company, Sage BusinessWorks will update that vendor with information from this import record. If this vendor doesn't exist in this company, Sage BusinessWorks will add it. A placeholder is used in the example below because there is no Federal ID for the vendor, DCH.

```
/U,DCH,"Dewey, Cheatham, and Howe",123 Rypouph St.,Suite 123,"Washington, DC",12345,111-222-3333,Tom Dewey,,Send Christmas basket.<cr><lf>
```

3. **Changing a record.** If the /C or /CHANGE parameter is used, Sage BusinessWorks will change a record which already exists in the company with this ID. In this example, if the vendor ID "DUHOFF" exists, Sage BusinessWorks will update the record. Otherwise, the record will be ignored during the import process.

```
/CHANGE,DUHOFF,,1000 Main Street,,"Baton Rouge, LA",71153,(504)238-3248 <cr><lf>
```

4. **Deleting a record.** Enter the "deleting" prefix followed by the ID to delete. If there are no historical transactions for the vendor, Sage BusinessWorks will delete the record. The period of time Sage BusinessWorks saves historical data is set in the *Utilities / Maintain A/P Parameters* option.

```
/DELETE,METFAB<cr><lf>
```

```
/D,PG&E<cr><lf>
```

5. **Renaming a record.** Enter the "renaming" prefix, original ID, and new ID. In the record below, the vendor ID "JAMES" will be changed to "HARDWARE-J":

```
/RENAME,JAMES,HARDWARE-J<cr><lf>
```

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## Creating a sample file to review in Sage BusinessWorks

If you want to examine a sample vendor data import file, follow the steps below to create your own file from the Sage BusinessWorks sample data using the data transfer options.

1. Create an outline: Choose *Transfer / Custom Exports*, click *New* and assign a name to the export format.
2. Select the *AP Vendors* data source and select the following fields:  
Items that will be exported: <apvendor> ID  
<apvendor> RemitName  
<apvendor> RemitAddress1  
<apvendor> RemitAddress2  
<apvendor> RemitCity  
<apvendor> RemitState  
<apvendor> RemitZip  
<apvendor> FinancePhoneNo  
<apvendor> FinanceContact  
<apvendor> FedIDNo  
<apvendor> UserDefined1  
<apvendor> UserDefined2  
<apvendor> FinanceFaxNo  
<apvendor> FinanceEMail
3. Click *Next* on the **Set Sort By** and **Set Filters** screens, then click *Done*.
4. Click the *Export* button and select "Comma-Delimited Text (CSV)" from the drop-down list.
5. Select the "View on Screen" radio button and click *OK*. The file displays in Excel.
6. In Excel, delete Row 1. (To delete a row or column, click its label, then right-click the mouse and select *Delete*.)
7. Select *Save as* from the *File* menu and browse to the location where you wish to store the file. (Leave the "Save as type" selection set to "CSV (Comma delimited) (\*.csv)".)

If you have successfully completed these steps, the file you created contains vendor information that can be imported into Sage BusinessWorks. Examine this file using the Windows Notepad to become familiar with the required format for importing vendor information into Sage BusinessWorks.