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.
\checkmark	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 reentering 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**.





sag

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

	🔿 🏲 👻 Air Canac
ary Sales • Expenses Contacts • Products & Services Banking Journa Customers Kim Vendors	ls Reporting ♥ Settings
Vendors immary tab gathers key information	Getting Started Sales Expenses
Set up customers	Optional extras
	Further customize Sage One for your business
Create or Import customers Create or Import customers owe to you Review the Accounts Receivable report	Enter Information about your business @ Record key pieces of information about your business
Connect bank accounts	Want to customize your involces? Add your logo and payment terms
Set up and connect your online bank accounts @	Para your rogo and payrount corresp
	Do you sell products, or services? 🚱
Set up vendors	Create or import details for super fast sales
(1) Create or import vendors @	Do you have departments, cost codes, or projects?
Enter money you owe to vendors	Set them up, for powerful business analysis
 Review the Accounts Payable report IP 	Do you buy or sell in foreign currencies? @ Enable foreign currency transactions
Set up chart of accounts	chance for each care y consocions.
Review the standard chart of accounts Enter opening account balances	Do you work with colleagues? Invite others to collaborate in Sage One
nting.na.sageone.com/contacts/contacts	Review default settings and preferences

- 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:

mm	ry Sales ¥	Expenses ¥ Contacts ¥ Produ	ucts & Services Bank	ing Journals Reporting ¥ Setti	ings				6
or	tacts e								
eate	and manage your cus	tomer and vendors records. To view a c	ontact's account details ar	nd transactions, click their record.					
0 of 1	7 selected				Q Type the company / n	aine to search		ew Customer 🔹	New Vendor
	Contact Type	Company / Name	Reference	Email	Telephone	Balance Due	l la Ov	mport Customers	City
0	Customer	Dole	Acct. #483	canada@yopmail.com	403-110-8494	7,818.40	0.00	Canadian Dollar (CAD)	Markham
	Customer	Hudson and Sons	Cust-01	dante@crooktroman.info	266-415-5666 x7409	9,177.37	0.00	Canadian Dollar (CAD)	Tillmanborough
	Customer	Jerde and Sons	Cust-02	vidal_graham@willms.name	1-264-447-4802 x90117	608.16	0.00	Canadian Dollar (CAD)	Edwardmouth
	Customer	Lowe, Lockman and Jerde	Cust-03	charity@cronin.net	(664)569-0652 x880	1,313.80	0.00	Canadian Dollar (CAD)	Parisianmouth
	Customer	Crist, Altenwerth and Jacobs	Cust-04	xzavier@medhurst.name	603.786.4678	7,547.01	0.00	Canadian Dollar (CAD)	Vivianfort
	Vendor	Labadie, Fay and Brown	Vend-01	daniella.huel@dubuque.name	765-830-6667 x8675	0.00	76.03	Canadian Dollar (CAD)	Tellyfort
	Vendor	Lindgren-Ziemann	Vend-02	garnett.gerhold@cole.info	352-513-0930 x6746	0.00	424.86	Canadian Dollar (CAD)	Annettahaven
	Vendor	Cole Group	Vend-03	anna.wiegand@harrisjacobson.com	n (616) 319-6063 x7814	0.00	595.31	Canadian Dollar (CAD)	West Kenya
	Vendor	Daniel, Corwin and Boyle	Vend-04	carlotta@zemlak.io	605-228-5756 x5778	0.00	49,785.88	Canadian Dollar (CAD)	East Miguelstad
	Vendor	Absolute Instruments	7805381335	john@vopmail.com		0.00	1,282,29	Canadian Dollar (CAD)	Grande Prairie

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 Conta Type
Cust-01	Grady-Lockman	CAD	352		24281 Gre	Suite 793	Kristinafurt	Alberta	L8P 8R2	CA	Santino M	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-Gorczany	CAD	749	Purchasing	1022 Tow	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 Lysanneland	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.

	Name	Date modified	Type	Size
🖈 Quick access	Dana in the second second			
Creative Cloud Files	24246-january_bank_statement_csv_converted_file_1.0FX	2/2/2017 10:04 PM	OFX File	2 KB
Creative Cloud Files	bankstatementimportdemo.qif	4/6/2015 9:22 AM	QIF File	2 KB
OneDrive	Mark's Ferrier Business Customer List.csv	7/16/2016 12:12 A	Microsoft Excel Co	2 KB
	Mark's Ferrier Business product list.csv	7/16/2016 12:19 A	Microsoft Excel Co	1 KB
🛓 OneDrive - Sage Software, Inc-	Solution Mark's Ferrier Business Sales Quick Entries.csv	7/16/2016 8:50 PM	Microsoft Excel Co	1 KB
is PC	Mark's Ferrier Business Services List.csv	7/16/2016 12:22 A	Microsoft Excel Co	1 KB
> 🔓 Desktop	Mark's Ferrier Business Vendor List.csv	7/16/2016 12:16 A	Microsoft Excel Co	2 KB
Documents				
> 🖪 Downloads				

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**.



Kim @ mmary tab gathers key information about your business.	Getting Started Sales Expenses Cash Flow Statement Cash Flow Forecast
Set up customers	Optional extras
Create or import customers	Further customize Sage One for your business
Enter money customers owe to you	Enter information about your business 🚳
Review the Accounts Receivable report @	Record key pieces of information about your business
Connect bank accounts	Want to customize your invoices? 🛛
Set up and connect your online bank accounts	Add your logo and payment terms
Set up and connect your onnine bank accounts o	Do you sell products, or services?
Set up vendors	Create or import details for super fast sales
(1) Create or Import vendors @	Do you have departments, cost codes, or projects?
Enter money you owe to vendors	Set them up, for powerful business analysis
3 Review the Accounts Payable report @	Do you buy or sell in foreign currencies?
	Enable foreign currency transactions
Set up chart of accounts	
Review the standard chart of accounts	Do you work with colleagues? @ Invite others to collaborate in Sage One
Enter opening account balances	
Review the Trial Balance report @	Review default settings and preferences
	Maximise your productivity

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

Ge One Accounting •						0	*	Air Canad
nmary Sales 👻 Expenses	Contacts V Products & Services	Banking Jo	urnals I	Reporting 💌	Settings			
i, Kim o	Customers Vendors							
Summary tab gathers key informator	·					Getting Started	Sales	Expenses
					Optional extras			
Set up customers					1997 C. C. C. S. C. C. C. C. S. S.	Sage One for your busi	ness	
 Create or import customer 	5 0				1 41 4141 6434011126	sage one for your busi	The shaft	
 Enter money customers ov 	ve to you 🐵				Enter information	about your business		
Review the Accounts Rece	ivable report @					of information about yo		
Connect bank accounts					Want to customize	your invoices?		
					Add your logo and j	payment terms		
 Set up and connect your or 	line bank accounts 🧐							
					Do you sell produc			
Set up vendors					Create or import de	etails for super fast sale	s	
(1) Create or import vendors	0				Do you have depar	tments, cost codes, or	projects?	9
2 Enter money you owe to ve	endors @				Set them up, for po	werful business analysi	5	
③ Review the Accounts Paya								
0					Do you buy or sell i	n foreign currencies?	0	
					Enable foreign curr	ency transactions		
Set up chart of accounts								
(1) Review the standard chart	of accounts @				Do you work with			
Enter opening account bala	ances @				Invite others to coll	laborate in Sage One		
counting.na.sageone.com/contacts/conta	- cts				Review default set	tings and preferences	0	



2. Click Vendors.

3. Navigate to the blue **New Vendor** icon and select **Import Vendors** in the dropdown menu:

mmar	ry Sales *	Expenses * Contacts * Produ	ucts & Services Banki	ing Journals Reporting * Setting	gs					16
on	tacts 🛛									17
ate a	and manage your o	sustomer and vendors records. To view a c	ontact's account details ar	nd transactions, click their record.				_		
of 18	selected	QI	Search					New Customer	· · New	Vendor
	Contact Type	Company / Name	Reference	Email	Telephone	Balance Due	Balance Owed	Cu ency	City Im	port Vendor
	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	266-415-5666 x7409	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	charity@cronin.net	(664)569-0652x880	1,313.80	0.00	Canadian Dollar (CAD)	Parislanmouth	N6L2Y4
	Customer	Crist, Altenwerth and Jacobs	Cust-04	xzavier@medhurst.name	603.786.4678	6,297.01	0.00	Canadian Dollar (CAD)	Vivianfort	C259M9
	Vendor	Labadie, Fay and Brown	Vend-01	daniella.huel@dubuque.name	765-830-6667 x8675	0.00	-45,833.49	Canadian Dollar (CAD)	Tellyfort	53388-8
	Vendor	Lindgren-Ziemann	Vend-02	garnett.gerhold@cole.info	352-513-0930 x6746	0.00	424.86	Canadian Dollar (CAD)	Annettahaven	36251-4
10	Vendor	Cole Group	Vend-03	anna.wlegand@harrisjacobson.com	(616) 319-6063 x7814	0.00	595.31	Canadian Dollar (CAD)	West Kenya	96072-6
	Vendor	Daniel, Corwin and Boyle	Vend-04	carlotta⊜zemlalclo	605-228-5756 x5778	0.00	49,842.22	Canadian Dollar (CAD)	East Miguelstad	24394-81
1.5	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.



Import Vendors ×
To get started you'll need to format your vendors in the correct way. You can download a template CSV here. Further guidance is available in this help file.
Maximum file size is 0.5MB*
Choose File No file chosen
Upload

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.

Vend-01 Bashirian-Price CAD 847 Purchasing 2132 Schulist C Suite 448 Trompmouth British Columbia/JIP 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 Stoltenb/ Suite 762 Russellmouth Alberta Y2C SX1 CA Daton Rolfsor 932.221.5663 x Sales 515.690.7555 breane_bogisci 191.720.855 Vend-03 Medhurst Inc CAD 920 Accounts 94176 Brandy IApt. 378 South Arielhaven Yukon K8P7X1 CA Letsie Johnsto 25.0156.673 0x Accounts 1772-975-246 679 losefa. 1978-4675 josefa.cremin@ 1764-5251 Vend-04 Schiller-Abernathy CAD 527 117 Fadel Shor Suite 452 Nikkomouth Alberta X0V 8Y1 CA Ediseppe McG 500.799.4667 x/soles 1-856-734-675 josefa.cremin@ 1764-5251	Reference	Company Name	Currency		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 Conta-
Vend-03 Medhurst Inc CAD 920 Accounts 94176 Brandy I Apt. 378 South Arielhaven Yukon K8P7X1 CA Lessie Johnsto 252.165.6730 x Accounts 1-772-975-246 robb_kulas@tho 150-690-08:	Vend-01	Bashirian-Price	CAD	847	Purchasing	2132 Schulist C	Suite 448	Trompmouth	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 Rolfson	932.221.5663 x	Sales	515.690.7555	breanne_bogisic	191.720.855
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 iosefa cremin@ 1-764-525-1	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	150-690-08
	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.



access Copy Paste Paste shortcut Clipboard	Move Copy to * to * Delete Rename Organize	Easy access •	Properties • Open	Select all Select none Invert selection Select	
← → ~ ↑ 📜 > Search Results in I	Documents > Import Example	Files > Vendor Import File	s		
	Name	A.	Date modified	Type	Size
🖈 Quick access	example_in	port_vendors (6).csv	7/16/2016 12:15	A Microsoft Excel	Co 2 KB
Creative Cloud Files	a example_im	port_vendors (7).csv	9/20/2016 12:41	PM Microsoft Excel	Со 2 КВ
A OneDrive	example_in	port_vendors (8).csv	5/16/2017 3:12 P	M Microsoft Excel	Co 2 KB
Software, Inc- 1 This PC	<pre>example_in</pre>	iport_vendors.csv	5/17/2016 11:00	PM Microsoft Excel	Co 2 KB
> 🧮 Desktop					
Desktop Documents Documents Documents					
> 💽 Documents					
 Documents Downloads 					
Documents Downloads Music					
Ocuments Doumloads Music Erctures					

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 & S reate, view and manage	records of the products or services that you sell.						
Out of stock 1 Items	Below reorder level 1 Items						
Selected 😁 🖴			C	Type to search	Filter	E New I	tem 🔹
Code	Description Categ	pory Type	Rate	Cost Price	Selling Price Quan	tity in 5 Manag	ge ories
MCWB - 100	Milk Chocolate Wedding Bells	Stock		2.00	5.00	20 Impor	titems
GLDF5H	Goldfish - Large	5tock		0.50	3.50	A 0.00	20.00
DGBD-LG	Large Dog Bed	Stock		40.00	60.00	5.00	2.00
	New Product Description - THIS FIELD REQUIRED	Non-stock		0.00	0.00		
DOGFOOD	Dog Food - 50 lb.	Non-stock		25.00	75.00		
DCLN-SVC01	Dry-cleaning Service	Service	4.50	0.00			
	Product Description Field	Non-stock		0.00	0.00		
HC-100	Hairout	Service	15.00	0.00			
SC-Scissors	Cutting Hair Shears	Non-stock		15.00	50.00		
PROD-04	Envelope - White x 100	Non-stock		2.01	4.34		
PROD-05	Pineapples	Non-stock		15.00	45.99		
PROD-06	Compass	Non-stock		850.00	1,500.00		
PROD-01	Filing Cabinet - 3 Drawer	Non-stock		1.01	0,00		
PROD-02	Envelope - White x 100	Non-stock		2.01	67.09		
PROD-03	Fileg Cabinet - 3 Drawer	Non-stock		2.01	9.99		
Courier Service	Courier Service	Service	50.00	0.00			
Widgets	Widgets 01	Non-stock		5.00	50.00		

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.**





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			Expense Description	Cost Price	Expense Ledger	Notes	Vendor Code	Reorder	Reorder	Location	Barcode	Weight U
		1 Name	1 Value	Account	Vendor			Account			Level	Quantity			
STOCK-01	Sugar - 50 lb. bag	Sales Price	0	4000	Vend-01	STOCK-01 Vendor Description	150	1200	STOCK-01 Notes	Sugar50 lb	10) 3	0 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) 3	0 Warehouse2		12 k
STOCK-03	Cocoa Power - 10 lbs.	Sales Price	0	4000	Vend-03	STOCK-03 Vendor Description	25	1200	STOCK-03 Notes	CocoaPower10 lbs	10) 3	0 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) 3	0 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:

Upload successful!	
5 records were successfully imported.	
ОК	

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

roducts & Se eate, view and manage	records of the products or services that you	ı sell.							
Out of stock 6 Items		Below reorder level 5 Items							
ielected 🖶 🗃	8 8 9					Q, Type to search	Filt	ter 🗮 🛛 N	ew Item 👻
Code	Description	1	Category	Туре	Rate	Cost Price	Selling Price C	Quantity in Stock	Reorder Level
STOCK-03	Cocoa Power - 10 lbs.			Stock		25.00	0.00	▲ 0.00	10.00
STOCK-04	Milk - 20 1-gallon containers			Stock		50.00	0.00	▲ 0.00	10.00
STOCK-05	Bags			Stock		0.00	0.00	0.00	0.00
STOCK-01	Sugar - 50 lb. bag			Stock		150.00	0.00	▲ 0.00	10.00
STOCK-02	Cocoa Butter - 10 lbs.			Stock		30.00	0.00	▲ 0.00	10.00
MCWB - 100	Milk Chocolate Wedding Bells			Stock		2.00	5.00	200.00	0.00
	Goldfish - Large			Stock		0.50	3.50	▲ 0.00	20.00
GLDFSH	Goldhan - Large								

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 dropdown menu:

sage	Accounting									0 🖿	*	Divine Cho	colates (Owner) 👻	Help	Q
Summary	Sales 💌	Expenses 🔻	Contacts 🔻	Products & Services	Banking	Journals	Reporting *	Settings							A
Quick	Entries	a													
-			ducing a physical	invoice or credit note. F	For example, wi	here you have	a separate invoicir	g system and just want to	record the value of existing invoices.						
0 of 0 selec	ted	λ	Fr	om 04/17/2018	🛅 то О	5/17/2018	🛅 Searc	1					New Quic	k Entry	•
Туг	e Date	Custor			ence		Ledger Accou		Details		_			uick Entr	



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:

Туре	Customer Reference	Date	Business Name	Reference	Sales Ledg	Details	Subtotal	Tax Rate	Tax	Total
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
nv	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
nv	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 ensures her accounts are accurate.

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

	/		Cheque Register New *
Chequing	Ω	Cash on Hand	e
	Balance \$0.00 AST ENTRY: NEVER	Balance \$0.00 LAST ENTRY: NEVER	
🕆 Import	Connect Bank		

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

ccount Name**	A	ccount Number		Balance (\$)	Reconcile
require				Today's Balance (\$)	Import Statement
ccount Type**					
iequing	· ·				
fault Transaction Method				\$0.00 0-0-0-0-0-0	00000000000
reque	T				
dger Account**				Mar 26 Ag	or 09 Apr 23
50				Balance	Cash Flow In Cash Flow Out
					Save Cancel
Address & Contacts Reconciliations					
			9	From 05/01/2018 🛅 To 05/31	/2018 More - Search
0 selected					



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*

t your electronic statements.		Pending transactions
mport statements, you must first download them from you	online banking service. We can work with statements in QIF, OFX and CSV formats.	
	third optional column, 'Reference', is also supported. Click here to download an example.	
recommended that statements contain at most one month		
wse to the file, enter Statement details and click Upload.		
we to the file, enter statement details and thek opload.		
	Choose File	
	Enter the statement end balance*	
	0.00	
	Enter the statement reference	
		Cancel Upload

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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