

A woman with long brown hair and glasses is smiling while talking on a mobile phone. She is wearing a blue long-sleeved shirt and a white apron with thin vertical stripes. She is standing outdoors in front of a wooden fence and some flowers. A laptop is open on a wooden table in front of her.

Sage One Accounting

by Sage Pastel

sage

Conversion Manual

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Converting to Sage One Accounting

Converting to Sage One Accounting from Sage Pastel Xpress and Sage Pastel Partner

With the right preparation getting up and running on Sage One Accounting is easy!

There's information in your "old" set of books that needs to be captured in Sage One Accounting.

The following main elements that should be "brought into" Sage One Accounting as soon as possible are:

- Existing customers and their closing balances, as well as outstanding invoices;
- Existing suppliers and their closing balances, as well as outstanding invoices;
- Existing banks accounts and their closing balances (current accounts, call accounts, credit cards etc.); and
- Inventory items and their units on hand.

Eventually, you will also need to capture your old Trial Balance from Sage Pastel Xpress or Sage Pastel Partner which will include some of the accounts items previously mentioned and you need to decide when to do this. You should probably discuss this with your accountant.

This guide will take you through the steps to import your data.



Note:

All of the instructions in this import guide use Microsoft Excel extensively, so an intermediate knowledge of Excel is essential in completing the imports successfully.

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Getting Started

Here are a few tips to get you started if you're converting to Sage One Accounting from any other accounting system.

Make sure that you have already created your company in Sage One Accounting and that you have decided on **the date you want to start recording transactions**. We refer to this as your **Start Date**.

If you wish to start processing before you import your data, you can!

Start entering any transactions **on or after your Start Date**. You can always import your historical balances, customers, suppliers and items at a later stage.

As you process transactions, you can add individual customers, suppliers and items without having to first import them!

Many of our users begin invoicing customers right away – without taking on balances from Sage Pastel Xpress / Partner. By creating customers and inventory items “on the fly” from within the invoice screen, you don't need to endure the frustration of jumping around different menu options to set these up before you invoice.

Then, **when you are ready**, you can then bring your information across from Sage Pastel Xpress / Partner.

TIP:

All of the instructions in this import guide use Microsoft Excel extensively, so an intermediate knowledge of Excel is essential in completing the imports successfully.

Before You Begin

It is important to ensure that you bring “clean” data into Sage One Accounting. The following are some guidelines of important points to check or complete beforehand:

1. If you are going to bring in outstanding invoices for customers or suppliers you should ensure that you have the correct financial years created in Sage One Accounting. Refer to the **troubleshooting** section for assistance on this.
2. It is also important to understand what happens in your general ledger when bringing in outstanding invoices. Refer to the **troubleshooting** section for more information.
3. You should ensure that your data balances in the old system prior to bringing it into Sage One Accounting. For example, does the value of your customer control account equal the balance of all outstanding invoices.
4. All allocations against customers and suppliers should be up to date in your prior system to ensure that the outstanding balance on your invoices matches the outstanding balance in the general ledger.
5. Sage One Accounting does not have account codes for customer and supplier accounts. Your old system may have had both. You will need to decide on whether to bring in the account code (e.g. CAS001), the customer name (e.g. Cash Account) or a combination of both (e.g. CAS001-Cash Account). Refer to the **troubleshooting** section for how to concatenate your account codes and names.
6. If you are converting from Sage Pastel Partner / Xpress ensure that all open batches are updated to ensure that balances and inventory quantities are correct.

Getting Started

7. If you were using multiple stores or warehouses you will need to consolidate all this information prior to take on. Sage One Accounting provides for analysis codes as an option for tracking this information however your inventory items will need to be imported into a single “warehouse” initially.
8. Your date settings on the import files must be set to dd/mm/yyyy unless otherwise specified. Refer to the **troubleshooting** section for assistance on changing date formats.
9. If you will be importing sales reps on your customer master file please ensure that these have been created in Sage One Accounting prior to the import.

Tips for working with CSV files in Excel:

Sage One Accounting uses CSV files to import and export data. The templates we supply are **Microsoft Excel templates** (that will be saved as CSV once you have manipulated the data).

1. Once you have added your data in Excel, before saving the file as CSV, press Control-End and make sure that you have **no blank rows and columns**. Blank rows and columns will cause your import to fail.
2. If you are using Windows 8, you may need to change your **Regional Settings for Windows** to use a comma as the List Separator under the Number settings. See the **troubleshooting** section for how to adjust regional settings.

Steps to Import your Data

Once you have done the preparation, follow the steps outlined below:

Step 1: Create a folder on your computer to save all of the import files into. This makes it easy to locate the files when you need to.

Step 2: Export your General Ledger Accounts, Customers, Suppliers and Inventory from Sage Pastel Xpress / Partner as per the steps outlined in the sections below.

Step 3: Decide on whether you will be importing your customers and suppliers with opening balances or whether you are going to import outstanding invoices making up the balances. Both options will be discussed under Importing Customers and Importing Suppliers as well as Importing General Ledger Accounts.

Step 4: Import your General Ledger Accounts

Step 5: Import your Customers, Suppliers and Items

Step 6: Finalise your Opening Balances

TIP:

It is important to follow the sequence of steps carefully to ensure that data is converted correctly. The detail of each step is outlined in the following sections.

Exporting your Master File Data from Sage Pastel Xpress / Partner

In Sage Pastel Xpress / Partner you will need to export your masterfile data and include the balances from the Pastel Explorer. Make sure that you keep all the columns in your exported file as-is and save your file as CSV.

Export your General Ledger Accounts:

1. In Sage Pastel Partner / Xpress go to the **Pastel Explorer** by clicking on the icon on the right hand side of the screen:



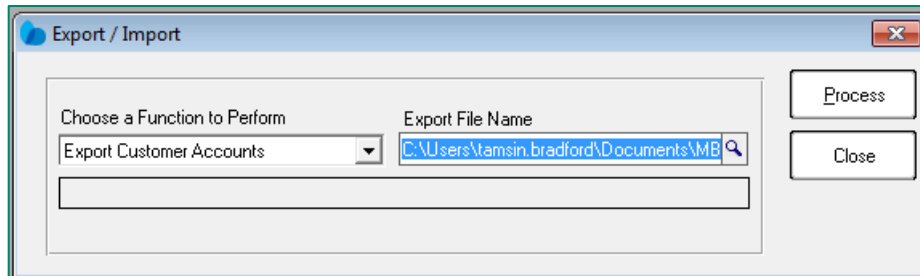
2. A grid will appear on your screen. Ensure that General Ledger is selected on the left hand side.

Options		General Ledger : Drag a column header here to group by that column			
Close Explorer		Code	Financial Category	Description	Blocked
		1000/000	Sales	Sales	N
		1200/000	Other Income	Consulting	N
		1300/000	Other Income	Online Support	N
		1400/000	Other Income	Telephonic Support	N
		2000/000	Cost of Sales	Cost of Sales / Purc	N
		2100/000	Cost of Sales	Inventory Adjustmen	N
		2150/000	Cost of Sales	Inventory Count Vari	N
		2200/000	Cost of Sales	Purchase Variance	N
		2400/000	Cost of Sales	Recovery Account	N
		2400/010	Cost of Sales	Labour Cost Manufa	N
		2400/020	Cost of Sales	Direct Cost Manufac	N
		2400/030	Cost of Sales	Other Cost Manufac	N
		2700/000	Other Income	Discount Received f	N
		2750/000	Other Income	Interest Received	N
		2800/000	Other Income	Pft/Loss on Sale of	N
		2850/000	Other Income	Bad Debts Recover	N
		2900/000	Other Income	Sundry Income	N
		3000/000	Expenses	Accounting Fees	N
					Balance R
					-278,276.72
					0.00
					0.00
					0.00
					27,670.00
					-69,440.00
					0.00
					0.00
					0.00
					0.00
					10.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

3. Double check the layout of the explorer. It may be that over time some of the columns have been moved around. To make the import process easier it is preferable if the headings are in the following format – Code, Name, Category, Description, Active, Opening Balance.
4. Once you are satisfied with the data, right click on the grid and choose **Export to Excel**.
5. Double check that the correct balances are aligned to the correct General Ledger accounts.
6. Save your file as a **CSV** file.

Export your Customers:

1. From the **File Menu** in Sage Pastel Partner / Xpress, choose **Export / Import**.
2. Export all **Customers** by selecting this from the drop down box.
3. Click on the browse icon and select the folder you created above to save the file into. Give your file a name (e.g. Customers). Ensure that you choose the right parameters to get the list of customers you require.



4. Open the exported list of customers in Excel and sort the customer list alphabetically by Customer Code.
5. Now to get your customer balances go the **Explorer** in Sage Pastel Partner / Xpress. Ensure that customers are selected on the left hand side.
6. Right click on the grid and choose **Export to Excel**. Sort this list by Customer Code, then highlight the customer balances. Copy these balances to the last column in your exported customer list that you saved previously.

TIP:

If you are bringing in outstanding invoices for all or selected customers ensure that these balances are set to zero.

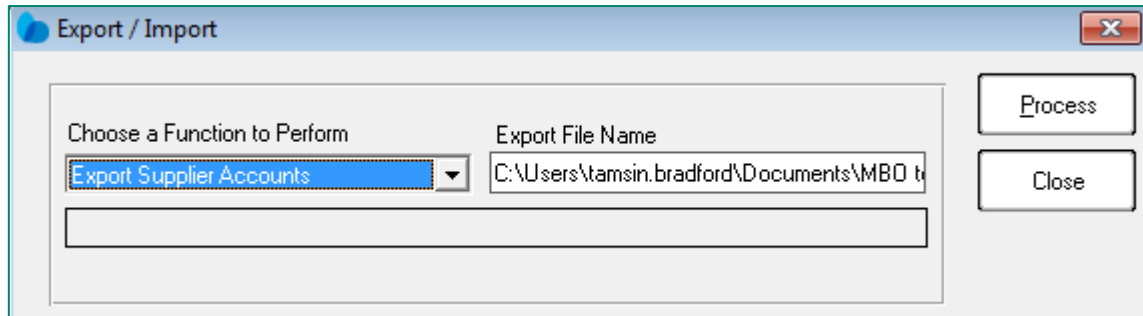
7. Double check that the correct balances are aligned to the correct customers.
8. Save your file as a **CSV** file.

TIP:

It is important to check this information against the data in your previous system to ensure that the data is imported correctly.

Export your Suppliers:

1. From the **File Menu** in Sage Pastel Partner / Xpress, choose **Export / Import**.
2. Export all **Suppliers** by selecting this from the drop down box.
3. Click on the browse icon and select the folder you created above to save the file into. Give your file a name (e.g. Suppliers). Ensure that you choose the right parameters to get the list of suppliers you require.



4. Open the exported list of suppliers in Excel and sort the supplier list alphabetically by Supplier Code.
5. Now to get your supplier balances go the **Explorer** in Sage Pastel Partner/Xpress. Ensure that suppliers are selected on the left hand side.
6. Right click on the grid and choose **Export to Excel**. Sort this list by Supplier Code, then highlight the supplier balances. Copy these balances to the last column in your exported supplier list that you saved previously.
7. Double check that the correct balances are aligned to the correct suppliers.

TIP:

If you are bringing in outstanding invoices for all or selected suppliers ensure that these balances are set to zero.

8. Save your file as a **CSV** file.

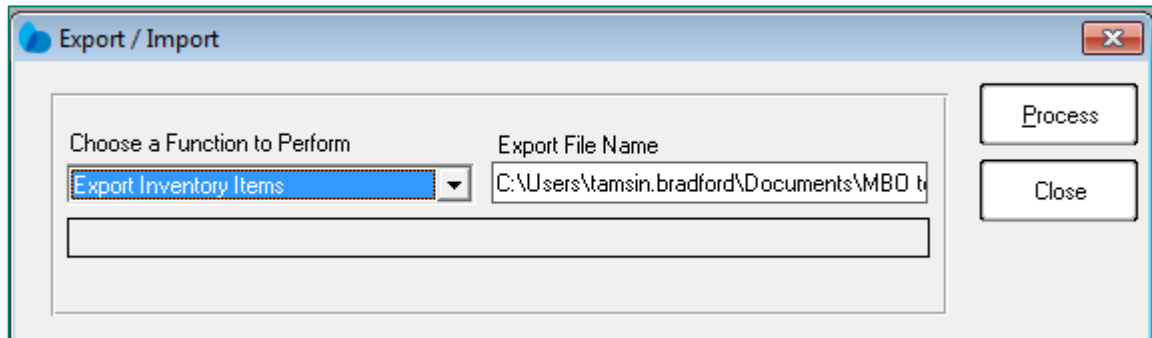
TIP:

It is important to check this information against the data in your previous system to ensure that the data is imported correctly.

Export your Inventory:

Important this process will not work if you are utilising multi-stores in Sage Pastel Partner / Xpress. For assistance on this please refer to the **troubleshooting** section.

1. From the **File Menu** in Sage Pastel Partner / Xpress, choose **Export / Import**.
2. Export all **Inventory Items** by selecting this from the drop down box.
3. Click on the browse icon and select the folder you created above to save the file into. Give your file a name (eg. Inventory). Ensure that you choose the right parameters to get the list of items you require.



4. Open the exported list of items in Excel and sort the list alphabetically by Item Code.
5. Now to get your item costs and quantities go the **Explorer** in Sage Pastel Partner/Xpress. Ensure that Inventory is selected on the left hand side.
6. Right click on the grid and choose **Export to Excel**. Sort this list by Item Code, then highlight the cost and quantity columns. Copy these balances to the last two columns in your exported inventory item list that you saved previously.
7. Double check that the correct costs and quantities are aligned to the correct inventory items.
8. Save your file as CSV

TIP:

It is important to check this information against the data in your previous system to ensure that the data is imported correctly.

Exporting your Outstanding Invoices from Sage Pastel Xpress / Partner

Export Outstanding Customer and Supplier Invoices:

1. To get a list of your outstanding invoices from Sage Pastel Xpress or Sage Pastel Partner go to **View...Customers (or Suppliers)...Monthly/Periodic** and choose the **Invoices Due** option.
2. Choose the Print To **ASCII** option and deselect **Show Details**. Sage One Accounting will only import the outstanding invoices with the date and amount outstanding, not any of the lines.
3. Click on **OK** and save the **Invoices Due** file.
4. Open Microsoft Excel. Choose the **Data** Menu from the menu on the top and select the **From Text** option. This can be found in the **Get External Data** group.
5. Choose the **Invoices Due** file. Follow these steps to import your outstanding invoices into Excel using the Text Import Wizard:
 - Under Original data type, choose the **Delimited** option. Click the **Next** button.
 - Under Delimiters, choose the **Comma** option. Click the **Next** button.
 - Click on the **Finish** button.
 - If you are prompted for a location please select cell A1 of a blank workbook.

Remove the unnecessary header and total rows and save your file as CSV. The columns you will need for your import file later are: Invoice Number, Invoice Date, Customer (or Supplier), Still to Pay.

Importing your data into Sage One Accounting

Importing your General Ledger Accounts

Preparing the Import File

Using the CSV file you created from Sage Pastel Xpress / Partner, you will now copy and paste the exported data into the Sage One Accounting import template.

- Download the [Pastel General Ledger Accounts Import Template \(Excel\)](#).
- Open the template as well as the exported list of general ledger accounts from Sage Pastel Partner/Xpress.
- Copy and paste the information from the exported information into the template, following the instructions in the rows and columns of the template you have downloaded.

TIP:

The import file requires that you make all balances positive as the financial categories will be used to assign a debit or credit balance. Should your account be a “genuine” negative value then you must leave it as a negative in the import file. An example of this could be Accumulated Depreciation.

It is very important that you also do the following prior to finalising the import file:

Remove the following accounts from your import file. We will cover setting up the opening balances for these accounts once all your data is imported.

TIP:

Incorrectly following the process below could result in imbalances between your control account and General Ledger. Refer to the troubleshooting section for more information.

- **Trade / Accounts Receivable:** This is a system account in Sage One Accounting and this balance will be calculated once you import your customers with opening balances.
 - If you are going to import outstanding invoices for customers, create a new General Ledger account in Sage One Accounting called **Trade Receivables Opening Balance** and enter an opening balance.
 - Once you import your outstanding invoices, this opening balance account will net off to zero.
- **Trade / Accounts Payable:** This is a system account in Sage One Accounting and this balance will be calculated once you import your suppliers with opening balances.
 - If you are going to import outstanding invoices for suppliers, create a new General Ledger account in Sage One Accounting called **Trade Payables Opening Balance** and enter an opening balance.
 - Once you import your outstanding invoices, this opening balance account will net off to zero.
- **VAT Payable:** This is a system account and we will cover this when finalizing opening balances.

Importing your data into Sage One Accounting

- **Bank Accounts:** You will need to create your opening balances for each bank account when finalising opening balances.
 - Should you wish to import historical Bank transactions, you can do this in Sage One Accounting by choosing the **Historic CSV** file option on the Bank Statements screen.
- **Inventory Control:** This is a system account in Sage One Accounting and this balance will be calculated once you import your items.
- Sage One Accounting uses a defined list of **financial categories** which may be different to what was available in your previous system. You will need to go through the list of accounts and ensure that the financial categories are amended to the list below:
 - List of Financial Categories in Sage One Accounting:
 - Sales
 - Cost of Sales
 - Other Income
 - Expenses
 - Income Tax
 - Current Assets
 - Non-Current Assets
 - Current Liabilities
 - Non-Current Liabilities
 - Owners Equity
- Work through the column headings of the sheet and ensure that the correct information displays under the correct columns and that the information is in the correct format (e.g. Date formats, True, False, mandatory values etc.)
- Once you are happy, delete the header (informational) rows and columns save the file as a CSV.

TIP:

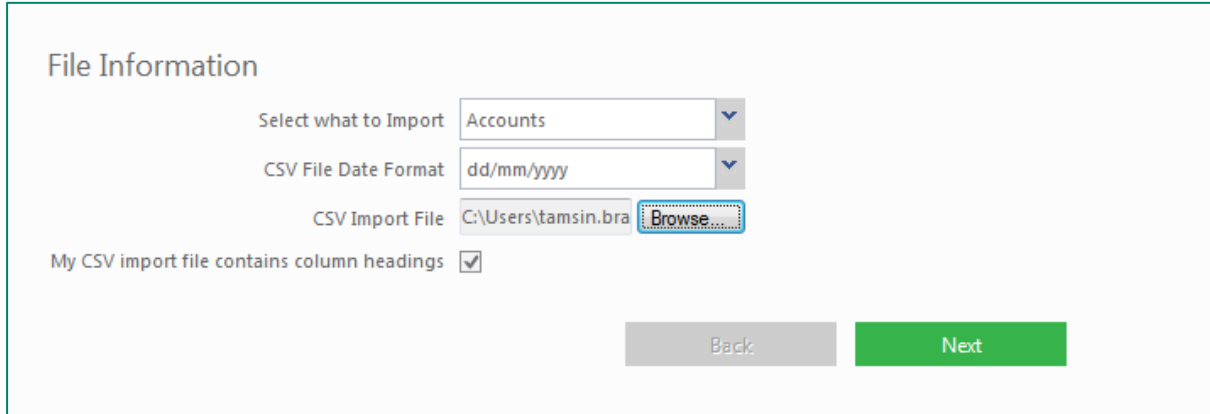
It is recommended that you save a copy of this file with the header rows and columns intact to make it easier should you need to investigate any errors with the import.

Importing your data into Sage One Accounting

Importing your General Ledger into Sage One Accounting

In Sage One Accounting go to the **Company Menu** and select the **Import Data** option.

Ensure you select to import **Accounts** and browse for the correct import file. Your screen should look similar to this:



File Information

Select what to Import: Accounts

CSV File Date Format: dd/mm/yyyy

CSV Import File: C:\Users\tamsin.bra [Browse](#)

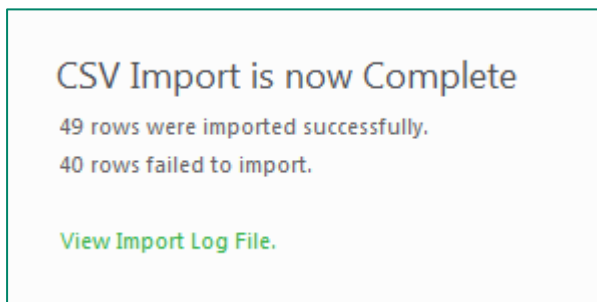
My CSV import file contains column headings ☒

[Back](#) [Next](#)

Select the **Next** option and check that the mapped fields correlate.

Select **Next** again and the import will run.

You will then be shown a message as to whether the import was successful or not. If there were any errors please view the import file and make the necessary amendments. You will be able to run the import again without duplicating any records.



CSV Import is now Complete

49 rows were imported successfully.

40 rows failed to import.

[View Import Log File.](#)

Importing your Customer Master files

Preparing the Import File

Before importing your customers, you need to decide if you want to import your customers with opening balances only or if you want to import the outstanding invoices making up your customer balances.

Importing your Customers with Opening Balances Only

- Download the [Pastel Customer Import Template \(Excel\)](#)
- Open the template as well as CSV file you created from Sage Pastel Xpress / Partner.
- Copy and paste the information from the exported information into the template, following the instructions in the rows and columns of the template you have downloaded.
- Work through the column headings of the sheet and ensure that the correct information displays under the correct columns and that the information is in the correct format (e.g. Date formats, True, False, mandatory values etc.)

Importing your data into Sage One Accounting

- Once you are happy, delete the header (informational) rows and columns save the file as a CSV.

TIP:

It is recommended that you save a copy of this file with the header rows and columns intact to make it easier should you need to investigate any errors with the import.

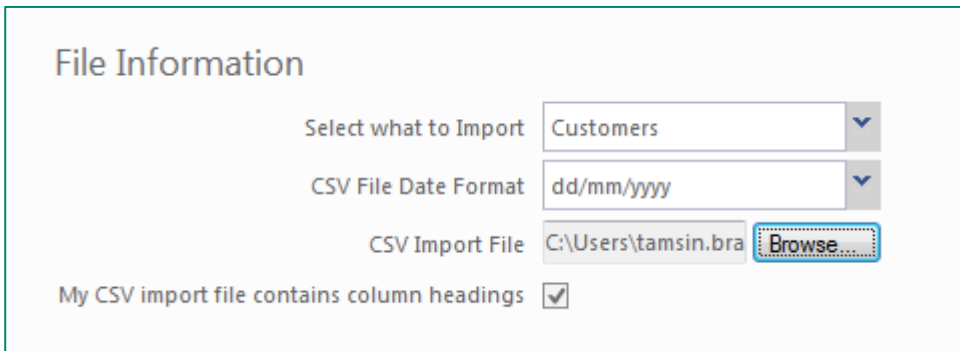
TIP:

Remember if you are bringing in outstanding invoices for all or selected customers ensure that these balances are set to zero.

Importing your Customers into Sage One Accounting

In Sage One Accounting go to the **Company Menu** and select the **Import Data** option.

Ensure you select to import **Customers** and browse for the correct import file. Your screen should look similar to this:



The screenshot shows the 'File Information' section of the Sage One Accounting interface. It contains the following fields and controls:

- Select what to Import:** A dropdown menu with 'Customers' selected.
- CSV File Date Format:** A dropdown menu with 'dd/mm/yyyy' selected.
- CSV Import File:** A text field containing 'C:\Users\tamsin.bra' and a 'Browse...' button.
- My CSV import file contains column headings:** A checkbox that is checked.

Select the **Next** option and check that the mapped fields correlate.

Select **Next** again and the import will run.

You will then be shown a message as to whether the import was successful or not. If there were any errors please view the import file and make the necessary amendments. You will be able to run the import again without duplicating any records.

Importing your Customers with Outstanding Invoices

Preparing the Import File

This step is run **after** you have imported your customer master files.

- Download the [Pastel Customer Outstanding Invoices Import Template \(Excel\)](#)
- Open the template as well as CSV file you created from Sage Pastel Xpress / Partner.
- Copy and paste the information from the exported information into the template, following the instructions in the rows and columns of the template you have downloaded.
- Work through the column headings of the sheet and ensure that the correct information displays under the correct columns and that the information is in the correct format (e.g. Date formats, True, False, mandatory values etc.).

Importing your data into Sage One Accounting

- Once you are happy, delete the header (informational) rows and columns save the file as a CSV.

TIP:

It is recommended that you save a copy of this file with the header rows and columns intact to make it easier should you need to investigate any errors with the import.

TIP:

Ensure that your customer code and/or description is the same as that created when doing the master file import.

Importing your Customer Outstanding Invoices into Sage One Accounting

In Sage One Accounting go to the **Customers...Transactions...Customer Adjustments** screen.

Click on the **Quick Entry Grid** option and choose **Import**.

Date	Effect	Customer	Reference	Description	VAT %	E
01/04/2014	Increase				No VAT	

Browse for the CSV file created in the steps above and select to import the file.

The transactions will populate in the grid below. Double check the transactions and select **Process**.

Importing your Supplier Master files

Preparing the Import File

Before importing your suppliers, you need to decide if you want to import your suppliers with opening balances only or if you want to import the outstanding invoices making up your supplier balances.

Importing your Suppliers with Opening Balances Only

- Download the [Supplier Import Template \(Excel\)](#)
- Open the template as well as CSV file you created from Sage Pastel Xpress / Partner.
- Copy and paste the information from the exported information into the template, following the instructions in the rows and columns of the template you have downloaded.
- Work through the column headings of the sheet and ensure that the correct information displays under the correct columns and that the information is in the correct format (e.g. Date formats, True, False, mandatory values etc.)

Importing your data into Sage One Accounting

- Once you are happy, delete the header (informational) rows and columns save the file as a CSV.

TIP:

It is recommended that you save a copy of this file with the header rows and columns intact to make it easier should you need to investigate any errors with the import.

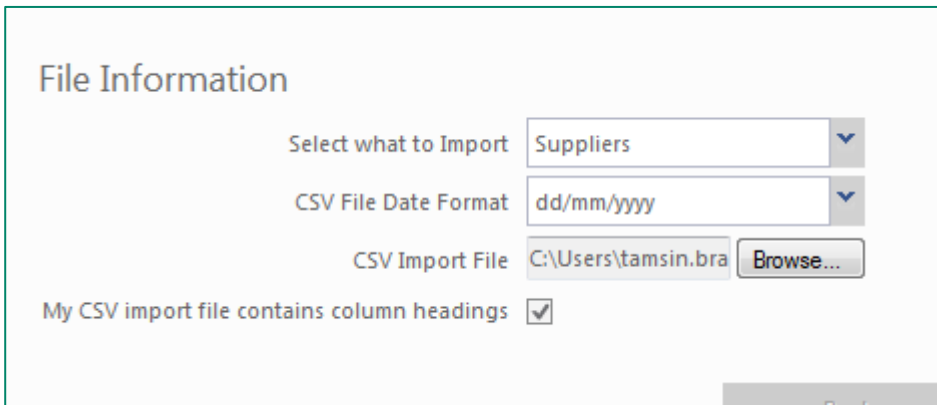
TIP:

Remember if you are bringing in outstanding invoices for all or selected suppliers ensure that these balances are set to zero.

Importing your Suppliers into Sage One Accounting

In Sage One Accounting go to the **Company Menu** and select the **Import Data** option.

Ensure you select to import **Suppliers** and browse for the correct import file. Your screen should look similar to this:



The screenshot shows the 'File Information' section of the Sage One Accounting interface. It contains the following fields and controls:

- Select what to Import:** A dropdown menu with 'Suppliers' selected.
- CSV File Date Format:** A dropdown menu with 'dd/mm/yyyy' selected.
- CSV Import File:** A text field showing 'C:\Users\tamsin.bra' and a 'Browse...' button.
- My CSV import file contains column headings:** A checkbox that is checked.

At the bottom right, there is a 'Next' button.

Select the **Next** option and check that the mapped fields correlate.

Select **Next** again and the import will run.

You will then be shown a message as to whether the import was successful or not. If there were any errors please view the import file and make the necessary amendments. You will be able to run the import again without duplicating any records.

Importing your Suppliers with Outstanding Invoices

Preparing the Import File

This step is run **after** you have imported your supplier master files.

- Download the [Pastel Supplier Outstanding Invoices Import Template \(Excel\)](#)
- Open the template as well as CSV file you created from Sage Pastel Xpress / Partner.
- Copy and paste the information from the exported information into the template, following the instructions in the rows and columns of the template you have downloaded.
- Work through the column headings of the sheet and ensure that the correct information displays under the correct columns and that the information is in the correct format (eg. Date formats, True, False, mandatory values etc)
- Once you are happy, delete the header (informational) rows and columns save the file as a CSV.

TIP:

It is recommended that you save a copy of this file with the header rows and columns intact to make it easier should you need to investigate any errors with the import.

TIP:

Ensure that your supplier code and/or description is the same as that created when doing the master file import.

Importing your Supplier Outstanding Invoices into Sage One Accounting

In Sage One Accounting go to the **Suppliers...Transactions...Customer Adjustments** screen.

Click on the **Quick Entry Grid** option and choose **Import**.

Date	Effect	Customer	Reference	Description	VAT %
01/04/2014	Increase				No VAT

Browse for the CSV file created in the steps above and select to import the file.

The transactions will populate in the grid below. Double check the transactions and select **Process**.

Importing your Items

Preparing the Import File

- Download the [Pastel Item Import Template \(Excel\)](#)
- Open the template as well as CSV file you created from Sage Pastel Xpress / Partner.
- Copy and paste the information from the exported information into the template, following the instructions in the rows and columns of the template you have downloaded.
- Work through the column headings of the sheet and ensure that the correct information displays under the correct columns and that the information is in the correct format (e.g. Date formats, True, False, mandatory values etc.)
- Once you are happy, delete the header (informational) rows and columns save the file as a CSV.

TIP:

It is recommended that you save a copy of this file with the header rows and columns intact to make it easier should you need to investigate any errors with the import.

Importing your Items into Sage One Accounting

In Sage One Accounting go to the **Company** menu and select the **Import Data** option.

Ensure you select to import **Items** and browse for the correct import file. Your screen should look similar to this:

The screenshot shows the 'File Information' screen in Sage One Accounting. It contains the following fields and controls:

- Select what to Import:** A dropdown menu with 'Items' selected.
- CSV File Date Format:** A dropdown menu with 'dd/mm/yyyy' selected.
- CSV Import File:** A text field showing 'C:\Users\tamsin.bra' and a 'Browse...' button.
- My CSV import file contains column headings:** A checkbox that is checked.
- Navigation buttons:** A grey 'Back' button and a green 'Next' button.

Select the **Next** option and check that the mapped fields correlate.

Select **Next** again and the import will run.

You will then be shown a message as to whether the import was successful or not. If there were any errors please view the import file and make the necessary amendments. You will be able to run the import again without duplicating any records.

Finalise your Opening Balances

Now that you have imported your accounts, customers, suppliers and items, the final step is to finalize your opening balances.

From the **Company** menu, choose **Opening Balances**.

Confirm your Opening Balance Date. This should be **the day before your Start Date**. You will need to check and finalise the following opening balances:

- **Trade Receivable (or Trade Receivables Opening Balance):** The value in this field should match Sage Pastel Xpress / Partner as it is calculated from either your customer opening balances or your outstanding invoices.
- **Trade Payables (or Trade Payables Opening Balance):** The value in this field should match Sage Pastel Xpress / Partner as it is calculated from either your supplier opening balances or your outstanding invoices.
- **VAT Payable:** This is a Sage One Accounting system account which will handle VAT. Enter your balance from Sage Pastel Xpress / Partner for this account.
- **Bank Accounts:** Add each bank account from Sage Pastel Xpress / Partner and enter the balance.
 - Should you wish to import historical Bank transactions, you can do this in Sage One Accounting by choosing the **Historic CSV** file option on the Bank Statements screen.
- **Inventory Control:** The value in this field should match Sage Pastel Xpress / Partner as it is calculated from your item cost and quantity.

TIP:

It is important to verify that all imported information correlates to the information in your previous system and import files.

Troubleshooting

Creating additional financial years in Sage One Accounting

It may be that you will be bringing in outstanding invoices or transactions that lie outside of your current financial year. It is important that you add these periods to your Sage One Accounting Company in order to successfully import.

1. Go to **Company...Change Company Settings...General Settings...Financial Year.**
2. Click on the Add button to add additional financial years .
3. Once you have added sufficient years go to the first dates and change them.
4. Check the box next to your **current financial year** to set it correctly.

Example:

If you need to bring in invoices from January 2011 onwards your financial years should be as follows:

Financial Years		
Financial Year Start ^	Financial Year End	Current Financial Year
01/03/2010	28/02/2011	☐  
01/03/2011	29/02/2012	☐  
01/03/2012	28/02/2013	☐  
01/03/2013	28/02/2014	☐  
01/03/2014	28/02/2015	☒  

General Ledger processing for take on balances

The following scenario is for customers but the same process applies for suppliers and inventory.

When you brought in your general ledger you were advised to delete your Accounts Receivable balance from the accounts list as this is a system generated account in Sage One Accounting.

When bringing in opening balances for your customers this account will be debited with the value of customer accounts.

If you opted to bring in outstanding invoices then you would have specified an affecting account which you would have created in the steps above. The value of the outstanding invoices would have posted to this account and netted off against the opening balance you entered.

It is advisable to check the balance of your Accounts Receivable account to the balance of your customer accounts after importing. If there is an imbalance it may be because these did not balance in your prior system or because there were errors on the import file.

Troubleshooting

Combining account codes and descriptions

Sage One Accounting does not have account codes for customer and supplier accounts. Your old system may have had both. You will need to decide on whether to bring in the account code (e.g. CAS001), the customer name (e.g. Cash Account) or a combination of both.

To do this you would need to use the **CONCATENATE** formula in Microsoft Excel.

1. Insert a blank column in the import file to the right of Column C and enter the heading as **Name:**

A	B	C	D
Instructions: Once you have completed setting up your import template, you will need to delete this column (Column A) and delete this row (Row 2) before saving this file: File, Save As, enter a name and choose Save as type CSV (Comma delimited). Fields not required: Fields that are not required will be ignored during the import. These columns are	Number My Business Online does not have Customer Numbers. Refer to the name column (Column C) to include your Customer Codes in the Description. This column will be ignored during the import.	Name This is the Description field in Pastel Partner. To incorporate your Customer Code into the Customer Name in My Business Online, create a new column and apply the following formula: =CONCATENATE(Column B,"-",COLUMN C)	Name

2. In the first row of your data go to the blank cell and then type in the formula **=CONCATENATE(B4,"-",C4)**. Assuming that you are in row 4. If you are in another row (eg. Row 3 then your formula will read **=CONCATENATE(B3,"-",C3)**
3. Your results should now show CAS001 -Cash Customer:

CAS001	Cash Customer	CAS001-Cash Customer
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4. If you are happy with the results copy the formula to the rest of the rows.
5. Once you are comfortable that all rows have updated correctly, hide the "old" Name column (i.e. Column C).

Setting the correct date/regional setting formats

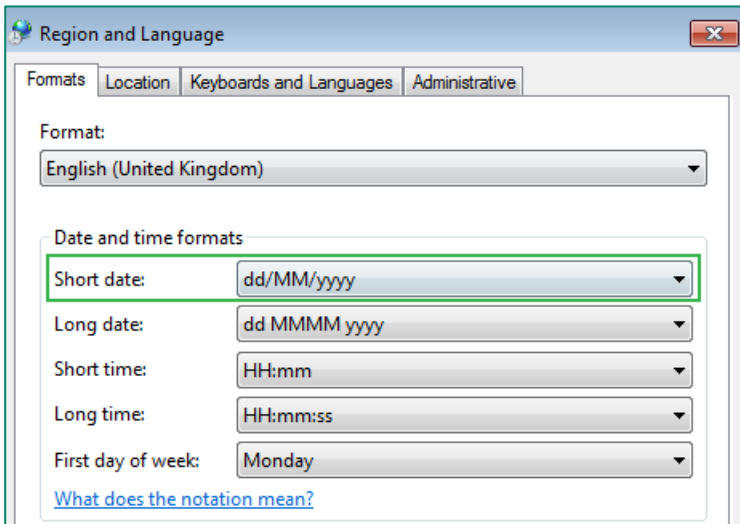
The import process requires date formats to be dd/mm/yyyy (unless otherwise specified). You may find that simply changing the date format in Microsoft Excel does not work. To get the correct format please try the following:

In Microsoft Windows:

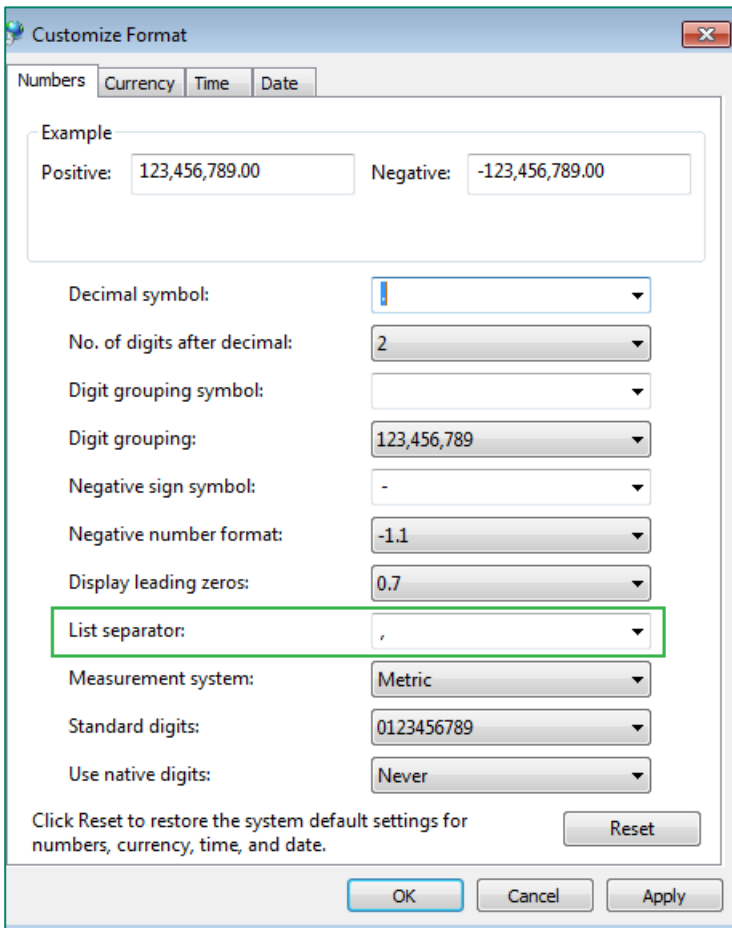
1. Go to the Control Panel (This can usually be found under the Start menu).
2. Select the option for **Region and Language**.

Troubleshooting

3. Set the **short date format** to dd/MM/yyyy.



4. To set the list Separator click on the **Additional Settings** option on this page and ensure that this is set to a comma.



Using Multi-Stores or Warehouses in a previous system

Sage One Accounting does not cater for multi-stores or warehouses. You will be able to make use of analysis codes later on to help you segment your stock locations however upon import you will need to ensure that you only bring in the item once.

When exporting your data from other systems you may find that the items are duplicated on the export file. You will need to carefully check your Excel file and ensure that the item only reflects once with the correct system wide quantity and the correct cost.



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