Sage One Accounting

by Sage Pastel

sage

Converting from your previous accounting system

Copyrights and Trademarks

Copyrights and Trademarks

Copyright © 2002-2014 by Us.

We hereby acknowledge the copyrights and trademarks of all terms we use in this manual and its accompanying electronic documentation. This includes, but is not restricted to, the following names and terms.

The following are the property of the Microsoft Corporation and / or its subsidiaries:

Microsoft SQL Server
MSDE
Windows 95, Windows 98
Windows NT
Windows 2000
Windows XP
Windows Vista
Windows 7
Windows 8

The following are the property of Adobe Corporation:
Adobe Acrobat
PDF

Manual Version

Version 2.1.4 (2) July 2014

Please note the following:

Specifications and information in this guide are, to the best of our knowledge, correct at the time of publishing. Since we invest in our products on an on-going basis, the information in this guide is subject to change without prior notice. Therefore, Sage Pastel cannot be held responsible for errors or omissions. Copying or reprinting of this guide or sections thereof is not permitted without prior written authorisation.

Converting to Sage One Accounting from your previous Accounting system

Getting up and running on Sage One Accounting is easy – especially if you are a new business.

But, what if you're an already existing business?

There's information in your "old" set of books that needs to be captured in Sage One Accounting - whether your old system was a manual set of books, a spreadsheet, one of our Sage Pastel desktop products or some other accounting software system.

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

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

Eventually, you will also need to capture your old Trial Balance – 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.**

Table of Contents

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 a previous system. 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 your previous system.

> **TIP:**
>
> **Take care that you do not duplicate records. It is important to take note of any accounts or items that have already been captured. Your import files should be edited to exclude any potential duplicate records.**

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 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.

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.

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.

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 your previous system and save these files into this location.

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.**

Importing your data into Sage One Accounting

Importing your General Ledger Accounts

Export your accounts from your previous accounting system into an Excel file. Make sure that you include your closing balances in this file.

Preparing the Import File

Using the file you created from your previous system, you will now copy and paste the exported data into the Sage One Accounting import template.

- Download the <u>Pastel General Ledger Accounts Import Template (Excel).</u>

- Open the template as well as the exported list of general ledger accounts from your previous system.

- 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.

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.

    o   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.

    o   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.

    o   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**.**

    o   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 finalising 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.

  o 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:

  o List of Financial Categories in Sage One Accounting:
  o Sales
  o Cost of Sales
  o Other Income
  o Expenses
  o Income Tax
  o Current Assets
  o Non-Current Assets
  o Current Liabilities
  o Non-Current Liabilities
  o 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.
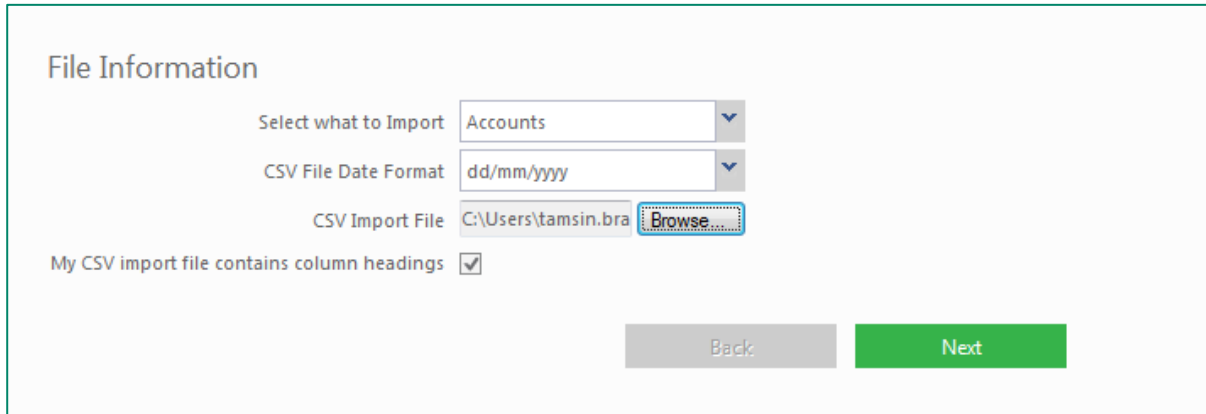
> **TIP:**
>
> **It is recommended that you save a copy of this file with the header rows and columns intact to make it easier should you need to investigate any errors with the import.**

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:
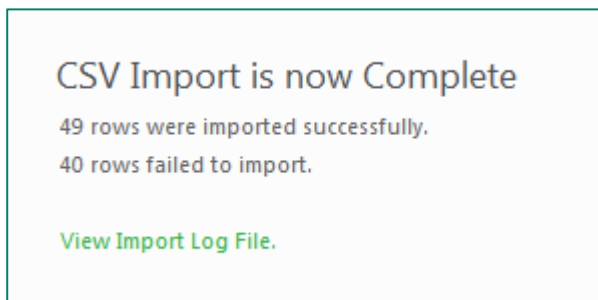

Select the **Next** option and check that the mapped fields correlate.

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 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 <u>Pastel Customer Import Template (Excel)</u>

- Open the template as well as CSV file you created from your previous system.

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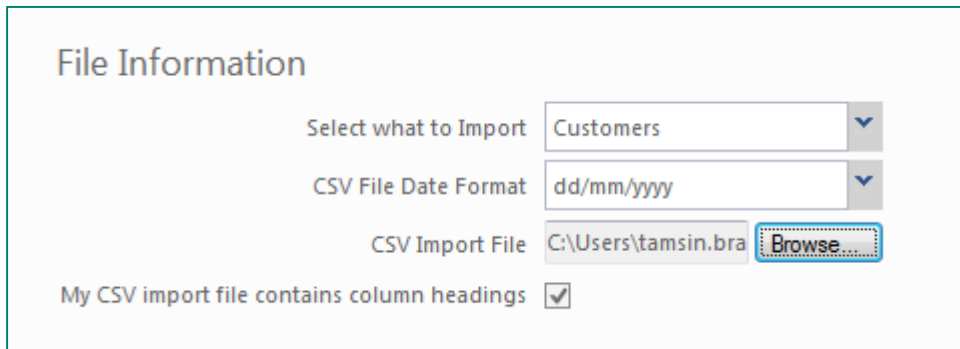
> **TIP:**
>
> Remember if you are bringing in outstanding invoices for all or selected customers ensure that these balances are set to zero.

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:

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 <u>Pastel Customer Outstanding Invoices Import Template (Excel)</u>

- Open the template as well as CSV file you created from your previous system.

- 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.
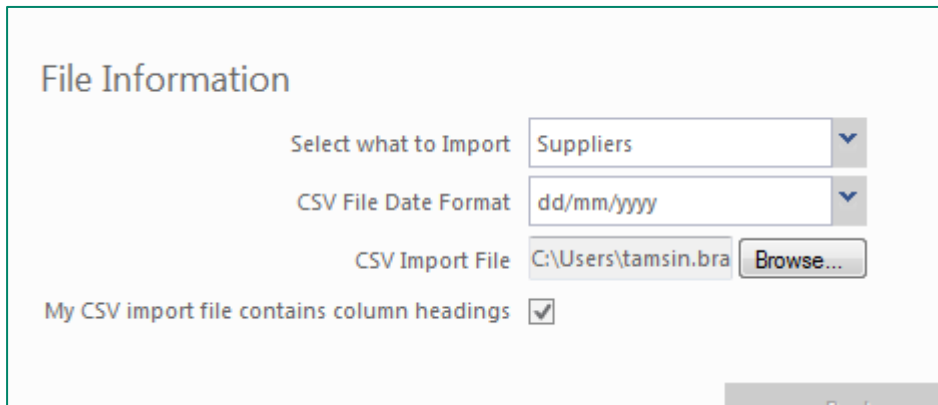

TIP:

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**.

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 <u>Supplier Import Template (Excel)</u>

- Open the template as well as CSV file you created from your previous system.

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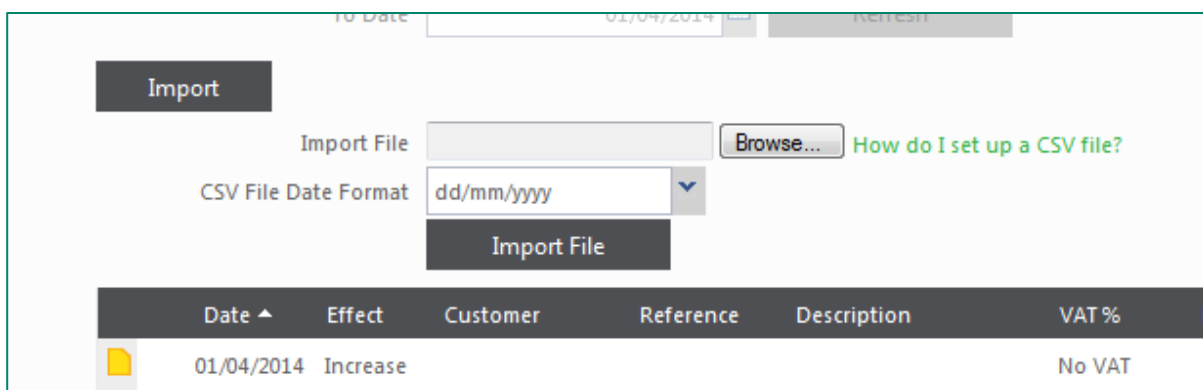
> **TIP:**
>
> **Remember if you are bringing in outstanding invoices for all or selected suppliers ensure that these balances are set to zero.**

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:

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 <u>Pastel Supplier Outstanding Invoices Import Template (Excel)</u>

- Open the template as well as CSV file you created from your previous system.

- 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)

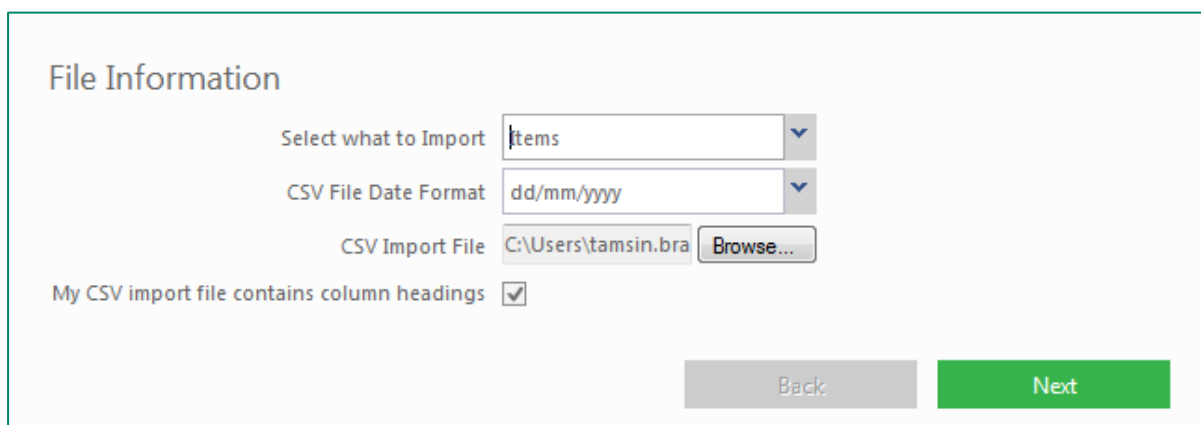- Once you are happy, delete the header (informational) rows and columns save the file as a CSV.

> **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**.

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 your previous system.

- 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:

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 finalise 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 your previous accounting system 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 your previous accounting system 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 your previous accounting system for this account.

- **Bank Accounts:** Add each bank account from your previous accounting system and enter the balance.

  o 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 your previous accounting system 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.

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:	Number	Name	Name
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	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.	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)	

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

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).

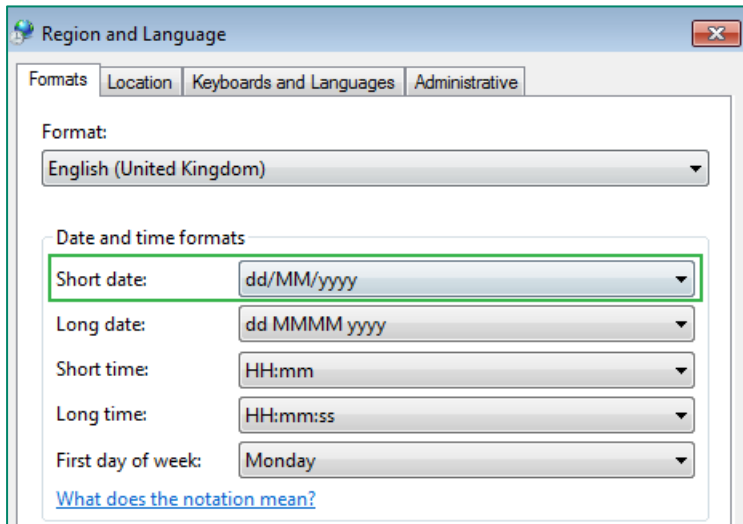# Setting the correct date/regional setting formats

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:
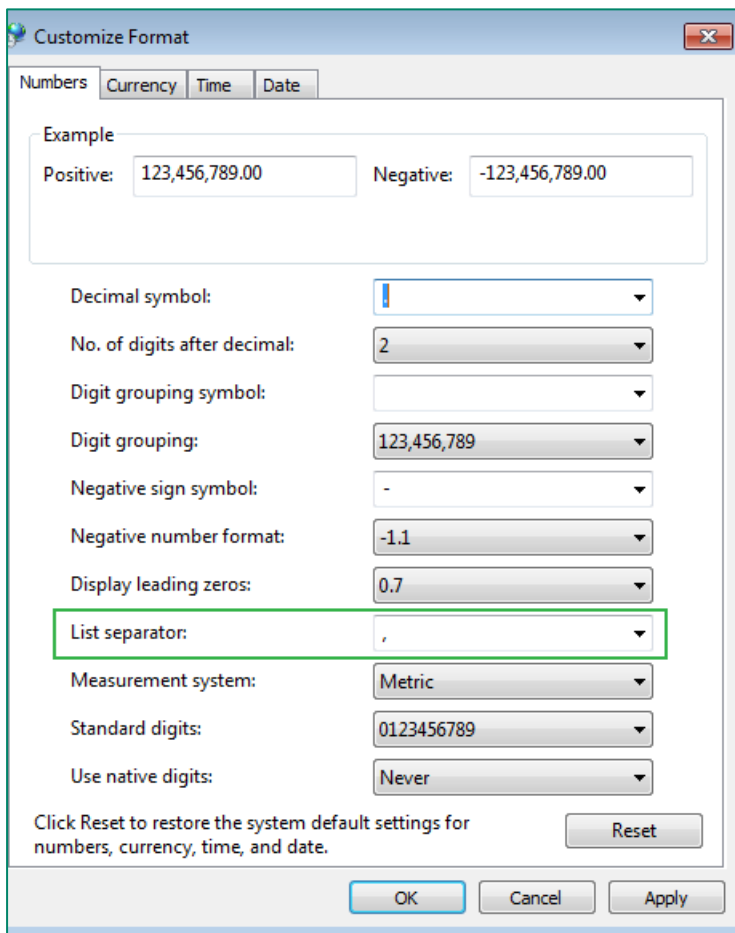
In Microsoft Windows:

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.

Troubleshooting

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.

sage