

Price Bailey

Import Routines for Sage 50 Installation Guide

August 2017



At Price Bailey – **It's all about you** The right advice for your business life

pricebailey.co.uk



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Getting Started

Running the program

Once Price Bailey Import Routines have been installed you can run the program from either the desktop or through the programs menu.

The splash screen will be displayed as the routines load.

b p	Price Bailey Import Routines 800.0
	Copyright © Price Bailey 2014-2017
Loading	

As the routines have not yet been registered you will be taken to the Connect & Activate screen.

This screen can be accessed after activation by clicking the Back button from the Select file screen.

Select Sage Company

Before any imports can be run, you need to select a Sage company to run the imports against.

Firstly you either need to browse to or enter the folder name of where the Sage 50 Company file resides. As long as this is a valid location the program will display a list of the companies in Sage 50.

You need to tick the company which you wish to import in to.

101		Price Bailey -	Import Routines for Sa	age 50	- 🗆 🗙
Connect & Activate	Batch Pro	cessing Control			
Sage Company File Path	C:\programdata\sage\a	iccounts\2018			Browse
Selected Compar	ny Name		Data Path		
Statione	ry & Computer Mart UK		C:\PROGRAMDATA\SAGE	ACCOUNTS\2018\COMPANY	000\ACCDATA\
Sage 50 User Name	nanager	Password	•••••		
Activation Key	??5m5m6m0m9m4m4m5m	12m3m3m-0m1mAmXmYmQmE	vTmDmNm-A0R0A2		Check Sno
Licence ID	ZmA4A4C555A8D3D3A4	B1C2C2 Expiry Date	20/01/2018	143 Days till expiry	
Log File Location	C:\CustomerData			Browse	Remember Settings 🔽
Invoice Structure	Sales Order Purcha	ase Order <u>A</u> udit Transacti	on <u>D</u> irect Debit <u>N</u> C/	ALL	Customer Supplier Next



Activating Software

Before the software can be used it needs to be activated. To activate the software, the Licence ID needs to be emailed to support@PriceBailey.co.uk and an activation key will be issued.

Once you have received the activation key by email, copy the key and paste it in to the text box labelled Activation Key and then click on the button labelled Check Sno. If the activation key has been successful, an expiry date will appear along with the number of days remaining. You can now click on next to choose which import you require.

Set up Field Mappings for Import

Before running any of the imports you will probably need to adjust the field mappings for the import you wish to run. The default field mappings for each of the imports are listed in the section titled Import Mapping Fields.



Upgrading

Upgrading from Transimport

Settings



In the import routines these are located on Connect & Activate page, "back" from the Select File page.

l i	Price Bailey - Import Routines for Sage 50 -
Select Import	Batch Processing Control
Select Import Select File Select File Import Results	Select legoti Type Cutamer Input Support Input Support Input Select Control C
jack	
	Price Bailey - Import Routines for Sage 50 ×
Connect & Activate	Batch Processing Control
age Company File Path C.	programdata\sage\accounts\2018 Browse
Stationery & Co	S TECCHESS AND ATA SAGEVICCOUNTS 2018 COMPANY DOT/ICCOATA- Inputer Mart UK C VPROGRAMDATA SAGEVICCOUNTS 2018 COMPANY DOT/ICCOATA-
Sage 50 User Name man	ager Password
Activation Key ??5n Licence ID ZmA	Shini Misheke Koʻngʻat Jaka din to Akoʻkin Tingʻalegʻi Tingʻanlar AKRIA2 Qeecki Sho AAACSSANDIDIDAAB ICZCZ] Bipiyi Dele 20 01/2018 (143 Degis III opinyi
Log File Location C:\C	ustomerData Bowse Remomber Settings 🥑
Invoice Structure Sale	es Oder Furchaas Oder Autt Tennanton Dest Debt NCALL Quitoner Sunder Next

File Structure/Set column sequence

TransImport Setting	Iz	X
Sage Data & TransImp	ort Settings TransImport Batch Upload Settings	
Sage Data Setup		Sage Data Path
Company	namuara (sage faccounts (2010	Search for Sage
No Company Na	me Version Company Data Path	
		Browse
	F	
– Sage Company Us	ername and Password	
Sage Username	manager	
Sage Password	ad Descured Translaneat uses this uses to impact data to Saan	
- Cana Eda Dagistra	tion	
Sage Serial No.	Sage Activation Key	
TransImport Regi	istration	
Activation Serial No.	V5V5C5K5b3BAa867AM	
Registered To	1	
Expire Date	31/12/2016 Check Activation SNo.	Set <u>C</u> olumn Sequence
Enter the Activation Ser Check Activation SNo.	ial No. Provided by Boldfield, and your Sage Serial Number. Then click on to Activate Transimport.	Save & Exit

The imports have separate screens for each import type.

2	1	Price Bailey -	Import Routines for Sa	ge 50		- • ×
Connect & Activat	Batch Processing Cor	ntrol				
Sage Company File Path	C:\programdata\sage\accounts\201	18				Browse
Selected Comp	any Nama hery & Computer Mart UK		Data Path C:\PROGRAMDATA\SAGE	CCOUNTS\2018\COMPAN	Y.000\ACCDATA\	
Sage 50 User Name	manager	Password]		
Activation Key	??5m5m6m0m9m4m4m5m2m3m3m-0m	1mAmXmYmQmE	TmDm/m-A0R0A2		Qhe	ok Sno
Licence ID	ZmA4A4C555A8D3D3A4B1C2C2	Expiry Date	20/01/2018	143 Days till expiry		
Log Rie Location	C:\CustomerData	_/		Browse	Remembe	r Settings ✔
		K				
Invoice Structure	Sales Order Purchase Order	Audit Transacti	on Direct Debit NCAL	L	<u>C</u> ustomer <u>S</u> upplie	r <u>N</u> ext

These only show once the software has been activated, for Transimport you will have Customer, Supplier and Audit transaction.



Number of header lines

Details Details Details Import Status Details Staturery Computer Mart UK User: Staturery Computer Mart UK Usery Computer Mart UK U								
File Settings Help Select File Validation Settings File About Validation Status Stop Validation Settings File Me About Validation Status Error Log Vip File Stop Validation Settings File Me About Validation Status Error Log Vip File Stop Validation Settings Error Log Company Name: Error Log Error Error<	TransImport Mai	n Window						- • ×
Select File Validate Error Log Vir File Stop Validation Settings Hide Mc About Validation Status Validation Stop Validation Settings Hide Mc About Validation Status Validation Status Dol Clicic Convention Image: Setect Set Set Set Set Set Set Set Set Set Se	File Settings He	lp						
Validation Status Doldfield.com Line Read Batch Upload Status Line No. Current Line Batch Upload Status Line No. Current Line Batch Upload Status Value Selection Company Name: Status Details Value Selection Company Name: Status Status Details Value Selection C VAT Amount Status Status <th>Select File</th> <th> ⊻alidate</th> <th>Error Log</th> <th>ViewFile</th> <th>Stop Validation</th> <th>Settings</th> <th>Lide Me</th> <th>About</th>	Select File	 ⊻alidate	Error Log	ViewFile	Stop Validation	Settings	Lide Me	About
Line Read	Validation Statu	5					bo	oldfield
Import Status Details Company Name: Stationery Computer Mart UK User: Stationery Computer Mart UK KAREN Stationery Computer Mart UK Stop Stationery Computer Mart UK Value Selection Activation Key:	Line Read	rst row heading o	olumn) File Nai	me:			Batch Up	iload Status
Sales Purchases Net Amount No. No. Net Amount No. No. Net Amount No. No. Provide and	Import Status Value Selection	Cv	AT Amount	Details Company Name: User: Registered To: Activation Key: Expire Date:	Stationery Computer KAREN 1 A2A2e289Am67A8iiba 31/12/2016	Mart UK		<u>Start</u> Stop
	Sales Net Amoun SI SC SA	t No. 0 0 0 0 0 0 0 0	Purchases Net PI PC PA PA	Amount No.	Bank Net Amou BP BR CP CR	ant No. 0 0 0 0 0 0 0 0 0 0	Nominal Debit Credit Card Net An VP VR	nount No.

In Transimport you specified whether the first line was a header on the main screen.

In the import routines this is specified within the structure.

2	Audit Transaction Structure									
Transaction Details										
Transaction Type	Exchange Rate	11		Check for Duplicates						
Account Ref	2 Extra Reference	12								
Nominal Code	3 Project Reference	13								
Department	4 Cost Code Reference	14								
Transaction Reference	5									
Transaction Date	6									
Details	7									
Net Amount	8									
Tax Code	9									
Tax Amount	10									
				_						
No Of Heading Lines		Default Location	C:\Users\Karen\Desktop	Browse						
Caup	0	ara Ta Fila	Parters From Ma	Cancel						
7010	30		Restore From file	Gancei						
			7							

Resetting to the default transimport structure

Use restore from file and select "transimporttransactions" to load up the default transimport structure. Repeat this for customer and supplier imports



Upgrading from INVPort

Settings

🛓 Invport Main Window									
File Settings	Help								
Select <u>Fi</u> le	 ⊻alidate	Import Log	L <u>V</u> iew File	<u>S</u> ettings	About				
Validation St	atus						b		
Line Read	Current Liu	ne					Batch U	Ipload Status	
Import Statu	15			Details Company Na User:	me: Stationery J	Computer Mart		<u>Start</u> St <u>op</u>	
Sage Details Sage Licence: Sage Version:	V22			Registered: Activation Ke No of Tries/D	Unregistere y: A2A2e289A lays: Number of t	d Invport m67A8ilba trial runs remair	ning 4		
Number of trial ru	ins remaining	4				2	9/08/2017	17:23	

In the import routines these are located on Connect & Activate page, "back" from the Select File page.

	Price Bailey - Import Routines for Sage 50	- • ×
Select Import	Batch Processing Control	
Select Import	Select Import Type	
	Customer Import	
	Supplier Import	
Select File	Aut# Transaction (Transhmost)	
	invoice Import/INVPort)	
Validation Results	Sales Order Import(SOPPort)	
	Purchase Order Impot(POPPort)	
Import Results	Direct Debit Import(First Capital Cashflow)	
	NCALL Import(NSolve)	
. /		
K		
		Next

File Structure

Settings				×
Sage Data and Ir	vPort Settings		InvPort Options	Batch Settings
Sage Data Setup Sage Path c:\prog Company	ramdata\sage\accoun	:s\2016		Sage Data Path
No Company Na	ne	Version	Company Data Path	
				Browse
•			Þ	
Sage Login				
Pareword	Imanager			
Enter Sage Username a) nd Password. In vport uses	this user to im	nport data to Sage.	
Invport Registrat	on			$1 $ λ .
Activation Serial No.				
Sage Serial No				
Expire Date			Check Activation SNo.	<u>Elle Structure</u>
Enter the Activation Seri Check Activation SNo. t	al No. Provided by Boldfie o Activate Invport.	ld, and your Si	age Serial Number. Then click on	Save Cancel

١

The imports have separate screens for each import type.

1	l i i i i i i i i i i i i i i i i i i i	Price Bailey - I	mport Routines f	or Sage 50	/	- 🗆 🗙
Connect & Activate	Batch Processing Co	ntrol				
Sage Company File Path	C:\programdata\sage\accounts\201	8			_/	Browse
Selected Compa	ny Name ary & Computer Mart UK		Data Path C:\PROGRAMDATA\	SAGE\ACCOUNTS\2018\COMPANY.		
				/	,	
Sage 50 User Name	manager	Password	•••••			
Activation Key	??5m5m6m0m9m4m4m5m2m3m3m-0m	1mAmXmYmQmEv"	TmDmNm-A0R0A2			Qheck Sno
Licence ID	ZmA4A4C555A8D3D3A4B1C2C2	Expiry Date	20/01/2018	143 Dayy till expiry		
Log File Location	C:\CustomerData			Browse	Rem	amber Settings 🗸
				K		
Invoice Structure	Sales Order	Audit Transaction	n Direct Debit	NCALL	<u>C</u> ustomer <u>S</u> u	pplier <u>N</u> ext

These only show once the software has been activated, for INVPort you will have Customer, Supplier and Invoice.



Number of header lines

In INVPort you specified whether the first line was a header INVPort options screen within settings.

Sage Data and InvPort Settings	InvPort Options	Batch Settings
00 has been successfully registered on t	his workstation.	
Template File Location		
Templates File		
C:\Program Files (x86)\Invport\cabconf		
Dptions		
Column Headings		
Validate File Format		
Round Quantity		
Round Price		
Apply Settlement Discount		
Apply Default Carriage Charge		
Use customer default delivery address		
Override Sage Product Description		
Take Sage price if price is zero		
Import Transaction No.		
Apply Customer Pricing		
Import to SOP		
		Save Cancel

In the import routines this is specified within the structure.

10		In	voice Structure	•				×
Header and Order Details Invoice Or Credit II Format 2 Date 3 Customer Account 4 Order Number 5 Invoice Address 2 Invoice Address 3 Invoice Address 3 Invoice Address 5 III Delivery Addres 1 II2 Delivery Addres 1 II2	Delivery Address 3 14 Delivery Address 4 15 Delivery Address 5 16 Delivery Address 5 17 Customer Order No 18 Customer Contact 20 Notes 1 21 Notes 2 22 DUNS Number 24 Invoice Number 24	Footer and Payment Details Carriage Net 2 Carriage VAT value 2 Carriage VAT value Carriage VAT value Carriage VAT Code Carriage Population Counter 2 Carriage Department 2 Carriagement No 3 Settlement Days 3 Settlement Days 3 Global Nonnial Code 3 Global Nonnial Code 3 Global Arac Code 3 Global Details 3	Global Department Global Department Paymert Reference Paymert Bank Acc Paymert Amount Paymert Type Paymert Type S	37 38 39 40 41	Poduct Code Product Code Description Comment 1 Comment 2 Details Order Reference Units Quantity Unit Price Discount Value Discount % VAT value Nominal Code	irouping 42 43 44 45 46 47 48 49 50 51 52 53 54	VAT Code Department Job Ref/Line Info Project Reference Invoice Grouping 1 Invoice Grouping 3 Invoice Grouping 3 Invoice Grouping 3	55 56 57 58 1 2 3 4 5
No Of Heading Lines 1		Default Location	C:\Users\Karen\Desktop				E	Rowse
<u>Save</u>		Store To File		Restore Fro	m file			<u>C</u> ancel

Upgrading from Boldfield Import routines

Price Bailey Import routines install by default into: <u>C:\Program Files (x86)\PriceBailey Ltd\PriceBailey Import Routines</u>

The old Boldfield versions installed to: <u>C:\Program Files (x86)\Boldfield Ltd\Boldfield Import Routines</u>

After installing copy the config folder from the Boldfield location to the Price bailey location, replacing the existing files, this will update the configuration.

Go into the import routines click next, and cross check your settings.

Select Import

Upgrading from Boldfield Import routines

Tick which import you wish to run and click on the **Next** button. You will only be able to select the imports which you have purchased.

	Price Bailey - Import Routines for Sage 50	- 🗆 🗙
Select Import	Batch Processing Control	
1 Select Import	Select Import Type	
\checkmark	Customer Import	
	Supplier Import	
2 Select File	V Audit Transaction (Translmont)	
	Invoice Import(INVPort)	
Validation Results	Sales Order Import(SOPPort)	
Ŷ	Purchase Order Import(POPPort)	
4 Import Results	Direct Dabit (mood/End Casital Casificuu)	
\mathbf{O}		
Back		Next

Select File to Import

Click on the **Browse** button and find the file which you wish to import. Select the file and then click on **Validate.**

11	Price Bailey - Import Routines for Sage 50		×
Select File To Import	Batch Processing Control		_
Select Import Select File Validation Results	Select Import File C:\Development\PriceBaileyImportRoutines\PriceBaileyImportRoutines\Samples\Audit Transactions\Tmasimportransmixed withdispute]	Browse	ן
Validation Results Import Results			
Back		Valid	Jate



View Validation Results

Tick which import you wish to run and click on the **Next** button. You will only be able to select the imports which you have purchased.

	Error Message	Row	Column	
	Transaction Type cannot be larger than 3 characters	1	1	
Select File	Nominal Code cannot be larger than 8 characters	1	3	
	Date cannot be larger than 10 characters	1	5	
Validation Results	Net amount must be numeric	1	8	
vanuation Results	Tax Code cannot be larger than 4 characters	1	9	
	Department cannot be more than 3 characters	1	4	
Import Results	Tax Amount must be numeric	1	10	
	Exchange Rate must be numeric	1	11	
	Project cost code supplied but project not supplied	1		

If there are no validation errors the total values for each transaction type are displayed.

2			Pric	e Bailey - Im	port Rout	ines for Sage 50				×
View Validat	ion Results	Ba	tch Processing Control							
1 Select	Import	Summary :	No Validation errors	found						_
I		Error Mess	age					Row	Column	
2 Select	File									
I										
3 Valida	tion Results									
4 Import	t Results									
Death										Innet
Back										Import
				Tran	saction To	otals				×
Supplier	Nett	VAT	Customer	Nett	VAT	Bank	Nett	VAT	Nominal	
levelas DI	00	00								
Credit PC	.00	.00	Invoice, SI	732.23	146.45	Bank Receipt, BR	.00	.00	Journal Debit, JD	.00
Payment PA	.00	.00	Credit, SC	.00	.00	Bank Payment, BP	.00	.00	Journal Credit, JC	.00
Refund, PR	.00	.00	Payment, SP	.00	.00	Visa Payment, VP	.00	.00		
				100	.00	Card Receipt, CR	.00	.00		
						Card Payment, CP	.00	.00		
										Close

NB : you can still view the totals if there are validation errors by clicking the view totals button.

View Import Results

Once the import has finished, the results will be displayed on screen, showing which records have been created or amended. If you wish, you can export the results to a log file by clicking on the **Export Log To File** button. You will then be prompted for a valid file location and name. Now you have completed the import you can click on **Finish** button to exit the application.

	Price Bailey - Import Routines for Sage 50	- 🗆 🗙
View Import Results	Batch Processing Control	
1 Select Import	Summary :	
2 Select File	Customer Invoices Posted 3	
3 Validation Results		
4 Import Results		
Back	Export Log to File	Finish

Batch Processing Control

The Price Bailey import routines have the ability to poll a certain folder and import any files found.

You will need to specify 3 paths, the Import Path, the Failed Path and the Success Path. It is advisable to ensure the paths are different, as not to confuse the polling process. You can then specify individual paths for each of the imports which will reside within the import path folder.

You can change the frequency in which the program polls the folder, by changing the Import Interval. The number displayed is in minutes.

			Price	Bailey - Impo	rt Routines for	Sage 50							
View Import	Results	Batch Pro	ocessing Control										
Import Path	C:\Customer	Data\batchimport\s	ource					Browse					
Failed Path Success Path	C:\Customer	CustomerData/batchimport/Saled Browse CustomerData/batchimport/success Browse											
Import Interval	Customer Sales Order	Customer SalesOrder	Supplier Purchase Order	Supplier PurchaseOrder	Transaction Invoice	Transaction Invoice	Direct Debit	DirectDebit NCALL					
						Nu Nu Nu	mber of files processed : mber of files successful : mber of files failed :	0 0 0 Reset					
						Start	Export Log to File	Sav					



To start the polling, click on the **Start** Button. For whatever reason you need to stop the polling, simply click on the **Stop** Button.

You can export the recent poll activity by clicking on the **Export Log To File** button.

PriceBaileyImportRoutines	×
Import results - Enter a name for the log file	OK Cancel
<u> </u>	

The log file exports to the location specified in settings.

Import Mapping Fields

Below are the fields that you need to map to for each of the possible import routines, you need to identify which column the CSV they are supplied in. If they are not supplied leave the field empty.

Customer Structure

101	Cust	omer file structure		X
General Details Sage Account Ref Account Name Street 1 Street 2 Town 5 County 6 Post Code 7 Country Code 33 VAT Registration 15 Contact Name 8 Trade Contact 25 Phone 1 9 Phone 2 26	Fax 10 Defaults and Credit Cor Fax 10 Analysis 1 Website 28 Analysis 2 Email 2 Default Nominal Email 3 Default Nominal Email 3 Default Nominal Default Tax Cod Use for Sales Department Currency Code Credit Limit Payment Due(Da Terms Agreed	rol 11 12 13 12 13 22 24 14 32 19 30 31	Customer Bank Details Bank Account Number Bank Name Bank Account Name Bank Sott Code Bank Roll Number Bank Address 1 Bank Address 3 Bank Address 5 Bank BIC/Swift Bank IBAN	Bank Additioani Ref 1
No Of Heading Lines 1	Default Location	C:\Users\Karen\Desktop		Browse
Save	Store To File	Rest	tore From file	Cancel

Supplier Structure

<u>91</u>				Supplie	r file structure			×
General Details				Defaults and Credit Control		Supplier Bank Details		
Sage Account	Ref 1	Fax	10	Analysis 1	11	Bank Account Number	40	Bank Additioanl Ref 1
Account Name	2	Website	28	Analysis 2	12	Bank Name	32	Bank Additional Ref 2
Street 1	3	Email	27	Analysis 3	13	Bank Account Name	38	Bank Additional Ref 3
Street 2	4	Email 2		Default Nominal Code	23	Bank Sort Code	39	
Town	5	Email 3		Use for Purchases		Bank Roll Number		
County	6	Send Via Email		Default Tax Code	24	Bank Address 1	33	
Post Code	7			Use for Purchases		Bank Address 2	34	
Country Code	44				14	Bank Address 3	35	
VAT Registratio	n 15			Department	17	Bank Address 4	36	
Contact Name	8			Currency Code	43	Bank Address 5	37	
Trade Contact	25			Credit Limit	19	Bank BIC/Swift		
Phone 1	9			Payment Due(Days)	30	Bank IBAN	41	
Phone 2	26			Terms Agreed	31			
No Of Heading Lines	1			Default Location	C:\Users\Karen\Desktop			Browse
<u>S</u> ave			Sto	re To File	[Restore From file		Cancel



Invoice Structure

					Invoi	ce Structure					×
- Header and Order Deta	ails			Footer and Payment Detai	ils			Line Details and Invoice	Grouping		
Invoice Or Credit	1	Delivery Address 3	14	Carriage Net	25	Global Department	37	Product Code	42	VAT Code	55
Format	2	Delivery Address 4	15	Carriage VAT value	26	Payment Reference	38	Description	43	Department	56
Date	3	Delivery Address 5	16	Carriage VAT Code	27	Payment Bank Acc	39	Comment 1	44	Job Ref/Line Info	57
Customer Account	4	Delivery Address 6	17	Carriage Nominal Code	28	Payment Amount	40	Comment 2	45	Project Reference	58
Order Number	5	Customer Order No	18	Carriage Department	29	Payment Type	41	Details	46		
Invoice Address 1	6	Customer Tel No	19	Courier	30			Order Reference	47		
Invoice Address 2	7	Customer Contact	20	Consignment No	31			Units	48		
Invoice Address 3	8	Notes 1	21	Settlement Days	32			Quantity	49		
Invoice Address 4	9	Notes 2	22	Settlement Disc %	33			Unit Price	50	Invoice Grouping 1	1
Invoice Address 5	10	Notes 3	23	Global Nominal Code	34			Discount Value	51	Invoice Grouping 2	2
Invoice Address 6	11	DUNS Number	24	Global Tax Code	35			Discount %	52	Invoice Grouping 3	3
Delivery Address 1	12	Invoice Number		Global Details	36			VAT value	53	Invoice Grouping 4	4
Delivery Address 2	13			Chobar Dotailo				Nominal Code	54	Invoice Grouping 5	5
No Of Heading Lines	1			Default Location		C:\Users\Karen\Deskto	op			B	rowse
<u>S</u> ave				Store To File			Rest	ore From file			<u>C</u> ancel

Sales Order Structure

Sales Order Structure											
- Header and Order Details -				Footer and Payment De	ails			Line Details and Order Gro	ouping		
Order Or Proforma	1	Delivery Address 3	14	Carriage Net	26	Global Department	38	Product Code	43	VAT Code	56
Format	2	Delivery Address 4	15	Carriage VAT value	27	Payment Reference	39	Description	44	Department	57
Date	3	Delivery Address 5	16	Carriage VAT Code	28	Payment Bank Acc	40	Comment 1	45	Job Ref/Line Info	58
Customer Account	4	Delivery Address 6	17	Carriage Nominal Code	29	Payment Amount	41	Comment 2	46	Project Reference	59
Invoice Reference	5	Customer Order No	18	Carriage Department	30	Payment Type	42	Details	47	Due Date	60
Invoice Address 1	6	Customer Tel No	19	Courier	21			Order Reference	48		
Invoice Address 2	7	Customer Contact	20		51			Units	49		
Invoice Address 3	8	Notes 1	21	Consignment No	32			Quantity	50		
Invoice Address 4	9	Notes 2	22	Settlement Days	33			Unit Price	51	Invoice Grouping 1	1
Invoice Address 5	10	Notes 3	23	Settlement Disc %	34			Discount Value	52	Invoice Grouping 2	2
Invoice Address 6	11	DUNS Number	24	Global Nominal Code	35			Discount %	53	Invoice Grouping 3	3
Delivery Address 1	12	Due Date	25	Global Tax Code	36			VAT value	54	Invoice Grouping 4	4
Delivery Address 2	13			Global Details	37			Nominal Code	55	Invoice Grouping 5	5
No Of Heading Lines	1			Default Location	0	C:\Users\Karen\Deskto	op			Br	owse
<u>S</u> ave	Save Store To File Restore From file Cancel										

Purchase Order Structure

	Purchase Order Structure		×
Header and Order Details 41 PO Number 41 Date 9 Supplier Account 3 Reference 9 Project Ref 5 Cost Code 6 Invoice Address 1 7 Invoice Address 3 9 Invoice Address 4 10 Invoice Address 5 11 Invoice Address 5 11 Delivery Address 1 13 Delivery Address 2 14	Delivery Address 3 15 Delivery Address 3 16 Delivery Address 4 16 Delivery Address 5 17 Delivery Address 5 17 Delivery Address 5 17 Delivery Address 6 18 Supplier Order No Carriage VAT Code Supplier Order No Carriage Department Supplier Contact Courier Notes 1 Settlement Days Notes 2 Settlement Disc ½ Due Date Image National Address %	Line Details and Order Grouping Product Code 36 VAT Code Description 37 Department Comment 1 38 Job Ref/Line Info Comment 2 39 Project Reference Details Cost Code Order Reference Due Date Units 42 Quantity 43 Unit Price 44 Order Grouping 1 Discount Value Order Grouping 2 Discount ½ Order Grouping 3 VAT value Order Grouping 4 Nominal Code 48 Order Grouping 5	49 50 51 52 53 3 2 41
No Of Heading Lines 1	Default Location C:\Users\Karen\Desktop Store To File	Brow Restore From file	vse ncel



Audit Trail Structure

95				Audit Transaction Structure		×		
Transaction Details	_		_		Check for Duplicates			
Transaction Type	1	Exchange Rate	11					
Account Ref	2	Extra Reference	12					
Nominal Code	3	Project Reference	13					
Department	4	Cost Code Reference	14					
Transaction Reference	5							
Transaction Date	6							
Details	7							
Net Amount	8							
Tax Code	9							
Tax Amount	10							
No Of Heading Lines 0 Default Location C:\Users\Karen\Desktop Browse								
Store To File Restore From file								

Direct Debit Structure

- PA	Direct Debit File Structure	×
Direct Debit Details		
Account Reference	Sage Bank Account 1200	
Payer Name	2	
Amount	3 Import Payment if unmatched?	
Status	4	
Collection Date	5	
Invoice No	11	
Client	12	
Account Name	13	
No Of Heading Lines	Default Location C:\Users\Karen\Desktop Br	owse
Save	Store To File	ancel

NCALL Structure

12		NCALL Structure		×				
General details	Calls Answered	Messages Emailed	Messages Texted	Out of Hour Calls				
Account Reference	Calls Answered 14	Messages Emailed 24	Messages Texted 34	Out of hours calls 44				
Start Date 2	No Answered Included 15	No Msg Emailed Included 25	No Msg Texted Included 35	No Out of hours included 45				
End Date 3	No Answered Charged 16	No Msg Emailed Charged 26	No Msg Texted Charged 36	No OOH Charged 46				
Scheme 4	Cost per call 17	Cost per Msg Emailed 27	Cost per Msg Texted 37	Cost per OOH 47				
Monthly Fee 5	Total Cost Charged 18	Total Cost Charged 28	Total Cost Charged 38	Total Cost Charged 48				
Name 6								
Address 1 7								
Address 2 8	Calls Patched	Messages Faxed	Messages Relayed	Outgoing Calls				
Address 3 9	Calls Patched 19	Messages Faxed 29	Messages Relayed 39	Outgoing calls made 49				
Address 4 10	No Patched Included 20	No Msg Faxed Included 30	No Msg Relayed Included 40	No Outgoing calls included 50				
PostCode 11	No Patched Charged 21	No Msg Faxed Charged 31	No Msg Relayed Charged 41	No Outgoing Charged 51				
Billing Extras List 12	Cost per call 22	Cost per Msg Faxed 32	Cost per Msg Relayed 42	Cost per Outgoing call 52				
Billing Extras Total 13	Total Cost Charged 23	Total Cost Charged 33	Total Cost Charged 43	Total Cost Charged 53				
No Of Heading Lines 1 Default Location C:\Users\Karen\Desktop Browse Save Store To File Restore From file Cancel								