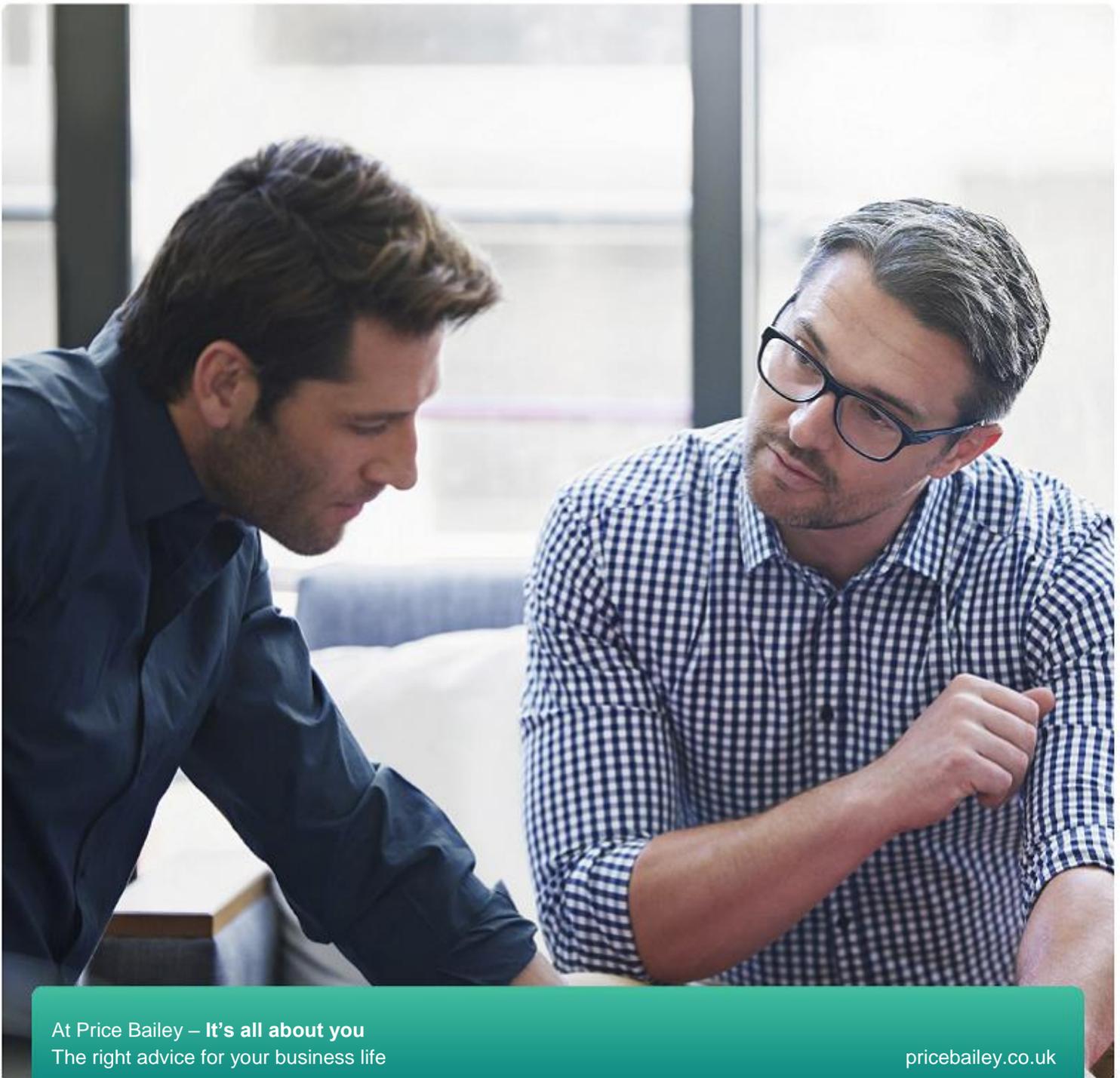


# Price Bailey

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](http://pricebailey.co.uk)

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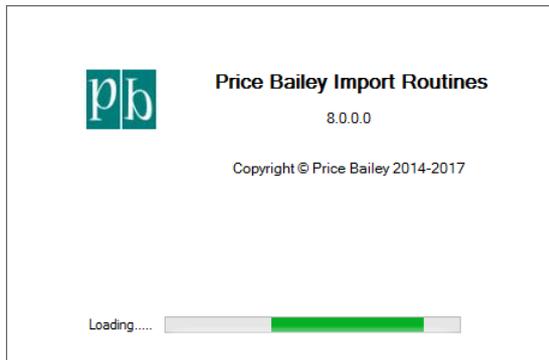
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# Getting Started

## 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.



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

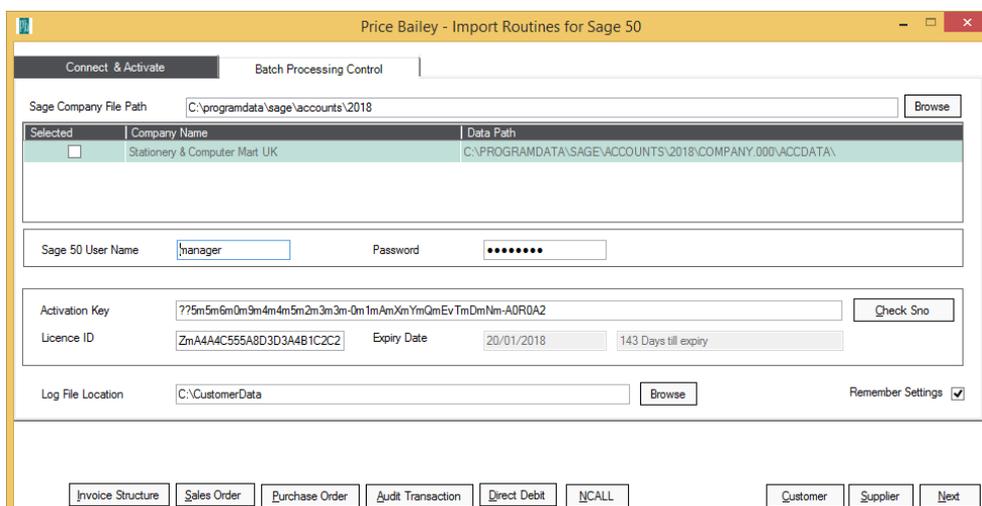
This screen can be accessed after activation by clicking the Back button from the Select file screen.

## 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.



### 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](mailto: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.

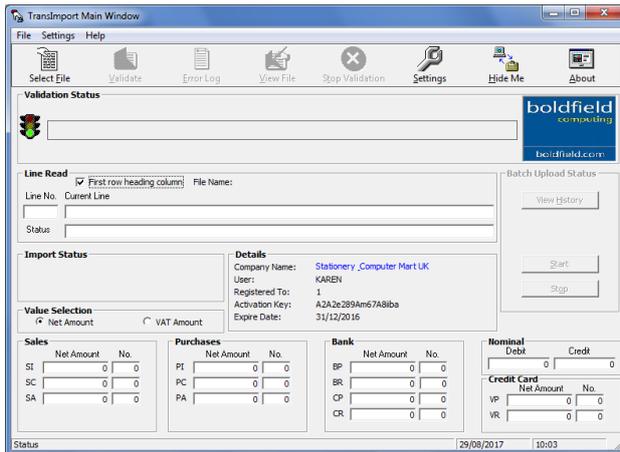
### Set up Field Mappings for Import

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.

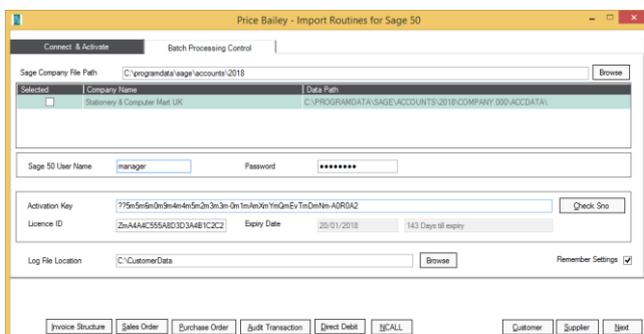
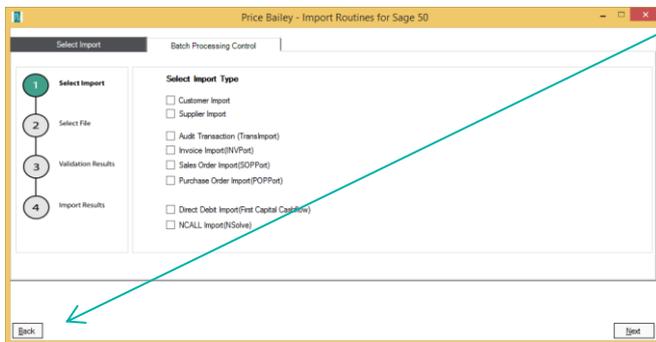
# Upgrading

## Upgrading from Transimport

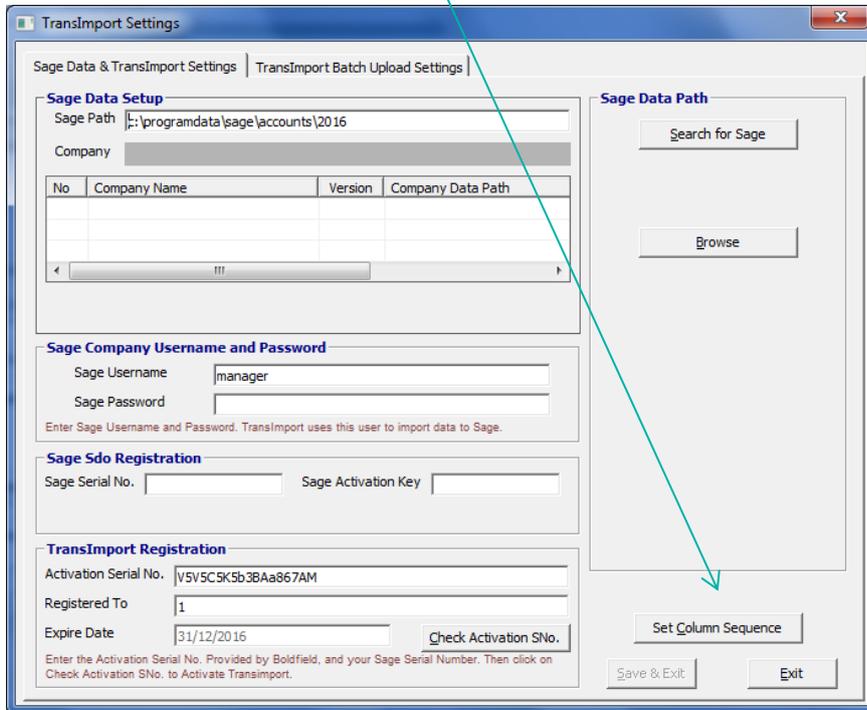
### Settings



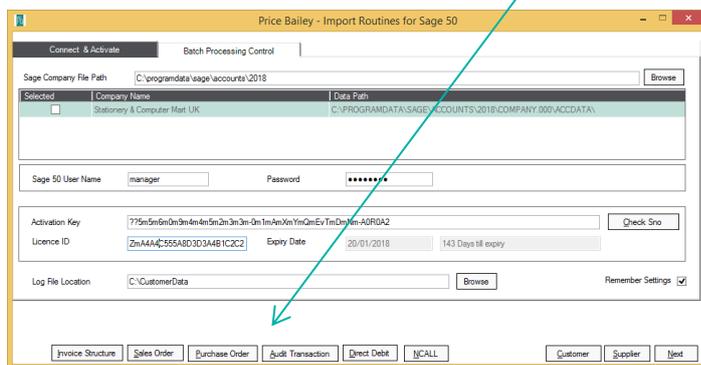
In the import routines these are located on Connect & Activate page, “back” from the Select File page.



**File Structure/Set column sequence**



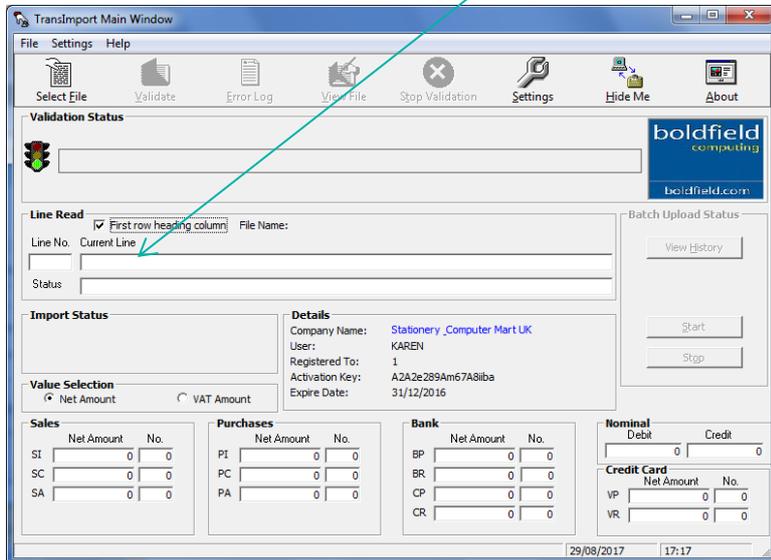
The imports have separate screens for each import type.



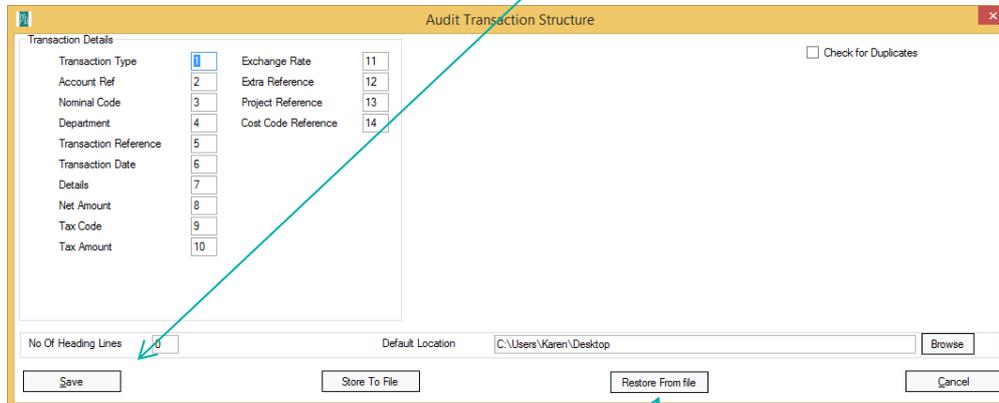
These only show once the software has been activated, for Transimport you will have Customer, Supplier and Audit transaction.

## Number of header lines

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.

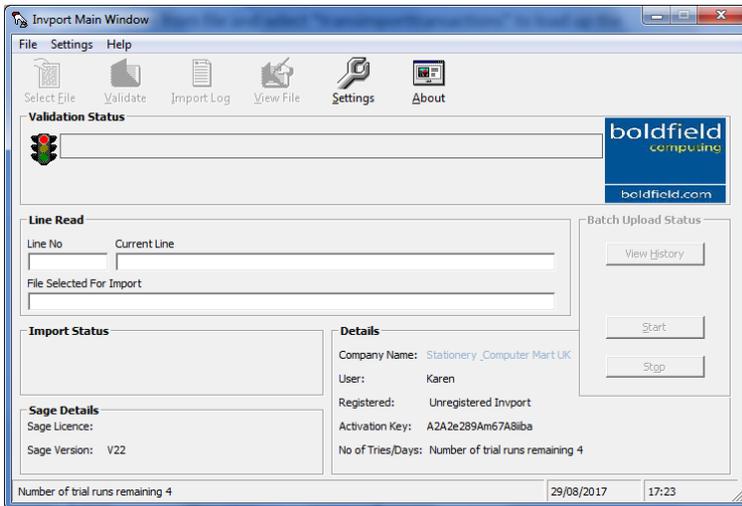


## Resetting to the default transimport structure

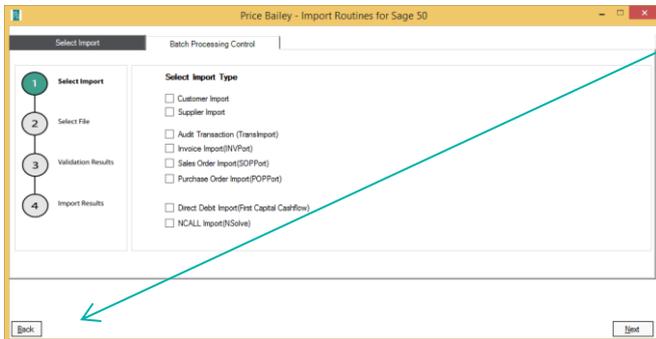
Use restore from file and select "transimporttransactions" to load up the default transimport structure. Repeat this for customer and supplier imports

## Upgrading from INVPort

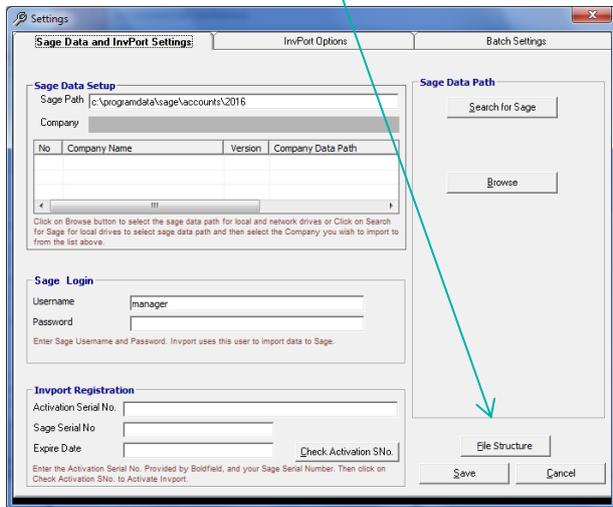
### Settings



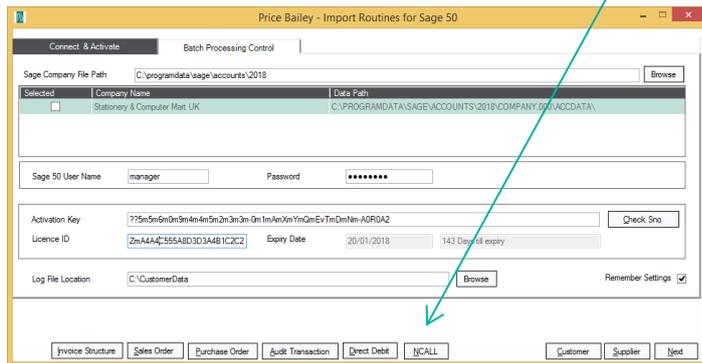
In the import routines these are located on Connect & Activate page, “back” from the Select File page.



## File Structure



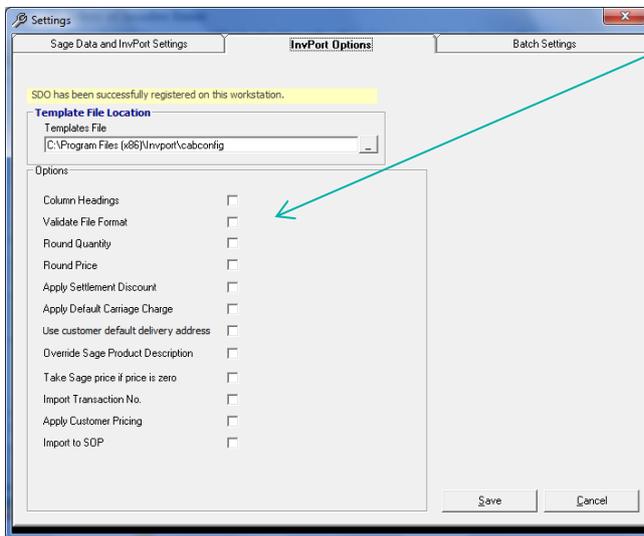
The imports have separate screens for each import type.



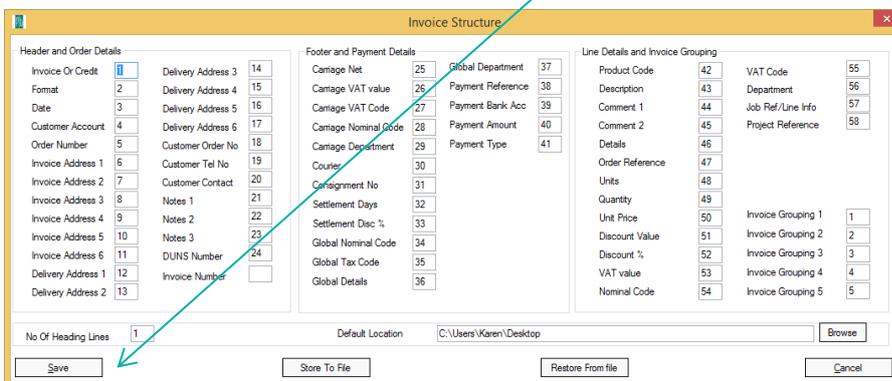
These only show once the software has been activated, for INVPort you will have Customer, Supplier and Invoice.

## Number of header lines

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



In the import routines this is specified within the structure.



## Upgrading from Boldfield Import routines

Price Bailey Import routines install by default into:

C:\Program Files (x86)\PriceBailey Ltd\PriceBailey Import Routines

The old Boldfield versions installed to:

C:\Program Files (x86)\Boldfield Ltd\Boldfield Import Routines

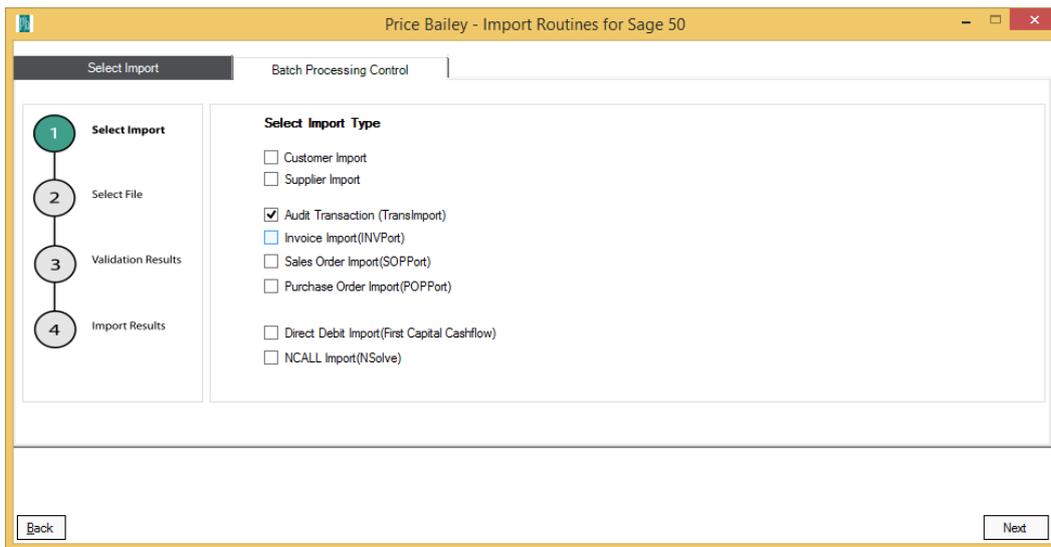
After installing copy the config folder from the Boldfield location to the Price bailey location, replacing the existing files, this will update the configuration.

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

# Select Import

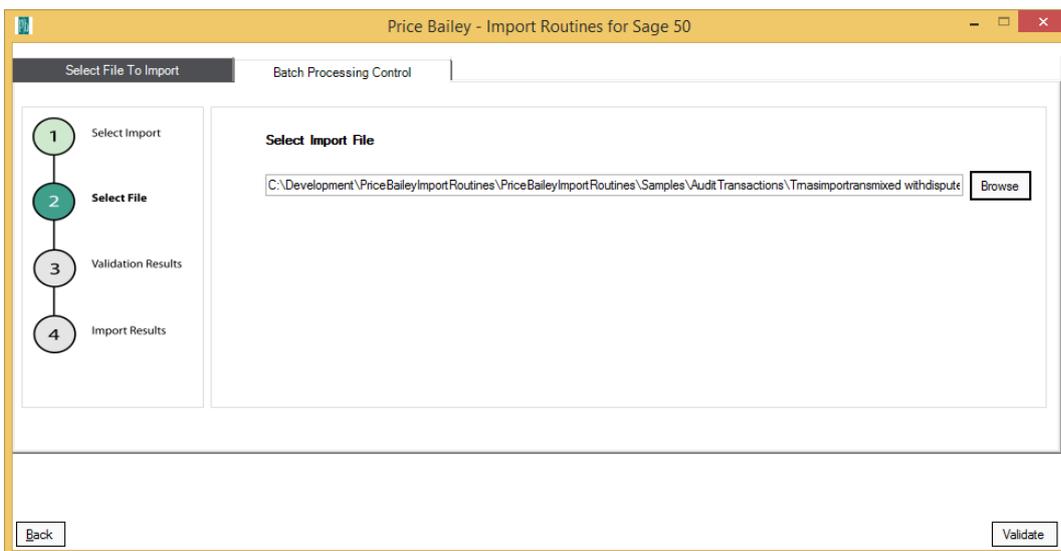
## Upgrading from Boldfield Import routines

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.



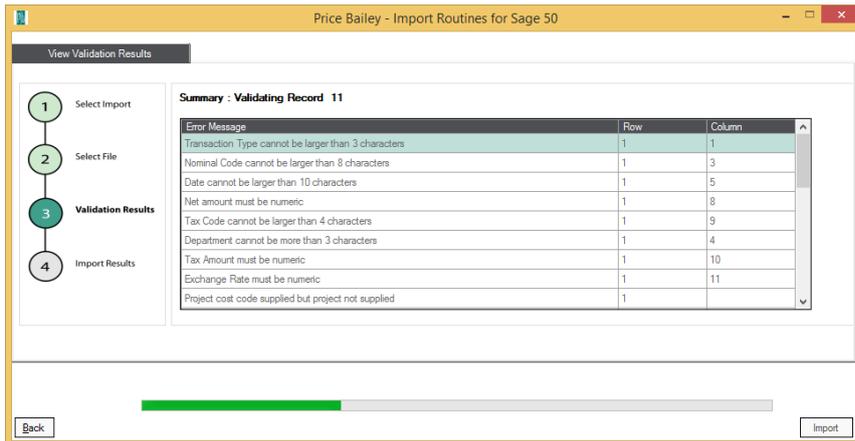
## Select File to Import

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

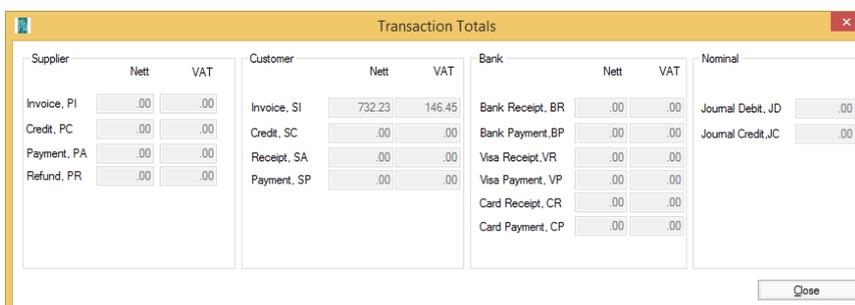
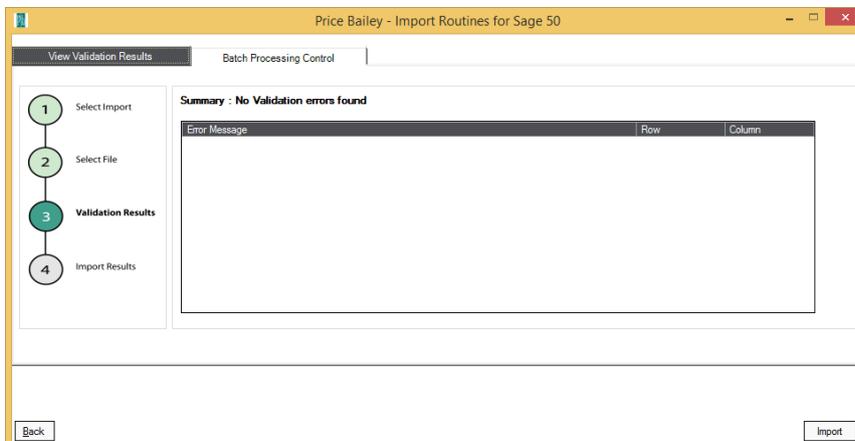


# View Validation Results

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.



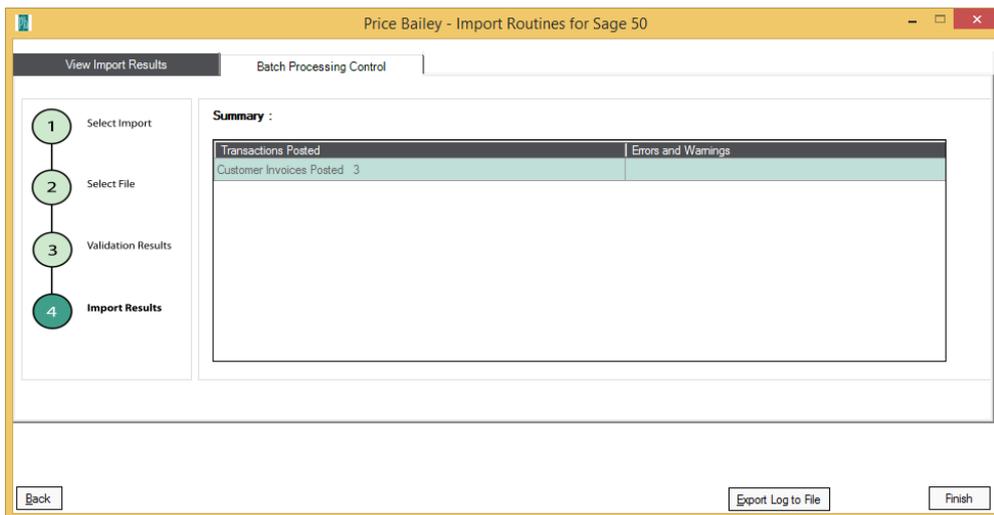
If there are no validation errors the total values for each transaction type are displayed.



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.

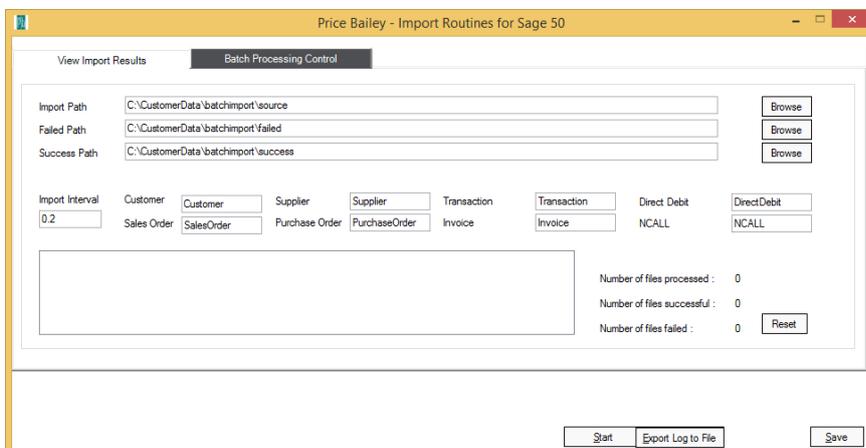


## Batch Processing Control

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

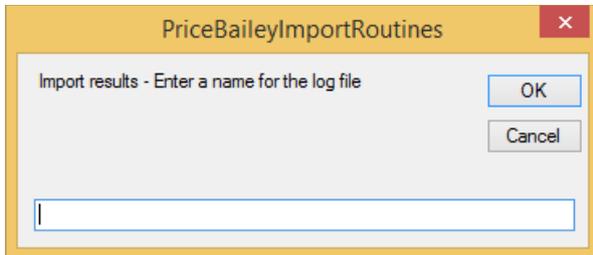
You will need to specify 3 paths, the Import Path, the Failed Path and the Success Path. It is advisable to ensure the paths are different, as not to confuse the polling process. You can then specify individual paths for each of the imports which will reside within the import path folder.

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



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.



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

General Details		Defaults and Credit Control		Customer Bank Details	
Sage Account Ref	1	Fax	10	Bank Account Number	
Account Name	2	Website	28	Bank Name	
Street 1	3	Email	27	Bank Account Name	
Street 2	4	Email 2		Bank Sort Code	
Town	5	Email 3		Bank Roll Number	
Country	6	Send Via Email		Bank Address 1	
Post Code	7			Bank Address 2	
Country Code	33			Bank Address 3	
VAT Registration	15			Bank Address 4	
Contact Name	8			Bank Address 5	
Trade Contact	25			Bank BIC/Swift	
Phone 1	9			Bank IBAN	
Phone 2	26				
		Analysis 1	11	Bank Additional Ref 1	
		Analysis 2	12	Bank Additional Ref 2	
		Analysis 3	13	Bank Additional Ref 3	
		Default Nominal Code	23		
		Use for Sales			
		Default Tax Code	24		
		Use for Sales			
		Department	14		
		Currency Code	32		
		Credit Limit	19		
		Payment Due(Days)	30		
		Terms Agreed	31		

No Of Heading Lines: 1      Default Location: C:\Users\Karen\Desktop

### Supplier Structure

General Details		Defaults and Credit Control		Supplier Bank Details	
Sage Account Ref	1	Fax	10	Bank Account Number	40
Account Name	2	Website	28	Bank Name	32
Street 1	3	Email	27	Bank Account Name	38
Street 2	4	Email 2		Bank Sort Code	39
Town	5	Email 3		Bank Roll Number	
Country	6	Send Via Email		Bank Address 1	33
Post Code	7			Bank Address 2	34
Country Code	44			Bank Address 3	35
VAT Registration	15			Bank Address 4	36
Contact Name	8			Bank Address 5	37
Trade Contact	25			Bank BIC/Swift	
Phone 1	9			Bank IBAN	41
Phone 2	26				
		Analysis 1	11	Bank Additional Ref 1	
		Analysis 2	12	Bank Additional Ref 2	
		Analysis 3	13	Bank Additional Ref 3	
		Default Nominal Code	23		
		Use for Purchases			
		Default Tax Code	24		
		Use for Purchases			
		Department	14		
		Currency Code	43		
		Credit Limit	19		
		Payment Due(Days)	30		
		Terms Agreed	31		

No Of Heading Lines: 1      Default Location: C:\Users\Karen\Desktop

## Invoice Structure

Header and Order Details			Footer and Payment Details			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							Nominal Code	54	Invoice Grouping 5	5

No Of Heading Lines: 1      Default Location: C:\Users\Karen\Desktop      Browse

Save      Store To File      Restore From file      Cancel

## Sales Order Structure

Header and Order Details			Footer and Payment Details			Line Details and Order Grouping					
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	31			Order Reference	48		
Invoice Address 2	7	Customer Contact	20	Consignment No	32			Units	49		
Invoice Address 3	8	Notes 1	21	Settlement Days	33			Quantity	50		
Invoice Address 4	9	Notes 2	22	Settlement Disc %	34			Unit Price	51	Invoice Grouping 1	1
Invoice Address 5	10	Notes 3	23	Global Nominal Code	35			Discount Value	52	Invoice Grouping 2	2
Invoice Address 6	11	DUNS Number	24	Global Tax Code	36			Discount %	53	Invoice Grouping 3	3
Delivery Address 1	12	Due Date	25	Global Details	37			VAT value	54	Invoice Grouping 4	4
Delivery Address 2	13							Nominal Code	55	Invoice Grouping 5	5

No Of Heading Lines: 1      Default Location: C:\Users\Karen\Desktop      Browse

Save      Store To File      Restore From file      Cancel

## Purchase Order Structure

Header and Order Details			Footer and Payment Details			Line Details and Order Grouping			
PO Number	41	Delivery Address 3	15	Carriage Net		Product Code	36	VAT Code	49
Date	2	Delivery Address 4	16	Carriage VAT value		Description	37	Department	50
Supplier Account Reference	3	Delivery Address 5	17	Carriage VAT Code		Comment 1	38	Job Ref/Line Info	51
Project Ref	5	Delivery Address 6	18	Carriage Nominal Code		Comment 2	39	Project Reference	52
Cost Code	6	Supplier Order No		Carriage Department		Details		Cost Code	53
Invoice Address 1	7	Supplier Tel No		Courier		Order Reference		Due Date	
Invoice Address 2	8	Supplier Contact		Consignment No		Units	42		
Invoice Address 3	9	Notes 1		Settlement Days		Quantity	43		
Invoice Address 4	10	Notes 2		Settlement Disc %		Unit Price	44	Order Grouping 1	3
Invoice Address 5	11	Notes 3				Discount Value		Order Grouping 2	2
Invoice Address 6		DUNS Number				Discount %		Order Grouping 3	41
Delivery Address 1	13	Due Date				VAT value		Order Grouping 4	
Delivery Address 2	14					Nominal Code	48	Order Grouping 5	

No Of Heading Lines: 1      Default Location: C:\Users\Karen\Desktop      Browse

Save      Store To File      Restore From file      Cancel

### Audit Trail Structure

**Audit Transaction Structure**

Transaction Details

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		

Check for Duplicates

No Of Heading Lines: 0      Default Location: C:\Users\Karen\Desktop     

### Direct Debit Structure

**Direct Debit File Structure**

Direct Debit Details

Account Reference	1	Sage Bank Account	1200
Payer Name	2		
Amount	3	Import Payment if unmatched?	<input type="checkbox"/>
Status	4		
Collection Date	5		
Invoice No	11		
Client	12		
Account Name	13		

No Of Heading Lines: 1      Default Location: C:\Users\Karen\Desktop     

### NCALL Structure

**NCALL Structure**

General details		Calls Answered	Messages Emailed	Messages Texted	Out of Hour Calls
Account Reference	1	Calls Answered	Messages Emailed	Messages Texted	Out of hours calls
Start Date	2	No Answered Included	No Msg Emailed Included	No Msg Texted Included	No Out of hours included
End Date	3	No Answered Charged	No Msg Emailed Charged	No Msg Texted Charged	No OOH Charged
Scheme	4	Cost per call	Cost per Msg Emailed	Cost per Msg Texted	Cost per OOH
Monthly Fee	5	Total Cost Charged	Total Cost Charged	Total Cost Charged	Total Cost Charged
Name	6				
Address 1	7	Calls Patched	Messages Faxed	Messages Relayed	Outgoing Calls
Address 2	8	Calls Patched	Messages Faxed	Messages Relayed	Outgoing calls made
Address 3	9	No Patched Included	No Msg Faxed Included	No Msg Relayed Included	No Outgoing calls included
Address 4	10	No Patched Charged	No Msg Faxed Charged	No Msg Relayed Charged	No Outgoing Charged
PostCode	11	Cost per call	Cost per Msg Faxed	Cost per Msg Relayed	Cost per Outgoing call
Billing Extras List	12	Total Cost Charged	Total Cost Charged	Total Cost Charged	Total Cost Charged
Billing Extras Total	13				

No Of Heading Lines: 1      Default Location: C:\Users\Karen\Desktop