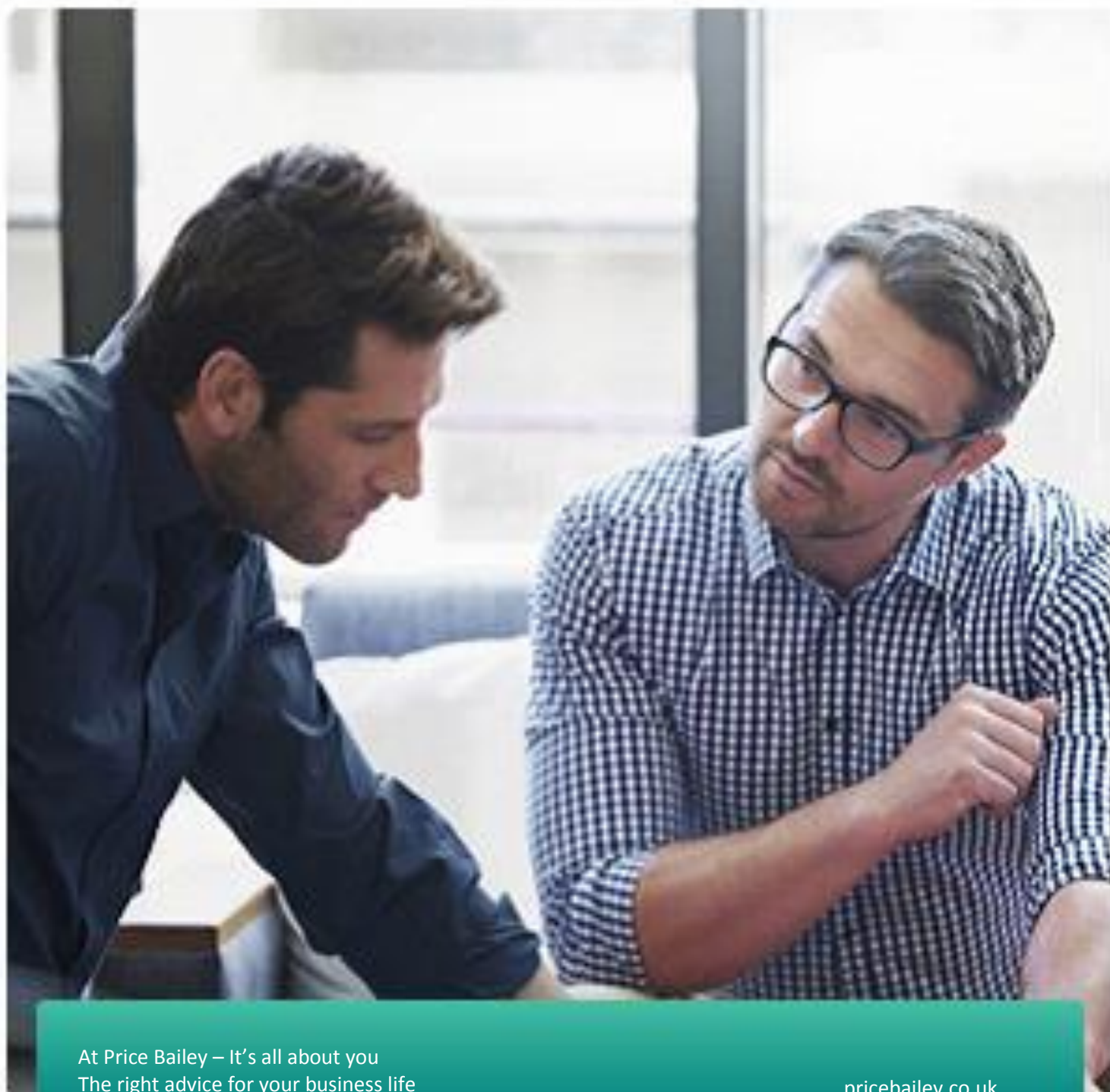


## Price Bailey Import Routines for Sage 50

### User Manual

December 2019



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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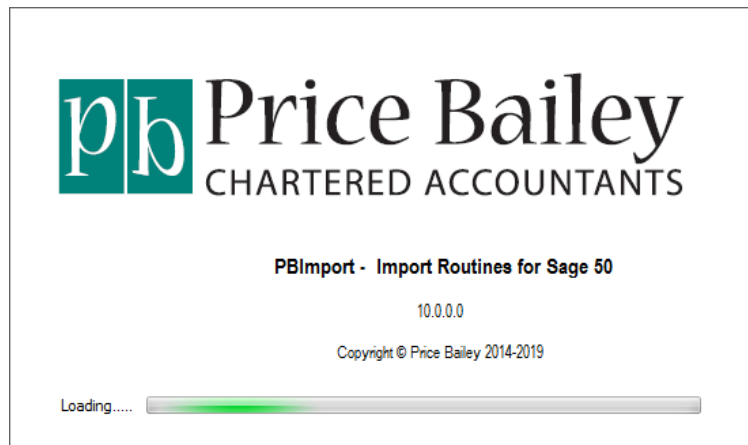
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## Getting Started

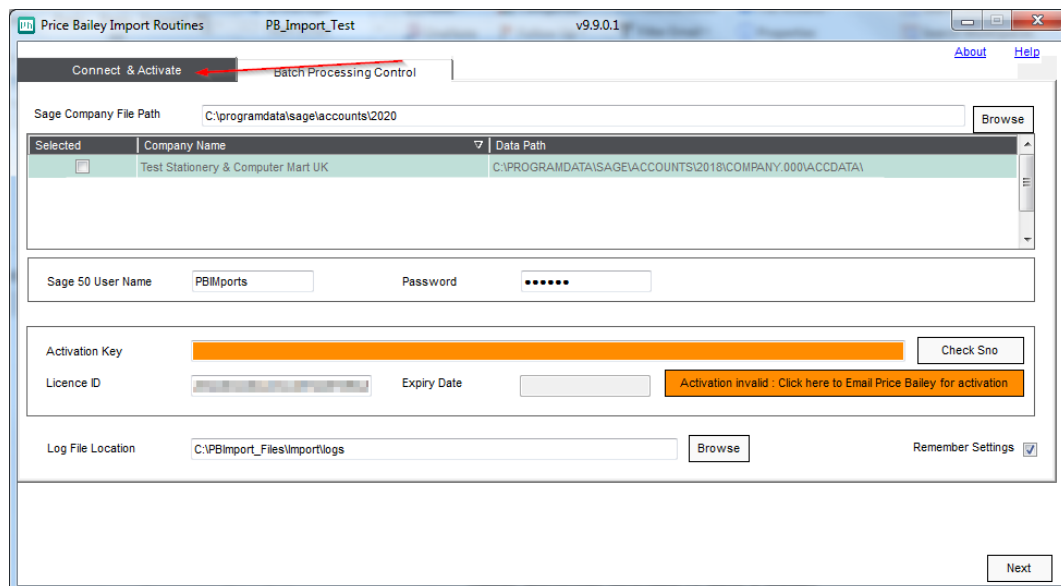
### Running the Program

When Price Bailey Import Routines has been installed you can run the program from either the icon on the desktop or through the programs menu.

The splash screen will be displayed as the routines load.



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



After activation the Connect & Activate screen can be accessed by clicking the <Back> button from the Batch Processing Control screen.

## Activating Software

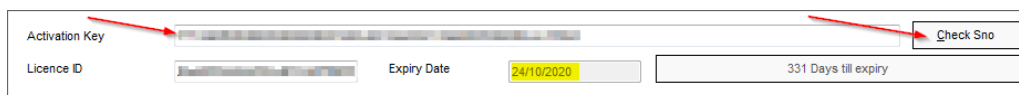
PBImport needs to be activated prior to using for the first time. To activate the software, you will need to email the Licence ID to [support@pricebailey.co.uk](mailto:support@pricebailey.co.uk):-



Activation Key

Licence ID  Expiry Date

When you receive the Activation Key copy and paste it into the Activation Key field. Click the button labelled <Check Sno>. If the activation key has been successful, an expiry date will appear along with the number of days remaining.



Activation Key

Licence ID  Expiry Date  331 Days till expiry

If for any reason you have any errors or the program will not register please let us know at [support@pricebailey.co.uk](mailto:support@pricebailey.co.uk).

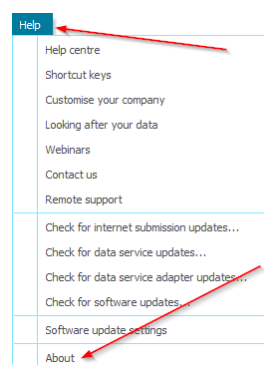
## Select Sage Company

The Sage Company File Path needs to be entered:-



Sage Company File Path

To find this go to Help / About in Sage 50:-



Help

- Help centre
- Shortcut keys
- Customise your company
- Looking after your data
- Webinars
- Contact us
- Remote support
- Check for internet submission updates...
- Check for data service updates...
- Check for data service adapter updates...
- Check for software updates
- Software update settings
- About

You will need the location of the Sage Company File Path:-

**Program Details**

Version Number	26.0.64.0
SBD Desktop Version	15.0.57.0
Report Designer Version	4.0.164.0
Updates Installed	None
Internet Submissions Module Version	3.1.33.0
Program Directory	C:\Program Files (x86) Sage\AccountsServiceV26\
Data Directory	C:\ProgramData\Sage\Accounts\2020 COMPANY.001\ACCDATA
Settings Directory	C:\ProgramData\Sage\Accounts\

Within PB Imports navigate to the path against the Data Directory:-

Sage Company File Path

Selected	Company Name	Data Path
<input type="checkbox"/>	Test Stationery & Computer Mart UK	C:\PROGRAMDATA\SAGE\ACCOUNTS\2018\COMPANY.000\ACCDATA\

A list of Sage 50 Companies will be displayed if this is a valid location. Tick the Company that the data will be imported into.

Sage Company File Path

Selected	Company Name	Data Path
<input type="checkbox"/>	Test Stationery & Computer Mart UK	C:\PROGRAMDATA\SAGE\ACCOUNTS\2018\COMPANY.000\ACCDATA\
<input checked="" type="checkbox"/>	PB_import_Test	C:\PROGRAMDATA\SAGE\ACCOUNTS\2020\COMPANY.001\ACCDATA\

## Field Mappings For Import

Each import routine has a file structure that needs to be populated prior to running the import routine.

The structures that are available are dependent on the licence that you have purchased.

Invoice	Sales Order	Purchase Order	Audit Transaction	Direct Debit	NCALL	Customer	Supplier	Next
---------	-------------	----------------	-------------------	--------------	-------	----------	----------	------

### Invoice Structure

From the Connect & Activate screen click <Invoice>:-

Invoice	Sales Order	Purchase Order	Audit Transaction	Direct Debit	NCALL	Customer	Supplier	Next
---------	-------------	----------------	-------------------	--------------	-------	----------	----------	------

This is the default mapping structure. This will need to be amended accordingly to match the .csv file that is to be imported into Sage 50. If there are any fields that are not on your .csv file then these should be left blank on the 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	Discount %	52
Format	2	Delivery Address 4	15	Carriage VAT value	26	Payment Reference	38	Description	43	VAT value	53
Date	3	Delivery Address 5	16	Carriage VAT Code	27	Payment Bank Acc	39	Comment 1	44	Nominal Code	54
Customer Account	4	Delivery Address 6	17	Carriage Nominal Code	28	Payment Amount	40	Comment 2	45	VAT Code	55
Order Number	5	Customer Order No	18	Carriage Department	29	Payment Type	41	Details	46	Department	56
Invoice Address 1	6	Customer Tel No	19	Courier	30			Order Reference	47	Job Ref/Line Info	57
Invoice Address 2	7	Customer Contact	20	Consignment No	31			Units	48	Project Reference	58
Invoice Address 3	8	Notes 1	21	Settlement Days	32			Quantity	49	Invoice Grouping 1	1
Invoice Address 4	9	Notes 2	22	Settlement Disc %	33			Unit Price	50	Invoice Grouping 2	42
Invoice Address 5	10	Notes 3	23	Global Nominal Code	34			Discount Value	51	Invoice Grouping 3	
Invoice Address 6	11	DUNS Number	24	Global Tax Code	35					Invoice Grouping 4	
Delivery Address 1	12	Invoice Number		Global Details	36					Invoice Grouping 5	
Delivery Address 2	13										

☐ Override Stock Description with Sage description

Below is the information required in the fields on the .csv file:-

#### Header and Order Details

**Invoice or Credit**

**Format**

**Date**

**Customer Account**

**Order number**

**Invoice Address 1 to 5**

**Invoice Address 6**

**Delivery Address 1 to 5**

I = Invoice / C = Credit / P = Pro forma

P = Product / S = Service

Should be in one of the following formats:-

DDMMYYYY, DDMMYY, DD/MM/YYYY, DD/MM/YY.

The Customer Account must be set up in Sage 50.

Should be 7 characters or less

Should not be more than 60 characters

Should be the Post Code

Should not be more than 60 characters

**Delivery Address 6**  
**Notes fields 1 2 & 3**

Should be the Post Code  
Should not be more than 60 characters

Line Details and Invoice Grouping

**Product Code**

This should be either a product in the Sage Line 50 Product File or one of the special codes S1, S2, S3 or M. If you are using S1, S2, S3 or M you must have the option Show special product codes in invoicing /SOP/POP turned on in Settings / Invoice and Order defaults within Sage 50.

**Quantity**

If the quantity has more decimal places than Sage allows the line will be rejected. Sage does not allow quantities on Message lines.

**Unit Price**

The number of decimal places will be validated and the field checked for invalid characters. If the Discount Unit Price is given this field becomes mandatory. The file will be rejected if the unit price is not given or is less than the discounted price. If the line has a product code of M, the line will be rejected if a unit price is supplied.

**Invoice Grouping 1 to 5**

Enter the field number to be used to group the invoices that are imported. The default is Invoice / Credit and Product Code

Enter the number of header lines on the import file. Enter the Default Location for the import files:-

1. <Save> - Saves changes made to mapping screen.
2. <Store To File> - Save the mapping to a file that can be recalled and restored at a later date.
3. <Restore From File> - Restores a mapping that was previously stored to file
4. <Cancel> - Close screen without saving any changes.

## Sales Order Structure

From the Connect & Activate screen click <Sales Order>:-

The screenshot shows a navigation bar with several buttons: Invoice, Sales Order (highlighted with a red arrow), Purchase Order, Audit Transaction, Direct Debit, NCALL, Customer, Supplier, and Next.

This is the default mapping structure. This will need to be amended accordingly to match the .csv file that is to be imported into Sage 50. If there are any fields that are not on your .csv file then these should be left blank on the structure:-

The screenshot shows the Sage 50 mapping structure form. It is divided into three main sections:
 

- Header and Order Details:** Includes fields like Order Or Proforma (1), Format (2), Date (3), Customer Account (4), Invoice Reference (5), Invoice Address 1 (6) to 5 (10), Delivery Address 1 (12) to 2 (13), Delivery Address 3 (14) to 6 (17), Customer Order No (18), Customer Tel No (19), Customer Contact (20), Notes 1 (21) to 3 (23), DUNS Number (24), and Due Date (25).
- Footer and Payment Details:** Includes fields like Carriage Net (26), Carriage VAT value (27), Carriage VAT Code (28), Carriage Nominal Code (29), Carriage Department (30), Courier (31), Consignment No (32), Settlement Days (33), Settlement Disc % (34), Global Nominal Code (35), Global Tax Code (36), Global Details (37), Global Department (38), Payment Reference (39), Payment Bank Acc (40), Payment Amount (41), and Payment Type (42).
- Line Details and Order Grouping:** Includes fields like Product Code (43), Description (44), Comment 1 (45), Comment 2 (46), Details (47), Order Reference (48), Units (49), Quantity (50), Unit Price (51), Discount Value (52), Discount % (53), VAT value (54), Nominal Code (55), VAT Code (56), Department (57), Job Ref/Line Info (58), Project Reference (59), Due Date (60), Invoice Grouping 1 (1) to 5 (5).

Below is the information required in the fields on the .csv file:-

### Header and Order Details

#### Order or Proforma

O = Order / P = Pro forma

#### Format

P = Product / S = Service

#### Date

Should be in one of the following formats:-

DDMMYYYY, DDMMYY, DD/MM/YYYY, DD/MM/YY.

#### Customer Account

The Customer Account must be set up in Sage 50.

#### Invoice Reference

Should be 7 characters or less

#### Invoice Address 1 to 5

Should not be more than 60 characters

#### Invoice Address 6

Should be the Post Code

#### Delivery Address 1 to 5

Should not be more than 60 characters

#### Delivery Address 6

Should be the Post Code

#### Notes fields 1 2 & 3

Should not be more than 60 characters

### Line Details and Invoice Grouping

#### Product Code

This should be either a product in the Sage Line 50 Product File or one of the special codes S1, S2, S3 or M. If you are using S1, S2, S3 or M you must have the option Show special product codes in invoicing /SOP/POP turned on in Settings / Invoice and Order defaults within Sage 50.



### Quantity

If the quantity has more decimal places than Sage allows the line will be rejected. Sage does not allow quantities on Message lines.

### Unit Price

The number of decimal places will be validated and the field checked for invalid characters. If the Discount Unit Price is given this field becomes mandatory. The file will be rejected if the unit price is not given or is less than the discounted price. If the line has a product code of M, the line will be rejected if a unit price is supplied.

### Invoice Grouping 1 to 5

Enter the field number to be used to group the invoices that are imported. The default is Order/Proforma

Enter the number of header lines on the import file. Enter the Default Location for the import files:-

1. <Save> - Saves changes made to mapping screen.
2. <Store To File> - Save the mapping to a file that can be recalled and restored at a later date.
3. <Restore From File> - Restores a mapping that was previously stored to file
4. <Cancel> - Close screen without saving any changes.

## Purchase Order Structure

From the Connect & Activate screen click <Purchase Order>:-

Invoice Sales Order **Purchase Order** Audit Transaction Direct Debit NCALL Customer Supplier Next

This is the default mapping structure. This will need to be amended accordingly to match the .csv file that is to be imported into Sage 50. If there are any fields that are not on your .csv file then these should be left blank on the structure:-

Header and Order Details		Footer and Payment Details		Line Details and Order Grouping	
PO Number	41	Delivery Address 3	15	Carriage Net	27
Date	2	Delivery Address 4	16	Carriage VAT value	28
Supplier Account	3	Delivery Address 5	17	Carriage VAT Code	29
Reference	4	Delivery Address 6	18	Carriage Nominal Code	30
Project Ref	5	Supplier Order No	19	Carriage Department	31
Cost Code	6	Supplier Tel No	20	Courier	32
Invoice Address 1	7	Supplier Contact	21	Consignment No	33
Invoice Address 2	8	Notes 1	22	Settlement Days	34
Invoice Address 3	9	Notes 2	23	Settlement Disc %	35
Invoice Address 4	10	Notes 3	24		
Invoice Address 5	11	DUNS Number	25		
Invoice Address 6	12	Due Date	26		
Delivery Address 1	13			Product Code	36
Delivery Address 2	14			Description	37
				Comment 1	38
				Comment 2	39
				Details	40
				Order Reference	
				Units	42
				Quantity	43
				Unit Price	44
				Discount Value	45
				Discount %	46
				VAT value	47
				Nominal Code	48
				VAT Code	49
				Department	50
				Job Ref/Line Info	51
				Project Reference	52
				Cost Code	53
				Due Date	54
				Order Grouping 1	3
				Order Grouping 2	2
				Order Grouping 3	41
				Order Grouping 4	
				Order Grouping 5	

Below is the information required in the fields on the .csv file:-

### Header and Order Details

<b>PO Number</b>	Should not exist in Sage 50
<b>Date</b>	Should be in one of the following formats:- DDMMYYYY, DDMMYY, DD/MM/YYYY, DD/MM/YY.
<b>Supplier Account</b>	The Supplier Account must be set up in Sage 50.
<b>Reference</b>	Should be 7 characters or less
<b>Invoice Address 1 to 5</b>	Should not be more than 60 characters
<b>Invoice Address 6</b>	Should be the Post Code
<b>Delivery Address 1 to 5</b>	Should not be more than 60 characters
<b>Delivery Address 6</b>	Should be the Post Code
<b>Notes fields 1 2 &amp; 3</b>	Should not be more than 60 characters

### Line Details and Invoice Grouping

<b>Product Code</b>	This should be either a product in the Sage Line 50 Product File or one of the special codes S1, S2, S3 or M. If you are using S1, S2, S3 or M you must have the option Show special product codes in invoicing /SOP/POP turned on in Settings / Invoice and Order defaults within Sage 50.
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### Quantity

If the quantity has more decimal places than Sage allows the line will be rejected. Sage does not allow quantities on Message lines.

### Unit Price

The number of decimal places will be validated and the field checked for invalid characters. If the Discount Unit Price is given this field becomes mandatory. The file will be rejected if the unit price is not given or is less than the discounted price. If the line has a product code of M, the line will be rejected if a unit price is supplied.

### Invoice Grouping 1 to 5

Enter the field number to be used to group the invoices that are imported. The defaults are Supplier Account, Date and PO Number

Enter the number of header lines on the import file. Enter the Default Location for the import files:-

**Purchase Order Structure**

Header and Order Details		Footer and Payment Details		Line Details and Order Grouping	
PO Number	41	Carriage Net	27	Product Code	36
Date	2	Carriage VAT value	28	Description	37
Supplier Account	3	Carriage VAT Code	29	Comment 1	38
Reference	4	Carriage Nominal Code	30	Comment 2	39
Project Ref	5	Carriage Department	31	Details	40
Cost Code	6	Courier	32	Order Reference	
Invoice Address 1	7	Consignment No	33	Units	42
Invoice Address 2	8	Settlement Days	34	Quantity	43
Invoice Address 3	9	Settlement Disc %	35	Unit Price	44
Invoice Address 4	10			Discount Value	45
Invoice Address 5	11			Discount %	46
Invoice Address 6	12			VAT value	47
Delivery Address 1	13			Nominal Code	48
Delivery Address 2	14				

No Of Heading Lines: 2      Default Location: C:\PBImport\_Files      Browse

Save      Store To File      Restore From file      Cancel

Save      Store To File      Restore From file      Cancel

1. <Save> - Saves changes made to mapping screen.
2. <Store To File> - Save the mapping to a file that can be recalled and restored at a later date.
3. <Restore From File> - Restores a mapping that was previously stored to file
4. <Cancel> - Close screen without saving any changes.

## Audit Transaction Structure

From the Connect & Activate screen click Audit Transaction>:-

This is the default mapping structure. This will need to be amended accordingly to match the .csv file that is to be imported into Sage 50. If there are any fields that are not on your .csv file then these should be left blank on the structure:-

Below is the information required in the fields on the .csv file:-

### Transaction Details

#### Transaction Type

SI = Sales Invoice / SC = Sales Credit / SA = Customer Receipt (Unallocated)

PI = Purchase Invoice / PC = Purchase Credit / PA = Supplier Payment (Unallocated)

BP = Bank Payment / BR = Bank Receipt / CP = Cash Payment / CR = Cash Receipt

JC = Journal Credit / JD = Journal Debit

VP = Visa Payment / VR = Visa receipt

#### Account Ref

Customer, Supplier or Bank number depending on the Transaction Type. Blank for Journal Transaction Types

#### Transaction Date

Should be in one of the following formats:-

DDMMYYYY, DDMMYY, DD/MM/YYYY, DD/MM/YY.

#### Tax Code

Sage 50 Valid VAT Code

#### Project Reference

If used the Project Reference should be set up in Sage 50

#### Cost Code Reference

If used the Cost Code Reference should be set up in Sage 50

#### Check for Duplicates

Tick this to check for duplicate records.

Enter the number of header lines on the import file. Enter the Default Location for the import files:-

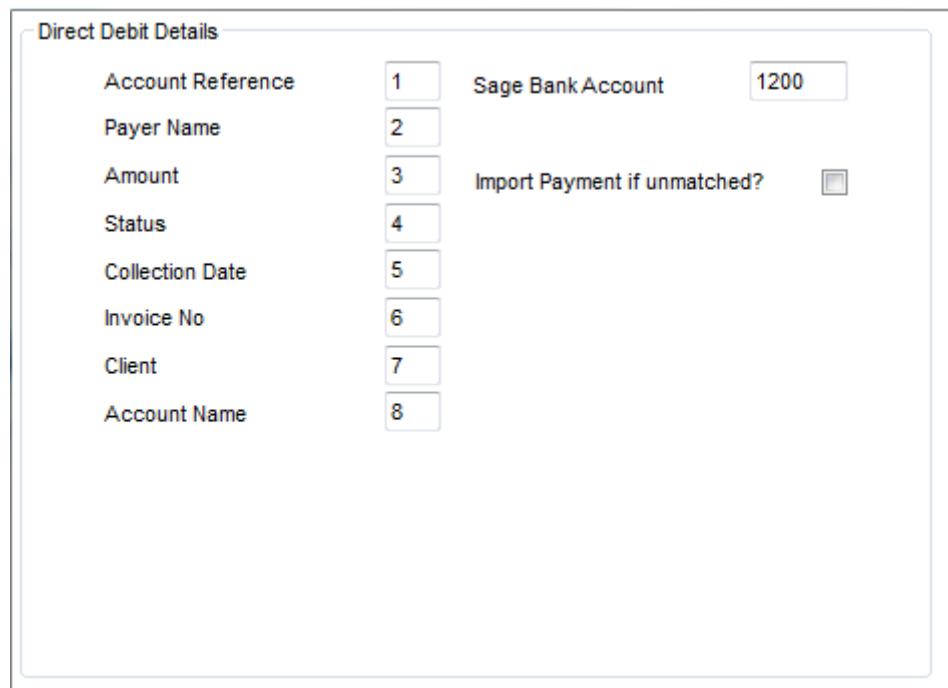
1. <Save> - Saves changes made to mapping screen.
2. <Store To File> - Save the mapping to a file that can be recalled and restored at a later date.
3. <Restore From File> - Restores a mapping that was previously stored to file
4. <Cancel> - Close screen without saving any changes.

## Direct Debit Structure

From the Connect & Activate screen click <Direct Debit>:-



This is the default mapping structure. This will need to be amended accordingly to match the .csv file that is to be imported into Sage 50. If there are any fields that are not on your .csv file then these should be left blank on the structure:-



Below is the information required in the fields on the .csv file:-

### Direct Debit Details

<b>Account Reference</b>	The Account Reference must be set up in Sage 50.
<b>Payer Name</b>	Payer Name
<b>Amount</b>	Amount of Direct Debit
<b>Status</b>	Paid / Unpaid
<b>Collection Date</b>	Should be in one of the following formats:- DDMMYYYY, DDMMYY, DD/MM/YYYY, DD/MM/YY.

**Import Payment is unmatched?** Tick this to import payment if unmatched.

Enter the number of header lines on the import file. Enter the Default Location for the import files:-

1. <Save> - Saves changes made to mapping screen.
2. <Store To File> - Save the mapping to a file that can be recalled and restored at a later date.
3. <Restore From File> - Restores a mapping that was previously stored to file
4. <Cancel> - Close screen without saving any changes.

## NCALL

From the Connect & Activate screen click <NCALL>:-

This is the default mapping structure. This will need to be amended accordingly to match the .csv file that is to be imported into Sage 50. If there are any fields that are not on your .csv file then these should be left blank on the structure:-

<b>General details</b> Account Reference <input type="text" value="1"/> Start Date <input type="text" value="2"/> End Date <input type="text" value="3"/> Scheme <input type="text" value="4"/> Monthly Fee <input type="text" value="5"/> Name <input type="text" value="6"/> Address 1 <input type="text" value="7"/> Address 2 <input type="text" value="8"/> Address 3 <input type="text" value="9"/> Address 4 <input type="text" value="10"/> PostCode <input type="text" value="11"/> Billing Extras List <input type="text" value="12"/> Billing Extras Total <input type="text" value="13"/>	<b>Calls Answered</b> Calls Answered <input type="text" value="14"/> No Answered Included <input type="text" value="15"/> No Answered Charged <input type="text" value="16"/> Cost per call <input type="text" value="17"/> Total Cost Charged <input type="text" value="18"/>	<b>Messages Emailed</b> Messages Emailed <input type="text" value="24"/> No Msg Emailed Included <input type="text" value="25"/> No Msg Emailed Charged <input type="text" value="26"/> Cost per Msg Emailed <input type="text" value="27"/> Total Cost Charged <input type="text" value="28"/>	<b>Messages Texted</b> Messages Texted <input type="text" value="34"/> No Msg Texted Included <input type="text" value="35"/> No Msg Texted Charged <input type="text" value="36"/> Cost per Msg Texted <input type="text" value="37"/> Total Cost Charged <input type="text" value="38"/>	<b>Out of Hour Calls</b> Out of hours calls <input type="text" value="44"/> No Out of hours included <input type="text" value="45"/> No OOH Charged <input type="text" value="46"/> Cost per OOH <input type="text" value="47"/> Total Cost Charged <input type="text" value="48"/>
	<b>Calls Patched</b> Calls Patched <input type="text" value="19"/> No Patched Included <input type="text" value="20"/> No Patched Charged <input type="text" value="21"/> Cost per call <input type="text" value="22"/> Total Cost Charged <input type="text" value="23"/>	<b>Messages Faxed</b> Messages Faxed <input type="text" value="29"/> No Msg Faxed Included <input type="text" value="30"/> No Msg Faxed Charged <input type="text" value="31"/> Cost per Msg Faxed <input type="text" value="32"/> Total Cost Charged <input type="text" value="33"/>	<b>Messages Relayed</b> Messages Relayed <input type="text" value="39"/> No Msg Relayed Included <input type="text" value="40"/> No Msg Relayed Charged <input type="text" value="41"/> Cost per Msg Relayed <input type="text" value="42"/> Total Cost Charged <input type="text" value="43"/>	<b>Outgoing Calls</b> Outgoing calls made <input type="text" value="49"/> No Outgoing calls included <input type="text" value="50"/> No Outgoing Charged <input type="text" value="51"/> Cost per Outgoing call <input type="text" value="52"/> Total Cost Charged <input type="text" value="53"/>

Below is the information required in the fields on the .csv file:-

<b>Account Reference</b>	The Account Reference must be set up in Sage 50.
<b>Start Date</b>	Should be in one of the following formats:- DDMMYYYY, DDMMYY, DD/MM/YYYY, DD/MM/YY.
<b>End Date</b>	Should be in one of the following formats:- DDMMYYYY, DDMMYY, DD/MM/YYYY, DD/MM/YY.
<b>Address 1 to 4</b>	Should not be more than 60 characters
<b>Post Code</b>	Should be the Post Code



Enter the number of header lines on the import file. Enter the Default Location for the import files:-

1. <Save> - Saves changes made to mapping screen.
2. <Store To File> - Save the mapping to a file that can be recalled and restored at a later date.
3. <Restore From File> - Restores a mapping that was previously stored to file
4. <Cancel> - Close screen without saving any changes.

## Customer Structure

From the Connect & Activate screen click <Customer Structure>:-



This is the default mapping structure. This will need to be amended accordingly to match the .csv file that is to be imported into Sage 50. If there are any fields that are not on your .csv file then these should be left blank on the structure:-

General Details		Defaults and Credit Control		Customer Bank Details	
Sage Account Ref	1	Fax	11	Bank Account Number	Bank Additional Ref 1
Account Name	2	Website		Bank Name	Bank Additional Ref 2
Street 1	3	Email		Bank Account Name	Bank Additional Ref 3
Street 2	4	Email 2		Bank Sort Code	
Town	5	Email 3		Bank Roll Number	
County	6	Send Via Email		Bank Address 1	
Post Code	7			Bank Address 2	
Country Code				Bank Address 3	
VAT Registration	15			Bank Address 4	
Contact Name	8			Bank Address 5	
Trade Contact	9			Bank BIC/Swift	
Phone 1	10			Bank IBAN	
Phone 2					
		Analysis 1			
		Analysis 2			
		Analysis 3			
		Default Nominal Code	17		
		Use for Sales			
		Default Tax Code	18		
		Use for Sales			
		Department	14		
		Currency Code			
		Credit Limit	16		
		Payment Due(Days)			
		Terms Agreed			

Below is the information required in the fields on the .csv file:-

### General Details

<b>Sage Account Reference</b>	The Account Reference should be either the Account Number to be used in Sage 50 or an existing Account Number that details will append to.
<b>Account Name</b>	Account Name.
<b>Post Code</b>	Should be the Post Code
<b>VAT Registration</b>	VAT Number

### Defaults and Credit Control

<b>Nominal Code</b>	The Nominal Code must be set up in Sage 50.
<b>Default Tax Code</b>	The Tax Code must be set up in Sage 50.
<b>Department</b>	The Department must be set up in Sage 50.

Enter the number of header lines on the import file. Enter the default location for the import files:-

**Customer file structure**

**General Details**

Sage Account Ref  Fax   
 Account Name  Website   
 Street 1  Email   
 Street 2  Email 2   
 Town  Email 3   
 County  Send Via Email ☐  
 Post Code   
 Country Code   
 VAT Registration   
 Contact Name   
 Trade Contact   
 Phone 1   
 Phone 2

**Defaults and Credit Control**

Analysis 1 ☐  
 Analysis 2 ☐  
 Analysis 3 ☐  
 Default Nominal Code   
 Use for Sales ☐  
 Default Tax Code   
 Use for Sales ☐  
 Department   
 Currency Code   
 Credit Limit   
 Payment Due(Days)   
 Terms Agreed ☐

**Customer Bank Details**

Bank Account Number  Bank Additional Ref 1   
 Bank Name  Bank Additional Ref 2   
 Bank Account Name  Bank Additional Ref 3   
 Bank Sort Code   
 Bank Roll Number   
 Bank Address 1   
 Bank Address 2   
 Bank Address 3   
 Bank Address 4   
 Bank Address 5   
 Bank BIC/Swift   
 Bank IBAN

No Of Heading Lines  Default Location

1. <Save> - Saves changes made to mapping screen.
2. <Store To File> - Save the mapping to a file that can be recalled and restored at a later date.
3. <Restore From File> - Restores a mapping that was previously stored to file
4. <Cancel> - Close screen without saving any changes.

## Supplier Structure

From the Connect & Activate screen click <Supplier Structure>:-

This is the default mapping structure. This will need to be amended accordingly to match the .csv file that is to be imported into Sage 50. If there are any fields that are not on your .csv file then these should be left blank on the structure:-

General Details				Defaults and Credit Control				Supplier Bank Details			
Sage Account Ref	1	Fax	14	Analysis 1	20	Bank Account Number	32	Bank Additionl Ref 1	44		
Account Name	2	Website	15	Analysis 2	21	Bank Name	33	Bank Additional Ref 2	45		
Street 1	3	Email	16	Analysis 3	22	Bank Account Name	34	Bank Additional Ref 3	46		
Street 2	4	Email 2	17	Default Nominal Code	23	Bank Sort Code	35				
Town	5	Email 3	18	Use for Purchases	24	Bank Roll Number	36				
County	6	Send Via Email	19	Default Tax Code	25	Bank Address 1	37				
Post Code	7			Use for Purchases	26	Bank Address 2	38				
Country Code	8			Department	27	Bank Address 3	39				
VAT Registration	9			Currency Code	28	Bank Address 4	40				
Contact Name	10			Credit Limit	29	Bank Address 5	41				
Trade Contact	11			Payment Due(Days)	30	Bank BIC/Swift	42				
Phone 1	12			Terms Agreed	31	Bank IBAN	43				
Phone 2	13										

Below is the information required in the fields on the .csv file:-

### General Details

<b>Sage Account Reference</b>	The Account Reference should be either the Account Number to be used in Sage 50 or an existing Account Number that details will append to.
<b>Account Name</b>	Account Name.
<b>Post Code</b>	Should be the Post Code
<b>VAT Registration</b>	VAT Number

### Defaults and Credit Control

<b>Nominal Code</b>	The Nominal Code must be set up in Sage 50.
<b>Default Tax Code</b>	The Tax Code must be set up in Sage 50.
<b>Department</b>	The Department must be set up in Sage 50.

Enter the number of header lines on the import file. Enter the default location for the import files:-

**Supplier file structure**

General Details		Defaults and Credit Control		Supplier Bank Details	
Sage Account Ref	1	Fax	14	Bank Account Number	32
Account Name	2	Website	15	Bank Name	33
Street 1	3	Email	16	Bank Account Name	34
Street 2	4	Email 2	17	Bank Sort Code	35
Town	5	Email 3	18	Bank Roll Number	36
County	6	Send Via Email	19	Bank Address 1	37
Post Code	7			Bank Address 2	38
Country Code	8			Bank Address 3	39
VAT Registration	9			Bank Address 4	40
Contact Name	10			Bank Address 5	41
Trade Contact	11			Bank BIC/Swift	42
Phone 1	12			Bank IBAN	43
Phone 2	13				
		Analysis 1	20		
		Analysis 2	21		
		Analysis 3	22		
		Default Nominal Code	23		
		Use for Purchases	24		
		Default Tax Code	25		
		Use for Purchases	26		
		Department	27		
		Currency Code	28		
		Credit Limit	29		
		Payment Due(Days)	30		
		Terms Agreed	31		
				Bank Additional Ref 1	44
				Bank Additional Ref 2	45
				Bank Additional Ref 3	46

No Of Heading Lines: 2      Default Location: C:\PBImport\_Files     

1. <Save> - Saves changes made to mapping screen.
2. <Store To File> - Save the mapping to a file that can be recalled and restored at a later date.
3. <Restore From File> - Restores a mapping that was previously stored to file
4. <Cancel> - Close screen without saving any changes.

## Import File

### Select Type Of Import

Tick which import you wish to run and click <Next>:-

**Note:-**The imports that are available are dependent on the licence that you have purchased.

### Validate File

Click <Browse> and navigate to the file you wish to import. Select the file and click <Validate>.



The error file will be saved to the location entered against the Log File Location on the Connect & Activate tab:-

**Price Bailey Import Routines** PB\_Import\_Test v9.9.0.1 [About](#) [Help](#)

---

**Connect & Activate** Batch Processing Control

---

Sage Company File Path C:\programdata\sage\accounts\2020

Selected	Company Name	Data Path
<input type="checkbox"/>	Test Stationery & Computer Mart UK	C:\PROGRAMDATA\SAGE\ACCOUNTS\2018\COMPANY.000\ACCDATA\

---

Sage 50 User Name PBMports Password \*\*\*\*\*

---

Activation Key

Licence ID  Expiry Date 24/10/2020 331 Days till expiry

---

Log File Location C:\PBimport\_Files\importlogs  Remember Settings ☒

---

Invoice Sales Order Purchase Order Audit Transaction Direct Debit NCALL Customer Supplier Next

If you are importing transactions and there are no validation errors:-

Summary : No Validation errors found

Error Message	Row	Column
---------------	-----	--------

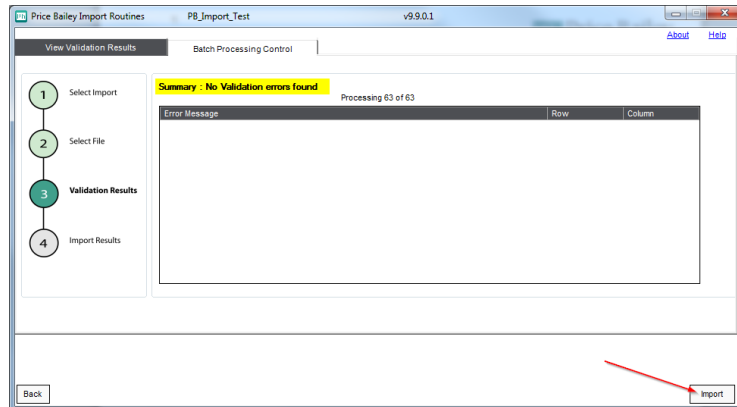
The total values for each transaction type is displayed:-

Transaction Totals					
Supplier		Customer		Bank	
	Nett	VAT	Nett	VAT	
Invoice, PI	3,000.00	1,140.00	Invoice, SI	3,000.00	1,140.00
Credit, PC	1,200.00	240.00	Credit, SC	1,200.00	240.00
Payment, PA	300.00	.00	Receipt, SA	300.00	.00
Refund, PR	200.00	.00	Payment, SP	200.00	.00
Payment, PP	.00	.00	Receipt, SR	.00	.00
			Bank		
			Bank Receipt, BR	100.00	.00
			Bank Payment, BP	100.00	.00
			Visa Receipt, VR	100.00	.00
			Visa Payment, VP	100.00	.00
			Card Receipt, CR	100.00	.00
			Card Payment, CP	100.00	.00
			Nominal		
			Journal Debit, JD	300.00	.00
			Journal Credit, JC	300.00	.00

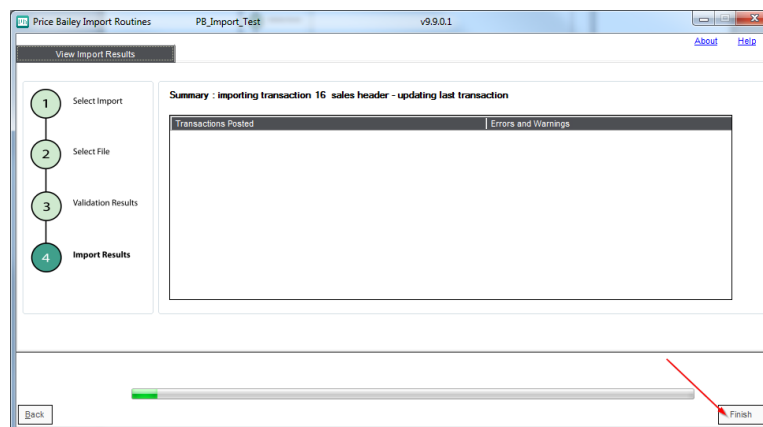


## Import Transactions

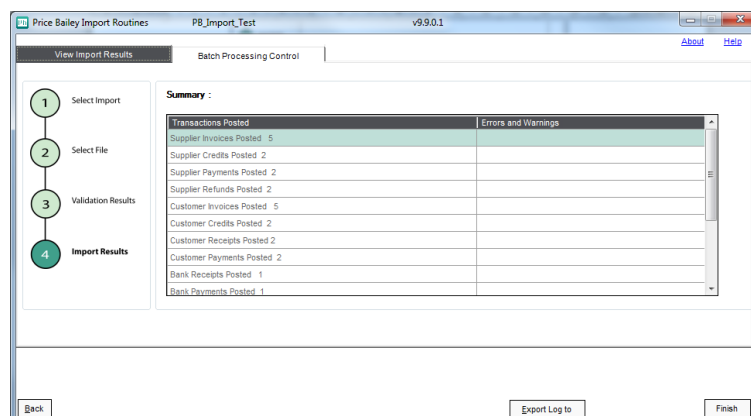
When the file is validated without errors click <Import>:-



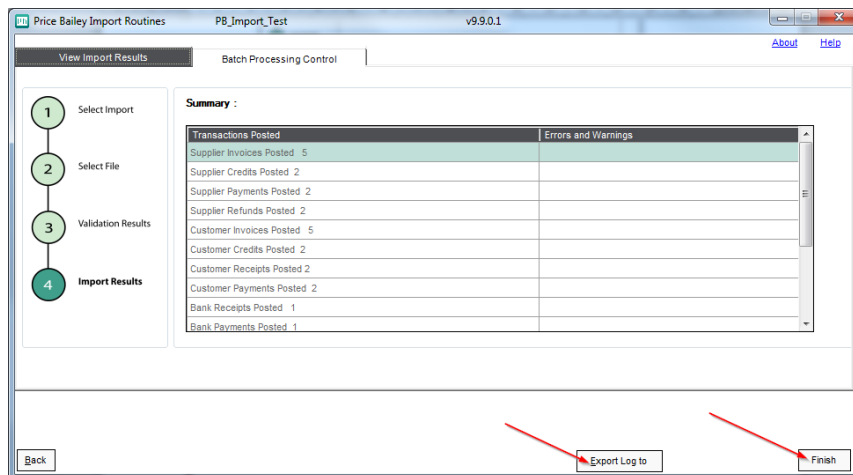
PBImport will post the transactions to sage 50:-



Once the import has finished, the results will be displayed on screen, showing which records have been created or amended.



The results can be exported to a log file by clicking <Export Log To>. You will then be prompted for a name for the Log File. When the import is complete click <Finish> to exit the application:-

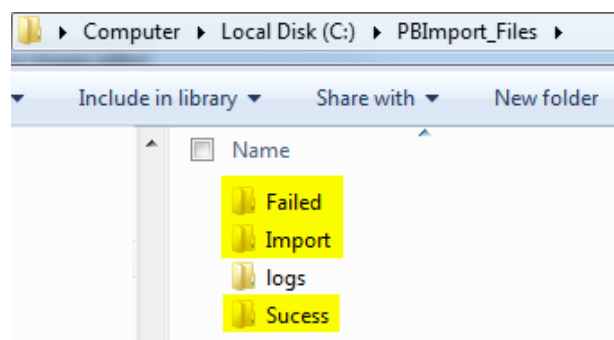


## Batch Processing Control

The Price Bailey import routines have the ability to poll folders and import files within these folders.

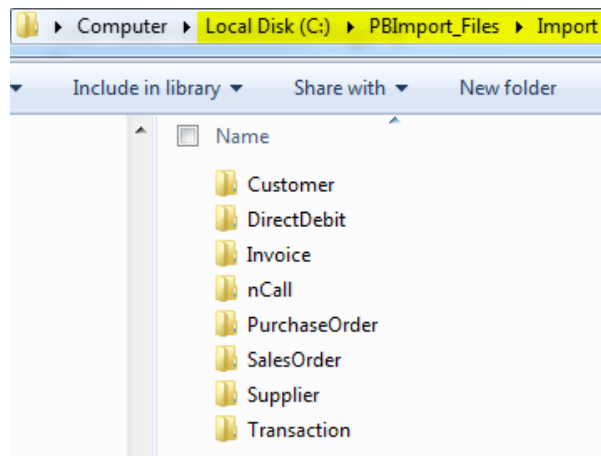
## Enter Data Paths

In Windows Explorer, 3 new folders should be created, Failed, Import and Success:-

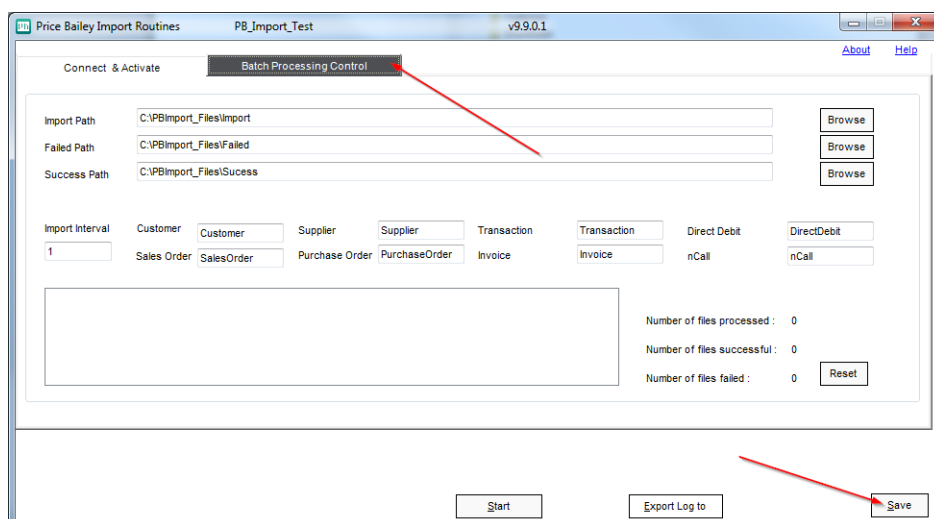


**Note:-**These will possibly be in the same place as the logs folder.

Within each of the new folders create individual folders for each of the imports:-



Click the Batch Processing Control tab and enter 3 paths, Import Path, Failed Path and Success Path. Best practice is to ensure the paths are different. Specify individual folders for each of the imports which should be within the import path folder. Click <Save> to save the settings:-



## Import Interval

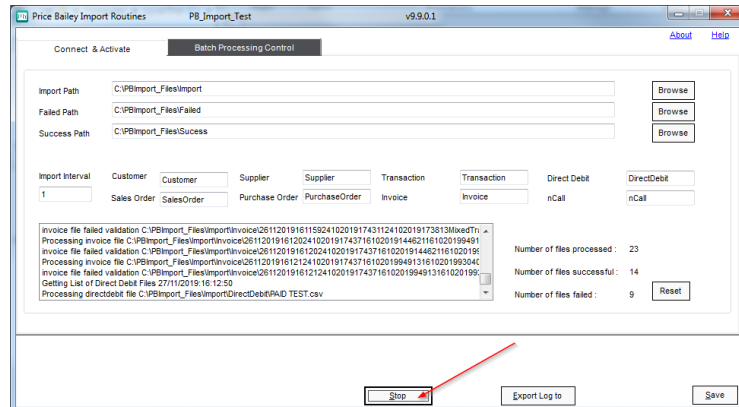
You can change the frequency of when the folders are polled, by changing the Import Interval. The Import Interval is displayed in minutes:-

## Start Polling

To start the polling, click < Start>:-

## Stop Polling

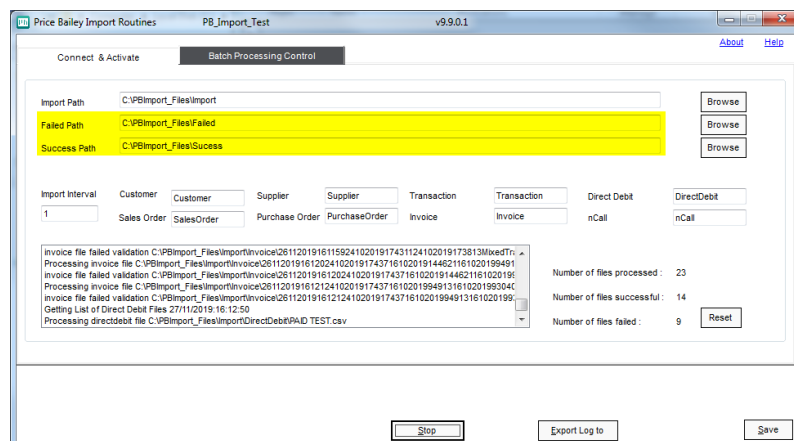
If you need to stop the polling, simply click <Stop>:-



Each import routine has a file structure that needs to be populated. For information on creating the field mappings please see [Field Mappings For Import](#)

## Processing Files

The import process will poll through the files in the Import Path folders. If successful they will be moved to the equivalent success folder and if not successful then they will be moved to the equivalent failed folder:-



The bottom right of the screen shows the total number of files processed, how many were successful and how many failed. Click <Reset> to reset this information:-

The poll activity can be exported to a log file by clicking <Export Log To>. You will then be prompted for a name for the Log File:-

## Files Have Failed To Import

Please go to the FAQ document using the link below to see how to correct the errors:-

<https://www.pricebailey.co.uk/services/business-software/tailored-services/>

Once the problems on the import files have been corrected move the import file from the Failed file to the equivalent Import file:-

