Price Bailey Import Routines for Sage 50

User Manual   December 2019
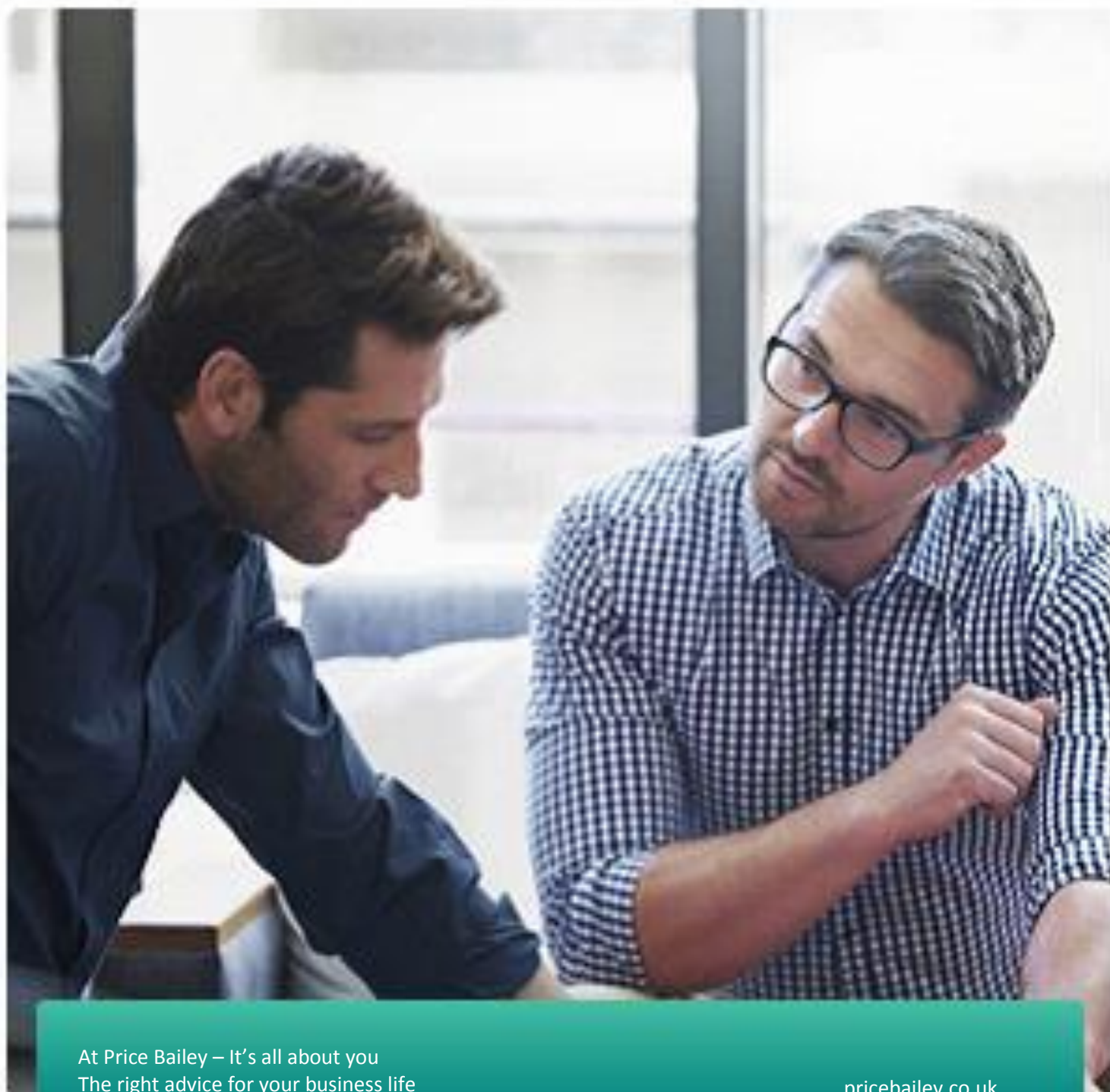
Contents

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.
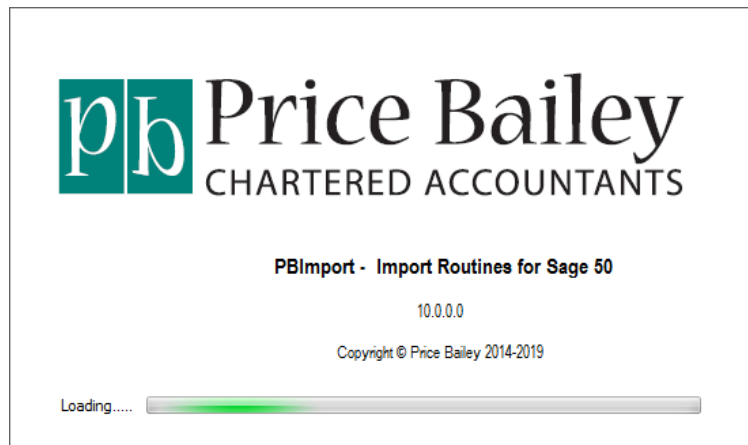
As PBImport has not been registered yet you will be taken to the Connect & Activate screen.
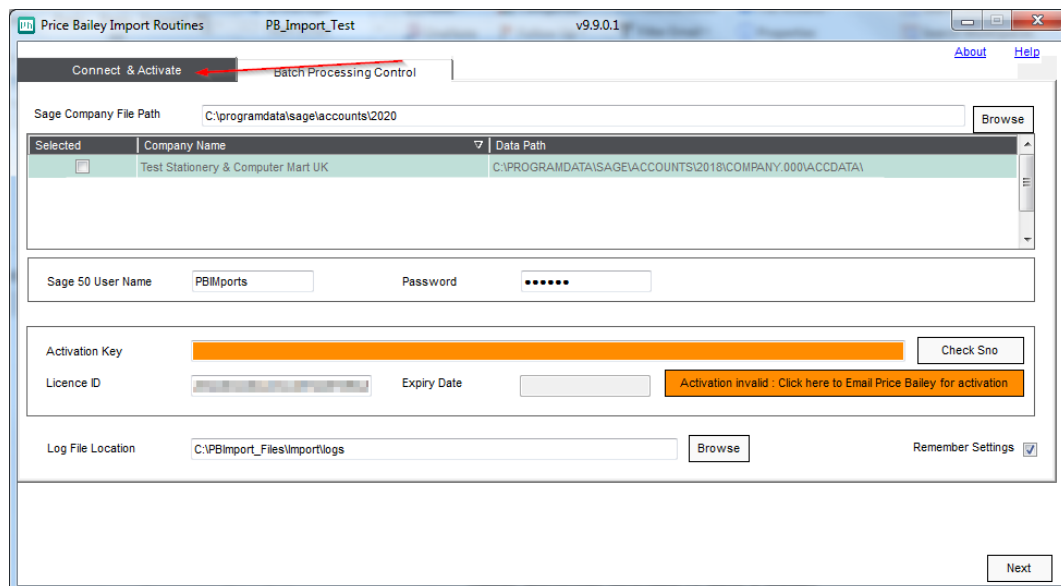
After activation the Connect & Activate screen can be accessed by clicking the <Back> button from the Batch Processing Control screen.

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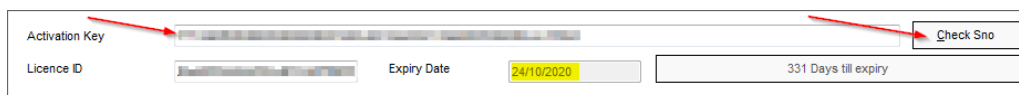
PBImport needs to be activated prior to using for the first time. To activate the software, you will need to email the Licence ID to support@pricebailey.co.uk:-

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.

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

Select Sage Company

The Sage Company File Path needs to be entered:-

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

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

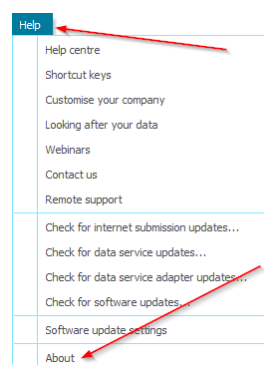Within PB Imports navigate to the path against the Data Directory:-

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.

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

Field	No		Field	No
Invoice Or Credit	1		Delivery Address 3	14
Format	2		Delivery Address 4	15
Date	3		Delivery Address 5	16
Customer Account	4		Delivery Address 6	17
Order Number	5		Customer Order No	18
Invoice Address 1	6		Customer Tel No	19
Invoice Address 2	7		Customer Contact	20
Invoice Address 3	8		Notes 1	21
Invoice Address 4	9		Notes 2	22
Invoice Address 5	10		Notes 3	23
Invoice Address 6	11		DUNS Number	24
Delivery Address 1	12		Invoice Number	
Delivery Address 2	13			

Footer and Payment Details

Field	No		Field	No
Carriage Net	25		Global Department	37
Carriage VAT value	26		Payment Reference	38
Carriage VAT Code	27		Payment Bank Acc	39
Carriage Nominal Code	28		Payment Amount	40
Carriage Department	29		Payment Type	41
Courier	30			
Consignment No	31			
Settlement Days	32			
Settlement Disc %	33			
Global Nominal Code	34			
Global Tax Code	35			
Global Details	36			

Line Details and Invoice Grouping

Field	No		Field	No
Product Code	42		Discount %	52
Description	43		VAT value	53
Comment 1	44		Nominal Code	54
Comment 2	45		VAT Code	55
Details	46		Department	56
Order Reference	47		Job Ref/Line Info	57
Units	48		Project Reference	58
Quantity	49		Invoice Grouping 1	1
Unit Price	50		Invoice Grouping 2	42
Discount Value	51		Invoice Grouping 3	
			Invoice Grouping 4	
			Invoice Grouping 5	

☐ 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	I = Invoice / C = Credit / 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.
Order number	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 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>:-

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:-

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

Field	Value	Field	Value
PO Number	41	Delivery Address 3	15
Date	2	Delivery Address 4	16
Supplier Account	3	Delivery Address 5	17
Reference	4	Delivery Address 6	18
Project Ref	5	Supplier Order No	19
Cost Code	6	Supplier Tel No	20
Invoice Address 1	7	Supplier Contact	21
Invoice Address 2	8	Notes 1	22
Invoice Address 3	9	Notes 2	23
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		
Delivery Address 2	14		

Footer and Payment Details

Field	Value
Carriage Net	27
Carriage VAT value	28
Carriage VAT Code	29
Carriage Nominal Code	30
Carriage Department	31
Courier	32
Consignment No	33
Settlement Days	34
Settlement Disc %	35

Line Details and Order Grouping

Field	Value	Field	Value
Product Code	36	VAT Code	49
Description	37	Department	50
Comment 1	38	Job Ref/Line Info	51
Comment 2	39	Project Reference	52
Details	40	Cost Code	53
Order Reference		Due Date	54
Units	42		
Quantity	43		
Unit Price	44	Order Grouping 1	3
Discount Value	45	Order Grouping 2	2
Discount %	46	Order Grouping 3	41
VAT value	47	Order Grouping 4	
Nominal Code	48	Order Grouping 5	

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

Header and Order Details

PO Number	Should not exist in Sage 50
Date	Should be in one of the following formats:- DDMMYYYY, DDMMYY, DD/MM/YYYY, DD/MM/YY.
Suppler Account	The Suppler Account must be set up in Sage 50.
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 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:-
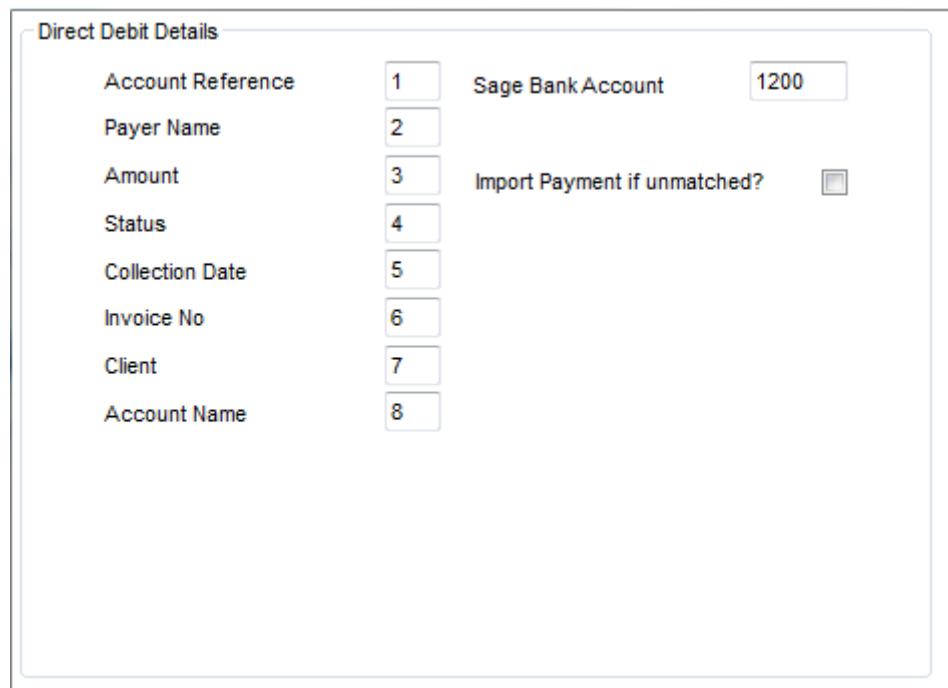

1. <Save> - Saves changes made to mapping screen.
2. <Store To File> - Save the mapping to a file that can be recalled and restored at a later date.
3. <Restore From File> - Restores a mapping that was previously stored to file
4. <Cancel> - Close screen without saving any changes.

Audit Transaction Structure

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

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:-

Transaction Details

Transaction Type	1	Exchange Rate	11
Account Ref	2	Extra Reference	8
Nominal Code	3	Project Reference	
Department	4	Cost Code Reference	
Transaction Reference	6		
Transaction Date	5		
Details	7		
Net Amount	12		
Tax Code	9		
Tax Amount	10		

☐ Check for Duplicates

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

Account Reference	The Account Reference must be set up in Sage 50.
Payer Name	Payer Name
Amount	Amount of Direct Debit
Status	Paid / Unpaid
Collection Date	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>:-

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:-

General details		Calls Answered		Messages Emailed		Messages Texted		Out of Hour Calls	
Account Reference	1	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

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

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

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:-

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

General Details

Sage Account Reference	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.
Account Name	Account Name.
Post Code	Should be the Post Code
VAT Registration	VAT Number

Defaults and Credit Control

Nominal Code	The Nominal Code must be set up in Sage 50.
Default Tax Code	The Tax Code must be set up in Sage 50.
Department	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:-

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:-

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

General Details

Sage Account Reference	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.
Account Name	Account Name.
Post Code	Should be the Post Code
VAT Registration	VAT Number

Defaults and Credit Control

Nominal Code	The Nominal Code must be set up in Sage 50.
Default Tax Code	The Tax Code must be set up in Sage 50.
Department	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:-

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>.

PBImport will run through the import file and validate the data:-

If there are validation errors:-

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/

To export the errors to the log file click <Export Log to>:-

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

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

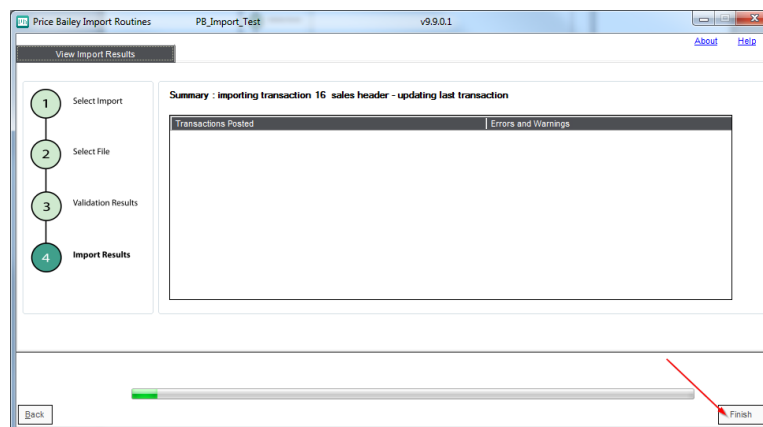The total values for each transaction type is displayed:-
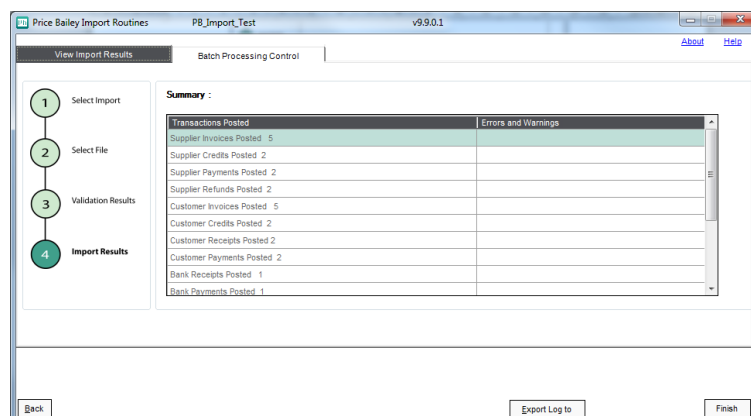
Import Transactions

When the file is validated without errors click <Import>:-
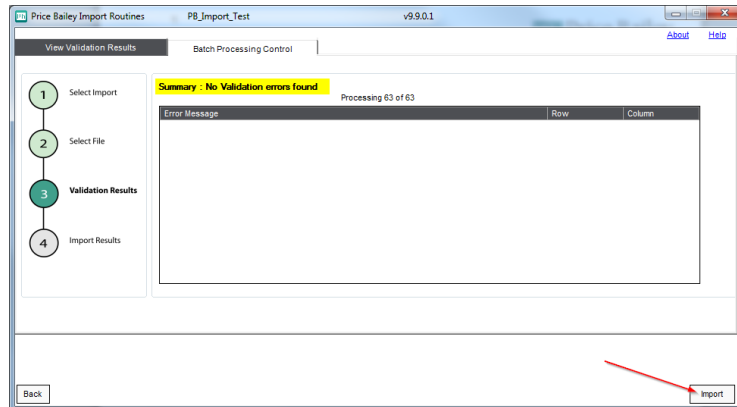
PBImport will post the transactions to sage 50:-

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:-
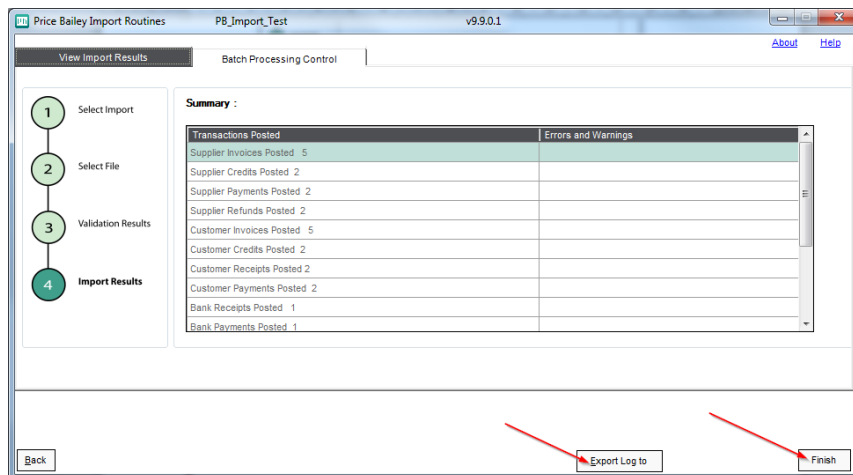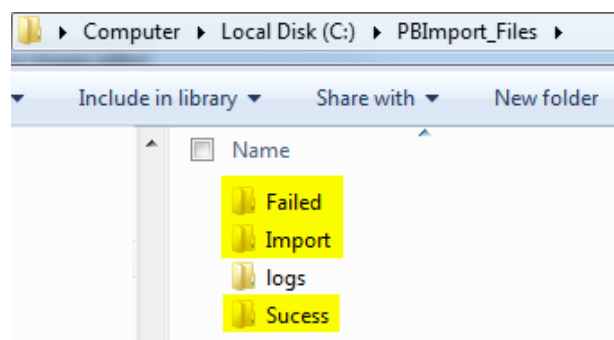

Batch Processing Control

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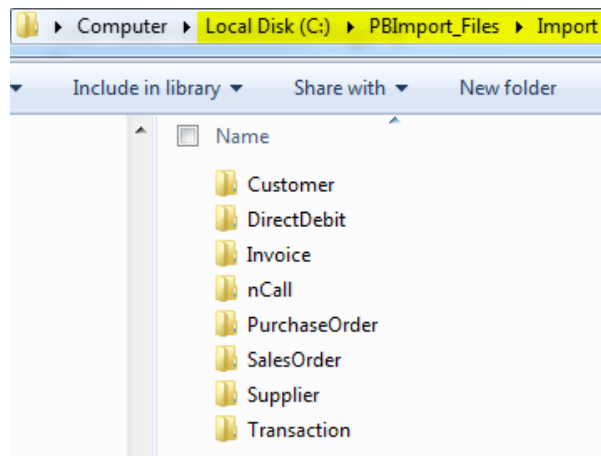
Enter Data Paths

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:-
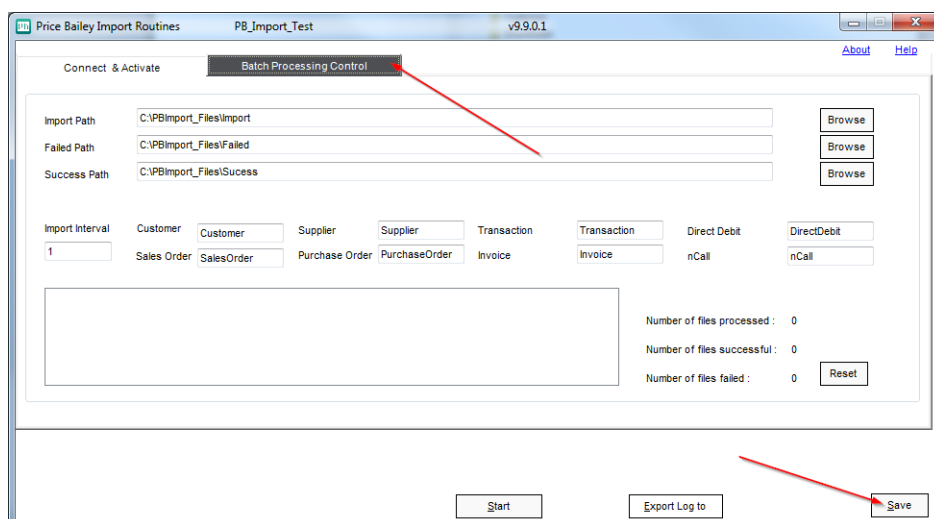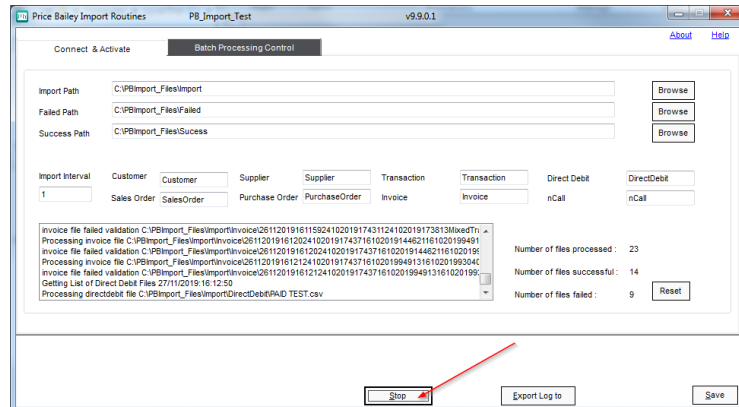
Import Interval

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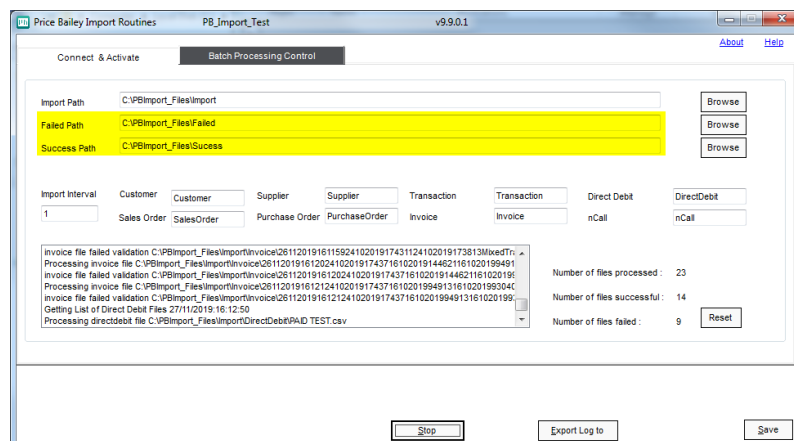
The bottom right of the screen shows the total number of files processed, how may were successful and how many failed. Click <Reset> to reset this information:-

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:-