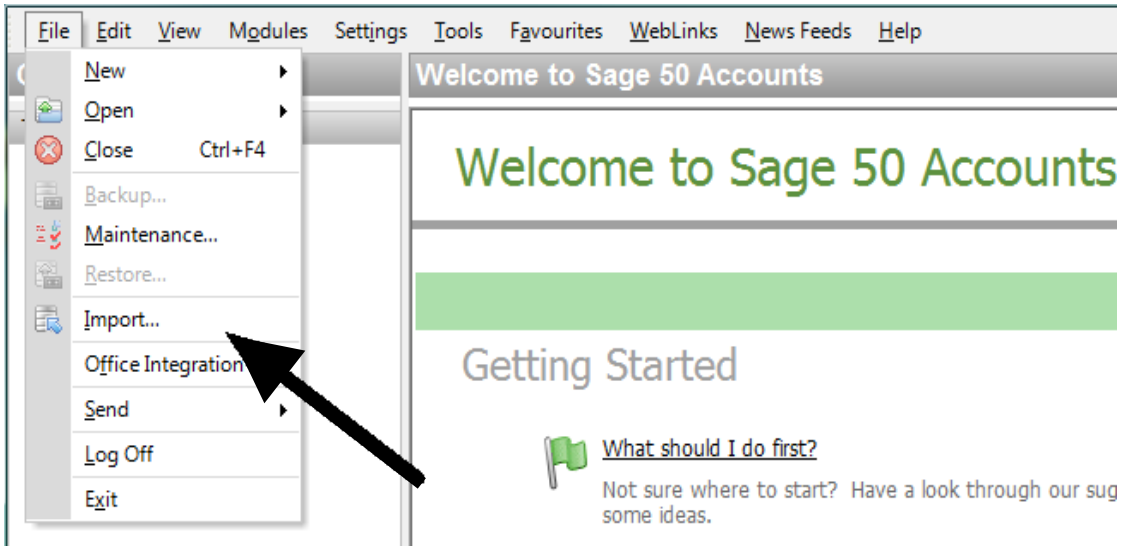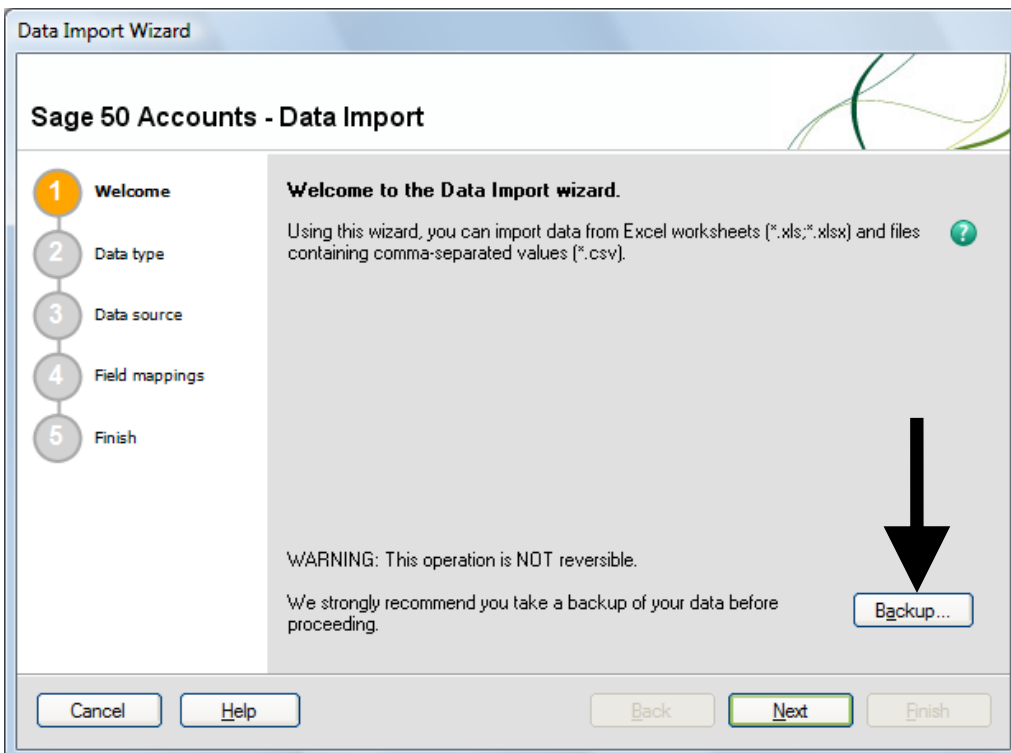# Import Audit Trail Transactions

In Sage 50 Accounts 2010+ when you go to import the Audit Trail Transactions file, you now have to map the fields in the file to the fields in Sage.
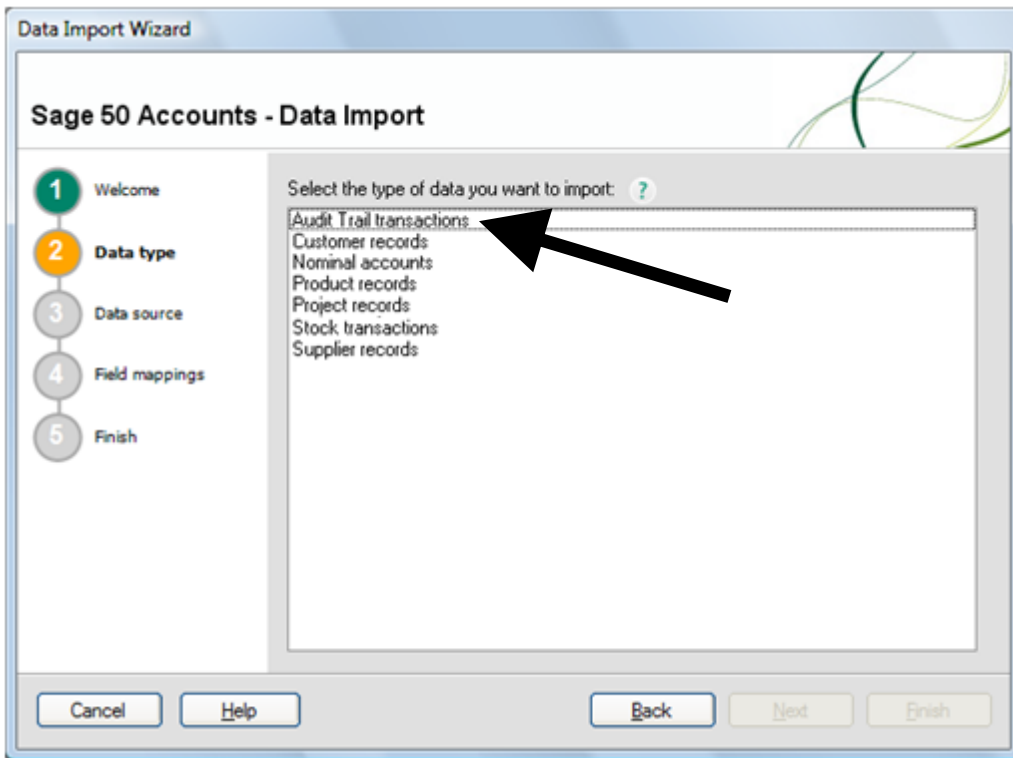
Click **File**

Select **Import** and the **Data Import Wizard** will emerge

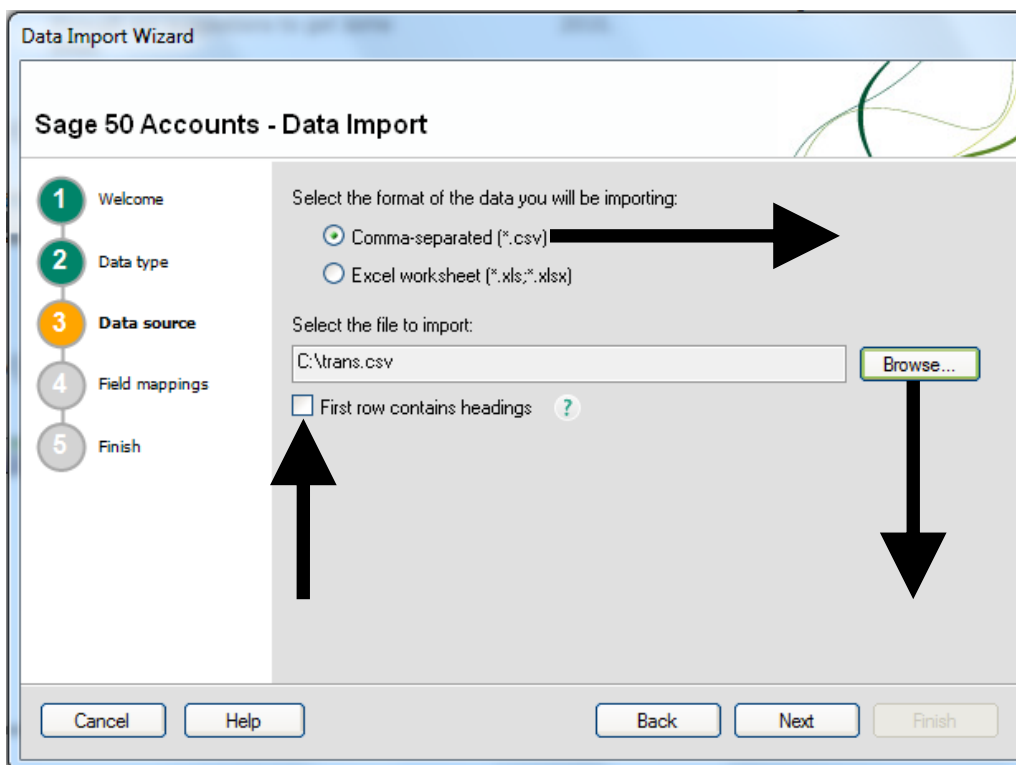Click on **Backup** to make a backup of your data first.

Click **Next** once the backup is complete

Select **Audit Trail Transactions** from the list

Click **Next** to continue

Select the **Comma-separated (*.csv)** option

Ensure that **No Tick** is present in the **First row contains headings** option

Click on **Browse** to select the **Audit Trail Transactions** file that you wish to import

NOTE: Ensure the CSV filename is all in lowercase (Example - trans.csv)

Click **Next** to continue.

Sage 50 Accounts now wants you to set up the field mappings. Start at the top of the list and select A then for the next line down select B and so on until you reach J which should be Tax Amount. The last 5 Sage 50 Accounts Fields should have no field or letter associated with it.

Example Below

	A	B	C	D	E	F	G	H	I	J	K
1	SI	ZIP001	4000		1102010	5062	Monthly Support	50	T1	8.75	
2	SI	ZIP001	4000		1092010	5063	Monthly Support	50	T1	8.75	
3	SI	ZIP001	4000		1082010	5064	Monthly Support	50	T1	8.75	
4											
5											

CSV format for the example above would be:

Column A = Type
Column B = Account Reference
Column C = Nominal A/C Ref
Column D = Department Code
Column E = Date
Column F = Reference
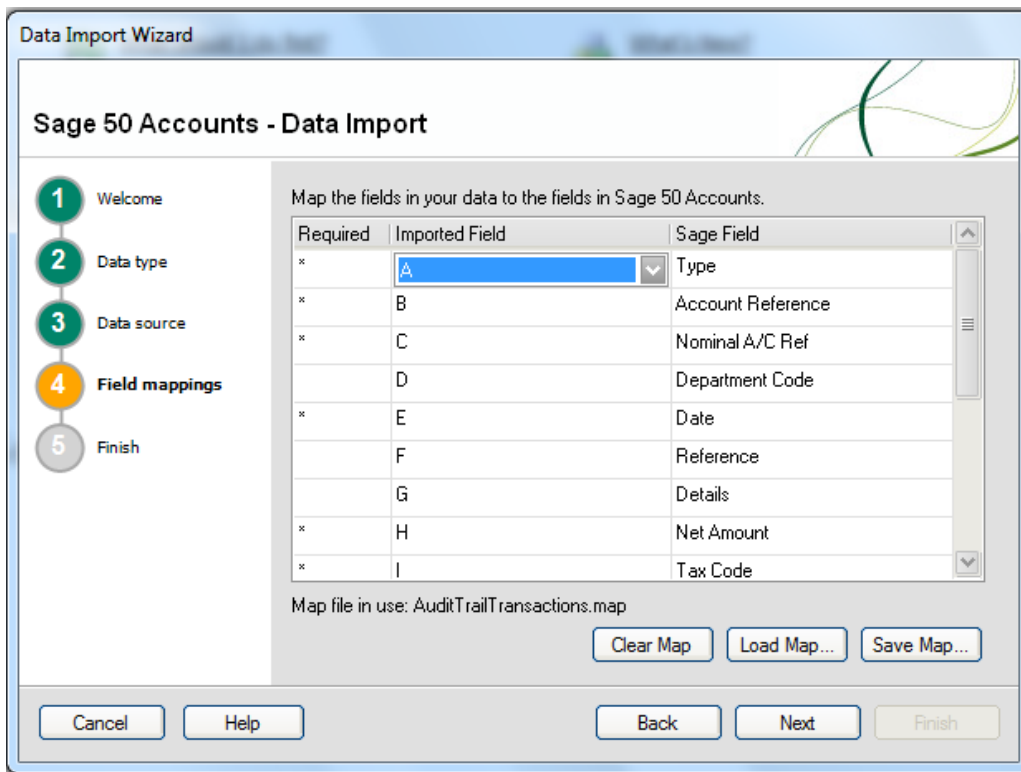**Column G** = Details
Column H = Net Amount
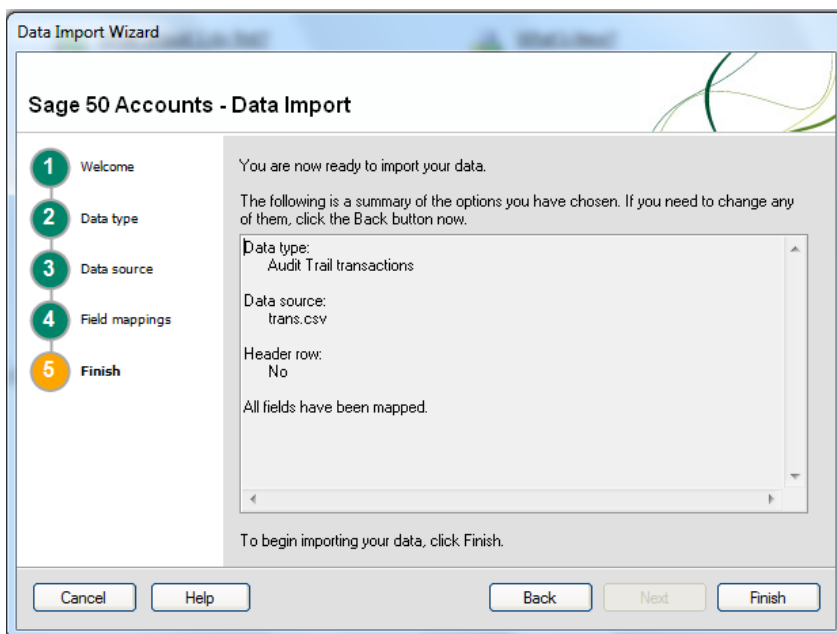**Column I** = Tax Code
Column J = Tax Amount

NOTE: For Audit Trail Transactions map fields A to J (Tax Amount being the last field)

Select each column you require to the correct **Sage field**

Once you are done, click on the **Save Map** button to make a copy of the map you have just created.

Click **Next** to Continue

If you are happy with the summary that you are presented with, click on **Finish** and your file will be imported.

NOTE: Next time you use the routine it will remember the mappings that you have used previously.

Be Aware:

If when importing data into Sage an error occurs or a warning emerges, this does not always mean the data has not been imported. Before re-attempting an import, please check the Sage records as duplicates could occur otherwise.

If errors do occur, they will need to be corrected in the CSV file before attempting an import again.

Deleting data from Sage is difficult, so it always best to perform a backup before running any import.