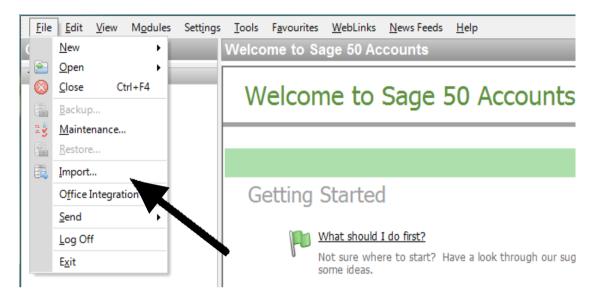
# **Import Audit Trail Transactions**

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

Data Import Wizard	
Sage 50 Accounts	- Data Import
(1) Welcome	Welcome to the Data Import wizard.
2 Data type	Using this wizard, you can import data from Excel worksheets (*.xls;*.xlsx) and files (*.csv) containing comma-separated values (*.csv).
3 Data source	
Field mappings	
5 Finish	
	WARNING: This operation is NOT reversible.
	We strongly recommend you take a backup of your data before Backup
Cancel <u>H</u> elp	<u>Back</u> <u>N</u> ext <u>Enish</u>

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

Data Import Wizard Sage 50 Account	rs - Data Import
Welcome	Select the type of data you want to import ?
2 Data type 3 Data source 4 Field mappings 5 Finish	Audit Trail transactions Customer records Nominal accounts Product records Project records Stock transactions Supplier records
Cancel <u>H</u> e	Ap <u>Back Next</u>

Click Next to continue

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

Data Import Wizard	a a fa ana	
Sage 50 Accounts	- Data Import	K
1 Welcome	Select the format of the data you will be importing:	•
2 Data type	<ul> <li>Comma-separated (*.csv)</li> <li>Excel worksheet (*.xls;*.xlsx)</li> </ul>	
3 Data source	Select the file to import:	
Field mappings	C:\trans.csv First row contains headings ?	Browse
Cancel Hel	Back	Next Finish

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**

	Α	В	С	D	E	F	G	н	1 I I I	J	K
L	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	
Ļ											
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

Sage 50 Accounts	- Data Imp	port	
1 Welcome	Map the fiel	lds in your data to the fields in Sage 5	50 Accounts.
I	Required	Imported Field	Sage Field
2 Data type	×	A	Туре
3 Data source	×	В	Account Reference
	×	С	Nominal A/C Ref
4 Field mappings		D	Department Code
	×	E	Date
5 Finish		F	Reference
		G	Details
	×	Н	Net Amount
	×		Tax Code 💌
	Map file in u	use: AuditTrailTransactions.map Clear N	Map Load Map Save Map
Cancel Help		Bac	k Next Finish

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

age 50 Accounts	s - Data Import
1 Welcome	You are now ready to import your data.
2 Data type	The following is a summary of the options you have chosen. If you need to change any of them, click the Back button now.
3 Data source	Data type: Audit Trail transactions
4 Field mappings	Data source: trans.csv
5 Finish	Header row: No
	All fields have been mapped.
	4
	To begin importing your data, click Finish.

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.