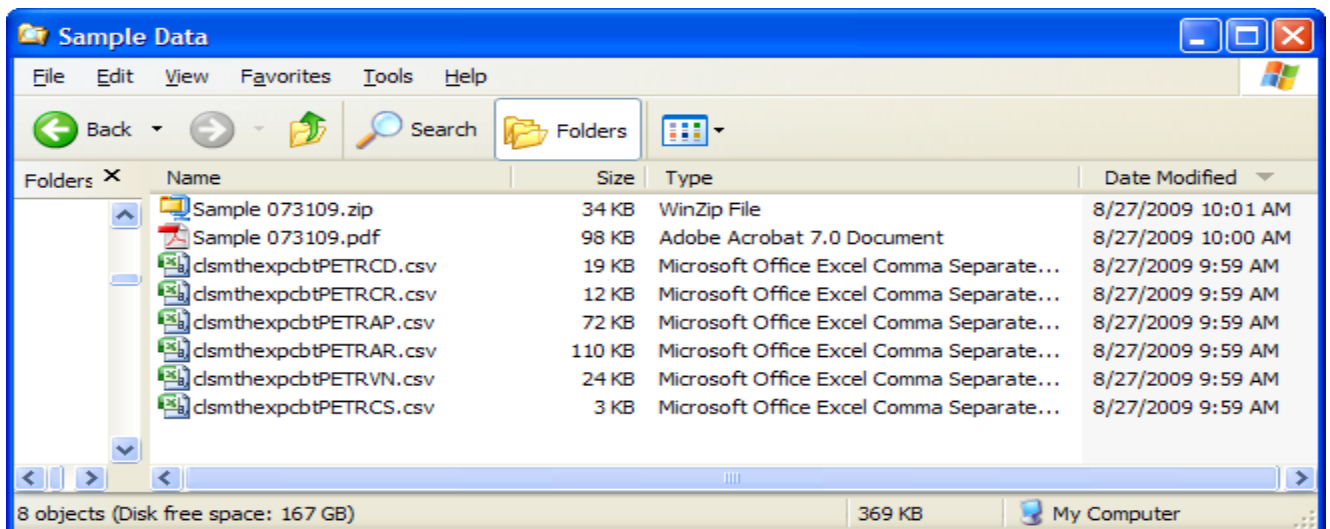


## Sage Import

### Importing Into Sage.

1. Before backing up your Sage data file do the following:
  - A. Delete All files in the designated IMPORT directory. See Ex. Table 1.
  - B. Copy Aljex Export files (PDF & ZIP) over to the designated directory.
  - C. Extract files from the ZIP file above to the same designated directory.
2. Get everyone out of Sage.
3. If you are able to change the CURRENT PERIOD, run the Trial Balance report and save the report to Excel, then Begin the Backup.
4. Import the files in the following order:
  - A. clsmthexpcbtPETRCS.csv
  - B. clsmthexpcbtPETRVN.csv
  - C. clsmthexpcbtPETRAR.csv
  - D. clsmthexpcbtPETRAP.csv
  - E. clsmthexpcbtPETRCR.csv
  - F. clsmthexpcbtPETRCD.csv
  - G. POST ALL JOURNALS → Required for viewing transactions.
5. Run the Trial Balance report again and verify totals. The difference between the Trial Balance reports for chart of accounts, Accounts Receivable, Accounts Payable and Bank should match the totals on the PDF report. See Ex. Table 2.

Ex. Table 1



Ex. Table 2

	Bank	A/R Aljex	A/P Aljex	AR (PDF)	AP (PDF)	CR (PDF)	CD (PDF)
Current Balance	70333.70	166195.70	180869.95	312016.90	230730.88	145821.20	49860.93
Previous Balance (-)	25626.57	0.00	0.00				
	<b>95960.27</b>	<b>166195.70</b>	<b>180869.95</b>				
CR - AR - CD	145821.20	312016.90	49860.93				
CD - CR - AP (Minus)	-49860.93	145821.20	230730.88				
	<b>95960.27</b>	<b>166195.70</b>	<b>180869.95</b>				
Difference	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				