

Sage Import

Importing Into Sage.

- 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 \rightarrow 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

😂 Sample Data								
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>Tools H</u> elp			A					
🕒 Back 🔹 🕥 🗠 🏂 🔎 Search	Folders	· · · ·						
Folders × Name	Size	Туре	Date Modified 🔝					
Sample 073109.zip	34 KB	WinZip File	8/27/2009 10:01 AM					
💳 🔁 Sample 073109.pdf	98 KB	Adobe Acrobat 7.0 Document	8/27/2009 10:00 AM					
dsmthexpcbtPETRCD.csv	19 KB	Microsoft Office Excel Comma Separate	8/27/2009 9:59 AM					
dsmthexpcbtPETRCR.csv	12 KB	Microsoft Office Excel Comma Separate	8/27/2009 9:59 AM					
ClsmthexpcbtPETRAP.csv	72 KB	Microsoft Office Excel Comma Separate	8/27/2009 9:59 AM					
ClsmthexpcbtPETRAR.csv	110 KB	Microsoft Office Excel Comma Separate	8/27/2009 9:59 AM					
dsmthexpcbtPETRVN.csv	24 KB	Microsoft Office Excel Comma Separate	8/27/2009 9:59 AM					
dsmthexpcbtPETRCS.csv	3 KB	Microsoft Office Excel Comma Separate	8/27/2009 9:59 AM					
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		1111	>					
8 objects (Disk free space: 167 GB) 369 KB 🕄 My Computer 🛒								



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				
	95960.27	166195.70	- 180869.95				
CR - AR - CD	145821.20	312016.90	49860.93				
CD - CR - AP (Minus)	-49860.93	۔ 145821.20	۔ 230730.88				
	95960.27	166195.70	- 180869.95				
Difference	0.00	0.00	0.00				