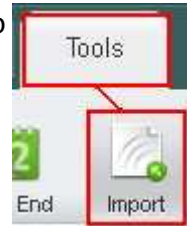


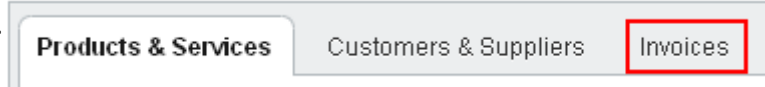
How to Import Sales & Purchase Invoices into SortMyBooks Online – Pt 1.

You can import your Sales & Purchase Invoices into SortMyBooks online from anywhere that can export them into .CSV format. Both can be imported on 1 sheet, to save time or imported separately if necessary. [Invoices that have multiple lines on them can be imported too – see the specific section at the very bottom of this guide.](#)

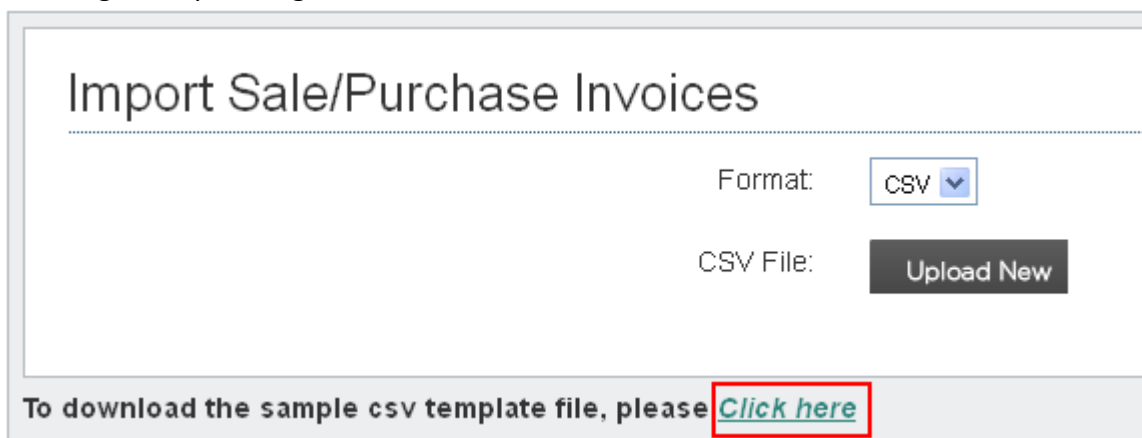
1. Go to www.sortmybooksonline.com and login to your account. Go to “Tools – Import”.



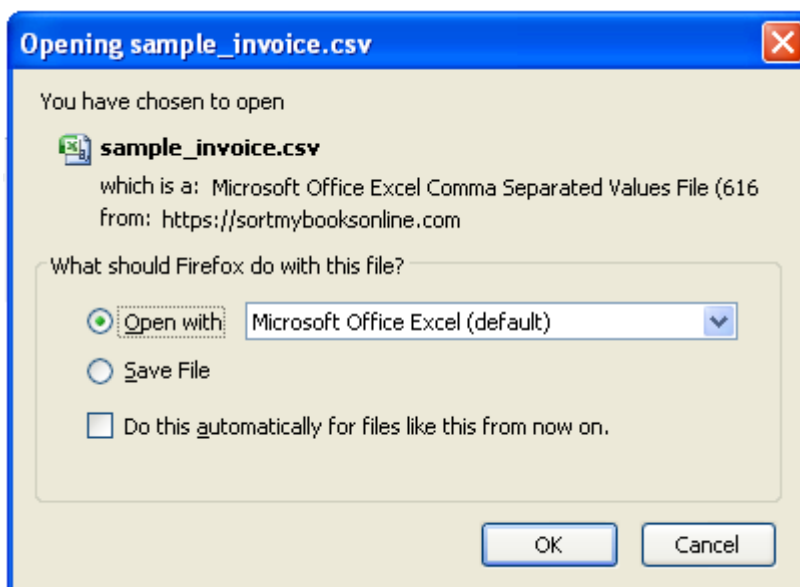
2. [You cannot Import Invoices until you have your Customers & Suppliers on the system first.](#) If your Customers and Suppliers are already on the system, then click on the “Invoices” tab.



3. Click on the “Click Here” link to download the template file with the required Headings for uploading the data.

A screenshot of the 'Import Sale/Purchase Invoices' form. The form has a title 'Import Sale/Purchase Invoices' and a subtitle 'Format: CSV'. Below the subtitle, there is a 'CSV File:' label and an 'Upload New' button. At the bottom of the form, there is a link 'Click here' to download the sample csv template file. The 'Click here' link is highlighted with a red box.

4. Select the “Open With” option on the pop-up window, making sure the Program listed next to it says “Microsoft Office Excel”. Click “OK”.



How to Import Sales & Purchase Invoices into SortMyBooks Online – Pt 2

5. The template file will open up with some Instructions and a couple of sample lines at the very top. The Headings for the data to be imported are on Row 15. **If you are using this sample file to import your data, remember to delete the lines 1-14, leaving just the column headings at the top.** The letters before the column headings below refer to the column they should be in your spreadsheet.

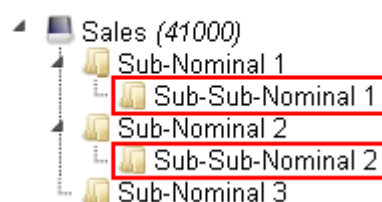
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	/#####																
2	Instructions:																
3																	
4	1) Add a proper Invoice - It will be considered as invalid row.																
5	2) Add a proper Invoice - It will be considered as invalid row.																
6	3) Enter a proper customer - Duplicates or empty columns will not be considered for processing.																
7	4) Enter a proper invoice_type - Expected values are either "sale" or "purchase".																
8																	
9	Ref	Vat Period	Invoice Date	Customer	Invoice	Vat Rate	Total Gros	Total Net	VAT	product	Region/R/C	Cust vat n	Type	Paid	Nominal # Job	Default Jo	invoice_type
10	1	Jan-Feb 2012	15-Jan-12	Test Customer 1	564	23%	123	100	23						Sales		sale
11	2	Jan-Feb 2012	16-Jan-12	Test Supplier 1	3TS1 - 011	zero	200	200	0						Purchases		purchase
12																	
13	Note: Please (if you use the same file to prepare your csv.																
14	#####/																
15	Ref	Vat Period	Invoice Date	Customer	Invoice	Vat Rate	Total Gros	Total Net	VAT	product	Region/R/C	Cust vat n	Type	Paid	Nominal # Job	Default Jo	invoice_type

6. Copy and Paste the data into the template file, making sure the right data goes into the right columns. **DO NOT ADD, DELETE OR REARRANGE COLUMNS. DO NOT CHANGE COLUMN HEADINGS.** Here's a brief overview of each column and the data that can be entered:
- **A "Ref"** – These numbers can run from 1- X where X is the number of invoices being imported in total, regardless of whether they are Sales or Purchases. Or both the Sales and Purchase invoices can run from 1-X. *Please see the Note on page 5 for Multi-Line Invoice details.* **This is a mandatory field.**
 - **B "Vat Period"** – This field tells the system what Vat Period the invoice belongs in. E.G. Jan-Feb 2012, etc. **This is a mandatory field, please use the exact format shown.**
 - **C "Invoice Date"** – This date will usually be in line with the Vat Period entered in the previous column. The format should be day/month/year – E.G. 15-Jan-12. **This is a mandatory field.**
 - **D "Customer"** – This will be the name of the Customer or Supplier that the invoice is for/from. If the Customer or Supplier is not on the system already, then it will be created during import, but you will have to add the address and other details yourself. **This is a mandatory field.**
 - **E "Invoice"** – This is the column for the Invoice number. **This is a mandatory field.**
 - **F "Vat Rate"** – This is the column for the Vat Rate on the invoice. **This is a mandatory field - please use a %age format, i.e. 20%, 13.5% or 23% etc. For 0% invoices, the column should simply say "zero".**
 - **G "Total Gross"** – This is the column for the Total Gross amount of the invoice. **This is a mandatory field.**
 - **H "Total Net"** – This is the column for the Total Net amount of the invoice. **This is a mandatory field.**
 - **I "VAT"** – This is the column for the Total Vat amount of the invoice. **This is a mandatory field.**

How to Import Sales & Purchase Invoices into SMB Online – Pt 3

- **J “Product”** – If the invoice has a product on it, then it can be entered here. Remember to make sure the Product is setup on the system first and that the names match exactly. If this is left blank, the default product will be used.
- **K “Region/RCV”** – This column is to be used at a future date. Any data entered here will not be imported.
- **L “Cust Vat no”** – This column is to be used at a future date. Any data entered here will not be imported.
- **M “Type”** – This column is to be used at a future date. Any data entered here will not be imported.
- **N “Paid”** – This column is to be used at a future date. Any data entered here will not be imported.
- **O “Nominal Account”** – This is the column for the Invoice Nominal. The contents of this column depend on 1 of 2 things:
 - If sub-nominal’s HAVEN’T been created. If no sub-nominal’s have been created in SortMyBooks and this column is left blank then the system will default to the Sales or Purchases nominal depending on which side of the accounts they are on. Alternatively you can assign one of the Nominals already in place on the system.
 - If sub-nominals HAVE been created. If sub-nominals have been created then each invoice must be assigned a sub-nominal from the lowest level created. In the picture below, you can see there are “Sub-Sub-Nominals” created, therefore they are the lowest level and must be the Nominals under which the invoices are put under. If no Nominals are entered on the import file whilst sub-nominals exist, the system will return an error message and the Import will be stopped.

Income



- **P “Job”** – If multiple Jobs have been set up on the file then the invoices can be put under those ahead of Import. They must appear exactly as they are on the system though. If this column is left blank, then all the invoices will be put under the Default Job.
 - **Q “Invoice Type”** – This column tells the system what side of the accounts the invoices belong. The values here must either be “sale” or “purchase”.
7. Once you are happy with the data to be imported, save the file as type .CSV – you can rename it too to make it easier to find - making note of where on your computer you are saving it so you can find it in the next step. Saving it to your desktop is usually the easiest option.

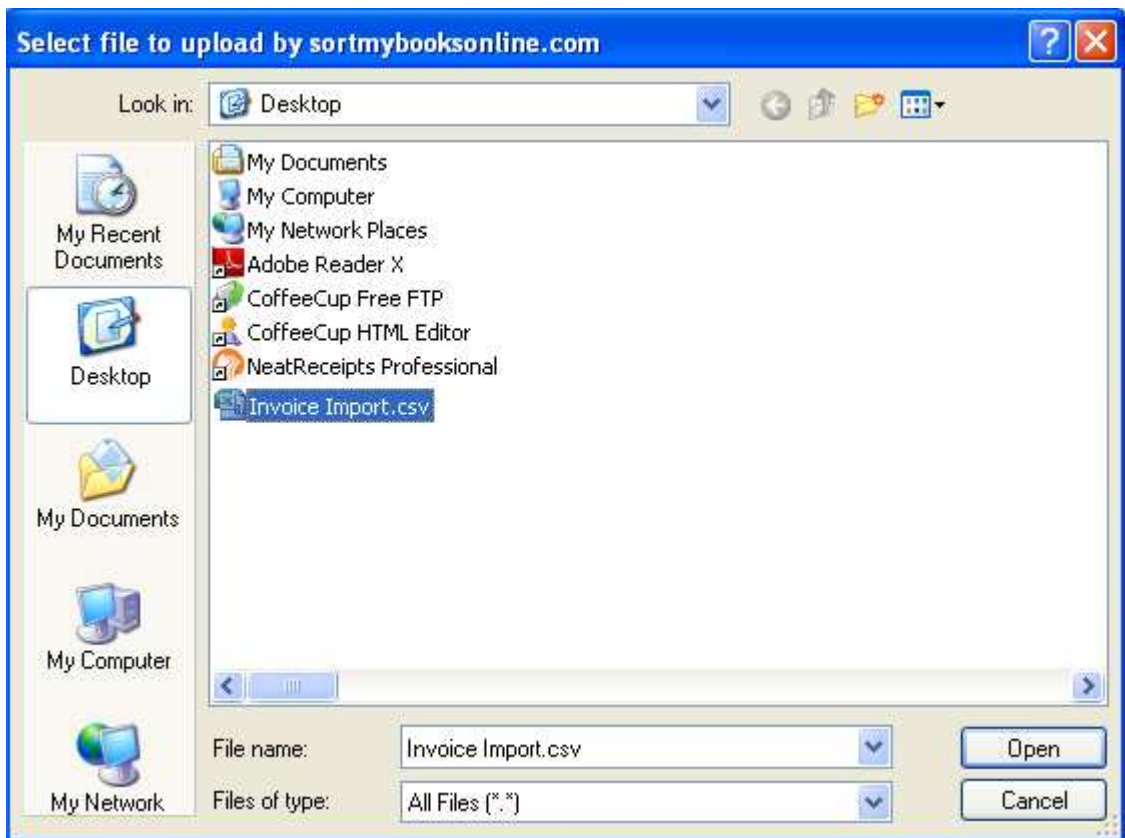
How to Import Sales & Purchase Invoices into SMB Online – Pt 4

- Go back into your SortMyBooks Online account and go back to “Tools – Import Invoice”. Click on the “Upload New” button. This will open up a pop-up window.

Format:

CSV File:

- Use this pop-up window to find the file and click on it once to highlight it. Then click Open.



- Once the file has finished uploading a message will appear confirming it was uploading.

CSV File: File: Invoice Import.csv uploaded.
Confirm by clicking OK

- Click “OK” in the bottom right corner. A message will appear in the top right corner to confirm that the details have been imported ok.

36 records copied, 17 sales invoice and 19 purchase invoice

