

How to Import Customers & Suppliers into SortMyBooks Online – Pt 1.

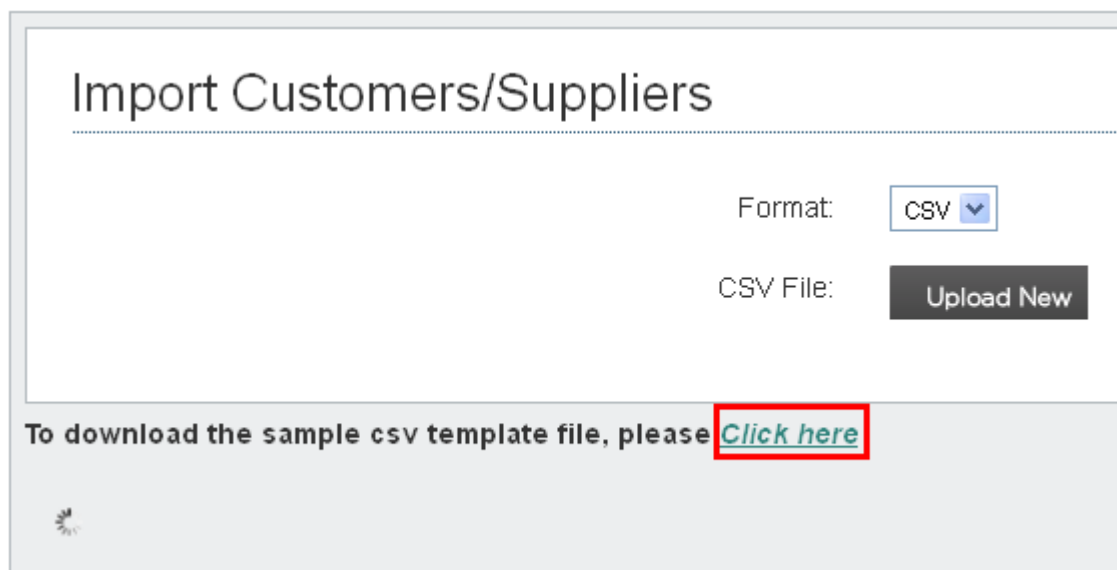
You can import your Customer and Suppliers address & contact details into SortMyBooks online from anywhere that can export them into .CSV format. Both can be imported on 1 sheet, to save time or imported separately if necessary.

NOTE: Due to the file type – CSV (Comma Separated Values) – any commas contained in the data, such as in the address field, need to be removed before importing.

1. Go to www.sortmybooksonline.com and login to your account.
Go to “Tools – Import” and click on the “Customers & Suppliers” tab.

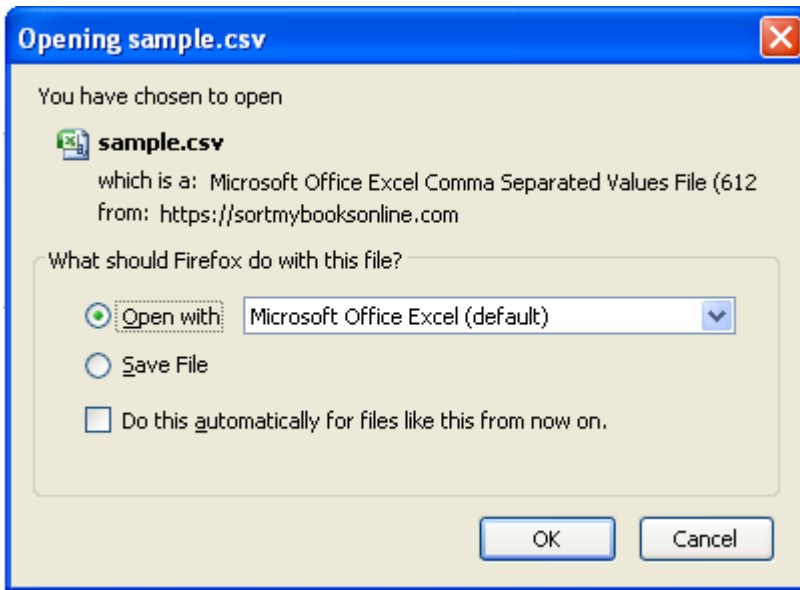


2. Click on the “Click Here” link to download the template file with the required Headings for uploading the data.



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



4. 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 14.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	/#####																						
2	Instructions:																						
3																							
4	1) Add a valid Customer/Supplier name - Invalid or Null parameters will not be processed and considered as corrupt record																						
5	2) Add a valid email address																						
6	3) Add an import type. It is mandatory and it allows either "Customer" or "Supplier" .																						
7																							
8	SNo	Name	Type / Payee	Credit Ter	Address L1	Address L2	Address L3	City/Town	County	Post Code	Registrati	Country	Vat Exem	Vat Regist	Vat Num	Contact N	Websit	Fax	Phone	Email	Note	Import Type	
9	1	Customer 1	Customer	0	Main St			Any Town	Any County													Customer	
10	2	Supplier 1	Supplier	30																		Supplier	
11																							
12	Note: If you use the same file to prepare your csv.																						
13	#####																						
14	SNo	Name	Type / Payee	Credit Ter	Address L1	Address L2	Address L3	City/Town	County	Post Code	Registrati	Country	Vat Exem	Vat Regist	Vat Num	Contact N	Websit	Fax	Phone	Email	Note	Import Type	

5. 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.** There are FOUR columns that MUST be filled in on the template for the Import to work: The first 3 - “SNo”, “Name”& “Type/Payee” and the final column: “Import Type”.

- **“SNo”** – This column has to be individually numbered from 1 – X, where X is the amount of rows being imported. E.G. If you are importing 100 Customers and Suppliers then this column will go from 1-100.
- **“Name”** – This is the name of the Customer or Supplier being imported. If this is left blank then that row will not be imported.
- **“Type/Payee”** – This defines what type of contact they are.
 - For **Customers** they can either be “Customer”, “Principal Contractor” or “Other”. If a sales contact is marked as “Other”, the system will not allow a Sales invoice to be raised for them and they will only appear in the Misc

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Lodgements section – i.e. Revenue Commissioners would be classed as “Other” in the Customers section if you are due a VAT Refund. This refund would go in the Misc Lodgements section. So would your bank if they are applying interest earned on your account.

- For **Suppliers** they can either be “Supplier”, “Sub-Contractor”, “Employee” or “Other”. If a purchase contact is marked as “Other”, the system will not allow a Purchase invoice to be raised for them and they will only appear in the Misc Payments section – i.e. Revenue Commissioners would be classed as “Other” in the Suppliers section when you are paying any VAT owed to them (as well as being in the Customers section above). This VAT payment would go in the Misc Payments section. Your bank would also appear as “Other” in this section too when you are paying Bank Service Charges to them.
- **“Import Type”** – This column determines what side of the system the contact goes on. This column **MUST** be populated with either “Customer” or “Supplier” (with capital letters at the start).
- All other columns can be left blank if you require, but to avail of other features within SortMyBooks Online and to save time later having to edit your contacts, it is advisable to fill in some of these suggested columns:
 - **For Customers:**
 - **Credit Terms:** If this column is left blank, the system will default to 30 days. If you give your customers 60 or 90 days to pay then fill in this column and the system will be able to notify you when the invoice is due. If you don’t wish to give your Customers credit terms then make sure this column says 0.
 - **Address, Post Code & County:** These columns are important, especially if you mail out Invoices and Statements to your clients. *Please remove any Commas from the data this field as it will cause problems when importing.*
 - **Country:** This column will allow the system to determine whether EU Vat is applicable on this invoice. For UK contacts please enter “United Kingdom”.
 - **Vat Exempt:** If the Vat Exempt column is marked “Y” then the system will not allow Vat Rates to be selected for this Customer.
 - **Phone:** If a phone number is entered it will appear on the Collector Report saving you time having to look it up elsewhere when you are chasing money owed.
 - **Email:** If a valid email address is entered here, then you can email out invoices and statements direct to your customers at the click of a button. If an invalid email address is entered the system will give an error message and the record will not be imported.

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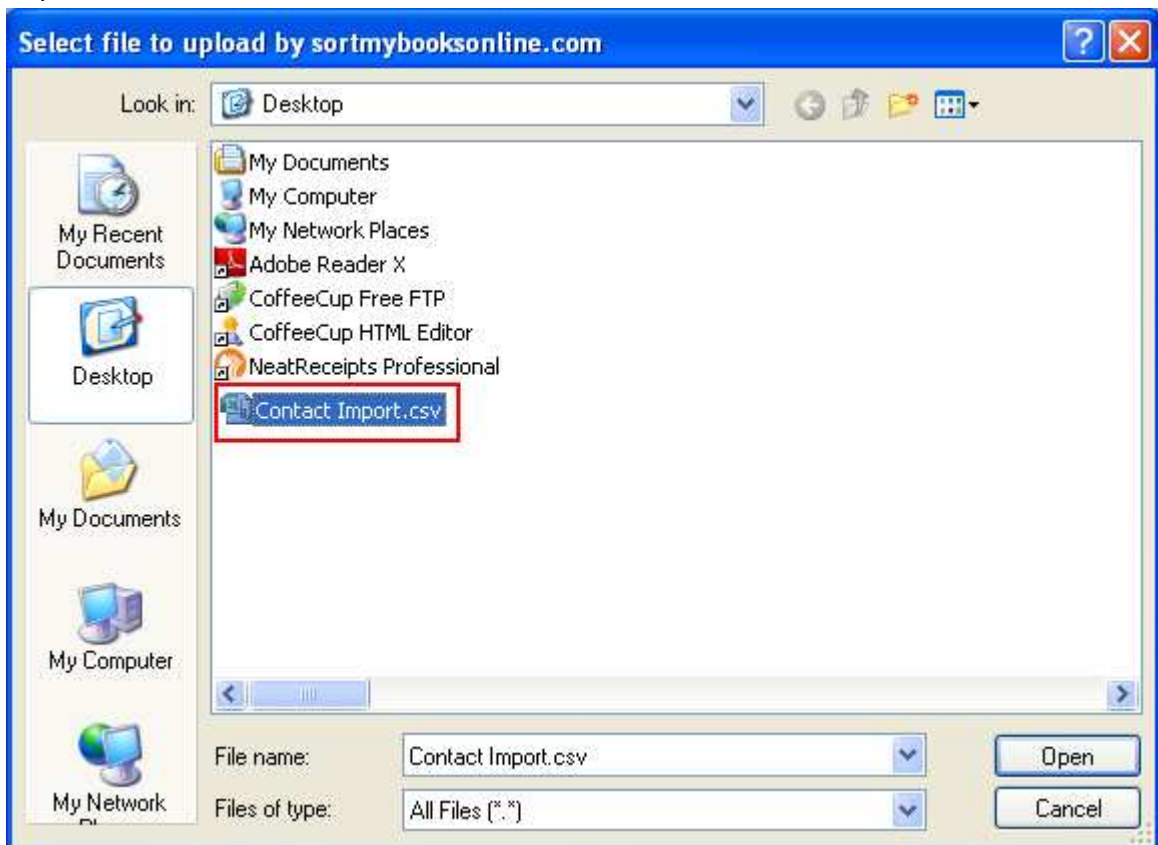
o For Suppliers:

- **Credit Terms:** The same applies for Suppliers as it does above for Customers. If a Supplier has given you 30/60/90 days to pay then make sure this column is filled in and the system will be able to notify you when the invoice is due.
 - **Country:** This column will allow the system to determine whether EU Vat is applicable on invoices from that Supplier.
- The other columns can be left blank if wanted – depending on how much detail you want to have on the system. If details are being entered in all the columns, please check they are in the correct format – I.E. numbers, not letters, in the Phone & Fax fields. Valid website addresses in the Website field and either a “Y” or “N” in the Vat Registered field.
6. 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.
 7. Go back into your SortMyBooks Online account and go back to “Tools – Import Contacts”. Click on the “Upload New” button. This will open up a pop-up window.

Format:

CSV File:

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



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



10. 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 customers and 19 Suppliers

NOTE: If you get any errors when importing, please go back to step one and make sure you have followed all the instructions exactly. If the file is not in the correct format for any reason, your imports may not go through and the system will show an error message with an attachment containing the invalid records.