Importing the G/L Chart of Accounts in Sage BusinessWorks 2013

Sage BusinessWorks Accounting import format requirements:

1. The import file must be in a comma delimited variable (.CSV) text format. Each field can contain only standard ASCII characters, separated by commas. The file should resemble the examples at the end of this document.

2. ***Only those fields listed on the following page can be imported into Sage BusinessWorks, and they must be imported in the order shown.***

3. Each record in the file must be terminated by a carriage return and line feed.

Before you begin the import process:

1. Always back up your company data prior to importing a file.

2. Do not delete the import file from your system's memory until you are satisfied with the results of the import.

Does this chart of accounts exist in another Sage BusinessWorks company?

When creating G/L data files, you can copy the G/L chart of accounts (COA) from another company or from sample charts provided with Sage BusinessWorks and modify it as necessary. To use a sample chart of accounts, click 'Another company' or 'Sample charts' in the **Create G/L Data Files** window.

To print a sample chart of accounts from within Sage BusinessWorks, please follow the steps below:

1. If you are not in Sage BusinessWorks, go into Sage BusinessWorks and select the newly created company.

2. In the General Ledger module, select *Create G/L Data Files* from the *Maintenance* menu. (You can close this option without actually creating the COA.) Select **OK** at the message explaining that this is an exclusive option, and select **Yes** at the "OK to continue" query which follows.

3. In the *Create G/L Data Files* window, click the 'Print Sample Charts' button. Select the print device and the chart of accounts to print. Repeat this step to print additional charts.

Chart of Accounts Import Format

Each Chart of Accounts import record consists of up to 30 fields:

No.	Field	Max Length[1]	Valid Entries Format	
0	Transaction Type[2]	N/A	Adding: /A or /ADD Updating: /U or /UPDATE	Changing: /C or /CHANGE Deleting: /D or /DELETE
1	General Ledger account number[3]	12	8-digit integer followed by 3 decimals; Format: NNNNNNNN.NNN	
2	Account description[3]	40	Any text	
3	Account type[3]	2	Code: 1 through 14 (see Table 2, below)	
4	Account attribute[3]	1	Code: 0 through 3 (see Table 3, below)	
5	Cash account?[3, 4]	4	YES or CASH if cash account, otherwise blank or NO	
6	Consolidation ending account	12	8-digit integer followed by 3 decimals; Format: NNNNNNNN.NNN	
7-18	Current year's budgets, 12 months[5]	10	7-digit integer followed by 2 decimals; Format: NNNNNNN.NN	
19-30	Next year's budgets, 12 months[5]	10	7-digit integer followed by 2 decimals: Format: NNNNNNN.NN	

Table 1: Chart of Accounts Import Record Format

[1] If a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates the field to the maximum number allowed.

[2] If adding a new account, no prefix is required. If /U is used, Sage BusinessWorks updates an existing account or adds a new one if that account number does not exist. /C changes existing accounts only. /D deletes an account (and /U or /C changes an Account type or attribute) *only* if the account has no historical transactions currently on file and all months to keep history have a zero balance.

[3] Required fields.

[4] Only Current Asset Accounts can be defined as Cash accounts.

[5] Monthly budgets are ignored for Balance Sheet accounts (Assets, Liabilities, Capital, and Retained Earnings).

Account type codes

Use a code from the table below for field #3, Account type. Sage BusinessWorks allows only one Retained Earnings account, and the Account attribute must be 0, Posting account.

Code	Account Type	Code	Account Type
1	Current Assets	8	Retained Earnings
2	Fixed Assets	9	Sales
3	Other Assets	10	Sales Adjustments
4	Current Liabilities	11	Cost of Goods
5	Long Term Liabilities	12	Expenses
6	Other Liabilities	13	Other Income and Expenses
7	Equity	14	Income Tax Expense

Table 2: Account Types

Account attribute codes

Use a code from the table below for field #4, Account attribute. If you use Code 1, "Consolidation account", for the account attribute, you must specify an ending account number in Field 6 in this record. The ending consolidation account number must be a higher number than the beginning consolidation account number.

Code	Account Attribute
0	Posting account
1	Consolidation account
2	Subtotal start
3	Subtotal end

Table 3: Account Attributes

Chart of Accounts Import Examples:

The following are examples of import records. Note that <cr> and <lf> represent carriage-return and line-feed, respectively.

1. **Adding a record** (the three examples below are identical in function):
   6020.00,"Sales, Outside",9,0,NO <cr><lf>

   /A,6020.00,"Sales, Outside",9,0,NO <cr><lf>

   /ADD,6020.00,"Sales, Outside",9,0,NO <cr><lf>

   Notice that the Account Description field is enclosed in quotation marks. Without the quotation marks, Sage BusinessWorks would attempt to import "Outside" into the Account Type field, "9" into the Account Attribute field, and so on.

2. **Importing a record with current year and future year budgets:**
   6020.00,Outside Sales,9,0,NO,,100,200,300,400,500,600,700,800,900,1000,1100,1200,1300, 1400,1500,1600,1700,1800,1900,2000,2100,2200,2300,2400<cr><lf>

   Notice the extra comma after the word "No" in this record. Commas are used as "place holders" to tell Sage BusinessWorks that a field is to be left blank (or unchanged in the case of an update). In this example, a place holder is used for Field 6, "Consolidation Ending Account". Without this comma, Sage BusinessWorks would attempt to import "100" as the Consolidation Ending Account Number, "200" as the budget for the first month of the current year, and so on. Place holders are used in the example below so that Sage BusinessWorks imports future year budgets only.

3. **Importing a record with future year budgets only:**
   /UPDATE, 6020.00,Outside Sales,9,0,NO,,,,,,,,,,,,,1300,1400,1500,1600,1700,1800,1900, 2000,2100,2200,2300,2400<cr><lf>

   This /UPDATE record is an example of using the import utility to update next year's budgets.

4. **Changing an existing record.** Let's assume this account had been imported as shown in one of the examples above, but with the wrong account type. Here's how we could use the import function to change it from 9, Sales, to 10, Sales Adjustments:
   /CHANGE,6020.00,Outside Sales,10,0,NO

   The Account type of attribute can be changed ***only*** if the account has no historical transactions currently on file and all months to keep history have a zero balance. To determine whether an account type or attribute can be changed, print a detailed trial balance for the current month and review account balances using the *Print Account Balances* option found on the *Accounts* menu.

5. **Deleting a record:**
   /DELETE,6020.00

   When deleting an account, include only the "/DELETE" designator and the account number. Account 6020.00 can be deleted only if the account has no historical transactions currently on file and all months to keep history have a zero balance. To determine whether an account can be deleted, print a detailed trial balance for the current month and review account balances using the *Print Account Balances* option found on the *Accounts* menu.