



Importing G/L Journal Detail 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 this 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.

Journal Detail Import Format

A journal entry consists of at least two records, one for each debit and one for each credit, but cannot exceed 999 records. Each journal detail import record consists of seven fields:

No.	Field	Max Length ¹	Valid Entries, Special notes Format
1	Sequence number ²	3	1-, 2-, or 3-digit integer. A unique number used to identify all records associated with a transaction. Format: N, NN, or NNN
2	Posting date ²	8	Dates older than 24 months before the current month or more than 12 months beyond the current month are not accepted. Format: MM/DD/YY or MMDDYY
3	Journal ID ²	3	Three-character abbreviation (see Table 2, below) Indicates the source of the entry and controls the destination of the transaction.
4	Reference ²	8	Any text entry (e.g., "JE100"), used to identify a transaction. Cannot be blank.
5	Description ²	250	Any text entry (e.g., "Equipment Rental"). May be blank; used to identify the transaction.
6	Account number	12	8-digit integer followed by 3 decimals; Format: NNNNNNNN.NNN
7	Debit or credit amount	11	7-digit integer followed by 2 decimals Format: (debits) NNNNNNNN.NN (credits) -NNNNNNN.NN

Table 1: Journal Detail 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 The first five fields in the record make up the header. The first record in the transaction must contain all seven fields; subsequent records in the transaction need not include header information. If header information is included in the second and subsequent records, it must be identical to the header information in the first record. If header information is not included, commas must be used as place holders in those records. Examples are included at the end of this document, which show journal entries with and without header information in the second and subsequent records.

Journals

Use a code from the table below for field #3, Journal number.

Journal ID	Journal Name
GEN	General Journal
C/D	Cash Disbursements Journal
C/R	Cash Receipts Journal
P/J	Purchases Journal
S/J	Sales Journal
A/P	Accounts Payable Module
A/R	Accounts Receivable Module
I/C	Inventory Module
P/R	Payroll Module

Table 2: Journal Numbers

Sage BusinessWorks G/L Journal Entry Import Examples:

Following are two sample journal transactions for Sage BusinessWorks. Notice that the required header information is included in the first record of both examples. The second example illustrates the optional omission of header information in second and subsequent records of the transaction. Note that <cr> and <lf> represents a carriage return line-feed, respectively.

Example 1 (Header information included in all three records):

```
1,06/04/10,S/J,INV3724,Stan's Cyclery,6020.00,-150.00<cr><lf>
1,06/04/10,S/J,INV3724,Stan's Cyclery,6200.00,28.50<cr><lf>
1,06/04/10,S/J,INV3724,Stan's Cyclery,1210.00,121.50<cr><lf>
```

Example 2 (Header information not included in second, third, and fourth records):

```
2,06/30/10,GEN,DEPREC,"Depreciation, June",7600.00,181.67<cr><lf>
,,,,,2101.00,-181.67<cr><lf>
,,,,,7610.00,208.33<cr><lf>
,,,,,2101.00,-208.33<cr><lf>
```

- Notice the five commas preceding the GL account number. The commas act as place holders for the header information which was omitted from the journal entry being imported.
- The Description field is enclosed in quotation marks because it contains a comma. Without the quotation marks, Sage BusinessWorks would attempt to import "June" into the Account Number field, and "7600.00" into the Debit or Credit Amount field.