

# SOFTWARE ASSISTANT

## Importing ledger transactions from CSV file

Ledger Assistant can import ledger transactions from other software providers as long as the file is in a **CSV (Comma Delimited Values)** format. Please contact the other third-party software vendor for assistance in generating a CSV file.

At the bare minimum, the CSV file should have the following columns/information:

	A	B	C	D	E	F	G
1	Date	Account Number	Debit	Credit	GST type	GST amount	Description
2	30/06/2020	5110		200	C10	18.18	sales
3	30/06/2020	6110	200		P10	18.18	purchase
4							
5							
6							
7							
8							

Date (in 'DD/MM/YYYY' format)

Account Number

Debit \*

Credit \*

Description

\* Debit and Credit columns can be combined into one column as long as they are distinguishable with a **minus** symbol for example:

	A	B	C	D	E	F
1	Date	Account Number	Debit/Credit	GST type	GST amount	Description
2	30/06/2020	5110	200	C10	18.18	sales
3	30/06/2020	6110	-200	P10	18.18	purchase
4						
5						

**GST Type** and **GST Amount** columns are optional.

Once you have the CSV file generated, please take time to check the CSV file to make sure there are no blank lines or unnecessary columns. If there are any blank lines or lines that contain **headers** or **totals** then you will need to delete them.

For example: Delete the two rows below.

	A	B	C	D	E	F	G
1	Date	Account Number	Debit	Credit	GST type	GST amount	Description
2	30/06/2020	5110		200	C10	18.18	sales
3	30/06/2020	6110	200		P10	18.18	purchase
4	<del>Current Assets</del>						
5	<del>Total</del>			200			
6							
7							
8							

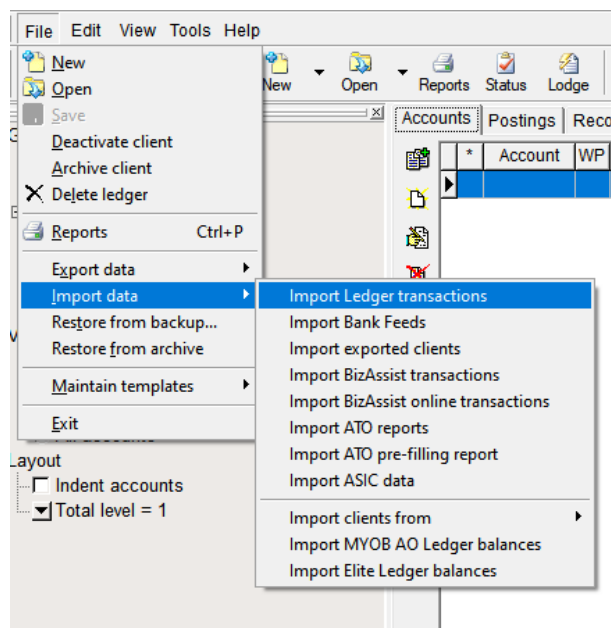


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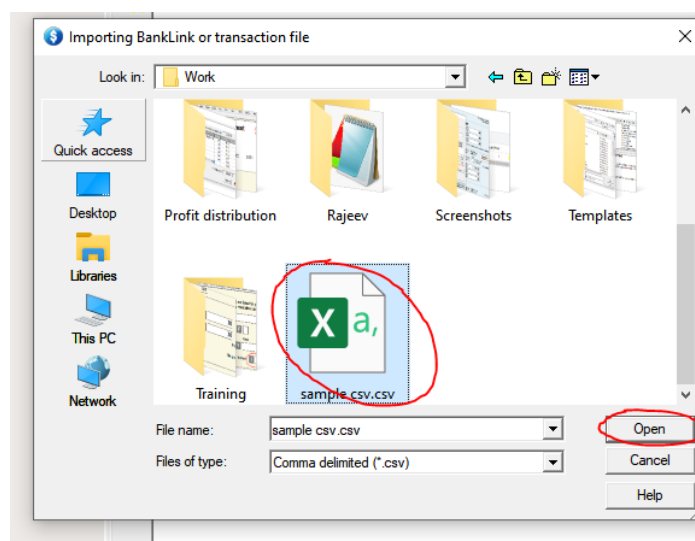
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Once you have the CSV file in a suitable format, please follow the steps below:

1. Open the client's ledger and then go to 'File > Import Data > Import Ledger Transactions'



2. Locate the CSV file and then click **Open**

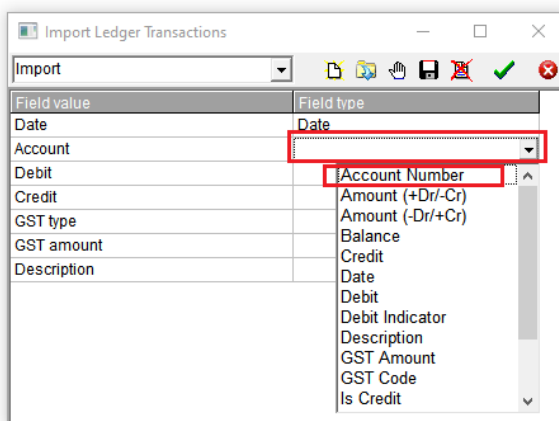


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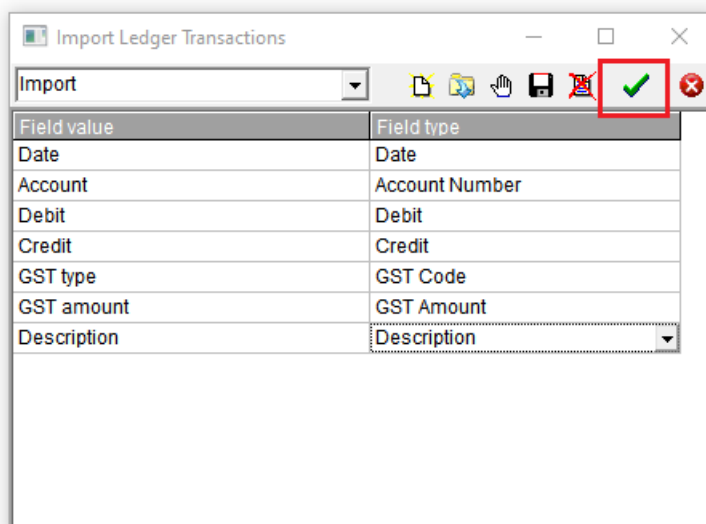
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3. You then need to match the columns from the CSV file up with the headings in Ledger Assistant. On the left hand side you will see the names of the columns from the CSV file. Click on the empty fields on the right and then select the correct column name.

Note that if your Debit and Credit columns are combined, then use the field '**Amount (+Dr/-Cr)**' or '**Amount (-Dr/+Cr)**' depending on how the CSV file is setup



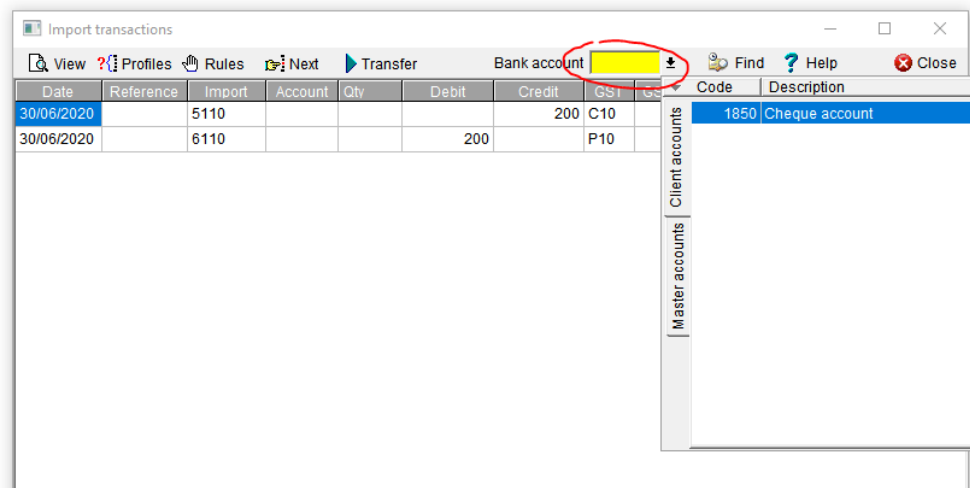
4. Once you have finished matching up the columns, it should look similar to below. Then click on the green tick icon at the top to go to the next step



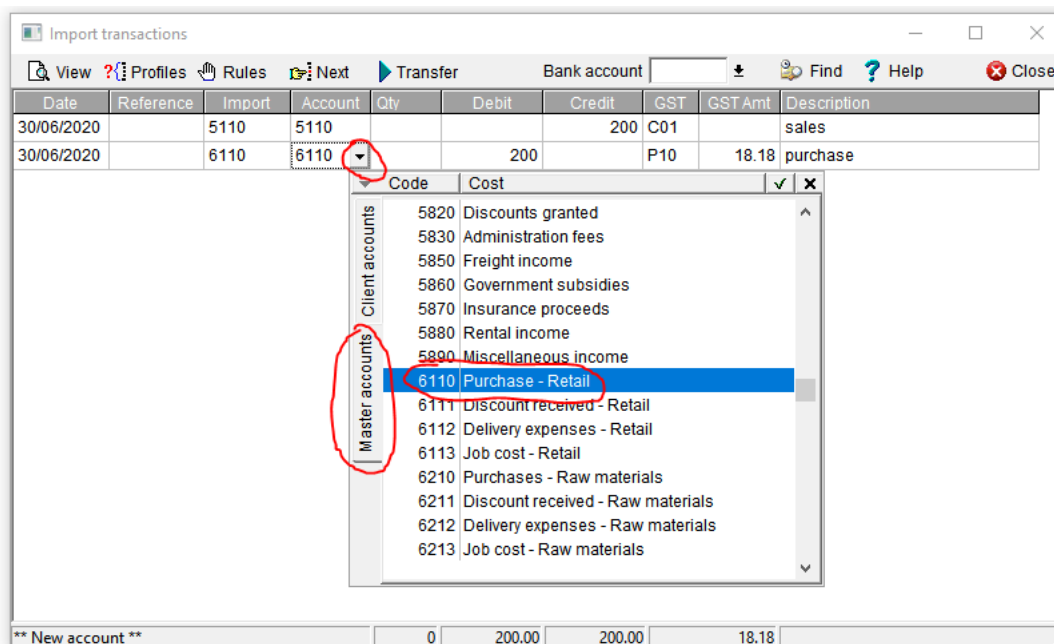
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- You will then see a new screen showing the transactions within the CSV file. If it is to be a **Bank** type batch, then select the bank account from the drop-down list, otherwise leave it blank for **Journals**



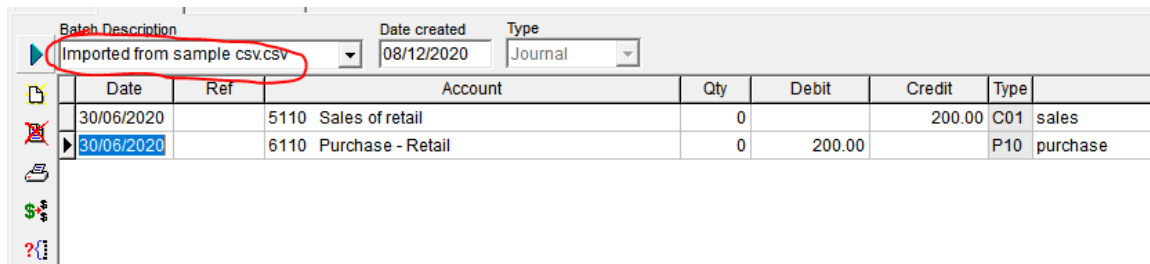
- Next you will need to match up the account numbers from the CSV file to the account numbers in Ledger Assistant. Do this by clicking on the down arrow in the **Account** field, selecting **Master Accounts**, and then finding the relevant account. In this example we will use the same account number



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## Importing ledger transactions from CSV file

- Once you have finished assigning all the account numbers, click on the **Transfer** button at the top to import the transactions. You will then see a new batch created with the transactions from the CSV file. The batch description will show that it was imported from your CSV file.



Batch Description		Date created	Type				
Imported from sample csv.csv		08/12/2020	Journal				
Date	Ref	Account	Qty	Debit	Credit	Type	
30/06/2020		5110 Sales of retail	0		200.00	C01	sales
30/06/2020		6110 Purchase - Retail	0	200.00		P10	purchase

### Notes:

- If you have multiple transactions with the same account number, you only need to link the account once. Any further transactions with that account number will automatically be assigned to the same account that you chose
- Any future CSV files that you import will automatically be linked at step 4, **provided** that the CSV file uses the exact same column names
- The above is also true for any account numbers that you have previously linked up

