

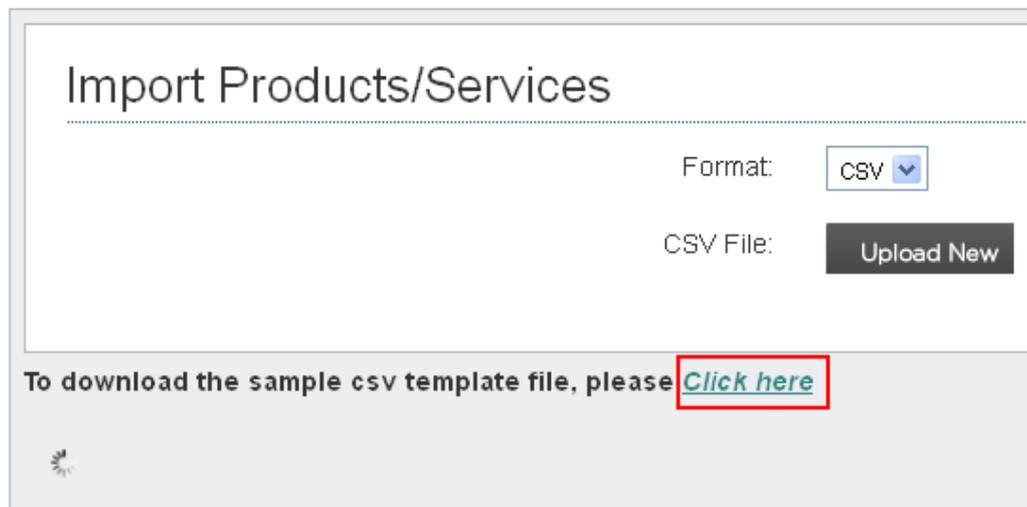
How to import Products & Services

If Products and Services are set-up or imported on SortMyBooksOnline, then they can be added to the Invoices during Import.

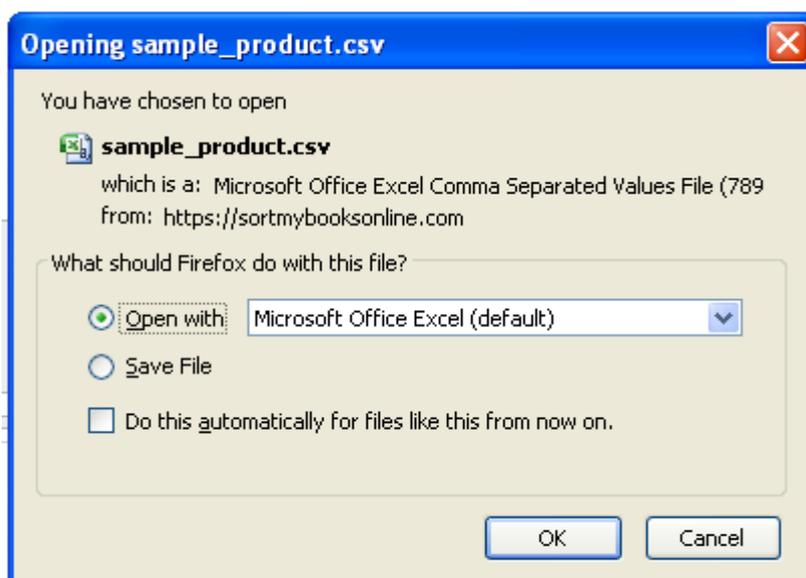
1. Go to “Tools – Imports” and click on the “Products & Services” tab.



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



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”.



How to import Products & Services – Pt 2

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 16.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	/#####													
2	Instructions:													
3														
4	1) Add a prc it will be considered as invalid row.													
5	2) Add a prc it will be considered as invalid row.													
6	3) Enter a proper supplier - Duplicates or empty columns will not be considered for processing.													
7	4) Enter a proper ProductType - Expected values are either "product" or "service".													
8	5) Resale/o if the product type is "service".													
9														
10	Ref	Name	Sales Price	Purchase	Sales Vatr	Purchase Vatr	Sales Nomi	Purchase Nomi	Supplier	Resale	Opening Stock	Average Cost	ProductType	
11	1	Product 1	20	10	23%	zero%	Nominal 1	Nominal 3	Supplier 1 Y		10		product	
12	2	Service 1	30		13.5%		Nominal 2			N	0		service	
13														
14	Note: Please if you use the same file to prepare your csv.													
15	#####/													
16	Ref	Name	Sales Price	Purchase	Sales Vatr	Purchase Vatr	Sales Nomi	Purchase Nomi	Supplier	Resale	Opening Stock	Average Cost	ProductType	
17														

5. Copy & Paste, or type in, 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 THREE columns that MUST be filled in on the template for the Import to work: “Ref”, “Name” & “Product Type”.

- **“Ref”**: 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 Products & Services then this column will go from 1-100.
- **“Name”**: This is the name of the Products & Services being imported. If this is left blank then that row will not be imported.
- **“Product Type”**: This column determines what side of the system the contact goes on. This column **MUST** be populated with either “product” or “service”.

The other columns can be left blank if necessary, but the more detail provided for each product/service, the less work needed when creating invoices. Here is a brief overview of the values needed for each column.

- **Sales Price**: This is the sale price for the product - or hourly/weekly/etc rate for the service. This will be used with the Quantity field on the sales invoice to calculate the Net amount.
- **Purchase Price**: This is the purchase price for the product. This will be used with the Quantity field on the purchase invoice to calculate the Net amount. **NOTE: This field does not apply for Services.**
- **Sales Vatr**: This is the vat rate to be charged on the sales side for the product or service.

How to import Products & Services – Pt 3

- **Purchase Vatrate**: This is the vat rate to be charged on the purchase side for the product. **NOTE: As with the Purchase Price field above, this field does not apply for Services.**
- **Sales Nominal**: This is the nominal that the product or service is to go under on the Sales Invoice.
- **Purchase Nominal**: This is the nominal that the product is to go under on the Purchase Invoice. **NOTE: This field does not apply for Services.**
- **Supplier**:
- **Resale**: This field only applies if the Product is being purchased for Resale. Should be left blank if not for resale, or have "Y" in it if the Product is for Resale. **NOTE: This field does not apply for Services.**
- **Opening Stock**: If you have any Opening Stock on hand at the start of your accounts year on SortMyBooks, enter the Quantity here. **NOTE: This field does not apply to Services.**
- **Average cost of Opening Stock**: This is the unit cost per item of Opening Stock and is used to calculate the total value of the Opening Stock. **I.E.** If you have 10 items of Opening Stock that cost €100 each, then you would enter 100 (without the currency symbol) in this field and you would enter 10 in the "Opening Stock" field. The system would then calculate the value of the opening stock as $10 \times 100 = 1000$. **NOTE: This field does not apply to Services.**