

# Appendix D

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# Importing Data into DacEasy Accounting & Payroll 95

Rather than typing data into records individually, the Import option lets you enter data directly into DacEasy Accounting & Payroll 95 from text files generated by other programs, such as spreadsheets, word processors or other accounting packages.

Data can be imported into any of the following types of record: customers, vendors, general ledger records, audit trail transactions, products, and product transactions. You can create whole new records, or just update specific parts of existing records, leaving the rest unchanged.

## Structure and Order of the Data

The structure and order of your data depends on which type of data you are importing: either customer and vendor records, general ledger records, transactions, product records or product transactions.

## Customer and Vendor Records

No.	Field	Description	Length	Type	Example
<b>Data</b>					
1	Customer Code	Account Reference	10	Characters	DAC1
2	Name	Account Name	30	Characters	DacEasy
3	Address 1	First Line of Address	30	Characters	17950 Prest
4	Address 2	2nd Line Address	30	Characters	Suite 800
5	City	3rd Line of Address	30	Characters	Dallas
6	State	4th Line of Address	30	Characters	TX
7	Zip Code	5th Line of Address	30	Characters	75252
8	Contact	Contact Name	30	Characters	TechSupport
9	Telephone	Telephone Number	30	Characters	2142480205
10	Fax	Fax Number	30	Characters	2149316644
11	Analysis1	Analysis1	30	Characters	Any text
12	Analysis2	Analysis2	30	Characters	Any Text
13	Analysis3	Analysis3	30	Characters	Any Text

14	Department	Department Number	3	Integer	3
15	Tax ID	Tax ID No.	30	Characters	75-1234567
16	Month To Date	Turnover this Month	11	Dec. Num	146.99
17	Year To Date	Turnover YTD	11	Dec. Num	1200.56
18	Last Year	Turnover Last Year	11	Dec. Num	9444.89
19	Credit Limit	Credit Limit	11	Dec. Num	500.00
20	Terms	Terms Description	30	Characters	30 Days Net
21	Sett Days	Days to Pay for Disc	2	Integer	10
22	Sett Discount	Discount Percentage	11	Dec. Num	20.00
23	Sales	Default G/L Code	10	Integer	4000
24	Tax Code	Default Tax Code	3	Integer	3

**Note:** Field 25 - Currency, can't be included in the import and should not be included in the data file. No credit memo information will import.

The following line would import the above example:

DAC1,DacEasy,17950 Prest,Suite  
800,Dallas,TX,75252,TechSupport,2142480205,2149316644,Any Text,Any Text, Any  
Text,3,75-1234567, 146.99,1200.56,9444.89,500.00,30 Days Net,10,20.00,4000,9

## General Ledger Record

No	Field	Length	Type	Examples
1	Code	10	Numeric Integer	4000
2	Name	30	Character String	Sales Type 1
3	Yearly Budget	11	Dec. Num	25000.00
4	Month 1 Budget	10	Dec. Num	
5	Month 2 Budget	10	Dec. Num	
6	Month 3 Budget	10	Dec. Num	
7	Month 4 Budget	10	Dec. Num	
8	Month 5 Budget	10	Dec. Num	
9	Month 6 Budget	10	Dec. Num	
10	Month 7 Budget	10	Dec. Num	
11	Month 8 Budget	10	Dec. Num	
12	Month 9 Budget	10	Dec. Num	
13	Month 10 Budget	10	Dec. Num	
14	Month 11 Budget	10	Dec. Num	
15	Month 12 Budget	10	Dec. Num	

## Transactions

The following types of transactions can be imported: (for customers) sales invoices (SI), sales credits (SC), sales receipts on account (SA); (for vendors) purchase invoices (PI), purchase credits (PC), purchase payments on account (PA); (for bank) bank payments (BP), bank receipts (BR), cash payments (CP), cash receipts (CR), credit payments (VP), and credit receipts (VR).

Note: You can't import customer receipts (SR) and vendor payments (PP), or sales discounts (SD) and purchase discounts (PD). However, you can change sales receipts and purchase payments to payments on account (either SA or PA).

No	Field	Length	Type	Examples
1	Type	2	Character String	i.e. SI
2	Account Code	10	Character String	CUS001
3	G/L Acc Ref.	10	Character String	2500
4	Department No.	3	Integer	001
5	Date	6	Character String	mmddy
6	Reference	10	Character String	OpenBal
7	Details	30	Character String	rent payment
8	Net Amount	11	Dec. Num	150.00

Note: Account Code field holds the reference for your customer, vendor or bank accounts.

## Product Records

The following characters may be used as part of the product code: /.#

No	Field	Length	Type	Example
1	Product Code	16	Character String	PROD01
2	Description	30	Character String	Board/3cm
3	Taxable	1	Text	Y or N
4	Sales Price	11	Dec. Num	5.00
5	Units of Sales	8	Character String	each
6	Location	16	Character String	warehouse
7	Account Code	10	Character String	4001
8	Category	3	Integer	hardware
9	Department Code	3	Integer	001
10	Vendor Code	10	Character String	PALMER
11	Part No.	16	Character String	12345
12	Re-Order Level	10	Dec. Num	5

## Product Transactions

The following transactions can be imported: adjustments in (AI), adjustments out (AO).

No	Field	Length	Type	Examples
1	Type	2	Character String	i.e. AI
2	Product Code	16	Character String	PROD01
3	Date	6	Character String	mmddyy
4	Reference	10	Character String	OpenBal
5	Details	30	Character String	physical count
6	Quantity	10	Dec. Num	3
Transaction type AO, only				
7	Cost Price	10	Dec. Num	10.00

## Preparing Data

The files that you import data from must be in a specific format or else an error is reported and the import procedure fails. These files are called CSV files, and have the file extension **.CSV**.

CSV, or comma separated value, files are a standard method of exchanging data between computer programs. The data must be in Text format, so if you type the data into a word processor or text editor make sure that you save the file as a Text file. Many word processors provide a 'Save As' option which can be used to convert files to Text format.

Each data unit has a maximum length. If data is entered that is longer than the defined maximum, for example, ten characters in an eight character field, then the data is simply shortened to the required length and no error is reported. In the example then, it is just the first eight characters that are imported. The maximum length of any data that the import procedure can handle is thirty characters (not including quotation marks), data exceeding this figure causes an error to be reported.

## Importing data

**Warning:** If you are using the Import procedure to overwrite or update existing data, make sure that you take a back up of this data before you proceed.

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### To import data

- 1 Open the Data menu and choose the Import option.
- 2 In the Import Type option box a number of different data types are listed. Select one of these data types to be imported.
- 3 To import the data choose the Run button, if you want to exit from the importing procedure, choose the Close button.
- 4 When you choose the Run button a dialog box appears for you to indicate the source of the data.

Files for import are assumed, by DacEasy, to have the file extension, **.CSV**. But data can be imported from files with other extensions, as long as the data in the file is in the correct format. Once you have selected the source file, to import the data into DacEasy, choose **Ok**.

The importing procedure is completed in two stages. First, the source file is checked to ensure that the data is in the correct format. Second, if no errors are discovered, the data is imported and posted into the appropriate data files in DacEasy.

When the data has finished importing, if the import was successful the File Import Success dialog box appears. The dialog box reports on all the data that was imported recording the data reference, i.e. the account/customer/vendor/product code and the narrative details of the data.

If there were problems that meant the data import was unsuccessful then the File Import Errors dialog box appears. The dialog box reports the errors in the data that caused the import to abort. The line in the data file where the error occurred is recorded, along with the field and the nature of the error.

**5** To print the contents of the File Import Success dialog box, or the File Import Errors dialog box choose **Print**. To exit from the procedure, choose **Close**.

