Sage 200 Technical Tip

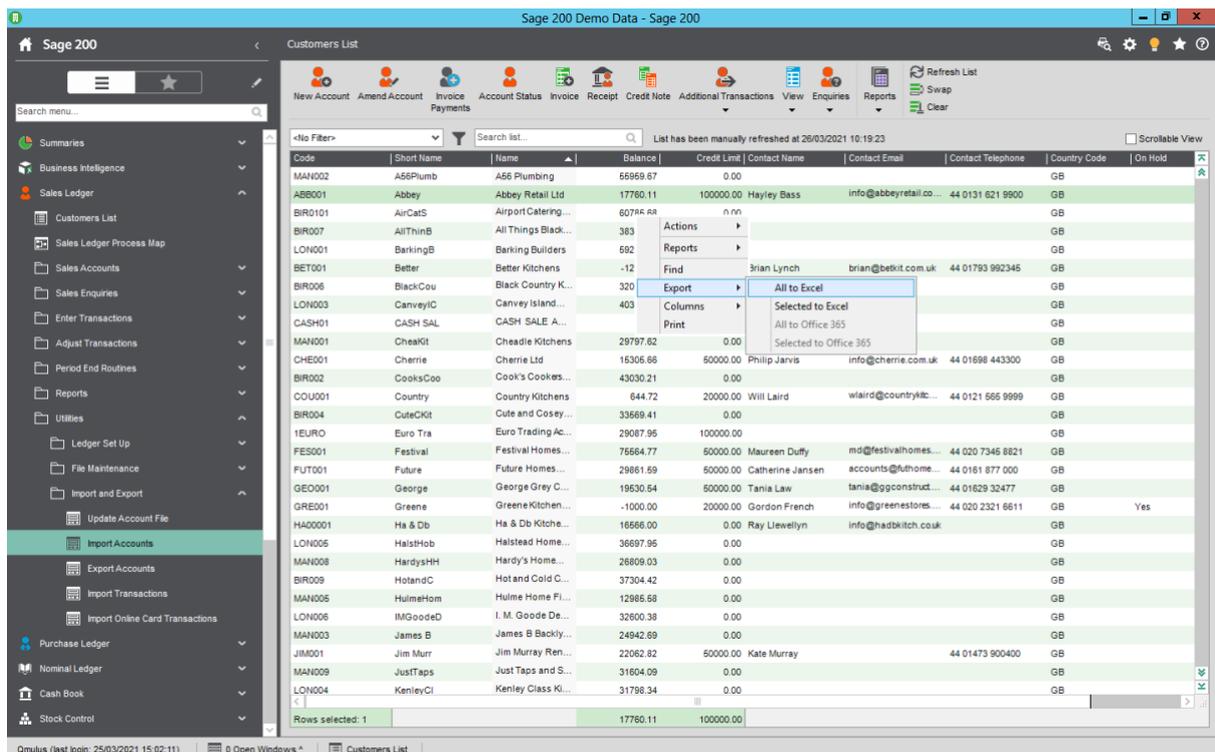<u>Importing changes to existing records</u>

The ability to import changes to Sales, Purchase, Nominal and Stock records has been available for a while but seems to be rarely used. It can be an extremely useful function.

Example: -

I have many Sales Ledger Accounts already in Sage 200 but I want to add a new Analysis Code to all of them. I could of course go into each account and manually add the Code but this would take a long time to do.

Following the below steps, I can make life much easier!

1. Using the list view in Sales Ledger export all customers by right clicking on the list and choosing Export to Excel – All Records.


2. In Excel, open the exported file and delete all columns other than the Account Number.

3. Copy and Paste all the Account numbers and type in the new Analysis Code that is required into a new spreadsheet like below. Ensure the column headings are correct. In this example, I have only used one Account Number. There are up to 20 Analysis Codes available to use. I have used number 1. Just change the AnalysisValue\1 to AnalysisValue\X where X= the number of the Analysis Code that is required: -

4. Save your Excel file as a CSV file type somewhere on your PC.

5. Go into Sage 200, Sales Ledger, Utilities, Import and Export and then choose Import Accounts: -
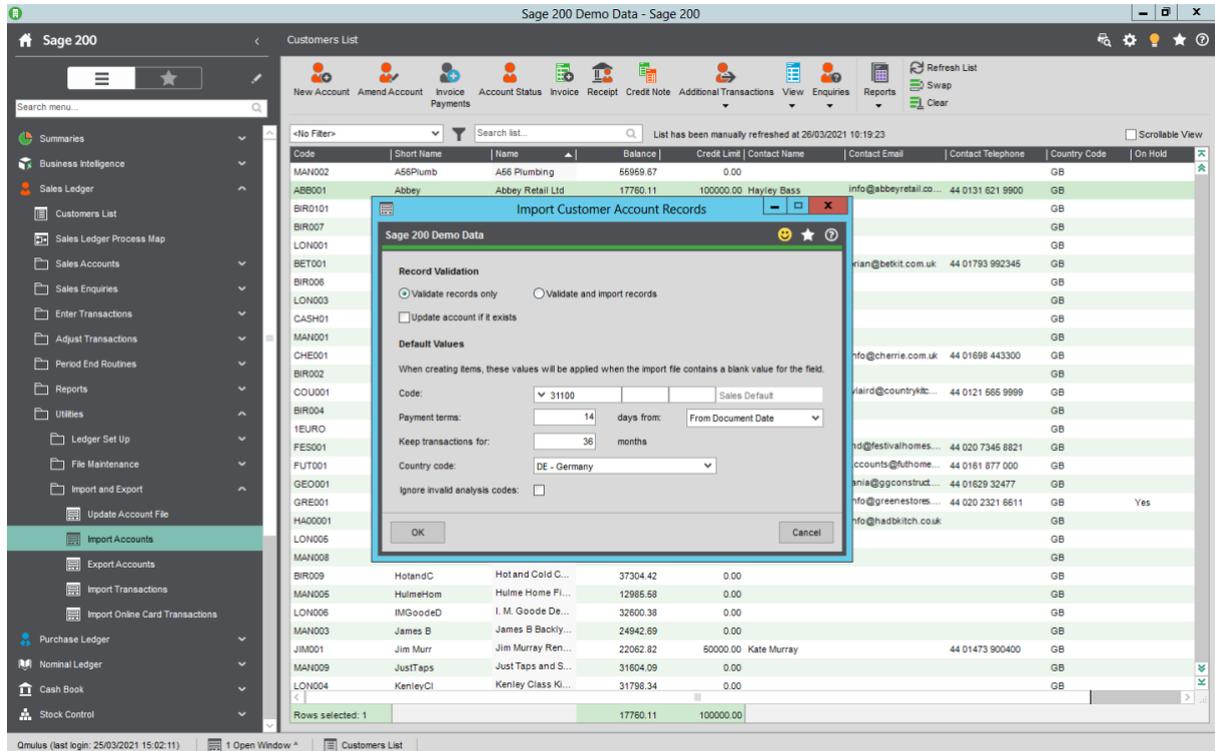
6. Click the "validate and import records" tick box, "update account if it exists" box and the "Ignore Invalid analysis codes" box and then click OK
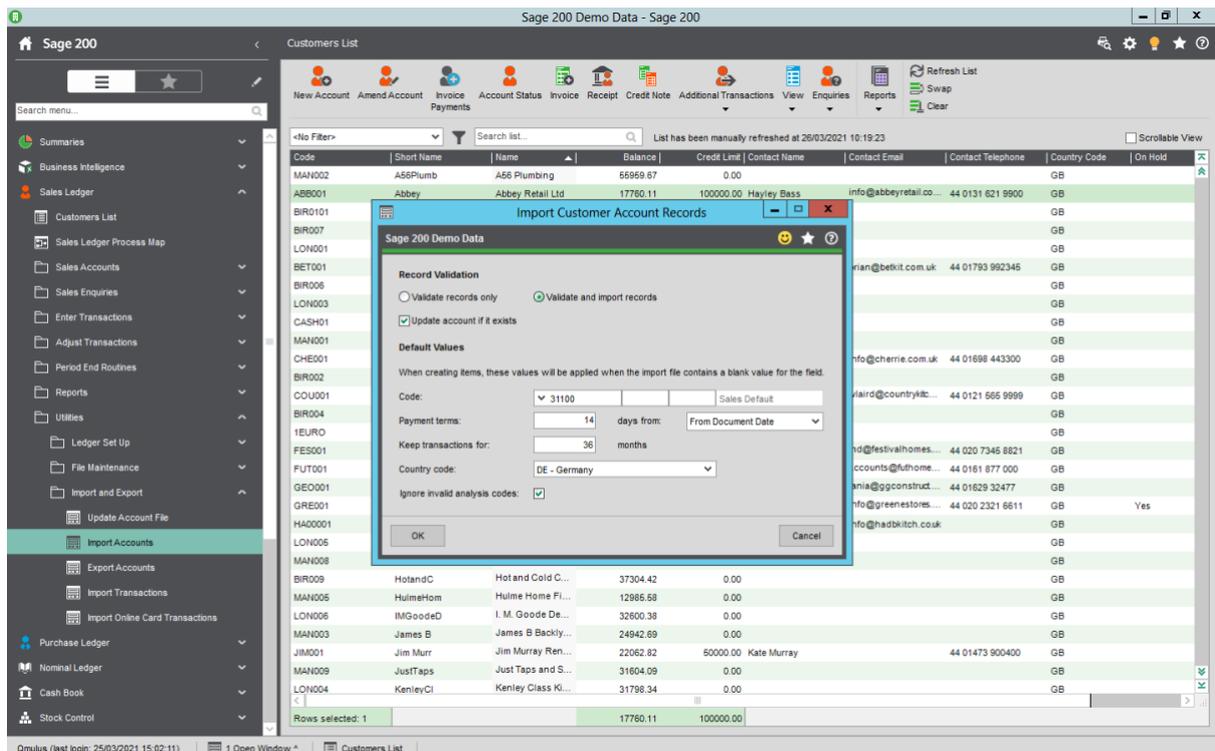
The system will then import the changes to ALL your Sales Ledger accounts that were in the excel file.

This function can be used for many fields across many modules, Sales, Purchase, Nominal, Stock Control etc... To find a complete list, click on the "?" button on the top right of the screen and search the "help" function for "import file formats"