



Boldfield Import Routines- User Manual

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Getting Started

Running the Program

Once Boldfield Import Routines have been installed you can run the program from either the desktop or through the programs menu.

Select Sage Company

Before any imports can be run, you need to select a Sage company to run the imports against. Firstly you either need to browse to or enter the folder name of where the Sage 50 Company file resides. As long as this is a valid location the program will display a list of the companies in Sage 50. You need to tick the company which you wish to import in to.

Boldfield Sage 50 Import Routines

Connect & Activate | Batch Processing Control

Sage Company File Path: C:\ProgramData\sage\accounts\2015 [Browse]

Selected	Company Name	Data Path
<input checked="" type="checkbox"/>	Stationery & Computer Mart UK	C:\PROGRAMDATA\SAGE\ACCOUNTS\2015\COMPANY.000\ACCDATA\

Sage 50 User Name: manager Password: []

Activation Key: 1m2m8m1m5m7m9m0m8m2m3m-0m1mAmXmYmQmEvTmDmNm-D1E0L4 [Check Sno]

Licence ID: ZmA4A4C555A8D3D3A4B1C2C2 Expiry Date: 30/12/2015 475 Days till expiry

Log File Location: C:\Users\Karen\Desktop [Browse] Remember Settings

[Invoice Structure] [Sales Order] [Purchase Order] [Audit Transaction] [Direct Debit] [NCALL] [Customer] [Supplier] [Next]

Activating Software

Before the software can be used it needs to be activated. To activate the software, the Licence ID needs to be emailed to sagestaff@boldfield.com and an activation key will be issued.

Once you have received the activation key by email, copy the key and paste it in to the text box labelled Activation Key and then click on the button labelled Check Sno. If the activation key has been successful, an expiry date will appear along with the number of days remaining. You can now click on next to choose which import you require.

Set up Field Mappings for Import

Before running any of the imports you will probably need to adjust the field mappings for the import you wish to run. The default field mappings for each of the imports are listed in the section titled Import Mapping Fields.

Choose Type of Import

Tick which import you wish to run and click on the **Next** button. You will only be able to select the imports which you have purchased.

The screenshot shows the 'Boldfield Sage 50 Import Routines' window with the 'Select Import' step active. On the left, a vertical progress bar shows four steps: 1. Select Import (highlighted), 2. Select File, 3. Validation Results, and 4. Import Results. The main area is titled 'Select Import Type' and contains a list of checkboxes for different import types: Customer Import, Supplier Import, Audit Transaction (TransImport), Invoice Import(INVPort), Sales Order Import(SOPPort), Purchase Order Import(POPPort), Direct Debit Import(First Capital Cashflow), and NCALL Import(NSolve). At the bottom, there are 'Back' and 'Next' buttons.

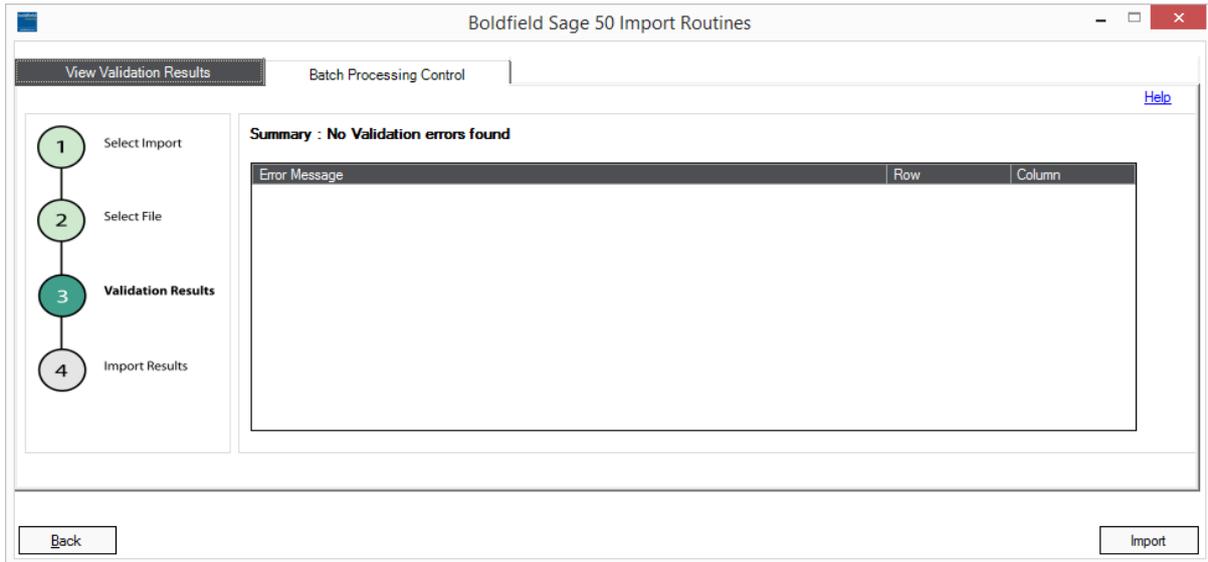
Select File to Import

Click on the **Browse** button and find the file which you wish to import. Select the file and then click on **Validate**.

The screenshot shows the 'Boldfield Sage 50 Import Routines' window with the 'Select File To Import' step active. The progress bar on the left now highlights step 2, 'Select File'. The main area is titled 'Select Import File' and features a text input field with a 'Browse' button to its right. A 'Help' link is visible in the top right corner. At the bottom, there are 'Back' and 'Validate' buttons.

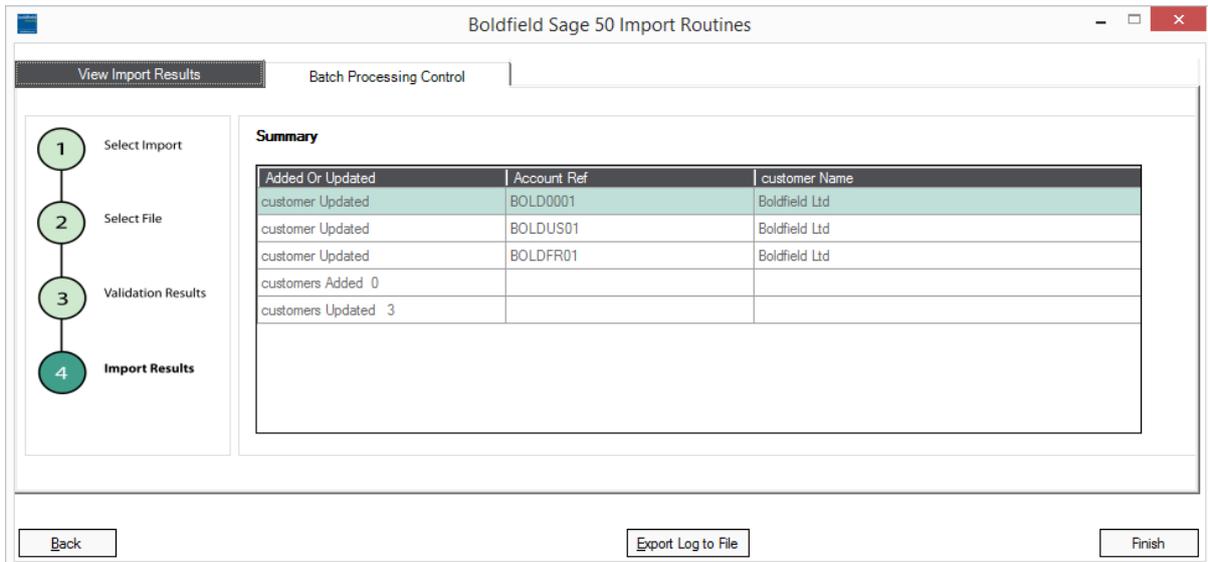
View Validation Results

The import routine will validate the data to check for any errors that may stop the import. Any errors will be displayed on screen indicating the reason and also the row and field of the import.



View Import Results

Once the import has finished, the results will be displayed on screen, showing which records have been created or amended. If you wish, you can export the results to a log file by clicking on the **Export Log To File** button. You will then be prompted for a valid file location and name. Now you have completed the import you can click on **Finish** button to exit the application.



Batch Processing Control

The Boldfield import routines have the ability to poll a certain folder and import any files found. You will need to specify 3 paths, the Import Path, the Failed Path and the Success Path. It is advisable to ensure the paths are different, as not to confuse the polling process. You can then specify individual paths for each of the imports which will reside within the import path folder.

You can change the frequency in which the program polls the folder, by changing the Import Interval. The number displayed is in **minutes**.

To start the polling, click on the **Start** Button. For whatever reason you need to stop the polling, simply click on the **Stop** Button

You can export the recent poll activity by clicking on the **Export Log To File** button.

The screenshot shows a software window titled "Boldfield Sage 50 Import Routines" with a sub-tab "Batch Processing Control". The window contains several input fields and buttons:

- Import Path:** C:\Boldfield\BatchImportFiles (with a "Browse" button)
- Failed Path:** C:\Boldfield\BatchImportFiles\Failed (with a "Browse" button)
- Success Path:** C:\Boldfield\BatchImportFiles\Success (with a "Browse" button)
- Import Interval:** 0.01
- Customer:** Customer
- Supplier:** Supplier
- Transaction:** Audit Transactions
- Direct Debit:** DirectDebit
- Sales Order:** SalesOrders
- Purchase Order:** PurchaseOrders
- Invoice:** Invoices
- NCALL:** NCALL

At the bottom of the window, there are four buttons: "Export Log to File", "Start", "Export Log to File", and "Save".

Import Mapping Fields

Below are the fields that you need to map to for each of the possible import routines:

Customer Structure

Customer file structure			
General Details		Defaults and Credit Control	
Sage Account Ref	1	Fax	14
Account Name	2	Website	15
Street 1	3	Email	16
Street 2	4	Email 2	17
Town	5	Email 3	18
County	6	Send Via Email	19
Post Code	7		
Country Code	8		
VAT Registration	9		
Contact Name	10		
Trade Contact	11		
Phone 1	12		
Phone 2	13		
		Analysis 1	20
		Analysis 2	21
		Analysis 3	22
		Default Nominal Code	23
		Use for Sales	24
		Default Tax Code	25
		Use for Sales	26
		Department	27
		Currency Code	28
		Credit Limit	29
		Payment Due(Days)	30
		Terms Agreed	31
		Customer Bank Details	
		Bank Account Number	32
		Bank Name	33
		Bank Account Name	34
		Bank Sort Code	35
		Bank Roll Number	36
		Bank Address 1	37
		Bank Address 2	38
		Bank Address 3	39
		Bank Address 4	40
		Bank Address 5	41
		Bank BIC/Swift	42
		Bank IBAN	43
		Bank Additionl Ref 1	44
		Bank Additional Ref 2	45
		Bank Additional Ref 3	46

No Of Heading Lines: 1 Default Location: C:\Karen\Development\BoldfieldImportRoutines\Samples

Supplier Structure

Supplier file structure			
General Details		Defaults and Credit Control	
Sage Account Ref	1	Fax	14
Account Name	2	Website	15
Street 1	3	Email	16
Street 2	4	Email 2	17
Town	5	Email 3	18
County	6	Send Via Email	19
Post Code	7		
Country Code	8		
VAT Registration	9		
Contact Name	10		
Trade Contact	11		
Phone 1	12		
Phone 2	13		
		Analysis 1	20
		Analysis 2	21
		Analysis 3	22
		Default Nominal Code	23
		Use for Purchases	24
		Default Tax Code	25
		Use for Purchases	26
		Department	27
		Currency Code	28
		Credit Limit	29
		Payment Due(Days)	30
		Terms Agreed	31
		Supplier Bank Details	
		Bank Account Number	32
		Bank Name	33
		Bank Account Name	34
		Bank Sort Code	35
		Bank Roll Number	36
		Bank Address 1	37
		Bank Address 2	38
		Bank Address 3	39
		Bank Address 4	40
		Bank Address 5	41
		Bank BIC/Swift	42
		Bank IBAN	43
		Bank Additionl Ref 1	44
		Bank Additional Ref 2	45
		Bank Additional Ref 3	46

No Of Heading Lines: 1 Default Location: C:\Karen\Development\BoldfieldImportRoutines\Samples\supplier

Invoice Structure

Header and Order Details			Footer and Payment Details			Line Details and Invoice Grouping					
Invoice Or Credit	1	Delivery Address 3	14	Carriage Net	25	Global Department	37	Product Code	42	VAT Code	55
Format	2	Delivery Address 4	15	Carriage VAT value	26	Payment Reference	38	Description	43	Department	56
Date	3	Delivery Address 5	16	Carriage VAT Code	27	Payment Bank Acc	39	Comment 1	44	Job Ref/Line Info	57
Customer Account	4	Delivery Address 6	17	Carriage Nominal Code	28	Payment Amount	40	Comment 2	45	Project Reference	58
Order Number	5	Customer Order No	18	Carriage Department	29	Payment Type	41	Details	46		
Invoice Address 1	6	Customer Tel No	19	Courier	30			Order Reference	47		
Invoice Address 2	7	Customer Contact	20	Consignment No	31			Units	48		
Invoice Address 3	8	Notes 1	21	Settlement Days	32			Quantity	49		
Invoice Address 4	9	Notes 2	22	Settlement Disc %	33			Unit Price	50	Invoice Grouping 1	1
Invoice Address 5	10	Notes 3	23	Global Nominal Code	34			Discount Value	51	Invoice Grouping 2	2
Invoice Address 6	11	DUNS Number	24	Global Tax Code	35			Discount %	52	Invoice Grouping 3	3
Delivery Address 1	12			Global Details	36			VAT value	53	Invoice Grouping 4	4
Delivery Address 2	13							Nominal Code	54	Invoice Grouping 5	5

No Of Heading Lines: 1 Default Location: C:\Karen\Development\BoldfieldImportRoutines\Structures

Sales Order Structure

Header and Order Details			Footer and Payment Details			Line Details and Order Grouping					
Order Or Profoma	1	Delivery Address 3	14	Carriage Net	26	Global Department	38	Product Code	43	VAT Code	56
Format	2	Delivery Address 4	15	Carriage VAT value	27	Payment Reference	39	Description	44	Department	57
Date	3	Delivery Address 5	16	Carriage VAT Code	28	Payment Bank Acc	40	Comment 1	45	Job Ref/Line Info	58
Customer Account	4	Delivery Address 6	17	Carriage Nominal Code	29	Payment Amount	41	Comment 2	46	Project Reference	59
Invoice Reference	5	Customer Order No	18	Carriage Department	30	Payment Type	42	Details	47	Due Date	60
Invoice Address 1	6	Customer Tel No	19	Courier	31			Order Reference	48		
Invoice Address 2	7	Customer Contact	20	Consignment No	32			Units	49		
Invoice Address 3	8	Notes 1	21	Settlement Days	33			Quantity	50		
Invoice Address 4	9	Notes 2	22	Settlement Disc %	34			Unit Price	51	Invoice Grouping 1	1
Invoice Address 5	10	Notes 3	23	Global Nominal Code	35			Discount Value	52	Invoice Grouping 2	2
Invoice Address 6	11	DUNS Number	24	Global Tax Code	36			Discount %	53	Invoice Grouping 3	3
Delivery Address 1	12	Due Date	25	Global Details	37			VAT value	54	Invoice Grouping 4	4
Delivery Address 2	13							Nominal Code	55	Invoice Grouping 5	5

No Of Heading Lines: 1 Default Location: C:\Karen\Development\BoldfieldImportRoutines\Samples

Purchase Order Structure

Header and Order Details			Footer and Payment Details			Line Details and Order Grouping			
PO Number	41	Delivery Address 3	15	Carriage Net		Product Code	36	VAT Code	49
Date	2	Delivery Address 4	16	Carriage VAT value		Description	37	Department	50
Supplier Account	3	Delivery Address 5	17	Carriage VAT Code		Comment 1	38	Job Ref/Line Info	51
Reference		Delivery Address 6	18	Carriage Nominal Code		Comment 2	39	Project Reference	52
Project Ref	5	Supplier Order No		Carriage Department		Details		Cost Code	53
Cost Code	6	Supplier Tel No		Courier		Order Reference		Due Date	
Invoice Address 1	7	Supplier Contact		Consignment No		Units	42		
Invoice Address 2	8	Notes 1		Settlement Days		Quantity	43		
Invoice Address 3	9	Notes 2		Settlement Disc %		Unit Price	44	Order Grouping 1	3
Invoice Address 4	10	Notes 3				Discount Value		Order Grouping 2	2
Invoice Address 5	11	DUNS Number				Discount %		Order Grouping 3	41
Invoice Address 6		Due Date				VAT value		Order Grouping 4	
Delivery Address 1	13					Nominal Code	48	Order Grouping 5	
Delivery Address 2	14								

No Of Heading Lines: 1 Default Location: C:\Karen\Development\BoldfieldImportRoutines\Samples

Audit Trail Structure

Audit Transaction Structure
✕

Transaction Details

Transaction Type	1	Exchange Rate	11
Account Ref	2	Extra Reference	12
Nominal Code	3	Project Reference	13
Department	4	Cost Code Reference	14
Transaction Reference	5		
Transaction Date	6		
Details	7		
Net Amount	8		
Tax Code	9		
Tax Amount	10		

Check for Duplicates

No Of Heading Lines
Default Location

Direct Debit Structure

Direct Debit File Structure
✕

Direct Debit Details

Account Reference	1	Sage Bank Account	1200
Payer Name	2		
Amount	3	Import Payment if unmatched?	<input type="checkbox"/>
Status	4		
Collection Date	5		
Comment/Invoice No	11		
Client	12		
Account Name	13		

No Of Heading Lines
Default Location

NCALL Structure

NCALL Structure
✕

General details

Account Reference	1
Start Date	2
End Date	3
Scheme	4
Monthly Fee	5
Name	6
Address 1	7
Address 2	8
Address 3	9
Address 4	10
PostCode	11
Billing Extras List	12
Billing Extras Total	13

Calls Answered

Calls Answered	14
No Answered Included	15
No Answered Charged	16
Cost per call	17
Total Cost Charged	18

Messages Emailed

Messages Emailed	24
No Msg Emailed Included	25
No Msg Emailed Charged	26
Cost per Msg Emailed	27
Total Cost Charged	28

Messages Texted

Messages Texted	34
No Msg Texted Included	35
No Msg Texted Charged	36
Cost per Msg Texted	37
Total Cost Charged	38

Out of Hour Calls

Out of hours calls	44
No Out of hours included	45
No OOH Charged	46
Cost per OOH	47
Total Cost Charged	48

Calls Patched

Calls Patched	19
No Patched Included	20
No Patched Charged	21
Cost per call	22
Total Cost Charged	23

Messages Faxed

Messages Faxed	29
No Msg Faxed Included	30
No Msg Faxed Charged	31
Cost per Msg Faxed	32
Total Cost Charged	33

Messages Relayed

Messages Relayed	39
No Msg Relayed Included	40
No Msg Relayed Charged	41
Cost per Msg Relayed	42
Total Cost Charged	43

Outgoing Calls

Outgoing calls made	49
No Outgoing calls included	50
No Outgoing Charged	51
Cost per Outgoing call	52
Total Cost Charged	53

No Of Heading Lines
Default Location