

## 03 Import From Quickbooks

- Importing into BusinessGT is normally in two parts:
  1. The standard customer and supplier details you use, and
  2. The audit trail of processing in your nominal ledger.
- Currently there is no easy way of exporting detailed sales invoices and purchase invoices from your Quickbooks system, and auto uploading them into BGT. The QB system has a number of peculiar features (e.g. the detail of the invoice is in a separate file from the invoice total amount, and, amounts of £ do not show whether they are + or -) which means that it is not feasible to auto-process such critical items like sales.

When importing into BGT, you **MUST ALWAYS USE AN EXCEL 2013 Spreadsheet** (or later). Microsoft changed many aspects of saved files after 2010, and accounting systems are usually terrible at providing usable files ready for modern systems.

- You can import lists of opening balances, transactions, journals, cash transactions as you wish. The BGT “AS\_Detail” file simply holds one record for every Dr or CR. As you import data you have the option to remove previous records between specific dates. The system is intended to be extremely flexible for users.
- If your Excel spreadsheet does not import well, follow these instructions:
  - Open Excel 2013/2016 or 365 and ADD a NEW spreadsheet. Save it as a sensible filename given what will be in it.
  - Open your excel s/s or csv file that was exported from your accounting system. In the tab, HIGHLIGHT all of the data (not the frame of the page) and COPY it (CTRL+C).
  - Go to your NEW file, in cell A1 on one tab, press ALT (activate the menu) then press E, then press V, then Enter. This will range value your content into the new file without any formats or unnecessary file security.
  - SAVE the NEW file. Use this to import into BGT, and it should work OK.
- You can easily export the **Nominal Ledger Audit Trail** for your entire period, and import it into your BusinessGT system.
- In Quickbooks, find the detailed audit trail export and generate your file from the beginning of your system.
- Find the IMPORT BUTTON: logon.
 
  - **Click the ADMIN icon in the slider menu.**
- Mouse over the **Import** menu: then click “**NL IMPORT**” and follow instructions

See also:

Quickbooks import details.