



Adept Sage 50 Invoice CSV Import and Export

Overview

This program will import and export Invoices into and from the Sage 50 Invoice Module using CSV files.

- Can be used to import data into any field in the Sage 50 Invoice file that is exposed by the Sage SDO.
- The column headings in first line of the CSV file are used to define the fields that the data should be imported into.
- Will import Excel style multi line data into the Service Text field.
- The CSV file contents are displayed, along with any error messages, before the import takes place.
- Create new template CSV files by selecting fields from a list of available field names.
- Select a delivery address by entering its description in a DELIVERY_DESCRIPTION column.
- Option to automatically do a Stock Transfer for any product lines that refer to a BOM assembly.
- Optionally move the CSV file to an Archive folder after it has been successfully imported.
- Optionally monitor a specified folder for new CSV files and import them automatically.
- Optionally create new Customer or Product records if they don't exist.
- Export option will load your CSV template with the data from your current Invoice files.
- Optionally run the program from the command line to automatically import or export single CSV files.
- In a multi company Sage environment the company that each invoice should be loaded into can be specified in the CSV file.
- The program can be run from a button in the Sage 50 Invoice Module (dependant on Sage 50 version).
- Licensed for use on as many of your company's computers as you like.
- **You do not have to log other users out of Sage while using this importer.**
- Compatible with all variants of Sage 50 from version 7 to version 31 (Sage 50cloud).
- Compatible with Sage Instant and Sage Instant Plus versions 15 and higher.

CSV File Contents	Invoice	Status
ACCOUNT_REF_STOCK_CODE_QTY_ORDER_UNIT_PRICE		OK
CUST01,1054,5,21.00	CUST01/1	New Customer
CUST01,1068,7,16.00	CUST01/2	New Customer
CUST01,1087,9,23.00	CUST01/3	New Customer
CUST02,1055,4,24.00	CUST02/1	New Customer
CUST02,1046,8,25.00	CUST02/2	New Customer
CUST03,1055,4,24.00	CUST03/1	New Customer
CUST03,1046,8,25.00	CUST03/2	New Customer

The CSV file has 3 Invoices and 8 rows

To Install the Program from the Internet

You must be logged on to Windows with a user name that has Windows Administrator rights to install this program.

Download the installation program to a suitable folder on your PC. On Windows XP double click it to start the installation process. If you are on Windows 7, 8, 8.1, 10 or Vista you should right click the installation program and select "Run as Administrator" from the menu that pops

up. Follow the on screen instructions selecting the default option (just hit the Enter key) whenever you are given a choice (unless you have a good reason not to). As with any program installation, you should close all other programs before performing the installation.

If the installation detects that your system already has a more up to date version of one of the files that it is installing it will stop with a message that tells you this. You should select the default option, which is to NOT replace your existing file, by just pressing Enter.

To Uninstall the Program

Go to Control Panel (Start / Control Panel) and select "Programs and Features". Locate the "Adept Sage 50 Invoice CSV Import" entry and click the Uninstall/Change button. Follow the on screen instructions selecting the default options whenever there is a choice.

To Setup the Program

Before running the program

Before running the program for the first time you should make a backup copy of your Sage 50 data.

Run the Program

Run the program by selecting "Adept Tools" and then "Invoice CSV Import" from the Windows Start Button / Programs Menu.

Agree to the End User Licence Agreement (EULA)

The first time the program is run, the EULA will be displayed. To continue to use the program you must tick the box to indicate that you have read and agreed to the EULA and Privacy Policy.



I have read and agree to the EULA and Privacy Policy ☐ <== Tick to Continue

If you don't agree click the Close button and the program will terminate.

The Privacy Policy shown is an excerpt from Adept's full Privacy Notice which may be viewed on the web by clicking [Privacy Notice](#).

To print the EULA click the Print button.

After you have ticked the Agree box click the Continue button to view the Help Document.

View the Documentation

After you have agreed to the EULA and clicked Continue this help document will be displayed.

The document viewer window may be resized by dragging it's edges or corners with the mouse.

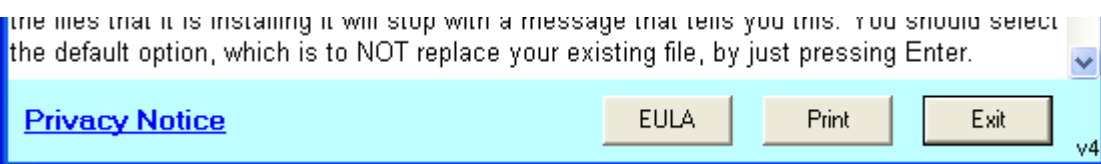
Click the EULA button to toggle between the End User Licence Agreement (EULA) and the Help Document.

Click [Privacy Notice](#) To view Adept's full Privacy Notice on the Adept website.

Click the EULA button to toggle between the End User Licence Agreement (EULA) and the Help Document.

To print the document click the Print button. If you highlight a portion of the document with the mouse and then click Print you will be asked if you want to Print the selected portion only.

When you have finished reading the help document, close the document viewer by clicking the Exit button.



the files that it is installing it will stop with a message that tells you this. You should select the default option, which is to NOT replace your existing file, by just pressing Enter.

[Privacy Notice](#) EULA Print Exit v4

Locate your Sage 50 data files

If the program cannot locate your Sage data files automatically it will display the Sage 50 Data Path dialog as follows.

Sage Data Path

Sage Path

Company **Version**

Get All Add Practice Demo Last Browse OK Cancel

Quick Access List

Company Name	Version	Data Path

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Press the Browse button and use the standard Windows file browser to locate your Sage 50 data files. In particular you are looking for a file called SETUP.DTA which will be in a folder called ACCDATA. When you find SETUP.DTA double click on it and the path will be entered into the Sage Path box. The program will display the company name found in the data as confirmation that you have the correct path. When you have finished, press the OK button to save your changes.

Alternatively you can:

Click the Practice button to connect to the Sage Practice data.

Click the Demo button to connect to the Sage Demo data.

Click the Last button to connect to the last live company that you were using in Sage on your computer.

Click the Get All button to add all your Sage companies to the Quick Access list.

Click the Add button to add the currently displayed company to the Quick Access list.

If you select a previously added company in the company list the Add button will change to be a Remove button. Click this button to remove the selected company from the Quick Access list.

Sage Data Path

Sage Path

Company **Version**

Get All Remove Practice Demo Last Browse OK Cancel

Quick Access List

Company Name	Version	Data Path
Jims Janitorial Supplies	v29	c:\data\sage50\company.011\accdata
V29 Test Company 1	v29	c:\data\sage50\company.006\accdata
V29 Test Company 2	v29	c:\data\sage50\company.007\accdata
V29 Test Company 3	v29	c:\data\sage50\company.008\accdata
V29 Test Company 4	v29	c:\data\sage50\company.009\accdata

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Enter the License Details

The program will display the Licence dialog as follows. N.B. if this dialog is not displayed it means that the program was able to find the licence details on your computer or network.

Licence

Licensed To

Serial Number

Licence Key

Licence Type

[Your Adept Reseller's Web Site](#) OK Cancel

To see our web help page please visit: [Adept Installation Notes](#)

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You should enter the Licence details that have been supplied to you in the appropriate boxes. When you have finished, press the OK button to save your licence details. If you have entered the details incorrectly the Licence Type box will show an appropriate error message.

Tip: Hilight the whole block of licence details in your email and press Ctrl-C to copy it.

```
Adept Sage 50 Sales Order CSV Import - Trial Licence
Licensed To: Jims Janitorial Supplies
Serial Number: IOTST0013
Licence Key: ????????????????????
```

Then click into the add-on's Licensed To box and press Ctrl-V to copy all the licence details in one go. This tip will only work if the dialog version shown in the bottom right corner is v14 or higher.

If you do not have a licence, you may obtain one from your Adept Reseller. Click "Your Adept Reseller's Web Site" to visit their web site.

For more help with installing your add-on you can click "Adept Installation Notes" to visit the support pages on the Adept web site.

Please note that trial licences are limited to importing a maximum of ten CSV Rows. Buying a full licence will remove this limit.

After you have entered your licence details and pressed OK the dialog might expand to show the details that were collected when you applied for a Trial Licence. To correct these, click the Edit button.

Licence

Licensed To: Jims Janitorial Supplies

Serial Number: ABCD1234

Licence Key: ????????????????????

Licence Type: Click OK when you have entered your Licence Details

[Your Adept Reseller's Web Site](#) [OK] [Cancel]

Your Contact Details [Edit] [Refresh]

These are the contact details that Adept holds for serial number IHTST0013

Email: jim@adepttools.co.uk

Forename: Jim

Surname: Smith

Telephone: 0843 523 1010

Sage S/N: L492809 Licence Type: Full New Sage to Dec 2023

Company: Jims Janitorial Supplies

Address 1: 8 Becket Way

Address 2: Laverstock

Town: Salisbury

County: Wiltshire

Postcode: SP1 1PZ

Country: GB United Kingdom

VAT Reg: GB 123456789 Tax Code T1

Reseller: Test Reseller Company Ltd

To see our web help page please visit: [Adept Installation Notes](#) v31

When you edit your details the Edit button changes to Save and the Refresh button changes to Cancel so that you can choose whether to save or abandon any changes that you make.

Fields that you change are highlighted pink.

Why do we need this information ? The information that we hold is used for the production of licence emails and a tax invoice if you buy a licence from us.

Email, Forename and Surname are used to send you an email with your new licence and a tax invoice for your records.

Telephone is in use. We need to contact you because your new licence and invoice has bounced.
Trial licences and some full licences are locked to your Sage serial number as an anti-piracy measure.
Company name and address are used on your tax invoice.
VAT Reg is only required if you are in an EC country other than the UK. It will be verified against the VIES database and if valid we will be able to zero rate the sale.
You can't change Tax Code yourself. For intra EC sales it will change to 22 when your VAT Reg has been verified.
Reseller is the name of the Adept Reseller who supplied you with this software.

Check the Program's Options

The Options dialog will now be displayed.

Invoice CSV Import - Options

Program Options

- ☐ Unix/Mac Compatibility (disables multi-line support)
- ☐ Automatically Transfer BOM Assemblies
- ☐ Ignore Over Field Size Error (Truncate to fit)
- ☐ If Manual Import OK move CSV to Archive Folder
- ☒ Allow new Customers to be created
- ☒ Allow new Products to be created
- Set new Products to Item Type: Stock Item
- ☒ Show default Invoice Date entry box
- ☒ Use the Sage default if a field is blank
- ☒ Ignore Row if the Quantity is zero
- ☐ Ignore Row if the Invoice Number is a duplicate
- ☐ Use Cust Order Number if no Invoice Ref
- ☐ Disable illegal new A/C Ref / Stock Code checks
- ☒ Always log off from Sage when idle
- ☐ Destroy Acslnv object when logged out

External CSV Editor

Import Loop

Enable Import Loop ☐ Stop on Error ☐ Daily Exit ☐

Check from 8 to 16 hrs (24 hr Clock)

Check for new CSV Files every 60 seconds

CSV Import Folders

Import Test

Faulty Test

Archive Test

OK Cancel

Unix/Mac Compatibility (disable multi-line support). Tick this box if your CSV files have been created on a UNIX or an Apple Mac computer. CSV files created on a UNIX computer usually use a single Line Feed to terminate each record whereas Windows computers will terminate each record with a Carriage Return Line Feed combination. Apple Macs terminate each record with a single Carriage Return character. If you tick the "Unix/Mac Compatibility" box the program will be able to read CSV files in all three formats. However the multi-line option for Service Text will be disabled because this feature relies on being able to use a single Line Feed (Excel Alt-Enter) to indicate the end of a line within a field.

Automatically Transfer BOM Assemblies. If you tick the "Automatically Transfer BOM Assemblies" box the program will automatically do a Stock Transfer for any invoice product lines that refer to a BOM assembly.

Ignore Over Field Size Error (Truncate to fit). Normally the program will produce an error if you try to load more text into a field than the field can hold. If you are happy for the text to be truncated to fit you can tick the Ignore Over Field Size Error box to override the error.

If Manual Import OK move CSV to Archive Folder. Tick this box if you want CSV files that you are loading manually to be moved to the Archive folder when they have been successfully imported. This option also applies when running the add-on from a command line as described below.

Allow new customers to be created. If you tick this box the program will create a new Customer record if the Account Ref specified in the CSV file does not exist. If any of the following fields exist in your CSV file they will be used in the new Customer record: NAME, ADDRESS_1, ADDRESS_2, ADDRESS_3, ADDRESS_4, ADDRESS_5, CONTACT_NAME, CUST_TEL_NUMBER, CUST_DISC_RATE, CUST_CURRENCY_CODE, CUST_COUNTRY_CODE, CUST_EMAIL, CUST_FAX, CUST_VAT_REG, CUST_TAX_CODE, CUST_TAX_OVERRIDE, CUST_DEPT_NUMBER.

Allow new products to be created. If you tick this box the program will create a new Product record if the Stock Code specified in the CSV file does not exist. If any of the following fields exist in your CSV file they will be used in the new Product record: DESCRIPTION, UNIT_PRICE, UNIT_OF_SALE and STOCK_ITEM_TYPE.

Set new Products to Item Type. You can select what Item Type any new products that the program creates will be set to. The three options are Stock Item, Non Stock and Service Item. Note that if you include a STOCK_ITEM_TYPE column in your CSV file it will override this setting.

Show default Invoice Date entry box. Tick this box if you want to be able to change the default Invoice Date that will be used by the importer if there is no INVOICE_DATE column.

Use the Sage default if a field is blank. Tick this box if you want to use the Sage default value if a field is blank in the CSV file. If this box is unticked then, with a few exceptions, the field will be loaded with blank or zero depending on it's type. The exceptions are QTY_ORDER that will always default to 1 if blank and DESCRIPTION that will always use the Sage default if blank.

Ignore row if the Quantity is zero. If you tick this box the program will ignore any rows that have 0 in the QTY_ORDER column. This can be useful if you have a template invoice set up in a spreadsheet and you only want to import the lines that you have entered a quantity against. Please note that if the quantity is blank the program will assume a quantity of 1 and the line will not be ignored.

Ignore row if the Invoice Number is a duplicate. If you tick this box the program will ignore any rows that have an INVOICE_NUMBER that already exists in Sage. The program will also detect and ignore rows with an INVOICE_NUMBER that is the same as an INVOICE_NUMBER higher up in the CSV file. If this box is not ticked the program will produce an error if INVOICE_NUMBER is either a duplicate or repeated.

Use Cust Order Number if no Invoice Ref box. If you tick this box and there is no INVOICE_NUMBER column and no INVOICE_REF column then the importer will start a new invoice when the CUST_ORDER_NUMBER changes. **NEW**

Disable illegal new A/C Ref / Stock Code checks box. Tick this box if you don't want to check new Account Refs and Product Codes for illegal characters or reserved DOS file names.

Always log off from Sage when idle. If you tick this box the program will log off and disconnect from Sage when you are in manual mode and the program is not doing anything. Please note that in automatic mode the program will always log off from Sage when idle regardless of whether this box is ticked or not.

Destroy AcslInv object when logged out. If you tick this box the program will unload the AcslInv component used to connect to Sage when you are logged off from Sage. This feature is for advanced users only and if in doubt you should leave the box unticked. When the program is logged off from Sage the box at the right hand end of the Status Bar will show a ^ if the component is still loaded and a - if it has been unloaded.

External CSV Editor. If you have a CSV editing program enter its path and filename here. If the program is found an Edit button will appear on the importer's main dialog. When the Edit button is clicked the current CSV file will be loaded in your CSV editor. To use MS Notepad enter: %system%notepad.exe by simply double clicking the empty box.

Enable Import Loop. Tick this box to enable the automatic scanning of the Import folder for CSV files to be loaded.

Stop on Error. If you tick this box the program will stop scanning for new CSV files if an error is encountered. This option also applies when running the add-on from a command line as described below.

Daily Exit. If you tick this box the program will automatically close down at the hour entered in the "to" box below.

Check from and to. The program will only scan for new CSV files between the hours specified. If the "Daily Exit" box has been ticked the program will automatically close down at the "to" time.

Check for new CSV Files every. Enter a number of seconds to tell the program how often it should scan for new CSV files.

Import. Enter the path to the folder that should be scanned for new CSV files.

Faulty. Enter the path to a folder where faulty CSV files should be moved. This will only happen if Stop on Error is unticked and the program is in Automatic mode.

Archive. Enter the path to a folder where CSV files that have been successfully imported should be moved to. The program will create dated subfolders under this folder for each new day. This folder is also used to hold the log file that is created in automatic mode or when running the add-on from the command line.

Test. Press this buttons to check the folder exists. If it does not the program will attempt to create it.

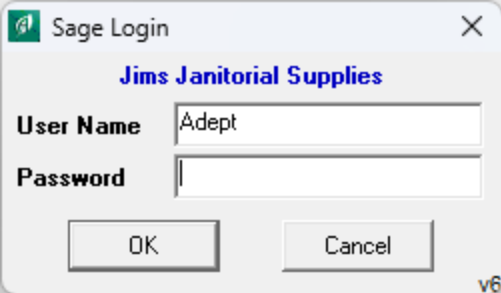
Press the "OK" button to save the selected option.

Tool Bar Button (Dependant on Sage Version)

At this point the program will attempt to add a button to the Sage 50 Invoice module tool bar. A message will tell you whether it thinks it has been successful or not. Due to licensing conditions imposed by Sage this feature is not available on some earlier versions of Sage.

Login to the Program

The program will attempt to logon to your Sage data with the Manager user name. If it is unable to do so, it will display the Login dialog.



Enter a valid User Name and Password for your Sage 50 program and press the OK button.

N.B. the User Name must not be in use anywhere else and that includes the copy of Sage 50 running on the same computer. We suggest that you setup a special User Name for each user who uses this program. For example, if the program will be used by Fred, Bill and Sue you could create Sage user names Fred2, Bill2 and Sue2. The program will remember the User Name and Password separately for each computer so that you do not have to enter it again.

Special login feature for New Sage 50 v21 to v27

If you are using New Sage 50 v21 to v27 you should create a new Sage user called ADEPT

All your users should then use ADEPT to login to any Adept add-ons that you have.

When multiple users are logged in as ADEPT the username is automatically cloned and if you look at the Sage menu option View / Userlist you will see that a two digit sequence number has been added to the username.

You should not use the ADEPT user name to login to Sage 50 itself. Also, you should not have any usernames in Sage that are in the format ADEPTnn where nn is a two digit number. Please ensure that all your Adept add-ons have been updated to the latest version.

Unfortunately Sage have made changes to the log in process in Sage 50 v28 that prevent the cloning of usernames.

Special login feature for New Sage 50 v28 or higher only ^{NEW}

If you are using New Sage 50 v28 or higher you should create a new Sage user called ADEPT

If it is likely that more than one user on your network will want to log in to an Adept add-on simultaneously you should also create Sage users ADEPT01 ADEPT02 ADEPT03 and so on upto the number of users who are likely to be logged in at the same time. It is important that each of these users has the same password as the ADEPT user.

If the ADEPT user name is in use when a user attempts to log in to their add-on the program will automatically try any other usernames that are in the format ADEPTnn. If they are all in use the program will wait until one becomes available. While the program is waiting the message "Waiting to Login" will appear in the Status Bar. If the user gets tired of waiting they can click the Stop Button.

Wait for login feature ^{NEW}

If you create a username in the format ADEPTxxx where xxx is not numeric (e.g. ADEPTCSV) the program will wait to log in if it is in use elsewhere. This feature is useful if you are running more than one of our CSV importers in Automatic Mode as it will ensure that the importers take turns to import data rather than all of them importing data at the same time.

To use the program

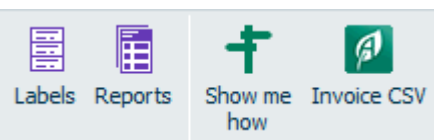
Before running the program

Before running the program you should make a backup copy of your Sage 50 data.

Run the Program

Run the program by selecting "Adept Tools" and then "Invoice CSV Import" from the Windows Start Button / Programs Menu.

You can also run the program by pressing the button on the Sage 50 Invoice module tool bar (dependant on Sage version).



The Main Program window will appear as follows:

Adept Sage 50 Invoice CSV Import v31.0.114

Company Jims Janitorial Supplies

CSV File c:\data\csv\salesinvoices.csv

Date 05/12/2024

Help Menu Exit

Browse Export Load

Edit CSV

CSV File Contents	Invoice	Status
ACCOUNT_REF,STOCK_CODE,QTY_ORDER,UNIT_PRICE		OK
CUST01,1054,5,21.00	CUST01/1	New Customer
CUST01,1068,7,16.00	CUST01/2	New Customer
CUST01,1087,9,23.00	CUST01/3	New Customer
CUST02,1055,4,24.00	CUST02/1	New Customer
CUST02,1046,8,25.00	CUST02/2	New Customer
CUST03,1055,4,24.00	CUST03/1	New Customer
CUST03,1046,8,25.00	CUST03/2	New Customer

The CSV file has 3 Invoices and 8 rows

ADEPT

The window can be resized by dragging the corners or edges. The status bar at the bottom of the window will display a progress bar when the program is busy. When the program is idle, the contents of the current CSV file will be displayed.

The columns in the CSV File Contents list are:

CSV File Contents The contents of the CSV file row.

Invoice The Invoice Number / Item Number.

Status The Customer's Name or an Error Message.

Company Box

The Company Name from your Sage 50 data files will be displayed here.

Click the  at the end of the box to select another Sage 50 company from your Quick Access Company Selection list. **NEW**

Company Jims Janitorial Supplies

CSV File Jims Janitorial Supplies

Allow New V29 Test Company 2

CSV File V29 Test Company 1

CSV File V29 Test Company 4

CSV File V29 Test Company 5

"ACCOUNT REF""NAME""CONTACT NAME"

CSV File Box

Enter the path and file name of the CSV file that contains the data that you want to import. Alternatively, you can press the Browse button to use the standard Windows file browser to help locate your CSV file.

Date Box

The Date box is only shown if you have ticked the Show default Invoice Date entry box in the program's options. It allows you to enter a date to be used as the Invoice Date if the CSV file does not contain an INVOICE_DATE column. The default is today's date.


Help Button

Click this button to display this Help Document or the End User Licence Agreement (EULA). See the Help Menu Option description below for more information.

Menu Button

Press this button to display the program's menu.

Exit Button

Press this button to close the program down. Alternatively you may press the  button

Browse Button

Press this button to browse for the CSV file to be loaded.

Export Button

Press this button to export the data in your current Sage 50 Invoice files into a template. Any data that is already in the template will be overwritten. You can select a range of Invoices to be exported or leave the From and To boxes blank to export all your Invoices. You can also restrict the export to one customer's invoices by entering their Account Reference. Press the Browse button to change the CSV file name. This button will be greyed out if you have not loaded a valid template. See the Export Menu Option description below for more

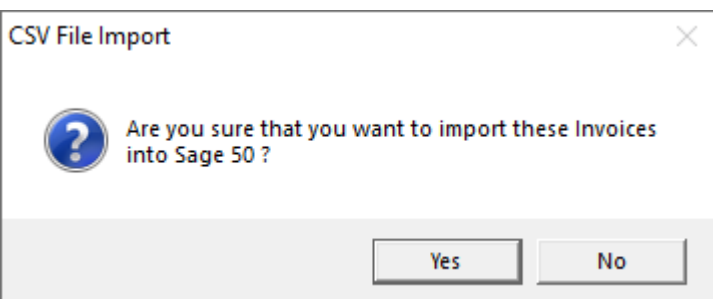
information.

Edit CSV Button

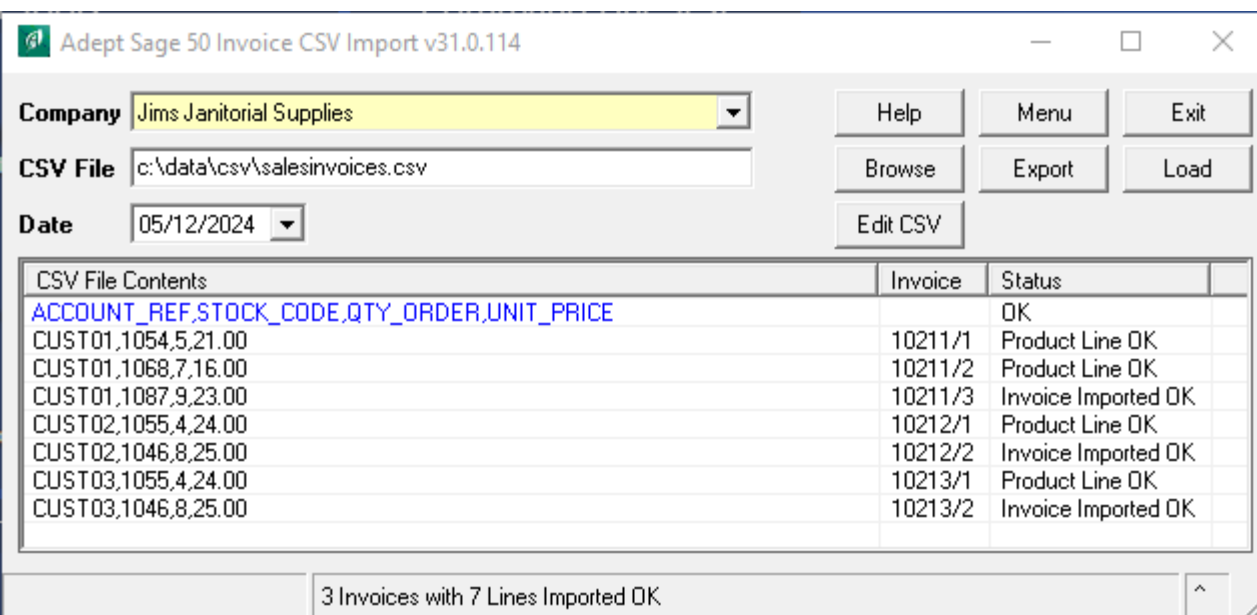
Press this button to load the current CSV file in an external CSV Editor program. This button will only appear if an external editor program has been set up in the Options dialog (see above).

Load Button

Press this button to import the CSV file into Sage 50. The program will check the CSV file and if any errors are found appropriate error messages will be displayed in the Status column. If all is well, the following dialog will be displayed to allow you to confirm that you want to import the invoices



If you press Yes on this dialog the program will import the Invoices and display the Invoice Numbers that have been allocated in the Invoice column.



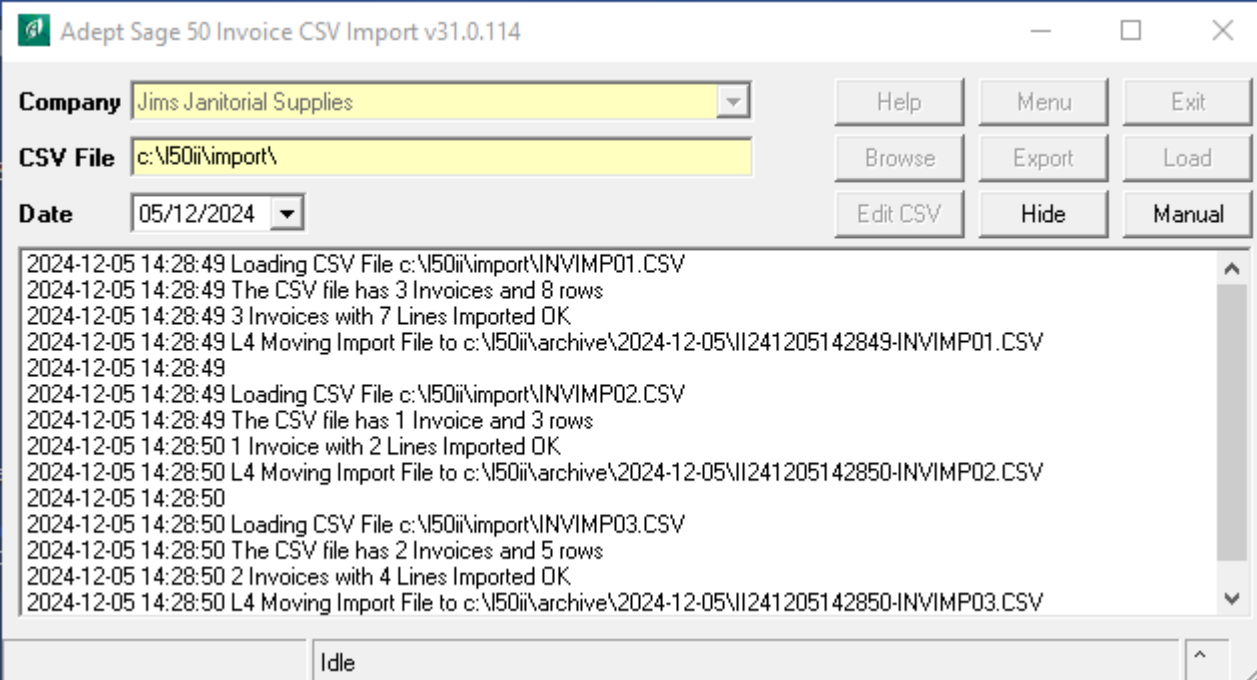
Automatic Mode **NEW**



When the program is in Automatic mode it will scan the Import folder that you have specified in the program's options for new CSV files and import them automatically.

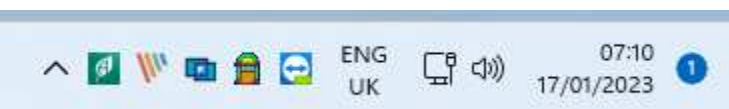
To setup Automatic mode, tick the Enable Import Loop box in the program's options. When you have done this the program will place a green **A** icon in your computers System Tray.

A new Auto / Manual toggle button will appear on the main dialog. Press this button to enter Automatic mode. Press the button again to return to Manual mode.





When the program is in Automatic mode it will display a log of it's actions.



If you click the Hide button or minimise the program it will hide behind the  icon in the System Tray . Click the  icon to show the program again.



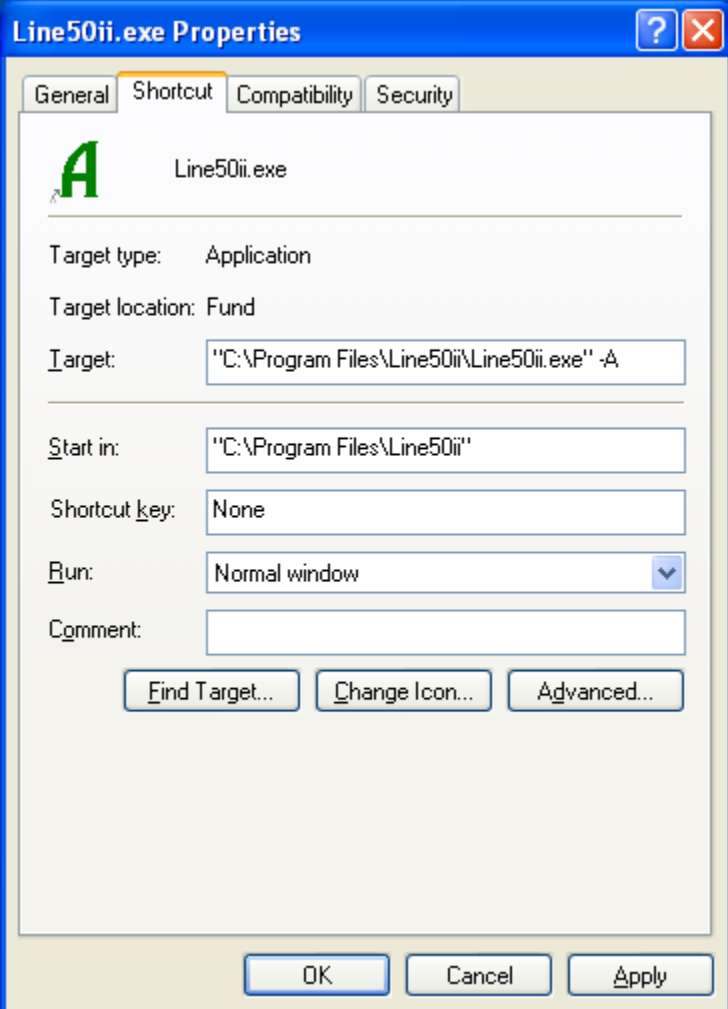
The  icon will change colour as follows:

-  = The program is idle.
-  = The program is busy processing a CSV file.
-  = Unable to log in to Sage. This could mean that somebody is performing File Maintenance or doing a Backup in Sage.
-  = Errors have been encountered. You should refer to the Log for details

If Stop on Error has been ticked in the program's options, the program will stop scanning for new CSV files and unhide itself if an error is encountered while loading a CSV file. The log will show the first error. Click the Auto / Manual button to enter Manual mode and fix the problem. Click the Auto / Manual button again to return to Automatic mode.

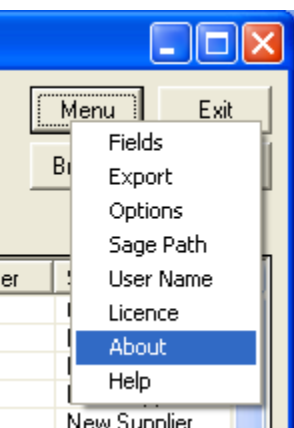
If Stop on Error is not ticked and an error is encountered, the faulty CSV file will be moved to the Faulty folder and the A icon will change to red to alert you. The program will continue to scan for and process any new CSV files.

If you would like the program to automatically start up in Automatic mode you should start it with a command line parameter -A. For example you could create a program short cut and edit it as follows:



Program Menu

To show the program's menu press the Menu button.



Fields Menu Option

Select this option to display information about the Product Field Names that are available to you in your version of Sage 50.

Field Name	Description	Type	Length
<input type="checkbox"/> SETTLEMENT_DISC_RATE	H Settlement discount % rate	Double	
<input type="checkbox"/> SETTLEMENT_DUE_DAYS	H Settlement days	Integer	
<input type="checkbox"/> STATUS	H Order status code	Byte	
<input type="checkbox"/> TAKEN_BY	H Order taken by	Text	60
<input type="checkbox"/> VAT_REG_NUMBER	H VAT Number	Text	20
<input type="checkbox"/> ADD_DISC_RATE	I Additional discount percentage rate	Double	
<input type="checkbox"/> COMMENT_1	I Comment 1	Text	60
<input type="checkbox"/> COMMENT_2	I Comment 2	Text	60
<input type="checkbox"/> DELIVERY_DATE	I Delivery date	Date	
<input type="checkbox"/> DEPT_NUMBER	I Department number	Integer	
<input type="checkbox"/> DESCRIPTION	I Description	Text	60
<input type="checkbox"/> DISCOUNT_AMOUNT	I Discount amount	Double	
<input type="checkbox"/> DISCOUNT_RATE	I Discount percentage rate	Double	

[Print Field List](#) [Advanced](#)

The character at the beginning of the Description indicates whether the field is a Header field or an Item Line field.

To create a new template CSV file tick the boxes alongside the fields that you want to create columns for. When you close the Product Fields dialog you will be prompted to save your Template CSV file in a folder and with a name of your choice.

Click on [Print Field List](#) to print the Field List to your default printer.

Click on [Advanced](#) to switch to the Advanced Field List. The Advanced list shows additional fields that you should not normally be using.

Close the Product Fields dialog by clicking the

Export Menu Option

Select this option to export the data in your current Sage 50 Invoice files into a template. Any data that is already in the template will be overwritten. You can select a range of Invoices to be exported or leave the From and To boxes blank to export all your Invoices. You can also restrict the export to one customer's invoices by entering their Account Reference. Press the Browse button to change the CSV file name. This option will be greyed out if you have not loaded a valid template.

Export Invoices

CSV File: [Browse](#)

From Invoice Number: To:

Restrict to Customer A/C Ref: [Export](#) [Cancel](#)

Options Menu Option

Select this option to display the Options dialog. This dialog was discussed at the beginning of this document.

Sage Path Menu Option

Select this option to display the Path to your Sage 50 data. This dialog was discussed at the beginning of this document.

User Name Menu Option

Select this option to display the User Name and Password dialog. This dialog was discussed at the beginning of this document.

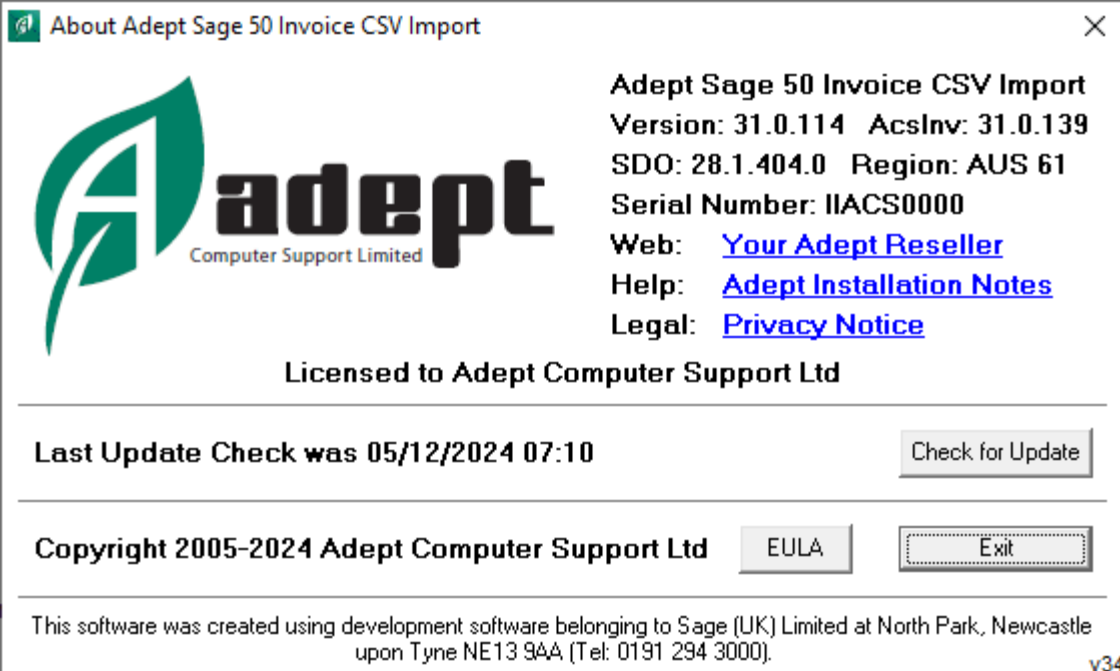
Licence Menu Option

Select this option to display the Licence dialog. This dialog was discussed at the beginning of this document.

About Menu Option

Select this option to display information about the program.

If you have an Internet connection you can press the Check for Update button to see if there is an update available for this program. If an update is found it will be downloaded and installed automatically.



To visit your Adept Reseller's web site you can click "Your Adept Reseller".
For more help with your add-on you can click "Adept Installation Notes" to visit the support pages on the Adept web site.
Click [Privacy Notice](#) To view Adept's full Privacy Notice on the Adept website.
Click the EULA button to view the End User Licence Agreement (EULA) for this program.

Help Menu Option

Select this option to display this Help Document or the End User Licence Agreement (EULA).

The document viewer window may be resized by dragging it's edges or corners with the mouse.

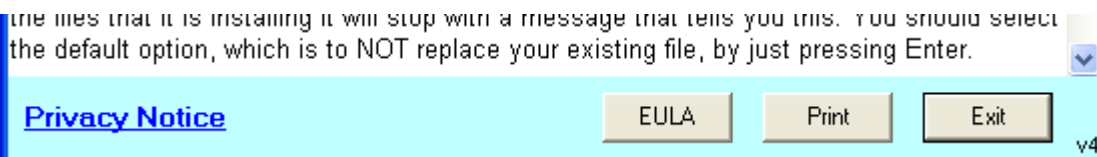
Click the EULA button to toggle between the End User Licence Agreement (EULA) and the Help Document.

Click [Privacy Notice](#) To view Adept's full Privacy Notice on the Adept website.



Click the EULA button to toggle between the End User Licence Agreement (EULA) and the Help Document.

To print the document click the Print button. If you highlight a portion of the document with the mouse and then click Print you will be asked if you want to Print the selected portion only.

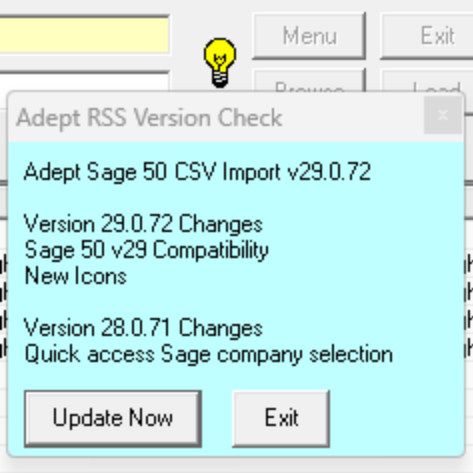
When you have finished reading the help document, close the document viewer by clicking the Exit button.



RSS Version Checking

The first time the program is started up each day it will automatically check an rss internet feed to see if there are any new updates available. A red light bulb  is displayed while the check is taking place. If an update is available the light bulb changes colour to yellow . If your program is up to date the light bulb disappears.

If you click on the Yellow bulb it will give you a list of the program changes in the new update. You can then use the "Check for Update" button on the "About" dialog to download and install the update..



Global Options

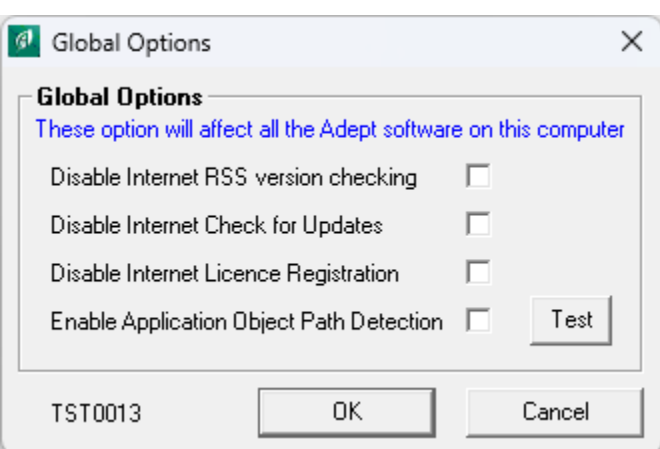
To access the Global Options dialog, Right-Click the "Check for Update" button on the "About" dialog. Please note that the settings on this dialog apply to all the v19+ Adept Add-ons on your computer.

Tick the "Disable Internet RSS version checking" box to turn off RSS Version checking (e.g. on a PC that does not have an Internet connection).

Tick the "Disable Internet Check For Updates" box to disable the "Check for Update" button on the "About" dialog. The user will receive an error message if they click the "Check for Update" button while it is disabled.

Tick the "Disable Internet Licence Registration" box to turn off the Internet features of the Licence dialog (e.g. on a PC that does not have an Internet connection).

Tick the "Enable Application Object Path Detection" box if you are running the application on Terminal Server, Citrix or similar operating systems. When you press the Test button you should receive a message that shows the company Data Path and logged on User Name of the copy of Sage 50 that you have open.



CSV File Format

The first row of the CSV file must contain the Sage 50 Invoice file field names that the data is to be imported to.

Less is More

An important principle of this program is that you should only include a column in the CSV file if it is a mandatory column or if you want overwrite the default value that Sage would put in that field if you were entering the Invoice manually.

Mandatory Columns

You must have a column whose heading is ACCOUNT_REF

For a Product Invoice you must have a column whose heading is STOCK_CODE

For a Service Invoice you must have columns whose headings are SERVICE_TEXT and SERVICE_AMOUNT

ACCOUNT_REF Column

The Customer's Account Reference

INVOICE_NUMBER Column

If this column is present the program will create the new Invoices using the Invoice Numbers in this column. If you want Sage to allocate the next available Invoice Numbers you should omit the INVOICE_NUMBER column. Note that if you use this column you should not have

an INVOICE_REF column as well.

INVOICE_REF Column

The data in this column is only used to group together all the lines that belong to one invoice. It is not imported into the Sage Invoice File. When the import program encounters a change in the contents of this field it makes the assumption that a new invoice has started. Note that INVOICE_REF is only required if you have consecutive invoices for the same Customer as normally a change of ACCOUNT_REF tells the importer that a new invoice has started. Note that if you use this column you should not have an INVOICE_NUMBER column as well.

ITEM_NUMBER Column

This column is optional. If it is present the numbers must start at 1 for each new invoice and be consecutive for all the lines of an invoice.

INVOICE_TYPE Column

The INVOICE_TYPE column controls the type of Invoice document and must contain one of the following.

IP = Product Invoice

IS = Service Invoice

CP = Product Credit Note

CS = Service Credit Note

PP = Product Proforma

PS = Service Proforma

QP = Product Quotation

QS = Service Quotation

Invoice = Product Invoice (same as IP)

Credit = Product Credit Note (same as CP)

IP is the default If the INVOICE_TYPE column is omitted.

INVOICE_DATE Column

The INVOICE_DATE column holds the Invoice Date in dd/mm/yyyy format. If this column is omitted, If this column is omitted, the date from the Date entry box or the system date will be used for the invoice.

STOCK_CODE Column

The STOCK_CODE column contains the Sage Product Code. The Special Product Codes may be used as follows:

M = Message Line. The message should be placed in the DESCRIPTION column.

S1 = Special Product (Standard VAT)

S2 = Special Product (Zero Rate VAT)

S3 = Service Item Line. Use SERVICE_TEXT and SERVICE_AMOUNT columns as described below. This is the only Special Product Code that can be used on a Service Invoice

QTY_ORDER Column

The QTY_ORDER column contains the Quantity. If this column is omitted the Quantity will default to 1.

UNIT_PRICE Column

The UNIT_PRICE is only used for Product Item Lines and contains the Unit Price of the product. **N.B. Due to changes in the Sage 50 v28 SDO you should always use this column if you want to override the default Sales Price held in the Sage Product and Price List files.**

SERVICE_TEXT Column

The SERVICE_TEXT column is only used for Service Item Lines and contains the Description of the service. This description can contain many lines of text. To create a multi line Service Text in Excel you should hold down the Alt key while you press Enter at the end of each line.

SERVICE_AMOUNT Column

The SERVICE_AMOUNT column is only used for Service Item Lines and contains the Unit Price of the service.

TEXT Column

The TEXT column is only used for Product Item Lines where the Product is a "Service Product". This column can contain many lines of service text. To create multi line text in Excel you should hold down the Alt key while you press Enter at the end of each line.

If this column is empty or not present for a "Service Product" item line the program will examine the Product's Memo field for the text "InvoiceTextStart". If this is found, the subsequent text in the memo is used as the service text. If required you can use "InvoiceTextEnd" to terminate the invoice service text held in the Memo. You can also use ServiceTextStart and ServiceTextEnd if the same text is to be used for Sales Orders, Purchase Orders and Invoices.

ADD_DISC_RATE Column

The ADD_DISC_RATE column can be used to enter a manual discount. It will be added to any applicable Customer and Quantity discounts to obtain the Total discount rate.

DISCOUNT_AMOUNT Column

The DISCOUNT_AMOUNT column can be used to manually enter the Total Discount Rate irrespective of whether there is any applicable Customer or Quantity discount. It should not be used if you have also used the ADD_DISC_RATE column.

Description of Discount Field Names:

CUST_DISC_RATE is The Customer Discount as in the Customer Record.

DISCOUNT_RATE is The Quantity Discount as in the Product Record Discount Tables.

ADD_DISC_RATE is a Manual Discount is a Percentage

DISCOUNT_AMOUNT is the Total of the above 3 discounts. Despite the name it is a Percentage Rate % not an amount.

IS_NEGATIVE_LINE Column

Enter a Y in the IS_NEGATIVE_LINE column to set an invoice item line to be negative. Please note the following restrictions on negative lines in invoices:

Your Sage software must be version 24.1 or higher.

On a Product Invoice the STOCK_CODE must be S1, S2 or S3 on any negative lines.

On a Service Invoice the STOCK_CODE must be S3 or not present.

You can't use negative lines on a Credit Note.

The total of all the negative lines on an invoice must not exceed the total of the positive lines.

The amounts on a negative item line can be either negative or positive in the CSV file as the importer will convert them appropriately.

PAYMENT_TYPE Column

If you'd like to import the Payment at the same time as the Invoice you can use this column. These are the type codes you can use:

0 = Payment Received

3 = Sales Receipt - You can also use SR

4 = Sales Payment on Account - You can also use SA

NO_IMPORT Column

Any columns headed with NO_IMPORT will be ignored by the program.

GLOBAL Column

Enter a Y in the GLOBAL column to turn on Automatic Global Posting or enter an N to turn it off. When this feature is turned on the importer will check the lines of the current invoice and if the Dept Code, Nominal Code and Tax Code is the same for all of them it will automatically set the Global Posting Fields in the invoice footer. Using this feature can dramatically reduce the number of transactions in the Sage Audit Trail.

DELIVERY_DESCRIPTION Column

To select a delivery address from the customer's list of delivery addresses enter its description in this column. An error will be created if the importer is unable to find a delivery address that has this description. The importer will automatically populate the following fields in the invoice with the data from the selected customer delivery address: DELIVERY_NAME, DEL_ADDRESS_1, DEL_ADDRESS_2, DEL_ADDRESS_3, DEL_ADDRESS_4, DEL_ADDRESS_5 and DEF_TAX_CODE.

PPD_FLAG Column

On the 1st May 2015 the Government changed the way that Prompt Payment (Settlement) Discount is calculated in the UK. In line with this legislation the importer will no longer reduce the VAT amount by the PPD rate unless you ask it to by putting an H (for Historic) in the PPD_FLAG column.

SAGE_PATH Column (multi company use only)

The SAGE_PATH column will allow you to specify which company in a multi company Sage system the invoices should be created in. It should contain either the complete path to the Sage data or the number from the COMPANY.nnn portion of the data path. If left blank the company that the importer was initially logged on to (the default company) will be used.

All the companies referred to must be using the same major version of Sage 50 as the default company.

- The same Sage username and password that is used to log on to the default company must exist in all the other companies as well.
- The same Importer Options as those set up in the default company are used for all the other companies as well.
- If a number is used to specify the company then all the COMPANY.nnn data folders must have the same parent folder. On a network this will normally require the parent folder to be shared as opposed to the individual COMPANY.nnn folders.
- If complete paths are used the final \ACCDATA must be included as well.
- The SAGE_PATH is read as the first item of each invoice is encountered. This means that a single CSV file can create invoices in multiple Sage 50 companies.

Example

ACCOUNT_REF,INVOICE_TYPE,INVOICE_NUMBER,INVOICE_DATE,STOCK_CODE,QTY_ORDER,UNIT_PRICE

ABC,IP,20003,08/05/2006,1054,5,21.00

ABC,IP,20003,08/05/2006,1068,7,16.00


ABC,IP,20003,08/05/2006,1087,9,23.00

ABD,IP,20004,09/05/2006,1055,4,24.00

ABD,IP,20004,09/05/2006,1046,8,25.00

Annual Licence Renewal Fees

In order to keep your Adept Add-on up to date with changes that Sage are continually making to their software our licences need to be reactivated once a year by paying an annual licence renewal fee.

During the month that leads up to your licence's annual expiry date a blue light bulb  will appear on the program's main dialog.

This screen shot shows the Annual Licence Upgrade dialog for one of our add-ons.

- a) Email, Forename and Surname are used to send you an email with your new licence and a VAT invoice for your records.
- b) Telephone is in case we need to contact you because the email with your new licence and invoice has bounced.
- c) Trial licences and some full licences are locked to your Sage serial number as an anti-piracy measure.
- d) Company name and address are used on your VAT invoice.
- e) VAT Reg is only required if you are in an EC country other than the UK. It will be verified against the VIES database and if valid we will be able to zero rate the sale.
- f) You can't change Tax Code yourself. For intra EC sales it will change to 22 when your VAT Reg has been verified.
- g) Reseller is the name of the Adept Reseller who sold you this software.

To buy the licence upgrade click the Buy a One Year Licence Upgrade button.

Your Internet browser will be started and you will be taken to PayPal where you can pay for the upgrade using any standard Credit Card or your PayPal Account if you have one.

N.B. You DO NOT need to have a PayPal account. Just click "Pay by Debit or Credit Card" to skip the PayPal Log in.

If you click "Pay by Debit or Credit Card" you will be taken to the PayPal Guest Checkout.

Notes:

The Billing Address should be the address that your card statements are sent to. We do not use this address on your invoice.

The Send to My Billing Address tick box is irrelevant and should be left ticked. We do not send you anything by snail mail.

The Email Address on the Guest Checkout is used to send you a Payment Acknowledgement.

Your VAT Invoice will be sent to the email address that you entered on the add-on's Licence dialog.

Your new licence details will be loaded automatically by your add-on (providing you have an Internet connection). Just click the Refresh button in the add-ons Licence dialog.

PayPal checkout

https://www.sandbox. Search...

PayPal

£36.00 GBP

PayPal Guest Checkout

Your financial details won't be shared with the merchant.

Country

United Kingdom

Card type

Card number

Expiry Date

CSC

First name

Last name

Billing Address

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

☒ Send to my billing address

Contact information

Phone number type

Mobile

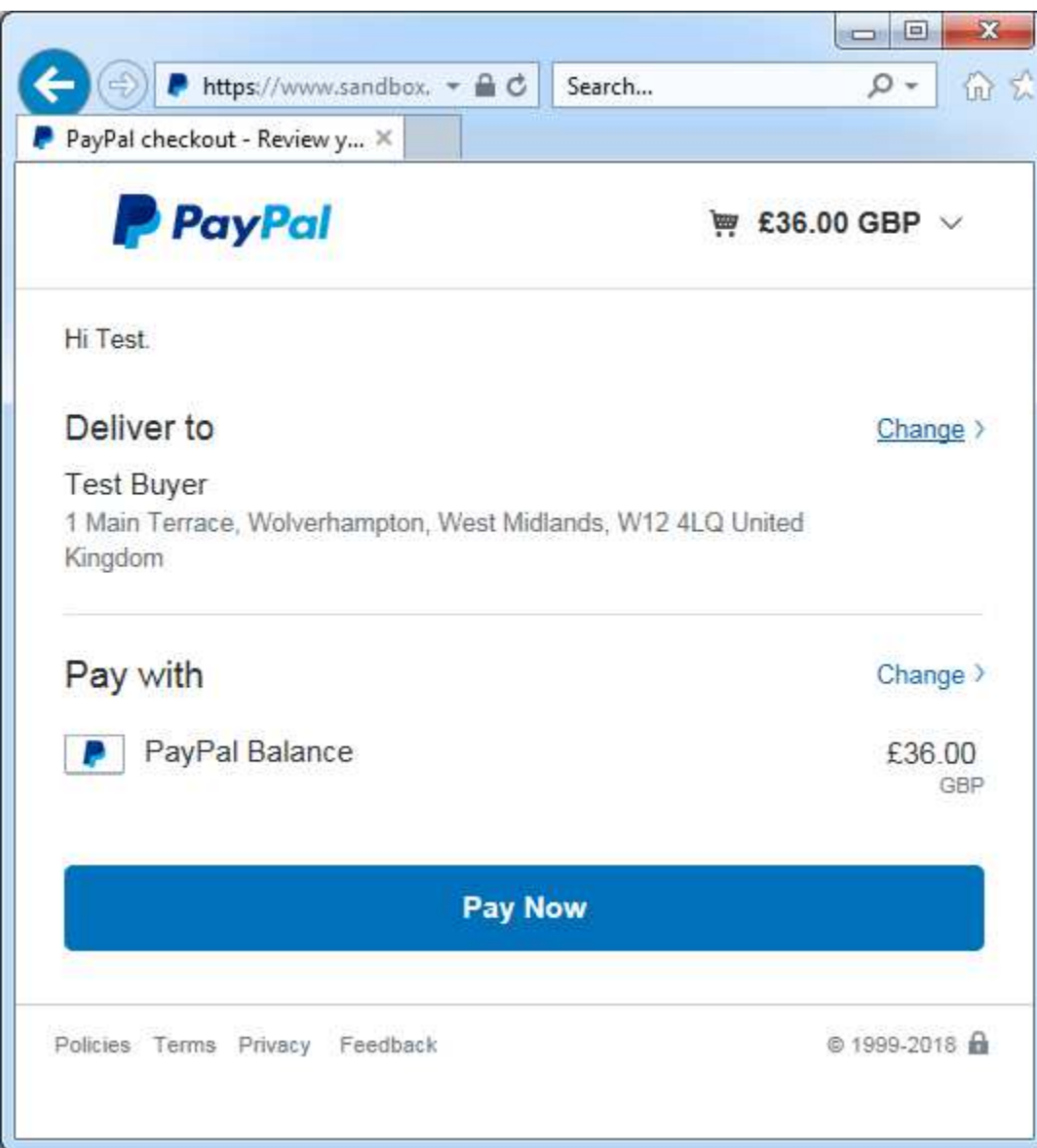
Mobile number

+44

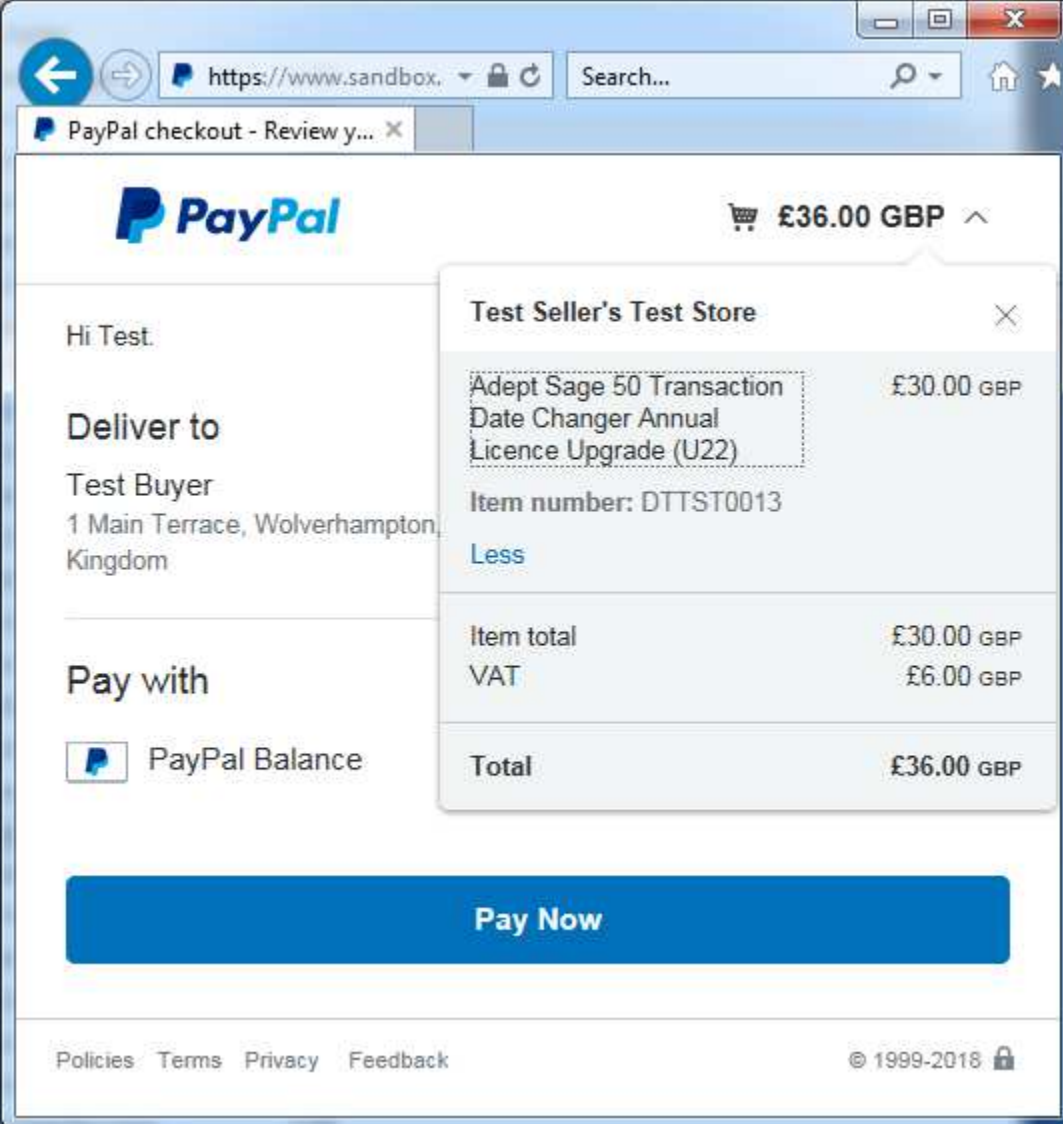
Email address

☐ I have read, understand and agree to PayPal's [Privacy Policy](#) and acknowledge the terms of [PayPal's non-account checkout](#) a service offered to the seller

If you Login to your PayPal account you will be taken to the Standard PayPal Checkout.

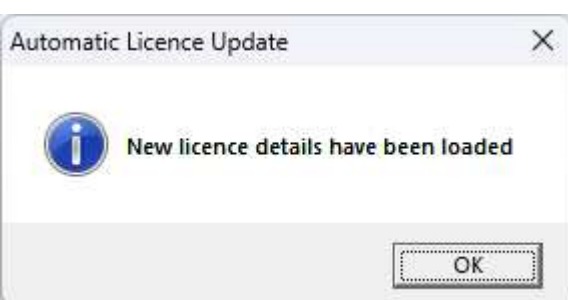


Click the down arrow next to the amount and then click More to see details of the transaction.



After you have successfully paid for the upgrade return to the add-ons Licence Dialog and click Refresh.

Your details will be re-read from the Adept licence server and if the new licence is found it will be loaded automatically.



If for any reason this doesn't work you will also receive an email with a new licence key that you can enter manually.

Running the add-on from the Command Line NEW

Another automation option is to run the add-on from the command line with parameter -F <filename>

This will cause the add-on to start up and automatically Load and Import the CSV file named in <filename>.

If there are no errors the add-on will then automatically close down.

It can also move the CSV file to the Archive folder if the "If Manual Import OK move CSV to Archive Folder" tick box has been ticked in the add-on's Options dialog.

If there are errors the add-on will stop if the "Stop on Error" tick box has been ticked in the add-on's Options dialog.

Before running the add-on from the command line you should ensure that the Archive path in the add-ons Options dialog has been created by pressing the Test button. The add-on will write a log file of its actions into this folder.

Note that there should be a space between the -F and the filename.

The filename should include the full path and file name of the CSV file.

If you want to run an Export instead of an Import include -E <filename> in the command line. In this case the -F <filename> parameter is used to define the template that should be loaded and the -E <filename> specifies the output file to be created. If no filename is included with the -E parameter then the template itself will be filled with the export data.

Additional you can use the following command line parameters to control which invoices to export:

-B <invoicenumber>	Export a range of Invoices starting at invoicenumber
-T <invoicenumber>	Export a range of Invoices ending at invoicenumber
-O <invoicenumber>	Export a single Invoice number invoicenumber
-R <accountref>	Restrict the export to invoices with Customer Code accountref

If you have a multi company Sage setup you can specify the company to import into or export from by including -P <sagepath> in the command line,

Alternatively you could use a SAGE_PATH column in the CSV file (see above).

Frequently Asked Questions

Q1. Where can I find a list of the available fields?

A1. Click on Menu then Fields

Q2. How To Resolve Login Issues with Sage 50 User Accounts

A2. Sage has a bad habit of locking users in. There are two ways of resolving this:

- Login to Sage as Manager. Click on View>User List and remove the User Name that the Adept Tool is using from the list.
- Make sure all users have closed Sage & Adept Tools down. Browse to your ACCDATA folder and delete the file named QUEUE.DTA. When the first person logs back in, Sage recreates this file.

Never EVER delete any other files from this folder and always make sure every install of Sage has been closed.

Q3. What is the maximum size that a CSV file can be?

A3. The limit is 32,767 rows.

General Notes

Trial licences are limited to importing and exporting a maximum of ten CSV rows. Buying a full licence will remove this limit.

Important Warning

This program gives you the ability to TOTALLY SCREW UP your invoice data.

- Always make a backup of your Sage 50 data before using this program.**
- Never import data to a field unless you are sure what the field does.**
- If you are unsure about what you are doing please phone or email us to ask.**

Contact Us

For Support, Upgrades and Licence Activation Keys please contact:

Adept Computer Support Ltd	Tel: +44 (0) 843 523 1010
8 Becket Way	Tel: +44 (0) 343 523 1010
Laverstock	Email: tools@adeptcom.com
Salisbury	Web: www.adepttools.co.uk
SP1 1PZ	
United Kingdom	

Adept Computer Support Ltd is registered in England & Wales number 2969416

Privacy Policy

In order to give you the best possible service and to comply with Government legislation we collect and retain certain information about your business, your computer, your software and your data.

The data we hold includes:

Your Business and Sage Data Owner's details such as: Business Name, Business Address, Contact Name, Contact Job Title, Telephone Number, Fax Number, Skype Name, Email Address, Website URL, VAT Registration Number, Country Code, VAT Status Code, Company Registration Number, Proof of VAT Status details received from the European VIES database, Your Computer's IP Address and Operating System Version. Adept and Sage Software Details such as: Licensee Name, Serial Number, Activation Key, Software Version, Data Versions, User Licence Count, Company Licence Count, Reseller Code and Licence Purchase History. In this list, where the singular is used please assume the plural as well.

We will not wittingly reveal this information to a third party with the following exceptions:

1. Where we are compelled by law to reveal information. For example to Government, Tax and Law Enforcement Officials.
2. When you purchase licences from an Adept Reseller we may reveal some of this information to them. This is to enable the Reseller to process the sale and provide you with technical support or customer services.

End User Licence Agreement (EULA)

1. This EULA is an agreement between you (the user) and Adept Computer Support Ltd (the developer) at 8 Becket Way, Laverstock, Salisbury, Wiltshire, SP1 1PZ, United Kingdom (email: tools@adeptcom.com).
2. By installing "Adept Sage 50 Invoice CSV Import" (the software), you agree to the terms and conditions of this EULA.
3. You may install the software on any computers that are under the direct and exclusive control of your company, your partnership, your organization or yourself.
4. You may make copies of the software or installation files for your own use only.
5. You may not sublicense, sell, assign, transfer, pledge, distribute or rent the software to any other company, partnership, organization or individual.
6. You may not use the software with Sage data that belongs to a 3rd party. If you wish to do this you should contact Adept Computer Support Ltd to obtain a licence for the 3rd party.
7. You consent to our software and web sites collecting and transmitting to us information as described in our Privacy Policy.
8. Without prejudice to any other rights, Adept Computer Support Ltd may terminate this EULA if you fail to comply with the terms and conditions of this EULA. In such event, you must destroy all copies of The Software.
9. All title, including but not limited to copyrights, in and to the software and any copies thereof are owned by Adept Computer Support Ltd. The software uses the Sage Data Objects (SDO) to access your Sage 50 data files. All title in and to the SDO and those portions of the software that access the SDO are owned by Sage (UK) Limited and the licence to use the SDO is subject to Sage (UK) Limited's published terms and conditions.
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This software was created using development software belonging to Sage (UK) Limited at North Park, Newcastle upon Tyne NE13 9AA (Tel: 0191 294 3000).

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