

## Importing and Exporting of Data in Infusion

This document covers general import and exporting of data within Infusion software. It does not cover the Import / Export Module.

### Importing Data through Manage Import Routines

#### Introduction

The Admin Menu has options to enable the import of data into tables such as the Products, Customers, Suppliers and Financial Chart of Accounts.

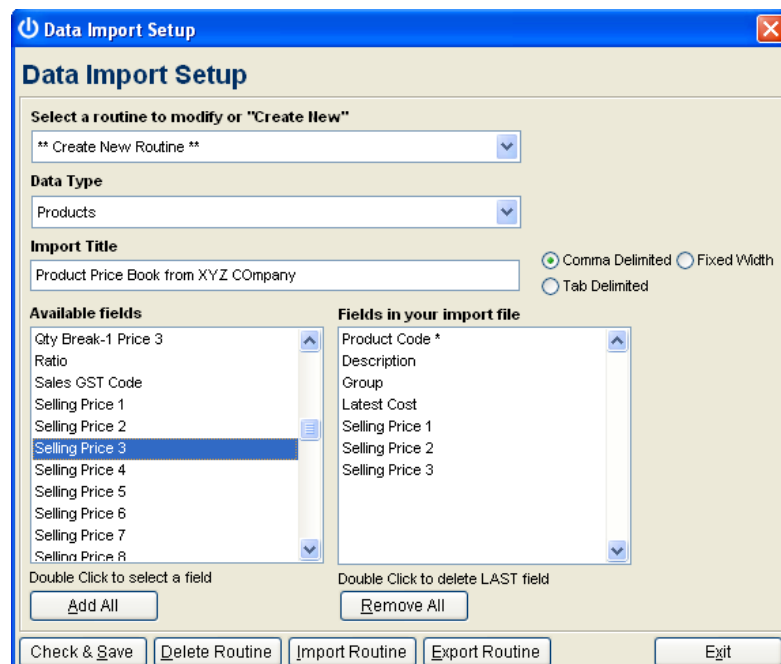
To import in data first an import routine must be set up defining the mapping of the data fields. Each table has one or more compulsory fields eg a product code column must be specified in a product import definition. This routine is checked and saved.

The import routine should only be run after a backup has been taken as there is no checking of the data being imported.

An example of how to set up and import a Price Book follows:

Set up a Product Import Definition routine:

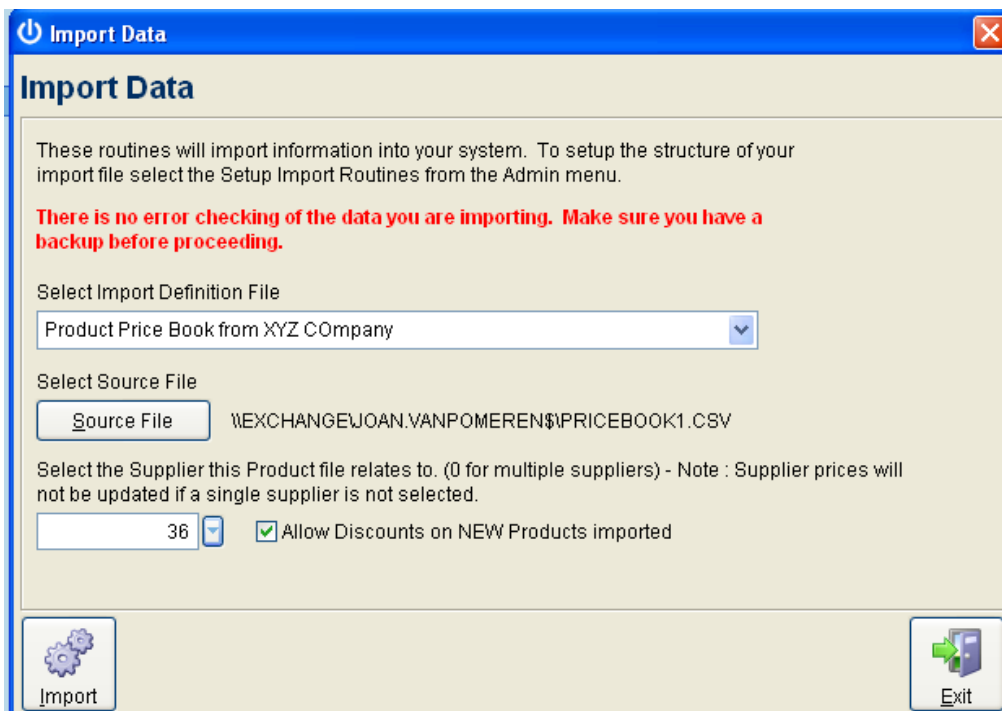
- From Manage Import Routines select **\*\*Create New Routine\*\***, chose a Data Type of Products and give the import routine a title. Select fields from the Available Fields box to match the columns of the supplied Products file. Typical fields would be: Product Code, Description, Group, Latest Cost, Selling Price 1. If there is a column in the file not required use the IGNORE Available fields option to skip this.



- Specify the type of file eg comma delimited, fixed width, tab delimited being imported
- Check and save the import definition routine

Before importing a new price book check the source file you have been sent/given:

- Ensure the field layout matches the import definition routine that has been set up
- Ensure there are no “ characters or , characters in the any of the columns / fields. Check this by opening in Excel or Notebook and doing a Find for those characters
- **Do a Backup** – there is no error checking of the data being imported so this is very important
- Run the Import Data routine, selecting the import definition routine, and the source file.
- If the file has come from one supplier you can select the supplier



Import Routines (\*.IID) can be imported and exported from the Data Import Setup screen. This allows a routine that has been created to be exported from the current software and imported in to another installation of Infusion negating the need to set up the routine again.

## Importing Transactions

When importing into Infusion it is important to note that you are not importing a whole transaction as may have been possible in other Accounting programs. A record that will show in the respective enquiry window is all that is being imported to give accurate historical transaction history. The need for "" quotation marks in some fields is no longer necessary either. The import file must be in a csv file format and contain no superfluous data

### - Customers

Transaction Type	Always 4
Debtor A/C Number	This must exist in Infusion
Date	dd/mm/yy or dd/mm/yyyy
Description	Transaction description
Amount	Including GST or Sales Tax
GST Type	eg I=Inclusive, X=Exempt, Z=Zero
Transaction Type	I = Invoice, J = Journal
G/L Code	Associated Income / Expense acct
Reference	Keep blank if not required

#### Notes:

Invoice & Journals are Positive. Customer balance will be updated once the transaction has been imported and an audit file showing what data tables have been updated can be generated when right clicking on the imported transaction in customer enquiry.

eg

4,123,15/02/08,Invoice 123,112.50,I,I,1200.0000, 123  
4,123,12/02/08,Journal 123,112.50,X,J,1200.0000,123

### - Suppliers

Transaction Type	Always 5
Creditor A/C Number	This must exist in Infusion
Date	dd/mm/yy or dd/mm/yyyy
Description	Transaction Description
Amount	Including GST or Sales Tax
GST Type	eg I = Inclusive, X = Exempt
Transaction Type	I = Invoice, J = Journal
G/L Code	Associated Income / Expense acct
Reference	Keep blank if not required

#### Notes:

Invoice & Journals are Positive. All transactions go to the first bank account in the G/L.

eg

5,123,12/01/08,Invoice 123,112.50,I,I,1200.0000,123  
5,123,12/01/08,Journal 123,112.50,X,J,1200.0000,123

**- G/L**

Transaction Type	Always 1
G/L ID	This must exist (No error checking)
Transaction Date	dd/mm/yy or dd/mm/yyyy
Reference	Keep blank if not required
Description	Transaction Description
Amount	Credits are -, Debits are +
Batch to store in	(Transactions post directly to G/L check CSV file to see that they balance.)

You should create as many transactions as are required to provide a balanced batch as fintrans entries must all balance.

eg  
 1,1200.0000,12/04/07,123,Invoice 123,-100.00,  
 1,9520.0000,12/04/07,123,Invoice 123,-12.50,  
 1,9120.0000,12/04/07,123,Invoice 123,112.50,

**- Job Management**

Transaction Type	Always 6
Job Number	Must exist
Transaction Date	dd/mm/yy or dd/mm/yyyy
Reference	Keep blank if not required
Description	Transaction Description
Stock Code	Product Code
Unit Rate	Cost Price
Quantity	Product Quantity
Selling Rate	Sell Price
Start Time	Start Time
End Time	End Time
Serial Number	Product Serial Number
Department	Job Department

eg  
 6,1000,27/05/2007,Ref,Desc,PRODCODE,5.00,7,10.00,11:00,12:00,SERIAL#,DEPARTMENT

**- Products**

Transaction Type	Always 3
Stock Code	Must exist
Transaction Date	dd/mm/yy or dd/mm/yyyy
Reference	Keep blank if not required
Quantity	- for Invoice, + for Orders
Transaction Type	I=Invoice, R=Receipt,
Location	Location can be 1-98
Serial #	Keep blank if not required
Selling Rate	Sell Price

Receipts automatically reduce the quantity on order.  
 Stock transactions do not have a description – they only have a reference. Note when importing type “I” for Invoice a Manual Sale entry will be created by default as there is no Invoice to back the transaction up.

eg  
 3,1001,27/05/07,Ref,6,R,1,SERIAL#,1200  
 3,1001,27/05/07,Ref,6,R,1, SERIAL#,1200  
 3,1001,27/05/07,1234,-120,I,1, SERIAL#,38.26  
 3,1001,27/05/07,1234,-12,I,1, SERIAL#,38.26

**- Cashbook**

Transaction Type	Always 2
G/L A/C Number	This must exist (No error checking)
Transaction Date	dd/mm/yy or dd/mm/yyyy
Reference	Keep blank if not required Description Transaction Description
Amount	+ is expense, - is income (includes GST)
GST Type	I = Inclusive, X = Exempt, Z = Zero Rated
Bank G/L Code	

eg  
 2,3450.00,01/01/08,Ref,Sample Expense,112.50,12.50  
 2,1100.00,01/01/08,Ref,Sample Income,-112.50,-12.50

NB: The Transaction Import routine will recognise MYOB Payroll file. It uses the Transaction Type 0 (zero)

## Required Field Format for a Chart Being Imported into Infusion

There are three key fields that need information to import a chart successfully.

ID - The GLID Code  
ACCTYPE - The Accounting Type  
FUNCTYPE - The Function Type

ACCTYPE should be one of the following values (or it will be imported as type I )

- I Income
- E Expense
- A Current Asset
- B Intangible Asset
- C Fixed/Term Asset
- L Current Liability
- M Term Liability
- S Equity

FUNCTYPE should be one of the following values (or it will be imported as type T)

- T Transaction
- S Total
- C Consolidation
- H Header
- P Closing Stock
- O Opening Stock
- Y Year End Totaling

**Also the chart sequence will be based on the order of import, so you should create the source file in the order that you want the accounts to appear in the final chart of accounts.**