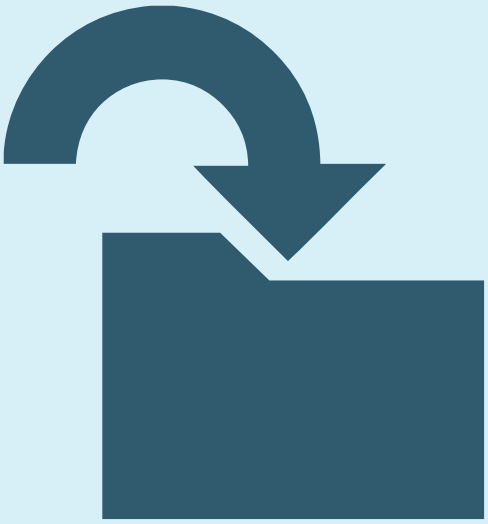


THE SimpleStep® GUIDE TO

IMPORTING A TRIAL BALANCE

taxcalc®

TaxCalc Accounts Production can import trial balances from bookkeeping packages using CSV files. This can save time compared to manually entering a trial balance in the posting screens.

taxcalc®

STEP 1 Create a CSV file of the Trial Balance to be imported

What is a CSV file?

'CSV' stands for Comma Separated Values. It is a spreadsheet format commonly used to export data from accounts packages. The data within the CSV file can then be easily imported into TaxCalc Accounts Production.

Before proceeding in TaxCalc, a CSV file must be created from the source program. Most bookkeeping packages can produce a CSV file. The file must as a minimum include two columns, an account code (or description) and the amounts.

The CSV file can include either separate columns for the debits and credits or these can be in one column. If they are in the same column, the credits must be denoted by either brackets or negative signs.

Example Trial Balance with credit and debit options

Source Account	Description	Debit	Credit
5001	Sales		2000.00
8001	Bank Account	2000.00	

Example Trial Balance with single value columns

Source Account	Description	Value
5001	Sales	(2000.00)
8001	Bank Account	2000.00

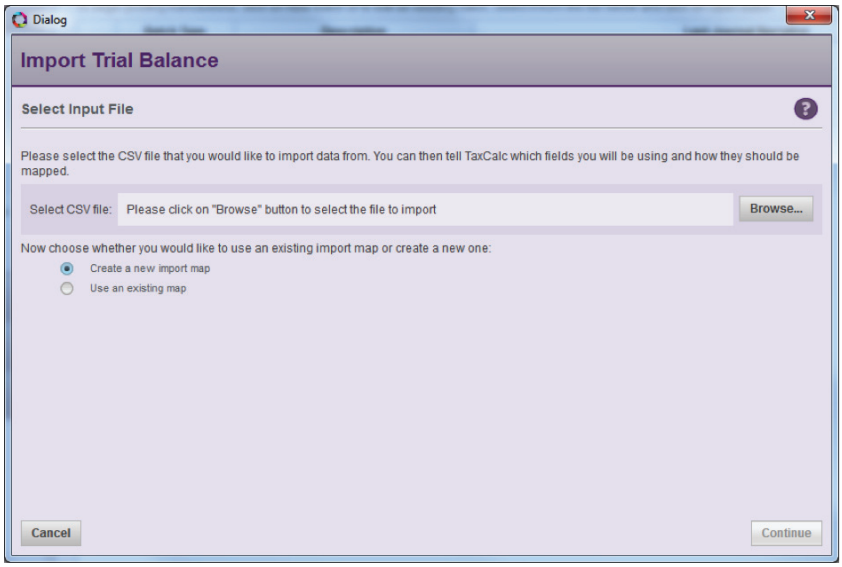
At your option, the CSV may or may not include headings in the first row. The columns can be in any order.

STEP 2 Import Procedure

1. Open your client and the accounting period in Accounts Production.
2. Click on the Posting button from the left-hand menu.
3. Select Import Trial Balance from the left-hand menu.

STEP 3 Import Map Creation

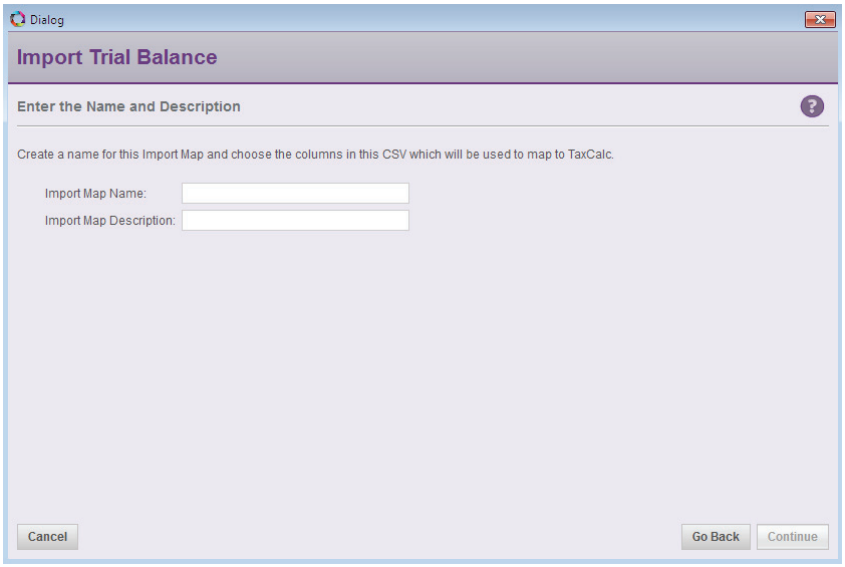
1. The first time you use the wizard, it will display a welcome screen. Click on Continue to move to the next step.
2. Browse and select the CSV file that was created by the bookkeeping software.
3. Leave the option set to 'Create a new import map'.



4. Click on Continue.

STEP 4 Enter a name for the Import Map

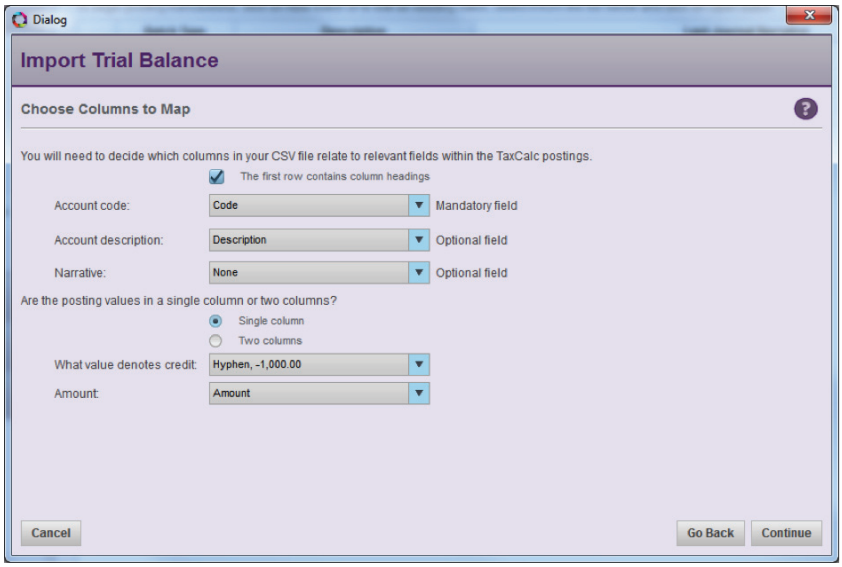
1. Enter a name for the import map and a description. These will be used when applying an existing map to other clients or in future periods.



2. Click on Continue.

STEP 5 Import Map Settings

1. If the CSV file has column headings on the first row, tick the box 'The first row contains column headings'.



2. Select the correct column for the account code – this is mandatory. This column can be alphanumeric.

3. The account description and narrative are optional, if they exist in the CSV file.

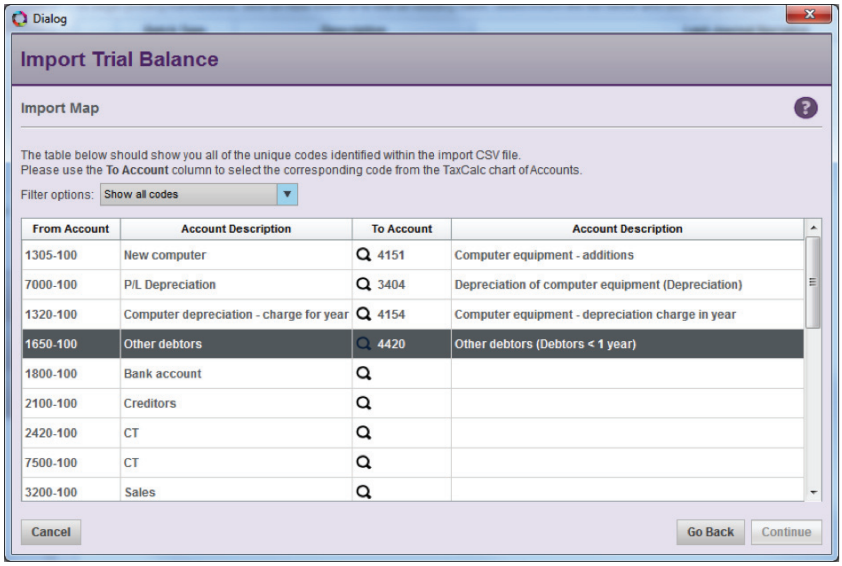
4. If the debits and credits are in one column, select 'Single column'. Ensure that either brackets or the negative sign are chosen to demonstrate which figures are credits. Select the column that has the figures included against the Amount field.

5. If the debits and credits are in separate columns in the CSV file, select 'Two columns' and state which column contains debit values and which contains credit values.

6. Click on Continue.

NB: When selecting the columns the information in the first row will be displayed. If the CSV file includes column headings this will be shown – if not the data in the first row will be presented.

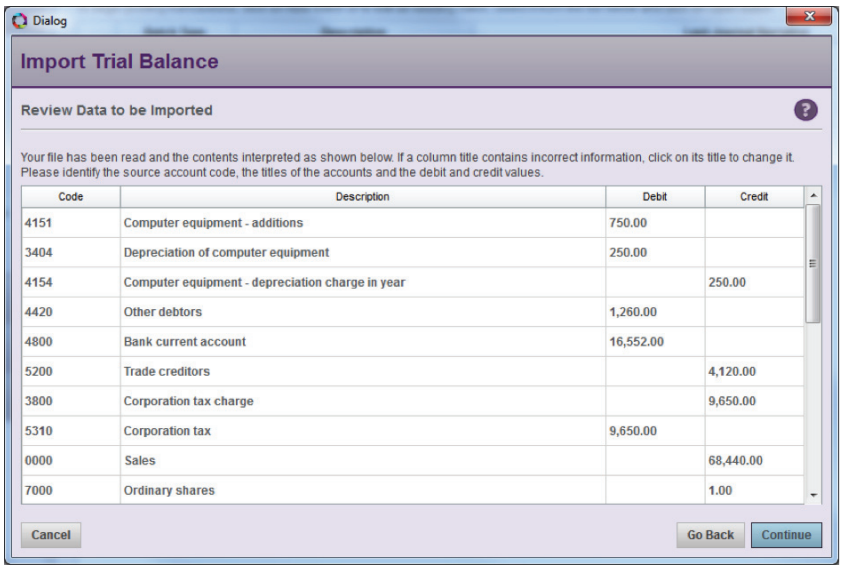
STEP 6 Mappings



From Account	Account Description	To Account	Account Description
1305-100	New computer	4151	Computer equipment - additions
7000-100	P/L Depreciation	3404	Depreciation of computer equipment (Depreciation)
1320-100	Computer depreciation - charge for year	4154	Computer equipment - depreciation charge in year
1650-100	Other debtors	4420	Other debtors (Debtors < 1 year)
1800-100	Bank account		
2100-100	Creditors		
2420-100	CT		
7500-100	CT		
3200-100	Sales		

1. Using the magnifying glass within the 'To Account' column, select the corresponding TaxCalc Account Code.
2. All rows from the CSV file must be mapped to the relevant TaxCalc account code before continuing.
3. Use the filter options to show only the outstanding rows to be mapped by selecting 'Unmapped codes'.
4. Once completed, click on Continue to review the data that will be imported.
5. Continue and Finish to create a new posting batch with the imported trial balance.

NB: This posting batch can be selected and adjustments made if necessary. TaxCalc recommends creating new posting batches to make any adjustments. However, if the imported figures did not balance, a balancing post will be required.



Code	Description	Debit	Credit
4151	Computer equipment - additions	750.00	
3404	Depreciation of computer equipment	250.00	
4154	Computer equipment - depreciation charge in year		250.00
4420	Other debtors	1,260.00	
4800	Bank current account	16,552.00	
5200	Trade creditors		4,120.00
3800	Corporation tax charge		9,650.00
5310	Corporation tax	9,650.00	
0000	Sales		68,440.00
7000	Ordinary shares		1.00

Using Existing Import Maps

If there are multiple clients using the same bookkeeping package, an existing import map can be reused for other clients. The import maps can also be copied to start with the same base details and you can add extra account code mappings for specific clients (or sets of clients).

1. Create the import map, as described in Import Map Creation.
2. When the same import map is required, select Import Trial Balance as before from the posting menu, continue through the Introduction screen (if it appears) and browse for the CSV file.
3. When using the import map for the second client (or period) select 'Use an existing import map'.
4. Find the appropriate map based on the descriptions given to the maps available and click on Continue.
5. If there are codes in the CSV file that are not in the import map, these will need to be mapped to TaxCalc account codes as described in Mapping. These changes will add these codes to the same import map for use with other clients.

Copying Import Maps

If an import map already exists for a particular bookkeeping package but you have clients that have a slightly different chart of accounts, it is possible to copy the existing import map and make changes to the copy without altering the original import map.

1. Select 'Use existing import map' as above.
2. Highlight the import map and click on the Copy Map button.

FAQ's for all TaxCalc products can be found at **www.taxcalc.com/support**

If you require further assistance please contact our Support Team:
Email: support@taxcalc.com **Phone:** 0845 5190 882

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