

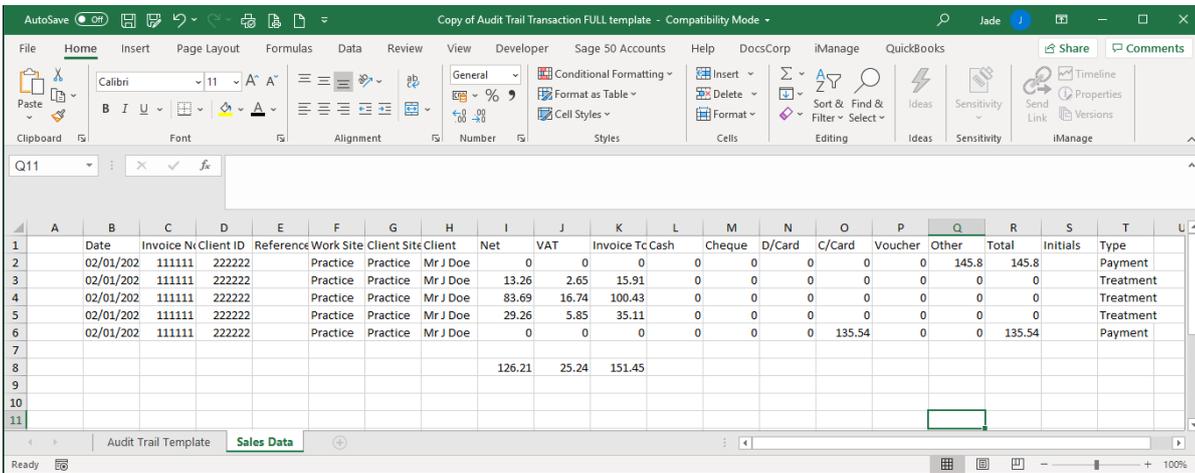
Sage Instructions for importing MTD information – Invoice basis

1. Download the Sage Audit Trail template [here](#) and open it.

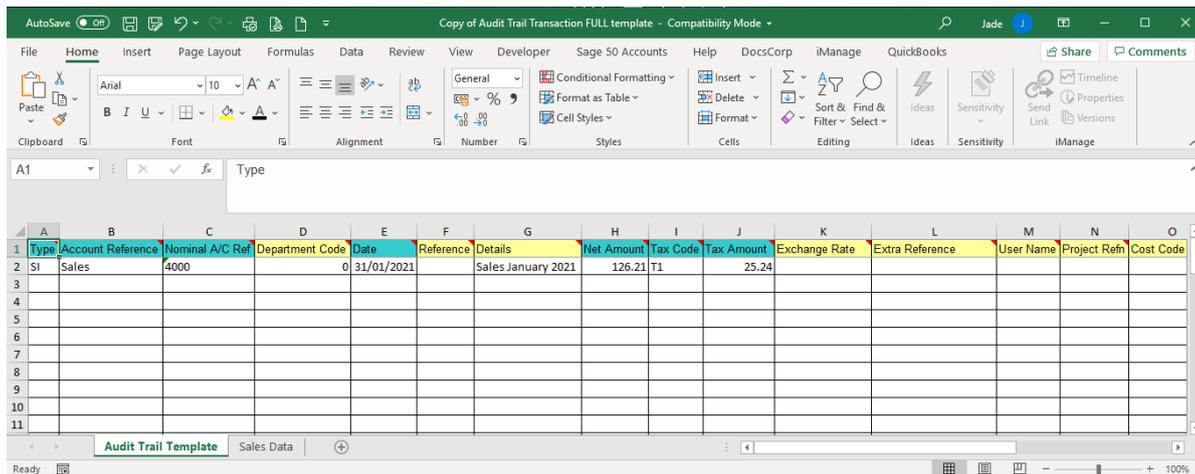
The screenshot shows an Excel spreadsheet titled "Audit Trail Transaction FULL template - Read-Only - Compatibility Mode - Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, Help, DocsCorp, and iManage. The Home ribbon is active, showing options for Clipboard, Font, Alignment, Number, and Styles. The spreadsheet has columns labeled A through O and rows numbered 1 through 22. The header row (row 1) contains the following labels: Type, Account Reference, Nominal A/C Ref, Department Code, Date, Reference, Details, Net Amount, Tax Code, Tax Amount, Exchange Rate, Extra Reference, User Name, Project Ref, and Cost Code Ref. The cells are empty, and the spreadsheet is in Read-Only mode.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Type	Account Reference	Nominal A/C Ref	Department Code	Date	Reference	Details	Net Amount	Tax Code	Tax Amount	Exchange Rate	Extra Reference	User Name	Project Ref	Cost Code Ref
2															
3															
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2. Open a new worksheet and copy the sales data from your vet system csv file into this worksheet, make sure you save this to your computer. Sum the Net, VAT and Gross columns (sometimes called invoice total)



3. On the Audit Trail Template fill out the cells in row 2, save and close.



The sales type is either going to be SI or SC depending on whether it is a sales invoice or sales credit note.

The accounts reference will be the code for the customer which is set up in Sage.

The nominal will be the nominal code for sale (This should be the new one you have set up for MTD).

The department code will be 0 unless the company you are doing categorises into departments. (If there are departments it may be easier to import all as 0 and then when journaling out to the other sales code use departments here.)

The date just needs to be the last date of the period you are importing (month or quarter).

The details need to be descriptive of the data you are importing.

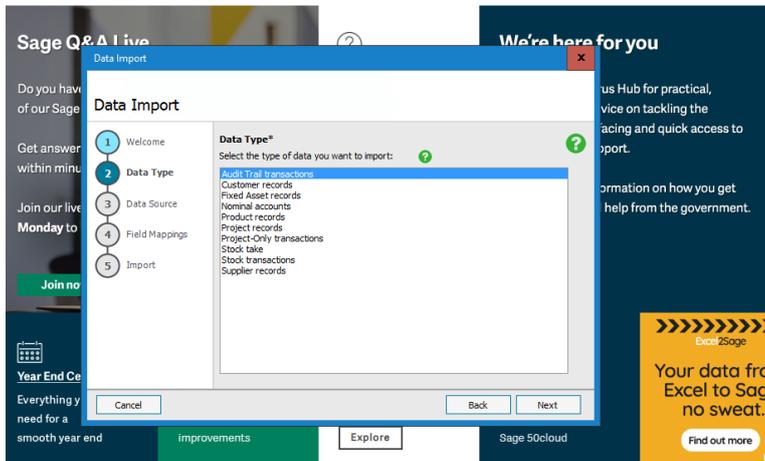
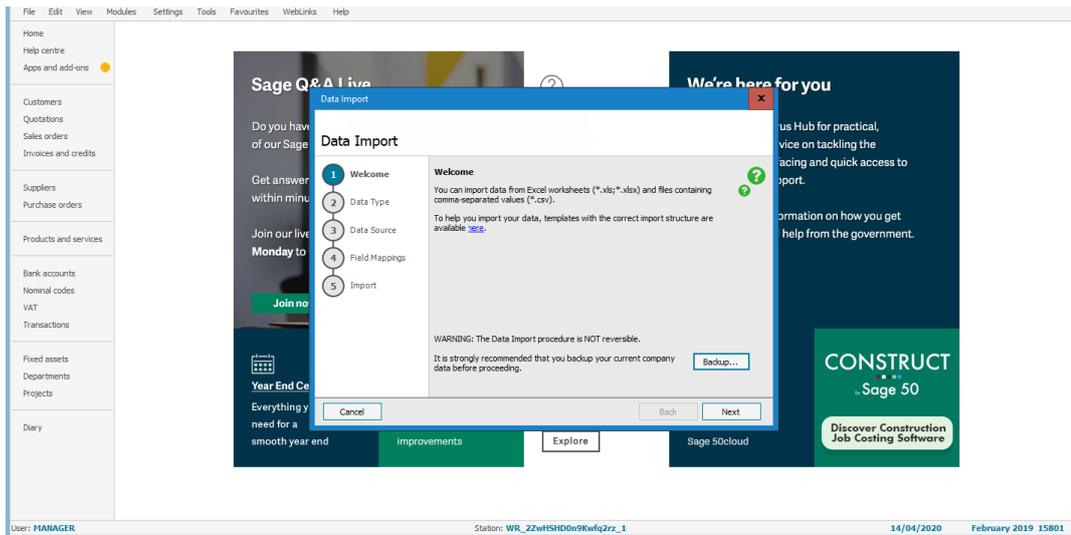
The net amount should be the net amount of the transactions on sales data worksheet. Link this by typing an "=" in cell H2, then clicking your sales data tab, and then selecting the net value summed in the previous action.

The tax code is most likely going to be T1 if there is VAT and T0 if there is not.

The tax amount is the VAT on this transaction.

Link this by typing an "=" in cell J2, then clicking your sales data tab, and then selecting the VAT value summed in the previous action. The other columns are not usually needed but can be filled in if required for your certain client.

4. In Sage there is an import wizard that will then allow you to import this document. To load the import wizard go to file and import



Select audit trail transactions and then next.

You can then browse to find your file. Make sure to choose csv if your file has been saved in a csv format.

Follow through the remaining steps until you can click IMPORT.

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