Sage Instructions for importing MTD information – Invoice basis

1. **Download the Sage Audit Trail template here and open it.**
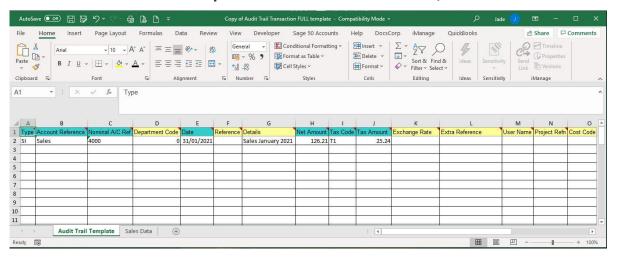
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2. Open a new worksheet and copy the sales data from your vet system csv file into this worksheet, make sure you save this to your computer. Sum the Net, VAT and Gross columns (sometimes called invoice total)

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).

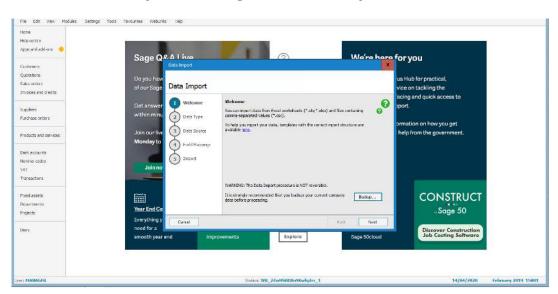The details need to be descriptive of the data you are importing.

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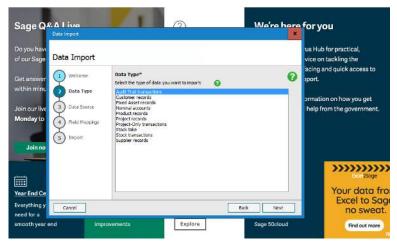
The tax code is most likely going to be T1 if there is VAT and T0 if there is not.

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.