



# CSV Batch Transfer User Guide

Last Modified: November, 2024  
Revision Number: 26

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## INTRODUCTION

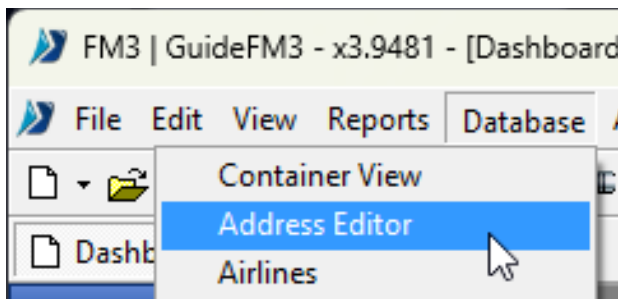
This batch transfer guide will cover how to use the Transfer window/page within FM3 and create a CSV file, containing invoice data, for you to manually upload to your accounts package. The Sigma Support Team are here to advise further if needed.

## CHECKS

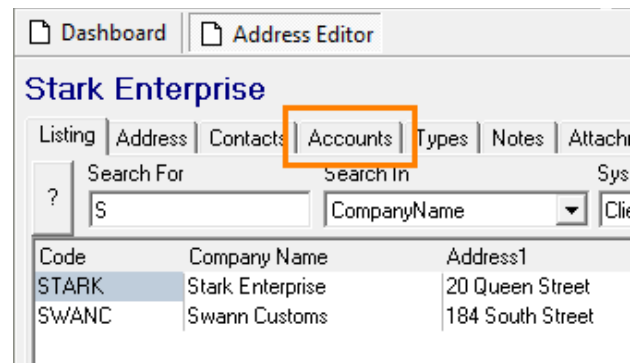
Before transferring the batches, we would recommend completing some checks to minimise the risk of problems down the line.

### Account Numbers

Ensure account codes (Sales A/ C No) are in the address entries needed for this invoice (Database > Address Editor > Search and select the code > Accounts).



Database > Address Editor



Address Editor > Listing Tab [Accounts Tab]

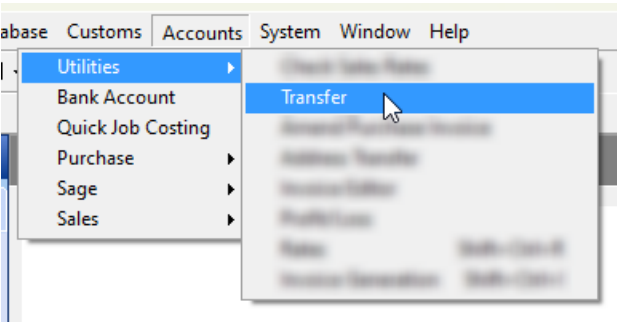
 A screenshot of the 'Accounts' tab in the 'Address Editor' window. The 'Accounts' tab is selected. The form contains the following fields:
 

- Date Account opened: / / 15
- Credit Limit:
- Balance:
- Sales A/C No: 9876543 (highlighted with an orange box)
- Purchase A/C No: 9876543 (highlighted with an orange box)
- Vat No:
- Vat Ext:
- EORI:
- Deferment:
- Defer VAT Acct:
- Representation Type:
- Terms: ...
- Invoice Frequency: Per job
- Charge Currency: GBP
- UNITED KINGDOM
- Invoice Currency: GBP
- UNITED KINGDOM
- ☐ Has Own Batch
- ☐ On Hold

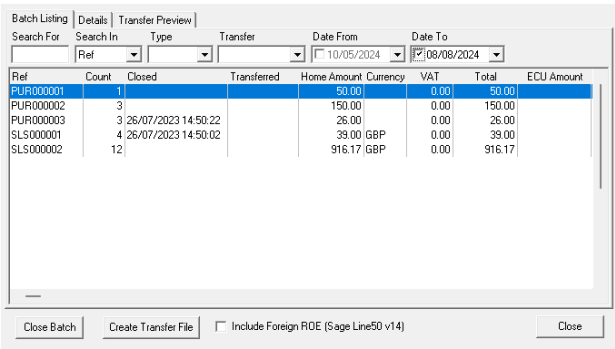
Address Editor > Accounts Tab [Account Numbers Highlighted]

# TRANSFER PAGE

The first step is to open the Transfer page via the Accounts Menu > Utilities > Transfer.



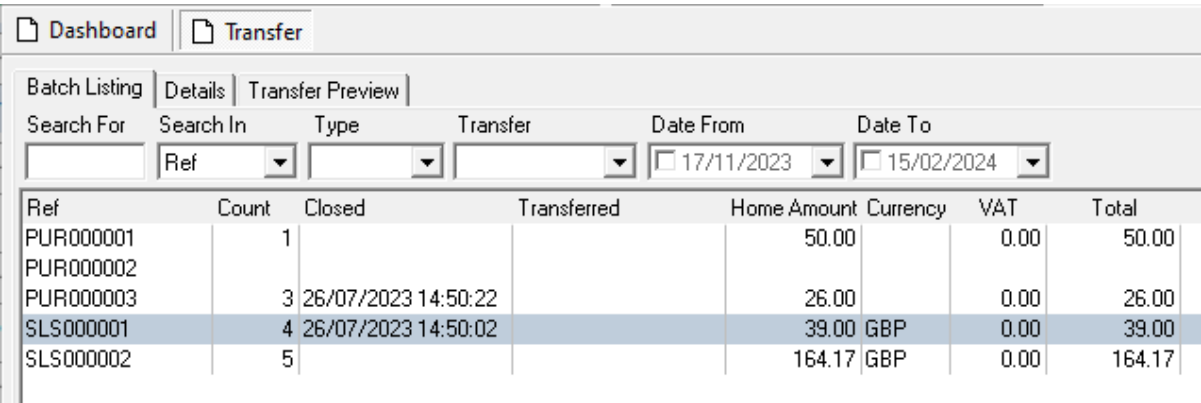
Accounts Menu > Utilities > Transfer



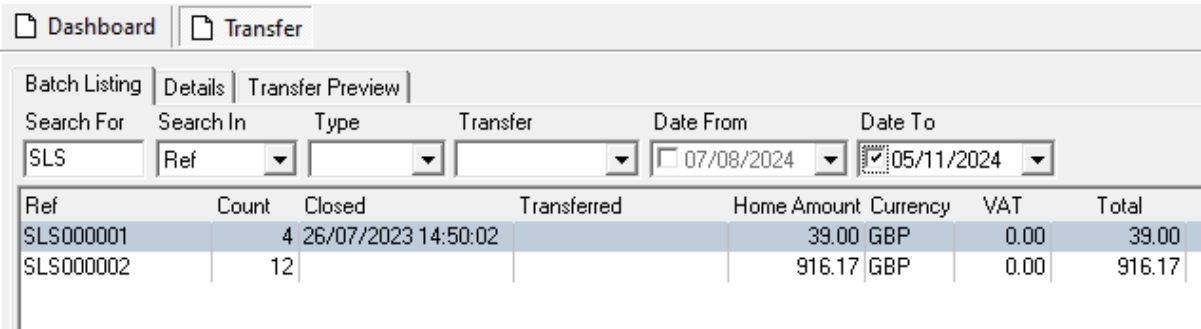
Transfer Page

## Batch Listing

Within this Transfer Window, you can narrow down the batches shown and search for a batch via the Search Bar. Use these Search functions to create search criteria then choose which batch, you need to transfer, by single-clicking the line. Usually, Sales Batches will have the prefix of **'SLS'** and Purchase Batches **'PUR'**.



Transfer > Batch Listing (No Search)



Transfer > Batch Listing (Search Results For 'SLS')

Search parameters include Batch Reference, Type (Sales or Purchase), Transfer (Transferred/Not and Open/Closed) and Created dates (to/from).

Dashboard

Transfer

Batch Listing

Details

Transfer Preview

Search For

Search In

Type

Transfer

Date From

Date To

SLS

Ref

Purchase

Transferred

07/08/2024

05/11/2024

Ref

Count

Sales

Transferred

Not Transferred

Closed Batch

Open Batch

August 2024

Mon Tue Wed Thu Fri Sat Sun

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 1

2 3 4 5 6 7 8

Today: 05/11/2024

Total

ECU Amount

Created

Close Batch

Create Transfer File

☐ Include Foreign ROE (Sage Line50 v14)

Close

Transfer > Batch Listing > Search Parameters

### Details Tab

Click the **'Details' tab** to see the **invoices** and other batch details in the batch.

Dashboard

Transfer

Batch Listing

Details

Transfer Preview

Batch : SLS000001

Count

Total Home Amount

Created by ADMIN

on 13/05/2022 09:45:22

Closed by ADMIN

on 26/07/2023 14:50:02

Transferred by

on

Move Invoices Between Batches

4

39.00

?

Invoices in batch

Charges on invoice

Type	Client	Invoice No	Date	Amount	ChgROE	Cur	Home Amount	Chg
Invoice	CUPPB	INV000001	13/05/2022 00	0.00	1.00	GBP	0.00	
Invoice	SWANC	INV000002	13/05/2022 00	0.00	1.00	GBP	0.00	
Invoice	SWANC	INV000003	13/05/2022 00	4.00	1.00	GBP	4.00	
Invoice	SWANC	INV000004	14/07/2022 00	35.00	1.00	GBP	35.00	

Transfer > Details Tab

If everything is correct, click **'Close Batch'** in the **bottom left** corner of the screen. Click **'Yes'** to the confirmation message that appears. Once the batch has been closed click the **'Transfer Preview'** tab.

Dashboard | Transfer

Batch Listing | Details | Transfer Preview

Batch : SLS000001

Count: 4 | Total Home Amount: 39.00 | ?

Created by: ADMIN on 13/05/2022 09:45:22  
 Closed by: ADMIN on 26/07/2023 14:50:02  
 Transferred by: on

Move Invoices Between Batches

Invoices in batch | Charges on invoice

Type	Client	Invoice No	Date	Amount	ChgROE	Cur	Home Amount	Ch
Invoice	CUPPB	INV000001	13/05/2022 00	0.00	1.00	GBP	0.00	
Invoice	SWANC	INV000002	13/05/2022 00	0.00	1.00	GBP	0.00	
Invoice	SWANC	INV000003	13/05/2022 00	4.00	1.00	GBP	4.00	
Invoice	SWANC	INV000004	14/07/2022 00	35.00	1.00	GBP	35.00	

Close Batch | Create Transfer File | ☐ Include Foreign ROE (Sage Line50 v14) | Close

Transfer &gt; Details &gt; Close Batch Button

## Transfer Preview Tab

Choose a **location** to **save** the transfer file to by selecting the **'Folder'** icon within the **'Where to create file:'** box. This is set on a 'per user' basis; for example, if you set it to save to your desktop, another user can set it to save to their desktop. The location will not change unless you change it. If you wish to **change the name** of the **transfer file** simply change it in the **'File Name'** field highlighted in the screenshot below.

Once the **location** and **file name** has been set click the **'Create Transfer File'** button to create the file. Click **'Yes'** on the confirmation screen to continue. This will download the CSV to be uploaded to your Accounting software (e.g. Sage or Xero).

Dashboard | Transfer

Batch Listing | Details | Transfer Preview

SageType	Nominal	fmType	Invoice#	Client	Date	Approved	Account#	FileRef	SageVatCode	TotalHome	TotalVat
SI	4000	Invoice	INV000001	CUPPB	13/05/2022		02589632	AE000001	T0	0.00	0.00
SI		Invoice	INV000002	SWANC	13/05/2022		59595959	AE000001	T0	0.00	0.00
SI		Invoice	INV000003	SWANC	13/05/2022		59595959	AE000001	T0	4.00	0.00
SI		Invoice	INV000004	SWANC	14/07/2022		59595959	RE000002	T0	35.00	0.00

Total Records: 4  
Total Home Amt: 39.00

Where to create file: C:\Users\Admin\Downloads | FileName: SLS000001.csv

Close Batch | Create Transfer File | ☐ Include Foreign ROE (Sage Line50 v14) | Close

Transfer &gt; Transfer Preview Tab

This page will look different depending on the accounting software you are sending to.

## IMPORTANT INFORMATION

**!!** If you are transferring to **Sage** and have **mixed currency Invoices** within the same **Batch**, you will need to tick the '**Include Foreign ROE**' box to send the **ROE** with each **Invoice**.

Close Batch

Create Transfer File

☐ Include Foreign ROE (Sage Line50 v14)



**WARNING:** If you save the CSV file in Excel, dates will lose their leading 0 (e.g. 03/04/2024 would become 3/04/2024) causing Sage to reject the file (Reason: "Bad Dates").

To avoid this, use Notepad or a similar app to review/edit the CSV output, if required.

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## ADDITIONAL HELP

If you need additional guidance, please get in touch with us via email or telephone.

Tel: +44 (0) 330 223 5813

Email: [helpdesk@sigmafreight.com](mailto:helpdesk@sigmafreight.com)

Website: <https://www.sigmafreight.com/support/>

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