

CSV Batch Transfer User Guide

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INTRODUCTION

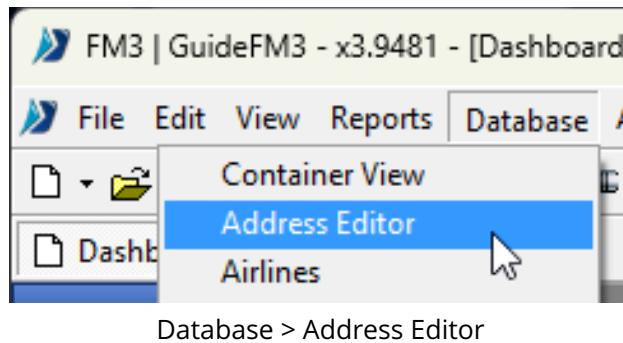
This batch transfer guide will cover how to use the Transfer window/page within FM3 and create a CSV file, containing invoice data, for you to manually upload to your accounts package. The Sigma Support Team are here to advise further if needed.

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).



Address Editor > Listing Tab [Accounts Tab]

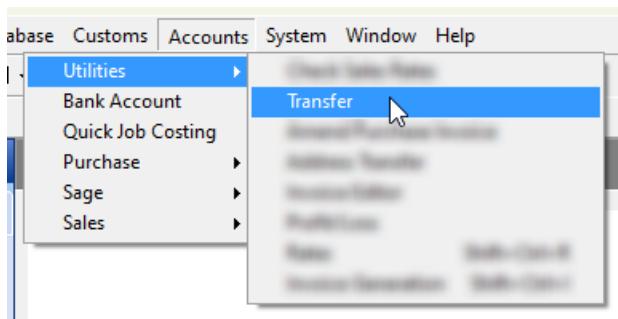
Code	Company Name	Address1
STARK	Stark Enterprise	20 Queen Street
SWANC	Swann Customs	184 South Street

Address Editor > Accounts Tab [Account Numbers Highlighted]

Sales A/C No	Purchase A/C No	Vat No	Vat Ext.	EORI
9876543	9876543			

TRANSFER PAGE

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



Accounts Menu > Utilities > Transfer

Batch Listing Details Transfer Preview							
Search For	Search In	Type	Transfer	Date From	Date To		
Ref				10/05/2024	08/08/2024		
PUR000001	1			50.00	0.00	50.00	
PUR000002	3			150.00	0.00	150.00	
PUR000003	3	26/07/2023 14:50:22		26.00	0.00	26.00	
SLS000001	4	26/07/2023 14:50:02		39.00	GBP	0.00	39.00
SLS000002	12			916.17	GBP	0.00	916.17

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**'.

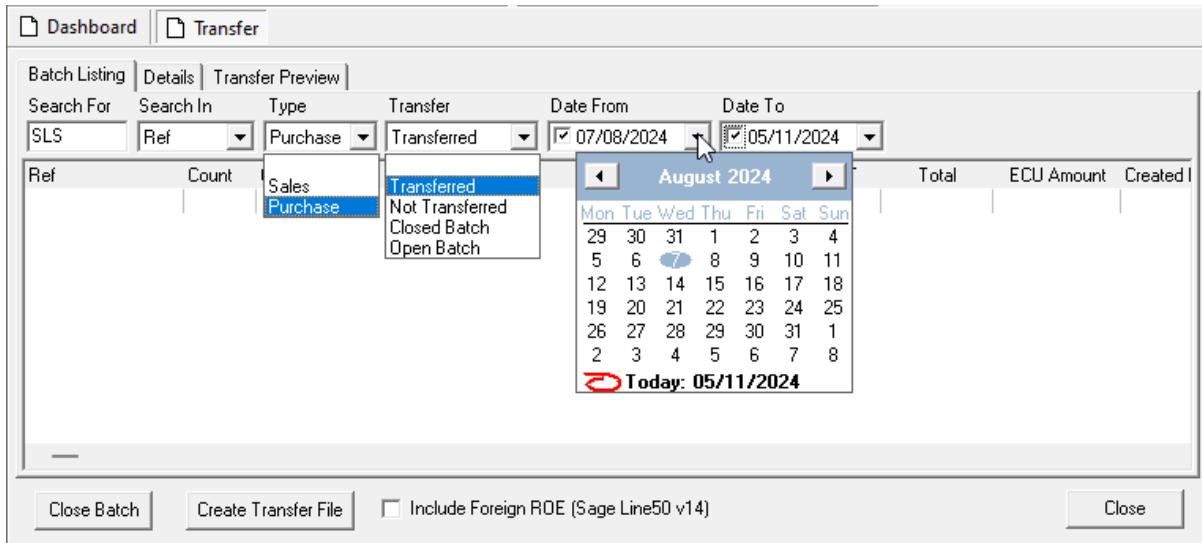
Transfer > Batch Listing							
Batch Listing Details Transfer Preview							
Search For	Search In	Type	Transfer	Date From	Date To		
				17/11/2023	15/02/2024		
Ref	Count	Closed	Transferred	Home Amount	Currency	VAT	Total
PUR000001	1			50.00		0.00	50.00
PUR000002							
PUR000003	3	26/07/2023 14:50:22		26.00		0.00	26.00
SLS000001	4	26/07/2023 14:50:02		39.00	GBP	0.00	39.00
SLS000002	5			164.17	GBP	0.00	164.17

Transfer > Batch Listing (No Search)

Transfer > Batch Listing (Search Results For 'SLS')							
Batch Listing Details Transfer Preview							
Search For	Search In	Type	Transfer	Date From	Date To		
SLS	Ref			07/08/2024	05/11/2024		
Ref	Count	Closed	Transferred	Home Amount	Currency	VAT	Total
SLS000001	4	26/07/2023 14:50:02		39.00	GBP	0.00	39.00
SLS000002	12			916.17	GBP	0.00	916.17

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

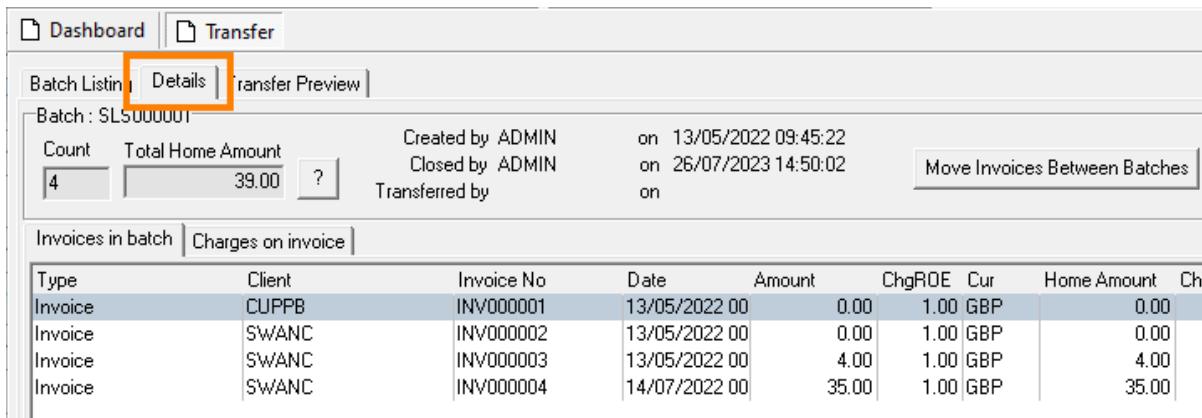
Search parameters include Batch Reference, Type (Sales or Purchase), Transfer (Transferred/Not and Open/Closed) and Created dates (to/from).



Transfer > Batch Listing > Search Parameters

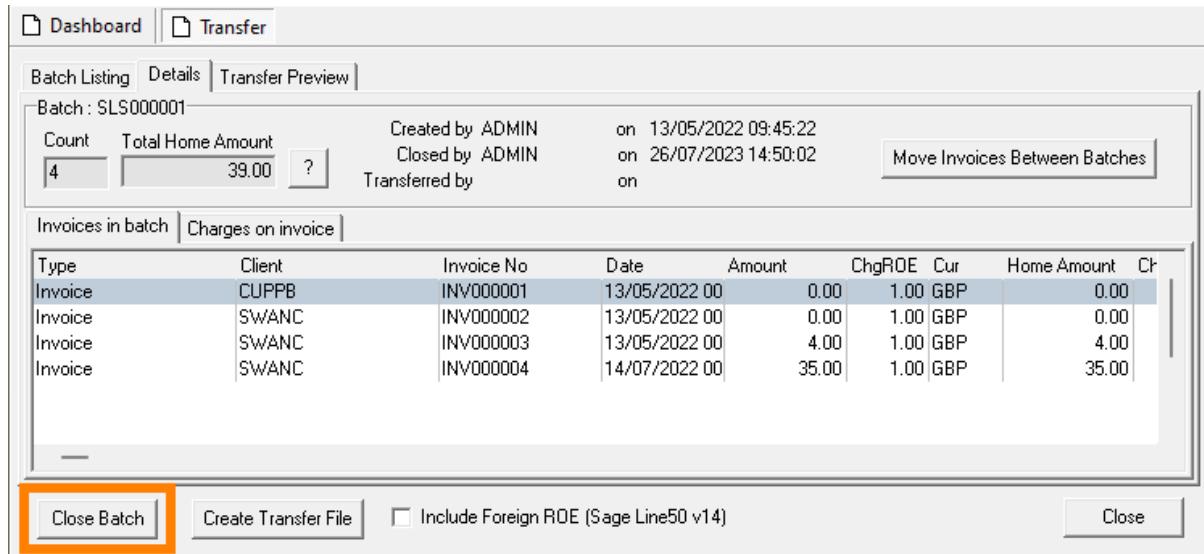
Details Tab

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



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.

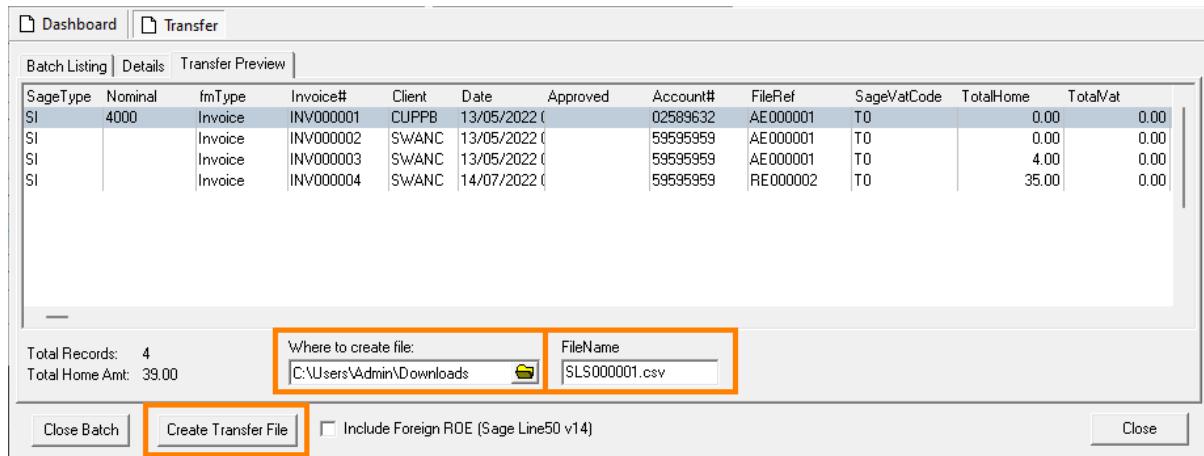


Transfer > Details > Close Batch Button

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).



Transfer > 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.

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

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