



Your Ascension Partner

ERA

Consulting Group

IMPORT FROM ACOMBA

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How to contact us

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Here's the detail of each Excel tab that needs to be completed with some example data. Some cells in the header contains notes that will help you complete the data in the spreadsheets.

- 1) Accounts: list your G/L account
 - a) Number: 20 Characters maximum
 - b) Category: Enter the corresponding number
 - i) 1=Assets, 2=Bank ,3=Liabilities ,4=Capital, 5=Income, 6=Expenses

Number	Category	Description
1000	2	BMO
1001	2	Bank of America
2000	1	Customer
3000	5	Sales
4000	3	Purchase

- 2) Customers: list your active customers
 - a) Number: 20 Characters maximum
 - b) Country: Enter one of the valid values
 - i) CAN, USA, (leave blank if other)
 - c) Customer Language: Enter the corresponding number
 - i) 1=French, 2=English, (leave blank if other):

1	* Number	* Name	Primary Contact	Address	City	State	Zip Code	Country	Seller	Main Email	Tax Group	Receivable Gr	Customer language	Tel.	Fax	Payment method
2	C0001	Customer 1	Contact Name	1123 Street Name	Montreal	QC	G0G1G1	CAN	Salesperson A	Contact@C0001.com	CAN-TAX	CAN_CUST		1 514-514-5144	514-514-5145	Cash
3	C0002	Customer 2	Contact Name 2	0000 Street Name	Quebec	QC	G1G1G1	CAN	Salesperson A	Contact@C0002.com	CAN-TAX	CAN_CUST		1 418-514-5144	418-514-5145	Cash
4																
5																
6																
7																
8																
9																
10																

- 3) Vendors: list your active suppliers:
 - a) Number: 20 Characters maximum
 - b) Country: Enter one of the valid values
 - i) CAN, USA, (leave blank if other)
 - c) Customer Language: Enter the corresponding number
 - i) 1=French, 2=English, (leave blank if other):

1	* Number	* Name	Primary Contact	Address	City	State	Zip Code	Country	Main Email	Vendor language	Tel.	Fax	Payment method	Payable Group
2	V0001	Vendor 1	Andrew Vendor	1111 Andrew street	Montreal	Quebec	G0G1G1	CAN	Andrew@V0001.com		2 514-514-5111	514-514-5000	CHECK	CAN_VEND
3	V0002	Vendor 2	Ben Vendor	222 Ben street	Los Angeles	CA	70002	USA	Ben@V0002.com		2 111-111-1111	111-111-1112	CHECK	US_VEND
4														
5														
6														
7														
8														
9														
10														

- 4) Products: list your products group and the relevant inventory management accounts
 - a) Number: 20 Characters maximum
 - b) Area: Enter one of the valid values
 - i) Sales, Purchases
 - c) Account:
 - i) The value must refer to a valid entry in le "Accounts" tab "Number" field

Number	Description	Area	Account
FG	Finished goods	Sales	3000
MP	Raw material	Purchases	4000

- 5) Inventories: list your active items and the detail about their current inventory
- a) Number: 20 Characters maximum
 - b) Category:
 - i) The value must refer to a valid entry in le “Products” tab “Category” field

Number	Description	Category	Quantity in stock	Unit Cost	Unit of Measure
ITEM A	Item A to be Sold	FG	50	100	UNIT
ITEM B	Item B to be Sold	FG	22	150	UNIT
RAW 1	Raw Material 1	MP	300	2,55	UNIT