Special Report For:

Business Owner
Managers
Office Manager

Looking Ahead Series

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Looking Ahead – Import Actual Amounts

In this article we will look at importing actual information into Multi-SWAC Advanced.

Actual data can be entered either manually into the appropriate cells or imported using the import facility. Multi-SWAC Advanced is able to import files from the following programs:

Accredo

BankLink

MYOB Accountants Office

QuickBooks

Reckon Accounts

Reckon Online Cashbook

Xero

There are also three Generic import csv formats.

Refer to the Help function regarding these.

The criteria that is required to be able to import cash information is that a file can be exported from the accounting packaging showing all the cash transactions, both profit & loss and balance sheet.

We will add more formats from other accounting packages as we become aware of the format of the files containing the information.

Ensure you are on the Company that you wish to import into. To import select Cashflow > Import from the menu. The Multi-SWAC Importer window is displayed. See next page.

It consists of three sections:
- Importer Section – this is the top of the window and here you specify which program the file was exported from, if the file is tax inclusive or exclusive. The Select File button is used to select the file to be imported. The Load button will reload the import file. The right hand half of this area is where the file will be imported to within Multi-SWAC Advanced.
- Ledgers Section – Shows the two ledgers that require matching one from the import file and one from the Multi-SWAC Advanced file.
- Matching Section – Show the existing matches. Multi-SWAC will remember all current matchings. You are able to unmatch if incorrect.
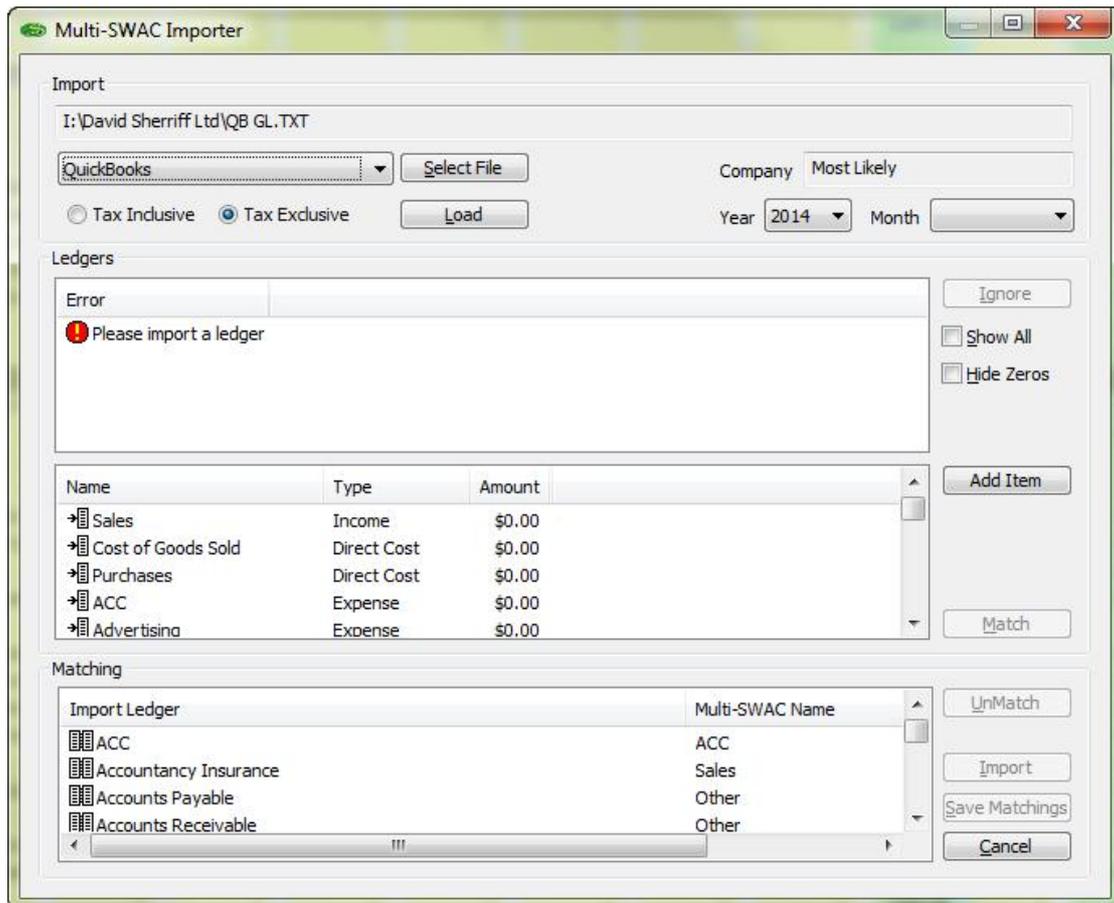
In this example we will import a file that has been generated from Quickbooks with the file name QB GL.txt

Use Select File button if displayed path and file is incorrect.

Select load if it does not automatically load.

You should now have:
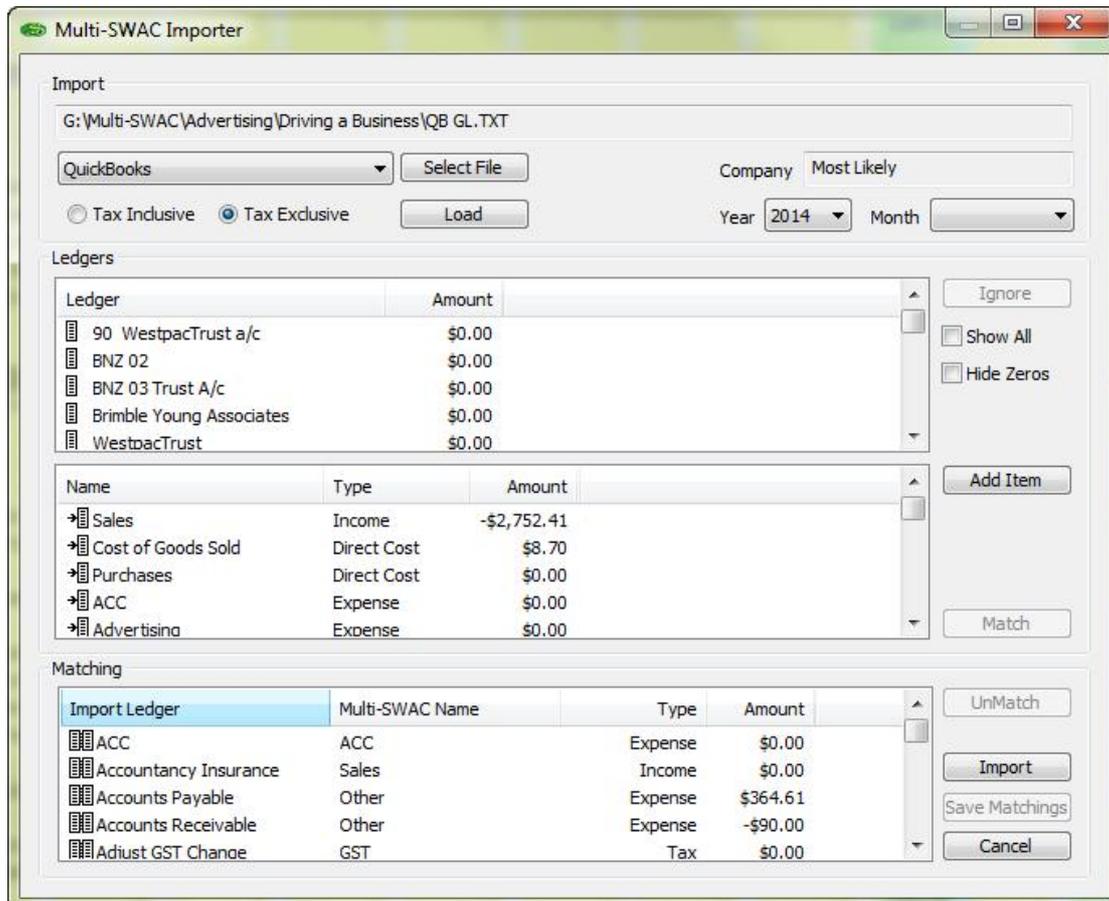
The importer has used all the previous matchings and placed them in the Matching section. In the top Ledger all the unmatched items are displayed and a number of these will have zero balances and do not need to be matched. To remove these click on Hide Zeros. All unmatched transactions with a balance will only be displayed.

To match ledgers select the corresponding codes from the two ledgers and click the Match button.
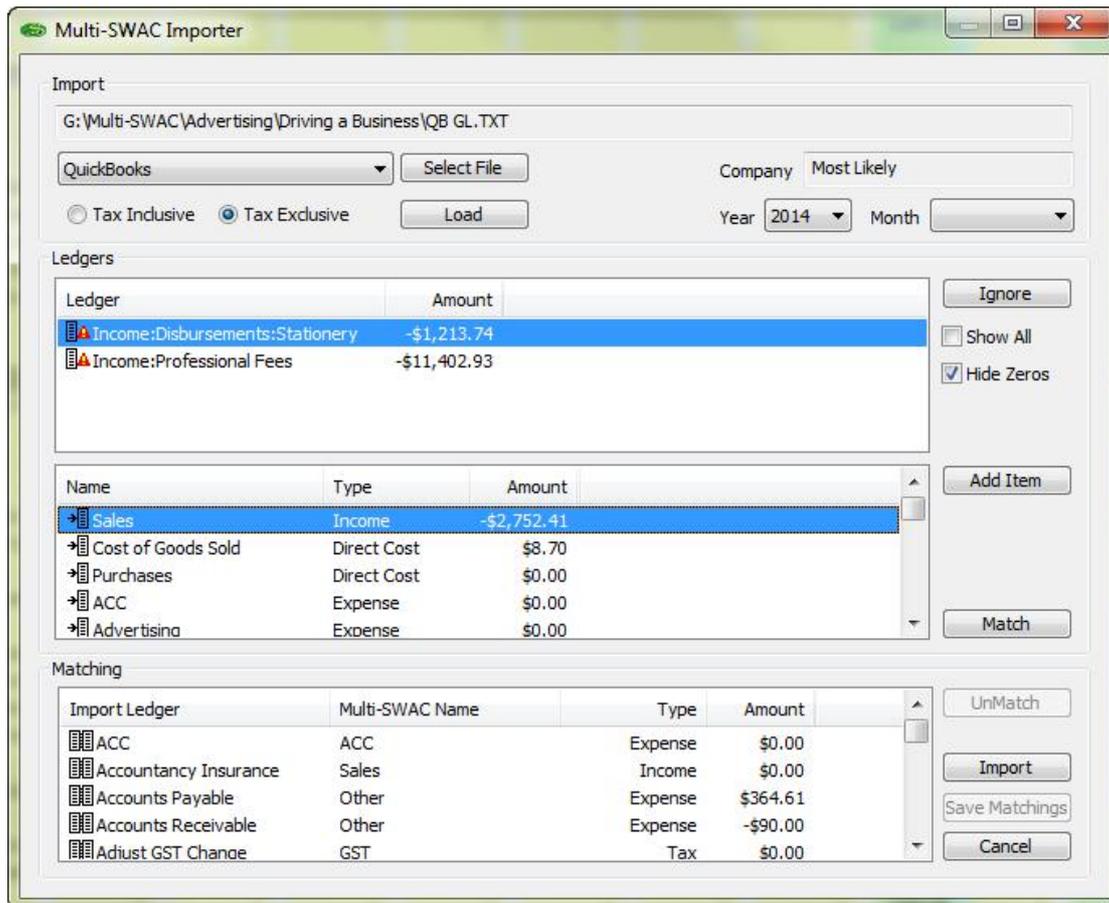
When all codes are matched the upper ledger will be blank other than zero item codes.

Select the month to be imported into and Import. The transactions will be placed in the actual column for the selected month and company.