

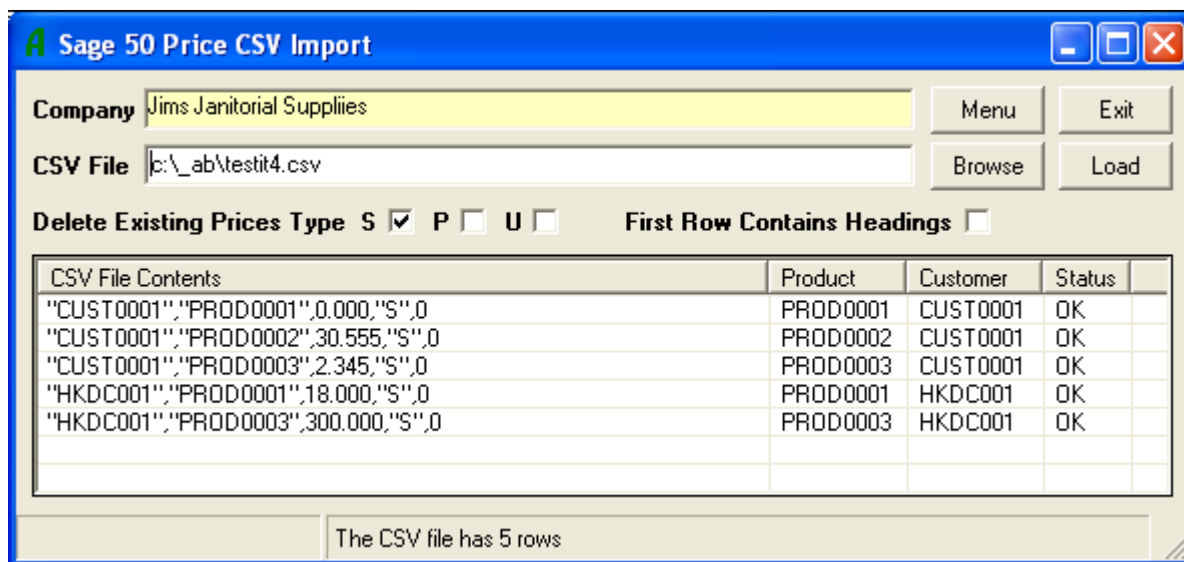
ADEPT

Sage 50 Price CSV Import

Overview

This program will import Customer Special Prices, Customer Price List Prices and Supplier Price List Prices into the Sage 50 Price File from a CSV file.

- Can be used to import data into any field in the Sage 50 Price file that is exposed by the Sage SDO.
- A simple five column CSV file handles most situations.
- The column headings in first line of the CSV file can be used to define the fields that the data should be imported into.
- The CSV file contents are displayed, along with any error messages, before the import takes place.
- Create new template CSV files by selecting fields from a list of available field names.
- Export option will load your template with the data from your current Price file.
- The program can be run from a button in the Sage 50 Product Module (Accounts Pro and Financial Controller only).
- Licensed for use on as many of your company's computers as you like.
- Compatible with Sage Line 50 and Sage 50 Accounts versions 8 to 17 (2011)



To Install the Program from the Internet

Download the installation program to a suitable folder on your PC and double click it to start the installation process. Follow the on screen instructions selecting the default option whenever you are given a choice (unless you have a good reason not to). As with any program installation, you should close all other programs before performing the installation. You should make a backup copy of the installation program in case you want to reinstall the program in the future.

If the installation detects that your system already has a more up to date version of one of the files that it is installing it will stop with a message that tells you this. You should select the default option, which is to NOT replace your existing file, by just pressing Enter.

To Install the Program from CD

Insert the CD and the installation program will auto start. Follow the on screen instructions selecting the default option whenever you are given a choice (unless you have a good reason not to). As with any program installation, you should close all other programs before performing the installation.

If the setup does not start automatically, go to My Computer and locate the icon for your CD Drive. Double click this icon to show the contents of the CD. Locate the file called setup.exe and double click it to start the installation. N.B. your system may be configured to hide extensions in which case you will not see the .exe part of the file name.

If the installation detects that your system already has a more up to date version of one of the files that it is installing it will stop with a message that tells you this. You should select the default option, which is to NOT replace your existing file, by just pressing Enter.

To Uninstall the Program

Go to Control Panel (Start / Settings / Control Panel) and select Add/Remove programs. Locate the "Adept Sage 50 Price CSV Import" entry and click the Change/Remove button. Follow the on screen instructions selecting the default options whenever there is a choice.

To Setup the Program

Before running the program

Before running the program for the first time you should make a backup copy of your Sage 50 data.

Run the Program

Run the program by selecting "Adept Tools" and then "Price CSV Import" from the Windows Start Button / Programs Menu.

View the Documentation

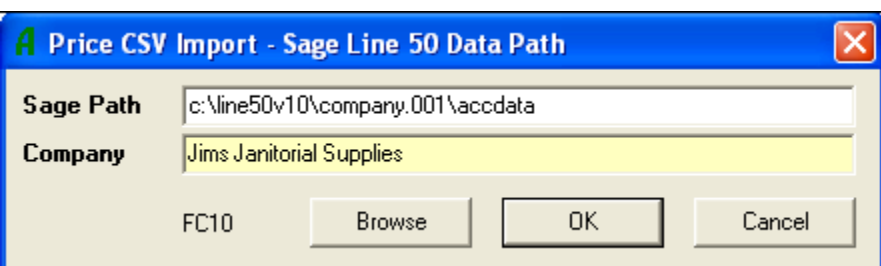
The first time the program is run, this help document will be displayed. The document viewer window may be resized by dragging its edges or corners with the mouse. To print the document click on the **Print** button which is located in the top left hand corner of the viewer window.



When you have finished reading the help document, close the document viewer by clicking the .

Locate your Sage 50 data files

If the program cannot locate your Sage data files automatically it will display the Sage 50 Data Path dialog as follows.



Press the Browse button and use the standard Windows file browser to locate your Sage 50 data files. In particular you are looking for a file called SETUP.DTA which will be in a folder called ACCDATA. When you find SETUP.DTA double click on it and the path will be entered into the Sage Path box. The program will display the company name found in the data as confirmation that you have the correct path. When you have finished, press the OK button to save your changes

Enter the License Details

The program will display the Licence dialog as follows. N.B. if this dialog is not displayed it means that you have been supplied with a customised setup program that has already entered your licence details for you.



You should enter the Licence details that have been supplied to you in the appropriate boxes. When you have finished, press the OK button to save your licence details. If you have entered the details incorrectly the Licence Type box will show "ERROR Invalid Licence Key".

If you do not have a licence, you may obtain one from Adept Computer Support Ltd. See the Contact Us section in this document for contact details.

Please note that trial licences are limited to importing and exporting a maximum of ten records. Buying a full licence will remove this limit.

Check the Program's Options

The Options dialog will now be displayed.



Currently the program only has three options and if in doubt you should leave all the boxes unticked.

CSV files created on a UNIX computer usually use a single Line Feed to terminate each record whereas Windows computers will terminate each record with a Carriage Return Line Feed combination. If you tick the "UNIX Compatibility" box the program will be able to read CSV files in either format. However the multi-line option for Memos and Web Long Descriptions will be disabled because this feature relies on being able to use a single Line Feed (Excel Alt-Enter) to indicate the end of a line within a field.

When you select a CSV file the program will normally load it straight away. This can become tedious if you regularly import large CSV files. If you tick the "Restrict Automatic Preview to Header row only" box only the first row of the CSV file will be loaded until you explicitly press the Load button.

If you tick the "Only display records which have errors" box the program will only display records that have an error message in the Status column..

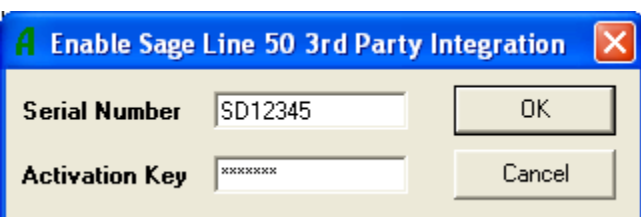
Press the "OK" button to save the selected option.

Tool Bar Button (Financial Controller Only)

At this point the program will attempt to add a button to the Sage 50 Product module tool bar. A message will tell you whether it thinks it has been successful or not. Due to licensing conditions imposed by Sage this feature is only available if you are using Financial Controller.

Register the Sage 50 SDO (Sage Data Objects)

If the SDO has not been registered the "Enable Sage 50 3rd Party Integration" dialog will appear.



In order to track the number of Sage 50 users who are using third party add-ons for their products Sage require you to obtain a serial number and activation key to enable the integration of products such as Adept Stock Split.

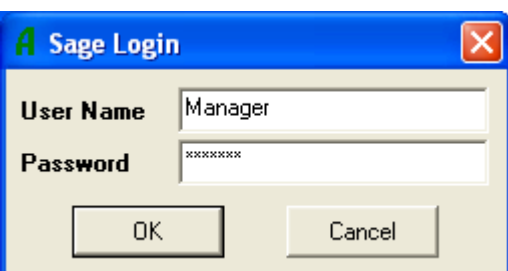
To obtain a serial number and activation key you should ring Sage Customer Services on one of the following numbers and ask for a serial number and activation key to enable 3rd party integration. They will want to know what the Serial Number of your Sage 50 program is and its version number (v8, v9 or v10).

Great Britain: 0845 111 6666
Northern Ireland: 0845 245 0280
Republic of Ireland: 01 642 0863

N.B. In Sage 50 versions 9 and higher the serial number and activation key can also be entered within the Sage 50 program by selecting the menu option Tools / Activation / Enable 3rd Party Integration.

Login to the Program

The program will attempt to logon to your Sage data with the Manager user name. If it is unable to do so, it will display the Login dialog.



Enter a valid User Name and Password for your Sage 50 program and press the OK button. N.B. the User Name must not be in use anywhere else. We suggest that you setup a special User Name for each user who uses this program. The program will remember the User Name and Password separately for each computer so that you do not have to enter it again.

To use the program

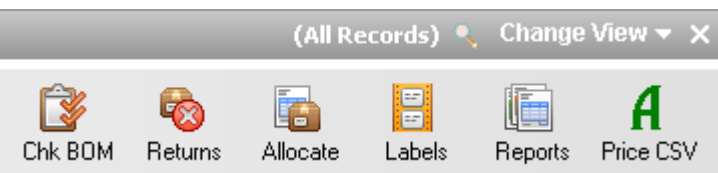
Before running the program

Before running the program you should make a backup copy of your Sage 50 data.

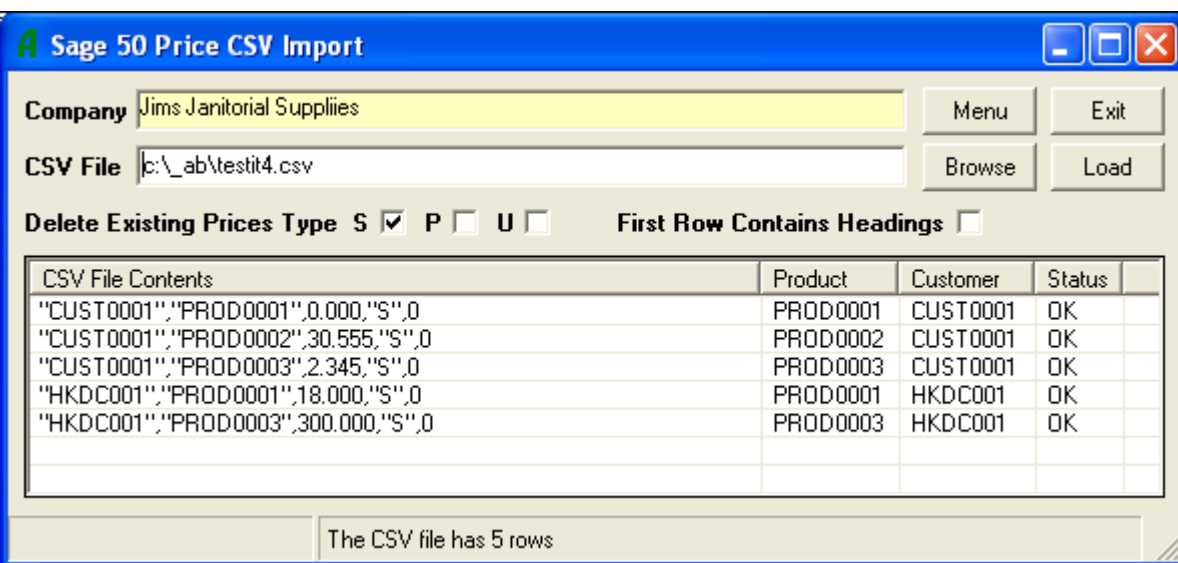
Run the Program

Run the program by selecting "Adept Tools" and then "Price CSV Import" from the Windows Start Button / Programs Menu.

If you have Financial Controller you can also run the program by pressing the button on the Sage 50 Product module tool bar.



The Main Program window will appear as follows:



The window can be resized by dragging the corners or edges. The status bar at the bottom of the window will display a progress bar when the program is busy. When the program is idle, the contents of the current CSV file will be displayed.

The columns in the CSV File Contents list are:

CSV File Contents	The contents of the CSV file row.
Product	The Product Stock Code.
Customer	The Customer, Supplier or Price List Reference.
Status	OK or an Error Message.

Company Box

The Company Name from your Sage 50 data files will be displayed here.

CSV File Box

Enter the path and file name of the CSV file that contains the data that you want to import. Alternatively, you can press the Browse button to use the standard Windows file browser to help locate your CSV file.

Delete Existing Price Type Boxes S, P and U

Tick these boxes if you want the program to delete existing prices before it imports the new prices..


First Row Contains Headings

Tick this box if the first row of your CSV file contains the field names of the data to be imported. If this box is not ticked the program will use the simple 5 column CSV layout described below

Menu Button

Press this button to display the program's menu.

Exit Button

Press this button to close the program down. Alternatively you may press the  button

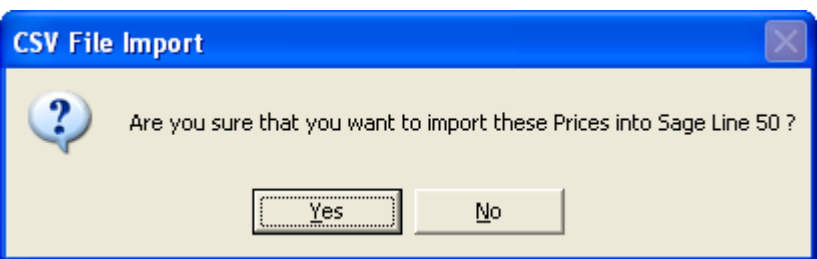
Browse Button

Press this button to browse for the CSV file to be loaded.

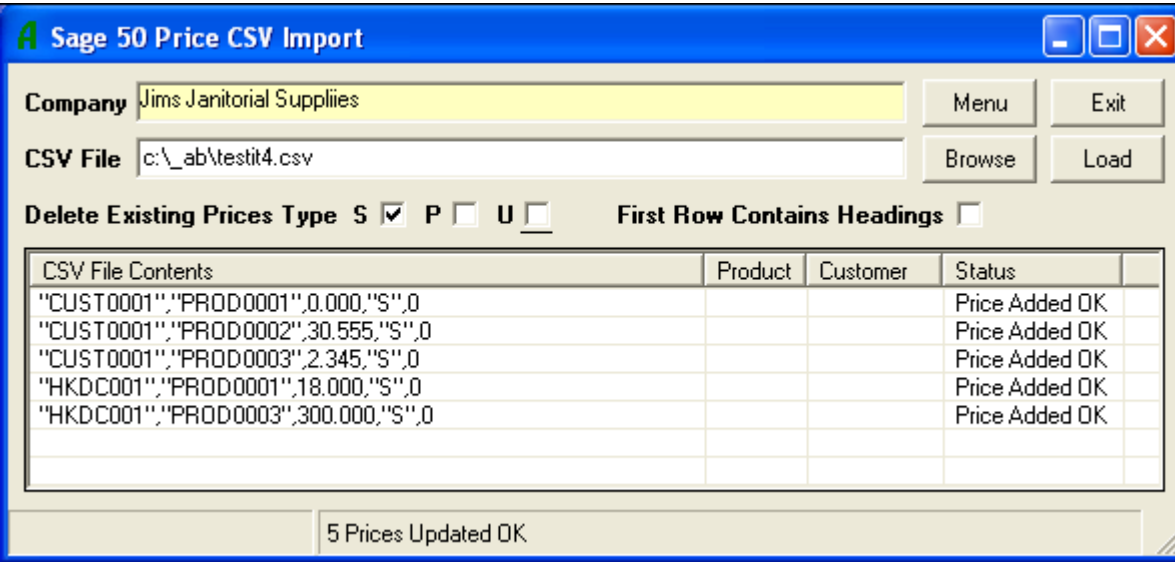
Load Button

Press this button to import the CSV file into Sage 50. The program will check the CSV file and if any errors are found appropriate error

Messages will be displayed in the Status column. If all is well, the following dialog will be displayed to allow you to confirm that you want to import the Products.

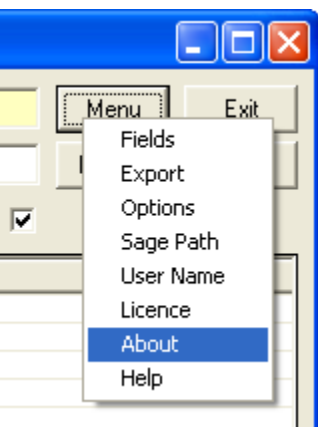


If you press Yes on this dialog the program will import the Payments and display an "Added OK" or "Updated Ok" message as appropriate in the Status column.



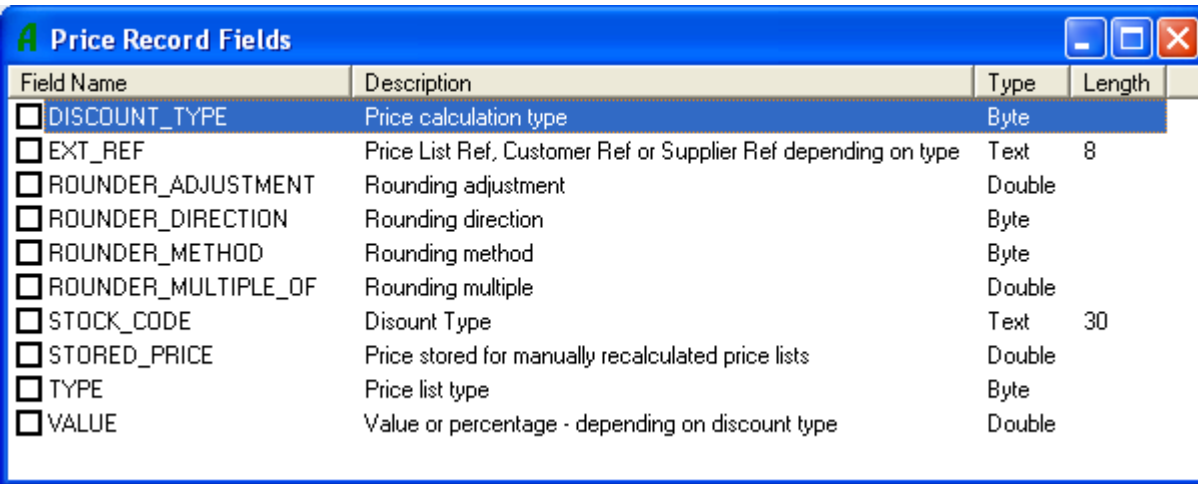
Program Menu

To show the program's menu press the Menu button.




Fields Menu Option

Select this option to display information about the Price Field Names that are available to you in your version of Sage 50.

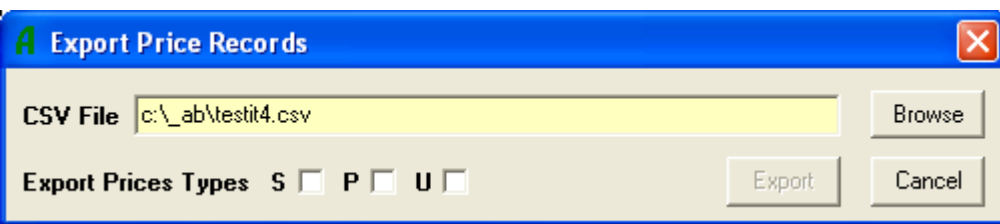


To create a new template CSV file tick the boxes alongside the fields that you want to create columns for. When you close the Product Fields dialog you will be prompted to save your Template CSV file in a folder and with a name of your choice.

Close the Product Fields dialog by clicking the .

Export Menu Option

Select this option to export the data in your current Sage 50 Price file into a template. Any data that is already in the template will be overwritten. You can select the record type that you want to export by ticking the S, P and U boxes. Press the Browse button to change the CSV file name.



Sage Path Menu Option

Select this option to display the Path to your Sage 50 data. This dialog was discussed at the beginning of this document.

User Name Menu Option

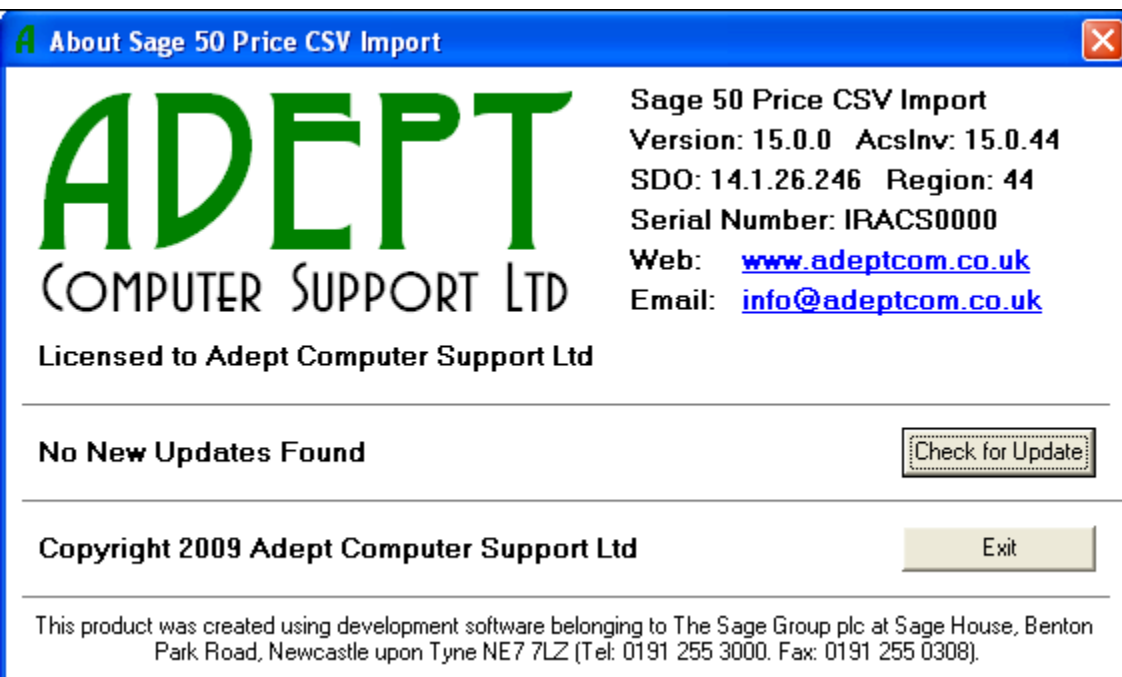
Select this option to display the User Name and Password dialog. This dialog was discussed at the beginning of this document.

Licence Menu Option

Select this option to display the Licence dialog. This dialog was discussed at the beginning of this document.

About Menu Option

Select this option to display information about the program.



If you have Internet access you can press the Check for Update button to see if an updated version of the program is available. If there is an updated version it will be automatically downloaded and installed.


Help Menu Option


Select this option to display this help document. The document viewer window may be resized by dragging it's edges or corners with the mouse. To print the document click on the [Print](#) button which is located in the top left hand corner of the viewer window.



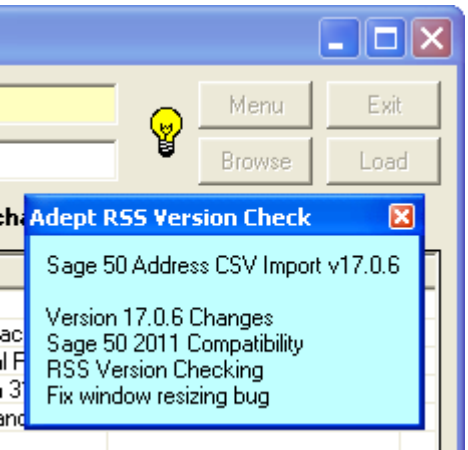
When you have finished reading the help file, close the help file viewer by clicking the .

RSS Version Checking

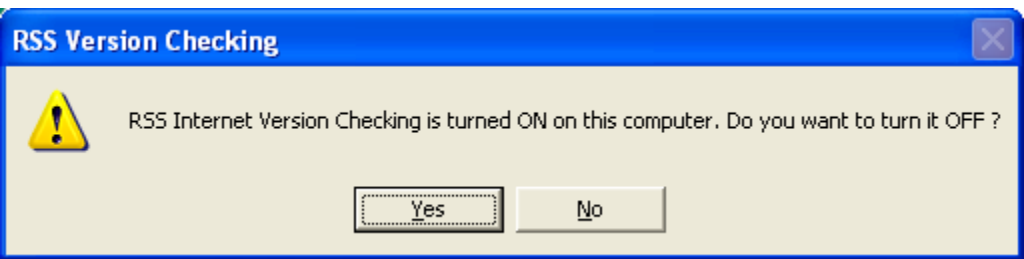
The first time the program is started up each day it will automatically check an rss internet feed to see if there are any new updates available. A red light bulb  is displayed while the check is taking place. If an update is available the light bulb changes colour to

 If your program is up to date the light bulb disappears.

If you click on the Yellow bulb it will give you a list of the program changes in the new update. You can then use the "Check for Update" button on the "About" dialog to download and install the update..



RSS Version checking is turned on by default. To turn it on and off (e.g. on a PC that does not have an Internet connection) you should Right-Click the "Check for Update" button on the "About" dialog. Please note that this setting applies to all the Adept Add-ons that you have installed.



Simple CSV File Format

Simple Five Column Layout without Headings

- Column 1 The Customer Code if Column 4 is S.
 The Price List Code if Column 4 is P.
 The Supplier Code if Column 4 is S.
- Column 2 The Product Code
- Column 3 The Amount or Percentage depending on the value in Column 5
- Column 4 The Price Type Code S = Customer Special Price
 P = Customer Price List
 U = Supplier Price List
- Column 5 The Price Calculation Type 0 = Fixed
 1 = Standard
 2 = Decrease SP by %
 3 = Decrease SP by amount
 4 = Markup Cost by %
 5 = Markup Cost by amount
 6 = Increase SP by % (Sage v11+)

Example

```
"CUST0001","PROD0001",1.00,"S",0  
"CUST0001","PROD0002",30.55,"S",0  
"CUST0001","PROD0003",2.34,"S",0  
"HKDC001","PROD0001",18.00,"S",0  
"HKDC001","PROD0003",300.00,"S",0
```

Advanced CSV File Format

The first row of the CSV file must contain the Sage Line 50 Price file field names that the data is to be imported to

Mandatory Columns

You must have a columns whose headings are EXT_REF, STOCK_CODE, VALUE, TYPE and DISCOUNT_TYPE. These field names equate to the five columns of the Simple CSV Layout above.

Rounder Columns

ROUNDER_ADJUSTMENT
ROUNDER_DIRECTION
ROUNDER_METHOD
ROUNDER_MULTIPLE_OF

Other Columns

STORED_PRICE

Technical Notes

If a text field contains an embedded comma you should enclose the field with " quotation marks as in the last line of the example below. If you are using Microsoft Excel to create the CSV file this will happen automatically.

Try to avoid using the " quotation mark in your data. If you have to use it, you should enclose the field with " quotation marks as with embedded commas. You also need to convert each embedded quotation mark to two consecutive quotation marks. For example ,3" Ruler, becomes ,"3"" Ruler", and ,"Chez Nous", becomes ,""Chez Nous""", i.e. three quotation marks in a row at either end. As with commas Microsoft Excel should do this for you automatically.

Example

```
"EXT_REF","STOCK_CODE","VALUE","TYPE","DISCOUNT_TYPE","ROUNDER_ADJUSTMENT","ROUNDER_DIRECTION","ROUN  
DER_METHOD","ROUNDER_MULTIPLE_OF","STORED_PRICE"  
"CUST0001","PROD0001",1.00,"S",0,0.00000,0,0,0.01,1.00  
"CUST0001","PROD0002",30.55,"S",0,0.00000,0,0,0.01,30.55  
"CUST0001","PROD0003",2.34,"S",0,0.00000,0,0,0.01,2.34  
"HKDC001","PROD0001",18.00,"S",0,0.00000,0,0,0.01,18.00  
"HKDC001","PROD0003",300.00,"S",0,0.00000,0,0,0.01,300.00
```

Frequently Asked Questions

This section will be expanded when someone asks a question !

General Notes

The program is compatible with versions 8 to 17 (2011) of Sage Line 50 or Sage 50 Accounts.

Trial licences are limited to importing and exporting a maximum of ten records. Buying a full licence will remove this limit.

Important Warning

This program gives you the ability to TOTALLY SCREW UP your price data.

- Always make a backup of your Sage 50 data before using this program.
- Never import data to a field unless you are sure what the field does.
- If you are unsure about what you are doing please phone or email us to ask.

Contact Us

For Support, Upgrades and Licence Activation Keys please contact:

Adept Computer Support Ltd	Tel: +44 (0) 1722 415144
Monks Brook House	Fax: +44 (0) 1722 415143
13/17 Hursley Road	Email: martin@adeptcom.co.uk
Chandler's Ford	Web: www.adeptcom.co.uk
Hampshire	
SO53 2FW	
United Kingdom	

End User Licence Agreement (EULA)

1. This EULA is an agreement between you (the user) and Adept Computer Support Ltd (the developer) at Monks Brook House, 13/17 Hursley Road, Chandler's Ford, Hampshire, SO53 2FW, United Kingdom (email: admin@adeptcom.com).
2. By installing "Adept Sage 50 Price CSV Import" (the software), you agree to the terms and conditions of this EULA.
3. You may install the software on any computers that are under the direct and exclusive control of your company, your partnership, your organization or yourself.
4. You may make copies of the software or installation files for your own use only.
5. You may not sublicense, sell, assign, transfer, pledge, distribute or rent the software to any other company, partnership, organization or individual.
6. You may not use the software with Sage data that belongs to a 3rd party. If you wish to do this you should contact Adept Computer Support Ltd to obtain a licence for the 3rd party.
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8. All title, including but not limited to copyrights, in and to the software and any copies thereof are owned by Adept Computer

Support Ltd. The software uses the Sage Data Objects (SDO) to access your Sage 50 data files. All title in and to the SDO and those portions of the software that access the SDO are owned by The Sage Group plc and the licence to use the SDO is subject to The Sage Group plc's published terms and conditions.

9. To the maximum extent permitted by applicable law, in no event shall Adept Computer Support Ltd be liable for any special, incidental, indirect, consequential or other damages whatsoever (including, without limitation, damages for loss of profits, business interruption, loss of information, or any other pecuniary loss) arising out of the use of or inability to use the software or the provision of or failure to provide support services, even if Adept Computer Support Ltd has been advised of the possibility of such damages.
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This software was created using development software belonging to The Sage Group plc at Sage House, Benton Park Road, Newcastle upon Tyne NE7 7LZ (Tel: 0191 255 3000. Fax: 0191 255 0308).

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