

NolaPro can import the following from MS Office Accounting:

- Customers
- Employees
- General Ledger Totals
- Inventory Categories
- Inventory Items
- Vendors

This information will first need to be exported from MS Office Accounting to Excel and then saved as a CSV file. This guide provides more information on CSV files as well as instructions to import into NolaPro.

## **Building Comma-Separated Files**

---

*Many software programs are able to "read" (better known as import) information if the values are separated by commas. This is known as a Comma-Separated Values (CSV) file. Building one of these files by type in each one of the values followed by a comma can be a daunting task even for an accomplished typist.*

Here are a few suggestions for building a CSV file so you can import the information into NolaPro.

### **Building the File from a Different Software Package**

If your software has this feature, export or extract the information into a comma-separated file format. Many times this option is not available, so if you can copy the information into a spreadsheet program, such as Microsoft Excel®, this will allow you to easily build the file.

### **Working with the Information before Importing**

To easily work with the data before you import, it is recommended to view and edit the data in a spreadsheet program, such as Microsoft Excel®. Follow the recommendations below to easily proofread your data before importing into NolaPro.

1. Open the CSV file in the spreadsheet program or copy and paste the information into a blank spreadsheet.
2. Enter Headings in the first row of the spreadsheet immediately above the first row of data. Insert a header row at the top (if not already there), making sure all requested fields have a heading if the field is empty. An example would be an import for the Chart of

Accounts. See the Ledger -> Setup-Ledger -> Import Accounts screen for more information.

Account Number	Description	Type	Old ID
1001	Petty Cash	Asset	A100
1002	Checking Account	Asset	A200

3. If you have unusual characters in your data such as end-of-record characters or other hidden characters, you can do the following to easily "clean up" the information.
  - a. In a blank column to the right of the last column, insert the following formula on the second row, =clean(B2)&"" (assuming column B is the data with the characters that need removed)
  - b. Copy this formula down the entire list of entries.
  - c. Highlight all the entries in the new column and select Edit -> Copy (or Ctrl-C in a Windows environment).
  - d. Highlight all of the entries in the column referenced in the formula (column B in this example). Select Edit -> Paste Special -> Values.
  - e. Delete the column to the far right you created.
  
4. Remove Quote Marks From Within Text Fields
  
5. Monetary Columns Should Not Contain Monetary Symbol or commas in thousands positions.

You can also do a Find and Replace in most spreadsheet programs to eliminate troublesome characters such as quotes within a text field.

1. Save the file as a CSV file format (File -> Save As, changing the file Type to CSV). This file should now be ready to bring into NolaPro.

# Import Customers

This utility allows you to import your customers from another application via a comma-separated (CSV), a tab-delimited, or a pipe()-delimited file. Follow the restrictions noted in red and place the fields in the order shown below.

1. From the Main Menu, select **Admin -> Imports -> Import Customers**.
2. Your screen should look similar to this:

**Import Customers - Select Customer File**

URL File For CSV Format Items:

Field Separator: comma( , )


Text Delimiter: Quote Marks (")

Full Import: Partial-No Delete

Remove Quote Marks From Within Text Fields  
Replace Commas Within Text with Tilde(~)  
Monetary Columns Should Not Contain Monetary Symbol

**Customer File Column Format**

1. Company Name
2. Salutation
3. First Name
4. Middle Name
5. Last Name
6. Suffix
7. Address Line 1
8. Address Line 2
9. City
10. State (Abbreviation)
11. Zip
12. Country
13. Phone 1
14. Phone Comment 1
15. Phone 2
16. Phone Comment 2
17. Phone 3
18. Phone Comment 3
19. Phone 4
20. Phone Comment 4
21. E-mail 1
22. Email Comment 1
23. E-mail 2
24. Email Comment 2
25. Website
26. Federal ID
27. Mail Stop
28. Salesman Name
29. Service Rep Name
30. Customer Code Number
31. Invoice Terms
32. GL Sales Account
33. GL Sales Account Description
34. Tax Exemption Reason
35. Credit Limit

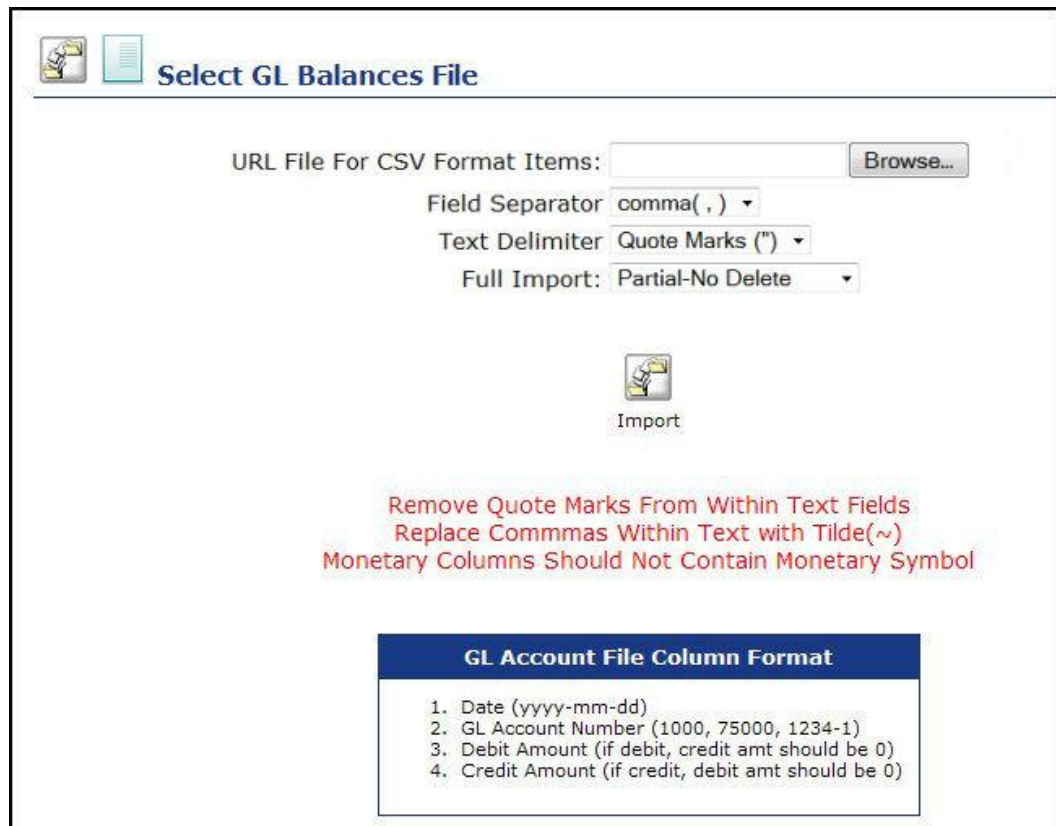
3. **URL File For CSV Format Items:** Enter the path to the file you would like to import. You can either manually type the file path or click the Browse button to find an outside source.
  
4. **Field Separator:** Select how the fields are delimited from the drop-down list.
  
5. **Text Delimiter:** Select between text surrounded by quote marks, and no quotes around text fields.
  
6. **Full Import:** Choose whether the records being imported are to **replace** anything currently in the system, or whether they are a partial import -- which will not delete any existing data. NOTE: A Full Import will delete ALL customer data for ALL Companies.
  
7. To import the file, click the **Import**  button.

***NOTE:** The order of the fields to be imported, and which fields are to be imported will depend on certain settings in your system. For this reason, be sure to follow your ON-SCREEN information as to fields and order of fields.*

# Import General Ledger Totals

Import your current General Ledger Balances from another software package via a comma-separated (CSV), a tab-delimited, or a pipe()-delimited file. Place the fields in the order shown below.

1. From the Main Menu, select **Admin -> Imports -> Import GL Totals**.
2. Your screen should look similar to this:



The screenshot shows a web interface titled "Select GL Balances File". It features a form with the following fields and options:

- URL File For CSV Format Items:
- Field Separator: comma( , )
- Text Delimiter: Quote Marks (")
- Full Import: Partial-No Delete

Below the form is an "Import" button with a document icon.


Red text instructions are displayed below the button:

- Remove Quote Marks From Within Text Fields
- Replace Commmas Within Text with Tilde(~)
- Monetary Columns Should Not Contain Monetary Symbol

A blue box titled "GL Account File Column Format" contains the following list:

1. Date (yyyy-mm-dd)
2. GL Account Number (1000, 75000, 1234-1)
3. Debit Amount (if debit, credit amt should be 0)
4. Credit Amount (if credit, debit amt should be 0)

3. **URL File For CSV Format Items:** Enter the path to the file you would like to import. You can either manually type the file path or click the Browse button to find an outside source.

4. **Field Separator:** Select how the fields are delimited from the drop-down list.
  
5. **Text Delimiter:** Select between text surrounded by quote marks, and no quotes around text fields.
  
6. **Full Import:** Choose whether the records being imported are to **replace** anything currently in the system, or whether they are a partial import -- which will not delete any existing data. NOTE: A Full Import will delete ALL General Ledger Totals for ALL Companies.
  
7. To import the file, click the **Import**  button.

***NOTE:** The order of the fields to be imported, and which fields are to be imported will depend on certain settings in your system. For this reason, be sure to follow your ON-SCREEN information as to fields and order of fields.*

# Import Inventory Categories

Create your Inventory Categories from another application via a comma-separated (CSV), a tab-delimited, or a pipe(|)-delimited file, in preparation for importing Inventory Items into NolaPro. Follow the restrictions noted in red and place the fields in the order shown below.

1. From the Main Menu, select **Admin -> Imports -> Import Inv Categories**.
2. Your screen should look similar to this:


Import Item Categories - File

URL File For CSV Format Items:

Field Separator: comma ( , )

Text Delimiter: Quote Marks (")

Full Import: Partial-No Delete


 Import

Remove Quote Marks From Within Text Fields  
Replace Commmas Within Text with Tilde(~)  
Monetary Columns Should Not Contain Monetary Symbol

**Item Category File Column Format**

1. Category ID
2. Category Name
3. Blank Field
4. Season 1 Name
5. Season 1 Begin Month Number
6. Season 1 End Month Number
7. Season 2 Name
8. Season 2 Begin Month Number
9. Season 2 End Month Number
10. Season 3 Name
11. Season 3 Begin Month Number
12. Season 3 End Month Number
13. Season 4 Name
14. Season 4 Begin Month Number
15. Season 4 End Month Number

3. **URL File For CSV Format Items:** Enter the path to the file you would like to import. You can either manually type the file path or click the Browse button to find an outside source.

4. **Field Separator:** Select how the fields are delimited from the drop-down list.
  
5. **Text Delimiter:** Select between text surrounded by quote marks, and no quotes around text fields.
  
6. **Full Import:** Choose whether the records being imported are to **replace** anything currently in the system, or whether they are a partial import -- which will not delete any existing data. NOTE: A Full Import will delete ALL category data for ALL Companies.
  
7. To import the file, click the **Import**  button.

***NOTE:** The order of the fields to be imported, and which fields are to be imported will depend on certain settings in your system. For this reason, be sure to follow your ON-SCREEN information as to fields and order of fields.*

# Import Inventory Items

Bring your Inventory Items into NolaPro from another application via a comma-separated (CSV), a tab-delimited, or a pipe(|)-delimited file. Follow the restrictions noted in red and place the fields in the order shown below.

**WARNING: The following steps must be completed before running this utility:**

- Set Default Inventory Location in *Inventory -> Setup-Inventory -> Standard GL Accounts*.
- Set Default Price Level in *Inventory -> Setup-Inventory -> Standard GL Accounts*.
- Run Import Item Categories

1. From the Main Menu, select *Admin -> Imports -> Import Inventory Items*.
2. Your screen should look similar to this:


Import Items - File

URL File For CSV Format Items:  Browse...

Field Separator comma(,) ▾

Text Delimiter Quote Marks (") ▾

Full Import: Partial-No Delete ▾

 Import


**Set Default Location and Default Price Level in Inventory Setup->Standard GL Accounts Before Updating**  
If Defaults Are Not Set, the First Location and Price Level Found Will Be Updated

**Remove Quote Marks From Within Text Fields**  
Replace Commas Within Text with Tilde(~)

**Monetary Columns Should Not Contain Monetary Symbol**

**Item File Column Format**

1. Itemcode
2. Category Name
3. Description
4. Stock Unit Name
5. Price Units per Stock Unit
6. Price Unit Name
7. Sales GL Account
8. Inventory GL Account
9. Quantity On-Hand
10. Price At Level: Retail
11. Price At Level: Wholesale
12. Price At Level: Government
13. Price At Level: Education
14. Price At Level: Waste Price
15. Price At Level: MarkDown
16. Price At Level: Wholesale Mark Down
17. Average Cost Each
18. Last Cost Each
19. Taxable(Y/N)
20. Manufacturer
21. Default Vendor Name
22. Reference ID
23. Catalog Description
24. Graphic URL
25. Location Name
26. On Shopping Cart (1=Yes)
27. UPC Code or ISBN Number
28. Author
29. Front Page (1=Yes)
30. Notes
31. Weight

3. **URL File For CSV Format Items:** Enter the path to the file you would like to import. You can either manually type the file path or click the Browse button to find an outside source.
  
4. **Field Separator:** Select the delimiter (comma, Tab, or Pipe()) that separates the values in your file.
  
5. **Text Delimiter:** Select how Text fields are marked in your file. For example, are long descriptions enclosed in Quote Marks or not enclosed?
  
6. **Full Import:** Select a **Full Import** (this will DELETE all existing items for ALL Companies) or a **Partial Import** (this will UPDATE the existing items).
  
7. To import the file, click the **Import**  button.

***NOTE:** The order of the fields to be imported, and which fields are to be imported will depend on certain settings in your system. For this reason, be sure to follow your ON-SCREEN information as to fields and order of fields.*

# Import Vendors

Import your vendors via a comma-separated (CSV), a tab-delimited, or a pipe(|)-delimited file. Place the fields in the order shown below.

1. From the Main Menu, select **Admin -> Imports -> Import Vendors**.
2. Your screen should look similar to this:

**Import Vendors - Select Vendor File**

URL File For CSV Format Items:

Field Separator: comma( , )

Text Delimiter: Quote Marks ("")


Full Import: Partial-No Delete

Remove Quote Marks From Within Text Fields  
Replace Commas Within Text with Tilde(~)  
Monetary Columns Should Not Contain Monetary Symbol

**Vendor File Column Format**

1. Company Name
2. Salutation
3. First Name
4. Middle Name
5. Last Name
6. Suffix
7. Address Line 1
8. Address Line 2
9. City
10. State
11. Zip
12. Country
13. Mail Stop
14. Phone 1
15. Phone Comment 1
16. Phone 2
17. Phone Comment 2
18. Phone 3
19. Phone Comment 3
20. E-mail
21. Email Comment
22. Order From Company Name
23. Order From Attn
24. Order From Address Line 1
25. Order From Address Line 2
26. Order From City
27. Order From State
28. Order From Zip
29. Order From Country
30. Order From Mail Stop
31. Order From Phone
32. Order From Phone Comment
33. Order From E-mail
34. Order From Email Comment
35. Customer Account
36. Website
37. Federal ID
38. Verbal Terms
39. Vendor Code

3. **URL File For CSV Format Items:** Enter the path to the file you would like to import. You can either manually type the file path or click the **Browse** button to find an outside source.

4. **Field Separator:** Select how the fields are delimited from the drop-down list.
  
5. **Text Delimiter:** Select between text surrounded by quote marks, and no quotes around text fields.
  
6. **Full Import:** Choose whether the records being imported are to **replace** anything currently in the system, or whether they are a partial import -- which will not delete any existing data. NOTE: A Full Import will delete ALL vendor data for ALL Companies.
  
7. To import the file, click the **Import**  button.

***NOTE:** The order of the fields to be imported, and which fields are to be imported will depend on certain settings in your system. For this reason, be sure to follow your ON-SCREEN information as to fields and order of fields.*

# Import Employees

Import your employees via a comma-separated (CSV), a tab-delimited, or a pipe(|)-delimited file. Place the fields in the order shown below.

1. From the Main Menu, select **Admin -> Imports -> Import Employees**.
2. Your screen should look similar to this:

**Import Employees - Select Employee File**

URL File For CSV Format Items:

Field Separator: comma( , )


Text Delimiter: Quote Marks (")

Full Import: Partial-No Delete

Remove Quote Marks From Within Text Fields  
Replace Commmas Within Text with Tilde(~)  
Monetary Columns Should Not Contain Monetary Symbol

**Employee File Column Format**

1. First Name and Middle Initial
2. Last Name
3. Social Security Number
4. Date of Birth(YYYY-MM-DD)
5. Hire date(YYYY-MM-DD)
6. Release Date(YYYY-MM-DD)
7. Pay Type (H=Hourly, S=Salary)
8. Pay Period(W=Weekly, B=Bi-Weekly, S=Semi-Monthly, M=Monthly)
9. Pay Per Hour(Or Per Period, If Salaried Employee)
10. Date of Last Pay Change(YYYY-MM-DD)
11. GL Expense Account
12. Marital status(S=Single, J=Married Filing Joint, M=Married Filing Separate, H=Head of household)
13. Federal Exemptions
14. State Initials for State Tax
15. State Exemptions
16. Workers Compensation Rate
17. Employee Code
18. Address Line 1
19. Address Line 2
20. City
21. State
22. Zip
23. Country
24. Mail Stop
25. Phone 1
26. Phone Comment 1
27. Phone 2
28. Phone Comment 2
29. Phone 3
30. Phone Comment 3
31. Phone 4
32. Phone Comment 4
33. E-mail 1
34. Email Comment 1
35. E-mail 2
36. Email Comment 2
37. Website
38. Active (TRUE/FALSE)
39. Sick leave hours accrued
40. Vacation hours accrued

3. **URL File For CSV Format Items:** Enter the path to the file you would like to import. You can either manually type the file path or click the Browse button to find an outside source.
  
4. **Field Separator:** Select how the fields are delimited from the drop-down list.
  
5. **Text Delimiter:** Select between text surrounded by quote marks, and no quotes around text fields.
  
6. **Full Import:** Choose whether the records being imported are to **replace** anything currently in the system, or whether they are a partial import -- which will not delete any existing data. NOTE: A Full Import will delete ALL employee data for ALL Companies.
  
7. To import the file, click the **Import**  button.

***NOTE:** The order of the fields to be imported, and which fields are to be imported will depend on certain settings in your system. For this reason, be sure to follow your ON-SCREEN information as to fields and order of fields.*