

QuiSuite Accounting

Importing from Sage 50 in Seven Files

Bringing a company from Sage 50 Accounts into QuiSuite Accounting with the Import Sage wizard and its seven template spreadsheets

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1. About this guide

This guide takes a company kept in **Sage 50 Accounts** into **QuiSuite Accounting** (QuiSuite) with the **Import Sage** wizard (Administrator > Import Sage). The data comes across in **seven spreadsheets**, imported in a fixed order. For each one the guide says which Sage report it comes from, which columns it needs, and what goes in them; and there is a **template spreadsheet** for each, ready to fill in.

Nothing in this guide needs any technical knowledge. If you can run a report in Sage and copy columns from one spreadsheet to another, you can do this.

The seven files, in the order they are imported

	File	Becomes in QuiSuite
1	Trial Balance and Nominal Accounts	The nominal accounts (missing codes added, names changed to Sage's), and - last of all - every account's opening balance
2	Product Categories	Stock groups, one for each Sage category
3	Customer Accounts	Customer records: address, contacts, VAT number, credit terms, currency
4	Supplier Accounts	Supplier records, with their bank details
5	Products (Stock Items)	Stock items in their groups, with prices; the quantity in stock is valued at cost
6	Outstanding Customer Invoices	Open sales invoices, credit notes and payments on account
7	Outstanding Supplier Invoices	Open purchase invoices, credit notes and payments on account

The order matters: a customer must exist before its invoices, a category before its products, a nominal account before anything posted to it. You don't have to remember it - the wizard always imports in this order - but it is the order the files are numbered in.

The trial balance is used twice

File 1 is read at the start, as the list of nominal accounts, and again at the end for the opening balances. The opening balances are posted last because the imports before them (stock, open items) have already put figures into Stock, Debtors and Creditors; the trial balance step brings every account to Sage's figure, through the temporary account 9998 Suspense, which ends at nil.

The templates and the example

The templates come as one zip file, **Sage Import Templates**, on the Documentation page of the QuiSuite web site beside this guide. Unzip it to get the folder **Sage Import Templates**: one template per file, named as in the table above (**File 1 - Trial Balance and Nominal Accounts.xlsx** and so on). Each has the column titles on its first sheet and a second sheet, **How to fill in**, describing every column. The wizard finds the files by their names, so keep the names.

The folder **Example - Brackenmoor Farm Supplies Ltd** holds the same seven files filled in for a made-up company. Every name, address, telephone number and email address in it - and in this guide - is fictional. Its figures agree with each other, so it imports cleanly; the screens in this guide are of it.

What stays in Sage

Your **history** - invoices already paid, past bank reconciliations, past VAT returns - stays in Sage. Keep Sage (or its backup) as a read-only archive: HMRC expects records to be kept for six years.

2. When to change over

Choose a **go-live date**: the last day you will use Sage. Everything up to and including that day is done in Sage; everything after it is done in QuiSuite only.

Go-live date	How good	Why
Your financial year end	Best	Sage finishes the year (year-end accounts, final VAT quarter) and QuiSuite starts a clean year. Only balance sheet figures come across.
The end of a VAT quarter	Very good	QuiSuite's first VAT return is the next quarter, with nothing split between the two systems.
The end of a month	Acceptable	Right for the books, but the VAT return for that quarter has to be prepared from both systems.
Part way through a month	Not recommended	Splits a month, a VAT quarter and a bank statement between two systems.

All seven reports at the same date

The trial balance (file 1) and the outstanding invoices (files 6 and 7) must be taken at the **same date**, the go-live date. If they are not, the debtors and creditors in the trial balance will not agree with the invoices, and the wizard says so (section 8). A trial balance printed for an earlier period - for example the last year end, when the go-live date is in the middle of the next year - is the usual cause.

A suggested timetable

When	What to do
Two weeks before	Create the QuiSuite company with the same financial year as Sage. Do a trial run: fill in the seven files and run the wizard into a test company. Put right anything the Check page reports.
Up to the go-live date	Enter every invoice, credit, payment and receipt in Sage. Reconcile every bank account.
The go-live date (evening)	Finish in Sage: the last entries, the bank reconciliations, month end. At a year end, Sage's year end too.
The morning after	Back up Sage. Print the reports to keep. Run the seven reports and fill in the templates (section 4). Run Import Sage (section 7). Check the result (section 8).

3. Getting Sage ready

Before you export anything, make sure Sage is complete and correct up to the go-live date. The wizard asks you to confirm each of these on its first page.

1. **Enter everything** up to and including the go-live date: sales and purchase invoices and credits, customer receipts, supplier payments, bank entries, journals.
2. **Reconcile every bank account** to the go-live date.
3. **Run month end** for the go-live month.
4. **The VAT return:** if the go-live date ends a VAT quarter, complete and submit the return in Sage.
5. **At a financial year end:** run Sage's year end first, so the profit and loss accounts stand at nil and the period trial balance can be run to the go-live date.
6. **Back up Sage** (File > Backup) and keep the backup somewhere safe.

Reports to print and keep

Print (or save as PDF), at the go-live date: the **Trial Balance**, the **Aged Debtors** and **Aged Creditors** (detailed), the **Product Valuation** and each bank account's **reconciliation report**. They are your proof of the figures handed over; section 8 checks QuiSuite against them.

4. Filling in the seven files

Make a folder for the files, for example **Documents\Sage Import**, and copy the seven templates into it. Then, for each file:

1. Run the Sage report named for it below, and send it to **Excel** (or save it as CSV and open it in Excel).
2. Copy each column of Sage's report into the template column of the same meaning, starting on the template's second row. Columns of Sage's report that the template doesn't have are not needed.
3. Delete any total lines and blank lines at the bottom, and any heading lines Sage put above the data.
4. Save the template (as .xlsx) under its own name, in the folder.

Amounts are plain numbers (no £ sign is needed; commas are fine). Dates are DD/MM/YYYY or Excel dates. Account codes must be spelt the same wherever they appear: a customer's code in file 6 must be its code in file 3.

Your own column titles

The templates' titles are the ones the wizard recognises by itself. A file with other titles still imports: on step 4 of the wizard (the mapping page) you choose which column holds each field. The appendix lists every title recognised.

File 1 - Trial Balance and Nominal Accounts

Template	From Sage
File 1 - Trial Balance and Nominal Accounts.xlsx	Nominal codes > Reports > Period Trial Balance , to the go-live period

Every nominal code with its name and its balance at the go-live date. A code QuiSuite does not have is added; where the name differs from QuiSuite's, QuiSuite's name is changed to Sage's, so the trial balance and every report use your own names. The debit and credit columns must add up to the same total.

The columns

Needed columns must be filled in for every row; the others are used when they hold something, and can be left empty or deleted.

Column	Needed?	What to put in it
Account Code	Needed	The nominal code (N/C), e.g. 1200. A code QuiSuite doesn't have is added; a name that differs is changed to this one.
Account Name	Needed	The account's name in Sage.
Debit		The debit balance at the go-live date, or blank.
Credit		The credit balance at the go-live date, or blank. The two columns must add up to the same.

The example (26 rows; the first 3 shown)

Account Code	Account Name	Debit	Credit
0020	Plant and Machinery	48,500.00	

Account Code	Account Name	Debit	Credit
0021	Plant/Machinery Depreciation		12,125.00
0050	Motor Vehicles	32,000.00	

File 2 - Product Categories

Template	From Sage
File 2 - Product Categories.xlsx	Products and Services > Reports > Product Category List

Each Sage product category becomes a stock group in QuiSuite, under its number. File 5 places each product in its group by that number.

The columns

Needed columns must be filled in for every row; the others are used when they hold something, and can be left empty or deleted.

Column	Needed?	What to put in it
Category Number	Needed	Sage's category number, e.g. 3. File 5 refers to it.
Category Name	Needed	The category's name; it becomes a stock group.

The example (5 rows; the first 3 shown)

Category Number	Category Name
1	Animal Feed
2	Fertiliser and Seed
3	Fencing

File 3 - Customer Accounts

Template	From Sage
File 3 - Customer Accounts.xlsx	Customers > Reports > Customer Record CSV (Extended)

One row per customer. Only the account reference and name are needed, but everything the report holds is worth bringing across: address, contacts, VAT number, credit limit and terms.

- **Balance:** if you include each customer's balance at the go-live date, the wizard makes sure the customer's open invoices (file 6) add up to it, adding one balancing item where they don't.
- **Currency:** leave blank for sterling; put **EUR** for an account kept in euros (see section 5).

The columns

Needed columns must be filled in for every row; the others are used when they hold something, and can be left empty or deleted.

Column	Needed?	What to put in it
Account Reference	Needed	The account code in Sage (A/C), e.g. HAZEL01. Up to 30 characters; each one different.

Column	Needed?	What to put in it
Account Name	Needed	The name of the business or person.
Address Line 1		First line of the address.
Address Line 2		Second line of the address.
Town		Town or city.
County		County.
Postcode		Postcode (or Eircode).
Contact Name		The person you deal with.
Trade Contact		A second contact, if Sage has one.
Telephone		Main telephone number.
Telephone 2		Second number or mobile.
Fax		Fax number.
Email		Main email address.
Email 2		Further email addresses (Email 2 to Email 6 are all recognised).
Website		Web site address.
VAT Registration Number		VAT number, e.g. GB123456789 or XI123456789.
Company Registration Number		Companies House number.
Credit Limit		A number, e.g. 2500. 0 = no limit.
Trading Terms		The terms in words, e.g. 30 days net, or BACS.
Settlement Due Days		Days within which settlement discount is given.
Settlement Discount Rate		Settlement discount %, e.g. 2.5.
Payment Due Days		Days allowed to pay, e.g. 30.
Payment Due From		Invoice date or Month end.
Default Nominal		The nominal code their invoices usually go to, e.g. 4000. Must be in File 1.
Default VAT Code		Sage tax code: T0 zero, T1 standard, T2 exempt, T4 EU, T5 reduced, T7 / T8 EU zero, T9 outside the scope.
Discount Rate		Trade discount %, given on every invoice.
Terms Agreed		Yes or No.
Currency		Blank for sterling. EUR for an account kept in euros (tick Multi-currency in Entity Settings first).
Balance		The balance in Sage at the go-live date. Not stored: if the open items differ from it, the wizard adds one balancing item so they agree.
Direct Debit Email		Where direct debit notices go.

The example (8 rows; the first 3 shown)

Account Reference	Account Name	Town	Postcode	Telephone	Credit Limit
ASHGR01	Ash Grove Farm	Drumlarragh	BT99 4AG	028 9649 6201	2500
BEECH01	Beechmount Dairies Ltd	Glenarrow	BT99 2BD	028 9649 6202	10000
CLOVR01	Cloverhill Equestrian	Portbrannick	BT99 7CE	028 9649 6203	1500

File 4 - Supplier Accounts

Template	From Sage
File 4 - Supplier Accounts.xlsx	Suppliers > Reports > Supplier Record CSV (Extended)

One row per supplier, as file 3, with the supplier's bank details for paying them.

The columns

Needed columns must be filled in for every row; the others are used when they hold something, and can be left empty or deleted.

Column	Needed?	What to put in it
Account Reference	Needed	The account code in Sage (A/C), e.g. HAZEL01. Up to 30 characters; each one different.
Account Name	Needed	The name of the business or person.
Address Line 1		First line of the address.
Address Line 2		Second line of the address.
Town		Town or city.
County		County.
Postcode		Postcode (or Eircode).
Contact Name		The person you deal with.
Trade Contact		A second contact, if Sage has one.
Telephone		Main telephone number.
Telephone 2		Second number or mobile.
Fax		Fax number.
Email		Main email address.
Email 2		Further email addresses (Email 2 to Email 6 are all recognised).
Website		Web site address.
VAT Registration Number		VAT number, e.g. GB123456789 or XI123456789.
Company Registration Number		Companies House number.
Credit Limit		A number, e.g. 2500. 0 = no limit.

Column	Needed?	What to put in it
Trading Terms		The terms in words, e.g. 30 days net, or BACS.
Settlement Due Days		Days within which settlement discount is given.
Settlement Discount Rate		Settlement discount %, e.g. 2.5.
Payment Due Days		Days allowed to pay, e.g. 30.
Payment Due From		Invoice date or Month end.
Default Nominal		The nominal code their invoices usually go to, e.g. 4000. Must be in File 1.
Default VAT Code		Sage tax code: T0 zero, T1 standard, T2 exempt, T4 EU, T5 reduced, T7 / T8 EU zero, T9 outside the scope.
Discount Rate		Trade discount %, given on every invoice.
Terms Agreed		Yes or No.
Currency		Blank for sterling. EUR for an account kept in euros (tick Multi-currency in Entity Settings first).
Balance		The balance in Sage at the go-live date. Not stored: if the open items differ from it, the wizard adds one balancing item so they agree.
Bank Name		Their bank, for paying them.
Bank Account Name		The name on their bank account.
Bank Sort Code		Sort code, e.g. 98-00-00.
Bank Account Number		8-digit account number.
BACS Reference		The reference they want on payments.
Online Payments		Yes or No.

The example (6 rows; the first 3 shown)

Account Reference	Account Name	Town	Postcode	Telephone	Payment Due Days
MILLV01	Millvale Feeds Ltd	Glenarrow	BT99 2MV	028 9649 6101	30
NORTF01	Northfield Fertilisers Ltd	Portbrannick	BT99 7NF	028 9649 6102	30
POSTW01	Postwood Fencing Supplies	Kilbrennan	BT99 3PW	028 9649 6103	30

File 5 - Products (Stock Items)

Template	From Sage
File 5 - Products (Stock Items).xlsx	Products and Services > Reports > Product Record CSV (Extended)

One row per product. Add the **Quantity In Stock** (from the Product Valuation report) and the **Cost Price**: the stock is then valued item by item in the warehouse. Without quantities the products still come across, and the Stock account takes Sage's figure from the trial balance.

The columns

Needed columns must be filled in for every row; the others are used when they hold something, and can be left empty or deleted.

Column	Needed?	What to put in it
Stock Code	Needed	The product code, e.g. FEED-20. Each one different.
Description	Needed	The product's description.
Category Number		The category number from File 2 (or a stock group's name).
Sales Price		Selling price, excluding VAT.
Cost Price		Cost price. With Quantity In Stock it values the stock.
Quantity In Stock		Quantity in stock at the go-live date. Never negative.
Unit Of Sale		e.g. EACH, BAG, ROLL.
Supplier Account Reference		Usual supplier's account code, as in File 4.
Part Number		The supplier's part number.
Location		Where it is kept (bin, shelf).
Bar Code		Bar code.
Re-order Level		Re-order when stock falls to this.
Re-order Quantity		How many to order.
Weight		Weight in kg.
Commodity Code		Customs commodity code.

The example (15 rows; the first 3 shown)

Stock Code	Description	Category Number	Sales Price	Cost Price	Quantity In Stock
FEED-DC20	Dairy cake 18% protein, 20 kg bag	1	9.80	7.15	240
FEED-EW20	Ewe and lamb nuts, 20 kg bag	1	10.40	7.60	180
FEED-CK20	Layers pellets, 20 kg bag	1	11.25	8.10	95

File 6 - Outstanding Customer Invoices

Template	From Sage
File 6 - Outstanding Customer Invoices.xlsx	Customers > Reports > Customer Invoices Due (Outstanding Customer Invoices), to the go-live date

Every customer invoice not fully paid, every credit note not used up and every payment on account, at the go-live date. Give the amounts as positive numbers: the **Type** column says which is which (SI invoice, SC credit note, SA payment on account). Each comes into QuiSuite with its original amount, what has been paid and what is still owed, so statements and aged debts look as they did in Sage.

The columns

Needed columns must be filled in for every row; the others are used when they hold something, and can be left empty or deleted.

Column	Needed?	What to put in it
Account Reference	Needed	The customer's (File 6) or supplier's (File 7) account code, as in File 3 / File 4.
Type	Needed	SI / PI invoice, SC / PC credit note, SA / PA payment on account.
Date	Needed	The invoice date, DD/MM/YYYY.
Due Date		When it falls due, DD/MM/YYYY. Blank = worked out from the payment days.
Invoice No	Needed	The invoice or credit note number (Sage's Reference).
Details		What it was for.
Gross		The invoice's original total including VAT, as a positive number.
Outstanding	Needed	What is still owed on it at the go-live date, as a positive number.
Sage Transaction No		Sage's own number for the transaction (No.). Keeps apart two items with the same reference.

The example (12 rows; the first 3 shown)

Account Reference	Type	Date	Invoice No	Gross	Outstanding
ASHGR01	SI	28/08/2026	SI-2041	1,248.60	1,248.60
ASHGR01	SI	19/09/2026	SI-2077	842.40	842.40
BEECH01	SI	05/08/2026	SI-2016	4,704.00	1,704.00

File 7 - Outstanding Supplier Invoices

Template	From Sage
File 7 - Outstanding Supplier Invoices.xlsx	Suppliers > Reports > Supplier Invoices Due (Outstanding Supplier Invoices), to the go-live date

The same for suppliers: PI invoice, PC credit note, PA payment on account.

The columns

Needed columns must be filled in for every row; the others are used when they hold something, and can be left empty or deleted.

Column	Needed?	What to put in it
Account Reference	Needed	The customer's (File 6) or supplier's (File 7) account code, as in File 3 / File 4.
Type	Needed	SI / PI invoice, SC / PC credit note, SA / PA payment on account.
Date	Needed	The invoice date, DD/MM/YYYY.

Column	Needed?	What to put in it
Due Date		When it falls due, DD/MM/YYYY. Blank = worked out from the payment days.
Invoice No	Needed	The invoice or credit note number (Sage's Reference).
Details		What it was for.
Gross		The invoice's original total including VAT, as a positive number.
Outstanding	Needed	What is still owed on it at the go-live date, as a positive number.
Sage Transaction No		Sage's own number for the transaction (No.). Keeps apart two items with the same reference.

The example (8 rows; the first 3 shown)

Account Reference	Type	Date	Invoice No	Gross	Outstanding
MILLV01	PI	29/08/2026	MV-77310	8,340.00	2,340.00
MILLV01	PI	26/09/2026	MV-77622	7,915.20	7,915.20
NORTF01	PI	18/07/2026	NF-5521	10,512.00	10,512.00

The folder, ready

The example company's folder, at its go-live date of 30/09/2026:

```

Example - Brackenmoor Farm Supplies Ltd\
  File 1 - Trial Balance and Nominal Accounts.xlsx      26 rows
  File 2 - Product Categories.xlsx                     5 rows
  File 3 - Customer Accounts.xlsx                      8 rows
  File 4 - Supplier Accounts.xlsx                      6 rows
  File 5 - Products (Stock Items).xlsx                15 rows
  File 6 - Outstanding Customer Invoices.xlsx          12 rows
  File 7 - Outstanding Supplier Invoices.xlsx           8 rows

```

5. Accounts kept in euros

Customers and suppliers who are invoiced in euros (or another currency) come across in that currency.

1. In QuiSuite, tick **Multi-currency** in Configuration > Entity Settings.
2. Make sure the currency is in x Files > **Currencies**, with its exchange rate for the go-live date and its own debtors and creditors control accounts.
3. In files 3 and 4, put **EUR** in the **Currency** column of each euro account. Sterling accounts are left blank.
4. In files 6 and 7, give the euro accounts' items **in sterling**, as Sage's report shows them. QuiSuite turns each into euros at the go-live date's rate; the item is held in euros, and its sterling value is what reaches the ledger.

The euro items' sterling value goes to the currency's own control accounts. Sage's trial balance has one Debtors and one Creditors account; QuiSuite counts the currency control accounts together with them when it compares the trial balance with the ledgers.

6. Getting QuiSuite ready

1. **Create the company:** on the login window press Companies..., then New Company.
2. Log in and open **Configuration > Entity Settings**: the **financial year** (the go-live date must fall inside it), your company details and VAT registration; and Multi-currency, if any account is kept in euros.
3. If the company already holds anything, take a backup first: Administrator > **Backup Databases**.

Do a trial run first

Run the whole wizard into a test company a week or two before the real change-over. It shows any problem with the files while there is time to sort it out.

7. Running Import Sage

Log in as an administrator and choose **Administrator > Import Sage**. The wizard has six steps; **Next** moves on once a step is complete, and **Back** returns to change anything.

Step 1 - When

Moving from Sage 50 Accounts

Step 1 of 6: choose the right moment, and get Sage ready.

This wizard brings your Sage 50 company into QuiSuite: the nominal accounts, product categories, customers, suppliers, stock, the invoices still unpaid on both sides, and the trial balance. Afterwards QuiSuite's trial balance is the same as Sage's on the day you change over.

The best moment to change over is the end of a VAT quarter - ideally your financial year end. That day is your **go-live date**. Everything up to and including it is done in Sage; everything after it is done in QuiSuite only. Choose a quiet day (the import itself takes a few minutes) and don't enter anything new in Sage once you have exported.

Before you go on, in Sage:

- ☒ Every invoice, credit, payment and receipt up to the go-live date is entered in Sage
- ☒ Every bank account is reconciled to the go-live date
- ☒ The VAT return for the quarter ending on the go-live date is done (QuiSuite starts with the next quarter)
- ☒ Sage has been backed up (File > Backup), and the backup kept safe
- ☒ The QuiSuite company has the same financial year as Sage, and the go-live date falls inside it

< Back Next > Cancel

Step 1: the change-over moment, and the checklist of what must be done in Sage first

Tick each line once it is true. **Next** stays greyed out until every line is ticked.

Step 2 - From Sage

What to export from Sage

Step 2 of 6: on the morning after the go-live date, before anything new is entered.

Run each report below and export it to **Excel** (or CSV) into **one folder**, named as below - the wizard finds them by name. The import manual has a template for each file, with the column titles the wizard knows. Take every report on the same day: the outstanding items and the trial balance must be at the same date, or the debtors and creditors won't agree with the trial balance.

File 1 - Trial Balance and Nominal Accounts.xlsx	Nominal codes > Reports > Period Trial Balance to the go-live period. It is used first as the list of nominal accounts (a code missing from QuiSuite is added, and a name that differs is changed to Sage's) and last for the opening balances.
File 2 - Product Categories.xlsx	Products and Services > Reports > Product Category List.
File 3 - Customer Accounts.xlsx	Customers > Reports > Customer Record CSV (Extended); address, contacts, VAT number, credit terms. Add a Currency column (EUR) for any account kept in euros.
File 4 - Supplier Accounts.xlsx	Suppliers > Reports > Supplier Record CSV (Extended), the same way.
File 5 - Products (Stock Items).xlsx	Products and Services > Reports > Product Record CSV (Extended); add Quantity In Stock if you can, so the stock is valued item by item.
File 6 - Outstanding Customer Invoices.xlsx	Customers > Reports > Customer Invoices Due, to the go-live date.
File 7 - Outstanding Supplier Invoices.xlsx	Suppliers > Reports > Supplier Invoices Due, to the go-live date.

Also print, and keep with your records: the Trial Balance, the Aged Debtors and Aged Creditors, and the Product Valuation, all at the go-live date. The last page of this wizard compares QuiSuite with them.

< Back Next > Cancel

Step 2: the seven files and the Sage report each comes from

Step 3 - The go-live date and your files

The go-live date and your files

Step 3 of 6: choose the folder you exported to. Each file found is matched to what it holds.

Go-live date Records already in QuiSuite

Import	From Sage	File	Rows	Columns
Nominal Accounts	Nominal Codes list (N/C, Name); the Trial Balance will do	File 1 - Trial Balance and Nominal ...	26	2 of 5 fields matched
Product Categories	Report: Product Category List	File 2 - Product Categories.xlsx	5	2 of 2 fields matched
Customers	Report: Customer Record CSV (Extended)	File 3 - Customer Accounts.xlsx	8	30 of 85 fields ...
Suppliers	Report: Supplier Record CSV (Extended)	File 4 - Supplier Accounts.xlsx	6	35 of 85 fields ...
Stock	Report: Product Record CSV (Extended), with Quantity In ...	File 5 - Products (Stock Items).xlsx	15	15 of 18 fields ...
Open Sales Ledger Items	Report: Customer Invoices Due (or Outstanding Customer ...	File 6 - Outstanding Customer Invoices.xlsx	12	9 of 10 fields matched
Open Purchase Ledger Items	Report: Supplier Invoices Due (or Outstanding Supplier ...	File 7 - Outstanding Supplier Invoices.xlsx	8	9 of 10 fields matched
Opening Trial Balance	Report: Period Trial Balance to the go-live date	File 1 - Trial Balance and Nominal ...	26	4 of 4 fields matched

Any file can be left out, and the others imported - they are always imported in the order listed.

< Back Next > Cancel

Step 3: the go-live date, and the seven files found in the folder (file 1 serves twice)

1. Enter the **Go-live date**.

2. **Records already in QuiSuite:** leave as "Leave them as they are" for a new company.
3. Click **Choose Folder...** and pick your folder. Each file is matched to its import by its name; the table shows the file, its rows, and how many of QuiSuite's fields were found in its columns. File 1 appears twice: as the Nominal Accounts and as the Opening Trial Balance.
4. A file with another name can be chosen with **Choose File...**; anything you don't want imported can be left out with **Leave Out**.

Step 4 - Match the columns

Match the columns
Step 4 of 6: the mapping facility. Each QuiSuite field is matched to a column of your file by its title; change any that are wrong.

File Open Sales Ledger Items (File 6 - Outstanding Customer Invoices.xlsx)

QuiSuite field	Needed	Column in your file	First row's value
Customer No	Yes	Account Reference	ASHGR01
Type	Yes	Type	SI
Invoice No	Yes	Invoice No	SI-2041
Date	Yes	Date	28/08/2026
Due date		Due Date	27/09/2026
Details		Details	Dairy cake and minerals
Original gross		Gross	1,248.60
Outstanding	Yes	Outstanding	1,248.60
Order No		(not imported)	
Sage transaction no		Sage Transaction No	101

Every column of this file is used.

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Step 4: each QuiSuite field matched to a column of your file, with the first row's value

For each file, every QuiSuite field, the column it is taken from, and the first row's value - so a wrong match shows at a glance. With the templates' titles everything is matched already. If you used other titles, choose the right column in **Column in your file** for each field; **Needed** fields must be matched.

Step 5 - Check

Check

Step 5 of 6: every file is run through the import and then undone. Nothing is saved yet.

[Check Now](#)

[Save List...](#)

No errors: everything can be imported. 19 note(s) to read.

Nominal Accounts: 1 added, 19 updated, 6 left as they were, 0 failed.

Product Categories: 5 added, 0 updated, 0 left as they were, 0 failed.

Customers: 8 added, 0 updated, 0 left as they were, 0 failed.

Suppliers: 6 added, 0 updated, 0 left as they were, 0 failed.

Stock: 15 added, 0 updated, 0 left as they were, 0 failed. Opening stock of 23,552.80 for 15 item(s) posted to the Stock account against 9998. 9998 now stands at -23,552.80.

Open Sales Ledger Items: 12 added, 0 updated, 0 left as they were, 0 failed. 12 open item(s) posted, totalling 17,496.40 owed by customers, against 9998. 9998 now stands at -41,049.20.

Open Purchase Ledger Items: 8 added, 0 updated, 0 left as they were, 0 failed. 8 open item(s) posted, totalling 26,482.80 owed to suppliers, against 9998. 9998 now stands at -14,566.40.

Opening Trial Balance: 26 added, 0 updated, 0 left as they were, 0 failed. Opening balances posted: 24 account line(s), 330,512.25 each side. Debtors: the ledger's 17,496.40 agrees with the control account. Creditors: the ledger's 26,482.80 agrees with the control account. 9998 now stands at 0.00.

Import	Row	Record		What happened
Nominal Accounts	2	0020	Note	0020 renamed from "Plant & Machinery" to "Plant and Machinery".
Nominal Accounts	3	0021	Note	0021 renamed from "Plant & machinery depreciation" to "Plant/Machinery Depreciation".
Nominal Accounts	5	0051	Note	0051 renamed from "Motor vehicles depreciation" to "Motor Vehicles Depreciation".
Nominal Accounts	7	1100	Note	1100 renamed from "Debtors Control account - Stg" to "Debtors Control Account".
Nominal Accounts	8	1200	Note	1200 renamed from "Bank current account" to "Bank Current Account".
Nominal Accounts	9	1230	Note	1230 renamed from "Petty cash" to "Petty Cash".
Nominal Accounts	10	2100	Note	2100 renamed from "Creditors control account - Stg" to "Creditors Control Account".
Nominal Accounts	11	2200	Note	2200 renamed from "Sales Tax control account (VAT)" to "Sales Tax Control Account".

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[Cancel](#)

Step 5: the check runs every file through the import and then undoes it; nothing is saved

Click **Check Now**. Every file is imported exactly as the real thing would be, in order, and then all of it is undone. The list shows every row that would fail (**Error**) and anything worth knowing (**Note**) - for example a nominal account renamed to Sage's name. Errors must be put right in the file, or in the mapping, and the check run again. **Save List...** saves the list to work through.

Step 6 - Import

Import

Step 6 of 6: everything is imported in one go - if anything fails, nothing is saved.

Import Now

The import is complete. Compare these balances with Sage's trial balance at 30/09/2026; 9998 Suspense must be nil.

Nominal Accounts: 1 added, 19 updated, 6 left as they were, 0 failed.

Product Categories: 5 added, 0 updated, 0 left as they were, 0 failed.

Customers: 8 added, 0 updated, 0 left as they were, 0 failed.

Suppliers: 6 added, 0 updated, 0 left as they were, 0 failed.

Stock: 15 added, 0 updated, 0 left as they were, 0 failed. Opening stock of 23,552.80 for 15 item(s) posted to the Stock account against 9998. 9998 now stands at -23,552.80.

Open Sales Ledger Items: 12 added, 0 updated, 0 left as they were, 0 failed. 12 open item(s) posted, totalling 17,496.40 owed by customers, against 9998. 9998 now stands at -11,049.20.

Open Purchase Ledger Items: 8 added, 0 updated, 0 left as they were, 0 failed. 8 open item(s) posted, totalling 26,482.80 owed to suppliers, against 9998. 9998 now stands at -14,566.40.

Opening Trial Balance: 26 added, 0 updated, 0 left as they were, 0 failed. Opening balances posted: 24 account line(s), 330,512.25 each side. Debtors: the ledger's 17,496.40 agrees with the control account. Creditors: the ledger's 26,482.80 agrees with the control account. 9998 now stands at 0.00.

Account	Name	Balance in QuiSuite (compare with Sage's trial balance)
0020	Plant and Machinery	48,500.00 Dr
0021	Plant/Machinery Depreciation	12,125.00 Cr
0050	Motor Vehicles	32,000.00 Dr
0051	Motor Vehicles Depreciation	8,000.00 Cr
1001	Stock	23,552.80 Dr
1100	Debtors Control Account	17,496.40 Dr
1200	Bank Current Account	41,275.60 Dr
1230	Petty Cash	150.00 Dr
2100	Creditors Control Account	26,482.80 Cr

Finish

Cancel

Step 6: the import, and every account's balance to compare with Sage's trial balance

Click **Import Now** and confirm. Everything is imported in **one go**: if anything fails, nothing is saved. The page then lists what each file added, whether the debtors and creditors agree with the trial balance, and every nominal account's balance.

8. Checking the result

Before anyone starts work in QuiSuite, tick off the figures against the reports you printed from Sage.

Check	In QuiSuite	Against Sage's
Every nominal account	The wizard's last page, or Nominal Ledger > NL Reports > Trial Balance	Trial Balance
9998 Suspense	Must be nil	-
Debtors and creditors	The wizard's message: "Debtors: the ledger's ... agrees with the control account" (and the same for creditors)	Aged Debtors / Aged Creditors totals
Each customer / supplier	The Balance column of Customers / Suppliers	Aged Debtors / Aged Creditors
Balance sheet	Nominal Ledger > NL Reports > Balance Sheet at the go-live period: it balances, with Debtors and Creditors as in the aged reports	Balance Sheet
Stock and bank	The Stock account and each bank account's balance	Product Valuation; bank reconciliation

When debtors or creditors don't agree

If the trial balance and the outstanding invoices were taken at different dates, the wizard says so, for example:

Debtors: the open items come to 17,496.40 but the control account stands at 15,210.00, a difference of 2,286.40. Were the outstanding items and the trial balance taken at the same date?

The best cure is to take the reports again, at the same date, and import into a fresh company. If the difference is understood and is to be kept (in a trial run, for example), post a journal at the go-live date that brings the control account to the open items: for debtors, debit (or credit) 1100 Debtors Control and credit (or debit) the sales account; for creditors, 2100 Creditors Control against the purchases account.

9. How the opening balances are posted

For your accountant: everything is posted on the go-live date through **9998 Suspense**, which ends at nil.

Import	Posting	Notes
Open sales items (file 6)	Dr Debtors control / Cr 9998, the amount still outstanding on each	No VAT is posted (it went through Sage's returns); the items are marked as already returned. Euro items: their sterling value, to the currency's control account.
Open purchase items (file 7)	Dr 9998 / Cr Creditors control, the outstanding amount	As sales.
Stock (file 5)	Dr 1001 Stock / Cr 9998, quantity x cost	The quantities go into the warehouse's valuation.
Opening trial balance (file 1)	One journal: each account brought from what the imports above put there to its balance in Sage; 9998 back to nil	Then the debtors and creditors ledgers are compared with their control accounts.

Every import is recorded in the import log (who, when, which file, how many records), and each opening journal is in the Audit Trail.

10. If something goes wrong

The check says	What to do
No column for: Customer No (or another needed field)	The file's title for it is different. On step 4, choose the right column for that field.
Customer ... doesn't exist: import the customers first	An invoice in file 6 belongs to an account that is not in file 3. Add the account to file 3.
Date "..." can't be read	Dates must be DD/MM/YYYY (or Excel dates).
The account is in EUR, but multi-currency is off	Tick Multi-currency in Entity Settings (section 5).
Currency "..." is not in x Files > Currencies	Add the currency, with its rate, before importing.
The trial balance in the file doesn't balance	File 1 is incomplete or for the wrong period. Run the Period Trial Balance again, to the go-live period.
The date is outside the financial year / the year is closed	Set the financial year in Entity Settings so the go-live date falls inside it.
Opening balances have already been imported	The opening trial balance can be imported once only. To start again, restore the backup taken before the import.

The check never saves anything, and the import saves everything or nothing: you can check as often as you like.

Appendix - other column titles recognised

Besides the templates' own titles, the wizard recognises these (capitals, spaces and punctuation are ignored), so many of Sage's exports can be used as they are. Any other title can be matched by hand on step 4.

File	Field	Titles recognised
1	Account Code	Account Code, N/C, Refn, Nominal Code, Code
1	Account Name	Account Name, Name
1	Debit / Credit	Sage Debit, Debit / Sage Credit, Credit
2	Category Number / Name	Category Number, Category No, Number / Category Name, Name
3, 4	Account Reference	Account Reference, A/C, Account, A/C Ref, Account No, Customer No / Supplier No
3, 4	Address	Street 1, Street 2, Town, County, Postcode (or Address 1-4, Address Line 1-5, Post Code, City)
3, 4	Telephone, email, web	Telephone, Phone, Telephone 1, Telephone 2, Mobile, Email, E-mail, Email 1-6, WWW, Web Address, Website
3, 4	Terms	Settlement Discount, Sett. Discount %, Settlement Due Days, Payment Due Days, Terms (days), Payment Terms
3, 4	Currency	Currency No, Currency, Currency Code
3, 4	Everything else	Every column of Sage 50's FULL customer and supplier record (analysis, credit control, bank, trade and charity fields), except its turnover figures, which QuiSuite works out from the invoices
5	Stock Code / Description	Stock Code, Product Code, Code / Description, Product Description
5	Group	Category Number, Category No, Stock Group, Stock Category, Category, Category Name
5	Prices and quantity	Sales Price, Sale Price, Selling Price / Cost Price, Average Cost Price, Last Cost Price / Quantity In Stock, Qty In Stock, In Stock, Quantity
6, 7	Account Reference	Account Reference, A/C, Account, CustomerRecord.AccountReference, SupplierRecord.AccountReference
6, 7	Type, Invoice No, Date	Type, TransactionOverview.Type / Invoice No, Reference, Ref / Date, Invoice Date, TransactionOverview.Date
6, 7	Gross / Outstanding	Gross, Amount, Invoice Total / Outstanding, O/S, Balance, Amount Outstanding, TransactionOverview.AgedAmount