

QuiSuite Accounting

Moving from Sage 50 Accounts

A step-by-step guide to bringing your company from Sage 50 Accounts into QuiSuite Accounting

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1. About this guide

This guide takes you, step by step, from a company kept in **Sage 50 Accounts** to the same company running in **QuiSuite Accounting** (QuiSuite). It tells you when to change over, exactly which lists and reports to take out of Sage and where to save them, and how the **Import Sage** wizard brings them in, checks them and proves the result against Sage.

Nothing in this guide needs any technical knowledge. If you can print a report in Sage and save a file, you can do this.

What comes across

From Sage	Becomes in QuiSuite
Nominal codes (chart of accounts)	Nominal accounts, with your own account names. New codes are added; QuiSuite's chart uses the same codes as Sage's standard chart.
Customers	Customer records (account number, name, contact, telephone, credit limit, and whatever else your export holds: address, email, VAT number, settlement terms).
Suppliers	Supplier records, in the same way.
Products	Stock items in stock groups, with selling prices; the quantity in stock goes into the warehouse at its cost.
Outstanding customer invoices	Open sales invoices and credits: each shows its original amount, what has been paid, and what is still owed, so statements and aged debts look exactly as they did in Sage.
Outstanding supplier invoices	Open purchase invoices and credits, in the same way.
Trial balance	The opening balance of every nominal account - bank, VAT, fixed assets, loans, capital and (part way through a year) the year's profit and loss.

What stays in Sage

Your **history** - invoices already paid, past bank reconciliations, past VAT returns, old reports - stays in Sage. Keep Sage installed (or keep its backup) as a read-only archive; you will rarely need it, but HMRC expects records to be kept for six years.

The result, proved

When the wizard finishes, QuiSuite's trial balance is the same as Sage's on your go-live date, account by account; every customer's and supplier's balance is the same as in Sage; and the temporary account 9998 Suspense is back to nil. The wizard shows you the balances so you can tick them off against Sage's printed trial balance.

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.

The recommended moment

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	Sage files the VAT return for the quarter; QuiSuite's first VAT return is the next quarter, with nothing split between the two systems.
The end of a month	Acceptable	Works perfectly for the books, but the VAT return for that quarter then has to be prepared from both systems. Avoid if you can.
Part way through a month	Not recommended	Splits a month, a VAT quarter and a bank statement between two systems.

Choose a **quiet day** to do the import - the morning after the go-live date is ideal, before anything new is entered. The export takes about half an hour; the import itself takes a few minutes.

A suggested timetable

When	What to do
Two weeks before	Install QuiSuite. Create the company (Companies... on the login window) with the same financial year as Sage. Do a trial run: export from Sage as in section 4 and run the Import Sage wizard into a test company. Fix anything the Check page reports.
The week before	Tell your staff the date. Make sure everyone knows not to enter anything in Sage after the go-live date.
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 (see section 3).
The morning after	Back up Sage. Print the reports to keep (section 3). Export the files (section 4). Run Import Sage (section 6). Check the results (section 7). Start working in QuiSuite.
Within the first quarter	Do the VAT return for the quarter ending on the go-live date in Sage, if it was not done already.

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 payments and receipts, journals.
2. **Reconcile every bank account** to the go-live date: Banking (Bank accounts) > select the bank > **Reconcile**. Do this for the current account, deposit accounts, petty cash and credit cards.
3. **Run month end** for the go-live month: Tools > Period End > **Month End** (this posts any recurring entries and prepayments / accruals). Do not clear the audit trail yet.
4. **The VAT return**: if the go-live date is the end of a VAT quarter, complete the return in Sage: Modules / Company > **Manage VAT** (VAT Return), calculate, check, submit to HMRC, and reconcile.
5. **At a financial year end only**: run Sage's year end first: Tools > Period End > **Year End**. The profit and loss accounts then stand at nil and only balance sheet balances come across. (Exporting before Sage's year end also works - the profit and loss figures then come across as this year's figures to date.)
6. **Back up Sage**: File > **Backup**, and keep the backup somewhere safe (not only on the same PC).

Reports to print and keep

Print (or save as PDF) these reports at the go-live date. They are your proof of the figures handed over, and section 7 uses them to check QuiSuite.

Report	Where in Sage
Trial Balance	Company > Financials > Trial - choose the go-live month as the period.
Aged Debtors (detailed)	Customers > Reports > Aged Debtors Reports > Aged Debtors Analysis (Detailed) - at the go-live date.
Aged Creditors (detailed)	Suppliers > Reports > Aged Creditors Reports > Aged Creditors Analysis (Detailed) - at the go-live date.
Stock valuation	Products and Services > Reports > Product Valuation Reports > Product Valuation .
Bank reconciliation	Bank accounts > Reports > Bank Reconciliation > Bank Reconciliation Report (each bank account), showing any uncleared items.
VAT return	The last VAT return submitted (Manage VAT > the return > Print).

Menu names in your version of Sage

Sage 50 Accounts has been sold under several names (Sage Line 50, Sage 50 Accounts Standard / Professional / Financial Controller, Sage 50cloud) and its menus move a little between versions. The names in this guide are those of current versions (v26 onwards). If a name differs in yours, look for the nearest equivalent - the reports themselves have kept the same names for many years.

4. Exporting from Sage

Create one folder for the files, for example **Documents\Sage Export** (or a memory stick). Save every file into it with the name shown - the wizard recognises the files by their names.

Save as	What it holds	Needed?
Nominals.csv	Every nominal code with its name and balance (Debit / Credit)	Yes
Customers.csv	Every customer: account, name, balance, credit limit, contact, telephone	Yes
Suppliers.csv	Every supplier, the same	Yes
Products.csv	Every product: code, description, sales price, quantity in stock (and cost price)	If you keep stock
Outstanding Customer Invoices.csv	Every customer invoice not fully paid, with its due date and what is still owed	Yes
Supplier Invoices Outstanding.csv	Every supplier invoice not fully paid	Yes
Trial Balance.csv	The trial balance at the go-live date	Optional - Nominals.csv is used when it is not there

How to export a list from Sage

Customers, Suppliers, Products and Nominal Codes are all lists in Sage. Each is exported the same way:

1. Open the list (for example **Customers** on the navigation bar).
2. Make sure **every record** is shown: no search or filter applied, and the **Inactive** records included if you want them brought across.
3. Select every record: click the first one and press **Ctrl+A**, or use the **Swap** button with nothing selected.
4. Export the list: click **Export** on the list's toolbar (in some versions: right-click the list, or File > Export / **Send to Excel**).
5. Save it as **CSV (Comma delimited)** in your export folder, with the name from the table above. If Sage opened it in Excel, use Excel's File > Save As > **CSV (Comma delimited)**.

Nominal Codes - Nominals.csv

1. Company (or Nominal Ledger) > **Nominal Codes**. Choose the **List** layout (not Analyser or Chart of Accounts).
2. Set the period shown to **the go-live month** (the balances must be those at the go-live date).
3. Select all records and export as described above. Save as **Nominals.csv**.

The file needs the columns **N/C**, **Name**, **Debit** and **Credit**. Sage's list has them as standard.

Customers - Customers.csv

1. **Customers** on the navigation bar.
2. Select all records; export; save as **Customers.csv**.

The standard list gives the account (A/C), name, balance, credit limit, contact and telephone. **The balance column matters**: the wizard uses it to make sure each customer's balance in QuiSuite agrees with Sage's exactly.

Bringing addresses and credit terms across too

The standard list does not hold the address, email, VAT number or settlement terms. To bring those across as well, add the columns to the list (right-click the column headings >

Customise columns, where your version has it), or build a customer report in Sage's **Report Designer** with those fields and export it as CSV instead. Any column titles work - the mapping step (section 6) matches them to QuiSuite's fields.

Suppliers - Suppliers.csv

Exactly as customers: **Suppliers** > select all > export > save as **Suppliers.csv**. Keep the balance column.

Products - Products.csv

1. **Products and Services** on the navigation bar.
2. Select all records; export; save as **Products.csv**.

The standard list gives the product code, description, sales price and quantity in stock. **Add the cost price if you can** (a Cost Price column, or export Products > Reports > **Product Valuation** to CSV and use that file): with cost prices each item is valued exactly. Without them the stock is still right in total - the Stock account takes Sage's figure from the trial balance - but the items carry no cost, and the wizard says so.

Outstanding customer invoices - Outstanding Customer Invoices.csv

1. **Customers** > **Reports**.
2. Open the folder **Customer Invoice Reports** and choose **Outstanding Customer Invoices By Due Date**.
3. Output: choose **File** (or Export) and the type **CSV / Comma Separated Values**, then Run.
4. In the criteria, set the transaction date range to end on **the go-live date**. Leave the customer range as all customers.
5. Save as **Outstanding Customer Invoices.csv**.

Sage's report starts with a title line ("Title: Outstanding Customer Invoices By Due Date ...") - leave it there; the wizard skips it.

Credit notes and payments on account

This report lists the invoices still owed. Credit notes not yet allocated and payments on account may not be on it, so a customer's invoices can add up to more than the balance. The wizard puts that right: for each customer whose invoices differ from the balance in Customers.csv, it adds one **unallocated credit** (or balancing invoice) numbered SAGEBAL, so every balance agrees with Sage to the penny. You can allocate it against the right invoice later, as you would have in Sage.

Outstanding supplier invoices - Supplier Invoices Outstanding.csv

1. **Suppliers** > **Reports** > **Supplier Invoice Reports** > **Outstanding Supplier Invoices By Due Date**.
2. Output **File / CSV**; date range ending on the go-live date; all suppliers.
3. Save as **Supplier Invoices Outstanding.csv**.

Trial balance - Trial Balance.csv (optional)

The Nominals.csv list already holds every account's balance and is used as the trial balance. If you prefer Sage's own report: Company > Financials > **Trial**, period = the go-live month, output **File / CSV**, saved as **Trial Balance.csv**.

Your folder, ready

A real example - the export from Sage's demonstration company "Stationery & Computer Mart UK" at 30/09/2026:

Sage Export\ Customers.csv		30 customers
Nominals.csv		155 nominal codes
Outstanding Customer Invoices.csv		39 invoices, 1 payment on account
Products.csv		105 products
Supplier Invoices Outstanding.csv		43 invoices
Suppliers.csv		15 suppliers

5. Getting QuiSuite ready

1. **Create the company:** on the QuiSuite login window press Companies..., type the database login's password, then New Company. Give it your company's name.
2. Log in and open **Configuration > Entity Settings**: set the **financial year** to the same dates as Sage's (Fiscal Year Start and Year End), your company details, and VAT registration. The go-live date must fall inside this financial year.
3. Set up **users** (Administrator > Users). The import itself is done by an administrator.
4. If the company already holds anything (a trial run, test data), 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 costs ten minutes and shows you any problem with the files while there is time to sort it out.

6. Running Import Sage

Log in to the QuiSuite company as an administrator and choose **Administrator > Import Sage** on the menu on the left. 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 QS4L: the nominal accounts, customers, suppliers, stock, the invoices still unpaid on both sides, and the trial balance. Afterwards QS4L'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 QS4L 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 (QS4L starts with the next quarter)
- ☒ Sage has been backed up (File > Backup), and the backup kept safe
- ☒ The QS4L 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

Read the advice and 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.

Save every file as **CSV** (or Excel) into **one folder**, named as below - the wizard finds them by name. In Sage's lists, select every record first (Ctrl+A), then use the list's Export / Send to Excel or CSV.

Nominals.csv	Nominal Codes, every account, with the Debit and Credit balance columns.
Customers.csv	Customers list. A report with more columns (address, email, VAT number, credit terms) brings those across too - the mapping step matches its column titles.
Suppliers.csv	Suppliers list, the same way.
Products.csv	Products list with Quantity In Stock, and a Cost Price column if you can add one, so the stock is valued item by item.
Outstanding Customer Invoices.csv	Reports > Customers > Outstanding Customer Invoices by Due Date, at the go-live date, exported to CSV.
Supplier Invoices Outstanding.csv	Reports > Suppliers > Outstanding Supplier Invoices by Due Date, exported to CSV.
Trial Balance.csv	Optional: the Trial Balance for the go-live period. The Nominals file's balances are used when it isn't there.

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 QS4L with them.

< Back Next > Cancel

Step 2: a reminder of the files to export from Sage (section 4 of this guide)

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 QS4L

Import	From Sage	File	Rows	Columns
Nominal Accounts	Nominal Codes list, with balances (N/C, Name, Debit, Credit)	Nominals.csv	155	3 of 5 fields matched
Customers	Customers list (Customers > list, every record, exported to ...)	Customers.csv	30	8 of 22 fields matched
Suppliers	Suppliers list (Suppliers > list, every record, exported to CSV)	Suppliers.csv	15	8 of 22 fields matched
Stock	Products list with Quantity In Stock (and Cost Price if you ...)	Products.csv	105	5 of 9 fields matched
Open Sales Ledger Items	Report: Outstanding Customer Invoices by Due Date	Outstanding Customer Invoices.csv	39	9 of 10 fields matched
Open Purchase Ledger Items	Report: Outstanding Supplier Invoices by Due Date	Supplier Invoices Outstanding.csv	43	9 of 10 fields matched
Opening Trial Balance	Trial Balance at the go-live date (the Nominal list with ...)	Nominals.csv	155	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 files found in the export folder

1. Enter the **Go-live date** - the last day done in Sage (30/09/2026 in the example).

2. **Records already in QuiSuite:** leave as "Leave them as they are" for a new company. ("Update them from the file" is for running the import again over records already brought in.)
3. Click **Choose Folder...** and pick your export folder. Each file found is matched to what it holds; the table shows the file, how many rows it has, and how many of QuiSuite's fields were found in its columns.
4. Anything not found (or a file with a different name) can be chosen with **Choose File...**; anything you don't want imported can be left out with **Leave Out**. Nominals.csv serves as the trial balance too, unless you add a separate one.

Step 4 - Match the columns (the mapping facility)

Match the columns
Step 4 of 6: the mapping facility. Each QS4L field is matched to a column of your file by its title; change any that are wrong.

File: Open Sales Ledger Items (Outstanding Customer Invoices.csv)

QS4L field	Needed	Column in your file	First row's value
Customer No	Yes	CustomerRecord.AccountReference	ABS001
Type	Yes	TransactionOverview.Type	SI
Invoice No	Yes	TransactionOverview.Reference	58
Date	Yes	TransactionOverview.Date	24/04/2024
Due date		TransactionOverview.DateDue	24/05/2025
Details		TransactionOverview.Details	A4 Carbon Copy Book - Triplicate
Original gross		TransactionOverview.AmountGross	2533.31
Outstanding	Yes	TransactionOverview.AgedAmount	2533.31
Order No		(not imported)	
Sage transaction no		TransactionOverview.Number	1010

Columns not imported: Company.Name, CustomerRecord.AccountName, CustomerRecord.ContactName, CustomerRecord.Telephone, Company.EndOfReportBanner.

< Back Next > Cancel

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

Every file from Sage has its own column titles. The mapping facility shows, for each file, every QuiSuite field, the column of your file it is taken from, and the value that column holds in the first row - so a wrong match shows at a glance.

1. Choose a file at the top (**File**).
2. Read down the list. **Needed** fields must be matched; the others are used when your file has them.
3. To change a match, open the drop-down in **Column in your file** and choose the right column - or "(not imported)" to leave a field out. The **First row's value** changes at once.
4. Below the list, **Columns not imported** shows any column of your file that no field uses - worth a glance in case it holds something you want.

QuiSuite recognises Sage's usual titles by itself (for example "A/C", "Account Reference", "CustomerRecord.AccountReference" are all the account number), so with the files from section 4 there is normally nothing to change. The mapping matters when you export a report of your own with different titles. The full list of titles recognised is in the appendix.

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. 88 note(s) to read.

Nominal Accounts: 16 added, 0 updated, 139 left as they were, 0 failed.

Customers: 30 added, 0 updated, 0 left as they were, 0 failed.

Suppliers: 15 added, 0 updated, 0 left as they were, 0 failed.

Stock: 105 added, 0 updated, 0 left as they were, 0 failed.

Open Sales Ledger Items: 43 added, 0 updated, 0 left as they were, 0 failed. 39 open item(s) posted, totalling 93,000.07 owed by customers, against 9998. 9998 now stands at -90,640.61.

Open Purchase Ledger Items: 49 added, 0 updated, 0 left as they were, 0 failed. 43 open item(s) posted, totalling 45,527.62 owed to suppliers, against 9998. 9998 now stands at -46,137.93.

Opening Trial Balance: 155 added, 0 updated, 0 left as they were, 0 failed. Opening balances posted: 64 account line(s), 389,996.83 each side. 9998 now stands at 0.00.

Import	Row	Record		What happened
Stock	2	BOARD001	Note	BOARD001 has 5 in stock but no cost price: it is valued at nil.
Stock	4	BOOKS001	Note	BOOKS001 has 73 in stock but no cost price: it is valued at nil.
Stock	6	BOOKS003	Note	BOOKS003 has 64 in stock but no cost price: it is valued at nil.
Stock	10	CALC004	Note	CALC004 has 152 in stock but no cost price: it is valued at nil.
Stock	11	CAS001	Note	CAS001 has 9 in stock but no cost price: it is valued at nil.
Stock	12	CAS002	Note	CAS002 has 6 in stock but no cost price: it is valued at nil.
Stock	13	CAS003	Note	CAS003 has 1 in stock but no cost price: it is valued at nil.
Stock	15	CDR002	Note	CDR002 has 1 in stock but no cost price: it is valued at nil.
Stock	16	CDR003	Note	CDR003 has 2 in stock but no cost price: it is valued at nil.

< Back

Next >

Cancel

Step 5: the check - every file is imported and then undone; nothing is saved

Click **Check Now**. Every file is run through the import exactly as the real thing would be - in order, each depending on the ones before - and then all of it is undone. The list shows every row that would fail (**Error**) and anything worth knowing (**Note**), with the file, the row number and the record.

- **Errors** must be put right before importing: correct the file (and choose it again on step 3), or the mapping on step 4, then Check again. **Save List...** saves the list as a CSV file to work through.
- **Notes** are information - for example a balancing SAGEBAL item added so a customer's balance agrees with Sage, or a product with stock but no cost price.

Next is available once the check finds no errors.

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: 16 added, 0 updated, 139 left as they were, 0 failed.

Customers: 30 added, 0 updated, 0 left as they were, 0 failed.

Suppliers: 15 added, 0 updated, 0 left as they were, 0 failed.

Stock: 105 added, 0 updated, 0 left as they were, 0 failed.

Open Sales Ledger Items: 43 added, 0 updated, 0 left as they were, 0 failed. 39 open item(s) posted, totalling 93,000.07 owed by customers, against 9998. 9998 now stands at -90,640.61.

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Opening Trial Balance: 155 added, 0 updated, 0 left as they were, 0 failed. Opening balances posted: 64 account line(s), 389,996.83 each side. 9998 now stands at 0.00.

Account	Name	Balance in QS4L (compare with Sage's trial balance)
0020	Plant & Machinery	50,000.00 Dr
0021	Plant & machinery depreciation	3,485.00 Cr
0040	Furniture & fixtures	16,900.00 Dr
0041	Furniture & fixtures depreciation	93.00 Cr
0050	Motor Vehicles	20,300.00 Dr
0051	Motor vehicles depreciation	2,091.92 Cr
1001	Stock	35,000.00 Dr
1100	Debtors Control account - Stg	90,640.61 Dr
1200	Bank current account	20,091.04 Cr
1210	Bank deposit account	3,510.00 Dr

Finish

Cancel

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

Click **Import Now** and confirm. Everything is imported in **one go**: if anything at all fails, nothing is saved and the company is exactly as it was. When it finishes, the page lists what was added for each file and every nominal account's balance in QuiSuite. Click **Finish**.

7. Checking the result

Before anyone starts work in QuiSuite, tick off the figures against the reports you printed from Sage (section 3).

Check	In QuiSuite	Against Sage's
Every nominal account	The balances on the wizard's last page, or Nominal Ledger > NL Reports > Trial Balance at the go-live date	Trial Balance
9998 Suspense	Must be nil	-
Each customer	Sales Ledger > Customers - the Balance column; Customer Statements	Aged Debtors
Each supplier	Purchase Ledger > Suppliers - the Balance column	Aged Creditors
Stock	Stock valuation report, and the Stock account (1001) in the trial balance	Product Valuation
Each bank account	Banks/Cash - the balance	Bank reconciliation report

Your first days in QuiSuite

- **Bank reconciliation:** the bank's opening balance is Sage's book balance. Cheques and receipts that had not cleared the bank at the go-live date (on Sage's bank reconciliation report) appear on your next bank statement; account for them in your first reconciliation against the opening balance.
- **VAT:** the opening invoices are marked as already on a VAT return (their VAT went through Sage), so QuiSuite's first VAT return covers only what is entered after the go-live date.
- **Customers paying old invoices:** receive them in QuiSuite as usual; the opening invoices are there to allocate against, with the amounts still owed.
- **SAGEBAL items:** allocate them against the invoices they belong to when the customer's next payment comes in.
- **Stock with an estimated or no cost:** correct the cost prices in Stock Items if they were not exported.

8. 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	Dr 1100 Debtors / Cr 9998, the amount still outstanding on each	Each item shows its original gross, the part already paid, and what is owed. No VAT is posted (it went through Sage's returns); the items are marked as already returned.
Open purchase items	Dr 9998 / Cr 2100 Creditors, the outstanding amount	As sales.
Stock	Dr 1001 Stock / Cr 9998, quantity x cost	The quantities go into the warehouse's valuation (weighted average cost).
Opening trial balance	One journal: each account brought from what the imports above put there to its balance in Sage; 9998 back to nil	Profit and loss accounts within the current year; balance sheet accounts as they stand.

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

9. If something goes wrong

The check says	What to do
No column for: Customer No (or another needed field)	The file has a different title for it. On step 4, choose the right column for that field.
Customer ABC001 doesn't exist: import the customers first	An open invoice belongs to a customer not in Customers.csv. Export the customers list again with every record (including inactive ones).
Date "... " can't be read	Dates must be DD/MM/YYYY. Open the file in Excel, format the column as a date, and save as CSV again.
... has a negative quantity in stock	An opening stock quantity can't be negative. Correct the stock in Sage (or in the file) and export again.
The trial balance in the file doesn't balance	The Nominals export was taken for the wrong period, or not every code was selected. Export it again with every record, for the go-live month.
There is no nominal account 9998	Add account 9998 Suspense (Nominal Ledger > Chart of Accounts), then check again.
The date is outside the financial year / the year is closed	Set the company's financial year in Entity Settings so that 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.

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

Appendix - the column titles recognised

The mapping step matches a file's column titles to QuiSuite's fields by these titles (capitals, spaces and punctuation are ignored). Any other title can be matched by hand on step 4.

Every column of Sage 50's FULL customer and supplier record is recognised, except MTD Turnover, YTD Turnover and Last Year: QuiSuite works those out itself from the invoices and credit notes posted, and shows them on the customer's Trading tab and the supplier's Trade tab.

Nominal accounts and trial balance

QuiSuite field	Titles recognised
Account Code (needed)	Account Code, N/C, Refn, Nominal Code, Code
Account Name (needed)	Account Name, Name
Account Type	Account Type, Type (Assets, Liabilities, Revenue, Expenditure, Equity; otherwise from the code: 0-1999 assets, 2000s liabilities, 3000s capital, 4000s sales, 5000+ costs)
Active / Inactive	Active, Inactive
Debit / Credit balance (trial balance)	Sage Debit, Debit / Sage Credit, Credit

Customers and suppliers

QuiSuite field	Titles recognised
Customer No / Supplier No (needed)	Account Reference, A/C, Account, A/C Ref, Account No
Name (needed)	Name, Account Name, Company Name
Address	Street 1, Street 2, Town, County, Postcode (or Address 1-4, Post Code, City)
Contact, Telephone, Mobile	Contact, Contact Name, Telephone, Telephone Number, Phone, Telephone 2, Mobile
Email, Web site, VAT number	Email, E-mail, WWW, Web Address, Website, VAT Reg No, VAT Registration Number
Credit limit	Credit Limit
Settlement discount % / days	Settlement Discount, Sett. Discount % / Due Days, Settlement Due Days
Payment days / due from	Payment Due Days, Terms (days), Payment Terms / Payment Due From
Analysis 1 - 6	Analysis 1 ... Analysis 6 - customers: Type, Region, Sector, Source, Sales Rep, Manager; suppliers: Supplier Type, Vendor Type, Analysis 3 - 6 (new values are added to the look-up lists)
Department, country, VAT, default nominal, currency	Department, Country Code, Tax Code (T0 / T1 / T2 / T4 / T5 / T9), Default Nominal, Currency No
More contacts	Fax Number, Trade Contact, EMail 2 ... EMail 6, Direct Debit Email, Twitter / LinkedIn / Facebook Address
Credit control	Account Status, Date Account Opened, Last / Next Credit Review, Terms Text, Terms Agreed?, Can Apply Charges?, Priority Trader?, Restrict Mailing?, Online Payments?, Discount Rate

QuiSuite field	Titles recognised
Bank details	Bank Name, Bank Address 1-5, Bank Account Name, Bank Sort Code, Bank Account No, Bank BACS Ref, Bank IBAN, Bank BIC Swift, Bank Roll Number, Bank Additional 1-3
Trade and identity	EORI Number, Incoterms, DUNS Number, Company Reg. Number, Payment Method, Override Stock Tax? / Nom?, Report Password
Charity (customers)	Donor Title, Donor Forename, Donor Surname, Gift Aid Declaration Received?, Declaration Valid From
Active, On hold, Letters by email	Active, Inactive, Inactive Account, On Hold, Account on Hold, Letters Via Email, Email Or Print
Balance in Sage (checked, not stored)	Balance, Sage Balance

Stock

QuiSuite field	Titles recognised
Stock Code (needed)	Stock Code, Product Code, Code
Description (needed)	Description, Product Description
Stock Group	Stock Group, Stock Category, Category, Category Name (otherwise "Imported Stock")
Sales Price / Cost Price	Sales Price, Sale Price, Selling Price / Cost Price, Average Cost Price, Last Cost Price
Quantity In Stock	Quantity In Stock, Qty In Stock, In Stock, Quantity
Is a service, Active	Is Service, Service, Active, Inactive

Open sales and purchase items

QuiSuite field	Titles recognised
Customer No / Supplier No (needed)	Account Reference, A/C, CustomerRecord.AccountReference, SupplierRecord.AccountReference
Type (needed)	Type, TransactionOverview.Type - SI / PI invoice, SC / PC credit note, SA / PA payment on account
Invoice No (needed)	Invoice No, Reference, Ref, TransactionOverview.Reference
Date (needed) / Due date	Date, Invoice Date, TransactionOverview.Date / Due Date, TransactionOverview.DateDue
Details	Details, Description, TransactionOverview.Details
Original gross / Outstanding (needed)	Gross, Amount, TransactionOverview.AmountGross / Outstanding, O/S, Balance, TransactionOverview.AgedAmount
Sage transaction no	TransactionOverview.Number, Number - used to tell apart two invoices with the same reference