

Manual Upload Instructions

This guide will show how to sync a client using the Manual Upload option.

This may be the preferred method if:

- The client is using an accounting package that is not supported by VFD Pro's automated solution
- When you wish to merge data from multiple accounting packages
- When you wish to merge data from multiple companies
- When you wish to merge data from multiple companies on multiple accounting packages.

What information will be needed?

The following will need to be downloaded from the accounting package(s)

- 1) The entire transactional history from the first transaction to the end of the month that you wish to report up to. For most accounting packages the information needed can be found in the General Ledger/Nominal Ledger Download. This should include:
 - a. Account Code
 - b. Account Name
 - c. Date
 - d. Transaction Type
 - e. Entity (Customer/Supplier)
 - i. Reports will be produced if this is not provided, but will not include any customer/supplier analysis
 - f. Transaction Description
 - g. Reference (Optional)
 - h. Amount (Net)
 - i. Tax
- 2) The Chart of Accounts (ensuring to include all nominal codes that have **ever** been used. Even if a nominal has a balance of zero, it may have had transactions in the past which VFD will need to pick up.)

Converting the Data

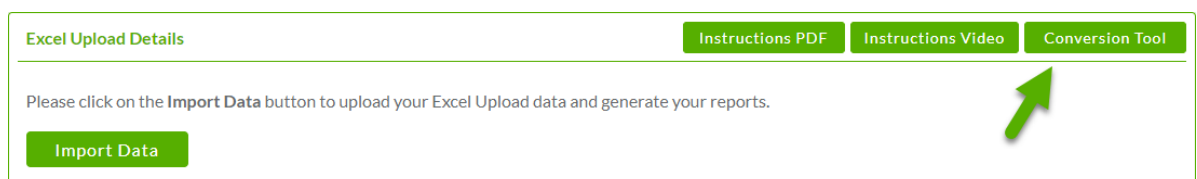
- 1) Download and open the Conversion Tool

Note: If an error appears relating to Macros being disabled, please [click here](#) to see how to rectify it.

- a. On VFD-Pro.com create the client as normal selecting Excel as the accounting software by clicking on the Excel Logo.

Note: find a Quick Start Guide to help with this [here](#).

- b. Click on Conversion Tool in the top right of the 'Excel Upload Details' box to download the Conversion tool.



- c. Open the Conversion Tool.
- 2) On the Control Panel tab
 - a. Click on the Excel Logo
 - i. If this takes you to the next tab return to the Control Panel tab
 - b. Use the 'Browse' button to specify where the output files should be saved.
- 3) The 'Company Information' Tab
 - a. Enter the company name
- 4) The 'Chart of Accounts' Tab
 - a. Simply paste in your Chart of Accounts data
 - i. This is the 'Account Code' and 'Account Name' as downloaded from the accounting software
 - b. Assign a category to each nominal using the dropdown box under 'Account Category'. This determines how data related to the account is categorised e.g. data from accounts assigned to the 'Cash & Cash Equivalent' category will be handled as Cash and will therefore show up in the Cash Ratio and Cash Balance.
 - c. Return to the Company Information tab to check that no categories are missing. Any categories that are not assigned to a nominal will be highlighted (this may be correct if the category is not relevant to the business)

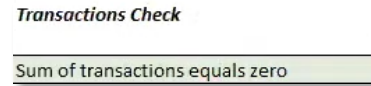
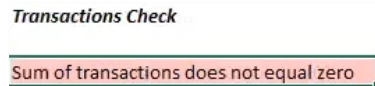
Chart of Accounts Check

Sales Nominals	nominals present
Cost of Sales Nominals	No Cost of Sales nominals present
Overheads Nominals	nominals present
Fixed Assets Nominals	nominals present
Current Assets Nominals	nominals present
Cash & Cash Equivalent Nominals	nominals present
Current Liabilities Nominals	nominals present
Long Term Liabilities Nominals	No Long Term Liabilities nominals present
Equity Nominals	nominals present

- 5) The 'Transactions All History' Tab
 - a. Simply paste in the [Transaction History](#) data
 - i. Please enter debit transactions as a positive value and credit transactions as a negative value.
 - ii. Some accounting software may merge into one cell, data that VFD would like in two cells (to allow more accurate processing) for example, in Xero the Entity and Transaction Description are displayed in one cell, so these will need to be split up when entering them into the Manual Upload Template. If you need help with doing this easily in Excel please contact ticket@vfd-pro.com and we would be happy to show you how.
 - iii. If the sum of all transactions does not equal zero a warning will be shown at the top of column L: **Sum of 'Amount' Column Must Equal Zero**
This can also be checked by returning to the Company Information tab to view the Transactions Check.
Note: *The data provided varies between accounting packages, for example Xero includes Year End Transfers to Equity so will total zero, whereas Sage does not so would not total zero. The process can still be completed with this warning in place.*

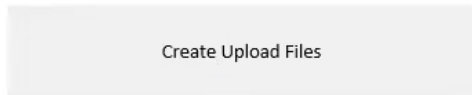
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- iv. If a code is entered under 'Account Code' that is not listed on the Chart of Accounts Tab, a warning will appear under column L stating 'Account Code not present on Chart Of Accounts tab'.

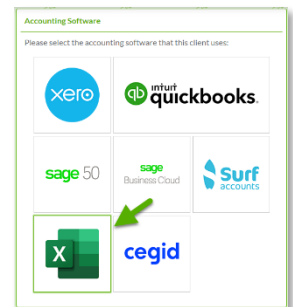
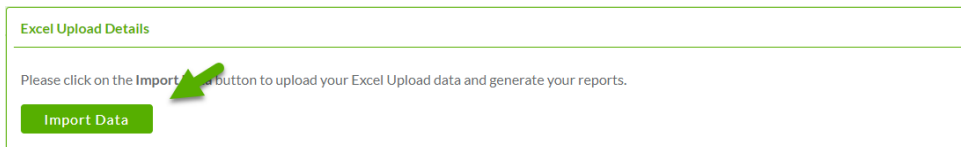
6) On the Company Information tab click on



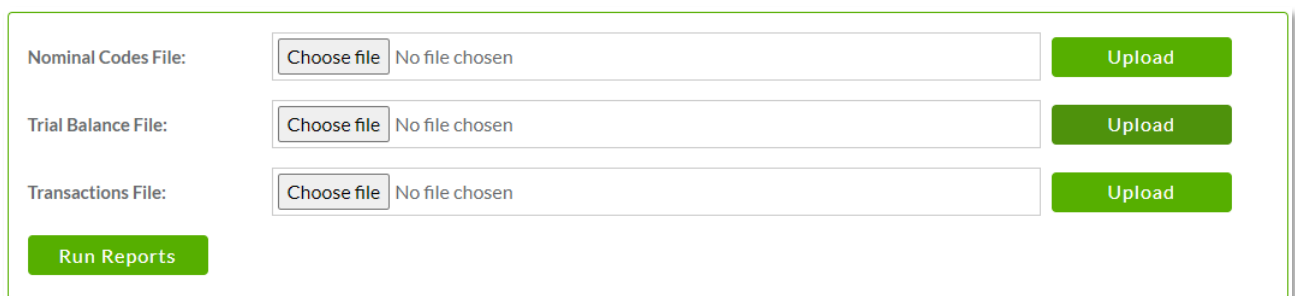
- a. This will save three files to the specified folder
 - i. Trial Balance
 - ii. Transactions
 - iii. Nominal Codes

Uploading the data

- 1) Create a client as usual selecting the Manual Upload option. See the [Quick Start Guide](#) for more on this process.
- 2) Once the client has been set up the 'Import Data' button will be available on the client page
- 3) Click on Import Data



4) For each of the fields use the 'Choose File' button to select the correct file and click on Upload



- 5) Click 'Run Reports'
- 6) Your data is now uploading to your VFD Pro portal. To return to your portal home screen, click 'View All Clients' in the bottom right of the screen
Note: Once the data has been imported the system will still need to generate the reports. This can take up to half an hour if there is a lot of data.

7) Once your reporting is ready, the grey paper icon displayed next to the client details will turn from grey to black.

