



File structure for importing a trial balance:

1. We suggest you use the generic importing method.
2. Your trail balance file should be set up as a comma delimited file.
3. This means the columns of the file should be separated by a comma only.

The file should consist of 4 columns as follows:

- Column 1 = Account numbers use 2004
- Column 2 = Account titles use Advertising
- Column 3 = Numbers (Debits) use 10000
- Column 4 = Numbers (Credits) use 0

How it should look: 2004,Advertising,10000,0

4. Do not use commas in numbers.
5. The development of the file structure can be set up directly in your accounting package or using a spreadsheet program like Excel(tm).
7. If you are using Excel the file must be saved as a "comma delimited CSV file".