End-User Guide

Finance Data Migration 2025 R2

Acumatica
The Cloud ERP

Contents

Copyright **3**

Migrating Documents to Acumatica ERP **4**

Activating Migration Mode 4

Processing Documents in Migration Mode 4

Predefined Import Scenarios for Migrating Financial Data 7

Preparing System to Migrating Data **12**

Data Migration Process: General Information 12

Data Migration Process: Migration of Financial Data 13

Data Migration Process: To Prepare the System for Migrating Financial Data 16

Data Migration Process: Recommendations for Data Verification 17

Data Migration Process: Migrating Multicurrency Documents 18

Migrating Master Records **20**

Migration of Master Records: General Information 20

Migration of Master Records: To Import Master Records 21

Migrating Financial Documents **26**

Migration of Financial Documents: General Information 26

Migration of Financial Documents: To Import AP Documents 27

Migration of Financial Documents: To Import AR Documents 33

Importing Trial Balances **39**

Migration of Trial Balances: General Information 39

Migration of Trial Balances: To Import Trial Balances 42

Reconciling Financial Balances **46**

Balance Reconciliation: General Information 46

Balance Reconciliation: To Reconcile Balances After Data Migration 47

Importing Unreconciled Payments **50**

Migration of Unreconciled Payments: General Information 50

Migration of Unreconciled Payments: To Import Payments and Reconcile a Cash Account 52

Appendix **57**

Reports 57

Report Form 57

Report 64

Form Toolbar and More Menu 65

Table Toolbar 72

Copyright

© 2025 Acumatica, Inc.

ALL RIGHTS RESERVED.

No part of this document may be reproduced, copied, or transmitted without the express prior consent of Acumatica, Inc.

3075 112th Avenue NE, Suite 200, Bellevue, WA 98004, USA

Restricted Rights

The product is provided with restricted rights. Use, duplication, or disclosure by the United States Government is subject to restrictions as set forth in the applicable License and Services Agreement and in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (c)(1) and (c)(2) of the Commercial Computer Software-Restricted Rights at 48 CFR 52.227-19, as applicable.

Disclaimer

Acumatica, Inc. makes no representations or warranties with respect to the contents or use of this document, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Acumatica, Inc. reserves the right to revise this document and make changes in its content at any time, without obligation to notify any person or entity of such revisions or changes.

Trademarks

Acumatica is a registered trademark of Acumatica, Inc. HubSpot is a registered trademark of HubSpot, Inc. Microsoft Exchange and Microsoft Exchange Server are registered trademarks of Microsoft Corporation. All other product names and services herein are trademarks or service marks of their respective companies.

Software Version: 2025 R2

Last Updated: 12/15/2025

Migrating Documents to Acumatica ERP

If you need to move historical data to Acumatica ERP, you can enter fully or partially settled documents into the system. To load documents without affecting the general ledger, you have to first activate migration mode. You can activate this mode in the accounts receivable subledger or in the accounts payable subledger (or in both subledgers), depending on the documents to be migrated. Also, you can activate this mode for projects to import the initial project balances.

When entering a document to the system in migration mode, you need to specify the open balance of the document, its original amount, and the document date. When these documents are released, migrated documents update customer or vendor balances but do not update the general ledger.

The topics of this chapter describe how you can activate migration mode in the needed Acumatica ERP subledger, how to prepare documents for migration, and how to use predefined import scenarios to import data.

Activating Migration Mode

To add accounts receivable or accounts payable documents to Acumatica ERP without affecting the general ledger, you need to activate migration mode in the needed Acumatica ERP subledger (or in both subledgers). Also, if you need to migrate project balances, you need to activate migration mode for projects, as described below.

Activating Migration Mode for Accounts Receivable

To turn on migration mode for the accounts receivable subledger, you use the *Accounts Receivable Preferences* (AR101000) form. On this form, in the **Posting Settings** section of the **General** tab, you select the **Activate Migration Mode** check box; you then click **Save** on the form toolbar. You can select or clear this check box at any time.

If migration mode has been activated, auto-application of payments to outstanding documents is not supported by the system.

Activating Migration Mode for Accounts Payable

To turn on migration mode for the accounts payable subledger, you use the *Accounts Payable Preferences* (AP101000) form. On this form, in the **Posting Settings** section of the **General** tab, you select the **Activate Migration Mode** check box; you then click **Save** on the form toolbar. You can select or clear this check box at any time.

Activating Migration Mode for Projects

To turn on migration mode for projects, you use the *Projects Preferences* (PM101000) form. On this form, in the **General Settings** section of the **General** tab, you select the **Activate Migration Mode** check box. Then you click **Save** on the form toolbar.

Processing Documents in Migration Mode

Before you start the migration process in Acumatica ERP, you need to prepare the list of all documents that you want to migrate to the system. This list can contain both outstanding and closed documents. For each document, you need to specify its original amount, document date, currency, exchange rate, and open balance on the migration date.

The documents that are added when migration mode is activated do not update the general ledger. If you need to update account balances, you can import either the trial balance (for details, see *Importing Financial Data*) or the general ledger transactions.

Types of Documents That Can Be Migrated

The following types of documents can be entered when migration mode has been activated for the accounts receivable subledger:

- *Invoice*, *Debit Memo*, and *Credit Memo*: You add these documents by using the *Invoices and Memos* (AR301000) form.
- *Payment*, *Prepayment*, and *Refund*: You add these documents by using the *Payments and Applications* (AR302000) form.
- *Cash Sale* and *Cash Return*: You add these documents by using the *Cash Sales* (AR304000) form.

The following types of documents can be entered when migration mode has been activated for the accounts payable subledger:

- *Bill*, *Debit Adjustment*, and *Credit Adjustment*: You add these types of documents by using the *Bills and Adjustments* (AP301000) form.
- *Payment*, *Prepayment*, and *Refund*: You add these types of documents by using the *Checks and Payments* (AP302000) form.

  You cannot create payments with an open balance in migration mode. Thus, you will not be able to apply other documents to these migrated payments. When you create a payment in migration mode, this document will have the *Closed* status and will affect the vendor's balance.

  > If you need to enter an AP payment with an application in migration mode, you should use the *Prepayment* document type.

- *Cash Purchase*: You add this type of a document by using the *Cash Purchases* (AP304000) form.
- Subcontracts: You add this type of documents by using the *Subcontracts* (SC301000) form.

The following types of documents and transactions can be entered when migration mode has been activated for projects:

- Pro forma invoices: You add this type of documents by using the *Pro Forma Invoices* (PM307000) form.
- Project transactions: You add this type of documents by using the *Project Transactions* (PM304000) form.

In migration mode, you add the needed documents with the *On Hold* or *Balanced* status. These documents can be edited and released only when migration mode is activated.

Entry of a Document's Open Balance

When you are adding an accounts receivable or accounts payable document, you specify the open balance of a migrated document on the document entry form as follows:

- In the **Balance** box, which is available for editing on the *Invoices and Memos* (AR301000) and *Bills and Adjustments* (AP301000) forms
- In the **Available Balance** box on the *Payments and Applications* (AR302000) form
- In the **Unapplied Balance** box on the *Checks and Payments* (AP301000) form (for documents of the *Prepayment* type only)

If you need to migrate historical documents that have been already settled in full, enter zero as the open balance of these migrated documents.

When you save a document, the system validates that the open balance does not exceed the document's original amount; if it does, the system displays an error.

An open balance that you specify in a document in migration mode will be displayed in the **Migrated Balance** box on the **Financial** tab on the document entry form once you save a document. This box is available for migrated documents only.

> ⚠ In documents entered in migration mode, the system calculates taxes based on the tax zone and tax category specified in the documents.

Entry of Migrated Documents with Unreleased Retainage

On the *Invoices and Memos* (AR301000) and *Bills and Adjustments* (AP301000) forms, you can enter migrated AR documents and AP documents, respectively, with unreleased retainage.

You enter a document with unreleased retainage on the *Invoices and Memos* or *Bills and Adjustments* form by performing the following steps:

1. You create the document.
2. You specify its settings in the Summary area, including the selection of the **Apply Retainage** check box.
3. You add a document line on the **Details** tab and specify the retainage percent in the **Retainage Percent** column.

   On the **Retainage** tab, the system displays the calculated retainage amount in the **Unreleased Retainage** and **Unpaid Retainage** boxes.

   > ⓘ For the lines of AP bills, you can also specify links to the related subcontracts in the **Subcontract Nbr.** box.

For details on creating a document with retainage, see *Processing AP Documents with Retainage* and *Processing AR Documents with Retainage*.

Release of Migrated Documents

The release of migrated accounts receivable documents causes customer balances to be updated; similarly, the accounts payable documents update vendor balances. These released documents do not produce batches in the general ledger. Thus, on the **Financial** tab of the corresponding document entry forms, instead of the link to the general ledger batch, the word *Migrated* will be displayed for a migrated document in the **Batch Nbr.** box.

On release of a historical accounts receivable or accounts payable document with an open balance of zero, the system adds a line with this document to the **Applications** tab on the document entry form and assigns the *Closed* status to the document. On the **Financial** tab, the **Migrated Balance** box shows *0.00*, which means that the document was closed before migration.

If you are importing AP bills with links to subcontracts, on release of the migrated AP bills, the system will update the **Billed Amount** and **Unbilled Amount** values in the subcontract lines on the *Subcontracts* (SC301000) form.

> ⚠ Migrated documents cannot be edited or released when migration mode is deactivated, and documents created in Acumatica ERP cannot be edited or released when migration mode is activated.

Migration of Project Balances

If migration mode is activated for projects on the *Projects Preferences* (PM101000) form, you can import pro forma invoices and the corresponding project transactions—along with their balances, original amounts, and dates—without affecting the general ledger. Also, you must link these pro forma invoices and project transactions to the AR documents that correspond to them. Then you need to release the migrated pro forma invoices and project transactions.

> In order to correctly update project balances without affecting the general ledger, in the lines of the project transactions being imported, you must specify only the debit account and debit subaccount, and leave the credit account and credit subaccount empty. As a result, the release of these project transactions will not produce general ledger transactions.

If the migrated pro forma invoice is linked to the corresponding AR document, a line with this pro forma invoice and AR invoice appears in the related project on the **Invoices** tab of the *Projects* (PM301000) form. The system shows a line for each pro forma invoice that corresponds to the project, along with the corresponding AR document, which is shown in the same row. Also, on the **Revenue Budget** tab of this form, project budget values will be calculated based on the imported data.

> To indicate that a pro forma invoice has been migrated, the system selects the **Migrated** check box on the **Financial** tab of the *Pro Forma Invoices* (PM307000) form.

If in migration mode, some incorrect project transactions with the *AR* source were uploaded to the system, you can reverse these transactions by clicking **Reverse** on the form toolbar of the *Project Transactions* (PM304000) form. The system creates and releases the reversal transaction and inserts the number of the original transaction in the **Orig. Doc. Nbr.** box.

Known Limitations

The following limitations are applied in the system for creating document in migration mode:

- When AP bills are entered in migration mode on the *Bills and Adjustments* (AP301000) form, the links to related purchase orders cannot be specified in the **PO Number** columns on the **Details** tab because there is no migration mode for purchase orders. This information also cannot be imported when AP bills are imported in migration mode by using import scenarios.
- AP payments with applications to other documents cannot be entered in migration mode. You can import them as documents with the *Prepayment* type instead.

  To do this, you perform the following general steps:

  a. On the *Checks and Payments* (AP302000) form, you create a prepayment and specify its balance in the **Unapplied Balance** box. When you release the prepayment, it will have the *Open* status.

  > When you are creating a prepayment in migration mode, the **Documents to Apply** tab does not appear on the *Checks and Payments* form. It becomes visible after you release the prepayment. You can add only migrated documents to this tab.

  b. On the *Bills and Adjustments* (AP301000) form, you create a bill and specify its open balance in the **Balance** box. When you release the bill, it will have the *Open* status.

  c. On the *Checks and Payments* form, you open the prepayment that you created in Step 1. On the **Documents to Apply** tab, you apply the bill that you created in Step 2 to the prepayment, and release the prepayment with the application.

Predefined Import Scenarios for Migrating Financial Data

To save time on entering documents from your legacy system into Acumatica ERP, you can use the import scenarios that are supplied with the system.

Overview of the Predefined Import Scenarios

Predefined import scenarios are designed to help you prepare for the migration of financial data from a legacy system. You can use them as they are supplied or customize them to suit your implementation needs.

The table below lists the predefined import scenarios that are available on the *Import Scenarios* (SM206025) form for creating an import scenario and on the *Import by Scenario* (SM206036) form for importing the data based on the selected scenario. Each of these scenarios can be used to import data to a specific Acumatica ERP form, which is listed in the second column.

Table: Predefined Import Scenarios for Migrating Financial Data

Name of Import Scenario	Form to Which Data Is Imported
ACU Import AP Bills	*Bills and Adjustments* (AP301000)
ACU Import AP Cash Purchases	*Cash Purchases* (AP304000)
ACU Import AP Payments with Applications	*Checks and Payments* (AP302000)
ACU Import AP Prepayments	*Checks and Payments*
ACU Import AR Cash Sales	*Cash Sales* (AR304000)
ACU Import AR Invoices	*Invoices and Memos* (AR301000)
ACU Import AR Payments	*Payments and Applications* (AR302000)
ACU Import AR Payments with Applications	*Payments and Applications*
ACU Import Customer Locations	*Customer Locations* (AR303020)
ACU Import Customers	*Customers* (AR303000)
ACU Import Deferral Schedules	*Deferral Schedule* (DR201500)
ACU Import Fixed Assets	*Fixed Assets* (FA303000)
ACU Import GL Transactions	*Journal Transactions* (GL301000)
ACU Import Proforma	*Pro Forma Invoices* (PM307000)
ACU Import Project Income	*Project Transactions* (PM304000)
ACU Import Vendor Locations	*Vendor Locations* (AP303010)
ACU Import Vendors	*Vendors* (AP303000)

The predefined import scenarios listed in the table are inactive by default. That is, by default, for each of them, the **Active** check box is cleared on the *Import Scenarios* form. Before you can use any of these scenarios for data import on the *Import by Scenario* form, the **Active** check box must be selected on the *Import Scenarios* form.

Import Templates

Because the structure of the uploaded data file must match the structure that is defined in the data provider and used in the import scenario, a data template is provided for each of the predefined import scenarios.

You can download the data template, populate it with the data to be migrated, and then use the prepared file on the *Import by Scenario* (SM206036) form with the corresponding import scenario. The file names of the data templates correspond to the names of the predefined import scenarios with which they are intended to be used.

To download the data template, you first select the required import scenario on the *Import Scenarios* (SM206025) or *Import by Scenario* form and then click **Files** on the title bar. In the **Files** dialog box, which opens, you click the template file to be downloaded and then save it to the needed location.

ACU Import AP Bills

You use the *ACU Import AP Bills* import scenario to import AP bills to the *Bills and Adjustments* (AP301000) form. You can use this import scenario when migration mode is turned on or off—that is, when the **Activate Migration Mode** check box is selected or cleared, respectively, in the **Posting Settings** section of the **General** tab on the *Accounts Payable Preferences* (AP101000) form.

When migration mode is turned off, AP bills are imported as unpaid; that is, in the Summary area of the *Bills and Adjustments* form, the **Balance** amount of each of the imported bills is equal to its **Detail Total**. Any outstanding document amount specified in the import source file is ignored. If you want to migrate documents with open balances, migration mode should be activated.

When migration mode is turned on, documents are migrated with their outstanding balances. Be sure that you specify the outstanding balance in the relevant column of the import source file; otherwise, the documents will be migrated with zero open balances and will have the *Closed* status on release.

ACU Import AP Payments with Applications

The *ACU Import AP Payments with Applications* import scenario is used to import information about historical AP payments, along with their applications, to the *Checks and Payments* (AP302000) form. You use this import scenario when migration mode is turned off—that is, when the **Activate Migration Mode** check box is cleared on the *Accounts Payable Preferences* (AP101000) form.

If the **Activate Migration Mode** check box is selected on the *Accounts Payable Preferences* form, you cannot import payments with an open balance. Instead, you can import them as prepayments by using the *ACU Import AP Prepayments* import scenario.

ACU Import AP Prepayments

You use the *ACU Import AP Prepayments* import scenario to migrate prepayments, including balances that have not yet been applied to AP documents, to the *Checks and Payments* (AP302000) form. You import payments with unapplied balances when migration mode is turned on—that is, when the **Activate Migration Mode** check box is selected on the *Accounts Payable Preferences* (AP101000) form. Be sure to specify the unapplied balances in the relevant column of the import source file; otherwise, the AP prepayments will be migrated with zero unapplied amounts and will have the *Closed* status on release.

ACU Import AP Cash Purchases

You use the *ACU Import AP Cash Purchases* import scenario to migrate information about historical cash purchases to the *Cash Purchases* (AP304000) form.

ACU Import Vendor Locations

The *ACU Import Vendor Locations* import scenario is used to import vendor locations to the *Vendor Locations* (AP303010) form.

We strongly recommend that vendor locations be imported separately from the main vendor data.

ACU Import Vendors

You use the *ACU Import Vendors* import scenario to import vendor records to the *Vendors* (AP303000) form.

Vendor locations are excluded from the data template provided for this import scenario. We strongly recommend that you import vendor locations separately from the main vendor data by using the *ACU Import Vendor Locations* import scenario.

ACU Import AR Cash Sales

The *ACU Import AR Cash Sales* import scenario is used to import historical information about cash sales to the *Cash Sales* (AR304000) form.

ACU Import Customer Locations

You use the *ACU Import Customer Locations* import scenario to import customer locations to the *Customer Locations* (AR303020) form.

We strongly recommend that customer locations be imported separately from the main customer data.

ACU Import Customers

You use the *ACU Import Customers* import scenario to import customer records to the *Customers* (AR303000) form.

Customer locations are excluded from the data template provided for this import scenario. We strongly recommend that you import customer locations separately from the main customer data by using the *ACU Import Customer Locations* import scenario.

ACU Import AR Invoices

You use the *ACU Import AR Invoices* import scenario to import AR invoices to the *Invoices and Memos* (AR301000) form. You can use this import scenario when migration mode is turned on or off—that is, when the **Activate Migration Mode** check box is selected or cleared, respectively, in the **Posting Settings** section on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form.

When migration mode is turned off, documents are imported as unpaid; that is, in the Summary area of the *Invoices and Memos* form, the **Balance** amount of each of the imported invoices is equal to its **Detail Total**. Any outstanding document amount specified in the import source file is ignored. If you want to migrate documents with open balances, migration mode should be activated.

When migration mode is turned on, documents are migrated with their outstanding balances. Be sure that you specify the outstanding balance in the relevant column of the import source file; otherwise, the documents will be migrated with zero open balances and will have the *Closed* status on release.

ACU Import AR Payments

You use *ACU Import AR Payments* import scenario to migrate AR payments, including balances that have not yet been applied to AR documents, to the *Payments and Applications* (AR302000) form. Payments with available balances are imported when migration mode is turned on—that is, when the **Activate Migration Mode** check box is selected on the *Accounts Receivable Preferences* (AR101000) form. Be sure to specify the available balances in the relevant column of the import source file; otherwise, the AR payments will be migrated with zero available balances and will have the *Closed* status on release.

ACU Import AR Payments with Applications

The *ACU Import AR Payments with Applications* import scenario is used to import information about historical AR payments, along with their applications, to the *Payments and Applications* (AR302000) form. This import scenario is used when migration mode is turned off—that is, when the **Activate Migration Mode** check box is cleared on the *Accounts Receivable Preferences* (AR101000) form.

ACU Import Deferral Schedules

You use the *ACU Import Deferral Schedules* import scenario to import previously configured deferral schedules to the *Deferral Schedule* (DR201500) form so that revenues and expenses that were deferred in the legacy system could continue to be recognized in Acumatica ERP.

ACU Import Fixed Assets

The *ACU Import Fixed Assets* import scenario is used to import information about fixed assets to the *Fixed Assets* (FA303000) form. If you want to allow the import of accumulated depreciation along with other fixed asset data, the **Update GL** check box must first be cleared in the **Posting Settings** section on the *Fixed Assets Preferences* (FA101000) form.

The template provided for this predefined import scenario is designed for importing information about fixed assets to three books. However, the template can be adjusted to reflect the settings of the fixed asset classes to which the imported assets belong.

ACU Import GL Transactions

You use the *ACU Import GL Transactions* import scenario to import to the *Journal Transactions* (GL301000) form general ledger transactions that have been exported from a legacy system.

ACU Import Proforma

You use the *ACU Import Proforma* import scenario to import to the *Pro Forma Invoices* (PM307000) form pro forma invoices that have been exported from a legacy system. Pro forma invoices are imported when migration mode is turned on—that is, when the **Activate Migration Mode** check box is selected on the *Projects Preferences* (PM101000) form.

ACU Import Project Income

You use the *ACU Import Project Income* import scenario to import to the *Project Transactions* (PM304000) form project transactions that have been exported from a legacy system. Project transactions are imported when migration mode is turned on—that is, when the **Activate Migration Mode** check box is selected on the *Projects Preferences* (PM101000) form.

Preparing System to Migrating Data

This lesson describes the basic steps that you need to perform before you start to migrate company data to Acumatica ERP, describes the minimal system configuration that you need to implement before migrating financial and inventory data, explains the basic flow of the data migration, and lists the financial data that you should prepare for data migration.

Data Migration Process: General Information

Data migration is a crucial process that is performed before the company goes live on a new ERP platform. The process involves moving data from the old system to the new one while ensuring data integrity and minimizing disruptions.

Learning Objectives

In this chapter, you will learn how to do the following:

- Plan the needed steps of data migration based on your organization's business requirements
- Create a company in Acumatica ERP that is ready for the migration of financial data from the legacy system
- Prepare the import scenarios and the data to be uploaded

Applicable Scenario

You are planning to migrate data from a legacy system before you start to use Acumatica ERP as an ERP system. You want to prepare carefully for this process to keep the history of company operations that preceded the transition to new system and to ensure the continuity of business processes.

Configuration of the Basic System

Prior to data migration, you need to plan and configure the company's structure and perform the basic configuration in Acumatica ERP based on the business requirements of the company. To do this, you perform the following general steps:

1. You prepare the instance, enable the features, and activate the license, as described in *Preparing an Instance for Implementation*.
2. You configure the company's structure in the system, as described in *Preparing a Company for Implementation*.
3. You configure the basic financial settings in the system, as described in *Implementing Basic Financials*.

The complete set of configuration tasks depends on the company's business processes. For more information about configuring other system areas, see *Acumatica ERP Implementation Guide*.

Data Preparation and Migration Stages

Once the tenant is ready, you perform data migration in the following general steps:

1. You assess the legacy ERP system and identify data to be migrated.
2. You extract data from the legacy ERP system, taking into account data integrity, quality, and compatibility with the new system. This process involves identifying and cleansing duplicate, outdated, or irrelevant data.

You ensure that all existing information is accurate and up-to-date. Also, you remove incorrect, redundant, or out-of-date data (such as discontinued vendors, contacts that are no longer with the company, and discontinued products).

3. You transform and map the extracted data to fit the structure and format of the new ERP system (that is, prepare the data providers that will be used with the import scenarios).
4. You prepare import scenarios and test them with sample data to ensure that all needed information is included and mapped correctly.
5. You transfer the data to the new system.
6. You cross-check the uploaded data to ensure completeness, correctness, and integrity. This involves running test scenarios, reconciling data, and resolving any discrepancies or errors to ensure that legacy data has been moved and is accessible. For recommendation on data verification, see *Data Migration Process: Recommendations for Data Verification*.

Once the data migration is complete and the data is verified for consistency, the system is ready to use.

Preparation of Import Scenarios

To speed up data migration, you use import scenarios to import business accounts and financial data other than trial balances. An import scenario is a set of instructions for the system that specifies the actions to be executed for each record of the imported data as if the data is being entered manually on the specified form.

To import data by using an import scenario, you do the following:

1. You convert the data in the external format to data in the format of Acumatica ERP. For this purpose, on the *Data Providers* (SM206015) form, you create a data provider. The data provider defines the data source type (Excel), the name of the spreadsheet that should be used for the data import, the list of the columns on the spreadsheet, and the data type of each column.
2. On the *Import Scenarios* (SM206025) form, you prepare the import scenario that uses the data provider. An import scenario defines the mapping of the source columns to the destination fields of the entry in the system. The **Mapping** tab of the *Import Scenarios* form holds the list of steps of the scenario that imports the records into the system as if each record is being manually entered through the corresponding data entry form.

   Acumatica ERP provides a set of predefined import scenarios that you can use to migrate financial data, adapting them for your needs. For more information, see *Predefined Import Scenarios for Migrating Financial Data*.
3. On the *Import by Scenario* (SM206036) form, you prepare and import the data. For each imported record, the system executes the mapping steps one after another in the order in which they are listed in the executed import scenario on the *Import Scenarios* form.

Data Migration Process: Migration of Financial Data

This topic describes the general process of migrating data from a legacy system to Acumatica ERP.

The complete list of data to be imported depends on company's business processes.

Migration of Financial Data

To import the data completely and accurately and to minimize import errors, you import documents and balances by performing the following general steps in the listed order:

1. You import the following master records:

- Customers
- Vendors
- Non-stock items

2. You import financial documents. For each type of document, you use the same import scenario to import both closed documents and documents with an open balance.

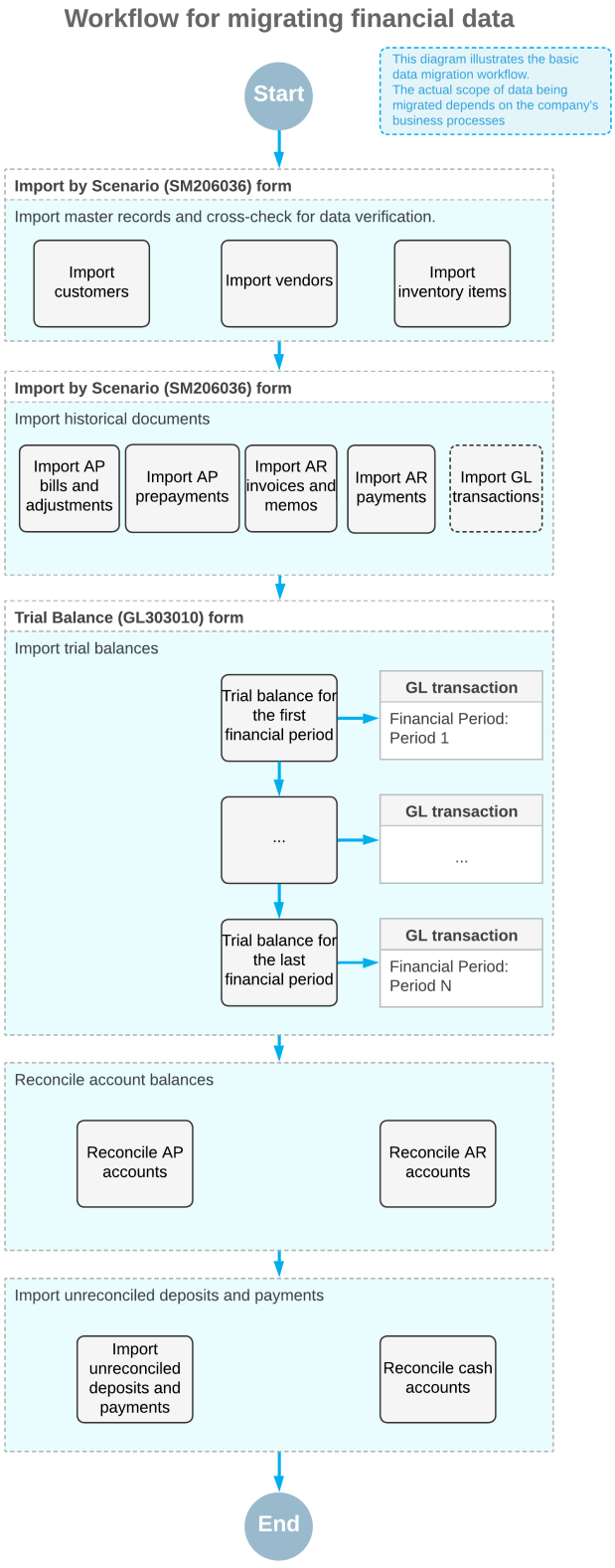
   To import accounts receivable or accounts payable documents to Acumatica ERP, you need to activate migration mode in the accounts receivable subledger and accounts payable subledger, respectively. The documents that are created when migration mode is activated do not update the general ledger.

3. You upload and release the trial balances for the needed financial periods. When this process is complete, you make sure that the final trial balance in Acumatica ERP matches the trial balance in the legacy system.

   Though you can import historical GL transactions instead of importing trial balances, the import of trial balances is the preferable way of migrating financial data. Importing the trial balances helps to limit the number of historical transactions in the database.

4. You perform the reconciliation of account balances for the accounts receivable and accounts payable subledger.
5. You import outstanding checks and deposits in progress and then reconcile the cash account balance.

The following diagram illustrates the basic workflow for migrating financial data for a company with one branch.


Workflow for migrating financial data
Start
This diagram illustrates the basic data migration workflow. The actual scope of data being migrated depends on the company's business processes
Import by Scenario (SM206036) form
Import master records and cross-check for data verification.
Import customers
Import vendors
Import inventory items
Import by Scenario (SM206036) form
Import historical documents
Import AP bills and adjustments
Import AP prepayments
Import AR invoices and memos
Import AR payments
Import GL transactions
Trial Balance (GL303010) form
Import trial balances
Trial balance for the first financial period
GL transaction
Financial Period: Period 1
...
GL transaction
...
Trial balance for the last financial period
GL transaction
Financial Period: Period N
Reconcile account balances
Reconcile AP accounts
Reconcile AR accounts
Import unreconciled deposits and payments
Import unreconciled deposits and payments
Reconcile cash accounts
End

Data Migration Process: To Prepare the System for Migrating Financial Data

The following activity will walk you through the preparation of the system for the migration of financial data.

This activity is based on the *U100 Basic Company* dataset. If you are using another dataset, or if any system settings have been changed in *U100 Basic Company*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100 Basic Company* dataset to its initial state.

Story

Suppose that you are an implementation consultant of the SweetLife Fruits & Jams company, and you will be performing data migration from the legacy system to Acumatica ERP. In the system, you have configured the tenant, activated the license, and performed the basic financial configuration. Now you need to make sure the system is ready for data migration.

Before you start importing data into the system, you need to perform the following operations:

- Making sure the financial periods are ready to data migration
- Verifying that the cash account is configured for reconciliation
- Activating predefined import scenarios
- Uploading and activating an additional import scenario that will be used for migrating non-stock items

Configuration Overview

In the *U100 Basic Company* dataset, the following tasks have been performed for the purposes of this activity:

- On the *Enable/Disable Features* (CS100000) form, the minimum set of financial features has been enabled.
- On the *Companies* (CS101500) form, the SweetLife company without branches has been configured by performing the steps described in *Company Without Branches: To Configure a Company Without Branches*.
- On the *Chart of Accounts* (GL202500) form, the company's chart of accounts has been created.
- On multiple forms, the required financial configuration has been performed, as described in the *Implementing Basic Financials* chapter of the Implementation Guide, including the creation of cash accounts, credit terms, and payment methods.

Process Overview

On the *Manage Financial Periods* (GL503000) form, you will ensure that the financial periods to which the historical data will be uploaded have been generated and are open. On the *Cash Accounts* (CA202000) form, you will verify that the *10200WH* cash account is configured for reconciliation. On the *Import Scenarios* (SM206025) form, you will activate the predefined import scenarios that will be used for data migration. You will also upload and activate an additional import scenario for importing non-stock items.

System Preparation

To prepare to perform the instructions of this activity, do the following:

1. Launch the Acumatica ERP website with the *U100 Basic Company* dataset preloaded.
2. Sign in to the system by using the *gibbs* username and the *123* password.

3. Download the `DMImportNonStockItems.xml` file, which was provided with the course.

Step 1: Verifying the Financial Periods

To ensure that all needed financial periods are ready to import the data, do the following:

1. Open the *Master Financial Calendar* (GL201000) form.
2. In the **Financial Year** box in the Summary area, select *2025*. Review the periods in the table and make sure that the following periods have been generated and now have the *Open* status:
   - The periods from 01-2025 to 11-2025, which are the periods to which the data will be migrated
   - The 12-2025 financial period, which is the first period in which the company will start operating in Acumatica ERP

Step 2: Reviewing the Cash Account Settings

To be able to reconcile the balance of the *10200WH* cash account after data migration, open the *10200WH* cash account on the *Cash Accounts* (CA202000) form. Make sure the following settings are specified:

- **Requires Reconciliation**: Selected
- **Reconciliation Numbering Sequence**: *CARECON*

Step 3: Activating Import Scenarios

Before you start importing data, you need to activate the predefined import scenarios and create an additional scenario as follows:

1. Open the *Import Scenarios* (SM206025) form.
2. In the Summary area of the form, for each of the following predefined scenarios, select the **Active** check box and save your changes:
   - *ACU Import Vendors*
   - *ACU Import Customers*
   - *ACU Import AP Bills*
   - *ACU Import AP Prepayments*
   - *ACU Import AR Invoices*
   - *ACU Import AR Payments*
3. On the form toolbar of the *Import Scenarios* (SM206025) form, click **Clipboard > Import from XML**.
4. In the **Upload XML File** dialog box, click **Choose File** and select the `DMImportNonStockItems.xml` file, which you downloaded earlier.
5. In the dialog box, click **Upload**. The system uploads the *DM Import Non-Stock Items* import scenario. This scenario maps the internal fields of the *Non-Stock Items* (IN202000) form to the external fields that are defined in the `SweetLifeNonStockItemsList.xlsx` file, which has been supplied with the course.
6. Make sure that the **Active** check box is selected in the Summary area of the form for the created scenario.

Data Migration Process: Recommendations for Data Verification

After migrating data to a new ERP system, you should verify its accuracy, consistency, and completeness. This process helps ensure a smooth transition from a legacy system.

To verify the data that has been imported into the system, use the following methods:

- For customers and vendors, make sure that the total number of master records that have been imported into the system is equal to the number of customers and vendors in the source file.

  You can review a summary of all imported vendor accounts by using the *Vendor Summary* (AP655000) report. For customer accounts, you can use the *Customer Summary* (AR650500) report.
- Randomly verify the information imported into particular customer accounts and particular vendor accounts. We recommend verifying the first account in the file for import, the last account, and a number of additional accounts.

  For example, if you have imported 90 customers, you should verify 9 customers: the first one, the last one, and 7 chosen at random. You can review the information of the imported vendor accounts by using the *Vendors* (AP303000) form or the *Vendor Profiles* (AP655500) report. For customer accounts, you can use the *Customers* (AR303000) form or the *Customer Profiles* (AR651000) report.
- Verify open balances of the customers and vendors and make sure they match with the records in the legacy system.
- For AP and AR documents, verify that the total number of the imported documents in the system is equal to the number of the documents in the corresponding source file.
- Verify a randomly selected group of the imported AP and AR documents. To review the documents, use the following reports:
  - The *AP Edit* (AP610700) report for AP documents that are balanced and on hold
  - The *AR Edit* (AR611000) report for AR documents that are balanced and on hold
  - The *AP Register* (AP621500) report for released AP documents
  - The *AR Register* (AR621500) report for released AR documents
- Verify the balances of a randomly selected group of the imported AP and AR documents on the following lists of records:
  - Bills and Adjustments (AP3010PL)
  - Checks and Payments (AP3020PL)
  - Invoices and Memos (AR3010PL)
  - Payments and Applications (AR3020PL)

  To review the open balances in the document's currency, review the **Balance** column. This column is hidden by default; you can add it by using the **Column Configuration** dialog box.

Data Migration Process: Migrating Multicurrency Documents

If your company works with foreign vendors and customers, when migrating from a legacy system, you need to first configure Acumatica ERP for working with multiple currencies, and then import the documents and upload the balances of any accounts denominated in a foreign currency.

Support of Multiple Currencies

Acumatica ERP supports the processing of documents and transactions in foreign currencies in the following functional areas:

- General ledger
- Cash management
- Accounts payable
- Accounts receivable
- Contracts

- Taxes (you could report taxes in a currency other than the base currency)
- Sales orders
- Purchase orders
- Purchase requisitions
- Time and expenses
- Projects

Transactions involving fixed assets, deferred revenue, and inventory can be processed in the base currency only.

Import of Documents in Foreign Currencies

To prepare the system for importing documents in foreign currencies to the system, the following requirements must be met:

- The *Multicurrency Accounting* feature must be enabled on the *Enable/Disable Features* (CS100000) form.
- The currency rate types and currencies specified in the import data must be activated on the *Currency Rate Types* (CM201000) form and the *Currencies* (CM202000) form, respectively.
- Currency rate override must be allowed for the vendors and customers for which you are going to import documents in foreign currencies. Currency settings are specified for these records on the *Vendors* (AP303000) form and the *Customers* (AR303000) form, respectively. This is needed so that the system can change the rate in the imported documents to upload exactly the same document amounts in the base and in foreign currencies as you have in your legacy system.
- In import scenarios that will be used for import, the appropriate fields with the currency, currency rate type, and currency rate must be mapped to the appropriate columns in the files with the data to be imported.

After you import the documents to the system, you need to verify the balances of customers and vendors in the base and foreign currencies to make sure that all data was imported correctly.

Import of Trial Balances

If you have accounts maintained in a foreign currency (or accounts denominated in a foreign currency), you need to import balances in both base and foreign currencies for each of these accounts. Thus, in the Excel file with the data, you need to create two columns with balances: *YTD Balance*, which holds the balance of accounts in the base currency, and *Currency YTD Balance*, which contains the balance of accounts in the foreign currencies assigned to these accounts. Both columns must have the currency or text format. For the accounts that are not denominated or are denominated in the base currency, the *YTD Balance* and *Currency YTD Balance* columns hold the same value.

After you have released the imported trial balance with multiple currencies, the generated batch on the *Journal Transactions* (GL301000) form has the following specifics:

- The only currency available in the **Currency** box in the generated batch is the base currency of the company. The system always shows the base currency as the transaction currency in the trial balance batches, even though the imported account balances might be denominated in different currencies.
- When you open the trial balance batch on the form, the amounts are shown in the transaction currency which may be different for different accounts: the currency of the denomination for denominated accounts and the base currency for other accounts. In this currency mode, the debit total is not supposed to be equal to the credit total, because the summed amounts are the balances in different currencies. When you toggle the currency in the batch to the base currency, the debit total becomes equal to the credit total because in this mode all the amounts are reflected in the base currency.
- In the records with the denominated accounts specified in the lines, the debit and credit amounts are shown in the currency of denomination. In all other records in the table, the debit and credit amounts are shown in the base currency.

Migrating Master Records

In this chapter, you will learn how to import business accounts and non-stock items into the system by using predefined import scenarios.

Migration of Master Records: General Information

You import master records from the old system with their IDs that were exported from the old system. For customers and vendors, you can then enable auto-numbering so that new vendor and customer accounts will automatically get new IDs from the specified sequence.

Learning Objectives

In this chapter, you will learn how to do the following:

- Prepare import scenarios and data to be uploaded
- Import customers to the system
- Import vendors to the system
- Import non-stock items to the system
- Enable auto-numeration for the master records

Applicable Scenarios

You migrate master records from a legacy system before you start to use Acumatica ERP as an ERP system.

Import of Master Records

You can review the predefined import scenarios on the *Import Scenarios* (SM206025) form and update them according to the needs of the company being migrated. To import master records into the system, the following predefined import scenarios are provided with the system:

- The *ACU Import Customers* import scenario, which is used to import customer records to the *Customers* (AR303000) form.

  Customer locations are excluded from the data template provided for this import scenario. We strongly recommend that you import customer locations separately from the main customer data by using the *ACU Import Customer Locations* import scenario.

- The *ACU Import Vendors* import scenario, which is used to import vendor records to the *Vendors* (AP303000) form.

  Vendor locations are excluded from the data template provided for this import scenario. We strongly recommend that you import vendor locations separately from the main vendor data by using the *ACU Import Vendor Locations* import scenario.

Auto-Numbering of the Master Records

If in the previous system, the master records (vendors, customer, or inventory items) were auto-numbered, you may want to keep the original IDs from the legacy system and continue the numeration in the newly implemented

system by using the established format. To keep the original identifiers, you need to disable the auto-numbering of particular types of records before the import.

After the records are imported, you enable auto-numbering and configure the numbering sequence to start with the number that follows the last imported record identifier. For example, to enable the auto-numbering of vendor records, you perform the following general steps:

1. On the *Numbering Sequences* (CS201010) form, you create the numbering sequence for numbering of vendors (for example, *VENDORNUM*).
2. In the Summary area of the form, you make sure that the **Manual Numbering** check box is cleared to enable the auto-numbering of vendor records. In the only row of the table, you specify the ID of the last imported vendor in the **Last Number** column and save your changes.
3. On the *Segmented Keys* (CS202000) form, you select the *VENDOR* segmented key. You review the structure of the segmented key to make sure that the key has the needed length and edit mask. Also, you make sure that *VENDORNUM* is selected in the **Numbering ID** box.
4. In the only row of the table, you select the check box in the **Auto Number** column.

   As new vendor records are created, their numeration will proceed starting from the next ID according to the settings of the numbering sequence.

For the customer records, you perform the same sequence of steps with the *CUSTOMER* segmented key and *CUSTNUM* numbering sequence, respectively.

For more information about numbering sequences and segmented keys, see *Managing Segmented Keys*.

Import of Inventory Items

To simplify the process of importing stock and non-stock items, you can use item classes. Item classes are available in the system if the *Inventory* feature is enabled on the *Enable/Disable Features* (CS100000) form. In an item class, you predefine common item settings, such as the valuation method, the base unit of measure, and the posting class. You can plan item classes so that they contain the maximum possible settings for the groups of similar inventory items.

You then include the item class of each item among the settings to be imported for a non-stock item or stock item. When each item is imported, the system uses the settings specified for the item class to fill in the corresponding elements on the *Stock Items* (IN202500) or *Non-Stock Items* (IN202000) form. You can then specify a small number of settings to be inserted by an import scenario for each imported item, because the rest of the settings have been automatically inserted based on the item classes.

Migration of Master Records: To Import Master Records

The following activity will walk you through the process of importing master records to Acumatica ERP.

This activity is based on the *U100 Basic Company* dataset. If you are using another dataset, or if any system settings have been changed in *U100 Basic Company*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100 Basic Company* dataset to its initial state.

Story

Suppose that you are an implementation consultant of the SweetLife Fruits & Jams company, and you will be performing data migration from the legacy ERP system to Acumatica ERP. You have configured the tenant,

activated the license, and performed the basic financial configuration so that the system is ready for data migration. Now you need to import the following master records: vendors, customers, and non-stock items.

Configuration Overview

In the *U100 Basic Company* dataset, the following tasks have been performed for the purposes of this activity:

- On the *Enable/Disable Features* (CS100000) form, the minimum set of financial features has been enabled.
- On the *Companies* (CS101500) form, the SweetLife company without branches has been configured by performing the steps described in *Company Without Branches: To Configure a Company Without Branches*.
- On multiple forms, the required financial configuration has been performed, as described in the *Implementing Basic Financials* chapter of the Implementation Guide.
- On the *Vendor Classes* (AP201000) form, the *DEFAULT* vendor class has been created.
- On the *Customer Classes* (AR201000) form, the *DEFAULT* customer class has been created.

Process Overview

On the *Import by Scenario* (SM206036) form, you will import vendors by using a predefined import scenario. During the import, you will correct the errors that have occurred in the data being imported. Then you will review the list of imported vendors on the Vendors (AP3030PL) list of records and make sure that all records are presented.

After that, you will import customers by using the predefined import scenario and review the list of customers on the Customer (AR3030PL) list of records. Finally, you will import the non-stock items by using an import scenario provided with the course and review the results of the import on the Non-Stock Items (IN2020PL) list of records.

System Preparation

To prepare to perform the instructions of this activity, do the following:

1. Launch the Acumatica ERP website with the *U100 Basic Company* dataset preloaded.
2. Sign in to the system by using the *gibbs* username and the *123* password.
3. Download the `SweetLifeCustomersList.xlsx`, `SweetLifeVendorsList.xlsx`, and `SweetLifeNonStockItemsList.xlsx` files, which are supplied with the course.

> ⚠ For training purposes, a few errors were intentionally made in the `SweetLifeVendorsList.xlsx` file so that you can gain experience correcting data.

Step 1: Importing Vendors

To import vendors into the system, do the following:

1. On the *Import by Scenario* (SM206036) form, select the *ACU Import Vendors* scenario.
2. On the More menu, click **Upload File Version**. The **Upload New Revision** dialog box opens.
3. In the dialog box, click **Choose File**, select the `SweetLifeVendorsList.xlsx` file and click **Upload**. The system uploads the file and closes the dialog box.
4. On the form toolbar, click **Prepare** to upload the data from the file.

   > ⓘ Before you import data into the system, you can review the uploaded data on the **Prepared Data** tab and change any value.

5. On the form toolbar, click **Import** to import the vendor records listed on the **Prepared Data** tab into the system. For the imported rows, the system selects the check box in the **Processed** column. For the rows that

the system could not import, the **Processed** check box is cleared, and an error icon appears in the leftmost column.

6. To correct errors in the prepared data in the table, do the following:
   a. In the line with the *4* line number, enter `DEFAULT` in the **Vendor Class** column (because this is the only predefined vendor class currently available in the system). Save your changes.

      > The system will continue to display an error next to the column until you complete the next step of these instructions, which is to initiate error clearing.

   b. In the line numbered *14*, enter `CASH` in the **Payment Method** column (because this is the payment method that should be used). Save your changes.

      > After correcting a value, you must click **Save** before running the import process. Otherwise, the changes to the prepared data will not be saved, and the system will attempt to import the old value.

7. On the table toolbar, click **Clear Errors**.
8. Save your changes.
9. On the form toolbar, click **Import** to rerun the import.

   The system will upload the remaining records that have not been processed yet (that is, those with the **Active** check box selected and the **Processed** check box cleared).

10. On the Vendors (AP3030PL) list of records, review the list of the uploaded vendor records. Make sure that the table footer indicates that 22 vendor records are available in the table, which means that all vendors have been imported successfully. The vendors have been imported with their IDs from the legacy system (as shown in the following screenshot).

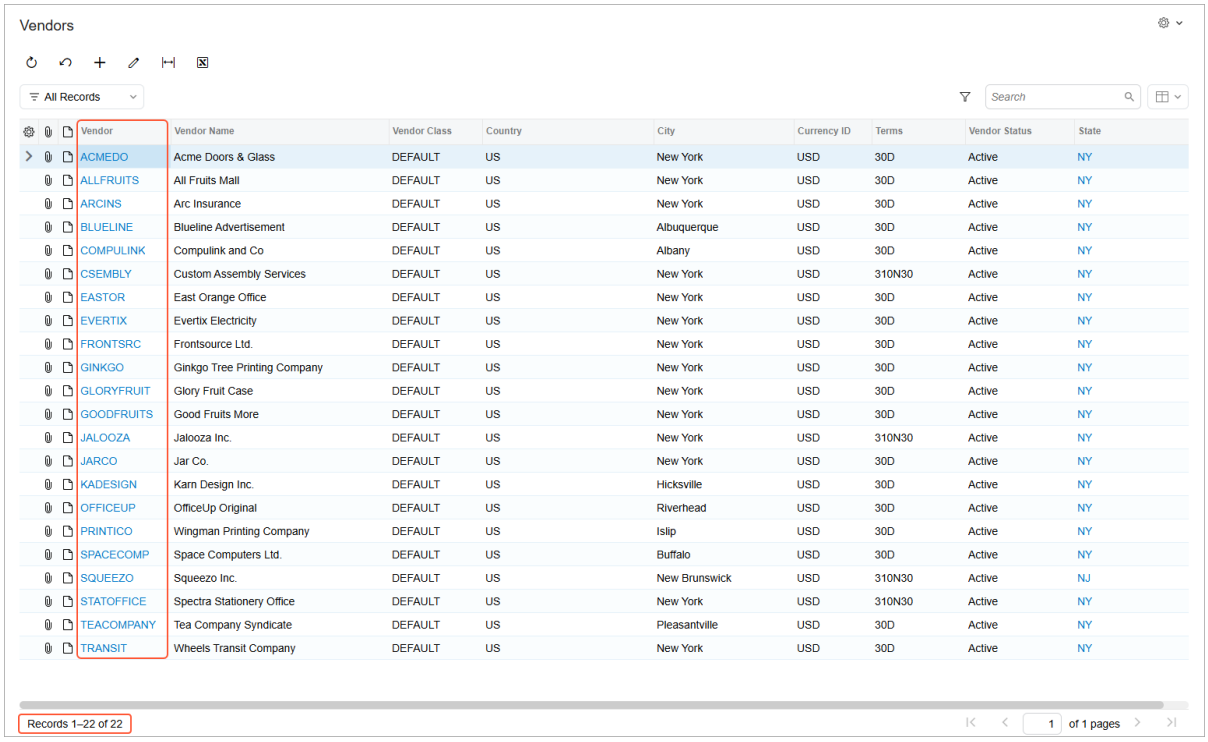


Figure: The imported vendors

> The vendors' balances have not yet been initialized in the system. The first vendor document that you create or import into the system for each vendor initializes the vendor balance, and after that, the vendor appears on inquiries and in reports.

Step 2: Importing Customers

To import customers into the system, do the following:

1. On the *Import by Scenario* (SM206036) form, select the *ACU Import Customers* scenario.
2. On the More menu, click **Upload File Version**. The **Upload New Revision** dialog box opens.
3. In the dialog box, click **Choose File**, select the `SweetLifeCustomersList.xlsx` file, and click **Upload**. The system uploads the file and closes the dialog box.
4. On the form toolbar, click **Prepare** to upload the data from the file.
5. On the form toolbar, click **Import** to import the customer records from the table on the **Prepared Data** tab into the system. The system uploads all the records. For the imported rows, on the **Prepared Data** tab, the system selects the check box in the **Processed** column.
6. On the Customers (AR3030PL) list of records, review the list of uploaded customer records. Make sure that the table footer indicates that 22 customer records are available in the table, which means that all customers have been imported successfully. The customer have been imported with their IDs from the legacy system (as shown in the following screenshot).

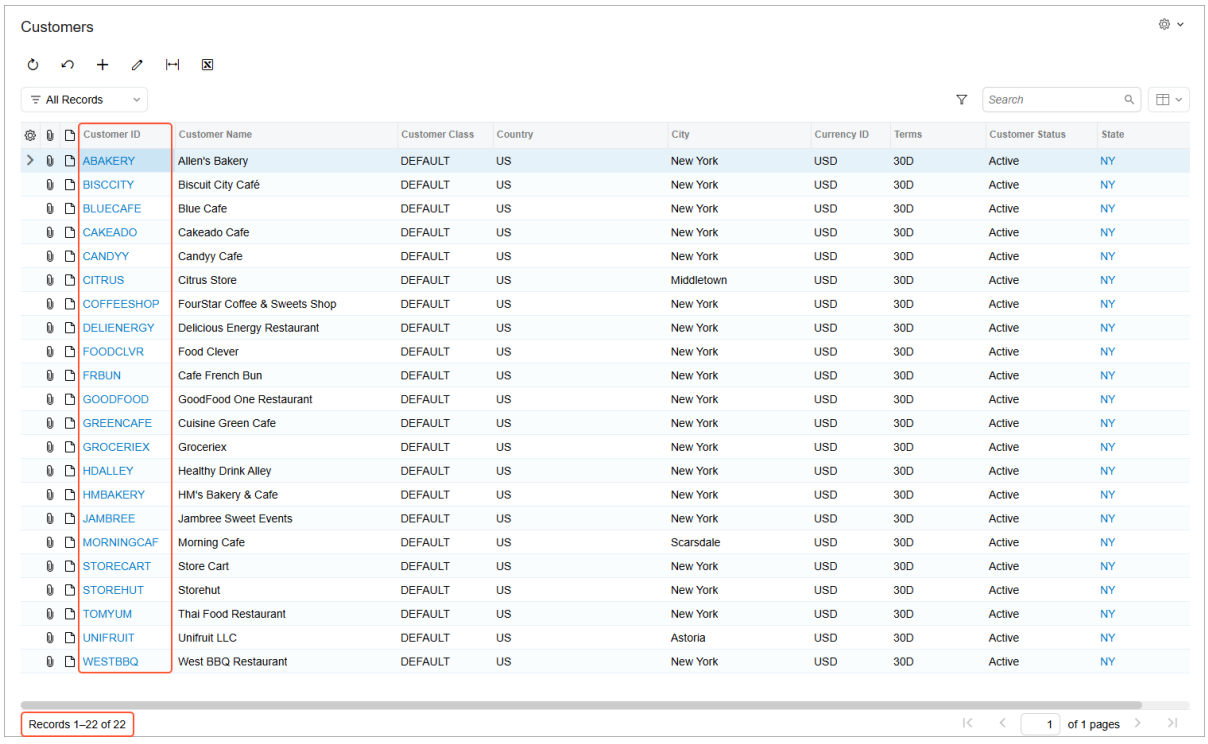


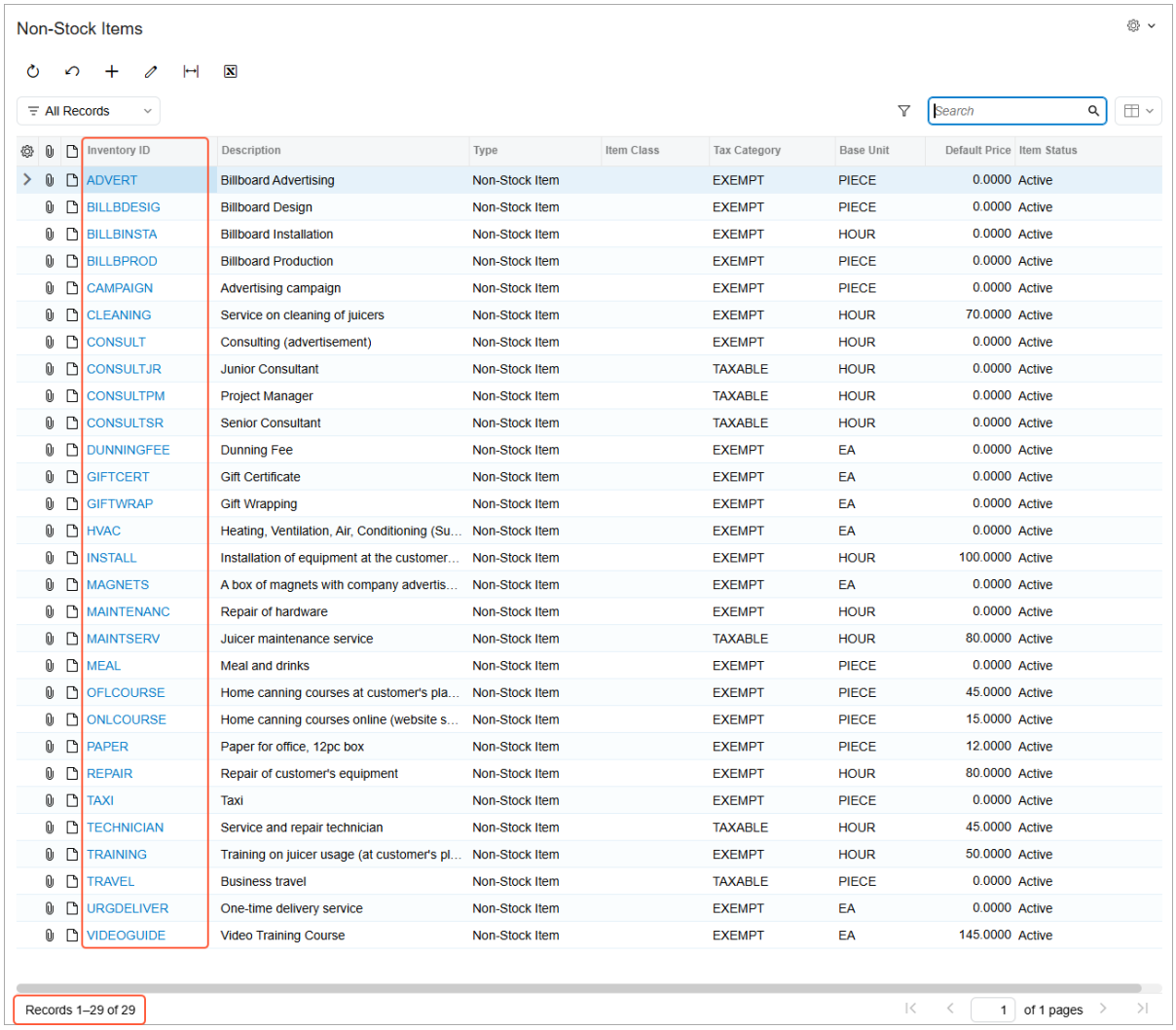
Figure: The imported customers

> The customers' balances have not yet been initialized in the system. The first customer document that you create or import into the system for each customer initializes the customer balance, and after that, the customer appears on inquiries and in reports.

Step 3: Importing Non-Stock Items

To import non-stock items into the system, do the following:

1. On the *Import by Scenario* (SM206036) form, select the *DM Import Non-Stock Items* import scenario.
2. On the More menu, click **Upload File Version**. The **Upload New Revision** dialog box opens.
3. In the dialog box, click **Choose File**, select the `SweetLifeNonStockItemsList.xlsx` file, and click **Upload**. The system uploads the file and closes the dialog box.
4. On the form toolbar, click **Prepare** to upload the data from the file.
5. On the form toolbar, click **Import** to import the non-stock item records from the table on the **Prepared Data** tab into the system. The system will upload all the records. For the imported rows, on the **Prepared Data** tab, the system selects the check box in the **Processed** column.
6. On the Non-Stock Items (IN2020PL) list of records, review the list of uploaded non-stock item records and make sure that all items have been imported. Make sure that the table footer shows that 29 records are available in the table, which means that all non-stock items have been imported successfully. The non-stock items have been imported with their IDs from the legacy system (as shown in the following screenshot).



Inventory ID	Description	Type	Item Class	Tax Category	Base Unit	Default Price	Item Status
ADVERT	Billboard Advertising	Non-Stock Item		EXEMPT	PIECE	0.0000	Active
BILLBDESIG	Billboard Design	Non-Stock Item		EXEMPT	PIECE	0.0000	Active
BILLBINSTA	Billboard Installation	Non-Stock Item		EXEMPT	HOUR	0.0000	Active
BILLBPROD	Billboard Production	Non-Stock Item		EXEMPT	PIECE	0.0000	Active
CAMPAIGN	Advertising campaign	Non-Stock Item		EXEMPT	PIECE	0.0000	Active
CLEANING	Service on cleaning of juicers	Non-Stock Item		EXEMPT	HOUR	70.0000	Active
CONSULT	Consulting (advertisement)	Non-Stock Item		EXEMPT	HOUR	0.0000	Active
CONSULTJR	Junior Consultant	Non-Stock Item		TAXABLE	HOUR	0.0000	Active
CONSULTPM	Project Manager	Non-Stock Item		TAXABLE	HOUR	0.0000	Active
CONSULTSR	Senior Consultant	Non-Stock Item		TAXABLE	HOUR	0.0000	Active
DUNNINGFEE	Dunning Fee	Non-Stock Item		EXEMPT	EA	0.0000	Active
GIFTCERT	Gift Certificate	Non-Stock Item		EXEMPT	EA	0.0000	Active
GIFTWRAP	Gift Wrapping	Non-Stock Item		EXEMPT	EA	0.0000	Active
HVAC	Heating, Ventilation, Air, Conditioning (Su…	Non-Stock Item		EXEMPT	EA	0.0000	Active
INSTALL	Installation of equipment at the customer…	Non-Stock Item		EXEMPT	HOUR	100.0000	Active
MAGNETS	A box of magnets with company advertis…	Non-Stock Item		EXEMPT	EA	0.0000	Active
MAINTENANC	Repair of hardware	Non-Stock Item		EXEMPT	HOUR	0.0000	Active
MAINTSERV	Juicer maintenance service	Non-Stock Item		TAXABLE	HOUR	80.0000	Active
MEAL	Meal and drinks	Non-Stock Item		EXEMPT	PIECE	0.0000	Active
OFLCOURSE	Home canning courses at customer's pla…	Non-Stock Item		EXEMPT	PIECE	45.0000	Active
ONLCOURSE	Home canning courses online (website s…	Non-Stock Item		EXEMPT	PIECE	15.0000	Active
PAPER	Paper for office, 12pc box	Non-Stock Item		EXEMPT	PIECE	12.0000	Active
REPAIR	Repair of customer's equipment	Non-Stock Item		EXEMPT	HOUR	80.0000	Active
TAXI	Taxi	Non-Stock Item		EXEMPT	PIECE	0.0000	Active
TECHNICIAN	Service and repair technician	Non-Stock Item		TAXABLE	HOUR	45.0000	Active
TRAINING	Training on juicer usage (at customer's pl…	Non-Stock Item		EXEMPT	HOUR	50.0000	Active
TRAVEL	Business travel	Non-Stock Item		TAXABLE	PIECE	0.0000	Active
URGDELIVER	One-time delivery service	Non-Stock Item		EXEMPT	EA	0.0000	Active
VIDEOGUIDE	Video Training Course	Non-Stock Item		EXEMPT	EA	145.0000	Active

Figure: The imported non-stock items

You have finished importing master records.

Migrating Financial Documents

This chapter explains how you can migrate accounts payable and accounts receivable documents using the predefined import scenarios.

Migration of Financial Documents: General Information

When migrating company data from a legacy system to Acumatica ERP, you need to import into the system accounts payable and accounts receivable documents; these documents may have already been settled in full or partially.

Learning Objectives

In this chapter, you will learn how to do the following:

- Prepare AP and AR documents for import
- Activate migration mode for the accounts payable and accounts receivable subledgers
- Import AP document in migration mode by using predefined import scenarios
- Import AR documents in migration mode by using predefined import scenarios

Applicable Scenarios

You import financial documents from a legacy system before you start to use Acumatica ERP as an ERP system to keep the history of documents and continue processing open documents in the new system. To import the documents without affecting the balances of general ledger accounts, you use data migration mode.

Preparation of Documents for Import

Before you start the migration process in Acumatica ERP, you need to prepare the list of all accounts receivable and accounts payable documents that you want to migrate to the system. This list can contain both outstanding and closed documents (the ones that have been already settled in full but you want to keep them in the new system as well for audit purposes). For each document, you need to specify its original amount, document date, document line details, and the unpaid balance on the migration date. If the open balance of a document is *0*, the document will be assigned the *Closed* status after you release it.

If an open balance is not specified for a document in the import file, then the system will set this balance to *0*; on release, the document will get the *Closed* status.

Import of Accounts Receivable Documents

To load AR documents without affecting the general ledger, you have to first activate migration mode for the accounts receivable subledger. To turn on migration mode for the AR subledger, you select the **Activate Migration Mode** check box on the **General** tab of the *Accounts Receivable Preferences* (AR101000) form and save your changes.

If migration mode has been activated, the system does not support automatic application of payments to outstanding documents. Also, you cannot create pay-by-line documents in migration mode.

In migration mode, you import the needed documents with the *Balanced* status. The following types of accounts receivable documents can be entered in migration mode:

- Invoices, debit memos, and credit memos entered by using the *Invoices and Memos* (AR301000) form
- Payments, prepayments, and refunds entered by using the *Payments and Applications* (AR302000) form
- Cash sales and cash returns entered by using the *Cash Sales* (AR304000) form

The documents created in migration mode can be edited and released only when migration mode is activated. You can mass-release the imported documents on the *Release AR Documents* (AR501000) form. When the documents are released in migration mode, these documents update the customer balances only; they do not update GL account balances. After you have finished the import and released the imported AR documents, you deactivate migration mode.

Import of Accounts Payable Documents

To load AP documents without affecting the general ledger, you have to first activate migration mode for the accounts payable subledger. To turn on migration mode for the AP subledger, you select the **Activate Migration Mode** check box on the **General** tab of the *Accounts Payable Preferences* (AP101000) form and save your changes.

In migration mode, you import the needed documents with the *Balanced* status. The following types of accounts payable documents can be entered in migration mode:

- Bills, debit adjustments, and credit adjustments created by using the *Bills and Adjustments* (AP301000) form.
- Payments, prepayments, and refunds created by using the *Checks and Payments* (AP302000) form.

  You cannot create payments and refunds with open balances in migration mode. Thus, you will not be able to apply other documents to these migrated payments. When you create a payment in migration mode, this document will have the *Closed* status and will affect the vendor's balance. If you need to enter an AP payment with an application in migration mode, you should use the *Prepayment* document type.
- Cash purchases and cash returns created by using the *Cash Purchases* (AP304000) form.

The documents created in migration mode can be edited and released only when migration mode is activated. You can mass-release the imported documents on the *Release AR Documents* (AR501000) form. When the documents are released in migration mode, these migrated documents update vendor balances only; they do not update GL account balances. After you have finished the import and released the imported AP documents, you deactivate migration mode.

When you upload taxable documents in migration mode, the taxes calculated for the migrated documents will be included in the tax reports for the corresponding tax periods. If you have already submitted tax reports for a period, clear the **Automatically Generate Tax Bill** check box on the **Tax Agency Settings** tab of the *Vendors* (AP303000) form for the tax agency before you release the tax reports for this period.

Migration of Financial Documents: To Import AP Documents

The following activity will walk you through the process of importing AP documents to Acumatica ERP.

This activity is based on the *U100 Basic Company* dataset. If you are using another dataset, or if any system settings have been changed in *U100 Basic Company*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100 Basic Company* dataset to its initial state.

Story

Suppose that you are an implementation consultant of the SweetLife Fruits & Jams company, and you are performing data migration from the legacy ERP system to Acumatica ERP. You have imported the following master records: customer, vendors, and non-stock items.

Now you need to import accounts payable documents. Specifically, you will import open and closed bills, along with prepayments with an open balance.

Configuration Overview

In the *U100 Basic Company* dataset, the following tasks have been performed for the purposes of this activity:

- On the *Enable/Disable Features* (CS100000) form, the minimum set of financial features has been enabled.
- On the *Companies* (CS101500) form, the SweetLife company without branches has been configured by performing the steps described in *Company Without Branches: To Configure a Company Without Branches*.
- On multiple forms, the required financial configuration has been performed, as described in the *Implementing Basic Financials* chapter of the Implementation Guide.

Process Overview

You will review the Excel file with the open and closed bills to be imported. On the *Import by Scenario* (SM206036) form, you will import the prepared bills. You will release the imported bills on the *Bills and Adjustments* (AP301000) and *Release AP Documents* (AP501000) forms.

After that, you will review the Excel file with the prepayments to be imported. You will import prepayments on the *Import by Scenario* form. You will release the imported prepayments on the *Checks and Payments* (AP302000) and the *Release AP Documents* forms. After all documents have been imported, you will verify imported vendor balances on the *Vendor Summary* (AP401000) inquiry form. Finally, you will deactivate migration mode for the AP subledger on the *Accounts Payable Preferences* (AP101000) form.

System Preparation

To prepare to perform the instructions of this activity, do the following:

1. Download the `SweetLifeAPDocumentLines2025.xlsx` and `SweetLifeAPPrepayments2025.xlsx` files provided with the course.
2. As a prerequisite activity, complete *Migration of Master Records: To Import Master Records* to import non-stock items and vendors into the system.
3. On the **General** tab (**Posting Settings** section) of the *Accounts Payable Preferences* (AP101000) form, select the **Activate Migration Mode** check box, and save changes.
4. In the **Data Entry Settings** section on the same tab, make sure that the **Validate Document Totals on Entry** check box is cleared.

This check box is generally selected to minimize errors during manual data entry of the documents received from vendors. You do not need to verify the control totals when importing the documents by using import scenarios.

Step 1: Migrating AP Bills

To migrate AP bills, do the following:

1. Open and review the `SweetLifeAPDocumentLines2025.xlsx` file, which contains the AP documents to be imported. The file has one spreadsheet with the bill information required for the import scenario, which includes the document type, vendor ID, date and post period of the document, document description, and inventory ID (if applicable). Notice that the line amount is specified in the **Amount** column, while the open balance is specified in the **Balance** column. The documents that have an open balance of *0* will be closed on release.
2. On the *Import by Scenario* (SM206036) form, select the *ACU Import AP Bills* scenario.
3. On the More menu, click **Upload File Version**. The **Upload New Revision** dialog box opens.
4. In the dialog box, click **Choose File**, select the `SweetLifeAPDocumentLines2025.xlsx` file and click **Upload**. The system uploads the file and closes the dialog box.
5. On the form toolbar, click **Prepare** to upload the data from the file.
6. On the form toolbar, click **Import** to import the document data listed on the **Prepared Data** tab into the system; wait until the processing completes. On the Bills and Adjustments (AP3010PL) list of records, review the uploaded records. Ensure that the table footer indicates that 69 records have been imported.
7. On the *Bills and Adjustments* (AP301000) form, open the imported bill with the *000042* reference number and review its details. The bill has the *Balanced* status. The total amount of the bill lines before deductions ($1,568.33) is shown in the **Detail Total** box (Item 1 in the screenshot below) of the Summary area. The balance of the bill is $0 (Item 2), which means that the bill will be closed on release.

   > You can review the amount of the document after application of taxes and discounts in the **Amount** column on the Bills and Adjustments (AP3010PL) list of records. This amount will appear in the Summary area of the *Bills and Adjustments* (AP301000) form after the bill release.

   On the **Financial** tab, notice that the system has inserted the default payment method and cash account (Item 3) that are specified for the vendor selected in the bill (the *CHECK* payment method and the *10200WH* cash account). Also, on the same tab, notice that *MIGRATED* (Item 4) is specified in the **Batch Nbr.** box, indicating that this document has been imported in migration mode.

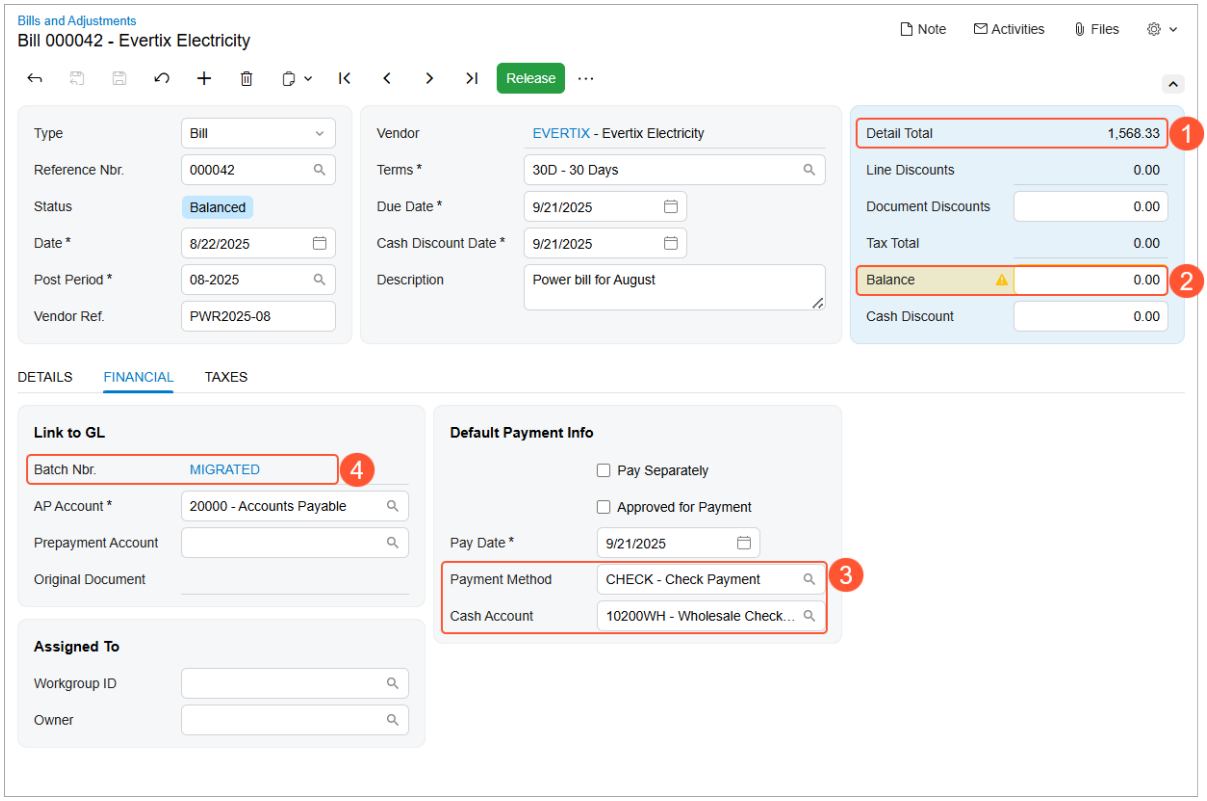


Figure: The imported bill

8. On the same form, open the bill with the *000068* reference number and review its details. The **Detail Total** is $1,255.00, while the open balance of the bill is $750.00.
9. On the form toolbar, click **Release**. On release of the bill, the system assigns it the *Open* status. On the **Applications** tab, review the application that the system has created to record the partial payment of the bill. The amount of *505.00* has been paid, while the balance of *750.00* is still open. On release of the bill, the system has updated the vendor balance without producing any general ledger transactions.

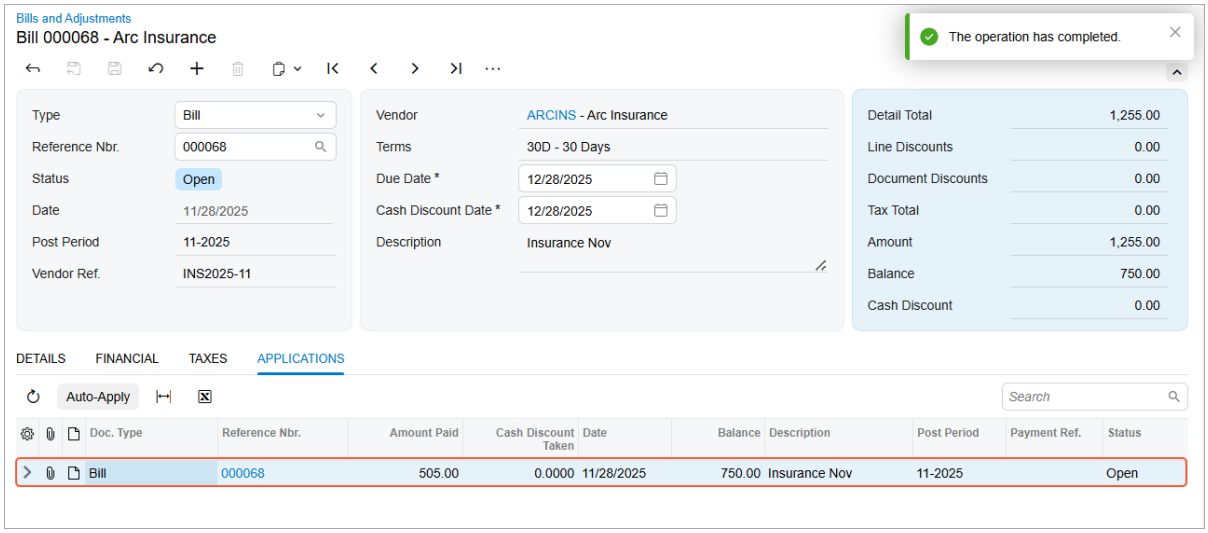


Figure: The imported bill with the partially paid balance

> The open balance of the imported bill is also shown in the **Migrated Balance** box on the **Financial** tab of the form.

10. On the form toolbar of the *Release AP Documents* (AP501000) form, click **Release All** to release the other imported bills at once.

Step 2: Migrating Open AP Prepayments

To import the vendor prepayments with open balances, do the following:

1. Open and review the `SweetLifeAPPrepayments.xlsx` file, which contains the open AP prepayments to be imported. The file has one spreadsheet with the prepayment information required for the import scenario, including the payment reference number, vendor, payment method, cash account, and payment date and period. Notice that the prepayment amount is specified in the **Payment Amount** column, while the open balance is specified in the **Unapplied Balance** column.

   > The payment reference number may be required for a payment method; if an imported prepayment does not have a payment reference number, the system will not be able to save it during import.

2. On the *Import by Scenario* (SM206036) form, select the *ACU Import AP Prepayments* scenario.
3. On the More menu, click **Upload File Version**. The **Upload New Revision** dialog box opens.
4. In the dialog box, click **Choose File**, select the `SweetLifeAPPrepayments2025.xlsx` file, and click **Upload**. The system uploads the file and closes the dialog box.
5. On the form toolbar, click **Prepare** to upload the data from the file.
6. On the form toolbar, click **Import** to import the document data from the **Prepared Data** tab into the system; wait until the processing completes. You have imported six documents.
7. On the *Checks and Payments* (AP302000) form, open the imported prepayment with the *000003* reference number, and review its details. The prepayment has the *Balanced* status. Notice that on the **Financial** tab, *MIGRATED* is shown in the **Batch Nbr.** box (Item 1 in the following screenshot), which indicates that this document has been imported in migration mode. In the Summary area, the **Unapplied Balance** box shows the open balance of the prepayment, which is $300.50. The **Payment Amount** box shows the total amount of the prepayment, which is $1,300.50 (Item 2).

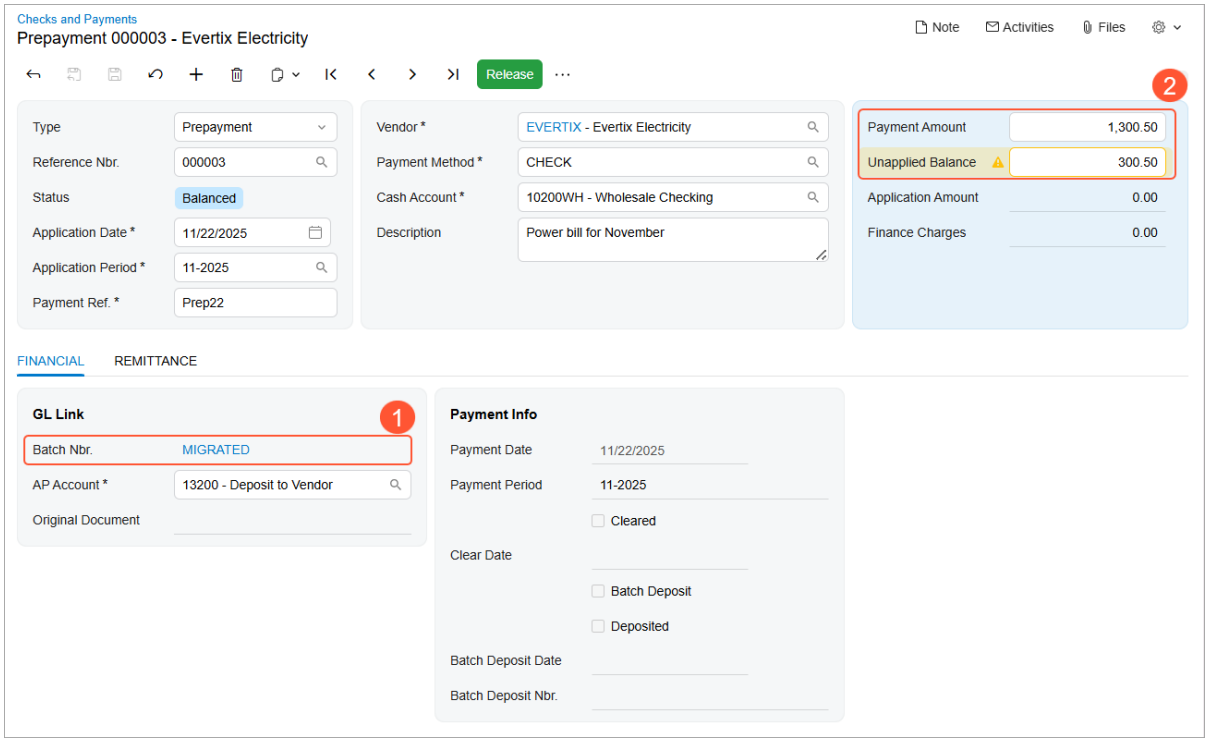


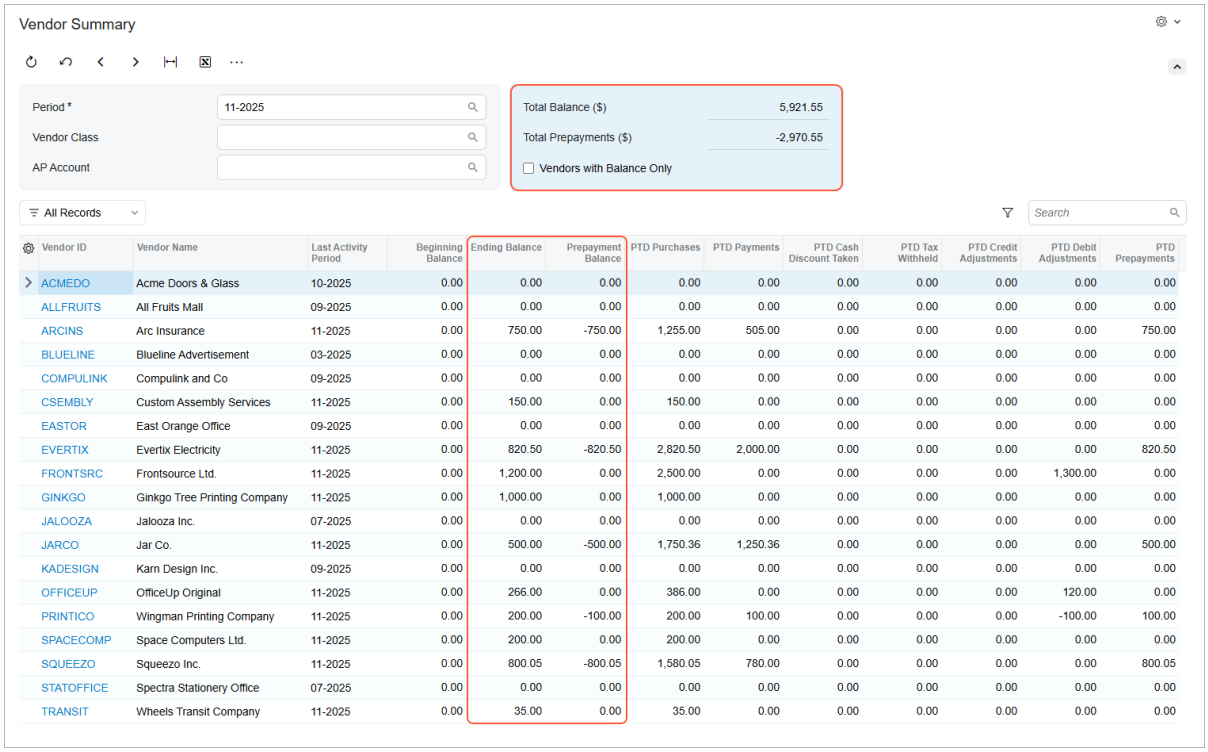
Figure: The imported prepayment

8. On the form toolbar of the *Release AP Documents* (AP501000) form, click **Release All** to release all the imported prepayments at once.

Step 3: Reviewing Vendor Balances

To review how imported documents affected vendor balances, do the following:

1. On the *Vendor Summary* (AP401000) inquiry form, clear the **Vendors with Balance Only** check box, select the 11-2025 financial period and review the list of vendors. The vendor balances have been initialized for the vendors for which you have imported documents, as the **Ending Balance** and **Prepayment Balance** columns indicate. In the Selection area, make sure that the total amount of the imported prepayments is –$2,970.55 and the total vendor balance is $5,921.55.



Vendor ID	Vendor Name	Last Activity Period	Beginning Balance	Ending Balance	Prepayment Balance	PTD Purchases	PTD Payments	PTD Cash Discount Taken	PTD Tax Withheld	PTD Credit Adjustments	PTD Debit Adjustments	PTD Prepayments
ACMEDO	Acme Doors & Glass	10-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALLFRUITS	All Fruits Mall	09-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ARCINS	Arc Insurance	11-2025	0.00	750.00	-750.00	1,255.00	505.00	0.00	0.00	0.00	0.00	750.00
BLUELINE	Blueline Advertisement	03-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPULINK	Compulink and Co	09-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSEMBLY	Custom Assembly Services	11-2025	0.00	150.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00
EASTOR	East Orange Office	09-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EVERTIX	Evertix Electricity	11-2025	0.00	820.50	-820.50	2,820.50	2,000.00	0.00	0.00	0.00	0.00	820.50
FRONTSRC	Frontsource Ltd.	11-2025	0.00	1,200.00	0.00	2,500.00	0.00	0.00	0.00	0.00	1,300.00	0.00
GINKGO	Ginkgo Tree Printing Company	11-2025	0.00	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
JALOOZA	Jalooza Inc.	07-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JARCO	Jar Co.	11-2025	0.00	500.00	-500.00	1,750.36	1,250.36	0.00	0.00	0.00	0.00	500.00
KADESIGN	Karn Design Inc.	09-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFICEUP	OfficeUp Original	11-2025	0.00	266.00	0.00	386.00	0.00	0.00	0.00	0.00	120.00	0.00
PRINTICO	Wingman Printing Company	11-2025	0.00	200.00	-100.00	200.00	100.00	0.00	0.00	0.00	-100.00	100.00
SPACECOMP	Space Computers Ltd.	11-2025	0.00	200.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
SQUEEZO	Squeezo Inc.	11-2025	0.00	800.05	-800.05	1,580.05	780.00	0.00	0.00	0.00	0.00	800.05
STATOFFICE	Spectra Stationery Office	07-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANSIT	Wheels Transit Company	11-2025	0.00	35.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure: Vendor balances in the 11-2025 period

2. On the *Accounts Payable Preferences* (AP101000) form, clear the **Activate Migration Mode** check box. You are done migrating AP documents, so this mode no longer needs to be used.
3. In the **Data Entry Settings** section, select the **Validate Document Totals on Entry** check box to make the system require the control total to be entered for every manually entered AP document, such as bills, credit adjustments, and debit adjustments.
4. Save your changes to the form.

You have finished importing AP documents in migration mode.

Migration of Financial Documents: To Import AR Documents

The following activity will walk you through the process of importing AR documents to Acumatica ERP.

> ⚠ This activity is based on the *U100 Basic Company* dataset. If you are using another dataset, or if any system settings have been changed in *U100 Basic Company*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100 Basic Company* dataset to its initial state.

Story

Suppose that you are an implementation consultant of the SweetLife Fruits & Jams company, and you are performing data migration from the legacy ERP system to Acumatica ERP. You have imported the following master records: customers, vendors, and non-stock items.

Now you need to import accounts receivable documents: open and closed invoices, along with open and closed AR payments. Also suppose that you have decided to import all AR invoices with their original reference numbers

and then continue numbering new invoices starting with the reference number that follows the number of the last imported document.

Configuration Overview

In the *U100 Basic Company* dataset, the following tasks have been performed for the purposes of this activity:

- On the *Enable/Disable Features* (CS100000) form, the minimum set of financial features has been enabled.
- On the *Companies* (CS101500) form, the SweetLife company without branches has been configured by performing the steps described in *Company Without Branches: To Configure a Company Without Branches*.
- On multiple forms, the required financial configuration has been performed, as described in the *Implementing Basic Financials* chapter of the Implementation Guide.

Process Overview

You will review the Excel file with the open and closed invoices to be imported. On the *Import by Scenario* (SM206036) form, you will import the prepared invoices. You will release the imported invoices on the *Release AR Documents* (AR501000) forms. Then on the *Numbering Sequences* (CS201010) form, you will update the settings of the numbering sequences for invoices so that they are numbered automatically.

After that, you will review the Excel file with the payments to be imported. You will import open and closed payments on the *Import by Scenario* form. You will release the imported payments on the *Release AR Documents* forms. After all documents are imported, you will review imported customer balances on the *Customer Summary* (AR401000) inquiry form. Finally, you will deactivate migration mode for the AR subledger on the *Accounts Receivable Preferences* form.

System Preparation

To prepare to perform the instructions of this activity, do the following:

1. Download the `SweetLifeARInvoiceLines2025.xlsx` and `SweetLifeARPayments2025.xlsx` files provided with the course.
2. As a prerequisite activity, complete *Migration of Master Records: To Import Master Records* to import non-stock items and customers into the system.
3. On the *Accounts Receivable Preferences* (AR101000) form, select the **Activate Migration Mode** check box, and save this change.
4. On the *Numbering Sequences* (CS201010) form, do the following:
   - Select the **Manual Numbering** check box for the *ARINVOICE* numbering sequence.

     The *ARINVOICE* numbering sequence is specified for the auto-numbering of invoices on the *Accounts Receivable Preferences* form.
   - In the table, delete the only row with the subsequence from the table.
   - Save your changes. With these settings, the documents will be imported with the reference number from the legacy system.

Step 1: Migrating AR Invoices

To import AR invoices into the system, do the following:

1. Open and review the `SweetLifeARInvoiceLines2025.xlsx` file, which contains the AR documents to be imported. The file has one spreadsheet with the invoice information that is required for the import scenario, which includes the document type, customer ID, date and post period of the document, document description, and inventory ID (if applicable). Notice that the line amount is specified in the **Ext. Price**

column, while the open balance of the document is specified in the **Balance** column. The documents that have an open balance of *0* will be closed on release.

2. On the *Import by Scenario* (SM206036) form, select the *ACU Import AR Invoices* scenario.
3. On the form toolbar, click **Upload File Version**. The **Upload New Revision** dialog box opens.
4. In the dialog box, click **Choose File**, select the `SweetLifeARInvoiceLines2025.xlsx` file and click **Upload**. The system uploads the file and closes the dialog box.
5. On the form toolbar, click **Prepare** to upload the data from the file.
6. On the form toolbar, click **Import** to import the documents listed on the **Prepared Data** tab into the system. You have imported 33 invoices.
7. On the *Invoices and Memos* (AR301000) form, open the imported invoice with the *INV000006* reference number and review its details. The invoice has the *Balanced* status. The total amount of the invoice lines before deductions ($18,900.00) is shown in the **Detail Total** box of the Summary area (Item 1 in the following screenshot). The open balance of the invoice is $0 (Item 2), which means that the invoice will be closed when it is released.

   Notice that on the **Financial** tab, *MIGRATED* is shown in the **Batch Nbr.** box (Item 3), which indicates that this document has been imported in migration mode.

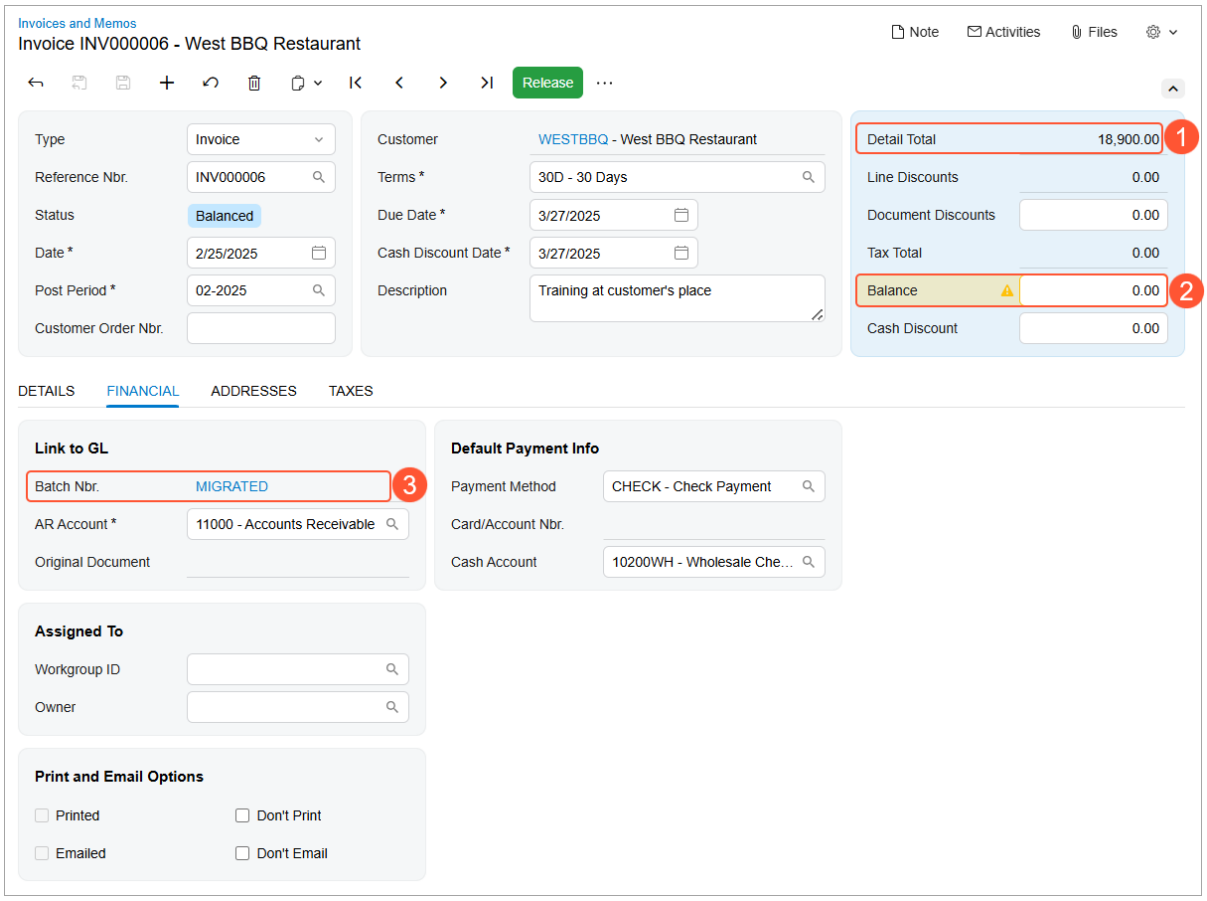


Figure: The imported AR invoice

8. On the same form, open the invoice with the *INV000033* reference number and review its details. The total amount of the invoice in the **Detail Total** box of the Summary area is $23,400.00, while the open balance of the invoice is $2,400. On release of the invoice, the system will assign it the *Open* status and update the customer balance without producing any general ledger transactions.
9. On the form toolbar of the *Release AR Documents* (AR501000) form, click **Release All** to release all the imported documents at once.

You have finished importing invoices, so now you need to enable the auto-numbering of new invoices starting from *INV000034*.

10. On the *Numbering Sequences* (CS201010) form, select the *ARINVOICE* numbering sequence.
11. In the table, add a row for a subsequence, and specify the following settings in the row:
    - **Start Number**: `INV000001`
    - **End Number**: `INV999999`
    - **Last Number**: `INV000033`

      The last number is the reference number of the last imported invoice.
12. In the Summary area, clear the **Manual Numbering** check box to enable auto-numbering.
13. Save your changes.
14. On the *Invoices and Memos* form, click **Add New Row**. Make sure that *<NEW>* is displayed in the **Reference Nbr.** box.

    This indicates that the next invoice will be automatically assigned a number based on the *ARINVOICE* numbering sequence that you have configured.

Step 2: Migrating AR Payments

To import the accounts receivable payments with open balances, proceed as follows:

1. Open and review the `SweetLifeARPayments.xlsx` file, which contains the open and closed AR payments to be imported. The file has one spreadsheet with the payment information that is required for the import scenario, including the payment reference number, customer, payment method, cash account, and payment date and period. Notice that the full payment amount is specified in the **Payment Amount** column, while the open payment balance is specified in the **Available Balance** column.
2. On the *Import by Scenario* (SM206036) form, select the *ACU Import AR Payments* scenario.
3. On the form toolbar, click **Upload File Version**. The **Upload New Revision** dialog box opens.
4. In the dialog box, click **Choose File**, select the `SweetLifeARPayments2025.xlsx` file, and click **Upload**. The system uploads the file and closes the dialog box.
5. On the form toolbar, click **Prepare** to upload the data from the file.
6. On the form toolbar, click **Import** to import the documents from the **Prepared Data** tab into the system. You have imported 28 payments.
7. On the *Payments and Applications* (AR302000) form, open the payment with the *000026* reference number and review its details. The payment has the *Balanced* status. The unapplied balance of the payment in the **Available Balance** box of the Summary area is $0 (Item 1 in the following screenshot), which means that the payment will be closed on release. The total amount of the payment ($13,000) is shown in the **Payment Amount** box (Item 2).

   Notice that on the **Financial** tab, *MIGRATED* is shown in the **Batch Nbr.** box (Item 3), which indicates that this document has been imported in migration mode.

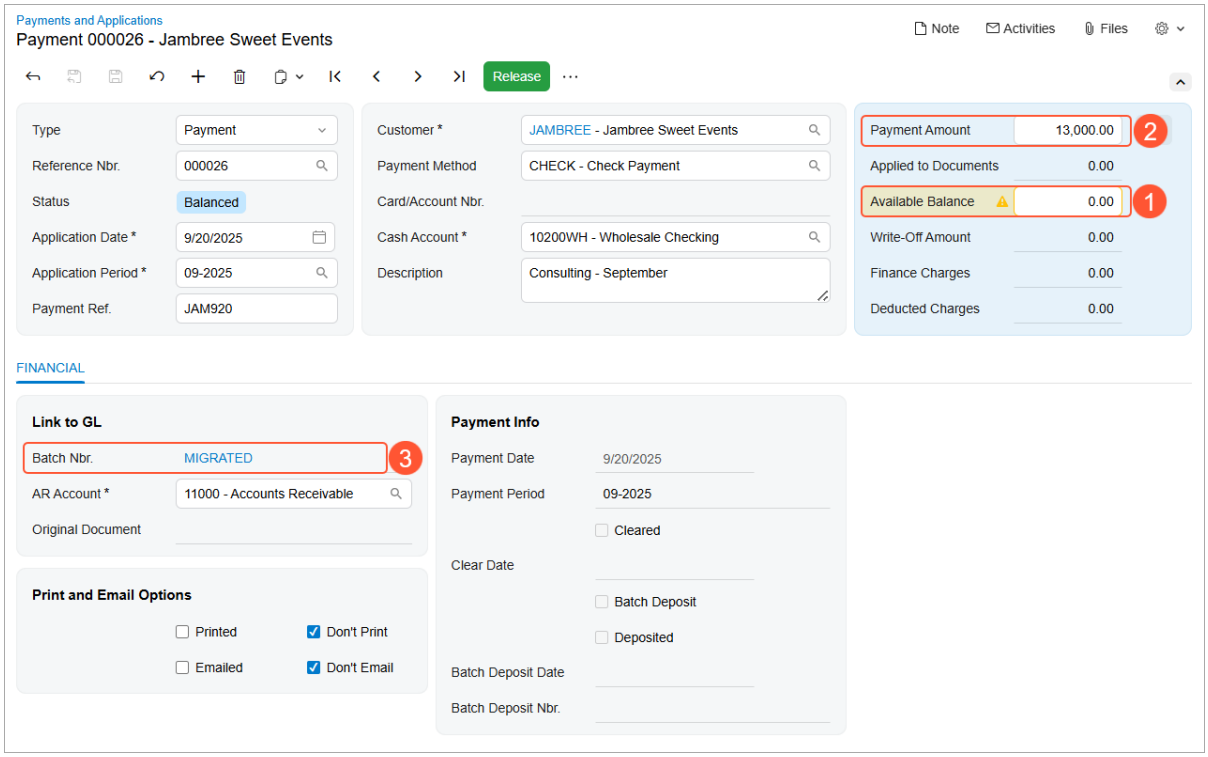


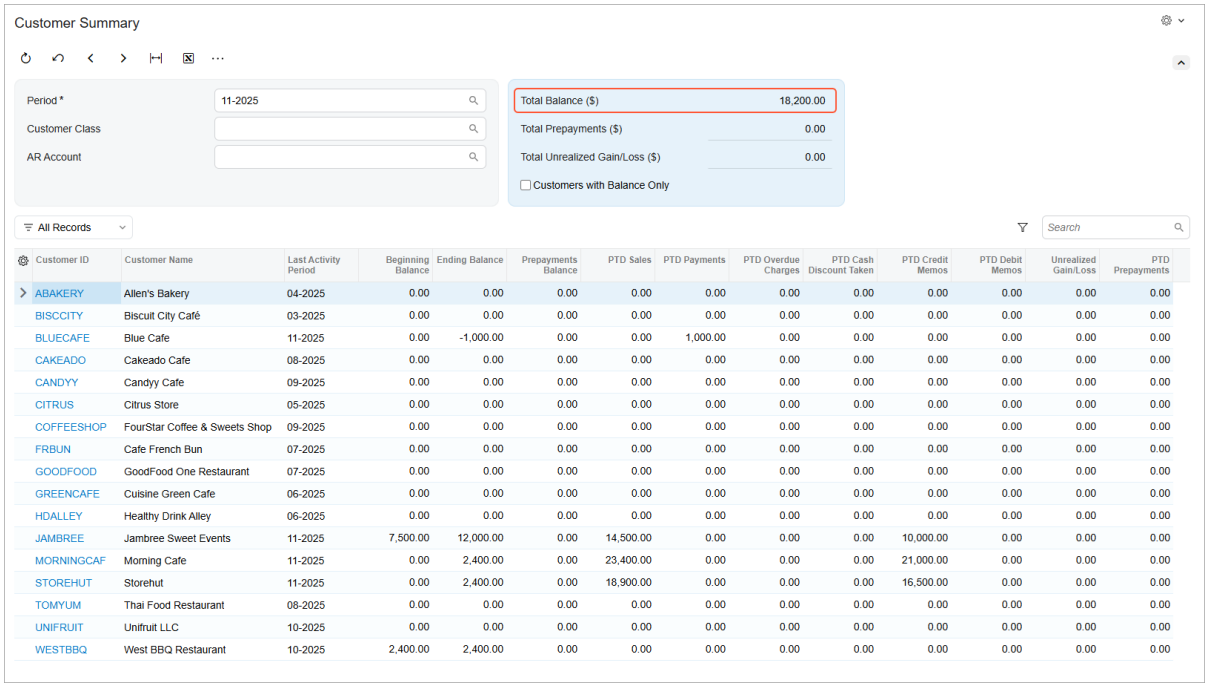
Figure: The imported payment

8. On the form toolbar of the *Release AR Documents* (AR501000) form, click **Release All** to release all the imported payments at once.

Step 3: Reviewing Customer Balances

To review how imported documents affected customer balances, do the following:

1. On the *Customer Summary* (AR401000) inquiry form, select the 11-2025 financial period, clear the **Customers with Balance Only** check box, and review the list of customers and customer balances that have been initialized after you imported the documents. In the Selection area, make sure that the total customer balance is $18,200, as shown in the following screenshot.



Customer ID	Customer Name	Last Activity Period	Beginning Balance	Ending Balance	Prepayments Balance	PTD Sales	PTD Payments	PTD Overdue Charges	PTD Cash Discount Taken	PTD Credit Memos	PTD Debit Memos	Unrealized Gain/Loss	PTD Prepayments
ABAKERY	Allen's Bakery	04-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BISCCITY	Biscuit City Café	03-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BLUECAFE	Blue Cafe	11-2025	0.00	-1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
CAKEADO	Cakeado Cafe	08-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CANDYY	Candyy Cafe	09-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CITRUS	Citrus Store	05-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COFFEESHOP	FourStar Coffee & Sweets Shop	09-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FRBUN	Cafe French Bun	07-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GOODFOOD	GoodFood One Restaurant	07-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GREENCAFE	Cuisine Green Cafe	06-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HDALLEY	Healthy Drink Alley	06-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JAMBREE	Jambree Sweet Events	11-2025	7,500.00	12,000.00	0.00	14,500.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00
MORNINGCAF	Morning Cafe	11-2025	0.00	2,400.00	0.00	23,400.00	0.00	0.00	0.00	21,000.00	0.00	0.00	0.00
STOREHUT	Storehut	11-2025	0.00	2,400.00	0.00	18,900.00	0.00	0.00	0.00	16,500.00	0.00	0.00	0.00
TOMYUM	Thai Food Restaurant	08-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNIFRUIT	Unifruit LLC	10-2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WESTBBQ	West BBQ Restaurant	10-2025	2,400.00	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure: Customer balances in the 11-2024 period

2. On the *Accounts Receivable Preferences* (AR101000) form, clear the **Activate Migration Mode** check box. You are done migrating the AR documents, so this mode is no longer needed.
3. Save your changes to the form.

You have finished importing AR documents.

Importing Trial Balances

This chapter describes how you migrate account balances from the legacy system using the trial balance import functionality.

Migration of Trial Balances: General Information

When migrating company data from a legacy system to Acumatica ERP, you import trial balances to the system to initialize the open balances of the general ledger accounts without migrating general ledger transactions for each historical period.

Learning Objectives

In this chapter, you will learn how to do the following:

- Prepare Acumatica ERP for importing trial balances
- Prepare the trial balance to be imported
- Import the trial balance
- Review the generated general ledger transactions

Applicable Scenarios

You import trial balances to migrate account balances to the system for each period and to be able to prepare accurate financial statements for the periods that precede migration to the new system.

System Configuration Before Import of the Trial Balance

Before importing the trial balance, you need to choose the period to start keeping records in Acumatica ERP and decide for which periods you want to import the history of balances. We recommend that you import trial balances for at least a year to be able to produce comparative financial statements for the company later. For example, if you start using Acumatica ERP in *01-2026*, you should import the trial balance for the 2025 financial year. In the legacy system, you should prepare the data to be imported—that is, run the trial balance report for each period that you are going to import.

Depending on the way the account balances are presented in the legacy system, you select the **Sign of the Trial Balance** option on the *General Ledger Preferences* (GL102000) form as follows:

- If the *Normal* sign is selected for the trial balance representation in the system, then debit balances of asset and expense accounts and credit balances of liability and income accounts are shown with the plus sign.
- If the *Reversed* sign is selected, then debit balances of asset and expense accounts are shown with the plus sign, and credit balances of liability and income accounts are shown with the minus sign.

You specify the sign of the trial balances based on the following equations:

- If credit balances of liability and income accounts are presented with a plus sign, you select the *Normal* option. Normal balances satisfy the following validation criterion:

```
Total Balance of (Asset Accounts + Expense Accounts) = Total Balance of (Income
 Accounts + Liability Accounts)
```

- If the credit balances of liability and income accounts are presented with a minus sign, you select the *Reversed* option. Reversed credit balances, which are implemented in some applications, satisfy the following validation criterion.

```
Total Balance of (Asset Accounts + Expense Accounts) = – Total Balance of (Income
 Accounts + Liability Accounts)
```

This criterion can also be expressed as follows.

```
Total Balance of (Asset Accounts + Liability Accounts + Income Accounts + Expense
 Accounts) = 0
```

The **Sign of the Trial Balance** setting on the *General Ledger Preferences* form also affects the representation of the trial balance reports and inquiries. After you have finished the trial balance import, you may change the **Sign of the Trial Balance** option to have the needed representation of reports and inquires.

Preparation and Editing of the File to Be Imported

You prepare the trial balances for each company or branch, considering the following rules:

- If you are migrating data to a company whose type is *Without Branches*, you import the trial balance for entire company—that is, in the created trial balance entry, you select the company in the **Company/Branch** box on the *Trial Balance* form.
- If you are migrating data to a company whose type is *With Branches Not Requiring Balancing*, you import the trial balance for entire company. In the created trial balance entry, you select the company in the **Company/Branch** box on the *Trial Balance* form. The prepared trial balance must contain account balances for all company branches.
- If you are migrating data to a company that has branches requiring balancing (that is, if the company type is *With Branches Requiring Balancing*), in the created trial balance entry, you select an individual branch in the **Company/Branch** box and import data to each branch separately. The prepared trial balances should contain account balances for each of the company branches.

From the legacy ERP software, you should export the prepared trial balance data to a CSV file or to an Excel spreadsheet. The prepared file should include the following columns:

- *Account*: This column contains the numbers of the accounts whose balances will be imported. Do not include the balance of the YTD Net Income account because it is calculated automatically from the imported balances of income and expense accounts.

  If you use subaccounts to record your financial data, the *Subaccount* column is also required for import. For more information about subaccounts, see *Subaccounts: General Information*.
- *YTD Balance*: The ending balance of the account-subaccount pair for the period in the base currency. For this column, the *Currency* or *Text* format setting can be specified in the Excel file. You can specify normal balances or reversed balances of accounts.
- *Currency YTD Balance*: The ending balance of the account-subaccount pair in the currency of denomination specified for the account for the period. For this column, the *Currency* or *Text* format setting can be specified in the Excel file.

  This column is required if you plan to use multiple currencies—that is, if the *Multicurrency Accounting* or *Multiple Base Currencies* feature is enabled on the *Enable/Disable Features* form.

  Make sure that you have specified the currency YTD Balance for the accounts denominated to a foreign currency. Otherwise, the balances in the account currency will be incorrect, and you will not be able to reconcile the account balances with the bank statements.

  If the account is not denominated or is denominated to the base currency, the *YTD Balance* and *Currency YTD Balance* columns hold the same value.
- *Description* (optional): An optional description of the account that you can add for your convenience while you work with the file. The description will not be uploaded to the system.

You can include multiple columns with the balances for different financial periods in one file.

Import of Trial Balances

If you are importing multiple trial balances, you have to import the trial balances one by one, from the earliest period to the latest one, because each subsequent general ledger batch is generated in the amount of the difference between the trial balance for the previous period and the current imported balance.

You import trial balances by performing the following operations:

1. You import the trial balance and validate the imported data on the *Trial Balance* (GL303010) form.

   As a result of the validation process, the system maps the accounts (or account-subaccount pairs, if applicable) of the trial balance to the internal accounts (or account-subaccount pairs, if applicable) in the system. The system shows an error for the records that cannot be mapped during validation.
2. After you complete the mapping and make sure the debit total and credit total are in balance, you release the trial balance on the same form.
3. You release the generated batch on the *Journal Transactions* (GL301000) form. If the **Automatically Post on Release** check box is cleared on the *General Ledger Preferences* (GL102000) form, you also need to post the generated batch on the *Post Transactions* (GL502000) form. For details on processing batches, see *GL Transactions: General Information*. On release and posting of the batch, the system does the following:
   - Updates the account balances to match those in the imported trial balance data
   - Sets to 0 the account balances for which no data was imported

   If you are importing the trial balance in multiple currencies, the debit total may be not equal the credit total in the general ledger transaction generated on release of the trial balance. For more information, see *Data Migration Process: Migrating Multicurrency Documents*.
4. You verify the imported balances by using the *Trial Balance Summary* (GL632000) or *Trial Balance Detailed* (GL632500) report.

   If you have uploaded and released an incorrect trial balance or if you skip a period during import, an incorrect batch might be generated from the imported trial balance for the next period. You can delete the generated general ledger batch before it is released. If you have already released an incorrect batch, you can again import the correct trial balance so that the balances will be adjusted.
5. You import the next trial balance by performing these same actions in the stated order. For each subsequent trial balance, review the accounts listed on the **Exceptions** tab, if any.

Review of the Exceptions Tab

Records on the **Exceptions** tab of the *Trial Balance* (GL303010) form do not reflect mistakes. When you import the second trial balances (or the first balance for the second time), the **Exceptions** tab shows the accounts that have a nonzero balance for the period in the system, but their balance for the currently selected period has not been uploaded from the file. (Each subsequent import works similarly.)

If accounts appear on the **Exceptions** tab, make sure the balance of these accounts is *0.00* for the period for which you are importing the trial balance. If the balance should be nonzero, verify the account balances in the Excel file from which you are importing the trial balance. If the **Exceptions** tab is empty, this means that all accounts that have a nonzero balance in the system for the period are listed on the **Transaction Details** tab for import.

On release of the trial balance, for each account listed on the **Exceptions** tab, the system generates a transaction that makes the account balance *0.00* for the period for which you are importing the trial balance.

Migration of Trial Balances: To Import Trial Balances

The following activity will walk you through the process of importing trial balances into the system.

> ⚠ This activity is based on the *U100 Basic Company* dataset. If you are using another dataset, or if any system settings have been changed in *U100 Basic Company*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100 Basic Company* dataset to its initial state.

Story

Suppose that you are an implementation consultant who is performing data migration from the legacy system to Acumatica ERP. You have imported master records and historical documents.

Now you need to upload the actual balances of the general ledger accounts to the system. You have decided to upload the trial balances for the last two financial periods in which the company has operated in the legacy system (October and November 2025).

Configuration Overview

In the *U100 Basic Company* dataset, the following tasks have been performed for the purposes of this activity:

- On the *Enable/Disable Features* (CS100000) form, the minimum set of financial features has been enabled.
- On the *Companies* (CS101500) form, the SweetLife company without branches has been configured by performing the steps described in *Company Without Branches: To Configure a Company Without Branches*.
- On multiple forms, the required financial configuration has been performed, as described in the *Implementing Basic Financials* chapter of the Implementation Guide, including the chart of accounts uploaded on the *Chart of Accounts* (GL202500) form.

Process Overview

You will upload the company's trial balance for October and November on the *Trial Balance* (GL303010) form. You will validate the trial balances, correct the error you find, and release the trial balances. Then you will review and release the generated GL transactions on the *Journal Transactions* (GL301000) form. On the *Trial Balance Detailed* (GL632500) form, you will prepare the trial balance report to verify the results of the import.

System Preparation

To prepare to perform the instructions of this activity, do the following:

1. As a prerequisite activity, complete *Migration of Financial Documents: To Import AR Documents* and *Migration of Financial Documents: To Import AP Documents*.
2. Download the `SweetLife_TrialBalance2025.xlsx` file with the trial balances provided with the course.
3. On the *General Ledger Preferences* (GL102000) form, in the **Chart of Accounts Settings** section, make sure the **Sign of the Trial Balance** option is set to *Normal*.

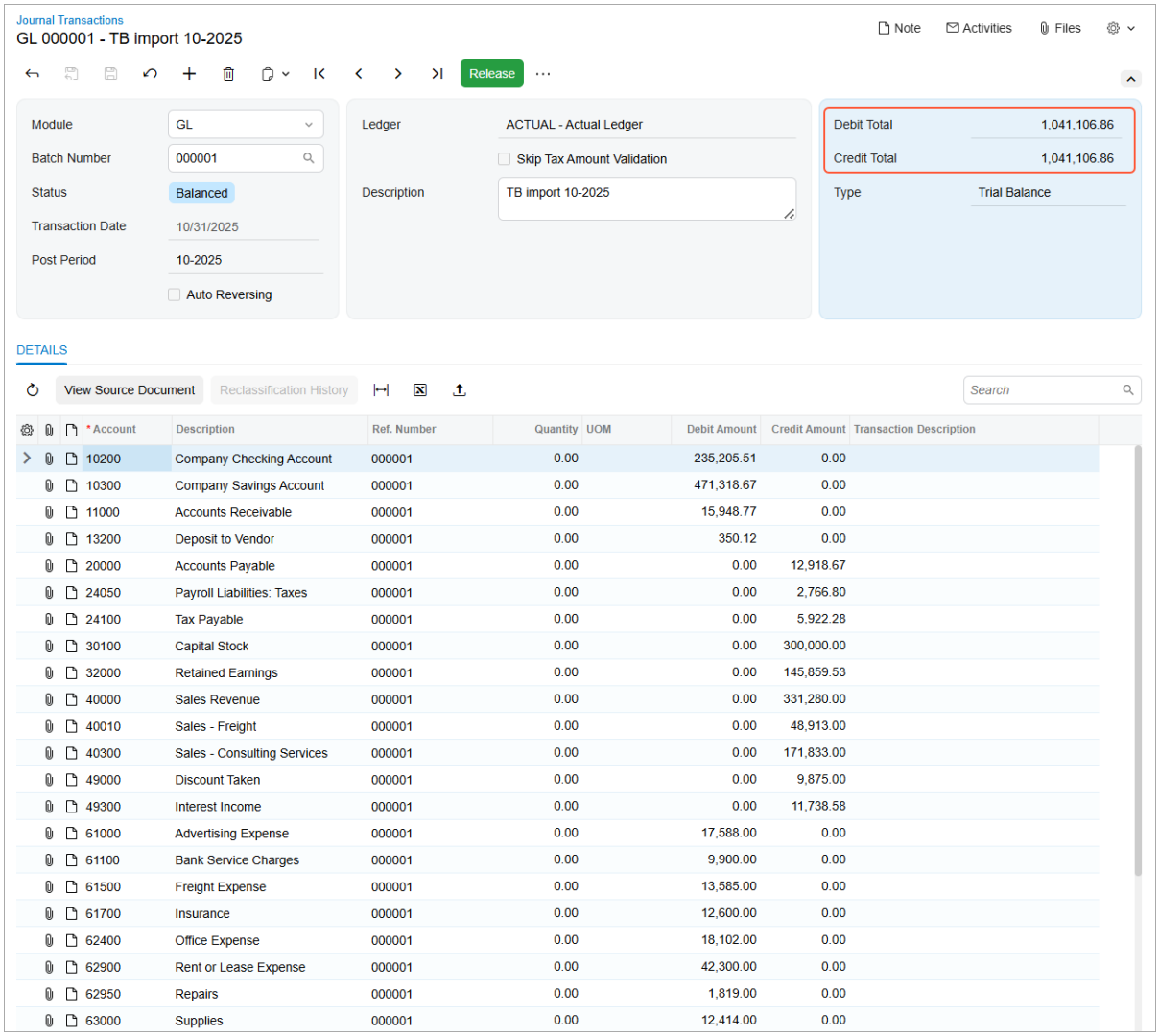
> If the sign of the trial balance does not correspond to the option that is selected on the *General Ledger Preferences* form, after you validate the trial balance, the **Credit Total** box will contain the value in the **Debit Total** box, but with the opposite sign. In this case, you need to change the **Sign of the Trial Balance** option value and upload the trial balance again.

Step 1: Importing the First Trial Balance

Import the trial balance for October 2025 by doing the following:

1. On the *Trial Balance* (GL303010) form, create a trial balance import entry and specify the following settings in the Summary area:
   - **Import Date**: *10/31/2025*
   - **Period**: *10-2025*
   - **Description:** `TB import 10-2025`
2. On the table toolbar of the **Transaction Details** tab, click **Load Records from File**.
3. In the **Import Data** dialog box, which opens, click **Upload File** and select the `SweetLife_TrialBalance2025.xlsx` file. Leave the default settings and click **Next**.
4. In the **Step 2 of 3: Specify Common Settings** dialog box, click **Next**.
5. In the **Step 3 of 3: Map Properties to Columns** dialog box, map the source columns to the destination columns as follows:
   - **Account** to **Account**
   - **YTD Balance October** to **YTD Balance**
6. Click **Finish**. The system uploads the data from the file to the table.
7. On the table toolbar of the **Transaction Details** tab, select the unlabeled check box to select all records in the table.
8. Click **Validate**.
9. Find the line, which has *Error* in the **Status** column, and change the *44030* account to *40300*. Save your changes.
10. Again click **Validate** on the table toolbar. After all records have been validated successfully, the **Debit Total** in the Summary area must be the same as the **Credit Total** ($1,041,106.86) so that the trial balance can be released.
11. On the form toolbar, click **Remove Hold** to remove the trial balance entry from hold and then **Release** to release the trial balance.

    On release of the trial balance, the system generates a batch of general ledger transactions and opens it on the *Journal Transactions* (GL301000) form. The credit and debit totals, which are the totals of debit and credit amounts for all transactions in the batch, are $1,041,106.86 (as shown in the following screenshot).



Account	Description	Ref. Number	Quantity	UOM	Debit Amount	Credit Amount	Transaction Description
10200	Company Checking Account	000001	0.00		235,205.51	0.00	
10300	Company Savings Account	000001	0.00		471,318.67	0.00	
11000	Accounts Receivable	000001	0.00		15,948.77	0.00	
13200	Deposit to Vendor	000001	0.00		350.12	0.00	
20000	Accounts Payable	000001	0.00		0.00	12,918.67	
24050	Payroll Liabilities: Taxes	000001	0.00		0.00	2,766.80	
24100	Tax Payable	000001	0.00		0.00	5,922.28	
30100	Capital Stock	000001	0.00		0.00	300,000.00	
32000	Retained Earnings	000001	0.00		0.00	145,859.53	
40000	Sales Revenue	000001	0.00		0.00	331,280.00	
40010	Sales - Freight	000001	0.00		0.00	48,913.00	
40300	Sales - Consulting Services	000001	0.00		0.00	171,833.00	
49000	Discount Taken	000001	0.00		0.00	9,875.00	
49300	Interest Income	000001	0.00		0.00	11,738.58	
61000	Advertising Expense	000001	0.00		17,588.00	0.00	
61100	Bank Service Charges	000001	0.00		9,900.00	0.00	
61500	Freight Expense	000001	0.00		13,585.00	0.00	
61700	Insurance	000001	0.00		12,600.00	0.00	
62400	Office Expense	000001	0.00		18,102.00	0.00	
62900	Rent or Lease Expense	000001	0.00		42,300.00	0.00	
62950	Repairs	000001	0.00		1,819.00	0.00	
63000	Supplies	000001	0.00		12,414.00	0.00	

Figure: General ledger transaction generated for the first trial balance

12. On the form toolbar, click **Release** to release the batch of GL transactions.

Step 2: Importing the Second Trial Balance

Now you need to import the trial balance for November 2025 by doing the following:

1. On the *Trial Balance* (GL303010) form, create a trial balance entry and specify the following settings in the Summary area:
   - **Import Date**: *11/30/2025*
   - **Period**: *11-2025*
   - **Description:** `TB import 11-2025`
2. On the table toolbar of the **Transaction Details** tab, click **Load Records from File**.
3. In the **Import Data** dialog box, again upload the `SweetLife_TrialBalance2025.xlsx` file and map the source columns to the destination columns as follows:
   - **Account** to **Account**
   - **YTD Balance November** to **YTD Balance**
4. Select all records in the table and click **Validate**.

5. In the line with the incorrect account, change the *44030* account to *40300*. Save your changes.
6. Again validate the records in the table. After all records have been validated, the **Debit Total** in the Summary area must be the same as the **Credit Total** ($1,087,746.29) so that the trial balance can be released.

   On the **Exceptions** tab, notice that there are no lines. This means that all accounts that have a nonzero balance in the system for the period are listed on the **Transaction Details** tab for import.
7. On the form toolbar, click **Remove Hold** to remove the trial balance from hold and then **Release** to release the trial balance.
8. On the *Journal Transactions* (GL301000) form that opens, review the batch generated on release of the trial balance entry. Make sure that **Debit Total** and **Credit Total** in the Summary area contain *95,274.68*. Notice that the debit and credit total of the generated batch are not equal to the debit and credit total of the trial balance. For each account, the system calculates the difference between the balance in the system and the balance being imported and debits or credits the account based on the sign of the difference and the account type.
9. On the form toolbar, click **Release** to release the GL transaction.
10. On the *Trial Balance Detailed* (GL632500) report form, specify *11-2025* in the **From Period** and **To Period** boxes.
11. On the report form toolbar, click **Run Report**.

    The generated report (see the following screenshot) shows the normal balance representation of accounts. The trial balance shows the balance of the *33000 (Net Income)* account, which has been calculated based on the imported data and is $275,011.60. The total YTD Net Income is included in the **Liability Total**; therefore, the **Assets Total** is equal to the **Liability Total** in the report.

Trial Balance Detailed

Company/Branch: SWEETLIFE
Ledger: ACTUAL
From Period: 11-2025
To Period: 11-2025
Suppress Zero Balances
Page: 1 of 1
Date: 11/26/2025 9:55 PM
User: Kimberly Gibbs

Account	Type	Subaccount	Description	Beginning Balance	Debit	Credit	Ending Balance
10200	Asset	0	Company Checking Account	235,205.51	49,210.74	0.00	284,416.25
10300	Asset	0	Company Savings Account	471,318.67	0.00	41,185.07	430,133.60
11000	Asset	0	Accounts Receivable	15,948.77	2,251.23	0.00	18,200.00
13200	Asset	0	Deposit to Vendor	350.12	2,620.43	0.00	2,970.55
			Assets Total	**722,823.07**	**54,082.40**	**41,185.07**	**735,720.40**
20000	Liability	0	Accounts Payable	12,918.67	6,997.12	0.00	5,921.55
24050	Liability	0	Payroll Liabilities: Taxes	2,766.80	0.00	691.70	3,458.50
24100	Liability	0	Tax Payable	5,922.28	453.06	0.00	5,469.22
30100	Liability	0	Capital Stock	300,000.00	0.00	0.00	300,000.00
32000	Liability	0	Retained Earnings	145,859.53	0.00	0.00	145,859.53
33000	Liability	0	Net Income	255,355.79	33,742.10	53,397.91	275,011.60
			Liability Total	**722,823.07**	**41,192.28**	**54,089.61**	**735,720.40**
40000	Income	0	Sales Revenue	331,280.00	0.00	34,115.00	365,395.00
40010	Income	0	Sales - Freight	48,913.00	0.00	3,130.00	52,043.00
40300	Income	0	Sales - Consulting Services	171,833.00	0.00	13,080.00	184,913.00
49000	Income	0	Discount Taken	9,875.00	0.00	1,120.00	10,995.00
49300	Income	0	Interest Income	11,738.58	0.00	1,952.91	13,691.49
			Income Total	**573,639.58**	**0.00**	**53,397.91**	**627,037.49**
61000	Expense	0	Advertising Expense	17,588.00	2,250.00	0.00	19,838.00
61100	Expense	0	Bank Service Charges	9,900.00	1,100.00	0.00	11,000.00
61500	Expense	0	Freight Expense	13,585.00	874.00	0.00	14,459.00
61700	Expense	0	Insurance	12,600.00	1,400.00	0.00	14,000.00
62400	Expense	0	Office Expense	18,102.00	0.00	0.00	18,102.00
62900	Expense	0	Rent or Lease Expense	42,300.00	4,700.00	0.00	47,000.00
62950	Expense	0	Repairs	1,819.00	1,327.00	0.00	3,146.00
63000	Expense	0	Supplies	12,414.00	1,208.00	0.00	13,622.00
63300	Expense	0	Utilities	21,213.00	2,503.00	0.00	23,716.00
65100	Expense	0	Other Tax Expenses	48,988.79	4,555.10	0.00	53,543.89
65400	Expense	0	Wages:Wages - Office Staff	27,000.00	3,000.00	0.00	30,000.00
69500	Expense	0	Salaries and Wages	66,150.00	7,350.00	0.00	73,500.00
70000	Expense	0	Travel - Tickets	2,310.00	655.00	0.00	2,965.00
70010	Expense	0	Travel - Accommodation	2,499.00	0.00	0.00	2,499.00
70020	Expense	0	Travel - Meals	850.00	120.00	0.00	970.00
81000	Expense	0	Other Expenses	20,965.00	2,700.00	0.00	23,665.00
			Expense Total	**318,283.79**	**33,742.10**	**0.00**	**352,025.89**

Figure: Trial Balance Detailed report for 11-2025

You have finished the import of trial balances into the system.

Reconciling Financial Balances

This chapter explains how you reconcile the balances of GL accounts with the bank statements after you finished migration of the financial data.

Balance Reconciliation: General Information

After you have imported data to the system, you need to reconcile the balances.

Learning Objectives

In this chapter, you will learn how to do the following:

- Identify which accounts should be reconciled after data migration
- Reconcile the balance of accounts after data migration

Applicable Scenarios

To verify the results of data migration and to ensure that data is complete and accurate and the system is ready to be used in a production environment, you need to make sure that the uploaded balances are the same as those in the legacy system.

Reconciliation of Migrated Data

The process of reconciling the data migrated from a legacy system includes the following general steps:

- You reconcile the accounts payable subledger with the general ledger.

  For the last imported period, you compare the balances of the Accounts Payable account, according to the trial balance, with the balance of this account based on the open accounts payable documents (bills and prepayments) that you have imported.
- You reconcile the accounts receivable subledger with the general ledger.

  For the last imported period, you compare the balances of the Accounts Receivable account, according to the trial balance, with the balance of this account based on the open accounts receivable documents (invoices and payments) that you have imported.
- You reconcile the fixed asset subledger with the general ledger (if the *Fixed Assets Management* feature is in use).

  You need to compare the balances of the fixed assets and accumulated depreciation accounts, according to the trial balance, with the records in the fixed asset subledger after you have migrated the fixed assets data. For more information, see *Migrating Fixed Assets*.
- You reconcile the inventory subledger with the general ledger (if the *Inventory and Order Management* feature is in use).

  For the last imported period, you compare the balances of the Inventory account, according to the trial balance, with the balance of this account based on the sales and purchase documents that you have imported.

  Migration of inventory is out of the scope of this course.

Also, you compare the account balances with the balances from the legacy system.

Balance Reconciliation: To Reconcile Balances After Data Migration

The following activity will walk you through the process of reconciling account balances after data import.

> ⚠ This activity is based on the *U100 Basic Company* dataset. If you are using another dataset, or if any system settings have been changed in *U100 Basic Company*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100 Basic Company* dataset to its initial state.

Story

Suppose that you are an implementation consultant, and you have finished data migration from the legacy system to Acumatica ERP. That is, you have imported vendors, customers, non-stock items, accounts payable documents, and accounts receivable documents. Also, you have imported trial balances.

Now you need to reconcile the balances of the accounts payable and accounts receivable subledgers with the balances of the corresponding GL accounts to make sure that the balances of imported documents match the account balances.

Configuration Overview

In the *U100 Basic Company* dataset, the following tasks have been performed for the purposes of this activity:

- On the *Enable/Disable Features* (CS100000) form, the minimum set of financial features has been enabled.
- On the *Companies* (CS101500) form, the SweetLife company without branches has been configured by performing the steps described in *Company Without Branches: To Configure a Company Without Branches*.
- On multiple forms, the required financial configuration has been performed, as described in the *Implementing Basic Financials* chapter of the Implementation Guide.

Process Overview

You will reconcile the balance of the Prepaid Expenses, Accounts Payable, and Accounts Receivable accounts by using the *Trial Balance Summary* (GL632000), *AP Balance by GL Account* (AP632000), and *AR Balance by GL Account* (AR632000) reports.

System Preparation

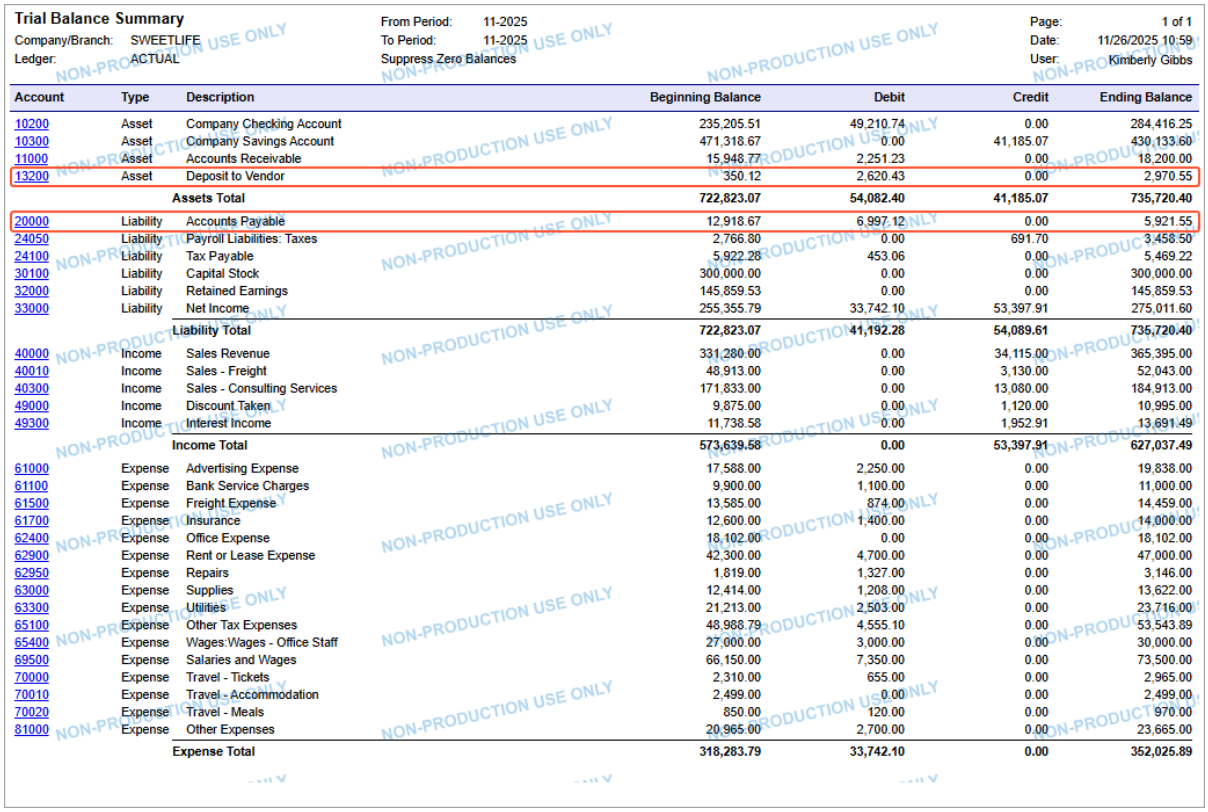
As a prerequisite activity, complete *Migration of Unreconciled Payments: To Import Payments and Reconcile a Cash Account*.

Step 1: Reconciling Accounts Payable with the General Ledger

To reconcile the AP balances, do the following:

1. On the *Trial Balance Summary* (GL632000) report form, specify the following report parameters:
   - **Ledger:** *ACTUAL*
   - **From Period**: *11-2025*
   - **To Period**: *11-2025*
2. On the report form toolbar, click **Run Report**.

In the report, review the ending balances of the *13200 (Deposit to Vendor)* and *20000 (Accounts Payable)* accounts. The ending balance of the *20000 (Accounts Payable)* account for the period is $5,921.55. The ending balance of the *13200 (Deposit to Vendor)* account for the period is $2,970.55, as shown in the following screenshot.



Trial Balance Summary

Company/Branch: SWEETLIFE
Ledger: ACTUAL
From Period: 11-2025
To Period: 11-2025
Suppress Zero Balances
Page: 1 of 1
Date: 11/26/2025 10:59
User: Kimberly Gibbs

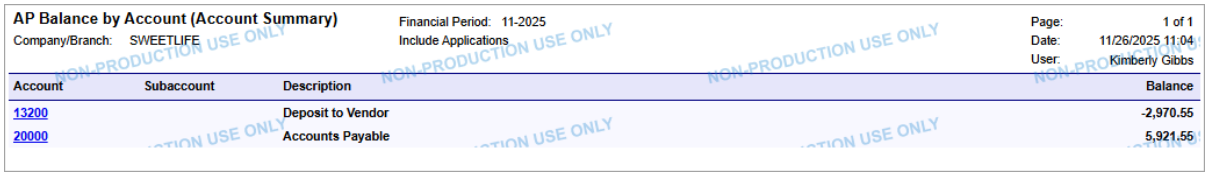
Account	Type	Description	Beginning Balance	Debit	Credit	Ending Balance
10200	Asset	Company Checking Account	235,205.51	49,210.74	0.00	284,416.25
10300	Asset	Company Savings Account	471,318.67	0.00	41,185.07	430,133.60
11000	Asset	Accounts Receivable	15,948.77	2,251.23	0.00	18,200.00
13200	Asset	Deposit to Vendor	350.12	2,620.43	0.00	2,970.55
		Assets Total	**722,823.07**	**54,082.40**	**41,185.07**	**735,720.40**
20000	Liability	Accounts Payable	12,918.67	6,997.12	0.00	5,921.55
24050	Liability	Payroll Liabilities: Taxes	2,766.80	0.00	691.70	3,458.50
24100	Liability	Tax Payable	5,922.28	453.06	0.00	5,469.22
30100	Liability	Capital Stock	300,000.00	0.00	0.00	300,000.00
32000	Liability	Retained Earnings	145,859.53	0.00	0.00	145,859.53
33000	Liability	Net Income	255,355.79	33,742.10	53,397.91	275,011.60
		Liability Total	**722,823.07**	**41,192.28**	**54,089.61**	**735,720.40**
40000	Income	Sales Revenue	331,280.00	0.00	34,115.00	365,395.00
40010	Income	Sales - Freight	48,913.00	0.00	3,130.00	52,043.00
40300	Income	Sales - Consulting Services	171,833.00	0.00	13,080.00	184,913.00
49000	Income	Discount Taken	9,875.00	0.00	1,120.00	10,995.00
49300	Income	Interest Income	11,738.58	0.00	1,952.91	13,691.49
		Income Total	**573,639.58**	**0.00**	**53,397.91**	**627,037.49**
61000	Expense	Advertising Expense	17,588.00	2,250.00	0.00	19,838.00
61100	Expense	Bank Service Charges	9,900.00	1,100.00	0.00	11,000.00
61500	Expense	Freight Expense	13,585.00	874.00	0.00	14,459.00
61700	Expense	Insurance	12,600.00	1,400.00	0.00	14,000.00
62400	Expense	Office Expense	18,102.00	0.00	0.00	18,102.00
62900	Expense	Rent or Lease Expense	42,300.00	4,700.00	0.00	47,000.00
62950	Expense	Repairs	1,819.00	1,327.00	0.00	3,146.00
63000	Expense	Supplies	12,414.00	1,208.00	0.00	13,622.00
63300	Expense	Utilities	21,213.00	2,503.00	0.00	23,716.00
65100	Expense	Other Tax Expenses	48,988.79	4,555.10	0.00	53,543.89
65400	Expense	Wages:Wages - Office Staff	27,000.00	3,000.00	0.00	30,000.00
69500	Expense	Salaries and Wages	66,150.00	7,350.00	0.00	73,500.00
70000	Expense	Travel - Tickets	2,310.00	655.00	0.00	2,965.00
70010	Expense	Travel - Accommodation	2,499.00	0.00	0.00	2,499.00
70020	Expense	Travel - Meals	850.00	120.00	0.00	970.00
81000	Expense	Other Expenses	20,965.00	2,700.00	0.00	23,665.00
		Expense Total	**318,283.79**	**33,742.10**	**0.00**	**352,025.89**

Figure: AP account balances in the trial balance for 11-2025

3. On the *AP Balance by GL Account* (AP632000) report form, specify the following parameters:
   - **Report Format**: *Account Summary*
   - **Financial Period**: *11-2025*
4. On the report form toolbar, click **Run Report**.

   In the report, review the total balance of the open accounts payable documents that you have imported.

   The total balance of the open documents posted to the *20000 (Accounts Payable)* account for the period is $5,921.55; the total balance of open documents posted to the *13200 (Deposit to Vendor)* account for the period is –$2,970.55. (See the following screenshot.)



AP Balance by Account (Account Summary)

Company/Branch: SWEETLIFE
Financial Period: 11-2025
Include Applications
Page: 1 of 1
Date: 11/26/2025 11:04
User: Kimberly Gibbs

Account	Subaccount	Description	Balance
13200		Deposit to Vendor	-2,970.55
20000		Accounts Payable	5,921.55

Figure: The total balance of open AP bills and prepayments for 11-2025

The balances are equal to the balances of the accounts in the general ledger, and thus are reconciled.

Step 2: Reconciling Accounts Receivable with the General Ledger

To reconcile the AR balances, do the following:

1. On the *Trial Balance Summary* (GL632000) report form, specify the following report parameters:
   - **Ledger:** *ACTUAL*
   - **From Period**: *11-2025*
   - **To Period**: *11-2025*
2. On the report form toolbar, click **Run Report**.

   In the report, review the balance of the *11000 (Accounts Receivable)* account. The ending balance of this account is $18,200.00. (See the following screenshot.)

Trial Balance Summary

Company/Branch: SWEETLIFE
Ledger: ACTUAL
From Period: 11-2025
To Period: 11-2025
Suppress Zero Balances
Page: 1 of 1
Date: 11/26/2025 11:06
User: Kimberly Gibbs

Account	Type	Description	Beginning Balance	Debit	Credit	Ending Balance
10200	Asset	Company Checking Account	235,205.51	49,210.74	0.00	284,416.25
10300	Asset	Company Savings Account	471,318.67	0.00	41,185.07	430,133.60
11000	Asset	Accounts Receivable	15,948.77	2,251.23	0.00	18,200.00
13200	Asset	Deposit to Vendor	350.12	2,620.43	0.00	2,970.55
		Assets Total	**722,823.07**	**54,082.40**	**41,185.07**	**735,720.40**
20000	Liability	Accounts Payable	12,918.67	6,997.12	0.00	5,921.55
24050	Liability	Payroll Liabilities: Taxes	2,766.80	0.00	691.70	3,458.50
24100	Liability	Tax Payable	5,922.28	453.06	0.00	5,469.22
30100	Liability	Capital Stock	300,000.00	0.00	0.00	300,000.00
32000	Liability	Retained Earnings	145,859.53	0.00	0.00	145,859.53
33000	Liability	Net Income	255,355.79	33,742.10	53,397.91	275,011.60
		Liability Total	**722,823.07**	**41,192.28**	**54,089.61**	**735,720.40**
40000	Income	Sales Revenue	331,280.00	0.00	34,115.00	365,395.00
40010	Income	Sales - Freight	48,913.00	0.00	3,130.00	52,043.00
40300	Income	Sales - Consulting Services	171,833.00	0.00	13,080.00	184,913.00
49000	Income	Discount Taken	9,875.00	0.00	1,120.00	10,995.00
49300	Income	Interest Income	11,738.58	0.00	1,952.91	13,691.49
		Income Total	**573,639.58**	**0.00**	**53,397.91**	**627,037.49**
61000	Expense	Advertising Expense	17,588.00	2,250.00	0.00	19,838.00
61100	Expense	Bank Service Charges	9,900.00	1,100.00	0.00	11,000.00
61500	Expense	Freight Expense	13,585.00	874.00	0.00	14,459.00
61700	Expense	Insurance	12,600.00	1,400.00	0.00	14,000.00
62400	Expense	Office Expense	18,102.00	0.00	0.00	18,102.00
62900	Expense	Rent or Lease Expense	42,300.00	4,700.00	0.00	47,000.00
62950	Expense	Repairs	1,819.00	1,327.00	0.00	3,146.00
63000	Expense	Supplies	12,414.00	1,208.00	0.00	13,622.00
63300	Expense	Utilities	21,213.00	2,503.00	0.00	23,716.00
65100	Expense	Other Tax Expenses	48,988.79	4,555.10	0.00	53,543.89
65400	Expense	Wages:Wages - Office Staff	27,000.00	3,000.00	0.00	30,000.00
69500	Expense	Salaries and Wages	66,150.00	7,350.00	0.00	73,500.00
70000	Expense	Travel - Tickets	2,310.00	655.00	0.00	2,965.00
70010	Expense	Travel - Accommodation	2,499.00	0.00	0.00	2,499.00
70020	Expense	Travel - Meals	850.00	120.00	0.00	970.00
81000	Expense	Other Expenses	20,965.00	2,700.00	0.00	23,665.00
		Expense Total	**318,283.79**	**33,742.10**	**0.00**	**352,025.89**

Figure: AR account balances in the trial balance for 11-2025

3. On the *AR Balance by GL Account* (AR632000) report form, specify the following parameters:
   - **Report Format**: *Account Summary*
   - **Financial Period**: *11-2025*
4. On the report form toolbar, click **Run Report**.

   Review the total of open accounts receivable documents posted to the *11000 (Accounts Receivable)* account.

   This total balance is $18,200.00. (See the following screenshot.)

AR Balance by Account (Account Summary)

Company/Branch: SWEETLIFE
Financial Period: 11-2025
Include Applications
Page: 1 of 1
Date: 11/26/2025 11:08
User: Kimberly Gibbs

Account	Subaccount	Balance
11000		18,200.00

Figure: The total balance of open AR documents for 11-2025

   The balance is equal to the balance of the account in the general ledger, and thus the balances are reconciled.

You have finalized balance reconciliation and ensured that all data has been migrated correctly.

Importing Unreconciled Payments

This chapters explains how you import unreconciled payments and deposits in process to be able to perform bank reconciliation after all financial data has been migrated.

Migration of Unreconciled Payments: General Information

If you are reconciling an account from a financial institution, you compare its statement to the transactions of the cash account as tracked in your system. Regular reconciliations can reduce the number of errors on accounts and make it easier to find overlooked transactions, such as missing payments or checks that have not been deposited or cashed. After the initial balances have been imported into the system, you need to import outstanding checks and deposits in progress and perform an initial reconciliation for the cash accounts.

Learning Objectives

In this chapter, you will learn how to do the following:

- Import the outstanding checks and deposits in transit into the system
- Create a first reconciliation statement

Applicable Scenarios

You import unreconciled payments during the data migration process to prepare the system for bank reconciliation to be performed before the beginning of Acumatica ERP usage. Then you match the balances in the company's accounting records for a cash account to the corresponding information on a bank statement to perform the first bank reconciliation.

Creation of GL Transaction with Unreconciled Payments

The initial balance of the cash accounts is imported into the system with the trial balance import procedure. When you import payments with open balances in migration mode, these payments affect neither cash account balances nor account balances in the general ledger. If you are planning to perform bank reconciliation, you must post general ledger transactions for all unreconciled checks and deposits so that these GL transactions posted to the bank account will be available for further reconciliation.

To create a journal transaction with the outstanding checks and the deposits in transit, you should add the following lines:

- A line that credits the cash account with its GL balance
- A line that debits the cash account with the cash account balance from the bank statement
- A line or lines that credit the cash account with the outstanding checks
- A line or lines that debit the cash account with the deposits in transit

If you have added all outstanding checks and deposits in transit, in the resulting GL transaction, **Debit Total** must be equal to **Credit Total**.

Steps of the Reconciliation Process

Reconciliation generally has the following goals:

- To find discrepancies between account balances that have been tracked by different means (by your company in Acumatica ERP, and by a third-party financial institution through its software)

- To identify any errors
- To make the needed corrections or adjustments

After you import the cash account balances and outstanding payments, you perform the first bank reconciliation in the system. In general, you perform the following steps when you reconcile a cash account:

1. *Preparing for the reconciliation*: During or after each financial period, on the *Process Bank Transactions* (CA306000) form, you clear transactions for the account as you receive information that the financial institution has processed them. For details, see *Bank Reconciliation: Uploading and Processing of Bank Transactions*.
2. *Verifying the beginning balance of the cash account*: At the end of the financial period, on the *Reconciliation Statements* (CA302000) form, you verify that the beginning balance of the cash account in Acumatica ERP matches the beginning balance on the bank statement (or on your record of the petty cash account); if they do not match, you void the earlier statement and fix all errors. Also, you can review unreconciled transactions from previous financial periods and see which of them have been preliminarily cleared.

   If a transaction has been matched to an entry on a bank statement on the *Process Bank Transactions* form, the **Cleared** check box is selected for the transaction on the *Reconciliation Statements* form. Also, a transaction is cleared if a user has selected the **Cleared** check box for it on the form where the transaction was entered.
3. *Creating the reconciliation statement*: You create a new reconciliation statement for the cash account on the *Reconciliation Statements* form and enter the statement balance—for instance, the ending balance from the bank statement.
4. *Clearing the transactions*: If you have used the *Process Bank Transactions* form to clear bank transactions, on the *Reconciliation Statements* form, you click the **Reconcile Processed** button on the table toolbar, and the system selects the **Reconciled** check boxes in the table for all released documents that were processed on the *Process Bank Transactions* form.

   If you have been manually clearing transactions during the financial period for which you have created the reconciliation statement and are sure that the clearing is valid, you select the **Reconciled** check box for each cleared transaction.

   If no transactions have been cleared, by using a bank statement or other paper documents confirming transactions, you compare the transactions to the lines of the bank statement by using transaction identifiers, dates, and amounts. For each confirmed transaction, you select the **Reconciled** check box.

   You can perform reconciliation in as many sessions as you need. You can save the reconciliation statement at any time to continue to work with it later.
5. *Adjusting the cash account balance*: As you progress through the list on the *Reconciliation Statements* form, you can view the updated value of the difference between the reconciled balance of the cash account and the balance of the statement you have entered. You can create cash adjustments for transactions (such as bank interest or service charges) that have occurred but were not recorded to the account in Acumatica ERP. The reconciliation is finished when the difference between the reconciled balance of the cash account and the balance of the statement is 0.
6. *Confirming the reconciliation results*: When you have finished comparing the cash account transactions to a bank statement on the *Reconciliation Statements* form and the reconciled balance of the cash account is the same as the balance of the statement, you save the reconciliation statement. You can now release the reconciliation statement, which confirms that the cash account balance is reconciled for the financial period.

If you need to learn about bank reconciliation that is performed on a regular basis, see the topics of the *Performing Bank Reconciliation* chapter.

Migration of Unreconciled Payments: To Import Payments and Reconcile a Cash Account

The following activity will walk you through the process of importing to Acumatica ERP unreconciled payments (outstanding checks or deposits in transit) and then reconciling the cash account balance.

> ⚠ This activity is based on the *U100 Basic Company* dataset. If you are using another dataset, or if any system settings have been changed in *U100 Basic Company*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100 Basic Company* dataset to its initial state.

Story

Suppose that on 11/30/2025, the accountant received a bank statement with an ending balance of $288,416.25 for the *10200WH* checking account. The ending balance of the checking account for *11-2025* is $284,416.25. After the review of the bank statement dated *11/30/2025*, the accountant realized that the amounts of three outstanding checks are not included in the bank statement and that a deposit in transit has not yet arrived at the bank account. They will appear in the next bank statement, which the accountant will receive on 12/31/2025.

You need to create the transactions for currently unreconciled documents in the *10200WH* cash account in the system and create the first reconciliation statement corresponding to the bank statement dated *11/30/2025*.

Configuration Overview

In the *U100 Basic Company* dataset, the following tasks have been performed for the purposes of this activity:

- On the *Enable/Disable Features* (CS100000) form, the minimum set of financial features has been enabled.
- On the *Companies* (CS101500) form, the SweetLife company without branches has been configured by performing the steps described in *Company Without Branches: To Configure a Company Without Branches*.
- On multiple forms, the required financial configuration has been performed, as described in the *Implementing Basic Financials* chapter of the Implementation Guide, including the creation of the *10200WH* cash account on the *Cash Accounts* (CA202000) form.

> ⚠ In the provided dataset, multiple cash accounts have been configured for the SweetLife company. For training purposes, you will perform the reconciliation procedure for only one cash account (*10200WH*).

Process Overview

You will review the prepared Excel file with the data. Then on the *Journal Transactions* (GL301000) form, you will create and release a GL transaction that represents the unreconciled payments. On the *Reconciliation Statements* (CA302000) form, you will create the first reconciliation statement for the checking account and reconcile its balance.

System Preparation

1. As a prerequisite activity, complete *Migration of Financial Documents: To Import AR Documents* and *Migration of Financial Documents: To Import AP Documents*.

2. Download the `SweetLifeUnreconciledTransactions2025.xlsx` file with the list of unreconciled transactions provided with the course.

Step 1: Importing Outstanding Checks and Deposits

To create the needed batch of transactions for the outstanding checks and the deposit in transit, do the following:

1. On the *Journal Transactions* (GL301000) form, create a new transaction batch and specify the following settings in the Summary area:
   - **Module**: *GL*
   - **Transaction Date:** *11/30/2025*
   - **Post Period:** *11-2025*
   - **Description:** `Unreconciled transactions for 10200WH as of 11/30/2025`
2. On the table toolbar, click **Load Records From File** and upload the transactions from the `SweetLifeUnreconciledTransactions2025.xlsx` file. In the **Import Data** dialog box, leave the default settings, and click **Next**, **Next**, and **Finish**.

   Make sure that the batch has the rows shown in the following screenshot.

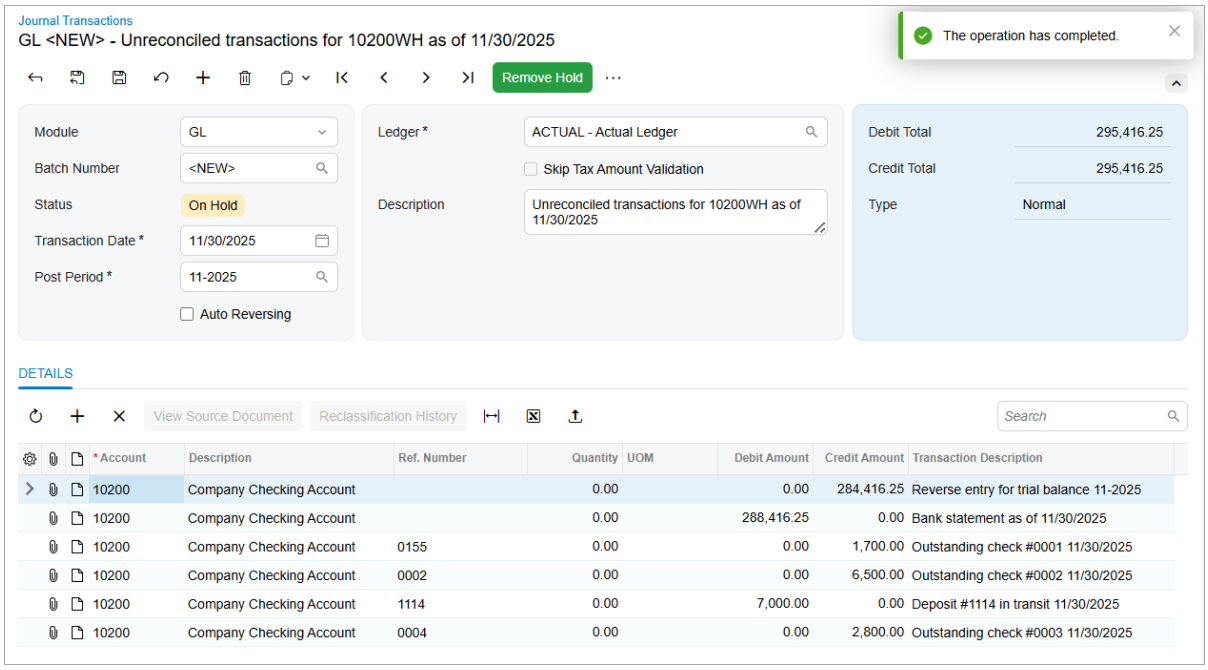


Figure: GL batch with unreconciled transactions

3. In the Summary area, make sure the batch total (in the **Debit Total** and **Credit Total** boxes) is $295,416.25.
4. On the form toolbar, click **Remove Hold** and then **Release**.
5. On the *Cash Account Details* (CA303000) form, select the *10200WH* cash account, and specify start and end dates of *11/1/2025* and *11/30/2025*, respectively. Review the transactions for the cash account and the date range. (See the following screenshot.)

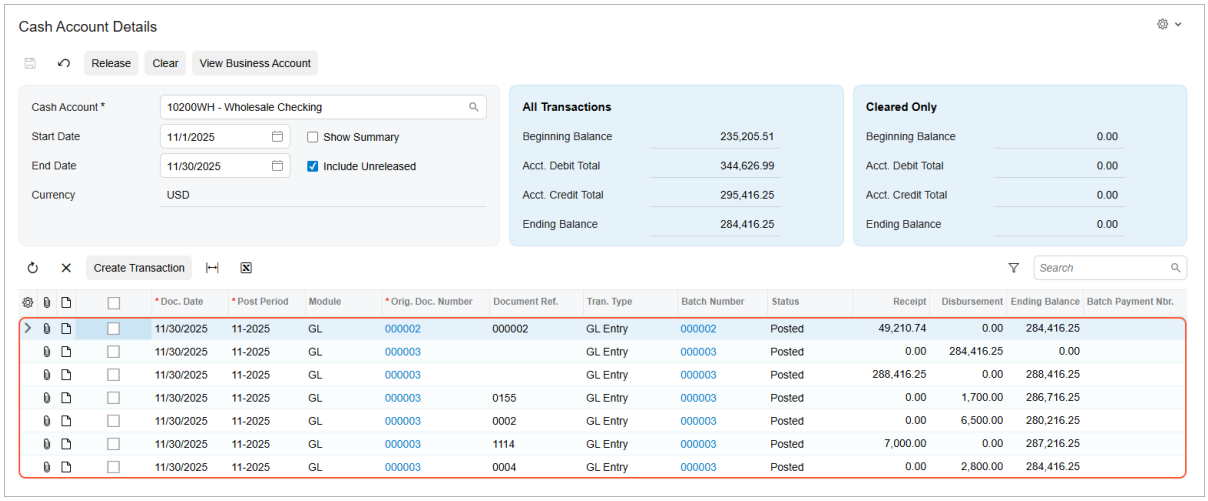


Figure: Transactions and balances of the 10200WH cash account

6. Save your changes to the form.

Step 2: Reconciling the Cash Account Balance with the Bank Statement

To create the reconciliation statement for the *10200WH* cash account in the system for the November bank statement, do the following:

1. On the *Reconciliation Statements* (CA302000) form, create a reconciliation statement and specify the following settings in the Summary area:
   - **Cash Account**: *10200WH*
   - **Reconciliation Date**: *11/30/2025*
   - **Load Documents Up To**: *11/30/2025*
   - **Statement Balance**: `288,416.25`

   On this form, you reconcile the total amount of the transactions in the cash account in the system with the balance shown in the bank statement for this period. By selecting a transaction or multiple transactions in the table, you reconcile the total amount of the transactions for the *10200WH* cash account in the system with the balance of the bank statement for 11/30/2025.
2. In the table, select the **Reconciled** check box for the following rows:
   - The row with the 10/31/2025 date and the 235,205.51 amount in the **Receipt** column. This is the result of the trial balance import for 10-2025.
   - The row with the 11/30/2025 date and the 49,210.74 amount in the **Receipt** column. This is the result of the trial balance import for 11-2025.
   - The row with the 11/30/2025 date and the 284,416.25 amount in the **Disbursement** column. This is the offset entry for the bank statement balance for 11-2025, which you have imported with the list of unreconciled transactions.
   - The row with the 11/30/2025 date and the 288,416.25 amount in the **Receipt** column. This is the bank statement balance for 11-2025, which you have imported with the list of unreconciled transactions.
3. Make sure the **Cleared** check box is cleared for the other listed transactions (see the following screenshot). These transactions are the outstanding checks and the deposit in transit that you have imported; they will probably be available for reconciliation with the bank statement for December 2025.

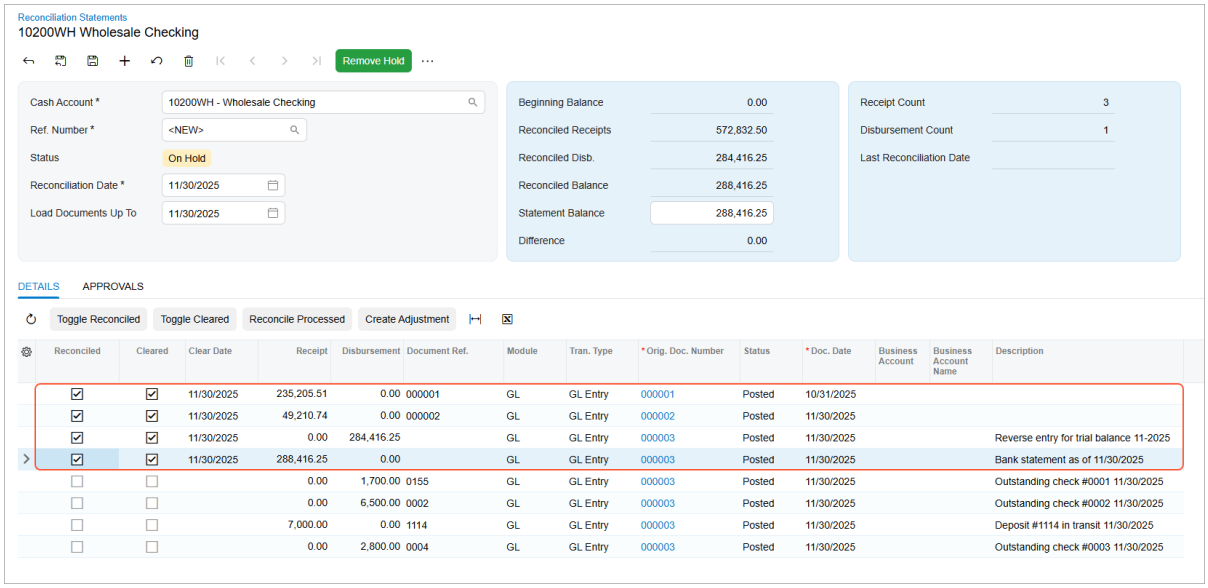


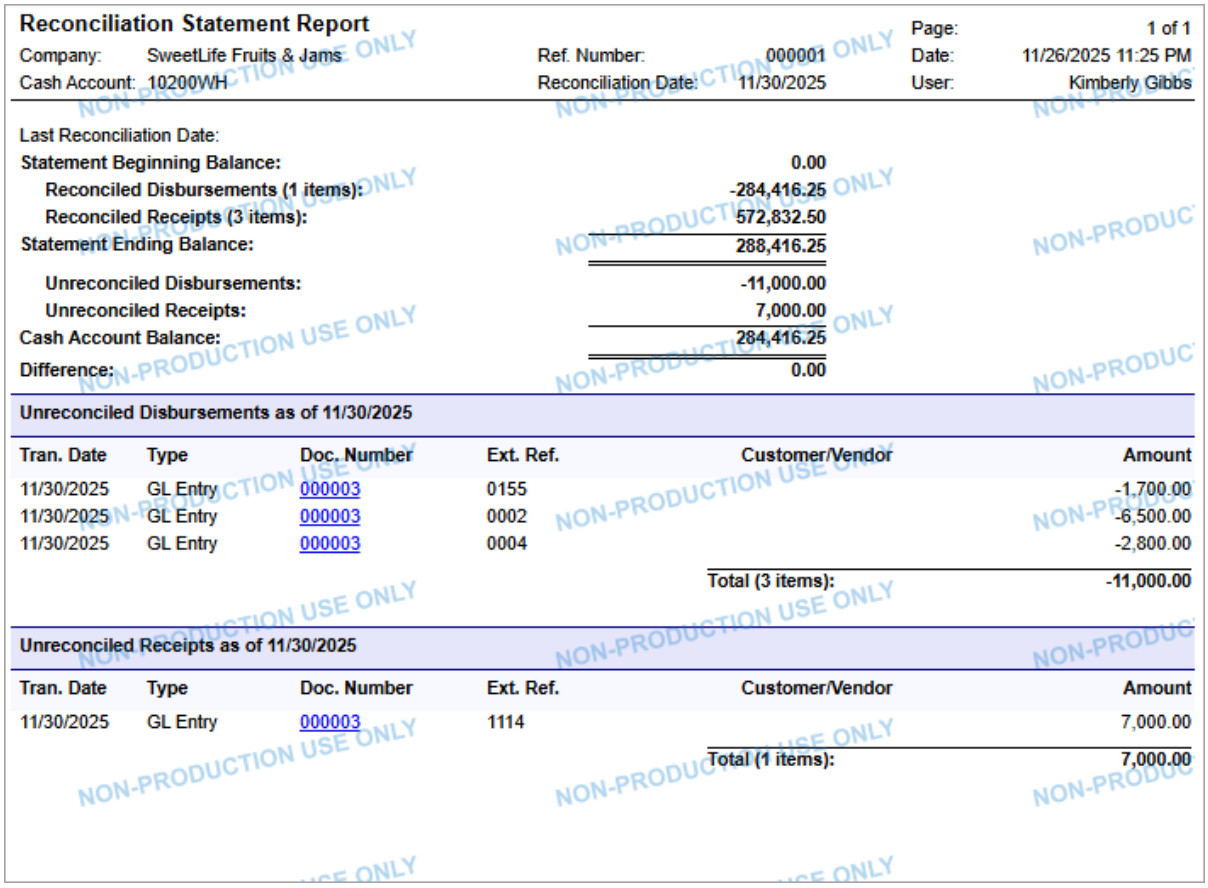
Figure: First reconciliation statement

4. Save your changes.
5. On the form toolbar, click **Remove Hold** and then click **Release** to release the reconciliation statement.

> If you find an error in the last released statement for a cash account, you can void this statement. This removes the reconciliation marks from the documents and makes the documents available again for proper reconciliation.

6. On the *Reconciliation Statement* (CA627000) report form, select *10200WH* as the cash account and *000001* (the reference number of the reconciliation statement that you have just released) as the **Ref. Number**.
7. Click **Run Report** on the report form toolbar.

   As the following screenshot shows, the reconciled balance of the *10200WH* cash account for the *11-2025* period is $284,416.25; this balance is the same as the account's balance in the general ledger. Four GL transactions related to outstanding checks and deposits in transit have not yet appeared in the bank statement and remain unreconciled. The balance difference is –$4,000. These transactions will most likely show up in the bank statement for the next period.



Reconciliation Statement Report

Company: SweetLife Fruits & Jams | Ref. Number: 000001 | Page: 1 of 1
Cash Account: 10200WH | Reconciliation Date: 11/30/2025 | Date: 11/26/2025 11:25 PM
User: Kimberly Gibbs

Last Reconciliation Date:

Statement Beginning Balance:	0.00
Reconciled Disbursements (1 items):	-284,416.25
Reconciled Receipts (3 items):	572,832.50
Statement Ending Balance:	288,416.25
Unreconciled Disbursements:	-11,000.00
Unreconciled Receipts:	7,000.00
Cash Account Balance:	284,416.25
Difference:	0.00

Unreconciled Disbursements as of 11/30/2025

Tran. Date	Type	Doc. Number	Ext. Ref.	Customer/Vendor	Amount
11/30/2025	GL Entry	000003	0155		-1,700.00
11/30/2025	GL Entry	000003	0002		-6,500.00
11/30/2025	GL Entry	000003	0004		-2,800.00
				Total (3 items):	-11,000.00

Unreconciled Receipts as of 11/30/2025

Tran. Date	Type	Doc. Number	Ext. Ref.	Customer/Vendor	Amount
11/30/2025	GL Entry	000003	1114		7,000.00
				Total (1 items):	7,000.00

Figure: Reconciliation statement report for the 10200WH cash account

You have imported unreconciled transactions for the cash account and reconciled its balance with the bank statement.

Appendix

The appendix provides some reference information relevant for this document. The additional information in this section is a useful source for readers who need some reference material that is related to system forms and tables, as well as running reports.

In this section:

- *Reports*
- *Form Toolbar and More Menu*
- *Table Toolbar*
- *Glossary*

Reports

In addition to offering a comprehensive collection of reports, Acumatica ERP gives you a high degree of control over each report.

On a typical report form, described in *Report Form*, you can adjust the report settings to meet your specific informational needs. You can specify sorting and filtering options and select the data by using report-specific settings—such as financial period, ledger, and account—and configure additional processing settings for each report. The settings can be saved as a report template for later use. For details, see *To Run a Report* and *To Create a Report Template*.

After you run a report, the prepared report appears on your screen. You can print the report, export the report to a file, or send the report by email.

This chapter describes a typical report form and the main tasks related to using reports.

In This Chapter

- *Report Form*
- *To Run a Report*
- *To Modify a Filter on a Report Form*
- *To Create a Report Template*

Report Form

Before you run a report, you specify the needed parameters on the report form. You can select a template and manually make selections that affect the information collected. Also, you can specify appropriate settings to print or email the finished report.

The following screenshot shows a typical report form, which has the following elements:

1. Report form toolbar and More menu (see Item 1)
2. Details area (Item 2)

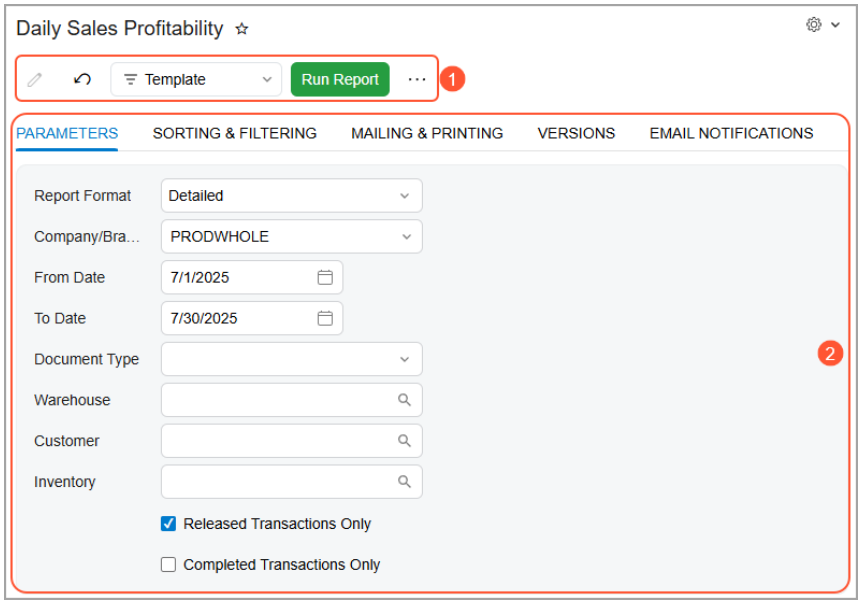


Figure: Report form

Switching reports to the Modern UI will be available in a future release.

Report Form Toolbar and More Menu

The following table lists the elements of the report form toolbar and the commands of the More menu.

Element	Description
Cancel	Clears any changes you have made on the report form and restores the default settings.
Delete Template	Removes the selected template. This command is available only if a template is selected in the **Template** box.
Edit Report	For a report created in the Acumatica Report Designer, downloads the RPS file with the report. For an ARM report, opens the *Report Definitions* (CS206000) form, where you can modify the report.
Edit Template	Opens the **Edit Template** dialog box, in which you can change the template name and settings. This command is available if a template is selected in the **Template** box.
Run Report	Initiates data collection for the report and displays the generated report.
Save Template	Saves changes to the currently selected template. If you do not select any template, the system saves the currently selected report as a template with the settings that you specify in the **Save Template** dialog box.
Save Template As	Saves a copy of the selected template with the settings that you specify in the **Save Template** dialog box. If you do not select any template, the system creates a template with the specified settings.

Element	Description
Template	The template to be used for the report. If any templates have been created and saved, you can select a template to use its settings for the report. To quickly find a template, start typing its name in the Search box. If no template is selected, the lookup box remains empty. After you select a template, its name appears in this box, which becomes highlighted in blue. To run a report without using a template, you select *None* in this box. You can mark frequently used templates as favorites. The system lists these templates at the top of the list.

Table: The Save Template Dialog Box

In this dialog box, you specify the name of the template and mark it as default, shared, or both.

Element	Description
Template	The name of the template.
Default	A check box that you select to mark the template as the default one for you.
Shared	A check box that you select to indicate that the template is shared with other users. Shared templates are marked with the Group icon to help you identify them quickly. Shared templates are also available for selection in the **Report Parameters** box on the **Attached Reports** tab of the *Email Templates* (SM204003) form.
The dialog box has the following buttons.	
Save	Saves the changes and closes the dialog box.
Cancel	Closes the dialog box without saving the changes.

Table: The Edit Template Dialog Box

In this dialog box, you edit the name of the template and mark it as default, shared, or both.

Element	Description
Template	The name of the template.
Default	A check box that you select to mark the template as the default one for you.
Shared	A check box that you select to indicate that the template is shared with other users. Shared templates are marked with the Group icon to help you identify them quickly.
The dialog box has the following buttons.	
Save	Saves the changes and closes the dialog box.
Cancel	Closes the dialog box without saving the changes.

Report Toolbar

The following table lists the buttons of the report toolbar, which is shown on the generated report that you have run.

Buttons	Icon	Description
Parameters		Navigates back to the report form to let you change the report parameters.
Refresh		Refreshes the information displayed in the report (if any data changes were made).
Groups		Adds to the report a left pane where the report structure is shown. Click a report node to highlight the pertinent data in the right pane.
View PDF / **View HTML**		Displays the report as a PDF, or displays the report in HTML format. The available button depends on the current report view; if you're viewing a PDF, for instance, you will see the **View HTML** button.
First		Displays the first page of the report.
Previous		Displays the previous page.
Next		Displays the next page.
Last		Displays the last page of the report.
Print		Opens the browser dialog box so you can print the report.
Send		Opens the **Email Activity** dialog box, which you use to send the report file (in the selected format) to the specified email address.
Export		Enables you to export the data in the selected format (Excel or PDF).

Parameters Tab

This tab has sections where you can specify the contents of the report depending on the current report and vary in the following regards:

- Which elements are available on a particular report
- Whether elements contain default values
- Whether specific elements require values to be selected
- Whether elements may be left blank to let you display a broader range of data

Sorting & Filtering Tab

This tab contains the following sections with additional sorting and filtering conditions:

- **Sorting**: Defines the sorting order. You can add a line, select one of the report-specific properties, and select the *Descending* or *Ascending* sort order for the column.
- **Filtering**: Defines the report filter. You click **Add**, select one of the report-specific fields, and define a condition and its value. The list of conditions include one-operand and two-operand conditions. For more information on creating filters, see *Managing Advanced Filters*. For detailed procedures on using ad hoc filters, see *Modern UI: Filters* and *Reports: Process Activity*.

Mailing & Printing Tab

If you plan to print the report or save the report as a PDF, select the appropriate settings in the **Printing** section.

Table: Printing Section

Element	Description
Archived Records	The indication of how the system should treat archived records when printing the report. The following options are available: *Hide*, *Print*, *Only*.
Deleted Records	The visibility of the data deleted from the database. The following options are available: *Hide*, *Print*, *Only*.
Print All Pages	A check box that you select to causes the system to print all pages of the report.
Print in PDF Format	A check box that you select to display the report in PDF format.
Compress PDF File	A check box that you select to indicate that the system should generate a compressed PDF.
Embed Fonts in PDF File	A check box that you select to indicate that the system should generate the PDF with fonts embedded.

If you plan to send the report as an email, in the **Mailing** section, specify the format in which the report will be sent, as well as the email subject, the recipients of copies of the report, and the email account of the recipient.

When you add recipients, the system checks the format of the email addresses entered in the **To**, **Cc**, and **Bcc** boxes. If an address's format is incorrect, its box is highlighted in red so that you can quickly identify and correct the issue.

Table: Mailing Section

Element	Description
Format	The format (*HTML*, *PDF*, or *Excel*) in which the report will be emailed. ⚠ Merge function for reports in Excel format is not supported. If you want to merge a report with other reports and send an aggregated report by email, you should select either the HTML or PDF format for the report.
To	The email address of the recipient.
CC	An additional addressee to receive a carbon copy (CC) of the email.
BCC	The email address of a person to receive a blind carbon copy (BCC) of the email; an address entered in this box will be hidden from other recipients.
Subject	The subject of the email.

Table: Regional Section

This section appears only when multiple locales are active in the system.

Element	Description
Locale	A locale that you select to indicate to the system that the report should be prepared with the data translated to the language associated with this locale. This box is displayed if there are multiple active locales in the system. For details, see *Locales and Languages*.
Localization	The localization that is used for the report. This box appears on the form if the following conditions are met: • The *Canadian Localization* or *UK Localization* feature is enabled on the *Enable/Disable Features* (CS100000) form. • A localized version of the report exists in the system. One of the following options can be selected in the box: • *None* (default): Even though the report has a localized version, the report will be printed without any localization applied. • *Canada*: The Canadian version of the report will be printed. If the company in which you are signed in has *Canada* selected in the **Localization** box on the **Company Details** tab (**Configuration Settings** section) on the *Companies* (CS101500) form, this setting is selected by default in the current box. ⓘ To determine if a localized version of a report exists, the system checks the `Site\ReportsDefault` directory, the database, the `ReportsCustomized` folder, and the `ReportsDefault` folder.

Versions Tab

If the report has multiple versions, you can select one of them.

This tab displays the data only to users assigned with report designer user role.

Report versions are designed in the Report Designer. To activate editing report versions, give the user report designer role.

The table toolbar includes standard buttons and buttons that are specific to this table. For the list of standard buttons, see *Table Toolbar*. The table-specific buttons are listed below.

Table: Table Toolbar

Button	Description
Edit Version	Downloads the RPS file with the report version.
Deactivate	Deactivates the report version. This button appears if a report version is active. If the version is inactive, the button changes to **Activate**.

Table: Table Columns

Column	Description
Version	The version number.
Description	Th description of the version.
Created	The date when the version was created.
Active	Read-only, A check box that indicates (if selected) that the version is active.

Email Notifications Tab

This tab lists the email templates that can be used to send email notifications that include the report.

Table: Table Toolbar

The table toolbar includes standard buttons and buttons that are specific to this table. For the list of standard buttons, see *Table Toolbar*. The table-specific buttons are listed below.

Button	Description
Schedule Report	Opens the *Email Templates* (SM204003) form, where you can select or create a new email template that can be used to send the report and specify a schedule for notifications. The button appears only if the user account to which you are signed in has at least the *Insert* level of access rights to the *Email Templates* (SM204003) form.

Table: Table Columns

Column	Description
Email Template	The email template to be used to generate the body of the email notification.
Screen ID	The identifier of the form whose elements are used as the source of specific placeholders for this template.
Recipients	The email addresses of the people to receive the email. Use semicolons as separators between addresses.

Column	Description
Report Template	The template configured for the report.
Report Template Owner	The name of the user who created the template.

Related Links

- *To Run a Report*
- *To Create a Report Template*
- *Types of Filters*
- *Automation Schedule Statuses*

Report

Once you click **Run Report**, the prepared report appears on your screen. You can print the report, export the report to a file, or send the report by email.

The prepared report is displayed in the report view of the report form. For more information about setting up the report parameters and the parameters view of the report form, see *Report Form*.

Report Toolbar

The following table lists report toolbar buttons.

Buttons	Icon	Description
Parameters		Navigates back to the report form to let you change the report parameters.
Refresh		Refreshes the information displayed in the report (if any data changes were made).
Groups		Adds to the report a left pane where the report structure is shown. Click a report node to highlight the pertinent data in the right pane.
View PDF / **View HTML**	/	Displays the report as a PDF, or displays the report in HTML format. The available button depends on the current report view; if you're viewing a PDF, for instance, you will see the **View HTML** button.
First		Displays the first page of the report.
Previous		Displays the previous page.

Buttons	Icon	Description
Next		Displays the next page.
Last		Displays the last page of the report.
Print		Opens the browser dialog box so you can print the report.
Send		Opens the **Email Activity** dialog box, which you use to send the report file (in the chosen format) to the specified email address.
Export		Enables you to export the data in the chosen format (Excel or PDF).

Related Links

- *Filters*
- *Report*

Form Toolbar and More Menu

The form toolbar, which is available on most forms, is located near the top of the form, under the form name (and record title, if the form has one), as shown in the following screenshot.

The form toolbar includes the following:

- Standard buttons (see Item 1 in the following screenshot), with the particular set of buttons depending on the specific form
- On some forms, form-specific buttons (Item 2)
- On some form, the More button (Item 3); clicking this button opens the More menu (Item 4), which contains additional form-specific commands

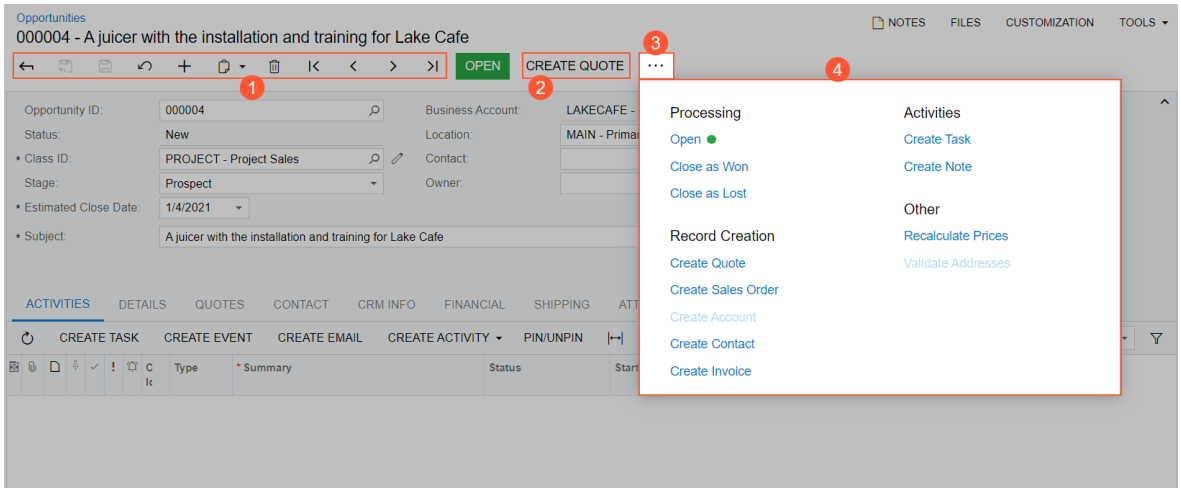


Figure: The form toolbar and the More menu

You use the standard buttons on the form toolbar to navigate through entities that were created by using the current form, insert or delete an entity, use the clipboard, save the data you have entered, or cancel your work on the form.

A form toolbar on a particular form may include form-specific buttons in addition to standard buttons; it may also (or instead) include commands on the More menu. By using these form-specific buttons and commands, users can navigate to related records and forms, initiate specific actions, and perform modifications or processing related to the functionality of the form.

Standard Form Toolbar Buttons

The following table lists the standard buttons of the form toolbar. A form toolbar may include some or all of these buttons.

Table: Standard Form Toolbar Buttons

Button	Icon	Description
Discard Changes and Close		Discards any unsaved changes made to the entity, and navigates to the list of records that is related to the current form. If the system opened the current form in a pop-up window (from a different form), this button is not displayed. To return to the original form, click **Close**.
Save & Close		Saves the changes made to the entity, and navigates to the list of records that is related to the current form.
Save		Saves the changes made to the entity.
Cancel		Depending on the context, does one of the following: • Discards any unsaved changes you have made to entities and retrieves the last saved version. • Clears all changes and restores the default settings.
Add New Record		Clears any values you've specified on the form, restores any default values, and initiates the creation of a new entity.
Delete		Deletes the currently selected entity, clears any values you have specified on the form, and populates elements with the default values that the system inserts when a new entity is created. You can delete an entity only if it is not linked with another entity.

Button	Icon	Description
Archive		Archives the document that is opened on the form. This button is available if archival is set up on the *Archival Policy* (SM200400) form for the type of the document open on the form and if the document meets the archival criteria—that is, if the document is older than the retention period specified on the *Archival Policy* form and has been processed to completion or canceled. For more information on archiving the documents, see *Archiving Old Documents* in the Acumatica ERP System Administration guide.
Extract		Extracts the archived document from the archive and makes the system use this document in day-to-day operations. This button is available if archival is set up on the *Archival Policy* (SM200400) form for the type of the document opened on the form is archived. For more information on archiving the documents, see *Archiving Old Documents* in the Acumatica ERP System Administration guide.
Clipboard		Provides menu commands you can use to do the following: • **Copy**: Copy the selected entity to the clipboard. • **Paste**: Paste an entity or template from the clipboard. • **Save as Template**: Create a template based on the selected entity. • **Import from XML**: Import an entity or a template from an `.xml` file. • **Export to XML**: Export the selected entity to an `.xml` file. For more information on templates and copy-and-paste operations in Acumatica ERP, see *Using Forms*. For more information on importing and exporting `.xml` files, see *Importing and Exporting Data to Excel and XML* in the Acumatica ERP User Guide.
Go to First Record		Displays the first entity (in the list of entities of the specific type) and its details.
Go to Previous Record		Displays the previous entity and its details.
Go to Next Record		Displays the next entity and its details.
Go to Last Record		Displays the last entity (in the list of entities of the specific type) and its details.
View Schedule		Gives you the ability to schedule the processing. For more information, see *Automated Processing: General Information*.

Inquiry Form Toolbar Buttons

Acumatica ERP inquiry forms present data in a tabular format; they may also have selection criteria you can use to filter the data in the table. Predefined inquiry forms are provided as part of Acumatica ERP out of the box, and

inquiry forms can be designed by a user with the appropriate access rights by using the Generic Inquiry tool (for details, see *Managing Generic Inquiries* in the Acumatica ERP Reporting Tools Guide). A form toolbar of an inquiry form contains both the standard form toolbar buttons (described in the table above) and the additional buttons described below.

Button	Icon	Description
Refresh		Refreshes the inquiry data in the table.
Cancel		Clears all changes (including selection criteria that has been specified, if the generic inquiry form has this criteria) and restores the default settings.
Add New Record		Initiates the creation of a new entity.
Edit		Opens the applicable data entry form with the selected record.
Fit to Screen		Expands the form to fit on the screen and adjusts the column widths proportionally.
Export to Excel		Exports the data to an Excel file. For more information, see *Integration with Excel* in the Acumatica ERP Getting Started Guide.

The More Menu and Form-Specific Buttons

If there are multiple form-specific commands on the form toolbar, they are displayed on a single menu—the More menu—and listed under descriptive categories, which makes it easier to find the needed menu command. On the More menu, you can easily define your favorite menu commands, which eases access to them.

On some forms, the system places a button (which is highlighted in green) on the form toolbar for the expected next command, which represents the likely next step to be performed on the selected record. The following screenshot, which shows the *Cash Transactions* (CA304000) form, illustrates an example of the form toolbar and the More menu, which contains categories and menu commands.

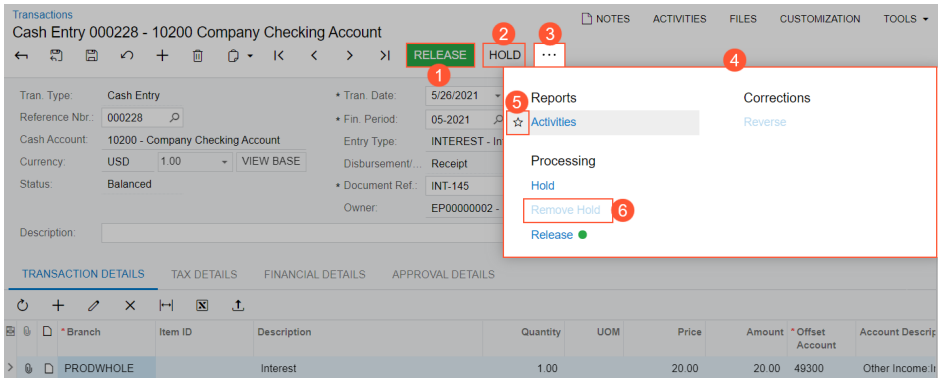


Figure: The form toolbar of the Transactions form

The numbered items in the screenshot indicate the following:

1. A highlighted button for the expected next command, which represents the next logical step to be performed on the record selected on the form
2. Another button for a command that is commonly performed on the form
3. The More button, which you click to open the More menu
4. The More menu with most form-specific menu commands and descriptive categories on it
5. The star icon, which is used to mark the individual user's favorite commands on the form
6. An unavailable command

Favorite Commands

Based on your role in the company and your job duties, you may use some commands more often than others. On the form toolbar, you can specify these commands as favorites. This will cause the system to duplicate the commands as form toolbar buttons, easing access to them.

To add a command to the form toolbar as a button, you open the More menu, hover over the needed command, and click the star icon when it appears. The yellow color of the star indicates that the command has been added to your favorites, and a button for the command appears on the form toolbar immediately. The following example shows two commands that have been added to the user's favorites on the *Invoices and Memos* (AR301000) form and thus added as buttons on the form toolbar.

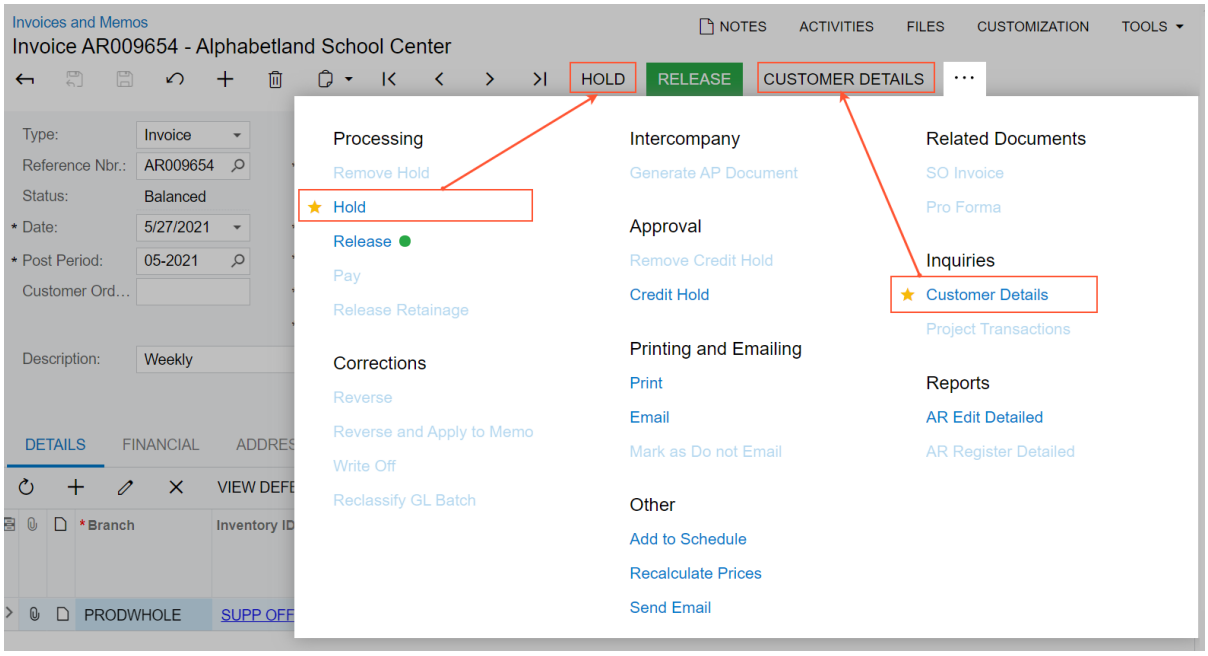


Figure: Favorite commands on the More menu and the corresponding toolbar buttons

Favorites are individual to each user account, specific to a particular form, and preserved across user sessions.

Highlighted Buttons and Commands

On some forms, the system applies predefined logic to commands for specific records. Based on this logic, the system may place a button on the form toolbar, highlight it using some color, or do both of these things.

If a command is the expected next command (that is, the command that is most likely to be clicked for a record with the current status), it is shown both on the form toolbar and on the More menu. The primary command on the form toolbar is highlighted in green (see Item 1 in the following screenshot), and on the More menu, it is marked with a green dot (Item 2). Below is an example of a cash transaction on the *Cash Transactions* (CA304000) form that has the *On Hold* status (Item 3). Before you can process it, you need to remove it from hold. Because **Remove Hold** is the next logical command, it is displayed as a button on the form toolbar and highlighted in green.

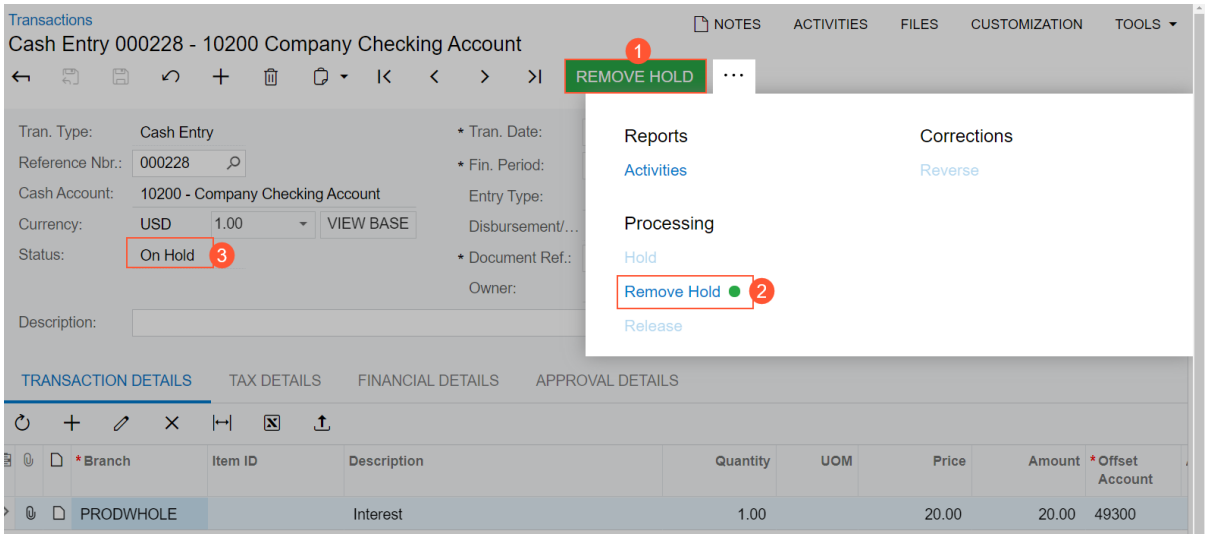


Figure: The highlighted command and the corresponding status

Unavailable Commands on the More Menu

By default, on the More menu, the system displays all commands that could be available for the form, based on the system configuration. Some of these commands may be unavailable (that is, they are listed but cannot be clicked). These are the commands that are not applicable to the record based on its current status or other factors.

The Responsive Form Toolbar and More Menu

The form toolbar and the More menu have a responsive layout, meaning that they dynamically adjust to different screen sizes. When there is enough space, buttons for highlighted and favorite commands are displayed on the form toolbar. When the screen size decreases, the system moves the commands off the form toolbar one by one but keeps them on the More menu.

If there are multiple categories on the More menu, the categories and menu commands can be displayed in multiple columns on the More menu, depending on the screen size and the number of categories. When the screen size decreases, the system moves some categories and menu commands to the left to decrease the number of columns, and in the screens of the smallest size, all categories are displayed in one column. Below are two examples of the same menu in different screen sizes for a record on the *Bills and Adjustments* (AP301000) form.

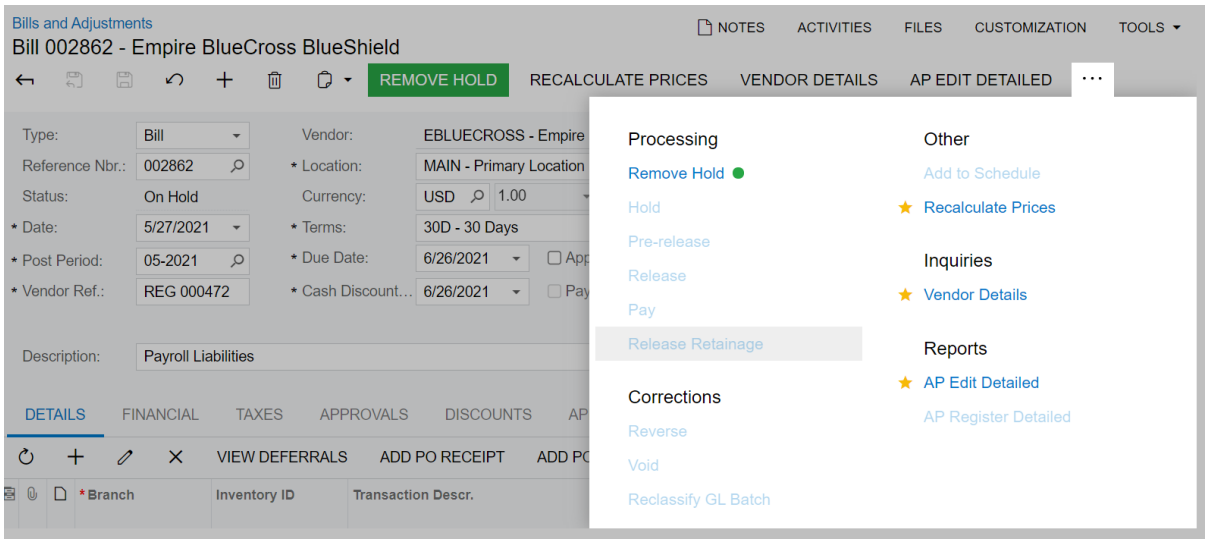


Figure: The form toolbar and More menu on a wide screen

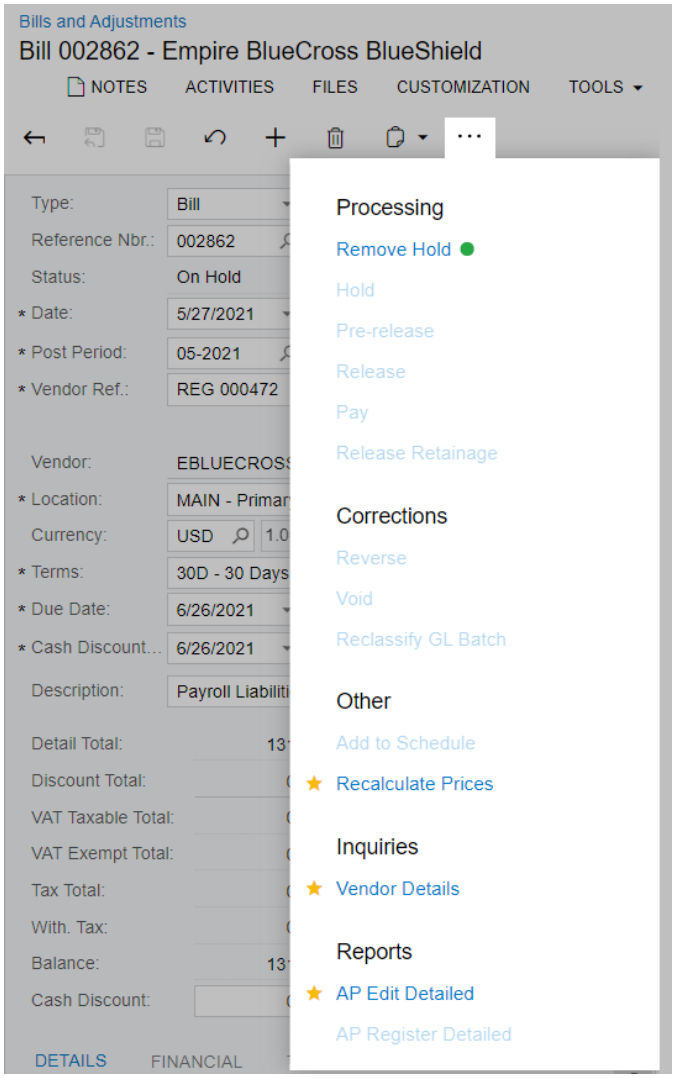


Figure: The form toolbar and More menu on a narrow screen

Related Links

- *Integration with Excel*
- *To Copy a Document Contents to a New Document*
- *To Create a Document with a Template*

Table Toolbar

Each table on an Acumatica ERP form, tab, dialog box, or page has a table toolbar, which contains the buttons you can use to work with the details or objects of the table. A toolbar, shown in the following screenshot, includes buttons that are specific to the table, standard buttons that most table toolbars have, and the Search box (for some tables; for others, the Search box is displayed in the filtering area).

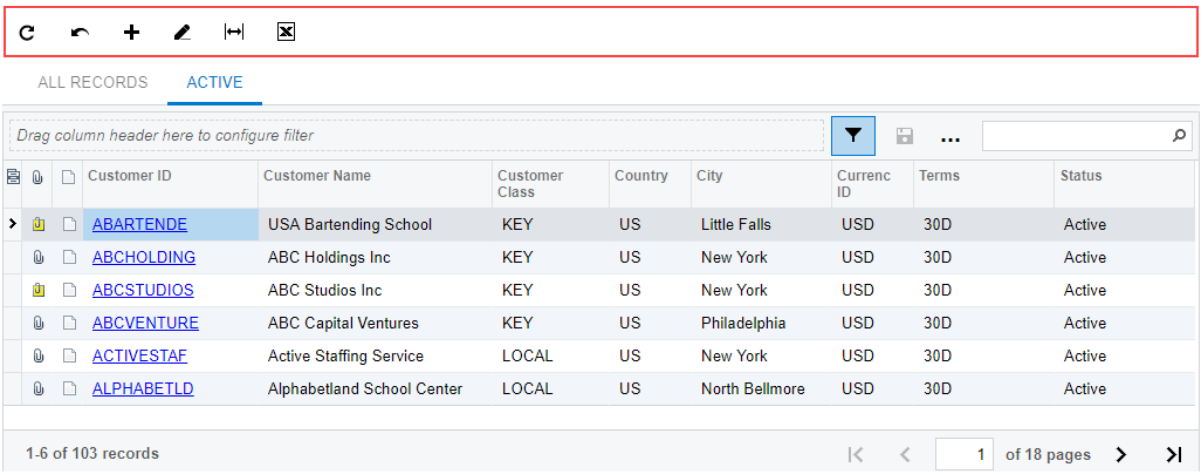


Figure: Table toolbar

Standard Table Toolbar Buttons

The following table describes the standard table toolbar buttons. A table toolbar may include some or all of those buttons. If a table toolbar includes table-specific buttons, they are described in the reference help topic.

Button	Icon	Description
Refresh		Refreshes the data in the table.
Switch Between Grid and Form		Controls how the elements are displayed: in a table (grid) with rows and columns; or as separately arranged elements for one table row, with navigation tools you use to move between row data.
Add Row		Appends a new row to the table so you can define a new detail or object. The new row may contain some default values.
Delete Row		Deletes the selected row or rows.
Move Row Up		Moves the selected row one position up.
Move Row Down		Moves the selected row one position down.
Fit to Screen		Adjusts the table to the screen width and makes the column width proportional.

Button	Icon	Description
Export to Excel		Exports the data in the table to an Excel file. For more information, see *Integration with Excel* in the Acumatica ERP Getting Started Guide.
Filter Settings		Opens the **Filter Settings** dialog box, which you can use to define a new advanced filter. After you create and save the filter, the corresponding tab appears on the table. For more information about filtering, see *Filters*. For details on the **Filter Settings** dialog box, see *Filter Settings Dialog Box*.
Load Records from File		Opens the **File Upload** dialog box, described in detail below, so you can locate and upload a local file for import. You can use this option to import data from an Excel spreadsheet (`.xlsx`) or `.csv` file. For the detailed procedure, see *To Import Data from a Local File to a Table*.
Search		A box in which you can type a word, part of a word, or multiple words. As you type, the system filters the contents of the table to display only rows that contain the string you have typed in any column.
Download		Downloads the selected file.

File Upload Dialog Box

With the **File Upload** dialog box, you select a file of one of the supported formats (`.csv` or `.xlsx`) to import data from the file.

Element	Description
File Path	The path to the file you want to upload. To select the file, click **Browse**, and then find and select the file you want to upload.
The dialog box has the following button.	
Upload	Closes the dialog box and opens the **Common Settings** dialog box, where you specify the import settings.

Common Settings Dialog Box

In the **Common Settings** dialog box, which opens if you click **Upload** in the **File Upload** dialog box, you specify the import settings for a file that you has selected in the **File Upload** dialog box.

Element	Description
Separator Chars	The character that is used as the separator in the imported file. By default, the comma is used as the separator. You specify the separator character if the imported file uses any other separator. This box appears only if you import data from a `.csv` file.
Null Value	Optional. The value that is used to mark an empty column in the imported file. You specify the null value if the value in the imported file differs from the empty string.
Encoding	The encoding that is used in the imported file. This box appears only if you import data from a `.csv` file.
Culture	The regional format that has been used to display the time, currency, and other measurements in the imported file.
Mode	The mode that determines which rows of the uploaded file will be imported into the table. The following options are available: • *Update Existing*: The rows already present in the table will be updated, and the rows not present in the table will be added. • *Bypass Existing*: Only the new rows that are not present in the table will be imported. The rows that are already present in the table will not be updated. • *Insert All Records*: All the rows from the file will be imported into the table. ⚠ If you select this option, you may get duplicated rows because the system does not check for duplicates when importing rows from the file.
The dialog box has the following buttons.	
OK	Closes the dialog box and opens the **Columns** dialog box.
Cancel	Closes the dialog box without importing the data from the file.

Columns Dialog Box

In the **Columns** dialog box, which opens if you click **OK** in the **Common Settings** dialog box, you match the columns in the imported file that you have selected in the **File Upload** dialog box to the columns in the Acumatica ERP table to which you are importing data.

Element	Description
Column Name	The name of the column in the uploaded file.
Property Name	The name of the corresponding column in the table in Acumatica ERP.
The dialog box has the following buttons.	
OK	Closes the dialog box and imports the selected file.

Element	Description
Cancel	Closes the dialog box without importing the data from the file.

Related Links

- *Tables*
- *Integration with Excel*
- *To Import Data from a Local File to a Table*