Exporting from your Trial Balance from FVS Accounts, as a CSV file for importing into IRIS ACCOUNTS.

Most accountants use 'IRIS' accounts to prepare final accounts for companies. The following procedures show you how to output a CSV file from FVS Accounts that can be given to your accountant, so they can import your end of period trial balance into IRIS

Step 1: In FVS Accountant run menu 834 'Export Trial Balance Create to a CSV file'. This will create a Spreadsheet compatible file called something like '**FVS-TB-31-10-2019.csv'** (containing a detailed Trial Balances) that your accountant can use to import data to IRIS accounts.

Note: The file will contain the data columns below:
- Open Balance, This Period, YTD Balance, Balance C/Frwd, Account No., Narrative, Report Headings

Click on the button 'Change credits to –ve's' if you want to show credits as negatives and debits as positive values. (For +ve credits a file like '**FVS+TB-31-10-2019.csv'** will be created where a + sign follows the FVS letters.)

Click the button 'Save as a *.csv file' to create the a spread-sheet file lie: 'FVS-TB-31-10-2019.csv' (The name contains your end of period **date** so it can easily be identified.)

NB: If you are not sure which file your accountant wants, you should create both '**FVS-TB'   and 'FVS+TB'** files.

Step 2: In Windows, Open File Explorer, and locate directory C:\FVS on the workstation (not the server). Copy the +

and - files to a pen drive to take to your accountant (or send these files in an email attachment.)

(Remember to give your accountant a copy of these notes.)

Importing the Clients CSV file into 'Iris' Accounts

Your accountant will need to complete the steps below:

Step 1: Open a file in MS Excel.

Your file rows 1-9 should look something like this:

A	B	C	D	E	F	G
Opening Balance	This Period	YTD Balance	Balance C/Frwd	GL Code	Account Name	Report Heading
	£9,780.50	£9,,780.50		10	Sales	SALES
	£546.95	£546.95		20	Agency Commissions	COMMISSION
	£90.40	£90.40		25	Bank Interest	INCOME
-£440		-£440	-£330	120	Opening Stock	COST OF SALES
	-£7,453.63	-£7,453.63		150	Purchases (Paid Up)	COST OF SALES
	£,977.52	£977.52		190	Closing Stock	COST OF SALES
	-£918.66	-£918.66		200	Salaries & Wages	EXPENSES/OVERHEADS
-£34.00	-£203.00	-£56.52	-£25.62	203	Rent	EXPENSES/OVERHEADS

NB: If you require credits as –ve's, open the other file.

Step 2:

If you are want to work with the 'This Period' column (i.e. you already have a set of opening balances for this client from a previous year, delete column A, C D and G.

If you are want to work with the 'YTD balances (i.e. the end of period Balances, delete column A, B D and G.

Also delete row 1, the row headings. (You should be left with just three columns)

Save the spreadsheet file under a new name e.g. '**Company.TB 31-10-2013.csv**'   (Use Excel File Type is *.csv)

Import the File into Iris (or Acct's other package).

Step 1: Create a Mapping File:

As different bookkeeping packages use different nominal ledger structures you need to create a mapping file to tell Accounts Production which General Ledger code used by FVS Accounts translates to the relevant Production Accounts codes in IRIS.

To create a mapping file: In Iris:

1. Select **Setup | Import maps**
   This will show a list of import maps already loaded.
2. Click **New** to create a new map.
3. Enter a software description for the import map, e.g. '**FVS Accounts'**. Then complete the relevant options on the screen. Click **OK.**

   The Account Charts screen displays.
4. Select the IRIS **Chart** and click **OK**.

   The New Map Account screen displays.
5. In the **Package account identifier** field enter the 'FVS Accounts' account number to be imported from.
6. Enter the relevant IRIS account number into the **Attribute amounts to IRIS account or sub-account** field.
7. Any partner, director or officer **Account Order** is not relevant.
8. Click **OK**.
9. Do this for each account required. Once complete, click **Cancel.** This will then show a list of all accounts which have been set up.
10. Click **Close** if the list is complete, or choose **Change, New** or **Delete.**

Step 2: Importing the Client's .csv File:

1. Select **Posting** and click **Select**.
2. Select the posting entry into which the data is to be imported.
3. In the posting screen select **Advanced | Import Postings**
4. Select **Standard (e.g. CSV - comma separated) import file**.
5. When the list of mapping files is displayed highlight the 'FVS Accounts' map file (you just created) & click **select**.

The following screen allows you to select the CSV file you created earlier: e.g. '**Company.TB 31-10-2013.csv**'

Either enter the full path and name of the file in the **File name** field for example **A:\ Company.TB 31-10-2013..csv'** or use **Look in** to browse and find the file. Once you find the file select **Open**.

Check the import to ensure all codes are correctly mapped or change any as required.

Note that if the imported trial Balance doesn't balance you should check that ALL of the accounts have been imported.

You may also need to change the Formatting of Number fields to 2 decimal places.

Once all changes have been made, click **Import.**

The Trial Balance will now be imported and mapped to the **IRIS Accounts Production posting file** ready for the final accounts to be generated.

Finalising the client's accounts:

Through discussion with the client you will need to ascertain what journal posting needs to be carried out in order to complete their accounts. (They may not have used all of the options in FVS to do this.). e.g.

- A closing stock value should exit in the account indicating that a valuation of closing stock was done.
- Prepayments and Accruals – hopefully they have done this.
- Depreciation & Re-evaluation of Assets – probably this has not been done.
- Bad Debtors – may not have been completed.
- Financing journals may not have been done.
- Payments to Directors –might not have been done.
- Directors loans ?????
- Calculation of Corporation Tax
- Payment of dividends to share-holders   etc.
- Production of Final Accounts.

After this you can print their final account documents.

Payment of Corporation Tax under MTD arrangements:
Hopefully at this stage you will be able to undertake the payment of Corporation tax under any 'MTD' arrangements that have been set up by HMRC and charge this to your clients account.

Synchronizing the FVS Accounts to IRIS Accounts:

In order to synchronise the journals posting you have made in IRIS back to their own system the client may ask for a list of **Journal entries** so that they can apply them to their own system before closing their current period and starting the new one. If printing this it would be helpful if you **could cross out the account numbers printed from IRIS and transcribe these back to the account numbers used by FVS Accounts.**

Supply a list of Opening Balances for their new period:

An alternative is to supply a new set of **OPENING BALANCES for their clients new period.** (These can easily be set up in FVS Accounts once they have closed their old period and started the new.)

Bear in mind, however, that the client may already have values in on their **expenses accounts** as a result of performing Accruals and Prepayments. These are visible on the Detailed Trial Balance spreadsheet that was exported.

When printing a list of OPENING BALANCE for the new period it would be helpful if you **could cross out the account numbers printed from IRIS and transcribe these back to the account numbers used by FVS Accounts.**

End of Notes.