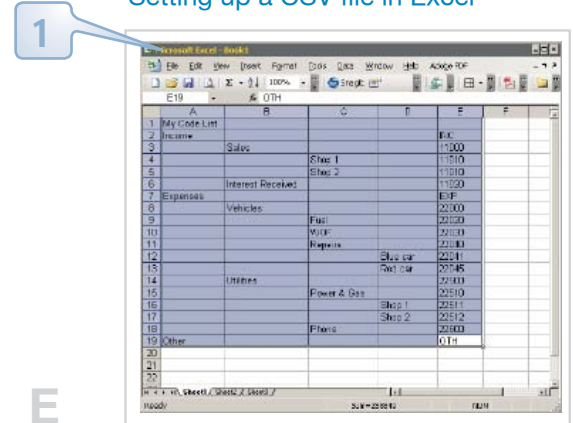


If you'd like to use an existing Code List from another source, you can 'Import' this into Business Cash Plan. The Code List you import must be a CSV* file and you will have to use a specific format (see layout below).

Setting up a CSV file in Excel



Step 1. Layout your Code List in the following way. You can use any spreadsheet program e.g. Excel.

A
B
C
D
E
 Main Category Subcategory 1 Subcategory 2 Subcategory 3 Codes

Name your List

Main Category	Subcategory 1	Subcategory 2	Subcategory 3	Codes
My Code List				
Income				INC
	Sales			11000
		Shop 1		11011
		Shop 2		11012
	Interest Received			11020
Expenses				EXP
	Vehicles			22000
		Fuel		22020
		WOF		22030
		Repairs		22040
			Blue car	22041
			Red car	22045
	Utilities			22500
		Power & Gas		22510
			Shop 1	22511
			Shop 2	22512
		Phone		22600
Other				OTH

Top Tip: You can use any coding system you want, up to 6 numbers or letters as long as they are unique.

Use INC, EXP and OTH for the three main categories. This will help Business Cash Plan to recognise your coding under the three main headings.

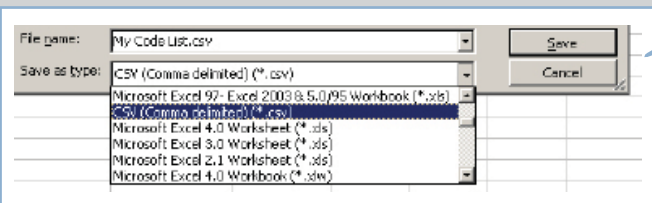
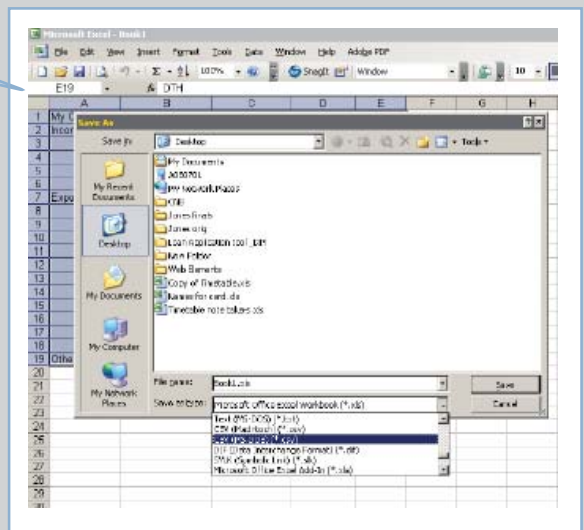
*What is a CSV File?

A CSV (Comma-Separated-Value) is a common file type used to import data from one software application to another, with commas separating the values or if you create it in Excel the cells create the separation.

Step 2. Save as a CSV file.

Step 3. Follow the Import steps in Business Cash Plan.

Saving a CSV file from Excel.



Importing a CSV file into Business Cash Plan.

