

Intercompany Transfer (Export)

Part of



If you have more than one business using Business Manager and need to make intercompany transfers, then it is possible to export an invoice (sales or purchase) from one business and import it as the opposite type into the second business to save entry time and ensure that no mistakes are made.

For example, one business may buy supplies on behalf of the other business but then recharge them in the form of a sales invoice. The second business will treat this as a purchase invoice.

Alternatively, you may want to raise a sales invoice to another farmer that also uses Business Manager, for example share farming or contract work. They can be sent the file to allow them to import it as a purchase.

Once the transaction has been entered, it can be copied or emailed to the second business in the form of a csv file and imported with all credits/debits reversed.

Export from Business 1

- Go to File – Import/Export Data - Export – Intercompany Transfer
- From the filters at the top of the screen, select the transactions that you wish to export
- Select the location of where you wish to store the file. Clicking on the 3 dots will allow you to browse to a known location on your PC
- NB this file should be imported before another export is created as it will overwrite the original file if the same location is used

Import to Business 2

- On the second business, save the file in a known location if it is on a different computer
- Go to File – Import and pick **Intercompany Transfer** from the drop-down list. Browse to the location of the file and follow the screens through to link to the correct supplier/customer and codes. The links will be remembered for future imports
- Once you have clicked on **Finish**, the transactions will be imported exactly the same details but with the reverse credits/debits of the original entry