Importing Financials from Google Sheets Guidelines

It's easy to import your monthly, quarterly or annual **financial** data into Fathom. Simply download a template and fill in your results or create a new Google Sheets import file, by following these simple steps:

1. In cell **A1** type **Company Name:** and specify the name in cell **B1.**
2. In cell **A2** type **Import Type:** and type **Financial** in cell **B2.**
3. In cell **A3** type **First Month of Financial Year:** and type the first month in cell **B3.** You can enter the name of the month as the full name, 3-letter abbreviation, or number (e.g., January, Jan, or 1).
4. In cell **A4** type **Period Frequency:** and enter the period type in cell **B4** (e.g., Monthly, Quarterly, or Yearly)
5. In cell **C2** type **Template Version:** and in cell **D1** enter **1.** This is for the Fathom Team if troubleshooting is needed. You should not change the template version.
6. In **Row 6**, enter the headers **Classification**, **Account Name**, **Account Code** (optional), and your **periods.**

   Your import file should look something like this:

	A	B	C	D	E
1	**Company Name:**	Jane's Company			
2	**Import Type:**	Financial	**Template Version:**	1	
3	**First Month of Financial Year:**	Mar			
4	**Period Frequency:**	Monthly			
5					
6	**Classification**	**Account Name**	**Account Code**	**Jun 2026**	**Jul 2026**
7		**Revenue**			
8	REV	Sales	101	10843.56	11456.87
9	REV	Sales - Consulting	102	6789.34	5400.12
10		**Cost Of Sales**			
11	VCOS	COS Goods	201	2350.01	2190.78
12	VCOS	COS Other	202	670.82	300.22

Naming your periods

Monthly periods
Monthly period names should adhere to one of the following naming conventions:
'mmm yyyy' (Jan 2019)
'mmmm yyyy' (January 2019)
'mmm-yy' (Jan-19)
'dd/mm/yyyy' (31/01/2019) - Use this convention for MTD periods

Quarterly periods
Quarterly period names should adhere to one of the following naming conventions:
'Qx yyyy' (Q1 2019)
'Qx yyyy/yyyy' (Q1 2018/2019)
'dd/mm/yyyy' (31/01/2019) - Use this convention for QTD periods

Annual periods
Annual period names should adhere to one of the following naming conventions:
'yyyy' (2019)
'yyyy/yyyy' (2018/2019)
'dd/mm/yyyy' (31/01/2019) - Use this convention for YTD periods

Account classifications and values

- Classify every individual account with an account classification code. **See codes on next page.**
- If you want to include summative rows for organisation of your file (e.g. Gross Profit, Total Assets, etc.), do not include an account classification code for those rows.
- In Column A, you can insert a '-' symbol at the end of the classification code (e.g., FA-) to change all values in that row from a negative number to a positive, or vice-versa (e.g., "-$100" would be reported as "$100")
- If you are importing monthly or quarterly data, ensure that Balance Sheet accounts reflect cumulative/as-of balances, while Profit & Loss accounts show monthly or quarterly activity.

Classification Codes

PROFIT & LOSS	CLASSIFICATION CODE & DESCRIPTION	
REVENUE	REV	**Revenue** = income from normal businesss operations (excluding abnormal income and interest)
COST OF SALES	VCOS	**Variable COS** = variable costs that increase or decrease closely in proportion to revenue
	FCOS	**Fixed COS** = fixed costs that do not vary directly in proportion to revenue
	DEP	**Depreciation** = costs for which no cash was paid
EXPENSES	VEXP	**Variable Expenses** = expenses that increase or decrease closely in proportion to revenue
	FEXP	**Fixed Expenses** = expenses that do not vary directly in proportion to revenue
	DA	**Depreciation & Amortisation** = expenses for which no cash was paid
OTHER INCOME	IINC	**Interest Income** = interest from investments
	AINC	**Other Income** = abnormal income (ie. FX gains, rental income, profit from the sale of fixed assets)
OTHER EXPENSES	IEXP	**Interest Expenses** = payments for borrowings (for short term and long term debt)
	TEXP	**Tax Expenses** = profits paid to the taxation authorities
	DIV	**Dividends** = profits paid to the shareholders
	ADJ	**Adjustments** = Other adjustments to retained earnings
	OEXP	**Other Expenses** = Miscellaneous expenses

BALANCE SHEET	CLASSIFICATION CODE & DESCRIPTION	
CURRENT ASSETS	CASH	**Cash & Equivalents** = cash and liquid investments which can easily be converted into cash
	AR	**Accounts Receivable** = amounts due from customers for products and services provided on credit
	INV	**Inventory** = raw materials and finished goods
	WIP	**Work in Progress** = goods and/or services that are works in process
	OCA	**Other Current Assets** = all other short-term assets (i.e., prepayments)
NON-CURRENT ASSETS	FA	**Fixed Assets** = the value of fixed assets (i.e., land, buildings, plant and equip) less accum. depreciation
	IA	**Intangible Assets** = assets which do not have a physical presence (i.e., goodwill, patents, licenses)
	ONCA	Investments & Other NCA = all other long-term assets (i.e., shares in associated companies)
CURRENT LIABILITIES	STD	**Short Term Debt** = includes overdrafts and interest bearing debt which is due within one year
	AP	**Accounts Payable** = amounts owed to suppliers for products and services purchased on credit
	TL	**Tax Liability** = income tax that must be paid within one year
	OCL	**Other Current Liabilities** = all other short-term liabilities (including accruals and other tax liabilities)
NON-CURRENT LIABILITIES	LTD	**Long Term Debt** = interest bearing long-term loans (more than one year)
	DTAX	**Deferred Taxes** = future income taxes
	ONCL	**Other Non-Current Liabilities** = all other long-term liabilities
EQUITY	RE	**Retained Earnings** = amounts retained by the company
	CE	**Current Earnings** = current year profits retained by the company
	OEQ	**Other Equity** = all other forms of equity (ie share capital, capital reserves, minorities)

Note: While you can use custom terminology to change the names of classifications in Fathom for reporting purposes (e.g., "Income" instead of "Revenue"), the classification codes in your file must match the above codes.