

Importing from Excel Guidelines

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

1. Specify the company name and the first month of the financial year (cells B1 & B2).
2. Add column headings - 'Classification', 'Account Name', 'Account Number' (optional) & periods.
3. Add all your accounts and associated results.
4. In Column A, classify each account with a classification code. See next page
Don't classify summative lines like 'Gross Profit' or 'Total Assets etc...

Your import file should look something like this:

	A	B	C	D	E	F	G
1	Name:	ACME Inc					
2	Financial Year Start:	January					
3	Period Frequency:	Monthly					
4							
5	Classification	Account Name	Jan-19	Feb-19	Mar-19	Apr-19	May-19
6	REV	Sales	121,848	102,740	118,556	128,000	96,436
7	VCOS	Advertising	26,000	26,000	26,000	26,000	26,000
8	FCOS	Bank Fees	8,000	8,000	8,000	8,000	8,000
9	FEXP	Cleaning	9,200	6,200	20,516	9,400	4,992
10	FEXP	Consulting	5,000	5,000	5,000	5,000	5,000

Naming your 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)

Quarterly periods

If you are importing quarterly data, insert a row and add the description 'Quarterly' in cell B3.

Quarter 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

If you are importing annual data, insert a row and add the description 'Annual' in cell B3.

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

Which periods should I include in my import file?

To add financial data for a recently completed period, then only include this period in your import file. If you wish to update financial data for all periods, then also include these periods in your import file.

Note:

In Column A, inserting a '-' symbol at the end of a code (eg. 'FA-') will change all values in that row from a negative number into positive, or vice-versa. (eg. "\$-100" would be reported as "\$100")

Classification Codes

PROFIT & LOSS	CLASSIFICATION CODE & DESCRIPTION	
● REVENUE	REV	Revenue = income from normal business 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 (ie. prepayments)
● NON-CURRENT ASSETS	FA	Fixed Assets = the value of fixed assets (ie land, buildings, plant and equip) less accum. depreciation
	IA	Intangible Assets = assets which do not have a physical presence (ie goodwill, patents, licenses)
	ONCA	Investments & Other NCA = all other long-term assets (ie. 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)