



In Excel: Prepare .csv file
Transfer stock sales into Sheet 1
Use five columns in order of Sch-D appearance
Format data as described in Lacerte Help (see below)
Save As .csv file to your Desktop

IN LACERTE:

NOTE 1: Write Down Your Client's Number and Select the "Clients" Tab

NOTE 2: Client's Lacerte SCH-D input sheet must be **CLEAN**

Select Tools/Data Conductor

Step 1: IMPORT DATA - Select "Import Client"

Select "Custom Data Import"

Browse to and Select .csv file

Select "Delimited"

Select "Comma"

Select: Account Number

Description

Current Year Balance-Debit

Current Year Balance-Credit

Series

Prefix

Tax Code

Select Next

Enter a Vendor Profile Name

Enter a Version Number

Select Finish - Wait for "Client was imported successfully"

Step 2: MERGE WITH CLIENT FILE- Select "Existing Lacerte Clients"

Select your "Client Number"

Click "Transfer To Lacerte"

Select "Yes" to Close the Data Conductor

Reopen your Lacerte Client File and check Sch-D Stock Sale Data

For More information search Lacerte Help for:

Data Conductor

How to Transfer Clients using Data Conductor

Choose Excel

Exporting Trial Balance Reports

Import a Custom Client

Exporting Custom Data Profiles

Prepare a spreadsheet for transfer

Example: Stock Sale (at bottom)