Geofolia Link

The link between Geofolia and KEYPrime allows the passing of purchase invoice information from KEYPrime Accounts across to Geofolia saving duplicate data entry.

The code used for products can be imported from Geofolia or set up in KEYPrime and later validated in Geofolia.

Setup

Registering the Geofolia module

The Geofolia link is a chargeable extra module which must be added in the company settings on Launchpad. A valid registration code will be needed before the company can be used, so this should be done only after payment for the module has been accepted.

If the Gatekeeper link was previously in use it will need to be deactivated at the same time, as the modules cannot co-exist in the same company.

Once the company has the Geofolia module enabled and registered the following set up steps should be carried out.

Set up pack sizes and units

In 'Setup' of units you can add to the existing list the typical pack sizes that Geofolia products will be purchased in.

Each Unit (Pack Type) requires a short code, a useful description and a conversion factor back to the basic unit of measurement.
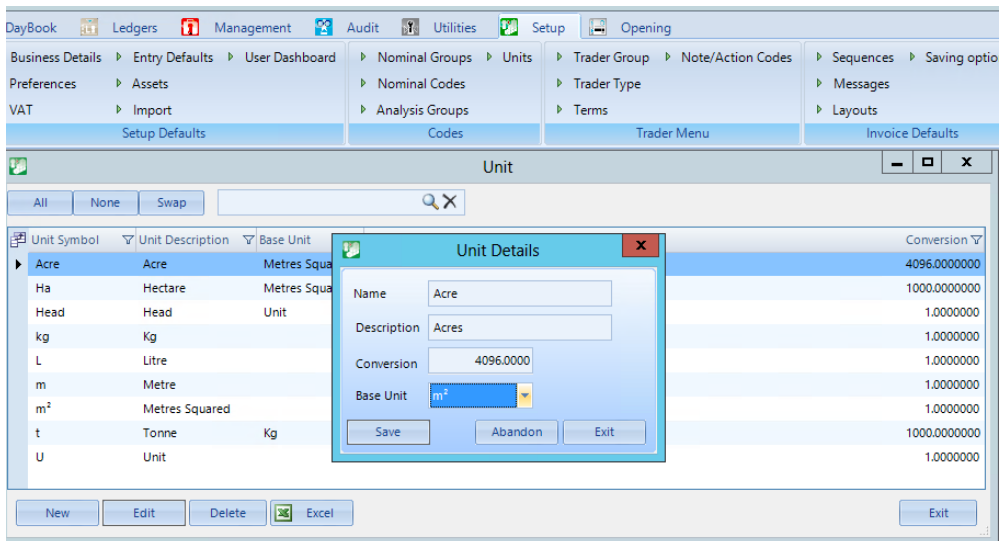
For example add unit codes such as 1l, 2l, 5l, 10l and 1Kg, 2Kg, 5Kg and 500Kg which are all obvious units of measurement and conversion factors, you may also want to have Acres which will have the area base unit measurement in m^2 and therefore a conversion factor of 4096.

The base units are: L (Litres) for Volume, Kg (Kilograms) for weight, m (metres) for length, m^2 (metres squared) for area and U for Unspecified units.

It is advisable to set up all the units you are likely to need together for consistency reasons, although they can be added to as you need them when entering data.

Define Import/Export Folders

You will need to define folders where the transfer information is to be held when adding entries. The folders must be accessible to all KEYPrime users and the program, however they do not need to be accessible by the Geofolia program, but you will need to copy the transfer files to a location that is.

To set the location of the folders select Preferences from the KEYPrime Setup Defaults menu.
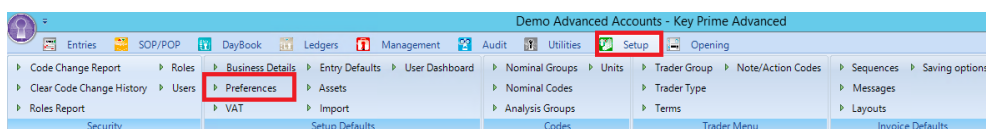
Then select the folders tab of the Setup Defaults screen to show the options.
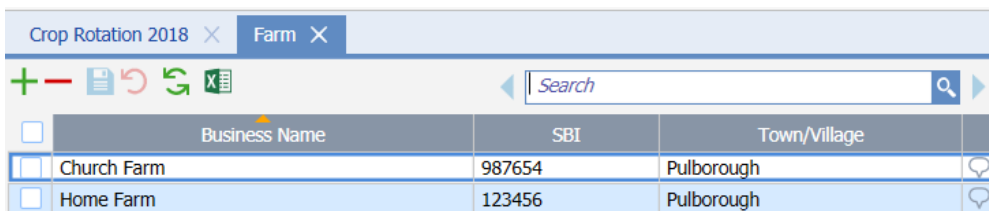
In the bottom section of the screen set export folders by either browsing to the location using the browse button or by typing the location in if you know it. If you plan to import code lists from Geofolia set the path where you wish to get the files from too.
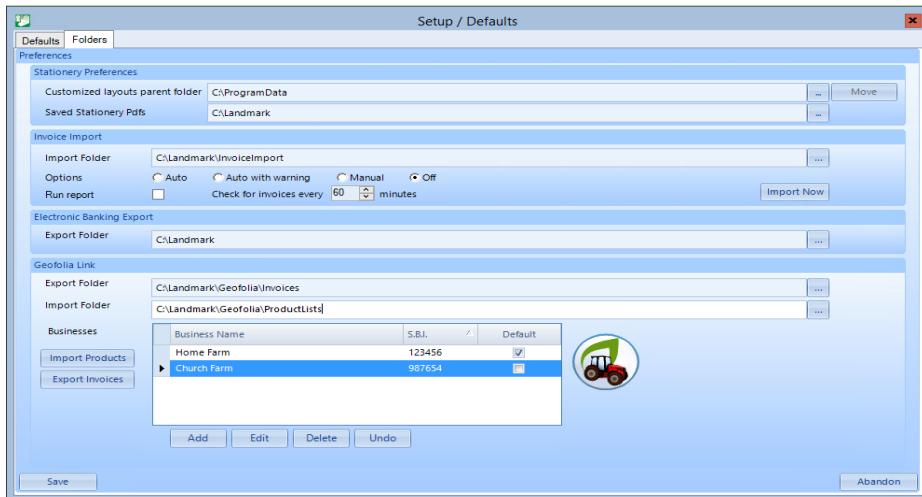
You may use the same folder for both import and export, but having them separate can keep things cleaner.
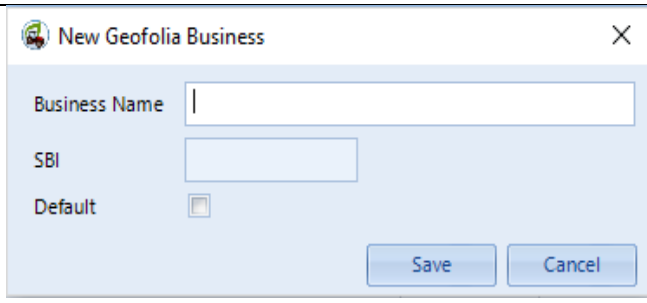
Business Name

Use the farm details from the Farm menu in Geofolia to add the indvidual farm identifiers that will relate to the set of accounts used. There will most likely only be one per set of Company accounts.

Using the Add option below the business list and create each in turn, with the entry screen as follows:

Business Name	As per Geofolia	
SBI	Unique business identifier enter exactly as Geofolia	
Default	Identify the default business.	

New Geofolia Business ×

Business Name | |

SBI | |

Default ☐

Save   Cancel

Where more than one Farm (business) is in use and one is used predominantly, you may identify it as the default for new entries. Without a default you will be forced to enter the business for each item line.

Business Names can be edited or deleted but care should be taken to keep the SBI **exactly** the same as you have it in Geofolia as without this the import will fail.

Once the details are entered save them using the 'Save' button on the bottom left of the settings screen.

Business names can be edited or deleted if not in use, and the default can be changed later if required.

Import product lists

Although it is possible to set up each new product as you use them, it is advisable to import them from those that are already in use in Geofolia.

Product lists are shared across all companies in the same database so will only need importing once.

First export the products from the appropriate Inputs List sections of Geofolia. Namely PPP, Seeds and Plants, Fertiliser and Other Inputs (if required)

Ensure the Name, Type and Unit columns are visible on the list in Geofolia. Use the

button (top right of the grid) to add these columns if not showing.

It does not matter if other columns have been included in the list as they will be ignored, and some columns are mandatory so cannot be removed.

Once the 3 columns are showing, export products by pressing the Excel icon.

(If the Excel icon is not visible, it will mean that Excel is not available on the machine, we strongly recommend the small investment needed to buy this program if you are to get the most out using Geofolia and KEYPrime.)

The full list of products is exported directly to an open copy of Excel.

Before you import the products you may wish to change any base units to a standard pack size (these must be set up in KEYPrime) this will be used as the default when entering data and can save time if a product mainly comes in one pack size. Save the file to the Geofolia Import folder and repeat the process for the other product lists.

Make a note of the last cell on the sheet that has information, in this case cell F17.

It is possible to set up a list of products to import without Geofolia. You can use the GeofoliaNewProductTemplates.XLS spreadsheet template supplied. (See the folder '*YourMachineName*'\Users\'*YourWindowsUser*'\docs\Key Prime\Document Templates)

Enter the product names but you must select a product and unit type from the list of values allowed for each. We have put a check to ensure only valid units and product types are added

Name	Unit	Type

The unit type checks may be added to from the list available in KEYPrime, please make sure that these are inserted in new rows before the last value.

With your product list spreadsheet saved in the import folder, close Excel. Then select Import Products button.

This will show a list of spreadsheets in the folder. Select and Open, (or double click) the spreadsheet you want to import from.
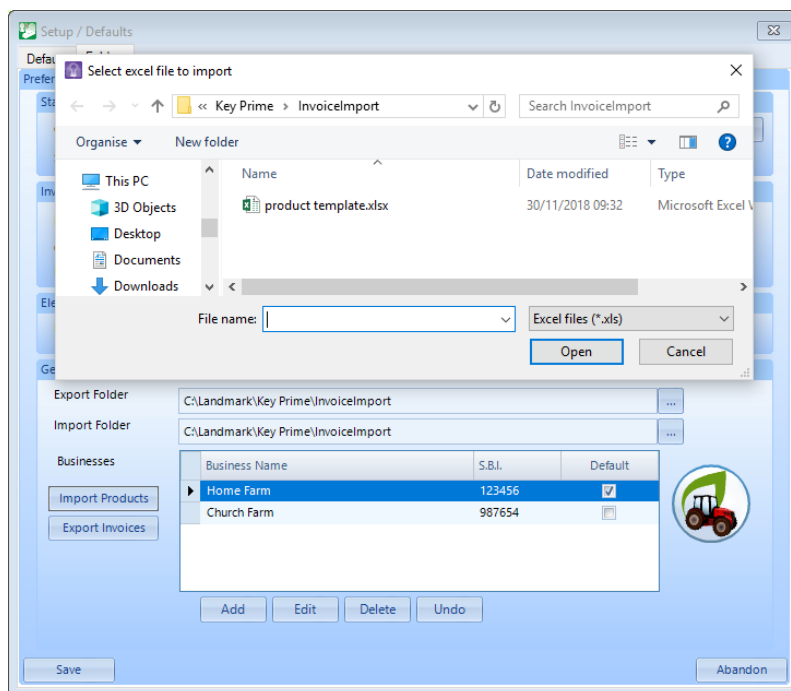
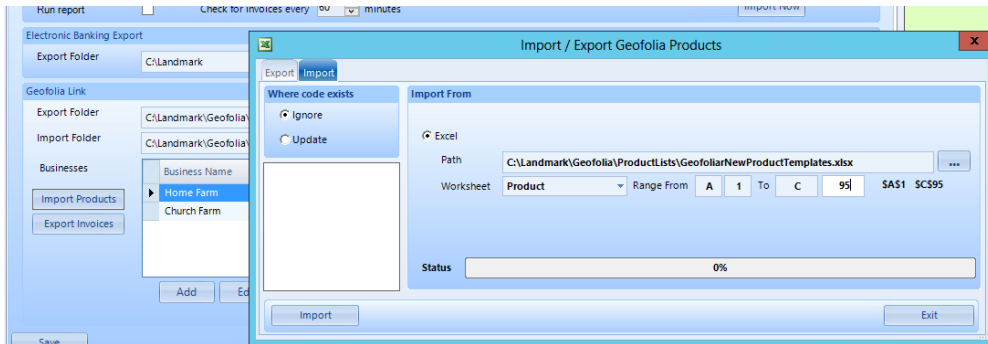You will need to wait for the program to read the work book to select the Worksheet to import from. Once you have selected the correct sheet (default is the first) check that the range of records detected to import from agrees with what you are expecting. The 'To' value should be the last record on the sheet as noted earlier, i.e. C95 in our example.

In the "Where codes exists" section leave the option as Ignore, this prevents existing values from being overwritten. Now choose import. The product list is read and valid products are imported, any failing the validation will be reported after processing. Repeat for each list.

Linking Nominal codes for Geofolia linked items
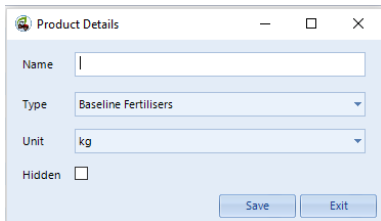
Open the Nominal Ledger section of KEYPrime and select the purchase nominal codes that are to be used for Geofolia products (e.g. Sprays, Fertilisers & Seeds). Edit each in turn checking the Crop Linked option on the screen as below.
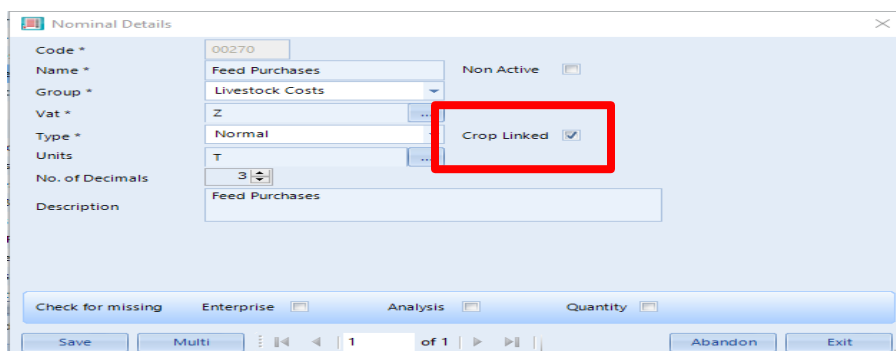
Sales nominal codes may be set to 'Crop Linked' but they can only be used for the purchase and return of products, not to record outputs. *There are no plans to allow linking of crop sales and other outputs, due to the more complex relationship of contracts, deliveries and invoicing on outputs, let alone deductions for marketing costs etc.*

Adding new products as you go

New products can be imported from Geofolia using the process described earlier, but can also be set up if needed in the middle of data entry. It is important to get the names correct so that they can be matched when importing.

When adding a new product the type and units will default to any code that you have selected. If you are adding a variation of an existing product simply select it, press add and then enter the product name.

<u>Operation</u>

Entries in KEYPrime

General notes

Purchase and returns of Geofolia products are entered in KEYPrime through the main **Invoice** entry screens including **Bank Payment** and **Bank Receipt** but excluding **Nominal Journal**, **Accrual and Prepayments** and **Stock** entries such as **Stock Adjustment, Transfer** or **Usage**.

Recurring entries cannot be used for Geofolia linked items.

Copying a transaction with Geofolia products works the same as entering a new transaction in that it creates the records for import to Geofolia.

Editing a Geofolia linked transaction will create an update to the Geofolia import file. Each transaction link is uniquely identified, and so can update Geofolia when re imported.

Purchase orders and **postponed invoices** can hold Geofolia products which can be used when the Invoice is created. The Order transactions do not generate any export information.

Returned items entered as negative quantities and values on purchase invoices, sales credit notes and bank payments, or positive quantities and values on purchase credit notes, sales invoices and bank receipts.

Sales of produce in Geofolia and KEYPrime are not handled in the link. There is no import option for these transactions, sales of input products are treated as returns.

Traders

Traders used in KEYPrime Accounts are matched on name during the import process and can be added to Geofolia as required, once matched the link is remembered for subsequent imports.

Data Entry

Geofolia linked entries are made the same as any regular entry, it is only when a crop linked nominal code is used that additional information is required and the grid or pop up screen will show extra fields to take the information.


If a default business was identified in the set up this will be used for each new item line, otherwise it will need to be entered or selected from the list, the product is then added from the list its default pack size will be shown and can be changed if required. Enter the quantity and the price or net amount to complete

the details. The description field is automatically updated to the product name, this can be amended without affecting the product selection.
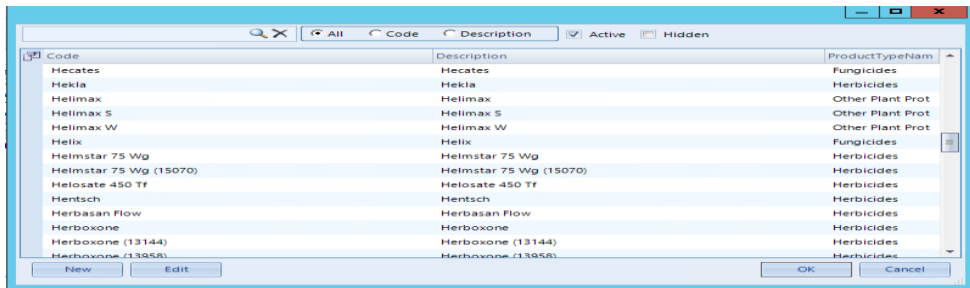
If the product doesn't exist in KEYPrime it can be added using the 'New' button and entering the name, the type and the units.
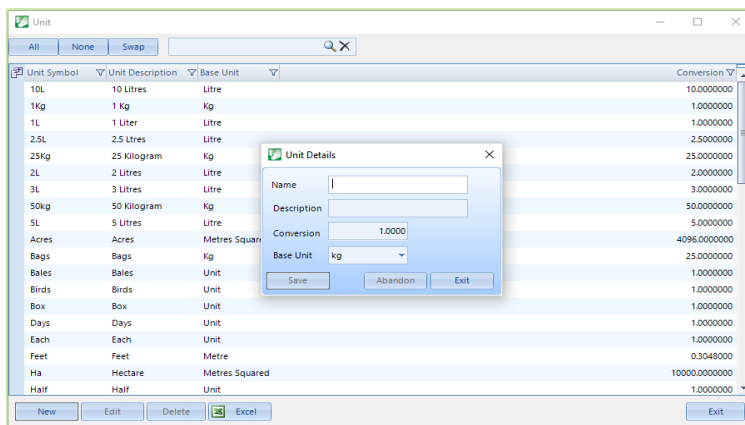
The units will default to any previously selected product of Kg. The relevant pack size can be entered or set up here and used.

When adding the extra columns on the grid existing columns are pushed to the right rather than squeezed.

Data entry is the same whether entering via purchase invoice or any of the other valid entry screens.

Item codes can be used in conjunction with Geofolia linked nominal codes, but the extra information will still need to be added as we haven't changed Item codes to hold this extra information.

If one of the 3 additional Geofolia columns is incomplete, the item line will not be included in the export file.

Generating the Export Files

Automatic export

As you save each entry, the valid Geofolia linked item lines are summed by product, invoice Reference (in the case of BP/BR) and sign of quantity, this information is then appended to a csv file in the Geofolia export folder.

This file name will use the business SBI as the prefix, the entry date and the KEYPrime Company ID to remain unique.

Where edits or deletions to existing records are made these are updated in the file.

The file will hold a single row for each invoice delivery or returned amount by product, with a unique reference number so that any changes can be updated to Geofolia.

Manual export.

In some situations Geofolia and KEYPrime are not able to access the same folders, or some sites may prefer to manage the import of data in a more structured manner. To assist this an option to do a manual (bulk) export of Geofolia linked information for a given date range is provided.

In the Link folder area, there is an Export invoices button, which allows a bulk
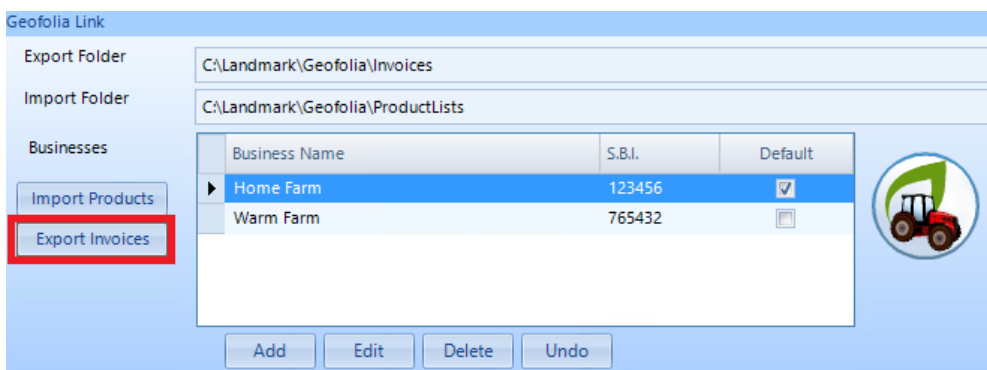
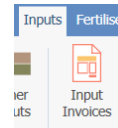export of entries for a given date range, either Invoice or entry date.
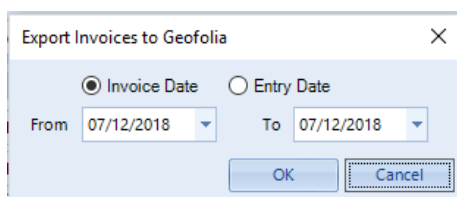
The export file produced uses the same file naming rules as the automatic version so it is important to make sure that the information contained is catered for in the date range and options selected.

The text files produced can be copied or emailed if needed. They are editable in an emergency, but this is not advised.
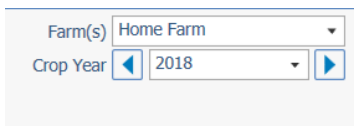
Importing transactions in Geofolia

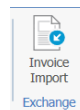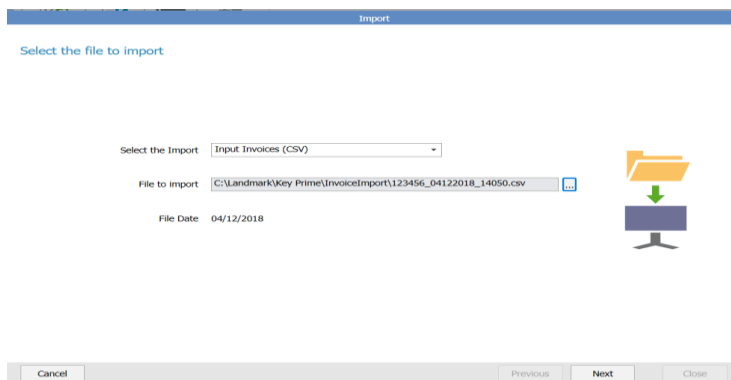To import invoices in Geofolia open the Input Invoices section of Inputs.

 Make sure that the correct Farm and crop year are selected for the files about to be imported.

Then choose the Invoice Import in Exchange to work through the import wizard process.
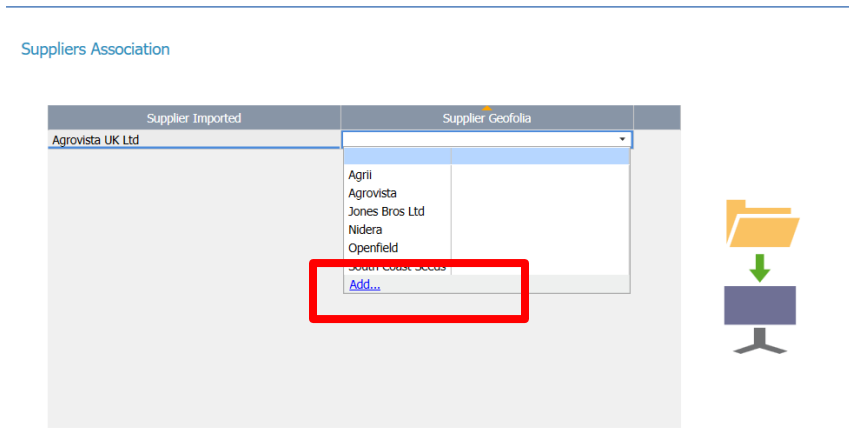
Select Input Invoices (CSV) option.

Browse to where the KEYPrime file is saved, select it and click 'Next.'

First the trader names in the import file are matched with the Geofolia list with the best match is shown.

Supplier Imported	Supplier Geofolia
Agrovista UK Ltd	Agrovista ▼

Traders can be added to Geofolia by choosing the Add... option at the bottom of the list of available suppliers.

The trader details can be added in as much detail as needed at this stage, all that is required for the import is a trader name.

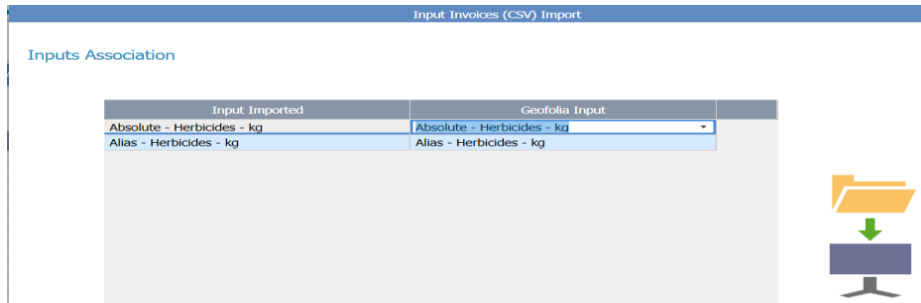Using the 'add' option, add the new supplier with their details

These are then associated with the KEYPrime Trader and the next time an import occurs they will automatically be selected.

Once confirmed the import then matches products by type and name in a similar manner to traders.

When all of the products have been matched the import may continue. New products can be set up as required, it is important that these tie in with the Product database managed in Geofolia.

If everything is successful the import will complete and show a summary of the number of Invoices and items that have been imported or updated.

The imported invoice will appear in the invoice list for the target business/farm showing the quantity of product purchased in its base units, with the Invoice details at the bottom of the screen.

The invoice reference number is used to identify the entry as this is common to both Accounts and Crop Management staff, VAT is not shown on Geofolia.

Imported files are not automatically deleted so a standard procedure for removing these periodically should be adopted. Importing a file again does not create duplicates, it will just reset the values of the invoice to what was in the import file, which would undo any after import editing.

Where a problem occurs on import the report will identify how many records are faulty and give an indication of the problem. Typical errors are caused by attempting to import one Farm's file into another Farm's inventory, or mixing pack sizes for the same product in the same import.

We recommend periodically reconciling the Nominal Transaction report from KEYPrime for the Crop linked nominal codes, against the Invoices in Geofolia to confirm that all transactions have been imported.