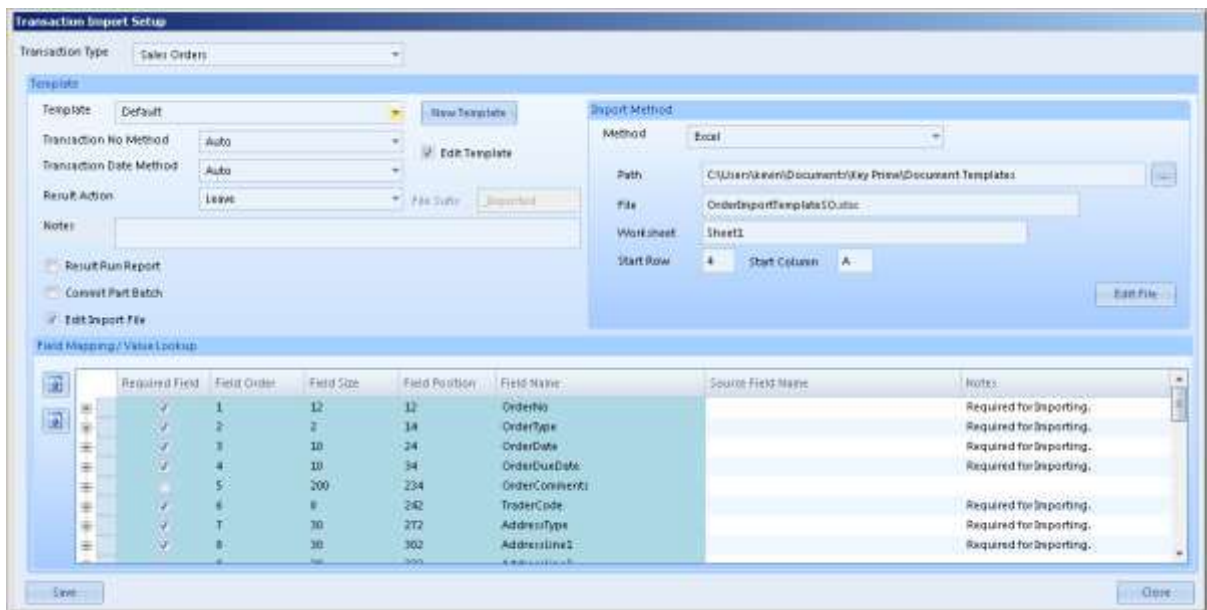


## Transaction Import Setup

Before transactions can be imported an 'Import Template' should be setup. This is selected from the Setup Defaults section on the menu bar.



The setup screen allows for one or more templates to be setup for each Transaction Type. The user selects a transaction type e.g. Purchase Order. A default template can be selected or a new one created e.g. 'ASDA Tomatoes'. The user can then set the following:

General Settings	Comment
Transaction No Method	Either uses the value on the import file or Prime automatically enters a transaction number. The default is Auto
Transaction Date Method	Either uses the value on the import file or Prime automatically enters a transaction date of today's

	date. The default is Auto
Result Action	Once imported, the file is deleted, renamed (suffix of _Imported is added to the file name) or left. The default is leave.
File Suffix	If the result action is rename, the suffix entered here is used. If a value is not entered a date time suffix is used.
Notes	Free format area for entering notes as required.
Result Run Report	If ticked a Crystal report prints to screen the imported transactions.
Commit Part Batch	<p>Every transaction in the import source is imported as a batch. If one or more transactions in the batch are rejected due to validation or business logic, the complete batch of transactions are rejected and not imported.</p> <p>Ticking this option will allow valid transactions in the batch to be imported when it also contains rejected transactions. The rejected transactions can then be corrected as required.</p>
Edit Import File	If ticked the Edit File button is enabled allowing the user to edit the import file as required. By default this is not ticked
Edit Template	If ticked the Edit Template button is enabled allowing the user to edit the Template. By default this is not ticked.
<b>Import Method - Section</b>	<b>Details</b>
Method	Select the source of the import. Currently you can select Excel or Text CSV files. Depending on the Method selected the following setting should be set:
Path	Path where the source file exists. This default to the Document Templates folder in the users Documents\KEYPrime Prime folder
File	Name of file
Worksheet	Worksheet file if importing Excel
Start Row / Column	Enter the first row and column containing the header row. By default A4 is used which matches the standard import templates supplied.
Separator Character	Separator character if importing text CSV. E.g. comma
First Row Contains Column Header	Set if the first row contains column headers. If not ticked, the column order of the columns of data in the import file, must match the order set in the Field Mapping grid.

## Excel Import

The 'Import Method' dialog box is shown with the following settings:

- Method: Excel
- Path: C:\Users\kevin\Documents\Key Prime\Document Templates
- File: OrderImportTemplateSO.xlsx
- Worksheet: Sheet1
- Start Row: 4
- Start Column: A

An 'Edit File' button is located at the bottom right.

## Text CSV Import

The 'Import Method' dialog box is shown with the following settings:

- Method: TextCSV
- Path: C:\Users\kevin\Documents\Key Prime\Document Templates
- File: OrderImportTemplateSO.xlsx
- Separator Character: ,
- First Row Contains Column Header

An 'Edit File' button is located at the bottom right.

## Field Mapping / Value Lookup

Required Field	Field Order	Field Size	Field Position	Field Name	Source Field Name	Notes
<input checked="" type="checkbox"/>	1	32	12	OrderNo	YourFieldName	Your comments
<input checked="" type="checkbox"/>	2	2	14	OrderType		Required for Importing
<input checked="" type="checkbox"/>	3	18	24	OrderDate		Required for Importing
<input checked="" type="checkbox"/>	4	18	34	OrderDueDate		Required for Importing
<input checked="" type="checkbox"/>	5	288	234	OrderComments		
<input checked="" type="checkbox"/>	6	8	242	TraderCode		Required for Importing
<input checked="" type="checkbox"/>	7	38	272	AddressType		Required for Importing
<input checked="" type="checkbox"/>	8	38	282	AddressLine1		Required for Importing

The field Mapping / Value lookup section allows the user to setup field mappings and value mappings.

## Field Mappings

Field Name	Source Field Name
OrderNo	YourFieldName
OrderType	

By default the validation of the file will check that the list of fields in the list exists in the import source. If the source contains different field names to the 'destination' or 'default' field name, a mapping can be added. For example, the source file has a field called 'YourFieldName' which is mapped to the required field 'OrderNo'. Then, when the import source is validated the user's field name and any values it contains will be used by the import process.

Required Field	Use Field	Field Order	Field Size	Field Position	Field Name
<input checked="" type="checkbox"/>	Yes	1	8	8	TraderCode
<input checked="" type="checkbox"/>	Yes	2	20	28	DetailItemCode
<input checked="" type="checkbox"/>	Yes	3	20	48	DetailQuantity
<input type="checkbox"/>	No	4	12	60	OrderNo
<input type="checkbox"/>	No	5	2	62	OrderType
<input type="checkbox"/>	No	6	10	72	OrderDate
<input type="checkbox"/>	No	7	10	82	OrderDueDate
<input type="checkbox"/>	No	8	200	282	OrderComments

If importing a file which does not contain column headers, the order of the data in the file should be mapped to the order expected and shown in the field mapping grid. To set the order mapping either the import file should be created to match the default order shown on the grid, or the order can be changed by changing the field order on the grid. This can be done by using the move row up/down buttons or dragging and dropping the row to set the required order.

If the source file contains other fields that do not match any Prime fields or are not required, it can be excluded by setting the Use Field to 'No'. Alternatively you could set a default value as described in section Value Mappings. Note: You cannot set Use Field to 'No' for any required fields.

## Value Mappings

Required Field	Field Order	Field Size	Field Position	Field Name	Source Field Name	Notes
<input checked="" type="checkbox"/>	27	500	1248	DetailDescription		
<input checked="" type="checkbox"/>	28	2	1270	DetailVATCode		Required for Importing

Source Value	Target Value
S0	E
S1	S

Where values or codes in the source do not match codes in Prime or target, a lookup list can be added. For example if the source uses different VAT codes it can be mapped to match the equivalent Prime VAT code. So if the 'S0' in the source is equivalent to 'E' in Prime, the user would enter a mapping for S0 and E.

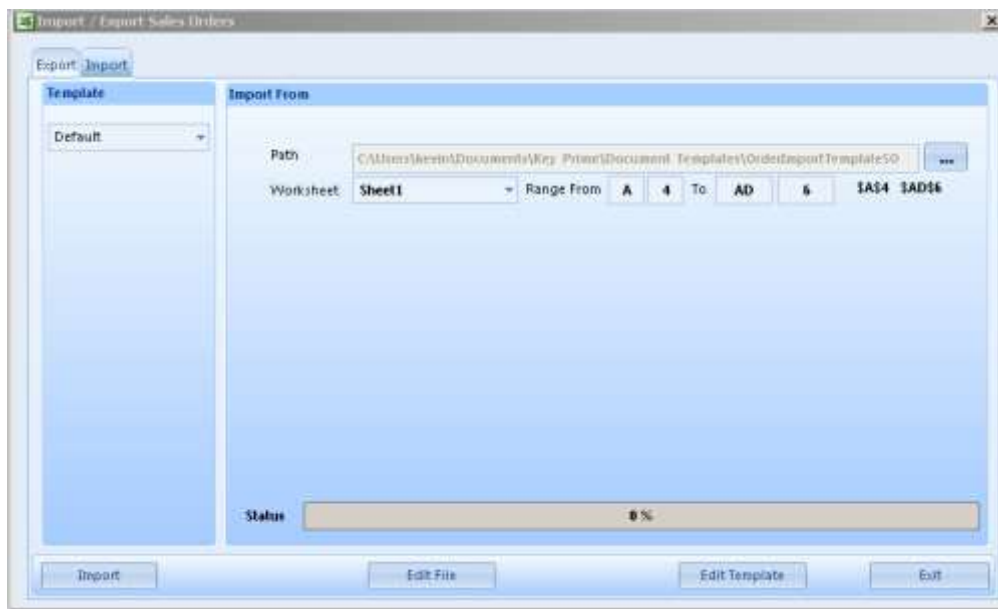
If a mapping has been added to a field, the mapping values added are used if a match is found, any other values in the source will remain unchanged. If the \* symbol is entered for the source value, all values will be replaced with the value entered in the target value.

## Transaction Importing

Transaction importing is a separate module in KEYPrime Maker. Activate 'Transaction Import Pack' to use this feature.

When importing transactions the user selects Import from the Daybook then clicks on the Import tab. This will then show the following screen shown below:

If the user does not have the required permissions one or both tabs will be disabled. If a template has not been setup for the Transaction Type, the Import tab is disabled.



To import, select a template and click on Import. The source file defined in the template will be imported. If the user has previously imported for the transaction type, the last used template will be loaded. If the template selected is importing from Excel, the range will be determined from the worksheet defined. The path and data range information can be manually edited from this screen if required.

Depending on the template settings, once imported a Crystal Report is run showing the imported transactions. If the import fails, depending on the error the invalid rows can be shown by clicking on OK to show detail (in Excel format) from the result message.

## Transaction Exporting

You can also export from the user interface.

## Transaction Import File

Excel and CSV template files are installed by the Prime Installation CD and copied to the users Documents\KEYPrime Prime\ Documents Templates folder. The following are currently available:

Type	Name
Transactions	TransactionImportTemplate.xlsx
Transactions	TransactionImportTemplate.csv
Order Transactions	OrderImportTemplate.xlsx
Order Transactions	OrderImportTemplate.csv

Each transaction should have a unique Transaction Number or reference. Each row is one transaction line. Each file should only contain one transaction type. Generally columns in green are mandatory for all transaction types and blue are optional. Refer to the Template Field /Value mapping list for mandatory values for the specific transaction type.

For example the following file contains 2 purchase orders. Order 1 is a 1 line order. Order 2 is 3 lines. The first 2 columns are shown below:

TraderCode	Reference No	Transaction Type
Supplier1	ORDER1	PO
Supplier2	2	PO
Supplier2	2	PO
Supplier2	2	PO

### **Orders Delivery Address**

When importing orders, if a Delivery Address Type is not specified on the spreadsheet, the default address for the trader is used. If the Delivery Address Type has a value, if it exists as an address type for the trader it is used, otherwise a new address is created for the trader, using details on the spreadsheet.

## Appendix 1

The following section is a copy of the file specification used in KEYPRIMEPrime Accounts for importing transactions from Sage or Earnie Payroll. Transactions imported use a standard fixed import file structure. The file should be a comma separated file with no column headers. It is imported from the Prime menu bar: Utilities>Import.

### KEYPRIMEPrime Accounts Import File Specification

KEYPRIME can import a CSV file based on the Sage standard format. There are three different file extension types which are all almost exactly the same.

Column	Format	Notes
Transaction Type	- 2AN	SI for Sales Invoice, SC for Sales Credit note PI for Purchase Invoice, PC for Purchase Credit Note
Trader Code	- 6AN	
Nominal	- 5AN	
Enterprise	- 5AN	
Invoice Date	- DDMMYYYY	
Invoice Number	- 15AN	
Quantity	- Currency	TRF Only and CSV with costing
Description	- 25AN	
Net Amount	- Currency	
VAT Code	- 2AN	
VAT Amount	- Currency	
Analysis Code	- 8AN	optional field for CSV with costing only

If the file suffix is CSV KEYPRIME will expect a standard Sage format with Sage style VAT codes. These are then converted to KEYPrime VAT codes as follows:

T0	- Z
T1	- S
T2	- E
T9	- O

Other Sage codes T3, T4 etc will remain as the Sage code and will need to be created in KEYPrime Accounts first.

If the file suffix is TXT KEYPRIME will expect the same format but using KEYPrime VAT Codes.

If the file suffix is TRF KEYPRIME will expect the same format as TXT except that it looks for a Quantity field between the Invoice number and Description.

A second CSV format file is allowed for that includes both quantity and analysis code to be imported.