

## Transactions Export

Landmark Systems offer this module to allow the user to export Sales Invoices, Sales Credit Notes and Sales Receipts from Key Prime Property to a chosen accounts software, this is exported in either TextCSV or TextFixedWidth Excel format.

### Set Up

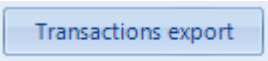
First of all (dependant on the file type you are to work with, CSV or Fixed Width) you will need to set up a template for the transactions to be exported to.

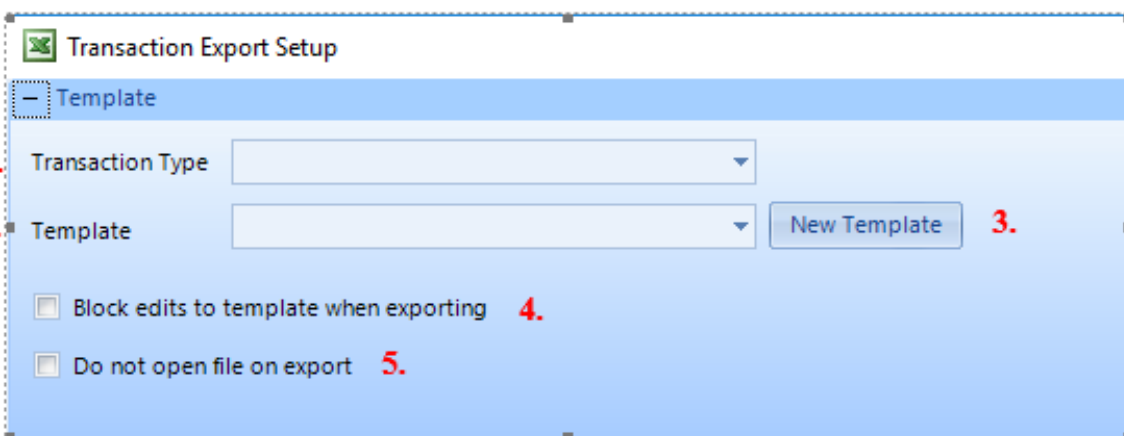
Firstly open up a blank excel spreadsheet, then 'Save As', name this appropriately and save either as a CSV (comma delimited) \*.csv file or a Formatted Text (Space delimited) \*.prn file.

If you are creating separate exports for invoices, credit notes and receipts then you may want to save a blank template for each of the three (you can combine exports to one export file which will be explained)

Once these files have been created and saved, in order to set up the exports in Prime Property

you will need to navigate to  Landlords, select one or more landlords and then click

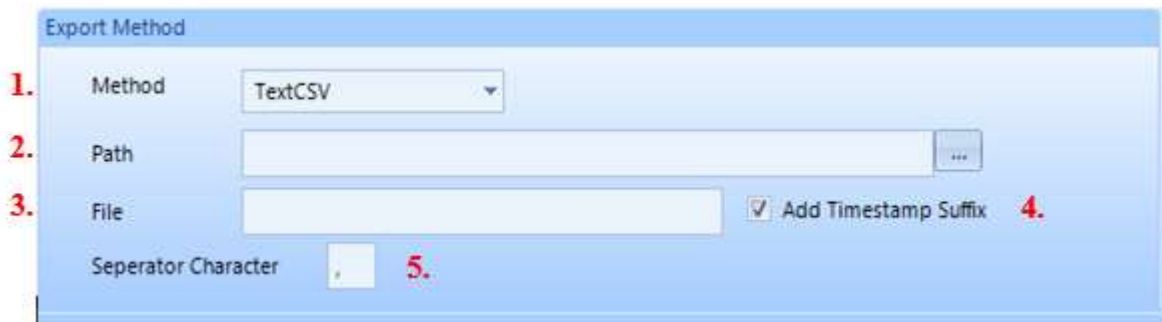
 at the bottom of the Landlord tab, which will bring up the Transaction Export Setup screen.




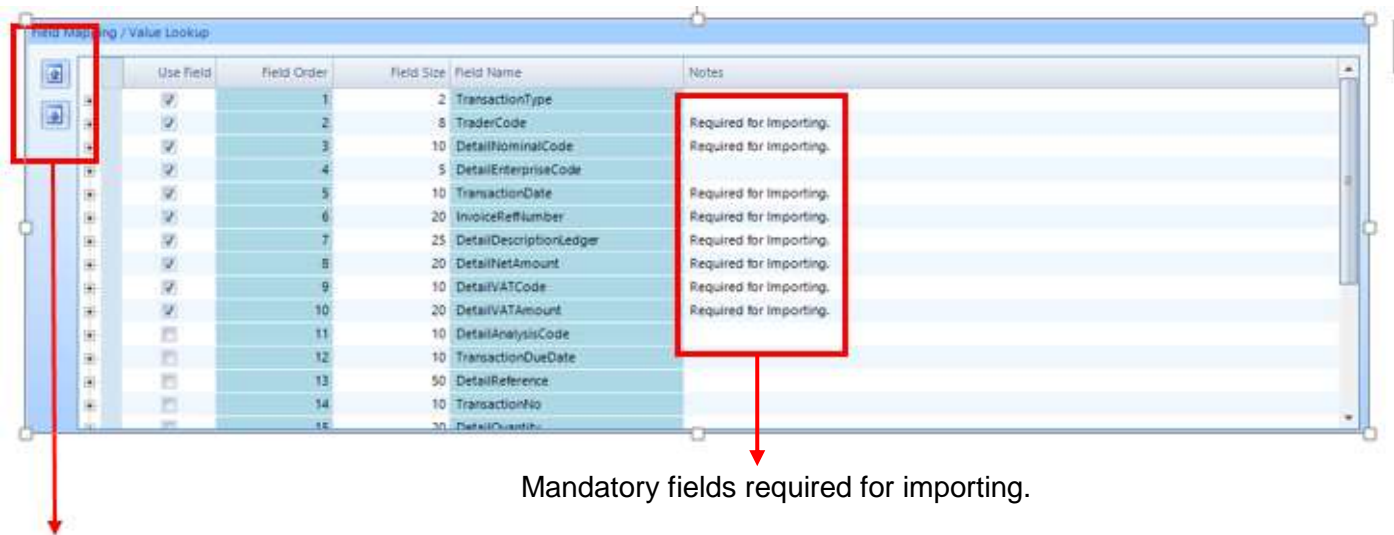
The image shows a screenshot of the 'Transaction Export Setup' dialog box. It has a title bar with a green 'X' icon and the text 'Transaction Export Setup'. Below the title bar is a blue header area with a minus sign and the word 'Template'. The main area is light blue and contains several controls: 1. A dropdown menu labeled 'Transaction Type' with a downward arrow. 2. A dropdown menu labeled 'Template' with a downward arrow, followed by a 'New Template' button. 3. A checkbox labeled 'Block edits to template when exporting' with a red '4.' next to it. 4. A checkbox labeled 'Do not open file on export' with a red '5.' next to it.

1. Set your transaction type from the drop down menu, Sales Invoices, Sales Credits or Sales Receipts.
2. Choose an existing export template.
3. Create a new export template.
4. Tick to block any edits to the selected template when exporting.

5. Export the template without opening the Excel file.


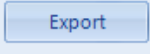


1. Choose the method for your export either a CSV (comma delimited) \*.csv file or a Formatted Text (Space delimited) \*.prn file.
2. The chosen path to locate your Excel export template file, if not known use the  button to browse to the path.
3. Excel export file name.
4. Ticking this box will add a timestamp to the saved file, having the date on the saved file could make it easier to find when searching for the export.
5. The character used to separate data in the Excel spreadsheet, defaulted to comma.

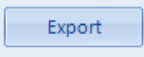


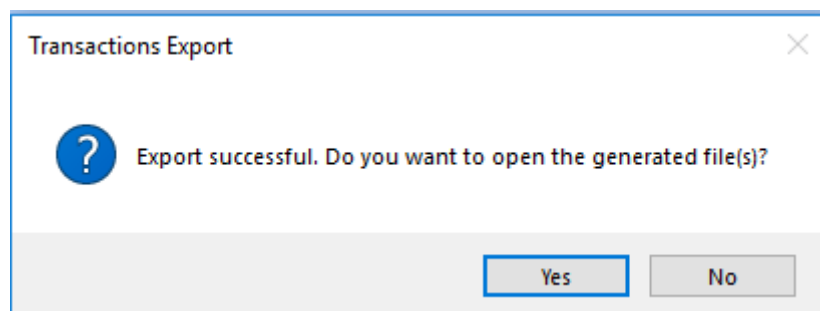
You have the ability to move fields up or down the list firstly highlighting the field and then using the arrows to move up/down the order.

### **Using Transactions Export**

Once you have set up the module in Prime Property you will need to navigate to  and then select , you can then start the export process.

1. Select the required landlord.
2. Select the date range for the transactions.
3. Base the date range on either entry date (date transaction entered) or invoice date.
4. Select the entry type to export (can be multiple)
5. The option to use selected template for all entry type exports, please note, if more than one entry type is selected with the same file type, the contents will be appended and only one file will be created.
6. Select the pre-saved template file.

Once the criteria is entered, click the  button and you will be greeted with the following message:



Select yes to open the exported transaction file, which will be formatted as follows for CSV (comma delimited) \*.csv files

1	SI	FOUNT	620	PR	01/01/2017 00:00	SI3788	Quarterly	500	E	0
2	SI	FOUNT	700	PR	01/01/2017 00:00	SI3790	Landscape	75	S3	15
3	SI	PENN	620	PR	01/01/2017 00:00	SI3793	Rent due t	433.33	E	0
4	SI	MILLE	620	PR	01/01/2017 00:00	SI3794	Monthly r	380	E	0
5	SI	PENN	720		01/01/2017 00:00	SI3795	Electric St	21.75	S3	4.35

And formatted as follows for Formatted Text (space delimited) \*.prn files

1	SIFOUNT	00620	PR	01/01/2017	SI3788	Quarterly Rent 01/01/2017	500.00	E	0.00
2	SIFOUNT	00700	PR	01/01/2017	SI3790	Landscape and car park ma	75.00	S3	15.00
3	SIPENN	00620	PR	01/01/2017	SI3793	Rent due 01/01/2017 - 31/	433.33	E	0.00
4	SIMILLE	00620	PR	01/01/2017	SI3794	Monthly rent Windmill Cot	380.00	E	0.00
5	SIPENN	00720		01/01/2017	SI3795	Electric Standing Charge	21.75	S3	4.35

You are now free to import the files into accounts software that support the export formats.