User guide - SNAPentry for KEYPrime

Introduction

There are several new online and mobile applications that can scan and process invoices and other documents.

KEYPrime accounts Version 8.5 includes an additional simple to use import and export functionality to integrate easily with both AutoEntry and Receipt Bank. This functionality is free to all versions of the KEYPrime Accounts package, and we will be looking to include other similar applications in the future.

For KEYPrime Intro Bank Payments, Sales Invoices and Bank Receipts can be imported into the accounts database. For both KEYPrime Accounts and Advanced Accounts, purchases can be imported as purchase invoices as well. The KEYPrime AutoMatch module also can read statement data downloaded from AutoEntry.

Setting up in KEYPrime

Before importing invoices, AutoEntry and Receipt Bank need to have the lists of nominal codes, suppliers or customers and bank accounts, as well as additional data such as VAT codes, Enterprise codes and Analysis codes. This enables scanned documents to be allocated to nominal codes and traders within the source application before importing into KEYPrime.

The Export Codes options shows the list of codes that can be exported from KEYPrime ready to import into one of the web applications.

Depending on which application is selected from the "Select codes to export" option, will control which lists are available to be exported for uploading. The format of the files is designed to match the requirements of the relevant application.

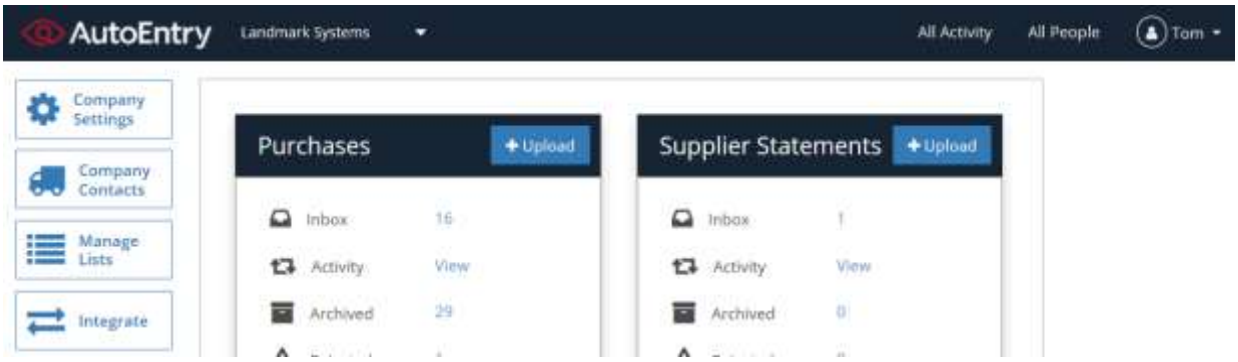
Setting up AutoEntry

Quick setup notes

1. Upload KEYPrime Nominal codes into the Categories.
2. Upload Suppliers and Customers to the Company Contacts.
3. Rename Tracking Category 1 as "Bank Accounts" and upload the Bank Accounts.
4. Rename Tracking Category 2 as "Enterprise" and upload the Enterprise Codes.
5. Rename Tracking Category 3 as "Analysis" and upload the Analysis Codes.

AutoEntry provides lists for setting up Categories, VAT Codes, Expense Categories, Mileage Rates and 3 additional tracking categories. The Expense Categories and Mileage rates are not used when importing data to KEYPrime and can be ignored. The Categories are used by AutoEntry to define the nominal codes an invoice should be allocated to. The VAT Codes and additional categories can be used to define additional data for the invoice.

Most of these codes can be updated via the Manage Lists option from the menu. The suppliers and customers need to be updated via the Company Contacts screen.

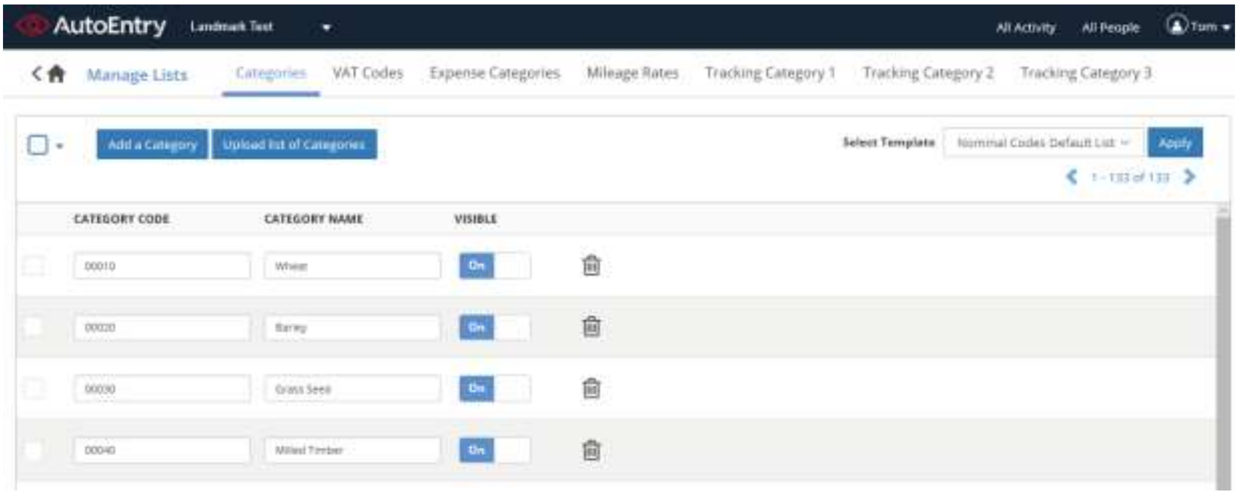


The KEYPrime export codes view will export the codes to CSV files in the selected folder. The filenames will be created as “AutoEntry<*name of list*>.csv”.

« Documents ▸ Key Prime ▸ User Documents   Search User Documents

Name	Date modified	Type	Size
AutoEntryAnalysis.csv	28/10/2019 13:46	Microsoft Excel Comma Separated Values File	1 KB
AutoEntryBankAccounts.csv	28/10/2019 13:46	Microsoft Excel Comma Separated Values File	1 KB
AutoEntryCustomers.csv	28/10/2019 13:46	Microsoft Excel Comma Separated Values File	1 KB
AutoEntryEnterprise.csv	28/10/2019 13:46	Microsoft Excel Comma Separated Values File	1 KB
AutoEntryItems.csv	28/10/2019 13:46	Microsoft Excel Comma Separated Values File	2 KB
AutoEntryNominals.csv	28/10/2019 13:46	Microsoft Excel Comma Separated Values File	4 KB
AutoEntrySuppliers.csv	28/10/2019 13:46	Microsoft Excel Comma Separated Values File	5 KB
AutoEntryVAT.csv	28/10/2019 13:46	Microsoft Excel Comma Separated Values File	1 KB

The AutoEntry manage list screen provides the functionality to import the files exported from KEYPrime.



AutoEntry has three tracking categories. These can be used in relation to KEYPrime to define the Bank Account, Analysis or Enterprise codes. Within AutoEntry the description of the tracking categories defined how they will be handled when importing into KEYPrime.

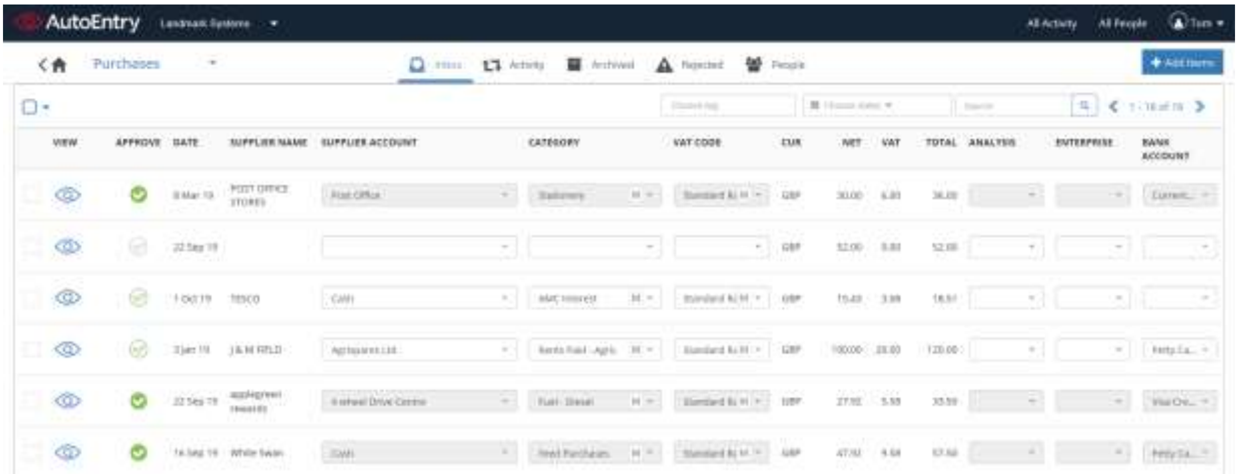
The names of the Tracking Categories must be set to one of the following, to enable using these within KEYPrime.

Bank Account – The tracking category will be used to define the bank account. If the item in AutoEntry has a bank account defined it will be assumed to have been paid and will be imported as a Bank Payment as opposed to a Purchase Invoice.

Enterprise – The tracking category will be used to define the related enterprise for the purchase.

Analysis – The tracking category will be used to define the related analysis for the purchase.

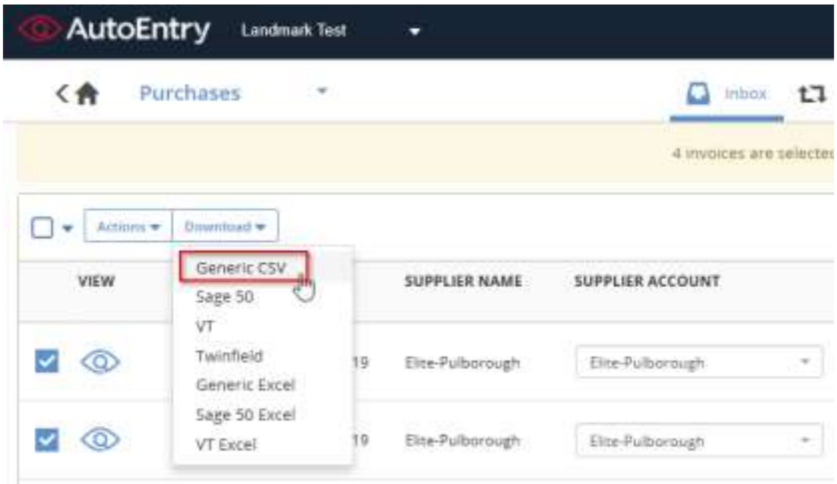
Scanning purchases and receipts



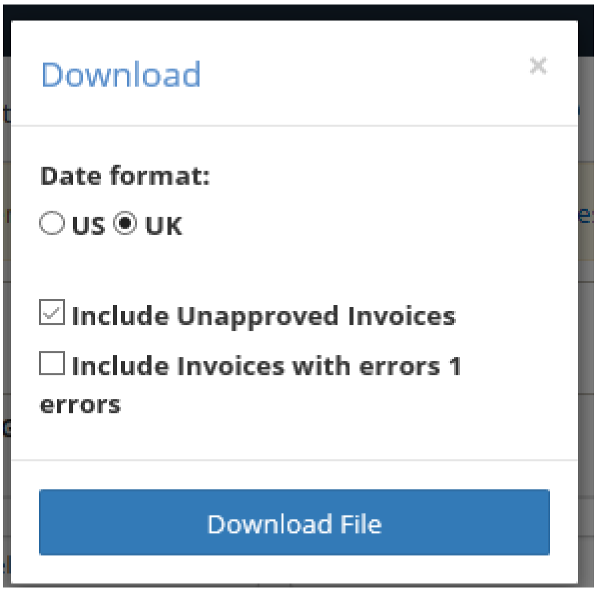
With the lists imported and set up in the cloud application, invoices and receipts can be scanned in. The invoices can be uploaded either via a scanner, photographing the invoice on a mobile phone or emailing a document into a dedicated email address. Once uploaded, an invoice may take anything from 20 minutes to 20 hours to be processed, whilst AutoEntry reads and extracts relevant information about the invoice and stores this ready for downloading into KEYPrime. The purchases will be visible in the purchases screen in AutoEntry; here the category, supplier, and VAT codes can be updated, as well as setting the Bank Account and Enterprise and Analysis codes if these have been set up.

Downloading from AutoEntry

Once the purchases are ready for importing into KEYPrime, the transactions can be downloaded by selecting them and clicking the “Generic CSV” download option.



KEYPrime works with the “Generic CSV” format and will not work using any of the other different formats.



The UK date format must also be selected. Using the US format will mean the dates will be incorrect if imported into KEYPrime.

The downloaded files should be saved to the download folder.

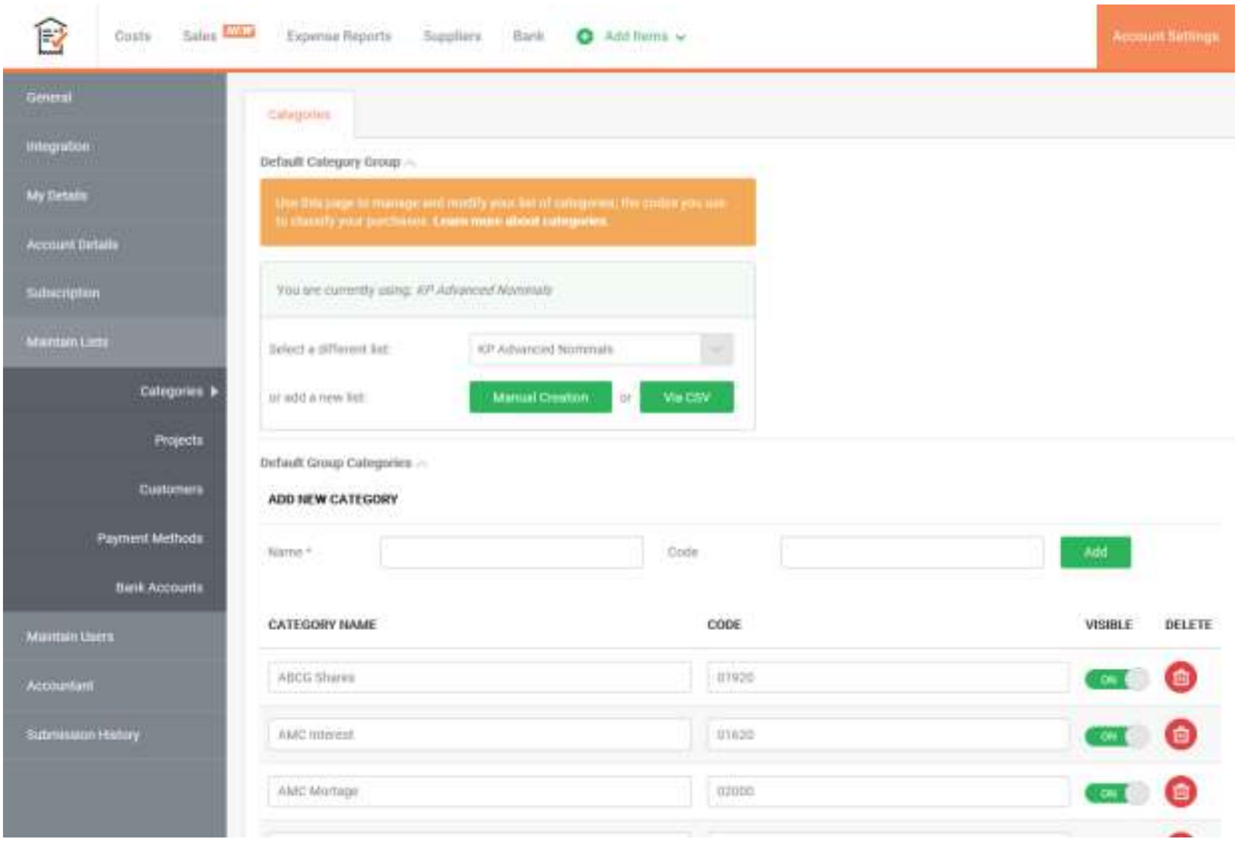
See the section in importing into KEYPrime to complete the process.

Setting up Receipt Bank

Quick setup notes

1. Upload KEYPrime Nominal codes into the Categories.
2. Upload KEYPrime Analysis codes into the Projects list.
3. Upload KEYPrime Customer codes into the customer lists.
4. Receipt Bank, as of writing, does not have a facility to import Supplier lists.

The lists are defined under the "Maintain Lists" option.



From here the lists for Categories, Projects, Customers, Payment Methods and Bank Accounts are available.

The Category list items are defined using a code and description. This should match the nominal codes and nominal names in KEYPrime.

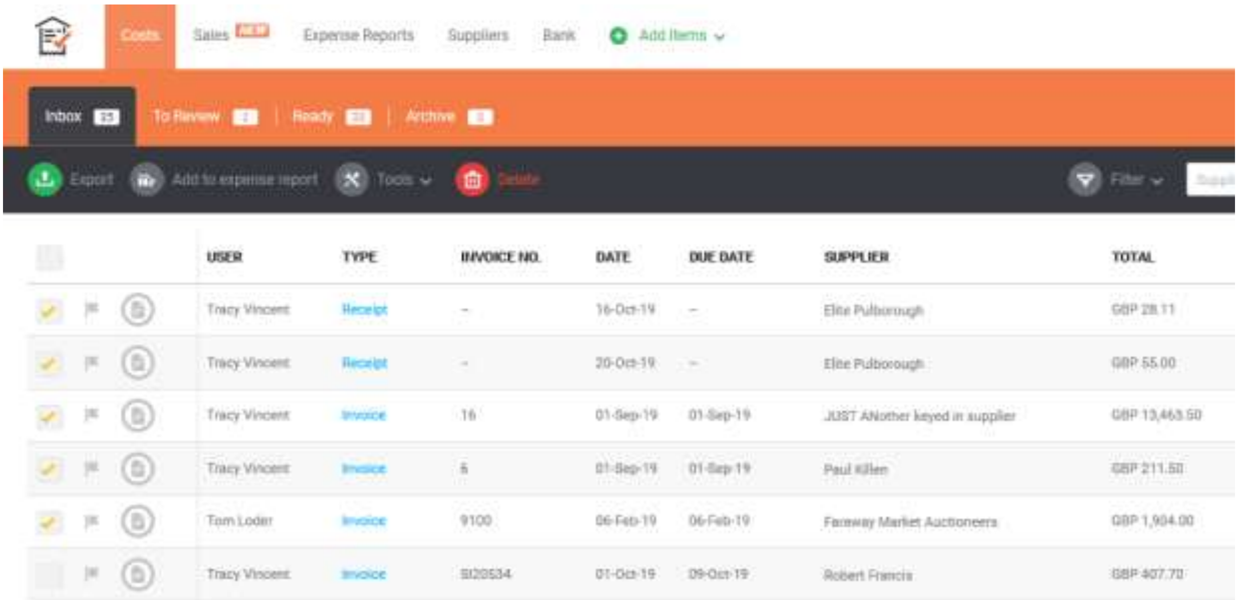
As of the date of writing, Receipt Bank does not include an option to import suppliers. The supplier list is generated from the supplier details on the scanned documents or entered manually for each purchase. In order to ensure they match the suppliers in

KEYPrime you must make sure the supplier names or codes match those in KEYPrime.

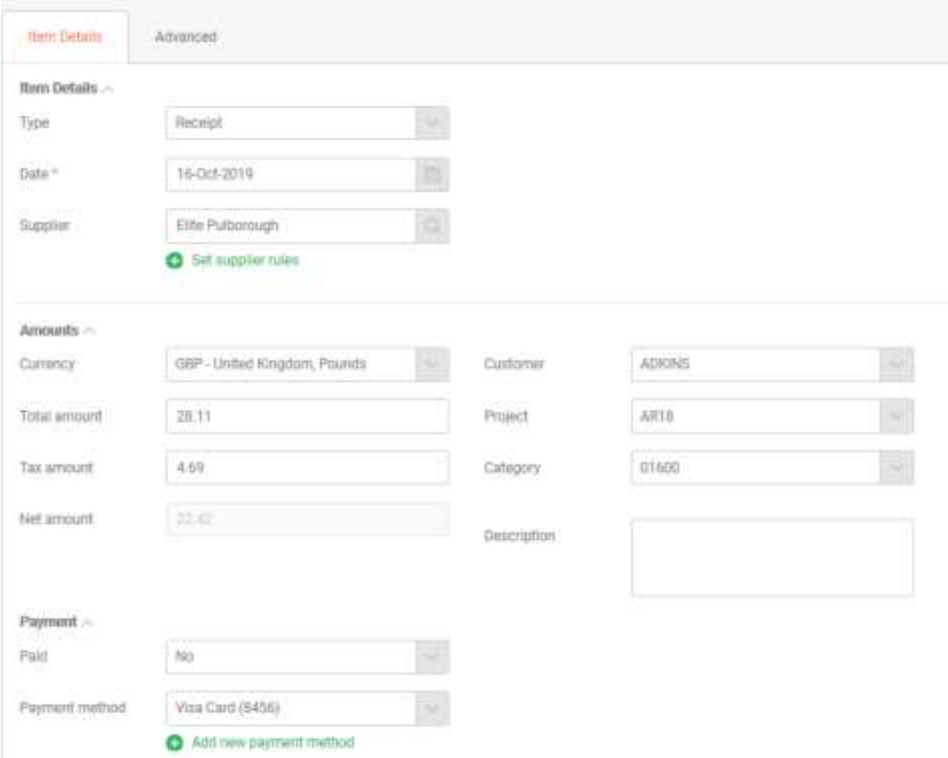
Receipt Bank also has an option to select the Payment Methods and the bank. The payment method is used when importing into KEYPrime to define the account or payment method for an invoice. On importing KEYPrime will check if this field has either the last 4 digits of the account or the bank account name to match the KEYPrime bank account, otherwise it will check the payment methods for Cheque, Cash or Electronic payment and select the default account for this payment method.

Scanning purchases and receipts

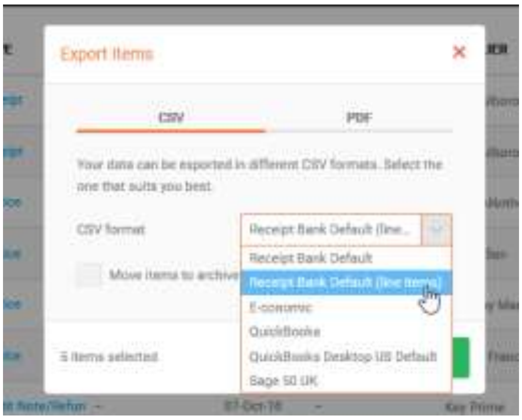
The invoices and receipts scanned into Receipt Bank appear in them Costs screens and Sales invoices on the Sales screen. From the Costs screen it is possible to edit each transaction to set the category, project and payment method as well as other items before downloading and importing into KEYPrime. The category must be set to the nominal code in order for the transaction to be imported.



Although Receipt Bank has an option for recording if a transaction is paid, this information is **<u>NOT</u>** included in the download file and KEYPrime is unable to determine payment from this field.



Downloading transactions requires selecting which ones are intended to be imported and clicking the Export option to select the format and download.



KEYPrime imports data from Receipt Bank using the CSV format "Receipt Bank Default (line items). Any other format will not import correctly into KEYPrime.

The download file will be saved to the downloads folder where it can be imported into KEYPrime

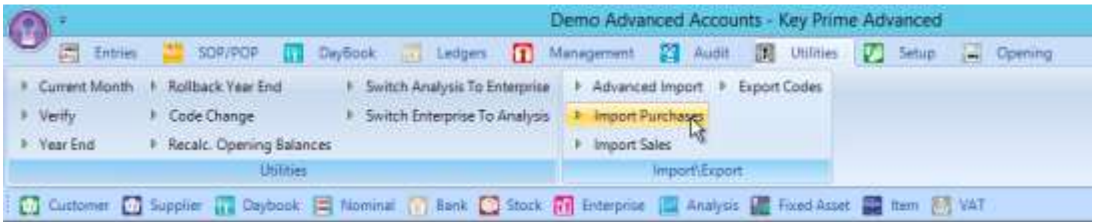
Importing into KEYPrime

Once the CSV files have been downloaded to the desktop machine the invoices can be imported into KEYPrime.

When importing into KEYPrime the following rules will be applied:

1. KEYPrime Intro will import purchases as a Bank Payment using the default bank if no bank is defined in the imported data.
2. Other Accounts packages will treat any data with bank details or payment details as a Bank Payment. If a purchase has no bank details it will be imported as a Purchase Invoice.
3. The category field must match one of the nominal codes in KEYPrime.
4. Suppliers or Customers that are not recognised will have dummy records automatically generated.
5. Analysis and Enterprise descriptions will be used to match to an existing Analysis or Enterprise where possible.

Use the Import Purchases or Import Sales options under Utilities to open the import form.



From the Import / Export form the import type must be selected to define which format KEYPrime is going to import from. By selecting the file from the open file dialog box, the Import button is available to start the import.

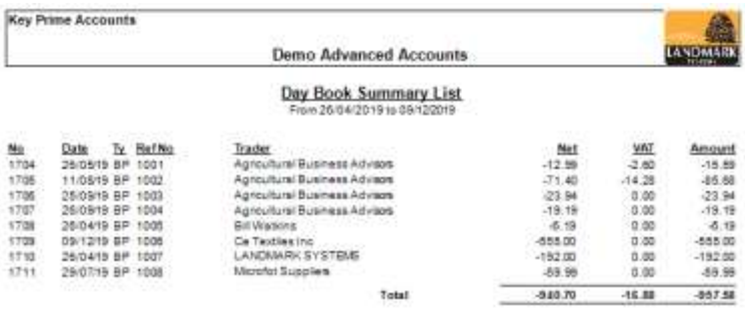
If the import is successful then KEYPrime will show a report of the transactions that have been imported. If there are issues during the process a message is displayed advising that this is the case.

The import process generates an MS Excel sheet that outlines the import errors which can then be used as a reference to correct the data in AutoEntry or Receipt Bank. The original csv file is also renamed as "*<orignalfilename>*_Imported.old" extension to avoid accidently re-importing.

	A	B	C
1	Demo Advanced Accounts		
2	Import Date 29/10/2019		
3	Import AutoEntry Purchases		
4	ImportValidationMessage	ImportRowNumber	Transaction
5	, Invalid Nominal Code:00001	1	BP
6	, Invalid Nominal Code:00002	2	BP

If any transactions are invalid the import will not import any transactions; the generated MS Excel report provides details about what is wrong with the transactions. These should be corrected in AutoEntry or Receipt Bank and re-downloaded.

When the transactions are succesfully imported a report is generated to show the results of the import.



Key Prime Accounts

Demo Advanced Accounts

Day Book Summary List

From 26/04/2019 to 09/12/2019

No	Date	Ty	Ref No	Trader	Net	VAT	Amount
1704	26/05/19	BP	1001	Agricultural Business Advisors	-12.99	-2.60	-15.59
1705	11/08/19	BP	1002	Agricultural Business Advisors	-71.40	-14.28	-85.68
1706	26/09/19	BP	1003	Agricultural Business Advisors	-23.94	0.00	-23.94
1707	26/09/19	BP	1004	Agricultural Business Advisors	-19.19	0.00	-19.19
1708	26/04/19	BP	1005	Bill Watsons	-6.19	0.00	-6.19
1709	09/12/19	BP	1006	Ce Textiles Inc	-555.00	0.00	-555.00
1710	26/04/19	BP	1007	LANDMARK SYSTEMS	-192.00	0.00	-192.00
1711	29/07/19	BP	1008	Microfot Supplies	-59.99	0.00	-59.99
				Total	-940.70	-16.88	-957.58

The imported category codes must match the nominal codes in KEYPrime, however for the suppliers, customers, analysis codes and enterprise codes, if a match is not found a new code will be created in the databse to match.