Batch Entry

Introduction

Batch Entry provides the option to enter and import transaction data into KEYPrime without having to validate each transaction individually.

Transactions can either be quickly keyed into the Batch Entry grid and then processed as transactions into KEYPrime, or there is the option to import transactions from external sources.

There are 3 levels of functionality available:
1. **Batch Entry** – This allows the user to key directly into the Batch Entry screen.
2. **Batch Entry Plus** – Includes the above as well as the option to copy and paste information from other sources into multiple rows.
3. **Batch Entry Import** – This provides the option to import into the Batch Entry grid before processing into the database. This enables you to import the data and validate it before processing into transactions.

Existing import functionality continues as before but includes the option to Process Import in Batch Entry.

This will display the imported data in a grid format that can be edited before being processed.
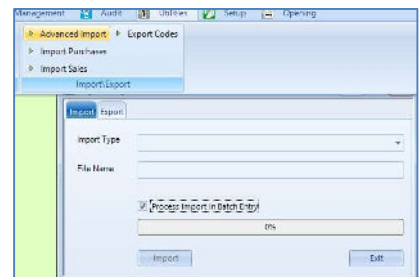
Batch Entry and Batch Entry Import come as standard in KEYPrime Intro, Standard and Advanced accounts. Batch Entry Plus is an enhanced optional module which may be purchased for KEYPrime Intro, Standard and Advanced.
The new Batch Entry menu item can be found in the Bulk Entries section of the toolbar:

When you select Batch Entry this will open a listing screen of all current and previously entered batches. The Entry Method field will show whether they have been entered manually or imported and the Entries field will show how many lines are in the batch.

Users with the Basic role will only be able to see their own batches; Admin users will be able to see all of them.

Batch Entry

In the Batch entry screen click on New to start a new batch. Enter a name and tick the field if you want the batch to be able to Part Process:

If you hover the mouse over the Part Process tick box you will be able to see a tool tip which explains the different ways it works.


If Part Process is ticked then this will allow any validated lines of the batch to be imported into KEYPrime. If there are lines that have fields which need adjustment and cannot be imported, these will be left to be edited later.

If Part Process is not ticked and there are lines in the batch which fail validation then the whole batch will **not** be imported. The Part Process option allows you to reuse the layout and add more entries through a batch even when all previous items have been processed.

There is an option to Store Grid Layout so that you can change the grid layout (order of columns) to suit your needs and retain that format for use with further Batches.

Copy Layout From

This option has a drop down menu which allows you to use a standard layout for either Invoices or Bank Payments/Receipts or to copy the layout from a previously saved batch.
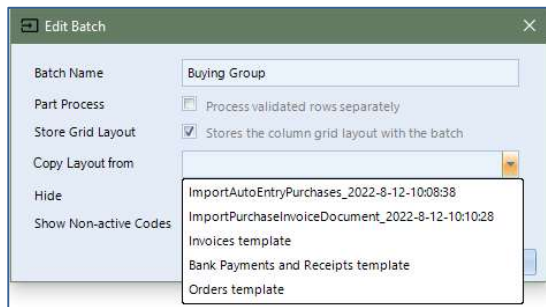
If the optional module for SOP/POP is being used then there is an Orders template as well.

Show Non-active codes

This tick box allows the user to show non-active codes on the drop-down lists. They will be highlighted in red. If this is unticked the non-active codes will not appear in the lists.

Grid

To add lines to the batch, highlight it and click on Edit Entries. This will display the batch entry grid to be filled in. Unless a template has been selected the grid will contain all the fields for all the different types of entries. There will be some fields that are not needed in the entries e.g. Due date is not a field used when entering a Bank Payment or Bank Receipt. If a field has data entered into it which is not used then it will be flagged up when you Validate the data.

It is possible to customise the grid and remove columns that are not needed. Unwanted columns can be dragged and dropped off the grid or deselected from the field chooser. For example if you are only inputting invoices you will not need the column for Payment date.

To remove a column, click on the column header and drag it into space where an X will appear, then let go.

Any fields which must have specific data in, such as Type, Trader, Nominal, VAT code etc. have drop-down menus to select from.

However, you can manually enter the information if preferred.
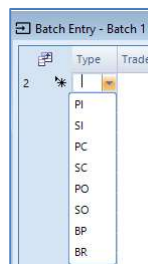
When using the drop down lists for codes e.g. nominals, any that are non-active will be highlighted in red.

They will also be flagged up when the batch is validated.

Diary actions can be set up to block entries on traders. These blocking actions will now apply to Batch Entry as well. A red icon will be displayed next to the trader if new entries are blocked. A yellow icon means there is just a warning.

Enter all the lines of data required. If you wish to use a code or date in all the lines you can highlight the cell, right click with the mouse and use Apply to All.

Highlight a cell or entire line and right click if you want to delete the information.

Rows can be copied by clicking on the line and dragging it to a new row, you may then make changes to that row to reflect what is required; this can save a lot of time when entering a multiline invoice.

Documents can be added to lines and will show in the DocumentURL field: you will need to make sure this field is being shown on the layout. Drag and drop will enter a url or physical file to the batch line.

Once the grid is saved the program will group rows according to Invoice and Payment date, Trader and Invoice and Payment reference.

You can make adjustments to a transaction using the conventional entry forms by selecting a valid row (or rows) and choosing the Edit button at the bottom of the screen.

You may split the transaction across more rows or consolidate information but, before you can Save it, the transaction will need to add back to what was originally on the grid.
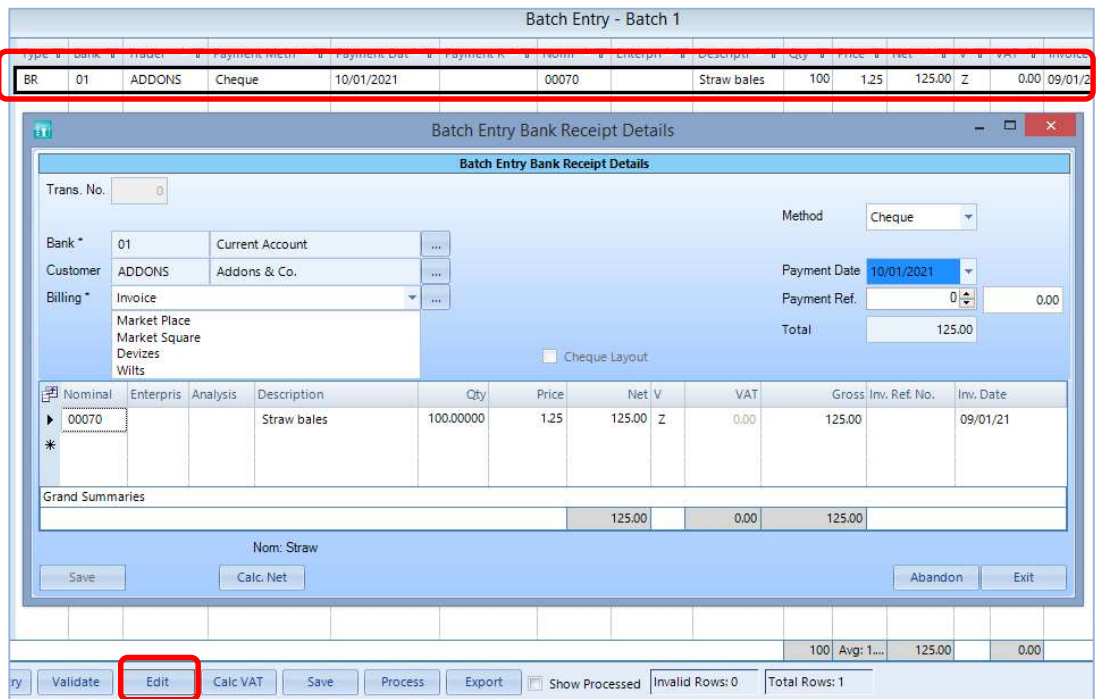
Validate

Once all the data has been entered on the grid then click the Validate button. If you click on the Save button this will also validate the grid at the same time. Validate not only checks that fields have data which is recognised by KEYPrime but also checks for inconsistencies such as whether there is a VAT value on a Z rated nominal.

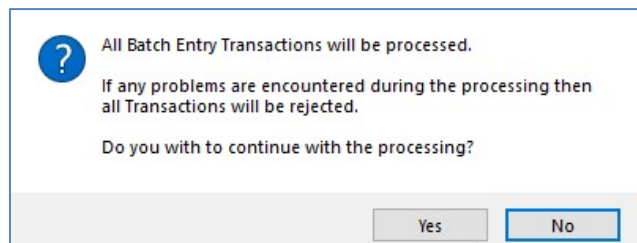Red triangles will appear next to data that is not recognised or is invalid:

You can Save and exit the grid without processing the data if required. On opening the batch again, click on the New Entry button to take you to the beginning of the next available row.
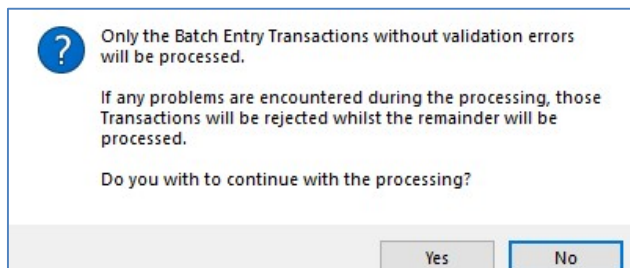
Process

If the data is ready to be imported into KEYPrime then click on the Process button.

If you have **not** selected to Part Process the batch this message will be shown:

If you have selected to Part Process then this message will be shown:

> **?** Only the Batch Entry Transactions without validation errors will be processed.
>
> If any problems are encountered during the processing, those Transactions will be rejected whilst the remainder will be processed.
>
> Do you with to continue with the processing?
>
> Yes   No

Once the batch has been processed you can revisit it. If you want to see any items that have been processed you will need to tick the Show Processed box
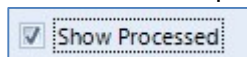
☑ Show Processed.

If you have Part Processed the batch, any items that were not processed will show and can be edited so that they will process next time.

Batch Entry Plus

Batch Entry Plus is an optional module that allows the user to copy and paste data directly into the Batch Entry grid from Excel, text files and other sources.

Batch Entry Plus uses the same menu and grid as normal Batch Entry, with the option to Part Process. Once a new batch has been set up, click on the Edit Entries button.

It is important to make sure the layout of the grid matches that of the source data. Unwanted columns can be dragged and dropped off the grid or deselected from the field chooser. For example, if you are only inputting invoices you will not need the column for Payment date.

To remove a column click on the column header and drag it into space where an X will appear, then let go.
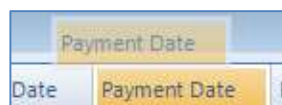
Once the grid is prepared there are two ways to paste the data into it:

1. Highlight the first line that has a star next to it on the left hand side and Paste the data into it.

Any extra lines that are required will be used automatically. If the source data has more columns than the grid then a warning message will be shown and you will not be able to paste the data in the current form.

2. Click on any field in the first row, right click the mouse and select Paste, then the data will be pasted into the row starting with the selected column. Other fields that maybe do not appear in the source data can be filled in later if required.

Once the data has been pasted onto the grid a message will appear to check if you want to keep it:
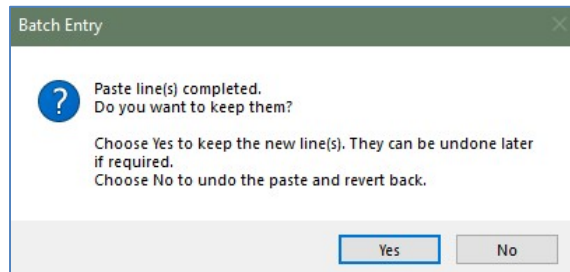
If you select Yes it is still possible to remove lines at a later stage.

It is possible to Copy and Paste lines already entered on the grid when in Batch Entry Plus. Also you can Copy and Paste specific fields, so if there is a long description to be used on several lines then enter it in the first one and Copy and Paste to the rest.

If you add several lines which have the same transaction Type, Date, Trader and either Invoice no. (for invoices) or Payment Ref. (for BP/BR) then these lines will be collected together once you save and exit the batch. This is so that they will be processed as one transaction.

Validate and Process

These work in exactly the same way as in Batch Entry. Red triangles will indicate if there is data that has not been recognised in KEYPrime or that breaks any rules such as having a Supplier code for a Sales Invoice.
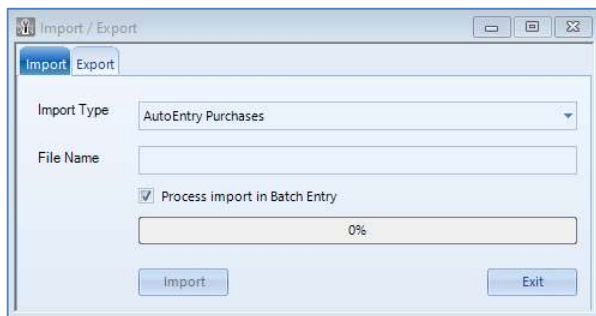
Batch Entry Import

When importing transactions into KEYPrime from the Import Purchase or Sales option, Auto Import or any other transaction import utility, you can choose to Process this in Batch Entry instead of directly into the database. Doing this will enable you to validate and check the data so that, for example, you can add or amend suppliers and customers.
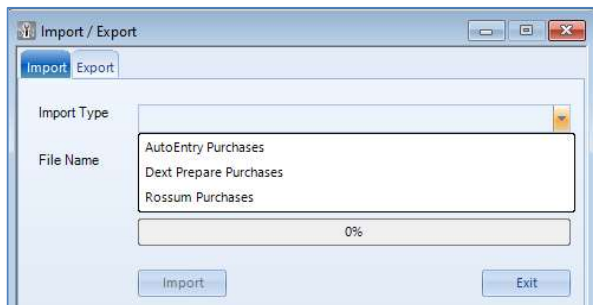
Select the import type from the Import / Export form. This will take you to a windows screen where you select the file to import. Once selected the Import button becomes available to start the import.

If required, tick the Process import in Batch Entry. Rossum imports will always be processed in Batch Entry as there is not enough information in their file to import directly.

Click the Import button. A message will appear to say the import has been successful and the Batch will be opened to allow editing.

When importing from Auto Import or other sources where a URL has been included for each transaction line can these be added as a linked document to the transactions. These will show on the Batch entry screen when the DocumentUrl field has been ticked in the field chooser.

Click on the Validate button to check all the lines have the correct information required by KEYPrime.

If you hover your mouse over the red triangle next to the transaction line number, it will give a list of the fields which have a problem.

Once all the validation issues have been cleared then Process the batch. A message will tell you how many of the batch have processed correctly and how many have not.

Export

If you use the Export button on the Batch Entry list screen this will export the list of batches to excel, with all the details on the listing screen.

If you use the Export button while entering or editing entries this will export all the lines entered on the batch to excel.