



Codes Import

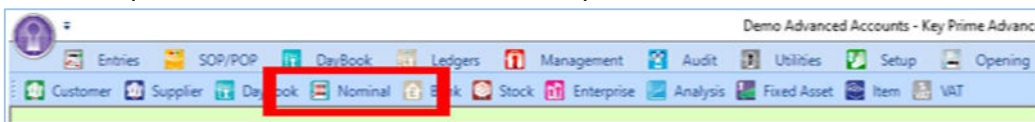
The Codes Import allows the user to export and import codes from one company to another or import codes from an Excel template. This is automatically available in KEYPrime Advanced but is a chargeable option in KEYPrime Standard.


This module can export/import the following code structures into Accounts: Traders (Customers and Suppliers), Nominal, Enterprise, Analysis, Items, Fixed Asset and Stock. It can also import Properties and Tenants into KEYPrime Property.

A list of all import templates, along with our standard nominal code list, is stored on each machine. You will find these in: C:\Users\[UserName]\Documents\Key Prime\Document Templates. Please note, if you have had KEYPrime for a while, we would recommend that you remove the documents in this folder and reload KEYPrime; this will populate the latest up-to-date documents.

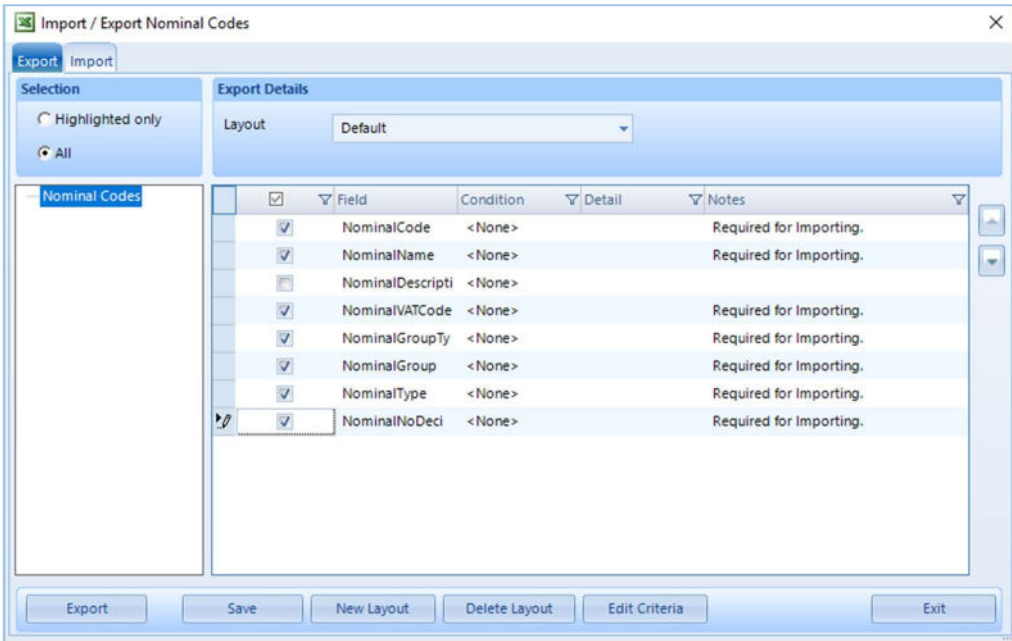
Export


To export codes you will need to navigate to the appropriate ledger in KEYPrime. In this example we will use a 'Nominal' code export.



At the bottom of the ledger screen you will see the  button, click this button to start the process to export/import the codes.

You will need to populate the tick boxes of the information that you are wanting to export (please note that if you are planning to import the list back into KEYPrime, it is recommended you export ALL fields to avoid loss of data, then amend as appropriate on the spreadsheet.)



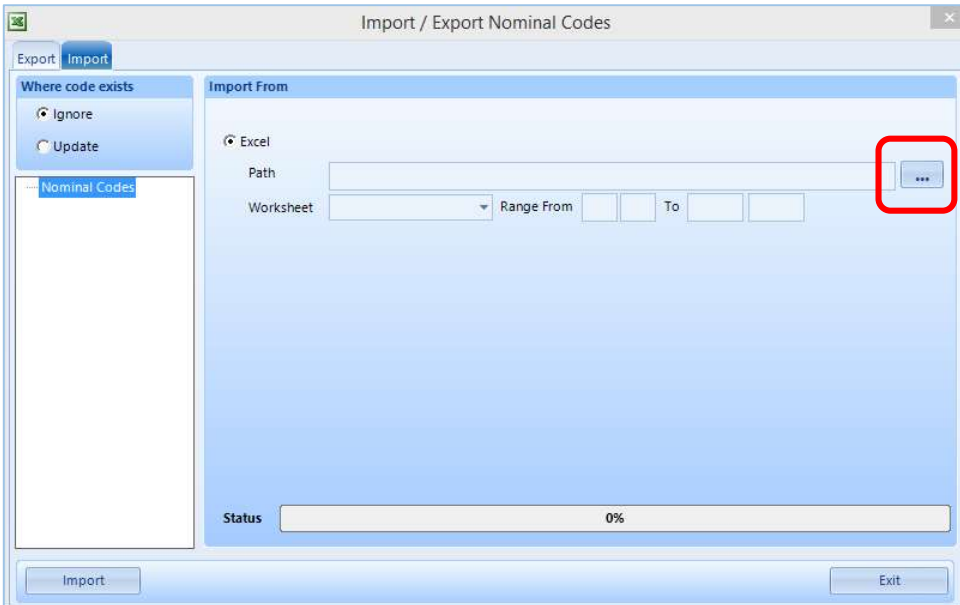
After ticking the appropriate boxes, click on  which will then export the information into an excel spreadsheet, which you will need to save.

Test Demo Advanced Accounts							
Export Date 25/08/2022 Nominal Codes - Layout: Default - Selection: All							
NominalC	NominalName	NominalDescription	NominalVATCode	NominalGroupType	NominalGroup	NominalCategory	NominalNoDecimals
01799	Valuation Change	Valuation Change	O	Valuation Change	Valuation Change	Valuation	2
00010	Wheat	Wheat	Z	Sales	Arable Income	Normal	3
00020	Barley	Barley	Z	Sales	Arable Income	Normal	3
00030	Grass Seed	Grass Seed	Z	Sales	Arable Income	Normal	3
00070	Straw	Straw	Z	Sales	Arable Income	Normal	3
00080	Hay	Hay	Z	Sales	Arable Income	Normal	3
00100	Cattle	Cattle	Z	Sales	Livestock Income	Normal	0
00110	Lambs	Lambs	Z	Sales	Livestock Income	Normal	0
00120	Wool	Wool	Z	Sales	Livestock Income	Normal	2
00130	Culls	Culls	Z	Sales	Livestock Income	Normal	0

Import

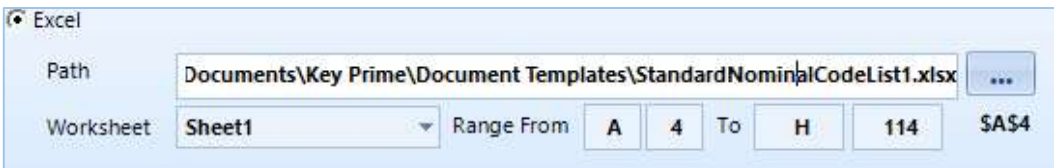
To Import a nominal list, go to the nominal ledger and click the  button.

Select  on the import/export nominal codes window.



You will need to search for the saved excel spreadsheet using the highlighted Browse button to browse for the file.

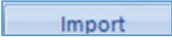
Once you have found and opened the file you will need to check that the following have been populated correctly as per the spreadsheet:



Prior to importing, select whether to 'Ignore' or 'Update' codes which already exist in the company you are importing into.



Choosing **Ignore** will mean that if a code being imported is the same as one already in the company it will be ignored and not imported. **Update** means that the existing code will be updated with the new imported information.

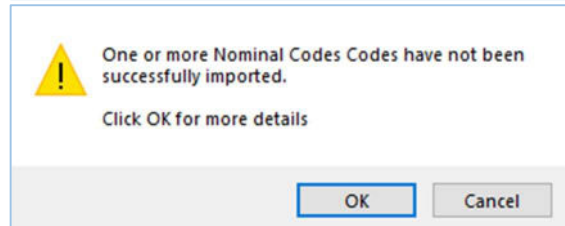
Click the  button in the bottom left of the screen.

The nominal codes will now import which you can see from the green status bar at the bottom of the screen.

When completed you will get a message confirming that the nominal codes have been successfully imported.



If there are any issues with importing you will get an error message:



Click ok to get a list of why certain codes were not imported:

ImportValidationMessage	ImportRowNumber	NominalCode	NominalName	NominalDescription	NominalType	NominalGr
. Code already exists:00010	1	10	Wheat Sales	Wheat	Normal	Sales
. Code already exists:00020	2	20	Barley Sales	Barley	Normal	Sales
. Code already exists:00030	3	30	Oats Sales	Oats	Normal	Sales
. Code already exists:00040	4	40	Oilseed Rape Sales	Oilseed Rape	Normal	Sales
. Code already exists:00070	7	70	Peas Sales	Peas	Normal	Sales
. Code already exists:00100	8	100	Arable Subsidies	Arable Subsidies	Normal	Sales
. Code already exists:00200	11	200	Straw Sales	Straw	Normal	Sales

If you had selected **ignore** on the import screen then the 'Code already exists' means that the code is already in the company that you are importing to. If the validation shows any other errors, correct these and then re-import your list.