Global 3000
Service Pack Note

Debtors Ledger - Simple Transaction Import

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INTRODUCTION

This service pack provides the ability to import simple transactions from a csv format external file.

The changes add a new button to the auto-transfer window.

The new button is labelled 'CSV Import', when pressed the user is prompted for the filename (and path) to be imported and then the file structure details (which consist of the field/column position for the transaction items available for import). The import details are retained and used as defaults the next time the option is selected. File structures can be saved.

Once the file content has been established and the user chooses to proceed with the import, all the transactions (within the csv file) are imported. If any of the incoming transactions fail validation the user is informed and the import is abandoned.

The expected format of the csv file matches csv files produced by Microsoft Excel (fields are delimited by a single ',' character, dates are formatted as dd/mm/yyyy (although a wide range of date formats is supported). Text items are NOT enclosed within quotes), however it will also automatically detect when a text field is enclosed within either double or single quotes and remove these.

The following limitations will apply.

The file structure will specify the company id and the type of transactions contained in the file.

The import file can only contain transactions of a single type.

The transactions are imported in to the current period.

Each import file is imported in to a single batch which is left open.

Each line within the import file must represent a single transaction to be imported.

Allocation details cannot be included.

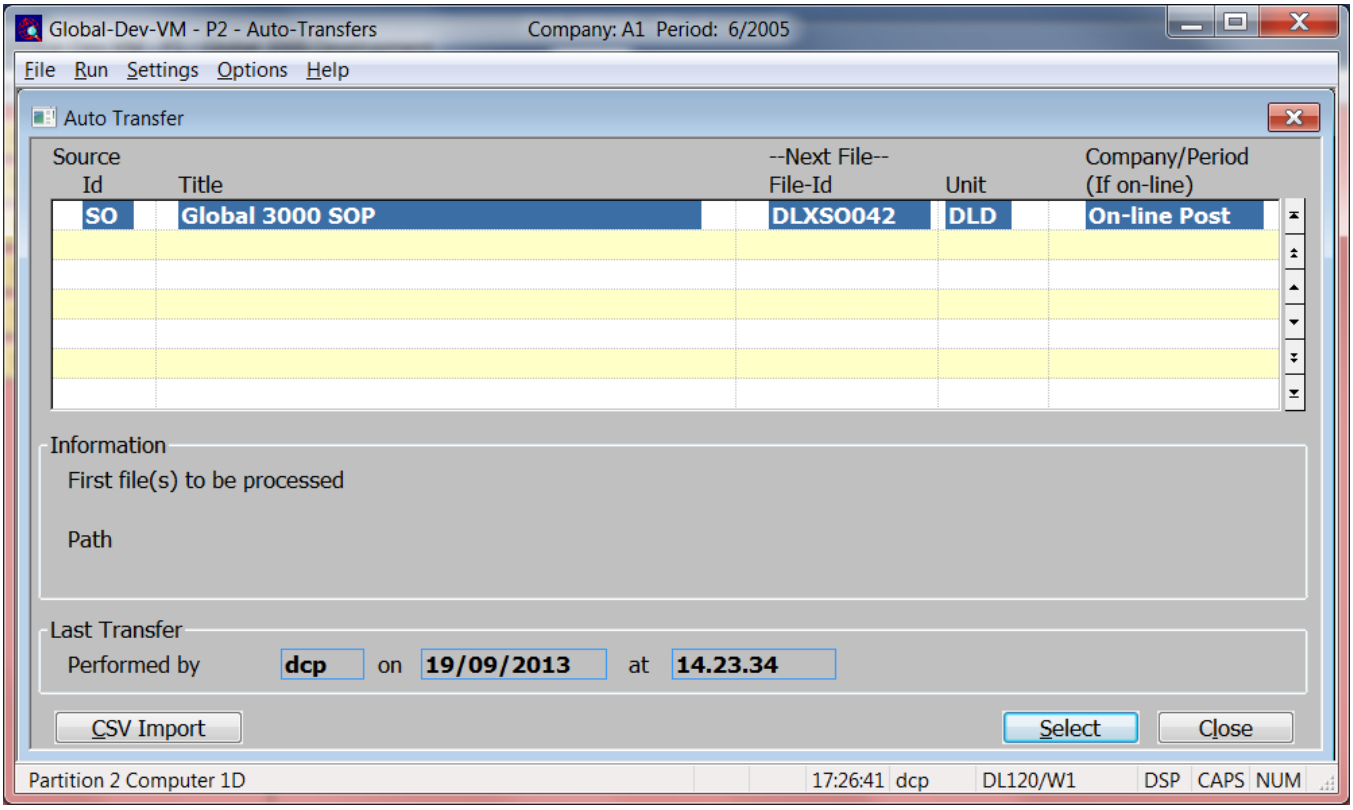
The following fields are all mandatory and must be present for each transaction in the import file.

- Account code.
- Transaction date.
- Transaction reference.
- Net amount in entry currency.
- Net amount in base currency.
- Tax amount in entry currency.
- Tax amount in base currency.

The following fields can be optionally included via the file content windows, however if they have been selected for inclusion they must be present for each transaction imported. Blank details are replaced with account or system defaults where available.

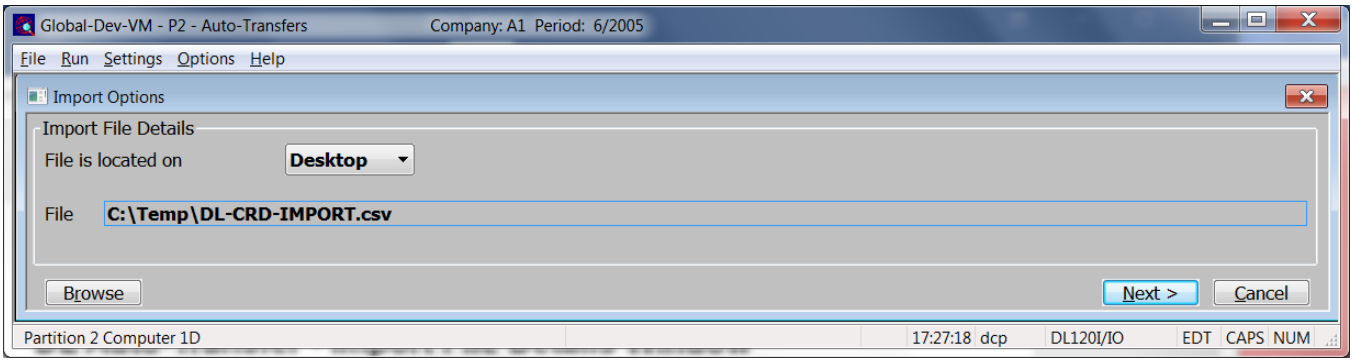
- Currency code (if not present then base currency is assumed).
- Settlement discount (omit this for invoices and credit notes).
- Trading terms code.
- Banking Reference (omit this for receipts).
- Narrative.
- Reference/Comment 1.
- Reference/Comment 2.
- Up to 10 General Ledger profit centres (the account default is used if none are present).
- Up to 10 General Ledger account codes (the account default is used if none are present).
- Up to 10 General Ledger analysis amounts (the transaction amount is used if no GL analysis is included for the transaction).
- Up to 5 Tax codes (if none are present then standard domestic tax is assumed).
- Up to 5 Tax analysis amounts (the transaction amount if used if no tax analysis is included for the transaction).

DL Auto-Transfer Window



CSV Import This allows transactions to be imported (from a csv format file or spreadsheet).

DL Auto-Transfer - Import File Details Window



Purpose This window enables you to specify the import file details.

Please Note The settings in this window default to those used last time this option was selected.

The prompts are:

File is located on Set this option to 'Desktop' if the folder specified in the path is on the PC currently running GX, otherwise set the option to 'Server' to indicate that the import file is located on the main server.

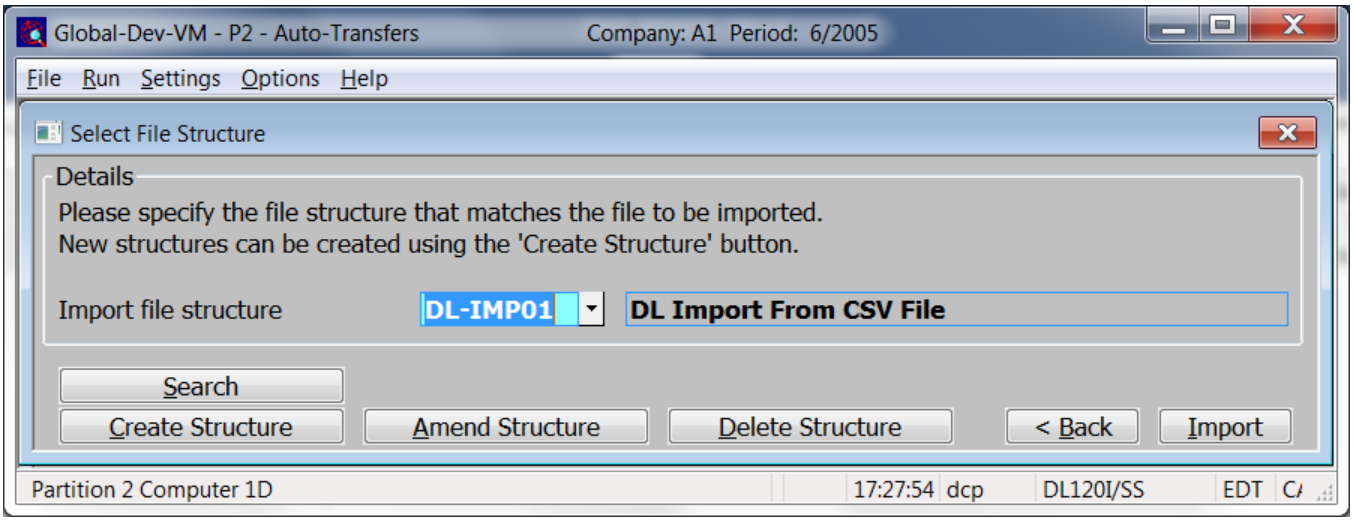
Example Assuming that the path is C:\My Documents, if the import file is located in the 'My Documents' folder on the operator's PC the above option should be set to 'Desktop' alternatively if the import file is located in the 'My Documents' folder on the server the above option should be set to 'Server'.

File Enter the file name (including path and extension) in the host system. A file extension of '.csv' is automatically appended to the filename if one has not been supplied.

Please note If the import file is located on the desktop (i.e. the operator's PC) then the <Browse> button can be used to locate and specify the path.

Back Where available this returns to the preceding window.

DL Auto-Transfer - Select File Structure Window



Purpose This window enables you to select the structure of the file to be imported.

The prompts are:

Import file structure Select the name of the import file structure that matches the file/spreadsheet to be imported. A look-up is available.

Notes

- Each line in the csv import file represents a single transaction to be imported.
- All transactions in the csv import file must be of the same type (either invoices, credit notes or receipts).
- All transactions in the csv import file are imported in to the current period.
- All transactions in the csv import file will be imported into a single batch titled 'Imported DD/MM/YYYY' (where DD/MM/YYYY is the date of import) which will be left open upon completion.
- Each transaction imported can be analysed to a maximum of 10 General Ledger profit centres and accounts.
- Each transaction imported can be analysed to maximum of 5 tax codes.

The buttons are:

Search This provides a look-up of existing file structures.

Create structure This allows you to create a new import file structure.

Amend structure This allows you to amend an existing import file structure.

Delete structure This allows you to delete an existing import file structure.

Back This returns to the Import File Details window.

Import This imports the selected file using the selected file structure.

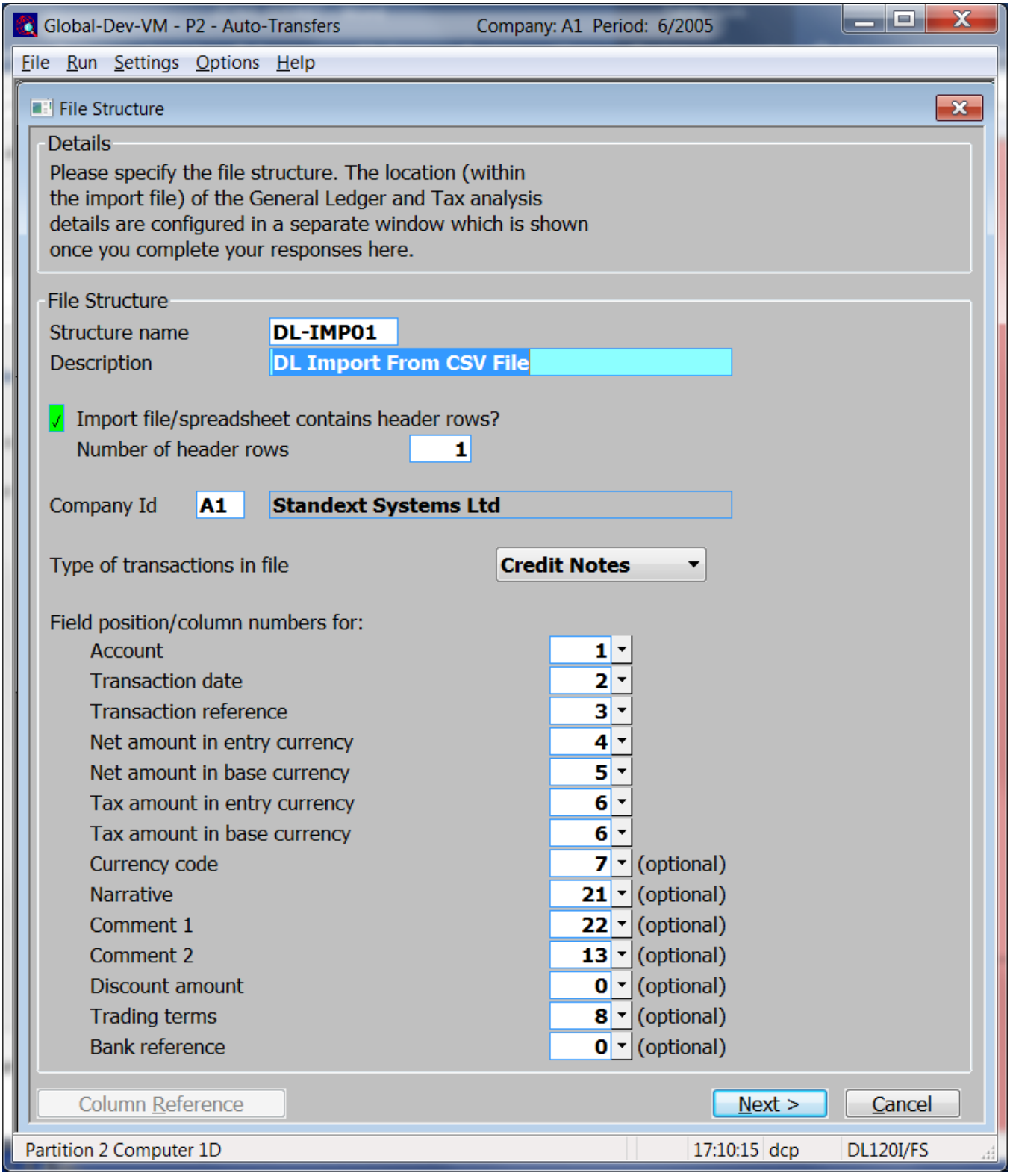
Note

The transaction import takes place in two phases.

The first phase validates the incoming csv file and transactions, if any problems are detected a window is displayed listing the invalid items (where possible) and the import is abandoned.

The second imports the transactions in the csv file, if this phase fails the import is terminated and the user must remove any unwanted transactions manually.

DL Auto-Transfer - Import File Structure Window



Purpose This window enables you to specify the structure of the file to be imported.

Note When you complete your responses in this window a second window is displayed which allows you to specify the location in the file for the General Ledger and Tax Analysis details. The secondary window is not required when importing receipts.

The prompts are:

Name	Enter a name for the structure being created.
Description	Enter a description for the structure being created.
Import file/spreadsheet contains header rows	Set this if the start of the import file/spreadsheet contains lines to be skipped (e.g. column headings).
Number of header rows	*(Only if the file contains header rows)* Enter the number of header rows within the import file.
Note	The number of header rows corresponds to the number of initial rows within the file which will be skipped when it is imported.
Company Id	*(Skipped for single company systems).* Set this to the company id for the transactions being imported. A search is available.
Type of transactions in file	Select the type of transactions in the import file. An individual import file can only contain transactions of a single type. The options are: • Invoices, • Credit Notes, • Receipts.
Note	The following items are mandatory and must be present for each imported transaction. • Account code. • Transaction date. • Transaction reference. • Net amount in entry currency. • Net amount in base currency. • Tax amount in entry currency. • Tax amount in base currency.
Field position/column number for account code	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the account code is located.
Example	Assuming the import file is a spreadsheet, if the account code is the third column in the spreadsheet (e.g. column 'C') the above field should be set to 3.
Field position/column number for transaction date	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction date is located.

Note

Dates in the import file can be in a wide range of formats. The supported formats are:

- DDMMYY
- D?M?YY
- DDMMMYY
- D?MM?YY
- DD?M?YY
- DD?MM?YY
- DDMMYYYY
- D?M?YYYY
- D?MMM?YY
- YYYYMMDD
- DD?MMM?YY
- DDMMMYYYY
- D?MM?YYYY
- DD?M?YYYY
- DD?MM?YYYY
- D?MMM?YYYY
- YYYY-MM-DD
- DD?MMM?YYYY

Where:

D = Day Number (Single)

DD = Day Number (Double)

M = Month Number (Single)

MM = Month Number (Double)

MMM = Month (one of Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov or Dec)

YY = Year Number (Short)

YYYY = Year Number (Long)

? = Separator (one of /.,\-).

- = Must be a Hyphen

Field position/column number for transaction reference

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction reference is located.

Note	This must be unique and a maximum of 8 characters. If a larger reference is required it can be placed in the narrative or one of the two comment fields.
Field position/column number for net amount in entry currency	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction net value in entry currency is located.
Field position/column number for net amount in base currency	*(Skipped in single currency systems).* Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction net value in base currency is located.
Note	If the file contains only transactions in base currency then the field position/column for net amount in base currency should be set the same as that for the net amount in entry currency.
Field position/column number for tax amount in entry currency	*(Skipped for receipts).* Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction tax value in entry currency is located.
Field position/column number for tax amount in base currency	*(Skipped in single currency systems and for receipts).* Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction tax value in base currency is located.
Note	If the file contains only transactions in base currency then the field position/column for tax amount in base currency should be set the same as that for the tax amount in entry currency.
Field position/column number for currency	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the currency code is located. If you do not wish to import this item leave this set to zero in which case base currency will be assumed.
Field position/column number for narrative	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the narrative is located. If you do not wish to import this item leave this set to zero.
Note	When the narrative is imported it is truncated to a maximum size of 25 characters.
Field position/column number for comment 1	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the first comment is located. If you do not wish to import this item leave this set to zero.
Field position/column number for comment 2	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the second comment is located. If you do not wish to import this item leave this set to zero.
Note	When the two comment fields are imported they are truncated to a maximum size of 30 characters.
Field position/column number for discount amount	*(Skipped when importing invoices or credit notes).* Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the discount amount (in entry currency) is located. If you do not wish to import this item leave this set to zero.

Field position/column number for trading terms code

(Skipped when importing receipts). Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the trading terms code is located. If you do not wish to import this item leave this set to zero in which case the accounts default trading terms will be assumed. If the transaction type being imported is 'Receipt' then this field is ignored if included.

Field position/column number for bank reference

(Skipped when importing invoices or credit notes). Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the bank reference is located. If you do not wish to import this item leave this set to zero.

The buttons are:

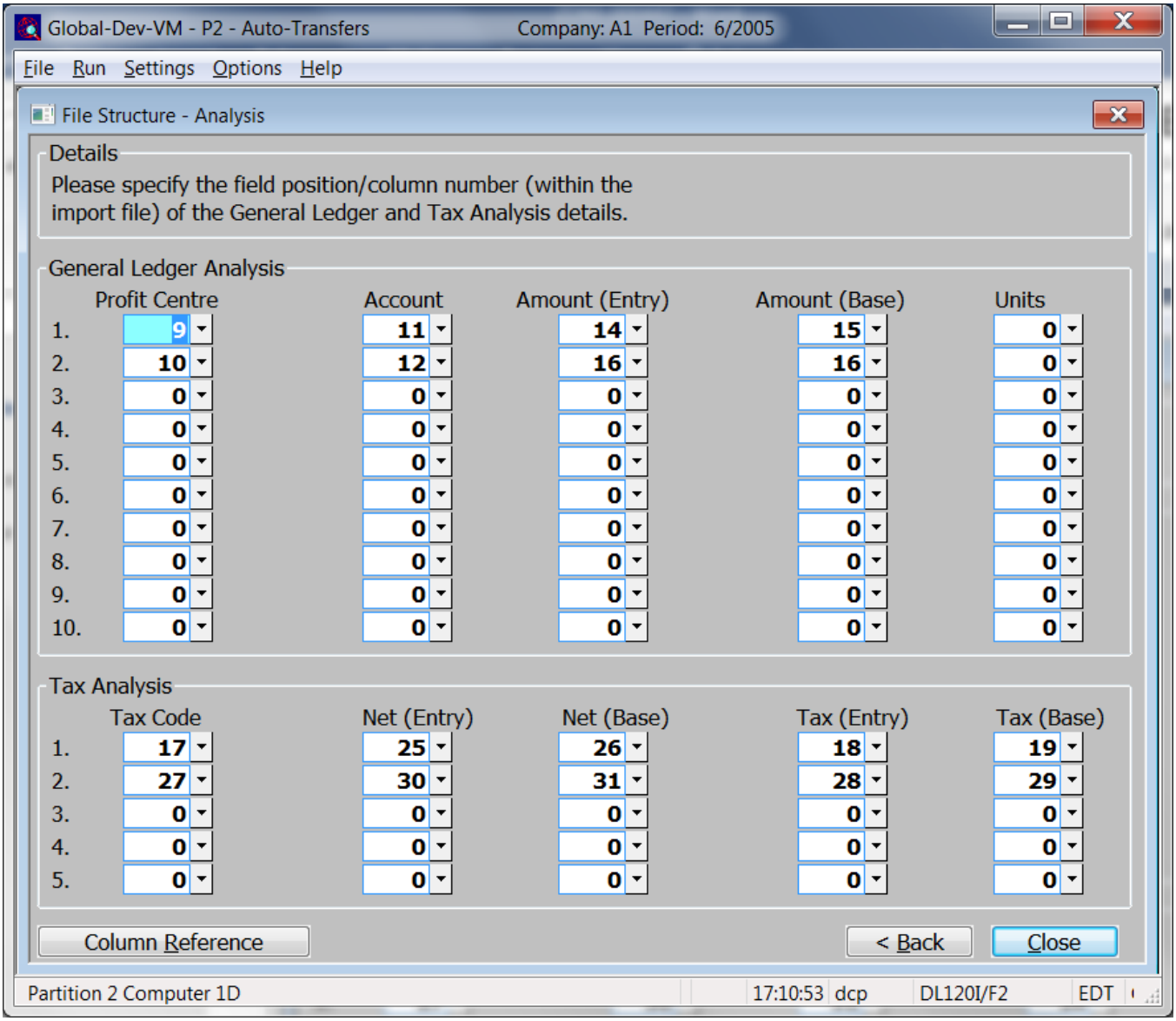
Column reference

This button is available at all field position/column number prompts. It allows you to enter a spreadsheet column reference (e.g. 'A', 'B' etc.) which will then be automatically converted to a numeric column number.

Next>

Press this to complete your responses and move on to the 'Import File Structure – Analysis' window

DL Auto-Transfer - Import File Structure - Analysis Window



Purpose This window enables you to specify the location of the General Ledger and Tax analysis details within the file to be imported. It is not required when importing receipts.

Note Each transaction can be analysed to a maximum of 10 General Ledger codes and a maximum of 5 Tax analysis codes. Whilst the actual number of codes in use can vary between each transaction in the import file the overall amounts analysed to GL codes and tax codes must match the transaction values.

The prompts are:

Field position/column number for GL profit centre 1..10 Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which each of the General Ledger profit centres are located. If you do not wish to import this item leave all ten set to zero in which case the accounts default profit centre will be assumed (or the suspense profit centre if there is not one).

Note You can only define field positions/column numbers for occurrences that have a profit centre defined. I.e. if you have not defined a field/column position for the 3rd profit centre then you cannot define one for the 3rd account code, amounts or units either.

Field position/column number for GL account code 1..10 Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which each of the General Ledger account codes are located. If you do not wish to import this item leave all 10 set to zero in which case the accounts default profit centre will be assumed (or the suspense account code if there is not one).

Field position/column number for GL analysis amount in entry currency 1..10 Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which each of the General Ledger analysis amounts in entry currency are located. If you do not wish to import this item leave all 10 set to zero in which case the entire transaction value will be analysed to the accounts default profit centre and account (or the suspense codes if there is not one).

Field position/column number for GL analysis amount in base currency 1..10 Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which each of the General Ledger analysis amounts in base currency are located. If you do not wish to import this item leave all 10 set to zero in which case the entire transaction value will be analysed to the accounts default profit centre and account (or the suspense codes if there is not one).

Note If the file contains only transactions in base currency then the field position/column for each GL analysis amount in base currency should be set the same as that for the corresponding amount in entry currency.

Field position/column number for GL units 1..10 Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which each of the GL units are located. If you do not wish to import this item leave all ten set to zero.

Field position/column number for tax code 1..5 Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which each of the tax codes are located. If you do not wish to import this item leave all five set to zero in which case the accounts tax status will be used to determine the tax code for the transaction.

Field position/column number for Tax analysis amount in entry currency 1..5 Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which each of the Tax analysis amounts in entry currency are located. If you do not wish to import this item leave all 5 set to zero in which case the entire transaction value will be analysed based on the accounts tax status.

Field position/column number for Tax analysis amount in base currency 1..5

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which each of the Tax analysis amounts in base currency are located. If you do not wish to import this item leave all 5 set to zero in which case the entire transaction value will be analysed based on the accounts tax status.

Note

If the file contains only transactions in base currency then the field position/column for each Tax analysis amount in base currency should be set the same as that for the corresponding amount in entry currency.

The buttons are:

Column reference

This button is available at all field position/column number prompts. It allows you to enter a spreadsheet column reference (e.g. 'A', 'B' etc.) which will then be automatically converted to a numeric column number.

Back>

Press this to complete your responses and return to the preceding window.