

PAXTON

EST 1979

CHURCH & CHARITY ACCOUNTING SOFTWARE

Importing Transactions

This facility allows you to import Income, Expenditure, Donations and Transfers from your bank statement.

You Tube Video Link:-

https://www.youtube.com/watch?v=nnoCcHU5_60

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POPULATING THE PAXTON TEMPLATE FILE



You can use any program that can read csv files such as Excel or Open Office to create your import file.

Open your bank statement csv file and also the Paxton Template file.

	A	B	C	D	E	F	G	H	I
1	Date	Reference	Type	Amount	AccountCode	FundCode	DonorRef	ProjectCode	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

From your bank statement you would need to copy the information into the relevant columns. The columns in red are mandatory. Project Code is only available on the Advanced version. You may wish to set the type of each line to our standard types which will save time when importing the file as you can use 'copy' and 'paste'. The types that we use are:-

- Income** Any type of income that isn't a donation or sales ledger payment (Advanced only).
- Expenditure** Any type of Expenditure that isn't a purchase ledger payment.
- Donation** A donation received from a donor that you have set up in the software.
- Transfer** A money transfer between bank accounts.
- Skip** This entry will be skipped by this import but remain as unprocessed.
- Manual** This entry will be ignored completely as it is assumed that it will be entered manually, a purchase ledger payment for example.

You may also wish to enter the other optional fields:-

- Account code** This is the analysis nominal code, e.g. C1100 for Donations received, D6100 for Salaries, B6101 for a bank account that money is being transferred to/from etc.
- Fund code** This is the fund that the transaction applies to.
- Donor Ref** If the transaction is a donation then you can enter the donor reference here, this might be something that is easier to do when importing the file as you will have a 'look up' on your donors.
- Project code** This is the project that the transaction applies to and only available on the Advanced version.

Save your file with a file name that relates to the type of file and date range, e.g. BarclaysOctNov.csv.

UPLOADING YOUR TEMPLATE ONLINE

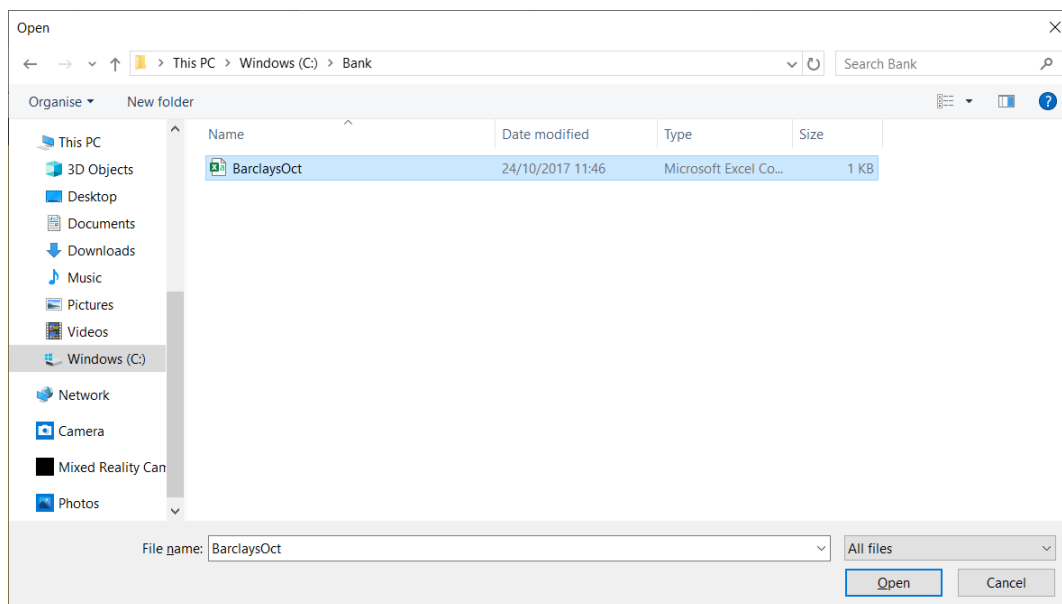


Once you have populated your csv file with your bank transactions you need to upload it to the cloud if you are running online.

Click on the small down arrow in the grey box at the top middle of the screen and then click on the 'From PC to Server' icon



Browse your local PC and select the file that you wish to upload and it will be uploaded into the Upload folder.



IMPORT FILE MAINTENANCE



The first time you import the transactions you need to create an import file type. As long as you use the same csv file template then this only needs to be done once and you can use the same file type for future imports. **Administration > System Settings > Import File Maintenance**, Click on Add.

Import file type	Any text to describe the file, up to 30 characters, e.g. 'Natwest Bank' .
Sample import file	Select a sample of this import file type. The data including column headers of the sample file will be shown in the grid at the foot of the screen. This will help to decide which columns data gets assigned to which field. You will need to upload your sample file onto the cloud (see the last page of this document for details). Once uploaded you can select your file from the P:\Upload.
Transaction date	Choose the relevant column that contains the transaction date.
Transaction type	This will be Income, Expenditure, Transfer or Donation.
Debit value	Enter the Amount heading (negative value money going out).
Credit value	Enter the Amount heading (positive value money coming in).
Trans reference	Enter the column that contains the reference for the transaction.
Account code	This is the account code in the software that relates to that transaction, e.g. the 'Donations received' code for donation income. This isn't something that will be in the import file that you receive from your bank. If you have entered this data in the template file then select it here.
Fund code	If you have entered this data in the template file then select it here.
Donor reference	If you have entered this data in the template file then select it here.
Project code	If you have entered this data in the template file then select it here (only available for the Advanced version).
GA income account	If your file contains donations then you can enter the Gift Aid income code that will be used to record the gift aid for your donors that are marked for gift aid.
Automatically reconcile transactions	If you select Y then everything successfully imported using this structure will be marked as reconciled and won't appear in the bank reconciliation screen.

Click on Record

IMPORTING THE TRANSACTIONS

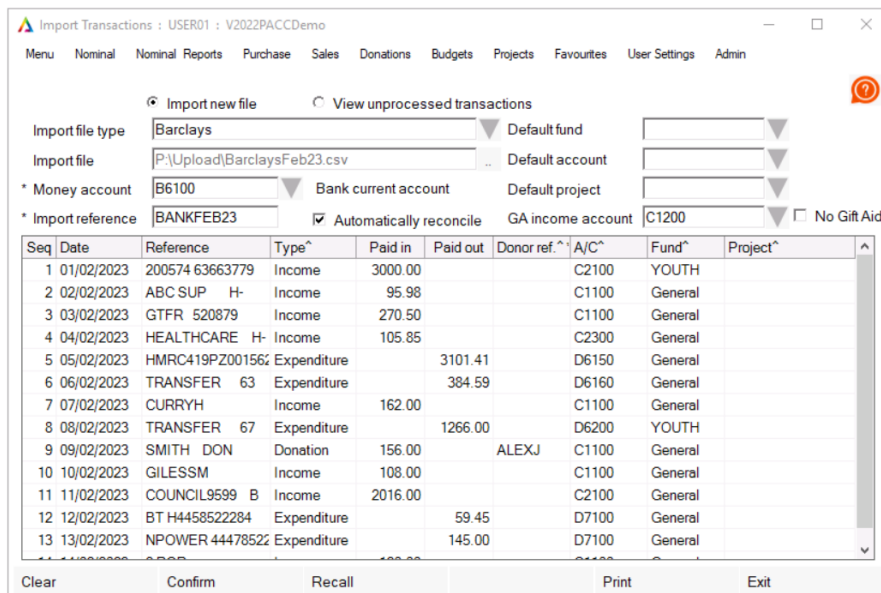


Once you have set up your file types you can then import the transactions.

Nominal Ledger (or Accounts if using R&P)> Import Transactions

Select the import file type which was set up in Import File Maintenance and then select your Import file by clicking on the button with 2 dots next to the field. If you are on the cloud the file should be located in P:\Upload. Select your money account that you are importing the transactions into, and enter an import reference.

NOTE: You can only import a file once. If you select a file that has already been imported then it will display a warning message and prevent you from proceeding.



Once the file has been selected it will display all the transactions in the grid below. You now need to go through each line and select the relevant reference, donor ref (if it's a donation), Account code and Fund. To make it easier there are 'Default fund' and 'Default account' fields at the top of the screen. If you enter something here then any line where these columns are blank will be automatically assign these codes.

You can select the Type, Donor ref, A/C and Fund by right clicking in the cell and it will display a list box to choose from, alternatively you can type the details in.

No Gift Aid : If you don't want to apply gift aid to your donations even if the donor is marked as Gift Aided then tick this box.

Once all the information has been entered click on Confirm. If there are any lines that are missing information or something is incorrect then it will ask if you wish to mark these as 'Skipped'. This means that they will be held as unprocessed and not imported into your accounts. You can then view and amend these unprocessed entries afterwards.

NOTE: If you exit from the screen without clicking on Confirm then all information will be discarded.

UNPROCESSED TRANSACTIONS & PRINTING



Unprocessed Transactions

Unprocessed transactions are those that have had 'Skip' as the type assigned to them.

These transactions are held as unprocessed until you decide what to do with them. To display them on screen select the 'View unprocessed transactions' option at the top on the Import Transactions screen.

You can then enter the relevant details against them and click on Confirm to process them.

Printing

Click on the Print button at the bottom of the screen, this can be done at any time (you don't need to have an import file displayed on the screen).

The screenshot shows a dialog box titled "Import Transactions Print". It contains a "File name" field with a dropdown arrow, an "Up to date" field with a calendar icon, and a "Select as required" section with three radio button options: "All unprocessed imported transactions", "All processed imported transactions", and "Specific import file" (which is selected). At the bottom, there are three buttons: "Print", "Preview", and "Exit".

All unprocessed imported transactions

This will display all transactions that have had Skip set as the transaction type. You can enter an up to date if required.

All processed imported transactions

This will display all transactions that have ever been imported. You can enter an 'Up to date' to only include imported transactions up to that date.

Specific import file

Select the file name from the drop down list (this will display all imported files). You can enter an up to date if required.

HOUSEKEEPING



If you have been importing transactions for a while and want to clear out the log of unprocessed or processed transactions up to a certain point then this can be done through **Administration > System Setting > Import File Maintenance > Housekeeping.**

Import File Housekeeping

Please note, that this program does not delete or reverse successfully processed transactions.

File name

Up to date

Select as required

- All unprocessed imported transactions
- All processed imported transactions
- Specific import file

Delete Preview Exit

You can't use this facility to delete the actual transactions that have been successfully imported into your accounts.

All unprocessed imported transactions

This will delete all unprocessed transactions or just unprocessed ones on the selected import file. These transactions are those that had Skip assigned to them as their information was either incorrect or missing. You can enter an up to date if required.

All processed imported transactions

This will delete the record of transactions that have been imported so you can no longer print them. You can enter an up to date if required. This won't delete the accounting transactions itself.

Specific import file

Select the file name from the drop down list (this will display all imported files). You can enter an up to date if required. This will delete any unprocessed or processed transactions in that file.

This will only delete the information that is available on the print facility in Import Transactions. It won't delete any accounting information.

NOTE: It is also recommended that the database is compacted regularly when importing transactions. This can be done by selecting Administration\House Keeping\Compact Database from the menu.