

## **Cashbook Import Suite**

The Cashbook Import Suite consists of the following utilities:

- ❖ **Cashbook - S/L Import and Allocate Utility**  
Allows the user to import S/L receipts and automatically allocate the imported S/L receipts to outstanding invoice and credit notes.
- ❖ **Cashbook - N/L Import Utility**  
Allows the user to import N/L payment and receipts in Opera.

### **Cashbook – S/L Import and Allocation Utility**

The utility will allow the user to import Multi Currency transactions and take into account the Opera 3 OPA and Real Time Nominal if switched on.

The utility will be presented as a menu option named “S/L Import and Allocate Utility” within the “Cashbook -> Utilities” menu. Selection of this option will invoke a process that allows the user to browse for and select the CSV file to import.

#### **Cashbook S/L Receipt Import Process**

Once a valid file has been selected the import process will validate the imported data. Any data found in the import file that fails the validation process will raise an exception, with the entire import then being aborted. An exceptions report will then be generated

Upon successful validation of the import data, the import process will import the data contained in the import file, creating receipts and allocating the imported receipts to outstanding invoice and credit notes.

The utility will only do full allocation, those receipts that are not fully allocated would need to manually allocated in Opera.

An audit report will be produced at the end of the process showing receipts records imported, allocated and unallocated receipts status.

### **Cashbook – N/L Import Utility**

The Utility will allow the user to import Multi Currency transactions and take into account the Opera 3 OPA and Real Time Nominal is switched on.

The utility will be presented as a menu option named “N/L Import Utility” within the “Cashbook -> Utilities” menu. Selection of this option will invoke a process that allows the user to browse for and select the CSV file to import.

**Sample Cashbook N/L Import CSV Entries:**

C310	P	P1	PAYTEST1	25/01/2018		Test 1 Head Commnt	A120		6	Ptest1 Line 1 Comment		
C310	P	P1	PAYTEST1	25/01/2018		Test 1 Head Commnt	A130		4	Ptest1 Line 2 Comment		
C310	P	P6	PAYTEST2	26/01/2018		Test 2 Head Commnt	A120		16			
C310	R	R2	RECTEST1	26/01/2018		Test3 Head Commnt	M110		3	Rtest1 Line 1 Comment		
C310	R	R2	RECTEST1	26/01/2018		Test3 Head Commnt	M310		5	Rtest1 Line 2 Comment		
C310	R	R2	RECTEST1	26/01/2018		Test3 Head Commnt	Q120	LSG	7	Rtest1 Line 3 Comment		
C320	P	P3	PAYTEST3	27/01/2018	1.778	Test 4 Head Commnt	Q125	SAL	2			
C320	P	P3	PAYTEST3	27/01/2018	1.778	Test 4 Head Commnt	S110	TEC	2.5			
C320	P	P3	PAYTEST3	27/01/2018	1.778	Test 4 Head Commnt	U230		5			

**Cashbook N/L Import Process**

Once a valid file has been selected the import process will validate the imported data. Any data found in the import file that fails the validation process will raise an exception, with the entire import then being aborted. An exceptions report will then be generated

Upon successful validation of the import data, the import process will import the data contained in the import file, creating N/L receipt or payment transactions in Opera 3.

An audit report will be produced at the end of the process showing receipts or payment records imported.

**Cashbook Import Utility - £950.00**

**Annual Maintenance and Support - £190.00**

