

NL Account Import & Update Utility

Proposed Solution

The purpose of this utility is to allow for Nominal Ledger accounts to be imported from spreadsheet. The utility has the flexibility to either create new accounts or update existing accounts.

A menu option titled 'Accounts Import' will be added to the Opera 3 Nominal – Utilities submenu.

The process will present a requesting entry of the full path and file name of the file to be imported. On selection of a file to import, a validation process will check the file contents prior to import.

The validation process will perform the following checks:

Account Class (asset, liability, cap&res, income, expense) is a property assigned to the Account Type. Therefore, the Account Class column is not required by the process and no validation will be performed

Report 1-5 codes - must either be blank, or an existing, active report code within Opera.

Report 1-5 Descriptions – No validation will be performed on these columns.

Account Code - Check for the existence of a code which may be between 1 and 8 characters.

Cost Centre – must either be blank, or an existing, active (ie not deleted) cost centre in Opera.

Account Description - check for the existence of a description which may be between 1 and 35 characters.

Account Type - check for the existence of a type code within the Opera Types table matching the value in this column.

Additional validation checks are required on this column to ensure that where the N/L account and cost centre specified in the import file exists in Opera, and the type associated with the existing account is different to that specified in the import file, that the new Type is compatible with the existing Type. Types will be deemed compatible if and only if the class of the source and destination types are identical.

Certain accounts within Opera (such as control and suspense accounts) are required by other modules to be of a particular account class. The Class of an account is determined by the Type. The routine will determine that changing the type does not render the account invalid for its existing purpose.

Account Subtype - check for the existence of a sub-type code within the Opera Subtypes table matching the value in this column combined with the value in column 9.

If the file passes the validation checks then the user will be presented with the option of committing or cancelling the import. If the user selects 'Commit' the accounts will be imported and the user notified when the import is complete, otherwise the routine will terminate without any import taking place.

The import process will update the nominal ledger files for the currently selected company as follows:

- If the combined Account Code and Cost Centre does not exist in opera, an 'open item' account will be created using the values from the import file.
- If the account does exist, the account will be updated with the values in the import file. If the type/subtype has changed, the appropriate update of type and subtype balances will be performed.

Where an Account already exists within Opera, and that account is either an Expense or Income account, the allowable changes to the account Type and Subtype will be modified to permit an Expense Account to be changed to an Income Account, and an Income Account to an Expense Account. No other changes of an account's class will be permitted by the routine.

Where an Account is to be either created or updated and is, or will be, a member of a Cost Centred group of accounts, and the account is either an Expense or Income class, the allowable changes to the account Type and Subtype will be modified to allow different Types and Subtypes within the account group, with the proviso that the new Type must be of either Expense or Income class.

The routine will flag as an exception any attempt to change a P/L Type to a Balance Sheet Type and vice-versa.

Note - The Import process will require exclusive access to the Opera Data files for the duration of the process. If another user is running a process requiring access to files required by the Import routine, the routine will detect this situation and terminate, notifying the user as to the reason.

NL Account Import and Update Utility - £750.00

Annual Maintenance and Support - £150.00