

Importing Data into VD Accounting

How to import journal transactions into Visual Dolphin Accounting

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The data import was designed and developed to function as a “middle-man” between Visual Dolphin Accounting and third-party data. It gives a convenient way of importing accounting data from third-party software to Visual Dolphin.

This paper describes the data structure and the main steps required for a successful data import.

Preparing your data

To facilitate the import of data, the import module accepts data that has been saved in an excel file, and then posts them to Visual Dolphin Accounting.

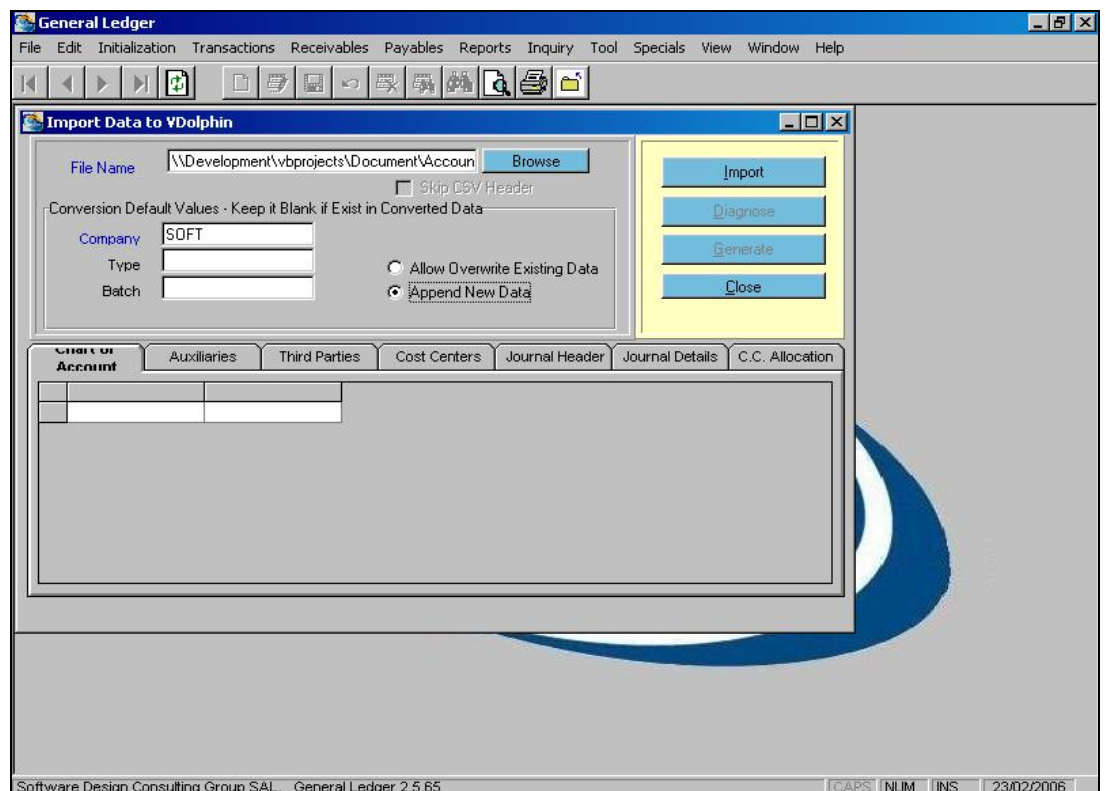
However, the excel file to be imported needs to respect a pre-defined structure. The data has to be prepared according to the following structure:

| <u>Field name</u> | <u>Description</u> | <u>Type</u> | <u>Length</u> | <u>Decimals</u> | <u>Mandatory</u> | <u>Remark</u> | |
|-------------------|--------------------|---|---------------|-----------------|------------------|---------------|--|
| 1 | TRX_DATE | Transaction date | smalldatetime | 10 | | Yes | |
| 2 | ACT_DATE | Transaction activation date (could be same as TrxDate) | | | | Yes | |
| 3 | TRX_NO | Transaction serial Number | numeric | 10 | | Yes | |
| 4 | JV_REF | Transaction Manual Reference | Char | 15 | | No | |
| 5 | TYPE | Transaction Type | Char | 2 | | No | |
| 6 | BATCH | Transaction Batch Code | Char | 10 | | No | |
| 7 | BATCHNAM | Transaction Batch name | Char | 30 | | No | |
| 8 | ACC_NO | Account Number | Char | 10 | | Yes | |
| 9 | ACC_NAME | Account Name | Char | 50 | | No | |
| 10 | AUX_TYPE | Auxiliary Type ([A] third parties, [B] auxiliaries, [] for none) | Char | 1 | | No | |
| 11 | AUX_CODE | Auxiliary Code (could be customer code, or auxiliary code according the auxiliary type) | Char | 10 | | Yes | Mandatory if auxiliary type is 'A' or 'B' |
| 12 | AUX_NAME | Auxiliary name (customer name or auxiliary name) | Char | 50 | | No | |
| 13 | CURRENCY | Currency code (LBP, USD, EUR,...) | Char | 4 | | Yes | |
| 14 | PRJ_CODE | Project Code | Char | 10 | | No | Mandatory only in case of Project allocation |
| 15 | PRJ_NAME | Project Name | Char | 50 | | No | |
| 16 | BR_CODE | Branch Code | Char | 10 | | No | Mandatory only in case of Branch allocation |
| 17 | BR_NAME | Branch Name | Char | 50 | | No | |
| 18 | LABEL | Transaction Description | Char | 50 | | Yes | |
| 19 | DC | Amount Sign, [D]debit, [C]redit | Char | 1 | | Yes | |
| 20 | F_AMOUNT | Transaction amount in transaction currency | numeric | 18 | 3 | Yes | |
| 21 | F_LOCAL | Transaction amount in first local currency | numeric | 18 | 3 | Yes | |

| | <u>Description</u> | <u>Type</u> | <u>Length</u> | <u>Decimals</u> | <u>Mandatory</u> | <u>Remark</u> | |
|----|--------------------|--|---------------|-----------------|------------------|---------------|---|
| 22 | S_LOCAL | Transaction amount in second local currency | numeric | 18 | 3 | Yes | |
| 23 | BNK_NAME | Bank Name (in case of cheque payment) | Char | 30 | | No | |
| 24 | CHQ_NO | Cheque number (in case of cheque payment) | Char | 15 | | No | |
| 25 | MATURITY | In case of receivable the Promissory note maturity date | Datetime | 8 | | No | Mandatory in case of receivables or payables accounts |
| 26 | DOC_REF | Document reference in which we can put the promissory notes number | Char | 17 | | No | Mandatory in case of receivables or payables accounts |
| 27 | COSTCODE | Cost Center code | Char | 10 | | No | Mandatory only in case of cost center allocation |
| 28 | COSTNAME | Cost Center name | Char | 50 | | No | |
| 29 | VAT | VAT amount | numeric | 18 | 3 | No | Mandatory in case of receivables or payables accounts |
| 30 | SUBCCODE | Sub Cost Center code | Char | 10 | | No | Mandatory only in case of sub-cost center allocation |
| 31 | SUBCNAME | Sub Cost center name | Char | 50 | | No | |

Launching the Data Import

- From Visual Dolphin Accounting menu, select **Tool**
- Select the option "**Import Data to VDolphin**". The following screen is displayed:



Setting the parameters

- In the field **File Name**, specify the location of the file you want to import
- Enter the **Company** name
- Select “**Append New Data**”
- Click on the button **Import**

Transaction Type and Batch should be entered if they are not specified in the imported file

Checking the import results

If the file was not properly imported, the **Diagnose** button is displayed as active. After clicking on the button, the rejected records are listed. The source file has to be reviewed and corrected before a new import is processed. The file can only be imported if all errors are solved.

If the import was properly completed, data is displayed in the different tab folders for a final control and the **Generate** button becomes active.

Importing the data

After clicking on the **Generate** button, all data is imported into the Visual Dolphin Accounting under the specified transaction type and batch.



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