Data Import

Dear user,

You must make sure that you have read "Navigating the System" first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System:
https://dataflow.co.uk/images/uploads/release_notes/Clarity_-_Navigating_the_System_.pdf

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.

Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd

The data import routine allows you to bring data into the database directly from an external file or windows clipboard.

Data imports are located in the System section of the toolbar. The blue arrow identifies the company currently in use, the red arrow identifies the System tab and the yellow arrow identifies the data import option:
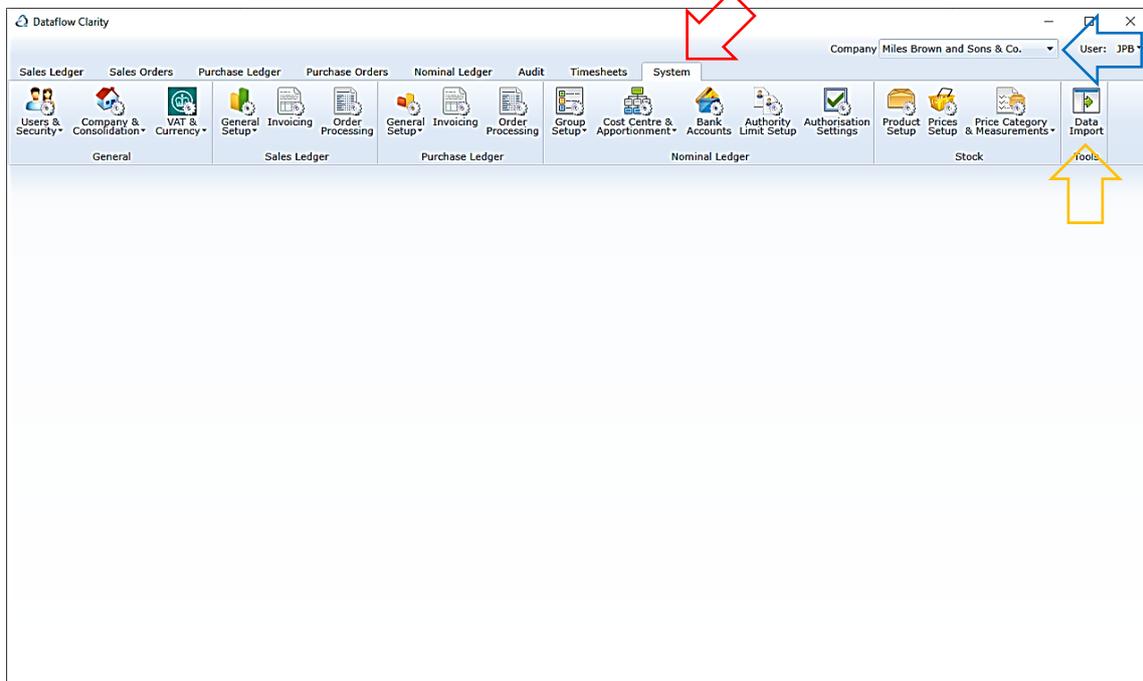
Opening the Data Import presents you with the following window. The import process is split into three stages, the first of which is the Import kind stage. This is where you specify what kind of data you're looking to import. The Import kind stage is highlighted in red and the import kind I will be using in this example is highlighted in yellow below:
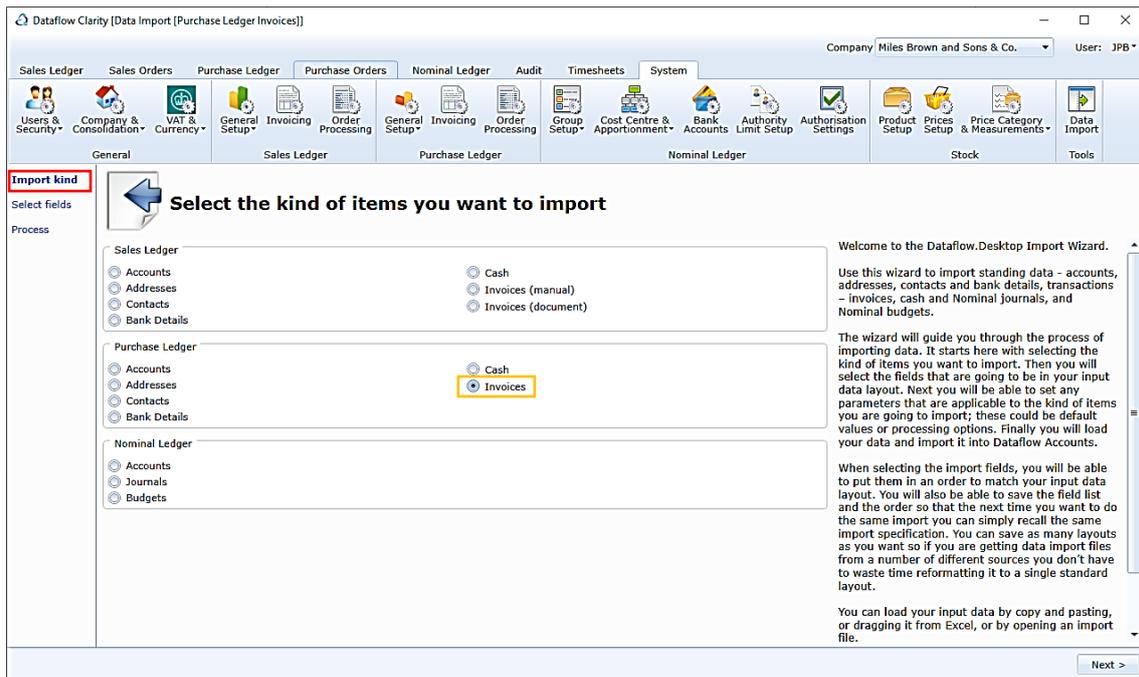
Once you have made your selection above either click the Next > button in the bottom right of the window or click on the wording Select fields over on the left-hand side, highlighted in purple in the example below:
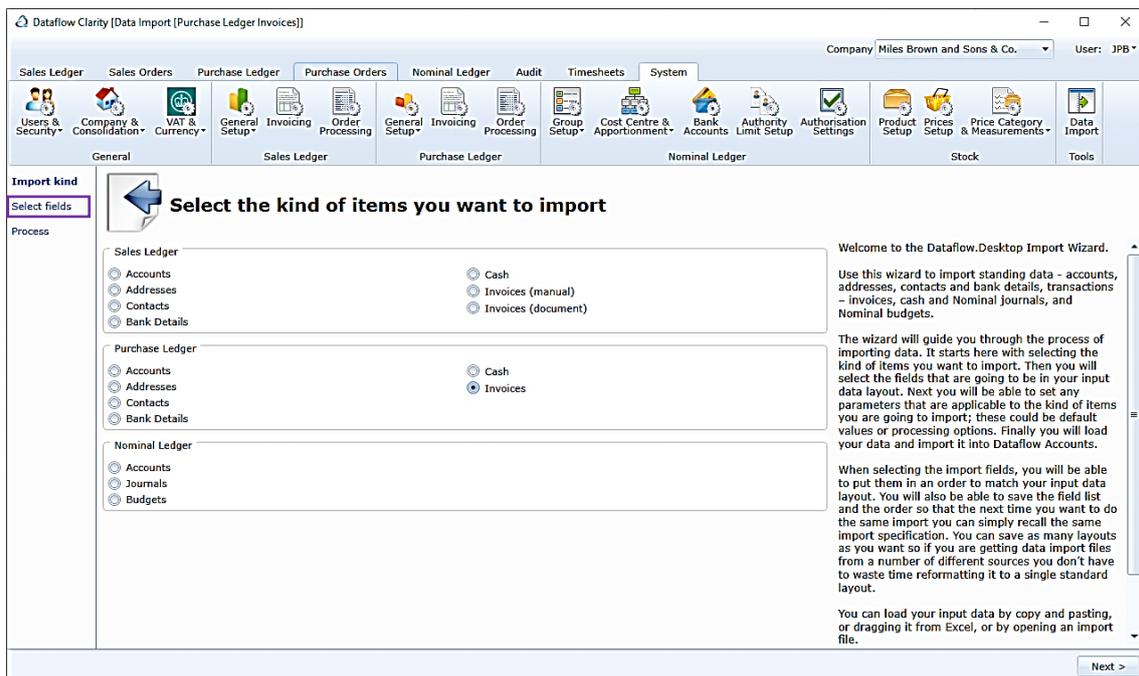
The Select fields section is where you define your import structure.

To create the structure simply click on required field with in the "Available" section on the left and use the arrows to move the fields over into the "Selected" section on the right. Should you wish to remove a field simply move the field back to "Available" section. These arrows are highlighted in yellow in the example below.

Once you have moved the required fields into the "Selected" section you can used the central up and down arrows to re-order the fields so that the order of the fields matches that of your import file. These arrows are highlighted in green in the example below:
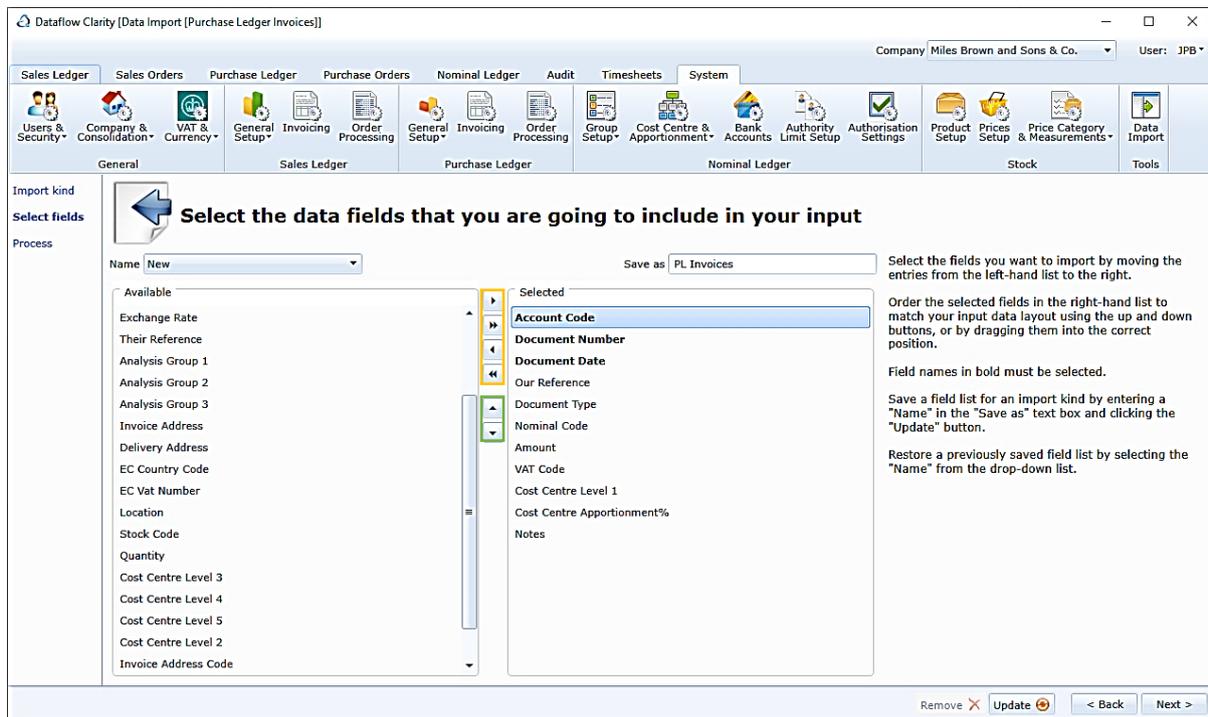

You may wish to save frequently used structures so you don't have to manually define them each time. You can setup as many import structures as you need.

To save and store a structure click on the "Name" dropdown and select "New", highlighted in orange in the example below. Having selected "New" activates the "Save as" field where you enter a description of the import template, highlighted in yellow in the example below. Click the Update button on the footer of the window to save the template.

The next time you are importing Purchase Invoices and wish to use your saved structure simply click on the "Name" dropdown and select your previously saved description.

You may also make amendments to a previously saved import structure by selecting that structure within the "Name" dropdown, make whatever changes to need and Update to save those changes. You may also wish to not save the changes by not clicking Update to save and use that modified structure as a one off.

Should you wish to delete a saved structure no longer in use select the relevant structure using the "Name" dropdown and click the Remove X button on the footer of the window.
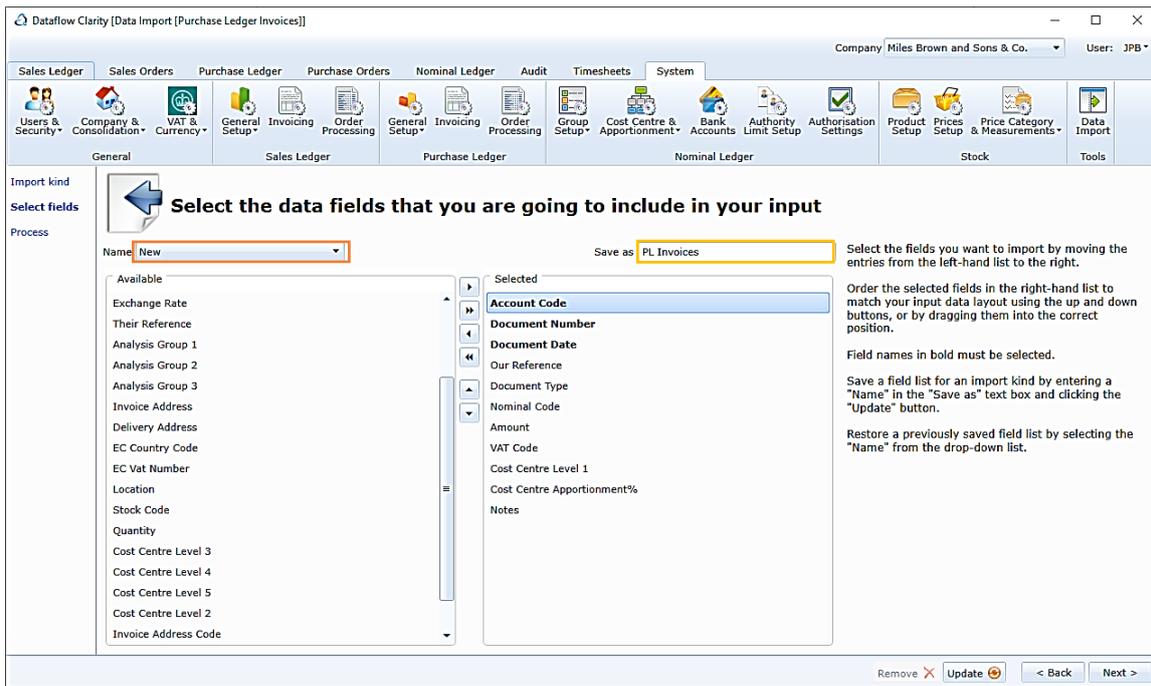
Should you wish to return to the previous stage you can do this at any point by either using the `< Back` button, or clicking on the relevant stage wording on the far left-hand side.

Once you have completed the structure, or chosen a saved template, either click the `Next >` button or click on the wording Process over on the left-hand side to go to that stage, highlighted in purple in the example below.

Also in the example below you'll notice that the import window now displays the import fields you've chosen as column headers, and they are displayed in the order you chose them to appear:
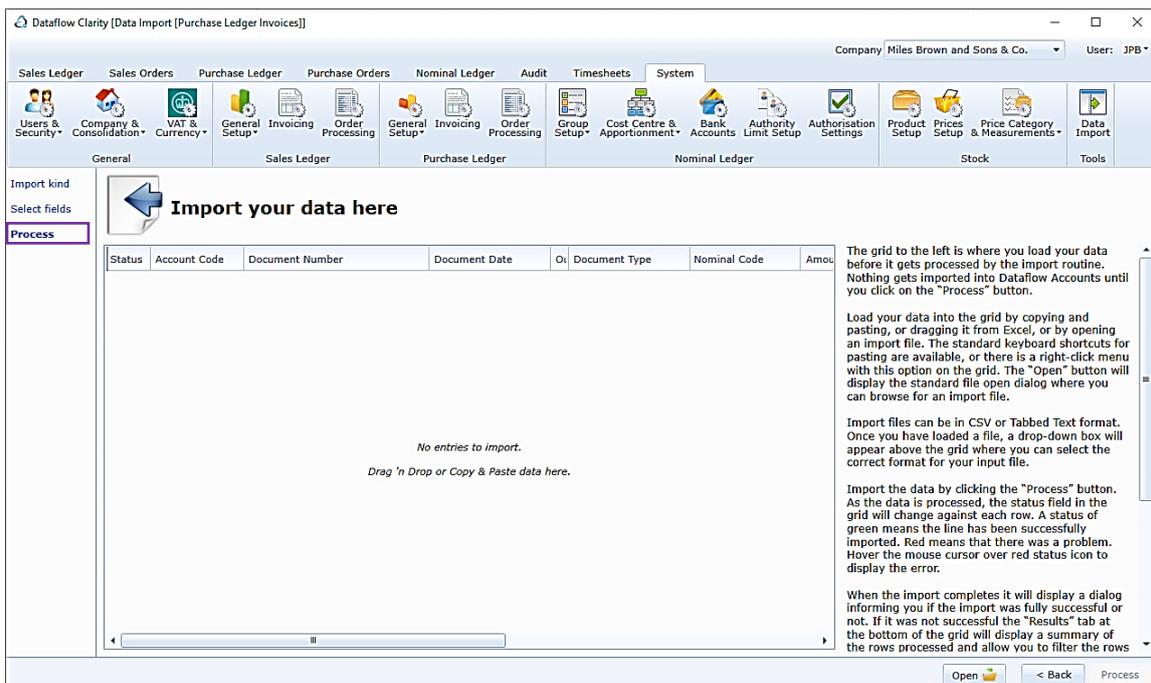
The Process section is where you bring in the data and update it to your accounts.

There are various ways to bring the data into the import window:

- Use the Open button and browse for the file.
- Copy the information from the source and paste it directly into the import window.
- Highlight and drag the information directly from the source into the import window.
- Drag the source file directly into the import window.

In this example I'm using the Open option to browse for the source file:
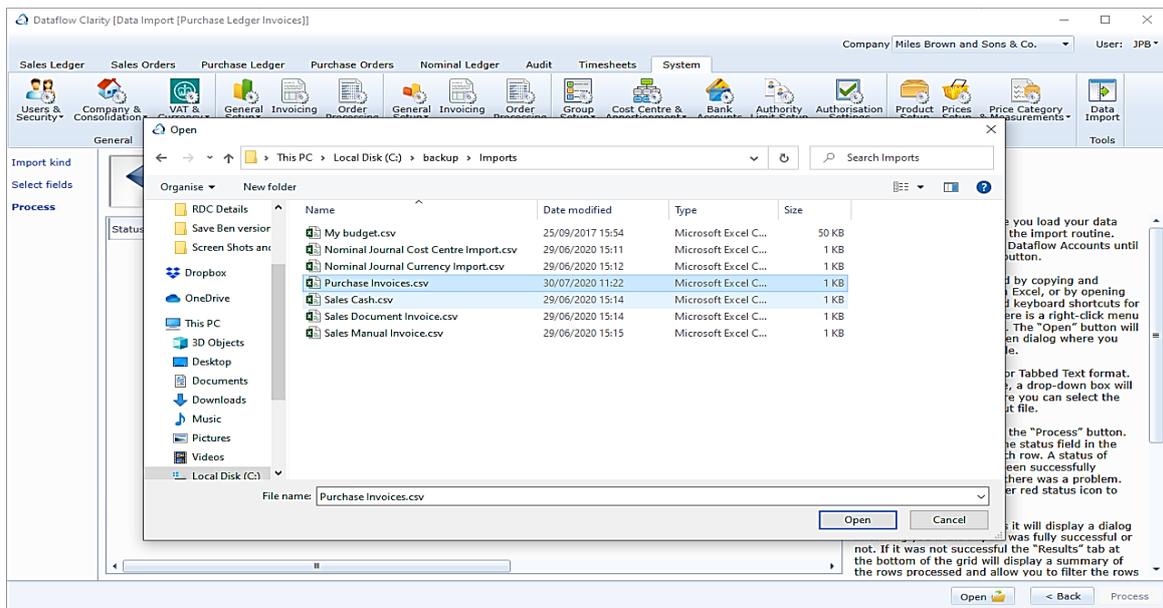
For your reference I have included an image of my example source file content below. Note that there are no column headers included within the source file. Only the data you wish to import should exist:

If you are using the Open option to file browse and open the source file must not already be open when you attempt to load it into Clarity. If the file is open you'll receive the following notification:
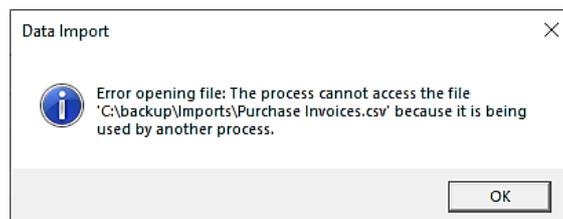
Should you receive the above notification simply close the source file and restart the Open 📁 and file browse process within Clarity's data import window.

Having now imported the data from my source file the import window now appears like so:

Once you have brought the information into the import window you do have the ability to modify the information, should you wish to do so. To modify simply double click on the required cell to enter edit mode. I have chosen to modify the "Our Reference" field on the first line, highlighted in orange in the example below:

Once you've imported the data and are ready to update to ledger click the Process button to complete the import and update the data to the accounts.

Having clicked Process the system may return an advisory message. In the example below one of the lines is reporting that a budget will be exceeded should you continue with the import. The line is identified by an 🔴 within the status column. At this point you can either click Cancel to abort the import, or click OK to Process the batch to ledger (clicking OK will automatically update the batch, you will not need to click process again).
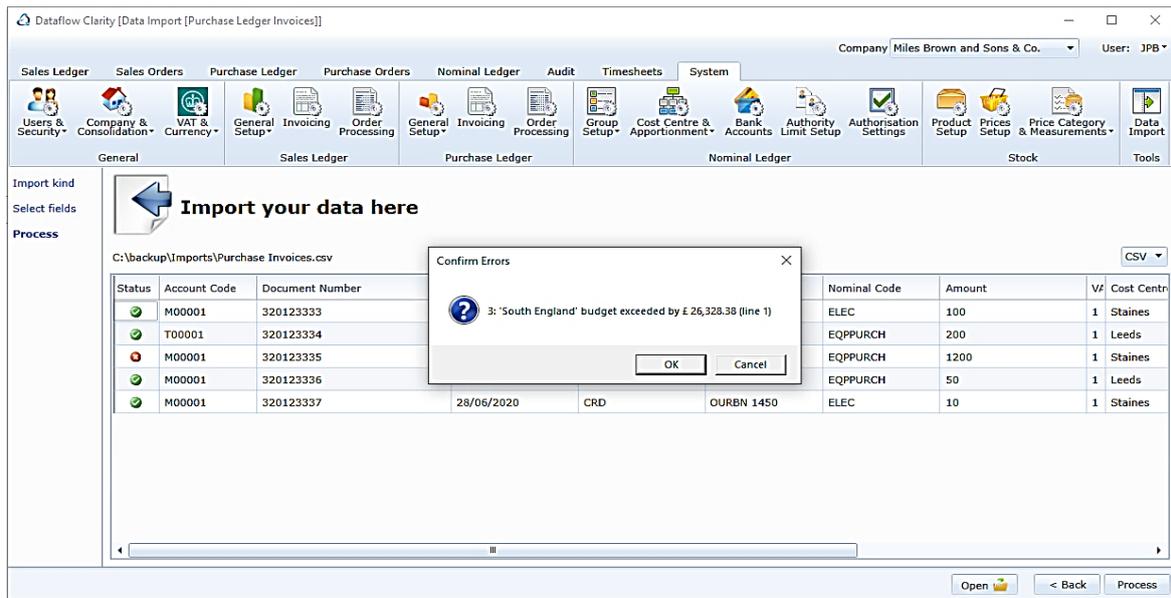
Should Clarity not recognise nor be able to make an association with some of the imported data a red marker will appear within the status column against lines containing that data.

If you hover the mouse cursor over the red marker additional information will appear detailing the reason for the red marker, this is highlighted in orange in the example image below. In this example I have purposely modified the account code to an account code that does not exist in the database.
There will also be additional information available within the "Results" tab located toward the left-hand side of the footer. If you click on the tab it will expand. An example of this is highlighted in yellow below.

Should you receive a red marker and error detail like the example above none of the information will have been updated to the accounts until the mismatch is rectified, or that information is excluded from the import itself.

Only upon successful import completion will you receive a dialogue detailing that the batch has been updated. An example of this dialogue is shown below:

Having successfully completed the import process you will now be able to view the imported invoices by navigating to the Purchase Ledger – Invoices window. I have filtered the display of this window so you'll only see the imported invoices used in this example import:

Once you have the import structures setup, the following routines also allow you to import directly without the need to carry this process from the import routine:
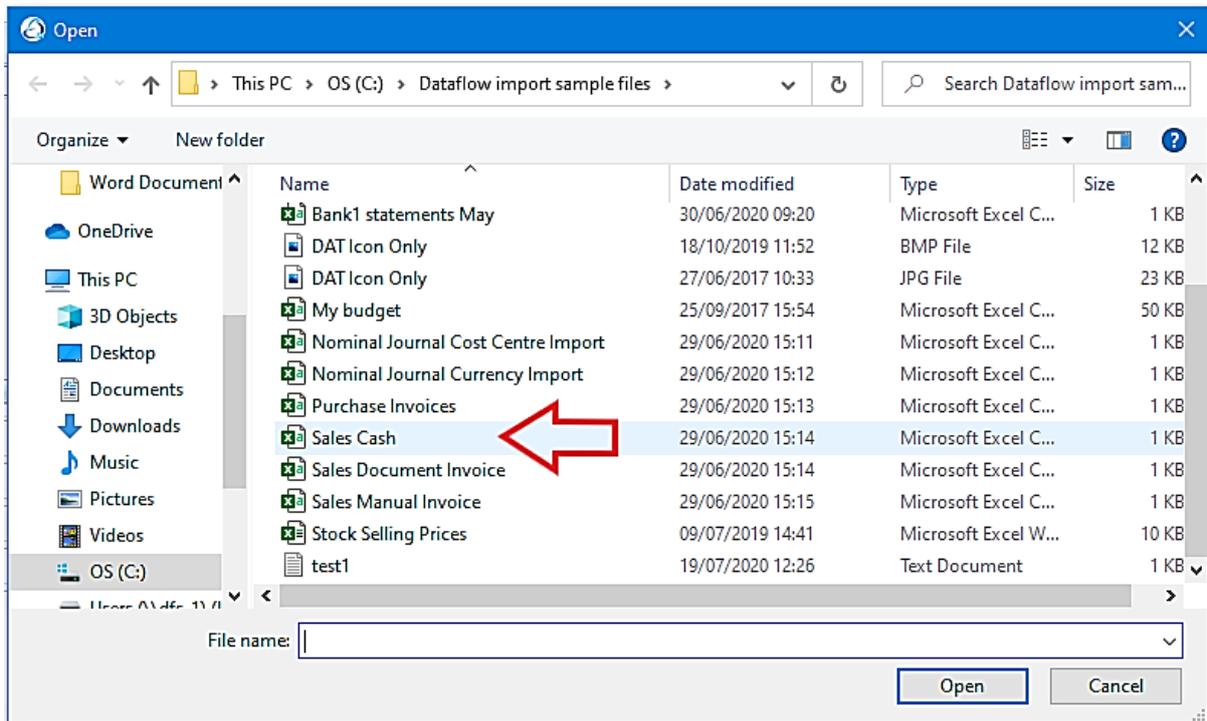
- Sales Cash
- Sales Invoices
- Purchase Invoice
- Journals
- Journal Adjustments

To use this facility, simply go the desired routine: In the example below I am importing Sales Cash directly into the Cash Input routine.
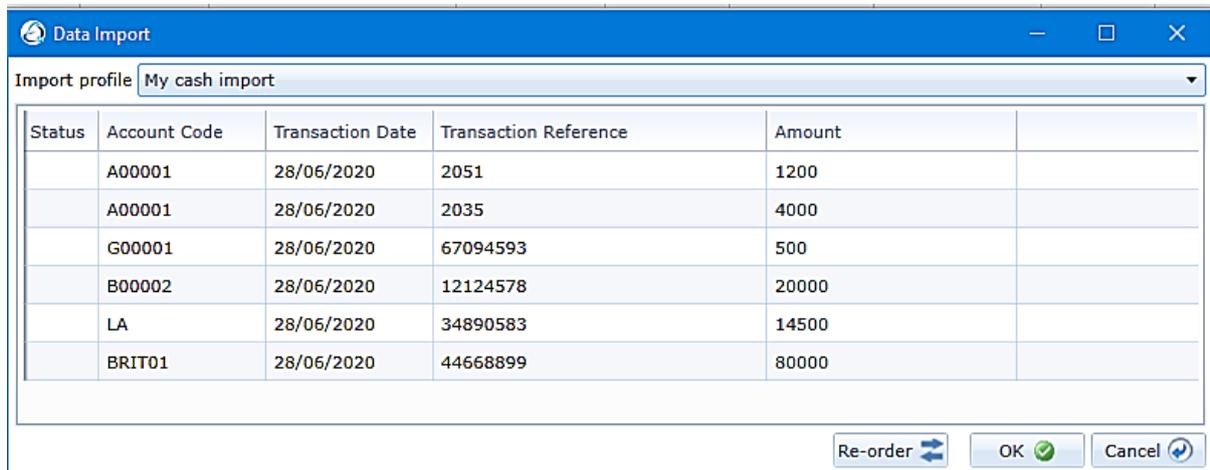
Open the routine, right click, select "Open"
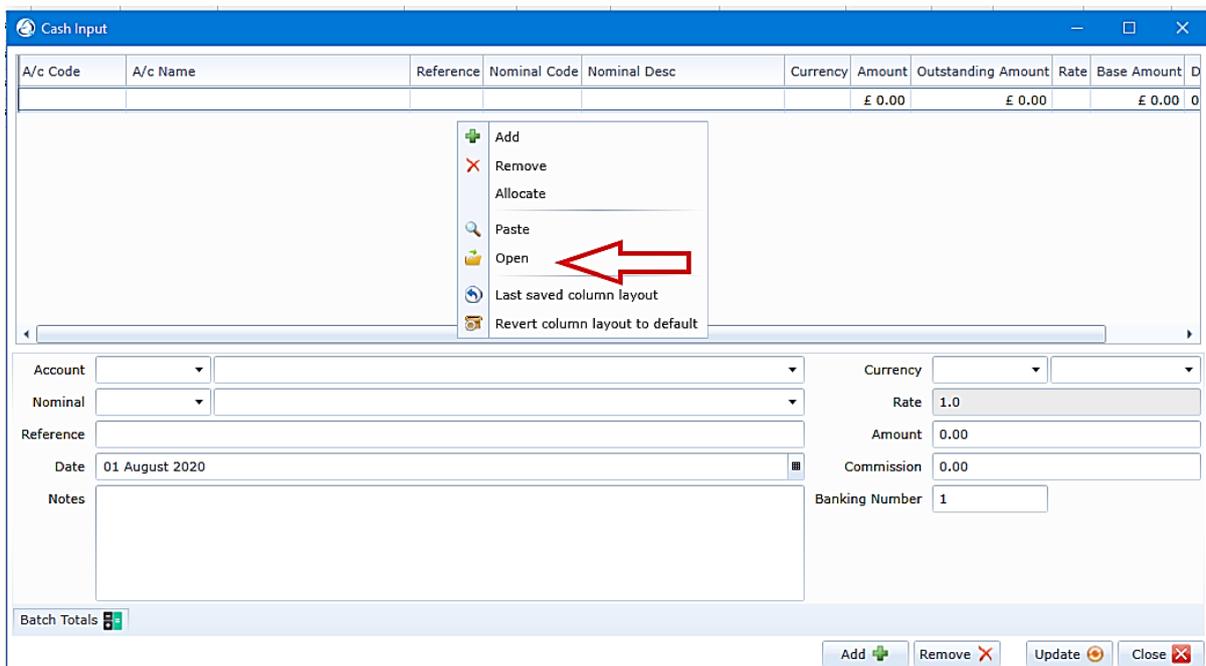
Browse to locate the import file:

Select and "Open"

The data is imported onto a grid as per the image below:

Press the "Ok" button to import the cash.

Once the cash is imported, you can then, continue using the routing as normal.

If you have multiple import structures set up, during the import, you can use the dropdown arrow to select which structure you are going to use during this import. The image below during the import of a batch of journals.

In this example, the drop drown has highlighted 4 possible import structure that I can pick for the import on this occasion.