

# Protean Software

Nominal Import Notes

# Nominal Import



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# Nominal Import

## Protean Versions

This document describes the import functionality for nominal import into Protean.

## Description

This import template is used to **create** nominal codes, dept codes and cost centre codes.

This import is only necessary if your accounts system is not currently supported within Protean.

## Important Note

This import will completely overwrite your nominal accounts table inside protean, **DO NOT** try and add 1 or 2 codes, this import will update the whole table so any records already there would be removed if not on the import.

# Nominal Import

Fields on the Import - expected number of columns = 7:

Column	Field Name	Mandatory	Requirements	Notes
A	AccountCode	Always	Text Field Max 10 Characters	This is the nominal code to be created
B	AccountName	Always	Text Field Max 50 Characters	This is the name of the nominal account the code relates to
C	DeptCode	No	Text Field Max 8 Characters	If dept codes are used this is the related code field to be created
D	DeptName	No	Text Field Max 50 Characters	If dept codes are used this is the name that relates to the code
E	CostCentreCode	No	Text Field Max 8 Characters	If cost centre codes are used this is the related code field to be created
F	CostCentreName	No	Text Field Max 50 Characters	If cost centre codes are used this is the name that relates to the code
G	AllowPurchaseAnalysis	Always	Text Field Y/N Option	This field allows or disallows the direct entry to a nominal code when entering supplier invoices, if Y the code is usable if N it is not

## Notes

- Repeat Lines for each Account\Dept\Cost Centre combination

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## How to import

1. File must be saved in CSV format.
  - a. File must not contain any header rows.
2. Navigate to file tab on Protean
3. Select Import Data
4. Use the import wizard
5. Select 'Nominal Accounts' under the type of data dropdown
6. Find the CSV import file (as per step 1)
7. Hit Next to validate the data
  - a. If needed correct import file
8. If step (7) successful - Double check the data on screen
9. Hit next to import into Protean
  - a. If needed review any warning messages and either correct in Protean / Import file and revert to step (2) onwards
10. If successful choose to keep or delete the import file used

## Best Practice

- If using Excel – do not double click to open a CSV File.
- Open Excel and use a data import from text to open any CSV
  - Select text formatting for any data including leading zeros
- Once ready, save in CSV format – including the header rows
- Review the saved CSV file in raw text format
- Remove the header row from the raw text CSV - save as another name with .csv formatting
- Run any major import in a practice environment before live
- Carry out a sample import of under 10 records before any larger import

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## Further Assistance

Example CSV template available on support website

Please review import templates webinar - <https://support.proteansoftware.co.uk/knowledge-base/webinar-import-templates/>

Contact Protean Support

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## Version Control

Version	Comments	User	Date	Approver
1.0	Original Document	Glen Barber	29/05/2019	MH