

## Using the Red Sky-APS Import Function

The following process is the method by which a user of Red Sky and APS can export data from APS and then import the data into Red Sky.

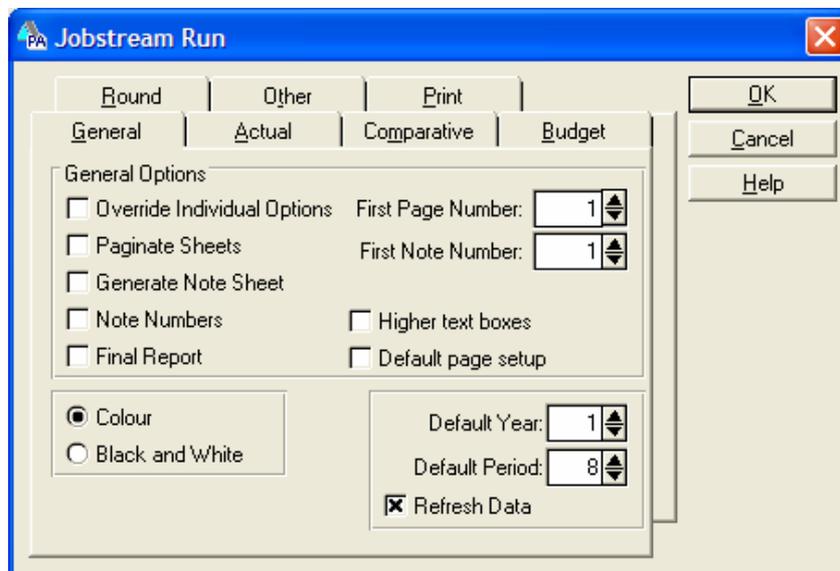
This uses the chart mapping function in APS and a Red Sky Xcede report. Once the mapping is completed for the coding used by individual accountancy practices (see SETTING UP THE EXPORT on the next page), it provides a comprehensive template for the rapid export of data from APS to Red Sky.

### HOW DOES IT WORK?

1. You extract the ledger information from APS using the Xcede report 'RS\_Extract.xls'.
2. You import the resulting file into Red Sky via 'File' and 'Import Spreadsheet' on Red Sky's main menu.

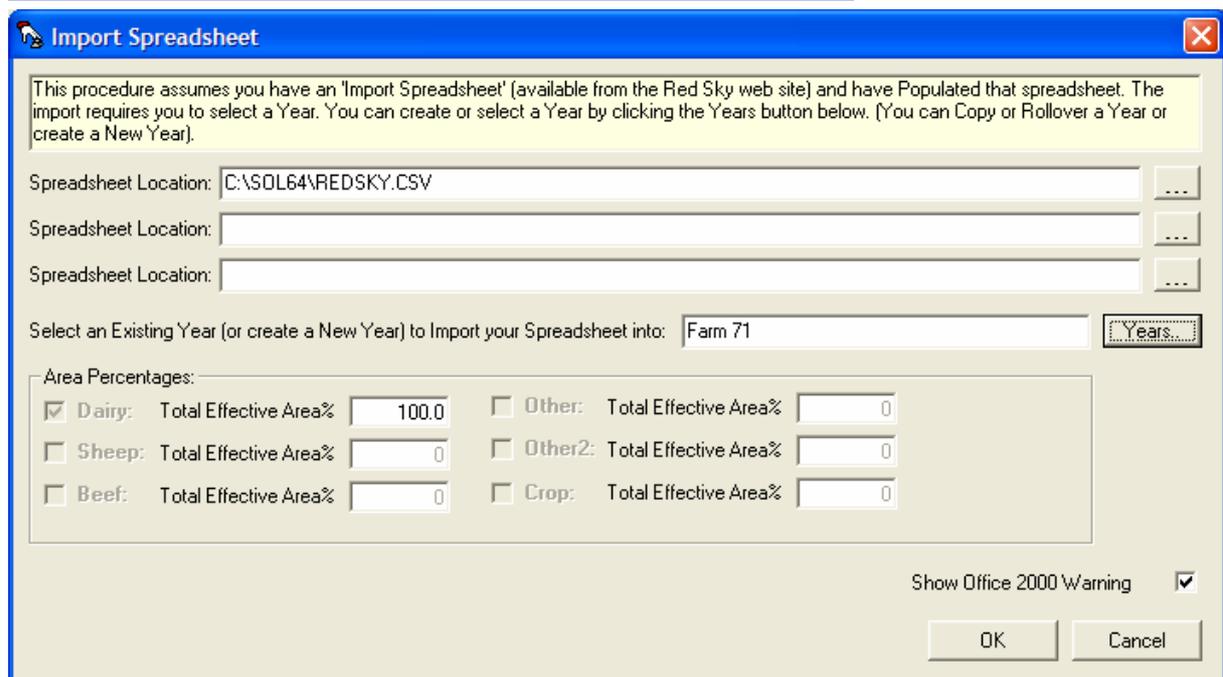
### 1. EXTRACTING DATA FROM APS

To make the 'RS\_Extract.xls' report available from a client: open the client, choose 'Reporting', 'Spreadsheets' (2<sup>nd</sup> tab), find 'RS\_Extract.xls' in the list, double click on the file and 'Save'.



To run the report; open the client, choose 'Reporting', 'Xcede'. Choose 'Sheets', double click on 'RS\_Extract.xls'. Click 'Run'. In the resulting screen tick refresh data (nothing else!) and then 'Ok'.

The excel window may go blank for a while as the report is generated. It may take several minutes to complete. The resulting Excel workbook can be saved as required.



### **IMPORTING THE EXTRACTED DATA INTO RED SKY**

1. Open Red Sky and choose 'File' and 'Import From Spreadsheet' to import the spreadsheet
2. Locate the import spreadsheet by clicking on the '- - -' button at right of 'Spreadsheet Location' and go to your Red Sky export folder, choose or create/rollover the year to import into and click 'OK'. You can collate up to three entities here by for example selecting exports for a company, a trust and a partnership for the same farm.

The effective area percentages are the basis for splitting some costs (e.g. animal health expenses) automatically between the different enterprises (most likely sheep & beef). The percentages can be changed here if the percentages from the effective area do not do justice to this farm.

### **SETTING UP THE EXPORT REPORT**

#### **Step 1**

Install the latest version of Red Sky Farm Performance Analysis software (the latest version is always available from the home page of our website or from [www.redskyagri.com/links/redsky\\_1\\_79.php](http://www.redskyagri.com/links/redsky_1_79.php)).

#### **Step 2**

The necessary files ('RedSky Chart.csv' and 'RS\_Extract.xls') are available for all users of APS and can be downloaded from [www.redskyagri.com/links/redsky\\_1\\_111.php](http://www.redskyagri.com/links/redsky_1_111.php). Save 'RS\_Extract.xls' in ..\Program Files\Professional Accounting\Files\Sheets or in the same folder that you store your other spreadsheets. It does not matter where you save 'RedSky Chart.csv' as long as you can find it to import it into the Chart Mapping Tool.

#### **Step 3**

##### Chart mapping

1. Open the Administration Tool application.
2. Right click on the required master chart template and select 'Chart Mapping'.
3. Import the XPA Master Chart of accounts via the Chart Mapping - Maintenance menu, option 'New'.
4. Next import 'RedSky Chart.csv' the same way.
5. Map the charts from XPA to Red Sky (double click each chart to select).
6. Make sure the required ledger or template is displayed in the XPA File field at the top of the window.
7. From the Actions menu select Export Mapping. This will set up the fields and populate them as per the mapping selected at the time of the export.

#### **Step 4**

##### Confirming the account ranges

The report is split into three areas: 'Revenue & Expenses', 'Livestock' and 'Balance Sheet'. The code ranges can be set for each to reduce the areas of the chart being searched.

Open 'RS\_Extract' in Xcede:

1. Highlight cell A7 and open the function using the function wizard. In the Account field edit the account range for Revenue & Expenses (excluding livestock).
2. Do the same for Livestock in cell A19 and Balance Sheet in A31

### Step 5

#### Refresh from Template to another ledger.

Open the client ledger, choose 'Chart' from the 'Chart' menu. Click on the Template button and select the Template you wish to transfer the User fields from. Select the User Fields transfer button to transfer the fields and codes into the ledger in use.

### **Making Changes to Your Chart of Accounts**

If you change your master chart of accounts you can update the mapping by updating the XPA Master Chart in the Chart Mapping Tool, adapt the mapping, exporting again and transferring the new mapping to each client's ledger.

### **IMPORTANT CONSIDERATIONS**

- In the case of codes with variable amounts of sub codes (such as bank accounts, loans, investments) please enter all possible code numbers to the maximum range used to make sure the export works for all your clients.
- When you do not have (a separate) code for a category used in Red Sky, either create a code to accommodate this for your Red Sky clients or alternatively enter a code that is not used and enter the split from within Red Sky. The main codes that need splitting are for feeds/supplements and nitrogen fertiliser.