Gatekeeper to Business Manager Link

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Contents

Introduction .................................................................................................................. 3
Getting Started.............................................................................................................. 3
EXAMPLE 1 Single Business in Gatekeeper & Business Manager ............ 4
EXAMPLE 2 Gatekeeper Single Business with Contract Business.......... 4
EXAMPLE 3 Gatekeeper Multiple Businesses and Contract Businesses .. 5
EXAMPLE: Export From Gatekeeper (with Deliveries)............................... 6
To apply costs within Business Manager ................................................................. 7
Allocate amounts to individual items ........................................................................ 9
Update Prices to Gatekeeper ..................................................................................... 10
Introduction

The link between Gatekeeper and Business Manager is designed as a simple method to allow the accounts to update the prices of stock purchases within Gatekeeper without the need to duplicate entries. Gatekeeper data is not saved within Business Manager data which is unaffected by this link. This link will be particularly useful if different members of staff update each program separately. There are two basic methods:-

Update existing deliveries within Gatekeeper with the correct prices from invoices entered within Business Manager. To make best use of this link it is recommended that DELIVERIES are recorded in Gatekeeper. These deliveries must be exported to BM and linked to either Invoices/Cash Analysis Payments to avoid duplication of data. Please note you cannot use the link for Intra Business transactions or Buffer Deliveries.

Update Gatekeeper stocks with the completed invoices from Business Manager where no stock details have previously been entered.

Getting Started

It is important to establish how Gatekeeper is being used, as this does affect the way data files interact with Business Manager.

The link in Business Manager relies on two files being exported from Gatekeeper. If the customer has multiple businesses and/or stock centres it is important that these are identified by the correct use of Folders and Export References. Essentially we recommend there is a separate folder for each Gatekeeper business that links to a Business Manager dataset.

On the following pages we have given examples of some common scenarios.
EXAMPLE 1 Single Business in Gatekeeper & Business Manager

To check Gatekeeper. Click on the ‘Business and Year selector’ this is the green button on the right hand corner of screen.

The following screen is displayed. Each Gatekeeper business is the equivalent of a Business Manager data set.

Create a single folder for the exported files e.g. C:\BM GK Export

EXAMPLE 2 Gatekeeper Single Business with Contract Business

GK with a single business and contract business. (A ‘Contract Business’ is linked to the main business and cannot be selected from the green business and year selector).

Create separate folders for the main and contract businesses to export data files to and from e.g.

C:\ GK BM Export\Camphill Farming Company
C:\ GK BM Export\PF Contract Business
EXAMPLE 3 Gatekeeper Multiple Businesses and Contract Businesses

Business Manager Multiple Datasets

If you have multiple businesses we recommend a folder for each business and then sub folders for the contract businesses i.e.

C:\ GK BM Export\Camphill Farming Company\PF Contract Business
C:\ GK BM Export\Camphill Farming Company\XY Contract Business
C:\ GK BM Export\Greenway Estates\Farm 1
C:\ GK BM Export\Greenway Estates\Farm 2
EXAMPLE: Export From Gatekeeper (with Deliveries)

1. In Trading click on Exchange
2. In the Export screen browse to select folder or create new folders as necessary.
3. Optional Reference: use this to prefix exported files and is useful when identifying data when importing data in GK. We recommend using business/stock centre name and month.
4. Check the date range is correct
5. Ensure the correct business/transaction are selected.
6. Click on Export Resources and if required the Export Transaction button (only if using deliveries)

All available deliveries for the selected business(s) are displayed. Individual entries or a range may be selected.
The exported files will be shown as follows:

- Resource (includes all products and suppliers) suffixed with 20._0.fmx
- Trading which includes all delivery notes suffixed with 15._0.fmx

To apply costs within Business Manager

Before you can match these details with any data entered into Business Manager, you should ensure that you have taken the option to use the Gatekeeper link - go to Tools – Options – Data entry.

Enter your stock purchase as normal using either a Purchase Invoice or a Cash Analysis Cheque. At this point, it is not necessary to itemise the entry in any detail - for example you may find that one line labelled 'Sprays' is enough detail for Business Manager even though you are looking for more detail within Gatekeeper.

At the bottom of the screen you will see a tick box labelled 'Save to Gatekeeper' - select this before you save the whole transaction. (TIP - if you forget to check this box before you save the entry, go back and edit the transaction slightly to re-activate the 'Save to Gatekeeper' button.)

Having saved the normal data entry screen, you will now be presented with this screen:
Using the browse buttons to the right of these selection boxes, find the relevant files that were created from Gatekeeper.

**IMPORTANT** - Make sure that you are using the most up to date files. You must link to the Resource file but you may not have any outstanding delivery notes and therefore do not have a Trading file. Business Manager will create one for you if necessary.

At the bottom of the screen select the Stock Company name - i.e. the supplier name used in Gatekeeper.

From the files selected, the program will calculate the total number of Products, Suppliers and outstanding delivery notes for this supplier from Gatekeeper. You will also see a summary of the purchase invoice or cash analysis cheque entered, net of VAT.

**WARNING** - if you are **editing** an existing entry, take care that you do not edit the linked supplier unless you intend to add a new Gatekeeper entry. Any outstanding entries that have not yet been imported into Gatekeeper will be unaffected and using a different supplier will create a new entry.

Click on **Next**.
Allocate amounts to individual items

If you have outstanding delivery notes within Gatekeeper for this supplier you will now see the items listed on the screen:

Click on each line and enter the financial value of each one at the bottom of the screen. Remember to 'Save'.

To add new items click on the **New** button at the bottom of the screen. Pick the Product name from the drop down list created from Gatekeeper and enter the full details of the delivery and its value. Remember to 'Save' when complete.

**NB** the total on this screen does not have to balance with the total invoice as it may contain items that are not applicable to Gatekeeper. The 'Include on Invoice' box associates the delivery note to this Business Manager invoice, i.e. when you add another invoice this delivery note will no longer be outstanding.

The actual Business Manager invoice will remain unaffected by any data entered on this screen.
Update Prices to Gatekeeper

Entering the prices for each item within Business Manager will automatically update the Trading file -i.e. deliveries_ xxxxxxxx_15.fmx.

If Gatekeeper is on a different machine to Business Manager this file should be copied or emailed to the Gatekeeper computer.

1. As before, select Trading and Exchange.
2. Select Import and ensure that you have highlighted the correct file which will normally be in the same location as before
3. Entries will be matched to any existing delivery notes if applicable or, if the delivery note was not entered into Gatekeeper, will be created as a new entry.
4. Click on the Import button to bring the details into Gatekeeper. You will ask to confirm that the product names match with those already in Gatekeeper.
5. Remember to confirm the transactions once they have been imported.

NB - this file is flagged to ensure that the entries are only imported once. This only occurs once all the entries have been selected so it is recommended that you always import all entries within the file in the same session to prevent duplications happening.
You will then be given the option to match actions and confirm, you can then press OK.

![Match Publication Products Pre Importing](image)

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<th>Unit</th>
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<th>Add</th>
<th>Ignore</th>
<th>Status</th>
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<tr>
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<td>Kerb Flo</td>
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<tr>
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<td>Alleloxsides</td>
<td>Appeal</td>
<td>kg</td>
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<td>kg</td>
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<td>Seed / Plants</td>
<td>Hadyn Beet</td>
<td>58 Unit</td>
</tr>
</tbody>
</table>

**Gatekeeper Product Picking**

Either select an existing Gatekeeper product name from the drop down list or enter a new name.

For supported pesticide types only, fill the pick list with Sentinel product names instead of the existing Gatekeeper list.

![Matching Results](image)

- 15 Matched Stock List data found

All products within each heading group should have a unique product name so that auto matching of products to be imported is accurate.

OK  | Cancel

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