



Import BP Excel File

The currently available functionality under this heading is displayed below:

IMPORT BP Excel File

For **Receipts** based Practitioner payments, you will need to first download in Excel format from Best Practice, the report named **Payments Export** for a period covering the proposed **Practitioner Pay Run period**.

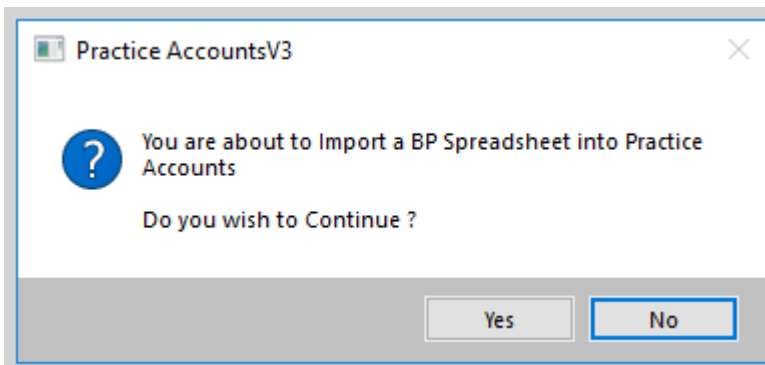
For **Billings** based Practitioner payments, the report is named **Services Export**.

In both cases, the BP Excel file needs to be copied into the folder C:\ProgramData\Practice AccountsV3\ExcelImportFile, then opened in Excel and immediately saved without any changes.

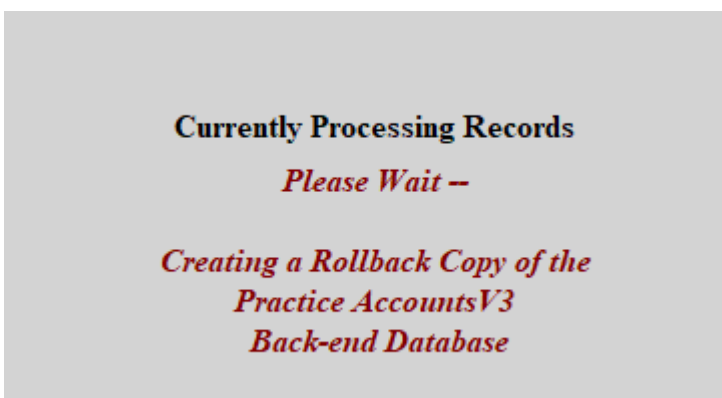
If you have elected to save the Excel files in a more convenient location, then make the necessary file location changes – please refer to the File Locations user help guide for further details.

Also, please refer to the Processing Checklist user help guide for further details.

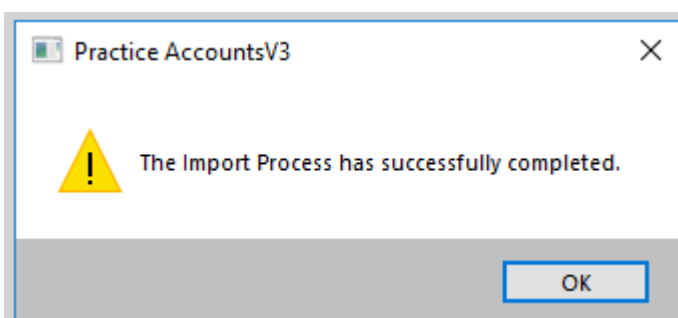
After Clicking the above button, several warning messages will be displayed, such as:



A Rollback copy of the database will then be created.



And finally, a completion message.



CRITICAL – CRITICAL - CRITICAL

It is extremely important that you download the BP Reports, ‘**Payments Export**’ for **Receipts** and ‘**Services Export**’ for **Billings**, as Excel files when logged on to a BP as a User that has those Reports ticked,

AND, that has the ‘All Practitioners’ radio button ticked.

Otherwise, you will only be downloading the Fee Receipts or Billings for the one Practitioner that has the ‘Self Only Access’ radio button ticked.

The screenshot shows a 'Setup reports' dialog box with the following elements:

- Report Types:** A dropdown menu set to 'New'.
- Tick the reports that this user will have access to:** A list of reports with checkboxes. 'Payments Export' is checked.
- Report Permissions ('New' Reports Only):**
 - Practitioner Access:** Radio buttons for 'All Practitioners' (selected) and 'Self Only Access'.
 - Locations Access:** 'Select all' and 'Deselect all' buttons.
 - Location name:** A text input field.
 - Apply to all ticked reports:** A button.
- Buttons:** 'Inherit', 'Save', and 'Cancel' buttons.

To set or check those Report Preferences, click Setup on the main BP Menu, then Users, then highlight the User that you intend to logon as to download the reports, then click the Edit button, then click Set Reports button, then tick the Report that is relevant to your Practice – either **Payments Export** or **Services Export**.
