

1. Import Specifications

File Format

1. The file type used for data import must be CSV.
2. Headers and fields in the CSV are allowed to be either not enclosed in inverted commas or enclosed in inverted commas. However, if a field does contain commas, then that field (at least), will have to be enclosed in inverted commas.
3. Data format has to match what is in the table below, or the import will fail.
4. Some fields have set values, where only a value that matches those written in the table below will be accepted for a successful import.

File headers

1. The file headers for each imported file type must match the fields listed below in this document. If the headers do not match then the data import will fail.
2. The file headers must be in the correct order. If the correct column headers are present in the import file but these are not in the order of the table below then the data import will fail.
3. If extra headers are present in the import file in addition to (and beyond) the correct headers which are present for that file import type then the data import will fail.
4. If one or more of the headers are deleted, the import will fail.
5. If data is present in the CSV columns past the columns correctly required for data import for the file import type then the data import will fail.
6. Some fields are mandatory, ie if there is no data in the fields under those headers the import will fail.
7. Some fields are optional. **The header must be present**, but if no data is entered in the fields, the import will still be successful.

Data file import order

After completing basic configuration in Logipro (i.e. configure the lists of Client Accounts, Unit Types, Contact Types and Nominal Accounts) and configuring Logipro configuration settings (Admin -> General settings, e.g. Default Managing Agent and Default Management Charge), data files should be imported in the following order:

- Companies
- Properties
- Units

Contacts can be imported at any stage.

Note: This does not mean that all four file types have to be imported in one data import session.

1.1 Import companies

Companies can be imported into Logipro using data from a CSV file.

1.1.1 Import companies file format

The companies import file must be ordered so that if there are partnership companies that contain nominee companies, then the partnership companies must come first in the CSV file before the nominee companies. Otherwise, the system will not find the partnership company when evaluating the CompanyPartnershipID.

A csv file with the following headers can be selected for importing companies:

ID	Field name	Mandatory / Optional	Format	Validation rules
A	ID	M	text	Note: This is the company unique ID from the source property management system.
B	CompanyPartnershipID	O	text	Referential integrity: Reference to {ID} (field A). The companies import file must be ordered so that if there are partnership companies that contain nominee companies, then the partnership companies must come first in the CSV file before the nominee companies. Otherwise, the system will not find the partnership company when evaluating the CompanyPartnershipID.
C	CompanyName	M	text	
D	Company Type	M	text	Allowed values: Partnership, Trading Company, Nominee Company
E	Currency	O	text	Allowed values: Pounds, Euro, Dollars
F	CompanyNumber	O	text	
G	VATRegistered	Conditional: M if Company Type <> Nominee Company	Y/N	
H	VATRegisteredNumber	Conditional: M if VATRegistered = Y	text	

ID	Field name	Mandatory / Optional	Format	Validation rules
I	VATCode	O (this field is optional since we have default values we can use if VATRegistered = Y)	text	Allowed values: T0, T1, T9 Conditional validation: IF VATRegistered = N THEN VATCode must be T9 ELSE (VATRegistered = Y) VATCode must NOT be T9 END IF Default value: IF VATRegistered = Y THEN Default value = "T1" ELSE IF VATRegistered = N THEN Default value = "T9" END IF
J	DefaultBankAccountPounds	O	text	Allowed values: The Default rental account may be left blank, however if this field is populated then the value must have previously been entered into LogiPro
K	ManagementChargePercentage	O	decimal	
L	Address1	O	text	
M	Address2	O	text	
N	Address3	O	text	

ID	Field name	Mandatory / Optional	Format	Validation rules
O	Address4	O	text	
P	Address5	O	text	
Q	PCD	O	text	
R	Phone	O	Allow numerals, brackets, dashes and spaces	
S	Fax	O	Allow numerals, brackets, dashes and spaces	
T	Mobile	O	Allow numerals, brackets, dashes and spaces	

1.2 Import Properties

Properties can be imported into Logipro using data from a CSV file.

1.2.1 Import Properties file format

A csv file with the following headers can be selected for importing properties.

Field id	Field name	Mandatory / Optional	Format	Validation rules
A	ID	M	text	Note: This is the property unique ID from the source property management system.
B	CompanyID	O	text	
C	PropertyName	O	text	

Field id	Field name	Mandatory / Optional	Format	Validation rules
D	Address1	M	text	
E	Address2	O	text	
F	Address3	O	text	
G	Address4	O	text	
H	Address5	O	text	
I	PCD	O	text	
J	VatChargeable	O	Y/N	Default value: IF VatChargeable is null THEN Inherit this value from the company that owns the property END IF
K	VATCode	O (this field is optional since it has a default value)	text	Allowed values: T0, T1, T9 Conditional validation: IF VATRegistered = N THEN VATCode must be T9 ELSE (VATRegistered = Y) VATCode must NOT be T9 END IF Default value: IF VATCode is null THEN Inherit this value from the company that owns the property END IF

1.3 Import units

Units can be imported into Logipro using data from a CSV file.

1.3.1 Import Units file format

A csv file with the following headers can be selected for importing units.

Field ID	Field name	Mandatory / Optional	Format	Validation rules
A	ID	M	text	Note: This is the unit unique ID from the source property management system.
B	PropertyID	M	text	Referential integrity: Enforce referential integrity against previously imported property id's
C	Address1	O	text	
D	Address2	O	text	
E	Address3	O	text	
F	Address4	O	text	
G	Address5	O	text	
H	PCD	O	text	
I	FloorArea	O	decimal	
J	Comments	O	text	
K	UnitType	O	text	Allowed values: List of Unit Types must be defined by the user before doing the import (as stated above)
L	Commercial	O	Y/N	

M	VatChargeable	O	Y/N	Default value: IF VatChargeable is null THEN Inherit this value from the property to which the unit belongs END IF
N	VATCode	O (this field is optional since we have default values we can use if VATRegistered = Y)	text	Allowed values: T0, T1, T9 Default value: IF VATCode is null THEN Inherit this value from the property to which the unit belongs END IF

1.4 Import contacts

A csv file with the following headers can be selected for importing contacts.

Field ID	Field name	Mandatory / Optional	Format	Validation rules
A	ID	M	text	Note: This is the contact unique ID from the source property management system.
B	Type	M	text	Allowed values: The list of available contact types must be defined by the user before doing the import (as stated above).
C	CompanyName	M	text	
D	Title	O	text	
E	FirstName	M	text	

F	LastName	M	text	
G	Salutation	O	text	
H	Currency	O	text	Allowed values: Pounds, Euro, Dollars
I	Address1	O	text	
J	Address2	O	text	
K	Address3	O	text	
L	Address4	O	text	
M	Address5	O	text	
N	PCD	O	text	
O	Phone	O	Allow numerals, brackets, dashes and spaces	

P	Fax	O	Allow numerals, brackets, dashes and spaces	
Q	Mobile	O	Allow numerals, brackets, dashes and spaces	
R	BankName	O	text	
S	BankBranch	O	text	
T	BankSortCode	O	text	
U	BankAccountNumber	O	text	

Field ID	Field name	Mandatory / Optional	Format	Validation rules
V	BankAccountName	O	text	
W	BankInvestorReference	O	text	
X	IBANCode	O	text	
Y	SWIFTCode	O	text	
Z	BICCode	O	text	
AA	ChequePayableTo	O	text	
BB	VATRegistered	M	Y/N	
CC	VATRegisteredNumber	Conditional: M if VATRegistered = Y	text	
DD	VATCode	Conditional: M if VATRegistered = Y	text	Allowed values: T0, T1, T9 Default value: IF VATRegistered = Y THEN Default value = "T1" ELSE IF VATRegistered = N THEN Default value = "T9" END IF
EE	DefaultPurchaseNominal AccountRefCode	O	text	
FF	DefaultSalesNominalAccountRefCode	O	text	
GG	HomeAddress1	O	text	
HH	HomeAddress2	O	text	
II	HomeAddress3	O	text	
JJ	HomeAddress4	O	text	

KK	HomeAddress5	O	text	
LL	HomePCD	O	text	
MM	DateOfBirth	O	date	
NN	NINumber	O	text	
OO	Email	O	text – email format	