



Importing Clients into IRIS Anti-Money Laundering

A Guide for use with Keytime Practice Manager

This is a guide to exporting client records from Keytime Practice Manager and imported them into IRIS Anti-Money Laundering (AML). Importing can be performed on a regular basis to keep the AML module “in sync” with Practice Manager. The import process will compare data in the export file against your existing AML data, and will add or “top up” as necessary. Using the unique client ID in Practice Manager will help the software to match up the correct entries on an ongoing basis.

Client vs. Person

A “Client” can be one of two types: an entity (such as a limited company, partnership, charity, trust etc.), or an individual (i.e. a single person for whom you act in a professional capacity). Either one of these types of Client can have any number of “Associated Persons”, each with a specific “relationship” (such as director of a company, partner in a partnership, or in the case of an Individual Client, the individual him/herself). Practice Manager creates two CSV files; one listing Clients, and another listing Persons with their relationship to a Client.

Exporting Data from Practice Manager

To export data from Practice Manager, follow the steps below:

1. Open Keytime Practice Manager using the Administrator login
2. Click File / Support Tools, click IRIS AML Export:

Support Tools for Client Import

CSV Formats

Cloud Tax	Import clients from a CSV file in the Cloud Tax format.
Keytime	Import clients from a CSV file in the Keytime format.
Custom	Import clients from a Custom CSV formatted file, using the Mapping Grid.

ZIP Formats

Cloud Tax	Import tax return data exported from Cloud Tax.
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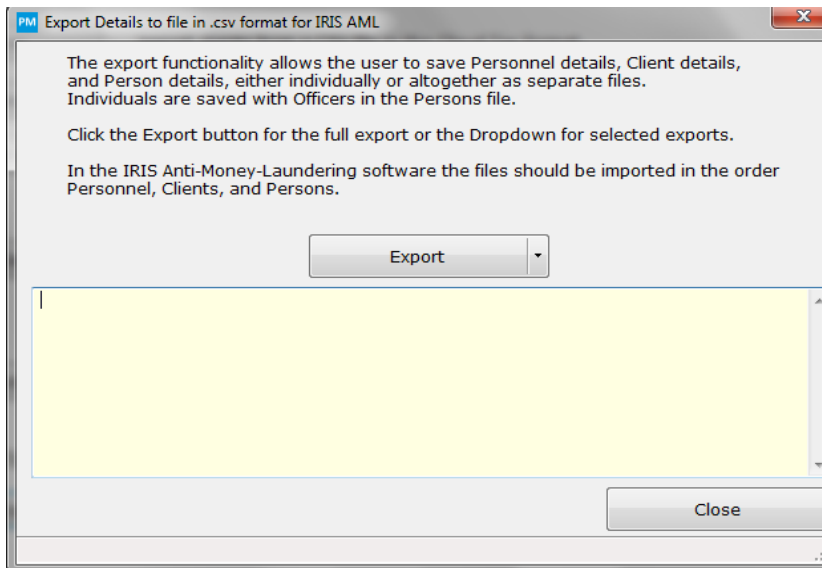
Other Formats

Keytime Products	Import clients from another Keytime Product e.g. Tax
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Support Tools for Client Export

IRIS AML Export	Export clients into a CSV formatted file using Anti-Money-Laundering mapping
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3. Click Export, click Yes to continue with the export:



4. Your export files will be saved by default into the Practice Manager data location, click Save.
5. The export files will be created, click Close once finished.

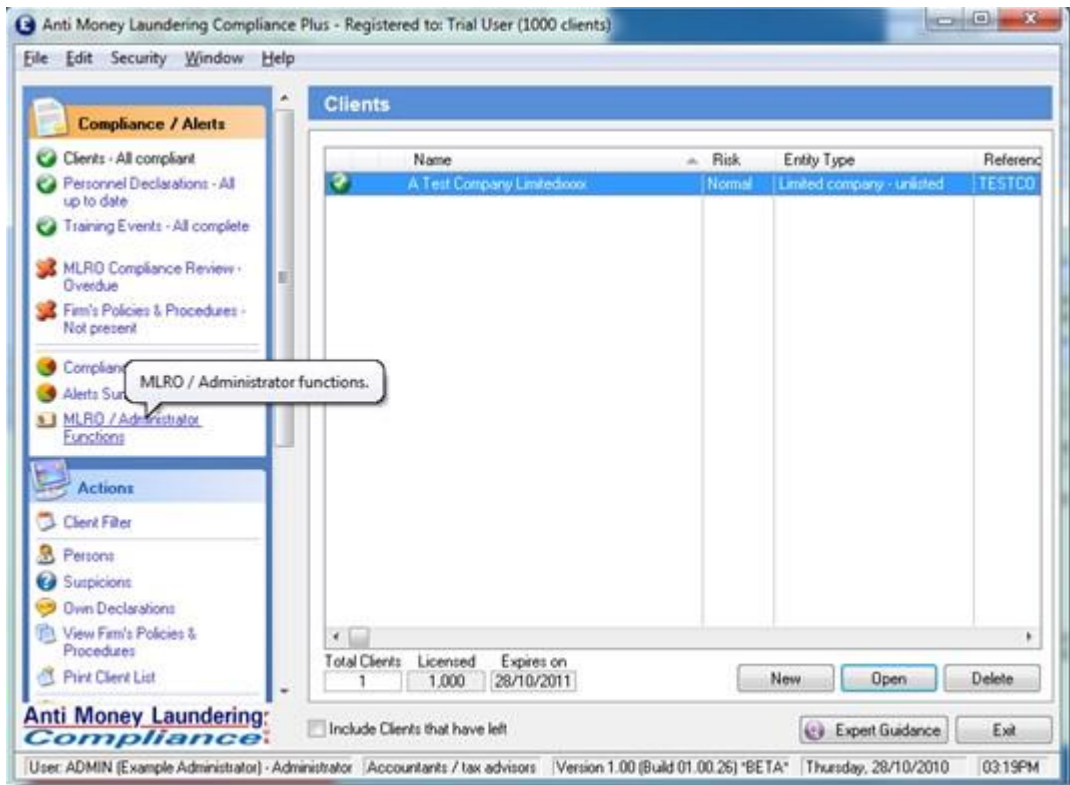
Starting the Import Process

When importing from CSV, it is important to import the files in the following order: Firm's Personnel, then Clients, then Persons. If you import a list of Person records without any links to existing Clients, then the software will automatically create an "Individual" type Client record for each Person imported.

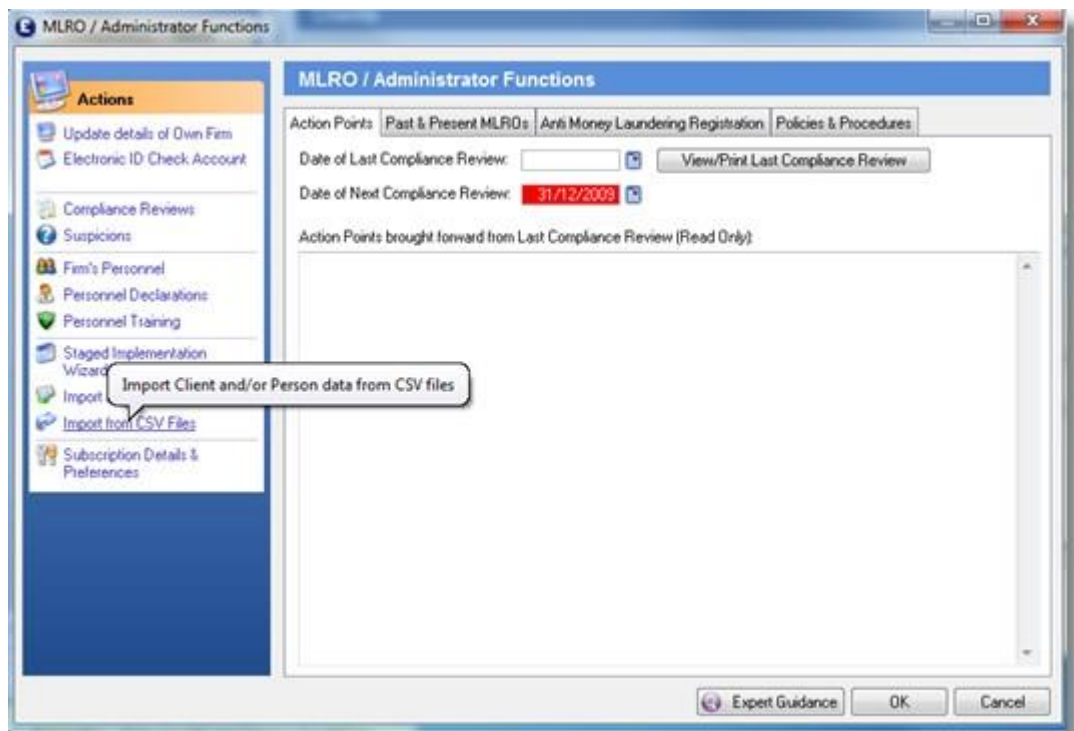
When importing, the software will determine whether to add a new record, or update an existing record, based on such fields as Client Name, person Surname & Forename, Date of Birth. Note that if a match with your existing data is found, the values contained in the CSV will overwrite those contained in your existing data.

To begin the process, open the import window (you'll need to be logged in as an Administrator or MLRO to do this):

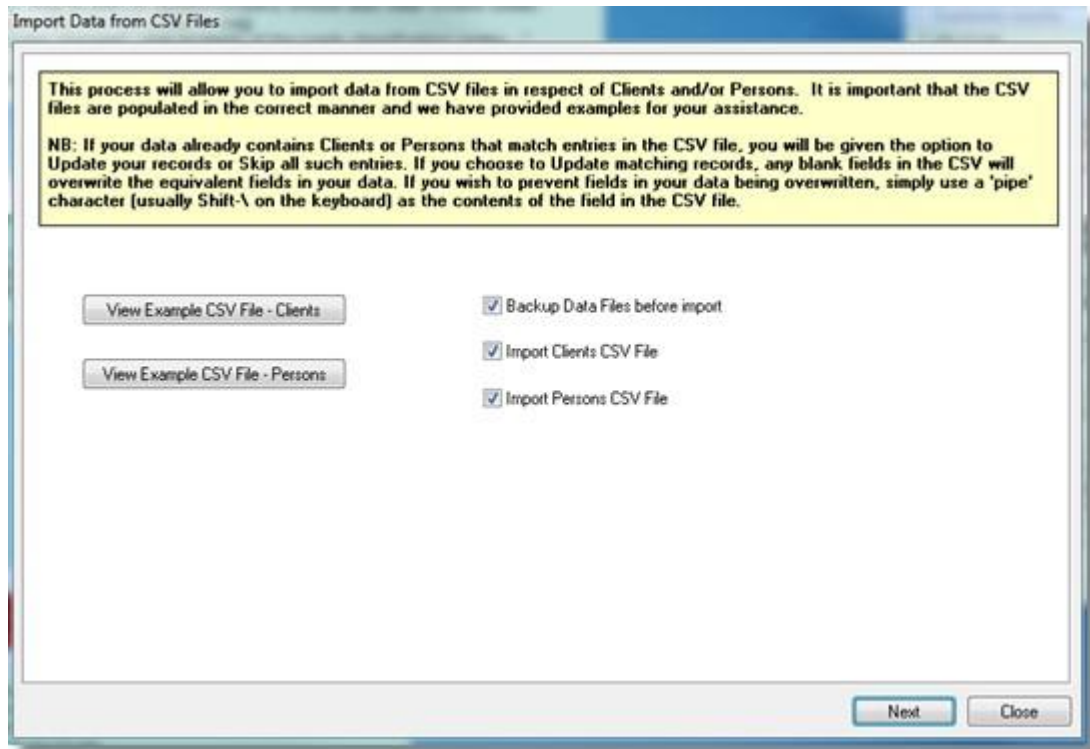
1. Choose MLRO / Administrator Functions on Compliance / Alerts panel:



2. Choose Import from CSV Files on Actions panel. If you are using this on a network, note that you will need to be the only person accessing the software before proceeding:



3. The Import Data from CSV Files window will open, with the following options:



i. **Backup Data Files before import**

Selecting this option will allow you to back up your data files to a location of your choice prior to performing the import. As any imported data cannot easily be removed once it has been imported, it is essential that you have a backup that you can restore if the results of the import were not what you expected.

ii. **Import Personnel CSV File**

This option will import a list of your personnel into the Firm's Personnel list.

iii. **Import Clients CSV File**

This option will import a list of companies, partnerships, charities or other entities to appear in the Clients list in Practice Manager.

iv. **Import Persons CSV File**

This option will import a list of people into the Persons list, and 'associate' those people with existing Clients, or new Clients that were imported in step (ii) above.

NB: If a person is listed in the CSV file without an associated client name, then a new Client will be created for that person as an "Individual".

If you are importing both Clients and Persons together, you must import the Clients file first. Selecting both of these options together will ensure that the files are imported in the correct sequence.

4. Click Next, select the Personnel file, click Next, click Update
5. Click Next, select the Client file, click Next, click Update
6. Click Next, select the Person file, click Next, click Update
7. AML will check the status of each client and inform you when complete, click OK to finalise the process