
Global 3000 System Setup

Version 6.0

Data Export and Import



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Discrepancies between the Software and these notes

Although all reasonable care has been taken with the preparation of this manual, there may be some discrepancies between it and the actual software. This may be caused by a bug in the software, or an error in this manual. You should also check the appropriate Service Pack Notes for any updates since these notes were released. This manual assumes that service pack ZM60_000564 has been applied.

Any discrepancies found should be reported to your Global 3000 software supplier, so that Global can adjudicate.

Manual reference: ZM60_DE.DOCX

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Introduction

This manual covers the standard data export (and import) features of the Global 3000 software. It is divided into two main sections with appendixes.

Please Note This documentation only covers data export through the standard routines and does not include specialist export routines like 'Export Aged Debt' which are covered by their own separate documentation.

Exporting Data This section covers the general use of data export, initiated by selecting 'Export' from the 'Action' section of the 'Print Options' window of most prints. See Page 7.

Please Note The exporting data section is all that most users will need to read.

Data Export Set-Up This section is designed for the more experienced Global users and resellers. It covers the set-up of data exports, which can then be used on a day by day basis by end users. See Page 13.

Exporting Data

Print Options

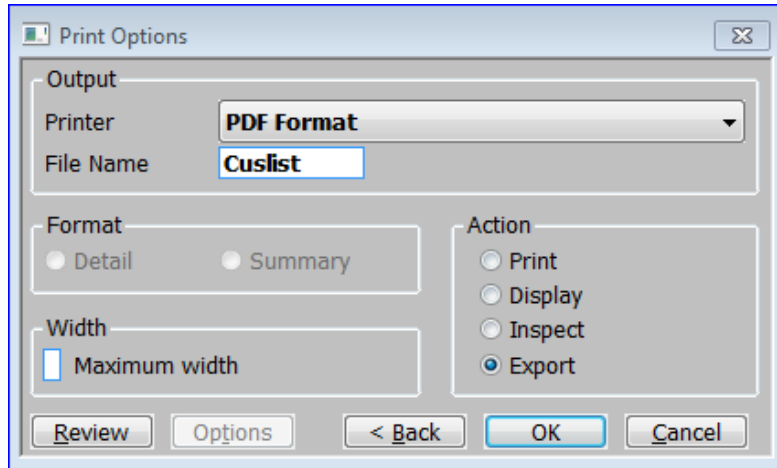


Figure 1: Print Options window

This window is displayed throughout Global 3000 as the final dialogue before a report is printed.

Purpose This window allows you to display, inspect, print or export the required document.

Please Note This is a general-purpose window used by many reports throughout the system. The documentation is not precise as the options available can vary from one report to another.

Output

Printer Select the printer on which the document is to be printed from a drop down menu of the available printers / spoolers

Please Note The printer name "PDF Format" (where available) indicates a specific PDF document created using the "Extended PDF printing" mechanism. This is not the same as a standard print report redirected to a PDF document.

An up-to-date copy of the PDF_in_the_box.DLL or All_in_the_box.DLL must be present on each GX client used to print "PDF Format" documents.

File name (*Display only*) The file name of the report to be printed.

Format

Format Select one of the following (*if appropriate*).

- Detailed.
- Summary.

Exporting Data

Width

Maximum width *(Only if appropriate for this report)* – Tick this box if the maximum width version of the report is to be printed.

Please Note The maximum width version of most reports may well exceed 132 characters (and potentially may be as wide as 250 characters). Users should check that their printer can cope before using this option.

Action

Action Select the required action as one of:

- **Print** – output selected report to printer then return to menu. "PDF Format" documents are output direct to the users default windows printer.
- **Display** – show report on screen page by page as it is produced. - "PDF Format" documents are created and displayed on the users screen for subsequent saving or printing.
- **Inspect** – produce whole report then display on screen.
- **Export** – Export the report to an external file.

Please Note Depending on the report, some options may not be available.

Export will only show if the report supports Export and a suitable Export has been created.

If Export is selected, the printer is ignored.

Application Buttons

Review

Options

Back ⇒ Return to the Report Criteria window.

OK ⇒ Proceed with selected action.

Cancel ⇒ Return to the Order Reporting Menu.

Export Details

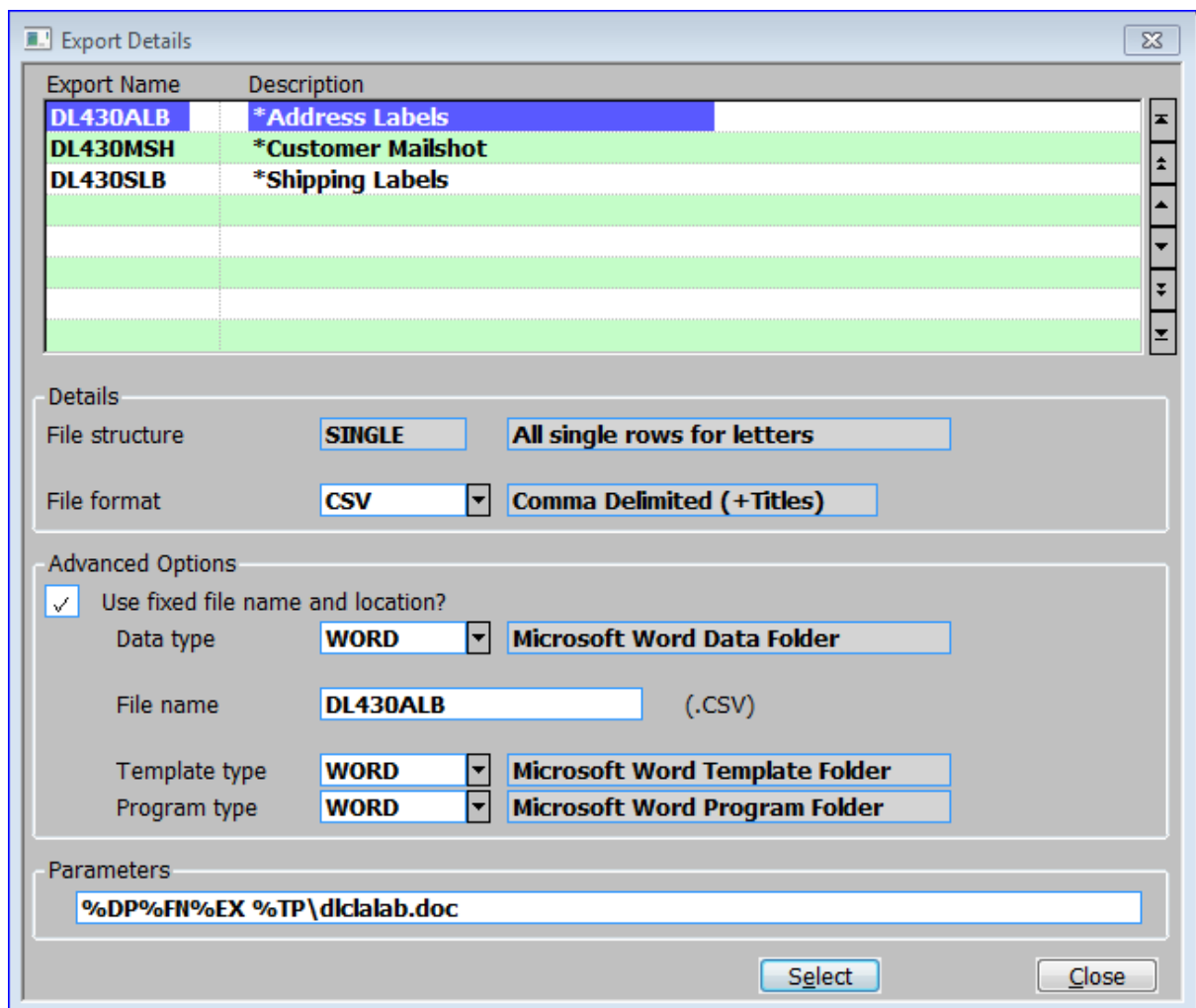


Figure 2: Export Details window

This window is displayed when you select Export from the action section of the Print Options Menu (See page 7) if:

- More than one export has been defined for the export point. (All prompts are display only.)
- Information that is required by the export driver is missing from the export.
- 'Change Export Details' was selected from the 'Output File Exists' menu.

Purpose This window lists 'exports' that exist for the export point. It enables you to select an export for the report, and to enter or amend some of the export point details.

Scrolled Section (Display only)

Export Name The name of the export.

Description The exports description.

Exporting Data

Details (Display Only)

File structure The code and description of the contents list.

File format The code and description of the style.

Advanced Options

Use fixed file name and location? (Display Only) – If this box is blank the export will use the standard ‘Save as’ MS window.

If this box is ticked if the details of the folders and programs used by the export are fixed, as defined by the following options.

Data type Enter the code of the data folder. A [Search] is available. The description is then displayed.

File name Enter a file name (maximum 20 characters) identifying the file to or from which information is to be transferred.

Template type Enter the code of a template to be used when you invoke a program in the host system. A [Search] is available. The description is then displayed. If left blank, a template will not be used.

Program type Enter the code of the program type, which holds the details of a program to be invoked in the host system, after the export has successfully completed. A [Search] is available. The description is then displayed. If blank, no program will be invoked in the host system.

Parameters (Display Only)

Parameters *(Only if there is a program defined at the previous prompt)* – The parameters passed to the host system when the specified program is invoked. E.g. the name of the exported file to be loaded into a spreadsheet, the template to be used, a macro to be run, etc.

The following abbreviations are used:

%DP. To indicate the data path specified in the Data Path.

%FN. To indicate the file name specified at the ‘File name’ prompt above.

%EX. To indicate the file extension defined for the style.

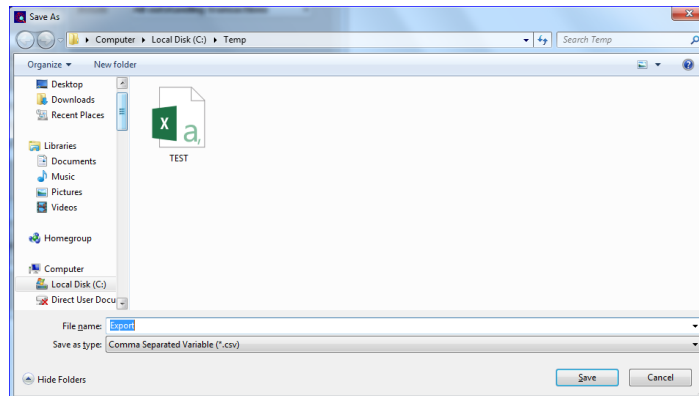
%TP. To indicate the path specified in the Template Path.

Example ‘%DP%FN%EX %TP\statement.doc’ indicates the file created by the data export process, and a template called ‘statement.doc’ in the path specified in the Template Path.

Application Button

Select The export process is initiated using the selected export. A window displays the progress of the export process. When the process finishes:

- If the 'Use fixed file name and location?' is blank the export is processed and the standard MS 'Save As' window is displayed.



- If a program has been specified for the export, it is invoked in the host environment.
- Otherwise return to the Export Details window.

Output File Exists

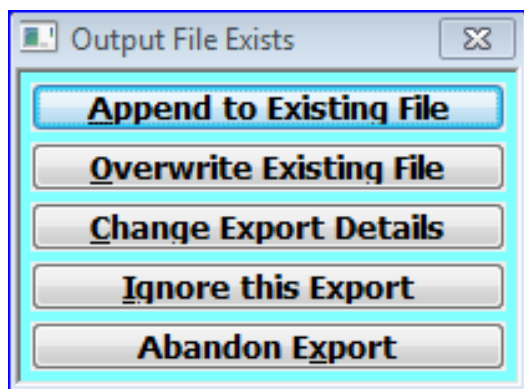


Figure 3: Output File Exists menu

This menu is displayed during data export if the file specified in the export point already exists and the export point's data is configured to prompt when this happens.

Purpose This menu provides you with a choice of actions to take when the export file already exists.

Exporting Data

The options are:

- Append to Existing File** Select this option if you want the program to add the exported details to the end of the existing file.
- Overwrite Existing File** Select this option if you want the program to delete the existing file and to create a new file for the exported data.
- Change Export Details** Select this option to return to the Export Details Window to change the file name or path details. ⇒ Export Details Window. See page 9
- Ignore this Export** *(Not available for exports initiated via the 'Print Options' window.)* This option is only available for export processes, which automatically process all exports, which exist for the export point. Select this option to skip the selected export. If there are any more exports for the export point, the program continues processing them, otherwise you are returned to the program from which you invoked the export.
- Abandon Export** Abandon the export. ⇒ Program from which you invoked the export.

Data Export Set-Up

Export & Import A data export function is available in various Global 3000 modules to enable you to transfer data simply from Global to other systems, such as standard spreadsheet and word processing packages. An equivalent data import function is also available in the EDI module.

Export Point The export and import processes are controlled by 'Export Points'. You can define these yourself and they determine:

The '**file format**' of the exported data. You can select a standard file format or set up new styles using your own column separators, escape sequences, and headings. Standard styles include both comma and tab separated variable formats with optional quotes and headings.

The '**file structure**' of the exported or imported data. You can select Global data items for inclusion from those available in the data stream at the point where the data is exported or imported. You can define the sequence and format of the data items, and can optionally include constants.

Please Note

Export points can be set to either use a '**Fixed file name and location**' or have the file output to windows on your 'Local PC' in which case standard MS Windows is used. The following Export Point details are only set up when file names and locations are not fixed.

The '**data type**' and '**location**'. For exports, these control the destination of the data in the host system. For imports, these provide the path of the file to be imported.

The '**program type**' and '**location**'. These can optionally provide export programs with details of a program to kick off in the host system on successful completion of the export. This provides a seamless link between Global and other applications; for example, when exporting data to a spreadsheet, the export program can automatically invoke the spreadsheet, so that it automatically loads the exported file and runs a macro on it.

The '**file name**' of the file which is to be imported or exported.

The '**parameters**' to pass to the host system if a program is to be invoked; for example these can be used to specify the name of the exported file to be loaded into a spreadsheet, and a macro to be run on it.

The '**template type**' and '**location**'. These can optionally specify a template to be passed to the program you invoke in the host system during exports.

Export Set-Up

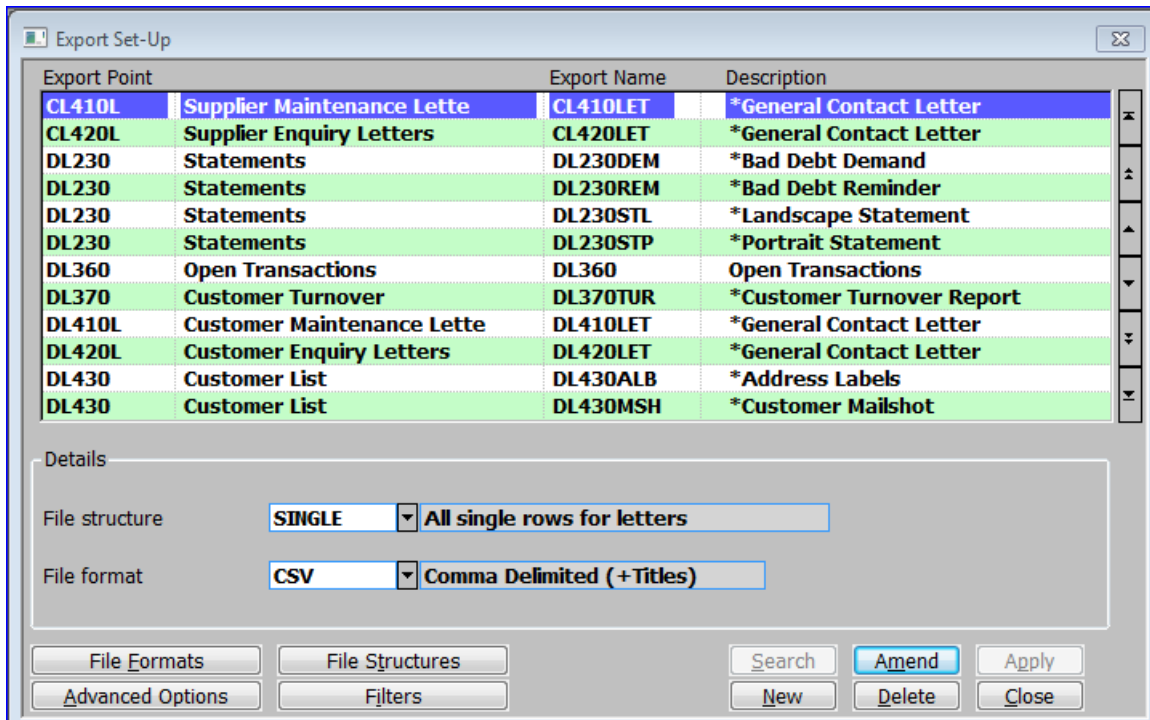
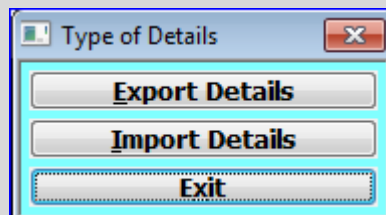


Figure 4: Export Set-Up window

This window is displayed when you select Maintain Exports

Please Note If 'Global 3000 Electronic Data Interchange' is configured the 'Type of Details' menu is displayed first.



If 'Import Details' is selected import details can be set-up instead of export details.

Unless otherwise stated the documentation is the same except import replaces export.

Purpose This window is the main window enabling you to control the set-up of 'export points' and the supporting options. It displays the existing 'export points'. It also enables you to define, amend and delete export points. These define a combination of file format, content, and file name to be used when invoking import or export in Global 3000. For exports, export points can also define a fixed program and template folder, and when relevant program parameters.

Layout This window consists of a scrolled section and a details section along with application buttons.

Scrolled Section

- Export Point** The process in Global 3000 for which the export is to be used. A [Search] is available which list the available export points.
- Description** (*Display Only*) – The description of the export point
- Export Name** Up to 8 characters uniquely identifying the export.
- Description** Up to 30 characters describing the export.

Details

- File structure** Enter the code of the file structure for the export point. A [Search] is available to browse contents lists set up for the selected export point, or even create new ones. When you enter a valid code, its description is displayed.
- File Format** Enter the code of the file format for the export point. A [Search] is available of existing file formats. When you enter a valid code, its description is displayed.

Application Buttons

- File Formats** Create, amend and delete ‘File Formats’. These define the structure of files to be exported. ⇒ ‘File Formats’ window. See page 32
- File Structures** Create, amend and delete ‘File Structures’ for ‘Export Points’. ⇒ ‘Select Export point’ window, to select the export point to define a file structure for. See page 16.

Please Note File Structures allow you to specify the contents of the export file. Each export point has a fixed set of rows (lines) from which you can select the individual items (fields) to include in the file. You can define multiple file structures for an export point.

- Advanced Options** Amend advanced options for the selected ‘export point’. This determines if a fixed file name or location is used for the output file, or if control of the output file is passed to MS Windows. ⇒ Export Point – Advanced Options. See page 37.

Please Note By default when exporting data the file name and location are specified by the user when the export completes. However if the exported file is to be used by another process (for example a mail merge) a fixed file name and location maybe required.

- Filters** Filter the modules for which the ‘Export Points’ are available. See page 31.

Please Note The default is for the configured modules out of Cash Manager, E.D.I. Debtors Ledger and Creditors Ledger.

This option is not available when setting up Imports.

Select Export Point

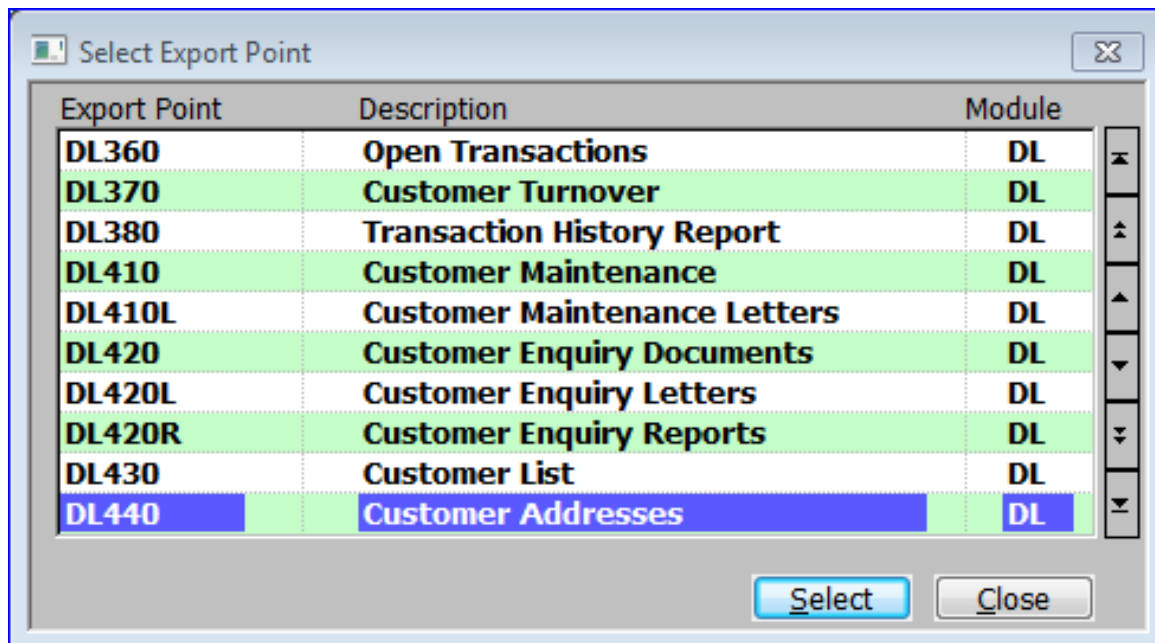


Figure 5: Select Export Point window

This window is displayed when you

- Press [Search] (or <Return>) at the 'Export Point' prompt in the 'Export Set-Up' window for a blank line.
- Select [File Structures] in the 'Export Set-Up' window. See page 14.

Please Note Export points are defined in the software and are fixed, so all the details in this window are display-only. See Appendix B (page 53.) for a list of available export points.

Please Also Note The display will start at the currently selected Export Point, although you can scroll to earlier ones.

The scrolled displays are:

- Export Point** A code of up to 8 characters, which identifies the export point.
- Description** A description of up to 30 characters, which further identify the export point.
- Module** A 2 character code identifying the module the export point is in.

Application Button

- Select** If the window was displayed when you:
 - Pressed [Search] (or <Return>) at the 'Export Point' prompt in the 'Export Set-Up' window for a blank line, return to the 'Export Set-Up' window to continue entering a new export.
 - Selected [File Structures] in the 'Export Set-Up' window. ⇒ File Structure window. See page 19.

Select File Structure

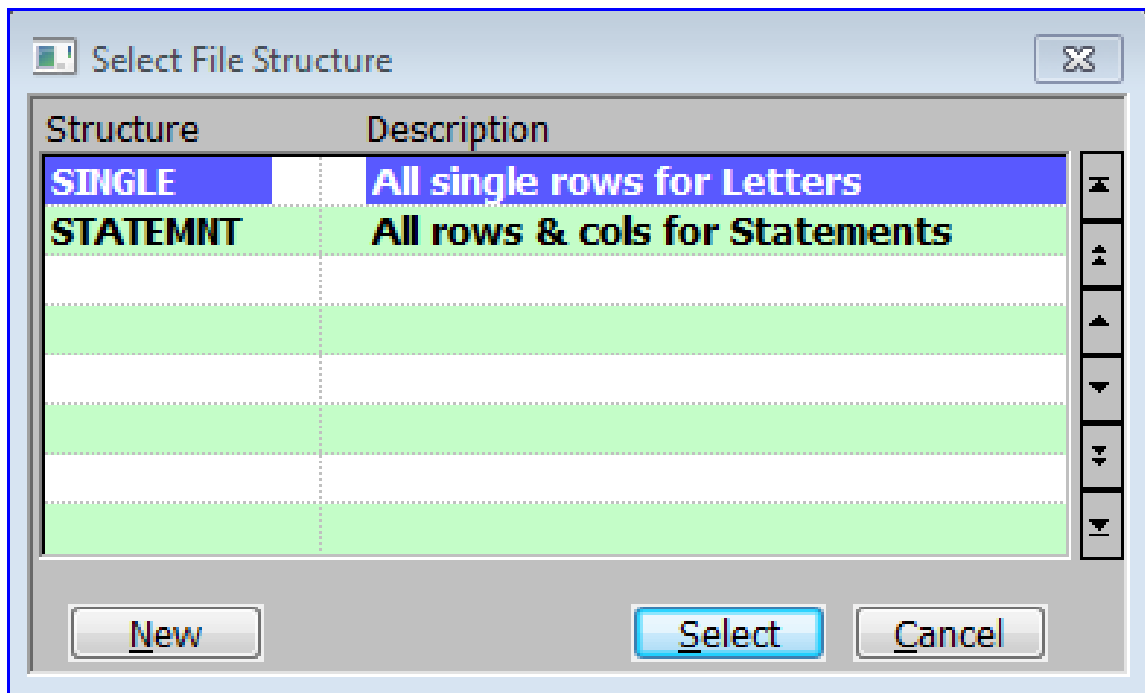


Figure 6: Select File Structure window

This window is displayed when you do a [Search] at various 'File Structure' prompt in the software.

Purpose This window lists all the 'File structures' available for the selected export point, or let you create a new one.

The details displayed are:

Structure A code of up to 8 characters, which identifies the structure.

Please Note A 'Structure' relate to a specific 'export points'. The same structure name can be used for more than one 'export point'. They are not the same.

Description A description of up to 30 characters, which further identify the export point.

Application Buttons

New Only available when accessed from the file structure prompt in the main 'Export Set-Up' window – Create a new 'file structure' ⇒ File Structures window. See page 19.

File Structures - Introduction

The File Structures option enables you to define export point structures'. These define the contents of data to be exported in terms of:

- The point in the Global software that the export is to be initiated from
- The data items to be exported or imported, their sequence and their format.

The File Structure option uses the terminology defined below.

Export Point Export points are processes in Global 3000, which can export data. At each export point the stream of information, which can be exported or imported, is fixed in terms of sequence and structure.

File Structures A file structure identifies an export point and the part or parts of the potential stream of information that are to be exported or imported. You need at least one file structure for each export point at which you want to export data.

Structure The structure is a group of data items. The record structure defines the items, their format and sequence.

The Global items of data which can be exported (or imported) are fixed for each export point and are defined through Global records.

Please Note Global records are fixed and cannot be changed.

Rows You control the data you want to export or import through records you define yourself which are called '**rows**' to distinguish them from the Global records.

If you are exporting the data to a spreadsheet, generally each row you define corresponds to a row (line) in the spreadsheet. If you are exporting the data to a word processing mail merge letter, a row generally corresponds to a set of merge fields defined for a single main document.

However you can split one of the rows you define into more than one row (line) in the spreadsheet by using the End (if NOT set, the next item is joined to this item' option in the 'Items for Export – Advanced Options window'. See page 26.) You can also 'join' two rows together so that they form one row (line) in a spreadsheet through the 'End of Row' option in the Rows for Export Window. See page 21.

Items to Export An item, is an item of data; for example a name, an account code, a price, etc. The definition of a field in a record defines its size and format; for example whether it is a numeric or text field, how many characters or digits it is, and so on.

If you are exporting the data to a spreadsheet, each column you define corresponds to a column in the spreadsheet. If you are exporting the data to a word processing mail merge letter, each column you define corresponds to a single merge field defined for the letter in the main document.

Please Note The fields in Global records are fixed and cannot be changed.

File Structures

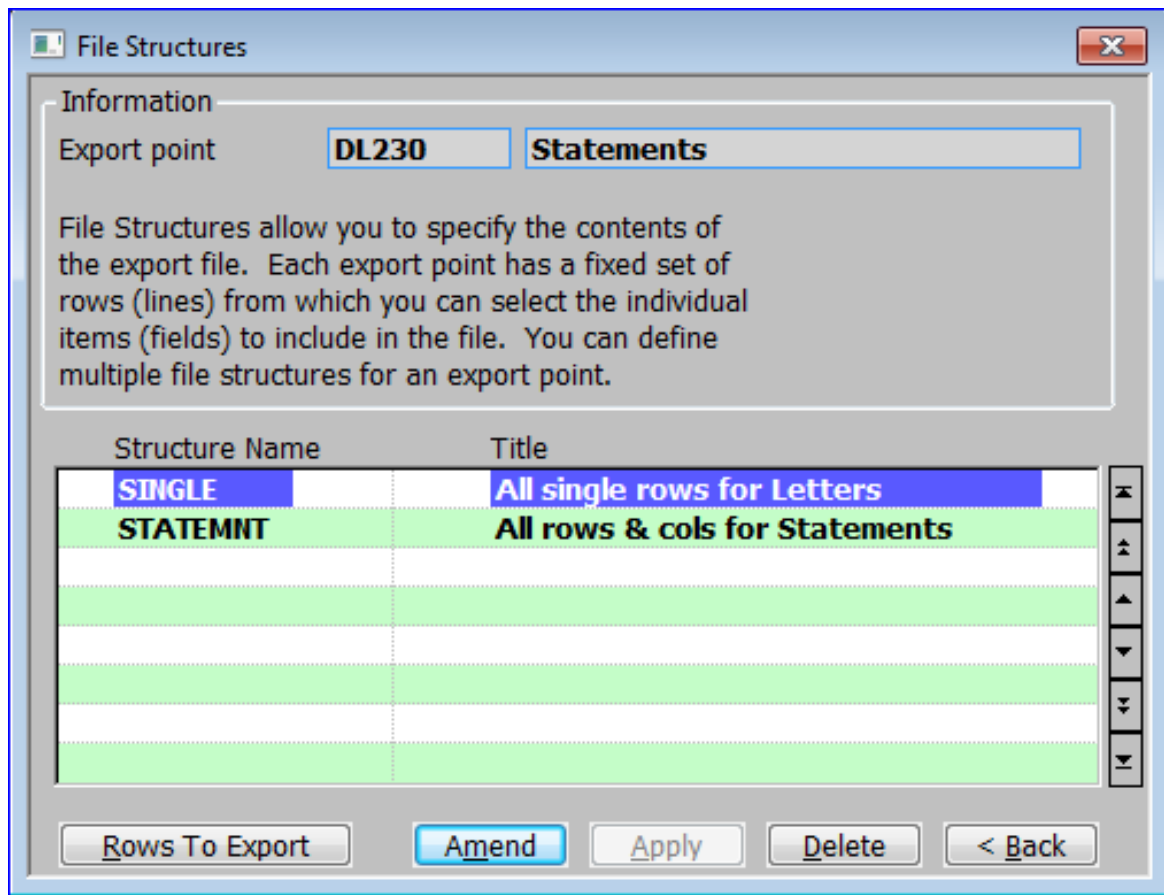


Figure 7: File Structure window

This window is displayed when you select File Structures from the Export Set-Up window (See page 14) and then select an Export Point. See page 16.

Purpose This window lists any existing 'structures' for the selected export point and enables you to create, amend and delete structures for the selected export point.

File Structures allow you to specify the contents of the export file. Each export point has a fixed set rows (lines) from which you can select the individual items (fields) to include in the file. You can define multiple file structures for an export point. For example, for an export point, you might want to set up one containing customer name and address details for a mail merge letter, and one containing figures for a spreadsheet.

However, you can use single structure lists for different purposes. Maintain exports enables you to use the same contents list with different styles, and program and data paths etc.

Information

Export point (*Display Only*) - The selected Export point and its description.

Scrolled section

Structure Name Enter a code for the structure in up to 8 characters.

Title Enter up to 30 characters to enable you to identify the contents list.

On Completion (New Structures Only) ⇒ Basis For New File Structure menu. See page 20.

Application Button

Rows to Export Amend the rows for the structure, to be included in the report. ⇒ Rows For Export window. See page 21.

Basis For New File Structure.

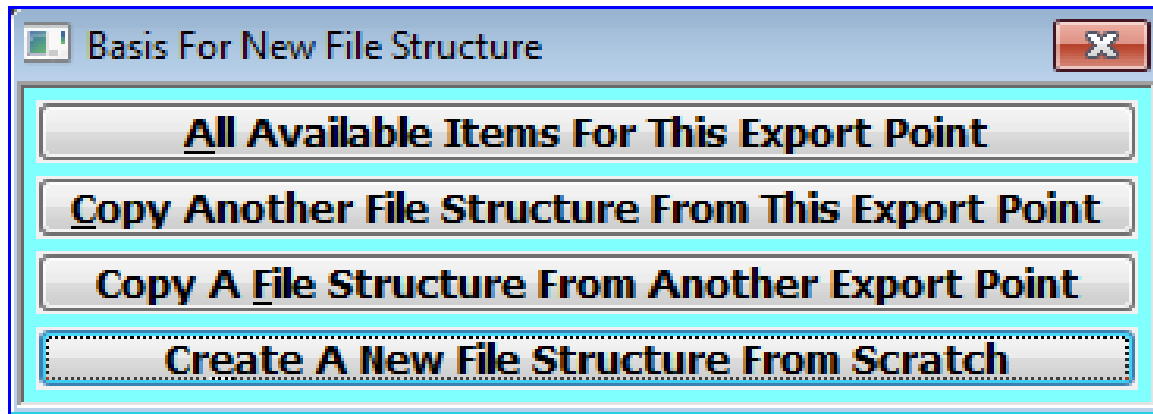


Figure 8: Basis For New File Structure menu

This menu is displayed when you complete your replies for a new file structure in the file structure window. See page 19.

- Purpose** This menu gives you a choice of ways of creating the rows in your new contents list. The program can:
- Automatically create a row from each Global record available at the selected export point. Each row is created with a column structure matching the field structure of the Global record.
 - Automatically copy rows (and their column structure) from another file structure at the same or another export point.
 - Enable you to create the rows and their column structures from scratch.

Please Note You can make any necessary amendments to the automatically generated rows.

The options are:

All Available Items For This Export Point Base the new file structure on all the fields in all the Global records that are available at the selected export point. The program creates a new row for each Global record that is available at the selected export point. The row ids and descriptions are set to those of the Global record. ⇒ Rows For Export window. See page 21.

Copy Another File Structure From This Export Point Base the new file structure on another file structure that already exists for the selected export point. A pop-up search is displayed, listing any other structures for the selected export point. When you select a contents list ⇒ Rows For Export window. See page 21.

Copy A File Structure From Another Export Point

Base the new file structure on a file structure list that already exists for another export point. A pop-up search is displayed listing contents lists for other export points. When you select a contents list ⇒ Rows For Export window. See page 21.

Create A New File Structure From Scratch

Create an empty contents list. You can then specify the items you want to include in it manually. The menu is cleared and you are returned to the File Structures window. See page 19.

Rows For Export

Information

Export point: DL230 Statements

File structure: SINGLE All single rows for Letters

Select which rows (lines) you wish to include in the export file. Rows are exported in the sequence they are shown.

If the 'End of row' option is NOT set then the row is combined with the row that follows it so that they are exported as a single row. This setting does not apply to imports.

Row	Description	Row-Id	Sequence
RY	Customer/ Company	RY	3
RC	Customer details	RC	4
UH	Copybook UH	UH	5
AD	Address Details	AD	6
CZ	Contacts	CZ	7
UJ	Copybook UJ	UJ	9

Options

End of Row?

End row if the following row is the same type?

Items To Export Search Amend Apply Close

Figure 9: Rows For Export window

This window is displayed when you select

- 'Rows to Export' from the File Structures window. See page 19
- 'All Available Items For this Export Point' from the 'Basis For New File Structure menu'. See page 20.
- 'Copy Another File Structure From This Export Point' from the 'Basis For New File Structure menu'. See page 20.
- 'Copy A File Structure From Another Export Point' from the 'Basis For New File Structure menu'. See page 20.

Please Note When you first enter this window for a new contents list, the details displayed depend on the option you selected from the Basis For New File Structure menu':

If you selected 'All Available Items For this Export Point', there is a row for each Global record which is available at the export point. The row id and description are set to the record id and description.

If you chose to copy rows from another file structure, the rows displayed reflect those selected in the source file structure.

If you selected 'Empty list', no rows are displayed. You need to set them up manually.

Please Also Note File structures for EDI stock balance and product list imports must contain all the fields in all the Global records available at their import points.

Contents lists for EDI purchase order and sales order imports must contain a minimum of the following:

- The account number and order reference fields from the order header record.
- The product, quantity, and unit fields from the order lines record.
- Other fields from the order header and order line records can optionally be included.

Information:

Export point (*Display Only*) – The selected Export point and its description.

File structure (*Display Only*) – The selected file structure for the export point and its description.

Scrolled Section

Row The 2 character id of the Global record you want to link the row to. A [\[Search\]](#) is available of records that are available at the selected export point.

Please Note The record defines the Global items that you can import or export.
You cannot define more than one row based on the same Global record.

Description (*Display only.*) The description of the Global record.

Row-Id Enter a 2 character id for the row. The default is the Global record id.

Sequence (*Display only.*) The number displayed here indicates the sequence in which the export point processes the Global records. The sequence is fixed for each export point and cannot be changed.

Example If you create a row for each of 4 records that are available at an export point, the sequence in which the export point processes each row is indicated by a number between 1 and 4. Sequence number 1 is processed before 2, 2 before 3, and so on.

Options

End of row? (*Exports only.*) Blank if you want this row to be combined with the next row, so that they are exported as one row; for example if you want them to appear on one line in a spreadsheet. Otherwise ✓.

Please Note The next row in this respect is the row with the next sequence number, as displayed in the 'Sequence' column, irrespective of the sequence in which you enter the rows into this window.

Example You want to combine into one word processing merge letter, details from both the RC (Customer Accounts) record and the AD (Addresses) record. The AD record has sequence number 1, the RC record sequence number 2. You therefore set 'End of row' to N on row 1 which is based on the AD record, and to Y on row 2, which is based on the RC record.

End row if the following record is the same type? (*Only if 'End of row' is blank.*)

Application Button

Items to Export Select the individual items from the row to be exported. ⇒ Items for Export window. See below.

Items For Export

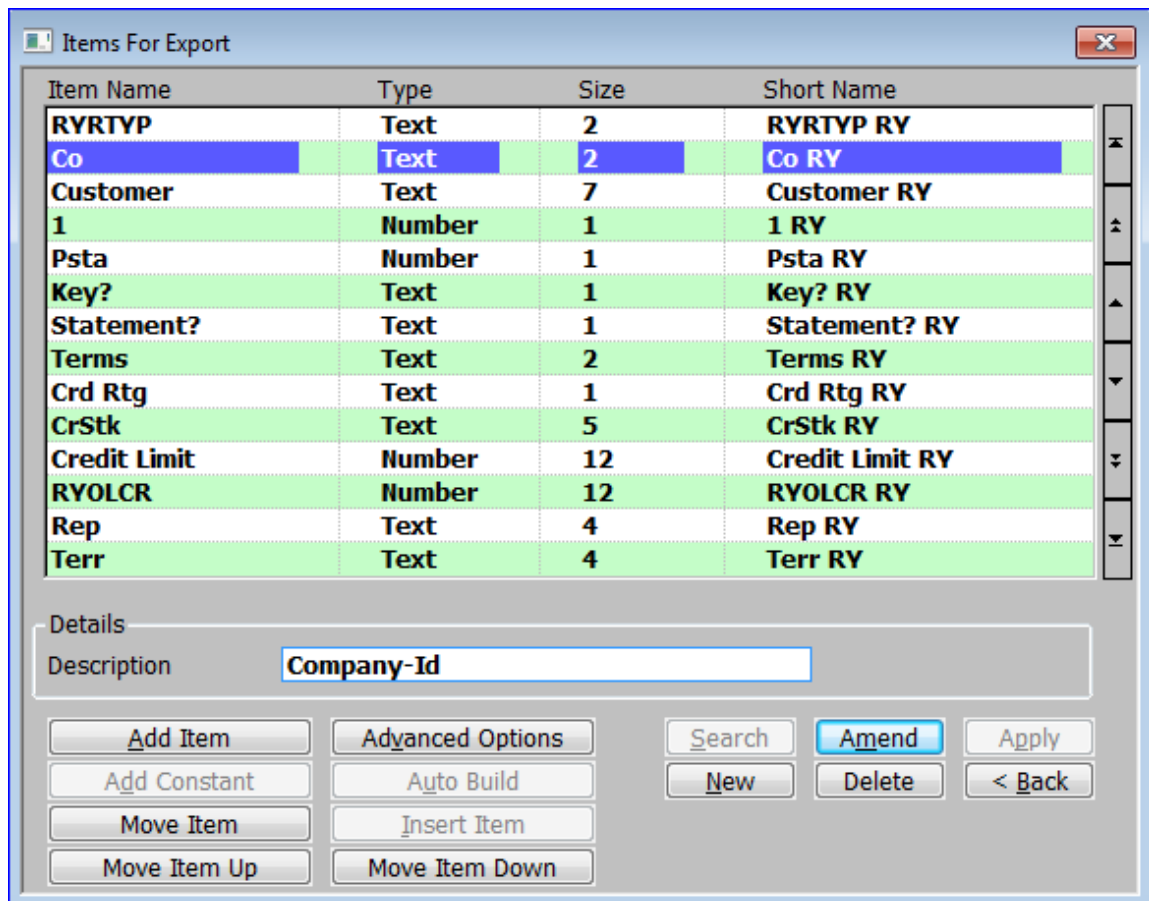


Figure 10: Items for Export window

This window is displayed when:

- You select [Items to Export] in the Rows for Export window. See page 21
- You complete your replies when creating a row in the Rows for Export window. See page 21.

Purpose This window enables you to define, amend and delete the row's columns. The window lists columns that have already been defined. The items are listed in the order in which they appear when the data is exported or imported. To change the order, use the 'Move' buttons below.

Please Note The maximum total column width is 1500 characters.

Scrolled Section

Item Name This is the item name (maximum 16 characters). For constants this defaults to the constant name, otherwise this defaults to the Global short name.

Please Note When a text field containing LOW-VALUES or HIGH-VALUES is exported, it is exported as a blank field.

Type (*Display only.*) This is the type of the data item as defined in the Global record, or the type of constant. Global items can be text, numbers, or dates. Constants can be fixed text, hexadecimal strings, skip fields, new row, blank, or zero values.

Size (*Display only.*) The size of the field. For Global fields, it is the size defined in the record:

For text fields, the size is the maximum number of characters in the field

For numeric fields, the size is shown as the maximum number of leading digits and, when relevant, the maximum number of trailing digits.

For dates the size is shown as D.

For constants, the size is in bytes.

Please Note The size and format of exported **dates** is determined by the setting in the File Formats window. See page 33.

Short name (*Display only.*) The short name for the Global field. This can be up to 16 characters and is fixed within the software.

Details

Text to export / Hex to export / Description (*Not for New row or skip field constants.*) A description of up to 30 characters for the column.

For Global items, this defaults to the Global field name's description.

For Fixed text or Hex string constants, enter the actual value which is to be exported.

Application Buttons

Add Item Add/Insert a new line at the current line. A [Search] of available Items is available along with the [Add Constant] and [Auto Build] options.

<i>Please Note</i>	This button differs from the [<u>N</u> ew] button which adds the new item at the end of the list.
Advanced Options	Additional (Advanced) Information for the selected line. ⇒ Items For Export – Advanced Options window. See page 26.
Add Constant	<p><i>(Only when adding/inserting a new item at the ‘Item Name’ prompt.) –</i></p> <p>Insert a constant in a contents list for export. This is a fixed item. ⇒ Type of Constant Menu. See page 27.</p>
Auto Build	<p><i>(Only if the row already contains data items to be exported).</i> – Select one of the following from a drop down menu.</p> <ul style="list-style-type: none"> ▪ Only add new items. – Add all items that do not already appear in the list. ▪ Refresh existing items. – Refresh the existing items (which will remove any customisations). ▪ Add new items and refresh exiting ones. – Do both the above options. ▪ Abandon.
Move Item	<i>([Move Item] and [Insert Items] are used together)</i> – Select an item to be moved elsewhere on the list and press [Move Item]. Once pressed the item will disappear and the [Insert Item] button will be enabled. Highlight the line where you wish to insert the item and press [Insert Item].
Insert Item	
Move Item Up	Move the currently selected item up one line.
Move Item Down	Move the currently selected item down one line.

Items For Export - Advanced Options

Figure 11: Items For Export - Advanced Options window

This window is displayed when you select [Advanced Options] in the Items for Export window. See page 23.

Purpose This window enables you to amend the more advanced details of an export items row.

Item Details (Display Only)

- Item name** The item name (maximum 16 characters).
- Type** This is the type of the data item as defined in the Global record, or the type of constant.
- Size** The size of the field.
- Short name** The short name for the Global field. This can be up to 16 characters and is fixed within the software.
- Field** The field name.
- Description** A description of up to 30 characters for the column.

Item Options

- Omit title?** ✓ if you do not want this column to have a title when exporting data via a style which exports titles. Otherwise leave blank.

End? ✓if a delimiter is to be included in the output stream following this entry.

Leave blank to compose items in the output stream from more than one Global data item or constant.

Zero fill? ✓to zero fill numeric items

Export characters (*Text items only*), This enables you to define the exact part of the data item to export. Specify the first and last character you want to export.

Example If you want to export the first 20 characters of a 30-character name, you would enter 1 as the first character and 20 as the last

Export numeric format (*Numeric items only*), specify the number of leading digits and, when relevant, the number of trailing digits.

Occurs The number of times the column is to appear in the row. This is useful when exporting data to spreadsheets.

Example When exporting spreadsheet data, You can specify a 'skipped field' constant to appear 4 times to force the next column to appear in the fifth spreadsheet column.

Type of Constant

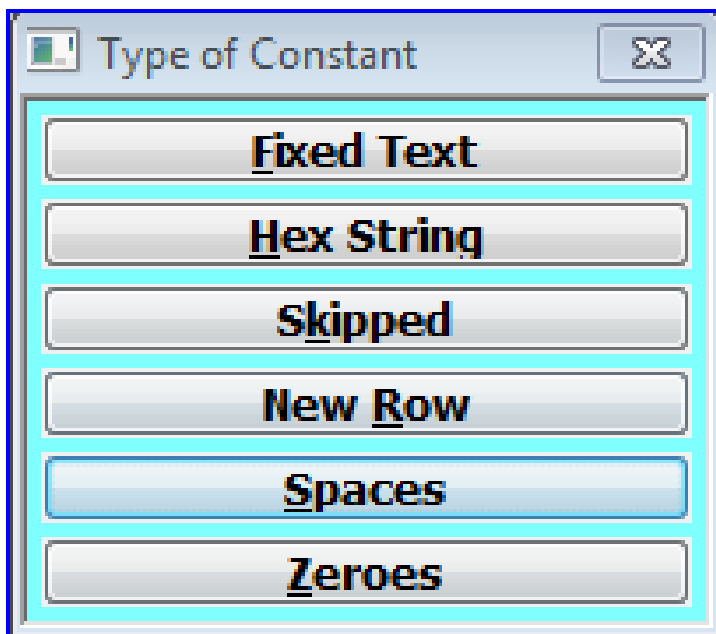


Figure 12: Type of Constant menu

This window is displayed when you select [Add Constant] in the Items for Export window. See page 23.

Purpose This menu lets you select the type of constant you want to include in a contents list for export.

The options are:

Fixed Text Add up to 30 standard (ASCII) characters to the row. The characters appear as text when data based on the current contents list is exported. ⇒ 'Item Name' prompt in the 'Items for export' window, with the default of 'Fixed'. You enter the actual text at the 'Text to export' prompt in the Items for export' window. See page 23.

Hex String Add a string of hexadecimal characters to the row. ⇒ 'Item Name' prompt in the 'Items for Export' window, set to 'String'. You enter the actual hexadecimal string at the 'Hex to export' prompt in the Items for export' window. See page 23.

Please Note A # is needed at the start of the string although the software initially puts it there. An error is displayed if it gets deleted.

Example This can be used to insert 'tabs' when exporting into a spreadsheet or a word processing package, to control the way the next column is lined up.

Skipped Use this to indicate that a column is to be skipped. This is useful when exporting to a spreadsheet, to indicate that cells are to be skipped. ⇒ 'Item Name' prompt in the 'Items for Export' window, set to 'Skip'. The 'Description' is fixed as 'Skipped'. See page 23.

New Row Use this to indicate the end of a row. This is useful when exporting to a spreadsheet, to indicate that you want the next column to start a new line in the spreadsheet. ⇒ 'Item name' prompt in the 'Items for Export' window, set to 'New Row'. The 'Description' is fixed as 'New Row'. See page 23.

Spaces Use this to add blank spaces to the row. This is useful when the package to which the information is being exported requires the data to have a very specific structure. ⇒ 'Item Name' prompt in the 'Items for Export' window, set to 'Blank'. The 'Description' defaults to 'Spaces' although this can be changed. See page 23. You specify how many spaces you want to insert via the 'Export characters' option in the 'Items For Export - Advanced Options' window. See page 26.

Zeroes Use this to add a zero text item to the data stream. This is similar to a blank entry but contains an ASCII zero rather than a space. ⇒ 'Item name' prompt in the 'Items for Export' window, set to 'Zero'. The description defaults to 'Zeroes' although this can be changed. See page 23. You specify how many spaces you want to insert via the 'Export characters option in the 'Items For Export - Advanced Options' window. See page 26.

Please Note The settings of the leading and trailing zeroes prompts for the style controlling the export have no effect on constants of zeroes.

Build/Update File Structure

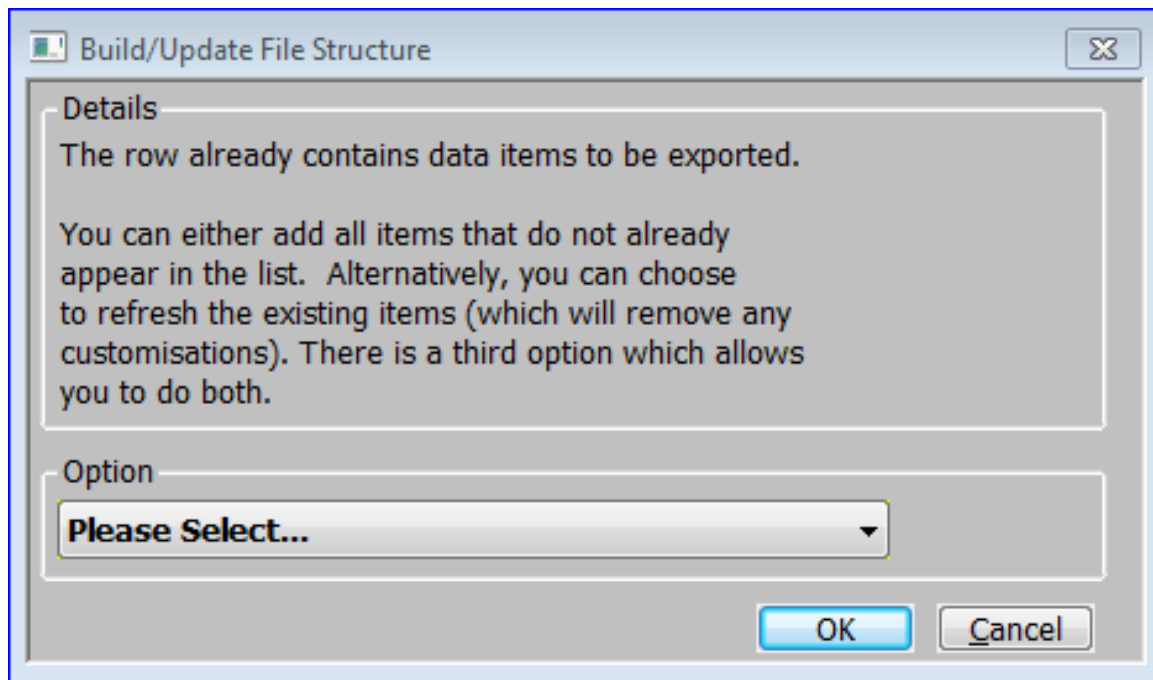


Figure 13: Build/Update File Structure window

This window is displayed when you select [Auto Build] in the Items for Export window. See page 23.

Purpose This window allows you to select how the contents list is to be built.

Option

Select one of the following from a drop down menu.

- **Only add new items.** – Add all items that do not already appear in the list.
- **Refresh existing items** – Refresh the existing items (which will remove any customisations).
- **Add new items and refresh exiting ones.** – Do both the above options.
- **Abandon.**

Button

OK Carry out the selected processing before returning to the 'Items for Export' window. See page 23.

Confirm Deletion

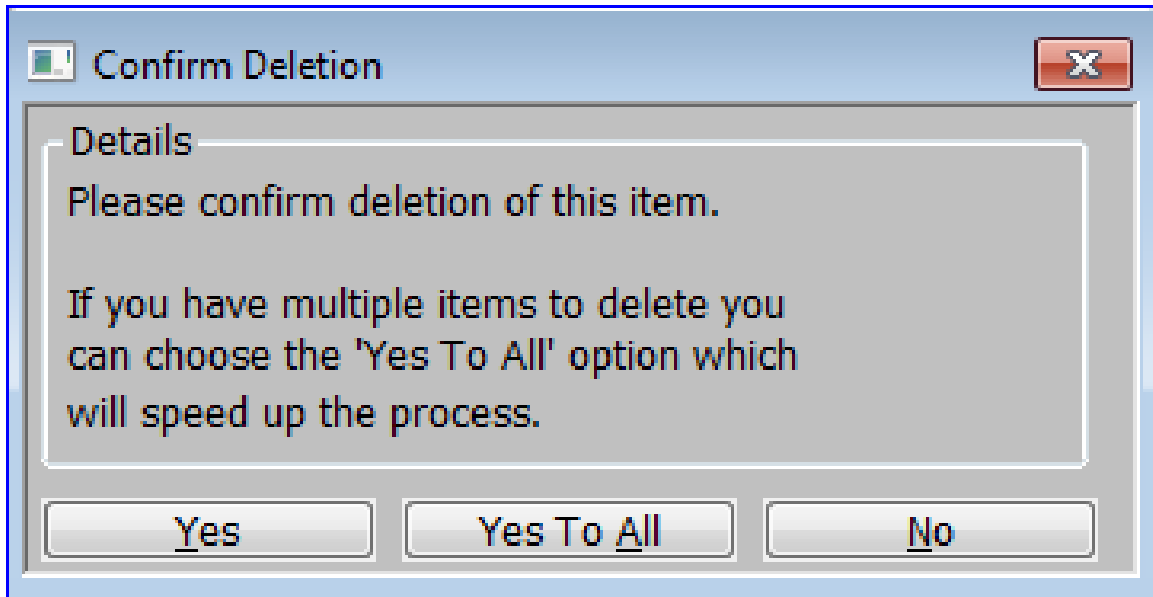


Figure 14 Confirm Deletion window

This window is displayed when you select [Delete] in the Items for Export window. See page 23.

Purpose This window allows you to select how items are deleted.

Details

Please confirm deletion of this item.

If you have multiple items to delete you can choose the [Yes To All] option which will speed up the process.

Application Buttons

Yes The current item is deleted.

Yes To All The current item is deleted and a new mode is entered where if you press 'Delete' for an item, its immediately deleted without a confirmation being asked for.

Please Note Care should be taken in this mode not to accidentally delete items you don't want to

No The current item is deleted.

Export Point Filters

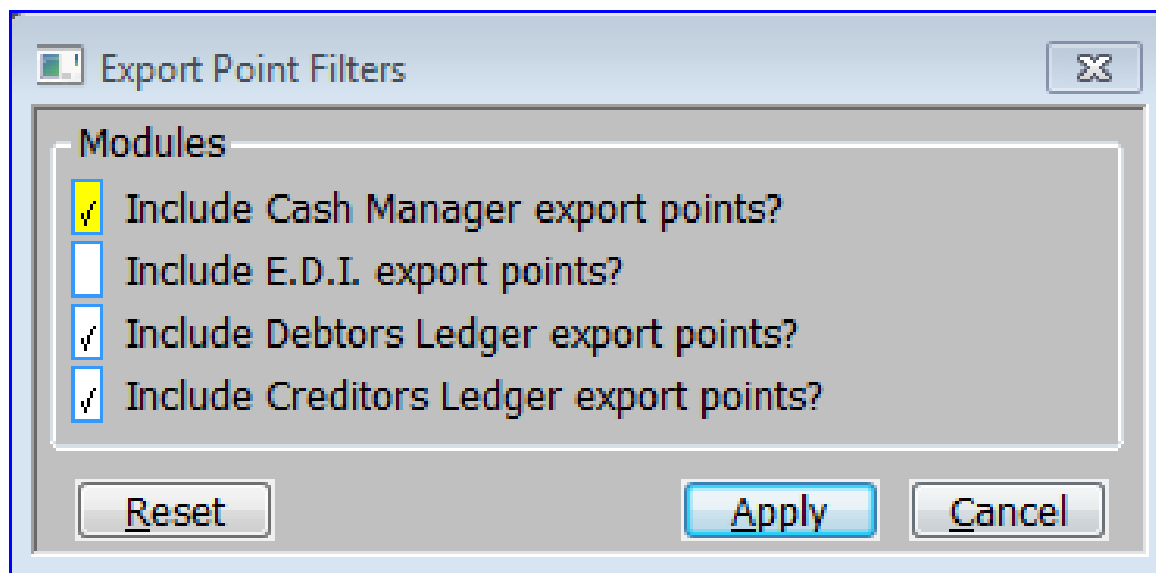


Figure 15: Export Point Filters window

This window is displayed when you select [Filters] from the Export Set-Up window. See page 21.

Purpose This window enables you to filter the Export Points available by Module.

Modules

Include Cash Manager export points?

✓ if you wish to include Cash Manager (CM) export points in the 'Export Set-Up' window.

Blank to exclude them.

Include E.D.I. export points?

✓ if you wish to include EDI (ED & WW) export points in the 'Export Set-Up' window.

Blank to exclude them.

Include Debtors Ledger export points?

✓ if you wish to include Debtors Ledger (DL) export points in the 'Export Set-Up' window.

Blank to exclude them.

Include Creditors Ledger export points?

✓ If you wish to include Creditors Ledger (CL) export points in the 'Export Set-Up' window.

Blank to exclude them.

Please Note

These filters are also applied to the 'Select Export Point' search.

Application Button

Reset

Reset the filters to the default set-up

Please Note

The default is to include export points for modules configured in the operating options of the administration parameters.

File Formats

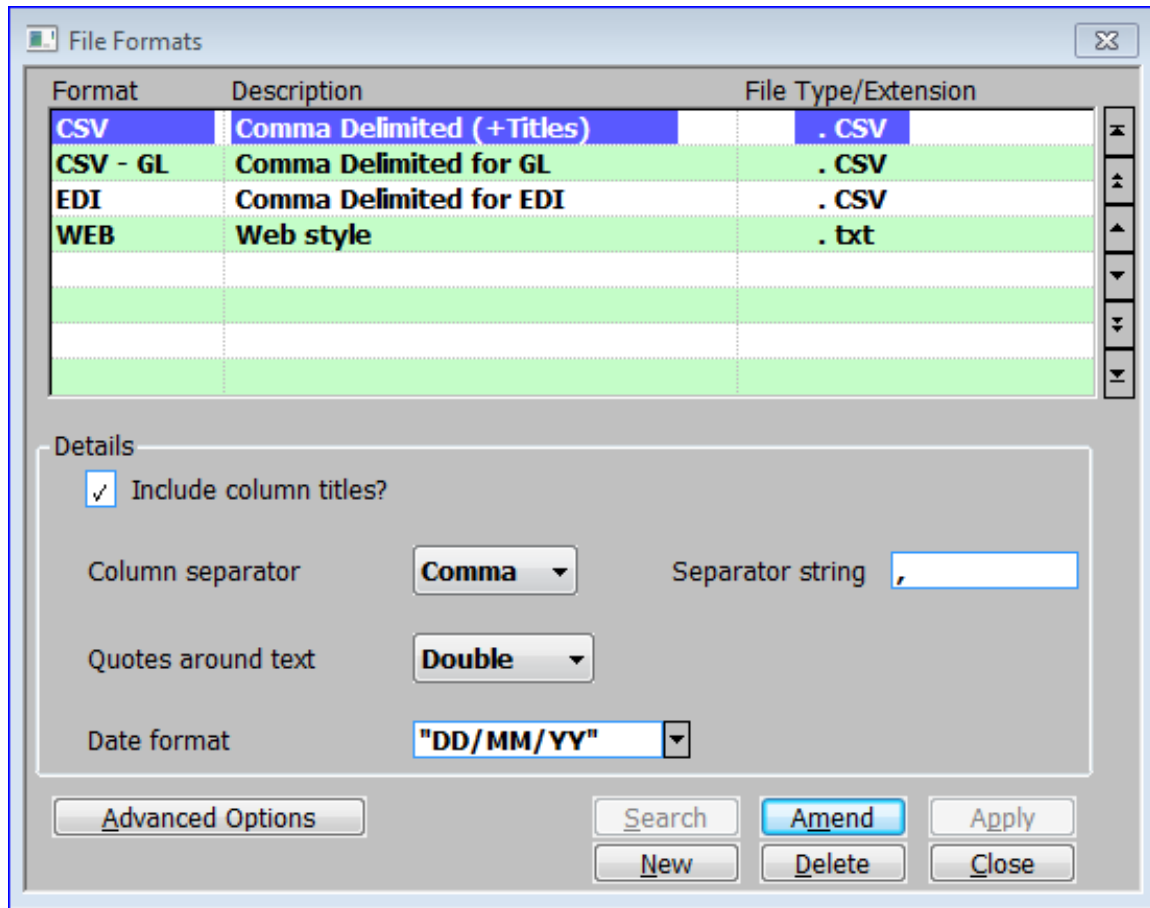


Figure 16: File Formats window

This window is displayed when you select [File Formats] from the Export Set-Up window. See page 14.

Purpose This window lists existing formats and enables you to create new ones, as well as amending and deleting existing formats. Formats define the structure of files to be imported or exported in terms of column titles, separators and control strings.

Scrolled Section

Format Up to 8 characters to uniquely identify the format.

Description Up to 25 characters to describe the style.

File Type/Extension Up to 3 characters to be used as a default file extension. This is used when importing or exporting files based on this style when an extension is not specified during the import or export procedure. Leave blank for no default extension.

Details

Include column titles? ✓ if each export in this style to a new file is to start with a header containing column titles. Leave blank for no header. This item is ignored during imports.

Please Note You can suppress titles for individual columns. For further information, see the ‘Omit title (even if the file format includes titles)?’ prompt in the Advanced Options window for the ‘Items for Export’, within file structures. See page 26.

Column separator Specify the character to be used to separate items of information imported or exported in this style. Select one of the following from a drop down menu:

- **Comma.**
- **Space.**
- **Tab.**
- **Other.** – Use if you require a non-standard delimiter. This is then entered in the following delimiter string field.
- **None.** – Use for fixed length ASCII files.

Separator string (*Display Only unless the ‘Column separator’ is set to Other*). Enter the ASCII or hexadecimal value of the delimiter. Hexadecimal values must start with a hash (#) character, must contain an even number of hexadecimal digits, and must not be '#00'. ASCII values must not start with a hash character.

Quotes around text Set this to the character you want text items are to be encapsulated in. Select one of the following from a drop down menu:

- **Double.**
- **Single.**
- **None.**

Please Note When quotes are in use, any quotes encountered in text items are output twice.

Date format Enter the output format for dates; e.g. mm/dd/yy or dd-mm-yyyy. Dates can be composed from any combination of day number (dd), month number (mm) or year number (yy or yyyy).

A [Search] of valid formats is available, but please note that the character used to separate the day, month and year segments must not be the same as the delimiter specified above.

Please Note Use of 4 digit year numbers is recommended, but not compulsory.

When importing 2 digit years, the century is determined from the setting of the GSM century start parameter.

For styles used for EDI imports, this must be set to "DD/MM/YY".

Application Button

Advanced Options Update the more advanced File Formats functions for the selected 'File format'. ⇒ File Formats – Advanced Options window. See page 34.

File Formats – Advanced Options

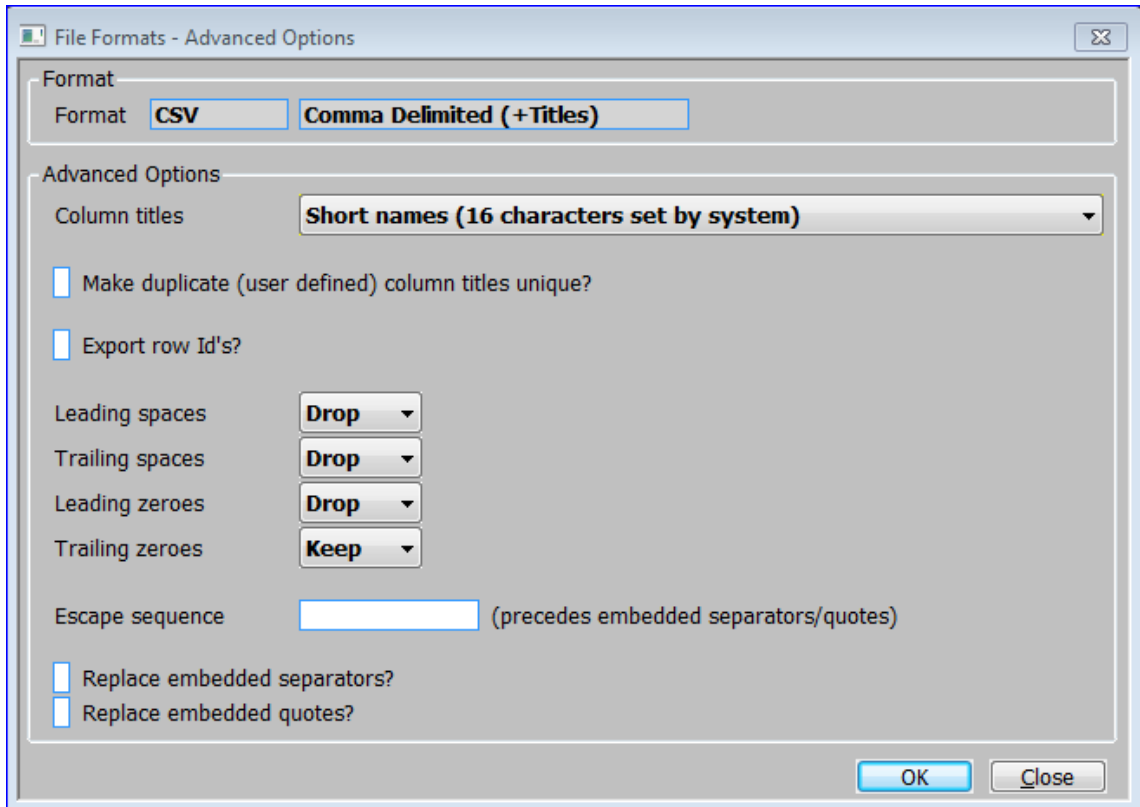


Figure 17: File Formats – Advanced Options window

This window is displayed when you select [Advanced Options] from the File Formats window. See page 32.

Purpose This window enables you to maintain the more advanced options for the currently selected 'File format'.

Format (Display Only)

Format The selected 'File Format' and its description.

Advanced Options

Column titles *(Only if you ✓ed 'Include column titles' for the current 'Format' in the 'File Formats window'. See page 32.)* – This item controls the source of the column headings. Select one of the following from a drop down menu:

- **Field names (6 character technical codes)**. – These are six character technical field codes, which are fixed within the software.
- **Short names (16 characters set by system)**. – These are more friendly names for the Global fields. They can be up to 16 characters and are fixed within the software.
- **User defined item names set within file structures**. – These are the user-defined column names, which can be up to 16 characters.

Make duplicate (user defined) column titles unique? *(Only if you selected 'User defined item names set within file structures' at the Column titles prompt.)* – ✓ to force each column title to be unique by appending a number when a duplicate is encountered.

Please Note You are not prompted for this item if you set the Column titles prompt to 'Field names (6 character technical codes)' or 'Short names (16 characters set by system)', because Global field and short names are always unique.

Export row Id's? ✓ if you want the row id exported at the front of each row, otherwise leave blank. Row ids are defined in the Files Structures – 'Rows for Export window'. See page 21.

Please Note The settings of the next two prompts have no effect on constants that are imported or exported.

Leading spaces This item controls how leading spaces are dealt with when data is imported to, or exported from, Global text fields. Leading spaces are spaces that occur at the beginning of text fields. Select from a drop down menu:

- **Keep** – Keep leading spaces.
- **Drop** – Drop leading spaces.

Please Note For styles used for EDI imports, this must be set to **Keep**.

Trailing spaces This item controls how trailing spaces are dealt with when data is exported from Global text fields. Trailing spaces are spaces that occur at the end of text fields. Select from a drop down menu:

- **Keep** – Keep trailing spaces.
- **Drop** – Drop trailing spaces.

Please Note The settings of the next two prompts have no effect on **constants** that are imported or exported.

Leading zeroes This item controls how leading zeroes are dealt with when data is exported from numeric fields in Global. Select from a drop down menu:

- **Keep** – Keep leading zeroes.
- **Drop** – Drop leading zeroes.

Trailing zeroes This item controls how zeroes, which occur after the decimal point, are dealt with when data is exported from numeric Global fields. Select from a drop down menu:

- **Keep** – Keep trailing zeroes.
- **Drop** – Keep trailing zeroes.

Please Note When you export numeric items for which decimal places are defined, the first decimal place is always exported even if it is zero, regardless of the setting of this item.

Escape sequence Enter the ASCII or hexadecimal string to be used to indicate that the next character is part of the data and not a delimiter or encapsulation character. Leave blank if this feature is not used in the style.

Hexadecimal values must start with a hash (#) character, must contain an even number of hexadecimal digits, and must not be '#00'. ASCII values must not start with a hash character.

Please Note The escape sequence must not be the same as the delimiter string.

Example If you have defined in your contents list that you want to export 9,2 of a 12,2 Global field, and you have chosen to drop leading and trailing zeroes:

00000005119.00 is exported as 5119.0.

00000005119.30 is exported as 5119.3.

00000005119.34 is exported as 5119.34.

00000005119.01 is exported as 5119.01.

Replace embedded separators? ✓ to change the delimiter character to another character if it is part of the output stream.

with (*Only if 'Replace embedded separators?' is ticked*). The replacement character(s).

Replace embedded quotes? ✓ to change quotes to another character if it is part of the output stream.

with (*Only if 'Replace embedded quotes?' is ticked*). The replacement character(s).

Export Points – Advanced Options

Figure 18: Export Points – Advanced Options window

This window is displayed when you select [Advanced Options] from the Export Set-Up window. See page 14.

Purpose This window enables you to maintain the more advanced options for the currently selected 'Export'.

Information

Export Point The 'Export Point' of the currently selected 'Export' followed by its description

Export Name The 'Export Name' of the currently selected 'Export' followed by its description.

File Details

Use a fixed file name and location? ✓ if the details of the folders and programs used by the export are fixed, as defined by the following options.

Leave blank if the export will use the standard 'Save as' MS window.

Information By default when exporting data the file name and location are specified by the user when the export completes. However if the exported file is to be used by another process (for example a mail merge) a fixed file name and location maybe required.

File name Enter a file name (maximum 20 characters) identifying the file to or from which information is to be transferred.

- Data type** Enter the code of the data folder. A [Search] is available. The description is then displayed.
- Template type** Enter the code of a template to be used when you invoke a program in the host system. A [Search] is available. The description is then displayed. If left blank, a template will not be used.
- Program type** Enter the code of the program type, which holds the details of a program to be invoked in the host system, after the export has successfully completed. A [Search] is available. The description is then displayed. If blank, no program will be invoked in the host system.
- Parameters** *(Only if there is a program defined at the previous prompt)* – The parameters passed to the host system when the specified program is invoked. E.g. the name of the exported file to be loaded into a spreadsheet, the template to be used, a macro to be run, etc.

The following abbreviations are used:

%DP. To indicate the data path specified in the Data Path.

%FN. To indicate the file name specified at the 'File name' prompt above.

%EX. To indicate the file extension defined for the style.

%TP. To indicate the path specified in the Template Path.

Example '%DP%FN%EX %TP\statement.doc' indicates the file created by the data export process, and a template called 'statement.doc' in the path specified in the Template Path.

Application Buttons

- Template Types/Locations** Enter and amend template types and locations to be used by 'Export Points' that have the 'Use a fixed file name and location?' option set. Template paths hold the path information for the template folders. ⇒ Maintain Templates Types window. See Page 40.
- Data Types/Locations** Enter and amend data types and locations to be used by 'Export Points' that have the 'Use a fixed file name and location?' option set. Data paths hold the path information for the export files. ⇒ Maintain Data Types window. See Page 43.
- Program Types/Locations** Enter and amend program types and locations to be used by 'Export Points' that have the 'Use a fixed file name and location?' option set. When you export data from Global you can optionally specify a Windows program to be automatically invoked when the export finishes. Program folders group information about the path of programs to be invoked after export. ⇒ Maintain Program Types window. See Page 47.

Template Types/Locations - Introduction

The Template Types options have been designed in particular for use when exporting data to Microsoft Word and Excel. These packages have a number of features which facilitate the creation of documents with a standard format. Global provides a number of sample templates which you can use when exporting data from Global 3000 to Microsoft Word. You can tailor these templates to your own requirements, or you can set up your own customised templates.

The Template Types options enable you to specify details of templates to be used by a program you invoke when exporting data from Global 3000.

Template Types You use template types to group template path information; for example you might create a template folder called 'Word templates' to group all your Word template paths, and a template folder called 'Excel templates' to group your Excel template paths.

There is no limit to the number of template types you can set up. However we recommend you define at least one if you are going to use templates when exporting data.

There are two types of template folders:

- **Fixed location.** (*'The location/folder is fixed for this type?' is ✓ed*) – For this type of template type, only one template location can be specified. This is used by all operators; for example when the templates reside on a central server.
- **Personalised.** For this type of template type, you can set up a separate template type/location for each operator; for example, when the templates are on the operators' Local PC's.

If several operators use a standard template location, you can set up a template location with a blank operator id; for example when several operators on a network have their templates in the standard Microsoft Office templates folder.

Export To use a template when invoking a program in the host system, you need to specify the following details on the controlling export point:

- The template name at the 'Parameters' prompt.
- The template location at the 'Template type' prompt.

Then when the export program invokes the program, it searches the template folder for the appropriate template path.

If the template type is personalised, the program first searches for a template location containing the operator's id. If this does not exist, the program searches for a template location with a blank operator id. If neither exist, the program displays an error message.

If a fixed template type has been specified on the scenario, the single multi-purpose template location is used. If there is no template location for the template type, an error message is displayed.

Maintain Template Types

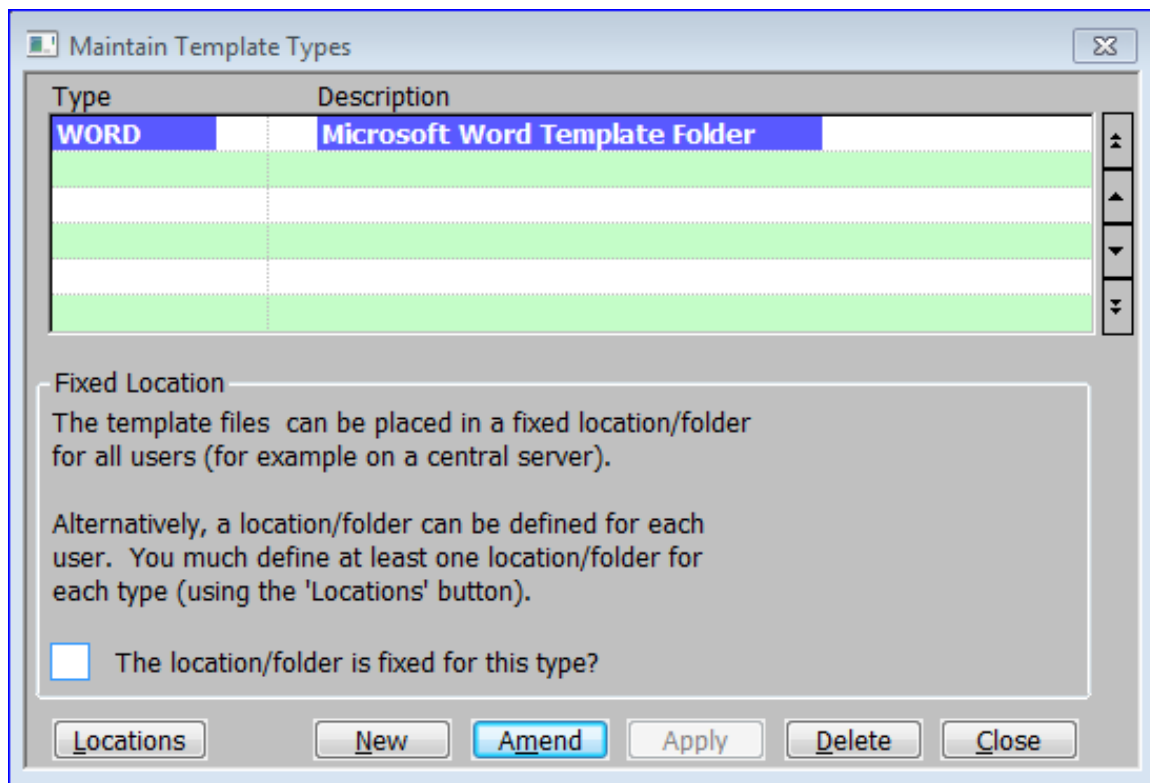


Figure 19: Maintain Template Types window

This window is displayed when you select [Template Types/Locations] from the Export Point – Advanced Options window. See page 37.

Purpose This window enables you to add and amend the template types used by ‘Export Points’ set to ‘Use a fixed file name and location’.

Scrolled Section

Type Enter up to 8 characters identifying the template folder.

Description Enter the description in up to 30 characters of description.

Fixed Locations

Description The template files can be placed in a fixed location/folder for all users (for example on a central server).

Alternatively, a location/folder can be defined for each user. You must define at least one location/folder for each type (using the 'Locations' button).

The location/folder is fixed for this type ✓ if the path for the template is the same for all operators; e.g. if the templates reside on a central server.

Leave blank if some operators use different paths; for example, if the templates reside on an operators ‘Local PC’

On completion If adding a new type ⇒ Maintain Template Locations window. See page 41.

Otherwise ⇒ Next line in window.

Application Buttons

Locations ⇒ Maintain Template Locations window. See page 41.

Maintain Template Locations

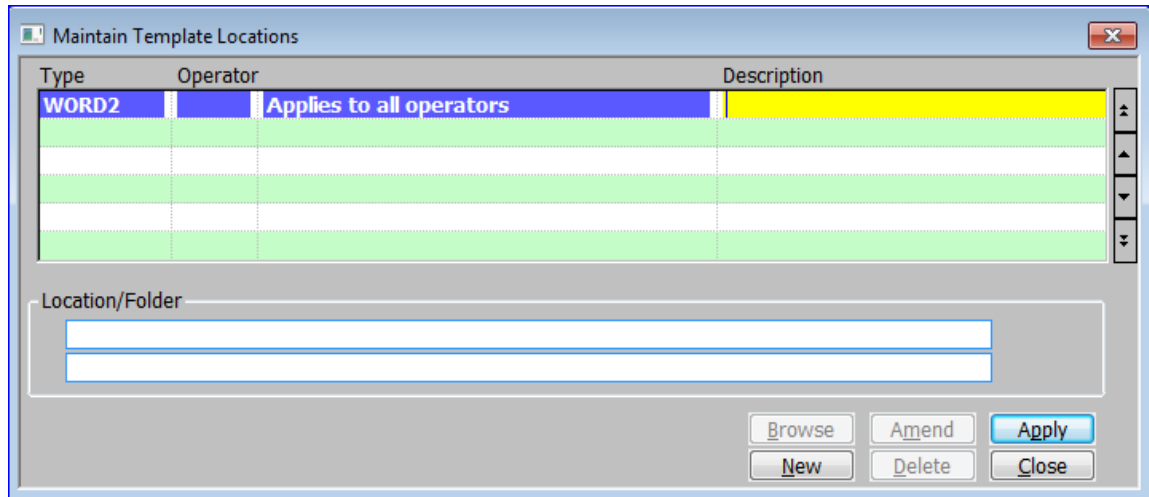


Figure 20: Maintain Template Locations window

This window is displayed when you select [Locations] from the Maintain Template Types window. See page 40.

Purpose This window enables you to add and amend the template types used by 'Export Points' set to 'Use a fixed file name and location'. This window displays template paths that have already been defined and enables you to add, amend and delete template paths.

Scrolled Section

Type (*Display Only*) The id of the template type.

Operator (*Only if 'The location/folder is fixed for this type?' is not set for this type.*) Enter the operator's id or leave blank to create a default template path to be used by all operators whose templates reside in a standard path; for example when several operators have their templates in the standard Microsoft Office templates folder.

If an individual operator has been entered, the operators name is then displayed, otherwise "Applies to all operators" is displayed.

Description Enter up to 30 characters of description.

Location/Folder

Path Up to 140 characters defining the server, volume and directory (folder) on which the template resides. A [Browse] is available to help you search on your PC for a suitable path.

Data Types and Locations - Introduction

The data types and locations enable you to specify path details for files you export from Global 3000.

Data types Data types group path information for files of the same type. You control the data path for a file to be exported by specifying a data type on the export point (Advanced Options) controlling the export.

You enter the data type information through the [Data Types/Locations] option.

There is no limit to the number of data types you can set up. You must set up at least one if you are going to export data through an Export point with a fixed file name and location. You may want to set up a separate data type for each relevant type of export, for example a separate data type for exports to the spreadsheet package, the word processing package, to EDI etc.

There are two types of 'data types':

- **Fixed path.** (*'The location/folder is fixed for this type?' is ✓ed*) – For this type of data folder, only one data path can be specified. This is used by all operators; for example when the file you want to import resides on a central server, or when you want to export a file to a central server.
- **Personalised.** – For this type of data folder, you can set up a separate data path for each operator; for example, when operators want to export files to their own Local PCs for use in word processing or spreadsheet packages.

If operators use a standard data path, you can set up a program path with a blank operator id.

Location/Folder Data locations hold the path information for the data folders. Data paths also specify the action to be taken if the exported file already exists.

You need to set up one data location for each fixed path data folder. These data paths can be used by all operators.

For each personalised data folder, you need to set up a data path for each operator who wants to use it. Alternatively, operators who have the folders on their Local PC organised in a standard way, can share a data path with a blank operator id.

Export When an operator uses one of the export options, the program searches the data type specified on the controlling export point for the appropriate data location.

If the data type is personalised, the program first searches for a data location containing the operator's id. If this does not exist, the program then searches for a data location with a blank operator id. If neither exist, the program displays an error message.

If a fixed data location has been specified on the data type, the single multi-purpose data location is used. If there is no data location for the data type, an error message is displayed.

Maintain Data Types

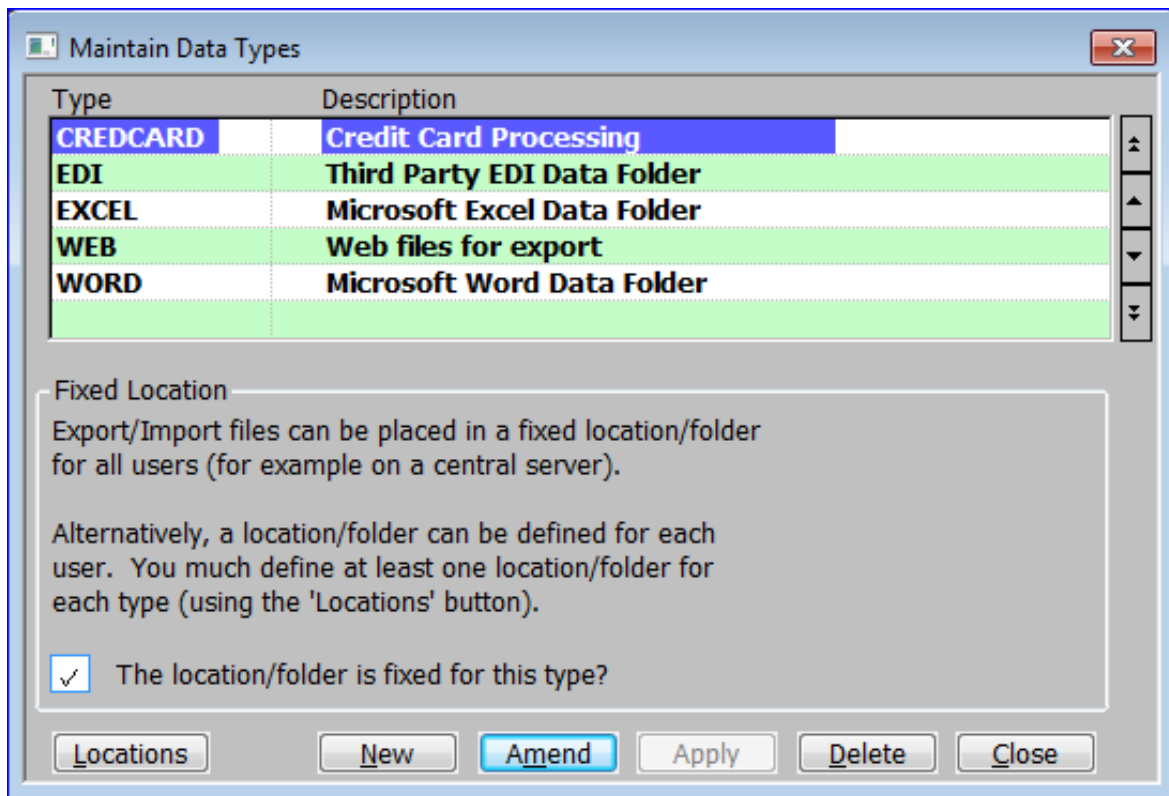


Figure 21: Maintain Data Types window

This window is displayed when you select [Data Types/Locations] from the Export Point – Advanced Options window. See page 37.

Purpose This window enables you to add and amend the Data types used by 'Export Points' set to 'Use a fixed file name and location'.

Scrolled Section

Type Enter up to 8 characters identifying the data folder.

Description Enter the description in up to 30 characters of description.

Fixed Locations

Description The data files can be placed in a fixed location/folder for all users (for example on a central server).

Alternatively, a location/folder can be defined for each user. You must define at least one location/folder for each type (using the 'Locations' button).

The location/folder is fixed for this type ✓ if the path for the template is the same for all operators; e.g. if the templates reside on a central server.

Leave blank if some operators use different paths; for example, if the templates reside on an operators 'Local PC'

Data Types & Locations

On completion If adding a new type ⇒ Maintain Data Locations window. See page 44.
Otherwise ⇒ Next line in window.

Application Buttons

Locations ⇒ Maintain Data Locations window. See page 44.

Maintain Data Locations

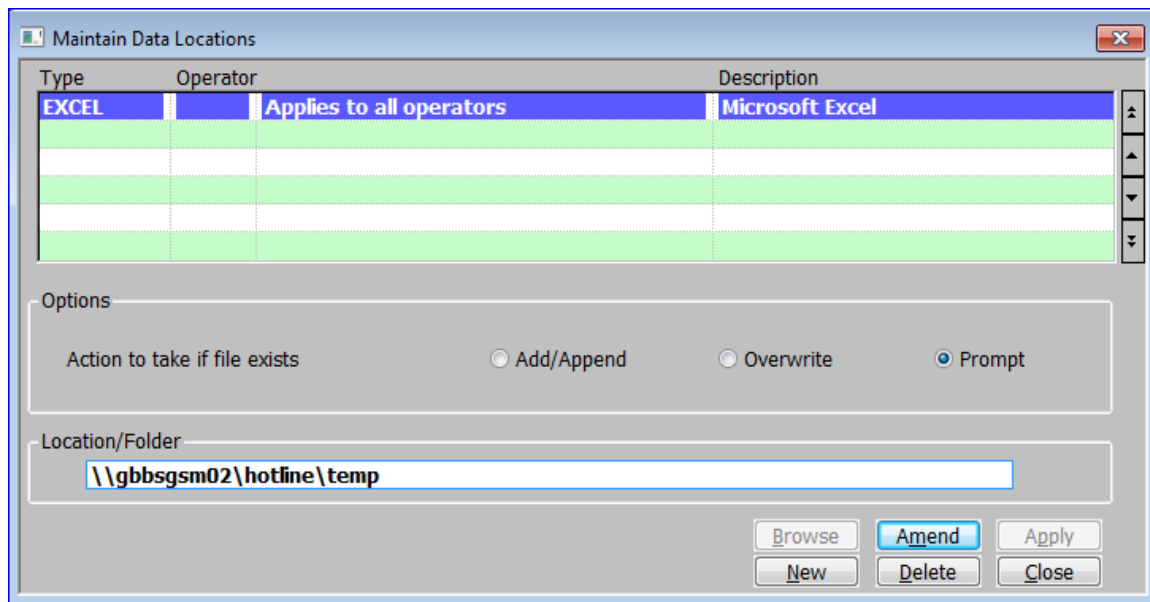


Figure 22: Maintain Data Locations window

This window is displayed when you select [Locations] from the Maintain Data Types window. See page 43.

Purpose This window enables you to add and amend the data types used by 'Export Points' set to 'Use a fixed file name and location'. This window displays data paths that have already been defined and enables you to add, amend and delete data paths.

Scrolled Section

Type *(Display Only)* The id of the template type.

Operator *(Only if 'The location/folder is fixed for this type?' is not set for this type.)*
Enter the operator's id or leave blank to create a data path to be used by all operators whose templates reside in a standard path.

If an individual operator has been entered, the operators name is then displayed, otherwise "Applies to all operators" is displayed.

Description Enter up to 30 characters of description.

Options

Action to take if file exists

Select one of the following actions to be taken if the file being exported to already exists.

- **Add/Append** exported information to the existing file.
- **Overwrite** the existing file.
- **Prompt** the user during export for the action to be taken.

Please Note

To avoid the need for operator input, set this prompt to 'Add/Append' or 'Overwrite' for export points used for **EDI spooler exports**.

Location/Folder

Path

Up to 140 characters defining the server, volume and directory (folder) on which the data output file will be exported. A [Browse] is available to help you search on your PC for a suitable path.

Program Types and Locations - Introduction

When you export data from Global you can optionally specify a Windows program to be automatically invoked when the export finishes.

Example You can automatically invoke a Windows spreadsheet program after exporting data to it.

Program Types You control the program to be invoked after the export by specifying a program type for the export.

Program types group path information for the programs you invoke. You create them through the [Programs Types/Locations] option. You enter the actual program paths and file names through the Maintain Program Types - Locations option.

You should set up at least one program type for each program you want to invoke in the host system after an export.

There are two types of program folders:

- **Fixed path.** (*'The location/folder is fixed for this type?' is ✓ed*) For this program type, only one program path can be specified. This path is used when any operator invokes a program via the program folder. Use this type when the program resides on a central server; for example a third party EDI application.
- **Personalised** For this type of program, you can set up a separate program path for each operator who might invoke the program. Use this type when the program to be invoked resides on an operators' Local PCs; for example word processing or spreadsheet packages.

If several operators use the same file organisation, you can set up a program location with a blank operator id; for example when most operators on a network have Microsoft Word installed on their Local PCs in the default folders created by the Microsoft Office installation procedure.

Location/Folder Program locations hold the program path and file name information for the program folders. Program locations also specify whether the program is to be run on the operators 'Local PC' or the Global Server.

You need to set up one program location for each fixed path program folder. These locations are then used by all operators.

Export When an operator uses one of the export data options, the export program checks the export point and if it is set to use a fixed file name and location. If it does, the software then checks the program type specified on the export point controlling the export for the appropriate program path.

If the program type is personalised, the export program first searches for a program location containing the operator's id. If this does not exist, the program then searches for a program path with a blank operator id. If neither exist, the program displays an error message.

If a fixed program location has been specified on the export point, the single multi-purpose program path is used. If there is no program path for the program folder, an error message is displayed.

Parameters You can specify the file name, data type and template type to pass to the program in the Export Point – Advanced Options window. See page 37.

Example When invoking a spreadsheet program, you can enter the name of the exported file and a macro as parameters. The spreadsheet program then automatically loads the exported file and runs the macro on it.

Maintain Program Types

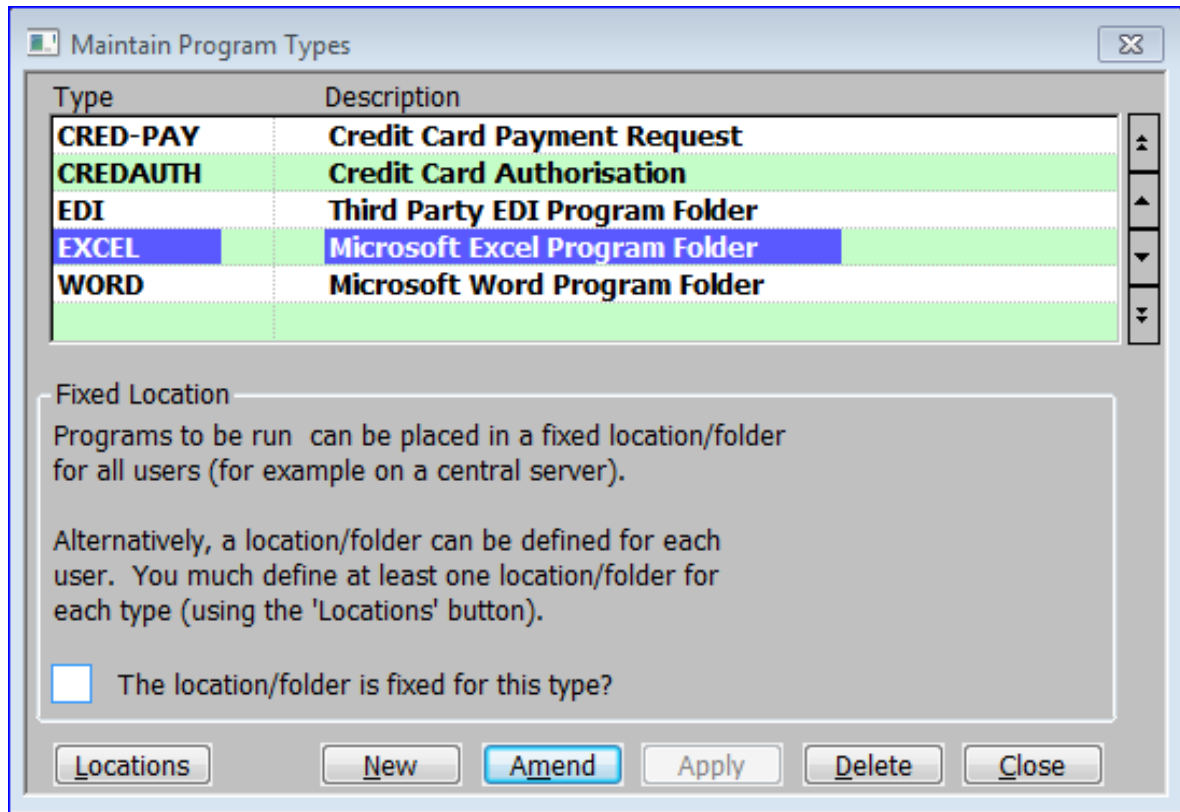


Figure 23: Maintain Program Types window

This window is displayed when you select [Program Types/Locations] from the Export Point – Advanced Options window. See page 37.

Purpose This window enables you to add and amend the Program types used by 'Export Points' set to 'Use a fixed file name and location'.

Scrolled Section

- Type** Enter up to 8 characters identifying the program folder.
- Description** Enter the description in up to 30 characters of description.

Fixed Locations

Description The program files can be placed in a fixed location/folder for all users (for example on a central server).
 Alternatively, a location/folder can be defined for each user. You must define at least one location/folder for each type (using the 'Locations' button).

Program Types & Locations

The location/folder is fixed for this type?

✓ if the path for the template is the same for all operators; e.g. if the templates reside on a central server.

Leave blank if some operators use different paths; for example, if the templates reside on an operators 'Local PC'

On completion

If adding a new type ⇒ Maintain Data Locations window. See page 44.

Otherwise ⇒ Next line in window.

Application Buttons

Locations ⇒ Maintain Data Locations window. See page 44.

Maintain Program Locations

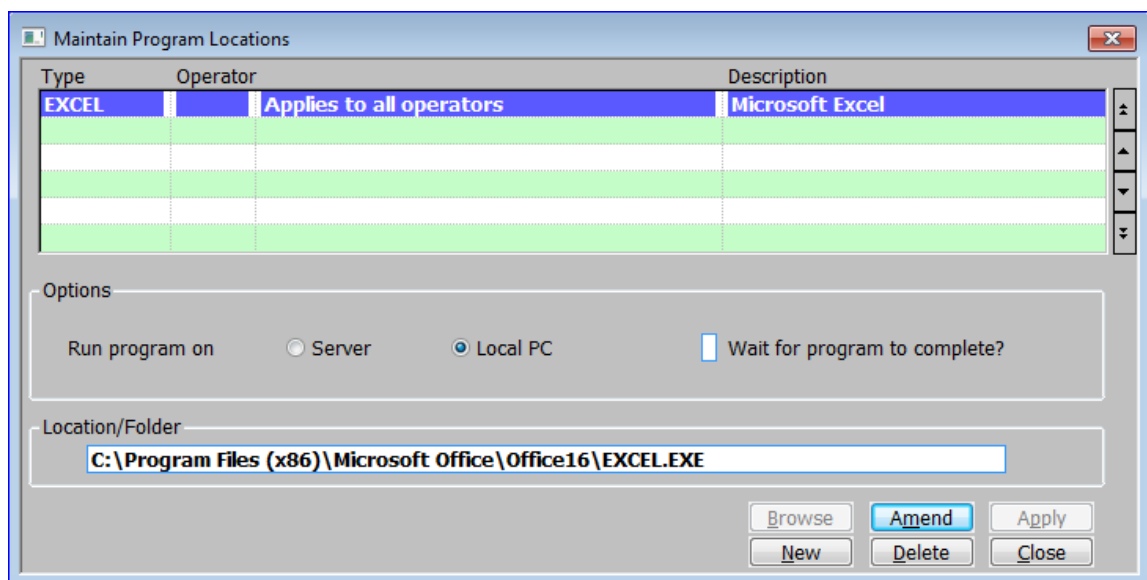


Figure 24: Maintain Program Locations window

This window is displayed when you select [Locations] from the Maintain Data Types window. See page 43.

Purpose This window enables you to add and amend the data types used by 'Export Points' set to 'Use a fixed file name and location'. This window displays data paths that have already been defined and enables you to add, amend and delete data paths.

Scrolled Section

Type *(Display Only)* The id of the template type.

Operator *(Only if 'The location/folder is fixed for this type?' is not set for this type.)* Enter the operator's id or leave blank to create a data path to be used by all operators whose templates reside in a standard path.

If an individual operator has been entered, the operators name is then displayed, otherwise "Applies to all operators" is displayed.

Description Enter up to 30 characters of description.

Options

- Run program on** Select where the process should be run from:
- **Server.** – The device on which the main Global program is running.
 - **Local PC** – Your local PC or computing device.
- Wait for program to complete?** ✓ if Global should wait for the defined program to complete before it continues processing.
- Leave blank for Global to continue processing whilst the called program does its processing.

Location/Folder

- Path** Enter the full path and file name of the program you want to run. Up to 70 characters. A [Browse] is available to help you search on your Local PC for a suitable path.

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Appendix B – Available Export Points

1. Exports

Export Point	Description	Module	Notes
CL140L	CL Provisional or Final List	CL	
CL14DA	Auto-Payments Documents	CL	
CL14DB	Auto-Payments Foreign List	CL	
CL150	Detailed Audit Report	CL	
CL220A	Company Trial Balance	CL	
CL220B	Closing Account Balance	CL	
CL220C	Currency Exposure	CL	
CL250	GL Posting Report for CL	CL	
CL340	Aged Credit Detail	CL	
CL340S	Aged Credit Summary	CL	
CL350	Period Postings Report	CL	
CL360	Open Transactions	CL	
CL370	Supplier Turnover	CL	
CL380	Logged Invoice List	CL	
CL385	Transaction History Report	CL	
CL390	Approval Details List	CL	
CL410	Supplier Maintenance	CL	
CL410L	Supplier Maintenance Letters	CL	
CL420	Supplier Enquiry	CL	
CL420L	Supplier Enquiry Letters	CL	
CL430	Supplier List	CL	
CM210	Trial Balance by Dissection	CM	
CM220	Trial Balance by GL Account	CM	
CM230	Trial Ledger Analysis Report	CM	
CM330	Cash Book Print	CM	

Appendix B

Export Point	Description	Module	Notes
CM350	Unpresented Items Report	CM	
DL130	Bank Deposit Report	DL	
DL140	Detailed Audit Report	DL	
DL220A	Company Trial Balance	DL	
DL220B	Closing Account Balances	DL	
DL220C	Currency Exposure	DL	
DL230	Statements	DL	
DL250	GL Posting Report for DL	DL	
DL340	Aged Debt Detail	DL	
DL340S	Aged Debt Summary	DL	
DL350	Period Postings	DL	
DL360	Open Transactions	DL	
DL370	Customer Turnover	DL	
DL380	Transaction History Report	DL	
DL410	Customer Maintenance	DL	
DL410L	Customer Maintenance Letters	DL	
DL420	Customer Enquiry Documents	DL	
DL420L	Customer Enquiry Letters	DL	
DL420R	Customer Enquiry Reports	DL	
DL430	Customer List	DL	
DL440	Customer Addresses	DL	
ED100PLE	EDI Product List Export	EDI	
ED100POE	EDI Purchase Order Export	EDI	
ED100SAE	EDI Sales Acknowledgement Exp	EDI	
ED100SBE	EDI Stock Balance Export	EDI	
ED100SIE	EDI Sales Invoice Export	EDI	
ED100SOE	EDI Sales Order Export	EDI	

1. Imports

Import Point	Description	Module	Notes
ED100PLI	EDI Product List Import	EDI	
ED100POI	EDI Purchase Order Import	EDI	

ED100SBI	EDI Stock Balance Import	EDI	
ED100SOI	EDI Sales Order Import	EDI	

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