



Global 3000 Service Pack Note

GL Transaction Line Import

Author	DCP		
Project	ZG60_000088.doc		
Version	1.0		1 of 8

INTRODUCTION

This service pack provides the ability to import transaction lines from a C.S.V. format external file in to an existing General Ledger (journal or accrual) batch.

This service pack introduces new functionality to General Ledger transaction entry. A new button (labelled 'Import') has been added to the GL transaction line entry window. Pressing the new button initiates the import of transaction lines from a user defined csv format file.

When the 'Import' button is pressed the user is be prompted for the filename (and path) to be imported and then the import file structure details (which consist of the field/column position for the transaction items available for import). The import details are retained and used as defaults the next time the option is selected. File structures can be saved.

Once the file content has been established and the user chooses to proceed with the import, all the transactions (within the csv file) are validated. If any of the incoming transactions fail validation they are presented to the user and the import is abandoned. If all the incoming transactions are valid the file is imported in to the current batch and the user is then returned to the transaction entry window.

The expected format of the csv file matches csv files produced by Microsoft Excel (fields are delimited by a single ',' character, dates are formatted as dd/mm/yyyy and text items are NOT enclosed within quotes), however files containing different date formats or text fields enclosed within quotes can be imported.

The following limitations apply.

Each line within the import file must represent a single transaction to be imported.

Transactions can only be imported into base currency journal and accrual batches.

The following fields are all mandatory and must be present for each transaction in the import file.

- Company id
- Profit centre
- Account code
- Date
- Value (Debit/Credit in either single or double column format)

The following fields can be optionally included via the file content window, however if they have been selected for inclusion they must be present for each transaction imported.

- Number of units
- Narrative
- Reference/Comment 1
- Reference/Comment 2
- Analysis code 1
- Analysis code 2

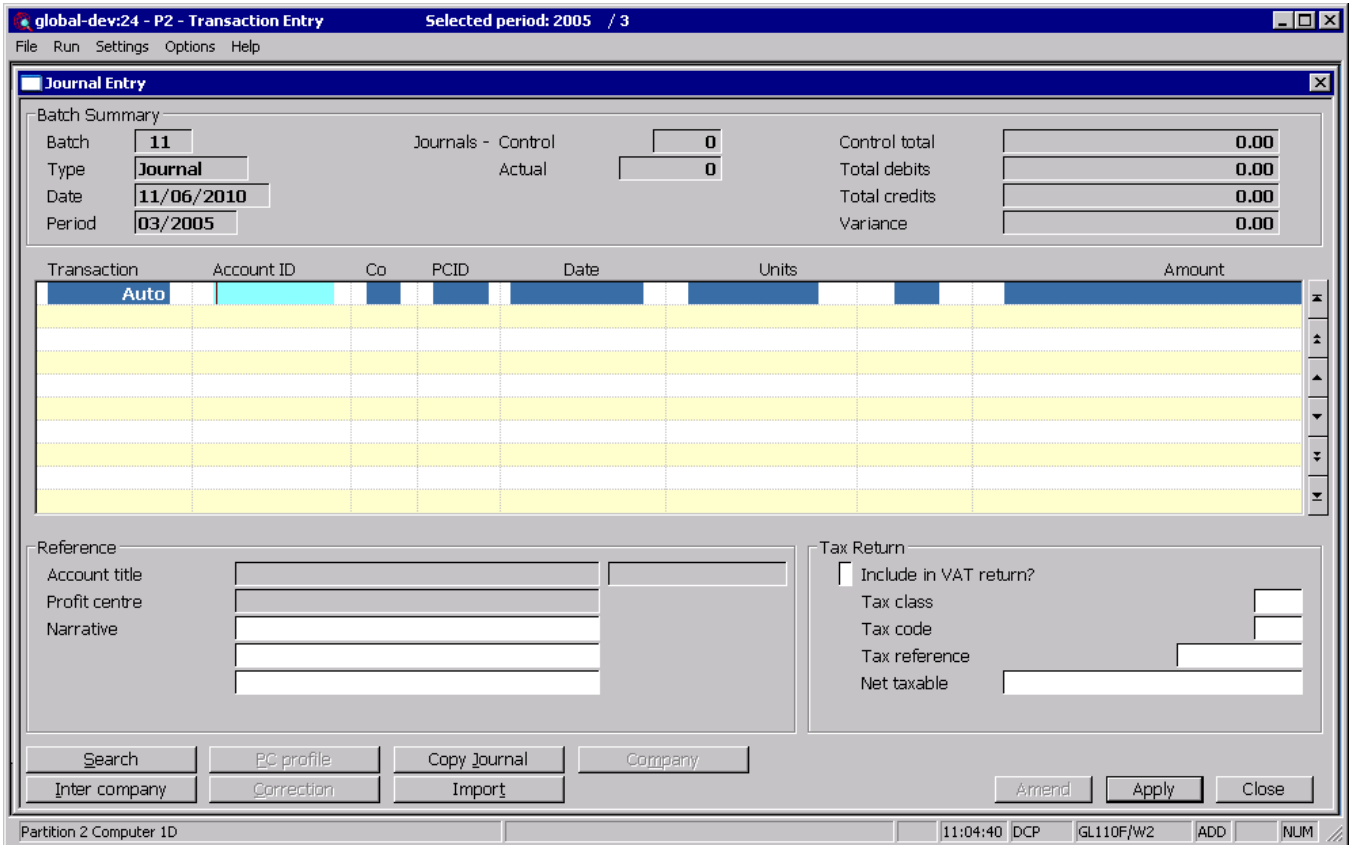
If the values in the import file are in single column format the following rule is applied. If the value is positive then the transaction is deemed to be a credit, if it is negative then it is deemed to be a debit.

All transactions imported must be in base currency. If the transactions within the csv file are for multiple companies, all companies must have the same base currency.

Author	DCP	
Project	ZG60_000088.doc	
Version	1.0	2 of 8

DOCUMENTATION CHANGES

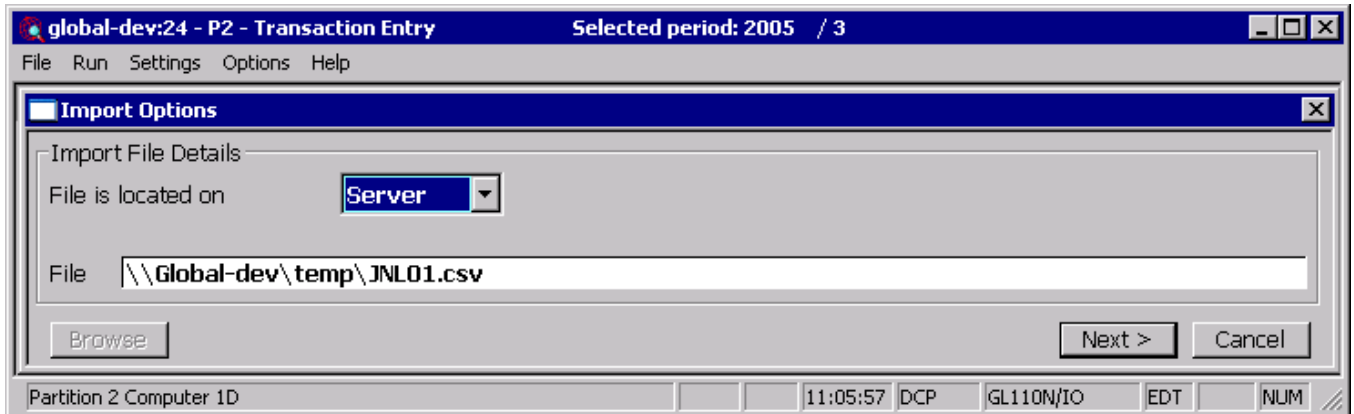
Transaction Entry – Journal Entry Window



Import *(Only available for Journal and Accrual batches)* This allows transactions to be imported (from a csv format file) into the current batch.

Author	DCP		
Project	ZG60_000088.doc		
Version	1.0		3 of 8

Import File Details Window



Purpose This window enables you to specify the import file details.

Please Note The settings in this window default to those used last time this option was selected.

The prompts are:

File is located on Set this option to 'Desktop' if the folder specified in the path is on the PC currently running GX, otherwise set the option to 'Server' to indicate that the import file is located on the main server.

Example Assuming that the path is C:\My Documents, if the import file is located in the 'My Documents' folder on the operator's PC the above option should be set to 'Desktop' alternatively if the import file is located in the 'My Documents' folder on the server the above option should be set to 'Server'.

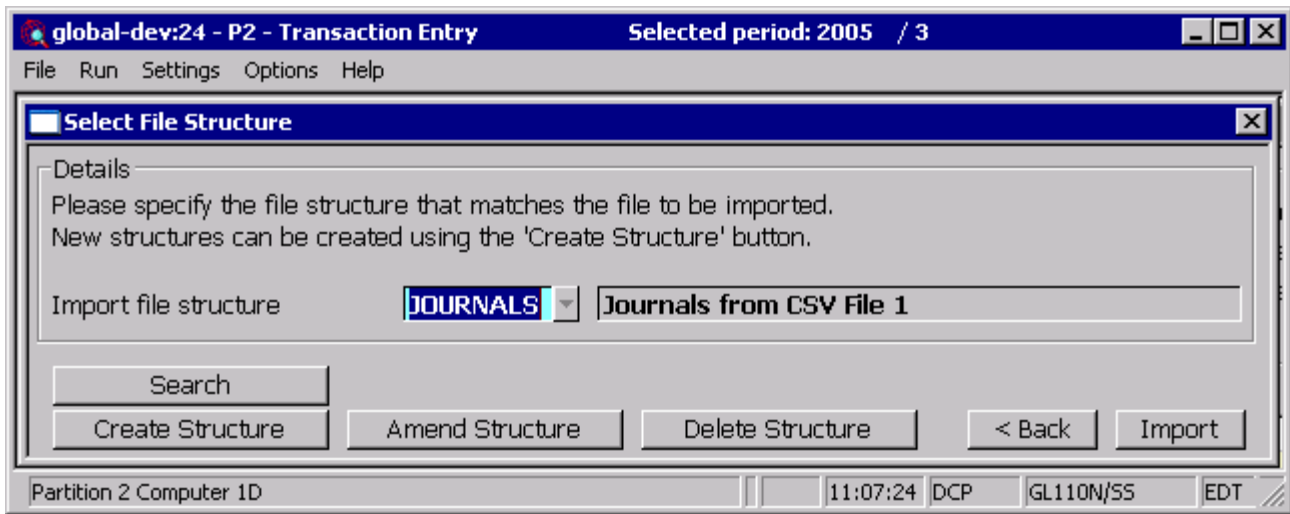
File Enter the file name (including path and extension) in the host system. A file extension of '.csv' is automatically appended to the filename if one has not been supplied.

Please note If the import file is located on the desktop (i.e. the operator's PC) then the <Browse> button can be used to locate and specify the path.

Back Where available this returns to the preceding window.

Author	DCP		
Project	ZG60_000088.doc		
Version	1.0		4 of 8

Select File Structure Window



Purpose This window enables you to select the structure of the file to be imported.

The prompts are:

Import file structure Select the name of the import file structure that matches the file/spreadsheet to be imported. A look-up is available.

Note Each line in the csv import file represents a single transaction to be included in the current General Ledger batch. All transactions imported must be in base currency. If the transactions within the csv file are for multiple companies, all companies must have the same base currency.

The buttons are:

Search This provides a look-up of existing file structures.

Create structure This allows you to create a new import file structure.

Amend structure This allows you to amend an existing import file structure.

Delete structure This allows you to delete an existing import file structure.

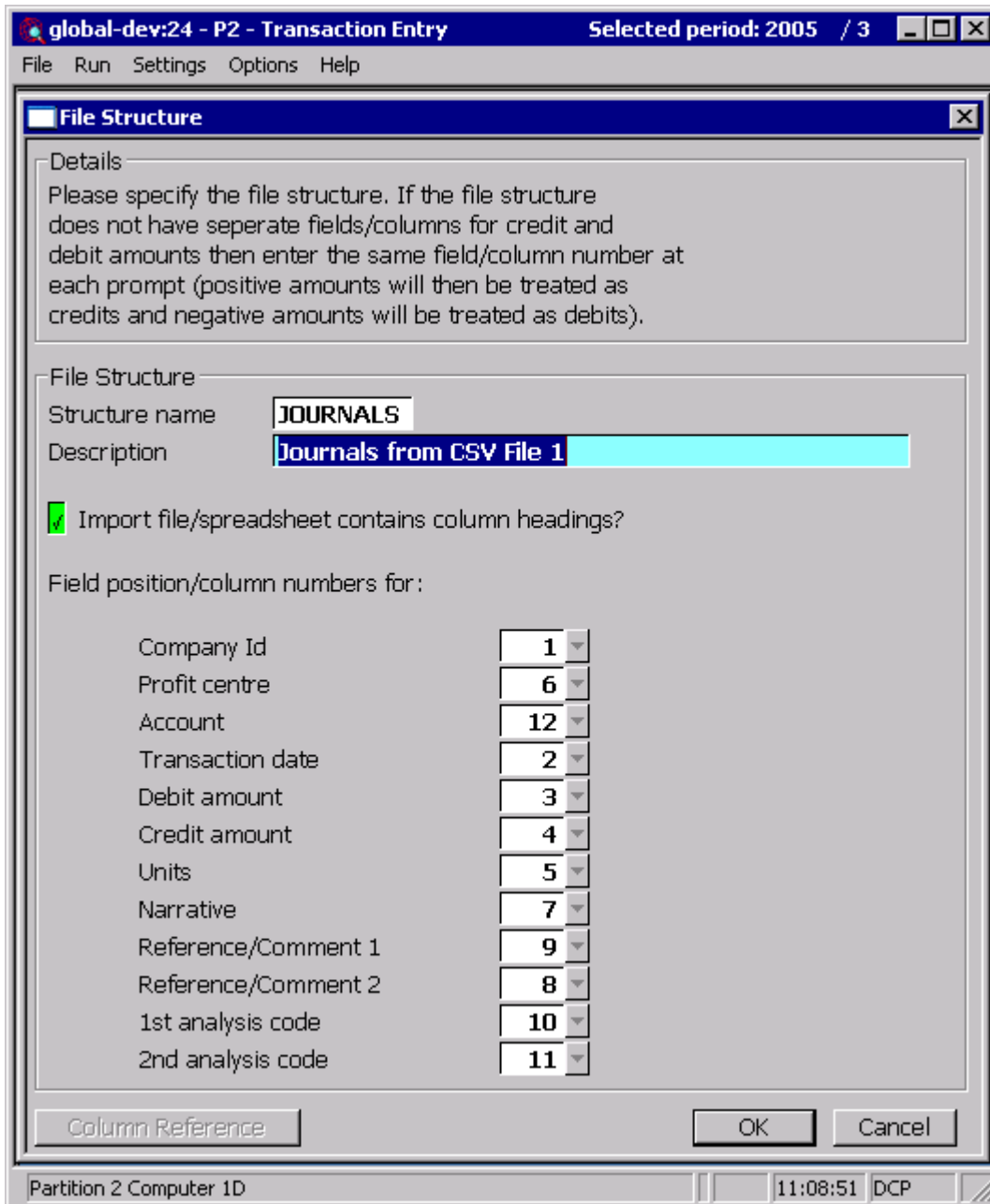
Back This returns to the Import File Details window.

Import This imports the selected file using the selected file structure.

Note The transaction import takes place in two phases.
The first phase validates the incoming csv file and transactions, if any problems are detected a window is displayed listing the invalid items (where possible) and the import is abandoned.
The second phase adds the transactions in the csv file to the current batch, if this phase fails the import is terminated and the user must remove any unwanted transactions manually.

Author	DCP
Project	ZG60_000088.doc
Version	1.0
	5 of 8

Import File Structure Window



Purpose This window enables you to specify the structure of the file to be imported.

The prompts are:

Name Enter a name for the structure being created.

Description Enter a description for the structure being created.

Import file/spreadsheet contains column headings Set this if the first line of the import file/spreadsheet contains column headings.

Author	DCP		
Project	ZG60_000088.doc		
Version	1.0		6 of 8

Note The following items are mandatory and must be present for each imported transaction.

- Company id
- Profit centre
- Account code
- Date
- Value (Debit/Credit in either single or double column format)

If the values in the import file are in single column format the following rule is applied. If the value is positive then the transaction is deemed to be a credit, if it is negative then it is deemed to be a debit.

Field position/column number for company id Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the company id is located.

Example Assuming the import file is a spreadsheet, if the company id is the third column in the spreadsheet the above field should be set to 3.

Field position/column number for profit centre Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the profit centre is located.

Field position/column number for account Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the account is located.

Field position/column number for transaction date Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction date is located.

Please Note Dates in the import file must be in one of the following formats:

- DD/MM/YY
- DD/MM/YYYY
- DD.MM.YY
- DD.MM.YYYY
- DDMMYY
- DDMMYYYY

Field position/column number for transaction debit amount Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction value if is located when the transaction is a debit.

Field position/column number for transaction credit amount Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the transaction value if is located when the transaction is a credit.

Author	DCP		
Project	ZG60_000088.doc		
Version	1.0		7 of 8

Please note

If the import file/spreadsheet has a single column which includes both debit and credit amounts then set the above two prompts to its field/column number. In this case the import process will assume that debits are negative amounts and credits are positive amounts.

Field position/column number for units

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the number of units is located. If you do not wish to import this item leave this set to zero.

Field position/column number for narrative

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the narrative is located. If you do not wish to import this item leave this set to zero.

Field position/column number for reference/comment 1

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the first reference/comment is located. If you do not wish to import this item leave this set to zero.

Field position/column number for reference/comment 2

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the second reference/comment is located. If you do not wish to import this item leave this set to zero.

Please note

When the narrative and references are imported they are truncated to a maximum size of 30 characters.

Field position/column number for 1st analysis code

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the first analysis code is located. If you do not wish to import this item leave this set to zero.

Field position/column number for 2nd analysis code

Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the second analysis code is located. If you do not wish to import this item leave this set to zero.

The buttons are:

Column reference

This button is available at all field position/column number prompts. It allows you to enter a spreadsheet column reference (e.g. 'A', 'B' etc) which will then be automatically converted to a numeric column number.

Author	DCP	
Project	ZG60_000088.doc	
Version	1.0	8 of 8