

Data Import Manager

Passport Business Solutions™

V 12.06

Passport Business Solutions
Data Import Manager Documentation
Version 12.06
November 2018

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Understanding Data Import Manager

This chapter contains the following topics:

[Product Description](#)

[Key Words and Concepts](#)

PRODUCT DESCRIPTION

Data Import Manager provides a means of importing data into a PBS transaction or master file from a text file produced in an third party application.

When you purchased Data Import Manager it was presumed that you have an application that can produce a file and that you need to import data from this file into PBS. This file must be in ASCII flat file format; either comma-delimited, tab-delimited or fixed-length.

First you set up the Import Control record. The Import Control record provides the mapping instructions. Once the Control record entry is completed, you are ready to run the import.

Files, Import Process and Control Layouts

There are three files involved with an import. There is the inbound text file, the intermediate Sandbox file and the PBS outbound file where the data will ultimately reside.

The data for the inbound text file is produced by your external third party application or it can be data entered into an application like Excel and exported to a csv file.

Import Process

Here is what happens when you start the import process from a Data import menu selection in PBS:

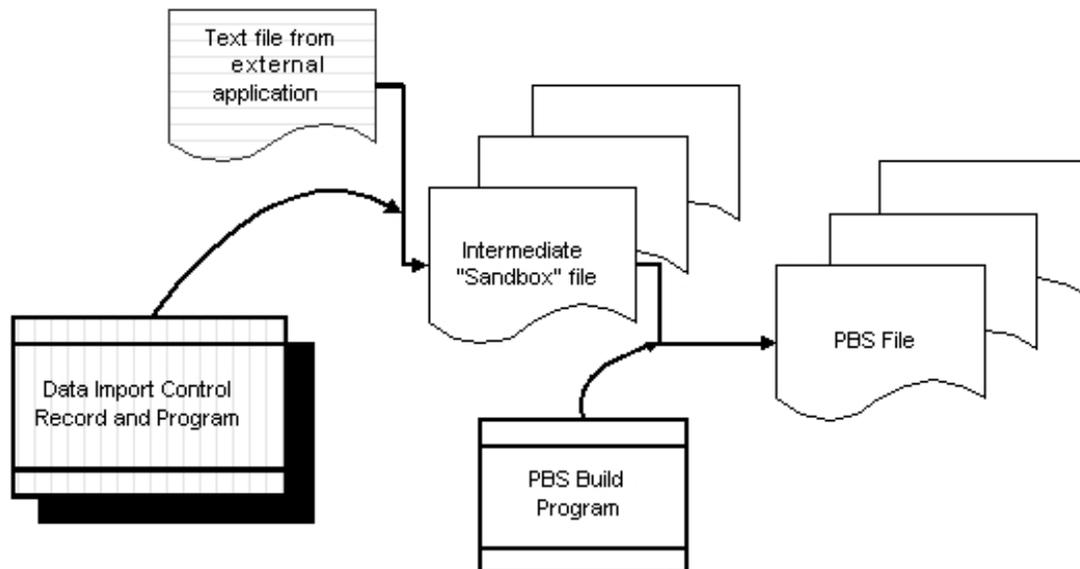
1. After selecting *Data import*, the inbound text file is read record by record; fields are extracted or parsed out of each inbound record, based on the field mapping and formatting that you defined in the *Data import maintenance* Control record, and written to the intermediate Sandbox file. The Sandbox file is a generic PBS data file with 250 128-byte fields. It is a temporary repository of the data.

The Import Build program takes over. Each import has its own specific import Build program. The import Build program reads the Sandbox file and posts the results to the PBS inbound transactional or master file, and clears the Sandbox file in the process.

Note that the data in the Sandbox file is mapped using *Import Edits* and must have all the fields and values necessary to create the records in the target PBS file(s). If some data is improperly mapped, an exception report will indicate this. You can correct the data and import it again as a inbound file backup is generated during this process.

2. The next step in PBS is running an edit list or master file report to verify that the data is as expected.
3. Following the data inspection of the transactional data it must be posted.

The illustration below shows the flow of data. The import process happens in the background with no interaction by the user:



The specifications for importing the text file occurs in the *Data import maintenance* Control record found on the *CTL Setup* menu.

The Data Import Maintenance Control Record

The *Data import maintenance* Control record is where you enter the import specifications. You will define where the data files are located as well as the data mapping and reformatting so each field required for importing the text file properly into the PBS file.

The text file is usually produced by a third party application, such as a Time clock program, external billing or purchase order system. It could be produced on a spreadsheet program as well. You must know where each field starts and ends and the maximum field length in the exported text file so that the data gets transferred to the correct fields in your outbound PBS file such as the *Payroll Time worked*.

With the text file format specifications, you are ready to create a Control record in *Data import maintenance*. In the Control record you can map and reformat each field as needed, so that it imports into the proper PBS fields.

If all the fields from the external system are the same length or shorter than what PBS requires, then you can move the data as is. Some fields may be longer in the external file. Also, a data field may have different values in the text file than what is required in PBS. When either is the case you may need to substitute the data for something shorter or more appropriate for PBS. This formatting can be done in *Data import maintenance*.

When you set up the Control record, you must refer to the appropriate file layout chapter in this manual. The layout will give you the field numbers, size and other data requirements. The file layout is determined by how the PBS Build program is designed and ultimately what the PBS file requires.

The [Data Import Maintenance](#) chapter describes the different types of fields, mapping options and the general setup of the Control record. You must understand the information in this chapter before you can proceed. As Data Import Manager is a complex and powerful tool this step may take some time.

If you can make your application produce a text file that completely or mostly matches the requirements of the Import Build program, the entry of the Control record [Import Edits](#) information is greatly simplified.

Field Mapping and Formatting

The [Import Edits](#) section of *Data import maintenance* Control record is where you define the mapping and re-formatting field information so that the fields are moved from the inbound text file to the correct fields in the PBS data file or table. Here is some of the types of field formatting you can define in *Data import maintenance*.

- Map a field one to one or one to many.
- You can default a specific field value for the outbound field, even if there is no inbound field.
- You can check for data in the inbound text file field for (blanks) and put a default value in the outbound field.
- You can put a data field from an inbound record type, like header or line, to a data field in all the outbound related records.
- Based on values setup in the Data Import Manager Control record table, if there is a matching value, Data Import Manager can convert the field to the new value from the table. This is needed when the data being imported is not compatible with what PBS requires.
- You can control the record sorting so it goes in a logical order into the outbound PBS file.
- You can indicate in the Data Import Manager Control record to test for a value in a field and if it matches, it can exclude the record if the specific value is found.
- A move and rename of the text file is done during the import. If something goes wrong during the import you have a backup to try it again.

Data Import and Thin Client

Imports can only be run on a Non-thin client system. If you are using thin client provide the user with a login that does not use thin client to import the data.

KEY WORDS AND CONCEPTS

To understand how to use the Passport Business Solutions Data Import Manager, you must understand all the key concepts and words that are used in this module. If you encounter any words you do not understand, refer to these key word definitions or refer to an appropriate dictionary the definition.

Accounting

Accounting is the function, which provides quantitative information about economic entities through the collection, categorization, and presentation of financial records.

Accounts Receivable

Accounts Receivable pertains to sales made by your company and the amount of money it is owed.

Accounts Payable

Accounts Payable pertains to purchases and disbursements made by your company and the money your company owes.

Check Reconciliation

Check reconciliation is the process of balancing your checkbook, or bringing into agreement the balance of your checkbook and the balance shown on your bank statement.

Check reconciliation enables you to evaluate entries you have made that have not cleared the bank at the time your statement is prepared: checks you have written which haven't arrived at the bank yet, and deposits which were made after the bank prepared your statement.

Entries made by the bank, e.g., interest they paid you, service charges, and returned checks, are also shown on the statement.

Payroll

Payroll defines the wages you pay as an employer to your employees.

Alphanumeric

Describes the combined set of all letters in the alphabet and the numbers 0 through 9. Some additional characters like a hyphen (-) may also be considered alphanumeric.

ASCII

Acronym for the *American Standard Code for Information Interchange*. Pronounced *ask-ee*, it is a code for information exchange between computers made by different companies.

Text files stored in ASCII format are sometimes called ASCII files. Text editors and word processors are usually capable of storing data in ASCII format, although ASCII format is not always the default storage format. Most data files, particularly if they contain numeric data, are not stored in ASCII format. Executable programs are never stored in ASCII format.

Data Import can import files that are of ASCII format.

Build program

This program moves the data into the PBS file. This occurs after the data has been formatted and mapped as it is imported to the Sandbox file. See [Sandbox](#)

The Build program checks for data errors and will produce an exception report if the imported data has errors.

Character

A character is any letter, number or other symbol you can type on your computer keyboard or is imported from a file.

Comma-delimited

A type of data format in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another, because most database systems, including Data Import Manager, are able to import comma-delimited data.

For example, data pulled from a database and represented in comma-delimited format looks something like the following. Each column value is separated by a comma from the next column's value and each row starts a new line:

Adams, Jane, 42, female, Illinois

Doe, James, 32, male, California

Jones, Samuel, 18, male, Texas

Smith, Marlene, 64, female, New Jersey

When data is represented in comma-delimited format they also are referred to as *comma-separated values*, abbreviated CSV.

Fields may or may not be enclosed with double quotes depending on whether the field itself contains special characters (including spaces and commas). See [Tab-delimited](#)

Comma separate values

See [Comma-delimited](#)

Compress

Compress means to make smaller. The *compress* selection reduces the number of records in a file by adding the dollar amounts of several cleared entries together and creating a single balance forward entry with the same total amount.

CSV

See [Comma-delimited](#)

Data

All software is divided into two general categories: data and programs. Data is distinct pieces of information, usually formatted in a special way. Programs are collections of instructions for

manipulating data.

Data can exist in a variety of forms such as numbers or text on pieces of paper, as bits and bytes stored in electronic memory, or as facts stored in a person's mind.

The Data Import module takes data from one file on the computer and moves it ultimately to another file in PBS.

Data File

A data file is a group of one or more related records. A data file is often referred to simply as a file (without the word data).

The Customer File in Accounts Receivable is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for one customer.

Each file is kept separately from other files on the disk.

(There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, references to *file* in this User Manual refer to data file unless specifically stated otherwise.)

Applications may be able to export or import a file created in a different file format than what is normally used by the application. In the case of the Data Import Manager, the data file formats that can be imported are Comma-delimited, Tab-delimited and Fixed length (one line per record). See [Comma-delimited](#), [Fixed format file](#), and [Tab-delimited](#)

Data format

1. A specific established arrangement or organization of data. Data in a file is stored in a format that is established by whatever application created the file (i.e., organized the data) and typically needs to be read by the same or similar program that can interpret the format and present the data to the user on the computer screen.
2. Data fields can have a specific format. For example a date field or a numeric field can be stored in multiple different ways. With Data Import you can re-format the data as it is imported to match what is needed in the PBS file.

Data Organization

Most of the information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of information (within large masses of information), and to be able to process it logically, information must be organized in some predictable way. The Passport Business Solutions accounting software organizes your information for you automatically as it stores it on your disk.

Entry

A record in a data file is often referred to as an entry.

Field

A field is one or more characters representing a single piece of information. For example, a name, a date, and a dollar amount are all fields.

File

See [Data File](#)

Fixed format file

With this format each field is always lying between fixed column positions.

This format is the export and restore format for the PBS file utilities and is also used by other data base and accounting systems as the standard.

Here is an example:

field-A	field-B	field-C
columns 1-8	columns 9-10	columns 20-30

See [Comma-delimited](#), and [Tab-delimited](#)

Fixed length file

See [Fixed format file](#).

Flat file

A file that has no structured interrelationship between its data records. A text document without formatting structure is considered a flat file. For example, a word processing document that has been saved as "text only" has no markup tags, formatting elements such as bold, italic or other font specifications and no style information. The flat file only contains the lines of text without regard to the visual presentation of the data on the page.

Format

See [Data format](#)

Header fields

In PBS, most transactions consist of multiple files. In many cases there is a header and distributions files or a header, lines and more files.

The header usually contains general transaction information, including transaction dates, transaction type, contact name / address info (vendor, customer, employee, etc.) summary totals and more.

Import

To use data produced by another application by moving the data from an external file into another application file. The ability to import data is very important in software applications because it means that one application can complement another. Many programs, for example, are designed to be able to import graphics in a variety of formats.

PBS Data Import was designed to import data files produced with external applications.

if

Inbound Field

When moving data from one file to another, this is a field in the originating file.

In the case of Data Import, an *inbound field* comes from the text file created by your external application. See [Outbound Field](#)

Map

To make logical connections between one set of data to another set of data.

Because a data file field layout produced by one program, often cannot translate directly into another program, a translation is produced that will allow the data fields to move accurately from one file to another. This activity of translating from one data file layout to another is called mapping.

The field mapping for Data Import is done in the Control record as set up in *Data import maintenance*. See the [Data Import Maintenance](#) chapter.

of

Outbound Field

When moving data from one file to another, this is a field in the destination file.

In the case of Data Import, the outbound field is written to an intermediary work file called the Sandbox file. See [Inbound Field](#)

Parse

In linguistics, to divide language into small components that can be analyzed. For example, parsing this sentence would involve dividing it into words and phrases and identifying the type of each component (e.g., verb, adjective, or noun).

Parsing is a very important part of many computer science disciplines. Parsing may be needed when importing data. One data field may need to be divided into separate data fields and an import program should parse (separate) the data based on very specific rules.

For example, if a field contains city, state and zip and when importing this needs to be in 3 separate fields, then the program can separate the data into the 3 fields based on the predictability of how it was entered.

Proximo

This is an accounts payable terms type. With this type the payment is due on a specific day the month after you receive the invoice.

Purge

When you purge a file, you permanently remove information from that file. Once the information is purged, it cannot be recovered. However, the data may now be in a historical file.

Sandbox

This is an intermediary work file where data is moved temporarily during the import process before being moved into a PBS file. It is a generic PBS data file with 205 12 8-bytes fields.

For an explanation of the relationship of the various files used for importing, see [Files, Import Process and Control Layouts](#).

Syntax

Refers to the spelling and grammar of a programming language. Computers are inflexible machines that understand what you type only if you type it in the exact form that the computer expects. The expected form is called the syntax.

Each program defines its own syntactical rules that control which words the computer understands, which combinations of words are meaningful, and what punctuation is necessary.

When importing a comma delimited file, a comma should separate one field from another. With an example such as '**name, address**' but if the syntax entered is '**name,;, address**' (notice the extra semicolon) then the program may not understand how to separate the fields when there is also a semicolon.

The Data Import tool has a few syntax rules that need to be applied when defining data formatting.

Record

A record is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance are usually grouped together into a record called the customer record. See [Field](#)

Tab-delimited

A type of data format in which each piece of data is separated by a tab entry. This is a format for transferring data from one application to another. Many database systems are able to import and export tab-delimited data. See [Comma-delimited](#)

Table

Refers to data arranged in rows and columns. A spreadsheet, for example, is a table.

The Data Import Control record, once entered, contains a table of substitution values used to replace data being imported.

Tab separated values (TSV)

See [Tab-delimited](#)

Text file

A file that holds text. The term text file is often used as a synonym for ASCII file, a file in which characters are represented by their ASCII codes.

Data Import imports data from text files. See [ASCII](#)

Transactions

As used in accounting, transaction refers to a business event, usually involving money and goods or services. For example, a transaction occurs each time you put gas in your car, since you pay money in exchange for gasoline (goods).

Because computer software deals primarily with business events that are or have already taken place, in the Passport Business Solutions software, transaction means the record of a current or completed business event.

The records of sales made and payments received are examples of transactions from the area of accounting called accounts receivable. The records of your purchases and the payments you make for such purchases are transactions from the accounting area called accounts payable. The records of quantities of goods received or sold are transactions from the area of accounting called inventory control.

In the Passport Business Solutions software, when a transaction is entered into the system (into a file), it is often referred to as an entry.

One entry can involve multiple files. In PBS, for example, a voucher is in one file while the voucher distributions is in another file.

Multiple transactions can be imported, using Data Import, into PBS all at one time.

Wild card character

A special symbol that stands for one or more characters. Many operating systems and applications support wildcards for identifying files and directories. This enables you to select multiple files with a single specification. For example, in DOS and Windows, the asterisk (*) is a wild card that stands for any combination of letters. The file specification

`m*`

therefore, refers to all files that begin with *m*. Similarly, the specification

`m*.doc`

refers to all files that start with *m* and end with *doc*.

Examples of file names that fit the `m*.doc` wildcard are: *mary.doc*, *many.doc*, *manufacture.doc* and *mission.doc*.

Getting Started

This chapter contains the following topics:

[Preparing to Use Data Import Manager](#)

[Starting Data Import Manager](#)

[Passport Training and Support](#)

PREPARING TO USE DATA IMPORT MANAGER

Before getting started, ensure that the Data Import Manager software is licensed for use and installed on your computer. Refer to the Passport Business Solutions installation instructions before proceeding.

Also, you may want to familiarize yourself with the product description and key words by reading the [Understanding Data Import Manager](#) chapter in this documentation.

STARTING DATA IMPORT MANAGER

To use Data Import Manager, complete the following steps:

Step	Description
1	Study the PBS general features in the <i>System User</i> documentation and the documentation for the module where you are importing data.
2	Your third party application must be able to export a file in a format that can be imported using Data Import Manager and you must have and understand the field layout information of the exported text file.
3	Start PBS.
4	<p>Set up the Data Import Manager Control record. You do this under <i>Data import maintenance</i> which can be found under the CTL <i>Setup</i> menu. For a description of the import functions see Data Import Maintenance.</p> <p>Pick the chapter in this documentation that corresponds to the PBS data you are importing to understand the field by field setup requirements for entering Import Edits.</p>
5	Once you finish entering the Control record, test the import feature. You may prefer to do this in a test PBS company so that your data does not become compromised in the working PBS company. You will need a file for testing.
6	Continue to modify the Data Import Manager Control record, as needed, until the data matches what you expect in PBS. Run an edit list or report to verify that the data imported properly.
7	Produce the working text file. Put that into the required folder. Import the data into the working PBS company.
8	<p>You can continue to use the same Control record indefinitely for importing data into PBS. There are two possible exceptions:</p> <ol style="list-style-type: none"> 1. Your third party application changes the export specifications and produces a file that no longer matches the Control record. Check with the manufacturer of the application <i>prior</i> to the install of any updates or upgrades. 2. PSI changes the layout of the PBS file. You may be required to make changes in the Control record.

PASSPORT TRAINING AND SUPPORT

If you have question about Passport Business Solutions software, contact your PBS provider.

Data import does not work with the original classic color scheme.

For the name and location of a Passport Software, Inc. PBS provider near you, contact Passport at 1-800-969-7900.

If you wish to receive support directly from Passport, please call our End User Support Department at 1-800-969-7900 ext 124.

You can contact your own PBS provider for training; however, if your PBS provider does not offer training contact Passport at 1-800-969-7900.

Data Import Maintenance

This chapter contains the following topics:

Data Import Maintenance Introduction
Data Import Maintenance
Data Field Edit Rules
Import Edits Example
Copying a Data Import Control File Setup

DATA IMPORT MAINTENANCE INTRODUCTION

With *Data import maintenance* you define how your text file is re-formatted and mapped for import into a Passport Business Solutions file or table.

There are two sections to the screen; *Header* and *Import Edits*. In the *Header* you enter the Control format name, file locations and other general information. In the *Import Edits* section you define the field mapping and formatting specifications.

DATA IMPORT MAINTENANCE

You use the *Data import maintenance* selection to set up the Control record to match your import text file.

Note

Transaction file examples include A/P Payables and A/R Miscellaneous charges. Maintenance file examples are A/R Customers and I/C Items.

The fields for the transaction import type is documented first.

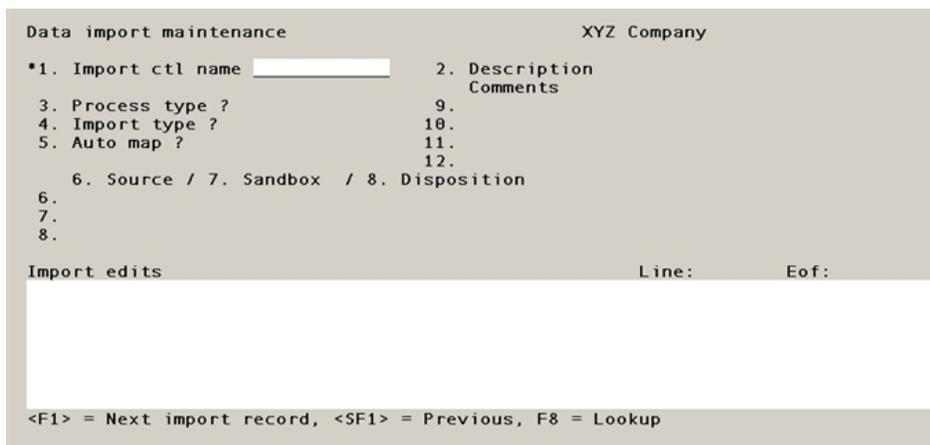
Transaction Header

The fields for the header screen differ depending on if the import type is a transaction file or a maintenance file.

Select

Data import maintenance from the CTL menu selection *Setup*.

The following screen displays:



Note

If you run Data Import with the -c1 Original Colors option, you will not be able to view the prompts on the bottom of the screen.

Fields 1 through 12 are all in the header. Some of the fields that are available vary based on the import type.

The example information for Data Import Manager is based on the assumption that you are using the A/R Miscellaneous charges import. Substitute examples that are appropriate for your import.

Enter the information as follows:

1. Import ctl name

Enter the import Control record name or use one of the options.

This field cannot be changed once the Control record is saved.

<F1> or Down arrow	For next record
<SF1> or Up arrow	For previous record
<F8>	To access a Lookup that lists the Control records.
Format	Twelve characters, including the period.
Example	Type ARMSCCHG.I01

The convention that we recommend for the import Control record name is the MMFFFFFF.I99. The 'MM' is the module name, the 'FFFFFF' is the PBS file name and the 'I' is for import and '99' is the import number.

If you have multiple imports for the same import function, only the extension part of the name needs to be different. For example, the ARMSCCHG.I01 for the first import and ARMSCCHG.I02 for the second and so on.

2. Description

Enter a description of the import.

Format	25 characters
Example	Type A/R Misc Charges

3. Process type ?

This controls the amount of interaction the user has during the importing of data. There are three types of import processes. When you select data import on the PBS menu, depending on the setting used here, the user will have to do one of the following.

Type	Description
A	Automatic - You are prompted in a Lookup to select the Control record, but from that point the program will run without operator intervention through to the end of importing the transactions.
P	Prompt - You are prompted to select the control record. If it does not find the import file, as defined in the Control record the program will prompt for the location of this import file. In a UNIX and Linux environment the Prompt process type functions just like the Automatic process.
M	Manual - This will allow you to manually go through the import process. There is a prompt for the Control record and the import file. You are prompted with the question "Is everything OK?" with the option of Yes or No. Selecting Yes will continue and No will end the import process.

Type	Description
	If you select Yes, the import will display as many records as you want to view, one at a time, or you can select A to automatically process the remaining records.

When setting up the import, you may want to view the data. Then a prompt of Manual would be used for this purpose. However, you can not view all the import data on the screen at one time. You can only view about 24 fields.

Once the Import is running smoothly, then you can change the Process type from Manual to Automatic.

Format	One letter, either A, P or M
Example	Type: A

4. Import type ?

Use this to select the type of destination file.

The destination file is the type of PBS file to where the data will be imported.

Type	Description
M	Master file - With this type of import you are updating existing records and creating new records where they do not exist.
T	Transaction - With a transaction type you are replacing existing data files.

Examples of PBS master files include Vendors, Customers, Items, Vendor items and Employees. Examples of transaction files include A/P Vouchers, A/R Miscellaneous charges, A/R Invoices, C/R Checkbook entries, G/L Distributions, O/E Orders, P/O Purchase Orders and Payroll Time worked records.

Format	One letter, either M or T
Example	Type T

5. Auto map ?

For all the import situations in PBS, you must select N for this field. When Y is selected it treats every field as text. All the files that we export to, have numeric fields.

If your third party program can export a text file that completely or mostly matches the layout expected by the Build program, then you can select Y to automatically move the text fields into PBS. This eliminates the need to define mapping information for all or most of the matching fields in the Import Edits.

Only some of the fields must match. However, fields that do not match must be defined in the Import Edits section. The program assumes the others will match.

For example, if import file field 1 goes into field 1 then no data mapping is needed because the fields match. However, if field 2 goes to field 4, then this field needs to be mapped manually.

Format	One letter (Y or N)
Example	Type N

Path and Directory information

The next three fields, Source, Sandbox and Disposition, provide links to files and allow the entry of directory locations. We provide default directories that you may use, but for any directory you enter that does not exist on the PBS system, you must manually create this directory. PBS will not create the directory for you.

Although you can put the files in the top-level PBS directory we recommend that you put them in a sub-directory. Putting files in a sub-directory makes it easier to find the files if you need to view them for date and size information and for updating them. The sub-directory could also have another directory with the company number.

Always use a backslash “\” to denote a Windows directory and a forward slash “/” to denote a UNIX or Linux directory.

In UNIX or Linux the directory names are case sensitive. Enter the case that matches the directory.

The previous two paragraphs are true even when you access a UNIX or Linux PBS system via Thin client.

In Windows, specifying folders plus a file name such as “ditxt\00\PRIMPORT.CSV” will specify a folder relative to the top-level PBS directory. A path and file name such as “C:\PBSIMPORTS\PRIMPORT.CSV” specifies an absolute path which can be anywhere on the network. The user who runs the import must have the same available path on their system. CSV is also known as [Comma-delimited](#).

A CSV file to be imported must have CR/LF (carriage return / line feed) at the end of the last line of data.

The ditxt and diwrk directories are provided following the installation. You may use the ditxt for your text files and the diwrk directory for the disposition files. The RWWRK directory should be used for the Sandbox file.

6. Source

Enter the directory and file name for the in-bound text file.

The import program will automatically parse a portion of the source file and determine if it is CSV, TSV, or FFF.

You may use the *ditxt* directory. It is installed as part of the PBS system. If you use a directory that is not on the system, you must create the directory manually.

The use of the name in this field is dependent on the Prompt field – Field 3.

Format	up to 75 characters, Wildcard characters are allowed.
Example	Type <code>ditxt\ImportData00.csv</code>

Note

If you prefer, you can use the same source file for all PBS companies. In the source file name, include two question marks for the company number. For example, you can name the file 'ImportData??.csv'

When you perform the import, you will be prompted for a company number. The question marks can be anywhere in the file name as long as it is before the extension.

However, setting it up this way makes it possible to import a file meant for a different company.

7. Sandbox

This is the location and name of the intermediate Sandbox file.

Format	up to 75 characters, The file name must end with “.DAT”.
Example	Type <code>RWWRK\ARMSCCHG.DAT</code>

If the file does not exist, then it is created the first time it is used. It will be initialized before the next time it is used.

The RWWRK directory is a good location for the file because the Sandbox is a temporary file and all files in RWWRK are auto-deleted the next day PBS is started.

Regardless of which location you use for the Sandbox file, it will be overwritten each time an import is done if it exists.

8. Disposition

The source file will be moved and renamed (disposed) once the import of the Sandbox is complete. Just to the left of the extension, the date and time is added to the file name.

This moved and renamed file is useful if there is an error during the import and you need to re-import the file.

If the contents of this field end in a “/” or “\” (without a file name) the entry is considered to be the folder location where the Source file is to be moved. The same file name is used with the exception of the date and time added to the name.

The directory *diwrk* is provided as part of the installation. If you prefer to use a different directory, but you must create it manually.

Format	75 characters
Example	Type diwrk\ImportData00.csv

If have entered a disposition directory path that does not exist on the system, the program will not move and rename the source file.

9. 10. 11 and 12

These fields are optional. Enter in these fields usage instructions, an import description or general comments.

Format	40 characters
Example	Press <Enter>

13. Delimiter

When the text file has a delimiter other than a comma or tab, enter the delimiter used.

Format	1 character
Example	Press <Enter>

14. Source rename

This should normally be set to Y. Setting it to N will turn off the renaming of the source file and can be used to test the import.

Format	1 character
Example	Type Y

Field number to change ?

Make any necessary changes or use one of these options.

<F6>	To enter the details of the Import Edits see the next section.
<F1> or Down arrow	For next record
<SF1> or Up arrow	For previous record
<C>	Copy existing record. This option will also copy import edits, if they have been entered.
<F3>	To delete the record. Some of the record may still display after deleting it, but the record is deleted. Just select the <Esc> key to clear the screen.

Automatic Import

Note

Data Import Manager can automatically import any fields that are not defined under Import Edits. For example, if you are sending text file field 2 to Sandbox file field 2, then you do not need to enter a line for this in the Import Edits. You only have to enter a line in order to map to a different field or reformat the data in some manner. See field '5. Auto map' for more information.

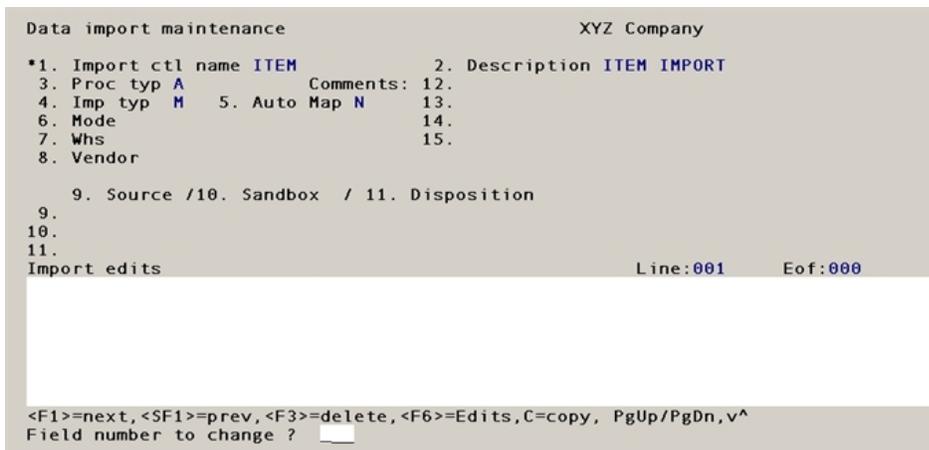
Note

If you are importing a CSV file type and the last line of a CSV does not have a CR/LF then DI will not import it.

Maintenance Header

To view the fields for a Maintenance import record, you must select M on the import type field.

When you do the following screen displays:



There are several additional fields that you will need to enter if it is maintenance import type.

6. Mode

There are various modes depending on to which file you are importing. When necessary these modes will be described in detail in each chapter as it relates to a specific file. What is included here is general information for Data import and may not be complete.

Add mode is used for adding new records and change is used for changing records.

Format	One letter, A or C
Example	Type N

You cannot add and change records using the same control record. If you have a import file that contains both records needed for updating existing data and creating new data you must set up two

data import control records. One to be used for adding and the other for changing. Then you must import the same file twice.

7. Whs

This field only needs a value if you are importing I/C items and you want to create matching status records.

Format	Two characters, leave blank for Central warehouse or if you are using only one warehouse
Example	Press <Enter>

You cannot update more than one warehouse at a time. If you enter an **N!** in this field it will *not* create a status record for each new item.

8. Vendor

This field only needs a value if you are importing I/C items or P/O vendor items. See the Items or Vendor items chapters for more information.

Format	Two characters, leave blank for Central warehouse or if you are using only one warehouse
Example	Press <Enter>

Import Edits

The Import Edits section of the screen is where you enter the field mapping and reformatting conditions for the import. What you enter in this part of the Control record processes the fields so that it is moved properly from text file into the Sandbox file.

Note The maximum import field length is 128 bytes.

For a general description of Import Edits see [Field Mapping and Formatting](#).

See the appendix [Editing](#) for a list and explanation of the data entry editing commands.

Each line of the Import Edits is a group of commands. A line includes a main command, sub-command, editing command and an optional description for each field being imported.

There are also certain symbols, like the exclamation point (!) and equals (=), that provide syntax directives when moving the data.

The following is an example of a map line.

```
MAP_DTL! 1=2 ##Customer No.
```

The above example, corresponds to the following:

Main command Sub command	Editing Command. In this case an inbound field (if) number 2 is mapped to an outbound field (of) number 1	Optional special symbols and field information
MAP_DTL!		## Customer No.

An explanation of each main, sub command and editing command is provided in the pages following.

The outbound field numbers are provided in various chapters of this manual. The inbound field numbers are determined by the way the external application exports the data.

Main Commands

Each line begins with a main command.

The main command has four options and they are the following.

MAP	This command Maps inbound fields from the text file to outbound intermediate Sandbox file. For example, field 1 on the inbound file can be sent to field 4 on the outbound file.
DEF	With the Default command you can write a specific value into a Sandbox file field. This is useful if the same value is required for a field for every record being imported.
MAT	This command provides a means of Matching the inbound record type to create the outbound record.
TBL	This provides a means of converting inbound file field data by substituting a value when the data is moved into the Sandbox file. There is no limitation to the number of substitution values that can be defined. The values are entered as a table into the Imports Edits. This is useful when the values required for PBS do not correspond to the values provided in the text file.

Sub Commands

Each main command is followed by a sub-command. This can be a file type, data removal or a table designation.

Data removal or remarks (REM) are useful when you have a line in your text file that has the field names rather than data that should be imported. Using a REM, this line can be removed from the import.

A table (TBL) is useful when substituting data from the text file for data that is more appropriate for the PBS file.

The following table indicates which sub commands (left row) are used with the main command (top row).

Main Commands -> Sub Commands		<i>DEF</i> (Default)	<i>MAT</i> (Match)	<i>TBL</i> (Table)
DTL (Details)	Y	Y	Y	
HDR (Header)	Y		Y	
REM (Remove)			Y	
T nn - where nn is the field number (Table entries)				Y

Note

Data Import Manager maps Detail (DTL) and Header (HDR) records. In a future release there may also be mapping of Line (LIN) records.

As an example, Line record mapping will be useful when importing to a PBS main file (Header), with sub files (Line items) and sub-sub files (Serial number file).

Editing Commands

On the same line as a Main and Sub command there has to be an editing command that will move, substitute or alter data fields when importing them into the Sandbox file.

Map Command

The map command designates which inbound field (if) gets mapped to which outbound field (of). The Edit commands, when needed, determine how the data is re-formatted.

The following spreadsheet summarizes the MAP - Sub Commands and the syntax for the Edit commands.

Description	of=if	Default	Edit	Table	Sort	Source	Write
	* Outbound field (of) in Sandbox file = inbound field (if) from Text file. This is used for mapping with no data editing.	If the inbound, mapped field is empty, use this to substitute a default character string value.	Apply edits on the inbound, mapped field according to the edit rule given. Formatting rules can be applied to a Date (Dnn), Numeric (Nnn) or Alpha numeric [ann(m)] fields. M is the size of the modifier. See the section Data Field Edit Rules for more information.	This entry will cause the inbound data value to be compared against a table "Tnn" and if a match is found then the value found will substituted and moved to the Sandbox. A mismatch will result in an empty value. The table values are setup using a separate command in the same Control record.	For detail records the records can be sorted with up to 9 sort fields. "n" in this sort key-word is a single digit numeric with a value of 1 through 9 indicating the logical position of this field in the sorting hierarchy. "1" is the most significant value and "9" is the least.	If the source for the detail records are coming from a Header or Line item you would specify that here.	Used with the MAT command to tell it to write the record If the source for the detail records are coming from a Header or Line item you would specify that here.

Description	of=if	Default	Edit	Table	Sort	Source	Write
Edit Commands	99=99	DEF	EDT	TBL	SRT	SRC	WRT
MAP_DTL! Syntax	of=if	DEF="def_string"	EDT=enn (m)	TBL=Tnn	SRT=n	SRC=HDR	WRT="Y" or "N"

* For “of” and “if” the following applies:

- “of” – output (sandbox) field position – is the ordinal number of the field in the sandbox (counting from 1)
- “if” – input field definition – can be either:

the ordinal number of the field in the input text file in the case of CSF or TSV files

or

in the case of fixed field positions in the input text file, it can be either:

“n:m” – start char position : field character count/total size

or

“n~m” – start char position ~ end char position

Match (MAT) Command

This command compares a value between the inbound text file and a fixed literal string in the Control record.

As an example, this is useful if you have a line that has data field names and therefore is something you do not want to import into PBS.

Edit command	inbound field number syntax	This command compares a value between the inbound text file and a fixed literal string entered in the Control record. If a match is found on the line, that line is not imported.
MAT_REM!	if,	MAT_HDR! if, MAT="match_string" WRT="Y" or "N"

Default (DEF) Command

The Default command has one syntax value for every file type and is used to create a default value for a field.

Edit command	Outbound field number syntax	Sets a default value to a field in the Sandbox.
DEF_DTL!	of,	DEF="def_string"

Table (TBL) Command

The Table command is used to list the table items. You must also set up a MAP_TBL command to use these values on an incoming field.

Tnn is the name of the table. "nn" is the table number. The Table command has one syntax option.

Edit command	The table is created as a set of match value = result value pairs. In the Control record you can set up multiple values on one line or you may use a separate line for each value.
TBL_Tnn!	result_string="match_string"

DATA FIELD EDIT RULES

There are three types of data fields, date, number and alphanumeric. Each layout table, defined as separate chapters in this manual, has a Data Type column that indicates the characteristics of each field. In this table you may find **D**, **N** and **A** Data Types.

A **D** is a date field, an **N** is a number field and an **A** is an Alphanumeric field.

When using the edit (EDT) sub command with the MAP main command there are various edit rules that can be applied to format an incoming data field.

Dates

In your import file “**D**” date fields may have **Month, Day, Year** and **Century** as part of the date. A date field is stored in PBS as **CCYYMMDD**. The date on an import file can be formatted differently than the date format that is required in PBS. There are provisions for reformatting dates so that they get imported properly into PBS and this is explained in the *Data import maintenance* chapter.

The date sub-command allows you to apply a date edit against the in-bound text file field with the edited **CCYYMMDD** result being placed in the Sandbox field. Here is a list of the ten date edits you can apply.

	Edit Entry	Date Format in Text File	Result in Sandbox
1)	D01	MM/DD/YY	-> CCYYMMDD
2)	D01	MMDDYY	-> CCYYMMDD
3)	D02	YY/MM/DD	-> CCYYMMDD
4)	D02	YYMMDD	-> CCYYMMDD
5)	D03	DD/YY/MM	-> CCYYMMDD
6)	D03	DDYYMM	-> CCYYMMDD
7)	D04	YY/MM/DD	-> CCYYMMDD
8)	D04	YYMMDD	-> CCYYMMDD
9)	D05	DD/MM/YY	->CCYYMMDD
10)	D05	DDMMYY	-> CCYYMMDD

If the century is included, it will convert correctly. If not included, the century on all the edits are assumed to be 20.

Here are some date format examples that could be entered in Import edits:

```
MAP_DTL! 6=16 EDT=D01 ## Time worked period start date
MAP_DTL! 8=4 EDT=D01 ## Voucher Distribution date
```

MAP_DTL! 9=16 EDT=D05 ## Misc charges Due date

Numbers

“N” Number fields have characteristics of size, where the decimal occurs (if any exists) and if it has a sign to indicate negative or positive.

An example of a simple number is N6. The N means it is a Number and the 6 is six digits long.

An example of a 10 digit number field with a decimal and a sign is **N8.2S**. The **N** indicates this is a Number, **8** means the number can be up to eight digits to the left of the decimal, **2** is two digits to the right of the decimal and the letter **S** means it can have either a positive ‘+’ or negative ‘-’ sign.

NCn[m]

This represents the numeric edit syntax used to format the in-bound text file field. The result is converted into a numeric value and stored in the numeric field version of a Sandbox field.

NC0 creates a number with no decimal. NCn converts the value to a numeric with “n” decimal places. The inbound value is assumed to have a decimal place, otherwise it will be assumed to be to the right of the (integer) value given. If the inbound value has more decimal places than are specified here, the additional digits are truncated. This is equivalent to the use of the “D” modifier (below).

If “m”, a modifier, is specified it should be one of the following.

A. There are three rounding choices.

D	Round down always and truncate
U	Round up always and truncate
R	Round up or down and truncate depending on the number being more or less than 5. This would be the most common usage.

- Example: given the number 123.456

an NC2D will give 123.45

an NC2U will give 123.46

an NC2R will give 123.46

- Example: given the number 123.454

an NC2D will give 123.45

an NC2U will give 123.46

an NC2R will give 123.45

B. “V” (insert a decimal point at the “m”th position from the right of the value.

- Example: given the number 123456

an NC3V will give 123.456

C. Where a decimal is not needed use NC0.

- Example: given the number 123456
an NC0 will give 123456 with no decimal

Here are some examples as would be entered in Import edits:

```
MAP_DTL! 9=10 EDT=NC2D ## Time worked hours
MAP_DTL! 44=36 EDT=NC3D ## Time worked accrued vacation
MAP_DTL! 10=7 EDT=NC2 ## Misc charges amount
```

Alphanumerics

“A” Alphanumeric fields can have both letters and numbers. Usually the only characteristic of an alphanumeric field is the size, but there can be special characters, such as a hyphen, that can separate the data. Also some fields may need to be uppercase.

Some alphanumeric fields are a 1 character flag. Often this is a Yes or No flag but could require other character values.

Names, descriptions and comments are all usually 25 characters. In most cases 30 characters is the maximum size of a field in PBS.

Ann[m]

This sub-command applies an alphanumeric edit against the in-bound text file field with the edited result placed in the Sandbox field. “nn” is the specific alpha edit operation.

Edit Command	Description
A01	removes all (leading and interior) spaces – justify left.
A02m	removes all (leading and interior) spaces and pads the value with leading zeros so that total field length is m (m runs from “0” to “F” -15). This operation should only be done if the imported field is numeric. This is effectively a justify right and pad with up to “m-1” leading zeros. A missing “m” has the same effect as setting “m” to zero.
A03	convert to all uppercase
A04	convert to all lowercase

PARSING

The “P” parse command allows you to map a part of an input field to an output field.

Parse by Delimiter

Syntax: P1xn = Parse edit # 1, delimiter = x, delimiter count n. Extract characters starting at the nth occurrence of the delimiter and end when the next (n+1) occurrence is met. Delimiter can be any alpha character. Delimiter count of zero means beginning of string. If delimiter number n+1 does not exist, all characters up to the end of string are extracted. The delimiters are not extracted.

Example A

Syntax: P1-0 = Parse edit # 1, delimiter = “-”, delimiter count = 0.

For input data string “12000-20” the parsing will return “12000”. (find the 0th occurrence of delimiter “-” (beginning of string) and return all characters until next delimiter).

Example B

Syntax: P1-1 = Parse edit # 1, delimiter = “-”, delimiter count = 1.

For input data string “12000-20” the parsing will return “20 “. (find the 1st occurrence of delimiter “-” and return all characters until next delimiter or end of string).

Example C

Syntax: P1/2 = Parse edit # 1, delimiter = “/”, delimiter count = 2.

For input data string “8/29/07” the parsing will return the year “07”. (find the 2nd occurrence of delimiter “/” and return all characters until next delimiter or end of string).

Parse by Fixed Count

Syntax: P2mn = Parse edit # 2, starting character position = m, for count of n. Extract characters starting at the mth character position in the string and n characters are extracted. If m is greater than the string length a null/empty value is returned. If m+n is greater than the string length characters are extracted up to the end of the string.

Syntax P243 = Parse edit # 02, start at character 4 and return next 3 characters.

Example

"abcdefghijk" will return "def"

IMPORT EDITS EXAMPLE

The following is an example of a Import Edits setup for a miscellaneous charges CSV file import.

Any line in the import file that has "CUSTOMER ID 1" is ignored with the MAT_REM command. This is useful when you have a record that has field descriptions rather than actual data.

There are two tables (TBL_T01! "related to field 8=6" and TBL_T02! "related to field 13=10") of terms and tax code substitutions for this import.

The document type is always defaulted to "I" invoice (DEF="I").

All the data to the right of the ## signs is to identify fields and is not used for mapping or formatting.

```
MAT_REM! 1, MAT="CUSTOMER ID 1" ##
MAP_DTL! 1=1 ## Customer number
MAP_DTL! 3=2 ## doc number
MAP_DTL! 4=3 EDT=D01 ## doc date
MAP_DTL! 5=4 DEF="I" ## doc type
MAP_DTL! 7=5 ## PO#
MAP_DTL! 8=6 TBL=T01 ## terms
MAP_DTL! 10=7 EDT=NC2 ## sls amt
MAP_DTL! 11=8 EDT=NC2 ## misc amt
MAP_DTL! 12=9 EDT=NC2 ## freight amt
MAP_DTL! 13=10 TBL=T02 ## tax
MAP_DTL! 14=11 EDT=NC2 ## sales tax amt
MAP_DTL! 19=12 ## reference
MAP_DTL! 20=13 EDT=NC2 ## cost
MAP_DTL! 21=14 ## sales rep
MAP_DTL! 24=15 EDT=NC2 ## sls dist amt-1
MAP_DTL! 27=16 ## sls dist acct-1
MAP_DTL! 28=17 ## sls dist sub-acct-1
MAP_DTL! 33=18 EDT=NC2 ## sls dist amt-2
MAP_DTL! 36=19 ## sls dist acct-2
MAP_DTL! 37=20 ## sls dist sub-acct-2
TBL_T01! "1"="2-10" "2"="N30"
TBL_T01! "B"="CASH"
TBL_T02! "OST"="OTHER"
TBL_T02! "CTY"="CITY"
```

COPYING A DATA IMPORT CONTROL FILE SETUP

If you setup Data Import on a PBS system or in a PBS company different from the one where you are going to be running it, you may copy the specific files to the other system or company.

This is an example: If you setup the Data Import in company 00 and you want to use the same import in company 01, you will need to copy files from pt00 to pt01. This is a list of the files that must be copied:

dictlalt.dat
dictlalt.vix
dictlxt.dat
dictlxt.vix
dictlfil.dat
dictlfil.vix
dihstnum.dat
dihstnum.vix

Note

If you copy the files to a different PBS system, that system must be licensed for Data Import in order to run it.

A/R Miscellaneous Charges

This chapter contains the following topics:

Miscellaneous Charges Import Introduction
Import Requirements
Running the Import

MISCELLANEOUS CHARGES IMPORT INTRODUCTION

This chapter describes the PBS Build Import Program field format details for the Accounts Receivable Miscellaneous charges import. These details are needed for you to setup the *Data import maintenance* record so that the Accounts Receivable Miscellaneous Transaction data is mapped and formatted properly during the import.

The specifications for the import is setup using the *Import Edits* screen section of Data import maintenance. See [Import Edits](#). All fields that are entered on the *Miscellaneous charges* data entry screen can be imported. Non-standard Sales Tax entries can be made and up to 20 revenue side distributions can be specified for each transaction. The result of the import process is a fully formed transaction set. Once the data is imported, the user can run the Edit List and Post the transactions.

For a description of each *Miscellaneous charges* field, see the A/R User documentation *Miscellaneous charges* chapter.

A/R Control Information Sales Number

This applies if your invoicing system does not supply the next document number.

Go into A/R Control information on the General tab and enter the *Next import document #* field. It must conform to the document format specified in the *Default document # format* field.

IMPORT REQUIREMENTS

In PBS the A/R Miscellaneous Charges consists of two files; header and distributions. In the import file there can be one or many header records with at least one and up to twenty distribution records for each header.

The import will update the customer’s unposted balance during the import process. If you run the import multiple times for the same data, then the unposted balance will be updated each time. Therefore when testing this import, first make a backup of your Customer file and restore it when you are done testing.

The import program requires that both the header and distributions records be part of the same record. The header starts at field 1 and ends at field 23. The first distribution starts at field 24 and ends at field 32. The next distribution starts are field 33 and so on. See the table following the distribution fields for the complete list.

In the Data type column a **D** is a date field, an **N** is a number field and an **A** is an Alphanumeric field. An **S** after a number field indicates that the field can be positive or negative. See the [Data Field Edit Rules](#) section in chapter 3 for more information on how to format these data types.

The [Sandbox](#) field is represented with a number. These are the outbound numbers needed for entering the Control record information into *Data import maintenance*. Inbound field numbers are determined by the external application that produces the import file.

Header Transaction Record

Here is a table that illustrates the contents and field characteristics of the header record.

Sandbox Field No.	Field name	Data Type	Required?	Validation by the Build Program
1	Customer Number	A12	Y	Either the Customer Number or the Customer Name can be used to match the records in the import file to the customer records in the PBS Customer file. If the Customer Number is empty, then the program will attempt to match the customer record using the Customer Name field. If the Customer Number is not empty it will be used and the Customer Name field will be ignored. When the program reads the Customer file to validate the number it must be exactly correct.

Sandbox Field No.	Field name	Data Type	Required?	Validation by the Build Program
2	Customer Name	A25	Y	See above
3	Document Number	A8	N If a document number is provided.	The import program reads PBS files to verify uniqueness. If the document number is blank and if the document type (Sandbox field 5) is "I" (= Invoice), the document number will be generated using the next invoice number from the <i>Next import document #</i> field in <i>A/R Control information</i> .
4	Document Date	N8	Y	Must be in the current period
5	Document Type	A1	Y/Default	The values allowed are I = Invoice, C = Credit, D = Debit, F = Finance charge
6	Apply-to Number	A8	N	For Document Types C (credit) or D (debit) this field will be accepted as the apply-to for this transaction. For other Types this field is ignored. If this is a Type C or D and if this field is blank the transaction will be marked "open".
7	PO Number	A15	N	Purchase order number.
8	Terms Code	A3	Y/Default	The program reads terms code information to validate
9	Due Date	N8	Default	If empty, the date defaults to the Document Date + Terms days
10	Transaction Amount	N12.2 S	Y	The merchandise or services amount of this transaction
11	Miscellaneous Amount	N8.2 S	N	If empty, the amount defaults to zero
12	Freight Amount	N7.2 S	N	If empty, the amount defaults to zero
13	Tax Code	A3	Y/Default	The program reads the tax codes in ARCODS entries to validate
14	Sales Tax_1	N8.2 S	N	If empty, the program will use the tax table defaults. See Sales Tax Amounts for more information.
15	Sales Tax_2	N8.2 S	N	See field 14.

Sandbox Field No.	Field name	Data Type	Required?	Validation by the Build Program
16	Sales Tax_3	N8.2 S	N	See field 14.
17	Sales Tax_4	N8.2 S	N	See field 14.
18	Sales Tax_5	N8.2 S	N	See field 14.
19	Reference	A25	N	If empty, the program will default to blank.
20	Cost	N12.2 S	N	If empty, the program will default the value to zero
21	Sales Rep	A3	Y/Default	The import program reads A/R Sales reps to validate the data.
22	Batch Number	N6	Y/Default	This is only required if batch processing is used in A/R; otherwise this is used for information only. If empty it will default to zero
23	Commission Amount	N8.2S	N	Only used if the <i>Use commissions</i> is set to Y in <i>A/R Control information</i> . If there is no value the program will auto calculate a commission based on commission percentage and total sales amount.

Sales Tax Amounts

Sales Tax amounts correspond to a special case and have some special rules. When transactions are being entered manually through the *Miscellaneous charges* entry screen the following process is involved:

- a) A tax code is entered and validated and based on this code up to 5 values of the sales tax table are calculated and their respective distributions are stored.
- b) If the User enters a Sales Tax amount (field 12 of the PBS data entry screen) that is exactly equal to the calculated sum of the up to five individual sales tax distributions that are specified by the tax code table entry, then nothing happens i.e. the entry is accepted as is and the distributions are left untouched.
- c) If the User enters a Sales Tax amount different from the sum of the five sales tax amounts calculated as above, then the program will force the User to distribute that amount into the individual sales tax amounts specified by the Tax Code entry.

- d) Note, the User must provide a value for each of the tax amounts specified by the table, however that value can be zero. The only requirement is that the total of the distributed tax must be equal to the entered value of the sales tax in field 12 of the PBS data entry screen.
- e) Note also that the account numbers for tax distribution are fixed by the tax table – these are not available for change by the user.

These process rules give rise to a parallel set of rules in the Data Import Manager (DI) function.

- a) A valid Tax Code must be provided or, if left empty, the Customer master default will be used.
- b) Based on this, a sales tax amount will be calculated for each of the distribution entries in the tax table.
- c) If any of the five sales tax amounts are specified either by a MAP or DEF statement in the interface control, then the program will follow a procedure analogous to what happens with the manual/override distribution above; namely, it will accept the 'overriding' sales tax values (DI fields 14 through 18 above) providing that the specific sales tax fields that are given have corresponding entries in the tax table. For example if the tax table has only the first two of the five entries filled in, values in Sales Tax_3, 4 or 5 (DI fields 16-18) will be considered invalid and will invalidate the transaction.
- d) Any empty – i.e. not MAPped or not DEFed - Sales Tax field (DI fields 14 through 18) will be considered zero.
- e) Having any non-zero entry in any of the five Sales Tax fields will force the program to use all the appropriate Sales Tax fields as data. For example if your Tax Code specifies three tax distributions, entering a value for only Sales Tax_1 (DI field 14, will imply that the other two fields (DI fields 15 and 16) are zero and this will be what the program uses.
- f) The build program will always use (all) the distribution account numbers specified by the tax code table in creating the Misc. Transaction distribution data. There is no facility for providing distribution account number for tax.
- g) It is possible to import AR transactions with sales taxes that are based on different calculation schemes from those available in the Tax Tables in PBS. But a Tax Table entry must be setup that has the same number of distributions that is required for the transaction. The Tax Table must be explicitly referenced as the customer default.

Distribution Record

Distribution data fields continue immediately following the header data.

Up to twenty distribution entries are accommodated. Each distribution entry can consist of one full account number (Cost Center 1, Cost Center 2, Account number, Sub-account number) plus a distribution amount. If Job Cost is being interfaced to, four additional fields of Job#, Sub-job# and Reference 1 & 2 can also be used.

The account number structure is determined by the company control file and specifies whether the sub-account and/or either of the cost centers are being used. The lengths (1-8 characters) and the format (alpha or numeric) is also determined by the company file. If a sub-account or cost center is

not needed it may be omitted from the import provided the mapping function properly defaults to the field value.

Since the A/R Miscellaneous Charges transaction post will ultimately post a Debit to the AR account in the amount of the Invoiced amount (which is “Amount” + “Misc. Charges” + “Freight” + “Sales Tax 1 to 5”), a positive distribution entry is by default treated as a Credit to be posted to the offset accounts which are, with the exception of taxes typically sales accounts. Since the Sales taxes are always distributed based on values in the tax table, they are not enterable as part of the distribution entries. Therefore the total of the twenty distribution entries must add up to the total of the Pre-Tax Invoice amount (i.e. “Amount” + “Misc. Charges” + “Freight”).

If Job Cost is not being interfaced to or, if this particular transaction is a non-job related distribution in a system which does have Job Cost, the Job #, Sub-job # and two Reference fields should be omitted from the import and they will be properly handled by the Target File Build program.

Each record will consist of the following fields:

Sandbox Field	Field name	Data type	Required?	Validation by the Build Program
24	Distribution Amount	N12.2 S	N/Default	If this value is empty, none of the other 8 fields for this specific distribution are required. In addition, since this is the first distribution entry of up to 20 such entries, if it is empty, the program will assume that there are no other distributions being given to it. In this case, a single distribution for the full transaction amount will be created using the default sales account according to the rules in the manual <i>Miscellaneous charges</i> entry screen.
25	Cost Center 1	A8	N/Default	If empty defaults to zero, lookup validated if used.
26	Cost Center 2	A8	N/Default	If empty defaults to zero, lookup validated if used.
27	Main Account	A8	Y/Default	Main Valid G/L accounts, lookup validated if used. If a distribution amount is specified this field must be specified. There should be a matching sales account as entered in the Valid G/L accounts. The account numbers must be formatted according the <i>Company information</i> setup.
28	Sub Account	A8	N/Default	Sub-account, if empty it defaults to zero, lookup validated if used.

Sandbox Field	Field name	Data type	Required?	Validation by the Build Program
29	Job Number	A7	N/Default	If empty defaults to blank, The program reads the Job Cost Master file to validate the data if Job Cost is being used. Do not place a value in this field if the Job Cost module is not used or if the Job Cost is used but no link to A/R is specified in the <i>J/C Control information</i> .
30	Sub Job Number	N3	N/Def	If empty this field will default to zero. The program reads Job Cost file to validated if Job Cost is used. Do not place a value in this field if the Job Cost module is not used or if the Job Cost is used but no link to A/R is specified in the <i>J/C Control information</i> .
31	Job Reference 1	A30	N/Def	If empty this field defaults to blank.
32	Job Reference 2	A25	N/Def	If empty this field defaults to blank.

Fields 33-41 will be used for the 2nd distribution entry.

Fields 42-50 for the 3rd etc. as the following table illustrates:

Sandbox Field Ranges	Distribution Entry Number
24-32	1
33-41	2
42-50	3
51-59	4
60-68	5
69-77	6
78-86	7
87-95	8
96-104	9
105-113	10
114-122	11
123-131	12
132-140	13
141-149	14
150-158	15
159-167	16
168-176	17

Sandbox Field Ranges	Distribution Entry Number
177-185	18
186-194	19
195-203	20

RUNNING THE IMPORT

You must have PBS Accounts Receivable in order to run the Miscellaneous charges data import selection.

Select

Data import from the A/R menu selection *Miscellaneous charges*.

If there are records on file, you will not be able to import the data until you have posted the existing records. If it is a transactions file the following message will display:

```
Transactions exist! Can not import transactions.
```

If the PBS file is empty, the setting for the Control record **Process type** field determines what happens next. The settings are as follows:

Type	Description
A	Automatic You are prompted in a Lookup to select the Control record, but from that point the program will run without operator intervention through to the end of importing the transactions.
P	Prompt You are prompted to select the control record. If it does not find the import file, as defined in the control record, then it will prompt for the location of this import file. In a UNIX and Linux environment the Prompt process type functions just like the Automatic process.
M	Manual This will allow you to manually go through the import process. There is a prompt for the control record and the import file. You are prompted with the question "Is everything OK?" with the option of Yes or No. Selecting Yes will continue and No will end the import process. If you select Yes, the import will display as many records as you want to view, one at a time, or you can select A to automatically process the remaining records.

For all three process types, when the import concludes you will be brought back to the menu.

Before posting, print the edit list to verify that the data is correct.

Exception Errors

When the data import is first being run some unexpected errors may occur with the data. Errors could be caused by incorrectly mapped or formatted fields, missing required fields, a missing master

record or more.

If the data has errors, as determined by the import build program, you will be prompted to print an import exception report. Select a printer or print the file to disk. Review the errors to determine what needs correcting.

Then the following prompt will display.

Do you want to import the data anyway ?

Select Y to import the data and N to not import.

If you do not import the data you will have to correct either the Data Import Control record, the data you are importing or both, depending on what is appropriate. Also, you will have to move the text file from the disposition directory back to the source directory and rename the file to what is expected before you run the import again.

Before you select Y to import the data with errors, look at the error exception report. Those records that have errors will not be imported. You may elect to import the good records and data enter the records with errors, depending on how much data entry is needed.

Also, in many cases, the edit list report will detect and print errors as well. We recommend that you print the edit list before posting. The way to correct errors detected by the edit list is through data entry.

Testing the Import

When setting up the *Data Import maintenance*, you may have to run several import tests in order to get the field mapping entered properly.

You can run the data import multiple times and if you import the data there are two ways to reset the data files.

1. You may delete all the records in Miscellaneous charges by bringing up each record and selecting the <F3> key to delete them one at a time. This resets the customer account balances.
2. You may initialize the Miscellaneous and Miscellaneous distributions files.

You must run the utility *Set customer account balances* before you rerun the import and after you initialize the above files using the A/R Initialization Utility.

In both cases, you will have to move the text file from the disposition directory back to the source directory and rename the file to what is expected before you run the import again.

A/P Payable Transactions

This chapter contains the following topics:

Payable Transactions Import Introduction
Import Requirements
Running the Import

PAYABLE TRANSACTIONS IMPORT INTRODUCTION

This chapter describes the PBS Build Import Program field format details for the A/P Payables import. This is needed for you to setup the *Data import maintenance* record so that the Accounts Payable Voucher Transaction data is mapped and formatted properly for the import.

The field by field specifications for the import is entered in the *Import Edits* screen section of *Data import maintenance*. See [Import Edits](#). All fields that can be entered on the Payables Transaction data entry screen can be imported. Some are required and some are optional. Up to 20 distributions can be specified for each transaction. The result of the import process is a fully formed transaction set. Once the data is imported, run the Edit List first. Once the data is validated post the transactions.

For a description of each Payables Transaction field, see the Accounts Payable User documentation.

IMPORT REQUIREMENTS

In PBS the A/P Payables consists of two files; header and distributions. In the import file there can be one or many header records with at least one and up to nineteen distributions records for each header.

The import program requires that both the header and distributions records be part of the same record in the import text file. The header starts at field 1 and ends at field 35. The first distribution starts at field 36 and ends at field 46. The next distribution starts are field 47 and so on. See the table following the distribution fields for a complete list.

In the Data type column a **D** is a date field, an **N** is a number field and an **A** is an Alphanumeric field. See the [Data Field Edit Rules](#) in chapter 3 for more information on how to format these data types.

The [Sandbox](#) field is represented with a number. These are the outbound numbers needed for entering the Control record information into *Data import maintenance*. Inbound field numbers are determined by the external application that produces the import file.

Header Transaction Record

Here is a table that illustrates the contents and field characteristics of the header record.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
1	Vendor Number	A6	Y/Default	This field must have a matching entry in A/P Vendors. If not, the record will print on the Payables Import Exception Report. Either the vendor number or the vendor name can be used to match the records in the import file to the records in A/P Vendors. If the vendor ID is empty then the program will attempt to match the vendor record using the vendor name. If the vendor ID is not empty then it will be used and the vendor name field will be ignored.
2	Vendor Name	A25	Y	Same as above except when the vendor name is being used to match a record in A/P Vendors, an exact match is required including case sensitivity.
3	Voucher Type	A1	Y/Default	The allowed values include "R" = Regular, "C" = Cancellation, and "N" = Non-AP Check.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
				<p>The "A" = Adjustment and "I" = Immediate check entries are not allowed.</p> <p>If this field is not included or is empty the transaction will default to "R" = Regular.</p>
4	Voucher Number	N6	N	<p>It is allowed to provide a voucher number from the import file. However, this is not recommended since PBS will automatically issue voucher numbers. Having PBS generate the number will reduce the possibility of duplicates. If a value is included in the file, PBS will use this as the voucher number. PBS will reset the last voucher number in the <i>A/P Control information</i> to this number when the transaction is built.</p>
5	Cancel Voucher Number	N9	N	<p>If this transaction type is a "C" (cancellation voucher) this field must have the voucher number of the voucher to be canceled. Otherwise this field is ignored. If used this field must match the voucher number of an existing open item.</p>
6	Document / Invoice Number	A15	Y	<p>This is the vendor invoice / document number.</p> <p>Although it is highly desirable to have a unique vendor invoice number per vendor, if this field is empty, the Build Import program will create a document number from the 6 characters of the vendor code plus the six characters of the invoice date separated by a dash i.e. "vvvvvv-yymmdd"</p> <p>If the invoice number is a duplicate to a record in vendor history, the program will warn you.</p>
7	Document / Invoice Date	N8	Y	<p>This is the vendor invoice / document date. This is needed to construct both the Distribution date as well as the Terms date.</p>

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
8	Distribution Date	N8	N	This is the vendor invoice / document distribution date. All distributions created for this transaction will be distributed to the GL with this date. If this field is empty, the distribution date will be set to the Document / Invoice date.
9	Purchase Order Number	A15	N	If empty, defaults to blank. A PO will be validated against the PO files if the PO module is installed. If the purchase order number is not found in the P/O module, even if P/O is not installed, the program will warn you.
10	Receiver Number 1	N6	N	Up to 4 receiver documents can be referenced for one voucher transaction. These will be validated against the posted PBS Purchase Order receiver file if Purchase Order is installed.
11	Receiver Number 2	N6	N	See above – Receiver Number 1
12	Receiver Number 3	N6	N	See above – Receiver Number 1
13	Receiver Number 4	N6	N	See above – Receiver Number 1
14	Invoice Amount	N9.2 S	Y	Vendor invoice amount.
15	Non-discount Amount	N9.2 S	N	This is the portion of the invoice amount (above) that will not be subject to any discounting / terms calculations. If empty, this field defaults to zero. Zero indicates that the whole invoice is discountable.
Note	Fields 16, 17 and 18			See the Due day / Due days, Due date and Terms type section for an explanation of how these fields interact.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
16	Terms Type	A1	N	Valid values for this field are “D” (days) and “P” (proximo – fixed date) terms. If this field is empty, import fields 17 - 20 default to the Vendor settings.
17	Due Day / Due Days	N3 S	Y/Default	If field 16, above, is “P” (proximo) only the Due date can be entered and this field is ignored. If field 16 is “D” (days) either this field or the next can be imported but the Due date field will take priority and be used if both are imported. If empty the Due date field must be filled in. See Due day / Due days, Due date and Terms type for additional details.
18	Due Date	D	Y/Default	If this field is populated the above field, Due days, is back calculated subject to the constraints described in the note following the header fields. If this field is empty, either the entered Due Day / Days field will be used or the Vendor based default will be used as available. When calculated the formula used is <i>Vendor Invoice date plus Due days = Due date</i> .
19	Discount Days	N3 S	N	This field works in conjunction with the Discount Date field to calculate a discount date.
20	Discount Date	D	N	If this field is populated the above field, Discount Days, is not necessary and will be used for informational purposes only. If this field is empty the discount days field must be populated so a discount date can be calculated. When calculated the formula used is <i>Vendor Invoice date plus Discount Days = Discount Date</i> . When both Discount Days and Date are empty the program will assume a discount day of ‘0’.
21	Discount Percentage	N2.2S	N	This field works with the next field, Discount Amount to calculate the discount amount

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
22	Discount Amount	N8.2S	Y	<p>If this field is populated the above field, Discount Percent, is not necessary and will only be used for informational purposes. If this field is empty the Discount Percent field may be populated so a discount amount can be calculated. When calculated the formula used is <i>Vendor [Invoice amount minus Non-discount amount] times Discount Percentage = Discount Amount</i>.</p> <p>If both Discount Percentage and Discount Amount are empty the program uses the vendor default for discount percentage.</p>
23	Discount Cost Center 1	A8	Y/Default	<p>The discount account number is only required if the discount amount field is not zero.</p> <p>Cost Center 1 is part of the four segment account code - Cost Center 1 (field 23), Cost Center 2 (field 24), Account Number (field 25), Sub-account) (field 26). It is used for posting the credit to the discount account when the voucher is paid. Only the segments defined in the company file need to have a value. When a value is being imported, it should match a Valid G/L Accounts file entry.</p>
24	Discount Cost Center 2	A8	Y/Default	See above Discount Cost Center 1 description
25	Discount Main Account	A8	Y/Default	See above Discount Cost Center 1 description
26	Discount Sub Account	A8	Y/Default	See above Discount Cost Center 1 description
27	Reference	A15	N	The use of a reference is optional. If used it posts to open items.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
28	Cash Account Cost Center 1	A8	Y/Default	The cash account is required only if this transaction is a cash transaction like a "N"on-AP check. See the Voucher Type field for more information on the transaction types that are allowed during import. This is the four segment account code segments (Cost Center 1, Cost Center 2, Main Account No, Sub Account) used for posting the credit to the cash account when the voucher is paid or when the non-AP voucher is posted. Only the account number segments, as defined in <i>Company information</i> , require a value.
29	Cash Account Cost Center 2	A8	Y/Default	See above Cash Account Cost Center 1
30	Cash Main Account	A8	Y/Default	See above Cash Account Cost Center 1
31	Cash Sub Account	A8	Y/Default	See above Cash Account Cost Center 1
32	Check Number	N6	N	If this is a Voucher type of "N" = Non A/P check, then a value for this field is required, otherwise it should be empty.
33	Check Date	N8	N	If this is a Voucher type "N" = Non A/P Check, then a value for this field is required, otherwise it should be empty.
34	1099 Flag	A1	Y/Default is 7	This flag indicates determines if this voucher should be included with 1099 reporting for this vendor. Valid values are "1" = Rents, "2" = Royalties, "3" = Other income, "5" = Fishing proceeds, "6" = Medical / Health care payments, "Y" or "7" Non-employee compensation, and "8" = Print in lieu of dividends / Interest, "N", or blank (= "N"). If empty or not one of the values above, the import program will generate "N".
35	Batch Number	N6	Y	This field is required only if batch

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
				processing is being used in PBS A/P. Otherwise, leave this field blank. When this field is blank, it will be set to zero.

Due day / Due days, Due date and Terms type

The **Due day / Due days** (import field 17) and **Due date** (import field 18) fields work together to determine the actual Due Date. How the two work together is determined by the **Terms type** (import field 16). If the Terms Type is “D”, field 17 is “Due Days” if it is “P” field 17 is “Due Day”. Due Day is the exact day of the month and Due Days is the number of days before it is due.

In the case of days based terms (type “D”), either “Due Days” (import field 17) or Due Date (field 18) can be entered and entering one will calculate the other. If both are entered the Due Date (import field 18) takes precedence and back calculates Due Days (field 17). The calculations are based on Vendor / Voucher Invoice date plus Due Days = Due Date or Due Date minus Vendor / Voucher Invoice date = Due Days, as appropriate.

Similarly, in the case of proximo based terms, only one of the Due Day field, or the Due Date is necessary and using one will calculate the other. However, the Due Date will be the day of the month in the next month specified by the Due Day. As an example, for Vendor / Voucher date = 08/06/25 and Due Day = 10, the Due Date will be 09/10/25. When the Due Date is specified, the program will reject any Due Date that is in the same month as the Vendor / Voucher Invoice date. Hence, in the above example, an attempt to set Due Date under proximo terms to 08/31/25 would cause the transaction to be rejected. When both Due Day and Due Date are specified, Due Date takes precedence. In the above example, setting the Due Date to either 09/01/25 or 09/30/25 would back calculate the Due Day value to the 1st or the 30th respectively.

Distribution Record

Distribution data is a continuation of the import file following the header data.

Up to nineteen distribution entries are accommodated per payable. Each distribution entry can consist of one full account number (Cost Center 1, Cost Center 2, Account number, Sub-account number) plus a distribution amount. If Job Cost is interfaced six additional fields, Job #, Sub-job #, Change Order #, Category #, Distribution Quantity and Reference, can also be used.

The account number structure is determined by the setup of accounts in PBS *Company information* and specifies whether the sub-account and / or either of the cost centers are being used. The lengths (1-8 characters) and the format (alpha or numeric) is also determined in *Company information*. If a sub-account or cost center is not needed it may be omitted from the import provided the mapping function properly defaults to the field value. At least one part of the account number should be unique for each distribution tied back to one header record.

Since the AP Voucher transaction posting will ultimately post a Credit to either the A/P account (value determined by the vendor) or the Cash Account (value determined by fields 28-31 above), only the

Debit side of the transaction need be specified here. The total of the distribution entries must add up to the vendor invoice amount. If they do not, you can manually adjust the distributions in PBS before you post the vouchers.

If there is a distribution amount, there must be at least one set of entries for fields 36-40, (job cost not used) or fields 36-46 (job cost used).

Each of the nineteen distribution entries will consist of the following fields:

Sandbox Field	Field name	Data type	Required?	Validation by the Build Program
36	Distribution Amount	N9.2 S	N	Distribution amount. If this field value is empty / zero the default expense account from the specified vendor in the header will be used for the full amount of the voucher and none of the other 10 fields are required.
37	CostCenter_1	A8	N/Default	if empty, this field defaults to zero. The number is validated against the <i>Company information</i> account format and a Valid G/L account number.
38	CostCenter_2	A8	N/Default	If empty, this field defaults to zero. The number is validated against the <i>Company information</i> account format and a Valid G/L account number.
39	Main Account	A8	Y/Default	This value must be non-zero for the first distribution set. The number is validated against the <i>Company information</i> account format and a Valid G/L account number.
40	Sub Account	A8	N/Default	The number is validated against the <i>Company information</i> account format and a Valid G/L account number.
41	Job Number	A7	N/Default	If empty, this field defaults to blank. If you are using the Job Cost module and there is a value, it is validated against job data.
42	Sub Job Number	N3	N/Default	If empty, this field defaults to zero. If you are using the Job Cost module and there is a value, it is validated against job data.
43	Job Change	N3	N/Default	If empty, this field defaults to zero. If

Sandbox Field	Field name	Data type	Required?	Validation by the Build Program
	Order Number			you are using the Job Cost module and there is a value, it is validated against job data.
44	Job Category Number	N7	N/Default	If empty this field defaults to zero. If you are using the Job Cost module and there is a value, it is validated against job data.
45	Job Quantity	N8.15	N/Default	This is the quantity of material for this job, sub-job, category etc. The quantity field will only be used if the units field is filled in the Job Items definition for this item for this job.
46	Job Reference	A25	N/Default	Job trx reference-first line, if empty, defaults to blank

Distribution Numbering Table

Distribution fields 47-57 will be used for the 2nd distribution. Fields 58-68 for the 3rd, etc., as the following table illustrates.

Sandbox field ranges	Distribution entry number
36-46	1
47-57	2
58-68	3
69-79	4
80-90	5
91-101	6
102-112	7
113-123	8
124-134	9
135-145	10
146-156	11
157-167	12
168-178	13
179-189	14
190-200	15
201-211	16
212-222	17
223-233	18
234-244	19
Not available	20

* The current limit is 250 fields. Therefore the last distribution is not usable.

RUNNING THE IMPORT

You must have PBS Accounts Payable in order to run the Payables data import selection.

Select

Data import from the A/P menu selection *Payables*.

If there are records on file, you will not be able to import the data until you have posted the existing records. If it is a transactions file the following message will display:

```
Transactions exist! Can not import transactions.
```

If Payables has no records, the setting for the Data Import Control record **Process type** field determines what happens next. The settings are as follows:

Type	Description
A	Automatic You are prompted in a Lookup to select the Control record, but from that point the program will run without operator intervention through to the end of importing the Payables.
P	Prompt You are prompted to select the control record. If it does not find the import file, as defined in the control record, then it will prompt for the location of this import file. In UNIX and Linux environments, the Prompt process type functions just like the Automatic process.
M	Manual This will allow you to manually go through the import process. There is a prompt for the control record and the import file. You are prompted with the question "Is everything OK?" with the option of Yes or No. Selecting Yes will continue and No will end the import process. If you select Yes, the import will display as many records as you want to view, one at a time, or you can select A to automatically process the remaining records.

For all three process types, when the import concludes you will be brought back to the menu.

Before posting, review the edit list to verify that the data is correct.

Exception Errors

When the data import is first being done some unexpected errors may occur with the data. Errors could be caused by incorrectly mapped or formatted fields, missing required fields, a missing master record or more.

If the data has errors, as determined by the import build program, you will be prompted to print an import exception report. Select a printer or print the file to disk. Review the errors to determine what needs correcting.

Then the following prompt will display.

Do you want to import the data anyway ?

Select Y to import the data and N to not import.

If you do not import the data you will have to correct either the Data Import Manager Control record, the data you are importing or both depending on what is appropriate. Also, you will have to move the text file from the disposition directory back to the source directory and rename the file to what is expected before you run the import again.

Before you select Y to import the data with errors, look at the error exception report. Those records that have errors will not be imported. You may elect to import the good records and data enter the records with errors, depending on how much data entry is needed.

In many cases, the edit list report will detect and print errors as well. We recommend that you print the edit list before posting. The way to correct errors detected by the edit list is through data entry.

PR Time Worked Transactions

This chapter contains the following topics:

Time Worked Import Introduction
Import Requirements
Import Edits Example
Running the Import
TimeClick™ Data Import

TIME WORKED IMPORT INTRODUCTION

This chapter describes the PBS Build Program field format details for importing Payroll Time worked transactions. These details are needed for you to setup the *Data import maintenance* record so that the Time worked transaction data is mapped and formatted properly for the import.

The field by field specifications for the import is entered in the [Import Edits](#) section of the *Data import maintenance* screen. All fields that can be entered on the PBS Payroll *Time worked* data entry screen can be imported. Up to 15 distributions can be specified for each transaction, however the import of distribution data is not required because this information is defaulted when not provided. The result of the import process is a fully formed transaction set. Once the data is imported run the Edit List and/or run Calculate payroll.

For a description of each Time Worked field, see the Payroll User documentation.

IMPORT REQUIREMENTS

In PBS the Payroll Time Worked entries consists of two files; header and distributions. In the import file there can be one or many header records with no distributions or up to fifteen distributions for each header.

The header is required for importing. If importing distributions, the import requires that both the header and distributions be part of the same record . The header starts at import field 1 and ends at field 50. The first distribution starts at field 51 and ends at field 63. The next distribution starts are field 64 and so on. See the table following the distribution fields for clarification.

You can have multiple record types per employee. However, there is an employee record setting that determines if the employee is a salaried or regular (hourly) type. If you attempt to import regular hours for a salaried employee, the import program will ignore this data.

In the Data type column a D is a date field, an N is a number field and an A is an Alphanumeric field. See the [Data Field Edit Rules](#) in chapter 3 for more information on how to format these data types.

The [Sandbox](#) field is represented with a number. These are the outbound numbers needed for entering the Control record information into *Data import maintenance*. Inbound field numbers are determined by the external application that produces the import file.

The import program requires that employees with regular hours be imported first. This is not always the case in the import file. You must put a sort in the data control record.

Header Transaction Record

Here is a table that illustrates the contents and field characteristics of the header record.

Sandbox Field No	Field Name	Data Type	Required	Validation by the Build Program
1	Employee Number	N6	Y/Default	There must be a matching Employee Number in Employee record or the import record will print on the Exception Report.
2	Employee Name	A25	N	For the initial release, this field is not needed. Any value in this field is ignored and the Employee Name from the Employee record is used.
3	Social Security Number	A9	N	For the initial release, this field is not needed. Any value in this field is ignored and the Social Security Number from the Employee record is used.
4	Direct Deposit	A1	N	This field is not implemented with

Sandbox Field No	Field Name	Data Type	Required	Validation by the Build Program
	Override			the initial release.
5	Pay Period End Date	D	Y	This field is not imported from the import file. You input this date after accessing the Data import menu selection in PBS Payroll.
6	Pay Period Start Date	D	N	This is an optional field and may be required by some states. It must be a valid date in the current payroll year.
7	Department	N4	N	For the initial release this field is ignored during import and the Employee record value is used.
8	Location	A10	N	This is the location where the work took place (user defined). This field is not required, but when imported it is used as a sort field to allow the inbound text file to be sorted by employee by location.
Notes	Regarding fields 9 through 20	N/A	N/A	Fields 9 through 20 must be populated in pairs; Hours Type with Hours. These fields may be populated in one record or may be individually populated, one per record or some combination of these.

Sandbox Field No	Field Name	Data Type	Required	Validation by the Build Program
9	Hours Type 1	A1	Y	<p>This must be one of the following values: 1 = Regular 2 = Overtime 4 = Holiday 5 = Vacation 6 = Sick 8 = Salary 3 = Special pay Note: There can only be one type 3 Special pay value in each input record. If a type 3 exists the data in import field 21 and possibly import fields 22-24 must be filled in. You cannot have regular and salary types for the same employee. It must match the type as set in the employee record. After selecting <i>Data import</i> from the Payroll menu, a screen displays where you can enter the holiday hours. What ever is entered in this field gets added to the holiday hours that are imported. Records with regular hours must be imported first.</p>
10	Hours 1	N3.2S	Y1	<p>This is the number of hours being recorded for this type of work. CAUTION: The number of hours for each type is controlled by the header record fields. Therefore the distribution hours total <u>must</u> match the header amount.</p>
11	Hours Type 2	A1	N	See field 9, Hours Type 1, for a description.
12	Hours 2	N3.2S	N	See field 10, Hours 1, for a description.
13	Hours Type 3	A1	N	See field 9, Hours Type 1, for a description.
14	Hours 3	N3.2S	N	See field 10, Hours 1, for a description.
15	Hours Type 4	A1	N	See field 9, Hours Type 1, for a description.

Sandbox Field No	Field Name	Data Type	Required	Validation by the Build Program
16	Hours 4	N3.2S	N	See field 10, Hours 1, for a description.
17	Hours Type 5	A1	N	See field 9, Hours Type 1, for a description.
18	Hours 5	N3.2S	N	See field 10, Hours 1, for a description.
19	Hours Type 6	A1	N	See field 9, Hours Type 1, for a description.
20	Hours 6	N3.2S	N	See field 10, Hours 1, for a description.
Notes	Special Pay Fields	N/A	N/A	The following fields will be ignored unless one of the Hours Type fields above is filled in. See Special Pay Fields section below for additional information.
21	Special Pay Type	A5	N	Must be filled in when one of the Hours Types = 3 (Special pay). If the Special Pay Type is "OTHER" the following three fields must be filled in. If the value is not "OTHER", the Special Pay Type value must match one of the values in the <i>Employees</i> fields 23, 24 or 25 and the following three fields will be ignored and should remain empty.
22	Special Pay Description	A5	N	Must be filled in when one of the hours types = 3 and the Spec. Pay type is "OTHER". This is a short description of the special pay and corresponds to the Special Pay Type for this one-time entry.
23	Special Pay Rate	N5.3	N	This is the Pay Rate to be used. This field must be filled in have a value when the hours type = 3 and the Special Pay type is "OTHER".

Sandbox Field No	Field Name	Data Type	Required	Validation by the Build Program
24	Special Pay Workman's Comp Code	A3	N	Workman's compensation earnings code for this special pay. Must be a valid W-C earnings code. It must have a value when the hours type = 3 and the Special Pay type is "OTHER".
Notes	Temporary Deductions/Earnings (TDE) Fields	N/A	N/A	There are six sets of fields (18 total, fields 25-42) devoted to temporary deductions or earnings (TDE's). This distinguishes these types of deductions/earnings from the permanent ones that are stored in <i>Employees</i> which are applied every time. These TDE codes are included in the transaction record and only apply to this payroll run.
25	TDE Code 1	A3	N	Temporary deduction code 1
26	TDE Amount 1	N6.2S	N	Temporary deduction amount 1
27	TDE Separate Check 1	A1	N	Temporary deduction separate check 1 This field is always set to N during the import.
28	TDE Code 2	A3	N	Temporary deduction code 2
29	TDE Amount 2	N6.2S	N	Temporary deduction amount 2
30	TDE Separate Check 2	A1	N	See field 27 for a description
31	TDE Code 3	A3	N	Temporary deduction code 3
32	TDE Amount 3	N6.2S	N	Temporary deduction amount 3
33	TDE Separate Check 3	A1	N	See field 27 for a description
34	TDE Code 4	A3	N	Temporary deduction code 4
35	TDE Amount 4	N6.2S	N	Temporary deduction amount 4
36	TDE Separate Check 4	A1	N	See field 27 for a description
37	TDE Code 5	A3	N	Temporary deduction code 5

Sandbox Field No	Field Name	Data Type	Required	Validation by the Build Program
38	TDE Amount 5	N6.2S	N	Temporary deduction amount 5
39	TDE Separate Check 5	A1	N	See field 27 for a description
40	TDE Code 6	A3	N	Temporary deduction code 6
41	TDE Amount 6	N6.2S	N	Temporary deduction amount 6
42	TDE Separate Check 6	A1	N	See field 27 for a description
43	Weeks Worked	N2.2S	N	This is the number of weeks worked during this pay period.
44	Accrued Vacation	N3.3S	N	This is the number of hours of vacation pay accrued based on the number of work hours entered for this period. If empty this value will default to the value calculated from the rules in <i>Employees</i> .
45	Accrued Sick	N3.3S	N	This is the number of hours of sick pay accrued based on the number of work hours entered for this period. If empty this value will default to the value calculated from the rules in <i>Employees</i> .
46	Advance Vacation weeks	N1	N	This is the number of advance vacation weeks paid. It can be 1 to 4 weeks.
47	Work Units	N3.2S	N	This is the number of work units in this pay period.
48	N/A	N/A	N/A	Reserved for future use
49	N/A	N/A	N/A	Reserved for future use
50	N/A	N/A	N/A	Reserved for future use

Special Pay Fields

The payroll system uses a fixed set of hourly pay rates to apply against the hours entered to calculate the particular wage dollars. The employee file holds one rate for regular, overtime and hourly. (Sick, Vacation and Holiday pay rates are calculated using the regular rate.)

In addition, there are three special rate options, each of which associates a special rate code with a special rate, a description and a Workman's compensation deduction code. For cases where none of these three can be used, a fourth special rate code with the pre-assigned code of "OTHER" is used. This fourth option allows a user-assigned set of temporary values.

When using PBS with keyed data entry into the Time Worked transaction screen, the above five rates (regular, overtime, and the three special rates) are used automatically in all cases except when a special pay code is selected and a special rate code of "OTHER" is also chosen. In that case the operator is prompted for the special rate description, Workman's comp code and hourly wage rate.

When using the Data Import to populate the Time Worked transaction file, the above rules applied with the following differences:

- a) For any Hours Type other than "3" (special pay), the appropriate rates are automatically used. The special rate fields (Sandbox fields 21-24) are ignored and should be empty.
- b) For Hours Type = "3" the special Pay Type code will be read during import.
- c) If the Special Pay type code is not "OTHER", the Special Pay type code must match one of the values in that employee's record. If not, this record is to be considered in error. If there is a match, then the rate, the description and the Workman's Compensation (W/C) code corresponding to the match is used.
- d) If the special Pay Type code (Sandbox field 21) is "OTHER", the remaining three fields must be populated to give a description of the special pay, a pay rate and a W/C code for the pay.

Distribution Record

Distribution data is a continuation of the file following the header data.

The importing of distributions is optional. Leaving out the distributions makes the setup and control simpler and is recommended when possible. When an employee is set for multiple distributions, but no import distributions are provided, then defaults are used in the same manner as when you enter them manually (<F2> defaults).

Up to fifteen distribution entries are accommodated. Each distribution entry can consist of one full account number (Cost Center 1, Cost Center 2, Account number, Sub-account number) plus a distribution amount.

The interface from Payroll to Job Cost is determined by the Job Cost Control information. If you interface Payroll with Job Cost, there are six additional fields that may be used; Job#, Sub-job#, Change Order #, Category #, Distribution Quantity and Reference.

The account number structure is determined by the setup of accounts in PBS *Company information* and specifies whether the sub-account and/or either of the cost centers are being used. The lengths (1-8 characters) and the format (alpha or numeric) is also determined in *Company information*. If a sub-account or cost center is not needed it may be omitted from the import provided the mapping function properly defaults the field value. At least one part of the account number should be unique for each distribution tied back to one header record.

You should only import distribution records for those employees that have Employee field **Distribute wages** set to Y.

Each of the fifteen distribution entries will consist of the following fields:

Sandbox Field	Field name	Data type	Required	Validation by the Build Program
51	Distribution Type	A1	Y	This is the type of the cost/hours that are being distributed to the G/L and to Job Cost when interfaced. For Salaried employees the options are S (salary), O (overtime), X (special pay). For hourly employees the options are R (regular), O (overtime), X (special pay). The value is verified.
52	Cost Center 1	A8	N	If empty, this field defaults to zeros. This is validated against the Valid G/L Account file when used. If Cost Center 1 is not used, do not import this field.
53	Cost Center 2	A8	N	If empty, this field defaults to zeros. It is validated against the Valid G/L Account file when used. If Cost Center 2 is not used, do not import this field.
54	Main Account 1	A8	Y	This is validated against the Valid G/L Account file.
55	Sub-Account 1	A8	N	If empty, this field defaults to zeros, validated against the Valid G/L Account file when used. If the sub account is not used, do not import this field.
56	Distribution Hours/Percentage	N3.2S	N	If the employee is specified as hourly, this is the number of hours to be distributed to the account you have entered. If the employee is salaried, enter the percent of the salary to be distributed to the account and job you have specified above. Overtime and special hours are distributed on an hourly basis, even for a salaried employee. CAUTION: The number of hours for each distribution type is controlled by the header record fields. Therefore the distribution hours total <u>must</u> match the header amount.

Sandbox Field	Field name	Data type	Required	Validation by the Build Program
57	Rate	N5.3S	N	For hours entered into field 56, enter the rate of pay in this field. These will be multiplied to determine the value of the distribution. For salaried employees (for which field 56 is "%"), this field should be empty and will be skipped.
<i>Notes For Fields 58-63</i>				The following fields relate to Job Cost. The job information may only be used if you interface Job Cost to Payroll.
58	Job Number	A7	N	If the job number is omitted or empty the next five fields will be ignored. Even in cases where Job Cost has been interfaced, a particular transaction distribution can be sent to a non-default G/L account without sending it to Job Cost by leaving this field empty and supplying the GL account override fields. This value when entered must be validated against the Job Master.
59	Job Cost item-Sub Job	N3	N	The sub-job number of the item to be distributed. The number when used must be validated against the Job Master.
60	Job Cost item-Change Order	N3	N	The change order number of the item to be distributed. The number when used must be validated against the Job Master.
61	Job Cost item-Change Order	N7	N	The category number of the item to be distributed. The number when used must be validated against the Job Master.
62	Quantity	N8.1S	N	This field should be empty and will be ignored unless the cost item associated with this distribution has a category code unit (field 4 in category maintenance). If this field is used enter the quantity of the units corresponding to this distribution.
63	Reference	A25	N	This is a reference / comment field for Job Cost distributions only.

Distribution Numbering Table

Fields 64-76 will be used for the 2nd distribution, fields 77-89 for the 3rd, etc. as the following table illustrates.

Sandbox field ranges	Distribution entry number
64-76	2
77-89	3
90-102	4
103-115	5
116-128	6
129-141	7
142-154	8
155-167	9
168-180	10
181-193	11
194-206	12
207-219	13
220-232	14
233-245	15

IMPORT EDITS EXAMPLE

The following is an example of a Import Edits setup for a time worked CSV file import.

In this example the distributions are not mapped. The build program will create the distributions based on system defaults.

```
MAP_DTL! 1=2 EDT=NC0 SRT=1 ## Employee number
MAP_DTL! 9=4 ## Hours type
MAP_DTL! 10=5 EDT=NC2D ## Hours 1
MAP_DTL! 11=6 ## Hours type
MAP_DTL! 12=7 EDT=NC2D ## Hours 2
MAP_DTL! 13=8 ## Hours type3
MAP_DTL! 14=9 EDT=NC2D ## Hours 3
MAP_DTL! 6=16 EDT=D01 ## Period start date
MAP_DTL! 21=25 ## Special pay type
MAP_DTL! 22=26 ## Special pay description
MAP_DTL! 23=27 EDT=NC3D ## Special pay rate
MAP_DTL! 24=28 ## Workmans comp code
MAP_DTL! 25=29 ## TDE Code-1
MAP_DTL! 26=30 EDT=NC2D ## TDE Amount-1
MAP_DTL! 27=31 ## TDE SEP-CHK-1
MAP_DTL! 28=32 ## TDE Code-2
MAP_DTL! 29=33 EDT=NC2D ## TDE AMT-2
MAP_DTL! 30=34 ## TDE SEP-CHK-2
MAP_DTL! 43=35 EDT=NC2D ## Weeks Worked
MAP_DTL! 44=36 EDT=NC3D ## Accrued vacation
MAP_DTL! 45=37 EDT=NC3D ## Accrued sick
MAP_DTL! 46=38 EDT=NC0D ## Advance vac wks to pay
MAP_DTL! 47=39 EDT=NC2D ## Wrk units this pay period
```

The following CSV data contains two records that match the Import edits example above.

"Palmer, Edward

W.",1,987773889,8,,3,30,,0,,210,7,1,1,3,3/8/2005,3/14/2005,1,0,3,1,0,3,,,,,B1,100.01,N,B02,15.22,N,,,,,

"Palmer, Edward

W.",1,987773889,3,15,,,,0,,210,7,1,1,3,3/8/2005,3/14/2005,1,0,3,1,0,3,,,,,B1,100.01,N,B02,15.22,N,,,,,

TimeClick Import Example

TimeClick is a time clock tracking software. You may export your time entries from TimeClick and import these into PBS time worked. For more information on TimeClick, see <http://www.timeclick.com/>.

The following screen shot is an example of a TimeClick Import Edits example:

```
MAT_REM! 1, MAT="999999999" ##Do Not Import End of File Record
MAP_DTL! 01=01 EDT=NC0      ##Empl Number
DEF_DTL! 09 DEF="1"        ##Reg Hours TYPE=1
MAP_DTL! 10=08 EDT=NC2     ##Hours Worked
DEF_DTL! 11 DEF="2"        ##OT Hours TYPE=2
MAP_DTL! 12=09 EDT=NC2     ##Over-Time Hours
```

RUNNING THE IMPORT

You must have the PBS Payroll module in order to run the Time worked data import selection.

Select

Data import from the Payroll menu selection *Time worked*. The following screen will display.

```
Data import (Time worked)

Please enter:

1. Pay period ending date      91006
2. Number of holiday hours to take
```

1. Pay period ending date

This is the ending date of the pay period for which standard payroll entries are to be generated. This field is required.

Format	MMDDYY The control file ending date is displayed as the default
Example	Type 090106

2. Number of holiday hours to take

If you want every entry to include the same amount of holiday hours, enter that amount here. For hourly employees, the amount of regular hours are reduced by the amount of holiday hours entered here. You can press <Enter> for zero.

For a salaried employee, the holiday hours are considered a part of the employee's regular salary.

Format	99.99
Example	Press <Enter>

Field number to change ?

Make any needed changes.

When finished making changes, press <Enter>.

If there are records on file, you will not be able to import the data until you have posted the existing records. If it is a transactions file a message the following will display:

```
Transactions exist! Can not import transactions.
```

If the PBS file is empty, the setting for the Control record **Process type** field determines what happens next. The settings are as follows:

Type	Description
A	<p>Automatic</p> <p>You are prompted in a Lookup to select the Control record, but from that point the program will run without operator intervention through to the end of importing the time worked transactions.</p>
P	<p>Prompt</p> <p>You are prompted to select the control record.</p> <p>If it does not find the import file, as defined in the control record, then it will prompt for the location of this import file.</p> <p>In a UNIX and Linux environment the Prompt process type functions just like the Automatic process.</p>
M	<p>Manual</p> <p>This will allow you to manually go through the import process. There is a prompt for the control record and the import file.</p> <p>You are prompted with the question “Is everything OK?” with the option of Yes or No. Selecting Yes will continue and No will end the import process.</p> <p>If you select Yes, the import will display as many records as you want to view, one at a time, or you can select A to automatically process the remaining records.</p>

For all three process types, when the import concludes you will be brought back to the menu.

Before posting, print the edit list to verify that the data is correct.

Exception Errors

When the data import is first being done some unexpected errors may occur with the data. Errors could be caused by incorrectly mapped or formatted fields, missing required fields, a missing master record or more.

If the data has errors, as determined by the import build program, you will be prompted to print an import exception report. Select a printer or print the file to disk. Review the errors to determine what needs correcting.

Then the following prompt will display.

Do you want to import the data anyway ?

Select Y to import the data and N to not import.

If you do not import the data you will have to correct either the Data Import Control record, the data you are importing or both, depending on what is appropriate. Also, you will have to move the text file from the disposition directory back to the source directory and rename the file to what is expected before you run the import again.

Before you select Y to import the data with errors, look at the error exception report. Importing the data with errors may cause unusable data in PBS. You may then have to initialize the file and re-import it anyway. In general, if the error involves a field on a PBS screen that you normally cannot change, then you will not be able to fix it after it is imported to PBS. A non-matching employee number in the employee file is considered a critical error. If this occurs, then the build program will not import that record with the non-matching number.

If the errors are minor and do not involve a lot of records, you may import the data. To correct the errors you may be able to do this in PBS through data entry. You could also delete and re-enter any transaction.

In many cases, the edit list report will detect and print errors. We recommend that you print the edit list before posting. Use data entry to correct any errors found on the edit list.

Testing the Import

In the beginning when you set up the *Data Import maintenance*, you may have to run several import tests in order to get the field mapping set as needed.

You can run the data import multiple times, but there are several steps that you have to do to reset the data files.

Following the import of data you may initialize the following files using the Payroll initialization utilities.

File name	File description
TIMTRX	Time transaction file
TIMDIS	Time transaction distribution file
TIMLCK	Time transaction lock file

You will have to replace the CSV file that is being imported. This file will be re-located and renamed based on the setting of [8. Disposition](#) field in the Control record.

TIMECLICK™ DATA IMPORT

TimeClick software is a employee time tracking software that records the clock in and clock out time for each employee.

In order to export data from TimeClick, you must have the TimeClick software installed on your server and your employees must be clocking in and out. If you do not have TimeClick, go to timeclick.com.

You may export your employee time worked data from TimeClick and import that data into PBS Payroll using Data Import Manager. The set up and processing steps are in the [TimeClicktoPBS Interface.PDF](#) document.

G/L Distribution Transactions

This chapter contains the following topics:

Distribution Import Introduction
Import Requirements
Running the Import

DISTRIBUTION IMPORT INTRODUCTION

This chapter describes the PBS Build Program field format details for General Ledger Distributions. This allows you to setup the *Data import maintenance* record so that the G/L Distribution data is mapped and formatted properly for the import.

The field by field specifications for the import is entered in the [Import Edits](#) screen section of the *Data import maintenance*. All input fields that you see on the G/L distributions data entry screen can be imported. Once the data is imported, run the Edit List and/or Post the transactions.

For a description of each G/L distribution field, see the PBS General Ledger User documentation.

IMPORT REQUIREMENTS

In PBS General Ledger Distribution is one file or table. Distributions consists of 16 fields that can be imported.

In the Data type column a **D** is a date field, an **N** is a number field and an **A** is an Alphanumeric field. See the [Data Field Edit Rules](#) in chapter 3 for more information on how to format these data types.

The [Sandbox](#) field is represented with a number. These are the outbound numbers needed for entering the Control record information into *Data import maintenance*. Inbound field numbers are determined by the external application that produces the import file.

Transaction Record

The first nine fields, plus the program generated sequence number field, make up the primary key to the file. If Job Cost is not interfaced, fields 6 through 9 are zeroed or cleared and the primary key will simply be the account number (fields 1-4), distribution date and the generated sequence number.

When the import makes a new journal entry and the record already exists for the same account number, date, amount (debit or credit), source, and reference; the edit list will report a warning to this effect.

Here is a table that illustrates the contents and field characteristics of the header record.

Sandbox Field	Field Name	Data Type	Required	Validation by the Build Program
1	Distribution Main Account Number	A8	Y	The import program will search through the Chart of Accounts to validate the number. If a matching value is not found, the account will print on the error exception report. Therefore this value must be provided and it must be correct. The import program determines whether the account number is alpha or numeric based on the setup in <i>Company information</i> .
2	Distribution Sub-Account Number	A8	N	If the sub-account is not being used based on <i>Company information</i> , this field is not imported. Otherwise the program uses the same rules as import field 1 Main account.
3	Distribution Profit Center 1	A8	N	If the Profit Center 1 is not being used based on <i>Company information</i> , this field is not imported. Otherwise it uses the same rules as the import field 1 Main account.

Sandbox Field	Field Name	Data Type	Required	Validation by the Build Program
4	Distribution Profit Center 2	A8	N	If the Profit Center 2 is not being used based on <i>Company information</i> , this field is not imported. Otherwise it uses the same rules as the import field 1 Main account.
5	Distribution Date	D8	Y	This is the distribution date of this transaction. The date should be within the GL Period however all distribution dates should be accepted as the edit list and posting programs will warn of out-of-period postings.
6	Job Number	A7	N	If Job Cost is interfaced, this is the job number it will distribute to. The job number is validated.
7	Sub-job Number	N3	N	If Job Cost is interfaced, this is the sub-job number it will distribute to. If this job has sub-jobs and the job number field is not empty, this field must be present and validated. With one exception - this field can be empty even when a job has sub-jobs if the transaction is for recognition of profit (see below under category code).
8	Change Order Number	N3	N	If Job Cost is interfaced this is the change order number to be distributed to. This value can be empty indicating that this is not a change order. If it is not empty it will be validated.
9	Category Number	N7	N	If Job Cost is interfaced this is the category number it will distribute to. If this is a cost type transaction this field must be present and validated. The cost item specified by job, sub-job, change order and category must be a direct cost item. If this field is zero, blank or empty the transaction is treated as a recognition of profit.
10	Distribution Amount	N12.2S	Y	This is the distribution amount.
11	Document Source	A10	N	When getting distributions from the various PBS modules, the PBS standard is set this field to "AP", "AR", "IC", or

Sandbox Field	Field Name	Data Type	Required	Validation by the Build Program
				<p>“PR”.</p> <p>When importing, you can set it to any value desired. If the field being imported is blank or empty this field is set to “IMP-COST”.</p> <p>The import program will convert any data to uppercase. Input values longer than 10 will be right-truncated.</p> <p>With job cost distributions, if the category code was left blank or empty, this field is set to “PFTREC” for profit recognition.</p>
12	Transaction Reference	A25	Y	<p>This field as a standard is set by the generating module to a customer/vendor code or some descriptive text coming from the source documents. To understand the PBS standards, see Reference and Document Number Field Values . Use the Data Import Manager to set it to any value desired. If empty, the default is “DI Import on (mmddyy)”. Input values longer than 25 will be right-truncated.</p>
13	Document Number	A15	N	<p>This is the document number from the originating program. To understand the PBS standards, see Reference and Document Number Field Values.</p> <p>You may use the import manager to set it to any value desired. This field can be blank by convention if this distribution corresponds to a summary value. Input values longer than 15 will be right-truncated.</p>

Sandbox Field	Field Name	Data Type	Required	Validation by the Build Program
14	Transaction Journal Number	A6	N	If this distribution transaction had been generated by the PBS system, the posting process would have created a journal number consisting of a 2 character application code pre-pended to a 7 digit report number of the posting journal. For example "AP0004436" would be the journal number of a voucher posted with report number 4436 as the posting register. This field is used by the Source Cross Reference report to reconstitute posting batches and although the situation is qualitatively different for an imported batch of distributions, some consideration should be made to provide content to this field so that it can be used effectively. The user can utilize import manager to set it to any value desired. Input values longer than 6 will be right-truncated. This field can be blank.
15	Accrual Reversal	A1	N	<p>Values are "Y" or "N". The import program defaults to "N" if a "Y" value is not provided.</p> <p>If set to "Y" the posting program posts a reversing entry for this transaction, into the first day of the next month. If set to "Y" the program will check the Source field to verify the value is "ACCRUE". If it is not, the import record will print on the Exception Report as an error.</p> <p>See the Note on the next field.</p>
16	Correction Flag	A1	N	<p>Values are "Y" or "N". The import program defaults to "N" if a "Y" value is not provided. If "Y", the transaction will be posted to the G/L as a correcting entry.</p> <p>Note: Both the Accrual Reversal and this field can not be "Y". If both are set to "Y" it is an error, the transaction will not process and it will print on the Exception Report.</p>

Reference and Document Number Field Values

The Reference and Document fields are automatically filled by the various sub-ledgers in PBS with values appropriate to the function of the sub-ledger. For those wishing to use similar values for these two fields as those automatically generated by the sub-ledger, the following is a list of typical values and can be used as a guide:

Module source	Reference Source	Document
AP	Vendor name or reference	Invoice number for expenses & new A/P added; check number for payments and discounts
AR	Customer Name	Document number used in A/R (typically, invoice number)
CR	Payee / Comment	blank
IC	"Income" for type 1 trx	Document number used in transaction
	"Cost of goods sold" for type 2 trx	Document number used in transaction
	"Inventory adjustment" for type 3 trx	Document number used in transaction
	"Inventory liabilities" for type 4 trx	Document number used in transaction
	"Inventory value" for type 5 trx	Document number used in transaction
JC	"From Job Cost"	blank
PR	Employee name	Check number

RUNNING THE IMPORT

You must have the PBS General Ledger module in order to run the Distributions data import selection.

Select

Data import from the General Ledger menu selection *Distributions*.

If there are records on file, you will not be able to import the data until you have posted the existing records. If it is a transactions file a message the following will display:

```
Transactions exist! Can not import transactions.
```

If the PBS file is empty, the setting for the Control record **Process type** field determines what happens next. The settings are as follows:

Type	Description
A	Automatic You are prompted in a Lookup to select the Data Import Control record. From that point the program will run without operator intervention through to the end of importing the distributions.
P	Prompt You are prompted to select the control record. If it does not find the import file, as defined in the control record, then it will prompt for the location of this import file. In a UNIX and Linux environment the Prompt process type functions just like the Automatic process.
M	Manual This will allow you to manually go through the import process. There is a prompt for the control record and the import file. You are prompted with the question "Is everything OK?" with the option of Yes or No. Selecting Yes will continue and No will end the import process. If you select Yes, the import will display as many records as you want to view, one at a time, or you can select A to automatically process the remaining records.

For all three process types, when the import concludes you will be brought back to the menu.

Before posting, print the edit list to verify that the data is correct.

Exception Errors

When the data import is first being done some unexpected errors may occur with the data. Errors could be caused by incorrectly mapped or formatted fields, missing required fields, a missing master record or more.

If the data has errors, as determined by the import build program, you will be prompted to print an import exception report. Select a printer or print the file to disk. Review the errors to determine what needs correcting.

Then the following prompt will display.

Do you want to import the data anyway ?

Select Y to import the data and N to not import.

If you do not import the data, you will have to correct either the Data Import Manager Control record, the data you are importing or both depending on what is appropriate. Also, you will have to move the text file from the disposition directory back to the source directory and rename the file to what is expected before you run the import again.

Before you select Y to import the data with errors, look at the error exception report. Those records that have errors will not be imported. Depending on how much data entry would be needed, you may elect to import the good records and data enter the records with errors.

In many cases, the edit list report will detect and print errors as well. We recommend that you print the edit list before posting. The way to correct errors detected by the edit list is through data entry.

A/R Customers

This chapter contains the following topics:

[Customer Import Introduction](#)

[Import Requirements](#)

[Running the Import](#)

CUSTOMER IMPORT INTRODUCTION

This chapter describes the PBS Build Program field format details for Accounts Receivable Customers. This allows you to set up the *Data import maintenance* record so that customer data is mapped and formatted properly for the import.

The field by field specifications for the import is entered in the [Import Edits](#) screen section of *Data import maintenance*. Most user input fields on the customer data entry screens can be imported. Once the data is imported, run the customer reports or validate the data.

For a description of each customer field, see the PBS Accounts Receivable User documentation.

IMPORT REQUIREMENTS

In PBS, the *Customers* are stored in one file / table. Customers consist of many fields that can be imported.

The Sand box is an intermediate file when importing the data. The Sandbox field is represented with a number. These are the outbound numbers needed for entering the Control record information into *Data import maintenance*. Inbound field numbers are determined by the external application that produces the import file.

Required Fields

The *Required* column indicates if a value is needed for the field. If a value is required (Y), then you must either supply a value or in some cases a default value will be supplied for you. An “N” indicates that a value is not required.

Adding vs. Changing a Record

The ‘Allow update’ column refers to which fields that can be changed if the customer number is already in a record. If there is a “Y” in the column and the customer number already exists, then an update is allowed. An “N” indicates that it will not be changed.

When adding a record, default values will be provided for some fields, if there is no data being imported for the field. When changing a record no defaulting is done. In other words, if any field that can be changed during an update is not provided the program does not change the field based on the defaults when adding a record.

The [Sandbox](#) field is represented with a number. These are the outbound numbers needed for entering the Control record information into *Data import maintenance*. Inbound field numbers are determined by the external application that produces the import file.

There is a setup in the Control record that indicates whether the import will allow an update or an add. See the [Data Import Maintenance](#) chapter for more information on this field.

Control File Fields

There are several control file settings that relate specifically to importing customers. They are the following:

6. Mode

The customer import has two mode choices. They are the following:

MODE	DESCRIPTION
A	Used for adding records.
C	Used for changing records.

You cannot add and change records using the same control record. If you have an import file that contains both records needed for updating existing data and creating new data you must set up two data import control records. One is used for adding and the other for changing. Then you must import the same file twice.

Format	One letter, A, or C
Example	Type C

7. Whs

Do not enter a value for this field.

8. Vendor

Do not enter a value for this field.

Master File Record

The first nine fields, plus the program generated sequence number field, make up the primary key to the file.

In the Data type column a **D** is a date field, an **N** is a number field and an **A** is an Alphanumeric field. See the [Data Field Edit Rules](#) in chapter 3 for more information on how to format these data types.

Here is a table that illustrates the contents and field characteristics of the header record.

Sandbox Field	Field Name	Data Type	Required	Allow Update?	Validation by the Build Program
1	Customer number	A12	Y	N	This field is the primary key. If a matching customer number already exists the import program will only update the record. If the number lowercase it is converted to uppercase. If the customer number is longer than 12 characters it will not import the record and an error will be written to the exception report Spaces are allowed.

Sandbox Field	Field Name	Data Type	Required	Allow Update?	Validation by the Build Program
2	Customer name display flag	A1	Y	N	Must be either "C" for "Company" or "P" for "Person". When adding a record, if no value is provided, the default is "C". Import fields 3 through 5 depend on how you supply this value. If it is a "C", then it imports field 3. If the value is "P" then it imports fields 4 and 5.
3	Customer name	A50	N	Y	See import field 2.
4	Customer last name	A30	N	Y	See import field 2.
5	Customer first name	A20	N	Y	See import field 2.
6	Address 1	A60	N	Y	
7	Address 2	A60	N	Y	
8	City	A45	N	Y	
9	State	A23	N	Y	This field gets converted to uppercase.
10	Zip code	A15	Y	Y	This field gets converted to uppercase.
11	Country	A3	N	Y	
12	Contact 1	A50	Y	Y	Fields 12 through 15 get imported to a contact record (CONTAC) as contact number 1.
13	Phone number 1	A25	N	Y	This field gets converted to uppercase.
14	Fax number 1	A25	N	Y	This field gets converted to uppercase.
15	Email number 1	A128	N	Y	
16	Contact 2	A50	N	Y	Fields 16 through 19 get imported to a contact record (CONTAC) as contact number 2.
17	Phone number for contact 2	A25	N	Y	This field gets converted to uppercase.
18	Fax number for contact 2	A25	N	Y	This field gets converted to uppercase.
19	Email number	A125	N	Y	

Sandbox Field	Field Name	Data Type	Required	Allow Update?	Validation by the Build Program
	contact 2				
20	A/R account profit center 1	A8	S	N	The use of this field is based on the setup in <i>Company information</i> . If you are not using profit centers this field does not require a value. If no matching data is found and this field is required it will print on the exception report.
21	A/R account profit center 2	A8	Y	N	The use of this field is based on the setup in <i>Company information</i> . If you are not using profit centers this field does not require a value. If no matching data is found and this field is required it will print on the exception report.
22	A/R main account	A8	Y	N	The use of this field is based on the setup in <i>Company information</i> . If no matching data is found it will print on the exception report.
23	A/R sub account	A8	Y	N	The use of this field is based on the account setup in <i>Company information</i> . If you are not using sub accounts this field does not require a value. If no matching data is found and this field is required it will print on the exception report.
24	Sales rep. number	A3	Y	N	This field is only required if <i>A/R Control information</i> indicates so. The sales rep. number must be in Sales reps.
25	Customer SIC code	A6	N	Y	This field gets converted to uppercase.
26	Sales territory	A3	N	Y	
27	Ship zone	A2	N	Y	This field gets converted to uppercase.
28	Last invoice number	A8	N	N	
29	Customer type	A5	N	Y	This field gets converted to uppercase.

Sandbox Field	Field Name	Data Type	Required	Allow Update?	Validation by the Build Program
30	Balance method	A1	Y	Y	Only "O" for open item or "B" for balance forward are allowed. Value defaults to "O" if nothing is provided.
31	Statement cycle	A1	Y	N	
32	Credit hold flag	A1	N	Y	"H" indicates the customer is on hold and "blank" indicates the customer is not on hold. If no value is provided, the default value is "blank".
33	Credit limit	N12S	N	Y	Defaults to zeros if no value is provided. Importing all 9's would indicate unlimited credit.
34	Credit rating	A4	N	Y	The data is converted to uppercase.
35	Return check date	D	N	N	Defaults to zeros if no value is provided.
36	Return check count	N3	N	N	Defaults to zeros if no value is provided.
37	Use finance charges	A1	N	Y	Only a "Y" or "N" is allowed. If no value is provided it defaults to "Y".
38	Use back orders	A1	N	Y	Only a "Y" or "N" is allowed. If no value is provided it defaults to "Y".
39	Next month average days to pay	N10.2S	N	N	Defaults to zeros if no value is provided.
40	Commission percent	N3.3	N	Y	If commissions are based on sales reps as indicated in the <i>A/R Control information</i> , this field is not imported. If based on the customer, an import is allowed. The value defaults to zeros if not provided.
41	Commission method	A1	N	Y	If commissions are based on customers, per <i>A/R Control information</i> , this field is either "P" for "Commission on Price" or "M" for "Margin"; otherwise it is blank.

Sandbox Field	Field Name	Data Type	Required	Allow Update?	Validation by the Build Program
42	Accept partial shipments	A1	N	Y	Either a "Y" or "N" is accepted. If not provided in the import file it is defaulted to "Y".
43	Ship via	A3	N	Y	If no value is provided or does not match a value in the codes file a warning will print on the exception report.
44	Payment terms	A3	Y	Y	If no value is provided or does not match a value in the codes file a warning will print on the exception report.
45	Discount percent	N2.3S	N	Y	Defaults to zeros if no value is provided.
46	Tax code	A3	Y	Y	If no value is provided or does not match a value in tax codes, a warning will print on the exception report. The data gets converted to uppercase.
47	Tax exempt number	A20	N	Y	Blank if no value and converted to uppercase.
48	First sales date	D8	N	N	Defaults to zeros if no value is provided.
49	Comment	A65	N	Y	
50	Open balance	12.2S	N	N	Defaults to zeros if no value is provided.
51	Unposted balance	12.2S	N	N	Defaults to zeros if no value is provided.
52	Sales next period	N12.2S	N	N	Defaults to zeros when adding a record.
53	Sales period to date	N12.2S	N	N	Defaults to zeros if no value is provided.
54	Sales year to date	N12.2S	N	N	Defaults to zeros if no value is provided.
55	Sales last year end	N12.2S	N	N	Defaults to zeros if no value is provided.
56	Cost next period	N12.2S	N	N	Defaults to zeros if no value is provided.

Sandbox Field	Field Name	Data Type	Required	Allow Update?	Validation by the Build Program
57	Cost period to date	N12.2S	N	N	Defaults to zeros if no value is provided.
58	Cost year to date	N12.2S	N	N	Defaults to zeros if no value is provided.
59	Cost last year end	N10.2S	N	N	Defaults to zeros if no value is provided.
60	Commission next period	N10.2S	N	N	Defaults to zeros if no value is provided.
61	Commission period to date	N10.2S	N	N	Defaults to zeros when adding a record.
62	Commission year to date	N10.2S	N	N	Defaults to zeros when adding a record.
63	Commissions last year end	N10.2S	N	N	Defaults to zeros when adding a record.
64	Payments next period	N12.2S	N	N	Defaults to zeros when adding a record.
65	Payments period to date	N12.2S	N	N	Defaults to zeros if no value is provided.
66	Payments year to date	N12.2S	N	N	Defaults to zeros if no value is provided.
67	Payments last year end	N12.2S	N	N	Defaults to zeros if no value is provided.
68	Finance charge next period	N10.2S	N	N	Defaults to zeros if no value is provided.
69	Finance charge period to date	N10.2S	N	N	Defaults to zeros if no value is provided.
70	Finance charge year to date	N10.2S	N	N	Defaults to zeros if no value is provided.
71	Finance charge last year	N10.2S	N	N	Defaults to zeros if no value is provided.
72	Last sale amount	N12.2S	N	N	Defaults to zeros if no value is provided.

Sandbox Field	Field Name	Data Type	Required	Allow Update?	Validation by the Build Program
73	Last sale date	D8	N	N	Defaults to zeros if no value is provided.
74	Last statement amount	N12.2S	N	N	Defaults to zeros if no value is provided.
75	Last statement date	D8	N	N	Defaults to zeros if no value is provided.
76	Last payment amount	N12.2S	N	N	Defaults to zeros if no value is provided.
77	Last payment date	D8	N	N	Defaults to zeros if no value is provided.
78	Last finance charge amount	N10.2S	N	N	Defaults to zeros if no value is provided.
79	Last finance charge date	D8	N	N	Defaults to zeros if no value is provided.
80	Past due amount	N11.2S	N	N	Defaults to zeros if no value is provided.
81	Calculated past due last date	D8	N	N	Defaults to zeros if no value is provided.
82	Last no sufficient funds date	D8	N	N	Defaults to zeros if no value is provided.
83	Last no sufficient funds amount	N11.2S	N	N	Defaults to zeros if no value is provided.
84	User defined field 1	A16	N	N	Only used if setup in <i>A/R Control information</i> .
85	User defined field 2	A10	N	Y	Only used if setup in <i>A/R Control information</i> .
86	User defined field 3	A10	N	Y	Only used if setup in <i>A/R Control information</i> .
87	Requires purchase order	A1	Y	Y	Either "Y" or "N" is accepted. If no value is provided when adding a record, it defaults to "Y".
88	Default cost center 1 or sub-	A8	Y	Y	This field is validated against entries in

Sandbox Field	Field Name	Data Type	Required	Allow Update?	Validation by the Build Program
	account				profit centers/sub accounts. If you are not using sub-accounts or profit centers this field should not be populated. This will default to what is in the <i>A/R Control information</i> (Default sub account field), if not provided.
89	Default cost center 2	A8	Y	Y	This field is validated against in profit centers/sub accounts. If you are not using sub-accounts or profit center 2 this field should not be populated. This field default to what is in entered in <i>A/R Control information</i> (Default sub account field), if not provided.
90	Middle initial	A	N		Contact middle initial.
91	Suffix	A	N		Contact middle initial.
92	Address 3	A60	N		Customer address 3.
93	Address 4	A60	N		Customer address 4.
94	County	A45	N		Customer county.
95	Web site	A	N		This field is not being used.

RUNNING THE IMPORT

You must have the PBS Accounts Receivable module in order to run the Customer data import selection.

Select

Data import customers from the Accounts Receivable menu selection *Utility*.

If the PBS file is empty, the setting for the Control record **Process type** field determines what happens next. The settings are as follows:

Type	Description
A	Automatic You are prompted in a Lookup to select the Control record, but from that point the program will run without operator intervention through to the end of importing customers.
P	Prompt You are prompted to select the control record. If it does not find the import file, as defined in the control record, then it will prompt for the location of this import file. In a UNIX and Linux environment the Prompt process type functions just like the Automatic process.
M	Manual This will allow you to manually go through the import process. There is a prompt for the control record and the import file. You are prompted with the question "Is everything OK?" with the option of Yes or No. Selecting Yes will continue and No will end the import process. If you select Yes, the import will display as many records as you want to view, one at a time, or you can select A to automatically process the remaining records.

For all three process types, when the import concludes you will be brought back to the menu.

After importing print the *By customer #* report using the full format or view the records to verify that the data is correct.

Exception Errors

When the data import is first being done some unexpected errors may occur with the data. Errors could be caused by incorrectly mapped or formatted fields, missing required fields, a missing master record or more.

If the data has errors, as determined by the import build program, you will be prompted to print an import exception report. Select a printer or print the file to disk. Review the errors to determine what needs correcting.

Then the following prompt will display.

Do you want to import the data anyway ?

Select Y to import the data and N to not import.

If you do not import the data you will have to correct either the Data Import Manager Control record, the data you are importing or both depending on what is appropriate. Also, you will have to move the text file from the disposition directory back to the source directory and rename the file to what is expected before you run the import again.

Before you select Y to import the data with errors, look at the error exception report. Those records that have errors will not be imported. You may elect to import the good records and data enter the records with errors, depending on how much data entry is needed.

In many cases, the *By customer #* report will reveal and print errors as well. We recommend that you print the report following every import. The way to correct these errors is through data entry.

I/C Items

This chapter contains the following topics:

Item Import Introduction
Import Requirements
Import Edits Example
Running the Import

ITEM IMPORT INTRODUCTION

This chapter describes the PBS Build Program field format details for importing Inventory Control Items. You may use this information to help you with the setup of the *Data import maintenance* record so that Item data is mapped and formatted properly for the import.

The field by field specifications for the import is entered in the *Import Edits* screen section of *Data import maintenance*. This import function currently supports (R)eceivings, (S)ales, (C)redit Memos, general (A)adjustments, specific (L)ayer adjustments and warehouse (T)ransfers. Job Usage transactions are not supported.

Most of the corresponding user input fields on the Inventory (Enter) data entry screens can be imported. However, there are some fields that cannot be imported and these are described in this chapter. LIFO/FIFO is supported using the same rules as the existing manual program used. Adjustment transactions are supported with the following notes:

Upward and downward transactions are automatically created based on the sign of the adjusted quantity.

- An **A** type transaction is used for all adjustment transactions except those involving specific layers when LIFO/FIFO has been setup. In this case the transaction type is “L”. Adjustments will be made consistent with the transaction rules for the equivalent manual entry screens. Specifically in the case of LIFO/FIFO setups, an A transaction corresponds to a general layer adjustment. In this case, for downward adjustments the program sets up a balance backward adjustment cycle starting with the first available layer and decrementing it to zero and proceeding backward until the adjustment is satisfied. (Layers may be deleted in the process of posting these transactions.) Upward general adjustments, when posted, create a new layer with the transaction date as the layer data.
- An **L** type of transaction is a transaction that allows upward or downward adjustment (including to zero) of a specific layer identified by date. In this case the transaction date is the layer date and the following six fields will be validated before the transaction is considered valid: Item-cd, Warehouse, Lot/Serial number (if applicable), Receipt date (=Transaction date = Layer date), Cost (=Layer cost), and Document number.

Note

In PBS Version 12.03 and earlier, the specific layer adjustment had a transaction type of “S”. As of v12.04 and later this has been changed to “L” (layer) to accommodate the addition of Sales transactions. Any import templates prior to 12.04 will have to have a layer oriented adjustment changed from “S” to “L”.

Serial numbers are supported with the following notes:

- Up to 200 serial numbers can be specified for each DI import record.

Other notes by transaction type:

- For Receiving (R) transactions the following additional fields can be entered: New/Used flag, PO#, Source, and Reference.
- For Sales Transactions (S) the item description can be entered and this will override the first line of the item description coming from the Item file.
- For Transfers (T), the following additional fields can be entered: Reference.
- The program will optionally update the receiving/replacement cost field of the Item file (c.f. Sandbox field 10) – for "R" and "C" transaction types.
- The program will optionally update the Price-1 through Price-5 fields of the Item file and the Warehouse Location Code of the Status file. (C.f. Sandbox fields 11-15). For "A" and "R" type transactions
- For each input record the above fields can be specified once for all serial numbers for that input record. That means that all serial numbers for one input record get the same set of values for the fields specified above.

Since the purpose of the Data Import is to duplicate as far as possible the functionality of the equivalent PBS data entry screen, this DI function has a somewhat complex set of rules for what fields are used under what transaction types. Using the PBS Inventory Transactions entry screen as the reference, there is a common area for all transaction types with a common set of fields to be entered and a multi-tab area for additional fields specific to each of the transaction types.

The following table outlines the fields specific to each transaction type – i.e. the fields that would have to be entered in the area with specific tabs for each transaction type (see the PBS Inventory Transaction screen for reference). Some of these fields "re-use" data fields used by other transaction types. For example an Adjustment transaction has available to it all four segments of the GL account code for the Adjustment distribution acct. However, while for the Sales Transactions, the account number comes from the item code, the sub-account can be entered as part of the transaction itself. Therefore the program uses the Sub-Account field of the Adj. GL Acct for this purpose. The numbers in the cells correspond to the Sandbox field numbers used below.

Field in the tabbed section of the transaction screen.	New Location	Comment	New Price 1 or Price per Unit	New Price 2-5	Aju. G/L acct (PC1, PC2, Account)	Adj. G/L acct (Sub-acct) or Sales sub-acct	"to" Whse (Whse #2)
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Receivings

For a description of each item field, see the PBS Inventory Control User documentation.

IMPORT REQUIREMENTS

In PBS the Items are in one file. The Item file consists of many fields that can be imported.

In the Data type column a **D** is a date field, an **N** is a number field and an **A** is an alphanumeric field. See the [Data Field Edit Rules](#) in chapter 3 for more information on how to format these data types.

The [Sandbox](#) field is represented with a number. These are the outbound numbers needed for entering the Control record information into *Data import maintenance*. Inbound field numbers are determined by the external application that produces the import file.

Control File Settings

There are several control file settings that relate specifically to importing items. They are the following:

6. Mode

The item import has four mode choices. They are the following:

MODE	DESCRIPTION
A	Used for adding records. Items, status and vendor item are added. Status record may only be added depending on the value in the warehouse field.
B	Used for adding Item and Status records but not Vendor item records.
C	Used for changing records. Item records and status records are changed.
V	Used for changing records. *

* Using the V option:

- When using the "V" option the program uses a cross-reference file that links Vendor ID (from the Data Import Control file) + Vendor Product number (field 13 of the Sandbox) back to the Item Number. This provides the access to the IC Item file, IC Status file and PO Vendor Item file based on item number.
- The Item ID (field 1 of the Sandbox) is not required for the use of the "V" option. Depending on whether or not PO has been installed and what fields are being updated, the I/C Item file, I/C Status file and the P/O Vendor Item file will be updated.

- If P/O is installed the P/O VENKEY file is used for the cross-reference. It is automatically built and maintained by the I/C Item and P/O Vendor Item maintenance functions. Although the P/O Vendor item file -Vendor ID field has been validated as part of the creation of the Vendor Item itself, the P/O Vendor item file -Vendor Product code field has no way of being validated and is in effect just an arbitrary alpha string as far as the system is concerned. If P/O has not been installed then the I/C Item file - Primary Vendor field and I/C Item file - Vendor Product code field are used to build the cross-reference and neither of these are validated. This means that for meaningful matches to occur between the inbound CSV file and the I/C and P/O files to be updated, careful attention to consistency of the match fields (vendor id and vendor product) must have been maintained.

You cannot add and change records using the same control record. If you have an import file that contains both records needed for updating existing data and creating new data you must set up two data import control records. One is to be used for adding and the other for changing. Then you must import the same file twice.

Format	One letter, A, B, C or V
Example	Type A

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If you enter an !N in this field it will *not* create a status record for each new item. A blank entry is the same as Central warehouse.

Format	Two characters, leave blank for Central warehouse or if you are using only one warehouse. If you do not want to update a warehouse enter !N.
Example	Select <Enter>

You cannot update more than one warehouse at a time. There is a utility in PBS that will allow you to create additional status records.

8. Vendor

Enter a value here if you are using the V mode. Otherwise leave it blank.

Format	Six characters
Example	Select <Enter>

You cannot update more than one vendor's items at a time.

Item File Fields

The first nine fields, plus the program generated sequence number field, make up the primary key to items. Here is a table that illustrates the contents and field characteristics of items:

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
1	Item number	A15	Y - except when using the "V" option	<p>Either the Items item number or bar-code number can be used to match a record in the import file to a record in Items. An item number match is attempted first, followed by matching the bar-code number. To change the bar-code, the Item code must match. If no match is found, and the Application run flag-1 is set to "A", adding a new record is implied. If it is set to "C" no match is found, the record should be added to the error list and skipped.</p> <p>A blank item code is not allowed and an error will print on the exception report if this occurs.</p>

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
2	Bar code	A20	N	<p>The bar code is optional. However it can also be used to identify a record to be changed.</p> <p>It does have some special rules: For add-mode, if the bar code is specified in the input source, it must not already exist on file, if it does, the record will not be created and will be logged as an error in Exception report. In change mode (“C” and “V”) if the Item Number (import field 1) or Vendor ID/Vendor Product Code was used to match this record the bar code is treated as data, i.e. the imported bar code will update the record. If the existing item record already has a bar code entry the (old) one will be deleted. The program will distinguish between an “empty” input bar code field, meaning this field is not used; from a blank which means clear (delete) any existing bar code for this entry.</p> <p>In change mode (“C” but not “V”), if the source Item code is empty, the bar code will be used to identify the Item Code to be updated. A change to the bar code number cannot be made in this case. Using the bar code as the means of identifying the Item record to be updated merely provides a second way of identifying the record for change. In effect, the bar code is used to identify the corresponding Item number and then the program proceeds as if the Item number had been specified in the first place.</p>
3	Description 1	A25	Y	
4	Description 2	A25	N	
5	Description 3	A25	N	
6.	Description 4	A25	N	

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
7	Track flag	A1	Y	There are four valid entries: N= normal S= serialized D= lot detail W=warranty This value is defaulted to "N" if the field is blank.
8	Item type	A1	Y	There are only three valid entries: 1 = Merchandise 2 = Sub assembly 3 = Kit This value is defaulted to "1" if the field is blank.
9	Item status	A1	Y	This is validated against the entries in <i>Status codes</i> . The default is A for active.
10	Category	A5	N	If category is being imported, it is validated against the entries in <i>Categories</i> . This field can be left empty. If empty, import field 11 (sub-category) is ignored.
11	Sub category	A5	N	This is validated against the in <i>Sub categories</i> .
12	Primary vendor	A6	N	If a value exists, it must be validated against the <i>Vendors</i> if A/P is present on the PBS system and installed for this company. If empty, fields 12 -15 are ignored.
13	Vendor product number	A15	N	
14	Vendor lead time	N9.3S	N	If the import field is empty, it defaults to zero in <i>Items</i> .
15	Vendor minimum order	N6.3S	N	If the import field is empty, it defaults to zero in <i>Items</i> .
16	Vendor unit of measure	A4	N	If the import field is empty, it defaults to zero in <i>Items</i> .
17	Stocking unit of measure	X4	Y	Must be defaulted and validated against the units of measure file.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
18	Pricing unit of measure	A4	Y	Must be defaulted and validated against an entry in <i>Units</i> .
19	Conversion factor	N7.5	N	If the import field is empty, this defaults to 1.
20	Price code	A2	N	If there is a value it is validated against an entry in <i>Price codes</i> . If no value is found, the field defaults to blank.
21	Item price 1	N7.5S	N	When adding an item if no value is provided, the price defaults to zero.
22	Item price 2	N7.5S	N	If provided, the price must be less than price 1. If not provided when adding an item, the price defaults to zero.
23	Item price 3	N7.5S	N	If provided, the price must be less than price 2. If not provided when adding an item, the price defaults to zero.
24	Item price 4	N7.5S	N	If provided, must be less than price 3. If not provided on an add, this defaults to zero.
25	Item price 5	N7.5S	N	If provided, the price must be less than price 4. If not provided when adding an item, the price defaults to zero.
26	Average cost	N6.5S	N	If the inventory valuation method is <i>Standard cost</i> this field is ignored. Otherwise it will import the value provided. If no value is provided when adding an item this field defaults to zero.
27	Standard cost	N6.5S	N	If the Inventory Valuation Method is standard cost, then the value is used. With any other costing method the a value would be ignored. If no value provided on an add, then it defaults to zero.
28	Replacement cost	N6.5S	N	If no value provided on an add, it defaults to zero.
29	Alternate unit of measure 1	X4	N	It is validated against the unit of measure file if provided on an add. If not provided it defaults to spaces.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
30	Alternate unit of measure 2	X4	N	It is validated against the unit of measure file if provided on an add. If not provided it defaults to spaces.
31	Preferred unit of measure	N1	N	This value should be ignored unless both fields 66 and 67 are entered. If entered and not-ignored it is validated against the an entry in <i>Units</i> .
32	Weight	N5.2	N	If not provided during the import, the program defaults the value to zero.
33	Weight unit	A4	C	If a weight is imported the weight unit must also be provided when adding an item. It is validated against entries in <i>Units</i> .
34	Height	N5.3	N	If not provided when adding an item, it defaults to zero.
35	Height unit	A4	C	If the height has been entered a valid height unit must be entered. It is validated against the entries in <i>Units</i> . If the height has not been entered this field will be ignored and will be defaulted as blank.
36	Width	N5.3	N	If not provided, it defaults to zero when adding an item.
37	Width unit	A4	C	If the width has been entered a valid width unit must be entered. It is validated against the entries in <i>Units</i> . If the width has not been entered this field will be ignored and will be defaulted as blank.
38	Depth	N5.3	N	If not provided, it defaults to zero when adding an item.
39	Depth unit	A4	C	If the depth has been entered a valid depth unit must be entered. It is validated against the records in <i>Units</i> . If the depth has not been entered this field will be ignored and will be defaulted as blank.
40	Date created	N8	N	If not provided when adding an item, it defaults to today's date.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
41	Drawing number	A15	N	If not provided when adding an item, it defaults to blank.
42	Revision	A15	N	If not provided when adding an item, it defaults to blank.
43	Revision date	N8	N	If not provided when adding an item, it defaults to blank.
44	Warranty code	A6	C	If not provided when adding an item, it defaults to blank. If it is a serialized item this field is required and is validated against the records in <i>Warranty programs</i> .
45	Warranty grace	N5S	N	If not provided when adding an item, it defaults to zero.
46	ABC code	A1	N	There are four valid imports, blank, A, B or C.
47	Back order code	A1	Y	There are three valid imports, B, N or X.
48	JC category	N7	N	This should only be imported if you are interfaced with Job Cost. If no value is provided, it defaults to zero.
49	Service vendor	Z6	N	If not provided on an add, it defaults to blank.
50	Commission code	A2	N	In order for this field to have an effect, commissions must be used based on <i>A/R Control information</i> .
51	Taxable code 1	X1	Y	Only a Y or N is allowed.
52	Taxable code 2	X1	Y	Only a Y or N is allowed. Fields 52 through 55 are only used if the <i>A/R Control information</i> field named <i>Taxable by tax rate</i> is set to Y. Otherwise these fields are ignored during tax processing and the value of field 51 is used.
53	Taxable code 3	X1	Y	See field 52 for an explanation.
54	Taxable code 4	X1	Y	See field 52 for an explanation.
55	Taxable code 5	X1	Y	See field 52 for an explanation.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
56	B/S inventory profit center 1	A8	Y	This field should match the format required in <i>Company information</i> and should be a value used in I/C <i>Inventory accounts</i> .
57	B/S inventory profit center 2	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
58	B/S inventory main account	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
59	B/S inventory sub account	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in the I/C <i>Inventory accounts</i> .
60	Sales profit center 1	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
61	Sales profit center 2	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
62	Sales main account	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
63	Sales sub account	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
64	Expense profit center 1	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in the I/C <i>Inventory accounts</i> .
65	Expense profit center 2	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
66	Expense main account	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
67	Expense sub account	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
68	Credit memo profit center 1	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
69	Credit memo profit center 2	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in the I/C <i>Inventory accounts</i> .
70	Credit memo main account	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
71	Credit memo sub account	A8	Y	This field should match the format required in <i>Company information</i> and should be an account entered in I/C <i>Inventory accounts</i> .
72	User defined quantity 1	N8.5S	N	This field can only be viewed and edited in <i>Items</i> if it is set up in the I/C <i>Control information</i> .
73	User defined quantity 2	N8.5S	N	This field can only be viewed and edited in <i>Items</i> if it is set up in the I/C <i>Control information</i> .
74	User defined description 1	A25	N	This field can only be viewed and edited in <i>Items</i> if it is set up in the I/C <i>Control information</i> .
75	User defined description 2	A25	N	This field can only be viewed and edited in <i>Items</i> if it is set up in the I/C <i>Control information</i> .
76	User defined	N8	N	This field can only be viewed and

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
	date 1			edited in <i>Items</i> if it is set up in the I/C <i>Control information</i> .
77	User defined date 2	N8	N	This field can only be viewed and edited in <i>Items</i> if it is set up in the I/C <i>Control information</i> .

Handling of Other Fields

The following fields are not changed during an update and have special defaults when adding a new item:

- Quantity on hand
- Current period quantity on hand
- Quantity committed
- Quantity on order
- Quantity on back order
- Quantity on work order

The Start date field is not changed during an update, but becomes the system date when adding a new item.

Status File Fields

100	Location code	X4	N	If empty defaults to blank
101	Maximum quantity	N8.5S	N	If empty, defaults to zero
102	Reorder level	N8.5S	N	If empty, defaults to zero

IMPORT EDITS EXAMPLE

The following is an example of a Import Edits setup for a item CSV file import.

MAP_DTL! 01=01	## Item number
MAP_DTL! 02=04	## Bar code
MAP_DTL! 03=02	## Description 1
MAP_DTL! 04=03	## Description 2
DEF_DTL! 09, DEF="A"	## Item status
MAP_DTL! 10=05	## Category
MAP_DTL! 11=06	## Sub category
MAP_DTL! 12=15	## Vendor
MAP_DTL! 17=07	## Stocking unit
MAP_DTL! 18=08	## Pricing unit
MAP_DTL! 21=09 EDT=NC4	## Price 1
MAP_DTL! 22=10 EDT=NC4	## Price 2
MAP_DTL! 23=11 EDT=NC4	## Price 3
MAP_DTL! 24=12 EDT=NC4	## Price 4
MAP_DTL! 25=13 EDT=NC4	## Price 5
MAP_DTL! 28=14 EDT=NC4	## Cost
DEF_DTL! 47, DEF="B"	## Back order code
DEF_DTL! 51, DEF="Y"	## Taxable 1
DEF_DTL! 52, DEF="Y"	## Taxable 2
DEF_DTL! 53, DEF="Y"	## Taxable 3
DEF_DTL! 54, DEF="Y"	## Taxable 4
DEF_DTL! 55, DEF="Y"	## Taxable 5
DEF_DTL! 56, DEF="0"	## Inventory account Pft 1
DEF_DTL! 57, DEF="0"	## Inventory account Pft 2
DEF_DTL! 58, DEF="1200"	## Inventory main account

MAP_DTL! 01=01	## Item number
DEF_DTL! 59, DEF="000"	## Inventory sub account
DEF_DTL! 60, DEF="0"	## Sales account Pft 1
DEF_DTL! 61, DEF="0"	## Sales account Pft 2
DEF_DTL! 62, DEF="4000"	## Sales main account
DEF_DTL! 63, DEF="100"	## Sales sub account
DEF_DTL! 64, DEF="0"	## Expense account Pft 1
DEF_DTL! 65, DEF="0"	## Expense account Pft 2
DEF_DTL! 66, DEF="5070"	## Sales main account
DEF_DTL! 67, DEF="100"	## Sales sub account
DEF_DTL! 68, DEF="0"	## Credit memo account Pft 1
DEF_DTL! 69, DEF="0"	## Credit memo account Pft 2
DEF_DTL! 70, DEF="5080"	## Credit memo main account
DEF_DTL! 71, DEF="100"	## Credit memo sub account
MAP_DTL! 102=16 EDT=NC2	## Re-order level
MAP_DTL! 101=17 EDT=NC2	## Maximum quantity

The following CSV data contains records that match the Import edits example above.

```

82008,SHOWER ARM POL BR 6
CARD,82008,76335820088,30,30,EA,EA,14.0512,8.9576,6.3869,5.4043,4.6837,3.5128,20050,2,4
101003,DIVERTER SPOUT ADJ CP 1/2
CPR,101003,76335901039,30,30,EA,EA,17.7028,11.2855,8.0467,6.8088,5.9009,4.4257,20050,3,6
101007,FRONT DIV SPOUT CP 1/2
FIP,101007,76335701011,30,30,EA,EA,14.592,9.3024,6.6327,5.6123,4.864,3.648,20050,3,6
    
```

RUNNING THE IMPORT

You must have the PBS Inventory Control module in order to run the Distributions data import selection.

Select

Data import items from the Inventory Control menu selection *Utility*.

The Control record **Process type** field determines what happens next. The settings are as follows:

Type	Description
A	Automatic - You are prompted in a Lookup to select the Control record, but from that point the program will run without operator intervention through to the end of importing the transactions.
P	Prompt - You are prompted to select the control record. If it does not find the import file, as defined in the control record, then it will prompt for the location of this import file. In a UNIX and Linux environment the Prompt process type functions just like the Automatic process.
M	Manual - This will allow you to manually go through the import process. There is a prompt for the control record and the import file. You are prompted with the question "Is everything OK?" with the option of Yes or No. Selecting Yes will continue and No will end the import process. If you select Yes, the import will display as many records as you want to view, one at a time, or you can select A to automatically process the remaining records.

For all three process types, when the import concludes you will be brought back to the menu.

Following and import, print the *Item by item # or desc* report to verify that the data is correct.

Exception Errors

When the data import is first being done some unexpected errors may occur with the data. Errors could be caused by incorrectly mapped or formatted fields, missing required fields, a missing master record or more.

If the data has errors, as determined by the import build program, you will be prompted to print an import exception report. Select a printer or print the file to disk. Review the errors to determine what needs correcting.

Then the following prompt will display.

Do you want to import the data anyway ?

Select Y to import the data and N to not import.

If you do not import the data you will have to correct either the Data Import Manager Control record, the data you are importing or both depending on what is appropriate. Also, you will have to move the text file from the disposition directory back to the source directory and rename the file to what is expected before you run the import again.

Before you select Y to import the data with errors, look at the error exception report. Those records that have errors will not be imported. You may elect to import the good records and data enter the records with errors, depending on how much data entry is needed.

In many cases, the item reports will reveal and print errors as well. We recommend that you print the item report following an import. The way to correct errors is through data entry.

P/O Vendor Items

This chapter contains the following topics:

[Vendor Item Import Introduction](#)

[Import Requirements](#)

[Running the Import](#)

VENDOR ITEM IMPORT INTRODUCTION

This chapter describes the PBS Build Program field format details for importing Purchase Order Vendor items. Data Import provides a setup of the *Data import maintenance* record so that vendor item data is mapped and formatted properly for the import.

The field by field specifications for the import is entered on the *Import Edits* screen section of *Data import maintenance*. See [Import Edits](#). Most user input fields on the vendor item data entry screens can be imported. Once the data is imported, the vendor item report or view the data on screen can be run to validate the data.

For a description of each vendor item field, see the PBS Purchase Order User documentation.

IMPORT REQUIREMENTS

In PBS the Vendor items are in one file. The Vendor item file consists of many fields that can be imported.

In the Data type column a **D** is a date field, an **N** is a number field and an **A** is an Alphanumeric field. See the [Data Field Edit Rules](#) in chapter 3 for more information on how to format these data types.

The [Sandbox](#) field is represented with a number. These are the outbound numbers needed for entering the Control record information into *Data import maintenance*. Inbound field numbers are determined by the external application that produces the import file.

The Required/Updated? column refers to two elements. If a value is required (Y), then you must either supply a value or a in some cases a default value will be supplied for you. An “N” indicates that a value is not required. You may update certain fields during an import when the customer record already exists. A “Y” valued indicates that you can update the field and an “N” indicates that it will not be changed. In the case of a Vendor item file records can only be changed during an import.

Additional Control File Settings for Vendor Items

There are several control file settings that relate specifically to importing vendor items. They are the following:

6. Mode

The Vendor item import has two mode choices. They are the following:

MODE	DESCRIPTION
C	Used for changing vendor item records. Item records and status records are changed. Status records are changed only if there is a warehouse entered in the warehouse field.
V	Used for changing records. The item must have a vendor number and the vendor product number. The import program locates the item records to be updated by the vendor number and vendor product number. You must enter a vendor number in field 8. Use this option with caution. There could be more than one item with the same vendor and vendor product number. If this is the case the import results could be erroneous.

Format	One letter, C or V
Example	Type C

7. Whs

No value is needed for this field. Leave it blank.

Format	Two characters, leave blank
Example	Select <Enter>

8. Vendor

Enter a value here if you are using the V mode. Otherwise leave it blank.

Format	Six characters
Example	Select <Enter>

You can only update one set of vendor’s items at a time.

Vendor Item Fields

The first nine fields, plus the program generated sequence number field, make up the primary key to the file.

Here is a table that illustrates the contents and field characteristics of the header record.

Sandbox Field	Field Name	Data Type	Required? / Updated?	Validation by the Build Program
1	Item number	A15	Y	
2	Vendor product number	A15	Y	
3	Vendor item description 1	A25	N	
4	Vendor item description 2	A25	N	
5	Unit price	N7.5S	N	
6.	Minimum order quantity	N6.3S	N	
7	Lead days	N3	N	
8	Item comment	A25	N	
9	Item ranking	N1	N	Item ranking may be 1 = Primary vendor, 2 = Secondary vendor and 3 = Tertiary vendor.

RUNNING THE IMPORT

You must have the PBS Purchase Order module in order to run the Vendor item data import selection.

Select

Data import vendor items from the Purchase Order menu selection *Utility*.

If the PBS file is empty, the setting for the Control record **Process type** field determines what happens next. The settings are as follows:

Type	Description
A	Automatic - You are prompted in a Lookup to select the Control record, but from that point the program will run without operator intervention through to the end of importing the transactions.
P	Prompt - You are prompted to select the control record. If it does not find the import file, as defined in the control record, then it will prompt for the location of this import file. In a UNIX and Linux environment the Prompt process type functions just like the Automatic process.
M	Manual - This will allow you to manually go through the import process. There is a prompt for the control record and the import file. You are prompted with the question "Is everything OK?" with the option of Yes or No. Selecting Yes will continue and No will end the import process. If you select Yes, the import will display as many records as you want to view, one at a time, or you can select A to automatically process the remaining records.

For all three process types, when the import concludes you will be brought back to the menu.

After importing, print the *Vendor items* report to verify that the data is correct.

Exception Errors

When the data import is first being done some unexpected errors may occur with the data. Errors could be caused by incorrectly mapped or formatted fields, missing required fields, a missing master record or more.

If the data has errors, as determined by the import build program, you will be prompted to print an import exception report. Select a printer or print the file to disk. Review the errors to determine what needs correcting.

Then the following prompt will display.

Do you want to import the data anyway ?

Select Y to import the data and N to not import.

If you do not import the data you will have to correct either the Data Import Manager Control record, the data you are importing or both depending on what is appropriate. Also, you will have to move the text file from the disposition directory back to the source directory and rename the file to what is expected before you run the import again.

Before you select Y to import the data with errors, look at the error exception report. Those records that have errors will not be imported. You may elect to import the good records and data enter the records with errors, depending on how much data entry is needed.

In many cases, the Vendor item report will reveal and print errors as well. We recommend that you print the report following an import. The way to correct errors is through data entry. In some cases you may have to delete a vendor item and reenter it manually.

C/R Checkbook Transactions

This chapter contains the following topics:

Checkbook Transaction Import Introduction
Import Requirements
Running the Import

CHECKBOOK TRANSACTION IMPORT INTRODUCTION

This chapter describes the PBS Build Program field format details for importing Check Reconciliation Checkbook transactions. These details allows you to setup the *Data import maintenance* record so that checkbook transaction data is mapped and formatted properly for the import.

The field by field specifications for the import is entered in the *Import Edits* screen section of the *Data import maintenance*. Most user input fields on the checkbook transaction data entry screens can be imported. Once the data is imported, the user can run the checkbook entries edit list to verify that the data has been imported properly. Following that the data can be posted to the checkbook.

Only check and deposit type transactions are allowed with this import. Adjustment and transfer types are not allowed.

For a description of each checkbook transaction field, see the Checkbook Entries chapter in the Check Reconciliation User documentation.

IMPORT REQUIREMENTS

In PBS the Checkbook transactions are in one file. The checkbook transaction file consists of many fields that can be imported.

In the Data type column a **D** is a date field, an **N** is a number field and an **A** is an Alphanumeric field. See the [Data Field Edit Rules](#) in chapter 3 for more information on how to format these data types.

The [Sandbox](#) field is represented with a number. These are the outbound numbers needed for entering the Control record information into *Data import maintenance*. Inbound field numbers are determined by the external application that produces the import file.

Master File Fields

The first nine fields, plus the program generated sequence number field, make up the primary key to the file.

Here is a table that illustrates the contents and field characteristics of the header record.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
1	Cash account cost center 1	A8	Y	The requirement for this field depends on the set up of the G/L account structure. If you are not using cost centers then you should not supply a value for this field.
2	Cash account cost center 2	A8	Y	The requirement for this field depends on the set up of the G/L account structure. If you are not using cost centers then you should not supply a value for this field.
3	Cash main account	A8	Y	
4	Cash sub account	A8	Y	The requirement for this field depends on the set up of the G/L account structure. If you are not using sub accounts then you should not supply a value for this field.
5	Check date or deposit date	D8	Y	Must be in current period.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
6	Document type	N1	Y	The allowed values are either 2 = deposit or 3 = check. Only check and deposit type transactions are allowed with this import. Adjustment types are not allowed.
7	Document number	N6	Y	Document number must be numeric.
8	Check or deposit amount	N10.2S	Y	Although the system allows a negative, because only checks and deposits amounts can be imported this must always be a positive amount.
9	Payee/Vendor number	A6	Y	This field is only required if this is a check transaction type. When a check this field or field 10 must have a value. When A/P is installed, then the number is validated against an entry in the vendor file.
10	Payee/Vendor name	A25	Y	If this is a check and a vendor number was included in field 9, then the system uses the vendor name in the vendor file. If this is a deposit this field is optional.
Distributions	Distribution fields			There are multiple sets of distribution fields. This is the first set.
11	Cost center 1	A8	Y	This field is only required if cost center 1 is being used on the system.
12	Cost center 2	A8	Y	This field is only required if cost center 2 is being used on the system.
13	Main account	A8	Y	This field is required.
14	Sub account	A8	Y	This field is only required if sub accounts are being used on the system.
15	Distribution amount	N12.2S	Y	If this value is empty, none of the preceding 4 fields for this specific distribution are required. In addition, if this is the first empty or zero distribution amount of the several potential distribution amounts, the program will assume that there are no other distributions provided. The first amount must be non-zero.

Fields 11-15 will be used for the 2nd distribution entry.

Fields 16-20 for the 3rd etc. as the following table illustrates:

Sandbox Field Ranges	Distribution Entry Number
11-15	1
16-20	2
21-25	3
26-30	4
31-35	5
36-40	6
41-45	7
46-50	8
51-55	9
56-60	10
61-65	11
66-70	12
71-75	13
76-80	14
81-85	15
86-90	16
91-95	17
96-100	18
101-105	19
109-110	20

RUNNING THE IMPORT

You must have the PBS Check Reconciliation module in order to run the Checkbook transactions data import selection.

Select

Data import from the Check Reconciliation menu selection *Checkbook entries*.

If there are records on file, you will not be able to import the data until you have posted the existing records. If it is a transactions file a message the following will display:

```
Transactions exist! Can not import transactions.
```

If the PBS file is empty, the setting for the Control record **Process type** field determines what happens next. The settings are as follows:

Type	Description
A	Automatic - You are prompted in a Lookup to select the Control record, but from that point the program will run without operator intervention through to the end of importing the transactions.
P	Prompt - You are prompted to select the control record. If it does not find the import file, as defined in the control record, then it will prompt for the location of this import file. In a UNIX and Linux environment the Prompt process type functions just like the Automatic process.
M	Manual - This will allow you to manually go through the import process. There is a prompt for the control record and the import file. You are prompted with the question "Is everything OK?" with the option of Yes or No. Selecting Yes will continue and No will end the import process. If you select Yes, the import will display as many records as you want to view, one at a time, or you can select A to automatically process the remaining records.

For all three process types, when the import concludes you will be brought back to the menu.

After importing print the *Checkbook entries edit list* to verify that the data is correct.

Exception Errors

When the data import is first being done some unexpected errors may occur with the data. Errors could be caused by incorrectly mapped or formatted fields, missing required fields, a missing master record or more.

If the data has errors, as determined by the import build program, you will be prompted to print an import exception report. Select a printer or print the file to disk. Review the errors to determine what needs correcting.

Then the following prompt will display.

Do you want to import the data anyway ?

Select Y to import the data and N to not import.

If you do not import the data you will have to correct either the Data Import Manager Control record, the data you are importing or both depending on what is appropriate. Also, you will have to move the text file from the disposition directory back to the source directory and rename the file to what is expected before you run the import again.

Before you select Y to import the data with errors, look at the error exception report. Those records that have errors will not be imported. You may elect to import the good records and data enter the records with errors, depending on how much data entry is needed.

In many cases, the edit list report will detect and print errors as well. We recommend that you print the edit list before posting. The way to correct errors detected by the edit list is through data entry.

I/C Inventory

This chapter contains the following topics:

[Inventory Import Introduction](#)

[Import Requirements](#)

[Running the Import](#)

INVENTORY IMPORT INTRODUCTION

This chapter describes the PBS Build Program field format details for importing Inventory Control Inventory transaction data. You may use this information to help you with the setup of the *Data import maintenance* record so that Inventory transaction data is mapped and formatted properly for the import.

The field by field specifications for the import is entered in the *Import Edits* screen section of the *Data import maintenance* menu selection. For detailed instructions on using the import edits see the [Data Import Maintenance](#) chapter.

Most of the user input fields on the item data entry screens can be imported. There are some fields that do not allow the import of data and these are described in this chapter. LIFO/FIFO is supported using the same rules as the existing manual program used.

Adjustment transactions are supported with the following notes:

- Upward and downward transactions are automatically created based on the sign of the adjusted quantity.
- An **A** type transaction is used for all adjustment transactions except those involving specific layers when LIFO/FIFO has been setup. Adjustments will be made consistent with transactions based on equivalent manual entry transactions. Specifically in the case of LIFO/FIFO setups, an **A** transaction corresponds to a *general* layer adjustment. In this case, for downward adjustments the program sets up a *balance backward* adjustment cycle starting with the first available layer and decrementing it to zero and proceeding backward until the adjustment is satisfied. (Layers may be deleted in the process of posting these transactions.) Upward *general* adjustments, when posted, create a new layer with the transaction date as the layer data.
- An **S** type of transaction is a specific layer transaction that allows upward or downward movement (to zero) of a specific layer identified by date. In this case the transaction date is the layer data and the following six fields will be validated before the transaction is considered valid: Item-cd, Warehouse, Lot/Serial number (if applicable), Receipt date (=Transaction date = Layer date), Cost (=Layer cost), and Document number.

Serial numbers are supported with the following notes:

- Up to 200 serial numbers can be specified for each import file record.
- For receivings the following additional fields can be entered: New/Used flag, PO#, Source, and Reference.

For transfers the following additional fields can be entered:

- For *each* input record the above fields can be specified once for all serial numbers for that input record. That means that all serial numbers for one input record get the same set of values for the fields specified above.
- The program will optionally update the receiving/replacement cost field of the Item file.

- The program will optionally update the **Price-1** through **Price-5** fields of the Item file and the **Warehouse Location Code** of the I/C Status.
- Once the data is imported, the user can run the inventory transaction edit list and post the transactions.

I/C Inventory (Enter) Data Entry

Since the purpose of the Data Import is to duplicate as far as possible the functionality of the equivalent PBS data entry screen. Because of the import function has a complex set of rules for what fields are used under what transaction types. Using the PBS Inventory Transactions entry screen as the reference, there is a common area for all transaction types with a common set of fields to be entered and a multi-tab area for additional fields specific to each of the transaction types.

For a description of each inventory transaction field, see the *PBS Inventory Control User* documentation.

Once the data is imported, the user can run the inventory transaction edit list and post the transactions.

IMPORT REQUIREMENTS

In the Data type column a **D** is a date field, an **N** is a number field and an **A** is an Alphanumeric field. See the [Data Field Edit Rules](#) in the *Data Import Maintenance* chapter for more information on how to format these data types.

The [Sandbox](#) field is represented with a number. These are the outbound numbers needed for entering the Control record information into *Data import maintenance*. Inbound field numbers are determined by the external application that produces the import file.

Transaction Fields

Each of the following tables illustrates the contents and characteristics of the fields for the various transaction record types. Fields 1, 2, 4, and 6, plus the program generated sequence number field, make up the primary key to the file.

Receiving Transactions

When importing a receiving the following field rules apply.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
1	Item number	A15	Y	<p>Either the item number or bar-code number can be used to match a record in the import file to a record in the Item file. The item number match will be attempted first followed by the bar-code number. To change the bar-code, the Item code must match.</p> <p>A blank item code is not allowed and an error will print on the exception report if this occurs.</p>
2	Bar code	A20	N	The bar code is optional. However it can also be used to identify a record to be changed.
3	Transaction type	A1	Y	Transaction type. This value must be R = receiving
4	Recv/Src warehouse	A2	Y	Receiving (receiving) warehouse. The warehouse plus item code must be validated against the Status file.
5	Dest warehouse	A2	Y*	N/A

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
6	Transaction date	Date	Y	Transaction date.
7	Document number	A10	N	This is optional and can be blank/empty.
8	Quantity received	N8.5S	Y	In stocking units.
9	Comment	A25	N	Optional, can be blank or empty.
10	Cost	N6.5S	N	This field is ignored unless this is a receiving transaction. It is the Actual Cost field. An empty field will use the Item Replacement cost as the value. A blank or zero will be accepted but will generate a warning. .
11	Updated Price-1	N7.5S	N	If empty results in no change to the Item Price-1.
12	Updated Price-2	N7.5S	N	If empty results in no change to the Item Price-2.
13	Updated Price-3	N7.5S	N	If empty results in no change to the Item Price-3.
14	Updated Price-4	N7.5S	N	If empty results in no change to the Item Price-4.
15	Updated Price-5	N7.5S	N	If empty results in no change to the Item Price-5.
16	Updated location	A4	N	Updates the location code in the selected warehouse. When empty it results in no change to the Status location code. If blank will clear the Status location code. It is used for Receiving and Adjustment transactions only.
17	Kit quantity used adjustment	A1	N	N/A
18	Adjustment cost center 1	A8	N/Def	N/A
19	Adjustment cost center 2	A8	N/Def	N/A

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
20	Adjustment main account	A8	N/Def	N/A
21	Adjustment sub account	A8	N/Def	N/A
22	Correcting entry	Y/N	N	A "Y" value here turns on the correcting entry flag
23	Reserved			
24	Reserved			
25	Reserved			

If the serial or lot numbers are used the following fields may be used otherwise they will be ignored. For each input record fields 26 through 29 (receiving) or field 29 alone (transfers) will be applied to all serial numbers specified in this record. If the item is serialized up to 200 serial numbers can be specified per line item in the import file. Each item occupies one of the slots 30 through 229.

If the item is lot controlled, two fields are required - lot number and quantity, which means only 100 lots can be imported per import file line. Each lot controlled item takes the even numbered slots (30, 32, 34, 36 ...) for the lot number and the odd numbered slot (31, 33, 35....) for the quantity.

Sandbox Field	Field Name	Data Type	Required?	Validation by the build program
26	Serial number New/Used flag	A1	Y	Receiving transaction only. Serial number New/Used flag. Must be entered and have a value of "N" or "U".
27	PO #	A15	N	Receiving transaction only. Purchase Order number.
28	Source	A6	N	Receiving transaction only. Normally the vendor from whom the serialized item was purchased. This is a non-validated vendor number.
29	Reference	A20	N	Reference.

The serial or lot numbers and quantity occupy positions 30 through 229 of the record. This is a single column array of 200 fields long and a two column array 100 pairs long for lot controlled items. If this item is not serialized or lot item fields 30 through 229 are ignored.

Sandbox field	Field name	Data Type	Required?	Validation by the build program
30	Serial / Lot number	A15	Y	For receivings the serial number should not exist. **
31	Lot count / quantity	N8.5S	N	For serialized item receipts this field is ignored. For lot controlled items receipts, this is a count of the number of items in the lot.

** If more than 200 serial numbers or 100 lot numbers are to be received then a second “R” transaction must be imported with the same data; except up to 200/100 additional unique serial numbers/lot numbers. When it is a serial item enough unique serial numbers must be included that match the receiving quantity.

Sales and Credit Memo Transactions

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
1	Item number	A15	Y	<p>Either the item number or bar-code number can be used to match a record in the import file to a record in the Item file. The item number match will be attempted first followed by the bar-code number. To change the bar-code, the Item code must match.</p> <p>A blank item code is not allowed and an error will print on the exception report if this occurs.</p>
2	Bar code	A20	N	The bar code is optional. However it can also be used to identify a record to be changed.
3	Transaction type	A1	Y	Transaction type. This value must be R = receiving
4	Recv/Src warehouse	A2	Y	Receiving (receivings) warehouse. The warehouse plus item code must be validated against the Status file.
5	Dest warehouse	A2	Y*	N/A
6	Transaction date	Date	Y	Transaction date.
7	Document number	A10	N	This is optional and can be blank/empty.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
8	Quantity received	N8.5S	Y	In stocking units.
9	Comment	A25	N	Optional, can be blank or empty.
10	Cost	N6.5S	N	This field is ignored unless this is a receiving transaction. It is the Actual Cost field. An empty field will use the Item Replacement cost as the value. A blank or zero will be accepted but will generate a warning. .
11	Updated Price-1	N7.5S	N	If empty results in no change to the Item Price-1.
12	Updated Price-2	N7.5S	N	If empty results in no change to the Item Price-2.
13	Updated Price-3	N7.5S	N	If empty results in no change to the Item Price-3.
14	Updated Price-4	N7.5S	N	If empty results in no change to the Item Price-4.
15	Updated Price-5	N7.5S	N	If empty results in no change to the Item Price-5.
16	Updated location	A4	N	Updates the location code in the selected warehouse. When empty it results in no change to the Status location code. If blank will clear the Status location code. It is used for Receiving and Adjustment transactions only.
17	Kit quantity used adjustment	A1	N	N/A
18	Adjustment cost center 1	A8	N/Def	N/A
19	Adjustment cost center 2	A8	N/Def	N/A
20	Adjustment main account	A8	N/Def	N/A
21	Adjustment sub account	A8	N/Def	N/A

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
22	Correcting entry	Y/N	N	A "Y" value here turns on the correcting entry flag
23	Reserved			
24	Reserved			
25	Reserved			

If the serial or lot numbers are used the following fields may be used otherwise they will be ignored. For each input record fields 26 through 29 (receiving) or field 29 alone (transfers) will be applied to all serial numbers specified in this record. Up to 200 serial numbers can be specified for each import record. These correspond to fields 30 through 229.

Sandbox Field	Field Name	Data Type	Required?	Validation by the build program
26	Serial number New/Used flag	A1	Y	Receiving transaction only. Serial number New/Used flag. Must be entered and have a value of "N" or "U".
27	PO #	A15	N	Receiving transaction only. Purchase Order number.
28	Source	A6	N	Receiving transaction only. Normally the vendor from whom the serialized item was purchased. This is a non-validated vendor number.
29	Reference	A20	N	Reference.

The serial or lot numbers and quantity occupy positions 30 through 229 of the record. This is a two column array of 100 rows. If this item is not serialized or lot item fields 30 through 229 are ignored.

Sandbox field	Field name	Data Type	Required?	Validation by the build program
30	Serial / Lot number	A15	Y	For receiving the serial number should not exist. **
31	Lot count / quantity	N8.5S	N	For serialized item receipts this field is ignored. For lot controlled items receipts, this is a count of the number of items in the lot.

** If more than 100 serial numbers or lot numbers are to be received then a second “R” transaction must to be imported with the same data; except up to 100 additional unique serial numbers. When it is a serial item enough unique serial numbers must be included that match the receiving quantity.

Other Transaction Types

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
1	Item number	A15	Y	<p>Either the item number or bar-code number can be used to match a record in the import file to a record in the Item file. The item number match will be attempted first followed by the bar-code number. To change the bar-code, the Item code must match.</p> <p>A blank item code is not allowed and an error will print on the exception report if this occurs.</p>
2	Bar code	A20	N	<p>The bar code is optional. However it can also be used to identify a record to be changed.</p>
3	Transaction type	A1	Y	<p>Transaction type. This value must be entered or defaulted. There are 5 valid entries: T = warehouse Transfer A = general Adjustment (up or down) L = specific layer adjustment - only available with LIFO/FIFO Note: Selecting an “L” (Layer adjustment) transaction with Average or Standard cost will result in a transaction error. With the “L” transaction type the following fields will be validated before the transaction is considered valid: Item-code Warehouse Lot/Serial number (If applicable) Transaction date (=Layer date)</p>
4	Warehouse-1	A2	Y	<p>The warehouse plus item code must be validated against the Status data. For “L” type transactions this will also be used to validate the specific layer being referenced.</p>

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
5	Warehouse destination	A2	Y*	Destination warehouse (Transfers only). The warehouse plus item code must be validated against the Status file.
6	Transaction date	Date	Y	Transaction date. For type "L" transactions this is the Layer date and will be used to validate that specific layer being updated exists.
7	Document number	A10	N	For type "L" transaction this is part of the validation set used to verify the desired layer exists.
8	Quantity sold/credited	N8.5S	Y	For transfers this quantity cannot exceed the quantity available in the source warehouse.
9	Comment	A25	N	Optional, can be blank or empty.
10	Cost	N6.5S	N	For type "L" transactions this will be used as the Layer cost and will be part of the validation set used to verify the layer exists.
11	Updated Price-1	N7.5S	N	If empty results in no change to the Item Price-1. This field is ignored for Transfers.
12	Updated Price-2	N7.5S	N	If empty results in no change to the Item Price-1. This field is ignored for Transfers.
13	Updated Price-3	N7.5S	N	If empty results in no change to the Item Price-1. This field is ignored for Transfers.
14	Updated Price-4	N7.5S	N	If empty results in no change to the Item Price-1. This field is ignored for Transfers.
15	Updated Price-5	N7.5S	N	If empty results in no change to the Item Price-1. This field is ignored for Transfers.
16	Updated Location	A4	N	For Receivings and Adjustments only.

Sandbox Field	Field Name	Data Type	Required?	Validation by the Build Program
17	Kit quantity used adjustment	A1	N	N/A
18	Adjustment cost center 1	A8	N/Def	N/A
19	Adjustment cost center 2	A8	N/Def	N/A
20	Adjustment main account	A8	N/Def	N/A
21	Adjustment sub account or Sales/Credit Memo sub account	A8	N/Def	For Sales/Credit Memo transaction this field corresponds to the sub-account field in the transaction specific tab of the data entry screen and is used in conjunction with the default account number for creating the offset
22	Correcting entry	Y/N	N	For all transaction types except "L" layer adjustment, a "Y" value here turns on the correcting entry flag
23	Reserved			
24	Reserved			
25	Reserved			
26	Serial number New/Used flag	A1	Y	If using Serial Numbers the Serial number New/Used flag must be entered and have a value of "N" or "U".
27	Reserved	A15	N	
28	Reserved	A6	N	
29	Reference	A20	N	Reference.

The serial or lot numbers and quantity occupy positions 30 through 229 of the record. this is a two column array of 100 rows. If this item is not serialized or lot item fields 30 through 229 are ignored.

Sandbox field	Field name	Data Type	Required?	Validation by the build program
30	Serial / Lot number	A15	Y	For transfers the source serial number must exist.**
31	Lot count / quantity	N8.5S	N	For serialized item receipts this field is ignored. For lot controlled items receipts, this is a count of the number of items in the lot.

** There can be up to 100 serial numbers per sale. For serialized items, fields 30, 32, 34 etc. can be filled in up to field 228. If more serial numbers are to be received then a second transaction needs to be imported with the same data except up to 100 additional serial numbers can specified. Note when serial numbers are specified, all serial number must be imported. In other words the count of all serial numbers for a particular record must be the same as the quantity (count) for that record.

RUNNING THE IMPORT

You must have the PBS Inventory Control module in order to run the Inventory transaction data import selection.

Select

Data import from the Inventory Control menu selection called *Inventory*.

The Data Import Control record *Process type* field determines what happens next. The type settings are as follows:

Type	Description
A	Automatic You are prompted in a Lookup to select the Control record, but from that point the program will run without operator intervention through to the end of importing the transactions.
P	Prompt You are prompted to select the control record. If it does not find the import file, as defined in the control record, then it will prompt for the location of this import file. In a UNIX and Linux environment the Prompt process type functions just like the Automatic process.
M	Manual This will allow you to manually go through the import process. There is a prompt for the control record and the import file. You are prompted with the question "Is everything OK?" with the option of Yes or No. Selecting Yes will continue and No will end the import process. If you select Yes, the import will display as many records as you want to view, one at a time, or you can select A to automatically process the remaining records.

For all three process types, when the import concludes you will be brought back to the menu.

Following an import, print the *Inventory Transaction edit list* to verify that the data is correct.

Exception Errors

When the data import is first being done some unexpected errors may occur with the data. Errors could be caused by incorrectly mapped or formatted fields, missing required fields, a missing master record or more.

If the data has errors, as determined by the import build program, you will be prompted to print an import exception report. Select a printer or print the file to disk. Review the errors to determine what needs correcting.

Then the following prompt will display.

Do you want to import the data anyway ?

Select Y to import the data and N to not import.

If you do not import the data you will have to correct either the Data Import Manager Control record, the data you are importing or both depending on what is appropriate. Also, you will have to move the text file from the disposition directory back to the source directory and rename the file to what is expected before you run the import again.

Before you select Y to import the data with errors, look at the error exception report. Those records that have errors will not be imported. You may elect to import the good records and data enter the records with errors, depending on how much data entry is needed.

In many cases, the inventory transaction edit list will reveal and print errors as well. We recommend that you print the Inventory Transaction Edit List following an import. The way to correct errors is through data entry.

Editing

This appendix contains the following topic:

[Editing Options](#)

EDITING OPTIONS

The *Data import maintenance* screen uses the PowerTools technology for inputting and editing the information on the screen. The *Import Edits* area of the screen uses all the editing functions below. See the [Import Edits](#) section of the Data Import Maintenance chapter.

Editing Functions

Most of the editing functions are similar to what you expect for general text editing. There are a few that are unique to PowerTools Here is a list of most of the editing functions.

Enter	Moves the cursor to the next line. If there are characters after the cursor, it moves those as well.
Ctrl + C	Copies the line at the cursor into memory.
Ctrl + V	Pastes the line in memory at the cursor.
Ctrl + X	Deletes and copies the line at the cursor into memory.
Insert	Toggles the insert function on/off. The default is insert on.
PageUp	Moves cursor up to the next block of edit lines.
PageDn	Moves cursor down to the next block of edit lines.
End	Moves the cursor to the end of the line.
Home	Moves the cursor to the beginning of line.
Backspace	Moves the cursor back one character. If the cursor is on the first character of a line, it moves the cursor and whatever text is on the line to the previous line.
Spacebar	Inserts a space when in the insert mode is on. When overwrite mode is used, it overwrites the existing character, if there is one.
Delete	Deletes the character the cursor is on.
Ctrl + R	Restore – Restores (undo) the last zapped or deleted line, word or character.
Ctrl + P	Center – Centers the current line.
Ctrl + W	Word-delete – Deletes the word to the right of the cursor.

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