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CHAPTER 1- INTRODUCTION

Each module within the Blackbaud FundWare™ accounting suite includes routines used to import master record or transactional data. This data must adhere to a specific file layout that is unique for each import routine, and in most cases, has to be manually manipulated prior to importing into the FundWare module.

With the introduction of FundWare Connect, this process is completely automated by providing a highly configurable, easy-to-use interface that encompasses the entire import process. FundWare Connect includes a powerful mapping utility used to map external data sources to FundWare import fields. An equally powerful processing utility is provided to handle simple to very complex import tasks. Once initial setup steps for a specific import process are completed, the user simply selects the process to run each time an import is required.

FundWare Connect is based on Microsoft’s Access 2000 platform and is independent of the FundWare environment. This means that FundWare Connect does not access FundWare data files directly, but instead, uses FundWare import routines to perform the business rules and error checking prior to importing data. These business rules are performed by each FundWare import routine, thus ensuring the integrity of your accounting system.

The first release of FundWare Connect includes the ability to communicate to a limited number of FundWare imports: G/L Accounts, G/L and P/G Transactions, A/P Vendors and A/P Obligations.

Subsequent releases of FundWare Connect will include other available FundWare imports, such as Payroll and A/R. As new FundWare SQL modules become available, FundWare Connect will communicate with new import routines, thus providing compatibility across FundWare’s entire product offering.
CHAPTER 2 - OVERVIEW

The FundWare Connect user interface is designed to be efficient and intuitive, divided between Processing, Setup and Views:

- The Processing tab provides the necessary selections for performing and monitoring an import, and is the primary interface once all setups have been completed.
- The Setup tab includes access to the various configuration routines that define the import mapping and processing steps.
- The View tab includes access to various internal tables used during processing, and provided for troubleshooting purposes.

License and version information is displayed in the lower-right corner of this tab. Registering this application is found in Chapter 6 – Setup.
PROCESSING

A defined process can be selected from the Selected Process drop-down box as noted below.

Figure 1. Processing Tab

Figure 1 depicts a typical scenario for converting General Ledger (G/L) data from another system into the FundWare General Ledger module. Accounts, balances and budgets can be imported individually, or as in this example, in one single process. To run this process, select the “Process All Steps” button.

If you have recurring imports, such as a bi-monthly payroll import or monthly journal imports from remote offices, you can set up a process for each import. Each process can be individually selected and executed.

During execution, the Last Processed field is date and time-stamped at the completion of each step. If an error is detected during the execution of a process, the process is halted and an error message is automatically written to an Audit Trail. The Audit Trail screen automatically displays under this condition. The Audit Trail is a record of steps executed within a process and included for verification and troubleshooting purposes. Once the source data has been corrected, the remaining steps can be processed. Any step that has a date / time-stamp will not be re-processed.

To re-run an entire process, select the Clear All “Last Processed” button. To re-run an individual step, select the individual step, and then select the Clear Selected “Last Processed” button. For more details about processing, see Chapter 4.
**SETUP**

The Setup tab, as noted below, provides an easy-to-use interface for configuring an import process.

![Figure 2. Setup Tab](image)

The typical setup process would follow these basic steps:

1. Configure Default Setups the first time FundWare Connect is used,
2. Define a Fixed-Length Import Specification for any import files that are based on a fixed-length format (not required for delimited file formats),
3. Define any Translation Tables for fields that have to be derived from other fields in the source data. For example, if the source data contains an old Account Number, that value can be applied against a Translation Table to find a new Account Number, with the result written to the FundWare field.
4. Define a Mapping Table for a specific import, indicating how the import data maps to specific FundWare fields used by an import routine,
5. Define a Process that controls how the source data is processed and the subsequent import file is prepared and imported into FundWare.

A more detailed explanation of the features in Setup can be found in Chapter 3 – Setup.

Note: Gaps in the Setup tab layout are reserved for future setups not available in this release.


**VIEWS**

The *Views* tab, as noted below, provides access to internal tables used during processing of imported data. These views are not commonly used, but provide a means for troubleshooting setup or data issues as necessary.

![Figure 3. Views Tab](image)

In addition, a Change Names facility is included in the event you need to rename a table or specification. More detailed information about Views can be found in Chapter 5.
CHAPTER 3- SETUP

DEFAULTS

Path information and the User TTY# are defined in this screen. FundWare Connect is licensed for one business location, so multiple copies of this application at one site are appropriate. Copies of FundWare Connect, for additional or remote locations, require a license for each location.

![Figure 4. Setup Tab](image)

When FundWare Connect is first started, the FundWare Data Path and TTY# are read from the User’s registry settings. Subsequently, each time FundWare Connect is started, only the TTY# is refreshed from the User’s registry settings. This allows multiple Users to use Connect if it is loaded on a Server. However, only one User at a time can be in Connect to prevent one User from changing a mapping table while another User is trying to perform an import.

If you are experiencing difficulty in setting the FundWare Data Path, press the “Find Fundware Data Path” button and select any file within the FundWare data directory. The correct path will be returned to the data path field.

If any of your import files contain more than 30,000 records, select the "Use Large Dataset Import Method" check box. Otherwise, you may receive an Overflow error message.
If you are installing FundWare Connect in a Terminal Server environment, where Microsoft Access and FundWare Connect will reside on the server, and then select the “Terminal Server Flag” button. Set the “Fundware T/S Environment” field to “True” and close the form.
**FIXED-LENGTH SPECIFICATION**

Some 3rd Party applications create a text file in a fixed-width format. This format implies that there are no delimiters within the text file to identify individual fields and field lengths. Applications that create files in this format typically supply a layout definition. If the layout is not provided, then an editor is used to determine these values.

FundWare Connect requires a *Fixed-Length Specification* table when importing files of this type. An unlimited number of *Fixed-Length Specification* tables can be defined.

**ADD A FIXED-LENGTH TABLE:**

To add a new Fixed-Length Specification, select the *Add* button from the Fixed-Length Spec area:

On the next screen (see Figure 8), enter a unique name for the *Fixed-Length Table Name*. Press the *Add* button to create the new table. The data entry screen is automatically displayed, as seen in the next example.
EDIT A FIXED-LENGTH SPECIFICATION

To edit a Fixed-Length Specification, select the Edit button from the Fixed-Length Spec area:

![Edit a Fixed-Length Specification](image1)

Figure 8. Edit a Fixed-Length Specification

On the next screen, select from the Fixed-Length Table drop-down box. Then select the Edit button.

The data entry screen is displayed. The example below displays a fixed-length specification for importing a text file into FundWare Connect that contains Vendor Master information.

![Fixed-Length Specification View/Edit Screen](image2)

Figure 9. Fixed-Length Specification View/Edit Screen

You need only map the source fields required for the FundWare import you are specifying.
DELETE A FIXED-LENGTH SPECIFICATION

To delete a Fixed-Length Specification, select the Delete button from the Fixed-Length Spec area:

Select the specification from the Fixed-Length Table drop-down list. Then press the Delete button. Be very careful in your selection, as there is no undo function. As a precaution, you may want to first export the specification prior to deleting.

EXPORT A FIXED-LENGTH SPECIFICATION

To export a Fixed-Length Specification, select the Export button from the Fixed-Length Spec area:

Select the specification from the Fixed-Length Table drop-down list. Then press the Export button. The file is written to the same directory where FundWare Connect is located. The file name is the name of the specification and the file extension is “.CSV.”

The CSV (comma-separated value) file is compatible with the import routines within Excel. You can add or edit the contents of this specification. Be careful not to add or delete columns in Excel, or your data could become lost or corrupted when importing the data back into the specification.
**IMPORT A FIXED-LENGTH SPECIFICATION**

To import a Fixed-Length Specification, select the *Import* button from the Fixed-Length Specification area:

Select the specification from the *Fixed-Length Table* drop-down list. Then press the *Import* button. In this release the file is read from the same directory where FundWare Connect is located. The file name is the name of the specification and the file extension is “.CSV.”

**REPORT A FIXED-LENGTH SPECIFICATION**

To report a Fixed-Length Specification, select the *Report* button from the Fixed-Length Spec area:

Select the specification from the *Fixed-Length Table* drop-down list. You can optionally choose to report all specifications. You can also select to *Print* the report, or *Preview* the report. The report can be printed from the preview screen. Next press the *Report* button.
TRANSLATION TABLES

Translation Tables are used when it is necessary to translate an imported value. For example, if the source data contains “0001 00-0000-1115”, then replace it with “A01 00-00 1115”.

An unlimited number of Translation Tables can be defined, and any field in a mapping table can be associated with a translation table.

When the import data contains a value that is not in the Translation Table, an error record is written and the processing of the translation continues. Once the translation process is complete, the import process is halted and an error message is displayed. The translation error records can be viewed and printed. The missing values in the Translation Table must be entered, or the source data must be corrected before the import process can continue.

ADD A TRANSLATION TABLE

To add a new Translation Table, select the Add button from the Translation Tables area.

EDIT A TRANSLATION TABLE

To edit a Translation Table, select the Edit button from the Translation Tables area:
On the next screen, select from the *Translation Table* drop-down list. Then select the *Edit* button. The data entry screen is displayed. The example below displays a translation table for General Ledger accounts.

![Translation Table View/Edit Screen](image)

**Figure 17. Translation Table View/Edit Screen**
DELETE A TRANSLATION TABLE

To delete a Translation Table, select the Delete button from the Translation Tables area:

![Image 1](image1.png)

**Figure 18. Delete a Translation Table**

Select from the Translation Table drop-down list. Then press the Delete button.

Be very careful in your selection, as there is no undo function. As a precaution, you may want to first export the translation table prior to deleting.

EXPORT A TRANSLATION TABLE

To export a Translation Table, select the Export button from the Translation Tables area:

![Image 2](image2.png)

**Figure 19. Export a Translation Table**

Select from the Translation Table drop-down list. Then press the Export button. In this release the file is written to the same directory where FundWare Connect is located. The file name is the name of the translation table and the file extension is ".CSV."

The CSV (comma-separated value) file is compatible with the import routines within Excel. You can add or edit the contents of this translation table. Be careful not to add or delete columns in Excel, or your data could become lost or corrupted when importing the data back into the translation table.
**IMPORT A TRANSLATION TABLE**

To import a Translation Table, select the *Import* button from the Translation Tables area:

![Import a Translation Table Figure](image)

Select from the *Translation Table* drop-down list. Then press the *Import* button. The file is read from the same directory where FundWare Connect is located. The file name is the name of the translation table and the file extension is “.CSV.”

**REPORT A TRANSLATION TABLE**

To report a Translation Table, select the *Report* button from the Translation Tables area:

![Report a Translation Table Figure](image)

Select from the *Translation Table* drop-down list. You can optionally choose to report all translation tables. You can also select to *Print* or *Preview* the report. The report can be printed from the preview screen. Next press the *Report* button.
**MAPPING TABLES**

![Figure 22. Mapping Tables Setup](#)

Mapping tables are used to define how data is written to specific FundWare import fields. The data can be the value of a source import field, a default value, the result of a simple or complex expression, or the result of a translation table.

An unlimited number of mapping tables can be defined, and each map can be used by more than one process.

In a subsequent release of FundWare Connect, consistency checking (pseudo data validation routines) will be added. These routines will review the mapped data and create error or warning messages consistent with the Required Field, Field Type and Field Size constraints on each imported record. Most of these checks are also captured by the individual Import routines. However, FundWare Connect will provide better granularity and reporting.
**ADD A MAPPING TABLE**

To add a new Mapping Table, select the *Add* button from the Mapping Tables area:

![Add A Mapping Table](image)

*Figure 23. Select an Import Specification*

Choose from the list of available maps. This list contains the pre-defined import specifications, along with support for the Pre-Process routine. Additional import specifications will be added.

![Add A Mapping Table](image)

*Figure 24. Select an Specification Type*

Next, select the Import Type. Some Import Types contain only one selection. In this example, there are four different Import Types. Each import type represents a unique set of available import fields.

![Add A Mapping Table](image)

*Figure 25. Uniquely Identify This Mapping Table*

Next assign a unique name to the Mapping Table. Press the Add button to create the new table. The data entry screen is automatically displayed, as seen in the next example.
**EDIT A MAPPING TABLE**

To edit a new Mapping Table, select the *Edit* button from the Mapping Tables area:

![Edit A Mapping Table](image)

**Figure 26. Edit a Mapping Table**

Select from the *Mapping Table* drop-down list. Then select the *Edit* button.

The data entry screen is displayed. Figure 27 displays a mapping table for G/L transactions.

![Mapping Table View/Edit Screen](image)

**Figure 27. Mapping Table View/Edit Screen**

This screen can be divided into three main categories:

1. **Import Test Data Selections**: easily import a sample view of the actual source data while defining the map,
2. **Sample Data View**: the result of the selections located at the bottom of this screen,
3. **Mapping Table**: define what the source of the FundWare import fields is.
IMPORT TEST DATA SELECTIONS

![Import Test Data Selections](image)

You can import a sample of your source data while establishing the map criteria. Enter the number of records to import (the default is 50). Select a delimiter from the drop-down box for the file to be imported. If you choose Fixed-Length, you must choose a pre-defined Fixed-Length Specification from the provided drop-down box. Selecting the “Source Path/Filename” button will produce the standard Windows open file dialog box. Choose the file you wish to import. Select the “Import Test Data” once all selections have been made. The imported records will appear as seen in the next section:

SAMPLE DATA VIEW

![Sample Data View](image)

You can manually adjust the column widths by placing the cursor between column headings and dragging left or right.
MAPPING TABLE

Mapping import data to a FundWare field can be derived by four methods:

1. You can map the import field directly to the FundWare field. In the example above, Field 3 (F3) is mapped to the FundWare Journal Name field.
2. A default value can be assigned to the FundWare field. In the example above, Reference 2 is defaulted to the value “AS400”.
3. The value of a FundWare field can be based on a logical expression, using a combination of import fields and fixed values. In the above example, a logical expression is written to manipulate the source data into the proper format. The source data for the Posting Date is in the format YYYYMMDD, where FundWare requires this data in the format MMDDYYYY.
4. The import field, or the result of a Logical Expression, can be used against a Translation Table to determine what value to write to the FundWare field. The example above does not use a Translation Table, but one could be selected from the drop-down box noted above.

The information displayed in the right portion of the screen will be used in a future implementation of a data consistency-checking feature that is not enabled in this release.

Figure 30. Mapping Fields for Selected Import Specification

<table>
<thead>
<tr>
<th>Field #</th>
<th>Field Name</th>
<th>Import Field #</th>
<th>Default Value</th>
<th>Logical Expression</th>
<th>Translation Table</th>
<th>Field Field</th>
<th>Field Type</th>
<th>Options Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Journal Name</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Posting Date</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>Batch Name</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>4</td>
<td>Batch Description</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>5</td>
<td>Account Number</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>I</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Description</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>Reference 1</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>8</td>
<td>Reference 2</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td>Reference 3</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Amount</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
<td></td>
<td>122</td>
</tr>
</tbody>
</table>
EXPRESSION BUILDER

When designing or editing expressions, it is better to select the import field and then select the Expression Builder button. The following screen is displayed:

![Expression Builder Screen](image)

Figure 31. Expression Builder

The sample data is displayed above the expression. To test the expression, select the Test Expression button. The resultant screen is displayed:

![Expression Test Results Screen](image)

Figure 32. View of Expression Test Results

The left field displays the result of the expression against the sample data. The middle field displays the length of the expression result. The right field displays the FundWare field length. If the expression result exceeds the length of the FundWare field length, the expression result length field turns red, indicating a field overflow.

**Note:** We strongly recommend that you test all new or edited expressions.
COPY A MAPPING TABLE

To copy a Mapping Table, select the Copy button from the Mapping Tables area:

Select from the Mapping Table drop-down list. Next enter a unique name for the new mapping table. Then press the Copy button.

If you try to copy a mapping table to a name that already exist, an error message is displayed. You must choose a unique mapping table name.

DELETE A MAPPING TABLE

To delete a Mapping Table, select the Delete button from the Mapping Tables area:

Select from the Mapping Table drop-down list. Then press the Delete button.

Be very careful in your selection, as there is no undo function. As a precaution, you may want to first export the mapping table prior to deleting.
EXPORT A MAPPING TABLE

To export a Mapping Table, select the Export button from the Mapping Tables area:

On the next screen, select from the Mapping Table drop-down list. Then press the Export button. The file is written to the same directory where FundWare Connect is located. The file name is the name of the mapping table and the file extension is “.TXT.”

The TXT file is uses the pipe ( | ) symbol as the separator. This file should not be edited. The export routine is used solely for the purpose of transferring maps between different FundWare Connect databases. For example, a map could be created by FundWare and sent to the Customer. The Customer would add a new map according to the directions provided by FundWare, and then the map provided could be imported.

IMPORT A MAPPING TABLE

To import a Mapping Table, select the Import button from the Mapping Tables area:

On the next screen, select from the Mapping Table drop-down list. Then press the Import button. The file is read from the same directory where FundWare Connect is located. The file name is the name of the mapping table and the file extension is “.TXT.”
**REPORT A MAPPING TABLE**

To report a Mapping Table, select the *Report* button from the Mapping Tables area:

![Mapping Tables Menu](image)

![Report Mapping Table Dialog](image)

**Figure 37. Report a Mapping Table**

On the next screen, select from the *Mapping Table* drop-down list. You can optionally choose to report all mapping tables. You can also select to print the report, or preview the report. The report can be printed from the preview screen. Next press the Report button.
PROCESS TABLES

Process tables are used to define the steps required to execute an action, such as importing a text file into FundWare. There are other pre-defined actions that are explained in greater detail within the Edit a Process Table section to follow.

An unlimited number of process tables can be defined.

ADD A PROCESS TABLE

To add a new Process Table, select the Add button from the Process Tables area:

Figure 38. Add a Process Table

Enter a unique name for the Process Table Name. Press the Add button to create the new table.
EDIT A PROCESS TABLE

To edit a Process Table, select the *Edit* button from the Process Tables area:

Select from the *Process Table* drop-down list. Then select the *Edit* button. The Process Edit Screen appears as seen in Figure 40.

A Process Table defines what steps are necessary to complete a process. A process can range from a simple single-step process to a more complex multi-step process. The example above depicts a two-step process.

The first step imports Accounts into the General Ledger module. The screen on the right displays the necessary fields that control this step of the process, and is defined in further detail later in Chapter 3 - Setup. The second step imports Opening into the General Ledger module.
There are four process types supported in this release. They are:

1. **Import**: Create a FundWare import file from a source text file. If the import process is selected for Direct, then FundWare’s import routine is automatically invoked to process the import file.

   ![Process Selections Diagram](image)

   **TTY # Override**: this selection is optionally used for the obligation import routine (some versions of this import ignore the workstation TTY # and use TTY # 0000).

   **Mapping Table**: select the appropriate mapping table for this import process.

   **FundWare Division**: select the appropriate Division ID.

   **Text Delimiter**: there are four supported text file formats supported: comma, tab, fixed-length and pipe-delimited.

   **Fixed-Length Spec**: if the Text Delimiter is Fixed, this field appears. You must choose the previously defined fixed-length specification.

   **Internal Table Type**: there are three types of internal processing defined: single file, header file and detail file. The majority of the time you will select the default Single, unless you are processing A/P Obligations or A/R Invoices.

   **FW Import Options**: select Manual if you want to create the FundWare import file but not import the data into FundWare. Select Direct if you want to automatically import and/or post the data within FundWare.

   **Source Path/Name**: type the path and file name of the source text file, or select the Source Path/Name button and select the appropriate file.

   **Update Oblig. Total From Detail Amt**: if you are importing obligations, Connect can automatically calculate the header obligation amount from the detail for each obligation if this selection is checked.

   **Update Batch Total From Detail Amt**: if you are importing obligations, Connect can automatically calculate the total amount of all obligations from the detail and update the FundWare import batch total if this selection is checked.
2. **Shell**: Execute another application or a batch file. This can be useful, for example, if you have an external application that can create a text file that you want to import into FundWare.

![Shell Process Selections](image)

- **External File Created**: enter the path/filename if a text file is created.
- **Operating System**: select the workstation operating system. Choices are Windows 9x, Windows NT or Windows 2000, or Windows Terminal Server.
- **Command String**: enter the command string including any parameters required by the third-party system.
3. **Pre-Process**: Utilizing the power within a Mapping Table, import a source file to create a new source file. This proves useful in certain situations where multiple fields require modification before they can be added together. For example, you can put a Translation on three different fields that represent segments of an account number. The translated values in the new text file can then be combined to build the FundWare account number.

![PROCESS SELECTIONS](image)

**Mapping Table**: select the appropriate mapping table for this import process.

**Text Delimiter**: there are four supported text file formats supported: comma, tab, fixed-length and pipe-delimited.

**Fixed-Length Spec**: if the **Text Delimiter** is Fixed, this field appears. You must choose the previously defined fixed-length specification.

**Source Path/Name**: type the path and file name of the source text file, or select the Source Path/Name button and select the appropriate file.

**Dest. Path/Name**: type the path and file name of the new text file, or select the Dest. Path/Name button and select the appropriate file.
4. **Access**: Call a macro with an Access application. For more complex data sets that exceed the capabilities of the mapping tables, a custom Access application can convert data to more standardized text files that can be handled by FundWare Connect.

<table>
<thead>
<tr>
<th>PROCESS SELECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Type</td>
</tr>
<tr>
<td>External File Created</td>
</tr>
</tbody>
</table>

**External File Created**: enter the path/filename if a text file is created.

**Access Type**: the only type supported at this time is Macro.

**Access Type Name**: the name of the Macro in the external Access database application.

**Access Path/Name**: the path and filename of the external Access database application.
**COPY A PROCESS TABLE**

To a new Process Table, select the *Copy* button from the Process Tables area:

![Copy A Process Table](image)

**Figure 41. Copy a Process Table**

Select from the *Existing Process Table* drop-down list. Next enter a unique name for the *New Process Table*. Then press the *Copy* button.

If you try to copy a process table to a name that already exist, an error message is displayed. You must choose a unique process table name.

**DELETE A PROCESS TABLE**

To delete a Process Table, select the *Delete* button from the Process Tables area. Be very careful in your selection, as there is no *undo* function. As a precaution, you may want to first export the process table prior to deleting.

![Delete A Process Table](image)

**Figure 42. Delete a Process Table**

Select from the *Process Table* drop-down list. Then press the *Delete* button.
**EXPORT A PROCESS TABLE**

To export a Process Table, select the *Export* button from the Process Tables area:

![Export Process Table](image)

Figure 43. Export a Process Table

Select from the *Process Table* drop-down list. Then press the *Export* button. The file is written to the same directory where FundWare Connect is located. The file name is the name of the process table and the file extension is “.TXT”.

The **TXT** file is uses the pipe (|) symbol as the separator. **This file should not be edited.** The export routine is used solely for the purpose of transferring processes between different FundWare Connect databases. For example, a process could be created by FundWare and sent to the Customer. The Customer would add a new process according to the directions provided by FundWare, and then the process provided could be imported.

**IMPORT A PROCESS TABLE**

To import a Process Table, select the *Import* button from the Process Tables area:

![Import Process Table](image)

Figure 44. Import a Process Table

On the next screen, select from the *Process Table* drop-down list. Then press the Import button. The file is read from the same directory where FundWare Connect is located. The file name is the name of the process table and the file extension is “.TXT.”
REPORT A PROCESS TABLE

To report a Process Table, select the Report button from the Process Tables area:

![Image of Process Table Report]

Figure 45. Report a Process Table

Select from the Process Table drop-down list. You can optionally choose to report all process tables. You can also select to print the report, or preview the report. The report can be printed from the preview screen. Next press the Report button.
CHAPTER 4- PROCESSING

A Process is a defined set of steps resulting in data imported into FundWare. A process can comprise of a single step or multiple steps. Once a Process is defined, it can be selected on the Process tab, as seen in Figure 46.

SELECTING A PROCESS

To select a Process, click the down arrow on the Selected Process field shown in Figure 46.

![Figure 46. Process Tab]
General information about each step within the selected Process is displayed, as seen in Figure 47. If the selected Process has previously been executed, the date and time of execution will be displayed in the Last Processed field. Steps that have been processed cannot be processed again until this field is blank.

![Figure 47. Selected Process](image)

**EXECUTING A PROCESS**

**Scenario 1: Run a Typical Process**

1) Select a Process in the Selected Process field,

2) If the Process was previously run, clear the Last Processed field(s) by selecting the Clear All “Last Processed” button,

3) Select the Process All Steps button. The cursor will display an hourglass while processing continues.

4) If an error is detected during any step of the Process, an error message is written to the Audit Trail, the Audit Trail is displayed and the Process is halted.

5) If no errors are detected during processing, upon completion, the last step will contain a date / time stamp and the cursor will display the normal (arrow) cursor.

**Scenario 2: Complete Steps Within a Process That Was Halted**

1) You can select the Process All Steps to complete the remaining steps. Steps that have a date / time stamp will not be re-processed, however, a warning note is written to the Audit Trail that you tried to process a step that was already processed, or

2) You can select an individual step to process, and then select the Process Selected Step button. Repeat this for each remaining unprocessed step.
VIEWING THE AUDIT TRAIL

At any time, the Audit Trail can be viewed by pressing the *Audit Trail* button. The Audit Trail displays the steps / sub-steps processed in descending order, so the last event is displayed first. Error messages are displayed in Red, and warning messages are displayed in Yellow. Each time a process is run, events are added to the Audit Trail.

**Clear Audit Trail:** select this button to clear all Audit Trail events. There is no recovery from this process, so it may be prudent to print an Audit Trail report before executing this task.
**Limit View:** select this button if you want to limit your view of events to a particular date, as displayed in Figure 48. Enter a date and press the *Apply Limit* button, or leave the date blank (to return the view to all events) and press the *Apply Limit* button.

![Figure 48. Limit View of Audit Trail Events](image)

**View Message Detail: Display the Full Message**

Some messages may exceed the display size of the Message field. Select the *View Message Detail* button to display the full message, as seen in Figure 49.

![Figure 49. Display Full Message](image)
Report Audit Trail:
The Audit Trail report is always displayed on the screen. Select the Printer button (located on the toolbar) to print the report, or select the Close button to return to the previous screen.

![Audit Trail Report](image)

Figure 50. Sample Audit Trail Report

Report Translation Errors:
Translation Errors occur when the source data contains a value that is not found in a particular translation table used on a field within a Mapping Table. A report of each unique value not found can be viewed by selecting Summary, or each import transaction that had a value not found can be viewed by selecting Detail, as seen in Figure 51. Select the Report button to view the report, as seen in Figure 52.

![Translation Error Report Selections](image)

Figure 51. Translation Error Report Selections
This example indicates that a Translation Table (*EmployeeVendor*) was invoked on the Note 1 field in the Mapping Table (*Vendor Master Import*). The source value of 2 and 3 was not found in the Translation Table. If the Summary View were selected, then one instance of each value not found in the Translation Table would be reported (one 2 and one 3, in this example).
CHAPTER 5 - VIEWS

Source data is imported into temporary internal tables during various Process steps. Views of the internal tables are provided for troubleshooting purposes.

![Figure 53. Views Tab](image)

**GENERAL LEDGER**

**AFW Accounts Table** – this table contains data translated from the source data through a mapping table. Each field in this table represents a field in the FundWare import file for importing into FundWare’s chart of accounts.

**AFW Transactions Table** – this table contains data translated from the source data through a mapping table. Each field in this table represents a field in the FundWare import file for importing into FundWare’s General Ledger transaction tables.

**ACCOUNTS PAYABLE**

**AFW Obligations Header** – this table contains data translated from the source data through a mapping table. Each field in this table represents a field in the Obligation Header record, and is used in conjunction with the AFW Obligations Detail file.

**AFW Obligations Detail** – this table contains data translated from the source data through a mapping table. Each field in this table represents a field in the FundWare import file for importing into FundWare’s Obligation tables, along with fields in the AFW Obligations Header table.

**AFW Vendors** – this table contains data translated from the source data through a mapping table. Each field in this table represents a field in the FundWare import file for importing into FundWare’s Vendor Master table.
**CHANGE NAMES**

**Mapping Table** – select this button to view a list of the Mapping Table names. The table name can be modified to make it more distinctive from other table names. Table names cannot be added or deleted within this view. To add or delete Mapping Tables, see the *Setup* section in Chapter 3.

**Process Table** - select this button to view a list of the Process Table names. The table name can be modified to make it more distinctive from other table names. Table names cannot be added or deleted within this view. To add or delete Process Tables, see the *Setup* section in Chapter 3.

**Translation Table** - select this button to view a list of the Translation Table names. The table name can be modified to make it more distinctive from other table names. Table names cannot be added or deleted within this view. To add or delete Translation Tables, see the *Setup* section in Chapter 3.

**Fixed-Length Specification** - select this button to view a list of the Specification Table names. The table name can be modified to make it more distinctive from other table names. Table names cannot be added or deleted within this view. To add or delete Specification Tables, see the *Setup* section in Chapter 3.

**MISCELLANEOUS INTERNAL TABLES**

**Pre-Process Table** – this table contains data translated from the source data through a mapping table. Each field in this table represents a field that will be written to a new text file.

**Import Master Table** – source data is imported into this table. Mapping tables are then used to take data from this table and write it to either an AFW or Pre-Process table.
CHAPTER 6- INSTALLATION

FundWare Connect can be installed locally on a workstation or on a server. The workstation used to run this application must have Access 2000 installed.

FundWare Connect is designed to be a single-user application; meaning that only one user at a time may be performing imports. A startup routine is employed to automatically detect the TTY # for the user’s workstation. If deploying FundWare Connect for multiple users, the application can be installed on a server drive; otherwise the application can be installed on a local workstation drive.

The contents of the CD should include:

1. AFW_Connect_vX.XX.mde – the master program file, where X.XX is the version.
2. AFW_Connect_Setup.mdb – user-defined setup information
3. FundWare Connect Guide.pdf – this document

Insert the FundWare Connect CD. If the AutoRun function does not automatically begin the installation on your computer, execute the “Setup.exe” file on your CD. The following screen should appear:

Select Next.

Use the Browse button on the next screen to change the default installation path if necessary. Select Next to install Connect. Press the Finish button to complete the installation.
Appendix A - IMPORT NOTES

GENERAL LEDGER IMPORTS

ACCOUNTS

The import text file can contain additions or changes to the General Ledger accounts.

The FundWare import file created by FundWare Connect is CS0###.Z, where ### is the last three digits of the workstation TTY#. The FundWare import routine executed is CUSCS10.

GENERAL LEDGER TRANSACTIONS

The import text file can contain transactions from another system. If the journal in the import file is defined to import General Ledger or General Ledger and Project/Grant transactions, then this import specification is used.

These transactions can be posted as they are imported or saved in the General Ledger as a Saved Import and posted later. If you save them, you can edit the transactions before they are posted.

The FundWare import file created by FundWare Connect is GL0###.Y, where ### is the last three digits of the workstation TTY#. The FundWare import routine executed is GLS018.

When adding a new mapping table for G/L Transactions, you have four selections that control your view of available import fields:

1. Balances – data items, units and rates are not displayed,
2. Balances / Data Items – units and rates are not displayed,
3. Balances / Units & Rates – data items are not displayed,
4. Balances / Data Items / Units & Rates – all fields are displayed.

PROJECT/GRANT TRANSACTIONS

The import text file can contain transactions from another system. If the journal in the import file is defined to import Project/Grant transactions, then this import specification is used.

These transactions can be posted as they are imported or saved in the General Ledger as a Saved Import and posted later. If you save them, you can edit the transactions before they are posted.

The FundWare import file created by FundWare Connect is PG0###.Y, where ### is the last three digits of the workstation TTY#. The FundWare import routine executed is PGS018.

When adding a new mapping table for G/L Transactions, you have four selections that control your view of available import fields:

1. Balances – data items, units and rates are not displayed,
2. Balances / Data Items – units and rates are not displayed,
3. Balances / Units & Rates – data items are not displayed,
4. Balances / Data Items / Units & Rates – all fields are displayed.
ACCOUNTS PAYABLE IMPORTS

OBLIGATIONS

The import text file can contain obligations from another system. Some features include:

- Obligations not involving checks may be imported and saved to a batch name. This saved batch may then be restored, edited and posted. The parameter record flag allowing imports to be saved must be set to “Y”.
- Obligations not involving checks may be imported into any stage that is defined to allow data entry. Those imports that contain check information must be imported to a stage that is classified in the parameter record as “PAID” or greater. The allow data entry flag is ignored.
- The number of obligations in an import is essentially unlimited.
- FundWare Connect automatically creates and processes import files for each business date within an import.

The FundWare import file created by FundWare Connect is `OT0000.Y_yyyymmdd`, where `yyyymmdd` is the business date. Each `OT0000.Y_yyyymmdd` file created by FundWare Connect is copied to `OT0000.Y` and the FundWare import routine, `CUSOT20`, is executed.

FundWare Connect can import obligations from a single file, or a separate header and detail file. In either case, you have to first build header data, followed by detail data. Obligation imports is a minimum two-step process.

When adding a new mapping table for A/P Obligations, you have eight selections that control your view of available header import fields:

1. Oblig. Header / No Reference Fields – no reference fields or one-time vendor fields are displayed,
2. Oblig. Header / 5, 10 or 18 Reference Fields – no one-time vendor fields are displayed,
3. Oblig. Header / One-Time Vendor / No Reference Fields – no reference fields are displayed,
4. Oblig. Header / One-Time Vendor / 5, 10 or 18 Reference Fields

The obligation import routine cannot add new vendors on-the-fly. If the import file contains one-time vendors, expressions must be applied in the mapping table to the one-time vendor fields. A one-time vendor is identified with a vendor number zero.

VENDOR MASTER FILE

The import text file can contain vendor records from another system.

The FundWare import file created by FundWare Connect is `OT0###.Z`, where `###` is the last three digits of the workstation TTY#. The FundWare import routine executed is `CUSOT10`. 
Appendix B - BUILT-IN FUNCTIONS AND EXAMPLE EXPRESSIONS

NOTE: DOUBLE QUOTES ARE NOT VALID IN MAPPING TABLE EXPRESSIONS. YOU MUST USE SINGLE QUOTES AS INDICATED IN THE FOLLOWING EXAMPLES.

**TEXT**

Concatenating (adding) text fields

<table>
<thead>
<tr>
<th>[F1]</th>
<th>[F2]</th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-30-4050-3468</td>
<td></td>
<td>‘A’ &amp; [F1]</td>
<td>A100-30-4050-3468</td>
</tr>
<tr>
<td>XYZ</td>
<td>ABC</td>
<td>[F1] &amp; [F2]</td>
<td>XYZABC</td>
</tr>
<tr>
<td>XYZ</td>
<td>ABC</td>
<td>[F1] &amp; ‘–’ &amp; [F2]</td>
<td>XYZ-ABC</td>
</tr>
</tbody>
</table>

Mid(Text, Start, Length) – extract text from within a string

<table>
<thead>
<tr>
<th>[F1]</th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A100-30-4050-3468</td>
<td>Mid([F1],6,2)</td>
<td>30</td>
</tr>
<tr>
<td>12/31/1999</td>
<td>Mid([F1],4,2)</td>
<td>31</td>
</tr>
<tr>
<td>This is a sample text string</td>
<td>Mid([F1],6,2)</td>
<td>is</td>
</tr>
</tbody>
</table>

Left(Text, Length) – extract text from the left side of a string

<table>
<thead>
<tr>
<th>[F1]</th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A100-30-4050-3468</td>
<td>Left([F1],7)</td>
<td>A100-30</td>
</tr>
<tr>
<td>12/31/1999</td>
<td>Left([F1],2)</td>
<td>12</td>
</tr>
<tr>
<td>This is a sample text string</td>
<td>Left([F1],7)</td>
<td>This is</td>
</tr>
</tbody>
</table>

Right(Text, Length) – extract text from the right side of a string

<table>
<thead>
<tr>
<th>[F1]</th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A100-30-4050-3468</td>
<td>Right([F1],7)</td>
<td>50-3468</td>
</tr>
<tr>
<td>12/31/1999</td>
<td>Right([F1],2)</td>
<td>99</td>
</tr>
<tr>
<td>This is a sample text string</td>
<td>Right([F1],9)</td>
<td>xt string</td>
</tr>
</tbody>
</table>
### Trim(Text) – remove leading and trailing blank spaces

<table>
<thead>
<tr>
<th>[F1]</th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A100-30-4050-3468</td>
<td>Trim([F1])</td>
<td>A100-30-4050-3468</td>
</tr>
<tr>
<td>text string</td>
<td>Trim([F1])</td>
<td>text string</td>
</tr>
</tbody>
</table>

### Instr(Start, Text, Search Pattern) – find starting position of Search Pattern within a text string

<table>
<thead>
<tr>
<th>[F1]</th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A100-30-4050-3468</td>
<td>Instr(1,[F1],’3‘)</td>
<td>6</td>
</tr>
<tr>
<td>A100-30-4050-3468</td>
<td>Instr(8,[F1],’3‘)</td>
<td>14</td>
</tr>
<tr>
<td>12/31/1999</td>
<td>Instr(1,[F1],’4‘)</td>
<td>0</td>
</tr>
<tr>
<td>This is a sample text string</td>
<td>Instr(1,[F1],’text‘)</td>
<td>18</td>
</tr>
</tbody>
</table>

### Eliminate(Text, Look For) – remove text from a text string

<table>
<thead>
<tr>
<th>[F1]</th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A100-30-4050-3468</td>
<td>Eliminate([F1],’-‘)</td>
<td>A1003040503468</td>
</tr>
<tr>
<td>12/31/1999</td>
<td>Eliminate([F1],’/‘)</td>
<td>12311999</td>
</tr>
<tr>
<td>This is a sample text string</td>
<td>Eliminate([F1],’sample‘)</td>
<td>This is a text string</td>
</tr>
</tbody>
</table>

### ReplaceWith(Text, Look For, Replace With) – replace text from a text string

<table>
<thead>
<tr>
<th>[F1]</th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A100.30.4050.3468</td>
<td>ReplaceWith ([F1],’:,‘,‘-‘)</td>
<td>A100-30-4050-3468</td>
</tr>
<tr>
<td>12/31/1999</td>
<td>ReplaceWith ([F1],’/‘,‘‘)</td>
<td>12311999</td>
</tr>
<tr>
<td>This is a sample text string</td>
<td>ReplaceWith ([F1],’a sample‘,‘another‘)</td>
<td>This is another text string</td>
</tr>
</tbody>
</table>
**P0(Text, Segment Size) – Pre-Fill With Zero a text string up to the defined segment size**

<table>
<thead>
<tr>
<th>[F1]</th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>P0([F1],4)</td>
<td>0030</td>
</tr>
<tr>
<td>30</td>
<td>P0([F1],2)</td>
<td>30</td>
</tr>
<tr>
<td>30</td>
<td>P0([F1],6)</td>
<td>000030</td>
</tr>
</tbody>
</table>
**DATE**

EOM(Date, Format) – determine the end-of-month date for a specific date

Valid Formats are: \( \text{mm/dd/yy, mm/dd/yyyy, mm/dd/yyyy, mm/yy, mm/yyyy, mmyy, mmyyyy} \)

<table>
<thead>
<tr>
<th></th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/12/2000</td>
<td>EOM([F1],’mm/dd/yyyy’)</td>
<td>04122000</td>
</tr>
<tr>
<td>04/15/00</td>
<td>EOM([F1],’mm/dd/yy’)</td>
<td>04152000</td>
</tr>
<tr>
<td>071500</td>
<td>EOM([F1],’mmyyyy’)</td>
<td>07312000</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS**

Format(Text, Format String) – there are many format types available, and only a few are shown here

<table>
<thead>
<tr>
<th></th>
<th>EXPRESSION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$45,567.79</td>
<td>Format([F1],’Fixed’)</td>
<td>45567.79</td>
</tr>
<tr>
<td>.79</td>
<td>Format([F1],’Fixed’)</td>
<td>0.79</td>
</tr>
<tr>
<td>45567.79</td>
<td>Format([F1],’Currency’)</td>
<td>$45,567.79</td>
</tr>
<tr>
<td>45567</td>
<td>Format([F1],’Currency’)</td>
<td>$45,567.00</td>
</tr>
<tr>
<td>4/3/99</td>
<td>Format([f1],’mm/dd/yy’)</td>
<td>04/03/99</td>
</tr>
<tr>
<td>4/3/99</td>
<td>Format([f1],’mm/dd/yyyy’)</td>
<td>04/03/1999</td>
</tr>
<tr>
<td>4/3/99</td>
<td>Format([f1],’mmyyyy’)</td>
<td>04031999</td>
</tr>
</tbody>
</table>
Appendix C - Data Flow Diagram

1. **Comma-Delimited**
   - Execute Process Table
   - Tab-Delimited
   - Fixed-Length
   - External Process
   - Create Text File(s)

2. **Import**
   - Fixed-Length Import Code
   - Generic Import Table (70 Fields)
   - Mapping Table

3. **Map**
   - Data Verification Routines
   - AFW Table
   - Errors Detected!
   - Stop Process

4. **Translate to AFW Table**
   - AFW Import
   - Execute Process Table
   - Successful Fundware Import
   - Errors Detected!
   - Stop Process

5. **Export**
   - Create Export Text File
   - Successful and No Previous Errors Detected
   - Errors Detected!
   - Stop Process

6. **Data Verify**