

Blackbaud FundWare System Administration Guide

VERSION 7.60, SEPTEMBER 2009

**Blackbaud®
FundWare™**

USER GUIDE HISTORY

Date	Changes
June 1999 –September 2003	7.12, Edition 1 through Version 7.20 SP 3
May 2004	7.30—The guide has been modified to better serve the needs of our customers. Program changes reflected include the new HomePage interface and new basic security interface.
May 2004	7.30—The guide has been updated with minor corrections (updated after the 7.30 printing deadline).
December 2004	7.31—Instructions reflect new functionality on the HomePage. Additional edits include company references.
April 2005	7.31 SP1—The guide has been updated with minor corrections.
November 2005	7.40—The guide has been updated with minor corrections.
July 2008	7.50—The guide has been updated with minor corrections and new company information.
September 2009	7.60—The guide has been updated to incorporate 7.60 functionality and to reflect new company information.

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CHAPTER 1

INTRODUCTION

Welcome to the Blackbaud FundWare™ accounting application family. FundWare is the leading fund accounting software designed in accordance with the most widely accepted accounting principles. It is flexible enough to meet your needs without major changes to your current accounting systems.

This guide provides instructions for administration tasks that apply to your main FundWare system, such as:

- Defining security settings for your users,
- Maintaining your divisions, and
- Performing file maintenance.

This guide also includes importing instructions for each module.

THE BLACKBAUD FUNDWARE SUITE OF PRODUCTS

Blackbaud FundWare is a Windows-based software application offering a suite of modules and features that can be integrated and combined to provide a complete solution for your organization (*Table 1.1*).

Table 1.1—Blackbaud FundWare Modules and Features

Module/Feature	Description
Accounts Payable	Provides all of the features you'd expect in a robust, world-class AP package: vendor information, payment scheduling, requisition management, integrated purchase orders, bank account records, check writing and more. The key to AP is its workflow approach to payables management. Each transaction is assigned a "stage" which is used to move the obligation through the payables cycle until the actual check is written and reconciled.

Table 1.1—Blackbaud FundWare Modules and Features (Continued)

Module/Feature	Description
Accounts Receivable	Creates, processes, manages, and reports on your organization's invoices and receipts. It records funds deposited to the General Ledger–Project/Grant, distributes revenue to multiple funds and/or departments, and posts in summary or detail, based on journal settings that you establish. (Note: Accounts Receivable module includes Cash Receipts.)
Advanced Financial Reporting	Designed as an addition to General Ledger–Project/Grant, AFR offers: <ul style="list-style-type: none"> • Multiple levels of detail in the same report, including account summaries and/or detailed transactions. • The ability to specify exactly which accounts appear in a column or row, including accounts that are not consecutive in their numbering, or accounts that have different attributes. • Total control over report presentation, including headers, formatting, and spacing. • The ability to filter a column or row by journal and/or by attribute.
Advanced Security	Designed as an addition to the system's basic security, Advanced Security allows you to restrict access for your users based on specific segments of your account number or account attributes, or based on group assignments.
Allocation Management	Integrates with General Ledger–Project/Grant to maximize your cost recovery against grants and contracts. Automates the processes of allocating revenue earned for pooled investments.
Bank Reconciliation	Allows you to balance your bank statements to your transactions in Accounts Payable, Accounts Receivable/Cash Receipts, Payroll/Personnel, and General Ledger. You import transactions to Bank Reconciliation, complete the reconciliation process, then post the reconciled transactions back to their originating modules.
Budget Control	Works with your General Ledger accounts to monitor the budget on an annual (i.e., fiscal year) basis and/or period basis. When you post transactions that surpass the budgeted amount for the account, Budget Control compares the account total to the budgeted amount and informs you when you approach or pass any of the three defined budget levels.
Budget Forecasting	Provides you with a “work-area” for creating budget amounts. The system pulls actual account amounts from GL–P/G into Budget Forecasting. You can then manipulate, change, and update these numbers until your organization reaches agreement on what the final budget should be. Once the budget is complete, you post the budget amounts to GL–P/G via a budget journal.

Table 1.1—Blackbaud FundWare Modules and Features (Continued)

Module/Feature	Description
Budget Preparation	Provides the tools to manage your budgeting process, from initial set up to final posting of budget amounts to General Ledger–Project/Grant. Use this module to set up multiple budget cycles (i.e., budget scenarios); create budget workbooks and worksheets; calculate costs, revenues, and expenses; export and import from Microsoft Excel, and post the budget to General Ledger–Project/Grant.
Cash Receipts	Creates, processes, manages, and reports on your organizations cash receipts. It records funds deposited to the General Ledger–Project/Grant, distributes revenue to multiple funds and/or departments, and posts in summary or detail, based on journal settings that you establish.
Financial Institutions	The Financial Institutions feature allows you to define bank accounts for existing FundWare modules using a central dialog.
Fixed Assets	Asset management and control module that allows you to track an asset through its full life-cycle (acquisition, depreciation, and disposal). Fixed Assets can post asset transactions to General Ledger–Project/Grant. You can also choose to use Fixed Assets without posting transactions to General Ledger–Project/Grant.
General Ledger–Project/Grant	Provides seamless connectivity with other FundWare modules, as well as the most popular third-party programs, giving you a complete, centralized financial management tool. Allows you to define an account structure that meets the specific reporting needs of your organization, and provides multi-year reporting, online budget control, advanced security, more than 60 standard reports, and unlimited user-defined reports.
iData	Analysis and reporting tool offered for the FundWare Enterprise Edition. Delivers quick access to your financial data without the need for deciphering complicated data dictionaries. Allows you to create reports from well-organized Smart Views, which conform to your unique system configuration and allow you to report across divisions.
Payroll/Personnel	Provides detailed cost accounting so that each employee's efforts are tied to the appropriate grant, program or cost center. Labor costs can be distributed by percentage, time sheet cost codes, and a number of other flexible methods. Offers robust, yet simple functionality for W-2s, direct deposit, and taxes. Allows you to track employee data and benefits, including non-taxable retirement plans, cafeteria-style benefits and deferred compensation plans.

UNDERSTANDING THE DATABASE STRUCTURE

The core database is a central set of data files that define rules and capture and store data for the General Ledger–Project/Grant modules. Within the core database, FundWare stores your information in five areas (“ledgers”):

- The general, or actual, ledger maintains account balances for standard reporting.
- The budget type 1 and 2 ledgers record and report budget information. We offer two budget options to allow you to track an original budget and any changes to that budget (e.g., GASB reporting).
- The encumbrance ledger allows accounts to be encumbered for purchases ordered but not yet received.
- The commitment ledger allows accounts to be allocated for purchases not yet encumbered.

SUPPORT FILES

The FundWare Installation/Upgrade CD includes some files and instructions that can help you maintain your FundWare system. Please review the folders and files stored in the Support folder of the CD.

SOME FUNDWARE BASICS

The following sections provide you information and instructions for opening and working in FundWare.

OPENING FUNDWARE

As you begin using FundWare, certain information is saved by the program and offered as a default. This has been designed to help you save time and steps, but you can change these defaults at any time by entering new information or selecting from the available options (depending on the field).

- User name—The program will enter the user name (or user number) of the last person to log into FundWare on that computer.
 - For security reasons, your password is not automatically entered. You must always enter your FundWare password.

- Business date—Defaults to the current system date (according to your computer’s operating system).
- Division—The program automatically selects the division you were working in the last time you were in FundWare.
 - If you have only one division (or have security rights to only one division) and do not have security rights to the System Administration area, the program will bypass the division selection window.
 - Or, if you only have security rights to the System Administration area, the program will bypass the division selection window and open directly to the System Administration HomePage.
- HomePage—The program automatically opens to the HomePage of the module in which you were working the last time you were in FundWare.

Use the following instructions to open and log into FundWare.

1. Double-click the FundWare icon on your desktop or select Blackbaud FundWare[®] Enterprise or Professional from your Windows Start menu. The Login window displays.

Figure 1.1—FundWare Login Window

The screenshot shows a standard Windows-style dialog box titled "FundWare Login". Inside the dialog, there is a message: "Enter a user name, password, and business date to log into FundWare." Below this message are three input fields: "User Name" (a text box), "Password" (a text box), and "Business Date" (a dropdown menu showing "03/23/2005"). Below the input fields is a line of text: "By using this software you agree to the terms of the American Fundware, Inc. Licensing Agreement." At the bottom of the dialog are two buttons: "OK" and "Cancel".

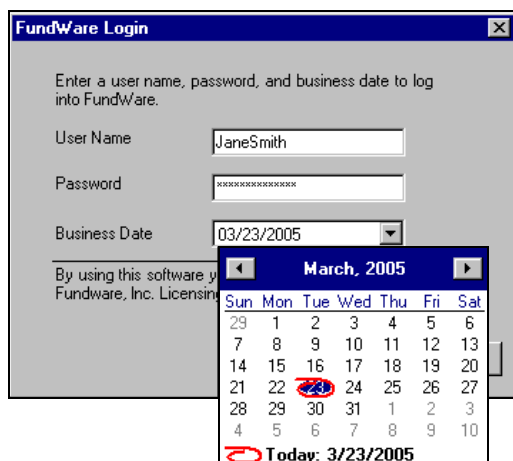
2. Enter your user name in the User Name text box. You can enter your user number instead of your user name, if preferred.

The User Name field will default to the last entry on this computer and the system will move to the Password field.

3. Enter your password in the Password text box. Your password entries will display as asterisks (*) as you type to maintain the privacy of your password.

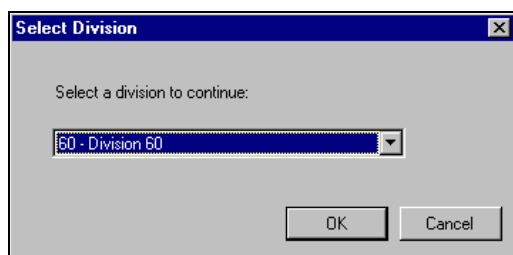
4. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.

Figure 1.2—Selecting the Date



5. Click **OK**. If your User Name, Password, and Business Date are verified, the Select Division window displays, defaulting to the division you were working with the last time you were in FundWare.

Figure 1.3—Selecting the Division



If your organization uses the password aging feature, you may receive a message indicating that your password will or has expired. You will be offered the chance to enter a new password at this time. See *Changing Your Password During Login* on page 7.

If you have only one division (or have security rights to only one division) and do not have security rights to System Administration, the program will bypass the Select Division window. Or, if you only have

security rights to System Administration, the program will bypass the division selection window and open directly to the System Administration HomePage.

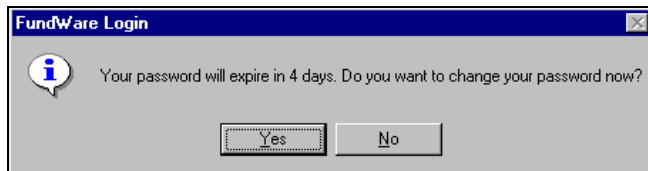
6. If necessary, select a different division (or System Administration) from the list.
7. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

For users upgrading from earlier versions of FundWare, please note that you can only have one division open at a time in each instance of FundWare (a change in functionality). However, you can open the program multiple times for the same or different divisions and/or business dates.

CHANGING YOUR PASSWORD DURING LOGIN

If your organization uses the password aging feature (defined through System Administration), you may receive a message indicating that your password will or has expired.

Figure 1.4—Password Expiring



Use the following instructions to change the password at this time.

1. Click **Yes** to the password expiration message. The Change Password window displays.

Figure 1.5—Changing Your Password During Login



Change Password

Enter a new password and confirm it. Your new password cannot be the same as your old password

Old Password

New Password

Confirm New Password

OK Cancel

2. Enter your password in the Old Password text box.
3. Enter the new password in the New Password text box.
4. Retype your password in the Confirm New Password text box.
5. Click **OK**. Your password is changed. The next time you log into FundWare, you must use the new password or you will receive an error message.

You can also change your password from within the software. See *Changing Your Password From the Software* on page 11.

OPENING FUNDWARE MULTIPLE TIMES

Each “instance” of FundWare (i.e., each time you open the program) represents a single division on a single business date. However, you can open as many instances of FundWare as necessary to meet your needs.

When dealing with multiple instances of FundWare, keep the following rules in mind:

- Each instance of FundWare represents a single user, division, and business date, or represents access to the System Administration features by a single user.
- You can open as many instances of FundWare as necessary (i.e., for different users, business dates, or divisions).

- You can still change the business date for the current instance of FundWare without opening a new instance. See *Changing the Business Date* on page 10 for more information.

OPENING ADDITIONAL INSTANCES—FROM THE DESKTOP/START MENU

If you have one or more instances of FundWare open already, you can open additional instances of the program from your desktop or the Windows Start menu. You will be asked to identify the user, password, business date, and division (the same steps as opening the first instance of FundWare).

OPENING ADDITIONAL INSTANCES—FROM THE PROGRAM

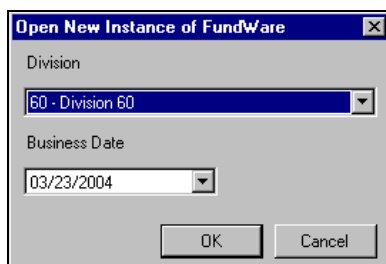
You can also open a new division or a new instance of the same division from within FundWare. Because you are opening this division from the program, the system applies the same user and password to the new instance and allows you to select a new division or business date.

If you want to open a new instance of FundWare for a new division or a new business date, you can open the program from the desktop or Windows Start menu or from the Change Business Date task. For instructions on changing the business date, or opening a second instance of the program with a different business date, see *Changing the Business Date* on page 10.

Use the following instructions to open a new instance of FundWare for the current user and business date.

1. Select **File > Open FundWare** from the menu bar. The Open New Instance window displays, automatically selecting the division you were working with the last time you were in FundWare.

Figure 1.6—Opening a New Instance of FundWare



2. If necessary, select a different division (or System Administration) from the list.

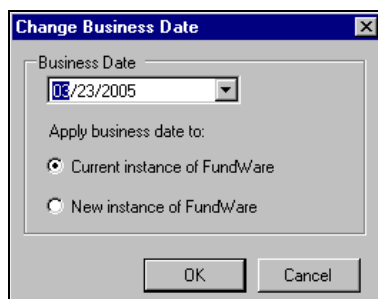
3. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
4. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

CHANGING THE BUSINESS DATE

You can change the business date for your current instance of FundWare or open a new instance of the same division with a different business date using the Change Business Date task. When you choose to open a new instance of the same division, the system applies the same user and password to the new instance and takes you directly to the HomePage for the module in which you were last working in that division.

1. Select **Edit > Change Business Date** from the menu bar. The Change Business Date window displays.

Figure 1.7—Changing the Business Date



- 1 Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
- 2 Select the applicable option for applying the new business date:
 - **Current Instance of FundWare**—Changes the business date for the current instance of FundWare. This option does not apply any changes to other instances of FundWare and does not open a new instance of the program.

The “Classic” windows will not accept a changed business date. If you have any of the Classic screens open when you attempt to change the business date for the current instance of FundWare, the system will return a message and not allow you to proceed. Close the Classic windows and try again.

- **New Instance of FundWare**—Opens a new instance of FundWare to the HomePage for the module in which you were last working, applying the same user, password, and division but using the new business date.
1. Click **OK**. The program applies your selection.

CHANGING YOUR PASSWORD FROM THE SOFTWARE

Use the following instructions to change the password for the current user.

1. Select **Edit > Password** from the menu bar. The Change Password window displays.

Figure 1.8—Changing the Current User's Password



2. Enter your password in the Old Password text box.
3. Enter the new password in the New Password text box.
4. Retype your password in the Confirm New Password text box.
5. Click **OK**. Your password is changed. The next time you log into FundWare, you must use the new password or you will receive an error message.

If your organization uses the password aging feature (defined through System Administration) and your password is nearing or has passed the expiration date, you can also change your password during the login process. See *Changing Your Password During Login* on page 7.

USING THE MENU BAR

Each module for which your organization is licensed and to which you have security rights displays in the menu bar. From these menu options, you can access all module-specific tasks (e.g., **General Ledger > Journal Entries > New**). In addition, you will use the menu bar to access specific program tasks (e.g., changing the business date):

- **File**—Open divisions; access Print Manager, Report Manager, or Financial Institutions.
- **Edit**—Change the business date or your password.
- **View**—View or close Navigator bar; view full or abbreviated menu names; view logged in users.
- **Window**—See all currently open windows, switch between these windows.
- **Help**—Access online help for the current module and program information.

KEYBOARD NAVIGATION

To help you navigate quickly through the program, FundWare allows you to use your keyboard instead of your mouse to access program tasks.

- **Menu bar**—You can access any task listed on the menus using a combination of the ALT key and a letter and the arrow keys.
 - Press the ALT key.
 - Press the underlined letter of the item to display the menu. The menu displays.
 - Use the arrow key and press ENTER to select a task.
- **Shortcut menus**—Access any applicable shortcut menus (normally displayed when you right-click your mouse) from the keyboard by pressing either SHIFT+F10 or the Application key (offered on many newer keyboards, located between the WINDOWS key and the CTRL key, to the right of the spacebar).
- **Shortcut keys**—Shortcut keys combine the CTRL key with a letter to give you direct access to certain tasks. These shortcuts are listed on the menus with the applicable tasks.
- **Drop-down lists**—You can access any drop-down list when focus is on the associated field by using a combination of the ALT key and the down arrow key.

IS YOUR MENU BAR TOO CROWDED?

If your organization is licensed for a number of FundWare modules, your menu bar may be too wide to use conveniently. You can change the module names that are listed in the menu bar to display as acronyms, which will decrease the width of the bar:

- Select **View > Abbreviated Menu Names** from the menu bar. To change back, select **View > Full Menu Names** from the menu bar.

HOW YOUR SECURITY RIGHTS IMPACT THE MENU BAR

Your individual security rights may impact the modules and tasks that you see on the menu bar.

- If your organization is licensed for a module, but your individual security settings do not allow you to access any tasks in that module, the module will not be listed in the menu bar.
- If your security settings allow you to access some, but not all, tasks in a module, the restricted tasks will not be listed in the menu bar.

USING THE NAVIGATOR BAR

The Navigator bar provides you with quick, mouse-driven access to your modules, module tasks, and currently open windows through two areas:

- Module navigator, and
- Open windows navigator.

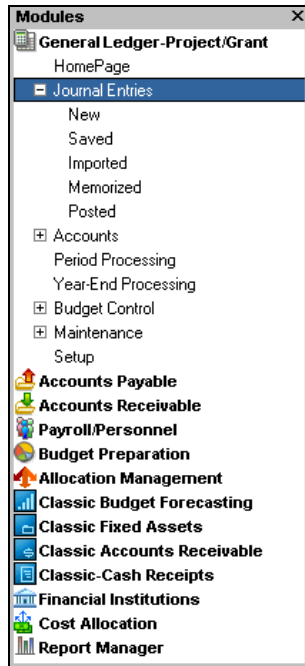
You can resize the Navigator bar to meet the needs of your display by using your mouse to click on the right frame of the bar and drag the frame to the position you want. You can also hide or show the Navigator bar using the options on the **View** menu. Select the option to hide or show the bar, as applicable. These settings will be retained by the system when you close FundWare.

MODULE NAVIGATOR

The module navigator lists the modules for which your organization is licensed (unless your individual security settings do not allow you to access a module). When you click a module (it just takes a single click), the module expands to display all of the associated module tasks.

Accessing any of the tasks within the module takes another single click on the specific item. Some tasks are “nested” below a title. A single click will expand the title, displaying the related tasks below.

Figure 1.9—Module Navigator—Expanded Menus



If your security settings restrict your access to specific tasks, those tasks will not be listed in the menu bar.

OPEN WINDOWS NAVIGATOR

The open windows navigator lists the windows that are currently open in this instance of FundWare, highlighting the window currently displayed. A single click of an entry in the open windows navigator redisplay the window in your workspace.

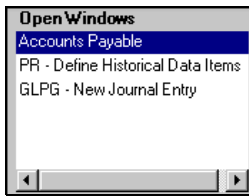


Figure 1.10—Open Windows Navigator

As with all Windows applications, the more FundWare windows that you open concurrently, the greater impact to your processor speed. You can use the Open Windows Navigator to monitor how many windows you have open at any one time.

HOW YOUR SECURITY RIGHTS IMPACT THE NAVIGATOR BAR

There is no security impact to the open windows navigator. If your security rights allowed you to open a task, then that window will display in the open windows navigator. However, your individual security rights may impact the modules and tasks that you see on the module navigator.

- If your organization is licensed for a module, but your individual security settings do not allow you to access any tasks in that module, the module will not be listed in the module navigator.
- Any tasks within a module from which you are restricted will not be listed in the menu bar.

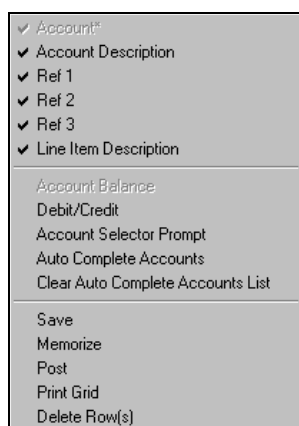
CUSTOMIZING YOUR DISPLAY

Throughout FundWare, you will encounter forms (similar to a table or spreadsheet) that allow you to customize the display through the shortcut menu (accessed by right-clicking your mouse) or through direct manipulation with your mouse. Most of these settings are retained with your user name. Therefore, the forms display according to your settings wherever you log in to FundWare. (In other words, the program remembers how the form displayed when you closed FundWare. This is how it will display the next time you open the program.)

Not all forms provide these options. If you attempt one of the customization options described here and are unsuccessful, it is likely that the option is not offered on that form.

HIDING AND DISPLAYING COLUMNS

To add or remove a column from a form, hover your mouse over the pane and right-click. A shortcut menu displays, which allows you to hide or display columns from the form.



In this example, the Account column is disabled because this column must always display.

The remaining columns are currently displayed in the New Journal Entry form.

Figure 1.11—Example Shortcut Menu for the GL New Journal Entry Form

The columns currently displayed in the form are indicated with a check mark. Select a column from the shortcut menu to add or remove that column to the detail pane.

If you have disabled fields through the module setup (e.g., the Accounts Payable parameter or stage settings), the associated column will not be listed on the shortcut menu.

RE-ORDERING THE COLUMNS

To re-order the columns in a form, “drag and drop” the column by clicking the column heading and moving the column to the desired position (holding the mouse button down).

RESIZING THE COLUMNS

To resize a column, hover your mouse over the column border until the icon changes.

Figure 1.12—Mouse Icon

Obligation	Description	Vendor number	Vendor Name	Due date	Amount
1015	Advertising - 2nd Installment	200	Ms. Fredericka Loomis	9/27/2002	\$2,000.00
1000	Advertising Contract	200	Ms. Fredericka Loomis	9/27/2002	\$21,000.00
1004	Cleaning Contract - 6 mos	500	Mountain Cleaning Service	9/27/2002	\$3,000.00

Click your mouse button and drag the column border until it is the desired width.

SORTING THE ENTRIES IN A FORM

To resort the entries in a form, click the heading of the column on which you want the sort based. To reverse the sort order, click the column heading again.

Figure 1.13—Sorting the Detail Pane

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1025		200	Ms. Fredericka Loomis	9/27/2002	\$200.00
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/1998	\$13,500.00
1024	Monthly van insurance	300	American Business Insurance	9/27/2002	\$175.66
1027	June bill	600	Mountain Bell Phone Service	9/27/2002	\$99.12
1026		800	Mountain Rental Management	9/27/2002	\$99.63

Original display.

Entries resorted based on Obligation number.

Entry order reversed.

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1027	June bill	600	Mountain Bell Phone Service	9/27/2002	
1026		800	Mountain Rental Management	9/27/2002	
1025		200	Ms. Fredericka Loomis	9/27/2002	
1024	Monthly van insurance	300	American Business Insurance	9/27/2002	
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/1998	\$13,500.00

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/1998	\$13,500.00
1024	Monthly van insurance	300	American Business Insurance	9/27/2002	
1025		200	Ms. Fredericka Loomis	9/27/2002	
1026		800	Mountain Rental Management	9/27/2002	
1027	June bill	600	Mountain Bell Phone Service	9/27/2002	

Sort order is not retained when you close FundWare.

HELP

If you encounter questions or problems while you are working in the program, you can access the online help from the **Help** menu (on the menu bar) or by clicking F1 to access the online help for the current module.

You can also access PDF files (portable document format) of the guides from your server:

- FundWare\Data\User Documentation

You must have Adobe Acrobat Reader installed to view the files. This program is available from the FundWare CD or as a free download from www.adobe.com.

TRAINING AND CONSULTING SERVICES

Blackbaud, Inc. offers a number of options to help you improve your use of FundWare.

- Regional classes—Training classes held several times per month in various cities across the nation. These one- to five-day classes provide a hands-on learning environment and low student-to-instructor ratio.
- eClasses—Interactive training classes offered over the Internet provide you and your staff the opportunity to receive training from FundWare experts without leaving your desk.
- Onsite custom training sessions and consulting—Our training/consulting group offers you onsite services, including:
 - Training your staff using your data.
 - Installing/upgrading and configuring the software to meet the specific needs of your organization.

For more information about any of our training or consulting services, please explore our Web site (<http://www.blackbaud.com>) or contact our Client Sales department (800-551-4458).



USING THIS DOCUMENT

This manual is organized to reflect the most common uses of the module. It provides you with overview information of FundWare, followed by specific features and functions of the module.

CONVENTIONS

Use *Table 1.2* as a reference for conventions used in this document.

Table 1.2—Icon Conventions

Indicator	Description
	A caution or warning that must be heeded. Information contained in a warning should be carefully reviewed to avoid adverse affect on software operation.
	An example, used to clarify an issue.
ENTER	Keyboard directions are indicated in small capital letters (e.g., Press ENTER).
<i>demo user</i>	Specific text entries are indicated with italics (e.g., Type <i>demo user</i> for User Name).
Click OK	An item on the screen that requires user interface is indicated in bold.

GETTING SUPPORT

The following table provides a quick reference for getting the support you need for FundWare modules.

Table 1.3—Getting Support

Department	Contact	Description
Business Office	800-551-4458	Obtain general information or contact a staff member.
Technical Support	800-227-7575 e-mail: FWSupport@blackbaud.com	Get help resolving technical issues with the product. Please have the following information ready when you call: <ul style="list-style-type: none"> • Blackbaud Site ID • FundWare version number • Error message details
	Knowledgebase www.blackbaud.com	A searchable database where you can type your questions and get a list of possible answers. <ul style="list-style-type: none"> • Requires your license number and Blackbaud Site ID.

Table 1.3—Getting Support (Continued)

Department	Contact	Description
Training	800-551-4458 Ask for the Client Sales department. www.blackbaud.com	Contact us for more information on our training options: <ul style="list-style-type: none"> • Regionals—Classes from 1 to 5 days in length; held in cities around the country. • eClasses—Two- to three-hour classes offered over the Internet. • Onsite custom training and consulting—Our consulting staff can implement FundWare and/or train your employees using your organization's data.
Product Management	www.blackbaud.com	Contact our Product Management department with any suggestions for improving FundWare.
All other information	www.blackbaud.com	Links are available for all other FundWare information including replacement software, user guides and software updates.

Blackbaud, Inc.
 6430 S. Fiddler's Green Circle, Suite 200
 Greenwood Village, CO 80111
 800-551-4458
 303-756-3030

CHAPTER 2

BLACKBAUD FUNDWARE SYSTEM ADMINISTRATION

The System Administration tasks can encompass all divisions. Therefore, to work with these tasks, you must open a separate instance of FundWare (i.e., you cannot have an instance of a division open and access these tasks from that instance). Instead, System Administration is treated as its own division when you log into the system.

Once System Administration opens, you can access a number of tasks:

- **HomePage**—The System Administration HomePage displays each time you open System Administration and includes four areas of interest:
 - *FundWare License and Version Information* on page 22,
 - *Password Aging* on page 22,
 - *Logged in Users* on page 24, and
 - *Useful Links* on page 25
- **Security**—Define and maintain your basic security settings (i.e., workgroups and users). Because of the complexity of this task, Security instructions are in their own chapter (*Chapter 3—Defining User Security* on page 35 for instructions).
- **Division maintenance**—Define and maintain your divisions. Because of the complexity of this task, Division Maintenance instructions are in their own chapter (*Chapter 4—Maintaining Your Divisions* on page 77 for instructions).
- **System Utilities**—Process error logs and execute programs. See *System Utilities Tasks* on page 31 for more information.
- **File information**—View field lengths and the record numbers for FundWare data files. See *Viewing File Information* on page 25 for more information.
- **Registration management**—Review or modify your organization and/or registration information. See *Maintaining Your Blackbaud FundWare Registration* on page 28 for more information.

SYSTEM ADMINISTRATION HOMEPAGE

The System Administration HomePage includes four areas of interest:

- License and version information—Provided for your information only, you cannot edit this information.
- Password aging—Allows you to define a specific length of time that users' passwords are valid.
- Logged in users—Provided for your information only, you cannot edit this information.
- Links—Phone numbers, e-mail addresses, and the FundWare Web address. Provided for your information only, you cannot edit this information.

FUNDWARE LICENSE AND VERSION INFORMATION

The license and version information is provided for you information only (*Figure 2.1*). You cannot edit this information.

Figure 2.1—Example License Information



Refer to this area when you contact the FundWare Support department to facilitate a faster resolution.

PASSWORD AGING

The Password Aging feature allows you to determine a specific number of calendar days that your users' passwords are valid. When each user's password is nearing expiration, a warning will display offering the user the opportunity to change their password at that time. For more information on changing passwords, see *Changing Your Password During Login* on page 7 and *Changing Your Password From the Software* on page 11.

Use the following instructions to enable Password Aging.

1. Open an instance of FundWare.

- From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
- Select the Enable Password Aging check box to enable the feature (*Figure 2.2*).

The screenshot shows a window titled "Password Aging". Inside, there is a checked checkbox labeled "Enable Password Aging". To its right are two spinner controls: "Expiration (days)" with the value "30" and "Warning Message (days)" with the value "7".

Figure 2.2—Password Aging

- Enter the required number of calendar days for the options, according to the following table

Table 2.1—Password Aging Fields

Field	Description
Expiration (days)	Enter the number of calendar days that each user's password will be valid. <ul style="list-style-type: none"> Each time a user changes this password, this system will begin counting towards this number. When the password has expired, the user will not be able to log into FundWare until they change their password.
Warning Message (days)	Enter the number of days prior to expiration that a warning message will display. <ul style="list-style-type: none"> When a user receives a warning message, he or she is given the opportunity to change their password.

DISABLING THE PASSWORD AGING FEATURE

Use the following instructions to disable (or turn off) Password Aging.

- Open an instance of FundWare.
- From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

3. Select the Enable Password Aging check box to remove the check box and disable the feature (*Figure 2.2*).

Password Aging

Enable Password Aging Expiration (days): 30 Warning Message (days): 7

Even if there are days defined for the Expiration and Warning settings, the feature is not in force if there is no check mark in the Enable Password Aging check box.

Figure 2.3—Disabling Password Aging

LOGGED IN USERS

You can view logged in users from two locations in the software:

- The System Administration HomePage (*Figure 2.4*)—If you have a user that is incorrectly listed as logged in to FundWare (e.g., a power outage closed down the program but the user is still listed as logged in), click **Delete** to remove the entry.

Logged In Users

Division	User ID	Login	Date
00	101	Demo User	10/19/2004 8:21 AM
76	101	Demo User	7/19/2004 8:52 AM
96	101	Demo User	10/12/2004 1:46 PM

Delete The delete task removes selected entries from the display in the event that a user was unable to log out properly (i.e., is listed but no longer logged into FundWare).

Figure 2.4—Logged In Users—System Administration HomePage

- The **View > Logged In Users** task (*Figure 2.5*)—Click **Refresh** to update this information (e.g., you have had this window open for a while and users may have logged on or off).

Users Logged In

User ID	Login	Date
101	Demo User	3/23/2004 3:11 PM
2	JacobM	3/23/2004 12:10 PM
1	EPeters	3/23/2004 3:01 PM

Refresh **Cancel**

Figure 2.5—Logged In Users—View Task

For certain tasks, you may be required to ensure that all users are logged out of the software. In these cases, you should check the list of logged in users before proceeding.



Refer to this area when you must complete tasks that require no users logged into the system.

USEFUL LINKS

The Useful Links area provides helpful phone numbers, e-mail addresses, and the FundWare web address (*Figure 2.6*). This information is provided for your information only. You cannot edit this information.

Useful Links	
Access Support Web Page:	http://fundware.com/Support/support.asp
E-Mail Support Department:	fwsupport@kintera.com
E-Mail Sales Department:	fwinfo@kintera.com (800) 551-4458
View License Agreement:	Open License.txt File

Figure 2.6—Useful FundWare Links

VIEWING FILE INFORMATION

The File Information task allows you to view field lengths and the record numbers for FundWare data files. Use the following instructions to view file information.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

3. Click **File Information** on the module navigator or select **System Administration > File Information** from the menu bar. The Workgroup summary window displays, showing all workgroups defined for all divisions in your system (*Figure 2.7*).

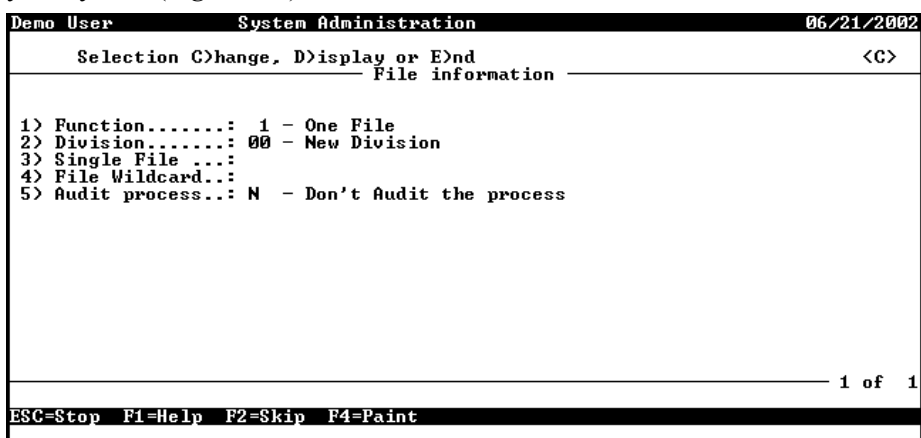


Figure 2.7—File Information

4. Complete the required fields according to *Table 2.2*.

Table 2.2—File Information Field Definitions

Field	Entry	Description
Function	1—One file	Shows information for one file only.
	2—One entire division	Displays information for all files in a division.
	3—Wildcard	Use a combination of question marks and alphanumeric characters to display information for a range of files.
Division	Division number	Enter a valid division number. Press F1 to see a list of valid divisions. <ul style="list-style-type: none"> This field is not valid when you select Function option 3—Wildcard.
Single File	3-letter file name	Enter a three-letter file name in this field, e.g. CSJ or SYP. <ul style="list-style-type: none"> This field only valid when you select Function option 1—One file.

Table 2.2—File Information Field Definitions (Continued)

Field	Entry	Description
File Wildcard	File mask	<p>Enter a mask for the files you want to display.</p> <ul style="list-style-type: none"> This field only valid when you select Function option 2—Wildcard. <p>Data file names begin with a two-digit division number, e.g. 95, and end with a three-digit file name, e.g. CSB. For example:</p> <ul style="list-style-type: none"> If you want to see file information for all cost core files in division 95, enter the following mask: 95CS?. If you want to see cost core files for all divisions, enter ??CS?.
Audit Process	Y N	<p>Select whether or not you want to generate a report.</p> <ul style="list-style-type: none"> Y—Print audit of process. The generated report also includes the number of records in a file. N—Don't audit process <p>When you're finished setting the parameters of the search, press E to E)nd. FundWare displays the file information, one screen per file. Press ENTER to see information for the next file.</p>

- When you have defined the file information fields, type *E* to end the entry task and display the selected files (*Figure 2.8*).

```

Deno User          System Administration          06/21/2002
-----
Selection C)hange, D)isplay or E)nd          <C>
File information
Information for SYP file
Key 1 is offset in record      0 for a length of      8
Record Length of file is      512

Information complete  Press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 2.8—Example SYP File Display

- When complete, press ENTER to end the task and close the window.

MAINTAINING YOUR BLACKBAUD FUNDWARE REGISTRATION

The Registration Management option of System Administration maintenance allows you to:

- Review or modify your organization information—You probably entered information about your organization (e.g., name, address) when you installed FundWare. This information is displayed here, and you can change it at any time.
 - You can also view (but not modify) your FundWare license number.
- Review or modify your registration information—If you add or remove a module, you will use information provided by your FundWare sales contact to register your changes here.

You must have an Administrator-level security setting to access this feature.

YOUR ORGANIZATION INFORMATION

Use the following steps to review or modify your organization information.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

3. Click **Registration Management** on the module navigator or select **System Administration > Registration Management** from the menu bar. The Registration Management window displays, open to the **Organization** tab (*Figure 2.9*).

The screenshot shows a window titled "Registration Management" with a close button (X) in the top right corner. Below the title bar are two tabs: "Organization" and "Registration". The "Organization" tab is selected. The main area of the window contains a form with the following fields and values:

- License #: 8745464
- Name: State of Confusion Council
- Address: 1212 Main St.
- Mass, Confusion 00000
- Main Phone: (555) 555-5555

At the bottom of the window are three buttons: "OK", "Cancel", and "Apply".

Figure 2.9—Registration Management—Organization Tab

4. Review or modify your information, as necessary.



You cannot modify your license number.

5. Click **Apply** to save your changes and remain in the Registration Management window, or click **OK** to save your changes and close the window.

YOUR REGISTRATION INFORMATION

The Registration tab of the Registration Management feature will show those modules that are currently registered for your organization. You can also use this feature to add or remove modules (with information from your FundWare sales contact).

1. Open an instance of FundWare.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration Home Page displays.
3. Click **Registration Management** on the module navigator or select **System Administration > Registration Management** from the menu bar. The Registration Management window displays, open to the **Organization** tab (*Figure 2.9*).
4. Click the **Registration** tab (*Figure 2.10*).

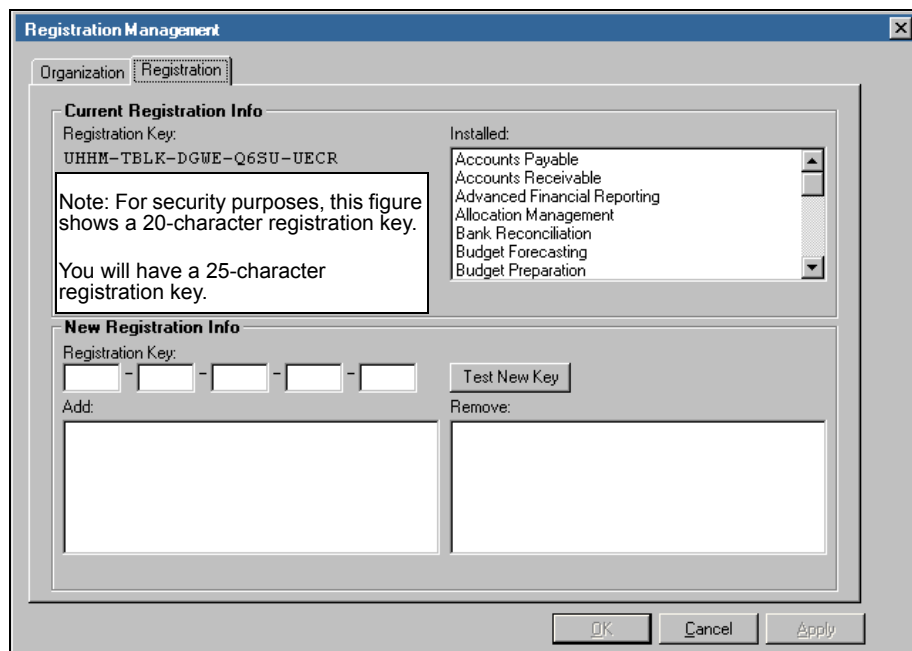


Figure 2.10—Registration Management—Registration Tab

5. If you are adding or removing a module, you should have a new 25-character registration key. Enter that number in the text boxes.
6. Click **Test New Key**. The added and/or removed modules will display below.



No changes have been made to your system at this point. The changes will only be completed when you click **Apply** or **OK**.

7. If this information is not accurate, click **Cancel** and contact your FundWare sales representative.

If this information is correct, click **Apply** to save your changes and remain in the Registration Management window, or click **OK** to save your changes and close the window.

SYSTEM UTILITIES TASKS

There are two tasks available from the System Utilize menu option (*Figure 2.11*):

- Process error logs, and
- Execute programs.

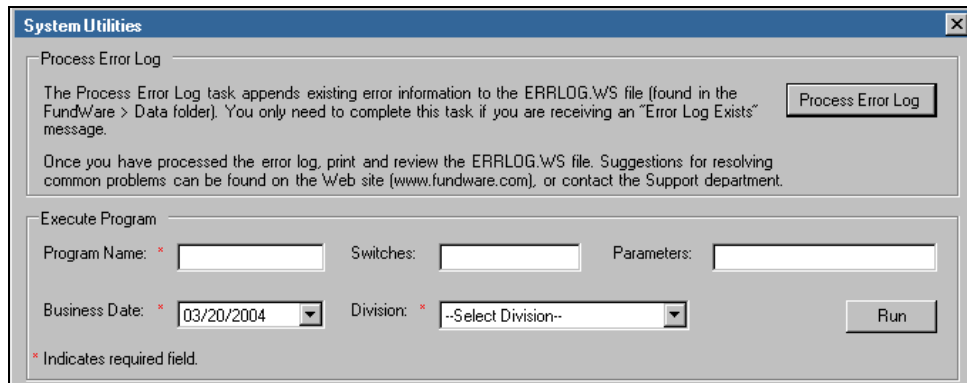


Figure 2.11—System Utilities

PROCESSING ERROR LOGS

The Process Error Log task appends existing error information to the ERRLOG.WS file (found in the **FundWare > Data** folder). You only need to complete this task if you are receiving an “Error Log Exists” message.

Once you have processed the error log, print and review the ERRLOG.WS file. Suggestions for resolving common problems can be found on the Web site (www.fundware.com), or contact the Support department.

Use the following instructions to process an error log.

1. Open an instance of FundWare.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration Home Page displays.
3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 2.12*).

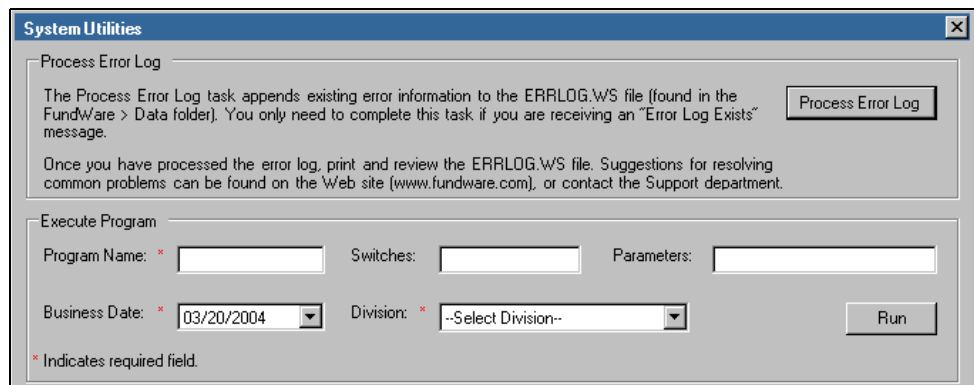


Figure 2.12—System Utilities—Processing the Error Log

4. Click **Process Error Log**. When the process is complete, a message displays.
5. Click **OK**. You can view the ERRLOG.WS file through any word processing program.

EXECUTING PROGRAMS

There are a number of small programs that allow you to complete specific restricted tasks (e.g., defining the system scramble checks). You will use the Execute Programs task to run these programs (*Figure 2.13*). Instructions for these programs appear throughout the guides (e.g., because you can scramble AP and Payroll checks, those instructions are found in the Accounts Payable and Payroll/Personnel guides).

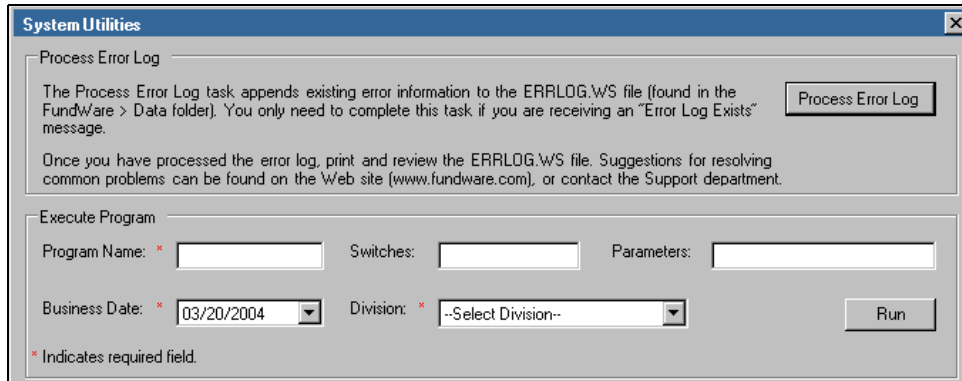


Figure 2.13—System Utilities—Execute Program

LICENSE AND DATABASE INFORMATION

If you select **Help > About FundWare**, the program displays a summary of your system (*Figure 2.14*), including:

- Organization name, address, and phone number (entered during installation),
- License number,
- Registration key,
- Version information,

- Database (i.e., core) and division backup information.

Figure 2.14—Example About FundWare

Click the **Registered Items** button to view the modules for which your organization is licensed (*Figure 2.15*). Click **OK** to close the display.

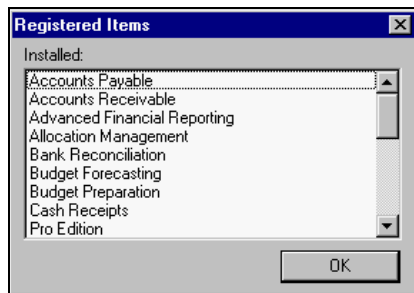


Figure 2.15—Example Registered Items

CHAPTER 3

DEFINING USER SECURITY

The FundWare basic security feature uses workgroups and user-specific settings to limit user access on a task basis. (For these instructions, a task includes all individual security settings, e.g., tasks, AP stages, reports.) For example:

- Joe Miller only works in AP to enter invoices.
 - You add him to the Data Entry workgroup, which defines default security settings for Joe.
 - You customize his security settings to allow him to open only the Accounts Payable module.
 - Within that module, you allow him to add obligations to stage 30 (i.e., invoices). All other AP tasks are denied.
- Jenny Mendoza must create reports for all modules.
 - You add her to the Inquiry Only workgroup, which defines default security settings for Jenny.
 - You customize her security settings in each module to allow her to create reports.
 - She is denied access to all other module-specific tasks.

WHAT ARE WORKGROUPS?

Before your users can begin working in the system, you must create workgroups and assign each user to at least one workgroup. Workgroups are division-specific templates for your security settings. From the workgroup definition, each user is granted default security settings. However, you can customize each user's settings.

When a user belongs to more than one workgroup, FundWare consolidates the workgroup settings to define the user's default settings (see *Assigning a User to Multiple Workgroups* on page 63). Again, you can always customize a user's settings from the workgroup defaults.

ADMINISTRATOR WORKGROUPS

For each division, FundWare creates a workgroup named “Administrator.” This group has full rights to all functions, tasks, reports, and stages for all modules in the division. This group is designed so that certain users can always access all parts of FundWare.

The following rules apply to the Administrator workgroups:

- One user must always be assigned to each Administrator workgroup.
- You cannot edit the Administrator workgroup settings.
- You cannot delete the Administrator workgroup.

WHAT ARE USERS?

Each employee who will work in FundWare should have his or her own user record. This record defines the specific tasks in each module and each division that the user can or cannot access.

DEMO USER

The default FundWare user, *Demo User* (password: *pcfund*), has full rights to all systems. Use this user name when you first open the program and have yet to define your users.

You can modify or delete the Demo User. However, because the system requires at least one Administrator-level user at all times, you cannot delete the Demo User until you define your own Administrator. For security purposes, we recommend that you change the password for the Demo User once you have configured your security system.

WHAT ARE SECURITY LEVELS?

Earlier versions of the FundWare used security levels (e.g., 0–9) to define a menu-driven security setting (e.g., allow a user to access the Maintain Vendors menu). When the menu-driven system was replaced by the task-driven system (e.g., allow a user to create journal entries), the only use of security levels is to distinguish between administrators and users.

- Level 1—Administrators. FundWare will acknowledge any basic security settings but ignore Advanced Security settings. Your system must always have at least one user defined with level 1 security.
- Level 2—Users. FundWare will acknowledge any basic and advanced security settings.

When you define a user, FundWare assigns the user a security level of 1.

CHANGING A USER'S SECURITY LEVEL

The fields 1–3 of the Classic user security record store information that is either obsolete or better maintained in the basic security task (*Table 3.1*). While you can modify the information in fields 1–3, we *strongly* recommend that you do not change the information in these fields. (If your organization uses the Advanced Security feature, you may change the security level.)

Use the following instructions to modify fields 1–3. (Note: If your organization is licensed for the Advanced Security feature, you will see additional fields. For more instructions on these fields, see the *Blackbaud FundWare Advanced Security Guide*.)

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Security > Users** on the module navigator or select **Security > Users** from the menu bar. The Security–Users window displays.
4. In the Define Basic Security or Advanced Security Settings area (*Figure 3.1*), select a business date and division.

Figure 3.1—Define Basic Security or Advanced Security Settings

5. Click **Define User Security**. The Advanced Security option menu displays.

6. Type *C* to enter Advanced Security settings for an existing user.
7. Enter the user number and press ENTER. The first page of the user's security settings displays (*Figure 3.2*).

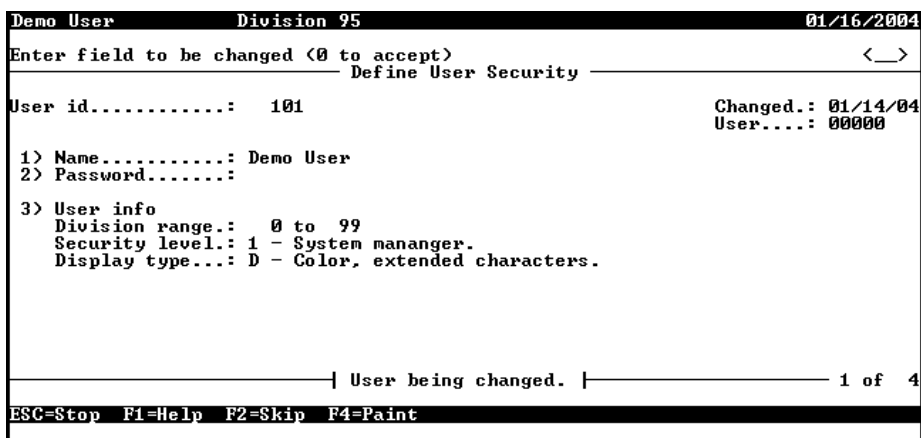


Figure 3.2—Define User Security—Fields 1–3

8. Edit the information according to *Table 3.1*.

Table 3.1—User Security Fields 1–3

Field	Description	Impact if Modified Through Advanced Security
Name	35 characters	The user's name.
Password	15 characters	The user's password and a confirmation. <ul style="list-style-type: none"> • The current version of FundWare does not use this field. Please do not enter information here.
Division range	1–99	The division or range of divisions that the user can access. <ul style="list-style-type: none"> • The default range is 1–99. Your basic security settings are an easier way to limit the user's access to specific divisions.

Table 3.1—User Security Fields 1–3 (Continued)

Field	Description	Impact if Modified Through Advanced Security
Security level	1–9	<p>The user's menu security level. For more information on security levels, see <i>What Are Security Levels?</i> on page 36.</p> <ul style="list-style-type: none"> • Current versions of FundWare only use levels 1 and 2. • Level 1 will cause FundWare to ignore any Advanced Security setting except report path and group name. • Level 2 indicates that the user has Advanced Security settings that should be respected.
Display type	A, B, C, D	<p>The user's monitor type.</p> <ul style="list-style-type: none"> • Almost all current monitors should be D–Color, extended characters. • You should not need to change this setting from its default.

9. When complete, press ESC to display the option menu.
10. Type *0* to accept your entries for this user.
11. Press ESC and type *E* to close the window.

ADDING WORKGROUPS

Use the following instructions to define a workgroup.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

3. Click **Security > Workgroups** on the module navigator or select **System Administration > Security > Workgroups** from the menu bar. The Security–Workgroup window displays, showing all workgroups defined for all divisions in your system (*Figure 3.3*).

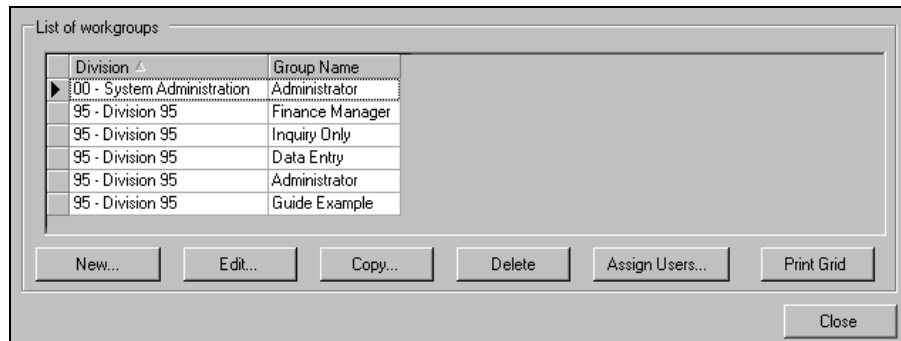


Figure 3.3—Security–Workgroup (List of Workgroups)

4. Click **New**. The New Workgroup window displays (*Figure 3.4*).

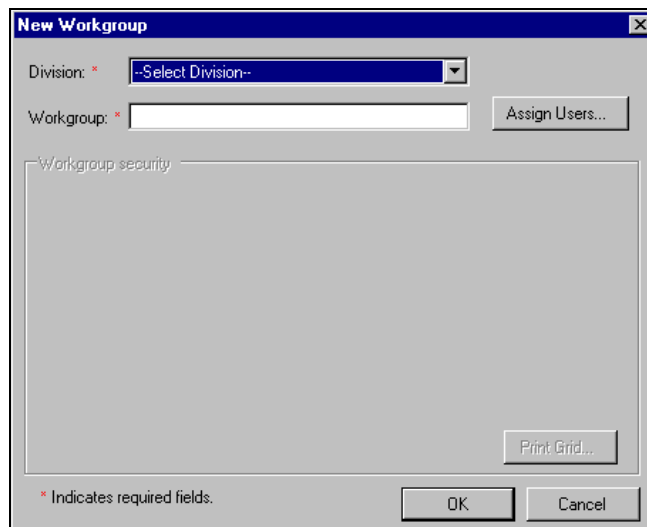


Figure 3.4—New Workgroup

5. Select the division for which you are defining this workgroup from the Division drop-down list. Your licensed modules display in the Workgroup security area (Figure 3.5).

New Workgroup

Division: * 95 - Division 95

Workgroup: * Guide Example

Workgroup security

Select one or more modules that this workgroup can access. Click the associated module name to define security settings.

	Module	Security Access Status
<input checked="" type="checkbox"/>	Accounts Payable	
<input type="checkbox"/>	Accounts Receivable	
<input type="checkbox"/>	Bank Reconciliation	
<input type="checkbox"/>	Budget Preparation	
<input type="checkbox"/>	Cost Allocation	
<input type="checkbox"/>	Financial Institutions	
<input type="checkbox"/>	General Ledger w/Project Grant	
<input type="checkbox"/>	Payroll/Personnel	

* Indicates required fields.

Figure 3.5—Selecting the Division

6. Enter the workgroup name. This name can be up to 25 alphanumeric characters.

7. Select the check box for one or more module for which you are defining security settings (*Figure 3.6*).

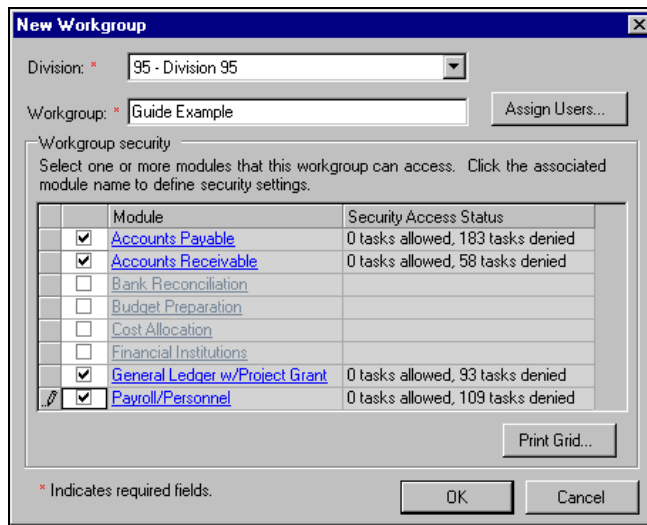


Figure 3.6—Selecting the Modules

The number of tasks allowed and denied display in the Security Access Status column. You can increase the width of this column if necessary.



Once defined, a group must always be associated with at least one module.

8. Click the module name. The Edit Workgroup Security window displays. All categories for the module may be collapsed (*Figure 3.7*).

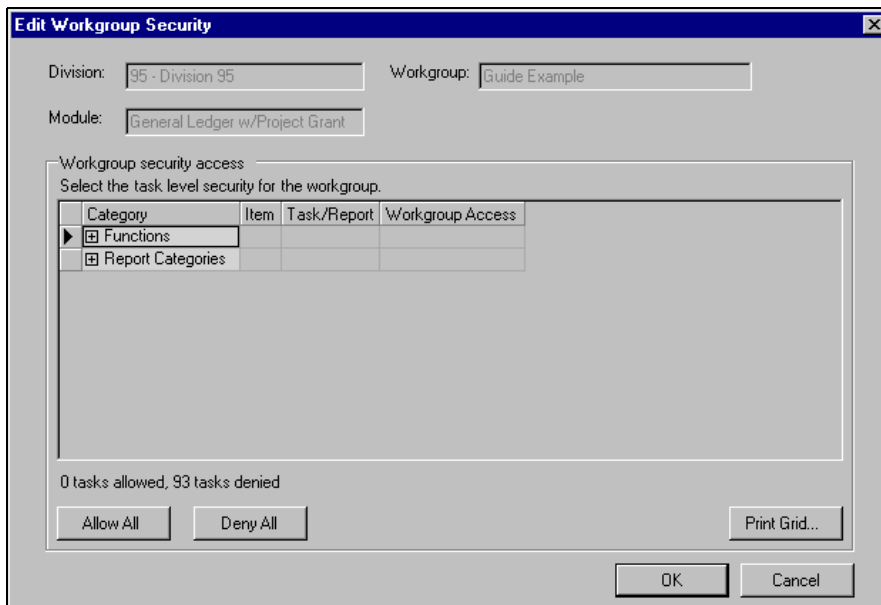


Figure 3.7—Edit Workgroup Security—Categories Collapsed

9. Click the plus sign to expand one or more categories. As you expand categories, associated items display and will need to be expanded to display the specific tasks or reports (*Figure 3.8*).

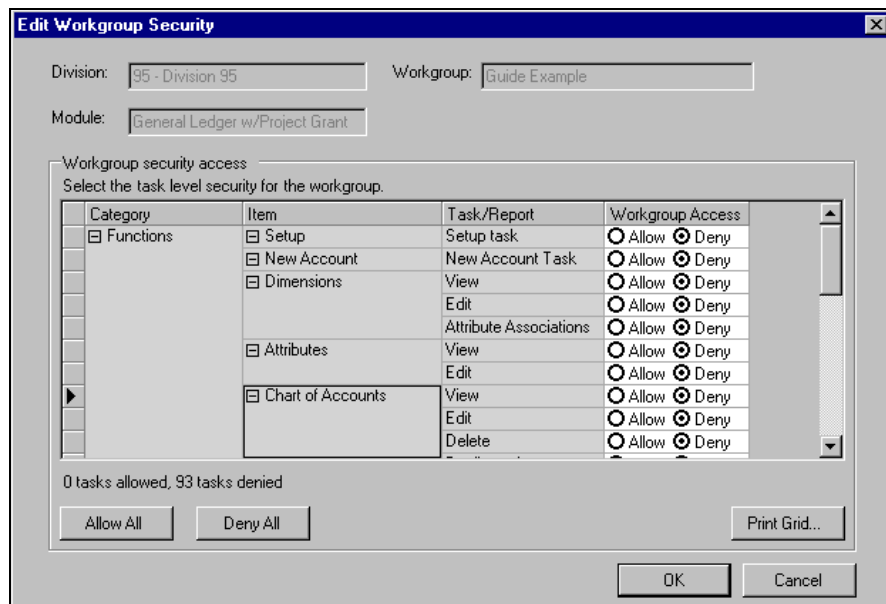


Figure 3.8—Expanding the Categories and Items



Tip: Right-click and select **Expand All** from the shortcut menu to display all tasks. You can also select **Collapse All** to collapse all items.

10. Select the applicable radio button to Allow or Deny workgroup members access to each task (*Figure 3.9*).
 - Allow—Task will default as an allowed task for each user assigned to the group.

- Deny—Task will default as an excluded task for each user assigned to the group.

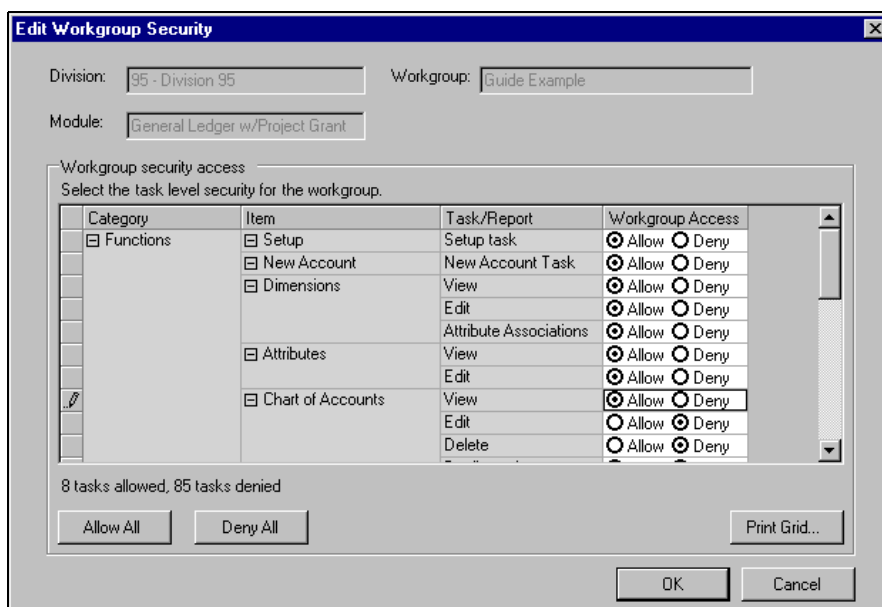





Figure 3.9—Granting Task-Specific Security Rights

 Certain tasks are dependent on the View task (e.g., how can you delete a transaction if you are denied rights to view transactions). Therefore, if you deny access to the View task for an item, all tasks for that item are automatically denied. In contrast, if all tasks for an item are denied and you change one to Allow, the View task is also changed to Allow.

11. Click **Allow All** to grant the workgroup rights to all tasks or click **Deny All** to remove access to all tasks (also available from the shortcut menu).

 **Tip:** If you want to grant the workgroup access to most tasks, it can save you time to click **Allow All**, then remove access to the tasks that you do not want the workgroup to access.

 To print the module security settings for the workgroup, click **Print Grid** (also available from the shortcut menu).

- When you have correctly assigned access for the module's tasks, click **OK**. You return to the New Workgroup window and the Security Access Status column displays the number of allowed and denied tasks for the module (*Figure 3.10*).

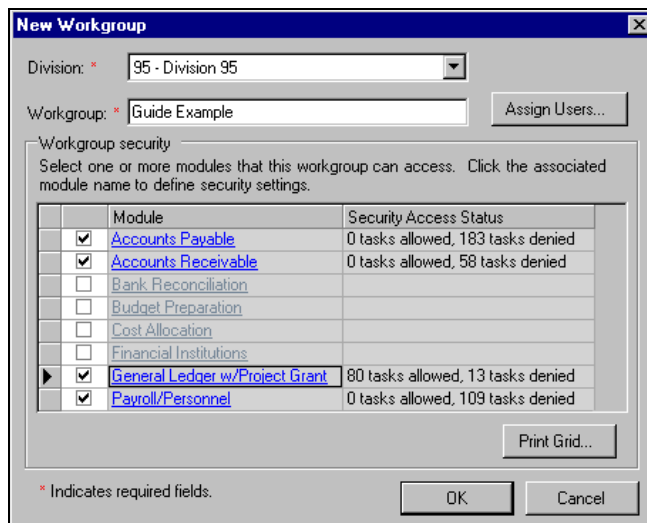


Figure 3.10—Allowed and Denied Tasks

- Continue assigning tasks to all applicable modules.



To print the module-level summary for the workgroup, click **Print Grid** (also available from the shortcut menu).

14. Click **Assign Users** to assign employees to the workgroup (*Figure 3.11*). There are no limits to the number of employees you can assign to each group.

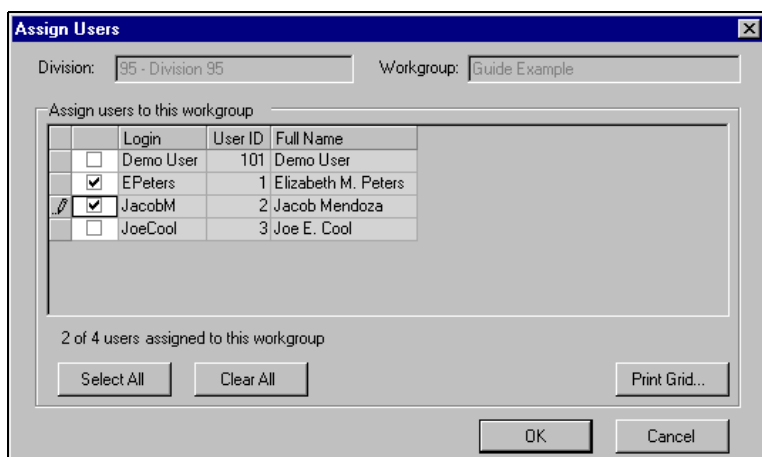


Figure 3.11—Assigning Users to Workgroup

15. Select the check box next to the employee's name to assign him/her to the workgroup.



Click **Select All** to assign all users to this group, or click **Clear All** to remove all users from this group.

16. When complete, click **OK**. The users' security settings will incorporate the workgroup settings when you save the workgroup (i.e., click **OK** from the New Workgroup window).
17. When you have completed the workgroup definition, click **OK**.



Only when you Click **OK** from this screen are your settings saved to the FundWare database. The specific module settings defined on the Edit Workgroup Security window are only stored temporarily until you save the workgroup.

EDITING WORKGROUPS

Use the following instructions to edit a workgroup definition.

1. Open an instance of FundWare.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Security > Workgroups** on the module navigator or select **System Administration > Security > Workgroups** from the menu bar. The Security–Workgroup window displays, showing all workgroups defined for all divisions in your system (*Figure 3.12*).

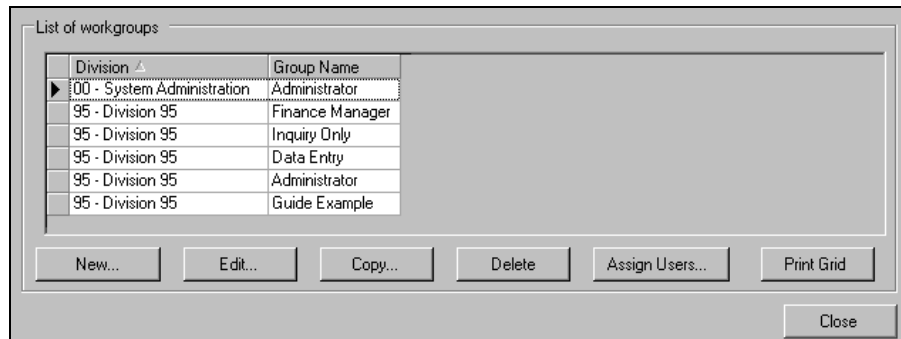


Figure 3.12—Security–Workgroup (List of Workgroups)

4. Select the workgroup and click **Edit**. The **Edit** workgroup window displays (Figure 3.13).

Edit Workgroup

Division: * 95 - Division 95

Workgroup: * Guide Example Assign Users...

Workgroup security

Select one or more modules that this workgroup can access. Click the associated module name to define security settings.

	Module	Security Access Status
<input checked="" type="checkbox"/>	Accounts Payable	164 tasks allowed, 19 tasks denied
<input checked="" type="checkbox"/>	Accounts Receivable	52 tasks allowed, 6 tasks denied
<input type="checkbox"/>	Bank Reconciliation	
<input type="checkbox"/>	Budget Preparation	
<input type="checkbox"/>	Cost Allocation	
<input type="checkbox"/>	Financial Institutions	
<input checked="" type="checkbox"/>	General Ledger w/Project Grant	80 tasks allowed, 13 tasks denied
<input checked="" type="checkbox"/>	Payroll/Personnel	92 tasks allowed, 17 tasks denied

Print Grid...

* Indicates required fields.

OK Cancel

Figure 3.13—Editing a Workgroup

5. Edit the workgroup name, assigned users, or module settings, as necessary.



You cannot change the workgroup division.

6. When you have completed your edits, click **OK** to save these settings.



Only when you Click **OK** from this screen are your changes saved to the FundWare database. Therefore, if you modified any module-specific settings (i.e., allowed or denied tasks) but click **Cancel** here, you will lose these changes.

BUSINESS RULES FOR EDITING WORKGROUPS

The following rules or behavior apply when you edit workgroups:

- If you remove a module from a workgroup or modify the task-specific settings for a module, all users assigned to this group will be impacted.
 - If a user belongs to more than one workgroup, the user may or may not be impacted.

- Certain tasks are dependent on the View task (e.g., how can you delete a transaction if you are denied rights to view transactions). Therefore, if you deny access to the View task for an item, all tasks for that item are automatically denied. In contrast, if all tasks for an item are denied and you change one to Allow, the View task is also changed to Allow.

COPYING WORKGROUPS

FundWare allows you to add a workgroup by the settings for an existing workgroup, but only within the same division. This can save you time if you want to add a new workgroup that has many similar settings as an existing workgroup.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Security > Workgroups** on the module navigator or select **System Administration > Security > Workgroups** from the menu bar. The Security–Workgroup window displays, showing all workgroups defined for all divisions in your system (*Figure 3.14*).

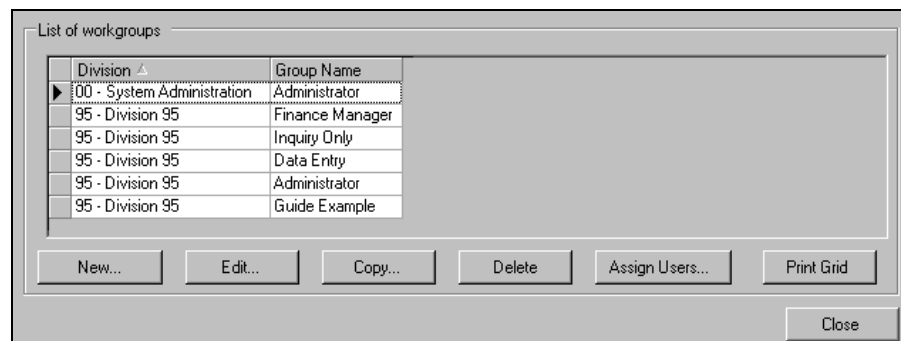


Figure 3.14—Security–Workgroup (List of Workgroups)

4. Select the workgroup to be copied and click **Copy**. The Copy Workgroup window displays (Figure 3.15).

Copy Workgroup

Division: * 95 - Division 95

Workgroup: * Assign Users...

Workgroup security

Select one or more modules that this workgroup can access. Click the associated module name to define security settings.

	Module	Security Access Status
<input checked="" type="checkbox"/>	Accounts Payable	164 tasks allowed, 19 tasks denied
<input checked="" type="checkbox"/>	Accounts Receivable	52 tasks allowed, 6 tasks denied
<input type="checkbox"/>	Bank Reconciliation	
<input type="checkbox"/>	Budget Preparation	
<input type="checkbox"/>	Cost Allocation	
<input type="checkbox"/>	Financial Institutions	
<input checked="" type="checkbox"/>	General Ledger w/Project Grant	80 tasks allowed, 13 tasks denied
<input checked="" type="checkbox"/>	Payroll/Personnel	92 tasks allowed, 17 tasks denied

Print Grid...

* Indicates required fields.

OK Cancel

Figure 3.15—Copying a Workgroup

5. Enter the new workgroup name. This name can be up to 25 alphanumeric characters.
6. Modify the assigned users or module settings, as necessary.



You cannot change the workgroup division.

7. When you have completed your edits, click **OK** to save these settings.



Only when you Click **OK** from this screen are your changes saved to the FundWare database. Therefore, if you modified any module-specific settings (i.e., allowed or denied tasks) but click **Cancel** here, you will lose these changes.

DELETING WORKGROUPS

Use the following instructions to delete a workgroup. (You cannot delete the Administrator workgroup defined for each division.)

1. Open an instance of FundWare.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Security > Workgroups** on the module navigator or select **System Administration > Security > Workgroups** from the menu bar. The Security–Workgroup window displays, showing all workgroups defined for all divisions in your system (*Figure 3.16*).

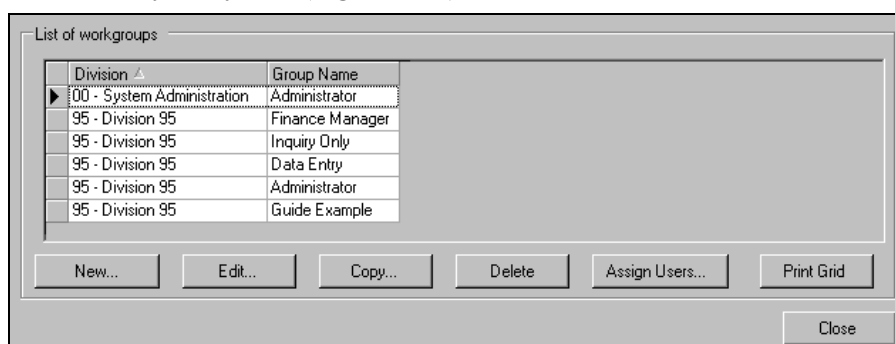


Figure 3.16—Security–Workgroup (List of Workgroups)

4. Select the workgroup to be deleted and click **Delete**. A confirmation message displays.
5. Click **Yes** to delete the workgroup. The workgroup is deleted from your system and no longer displays in the list of workgroups.

BUSINESS RULES FOR DELETING WORKGROUPS

The following rules apply when you delete a workgroup:

- You cannot delete the Administrator workgroup defined for each division.
- If a user is assigned to only one workgroup and you delete that workgroup:
 - The user’s task-specific security settings are also deleted.
 - The user cannot work in FundWare until you assign the user to another workgroup.
- If a user belongs to multiple workgroups and you delete one, the user’s security settings may be impacted. You must review that user’s security settings to ensure that all necessary settings are defined.

ADDING USERS

Use the following instructions to define your users.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Security > Users** on the module navigator or select **System Administration > Security > Users** from the menu bar. The Security–Users window displays, showing all users defined in your system (*Figure 3.17*).



The screenshot shows a window titled "List of users" containing a table with the following data:

User ID	Login	Full Name	User Status
1	EPeters	Elizabeth M. Peters	Active
2	JacobM	Jacob Mendoza	Active
3	JoeCool	Joe E. Cool	Active
101	Demo User	Demo User	Active

Below the table are five buttons: "New...", "Edit...", "Copy...", "Delete", and "View Summary...". A "Close" button is located at the bottom right of the window.

Figure 3.17—Security–Users (List of Users)

4. Click **New**. The New User window displays (Figure 3.18).

Figure 3.18—New User Window

5. Define the user information according to Table 3.2.

Table 3.2—User Security Fields

Field	Valid Entry	Definition
User ID	Up to 5 numeric characters	<p>Enter up to five numeric characters as the user ID number (i.e., 1–99999). The user can use this or the Login when opening FundWare.</p> <ul style="list-style-type: none"> • The user ID is required and must be unique. • The system will provide the next available number as a default (e.g., if you have used 10 and 20, but not 1–9, the system defaults to 1).

Table 3.2—User Security Fields (Continued)

Field	Valid Entry	Definition
Login	Up to 35 alphanumeric characters	Enter the user's login, which can be used when opening FundWare. The following restrictions apply to the login: <ul style="list-style-type: none"> • The login is required and must be unique. • Cannot begin with a number. • Can include special characters (e.g., apostrophe). • Can include blank spaces, but cannot begin or end with a space.
Full name	Up to 50 alphanumeric characters	Enter the user's name. The following restrictions apply: <ul style="list-style-type: none"> • The user's full name is required and but does not need to be unique. • Cannot begin with a number. • Can include special characters (e.g., apostrophe). • Can include blank spaces, but cannot begin or end with a space.
Password	Up to 15 alphanumeric characters	Enter the user's password. <ul style="list-style-type: none"> • This field is required. • Characters are encoded to display as asterisks. • The password cannot include blank spaces.
Confirm password	Must match Password	Confirm the user's password by entering it a second time. <ul style="list-style-type: none"> • This field is required. • This entry must match the Password. • Characters are encoded to display as asterisks.
Report path	valid directory	Enter the folder to which FundWare will save any reports produced by the user or click Browse . (You can add new folders from the Browse window.) <ul style="list-style-type: none"> • The report path is optional. If you do not enter anything here, all reports will be saved to the FundWare\Data folder. • If you enter a report path, you must include the drive letter. • The path cannot exceed 24 characters. <ul style="list-style-type: none"> — Allowed (24 characters): D:\FundWare\Data\Reports — Not allowed (31 characters): D:\FundWare\Data\Reports\Miller • The report path can lead to any folder in your system. You are not restricted to folders within the FundWare directory.
User status	Active or Inactive	Select the applicable radio button to indicate the user's status. <ul style="list-style-type: none"> • Default is Active.

Table 3.2—User Security Fields (Continued)

Field	Valid Entry	Definition
Workgroups	Existing workgroups	Select the associated check boxes to assign the user to one or more workgroups. <ul style="list-style-type: none"> • Display includes all existing workgroups across all divisions. • Workgroup security settings (i.e., allowed and denied tasks) are applied to the user.
Basic Security		The Basic Security tasks allow you to customize the user's settings from the workgroup default settings. See <i>Customizing User Security</i> on page 57.

A new user's settings might look like Figure 3.19.

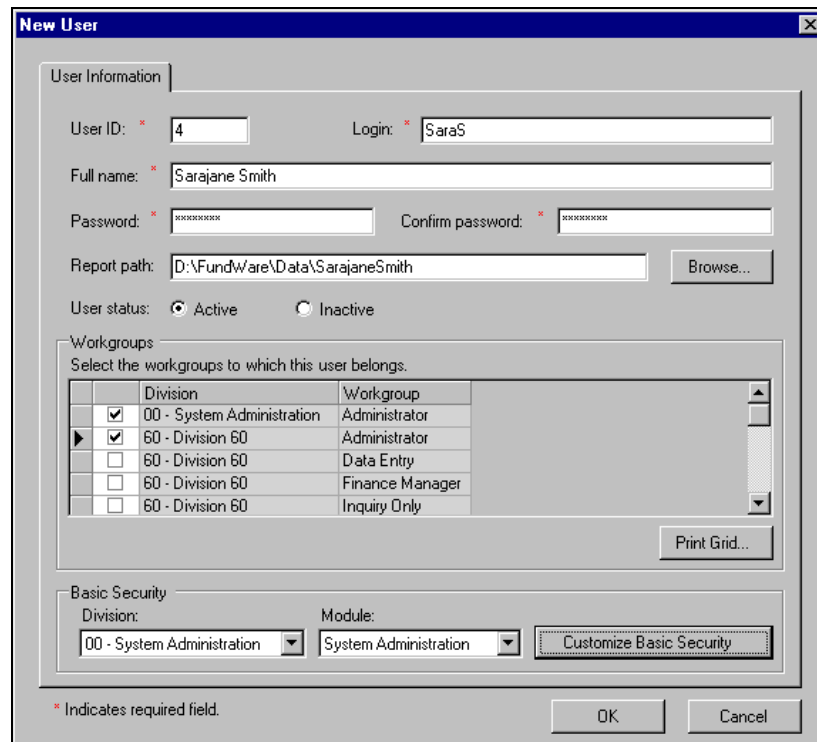


Figure 3.19—Example New User

6. Click **OK** to save the user's settings.

- See *Assigning a User to Multiple Workgroups* on page 63 to understand how multiple workgroup selections define default settings for a user.
- See *Customizing User Security* on page 57 for instructions to modify the default user settings created by the workgroup selections.

CUSTOMIZING USER SECURITY

By customizing a user's security, you are taking the default task settings determined by the user's workgroup (or workgroups) and overriding those settings. Use the following instructions to customize a user's settings.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Security > Users** on the module navigator or select **System Administration > Security > Users** from the menu bar. The Security–Users window displays, showing all users defined in your system (*Figure 3.20*).

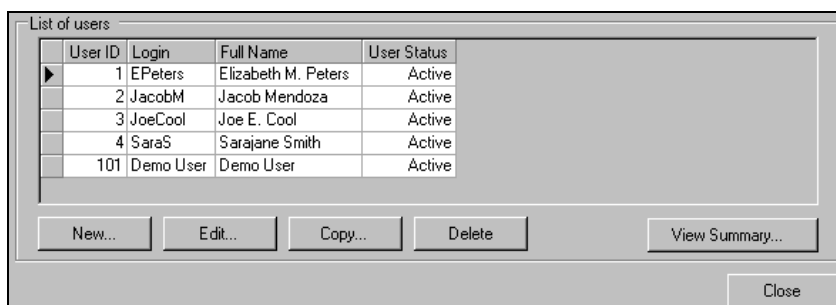


Figure 3.20—Security–Users (List of Users)

4. Select the user and click **Edit**. The Edit User window displays the user's settings (*Figure 3.21*).

The 'Edit User' dialog box is titled 'Edit User' and contains the following sections:

- User Information:** Fields for User ID (4), Login (SaraS), Full name (Sarajane Smith), Password (masked), Confirm password (masked), Report path (D:\FundWare\Data\SarajaneSmith), and User status (Active selected).
- Workgroups:** A table with columns 'Division' and 'Workgroup'.

	Division	Workgroup
<input checked="" type="checkbox"/>	00 - System Administration	Administrator
<input checked="" type="checkbox"/>	60 - Division 60	Administrator
<input type="checkbox"/>	60 - Division 60	Data Entry
<input type="checkbox"/>	60 - Division 60	Finance Manager
<input type="checkbox"/>	60 - Division 60	Inquiry Only
- Basic Security:** Fields for Division (dropdown) and Module (dropdown), with a 'Customize Basic Security' button.

* Indicates required field.

Figure 3.21—Editing a User's Security Settings

5. In the Basic Security area, select the division and module for which you are customizing the user's settings (*Figure 3.22*).

The 'Basic Security' section shows the following selections:

- Division: 60 - Division 60
- Module: General Ledger w/Projec

Figure 3.22—Selecting a Division and Module to Customize

6. Click **Customize Basic Security**. The Customize Basic Security window displays with all categories collapsed (*Figure 3.23*).

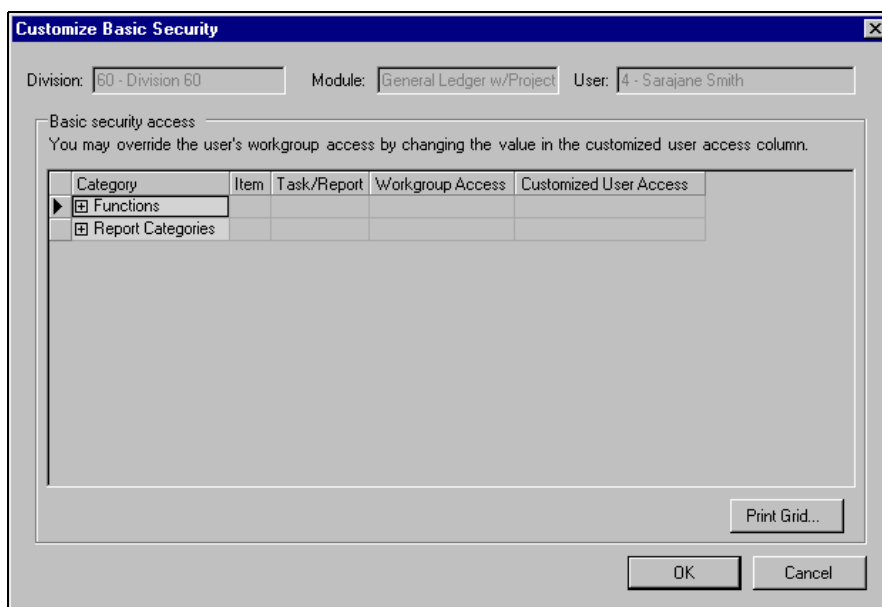


Figure 3.23—Customize Basic Security—Categories Collapsed

7. Click the plus sign to expand one or more categories. As you expand categories, associated items display and will need to be expanded to display the specific tasks or reports. In addition, the workgroup default displays in the Workgroup Access column (Figure 3.24).

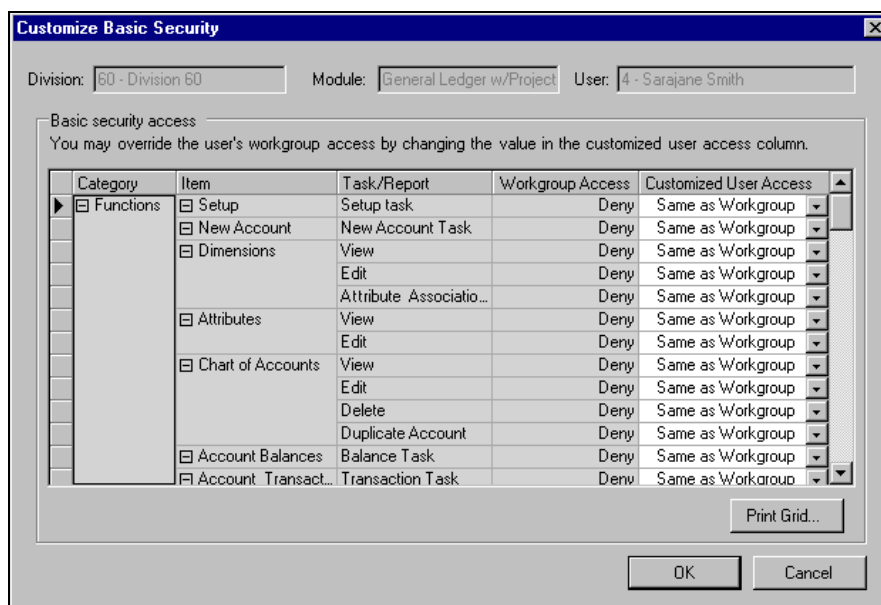


Figure 3.24—Customize Basic Security—Categories Expanded



Tip: Right-click and select **Expand All** from the shortcut menu to display all tasks. You can also select **Collapse All** to collapse all items.

8. Select the applicable setting from the Customize User Access drop-down list (Figure 3.25).
 - Same as Workgroup—By selecting the Same as Workgroup setting, the user's access to the task will always obey the workgroup setting. For example, if you change the workgroup setting for this task from Allow to Deny, the user would not longer be able to access the task.
 - Always Allow—Allows the user access to the task, regardless of the workgroup setting.

- Always Deny—Denies the user access to the task, regardless of the workgroup setting.

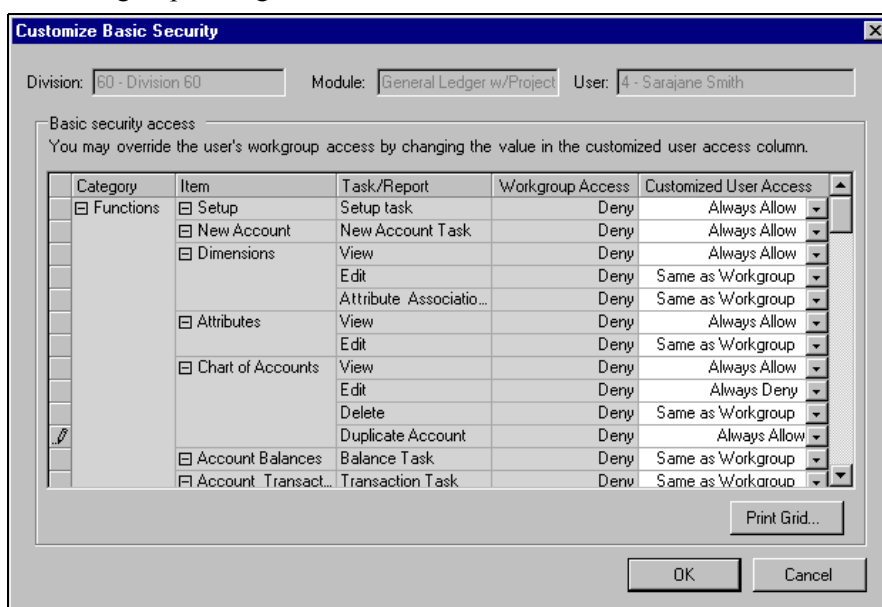





Figure 3.25—Customizing the User's Security

 Certain tasks are dependent on the View task (e.g., how can you delete a transaction if you are denied rights to view transactions). Therefore, if the user is denied access to the View task for an item, all tasks for that item are automatically denied. In contrast, if all tasks for an item are denied and you change one to Allow, the View task is also changed to Allow.

 To print the user's security settings, click **Print Grid** (also available from the shortcut menu).

9. When complete, click **OK**. You return to the Edit User window.
10. Click **OK** to save your settings and close the window.

 Only when you Click **OK** from this screen are your settings saved to the FundWare database. The specific customization settings defined on the Customize Basic Security window are only stored temporarily until you save the user's settings.

ASSIGNING USERS TO WORKGROUPS

You can assign users to a group in three ways:

- From the workgroup definition—See *Adding Workgroups* on page 39 for instructions).
- From the workgroup summary window—*Assigning Users From the Workgroup Summary* on page 62.
- From the user’s definition—See *Adding Users* on page 53.

ASSIGNING USERS FROM THE WORKGROUP SUMMARY

Use the following instructions to assign users to a workgroup from the workgroup definition.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Security > Workgroups** on the module navigator or select **System Administration > Security > Workgroups** from the menu bar. The Security–Workgroup window displays, showing all workgroups defined for all divisions in your system (*Figure 3.26*).

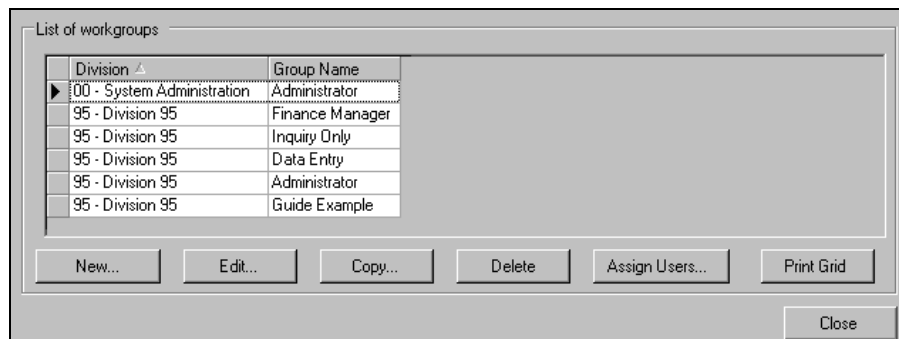


Figure 3.26—Security–Workgroup (List of Workgroups)

4. Select the workgroup to which you are assigning users.

- Click **Assign Users**. The Assign Users window displays (Figure 3.27).

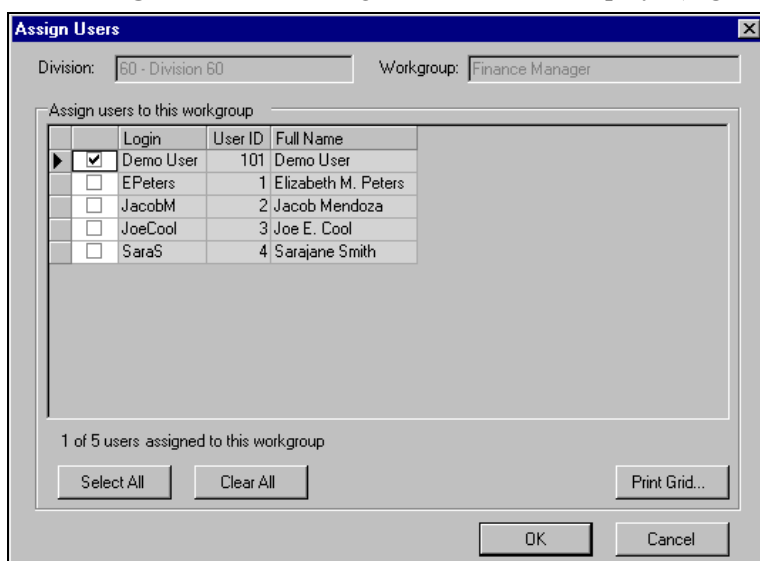


Figure 3.27—Assigning Users



The Division and Workgroup fields are disabled. You cannot change this information from this window. To select a different workgroup, you must close this window (e.g., click **Cancel**) and begin again from the list of workgroups.

- Select the check box for each employee to assign them to the workgroup. There are no limits to the number of employees assigned to each group.
- When complete, click **OK**. The users' security settings now incorporate the workgroup settings.



For more on how security settings for multiple workgroups impact a single user's security, see *Assigning a User to Multiple Workgroups* on page 63.

ASSIGNING A USER TO MULTIPLE WORKGROUPS

When you assign a user to a single workgroup, FundWare applies the workgroup settings (i.e., allowed and denied tasks) to the user. These default settings can be customized at any time to allow or deny the user access to tasks in contradiction to the workgroup settings.

When you assign a user to multiple workgroups, FundWare consolidates the settings of the workgroups to create the user’s default settings. When a task is allowed in one workgroup but not allowed in another, the “allow” setting prevails.

For example, we have two workgroups for Division 60: Guide Example 1 and Guide Example 2. Guide Example 1 denies access to the four Accounts Payable Vendor maintenance tasks (*Figure 3.28*)

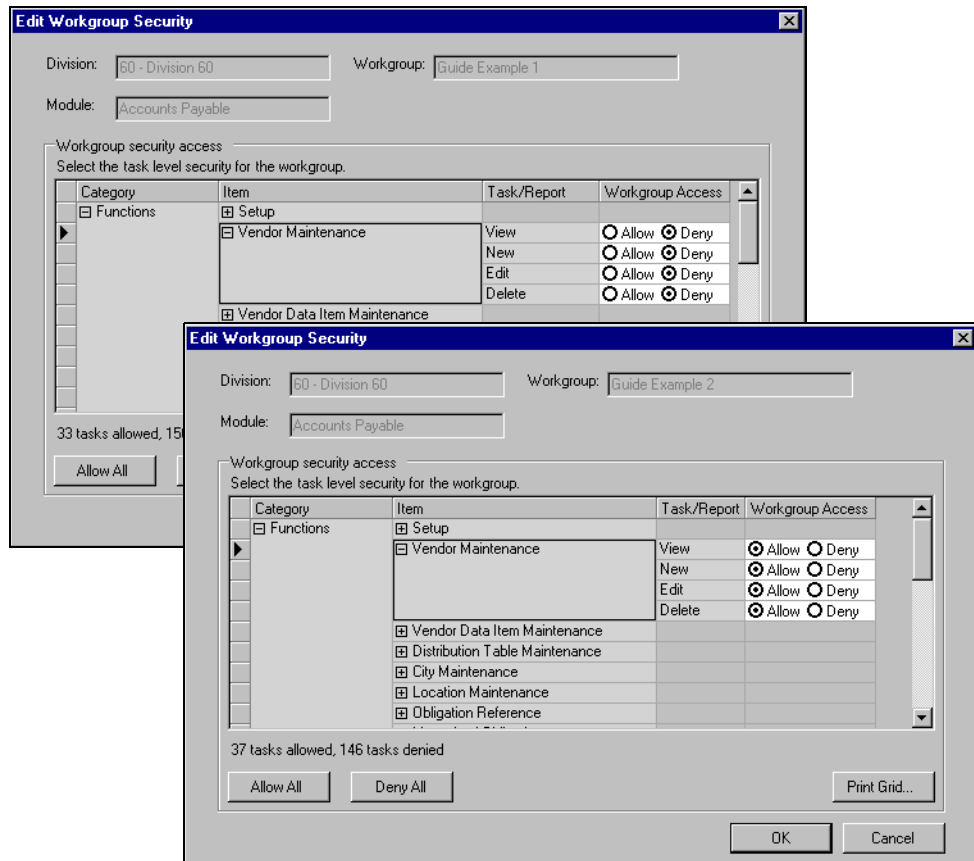


Figure 3.28—Vendor Maintenance Settings for Guide Examples 1 and 2

We assign our user to both groups (*Figure 3.29*).

The screenshot shows the 'Edit User' dialog box with the following fields and options:

- User Information:**
 - User ID: * [4]
 - Login: * [Sara5]
 - Full name: * [Sarajane Smith]
 - Password: * [XXXXXXXXXX] Confirm password: * [XXXXXXXXXX]
 - Report path: [D:\FundWare\Data\SarajaneSmith] [Browse...]
 - User status: Active Inactive
- Workgroups:**

Select the workgroups to which this user belongs.

	Division	Workgroup
<input type="checkbox"/>	60 - Division 60	Administrator
<input type="checkbox"/>	60 - Division 60	Data Entry
<input type="checkbox"/>	60 - Division 60	Finance Manager
<input checked="" type="checkbox"/>	60 - Division 60	Guide Example 1
<input checked="" type="checkbox"/>	60 - Division 60	Guide Example 2

[Print Grid...]
- Basic Security:**
 - Division: [--Select Division--]
 - Module: [--Select Module--]
 - [Customize Basic Security]

* Indicates required field. [OK] [Cancel]

Figure 3.29—User Assigned to Two Groups in One Division

When we select the division (60) and the module (Accounts Payable) and click Customize Basic Security, we can see that the allow settings (from Guide Example 2) are the default for this user (Figure 3.30).

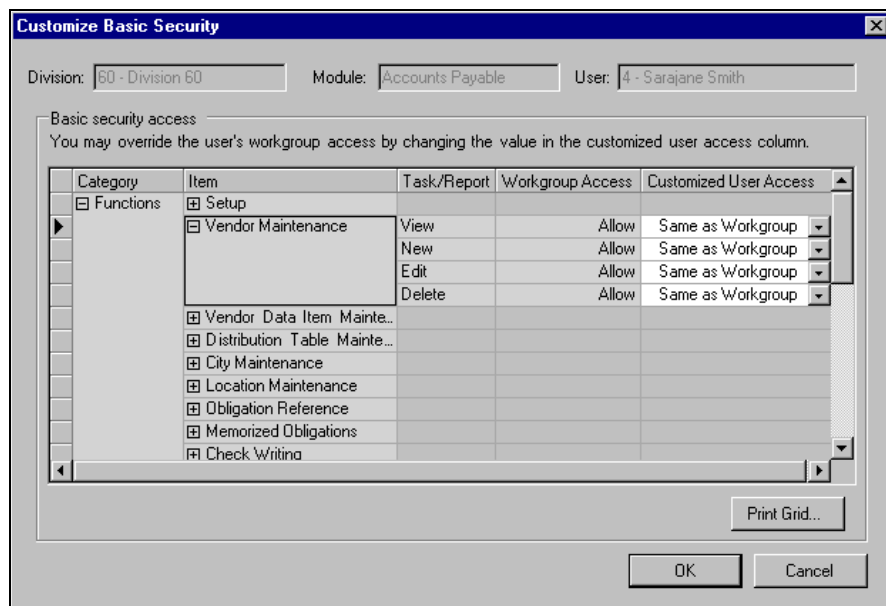


Figure 3.30—Consolidated Settings for Example User

EDITING USERS

Use the following instructions to edit a user’s security settings.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

- Click **Security > Users** on the module navigator or select **System Administration > Security > Users** from the menu bar. The Security–Users window displays, showing all users defined in your system (*Figure 3.31*).



Figure 3.31—Security–Users (List of Users)

- Select the user and click **Edit**. The user record displays (*Figure 3.32*).

User ID: * 4 Login: * SaraS

Full name: * Sarajane Smith

Password: * Confirm password: *

Report path: D:\FundWare\Data\SarajaneSmith Browse...

User status: Active Inactive

Workgroups
Select the workgroups to which this user belongs.

	Division	Workgroup
<input checked="" type="checkbox"/>	00 - System Administration	Administrator
<input checked="" type="checkbox"/>	60 - Division 60	Administrator
<input type="checkbox"/>	60 - Division 60	Data Entry
<input type="checkbox"/>	60 - Division 60	Finance Manager
<input type="checkbox"/>	60 - Division 60	Inquiry Only

Print Grid...

Basic Security
Division: --Select Division-- Module: --Select Module-- Customize Basic Security

* Indicates required field.

OK Cancel

Figure 3.32—Editing a User

5. Edit the user's settings, as necessary.



You cannot change the user ID.

6. When you have completed your edits, click **OK** to save these settings.



Only when you Click **OK** from this screen are your changes saved to the FundWare database. Therefore, if you modified any module-specific settings (i.e., allowed or denied tasks) but click **Cancel** here, you will lose these changes.

COPYING USERS

FundWare allows you to add a user by copying the settings for an existing user. FundWare defaults the report path, status, workgroup assignments, and customization settings. This can save you time if the new user requires settings similar to the existing user.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Security > Users** on the module navigator or select **System Administration > Security > Users** from the menu bar. The Security–Users window displays, showing all users defined in your system (*Figure 3.33*).

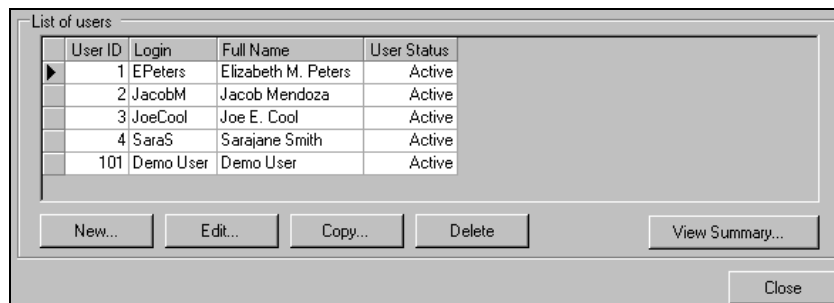


Figure 3.33—Security–Users (List of Users)

4. Select the user to be copied and click **Copy**. The Copy User window displays (Figure 3.34).

Figure 3.34—Copying a User

5. Define the new user information according to Table 3.3.

Table 3.3—Security Fields for a Copied User

Field	Valid Entry	Definition
User ID	1–99999	Enter up to five numeric characters as the user ID number. The user can use this or the Login when opening FundWare. <ul style="list-style-type: none"> The system will provide the next available number as a default (e.g., if you have used 10 and 20, but not 1–9, the system defaults to 1). The user ID must be unique.

Table 3.3—Security Fields for a Copied User (Continued)

Field	Valid Entry	Definition
Login	Up to 35 alphanumeric characters	Enter the user's login, which can be used when opening FundWare. The following restrictions apply to the login: <ul style="list-style-type: none"> • The login must be unique. • Cannot begin with a number. • Can include special characters (e.g., apostrophe). • Can include blank spaces, but cannot begin or end with a space.
Full name	Up to 50 alphanumeric characters	Enter the user's name. The following restrictions apply: <ul style="list-style-type: none"> • Cannot begin with a number. • Can include special characters (e.g., apostrophe). • Can include blank spaces, but cannot begin or end with a space.
Password	Up to 15 alphanumeric characters	Enter the user's password. <ul style="list-style-type: none"> • Characters are encoded to display as asterisks. • The password cannot include blank spaces.
Confirm password	Must match Password	Confirm the user's password by entering it a second time. <ul style="list-style-type: none"> • This entry must match the Password. • Characters are encoded to display as asterisks.

6. Modify the report path, status, workgroup assignments, and customization settings, as necessary.
7. When you have completed your edits, click **OK** to save these settings.



Only when you Click **OK** from this screen are your changes saved to the FundWare database. Therefore, if you modified any module-specific settings (i.e., allowed or denied tasks) but click **Cancel** here, you will lose these changes.

DELETING USERS

You can delete a user from your security system. The user is no longer displayed in the system, but related information (e.g., for an audit trail) remains in the database.

1. Open an instance of FundWare.

- From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
- Click **Security > Users** on the module navigator or select **System Administration > Security > Users** from the menu bar. The Security–Users window displays, showing all users defined in your system (*Figure 3.35*).

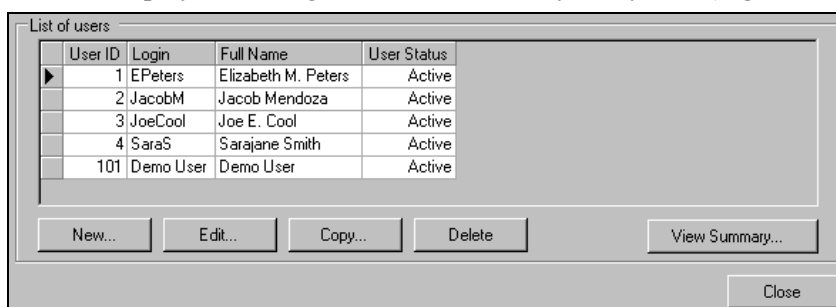


Figure 3.35—Security–Users (List of Users)

- Select the user and click **Delete**. A confirmation message displays.
- Click **Yes** to delete the user. The user is removed from the basic security system.

SETTING USERS TO “INACTIVE”

If you do not want to delete a user, you can set the user’s status to inactive. The inactive status means that the user cannot access any tasks (i.e., all security settings are disallowed), but the user record still displays in the basic security system. You can reactivate a user, immediately restoring their security rights.

VIEWING THE USER SUMMARY

You can view a summary of user status and workgroup assignments.

- Open an instance of FundWare.
- From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

3. Click **Security > Users** on the module navigator or select **System Administration > Security > Users** from the menu bar. The Security–Users window displays, showing all users defined in your system (*Figure 3.35*).

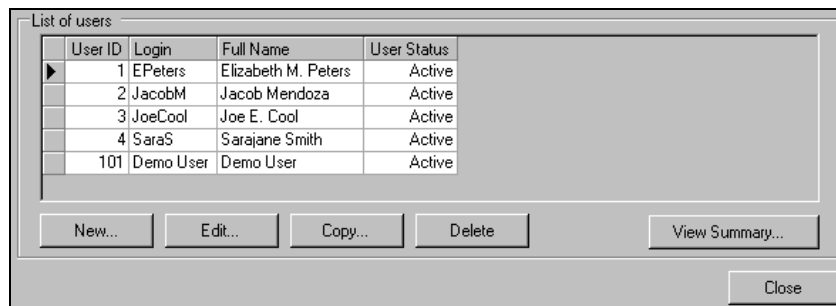


Figure 3.36—Security–Users (List of Users)

4. Click **View Summary...**. The View Summary - Users window displays the ID, login, status, division, and workgroup assignment for each user (*Figure 3.37*).

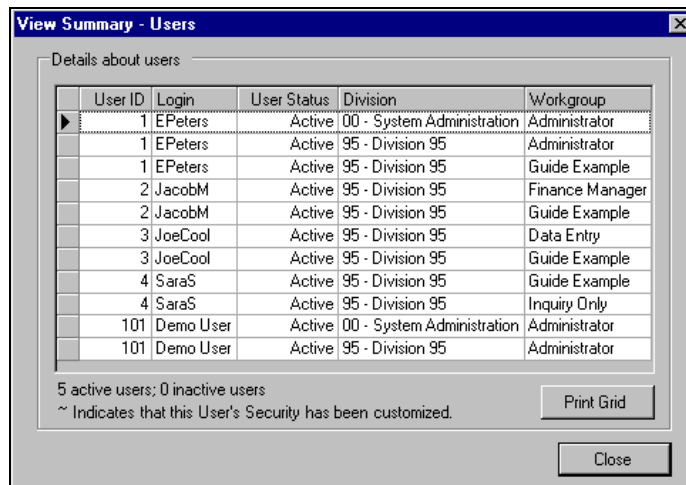


Figure 3.37—View Summary - Users Window

5. Click **Print Grid** to print the summary.
6. Click **Close** to close the window and return to the Security–Users window.

PRINTING SECURITY INFORMATION

The **Print Grid** button appears on a number of windows (or shortcut menus) and allows you to print your security information. The report output will reflect the current column order and sorting and displays in a preview window, from which you can print the information.

- User summary—Click **View Summary...** to display a summary of user workgroup assignments. From the View Summary - Users window, you can click **Print Grid** to print the summary.
- User window (e.g., New User, Edit User)—Prints a list of the workgroups and divisions, indicating those workgroups to which the user is assigned.
- Customize Basic Security—Prints a list of the categories, items, tasks/reports, and workgroup access. Note: The output will reflect your current expand/collapse settings.
- List of workgroups—Prints a list of the workgroups and divisions. Output reflects the current column order and sorting.
- Workgroup window (e.g., New Workgroup, Edit Workgroup)—Prints a list of the modules and task summary (number allowed and denied).
- Edit Workgroup Security—Prints a list of the categories, items, tasks/reports, and workgroup access. Note: The output will reflect your current expand/collapse settings.

CHANGING PASSWORDS

A user can change their own password during login (*Changing Your Password During Login* on page 7) or from the **Edit** menu (*Changing Your Password From the Software* on page 11). In addition, a user (e.g., someone assigned to the Administrator workgroup) with rights to System Administration user security can change anyone's password.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

3. Click **Security > Users** on the module navigator or select **System Administration > Security > Users** from the menu bar. The Security–Users window displays, showing all users defined in your system (*Figure 3.38*).

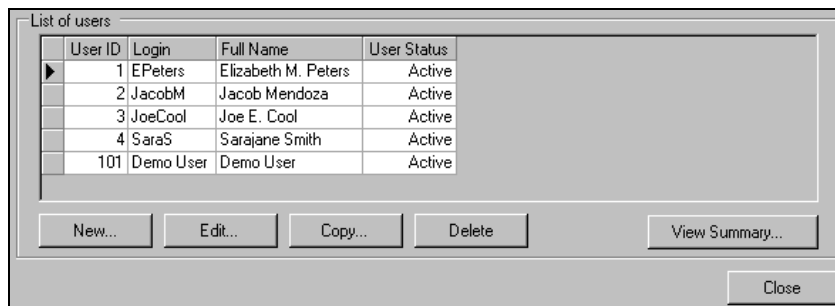


Figure 3.38—Security–Users (List of Users)

4. Select the user and click **Edit**. The user record displays (*Figure 3.32*).

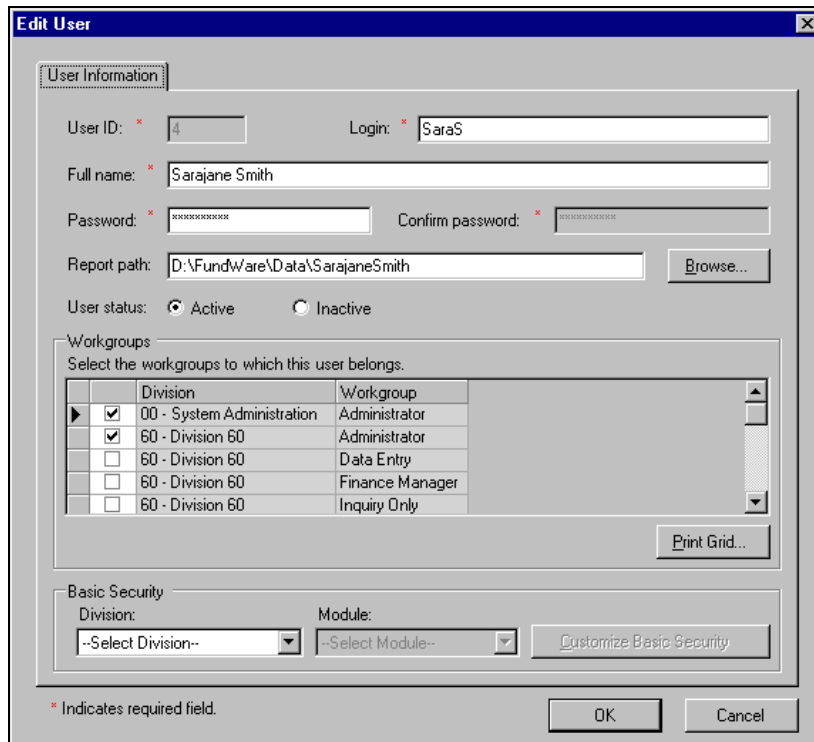


Figure 3.39—Editing a User


5. Highlight the existing password and delete. The password is removed and the Confirm password field is enabled.
6. Enter a new password (up to 15 characters) in the Password field.
7. Confirm the password in the Confirm Password field.
8. Click **OK**. The user must enter the new password the next time they log onto FundWare.

CHAPTER 4

MAINTAINING YOUR DIVISIONS

A division is the highest level of segregation in FundWare, and you are allowed to define up to 99 divisions. With most organizations, each division represents a company or entity. For example, a municipality might have a division for its library and another division for its fire department. A non-profit organization might have only one division to track all their accounts.

Creating a division is the first task you must complete before configuring your FundWare. Once you begin working in the software and have defined your working divisions, you can create additional divisions as test divisions.

 You want to define a new Payroll calculation. You “restore” a copy of your current division to a test division. Once you have added the calculation to the test division and ensured that it works correctly, you add it to your “live” division.

The Division Maintenance task allows you to:

- Create and maintain your divisions (e.g., add, copy, and backup divisions),
- Synchronize accounts within a division, and
- Clear AP obligation flags.

ADDING A DIVISION

The first thing you must do to configure your FundWare system is to define at least one division. Also, you may add divisions to use as “test” divisions before performing a major change to your system. Use the following steps to add a division in FundWare.

1. Open an instance of FundWare.



We recommend that you perform any Division Maintenance task from the server.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (*Figure 4.1*).

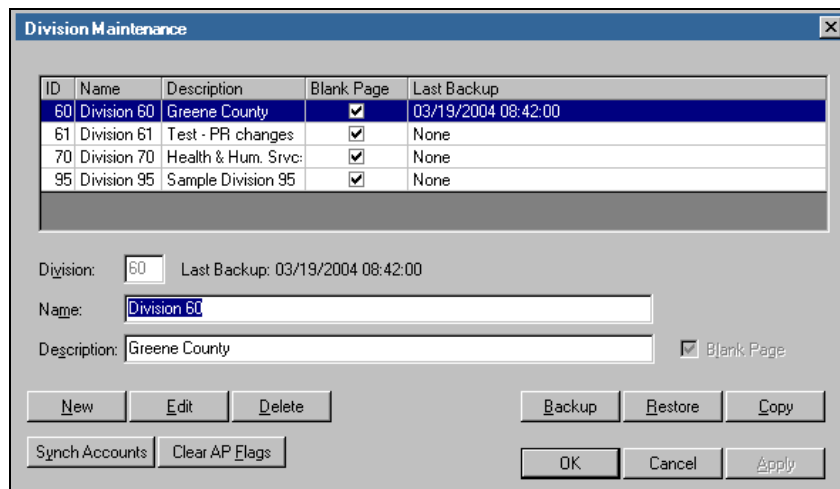


Figure 4.1—Division Maintenance Window

4. Click **New**. A line displays below the current divisions and the text boxes are cleared (*Figure 4.2*).

The screenshot shows the 'Division Maintenance' window. It contains a table with the following data:

ID	Name	Description	Blank Page	Last Backup
60	Division 60	Greene County	<input checked="" type="checkbox"/>	03/19/2004 08:42:00
61	Division 61	Test - PR changes	<input checked="" type="checkbox"/>	None
70	Division 70	Health & Hum. Srvs:	<input checked="" type="checkbox"/>	None
95	Division 95	Sample Division 95	<input checked="" type="checkbox"/>	None
			<input type="checkbox"/>	

Below the table are input fields for a new division:

- Division: Last Backup: None
- Name:
- Description: Blank Page

Buttons at the bottom include: New, Edit, Delete, Backup, Restore, Copy, Synch Accounts, Clear AP Flags, OK, Cancel, and Apply.

Figure 4.2—Division Maintenance: New Division

5. Enter the number of the new division (between 1 and 99) in the Division text box.



Remember: Numbers 95 and 96 are reserved for FundWare sample data.

6. Enter the division name in the Name text box. The division name is printed as part of the title for all reports.



The **OK** and **Apply** buttons will not be enabled until you enter a division number and name.

7. Enter a description of the division in the Description text box (optional).
8. The Blank Page check box, which advances a blank page each time a report is printed, is automatically selected. Deselect the check box to disable this option.
9. Click **Apply** to add this division and continue working in the Division Maintenance window, or click **OK** to add this division and close the Division Maintenance window. A confirmation message displays.

10. Click **OK**. If you clicked **Apply**, the new division will display in the data window, and you can proceed with other division maintenance tasks. If you clicked **OK**, the new division is created and the Division Maintenance window closes.



The copy and backup division options are intended to be used for informal data preservation. For example, you are about to perform a major task (e.g., run payroll) and want to make sure you can easily return to a specific point in time should there be a problem. This option is not intended to replace a formal backup procedure.



When you do any division maintenance, ensure that no users are working in the specific division (or divisions).

BACKING UP A DIVISION

To backup your data, you must backup the division. When you do this, a folder is created under the Data\Backup folder of your FundWare folder. The folder name is determined by the division name (in this case it is division 95, therefore, AFW95) and the start time for the backup by year, month, day, hour, and minute. Use the following steps to complete a backup.

1. Open an instance of FundWare.



We recommend that you perform any Division Maintenance task from the server.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

- Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (*Figure 4.3*).

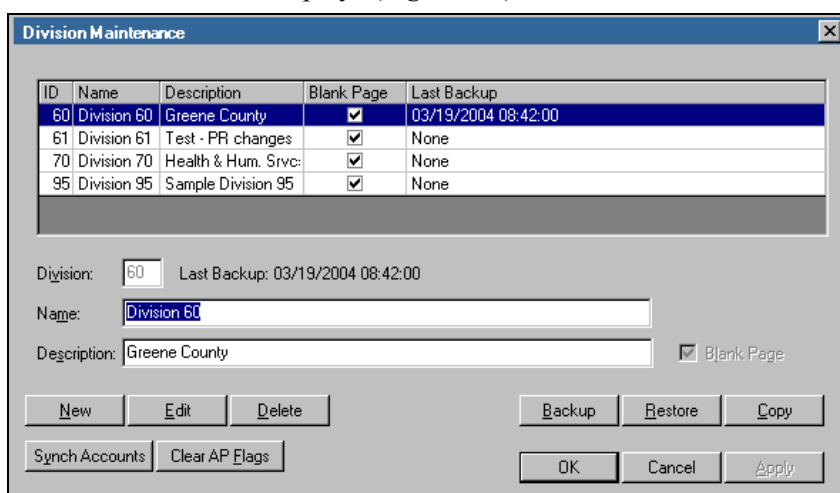


Figure 4.3—Division Maintenance

- Select the division to be backed up. The date and time of the last backup of this division displays in the Last Backup column
- Click **Backup**. When the backup is complete, a confirmation message displays providing the name and location of the backup folder (*Figure 4.4*).

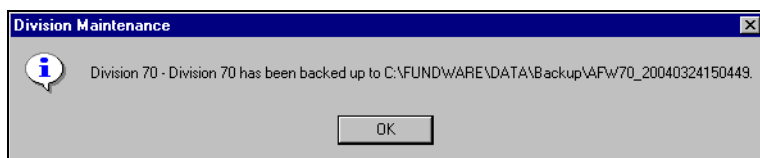


Figure 4.4—Backup Confirmation Message

- Click **OK**. The date and time of the backup displays in the Last Backup column of the data window (Figure 4.5).

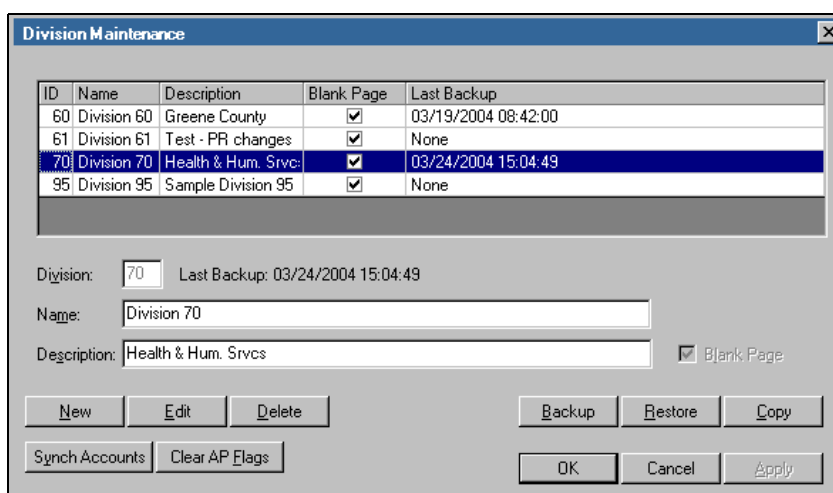



Figure 4.5—Division Maintenance: Backup Date and Time Stamp

RESTORING A DIVISION

FundWare allows you to automatically restore a division and associated data, if necessary.

 Do not attempt to restore a division if the backup was created with an earlier version of FundWare. For example, if you created a backup when you were using version 7.15, and you currently are using version 7.16, restoring the 7.15 backup will cause problems with your 7.16 FundWare.

Use the following steps to restore.

- Open an instance of FundWare.



We recommend that you perform any Division Maintenance task from the server.

- From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

3. Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (*Figure 4.6*).

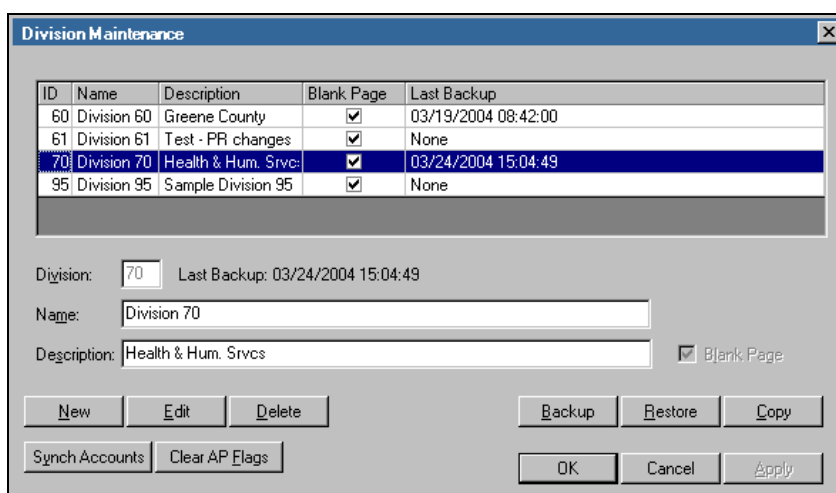


Figure 4.6—Division Maintenance: Restoring a Database

4. Select the division to be restored. The date and time of the last backup of this division displays in the Last Backup column.

5. Click **Restore**. A window displays listing the database backups available for restore (*Figure 4.7*).



Figure 4.7—Databases Available for Restore

6. Select the specific backup file to be restored. The **Delete**, **OK**, and **Cancel** buttons are enabled.
7. Click **OK** to restore the data. A confirmation message displays (*Figure 4.8*).

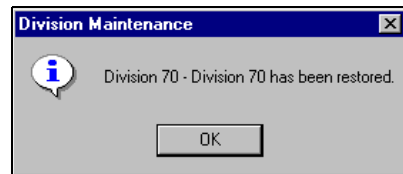


Figure 4.8—Restoration Confirmation Message

8. Click **OK**. The division has been restored with the selected backup.
9. Close the Restore window, or click **Cancel**. The window closes and you return to the Division Maintenance window.

DELETING A BACKUP

Obsolete backups are deleted during the Restore process. Use the following steps to delete a backup.

1. Select the division with the backup to be deleted. The date and time of the last backup of this division displays in the Last Backup column
2. Click **Restore**. The Restore window displays.
3. Select the backup to be deleted.
4. Click **Delete**. A confirmation message displays.
5. Click **Yes**. The selected backup is deleted.
6. Close the Restore window, or click **Cancel**. The window closes and you return to the Division Maintenance window.

RESTORING ONE DIVISION TO ANOTHER DIVISION

You can restore one division to another division, resulting in a backup of the source division being copied to the target division, or to a new division, creating the new division and restoring the data in one step. Use the following steps to restore one division to another division.



This process will delete the security settings of the division to which you are restoring. For example, if you restore Division 95 to Division 22, you would need to re-enter the security settings for Division 22. If you are restoring to a new division, that division will have no security settings.

1. Open an instance of FundWare.



We recommend that you perform any Division Maintenance task from the server.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

3. Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (*Figure 4.9*).

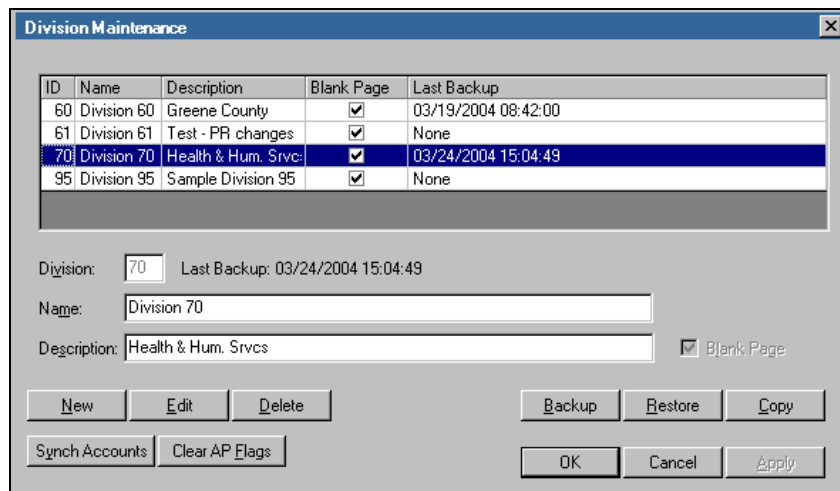


Figure 4.9—Division Maintenance: Restoring to Another Division

4. Select the division to be restored. The date and time of the last backup of this division displays in the Last Backup column

5. Click **Restore**. A window displays listing the database backups available for restore (*Figure 4.10*).



Figure 4.10—Databases Available for Restore

6. Select the specific backup to be restored.
7. Select the Restore As check box. The Division, Name, and Description text boxes are enabled, as well as the Blank Pages check box.
8. Type the number, name, and description (optional) of the division (either new or existing).
9. Select the Blank Page check box to enable this option.
10. Click **OK**.
 - If the target division is a new division, a confirmation message will display when the restore is complete. Click **OK**. The Restore window closes, and the new division is listed in the Division Maintenance data window.
 - If the target division is an existing division, a confirmation message will display informing you that the existing database will be overwritten. Click **Yes** to proceed. When completed, a confirmation message will display. Click **OK**. The Restore window closes.

COPYING A DIVISION

You can copy a division, thereby creating a new division with the same data as the source division. Use the following instructions to copy a division.

1. Open an instance of FundWare.



We recommend that you perform any Division Maintenance task from the server.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (*Figure 4.11*).

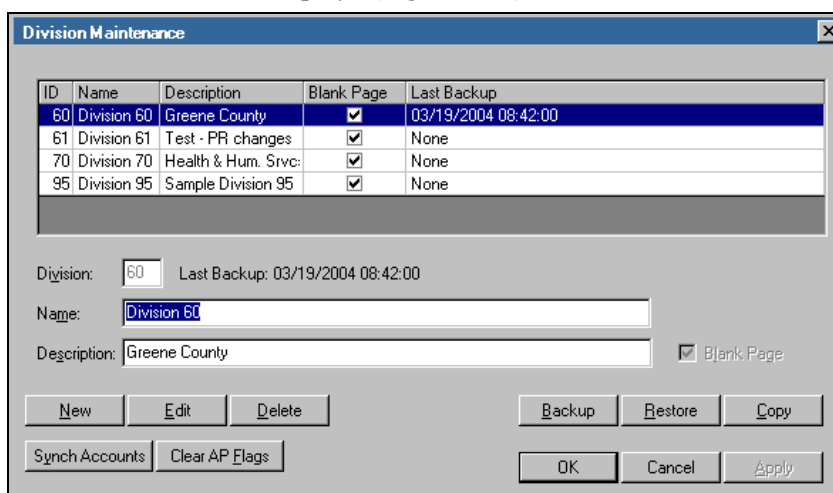


Figure 4.11—Division Maintenance: Copying a Division

4. Select the division to be copied. The date and time of the last backup of this division displays in the Last Backup column
5. Click **Copy**. The Division and Name text boxes are cleared of information. The Description text box is populated with “Copy of Division” and the division number.

6. Type the number, name, and description (optional) of the division.
7. Click **Apply** to copy this division and continue working in the Division Maintenance window, or click **OK** to copy this division and close the Division Maintenance window.
8. When the task is complete, a confirmation message displays (*Figure 4.12*).

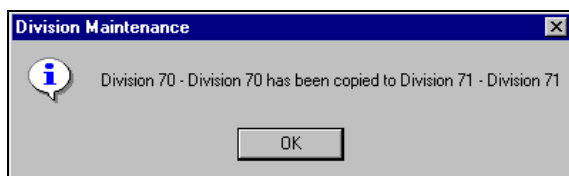


Figure 4.12—Division Copied Confirmation Message

9. Click **OK**.

DELETING A DIVISION

Use the following steps to delete a division.

1. Open an instance of FundWare.



We recommend that you perform any Division Maintenance task from the server.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays.
4. Select the division to be deleted from the data window.
5. Click **Delete**. A confirmation message displays.
6. Click **Yes** to delete the division. A message displays when the division has been deleted.
7. Click **OK**. The division is deleted and you return to the Division Maintenance window.



When you delete a division, FundWare will also delete any backups related to that division.

EDITING DIVISION INFORMATION

You cannot highlight division information and change it unless you are in Edit mode, as described in the following steps.

1. Open an instance of FundWare.



We recommend that you perform any Division Maintenance task from the server.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays.
4. Select the division to be edited.
5. Click **Edit**.
6. Edit the division name or description, as necessary.



The division number cannot be changed.

7. Click **Apply** to save these changes and continue working in the Division Maintenance window, or click **OK** to save these changes and close the Division Maintenance window.

ACCESSING THE SAMPLE DIVISIONS

FundWare provides data for two sample divisions: Division 95 and Division 96. You can use these divisions to train personnel or test processes, or simply to experiment without impacting your own data.

However, if you are a new FundWare customer, the installation program saved the data to your computer, but you must create the divisions.

Use the following instructions to create the sample divisions.

1. Open an instance of FundWare.



We recommend that you perform any Division Maintenance task from the server.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (*Figure 4.13*).

ID	Name	Description	Blank Page	Last Backup
60	Division 60	Greene County	<input checked="" type="checkbox"/>	03/19/2004 08:42:00
61	Division 61	Test - PR changes	<input checked="" type="checkbox"/>	None
70	Division 70	Health & Hum. Svc:	<input checked="" type="checkbox"/>	None

Division: Last Backup: 03/19/2004 08:42:00

Name:

Description: Blank Page

Figure 4.13—Division Maintenance

- Click **New**. A line displays below the current divisions and the text boxes are cleared (*Figure 4.14*).

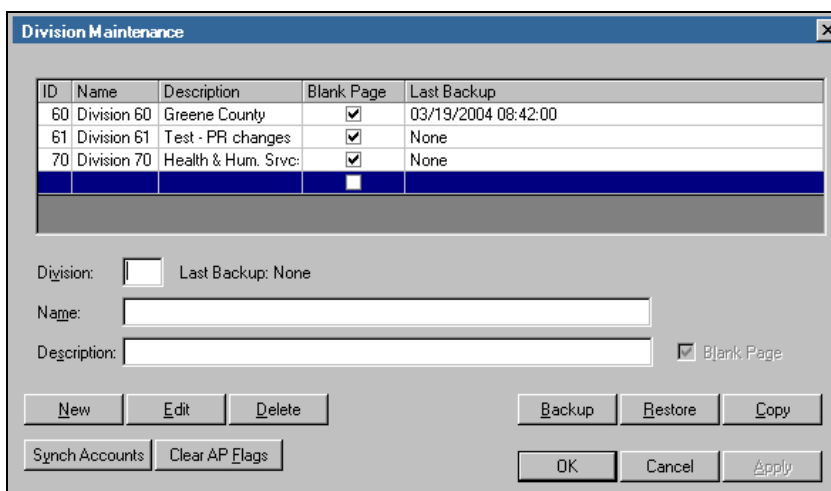


Figure 4.14—Division Maintenance: Sample Divisions

- Enter the number of the sample division (95 or 96) in the Division text box. As soon as you click outside the Division text box, a confirmation message displays (*Figure 4.15*).

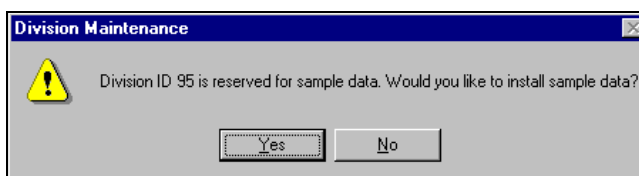


Figure 4.15—Sample Division Confirmation Message

- Click **Yes** to add the sample division. FundWare enters the division name and description in the respective text boxes.
- Click **Apply** to add this division and continue working in the Division Maintenance window, or click **OK** to add this division and close the Division Maintenance window. When FundWare has created the division, a completion message displays.
- Click **OK**.

You can now access the data in the sample division.

SYNCHRONIZING ACCOUNTS

Because the Pro/Enterprise and Classic Editions of FundWare work with different types of databases, FundWare updates both sets of data for tasks that exist in both versions. For tasks that exist only in the Classic Edition, FundWare has a utility that will manually synchronize the databases. Use this utility after tasks such as:

- Maintaining accounts
- Removing unused accounts
- Removing inactive accounts in Project/Grant
- Importing chart of accounts

Also, synchronize your accounts anytime an account appears in the Classic Edition but not in the Pro/Enterprise Edition Account Selector.

Use the following steps to synchronize your accounts.

1. Open an instance of FundWare.



We recommend that you perform any Division Maintenance task from the server.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.

3. Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (Figure 4.16).

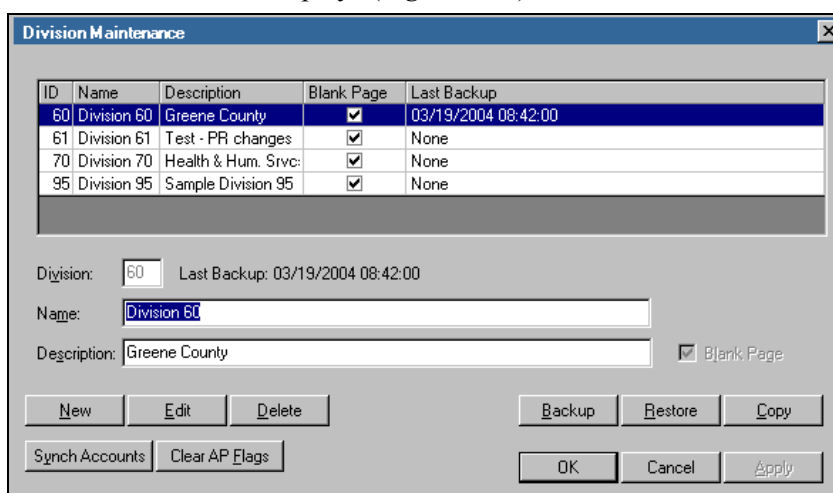


Figure 4.16—Division Maintenance: Synch Accounts

4. Select the division from the data window.
5. Click **Synch Accounts**. When complete, a confirmation message displays.
6. Click **OK**.

CLEARING AP OBLIGATION FLAGS

If your FundWare system shuts down while you are processing Accounts Payable obligations (e.g., the power goes out), any obligations that were open at that time will have an in-use flag. This in-use flag means that you will not be able to edit or modify the obligation until the flag is cleared. Use the following steps to remove in-use flags.

1. Open an instance of FundWare.



We recommend that you perform any Division Maintenance task from the server.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration HomePage displays.
3. Click **Division Maintenance** on the module navigator or select **System Administration > Division Maintenance** from the menu bar. The Division Maintenance window displays (*Figure 4.17*).

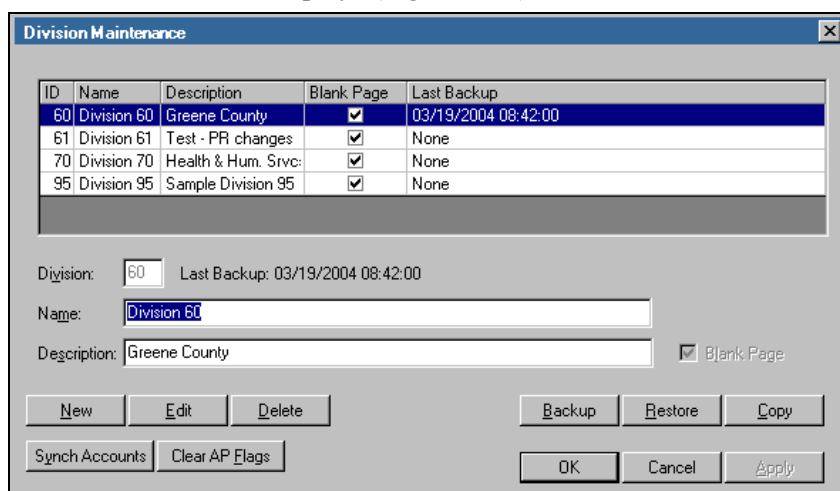


Figure 4.17—Division Maintenance: Clear AP Flags

4. Select the division from the data window.
5. Click **Remove Flags**. When complete, a confirmation message displays.
6. Click **OK**. The in-use flags are removed.

CHAPTER 5

WARNING AND ERROR MESSAGES

Use this chapter as a reference for FundWare-related warning and error messages.

- When and how to call your Certified FundWare Reseller or American Fundware, Inc. for assistance.
- Error and system messages:
 - Disk Operating System messages
 - FundWare system messages

With most FundWare error and system messages, contact FundWare Support or your Reseller Partner (see *Contacting FundWare Support* on page 103 for more information). Depending on the complexity of the problem, a Support-provided solution could take time, so keep in mind restoring from backup as a possible solution if time is critical.



We cannot help you recover from serious error conditions if you have not backed up your data regularly and correctly. It is your responsibility to do backups AND to check that they restore successfully!

ERROR OR SYSTEM MESSAGES—WHAT TO DO

Most conditions are minor and easily corrected. The computer may have encountered a condition you did not cause. However, **never** ignore the error and **do not** continue to work. It may appear to you that the system continues to operate. This may not be the case. If you ignore an error, it can reappear later with more serious consequences.

When you encounter an error message:

1. Do not panic! But **do not** try to continue working.
2. Print the screen to capture the error message.
3. If the message is a “Warning”, review the instructions for the task that triggered the message for more information (e.g., review the *Blackbaud FundWare General Ledger–Project/Grant Guide* for a journal entry posting error).

- Explore the FundWare Support Web site (www.fundware.com/Support/support.asp), including the Knowledgebase, for more information.
- 4. If you still need help, complete a problem report (page 104) and call your Certified FundWare Reseller or FundWare Customer Support.

FUNDWARE WARNING AND ERROR MESSAGES

FundWare messages fall into three categories:

- Informational—Provides information relevant to the task. You do not need to take specific action to correct the system. These messages are not discussed further here.
- Warning—May require action on your part to correct the problem or may indicate an incorrect keystroke.
- Error—Reported by the program as it attempts to execute your commands. These are the most serious error conditions and they require your attention.

WARNING MESSAGES

Warning messages can occur while you are working in the software or trying to sign on to the software. Warning messages returned while you are working in the software indicate that the information entered in the field is incorrect in some way (e.g., you entered text in a numeric field). These messages are never serious and simply require you to re-enter the information.

Warning messages returned when you try to sign on to FundWare (e.g., “Error Log Exists, press any key to continue”) require you to correct the problem before trying again. These are not true error conditions. Most modules have built in checks to assist the operator in completing the normal processing sequence.

MESSAGE: “ERROR LOG EXISTS”

When you sign on, you may receive the message, “Error log exists, press any key to continue.” This indicates that an error message has been logged in a previous instance of FundWare. **Do not ignore this warning.** If you ignore the warning and press any key to continue, you are risking damage to your database. Use the following instructions if you receive this message.

1. Open an instance of FundWare.

2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.) The System Administration Home Page displays.
3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 5.1*).

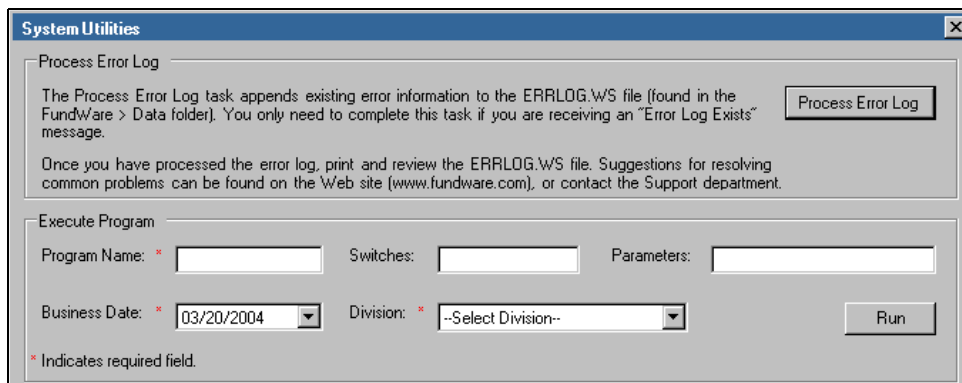


Figure 5.1—System Utilities—Processing the Error Log

4. Click **Process Error Log**. When the process is complete, a message displays.
5. Click **OK**. You can view the ERRLOG.WS file through any word processing program. The information in this file includes:
 - File—The data file involved.
 - Open—Whether the file is open or not.
 - Stat—The error status code.
 - Mode—Normal or delayed processing, or reorganizing data files.
 - Pgm—The program detecting the error.
 - Rev—The revision of the program.
 - From—The program which called the program detecting the error, if any.
 - Switches—The switches with which the program was called.
 - User—Which user was signed on when the error occurred.
 - Div—The division on which the user is signed.

6. Print and save the ERRLOG.WS file.
7. Review the error messages explained in *Example Warning and Error Messages* on page 100 and take corrective action, if possible.
8. If you need to call FundWare Support, have the error log available and note the File and Stat information (*Figure 5.2*).

09/24/03 @ 10:40	File: 11562809.SZ	Open: Y	Stat: 9013	0000	Mode: R
Pgm: CWS850	Rev: 5.80sp8	From: CWS850	Switches: NYNNNNNNNN		
User: 104 - jmcandrew			Div: 02	Process: 1763	

Figure 5.2—Example ERRLOG.WS Highlighting File and Stat

Before calling Support, it is very important to complete a problem report (page 104). This will help the Support technician to solve your problem faster by having all relevant information available.

ERROR MESSAGES

Error messages are reported by the program as it attempts to execute your commands. These are the most serious error conditions and they require your attention. Many different conditions can cause a given error message, and there are no standard solutions for these types of errors.

Whenever you receive an error message, **do not continue working** without contacting your system administrator for help to correct the problem. The information in *Example Warning and Error Messages* on page 100 may provide some assistance for common error messages.

EXAMPLE WARNING AND ERROR MESSAGES

Review the following FundWare warning and error messages to troubleshoot problems within your software.

- Error Log Exists—See *Message: “Error Log Exists”* on page 98.
- Error -- Notify software support (filename 22) Press ENTER.
 - **Explanation**—A duplicate record or key has been detected in the file “filename.”
 - **Correcting action**—This error should only happen if files have become damaged or files from different backups have been mixed together. Contact your Reseller Partner or FundWare Support.
- Error -- Notify software support (filename 23) Press ENTER.

- **Explanation**—A missing record or key has been detected in file “filename”. The record is something that the system expected to already exist.
- **Correcting action**—This error most often occurs on the SYP data file. If the SYP file is implicated, check that the module parameters have been defined for the subsystem you were in. Contact your Reseller Partner or FundWare Support for further help.
- Error -- Notify software support (filename 9007) Press ENTER.
 - **Explanation**—The data file “filename” is corrupted. You may also receive this message when your hard disk drive is full.
 - **Correcting action**—Make sure you have enough free space on your hard drive. If you were posting, contact your Reseller Partner or FundWare Support. Make sure you have write-access to the network and.
- Error -- Notify software support (LPT1 9027) Press ENTER.
 - **Explanation**—An attempt was made to print when the printer was off line or nonexistent. This typically is the result of printing a file to a printer which is off line or not connected.
 - **Correcting action**—Turn the printer on if it is off. Put it on-line if it is off line. If that doesn't work, sign off and make sure your printer works for other software applications. You may need to consult your hardware dealer for assistance.
- Error -- Notify software support (00SYP 9043) Press ENTER.
 - **Explanation**—The FundWare license data file, 00SYP is either missing or damaged.
 - **Correcting action**—Contact your Reseller Partner or FundWare Support.
- Error -- Notify software support (00SYT 9043) Press ENTER.
 - **Explanation**—This error usually occurs immediately after typing UP after a previous abnormal exit from FundWare. The 00SYT file, which keeps track of terminals signed on, is corrupted.
 - **Correcting action**—Make sure no one is currently signed on. Then, use the PRINT AND SAVE ERROR LOG task from the Special Processing menu to print and save the error log. Then delete the 00SYT file pair.
- Error -- Notify software support (filename 9043) Press ENTER.
 - **Explanation**—The index portion of file “filename” is corrupted.
 - **Correcting action**—Rebuild the index for the data file using the instructions in *Appendix C—FundWare File Maintenance* on page 329. Test the file by running the task that failed after the rebuild is complete.
- Error -- Notify software support (filename 9139) Press ENTER.

- **Explanation**—The version of data files do not match the version of program files. This is likely to happen after a conversion; for example from FundWare 5.0 to 5.5.
- **Correcting action**—Make sure that all data files have been converted and that the correct version of programs have been installed.
 - You *may* receive this message if your hard disk drive is full.
 - Contact your Reseller Partner or FundWare Support.
- Program_name Segment RT: Error 153 at COBOL PC 0DAA
 - **Explanation**—This is usually an internal program error rather than data file corruption. The program has either been damaged, is a bad copy, or contains internal logic conflicts.
 - **Correcting action**—Contact your Reseller Partner or FundWare Support.
- That keystroke has no meaning here.
 - **Explanation**—A key is pressed which is not allowed for data entry into the field. This usually happens if a non-numeric key is pressed when entering data for a numeric field.
- There is no field beyond here.
 - **Explanation**—This message usually results if an arrow key is pressed or too many keystrokes are pressed during data entry.
- You are at the end of the field.
 - **Explanation**—This message may be displayed if too many characters are entered for the field.
- You have lost data from the end of the field
 - **Explanation**—This message is most likely to happen if the <INS> key is used while entering data into an alphameric field. The field size has been exceeded and characters are dropping off the right side.

OPERATING SYSTEM ERROR MESSAGES

These error messages are reported from your workstation or network operating system (OS). You have an OS error message if you executed a system command and encountered a problem. Usually, operating system messages occur outside the application. Contact your system or network administrator for assistance.

CONTACTING FUNDWARE SUPPORT

You may be able to correct the problem by following the procedures outlined in the section, Error Messages—What to do? If you find you still need to call for help, follow these procedures:

- Complete a Problem Report (*Completing a Problem/Trouble Report* on page 104). You will need to know your license number.
- Attach your Computer System Configuration Data Sheet (*Computer System Configuration Data Sheet* on page 106).
- Complete these forms regardless of whom you call for support.
- If you have a service contract with an Certified FundWare Reseller, please call the number you have been furnished. Your Certified FundWare Reseller may contact American FundWare, Inc.
- If you have a support agreement with American Fundware, Inc., please call the Support department:
 - 800-227-7575
 - e-mail: FWSupport@Kintera.com

Please make sure you give your Support technician complete information regarding your problem or question, as well as your license number and current version (available from the Registration Management task [*Maintaining Your Blackbaud FundWare Registration* on page 28] or the Help menu [*License and Database Information* on page 33]). This will help us determine how best to handle your request for assistance. See *Completing a Problem/Trouble Report* on page 104 for more information.

SUPPORT AGREEMENTS

Blackbaud Fundware, Inc. strongly believes that selling our product to your organization is just the beginning of a continuing relationship. We are committed to providing necessary services to install, implement, and maintain your computerized accounting system.

We have a nationwide reseller network who provide installation, implementation, training, and maintenance services. If you purchased your system from a Certified FundWare Reseller, please contact them for information regarding their available services.

American Fundware, Inc. also stands ready to assist you. We offer a full-service Support department, available with the purchase of a Support Agreement. If you would like more information about the FundWare Support Agreement or the name of the Certified FundWare Reseller nearest you, please contact our us (800-551-4458).

In addition to our Support department, the Professional Services department is available on an hourly basis for specific tasks that can be crucial in configuring a solution to meet your specific needs. Some common services provided by Professional Services include:

- Recovering damaged files
- Writing reports
- Modifying FundWare's Payroll/Personnel
- Developing a chart of accounts
- On-site visits
- Training
- Installing hardware or operating systems

This list is by no means complete. Please contact us for more information how our Professional Services department can assist you.

COMPLETING A PROBLEM/TROUBLE REPORT

Use this form every time you call for help. (You can print fresh copies from the PDF of this guide stored in your **FundWare > Data > User Documentation** folder.) Attach a completed copy of the Computer System Configuration data sheet (page 106) to this report before you call for help.

Table 5.1—Problem/Trouble Report

Required Information	Your Entry
Identification Information	
• Date and Time	
• Response number (if this is an open call)	
• Organization name	
• License number	
• Number of users	
• Is this a problem or question	

Table 5.1—Problem/Trouble Report (Continued)

Required Information	Your Entry
Your Computer System Environment (see <i>Maintaining Your Blackbaud FundWare Registration</i> on page 28)	
• Operating system and version	
• Service packs installed	
The Problem/Question	
• Module	
• Task	
<ul style="list-style-type: none"> • Error message • Write the message down or create a print screen of the message. • Print the ERRLOG.WS, if applicable. 	
<ul style="list-style-type: none"> • Sequence of events just before the problem occurred. • Please be specific. For example, what keystrokes did you enter. 	
<ul style="list-style-type: none"> • What have you done since the error • Please be specific. 	

COMPUTER SYSTEM CONFIGURATION DATA SHEET

You may want to ask your hardware distributor or resident technician for specific data. Be as complete as possible.

Table 5.2—Problem/Trouble Report

Required Information	Your Entry
Background Information	
• FundWare installed since:	__/__/__
• This sheet last updated:	__/__/__
• License number	
System Information	
• RAM	
• Hard drives (size and drive letters) • If partitioned, the size of each	
• Are you using Windows Terminal Server or Citrix?	
• Data was last purged:	__/__/__
Software Information	
• Workstation Operating System and version	

CHAPTER 6

IMPORTING/EXPORTING GL-P/G INFORMATION

FundWare allows you to import two types of information:

- Additions or changes to account records, and
- Transactions.

Additionally, you can create a file containing the net or detail transactions posted to a fiscal period (e.g., for use as an import file at another FundWare site).

Create your text files for importing data using any text editor, database or word processor, or any other software application. However you create text files, they must have a specific format to be imported into FundWare modules.

To access imported batches in FundWare, click **Journal Entries > Imported** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entries > Imported** from the menu bar.

GENERAL INSTRUCTIONS FOR IMPORTING FILES

Files are imported through different programs using the Execute Programs task. The following section provides the basic instructions for this task. Each import task has a section defining the specific requirements for these programs.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)

3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 6.1*).

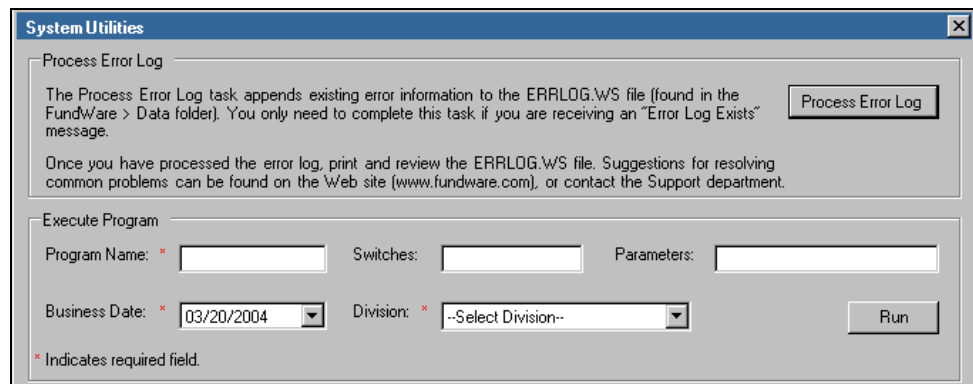


Figure 6.1—System Utilities—Executing a Program

4. In the Execute Program area, enter the required information according to the requirements defined in each import section.
5. Click **Run**. When complete, you return to the Execute Program screen.

IMPORTING NEW OR MODIFIED ACCOUNT INFORMATION

Using the import account information task, you can import new accounts or modifications to your existing accounts.

IMPORTING ACCOUNT INFORMATION—IMPORT FILE FORMAT

The text files cannot contain special characters. Special characters, such as tabs and form-feeds, are typically characters that are not printable. Each line of text must be terminated with the line terminator for the operating system. For example, in MS-DOS the line terminator is a carriage return/new line sequence.

KEYWORD RECORD

The keyword record is the first line of the import text file and identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = *nn* SEP = *x*

where

- *nn* is the division number
- *x* is the separation character

The remaining lines of the file identify the information that you are importing to your General Ledger or Project/Grant system. Each line is broken into three units:

- The first two characters indicate the type of information (e.g., account number) and is a number between 00 and 06.
- The third character is the separator character. (Again, the pipe sign is the default separator character.)
- The next characters are the values for the field. If there are multiple values, use the separator character, without any additional spaces, between each value.

IMPORTING ACCOUNT INFORMATION—IMPORT FILE FIELD DEFINITIONS

Table 6.1 provides definitions for the account import fields.

Table 6.1—Import Account Information—Field Definitions

Type #	Field Values	Maximum Field Size
00	Account number	30 Characters
01	Description	30 Characters
02	Status	1 Character
03	Alias 1 Alias 2	30 Characters 30 Characters
04	Att1 Att2 ...	2 Characters 2 Characters At least one is required and up to 15 attributes may be used.
05	Req ID's 1 of Req ID's	15 Characters 15 Characters
06	Data item	Field size is dependent on the data item type. Refer to the data item definition.

IMPORTING ACCOUNT INFORMATION—IMPORT FILE EXAMPLE 1

In division 96, we add account A01 01-00 6010 and change the attributes for account A02 01-00 7000. Additionally, we do not define any special separator character, so the import text uses the pipe sign (|).

```
DIV=96
00|A01 01-00 6010
01|Travel Expenses
02|A
03| |Not used
04|EX| |FA| | | | | |
05| B| |
00|A02 01-00 7000
04|EX| |CB| | | | | |
```

IMPORTING ACCOUNT INFORMATION—IMPORT FILE EXAMPLE 2

In division 20, we add account P000-00-30009-0000, which includes a number of data items. Additionally, we do not define any special separator character, so the import text uses the pipe sign (|).

```
DIV=20
00|P000-00-30009-0000
01|HEAD START 2002-2003
02|D
03|8-21113
04|DS|
06|. YEAR END|05/31/2003
06|ADDL REC 1|
06|ADDL REC 2|
06|AWARD/WO#|WO# 666
06|CFDA #|KLKJHDF
06|COLLEGE/AD|EXECUTIVE
06|DEPT/SCHOOL|SAN FRANCISCO URBAN INSTITUTE
06|DIR. EMAIL|JVKSPED@SFSU.EDU
06|END DATE|05/31/2003
06|FINAL RPT|06/01/2002
06|FUNDING AG|SFSU
06|INDIR COST|5
06|INTERIM RP|MONTHLY
06|PROJ DIREC|VAN KEULEN, JEAN
06|PROJ TITLE|HEAD START 2002-2003
06|RELATED PR|54687
06|START DATE|06/01/2002
```

IMPORTING ACCOUNT INFORMATION—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

CS + Line number + .Z
(Line number is 0 + your TTY number)

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- CS0864.Z

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING ACCOUNT INFORMATION—IMPORTING THE FILE

To import the account information file from the Execute Programs task (see *General Instructions for Importing Files* on page 107), enter the required information according to *Table 6.2*.

Table 6.2—Importing Account Information—Importing the File

Field	Entry
Program Name	CUSCS10
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING ACCOUNT INFORMATION—IMPORT FILE ERRORS

When you run the import task, the system checks the file for errors. If errors are found, the error report is saved to the **FundWare > Data** folder with the following name:

CSX + Line number + .L##
(Line number is 0 + your TTY number) (## represents your division number)

For example, you are ready to import the file to Division 95, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the error file for a Division 95 import is:

- CSX0864.L95

If there are errors, review the error report to determine their causes. Correct the import file and run the program again.

IMPORTING TRANSACTIONS

Using the transaction import task, you can import General Ledger or Project/Grant transactions to FundWare. You can post your transactions as they are imported or save them to the system to be posted at a later time. (If you save your transactions instead of post, you can edit the transactions before posting.)

IMPORTING TRANSACTIONS—IMPORT FILE FORMAT

The text files cannot contain special characters. Special characters, such as tabs and form-feeds, are typically characters that are not printable. Each line of text must be terminated with the line terminator for the operating system. For example, in MS-DOS the line terminator is a carriage return/new line sequence.

KEYWORD RECORD

The keyword record is the first line of the import text file and identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = nn SEP = x
where

- *nn* is the division number
- *x* is the separation character

The remaining lines of the file identify the information that you are importing to your General Ledger or Project/Grant system. Each line is broken into three units:

- The first character indicates the type of information (e.g., account number) and is a number between 1 and 6.
- The third character is the separator character. (Again, the pipe sign is the default separator character.)
- The next characters are the values for the field. If there are multiple values, use the separator character, without any additional spaces, between each value.

IMPORTING TRANSACTIONS—IMPORT FILE FIELD DEFINITIONS

The rest of the lines are identified as record type 1 through 6 as described in *Table 6.3*.

Table 6.3—Import Transaction Information—Field Definitions

Type	Fields [Max Characters]	Field Definitions
1	journal name posting date batch name [5] description [30]	<ul style="list-style-type: none"> • Journal name must exist. • Date format must be MMDDYYYY. • Enter a batch name and description only if your setup allows imported transactions to be saved. • If you import the transactions as saved, the description must be unique.
2	account number(s)	<ul style="list-style-type: none"> • Type 2 must always be followed by a type 3.
3	description [30] ref1 [10] ref2 [10] ref3 [10] amount unit rate	<ul style="list-style-type: none"> • Type 3 must always follow a type 2. • Amount must be all numeric, no commas or dollar sign. • Description, ref1–3, units, and rates may be blank. • Blanks are indicated with the sign. • Units * rate must = amount. • Units and rates must have decimal and 4 decimal places. • If units and rates are used in your journals, they must be in the record or indicated by a blank.

Table 6.3—Import Transaction Information—Field Definitions (Continued)

Type	Fields [Max Characters]	Field Definitions
4	account description [30] ref1 [10] ref2 [10] ref3 [10] amount	<ul style="list-style-type: none"> • Type 4 can be used instead of or with a 2/3 pair. • Account must exist. • Blanks are indicated with the sign. • Amount must be all numeric, no commas or dollar sign. • Decimal must be used to indicate cents. If no decimal is entered, default is two decimal places. • Description and references may be blank.
5	data item name data item value	<ul style="list-style-type: none"> • Optional, but when used must follow a type 2/3 pair or type 4. • Data item must exist, be defined in the journal control, and value must match definition.
6	units rate	<ul style="list-style-type: none"> • Optional, but when used must follow type 4. • Units * rate must = amount in preceding type 4. • Units and rates must have decimal and 4 decimal places.



Indicate debit/credit in amount fields with a + or -. Debits are assumed + and credits -. If no sign is entered, + is assumed.

IMPORTING TRANSACTIONS—IMPORT FILE EXAMPLE 1

The following example imports a \$800 transaction to account A01 00-00 1110 through the CREC journal using types 2 and 3.

```
1|CREC|01022004|TEMP
2|A0100001110
3|January 2-04 Dep|Dep #1||800.00|20.0000|40.0000
4|A0100004110|Cty Tax|ck #35||400.00-
5|Cntry|Kenya
6|20.0000-|40.0000
```


IMPORTING TRANSACTIONS—IMPORT FILE EXAMPLE 2

The following example imports a \$400 transaction to account A01 00-00 1110 through the CREC journal using type 5 (excluding types 2 and 3).

```
1|CREC|01022004|TEMP
4|A0100004110|Cty Tax|ck #35||400.00-
5|Cntry|Kenya
6|20.0000-|40.0000
```

IMPORTING TRANSACTIONS—GL AND P/G IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name for both General Ledger and Project/Grant imports:

GL + 0 + your Station ID number + .Y

For example, your Station ID number is 864. Therefore, the import name must be:

- GL0864.Y

For more information on Station ID numbers, see *Appendix F—Determining Your Station ID* on page 355.

IMPORTING TRANSACTIONS—IMPORTING THE FILE

To import the transaction file from the Execute Programs task (see *General Instructions for Importing Files* on page 107), enter the required information according to *Table 6.4*.

Table 6.4—Importing Transactions—Importing the File

Field	Entry
Program Name	GLS018 (For General Ledger) PGS018 (For Project/Grant)
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

Use the following instructions to post the imported transaction.

1. Open FundWare using the division to which you imported the file.
2. Click **Journal Entries > Imported** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Journal Entries > Imported** from the menu bar. The Imported Journal Entries window displays (*Figure 6.2*).

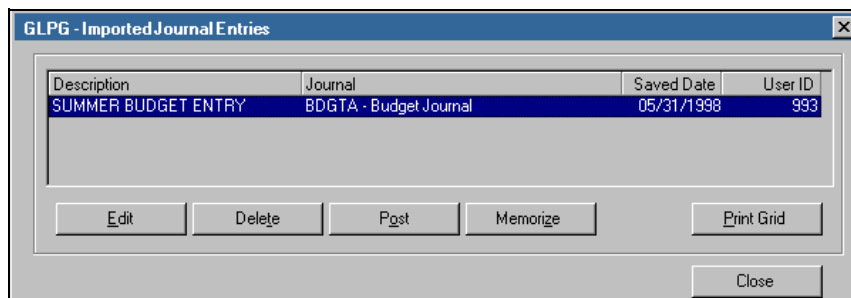


Figure 6.2—Import Journal Entries

3. Click **Post** to post the transaction.

IMPORTING TRANSACTIONS—IMPORT FILE ERRORS

When you run the import task, the system checks the file for errors. If errors are found, the error report is saved to the **FundWare > Data** folder with the following name for both General Ledger and Project/Grant imports:

GLX + 0 + your Station ID number + .L##
 (## represents your division number)

For example, if your Station ID number is 864, the error file for a Division 95 import is:

- GLX0864.L95

If there are errors, review the error report to determine their causes. Correct the import file and run the program again.

For more information on Station ID numbers, see *Appendix F—Determining Your Station ID* on page 355.

AVOIDING ERRORS

To avoid errors in your import, ensure that your data is accurate:

- Account numbers are valid.
- Posting date is in a valid date table.
- Posting date is *not* in a closed period.
- Text file format is correct as described in the following section.

EXPORTING NET TRANSACTIONS

You can create a file containing the net transactions posted to a fiscal period for use as an import file at another FundWare site.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 6.3*).

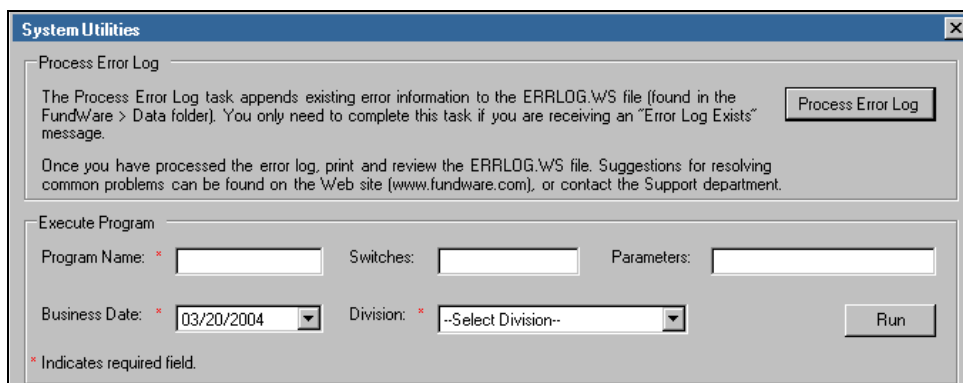


Figure 6.3—System Utilities—Executing a Program

- In the Execute Program area, enter the required information according to *Table 6.5* to run the override.

Table 6.5—Exporting Net Transactions—Exporting the File

Field	Entry
Program Name	CUSGL10
Switches	Leave blank
Parameters	Enter GLS to export General Ledger information. Enter PGS to export Project/Grant information.
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

- Click **Run**. The export task displays (*Figure 6.4*).

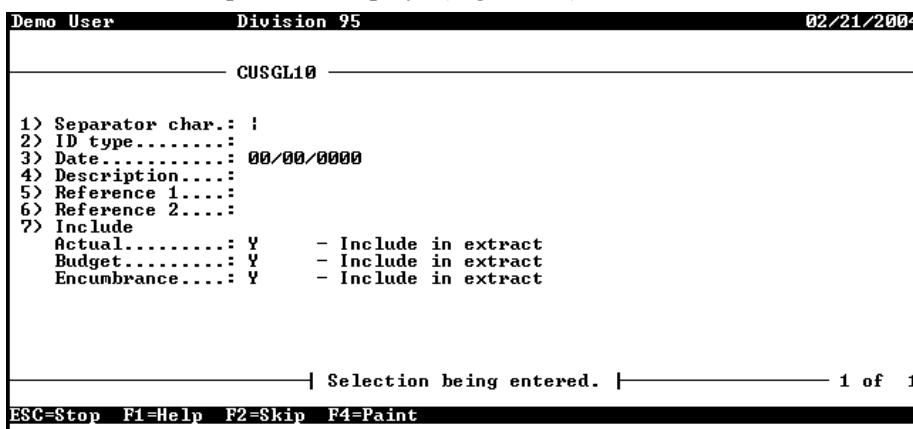


Figure 6.4—Creating an Export File

- Complete the required information according to *Table 6.6*.

Table 6.6—Export Net Transactions File—Fields and Associated Options

Field	Options
Separator character	Default = (pipe symbol). Keep the default unless your transfer process does not accept it. This char may not be ',', ':', '/' or a space.
ID type	Enter one ID type for this export. It must one that is defined in the General Ledger.

Table 6.6—Export Net Transactions File—Fields and Associated Options (Continued)

Field	Options
Date	Enter the period ending date. The date range for that period will display.
Description	Enter a description that will label the transactions.
Reference 1	Enter the reference 1 field to put on the created transactions.
Include <ul style="list-style-type: none"> • Actual • Budget • Encumbrance 	Indicate by a Y or N in each fields which types of accounts to include in the export.

7. Type 0 to accept your entries. When the task is complete, the file is saved to the **FundWare > Data** folder and you return to the System Utilities window.

EXPORTING NET TRANSACTIONS—EXPORT FILE NAME

When you run the export task, the system saves the file to the **FundWare > Data** folder with the following name:

GL + Line number + .Y
(Line number is 0 + your TTY number)

For example, if your TTY number is 864, the line # is 0864. So the error file name is:

- GL0864.Y



If you update this data after the export file is created, it will result in a data discrepancy between the export and import sites. To prevent this from happening, you can close the period to data entry immediately after you create the file.

EXPORTING DETAIL TRANSACTIONS

The Transaction Export task is used to export GL–P/G transactions posted to an ASCII text file (e.g., so that you can import the information another FundWare system at another location). If you will be importing the file to another FundWare system, see *Importing Transactions* on page 112.

To export your detail transactions, you must define a parameter to track both the last batch number exported and the date range of the last transactions exported. The system maintains a log file to record the dates and batch numbers of the exports and the user that performed the exports.

DEFINING THE EXPORT PARAMETER

You must define the export parameter to activate the feature. The parameter tracks both the last batch number exported and the date range of the last transactions exported.

1. Click **Maintenance > Transaction Export > Define Parameter** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Transaction Export > Define Parameter** from the menu bar. The option menu for the task displays.
2. Type *A* to add the parameter. The Define Transaction Export Param window displays (*Figure 6.5*).

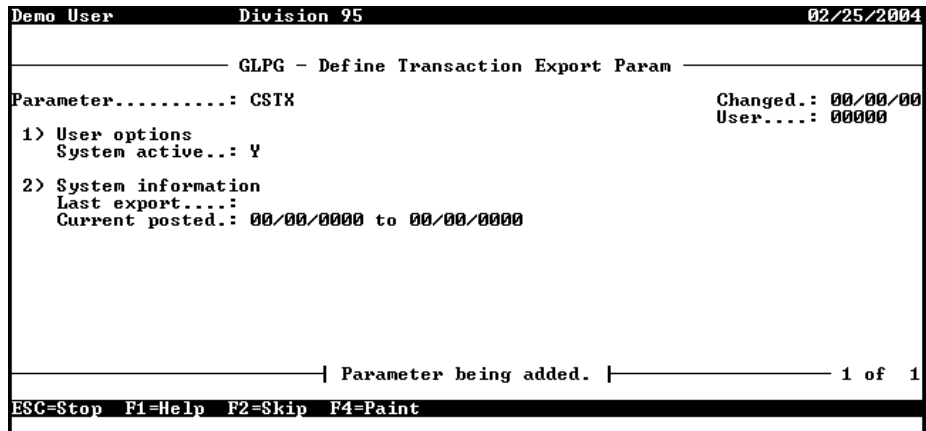


Figure 6.5—Define Transaction Export Param

- Complete the required fields according to *Table 6.7*.

Table 6.7—Defining Export Parameter—Field Definitions

Field	Valid Entry	Definition
User Options		
System active	Y N	The field allows you to enable or disable the task according to your needs. <ul style="list-style-type: none"> • Y—Export is currently active • N—Export is currently inactive
System information—Maintained by the system		
• Last export	#	Batch number of the last transaction exported.
• Current posted	date	First and last transaction dates posted by the financial reporting systems since the last export.

- When complete, type *0* at the option menu to accept your entries.
- Type *E* to end the task and close the window.

VIEWING THE EXPORT PARAMETER

Use the following instructions to view the current information in the export parameter.

- Click **Maintenance > Transaction Export > Display Parameter** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Transaction Export > Display Parameter** from the menu bar. The option menu for the task displays.

2. Type *D* to display the parameter. The parameter displays (*Figure 6.6*).

```

Demo User          Division 95          02/25/2004
-----
Parameter Display. Scroll or End      <D>
-----
GLPG - Display Transaction Export Param
Parameter.....: CSTX                  Changed.: 02/25/04
                                           User....: 00101
1> User options
   System active.: Y      - Export currently active.
2> System information
   Last export....:
   Current posted.: 00/00/0000 to 00/00/0000

-----
Parameter being displayed. |----- 1 of 1
Parameter has been displayed.
ESC=Stop  F1=Help  F2=Skip  F4=Print
    
```

Figure 6.6—Display Transaction Export Param

3. Type *E* to end the task and close the window.

EXPORTING TRANSACTIONS

The Export Transactions task is used to export transactions that have been posted to GL-P/G since the last export. You can also re-export transactions using a selection of date range and batch number range.

1. Click **Maintenance > Transaction Export > Export Transactions** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Transaction Export > Export Transactions** from the menu bar. The task displays (*Figure 6.7*).

```

Demo User          Division 95          02/25/2004
-----
                GLPG - Export Transactions
1> Function.....: C
2> Separator char.: |
3> Date range.....: 12/31/1997 to 02/13/2004
4> Batch range.....:      1 to 9999999
-----
                | Selection being entered. |                1 of 1
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint

```

Figure 6.7—Exporting Transactions

2. Define the required fields according to *Table 6.8*.

Table 6.8—Exporting Transactions—Field Definitions

Field	Valid Entry	Definition
Function	C R	<ul style="list-style-type: none"> • Create new export—Transactions will be exported based on information in the parameter record. <ul style="list-style-type: none"> — All batches with a transaction number greater than “last export” and posted during the “current posted” time period will be exported. “Last export” and “current posted” are maintained in the parameter. • Re-export—By selecting this function, the system will prompt for a date and batch number range to be exported. <ul style="list-style-type: none"> — This function does not update the “last export” batch number in the parameter.
Separator char	any single character	<p>This character will be used to separate the fields in the export file.</p> <ul style="list-style-type: none"> • The default character is the “ ” (pipe) symbol.
Date range	date	<p>Enter the first and last dates for the transactions to be exported. Zeros may be used for the first date and all 9's may be used for the last date.</p> <ul style="list-style-type: none"> • Entry in this field is not allowed in the Create new export function.

Table 6.8—Exporting Transactions—Field Definitions (Continued)

Field	Valid Entry	Definition
Batch range	#	Enter the first and last batch numbers for the transactions to be exported. <ul style="list-style-type: none"> Entry in this field is not allowed in the Create new export function.

3. When complete, type *0* to accept your entries. You are asked if you want to produce a report.
4. Type *Y* to extract the transactions and file a report. You are asked if you want to file another report.
5. Type *N* to end the task and close the window.

EXPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

GL + Line number + .Y
 (Line number is 0 + your TTY number)

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- GL0864.Y

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

EXPORT FILE FORMAT

Table 6.9 defines the export file format.

Table 6.9—

Record Type	Column	Description
keyword	1-4	The value DIV=
	5-6	The 2 digit division number exported
	8-11	The value SEP=
	12	The 1 character specified for separator character when selecting the export
1	1	The value 1
	3-7	Journal abbreviation
	9-18	Posting date
2	1	The value 2
	3-57	Account number(s)
3	1	The value 3
	3-32	Description
	34-43	Reference 1
	45-54	Reference 2
	56-65	Reference 3
	67-88	Amount
5	1	The value 5
	3-12	Additional data item abbreviation
	14-69	Additional data item value

DISPLAYING THE EXPORT LOG

Use the Display Export Log task to display transaction batch numbers that have been exported. Exports are displayed in reverse chronological order by the actual date of the export.

1. Click **Maintenance > Transaction Export > Display Export Log** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Transaction Export > Display Export Log** from the menu bar. The task displays (Figure 6.8).

```

Demo User          Division 95          02/25/2004
-----
          GLPG - Display Export Log
-----
Date range.....: 00/00/0000 to 99/99/9999

| Selection being entered. | 1 of 1
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 6.8—Display Export Log

2. Enter the date range of exports that you want to display.



Entering a starting date of all zeroes (00/00/0000) and an ending date of all nines (99/99/9999) results in all exports being included in the log.

3. Press ENTER. The exports created during the date range display (Figure 6.9).

```

Demo User          Division 95          02/25/2004
-----
          GLPG - Display Export Log
-----
Type Begin "T"  End "T"  From date  To date  Exported  User Name
-----
C          1          210 12/31/1997 02/13/2004 02/25/04  101 Demo User

Export log has been scrolled. Press <ENTER>
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 6.9—Displaying Exports

- Review the log according to *Table 6.10*.

Table 6.10—Transaction Export Legend

Column	Definition
Type	Export type: <ul style="list-style-type: none"> • C—Create new export • R—Re-export
Begin "T"	The first batch number exported.
End "T"	The last batch number exported.
From date	The first business date exported.
To date	The last business date exported.
Exported	The actual date these batches were exported.
User	The user number that did the export. Zero indicates a "Stand alone" execution.
Name	The name of the user that did the export

- When you have viewed the information, press ENTER. You are asked if you want to view any additional export information.
- Type *N* to end the task and close the window.


PRINTING THE EXPORT LOG

Use the Print Export Log task to print transaction batch numbers that have been exported. Exports are printed in reverse chronological order by the actual date of the export.

1. Click **Maintenance > Transaction Export > Print Export Log** on the module navigator (if the module is not expanded, click **General Ledger** first) or select **General Ledger > Maintenance > Transaction Export > Print Export Log** from the menu bar. The task displays (*Figure 6.10*).

```
Demo User          Division 95          02/25/2004
-----
GLPG - Print Export Log
Date range.....: 00/00/0000 to 99/99/9999
-----
| Selection being entered. |----- 1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint
```

Figure 6.10—Print Export Log

2. Enter the date range of exports that you want to print.
 Entering a starting date of all zeroes (00/00/0000) and an ending date of all nines (99/99/9999) results in all exports being included in the log.
3. Press ENTER. You are asked if you want to produce a report.
4. Type *Y* to extract the transactions and file a report (CSXLOG.L##, where ## represents your division number). You are asked if you want to file another report.
5. Type *N* to end the task and close the window.

CHAPTER 7

IMPORTING/EXPORTING AP INFORMATION

There are four Accounts Payable import/export programs:

- Import Obligations
- Import Vendor Records
- Export Obligations
- Check Reconciliation Import

The import tasks are not items on the FundWare applications menu.



You must have security access (through **Maintenance > System Administration > Accounts Payable**) to restore or delete Imported Batches.

Create your text files for importing data using any text editor, database or word processor, or any other software application. However you create text files, they must have a specific format to be imported into FundWare modules.

GENERAL INSTRUCTIONS FOR IMPORTING FILES

Files are imported through different programs using the Execute Programs task. The following section provides the basic instructions for this task. Each import task has a section defining the specific requirements for these programs.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)

3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 7.1*).

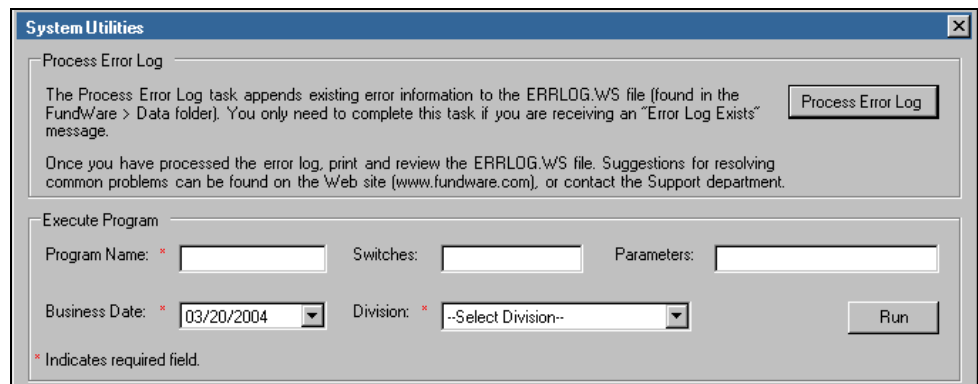


Figure 7.1—System Utilities—Executing a Program

4. In the Execute Program area, enter the required information according the requirements defined in each import section.
5. Click **Run**.

IMPORTING OBLIGATIONS

This task is used to import obligations from a text file into the Accounts Payable module. 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.
- Obligations not involving checks may be imported into any stage that is defined to allow data entry. Those batches which contain check information must be imported to a stage which is classified in the parameter record as "PAID" or greater. The allow data entry flag is ignored.
- Each execution of the task imports **one** batch of obligations.
- The number of obligations in a batch is essentially unlimited (over nine million).
- Decimal points and commas may be used for clarity, but are ignored by the program.

- The use of obligation references is optional.

IMPORTING OBLIGATIONS—IMPORT FILE FORMAT

The text files cannot contain special characters. Special characters, such as tabs and form-feeds, are typically characters that are not printable. Each line of text must be terminated with the line terminator for the operating system. For example, in MS-DOS the line terminator is a carriage return/new line sequence.

KEYWORD RECORD

The keyword record is the first line of the import text file and identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = nn SEP = x

where

- nn is the division number
- x is the separation character

IMPORTING OBLIGATIONS—IMPORT FIELD DEFINITIONS

You can use six types of records in the text file containing the obligations to be imported. This section defines the record types and explains how to format the records in the text file. Rules specific to a record type are explained below.

The following rules apply to all fields in all records:

- The “type” field always contains the record type number.
- All dates have the format, MMDDYYYY.
- All dates must be valid and not in closed periods.
- All dollar amounts must use numbers, and no \$ characters. Their maximum size is 999 million.
- Obligation stage numbers, banks, vendor numbers, account numbers and references must be defined and valid.
- There can be only one batch total per batch. Total amount of obligations must match the batch total if the check batch total flag is “Y”. Total amount of detail records for each obligation must match obligation amount.

- Record type 2 is only allowed for vendor number zero. You can only use one of these records for each obligation in a batch.
- There must be at least one obligation detail record and up to 9,999 detail records for *each* obligation in batch. There is one exception to this rule: if you use distribution tables and a table is applied against an obligation in the batch, you may omit the obligation detail record.
- Blank fields must be indicated by separator characters.
- Each record type must contain the same number of lines in the same format as specified in this document.

IMPORTING OBLIGATIONS—RECORD TYPE 0

Use one record type 0 (zero) per import file. This record uses one line and contains the business date, obligation stage, and total dollar amount of obligations to be imported. Optionally, if the import file is to be saved, you must specify a batch name and batch description, otherwise leave these fields blank. If check information is contained enter the bank name. *Table 7.1* explains the field requirements for this line.

Table 7.1—Record Type 0—Field Definitions

Field	Field Definition
Type	1 character (for this line, this value is 0)
Business date	8 characters (mmdyyy)
Stage number	Up to 2 digits. Not required if batch name specified.
Group name	May be blank. Enter a valid Advanced Security group name if you are using this feature.
Check batch total	Entry must be Y or N: <ul style="list-style-type: none"> • Y—Check batch total. • N—Do not check batch total.
Batch total	The batch total. Not required if Check Batch Total entry is N.
Batch name	A five-character name if the import file is to be saved. This entry determines whether the batch is saved to the Imported Batches folder or posted to the stage specified in the Stage ## field.
Batch description	Enter up to 30-character description if the import file is to be saved.
Bank name	A valid Financial Institutions account name.

EXAMPLE RECORD TYPE 0

The following example imports a batch to stage 30 (i.e., invoices). No group name is specified because this organization doesn't use Advanced Security.

0|02212004|30||Y|1241.50|Examp|Example for Guide|Alpenglow Federal Bank

IMPORTING OBLIGATIONS—RECORD TYPE 1

Use one Record Type 1 for *each* obligation in the batch. This record is also called the obligation header record. It has three lines. The information corresponds to information entered on the **Header** tab of the obligation. *Table 7.2* explains the field requirements for this line.

Table 7.2—Record Type 1—Field Definitions

Field	Field Definition
Line 1 of Record	
Type	1 character (for this line, this value is 1)
Stage date	8 characters (mmddyyyy)
Vendor #	A valid vendor number.
Total amount	Total amount of the obligation.
Take discount	Entry must be Y or N: <ul style="list-style-type: none"> • Y—Take discount. • N—Do not take discount.
Discount type	Entry must be N, A, or P: <ul style="list-style-type: none"> • N—No discount. • A—Discount is flat dollar amount. • P—Discount is a percentage rate.
Discount rate/amt	If you use Discount type A or P, you must fill in the Discount rate/amt field. Discount rate is a percentage entered as a decimal number; i.e., use 1.00 for 1%. Discount amount is a dollar amount up to 999,999,999.99.
Discount date	8 characters (mmddyyyy)
Invoice date	8 characters (mmddyyyy)
Line 2 of Record	
Description 1	1 to 35 alpha or numeric characters.

Table 7.2—Record Type 1—Field Definitions (Continued)

Field	Field Definition
History note	1 to 30 alpha or numeric characters.
Line 3 of Record	
Distribution name	A valid distribution table name.
Distribution acct	A valid account number.
Check #	The check # if entry is a check.

EXAMPLE RECORD TYPE 1

The following is an example of record type 1.

```
1|02152004|100|1000.00|N|||02152004
Materials|Joe Jones
STD|A0101007140|
```

IMPORTING OBLIGATIONS—RECORD TYPE 2

Record type 2 is used for obligations to one-time vendors. It contains three lines. Multiple record type 2s may exist in the import file, but only one record type 2 may exist for each obligation. *Table 7.3* explains the field requirements for this line.

Table 7.3—Record Type 2—Field Definitions

Field	Field Definition
Line 1 of Record	
Type	1 character (for this line, this value is 2)
Vendor name	Up to 35 characters.
Address line 1	Up to 35 characters.
Line 2 of Record	
Address line 2	Up to 35 characters.
City	Up to 19 characters.
State/Territory/Province	Up to 5 characters.
Postal code	Up to 9 characters.

Table 7.3—Record Type 2—Field Definitions (Continued)

Field	Field Definition
Line 3 of Record	
Country	Up to 35 characters.

EXAMPLE RECORD TYPE 2

The following example refers to a vendor found in Division 95. The country field is left blank.

```
2|Mountain Rental Management|P.O. Box 1876
|45 Centennial Way|Steamboat Springs|CO|80477
|
```

IMPORTING OBLIGATIONS—RECORD TYPE 3

The unique references for the preceding obligation. You can use from 1 to 18 reference records for each obligation in the batch. *Table 7.4* explains the field requirements for this line.

Table 7.4—Record Type 3—Field Definitions

Field	Field Definition
Type	1 character (for this line, this value is 3)
Reference	A valid reference code like T, S, V, etc.
Reference value	Up to 15 characters.

EXAMPLE RECORD TYPE 3

```
Type|Reference|Reference value
3|I|45699
```

IMPORTING OBLIGATIONS—RECORD TYPE 4

The obligation detail record (type 4) contains one line. There must be one detail record for each obligation in the batch and there may be as many as 9,999 for each obligation, unless you are using a distribution table (Record Type 1, Line 3). *Table 7.5* explains the field requirements for this line.

Table 7.5—Record Type 4—Field Definitions

Field	Field Definition
Type	1 character (for this line, this value is 4)
Item number	Up to 9,999.
Stock number	Up to 15 alphanumeric characters.
Description	Up to 30 characters.
Units	From .0001 to 999,999,999.0001.
Units description	Up to a 5 character description of the units.
Unit price	From .0001 to 999,999,999.9999 (4 decimal places required).
Amount	The amount of the detail line.

EXAMPLE RECORD TYPE 4

The following example includes an item number, but no stock number.

4|153||Carpet cleaner|120|can|2.9900|358.80

IMPORTING OBLIGATIONS—RECORD TYPE 5

The obligation distribution record (type 5) contains two lines. If you use combined entry, there must be one distribution record (type 5) for each detail record (type 4) for each obligation in the batch. If you use separate entry, a one-to-one relationship is not required for record types 4 and 5.



This record is not used if you are using a distribution table (Record Type 1, Line 3).

Table 7.6—Record Type 5—Field Definitions

Field	Field Definition
Line 1 of Record	
Type	1 character (for this line, this value is 5)
Item number	Up to 9,999.
Description	Up to 30 characters.
Line 2 of Record	
Transaction account	A valid account.
Total amount	Up to 999,999,999.99.

EXAMPLE RECORD TYPE 5

5|27|Printer Ink
A0103017140|850.00

IMPORTING OBLIGATIONS—IMPORT FILE EXAMPLE

This example contains one keyword, one record type zero, and three obligations. The first obligation is to vendor 100 for \$1000. It takes no discounts, is for materials, and uses the STD distribution table so no record types 4 or 5 are required. The second obligation is to vendor 400 for \$1000 with a \$10 discount. The invoice is for office

supplies. It has one line of detail and one line of distribution. The last obligation is to one-time vendor Jennifer Jones for \$100 for contract labor. This obligation uses two lines of detail and two lines of distribution.

```
DIV=95
0|02282004|30||Y|2100.00|||
1|02152004|100|1000.00|N|||02152004
Materials|Joe Jones
STD|A0101007140|
3|I|45699
3|P|98-778
1|02202004|400|1000.00|Y|A|10.00|03152004|
Office Supplies|Jane Smith
||
4|1||Computer Paper|10.0000|bx|100.0000|1000.00
5|1|Computer Paper
A0103017140|1000.00
1|02112004|0|100.00|||
Contract Labor|
||
2|Jennifer Jones|P.O. Box 789
|Steamboat Springs|CO|80477
|
3|I|February
4|1|||||25.50
4|2|||||74.50
5|1|
A0200006114|25.50
5|2|
A0300006114|74.50
```

IMPORTING OBLIGATIONS—BUSINESS RULES

- If the import is to be saved, the Save Imports field (field 6 on the Extended Basic Setup parameter) must be set to “Y.”
- A batch may not be saved if it involves checks.
- The program will overwrite any existing batch file with the same name. Therefore, if you do not want to replace an existing batch, ensure that the batch names are unique.

IMPORTING OBLIGATIONS—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

OT + 0000 + .Y

OT + Line number + .Y
(Line number is 0 + your TTY number)

For example, if your TTY number is 864, the line # is 0864. So the error file name is:

- OT0864.Y

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING OBLIGATIONS—IMPORTING THE FILE

To import the obligation file from the Execute Programs task (see *General Instructions for Importing Files* on page 129), enter the required information according to *Table 7.7*.

Table 7.7—Importing Obligations—Importing the File

Field	Entry
Program Name	CUSOT20
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING OBLIGATIONS—IMPORT FILE ERRORS

When the file has been imported, the batch will display in the **Imported Batches** folder of the Accounts Payable folder tree. Any errors found during the import task will be reflected in the Errors column of the **Imported Batches** folder. Also, The import task details any errors in an error report saved to the **FundWare > Data** folder with the following name:

OTX + 0000 + .L##
(## represents your division number)

So the error file for a Division 95 import is:

- OTX0864.L95

If there are errors, review the error report to determine their causes. Correct the import file and run the program again.



By viewing the obligations in the imported batch, you can see which obligations have errors. However, you cannot correct the obligations from the **Imported Batches** folder. You must restore the batch to a stage and correct the obligation in the **New** folder of the stage. See *Importing Obligations—Restoring an Imported Batch* on page 141 for more information.

IMPORTING OBLIGATIONS—VIEWING AN IMPORTED BATCH

You can view your imported batches from the **Imported Batches** folder.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Open...** from the menu bar. AP folder tree displays.
2. Click the **Imported Batches** folder to display all current imported batches in the folder tree. A summary of each batch displays in the detail pane.
3. Select the batch that you want to view. The obligations in the batch display in the detail pane.
4. To view an individual obligation in the batch, double-click the obligation or select the obligation and click **View**. (You can also right-click and select **View** from the shortcut menu.) The obligation details display.

IMPORTING OBLIGATIONS—RESTORING AN IMPORTED BATCH

When you “restore” an imported batch, you move it to the **New** folder of one of your stages. You can then correct any errors before posting the obligations.



The size of the batch file can greatly impact the time that this process can take. Your cursor will display as an hourglass while the batch is being restored. Please be patient.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Open...** from the menu bar. AP folder tree displays.
2. Click the **Imported Batches** folder to display all current imported batches in the folder tree. A summary of each batch displays in the detail pane.
3. Select the batch and click **Restore**. The system asks you to select the stage to which you are restoring this imported batch (e.g., Invoices).



Your current business date should match the batch business date. If these dates are not in agreement, a message will display offering you the chance to change your business date.

4. Select the stage from the drop-down list.
5. Click **OK**. The imported obligations are saved to the **New** folder of the selected stage.
6. You can now post any error-free obligations. If any obligations have errors, you must correct the errors before you can post.

IMPORTING OBLIGATIONS—DELETING AN IMPORTED BATCH

Use the following instructions to delete an imported batch.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Accounts Payable** first) or select **Accounts Payable > Open...** from the menu bar. AP folder tree displays.
2. Click the **Imported Batches** folder to display all current imported batches in the folder tree. A summary of each batch displays in the detail pane.
3. Select the batch and click **Delete**. A confirmation message displays.

4. Click **Yes** to delete the imported batch. Once the deletion process is complete, the batch is removed from the **Imported Batches** folder. If the deleted batch was the only batch, the **Imported Batches** folder is removed.

IMPORTING VENDORS

Use this task to import new vendors and changes to current vendors. When you are making a change, you only need to include the vendor number and the information being changed.

IMPORTING VENDORS—IMPORT FILE FORMAT

The text files cannot contain special characters. Special characters, such as tabs and form-feeds, are typically characters that are not printable. Each line of text must be terminated with the line terminator for the operating system. For example, in MS-DOS the line terminator is a carriage return/new line sequence.

KEYWORD RECORD

The keyword record is the first line of the import text file. (There can only be one keyword record per import file.) The keyword record must contain the division number and may contain a separator character. If no separator character is indicated, the “|” (pipe sign) character is assumed. The format for the keyword record is:

DIV = *nn* SEP = *x*

where

- *nn* is the division number
- *x* is the separation character

The remaining lines of the file identify the information that you are importing to your Accounts Payable system. Each line is broken into three units:

- The first two characters indicate the type of information (e.g., Vendor number) and is a number between 00 and 08.
- The third character is the separator character. (Again, the pipe sign is the default separator character.)
- The next characters are the values for the field. If there are multiple values, use the separator character, without any additional spaces, between each value.

IMPORTING VENDORS—IMPORT FILE FORMAT

You can only import information for a vendor once within the same import file. For example, the following *incorrect* import file has two changes to vendor 200, both in the same file but entered separately:

```
Div=95
00|200
03|27 Crawford Avenue||Steamboat Springs|CO|80477|USA
00|200
05|3035557015|3035553144
```

The following file would import these changes correctly:

```
Div=95
00|200
03|27 Crawford Avenue||Steamboat Springs|CO|80477|USA
05|3035557015|3035553144
```

IMPORTING VENDORS—FIELD DEFINITIONS

Table 7.8 provides definitions for the account import fields.

Table 7.8—Vendor Text Files Fields and Definitions

Type	Field Values	Maximum Field Size
00	Vendor number	9 digits
01	Sortkey	10 characters
02	Name	35 characters
03	Street 1 Street 2 City STP Post code Country	Vendor's primary address 35 characters 35 characters 19 characters 5 characters 9 characters 35 characters
04	Street 1 Street 2 City STP Post code Country	Vendor's secondary address 35 characters 35 characters 19 characters 5 characters 9 characters 35 characters
05	Phone # Fax #	10 digits 10 digits
06	Note 1 Note 2	20 characters 20 characters

Table 7.8—Vendor Text Files Fields and Definitions (Continued)

Type	Field Values	Maximum Field Size
07	Disc percent days	1 character 5 digits 3 digits Disc options are: <ul style="list-style-type: none"> • Y—Discount normally given. • N—Discount not normally given. Note: The percent field will ignore the placement of a decimal point and assume that the last two digits in the field are to the right of the decimal. <ul style="list-style-type: none"> • 1.1 gets imported as .11 • 9 gets imported as .09 • 12.34 gets imported as 12.34 Note: Your maximum percent entry should be 100.00%. Any entry greater than 100.00% can cause errors with the program.
08	Net days	3 digits



Although the system will allow up to 138 characters for all fields for either the Primary or Secondary address (Street 1 through Country), you will receive an error message if the total number of characters is greater than 97.

IMPORTING VENDORS—IMPORT FILE EXAMPLE

The following example adds vendor 2010 and changes the discount rate for vendor 200.

```

Div=95
00|2010
01|REC SUPPLY
02|Recycled Business Supply
03|37 Main Street|P.O. Box 4467|Steamboat Springs|CO|80477|USA
04|1466 S. Lincoln Avenue|P.O. Box 4039|Steamboat Springs|CO|80477|USA
05|3038795770|3038796850
06|27-1789902|supplies
07|Y|1.50|10
08|30
00|200
07|Y|3.00|30
    
```

IMPORTING VENDORS—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

OT + Line number + .Z
(Line number is 0 + your TTY number)

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- OT0864.Z

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING VENDORS—IMPORTING THE FILE

To import the vendor file from the Execute Programs task (see *General Instructions for Importing Files* on page 129), enter the required information according to *Table 7.9*.

Table 7.9—Importing Vendors—Importing the File

Field	Entry
Program Name	CUSOT10
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING VENDORS—IMPORT FILE ERRORS

When you run the import task, the system checks the file for errors. If errors are found, the error report is saved to the **FundWare > Data** folder with the following name:

OTX + Line number + .L##
(Line number is 0 + your TTY number) (## represents your division number)

For example, if your TTY number is 864, the line # is 0864. So the error file for a Division 95 import is:

- OTX0864.L95

If there are errors, review the error report to determine their causes. Correct the import file and run the program again.

IMPORTING CHECK RECONCILIATION FILES

This task imports a text file of cleared checks into the Accounts Payable module. If there is an error in an import file, that record is not imported. A report is produced that shows additions and any errors. For each successfully imported record, the report lists the field number in which the error occurred and the information in that field.

IMPORTING CHECK RECONCILIATIONS—IMPORT FILE FORMAT

The text files cannot contain special characters. Special characters, such as tabs and form-feeds, are typically characters that are not printable. Each line of text must be terminated with the line terminator for the operating system. For example, in MS-DOS the line terminator is a carriage return/new line sequence.

The import file must be a text file with:

- One and only one keyword record.
- One and only one type 1 record—the bank record.

KEYWORD RECORD

The keyword record is the first line of the import text file. The record must contain the division number and may contain a separator character. If no separator character is indicated, the “|” (pipe sign) character is assumed. The format for the keyword record is:

DIV = *nn* SEP = *x*

where

- *nn* is the division number
- *x* is the separation character

The remaining lines of the file identify the information that you are importing to your Accounts Payable system. Each line is broken into three units:

- The first character indicates the type of information (e.g., account number) and is either 1 or 2.
- The third character is the separator character. (Again, the pipe sign is the default separator character.)
- The next characters are the values for the field. If there are multiple values, use the separator character, without any additional spaces, between each value.

IMPORTING CHECK RECONCILIATIONS—IMPORT FIELD DEFINITIONS

Table 7.10 provides definitions for the account import fields.

Table 7.10—Import Bank Reconciliation Information—Field Definitions

Type	Field Values	Maximum Field Size
1	Record type # Bank code	1 10 characters • You can define only one type 1 line per import file.
2	Record type # check# Amount	2 7digits 999,999,999.99 maximum • Amount should include cents but cannot include dollar signs.

IMPORTING CHECK RECONCILIATIONS—IMPORT FILE EXAMPLE

The following example adds 3 checks for reconciliation:

```
DIV=02
1|Bank 23
2|8907867|897.00
2|8907868|56.50
2|8907869|5834.25
```

IMPORTING CHECK RECONCILIATIONS—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

```
OT + 0000 + .C
```

For example, you are ready to import the file to Division 95, so the import name must be:

- OT0000.C

IMPORTING CHECK RECONCILIATIONS—IMPORTING THE FILE

To import the check reconciliation file from the Execute Programs task (see *General Instructions for Importing Files* on page 129), enter the required information according to *Table 7.11*.

Table 7.11—Importing Check Reconciliations—Importing the File

Field	Entry
Program Name	OCW048
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING CHECK RECONCILIATIONS—IMPORT FILE ERRORS

When you run the import task, the system checks the file for errors. If errors are found, the error report is saved to the **FundWare > Data** folder with the following name:

OTX + 0000 + .L##
(## represents your division number)

For example, the error file for a Division 95 import is:

- OTX0000.L95

If there are errors, review the error report to determine their causes. Correct the import file and run the program again.

SCREEN MESSAGES FOR AP IMPORT TASKS

These first three messages may appear on the screen as you execute the program.

- Errors have occurred in extract!—The text file is formatted incorrectly. Correct text file and execute task again.
- Errors have occurred in edit!—Text file was in correct format but information did not pass the validation criteria. Correct text file and execute task again.
- Function Complete!—No errors were found and the entire text file was imported.

REPORT MESSAGES FOR AP IMPORT TASKS

The following messages refer to errors found in the import file and are shown on the error report. If errors are reported, correct the errors in the import file and resubmit the import file.

- Bank not in system—A batch containing checks specifies a bank not defined in the system.
- Batch may not be saved—The batch may not be saved because the parameter record is defined to not allow import batches to be saved. Change the save import flag in the parameter record to “Y”.
- Batch name already in system—The batch may not be saved because the batch name specified in the import file already exists in the system. Correct text file.

- Cannot save a check batch—A batch containing checks may not be saved.
- Date not numeric—A date field in the text file contains alpha characters. Correct date fields.
- Distribution not in system—Distribution table entered in text file which is not currently defined. Correct distribution table name or define new distribution table.
- Division must be 01–99—Division number is not 1 through 99. Correct text file and execute task again.
- Division not in system—Division number is not currently defined. Correct text file and execute task again or define the new division.
- Duplicate detail—Text file contains detail lines for an obligation with the same item number. Correct text file.
- Duplicate field use—Text file contains more than one of the same type of record number for a single vendor number. Correct text file.
- Duplicate reference—A reference exists more than one in text file for an obligation. Correct text file.
- Field not numeric—An amount field contains alphabetic characters. Correct amount fields.
- Field number not numeric—The first two digits in the first field of the record specify which record type to import. They are not numeric or not specified. Correct the record type fields.
- File not in system—The import file for this task was not found. This error will cause the entire import to be aborted. Make sure the file has the correct name and is in the FundWare Data directory. Correct and resubmit the import file. Invalid detail transaction account.
- Account numbers entered in—Correct text file or define new accounts. If the text file does not exist in chart—import batch is to be saved, this message is of accounts—only a warning. The obligation was saved, but the detail transaction was flagged as an error and must be corrected before the obligation may be posted.
- Invalid discount—In the vendor import file, the discount code is invalid. The only valid options are Y—Discount normally given, and N—Discount not normally given. Correct the text file.
- Invalid discount date—Discount date entered for obligation header is not a valid calendar date or 00/00/0000. Correct the text file.
- Invalid discount type—Invalid discount type is entered in obligation import text file. Correct text file.

- Invalid field number—The record type number entered in text file is not in the range of numbers for the task. Correct text file.
- Invalid obligation date—Stage date entered for obligation header is not a valid calendar date. Correct the text file.
- Invalid posting date—Business date entered in batch record is not a valid calendar date existing in a valid date table. Correct the text file or define a new date table.
- Invalid reference—Invalid reference entered in text file. Correct text file or define new reference. If the import batch is to be saved, this message is only a warning, the obligation was saved but this reference was not added.
- Invalid vendor name—The vendor name must be at least three alpha or numeric characters.
- Keyword not recognized—Keyword record is incorrect. Correct text file and execute task again.
- Missing required field—A required field is missing. Add required records and fields to the import text file.
- No obligation for vendor—An obligation record type 2 (one time vendor) exists in text file without an associated record type 1 (obligation header). Correct text file.
- No parameters supplied—Keyword record is missing from text file. Add keyword record to text file and execute task again.
- No transactions to post!—The obligations import text file does not contain any obligations. Correct the text file and execute the task again.
- Out of Balance *nnn.nn* Batch Total—Total amount of obligations in text file does not match batch total. Correct text file. If the import batch is to be saved, this is only a warning message.
- *nnn.nn* Obligation Total—Total of all detail lines for an obligation does not match total for obligation entered in header record. Correct text file.
- Parameter not in system—Accounts Payable module is not yet defined. Set up your Accounts Payable module.
- Stage cannot be less than paid—The text file contains a stage number that is defined as less than paid. Those batches involving checks must post to a stage above that defined as paid in the parameter record.
- Stage does not allow entry—The obligation stage in the text file is not defined to allow new obligations to be entered. Correct stage number in text file or change the stage definition to allow new entries.

- Stage not in system—The text file contains a stage number that is not defined for this division. Correct stage number in text file or define stage in Accounts Payable module.
- Vendor not in system—Text file contains vendor number not currently defined in your system. Correct vendor number in text file or define new vendor.
- Vendor may not be used—In the vendor import task, you cannot add or change vendors with the vendor number 0, (one time vendors).
- Vendor N/A not allowed—A type 2 (one time vendor) record exists in text file for an obligation assigned to a specific vendor. Correct text file.

EXPORTING OBLIGATIONS

This task exports obligations from the Accounts Payable module to a text file. Features include:

- Text file compatibility with CUSOT20 obligation import task.
- Selection by reference value and stage reference date for obligations. Bank selection provided for stages involving checks.
- User definition of the destination division and separator character.
- Flagging of exported obligations preventing multiple processing of obligations.
- Capability of resetting the export flags if problems are encountered in the import process.

EXPORTING OBLIGATIONS—REQUIREMENTS AND CAUTIONS

- Obligations must have all detail at the specified stage as no partial export will be done.
- If the stage is in the check writing system, all checks must be logged and cut against the specified bank.
- Use caution if you use the export flags option; it could result in exporting an obligation twice.

EXPORTING OBLIGATIONS—CREATING THE FILE

You can create the export text file from the Execute Programs task.

1. Open an instance of FundWare.

- From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
- Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 7.1*).

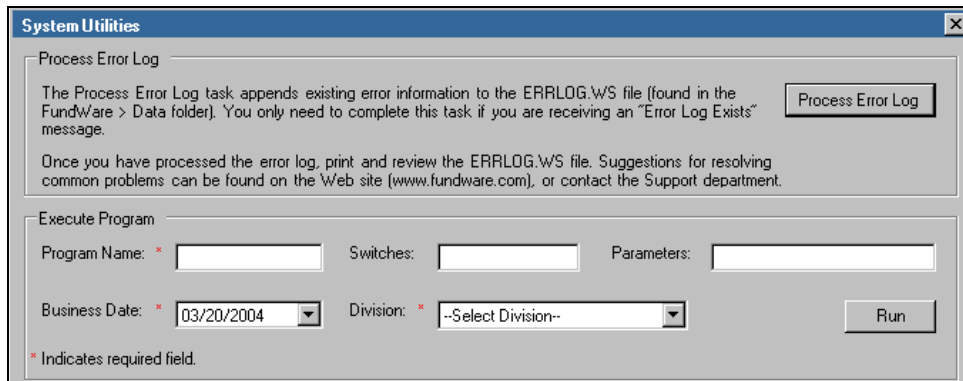


Figure 7.1—System Utilities—Executing a Program

- In the Execute Program area, enter the required information according to *Table 7.12* to run the override.

Table 7.12—Creating an Obligation Export File

Field	Entry
Program Name	CUSOT30
Switches	<ul style="list-style-type: none"> • 1—For extraction • 2—For reset of flag
Parameters	Leave blank.
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

- Click **Run**. The system asks you to identify from which stage you are exporting information.

6. Enter the stage number. The export task displays (Figure 7.1).

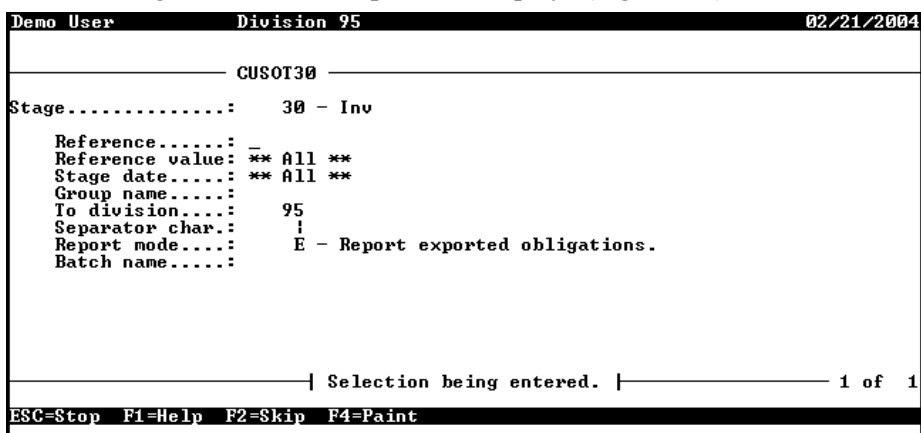


Figure 7.1—Creating an Export File

7. Complete the required information according to Table 7.13.

Table 7.13—Export Obligations File—Fields and Associated Options

Field	Options
Reference	Enter the reference to be used in selection.
Reference value	Enter the reference value range to be used in selection.
Stage date	Enter the date range to be used in selection.
Group name	Enter the group name (RAM) to be used in selection.
Bank	Enter the bank name to be used in selection.
To division	Enter the division number for which this file is destined.
Separator char	Enter the desired separator character to be used in the text file. This char may not be '-', ' ', '/' or a space.
Report mode	Enter "E" to report only obligations exported. • Enter "A" to report all obligations scanned and their status.
Batch name	Enter a five-character batch name if the batch is to be saved by CUSOT20.

8. Type 0 to accept your entries. When the task is complete, the file is saved to the **FundWare > Data** folder and you return to the System Utilities window.

EXPORTING OBLIGATIONS—EXPORT FILE NAME

When you run the export task, the system saves the file to the **FundWare > Data** folder with the following name:

OTX + 0 + your Station ID number + .Y

For example, if your Station ID number is 864, the error file name is:

- OTX0864.Y



If you update this data after the export file is created, it will result in a data discrepancy between the export and import sites. To prevent this from happening, you can close the period to data entry immediately after you create the file.

For more information on Station ID numbers, see *Appendix F—Determining Your Station ID* on page 355.

The task also creates a report with the following name:

OTX + TRK (for exports) + .L##
RST (for flag resets) (## represents your division number)

For example, if you export information for Division 95, the file name is:

- OTXTRK.L95

CHAPTER 8

IMPORTING PAYROLL INFORMATION

This section explains how to import data into your Payroll/Personnel system:

- Employee master records,
- Employee direct deposit files,
- Employee history files,
- Employee timesheets, and
- Check reconciliations.

IMPORTING EMPLOYEE INFORMATION

The tasks to import employee master records, employee direct deposit files, and employee history files are very similar because you use the same Execute Programs task to define the format of the text file. Once you have defined one or more formats, you use the same Execute Programs task to import the file.

1. Create one or more text file formats via an Execute Programs task. This doesn't import the text file itself.



The text files cannot contain special characters, such as tabs and form-feeds. Each line of text must end with the line terminator for the operating system. In MS-DOS, the line terminator is a carriage return/new line sequence.

2. Create the text files to be imported using any text editor, database, or word processor.
3. Execute the import program to bring the data from the text file into the Payroll/Personnel module via another Execute Programs task.

THE IMPORT FORMAT

Two types of file formats can be used:

- Delimited file formats—One in which the length of each field in the file is not pre-defined. For example, the following fields are both acceptable because the field delimiter (in this case the pipe [|]) defines where each field begins and ends:
 - 100|Smith|Admin|2000.00
10101123|Jones|Sales|3000.00
- Fixed-file formats—Does not use delimiters, rather the line, column, and length positions determine where the fields begin and end. Using the previous example, the format may be defined as shown in *Table 8.1*.

Table 8.1—Fixed-File Format

Field	Column	Length
Employee number	1	10
Last name	11	30
Department	42	10
Salary	52	12

A fixed format text file The text file would be:

— 0000000100Smith Admin 2000.00
0010101123Jones Sales 3000.00

CREATING THE IMPORT FORMAT

You can create your import format from the Execute Programs task.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)

- Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 8.1*).

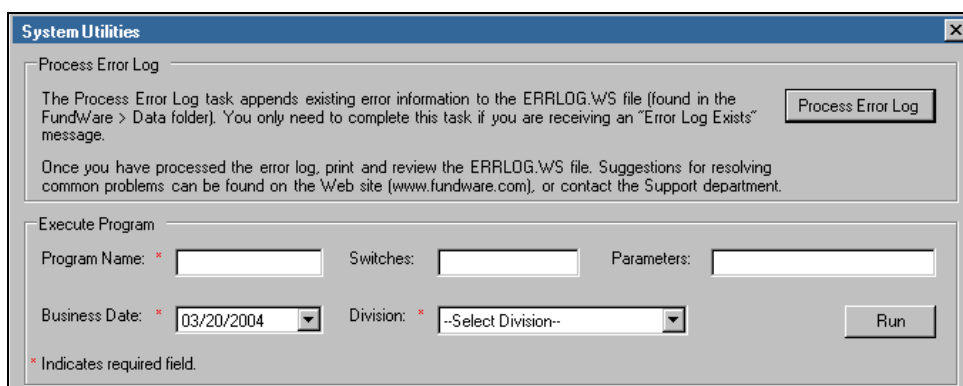


Figure 8.1—System Utilities—Executing a Program

- To define the file format from the Execute Programs task, enter the required information according to *Table 8.2*.

Table 8.2—Creating the Import Format

Field	Entry
Program Name	CUSPY08
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

- Click **Run**. The system asks you to enter the import format name.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

- Enter up to 10 alphanumeric characters. No embedded spaces are allowed. We recommend that you enter a name that is meaningful to your organization. The system asks if you are copying this format from an existing import format.

7. Leave the Copy import field blank if you are not copying this format from an existing import format, or press F1 to select from a list of currently defined import formats. The first page of the import format definition displays (*Table 8.2*).

```

Demo User          Division 95          02/23/2004
----- cuspy08 -----
Import name.....: GUIDE                Changed.: 02/23/2004
                                         User.....: 00101
1) Description....: _____
2) Miscellaneous
   Info type.....: E - Import employee information.
   Import type....: 1 - Delimited by....
   Record count...: 1

                                     | Import being added. | 1 of 2
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 8.2—Payroll Import Format—Page 1 of 2

8. Complete the required fields according to *Table 8.14*.

Table 8.3—Import Format Field Definitions—Page 1 of 2

Field	Valid Entry	Definition
Description	30 characters	Description of the import.
Info type	E H T	<ul style="list-style-type: none"> • Select E—Import employee information (i.e., employee master records and direct deposit). • Select H—Import employee history information. • Option T is used for timesheets (see <i>Employee Timesheet File Formats</i> on page 171).
Import type	1 2	<ul style="list-style-type: none"> • 1—Delimited import file. • 2—Fixed format import file.
• Delimited by	1 character	If the import type option is set to delimited, enter the character used as a separator between imported fields.
Record count	1 to 99	The number of records required for one master record to be imported.

9. When complete, press ENTER. The second page of the task displays.

10. For the remainder of the task, you will define the data items included in your import file, as well as their specific location within the import file. Use the instructions in *Table 8.4* to complete these fields.

Table 8.4—Import Format Field Definitions—Page 2 of 2

Field	Valid Entry	Definition
Data item	Employee data item	The existing employee data item to be imported. Press F1 in this field to display a list of currently defined employee data items.
• Entry from	C R	For multiple value data items, enter the entry value. <ul style="list-style-type: none"> • C—Value is a constant. • R—Value is from an imported record. These options and their associated fields are explained further below.
• Value from	C R	For single occurring data items, enter the value. <ul style="list-style-type: none"> • These from fields have the same options for the selected employee data item. Any combination of options is valid. • C—Value is a constant. • R—Value is from an imported record. These options and their associated fields are explained further below.
Data Item field options—Any of the following fields may display, depending on the option you enter for the data item fields above.		
• Constant	varies with the data item definition	If the selection is “Constant,” enter the constant value. Valid entries for this field vary depending on the data item definition.
• Record	1 to 99	If the selection is “Record,” indicate which record (from the group of records that make up each master record), contains the field to be imported.
• Position	1 to 99	If the selection is “Record” and Import type is set to Delimited, enter the position within the record that contains the field to be imported.
• Column	1 to 250	If the selection is “Record” and Import type is set to Fixed format, enter the column within the fixed record that contains the field to be imported.
• Length	1 to 55	If the selection is “Record” and Import type is set to Fixed format, enter the length of the field being imported.

CREATING YOUR IMPORT TEXT FILE

Create your text files for importing data using any text editor, database word processor, or any other software application. The text files cannot contain special characters, such as tabs and form-feeds. The content of the import file is determined by the type of data you are importing (master records, history, or timesheets) and the format you have chosen. At a minimum, the file must contain the employee number (data item .EMPLOYEE) to import. In addition, the following rules apply:

- All dates have the format mmddyyyy.
- All dates must be valid and the posting date cannot be in a closed period.
- All dollar amounts must use numbers and no \$ characters. Their maximum size is 999,999,999 (999 million).
- All files must begin with a keyword record.

KEYWORD RECORD

The first line of the import text file identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = *nn* SEP = *x* IMPORT = *name* POST = *mmddyyyy* FUNC = *1/m* DDEC=*Y/N*

where

- *nn* is the division number
- *x* is the separation character
- *name* is the import file definition name. The default is IMPORT.
- *mmddyyyy* is the posting date. The default is today's date.
- *1/m* is the type of posting. This is only used for employee master records. It is not required in the keyword record if timesheets or history is being imported. Must be Initial ("I") or Modify ("M"). The default is "I" for initial
- *Y/N* is the default use of decimal points. A "Y" value causes decimal points to be placed in numeric fields when no decimal point is found. For example, for an amount field, "45" becomes .45 and for a rate field it becomes .000045. An "N" value assumes no decimal positioning. For example, for an amount field, "45" becomes \$45.00 and for a rate field 45.000000. If a decimal point is found in a field, the Y or N value in DDEC is disregarded, and the decimal point is used just as it exists in the import file.

Specific examples of for each employee import are provided in the following sections.

IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

PY + Line number + .Y
(Line number is 0 + your TTY number)



Because many import types (employee master record, direct deposit, history, and timesheet) use the same file name, you can only have one import file in your system at any one time.

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- PY0864.Y

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING YOUR EMPLOYEE INFORMATION

You will use the same import program to import your employee master record, employee direct deposit file, and employee history file.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)

3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (Figure 8.3).

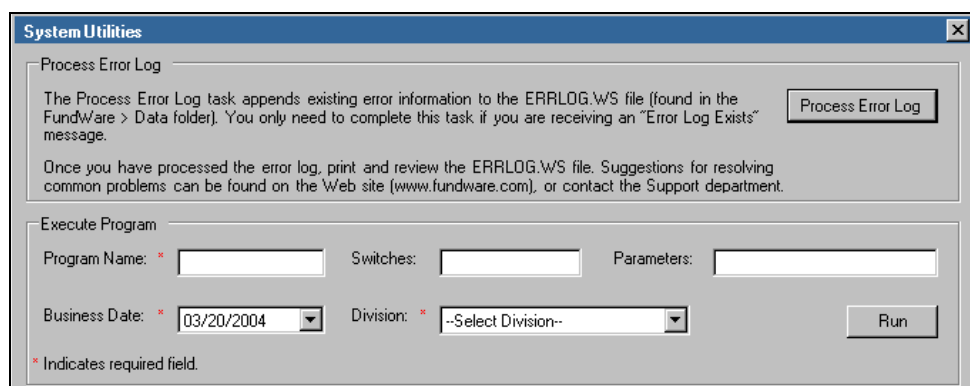


Figure 8.3—System Utilities—Executing a Program

4. To define the file format from the Execute Programs task, enter the required information according to Table 8.5.

Table 8.5—Importing Employee Information

Field	Entry
Program Name	CUSPY20
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

5. Click **Run**. The system asks you to enter the import format name.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORT FILE ERRORS

When you run the import task, the system checks the file for errors. If errors are found, the error report is saved to the **FundWare > Data** folder with the following name:

PYX + Line number + .L##
 (Line number is 0 + your TTY number) (# represents your division number)

For example, if your TTY number is 864, the line # is 0864. So the error file for a Division 95 import is:

- PYX0864.L95

If there are errors, review the error report to determine their causes. Correct the import file and run the program again.

IMPORTING THE EMPLOYEE MASTER RECORD—WHAT CAN YOU IMPORT?

Table 8.6 defines some of the information that you can import to your Payroll system using the Import Employee Master Record task.

Table 8.6—Employee Master Records—Possible Fields and Field Sizes

Field Description	Maximum Field Size
Employee number	9 digits
Name—first	30 characters
Name—middle initial	10 characters
Name—last	30 characters
Street 1	55 characters
Street 2	55 characters
City	30 characters
STP	10 characters
Postal code	10 characters
Country	30 characters
Home phone number	10 digits
Emergency contact	30 characters

Table 8.6—Employee Master Records—Possible Fields and Field Sizes (Continued)

Field Description	Maximum Field Size
Emergency phone number	10 digits
Alternate contact	30 characters
Alternate phone number	10 digits
Birth date	8 digits
Hire date	8 digits
Last review date	8 digits
Probation date	8 digits
Termination date	8 digits
Employee gender	2 digits
Social Security number	30 characters
Employment status	10 characters
Payment status	10 characters
Pay frequency	2 characters
Home department	10 characters
Salary	13 digit number with 2 decimal places
Hourly rate	9 digit rate with six decimal places
Other rate	10 characters
Other department	10 characters
GLA	10 characters
Additional basis for	55 characters
Dept'l salary/hourly/other	5 digits
% expensed	9 digit rate with six decimal places
Department	10 characters

In addition to the fields in *Table 8.6*, you may have user-defined data items that you want to import. You must be aware of the maximum field size for these fields when you define your import format and import text file.

EXAMPLE EMPLOYEE MASTER RECORD IMPORT

The following delimited file format example contains one keyword record and one employee to be imported. The format (MASTER) has been defined to recognize the pipe as the separator. (Because this employee equals one import record, the information should be on one line in the text file. This example has line breaks due to the width of the page.)

```
DIV=95 IMPORT=MASTER POST=01312004 FUNC=I DDEC=N
1001|Elizabeth|K.|James,101 South Street|P.O. Box
111|Denver|CO|80122|3035534788|Michael
James|3035534781|12091965|01042004||F|123-44-5566|A|P|HOURLY
SM|Admin|6.00|1|100.00|1|Ice rink
```

Table 8.7 takes each entry in the import example and defines the associated fields.

Table 8.7—Employee Master Records—Delimited File Example Entries and Fields

Entry	Field Name	Import Field
DIV=95 IMPORT=MASTER POST=01312004 FUNC=I DDEC=N	Keyword record Import file name: MASTER	
1001	Employee #	1
Elizabeth K. James	Employee first/middle/ last name	2/3/4
101 South Street	Street address 1	5
P.O. Box 111	Street address 2	6
Denver CO 80122	City/STP/Post code	7/8/9
3035534788 Michael James 3035534781	Home phone number/ Emergency contact/ Emergency phone number	10/11/12
12091965 01042004	Date of birth/Date of hire/ Date of termination	13/14/15 (Note: This is an empty field in the import file.)
F 123-44-5566	Gender/Social security number	16/17
A P HOURLY SM	Employment status/ Payment status/Pay frequency	18/19/20

Table 8.7—Employee Master Records—Delimited File Example Entries and Fields (Continued)

Entry	Field Name	Import Field
Admin 6.00	Home department/Hourly rate of pay	21/22
1 100.00 1 Ice rink	Percent expensed-hourly earnings: entry #/value for	23/24/25/26

IMPORTING THE EMPLOYEE DIRECT DEPOSIT FILE—WHAT CAN YOU IMPORT?

Table 8.8 defines some of the information that you can import to your Payroll system using the Import Employee Direct Deposit File task.

Table 8.8—Employee Direct Deposit File—Possible Fields and Field Sizes

Field Description	Maximum Field Size
Employee number	9 digits
EFT active	10 characters
EFT selection	10 characters
EFT line entry	5 digits
EFT cycle	10 characters
Deposit or Payment	10 characters
Amount/Percent/Remainder	10 characters
Amount/Percent	13 digit number with 2 decimal places
Bank DFI #	30 characters
Bank account #	30 characters

EXAMPLE EMPLOYEE DIRECT DEPOSIT FILE

This delimited file format example contains one keyword record and one employee to be modified. The format (DIRDEP) has been defined to recognize the pipe as the separator.

```
DIV=95 IMPORT=DIRDEP POST=01312004 FUNC=M DDEC=N
1001|Y|1|Y|1|C|1|R|1|12345678|1|80 1234
```

Table 8.9 takes each entry in the import example and defines the associated fields.

Table 8.9—Employee Direct Deposit File—Delimited File Example Entries and Fields

Entry	Field Name	Import Field
DIV=95 IMPORT=EFT POST=01312004 FUNC=M DDEC=N	Keyword record Import file name: EFT	
1001 Y	Employee #/Active flag	1/2
1 Y	EFT line entry #/EFT cycle	3/4
1 C	EFT line entry #/EFT Deposit or Payment	5/6
1 R	EFT line entry #/EFT Amount, Percent, Remainder	7/8
1 12345678	EFT line entry #/EFT Bank Transit, Routing #	8/10
1 80 1234	EFT line entry #/Bank account #	11/12

IMPORTING THE EMPLOYEE HISTORY FILE—WHAT CAN YOU IMPORT?

Table 8.10 defines some of the information that you can import to your Payroll system using the Import Employee History File task.

Table 8.10—Employee History File—Possible Fields and Field Sizes

Field Description	Maximum Field Size
Employee number	9 digits
Hours/units	11 digit number with 6 decimal places
Amount	14 digit number with 2 decimal places
Basis/hours/units	11 digit number with 6 decimal places
Basis amount	14 digit number with 2 decimal places

EXAMPLE EMPLOYEE HISTORY IMPORT FILE

This delimited file format example contains one keyword record and one employee to be modified.

```

DIV=95 IMPORT=HISTORY POST=01312004 FUNC=M DDEC=N
1001
83.3 83.3 500.00
31.00 500.00
31.00 500.00
7.25 500.00
7.25 500.00
12.00 500.00
7.00 500.00
    
```

Table 8.11 takes each line of the import file and defines the associated field.

Table 8.11—Employee History File—Delimited File Example Entries and Fields

Entry	Field
DIV=95 IMPORT=HISTORY POST=01312004 FUNC=M DDEC=N	Keyword record Import file name: HISTORY
1001	Employee #
83.3 83.3 500.00	Hrs-units/basis hrs-units/amount/ basis amt
31.00 500.00	Hrs-units/basis hrs-units/amount/ basis amt
31.00 500.00	Hrs-units/basis hrs-units/amount/ basis amt
7.25 500.00	Hrs-units/basis hrs-units/amount/ basis amt
7.25 500.00	Hrs-units/basis hrs-units/amount/ basis amt
12.00 500.00	Hrs-units/basis hrs-units/amount/ basis amt
7.00 500.00	Hrs-units/basis hrs-units/amount/ basis amt

EMPLOYEE HISTORY REGISTER

If you are importing an Employee History file, the system will file an Employee History Register (PYEHIST.L##, where ## represents your division number).

EMPLOYEE TIMESHEET FILE FORMATS

The Import Employee Timesheets task is similar to the other Payroll import tasks: the format of the text file is user-defined (in other modules, the format is system-defined). Additionally, you can define multiple formats for use by these tasks.

1. Create one or more text file formats via an Execute Programs task. This doesn't import the text file itself.



The text files cannot contain special characters, such as tabs and form-feeds. Each line of text must end with the line terminator for the operating system. In MS-DOS, the line terminator is a carriage return/new line sequence.

2. Create the text files to be imported using any text editor, database, or word processor.
3. Execute the import program to bring the data from the text file into the Payroll/Personnel module via another Execute Programs task.

CREATING THE TIMESHEET IMPORT FORMAT

You can create your import format from the Execute Programs task.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)

3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (Figure 8.4).

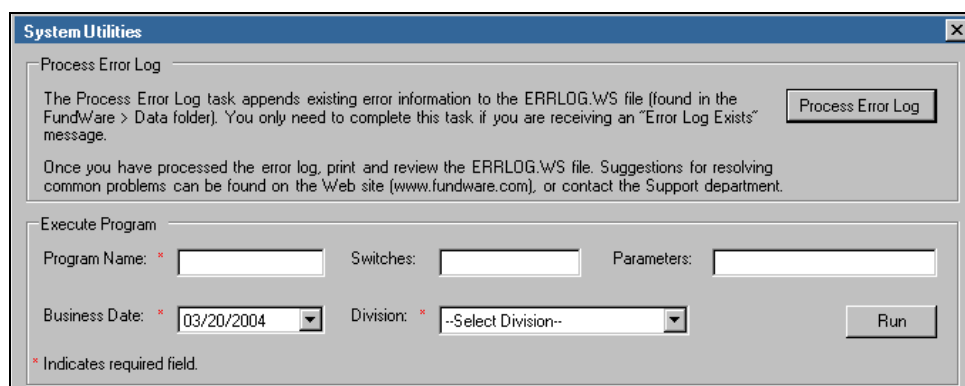


Figure 8.4—System Utilities—Executing a Program

4. To define the file format from the Execute Programs task, enter the required information according to Table 8.12.

Table 8.12—ICreating the Timesheet Import Format

Field	Entry
Program Name	CUSPY06
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

5. Click **Run**. The system asks you to enter the import format name.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

6. Enter up to 10 alphanumeric characters. No embedded spaces are allowed. We recommend that you enter a name that is meaningful to your organization. The system asks if you are copying this format from an existing import format.

7. Leave the Copy import field blank if you are not copying this format from an existing import format, or press F1 to select from a list of currently defined import formats. The first page of the import format definition displays (Figure 8.5).

```

Demo User          Division 95          02/23/2004
-----
                    cuspy06
Import name.....: GUIDE                Changed.: 02/23/2004
User.....: 00101
1) Description....: _____
2) Miscellaneous
Info type.....: T - Import employee time cards.
Import type....: 1 - Delimited by....
Record count...: 1

| Import being added. | _____ 1 of 3
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 8.5—Timesheet Import Format—Page 1 of 3

8. Complete the required fields according to Table 8.13.

Table 8.13—Import Format Field Definitions—Page 1 of 2

Field	Valid Entry	Definition
Description	30 characters	Description of the import.
Info type	E H T	Select T—Import timesheet information.
Import type	1 2	<ul style="list-style-type: none"> • 1—Delimited import file. • 2—Fixed format import file.
• Delimited by	1 character	If the import type option is set to delimited, enter the character used as a separator between imported fields.
Record count	1 to 99	The number of records required for one master record to be imported.

9. When complete, press ENTER. The second page of the task displays (*Figure 8.6*).

```

Demo User          Division 95          02/23/2004
-----
                    cuspy06
Import name.....: GUIDE                Changed.: 02/23/2004
                                         User....: 00101
3> Key Values
Employee from.: r - Record.....0 Position... 0
Earn item from.: N - Not used.
Entry date from.: N - Not used.
Entry time from.: N - Not used.
In/Out from....: N - Not used.
Entry nbr from.: N - Not used.

| Import being added. |----- 2 of 3
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 8.6—Timesheet Import Format—Page 2 of 3

10. For the remainder of the task (pages 2 and 3), you will define the data items included in your import file, as well as their specific location within the import file. Use the instructions in *Table 8.14* to complete these fields.

Table 8.14—Import Timesheet Format Field Definitions—Pages 2 and 3

Field	Valid Entry	Definition
Data item	Employee data item	The existing employee data item to be imported. Press F1 in this field to display a list of currently defined employee data items.
• Entry from	C R	For multiple value data items, enter the entry value. <ul style="list-style-type: none"> • C—Value is a constant. • R—Value is from an imported record. These options and their associated fields are explained further below.
• Value from	C R	For single occurring data items, enter the value. <ul style="list-style-type: none"> • These from fields have the same options for the selected employee data item. Any combination of options is valid. • C—Value is a constant. • R—Value is from an imported record. These options and their associated fields are explained further below.

Table 8.14—Import Timesheet Format Field Definitions—Pages 2 and 3 (Continued)

Field	Valid Entry	Definition
Data Item field options—Any of the following fields may display, depending on the option you enter for the data item fields above.		
• Constant	varies with the data item definition	If the selection is “Constant,” enter the constant value. Valid entries for this field vary depending on the data item definition.
• Record	1 to 99	If the selection is “Record,” indicate which record (from the group of records that make up each master record), contains the field to be imported.
• Position	1 to 99	If the selection is “Record” and Import type is set to Delimited, enter the position within the record that contains the field to be imported.
• Column	1 to 250	If the selection is “Record” and Import type is set to Fixed format, enter the column within the fixed record that contains the field to be imported.
• Length	1 to 55	If the selection is “Record” and Import type is set to Fixed format, enter the length of the field being imported.

CREATING YOUR IMPORT TEXT FILE

Create your text files for importing data using any text editor, database word processor, or any other software application. The text files cannot contain special characters, such as tabs and form-feeds. The content of the import file is determined by the type of data you are importing (master records, history, or timesheets) and the format you have chosen. At a minimum, the file must contain the employee number (data item .EMPLOYEE) to import. In addition, the following rules apply:

- All dates have the format mmddyyyy.
- All dates must be valid and the posting date cannot be in a closed period.
- All dollar amounts must use numbers and no \$ characters. Their maximum size is 999,999,999 (999 million).
- All files must begin with a keyword record.

KEYWORD RECORD

The first line of the import text file identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = *nn* SEP = *x* IMPORT = *name* POST = *mmddyyyy* FUNC = *1/m* DDEC=Y/N

where

- *nn* is the division number
- *x* is the separation character
- *name* is the import file definition name. The default is IMPORT.
- *mmddyyyy* is the posting date. The default is today's date.
- *1/M* is the type of posting. This is only used for employee master records. It is not required in the keyword record if timesheets or history is being imported. Must be Initial ("I") or Modify ("M"). The default is "I" for initial
- *Y/N* is the default use of decimal points. A "Y" value causes decimal points to be placed in numeric fields when no decimal point is found. For example, for an amount field, "45" becomes .45 and for a rate field it becomes .000045. An "N" value assumes no decimal positioning. For example, for an amount field, "45" becomes \$45.00 and for a rate field 45.000000. If a decimal point is found in a field, the Y or N value in DDEC is disregarded, and the decimal point is used just as it exists in the import file.

EXAMPLE TIMESHEET IMPORT FILE

This delimited file format example contains one keyword record and timesheet for one salaried employee and one hourly employee to be modified. The format (TIMESHEET) has been defined to recognize the pipe as the separator.

DIV=95 IMPORT=TIMESHEET POST=01312004 FUNC=M DDEC=N
1001|Salary|01302004|1|.S AMT|634.00|1|HOURLY|01302004|1|.H AMT|10

Table 8.15 takes each entry in the import example and defines the associated fields.

Table 8.15—Employee Timesheet File—Delimited File Example Entries and Fields

Entry	Field Name	Import Field
DIV=95 IMPORT=TIMECARD POST=01312004 FUNC=M DDEC=N	Keyword record Import file name: TIMECARD	
1001	Employee #	1

Table 8.15—Employee Timesheet File—Delimited File Example Entries and Fields (Continued)

Entry	Field Name	Import Field
Salary	Earning item	2
01302004	Entry date	3
1	Entry number	4
.S AMT/634.00	Rate item/Amount	5/6
1	Employee #	7
HOURLY	Earning item	8
01302004	Entry date	9
1	Entry number	10
.H AMT/10	Rate item/Hours	11/12

IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

PY + Line number + .Y
(Line number is 0 + your TTY number)



Because many import types (employee master record, direct deposit, history, and timesheet) use the same file name, you can only have one import file in your system at any one time.

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- PY0864.Y

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING YOUR EMPLOYEE TIMESHEETS

You will use the same import program to import your employee timesheet files.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (Figure 8.7).

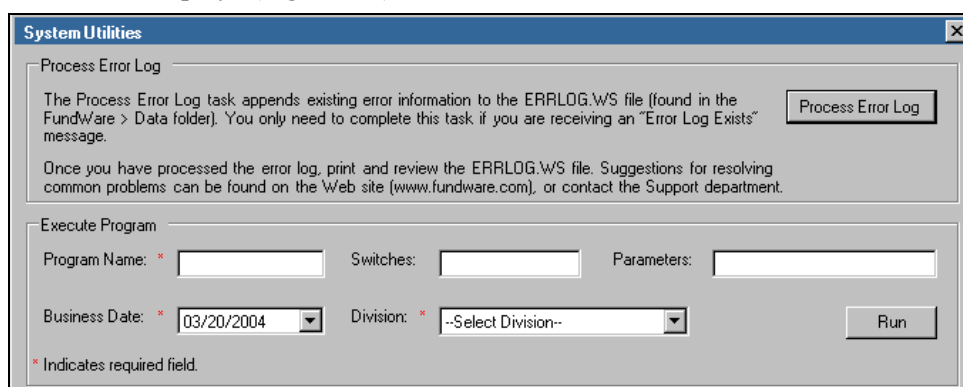


Figure 8.7—System Utilities—Executing a Program

4. To define the file format from the Execute Programs task, enter the required information according to Table 8.16.

Table 8.16—Importing Timesheets

Field	Entry
Program Name	CUSPY20
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

5. Click **Run**. The system asks you to enter the import format name.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

When you run the import task, the system checks the file for errors. If errors are found, the error report is saved to the **FundWare > Data** folder with the following name:

PYX + Line number + .L##
 (Line number is 0 + your TTY number) (# represents your division number)

For example, if your TTY number is 864, the line # is 0864. So the error file for Division 95 import is:

- PYX0864.L95

If there are errors, review the error report to determine their causes. Correct the import file and run the program again.

IMPORTING CHECK RECONCILIATIONS

Payroll/Personnel can import a text file and change the records of your “outstanding” checks to “marked for reconciliation.” After the import has completed successfully, you can modify the reconciliation setting of any individual check, as necessary. Once you have reviewed your checks, you can post the marked for reconciliation checks.

If there is an error in an import file record, no records are imported. An error report is produced. It shows any errors encountered. The report lists the record in which the error occurred, the check number, and the error. If no errors are found, no report is produced.

IMPORT FILE FORMAT

The text files cannot contain special characters. Special characters, such as tabs and form-feeds, are typically characters that are not printable. Each line of text must be terminated with the line terminator for the operating system. For example, in MS-DOS the line terminator is a carriage return/new line sequence.

KEYWORD RECORD

The keyword record is the first line of the import text file and identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = nn SEP = x

where

- *nn* is the division number
- *x* is the separation character

IMPORT FIELD DEFINITIONS

All records must have the following format:

- Check number—10 characters
- Check amount—Can be 1 to 15 digits to the left of the decimal, the decimal, then 2 digits to the right of the decimal. The decimal may be omitted. The program assumes that the last 2 digits in the amount string are to the right of the decimal.

Each check and check amount are presented on the same line, separated by the defined separator character (default: pipe sign).

IMPORT FILE EXAMPLE

The following example add 3 checks that will be “marked for reconciliation”. The example contains one keyword record and 3 check records.

```
DIV=02
5005|202.20
5006|1006.29
5007|115.73
```

IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

```
BR + Line number + .Y
      (Line number is 0 + your TTY number)
```

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- BR0864.Y

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING PAYROLL RECONCILIATION FILES

This task imports a text file and changes the records of your “outstanding” checks to “marked for reconciliation.” The import begins by checking the import file for errors. If any errors are found, NONE of the file is imported. If there are errors, review the error report to determine their causes. Correct the import text file and run the import again.

Use the following steps to import the payroll reconciliation.

1. Click **Bank Reconciliation > Import Payroll Reconciliation** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Bank Reconciliation > Import Payroll Reconciliation** from the menu bar.
2. Enter the bank to update with the import and press ENTER. A confirmation message displays (*Figure 8.8*).

```

Demo User          Division 95          04/17/2002
Are your entries correct? Y>es or N>o    <Y>
----- PR - Import Payroll Reconciliation -----
Bank.....: 1          Cranberry National Bank

| Selection being entered. |----- 1 of 1
ESC=Stop  F1=Help  F2=Skip  F4=Paint

```

Figure 8.8—Importing Payroll Reconciliation

3. Type Y and press ENTER to accept the bank entry. The system imports the file. If the import is successful, the screen will display the message “Import posting complete.”
4. After the import has completed successfully, you can display your imported entries using the Display Checks task or the Enter Reconciliation task.
5. If necessary, you may then “Unmark for Reconciliation” any check(s).

6. Since this task only changes the records of your “outstanding” checks to “marked for reconciliation,” you must post your “Marked for Reconciliation” checks using the Post Reconciliation task.

IMPORT FILE ERRORS

When you run the import task, the system checks the file for errors. If errors are found, the error report is saved to the **FundWare > Data** folder with the following name:

```
BRIMPER + .L##  
(## represents your division number)
```

If there are errors, review the error report to determine their causes. Correct the import file and run the program again.

FILED REPORT NAME

The import module files a report using the following name:

- PYX[line #].L##, where ## represents your division number.

IMPORT SCREEN ERROR MESSAGES

The messages in *Table 8.17* may appear on the screen as you execute Payroll/Personnel import programs.

Table 8.17—Screen Error Messages

Message	Definition
Errors have occurred in edit!	Text file was in the correct format but information did not pass the validation criteria. Correct the text file and execute task again.
Errors have occurred in extract!	The text file is formatted incorrectly. See the error file. Correct the text file and execute the task again.
Errors have occurred in initialization!	The text file is formatted incorrectly. Correct the text file and execute task again.
Error report filed—import was not posted.	See Error Report (BRIMMPER.L00) filed by the import process.
Function Complete!	No errors were found and the entire text file was imported.

Table 8.17—Screen Error Messages (Continued)

Message	Definition
No transactions to post!	No valid transactions were found to post.
Parameter not in system.	The Payroll/Personnel module is not yet defined. Set up your Payroll/Personnel module.

REPORT ERROR MESSAGES

The messages in *Table 8.18* refer to errors found in the import error reports. If errors are reported, correct the errors in the text file and import the file again:

Table 8.18—Report Error Messages

Message	Definition
Date not numeric.	A date field in the text file contains alpha characters. Correct date fields.
Division not in use.	Must be importing into current division. (Div=nn in import file; nn must be the division you are signed into.)
Division XX must be between 01–99.	Division number is not 1 through 99. Correct the division number.
Division XX not in system.	Division number is not currently defined. Correct the division number or define the new division.
Duplicate employee input	Text file contains a duplicate employee number. Correct and import the file again.
Employee already in system.	Text file contains an employee number already defined in your system using the Initial (“I”) function. Correct the employee number or the function indicator on the keyword record.
Employee may not be used.	Text file contains an employee number 0. Correct and import the file again.
Employee not in system.	Text file contains an employee number not currently defined in your system using the Modify (“M”) function. Correct the employee number or the function indicator on the keyword record.
Field not numeric.	An amount field in the text file contains alphabetic characters. Correct amount fields.
File XXX has no data.	The specified text file for this task is empty. Modify the text file or use a different text file.

Table 8.18—Report Error Messages (Continued)

Message	Definition
File XXX not in system.	The text file for this task was not found. Make sure the file has the correct name and is in the FundWare Data directory. Correct and import the file again.
Function X must be "I" or "M".	The function indicator (initial or modify) was incorrect. Correct the function indicator on the keyword record.
Import amount not equal to check amount.	The check number and dollar amount received from the electronic file do not match the reconciliation file. The bank may not have processed the check for the same amount as that which was issued. Check the Payroll Check Register for the correct numbers and values. Correct or delete the data in the import file and rerun the import process.
Import amount is negative.	A record in the import file contains a negative amount. Either delete the negative sign in the record in the import file or delete the record. Rerun the import.
Import file not found.	The import file for this task was not found. This error will cause the entire import to be aborted. Make sure the file has the correct name and is in the FundWare data directory. Correct and resubmit the import file.
Import XXX not in system.	The import definition could not be found. Correct and import the file again.
Invalid date for XXXX.	The date for data item XXXX is not a valid calendar date. Correct the date for data item XXXX.
Invalid edit value for data item XXXX.	The edit value for data item XXXX is not valid. Correct the edit value for data item XXXX.
Invalid posting date 99/99/9999.	The posting date is not a valid calendar date existing in a valid date table. Correct the posting date on the keyword record or define a new date table.
Keyword not recognized.	Keyword record is incorrect. Correct the text file and execute the task again.
Missing required field.	A required field is missing. Add required records and fields to the import text file.
No .EMPLOYEE to import.	The specified import definition did not contain the employee number. Modify the import definition and import the file again.
No data items to import.	The specified import definition did not contain any data items. Modify the import definition and import the file again.
No keywords supplied.	Keyword record is missing from text file. Add keyword record to the text file and execute the task again.

Table 8.18—Report Error Messages (Continued)

Message	Definition
No parameters supplied.	Keyword record is missing from text file. Add keyword record to text file and execute task again.
Too many decimal places for XXXX.	The number for data item XXXX contains too many decimal places. Modify the number for data item XXXX.
Too many items.	The import definition may contain at most 100 data items. Modify the import definition and import the file again.
Transaction record not found.	No record is found for the check number being imported.

CHAPTER 9

IMPORTING AR INFORMATION (7.40 CUSTOMERS)

The AR import feature allows you to import two types of information:

- Customer data, and
- Transaction data.

BEFORE YOU IMPORT YOUR CUSTOMER DATA

During the customer data import process, the Import Manager will ensure that your data fields meet the specific import requirements (see *Business Rules for Customer Imports* on page 191 for specifics). Therefore, you must complete the general setup of your Accounts Receivable system before you begin importing your data. Please see the *Blackbaud FundWare Accounts Receivable Guide* for more information.

In addition, you should:

- Have security access (e.g., ability to rename files) to the directory in which the data file is stored,
- Have security rights to import (see the security setting for the Accounts Receivable module),
- Backup your FundWare system,
- Create a copy of the database to which you are importing data, and
- Ensure that no one is working in the Accounts Receivable module.



If Accounts Receivable is open during the import and the **Customers** folder is open, the module will not recognize the imported data. You must access another folder in Accounts Receivable, then select the **Customers** folder again.

DATA REQUIREMENTS FOR CUSTOMER IMPORTS

Table 9.1 lists the fields, data type, and maximum length for the fields used in the Customer import.



There are certain fields that require predefined entries (e.g., Individual Prefix only allows Mr., Mrs., Dr., Ms., Miss, or <None>). These fields are identified with an asterisk in the Maximum Length column. For more information on what is allowed in the predefined fields, see the *Blackbaud FundWare Accounts Receivable Guide* for more information.

The order of the fields in the table is the order that the Import Manager expects the information. If your data is not in this order, or does not match the type and length requirements, you must adjust the data or the import manager will return errors on your data.



Data that is less than the data size allowed for a field will not cause an error. However, if the data in a field is longer than the specified maximum, the Import Manager will return errors.

Also:

- Any blank lines in your data will generate errors during import.
- Any quotations in your data (e.g., Toys “R” Us) will be removed during import (e.g., Toys R Us).

When you have formatted the data as necessary, you must save the file in a .txt (text) or .csv (comma-separated values) format.

Table 9.1—Customer Import Data Requirements

Import Field Name	Maximum Length
Customer Code	25
Organization Name	50
Organization Type	*
Individual Prefix	*
Individual First Name	25
Individual Middle Name	25
Individual Last Name	25
Individual Suffix	50

Table 9.1—Customer Import Data Requirements

Import Field Name	Maximum Length
Individual Email Address	50
Customer Status	*
Address1 Street 1	50
Address1 Street 2	50
Address1 Street 3	50
Address1 City	50
Address1 State	50
Address1 Postal Code	50
Address1 Country	50
Address1 Address Type	*
Address1 Address Description	50
Address2 Street 1	50
Address2 Street 2	50
Address2 Street 3	50
Address2 City	50
Address2 State	50
Address2 Postal Code	50
Address2 Country	50
Address2 Address Type	*
Address2 Address Description	50
Address3 Street 1	50
Address3 Street 2	50
Address3 Street 3	50
Address3 City	50
Address3 State	50

Table 9.1—Customer Import Data Requirements

Import Field Name	Maximum Length
Address3 Postal Code	50
Address3 Country	50
Address3 Address Type	*
Address3 Address Description	50
Phone1 Phone Number	50
Phone1 Phone Type	*
Phone1 Phone Description	50
Phone2 Phone Number	50
Phone2 Phone Type	*
Phone2 Phone Description	50
Phone3 Phone Number	50
Phone3 Phone Type	*
Phone3 Phone Description	50
Days Due	00-99 is valid



Address 1 will be defined as the “Bill To” address. If this is inaccurate, you re-order your addresses or change the Bill To setting after completing the import.

BUSINESS RULES FOR CUSTOMER IMPORTS

Table 9.2 provides the business rules that the Import Manager will apply to your data.

Table 9.2—Business Rules

Import Field Name	Business Rule
Customer Code	If you chose the Manual Customer Numbers option in General Setup, the customer code must be: <ul style="list-style-type: none"> • Unique, • Any character or numeric value, and • Have a maximum length of 25.
	If you chose the Automatic Customer Numbers option in General Setup, the Import Manager will: <ul style="list-style-type: none"> • Ignore any customer codes in the import file, and • Generate a new customer code and insert it in database. (The Import Manager will refer to the last customer code applied to determine next number.)
Organization Name and Individual Name (First and Last)	If the Organization Name is blank and First Name and Last Name are supplied, the Import Manager will treat the customer as an Individual Customer. <ul style="list-style-type: none"> • AR allows for two types of customers: Individual and Organization. Once assigned as an Individual Customer, you cannot change a record type to an Organization Customer.
	If the First Name and Last Name are blank and the Organization Name is supplied, the Import Manager will treat the customer as an Organization Customer. <ul style="list-style-type: none"> • AR allows for two types of customers: Individual and Organization. Once assigned as an Individual Organization Customer, you cannot change a record type to an Individual Customer.
Individual Prefix	If this field is null or blank, the Import Manager will set the appropriate database entry to <None>.
Address Type (1,2,3)	If this field is null or blank, the Import Manager will set the appropriate database entry to <None>.
	The first (or only) address will be designated the default.
Phone Type (1,2,3)	If this field is null or blank, the Import Manager will set the appropriate database entry to <None>.
	The first (or only) phone number will be designated the default.

Table 9.2—Business Rules (Continued)

Import Field Name	Business Rule
Days Due	If this field is null or blank, the Import Manager will set the field to the default Days Due. <ul style="list-style-type: none"> The default Days Due is defined on General tab of the Maintenance > Accounts Receivable > General Setup task.

IMPORTING YOUR CUSTOMER DATA

Once your customer data has been modified, as necessary, to match the needs of the Import Manager, use the following steps to import the data into Accounts Receivable.



Review the steps in *Before You Import Your Customer Data* on page 187 to make sure that you are ready to import the data.

1. Select **Tools > Import** from the menu bar.
2. If asked, select the division into which you are importing data.
3. Click **OK**. The Import window displays (*Figure 9.1*).

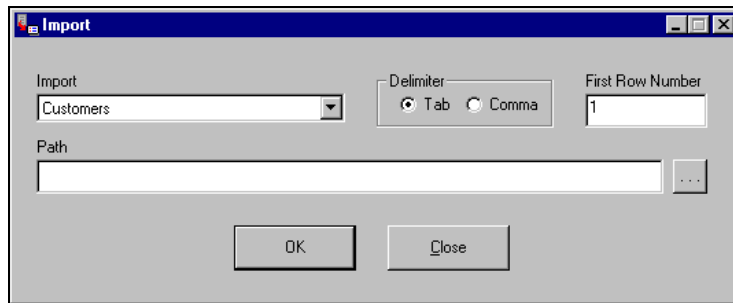


Figure 9.1—Import window

4. Select Customers (the default) from the Import drop-down list.
5. Select the delimiter (or format) of your data file:
 - Tab-delimited, or
 - Comma-delimited.

6. Enter the first row number containing data. The default entry is 1. However, if your data has any heading rows, enter the first line of actual data.
7. Enter the directory path and name of the data file (*Figure 9.2*). Click the ellipsis to browse to the file.

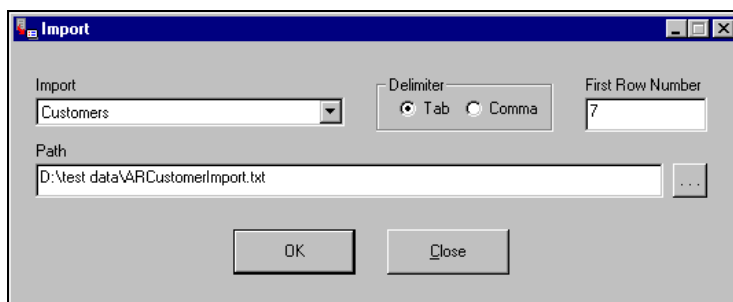


Figure 9.2—Example Customer Import window

8. Click **OK** to import your data, or **Close** to cancel the process. The Import Manager will evaluate your data before attempting the import process. If there are no errors, a confirmation message displays (*Figure 9.3*).

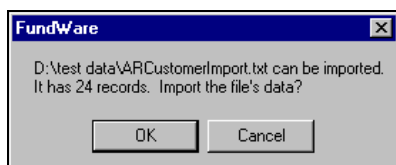


Figure 9.3—Import Confirmation Message



If there are errors, the Manager will create an error file and will not proceed with the import. For more information, see *Correcting Errors in Your Customer Data* on page 195.

9. Click **OK**. The import proceeds, displaying a message with the process is complete (*Figure 9.4*).

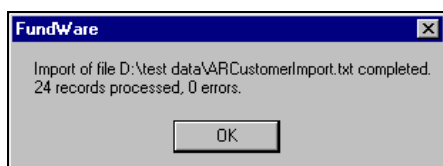


Figure 9.4—Import Complete Message

10. Click **OK**.

11. Close the Import Manager by clicking **Close** or the close button (☒).

You can now use the imported customers in Accounts Receivable.



The Import Manager will rename your data file to reflect the date and time that the import was completed. For example, the data file in *Figure 9.5* was imported December 14, 2001 at 12:55 and 07 seconds.

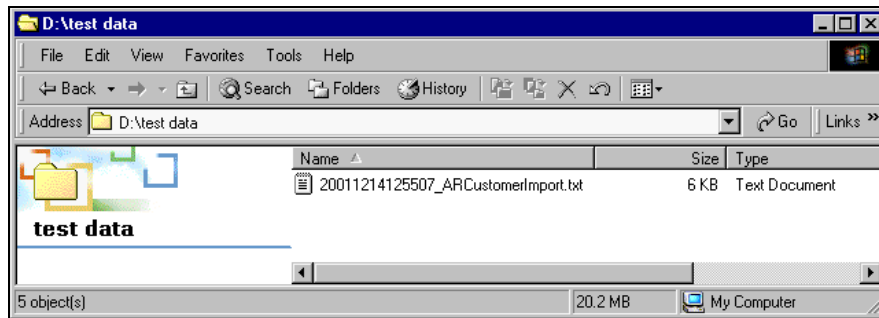


Figure 9.5—Example of a Renamed Data File



If there are any locks on your data file, or if the file is open, the file will not be renamed.

TIPS FOR IMPORTING YOUR CUSTOMER DATA

The import process has many elements, and it could be very easy for you to make a mistake. However, here are a few things to keep in mind to avoid some of the more common mistakes:

- If you select the wrong Import type, you will have a large error file because the Import Manager will not interpret your data correctly.
- If you enter an incorrect First Row Number, you could get error messages.
 - For example, if the data in your import file begins on row 2, but you enter 1 as the First Row Number, you will get a number of error messages regarding row 1.
 - On the other hand, the data in your import file begins on row 2, but you enter 3 as the First Row Number, you will lose your first row of data and you may or may not receive errors (due to the dependencies of other rows).

- If you select the wrong delimiter, you will have a large error file because the Import Manager has no way of interpreting your data correctly.
- If you create your data file in Excel, be careful that the program does not include more instances of delimiters on a line that you intend or extra lines with delimiters but no other data.
 - If you are using comma delimiters and view the file in Notepad, you should be able to identify any “extra” information.
- You should add quotation marks at the beginning and end of any text fields that include your delimiter (e.g., using a comma in a comma-delimited file). (Excel may do this automatically.) For example, if you are using the comma-delimited format and a customer’s name is:
 - Mittens for Kittens, Inc.
 - The field should look like this: “Mittens for Kittens, Inc.”

CORRECTING ERRORS IN YOUR CUSTOMER DATA

Before beginning the import process, the Import Manager will read your customer data. If there are problems, it will return an error message (*Figure 9.6*) and the import process will not proceed. No records will be imported until the errors are cleared.

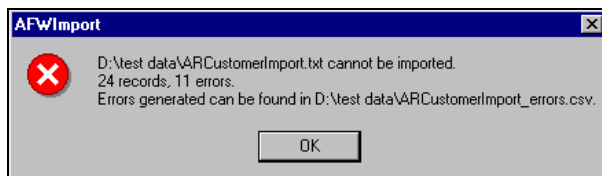


Figure 9.6—Example Error Message

Use the following steps to correct your data.

1. Write down the name and location of the error file.
2. Click **OK**.

- Open the error file (*Figure 9.7*). (If you did not note the name of this file, it will be saved in the same directory as your data file and will have an extension of .csv.)

1	Date/Time	User	Division	Module	Import Delimiter	Start Row	Import File Row #	Error
2	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	9 Customer Code Field Value Too Long
3	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	10 Unable to Determine Customer Type
4	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	11 Missing Organization Name or Individual Name
5	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	13 Invalid Individual Prefix
6	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	14 Customer Status Required
7	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	15 Invalid Customer Status
8	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	16 Invalid Address1 AddressType
9	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	17 Invalid Phone1 PhoneType
10	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	18 Invalid Days to Pay
11	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	24 Missing Individual First Name
12	#####	JessicaB	25	AR	Customers Tab	7	ARCustorr	30 Invalid Individual Prefix

Figure 9.7—Example Error File

- Print the file for reference while you correct the data.
- Use the error messages to determine the row and type of error. The errors were triggered when the Import Manager compared your data to the customer data requirements and business rules. Therefore, refer to the requirements and business rules to determine the source of the error.



An easy mistake to make would be to select the wrong delimiter. For example, if you have comma-delimited text and select the tab delimiter, you would have a large error file because the Import Manager would have no way of interpreting your data correctly.

- When you have finished correcting your data file, you can again attempt the import process.



You must close the error file before trying to import the file again. The Import Manager will delete the error file and, if necessary, create a new error file.

IMPORTING TRANSACTION DATA

FundWare allows you to import transaction data for the following:

- Standard invoices—Pending and posted;
- Memo invoices—Pending and posted; and
- Credit memos—Pending and posted.

If you import a posted document (i.e., standard invoice, memo invoice, or credit memo), the import program will not create an entry in your General Ledger. To avoid duplicate entries, you should use a setting of “posted” for any documents that you have previously posted to General Ledger.

BEFORE YOU IMPORT YOUR TRANSACTION DATA

During the transaction data import process, the Import Manager will ensure that your data fields meet the specific import requirements (see *Data Requirements for Transaction Imports* on page 198 for specifics). Therefore, you must complete the general setup of your Accounts Receivable system and add your customers (either through the program or the customer import process) before you begin importing your data. The process for completing AR setup is described in the *Blackbaud FundWare Accounts Receivable Guide*. Instructions for importing customer information can be found in this chapter (*Importing Your Customer Data* on page 192). Instructions for adding customers through AR can be found in the *Blackbaud FundWare Accounts Receivable Guide*.

In addition, you should:

- Have security access (e.g., ability to rename files) to the directory in which the data file is stored,
- Have security rights to import (see the security setting for the Accounts Receivable module),
- Backup your FundWare system,
- Create a copy of the database to which you are importing data, and
- Ensure that no one is working in the **Accounts Receivable** module or its maintenance tasks.

DATA REQUIREMENTS FOR TRANSACTION IMPORTS

You must organize your transaction data in the following order, adhering to the specified requirements. If any of your data does not match the requirements, an error log will note the problem and the program will not import your data.



All of the fields listed must exist in the order shown in your data file, even if this version of the import program will ignore the information. This means that you will have blank fields.



For a table summarizing the allowed lengths for each field, turn to *Table 9.4* on page 208.

- A. Action ID—Indicates that you are adding transaction information. The entry must be *Add*.
 - **Entry required.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.
- B. Legacy Document ID—Because each invoice is likely to have multiple rows, this field allows the import program to maintain the relationship within a specific invoice. Enter a up to 100 numeric characters.
 - **Entry required.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.
 - This number is unique. All rows with the same ID will be connected in FundWare (i.e., will be on the same invoice).
 - Tip: You can create a new number, or you can use the invoice number (which is also stored in Column D).
- C. Invoice Type—Indicates the type of document. Your entry must be one of the following:
 - *Standard invoice,*
 - *Credit memo,* or
 - *Memo invoice.*
 - **Entry required.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.
- D. Invoice Number—Is equal to the original document number (e.g., invoice number). Your entry to this field cannot exceed 12 characters.

- **Entry optional if...** your Accounts Receivable setup indicates that your invoice numbers will be generated by the system (i.e., “Automatic Invoice Numbers”). The import program will ignore any entries to this column.
 - **Entry required if...** If your Accounts Receivable setup indicates that your invoice numbers will be entered manually.
 - This number is unique. All rows with the same ID will be connected in FundWare (i.e., will be on the same invoice).
 - This number can be the same as the number stored in Column B (assuming that this number does not exceed 12 characters).
- E. Customer Number—Enter the customer number (allows up to 25 alphanumeric characters).
- **Entry required.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.
 - This customer must exist in your database.
 - You can import transactions for customers regardless of status (i.e., Active, On-Hold, or Inactive).
- F. Payment Due Date—Holds the payment due date (e.g., 08/05/2002).
- **Entry optional for standard and memo invoices.** If you do not enter a date for a pending invoice, the system will calculate the due date based on the customer’s default days due.
 - **Entry unnecessary for credit memos.** The system will ignore any entry in this field for credit memos (posted or pending).
- G. Description—Enter any description of the document. You can enter up to 50 alphanumeric characters into this field.
- **Entry optional.**
- H. Customer Name—Enter the customer’s last name and first name, separated by a comma (e.g., Ross, Betsy). You can enter up to 50 alphanumeric characters into this field.
- If the customer is an organization, enter the organization name (e.g., Helping Hands Foundation).
 - **Entry optional.** If you do not enter a customer name, the import program will apply the customer name associated with the specified customer number, according to the customer record.
- I. Create User Name—Holds the user name of the employee who entered the original invoice (e.g., Demo User). You can enter up to 50 alphanumeric characters into this field.

- **Entry optional.** If you do not include an entry in this field for an invoice, the employee user name will appear as “not specified” when the invoice is viewed.
- J. Create Date—Indicates the business date on which the document was created. For example, 09/15/2002.
 - **Entry optional.** If you do not enter a date in this field, the import program will assign the invoice date as the creation date (see the entry for Column K).
- K. Invoice Date—Indicates the actual date that the invoice was created (as compared to the business date). For example, 09/14/2002.
 - **Entry required.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.
 - If the invoice has been posted, this date must be equal to the Post Business Date (Column O). If the entries in these two columns do not match, the import program will change the Invoice Date to match the Post Business Date.
- L. Customer Bill-To Address—Holds the Bill To address for the selected customer. (This address was designated as the “Default” address in FundWare, version 7.16.) This field will hold up to 350 alphanumeric characters.
 - **Entry optional.** If you do not enter valid data into this field, the import program will insert the Bill To address indicated on the customer’s record. (However, if there is no designated Bill To address, no address will appear on the invoice.)
 - Separate each line of the address with the “pipe” symbol (|).
- M. Customer Ship-To Address—Holds the Ship To address for the selected customer. This field will hold up to 350 alphanumeric characters.
 - **Entry optional.** If you do not enter valid data into this field, the import program will insert the Ship To address indicated on the customer’s record.
 - If there is no Ship To address indicated on the customer record, the field will remain blank.
 - Separate each line of the address with the “pipe” symbol (|).
- N. Invoice Status—Indicates the status of the invoice. Your entry must be one of the following:
 - *Pending*, or
 - *Posted*.

- **Entry required.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.



Your transaction data file can include both pending and posted invoices.

- O. Post Business Date—Holds the business date on which you posted an invoice. For example, 09/22/2002.
 - **Entry required for posted invoices.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.
 - If the invoice is pending, the import program will ignore any entry in this field.
 - This date must be equal to the Invoice Date (Column K). If the entries in these two columns do not match, the import program will change the Invoice Date to match the Post Business Date.
- P. Post System Date—Holds the actual date on which you posted an invoice (as opposed to the business date). For example, 09/21/2002.
 - **Entry optional.**
 - If the invoice is posted and you leave this field blank, the import program will assign the Post Business Date (Column O) as the Post System Date.
 - If the invoice is pending, the import program will ignore any entry in this field.
- Q. Post User Name—Enter the name of the employee who posted the invoice (e.g., Demo User). You can enter up to 50 alphanumeric characters into this field.
 - **Entry optional.**
 - If the invoice is posted and you leave this field blank, the employee user name will appear as “not specified” when the invoice is viewed.
 - If the invoice is pending, the import program will ignore any entry in this field.
- R. Post GL Batch ID—Indicates the batch number that was assigned when the invoice was posted to your General Ledger (up to 4 numbers long). This number must be greater than 0.
 - **Entry optional.**
 - If the invoice is posted and you do not include an entry in this field, the import program will assign a batch ID of -1.
 - If the invoice is pending, the import program will ignore any entry in this field.

- S. Reserved for future use—Any entry in this field will be ignored by the import program.
- T. Reserved for future use—Any entry in this field will be ignored by the import program.
- U. Reserved for future use—Any entry in this field will be ignored by the import program.
- V. Reserved for future use—Any entry in this field will be ignored by the import program.
- W. Reserved for future use—Any entry in this field will be ignored by the import program.
- X. Reserved for future use—Any entry in this field will be ignored by the import program.
- Y. Reserved for future use—Any entry in this field will be ignored by the import program.
- Z. Legacy Line Item ID—Enter a unique alphanumeric value (up to 100 characters in length) for:
 - Each line item (or “charge”) within an invoice. If a charge has multiple distributions, all the entries will have the same number.
 - Each receivable entry, if the invoice has been posted. If the associated charge has multiple distributions, all the entries for the receivable will have the same number. This number must not equal the number used for associated charges.



See *Figure 9.15* on page 220 for an example of the Legacy Line Item ID.

This entry will allow the import file to maintain the relationship if a line item has multiple account distributions.

- If you view our example import information (*Example Transaction Import Setup* on page 210), we use a revenue code called “Walk Ts” (*Figure 9.8* on page 213). By definition, this revenue code distributes the funds to two GL accounts. Therefore, you would enter the same number into this field for these two entries (one for each GL distribution account). (To see how this would look in the import file, see *Figure 9.15* on page 220).
- **Entry required.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.

— For an example, see *Figure 9.15* on page 220.

AA.Line Item Type—Indicates the type of the line item (i.e., is this a charge item or a receivable item). Your entry must be one of the following:

- *Charge*, or
- *Receivable*.

— **Entry required.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.

— If the invoice is pending, you should only have entries (one or more) for charges.

— If the invoice is posted, you should have entries for charges and balancing entries for receivables.

AB.Revenue Code—Holds the revenue code for the line item stored in Column AA. You can enter up to 50 alphanumeric characters in this field.

— **Entry required.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.

— This revenue code must exist (with the exact same spelling) within your FundWare database.

AC.Reference—Holds any reference associated with the line item stored in Column Z. You can enter up to 50 alphanumeric characters in this field.

— **Entry optional.** If you do not enter valid data into this field, the import program will assign the default reference from the revenue code, if one is defined.



If you specify a Reference or Unit Description (Column AH) for receivables but not their associated charges, the import program *may* apply the defined Description and Reference to the charge line items. (This applies to Posted invoices only.)

AD.Line Item Quantity—Enter the number, or quantity, of the line item stored in Column Z. You can enter up to 12 numeric characters, a decimal point, and 6 additional numeric characters in this field.

— **Entry optional.** If you do not enter valid data into this field, the import program will leave this information blank on the invoice.



See *Table 9.3* for the valid combinations of the Line Item Quantity, Line Item Unit Price (Column AE), and Line Item Amount (Column AF).

Table 9.3—Quantity, Unit Price, and Amount Import Combinations

Column AD—Line Item Quantity	Column AE—Line Item Unit Price	Column AF—Line Item Amount	Requirements
Imported	Imported	Imported	The value of: • Column AD * Column AE must equal the value in Column AF or you will receive an error for Column AF.
Imported	Not imported (i.e., field blank in import file)	Not imported (i.e., field blank in import file)	The import program will apply the Unit Price (Column AE) based on the revenue code definition. If there is no Unit Price defined for the revenue code, you will receive errors regarding Column AE and Column AF.
Not imported (i.e., field blank in import file)	Not imported (i.e., field blank in import file)	Imported	The import program will leave the values for Column AD and Column AE blank on the imported invoice, and will apply the value in Column AF as the Line Item Amount.
Imported	Imported	Not imported (i.e., field blank in import file)	The import program will calculate: • Column AD * Column AE The result will appear on the imported invoice as the Line Item Amount.

- You can indicate negative numbers by adding a minus sign before the number.
- This entry is directly tied to the line item stored in Column Z.

AE. Line Item Unit Price—Indicates the unit price for the line item stored in Column Z. You can enter up to 15 numeric characters, a decimal point, and 2 additional numeric characters in this field.

- **Entry optional.** If you do not enter valid data into this field, the import program will assign the default amount from the revenue code definition.



Refer to *Table 9.3* for the valid combinations of the Line Item Quantity (Column AD), Line Item Unit Price, and Line Item Amount (Column AF).

- Negative numbers are not allowed in this field. If you enter a negative number, the import program will return an error message.

AF. Line Item Amount—Enter the dollar amount of the line item stored in Column Z (i.e., the total dollar amount distributed to all accounts) stored in Column Z. You can enter up to 15 numeric characters, a decimal point, and 2 additional numeric characters in this field.

- **Entry optional.** If you do not enter valid data into this field, the import program will assign the default amount from the revenue code definition, or calculate from the quantity (Column AD) and unit price (Column AE).



Refer to *Table 9.3* for the valid combinations of the Line Item Quantity (Column AD), Line Item Unit Price (Column AE), and Line Item Amount.

AG. Line Item Account Mask—Enter the receivable account (or account mask) for the each charge entries. Up to 55 alphanumeric characters allowed.

- **Entry optional for pending invoices.** If you do not enter valid data into this field for a pending invoice, the import program will apply the receivable account (or mask) defined for the revenue code (first) or defined on the customer's record (second) if no receivable account is defined for the revenue code.
- **Entry unnecessary for posted invoices.** If the invoice is posted, the import program will ignore any entry in this field. You will enter the resolved receivable account for the receivable line items in Column AM.

AH. Unit Description—Holds the description associated with the line item stored in Column Z. Up to 50 alphanumeric characters allowed.


- **Entry optional.** If your entry in Column AA is “Receivable,” any entries in this field will be ignored.



If you specify a Unit Description or Reference (Column AC) for receivables but not their associated charges, the import program *may* apply the defined Description and Reference to the charge line items. (This applies to Posted invoices only.)

AI. Reserved for future use—Any entry in this field will be ignored by the import program.

AJ. Legacy Line Item Account ID—Enter a unique alphanumeric ID for each receivable and charge line item account (up to 100 characters in length). This number will be used in the Legacy Source Line Item Account ID (Column AK) to link the receivable entry to its corresponding charge entry.

- **Entry required for posted invoices.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.
 - **Entry optional for pending invoices.** If you do not enter valid data into this field for a pending invoice, the import program will determine the data for Column AM and Column AN based on the revenue code definition.
- AK. Legacy Source Line Item Account ID—For each receivable line item, enter the Legacy Line Item Account ID (Column AJ) for the corresponding charge (up to 100 characters in length). (This entry should be an alphanumeric value.) This allows the import program to link the receivable entry to its corresponding charge entry.
- **Entry required for receivable accounts on posted invoices.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.
 - **Entry unnecessary for charge accounts on posted invoices.** The import program will ignore any entry in this field.
 - **Entry unnecessary for pending invoices.** The import program will ignore any entry in this field.
- AL. Legacy Source Line Item ID—For each receivable line item, enter the Legacy Line Item Account ID (Column Z) for the corresponding charge (up to 100 characters in length). (This entry should be an alphanumeric value.) This allows the import program to link the receivable entry to its corresponding charge entry.
- **Entry required for posted invoices.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.
 - **Entry unnecessary for pending invoices.** The import program will ignore any entry in this field.
- AM. Line Item Accounts—Indicates the distribution accounts to which the funds associated with the charges and receivables on a posted invoice will be credited. You can enter up to 55 alphanumeric characters in this field.
- **Entry required for posted invoices.** If you do not enter valid data into this field for all charge and receivable entries, the import program will not import the data file and will enter a message in an error log.
-  Entry is also required if you want to specify the GL distribution for a pending invoice.
- **Entry unnecessary for receivable entries.** The import program will ignore any entry in this field.

AN.Line Item Accounts Amount—Enter the dollar amount that will be posted to the account listed in Column AM. You can enter up to 15 numeric characters, a decimal point, and 2 additional numeric characters in this field.

- **Entry required.** If you do not enter valid data into this field, the import program will not import the data file and will enter a message in an error log.
- All charges for a distribution must sum to the Line Item Amount (Column AF). (See *Figure 9.16* on page 221 for an example.)
- All receivables for a distribution must sum to the Line Item Amount (Column AF). (See *Figure 9.16* on page 221 for an example.)
- This entry is directly tied to the entry in Column AA.

AO.Description—Applies to posted invoices only. You can enter up to 50 alphanumeric characters in this field. (Within the FundWare AR module, this information is assigned when you post an invoice, based on your general setup posting settings. For imported, posted invoices, you will only see this information if you void the invoice and view the associated trace report.)

- **Entry optional.** If you do not enter valid data into this field, the import program will leave this information blank on the invoice.

AP.Reference 1—Applies to posted invoices only. You can enter up to 50 alphanumeric characters in this field. (Within the FundWare AR module, this information is assigned when you post an invoice, based on your general setup posting settings. For imported, posted invoices, you will only see this information if you void the invoice and view the associated trace report.)

- **Entry optional.** If you do not enter valid data into this field, the import program will leave this information blank on the invoice.

AQ.Reference 2—Applies to posted invoices only. You can enter up to 50 alphanumeric characters in this field. (Within the FundWare AR module, this information is assigned when you post an invoice, based on your general setup posting settings. For imported, posted invoices, you will only see this information if you void the invoice and view the associated trace report.)

- **Entry optional.** If you do not enter valid data into this field, the import program will leave this information blank on the invoice.

AR.Reference 3—Applies to posted invoices only. You can enter up to 50 alphanumeric characters in this field. (Within the FundWare AR module, this information is assigned when you post an invoice, based on your general setup posting settings. For imported, posted invoices, you will only see this information if you void the invoice and view the associated trace report.)

— **Entry optional.** If you do not enter valid data into this field, the import program will leave this information blank on the invoice.

For quick reference, see *Table 9.4* for the allowed field lengths.

Table 9.4—Transaction Import Data Requirements

Column Name	Import Field Name	Maximum Length or Valid Entry
Column A	Action ID	• Add
Column B	Legacy Document ID	100
Column C	Invoice Type	<ul style="list-style-type: none"> • Standard invoice • Memo invoice • Credit Memo
Column D	Invoice Number	12
Column E	Customer Number	25
Column F	Payment Due Date	10
Column G	Description	50
Column H	Customer Name	50
Column I	Create User Name	50
Column J	Create Date	10
Column K	Invoice Date	10
Column L	Customer Bill-To Address	350
Column M	Customer Ship-To Address	350
Column N	Invoice Status	<ul style="list-style-type: none"> • Pending • Posted
Column O	Post Business Date	10
Column P	Post System Date	10
Column Q	Post User Name	50
Column R	Post GL Batch ID	4
Column S	Reserved	N/A
Column T	Reserved	N/A
Column U	Reserved	N/A

Table 9.4—Transaction Import Data Requirements (Continued)

Column Name	Import Field Name	Maximum Length or Valid Entry
Column V	Reserved	N/A
Column W	Reserved	N/A
Column X	Reserved	N/A
Column Y	Reserved	N/A
Column Z	Legacy Line Item ID	100
Column AA	Line Item Type	<ul style="list-style-type: none"> • Charge • Receivable
Column AB	Revenue Code	50
Column AC	Reference	50
Column AD	Line Item Quantity	18 (e.g., 123456789012.123456)
Column AE	Line Item Unit Price	17 (e.g., 123456789012345.12)
Column AF	Line Item Amount	17 (e.g., 123456789012345.12)
Column AG	Line Item Account Mask	55
Column AH	Unit Description	50
Column AI	Reserved	N/A
Column AJ	Legacy Line Item Account ID	100
Column AK	Legacy Source Line Item Account ID	100
Column AL	Legacy Source Line Item ID	100
Column AM	Line Item Accounts	55
Column AN	Line Item Accounts Amount	17 (e.g., 123456789012345.12)
Column AO	Description	50
Column AP	Reference 1	50
Column AQ	Reference 2	50
Column AR	Reference 3	50

EXAMPLE TRANSACTION IMPORT SETUP

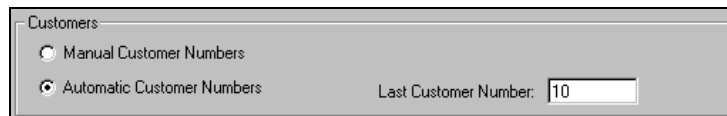
To help you understand how the data in your system must be organized in your data import file, the following sections present:

- Accounts Receivable setup information
 - *General Setup* on page 210
 - *Customers* on page 211
 - *Revenue Codes* on page 212
- Two example invoices (pending and posted) defined in our system
 - *Invoices* on page 214
- Example Excel spreadsheets showing how that invoice information would appear in an import data file.

GENERAL SETUP

Our Accounts Receivable module has the following applicable default settings.

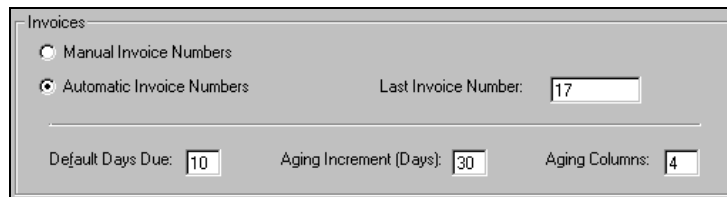
Customers:



The screenshot shows a dialog box titled "Customers". It contains two radio buttons: "Manual Customer Numbers" (unselected) and "Automatic Customer Numbers" (selected). To the right of the "Automatic Customer Numbers" option is a text field labeled "Last Customer Number:" containing the value "10".

Figure 9.1—Customer Record Settings

Invoices:



The screenshot shows a dialog box titled "Invoices". It contains two radio buttons: "Manual Invoice Numbers" (unselected) and "Automatic Invoice Numbers" (selected). To the right of the "Automatic Invoice Numbers" option is a text field labeled "Last Invoice Number:" containing the value "17". Below this, there are three text fields: "Default Days Due:" with the value "10", "Aging Increment (Days):" with the value "30", and "Aging Columns:" with the value "4".

Figure 9.2—Invoice Settings

Journals:

Journal	Deposits	Receipts	Adjustments	INV/CM	Options
DEPST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CREC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SALES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Figure 9.3—Journal Settings

Sales journal (to which invoices are posted):

Description	Title	Use Field
DESC1	Document Description	General Description
REF1	Cust. No.	Customer Number
REF2	Doc. No.	Document Number
REF3	Rev Code	Revenue Code
Dataltem1	(Not Defined)	
Dataltem2	(Not Defined)	
Dataltem3	(Not Defined)	

Figure 9.4—Settings for Sales Journal

CUSTOMERS

The following two customers have been entered into our Accounts Receivable system.

Customer Info | Addresses | Phones | Activity | Notes | Groups

Prefix: Ms.

First: Jeannie

Middle:

Last: Cole

Suffix:

E-Mail: J_Cole@AnywhereImports.com

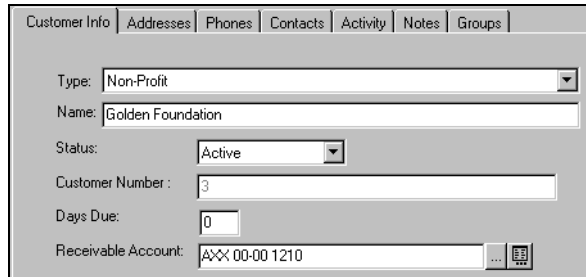
Status: Active

Customer Number: 5

Days Due: 0

Receivable Account: AXX 00-00 1210

Figure 9.5—Customer Jeannie Cole



Customer Info | Addresses | Phones | Contacts | Activity | Notes | Groups

Type: Non-Profit

Name: Golden Foundation

Status: Active

Customer Number: 3

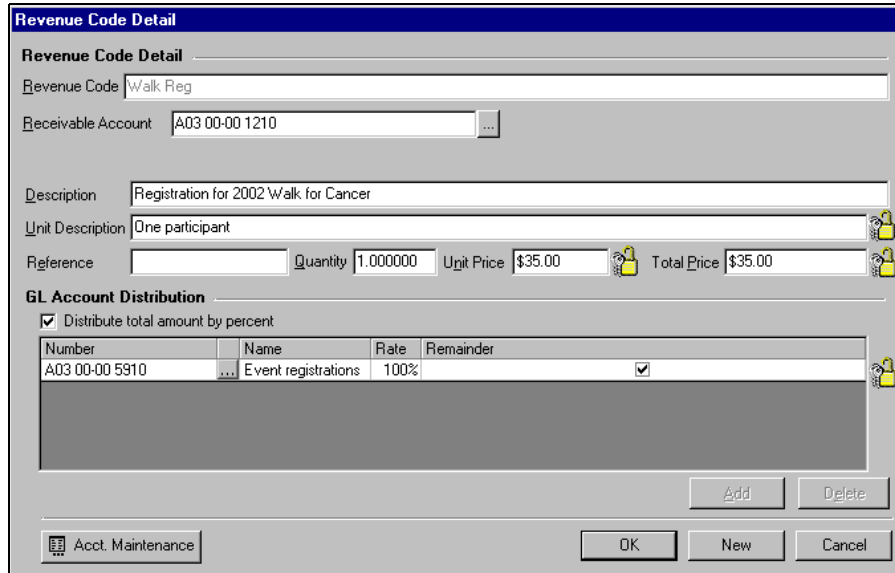
Days Due: 0

Receivable Account: A00 00-00 1210

Figure 9.6—Organization Customer Golden Foundation

REVENUE CODES

The following revenue codes are active in our Accounts Receivable system.



Revenue Code Detail

Revenue Code: Walk Reg

Receivable Account: A03 00-00 1210

Description: Registration for 2002 Walk for Cancer

Unit Description: One participant

Reference: Quantity: 1.000000 Unit Price: \$35.00 Total Price: \$35.00

GL Account Distribution

Distribute total amount by percent

Number	Name	Rate	Remainder
A03 00-00 5910	Event registrations	100%	<input checked="" type="checkbox"/>

Buttons: Add, Delete, Acct. Maintenance, OK, New, Cancel

Figure 9.7—Revenue Code for Walk Registrations

Revenue Code Detail

Revenue Code: Walk T's

Receivable Account: AXX 00-00 1210

Description: T-shirts for 2002 Walk for Cancer participants

Unit Description: One t-shirt

Reference: Quantity: 1.000000 Unit Price: \$22.50 Total Price: \$22.50

GL Account Distribution

Distribute total amount by percent

Number	Name	Rate	Remainder
A01 00-00 4910	Event revenue	75%	<input checked="" type="checkbox"/>
A02 00-00 5910	Event revenue	25%	<input type="checkbox"/>

Buttons: Add, Delete, Acct. Maintenance, OK, New, Cancel

Figure 9.8—Revenue Code for Walk T-Shirts

Revenue Code Detail

Revenue Code: Walk Dona

Receivable Account: AXX 00-00 1210

Description: Donation for 2002 Walk for Cancer

Unit Description:

Reference: Quantity: 1.000000 Unit Price: \$25.00 Total Price: \$25.00

GL Account Distribution

Distribute total amount by percent

Number	Name	Rate	Remainder
A01 00-00 4910	Event revenue	15%	<input type="checkbox"/>
A01 03-01 4910	Contributions	85%	<input checked="" type="checkbox"/>

Buttons: Add, Delete, Acct. Maintenance, OK, New, Cancel

Figure 9.9—Revenue Code for Walk Donations

INVOICES

The following screen shots show two invoices in the FundWare system. This should help you understand how the information that you provide corresponds to our system. Note that we have not changed the charge code distribution from the revenue code defaults.

Cancer Walk 2002 - Reg and Ts [Pending]

Date: 7/15/2002 Standard Invoice Number: 26 Entered by: Demo User

Customer
 Number: 3 Bill To: 23702 W. Alameda
 Name: Golden Foundation Suite 203
 Lakewood, CO 80101
 Payment Due: 7/15/2002 Ship To:

Type: Standard Invoice Description: Cancer Walk 2002 - Reg and Ts

Code	Qty.	Unit Desc.	Unit Price	Total	Reference	Distr.
Walk Reg	7.000000	One partic	\$35.00	\$245.00		
Walk Ts	7.000000	One t-shirt	\$22.50	\$157.50		

Total Charges: \$402.50

Business Date: 7/15/2002

Distribution Dialog 1:

Account	Description	Percent	Amount
A03 00-00 5910	Event registrations	100.00%	\$245.00

Note: This is the revenue account distribution based on the definition for revenue code "Walk Reg."

Distribution Dialog 2:

Account	Description	Percent	Amount
A01 00-00 4910	Event revenue	75.00%	\$118.13
A02 00-00 5910	Event revenue	25.00%	\$39.37

Note: This is the revenue account distribution based on the definition for revenue code "Walk Ts."

Figure 9.10—Pending Invoice for Golden Foundation

When you resolve the revenue accounts against the receivable account mask defined on the revenue code, you get the following receivable account distribution.

Account	Amount	Derived from...
---------	--------	-----------------

A03 00-00 1210	\$245.00	Receivable mask = AXX 00-00 1210 for Walk Reg Revenue account = A03 00-00 5910 for Walk Reg
A01 00-00 1210	\$118.13	Receivable mask = AXX 00-00 1210 for Walk Ts Revenue account = A01 00-00 4910 for Walk Ts
A02 00-00 1210	\$39.37	Receivable mask = AXX 00-00 1210 for Walk Ts Revenue account = A02 00-00 5910 for Walk Ts

Cancer Walk 2002 - Dona, Reg. Ts [Posted]

Date: 7/15/2002 Standard Invoice Number: 27 Entered by: Demo User

Customer
 Number: 6 Name: Cole, Jeannie
 Bill To: P.O. Box 1245, Freeport Bay, CA 93123
 Ship To: 298 SW Nevada Avenue, Freeport Bay, CA 93123
 Payment Due: 7/15/2002

Type: Standard Invoice Description: Cancer Walk 2002 - Dona, Reg. Ts

Code	Qty.	Unit Desc.	Unit Price	Total	Reference	Distr.
Walk Dona				\$75.00		
Walk Reg	1.000000	One partic	\$35.00	\$35.00		
Walk Ts	1.000000	One t-shirt	\$22.50	\$22.50		

Total Charges: \$132.50

Business Date: 7/15/2002

Distribution Accounts

Account	Description	Percent	Amount
A01 00-00 4910	Event revenue	15.00%	\$11.25
A01 03-01 4910	Contributions	85.00%	\$63.75

Acct. Maintenance OK Cancel

Note: This is the revenue account distribution based on the definition for revenue code "Walk Dona."

Distribution Accounts

Account	Description	Percent	Amount
A03 00-00 5910	Event registrations	100.00%	\$35.00

Acct. Maintenance OK Cancel

Note: This is the revenue account distribution based on the definition for revenue code "Walk Reg."

Distribution Accounts

Account	Description	Percent	Amount
A01 00-00 4910	Event revenue	75.02%	\$16.88
A02 00-00 5910	Event revenue	24.98%	\$5.62

Acct. Maintenance OK Cancel

Note: This is the revenue account distribution based on the definition for revenue code "Walk Ts."

Figure 9.11—Posted Invoice for Jeannie Cole

When you resolve the revenue accounts against the receivable account mask defined on the revenue code, you get the following receivable account distribution.

Account	Amount	Derived from...
A01 00-00 1210	\$91.88	Receivable mask = AXX 00-00 1210 for Walk Dona Revenue account = A01 00-00 4910 for Walk Dona Revenue account = A01 03-01 4910 for Walk Dona Receivable mask = AXX 00-00 1210 for Walk Ts Revenue account = A01 00-00 4910 for Walk Ts (Even though there are three revenue accounts for two charges, they resolve to the same receivable account.)
A02 00-00 1210	\$5.62	Receivable mask = AXX 00-00 1210 for Walk Ts Revenue account = A02 00-00 5910 for Walk Ts
A03 00-00 1210	\$35.00	Receivable mask = AXX 00-00 1210 for Walk Reg Revenue account = A03 0-00 5910 for Walk Reg

When this invoice was posted, it was given the GL batch ID 200.

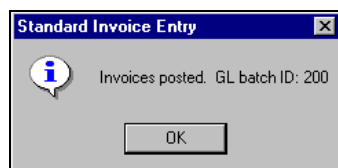


Figure 9.12—GL Batch ID for Posted Invoice.

SPREADSHEETS

The following figures (*Figure 9.13* through *Figure 9.16*) show how the data associated with the two invoices would appear in an Excel spreadsheet, ready to import into FundWare.

A	B	C	D	E	F	G	H	I	J	K
1	Action ID	Legacy Document Type	Invoice Number	Customer Number	Payment Due Date	Description	Customer Name	Create User Name	Create Date	Invoice Date
2	Add	1 Standard	26	3	7/15/2002	Cancer Walk 2002 - Reg and Ts	Golden Foundation	Demo User	7/15/2002	7/15/2002
3	Add	1 Standard	26	3	7/15/2002	Cancer Walk 2002 - Reg and Ts	Golden Foundation	Demo User	7/15/2002	7/15/2002
4	Add	1 Standard	26	3	7/15/2002	Cancer Walk 2002 - Reg and Ts	Golden Foundation	Demo User	7/15/2002	7/15/2002
5	Add	2 Standard	27	6	7/15/2002	Cancer Walk 2002 - Dona, Reg, Ts	Cole, Jeannie	Demo User	7/15/2002	7/15/2002
6	Add	2 Standard	27	6	7/15/2002	Cancer Walk 2002 - Dona, Reg, Ts	Cole, Jeannie	Demo User	7/15/2002	7/15/2002
7	Add	2 Standard	27	6	7/15/2002	Cancer Walk 2002 - Dona, Reg, Ts	Cole, Jeannie	Demo User	7/15/2002	7/15/2002
8	Add	2 Standard	27	6	7/15/2002	Cancer Walk 2002 - Dona, Reg, Ts	Cole, Jeannie	Demo User	7/15/2002	7/15/2002
9	Add	2 Standard	27	6	7/15/2002	Cancer Walk 2002 - Dona, Reg, Ts	Cole, Jeannie	Demo User	7/15/2002	7/15/2002
10	Add	2 Standard	27	6	7/15/2002	Cancer Walk 2002 - Dona, Reg, Ts	Cole, Jeannie	Demo User	7/15/2002	7/15/2002
11	Add	2 Standard	27	6	7/15/2002	Cancer Walk 2002 - Dona, Reg, Ts	Cole, Jeannie	Demo User	7/15/2002	7/15/2002
12	Add	2 Standard	27	6	7/15/2002	Cancer Walk 2002 - Dona, Reg, Ts	Cole, Jeannie	Demo User	7/15/2002	7/15/2002
13	Add	2 Standard	27	6	7/15/2002	Cancer Walk 2002 - Dona, Reg, Ts	Cole, Jeannie	Demo User	7/15/2002	7/15/2002
14	Add	2 Standard	27	6	7/15/2002	Cancer Walk 2002 - Dona, Reg, Ts	Cole, Jeannie	Demo User	7/15/2002	7/15/2002

Figure 9.13—Example Spreadsheet, 1 of 4

	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
	Customer Bill-To Address	Customer Ship-To Address	Invoice Status	Post Business Date	Post System Date	Post User Name	Post GL Batch ID							
1	23702 W. Alameda Suite 203 Lakewood CO 80101		Pending											
2	23702 W. Alameda Suite 203 Lakewood CO 80101		Pending											
3	23702 W. Alameda Suite 203 Lakewood CO 80101		Pending											
4	23702 W. Alameda Suite 203 Lakewood CO 80101		Pending											
5	P.O. Box 123456 Freeport Bay CA 93123	298 SW Nevada Avenue Freeport Bay CA 93123	Posted	7/15/2002	7/15/2002	Demo User	200							
6	P.O. Box 123456 Freeport Bay CA 93123	298 SW Nevada Avenue Freeport Bay CA 93123	Posted	7/15/2002	7/15/2002	Demo User	200							
7	P.O. Box 123456 Freeport Bay CA 93123	298 SW Nevada Avenue Freeport Bay CA 93123	Posted	7/15/2002	7/15/2002	Demo User	200							
8	P.O. Box 123456 Freeport Bay CA 93123	298 SW Nevada Avenue Freeport Bay CA 93123	Posted	7/15/2002	7/15/2002	Demo User	200							
9	P.O. Box 123456 Freeport Bay CA 93123	298 SW Nevada Avenue Freeport Bay CA 93123	Posted	7/15/2002	7/15/2002	Demo User	200							
10	P.O. Box 123456 Freeport Bay CA 93123	298 SW Nevada Avenue Freeport Bay CA 93123	Posted	7/15/2002	7/15/2002	Demo User	200							
11	P.O. Box 123456 Freeport Bay CA 93123	298 SW Nevada Avenue Freeport Bay CA 93123	Posted	7/15/2002	7/15/2002	Demo User	200							
12	P.O. Box 123456 Freeport Bay CA 93123	298 SW Nevada Avenue Freeport Bay CA 93123	Posted	7/15/2002	7/15/2002	Demo User	200							
13	P.O. Box 123456 Freeport Bay CA 93123	298 SW Nevada Avenue Freeport Bay CA 93123	Posted	7/15/2002	7/15/2002	Demo User	200							
14	P.O. Box 123456 Freeport Bay CA 93123	298 SW Nevada Avenue Freeport Bay CA 93123	Posted	7/15/2002	7/15/2002	Demo User	200							

Figure 9.14—Example Spreadsheet, 2 of 4

Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
Legacy Line Item ID	Line Item Type	Revenue Code	Reference	Line Item Quantity	Line Item Unit Price	Line Item Amount	Line Item Account Mask	Unit Description	N/A ID	Legacy Line Item Account ID	Legacy Source Line Item Account ID	Legacy Source Line Item ID
1	1 Charge	Walk Reg		7	35.00	245.00	AXX 00-00 1210	one participant		500		
2	2 Charge	Walk Ts		7	22.50	118.13	AXX 00-00 1210	one t-shirt		501		
3	2 Charge	Walk Ts		7	22.50	39.37	AXX 00-00 1210	one t-shirt		502		
4	3 Charge	Walk Dona				11.25				503		
5	4 Receivable	Walk Dona				11.25				504	503	3
6	3 Charge	Walk Dona				63.75				505		
7	4 Receivable	Walk Dona				63.75				506	505	3
8	5 Charge	Walk Reg		1	35.00	35.00		one participant		507		
9	6 Receivable	Walk Reg		1	35.00	35.00		one participant		508	507	5
10	7 Charge	Walk Ts		1	22.50	16.88		one t-shirt		509		
11	8 Receivable	Walk Ts		1	22.50	16.88		one t-shirt		510	509	7
12	7 Charge	Walk Ts		1	22.50	5.62		one t-shirt		511		
13	8 Receivable	Walk Ts		1	22.50	5.62		one t-shirt		512	511	7

Entries in this column for receivables will be used in Column AL to link the receivable to its associated charge entry.

This revenue code has two distributions, but the entry in each of the fields for Line Item Amount equals the total amount for the charge.

The amounts for charges and receivables is balancing. Therefore, the total charge must equal the total receivable.

The entries in these fields show a link between receivables and charges.

Note that the entry in this field for the receivables corresponds to the Legacy Line Item ID entry (Column Z) for the balancing charge.

However, you must enter a unique number for each charge and receivable entry.

Figure 9.15—Example Spreadsheet, 3 of 4

AM	AN	AO	AP	AQ	AR
Line Item Accounts	Line Item Accounts Amount	Description	Reference 1	Reference 2	Reference 3
1 A03 00-00 5910	245.00				
3 A01 00-00 4910	118.13				
4 A02 00-00 5910	39.37				
5 A01 00-00 4910	11.25	Cancer Walk 2002 - Dona, Reg, Ts	6		Walk Dona
6 A01 00-00 1210	11.25	Cancer Walk 2002 - Dona, Reg, Ts	6		Walk Dona
7 A01 03-01 4910	63.75	Cancer Walk 2002 - Dona, Reg, Ts	6		Walk Dona
8 A01 00-00 1210	63.75	Cancer Walk 2002 - Dona, Reg, Ts	6		Walk Dona
9 A03 00-00 5910	35.00	Cancer Walk 2002 - Dona, Reg, Ts	6		Walk Reg
10 A03 00-00 1210	35.00	Cancer Walk 2002 - Dona, Reg, Ts	6		Walk Reg
11 A01 00-00 4910	16.88	Cancer Walk 2002 - Dona, Reg, Ts	6		Walk Ts
12 A01 00-00 1210	16.88	Cancer Walk 2002 - Dona, Reg, Ts	6		Walk Ts
13 A02 00-00 5910	5.62	Cancer Walk 2002 - Dona, Reg, Ts	6		Walk Ts
14 A02 00-00 1210	5.62	Cancer Walk 2002 - Dona, Reg, Ts	6		Walk Ts

Figure 9.16—Example Spreadsheet, 4 of 4

This revenue code has two distributions; therefore, the Line Item Accounts Amount is the amount posted to the distribution account.

The total of all Line Item Accounts Amount entries for a specific revenue code should equal the Line Item Amount (Column AF).

IMPORTING YOUR TRANSACTION DATA

Once your transaction data has been modified, as necessary, to match the data requirements of the Import Manager, use the following steps to import the data into Accounts Receivable.



Review the steps in *Before You Import Your Transaction Data* on page 197 to make sure that you are ready to import the data.

1. Select **Tools > Import** from the menu bar.
2. If asked, select the division into which you are importing data.
3. Click **OK**. The Import window displays.

4. Select Transactions from the Import drop-down list (*Figure 9.17*).

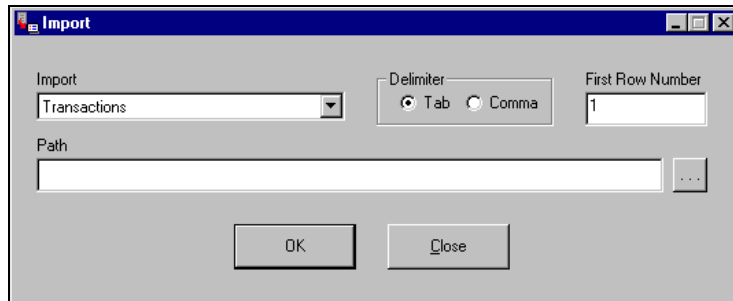


Figure 9.17—Import window

5. Select the delimiter (or format) of your data file:
 - Tab-delimited, or
 - Comma-delimited.
6. Enter the first row number containing data. The default entry is 1. However, if your data has any heading rows, enter the first line of actual data.
7. Enter the directory path and name of the data file (*Figure 9.18*). Click the ellipsis to browse to the file.

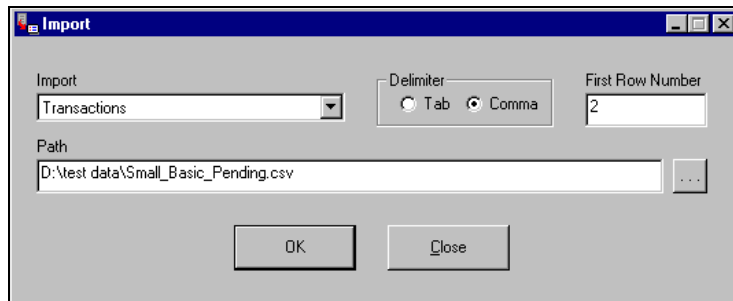


Figure 9.18—Example Customer Import window

8. Click **OK** to import your data, or **Close** to cancel the process. The Import Manager will evaluate your data before attempting the import process. If there are no errors, a confirmation message displays (*Figure 9.19*).

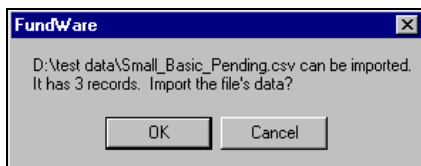



Figure 9.19—Import Confirmation Message

 If there are errors, the Manager will create an error file and will not proceed with the import. For more information, see *Correcting Errors in Your Transaction Data* on page 225.

9. Click **OK**. The import proceeds, displaying a message with the process is complete (*Figure 9.20*).

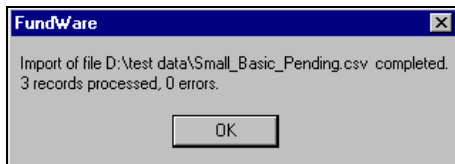




Figure 9.20—Import Complete Message

10. Click **OK**.

 You will not be able to work in the AR module until you close this message.

11. Close the Import Manager by clicking **Close** or the close button (✕).

You can now access the imported invoices in Accounts Receivable.

 The Import Manager will rename your data file to reflect the date and time that the import was completed. For example, the data file in *Figure 9.21* was imported December 14, 2001 at 12:55 and 07 seconds.

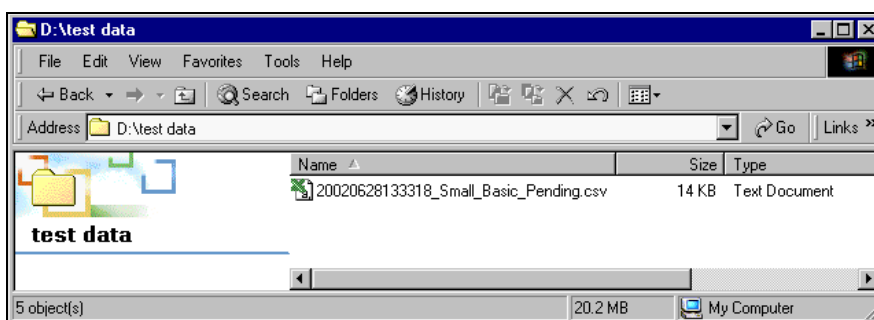



Figure 9.21—Example of a Renamed Data File

 If there are any locks on your data file, or if the file is open, the file will not be renamed.

TIPS FOR IMPORTING YOUR TRANSACTION DATA

The import process has many elements, and it could be very easy for you to make a mistake. However, here are a few things to keep in mind to avoid some of the more common mistakes:

- If you select the wrong Import type, you will have a large error file because the Import Manager will not interpret your data correctly.
- If you enter an incorrect First Row Number, you could get error messages.
 - For example, if the data in your import file begins on row 2, but you enter 1 as the First Row Number, you will get a number of error messages regarding row 1. (*Figure 9.23* shows what these error messages could look like.)
 - On the other hand, the data in your import file begins on row 2, but you enter 3 as the First Row Number, you will lose your first row of data and you may or may not receive errors (due to the dependencies of other rows).
- If you select the wrong delimiter, you will have a large error file because the Import Manager has no way of interpreting your data correctly. (In this case, your message will read “Delimiter not found.”)

- If you create your data file in Excel, be careful that the program does not include more instances of delimiters on a line that you intend or extra lines with delimiters but no other data.
 - If you are using comma delimiters and view the file in Notepad, you should be able to identify any “extra” information.
- You should not enter any information in any of the fields marked for future use, as you could get error messages that may be difficult to interpret.
- You should add quotation marks at the beginning and end of any text fields that include your delimiter (e.g., using a comma in a comma-delimited file). (Excel may do this automatically.) For example, if you are using the comma-delimited format and a customer’s name is:
 - Mittens for Kittens, Inc.The field should look like this:
 - “Mittens for Kittens, Inc.”
- Dates must always contain a 4-digit year in one of the following valid formats:
 - mm/dd/yyyy
 - mm-dd-yyyyThe following formats are considered variants of the above valid formats and will be accepted:
 - m/d/yyyy or m-d-yyyy
 - m/d/yyyy or mm-d-yyyy
 - m/dd/yyyy or m-dd-yyyy

CORRECTING ERRORS IN YOUR TRANSACTION DATA

Before beginning the import process, the Import Manager will read your transaction data. If there are problems, it will return an error message (*Figure 9.22*) and the import process will not proceed. No records will be imported until the errors are cleared.

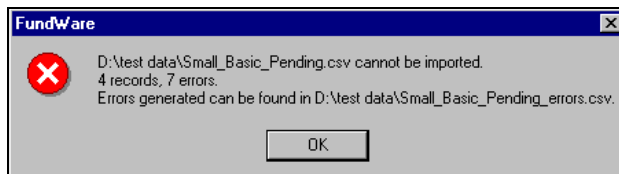


Figure 9.22—Example Error Message

Use the following steps to correct your data.

1. Write down the name and location of the error file.
2. Click **OK**.
3. Open the error file (*Figure 9.23*). (If you did not note the name of this file, it will be saved in the same directory as your data file and will have an extension of .csv.)

	D	E	F	G	H	I	J	K	L	M	N	O
	Module	Import	Delimiter	Start Row	Import File Name	Row #	Field Name	Error				
1	Accounts Rec	Transactio	Comma	1	Small_Basi	1	DocumentLineItemAmount	DocuementLineItemAmount requires a valid number.				
2	Accounts Rec	Transactio	Comma	1	Small_Basi	1	LineItemAccountAmount	LineItemAccountAmount requires a valid number.				
3	Accounts Rec	Transactio	Comma	1	Small_Basi	1	LineItemAmount	LineItemAmount requires a valid number.				
4	Accounts Rec	Transactio	Comma	1	Small_Basi	1	LineItemQuantity	LineItemQuantity requires a valid number.				
5	Accounts Rec	Transactio	Comma	1	Small_Basi	1	LineItemUnitPrice	LineItemUnitPrice requires a valid number.				
6	Accounts Rec	Transactio	Comma	1	Small_Basi	1	PostGLBatchID	PostGLBatchID requires a valid number.				
7	Accounts Rec	Transactio	Comma	1	Small_Basi	1	VoidGLBatchID	VoidGLBatchID requires a valid number.				
8												
9												

Figure 9.23— Example Error File



An easy mistake to make would be to enter the wrong starting row number, which is what we did in this example.

4. Print the file for reference while you correct the data.
5. Use the error messages to determine the row and type of error. The errors were triggered when the Import Manager compared your data to the transaction import data requirements. Therefore, refer to the requirements to determine the source of the error.
6. When you have finished correcting your data file, you can again attempt the import process.



You must close the error file before trying to import the file again. The Import Manager will delete the error file and, if necessary, create a new error file.

C H A P T E R 1 0

IMPORTING/EXPORTING AR INFORMATION (5.8/5.9 CUSTOMERS)

The tasks to import customer files are very similar because you use the same Execute Programs task to define the format of the text file. Once you have defined one or more formats, you use the same Execute Programs task to import the file.

1. Create one or more text file formats via an Execute Programs task. This doesn't import the text file itself.



The text files cannot contain special characters, such as tabs and form-feeds. Each line of text must end with the line terminator for the operating system. In MS-DOS, the line terminator is a carriage return/new line sequence.

2. Create the text files to be imported using any text editor, database, or word processor.
3. Execute the import program to bring the data from the text file into the Classic Accounts Receivable module via another Execute Programs task.

There are nine types of AR import/export tasks available using FundWare version 5.8 or 5.9 (*Table 10.1*).

Table 10.1—Import/Export Tasks

Import Tasks	Export Tasks
Customer Records	Allocation Aging
Transactions	Customer Records
Orders	Customer Meters
Meter Transactions	
Meter Maintenance	

Table 10.1—Import/Export Tasks (Continued)

Import Tasks	Export Tasks
Repetitive Billing	

THE IMPORT FORMAT

You have the option of two different types of file formats for your import text file:

- **Delimited file formats**—One in which the length of each field in the file is not pre-defined. For example, the following fields are both acceptable because the field delimiter (in this case the pipe [|]) defines where each field begins and ends:
 - 101|3|Paul J. Johnson|3034571400
 - 1200|3|Jenny Garner|3037582000
- **Fixed-file formats**—Does not use delimiters, rather the line, column, and length positions determine where the fields begin and end. Using the previous example, the format may be defined as shown in *Table 10.2*.

Table 10.2—Fixed-File Format

Field	Column	Length
Customer number	1	10
Billing run	11	5
Customer name	16	30
Telephone number	47	12

A fixed-format text file The text file would be:

```
— 00000001013Paul J. Johnson3034571400
   00000012003Jenny Garner3037582000
```

GENERAL INSTRUCTIONS FOR IMPORTING FILES

Files are imported through different programs using the Execute Programs task. The following section provides the basic instructions for this task. Each import task has a section defining the specific requirements for these programs.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 10.1*).

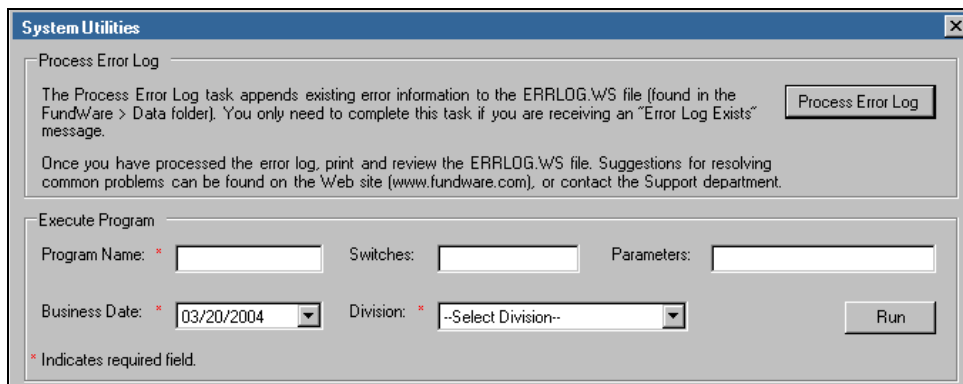


Figure 10.1—System Utilities—Executing a Program

4. In the Execute Program area, enter the required information according to the requirements defined in each import section.
5. Click **Run**. When complete, you return to the Execute Program screen.

IMPORTING CUSTOMER RECORDS—WHAT CAN YOU IMPORT?

The Import Customer Records task allows you to import information for new customers and changes to current customers' records. When you are making a change, you only need to include the customer number and the information being changed. *Table 10.3* defines some of the information that you can import to your Accounts Receivable system using the Import Customer Records task.

Table 10.3—Importing Customer Records—Possible Fields and Field Sizes

Field Description	Maximum Field Size
Customer number	9 digits
Billing run	2 digits
Class	4 digits
Region	4 digits
Active flag	1 character (Y or N)
Billing sortkey	10 characters
Billing name	35 characters
Billing street 1 street 2	35 characters 35 characters
Billing city STP post code	19 characters 5 characters 9 characters
Billing country	35 characters
Billing area code & phone	10 digits
Billing fax area code/number	10 digits
Contact sortkey	10 characters
Contact name	35 characters
Contact street 1 street 2	35 characters 35 characters
Contact city STP post code	19 characters 5 characters 9 characters
Contact country	35 characters
Contact area code & phone	10 digits
Contact fax area code/number	10 digits
Service house num Direction Street	5 digits 1 character 22 characters

Table 10.3—Importing Customer Records—Possible Fields and Field Sizes (Continued)

Field Description	Maximum Field Size
Service note1 Service note2	30 characters 30 characters
Service ship method	30 characters
Service terms	30 characters
Int Chg Alloc Dep	1 char 1 char 1 char 1char • Your entry for these fields is either Y or N.

IMPORTING CUSTOMER RECORDS—CREATING THE IMPORT FORMAT

You can create your import format from the Execute Programs task.

1. Open an instance of FundWare.
2. Click **Import/Export > Define Customer Import** on the module navigator (if the module is not expanded, click **Classic Accounts Receivable** first) or select **Classic Accounts Receivable > Import/Export > Define Customer Import** from the menu bar.
3. The system asks you to enter the import format name.
4. Enter up to 10 alphanumeric characters. No embedded spaces are allowed. We recommend that you enter a name that is meaningful to your organization. The system asks if you are copying this format from an existing import format.

5. Leave the Copy import field blank if you are not copying this format from an existing import format, or press F1 to select from a list of currently defined import formats. The first page of the task displays (*Figure 10.2*).

```

Demo User          System Administration          02/23/2004
-----
                CARI - Define Customer Import
Import name.....: MASTER                      Changed.: 06/01/1999
                                                User.....: 00101
1> Description....: Customer master file
2> Miscellaneous
   Import type....: 2 - Fixed format import file.
   Record count...: 5

| Import being added. | 1 of 2
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 10.2—Define Customer Import—Page 1 of 2

6. Complete the required fields according to *Table 10.4*.

Table 10.4—Importing Customer Records—Format Field Definitions—Page 1 of 2

Field	Valid Entry	Definition
Description	30 characters	Description of the import.
Import type	1 2	<ul style="list-style-type: none"> • 1—Delimited import file. • 2—Fixed format import file.
• Delimited by	1 character	If the import type option is set to delimited, enter the character used as a separator between imported fields.
Record count	1 to 99	The number of records required for one master record to be imported.

7. When complete, press ENTER. The second page of the task displays.

8. For the remainder of the task, you will define the data items included in your import file, as well as their specific location within the import file. Use the instructions in *Table 10.5* to complete these fields.

Table 10.5—Importing Customer Records—Format Field Definitions—Page 2 of 2

Field	Valid Entry	Definition
Data item	Employee data item	The existing employee data item to be imported. Press F1 in this field to display a list of currently defined employee data items.
• Entry from	C R	For multiple value data items, enter the entry value. • C—Value is a constant. • R—Value is from an imported record. These options and their associated fields are explained further below.
• Value from	C R	For single occurring data items, enter the value. • These from fields have the same options for the selected employee data item. Any combination of options is valid. • C—Value is a constant. • R—Value is from an imported record. These options and their associated fields are explained further below.
Data Item field options—Any of the following fields may display, depending on the option you enter for the data item fields above.		
• Constant	varies with the data item definition	If the selection is “Constant,” enter the constant value. Valid entries for this field vary depending on the data item definition.
• Record	1 to 99	If the selection is “Record,” indicate which record (from the group of records that make up each master record), contains the field to be imported.
• Position	1 to 99	If the selection is “Record” and Import type is set to Delimited, enter the position within the record that contains the field to be imported.
• Column	1 to 250	If the selection is “Record” and Import type is set to Fixed format, enter the column within the fixed record that contains the field to be imported.
• Length	1 to 55	If the selection is “Record” and Import type is set to Fixed format, enter the length of the field being imported.

IMPORTING CUSTOMER RECORDS—CREATING YOUR IMPORT TEXT FILE

Create your text files for importing data using any text editor, database word processor, or any other software application. The text files cannot contain special characters, such as tabs and form-feeds. The content of the import file is determined by the type of data you are importing and the format you have chosen. At a minimum, the file must contain the customer number (data item .CUSTOMER) to import. In addition, the following rules apply:

- All dates have the format mmddyyyy.
- All dates must be valid and the posting date cannot be in a closed period.
- All dollar amounts must use numbers and no \$ characters. Their maximum size is 999,999,999 (999 million).
- All files must begin with a keyword record.

KEYWORD RECORD

The first line of the import text file identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = *nn* SEP = *x* IMPORT = *name* FILE = *name* POST = *mmddyyyy* FUNC = *1/m* DDEC=Y/N

where

- *nn* is the division number
- *x* is the separation character
- *name* is the import file definition name. The default is IMPORT.
- *name* is the import file name. For more information, see *Importing Customer Records—Import File Name* on page 236.
- *mmddyyyy* is the posting date. The default is today's date.
- *1/m* is the type of posting. This is only used for employee master records. Must be Initial ("I") or Modify ("M"). The default is "I" for initial
- *Y/M* is the default use of decimal points. A "Y" value causes decimal points to be placed in numeric fields when no decimal point is found. For example, for an amount field, "45" becomes .45 and for a rate field it becomes .000045. An "N" value assumes no decimal positioning. For example, for an amount field, "45" becomes \$45.00 and for a rate field 45.000000. If a decimal point is found in a field, the Y or N value in DDEC is disregarded, and the decimal point is used just as it exists in the import file.

Specific examples of for each import are provided in the following sections.

IMPORTING CUSTOMER RECORDS—IMPORT FILE EXAMPLE

The following delimited file format example contains one keyword record and one customer to be imported. The format (TEST) has been defined to recognize the pipe as the separator. (Because this import equals one import record, the information should be on one line in the text file. This example has line breaks due to the width of the page.)

```
DIV=95 IMPORT=TEST POST=01312004 FUNC=I DDEC=N
101|3|1000|1000|Y|JOHNSON ST|Steve A. Johnson|830 Fox Run|PO Box
774287|Steamboat Springs|CO|80477|3038791710||JOHNSON JU|Judy Johnson|830
Fox Run|PO Box 774287|Steamboat Springs|CO|80477|3038791710
```

Table 10.6 takes each entry in the import example and defines the associated fields.

Table 10.6—Importing Customer Records—Delimited File Example Entries and Fields

Entry	Field Name	Import Field
DIV=95 IMPORT=TEST POST=01312004 FUNC=I DDEC=N	Keyword record	
101	Customer number	1
3	Billing run	2
1000	Class	3
1000	Region	4
Y	Active flag	5
JOHNSON ST	Billing sortkey	6
Steve A. Johnson	Billing name	7
830 Fox Run PO Box 774287	Billing street 1 street 2	8 9
Steamboat Springs CO 80477	Billing city STP post code	10 11 12
3038791710	Billing area code and phone Billing fax area code/number	13 14
JOHNSON JU	Contact sortkey	15
Judy Johnson	Contact name	16
830 Fox Run PO Box 774287	Contact street 1 street 2	17 18

Table 10.6—Importing Customer Records—Delimited File Example Entries and Fields

Entry	Field Name	Import Field
Steamboat Springs CO 80477	Contact city STP post code	19 20 21
3038791710	Contact area code and phone	22

IMPORTING CUSTOMER RECORDS—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

AR + Line number + .Y
(Line number is 0 + your TTY number)



Because many Accounts Receivable import types use the same file name, you can only have one import file in your system at any one time.

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- AR0864.Y

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING CUSTOMER RECORDS—IMPORTING THE FILE

To import the customer record file from the Execute Programs task (see *General Instructions for Importing Files* on page 228), enter the required information according to *Table 10.7*.

Table 10.7—Importing Customer Records—Importing the File

Field	Entry
Program Name	CUSAR10
Switches	Leave blank
Parameters	Leave blank

Table 10.7—Importing Customer Records—Importing the File (Continued)

Field	Entry
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING CUSTOMER RECORDS—IMPORT FILE ERRORS

Once you have imported your file, the system produces and saves an error report to the **FundWare > Data** folder:

```
ARX   +   Line number           +   .L##
        (Line number is 0 + your TTY number)   (## represents your division number)
```

For example, you are ready to import the file to Division 95, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the error file for a Division 95 import is:

- ARX0864.L95

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING CUSTOMER RECORDS—ERROR MESSAGES

If there are errors in the import, review the error report to determine their causes. Then edit or create a new import file to add or correct those customers in error and run the program again. *Table 10.8* defines some of the messages you may receive.

Table 10.8—Importing Customer Records—Error Messages

Message	Definition
Errors have occurred!	One or more errors have been found in input text file. Errors are listed in the print file and if an error is found for a customer, no changes are made for that customer.
AR[TTY #].Z not in system.	The input file listed does not exist in the data directory. The [line #] will be the number of the terminal executing the task.

Table 10.8—Importing Customer Records—Error Messages (Continued)

Message	Definition
ABFS parameter not in system.	The ABFS parameter has not been defined for the division specified in the keyword record.
No parameters supplied.	No valid keywords could be found in the first non-blank record in the input file.
Division must be 01–99.	The division number specified in the keyword record must be between 1 and 99.
Division not in system.	The division number specified in the keyword record has not been defined.
Keyword not recognized.	A keyword was found in the first non-blank record but it was not DIV= or SEP=.
Record type not numeric.	The first two characters of a record were not numeric. This could be caused by previous records not having enough or having too many separator characters.
Invalid record type.	The only valid record types are 00-08. This could be caused by previous records not having enough or having too many separator characters.
Duplicate field use.	More than one of a record type was found after a 00 record. For example, two records with an 03 record type in columns 1 and 2. This could be caused by previous records not having enough or having too many separator characters.
Customer number may not be used.	A zero customer number may not be used.
Billing run may not be changed.	You may not change a customers billing run after the customer has been defined.
Billing run may not be used.	The billing run must be between 1 and 40.
Billing run not in system.	The billing run specified has not been defined.
Class not in system.	The class specified has not been defined.
Region not in system.	The region specified has not been defined.
Customer active must be 'Y' or 'N'.	The only valid values for the customer active flag are Y and N.
Add interest must by 'Y' or 'N'.	The only valid values for the additional interest calculation are Y and N.

Table 10.8—Importing Customer Records—Error Messages (Continued)

Message	Definition
Add charges must by 'Y' or 'N'.	The only valid values for the additional charges calculation are Y and N.
Add alloc must by 'Y' or 'N'.	The only valid values for the additional allocations calculation are Y and N.
Add deposit must by 'Y' or 'N'.	The only valid values for the additional deposit calculation are Y and N.

IMPORT TRANSACTIONS

The Import Transactions task is used to import balance forward transactions from a text file into the Accounts Receivable module. This task will not post open item transactions. Some features include:

- Each execution of the task imports **one** batch of transactions.
- The number of transactions in a batch is essentially unlimited (over nine million).
- You can use decimal points and commas may be used for clarity, but they are ignored by the program.
- Amounts must all be numerals. Do not use the \$ character. You must enter all digits, including cents.
- Optionally, a batch total may be entered and checked against the total of all transactions in the batch.

IMPORTING TRANSACTIONS—IMPORT FILE FORMAT

The text files cannot contain special characters. Special characters, such as tabs and form-feeds, are typically characters that are not printable. Each line of text must be terminated with the line terminator for the operating system. For example, in MS-DOS the line terminator is a carriage return/new line sequence.

You use three types of records in the text file containing the transactions to be imported:

- Keyword record
- Batch total record
- Transaction records

This section defines the record types and explains how to format the records in the text file. Rules specific to each record type are explained below.

KEYWORD RECORD

The first non-blank line of the import text file is the keyword record (there can be only one in each import file). The keyword record identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = *nn* SEP = *x* FUNC = *opt*

where

- *nn* is the division number
- *x* is the separation character
- *opt* is the default for allocated payments. Must be Even ("E"), Oldest ("O"), or Both ("B"). The default is E.

BATCH TOTAL RECORD

The second non-blank line of the import text file is the batch total record (there can be only one in each import file). The batch total record contains the business date, an indicator whether batch total checking is required, and the total dollar amount of transactions to be imported. The maximum dollar amount of the batch total is 999,999,999,999.99. Use the format (with the default pipe sign as separator):

Business Date|Y or N|Batch Total

TRANSACTION RECORD

Each transaction must include two input records (i.e., two lines in the import file) that contain the information. The format is:

Customer#|Charge code|Description|Units|Unit price|Amount|
Allocated charge code|Allocated period|Account number|

IMPORTING TRANSACTIONS—FIELD DEFINITIONS

Each field in the import file must not exceed the lengths specified on the next page. Each field is separated by the separator character. Some of the fields have options, certain lengths and special considerations based on the charge code definition.

Table 10.9—Importing Transactions—Field Definitions

Field	Maximum Field Size
Customer number	Up to 9 numeric characters <ul style="list-style-type: none"> • The number must exist in your Accounts Receivable system.
Charge code	Up to 4 numeric characters <ul style="list-style-type: none"> • The number must exist in your Accounts Receivable system.
Description	30 characters that contain a description of the transaction <ul style="list-style-type: none"> • If the charge code allows the description to be entered, this description will be used. • Otherwise, the charge code description is used for the transaction.
Units	Maximum of 99,999,999,999.999999 <ul style="list-style-type: none"> • If the charge code allows the entry of units, the number entered will be used. • Otherwise, the units will be set to zero.
Unit Price	Maximum of 99,999,999,999.999999 <ul style="list-style-type: none"> • For calculated rate structures, the unit price is always set to zero. • For single rate structures, if the charge code allows the entry of unit price and one is present in the input record, use it. • Otherwise, use the unit price from the charge code definition.
Amount	Maximum of 999,999,999,999.999999 <ul style="list-style-type: none"> • For charge codes with calculated rate structures, the amount is always calculated. • For single rate structures, if the charge code allows entry of the amount and there is an amount in the input record, use it. • If the amount can be calculated, i.e., neither the units or unit price is zero, calculate the amount by using units X unit price. • Otherwise, use the single rate structure amount from the charge code definition.

Table 10.9—Importing Transactions—Field Definitions (Continued)

Field	Maximum Field Size
Allocated charge code	Up to 5 numeric characters (Optional field)
Allocated period	1 character (Optional field) <ul style="list-style-type: none"> When no allocated charge code or period is specified, the system must generate the allocations based on the option specified in the keyword record. Multiple entries cannot be entered for the input record. An allocated charge code is specified but no allocated period is specified. The FUNC= specified in the keyword record will be used to determine how the allocation is to be applied. Multiple entries could be posted for the input record. An allocated charge and period are specified. A single entry will be posted for the input record.
Account number	If the charge code allows entry of the account number and an account number is present in the input record, use it. <ul style="list-style-type: none"> Otherwise, the account number will be taken from the charge code definition. If allocated payments are used, the default account number is the allocated account specified in the charge code record. <ul style="list-style-type: none"> Otherwise, the account number can be specified in the text file.

IMPORTING TRANSACTIONS—IMPORT FILE EXAMPLE

This example contains three transactions that post to division 95.

```

DIV=95
02282004|Y|50.00|
100|20|Initial deposit|||50.00|
|
1000|2|Adj to 30 days|||-50.00|
A01 00 00 1110|
3000|250||5.000000|10.000000||
|
    
```

Table 10.10 takes each entry in the import example and defines the associated fields.

Table 10.10—Importing Transactions—Delimited File Example Entries and Fields

Line	Entry	Definition
line 1	DIV=95	Keyword record

Table 10.10—Importing Transactions—Delimited File Example Entries and Fields (Continued)

Line	Entry	Definition
line 2	02282004 Y 50.00	Batch total record • Batch total is 50.00 and will be checked against the transaction total.
line 3	100 20 Initial deposit 50.00	A 50 dollar deposit transaction, charge code 20, to customer 100. • The Units and Unit price fields are blank.
line 4		• The account number will be taken from the charge code definition. • The Allocated charge code and Allocated period fields are blank.
line 5	1000 2 Adj to 30 days -50.00	A -50.00 adjustment, charge code 2, to customer 1000.
line 6	A01 00 00 1110	Transaction will be posted to this account. • The Allocated charge code and Allocated period fields are blank.
line 7	3000 250 5.000000 10.000000	A 50.00 initial water charge, charge code 250, to customer 3000.
line 8		• The account number will be taken from the charge code definition. • The Allocated charge code and Allocated period fields are blank.

IMPORTING TRANSACTIONS—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

AR + 0 + your Station ID number + .Y



Because many Accounts Receivable import types use the same file name, you can only have one import file in your system at any one time.

For example, if your Station ID number is 864, the import name must be:

- AR0864.Y

For more information on Station ID numbers, see *Appendix F—Determining Your Station ID* on page 355.

IMPORTING TRANSACTIONS—IMPORTING THE FILE

To import the transactions file from the Execute Programs task (see *General Instructions for Importing Files* on page 228), enter the required information according to *Table 10.11*.

Table 10.11—Importing Transactions—Importing the File

Field	Entry
Program Name	CUSAR20
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING TRANSACTIONS—IMPORT FILE ERRORS

Once you have imported your file, the system produces and saves an error report to the **FundWare > Data** folder:

ARY + 0 + your Station ID number + .L##
 (## represents your division number)

For example, if your Station ID number is 864, the error file for a Division 95 import is:

- ARY0864.L95

For more information on Station ID numbers, see *Appendix F—Determining Your Station ID* on page 355.

IMPORTING TRANSACTIONS—ERROR MESSAGES

If there are errors in the import, review the error report to determine their causes. Then edit or create a new import file to add or correct those customers in error and run the program again. *Table 10.12* defines some of the messages you may receive.

Table 10.12—Importing Transactions—Error Message

Message	Definition
Errors have occurred in extract!	Format errors have been found in transaction extract. The batch will not be posted.
Errors have occurred in edit!	Fatal errors have been found in transaction edit. The batch will not be posted.
No transactions to post!	The import file contained no valid transactions to post. Create a text file named AR[line #].Y that contains valid accounts receivable transactions.
AR[line #].Y File not in system.	The input text file was not in the data directory. The [line #] will be the number of the terminal executing the task.
No parameters supplied.	The keyword record was not found. The keyword record must contain DIV= and optionally SEP= for the separator character. It must be the first non-blank record in the input file.
Division must be 01–99.	The division specified in the DIV= parameter must be in the range of 01 to 99.
Division not in system.	The division specified in the DIV= parameter has not been defined.
Keyword not recognized.	The only valid keywords in the first non-blank record in the text file are DIV= and SEP=.
Balance flag must by 'Y' or 'N'.	The second field in the batch total record must be Y or N to indicate whether or not the batch total should be checked.
Function may not be used.	The specified function was invalid. Valid values are: "E", "O" or "B".
Invalid posting date.	The first field in the batch total record must be a valid calendar date, format MMDDYYYY.
Transactions do not balance.	The computed transaction total does not equal the batch total entered in the batch total record and the check balance flag was entered as a Y.
Customer may not be used.	A customer number of all zeros may not be used.

Table 10.12—Importing Transactions—Error Message (Continued)

Message	Definition
Customer not in system.	The customer number in the record has not been defined.
Billing run not in system.	The billing run in the customer record was not found in the ABFS parameter.
Year end not yet run.	The current period for the billing run in the ABFS parameter is greater than the year end period for the billing run in the ABFC parameter record.
Warning! Statement already printed.	The statement has already been printed for the customer.
Warning! Customer inactive.	The customer has been flagged as inactive.
Charge code not in system.	The charge code entered in the transaction has not been defined.
Donations not allowed.	A charge code that has been defined as a donation type was entered in the transaction and donations are not supported at this time.
Billing run uses payment allocation.	.A payment type charge code was entered for a customer whose billing run uses payment allocation. Transactions may not be imported for customers in billing runs that use payment allocation.
Account number may not be used.	No account number was entered on a transaction and no account number exists in the charge code definition.
ID type x not in system.	The account number for the ID type listed has not been defined.
Units X unit price not = amount.	The calculated units X unit price in the transaction does not equal the amount entered in the transaction.

IMPORTING ORDERS

This task is used to import orders from a text file into the Accounts Receivable system. Some features include:

- Each execution of the task imports **one** batch of orders.
- The number of transactions in a batch is essentially unlimited (over nine million).

- You can use decimal points and commas may be used for clarity, but they are ignored by the program.
- Amounts must all be numerals. Do not use the \$ character. You must enter all digits, including cents.

IMPORTING ORDERS—IMPORT FILE FORMAT

The text files cannot contain special characters. Special characters, such as tabs and form-feeds, are typically characters that are not printable. Each line of text must be terminated with the line terminator for the operating system. For example, in MS-DOS the line terminator is a carriage return/new line sequence.

You use three types of records in the text file containing the transactions to be imported:

- Keyword record
- Batch total record
- Transaction records

The program processes imported orders the same as the Enter Order task based upon how the system parameter flags are defined. This section defines the record types and explains how to format the records in the text file. Rules specific to each record type are explained below.

KEYWORD RECORD

The first non-blank line of the import text file is the keyword record (there can be only one in each import file). The keyword record identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

$DIV = nn \text{ SEP} = x$

where

- nn is the division number
- x is the separation character

BATCH HEADER RECORD—RECORD TYPE 0

The second non-blank line of the import text file is the batch header record (there can be only one in each import file). The batch header record contains the record type (must be the number 0), the business date, group name, operator and the form name for this batch. Use the format (with the default pipe sign as separator):

Record type|Business date|Group name|Operator|Formz

Table 10.13 defines each entry in the batch total record.

Table 10.13—Batch Header Record (Type 0)—Field Definitions

Field	Definition
Record type	0 (zero)
Business date	mmddyyyy
Group name	Must be a valid RAM group name. Up to 10 characters.
Operator	Enter operator name. Up to 3 characters.
Form	The form name. Up to 5 characters.

ORDER HEADER RECORD—RECORD TYPE 1

Use one order header record (i.e., Record Type 1) for *each* order in the batch. This record contains three lines. The format for record type 1 is explained below. Please note: lines 2 and 3 are indented two spaces. (Also, the information in line 1 should be on one line in the text file. This example has line breaks due to the width of the page.)

Line 1 (S = Ship). The format is:

1|Record type|Cust #|S name|S str1|S str2|S city|S STP|S post code|S country|S phone #|S FAX #

Description|Ship method|Terms|Client PO
User 1|User 2|User 3|User 4|User 5

Table 10.14 defines each entry in record type 1.

Table 10.14—Record Type 1—Field Definitions

Field	Definition
Line 1	
Record type	1 (one)

Table 10.14—Record Type 1—Field Definitions (Continued)

Field	Definition
Customer number	Up to 9 digits.
Ship name	Up to 35 characters. <ul style="list-style-type: none"> • If you enter “Bill”, the name, street 1 and 2, City/STP/Post, country, phone and FAX numbers from the Billing info field in the master customer record will be imported. • If you enter “Contact”, the name, street 1 and 2, City/STP/Post, country, phone and FAX numbers from the Contact info field in the master customer record will be imported.
Ship street 1	Up to 35 characters.
Ship street 2	Up to 35 characters.
Ship city	Up to 19 characters.
Ship STP	Up to 5 characters.
Ship postal code	Up to 9 characters.
Ship country	Up to 35 characters.
Ship phone number	Up to 10 digits.
Ship FAX number	Up to 10 digits.
Line 2	
Description	Up to 30 characters.
Ship method	Up to 30 characters. If left blank, the ship method from the customer's master record will be imported.
Terms	Up to 30 characters. If left blank, the terms from the customer's master record will be imported.
Client PO	Up to 30 characters.
Line 3	
User 1	Up to 30 characters.
User 2	Up to 30 characters.
User 3	Up to 30 characters.
User 4	Up to 30 characters.
User 5	Up to 30 characters.

ORDER DETAIL RECORD—RECORD TYPE 2

Record type 2 is used for order detail. You must have at least one record type 2 for each record type 1; however, you may have multiple record type 2s depending on the number of item numbers defined for each order. The format is:

Use at least one order detail record (i.e., Record Type 2) for *each* order header record (type 1). This record contains two lines. The format for record type 2 is explained below. Please note: line 2 is indented two spaces. (Also, the information in line 1 should be on one line in the text file. This example has line breaks due to the width of the page.)

```
2|Record type|Item #|Line type|Stock #|Code|Detail desc1|Detail desc2|
  Detail desc3|Detail desc4
    Quantity|Unit of measure|Unit price|Amount|Account
```

Table 10.15 defines each entry in record type 1.

Table 10.15—Record Type 2—Field Definitions

Field	Definition
Line 1	
Record type	2 (two)
Item number	Up to 4 characters.
Line type	1 digit. Must be a C (charge code) or a S (stock code). A “S” entry is only valid with the inventory system.
Stock number	Up to 15 characters. Enter stock number if you selected an S.
Code	Up to 4 digits. Enter charge code number if you selected a C.
Detail description 1	Up to 55 characters.
Detail description 2	Up to 55 characters.
Detail description 3	Up to 55 characters.
Detail description 4	Up to 55 characters.
Line 2	
Quantity	Up to 10 digits and 6 decimal places (six decimal places are required). <ul style="list-style-type: none"> • If the amount field is left blank, the system will compute the amount by multiplying the quantity and unit price fields. • If the quantity, unit price and amount fields contains numbers, the system will verify that quantity times the unit price equals the number in the amount field. If not, an error message will be printed.

Table 10.15—Record Type 2—Field Definitions (Continued)

Field	Definition
Unit of measure	Up to 5 characters.
Unit price	Up to 10 digits and 6 decimal places (six decimal places are required). <ul style="list-style-type: none"> • If the amount field is left blank, the system will compute the amount by multiplying the quantity and unit price fields. • If the quantity, unit price and amount fields contains numbers, the system will verify that quantity times the unit price equals the number in the amount field. If not, an error message will be printed.
Amount	Up to 10 digits and 2 decimal places (two decimal places are required). <ul style="list-style-type: none"> • If the amount field is left blank, the system will compute the amount by multiplying the quantity and unit price fields. • If the quantity, unit price and amount fields contains numbers, the system will verify that quantity times the unit price equals the number in the amount field. If not, an error message will be printed.
Account	Up to 55 characters.

IMPORTING ORDERS—IMPORT FILE EXAMPLE

The following example adds to invoice form FORM1, customer 10, with a charge code of 7001 in Division 95.

```
DIV=95
0|01312004||KAR|FORM1
1|10|Mark Swans|3989 North Federal Highway||
Westminster|CO|80232||3035661000|Cookbook reorder|
UPS Reg|Net 30|8650 2% discount if pay cash|||
2|1|C||7001|Colorado Cookbook II||
1.000000|each|30.000000||A0100004910
```

IMPORTING ORDERS—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

```
AR      +   Line number          +   .Y
         (Line number is 0 + your TTY number)
```



Because many Accounts Receivable import types use the same file name, you can only have one import file in your system at any one time.

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- AR0864.Y

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING ORDERS—IMPORTING THE FILE

To import the orders file from the Execute Programs task (see *General Instructions for Importing Files* on page 228), enter the required information according to *Table 10.16*.

Table 10.16—Importing Orders—Importing the File

Field	Entry
Program Name	CUSAR25
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING ORDERS—IMPORT FILE ERRORS

Once you have imported your file, the system produces and saves an error report to the **FundWare > Data** folder:

ARX + Line number + .L##
 (Line number is 0 + your TTY number) (# represents your division number)

For example, you are ready to import the file to Division 95, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the error file for a Division 95 import is:

- ARX0864.L95

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING ORDERS—ERROR MESSAGES

Table 10.17 explains the messages that may appear on the screen as you execute the program.

Table 10.17—Importing Orders—Screen Error Messages

Message	Definition
ABFS parameter requires conversion.	The wrong version of the ABFS parameter record is installed. Install the correct version of the program.
Errors have occurred in extract!	Format errors have been found in the text extract program and the task is terminated.
Errors have occurred in edit!	Errors have been found while editing the extracted text file and the task is terminated.
File not in system.	An input file could not be found with the name of AR(line).Y.
ICSS parameter requires conversion.	The wrong version of the ICSS parameter record is installed. Install the correct version of the program.
Inventory not active.	The ICSS parameter has not been defined but the ABFS parameter uses stock numbers.
No transactions to post!	No valid transactions were found to post and the task is terminated.
Parameter not in system.	The ABFS parameter has not been defined.

Table 10.18 explains the messages that may appear on the screen as you execute the program. If errors are reported, correct the errors in the text file and import the file again.

Table 10.18—Importing Orders—Error Report Messages

Message	Definition
Charge code not in system.	The charge code in the order detail record has not been defined.
Customer billing run not in system.	The customer billing run has not been defined.
Customer billing run not open item.	The customer billing run is not open item.

Table 10.18—Importing Orders—Error Report Messages (Continued)

Message	Definition
Customer can't be used.	The customer number in the order header record is zero which is not valid.
Customer not in system.	The customer number in the order header record has not been defined.
Division must be 01–99.	The division number supplied after the DIV= keyword must be in the range of 01 to 99.
Division not in system.	The division number supplied after the DIV= keyword has not been defined.
Duplicate detail.	Two or more detail records for the same order have been input with the same item number.
File not in system.	An input file could not be found with the name of AR(line).Y.
Form not in system.	The form number in the order header record has not been defined.
Header entry has no detail.	The header record has no detail record defined.
Invalid field number.	Field number (column 1 of each record) must be: <ul style="list-style-type: none"> • 0 = Batch header record • 1 = Order header record • 2 = Order detail record
Invalid line type.	The line type must be "S" or "C."
Invalid posting date.	The posting date in the batch header record must be a valid calendar date.
Invalid transaction account.	The transaction account entered in the detail record is not valid.
Keyword not recognized.	The only valid keywords are DIV= and SEP=.
No parameters supplied.	No keywords were found in the first non-blank record in the input file.
Operator not in system.	The operator number in the batch header record has not been defined.
Stock number can't be used.	The stock number in the order detail record is zero which is not valid.
Stock number not in system.	The stock number in the order detail record has not been defined
Unit times unit price not = amount.	The unit, unit price and amount fields must be correct.

IMPORTING METER TRANSACTIONS

This task is used to import meter readings from a text file into the Accounts Receivable system. Some features include:

- Each execution of the task imports **one** batch of meter readings.
- The number of transactions in a batch is essentially unlimited (over nine million).
- You can use decimal points and commas for clarity, but they are ignored by the program.
- Amounts must all be numerals. Do not use the \$ character. You must enter all digits, including cents.

IMPORTING METER TRANSACTIONS—IMPORT FILE FORMAT

The text files cannot contain special characters. Special characters, such as tabs and form-feeds, are typically characters that are not printable. Each line of text must be terminated with the line terminator for the operating system. For example, in MS-DOS the line terminator is a carriage return/new line sequence.

You use three types of records in the text file containing the transactions to be imported:

- Keyword record
- Batch header record
- Meter reading record

KEYWORD RECORD

The first non-blank line of the import text file is the keyword record (there can be only one in each import file). The keyword record identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = *nn* SEP = *x*

where

- *nn* is the division number
- *x* is the separation character

BATCH HEADER RECORD—RECORD TYPE 1

The second non-blank line of the import text file is the batch header record (there can be only one in each import file). The batch header record contains the record type (must be the number 1), the business date, and the function for this batch. The following functions are allowed:

- A—Enter meter readings
- B—Adjust current readings
- C—Enter delayed readings
- D—Adjust delayed readings

Use the format (with the default pipe sign as separator):

1|Business Date|Function|

METER READING RECORD—RECORD TYPE 2

Each meter reading uses one input record that contains the information. The format is:

2|Customer#|Meter#|Reading Date|Meter reading|

Table 10.19 defines each entry in record type 2.

Table 10.19—Record Type 2—Field Definitions

Field	Definition
Customer#	Up to 9 numeric characters <ul style="list-style-type: none"> • The number must exist in your Accounts Receivable system.
Meter#	Up to 10 numeric characters <ul style="list-style-type: none"> • The number must exist in your Accounts Receivable system.
Reading Date	This must be valid calendar date in the format MMDDYYYY.
Meter reading	The meter reading is a number that contains a maximum of 99,999,999,999.999999.

IMPORTING METER TRANSACTIONS—IMPORT FILE EXAMPLE

This example contains three meter readings that post to division 95. The function for the batch is type B, change meter readings.

```
DIV=95
1|05312004|B|
2|100|w100|05152004|7500057.376900|
2|300|w300|05202004|4679.000000|
2|400|w400|05212004|50.000000
```

Table 10.20 defines each entry in the example.

Table 10.20—Importing Meter Transactions—Example Import File

Entry	Definition
DIV=95	Keyword record
1 05312004 B	Batch header
2 100 w100 05152004 7500057.376900	Meter reading
2 300 w300 05202004 4679.000000	Meter reading
2 400 w400 05212004 50.000000	Meter reading

IMPORTING METER TRANSACTIONS—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

```
AR      +   Line number      +   .N
          (Line number is 0 + your TTY number)
```

For example, if your TTY number is 864, the line # is 0864. So the import file name would be:

- AR0864.N

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING METER TRANSACTIONS—IMPORTING THE FILE

To import the meter transactions file from the Execute Programs task (see *General Instructions for Importing Files* on page 228), enter the required information according to *Table 10.21*.

Table 10.21—Importing Meter Transactions—Importing the File

Field	Entry
Program Name	CUSAR32
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING METER TRANSACTIONS—IMPORT REPORT

When you import meter transactions, the system saves a transaction report to the **FundWare > Data** folder:

ARN + Line number + .L##
 (Line number is 0 + your TTY number) (## represents your division number)

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the error file for a Division 95 import is:

- ARN0864.Y

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING METER TRANSACTIONS—IMPORT FILE ERRORS

When you run the import task, the system checks the file for errors. If errors are found, the error report is saved to the **FundWare > Data** folder with the following name:

ARN + Line number + .L##
 (Line number is 0 + your TTY number) (# represents your division number)

For example, if your TTY number is 864, the line # is 0864. So the error file for Division 95 import is:

- ARN0864.L95

If there are errors, review the error report to determine their causes. Then either edit or create a new import file to add or correct those meter transactions in error and run the program again.

IMPORTING METER TRANSACTIONS—ERROR MESSAGES

Table 10.22 explains errors messages that you may receive during this process.

Table 10.22—Importing Meter Transactions—Error Messages

Message	Definition
Errors occurred in extract.	Format errors have been found in the input text file. The batch is not posted.
Parameter not in system.	The ABFS system parameter has not been defined for the division specified in the DIV= parameter of the keyword record.
Meters not used.	The A/R system being updated is not set up to use meters.
Errors occurred in edit.	Errors have been found in the input file. The batch is not posted.
No transactions to post.	No valid transactions were found in the input text file.
No parameters supplied.	A valid keyword record, which must be the first non-blank record in the file was not found.
Division must be 01–99.	The division number found in the DIV= keyword record must be in the range of 01 to 99.
Division not in system.	The division number found in the DIV= keyword record has not been defined.
Keyword not recognized.	The only valid keywords in the first non-blank record in the file are DIV= and SEP=.

Table 10.22—Importing Meter Transactions—Error Messages (Continued)

Message	Definition
Invalid record type.	The only valid record types (column 1 of each record) after the keyword record are 1 for the header record and 2 for the detail records.
Invalid posting date.	The posting date, field 2 in the header record, is not a valid calendar date. The format is MMDDYYYY.
Header record missing.	The first non-blank record after the keyword record must be a record type 1.
Invalid function.	The function in the header must be one of the following: <ul style="list-style-type: none"> • A—Enter meter readings • B—Adjust current meter readings • C—Enter delayed meter readings • D—Adjust delayed meter readings
Record type is not detail.	All records following the header record must be detail records (type 2).
Customer not in system.	The customer number in the detail record has not been set up in the AR system.
Warning—customer inactive.	The customer number in the detail record has been coded as inactive in the AR system.
Warning—statement already printed.	The customer number in the detail record has already had a statement printed in the current billing period.
Meter not in system.	The customer/meter number in the detail record has not been set up in the AR system.
Reading already in system.	The function for this run is “enter meters” or “enter delayed meters” and the customer/meter number in the detail record has already had a meter reading entered for this billing period.
Reading not in system.	The function for this run is “adjust meters” or “adjust delayed meters” and the customer/meter number in the detail record has not had a meter reading entered for the current billing period.
Meter has delayed reading.	The function for this run is “adjust meters” and the customer/meter number in the detail record has a delayed meter reading in the current billing period.
Meter has current reading.	The function for this run is “adjust delayed meters” and the customer/meter number in the detail record has a meter reading in the current billing period.
Duplicate entry.	The customer/meter number in the detail record has already been entered in this batch.

Table 10.22—Importing Meter Transactions—Error Messages (Continued)

Message	Definition
Meter reading greater than meter digits.	The meter reading in the detail record has more significant digits than is allowed for the meter.
Warning—reading looped past zero.	The meter reading in the detail record caused the meter to roll over.
Charge code entry not allowed.	The customer/meter/charge code in the meter billing charge file (ARN) is coded as active but the charge code does not exist in the charge code (ARF) file.

IMPORTING METER MAINTENANCE

Use this task to import both information for new meters and changes to current meter records. When you are making a change, you only need to include the customer number, meter number and the information being changed.

IMPORTING METER MAINTENANCE—REQUIREMENTS AND CAUTIONS

The following rules apply to each import file:

- One (and only one) keyword record must be present as the first non-blank record in the file.
- A type 00 record must be used to assign a customer number and meter number. All field numbers following the 00 record pertain to the customer/meter number in the 00 record.
- Blank fields must be indicated by separator characters.
- If you wish to change any of the information in a particular record type, you must include all fields for that record type. For example, if you wish to change the route sequence using record type 03, you must also include the route number for the meter.

IMPORTING METER MAINTENANCE—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

AR + Line number + .M
(Line number is 0 + your TTY number)

For example, if your TTY number is 864, the line # is 0864. So the import file name would be:

- AR0864.M

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING METER MAINTENANCE—IMPORT FILE FORMAT

You use two types of records in the text file containing the meter maintenance readings to be imported:

- Keyword records, and
- Meter records.

This section defines the record types and explains how to format the records in the text file. Rules specific to a record type are explained below.

KEYWORD RECORD

The first non-blank line of the import text file is the keyword record (there can be only one in each import file). The keyword record identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = *nn* SEP = *x*

where

- *nn* is the division number
- *x* is the separation character

METER RECORDS

All other records must be a two-digit record type followed by a field separator and the information for the field. Character fields begin directly after the field separator character and terminate at the next field separator. Fields that are too short are padded with spaces, those that are too long are truncated.

Table 10.23 defines the record types and fields for the meter records.

Table 10.23—Importing Meter Maintenance—Meter Record Field Descriptions

Type	Field Description	Maximum Field Size
00	Customer number Meter number	9 digits 10 characters
01	Meter type	5 characters
02	Status	1 character (FNLI)
03	Route number Route sequence	4 characters 4 characters
04	House number Direction Street	5 characters 1 character 30 characters
05	Service note 1 Service note 2	30 characters 30 characters
06	Multiplier Meter digits Demand meter	99,999,999,999.999999 1 digit character (Y or N)
07		
08	Date 1 Reading 1 Date 2 Reading 2 Date 3 Reading 3 Date 4 Reading 4 Date 5 Reading 5 Date 6 Reading 6	for each date and reading: 99/99/9999 99,999,999,999.999999
09	Date 7 Reading 7 Date 8 Reading 8 Date 9 Reading 9 Date 10 Reading 10 Date 11 Reading 11 Date 12 Reading 12	for each date and reading: 99/99/9999 99,999,999,999.999999
10	Code 1 Status 1 Code 2 Status 2 Code 3 Status 3 Code 4 Status 4 Code 5 Status 5 Code 6 Status 6 Code 7 Status 7 Code 8 Status 8	For each code and status: 4 digits 1 character (I or A)

IMPORTING METER MAINTENANCE—IMPORT FILE EXAMPLE

The following example adds customer 1000, meter number W100 and changes the Route number and route sequence for customer 2000, meter number W200 in division 95.

```

DIV=95
00|1000|W100|
01|Water|
02|F|
03|1000|1001|
04|123|E|Main St.|
05|Meter in back of house|Large dog|
06|1|4|N|
08|01312004|1000|
10|201|A|
00|2000|W200|
03|1000|1002|
    
```

IMPORTING METER MAINTENANCE—IMPORTING THE FILE

To import the meter maintenance file from the Execute Programs task (see *General Instructions for Importing Files* on page 228), enter the required information according to *Table 10.24*.

Table 10.24—Importing Meter Maintenance—Importing the File

Field	Entry
Program Name	CUSAR31
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING METER TRANSACTIONS—IMPORT REPORT

When you import meter transactions, the system saves a transaction report to the **FundWare > Data** folder:

ARM + Line number + .L##
(Line number is 0 + your TTY number) (## represents your division number)

For example, you are ready to import the file to division 95, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- ARM0864.L95

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING METER MAINTENANCE—IMPORT FILE ERRORS

When you run the import task, the system checks the file for errors. If errors are found, the error report is saved to the **FundWare > Data** folder with the following name:

ARM + Line number + .L##
(Line number is 0 + your TTY number) (## represents your division number)

For example, if your TTY number is 864, the line # is 0864. So the error file for Division 95 import is:

- ARM0864.L95

If there are errors, review the error report to determine their causes. Use the Define Meters task to edit the meters, or create or edit a new import file to add or correct those meters in error and run the program again.

IMPORTING METER MAINTENANCE—ERROR MESSAGES

Table 10.25 explains errors messages that you may receive during this process.

Table 10.25—Importing Meter Maintenance—Error Messages

Message	Definition
Errors have occurred!	One or more errors have been found in input text file. Errors are listed in the print file and if an error is found for a meter, no changes are made for that meter.
AR[line #].M not in system.	The input file listed does not exist in the data directory. The [line #] will be the number of the terminal executing the task.
ABFS parameter not in system.	The ABFS parameter has not been defined for the division specified in the keyword record.
No parameters supplied.	No valid keywords could be found in the first non-blank record in the input file.
Division must be 01-99.	The division number specified in the keyword record must be between 1 and 99.
Division not in system.	The division number specified in the keyword record has not been defined.
Keyword not recognized.	A keyword was found in the first non-blank record but it was not DIV= or SEP=.
Record type not numeric.	The first two characters of a record were not numeric. This could be caused by previous records not having enough or having too many separator characters.
Invalid record type.	The only valid record types are 00–10. This could be caused by previous records not having enough or having too many separator characters.
Duplicate field use.	More than one of a record type was found after a 00 record. For example, two records with an 03 record type in columns 1 and 2. This could be caused by previous records not having enough or having too many separator characters.
Customer not in system.	The specified customer does not yet exist.
Meter number may not be used.	A blank meter number may not be used.
Status may not be used.	An invalid meter status may not be used.
Multiplier may not be used.	A multiplier must be a non-zero value.
Demand may not be used.	An invalid demand indicator may not be used.

Table 10.25—Importing Meter Maintenance—Error Messages (Continued)

Message	Definition
Charge code not in system.	The specified meter charge code has not been defined.
Charge status may not be used.	An invalid charge code status may not be used.
Readings may not be used.	Once activity has been posted, meter readings may not be imported.
Reading date may not be used.	An invalid reading date may not be used.
Reading too large.	A reading was entered that was larger than the number of digits allowed.

IMPORTING REPETITIVE BILLING

Use this task to import both information for new repetitive billing charges and changes to current repetitive billing charge records. When you are making a change, you only need to include the customer number, cycle, charge code and the information being changed.

IMPORTING REPETITIVE BILLING—REQUIREMENTS AND CAUTIONS

- One (and only one) keyword record must be present as the first non-blank record in the file.
- A type 00 record must be used to assign a customer number, cycle and charge code. All field numbers following the 00 record pertain to the customer/cycle/charge code in the 00 record.
- Blank fields must be indicated by separator characters.
- If you wish to change any of the information in a particular record type, you must include all fields for that record type. For example, if you wish to change the amount for record type 03, you must also include the unit and unit price field with either a value or separator characters.

IMPORTING REPETITIVE BILLING—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

AR + Line number + .R
(Line number is 0 + your TTY number)

For example, if your TTY number is 864, the line # is 0864. So the import file name would be:

- AR0864.R

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING REPETITIVE BILLING—IMPORT FILE FORMAT

You use two types of records in the text file containing the repetitive billings to be imported:

- Keyword records, and
- Repetitive charge records.

This section defines the record types and explains how to format the records in the text file. Rules specific to a record type are explained below.

KEYWORD RECORD

The first non-blank line of the import text file is the keyword record (there can be only one in each import file). The keyword record identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = *nn* SEP = *x*

where

- *nn* is the division number
- *x* is the separation character

REPETITIVE CHARGE RECORDS

All other records must be a two digit record type followed by a field separator and the information for the field. Character fields begin directly after the field separator character and terminate at the next field separator. Fields that are too short are padded with spaces, those that are too long are truncated. Refer to the example for formatting information.

Table 10.26 defines the record types and fields for the meter records.

Table 10.26—Importing Repetitive Billing—Charge Records Field Definitions

Type	Field Description	Maximum Field Size
00	Customer number Cycle Charge code	9 digits 2 digits 4 digits
01	Description	30 characters
02	Type	1 character (AUR)
03	Units Unit price Amount	99,999,999,999.999999 99,999,999,999.999999 999,999,999,999.999.99

IMPORTING REPETITIVE BILLING—IMPORT FILE EXAMPLE

The following example adds customer 1000, cycle 01, charge code 201 and changes the description for customer 2000, cycle 01, charge code 301 in division 95.

```
DIV=95
00|1000|01|201|
01|Monthly water charge|
02|A|
03|||2500|
00|2000|01|301|
01|Monthly sewer charge|
```

IMPORTING REPETITIVE BILLING—IMPORTING THE FILE

To import the repetitive billing file from the Execute Programs task (see *General Instructions for Importing Files* on page 228), enter the required information according to *Table 10.27*.

Table 10.27—Importing Repetitive Billing—Importing the File

Field	Entry
Program Name	CUSAR40
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING REPETITIVE BILLING—IMPORT REPORT

When you import meter transactions, the system saves a transaction report to the **FundWare > Data** folder:

ARS + Line number + .L##
 (Line number is 0 + your TTY number) (## represents your division number)

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- ARS0864.L95

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING REPETITIVE BILLING—IMPORT FILE ERRORS

When you run the import task, the system checks the file for errors. If errors are found, the error report is saved to the **FundWare > Data** folder with the following name:

ARS + Line number + .L##
 (Line number is 0 + your TTY number) (# represents your division number)

For example, if your TTY number is 864, the line # is 0864. So the error file for Division 95 import is:

- ARS0864.L95

If there are errors, review the error report to determine their causes. Use the Define Repetitive Charge task or Define Repetitive Billing to edit the meters, or create or edit a new import file to add or correct those meters in error and run the program again.

IMPORTING REPETITIVE BILLING—ERROR MESSAGES

Table 10.28 explains errors messages that you may receive during this process.

Table 10.28—Importing Repetitive Billing—Error Messages

Message	Definition
Errors have occurred!	One or more errors have been found in input text file. Errors are listed in the print file and if an error is found for a meter, no changes are made for that meter.
AR[line #].R not in system.	The input file listed does not exist in the data directory. The [line #] will be the number of the terminal executing the task.
ABFS parameter not in system.	The ABFS parameter has not been defined for the division specified in the keyword record.
No parameters supplied.	No valid keywords could be found in the first non-blank record in the input file.
Division must be 01–99.	The division number specified in the keyword record must be between 1 and 99.
Division not in system.	The division number specified in the keyword record has not been defined.
Keyword not recognized.	A keyword was found in the first non-blank record but it was not DIV= or SEP=.

Table 10.28—Importing Repetitive Billing—Error Messages (Continued)

Message	Definition
Record type not numeric.	The first two characters of a record were not numeric. This could be caused by previous records not having enough or having too many separator characters.
Invalid record type.	The only valid record types are 00–10. This could be caused by previous records not having enough or having too many separator characters.
Duplicate field use.	More than one of a record type was found after a 00 record. For example, two records with an 03 record type in columns 1 and 2. This could be caused by previous records not having enough or having too many separator characters.
Customer not in system.	The specified customer does not yet exist.
Charge code not in system.	The specified meter charge code has not been defined.
Charge type may not be used.	An invalid charge type may not be used.
Cycle may not be used.	The specified cycle number can not be zero.

EXPORTING ALLOCATION AGING

The Export Allocation Aging task allows you to extract the Accounts Receivable aging information into a text file. This file can then be imported into a spreadsheet or other processing program for producing various user reports.

EXPORTING ALLOCATION AGING—REQUIREMENTS AND CAUTIONS

The output of this task is only as current as the current information maintained in the FundWare files.

EXPORTING ALLOCATION AGING—EXPORT FILE NAME

You have two options for the export file name:

- The default file name (##ARA.TXO, where ## represents your division number), or
- A user-defined file name.

EXPORTING ALLOCATION AGING—EXPORTING THE FILE

Use the following instructions to export the allocation aging information.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 10.3*).

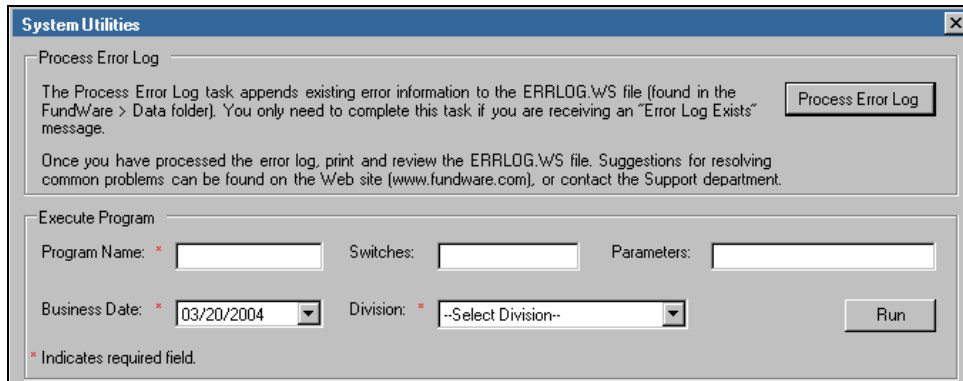


Figure 10.3—System Utilities—Executing a Program

4. In the Execute Program area, enter the required information according to *Table 10.29*.

Table 10.29—Exporting Allocation Aging—Exporting the File

Field	Entry
Program Name	CUSAR15
Switches	Leave blank

Table 10.29—Exporting Allocation Aging—Exporting the File (Continued)

Field	Entry
Parameters	DIV=## O=filename <ul style="list-style-type: none"> • Where ## represents your division number. • O=filename is optional. This option allows you to enter a user-defined export file name. <ul style="list-style-type: none"> — The export file name will match exactly what you enter after the equal sign. For example, “filename” has not file extension (e.g., .txt); therefore, the export file will have extension.
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list. <ul style="list-style-type: none"> • You must select your division, even though you are also specifying the division in the Parameters field.

EXPORTING ALLOCATION AGING—EXPORT FILE FIELD DEFINITIONS

Character fields are always surrounded by quotes, numeric fields are always printed without commas and contain a leading “-” if the field is negative. *Figure 10.30* defines the fields in the export file.

Table 10.30—Exporting Allocation Aging—Field Definitions

Field Number	Definition
1	Customer number
2	Charge code
3	Current period postings
4	Current 30-day period postings
5	Current 60-day period postings
6	Current 90-day period postings

EXPORTING ALLOCATION AGING—EXPORT FILE EXAMPLE

The following is an example of an export file.

```
100,201,102.47,.00,.00,.00
100,202,20.00,.00,.00,.00
100,301,50.00,.00,.00,.00
100,401,60.00,.00,.00,.00
100,501,15.00,.00,.00,.00
200,11,1.58,1.21,.00,.00
200,15,.00,1.44,.00,.00
200,16,8.42,.00,.00,.00
200,201,29.52,28.73,.00,.00
200,202,20.00,20.00,.00,.00
200,302,10.81,8.84,.00,.00
200,401,30.00,30.00,.00,.00
200,501,15.00,15.00,.00,.00
300,201,27.80,.00,.00,.00
300,202,20.00,.00,.00,.00
300,302,6.50,.00,.00,.00
300,401,30.00,.00,.00,.00
300,501,15.00,.00,.00,.00
```

EXPORTING CUSTOMER RECORDS

The Export Customer Records task allows you to extract the Accounts Receivable customer master records into a text file. This file can then be imported into a spreadsheet or other processing program for producing various user reports.

EXPORTING CUSTOMER RECORDS—REQUIREMENTS AND CAUTIONS

The output of this task is only as current as the current information maintained in the FundWare files.

EXPORTING CUSTOMER RECORDS—EXPORT FILE NAME

You have two options for the export file name:

- The default file name (##ARC.TXO, where ## represents your division number), or
- A user-defined file name.

EXPORTING CUSTOMER RECORDS—EXPORTING THE FILE

Use the following instructions to export the allocation aging information.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 10.4*).

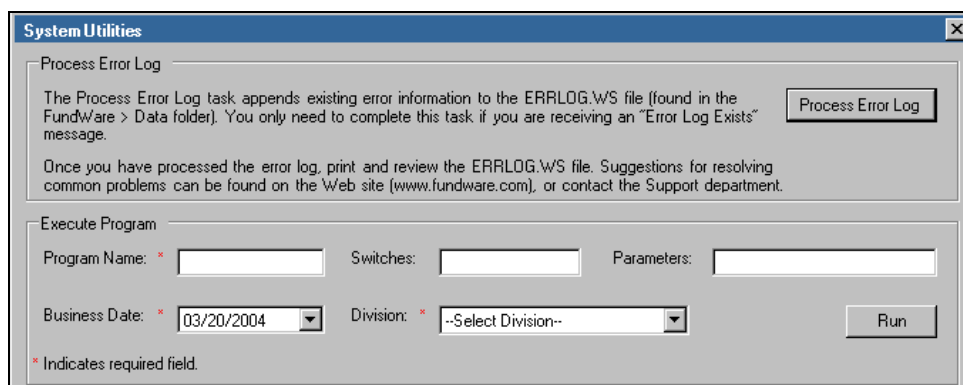


Figure 10.4—System Utilities—Executing a Program

4. In the Execute Program area, enter the required information according to *Table 10.31*.

Table 10.31—Exporting Customer Records—Exporting the File

Field	Entry
Program Name	CUSAR16
Switches	Leave blank

Table 10.31—Exporting Customer Records—Exporting the File (Continued)

Field	Entry
Parameters	DIV=## O=filename <ul style="list-style-type: none"> • Where ## represents your division number. • O=filename is optional. This option allows you to enter a user-defined export file name. <ul style="list-style-type: none"> — The export file name will match exactly what you enter after the equal sign. For example, “filename” has not file extension (e.g., .txt); therefore, the export file will have extension.
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list. <ul style="list-style-type: none"> • You must select your division, even though you are also specifying the division in the Parameters field.

EXPORTING CUSTOMER RECORDS—EXPORT FILE FIELD DEFINITIONS

Character fields are always surrounded by quotes, numeric fields are always printed without commas and contain a leading “-” if the field is negative. *Figure 10.32* defines the fields in the export file.

Table 10.32—Exporting Customer Records—Field Definitions

Field Number	Definition
1	Customer number
2	Billing sortkey
3	Billing name
4	Billing street 1
5	Billing street 2
6	Billing city
7	Billing state/territory/province
8	Billing postal code
9	Service address-house, direction and street
10	Service address direction range

Table 10.32—Exporting Customer Records—Field Definitions

Field Number	Definition
11	Service address number
12	Total deposits
13	Total deposit interest

EXPORTING CUSTOMER RECORDS—EXPORT FILE EXAMPLE

The following is an example of an export file.

```

10,"JOHNSON, P","Paul J. Johnson","3290 East Riverside Avenue","Post Office
Box 493","Denver","CO","80225",0,"",",.00,.00
20,"GARNER, J","Jenny Garner","4009 South Wadsworth","Suite
5000","Lakewood","CO","80215",0,"",",.00,.00
30,"ROONEY, A","Andrea Rooney","5684 East Kingston Street","Suite 100",
"Aurora","CO","80237",0,"",",.00,.00
40,"SWANS, M","Mark Swans","3989 North Federal Highway","", "Westminster",
"CO","80232",0,"",",.00,.00
50,"HALL, M","Mary Ann Hall","5632 North Quebec Street","Post Office Box
5943","Englewood","CO","80111",0,"",",.00,.00
60,"NORTON, A","Andy Norton","4563 North Federal","Suite 100","Denver","CO"
,"80212",4565,"N","Federal",.00,.00
    
```

EXPORTING CUSTOMER METERS

The Export Customer Meters task allows the user to extract the current meter information from the Accounts Receivable system into a text file. This file can then be imported into a spreadsheet or other processing program for producing various user reports.

EXPORTING CUSTOMER METERS—REQUIREMENTS AND CAUTIONS

The output of this task is only as current as the current information maintained in the FundWare files.

EXPORTING CUSTOMER METERS—EXPORTING THE FILE

1. Open an instance of FundWare.

- Click **Import/Export > Export Customer Meters** on the module navigator (if the module is not expanded, click **Classic Accounts Receivable** first) or select **Classic Accounts Receivable > Import/Export > Export Customer Meters** from the menu bar. The first page of the task displays (Figure 10.5).

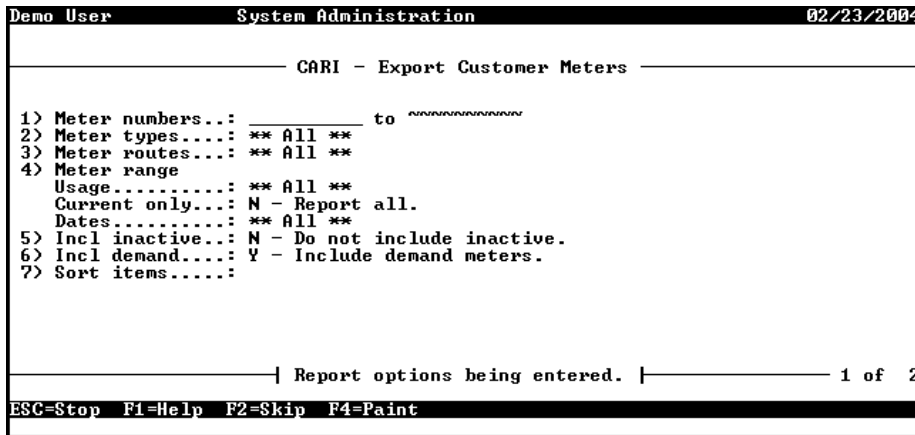


Figure 10.5—Export Customer Meters, Page 1 of 2

- Complete the required fields according to the following table Table 10.33.

Table 10.33—Exporting Customer Meters—Field Definitions—Page 1 of 2

Field	Definition
Meter numbers	Enter the range of customer meters to be exported.
Meter types	Enter the range of meter types to include in the export. <ul style="list-style-type: none"> • Default is All.
Meter routes	Enter the range of meter routes to include in the export. <ul style="list-style-type: none"> • Default is All.
Meter range	
• Usage	Enter a range of usage to include in the export. <ul style="list-style-type: none"> • Default is All.
• Current only	Include all or part of the information in the export: <ul style="list-style-type: none"> • Y—Report current only. • N—Report all.

Table 10.33—Exporting Customer Meters—Field Definitions—Page 1 of 2 (Continued)

Field	Definition
Dates	Enter the ranges of dates to include in the export. • Default is All.
Incl inactive	Include or exclude inactive information: • Y—Include inactive. • N—Do not include inactive.
Incl demand	Include or exclude demand meters: • Y—Include demand meters. • N—Do not include demand meters.
Sort items	Enter data items on which the export file will sort.

4. Press ENTER or PAGE DOWN to move to the second page of the task. These fields on this page allow you to define data items to filter the information in the export file.
5. Enter data items, as necessary.
6. When you have finished your selection, type 0 to exit and all meters that meet the selection criteria will be exported.

EXPORTING CUSTOMER METERS—EXPORT FILE NAME

The system will save your customer meters export file to the **FundWare > Data** folder with the following name:

AR + Line number + .M
(Line number is 0 + your TTY number)



The Export Customer Meters and the Import Meter Maintenance task use the same file naming convention. You may overwrite an existing import file by export customer meters.

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- AR0864.M

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

EXPORTING CUSTOMER METERS—FIELD DEFINITIONS

Each meter reading produces two or more lines of text in the output file. Type “A” and “B” records will always be created and a type “C” record is created for each meter reading present in the meter file. In each line, both character information and numeric information is printed. Character fields are always surrounded by quotes, numeric fields are always printed without commas and contain a leading “-” if the field is negative. Fields are separated by one or more spaces.

METER HEADER RECORD

One meter header record exists for each meter exported. *Table 10.34* describes the fields in this record.

Table 10.34—Meter Header Record Fields Descriptions

Field #	Description
1	Record type (always contains an “A”)
2	Customer number
3	Customer billing name
4	Meter number
5	Route number
6	Route sequence number
7	Meter multiplier
8	The number of digits (to the left of the decimal point) in the meter.
9	Meter type

METER LOCATION

One meter location record exists following the meter header record, for each meter exported. *Table 10.35* describes the fields in this record.

Table 10.35—Meter Location Fields Descriptions

Field #	Description
1	Record type (always contains a "B")
2	Service address
3	Service note 1
4	Service note 2

METER READINGS

One meter reading record exists following the "A" and "B" records for the meter for each of the 13 non-zero meter readings present in the meter file. *Table 10.36* describes the fields in this record.

Table 10.36—Meter Readings Fields Descriptions

Field #	Description
1	Record type (always contains a "C")
2	Meter reading date (MM/DD/YYYY)
3	Meter reading (9999999999.999999)

EXPORTING CUSTOMER METERS—EXPORT FILE EXAMPLE

The following is an example of an export file.

```
"A" 200 "Steve A. Johnson " "W200 " "1 " "12 " 1.000000 5 "Water"
"B" " 830 Fox Run " "Meter behind house " "Large friendly dog "
"C" "05/15/2004"      63025.000000
"C" "04/15/2004"      57618.000000
"C" "03/16/2004"      53200.000000
"C" "02/15/2004"      51980.000000
"C" "01/15/2004"      48125.000000
"C" "12/15/2004"      44057.000000
"A" 300 "Joseph E. Smith " "W300 " "1 " "8 " 1.000000 5 "Water"
"B" " 819 E Pine Street " "Meter inside downstairs " "Behind stairs "
"C" "05/15/2004"      92350.000000
"C" "04/15/2004"      89100.000000
"C" "03/16/2004"      86252.000000
"C" "02/15/2004"      83000.000000
"C" "01/15/2004"      80210.000000
"C" "12/15/2004"      78100.000000
"A" 400 "ABC Hardware " "W400 " "2 " "14 " 1.000000 6 "Water"
"B" " 4328 W Second Avenue " "Meter behind shed " "south of building "
"C" "05/15/2004"      49730.000000
"C" "04/15/2004"      32400.000000
"C" "03/16/2004"      22360.000000
"C" "02/15/2004"      8150.000000
"C" "01/15/2004"      6204.000000
"C" "12/15/2004"      4000.000000
```


C H A P T E R 1 1

IMPORTING CR INFORMATION (7.40 CUSTOMERS)

BEFORE YOU IMPORT YOUR CUSTOMER DATA

During the customer data import process, the Import Manager will ensure that your data fields meet the specific import requirements (see *Business Rules for Customer Imports* on page 289 for specifics). Therefore, you must complete the general setup of your Cash Receipts system before you begin importing your data. Please see the *Blackbaud FundWare Cash Receipts Guide* for more information.

In addition, you should:

- Have security access (e.g., ability to rename files) to the directory in which the data file is stored,
- Have security rights to import (see the security setting for the Cash Receipts module),
- Backup your FundWare system,
- Create a copy of the database to which you are importing data, and
- Ensure that no one is working in the Cash Receipts module.



If Cash Receipts is open during the import and the **Customers** folder is open, the module will not recognize the imported data. You must access another folder in Cash Receipts, then select the **Customers** folder again.

DATA REQUIREMENTS FOR CUSTOMER IMPORTS

Table 11.1 lists the fields, data type, and maximum length for the fields used in the Customer import.



There are certain fields that require predefined entries (e.g., Individual Prefix only allows Mr., Mrs., Dr., Ms., Miss, or <None>). These fields are identified with an asterisk in the Maximum Length column. For more information on what is allowed in the predefined fields, see the *Blackbaud FundWare Cash Receipts Guide* for more information.

The order of the fields in the table is the order that the Import Manager expects the information. If your data is not in this order, or does not match the type and length requirements, you must adjust the data or the import manager will return errors on your data.



Data that is less than the data size allowed for a field will not cause an error. However, if the data in a field is longer than the specified maximum, the Import Manager will return errors.

Also:

- Any blank lines in your data will generate errors during import.
- Any quotations in your data (e.g., Toys “R” Us) will be removed during import (e.g., Toys R Us).

When you have formatted the data as necessary, you must save the file in a .txt (text) or .csv (comma-separated values) format.

Table 11.1—Customer Import Data Requirements

Import Field Name	Maximum Length
Customer Code	25
Organization Name	50
Organization Type	*
Individual Prefix	*
Individual First Name	25
Individual Middle Name	25
Individual Last Name	25
Individual Suffix	50
Individual Email Address	50
Customer Status	*
Address1 Street 1	50

Table 11.1—Customer Import Data Requirements

Import Field Name	Maximum Length
Address1 Street 2	50
Address1 Street 3	50
Address1 City	50
Address1 State	50
Address1 Postal Code	50
Address1 Country	50
Address1 Address Type	*
Address1 Address Description	50
Address2 Street 1	50
Address2 Street 2	50
Address2 Street 3	50
Address2 City	50
Address2 State	50
Address2 Postal Code	50
Address2 Country	50
Address2 Address Type	*
Address2 Address Description	50
Address3 Street 1	50
Address3 Street 2	50
Address3 Street 3	50
Address3 City	50
Address3 State	50
Address3 Postal Code	50
Address3 Country	50
Address3 Address Type	*

Table 11.1—Customer Import Data Requirements

Import Field Name	Maximum Length
Address3 Address Description	50
Phone1 Phone Number	50
Phone1 Phone Type	*
Phone1 Phone Description	50
Phone2 Phone Number	50
Phone2 Phone Type	*
Phone2 Phone Description	50
Phone3 Phone Number	50
Phone3 Phone Type	*
Phone3 Phone Description	50



Address 1 will be defined as the “Bill To” address. If this is inaccurate, you re-order your addresses or change the Bill To setting after completing the import.

BUSINESS RULES FOR CUSTOMER IMPORTS

Table 11.2 provides the business rules that the Import Manager will apply to your data.

Table 11.2—Business Rules

Import Field Name	Business Rule
Customer Code	If you chose the Manual Customer Numbers option in General Setup, the customer code must be: <ul style="list-style-type: none"> • Unique, • Any character or numeric value, and • Have a maximum length of 25.
	If you chose the Automatic Customer Numbers option in General Setup, the Import Manager will: <ul style="list-style-type: none"> • Ignore any customer codes in the import file, and • Generate a new customer code and insert it in database. (The Import Manager will refer to the last customer code applied to determine next number.)
Organization Name and Individual Name (First and Last)	If the Organization Name is blank and First Name and Last Name are supplied, the Import Manager will treat the customer as an Individual Customer. <ul style="list-style-type: none"> • CR allows for two types of customers: Individual and Organization. Once assigned as an Individual Customer, you cannot change a record type to an Organization Customer.
	If the First Name and Last Name are blank and the Organization Name is supplied, the Import Manager will treat the customer as an Organization Customer. <ul style="list-style-type: none"> • CR allows for two types of customers: Individual and Organization. Once assigned as an Individual Organization Customer, you cannot change a record type to an Individual Customer.
Individual Prefix	If this field is null or blank, the Import Manager will set the appropriate database entry to <None>.
Address Type (1,2,3)	If this field is null or blank, the Import Manager will set the appropriate database entry to <None>.
	The first (or only) address will be designated the default.
Phone Type (1,2,3)	If this field is null or blank, the Import Manager will set the appropriate database entry to <None>.
	The first (or only) phone number will be designated the default.

IMPORTING YOUR CUSTOMER DATA

Once your customer data has been modified, as necessary, to match the needs of the Import Manager, use the following steps to import the data into Cash Receipts.



Review the steps in *Before You Import Your Customer Data* on page 285 to make sure that you are ready to import the data.

1. Select **Tools > Import** from the menu bar.
2. If asked, select the division into which you are importing data.
3. Click **OK**. The Import window displays (*Figure 11.1*).

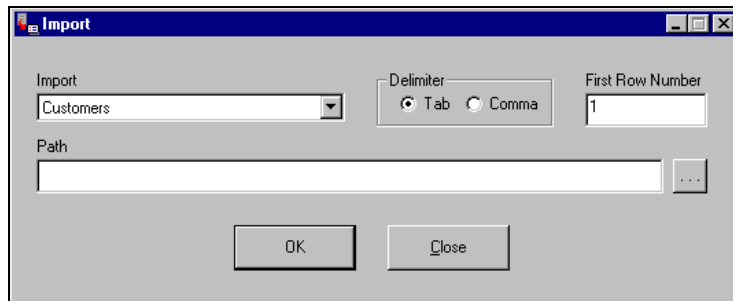


Figure 11.1—Import window

4. Select Customers (the default) from the Import drop-down list. (At this time, Customers data is the only data that you can import into Cash Receipts. Therefore, this is your only option from the drop-down list.)
5. Select the delimiter (or format) of your data file:
 - Tab-delimited, or
 - Comma-delimited.
6. Enter the first row number containing data. The default entry is 1. However, if your data has any heading rows, enter the first line of actual data.

- Enter the directory path and name of the data file (*Figure 11.2*). Click the ellipsis to browse to the file.

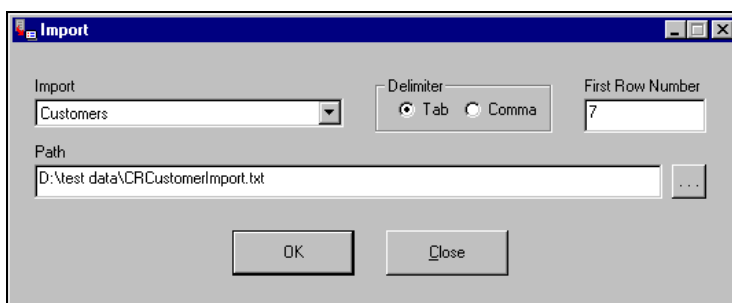


Figure 11.2—Example Customer Import window

- Click **OK** to import your data, or **Close** to cancel the process. The Import Manager will evaluate your data before attempting the import process. If there are no errors, a confirmation message displays (*Figure 11.3*).

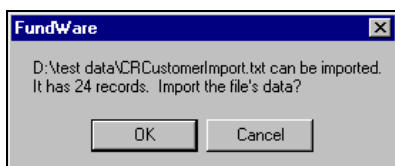



Figure 11.3—Import Confirmation Message

 If there are errors, the Manager will create an error file and will not proceed with the import. For more information, see *Correcting Errors in Your Customer Data* on page 293.

- Click **OK**. The import proceeds, displaying a message with the process is complete (*Figure 11.4*).

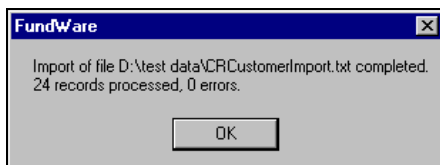


Figure 11.4—Import Complete Message

- Click **OK**.
- Close the Import Manager by clicking **Close** or the close button (✕).

You can now use the imported customers in Cash Receipts.



The Import Manager will rename your data file to reflect the date and time that the import was completed. For example, the data file in *Figure 11.5* was imported December 14, 2001 at 12:55 and 07 seconds.

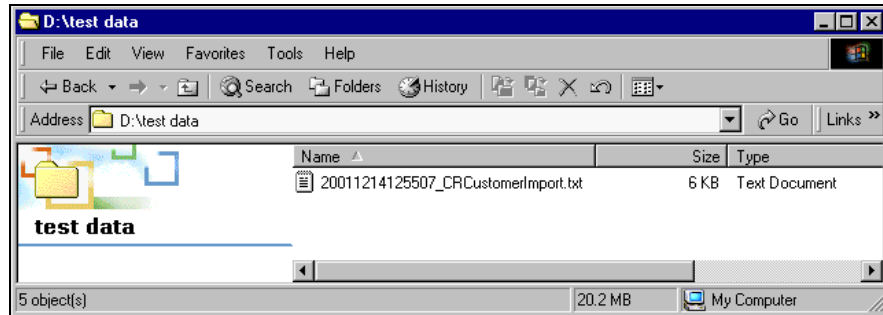


Figure 11.5—Example of a Renamed Data File



If there are any locks on your data file, or if the file is open, the file will not be renamed.

TIPS FOR IMPORTING YOUR CUSTOMER DATA

The import process has many elements, and it could be very easy for you to make a mistake. However, here are a few things to keep in mind to avoid some of the more common mistakes:

- If you select the wrong Import type, you will have a large error file because the Import Manager will not interpret your data correctly.
- If you enter an incorrect First Row Number, you could get error messages.
 - For example, if the data in your import file begins on row 2, but you enter 1 as the First Row Number, you will get a number of error messages regarding row 1.
 - On the other hand, the data in your import file begins on row 2, but you enter 3 as the First Row Number, you will lose your first row of data and you may or may not receive errors (due to the dependencies of other rows).
- If you select the wrong delimiter, you will have a large error file because the Import Manager has no way of interpreting your data correctly.

- If you create your data file in Excel, be careful that the program does not include more instances of delimiters on a line that you intend or extra lines with delimiters but no other data.
 - If you are using comma delimiters and view the file in Notepad, you should be able to identify any “extra” information.
- You should add quotation marks at the beginning and end of any text fields that include your delimiter (e.g., using a comma in a comma-delimited file). (Excel may do this automatically.) For example, if you are using the comma-delimited format and a customer’s name is:
 - Mittens for Kittens, Inc.
 - The field should look like this: “Mittens for Kittens, Inc.”

CORRECTING ERRORS IN YOUR CUSTOMER DATA

Before beginning the import process, the Import Manager will read your customer data. If there are problems, it will return an error message (*Figure 11.6*) and the import process will not proceed. No records will be imported until the errors are cleared.

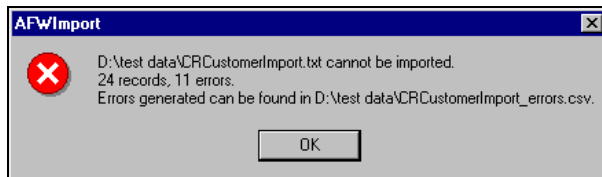


Figure 11.6—Example Error Message

Use the following steps to correct your data.


1. Write down the name and location of the error file.
2. Click **OK**.

- Open the error file (*Figure 11.7*). (If you did not note the name of this file, it will be saved in the same directory as your data file and will have an extension of .csv.)


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Date/Time	User	Division	Module	Import	Delimiter	Start Row	Import File Row #		Error				
2	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	9	Customer Code Field Value Too Long				
3	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	10	Unable to Determine Customer Type				
4	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	11	Missing Organization Name or Individual Name				
5	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	13	Invalid Individual Prefix				
6	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	14	Customer Status Required				
7	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	15	Invalid Customer Status				
8	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	16	Invalid Address1 AddressType				
9	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	17	Invalid Phone1 PhoneType				
10	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	18	Invalid Days to Pay				
11	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	24	Missing Individual First Name				
12	#####	JessicaB	25	CR	Customers Tab		7	CRCustorr	30	Invalid Individual Prefix				
13														
14														

Figure 11.7—Example Error File

- Print the file for reference while you correct the data.
- Use the error messages to determine the row and type of error. The errors were triggered when the Import Manager compared your data to the customer data requirements and business rules. Therefore, refer to the requirements and business rules to determine the source of the error.

 An easy mistake to make would be to select the wrong delimiter. For example, if you have comma-delimited text and select the tab delimiter, you would have a large error file because the Import Manager would have no way of interpreting your data correctly.

- When you have finished correcting your data file, you can again attempt the import process.

 You must close the error file before trying to import the file again. The Import Manager will delete the error file and, if necessary, create a new error file.

CHAPTER 12

IMPORTING CR INFORMATION (5.8/5.9 CUSTOMERS)

FundWare allows you to import two types of information to your Cash Receipts system:

- Customer records, and
- Text files containing receipt type file maintenance to be posted to the receipt type master file from an external source.

IMPORTING CUSTOMER RECORDS

FundWare allows you to import both information for new receipt customers and changes to current receipt customers' records to your Cash Receipts system using a three-step process:

1. Create one or more text file formats via an Execute Programs task. This doesn't import the text file itself.



The text files cannot contain special characters, such as tabs and form-feeds. Each line of text must end with the line terminator for the operating system. In MS-DOS, the line terminator is a carriage return/new line sequence.

2. Create the text files to be imported using any text editor, database, or word processor.
3. Execute the import program to bring the data from the text file into the Payroll/Personnel module via another Execute Programs task.

IMPORTING CUSTOMER RECORDS—REQUIREMENTS AND CAUTIONS

The task first checks the import text file for errors. The requirements are:

- One (and only one) keyword record must be present as the first non-blank record in the file.
- Blank fields must still be indicated by separator characters if you are using the delimited file format.
- If you wish to change any of the information in a customer record, any information that is imported will be changed.

IMPORTING CUSTOMER RECORDS—THE IMPORT FORMAT

You have the option of two different types of file formats for your import text file:

- Delimited file formats—One in which the length of each field in the file is not pre-defined. For example, the following fields are both acceptable because the field delimiter (in this case the pipe [|]) defines where each field begins and ends:
 - 101|3|Paul J. Johnson|3034571400
 - 1200|3|Jenny Garner|3037582000
- Fixed-file formats—Does not use delimiters, rather the line, column, and length positions determine where the fields begin and end. Using the previous example, the format may be defined as shown in *Table 12.1*.

Table 12.1—Fixed-File Format

Field	Column	Length
Customer number	1	10
Customer name	11	30
Telephone number	47	12

A fixed-format text file The text file would be:

```
— 00000001013Paul J. Johnson3034571400
   00000012003Jenny Garner3037582000
```

Create your text files for importing data using any text editor, database or word processor, or any other software application. The text files cannot contain special characters, such as tabs and form-feeds. Each line of text must be terminated with the line terminator for the operating system. In MS-DOS the line terminator is a carriage return/new line sequence.

IMPORTING CUSTOMER RECORDS—CREATING THE IMPORT FORMAT

You can create your import format from the Execute Programs task.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 12.1*).

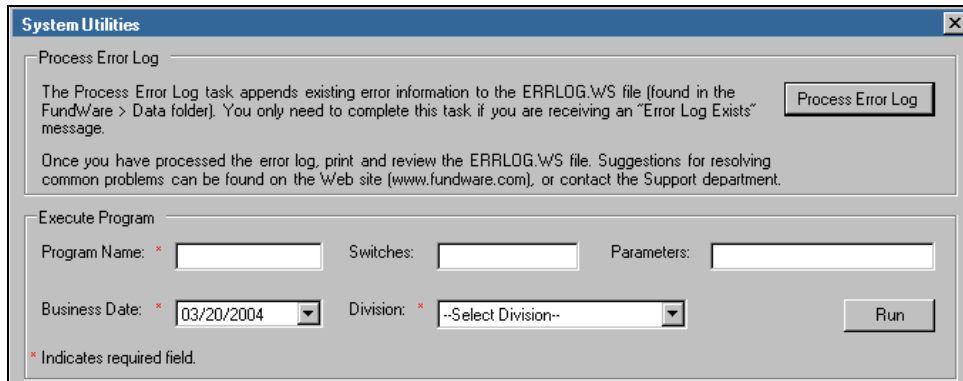


Figure 12.1—System Utilities—Executing a Program

4. In the Execute Program area, enter the required information according to *Table 12.2*.

Table 12.2—Importing Customer Records—Creating the Format

Field	Entry
Program Name	CUSCR08
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

5. Click **Run**. The system asks you to enter the import format name.
6. Enter up to 10 alphanumeric characters. No embedded spaces are allowed. We recommend that you enter a name that is meaningful to your organization. The system asks if you are copying this format from an existing import format.
7. Leave the Copy import field blank if you are not copying this format from an existing import format, or press F1 to select from a list of currently defined import formats. The first page of the task displays (*Figure 12.1*).

```

Demo User          System Administration          02/23/2004
----- cuscr08 -----
Import name.....: MASTER                      Changed.: 02/25/2004
User.....: 00101
1> Description....: _____
2> Miscellaneous
   Import type....: 1 - Delimited by...,
   Record count...: 1

-----| Import being added. |----- 1 of 2
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 12.1—Define Customer Import—Page 1 of 2

8. Complete the required fields according to *Table 12.3*.

Table 12.3—Importing Customer Records—Format Field Definitions—Page 1 of 2

Field	Valid Entry	Definition
Description	30 characters	Description of the import.
Import type	1 2	<ul style="list-style-type: none"> • 1—Delimited import file. • 2—Fixed format import file.
• Delimited by	1 character	If the import type option is set to delimited, enter the character used as a separator between imported fields.
Record count	1 to 99	The number of records required for one master record to be imported.

9. When complete, press ENTER. The second page of the task displays.
10. For the remainder of the task, you will define the data items included in your import file, as well as their specific location within the import file. Use the instructions in *Table 12.4* to complete these fields.

Table 12.4—Importing Customer Records—Format Field Definitions—Page 2 of 2

Field	Valid Entry	Definition
Data item	Employee data item	The existing employee data item to be imported. Press F1 in this field to display a list of currently defined employee data items.
• Entry from	C R	For multiple value data items, enter the entry value. <ul style="list-style-type: none"> • C—Value is a constant. • R—Value is from an imported record. These options and their associated fields are explained further below.
• Value from	C R	For single occurring data items, enter the value. <ul style="list-style-type: none"> • These from fields have the same options for the selected employee data item. Any combination of options is valid. • C—Value is a constant. • R—Value is from an imported record. These options and their associated fields are explained further below.
Data Item field options—Any of the following fields may display, depending on the option you enter for the data item fields above.		
• Constant	varies with the data item definition	If the selection is “Constant,” enter the constant value. Valid entries for this field vary depending on the data item definition.
• Record	1 to 99	If the selection is “Record,” indicate which record (from the group of records that make up each master record), contains the field to be imported.
• Position	1 to 99	If the selection is “Record” and Import type is set to Delimited, enter the position within the record that contains the field to be imported.
• Column	1 to 250	If the selection is “Record” and Import type is set to Fixed format, enter the column within the fixed record that contains the field to be imported.

Table 12.4—Importing Customer Records—Format Field Definitions—Page 2 of 2 (Continued)

Field	Valid Entry	Definition
• Length	1 to 55	If the selection is “Record” and Import type is set to Fixed format, enter the length of the field being imported.

IMPORTING CUSTOMER RECORDS—IMPORT FILE FORMAT

Create your text files for importing data using any text editor, database word processor, or any other software application. The text files cannot contain special characters, such as tabs and form-feeds. The content of the import file is determined by the type of data you are importing and the format you have chosen. At a minimum, the file must contain the receipt customer number (data item .REC CUST) to import. In addition, the following rules apply:

- All dates have the format mmddyyyy.
- All dates must be valid and the posting date cannot be in a closed period.
- All dollar amounts must use numbers and no \$ characters. Their maximum size is 999,999,999 (999 million).
- All files must begin with a keyword record.

KEYWORD RECORD

The first line of the import text file identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = *nn* SEP = *x* IMPORT = *name* FILE = *name* POST = *mmddyyyy* FUNC = *1/m* DDEC=*Y/N*

where

- *nn* is the division number
- *x* is the separation character
- *name* is the import file definition name. The default is IMPORT.
- *name* is the import file name. For more information, see *Importing Customer Records—Import File Name* on page 302.
- *mmddyyyy* is the posting date. The default is today's date.

- *I/M* is the type of posting. This is only used for employee master records. Must be Initial (“I”) or Modify (“M”). The default is “I” for initial
- *Y/M* is the default use of decimal points. A “Y” value causes decimal points to be placed in numeric fields when no decimal point is found. For example, for an amount field, “45” becomes .45 and for a rate field it becomes .00045. An “N” value assumes no decimal positioning. For example, for an amount field, “45” becomes \$45.00 and for a rate field 45.000000. If a decimal point is found in a field, the Y or N value in DDEC is disregarded, and the decimal point is used just as it exists in the import file.

IMPORTING CUSTOMER RECORDS—IMPORT FILE EXAMPLE

The following delimited file format example contains one keyword record and one receipt customer to be imported. (When you are making a change, you only need to include the customer number and the information being changed.) The format (MASTER) has been defined to recognize the pipe as the separator. (Because this employee equals one import record, the information should be on one line in the text file. This example has line breaks due to the width of the page.)

```
DIV=95 IMPORT=MASTER POST=01312004 FUNC=I DDEC=N
501|Andrew Smith|Johnson and Company|P.O. Box 778000|101 South
Street|Denver|CO|80110|3034777710|3034777100|84-9988775
```

Table 12.5 takes each entry in the import example and defines the associated fields.

Table 12.5—Importing Customer Records—Delimited File Example Entries and Fields

Entry	Field Name	Import Field
DIV=95 IMPORT=MASTER POST=01312004 FUNC=I DDEC=N	Keyword record	
501 Andrew Smith	Receipt customer number Receipt customer name	1 2
Johnson and Company	Organization name	3
P.O. Box 778000	Street 1	4
101 South Street	Street 2	5
Denver CO 80110	City STP Postal code	6 7 8
3034777710 3034777100	Phone number FAX number	9 10
84-9988775	Tax id # (data item)	11

IMPORTING CUSTOMER RECORDS—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

CR + Line number + .Y
(Line number is 0 + your TTY number)



Because many Cash Receipts import types use the same file name, you can only have one import file in your system at any one time.

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- CR0864.Y

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING CUSTOMER RECORDS—IMPORTING THE FILE

Use the following instructions to import the customer records file.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)

3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 12.2*).

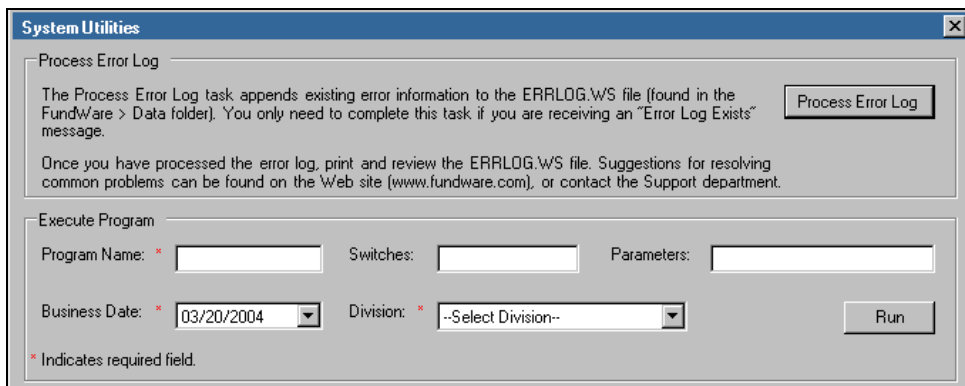


Figure 12.2—System Utilities—Executing a Program

4. In the Execute Program area, enter the required information according to *Table 12.6*.

Table 12.6—Importing Customer Records—Importing the File

Field	Entry
Program Name	CUSCR20
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

5. Click **Run**. When complete, you return to the Execute Program screen.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING CUSTOMER RECORDS—IMPORT FILE ERRORS

Once you have imported your file, the system produces and saves an error report to the **FundWare > Data** folder:

CRX + Line number + .L##
(Line number is 0 + your TTY number) (## represents your division number)

For example, you are ready to import the file to Division 95, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the error file for a Division 95 import is:

- CRX0864.L95

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

If there are errors, review the error report to determine their causes. Then edit or create a new import file to add or correct those customers in error and run the program again.

IMPORTING CUSTOMER RECORDS—ERROR MESSAGES

The following messages may appear on the screen as you execute the program.

- Errors have occurred in extract!—One or more errors have been found in input text file and the task is terminated.
- Errors have occurred—Format errors have been found in the
- in initialization!—initialization program and the task is terminated.
- Errors have occurred in edit!—Errors have been found while editing the extracted text file and the task is terminated.
- No transactions to post!—No valid transactions were found to post and the task is terminated.

The following messages refer to errors found in the text file and are shown on the error report. Those errors described as “Warning” are only considered a warning if the batch is to be saved. Otherwise, the errors are fatal. Correct the errors in the text file and import the file again.

- CRSS Parameter not in system—The CRSS parameter has not been defined.
- CRSA Parameter not in system—The CRSA parameter has not been defined.
- Division must be 01-99.—The division number supplied after the DIV= keyword must be in the range of 01 to 99.

- Division not in system.—The division number supplied after the DIV= keyword has not been defined.
- File XXX has no data.—The specified import file is empty.
- File XXX not in system.—The specified import file could not be found.
- Function X must be “I” or “M”.—The function indicator (initial or modify) was incorrect.
- Import XXX not in system.—The specified import definition could not be found.
- Invalid posting date.—An invalid posting date was indicated.
- No data items to import.—The specified import definition did not contain any data items.
- No keywords supplied.—The keyword record was missing.
- No .REC CUST to import.—At a minimum, the receipt customer data item must be defined.
- Too many items.—An import definition may contain at most 100 data items.

IMPORTING CR TYPES

Use this task to create a text file containing receipt type file maintenance to be posted to the receipt type master file from an external source.

IMPORTING CR TYPES—REQUIREMENTS AND CAUTIONS

The task checks the import text file for errors. The import file must have the correct name and format.

IMPORTING CR TYPES—IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

CR + Line number + .T
(Line number is 0 + your TTY number)

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- CR0864.T

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING CR TYPES—IMPORTING THE FILE

Use the following instructions to import the CR types file.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)
3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 12.1*).

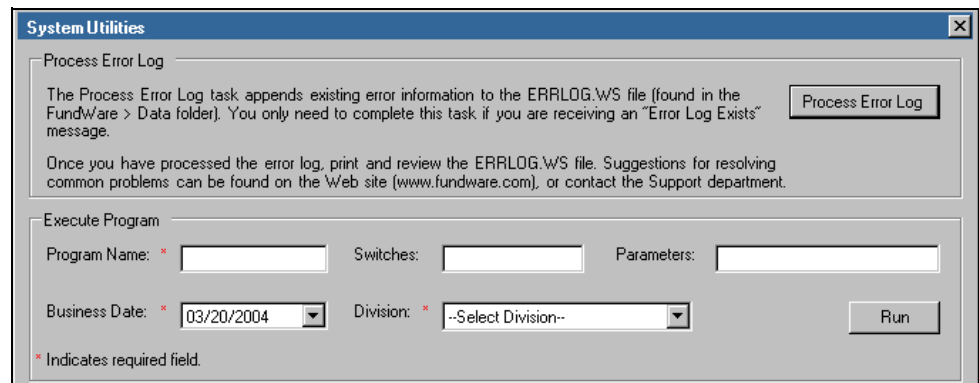


Figure 12.1—System Utilities—Executing a Program

4. In the Execute Program area, enter the required information according to *Table 12.7*.

Table 12.7—Importing CR Types—Importing the File

Field	Entry
Program Name	CUSCR28
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

5. Click **Run**. When complete, you return to the Execute Program screen.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

IMPORTING CR TYPES—IMPORT FILE ERRORS

Once you have imported your file, the system produces and saves an error report to the **FundWare > Data** folder:

CRX + Line number + .L##
 (Line number is 0 + your TTY number) (## represents your division number)



Because the Cash Receipts customer import task uses that same file name, you may overwrite any existing error report.

For example, you are ready to import the file to Division 95, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the error file for a Division 95 import is:

- CRX0864.L95

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

If there are errors, review the error report to determine their causes. Then, either use the Create Receipt task or create a new import file to add or correct those types in error and run the program again.

IMPORTING CR TYPES—ERROR MESSAGES

The following messages may appear on the screen as you execute the program.

- Errors have occurred in extract!—One or more errors have been found in input text file. Errors are listed in the print file and if an error is found for a customer, no changes are made for that customer.
- CRnnnn.T file not in system—The input file listed does not exist in the data directory. The nnnn will be the line number of the terminal executing the task.

The following messages refer to errors found in the text file and are shown on the error report. Those errors described as “Warning” are only considered a warning if the batch is to be saved. Otherwise, the errors are fatal. Correct the errors in the text file and import the file again.

- CRSS Parameter not in system—The CRSS parameter has not been defined for the division specified in the keyword record.
- No parameters supplied—No valid keywords could be found in the first non-blank record in the input file.
- Division must be 01-99—The division number supplied after the DIV= keyword must be in the range of 01 to 99.
- Division not in system—The division number supplied after the DIV= keyword has not been defined.
- Keyword not recognized—A keyword was found in the first non-blank record but it was not DIV= or SEP=.
- Record type not numeric—The first 2 characters of a record were not numeric. This could be caused by previous records not having enough or having too many separator characters.
- Invalid record type—The only valid record types are 00-05. This could also be caused by previous records not having enough or having too many separator characters.
- Duplicate field use—More than 1 record type (other than 00) was found more than once after a 00 record. For example, 2 records with a 03 record type in columns 1 and 2. This could also be caused by previous records not having enough or having too many separator characters.
- Receipt type may not be used—A blank receipt type may not be used.

CHAPTER 13

IMPORTING FIXED ASSETS INFORMATION

FundWare allows you to import asset information to your Fixed Assets system using a three-step process:

1. Create one or more text file formats via an Execute Programs task. This doesn't import the text file itself.



The text files cannot contain special characters, such as tabs and form-feeds. Each line of text must end with the line terminator for the operating system. In MS-DOS, the line terminator is a carriage return/new line sequence.

2. Create the text files to be imported using any text editor, database, or word processor.
3. Execute the import program to bring the data from the text file into the Fixed Assets module via another Execute Programs task.

THE IMPORT FORMAT

You have the option of two different types of file formats for your import text file:

- Delimited file formats—One in which the length of each field in the file is not pre-defined. For example, the following fields are both acceptable because the field delimiter (in this case the pipe [|]) defines where each field begins and ends:

— 100|copy machine|10082004|1000.00

— 10101123|Ford Truck #6974329516|01122004|20000.00

- Fixed-file formats—Does not use delimiters, rather the line, column, and length positions determine where the fields begin and end. Using the previous example, the format may be defined as shown in *Table 13.1*.

Table 13.1—Fixed-File Format

Field	Column	Length
Asset number	1	10
Description	11	30
Cost date	41	10
Cost amount	51	12

A fixed-format text file The text file would be:

```
— 0000000100copy machine          10082004 1000.00
   0010101123Ford Truck #6974329516 0112204 20000.00
```

CREATING THE IMPORT FORMAT

You can create your import format from the Execute Programs task.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)

- Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 13.1*).

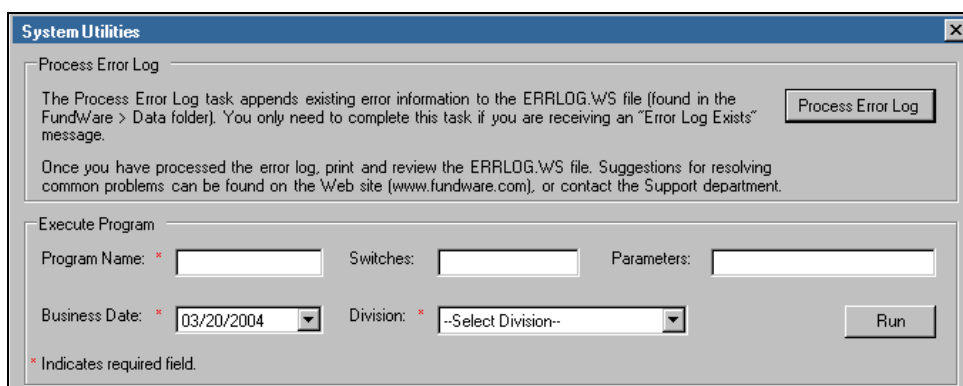


Figure 13.1—System Utilities Window

- In the Execute Program area, enter the required information according to *Table 13.2*.

Table 13.2—Importing Fixed Assets—Creating the Format

Field	Entry
Program Name	CUSFX08
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

- Click **Run**. The system asks you to enter the import format name.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

- Enter up to 10 alphanumeric characters. No embedded spaces are allowed. We recommend that you enter a name that is meaningful to your organization. The system asks if you are copying this format from an existing import format.

7. Leave the Copy import field blank if you are not copying this format from an existing import format, or press F1 to select from a list of currently defined import formats. The first page of the task displays (*Figure 13.2*).

```

Demo User          Division 95          02/25/2004
-----
                CUSFX08
Import name.....: IMPORT              Changed.: 02/25/2004
                                         User.....: 00101
1> Description....:
2> Miscellaneous
   Import type....: 1 - Delimited by....
   Record count...: 1

                                     | Import being added. | 1 of 2
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 13.2—Define Fixed Assets Import—Page 1 of 2

8. Complete the required fields according to *Table 13.3*. *Figure 13.3* shows an example of this setup.

Table 13.3—Importing Fixed Assets—Format Field Definitions—Page 1 of 2

Field	Valid Entry	Definition
Description	30 characters	Description of the import.
Import type	1 2	<ul style="list-style-type: none"> • 1—Delimited import file. • 2—Fixed format import file.
• Delimited by	1 character	If the import type option is set to delimited, enter the character used as a separator between imported fields.
Record count	1 to 99	The number of records (or lines in the import file) required for one master record to be imported.

9. When complete, press ENTER. The second page of the task displays.

10. For the remainder of the task, you will define the data items included in your import file, as well as their specific location within the import file. Use the instructions in *Table 13.4* to complete these fields.

Table 13.4—Importing Fixed Assets—Format Field Definitions—Page 2 of 2

Field	Valid Entry	Definition
Data item	Asset data item	The existing asset data item to be imported. Press F1 in this field to display a list of currently defined employee data items.
• Entry from	C R	For multiple value data items, enter the entry value. <ul style="list-style-type: none"> • C—Value is a constant. • R—Value is from an imported record. These options and their associated fields are explained further below.
• Value from	C R	For single occurring data items, enter the value. <ul style="list-style-type: none"> • These from fields have the same options for the selected data item. Any combination of options is valid. • C—Value is a constant. • R—Value is from an imported record. These options and their associated fields are explained further below.
Data Item field options—Any of the following fields may display, depending on the option you enter for the data item fields above.		
• Constant	varies with the data item definition	If the selection is “Constant,” enter the constant value. Valid entries for this field vary depending on the data item definition.
• Record	1 to 99	If the selection is “Record,” indicate which record (from the group of records that make up each master record), contains the field to be imported.
• Position	1 to 99	If the selection is “Record” and Import type is set to Delimited, enter the position within the record that contains the field to be imported.
• Column	1 to 250	If the selection is “Record” and Import type is set to Fixed format, enter the column within the fixed record that contains the field to be imported.
• Length	1 to 55	If the selection is “Record” and Import type is set to Fixed format, enter the length of the field being imported.

See *Figure 13.3* for an example.

Demo User	Division 95	03/19/2004
Data item Display, Scroll or End		<D>
Execute Program		
Import name.....: IMPORT	Changed.: 03/19/2004	User.....: 00101
3) Data item Location / Value		
.ASSET NBR	value(<@1,1>	
.COST DATE	entry(<@1,5>,value(<@1,6>	
.COST UAL	entry(<@1,5>,value(<@1,7>	
.DEPR MTHD	entry(<@1,5>,value(<@1,8>	
.DESC	value(<@1,2>	
.GROUP	value(<@1,3>	
.LIFE	entry(<@1,5>,value(<@1,9>	
.LIFE TYPE	entry(<@1,5>,value(<@1,10>	
.LOCATION	value(<@1,4>	
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 13.3—Example Fixed Assets Format Definition

IMPORT FILE FORMAT

Create your text files for importing data using any text editor, database word processor, or any other software application. The text files cannot contain special characters, such as tabs and form-feeds. The content of the import file is determined by the type of data (asset records) and the selected format. At a minimum, the file must contain the asset number (data item .ASSET NBR) to import. In addition, the following rules apply:

- All dates have the format mmddyyyy.
- All dates must be valid and the posting date cannot be in a closed period.
- All dollar amounts must use numbers and no \$ characters. Their maximum size is 999,999,999 (999 million).
- All files must begin with a keyword record.

KEYWORD RECORD

The first line of the import text file identifies the division and may also identify the separator character. If no separator character is defined here, the | (pipe sign) is used as the default. The format is:

DIV = *nn* SEP = *x* IMPORT = *name* POST = *mmdyyy* FUNC = *A/M*

where

- *nn* is the division number
- *x* is the separation character
- *name* is the import file definition name. The default is IMPORT.
- *mmdyyy* is the posting date. The default is today's date.
- *A* or *M* is the type of posting. Must be Acquire ("A") or Modify ("M"). The default is "A" for acquire.

IMPORT FIELD DEFINITIONS

Table 13.5 defines the fields possible in a Fixed Assets import.

Table 13.5—Importing Fixed Assets—Field Definitions

Field Description	Maximum Field Size
Asset number	9 digits
Description	30 characters
Purchased from	30 characters
MFG serial number	30 characters
Responsible	30 characters
Group	4 digits
Location	4 digits
Reporting type	2 digits
Cost date	8 digits
Cost amount	15 digits with two decimal places

Table 13.5—Importing Fixed Assets—Field Definitions (Continued)

Field Description	Maximum Field Size
Method	1 digit
Life	3 digits
Type	1 character
Salvage value	15 digits with two decimal places
Depr date	8 digits
Depr amount	15 digits with two decimal places

IMPORT FILE EXAMPLE

This example contains one keyword and one asset to be acquired. The import file name is “IMPORT” and is defined to input the following information:

```
DIV=95 IMPORT=IMPORT POST=01312004
1001|Oak desk|200|100|30|01302004|1000.00|3|5|Y
```

Table 13.6 defines each entry in the example.

Table 13.6—Importing Fixed Assets—Import File Example

Entry	Field
DIV=95 IMPORT=IMPORT POST=01312004	Keyword record
1001	Asset #
Oak desk	Description
200 100	Group Location
30 01302004	Cost date: entry # value for
1000.00	Cost value
3 5 Y	Depreciation method life life type

IMPORT FILE NAME

Once you have created your import file, copy the file to the **FundWare > Data** folder. The file must have the following name:

FX + Line number + .Y
(Line number is 0 + your TTY number)

For example, you are ready to import the file, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the import name must be:

- FX0864.Y

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

IMPORTING THE FILE

Use the following instructions to import the customer records file.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (**System Administration** tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select **System Administration**.)

3. Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (Figure 13.4).

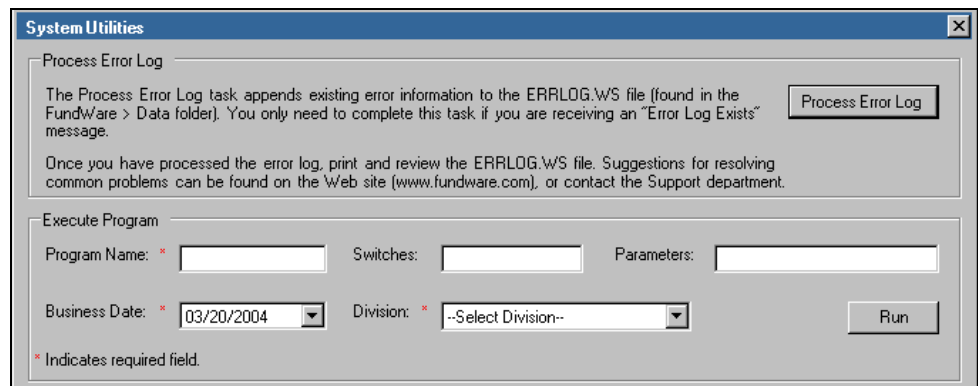


Figure 13.4—System Utilities—Executing a Program

4. In the Execute Program area, enter the required information according to Table 13.7.

Table 13.7—Importing Fixed Assets—Importing the File

Field	Entry
Program Name	CUSFX20
Switches	Leave blank
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

5. Click **Run**. When complete, you return to the Execute Program screen.



You can also go to your DOS prompt, type *AFWRUN*, and enter the program name to run the program from outside FundWare.

ERROR FILE NAME

Once you have imported your file, the system produces and saves an error report to the **FundWare > Data** folder:

FXX + Line number + .L##
 (Line number is 0 + your TTY number) (## represents your division number)

For example, you are ready to import the file to Division 95, so you log onto your computer and check the TTY number, which is 864. Therefore, the line number is 0864 and the error file for a Division 95 import is:

- FXX0864.L95

For more information on TTY numbers (i.e., how to find the number for your terminal) see *Appendix E—Working With TTY Line Numbers* on page 341.

If there are errors, review the error report to determine their causes. Then edit or create a new import file to add or correct those assets in error and run the program again.

ERROR MESSAGES

The following messages may appear on the screen as you execute the program.

- Errors have occurred in edit!—Text file was in the correct format but information did not pass the validation criteria. Correct the text file and execute task again.
- Errors have occurred in extract!—The text file is formatted incorrectly. Correct the text file and execute task again.
- Errors have occurred in initialization!—The text file is formatted incorrectly. Correct the text file and execute task again.
- Function Complete!—No errors were found and the entire text file was imported.
- No transactions to post!—No valid transactions were found to post.
- Parameter not in system—Fixed Assets module is not yet defined. Set up your Fixed Assets module.

The following messages refer to errors found in the text file and are shown on the error report. If errors are reported, correct the errors in the text file and import the file again.

- Asset already in system—Text file contains an asset number already defined in your system using the Acquire function (“A”). Correct the asset number or the function indicator on the keyword record.
- Asset in use—Text file contains an asset number that is currently in use. Reset the in use flag or wait until the asset is no longer in use.
- Asset not in system—Text file contains an asset number not currently defined in your system using the Modify function (“M”). Correct the asset number or the function indicator on the keyword record.
- Date not numeric—A date field in the text file contains alpha characters. Correct date fields.
- Division XX must be between 01-99—Division number is not 1 through 99. Correct the division number.
- Division XX not in system—Division number is not currently defined. Correct the division number or define the new division.
- Field not numeric—An amount field in the text file contains alphabetic characters. Correct amount fields.
- File XXX has no data—The specified text file for this task is empty. Modify the text file or use a different text file.
- File XXX not in system—The text file for this task was not found. Make sure the file has the correct name and is in the FundWare Data directory. Correct and import the file again.
- Function X must be “A” or “M”—The function indicator (acquire or modify) was incorrect. Correct the function indicator on the keyword record.
- Import XXX not in system—The import definition could not be found. Correct and import the file again.
- Invalid date for XXXX—The date for data item XXXX is not a valid calendar date. Correct the date for data item XXXX.
- Invalid posting date 99/99/9999—The posting date is not a valid calendar date existing in a valid date table. Correct the posting date on the keyword record or define a new date table.
- Invalid reporting type for data item—The text file contains an invalid reporting type for the specified data item. Correct the reporting type or define a new reporting type.
- Keyword not recognized—Keyword record is incorrect. Correct the text file and execute the task again.
- Missing required field—A required field is missing. Add required records and fields to the text file.

- No .ASSET NBR to import—The specified import definition did not contain the asset number. Modify the import definition and import the file again.
- No data items to import—The specified import definition did not contain any data items. Modify the import definition and import the file again.
- No keywords supplied—Keyword record is missing from text file. Add keyword record to the text file and execute the task again.
- Too many decimal places for XXXX—The number for data item XXXX contains too many decimal places. Modify the number for data item XXXX.
- Too many items—The import definition may contain at most 100 data items. Modify the import definition and import the file again.

A P P E N D I X A

BACKUP CONSIDERATIONS

Failure to institute proper backup and restore procedures could result in serious damage to your accounting database. When you encounter an error message or condition, the only way to recover your data may be to restore from backup. Keep the following considerations in mind when backing up and restoring FundWare data.

The definition of backup is copying your data, system, or utilities files from your hard drive to a separate media for storage away from the computer.

The importance of carefully instituting and maintaining a backup procedure cannot be overemphasized. There are many circumstances that can cause loss or corruption of data files such as a power failure during posting, a fire, or flood. If regular backups have not been performed, restoration of your system may take days instead of minutes. Consider the following points to ensure your system can be easily restored.

- Set a regular backup schedule that makes sense for your organization. If you process a lot of data each day, daily backups are a good idea. Organizations with less volume may feel comfortable backing up data once a week.
- Before you begin entering data, please test your backup AND restore procedures on the Model Division. If you cannot restore to an operable system, troubleshoot the problem with your network administrator. If necessary, contact FundWare Support or your Certified FundWare Reseller. Test backups and restores from your working division at least once a month.
- Have more than one set of backups. Backup media CAN fail or accidentally be destroyed. The cost of media is small compared to the cost of labor to re-enter days, weeks or even months of data.

PURGE/SAVE FISCAL YEAR

FundWare allows you to keep as many fiscal years on-line as your organization requires. The Purge/Save Fiscal Year function provides a feature that will let you remove and save data from the on-line system. It is critical that a permanent backup procedure is established and performed prior to purging/saving the General Ledger–Project/Grant modules.

Purge removes all information in the General Ledger–Project/Grant modules for the year specified. This includes detail journal entries, as well as the summary balances.

Save removes only the detail of the journal entries while retaining summary balances. This option allows you to produce historical comparison reports showing multiple years. Once a year is saved, it cannot be re-opened for data entry.

A P P E N D I X B

SPECIAL KEYS IN THE CLASSIC EDITION

DATA ENTRY KEYS

The Classic Edition enables certain keys on your PC keyboard to perform in special ways. Below is a brief explanation of the keys and how they work.

CAPS LOCK—CAPS LOCK switches the alpha keys into the capital mode. The number keys are not affected.

NUM LOCK—NUM LOCK switches the numeric keys located on the right side of your PC keyboard so that they print only the numbers. On some keyboards, the cursor control keys (the arrow keys) are only active when NUM LOCK is off. Other keyboards have a separate set of cursor control keys.

TAB—TAB has arrows and is on the upper left side of your keyboard. During data entry from inside the FundWare system, this key functions like the ENTER. That is, it accepts the data keyed or retains the data displayed.

TAB+SHIFT—Use TAB+SHIFT during data entry only in a field that contains subfields. For example, a date contains three subfields; day, month, year. Press TAB+SHIFT to move the cursor back a position in the subfield.

END—By itself, END moves to the end of the entered data in a field. END can also be used to delete data to the end of field. To do this, hold CTRL down and press END. NUM LOCK must be off. CTRL+END erases the contents of both numerical and character fields, from the cursor position to the end of the field

BACKSPACE—BACKSPACE is on the upper right side of your keyboard. On some keyboards it says DEL or BKSPC. It may only have a left arrow on it. It deletes the character to the left of the cursor, usually replacing the character with a zero or a blank.

ENTER/RETURN—ENTER (or RETURN) on most PC keyboards has a left arrow and is on the middle right of the keyboard. This key tells the computer to accept information you just keyed in. Other notations for ENTER are NL and CR.

INSERT—INSERT places characters in Alphameric fields only. Characters to the right of the cursor are moved over. On some keyboards this key is represented by INS.

DELETE—DELETE (or DEL) removes the character at the cursor position. In an Alphameric field, the characters to the right are shifted to the left. In a numeric field, the digits to the right do not shift.

Alternate keys for Y(es) and N(o)—Many tasks require an answer of Y(es) or N(o). You can use the alternate keys:

- 1 = Y
- 0 = N

FUNCTION KEYS

On the left side of some PC keyboards and across the top of most PC keyboards are rows of function keys labeled F1 through F10. Function keys are used by the Classic Edition system for various tasks and generally have the purposes described below. However, some tasks may use a given function key differently and not all function keys are active for all tasks. Always check the second line of the screen for a list of the function keys active for your current task. These keys are used throughout the programs and tasks: F1, F2, and F4. Certain tasks use other function keys to perform certain functions. For example, F5 and F6 are used to duplicate fields.

F1 Help Key—Press F1 to display help screens and information about the field where the cursor is positioned. If the field contains defined records, pressing F1 displays a list of valid items. If the field contains non-defined records, a brief note displays explaining what type of information should be entered.

F2 Skip Key—This key is used during data entry and can be used in place of ENTER. Press F2 for the system to accept the rest of the field as currently displayed. F2 is used throughout the systems to skip through multiple subfields instead of using ENTER multiple times. It is also used to select the entire range in a field for many tasks and reports.

F4 Paint—The repaint function key is used whenever the screen needs to be cleared of “garbage.” This can happen because of static discharge. By pressing F4, the screen is redrawn.

F5 Dupe—The duplicate (Dupe) function key is used to duplicate fields. The key will reproduce the last entry into the current field and immediately accept that entry. F5 is not active for all fields. If you need to edit the field, use F6 instead.

F6 Recall—The recall function key is used to copy and edit information from one detail field to the next. The key will reproduce the last entry into the current field and allow you to edit the field before you accept the entry. It is useful for entering new account numbers if you use long account number structures.

F7 Suspense Account—Press F7 during data entry to post a line item to a suspense, or intermediary account, defined in the journal to which the transaction is being posted.

F8 Program Information—Press F8 to display program information. This information may be needed by a Certified FundWare Reseller or someone at American Fundware, Inc. in a problem solving situation.

CONTROL KEY SEQUENCES

CTRL+HOME—This key combination deletes the entire field in which the cursor is located.

CTRL+END—This key combination deletes characters from the cursor position to the end of the field.

CTRL+BREAK—This key combination will abort a program or batch file process. Do not use this sequence to exit FundWare. Use this key sequence only when you wish to terminate a program or batch file.

A P P E N D I X C

FUNDWARE FILE MAINTENANCE

The FundWare file maintenance feature (*Figure C.1*) is intended to allow you to optimize your data files. This feature allows you to:

- Search for files within a directory,
- Backup files within a directory,
- Reorg files to a temporary directory,
- Copy the reorged files from the temporary directory to your data directory, and
- Create sequential files from selected Microfocus files.

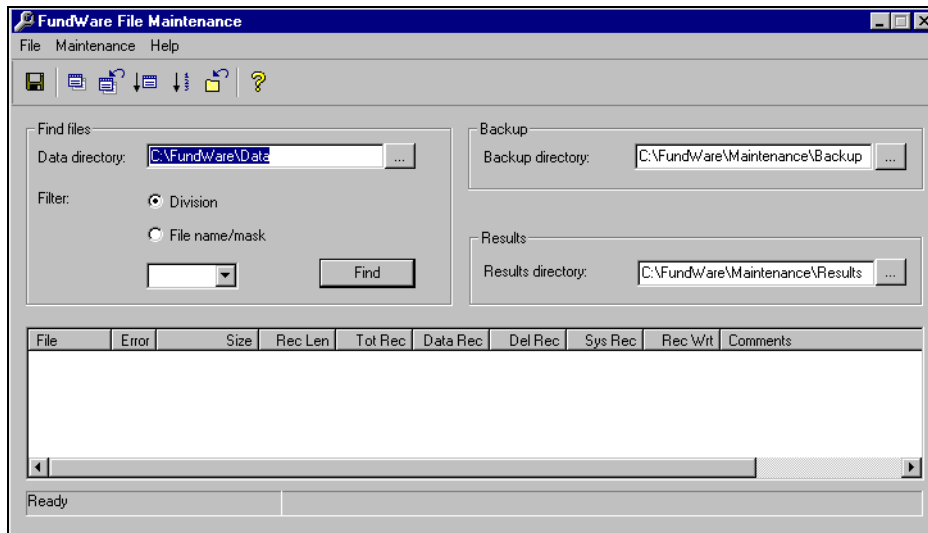


Figure C.1—FundWare File Maintenance

CREATE DIRECTORIES

To help us in our support of you and your use of FundWare, you should create three folders before you begin:

- Maintenance folder—Create a **Maintenance** folder.
- Backup folder—Within the **Maintenance** folder, create a **Backup** folder to store your backup files.
- Results folder—Within the **Maintenance** folder, create a **Results** folder for temporary use during reorg.

SEARCH

To complete any of the tasks in the File Maintenance feature (e.g., backup, reorg), you must identify the applicable files using the search option.

1. Using Microsoft Explorer, locate the **FundWare > 7.## > Bin** directory (where ## represents your version number) and double-click the FILEMAINT.EXE file to open. The FundWare File Maintenance feature displays (*Figure C.2*).

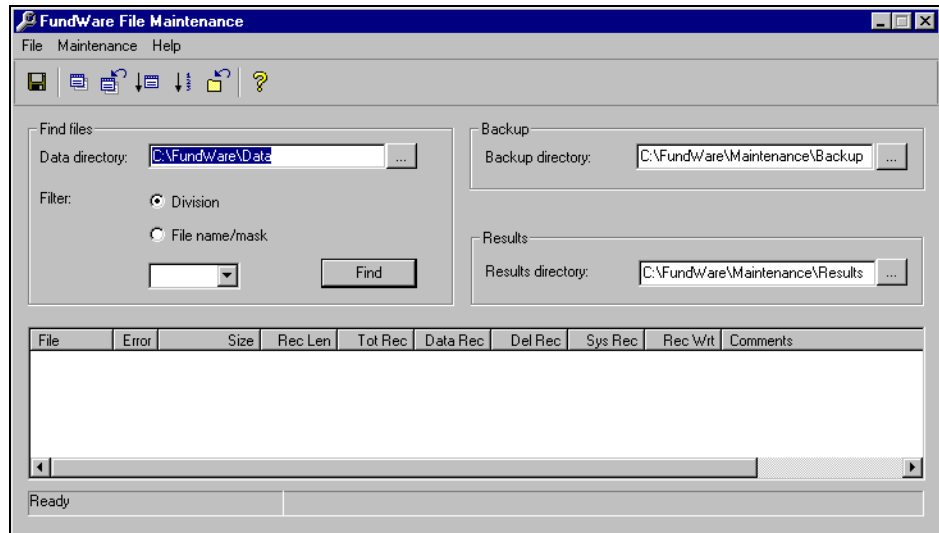


Figure C.2—FundWare File Maintenance

2. Type the Data directory path in the Data directory text box, or click the ellipsis to search for the directory. (File Maintenance will enter a default directory based on your FundWare system.)
3. Enter an additional filter for the files: division or file name/mask (*Figure C.3*).



Figure C.3—Filter Options

- Division—Select the Division radio button (the default) and the applicable division from the drop-down list.
- File name/mask—Select the File name/mask radio button and enter the file name or file mask (using * as a wildcard character) or click the ellipsis button to search for a file.

4. Click **Find**. (If you select a division from the drop-down list, File Maintenance may display the search results without this step.) All files in the directory that meet the filter criteria display in the detail pane below (*Figure C.4*).

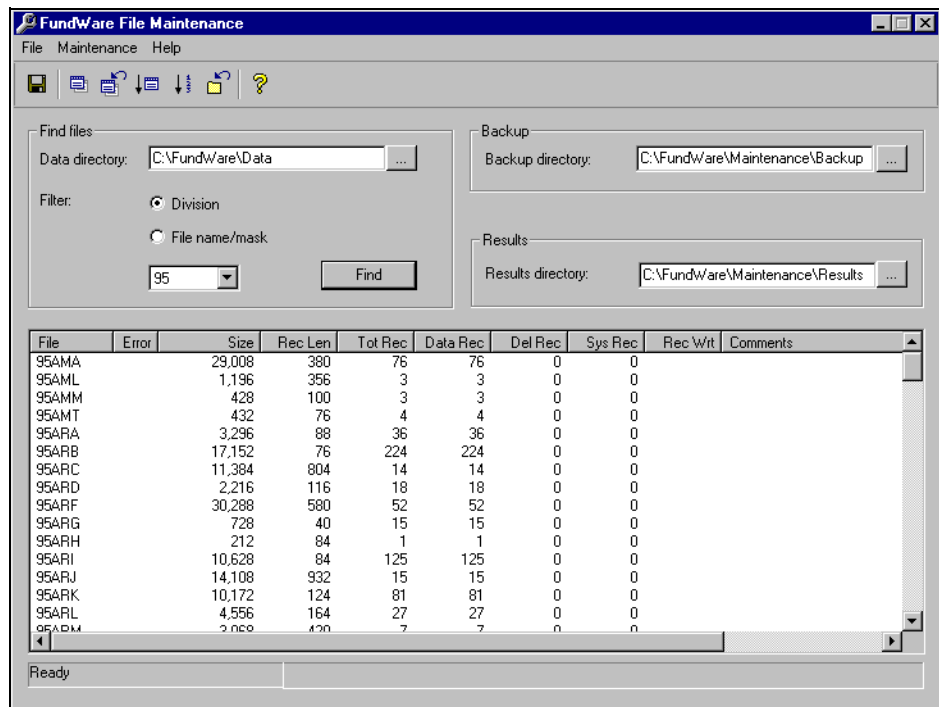


Figure C.4—Example Search Results



Any files that cannot be addressed by the File Maintenance procedures will be highlighted with a pink row color. For example, if you filter on *.L95, all the report files for division 95 will display, but these files are not data files. Therefore, they are highlighted with pink and you will not be able to complete any of the File Maintenance tasks.

BACKUP FILES

Use the following steps to backup selected data files to a Backup directory.




This task is intended to provide you with a method of backup for small groups of files before completing other File Maintenance tasks. It is not intended to replace more secure methods of backing up your data (i.e., external system backup, Division Maintenance backup). You should not rely on this feature as your only method of preserving your data.

1. Using Microsoft Explorer, locate the **FundWare > 7.## > Bin** directory (where ## represents your version number) and double-click the FILEMAINT.EXE file to open. The FundWare File Maintenance feature displays.
2. Type the Data directory path in the Data directory text box, or click the ellipsis to search for the directory. (File Maintenance will enter a default directory based on your FundWare system.)
3. Specify the Data directory and Filter options. (See *Search* on page 330 for more information.)
4. Click **Find**. (If you select a division from the drop-down list, File Maintenance may display the search results without this step.) All files in the directory that meet the filter criteria display in the detail pane below.
5. Type the backup directory path in the Backup directory text box, or click the ellipsis to search for the directory.




If the directory does not exist, you will receive an error message. See *Create Directories* on page 330 for more information.

6. Click  on the toolbar or select **Maintenance > Backup Files** from the menu bar. A confirmation message displays.
7. Click **OK**. Your files are backed up to the specified directory.

RESTORE FROM BACKUP

Use the following steps if you need to restore your data files from the Backup directory to your Data directory. (You must have completed a backup at least once to be able to restore files.)

1. Using Microsoft Explorer, locate the **FundWare > 7.## > Bin** directory (where ## represents your version number) and double-click the FILEMAINT.EXE file to open. The FundWare File Maintenance feature displays.

2. Type the Data directory path in the Data directory text box, or click the ellipsis to search for the directory. (File Maintenance will enter a default directory based on your FundWare system.)
3. Specify the Data directory and Filter options. (See *Search* on page 330 for more information.)
4. Click **Find**. (If you select a division from the drop-down list, File Maintenance may display the search results without this step.) All files in the directory that meet the filter criteria display in the detail pane below.
5. Type the backup directory path in the Backup directory text box, or click the ellipsis to search for the directory.
6. Click  on the toolbar or select **Maintenance > Restore Files** from the menu bar. A confirmation message displays.
7. Click **OK**. Your files are restored from the Backup directory to your Data directory.

REORG TO THE RESULTS DIRECTORY

The File Maintenance feature allows you to reorg your files (i.e., restructure the index to improve speed) to a “results” directory. This results directory acts as a temporary directory. From here, you can copy the results to your data directory.

Use this task to reorganize and rebuild data files, reclaiming unusable space from the file. This task also rebuilds a corrupted index portion of an MF-COBOL ISAM file pair from a valid data portion of the file pair. In addition, this task makes data files sequential, rebuilds and indexes the files, deletes unusable file records, and recovers disk space occupied by deleted files.



This is a precaution, allowing you to review the results of the reorg before you commit to changing your data files.





We strongly suggest that you complete a backup of your files before starting the reorg process.

1. Using Microsoft Explorer, locate the **FundWare > 7.## > Bin** directory (where ## represents your version number) and double-click the FILEMAINT.EXE file to open. The FundWare File Maintenance feature displays.

2. Type the Data directory path in the Data directory text box, or click the ellipsis to search for the directory. (File Maintenance will enter a default directory based on your FundWare system.)
3. Specify the Data directory and Filter options. (See *Search* on page 330 for more information.)
4. Click **Find**. (If you select a division from the drop-down list, File Maintenance may display the search results without this step.) All files in the directory that meet the filter criteria display in the detail pane below.
5. Type the results directory path in the Results directory text box, or click the ellipsis to search for the directory.



If the directory does not exist, you will receive an error message. See *Create Directories* on page 330 for more information.

6. Click  on the toolbar or select **Maintenance > Reorg to Results Directory** from the menu bar.
7. Review the results in the detail pane.
8. If the results of the reorg are correct, click  on the toolbar or select **Maintenance > Copy Files From Results to Data Directory** from the menu bar. You have completed the reorg process for the selected files.

CREATE SEQUENTIAL FILES FROM MICROFOCUS FILES

The File Maintenance feature allows you to create sequential files from your Microfocus files (MFtoSQ) to a “results” directory. This results directory acts as a temporary directory. From here, you can copy the results to your data directory.





This is a precaution, allowing you to review the results of the MFtoSQ before you commit to changing your data files.



We strongly suggest that you complete a backup of your files before converting them to sequential format.

1. Using Microsoft Explorer, locate the **FundWare > 7.## > Bin** directory (where ## represents your version number) and double-click the FILEMAINT.EXE file to open. The FundWare File Maintenance feature displays.

2. Type the Data directory path in the Data directory text box, or click the ellipsis to search for the directory. (File Maintenance will enter a default directory based on your FundWare system.)
3. Specify the Data directory and Filter options. (See *Search* on page 330 for more information.)
4. Click **Find**. (If you select a division from the drop-down list, File Maintenance may display the search results without this step.) All files in the directory that meet the filter criteria display in the detail pane below.
5. Click  on the toolbar or select **Maintenance > MFtoSQ to Results Directory** from the menu bar. New sequential files are created in the Results directory from the selected Microfocus files
6. Review the results in the detail pane.
7. If the results of the reorg are correct, click  on the toolbar or select **Maintenance > Copy Files From Results to Data Directory** from the menu bar. The new sequential files are copied to the Data directory.

You must now rebuild the Microfocus files. See *Rebuilding Files* on page 336.

REBUILDING FILES

Use the following steps to rebuild your files after completing the MFtoSQ process.

1. Go to your DOS prompt.
2. Type `AFWRUN NWSRBLDI`.
3. Press ENTER.

DISPLAY OPTIONS

You can control the files that display by selecting **Maintenance > Options** from the menu bar. The Options window displays (*Figure C.5*).

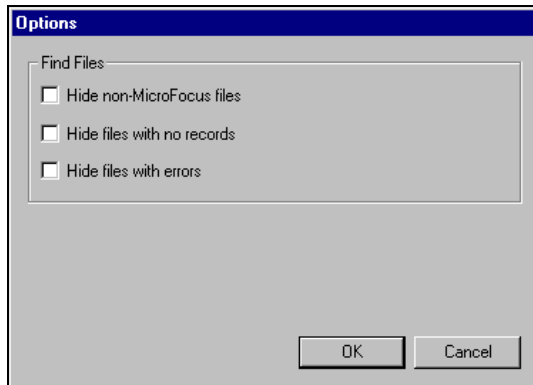


Figure C.5—File Display Options

Select the check box to hide (i.e., not display):

- Non-Microfocus files,
- Files with no records, and/or
- Files with errors.

A P P E N D I X D

EXPORTING REPORT INFORMATION

General Ledger–Project/Grant reports, including standard reports, trace reports, even check files, are in ASCII format. ASCII is a generic format that most spreadsheet or work processing programs can read. You can bring any of your FundWare reports into your favorite work processor or spreadsheet and modify them there.

1. Create the report through Report Manager.
2. Note the name and location of your report (i.e., the file name that you use to open the file through Print Manager).



For example, the trial balance is called GLTRBAL.L02 for division 02. By default, this report is saved as an ASCII formatted file in your **FundWare > Data** folder.

3. Using the secondary software program of your choice (e.g., Excel), select **File > Open** to open the FundWare report file.
4. The secondary software may display a “Wizard” to guide you through the process of importing and formatting the file.

A P P E N D I X E

WORKING WITH TTY LINE NUMBERS

The Classic versions (e.g., 5.8, 5.9) of FundWare use a ‘TTY’ line number to identify the terminal that is being used to communicate with the server. (TTY is short for ‘Teletype,’ the precursor to computer terminals.) This is a holdover from the days when FundWare was a mini-computer terminal-based system.

This document discusses how and when the TTY line number is used in the current version of the software, how to modify the TTY line number, and how to solve issues with running Classic FundWare processes that are highly dependant on the TTY line number (e.g., such as login and imports). Also discussed are issues and solutions particular to the Windows Terminal Server and Citrix environments.

THE WINDOWS REGISTRY

This document is not intended to be a tutorial on the Windows registry, but a brief overview is valuable so that everyone is familiar with a few terms and concepts. The TTY line number is stored in a database called the registry. The Windows operating system, along with your application programs, such as FundWare, store their configuration information in the registry. The registry contains profiles for each user of the computer and information about system hardware, installed programs, and property settings. Windows continually references this information during its operation. Registry editors are available that enable you to inspect and modify the registry. However, you should not need to use one to work with the FundWare registry. FundWare provides a utility named SetTTY.exe, described later in this document that can be used to make modifications to the TTY numbers stored in the registry.

It is strongly recommended that you do not edit registry settings yourself. Incorrectly editing the registry may severely damage your system. At the very least, you should back up the registry before making changes. If you do damage your system, you may be able to repair the registry or restore it from the backup copy.

KEYS AND HIVES

The registry is made up of a hierarchy of keys, or folders, much like the folders you see in Windows Explorer. The top-level keys are called root keys, or sometimes, hives. There are 5 root keys (hives) in the registry:

- HKey_Classes_Root
- HKey_Current_User
- HKey_Local_Machine
- HKey_Users
- HKey_Current_Config

Figure E.1 shows RegEdit open with the 5 hives collapsed. FundWare uses the HKey_Current_User (HKCU) and HKey_Local_Machine (HKLM) for storing TTY line number information.

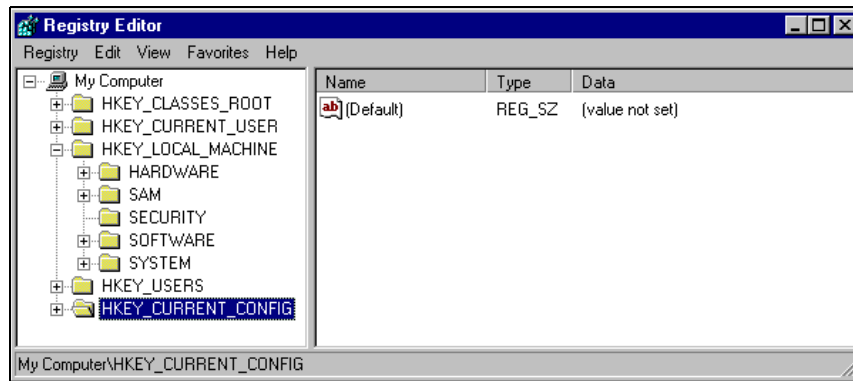


Figure E.1—RegEdit Showing Registry Hives

Each hive (or root key) can hold other keys and values. *Figure E.2* shows the registry opened to the FundWare key. In the case of the FundWare key, there are a series of values, such as Customer Address and Customer CityStateZip. Each value is displayed in three columns:

- Name—Contains the name of the particular value.

- **Type**—Contains the data type. In the case of the FundWare key, all the types are ‘REG_SZ’, which basically means that the value holds string or text data. Other values can hold numbers, binary information or other types of data.
- **Data**—Holds the actual information. For instance, the Version value holds 7.40 as the data.

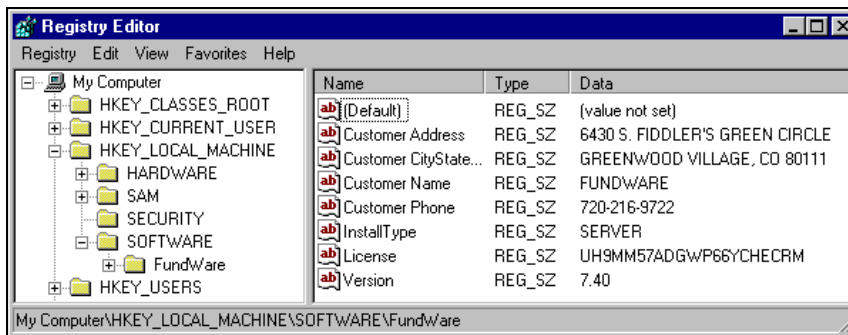


Figure E.2—RegEdit Opened to the FundWare Key

FundWare stores TTY line number information in three places, called entries, in the registry:

- **5X**—
HKey_Local_Machine\Software\Micro
Focus\NetExpress\2.0\COBOL\2.0\Environment\TTY
- **7X**—HKey_Local_Machine\Software\Fundware\7.40\StationID
— For earlier or later versions of FundWare, substitute the correct version number in place of 7.40.
- **Terminal Server TTY**—HKey_Current_User\Software\Fundware\580\TTY

DETERMINING YOUR TTY NUMBER

Certain import programs require that you know the TTY number for your computer. Use the following instructions to determine this number.

1. Select **Run** from the Start menu.

2. Enter REGEDIT in the text box (*Figure E.3*).

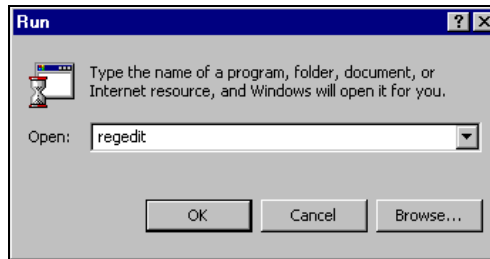


Figure E.3—Running RegEdit

3. Click OK. The Registry Editor displays (*Figure E.4*).

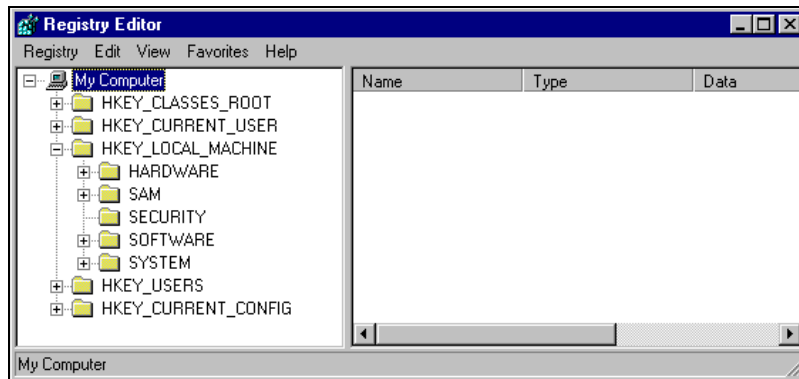


Figure E.4—Registry Editor

- Navigate to the HKEY_LOCAL_MACHINE > Software > MicroFocus > NetExpress > 2.0 > COBOL > 2.0 > Environment folder (Figure E.5).

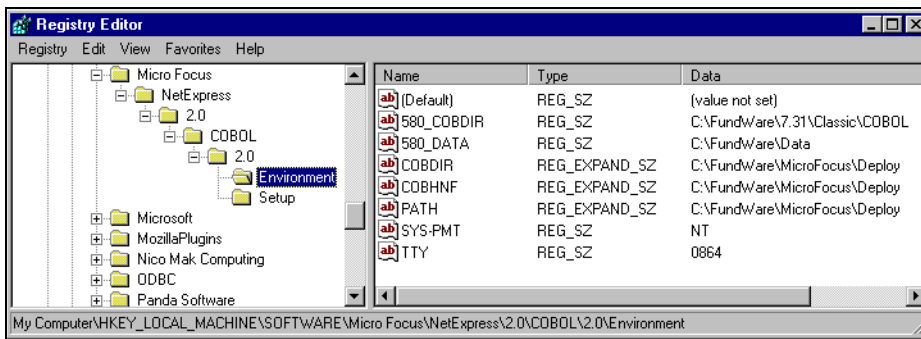


Figure E.5—Example Settings for MicroFocus COBOL

- Note the number listed in the Data column for the TTY entry (Figure E.6).

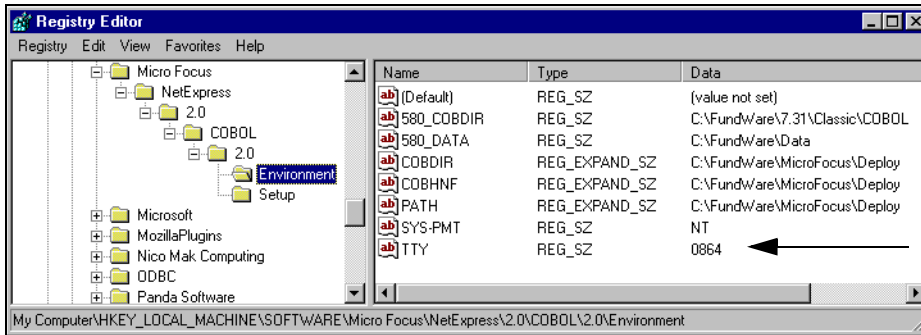


Figure E.6—Example TTY Number

DETERMINING YOUR STATION ID

Certain import programs require that you know the Station ID number for your computer. Use the following instructions to determine this number.

- Select **Run** from the Start menu.

2. Enter REGEDIT in the text box (*Figure E.7*).

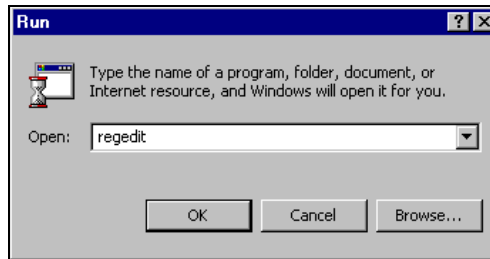


Figure E.7—Running RegEdit

3. Click OK. The Registry Editor displays (*Figure E.8*).

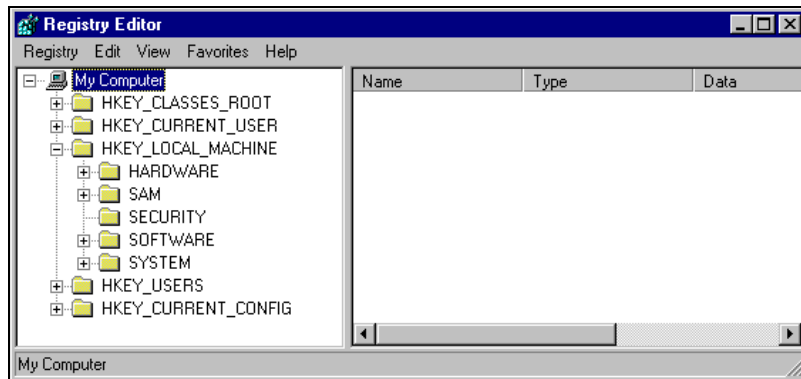


Figure E.8—Registry Editor

- Navigate to the HKEY_LOCAL_MACHINE > Software > FundWare > 7.40 > folder (Figure E.9). (The version number may differ for your machine if you are currently using a different version of FundWare.)

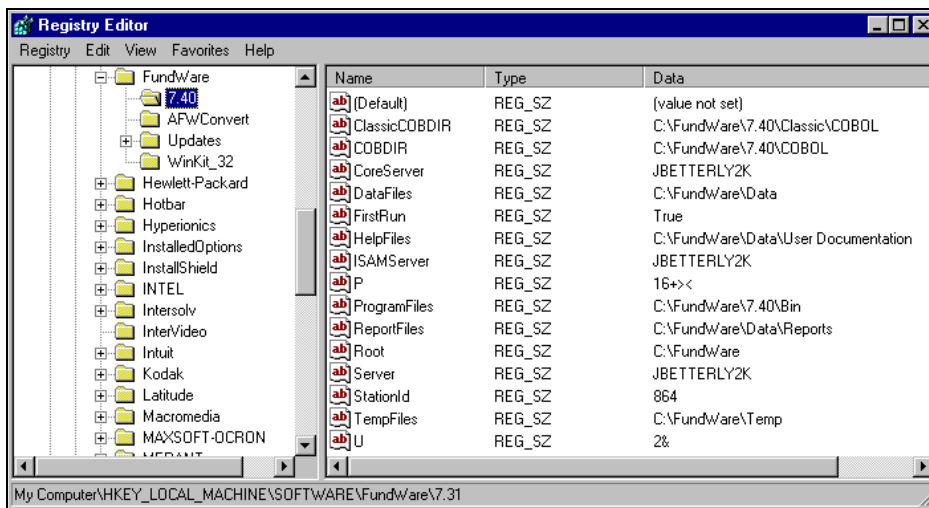


Figure E.9—Example Settings for FundWare

- Note the number listed in the Data column for the StationID entry (Figure E.10).

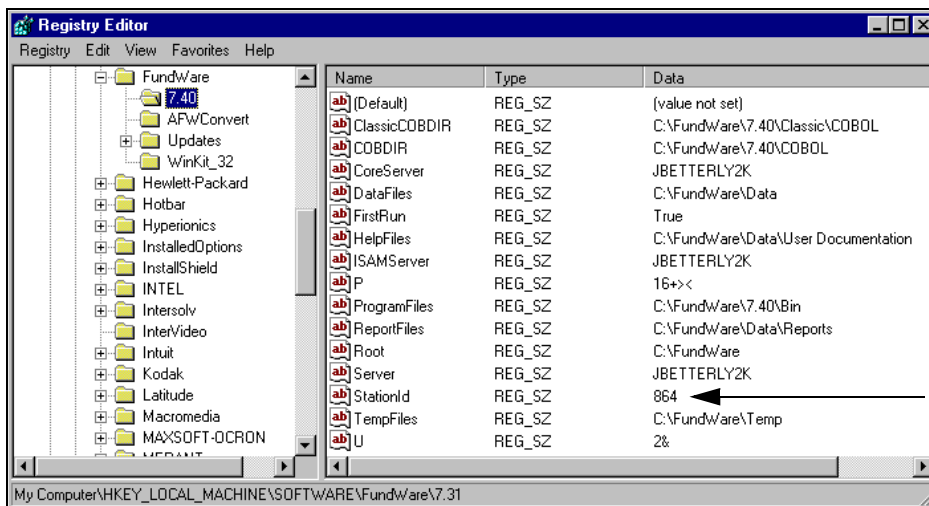


Figure E.10—Example Station ID Number

SETTING A TTY NUMBER OR STATION ID (SERVER/CLIENT)

You can manually set a TTY number or Station ID on your server/client system using the following instructions.

1. Run SetTTY.exe from the Bin folder within your FundWare version folder (e.g., FundWare > 7.40 > Bin) (*Figure E.18*).

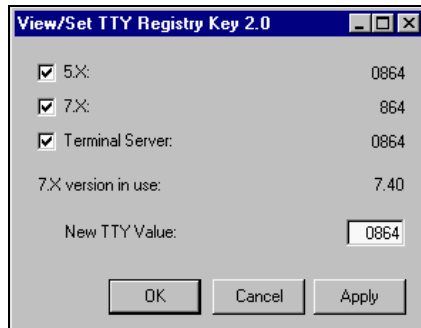


Figure E.11—View/Set TTY

2. Enter the desired TTY number in the New TTY Value box.
3. Click **Apply** or **OK**.

- The new TTY number will be written to the Registry Editor for the MicroFocus TTY number (Figure E.12) and FundWare Station ID (Figure E.13).

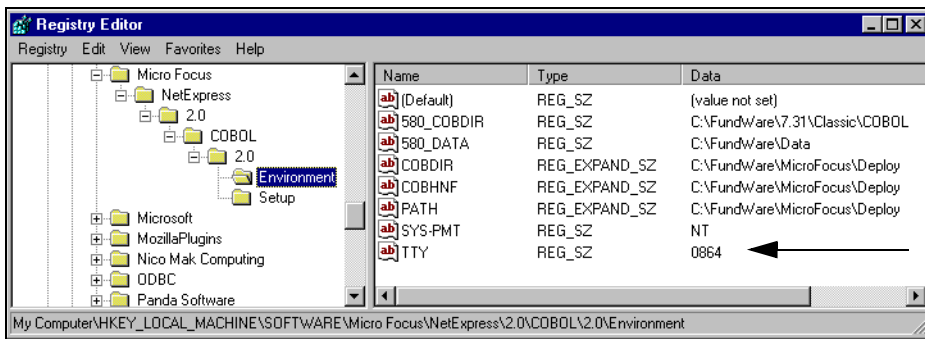


Figure E.12—MicroFocus TTY Number

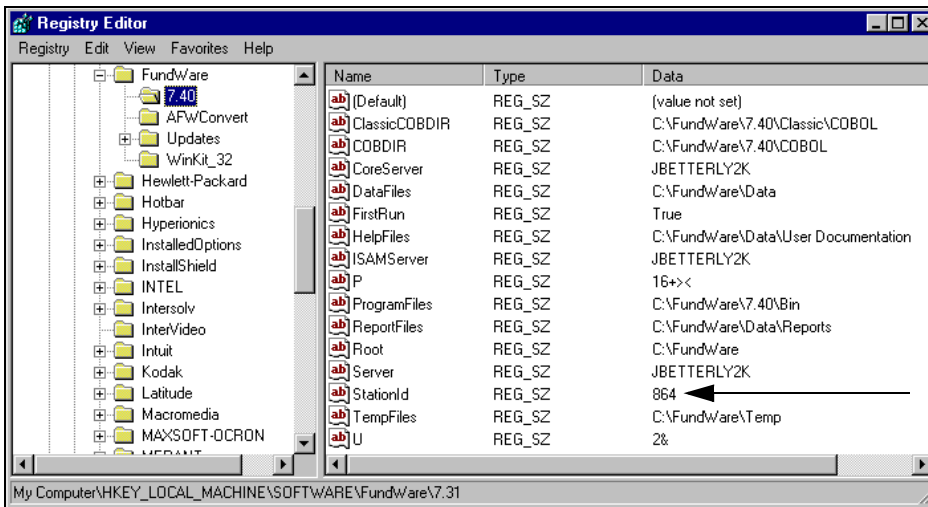


Figure E.13—FundWare Station ID

USING WINDOWS TERMINAL SERVER OR CITRIX

The Windows Terminal Server and Citrix environments bring their own set of issues that you must understand and address. In a client-server installation, each user has FundWare installed on their individual workstation. Each FundWare process reads and writes to the registry on that machine, as shown in *Figure E.14*.

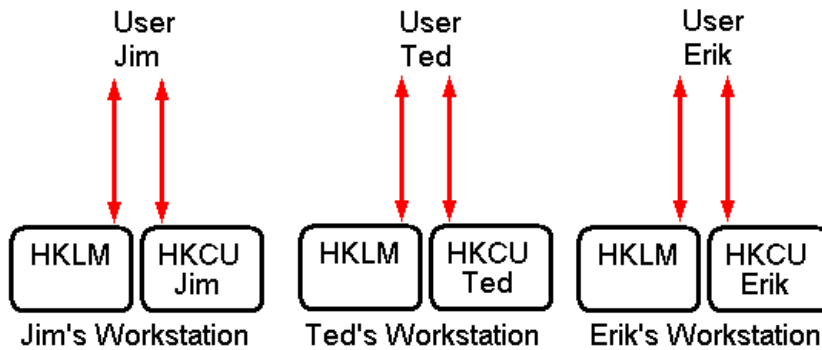


Figure E.14—Client-Server Registry Access

Under Terminal Server, FundWare is installed only on the server. Each user who runs FundWare initiates a Terminal Server session on their client machine. As shown in *Figure E.15*, the HKLM area of the registry is shared whereas each user has a private HKCU area.

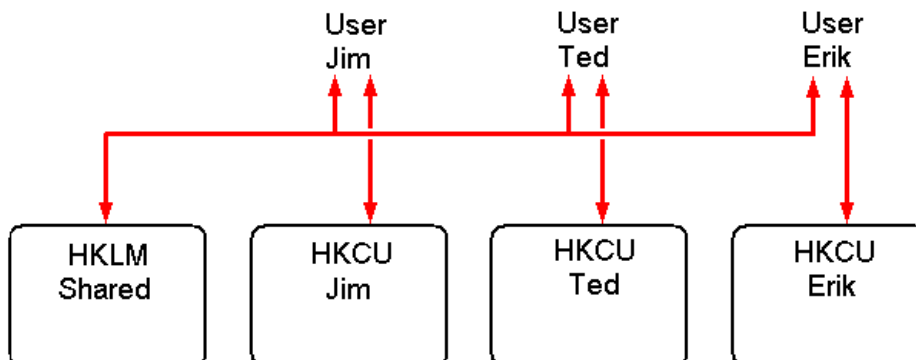


Figure E.15—The Registry Under Terminal Server

In a Terminal Server environment, the registry behaves much like it does for different users on a single machine: each user gets a unique HKCU registry area and has access to a shared HKLM registry area. When User A writes something to the HKLM area of the

registry, it is immediately visible to User B and visa versa. The challenge is that since FundWare processes use the HKLM area of the registry for storing the TTY line number, all users end up with the same TTY number. The solution to this problem is to use the SetTTY utility to manage unique TTY numbers in the Terminal Server environment.

SETTING UNIQUE TTY NUMBERS AND STATION IDs ON TERMINAL SERVER

As discussed above, FundWare stores the TTY number in three specific areas of the Windows registry. The SetTTY utility allows you to view and/or modify each of these. When you run SetTTY, the View/Set TTY Registry Key 2.0 displays (*Figure E.16*).

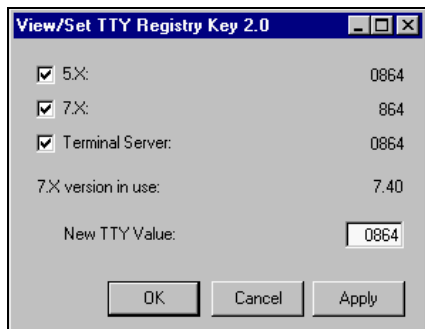


Figure E.16—SetTTY User Interface



The SetTTY utility is located in the Bin folder within your FundWare version folder (e.g., **FundWare > 7.40 > Bin**).

The registry path information can be displayed by hovering the mouse over each of the check boxes. A tooltip showing the registry path info is displayed as shown below in *Figure E.17*.

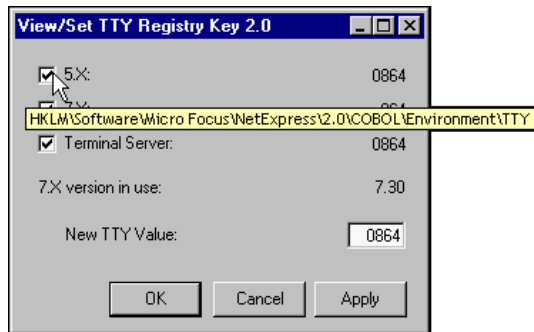


Figure E.17—Registry Path Tool-Tip

Use the following instructions to set up unique TTY numbers for each FundWare user on a Terminal Server.

1. Get a list of FundWare users.
2. Determine a unique TTY number for each user. Each TTY number should start with 0.
3. Log on to a Terminal Server session as a user in the list.
4. Run SetTTY.exe from the Bin folder within your FundWare version folder (e.g., FundWare > 7.40 > Bin).
5. Ensure that the Terminal Server check box is selected (*Figure E.18*).

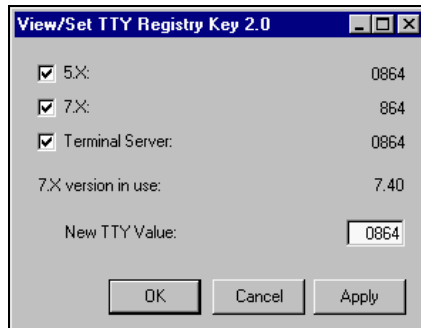


Figure E.18—View/Set TTY



The Terminal Server TTY value may say “Not Found.” This is okay at this stage of the process.

6. Enter the desired TTY number in the New TTY Value box.
7. Click **Apply** or **OK**.
8. The new TTY number will be written to the Terminal Server entry.
9. Repeat step 3–step 8 for each remaining user.

IMPORT PROGRAMS

Import programs require a similar solution, but with a slightly different implementation. Most imports are run by FundWare customers via batch files or stand-alone. Some simple DOS batch commands can be used to run imports successfully in either case. The heart of the technique is to create a registry import file and run RegEdit in batch mode. Start by creating a reg file with the desired registry path and TTY number. You can create this file in Notepad directly or create it by exporting the TTY key from the 5X registry entry in RegEdit. The file you need is shown in *Figure E.19*. Note that the format of the file in *Figure E.19* is specific to Windows 2000. If you have another version of Windows (e.g., NT 4) the format may differ.

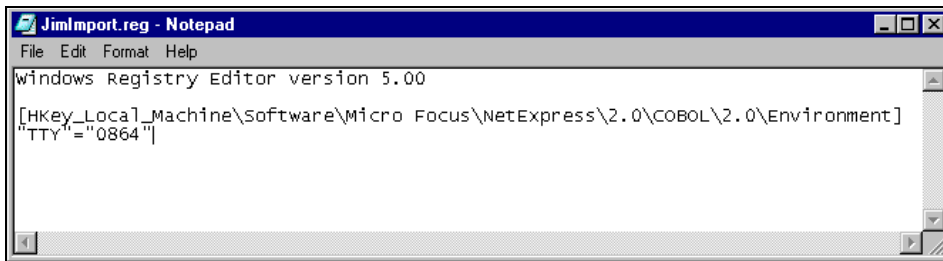


Figure E.19—Reg file for Creating a 5X TTY entry

Give the file a name that is unique for each person that runs imports. You can put whatever unique TTY line number in that you want. Once you have this file, create a batch file as shown in *Figure E.20*.

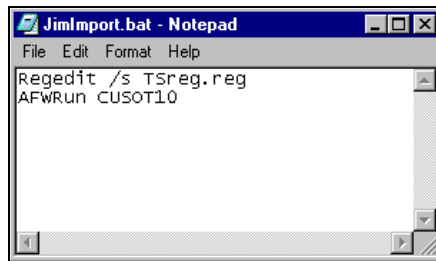


Figure E.20—Batch File for Importing Vendors

To run a vendor import, you would create `JimImport.reg` and `JimImport.bat` in the `FundWare\Data` directory and then name your import file `OT0864.z`. Typing `JimImport` at the DOS prompt in the data directory will launch the import with the unique TTY number. Be sure to use the `/s` switch with `RegEdit.exe` as this tells `RegEdit` to run in Silent mode, eliminating the message boxes that tell you the registry was updated successfully.

Alternatively, you can rename `AFWRun.exe` (e.g., `AFWRun2.exe`) and name your batch file `AFWRun.bat`. The registry file can be named to something non user-specific like `TSReg.reg` for example. The import file name can be passed into the batch file as a parameter, so upstream programs that expect to call `AFWRun` don't need to be changed. An example of this is shown in *Figure E.21*.

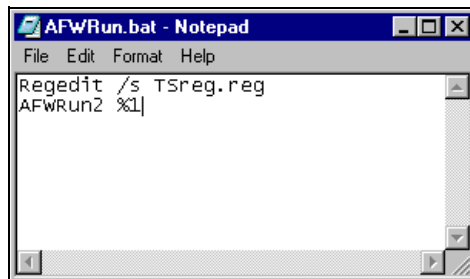


Figure E.21—Batch File for Replacing AFWRun.

A P P E N D I X F

DETERMINING YOUR STATION ID

Certain import programs require that you know the station ID for your computer. Use the following instructions to determine this number.

1. Select **Run** from the Start menu.
2. Enter REGEDIT in the text box (*Figure F.1*).

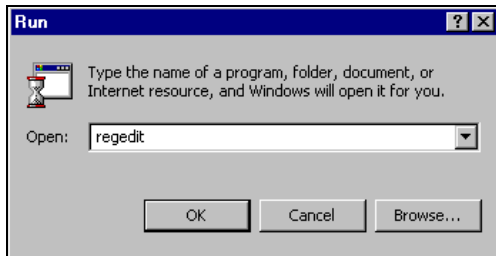


Figure F.1—Running RegEdit

3. Click OK. The Registry Editor displays (*Figure F.2*).

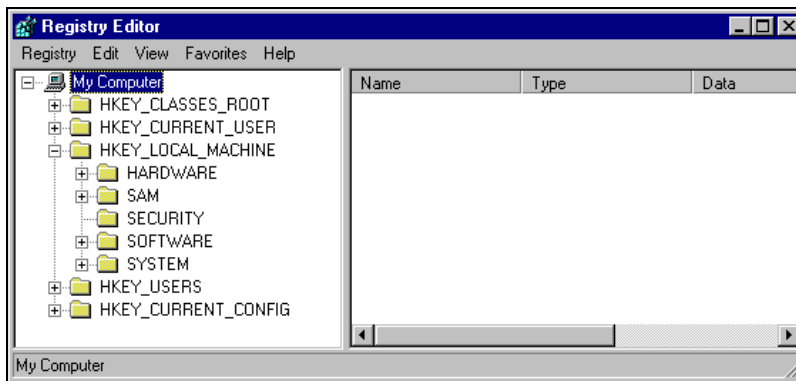


Figure F.2—Registry Editor

4. Navigate to the FundWare version folder (e.g., HKEY_LOCAL_MACHINE > Software > FundWare > 7.40) (Figure F.3).

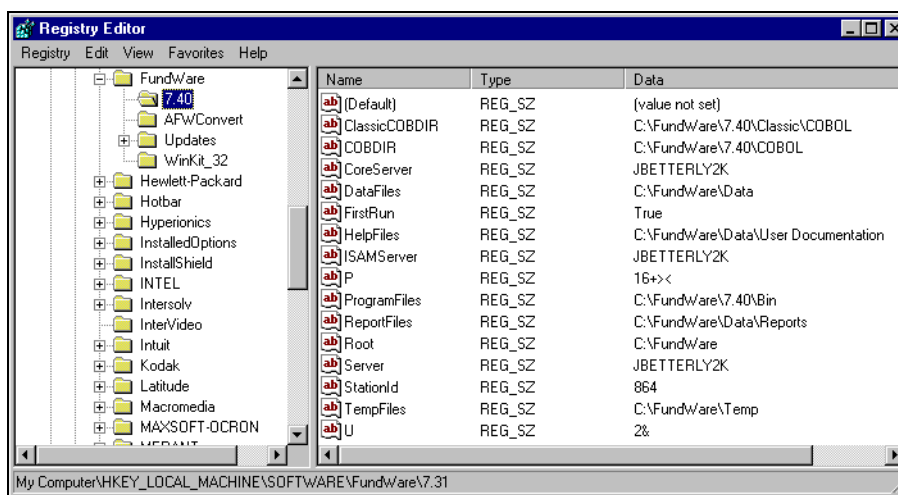


Figure F.3—Example Settings for FundWare 7.40

5. Note the number listed in the Data column for the StationID entry (Figure F.4).

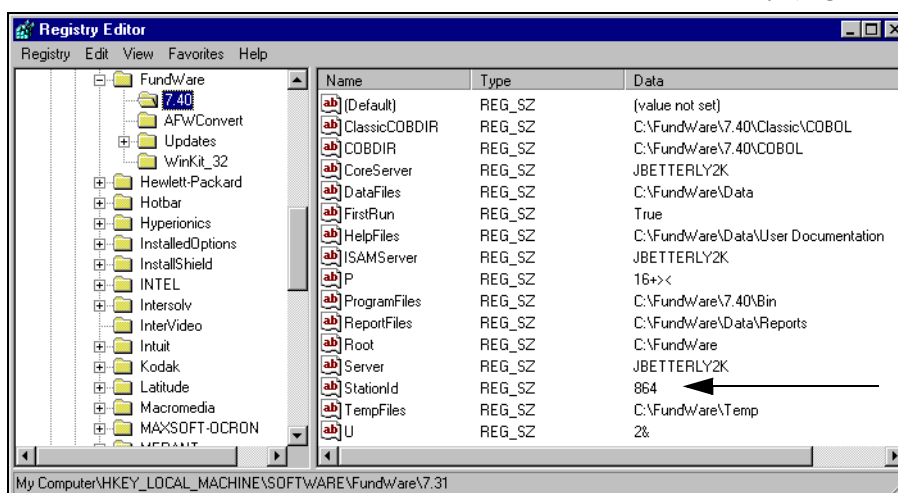


Figure F.4—Example Station ID Number

A P P E N D I X G

PRINT MANAGER ADMINISTRATOR

The Print Manager Administrator is a new feature that FundWare is including with your Year-End 2001 Service Bulletin. The Administrator is designed to allow you to define and control access to certain Print Manager options, including mode, template locations, and default directories. You will be able to set the preferred defaults and lock these defaults from change by your employees, if you choose.

INSTALLING THE PRINT MANAGER ADMINISTRATOR

The Print Manager Administrator will be installed during the Year-End 2001 Service Bulletin installation. At any time, you can remove the Administrator executable file (PMAAdmin.exe) from your computer, then re-install by copying the file from the service bulletin CD (PM Administrator directory) to your computer.

PMAAdmin.exe is installed to the FundWare\data and FundWare\7.x\Bin directories (where “7.x” represents your FundWare version number).

USING THE PRINT MANAGER ADMINISTRATOR

The following steps provide instructions for using the Print Manager Administrator.

1. Because there is no Administrator icon for your desktop, you must browse to the appropriate directory to open the program.

2. Double-click or right-click and select **Open** from the pop-up menu. The Print Manager Administrator - Login screen displays (*Figure G.1*).



Figure G.1—Print Manager Administrator - Login

3. Type the security password: *pmguard*
4. Click **OK**. The Print Manager Administrator displays (*Figure G.2*).

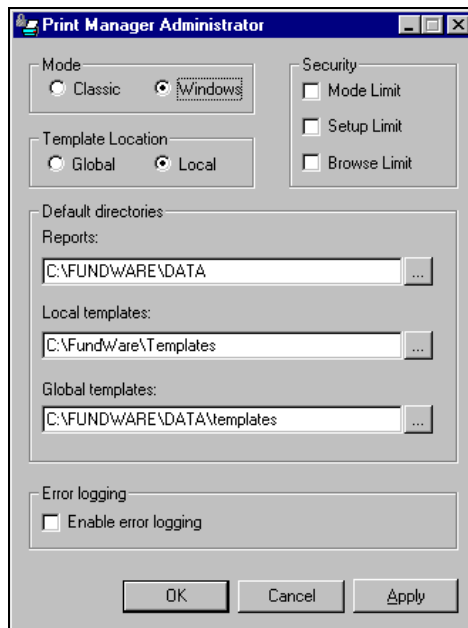


Figure G.2—Print Manager Administrator

Table G.1 provides an explanation of the options presented by the Administrator.

Table G.1—Print Manager Administrator Functions

Option	Impact to the User
Mode <ul style="list-style-type: none"> • Classic • Windows 	Determines the default mode for Print Manager. You can access the same choices from the Mode menu in Print Manager. You can lock your selection from change by the user through the Mode Limit option in the Security section (see below for more information).
Template Location <ul style="list-style-type: none"> • Global • Local 	Determines the default template location for Print Manager. You can access the same choices from the Mode menu in Print Manager. You can lock your selection from change by the user through the Mode Limit option in the Security section (see below for more information).
Default Directories <ul style="list-style-type: none"> • Reports • Local templates • Global templates 	Specify the default directories for the reports, local templates, and global templates. You can lock your selections from change by the user through the Browse Limit option in the Security section (see below for more information).
Error Logging	By selecting this option, you will enable the error logging option in Print Manager. Error logging causes Print Manager to save an error log file (PMErrLog.txt) in the Bin or Data directory. A message displays each time you open Print Manager when error logging is enabled.
Security <ul style="list-style-type: none"> • Mode Limit • Setup Limit • Browse Limit 	The security options allow you to limit the user's ability to change the defaults set through the Print Manager Administrator. Activating the security options has the following impact: <ul style="list-style-type: none"> • Mode Limit—If you select this option, the user will not be able to change the mode or template location defaults through the Mode menu in Print Manager. • Setup Limit—If you select this option, the user will not be able to access the Setup Wizard through the Help menu in Print Manager. • Browse Limit—If you select this option, the user will not be able to change the default directories specified in the Administrator through the File menu in Print Manager. Also, when the user selects File > Open from the Print Manager menu, the only directory available will be the default reports directory. The user will not be able to browse to any other directory. See <i>Figure G.3</i> for further explanation. Selection of a security option is indicated by a check mark.

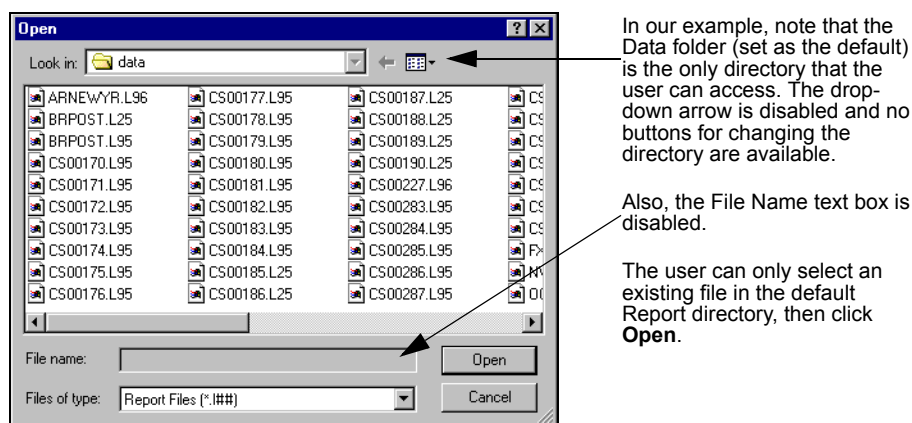


Figure G.3—Print Manager Open File Dialog Box—Browse Limit Set

5. Once you have configured the Print Manager Administrator settings, click **Apply** to save the changes and remain in the Print Manager Administrator feature, or click **OK** to save the changes and close the Print Manager Administrator.
6. The next time you open Print Manager, these settings will be active. (If Print Manager is open while you are setting these options, you must close and reopen Print Manager to activate the Print Manager Administrator settings.)

SECURING THE PRINT MANAGER ADMINISTRATOR SETTINGS

The only way to ensure that your employees cannot change the Print Manager Administrator settings is to remove the Administrator executable file (PMAAdmin.exe) from your computer.

If you need to change the settings, you must copy the file from the Year-End 2001 Service Bulletin CD to your computer.

Remember, the PMAAdmin.exe is installed to the FundWare\data and FundWare\7.x\Bin directories (where “7.x” represents your FundWare version number).

GLOSSARY

A

Audit Trail—The method of tracing an accounting entry through the system. A trace report is generated each time a transaction is posted to the General Ledger. Many standard reports include a transaction number (such as 161T), journal name, and date for entries, which also assist the auditor in tracking transactions through the system.

B

Backup—The frequent and regular process of saving the day's work on media external to the computer. This is done to protect your database in the event of computer malfunction, power failure, or human error.

Boot—Starting your computer.

Buffer—Computers temporarily store information in buffers, which are areas in memory. The information is being transferred between one device and another, for example, between the hard disk and the printer. Up to a point, increasing the number of buffers your computer uses increases the speed of its operation.

Business Date—The date used to post all transactions to the General Ledger. This date is entered as part of the sign-on procedure. It always displays in the upper right corner of the screen while in the FundWare system.

Bytes—Amount of space needed to store a single character, such as a number, a letter, or a space. 1024 bytes equals one kilobyte (KB).

C

Clearing Accounts—Clearing accounts record transactions between the funds. The clearing fund is commonly in the operating fund and contains the checking accounts for payables and payroll, the control accounts for all modules, and the payroll liability accounts.

Clearing Entries—Clearing entries are created using clearing accounts, whenever a transaction is entered which crosses funds. To automatically make clearing entries, you must set up automatic balancing and “Due to/from Accounts” for each journal in the Define Journal Control task. These entries ensure that all transactions posted to the General Ledger are in balance at a fund level. A transaction cannot be posted to the General Ledger which leaves any fund out of balance.

Clearing Funds—The fund or funds designated to record transactions between funds. The clearing fund is commonly the operating fund and contains the checking accounts for payables and payroll, the control accounts for all systems, and the payroll liability accounts.

Control Accounts—Control accounts are defined to handle the balancing entries for transactions entered through the system.

CPU—The central processing unit of your computer.

Cursor—A marker on the screen that indicates where on the screen your next action will take place. Depending upon the operating system, the cursor may appear as a box or a line. In some cases it may be blinking.

D

Data—Information stored on a computer system. FundWare programs store your accounting records in data files. Data is organized into files, each a collection of records. Each record is a group of individual fields.

Date Table—The date table contains the fiscal-period ending dates for each year.

Default—Predetermined information, setting, or device used by your computer if no other value is given. For example, your computer will always load programs from disk drive A unless you specify drive B.

Demonstration Data—Demonstration data can be found by accessing the Model City Division.

Directory—A directory is used to organize files on disks much the same as organizing files in a file cabinet. For example, FundWare uses separate directories to organize files in groups. All data files are in one directory, all programs in another, and all utility commands in a third.

Disk Drive—A physical device that reads and writes information from magnetic disks.

Division—A single entity's accounting records are maintained in a single division. (An entity can be an organization or municipality.) Accounting records of up to 99 entities can be maintained simultaneously in up to 99 divisions.

E

Error Messages—Messages appearing on your screen indicating a problem with some part of your computer system.

External Media—Disks or tapes not attached to your computer used to store a current copy of your data.

F

Fields—Within data records, fields store discrete items of information. For example, a name is in one field, an address in another. Most reports can be sorted on any field. Fields can also be used to select which records to include in a task or report.

Files—All information stored in a computer system is organized into files. A file contains a set of related information, and is similar to a paper file in a file cabinet. Examples in FundWare are vendor files, employee master files, meter files, and journal files. You set up some of these files upon implementation and the system continually updates them as you work. Other files are automatically generated by the system. Files are made up of groups of records.

Fiscal Period—A period of time (usually a month) used for managing financial transactions, and for producing financial reports. Fiscal periods are defined as part of a date table during implementation.

Fund—An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, revenues, and equities. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Definition from: National Committee on Governmental Accounting, Municipal Finance Officers Association of the United States and Canada, "Governmental Accounting, Auditing, and Financial Reporting." (Chicago, 1968), pp 6-7.

Fund Accounting—A method of accounting which allows a single entity (organization) to have multiple funds, each requiring separate financial reports.

Fund Balance—A fund balance account maintains the current equity for the fund. Each fund is required to have a fund balance account which is updated at year-end when the fund's revenue and expense accounts are closed into it.

H

Hard Disk—A physical device (a disk) used to store information permanently for access by your computer. Also referred to as a storage disk or a fixed disk. Information is not erased from the hard disk when the power is turned off.

Hardware—The physical components of your computer system such as the printer, computer, disk drives, monitor and modem.

I

Input—Communication to your computer, for example, anything typed on the keyboard.

J

Journals—Journals are books of original entry, used to group like transactions together prior to posting to the appropriate ledger.

Journal Control—Journal controls are used to grant access to a journal and the General Ledger. Journal controls must be defined before any transactions can be posted to the General Ledger. Journal controls contain the mask used to create fund balancing entries for transactions which cross funds.

L

Ledger—Transactions are posted into ledgers from the journals. FundWare systems use three ledgers:

- **The General Ledger**—All journals except the budget and encumbrance journals post to the general ledger. The general ledger maintains actual amounts for asset, liability, equity, revenue, and expense accounts.
- **Budget Ledger**—This ledger maintains budgeted amounts for revenue and expense accounts. Entries to the budget ledger are posted from the General Ledger module using one or more budget journals.
- **Encumbrance Ledger**—This ledger maintains encumbered amounts for expense accounts. Entries are posted from the Accounts Payable module using an encumbrance journal, or from the General Ledger module using a journal set up to post encumbrances.

M

Mask—Masks allow the system to create entries for like accounts. A mask uses a variable (X) in the place of an actual number within an account format. The system then extracts all accounts which match the actual digits in the account format indicated, regardless of the digits in the positions indicated by the 'X'.

Example: 01 XX-XX 6000

In the above example, the system would extract all the GLAs with the number 6000 for fund 01, regardless of the department number.

Memory—The working space or temporary storage used during the execution of any program. Memory is erased when the power is turned off.

O

Online—The ability to access all data at any time including historical information. FundWare systems are on-line systems updating all relevant files whenever a transaction is entered.

This also refers to a peripheral device, such as a printer being ready to receive information from the computer. The printer can be turned on, but not on-line.

Operating System—A set of instructions which acts as the interface between the computer and an application.

Operator's Log—A daily log of all activity on the computer, including the transaction codes and description of all transactions posted to the General Ledger, as well as notations of all errors or unusual occurrences. The date, time, and media of all backups is also noted.

Option List— display across the top of the screen indicating to the operator the options available for the task.

Output—Communications from your computer. For example: display of information on the screen, reports printed on the printer, or information sent to the hard disk for storage.

P

Posting Task—A FundWare system task that updates one or more files at once by entering transaction data to the files' records. Most posting tasks update more than one file at a time, and generate a trace report.

Program—A set of instructions which allows a computer to perform a specific task or function. If you purchased all of FundWare's programs, your program library would contain more than 800 programs.

Q

Queue—A temporary staging area used by the computer to set up several print jobs to print consecutively.

R

Reboot—Restart the computer, usually without turning it off. Also known as a "warm boot".

Record—Within a file, specific information is stored as a record. For example, with the Vendor Master File, each vendor's information is stored as a record.

Record Key—Each record within a data file is identified by a key. This key is usually a number. Keys may not be changed; numbers such as vendor numbers cannot be changed.

Restore—The process of reloading files, previously backed up on external media, onto the hard disk.

S

Scrolling—Displaying a list or a document that is longer than may be entirely displayed on the screen.

Shortcut Menu—Menu displayed when you click the right mouse button (i.e., right-click).

Software—A series of machine instructions that manipulate your computer hardware to perform specific jobs. The operating system you are using is one type of software. FundWare is an application software.

Support—American Fundware, Inc. provides customer support. The definition and scope of this support is found in the American Fundware, Inc. Support Policy and in this guide.

System Parameters—FundWare system has a parameter record which must be defined prior to entering transactions for that system. The parameter record contains data specific to the organization, such as account numbers to be used for control entries.

T

Task—A specific function chosen from a FundWare menu. Tasks allow you to initially set up your files, make changes to existing records, enter transactions, produce reports, and otherwise manage the financial information for your organization.

Trace Report—A report created automatically each time a transaction is posted to the General Ledger module. Detail and/or summary reports are available. The type of report desired is indicated in the journal control record for each journal. This is your audit trail for activity in the General Ledger. Each transaction posted is assigned a number. The system then uses this number to name the filed trace report. For example, a transaction assigned number 121 will have a trace report filed with the name CS00121.

The trace report contains the journal used to post the transaction, the date, the accounts and amounts posted, descriptive information, and the user ID number of the operator who posted the entry.

Transaction—A group of related accounting entries posted to the General Ledger through a journal. They affect a net change to the files maintained by the system. Transaction tasks post information to files created by you as well as to files created by the system. The system creates special transaction files which are “invisible” to you except that the information from these files appears on transaction reports. Information which has been posted is permanent and requires a new transaction to change it.

Some transaction tasks create entries which are posted to the General Ledger. These tasks are called “posting tasks”. The entries are posted automatically to the General Ledger and require a reversing entry if the information is posted incorrectly or with the wrong date. The sign-on date (business date) is used to post these entries.

Dates in FundWare are organized into fiscal periods which are maintained by various modules. Fiscal periods may be marked as closed. If the date with which you signed on is in a closed period, you will not be able to select a posting task anywhere in the program.

U

Utility—A special program which performs management functions of a computer system. For example, utility programs are used to handle printing, backing up, and file recovery processes.

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