Data Import/Export User's Guide

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Contents

Chapter 1: Introducing the Data Import/Export Module

The connectivity of the Data Import/Export module makes it possible to import data from many external applications. When setting up a new system, you can import initial chart of accounts, vendor information, and customer information. The Data Import/Export module can import many types of transactions including journal vouchers, cash disbursements, cash receipts, budget transactions, and accounts payable invoices. With Data Import/Export, you have the flexibility to import data from comma separated variable (*.csv) file format, automatically generate a session ID number, and apply a date mask to identify the format of any date.

Balance or transaction data can also be exported in spreadsheet, database, and word processing formats to many external applications. Data exported from the system can be used for such activities as outcome-based and performance reporting.

During the import process, if one row in your file contains an error, the import will not fail; instead the system will create an error exception file. You will be able to select the name of the exception file and where it will be saved, before the import error log. After correcting the errors, you can re-import this file.

To Add This Module

1. First the Data Import/Export module must be added to the organization by the Administrator.
2. Either add the Data Import/Export module to a current organization (Organization>Add a Module Wizard - Module Panel), or select the Data Import/Export module when creating a new organization (File>New Organization Wizard - Modules Panel).
3. Once the Data Import/Export module has been applied to an organization, the Data Import/Export buttons and menu selections are available. These buttons and menu selections are integrated into the MIP Fund Accounting system.
4. There are Checklists available for setting up this module and its processes. Please refer to the online help (Help>Contents and Index>Reference) for modular specific menu selections, checklists, and common questions.

Chapter 2: Importing Data

This chapter contains information about importing data into your MIP Fund Accounting system.

Import

Access this form using File>Import.

Use this form to select the definition file (*.DEF) to be imported. Definition files map to data files (fixed width or comma separated variable) to be imported, while data files contain the actual data being imported.

Note: To modify one of the master *.DEF or sample *.DEF files provided, copy the file before making modifications. It is very important to rename the files because all files are replaced during an upgrade of the system!

Nonprofit Online Users

Files are imported locally through a mapped drive using the \\TS Client\<drive letter> directory structure. For specific instructions on how to import a file, see article 4136 in the Knowledgebase. See Nonprofit Online.

Troubleshooting

- During the import process, if one row in your file contains an error, the import will not fail; instead the system will create an error exception file (.CSV or .TXT). Prior to the import error log displaying, the error exception form opens. You can accept the default name or enter a unique one for the exception file and where it will be saved. After correcting the errors, you can import this file. For more information about using the error exception file, see Error Exception File.

Fields

Look in Select the drive and folder for the location of the *.DEF file.

File name Either select a file from the list of files, or enter a file name for the *.DEF file. The system displays the available *.DEF files in the current folder.

Files of type Either accept the default file type, select a file type from the drop-down list, or enter a valid file type.

Tips:

- When commands in DEF files are left without column assignments and imported, problems can occur. Avoid these problems by entering valid default values or REM out the field for values that are not required.
- Once data has been imported, verify the information by opening the appropriate form to be certain all fields imported correctly.
- The import process can be quite lengthy for large data files. The status bar (at the bottom of the screen) displays the percentage complete.
- When attempting to view a CSV using Excel with accounts codes or values having leading zeros, the leading zero will be stripped off because Excel thinks it is a number.

  To add the leading zeros back, highlight the column, right-click and select Format Cells, and create a Custom format. Enter "0#" in the **Type** field if the custom format is a two character field; for a three character field, enter 00# and so on.

  Keep in mind if you open the CSV again with Excel to make changes you will have to go through the same process again.

File Structure

Use the File>Import form in the MIP Fund Accounting system to import data generated by other software programs, by our system, and by user created entries.

When the system was installed, it automatically created the following file structure.

The Import directory contains the following folders:

- 3RD PARTY SAMPLES contains folders with *.DEF and data files for fixed assets, fund raising, payroll, school administration, utility billing, and others. These files include sample *.CSV, *.DEF, and *.TXT that can be used as a guide, when importing data from other software. Note that these sample *.DEF files do not contain a predefined error exception file name.
- CSV MC Samples contains sample *.DEF and *.CSV files specific to the Multicurrency module. These files can be viewed to get an idea of how to set up these files when using this module. Note that these sample *.DEF files do not contain a predefined error exception file name.
- CSV SAMPLES contains sample *.DEF and *.CSV files. These files can be viewed to get an idea of how to set up your own files. Note that these sample *.DEF files do not contain a predefined error exception file name.

- FIXED WIDTH SAMPLES contains sample *.DEF and *.TXT files. It is a good idea to view these files before importing data into the system. Note that these sample *.DEF files do not contain a predefined error exception file name.
- MASTER DEF FILES has *.DEF files for each import type. Save these files as another name, and then alter those for your own data. These files contain all possible fields that can be imported into the system. Also, each one contains a predefined error exception file name.
- PT CONVERSION contains *.DEF and data files to help you import Peachtree data into the MIP Fund Accounting system. Note that these sample *.DEF files do not contain a predefined error exception file name.

All definition and data files can be imported into the NTO organization, which is available for download. They are provided to illustrate how a variety of data can be imported. Use the master definition files as a basis to create or adapt a definition file to use with your Chart of Account structure.

Note: Make a copy of one of the master or sample *.DEF files, and then customize the new file for your organization. You can also modify or add a predefined error exception file name, if desired.

Tip: During the import process, if one row in your file contains an error, the import will not fail; instead the system will create an error exception file (.CSV or .TXT). Prior to the import error log displaying, the error exception form opens. You can accept the default name or enter a unique one for the exception file and where it will be saved. After correcting the errors, you can import this file. For more information about using the error exception file, see Error Exception File.

Data Files - CSV Format vs. Fixed-Width Format

Data files must be formatted one of two ways in order to be read by the system; that of Fixed-Width or Comma Separated Variable (CSV). Each of these formats is read differently by definition files.

It is easy to produce a file in the CSV format with other software programs. Data is separated by commas (or other delimiters such as colons, semicolons and pipes) in this format.

In the Fixed-Width (FW) format, similar data appears in the same position of each line of data.

The following samples show how to format the exact same data for both a CSV file and a FW file:

CSV Data Sample

The following lines of data are formatted for a CSV data file. Notice that there are commas between each field:

```
01-101-40001-101-101-1,04/06/2001,C,1000,FAS Fund-CA
01-101-11001,04/06/2001,D,1000,FAS Fund-CA
01-101-40001-101-101-1,04/06/2001,C,1000,Travel-CA
01-101-11001,04/06/2001,D,1000,Travel-CA
```

Fixed-Width Data Sample

The following lines of data are formatted for a fixed-width data file. Notice that spaces are used to line the fields up in the same position:

```
01 101 40001 101 101 1 04/06/2001 C 1000 FAS Fund-CA
01 101 11001           04/06/2001 D 1000 FAS Fund-CA
01 101 40001 101 101 1 04/06/2001 C 1000 Travel-CA
01 101 11001           04/06/2001 D 1000 Travel-CA
```

Sections of the *.DEF File

Use the File>Import form to import data into the system. The definition file describes how to interpret the information contained in the separate data file. The definition and data files can have any filename.

Note: Keep in mind, when you are reviewing a definition file, if a line is preceded by REM, this line is ignored because the system considers it a remark or comment.

If you are using an existing, master definition file as a starting point, copy the file and change the segments to match your Chart of Accounts structure. This will allow you to maintain the original files, that work with the sample data NTO, for future reference. Also note that the master and sample files get replaced with any system upgrade.

Every definition file contains both the Environment and Context sections. The File, Context ID Position, File Type, Transaction Line, and Formatting statements are part of the Environment section, while the Context ID statement makes up the Context section.

Note: This sample *.DEF file contains a predefined error exception file name in the Environment Section - 1: File Statement. For more information about using the predefined error exception file, see Error Exception File.

Environment Section

"1: File Statement" (page 8)

```
FILE,{Record Type},{Path and Filename of Data File}, , {Path and
Filename of Error Exception File}
```

"2: Context ID Position Statement" (page 9)

```
CONTEXTIDPOSITION,{Column Position/Field},{Field Length},{Default
Value}
```

"3: File Type Statement" (page 9)

```
FILETYPE,{POSLEN OR CSV}
```

"4: Transaction Line Statement" (page 10)

```
TRANSACTION_READ,{Method}
```

"5: Formatting Statements" (page 10)

```
DISCARDFIRSTNRECORDS,{# of rows to be ignored}
GEN_CODING
APPLY_OFFSETS
CLEANLINE_READ,{1 Enables}
SUPPRESSWARNINGS
SEGMENTNOTSTRING
USEDISTCODE
UPDATEITEM
UPDATETS
PREVALIDATE
```

Context Section

"6: Context ID Statement - CSV Formatting" (page 15) or "6: Context ID Statement - Fixed-Width Formatting" (page 20)

CSV:

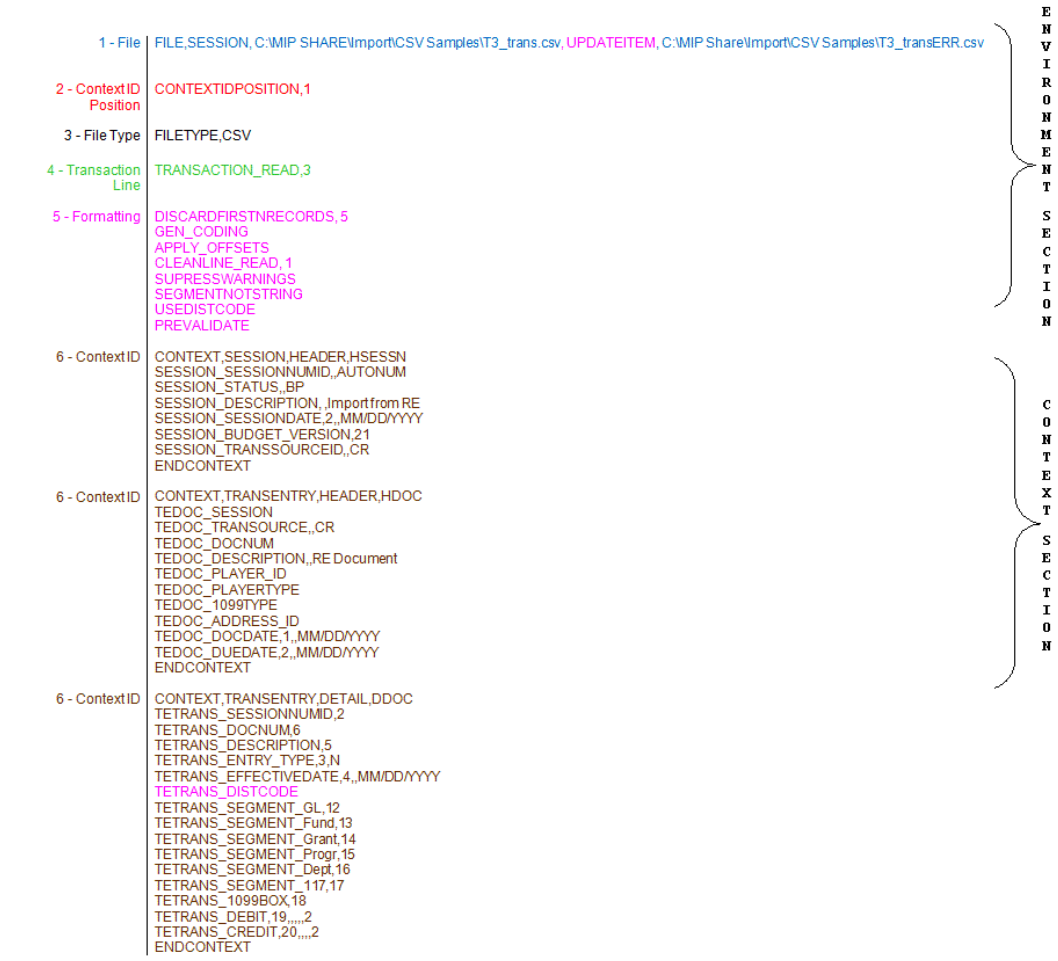
```
CONTEXT,{Record Type},{Header or Detail},{Context ID}
{Context Type}_{Field Name},{Field Position in CSV},{Default Value},{Date Mask},{Position in String},{Field Length},{Decimal Places}
ENDCONTEXT
```

Fixed-Width:

```
CONTEXT,{Record Type},{Header or Detail},{Context ID}
{Context Type}_{Field Name},{Starting Column},{Field Length},{Default Value},{Decimal Places},{Date Mask}
ENDCONTEXT
```

Sample DEF File

Note: The following illustration outlines the statements and sections of a definition file. It is NOT intended to represent an actual definition file. For example, the UPDATEITEM formatting statement nor the UPDATETS formatting statement should not be used with this type of CSV file, but this is the correct placement for either statement. This illustration is combining multiple statements into one example; therefore, its focus is on the placement of the statements, not the data.



1: File Statement

The File statement defines the location of each data file and designates the type of information to be imported. See the sample File statement below:

```
FILE,SESSION,C:\MIP SHARE\IMPORT\CSV SAMPLES\T1_TRANS.CSV
```

This statement can be broken down as follows:

```
FILE,{Record Type},{path and filename of data file}
```

FILE and {Record Type} are required, while {path and filename of data file} are not.

If a valid path and filename are not entered in this section, the system displays a form where this information can be selected.

Note: If the default directory was not used when installing the system, this path needs to be changed to match the existing CSV SAMPLES and/or FIXED WIDTH SAMPLES directory. If you do not want to use some of the import types listed in the definition file, REM them out or delete them.

Troubleshooting

- During the import process, if one row in your file contains an error, the import will not fail; instead the system will create an error exception file (.CSV or .TXT). Prior to the import error log displaying, the error exception form opens. You can accept the default name or enter a unique one for the exception file and where it will be saved. After correcting the errors, you can import this file. After correcting the errors, you can re-import this file. For more information about using the error exception file, see Error Exception File.

2: Context ID Position Statement

The Context ID Position statement tells the system what type of record is being imported. This statement identifies the context ID position in the data file. It provides the starting position or field of the Context ID and the length of the data identifier. A default value for the Context ID Position can also be added. The line containing this information might look like this:

```
CONTEXTIDPOSITION,1,6,HCOA
```

In the preceding example, 1 defines the starting position, 6 defines the length of the ID, and HCOA is the default value. In a definition file that includes more than one type of Context ID, the length must be equal to the longest Context IDs in the file.

Note: The Context ID position statement is always required in the definition file. If you are only importing header records or using the T3 import, you are not required to include the position or length. But the statement "CONTEXTIDPOSITION" must be included.

3: File Type Statement

The File Type statement defines the type of data file that will be used for import. There are only two possible statements—CSV or POSLEN. If delimiters, other than the comma, are used in the CSV data file, add the delimiter here and the system will recognize it.

```
FILETYPE,CSV,
```

or

```
FILETYPE,POSLEN
```

POSLEN is used with fixed-width data files, while CSV is used with comma separated variable data files. If this statement is omitted from the definition file, the system use the POSLEN file type by default. If an alternate delimiter (such as colon, semicolon, or pipe) is not specified here, the system assumes the data is separated by a comma in the CSV file.

4: Transaction Line Statement

Note: This statement is required for definition files that are used to import accounting transactions. Also, The PREVALIDATE statement does not apply to transactions.

If you are importing a session or transaction from another software program, the definition file must contain a TRANSACTION_READ line. The transaction read line must specify which transaction method is being used—1 or 3.

T1

If you are using the MasterT1.DEF file, the TRANSACTION_READ statement contains a 1. This tells the import program to read the Session, Header, and Detail information as separate records in the data file.

```
TRANSACTION_READ,1
```

T3

If you are using the MasterT3.DEF file, the TRANSACTION_READ statement contains a 3. This tells the system to read Session, Header, and Detail information from a single flat line. This is the most common format used.

```
TRANSACTION_READ,3
```

5: Formatting Statements

The system allows the following optional statements to be included in the definition file:

DISCARDFIRSTNRECORDS

The DISCARDFIRSTNRECORDS,X statement tells the system to ignore the number of rows (X) in the data file, starting with row one. X represents the number of rows to be ignored (one or more), not counting blank lines.

If a line has spaces or blanks in it, it is discarded. If a line is empty, no spaces but a carriage return/line feed, the system skips it. Therefore, it is not counted as a discarded line and the first line of data is discarded.

```
DISCARDFIRSTNRECORDS,1
```

GEN_CODING

The GEN_CODING statement is used to have the system to automatically generate the line of the detail coding. This statement can be used in conjunction with the APPLY_OFFSETS statement to have the system automatically generate all lines. Do not use GEN_CODING if importing Coding Lines.

Formatting Statement Section of DEF

```
GEN_CODING
```

APPLY_OFFSETS

The APPLY_OFFSETS statement is used when only one side of a transaction is available. It tells the system to automatically apply offsets to transactions to create a balanced entry. If the data file contains a balanced entry for the transaction, it produces an error message and does not import that transaction.

```
APPLY_OFFSETS
```

From Data File

```
Gen Journal,01/28/00,01101400011011011,Jan. U. Way,-150.00
Gen Journal,03/28/00,01101400011011011,March U. Way,-200.00
```

System Generates Offsets

If you include the Apply_Offsets statement in the definition file, and you are using the preceding data file, the system might produce the following offset to an expense account:

```
Gen Journal,03/28/00,01101500011011011,Wages,+350.00
```

CLEANLINE_READ

The CLEANLINE_READ statement tells the system how to deal with non-required segment information. When importing transactions, it will remove any segment that is not required by transaction entry.

A value of "1" enables this feature. Depending on the transaction type, the system updates any transaction lines to remove non-balancing segment and restriction segment information from lines where it is not required.

```
CLEANLINE_READ,1
```

SUPPRESSWARNINGS

The SUPPRESSWARNINGS statement tells the system not to include warnings in the import log; consequently, you would not be able to print the warnings either.

However, the system would display error messages that prevent the data from being imported.

```
SUPPRESSWARNINGS
```

SEGMENTNOTSTRING

If you include the SEGMENTNOTSTRING statement, the system reads the TETRANS_SEGMENT data as if it is in CSV format, using the field position. Otherwise, the system processes the file using the starting position and length.

```
SEGMENTNOTSTRING
```

If your DEF file is in CSV format and includes the SEGMENTNOTSTRING statement, it should be set up as follows:

```
TETRANS_SEGMENT_GL,10
TETRANS_SEGMENT_FUND,8
TETRANS_SEGMENT_GRANT,9
TETRANS_SEGMENT_PROGR,11
TETRANS_SEGMENT_DEPT,12
TETRANS_SEGMENT_117,13
```

If your file does not include SEGMENTNOTSTRING, it should be set up as follows:

```
TETRANS_SEGMENT_GL,10,,,1,5
TETRANS_SEGMENT_FUND,8,,,1,2
TETRANS_SEGMENT_GRANT,9,,,1,3
TETRANS_SEGMENT_PROGR,11,,,1,3
TETRANS_SEGMENT_DEPT,12,,,1,3
TETRANS_SEGMENT_117,13,,,1,1
```

USEDISTCODE

Note: This statement only applies to CSV data files. Also, you must have previously created distribution codes using the Maintain>Distribution Codes form.

If you include the USEDISTCODE statement, the system uses both a general ledger code and a distribution code to complete the accounting transaction lines for each document line imported. You can include the general ledger and distribution codes in the data file or enter the default code in the definition file. You can also include user defined fields.

The distribution code should include all Fund, Balancing, Non-Balancing, and Restriction segment codes. In addition to including USEDISTCODE in the environment section of the definition file, the Field ID TETRANS_DISTCODE must be added to the transaction line context section. The Field ID should reference the distribution code in the data file or default to the distribution code to use for all transactions.

Formatting Statement Section of DEF

```
USEDISTCODE
```

Context ID Statement of DEF

```
TETRANS_DISTCODE
```

UPDATEITEM

Note: This statement only applies to Maintain menu selections (such as vendors or customers) and timesheets; it does not apply to transactions.

If you include the UPDATEITEM statement, the system updates existing records with the data included in the data file. In other words, the field values in the existing record are replaced by the field values in the data file. (When importing timesheets the data in the data file appends, or is added to, the existing record.) Transactions continue to perform a replace import.

Note: When importing detail field data for records, such as Distribution Codes and 1099 Adjustments, it is recommended that you delete the master record and import the correct information, instead of updating the existing records using the UPDATEITEM statement. Header records can be imported using UPDATEITEM.

The UPDATEITEM statement is included after the data path and file name in the File Statement section of the definition file. The format of the statement is:

```
FILE,{Record Type},{path and filename of data file}, UPDATEITEM
```

To update timesheet records, for example, the File Statement would read:

```
FILE,TIMESHEET,C:\MIP Share\Import\CSV Samples\PRTS.csv,
UPDATEITEM
```

UPDATEIGNOREBLANK

Note: This statement does not apply to timesheets.

The UPDATEIGNOREBLANK statement tells the system to update fields in a master record with the contents of the .CSV (data file), except for cases where the data file contains a blank field. If the import encounters a blank field in the data file, the EXISTING field in the master record will not be replaced with a blank field. The currently existing value in the organization's database will be kept intact.

```
UPDATEIGNOREBLANK
```

UPDATETS

Note: This statement only applies to the Timesheets menu selections; it does not apply to Maintain menu selections or transactions.

If you include the UPDATETS statement, the import updates the hours and/or rates/amounts on timesheets. When importing timesheets the data in the data file appends, or is added to, the existing record. For example: On Default timesheets, Earnings Hours can be appended and Distribution Codes can be modified, and new Codes can be added.

The UPDATETS statement is included after the data path and file name in the File Statement section of the definition file. The format of the statement is:

```
FILE,TIMESHEET,{path and filename of data file}, UPDATETS
```

PREVALIDATE

Note: This statement only applies to Maintain menu selections (such as vendors or customers) and timesheets; it does not apply to transactions.

If you include the PREVALIDATE statement, the system tests the definition and data files without actually importing the data. If errors are detected, they are displayed in a message box. If there are no errors, the system displays a blank message. This statement should be on a separate line under the File Type statement.

```
PREVALIDATE
```

6: Context ID Statement - CSV Formatting

The data below describes the context ID statement, identifies CSV field references, provides excerpts from sample data and DEF files, and helps you interpret a sample DEF file:

Context ID Statement

In the definition file, the next block of lines begins with CONTEXT and ends with ENDCONTEXT. This tells the import program that a new block of text (to define a new set of records) is included in that block.

The first line, beginning with CONTEXT, shows the record type that the system recognizes, whether the records are Header or Detail, and the Context ID.

In the following example, Sessions are imported, all records are Header records, and the Context ID to be used is HSESSN.

```
CONTEXT,SESSION,HEADER,HSESSN
```

```
SESSION_SESSIONNUMID,,AUTONUM
SESSION_STATUS,,BP
SESSION_DESCRIPTION,,Import from RE
SESSION_SESSIONDATE,2,,mm/dd/yyyy
SESSION_TRANSSOURCEID,,CR
ENDCONTEXT
```

The number of characters identified for the Header–"HSESSN" in this example–cannot be longer than the Context ID position (6 in this case), which is declared in the Context ID Position statement in the Environment section.

CSV Field References

Field references are located between the CONTEXT and ENDCONTEXT statements. They contain seven field positions, separated by commas and read from left to right. The following table outlines each possible field position:

Field Position	Comma Separated Variable
1	Context Type and Field Name
2	Field Position in CSV
3	Default Value
4	Date Mask
5	Position within string
6	Field Length
7	Assumed Decimal Places

Note: Field reference positions are different for fixed-width and CSV data files. See the section entitled "Context ID Statement–Fixed-Width Formatting" for fixed-width examples.

Here is an example of a field reference from a definition File:

1	2	3	4	5	6	7
SESSION_SESSIONDATE,	2,	,	mm/dd/yyyy,	,	,	

Below you will find three sections related to CSV Formatting–a sample data file, a sample definition file, and an interpretation table. All of this information is related to each other–the sample definition file can be used to import the sample data file. And, the Interpretation table outlines how the information is being read by the system.

Sample CSV Data File

The following lines are from a sample data file. Notice that commas separate each field of data:

```
01-101-40001-101-101-1,04/06/2001,C,1000,FAS Fund-CA
01-101-11001,04/06/2001,D,1000,FAS Fund-CA
01-101-40001-101-101-1,04/06/2001,C,1000,Travel-CA
01-101-11001,04/06/2001,D,1000,Travel-CA
```

Note: We recommend limiting your data to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Sample CSV DEF File

Below is an excerpt from a DEF file. This is NOT a complete definition file; it only contains the Context ID Statement for instructional purposes. It is mapped to the preceding sample data file.

```
CONTEXT,TRANSENTRY,DETAIL,DDOC
TETRANS_SESSIONNUMID,,Autonum
TETRANS_DOCNUM
TETRANS_DESCRIPTION,7
TETRANS_ENTRY_TYPE,,N
TETRANS_EFFECTIVEDATE,2,,mm/dd/yyyy
TETRANS_SEGMENT_GL,1,,,8,5
```

```
TETRANS_SEGMENT_Grant,1,,,4,3
TETRANS_SEGMENT_Fund,1,,,1,2
TETRANS_SEGMENT_Progr,1,,,14,3
TETRANS_SEGMENT_Dept,1,,,18,3
TETRANS_SEGMENT_117,1,,,22,1
TETRANS_DEBIT,4,0,,,,0
TETRANS_CREDIT,4,0,,,,0
ENDCONTEXT
```

Interpretation of Sample CSV DEF File

Based on the definition file below, and the first line in the preceding sample data file, here is how the system reads the data:

Field Name	Field Pos	Default	Date	String Pos	Length	Decimal	1st Line Actual Data
TETRANS_ SESSIONNUMID							N/A
TETRANS_ DOCNUM							N/A
TETRANS_ DESCRIPTION	5						FAS Fund-CA
TETRANS_ ENTRY_TYPE		N					
TETRANS_ EFFECTIVEDATE	2		mm/dd/yyyy				04/06/2001
TETRANS_ SEGMENT_GL	1			8	5		40001

Field Name	Field Pos	Default	Date	String Pos	Length	Decimal	1st Line Actual Data
TETRANS_ SEGMENT_ GRANT	1			4	3		101
TETRANS_ SEGMENT_FUND	1			1	2		01
TETRANS_ SEGMENT_ PROGR	1			14	3		101
TETRANS_ SEGMENT_DEPT	1			18	3		101
TETRANS_ SEGMENT_117	1			22	1		1
TETRANS_DEBIT	4	0				0	
TETRANS_ CREDIT	4	0				0	1000

Field Name This is the field name that is required by the Import program. It cannot be changed.

Field Position in CSV File This is the order in which the fields are organized. Unlike fixed-width data files, CSV files are organized by fields, not characters.

An account code will generally appear as a string in a single field. Within that field, identify the start position and length for each of the segments.

Default Value Specify a default value; however, this is not required.

Date Mask Indicate the format for date fields–MMDDYY, MMDDYYYY, MM/DD/YYYY, or MM-DD-YYYY.

Position within String Use this designation to specify the begin position of subsets within a field.

Field Length This is the length of the data position within the field. This length was assigned when the organization was created. If the data length exceeds the field lengths specified, the system displays an error to that affect.

Assumed Decimal Places Indicate the number of decimal places in currency fields. If the decimal is supplied with the data, enter 0.

6: Context ID Statement - Fixed-Width Formatting

The data below describes the context ID statement, identifies Fixed-Width field references, provides excerpts from sample data and DEF files, and helps you interpret a sample DEF file:

Context ID Statement

In the definition file, the next block of lines begins with CONTEXT and ends with ENDCONTEXT. This tells the import program that a new block of text (to define a new set of records) is included in that block.

The first line, beginning with CONTEXT, shows the record type that the system recognizes, whether the records are Header or Detail, and the Context ID.

In the following example, Sessions are imported, all records are Header records, and the Context ID to be used is HSESSN:

```
CONTEXT,SESSION,HEADER,HSESSN
SESSION_SESSIONNUMID,1,6
SESSION_STATUS,9,2
SESSION_DESCRIPTION,132,30,Imported Session
SESSION_SESSIONDATE,24,10
SESSION_TRANSSOURCEID,34,3
ENDCONTEXT
```

The number of characters identified for the Header—"HSESSN" in this example-cannot be longer than the Context ID position (6 in this case), which is declared in the Context ID Position statement in the Environment section.

In this case, for Session records, the import program looks in the data file, specified at the beginning of the definition file, for all lines beginning with the Header identifier HSESSN.

Fixed-Width Field References

Field references are located between the CONTEXT and ENDCONTEXT statements. They contain six field positions, separated by commas and read from left to right. The following table outlines each

possible field position:

Field Position	Fixed Width
1	Context Type_Field Name
2	Position of data begins
3	Field Length
4	Default values
5	Assumed decimal places
6	Date Mask

Note: Field reference positions are different for fixed-width and CSV data files. See the section entitled "Context ID Statement–CSV Formatting" for CSV examples.

Here is an example of a field reference from a definition File:

1	2	3	4	5	6
TETRANS_DEBIT,	80,	6,	0,	2,	

Below you will find three sections related to Fixed-Width Formatting–a sample data file, a sample definition file, and an interpretation table. All of this information is related to each other–the sample definition file can be used to import the sample data file. And, the Interpretation table outlines how the information is being read by the system.

Sample Fixed-Width Data File

The following lines are from a sample data file. Notice that the data is set at a fixed-width.

```
CD-130 BP Jan supplies 01/10/1999 CD 20160 ABC        N 11001 01
201           00000 10100
```

```
CD-130 BP Jan supplies 01/10/1999 CD 20160 ABC        N 57001 01
201 101 101 1 10100 00000
```

```
CD-131 BS Telephone    01/12/1999 CD 20161 BELL       N 11001 01
201           00000 23500
```

```
CD-131 BS Telephone    01/12/1999 CD 20161 BELL       N 56001 01
201 101 101 2 23500 00000
```

```
CR-150 BP Copy Income  01/14/1999 CR 50010 EDUCATION  N 11001 01
201           35000 00000
```

```
CR-150 BP Copy Income  01/14/1999 CR 50010 EDUCATION  N 40001 01
201 101 101 1 00000 35000
```

```
CR-151 BS Interest Inc 01/16/1999 CR 50011 YOUTHTRAIN N 11001 01
201           04500 00000
```

```
CR-151 BS Interest Inc 01/16/1999 CR 50011 YOUTHTRAIN N 45001 01
201 101 101 2 00000 04500
```

Note: We recommend limiting your data to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

Sample Fixed-Width DEF File

Below is an excerpt from a DEF file. This is NOT a complete definition file; it only contains the Context ID Statement for instructional purposes. It is mapped to the preceding sample data file.

```
CONTEXT,TRANSENTRY,DETAIL,DDOC
```

```
TETRANS_SESSIONNUMID,1,7
```

```
TETRANS_DOCNUM,38,6
```

```
TETRANS_DESCRIPTION,11,13
```

```
TETRANS_ENTRY_TYPE,55,2,N
```

```
TETRANS_EFFECTIVEDATE,24,10
```

```
TETRANS_SEGMENT_GL,57,5
```

```
TETRANS_SEGMENT_Fund,63,2
```

```
TETRANS_SEGMENT_Grant,66,3
```

```
TETRANS_SEGMENT_Progr,70,3
TETRANS_SEGMENT_Dept,74,3
TETRANS_SEGMENT_117,78,1
TETRANS_DEBIT,80,6,0,2
TETRANS_CREDIT,86,5,0,2
ENDCONTEXT
```

Interpretation of Sample Fixed-Width DEF File

Based on the definition file below, and the first line in the preceding sample data file, here is how the system reads the data:

Field Name	Data Pos	Length	Default	Decimal	Date Mask	Actual Data
TETRANS_ SESSIONNUMID	1	7				CD-130
TETRANS_DOCNUM	38	6				20160
TETRANS_ DESCRIPTION	11	13				Jan supplies
TETRANS_ENTRY_ TYPE	55	2	N			N
TETRANS_ EFFECTIVEDATE	24	10			mm/dd/yyyy	01/10/1999
TETRANS_SEGMENT_ GL	57	5				11001
TETRANS_SEGMENT_ FUND	63	2				01
TETRANS_SEGMENT_ GRANT	66	3				201

Field Name	Data Pos	Length	Default	Decimal	Date Mask	Actual Data
TETRANS_SEGMENT_PROGR	70	3				
TETRANS_SEGMENT_DEPT	74	3				
TETRANS_SEGMENT_117	78	1				
TETRANS_DEBIT	80	6	0	2		00000
TETRANS_CREDIT	86	5	0	2		10100

Field Name This is the field name that is required by the Import program. It cannot be changed.

Position of Data Begins This is the starting position for the first character or number of the field's data found in the data file. This is the number of spaces from the left.

Field Length This is the length of the data position within the field name defined by the system. This length was assigned when the organization was created. If field lengths are exceeded, data is truncated.

Default Values Specify a default value; however, this is not required.

Assumed Decimal Places Indicate the number of decimal places in currency fields.

Date Mask Indicate the format for date fields–MMDDYY, MMDDYYYY, MM/DD/YYYY, or MM-DD-YYYY.

If you are importing any data file and a field is left blank, the system automatically uses the default characters (if there are any) from the definition file. However, not all fields allow the use of the default.

Note: Often the data files contain information that is irrelevant to the system. These fields can be left in the data files; the location of data must be defined in the definition file for it to be imported into the system.

Error Exception File

During the import process, if a row in your file contains an error, the import will not fail; instead the system will create an error exception file. Prior to the import error log displaying, the error exception form opens.

You can accept the default name or enter a unique one for the exception file and where it will be saved. Use this file to import after you have corrected the errors.

Procedures

The following shows how the error exception file is created if one or more rows in a file fail to import.

1. During the import process, if your file contains an error, the line will be extracted into an error exception file. The import process will continue importing and extracting all of the errors.
2. The system will create an error exception file. You can select the name of the exception file and where it will be saved. Or you can accept the default file name and location. (This will be the same place your data file is located.) The default is the name of the original .csv or .txt file with ERR and a date and time stamp. For example, ChgCdERR20140827142947.csv
3. Afterward, the import error log displays. This log is not saved after clicking OK. Make note of the errors or print (Ctrl+P) them before closing this message.

To complete your import session:

1. Open the error exception file.
2. Make your corrections to this file.
3. Either rename it, if your .DEF file calls a specific file name; or change the .def file to import the error exception file.
4. Restart the import process using the .def and the newly corrected file.

   Note: The system will continue to check the import file and continue to create exception files, until all of the errors are fixed and the import completes.

   For example, if the import file has subsets and the main set fails, all subsets will NOT be imported. However, they will be included in the error exception file. Once the main set is corrected, you can re-import it along with the associated subsets.

Troubleshooting:

An error exception file will not be created, nor will a file be imported, if one of the following is met:

- The structure of the import file is not correct.
- Every row in the file contained an error.
- The data being imported has an unmet prerequisite.

Fields

Select the Location and Name of the Error File for: The system displays the import file name.

- **File Name:** Accept the default or enter the file name for the error exception file being created.

Tip: When attempting to view a CSV using Excel with accounts codes or values having leading zeros, the leading zero will be stripped off because Excel thinks it is a number.
To add the leading zeros back, highlight the column, right-click and select Format Cells, and create a Custom format. Enter "0#" in the **Type** field if the custom format is a two character field; for a three character field, enter 00# and so on.
Keep in mind if you open the CSV again with Excel to make changes you will have to go through the same process again.

Predefined Error Exception File

During the import process, if at least one row in your file contains an error, the import will not fail; instead the system will create an error exception file. Prior to the import error log displaying, the error exception form opens. You can accept the default name or enter a unique one for the exception file and where it will be saved. Use this file to re-import after you have corrected the errors.

Instead of having to select a location and naming the exception file, you can create a predefined name for the error exception file in the original .DEF file.

Important! Every time the import file fails, your existing information will be replaced by the latest failure information. Note that you will only get the import error log as your notice to open your named error exception file. As a best practice, consider changing your procedures to include time between imports to open the error exception file, make corrections, and re-import the information before importing a new file.

Note: With a defined path and filename for the Error Exception File in the original.DEF file, you will NOT be reminded that this exists. The system will continue to display an import error log and that is your only reminder/notification to review the error exception file. If you do not make the corrections and re-import the error exception file before importing a new file using the same .DEF file, any new errors will overwrite the error exception file.

This File statement defines the location of each data file, designates the type of information to be imported, and includes a predefined location and name for the error exception file. See the sample File with a predefined error exception statement below:

```
FILE,SESSION,C:\MIP SHARE\IMPORT\CSV SAMPLES\T1_TRANS.CSV, ,{Path
and Filename of Error Exception File}
```

This creates a predefined name for the error exception file in the original .DEF file.

Important! Every time the import file fails, your existing information will be replaced by the latest failure information. So it is important to change your import procedures to include checking this named file after every import, immediately after you receive an error message.Than you can use this file to re-import after you have corrected the errors, before continuing to your next import session.

Tip: Because the system will replace the existing predefined error exception file when an import file fails, you might consider not creating the predefined error exception information if you plan to import using the same .DEF file repeatedly in one session. That way the system gives you the opportunity to uniquely name the failed import within a session, if a failure to import occurs.

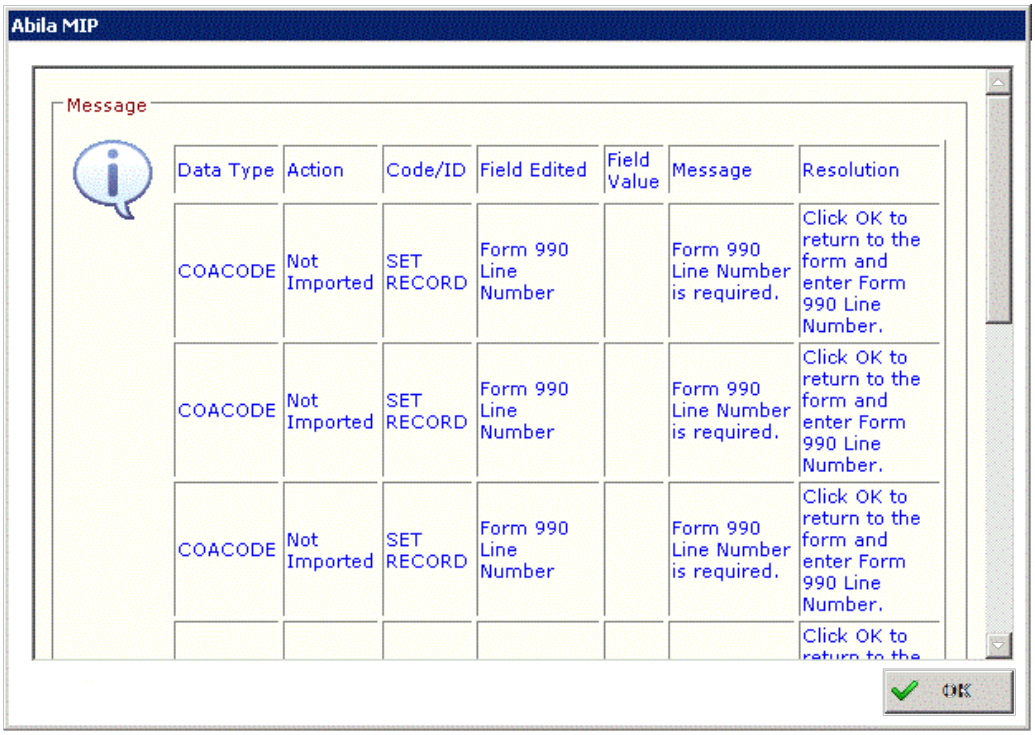
Tip: When attempting to view a .CSV using Excel with accounts codes or values having leading zeros, the leading zero will be stripped off because Excel thinks it is a number.
To add the leading zeros back, highlight the column, right-click and select Format Cells, and create a Custom format. Enter "0#" in the **Type** field if the custom format is a two character field; for a three character field, enter 00# and so on.
Keep in mind if you open the .CSV again with Excel to make changes you will have to go through the same process again.

After Import

The following sections provide information related to resolving import errors and issues.

Error Log

If any errors were encountered during import, the system displays a log. This log is not saved after clicking OK. Make note of the errors or print (Ctrl+P) them before closing this message.



Note: Warnings can be excluded from this log by adding the ""SUPPRESSWARNINGS" (page 12)" formatting statement to the definition file.

Import Errors

Below you will find an explanation of the columns found in the Import log:

- **Data Type** The system displays the type of data that could not be imported. In this example, the data type is "COACODE" (Maintain>Chart of Accounts Codes).
- **Action** The system displays both warnings and errors by listing "Imported or "Not Imported", respectively. Although, the message for warnings is "Imported," the system still informs you of the warning.
- **Code/ID** The system displays what context detail line in the definition file is causing the error. In this example, COA_SEGID", is failing.
- **Field Edited** The system displays a description of the Code/ID (if available) causing the error.
- **Field Value** The system displays what is in the data file for that particular context detail.

- **Message** You will receive a message as to why import is giving you an error or warning.
- **Resolution** The system gives you a resolution as to a cause of the error or warning.

Special Considerations

Below you will find a list of special fields and formatting to consider when creating your definition and data files:

AutoNum

If a session or number value is not provided in the data file and AutoNum is included in the definition file, the system automatically generates a number using the AutoNum feature. AutoNum uses the next sequential session for each transaction type. The system tracks the last number used setup by the Administrator using the Organization>Organization Preferences form and will auto-increment from this number, similar to the way the plus (+) key works in the Session form.

If neither the Session ID nor the Document Number are supplied in the data, the same number generated for the Session ID will also be used for the Document Number. To accomplish this, make no reference to the location in the data file for the Document Number.

Credit/Debit

In data files, debits and credits can appear in one of the following ways:

Different Positions

In the following example, debits and credits appear in positions 9 (for the first two lines) and 10 (for the last two lines):

CSV Data File Sample

```
Detail,01-101-11000,,,100,,100801,200114,125.36,0
Detail,01-101-11000,,,,,100801,200114,1800.00,0
Detail,01-101-40001-101-101-1,,,100,,100801,200114,0,125.36
Detail,01-101-40001-101-101-1,,,,,100801,200114,0,1800.00
```

CSV *.DEF File Sample

```
TETRANS_DEBIT,9,0,,,,0
TETRANS_CREDIT,10,0,,,,0
```

Same Position–Distinguished by - and +

In the following example, debits and credits appear in the same position (6) and credits are distinguished by a minus (-) sign:

CSV Data File Sample

```
07/18/01,From United Methodist,2,0110111001,,100.00
07/18/01,From United Methodist,2,01101400011011011,,-100
07/18/01,From United Methodist,2,0110111001,,25.00
07/18/01,From United Methodist,2,01101400011011011,,-25
07/18/01,From United Methodist,2,0110111001,,35.00
07/18/01,From United Methodist,2,01101400011011011,,-35
```

CSV *.DEF File Sample

```
TETRANS_DEBIT,6,0,,,,0
TETRANS_CREDIT,6,0,,,,0
```

Same Position–Distinguished by Debit or Credit

In the following example, debits and credits appear in the same position (3) and are distinguished by a letter or series of letters that is clearly described in the definition file.

However credit (such as C, CR, or Credit) and debit (such as D, DR, or Debit) are identified in the data file, must match the TETRANS flag in the *.DEF file.

CSV Data File Sample

```
01-101-40001-101-101-1,04/06/2001,C,10.00,,FASE Dean's Fund-Cash,
01-101-11001,04/06/2001,D,10.00,,FASE Dean's Fund-Cash,
```

```
01-101-40001-101-101-1,04/06/2001,C,10.00,,Night in New Orleans-
Cash,
```

```
01-101-11001,04/06/2001,D,10.00,,Night in New Orleans-Cash,
```

CSV *.DEF File Sample

```
TETRANS_CREDIT_FLAG,C
```

```
TETRANS_DEBIT_FLAG,D
```

```
TETRANS_AMOUNT_INDICATOR,3,D
```

```
TETRANS_DEBIT,4,,,,,0
```

```
TETRANS_CREDIT,4,,,,,0
```

The definition file must contain all five of these lines. Notice that the amount indicator contains a D. Because the D is in the third position, the system defaults to debit.

Note: If a fixed-width data file is used, the TETRANS_AMOUNT_INDICATOR must include the position, length, and default.

Date Masks

The date mask feature is provided for flexibility in accommodating date formats. The system accepts a wide range of date masks.

With definition files that use a fixed-width data file, the system reads dates according to their length.

- 6 digits is read as mmddyy (See MMDDYY or YYMMDD)
- 8 digits is read as mmddyyyy (See MMDDYYYY, YYYYMMDD, or MM/DD/YY)
- 10 digits is read as mm-dd-yyyy (See MM/DD/YYYY)

Note: If an invalid date is entered, the system date is used.

Use the following samples to determine how to enter a date mask in both definition and data files:

MMDDYY

Data File Sample

```
01-101-40001-101-101-1,040601,C,1000,March Training
```

```
01-101-11001,040601,D,1000,March Training
```

*.DEF File Sample

```
SESSION_SESSIONDATE,2,,mmddyy
```

YYMMDD

Data File Sample

```
01-101-40001-101-101-1,010406,C,1000,March Training
```

```
01-101-11001,010406,D,1000,March Training
```

*.DEF File Sample

```
SESSION_SESSIONDATE,2,,yymmdd
```

MMDDYYYY

Data File Sample

```
01-101-40001-101-101-1,04062001,C,1000,March Training
```

```
01-101-11001,04062001,D,1000,March Training
```

*.DEF File Sample

```
SESSION_SESSIONDATE,2,,mmddyyyy
```

YYYYMMDD

Data File Sample

```
01-101-40001-101-101-1,20010406,C,1000,March Training
```

```
01-101-11001,20010406,D,1000,March Training
```

*.DEF File Sample

```
SESSION_SESSIONDATE,2,,yyyymmdd
```

MM/DD/YY

Data File Sample

```
01-101-40001-101-101-1,04/06/01,C,1000,March Training
```

```
01-101-11001,04/06/01,D,1000,March Training
```

*.DEF File Sample

```
SESSION_SESSIONDATE,2,,mm/dd/yy
```

Note: Hyphens (-) can be used in place of slashes (/).

MM/DD/YYYY

Data File Sample

```
01-101-40001-101-101-1,04/06/2001,C,1000,March Train
```

```
01-101-11001,04/06/2001,D,1000,March Train
```

*.DEF File Sample

```
SESSION_SESSIONDATE,2,,mm/dd/yyyy
```

Amounts and Decimals

When importing currency amounts, many different numeric formats can be used.

Explicit Decimal Places Decimal points can be explicitly noted in the external data file, for example, $100 (USD) would be noted as 100.00.

Implied Decimal Places An implied number of decimal places can be specified in the definition file (position 5 in fixed-width formatted data files and position 7 in CSV formatted data files), such as the following example:

```
TETRANS_CREDIT,5,0,,,,2
```

If "2" is noted as the implied number of decimal places in the definition file, "10000" would be interpreted as 100.00.

If a decimal point is provided in the data file and a number other than zero is indicated as the implied number of decimal places or it is left out, the import process moves the decimal point to the left of the number of spaces indicated by the value in this position. For example, if the implied decimal place is two (2) but the value provided in the definition file is "00900.00," the value imported would be 9.00.

Commas Instead of Decimals

The currency formatting used throughout the system is based on the settings specified by the Administrator using the Organization>Currency Setup form. You can set up different currency formatting for each currency type (such as USD or CAD) used in the system. To determine the decimal and grouping symbols used in reports, also use this form.

Other decimal and grouping symbols (such as the period and comma), found throughout the system, follow the computer's regional settings (Start>Settings>Control Panel>Regional Options or Control Panel>Change date, time, or number formats>Additional Settings Button). All non-currency numbers follow the computer's regional settings as well.

Note that if you are using regional settings with a comma in place of a decimal point (such as with EUR or CRC), the data will not import. You must change the regional settings to a period, import the data, and then change it back to a comma.

User Defined Fields

User defined fields (UDFs) are custom fields created by the user that apply to segment codes, vendors, customers, purchase orders, assets, charge codes, employees, transaction documents, or transaction

lines. Although user defined fields (UDFs) themselves cannot be imported, UDF data can be imported.

Data File

When importing UDF data, the field attributes defined by the user (UDFs were set up by the Administrator using Organization>Set Up User Defined Fields) determine both the edits applied to the import process and the data file requirements.

When importing Grant chart of account codes, a Grant Award date with a MM/DD/YY format is required. If no date is included in the data file, an error is generated and the grant code fails to import. A sample CSV data file is presented below.

Sample UDF CSV Data File

```
Context ID,Segment,Code,Title,S Title,Acct Type,Award Date
HCOA,Grant,401,Job Skills Training,JST,,10/01/03
HCOA,Grant,501,Transportation Allowance,TransAll,,10/01/03
HCOA,GL,58006,Non Employee Registation,NE Registation,EXP
HCOA,GL,58007,Non Employee Travel,NE Travel,EXP
HCOA,GL,58008,Non Employee Meals,NE Meals,EXP
```

To minimize potential errors, carefully review the UDF setup information prior to importing UDF data (UDFs were set up by the Administrator using Organization>Set Up User Defined Fields).

Definition File

The context section of the definition file contains the [Context Type]_[Field Name] (referred to as the Field ID) of each field to be imported into the system. For example, the Field ID for importing a vendor ID is VENDOR_ID. The Master Definition files, installed with the system, contain the Field IDs for all system defined fields. UDF Field IDs are not included in the Master Definition files. To import UDF data, the UDF Field ID must be added to your definition file.

The Field ID for a UDF is assigned by the system when a UDF is saved. To determine the Field ID, have the Administrator print a User Defined Field List report (Reports>Lists>User Defined Fields) including "Field ID" in the report body.

The Field ID for segment, vendor, charge code, employee, and customer UDFs should be added to the Header context section of the definition file. The Field ID for transaction documents or transaction lines should be added to the related context section of the definition file.

Sample Definition File for Grant UDF

```
FILE,COACODE
CONTEXTIDPOSITION,1
FILETYPE,CSV
DISCARDFIRSTNRECORDS,1
CONTEXT,COACODE,HEADER,HCOA
COA_SEGID,2
COA_CODE,3
COA_STATUS,,A
COA_TITLE,4
COA_SHORT_TITLE,5
COA_TYPE,6
Segment Code:2:AwardDate,7,,MM/DD/YY
ENDCONTEXT
```

Years

Two-digit year values require special handling. If the two-digit year is greater than or equal to 50, then the date is assumed to be in the 1900s. If the two-digit year is greater than or equal to 00 and less than or equal to 49, then the date is assumed to be in the 2000s.

Header and Detail Records

Header records and detail records have identifiers. For example, when you import vendors there is the header identifier (HVEND) and the detail identifier (DVEND).

When you import new Vendor ID header records (with or without detail records), any Vendor ID beginning with “D” will not import because the import process thinks it is a detail record, such as (DollarTree, A, Dollar Tree…). In this case, since there is no matching header, the record is not imported. In order to tell the import process there is no detail record, the first field in the record must be the applicable header identifier (HVEND, DollarTree, A, Dollar Tree…).

Choosing a Sample *.DEF File

When the product was installed, the system automatically copied master *.DEF files into the Import\Master DEF Files directory—MasterAB.DEF, MasterAP.DEF, MasterAR.DEF, MasterBK.DEF, MasterFA.DEF, MasterGL.DEF, MasterInvAdj.DEF, MasterMCRATE, MasterOE.DEF, MasterPO.DEF, MasterPR.DEF, MasterT1.DEF, and MasterT3.DEF.

The master *.DEF files, which are designed to work with *.CSV data files, list all fields available for import. You can make a copy of the master *.DEF file (\Import\Master DEF Files) that applies to your import, and then customize it to fit your needs. Also, each one contains a predefined error exception file name. For more information about using the predefined error exception file, see Error Exception File.

Note that the 3rd Party Samples directory (\MIP SHARE\IMPORT\3RD PARTY SAMPLES) contains CSV (comma separated variable) and fixed-width formatted data files, and corresponding *.DEF files for importing data from other software. You can make a copy of these DEF and data files, and then customize them. Note that these sample *.DEF files do not contain a predefined error exception file name.

Alternatively, you can review and/or copy sample *.DEF and data files to get an idea of how to set up your own.

- For CSV samples, copy the *.DEF and *.CSV files from \Import\CSV Samples.
- For currency-specific CSV samples to be used with the Multicurrency module, copy the *.DEF and *.CSV files from \Import\CSV MC Samples.
- For fixed-width samples, copy the *.DEF and *.TXT files from \Import\Fixed Width Samples.

Note: These sample *.DEF files do not contain a predefined error exception file name. Only the master *.DEF files contains the predefined error exception file.

The following sample *.DEF files can be used to import the designated data:

Sample File	Header/Detail Records	Record Type	Data Imported
SampleGL.DEF	Header	COACODE	Chart of Accounts
	Header	CLOSEACCT	Closing Account Assignments
	Header	OFFSET	Offset Account Assignments
	Header/Detail	DISTCODE	Distribution Codes
	Header	CHKSPOIL	Check Spoilage
	Header	EMAILTEMPLATE	Email Template
SampleAP.DEF	Header/Detail	VENDOR	Vendors
	Header	VENDADDR_CODES	Vendor Check Address
SampleAR.DEF	Header	CUSTOMER	Customers
	Header	CUSTOMERSHIPADDR	Customer Ship Address
SampleAB.DEF	Header/Detail	CHARGECODE	Charge Codes
	Header/Detail	ONETIMECHARGES	One Time Charges
SampleBK.DEF	Header	BKREC	Bank Reconciliation Items
SampleFA.DEF	Header	DESGCODES	Designation Codes
	Header	ASSETS	Asset Codes
	Header	FATYPE	Asset Types
	Header/Detail	FADEPR	Custom Depreciation Codes
SampleInvAdj.DEF	Header/Detail	INVADJMENT	Inventory

Sample File	Header/Detail Records	Record Type	Data Imported
			Adjustment
SampleOE.DEF	Header/Detail	OENTRY	Sales Order Entry
SampleT1.DEF	Header Header/Detail	SESSION	Session, Header, Detail Transactions
Sample T1USEDIST.DEF	Header Header/Detail	SESSION	Session Header, Detail Transactions Using Distribution Codes
SampleT3.DEF	Header Header/Detail	SESSION	Session, Header, Detail Transactions
SampleT3ENL.DEF	Header Header/Detail	SESSION	Session, Header, Detail Transactions - Encumbrance Liquidations
SampleT3USEDIST.DEF	Header Header/Detail	SESSION	Session, Header, Detail Transactions Using Distribution Codes
SampleT3JV.DEF	Header Header/Detail	SESSION	Session, Header, Detail Transactions - Journal Vouchers
SamplePO.DEF	Header	ITEMCODES	Item Codes

Sample File	Header/Detail Records	Record Type	Data Imported
SamplePR.DEF	Header/Detail	DISTCODE	Distribution Codes
	Header	PGRPCODE	Processing Group Codes
	Header	EARNINGCODE	Earning Codes
	Header/Detail	BENEFITCODE	Benefit Codes
	Header	DEDUCTIONCODE	Deduction Codes
	Header/Detail	WORKCOMPCODE	Workers' Comp Codes
	Header/Detail	LEAVECODE	Leave Codes
	Header	STATETAX	State Tax Codes
	Header/Detail	LOCALTAX	Other Tax Codes
	Header/Detail	EMPLOYEE	Employee Information
	Header/Detail	TIMESHEET	Timesheet
	Header/Detail	ADJUSTBALANCES	Adjust Employee Balances

Note: We suggest that separate *.DEF and data files be set up for each record type. For example, a separate file should be set up for COACODE (Chart of Accounts Records) and VENDOR (Vendor Records).

Multicurrency Sample Files

If you have installed and added the Multicurrency module, you may want to use the following sample DEF files which are found in the \MIP Share\Import\CSV MC Samples\ directory. These files include currency-specific fields that apply to the Multicurrency module.

Sample File	Header/Detail Records	Record Type	Data Imported
SampleABMC.DEF	Header/Detail	CHARGECODE	Charge Codes
	Header/Detail	ONETIMECHARGES	One Time Charges
SampleAPMC.DEF	Header/Detail	VENDOR	Vendors
SampleARMC.DEF	Header	CUSTOMER	Customers
SampleGLMC.DEF	Header	COACODE	Chart of Accounts
	Header	CLOSEACCT	Closing Account Assignments
	Header	OFFSET	Offset Account Assignments
	Header/Detail	DISTCODE	Distribution Codes
	Header	CHKSPOIL	Check Spoilage
SamplePOMC.DEF	Header	ITEMCODES	Item Codes
SampleRATEMC.DEF	Header	MCRATE	Exchange Rate
SampleT1MC.DEF	Header Header/Detail	SESSION	Session, Header, Detail Transactions

Chapter 3: Available Data Fields

This topic reviews all types of data that can be imported, and gives specific information about the *.DEF file's syntax. If a field is required, and its syntax is not provided in the *.DEF file (the field reference), Import will be terminated. In certain instances, if a field is not required and no data is present in any record to be imported for the field, you cannot leave it undefined. You must REM out or delete the line in the *.DEF file.

Field sizes are values and they are not necessarily those that apply to the organization being imported. The Administrator can see an organization's user defined values, using the Organization>Organization Information>Field Lengths tab.

Note: We recommend limiting your data to strictly alphabetic characters (A through Z) or numeric characters (0 through 9), and avoiding the use of symbols.

The General Ledger Module Data Fields

The following are specific data field tables used to import data into the General Ledger module:

Importing Chart of Accounts

Chart of Account Codes should always be imported first. The following table defines the field references to be used in the Chart of Accounts section of the MasterGL.DEF file:

Note: Segments (such as Fund, or GL) have to be set up in the system prior to Import. Segments were set up when the organization was created. To view the segment information defined for an organization, with Administrative user rights see the Organization>Organization Information - Segments Tab.

Table: tblAccountCode_N				
Context Section: CONTEXT,COACODE,HEADER,HCOA				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
COA_SEGID	Y	User Defined		Segment Name
COA_CODE	Y	User Defined		Account Code

Table: tblAccountCode_N				
Context Section: CONTEXT,COACODE,HEADER,HCOA				
Field ID	Req'd	Field Length	Default Value	Notes
COA_STATUS	Y	2	A	A (Active), I (Inactive), or D (Discontinued)
COA_TITLE	Y	User Defined		Account Title
COA_SHORT_TITLE	N	15		Account Short Title
COA_TYPE	Y	3		Required for GL. Account Types: CSH, AR, ARO, PLO, IFR, FAO, OA, AP, APO, IFP, OL, NAE, REV, EXP, or IFT
COA_DESIGNATION	Y	3		Required for general ledger segments and segments with a Function of Restriction or Program. See Maintain>Chart of Accounts Codes for a list of designation codes.
COA_990LN	Y	25		The Form 990 Line Number reflects the line number that correlates to the 990 form version (Form 990EZ or Form 990) selected by the Administrator using the Organization>Organization Information form. If Form 990 is selected, a line number is required for general ledger segments and segments with a Function of Restriction or Program (Organization>Organization Information - Segments Tab). If the Form 990EZ is selected, a line

Table: tblAccountCode_N				
Context Section: CONTEXT,COACODE,HEADER,HCOA				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
				number is only required for general ledger segments. See IRS Form 990 Line Number or Column Letter for a list of Form 990 Line Numbers.
COA_CHK_NUM	N	15		Last Used Check Number only available for General Ledger cash-type accounts.
COA_CURRENCY	Y*	3		Active or inactive Currency code. Required for CSH-type General Ledger accounts.
COA_GA_STAGE	N	2		Required. Stages: Pre-award (PR), Post-award (PO), or Close-out (CL).
COA_GA_ACCTNUM	N	50		Account Number
COA_GA_PROJDIR	N	80		Project Director
COA_GA_AWDTYPE	N	50		Award Type
COA_GA_AWDNOTFDATE	N	Date		Award Notification Date. Can be 6, 8, or 10 digit date.
COA_GA_GRNTPRDFROM	N	Date		Grant Period From. Can be 6, 8, or 10 digit date.
COA_GA_GRNTPRDTO	N	Date		Grant Period Through. Can be 6, 8, or 10 digit date.
COA_GA_EXTDATE	N	Date		Extended Date. Can be 6, 8, or 10 digit date.
COA_GA_PROJAMT	N	Currency	0.00	Projected Award Amount
COA_GA_PMTMTHD	N	1		A (Advanced Payment) or R

Table: tblAccountCode_N				
Context Section: CONTEXT,COACODE,HEADER,HCOA				
Field ID	Req'd	Field Length	Default Value	Notes
				(Reimbursement)
COA_GA_CSP	N	Single	0.0000	Cost Sharing Percentage
COA_GA_ICR	N	Single	0.0000	Indirect Cost Rate
COA_GA_NRD	N	Date		Next Reporting Date. Can be 6, 8, or 10 digit date.
COA_GA_LRD	N	Date		Last Reporting Date. Can be 6, 8, or 10 digit date.
COA_GA_IAR	N	1		Independent Audit Required? 0 = No; 1 = Yes
COA_GA_GRNTSPNSR	N	80		Grant Sponsor
COA_GA_GRNTID	N	50		Grant ID
COA_GA_GRNTOFFICIAL	N	80		Grant Official
COA_GA_POSITION	N	40		Grant Official Job Position
COA_GA_VOICE	N	25		Grantor Phone
COA_GA_FAX	N	25		Grantor Fax
COA_GA_ADDR	N	80		Grantor Address. Use "^" to separate address lines.
COA_GA_CITY	N	30		Grantor City
COA_GA_STATE	N	6		Grantor State or Province
COA_GA_ZIP	N	10		Grantor Postal Code
COA_GA_COUNTRY	N	35		Grantor Country
COA_GA_EMAIL	N	255		Email Address

Table: tblAccountCode_N				
Context Section: CONTEXT,COACODE,HEADER,HCOA				
Field ID	Req'd	Field Length	Default Value	Notes
COA_GA_PGMOFFICIAL	N	80		Program Official
COA_GA_CUSTID	N	User Defined		Customer ID

Importing Fund Designation Codes

Note: Ensure the function FND is assigned to a segment by the Administrator on the Organization>Organization Information>Segments tab.

The following table defines the field references to be used in the Fund Designation section of the MasterGL.DEF file:

Table: tblFndDesginationCodes				
Context Section: CONTEXT,COAFUNDDES,HEADER,HFND				
Field ID	Req'd	Field Length	Default Value	Notes
FND_CODE	Y	3		The Group Code (Reports>Assign Report Groups) or Code (Maintain>Chart of Accounts Codes) depending on how you assigned designation codes.
FND_DESCRIPTION	Y	45		The Group Title/Short Title (Reports>Assign Report Groups) or Description (Maintain>Chart of Accounts Codes) depending on how you assigned designation codes.

Importing Detail Lines or Required Account Assignments

The following table defines the field references to be used in the Detail Lines or Required Account Assignments section of the MasterGL.DEF file:

Table: tblAccountCodeDetail_0				
Context Section: CONTEXT,COACODE,DETAIL,DCOA				
Field ID	Req'd	Field Length	Default Value	Notes
COA_ASSIGN_NAME	N	4		General Ledger Code; Available for all balance sheet type general edger accounts except for NAE account types. Use NBAL or RES segments.

Importing Closing Account Assignments

The following table defines the field references to be used in the Closing Account Assignments section of the MasterGL.DEF file:

Table: tblCloseAssign				
Context Section: CONTEXT,CLOSEACCT,HEADER,HCLAC				
Field ID	Req'd	Field Length	Default Value	Notes
CAA_FUND	Y	User Defined		Fund to be closed. Required if organization has fund segment.
CAA_GL	Y	User Defined		GL Account to be closed. REV, EXP, or IFT type only.
CAA_GL_ CLOSEINTO	Y	User Defined		GL Account to close into. Must be NAE account type.

Importing Offset Account Assignments

Multicurrency Users

The OFFSET_CURRENCYTYPE field is only available if this module is installed and added to the organization by the Administrator (Organization>Add a Module).

The following table defines the field references to be used in the Offset Account Assignments section of the MasterGL.DEF file:

Table: tblOffsetAssign				
Context Section: CONTEXT,OFFSET,HEADER,HOFFST				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
OFFSET_TRANSID	Y	3		Transaction Source Codes: APC, API, ARB, ARC, CD, CR, or JV. See Table 1.
OFFSET_ TRIGGERFUNDID	Y	User Defined		Transaction entry (TE) fund. Required if organization has Fund segment.
OFFSET_ TRIGGERGLID	Y	User Defined		TE GL Code
OFFSET_ CURRENCYTYPE	Y*	3		Active or inactive Currency code. *Required for APC and ARC transaction source codes.
OFFSET_OFFSETFUND	Y	User Defined		Automatic Offset Fund. Required if organization has Fund segment.
OFFSET_OFFSETGL	Y	User Defined		Automatic Offset GL Code
OFFSET_TRIGGERIF	Y*	User Defined		Interfund account used for TE fund. *Required if TE fund is different than offset fund.
OFFSET_OFFSETIF	Y*	User Defined		Interfund account used for auto offset. *Required if TE fund is different than auto offset fund.

Importing Distribution Codes

Header

Distribution Codes can be imported into the system. If you are importing distribution codes that apply to Accounting only, you must import using the DISTCODE_USE_IN_MODULE field and the value **A**. If the distribution codes only apply to Payroll, you must import using the DISTCODE_USE_IN_MODULE field

and the value **P**. Distribution codes that apply to both General Ledger and Payroll, can be imported into the system using the DISTCODE_USE_IN_MODULE field and the value **B**. B (Both) is the default value.

Multicurrency Users

The DISTCODE_MCURRENCY field is only available if this module is installed and added to the organization by the Administrator (Organization>Add a Module).

The following tables define the field references to be used in the Distribution Codes section of the MasterGL.DEF file:

Table: tblDistCode				
Context Section: CONTEXT,DISTCODE,HEADER,HDIST				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
DISTCODE_CODE	Y	User Defined		Distribution Code
DISTCODE_ DESCRIPTION	Y	User Defined		Distribution Code Description
DISTCODE_STATUS	Y	2	A	A (Active), I (Inactive), or D (Discontinued)
DISTCODE_ MCURRENCY	Y	3		Active or inactive Currency code.
DISTCODE_USE_IN_ MODULE	Y	2	B	B (Both Accounting and Payroll), A (Accounting only), or P (Payroll only)

Detail

Table: tblDistCodeDetail				
Context Section: CONTEXT,DISTCODE,DETAIL,DDIST				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
DISTDETAIL_ SEGMENT_ {SEGMENTNAME}	Y	User Defined		Replace {segment name} with the actual segment name (one line for each).
DISTDETAIL_UNITS	N	8	0.0000	See note below.
DISTDETAIL_ PERCENTAGE	N	Single	000.0000	Enter 5% as 05 or 5. See note below.
DISTDETAIL_AMOUNT	N	Currency	0.00	See note below.

Tips:

- The DISTDETAIL_PERCENTAGE field must be REMed out (by starting the line with REM) if the DISTDETAIL_UNITS field is used, and vice versa. Furthermore, combinations of units and amounts, and combinations of percentages and amounts are allowed, but again, the *.DEF file must be modified to "REM" out the line (percentage or units) that is not being used. Amounts are always applied first.
- When importing header records for Distribution Codes, use the UPDATEITEM statement. However, when importing detail field data, delete the master record and import the correct information, instead of updating the existing records using the UPDATEITEM statement.

Importing Check Spoilage

The following table defines the field references to be used in the Check Spoilage section of the MasterGL.DEF file:

Table: tblCheckSpoilage				
Context Section: CONTEXT,CHKSPOIL,HEADER,HCKSPOIL				
Field ID	Req'd	Field Length	Default Value	Notes
CKSP_CASH_ACCT_CODE	Y	User Defined		Must be General Ledger cash type accounts.
CKSP_DATE	Y	Date	Current Date	Can be 6, 8, or 10 digit.
CKSP_DESCRIPTION	Y	60		Description
CKSP_SINGLE	Y	1		S = Single; R = Range
CKSP_CHECKNUM	Y	User Defined		Spoiled Check Number
CKSP_STARTINGNUM	Y			Required if CKSP_SINGLE is R.
CKSP_ENDINGNUM	Y			Required if CKSP_SINGLE is R.

Importing Email Templates

The following tables define the field references to be used in the Email Templates section of the MasterGL.DEF file:

Note: This information is only available for A/R Billing and Payroll users.

Table: tblEmailTemplate				
Context Section: CONTEXT,EMAILTEMPLATE,HEADER,HEMAILTPLT				
Field ID	Req'd	Field Length	Default Value	Notes
EMAIL_TYPE	Y	50		Email Process Type: Invoice, Statement, or Voucher
EMAIL_PROCESS_TEMPLATE	Y	50	Default	Email Process Template for the Process Type. Recommend completing a "<Default>" email

Table: tblEmailTemplate				
Context Section: CONTEXT,EMAILTEMPLATE,HEADER,HEMAILTPLT				
Field ID	Req'd	Field Length	Default Value	Notes
				process template for each email process type imported.
EMAIL_FROM_ ADDRESS	Y	2000		From Email Address. Must be in email format.
EMAIL_CC_ ADDRESS	N	2000		Cc Email Address. Must be in email format.
EMAIL_BCC_ ADDRESS	N	2000		Bcc Email Address. Must be in email format.
EMAIL_SUBJECT	N	5000		Subject line for Email Type/Email Process Template.
EMAIL_MESSAGE	N	5000		Email Message for Email Type/Email Process Template.

Importing Transaction Sessions

Note: When importing transactions, the system appends to current records. If you get a partial import, you must delete the session before trying the import again.

Depending on the format of the data file, either use the MasterT1.DEF or MasterT3.DEF file for importing Sessions and Transactions from other software programs. If the session, document, and transaction information appears on every line, use T3. If the session, document, and transaction information appears on separate lines in the data files, use T1.

You are required to define the same data in the import file as you would when entering transactions directly into the system.

Note: Segments (such as Fund or GL) have to be set up in the system prior to Import. Segments are established when the organization is created. As the Administrator, to view these settings use the Organization>Organization Information form.

Although you are not required to have a cash account included in a transaction entry line for CD or APC documents for the Import process, a cash account is required by the system in the user interface. Therefore, when you access imported CD or APC documents through the system and make changes, the cash account on the check must match the cash account on the session. Otherwise, you cannot save the changes.

Multicurrency Users

The SESSION_CURRENCY_TYPE and SESSION_RATE_TYPE fields are only available if this module is installed and added to the organization by the Administrator (Organization>Add a Module).

The following table defines the field references to be used in the Sessions Header Information section of the MasterT1.DEF and MasterT3.DEF files. The field IDs are used with both fixed-width and CSV formatted data files.

Table: tblTESession				
Context Section: CONTEXT,SESSION,HEADER,HSESSN				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
SESSION_ SESSIONNUMID	Y	14		Session ID
SESSION_STATUS	Y	2	BP	BP (Batch-To Post) or BS (Batch-To Suspend)
SESSION_ CURRENCY_TYPE	Y	3		Active or inactive Currency code.
SESSION_RATE_ TYPE	Y	3		DSR (Daily Spot Rate) or MAR (Monthly Average Rate)
SESSION_ DESCRIPTION	Y	User Defined		Required for Enter Encumbrances only.
SESSION_ SESSIONDATE	Y	Date	Current Date	Can be 6, 8, or 10 digit date.
SESSION_ BUDGET_VERSION	N	60		Required if BD Transaction Source. If the Budget Version, in the data file, does not already exist in the system, it will be added

Table: tblTESession				
Context Section: CONTEXT,SESSION,HEADER,HSESSN				
Field ID	Req'd	Field Length	Default Value	Notes
				to the budget version ID list during the Import process.
SESSION_ TRANSSOURCEID	Y	3		Transaction Source Codes: JV, CD, CR, BD, ENC, ENL, API, APM, APC, ARB, ARM, ARP, or ARC only. See Table 1.

Importing Transaction Documents

The following section defines the field references used in the Document Information section of the *.DEF file:

Table: tblTEDocument				
Context Section: CONTEXT,TRANSENTRY,HEADER,HDOC				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
TEDOC_SESSION	Y	14		Session ID
TEDOC_TRANSOURCE	Y	3		Transaction Source Codes: API, APM, APC, ARB, ARM, ARP, ARC, ENC, ENL, JV, CD, CR, or BD. See Table 1.
TEDOC_DOCNUM	Y	User Defined		Receipt, Check, Voucher, Document, Invoice, or Credit Number
TEDOC_DESCRIPTION	Y	User Defined		Transaction Description
TEDOC_PLAYER_ID	Y	User Defined		Vendor or Customer ID. See note below.
TEDOC_PLAYERTYPE	N	1	V	V for Vendor; C for Customer
TEDOC_1099TYPE	Y	4		1099 Type ID, such as MISC, DIV, INT, R, or W2G
TEDOC_ADDRESS_ID	Y	User Defined		Vendor Check Address ID for API, APM, APC, and CD.
TEDOC_DOCDATE	Y	Date	Current Date	Can be 6, 8, or 10 digit date.
TEDOC_DUEDATE	Y	Date		Can be 6, 8, or 10 digit date. Valid for API or ARB only.
TEDOC_MISCINFO	N	25		Deposit valid for CR or ARC.
TEDOC_PAYMETHOD	N	20		Payment Method for ARC, such as

Table: tblTEDocument				
Context Section: CONTEXT,TRANSENTRY,HEADER,HDOC				
Field ID	Req'd	Field Length	Default Value	Notes
				Cash, Check, Credit Card.
TEDOC_AR_CR_TYPE	Y	25		Credit Type for ARM, such as Applied Credit, Prepayment.
TEDOC_REVERSE	N	5	NOREV	Reverse, such as REV or NOREV.
TEDOC_REVERSE EFFECTIVE DATE	Y	Date	Current Date	Can be 6, 8, or 10 digit date. Valid for JV - Reverse in Current Document only.

Note: The TEDOC_TRANSOURCE field is not used with the SampleT3ENL.DEF or SampleT3JV.DEF files.

The TEDOC_PLAYER_ID field is required for transactions with a transaction source code of API, APM, APC, ARB, ARM, ARC, ENC, or ENL. It is optional for CD or CR and is not used with JV or BD.

Importing Transaction Lines

The following section defines the field references used in the Transaction Information section of the *.DEF file. You are required to define the same data in the import file as you would when entering transactions directly into the system.

Table: tblTETrans				
Context Section: CONTEXT,TRANSENTRY,DETAIL,DDOC				
Field ID	Req'd	Field Length	Default Value	Notes
TETRANS_SESSION NUMID	Y	14		Session ID
TETRANS_DOCNUM	Y	User Defined	No	Document Number
TETRANS_ DESCRIPTION	Y	User Defined	Document Description	Transaction Description

Table: tblTETrans				
Context Section: CONTEXT,TRANSENTRY,DETAIL,DDOC				
Field ID	Req'd	Field Length	Default Value	Notes
TETRANS_ENTRY_ TYPE	Y	2	N	Normal (N), Beginning Balance (UO), Adjust Opening Balance (AO), or End of Year Adjustment (A).
TETRANS_ EFFECTIVEDATE	Y	Date	Document Date	Can be 6, 8, or 10 digit date.
TETRANS_ SEGMENT_ {SEGMENT NAME}	Y	User Defined		Replace {segment name} with the actual segment name (one line in *.DEF file for each).
TETRANS_DEBIT	Y	Currency	0.00	Debit Amount
TETRANS_CREDIT	Y	Currency	0.00	Credit Amount
TETRANS_1099BOX	Y	2		1099 Box Number. Only applies to CD, API, APC, or APM, if Vendor is set to 1099. See Table 2.
TETRANS_MATCH_ DOCNUM	N	User Defined	N	Original Invoice, Encumbrance, or Receipt Number. Required for APM, APC, ARM, ARC, and ENL. See Table 1.
TETRANS_MATCH_ TRANSSOURCE	Y			Original Invoice. Required for ARC. See Table 1.
TETRANS_CREDIT_ FLAG	Y		0.00	The way a credit (such as C, CR, or Credit) is identified in the data.
TETRANS_DEBIT_ FLAG	Y		0.00	The way a debit (such as D, DR, or Debit) is identified in the data.
TETRANS_AMOUNT_ INDICATOR	Y		0.00	Identifies the transaction flags, such as Debit_Flag or Credit_Flag.

Note: You cannot use more than one entry type (TETRANS_ENTRY_TYPE) within a session.

The Accounts Payable Module Data Fields

The following are specific data field tables used to import into the Accounts Payable module.

Importing Vendors

The following table defines the field references to be used in the Vendor Information section of the MasterAP.DEF file:

Multicurrency Users

The VENDOR_CURRENCYTYPE field is only available if this module is installed and added to the organization by the Administrator (Organization>Add a Module).

Table: tblAPVendor				
Context Section: CONTEXT,VENDOR,HEADER,HVEND				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
VENDOR_ID	Y	User Defined		Vendor ID
VENDOR_STATUS	Y	1	A	A (Active), I (Inactive), or D (Discontinued)
VENDOR_NAME	Y	User Defined		Vendor Name
VENDOR_ CURRENCYTYPE	N	3		Active or Inactive Currency code. If no currency is being imported, remove this field from the DEF file.
VENDOR_ FORCECURTYPE	N	1	0	Always Pay in Vendor's Currency. 0 = No; 1 = Yes
VENDOR_USERID_GUID	N	See Notes for format.		The system user ID that is associated with the vendor ID. A blank GUID format: {00000000-0000-0000-0000-000000000000}
VENDOR_CLASS	N	User Defined		Optional Class Designation

Table: tblAPVendor				
Context Section: CONTEXT,VENDOR,HEADER,HVEND				
Field ID	Req'd	Field Length	Default Value	Notes
VENDOR_TYPE	N	User Defined		Optional Type Designation
VENDOR_ADDRESS	Y*	80		Vendor Main Address. Use "^" to separate address lines. *Required if VENDOR_MISC1099 is Yes.
VENDOR_CITY	Y*	30		Main Address City. *Required if VENDOR_MISC1099 is Yes.
VENDOR_STATE	Y*	6		Main Address State or Province. Required if VENDOR_MISC1099 is Yes.
VENDOR_ZIP	Y*	10		Main Address Postal Code. Required if VENDOR_MISC1099 is Yes.
VENDOR_COUNTRY	N	35		Main Address Country
VENDOR_PHONE	N	25		Main Address Phone
VENDOR_FAX	N	25		Main Address Fax
VENDOR_FIRSTNAME	N	30		Main Address Contact First Name
VENDOR_MIDDLENAME	N	1		Main Address Contact Middle Initial
VENDOR_LASTNAME	N	30		Main Address Contact Last Name
VENDOR_TITLE	N	10		Main Address Contact Title
VENDOR_POSITION	N	30		Main Address Contact Job Position
VENDOR_EMAIL	N	50		Main Contact Email Address
VENDOR_ HOLDPAYMENTS	N	2	0	Hold payments? 0 = No; 1 = Yes
VENDOR_	N	2	0	Print separate checks for each invoice?

Table: tblAPVendor				
Context Section: CONTEXT,VENDOR,HEADER,HVEND				
Field ID	Req'd	Field Length	Default Value	Notes
PRINTSEPCHECK				0 = No; 1 = Yes
VENDOR_ CHECKSTUBCOMMENT	N	30		Check Stub Comments
VENDOR_DISCOUNT1	N	50	00.0000	Enter 5% as 05 or 5.
VENDOR_ DAYSAVAILABLE1	N	Integer	0	Days Available for 1st Discount
VENDOR_DISCOUNT2	N	50	00.0000	Enter 5% as 05 or 5.
VENDOR_ DAYSAVAILABLE2	N	Integer	0	Days Available for 2nd Discount
VENDOR_NETDUEDAYS	N	Integer	30	Days until net amount due
VENDOR_GLCODE	N	User Defined		Default GL (Expense) Account
VENDOR_DISTCODE	N	User Defined		Default Distribution Code
VENDOR_MISC1099	N	1	0	Issue 1099 for this Vendor? 0 = No; 1 = Yes
VENDOR_FOREIGNIND	N	1	0	Foreign Address Indicator? 0 = No; 1 = Yes
VENDOR_PROPNAME	N*	30		Proprietor Name. *Required if VENDOR_TAXIDTYPE is S.
VENDOR_TAXIDTYPE	N	1	A	F = FEIN; S = SSN; X = Foreign; A = Applied For; or none. Required if VENDOR_MISC1099 is Yes.
VENDOR_TAXID	Y*	11		*Required if VENDOR_MISC1099 is Yes and VENDOR_TAXIDTYPE is S or

Table: tblAPVendor				
Context Section: CONTEXT,VENDOR,HEADER,HVEND				
Field ID	Req'd	Field Length	Default Value	Notes
				F. Format: xxx-xx-xxxx for SSN xx-xxxxxxx for FEIN
VENDOR_ STATETAXWITHHELD	N	1		State Withholding Collected? 0 = No; 1 = Yes
VENDOR_1099STATE	N*	2		State Abbreviation. *Required if VENDOR_STATETAXWITHHELD is Yes.
VENDOR_STATETAXID	N*	11		State Tax ID. *Required if VENDOR_ STATETAXWITHHELD is Yes. xxx-xx-xxxx for SSN
VENDOR_ 1099TYPEDEFAULT	N	4		Default Form Type
VENDOR_ MISC1099BOXNUM	N	8	N/A	Default Box Number. See Table 2.
VENDOR_ NAMECONTROL	N	4		Electronic Filing Name Control. If the currency is USD and the Issue 1099 for this Vendor check box is selected, this field is required.
VENDOR_NOTES	N			Notes
VENDOR_POSAMEAS	N	Integer	Main	None = 0, Main = 1, or Check = 3
VENDOR_POADDRESS	N	80		Purchase Order Address. Use "^" to separate address lines.
VENDOR_POCITY	N	30		Purchase Order Address City
VENDOR_POSTATE	N	6		Purchase Order Address State or Province

Table: tblAPVendor				
Context Section: CONTEXT,VENDOR,HEADER,HVEND				
Field ID	Req'd	Field Length	Default Value	Notes
VENDOR_POZIP	N	10		Purchase Order Address Postal Code
VENDOR_POCOUNTRY	N	35		Purchase Order Address Country
VENDOR_POPHONE	N	25		Purchase Order Address Phone
VENDOR_POFAX	N	25		Purchase Order Address Fax
VENDOR_POFIRSTNAME	N	30		Purchase Order Address Contact First Name
VENDOR_ POMIDDLENAME	N	1		Purchase Order Address Contact Middle Initial
VENDOR_POLASTNAME	N	30		Purchase Order Address Contact Last Name
VENDOR_POTITLE	N	10		Purchase Order Address Contact Title
VENDOR_POPOSITION	N	30		Purchase Order Address Contact Job Position
VENDOR_POEMAIL	N	50		Purchase Order Contact Email Address
VENDOR_ACCOUNT	N	30		Account Number assigned by vendor.
VENDOR_EPAYMENTS	N	2		Activate Electronic Payments? 0 = No; 1 = Yes
VENDOR_ROUTINGNUM	Y	9		Vendor's 9 digit Bank Routing Number. Required if VENDOR_ EPAYMENTS is Yes.
VENDOR_ACCOUNTNUM	Y	17		Vendor's Checking or Loan bank account number. Required if VENDOR_ EPAYMENTS is Yes.
VENDOR_ACCOUNTTYPE	Y	2	22	Electronic Payment Type: 22 for

Table: tblAPVendor				
Context Section: CONTEXT,VENDOR,HEADER,HVEND				
Field ID	Req'd	Field Length	Default Value	Notes
				Checking and 52 for Loan. Required if VENDOR_ EPAYMENTS = Yes and if EFT for A/P is installed.
VENDOR_PRENOTE	Y	2		Send Prenote for this vendor? No or Yes. Case Sensitive. Required if VENDOR_ EPAYMENTS is Yes.
VENDOR_ PERSONALACCT	N	1	0	0 = No; 1 = Yes
VENDOR_EFTEMAIL	Y	50		Vendor Email Address to send the payment notification. Required if VENDOR_ NOEMAIL is not selected.
VENDOR_NOEMAIL	N	2		Do not send payment notification email? 0 = No; 1 = Yes. Therefore if "1" is selected, no notification will be sent.Not available if VENDOR_ EPAYMENTS = No.

Importing Detail Lines or 1099 Adjustments

The following table defines field references used in the Accounts Payable Detail Lines or 1099 Adjustments section of the MasterAP.DEF file:

Table: tbl1099Adjustment				
Context Section: CONTEXT,VENDOR,DETAIL,DVEND				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
VENDOR_YEAR	Y	4		1099 Year Format: xxxx
VENDOR_1099TYPEID	Y	4		1099 Type ID, such as MISC, DIV, INT, R, or W2G
VENDOR_BOXNUMID	Y	8	N/A	1099 Box Number. See Table 2.
VENDOR_AMOUNT	Y	Currency	0.00	1099 Amount

Tips:

- Vendor 1099 adjustments can only be imported with a full vendor record. Also note that 1099 fields are only required for adjustments being imported.
- When importing header records for 1099 Adjustments, use the UPDATEITEM statement. However, when importing detail field data, delete the master record and import the correct information, instead of updating the existing records using the UPDATEITEM statement.

Importing Vendors Check Address

Multicurrency Users

The VENDOR_CURRENCYTYPE field is only available if this module is installed and added to the organization by the Administrator (Organization>Add a Module).

The following table defines the field references to be used in the Vendor Information section of the MasterAP.DEF file:

Table: tblAddressCodes				
Context Section: CONTEXT,VENDADDR_CODES,HEADER,HVENDCHCKADDR				
Field ID	Req'd	Field Length	Default Value	Notes
AC_PARN_ID	Y	User Defined		Same as Vendor ID.
AC_ADDRESS_ID	Y	User Defined		Check Address Code
AC_STATUS	Y	1	A	A (Active), I (Inactive), or D (Discontinued)
AC_SAME_AS	Y	Interger	Main	None = 0; Main = 1, or PO = 2
AC_PREFERRED	Y	3	Yes	
AC_DESCRIPTION	Y	User Defined		Check Address Code Description
AC_ADDRESS	N	80		Check Address. Use "^" to separate address lines.
AC_CITY	N	30		Check Address City
AC_STATE	N	6		Check Address State or Province
AC_ZIP	N	10		Check Address Postal Code
AC_COUNTRY	N	35		Check Address Country
AC_CONTACT_PHONE	N	25		Check Address Phone
AC_CONTACT_FAX	N	25		Check Address Fax
AC_CONTACT_TITLE	N	10		Check Address Contact Title
AC_CONTACT_ FIRST_NAME	N	30		Check Address Contact First Name
AC_CONTACT_ MIDDLE_INITIAL	N	1		Check Address Contact Middle Initial

Table: tblAddressCodes				
Context Section: CONTEXT,VENDADDR_CODES,HEADER,HVENDCHCKADDR				
Field ID	Req'd	Field Length	Default Value	Notes
AC_CONTACT_ LAST_NAME	N	30		Check Address Contact Last Name
AC_CONTACT_ POSITION	N	30		Check Address Contact Job Position
AC_CONTACT_EMAIL	N	50		Check Contact Email Address

Tip: Vendor Check Address can only be imported with a full vendor record.

The Accounts Receivable Module Data Fields

The following are specific data field tables used to import into the Accounts Receivable module.

Importing Charge Codes

Multicurrency Users

The CHARGECODE_CURRENCY field is only available if this module is installed and added to the organization by the Administrator (Organization>Add a Module).

The following tables define field references used in the Charge Codes section of the MasterAB.DEF file:

Header

Table: tblARChargeCode				
Context Section: CONTEXT,CHARGECODE,HEADER,HCHCOD				
Field ID	Req'd	Field Length	Default Value	Notes
CHARGECODE_ID	Y	User Defined		Charge Code
CHARGECODE_ STATUS	Y	1	A	A (Active), I (Inactive), or D (Discontinued)

Table: tblARChargeCode				
Context Section: CONTEXT,CHARGECODE,HEADER,HCHCOD				
Field ID	Req'd	Field Length	Default Value	Notes
CHARGECODE_ DESCRIPTION	Y	User Defined		Code Description
CHARGECODE_ CURRENCY	N	3	functional currency	Active or inactive Currency code.
CHARGECODE_ REVACCT	Y	User Defined		GL (Revenue) Account
CHARGECODE_ DISTCODE	Y	12		Distribution Code
CHARGECODE_ TYPE	N	User Defined		Optional Charge Code Designation
CHARGECODE_ TAXABLE	N	1	0	0 = No; 1 = Yes
CHARGECODE_ FREIGHT	N	1	0	0 = No; 1 = Yes
CHARGECODE_ CCTYPE	N	1	N	N (Non-Inventory Related)
CHARGECODE_ COGSACCT	N	5		Cost of Goods Sold General Ledger Account.
CHARGECODE_ ITEMCODE	N	12		Related Item Code.
CHARGECODE_ CALCMETHOD	Y	2		FA, FP, VC, AV, PA, or VP. See Table 3.
CHARGECODE_ VALUE	N	Currency	0.00	Required for FA and FP. See Table 3.
CHARGECODE_	N	18	0.00	Required for VP and AV. See Table 3.

Table: tblARChargeCode				
Context Section: CONTEXT,CHARGECODE,HEADER,HCHCOD				
Field ID	Req'd	Field Length	Default Value	Notes
MAXBILLABLE				
CHARGECODE_ PERC	N	8		Required for PA
CHARGECODE_ PA_PERIOD	N	25		Required for PA

Detail

Table: tblARChargeCodeCalculation				
Context Section: CONTEXT,CHARGECODE,DETAIL,DCHCOD				
Field ID	Req'd	Field Length	Default Value	Notes
CCPL_CHARGECODE	Y	User Defined		Charge Code
CCPL_LINENUM	N	Integer		Order line items are listed.
CCPL_FIXEDCHARGE	Y	Currency	0.00	Required for VP. See Table 3.
CCPL_UNITPRICE	Y	Currency	0.00	Required for VP and AV. See Table 3.
CCPL_MAXUNITS	Y	4	0.00	Required for VP and AV. See Table 3.

Importing One Time Charges

The following tables define field references used in the One Time Charges section of the MasterAB.DEF file:

Header

Table:				
Context Section: CONTEXT,ONETIMECHARGES,HEADER,HOTC				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
OTC_BILLINGGRPID	Y	User Defined		Billing Group
OTC_CUSTID	Y	User Defined		Customer ID

Detail

Table:				
Context Section: CONTEXT,ONETIMECHARGES,DETAIL,DOTC				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
OTC_CI_ PERSISTCHARGE	N	1	No	Recurring? 0 = No; 1 = Yes
OTC_CI_ CHARGECODE	Y	User Defined		Charge Code
OTC_CI_ DESCRIPTION	Y	255	Charge Code Description	Description
OTC_CI_ CHARGEDATE	Y	Date		Charge Date. Can be 6, 8, or 10 digit.
OTC_CI_DISTCODE	Y	User		Distribution Code

Table:				
Context Section: CONTEXT,ONETIMECHARGES,DETAIL,DOTC				
Field ID	Req'd	Field Length	Default Value	Notes
		Defined		
OTC_CI_ FIXEDCHARGE	N	Currency	0.00	Required for VC
OTC_CI_QUANTITY	N	Single	0.00	Required for AV, FP, VC, or VP
OTC_CI_UNITPRICE	N	Currency	0.00	Required for VC

Customers

Customer Header

Multicurrency Users

The CUSTOMER_CURRENCYTYPE field is only available if this module is installed and added to the organization by the Administrator (Organization>Add a Module).

Note: If you want to include default shipping address code information, first run the import with new customer information, but do not include the CUSTOMER_DEFSHIPADDRCODEID field. Then, run import a second time including the CUSTOMER_DEFSHIPADDRCODEID field. You must do this because the shipping address <billing> is not created until the customer is imported and saved.

The following table defines the field references to be used in the Customers section of the MasterAR.DEF file:

Table: tblARCustomer				
Context Section: CONTEXT,CUSTOMER,HEADER,HCUST				
Field ID	Req'd	Field Length	Default Value	Notes
CUSTOMER_ID	Y	User Defined		Customer ID
CUSTOMER_STATUS	Y	1	A	A (Active), I (Inactive), or D (Discontinued)
CUSTOMER_NAME	Y	User Defined		Customer Name
CUSTOMER_ CURRENCYTYPE	N	3	functional currency	Active or Inactive Currency code.
CUSTOMER_ FORCECURTYPE	N	1	0	Always Receive in Customer's Currency? 0 = No; 1 = Yes
CUSTOMER_ CASHCUSTOMER	N	1	0	Cash Only? 0 = No; 1 = Yes
CUSTOMER_CLASS	N	User Defined		Optional Class Designation
CUSTOMER_TYPE	N	User Defined		Optional Type Designation
CUSTOMER_ADDRESS	N	80		Customer Billing Address. Use "^" to separate address lines.
CUSTOMER_ BILLINGCITY	N	30		Billing Address City
CUSTOMER_ BILLINGSTATE	N	6		Billing Address State or Province
CUSTOMER_BILLINGZIP	N	10		Billing Address Postal Code
CUSTOMER_ BILLINGCOUNTRY	N	35		Billing Address Country

Table: tblARCustomer				
Context Section: CONTEXT,CUSTOMER,HEADER,HCUST				
Field ID	Req'd	Field Length	Default Value	Notes
CUSTOMER_ BILLINGPHONE	N	25		Billing Address Phone
CUSTOMER_BILLINGFAX	N	25		Billing Address Fax
CUSTOMER_ BILLINGFIRSTNAME	N	30		Billing Address Contact First Name
CUSTOMER_ BILLINGMIDDLENAME	N	1		Billing Address Contact Middle Initial
CUSTOMER_ BILLINGLASTNAME	N	30		Billing Address Contact Last Name
CUSTOMER_ BILLINGTITLE	N	10		Billing Address Contact Title
CUSTOMER_ BILLINGPOSITION	N	30		Billing Address Contact Job Position
CUSTOMER_ BILLINGEMAIL	N	50		Billing Contact Email Address
CUSTOMER_ CREDITSTOP	Y	2	0	Credit hold? 0 = No; 1 = Yes
CUSTOMER_ CUSTOMERCOMMENT	Y	30		Billing Comments
CUSTOMER_ NETDUEDAYS	N	Integer	30	Days Until Net Amount Due
CUSTOMER_DISCOUNT1	N	8	00.0000%	First Discount. Must be in decimal format, e.g., .05 = 5% or .025 = 2.5%
CUSTOMER_	N	3	0	First Discount Days Available

Table: tblARCustomer				
Context Section: CONTEXT,CUSTOMER,HEADER,HCUST				
Field ID	Req'd	Field Length	Default Value	Notes
DAYSAVAILABLE1				
CUSTOMER_DISCOUNT2	N	8	00.0000%	Second Discount. Must be in decimal format, e.g., .05 = 5% or .025 = 2.5%
CUSTOMER_ DAYSAVAILABLE2	N	3	0	Second Discount Days Available
CUSTOMER_ DEFREVACCT	N	User Defined		Default GL (Revenue) Account
CUSTOMER_DISTCODE	N	User Defined		Default Distribution Code
CUSTOMER_ DISCACCT	N	5		Discount General Ledger Account
CUSTOMER_WEBSITE	N	50		Customer Website
CUSTOMER_ RESALETAXID	N	11		Customer Resale Tax ID
CUSTOMER_NOTES	N			Notes
CUSTOMER_ SERVICESAMEAS	N	Integer	Billing	None = 0; Billing = 1
CUSTOMER_ SERVICEADDRESS	N	80		Service Address. Use "^" to separate address lines.
CUSTOMER_ SERVICECITY	N	30		Service Address City
CUSTOMER_ SERVICESTATE	N	6		Service Address State or Province

Table: tblARCustomer				
Context Section: CONTEXT,CUSTOMER,HEADER,HCUST				
Field ID	Req'd	Field Length	Default Value	Notes
CUSTOMER_SERVICEZIP	N	10		Service Address Postal Code
CUSTOMER_ SERVICECOUNTRY	N	35		Service Address Country
CUSTOMER_ SERVICEPHONE	N	25		Service Address Phone
CUSTOMER_ SERVICEFAX	N	25		Service Address Fax
CUSTOMER_ SERVICEFIRSTNAME	N	30		Service Address Contact First Name
CUSTOMER_ SERVICEMIDDLENAME	N	1		Service Address Contact Middle Initial
CUSTOMER_ SERVICELASTNAME	N	30		Service Address Contact Last Name
CUSTOMER_ SERVICETITLE	N	10		Service Address Contact Title
CUSTOMER_ SERVICEPOSITION	N	30		Service Address Contact Job Position
CUSTOMER_ SERVICEEMAIL	N	50		Service Contact Email Address
CUSTOMER_ TAXABLE	N	1	0	Taxable? 0 = No; 1 = Yes
CUSTOMER_ FINCHARGES	N	1	0	Apply Finance Charges? 0 = No; 1 = Yes
CUSTOMER_ DEFSHIPADDRCODEID	N	15		Default Shipping Address. Required if a Taxable Customer.

Table: tblARCustomer				
Context Section: CONTEXT,CUSTOMER,HEADER,HCUST				
Field ID	Req'd	Field Length	Default Value	Notes
CUSTOMER_PAPER	N	1	1	Print Paper Invoice? 0 = No; 1 = Yes
CUSTOMER_EMAIL	N	1	0	Email Invoice? 0 = No; 1 = Yes
CUSTOMER_EMAILADDR	Y*	2000	0	Invoice Email Address. *Required if CUSTOMER_EMAIL is Yes. Must be in email format.
CUSTOMER_ EMAILTEMPLATE	Y	50	<Default>	Invoice Process Template. Required if CUSTOMER_EMAIL is Yes; otherwise <Default> displays.
CUSTOMER_STMTEMAIL	N	1	0	Email Statement? 0 = No; 1 = Yes
CUSTOMER_ STMTPAPER	N	1	1	Print Paper Statement? 0 = No; 1 = Yes
CUSTOMER_ STMTEMAILADDR	Y*	2000	0	Statement Email Address. *Required if CUSTOMER_ STMTEMAIL is Yes. Must be in email format.
CUSTOMER_ STMTEMAILTEMPLATE	Y	50	<Default>	Statement Process Template. Required if CUSTOMER_ STMTEMAIL is Yes; otherwise <Default> displays.

Customer Ship Address Header

Table: tblARCustomerShipAddress				
Context Section: CONTEXT,CUSTOMERSHIPADDR,HEADER,HCUSTSHIPADDR				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
CUSTOMER_ SHIPCUSTID	Y	User Defined		Shipping Address Customer ID
CUSTOMER_ SHIPADDRESS_ID	N	User Defined		Shipping Address Code
CUSTOMER_ SHIPADDRESS	N	80		Shipping Address. Use "^" to separate address lines.
CUSTOMER_ SHIPCITY	N	30		Shipping City
CUSTOMER_ SHIPSTATE	N	6		Shipping State or Province
CUSTOMER_ SHIPZIP	N	10		Shipping Postal Code
CUSTOMER_ SHIPCOUNTRY	N	35		Shipping Address Country
CUSTOMER_ SHIPTITLE	N	10		Shipping Address Contact Title
CUSTOMER_ SHIPFIRSTNAME	N	30		Shipping Address Contact First Name
CUSTOMER_ SHIPMIDDLE_ INITIAL	N	1		Shipping Address Contact Middle Initial
CUSTOMER_ SHIPLAST_NAME	N	30		Shipping Address Contact Last Name

Table: tblARCustomerShipAddress				
Context Section: CONTEXT,CUSTOMERSHIPADDR,HEADER,HCUSTSHIPADDR				
Field ID	Req'd	Field Length	Default Value	Notes
CUSTOMER_ SHIPPOSITION	N	30		Shipping Address Contact Job Position
CUSTOMER_ SHIPPHONE	N	30		Shipping Address Phone
CUSTOMER_ SHIPEMAIL	N	50		Shipping Address Contact Email Address
CUSTOMER_ SHIPFAX	N	30		Shipping Address Fax
CUSTOMER_ SHIPTAX_CODE	Y	15		Shipping Sales Tax Code

The Bank Reconciliation Module Data Fields

The following are specific data field tables used to import data into the Bank Reconciliation module:

Importing Bank Reconciliation Information

The following table defines the field references to be used in the MasterBK.DEF file:

Table: tblDLCash & tblBKDeposits				
Context Section: CONTEXT,BKREC,HEADER,HBKREC				
Field ID	Req'd	Field Length	Default Value	Notes
BKREC_CHECK_FLAG	Y			Required if reconciling checks. Exact word in description field.
BKREC_DEPOSIT_ FLAG	Y			Required if reconciling deposits. Exact word in description field.
BKREC_CASH_ACCT	Y	User		GL CSH Account Number

Table: tblDLCash & tblBKDeposits				
Context Section: CONTEXT,BKREC,HEADER,HBKREC				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
		Defined		
BKREC_REC_DATE	Y	Date		Reconciliation Date. Can be 6, 8, or 10 digit date.
BKREC_DOC_NUM	Y			Check, Deposit, or Document Number
BKREC_AMOUNT	Y	Currency	0.00	Check, Deposit, or Document Amount. Default value must be 0.00. Decimal places must be 0. Indicate sign: + Deposit, or - Check.
BKREC_DESC	N	User Defined		Check or Document Description

Note: You must enter a negative amount for checks.

Tip: If your Default Values "Check" and "Deposit" are located in the same column, you should use the value of zero in the CSV string definition. For example, BKREC_CHECK_FLAG,0,CHECK. BKREC_DEPOSIT_FLAG,0,DEPOSIT. The 0 tells the system to look for the Default Values "CHECK" and "DEPOSIT" anywhere on the row.

If your default values "CK" and "DP" are located in two separate columns (2nd and 4th), you should use the two values in the CSV string definition. For example BKREC_CHECK_FLAG,2,CK. BKREC_DEPOSIT_FLAG,4,DP. The 2 and 4 tells the system to look for the "CK" in the 2nd column and the "DP" in the 4th column.

If you choose to use this method, you must also tell the system which column the combined data is in using the BKREC_DESC field ID. For example, if the combined data resides in column 9, BKREC_DESC should be mapped to column 9, as in, “BKREC_DESC, 9”. Otherwise, errors will occur.

The Fixed Assets Module Data Fields

Import Designation Codes and Asset Types first, and then Assets, since types and codes must exist before assets can be imported.

All imported asset information should be verified prior to processing depreciation of disposals in the system.

Fixed asset imports do not affect the General Ledger. The asset, accumulated depreciation, and depreciation expense account balances must be recorded.

Importing Asset Types

The following table defines the field references used in the Asset Types section of the MasterFA.DEF file:

Table: tblFAType				
Context Section: CONTEXT,FATYPE,HEADER,HASSETTYPE				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
FATM_TYPEID	Y	User Defined		Asset Type ID
FATM_STATUS	Y	1		A (Active), I (Inactive), or D (Discontinued)
FATM_DESCRIP	Y	User Defined		Asset Type Description
FATM_DEPRCODE	Y	User Defined		Depreciation Methods: SL, SYD, DB150, DB200, No, or <Unique Custom Code>. See Table 4.
FATM_SW_ DEPRCODE	N	User Defined		Switch Depreciation Code (SL). Not valid if FATM_DEPRCODE is SL. See Table 4.
FATM_DISTCODE	Y	User Defined		Default Distribution Code
FATM_EXPCODE	Y	User		Default GL Depreciation Expense Type

Table: tblFAType				
Context Section: CONTEXT,FATYPE,HEADER,HASSETTYPE				
Field ID	Req'd	Field Length	Default Value	Notes
		Defined		Account. Must be set up using Maintain>Chart of Accounts Codes.
FATM_ADCODE	Y	User Defined		Default Accumulated Depreciation GL–FAO-Type Account. Must be set up using Maintain>Chart of Accounts Codes.
FATM_ASSETCODE	Y	User Defined		Default Asset GL–FAO-Type Account. Must be set up using Maintain>Chart of Accounts Codes.

Importing Designation Codes

The following table defines the field references to be used in the Designation Codes section of the MasterFA.DEF file:

Table: tblFARespCode, tblFAAcqCode ,tblFALocCode, or tblFAValCode				
Context Section: CONTEXT,DESGCODES,HEADER,HDESIG				
Field ID	Req'd	Field Length	Default Value	Notes
MTNDSG_CODETYPE	Y	1		(A) Acquisition, (L) Location, (R) Responsibility, or (V) Valuation
MTNDSG_CODEID	Y	User Defined		Code Name
MTNDSG_STATUS	Y	1	A	A (Active), I (Inactive), or D (Discontinued)
MTNDSG_DESCRIP	Y	User Defined		Code Description

Importing Assets

The following table defines the field references to be used in the Assets section of the MasterFA.DEF file:

Table: tblFACode				
Context Section: CONTEXT,ASSETS,HEADER,HASSET				
Field ID	Req'd	Field Length	Default Value	Notes
ASSET_ID	Y	User Defined		Asset ID
ASSET_STATUS	Y	1	A	A (Active), I (Inactive), or D (Discontinued/Disposed)
ASSET_DESCRIPTION	Y	User Defined		Asset Description
ASSET_CATEGORY	Y	User Defined		Category
ASSET_TAG	N	30		Asset Tag
ASSET_ORGASSETID	N	User Defined		Original Asset ID
ASSET_TAXABLE	N	1	0	0 = No; 1 = Yes
ASSET_ACQCODE	N	User Defined		Acquisition Code
ASSET_RESCODE	N	User Defined		Responsibility Code
ASSET_VALCODE	N	User Defined		Valuation Code
ASSET_LOCCODE	N	User Defined		Location Code
ASSET_TYPE_ID	Y	User Defined		Asset Type ID
ASSET_COST	Y	Currency	0.00	Cost or Basis Amount
ASSET_SALVAGE	Y	Currency	0.00	Salvage Value

Table: tblFACode				
Context Section: CONTEXT,ASSETS,HEADER,HASSET				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
ASSET_ BEGDEPRDATE	Y	Date	Current Date	Begin Depreciation Date. Can be 6, 8, or 10 digit date.
ASSET_ LASTDEPRDATE	N	Date		Last Depreciation Date. Can be 6, 8, or 10 digit date.
ASSET_ ACCMDEPRAMT	Y	Currency	0.00	Accumulation Depreciation Amount. Required if Last Depreciation Date is completed.
ASSET_MONTHSDEPR	Y	Integer	0	Months Depreciated. Required if Last Depreciation Date is completed.
ASSET_MAINTDATE	N	Date		Can be 6, 8, or 10 digit date.
ASSET_WARRANTY	N	60		Warranty
ASSET_MODEL	N	40		Manufacturer/Model Number
ASSET_SERIAL	N	40		Serial Number
ASSET_PAYEE	N	50		Payee or Vendor ID
ASSET_DOCNUM	N	User Defined		Check or Invoice Number
ASSET_ACQDATE	N	Date		Can be 6, 8, or 10 digit date.
ASSET_PONUM	N	User Defined		Purchase Order Number
ASSET_CODE	N	User Defined		Asset Code
ASSET_LIFE	Y	Integer		Life in Months
ASSET_ REPLACECOST	N	Currency	0.00	Replacement Cost

Table: tblFACode				
Context Section: CONTEXT,ASSETS,HEADER,HASSET				
Field ID	Req'd	Field Length	Default Value	Notes
ASSET_ZEROBV	N	1	0	0 = No; 1 = Yes If the ASSET_ZEROBV is set to 1 then the following fields will default to zero or blank regardless if values have been designated in the Def file: ASSET_ COST, ASSET_SALVAGE, ASSET_ BEGDEPRDATE, ASSET_ LASTDEPRDATE, ASSET_ ACCMDEPRAMT, and ASSET_ MONTHSDEPR.
ASSET_NOTES	N			Notes

Importing Custom Depreciation Codes

The following tables define the field references to be used in the Depreciation Codes section of the MasterFA.DEF file:

Header

Table: tblFADeprCode				
Context Section: CONTEXT,FADEPR,HEADER,HDEPRCODE				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
DEPR_CODEID	Y	User Defined		Custom Depreciation Code
DEPR_STATUS	Y	1	A	A (Active), I (Inactive), or D (Discontinued)
DEPR_DESCRIP	Y	User Defined		Code Description
DEPR_METHOD	Y	2	FA	FA, PD, PN, TD, or TN. See Table 3.
DEPR_FAMOUNT	Y	Currency	0.00	Required for FA. See Table 3.
DEPR_PERCENT	Y	Percent	000.0000	Required for PD or PN. Enter 5% as 05 or 5. See Table 3.

Detail

Table: tblFADeprCodeDetail				
Context Section: CONTEXT,FADEPR,DETAIL,DDEPRCODE				
Field ID	Req'd	Field Length	Default Value	Notes
DEPR_DET_YEAR	Y	Integer		Number of years into depreciation; not calendar year. Required for TN or TD.
DEPR_DET_PERC	Y	Percent	000.0000	Required for TN or TD. Enter 5% as 05 or 5.
DEPR_DET_NOTE	N	30		Notes

The Multicurrency Module Data Fields

The following are specific data field tables used to import data into the Multicurrency module:

Importing Exchange Rates

The following tables define field references used in the Exchange Rate Header Information section of the MasterMCRATE.DEF file:

Table: tblMCExchangeRates				
Context Section: CONTEXT,MCRATE,HEADER,HEXR				
Field ID	Req'd	Field Length	Default Value	Notes
EXR_RATE_TYPE	Y	3		DSR (Daily Spot Rate) or MAR (Monthly Average Rate)
EXR_CURRENCY	Y	3		Active or inactive Currency code.
EXR_ACTIVE_DATE	Y	Date		Active Date. Can be 6, 8, or 10 digit date.
EXR_EXCHANGE_RATE	Y	8	0.0000000	Currency Exchange Rate

Table: tblMCExchangeRates				
Context Section: CONTEXT,MCRATE,HEADER,HEXR				
Field ID	Req'd	Field Length	Default Value	Notes
EXR_EXPIRATION_ DATE	Y	Date		Expiration Date. Can be 6, 8, or 10 digit date.
EXR_SOURCE	N	35		Exchange Rate Source

Tips:

- You cannot import the functional currency.
- If you attempt to import a date that does not follow the format outlined in the DEF file or the system's date settings, the system defaults to today's date. This could cause exchange date overwrites.
- You should limit the EXR_EXCHANGE_RATE field to six digits before and 7 digits after the decimal.
- There are no fixed width files for exchange rates.

The Payroll Module Data Fields

The following are specific data field tables used to import data into the Payroll module:

Importing Processing Groups

The following table shows examples of data fields used in the Processing Groups section of the MasterPR.DEF file:

Table: tblPRProcessGrp				
Context Section: CONTEXT,PGRPCODE,HEADER,HPRCGRP				
Field ID	Req'd	Field Length	Default Value	Notes
PR_MTN_PG_CODE	Y	User Defined		Processing Group Code
PR_MTN_PG_STATUS	N	1	A	A (Active), I (Inactive), or D (Discontinued)

Table: tblPRProcessGrp				
Context Section: CONTEXT,PGRPCODE,HEADER,HPRCGRP				
Field ID	Req'd	Field Length	Default Value	Notes
PR_MTN_PG_TITLE	Y	User Defined		Processing Group Title
PR_MTN_PG_ PAYCYCLE	Y	1		W (Weekly), B (Biweekly), S (Semimonthly), and M (Monthly)
PR_MTN_PG_YEAR	Y	4		Processing Group Pay Schedule Tax Year
PR_MTN_PG_ FIRSTPAYDATE	Y	Date		Can be 6, 8, or 10 digit.
PR_MTN_PG_ ENDPERIODDATE	Y	Date		Can be 6, 8, or 10 digit.

Importing Earning Codes

The following table shows examples of data fields used in the Earning Codes section of the MasterPR.DEF file:

Table: tblPREarnCode				
Context Section: CONTEXT,EARNINGCODE,HEADER,HEARN				
Field ID	Req'd	Field Length	Default Value	Notes
PREC_CODE	Y	User Defined		Earning Code ID
PREC_STATUS	N	1	A	A (Active), I (Inactive), or D (Discontinued)
PREC_TITLE	Y	User Defined		Earning Code Title
PREC_EXPENSE_	Y	User		Must be set up using Maintain>Chart of

Table: tblPREarnCode				
Context Section: CONTEXT,EARNINGCODE,HEADER,HEARN				
Field ID	Req'd	Field Length	Default Value	Notes
ACCOUNT		Defined		Accounts Codes.
PREC_TRACK_ LABOR_ HRS	N	1	1	0 = No; 1 = Yes
PREC_CONT_NET_ PAY_ ONLY	N	1	0	0 = No; 1 = Yes
PREC_W2_BOX_NUM	N	2		W-2 Box Number, if any
PREC_W2_BOX_ CODE	N	5		W-2 Box Code, if any
PREC_CALC_ METHOD	Y	2	ER	Valid Calculation Methods: ER, RM, FH, FA, RT, and AT. See Table 3.
PREC_AMOUNT	Y	Currency	0.0000	Required if calculation method of FH or FA.
PREC_RATE	Y	5	0.0000	Required if calculation method of RT or RM.
PREC_FED_FIT	N	2		0 = No; 1 = Yes
PREC_FED_SOCIAL_ SEC	N	2		0 = No; 1 = Yes
PREC_FED_ MEDICARE	N	2		0 = No; 1 = Yes
PREC_FED_FUTA	N	2		0 = No; 1 = Yes
PREC_STATE_SWT	N	2		0 = No; 1 = Yes
PREC_STATE_SUTA	N	2		0 = No; 1 = Yes

Table: tblPREarnCode				
Context Section: CONTEXT,EARNINGCODE,HEADER,HEARN				
Field ID	Req'd	Field Length	Default Value	Notes
PREC_LOCAL_LWT	N	2		0 = No; 1 = Yes
PREC_LOCAL_ EMPLOYER	N	2		0 = No; 1 = Yes

Importing Benefit Codes

The following tables show examples of data fields used in the Benefit Codes section of the MasterPR.DEF file:

Header

Table: tblPRBeneCode				
Context Section: CONTEXT,BENEFITCODE,HEADER,HBENE				
Field ID	Req'd	Field Length	Default Value	Notes
PR_BENE_CODE	Y	User Defined		Benefit Code ID
PR_BENE_STATUS	N	1	A	A (Active), I (Inactive), or D (Discontinued)
PR_BENE_TITLE	Y	User Defined		Benefit Code Title
PR_BENE_GLEXP_ CODE	Y	User Defined		Must be set up using Maintain>Chart of Accounts Codes.
PR_BENE_GLLIAB_ CODE	Y	User Defined		Must be set up using Maintain>Chart of Accounts Codes.
PR_BENE_ CHECKSTUB	N	1	1	0 = No; 1 = Yes

Table: tblPRBeneCode				
Context Section: CONTEXT,BENEFITCODE,HEADER,HBENE				
Field ID	Req'd	Field Length	Default Value	Notes
PR_BENE_W2_BOX	N	2		W-2 Box Number, if any
PR_BENE_W2_ CODE	N	14		W-2 Box Code, if any
PR_BENE_CALC_ METHOD	N	2	FA	Valid Calculation Methods: FP, FH, FA, AT, or PT. See Table 3.
PR_BENE_AMOUNT	Y	Currency	0.0000	Required for FH or FA.
PR_BENE_ PERCENT	Y	Single	000.0000	Required for FP. Enter 5% as 05 or 5.
PR_BENE_MAX_ PERC	N	8	000.0000	Maximum percentage allowed on timesheet for PT. Enter 5% as 05 or 5.
PR_BENE_YEAR_ MAX	N	Currency	999,999.99	Maximum annual benefit calculation. Required for all calculation methods.
PR_BENE_FIT	N	2		Increase subject earnings? 0 = No; 1 = Yes
PR_BENE_SS	N	2		Increase subject earnings? 0 = No; 1 = Yes
PR_BENE_MC	N	2		Increase subject earnings? 0 = No; 1 = Yes
PR_BENE_FUTA	N	2		Increase subject earnings? 0 = No; 1 = Yes
PR_BENE_SWT	N	2		Increase subject earnings? 0 = No; 1 = Yes
PR_BENE_SUTA	N	2		Increase subject earnings? 0 = No; 1 = Yes
PR_BENE_LWT	N	2		Increase subject earnings? 0 = No; 1 =

Table: tblPRBeneCode				
Context Section: CONTEXT,BENEFITCODE,HEADER,HBENE				
Field ID	Req'd	Field Length	Default Value	Notes
				Yes
PR_BENE_LOCAL_ER	N	2		Increase subject earnings? 0 = No; 1 = Yes
PR_BENE_ALLOC_METHOD	N	2	AE	Valid Distribution Methods: AE, CE, and DC. See Table 5.
PR_BENE_EARN_DISTCODE	Y	1		Required if PR_BENE_ALLOC_METHOD is AE; Must be a valid code with a distribution type of B or P (Maintain>Payroll>Distribution Codes).
PR_BENE_DIST_CODE	Y	User Defined		Required if using a distribution method of DC. Must be a valid code with a distribution type of "B" or "P" (Maintain>Payroll>Distribution Codes).

Detail

Table: tblPRBeneCode				
Context Section: CONTEXT,BENEFITCODE,DETAIL,DBENE				
Field ID	Req'd	Field Length	Default Value	Notes
PR_EC_CODE	Y	User Defined		Required if calculation method of FP or FH. Can have more than one earning code. Must be a valid code (Maintain>Payroll>Earning Codes).

Importing Deduction Codes

The following tables show examples of data fields used in the Deduction Codes section of the MasterPR.DEF file:

Header

Table: tblPRDeductCode				
Context Section: CONTEXT,DEDUCTIONCODE,HEADER,HDED				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
DEDUC_CODE	Y	User Defined		Deduction Code ID
DEDUC_STATUS	N	1	A	A (Active), I (Inactive), or D (Discontinued)
DEDUC_TITLE	Y	User Defined		Deduction Code Title
DEDUC_LIABACCT	Y	User Defined		Liability G/L code. Must be a valid chart of accounts code (Maintain>Chart of Accounts Codes).
DEDUC_W2_BOX_NUM	N	2		W-2 Box Number, if any
DEDUC_W2_BOX_CODE	N	14		W-2 Box Code, if any
DEDUC_CALC_METHOD	N	2	FA	Valid Calculation Methods: FP, FH, FA, AT, and PT. See Table 3.
DEDUC_AMOUNT	Y	Currency	0.0000	Required for FH or FA.
DEDUC_PERCENT	Y	Single	000.0000	Required for FP. Enter 5% as 05 or 5.
DEDUC_MAX	N	Currency	999,999.99	Required for all calculation methods.
DEDUC_FED_FIT	N	2		Decreases subject earnings. 0 = No;

Table: tblPRDeductCode				
Context Section: CONTEXT,DEDUCTIONCODE,HEADER,HDED				
Field ID	Req'd	Field Length	Default Value	Notes
				1 = Yes
DEDUC_FED_SOCIAL_SEC	N	2		Decreases subject earnings. 0 = No; 1 = Yes
DEDUC_FED_MEDICARE	N	2		Decreases subject earnings. 0 = No; 1 = Yes
DEDUC_FED_FUTA	N	2		Decreases subject earnings. 0 = No; 1 = Yes
DEDUC_STATE_SWT	N	2		Decreases subject earnings. 0 = No; 1 = Yes
DEDUC_STATE_SUTA	N	2		Decreases subject earnings. 0 = No; 1 = Yes
DEDUC_LOCAL_LWT	N	2		Decreases subject earnings. 0 = No; 1 = Yes
DEDUC_LOCAL_EMPLOYER	N	2		Decreases subject earnings. 0 = No; 1 = Yes
DEDUC_MAX_PERC	N	8	000.0000	Maximum percentage allowed on timesheet for PT. Enter 5% as 05 or 5.

Detail

Table: tblPRDeductCodeEarning				
Context Section: CONTEXT,DEDUCTIONCODE,DETAIL,DDED				
Field ID	Req'd	Field Length	Default Value	Notes
PR_EC_CODE	Y	User Defined		Required if calculation method of FP or FH. Can have more than one earning code. Must be a valid code (Maintain>Payroll>Earning Codes).

Importing Workers' Compensation Codes

The following tables show examples of data fields used in the Workers' Comp Codes section of the MasterPR.DEF file:

Header

Table: tblPRWCCode				
Context Section: CONTEXT,WORKCOMPCODE,HEADER,HWC				
Field ID	Req'd	Field Length	Default Value	Notes
PRWC_CODE	Y	User Defined		Workers' Comp Code ID
PRWC_STATUS	N	1	A	A (Active), I (Inactive), or D (Discontinued)
PRWC_TITLE	Y	User Defined		Workers' Compensation Code Title
PRWC_AATRIX_TAX_TYPE	N	60	<None>	Defaults to <None>. This is the State assigned to the Workers' Compensation Code.
PRWC_CHECKSTUB	N	1	0	0 = No; 1 = Yes. Available if PRWC_

Table: tblPRWCCode				
Context Section: CONTEXT,WORKCOMPCODE,HEADER,HWC				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
				PAIDBY is ER
PRWC_PAIDBY	Y	2	ER	ER - Employer; EE - Employee
PRWC_EXPENSE_ ACCOUNT	Y	User Defined		Must be a valid chart of accounts code (Maintain>Chart of Accounts Codes). Required for paid by Employer.
PRWC_LIABILITY_ ACCOUNT	Y	User Defined		Must be a valid chart of accounts code (Maintain>Chart of Accounts Codes).
PRWC_CALC_ METHOD	N	2	RE	Valid Calculation Methods: RE , RH, and RW. See Table 3.
PRWC_RATE	N	Single	0.00000	Rate
PRWC_ ADJUSTMENT_ FACTOR	N	Single	0.0000	Adjustment Factor
PRWC_MAX_ SUBJECT_ WAGES	N	Currency	999,999.99	Maximum Subject Wages
PRWC_ ALLOCATION_ METHOD	N	2	AE	Valid Distribution Methods: AE, CE, and DC. See Table 5.
PRWC_ALLOC_DIST_ CODE	Y	User Defined		Required for a distribution method of DC. Must be a valid code with a distribution type of "B" or "P" (Maintain>Payroll>Distribution Codes).

Detail

Table: tblPRWCCodeEarning Context Section: CONTEXT,WORKCOMPCODE,DETAIL,DWC				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
PR_EC_CODE	Y	User Defined		Required if calculation method of RE or RW. Can have more than one earning code. Must be a valid code (Maintain>Payroll>Earning Codes).

Importing Leave Codes

The following tables show examples of data fields used in the Leave Codes section of the MasterPR.DEF file:

Header

Table: tblPRLeaveCode				
Context Section: CONTEXT,LEAVECODE,HEADER,HLEAVE				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
PR_LV_CODE	Y	User Defined		Leave Code ID
PR_LV_STATUS	N	1	A	A (Active), I (Inactive), or D (Discontinued)
PR_LV_TITLE	Y	User Defined		Leave Code Title
PR_LV_MAX_ ACCRUED_HRS	N	Single	9999.9900	If line is not included in *.DEF file, it defaults to 9999.99. If item is included with no value, it defaults to 0.00.
PR_LV_MAX_ BALANCE_HRS	N	Single	9999.9900	Must be greater than or equal to PR_ LV_MAX_
PR_LV_CALC_MAX_ SUBJECT_HRS	Y	Single	0.0000	Required if calculation method of FP.
PR_LV_CALC_ METHOD	Y	2	FN	Valid Calculation Methods: FN, AT, FP, or PT. See Table 3.
PR_LV_CALC_HOURS	Y	Rate	0.0000	Required if calculation method of FN.
PR_LV_CALC_ PERCENT	Y	Rate	000.0000	Required if calculation method of FP. Enter 5% as 05 or 5.
PR_LV_CALC_MAX_ PERCENTAGE	N	8	000.0000	Maximum percentage allowed on timesheet for PT. Enter 5% as 05 or 5.

Detail

Table: tblPRLeaveCodeEarning				
Context Section: CONTEXT,LEAVECODE,DETAIL,DLEAVE				
Field ID	Req'd	Field Length	Default Value	Notes
PR_EC_CODE	Y	User Defined		Required if calculation method of FP. Can have more than one earning code. Must be a valid code (Maintain>Payroll>Earning Codes).

Importing Tax Codes

The following table shows examples of data fields used in the State Tax Codes section of the MasterPR.DEF file:

State Header

Table: tblPRStateTaxSetup				
Context Section: CONTEXT,STATETAX,HEADER,HSTATETAX				
Field ID	Req'd	Field Length	Default Value	Notes
PRST_CODE	Y	2		State Code
PRST_WHTAX	Y	2	No	State Withholding Tax. If SUTA is "No," then this must be "Yes." 1 = Yes. Blank or any other value = No.
PRST_EMPLOYER_TAXID_SWT	N	8		State Withholding Tax Account ID.
PRST_SUTA	Y	2	Yes	State Unemployment Tax. If WHTAX is "No," then SUTA must be "Yes." 0 = No. Blank or any other value = Yes.

Table: tblPRStateTaxSetup				
Context Section: CONTEXT,STATETAX,HEADER,HSTATETAX				
Field ID	Req'd	Field Length	Default Value	Notes
PRST_EMPLOYER_ TAXID_SUTA	N	8		State Unemployment Tax Account ID.
PRST_SWT_LIAB	Y	User Defined		Required if SWT is selected. Must be set up using Maintain>Chart of Accounts Codes.
PRST_SUTA_ EMPLOYER	Y	2		If SUTA tax is imported, must be either employer or employee paid. Employer paid. 1 = Yes; 0 = No
PRST_SUTA_ EMPLOYEE	Y	2		If SUTA tax is imported, must be either employer or employee paid. Employee paid. 1 = Yes; 0 = No
PRST_SUTA_EXPENSE	Y	User Defined		Required if SUTA is selected and employer paid. Must be set up using Maintain>Chart of Accounts Codes.
PRST_SUTA_LIAB	Y	User Defined		Required if SUTA is selected. Must be set up using Maintain>Chart of Accounts Codes.
PRST_SUTA_ MAXWAGES_EE	N	Currency	0.00	Maximum subject wages–employee.
PRST_SUTA_PERC_EE	N	Single	000.0000	Employee rate. Enter 5% as 05 or 5.
PRST_SUTA_ MAXWAGES_ER	N	Currency	0.00	Maximum subject wages–employer.
PRST_SUTA_PERC_ER	N	Single	000.0000	Employer rate. Enter 5% as 05 or 5.
PRST_DISTMETHOD	Y	2	AE	Valid Distribution Methods: AE, CE, and DC. See Table 5.

Table: tblPRStateTaxSetup				
Context Section: CONTEXT,STATETAX,HEADER,HSTATETAX				
Field ID	Req'd	Field Length	Default Value	Notes
PRST_DISTCODE	Y	User Defined		Required if using a distribution method of DC. Must be a valid code with a distribution type of "B" or "P" (Maintain>Payroll>Distribution Codes).
PRST_ SUTACALCMETHOD	Y	1	Y	Valid Calculation Methods: Y or C. See Table 3.
PRST_FUTA_ CROVERRIDE	N	2		FUTA Override Default Credit Rate. 1 = Yes; 0 = No
PRST_FUTA_ CREDITRATE	N	Single	000.0000%	FUTA Credit Rate.

The following tables show examples of data fields used in the Other Tax Codes section of the MasterPR.DEF file.

Local Header

Table: tblPRLocalCode				
Context Section: CONTEXT,LOCALTAX,HEADER,HLOCALTAX				
Field ID	Req'd	Field Length	Default Value	Notes
PRLT_CODE	Y	User Defined		Other Tax Code
PRLT_STATUS	N	1	A	A (Active), I (Inactive), or D (Discontinued)
PRLT_TITLE	Y	User Defined		Other Tax Title
PRLT_AATRIX_	Y	60		Aatrix Tax Type, defaults to Local Tax.

Table: tblPRLocalCode				
Context Section: CONTEXT,LOCALTAX,HEADER,HLOCALTAX				
Field ID	Req'd	Field Length	Default Value	Notes
TAX_TYPE				Other tax types: California State Disability Insurance, New Jersey State Disability Insurance, New Jersey State Private Disability Insurance, New Jersey State Private Family Disability Insurance, New York State Disability Insurance, or Rhode Island State Disability Insurance. NOTE: Additional tax types are available from Aatrix but must be selected using the Maintain>Payroll>Other Taxes form.
PRLT_EMPLOYER_ TAXID	N			Other Tax Employer Tax ID number.
PRLT_LWT	N	1	No	If Other withholding tax is imported, must be either employee and/or employer paid. Employee (LWT) paid. 1 = Yes; 0 = No
PRLT_CALCBASIS	N	2	TE	Valid Calculation Basis: TE (Taxable Earnings), SW (State Withholding), or FW (Federal Withholding).
PRLT_LWT_ LIABACCT	Y	User Defined		Required for employee paid other withholding tax codes. Must be set up using Maintain>Chart of Accounts Codes.
PRLT_LWT_ CALCMETHOD	Y	47		Required for employee paid other withholding tax codes. Valid Calculation Types: Annual Base Tax, Annual Tiered Tax with Cap Option, Base Tax per Period with Minimum Wage Threshold, Percent of Annual Wages with Cap Option, or Percent of Wages with Pay Cycle Cap Option.

Table: tblPRLocalCode				
Context Section: CONTEXT,LOCALTAX,HEADER,HLOCALTAX				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
PRLT_ERLT	N	1	No	If Other withholding tax is imported, must be either employee and/or employer paid. Employer (ERLT) paid. 1 = Yes; 0 = No
PRLT_ER_LT_ EXPACCT	Y	User Defined		Required for employer paid other withholding tax codes. Must be set up using Maintain>Chart of Accounts Codes.
PRLT_ER_LT_ LIABACCT	Y	User Defined		Required for employer paid other withholding tax codes. Must be set up using Maintain>Chart of Accounts Codes.
PRLT_ER_ CALCMETHOD	Y	47		Required for employer paid other withholding tax codes. Valid Calculation Types: Base Tax per Period with Minimum Wage Threshold, Fixed Amount, or Percent of Annual Wages with Cap Option.

Detail

The following table Field IDs are only available if the tblPRLocalCode has Field ID PRLT_LWT = 1 in the Other Tax Codes section of the MasterPR.DEF file.

Table: tblPRLocalRates				
Context Section: CONTEXT,LOCALTAX,DETAILRATE,DLOCALTAXEE				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
PRLT_AR_EE_ LOCALCODE	Y	User Defined		Other Tax Code
PRLT_AR_EE_	N	Currency	0.00	Base Tax. Required if PRLT_

Table: tblPRLocalRates				
Context Section: CONTEXT,LOCALTAX,DETAILRATE,DLOCALTAXEE				
Field ID	Req'd	Field Length	Default Value	Notes
BASETAX				LWT_CALCMETHOD is Annual Base Tax, Annual Tiered Tax with Cap Option, or Base Tax per Period with Minimum Wage Threshold.
PRLT_AR_EE_ PERCENT	N	Single	000.0000	Percent. Required if PRLT_ LWT_CALCMETHOD is Annual Tiered Tax with Cap Option, Percent of Annual Wages with Cap Option, or Percent of Wages with Pay Cycle Cap Option. Enter 5% as 05 or 5.
PRLT_AR_EE_ AMOUNTUNDER	N	Currency	0.00	Taxable Amount Under. Required if PRLT_LWT_ CALCMETHOD is Annual Tiered Tax with Cap Option or Percent of Annual Wages with Cap Option.
PRLT_AR_EE_ EXCLUSION	N	Currency	0.00	Exclusion amount. Required if PRLT_LWT_CALCMETHOD is Annual Tiered Tax with Cap Option.
PRLT_AR_EE_ CALCMETHOD	N	12		Calculation Methods: Year to Date or Current. Required if PRLT_LWT_CALCMETHOD is Percent of Annual Wages with Cap Option.
PRLT_AR_EE_ WAGETHRES	N	Currency	0.00	Wage Threshold. Required if

Table: tblPRLocalRates				
Context Section: CONTEXT,LOCALTAX,DETAILRATE,DLOCALTAXEE				
Field ID	Req'd	Field Length	Default Value	Notes
				PRLT_LWT_CALCMETHOD is Base Tax per Period with Minimum Wage Threshold.
PRLT_AR_EE_ THRESPERIOD	N	14		Wage Threshold Periods: Calendar Month or Calendar Year. Required if PRLT_LWT_ CALCMETHOD is Base Tax per Period with Minimum Wage Threshold.
PRLT_AR_EE_ PAYCYCLE	N	11	Monthly, Semimonthly, Biweekly, Weekly	Pay Cycle: Monthly, Semimonthly, Biweekly, and Weekly. Required if PRLT_ LWT_CALCMETHOD is Percent of Wages with Pay Cycle Cap Option.
PRLT_AR_EE_ PAYCYCLECAP	N	Currency	0.00	Pay Cycle Cap. Required if PRLT_LWT_CALCMETHOD is Percent of Wages with Pay Cycle Cap Option.

Detail

The following table Field IDs are only available if the tblPRLocalCode has Field ID PRLT_ERLT = 1 in the Other Tax Codes section of the MasterPR.DEF file.

Table: tblPRLocalRates				
Context Section: CONTEXT,LOCALTAX,DETAILRATE,DLOCALTAXER				
Field ID	Req'd	Field Length	Default Value	Notes
PRLT_AR_ER_ LOCALCODE	Y	User Defined		Other Tax Code
PRLT_AR_ER_ BASETAX	N	Currency	0.00	Base Tax. Required if PRLT_ER_ CALCMETHOD is Base Tax per Period with Minimum Wage Threshold.
PRLT_AR_ER_ PERCENT	N	Single	000.0000	Percent. Required if PRLT_ER_ CALCMETHOD is Percent of Annual Wages with Cap Option. Enter 5% as 05 or 5.
PRLT_AR_ER_ AMOUNTUNDER	N	Currency	0.00	Taxable Amount Under. Required if PRLT_ER_CALCMETHOD is Percent of Annual Wages with Cap Option.
PRLT_AR_ER_ FIXEDAMOUNT	N	Currency	0.00	Fixed Amount. Required if PRLT_ ER_CALCMETHOD is Fixed Amount.
PRLT_AR_ER_ CALCMETHOD	N	12		Calculation Methods: Year to Date or Current. Required if PRLT_ER_ CALCMETHOD is Percent of Annual Wages with Cap Option.

Table: tblPRLocalRates				
Context Section: CONTEXT,LOCALTAX,DETAILRATE,DLOCALTAXER				
Field ID	Req'd	Field Length	Default Value	Notes
PRLT_AR_ER_ WAGETHRES	N	Currency	0.00	Wage Threshold. Required if PRLT_ER_CALCMETHOD is Base Tax per Period with Minimum Wage Threshold.
PRLT_AR_ER_ THRESPERIOD	N	14		Wage Threshold Periods: Calendar Month or Calendar Year. Required if PRLT_ER_CALCMETHOD is Base Tax per Period with Minimum Wage Threshold.

Detail

The following table Field IDs are only available if the tblPRLocalCode has Field ID PRLT_LWT = 1 in the Other Tax Codes section of the MasterPR.DEF file.

Table: tblPRLocalRates				
Context Section: CONTEXT,LOCALTAX,DETAILEXEMPT,DLOCALEXEMPT				
Field ID	Req'd	Field Length	Default Value	Notes
PRLT_EXEMPT_ LOCALCODE	Y	User Defined		Other Tax Code
PRLT_EXEMPT_ CODE	N	User Defined		Exemptions/Deductions Code. Only available if PRLT_LWT_ CALCMETHOD is Annual Tiered Tax with Cap Option or Percent of Annual Wages with Cap Option.

Table: tblPRLocalRates				
Context Section: CONTEXT,LOCALTAX,DETAILEXEMPT,DLOCALEXEMPT				
Field ID	Req'd	Field Length	Default Value	Notes
PRLT_EXEMPT_DESC	N	User Defined		Exemptions/Deductions Code Description
PRLT_EXEMPT_ ANNUALAMOUNT	N	Currency	0.00	Exemptions/Deductions Annual Amount

Importing Employee Information

The following tables show examples of data fields used in the Employee Information section of the MasterPR.DEF file:

Header

Table: tblPREE				
Context Section: CONTEXT,EMPLOYEE,HEADER,HEMPINF				
Field ID	Req'd	Field Length	Default Value	Notes
EMP_EMPID	Y	User Defined		Employee ID
EMP_STATUS	N	1	A	A (Active), I (Inactive), or D (Discontinued)
EMP_LASTNAME	Y	User Defined		Employee Last Name
EMP_FIRSTNAME	Y	User Defined		Employee First Name
EMP_MI	N	1		Employee Middle Initial
EMP_SSN	Y	11		Employee Social Security Number Format:

Table: tblPREE				
Context Section: CONTEXT,EMPLOYEE,HEADER,HEMPINF				
Field ID	Req'd	Field Length	Default Value	Notes
				xxx-xx-xxxx
EMP_I9	N	2	No	I-9 on File: 0 = No; 1 = Yes
EMP_CITIZENSHIP	N	25		Employee Citizenship
EMP_ MARITALSTATUS	N	25		Employee Marital Status
EMP_GENDER	N	2		Employee Gender: Female (F) or Male (M)
EMP_ETHNICITY	N	25		Employee Ethnicity
EMP_WORKPHONE	N	21		Employee Work Phone Format: (xxx) xxx-xxxx Ext. xxxx. Dashes required.
EMP_USERID_GUID	N	See Notes for format.		The system user ID that is associated with the employee ID. A blank GUID format: {00000000-0000-0000-0000-000000000000}
EMP_HIRED	N	Date	Current Date	Can be 6, 8, or 10 digit date.
EMP_ACTION	N	Date		Can be 6, 8, or 10 digit date.
EMP_ LASTDAYWORKED	N	Date		Can be 6, 8, or 10 digit date.
EMP_TERMINATED	N	Date		Can be 6, 8, or 10 digit date.
EMP_BIRTHDATE	N	Date		Can be 6, 8, or 10 digit date.
EMP_ADDRESS	N	80		Employee Address. Use "^" to separate address lines.

Table: tblPREE				
Context Section: CONTEXT,EMPLOYEE,HEADER,HEMPINF				
Field ID	Req'd	Field Length	Default Value	Notes
EMP_CITY	N	30		Employee City
EMP_STATE	N	2		Employee State
EMP_ZIP	N	10		Employee ZIP. 9 digit zip code must include dash after 5th number.
EMP_ZIP	N	47		Employee Country
EMP_VOICE	N	21		Employee Phone Format: (xxx) xxx-xxxx Ext. xxxx. Dashes required.
EMP_FAX	N	21		Employee Fax Format: (xxx) xxx-xxxx. Dashes required.
EMP_EREMAIL	N	60		Employee personal or home email address
EMP_ECNAME	N	30		Emergency Contact Name
EMP_ECPHONE	N	21		Emergency Contact Phone Format: (xxx) xxx-xxxx
EMP_ECRELATION	N	20		Emergency Contact's Relationship to Employee
EMP_ECEMAIL	N	60		The emergency contact's email address
EMP_PROCGROUP	Y	User Defined		Must be set up using Maintain>Payroll>Processing Groups.
EMP_CLASS	N	User Defined		Optional Class Designation

Table: tblPREE				
Context Section: CONTEXT,EMPLOYEE,HEADER,HEMPINF				
Field ID	Req'd	Field Length	Default Value	Notes
EMP_POSITION	N	User Defined		Optional Position Designation
EMP_EMPTYPE	N	25		Employee Type
EMP_ MILITARYSTATUS	N	25		Military Status
EMP_OCCUPATION	N	10		Occupational Code
EMP_LICENSENUM	N	15		Drivers License Number
EMP_DLSTATE	N	2		Any existing state code
EMP_DLEXPIRATION	N	Date		Drivers License Expiration Date. Can be 6, 8, or 10 digit date.
EMP_DLCLASS	N	25		Drivers License Class
EMP_SALARIED_ HOURLY	Y	1	S	S (Salaried) or H (Hourly)
EMP_SALARY	Y	Currency		Salary per Pay Cycle. Required if salaried.
EMP_HRLYRATE	Y	Single		Hourly Rate. Required if hourly.
EMP_EQ_HOURLY_ SAL	Y	20		Equivalent Hourly Rate for Calculations. Required if Salary.
EMP_ DIRECTDEPOSIT	N	2		Direct Deposit: 0 = No; 1 = Yes
EMP_DISABLE_ PRENOTE	N	2	No	Disable Pre-note: 0 = No; 1 = Yes
EMP_FITMARSTS	Y	1	S	Federal filing status. S (Single), M (Married), H (Head of Household)

Table: tblPREE				
Context Section: CONTEXT,EMPLOYEE,HEADER,HEMPINF				
Field ID	Req'd	Field Length	Default Value	Notes
EMP_FITEXEMPT	N	2	0	Federal exemptions claimed
EMP_FITADDLWH	N	Currency	0.00	Additional Federal Withholding
EMP_FITNONRESALIEN	N	1		Nonresident Alien Status. 0 = No; 1 = Yes
EMP_FIT24PRIOR2020	N	1		W-4 completed prior to 2020. 0 = No; 1 = Yes
EMP_ FITEXEMPTSTATUS	N	1		Tax Exempt Status. 0 = No; 1 = Yes
EMP_FITMULTIPLEJOBS	N	1		Multiple Jobs. 0 = No; 1 = Yes
EMP_ FITDEPENDENTAMT	N	Currency	0.00	Dependent Amount
EMP_ FITOTHERINCOMEAMT	N	Currency	0.00	Other Income Amount
EMP_ FITDEDUCTIONAMT	N	Currency	0.00	Deductions Amount
EMP_FITADDLWH2020	N	Currency	0.00	Additional Federal Withholding
EMP_1095	N	2	N	Issue Electronic Form 1095: 0 = No; 1 = Yes
EMP_EIC	N	1	N	EIC status. N (None), M (Married with Both Filing), or S (Single/Married with One Filing)
EMP_SUTA	N	2		State unemployment state. Two digit state postal abbreviation.
EMP_SWT	N	2		State withholding tax. Two digit state postal abbreviation.

Table: tblPREE				
Context Section: CONTEXT,EMPLOYEE,HEADER,HEMPINF				
Field ID	Req'd	Field Length	Default Value	Notes
EMP_SWTADDLWH	N	Currency	0.00	Additional state withholding
EMP_ SWTFILINGSTATUS	N	2		State filing status. Required for some states.
EMP_ SWTEXEMPTION	N	2		State exemptions claimed. Required for some states.
EMP_ SWTDEDUCTION	N	2		State deductions claimed. Required for some states.
EMP_SWTCREDITS	N			State Withholding Tax Credits
EMP_ SWTALLOWANCES	N			Allowances for Deductions
EMP_ SWTSPOUSESSN	N	11		Spouse Social Security Number Format: xxx-xx-xxxx
EMP_MQGE	N	2	No	Medicare Qualified Government Employee. 0 = No; 1 = Yes
EMP_STATUTORY	N	2	No	W-2 Box check box–Statutory Employee. 0 = No; 1 = Yes
EMP_ RETIREMENTPLAN	N	2	No	W-2 Box check box–Retirement Plan. 0 = No; 1 = Yes
EMP_3RDPARTY_ SICK_PAY	N	2	No	W-2 Box check box–3rd Party Sick Pay. 0 = No; 1 = Yes
EMP_EFILEW2	N	2	No	Issue employee W-2 electronically through Aatrix ® check box. 0 = No; 1 = Yes
EMP_EFEMAIL	N	60		The Electronic W-2 email address
VOUCHER_PAPER	N	1	1	Print Paper Voucher: 0 = No; 1 =

Table: tblPREE				
Context Section: CONTEXT,EMPLOYEE,HEADER,HEMPINF				
Field ID	Req'd	Field Length	Default Value	Notes
				Yes
VOUCHER_EMAIL	N	1	0	Email Voucher: 0 = No; 1 = Yes
VOUCHER_EMAILADDR	Y*	255	0	Voucher Email Address. *Required if VOUCHER_EMAIL is Yes. Must be in email format.
VOUCHER_ EMAILTEMPLATE	Y	30	<Default>	Voucher Process Template. Required if VOUCHER_EMAIL is Yes; otherwise <Default> displays.
EMP_NOTES	N			Notes

Direct Deposit Detail

Table: tblPREEDirectDep				
Context Section: CONTEXT,EMPLOYEE,DETAIL,DEMPINF				
Field ID	Req'd	Field Length	Default Value	Notes
MTNEMP_ROUTING	Y	9		9 digit Bank Routing Number
MTNEMP_ACCNUM	Y	17		Employee's Checking or Savings account number
MTNEMP_PERC	Y	Single	000.0000	Percentage of net pay. All percentages must total 100%. Enter 5% as 05 or 5.

Table: tblPREEDirectDep				
Context Section: CONTEXT,EMPLOYEE,DETAIL,DEMPINF				
Field ID	Req'd	Field Length	Default Value	Notes
MTNEMP_AMOUNT	N	Currency	0.00	An exact dollar amount to be deposited into an account.
MTNEMP_TYPE	Y	2		Direct Deposit Type: 22 for checking and 32 for savings. Required if direct deposit is selected and if Direct Deposit is installed.

Employee Other Taxes Detail

Table: tblPREEOtherTaxCode				
Context Section: CONTEXT,EMPLOYEE,DETAIL,DEMPOT				
Field ID	Req'd	Field Length	Default Value	Notes
PRMTN_GRID OC_CODE	N	User Defined		Other Taxes Employee Paid Tax code. Must be set up using Maintain>Payroll>Other Taxes.
PRMTN_GRID OC_ADDITIONALWH	N	Currency	0.00	Additional other taxes to withhold form each paycheck.

Other Taxes Exemptions Detail

Table: tblPREELocalTaxExempt				
Context Section: CONTEXT,EMPLOYEE,DETAIL,DEMPEMPT				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
PRMTN_GRID OCEXEMPT_CODE	N	User Defined		Employee Other Taxes Exemptions/Deductions code.
PRMTN_GRID OCEXEMPT_ NUMBER	N	2		Employee Other Taxes Exemptions/Deductions claimed. Required if PRMTN_GRID_ OCEXEMPT_CODE is selected.

Importing Timesheets

Default, regular, or supplement timesheets can be imported. The following tables show examples of data fields used in the Timesheets section of the MasterPR.DEF file:

Header

Table: tblPRTS				
Context Section: CONTEXT,TIMESHEET,HEADER,HTS				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
TS_EMPLOYEEID	Y	User Defined		Employee ID
TS_PROCGROUP	Y	User Defined		If timesheet is default, this field is ignored. The system validates the processing group for the associated employee.
TS_TYPE	N	20		Valid timesheet types: D (Default), R (Regular), and S (Supplemental)
TS_PAYDATE	N	Date		Required if timesheet is regular; it is

Table: tblPRTS				
Context Section: CONTEXT,TIMESHEET,HEADER,HTS				
Field ID	Req'd	Field Length	Default Value	Notes
				ignored if it is default. If timesheet is supplemental or regular and no date is provided, the system uses the current system date. Can be 6, 8, or 10 digit date.
TS_BEGPERIODDATE	N	Date		Required if timesheet is regular; it is ignored if it is default. If timesheet is supplemental or regular and no date is provided, the system uses the Processing Group Pay Period Begin date. Can be 6, 8, or 10 digit date.
TS_ENDPERIODDATE	N	Date		Required if timesheet is regular; it is ignored if it is default. If timesheet is supplemental or regular and no date is provided, the system uses the Processing Group Pay Period End date. Can be 6, 8, or 10 digit date.
TS_SUTAWEEKS	N	Integer	0	Number of SUTA weeks for timesheet information
TS_REF	N	20		Timesheet reference number
TS_ID	N	20		Timesheet reference

Detail Earnings

Table: tblPRTSEarn				
Context Section: CONTEXT,TIMESHEET,DETAILTSEARN,DTSEARN				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
TSEG_CODE	Y	User Defined		Earning Code. At least one earning or benefit code is required to save a timesheet.
TSEG_HOURS	N	Single	0.0000	Earning Hours
TSEG_RATE	N	8	0.0000	Used with Rate on Timesheet calculation method
TSEG_AMOUNT	N	Currency	0.00	Earning Amount
TSEG_DISTCODE	Y	User Defined		Must be a valid code with a distribution type of "B" or "P" (Maintain>Payroll>Distribution Codes).

Detail Benefits

Table: tblPRTSBene				
Context Section: CONTEXT,TIMESHEET,DETAILTSBENE,DTSBENE				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
TSBG_CODE	Y	User Defined		Benefit Code. At least one earning or benefit code is required to save a timesheet.
TSBG_AMOUNT	N	Currency	0.00	Benefit Amount
TSBG_RATE	N	7		Used with Percentage on Timesheet calculation method. Must be a positive number greater than zero and cannot exceed the Maximum Percentage set

Table: tblPRTSBene				
Context Section: CONTEXT,TIMESHEET,DETAILTSBENE,DTSBENE				
Field ID	Req'd	Field Length	Default Value	Notes
				on the Maintain>Payroll>Benefit Codes such as 99.9999

Detail Deductions

Table: tblPRTSDeduct				
Context Section: CONTEXT,TIMESHEET,DETAILTSDED,DTSDED				
Field ID	Req'd	Field Length	Default Value	Notes
TSDG_CODE	N	User Defined		Deduction Code
TSDG_AMOUNT	N	Currency	0.00	Deduction Amount
TSDG_RATE	N	7		Used with Percentage on Timesheet calculation method. Must be a positive number greater than zero and cannot exceed the Maximum Percentage set on the Maintain>Payroll>Deduction Codes such as 99.9999

Detail Workers' Compensation

Table: tblPRTSWC				
Context Section: CONTEXT,TIMESHEET,DETAILTSWC,DTSWC				
Field ID	Req'd	Field Length	Default Value	Notes
TSWG_CODE	N	User Defined		Workers' Compensation Code
TSWG_HOURS	N	Single	0.00	Workers' Compensation Hours

Detail Leave

Table: tblPRTSLeave				
Context Section: CONTEXT,TIMESHEET,DETAILTSLEAVE,DTSLEAVE				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
TSLG_CODE	N	User Defined		Leave Code
TSLG_HOURS	N	Single	0.00	Leave Hours
TSLG_RATE	N	7		Used with Percentage on Timesheet calculation method. Must be a positive number greater than zero and cannot exceed the Maximum Percentage set on the Maintain>Payroll>Leave Codes such as 99.9999
TSLG_HOURSACC	N	8	0	Used with Amount on Timesheet calculation method

Importing Adjust Employee Balances

The following tables show examples of data fields used in the Adjust Employee Balances section of the MasterPR.DEF file:

Header

Table: tblPRHist				
Context Section: CONTEXT,ADJUSTBALANCE,HEADER,HHIST				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
SAD_EMPLOYEEID	Y	User Defined		Employee ID
SAD_ADJNUM	Y	30		Adjustment numbers must be unique within Employee ID.

Table: tblPRHist				
Context Section: CONTEXT,ADJUSTBALANCE,HEADER,HHIST				
Field ID	Req'd	Field Length	Default Value	Notes
SAD_EFFDATE	N	Date	Current Date	Effective date of adjustment. Can be 6, 8, or 10 digit date.

Detail Historical Earnings

Table: tblPRHistEarn				
Context Section: CONTEXT,ADJUSTBALANCE,DETAILHISTEARN,DHISTEARN				
Field ID	Req'd	Field Length	Default Value	Notes
SADEG_CODE	N	User Defined		Earning Code ID
SADEG_HOURS	N	Single	0.00	Can be negative value.
SADEG_AMOUNT	N	Currency	0.00	Can be negative amount.

Detail Historical Benefits

Table: tblPRHistBene				
Context Section: CONTEXT,ADJUSTBALANCE,DETAILHISTBENE,DHISTBENE				
Field ID	Req'd	Field Length	Default Value	Notes
SADBG_CODE	N	User Defined		Benefit Code ID
SADBG_AMOUNT	N	Currency	0.00	Can be negative amount.

Detail Historical Deductions

Table: tblPRHistDeduct				
Context Section: CONTEXT,ADJUSTBALANCE,DETAILHISTDED,DHISTDED				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
SADDG_CODE	N	User Defined		Deduction Code ID
SADDG_AMOUNT	N	Currency	0.00	Can be negative amount.

Detail Historical Workers' Compensation

Table: tblPRHistWC				
Context Section: CONTEXT,ADJUSTBALANCE,DETAILHISTWC,DHISTWC				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
SADWG_CODE	N	User Defined		Workers' Comp Code ID
SADWG_HOURS	N	Single	0.00	Can be negative number.
SADWG_SUBJEARN	N	Currency	0.00	Can be negative amount.
SADWG_ERAMOUNT	N	Currency	0.00	Employer Amount. Can be negative amount.
SADWG_EEAMOUNT	N	Currency	0.00	Employee Amount. Can be negative amount.

Detail Historical Leave

Table: tblPRHistLeave				
Context Section: CONTEXT,ADJUSTBALANCE,DETAILHISTLEAVE,DHISTLEAVE				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
SADLG_CODE	N	User Defined		Leave Code ID
SADLG_HOURS_ ACCRUED	N	Single	0.00	Leave hours accrued. Can be negative value.
SADLG_HOURS_ TAKEN	N	Single	0.00	Leave hours taken. Can be negative value.

Detail Historical Taxes

Table: tblPRHistTaxes				
Context Section: CONTEXT,ADJUSTBALANCE,DETAILHISTTAX,DHISTTAXES				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
SADTG_TYPE	N	4		Valid Tax Types: FIT, SS, MC, FUTA, EIC, SWT, SWT2, SUTA, LWT, and LER. See Table 6.
SADTG_JURIS	Y	50		Required for tax types: LWT, LER, SWT, or SUTA. Must use a two digit state postal abbreviation for SWT and SUTA.
SADTG_ SUTAWEEKS	N	2	0	SUTA Weeks
SADTG_SUBJEARN	N	Currency	0.00	Employee's Subject Earnings. Can be negative amount.
SADTG_ ERSUBJEARN	N	Currency	0.00	Employer-Paid Subject Earnings. Can be negative amount.

Table: tblPRHistTaxes				
Context Section: CONTEXT,ADJUSTBALANCE,DETAILHISTTAX,DHISTTAXES				
Field ID	Req'd	Field Length	Default Value	Notes
SADTG_ GROSSTAXABLE	N	Currency	0.00	Gross Taxable Earnings. Can be negative amount.
SADTG_EEAMOUNT	N	Currency	0.00	Employee Amount. Can be negative amount.
SADTG_ERAMOUNT	N	Currency	0.00	Employer Amount. Can be negative amount.

Importing Email Templates

The following tables define the field references to be used in the Email Templates section of the MasterGL.DEF file:

Note: This information is only available for A/R Billing and Payroll users.

Table: tblEmailTemplate				
Context Section: CONTEXT,EMAILTEMPLATE,HEADER,HEMAILTPLT				
Field ID	Req'd	Field Length	Default Value	Notes
EMAIL_TYPE	Y	50		Email Process Type: Invoice, Statement, or Voucher
EMAIL_PROCESS_ TEMPLATE	Y	50	Default	Email Process Template for the Process Type. Recommend completing a "<Default>" email process template for each email process type imported.
EMAIL_FROM_ ADDRESS	Y	2000		From Email Address. Must be in email format.
EMAIL_CC_	N	2000		Cc Email Address. Must be in email

Table: tblEmailTemplate				
Context Section: CONTEXT,EMAILTEMPLATE,HEADER,HEMAILTPLT				
Field ID	Req'd	Field Length	Default Value	Notes
ADDRESS				format.
EMAIL_BCC_ ADDRESS	N	2000		Bcc Email Address. Must be in email format.
EMAIL_SUBJECT	N	5000		Subject line for Email Type/Email Process Template.
EMAIL_MESSAGE	N	5000		Email Message for Email Type/Email Process Template.

The Purchase Orders Module Data Fields

The following are specific data field tables used to import data into the Purchase Order module:

Importing Item Codes

Multicurrency Users

The ITEM_CURTYPE field is only available if this module is installed and added to the organization by the Administrator (Organization>Add a Module).

Order Entry Users

The ITEM_AVAILFORRESALE field is only available if this module is installed and added to the organization.

Header

The following table defines the field references to be used in the PO Item Codes section of the MasterPO.DEF file:

Table: tblPOItems				
Context Section: CONTEXT,ITEMCODES,HEADER,HITEMS				
Field ID	Req'd	Field Length	Default Value	Notes
ITEM_CODE	Y	User Defined		Item Code
ITEM_STATUS	Y	1	A	A (Active), I (Inactive), or D (Discontinued)
ITEM_DESCRIPTION	Y	User Defined		Item Code Description
ITEM_ITYPE	Y	1	N	Item Type: N (Non-Inventory), or S (Services).
ITEM_CURTYPE	Y	3		Active or inactive Currency code for Item Code.
ITEM_STDQTY	N	Single	0.00	Standard Quantity
ITEM_PUR_GLCODE	N	User Defined		Purchase GL Account. Must be set up using Maintain>Chart of Accounts Codes.
ITEM_DEF_DISTCODE	N	User Defined		Distribution Code.
ITEM_UNITCOST	N	Currency	0.00	Unit Price
ITEM_WEIGHT	N	Single	0.0000	Weight
ITEM_WEIGHT_UNIT	N	25		Weight Unit
ITEM_ AVAILFORRESALE	N	2		Available for Resale? 0 = No; 1 = Yes
ITEM_PREF_VENDOR	N	User Defined		Preferred Vendor

Importing Purchase Orders

Encumbrance Users

The PO_CREATE_ENC and POENC_EFFDATE fields are only available if this module is installed and added to the organization by the Administrator (Organization>Add a Module).

Multicurrency Users

The ITEM_CURTYPE and POENC_EXCHRATE fields are only available if this module is installed and added to the organization.

Purchase Order Header

The following table defines the field Reference Number to be used in the Ready to Print or In Process status only content section of the MasterPO.DEF file: Does not support UPDATEITEM.

Table: tblPODocument				
Context Section: CONTEXT,PURCHASEORDER,HEADER,HPO				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
PO_NUMBER_TYPE	Y	15	Reference	Number Type is always Reference. This will create a new purchase order. Existing Purchase Orders cannot be imported.
PO_NUMBER	Y	15		Reference Number
PO_DATE	Y	Date		Date is required. If no date is provided, the system uses the current system date. Can be 6, 8, or 10 digit.
PO_STATUS	Y	2		Status. Can be In Process or Ready to Print.
PO_DESCRIPTION	Y	60		Description
PO_PLAYER_ID	Y	User Defined		Vendor ID

Table: tblPODocument				
Context Section: CONTEXT,PURCHASEORDER,HEADER,HPO				
Field ID	Req'd	Field Length	Default Value	Notes
PO_CURRENCY	N	3		Active or inactive Currency code.
PO_CREATE_ENC	N	1		Create Encumbrance? 0 = No; 1 = Yes
PO_CREATE_RECEIVE	N	1		Skip Receiving? 0 = No; 1 = Yes
PO_SHIP_ADDR_CODE	Y	User Defined		Shipping Address Code
PO_BILL_ADDR_CODE	N	15		Billing Address Code
PO_ATTENTION	N	50		Attention
PO_BUYER	N	50		Buyer name
PO_FOB	N	50		FOB, etc
PO_SHIPMETHOD	N	50		Shipping Method
PO_COMMENT	N	255		Comments

Purchase Order Item Detail

The following table defines the field references to be used for the Item Detail section of the MasterPO.DEF file:

Table: tblPOTrans				
Context Section: CONTEXT,PURCHASEORDER,DETAIL,DDETAIL				
Field ID	Req'd	Field Length	Default Value	Notes
PO_LINE_ID	Y			Line ID, begin with Number 1. The order of the line items.
PO_ITEM_CATEGORY	N	User Defined		Category Code

Table: tblPOTrans				
Context Section: CONTEXT,PURCHASEORDER,DETAIL,DDETAIL				
Field ID	Req'd	Field Length	Default Value	Notes
PO_ITEMID	Y	User Defined		Item Code
PO_ITEMDESC	Y	User Defined		Item Code Description
PO_SPECIALNOTES	N	255		Special Instructions
PO_GLCODE	Y	User Defined		GL Code
PO_DISTCODE	Y	User Defined		Distribution Code
PO_UNITTYPE	Y	25		Purchase Unit
PO_QTY	Y	Single	0.00	Quantity
PO_UNITCOST	Y	Currency	0.00	Unit Price
PO_ DATEREQUIREDBY	N	Date		Date Required By. Can be 6, 8, or 10 digit.
PO_DATEPROMISED	N	Date		Date Promised. Can be 6, 8, or 10 digit.
PO_REQUESTEDFOR	N	70		Requested For
PO_REQ_NUMBER	N	User Defined		Requisition Number

Note: GEN_CODING uses PO_GLCODE and PO_DISTCODE to create coding.

PO Coding Line Detail

The following table defines the field references to be used in the PO Coding Line Content section of the MasterPO.DEF file: (Do not use GEN_CODING if importing Coding Lines)

Table: tblPOTETrans				
Context Section: CONTEXT,PURCHASEORDER,DETAIL,DCODING				
Field ID	Req'd	Field Length	Default Value	Notes
POENC_LINE_ID	Y			Line Number. The line item must correlate with a Purchase Order Item Detail PO_LINE_ID.
POENC_EFFDATE	N*	Date		Effective Date. Can be 6, 8, or 10 digit. Required if PO_CREATE_ ENC is 1 (Yes).
POENC_SEGMENT_ {SEGMENT NAME}	Y	User Defined		Replace {segment name} with the actual segment name (one line in *.DEF file for each).
POENC_AMOUNT	Y	Currency	0.00	Amount
POENC_EXCHRATE	N*	8	0.0000000	Currency Exchange Rate. Required if PO_CREATE_ENC is 1 (Yes) and PO_CURRENCY is not the organization's functional currency.

Context ID Section Example

CONTEXTIDPOSITION - Location of context ID

FILETYPE - File type of import file, for example, CSV

DISCARDFIRSTNRECORDS - Disregard N handles records in import file.

UPDATEIGNOREBLANK - Allows to import Purchase Order Item Detail for rows that miss data elements when other rows include all data elements.

GEN_CODING - Create Coding Line Detail based on PO_GLCODE and PO_DISTCODE. Do not use GEN_CODING if importing PO Coding Lines.

The Sales Order Entry Module Data Fields

The following are specific data field tables used to import data into the Sales Order Entry module:

Importing Sales Orders

Header

The following table defines field references used in the Sales Order section of the MasterOE.DEF file:

Note that the Customer ID must be listed before the shipping address code in the CSV file in order for it to import.

Table: tblOESalesOrder				
Context Section: CONTEXT,OENTRY,HEADER,HSALESORD				
Field ID	**Req'd**	**Field Length**	**Default Value**	**Notes**
SALESORD_NUMBER	Y	15		Order Number
SALESORD_DATE	Y	Date		Order Date. Can be 6, 8, or 10 digit date.
SALESORD_ COMMENTS	N	255		Comments
SALESORD_ CASHCUSTOMER	N	2		Cash Sale? 0 = No; 1 = Yes
SALESORD_ ORDERTYPE	Y	1		Order Type - Q (Quote) or S (Sales Order)
SALESORD_CUSTID	Y	User Defined		Customer ID
SALESORD_ SHIPADDRCODE	Y	User Defined		Shipping Address Code
SALESORD_ SALESTAXCODE	Y*	User Defined		Sales Tax Code. *Required if user is taxable.
SALESORD_ REQSHIPDATE	Y	Date		Requested Shipping Date. Can be 6, 8, or 10 digit date.

Table: tblOESalesOrder				
Context Section: CONTEXT,OENTRY,HEADER,HSALESORD				
Field ID	Req'd	Field Length	Default Value	Notes
SALESORD_ SHIPMETHOD	Y	50		Shipping Method ID
SALESORD_ CUSTPONUMBER	N	25		Customer Purchase Order Number
SALESORD_ PMTMETHOD	Y	25		Payment Method
SALESORD_ AMTRECEIVED	Y*	Currency	0.00	Amount Received. *Required if SALESORD_CASHCUSTOMER is Y.
SALESORD_ CASHGLACCT	Y*	User Defined		Cash General Ledger Account. *Required if SALESORD_ CASHCUSTOMER is Y.
SALESORD_ DEPOSITNUM	N	25		Deposit Number

Detail

Table: tblOESalesOrderDetail				
Context Section: CONTEXT,OENTRYDETAIL,HEADER,DSALESORD				
Field ID	Req'd	Field Length	Default Value	Notes
SALESORD_DTL_ CHARGECODE	Y	User Defined		Charge Code
SALESORD_DTL_ QTYORDER	Y	8	0.00	Order Quantity
SALESORD_DTL_ FIXPRICE	N	Currency		Fixed Charge. Used with Charge Code Calculation Method of VC.

Table: tblOESalesOrderDetail				
Context Section: CONTEXT,OENTRYDETAIL,HEADER,DSALESORD				
Field ID	Req'd	Field Length	Default Value	Notes
				Calculated based on charge code.
SALESORD_DTL_ SALESPRICE	N	Currency		Unit Price. Used with Charge Code Calculation Method of VC. Calculated based on charge code.
SALESORD_DTL_ LINENUM	Y	2		Order Detail Line #
SALESORD_DTL_ SENDTOFULFILLMENT	N	2		Send to Fulfillment? 0 = No; 1 = Yes

Chapter 4: Reference Tables

The following is a list of reference tables that will help you when importing:

Table 1: Transaction Source Codes

Some transaction source codes are reserved for transactions that are processed by the system. Therefore, if these transactions are being imported, an alternate transaction source must be used. The following table displays all transaction codes, determines if a code is importable, and if it is not, the code that should be used is listed in the Alternate column. Budget and Encumbrance entries are one-sided.

Code	Transaction Type	Import	Alternate
APC	A/P Manual Checks	Y	
API	A/P Invoices	Y	
APM	A/P Credits	Y	
APS	A/P System Generated Checks/Vouchers	N	APC
APV	A/P Void Checks/Vouchers/Invoices	N	APC
ARB	A/R Invoices	Y	
ARC	A/R Receipts	Y	
ARM	A/R Credits	Y	
ARP	A/R Prepayment (Note that ARP does not require a TETRANS_MATCH_DOCNUM.)	Y	
ARS	A/R System Generated Invoices	N	ARB
ARV	A/R Void Invoices	N	ARB
BD	Budget	Y	
CD	Cash Disbursements	Y	
CDS	Write Checks	N	CD
CR	Cash Receipts	Y	

Code	Transaction Type	Import	Alternate
CRS	Receipt Writing	N	CR
ENC	Encumbrances	Y	
ENL	Encumbrance Liquidations	Y	
JV	Journal Vouchers	Y	
JVA	Journal Vouchers - Allocation Management	N	JV
JVD	Journal Vouchers - Depreciation/Disposal	N	JV
PRC	Payroll Manual Checks	N	CD
PRS	Payroll System Generated Checks/Vouchers	N	CD
PRV	Payroll Void Checks/Vouchers	N	CD
VCK	Void Checks	N	CD

Table 2: 1099 Box Numbers

The following tables contain 1099 Box Numbers. These numbers are assigned to vendors on the Maintain>Accounts Payable>Vendors>1099 Information tab.

1099 NEC

1099 NEC Code	Description
N/A	Not Applicable
NEC-01	Nonemployee Compensation
NEC-04	Federal Income Tax Withheld
NEC-05	State Income Tax Withheld
NEC-07	State Payment

Note: In the MIP 2020.3 release, any MISC-07 coded activities with an effective date of 1/1/2020 or later have been automatically updated to NEC-01.

1099 MISC

1099 MISC Code	Description
N/A	Not Applicable
MISC-01	Rents
MISC-02	Royalties
MISC-03	Other Income
MISC-04	Federal Income Tax Withheld
MISC-05	Fishing Boat Proceeds
MISC-06	Medical Health Care Payments
MISC-07	Non-employee Compensation (Deprecated)
MISC-08	Substitute Payments in Lieu of Dividends or Interest
MISC-09	Crop Insurance Proceeds
MISC-10	Gross Proceeds Paid to an Attorney
MISC-12	Section 409A Deferrals
MISC-13	Excess Golden Parachute Payments
MISC-14	Nonqualified Deferred Compensation
MISC-15	State Tax Withheld
MISC-15a	Section 409A Deferrals (Deprecated)
MISC-15b	Section 409A Income (Deprecated)
MISC-16	State Tax Withheld (Deprecated)
MISC-17	State Payment

Note: In the MIP 2020.3 release, any MISC-07 coded activities with an effective date of 1/1/2020 or later have been automatically updated to NEC-01.

1099 DIV

1099 DIV Code	Description
N/A	Not Applicable
DIV-01a	Total Ordinary Dividends
DIV-01b	Qualified Dividends
DIV-02a	Total Capital Gain Distributed
DIV-02b	Unrecaptured Section 1250 Gain
DIV-02c	Section 1202 Gain
DIV-02d	Collectibles (28%) Gain
DIV-03	Nondividend Distributions
DIV-04	Federal Income Tax Withheld
DIV-05	Section 199A Dividends
DIV-06	Investment Expenses
DIV-09	Cash Liquidation Distribution
DIV-10	Noncash Liquidation Distribution
DIV-11	Exempt-Interest Dividends
DIV-12	Specified Private Activity Bond Interest
DIV-14	State Tax Identification Number
DIV-15	State Tax Withheld

1099 INT

1099 INT Code	Description
N/A	Not Applicable
INT-01	Interest Income
INT-02	Early Withdraw Penalty

1099 INT Code	Description
INT-03	Interest on U.S. Savings Bonds and Treasury Obligations
INT-04	Federal Income Tax Withheld
INT-05	Investment Expenses
INT-08	Tax-Exempt Interest
INT-09	Specified Private Activity Bond Interest
INT-10	Market Discount
INT-11	Bond Premium
INT-12	Bond Premium on U.S. Treasury Obligations
INT-13	Bond Premium on Tax Exempt Bond
INT-17	State Tax Withheld

1099 R

1099 R Code	Description
N/A	Not Applicable
R-01	Gross Distribution
R-02a	Taxable Amount
R-03	Capital Gain (included in box 2a)
R-04	Federal Income Tax Withheld
R-05	Employee Contributions or Insurance Premiums
R-06	Net Unrealized Appreciation in Employers Securities
R-08	Other
R-09b	Total Employee Contributions
R-14	State Tax Withheld
R-17	Local Tax Withheld

W-2 G Code

W-2 G Code	Description
N/A	Not Applicable
W2G-01	Gross Winnings
W2G-02	Federal Income Tax Withheld
W2G-14	State Income Tax Withheld
W2G-17	Local Income Tax Withheld

Table 3: Calculation Methods

This table contains calculation methods (and their codes) that are used with Maintain>Accounts Receivable>Charge Codes, Maintain>Fixed Assets>Custom Depreciation Codes, Maintain>Purchase Orders>Item Codes; Maintain>Payroll>Earning, Benefit, Deduction, Workers' Compensation, and Leave Codes; and State and Other Taxes forms.

Accounts Receivable Charge Codes	Code
Fixed Amount	FA
Fixed Price per Unit	FP
Variable Price per Customer	VC
Variable Price per Unit	VP
Alternative Variable Price/Unit	AV
Percent of Account Activity	PA

Fixed Asset Custom Depreciation Codes	Code
Fixed Amount	FA
Fixed Percentage of Depreciable Base	PD
Fixed Percentage of Net Book Value	PN
MACRS - 31 Years	TD

Fixed Asset Custom Depreciation Codes	Code
Percentage Table of Depreciable Base	TD
Percentage Table of Net Book Value	TN

Inventory Item Codes	Code
Average Cost	AVG
First In First Out	FIFO
Last In First Out	LIFO

Payroll Earning Codes	Code
Employee Pay Rate	ER
Rate Multiplier	RM
Fixed Hourly Amount	FH
Fixed Amount	FA
Amount on Timesheet	AT
Rate on Timesheet	RT

Payroll Benefit and Deduction Codes	Code
Fixed Percentage of Earnings	FP
Fixed Hourly Amount	FH
Fixed Amount	FA
Amount on Timesheet	AT
Percentage on Timesheet	PT

Payroll Workers' Compensation Codes	Code
Rate per $100 Earnings	RE
Rate per Workers' Compensation Hours	RH
Rate per Hours Worked	RW

Payroll Leave Codes	Code
Fixed Number of Hours	FN
Fixed Percentage of Hours Worked	FP
Amount on Timesheet	AT
Percentage on Timesheet	PT

Payroll State and Other Taxes	Code
Year-to-Date	Y
Current	C

Table 4: Depreciation Methods

This table contains standard depreciation methods and their codes.

Depreciation Method	Code
Straight Line	SL
Sum of the Years Digits	SYD
150 Percent Declining Balance	DB150
200 Percent Declining Balance	DB200
No Depreciation Calculated	NO
Custom Depreciation Method	User Defined

Table 5: Distribution Methods

This table contains distribution methods (and their codes) used with the Maintain>Payroll>Benefit Codes, Workers' Compensation Codes, and State Taxes forms.

Benefit Codes, Workers' Comp Codes, and State Taxes	Code
Follow Earnings on Timesheet	AE
Following Earnings Used to Calculate the Tax	CE
Use Distribution Code Specified	DC

Table 6: Tax Types

This table contains a list of payroll taxes (and their codes) used with the Maintain>Payroll>Federal, State, and Other Taxes forms.

Federal, State, and Other Payroll Taxes	Code
Federal Income Tax	FIT
Social Security Tax	SS
Medicare	MC
Federal Unemployment Tax	FUTA
Earned Income Credit–no longer applies after Year 2011	EIC
State Withholding Tax	SWT
State Withholding Tax–only applies to the Commonwealth of the Northern Marianas Islands.	SWT2
State Unemployment Tax	SUTA
Other Taxes Employee Paid Tax	LWT
Other Taxes Employer Paid Tax	LER

Chapter 5: Exporting Data

Export

Access this form using  Export, which is found throughout the system.

Use this form to export data to other file formats. The Data Exporter can export to the following file types:

Software Version	File Extension
Comma Separated Variable	*.CSV
HTML Document	*.HTM
Microsoft Access®	*.MDB
Microsoft Word®	*.DOC
Microsoft Excel ®	*.XLS
Print Image	*.PRN
Word Processing Text	*.TXT
XML Document	*.XML

Note: Microsoft Excel© is no longer required to view XLS files, however you will need software that allows you to view Excel files, such as an Excel viewer.

Since the system cannot read invalid characters, ensure that the data being exported is limited to alphabetic characters (A through Z) or numeric characters (0 through 9), and that it does not contain symbols. Also, make sure the Administrator has granted you Process rights for the items you want to export (Security>Set Up Organization Menus and Set Up System Menus).

When exporting reports, the exported data is the result of queries used to produce reports. This process prevents you from having to create these queries yourself. Keep in mind, the columns may not necessarily appear in the order specified in the report setup. This is data only; you may need to add page headers to the exported data.

Nonprofit Online Users

Files can be saved locally through a mapped drive using the \\TS Client\<drive letter> directory structure. They are saved to the local computer from within the remote application session. For specific instructions on how to export a file, see article 4131 in the Knowledgebase. See Nonprofit Online.

Fields

Save In Select the folder where you want to save the exported file.

File name Either select a file from the list, if appropriate, or enter a file name for the exported data. You can specify which files are included in the list using the Save as type box.

Save as type Accept the default file type, or select a file type from the drop-down list.

Tips:

- Financial statements' underlying queries contain more unformatted data and extra columns than many other reports. Therefore, financial statements may not be appropriate for exporting.
- The currency fields in the exported file, follow the formatting set up in your computer's regional settings (Start>Settings>Control Panel>Regional Options or Control Panel>Change date, time, or number formats>Additional Settings Button).

Export to XLS

Access this feature using the Reports>{Any report with this button active}>  Export to XLS. It is not available on all reports.

Use this button to export your active report data to a spreadsheet in a new or existing workbook. Each time you export data, the system opens a new spreadsheet. This spreadsheet should look very similar to the report exported from the system. You can choose to maintain or remove the report title from the header section, the report footer from the footer section, and the report formatting, such as page breaks.

Note: Microsoft Excel© is no longer required to view XLS files, however you will need software that allows you to view Excel files, such as an Excel viewer.

If you click this button directly on a report, the currency fields in the exported file follow the formatting of the organization's functional currency regardless of the currency formats used within the report. However, if you are in the Print to Screen form and the report uses an alternate currency format, this

button is not available. The functional currency was determined by the Administrator when the organization was created (File>New Organization>Functional Currency panel).

Some specialized reports may require additional formatting.

The format attributes that will look the same are:

- umbrella formatting (indentation of sub items);
- font type, size, and weight (such as bold and italic);
- underlining (such as column headings and totals);
- number/currency formatting; and
- report title headings.

Furthermore, the following exceptions and specifics should be taken into consideration:

- Word Wrap Exception - The Wrap feature is determined on the Content tab of the report. If it is selected, wrap is applied to the entire column. These settings carry forward to the spreadsheet. Wrap cannot be applied to the Items By Page item selected on the Content tab.
- Left/Right Alignment Exception - In reports, cells containing dates and amounts are automatically right-aligned, while all headings (including those of dates and amounts) are left-aligned. Therefore, you can have a heading with different alignment than its cells. In the spreadsheet, all headings have the same alignment as the cells; if the cells are left-aligned the heading will be too.
- Pagination - the spreadsheet's default top and bottom margins are set to 1", while its left and right margins are set to .75". the system's default top, bottom, and right margins are set to .5", while its left margin is set to .75". Consequently, if you view the report in the system, prior to export, the report will not be exactly the same as when you view it.
  When exporting, there is a 500 page limit per spreadsheet; if this limit is reached, the next five hundred pages are pasted into a new spreadsheet in the same workbook.
- Items by Page - Any item that is moved to the Selected Items column in the Items by Page section of the Content tab will take on the alignment of the first column in the spreadsheet. The system automatically does this because the Items by Page item will be placed in the first row of the first column, hence becoming part of the first column.

Nonprofit Online Users

XLS files can be saved locally through a mapped drive using the \\TS Client\<drive letter> directory structure. They are saved to the local computer from within the remote application session. For specific instructions on how to save a file to your computer, see article 4131 in the Knowledgebase. See Nonprofit Online.

Scheduler Users

Use Reports>Report Binder>Export to XLS  . When the Create New Workbook option is selected, the workbook is saved to your My Documents folder on your Desktop, as the Report Binder name with the system date/time stamp, such as Budgets20141219122618.xls. Also, each report becomes a separate spreadsheet within the workbook.

Fields

Destination

- **Create New Workbook** If you select this option button, the report data is entered in a new spreadsheet, in a new workbook.
- **Append to Existing Workbook** If you select this option button, the report data is entered in a new spreadsheet after all the other spreadsheets, in the existing workbook.
- **Prepend to Existing Workbook** If you select this option button, the report data is entered in a new spreadsheet before any other spreadsheet, in the existing workbook.

Workbook: Enter the path to the existing workbook or click Browse  to locate the existing workbook. Note that the existing workbook cannot be open when attempting to export.

Remove Report Headers, Footers, and Page Breaks Select this check box to remove the report data's headers, footers, and page breaks from the new spreadsheet.

Tip: Be sure to save the workbook after you Append to Existing Workbook, otherwise, the last appended spreadsheet will not be saved.

Index