AFO 278 – Import / Export

278.1 Introduction

This AFO offers various options for exporting data related to the acquisitions process.

After choosing this AFO a menu will be displayed:



Note

The options **Export invoices**, **Export orders**, **Export receipts**, **Export cancellations** and **Import financial budget details** allow you to export Acquisitions information that has been registered in Vubis Smart to an external financial system. At the moment export in SAP (or FDI for invoices) format is possible.

Licence information

Note that the options **Export invoices**, **Export orders**, **Export receipts**, **Export cancellations** and **Import financial budget details** are not a standard part of the Vubis Smart application. This export functionality requires a specific license and must be installed and activated separately. Please contact your account manager for pricing and installation information. The other options (related to potentials processing) are part of the standard Vubis Smart application.

278.2 Export invoices

Use this option to export details of invoices from the Acquisitions module.

After choosing this option you are presented with an overview screen that may contain previous runs:

🖕 🗋 🞍 🚳 🖶 👘 💭 👘	
No Run ID Date/Time Number of Invoices Number of Errors Start batch End batch	
1 1 08/15/2005 12:00:20 1 0	
Connected 278 [GEAC/CEN [INS [CAPS [N]	

The system will only display the last 200 runs.

Options on the screen

Run a new export: This will start a new export run. Individual order header numbers, budgets or suppliers may be entered to restrict selection of records. Orders found to include any of the excluded budgets will be excluded. After this the system will switch to the standard form for scheduling processes (online, batch or memory).

View details of the export: Select a previous run and then this option to view the details. See section 278.2.1.

Format parameters: Select this option to view the format parameters. See section 278.2.2.

Recreate export file: Select a previous run and then this option to recreate output files for a previous run.

Invoice export system parameters: This will allow access to the export system level parameters. See section 278.2.3.

Print export report: Select a previous run and then this option to print a report. The system will switch to the standard form for generating output.

278.2.1 Details of the export

View details of the export: Select a previous run and then this option to view the details.

Vubis Smart - MARC21 db	- [Export inv	voices]					_ 8 :
Eile Edit Toolbar Option	is <u>W</u> indow I	<u>H</u> elp					_ 8 :
⊨		Ð				? 🕇 🖡	
Run ID: 1 Run date/time: 08/15/2 Number of invoices wit Number of invoices wit Number of errors: 0 Excluded invoices: Excluded budgets:	hout errors:						
No Invoice Number	Currency	Total amount	Supplier code	Supplier name	Error	Batch	
1 BFS0001	GBP	4.54	BFS	Books for students			
					Connected	278 GEAC/CEN INS CAP	C MUM 10-52

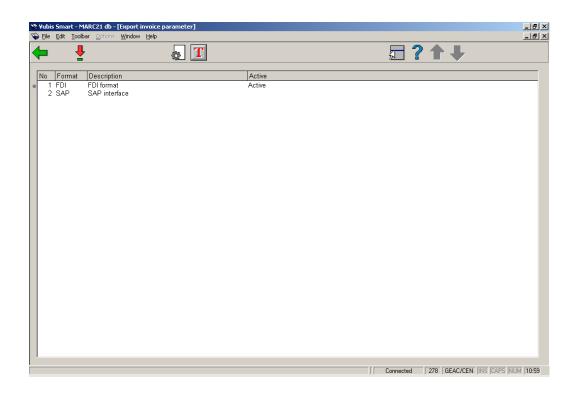
Options on the screen

Invoice detail: Select an invoice and then this option to view the details. This will take you to an AFO 231 screen.

Print export report: Select an invoice and then this option to print the details. The system will switch to the standard form for generating output.

278.2.2 Format parameters

Format parameters: Select this option to view the format parameters.



This screen shows the defined formats and also which of them is active. Only one format at a time can be active.

Options on the screen

Activate format: Select a format and then this option to activate it.

Batch reference parameters: Select a format and then this option to enter/update the format parameters. See section 278.2.2.1.

Batch reference sequence test: This will produce a test sequence of batch numbers.

278.2.2.1 Batch reference parameters

Batch reference parameters: Select a format and then this option to enter/update the format parameters.

🏷 Batch reference parameters		×
Prefix		
Sequence type		
O <u>A</u> lphanumeric		
Start value		
End value		
Current value		
<u>I</u> n use		
Sequence type		
O <u>A</u> lphanumeric		
Start value		
End value		
Current value		
<u>I</u> n use		
Suffix		
Number of records per batch		
<u>N</u> ew batch on change of supp	lier 🗖	ОК
<u>S</u> eparate debit and credit bat	ches 🗖	Cancel
□ <u>S</u> ave settings		Help

Fields on the screen

Prefix: Fixed value used as part of each batch number

Sequence type: Must be either numeric or alphanumeric.

- Alphanumeric sequences may consist of letters A-Z and numbers 0-9
- Numeric sequences must contain only numbers 0-9

Start value: Starting value for the batch reference sequence.

End value: Maximum value of batch reference sequence reached before the process resets the sequence back to the starting value.

Current value: This is the current value of the batch reference sequence. It would normally be set to the end value at time of installation so that the first run would use the start value as the batch reference and would change each time an export run takes place. A user may wish to preset or reset the value once several runs have taken place but probably not. Most likely time for a reset is at year end when they may want to start a fiscal year with batch numbers starting at 1 say.

Example Start value = 1 End value = 52 Current value = 52

In use flag: Use to indicate if the batch reference sequence parameters are in use or not

The following fields apply to only the top batch reference level

Number of record per batch: Number of extracted record for each batch reference

New batch on change of supplier: If set this will cause a new batch to be started on change of supplier even if the maximum number of records in the batch has not been reached.

Separate batches for debits and credits: Causes debits and credits to be grouped together within batches.

278.2.3 Invoice export system parameters

Invoice export system parameters: This will allow access to the export system level parameters.

唱				×
Run Id	1	_		
File Path				
File name prefix				
File name suffix				
<u>S</u> ave output file to	server			
<u>M</u> andatory field te	sting required			
<u>D</u> ocument date				
<u>T</u> ax code				
<u>C</u> reditor number				
<u>F</u> iscal list				
<u>P</u> ostcode				
Tax Budgets	16/22 - 1▲ 2800.6 - 862100. 862100. AA - bui ADVBU ▼		OK Cancel <u>H</u> elp	

Enter the required details and click OK.

278.3 Potentials import profiles

This option is part of the total workflow for potentials processing. See also the Help for AFO 217 for background information.

278.3.1 General workflow

- a staff member uses AFO 278 to set up a Potentials import profile for a supplier, say Acme Books.
- periodically, the supplier sends a file containing potential titles. A staff member uses AFO 278 Import potentials to load the file. The staff member is asked for the supplier to load for. The system uses the values from the import profile to process the file.

- Acquisitions selectors access the titles in the loaded potentials files and make selections for copies and locations
- At a specific time in the week, a staff member uses AFO 217 Ordering process to turn selections in the potentials files into orders.

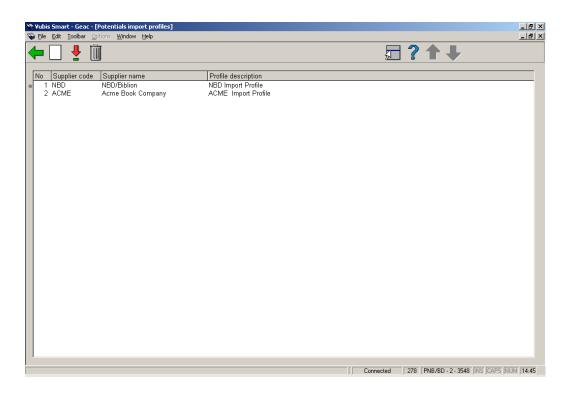
278.3.2 Import profiles

A potentials import profile contains information about how you load potentials files from different suppliers or publishers..

First of all, you can define as many different profiles as you need. It is helpful to define a separate profile for each supplier/publisher that sends you potentials files. Each profile defines a number of things:

- Supplier that the records are for
- Description
- Order type (you can select from the list of Standard and Approvals order types only; you cannot select gifts, regularised or external orders)
- Tax percentage
- Discount percentage
- Which mapping (input/output profile) is used to get the record into a bibliographic format
- Which database are the order records stored into
- Currency code mapping definition (i.e. the currency codes that a supplier sends in potentials records may not match the currency codes that you have defined on your Vubis Smart system). This table allows you to set up a mapping between the codes that the supplier sends and the codes present on your system.

After choosing this option an overview screen with profiles already defined will be displayed:



Options on the screen

Modify profile: Select a profile and then this option to modify it.

Delete profile: Select a profile and then this option to delete it. The system will ask for confirmation

New profile: Choose this option to create a new profile. You will be prompted for a supplier:

🧠 Supplier sele	ection	×
Supplier	Search	
	ОК	
	Cancel	
	<u>H</u> elp	
		= 1/2

After entering a valid supplier the system presents you with a tabbed form where you can enter/update the data for the selected import potential file:

Tab General

ACMEBOOK - Acme Book Compa	ny		×
General	Bibliographic	Currency	7
Description Order type Tax % Discount %	ACME Books profile on_approval 14.5 15	×	
			OK Cancel
			<u>H</u> elp

• Enter the required information.

Tab Bibliographic

ACMEBOOK - Acme Book Company			×
General	Bibliographic	Currency	
Import profile	BNA	•	
Database to create orders in	Bibliographic database	•	
			ок
			Cancel
			<u>H</u> elp

Fields on the screen

Import profile: links to a valid Input/output profile in AFO 133. The database contained in the input/output profile is the database that potentials titles are initially loaded to (i.e. you may choose to load your potentials into a background database). The conversion profile contained in the input/output profile specifies how the incoming records are converted before being loaded into the specified database.

Database to create orders in: denotes the database where orders are created. During the ordering process in AFO 217, records are moved from the initial database into this database (if different) and ordering information is created.

Tab Currency

General	Bibliographic	Currency	
	rrency codes to the currency cod	les used on your system:	
Australian Dollar (AUD)	AU		
Canadian Dollar (CDN)	CD		
Euro (EUR)	EU		
Dutch guilder (FL)	FL		
British Pound (GBP)	GB		
Dutch Guilder (HFL)	HF		ОК
United States (USD)	US		Cancel
	,		<u>H</u> elp

If the supplier's incoming records contain currency information, define the mapping between the supplier's codes and the codes in your Vubis Smart Acquisitions system.

The system lists each of the currency codes defined on your system. In the form above, the supplier uses "AU" as the currency code for Australian dollars and "CD" as the currency code for Canadian dollars.

After clicking "OK" the system will check if a copy profile is necessary:



In the example above this is not necessary. There are two more possibilities:

- Both formats have a different name, but are essentially the same. The system will the suggest that you create a copy profile (in AFO 134) with the option "Copy all fields" ticked.
- Both formats are completely different and you must define a conversion profile in AFO 134 (or use an existing one).

278.4 Import potentials

After choosing this option, a form will be presented:

🎭 Potentials loader		×
Potentials import profile	Acme Book Company (ACME 🔽	
Input from file		
First record	1	ок
Last record	99999999	Cancel
□ Save settings		<u>H</u> elp

Fields on the screen

Potentials import profile: select the profile that you created for the supplier that sent you the file containing the potentials title information (i.e. NBD/Biblion). This profile was set up previously using the Potentials import profile option in AFO 278.

Input from file: locate the file that you want to import

First record: normally leave this set to the default of 1.

Last record: normally leave this set to the default of 99999 (unless you just want to load a few records).

After pressing OK, the system displays the standard process screen.

Make sure that you leave the Start process button set to Online.

Press **OK** to begin the load. The system first imports and converts each record on the incoming file into an internal format using the Conversion profile linked to the Import profile in the Potentials import profile record. When this first step is complete, the system displays the following message:

i)	
Database load finished	ОК

Each record is then loaded into a potentials file using information from the converted file as well as the Potentials import profile record. The bibliographic portion of the record is stored in the database defined in the standard input/output profile linked to the Potentials import profile through the Import profile field. The non-bibliographic portion of the record is stored in a potentials title record. The default tax and discount percentage fields for the title are taken from the profile record.

It is possible that your supplier has identified that specific tag/subfield combinations contain information such as price, number of copies, supplier reference number, external order number and/or currency. This information should be used when creating the Import profile for your supplier.

The system loads the potentials records:

Yubis Smart	
Potentials records loaded 1	Cancel

bis Smart	NP.
₽ ₽	[
^p otentials load finished	ОК

When the load is complete, a text file displays showing a summary of the potentials titles added to the system.

BNA === C:\bna.dat: 1-20

```
Records read: 20
Program errors: 0
Records converted: 20
Program errors: 0
Database load finished
Now creating potentials file from loaded records.
bna_18/1 - Accommodations--or just good teaching? : - 0275956067 (alk
bna_18/2 - After development : - 0878406395 (clo
bna_18/3 - Algorithms for discrete Fourier transfor - 0387982612 (alk
bna 18/4 - The American speakership : - 0801857511 (alk
bna 18/5 - Assessing woman battering in mental heal - 0761911073 (clo
bna 18/6 - Blood read : - 0812234197 (alk
bna_18/7 - The Bonn Republic : - 0582492319
bna_18/8 - The Byzantine Empire, 1025-1204 : - 0582294681
bna_18/9 - Classical mathematical physics : - 0387948430 (hc
bna_18/10 - Communication consultants in political c - 0275952061 (alk
bna_18/11 - Content-based instruction in foreign lan - 087840659X (pbk
bna_18/12 - Correctional facilities design & detaili - 0070361738
bna_18/13 - Crisis theory / - 0275957225 (alk
bna_18/14 - Dance between two cultures : - 0826513026 (alk
bna_18/15 - Dignity and vulnerability : - 0520208439 (clo
                                                                                                 - 0878406336 (clo
bna_18/16 - Directory of international economic orga
bha_18/17 - Documenting psychotherapy : - 0803946910 (clo
bha_18/18 - Early Flemish painting / - 2879391202 :
bha_18/19 - Envisioning ecotopia : - 0275957845 (alk
bha_18/20 - Epidemics and history : - 0300070152
Potentials load finished
```

If we now go into AFO 217 - Selection process, we see the new potentials file – bna_18 with twenty titles on it.

278.5 Standing order profiles

The general workflow for standing order/approvals files processing is as follows.

• A staff member uses AFO 278 to set up a Standing order profile for a supplier, say Acme Books.

- Periodically, the supplier sends a file containing standing orders. A staff member uses AFO 278 Import standing orders to load the file. The staff member is asked for the supplier to load for. The system uses the values from the import profile to process the file.
- The records from the file are loaded directly into the Acquisitions database as orders.

Workflow

- Standing orders are orders for items that the library will buy anyway. There is no optout. If subscribing to the standing order, a fixed number of items will be delivered to the library (the "fixed number of items" here implies that the library will always buy e.g. 1 or always 2 copies of each work in the list of standing orders).
- There is no order record created in the Vubis Smart acquisitions module when subscribing to the standing order.
- The standing orders are delivered together with a file containing bibliographic records. These are imported using the import module. The order records are created automatically.
- The records in the incoming file are converted to the local production database. Acquisitions information is also converted to create valid orders. Optionally, the receipt of the items can also be registered.

278.5.1 Create a profile

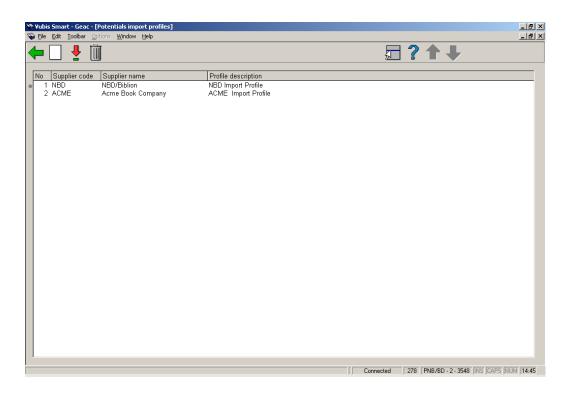
A standing order profile contains information about how you load standing order/approvals files from different suppliers or publishers.

First of all, you can define as many different profiles as you need. It is helpful to define a separate profile for each supplier/publisher that sends you files. Each profile defines a number of things:

- Supplier that the records are for
- Description
- Order type (you can select from the list of Standard and Approvals order types only. You cannot select gifts, regularised or external orders)
- Tax percentage

- Discount percentage
- Default budget
- Default location
- Default SHIPTO
- Default number of copies
- Default order distribution list
- If the receipts will be automatically registered
- If the orders will be automatically marked as sent
- Which import profile mapping is used to get the record into bibliographic format
- Currency code mapping definition (i.e. the currency codes that a supplier sends in potentials records may not match the currency codes that you have defined on your Vubis Smart system). This table allows you to set up a mapping between the codes that the supplier sends and the codes present on your system.

After choosing this option an overview screen with profiles already defined will be displayed:



Options on the screen

Modify profile: Select a profile and then this option to modify it.

Delete profile: Select a profile and then this option to delete it. The system will ask for confirmation

New profile: Choose this option to create a new profile. You will be prompted for a supplier:

🧠 Supplier sele	ection	×
Supplier	Search	
	ОК	
	Cancel	
	<u>H</u> elp	
		= 1/2

After entering a valid supplier the system presents you with a tabbed form where you can enter/update the data for the selected standing order profile:

Tab General

VEG - VEG-Gasinstituut]
General	Bibliographic	Currency		
Description	VEG standing orders			
Order type	on_approval		•	
Tax %	7.5			
Discount %	15			
Default budget	BioChemPhys - BIOCH	EMPHYS	•	
Default location	CEN		•	
Default SHIPTO	DFLTACQ		•	
Default copies	2			
Default order distribution list			•	ок
Automatically register receipts				Cancel
<u>A</u> utomatically mark orders as sent				Help
				Пер
				= 🖂

The **Order type**, **Tax %** and **Discount %** fields are defaulted into each order created by the process.

If a **Default order distribution list** is defined, a partial order is created for each line on the list.

If no distribution list is defined, the system uses the information in **Default budget**, **Default location**, **Default SHIPTO** and **Default copies** to create one partial order. If a field containing the number of copies is available from the incoming file (and it is non-zero), the system uses this number for the default number of copies. As a last resort, if no number of copies is found, a default of 1 is used.

The price is taken from the incoming file, if available.

Tab Bibliographic

赣	» ¥EG - ¥EG-Gasinstituut			×
[General	Bibliographic	Currency)
	Import profile	BNA	•	
		NBDAANWINSTEN Pica	<u> </u>	
		tagged		
		test Vlink		
		Z3950-MARC21 Z3950-Smart		
		Z3950-UNIMARC	<u> </u>	
				ОК
				Cancel
				<u>H</u> elp
l	,			

Fields on the screen

Import profile: links to a valid Input/output profile in AFO 133. The database contained in the input/output profile is the database that the standing order/approval records are created in. The conversion profile contained in the input/output profile specifies how the incoming records are converted before being loaded into the specified database. The database should be your production database.

Tab Currency

9 0	VEG - VEG-Gasinstituut			X
Ĺ	General	Bibliographic	Currency)
	Please map the supplier's cu	rrency codes to the currency co	des used on your system:	
	Australian Dollar (AUD)			
	Canadian Dollar (CDN)			
	Euro (EUR)			
	Dutch guilder (FL)			
	British Pound (GBP)			
	Dutch Guilder (HFL)			
	United States (USD)	US		οκ
				Cancel
L				<u>H</u> elp
				= 1

If the supplier's incoming records contain currency information, define the mapping between the supplier's codes and the codes in your Vubis Smart Acquisitions system.

The system lists each of the currency codes defined on your system. In the form above, the supplier uses "US" as the currency code for US dollars.

278.6 Import standing orders

After choosing this option an input form will be displayed:

🎭 Standing order import loader		×
Standing order import profile	Acme Book Company (ACME 💌	
First record	1	ок
Last record	99999999	Cancel
		<u>H</u> elp

Fields on the screen

Standing order import profile: select the profile that you created for the supplier that sent you the file containing standing order information (i.e. NBD/Biblion). This profile was set up previously using the Standing order profile option in AFO 278.

Input from file: locate the file that you want to import

First record: normally leave this set to the default of 1.

Last record: normally leave this set to the default of 99999 (unless you just want to load a few records).

After pressing **OK**, the system first checks to make sure that your profile settings are OK.

'ubis Smart	
Checking profile defaults	ОК

The system checks to make sure that the budget(s) defined in the profile (or in the order distribution list) are allowed to be used by this supplier. It also makes sure that if you have linked an order distribution list to your profile, that the list has valid distribution lines on it. If the system finds problems, the import is stopped and a report is produced.

If the system does not find problems the standard process screen is displayed.

Make sure that you leave the Start process button set to Online. Press OK to begin the load.

The system first imports and converts each record on the incoming file into an internal format using the Conversion profile linked to the Import profile in the Standing order import profile record. Each record is then loaded into the Acquisitions system as an order using information from the incoming file as well as the Standing order import profile record.

- For each converted record:
- The bibliographic record is filed into the production database (the database to file to is defined within the standard input/output profile defined in the Import profile field of the Standing order profile record for this supplier). Matching and merging is done based on the matching and merging profiles defined in the standard input/output profile defined in the Standing order profile – Import profile. Within the standard input/output profile definition (AFO 133), you have the ability to specify the savelist for matched and the

savelist for unmatched records. These savelists are updated as the titles are processed.

- An order record is created for each title and one or more partial orders are created. If a distribution list was defined in the Standing order profile, a partial order will be created for each line on the list. If no distribution list is defined, the system uses the default information (budget, location, shipto and copies) from the Standing order profile record to create one partial order. If a field containing the number of copies is available from the incoming file (and it is non-zero), the system uses this number for the default number of copies. The price is taken from the incoming file, if available.
- It is also possible to set such fields as supplier reference number and external order number with data from the incoming file.
- The order type, tax percentage and discount percentage on the order is set based on the defaults defined in the Standing order profile record.
- The dispatch flag in the order is set based on the supplier attached to the order.
- The status of the order is automatically set to 'Sent' based on the parameter setting in the Standing order profile record.
- The order is automatically received if the parameter is set in the Standing order profile or if the order type of the order is one that is set to have orders automatically received (i.e. Approvals).

Note

There is no checking for over-commitment of budgets during this process. This process will allow over-commitment of budgets.

Yubis Smart		
Standing orders loaded	1	Cancel

When the import is complete, the system displays a text file containing a summary of the orders that were loaded into the Acquisitions system.

```
Starting standing order load - NBD/Biblion (NBD - 251)
Checking profile defaults
Import and conversion beginning
NBD-SO === C:\SO 03-2003.txt: 1-25
Records read: 25
Program errors: 0
Records converted: 25
Program errors: 0
Import and conversion complete
Now creating standing orders.
Order number - Title - ISBN
200300172/0001 - Man overboord - 9069745488
200300173/0001 - De wilde jager (Spiegelserie) - 905977003X
200300174/0001 - Mensen van de grens (Spiegelserie) - 9059770129
200300175/0001 - Donker vuur - 9029717491
200300176/0001 - Rosario is dood - 9044503405
200300177/0001 - Alles zal weer nieuw worden (VCL-boekenc - 9059770102
200300178/0001 - Vertrouw op mij - 9044308351
200300179/0001 - Vogel in de storm (Spiegelserie) - 9059770064
200300180/0001 - Gewoon Sanne - 9041014772
200300181/0001 - Buiten is het maandag - 9021452782
200300182/0001 - Fantasma: een Gnawa-euforie - 9050006507
200300183/0001 - Gevallen meisjes - 9041408185
200300184/0001 - Acter de storm - 9024546036
200300185/0001 - Paravion - 9044603329
200300186/0001 - Emma Brown - 9063051018
200300187/0001 - De kolos van Shannara (De reis van de Je - 9022537242
200300188/0001 - Casino - 9023412370
```

278.7 Conversion profiles for manual potentials files

In AFO 217 you can manually create a new potentials file. The most important options here are that the user needs to specify a target database for the orders created by the potentials, and a savelist needs to be selected. The titles from the savelist are loaded into the potentials file. It does not matter from which databases the savelist titles originate; they can be from multiple databases but still be in the same savelist. The potentials file created stores the mappings which state where the titles are now (savelist data) and where they need to go (target database for orders). This AFO 278 option for potentials profiles needs to be filled out so that each mapping gets the right conversion while turning selections into orders.

After choosing this option an overview screen will be displayed with profiles per database:

<u>File Edit Toolbar Option</u>	s <u>W</u> indow <u>H</u> elp			_ ć
• 🚽			፳ ? ♠ ₽	
lo. From database	To database	Use profile		
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	2 (Smart) 3 () 4 (UniMarc/E) 5 () 6 (MARC21/E) 7 (MARC21/C) 9 () 21 (Smart) 96 () 98 () 99 (TestFormat) 100 (Smart) 100 (Smart) 100 (Smart) 100 (Smart) 100 (Smart) 100 (Smart) 202 (Smart) 499 () 99 () 2,2228 () 2,2286 () 3 () 4 (UniMarc/E) 5 () 6 (MARC21/C)) 9 () 10 ()			

After selecting a profile the following form will be presented:

K Copy pr	ofile	×
Profile		
 <u>S</u> ave	ISO2709 LoadtoDB100Sn OK	
	NBD-Potentials NBD-Potentials- NBD-Potentials- Cancel	
	NBD-SO	

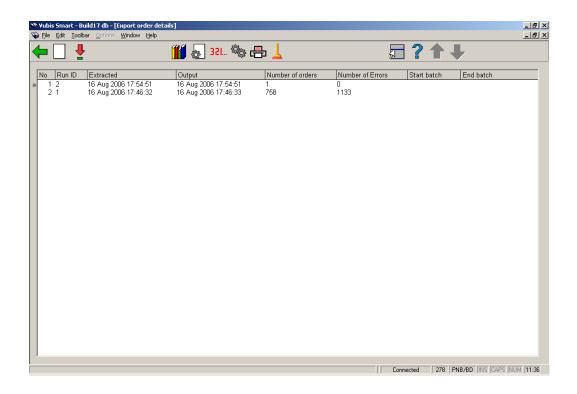
Select a profile form the dropdown list that will be used for copying. This profile will now show in the **Use profile** column:

e <u>E</u> dit <u>T</u> oolbar Option	- [Copy profiles for manual orders] ns Window Help			-
-			🖅 ? 🕇 🖡	
From database	To database	Use profile		
1 1 0 2 1 0 3 1 0 4 1 0 5 1 0 6 1 0 7 1 0 8 1 0 9 1 0 1 1 0 1 1 0 2 1 0 3 1 0 4 1 0 5 2 (Smart) 5	2 (Smart) 3 () 4 (UniMarc/B) 6 (MARC21/B) 7 (MARC21/C) 96 () 21 (Smart) 96 () 99 (TestFormat) 100 (Smart) 202 (Smart) 202 (Smart) 203 (Smart) 204 (Smart) 205 (Smart) 205 (Smart) 205 (Smart) 207 (Smart) 207 (Smart) 208 () 208 (Smart) 209 () 222 (Smart) 222 (Smart) 223	NBD-Potentials		
			Connected 278 PNB/BD INS CA	DC MITH

278.8 Export orders

Use this option to export details of orders from the Acquisitions module.

After choosing this option you are presented with an overview screen that may contain previous runs:



The system will only display the last 200 runs.

Options on the screen

Run a new export: This will start a new export run. Individual order header numbers, budgets or suppliers may be entered to restrict selection of records. Orders found to include any of the excluded budgets will be excluded. After this the system will switch to the standard form for scheduling processes (online, batch or memory).

View details of the export: Select a previous run and then this option to view the details. See section 278.8.1.

Order export Bib source: Select this option to specify which bibliographic details must be included for the various elements. See section 278.8.2.

Format parameters: Select this option to view the format parameters. See section 278.8.3.

Recreate export file: Select a previous run and then this option to recreate output files for a previous run.

order export system parameters: This will allow access to the export system level parameters. See section 278.8.4.

Print export report: Select a previous run and then this option to print a report. The system will switch to the standard form for generating output.

Show blocked orders: Select this option to get a list of blocked orders. See section 278.8.5.

278.8.1 Details of the export

View details of the export: Select a previous run and then this option to view the details.

_	Edit Toolbar Options	Window Ue					_
	ł		- 🔊 🖶	1		🔄 🔁 🕈 🖊	
Ex Ou Nu Nu Ex Ex	n ID: 1 tracted: 16 Aug 2006 tput: 16 Aug 2006 17 mber of orders witho mber of errors: 1133 cluded orders: cluded budgets: cluded suppliers:	7:46:33 ut errors: 0					
ĪN	lo Order number	Currency	Total amount	Supplier code	Supplier name	Error	Batch
	1 1	FL	90	INDEX	INDEX International Booksellers	Missing creditor number	Daton
						Missing tax code	
	2 2	FL	80	INDEX	INDEX International Booksellers	Missing creditor number	
						Missing tax code	
	3 9600010	EUR	50	HEI	Heinen	Missing creditor number	
						Missing tax code	
	4 9600011	EUR	54	HEI	Heinen	Missing creditor number	
						Missing tax code	
	5 9600012	EUR	50	VAM	NV VAM	Missing tax code	
•	6 9600015	EUR	0	HEI	Heinen	Missing creditor number	
		EUR	50		LR /1 / A	Missing tax code	
	7.0000017		52	VAM	NV VAM	Missing tax code	
	7 9600017				NIX 2 5 20 8 4		
	8 9600018	EUR	46	VAM	NV VAM	Missing tax code	
	8 9600018 9 9600019	EUR EUR	46 46	VAM VAM	NV VAM	Missing tax code	
	8 9600018 9 9600019 10 9600020	EUR EUR EUR	46 46 48	VAM VAM VAM	NV VAM NV VAM	Missing tax code Missing tax code	
	8 9600018 9 9600019	EUR EUR	46 46	VAM VAM	NV VAM	Missing tax code Missing tax code Missing creditor number	
	8 9600018 9 9600019 10 9600020 11 9600021	EUR EUR EUR EUR	46 46 48 53	VAM VAM VAM VUGA	NV ∨AM NV ∨AM Elsevier Information	Missing tax code Missing tax code Missing creditor number Missing tax code	
	8 9600018 9 9600019 10 9600020	EUR EUR EUR	46 46 48	VAM VAM VAM	NV VAM NV VAM	Missing tax code Missing tax code Missing creditor number Missing tax code Missing creditor number	
	8 9600018 9 9600019 10 9600020 11 9600021 12 9600022	EUR EUR EUR EUR	46 46 48 53 0	VAM VAM VAM VUGA LI	NV VAM NV VAM Elsevier Information Librairie des musées [⊄]	Missing tax code Missing tax code Missing creditor number Missing tax code Missing creditor number Missing tax code	
	8 9600018 9 9600019 10 9600020 11 9600021	EUR EUR EUR EUR	46 46 48 53	VAM VAM VAM VUGA	NV ∨AM NV ∨AM Elsevier Information	Missing tax code Missing tax code Missing creditor number Missing tax code Missing creditor number	

This screen will display a warning icon against those records that generated an error.

Options on the screen

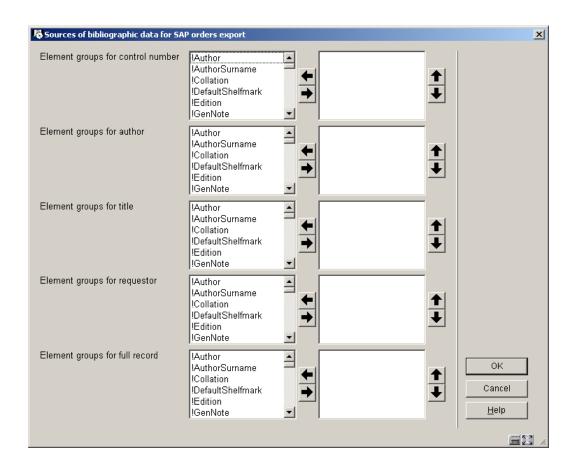
Order details: Select an order and then this option to view the details. This will take you to an AFO 211 screen.

Remove and block order: Select an order and the this option to remove and block the selected cancelled orders.

Print export report: Select an invoice and then this option to print the details. The system will switch to the standard form for generating output.

278.8.2 Order export Bib source

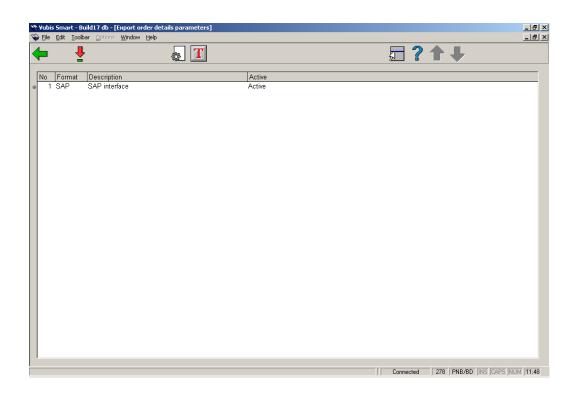
Order export Bib source: Select this option to specify which bibliographic details must be included for the various elements. An input form will be displayed:



Define the bibliographic fields used as part of the output data by selecting them and moving them to the right hand side. You can change the order of fields by using the up and down arrows.

278.8.3 Format parameters

Format parameters: Select this option to view the format parameters.



This screen shows the defined formats and also which of them is active. Only one format at a time can be active.

Options on the screen

Activate format: Select a format and then this option to activate it.

Batch reference parameters: Select a format and then this option to enter/update the format parameters. See section 278.8.3.1.

Batch reference sequence test: This will produce a test sequence of batch numbers.

278.8.3.1 Batch reference parameters

Batch reference parameters: Select a format and then this option to enter/update the format parameters.

🤻 Batch reference parameters	×
Prefix	
Sequence type	
<u>N</u> umeric	
C <u>A</u> lphanumeric	
Start value	
End value	
Current value	
In use	
Sequence type	
<u>N</u> umeric	
C <u>A</u> lphanumeric	
Start value	
Current value	
In use	
Suffix	
Number of records per batch	ОК
New batch on change of supplier	Cancel
	Help

Fields on the screen

Prefix: Fixed value used as part of each batch number

Sequence type: Must be either numeric or alphanumeric.

- Alphanumeric sequences may consist of letters A-Z and numbers 0-9
- Numeric sequences must contain only numbers 0-9

Start value: Starting value for the batch reference sequence.

End value: Maximum value of batch reference sequence reached before the process resets the sequence back to the starting value.

Current value: This is the current value of the batch reference sequence. It would normally be set to the end value at time of installation so that the first run would use the start value as the batch reference and would change each time an export run takes place. A user may wish to preset or reset the value once several runs have taken place but probably not. Most likely time for a reset is at year end when they may want to start a fiscal year with batch numbers starting at 1 say.

Example Start value = 1 End value = 52 Current value = 52

In use flag: Use to indicate if the batch reference sequence parameters are in use or not

The following fields apply to only the top batch reference level

Number of record per batch: Number of extracted record for each batch reference

New batch on change of supplier: If set this will cause a new batch to be started on change of supplier even if the maximum number of records in the batch has not been reached.

278.8.4 Order export system parameters

Order export system parameters: This will allow access to the export system level parameters.

🧏 Export order det	ails system parameters			×
Run Id	Þ			
File path	c:\temp\			
File name prefix				
File name suffix				
<u>S</u> ave output file t				
Mandatory field testing required			ОК	
<u>T</u> ax code			Cancel	
<u>C</u> reditor number			<u>H</u> elp	
				1

Enter the required details and click OK.

File names will include a file type mnemonic along with the acquisitions meta-institution to ensure uniqueness of output file names regardless of prefix, path and suffix.

Mnemonic	File type
PO	Orders
RC	Receipts
CN	Cancellations

Filename format

path prefix mnemonic meta-institution runid suffix

Example

/data/geac/prefixRCH09123.txt

Where

path	/data/geac
prefix	prefix
RC	mnemonic for receipts
H09	meta institution
.txt	suffix

The log file output will use the same file name construction except that the word "log" will appear after the runid element of the filename.

Example

/data/geac/prefixRCH09123.txt export file name /data/geac/prefixRCH09123log.txt log file name

278.8.5 Show blocked orders

Show blocked orders: Select this option to get a list of blocked orders. An overview screen will be displayed:

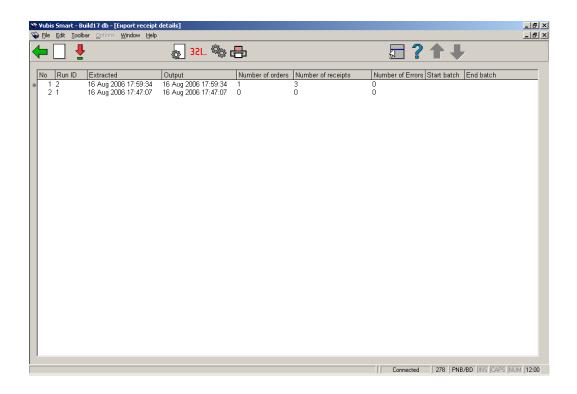
	orevtorontonamespace - [Export - blocke	ed orders]			
Section File Edit Toolbar Options	Window Help				<u>_8×</u>
🔶 🛓				₿? ↑↓	
No Order number	Blocked date/time				i
No Order number + 1 200300352/0001	Blocked date/time *** 22 Aug 2006 12:09:31				
J					
			Connected	278 PNB/BD - 2328 + System User INS 0	APS NUM 8:27 AM

Select an order to view the details. This will take you to an AFO 211 screen.

278.9 Export receipts

Use this option to export details of individual receipts of orders from the Acquisitions module.

After choosing this option you are presented with an overview screen that may contain previous runs:



The system will only display the last 200 runs.

Options on the screen

Run a new export: This will start a new export run. Individual order header numbers, budgets or suppliers may be entered to restrict selection of records. Orders found to include any of the excluded budgets will be excluded. After this the system will switch to the standard form for scheduling processes (online, batch or memory).

View details of the export: Select a previous run and then this option to view the details. See section 278.9.1.

Format parameters: Select this option to view the format parameters. See section 278.9.2.

Recreate export file: Select a previous run and then this option to recreate output files for a previous run.

Order receipts export system parameters: This will allow access to the export system level parameters. See section 278.9.3.

Print export report: Select a previous run and then this option to print a report. The system will switch to the standard form for generating output.

278.9.1 Details of the export

View details of the export: Select a previous run and then this option to view the details.

Vubis Smart - Build17								_ 8 ×
↓						₽?	† ↓	
Run ID: 2 Extracted: 16 Aug Output: 16 Aug 20 Number of orders v Number of orders v Number of receive Excluded orders: Excluded budgets: Excluded suppliers	06 17:59:34 vithout errors: 1 vith errors: 0 items:: 3							
No Order number		Total amount	Supplier code	Supplier name Acme Book Company	Error			Batch

Options on the screen

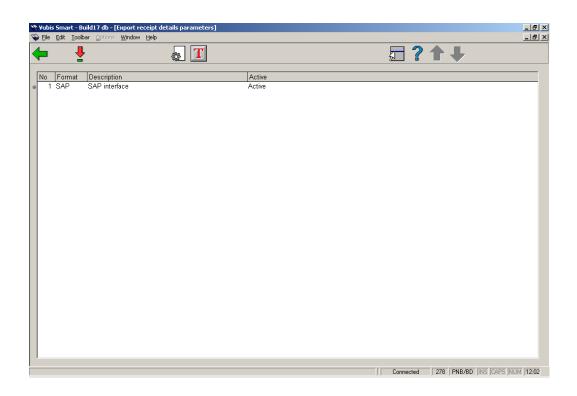
Order receipt details: Select an order and then this option to view the details. This will take you to an AFO 211 screen.

Remove and block order: Select an order and the this option to remove and block the selected cancelled orders.

Print export report: Select an invoice and then this option to print the details. The system will switch to the standard form for generating output.

278.9.2 Format parameters

Format parameters: Select this option to view the format parameters.



This screen shows the defined formats and also which of them is active. Only one format at a time can be active.

Options on the screen

Activate format: Select a format and then this option to activate it.

Batch reference parameters: Select a format and then this option to enter/update the format parameters. See section 278.9.2.1.

Batch reference sequence test: This will produce a test sequence of batch numbers.

278.9.2.1 Batch reference parameters

Batch reference parameters: Select a format and then this option to enter/update the format parameters.

🤻 Batch reference parameters	×
Prefix	
Sequence type	
<u>N</u> umeric	
C <u>A</u> lphanumeric	
Start value	
End value	
Current value	
In use	
Sequence type	
<u>N</u> umeric	
C <u>A</u> lphanumeric	
Start value	
Current value	
In use	
Suffix	
Number of records per batch	ОК
New batch on change of supplier	Cancel
	Help

Fields on the screen

Prefix: Fixed value used as part of each batch number

Sequence type: Must be either numeric or alphanumeric.

- Alphanumeric sequences may consist of letters A-Z and numbers 0-9
- Numeric sequences must contain only numbers 0-9

Start value: Starting value for the batch reference sequence.

End value: Maximum value of batch reference sequence reached before the process resets the sequence back to the starting value.

Current value: This is the current value of the batch reference sequence. It would normally be set to the end value at time of installation so that the first run would use the start value as the batch reference and would change each time an export run takes place. A user may wish to preset or reset the value once several runs have taken place but probably not. Most likely time for a reset is at year end when they may want to start a fiscal year with batch numbers starting at 1 say.

Example Start value = 1 End value = 52 Current value = 52

In use flag: Use to indicate if the batch reference sequence parameters are in use or not

The following fields apply to only the top batch reference level

Number of record per batch: Number of extracted record for each batch reference

New batch on change of supplier: If set this will cause a new batch to be started on change of supplier even if the maximum number of records in the batch has not been reached.

278.9.3 Order receipts export system parameters

Order receipts export system parameters: This will allow access to the export system level parameters.

🧏 Export receipt de	tails system parame	ters		×
Run Id	Þ			
File path	c:\temp\			
File name prefix				
File name suffix				
<u>S</u> ave output file t	o server			
<u>M</u> andatory field t	esting required		ок	
<u>T</u> ax code			Cancel	
<u>C</u> reditor number			<u>H</u> elp	
				1

Enter the required details and click OK.

File names will include a file type mnemonic along with the acquisitions meta-institution to ensure uniqueness of output file names regardless of prefix, path and suffix.

Mnemonic	File type
PO	Orders
RC	Receipts
CN	Cancellations

Filename format

path prefix mnemonic meta-institution runid suffix

Example

/data/geac/prefixRCH09123.txt

Where

path	/data/geac
prefix	prefix
RC	mnemonic for receipts
H09	meta institution
.txt	suffix

The log file output will use the same file name construction except that the word "log" will appear after the runid element of the filename.

Example

/data/geac/prefixRCH09123.txt

export file name

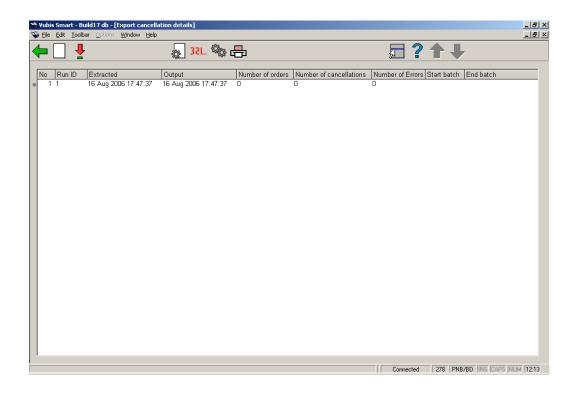
/data/geac/prefixRCH09123log.txt

log file name

278.10 Export cancellations

Use this option to export details of cancelled orders from the Acquisitions module.

After choosing this option you are presented with an overview screen that may contain previous runs:



The system will only display the last 200 runs.

Options on the screen

Run a new export: This will start a new export run. Individual order header numbers, budgets or suppliers may be entered to restrict selection of records. Orders found to include any of the excluded budgets will be excluded. After this the system will switch to the standard form for scheduling processes (online, batch or memory).

View details of the export: Select a previous run and then this option to view the details. See section 278.10.1.

Format parameters: Select this option to view the format parameters. See section 278.10.2.

Recreate export file: Select a previous run and then this option to recreate output files for a previous run.

Order cancellations export system parameters: This will allow access to the export system level parameters. See section 278.10.3.

Print export report: Select a previous run and then this option to print a report. The system will switch to the standard form for generating output.

278.10.1 Details of the export

View details of the export: Select a previous run and then this option to view the details.

• 🗜		L C			₽?	↑↓	
Run ID: 3 Extracted: 05 Sep 20 Output: 05 Sep 2006 Number of orders with Number of orders with Number of errors: 0 Number of cancelled Excluded budgets: Excluded budgets:	12:25:13 hout errors: 3 h errors: 0						
o Order number	Currency	Total amount	Supplier code	Supplier name	Error	Batch	
1.1	FL	90	INDEX	INDEX International Booksellers		- Laten	
2.2	FL	80	INDEX	INDEX International Booksellers			100
3 9600015	EUR	0	HEI	Heinen			
3 9600015 4 9600021	EUR EUR	53	HEI VUGA	Heinen Elsevier Information			
3 9600015 4 9600021 5 9600024	EUR EUR CDN	53 120	HEI VUGA VAM	Heinen Elsevier Information NV ∀AM			
3 9600015 4 9600021 5 9600024 6 9600027	EUR EUR CDN EUR	53 120 54.5	HEI VUGA	Heinen Elsevier Information			
3 9600015 4 9600021 5 9600024 6 9600027 7 9600030	EUR EUR CDN EUR EUR	53 120 54.5 25.95	HEI VUGA VAM VAM	Heinen Elsewier Information NV VAM NV VAM Boekhandel Het Hooghuis			
3 9600015 4 9600021 5 9600024 6 9600027 7 9600030 8 9600032	EUR EUR CDN EUR EUR EUR	53 120 54.5 25.95 10	HEI VUGA VAM VAM STAN	Heinen Elsevier Information NV VAM NV VAM Boekhandel Het Hooghuis Standaard Uitgeverij			
3 9600015 4 9600021 5 9600024 6 9600027 7 9600030 8 9600032 9 9600034	EUR EUR CDN EUR EUR EUR EUR	53 120 54.5 25.95 10 5	HEI VUGA VAM VAM STAN SCDLO	Heinen Elsevier Information NV VAM NV VAM Boekhandel Het Hooghuis Standaard Uitgeverij Staring Centrum @ Instituut voor O			
3 9600015 4 9600021 5 9600024 6 9600027 7 9600030 8 9600032 9 9600032 9 9600034 10 9600037	EUR EUR CDN EUR EUR EUR EUR EUR	53 120 54.5 25.95 10 5 10	HEI VUGA VAM VAM STAN SCDLO LI	Heinen Elsevier Information NV VAM NV VAM Soekhandel Het Hooghuis Standaard Uitgeverij Staring Centrum @ Instituut voor O Librairie des musées ^e			
3 9600015 4 9600021 5 9600024 6 9600027 7 9600030 8 9600032 9 9600034 10 9600037 11 9600052	EUR EUR CDN EUR EUR EUR EUR EUR	53 120 54.5 25.95 10 5 10 20.3	HEI VUGA VAM STAN SCDLO LI STAN	Heinen Elsevier Information NV VAM NV VAM Boekhandel Het Hooghuis Standaard Utgeverij Staring Centrum @ Instituut voor O Librainie des musées ⁴ Standaard Utgeverij			
3 9600015 4 9600021 5 9600024 6 9600027 7 9600030 8 9600032 9 9600034 10 9600037 11 9600052 12 9600053	EUR EUR CDN EUR EUR EUR EUR EUR EUR EUR	53 120 54.5 25.95 10 5 10 20.3 31	HEI VUGA VAM VAM STAN SCDLO LI	Heinen Elsevier Information NV VAM Doekhandel Het Hooghuis Standaard Uitgeverij Staring Centrum @ Instituut voor O Libraitie des musées* Standaard Uitgeverij NV VAM			
3 9600015 4 9600021 5 9600024 6 9600027 7 9600030 8 9600032 9 9600034 10 9600037 11 9600052 12 9600053 13 79982002	EUR EUR CDN EUR EUR EUR EUR EUR EUR EUR	53 120 54.5 25.95 10 5 10 20.3 31 20	HEI VUGA VAM STAN SCDLO LI STAN VAM	Heinen Elsevier Information NV VAM Soekhandel Het Hooghuis Standaard Uitgeverij Staring Centrum @ Instituut voor O Librairie des musées ⁴ Standaard Uitgeverij NV VAM Loomans, M.			
3 9600015 4 9600021 5 9600024 6 9600027 7 9600030 8 9600032 9 9600033 10 9600037 11 9600052 12 9600053 13 79982002 14 200100005	EUR EUR CDN EUR EUR EUR EUR EUR EUR EUR FL	53 120 54.5 25.95 10 5 10 20.3 31 20 22.5	HEI VUGA VAM VAM STAN SCDLO LI STAN VAM	Heinen Elsevier Information NV VAM NV VAM Boekhandel Het Hooghuis Standaard Utgeverij Staring Centrum @ Instituut voor O Libraine des musées ⁴ Standaard Utgeverij NV VAM Loomans, M. INDEX International Booksellers			
3 9600015 4 9600021 5 9600024 6 9600024 6 9600030 8 9600030 8 9600030 10 9600037 11 9600052 12 9600053 13 79982002 14 200100005 15 200100007	EUR EUR CDN EUR EUR EUR EUR EUR EUR EUR FL	53 120 54.5 25.95 10 5 20.3 31 20 31 22.5 339.5	HEI VUGA VAM STAN SCDLO LI STAN VAM INDEX WTB	Heinen Elsevier Information NV VAM Doekhandel Het Hooghuis Standaard Uitgeverij Staring Centrum @ Instituut voor O Librarine des musées ⁴ Standaard Uitgeverij NV VAM Loomans, M. INDEX International Booksellers Waltman technische boekhandel			
3 9600015 4 9600024 5 9600024 6 9600027 7 9600030 8 9600032 9 9600032 9 9600032 10 9600052 11 9600052 12 9600053 13 79982002 14 200100005 15 200100007 16 200100008	EUR EUR CDN EUR EUR EUR EUR EUR EUR FL FL FL	53 120 54.5 25.95 10 20.3 31 20 22.5 339.5 199.75	HEI VUGA VAM STAN SCDLO U STAN VAM INDEX WTB HEI	Heinen Elsevier Information NV VAM Boekhandel Het Hooghuis Standaard Uitgeverij Staring Centrum @ Instituut voor O Librairie des musées ⁴ Standaard Uitgeverij NV VAM Loomans, M. INDEX International Booksellers Waltman technische boekhandel Heinen			
3 9600015 4 9600021 5 9600024 6 9600024 9 9600030 8 9600030 9 9600034 10 9600037 11 9600052 12 9600053 13 79962002 14 200100005 15 200100007 16 200100008 17 200100009	EUR EUR CDN EUR EUR EUR EUR EUR EUR FL FL FL FL	53 120 54.5 25.95 10 20.3 31 20 22.5 339.5 199.75 143.8	HEI VUGA VAM STAN SCDLO LI STAN VAM INDEX WTB HEI	Heinen Elsevier Information NV VAM Doekhandel Het Hooghuis Standaard Uitgeverij Staring Centrum @ Instituut voor O Librarine des musées* Standaard Uitgeverij NV VAM Loomans, M INDEX International Booksellers Waltman technische boekhandel Heinen			
3 9600015 4 9600021 5 9600024 6 9600027 7 9600030 8 9600030 9 9600030 10 9600037 11 9600052 12 9600053 13 79982002 14 200100005 15 200100007 16 200100009 17 200100009 18 200100011	EUR EUR CDN EUR EUR EUR EUR EUR EUR FL FL FL FL FL	53 120 54.5 25.95 10 20.3 31 20.3 339.5 199.75 143.8 90	HEI VUGA VAM STAN SCDLO LI STAN VAM HEI HEI HEI HEI	Heinen Elsevier Information NV VAM DVV VAM Boekhandel Het Hooghuis Standaard Uitgeverij Staring Centrum @ Instituut voor O Librairie des musées ⁴ Standaard Uitgeverij NV VAM Loomans, M. INDEX International Booksellers Waltman technische boekhandel Heinen Heinen			
3 9600015 4 9600021 5 9600024 6 9600024 6 9600030 8 9600030 9 9600034 10 9600037 11 9600052 12 9600053 13 79962002 14 200100005 15 200100007 16 200100008 17 200100009	EUR EUR CDN EUR EUR EUR EUR EUR EUR FL FL FL FL	53 120 54.5 25.95 10 20.3 31 20 22.5 339.5 199.75 143.8	HEI VUGA VAM STAN SCDLO LI STAN VAM INDEX WTB HEI	Heinen Elsevier Information NV VAM Doekhandel Het Hooghuis Standaard Uitgeverij Staring Centrum @ Instituut voor O Librarine des musées* Standaard Uitgeverij NV VAM Loomans, M INDEX International Booksellers Waltman technische boekhandel Heinen			

Options on the screen

Order cancellation details: Select an order and then this option to view the details. This will take you to an AFO 211 screen.

Remove and block order: Select an order and the this option to remove and block the selected cancelled orders.

Print export report: Select an invoice and then this option to print the details. The system will switch to the standard form for generating output.

278.10.2 Format parameters

Format parameters: Select this option to view the format parameters.

		uild17 db - [Export cancellat	ion details parameters]				_ 8 ×
💊 Eile		oar Options <u>W</u> indow <u>H</u> elp					_ 8 ×
		,	💩 🔳		॑	+ +	
_							
No	Format	Description		Active			
• 1	SAP	SAP interface		Active			
					Connected	278 PNB/BD INS CAP	5 JNUM J12:23

This screen shows the defined formats and also which of them is active. Only one format at a time can be active.

Options on the screen

Activate format: Select a format and then this option to activate it.

Batch reference parameters: Select a format and then this option to enter/update the format parameters. See section 278.10.2.1.

Batch reference sequence test: This will produce a test sequence of batch numbers.

278.10.2.1 Batch reference parameters

Batch reference parameters: Select a format and then this option to enter/update the format parameters.

K Batch reference parameters		×
Prefix		
Sequence type		
O <u>A</u> lphanumeric		
Start value		
End value		
Current value		
<u>I</u> n use		
Sequence type		
C <u>A</u> lphanumeric		
Start value		
Current value		
<u>I</u> n use		
Suffix		
Number of records per batch		ОК
<u>N</u> ew batch on change of suppl	lier 🗖	Cancel
□ <u>S</u> ave settings		<u>H</u> elp

Fields on the screen

Prefix: Fixed value used as part of each batch number

Sequence type: Must be either numeric or alphanumeric.

- Alphanumeric sequences may consist of letters A-Z and numbers 0-9
- Numeric sequences must contain only numbers 0-9

Start value: Starting value for the batch reference sequence.

End value: Maximum value of batch reference sequence reached before the process resets the sequence back to the starting value.

Current value: This is the current value of the batch reference sequence. It would normally be set to the end value at time of installation so that the first run would use the start value as the batch reference and would change each time an export run takes place. A user may wish to preset or reset the value once several runs have taken place but probably not. Most likely time for a reset is at year end when they may want to start a fiscal year with batch numbers starting at 1 say.

Example Start value = 1 End value = 52 Current value = 52

In use flag: Use to indicate if the batch reference sequence parameters are in use or not

The following fields apply to only the top batch reference level

Number of record per batch: Number of extracted record for each batch reference

New batch on change of supplier: If set this will cause a new batch to be started on change of supplier even if the maximum number of records in the batch has not been reached.

278.10.3 Order cancellations export system parameters

Order cancellations export system parameters: This will allow access to the export system level parameters.

🧏 Export cancellati	on details system paramete	ers		×
Run Id	2			
File path	c:\temp\			
File name prefix				
File name suffix				
<u>S</u> ave output file to) server			
<u>M</u> andatory field to	esting required		ОК	
 Tax code			Cancel	
<u>C</u> reditor number			<u>H</u> elp	
			E	

Enter the required details and click **OK**.

File names will include a file type mnemonic along with the acquisitions meta-institution to ensure uniqueness of output file names regardless of prefix, path and suffix.

Mnemonic	File type
PO	Orders
RC	Receipts
CN	Cancellations

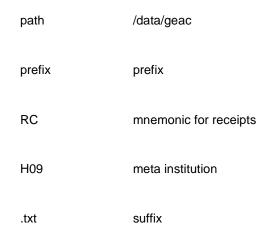
Filename format

path prefix mnemonic meta-institution runid suffix

Example

/data/geac/prefixRCH09123.txt

Where



The log file output will use the same file name construction except that the word "log" will appear after the runid element of the filename.

Example

/data/geac/prefixRCH09123.txt

export file name

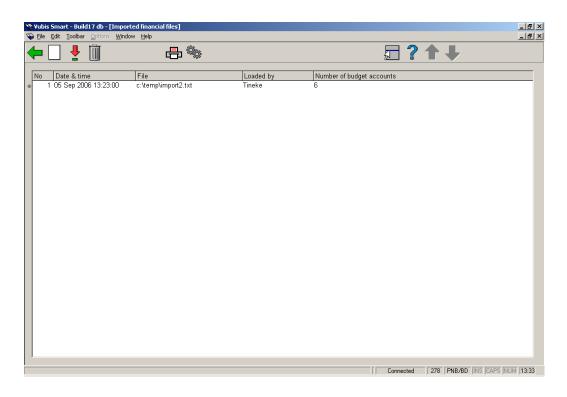
/data/geac/prefixRCH09123log.txt

log file name

278.11 Import financial budget details

This option will allow the user to "load" a file containing the snapshot budget figures taken from the finance office system. This data will not be validated during the loading process. The file name and date of loading will also be stored along with the budget accounting figures.

After choosing this option you are presented with an overview screen that may contain previous imports:



Options on the screen

Run a new import: This will start a new import run. See section 278.11.1.

View imported file details: Select a previous run and then this option to view the details. See section 278.11.2.

Delete imported file: Select a file and then this option to delete it. The system will ask for confirmation.

Print imported file report: Select an imported file and then this option to print a report. The system will switch to the standard form for generating output.

Import system parameters: This will allow access to the export system level parameters. See section 278.11.3.

278.11.1 Run a new import

Run a new import: This will start a new import run. The following input form is displayed:

K Importing	file		×
File name			
		ОК	
		Cancel	
		<u>H</u> elp	
)) () () () () () () () () () () () () ()	3 //

Enter the file name (excluding the path) that requires loading. The system defaults to C:\temp for the correct file, but you can change this with the parameters option.

The data loaded from the in-coming file will not be validated as such. Each in-coming record will be validated to ensure that each record has the correct number of fields and that the amount fields contain only numeric characters.

If the filename entered can not be found the following message will be displayed.

Yubis Smart	
i	[]
Problem opening import file	OK
C:\SAPImport\sdfsf	Cancel

Note

The budget codes in the imported file may match existing budget codes on the system, but do not have to. The imported budget details are not directly related to the budgets shown in AFO 243. There are no links between them. The import is purely for convenience as a way of displaying the financial system view of any funding that they are using. Normally the budget codes should "match".

278.11.1.1 Import file format

General information:

ASCII

- tab delimited fields
- <CR> at end of each record
- price: decimal notation is a "dot"
- date notation: yyyymmdd

Record layout

Field name	Туре	Description
Code	Alphanumeric	Fund account budget code
Name	Alphanumeric	Fund account name
Allocation	Monetary	Total fund allocation
Commitment	Monetary	Current total outstanding orders committed amount
Expenditure	Monetary	Current total received orders spent amount
Extract Date	Date	Extraction date for these figures
Notes	Alphanumeric	Free format note field

Note

The login user name and system date will be loaded in addition to the actual data fields taken from the file.



All loaded fiscal data files will be available for display by selecting the icon the permanent files management budgets screen (accessed via AFO 243)

8	9	File	Edit Toolbar 🤇	Options	Window	Help	Debug											
<	¢		🗌 🗜 [-		HF0	€	M		May 1							4
		No	Budget	N	Wording					Acct			Commit		Selections	1	Balance	
	E.	1	222	С	reated ag	ain					50	00.00		0.00	0.0	0	5000.00	
	L	2	2800.6	E	3DK boeke	en					33	308.73	44	23.74	0.0	0 -	-1115.01	
	L	3	862100.56102	J	lournals N							7.00		2.00	0.0	0	5.00	
	L	4	862100.56103	E	Books N							0.00		0.00	0.0	0	0.00	
	L	5	16/22	te	estpatch							164.36		53.43	0.0	0	110.93	
	L	6	AA	b	oudget pou	ır l'ann	iée					279.50		45.00	0.0	0	234.50	
		7	ADVBUD	Д	ADV Budg	et for l	books					0.00		0.00	0.0	0	0.00	
		8	AFSTO	A	Adult Fictio	on Sto	ck				100	00.00		38.95	0.0	0	9961.05	

All previously loaded files will be shown on a grid screen. Page up and down options will be available along with a delete file option to remove older redundant details.

278.11.2 View imported file details

View imported file details: Select a previous run and then this option to view the details.

	<mark>is Smart - Build17 db - [Imported financi</mark> ∋ <u>E</u> dit Ioolbar Options <u>W</u> indow <u>H</u> elp	ial details]						_ 8 _ 8
	e e					"	? 🕇 🖡	
No	Budget Wording	Allocation	Commitment	Expenditure	Balance	Extract date	Notes	
	1 34501/452002 SAP fund 1 2 34501/452002 SAP fund 2 3 34504/452002 SAP fund 3	27500 17500 6790	1999.25 1300.75 1000	61500.12 7500.12 2300	-35999.37 8699.13 3490	15 May 2006 15 May 2006 15 May 2006	new fund from May 2006	
	4 34504/452002 SAP fund 5 5 34505/452002 SAP fund 4 5 34505/452002 SAP fund 5	7500 12000	1300.75 3520.89	2500 2500.12 1270.89	3699.13 7208.22		nothing special to say	
	6 34505/452002 SAP fund 6	10100	7300.75	8537.12	-5737.87	15 May 2006		
						Conne	ected 278 PNB/BD INS CAP	PS NUM 13:34

From this screen you can print the imported file. The system will switch to the standard form for generating output. This will result in the same a report as choosing the option **Print imported file report** on the overview screen.

278.11.3 Import system parameters

Import system parameters: This will allow access to the export system level parameters. The following input form will be displayed:

🧏 Import file paramete	rs system parameters	×
Number of files loade	2	
		ОК
Server import file loca	tion	Cancel
File path	c:\temp\	<u>H</u> elp

Here you can specify the path name for the files to be imported.

Document control - Change History

Version	Date	Change description	Author		
1.0	unknown	creation			
2.0	August 2006	updates for release 2.4.1 build 17			