# 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 V-smart to an external financial system. At the moment export in SAP (or FDI for invoices) format is possible.
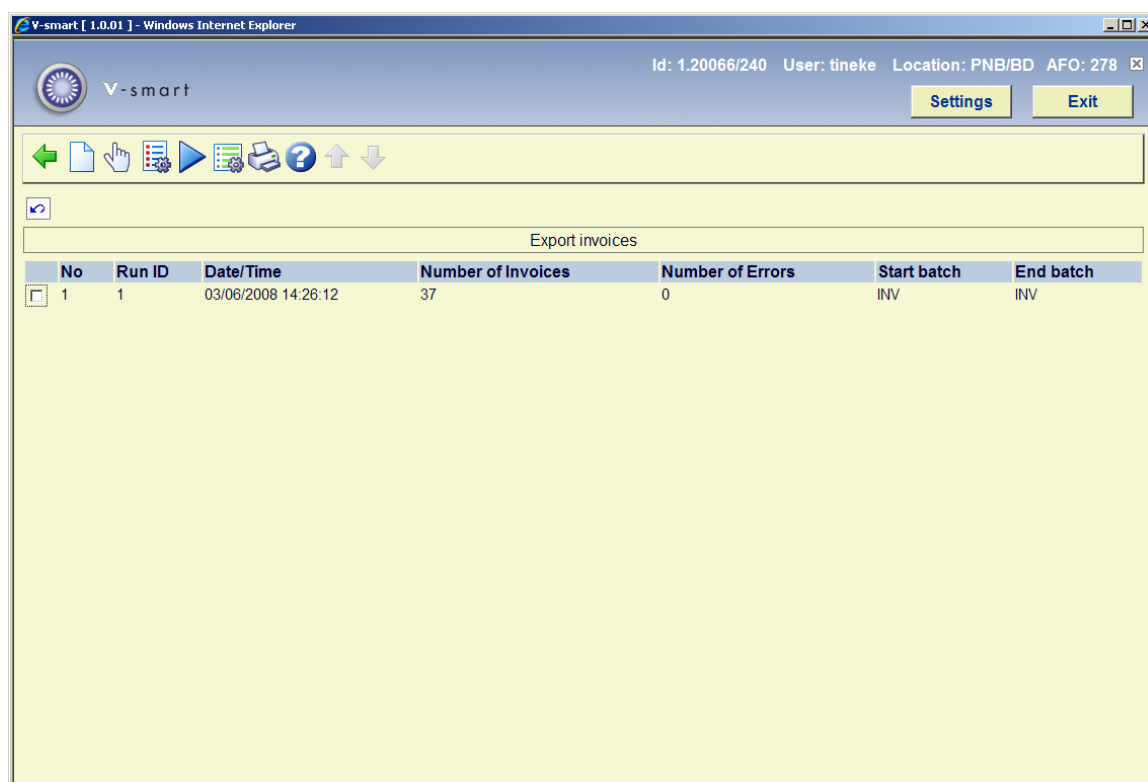
### Licence information

Note that the options **Export invoices**, **Export orders**, **Export receipts**, **Export cancellations** and **Import financial budget details** are not a standard part of the V-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 V-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:



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.
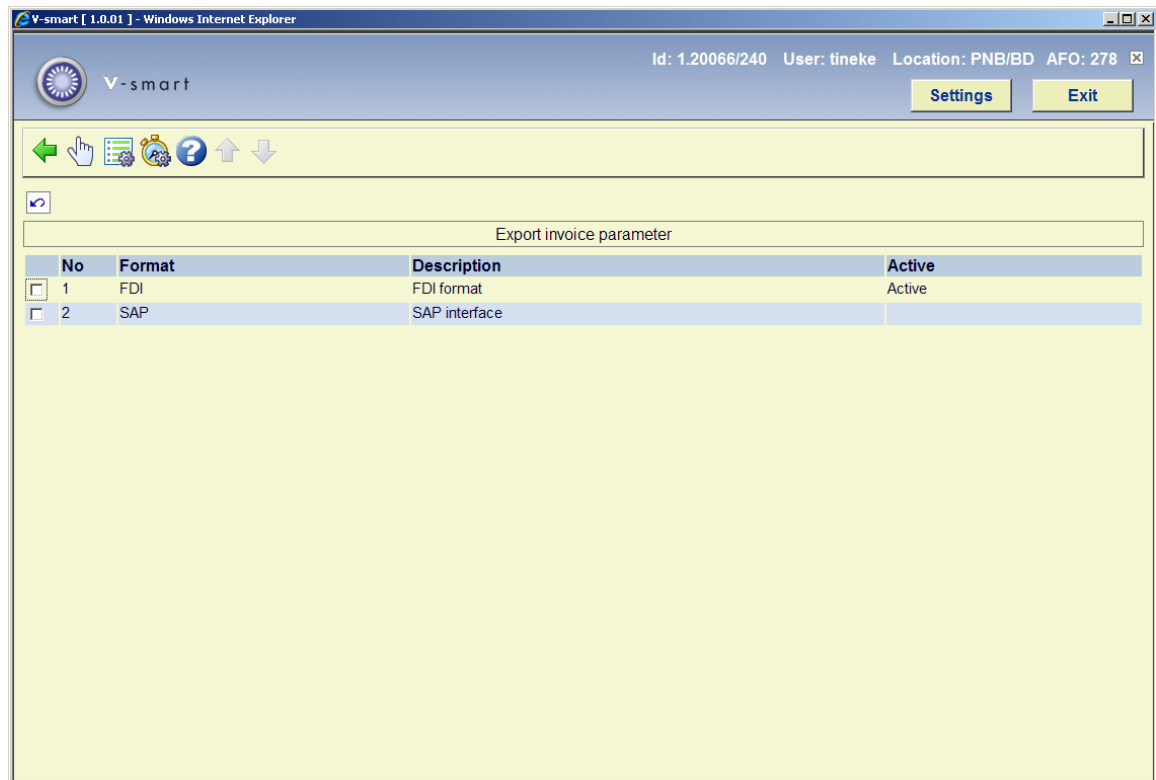


**Options on the screen**

**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.

**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.

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.
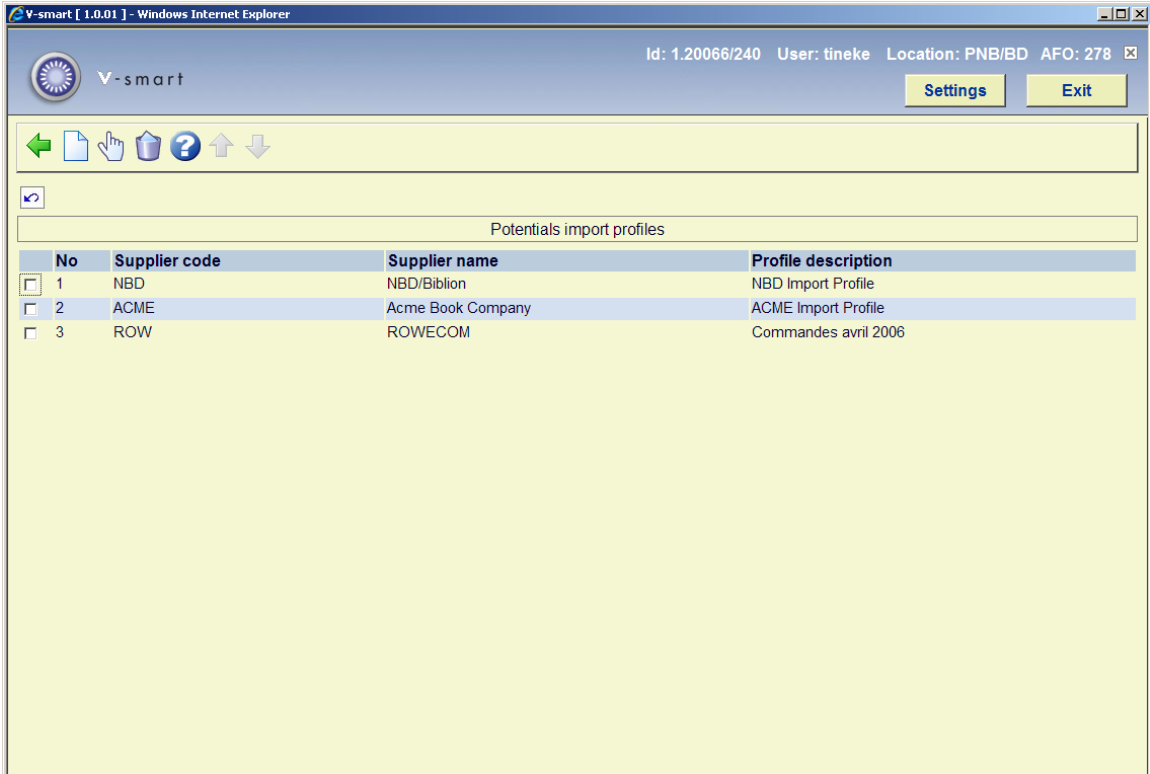
## 278.3.1 General workflow

- 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.

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:

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
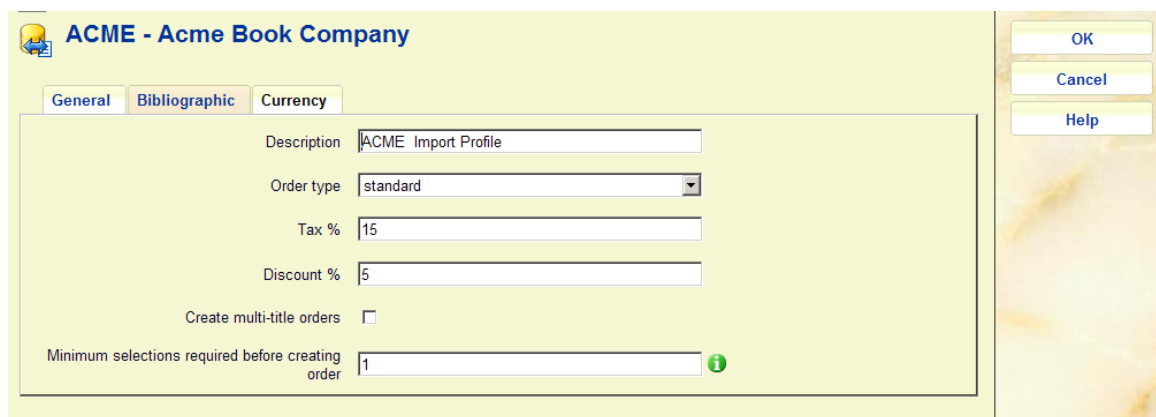


### Fields on the screen

**Description**: Enter a free text description of the profile.

**Order type**: Select a valid order type from the dropdown list. This is the order type that will be assigned to all titles ordered from this supplier. Only approval and standard order types are valid.

**Tax %**: A default tax percentage that will be applied to all titles ordered from this supplier. It can be changed in the header of a file or the header of an individual order.

**Discount**: A default discount percentage that will be applied to all titles ordered from this supplier. It can be changed in theheader of a file or the header of an individual order.

**Create multi-order orders**: If this parameter is ON for a potentials file, the system will create one multi-title order for each supplier found in the titles in the potentials file.

Example when parameter is ON:

```
Now turning selections into orders.

201000121/0001 - Dieren in het wild  / [vert. uit het Eng -  - BD(1) ;
201000121/0002 - Vlieg je mee?  / Isabel van Duijne [ill. - 9044802348 - BD(1) ;
201000121/0003 - De hongerige leeuw  / tekst: Kathryn Jac - 9054447346 - BD(1) ;
201000121/0004 - Supervrolijk kiekeboeboek met leuke dier - 9044706195 - BD(1) ;
Potentials selections into orders load finished
```

Example when parameter is OFF:

```
Now turning selections into orders.

201000116/0001 - De kakelbonte kameleon  / Eric Carle   ; - 9025730493 - BD(1) ;
201000117/0001 - Wie ben jij?  / [geschreven door Jane Wo - 9059202767 - BD(1) ;
201000118/0001 - Waar ben jij?  / [geschreven door Jane W - 9059202775 - BD(1) ;
201000119/0001 - Waar woon jij?  / [geschreven door Jane  - 9059202783 - BD(1) ;
201000120/0001 - Dierenbaby's in de kou  / [auteur: Jenni - 9071206386 - BD(1) ;
Potentials selections into orders load finished
```

**Minimum selections required before creating orders**: enter the minimum number of selections that a *title* must have before the title will be ordered. Imported potentials files will be set to this value.
The header information for each potential file contains this information. These parameter can be changed for each file using the Update header option.

## Tab Bibliographic



### 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.

**Copy profile selections to orders**: when the titles are turned into orders in a different database after the selection procedure, it is possible that the bibliographic formats of the two files differ. With the aid of this copy profile you can specify that an intermediate conversion is necessary (i.e. from background database format to production database format.

**Use external order number for sorting selections**: when viewing the potentials in AFO 217 is can be useful to sort them by external order number, e.g. to match a printed list accompanying them. When this option is checked there will be an extra column at the left of the AFO 217 screen.

**NBD: Only load potential titles when order weeknumber matches file weeknumber**: this option is only relevant for Dutch (public) libraries.

## Tab Currency



If the supplier's incoming records contain currency information, define the mapping between the supplier's codes and the codes in your V-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:
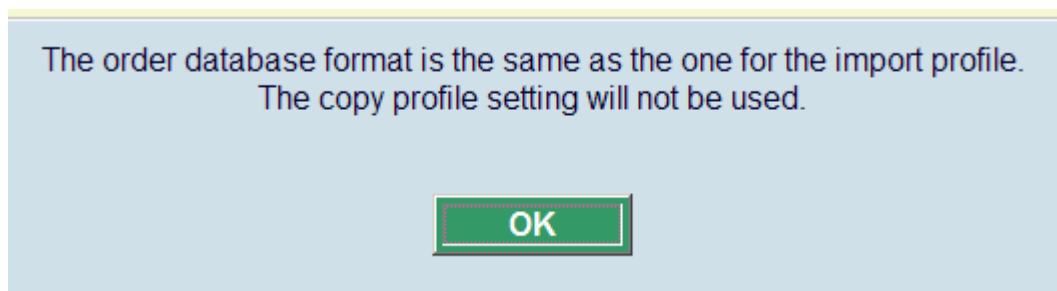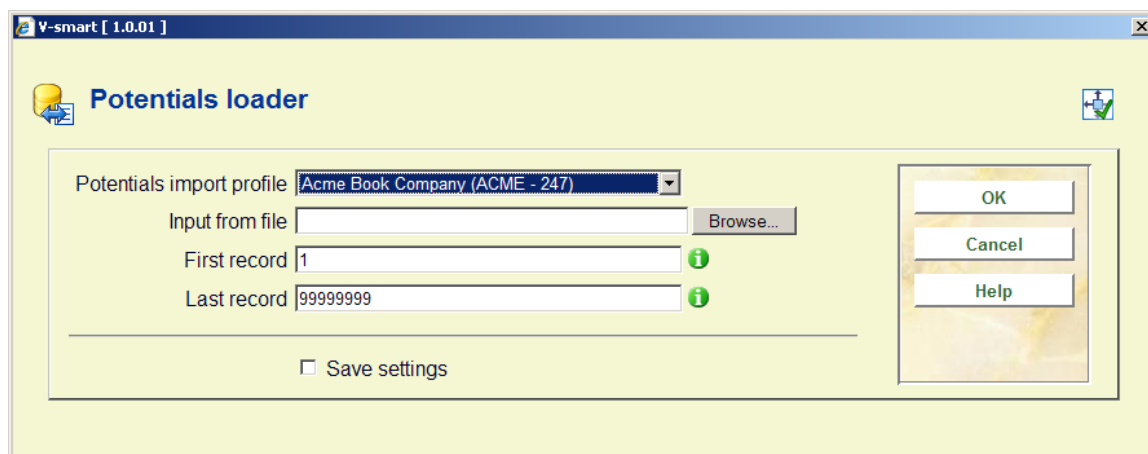


In the example above this is not necessary. There are two more possibilities:

- 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:



**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 a message to that effect.

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, you will see a progress monitor, with the number of records already processed. Then a message will appear that the load is finished.

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
bna_18/16 - Directory of international economic orga - 0878406336 (clo
bna_18/17 - Documenting psychotherapy : - 0803946910 (clo
bna_18/18 - Early Flemish painting / - 2879391202 :
bna_18/19 - Envisioning ecotopia : - 0275957845 (alk
bna_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 opt-out. 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 V-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 V-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:



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



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**
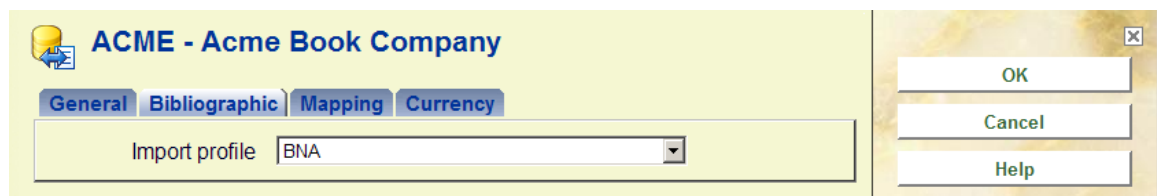


**Fields on the screen**

**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**

If the supplier's incoming records contain currency information, define the mapping between the supplier's codes and the codes in your V-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 Mapping for standing orders
This option controls the mapping between data supplied in standing order files and your corresponding subscriptions. First you are pormpted for a supplier for whom to create the mapping. After this a summary screen with mapping tables appears:
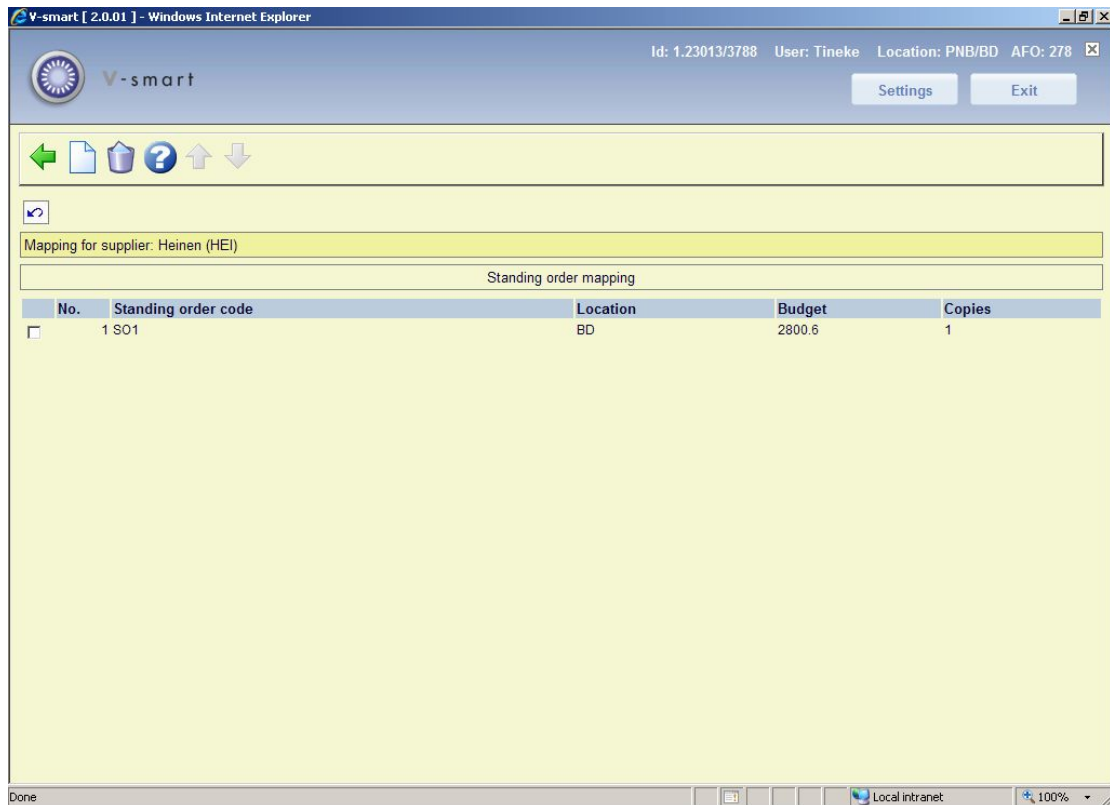
Select the option New code to add a new definition or double click on a code to update it. An input form appears:
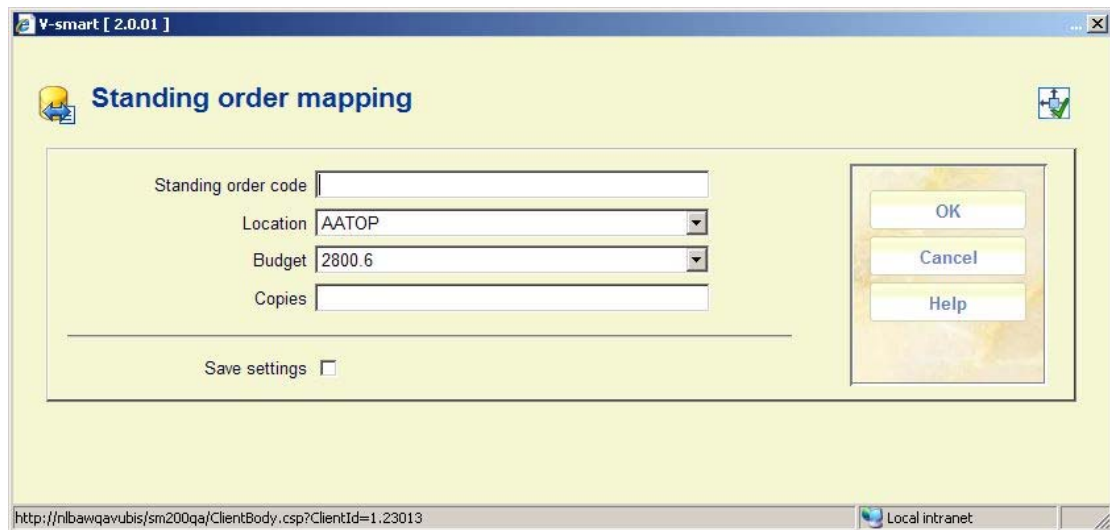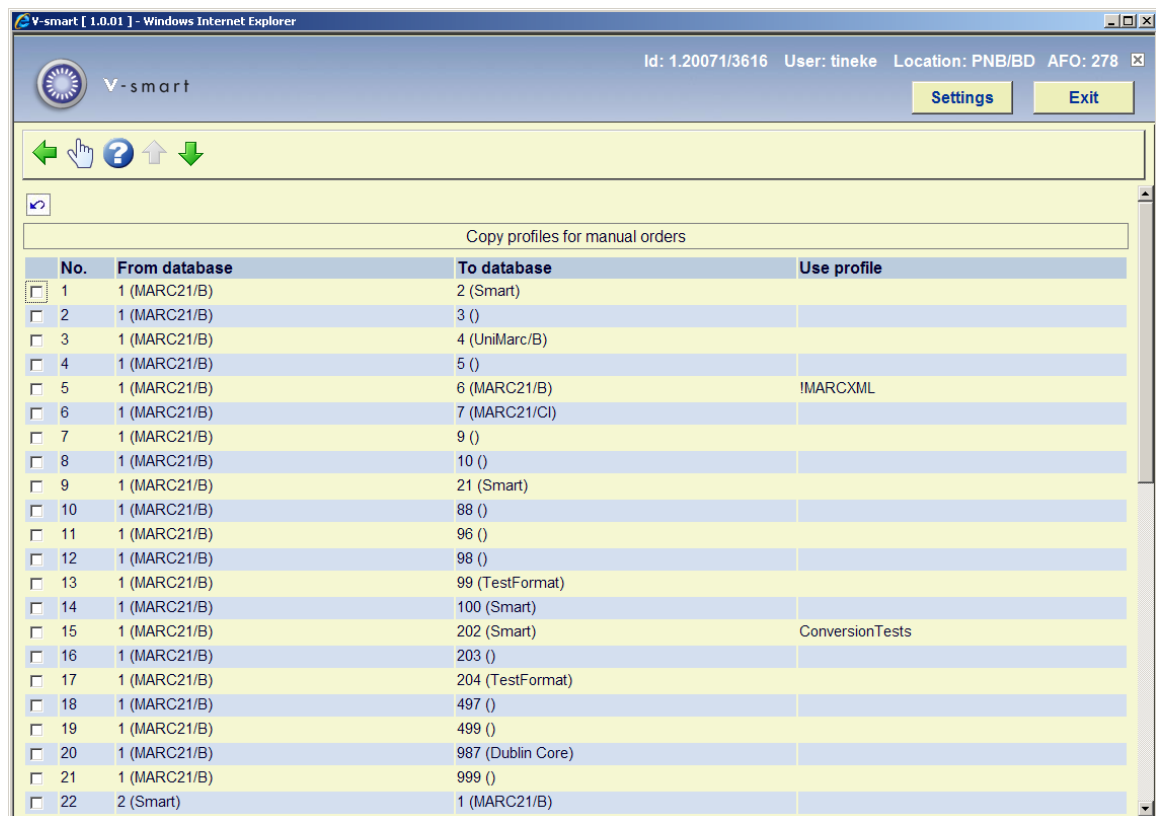


Enter a standing order code, a location for this subscription the corresponding budget and the number of copies to be received.

For each standing order code you can link multiple locations and budgets.

# 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:



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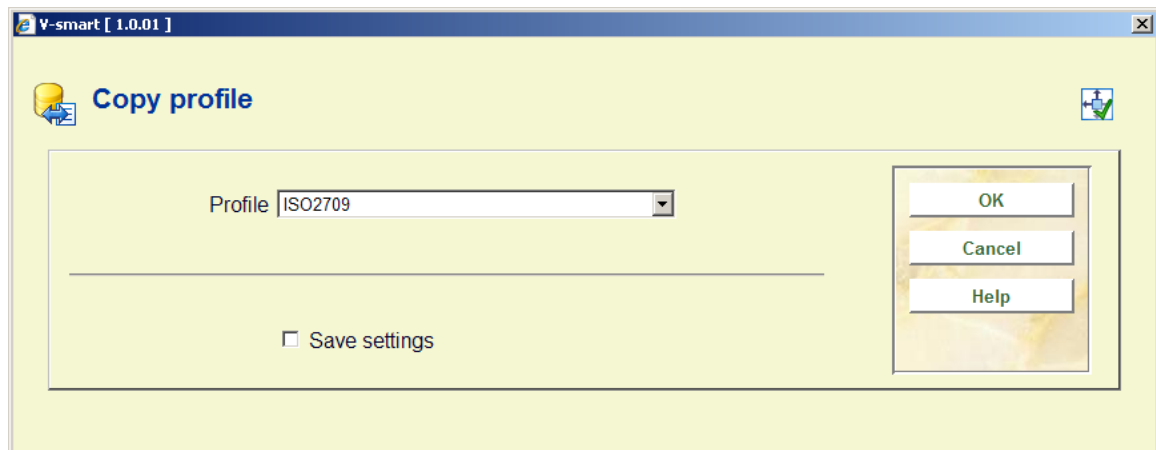
Select a profile form the dropdown list that will be used for copying.  This profile will now show in the **Use profile** column:
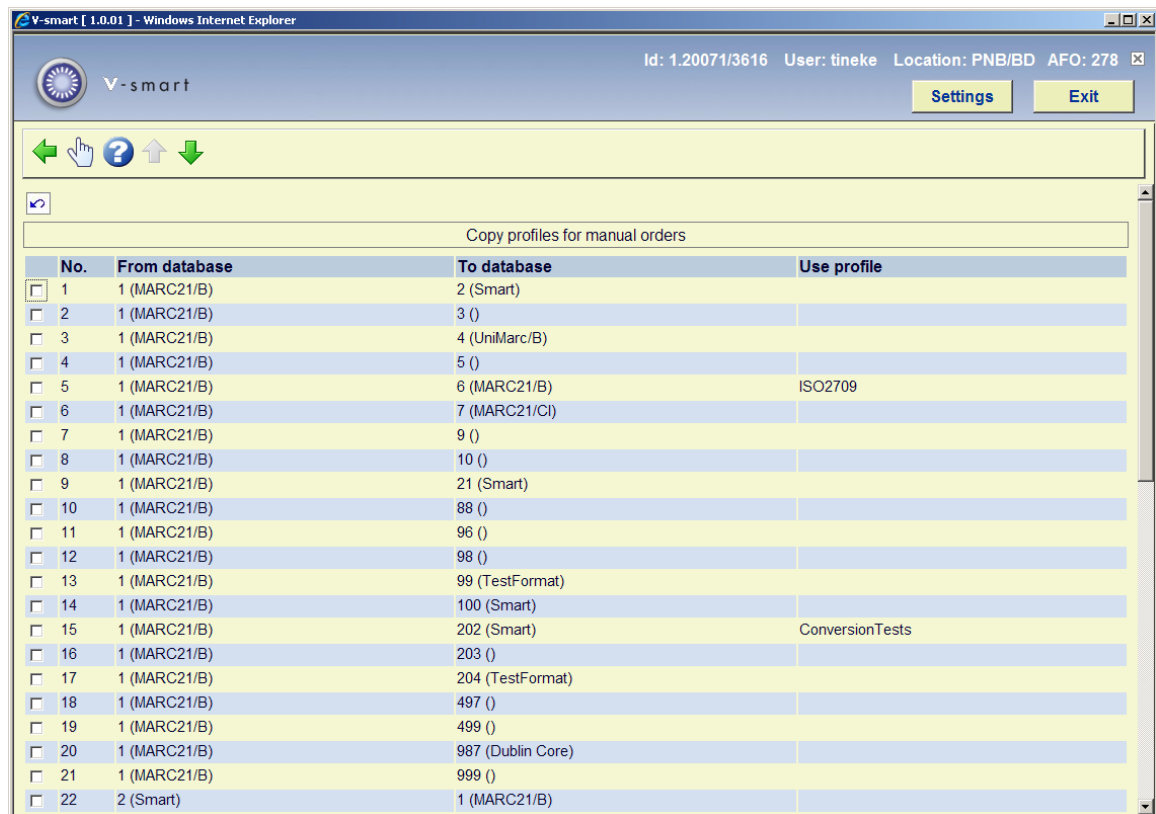


# 278.8 Import standing orders

After choosing this option an input form will be displayed:

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

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.

Next a progress monitor will be displayed, listing the number of records being processed.

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 - Achter 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
```

# 278.9 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:

| No | Run ID | Extracted | Output | Number of orders | Number of Errors | Start batch | End batch |
|----|--------|-----------|--------|------------------|------------------|-------------|-----------|
| 1 | 6 | 06 Mar 2008 13:52:36 | 06 Mar 2008 14:03:57 | 0 | 0 | | |
| 2 | 5 | 06 Mar 2008 13:31:42 | 06 Mar 2008 14:21:02 | 25 | 0 | ORD | ORD |
| 3 | 4 | 11 Oct 2007 16:10:00 | 06 Mar 2008 14:16:19 | 1 | 0 | ORD | ORD |
| 4 | 3 | 11 Oct 2007 16:07:37 | 11 Oct 2007 16:07:37 | 0 | 0 | | |
| 5 | 2 | 11 Oct 2007 16:03:25 | 11 Oct 2007 16:03:25 | 0 | 0 | | |
| 6 | 1 | 11 Oct 2007 16:02:38 | 31 Mar 2008 11:49:59 | 628 | 1582 | ORD | ORD |

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.

**Order export Bib source**: Select this option to specify which bibliographic details must be included for the various elements. See section 278.9.2.
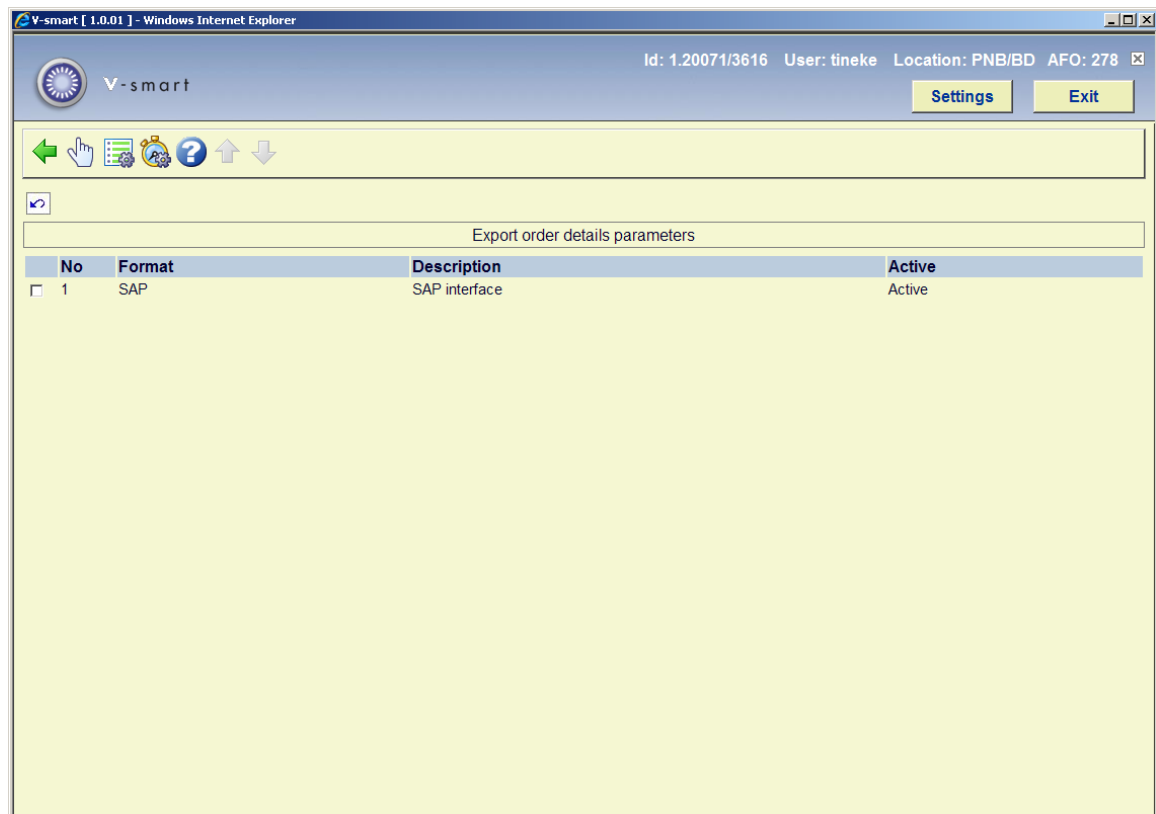
**Format parameters**: Select this option to view the format parameters. See section 278.9.3.

**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 278.9.4.

**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 278.9.5.

# 278.9.1 Details of the export

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



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.

# 278.9.2 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.

# 278.9.3 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 278.9.3.1.

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

# 278.9.3.1 Batch reference parameters

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

**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.

# 278.9.4 Order export system parameters

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



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 |

## 278.9.5 Show blocked orders

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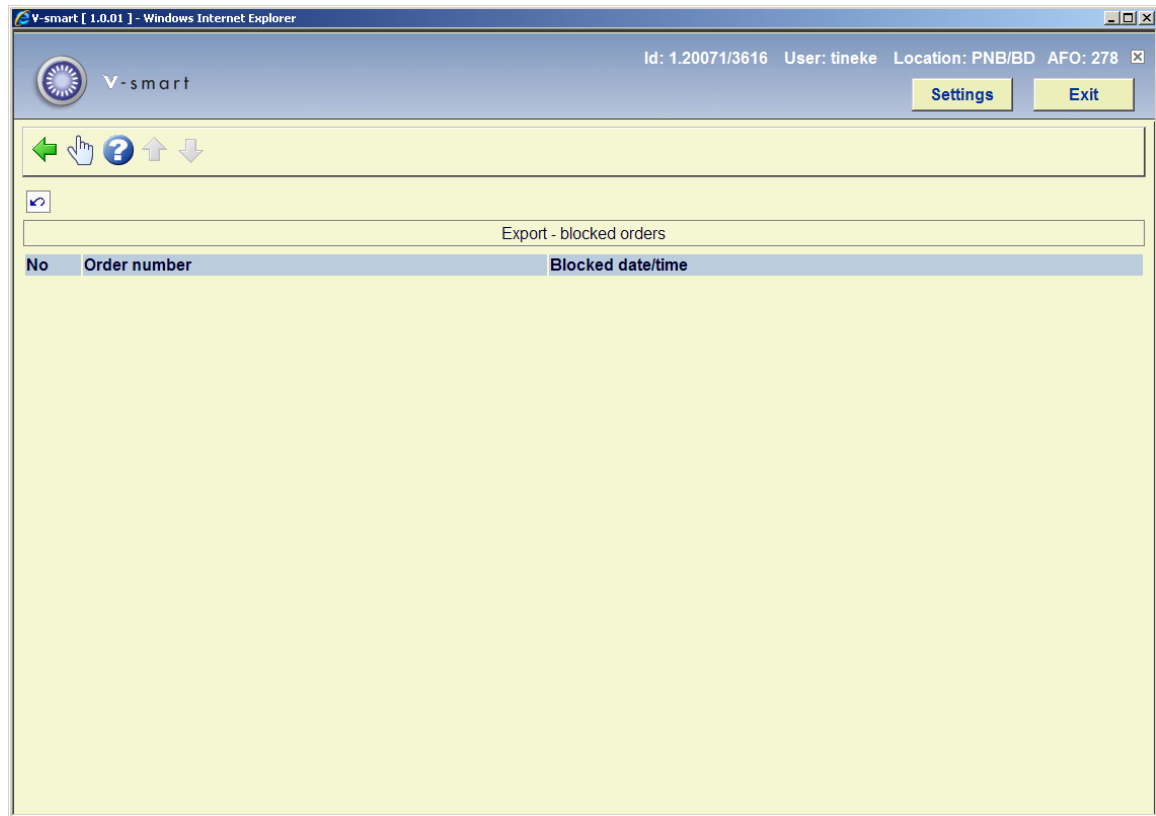


Select an order to view the details. This will take you to an AFO 211 screen.

# 278.10 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 278.10.1.

**Format parameters**: Select this option to view the format parameters. See section 278.10.2.
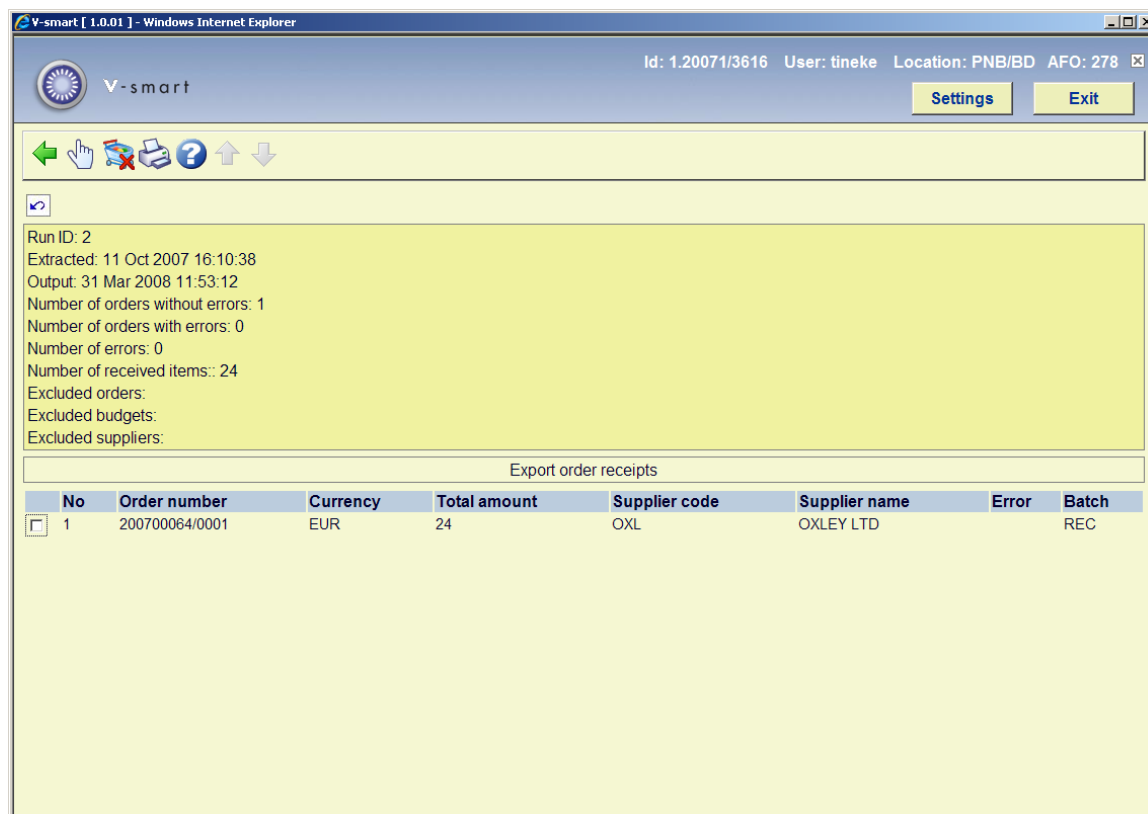
**Recreate export file**: Select a previous run and then this option to recreate output files for a previous run.

**Order receipts 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.



**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.

# 278.10.2 Format parameters
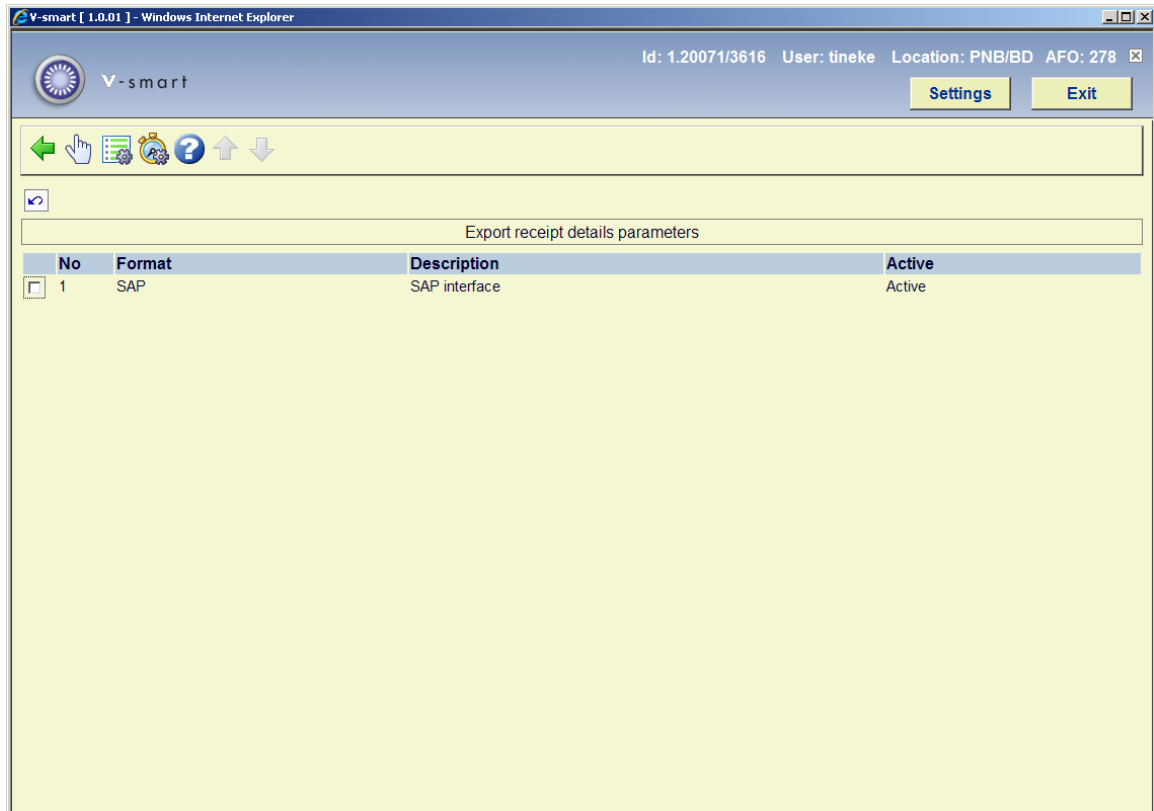
**Format parameters**: Select this option to view the format parameters.

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 278.10.2.1.

**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.

**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 receipts export system parameters

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



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 |

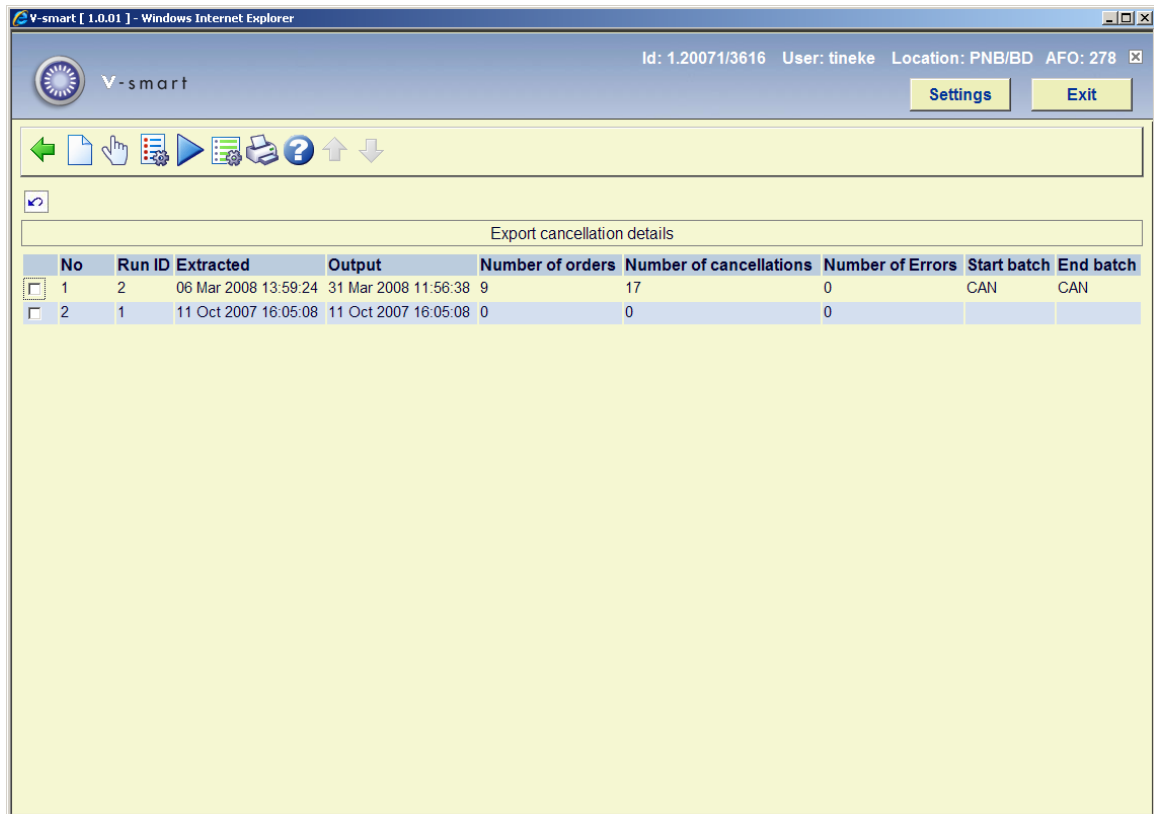The log file output will use the same file name construction except that the word "log" will appear after the runid element of the filename.

Example

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

# 278.11 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 278.11.1.

**Format parameters**: Select this option to view the format parameters. See section 278.11.2.

**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 278.11.3.

**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.

# 278.11.1 Details of the export

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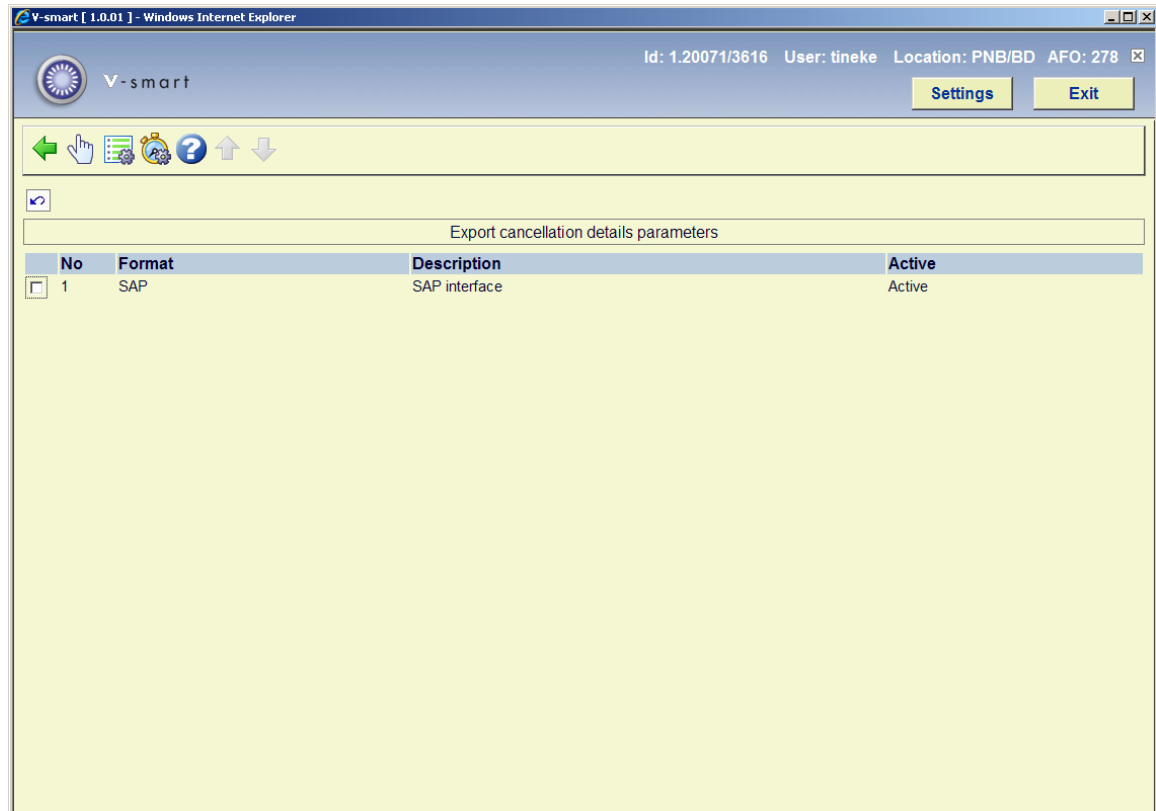


**Options on the screen**

**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.

# 278.11.2 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 278.11.2.1.

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

# 278.11.2.1 Batch reference parameters

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



**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.

# 278.11.3 Order cancellations export system parameters

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



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.
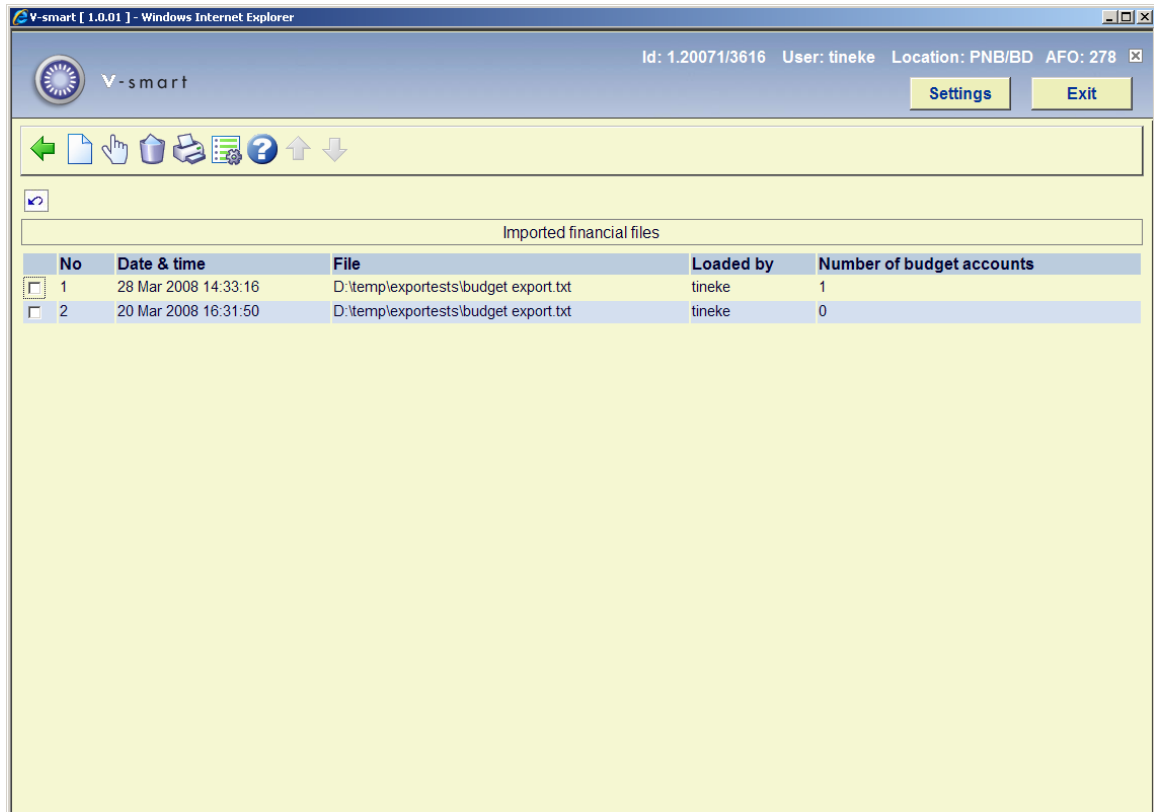
Example

| /data/geac/prefixRCH09123.txt | export file name |
|---|---|

| /data/geac/prefixRCH09123log.txt | log file name |
|---|---|

# 278.12 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 278.12.1.

**View imported file details**: Select a previous run and then this option to view the details. See section 278.12.2.

**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 278.12.3.

# 278.12.1 Run a new import

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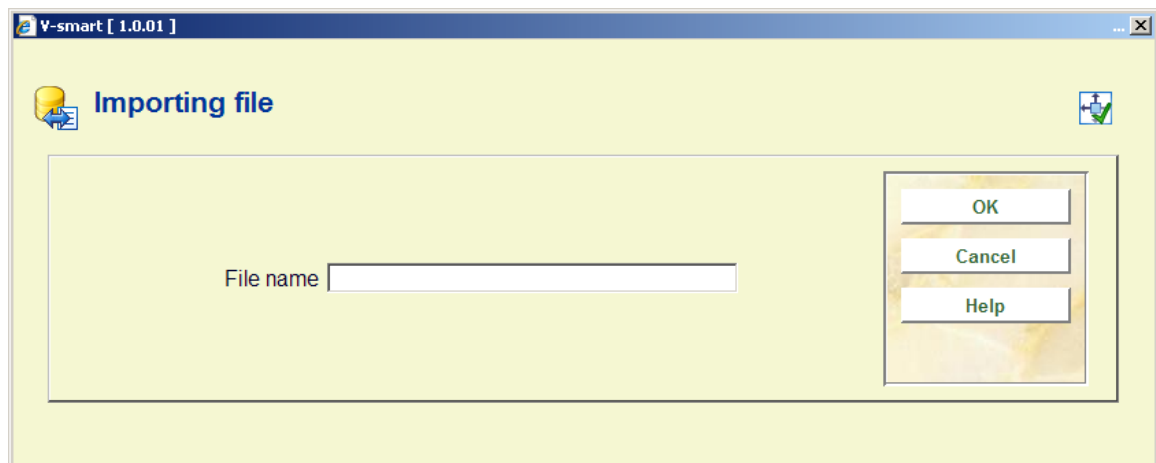


Enter the file name (excluding the path) that requires loading. The system defaults to C:\temp for the correct file, but you can change this with the parameters option.

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.
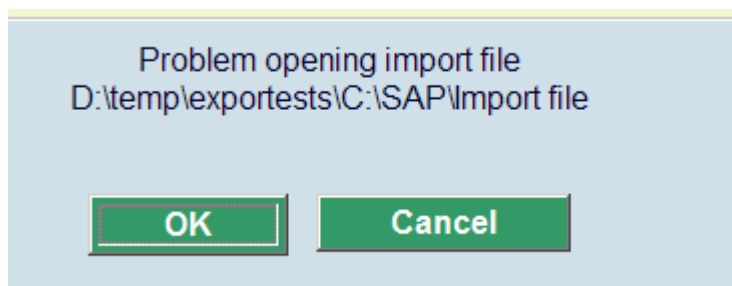


**Note**

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".

## 278.12.1.1 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 | Type | 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 the option **Load financial data** on the budget summary screen (in AFO 243).

# 278.12.2 View imported file details

**View imported file details**: Select a previous run and then this option to view the details.
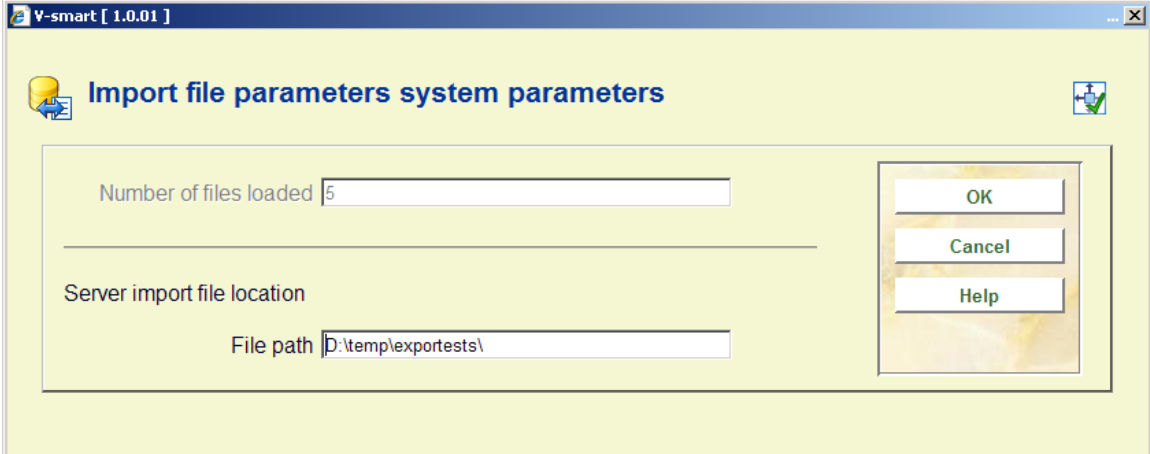
From this screen you can print the imported file. The system will switch to the standard form for generating output. This will result in the same a report as choosing the option **Print imported file report** on the overview screen.

## 278.12.3 Import system parameters

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



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

- **Document control - Change History**

| Version | Date | Change description | Author |
|---------|------|--------------------|--------|
| 1.0 | July 2008 | Creation | |
| 2.0 | May 2009 | added Mapping for standing orders; renumbered chapters<br>part of 2.0 updates | |
| 3.0 | March 2010 | New options for Multi-tile orders and Minimum selections, potentials processing<br>part of 2.0.06 updates | |