

The **Financial** EdgeTM

Import Guide

060612

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Importing records is the process in which you move data from other programs into *The Financial Edge*. Instead of opening an individual new or existing record and adding information, you record the information in an import file and use Import **records** to automatically create a group of new records or update your existing records. Importing records is particularly useful if your organization maintains multiple databases, if you need to combine two or more databases into one, and when you initially set up your database.

Warning: We strongly recommend you back up your database before importing new records or updating existing records. You cannot undo an import; however, you can revert to a backup database.

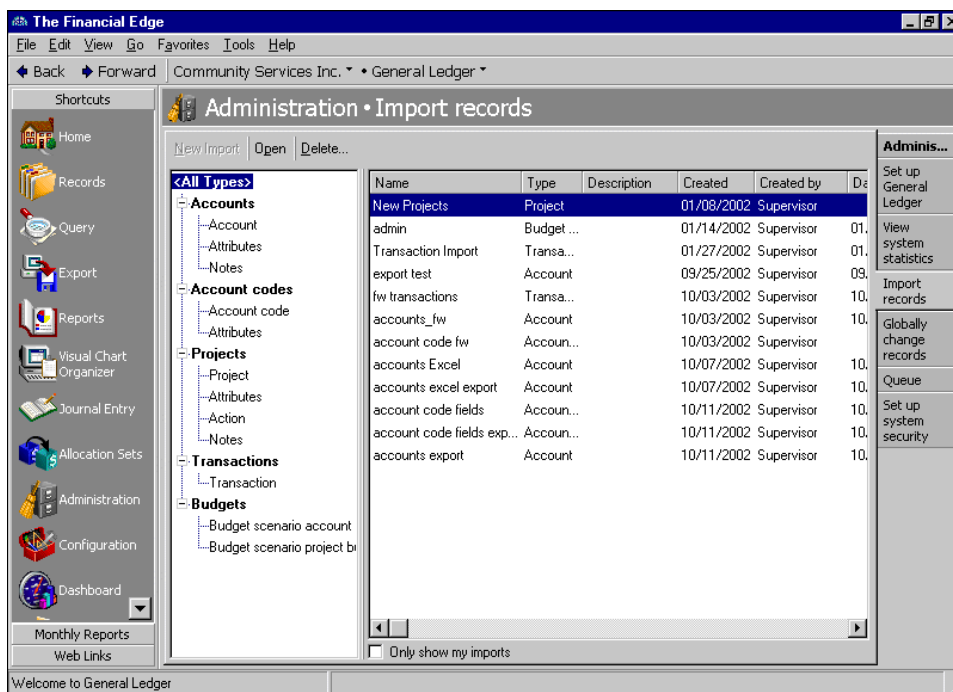
Before importing data into your database, you should fully understand how the importing process works. If done correctly, importing records into *The Financial Edge* is an easy, time-saving task. If done incorrectly, it may require a good deal of your time to clean up your database, running queries to ensure the information is where it is supposed to be, and even running global changes to correct errors. We strongly recommend that you acquire a full understanding of the importing process before proceeding with an import.

The *Import Guide* addresses all aspects of the importing process. This chapter discusses the basics of importing such as setting up and formatting import files, using headers, and identifying required fields. You will also find procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records. The troubleshooting section at the end of the chapter provides tips and possible solutions for problems you may encounter while importing.

The other chapters of this guide address individual import types for all *Financial Edge* programs. For example, in the General Ledger Imports chapter, you can find examples and information about special rules and required fields for each *General Ledger* import type.

Accessing Import

The Import records page is the starting point for importing records. To access the Import records page, click **Import records** on the *Administration* page of any *Financial Edge* program. The Import records page appears.



From this page, you can add a new import record or open an existing record. You also select the type of import you want to create. A tree view on the left displays each import type and its record components. You can select only one import type at a time.

Parts of an Import Record

You create an import by setting parameters in the import record. The import record consists of four tabs you use to define how data imports into your database.

General Tab

On the General tab, you select the type of import function you need to perform, the location of the import file, and the import file format. Depending on the import function you select, other fields and options become available. These options are addressed in detail throughout this chapter. For more information about selecting an import function, see “Getting Started” on page 7.

The screenshot shows the 'Import - Account' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, Favorites, Tools, Help) and a toolbar with icons for file operations. The 'General' tab is active, showing four sections:

- What do you want to do?**
 - ☒ Import new records
 - ☐ Update existing records
 - ☐ Create import file
 - ☐ Export records
- Options** (visible when 'Import new records' is selected)
 - ☐ Validate data only
 - ☐ Create new table entries
 - ☐ Import records not found as new records
 - ☐ Use duplicate criteria for new records
 - Use when importing table entries
- What file do you want to import?**
 - Import file: ...
 - Use to match records in the import file with existing records
- What is the format of this import file?**
 - ☒ Delimited - Characters separate the fields
 - ☐ Fixed width - Fields and records have a set length
 - Record Length: No. of fields:

At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Save', and 'Import Now'.

File Layout Tab

On the File Layout tab, you specify how you want data formatted in the import file. The options available on this tab depend on the data format you select on the General tab.

Glossary: Field separators determine how the program knows where a field begins and ends. You can use commas, tabs, semicolons, spaces, or other such separators.

If select to use a delimited format, you must specify a field separator and text qualifier. You also specify where field names appear in the import file. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Vendor

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: Comma The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier: Quotation

Import Field Names

☒ Field names are on the first line of the import file

☐ Import file does not contain field names

☐ Field names are in a separate file:

Sample Import Format

Vendor import ID	Vendor Name	Payment Option	Status	Payment Method
WGLASA11111-1	ADS Security Systems	One payment for all i...	Active	Check
WGLASA11111-2	AlphaGraphics	One payment for all i...	Active	Check
WGLASA11111-3	Amato Business Syst...	One payment for all i...	Active	Check
WGLASA11111-4	Horizon Wireless Serv...	One payment for all i...	Active	Check
WGLASA11111-5	Auto Express	One payment for all i...	Active	Check
WGLASA11111-6	Bakker & Associates	One payment for all i...	Active	Check
WGLASA11111-7	Bell Telephones	One payment for all i...	Active	Check
WGLASA11111-8	Bill Johnson Automobi...	One payment for all i...	Active	Check
WGLASA11111-9	Blanche Darby Florist	One payment for all i...	Active	Check

< Back Next > Cancel Save Import Now

If you select to use a fixed width format, a grid shows how fields appear and the breaks between text. In the grid, you can edit field widths by changing the number in the **Field Length** column. For more information about using fixed width formats, see “Fixed Width Data Formats” on page 9.

The Financial Edge has attempted to determine where your field breaks occur. Please make any changes to the widths of your fields now.

Field Name	Field Length
Horizon Wireless Service	24
One payment for all invoices	28
Active	6
Check	5
Business	8

Sample Import Format

Amato Business Syst...	One payment for all i...	Active	Check	Business
Auto Express	One payment for all i...	Active	Check	Business
Bakker & Associates	One payment for all i...	Active	Check	Business
Bell Telephones	One payment for all i...	Active	Check	Business
Bill Johnson Automobile	One payment for all i...	Active	Check	Business
Blanche Darby Florist	One payment for all i...	Active	Check	Business
CareerTrack	One payment for all i...	Active	Check	Business

< Back Next > Cancel Save Import Now

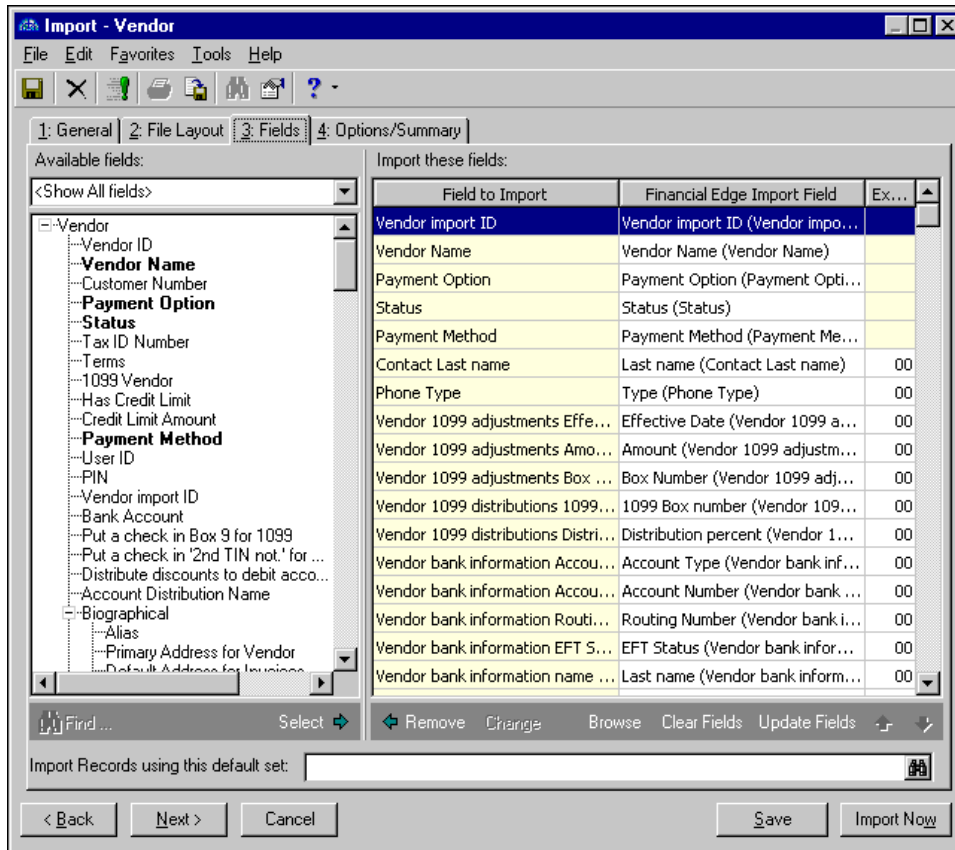
For both file formats, the **Sample Import Format** frame shows how fields will import into the database based on character separators or field length. This frame appears only when you are importing new records or updating records.

If you are creating an import file, field names appear on the first line of the import file automatically. If you are exporting records, you must specify where field names appear in the import file. The File Layout tab does not appear if you are exporting records using a fixed width format.

Fields Tab

When importing new records or updating existing records, you use the Fields tab to match data in the import file with **Financial Edge** record fields. The **Available fields** box lists all fields available for the record type you selected to import. Required fields appear in bold type. For more information about required fields, see “Required Fields” on page 12.

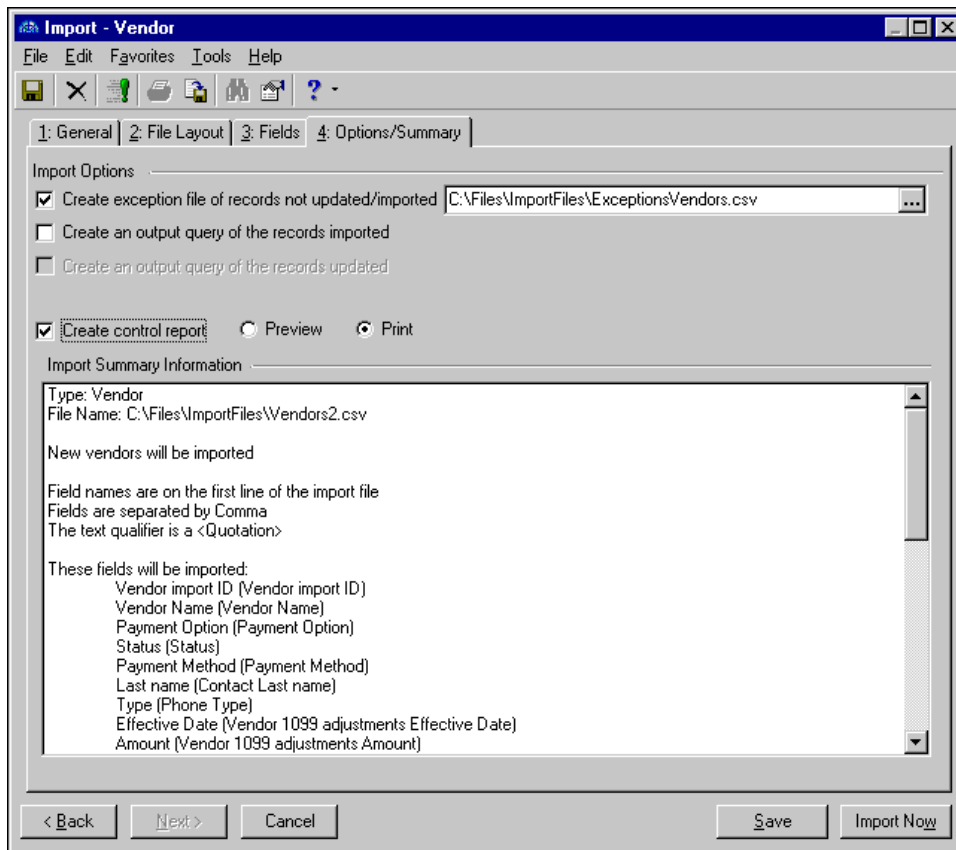
In the **Import these fields** grid, the **Field to Import** column displays the fields in the import file. If the first line of the import file does not have field names, the program displays the first row of data. For more information about matching fields on the Fields tab, see “Mapping fields on the Fields tab” on page 28.



Options/Summary Tab

The options available on the Options/Summary tab depend on the import function you select on the General tab. When importing or updating records, you can select to create an exception file listing all records that could not be imported or updated. You can also create a query of records imported or updated. For all import functions, you can select to preview or print a control report, which lists the results of the import, the file criteria, the field mappings, and import exceptions.

The **Import Summary Information** frame displays a summary of all parameters you set for the import file, including the data formatting and fields included. You can use this summary to identify changes you need to make before importing.



Getting Started

After you select on the Import records page the type of import you want to create, the first step of the import process is to decide which type of import function you need to perform. Frequently you use more than one import function together to complete an entire import process. For example, to update records using Import, you export records, make changes in another application, and then import the records back into **The Financial Edge**.

In the **What do you want to do?** frame on the General tab, you select one of these options:

Import new records. Use **Import new records** to import record information created in non-Blackbaud applications to add new records or combine databases. For more information about importing new records, see “Importing New Records” on page 46.

Update existing records. Use **Update existing records** to update a single existing record or many existing records in your database at one time. This function is most often used after you export records out of **The Financial Edge** and make changes in another application. For more information about updating records, see “Updating Existing Records” on page 51.

Create import file. Use **Create import file** to create a header file of field names. You can use the header file as a template for formatting a new import file in another application, such as *Excel*. For more information about creating a header file, see “Creating a Header File” on page 23.

Export records. Use **Export records** to export a file of records so you can make changes or view the data in a different application. Once you make changes to the file, you can then import the file back into your database using **Update existing records**. For more information about exporting records, see “Exporting Records” on page 34.

Setting Up Imports

Warning: Make sure to back up your database before importing new or updated records.

It is important to set up import files properly so you can avoid errors that require cleaning up your database, running queries to ensure data imported to the correct fields, or running global changes to make corrections. Make sure to back up your database before importing new or updated records so you can always revert to the backup, if necessary.

The following sections address decisions you make during import setup, including:

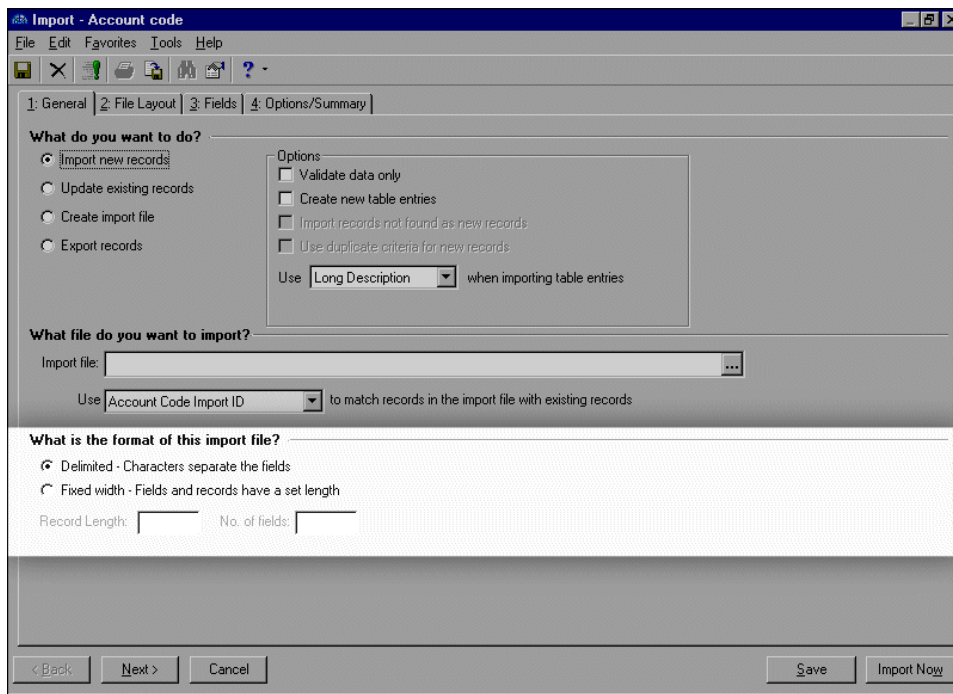
- How should you format the data in the import file?
- Which fields are required? What other fields do you need to include?
- Should you include a header file?
- Should you use default sets?
- Should you add new table entries during the import?
- Should you use extensions? If so, for which fields?
- How should you handle many-to-one items?

Formatting Import Files

Note: We recommend using *.csv as your data format because it is the easiest to use with *The Financial Edge*.

On the General tab, you must define formats for your imported data files. Import accepts several different types of text formats including *.txt, *.csv, and *.prn. We recommend using *.csv as your text format because it is the easiest to use with *The Financial Edge*.

The text format you use often determines whether you should use a delimited or fixed width data format. You select the text format to use on the General tab.



If you use Microsoft *Excel* to create an import file with delimited format, you do not have to manually insert text qualifiers and field separators. However, if you create your import file in a word processing program or using Notepad, you must manually add text qualifiers and field separators when entering your data.

Delimited Data Formats

Delimited is a file format in which fields are separated by characters, often commas. For delimited format imports, the format of import data must follow these guidelines:

Glossary: Text qualifiers enable the program to distinguish between actual punctuation in a string of text and the field separator.

- In delimited format you must use text qualifiers and field separators, such as commas and quotation marks. If you are using Microsoft *Excel* to create an import file with delimited format, you do not have to manually insert text qualifiers and field separators.

Glossary: A carriage return/line feed (CR/LF) indicates a hard break. To insert a CR/LF in your document, press the **ENTER** key on your keyboard. In Import, each record in the import file in delimited format must end with a CR/LF.

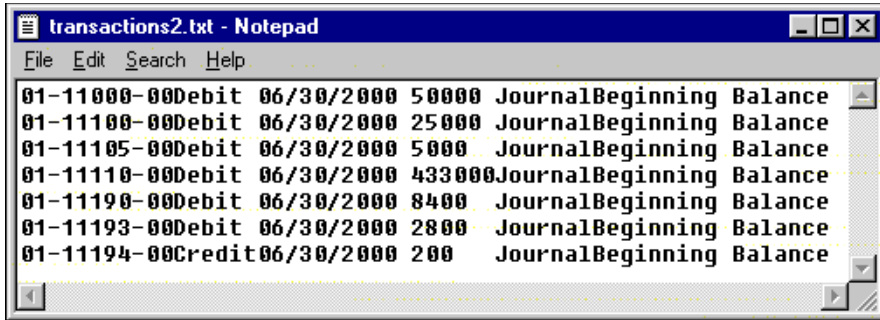
- When using delimited format, you must end each record in the import file with a carriage return/line feed (CR/LF), by pressing the **ENTER** key on your keyboard.

Fixed Width Data Formats

Fixed width is a format in which fields in your import file are separated based on the number of characters allowed for each field. Some non-Blackbaud programs export only in fixed width format, so you may find situations when you need to use this data format.

For fixed width format you define the length of the fields you intend to import. For example, if you set the length of the first field at 20, the program imports exactly 20 characters. If the field in the import file actually has over 20 characters, the 21st character is truncated into the next field.

For example, this transactions import file has six fields. In order, the field lengths are 11, 6, 11, 6, 7, 17. The fourth field is a dollar amount. The maximum possible width for that field is 6 spaces, so for any dollar amount with less than 6 digits, the import file inserts spaces to occupy that space.



Glossary: A carriage return/line feed (CR/LF) indicates a hard break. To insert a CR/LF in your document, press the **ENTER** key on your keyboard. In Import, each record in the import file in delimited format must end with a CR/LF.

When using fixed width format, you must end each record in the import file with a carriage return/line feed (CR/LF), by pressing the **ENTER** key on your keyboard.

Using Headers in Import Files

Headers are used in import files to define the names of the fields used in the file so the program can match the data contained in the file with the appropriate fields on records. Headers are the first line of the import file or you can create a header record as a separate import file.

Note: Although headers are not required to import, we recommend using them because they help you organize fields and make sure you include all required fields.

For instance, in the *Excel* example below, line 1 is the header line containing the import data field names. The actual data starts on line 2.

	A	B	C	D	E	F	G	H	I	J
1	Vendor ID	Vendor Name	Primary Add	City	State	Zip	Contact F	Contact L	Phone Number	Phone type
2	101	Toler Constructi	Yes	St. L	MO	63124	Randy	Toler	314 555-0987	Business
3	102	Fab Lab	Yes	St. L	MO	63122	John	Schroeder	314 997-7008	Business
4										
5										
6										
7										
8										
9										

Warning: We strongly recommend that you compose your import file in an *Excel* spreadsheet when possible. The spreadsheet allows you to compose the file without worrying about text qualifiers or field separators.

When creating headers for import files, you can use the import field names assigned by **The Financial Edge**, the field names used on the record, or you can create field names of your own that better distinguish the purpose of the field.

For example, there are fields in records with the same name but different functions. In an invoice record, you have an **Amount** field on the Invoice tab and multiple **Amount** fields on the Distribution tab. In addition, there are **Amount** fields for the Credit transaction distribution and the Debit transaction distribution. You can change the header field names for these fields to make the purpose of each more distinctive. If you create your own field names, you will need to map each created field name to its **Financial Edge** equivalent on the Fields tab. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.

Note: On the File Layout tab, you can specify the placement of the field names within the import file — on the first line of the file, missing, or in a designated separate file.

Using the **Create import file** process, you can create a header file that includes the minimum set of required fields needed to save the selected type of record. You can use a header file as a template for formatting a new import file in another application, such as *Excel*. Keep in mind, however, that using only the minimum required fields will create records that lack details recommended for maintaining accurate and complete records. We recommend adding on the Fields tab all other fields you normally use when adding records through *Records*. For more information about required fields, see “Required Fields” on page 12. For more information about creating a header file, see “Creating a Header File” on page 23.

Import IDs

Glossary: An import ID is a unique number used to identify each import record. The program uses this ID to update existing records in your database.

The Financial Edge uses the IDs you specify in the import to match imported data with record fields in the database. The program also uses import IDs to check for duplicate records and to link records.

On the General tab, you select whether to use an import ID or the record ID to match imported records with existing records. The ID type you select becomes a required field and appears bold on the Fields tab to indicate that it is required.

To find the import ID for a record, you can open the record and select **File, Properties**. To find import IDs for multiple records, you can create a query of record properties.

These rules apply to import IDs:

- All IDs must be unique.
- An ID can contain up to 20 characters.

Note: If you use client Social Security Numbers as an identifier when importing records, you must include the dashes when entering the number in your import file.

- A record ID depends on the record type. For example, in an account import, the record ID is the account number, while in a vendor import, the record ID is the vendor ID. You can determine which identifiers to use for a specific import type by looking at the options available in the **Use [] to match records in the import file with existing records** field on the General tab.
- When importing new records, you can assign a unique import ID in the file you are importing. If you do not assign an import ID, the program automatically defines an ID for each record that cannot be changed.
- You cannot update records if your import file does not include an import or record ID. To quickly add an ID, export the record's system-assigned import ID and add it to the import file.

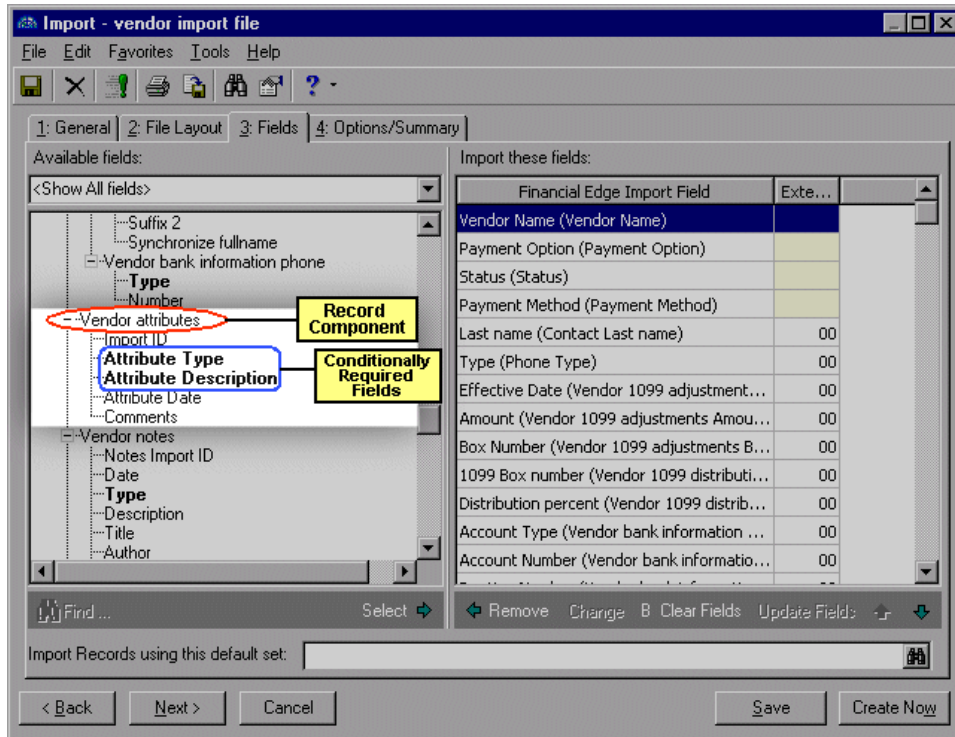
Required Fields

Note: When you use Import to add new records, the import file must include the required fields for that type of record.

When you use Import to add or update records, the import file must include the required fields for that type of record. The **Available fields** box on the Fields tab lists all fields available to import for the selected record type. All required fields appear in bold type; however, some bold fields are only conditionally required. Conditionally required means they are required only when you are importing additional record components.

Tip: If you are importing only a component of a record, attributes for example, you can select the record component in the <Show All Fields> field in the **Available fields** frame. This narrows the fields listed to only those for that component.

For example, to import a new vendor record, **Vendor Name** is the only field you must include to save the record (assuming you do not have settings requiring others). However, there are many additional fields in the **Available fields** box that are bold. You are required to add other fields only if you want to import additional record components. For example, if you are importing vendors, even though **Attribute Type** and **Attribute Description** are bold, they are required only when you import vendor attributes.



Which Fields are Required?

To save time and effort, it is critical to the import process that you understand how to determine which fields are required. Here are two methods you can use to identify required fields:

- Open a new record of the same type you want to import and find all highlighted fields required to save the record. Those same fields are required in the import file plus some additional fields required only for importing. Required fields on a record are cyan by default but may be another color depending on your color options settings.

This method does not identify every field that is required to import but it does provide you with a visual representation of what needs to be included.

- The foolproof method is to create an import file for the record type and select **Include required fields in the file** on the General tab. The file will include the minimum set of required fields needed to save that type of record. Keep in mind, however, that using only the minimum required fields will create records that lack details recommended for maintaining accurate and complete records. We recommend adding on the Fields tab all other fields you normally use when adding records through *Records*.

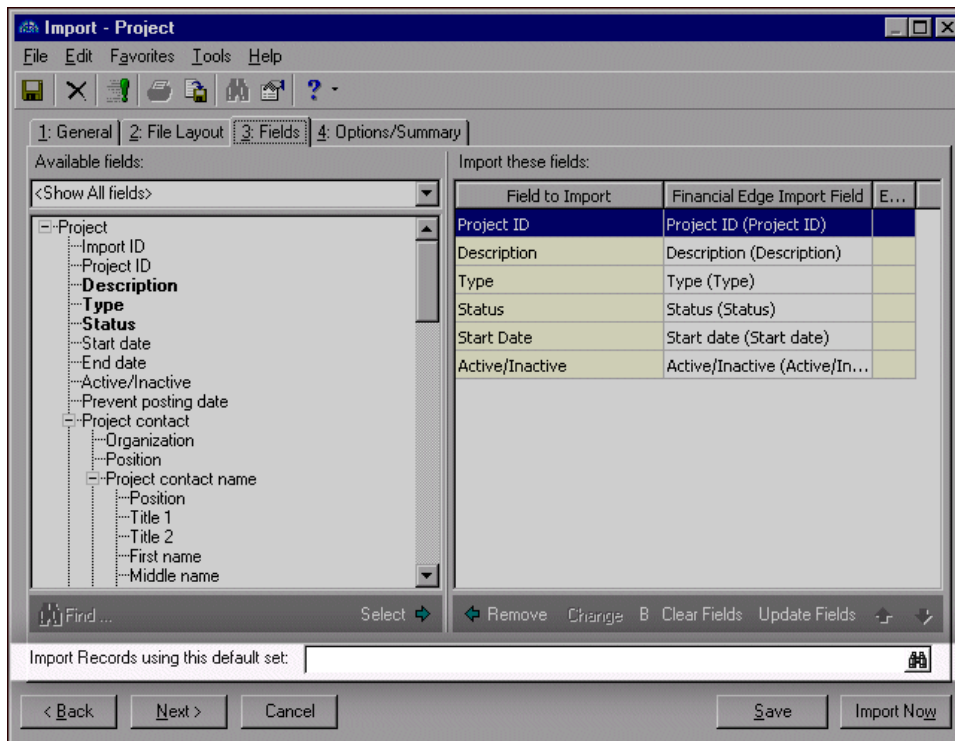
Other important factors to keep in mind about required fields:

- Depending on optional fields you import, other fields may become required. For example, if you are importing a distribution and you have specified in *Configuration* that a project is required to balance for a particular fund, you must add the **Project ID** field for that transaction distribution. The **Project ID** field will not be bold on the Fields tab but it is still required for that particular transaction.
- Certain fields, such as **Post status**, are defaults when adding records manually through *Records*. However, these fields are required and must be included in the import file when adding records through Import.

- Required fields are also determined by your settings on the Fields tab in *Configuration*. Any field you designate as required in *Configuration* must be included in the import file.

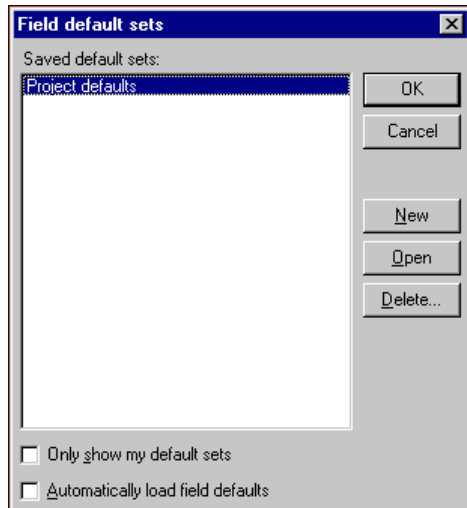
Default Sets

You can use default sets when adding or updating records in Import just as you can in *Records*. You can use pre-defined sets or create new ones.



- To use a pre-defined set, on the Fields tab, enter a name in the **Import Records using this default set** field, or click the binoculars to select a default set on the Field defaults set screen.

- To create a new default set to use in the import, click the binoculars in the **Import Records using this default set** field. The Field defaults set screen appears. Click **New** to create a new default set. For more information about creating default sets, see the *Program Basics Guide*.



- If you select to use a default set, you do not have to include fields with default values in the import file. Import adds default values automatically to each record in the import file.
For example, you are importing **Accounts Payable** invoices and select to use a default set which contains a default value of Not yet posted for the **Post status** field. Every added or updated invoice will have Not yet posted assigned to the **Post status** field. You do not need to include the **Post status** field in the import file.
- If you include a field in the import file, but also select to use a default set that includes a value for that field, the value in the import file overrides the default set and is assigned to the imported record. If the field in the import file is blank, then the default set value is used.
- The program validates values in default sets using the same criteria as values in an import file.

Table Entries

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

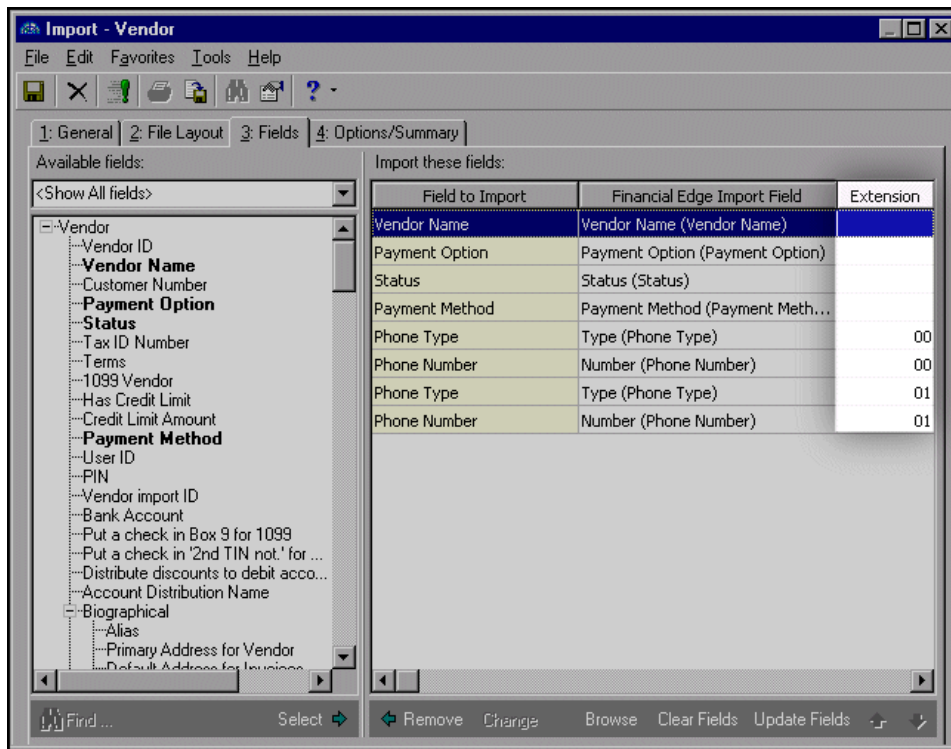
If an import includes fields that contain table values, you can either use existing table entries from *Configuration* or you can mark the **Create new table entries** checkbox on the General tab to add new table entries while importing. We recommend that you do not add table entries when importing. It may result in misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR. If you choose not to create new table entries and the import contains an item not found in the field's table, the import of that record fails and creates an exception.

If you decide to import table entries and mark **Create new table entries**, when you validate an import file, table entries are added to the database. To prevent this, you can unmark **Create new table entries** until you are ready to run the actual import. You will receive exceptions for the new table entries when you validate.

- On the General tab, you can designate that imported table entries use a long or short description. The selected format is used by default only when you do not specify a format in the import file.

Note: To view the description format for a table entry field, select the field and click **Change** on the action bar. You can select Long Description or Short Description. This option is not available for every field.

When you set up an import using this file, on the Fields tab, the program adds extensions to match the **Phone Type** and **Phone Number** fields in the import file to the correct **Financial Edge** fields. If you do not use extensions, or if you match them up incorrectly, data may appear in the wrong fields on records. For example, if you fail to match phone types with their correct phone numbers, you could inadvertently import home phone numbers as business phone numbers.

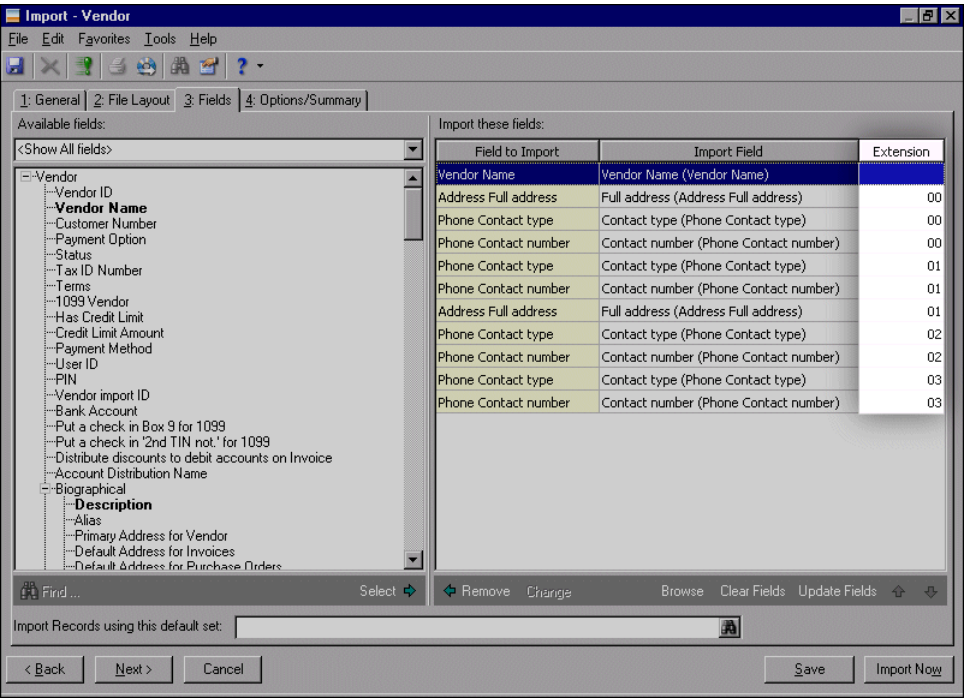


You can also create more intricate imports that import multiple “many-to-one” items at one time. (Many-to-one items are explained in the next section.) For example, you can import a vendor with two addresses, where each address has a business phone number and fax number. The sample vendor import file featured below illustrates how to set this up. The file includes header field names (line 1) and two vendor records (lines 2-3) with address and phone information.

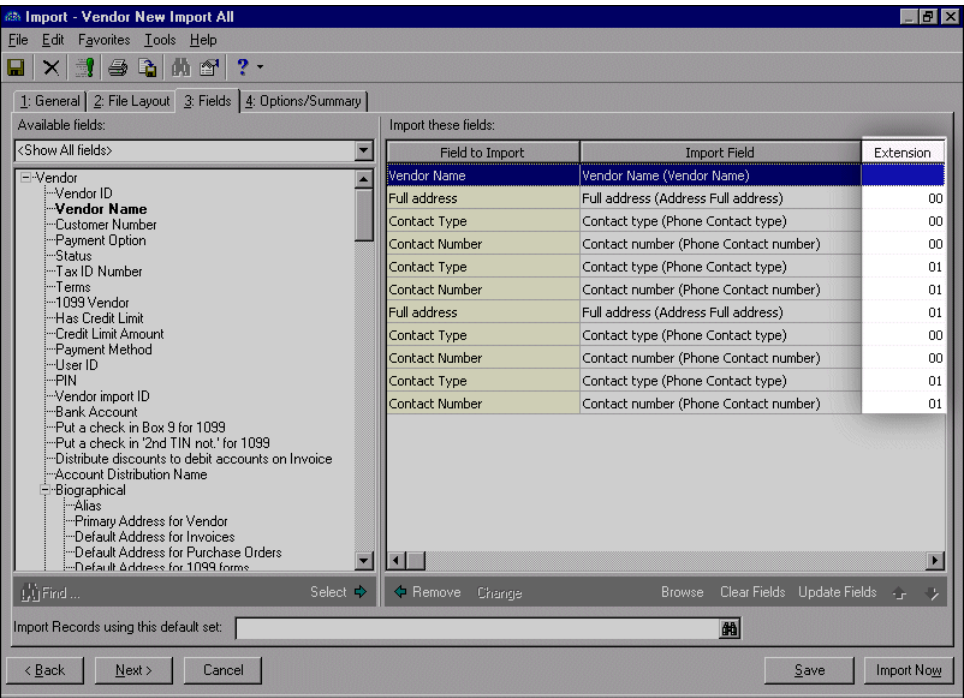
	A	B	C	D	E	F	G	H	I	J	K
1	Vendor Name	Full address	Contact Type	Contact Number	Contact Type	Contact Num	Full address	Contact Type	Contact Number	Contact Type	Contact Num
2	Martinka Con	1218 Westbe	Business	111-222-3333	Fax	333-444-555	223 Pine Lan	Business	555-666-7777	Fax	777-888-999
3	Vladerk Impor	789 King Stre	Business	222-333-4444	Fax	444-555-666	111 Long Rd	Business	666-777-8888	Fax	888-999-000
4											
5											

The cells highlighted in yellow are fields for the vendors’ first address and those highlighted in blue are the second address. It is important to group contact types and numbers so they appear directly after their respective address in the import file so you can assign extensions correctly in the program.

The import file appears in the program as shown below.



The program assigns extensions automatically but you will need to edit the extensions for the second group of contact types and numbers (with extensions 02 and 03) so they import with the second address. Change the 02 extensions to 00 and the 03 extensions to 01. If you do not change these extensions, all four contact types and numbers import to the first address. The picture below demonstrates how the updated extensions appear.



Many-to-One Items

“Many-to-one” describes items for which multiple characteristics exist, such as addresses, attributes, relationships, or distributions. For example, you can have several address types for a client, such as primary, business, and vacation. Furthermore, you can also designate which of these addresses to use for shipping and billing. Importing these items requires special attention to ensure that data in the import file matches up with the correct fields in the record.

You can also “synchronize” imported contact information so that information added to or changed for individual address and name fields on the record always affect the full address, name, and phones fields, and vice versa.

The following sections address special rules and considerations for many-to-one items.

Attributes

- If you import multiple attributes, the program assigns each attribute field an extension. For example, if the import file contains multiple attributes for a vendor, each attribute field is assigned an extension, starting with 00. For more information about using extensions, see the “Extensions” on page 16.
- In *Configuration*, you can assign attributes a unique status. This means you can use the attribute only once on a record. When updating records, if the import file includes a unique attribute, the program generates exceptions for any records on which the attribute is already used.
- All attributes designated required in *Configuration* are required when updating or adding records in Import. The program generates exceptions for all records in the import file that do not include required attributes.

Addresses

- You can import addresses using one full address field or using individual address fields. To indicate which format to use, on the Fields tab, select the **Full address** field or select the **Address, City, State/Province, ZIP/Postal code**, and **Country** fields.

Warning: Do not forget to enter a carriage return indicator (<cr>) when importing a full address as one field.

- When using the full address format, you must enter a carriage return indicator (<cr>) in the address wherever you need a line break. Insert only spaces you want to appear in the address. For example, in this address you need a carriage return indicator after the street address:
1218 Westbury Lane<cr>Charleston, SC 29403
- The primary address for a vendor or client appears on all invoices and purchase orders unless another address has been specified as the default. To designate an address as the primary address for a record you are importing, select the **Primary address for []** field. The field value is either Yes or No. If you do not designate a primary address, the program designates the first imported address for each record as the primary address.
- To synchronize addresses so changes to individual address fields on the record always affect the full address field and vice versa, use the **Synchronize address** field on the Fields tab.
- To synchronize contact information so changes to individual fields on the Contact tab always affect the contact fields on the Vendor or Client 1 tab and vice versa, use the **Synchronize full name** field on the Fields tab.
- All imported addresses are formatted according to the address format set on the International tab of *Configuration*. If no country is specified in the import file, the address is formatted according to the address format set on the General tab of *Configuration*.

Distributions

- The business rules you set in *Configuration* apply when adding distributions through Import. For example, you can set business rules that allow or disallow distributions that total less than 100 percent of the distribution amount. If the distribution information in the import file does not meet the set requirements, exceptions occur.

- If project, class, and transaction code values are required for a fund, they are also required in the import file when importing distributions.

For example, if you specified that a project is required to balance for a particular fund, you must add the **Project ID** field when importing a transaction distribution for that fund. The **Project ID** field will not be bold on the Fields tab but it is still required for that particular transaction. If it is not included, an exception occurs. Check your settings on the Funds tab of *Configuration* if you are unsure about what you have set as required.

- When importing or updating any component of an account distribution (such as account, amount, or project) the entire distribution is overwritten. Therefore, you must include in the import file all account distribution fields required to save the record.

You can, however, update any existing account distribution with a transaction distribution without changing any component of the account distribution.

- When importing or updating any component of a transaction distribution (such as project, transaction code, class, or percent) the entire distribution is overwritten. Therefore, you must include in the import file all transaction distribution fields required to save the record.
- You can import account and transaction distributions together and the transaction distribution loads into the account distribution.
- You can import an account distribution name from a distribution defined in *Configuration*. In the **Available fields** box on the Fields tab, map **Account Distribution Name** to the field that contains the account distribution name in your import file. Then you do not need to import individual distribution fields.
- When importing a charge or credit, such as a credit memo or invoice, all default vendor or product information is automatically applied. For example, if you define a default vendor distribution in *Configuration* and you import an invoice for that vendor, you do not need to define a distribution for the invoice.
- You cannot use an account distribution name and a default distribution in the same import file. If you include both, the program overwrites the distribution name with the distribution field values.
- If you have a distribution that uses two lines on the Distribution tab of a record, use an extension in the import file to differentiate between the two. For example, the first line can be represented by “00” and the second line can be represented by “01”. For more information about extensions, see “Extensions” on page 16.

Phone Numbers and Phone Types

- When importing multiple phone types, be sure to assign extensions on the Fields tab for each phone type. For more information about extensions, see “Extensions” on page 16.
- If you import multiple phone types for a record, a separate contact record is created for each on the Addresses tab of the main record. The imported phone types will not appear on the main record tab.

For example, you import new cellular phone numbers and email addresses for several vendors in **Accounts Payable**. Although Cellular and Email are phone types for vendors, newly imported numbers and addresses do not appear in the contact information grid on the Vendors tab. They appear as imported addresses on the Addresses tab of the affected vendors.

Relationships

- Relationships create links between records. It is important to ensure that fields in the import file match up with the appropriate record fields so relationships import correctly. You cannot add a relationship to a record if the relation does not already exist as a record in the database. For more information about importing relationships, see the Accounts Receivable Imports chapter or the Student Billing Imports chapter.
- When importing multiple relationships, be sure to assign extensions on the Fields tab for each relation. For more information about extensions, see “Extensions” on page 16.

Formatting Import Fields

When creating or updating import files in other application, such as *Excel*, there are text formatting rules for carriage returns, spaces, and currency entries.

Carriage Returns

Glossary: A carriage return/line feed (CR/LF) indicates a hard break. To insert a CR/LF in your document, press the **ENTER** key on your keyboard. In Import, each record in the import file in delimited format must end with a CR/LF.

- A carriage return/line feed (CR/LF) is not allowed within a field, only at the end of a record.
- CR/LF in memo fields (for example, Notepad) is represented by /n.

Spaces

- Do not use spaces between fields.
- If you are importing a field which is not required, leave the entry field blank or use spaces for any record that does not have an entry for that field. Import ignores blank fields.
- When updating records, to clear a field that currently contains data, enter a caret (^) character [**SHIFT + 6**] in the field.

Currency Entries

- You can have up to 10 digits before the decimal point and two digits after (xxxxxxxxxx.yy).
- The currency symbol (\$) is not required.
- The decimal point and digits after it are required only for uneven dollar units. For example, you can enter two hundred dollars as 200, but you must format twenty-five dollars and fifty cents as 25.50.

Additional Considerations

These items are also important to consider before importing data:

Warning: You cannot undo an import; you can only revert to a previous copy of your database. Therefore, it is important to frequently back up your database while running imports.

- Perform a backup of your database. If importing several sets of data, back up your database after you import each set.
- Validate and test the import file before running the actual import. For more information about validation and testing, see “Testing and Validating Import Files” on page 22.
- Close all applications except *Windows* and **The Financial Edge**.
- Perform the import on your fastest computer. If possible, use the file server terminal.
- If you work on a network but use the stand-alone version of **The Financial Edge**, log out of the network while importing.
- The more record types you include in a import file, the longer the import takes and the greater chance of errors. If you are importing multiple record types, we recommend that you import each record type separately. For example, if you are importing vendors, vendor attributes, vendor actions, and vendor notes, we recommend breaking this up into separate imports for each type.

- Make you have security rights to all fields you want to update or add. A warning message appears if you select to include a restricted field in an import. Also, you cannot open a saved import unless you have security rights to all fields included in the import.

Furthermore, you must have the appropriate security rights to run an import that contains credit card, bank account, and Social Security numbers. When you browse fields that contain credit card, bank account, and Social Security numbers, the numbers are always masked. If you do not have output rights, numbers are masked in the export file when you export records from Import. Credit card, bank account, and Social Security number are not masked on the File Layout tab since, in this case, the numbers are pulled from your import file, not the **Financial Edge** database. For more information about encryption, see the Security chapter of the *Administration Guide for The Financial Edge*.

- Check business rules before importing or updating records with new items. Business rule settings can affect the way new records are imported or cause exceptions. For example, if business rules are set in **Accounts Payable** to automatically generate vendor IDs and to prevent data entry in the vendor ID field, the program adds a system-generated ID to each new vendor record rather than the vendor ID from the import file.

Also, if business rules are set for the program to ask before creating an item, those items are not created while importing records. For example, if you are importing a transaction with an account number that does not exist and the business rule is set to ask before adding accounts automatically, you will receive an exception for that account number. For more information about business rules, see the *Configuration Guide* for that program.

Testing and Validating Import Files

Warning: We recommend that you validate and test an import file before running the actual import process.

Because the import process can make significant changes to the database that cannot be reversed, we recommend that you make sure to validate and test an import file before running the actual import process. To validate an import file, on the General tab, mark **Validate data only** in the **Options** frame. This process safely identifies import errors before actually importing or updating data.

If an import fails validation, check the control report to identify exceptions. Exceptions occur when data in the import file violates the rules established for that record type, such as those for required fields, field lengths, business rules, and duplicate criteria. On the Options/Summary tab, you can select to create an exception file which includes all records that fail validation. After fixing errors found in the exception file, you can run the import again using the corrected file of records.

Warning: We recommend that you test an import file by running it in the sample data and then thoroughly examining the results of those changes to individual records. If you want to test an import file with records in your live database, we suggest testing the file on only one or two specific records.

After an import file validates successfully, we recommend further testing the import because errors can occur even when an import processes without exceptions. For example, fields may not update as you intended or text may not format correctly. Correcting such errors can be as simple as changing a setting or remapping fields; however, you want to identify errors before making significant changes to your database that require a lot of time to correct.

You can test an import file by running it in the sample database and then thoroughly examining the results of those changes to individual records. If you want to test an import file with records in your live database, we suggest testing the file on only one or two specific records. That way any errors that need to be fixed manually are isolated to only those records.

Basic Import Procedures

Depending on what you want to accomplish, importing often consists of a combination of processes and functions. For example, to update records using Import, you must export records, make changes in another application, and then import the records back into **The Financial Edge**.

The following procedures provide the steps necessary to complete basic import processes, including creating a header file, working with an import file in *Excel*, mapping fields on the Fields tab, and exporting records. Keep in mind that each of these procedures is only one part of the whole importing process. You can find procedures for importing new records and updating existing records in “Advanced Import Procedures” on page 45. For information about importing specific import types, see the chapter for that program.

Creating a Header File

Note: Although headers are not required to import, we recommend using them because they help you organize fields and help you make sure you include all required fields.

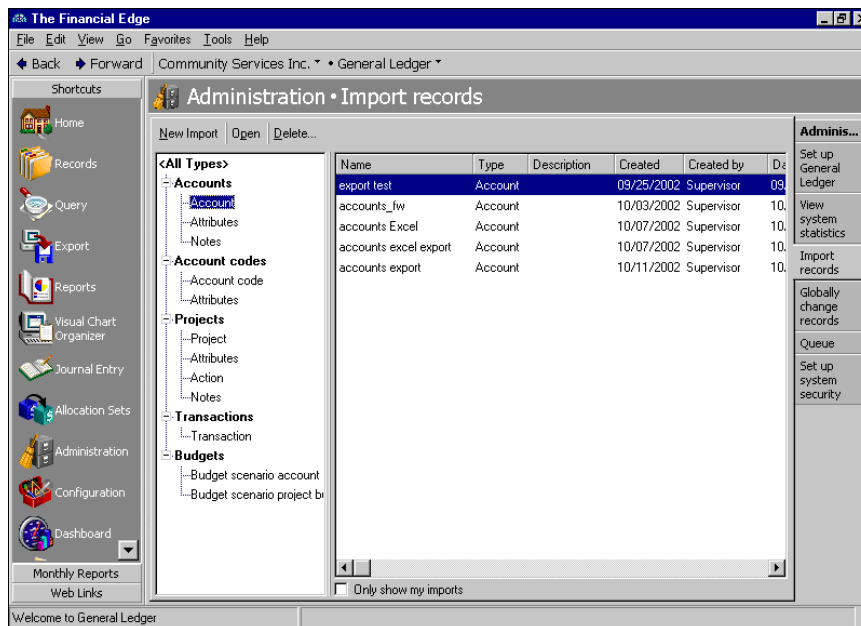
Headers are used in import files to define the names of the fields used in the file so the program can match the data contained in the file with the appropriate fields on records. Headers are the first line of the import file or you can create a header record as a separate import file. You can use a header file as a template for formatting a new import file in another application, such as *Excel*.

Using the Create Import File process, you can create a header file that includes all fields, selected fields, or the minimum set of required fields needed to save the import type. Keep in mind, if you select to include all fields, the header file will include every field possible for that import type — including many that you may not need. However, if you select to include only the minimum required fields, in some cases, this adds only a few fields to the header file. For example, if you create a header file for the Vendor import type, the only required field is **Vendor Name** (depending on your system’s settings). Creating records with only the minimum required fields result in records that lack details recommended for maintaining accurate and complete records.

When creating a header file for importing new records, we recommend that you use the **Include required fields in the file** option and then on the Fields tab add all other fields you normally use when adding records through *Records*. If you are updating records, use the **Include selected fields in the file** option. For more information about identifying required fields, see “Required Fields” on page 12.

► Creating a header file

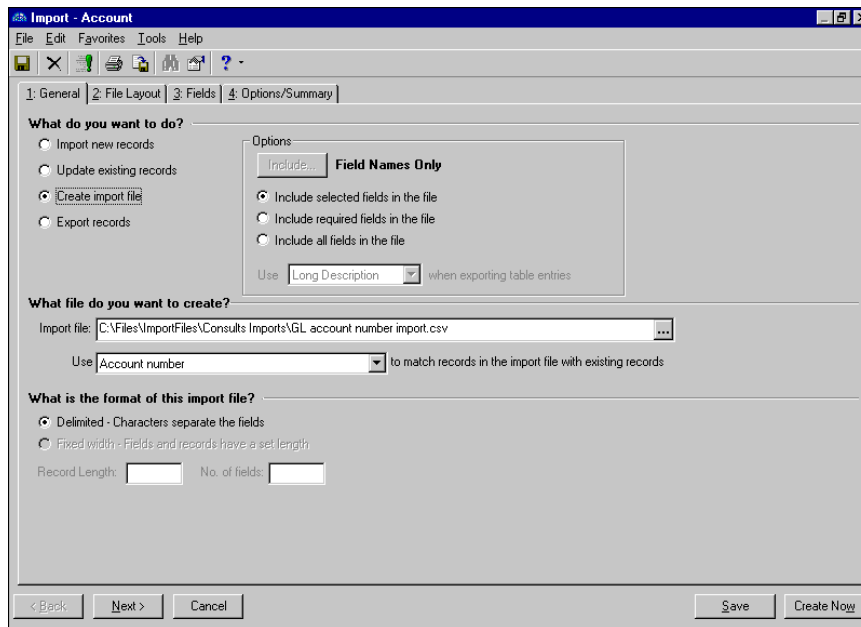
1. On the Import records page, select from the tree view the record type for which you want to create a header file.



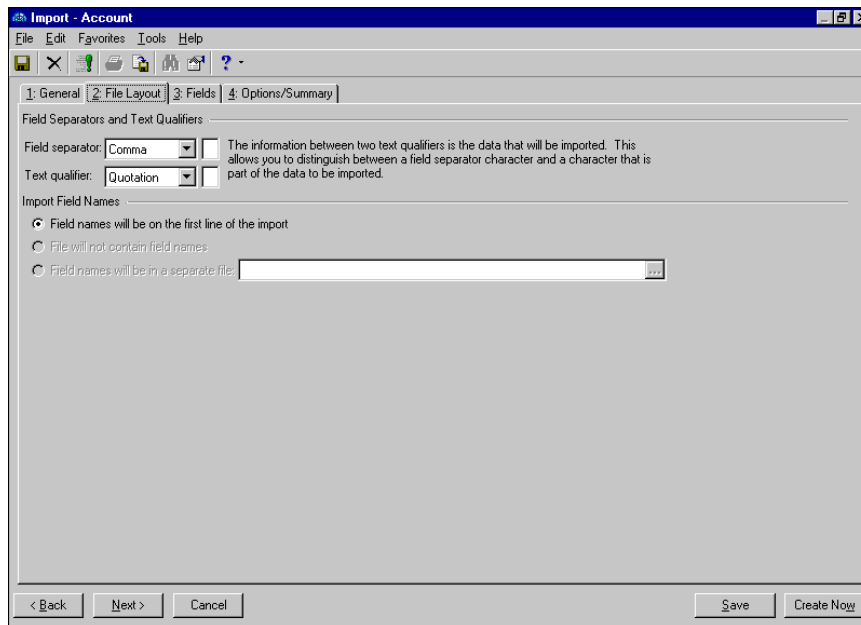
- On the action bar, click **New Import**. The Import - <Import type> screen appears on the General tab.

- What do you want to do?** frame, mark **Create import file**.
- In the **Options** frame, mark the option designating which field names to include in the header file.
 - Mark **Include selected fields in the file** to include only the fields you select manually on the Fields tab. Select this option if you plan to use the header file to update existing records, *not* if you plan to import new records.
 - Mark **Include required fields in the file** to include only fields required to save the type of record being imported. Select this option if you plan to use the header file to import new records. Keep in mind, however, using only the minimum required fields creates records that lack details recommended for maintaining accurate and complete records. We recommend adding additional fields on the Fields tab. For more information about required fields, see “Required Fields” on page 12.
 - Mark **Include all fields in the file** to include every field once. If you need to use one field multiple times, you must add those fields manually and add extensions. For more information about using extensions, see “Extensions” on page 16.
- In the **Import file** field, enter the path of the data file you are creating or click the ellipsis to browse to the file.
- In the **Use [] to match records in the import file with existing records** field, select the type of ID to use to identify the records.

7. In the **What is the format of this import file?** frame, **Delimited** is the default data format. You cannot create a header file in fixed width format.



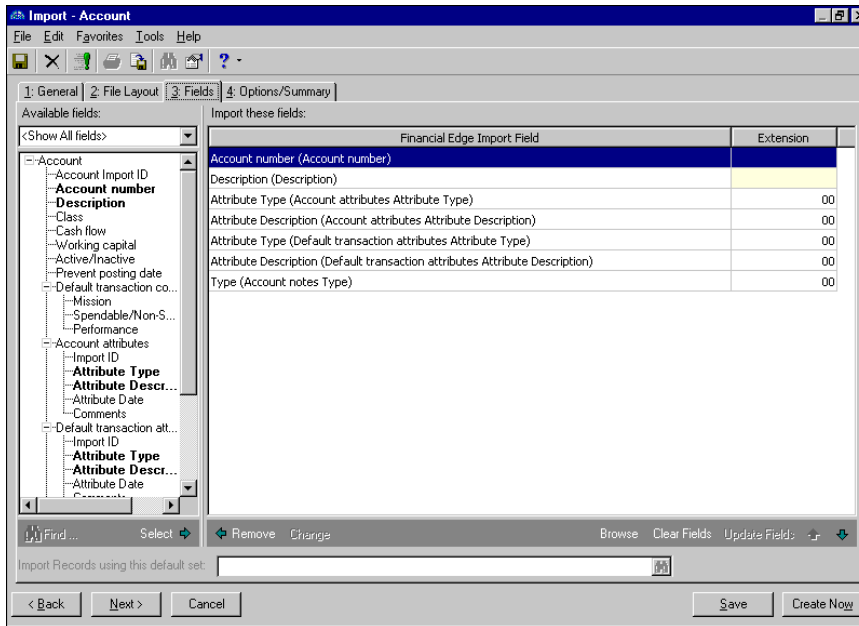
8. Click **Next**. The File Layout tab appears.



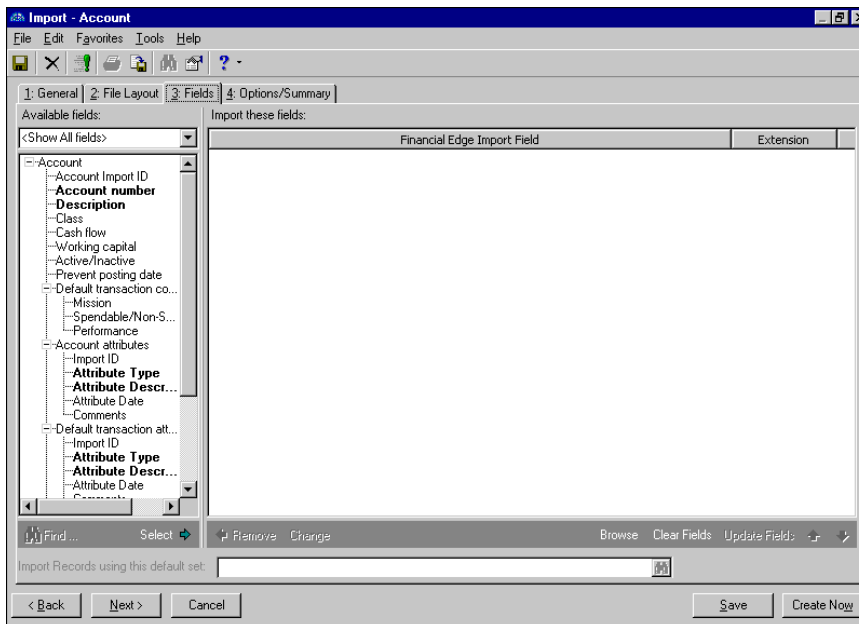
9. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers to use in the header file.
- If you select "Other" in the **Field separator** field or "Custom" in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter "." not "period".
10. In the **Import Field Names** frame, **Field names will be on the first line of the import** is the default value.
11. Click **Next**. The Fields tab appears.

Note: To delete a field from the import, select the field in the **Import these fields** grid and click **Remove**. To delete all field names, click **Clear Fields**. To change the order of fields, select a field in the **Import these fields** grid and click the up or down arrow.

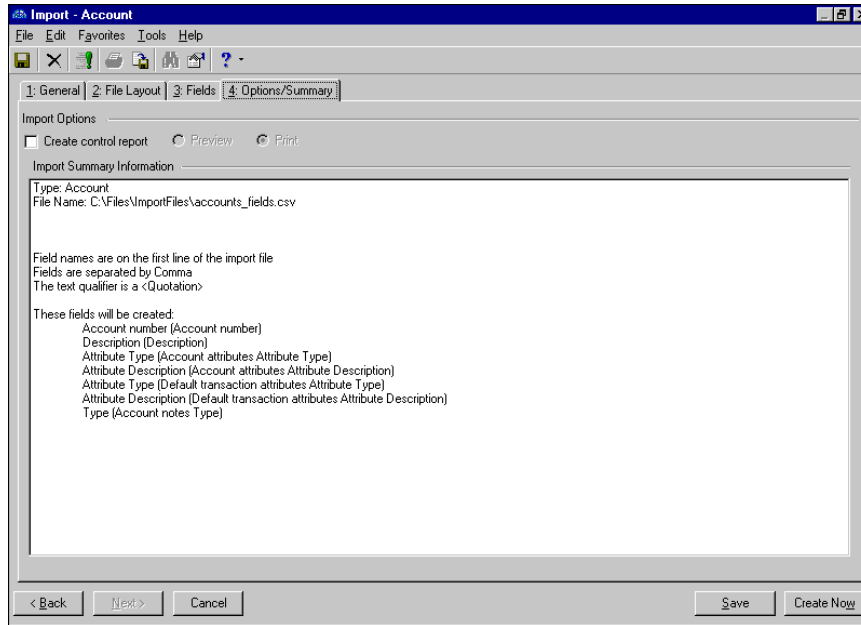
12. If you marked **Include all fields in the file** or **Include required fields in the file** in the **Options** frame on the General tab, fields appear in the **Import these fields** grid.



If you marked **Include selected fields in the file** in the **Options** frame on the General tab, manually map the fields to include in the header file. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28. Continue until you select all the fields you want to include in the header file.



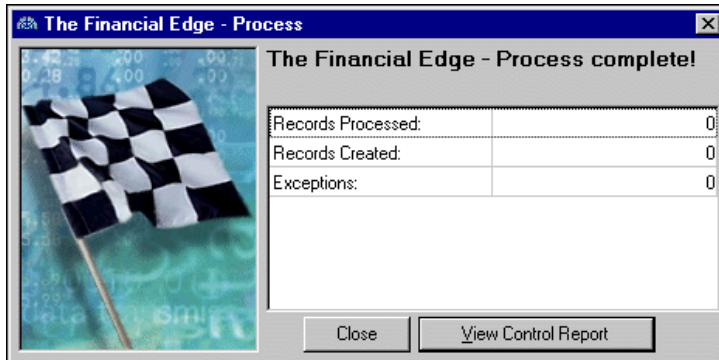
13. To view a list of possible values for a particular field, select the field in the **Financial Edge Import Field** column and click **Browse**. For more information about viewing sample field values, see “Table Entries” on page 15.
14. Click **Next**. The Options/Summary tab appears.



Note: If you select to preview the control report, you can print it from the preview screen.

15. In the **Import Options** frame, mark **Create control report** to view or print a report showing the header file formatting and the fields included. Mark **Preview** to view the report on your screen or **Print** to send the report to your printer.
16. Review information in the **Import Summary Information** frame. If you need to make changes, you can return to previous tabs and change settings.
17. Click **Create Now**.
18. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.
19. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import.
20. Click **Save**. Once the program begins processing the import, a progress bar appears.

21. When the import is finished, the The Financial Edge - Process screen appears showing the number of records processed, number of records created, and number of exceptions. When you create a header file, the results for each of these is zero because no changes are made to records.



22. If you marked **Create control report** on the Options/Summary tab, click **Close** on the Import screen for the report to automatically open. If you did not mark **Create control report**, you can see import results by clicking **View Control Report** on the The Financial Edge - Process screen. When you finish viewing the report, close it to return to the import record.

Mapping Fields on the Fields Tab

Mapping fields is the process of matching fields contained in an import file to their **Financial Edge** equivalents. It is very important to map fields correctly to prevent creating exceptions and to ensure information imports into the correct fields on records. Mapping fields is easier if you arrange fields in your import file in the same order as fields are listed on the Fields tab. You do not have to map all fields in your import file. If a field is not required, you can run an import without mapping the field.

► Mapping fields on the Fields tab

Tip: Mapping fields is easier if you arrange fields in your import file in the same order as fields are listed on the Fields tab.

1. From an open import record, select the Fields tab. The Fields tab appears.

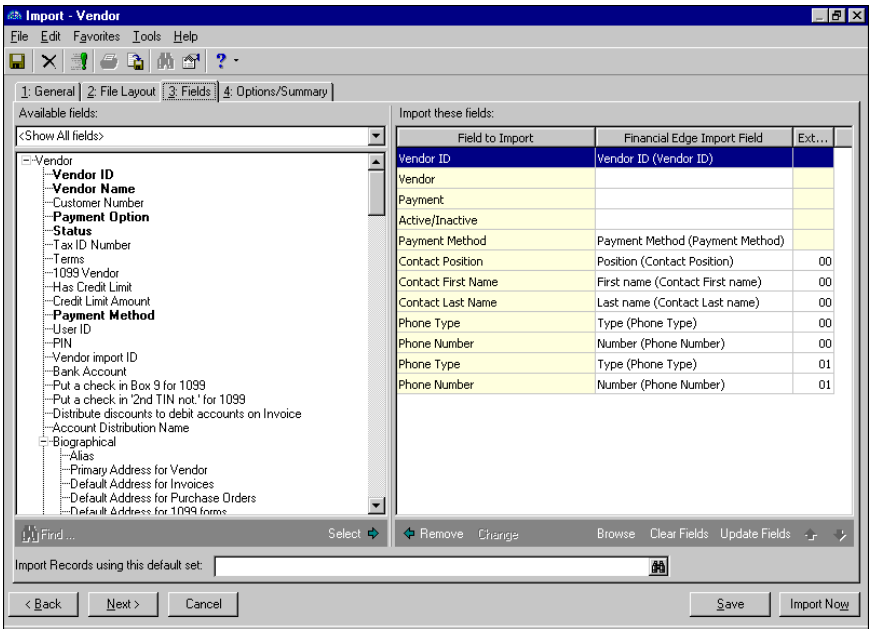
If you included field names in the import file, they appear in the **Field to Import** column. The program automatically maps those fields to their equivalents in the **Financial Edge Import Field** column. Check these mappings to make sure they are correct.

Field to Import	Financial Edge Import Field	Ext...
Vendor ID	Vendor ID (Vendor ID)	
Vendor Name	Vendor Name (Vendor Name)	
Payment Option	Payment Option (Payment Option)	
Status	Status (Status)	
Payment Method	Payment Method (Payment Method)	
Contact Position	Position (Contact Position)	00
Contact First name	First name (Contact First name)	00
Contact Last name	Last name (Contact Last name)	00
Phone Type	Type (Phone Type)	00
Phone Number	Number (Phone Number)	00
Phone Type	Type (Phone Type)	01
Phone Number	Number (Phone Number)	01

If you did not include field names, the first row of data from your import file appears in the **Field to Import** column. You must manually map the field data to their equivalents in the **Financial Edge Import Field** column.

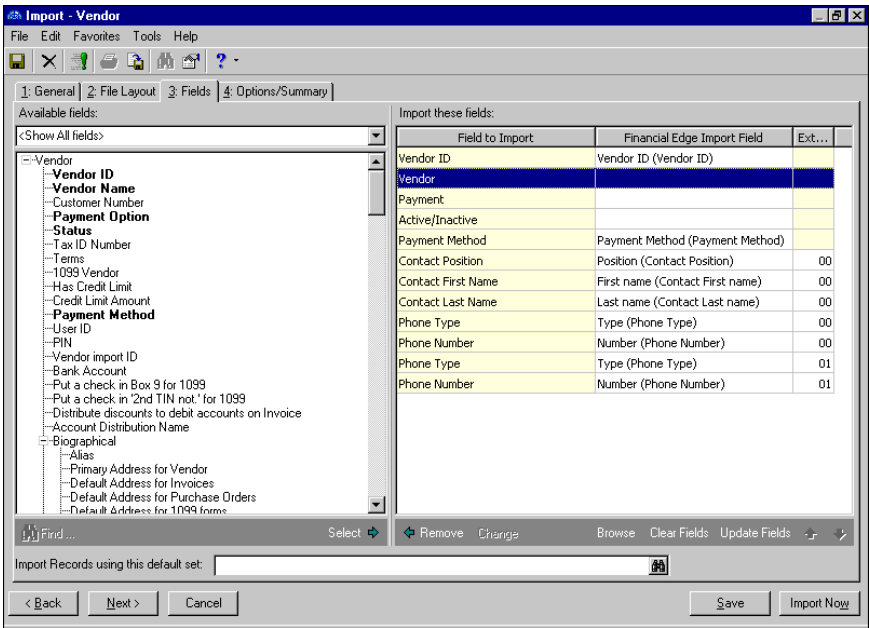
Field to Import	Financial Edge Import Field	Ext...
25		
ADS Security Systems		
One payment for all invoices		
Active		
Check		
District Manager		
Bill		
Jones		
Fax		
843-542-9825		
Business		
843-542-6374		

If you used field names the program does not recognize, you must manually map field names. The field names you used appear in the **Field to Import** column.



Tip: You can filter the available fields appearing in the box by selecting a specific category in the **Available fields** field.

2. In the **Import these fields** grid, select the row you want to map to an import field.



Tip: In the **Available fields** box, you can select multiple fields at one time. Press the **CTRL** key while selecting one field at a time, or press the **SHIFT** key while selecting consecutive fields.

3. In the **Available fields** box, select the **Financial Edge** field which corresponds to the field you are importing, and click **Select**. The **Financial Edge** field moves to the **Financial Edge Import Field** column. Continue until you have mapped all the fields you want to import.

Import - Vendor

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Available fields:

<Show All fields>

- Vendor
 - Vendor ID
 - Vendor Name
 - Customer Number
 - Payment Option
 - Status
 - Tax ID Number
 - Terms
 - 1099 Vendor
 - Has Credit Limit
 - Credit Limit Amount
 - Payment Method
 - User ID
 - PIN
 - Vendor import ID
 - Bank Account
 - Put a check in Box 9 for 1099
 - Put a check in '2nd TIN not.' for 1099
 - Distribute discounts to debit accounts on Invoice
 - Account Distribution Name
 - Biographical
 - Alias
 - Primary Address for Vendor
 - Default Address for Invoices
 - Default Address for Purchase Orders
 - Default Address for 1099 forms

Import these fields:

Field to Import	Financial Edge Import Field	Ext...
Vendor ID	Vendor ID (Vendor ID)	
Vendor	Vendor Name (Vendor Name)	
Payment		
Active/Inactive		
Payment Method	Payment Method (Payment Method)	
Contact Position	Position (Contact Position)	00
Contact First Name	First name (Contact First name)	00
Contact Last Name	Last name (Contact Last name)	00
Phone Type	Type (Phone Type)	00
Phone Number	Number (Phone Number)	00
Phone Type	Type (Phone Type)	01
Phone Number	Number (Phone Number)	01

Find... Select Remove Change Browse Clear Fields Update Fields

Import Records using this default set:

< Back Next > Cancel Save Import Now

- If the import file has multiple occurring fields, such as vendor attributes, you must enter an extension in the **Extension** column. For more information about using extensions, see “Extensions” on page 16.

Import - Vendor

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Available fields:

<Show All fields>

- Vendor
 - Vendor ID
 - Vendor Name
 - Customer Number
 - Payment Option
 - Status
 - Tax ID Number
 - Terms
 - 1099 Vendor
 - Has Credit Limit
 - Credit Limit Amount
 - Payment Method
 - User ID
 - PIN
 - Vendor import ID
 - Bank Account
 - Put a check in Box 9 for 1099
 - Put a check in '2nd TIN not.' for 1099
 - Distribute discounts to debit accounts on Invoice
 - Account Distribution Name
 - Biographical
 - Alias
 - Primary Address for Vendor
 - Default Address for Invoices
 - Default Address for Purchase Orders
 - Default Address for 1099 forms

Import these fields:

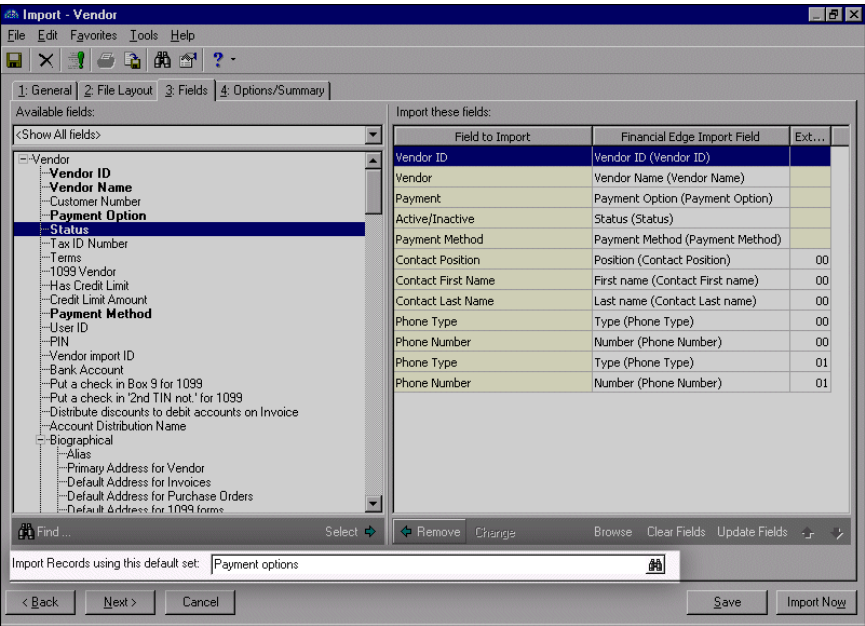
Field to Import	Financial Edge Import Field	Ext...
Vendor ID	Vendor ID (Vendor ID)	
Vendor	Vendor Name (Vendor Name)	
Payment	Payment Option (Payment Option)	
Active/Inactive	Status (Status)	
Payment Method	Payment Method (Payment Method)	
Contact Position	Position (Contact Position)	00
Contact First Name	First name (Contact First name)	00
Contact Last Name	Last name (Contact Last name)	00
Phone Type	Type (Phone Type)	00
Phone Number	Number (Phone Number)	00
Phone Type	Type (Phone Type)	01
Phone Number	Number (Phone Number)	01

Find... Select Remove Change Browse Clear Fields Update Fields

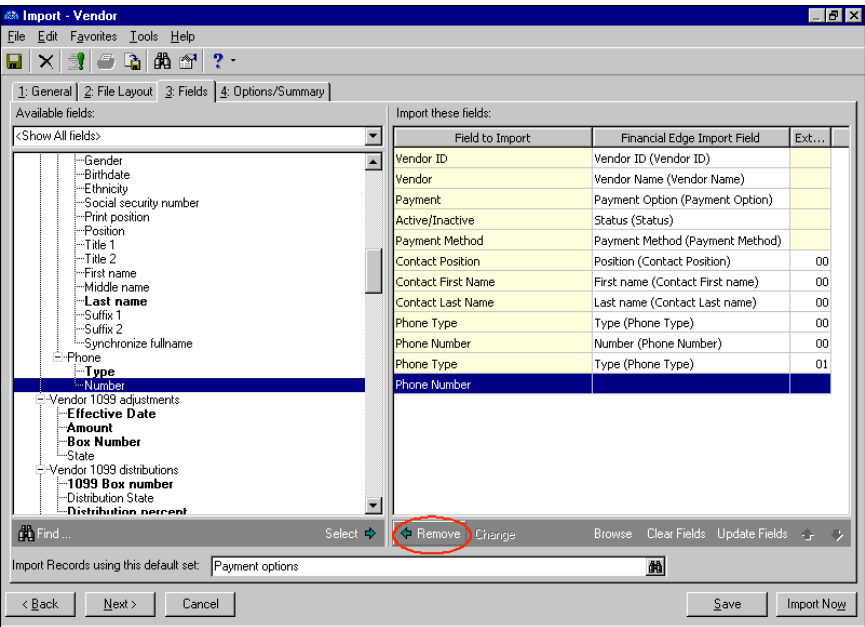
Import Records using this default set:

< Back Next > Cancel Save Import Now

- If you select to use a default set, you do not have to include fields with default values in the import file. **Import** adds default values automatically to each record in the import file. Click the binoculars in the **Import Records using this default set** field to search for a saved default set or to create a new one. For more information about using default sets, see “Default Sets” on page 14.

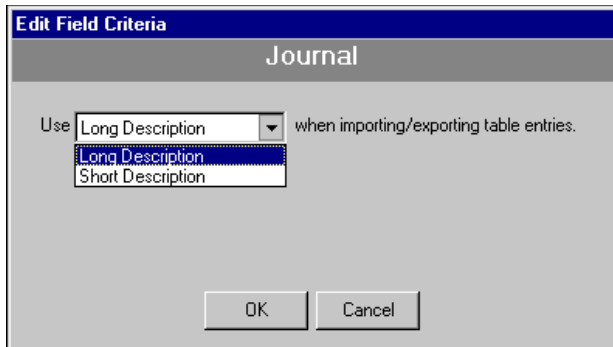


- To remove a field from the **Financial Edge Import Field** column, select it and click **Remove**. If a field is not required, you can run an import without mapping the field. The program ignores that field in the import file. If you remove a field that is required, any records requiring that field will be exceptions.



Note: Not all table entry formats can be edited. In that case, the **Change** button remains inactive.

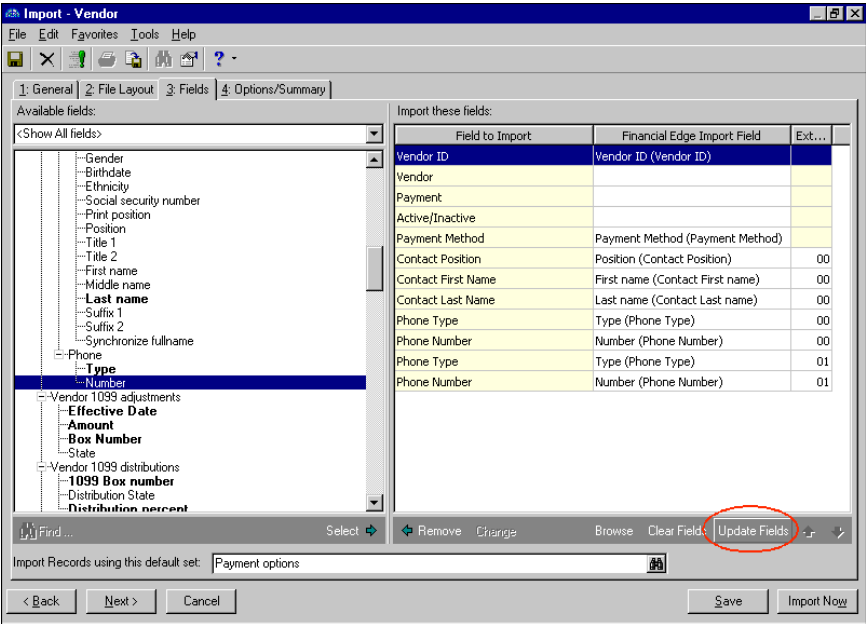
- To change the description format for a table entry field, select the field and click **Change**. The Edit Field Criteria screen appears. To change the long or short description, select a format, and click **OK**. This option is not available for every field.



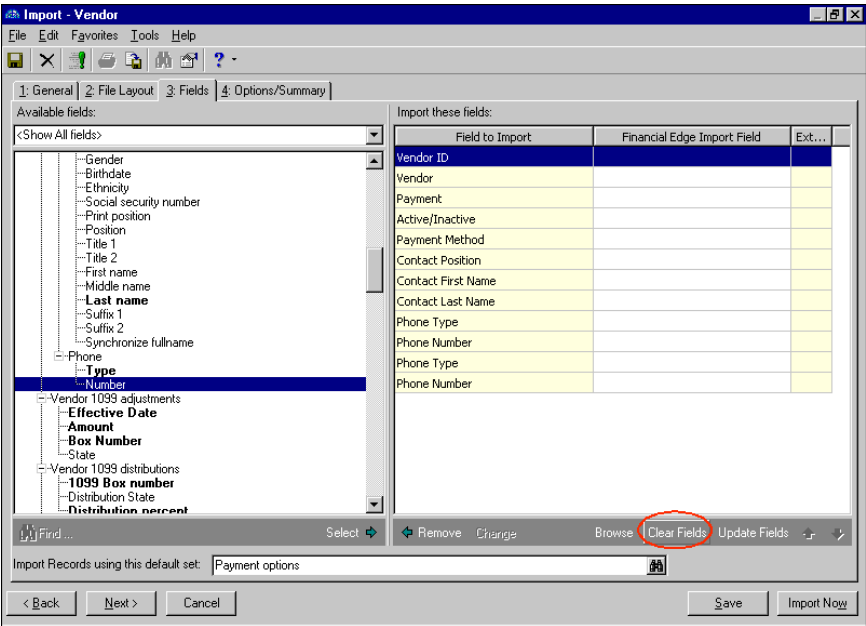
- To view a sample of possible values for a field in the **Import these fields** grid, select the field, and click **Browse**. The Browse screen appears.



- To clear your selections and restore the mappings created by the program, click **Update Fields**.



- To remove all mapped fields, click **Clear Fields**.



4. Click **Next** or **Import Now** to continue with the import.

Exporting Records

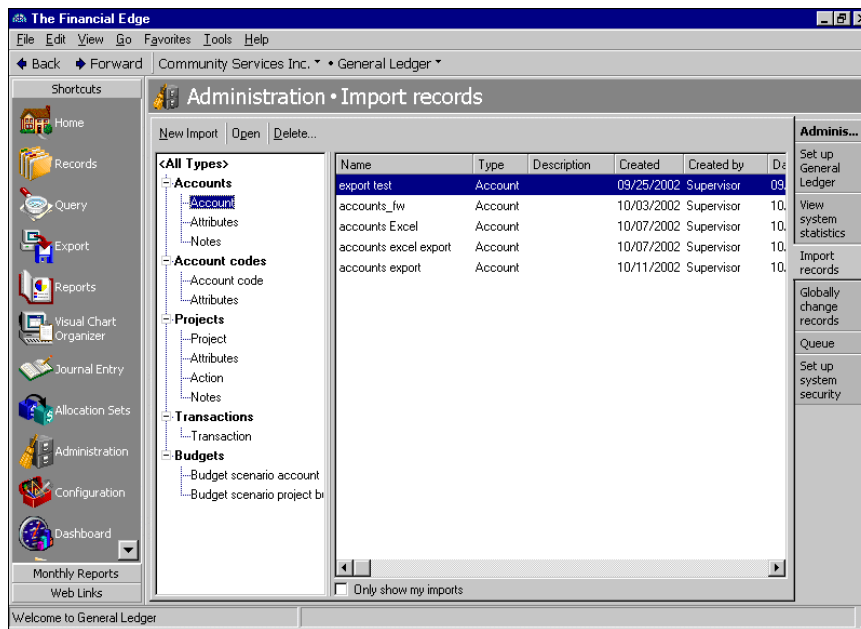
Tip: When exporting a file to update, make sure you include the import ID to the fields to export.

When you select to export records, you export a file of data to a designated location so you can update or view the data in an application outside of *The Financial Edge*. For example, you may want to create a customized report with your data or analyze and manipulate it in a spreadsheet program. Once you make changes to the file, you can then import the file back into your database using **Update existing records**. When exporting a file to update, make sure you include the import ID to the fields to export.

Be careful when exporting records to be updated. If you select to include all fields in the export file, the export file may also contain Read-Only fields that cannot be updated. For example, when you select to include all fields in an account export file, Import adds **Prevent posting date**, a Read-Only field. To prevent errors when importing the updated file, you can either delete this column of fields from the import file or leave the column in the import file, but remove the import field from the **Import these fields** grid on the Fields tab by selecting it and clicking **Remove**.

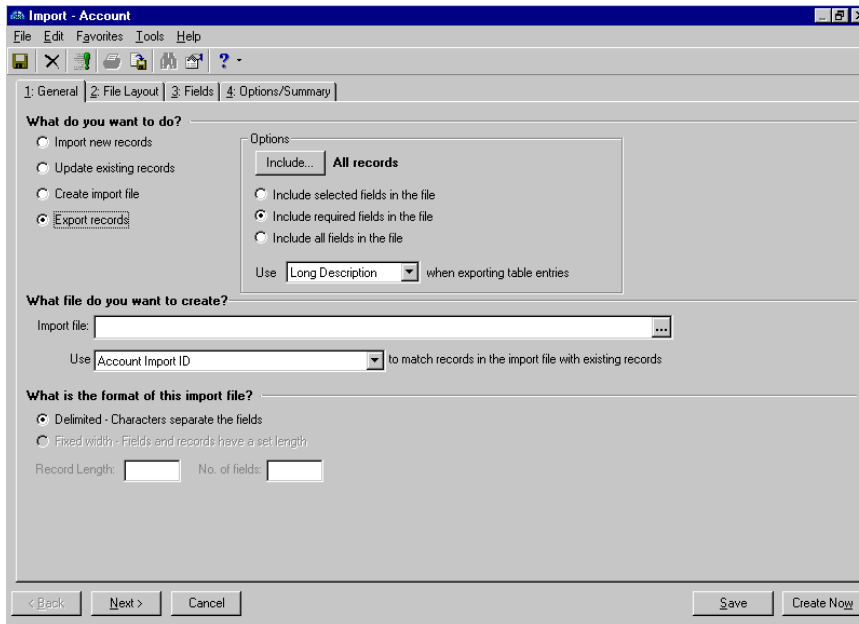
► Exporting records

1. On the Import records page, select from the tree view the record type to export.



2. On the action bar, click **New Import**. The Import - <Import type> screen appears on the General tab.

3. In the **What do you want to do?** frame, mark **Export records**.

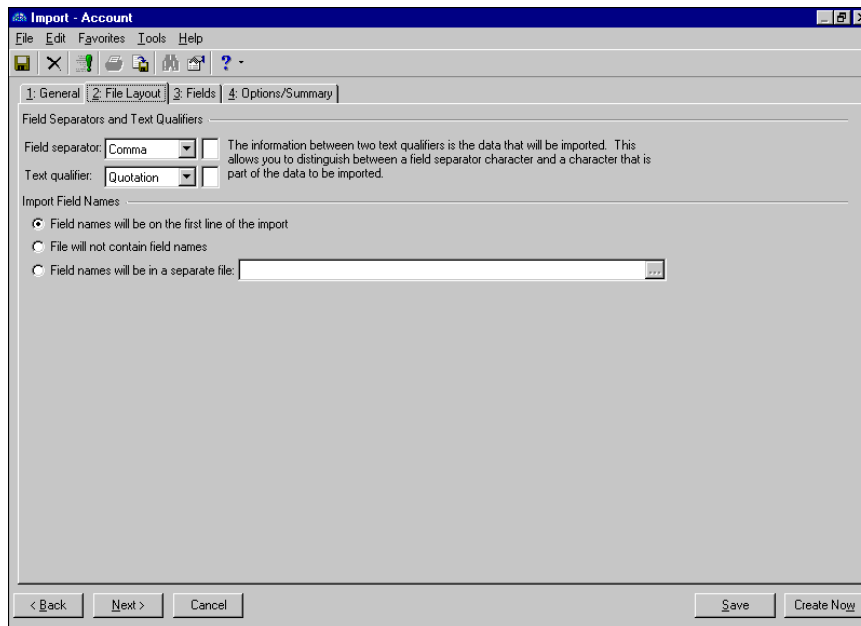


4. In the **Options** frame, click **Include**. A submenu appears from which you can select **All records**, **Selected records**, or **Records changed as of**.
- Select **All records** to include every record of this import type.
 - Select **Selected records** to include records contained in a saved query.
 - Select **Records changed as of** to include records that have been changed since the date you specify.
5. Select which fields to include in the export file.
- Mark **Include selected fields in the file** to include only the fields you select manually on the Fields tab. Mark this option if you plan to use the export file to update existing records, *not* if you plan to import new records.
 - Mark **Include required fields in the file** to include only fields required to save the type of record being imported.
 - Mark **Include all fields in the file** to include every field once. If you need to use one field multiple times, you must add those fields and extensions. For more information about using extensions, see “Extensions” on page 16.
6. In the **Use [] when exporting table entries** field, select the long or short description format to use for fields containing table entries. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file you are creating or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the type of ID to use to identify the records.
9. In the **What is the format of this import file?** frame, **Delimited** is marked by default and **Fixed Width** is disabled. The **Delimited** option creates an export file that contains characters, such as commas, to separate fields. For example, a *.csv file contains a delimited format. For more information, see “Delimited Data Formats” on page 9.

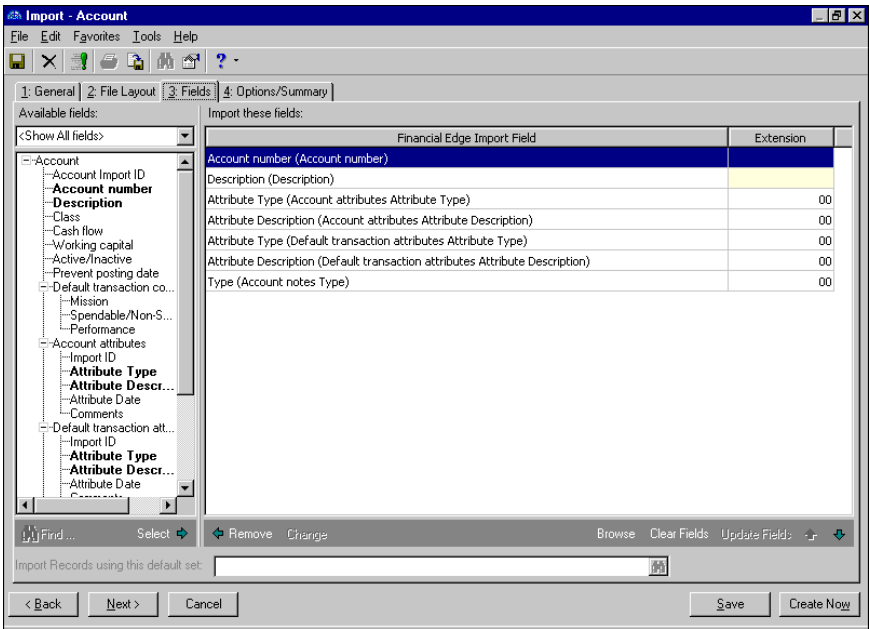
10. Click **Next**. The File Layout tab appears.



11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.
13. Click **Next**. The Fields tab appears.

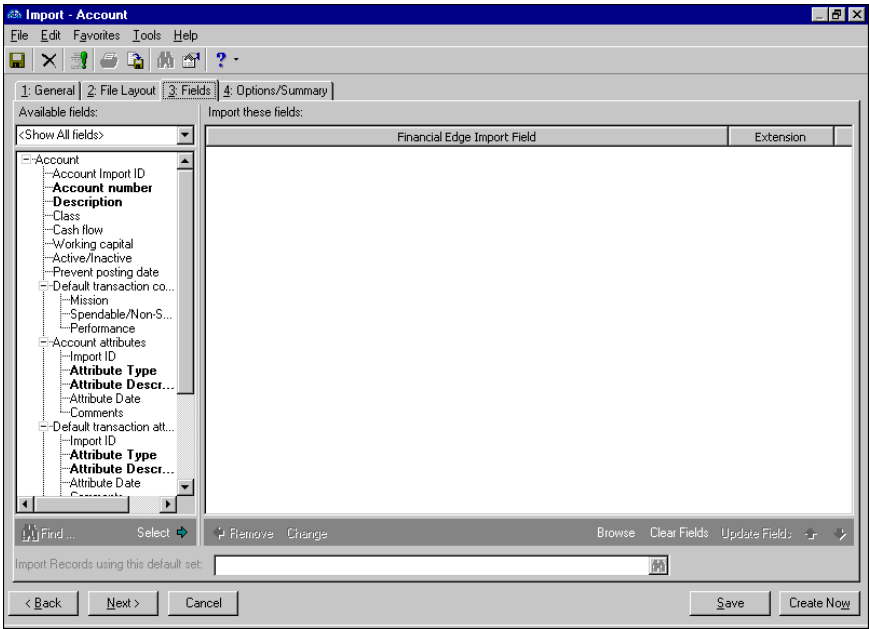
Note: To delete a field from the import, select the field in the **Import these fields** grid and click **Remove**. To delete all field names, click **Clear Fields**. To change the order of fields, select a field in the **Import these fields** grid and click the up or down arrow on the action bar below the grid.

If you marked **Include all fields in the file** or **Include required fields in the file** in the **Options** frame on the General tab, fields appear in the **Import these fields** grid.



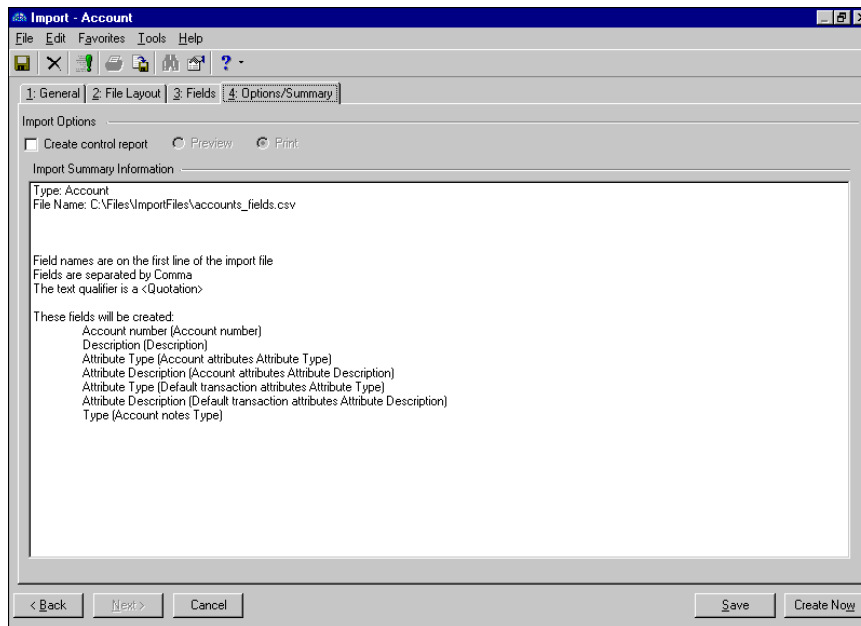
Tip: In the **Available fields** box, you can select multiple fields at one time. Press the **CTRL** key while selecting one field at a time, or press the **SHIFT** key while selecting consecutive fields.

If you marked **Include selected fields in the file** in the **Options** frame on the General tab, no fields appear in the **Import these fields** box. You must manually select the fields to include in the import file. Continue until you select all the fields to include in the import file.



14. To view a list of possible values for a particular field, select the field in the **Financial Edge Import Field** column and click **Browse**. For more information about viewing sample field values, see “Table Entries” on page 15.

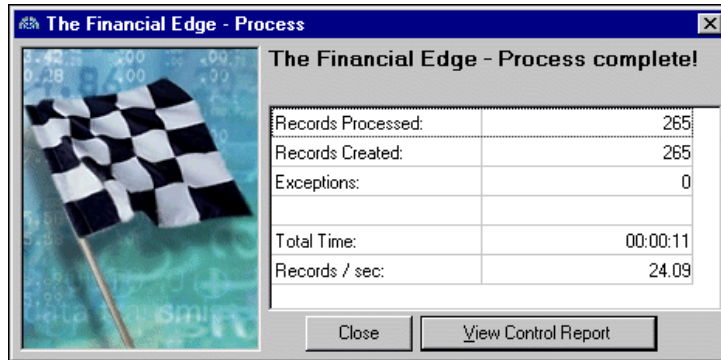
15. Click **Next**. The Options/Summary tab appears.



Note: If you select to preview the control report, you can print it from the preview screen.

16. In the **Import Options** frame, mark **Create control report** to view or print a report showing the export results, including the criteria and fields to include. Mark **Preview** to view the report on your screen or **Print** to send the report to your printer.
17. Review information in the **Import Summary Information** frame. If you need to make changes, you can return to previous tabs and change settings.
18. Click **Create Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.
20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import.
21. Click **Save**. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the export, or exit the export. If you click **Exit Import**, the export process stops, parameter settings are not saved, and any data exported up to the point of cancellation is in the export file. If you click **View Control Report**, the control report appears. When you close it, you can resume or exit the export again.

When the import is finished, the The Financial Edge - Process screen appears showing the number of records processed, number of records created, and number of exceptions. For an export, the numbers processed and created are the same because no changes are made. The number of exceptions is always zero.



22. If you marked **Create control report** on the Options/Summary tab, click **Close** on the Import screen for the report to automatically open. If you did not mark **Create control report**, you can see import results by clicking **View Control Report** on the The Financial Edge - Process screen. When you finish viewing the report, close it to return to the import record.

Updating an Export File in Excel

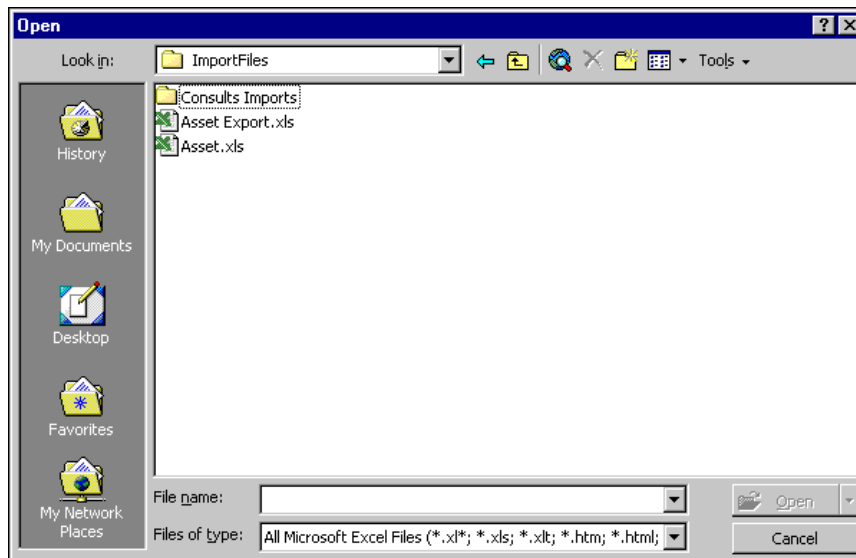
Tip: When exporting a file to update, make sure you include the import ID in the export file.

You can export **Financial Edge** record information to update in other applications, such as *Excel*. For example, if you want to update address information for a large number of vendors, you can export a file that contains the specific address fields you want to change for those records. You can then open this file in *Excel*, make the necessary changes, and then import the saved file of updated information back into **The Financial Edge**. For information about how to import an updated file, see “Updating Existing Records” on page 51.

This procedure shows you how to update a **Financial Edge** export file in *Excel*. For information about how to export records, see “Exporting Records” on page 34.

► Updating a Financial Edge export file in Excel

1. In *Excel*, select **File, Open** from the menu bar. The Open screen appears.

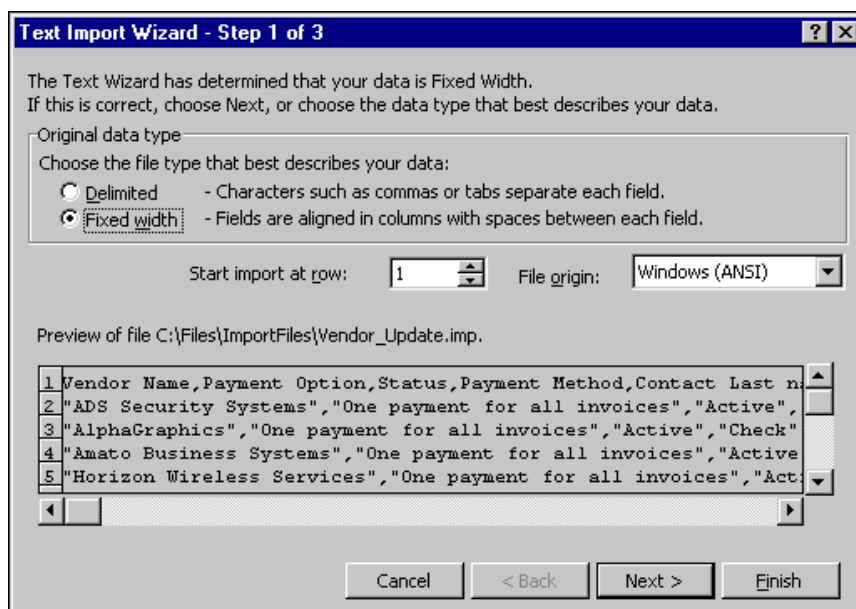


2. In the **Files of type** field, select "All Files (*.*)". Then browse to the location of the export file you created in *The Financial Edge*. (This is the same path you entered in the **What file do you want to create?** frame on the General tab.)

Note: We recommend that you save import and export files in *.csv format. It is easiest to work with in *Excel* and *The Financial Edge*.

3. Once you locate the export file, click **Open**. If you saved the export file as *.csv, the file does not require data formatting and opens automatically. Proceed to step 17.

If you saved the export file as *.txt or *.imp, you must format the data. The Text Import Wizard - Step 1 of 3 screen appears.



4. The Text Wizard must use the same data type you selected on the General tab of the import record. For *.txt or *.imp files, *Excel* reads the data as fixed width even if you selected to use a delimited format on the import record. Therefore, it is very important to make sure that you mark the correct data type in the **Original data type** frame. For this example, we change the data type to a delimited format.
5. In the **Start import at row** field, select "1" because the export file starts on the first row of the spreadsheet.
6. In the **File origin** field, select "Windows (ANSI)", because the export file was created in *The Financial Edge*, a Windows-based program.
7. Click **Next**. The Text Import Wizard - Step 2 of 3 screen appears. The information that appears on this screen depends on the information selected on the File Layout tab in *The Financial Edge*.

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab ☐ Semicolon ☐ Comma
☐ Space ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

```
Vendor Name,Payment Option,Status,Payment Method>Contact Last nam
ADS Security Systems,"One payment for all invoices","Active","Che
AlphaGraphics,"One payment for all invoices","Active","Check","Wh
Amato Business Systems,"One payment for all invoices","Active","CI
Horizon Wireless Services,"One payment for all invoices","Active"
```

Buttons: Cancel, < Back, Next >, Finish

8. In the **Delimiters** frame, unmark **Tab** and mark **Comma**.
9. Leave **Treat consecutive delimiters as one** unmarked.
10. In the **Text qualifier** field, select quotation marks (" ").

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☒ Comma
☐ Space ☐ Other:

☐ Treat consecutive delimiters as one

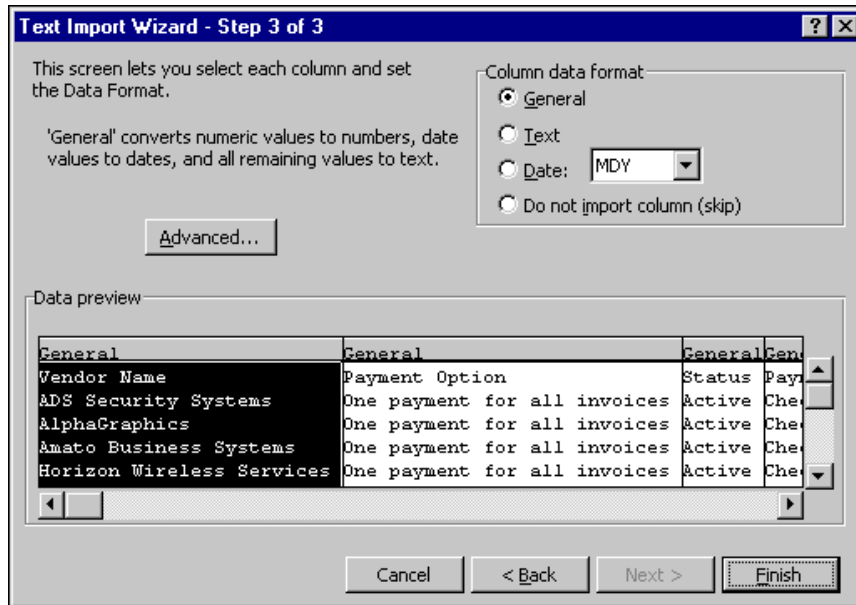
Text qualifier:

Data preview

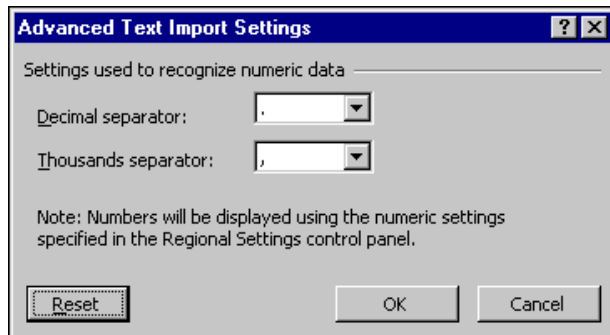
Vendor Name	Payment Option	Status	Pay
ADS Security Systems	One payment for all invoices	Active	Che
AlphaGraphics	One payment for all invoices	Active	Che
Amato Business Systems	One payment for all invoices	Active	Che
Horizon Wireless Services	One payment for all invoices	Active	Che

Buttons: Cancel, < Back, Next >, Finish

11. Click **Next**. The Text Import Wizard - Step 3 of 3 screen appears.

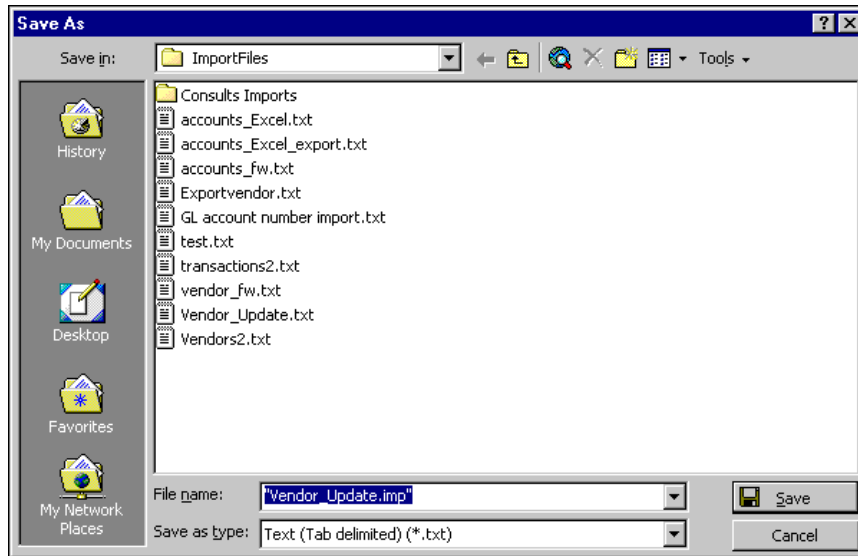


12. In the **Column data format** frame, mark **General** and the program converts the export data to *Excel* data formats. Numeric values found in the export file convert to numbers, date values convert to dates, and all other information to text.
13. Click **Advanced**. The Advanced Text Import Settings screen appears.



14. On this screen, you can select the values used as separators for numeric data in your export file. Use the default settings.
15. Click **OK**. You return to the Text Import Wizard - Step 3 of 3 screen.
16. Click **Finish**. The export file information appears in an *Excel* spreadsheet. In this format, it is easy to edit and add field information for the records.

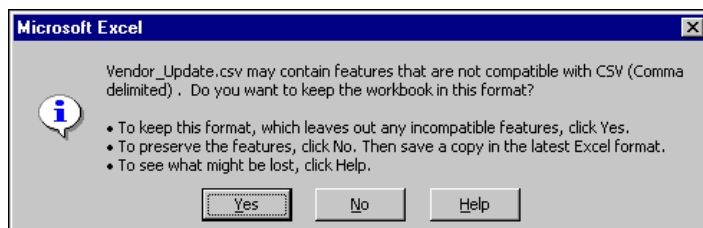
18. To save the changes, from the menu bar, select **File, Save As**. The Save As screen appears.



19. To overwrite the original export file, use the default file name in the **File name** field. To create a new file, enter a new name in the **File name** field.

Warning: When editing export files in *Excel*, if your export file contains special text formatting (such as the date format, which must be mm/dd/yyyy), we recommend that you save the file in *.xls format and then save the file again as *.csv or *.txt. This preserves the data formatting. If you need to make additional changes to the import file later on, open the *.xls version, make the changes, and then save the file again as *.csv or *.txt.

20. In the **Save as type** field, select “*.csv”. This is the most user-friendly format for *The Financial Edge*.
21. Click **Save**. A warning message similar to the following may appear asking if you want to preserve formatting.



22. Click **Yes** to continue.
23. To close the *Excel* spreadsheet, click **File, Exit** from the menu bar.
24. You can now import the updated records back into *The Financial Edge*. For information about importing the file back into *The Financial Edge*, see “Updating Existing Records” on page 51.

Advanced Import Procedures

The two most critical functions you complete in Import are importing new records and updating existing records. For all import types, records must meet these requirements to import successfully:

- The import file must include all required fields. When importing new records, the required fields are all fields required to save that type of record. When updating existing records, the required fields are only those required to identify existing records.

- You must have security rights to all fields and processes involved in the import.
- Post dates must be in a valid, open fiscal period.
- Transaction amounts must be fully distributed to general ledger accounts.
- All fund requirements must be met, including balancing requirements for class, project, transaction codes, or segments. For more information, see the *Configuration Guide for General Ledger*.

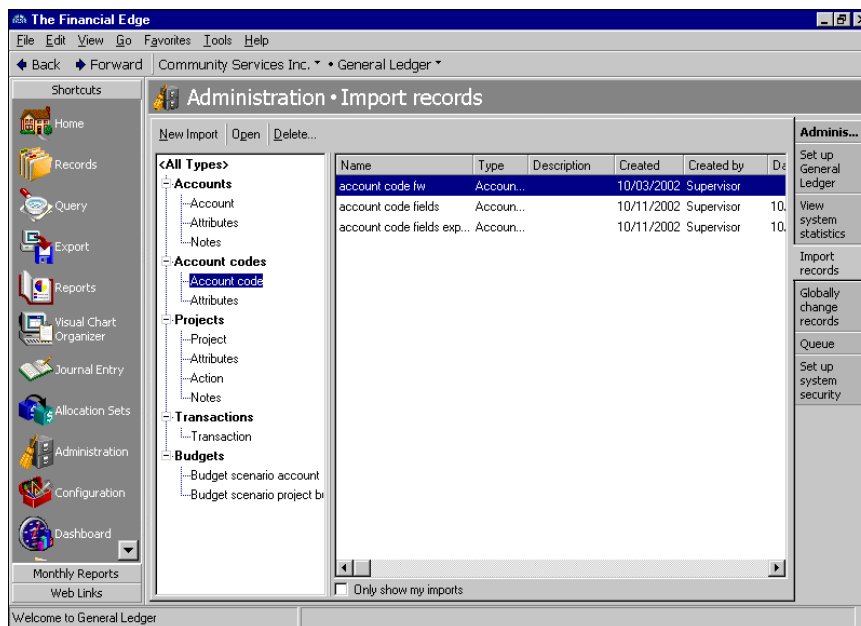
Importing New Records

Using the **Import new records** function, you can import record information created in non-Blackbaud applications to combine databases and add new records. With this function you can quickly add numerous new records at one time without having to open each individual record to add information. For information about importing a specific type of record, see the chapter for that program.

► Importing new records

Note: Make you have security rights to all fields you want to add. If you do not have rights to certain fields, a warning message appears if you select to include the restricted field in your import. Also, you cannot open a saved import unless you have security rights to all fields included in the import.

1. On the Import records page, select from the tree view the record type you want to import.



2. On the action bar, click **New Import**. The Import - <Import type> screen appears on the General tab.

Note: We recommend that you validate and test an import file to ensure it is correct before running the actual import.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database.
After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide* for the program.

6. If you are importing a record type which has duplicate criteria defined in *Configuration*, the **Use duplicate criteria for new records** option is enabled. Mark this option to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.
10. In the **What is the format of this import file?** frame, mark **Delimited** or **Fixed Width**.
 - **Delimited - Characters separate the fields.** Mark this option if the import file contains characters, such as commas, to separate fields. For example, a *.csv file contains a delimited format. For more information, see “Delimited Data Formats” on page 9.
 - **Fixed width - Fields and records have a set length.** Mark this option to define the length of the import file fields. In the **No. of fields** field, enter the number of fields found in each record. You can set the length of each field on the File Layout tab. For more information, see “Fixed Width Data Formats” on page 9.
11. Click **Next**. The File Layout tab appears. Options that appear on the File Layout tab depend on the data format you selected in the **What is the format of this import file?** frame on the General tab.

If you selected to use a fixed width data format, proceed to step 14.

1: General | 2: File Layout | 3: Fields | 4: Options/Summary

Field Separator: Comma Text Qualifier: Quotation

Import Field Names:

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Account Code	Description	Cash Flow	Working Capital	Class
1830	Construction in Progress	Cash Flows from Investing A...	Noncurrent Assets, Liabilitie...	Unrestricted Net Assets
5260	Web Fees			
1210	Cash Receipts	Cash Flows from Operating ...	Current Assets	Unrestricted Net Assets

< Back Next > Cancel Save Import Now

12. If you selected to use a delimited data format, in the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file. Proceed to step 15.
14. If you selected **Fixed Width - Fields and records have a set length** on the General tab, the **Field Name** column on the File Layout tab displays field names. To edit the field width, click in the **Field Length** column and enter a new number.

The **Sample Import Format** frame displays a sample of how the import fields appear. Use this preview to find any errors in the field length formatting.

The Financial Edge has attempted to determine where your field breaks occur. Please make any changes to the widths of your fields now.

Field Name	Field Length
Account Code	12
Description	24
Cash Flow	36
Working Capital	46
Class	23

Sample Import Format

Account Code	Description	Cash Flow	Working Capital	Class
1830	Construction in Progress	Cash Flows from Investing Ac...	Noncurrent Assets, Liabilitie...	Unrestricted Net Assets
5260	Web Fees			
1210	Cash Receipts	Cash Flows from Operating A...	Current Assets	Unrestricted Net Assets

< Back Next > Cancel Save Import Now

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 12.

- Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For detailed information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.

Available fields:

<Show All fields>

- Account code
 - Import ID
 - Account Code**
 - Description**
 - Control Account
 - Contra Account
 - Cash Flow
 - Working Capital
 - Class
- Account code attributes
 - Import ID
 - Attribute Type**
 - Attribute Descript...**
 - Attribute Date
 - Comments

Import these fields:

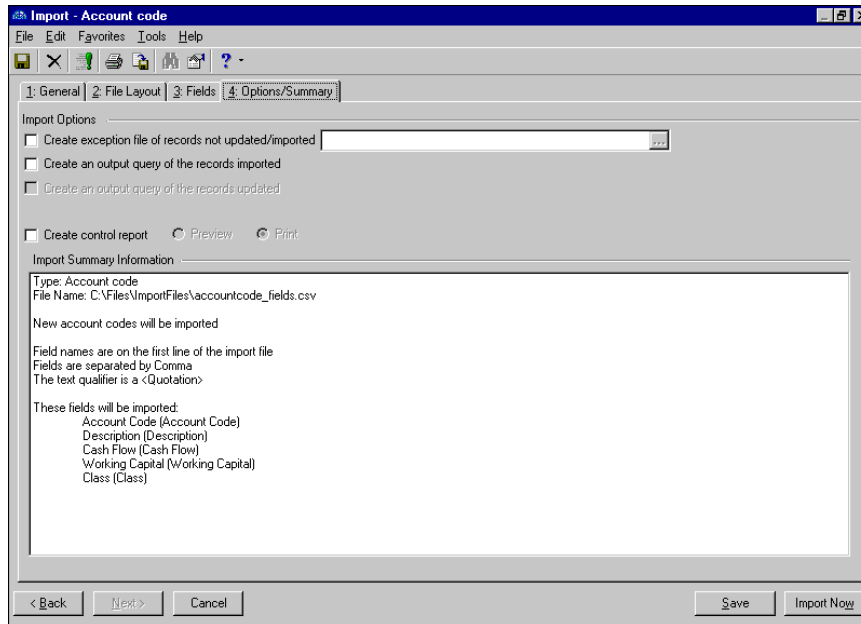
Field to Import	Financial Edge Import Field	Extens...
Account Code	Account Code (Account Code)	
Description	Description (Description)	
Cash Flow	Cash Flow (Cash Flow)	
Working Capital	Working Capital (Working Capital)	
Class	Class (Class)	

Find... Select Remove Change Browse Clear Fields Update Fields

Import Records using this default set: []

< Back Next > Cancel Save Import Now

16. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



17. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

18. Mark **Create an output query of the records imported** to save a query of imported records.
19. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions. If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

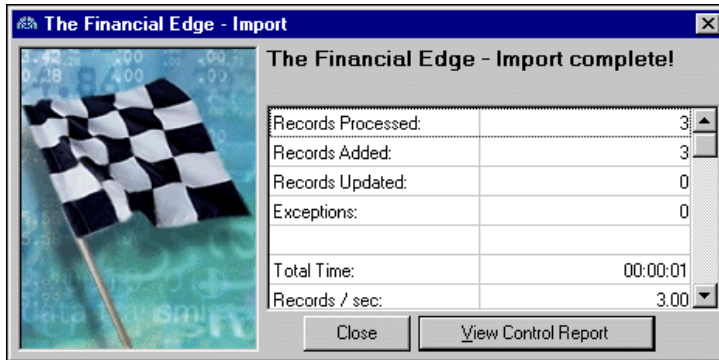
Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

20. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
21. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.
22. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
23. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

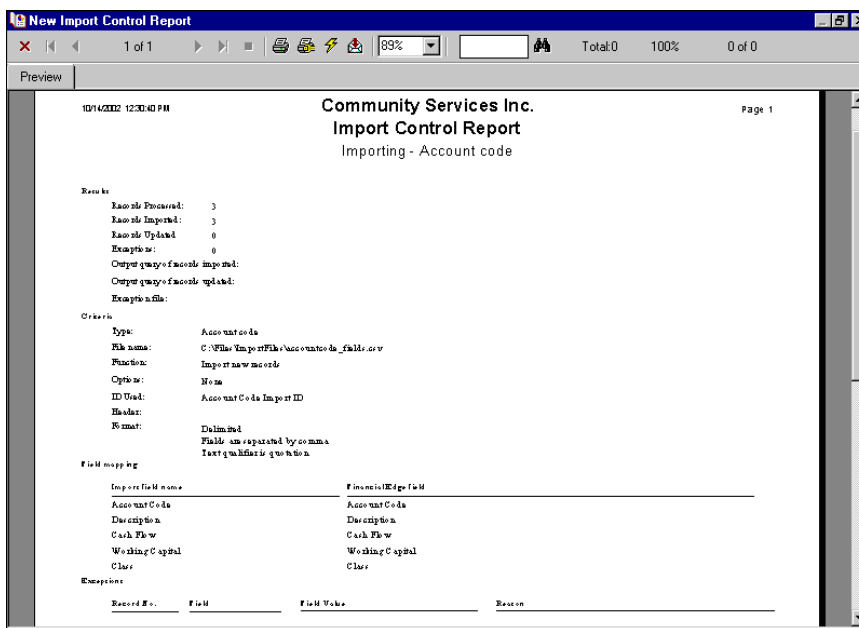
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

24. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View Control Report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



25. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



26. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Updating Existing Records

Tip: You may have extra fields in your import file that do not need updating. Rather than removing the fields from the import file, you can “unmap” these on the Fields tab by selecting each field and clicking **Remove**. Only mapped fields are included in the update.

After you export records and update them in another application, you can then import them back into *The Financial Edge* using **Update existing records**. The update function replaces data currently in fields with new data contained in the import file. You can also mark **Import records not found as new records** to add new records for any contained in the import file that are not already saved in the database. To use this option, you must also include the fields required to import new records.

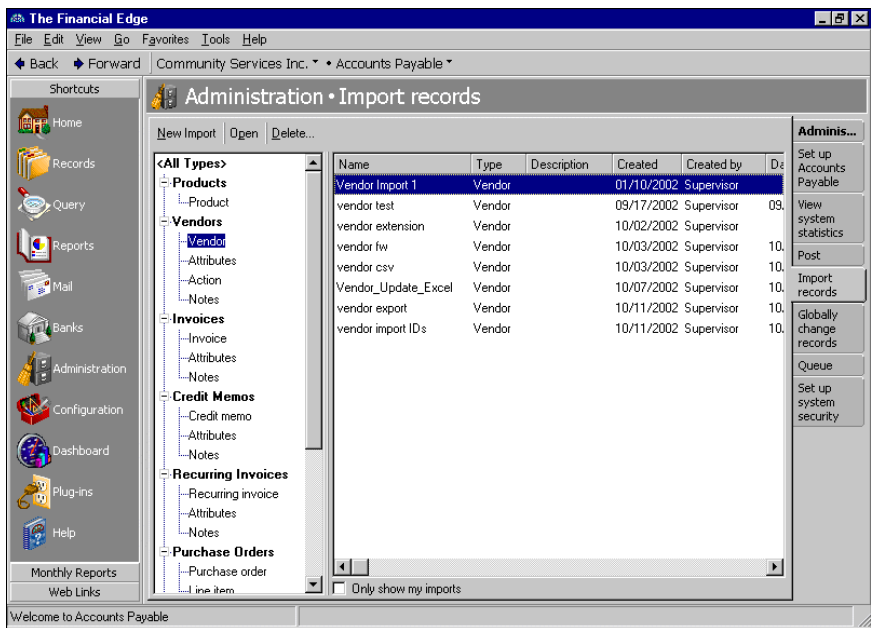
When updating records you must include an import ID in the import file to match new data with existing records. For more information about import IDs, see “Import IDs” on page 11.

For this example we import the file updated in *Excel* in “Updating an Export File in Excel” on page 40.

► Updating existing records

Note: Make certain you have security rights to all fields you want to update or add. If you do not have rights to certain fields, a warning message appears when you select to include the restricted field in your import. Also, you cannot open a saved import unless you have security rights to all fields included in the import.

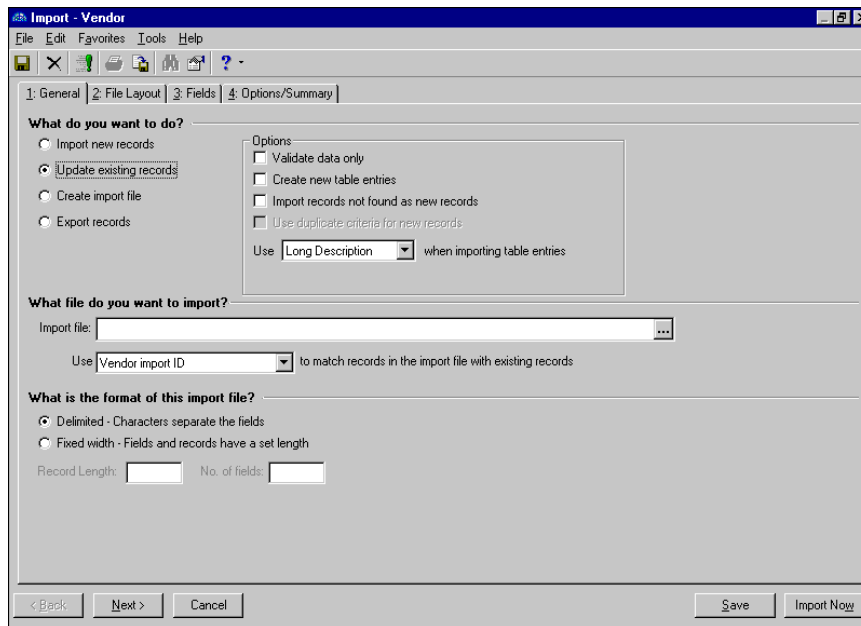
1. On the Import records page, select from the tree view the record type you want to update.



2. On the action bar, click **New Import**. The Import - <Import type> screen appears on the General tab.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

3. In the **What do you want to do?** frame, mark **Update existing records**.



Note: We recommend that you validate and test an import file to ensure it is correct before running the actual import.

4. To validate the import file before actually updating records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database.

After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

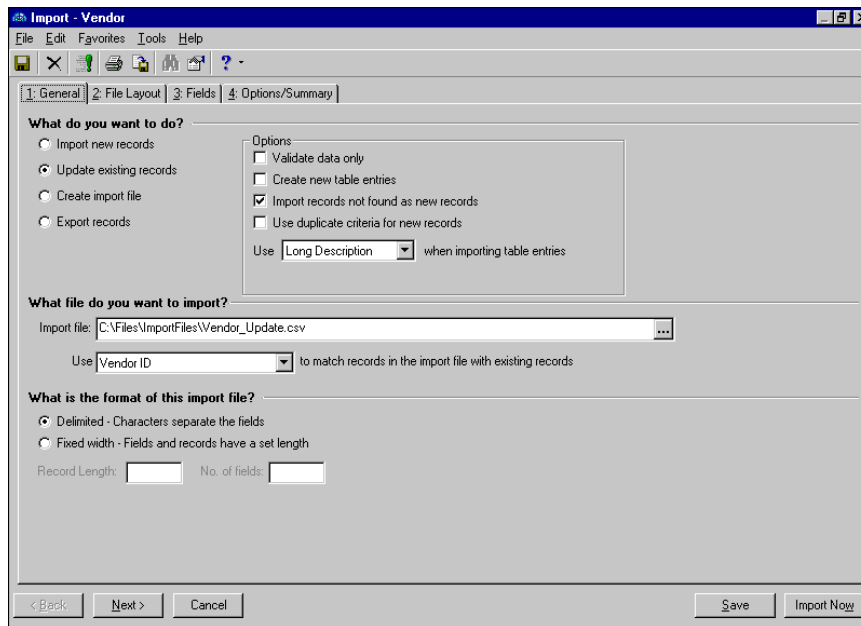
6. To add any records contained in the import file that are not already saved in the database, mark **Import records not found as new records**. To use this option, you must also include the fields required to import new records.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

10. In the **What is the format of this import file?** frame, mark **Delimited** or **Fixed Width**.

- **Delimited - Characters separate the fields.** Mark this option if the import file contains characters, such as commas, to separate fields. For example, a *.csv file contains a delimited format. For more information, see “Delimited Data Formats” on page 9.
- **Fixed width - Fields and records have a set length.** Mark this option to define the length of the import file fields. In the **No. of fields** field, enter the number of fields found in each record. You can set the length of each field on the File Layout tab. For more information, see “Fixed Width Data Formats” on page 9.



11. Click **Next**. The File Layout tab appears. Options that appear on the File Layout tab depend on the data format you selected in the **What is the format of this import file?** frame on the General tab.

If you selected **Delimited - Characters separate the fields**, start with step 12.

If you selected **Fixed Width - Fields and records have a set length**, proceed to step 14.

12. If you marked **Delimited - Characters separate the fields** on the General tab, in the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

Import - Vendor

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: Comma

Text qualifier: Quotation

The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Import Field Names

☒ Field names are on the first line of the import file

☐ Import file does not contain field names

☐ Field names are in a separate file:

Sample Import Format

Vendor ID	Vendor Name	Payment Option	Status	Payment Method
25	ADS Security Systems	One payment for all invoices	Active	Check
37	AlphaGraphics	One payment for all invoices	Active	Check
14	Amato Business Systems	One payment for all invoices	Inactive	Check
4	Horizon Wireless Services	One payment for all invoices	Active	Check
16	Auto Express	One payment for all invoices	Active	Check
39	Bakker & Associates	One payment for all invoices	Active	Check
8	Bell Telephones	One payment for all invoices	Active	Check
85	Bill Johnson Automobile Sale...	One payment for all invoices	Active	Check
11	Blanche Darby Florist	One payment for all invoices	Active	Check
40	CareerTrack	One payment for all invoices	Inactive	Check

< Back Next > Cancel Save Import Now

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file. Proceed to step 16.

14. If you selected **Fixed Width - Fields and records have a set length** on the General tab, the **Field Name** column on the File Layout tab displays field names.

Import - Vendor

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

The Financial Edge has attempted to determine where your field breaks occur. Please make any changes to the widths of your fields now.

Field Name	Field Length
Vendor Name	34
Payment Option	28
Status	8
Payment Method	14
Contact Position	18
Contact First name	18
Contact Last name	17

Sample Import Format

Vendor Name	Payment Option	Status	Payment Method	Contact Position
ADS Security Systems	One payment for all invoices	Active	Check	District Manager
AlphaGraphics	One payment for all invoices	Active	Check	Graphic Artist
Amato Business Systems	One payment for all invoices	Active	Check	Owner
Horizon Wireless Services	One payment for all invoices	Active	Check	Manager
Auto Express	One payment for all invoices	Active	Check	Manager
Bakker & Associates	One payment for all invoices	Active	Check	Owner
Bell Telephones	Manager	Thomas	Ross	

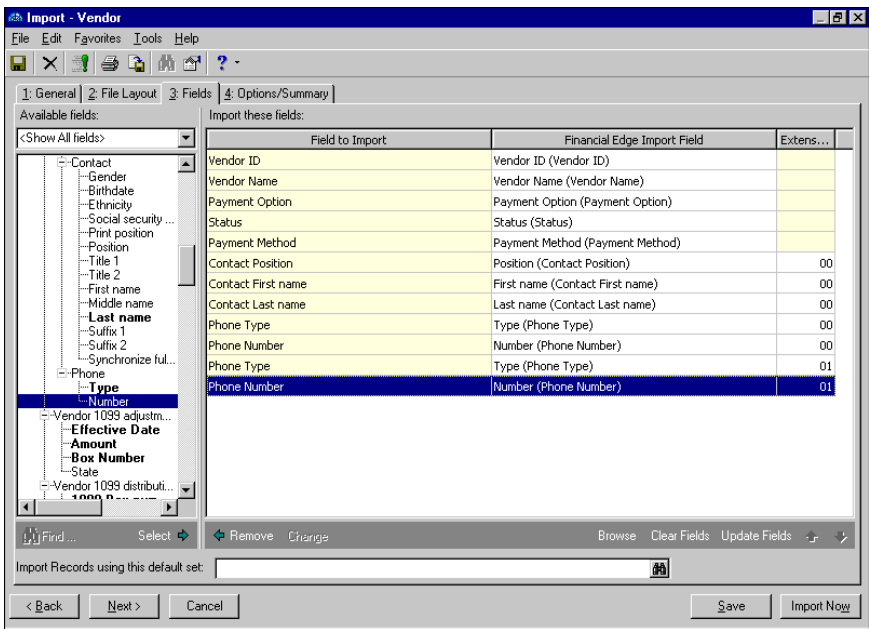
< Back Next > Cancel Save Import Now

15. To edit the field width, click in the **Field Length** column and enter a new number.

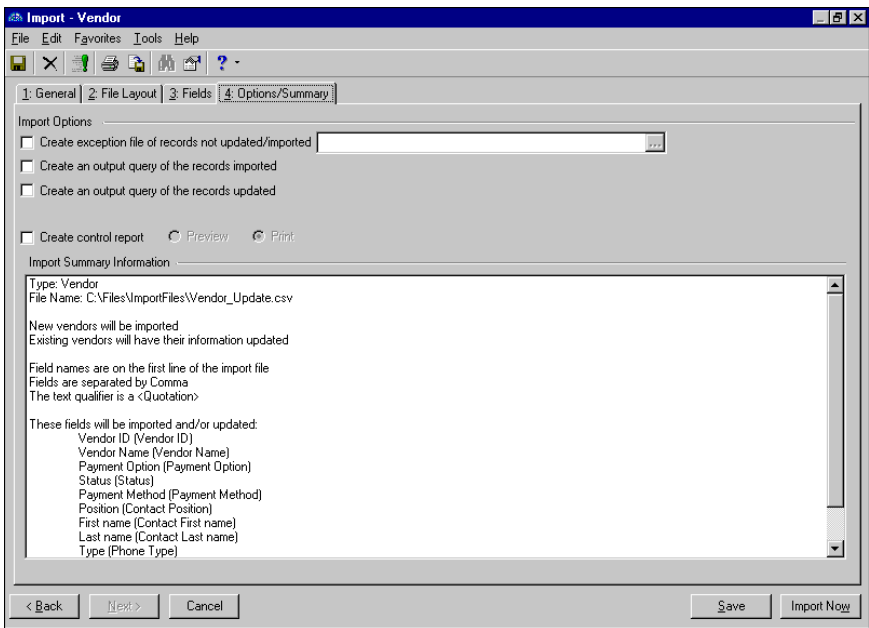
The **Sample Import Format** frame displays a sample of how the import fields appear. Use this preview to find any errors in the field length formatting.

Note: If you do not want to update every field contained in the import file, remove those fields from the Fields tab by selecting the field in the **Financial Edge Import Field** column and clicking **Remove**.

16. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For detailed information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



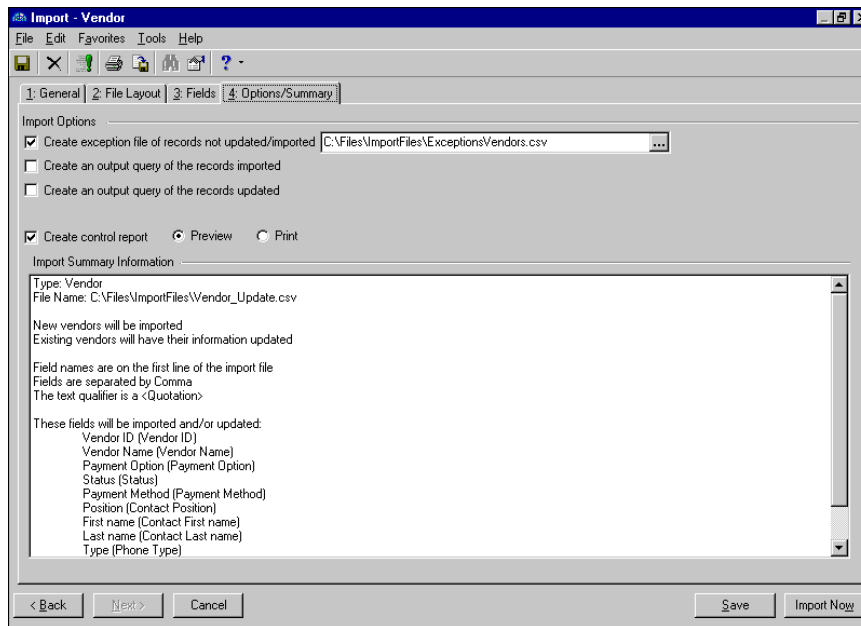
17. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



18. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

19. In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.
20. Depending on your settings on the General tab, you can mark **Create an output query of the records imported** or **Create an output query of the records updated** to save queries of updated or imported records.
21. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions. If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

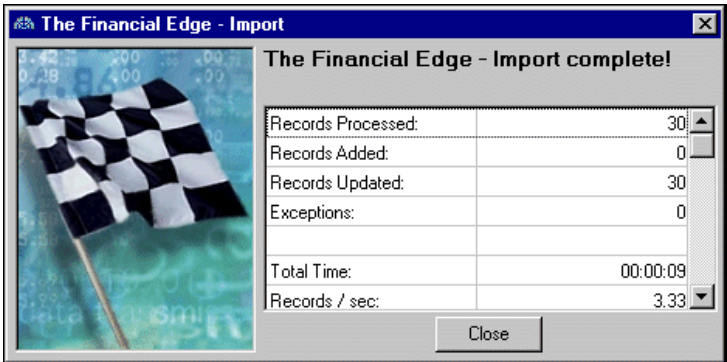


22. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.

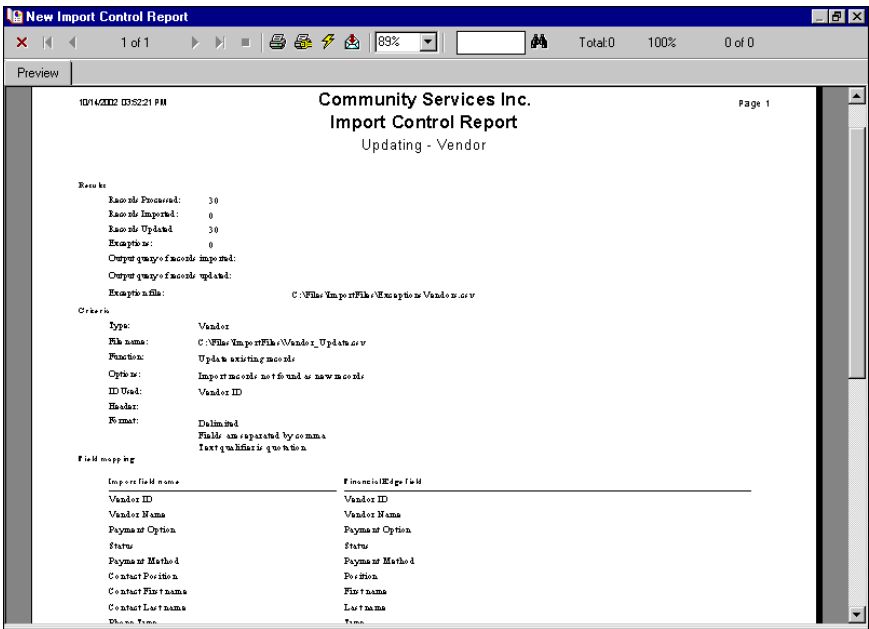
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

23. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.
24. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
25. If you marked **Create an output query of the records updated** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
26. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View Control Report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions. Records are added in an update only if you marked **Import records not found as new records** on the General tab.



27. If you selected to preview a control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



28. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Troubleshooting

Warning: Always back up your database before beginning an import or update process. The only way to restore your database is from a backup.

This table lists issues that may occur during import and their possible solutions:

Problem	Possible Solution
Exception: Import ID is missing.	Import IDs are required whenever you update records or if you import new items that are linked to other records. For example, if you are importing new invoices, the vendor import ID is required. Check the Fields tab to identify which import ID needs to be added to the import file.
Exception: Import ID is missing. But you included an import ID in the import file.	Make certain you are using the correct import ID for that record.
Exception: The <unique ID> field is required to update existing records.	Make sure the ID selected in the Use [] to match records in the import file with existing records field on the General tab is the same ID used in the import file.
Exception: Field value must be unique.	Mark Update existing records instead of Import new records on the General tab.
Exception: Record already exists.	If you are importing new records and the import file contains information about a record that already exists, an exception occurs. Either remove the information from the import file or mark Update existing records rather than Import new records on the General tab.
Exception: Record does not exist.	If you are updating records and the import file contains information about a record that does not already exist, an exception occurs. Either remove the information from the import file or mark Import records not found as new records on the General tab.
Exception: Invalid field value: field is Read-Only.	Read-Only fields cannot be updated; therefore, remove the field from the import file. You can remove a Read-Only field on the Fields tab by selecting it and clicking Remove . You do not have to remove the field from the import file itself.
Exception: Record does not exist.	Make sure you are using the correct import ID for that record
Exception: Invalid code table entry.	<p>If the import file contains an item not found in the field's table and you did not to mark Create new table entries on the General tab, an exception occurs. If you are certain that you want to add a new entry, add the table entry in <i>Configuration</i> and then try the import again.</p> <p>To view the table values available for a field, on the Fields tab, select the field in the Financial Edge Import Field column, and click Browse. The Browse screen appears showing possible values for this field.</p>
Exception: You must specify a <project/class/transaction code> for transactions in <fund ID>.	If you have the optional module <i>Projects and Grants</i> and require project, class, and transaction code values for a fund, they are also required in the import file when importing distributions.

Problem	Possible Solution
Error message: Bad file name or number.	Check to see if import file is open in another application. If so, close it and try to run the import again.
Data appears in the wrong fields after import.	Check extensions on the Fields tab.
Import is complete but no records are added or updated, and you receive no exceptions.	Unmark Validate Process on the General tab.
Import is complete but no records are updated, and you receive no exceptions.	Make sure the file listed in the Import file field on the General tab is the updated file, not the export file.
You have multiple fields in the import file but you want to update only one field.	On the Fields tab, map only the field you want to update. Only mapped fields are updated.
The import creates duplicate records.	On the General tab, mark Use duplicate criteria for new records . The import process checks for duplicates for only these record types: projects, vendors, invoices, credit memos, assets, clients, charges, credits, payments, and refunds. Make sure you have defined duplicate criteria in <i>Configuration</i> . You can use the Search for duplicates utility in <i>Administration</i> to identify any duplicates you created while importing.
You do not see the import type you need in the tree view on the Import Records page.	Make sure you have security rights for that record type or component. The import types appearing on the Import Records page are those for which you have security rights to view, add, edit, or delete.
You do not know a record's import ID.	Right-click on the record and select Properties . A window appears displaying the import ID and other information about the record.
Date or currency formatting in *.csv or *.txt files is lost after editing.	Make changes to the import file in <i>Excel</i> and save in *.xls file format. Then save the file again as *.csv or *.txt and import it back into The Financial Edge . This preserves the data formatting.
You want to import a field that has default values.	If you select to use a default set, you do not have to include fields with default values in the import file. Import adds default values automatically to each record in the import file. If you include a field in the import file, but also select to use a default set that includes a value for that field, the value in the import file overrides the default set and is assigned to the imported record. If the field in the import file is blank, then the default set value is used.

General Ledger Imports



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Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

The procedures in this chapter guide you through importing new records for each of the **General Ledger** import types. These procedures use import files that include the minimum fields required to save the record type, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in these examples but are required by your organization's data entry protocols or your organization's settings in *Configuration*.

Import files must meet these requirements to import successfully:

- The import file must include all required fields. When importing new records, the required fields are all fields required to save that type of record. When updating existing records, the required fields are only those required to identify existing records.
- You must have security rights to all fields and processes involved in the import.
- Post dates must be in a valid, open fiscal period.
- Transaction amounts must be fully distributed to general ledger accounts.
- All fund requirements must be met, including balancing requirements for class, project, transaction codes, or segments. For more information, see the *Configuration Guide for General Ledger*.

For information about the basics of importing such as setting up and formatting import files, using headers, and identifying required fields, see the Import Basics chapter. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

General Ledger Import Types

The table below lists all import types available in **General Ledger**. You must have the optional modules *Budget Management* and *Projects and Grants* to import budgets and projects.

General Ledger Import Types	
Accounts	Transactions
Account	Transaction
Attributes	Budgets
Notes	Budget scenario account budgets
Account Codes	Budget scenario project budgets
Account Code	
Attributes	
Projects	
Project	
Attributes	
Action	
Notes	

Importing Accounts

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

Before you import an account in **General Ledger**, the account code, fund, and other account segments must already be defined in *Configuration*. For more information about account setup, see the *Configuration Guide for General Ledger*.

- You can import account codes prior to importing accounts. For more information about importing account codes, see “Importing Account Codes” on page 68.

Required Fields

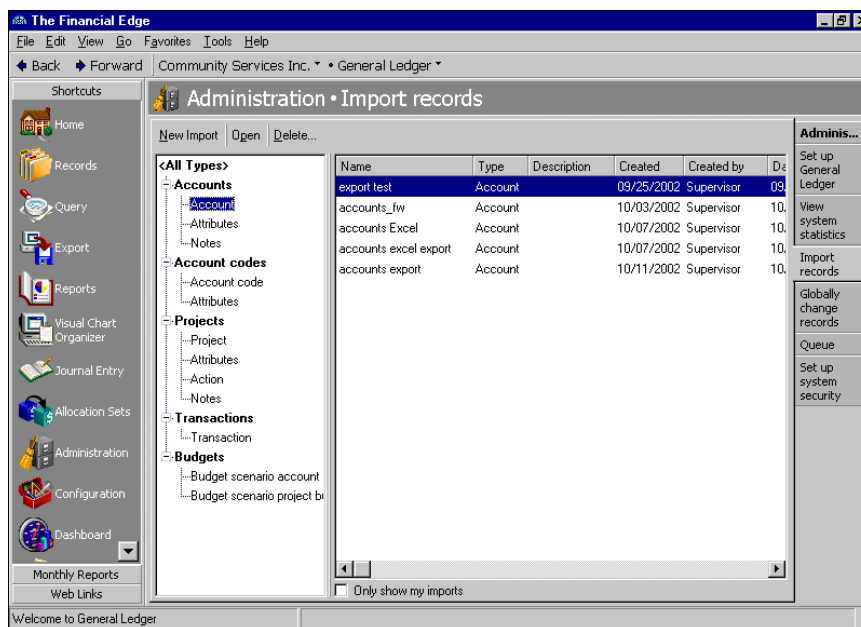
The import file used in this example includes the minimum fields required to import new accounts, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Account number*	Class
Description*	Active/Inactive

► Importing new accounts

- On the Import records page, select the Account import type from the tree view.



2. On the action bar, click **New Import**. The Import - Account screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

10. Click **Next**. The File Layout tab appears.

Account number	Description	Class	Active/Inactive
01-5650-00	Telephone Expense	Unrestricted Net Assets	Active
01-1155-00	Cash Receipts	Unrestricted Net Assets	Active
02-1155-00	Cash Receipts	Unrestricted Net Assets	Active

11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

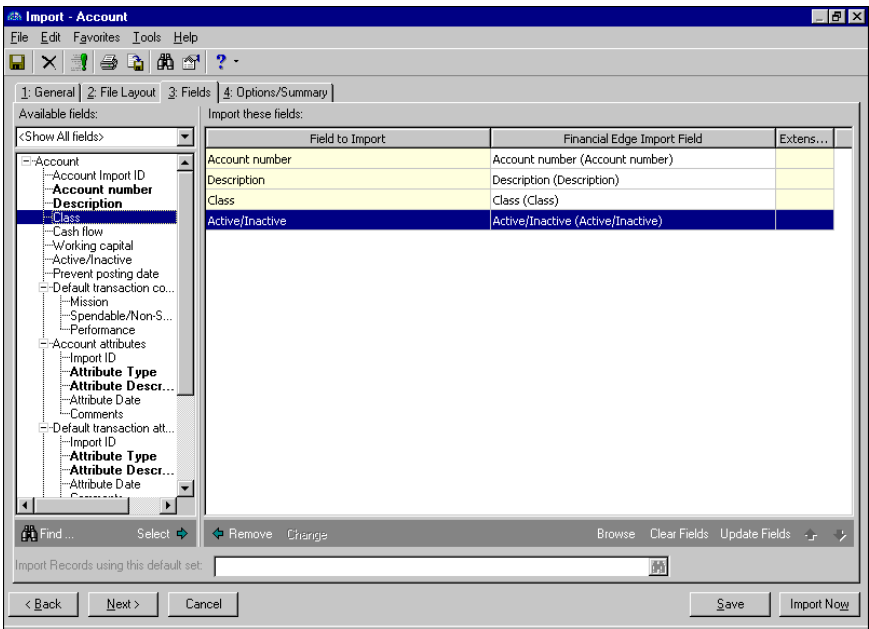
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

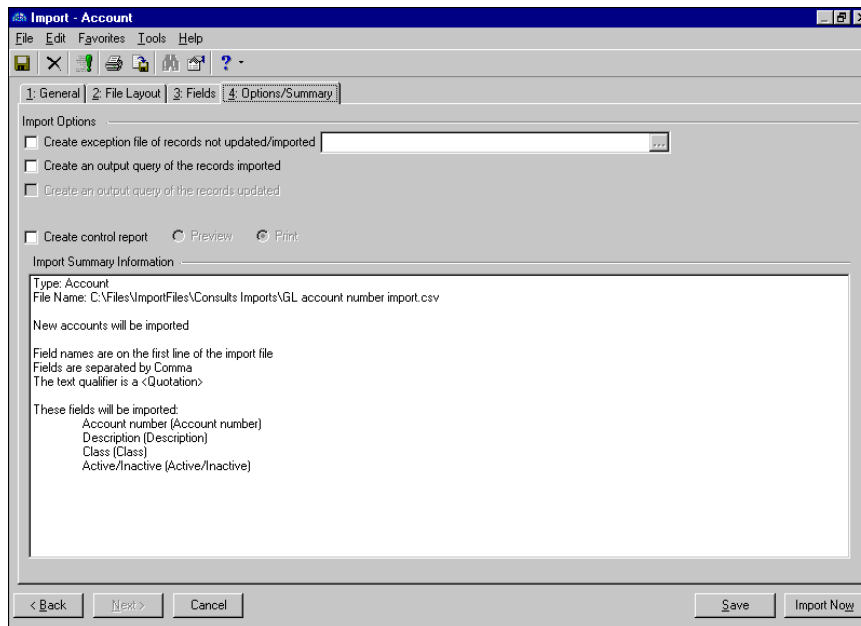
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

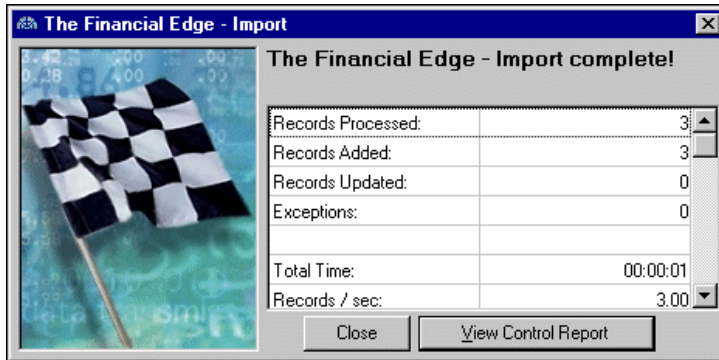
18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

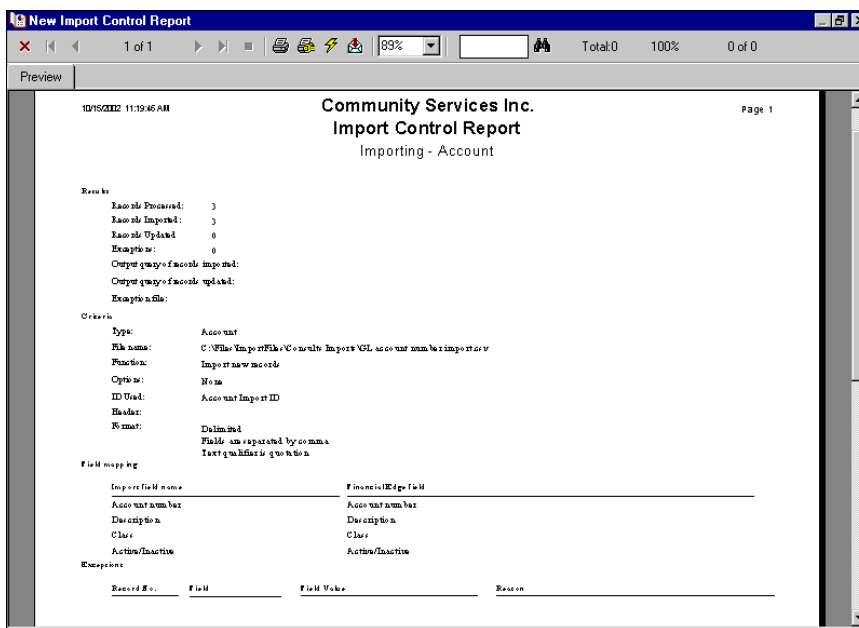
20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Account Codes

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

After you complete the account setup process on the Account Setup tab of *Configuration*, you can import and update account codes.

- The numbers you assign for account codes in your import file must be the defined field length and within the range of numbers defined for the appropriate category. When updating account codes, you can change account codes as long as the new code remains in the same category.

Required Fields

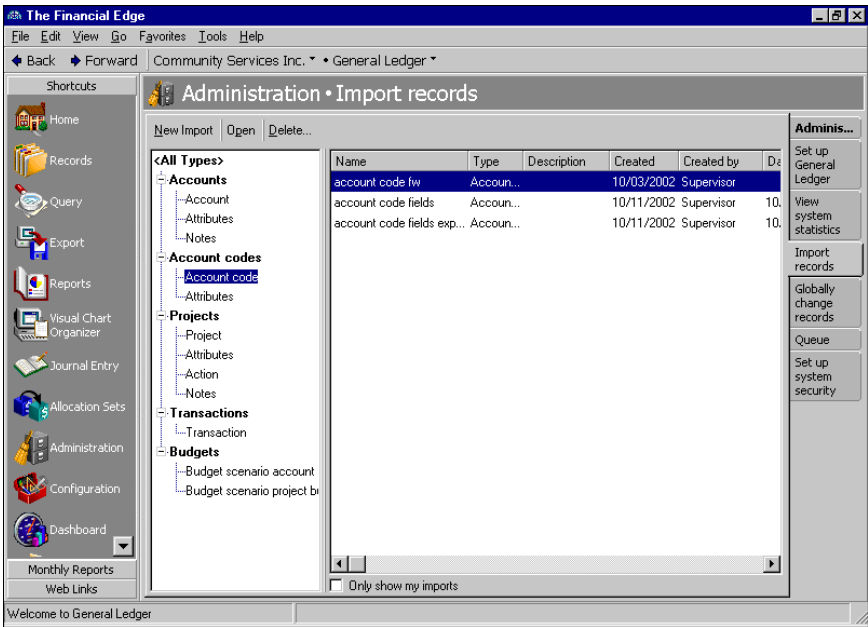
The import file used in this example includes the minimum fields required to import new account codes, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Account Code*	Working Capital
Description*	Class
Cash Flow	

► Importing new account codes

1. On the Import records page, select the Account code import type from the tree view.



2. On the action bar, click **New Import**. The Import - Account Code screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Account code

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\GL account code import.csv

Use **Account Code Import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

10. Click **Next**. The File Layout tab appears.

Import - Account code

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: **Comma**

Text qualifier: **Quotation**

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Account Code	Description	Cash Flow	Working Capital	Class
1830	Construction in Progress	Cash Flows from Investing A...	Noncurrent Assets, Liabilitie...	Unrestricted Net Assets
5260	Web Fees			
1210	Cash Receipts	Cash Flows from Operating ...	Current Assets	Unrestricted Net Assets

< Back Next > Cancel Save Import Now

11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

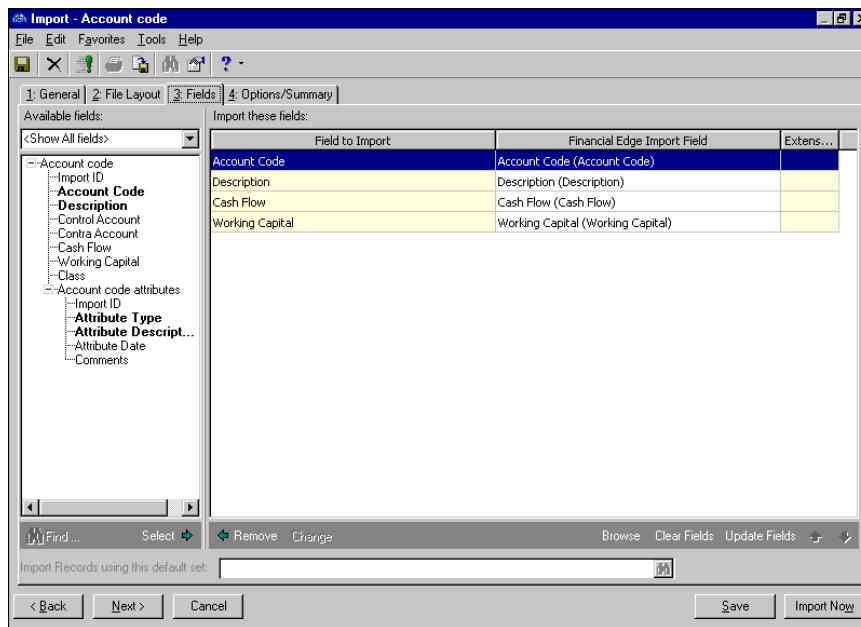
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

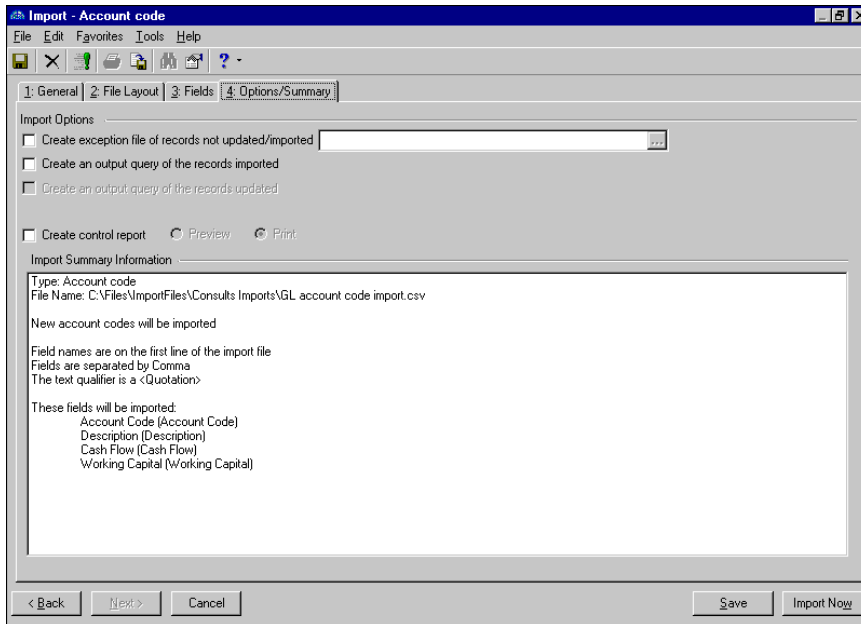
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

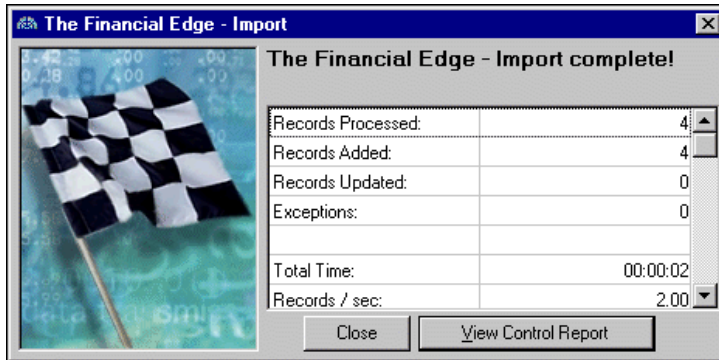
18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

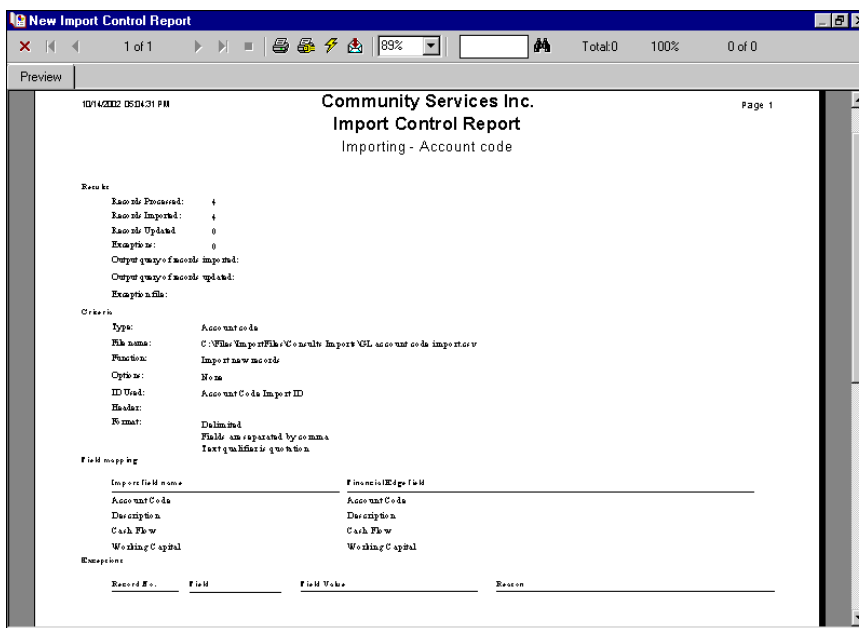
20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Projects

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

If you have the optional module *Projects and Grants*, you can import new project records and update existing ones.

- Check your business rules settings in *Configuration* before importing new projects. If the business rule is set to generate new project IDs automatically, the program assigns unique project IDs to all new projects, including those added through Import.

Unless the **Prevent data entry to the Project ID field** checkbox is marked, you can override the program-generated IDs by adding unique, user-defined project IDs to the import file.

If the **Prevent data entry to the Project ID field** checkbox is marked, and you add project IDs to the import file, you will receive exceptions during the import.

- You can synchronize project contact information so that information added or changed on individual address fields on the record always affect the full address, name, and phones fields, and vice versa. For more information about importing contact information and synchronizing fields, see “Addresses” on page 19.

Required Fields

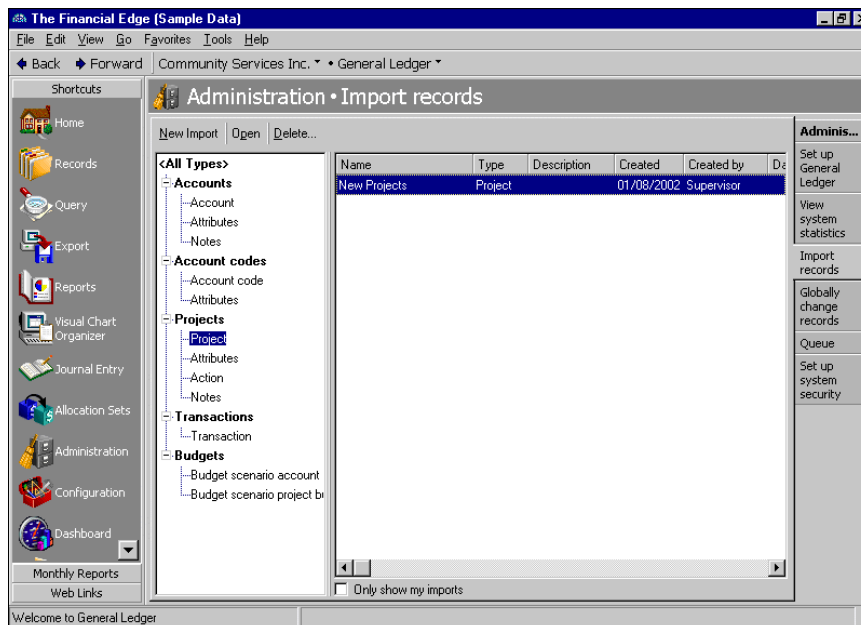
The import file used in this example includes the minimum fields required to import new projects, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Project ID	Status
Description*	Start date
Type	Active/Inactive

► Importing new projects

1. On the Import records page, select the Project import type from the tree view.



2. On the action bar, click **New Import**. The Import - Project screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for General Ledger*.

6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

11. Click **Next**. The File Layout tab appears.

Project ID	Description	Type	Status	Start Date
1100	Software Implementation	Other	In Progress	07/01/2003
1011	Thompson Endowment	Endowment	In Progress	03/01/2003
1012	Reynolds Grant	Grant	Pending Application	01/01/2003

12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

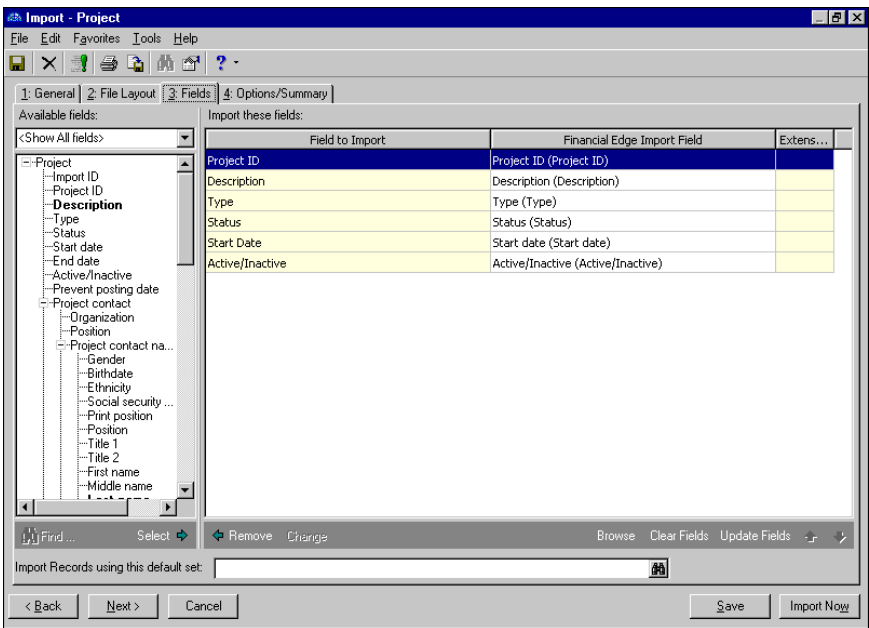
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

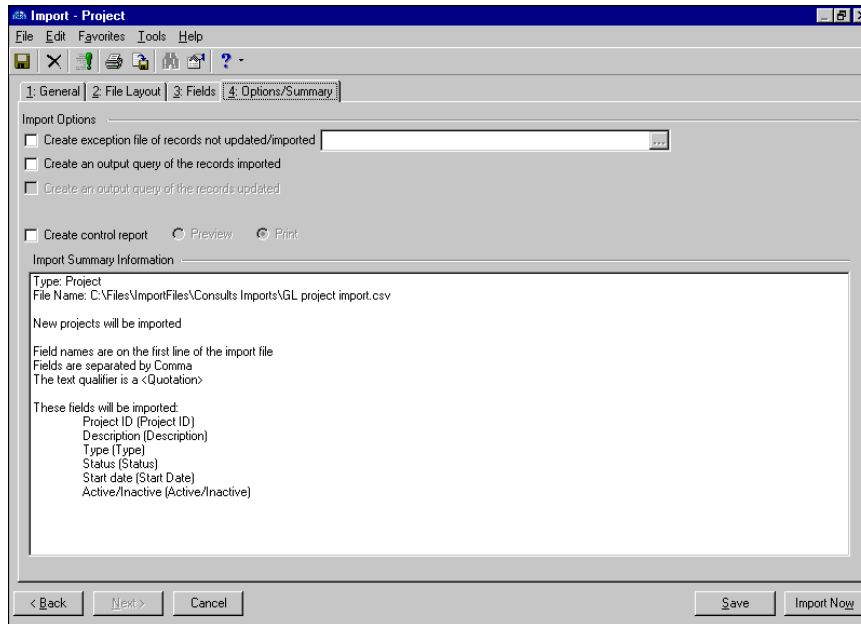
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

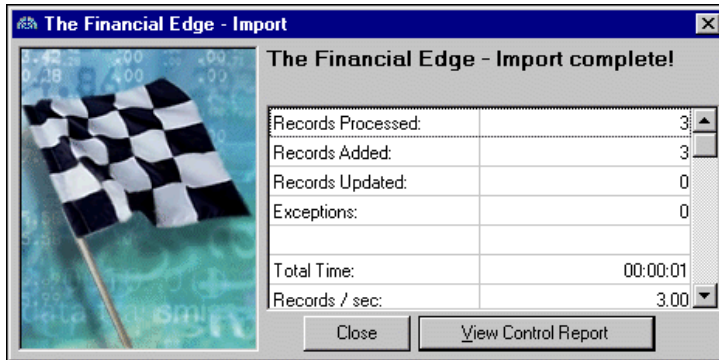
19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

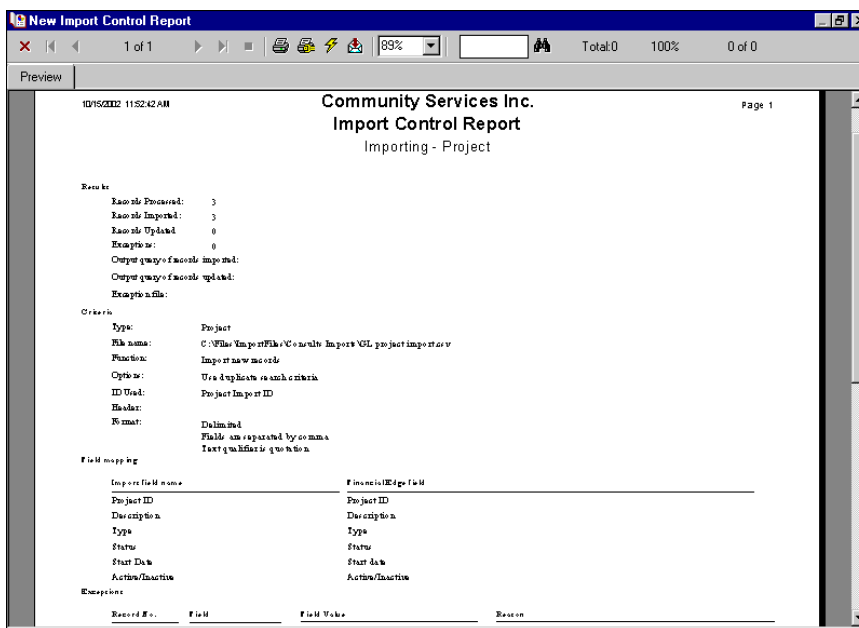
21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Transactions

Warning: It is important to remember that you must create a batch record before you can import *Journal Entry* transactions through Import.

You can import *Journal Entry* transactions through Import or directly into *Journal Entry*.

- In *Journal Entry*, you create a batch and then import transactions into the open batch record by selecting **Batch, Import Transactions**.
- When importing transactions using **Import records** in *Administration*, you first create and save a batch in *Journal Entry*. Then you open the import file and add the batch import ID to the import file. Finally, you import the transactions using Import.

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

We recommend importing transactions from open batch records because that method eliminates these few extra steps.

- Standard validation rules apply when importing transactions. For more information, see the *Journal Entry Guide*.

Required Fields

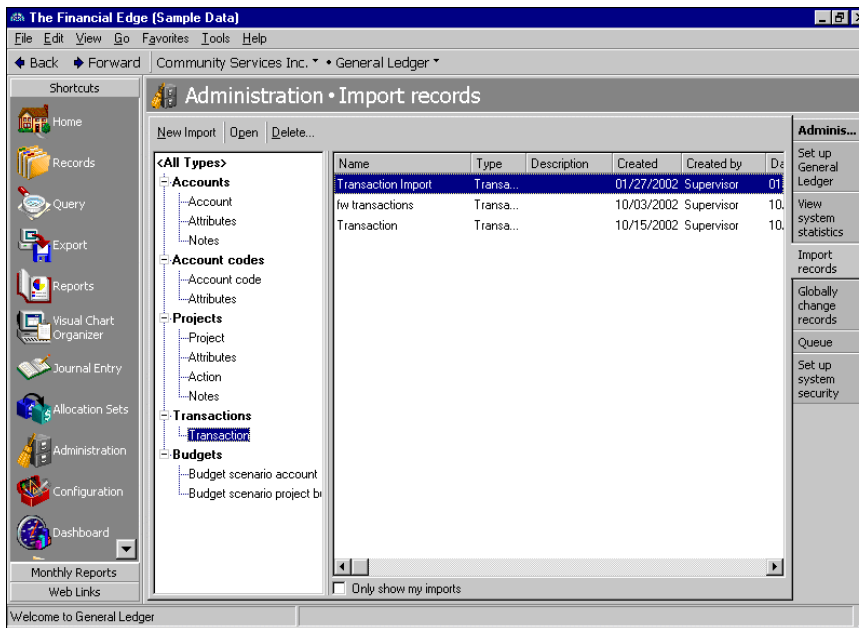
The import file used in this example includes the minimum fields required to import new journal entry transactions, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

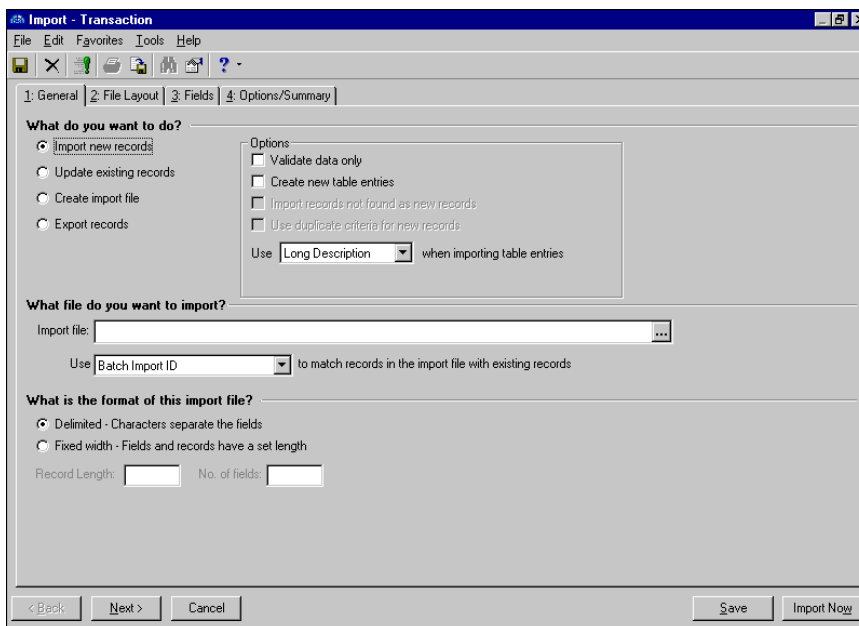
Batch Import ID*	Journal*
Account number*	Journal reference*
Post date*	Project ID
Encumbrance Status*	Class
Type*	Spendable/Non-Spendable
Amount*	

► **Importing new transactions into a batch**

1. On the Import records page, select the Transaction import type from the tree view.



2. On the action bar, click **New Import**. The Import - Transaction screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with **The Financial Edge**.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Transaction

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\GL JE entry import.csv

Use **Batch Import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

10. Click **Next**. The File Layout tab appears.

Import - Transaction

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: Comma The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier: Quotation

Import Field Names

☒ Field names are on the first line of the import file

☐ Import file does not contain field names

☐ Field names are in a separate file:

Sample Import Format

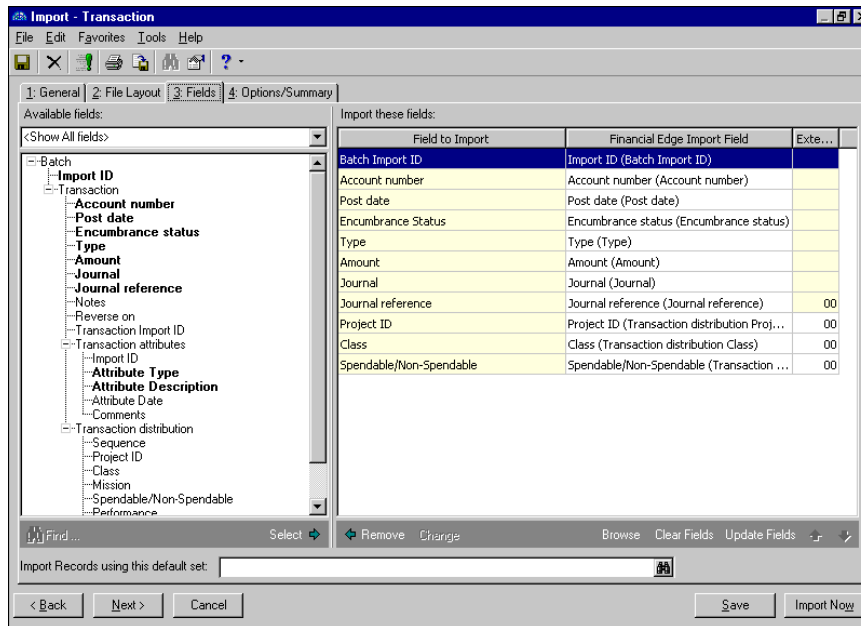
Batch Import ID	Account number	Post date	Encumbrance Status	Type
WGLASA11111-46	01-1000-00	10/30/2002	Regular	Debit
WGLASA11111-46	01-2000-00	10/30/2002	Regular	Credit
WGLASA11111-47	01-1000-00	10/30/2002	Regular	Debit
WGLASA11111-47	01-4150-00	10/30/2002	Regular	Credit

< Back Next > Cancel Save Import Now

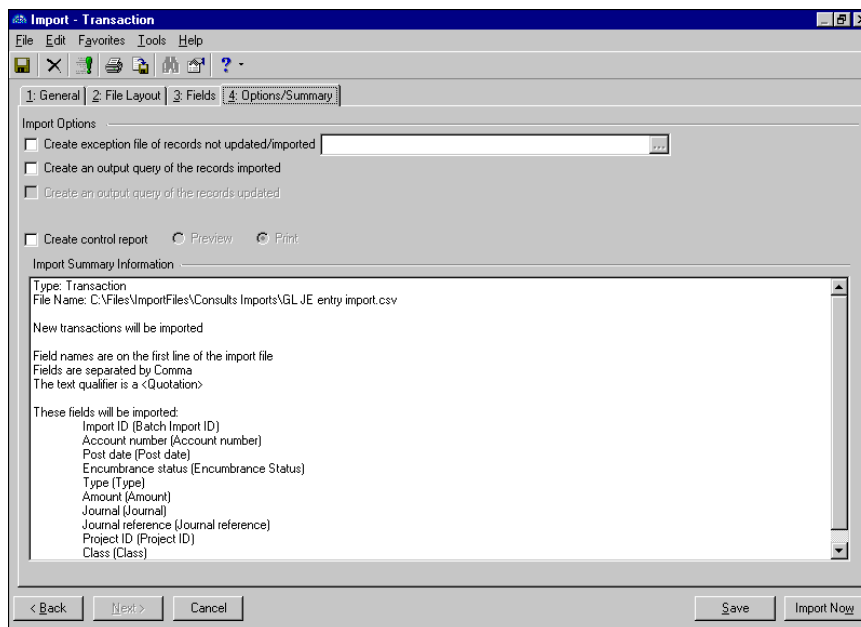
11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.

17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

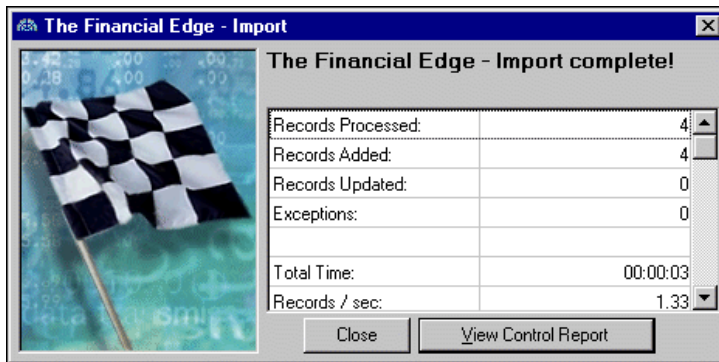
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

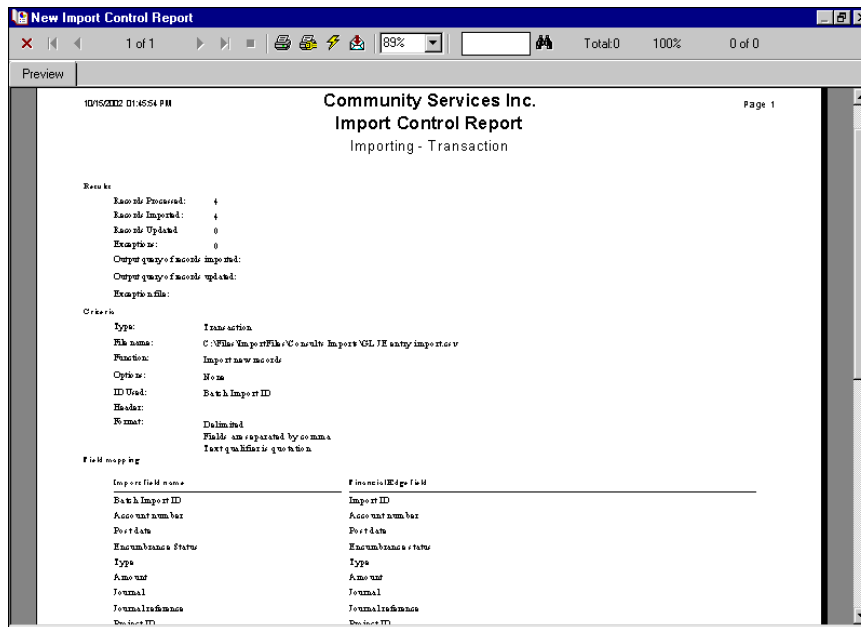
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Account Budget Scenarios

Tip: To locate the import ID for a budget scenario, on the Budgets page, right-click on the budget scenario and select **Properties**. The import ID is the last item in the list of properties.

If you have the optional module *Budget Management*, you can import new account budgets and update existing account budgets with increases and decreases.

- You can make changes to finalized budgets only with adjustments. When you import adjustments for finalized budgets, the **Adjustment Reason** field is required.
- An increase or decrease in a project budget directly affects the corresponding account budget. If the project budget increases, so does the account budget. If the project budget decreases, the account budget also decreases.

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

- The business rules set in *Configuration* determine how the program handles increases and decreases to project budgets when changes are made to account budgets. Because account and project budgets are linked, if you change an account budget, the program automatically updates the associated project budgets according to the budget business rules defined in *Configuration*. For more information about budget business rules, see the *Configuration Guide for General Ledger*.

Rules to remember when importing account budget scenarios:

- You can distribute by amount or percentage for each period, but you cannot use both methods in the same budget distribution.

- If you distribute each period by dollar amounts, the period amounts and total budget amount must equal.
- If you use percentages for the amounts distributed to each period, the total must equal 100%.
- You cannot distribute to more or less periods than the number defined for the fiscal year. The **Available fields** box on the Fields tab always lists thirteen periods, regardless of what is defined for fiscal years in the program.

Required Fields

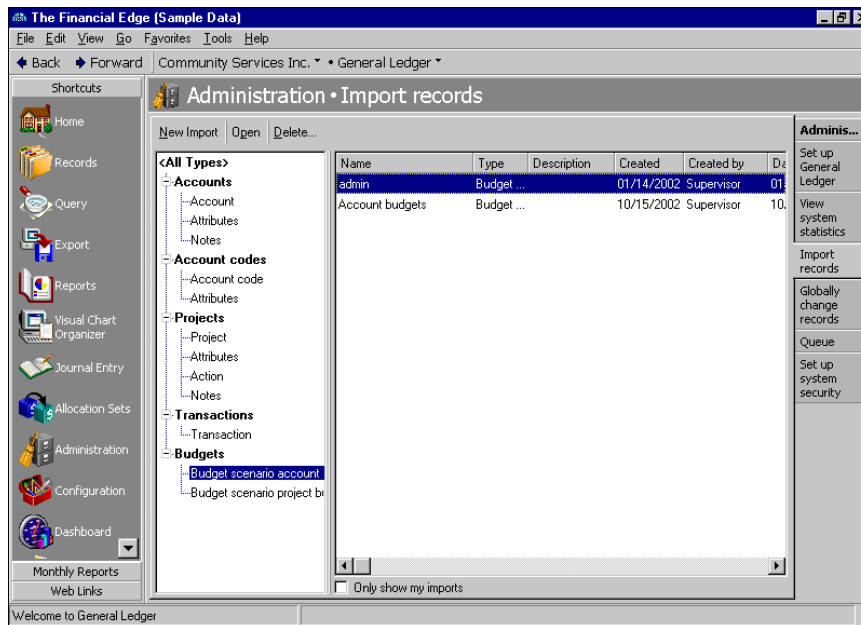
The import file used in this example includes the minimum fields required to import new account budget scenarios, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Budget Scenario Import ID*	Period 5 Amount
Adjustment Reason	Period 6 Amount
Account Number*	Period 7 Amount
Amount	Period 8 Amount
Period 1 Amount	Period 9 Amount
Period 2 Amount	Period 10 Amount
Period 3 Amount	Period 11 Amount
Period 4 Amount	Period 12 Amount

► Importing new account budget scenarios

1. On the Import records page, select the Budget scenario account budgets import type from the tree view.



2. On the action bar, click **New Import**. The Import - Account budgets screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

The screenshot shows the 'Import - Account budgets' dialog box with the 'General' tab selected. The 'What do you want to do?' section has 'Import new records' selected. The 'Options' section has 'Validate data only', 'Create new table entries', 'Import records not found as new records', and 'Use duplicate criteria for new records' all unchecked. The 'Use' dropdown is set to 'Long Description'. The 'What file do you want to import?' section shows the 'Import file' as 'C:\Files\ImportFiles\Consults Imports\GL BudgetScenario import.csv' and the 'Use' dropdown set to 'Budget Scenario Import ID'. The 'What is the format of this import file?' section has 'Delimited - Characters separate the fields' selected. The 'Record Length' and 'No. of fields' are both empty.

10. Click **Next**. The File Layout tab appears.

The screenshot shows the 'Import - Account budgets' dialog box with the 'File Layout' tab selected. The 'Field Separators and Text Qualifiers' section has 'Field separator' set to 'Comma' and 'Text qualifier' set to 'Quotation'. The 'Import Field Names' section has 'Field names are on the first line of the import file' selected. The 'Sample Import Format' section shows a table with the following data:

Budget scenario Import ID	Adjustment Reason	Account Number	Amount	Period 1 Amount
WGLASA11111-10	New budget amount	01-5100-01	173328	26656
WGLASA11111-14	New budget amount	01-5900-00	21000	3500

11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

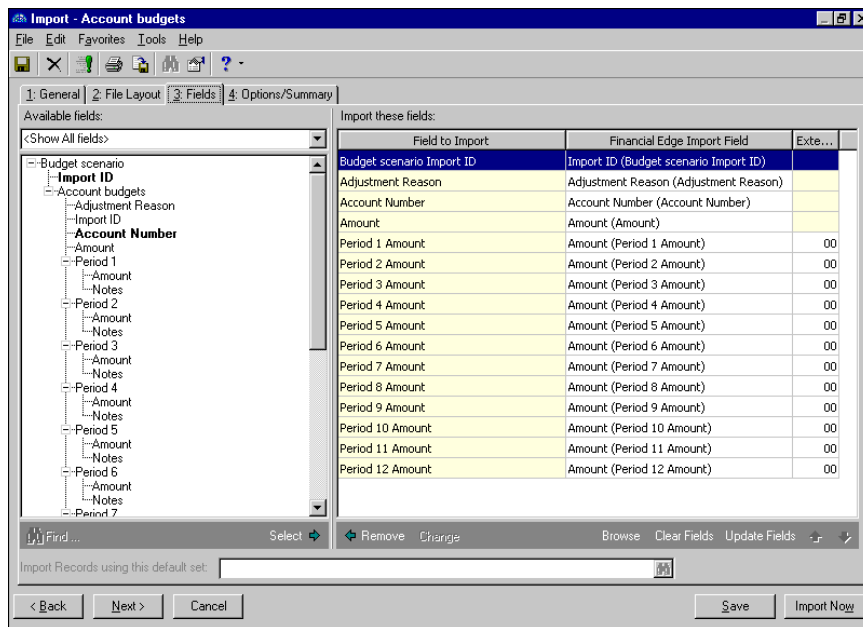
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

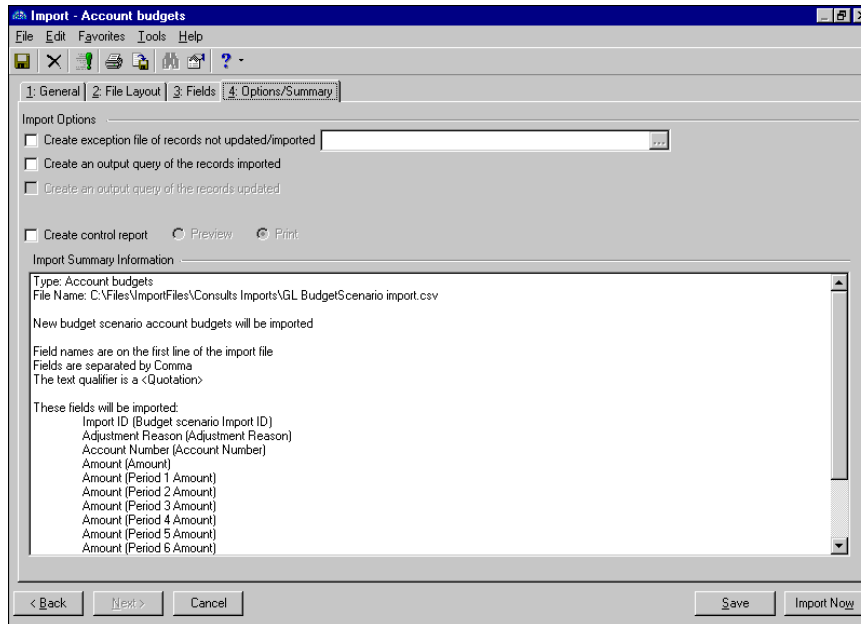
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

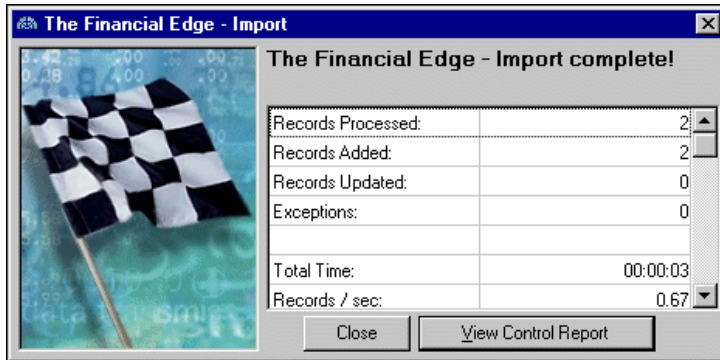
18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

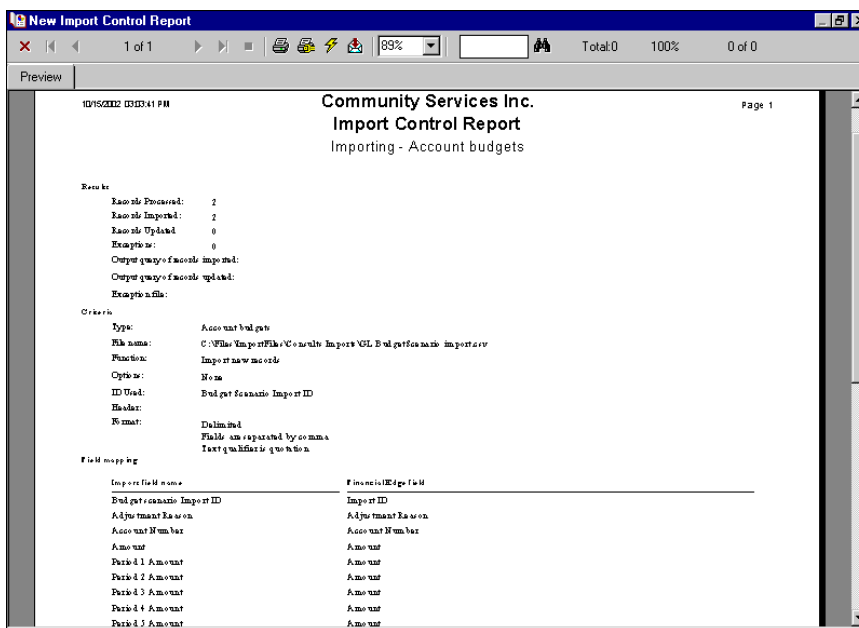
20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Project Budget Scenarios

Tip: To locate the import ID for a budget scenario, on the Budgets page, right-click on the budget scenario and select **Properties**. The import ID is the last item in the list of properties.

If you have the optional modules *Budget Management* and *Projects and Grants*, you can import new project budget scenarios and update existing project budgets with increases and decreases.

- You can make changes to finalized budgets only with adjustments. When you import adjustments for finalized budgets, the **Adjustment Reason** field is required.
- The **Update existing records** option is not available when importing project budget scenarios. You can, however, update existing project budgets by using the **Import new records** option to overwrite any budgets you want to update. This replaces the existing project budgets with new ones from the import file.

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

- When importing project budgets, if the corresponding account budget does not already exist, the program adds it, assigns it a budget scenario import ID, and distributes the project budget amounts. After importing project budgets, the program recalculates all budget numbers to reflect the new distributions. You can view these changes on the Budget Manager - Budget View screen.
- An increase or decrease in a project budget directly affects the corresponding account budget. If the project budget increases, so does the account budget. If the project budget decreases, the account budget also decreases.
- The business rules set in *Configuration* determine how the program handles increases and decreases to project budgets when changes are made to account budgets. Because account and project budgets are linked, if you change an account budget, the program automatically updates the associated project budgets according to the budget business rules defined in *Configuration*. For more information about budget business rules, see the *Configuration Guide for General Ledger*.

Rules to remember when importing project budget scenarios:

- You can distribute by amount or percentage for each period, but you cannot use both methods in the same budget distribution.
- If you distribute each period by dollar amounts, the period amounts and total budget amount must equal.
- If you use percentages for the amounts distributed to each period, the total must equal 100%.
- You cannot distribute to more or less periods than the number defined for the fiscal year. The **Available fields** box on the Fields tab always lists thirteen periods, regardless of what is defined for fiscal years in the program.

Required Fields

The import file used in this example includes the minimum fields required to import new project budget scenarios, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

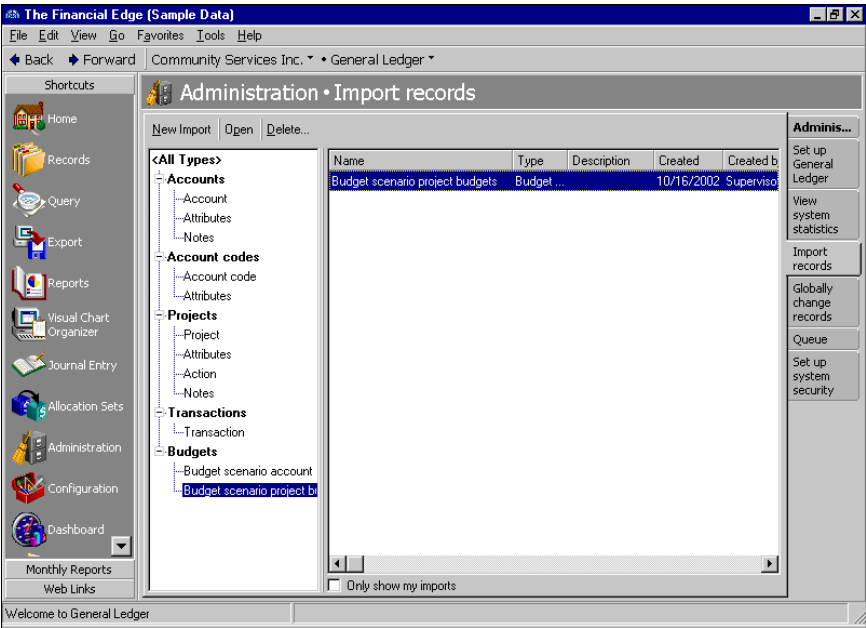
These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Budget scenario Import ID*	Period 5 Amount
Account Number*	Period 6 Amount
Amount*	Period 7 Amount
Project ID*	Period 8 Amount
Adjustment Reason	Period 9 Amount
Period 1 Amount	Period 10 Amount
Period 2 Amount	Period 11 Amount

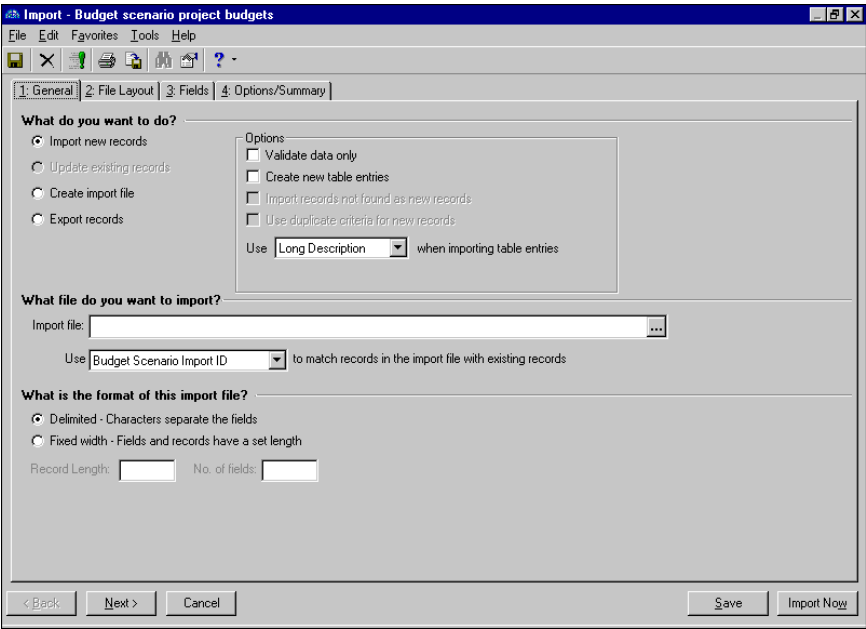
Period 3 Amount
Period 4 Amount
Period 12 Amount

► **Importing new project budget scenarios**

1. On the Import records page, select the Budget scenario project budgets import type from the tree view.



2. On the action bar, click **New Import**. The Import - Budget scenario project budgets screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

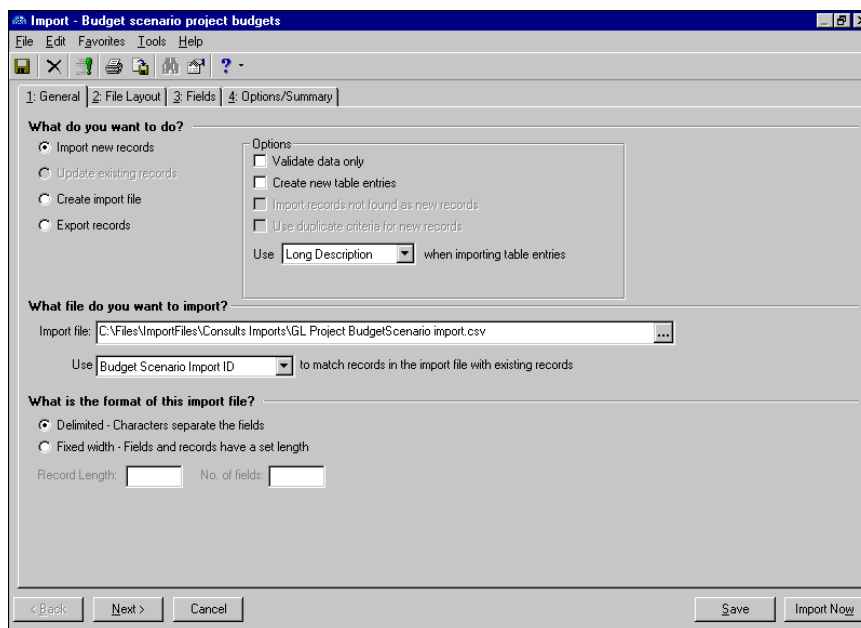
6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.



10. Click **Next**. The File Layout tab appears.

Import - Budget scenario project budgets

File Edit Favorites Tools Help

1: General | 2: File Layout | 3: Fields | 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: Comma The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier: Quotation

Import Field Names

☒ Field names are on the first line of the import file

☐ Import file does not contain field names

☐ Field names are in a separate file:

Sample Import Format

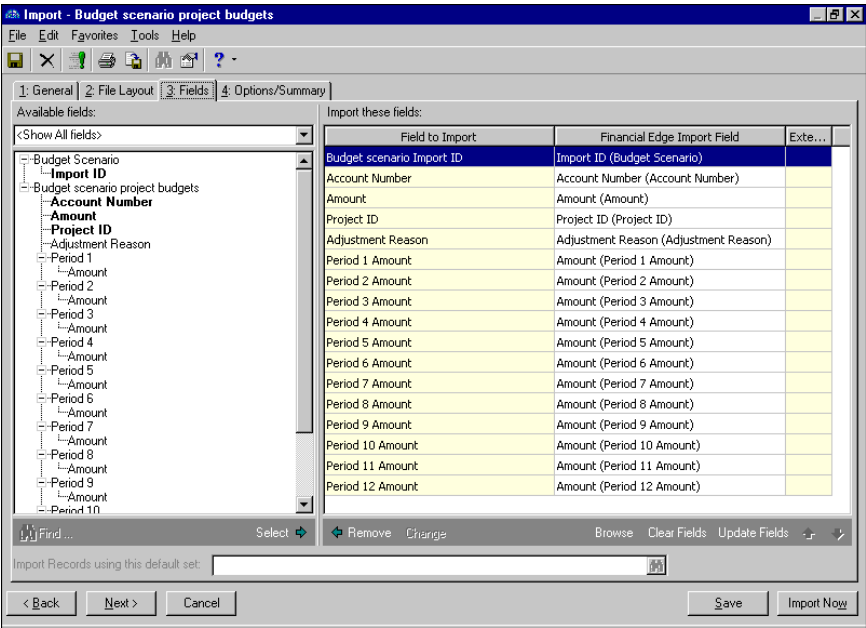
Budget scenario Import ID	Account Number	Amount	Project ID	Adjustment Reason
WGLASA11111-10	01-5650-00	12000	1100	New budget amount
WGLASA11111-4	01-5700-03	3600	1002	New budget amount

< Back Next > Cancel Save Import Now

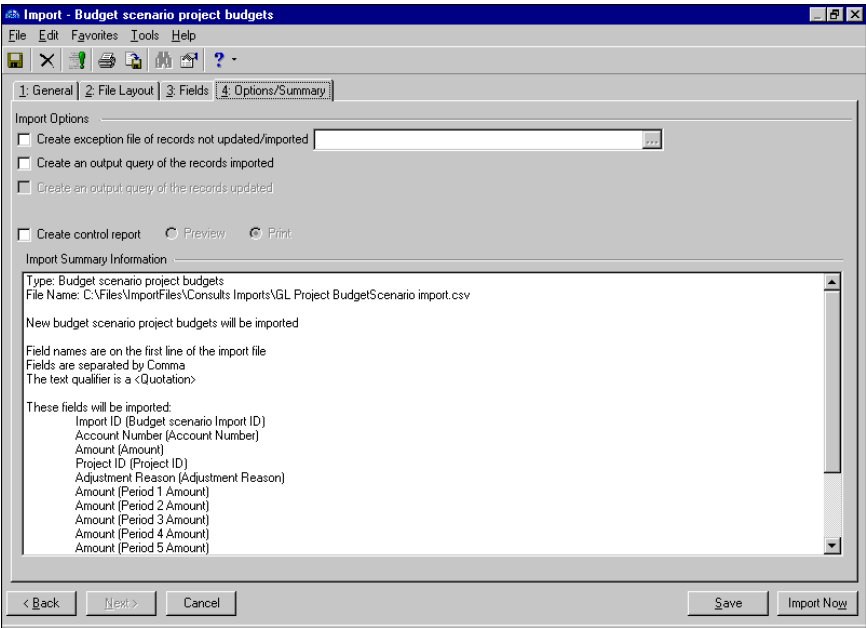
11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.

17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

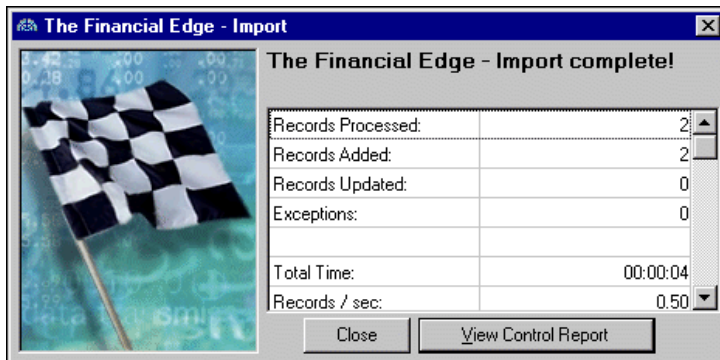
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

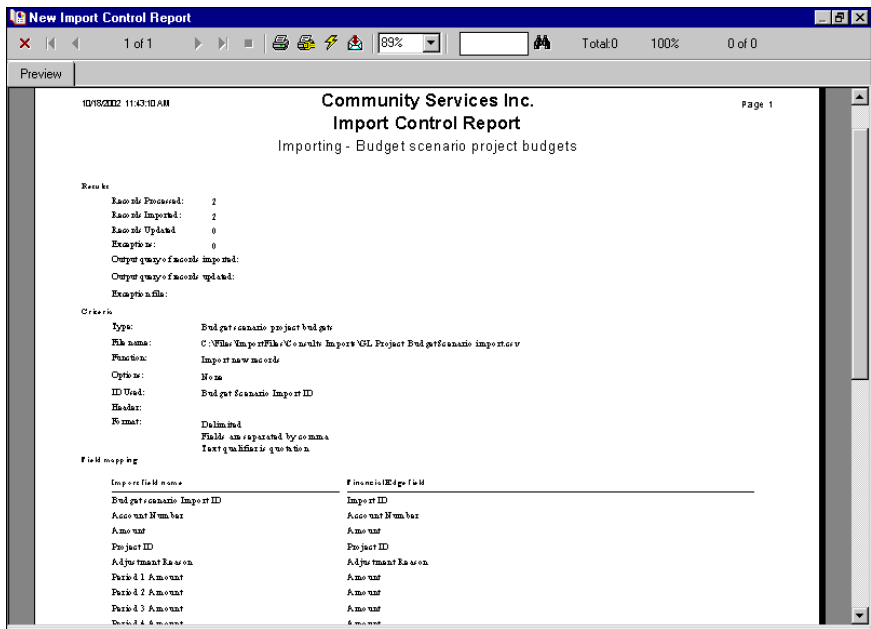
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Account Payable Imports



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Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

The procedures in this chapter guide you through importing new records for each of the **Accounts Payable** import types. These procedures use import files that include the minimum fields required to save the record type plus additional fields that are not required, but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in these examples, but are required by your organization's data entry protocols or your organization's settings in *Configuration*.

Import files must meet these requirements to import successfully:

- The import file must include all required fields. When importing new records, the required fields are all fields required to save that type of record. When updating existing records, the required fields are only those required to identify existing records.
- You must have security rights to all fields and processes involved in the import.
- Post dates must be in a valid, open fiscal period.
- Transaction amounts must be fully distributed to general ledger accounts.
- All fund requirements must be met, including balancing requirements for class, project, transaction codes, or segments. For more information, see the *Configuration Guide for General Ledger*.

For information about the basics of importing such as setting up and formatting import files, using headers, and identifying required fields, see the Import Basics chapter. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

Accounts Payable Import Types

The table below lists all import types available in **Accounts Payable**. You must have the optional module *Purchase Orders* to import products, purchase orders, and receipts.

Accounts Payable Import Types		
Products	Credit Memos	Purchase Orders
Product	Credit Memo	Purchase Order
Vendors	Attributes	Line Item
Vendor	Notes	Attributes
Attributes	Recurring Invoices	Notes
Action	Recurring Invoice	Adjustments
Notes	Attributes	Adjustment
Invoices	Notes	
Invoice	Receipts	
Attributes	Receipt	
Notes		

Importing Products

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

If you have the optional module *Purchase Orders*, you can import new product records and update existing ones.

- You can update information on a product record only if the product is not in use by one or more line items. When importing new products, the product ID must be a unique value.

Required Fields

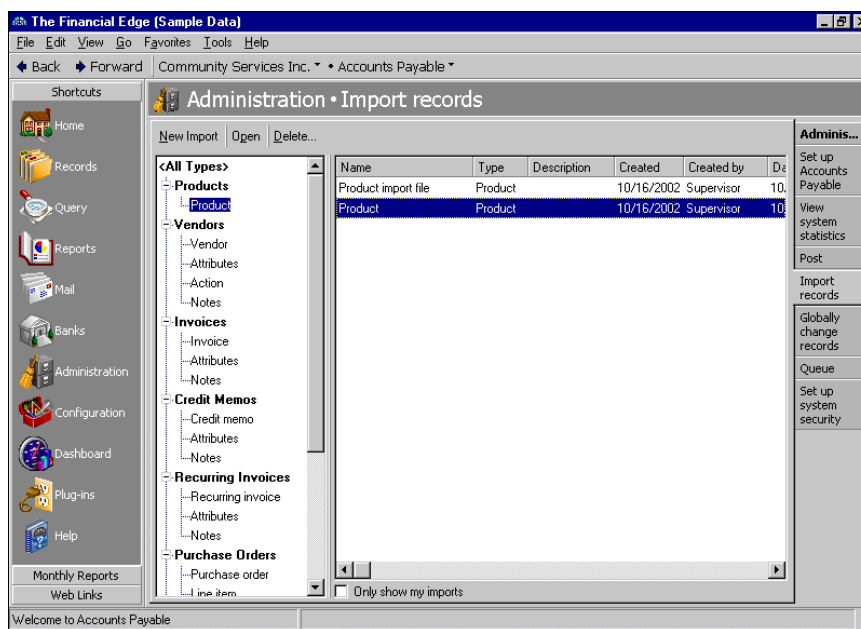
The import file used in this example includes the minimum fields required to import new products, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Product ID*	Unit of Measure
Description*	Receiving Location

► Importing new products

- On the Import records page, select the Product import type from the tree view.



2. On the action bar, click **New Import**. The Import - Product screen appears on the General tab.

Note: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.

To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

4. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

5. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

6. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
7. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

8. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Product

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

☒ Import new records

☐ Update existing records

☐ Create import file

☐ Export records

Options

☐ Validate data only

☐ Create new table entries

☐ Import records not found as new records

☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\AP products.csv

Use **Product import ID** to match records in the import file with existing records

What is the format of this import file?

☒ Delimited - Characters separate the fields

☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

9. Click **Next**. The File Layout tab appears.

Import - Product

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: **Comma**

Text qualifier: **Quotation**

The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Import Field Names

☒ Field names are on the first line of the import file

☐ Import file does not contain field names

☐ Field names are in a separate file:

Sample Import Format

Product ID	Description	Unit of Measure	Receiving Location
BPP	Bic ball point pens	Box	Shipping - Office Supplies
WO	White Out	Box	Shipping - Office Supplies

< Back Next > Cancel Save Import Now

10. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

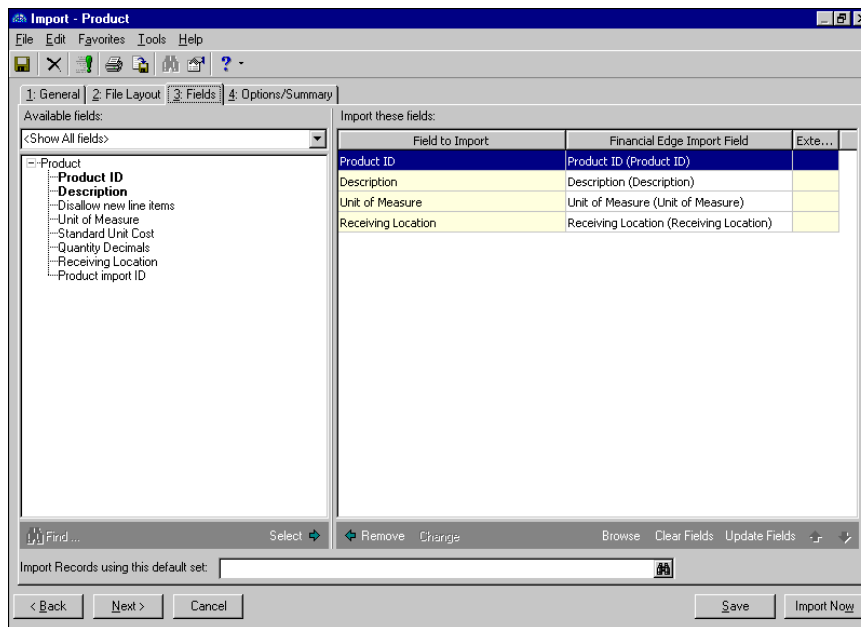
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

11. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

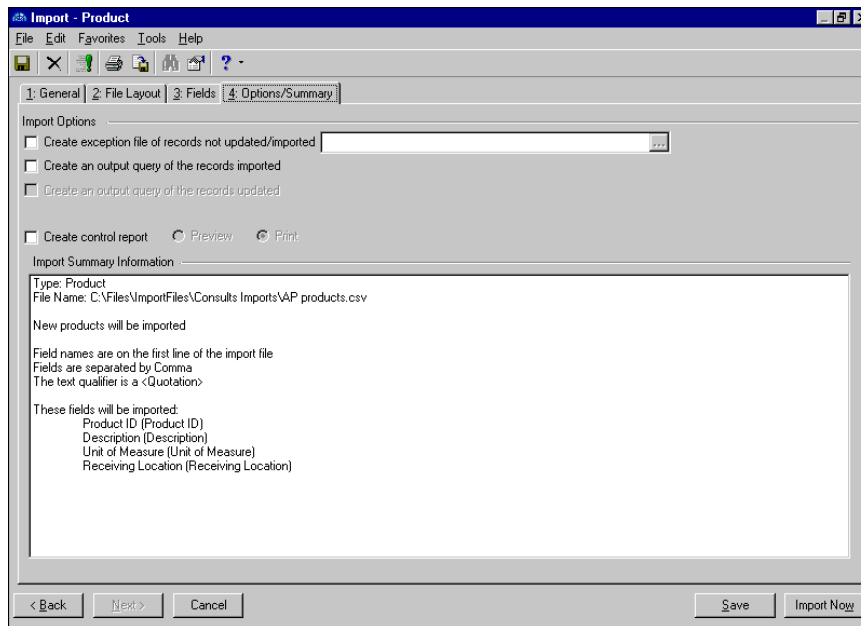
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

12. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



13. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



14. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

15. Mark **Create an output query of the records imported** to save a query of imported records.
16. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

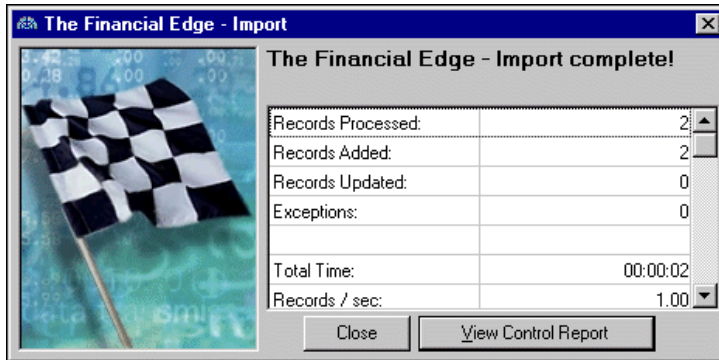
17. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
18. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

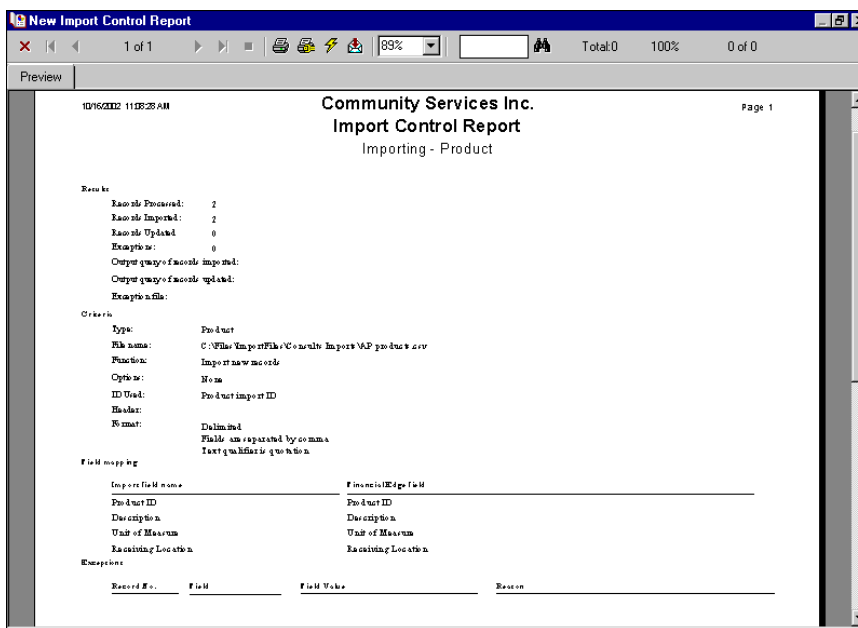
19. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
20. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

21. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



22. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



23. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Vendors

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new vendor records and update existing ones.

- Check your business rules settings in *Configuration* before importing new vendors. If the business rule is set to generate new vendor IDs automatically, the program assigns unique vendor IDs to all new vendors, including those added through Import.

Unless the **Prevent data entry to the Vendor ID field** checkbox is marked, you can override the program-generated IDs by adding unique, user-defined vendor IDs to the import file.

If the **Prevent data entry to the Vendor ID field** checkbox is marked and you add vendor IDs to the import file, you will receive exceptions during the import.

- You can synchronize vendor contact information so that information added to or changed for individual address fields on the record always affect the full address, name, and phones fields, and vice versa. For more information about importing contact information and synchronizing fields, see “Addresses” on page 19.
- When adding new vendor records through Import, you can assign default account distributions. For more information about importing distributions, see “Distributions” on page 19.

Required Fields

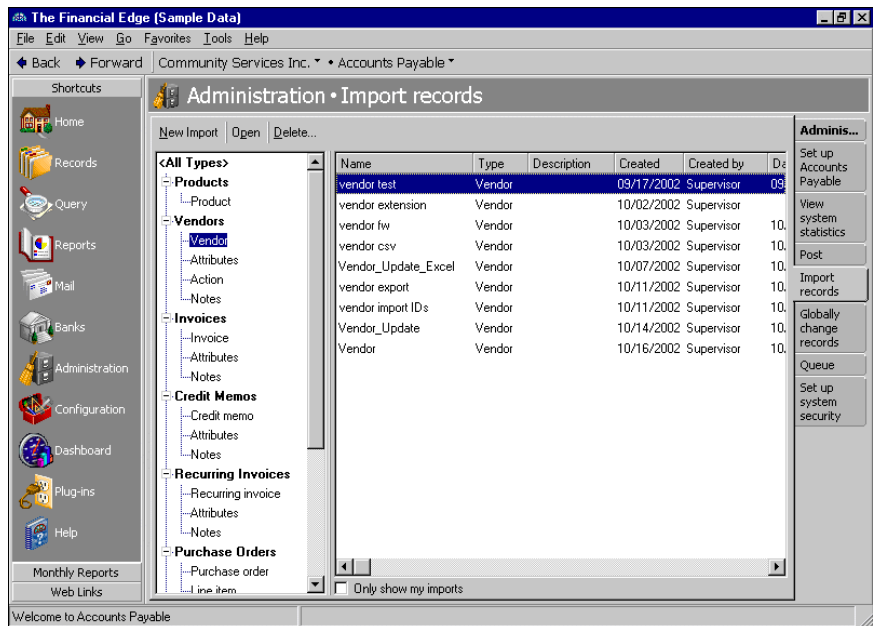
The import file used in this example includes the minimum fields required to import new vendors, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

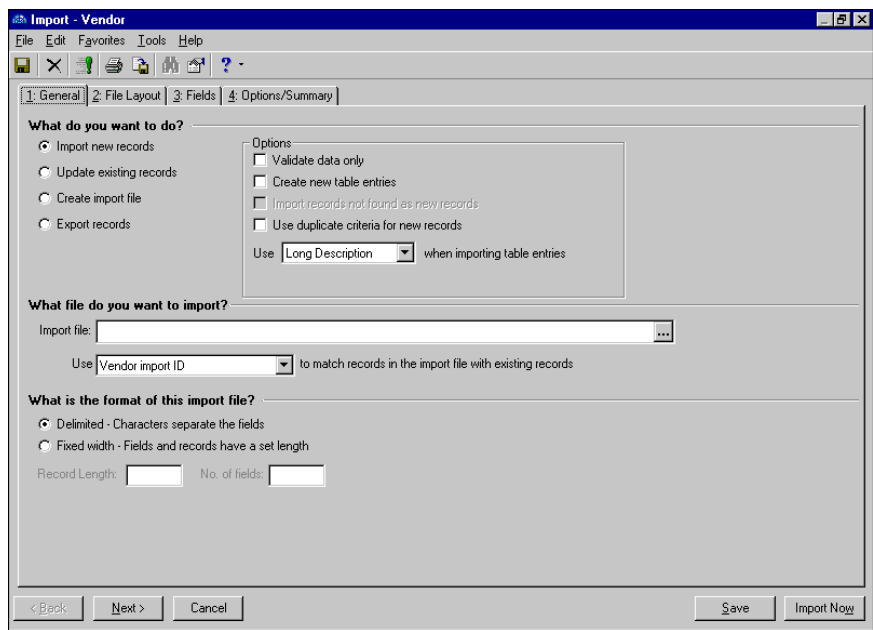
Vendor ID*	Address City
Vendor Name	Address State/Province
Payment Option	Address ZIP/Postal Code
Status	Contact First Name
Payment Method	Contact Last Name*
Biographical Primary Address for Vendor	Phone Type*
Address	Phone Number

► Importing new vendors

1. On the Import records page, select the Vendor import type from the tree view.



2. On the action bar, click **New Import**. The Import - Vendor screen appears on the General tab.



Note: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Payable*.

- Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

- In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
- In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

- In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Vendor

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☒ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\AP Vendor file.csv

Use **Vendor import ID** to match records in the import file with existing records

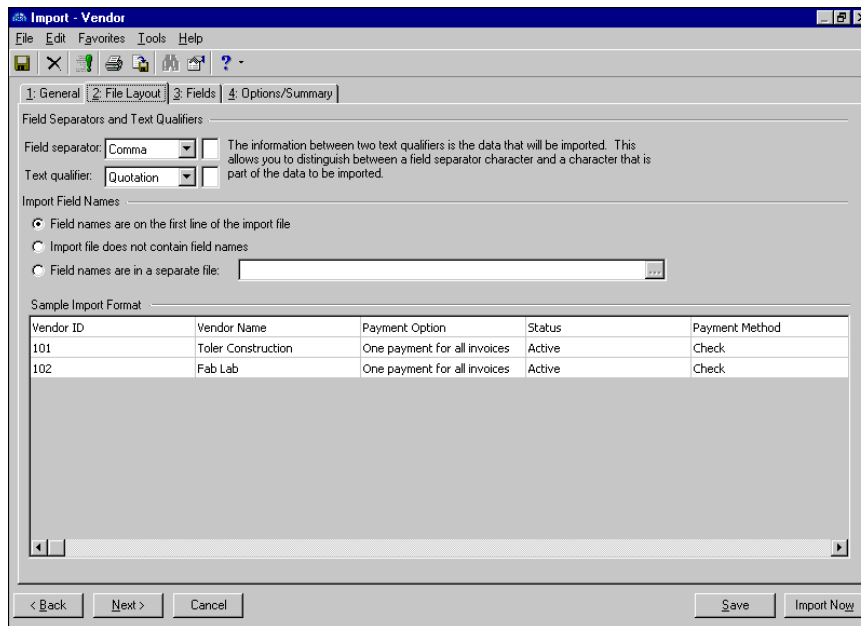
What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

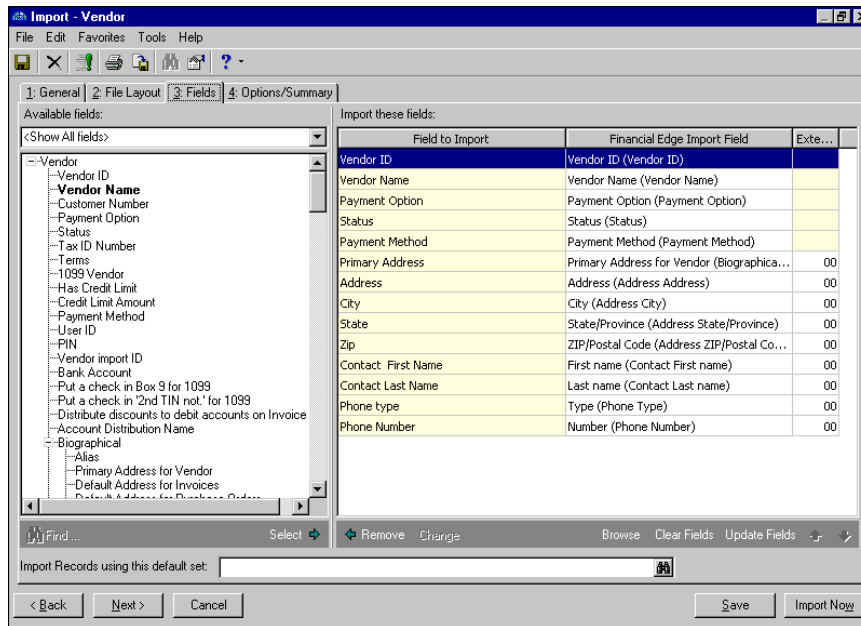
11. Click **Next**. The File Layout tab appears.



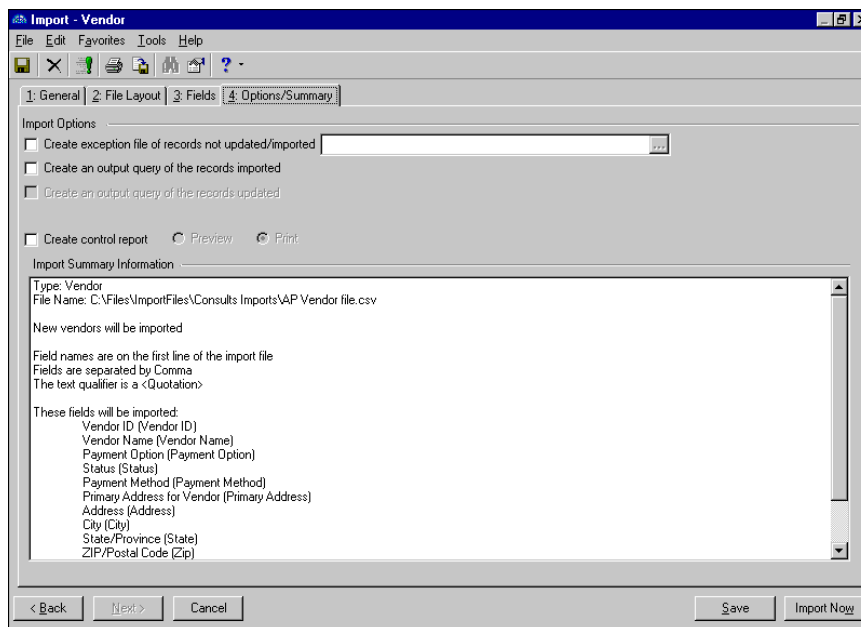
12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.

18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

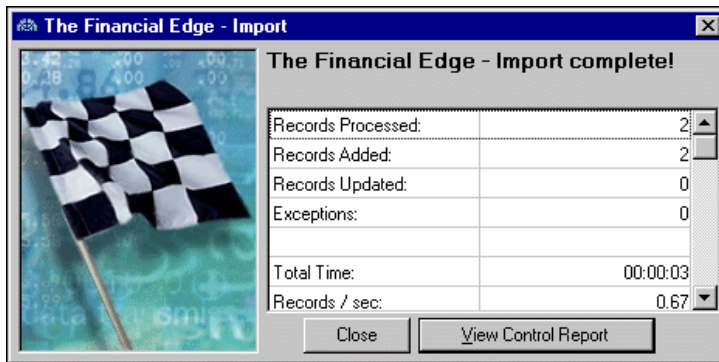
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

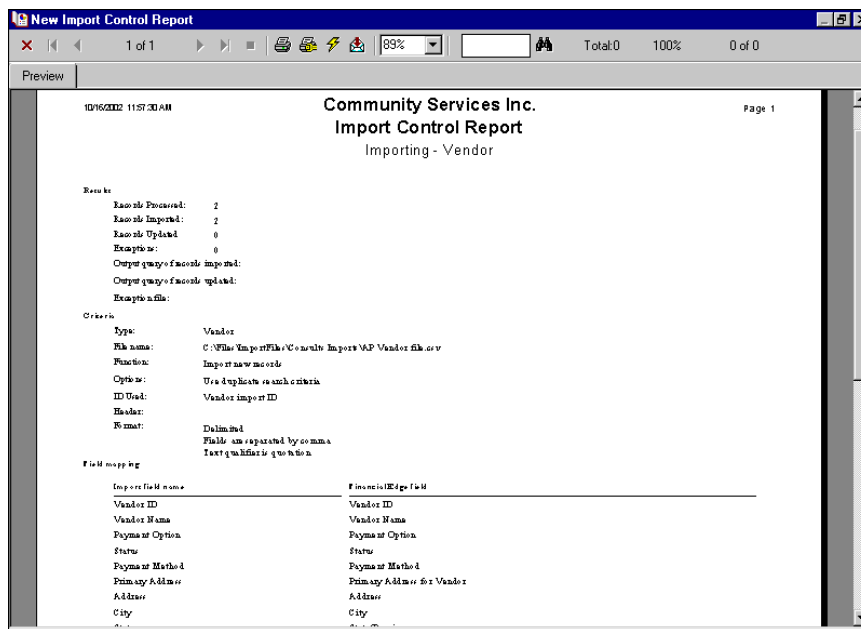
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Invoices

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new invoice records or update existing ones. You cannot import new invoices for a vendor that is on hold or inactive.

- When importing invoices, all default vendor and product information is automatically applied. For example, if you define a default vendor distribution in *Configuration* and you import an invoice for that vendor, you do not need to define a distribution for the invoice. Import does not check if imported invoices exceed budgets or credit limits.
- You cannot import invoice adjustments through the Invoice import type; they must be imported through the Adjustments import type.
- When adding invoices through Import, the program does not apply any open credit memos that exist for the vendor, even if you have the **Automatically apply open credit to new invoices** business rule set.
- You can assign an open purchase order to an new invoice by including the **PO number** field in the import file. The purchase order number must be valid or you receive an exception.
- If you include a 1099 distribution for an invoice where the vendor is not designated as a 1099 vendor, the program adds the 1099 distribution to the invoice record but does not add the 1099 vendor status to the vendor record.

Required Fields

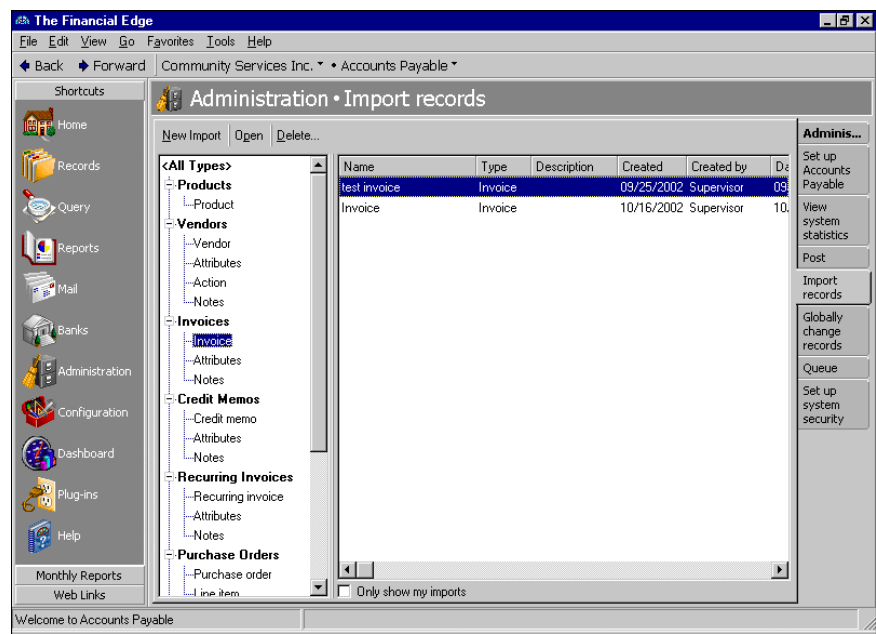
The import file used in this example includes the minimum fields required to import new invoices, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Vendor import ID*	Post date*
Invoice number	Invoice amount*
Status	Payment method
Invoice date*	Bank account
Due date*	Invoice distribution amount*
Description	Invoice distribution Debit Account number*
Remit to	Debit transaction distribution Project ID
Post status	

▶ Importing new invoices

- 1. On the Import records page, select the Invoice import type from the tree view.



- On the action bar, click **New Import**. The Import - Invoice screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

- In the **What do you want to do?** frame, mark **Import new records**.
- To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Payable*.

- Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

11. Click **Next**. The File Layout tab appears.

Vendor import ID	Invoice Number	Status	Invoice Date	Due Date
WGLASA11111-2	123	Pending	07/31/2002	08/31/2002
WGLASA11111-1	3478	Pending	07/31/2002	08/31/2002

12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

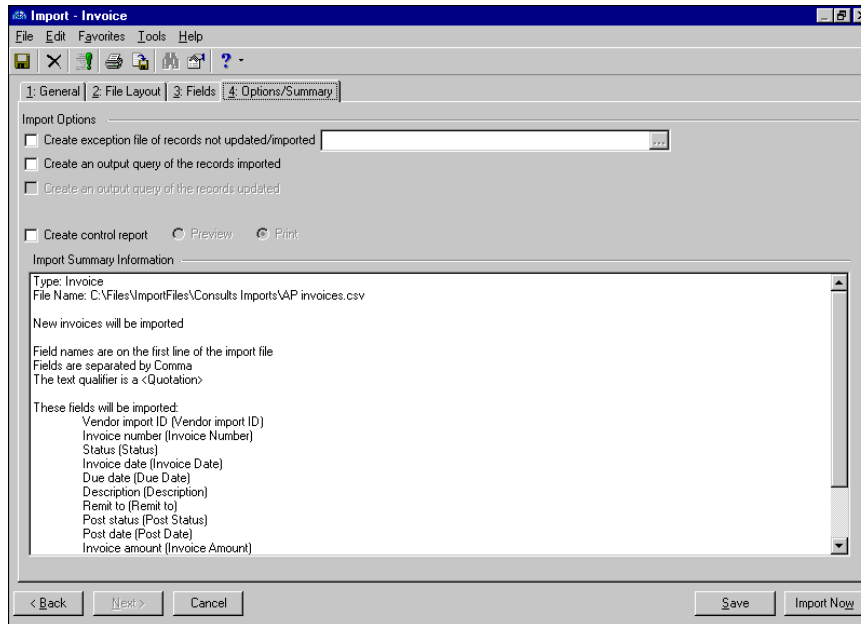
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.

Field to Import	Financial Edge Import Field	Ext...
Vendor import ID	Vendor import ID (Vendor)	
Invoice Number	Invoice number (Invoice number)	
Status	Status (Status)	
Invoice Date	Invoice date (Invoice date)	
Due Date	Due date (Due date)	
Description	Description (Description)	
Remit to	Remit to (Remit to)	
Post Status	Post status (Post status)	
Post Date	Post date (Post date)	
Invoice Amount	Invoice amount (Invoice amount)	
Payment Method	Payment method (Payment method)	
Bank account	Bank account (Bank account)	
Distribution amount	Amount (Invoice distribution Amount)	00
Debit account number	Debit account number (Invoice distributi...	00
Debit transaction distribution Project ID	Project ID (Debit transaction distribution...	00

15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

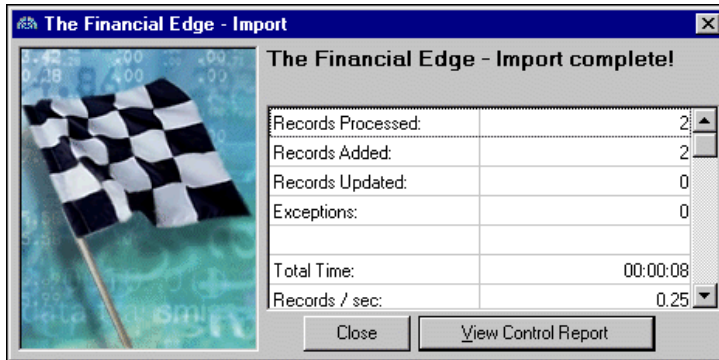
19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

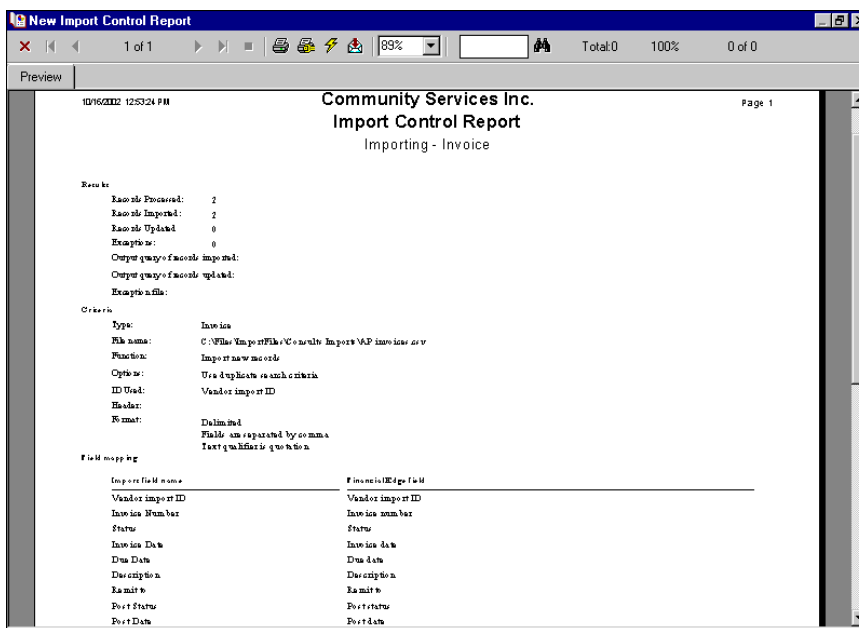
21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Credit Memos

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new credit memo records and update existing ones. You can import only unapplied credit memos. You cannot apply credit memos through Import. You must apply credit memos through the open credit memo record.

- When importing credit memos, all default vendor and product information is automatically applied. For example, if you define a default vendor distribution in *Configuration* and you import a credit memo for that vendor, you do not need to define a distribution for the credit memo. You cannot import new credit memos for a vendor that is on hold or inactive.
- If you include a 1099 distribution for a credit memo where the vendor is not designated as a 1099 vendor, the program adds the 1099 distribution to the credit memo record but does not add the 1099 vendor status to the vendor record.

Required Fields

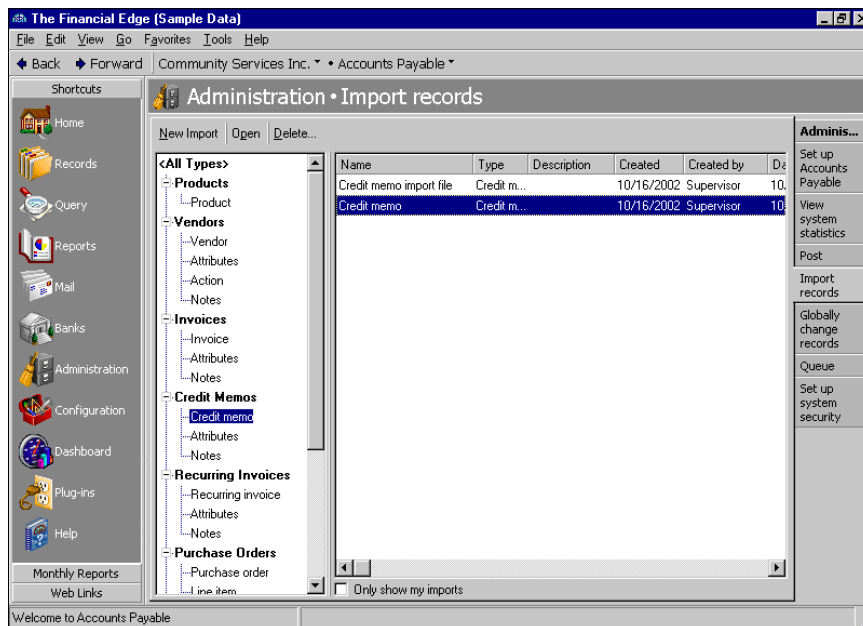
The import file used in this example includes the minimum fields required to import new credit memos, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Vendor import ID*	Post status*
Credit memo number	Post date*
Credit memo date*	Credit memo distribution Amount*
Description	Credit memo distribution Credit account number*
Credit memo amount*	Credit transaction distribution Project ID

► Importing new credit memos

1. On the Import records page, select the Credit memo import type from the tree view.



- On the action bar, click **New Import**. The Import - Credit memo screen appears on the General tab.

Import - Credit memo

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☒ Validate data only
- ☒ Create new table entries
- ☒ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use when importing table entries

What file do you want to import?

Import file:

Use to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

- In the **What do you want to do?** frame, mark **Import new records**.
- To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Payable*.

- Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Credit memo

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☒ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\AP credit memos.csv

Use **Vendor import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

11. Click **Next**. The File Layout tab appears.

Import - Credit memo

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: **Comma**

Text qualifier: **Quotation**

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Vendor import ID	Credit memo number	Credit memo date	Description	Credit memo amount
WGLASA11111-2	368	11/02/2002	Overpayment	15
WGLASA11111-7	291	11/02/2002	Overpayment	29.31

< Back Next > Cancel Save Import Now

12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

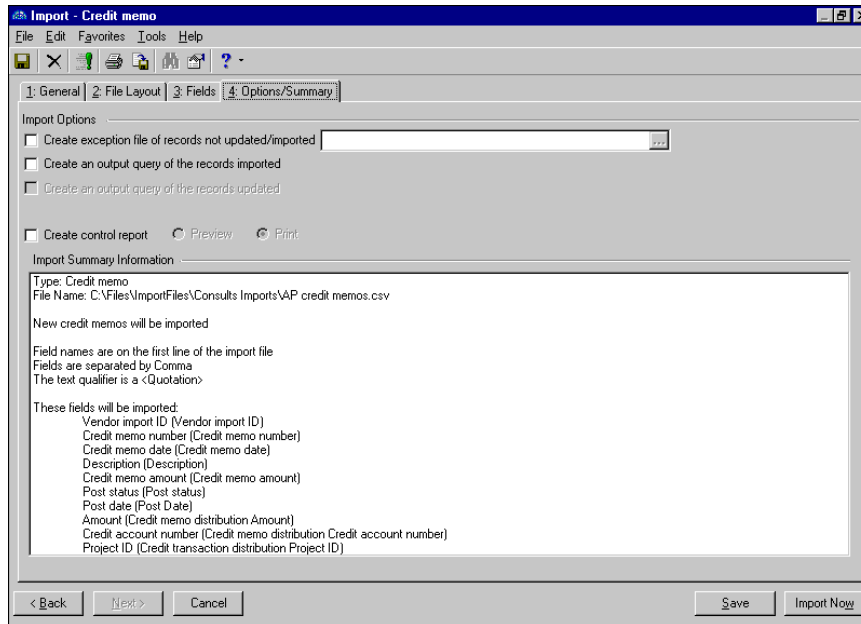
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.

Field to Import	Financial Edge Import Field	Ext...
Vendor import ID	Vendor import ID (Vendor)	
Credit memo number	Credit memo number (Credit memo num...	
Credit memo date	Credit memo date (Credit memo date)	
Description	Description (Description)	
Credit memo amount	Credit memo amount (Credit memo amo...	00
Post status	Post status (Post status)	00
Post Date	Post date (Post date)	00
Credit memo distribution Amount	Amount (Credit memo distribution Amount)	00
Credit memo distribution Credit account ...	Credit account number (Credit memo dis...	00
Credit transaction distribution Project ID	Project ID (Credit transaction distributio...	00

15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

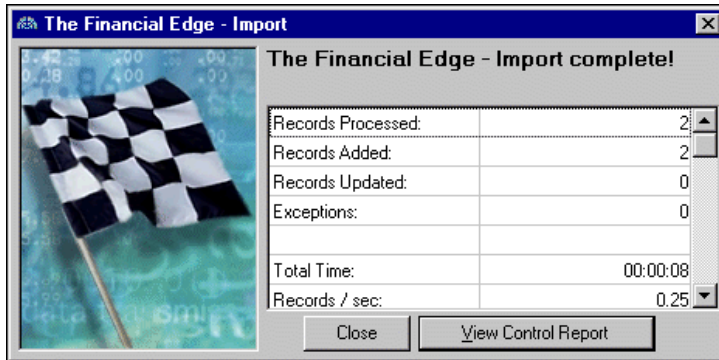
19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

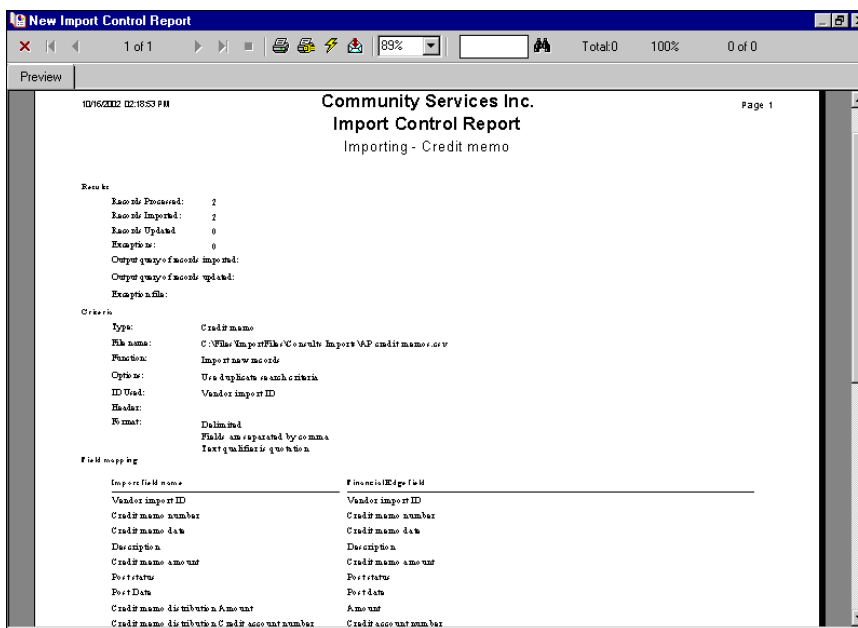
21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Recurring Invoices

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new recurring invoice records or update existing ones. You cannot import new recurring invoices for a vendor that is on hold or inactive.

- You cannot schedule recurring invoices through Import. You must manually enter schedule information on the recurring invoice record. Furthermore, you cannot generate and cancel recurring invoices in Import.
- When importing recurring invoices, all default vendor and product information is automatically applied. For example, if you define a default vendor distribution in *Configuration* and you import a recurring invoice for that vendor, you do not need to define a distribution for the invoice.
- You can assign an open purchase order to an new invoice by including the **PO number** field in the import file. The purchase order number must be valid or you receive an exception.
- If you include a 1099 distribution for a recurring invoice where the vendor is not designated as a 1099 vendor, the program adds the 1099 distribution to the invoice record but does not add the 1099 vendor status to the vendor record.

Required Fields

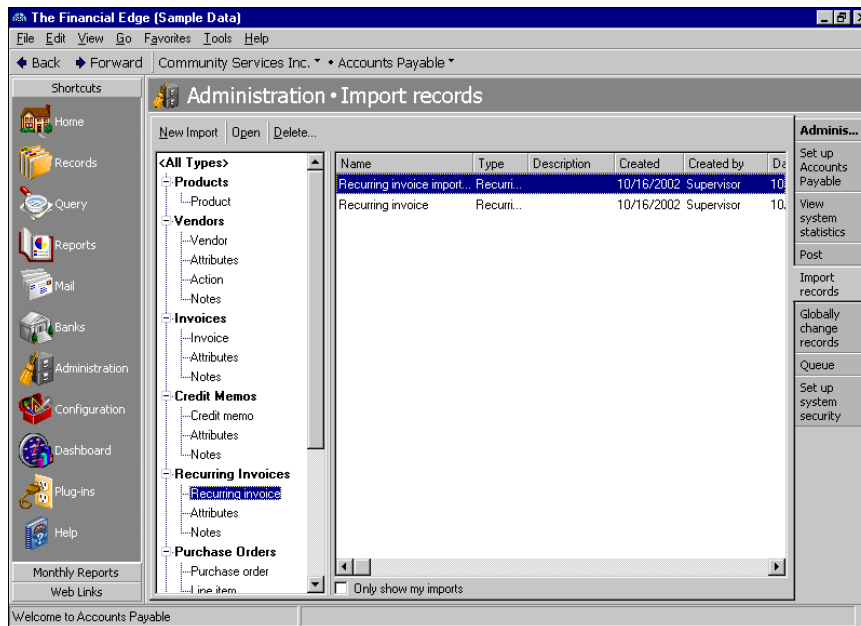
The import file used in this example includes the minimum fields required to import new recurring invoices, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

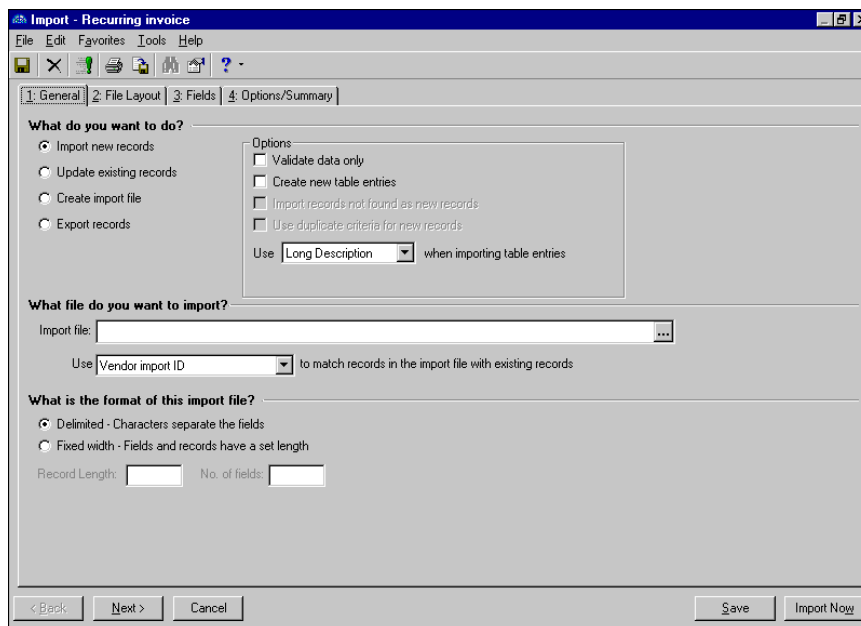
Vendor import ID*	Create a separate payment for each invoice
Invoice number	Bank account
Description	Recurring invoice distribution Amount*
Default post status	Recurring invoice distribution Debit account number*
Invoice amount*	Debit transaction distribution Project ID
Payment method	

► **Importing new recurring invoices**

1. On the Import records page, select the Recurring Invoices import type from the tree view.



2. On the action bar, click **New Import**. The Import - Recurring Invoice screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Recurring invoice

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☒ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\AP recurring invoices.csv

Use **Vendor import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

10. Click **Next**. The File Layout tab appears.

Import - Recurring invoice

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: Comma The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier: Quotation

Import Field Names

☒ Field names are on the first line of the import file

☐ Import file does not contain field names

☐ Field names are in a separate file:

Sample Import Format

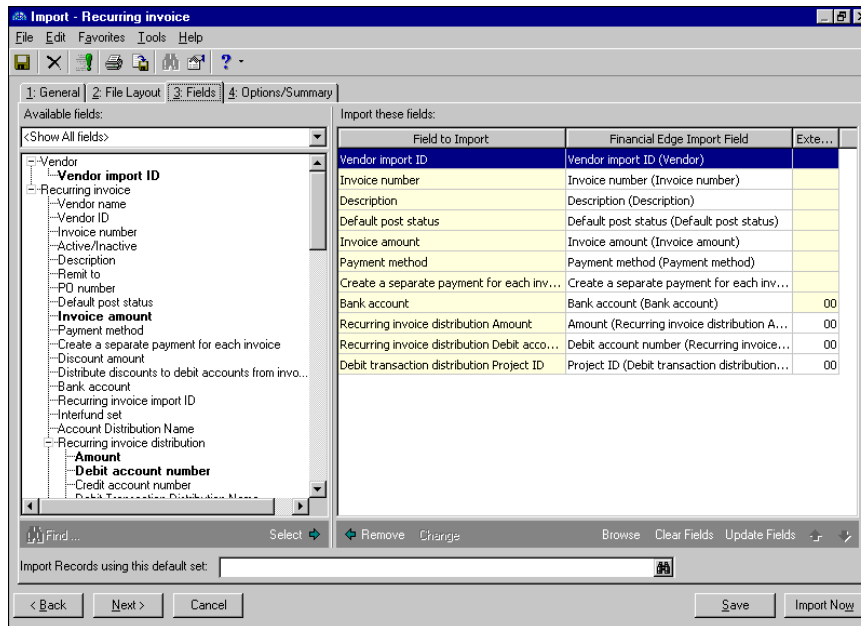
Vendor import ID	Invoice number	Description	Default post status	Invoice amount
WGLASA11111-28	675	Monthly exterminator service	Not Yet Posted	39
WGLASA11111-4	2298	Cell phone service	Not Yet Posted	289

< Back Next > Cancel Save Import Now

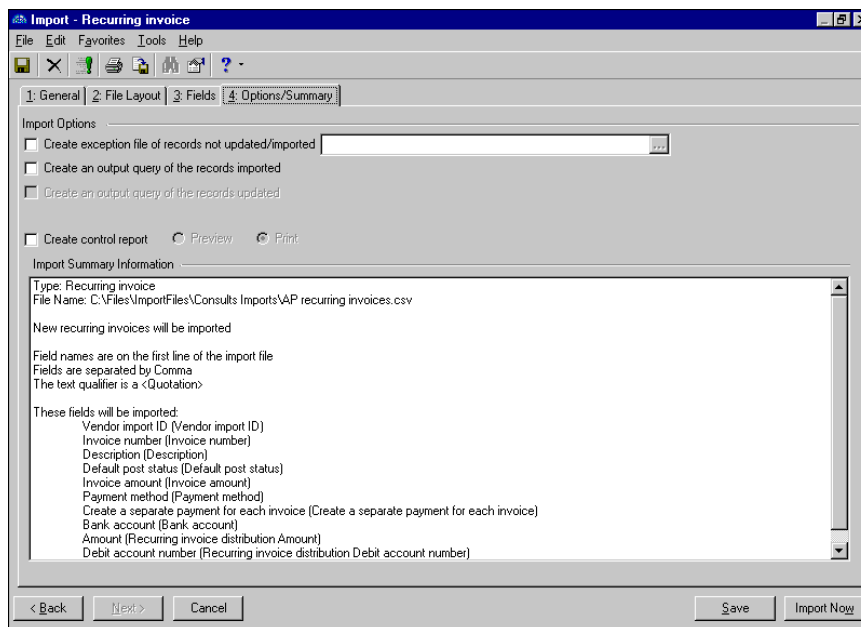
11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 12.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.

17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

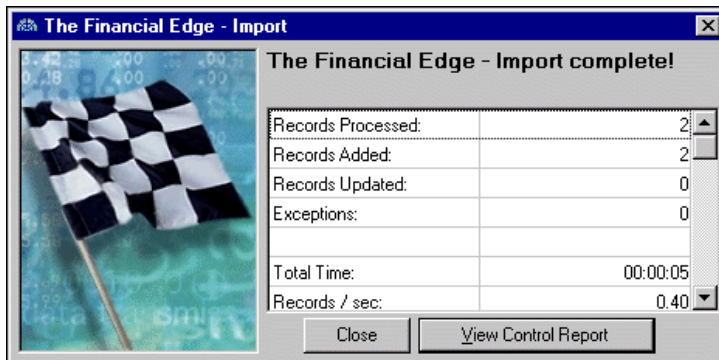
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

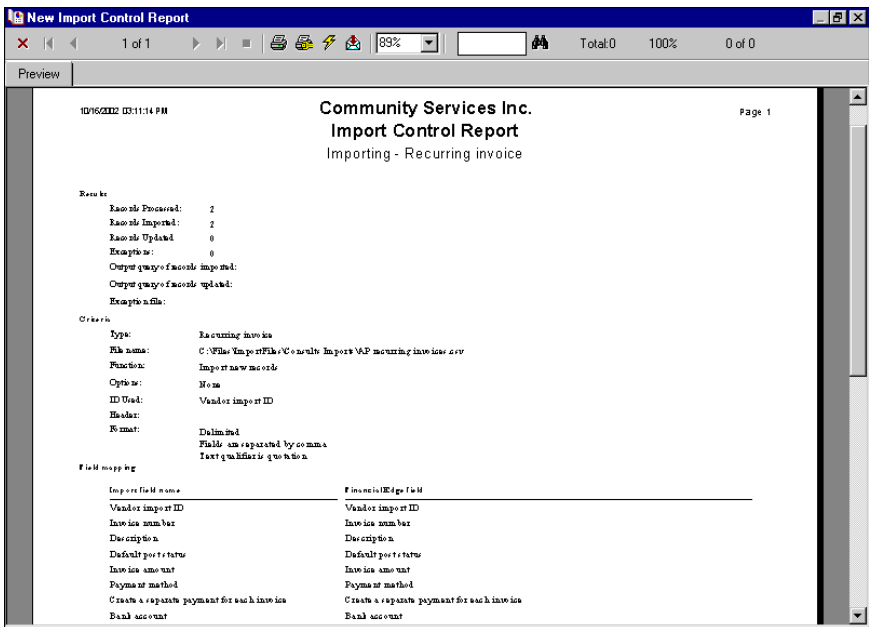
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Purchase Orders

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

If you have the optional module *Purchase Orders*, you can import new purchase order records and update existing ones. You cannot import new purchase orders for a vendor that is on hold or inactive.

- In Import, you can add new purchase order templates but you cannot use templates for purchase orders you add through importing.
- Check your business rules settings in *Configuration* before importing new purchase orders. If the business rule is set to automatically generate new purchase order IDs, the program assigns unique purchase order IDs to all new purchase orders, including those added through Import.

Unless the **Prevent data entry to the purchase order ID field** checkbox is marked, you can override the program-generated IDs by adding user-defined purchase IDs to the import file.

If the **Prevent data entry to the purchase order ID field** checkbox is marked and you add purchase order IDs to the import file, you will receive exceptions during the import. You also determine in **Business Rules** if the program can accept duplicate purchase order numbers.

Required Fields

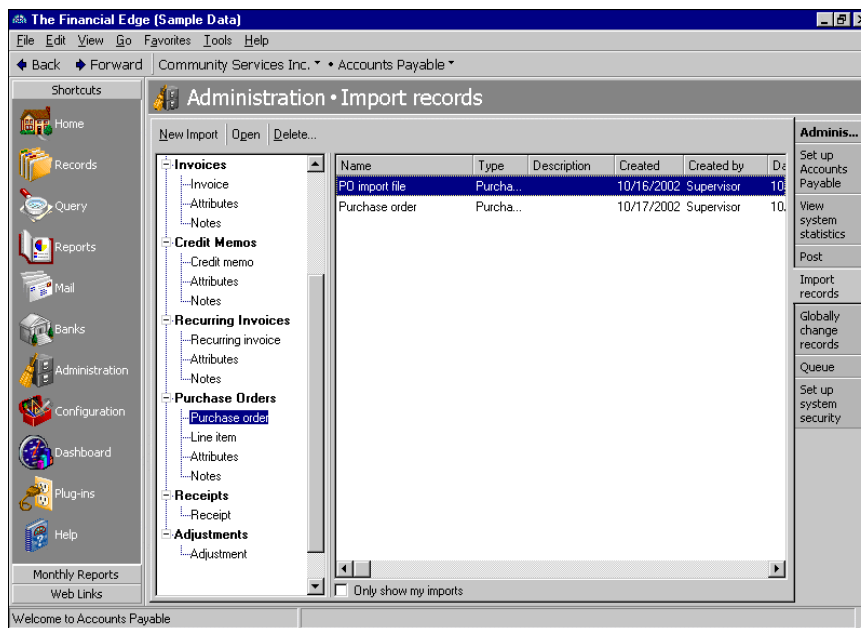
The import file used in this example includes the minimum fields required to import new purchase orders, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Vendor import ID*	Purchase order line item Quantity ordered
Order date*	Purchase order line item Unit of measure
Status	Purchase order line item Unit cost
Ship via	Purchase order line item Description
Department	Purchase order line item Post status
Ship to	Purchase order line item Post date*
Purchase order line item Line Item type	Purchase order line item distribution Amount*
Purchase order line item Product	Purchase order line item distribution Debit account number*
Purchase order line item Unit of measure	Debit transaction distribution Project ID

► Importing new purchase orders

1. On the Import records page, select the Purchase orders import type from the tree view.



2. On the action bar, click **New Import**. The Import - Purchase orders screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

10. Click **Next**. The File Layout tab appears.

Vendor import ID	Order date	Status	Ship via	Department
WGLASA11111-S	10/31/2002	Unprinted purchase order	FED-EX	Maintenance
WGLASA11111-17	10/31/2002	Unprinted purchase order	FED-EX	Administration

11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

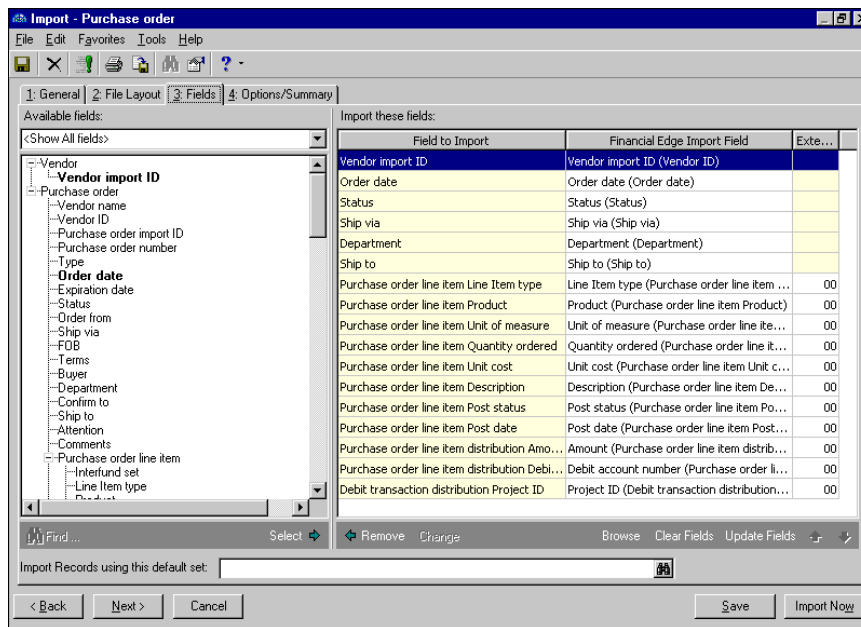
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

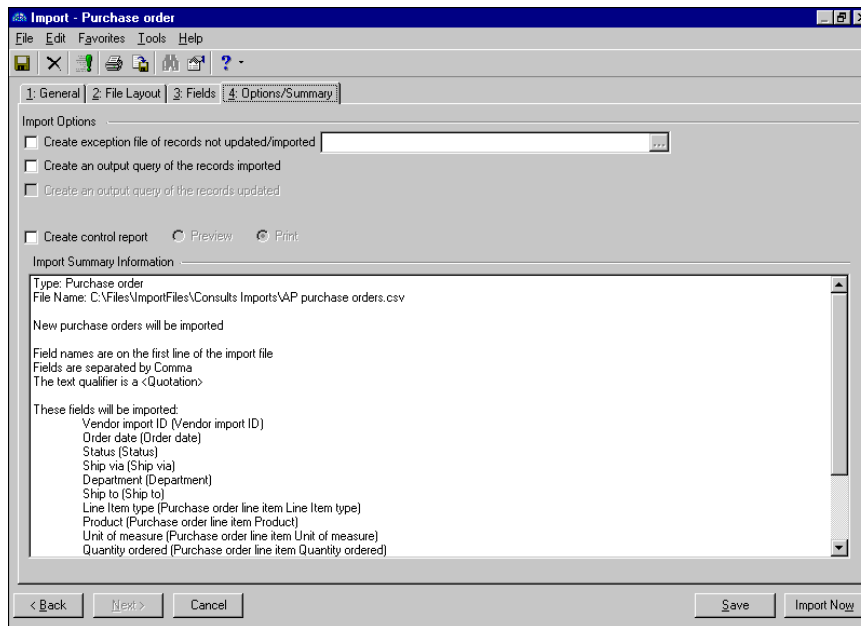
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

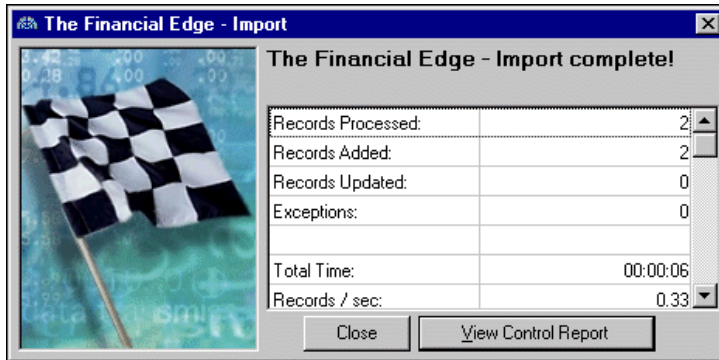
18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

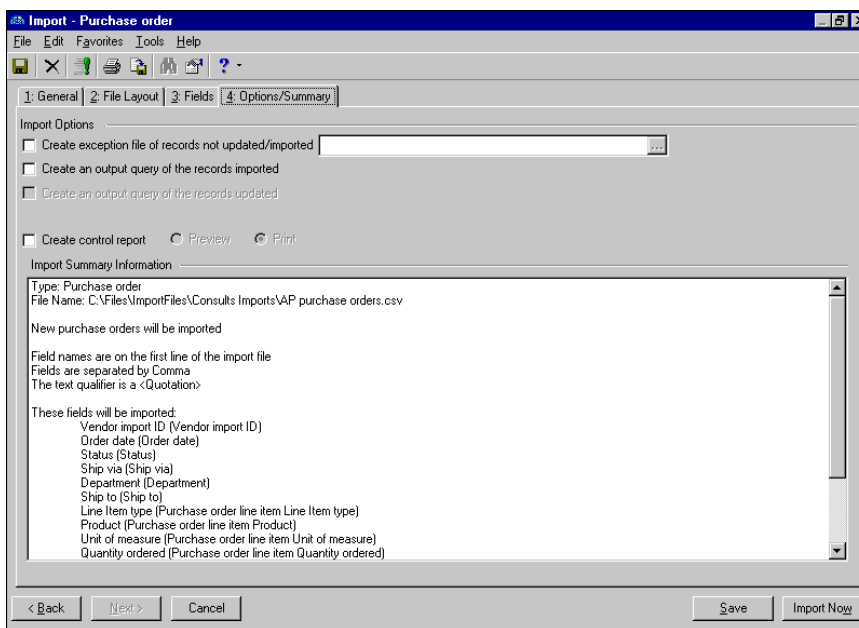
20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Receipts

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

If you have the optional module *Purchase Orders*, you can import new receipt records or update existing ones.

- You cannot import new receipts for uninvoiced items if **Prompt to create invoice for uninvoiced items** is marked in **Options**.
- The **Action** field is not required for importing. The program automatically receives an item by default if no other action (reject or cancel) is designated in the import file. You cannot receive, reject, or cancel more than the original quantity of the purchase order line item.

Required Fields

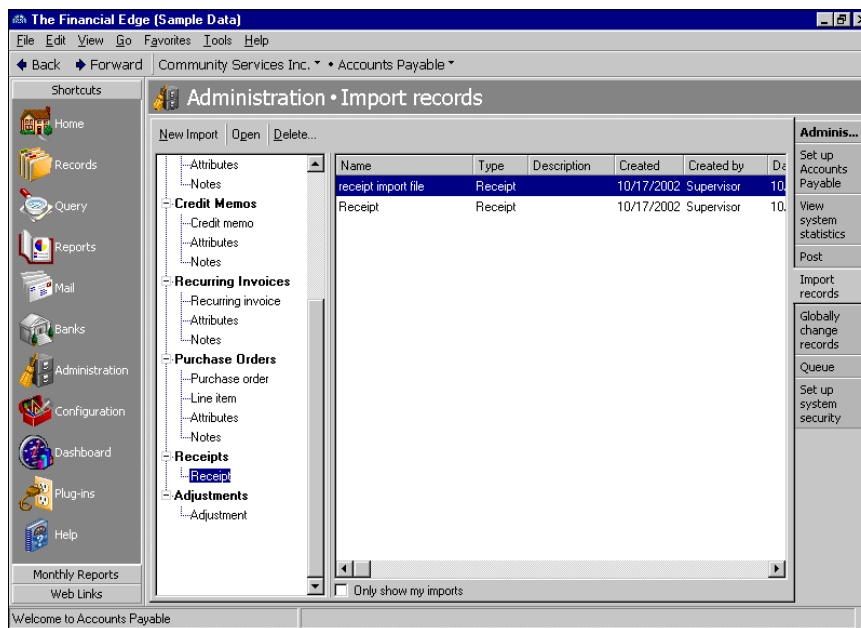
The import file used in this example includes the minimum fields required to import new receipts, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Purchase order import ID*	Receipt receipt item Quantity received*
Received by*	Receipt receipt item Unit cost
Description	Receipt receipt item Post date*
Receipt date	Receipt receipt item Line Number*

► Importing new receipts

1. On the Import records page, select the Receipts import type from the tree view.



2. On the action bar, click **New Import**. The Import - Receipts screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Receipt

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\AP Receipts.csv

Use **Purchase order import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

10. Click **Next**. The File Layout tab appears.

Import - Receipt

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: **Comma**

Text qualifier: **Quotation**

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Purchase Order import ID	Received by	Description	Receipt date	Receipt receipt item Quantit..
WGLASA11111-5	Cynthia Bell	Delivery	11/15/2002	10
WGLASA11111-6	Bill Smith	Delivery	11/15/2002	1

< Back Next > Cancel Save Import Now

11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

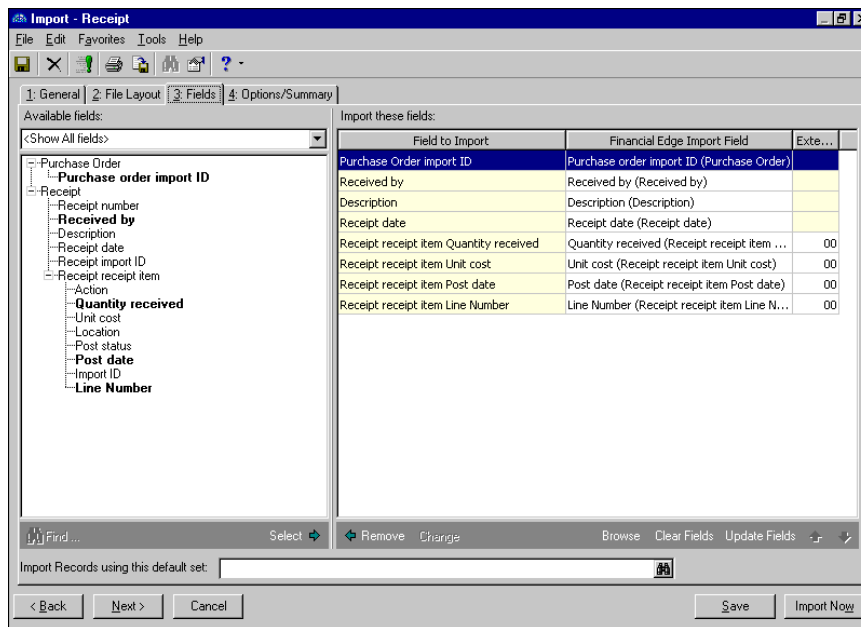
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

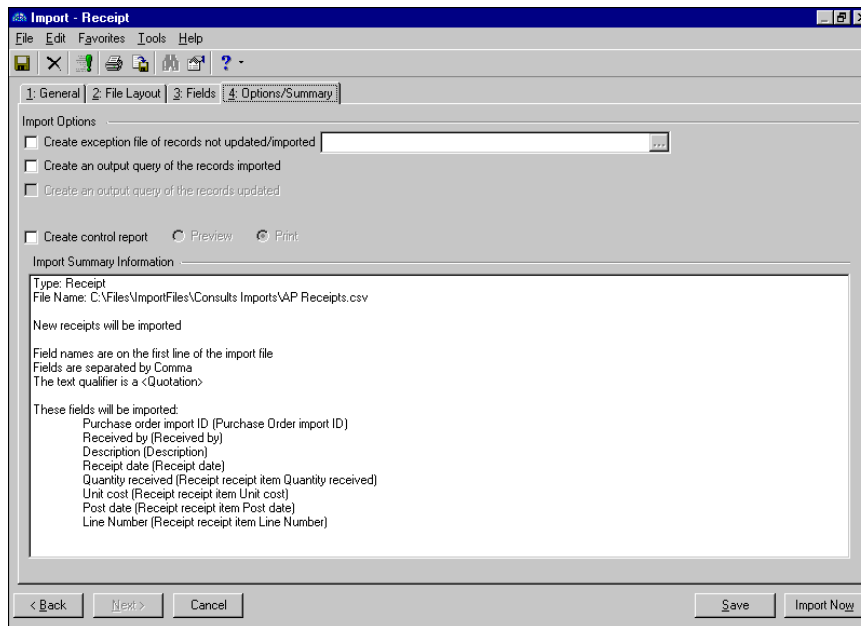
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

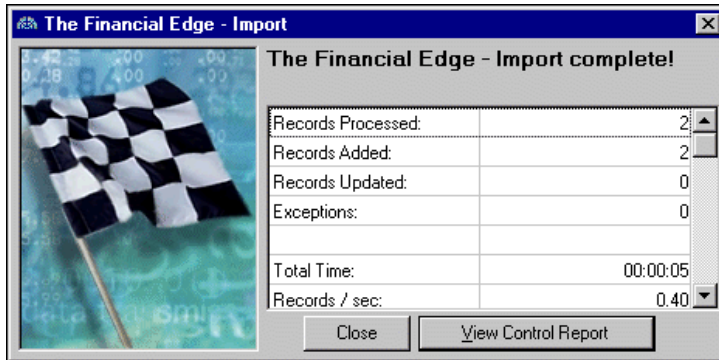
18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

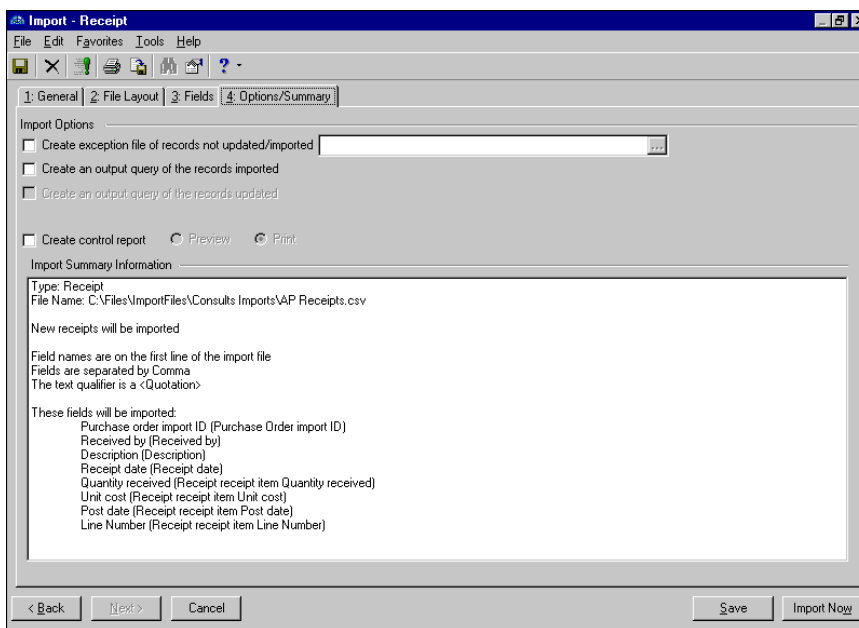
20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Adjustments

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

If you have the optional module *Cash Management*, you can import new adjustment transactions or update existing ones.

- The **Transfer to/from bank account** import field is conditionally required and valid only for transfer type adjustment categories. You can add only Transfer Out transactions in Import and the program automatically creates and links the associated Transfer In transactions.

Required Fields

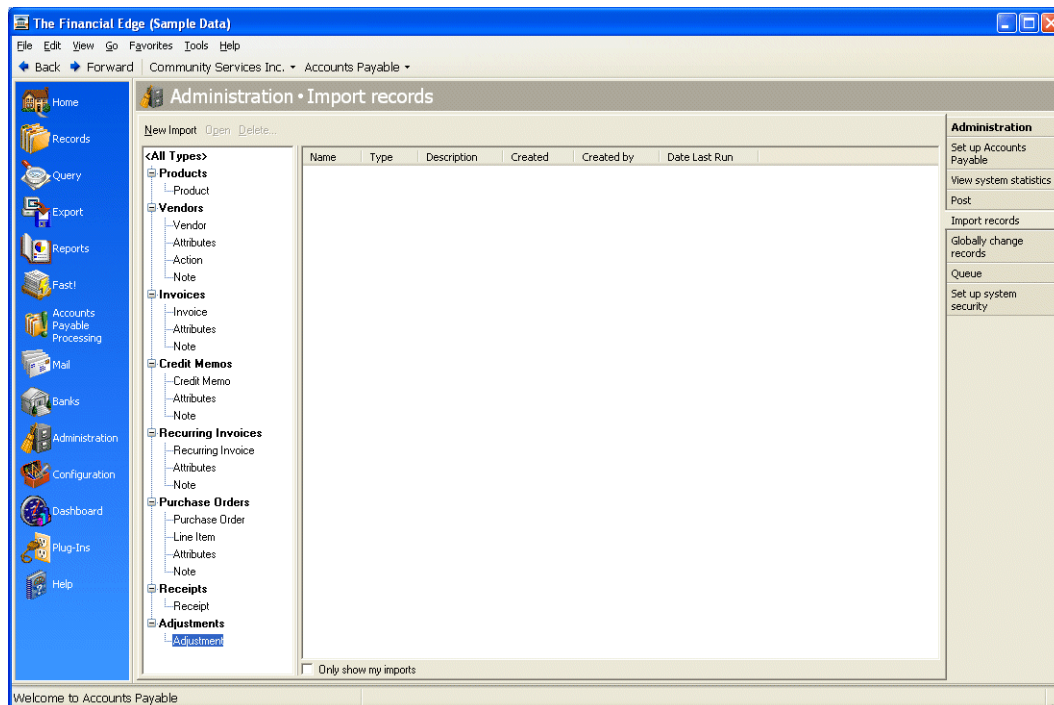
The import file used in this example includes the minimum fields required to import new adjustments, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

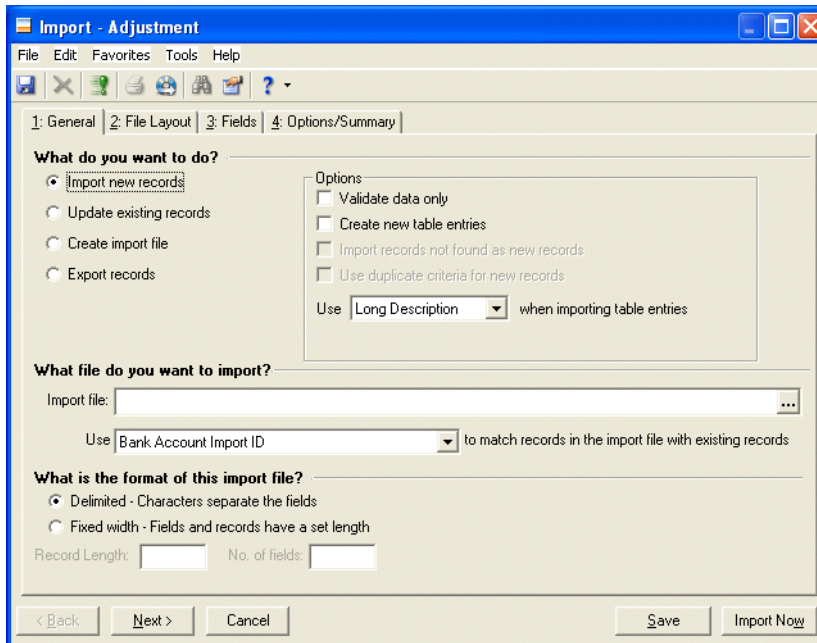
Bank Account Import ID*	Post Status*
Category*	Post Date
Adjustment Date*	Adjust distribution Amount*
Amount	Adjust distribution Debit account number*
Type*	Adjust distribution Credit account number*
Reference*	Debit transaction distribution Project ID

► Importing new bank adjustments

1. On the Import records page, select the Adjustments import type from the tree view.



2. On the action bar, click **New Import**. The Import - Adjustments screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Adjustment

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\AP Adjustment.csv

Use **Bank Account Import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

10. Click **Next**. The File Layout tab appears.

Import - Adjustment

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: **Comma**

Text qualifier: **Quotation**

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Bank Account Import ID	Category	Adjustment Date	Amount	Type
WGLASA11111-1	Deposit from GL	10/31/2002	2500	Deposit
WGLASA11111-1	Service Fee	10/31/2002	938	Payment

< Back Next > Cancel Save Import Now

11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

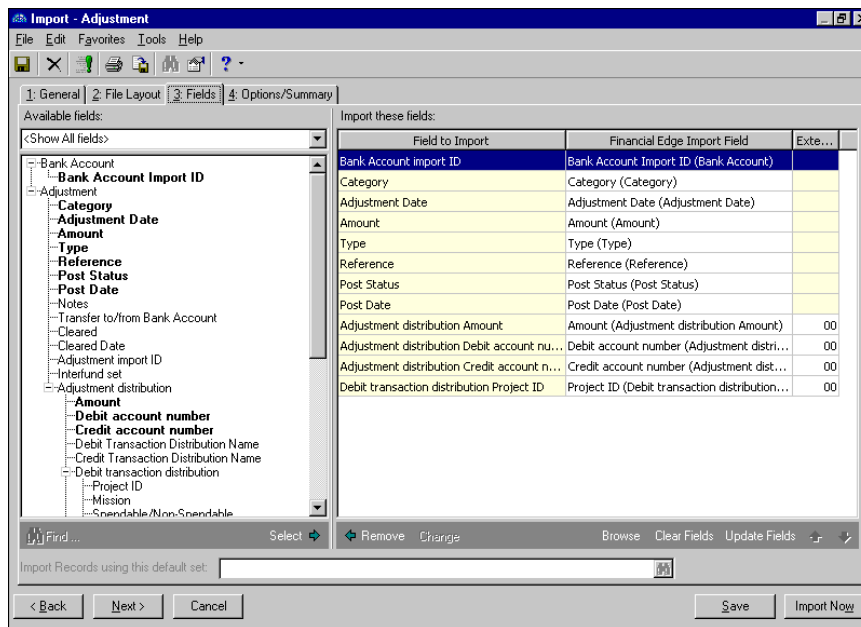
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

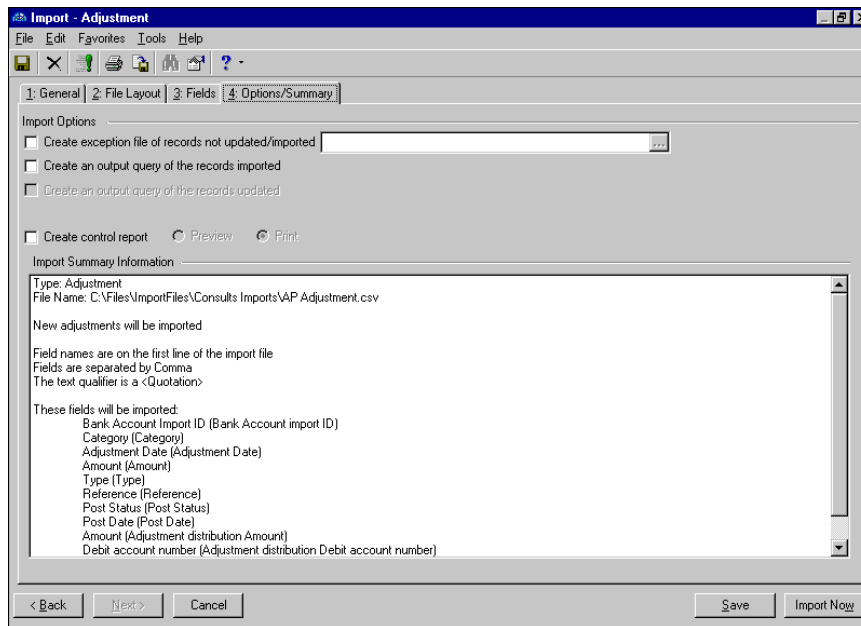
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

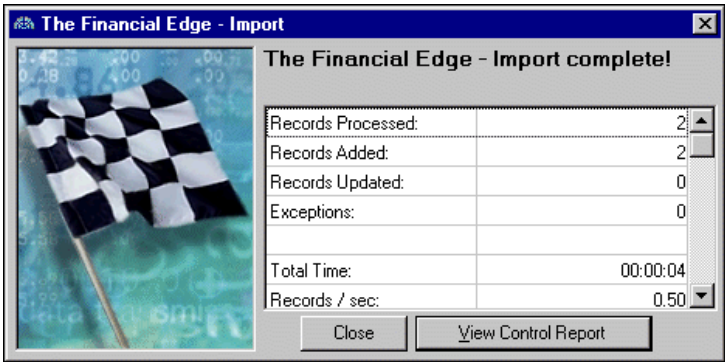
18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

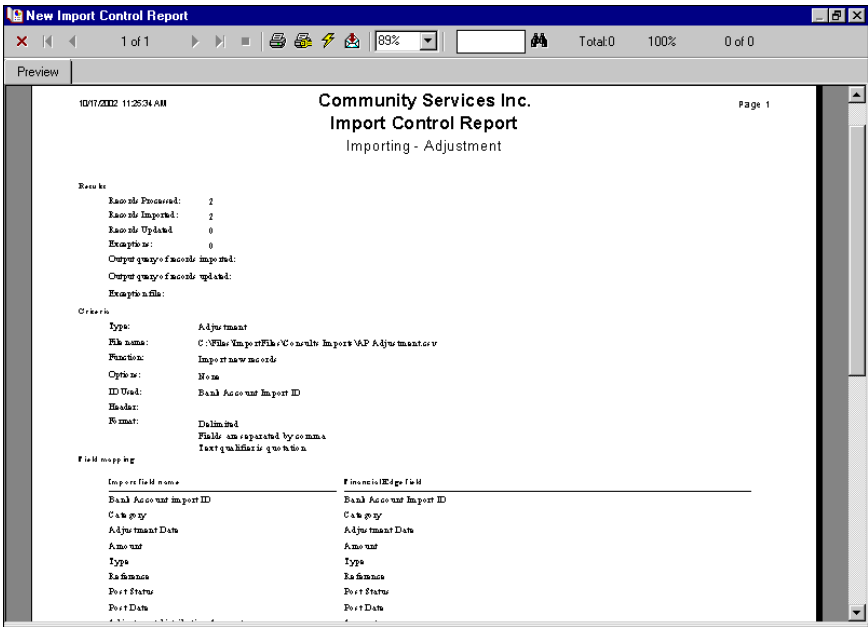
20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Fixed Assets Imports



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Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

The procedures in this chapter guide you through importing new records for each of the **Fixed Assets** import types. These procedures use import files that include the minimum fields required to save the record type plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in these examples but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*.

Import files must meet these requirements to import successfully:

- The import file must include all required fields. When importing new records, the required fields are all fields required to save that type of record. When updating existing records, the required fields are only those required to identify existing records.
- You must have security rights to all fields and processes involved in the import.
- Post dates must be in a valid, open fiscal period.
- Transaction amounts must be fully distributed to general ledger accounts.
- All fund requirements must be met, including balancing requirements for class, project, transaction codes, or segments. For more information, see the *Configuration Guide for General Ledger*.

For information about the basics of importing such as setting up and formatting import files, using headers, and identifying required fields, see the Import Basics chapter. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

Fixed Assets Import Types

The table below lists all import types available in **Fixed Assets**.

Fixed Assets Import Types	
Assets	Transactions
Asset	Transaction
Attributes	
Location	
Action	
Notes	

Using the Transactions import type, you can import all types of asset transactions including asset acquisitions, period depreciation, year-to-date depreciation, and asset disposals. To designate the type of transaction to add or update, enter the transaction type in the **Transaction type** field of the import file.

Importing Assets

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new asset records or update existing ones. You must define depreciation years in **Fixed Assets Configuration** before you can import new asset records.

- Check your business rules settings in *Configuration* before importing new assets. If the business rule is set to generate new asset IDs automatically, the program assigns unique asset IDs to all new assets, including those added through Import.

Unless the **Prevent data entry to the Asset ID field** checkbox is marked, you can override the program-generated IDs by adding unique, user-defined asset IDs to the import file.

If the **Prevent data entry to the Asset ID field** checkbox is marked, if you add asset IDs to the import file, you will receive exceptions during the import.

- You do not have to include fields for depreciation information if default information is assigned for asset classes and depreciation methods. Depreciation information automatically loads into depreciation fields when you add an asset class with assigned defaults. Furthermore, if you have default distributions defined, you don't need to add these to the import file.

Required Fields

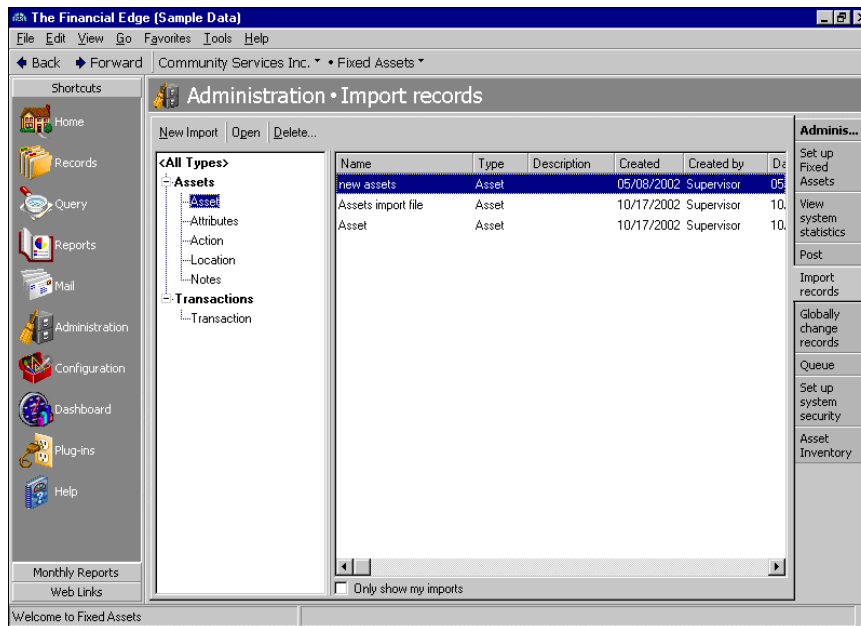
The import file used in this example includes the minimum fields required to import new assets, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

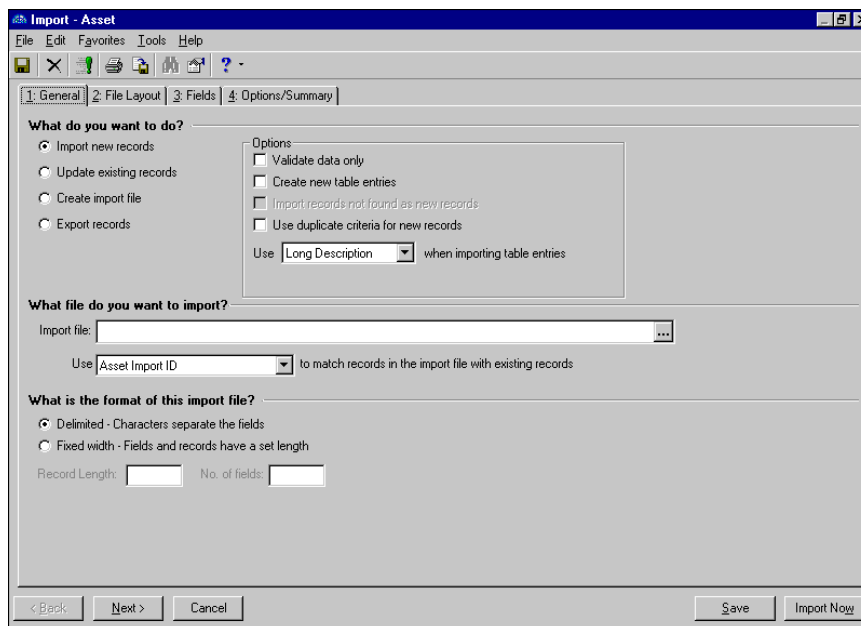
Depreciation method	Acquisition date*
Acquisition value*	Date in service*
Description*	Asset distribution Debit account number*
Class	Asset distribution Credit account number
Location	Percent*
Department	Project
Vendor name	

► Importing new assets

1. On the Import records page, select the Assets import type from the tree view.



2. On the action bar, click **New Import**. The Import - Asset screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Fixed Assets*.

- Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

- In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
- In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

- In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Asset

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☒ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\FA Assets.csv

Use **Asset Import ID** to match records in the import file with existing records

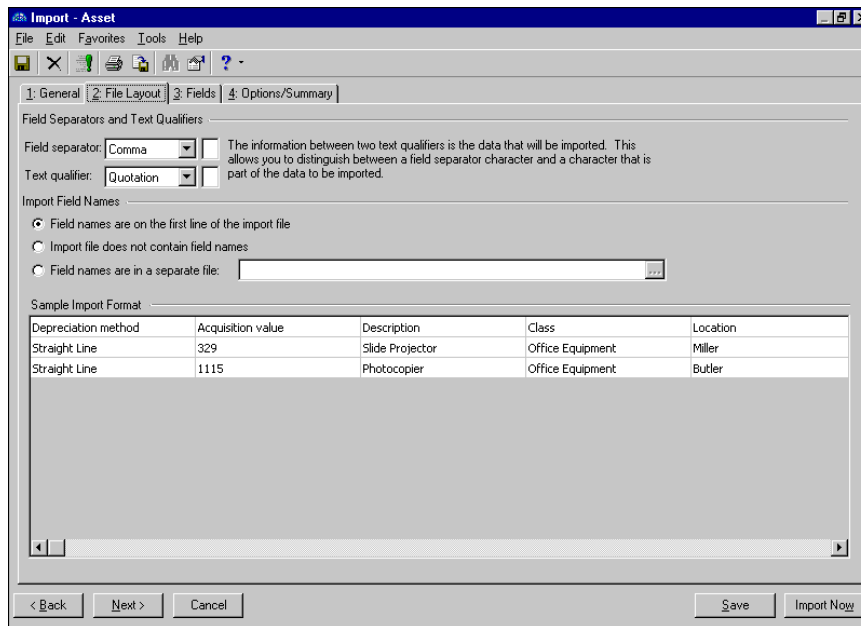
What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

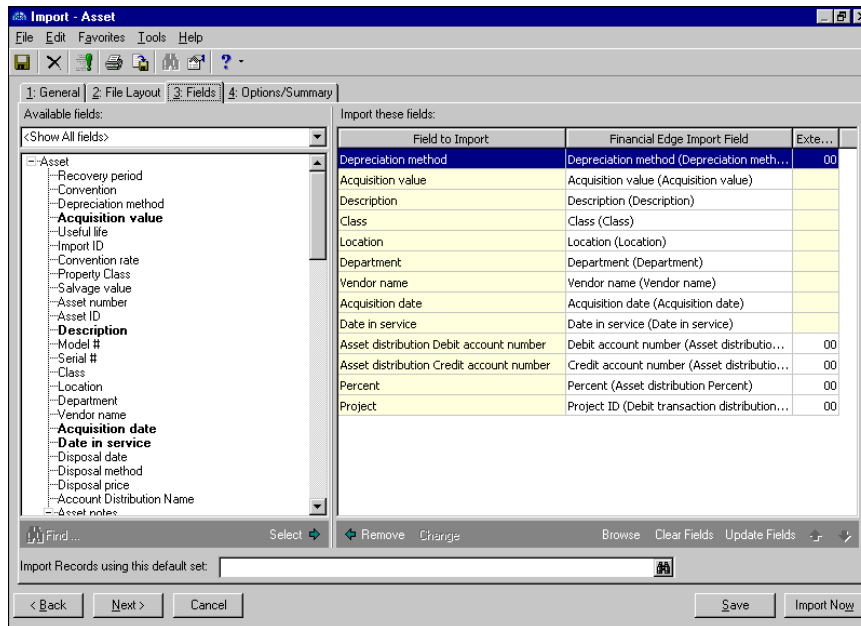
11. Click **Next**. The File Layout tab appears.



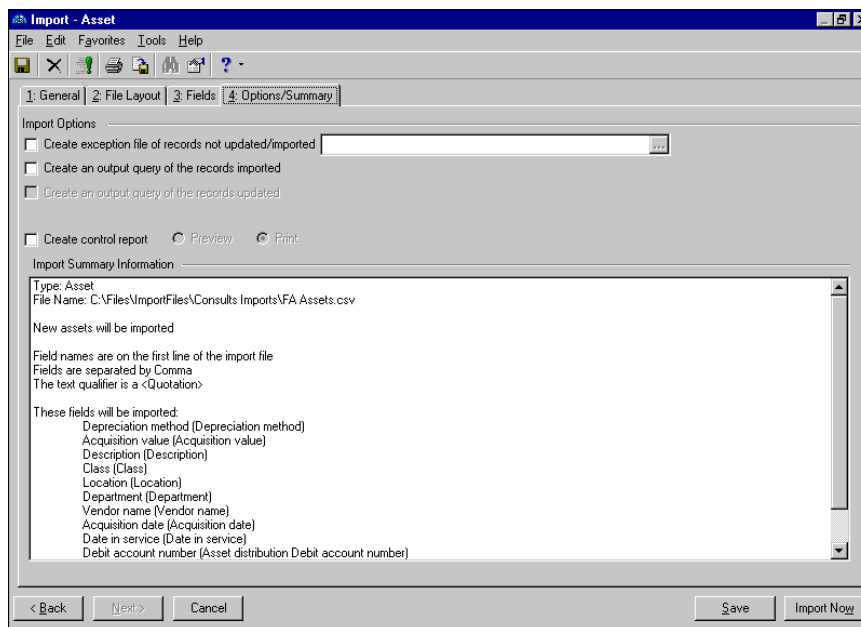
12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.

18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

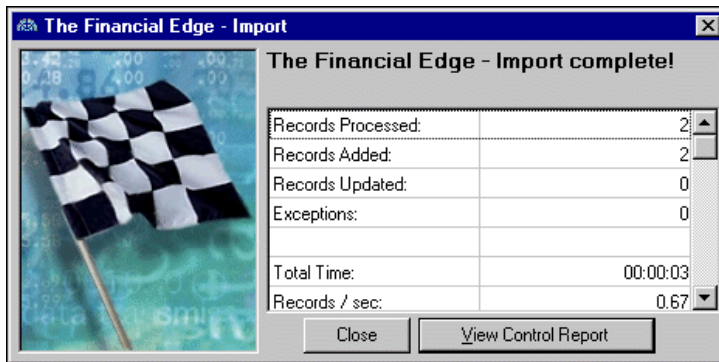
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

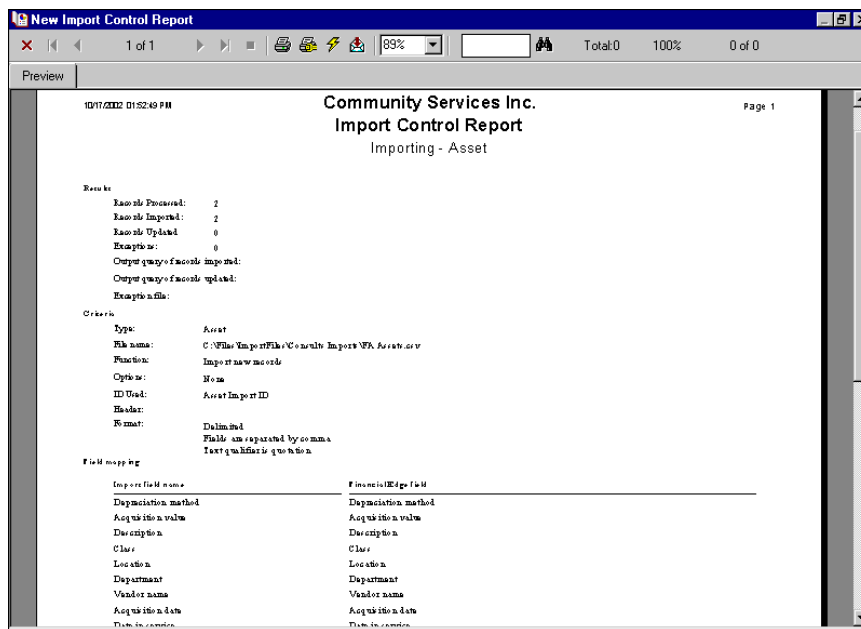
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Acquisition Transactions

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new acquisition transactions or update existing ones. You must define depreciation years in **Fixed Assets Configuration** before you can import transactions.

Rules for importing new asset acquisition transactions:

- You can add only one asset acquisition transaction for an asset.
- The acquisition date must be equal to or earlier than the date in service.
- The acquisition value must be zero dollars or greater. If the amount is zero, the depreciation method must be Do not depreciate.
- The acquisition value for an asset must equal at minimum the total of \$0.13 times the number of years of useful life (recovery period or property class years).

Rules for updating existing asset acquisition transactions:

- You can change the date in the **Transaction date** field, but it can not be later than the oldest asset improvement transaction or the oldest depreciation transaction.
- You cannot change the value in the **Amount** field if depreciation transactions or a disposal transaction exist.

Required Fields

The import file used in this example includes the minimum fields required to import new acquisition transactions, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

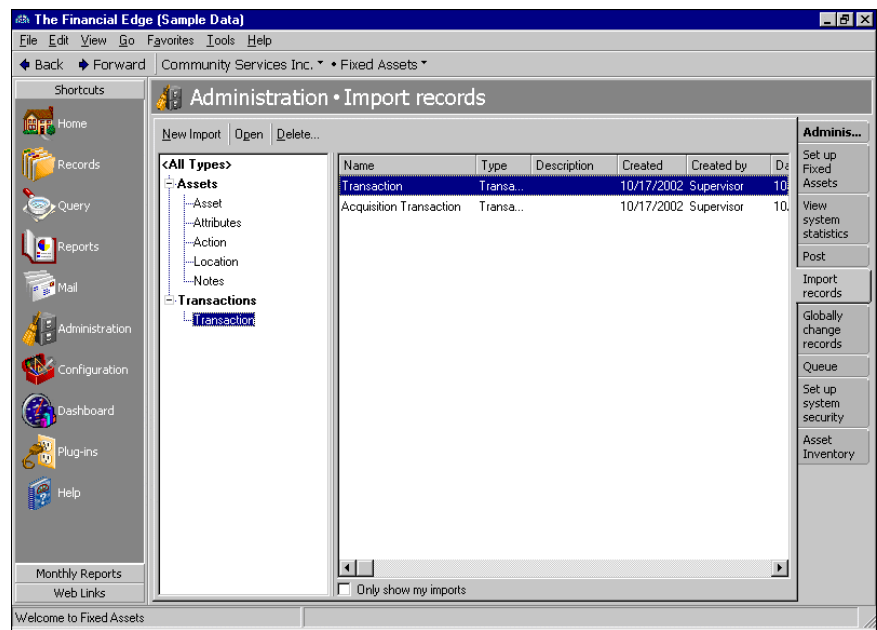
These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Fixed Assets Import ID*	Post date*
Transaction type*	Transaction distribution Amount*
Transaction date*	Transaction distribution Debit account number*
Amount*	Transaction distribution Credit account number
Post status*	Debit transaction distribution Project ID

► **Importing new acquisition transactions**

Note: The Transactions import type is used to import each type of asset transaction. To add or update acquisition transactions, enter “Acquisition transaction” for the **Transaction type** field of the import file.

1. On the Import records page, select the Transactions import type from the tree view.



2. On the action bar, click **New Import**. The Import - Transactions screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

- In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Acquisition Transaction

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use when importing table entries

What file do you want to import?

Import file:

Use to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

- Click **Next**. The File Layout tab appears.

Import - Acquisition Transaction

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier:

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

FAAssetsID	Transaction type	Transaction date	Amount	Post status
WGLASA11111-267	Asset acquisition	10/15/2002	1115	Do not post
WGLASA11111-266	Asset acquisition	10/15/2002	329	Do not post

< Back Next > Cancel Save Import Now

- In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

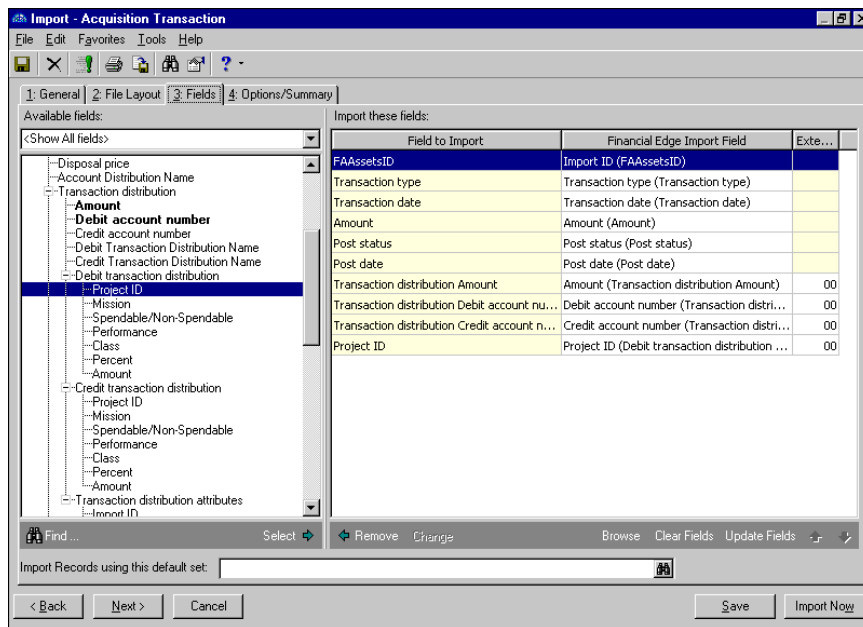
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

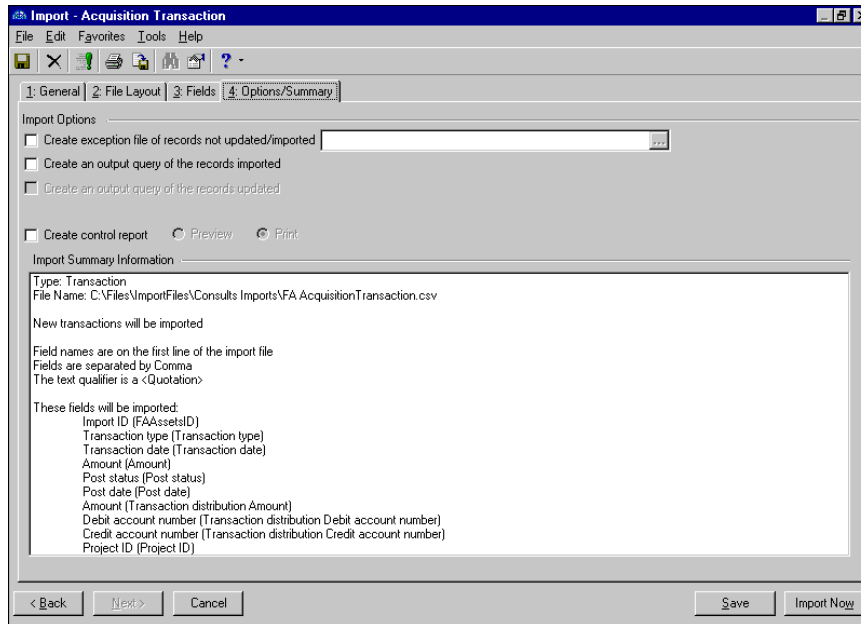
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

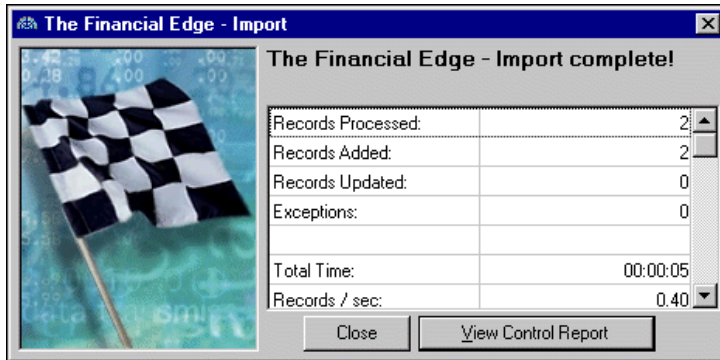
18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

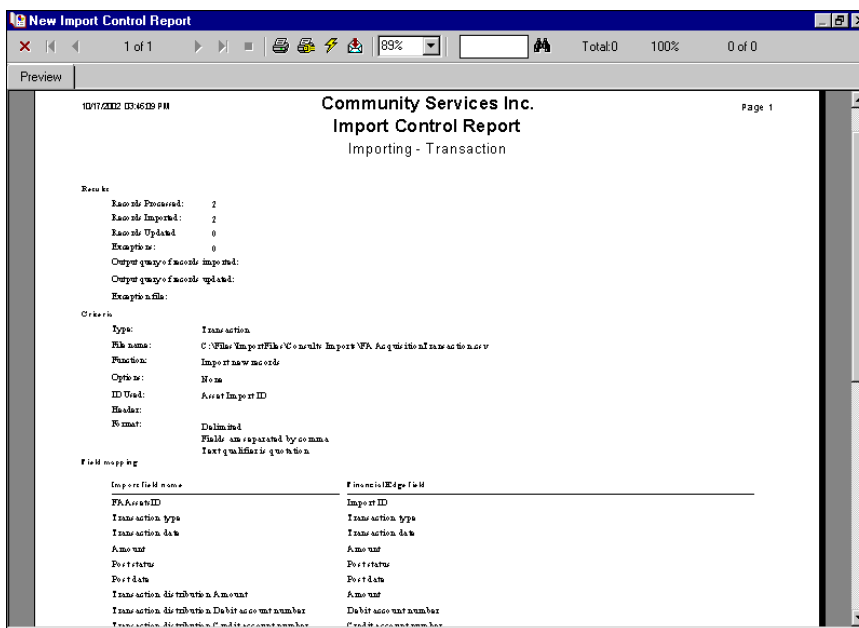
20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Accumulated Depreciation Transactions

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new accumulated depreciation transactions or update existing transactions, if the existing transactions are not yet posted.

Rules for importing depreciation transactions:

- An asset acquisition transaction must already exist for any asset for which you want to import new depreciation transactions.
- You can add only one accumulated depreciation transaction per asset.
- The transaction date cannot be in the current year.

Required Fields

The import file used in this example includes the minimum fields required to import new accumulated depreciation transactions, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

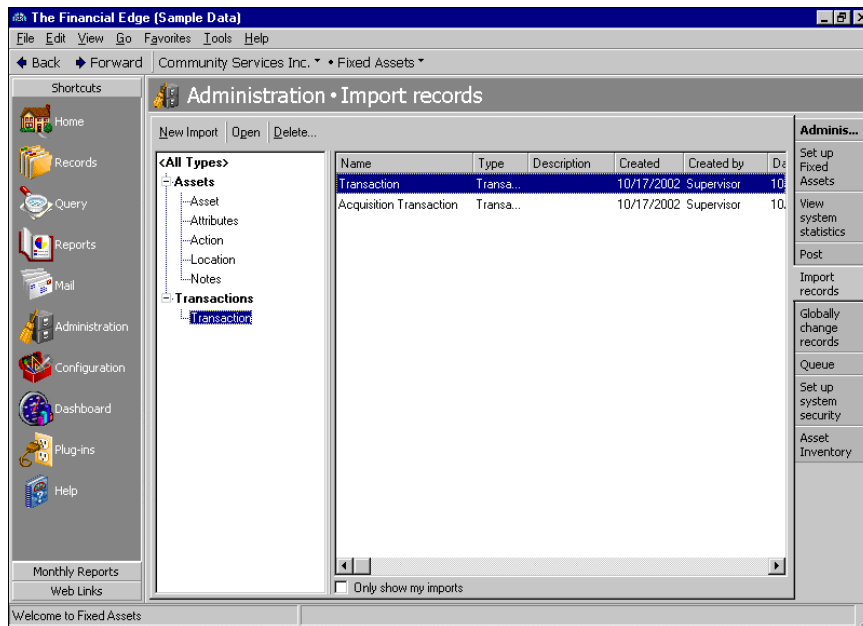
These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Fixed Asset Import ID*	Post date*
Transaction type*	Transaction distribution Amount*
Transaction date*	Transaction distribution Debit account number*
Amount*	Transaction distribution Credit account number
Post status*	Debit transaction distribution Project ID

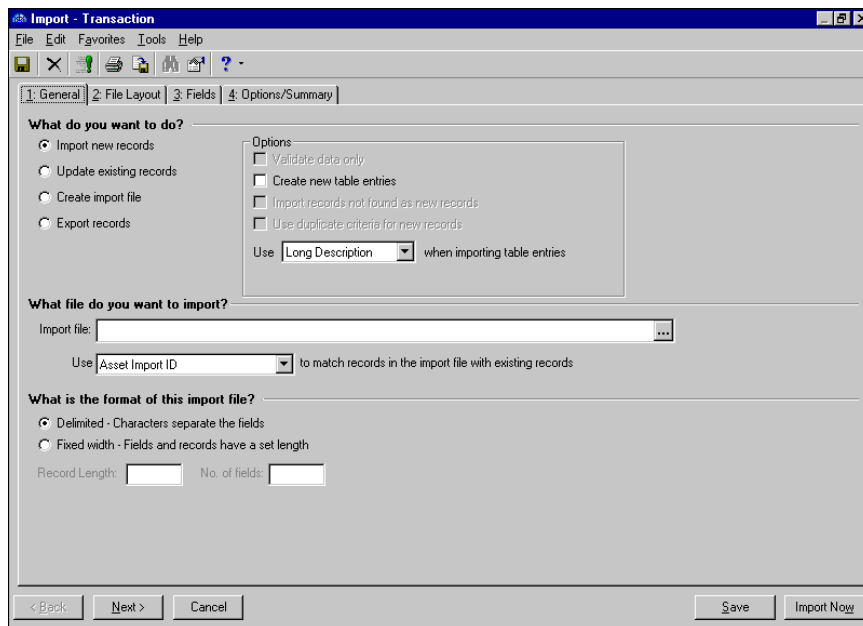
► **Importing new accumulated depreciation transactions**

Note: The Transactions import type is used to import each type of asset transaction. To add or update accumulated depreciation transactions, enter “Accumulated depreciation” for the **Transaction type** field of the import file.

1. On the Import records page, select the Transactions import type from the tree view.



2. On the action bar, click **New Import**. The Import - Transactions screen appears on the General tab.



3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

- In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
- In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

- In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Transaction

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☒ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\FAaccumdeprtrans.csv

Use **Asset Import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

10. Click **Next**. The File Layout tab appears.

Import - Transaction

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: Comma The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier: Quotation

Import Field Names

☒ Field names are on the first line of the import file

☐ Import file does not contain field names

☐ Field names are in a separate file:

Sample Import Format

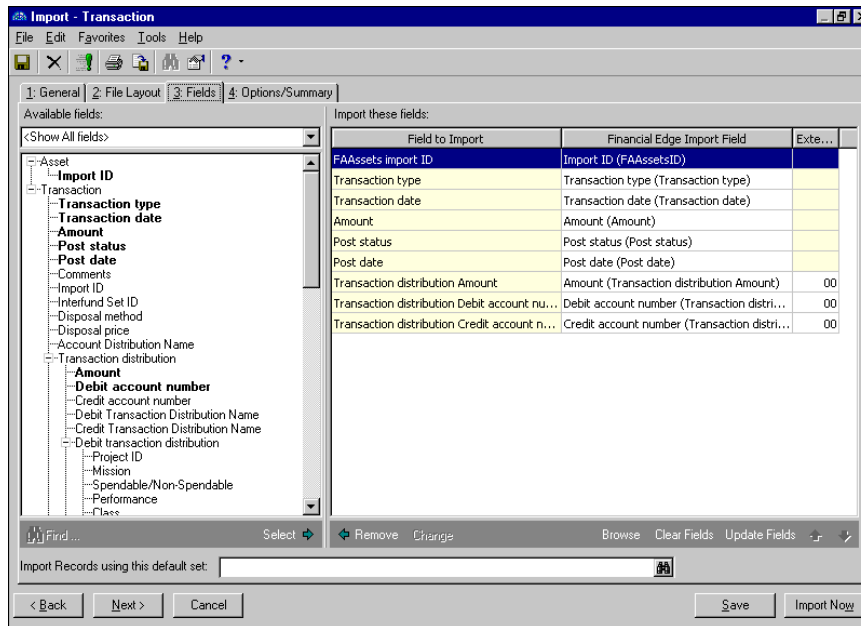
FAAssets import ID	Transaction type	Transaction date	Amount	Post status
WGLASA11111-266	Accumulated depreciation	10/01/2001	39.82	Do not post
WGLASA11111-267	Accumulated depreciation	10/01/2001	61.02	Do not post

< Back Next > Cancel Save Import Now

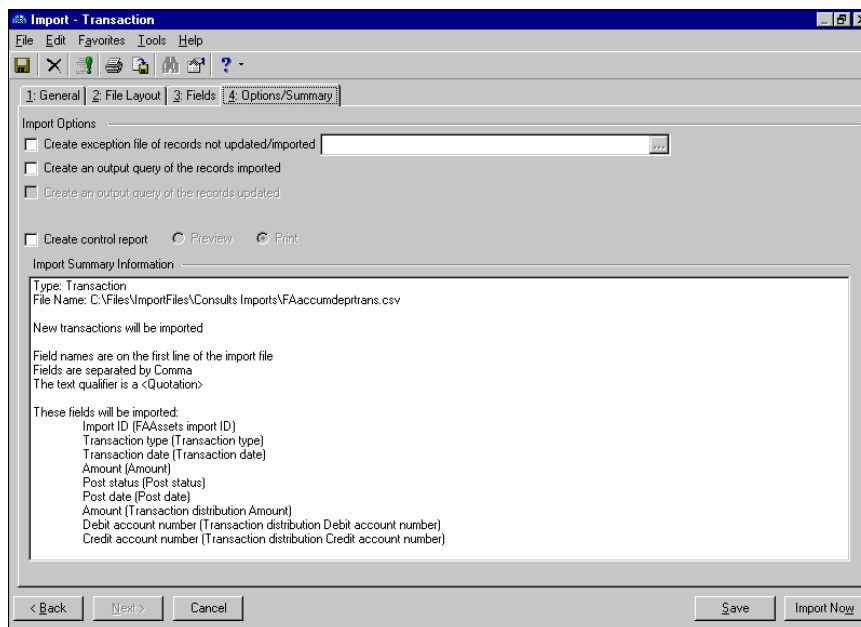
11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.

17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

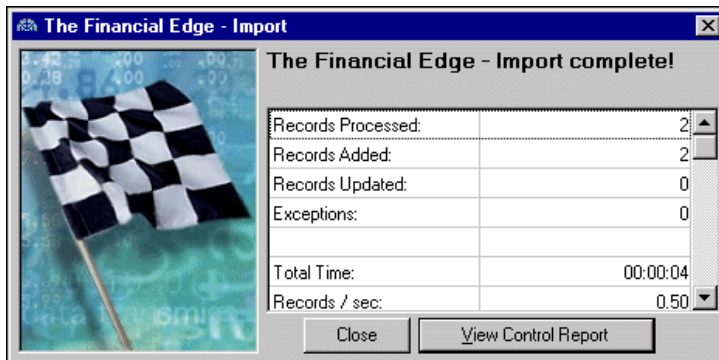
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



Accounts Receivable Imports



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Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

The procedures in this chapter guide you through importing new records for each of the **Accounts Receivable** import types. These procedures use import files that include the minimum fields required to save the record type plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in these examples but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about identifying required fields, see "Required Fields" on page 13.

Import files must meet these requirements to import successfully:

- The import file must include all required fields. When importing new records, the required fields are all fields required to save that type of record. When updating existing records, the required fields are only those required to identify existing records.
- You must have security rights to all fields and processes involved in the import.
- Post dates must be in a valid, open fiscal period.
- Transaction amounts must be fully distributed to general ledger accounts.
- All fund requirements must be met, including balancing requirements for class, project, transaction codes, or segments. For more information, see the *Configuration Guide for General Ledger*.

For information about the basics of importing such as setting up and formatting import files, using headers, and identifying required fields, see the Import Basics chapter. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

Accounts Receivable Import Types

The table below lists all import types available in **Accounts Receivable**. You must have the optional module *Cash Management* to import adjustments.

Accounts Receivable Import Types		
Adjustments	Credits	Invoices
Adjustment	Credit	Invoice
Clients	Attributes	Invoice line item
Client	Products and Billing	Attributes
Attributes	Items	Refunds
Action	Flat rate item	Refund
Notes	Product	Attributes
Relationship	Per usage item	Recurring Invoices
Statement	Refund item	Recurring invoice
Default payer	Finance charge item	Line item
Charges	Sales tax item	Attributes
Charge	Payments	
Attributes	Payment	

Importing Adjustments

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

If you have the optional module *Cash Management*, you can import new adjustment transactions or update existing ones.

- The **Transfer to/from bank account** import field is conditionally required and only valid for transfer type adjustment categories. You can add only Transfer Out transactions in Import and the program automatically creates and links the associated Transfer In transactions.

Required Fields

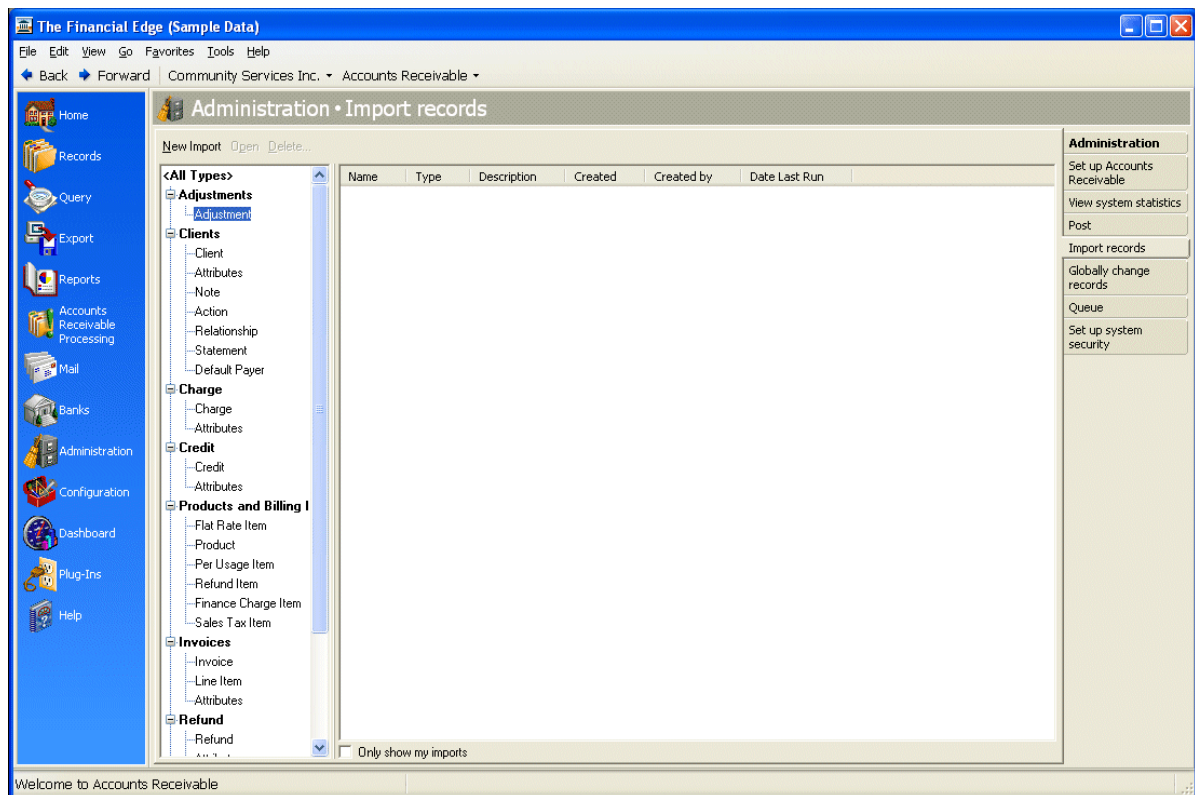
The import file used in this example includes the minimum fields required to import new adjustments, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

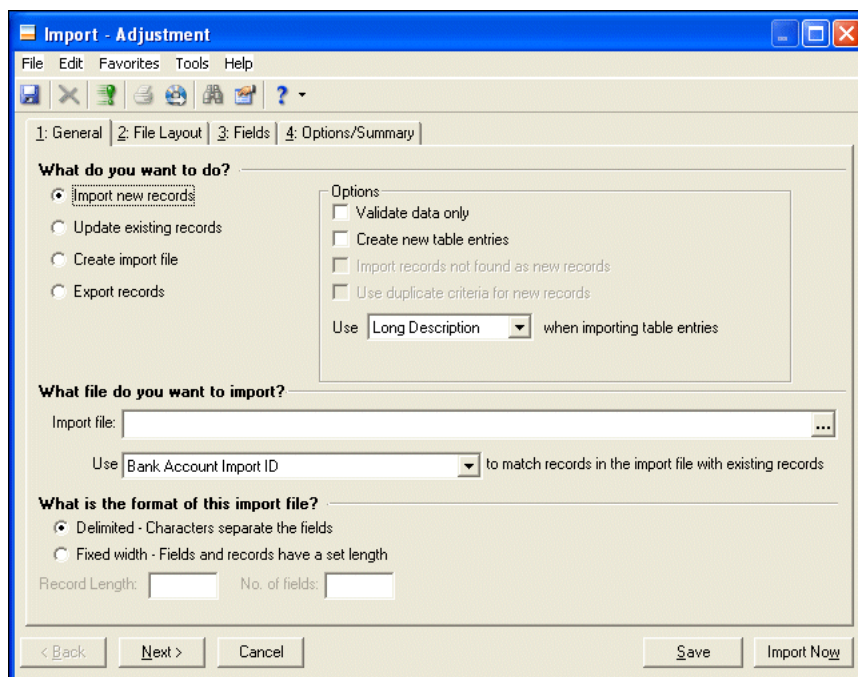
Bank Account Import ID*	Post Status*
Category*	Post Date
Adjustment Date*	Adjust distribution Amount*
Amount	Adjust distribution Debit account number*
Type*	Adjust distribution Credit account number*
Reference*	Debit transaction distribution Project ID

► Importing new bank adjustments

1. On the Import records page, select the Adjustment import type from the tree view.



2. On the action bar, click **New Import**. The Import - Adjustment screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

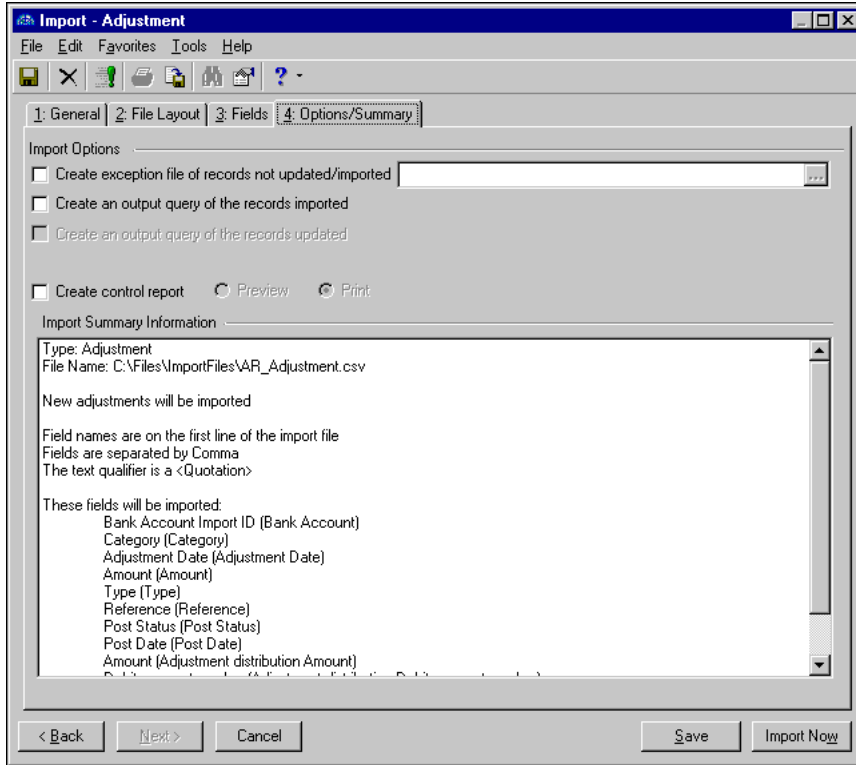
Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with **The Financial Edge**.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.
10. Click **Next**. The File Layout tab appears.
11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 7.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.
14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

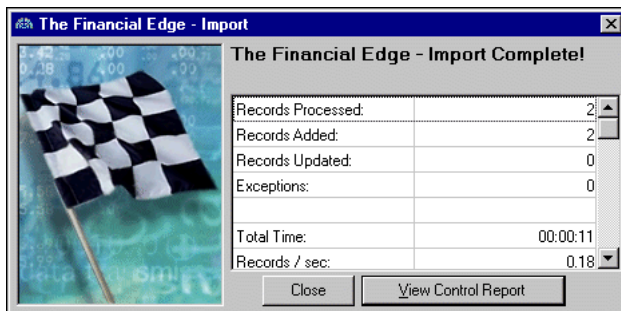
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

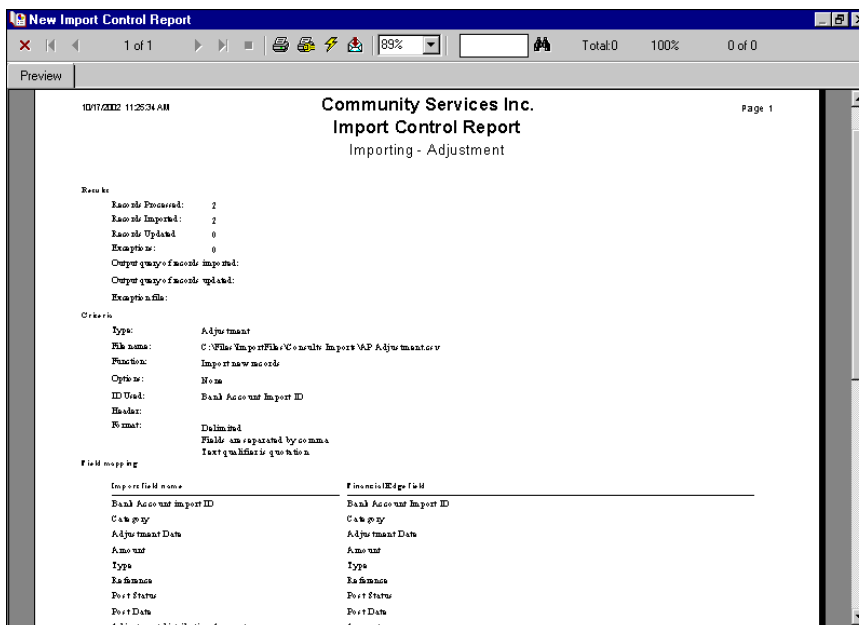
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Clients

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new client/organization records or update existing ones. You cannot import client transactions through the Client import type. To import transactions, you must use the appropriate transaction import type. For example, to import a charge, you must use the Charge import type.

- Check business rules settings in *Configuration* before importing new clients. If the business rule is set to automatically generate new client IDs, the program assigns unique client IDs to all new clients, including those added through Import.

However, unless the **Prevent data entry to the Client ID field** checkbox is marked, you can override the program-generated IDs by adding unique, user-defined client IDs to the import file. However, if the **Prevent data entry to the Client ID field** checkbox is marked, if you add client IDs to the import file, you will receive exceptions during the import.

- You can synchronize client contact information so that information added to or changed for individual address and name fields on the record always affect the full address, name, and phones fields, and vice versa. For more information about importing contact information and synchronizing fields, see “Addresses” on page 19.
- You can also import reciprocal relationships using the client relationship component. It is important to ensure that fields in the import file match up with the appropriate record fields so relationships are imported correctly. The **Relation record** field is the name of the person or organization who has the relationship with the client. The **Relationship** field is the type of relationship the relation has with the client.

You must use relationship types found in the *Configuration* table unless you mark **Create new table entries** on the General tab, which we do not recommend because of the risk of creating duplicate entries. The **Reciprocal** field is the reciprocal relationship the client has with the relation. For example, to add a relationship for a client and his father, enter the father’s name for **Relation record**, Father for the **Relationship** field, and Son for the **Reciprocal** field.

You cannot add a relationship to a client if the relation does not already exist as a client or organization record. For example, you cannot add the father in the previous example as a relation if a client record does not already exist for the father. In this case, it is easier to add a record for the father manually using the Relationships tab on the son’s record in **Clients**.

- When importing multiple relationships, be sure to assign extensions on the Fields tab for each relation. For more information about extensions, see “Extensions” on page 16.

Required Fields

The import file used in this example includes the minimum fields required to import new clients, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

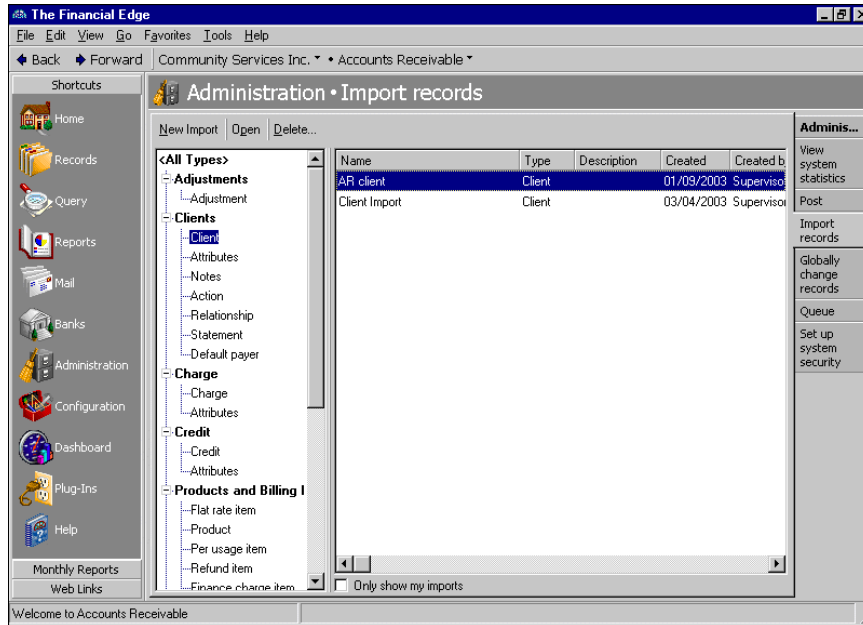
These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Client name*	Individual Ethnicity
Record type	Individual Social Security number
Client ID	Individual Last Name*
Status	Individual First Name

Client type	Individual Middle Name
Service provider	Full Address
Individual gender	Phone Type*
Individual birthdate	Phone number

► **Importing new clients**

1. On the Import records page, select the Client import type from the tree view.



2. On the action bar, click **New Import**. The Import - Client screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Receivable*.

6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.

7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Client

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options:

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: **C:\Files\ImportFiles\AR_Client.csv**

Use **Client Import ID** to match records in the import file with existing records

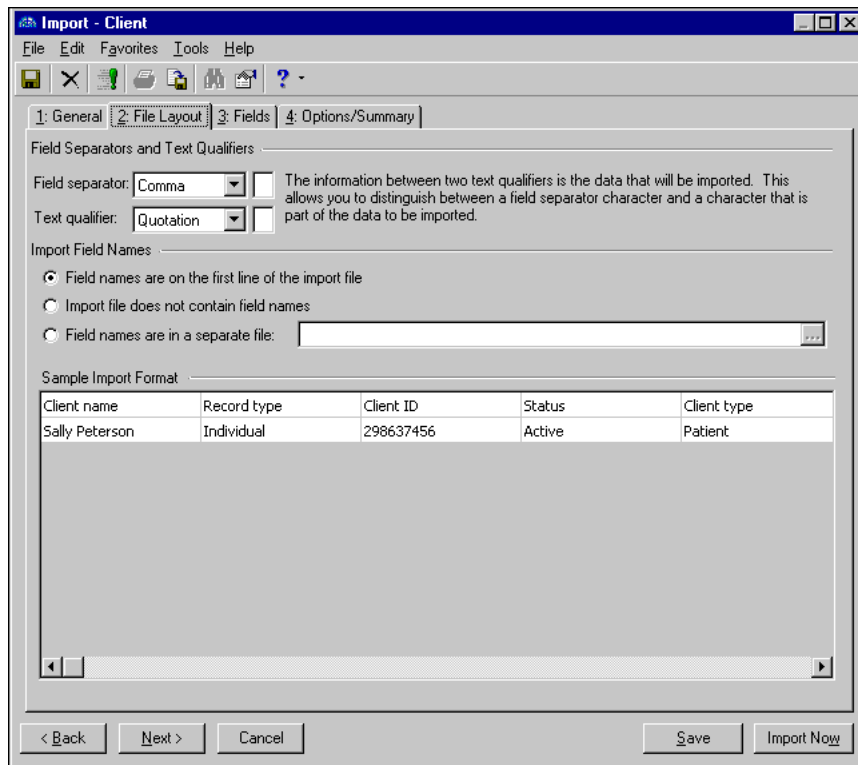
What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

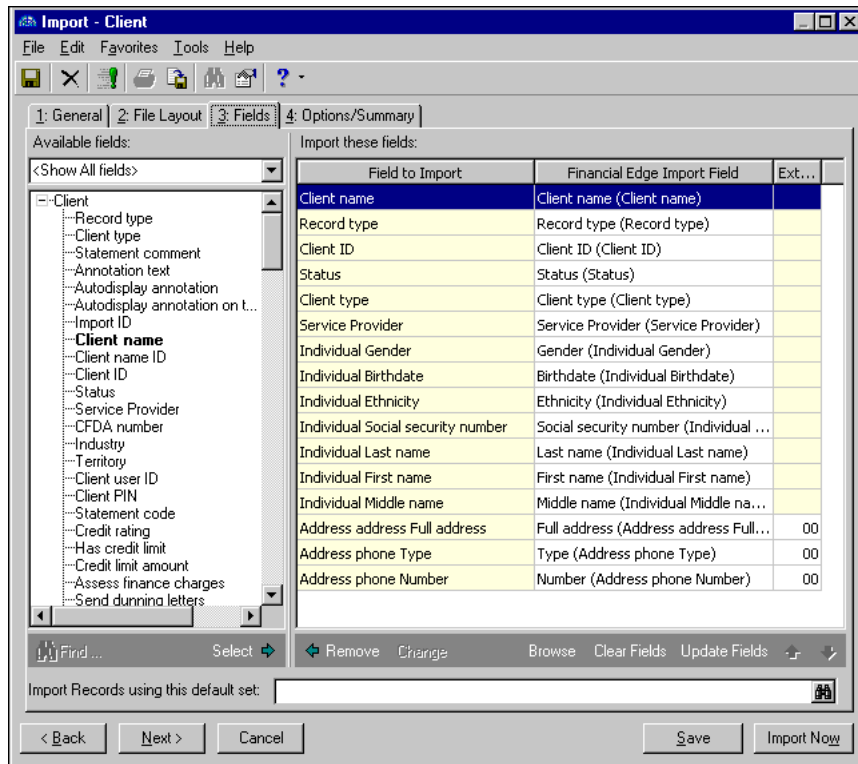
11. Click **Next**. The File Layout tab appears.



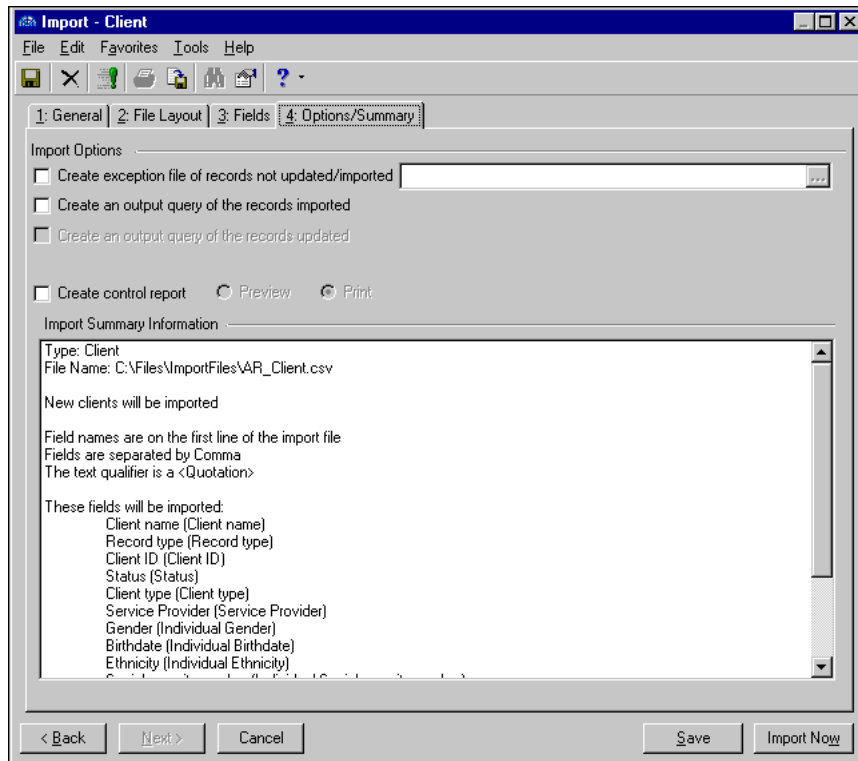
12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 12.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

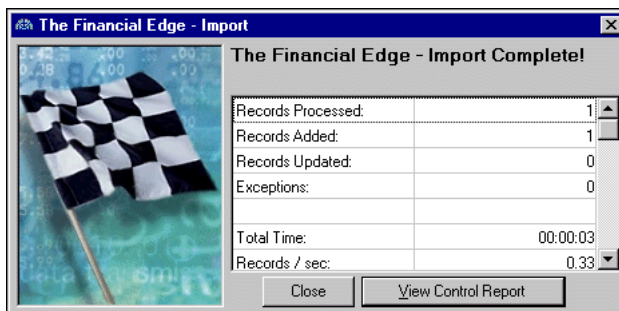
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

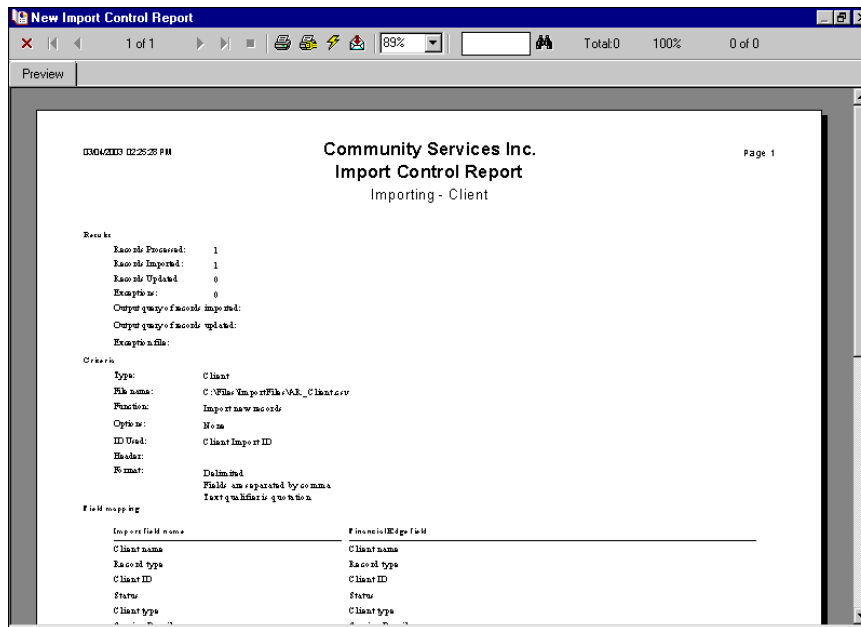
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Charges

Warning: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new charges or update existing ones. You cannot import new charges for a client that is on hold or inactive. Furthermore, if a client or payer has a credit limit, any new charges that you import for that client or payer must be less than or equal to the credit limit. If the amount exceeds the credit limit, you receive exceptions.

- You can use default sets created in **Charges** to import charge information. For more information about using default sets in Import, see "Default Sets" on page 14.

Also, default field values assigned to clients, products, and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, if you assign a default billing item and AR account on the Defaults tab of a client record, when you import a charge for that client, those items are added automatically to the charge record.

- If the business rule in *Configuration* is set to automatically apply credits or payments to charges, applications are made automatically when you import new charges. This also applies to charges imported for clients with **Automatically apply new credits** marked on the Defaults tab of the client record.
- Print status** is not a required field when importing; however, if you do not add it to the import file, the **Print status** field is left blank for imported charge records. If the field is blank on the record, you will not be able to print a debit memo for the charge unless you enter the print status manually or through global change.

Required Fields

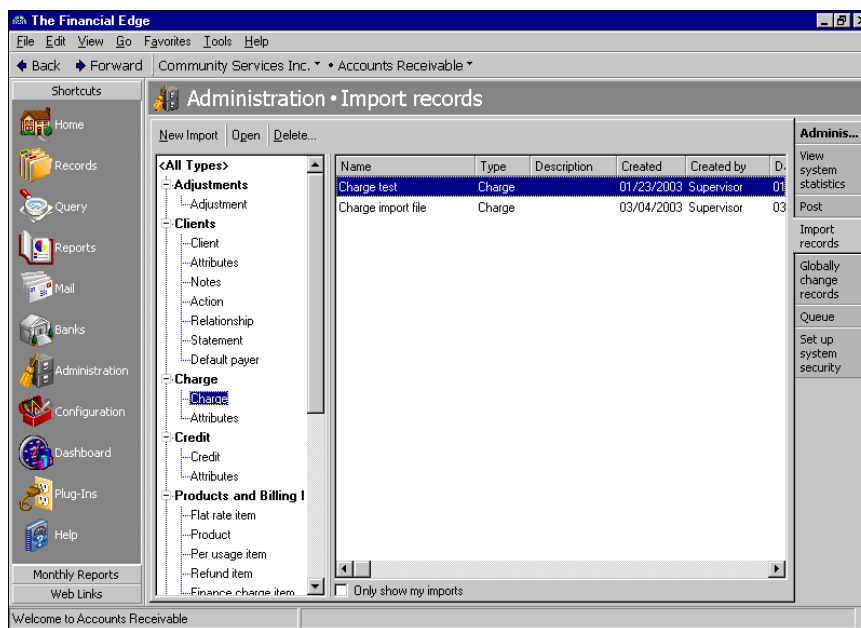
The import file used in this example includes the minimum fields required to import new charges, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Client Import ID*	Category*
Transaction date*	Billing Item ID/Product ID*
Due date*	Percent*
Post status*	Credit account number*
Post date*	Project ID

► Importing new charges

1. On the Import records page, select the Charge import type from the tree view.



- On the action bar, click **New Import**. The Import - Charge screen appears on the General tab.

Import - Charge

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

☒ Import new records

☐ Update existing records

☐ Create import file

☐ Export records

Options:

☒ Validate data only

☐ Create new table entries

☐ Import records not found as new records

☐ Use duplicate criteria for new records

Use when importing table entries

What file do you want to import?

Import file:

Use to match records in the import file with existing records

What is the format of this import file?

☒ Delimited - Characters separate the fields

☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

- In the **What do you want to do?** frame, mark **Import new records**.
- To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Receivable*.

- Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
- In the **Use [] when importing table entries** field, select "Long Description" or "Short Description" as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see "Table Entries" on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

- In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.

9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Charge

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use when importing table entries

What file do you want to import?

Import file:

Use to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

11. Click **Next**. The File Layout tab appears.

Import - Charge

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier:

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Client ID	Transaction date	Due date	Post status	Post date
WGLASA11111-2	03/03/2003	03/03/2003	Not yet posted	03/03/2003

< Back Next > Cancel Save Import Now

12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

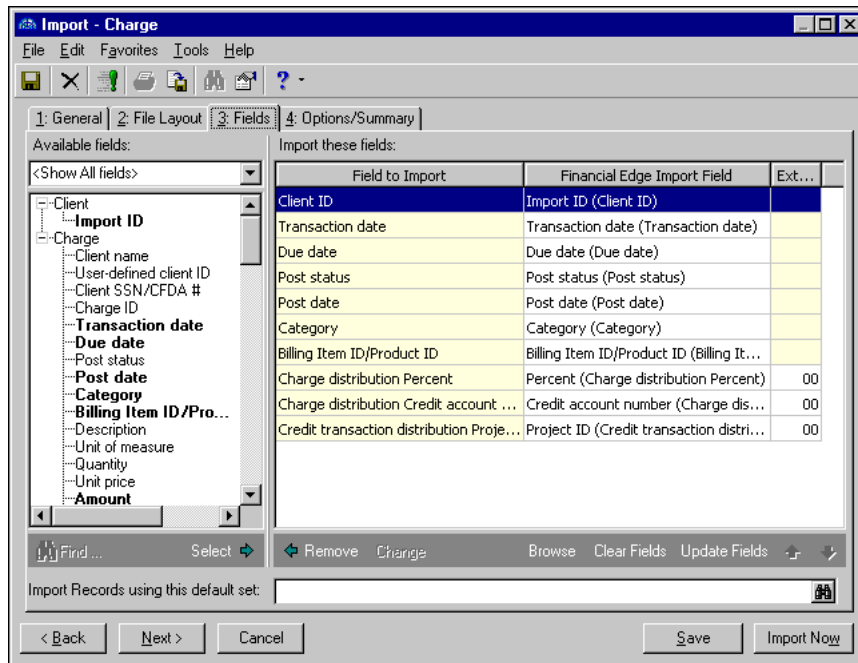
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

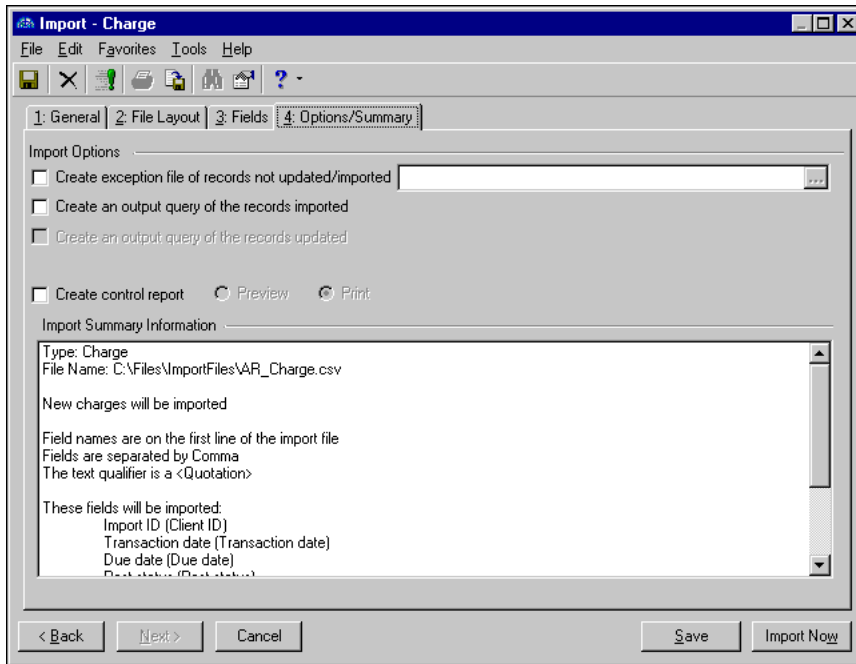
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 12.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

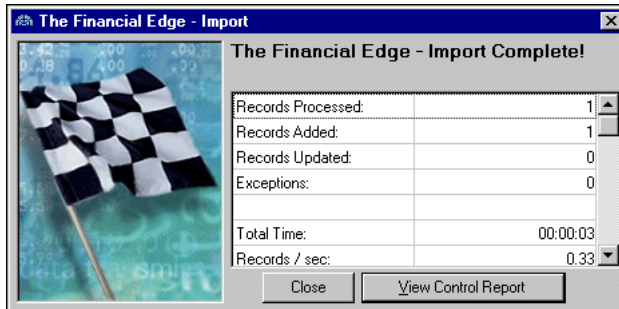
19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

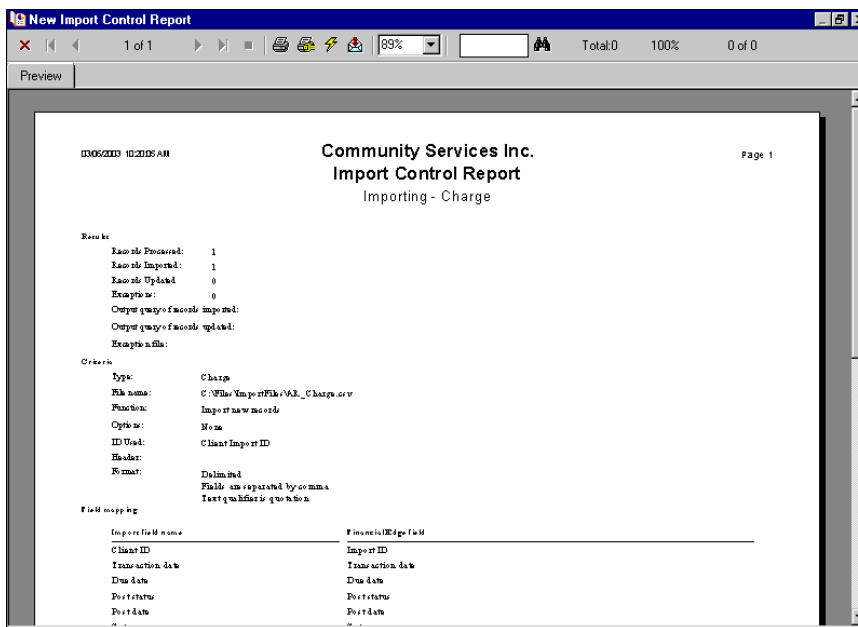
21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Credits

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new credits or update existing ones. You cannot import new credits for a client that is on hold or inactive.

- You can use default sets created in **Credits** to import credit information. For more information about using default sets in Import, see “Default Sets” on page 14.
Also, default field values assigned to clients, products, and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, if you assign a default billing item and AR account on the Defaults tab of a client record, when you import a credit for that client, those items are added automatically to the credit record.
- If the business rule in *Configuration* is set to automatically apply credits or payments to charges, applications are made automatically when you import new credits. This also applies to credits imported for clients with **Automatically apply new credits** marked on the Defaults tab of the client record.
- **Print status** is not a required field when importing; however, if you do not add it to the import file, the **Print status** field is left blank for imported credit records. If the field is blank on the record, you will not be able to print a credit memo for the credit unless you enter the print status manually or through global change.

Required Fields

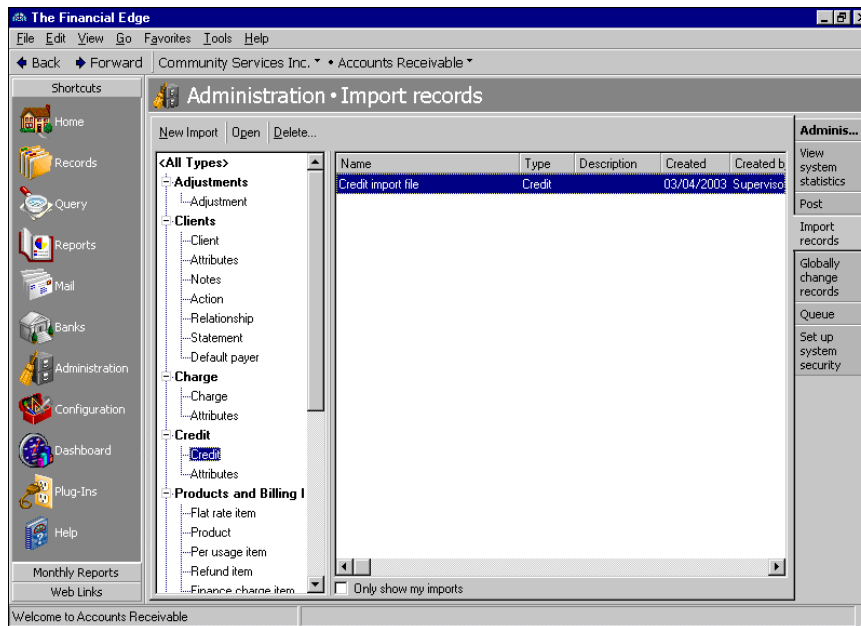
The import file used in this example includes the minimum fields required to import new credits, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

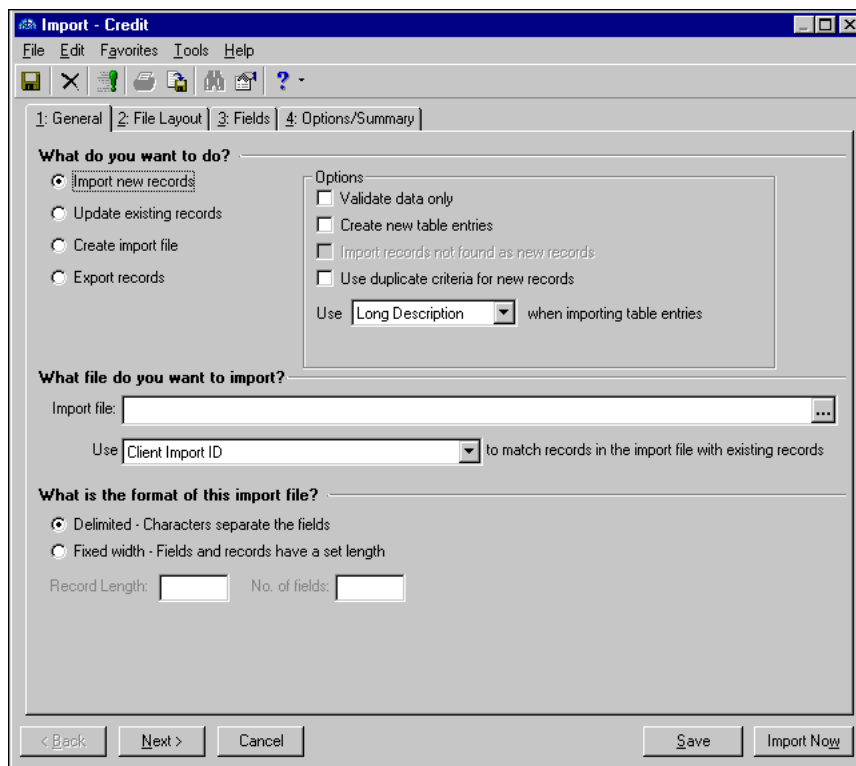
Client import ID*	Billing Item*
Transaction date*	Amount*
Post date*	Debit account number*
Category*	Distribution Amount*

► Importing new credits

1. On the Import records page, select the Credit import type from the tree view.



2. On the action bar, click **New Import**. The Import - Credit screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Receivable*.

6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Credit

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: **C:\Files\ImportFiles\AR_Credit.csv**

Use **Client Import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

11. Click **Next**. The File Layout tab appears.

Import - Credit

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: **Comma**

Text qualifier: **Quotation**

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Client import ID	Transaction date	Post date	Category	Billing Item
WGLASA11111-2	03/03/2003	03/03/2003	Flat Rate Item	returned check fee

< Back Next > Cancel Save Import Now

12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

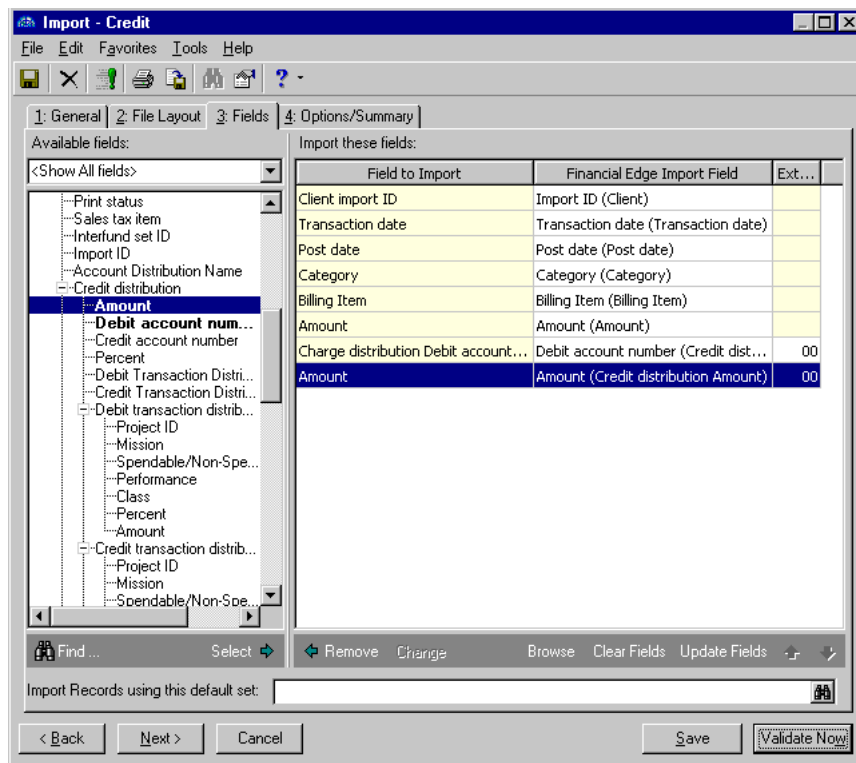
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

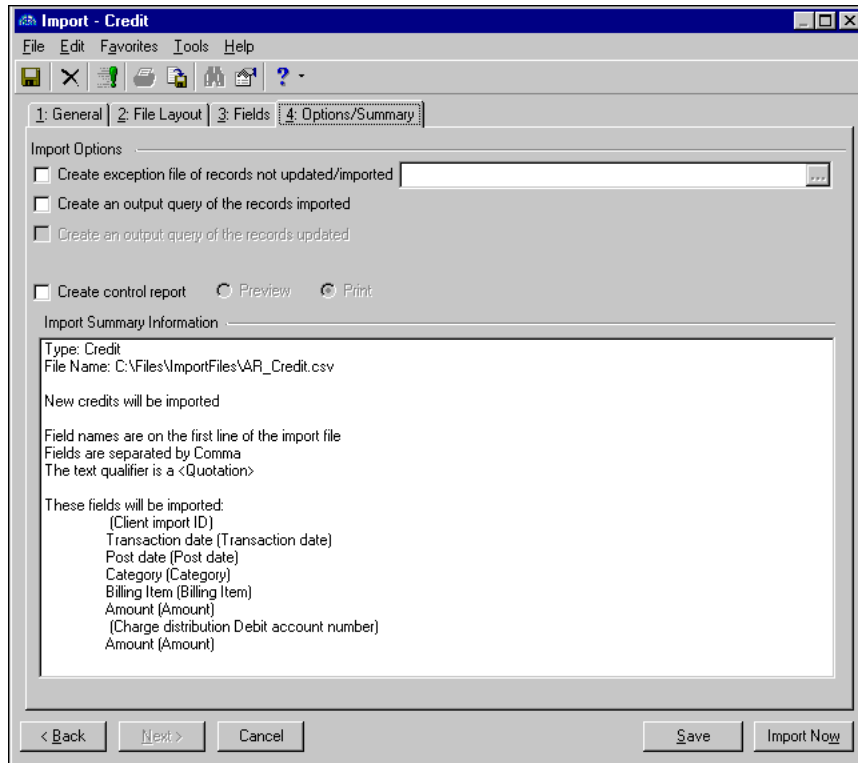
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 12.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

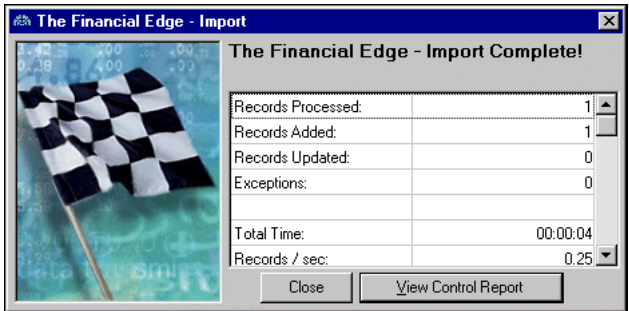
19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

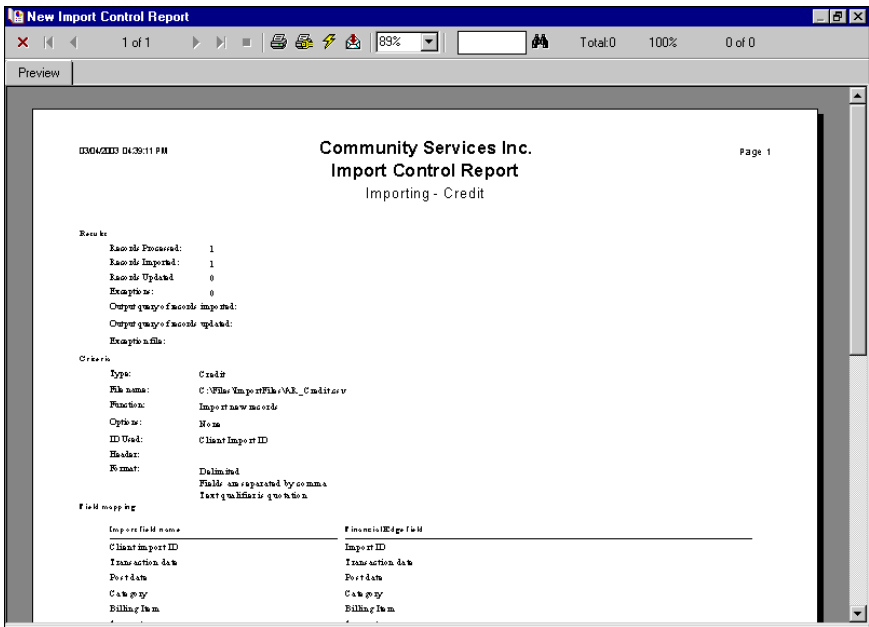
21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.

22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Products and Billing Items

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

Using the Products and Billing Items import type, you can import products and each type of billing item. The steps for importing products and billing items are essentially the same, except you can import product schedules for products.

- For products, flat rate items, and per usage items, if you add No for the **Allow user to edit amount/unit price** to prevent users from editing the amount/unit price on transactions, you must also include the **Amount** or **Unit Price** fields with defined amounts.
- If you are importing products, you need to include the **Quantity decimals** and **Unit Price decimals** fields in the import file. This is not required when importing billing items.
- If you are importing billing items, you need to include the **Line Item Amount** field in the import file. This is not required when importing products.

Required Fields

The import file used in this example includes the minimum fields required to import new products, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

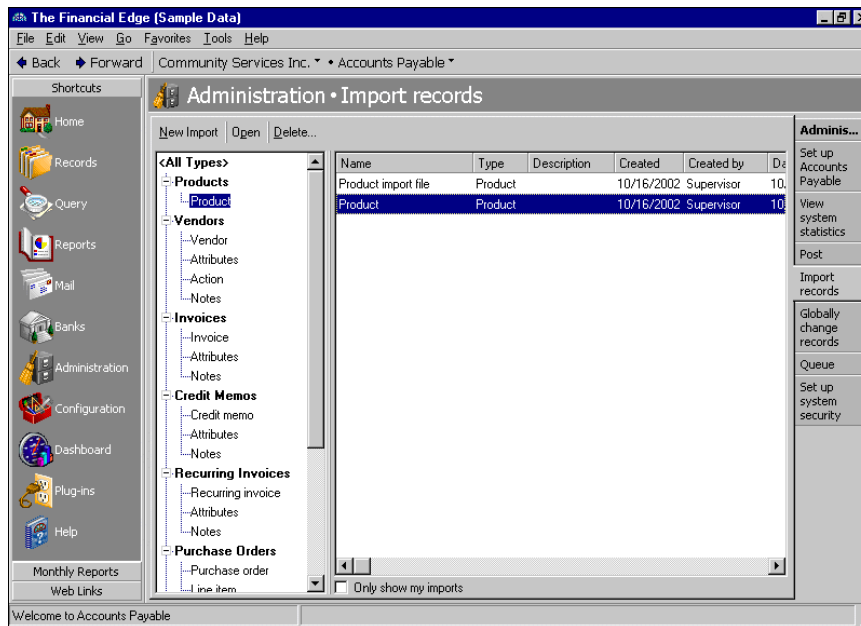
These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Item ID*	Project ID
Description*	Pricing
Date description*	Effective date
Unit of Measure	Unit price*
Credit account number*	Sequence*
Percent*	

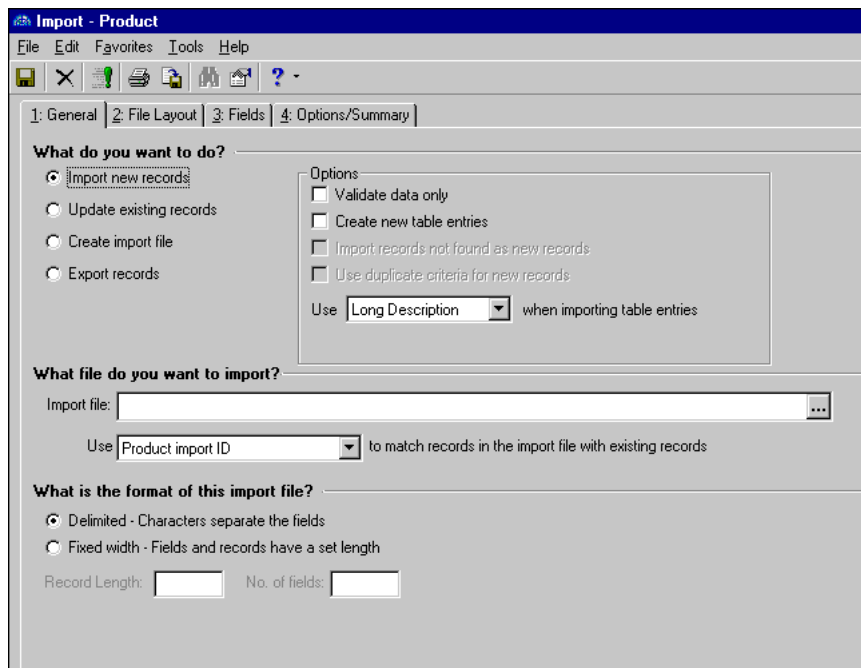
► Importing new products or billing items

Note: The steps for importing products and billing items are essentially the same, except you can import product schedules for products.

1. On the Import records page, select the Product import type from the tree view.



2. On the action bar, click **New Import**. The Import - Product screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

- In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
- In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

- In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Product

File Edit Favorites Tools Help

1: General | 2: File Layout | 3: Fields | 4: Options/Summary

What do you want to do?

☒ Import new records

☐ Update existing records

☐ Create import file

☐ Export records

Options

☒ Validate data only

☐ Create new table entries

☐ Import records not found as new records

☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\AP products.csv

Use **Product import ID** to match records in the import file with existing records

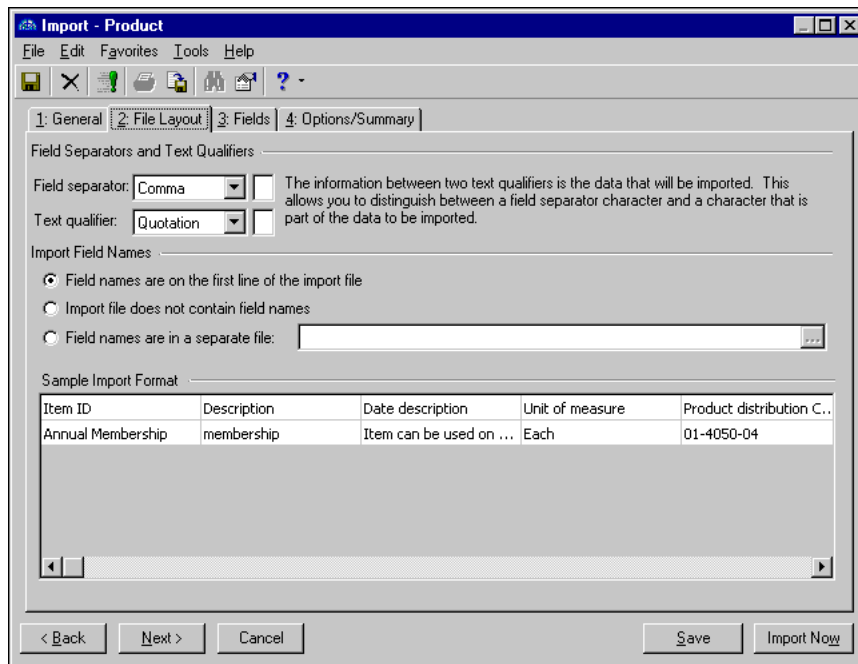
What is the format of this import file?

☒ Delimited - Characters separate the fields

☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

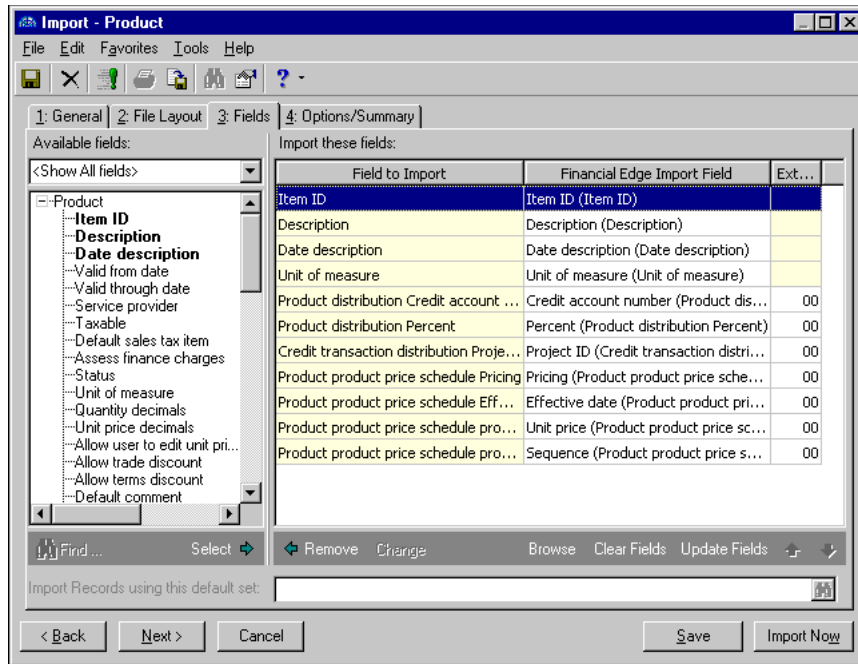
10. Click **Next**. The File Layout tab appears.



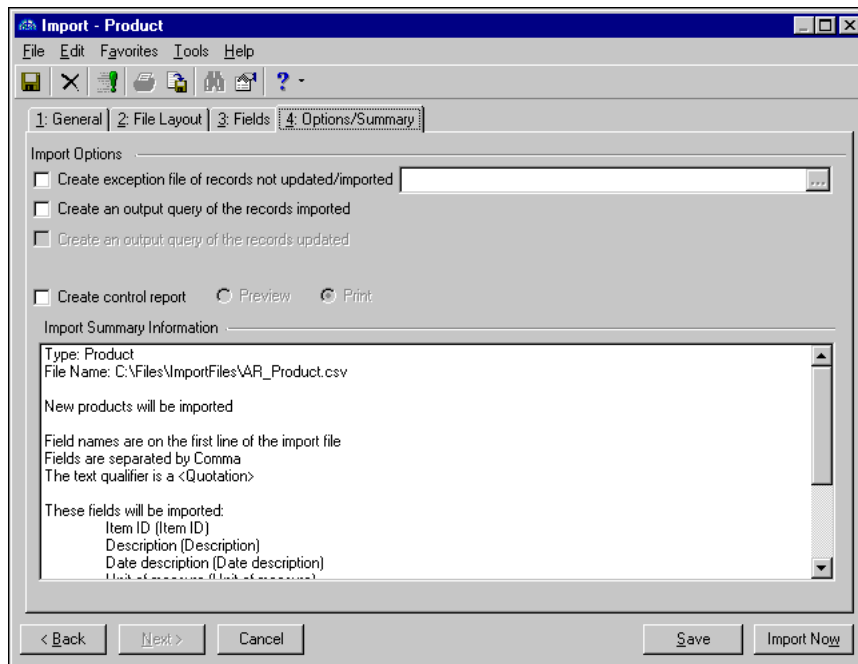
11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 12.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

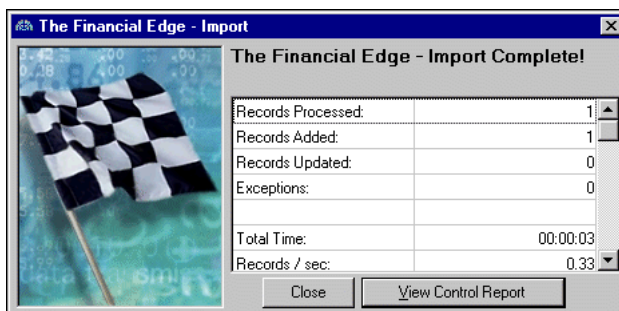
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

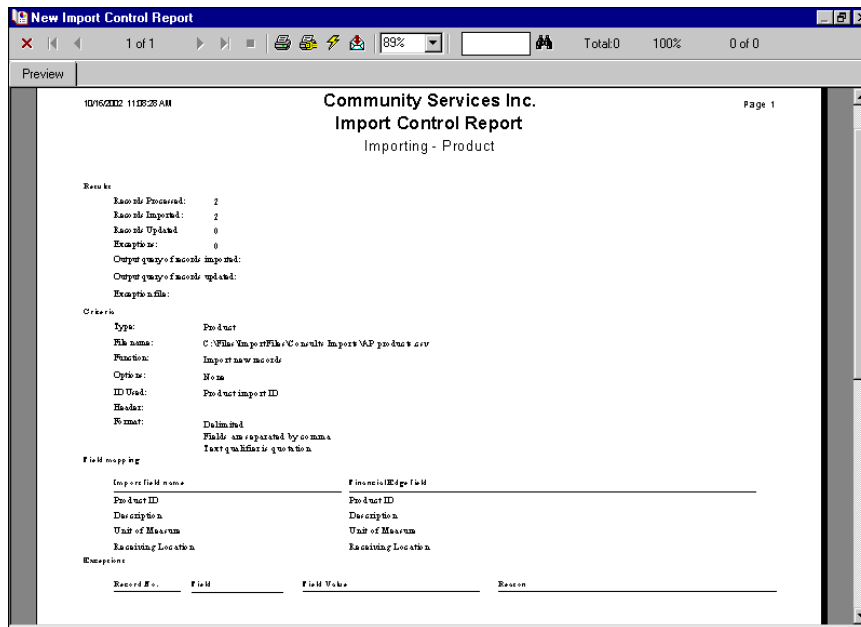
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Invoices

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new invoices and invoice line items or update existing ones.

- You can import new invoices for a client that is on hold or inactive but you cannot add line items for that client.
- If a client or payer has a credit limit, any new line items you import for that client or payer must be less than or equal to the credit limit. If the amount exceeds the credit limit, you will receive exceptions.
- You can use default sets created in **Invoices** to import invoice information and default sets created in **Charges** to import line item information. For more information about using default sets in Import, see “Default Sets” on page 14.

Also, default field values assigned to clients, products, and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, if you assign a default billing item and AR account on the Defaults tab of a client record, when you import an invoice for that client, those items are added automatically to the invoice record.

- If the business rule in *Configuration* is set to automatically apply credits or payments to charges, applications are made automatically when you import new invoices. This also applies to invoices imported for clients with **Automatically apply new credits/payments** marked on the Defaults tab of the client record.
- Check your business rules settings in *Configuration* before importing new invoices. If the business rule is set to automatically generate new invoice IDs, the program assigns unique invoice IDs to all new invoices, including those added through Import.

However, unless the **Prevent data entry to the Invoice ID field** checkbox is marked, you can override the program-generated IDs by adding unique, user-defined invoice IDs to the import file. However, if the **Prevent data entry to the Invoice ID field** checkbox is marked, if you add invoice IDs to the import file, you will receive exceptions during the import.

- **Print status** is not a required field when importing; however, if you do not add it to the import file, the **Print status** field is left blank for imported invoice records. If the field is blank on the record, you will not be able to print an invoice form for the invoice unless you enter the print status manually or through global change.

Required Fields

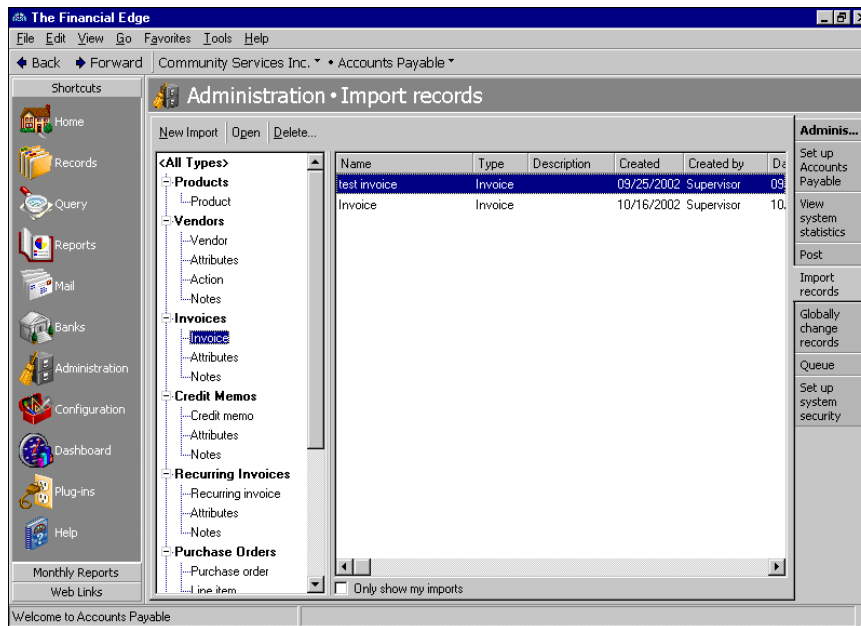
The import file used in this example includes the minimum fields required to import new invoices, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

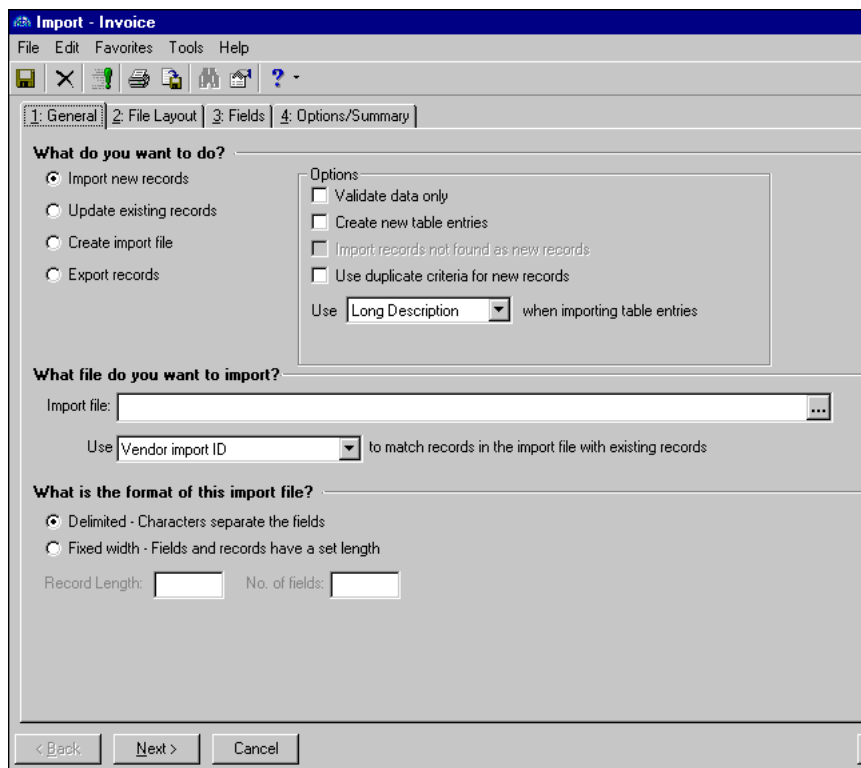
Client import ID*	Amount*
Invoice ID*	Transaction date*
Invoice date*	Post date*
Service provider	Billing Item ID/Product ID*
Due date*	Due date*
Bill to*	Credit account number*
Ship to*	Percent*
Category*	Project ID
Post status	

► Importing new invoices

1. On the Import records page, select the Invoice import type from the tree view.



2. On the action bar, click **New Import**. The Import - Invoice screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Receivable*.

6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Invoice

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☒ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\AP invoices.csv

Use **Vendor import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel

11. Click **Next**. The File Layout tab appears.

Import - Invoice

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: **Comma**

Text qualifier: **Quotation**

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Client ID	Invoice ID	Invoice date	Service provider	Due date
WGLASA11111-2	322	03/03/2003	Dave	03/31/2003

< Back Next > Cancel Save Import Now

12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

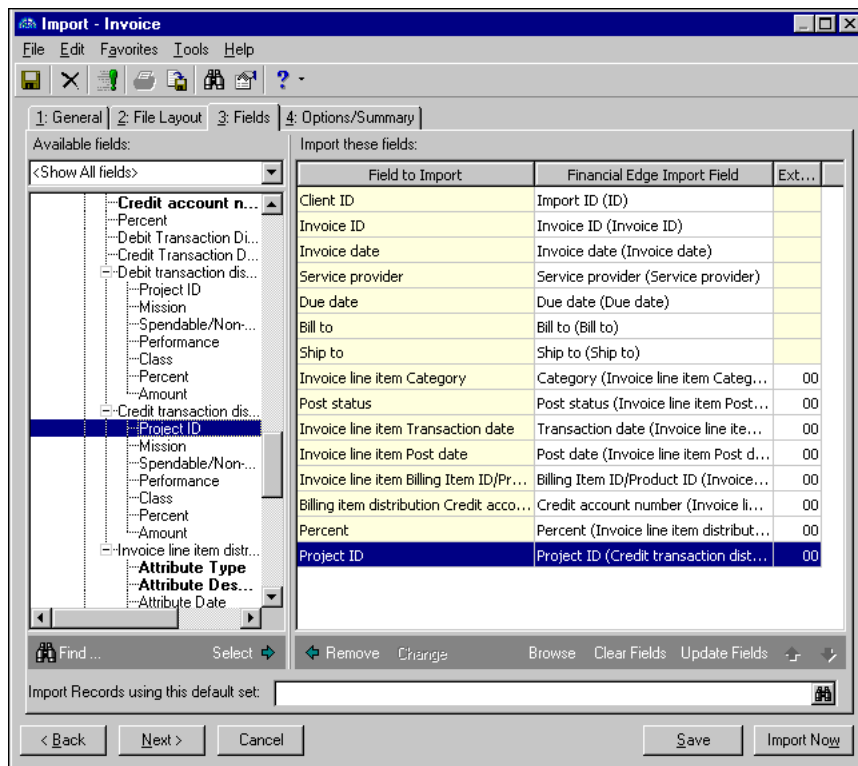
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

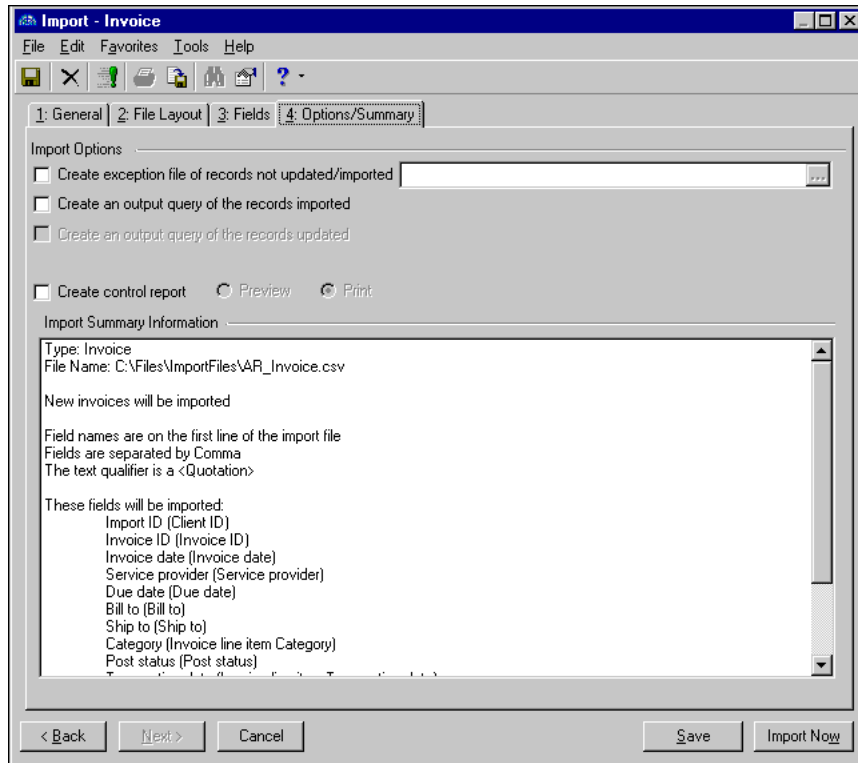
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

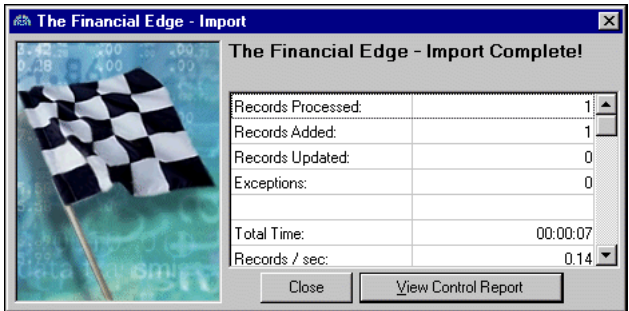
19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

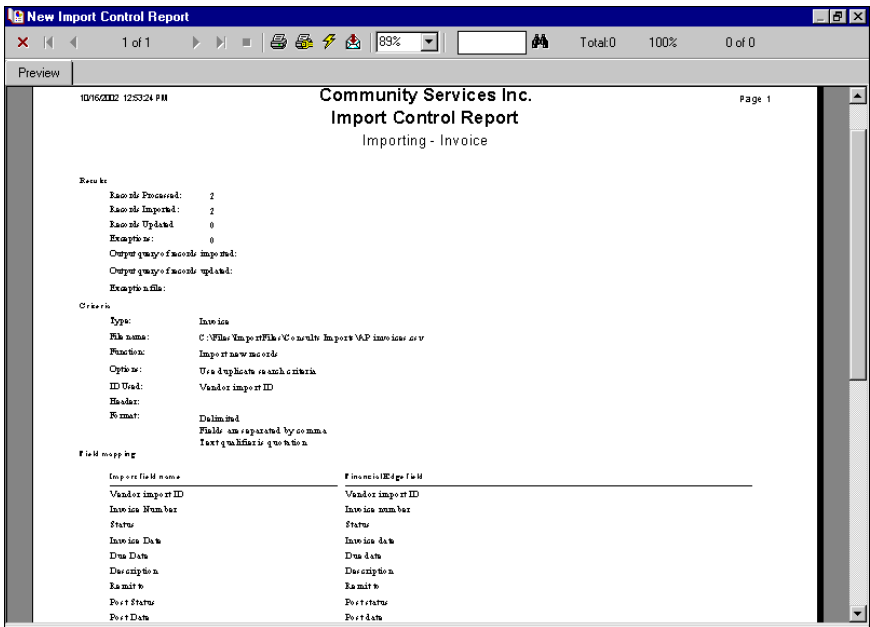
21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.

22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Refunds

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new refunds or update existing ones. You cannot import new refunds for a client that is on hold or inactive.

- You cannot import refunds when unapplied payments or credits exist for the owner. The refund amount must be less than or equal to the charge amount.
- You can use default sets created in **Refunds** to import refund information. For more information about using default sets in Import, see “Default Sets” on page 14.

Also, default field values assigned to clients, products, and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, if you assign a default billing item and AR account on the Defaults tab of a client record, when you import a refund for that client, those items are added automatically to the refund record.

Required Fields

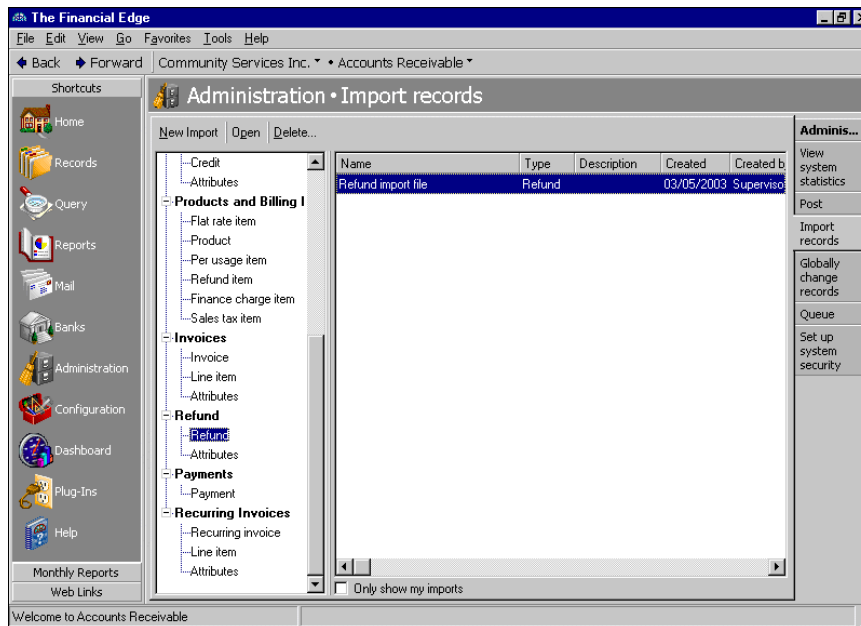
The import file used in this example includes the minimum fields required to import new refunds, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

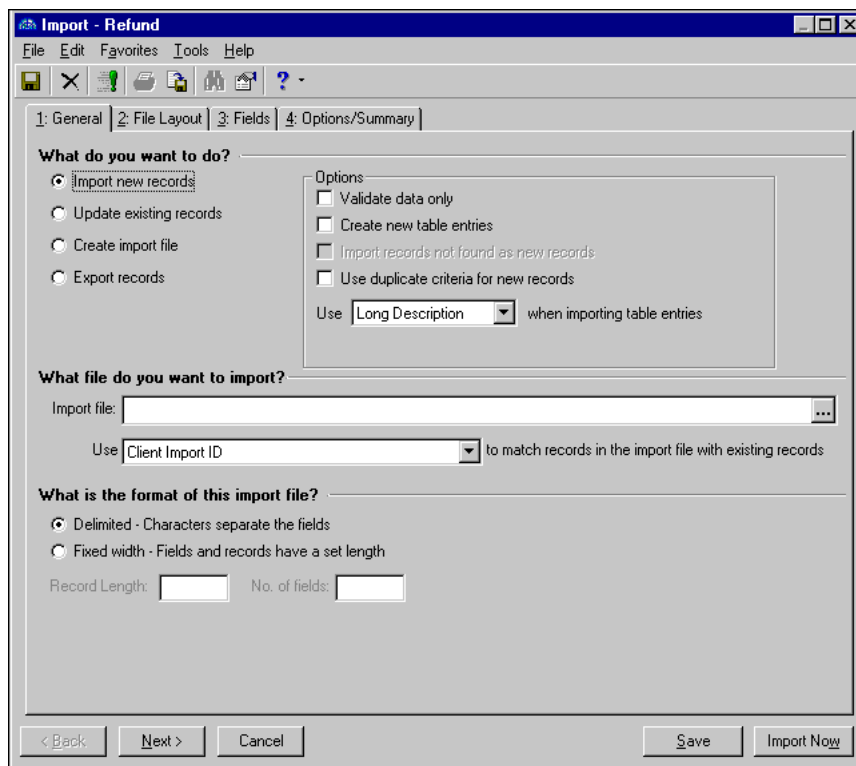
Client import ID*	Amount*
Transaction date*	Distribution Percent*
Post date*	Credit account number*
Billing Item ID/Product ID*	Project ID

► Importing new refunds

1. On the Import records page, select the Refund import type from the tree view.



2. On the action bar, click **New Import**. The Import - Refund screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Receivable*.

6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Mapping Fields on the Fields Tab” on page 28.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Refund

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use when importing table entries

What file do you want to import?

Import file:

Use to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

11. Click **Next**. The File Layout tab appears.

Import - Refund

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: ☐ The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier: ☐

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Client import ID	Transaction date	Post date	Billing Item ID/Produc...	Amount
WGLASA11111-2	03/05/2003	03/05/2003	refund	20

< Back Next > Cancel Save Import Now

12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

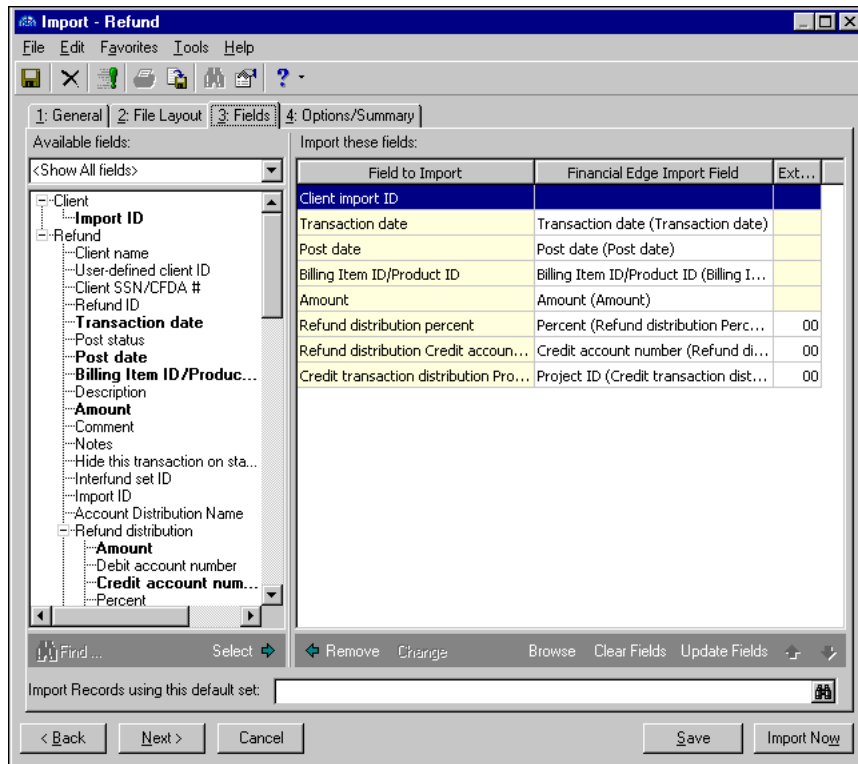
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

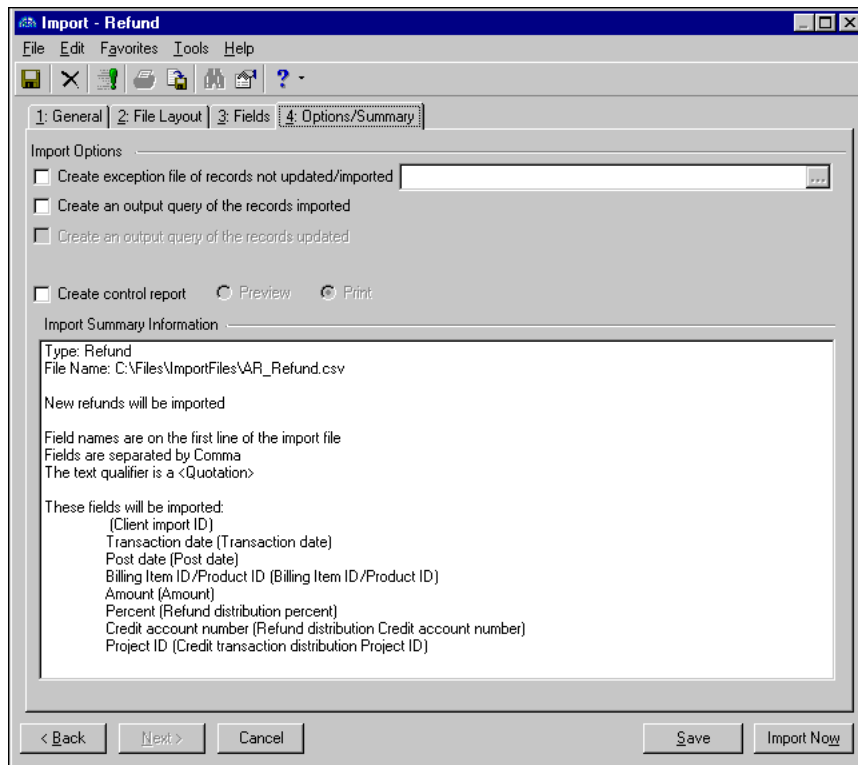
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

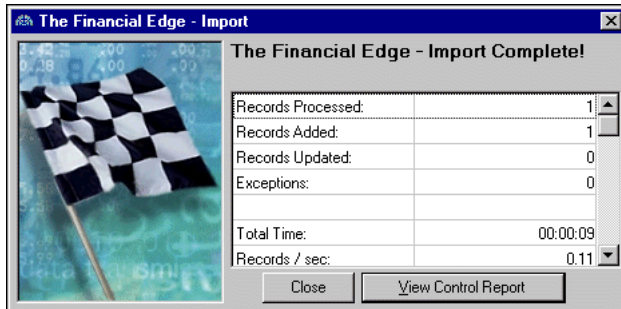
19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

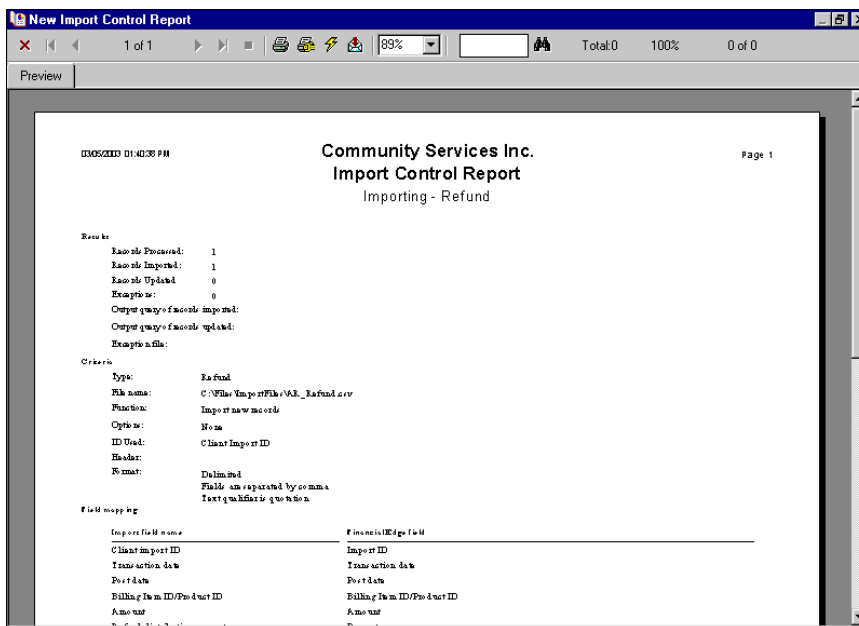
21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.

22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Payments

Warning: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new payments or update existing ones. You cannot import payments for a client who is inactive. New payments cannot be added to a deposit that is closed or posted.

- Payment amounts must be greater than or equal to zero. The payment method you select to use determines the type of **Amount** fields you must use in the import file. For example, if you use Cash for the **Payment Method** field, you must add the **Amount in bills** and **Amount in coins** fields.
- If the business rule in *Configuration* is set to automatically apply credits or payments to charges, applications are made automatically when you import new payments. This also applies to payments imported for clients with **Automatically apply new payments** marked on the Defaults tab of the client record. Payments are applied to charges in the order designated in business rules.

Required Fields

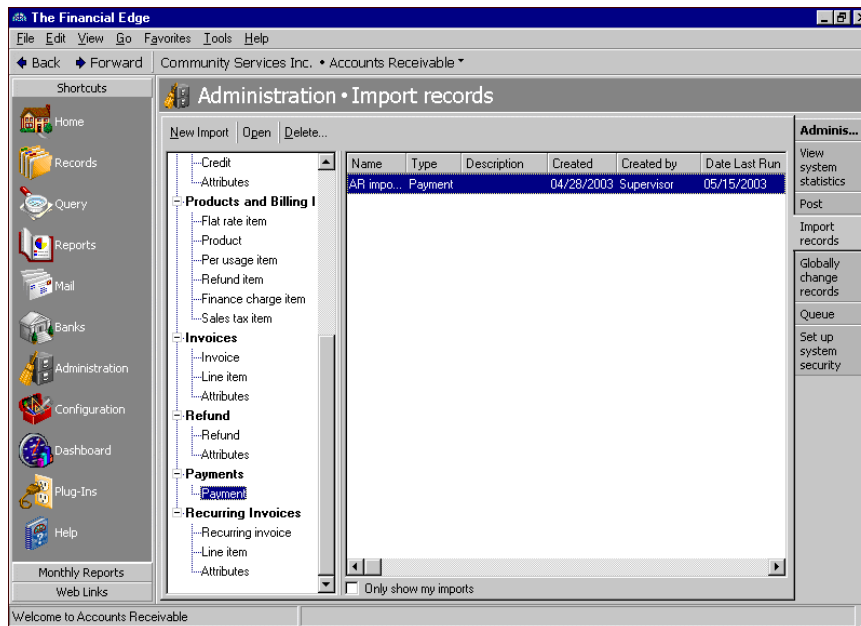
The import file used in this example includes the minimum fields required to import new payments, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

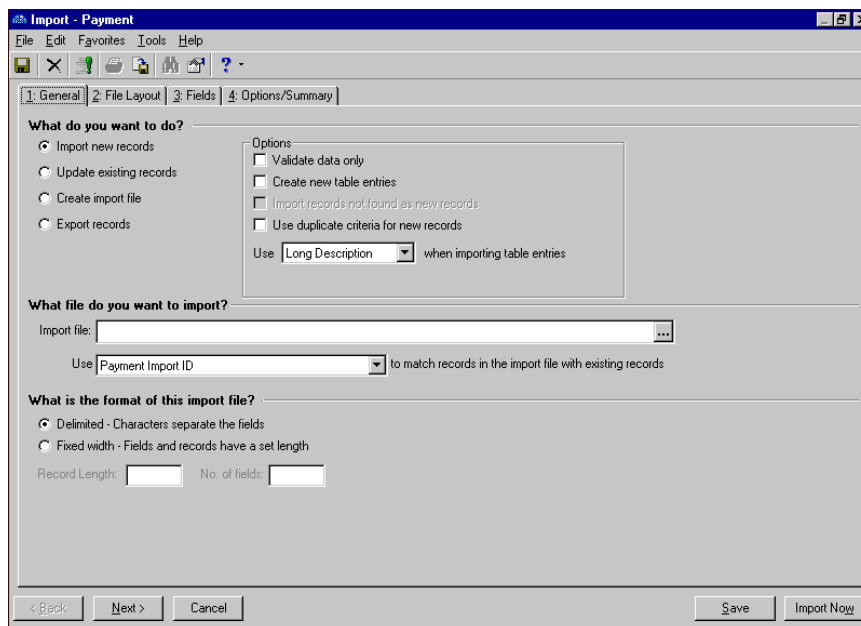
Deposit ID*	Payment date*
Client ID*	Payment Method*
Status*	

► Importing new payments

1. On the Import records page, select the Payment import type from the tree view.



2. On the action bar, click **New Import**. The Import - Payment screen appears.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Receivable*.

- Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Mapping Fields on the Fields Tab” on page 28.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

- In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
- In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

- In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Payment

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\AR_Payment.csv

Use **Payment Import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

11. Click **Next**. The File Layout tab appears.

Import - Payment

File Edit Favorites Tools Help

1: General | 2: File Layout | 3: Fields | 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: Comma The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier: Quotation

Import Field Names

☒ Field names are on the first line of the import file

☐ Import file does not contain field names

☐ Field names are in a separate file:

Sample Import Format

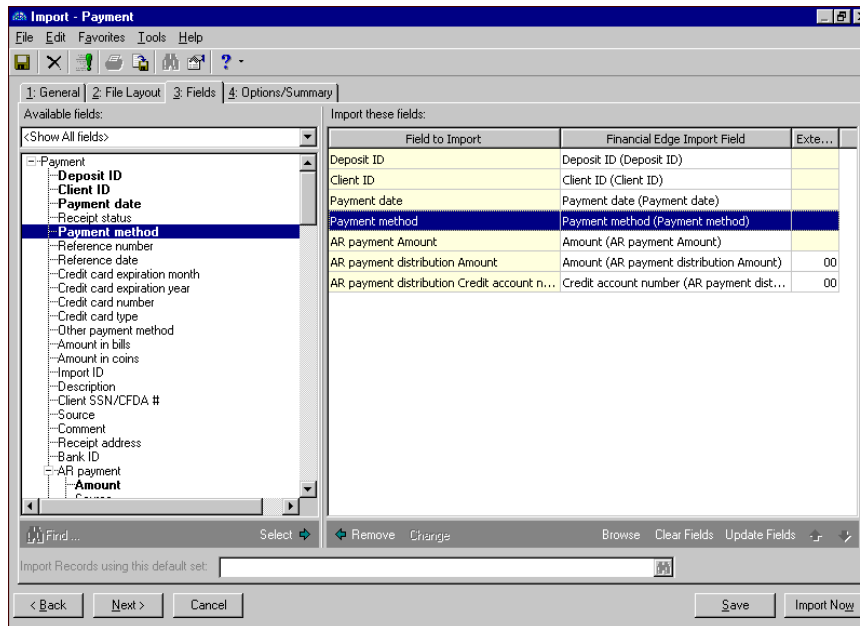
Deposit ID	Client ID	Payment date	Payment method	AR payment Amount
7	14	05/15/2003	Cash	100
7	14	05/15/2003	Cash	75

< Back Next > Cancel Save Import Now

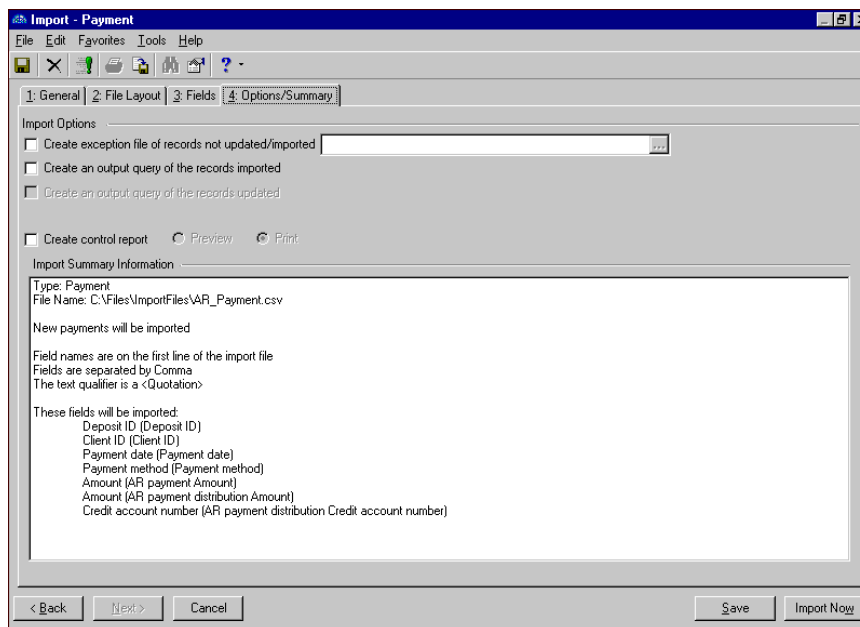
12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.

18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

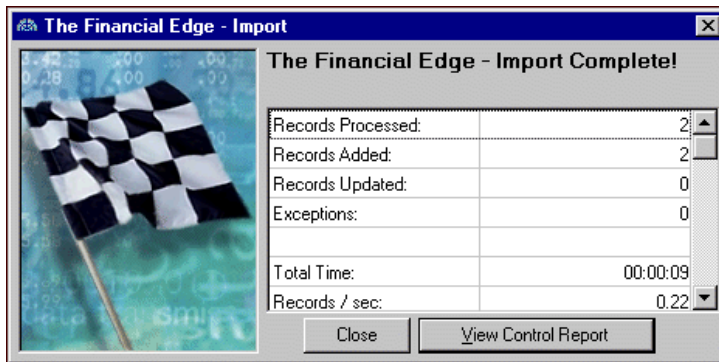
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

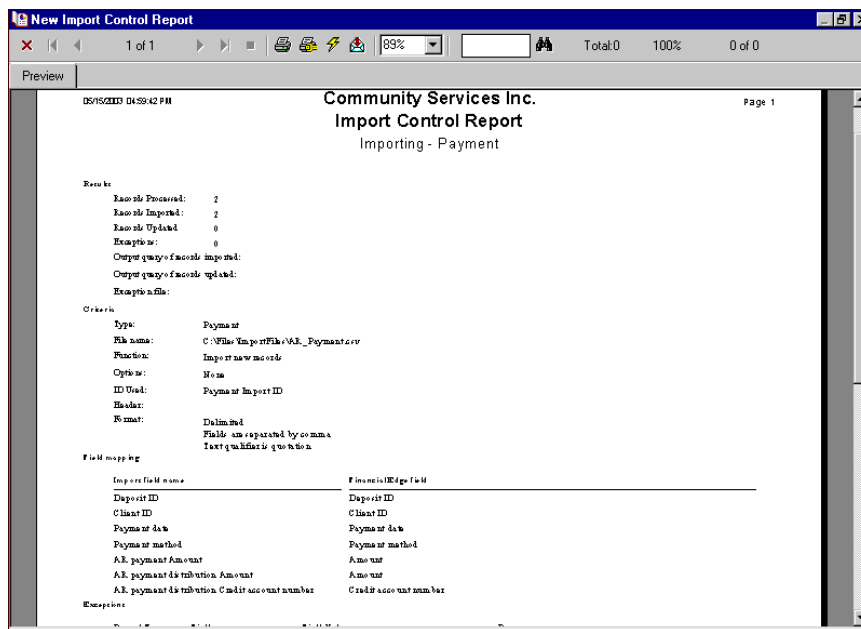
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Recurring Invoices

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new recurring invoices and recurring invoice line items or update existing ones.

- You can import new recurring invoices for a client that is on hold or inactive, but you cannot add line items for that client.
- If a client or payer has a credit limit, any new line items you import for that client or payer must be less than or equal to the credit limit. If the amount exceeds the credit limit, you receive exceptions.
- You can use default sets created in **Invoices** to import invoice information and default sets created in **Charges** to import line item information. For more information about using default sets in Import, see “Default Sets” on page 14.

Also, default field values assigned to clients, products, and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, if you assign a default billing item and AR account on the Defaults tab of a client record, when you import an invoice for that client, those items are added automatically to the invoice record.

Required Fields

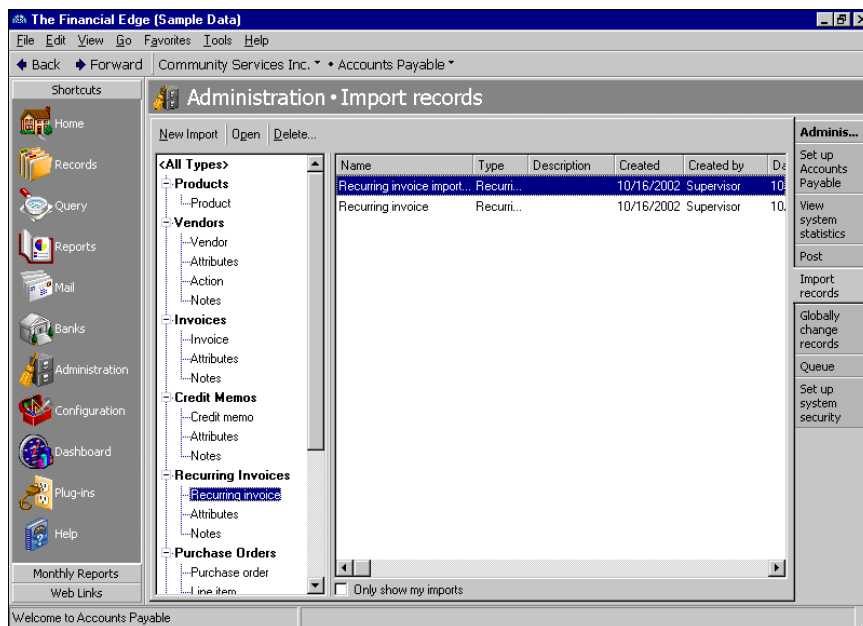
The import file used in this example includes the minimum fields required to import new payments, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Client import ID*	Schedule type
Recurring Invoice ID	Category*
Invoice total	Amount*
Ordered on*	Billing Item/Product ID*
Bill to*	Credit account number*
Ship to	Percent*
Number of invoices	Project ID

► Importing new recurring invoices

1. On the Import records page, select the Recurring invoice import type from the tree view.



2. On the action bar, click **New Import**. The Import - Recurring invoice screen appears on the General tab.

Import - Recurring invoice

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

☒ Import new records

☐ Update existing records

☐ Create import file

☐ Export records

Options

☐ Validate data only

☐ Create new table entries

☐ Import records not found as new records

☐ Use duplicate criteria for new records

Use when importing table entries

What file do you want to import?

Import file:

Use to match records in the import file with existing records

What is the format of this import file?

☒ Delimited - Characters separate the fields

☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Receivable*.

6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.

7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Mapping Fields on the Fields Tab” on page 28.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Recurring invoice

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

☒ Import new records

☐ Update existing records

☐ Create import file

☐ Export records

Options

☐ Validate data only

☐ Create new table entries

☐ Import records not found as new records

☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\Consults Imports\AP recurring invoices.csv

Use **Vendor import ID** to match records in the import file with existing records

What is the format of this import file?

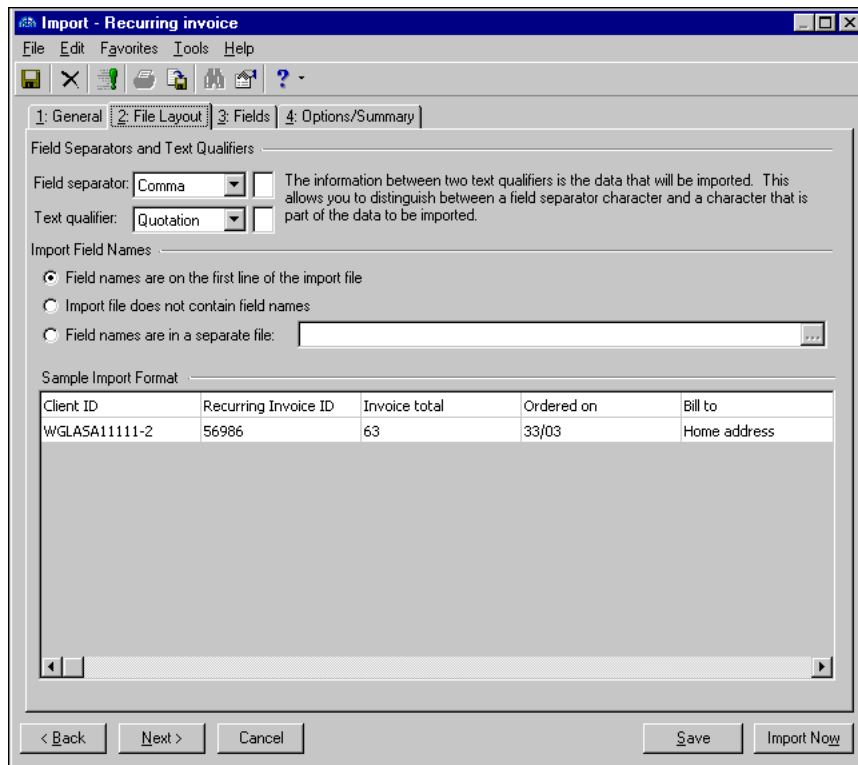
☒ Delimited - Characters separate the fields

☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel

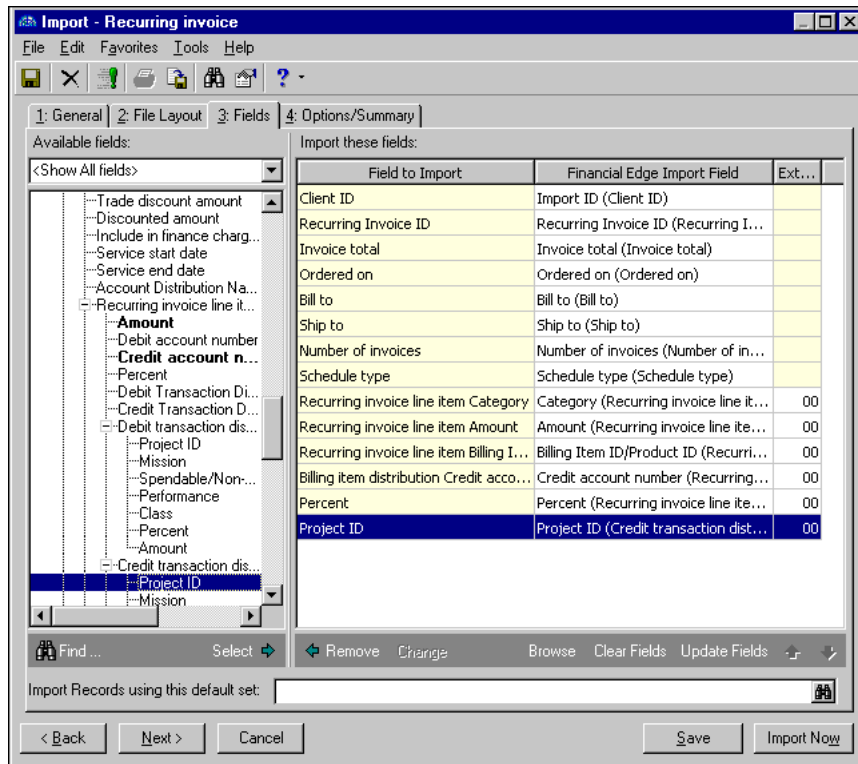
11. Click **Next**. The File Layout tab appears.



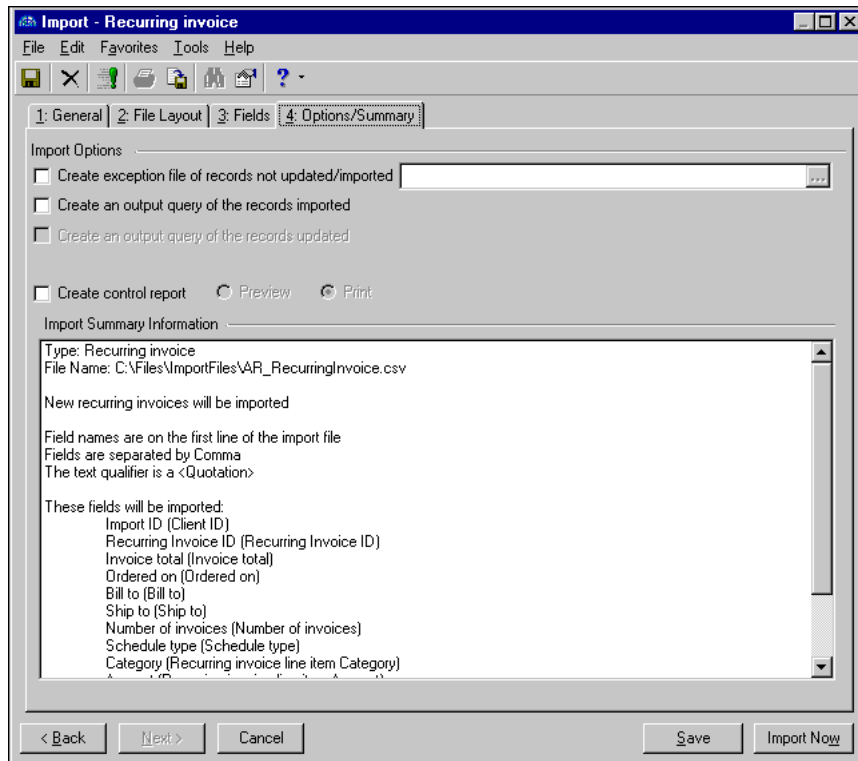
12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

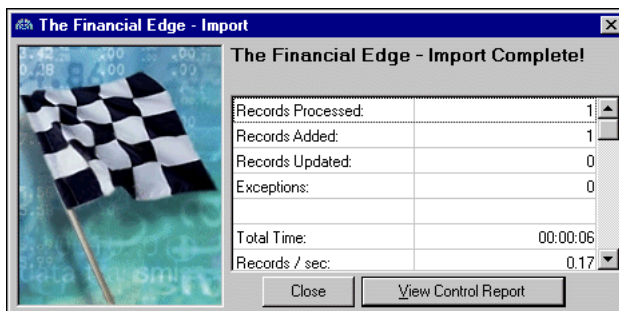
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

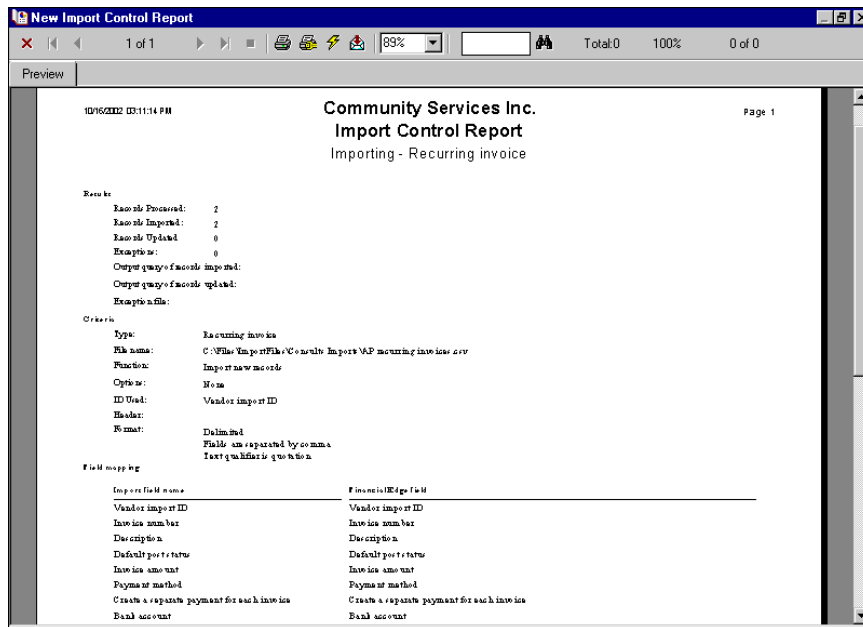
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Cash Receipts Imports



Importing Payments 240

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

The procedures in this chapter guide you through importing new payment records in **Cash Receipts**. These procedures use import files that include the minimum fields required to save payments plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in these examples but are required by your organization's data entry protocols or your organization's settings in *Configuration*.

Import files must meet these requirements to import successfully:

- The import file must include all required fields. When importing new records, the required fields are all fields required to save that type of record. When updating existing records, the required fields are only those required to identify existing records.
- You must have security rights to all fields and processes involved in the import.
- Post dates must be in a valid, open fiscal period.
- Transaction amounts must be fully distributed to general ledger accounts.
- All fund requirements must be met, including balancing requirements for class, project, transaction codes, or segments. For more information, see the *Configuration Guide for General Ledger*.

For information about the basics of importing such as setting up and formatting import files, using headers, and identifying required fields, see the Import Basics chapter. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

Importing Payments

You can import new payments or update existing ones. New payments cannot be added to a deposit that is closed or posted.

- Payment amounts must be greater than or equal to zero. The payment method you select to use determines the type of **Amount** fields you must use in the import file. For example, if you use Cash for the **Payment Method** field, you must add the **Amount in bills** and **Amount in coins** fields.
- If the business rule in *Configuration* is set to automatically apply credits or payments to charges, applications are made automatically when you import new payments.

This also applies to payments imported for clients with **Automatically apply new payments** marked on the Defaults tab of the client record. Payments are applied to charges in the order designated in business rules.

Required Fields

The import file used in this example includes the minimum fields required to import new payments, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Deposit ID*

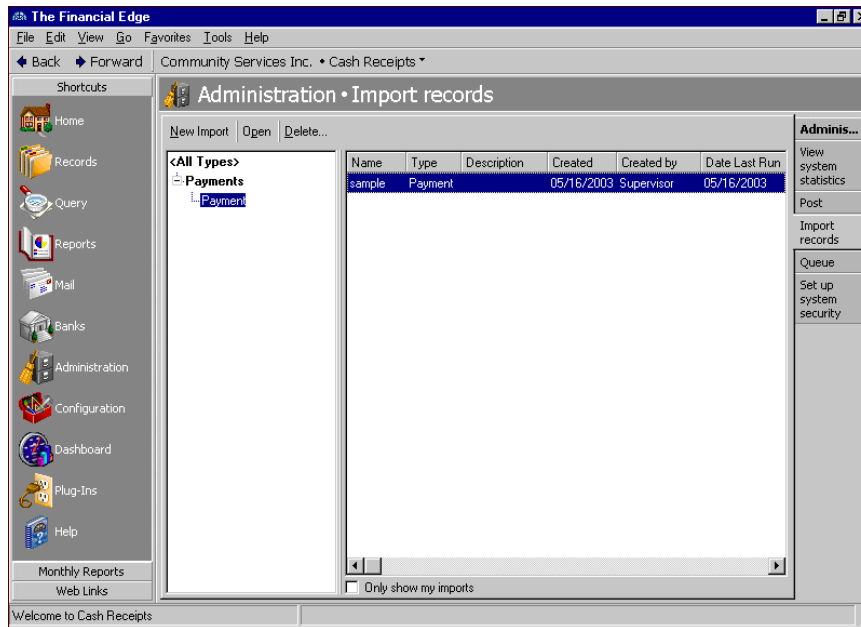
Payment Method*

Payment date*

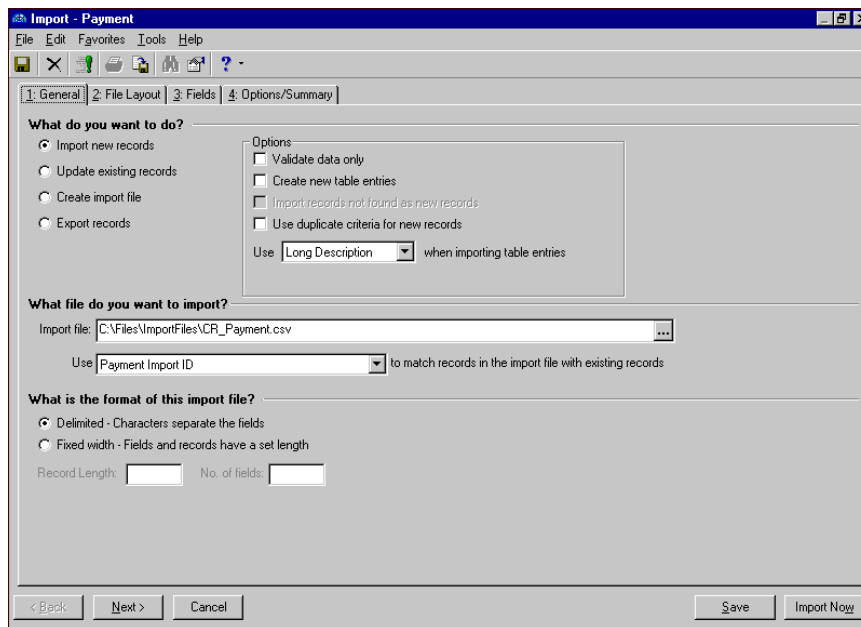
► Importing new payments

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

1. On the Import records page, select the Payments import type from the tree view.



2. On the action bar, click **New Import**. The Import - Payment screen appears on the General tab.



3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Accounts Receivable*.

- Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Mapping Fields on the Fields Tab” on page 28.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

- In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
- In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

- In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Payment

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use when importing table entries

What file do you want to import?

Import file: ...

Use to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

11. Click **Next**. The File Layout tab appears.

Import - Payment

File Edit Favorites Tools Help

1: General | 2: File Layout | 3: Fields | 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: Comma The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier: Quotation

Import Field Names

☒ Field names are on the first line of the import file

☐ Import file does not contain field names

☐ Field names are in a separate file:

Sample Import Format

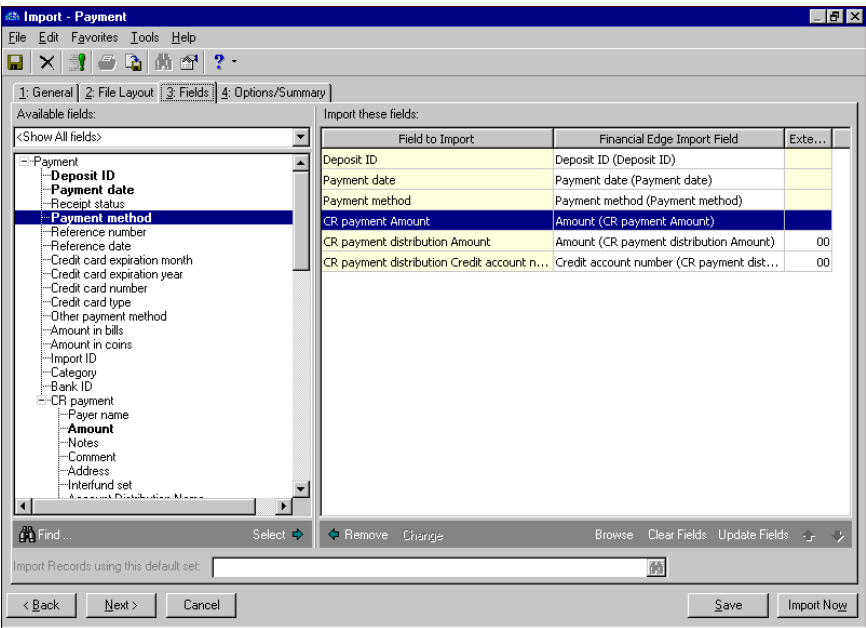
Deposit ID	Payment date	Payment method	CR payment Amount	CR payment distribution Am...
8	05/15/2003	Cash	100	100
8	05/15/2003	Cash	75	75

< Back Next > Cancel Save Import Now

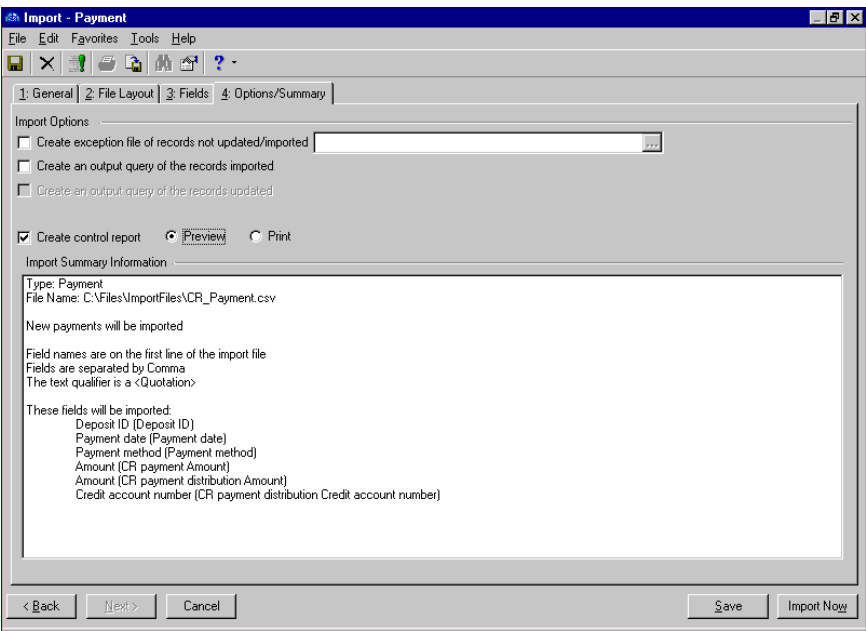
12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.

18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

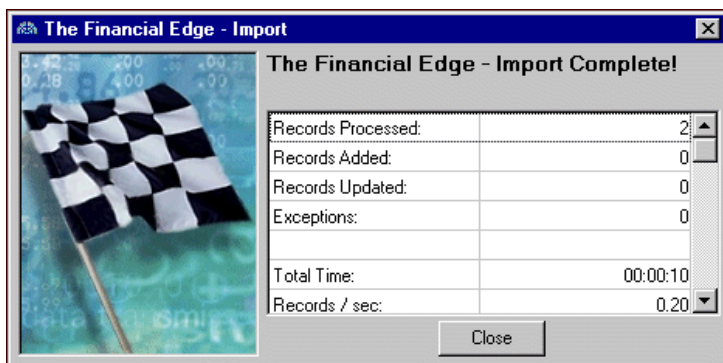
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

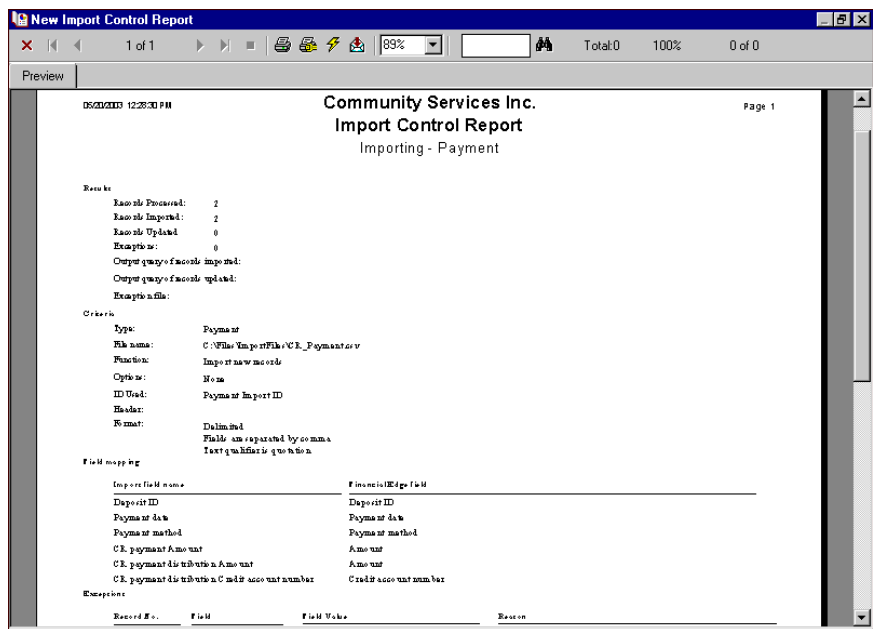
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Student Billing Imports



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Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

The procedures in this chapter guide you through importing new records for each of the **Student Billing** import types. These procedures use import files that include the minimum fields required to save the record type plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in these examples but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about identifying required fields, see "Required Fields" on page 12.

Import files must meet these requirements to import successfully:

- The import file must include all required fields. When importing new records, the required fields are all fields required to save that type of record. When updating existing records, the required fields are only those required to identify existing records.
- You must have security rights to all fields and processes involved in the import.
- Post dates must be in a valid, open fiscal period.
- Transaction amounts must be fully distributed to general ledger accounts.
- All fund requirements must be met, including balancing requirements for class, project, transaction codes, or segments. For more information, see the *Configuration Guide for General Ledger*.

For information about the basics of importing such as setting up and formatting import files, using headers, and identifying required fields, see the Import Basics chapter. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

Student Billing Import Types

The table below lists all import types available in **Student Billing**. You must have the optional module *Cash Management* to import adjustments.

Student Billing Import Types		
Billing Schedule	Charges	Products and Billing Items
Billing schedule	Charge	Flat rate item
Records	Advance deposit	Product
Record	Advance deposit	Per usage item
Address	Payments	Refund item
Relationship	Payment	Finance charge item
Bill Code	Credits	Sales tax item
Default Schedule	Credit	Advance Deposit
Default payer	Financial Aid	Financial Aid
Statement	Financial aid	TRP Charge Item
Bank information	Adjustments	Automatic Item: Vary
Action	Adjustment	Amount By Grade
Attributes	Refunds	Automatic Item: Vary
Note	Refund	Amount And Schedule
		By Grade
		Automatic Item: Single
		Amount And Schedule

Importing Adjustments

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

If you have the optional module *Cash Management*, you can import new adjustment transactions or update existing ones.

- The **Transfer to/from bank account** import field is conditionally required and only valid for transfer type adjustment categories. You can add only Transfer Out transactions in Import and the program automatically creates and links the associated Transfer In transactions.

Required Fields

The import file used in this example includes the minimum fields required to import new adjustments, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Bank Account Import ID*	Post Status*
Category*	Post Date*
Adjustment Date*	Adjustment distribution Amount*

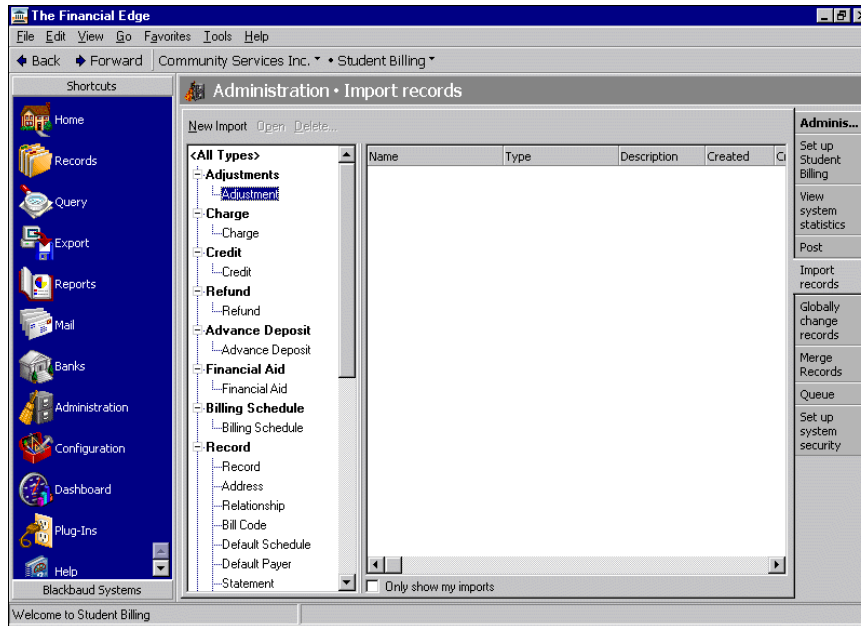
Amount Adjustment distribution Debit account number*

Type* Adjustment distribution Credit account number*

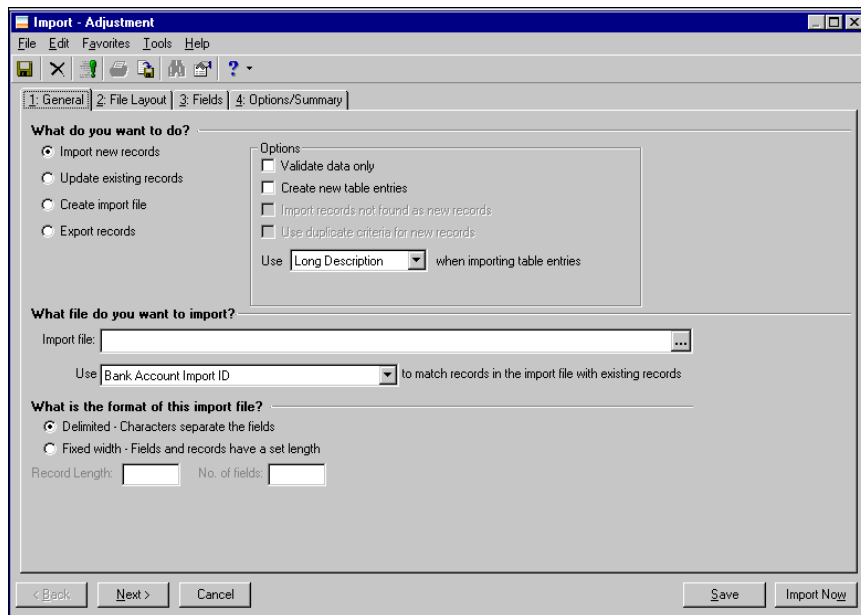
Reference*

► Importing new bank adjustments

1. On the Import records page, select the Adjustment import type from the tree view.



2. On the action bar, click **New Import**. The Import - Adjustment screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with **The Financial Edge**.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Adjustment

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\SB Imports\adjustment.csv

Use **Bank Account Import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

10. Click **Next**. The File Layout tab appears.

Import - Adjustment

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: **Comma** The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier: **Quotation**

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Bank Account	Category	Adjustment Date	Type	Reference
WGLASA11111-1	BB	01/01/2002	Deposit	Beginning Cash Balance
WGLASA11111-1	BB	01/01/2002	Deposit	Beginning Cash Balance
WGLASA11111-1	Deposit from GL	01/15/2002	Deposit	Membership Dues
WGLASA11111-1	Payment from GL	01/01/2002	Payment	Membership Dues
WGLASA11111-1	Payment from GL	01/01/2002	Payment	Membership Dues
WGLASA11111-1	Payment from GL	01/01/2002	Payment	Membership Dues
WGLASA11111-1	Payment from GL	01/01/2002	Payment	Membership Dues
WGLASA11111-1	Payment from GL	01/01/2002	Payment	Membership Dues
WGLASA11111-1	Payment from GL	01/01/2002	Payment	Membership Dues

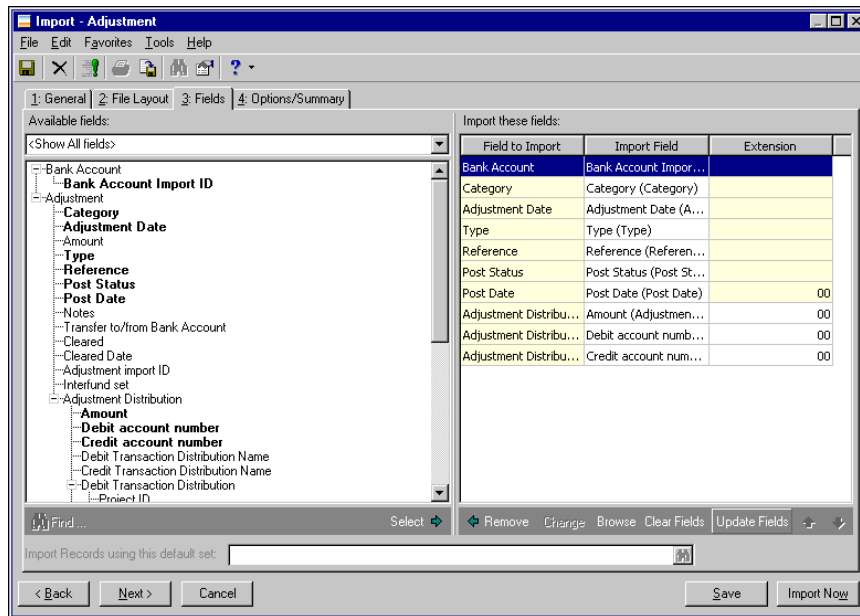
< Back Next > Cancel Save Import Now

11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

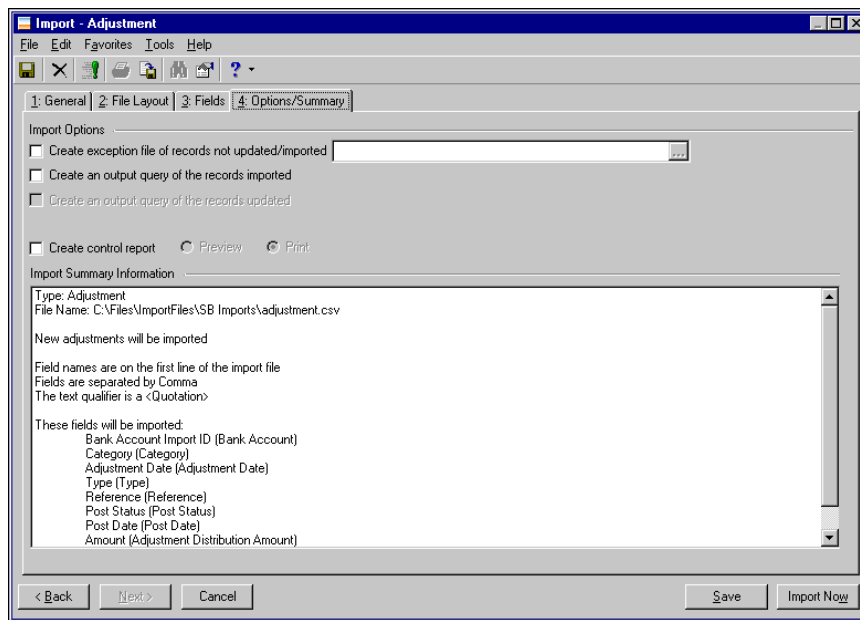
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 7.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

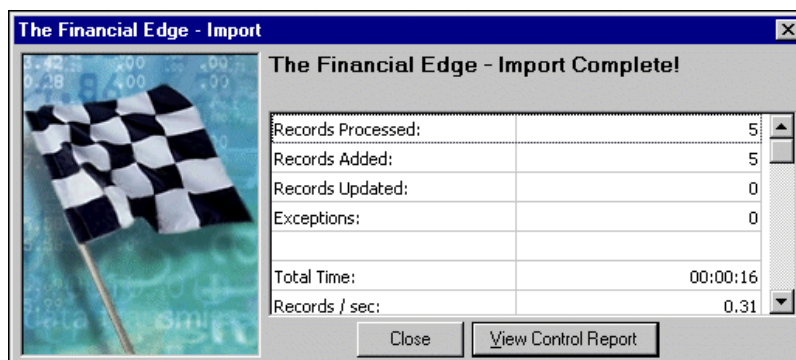
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.
24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Charges

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new charges or update existing ones. You cannot import new charges for a record that is on hold or inactive. Furthermore, if a record has a credit limit, any new charges that you import for that record or payer must be less than or equal to the credit limit. If the amount exceeds the credit limit, you receive exceptions.

- You can use default sets created in **Charges** to import charge information. For more information about using default sets in Import, see “Default Sets” on page 14.

Also, default field values assigned to products and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, the default amount and item description for the billing item you include are added automatically to the charge record.

- If the business rule in *Configuration* is set to automatically apply credits or payments to charges, applications are made automatically when you import new charges. This also applies to charges imported for records with **Automatically apply new credits** marked on the Bio 2 tab of the record.
- **Print status** is not a required field when importing; however, if you do not add it to the import file, the **Print status** field is left blank for imported charge records. If the field is blank on the record, you will not be able to print a debit memo for the charge unless you enter the print status manually or through global change.

Required Fields

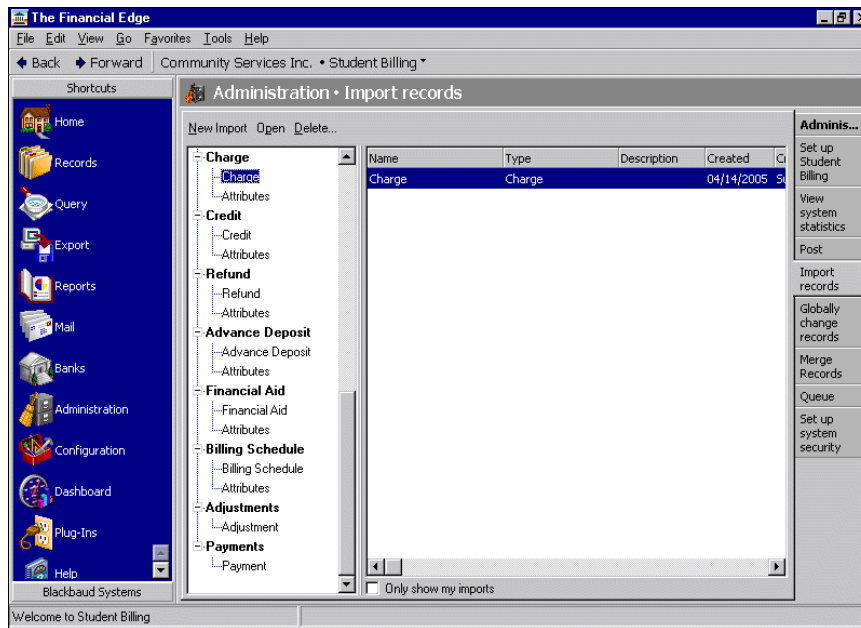
The import file used in this example includes the minimum fields required to import new charges, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

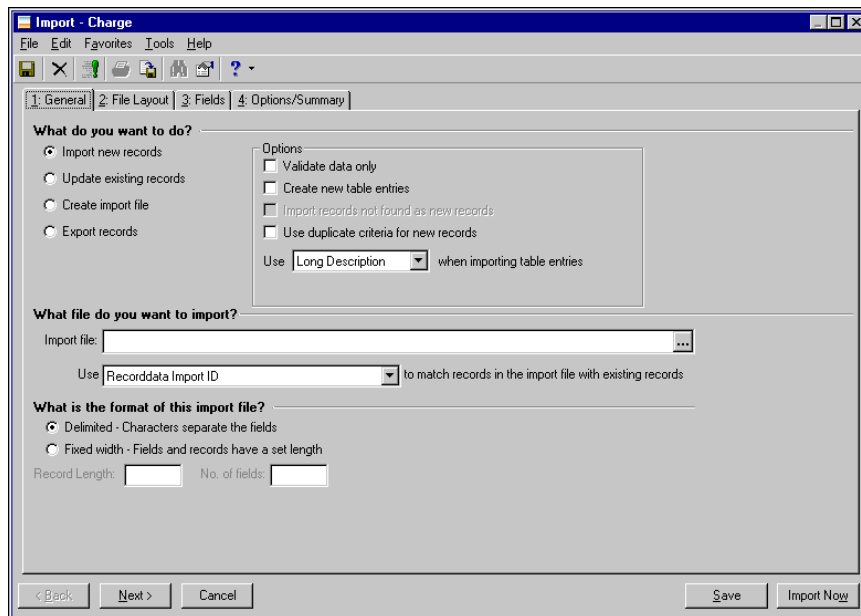
Record Import ID*	Billing Item ID/Product ID*
Transaction date*	Amount*
Due date*	Charge distribution amount
Post date*	Credit account number
Category*	

► Importing new charges

1. On the Import records page, select the Charge import type from the tree view.



2. On the action bar, click **New Import**. The Import - Charge screen appears on the General tab.



3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Student Billing*.

- Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

- In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
- In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

- In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Charge

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\SB Imports\Charge.csv

Use **Recorddata Import ID** to match records in the import file with existing records

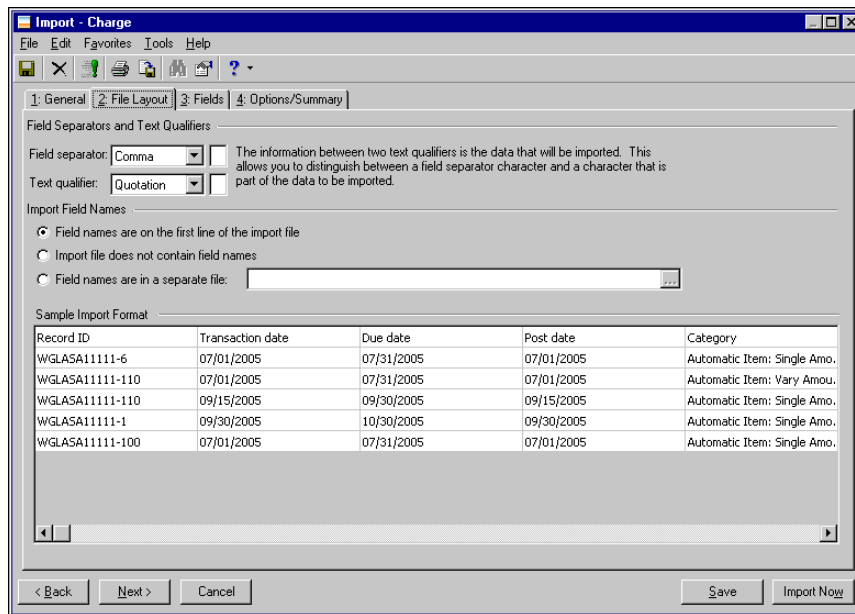
What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

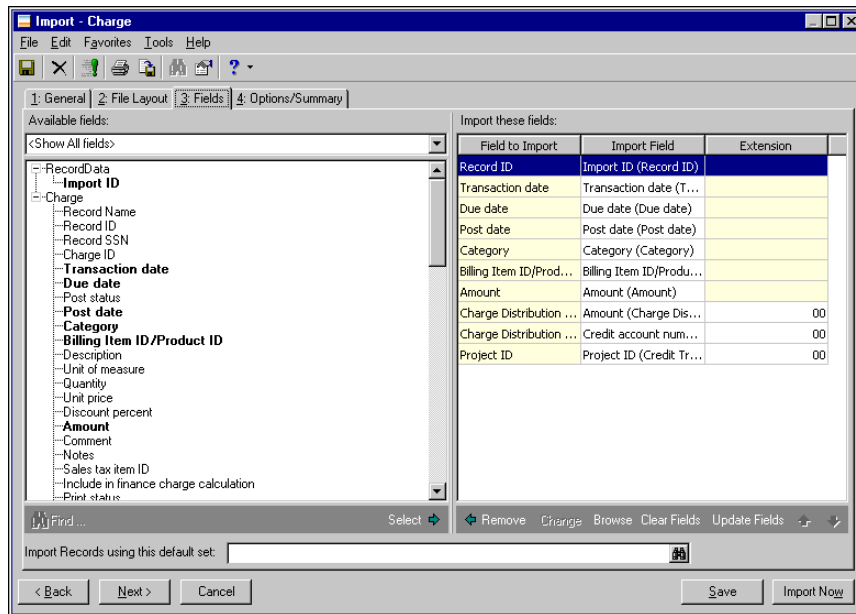
11. Click **Next**. The File Layout tab appears.



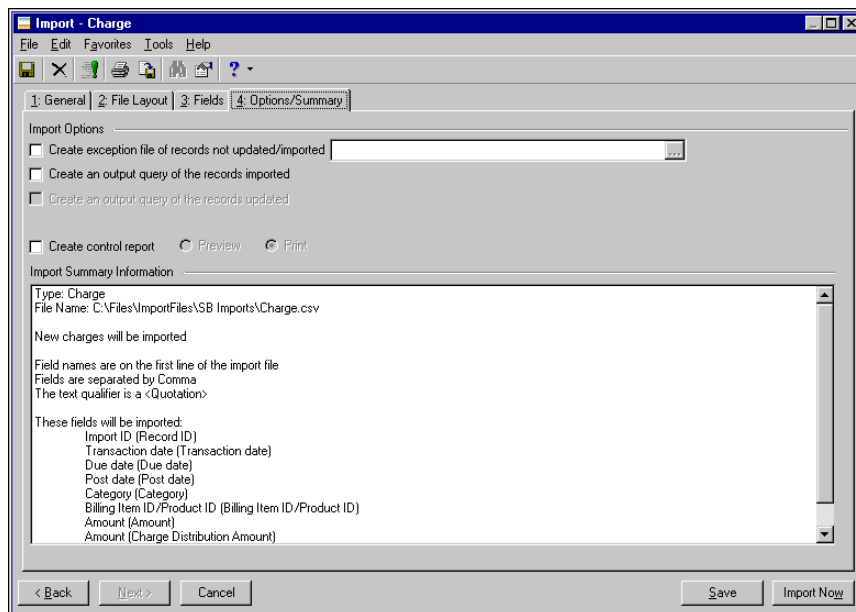
12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 12.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.

18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

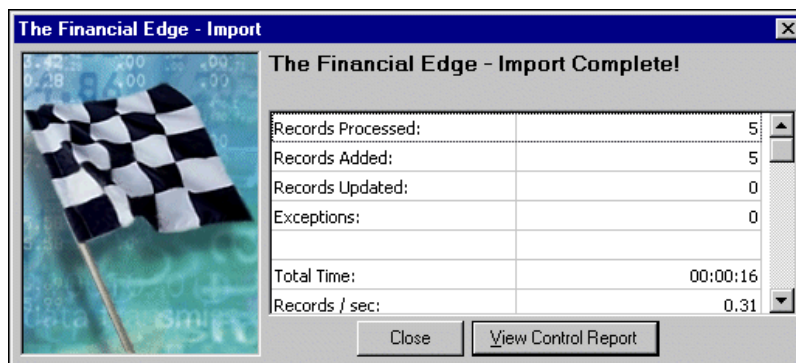
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

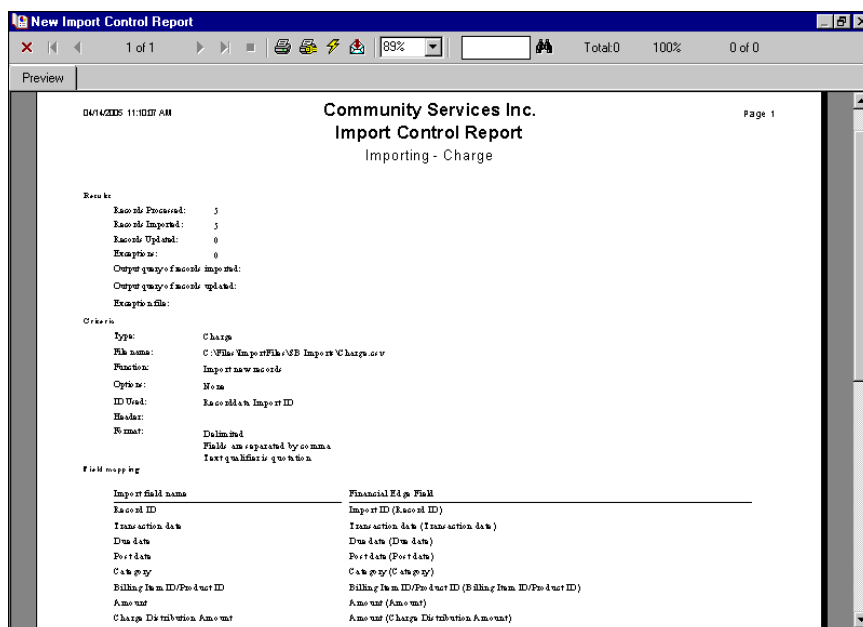
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Credits

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new credits or update existing ones. You cannot import new credits for a record that is on hold or inactive.

- You can use default sets created in **Credits** to import credit information. For more information about using default sets in Import, see “Default Sets” on page 14.

Also, default field values assigned to products and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, the default amount and item description for the billing item you include are added automatically to the credit record.

- If the business rule in *Configuration* is set to automatically apply credits or payments to charges, applications are made automatically when you import new credits. This also applies to credits imported for records with **Automatically apply new credits** marked on the Bio 2 tab of the record.
- Print status** is not a required field when importing; however, if you do not add it to the import file, the **Print status** field is left blank for imported credit records. If the field is blank on the record, you will not be able to print a credit memo for the credit unless you enter the print status manually or through global change.

Required Fields

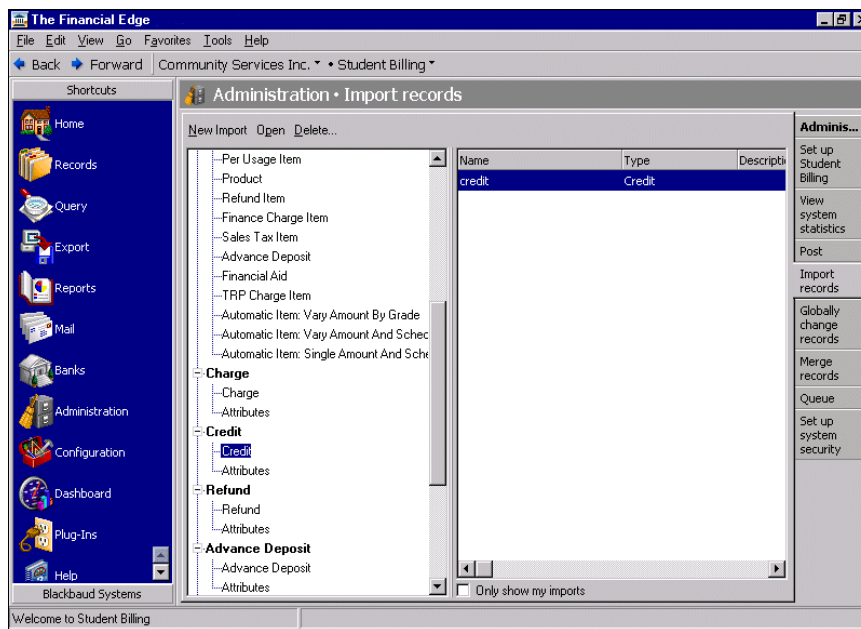
The import file used in this example includes the minimum fields required to import new credits, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Record import ID*	Billing Item*
Transaction date*	Amount*
Post date*	Debit account number*
Category*	Distribution Amount*

► Importing new credits

1. On the Import records page, select the Credit import type from the tree view.



2. On the action bar, click **New Import**. The Import - Credit screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Student Billing*.

6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

11. Click **Next**. The File Layout tab appears.

Import ID	Transaction date	Post date	Category	Billing Item
WGLASA11111-126	01/10/2003	01/10/2003	Financial aid	AID ANNUAL 2005
WGLASA11111-127	01/10/2003	01/10/2003	Financial aid	AID ANNUAL 2005
WGLASA11111-128	01/10/2003	01/10/2003	Financial aid	AID ANNUAL 2005
WGLASA11111-129	01/10/2003	01/10/2003	Financial aid	AID ANNUAL 2005
WGLASA11111-130	01/10/2003	01/10/2003	Financial aid	AID ANNUAL 2005

12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

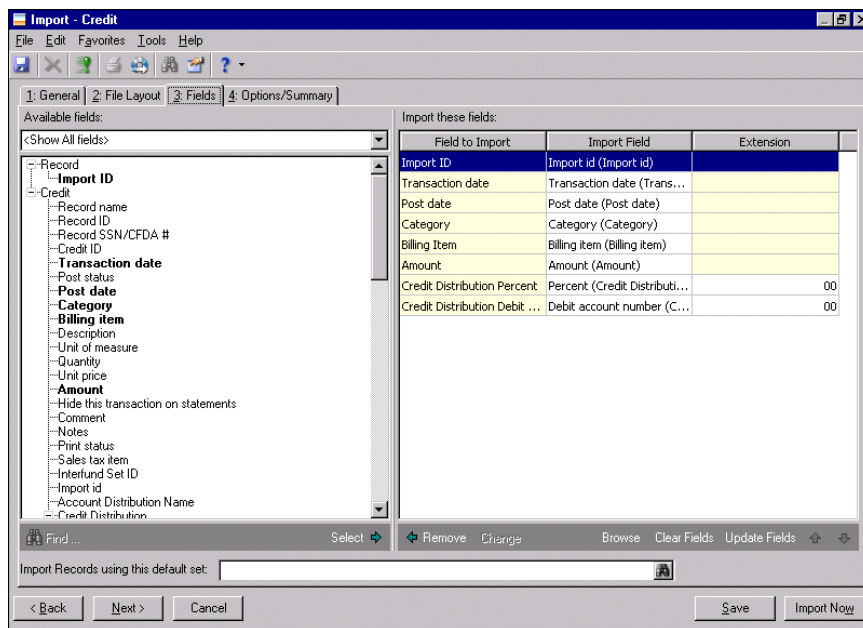
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

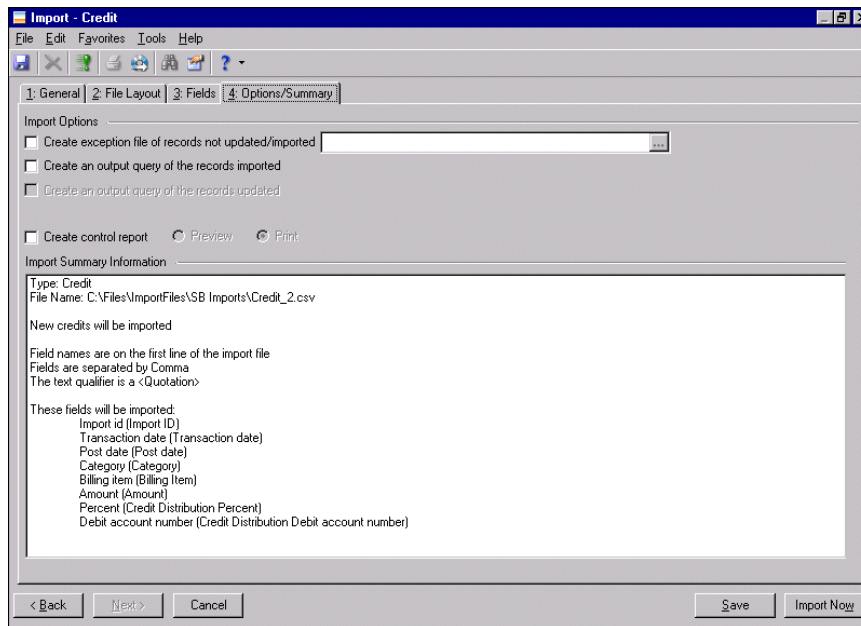
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 12.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

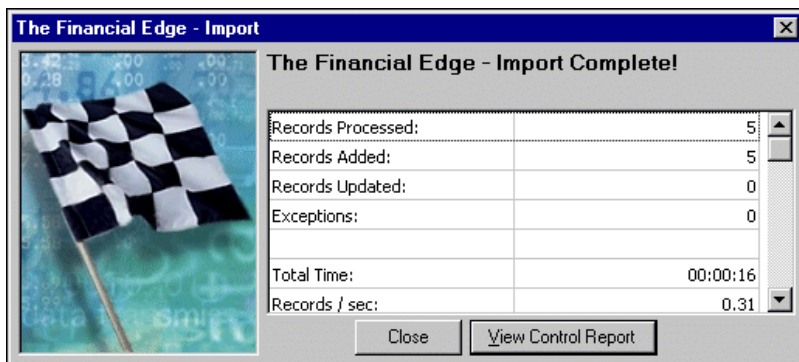
19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.
25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Refunds

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new refunds or update existing ones. You cannot import new refunds for a record that is on hold or inactive.

- You cannot import refunds when unapplied payments or credits exist for the owner. The refund amount must be less than or equal to the charge amount.
- You can use default sets created in **Refunds** to import refund information. For more information about using default sets in Import, see “Default Sets” on page 14.

Also, default field values assigned to products and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, the default amount and item description for the billing item you include are added automatically to the refund record.

Required Fields

The import file used in this example includes the minimum fields required to import new refunds, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Record import ID* Amount*

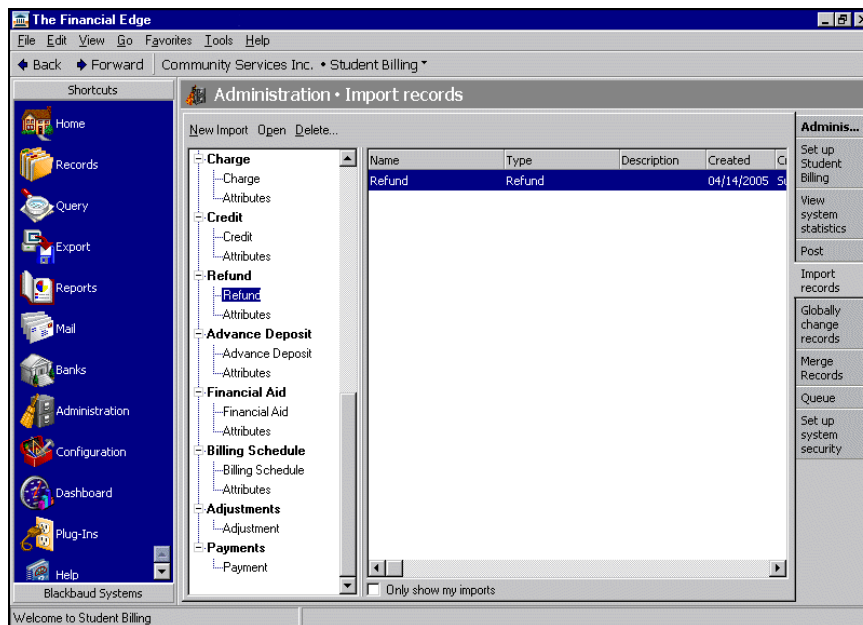
Transaction date* Distribution Amount*

Post date* Credit account number*

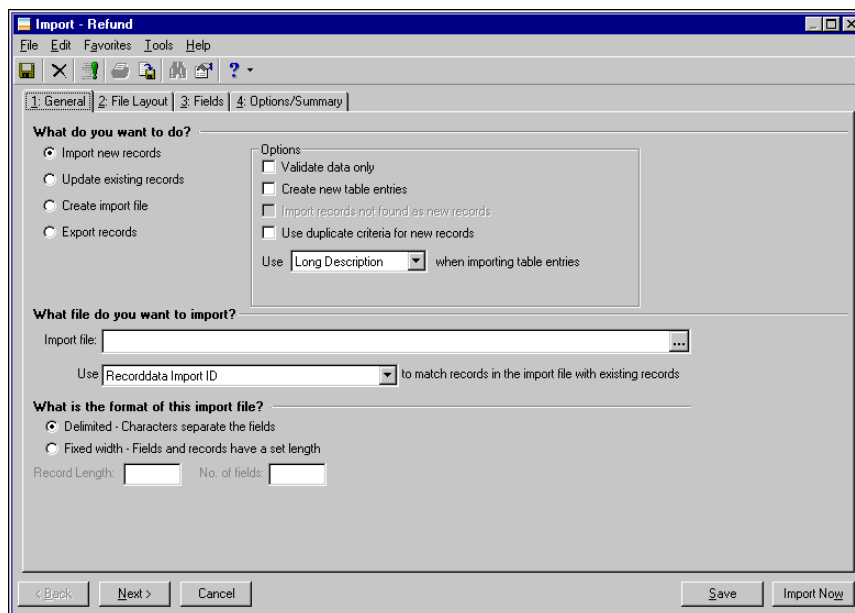
Billing Item ID/Product ID*

► **Importing new refunds**

1. On the Import records page, select the Refund import type from the tree view.



2. On the action bar, click **New Import**. The Import - Refund screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Student Billing*.

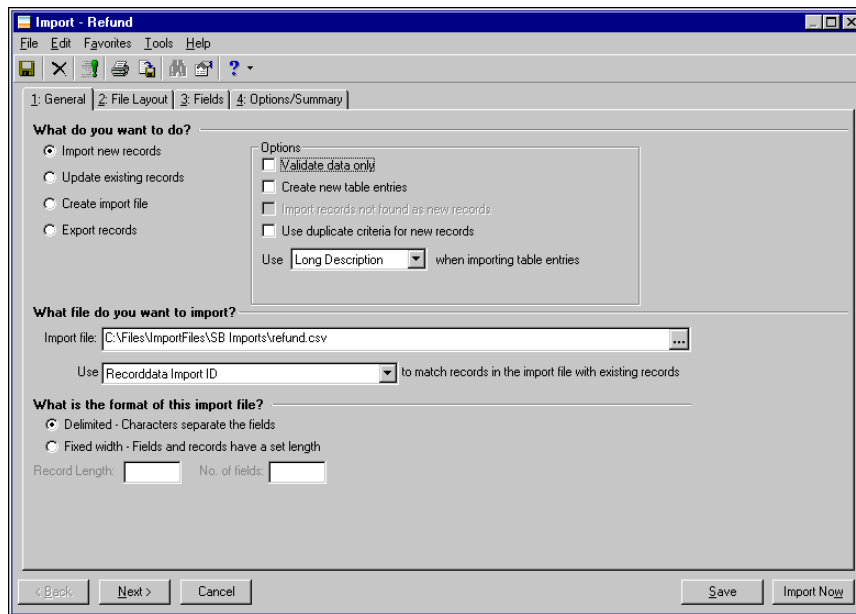
6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Mapping Fields on the Fields Tab” on page 28.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

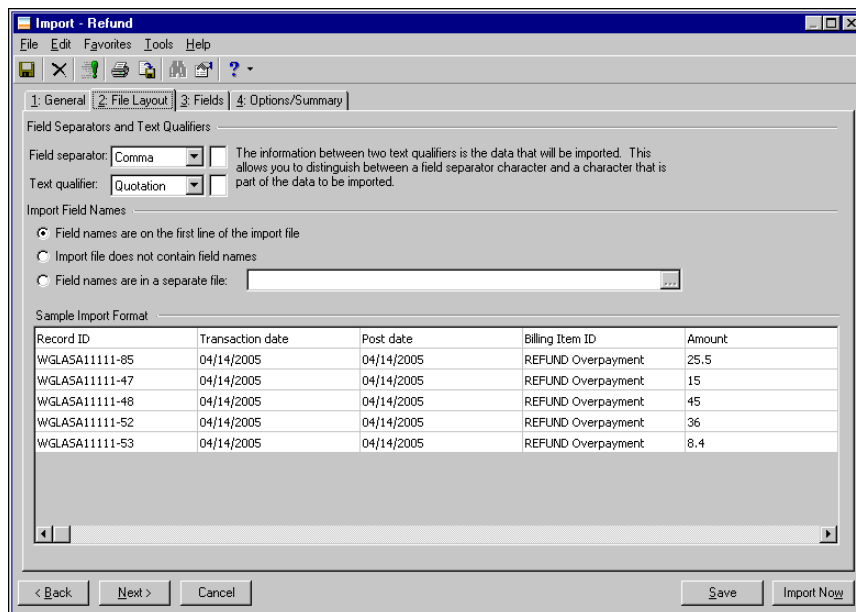
8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.



11. Click **Next**. The File Layout tab appears.



12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

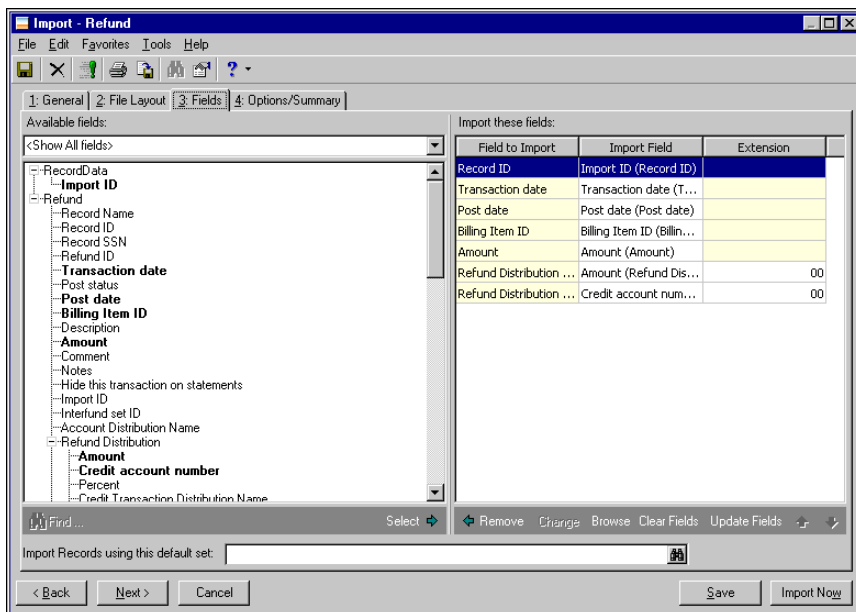
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

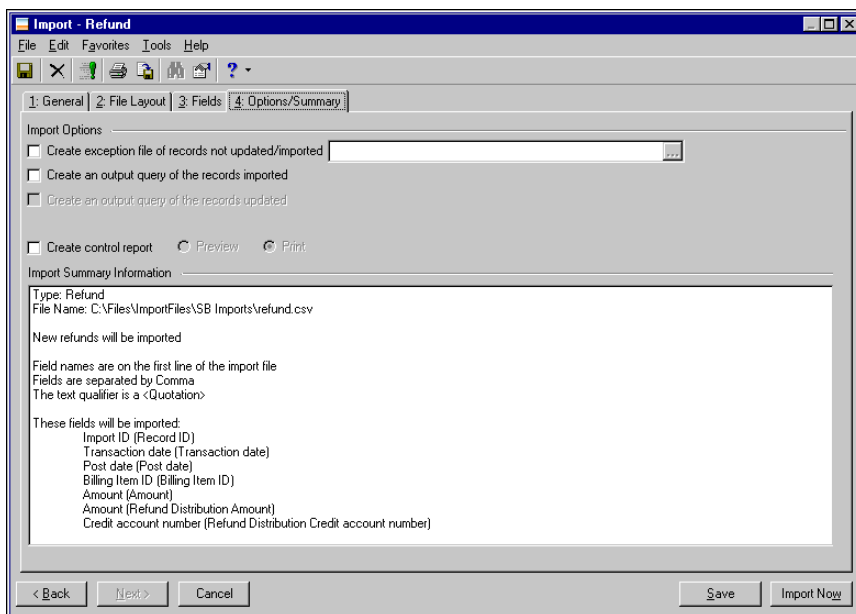
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

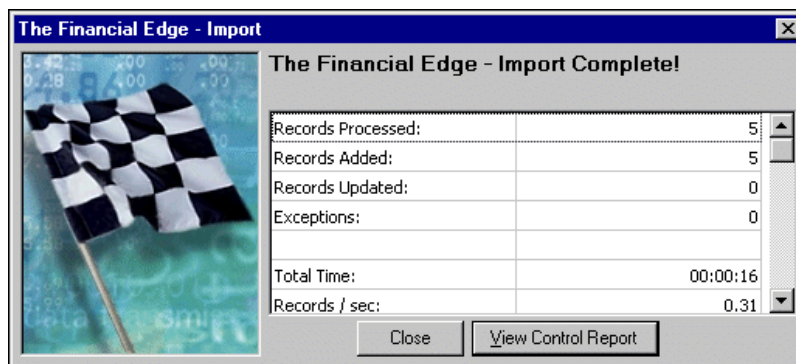
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

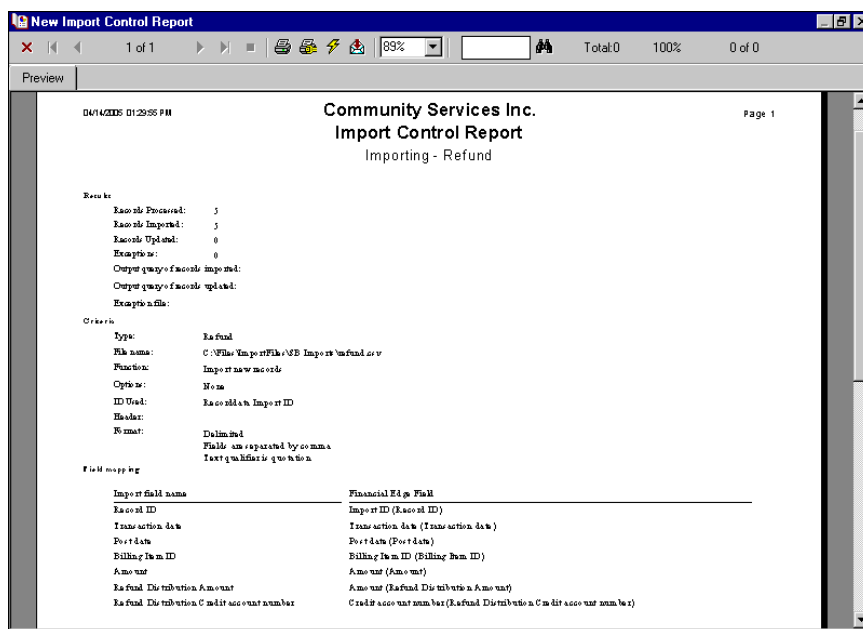
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Advance Deposits

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new advance deposits or update existing ones. You cannot import new advance deposits for a record that is on hold or inactive.

- You can use default sets created in **Advance Deposits** to import advance deposit information. For more information about using default sets in Import, see "Default Sets" on page 14.

Also, default field values assigned to products and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, the default amount and item description for the billing item you include are added automatically to the advance deposit record.

- If the business rule in *Configuration* is set to automatically apply credits or payments to charges, applications are made automatically when you import new advance deposits. This also applies to advance deposits imported for records with **Automatically apply new credits** marked on the Bio 2 tab of the record.

Required Fields

The import file used in this example includes the minimum fields required to import new advance deposits, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

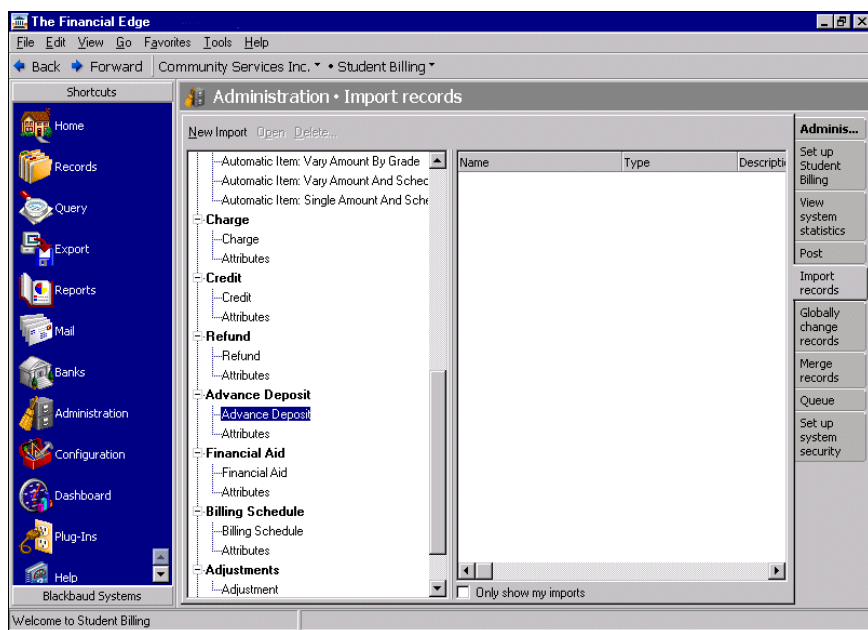
Record Import ID* Billing Item ID*

Transaction date* Credit account number *

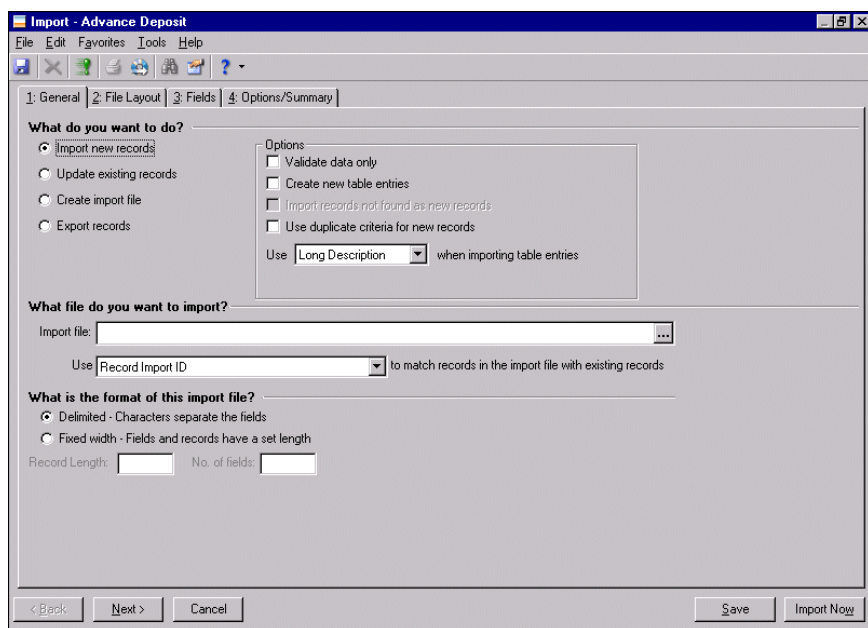
Due date *

► Importing new advance deposits

1. On the Import records page, select the Advance Deposit import type from the tree view.



2. On the action bar, click **New Import**. The Import - Advance Deposit screen appears.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Student Billing*.

6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Mapping Fields on the Fields Tab” on page 28.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

11. Click **Next**. The File Layout tab appears.

Import ID	Transaction date	Due date	Billing Item ID	Advance Deposit Distributio...
WGLASA11111-10	04/15/2005	04/15/2005	ADV DEP	01-2500-00
WGLASA11111-11	04/15/2005	04/15/2005	ADV DEP	01-2500-00
WGLASA11111-12	04/15/2005	04/15/2005	ADV DEP	01-2500-00
WGLASA11111-13	04/15/2005	04/15/2005	ADV DEP	01-2500-00
WGLASA11111-14	04/15/2005	04/15/2005	ADV DEP	01-2500-00

12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

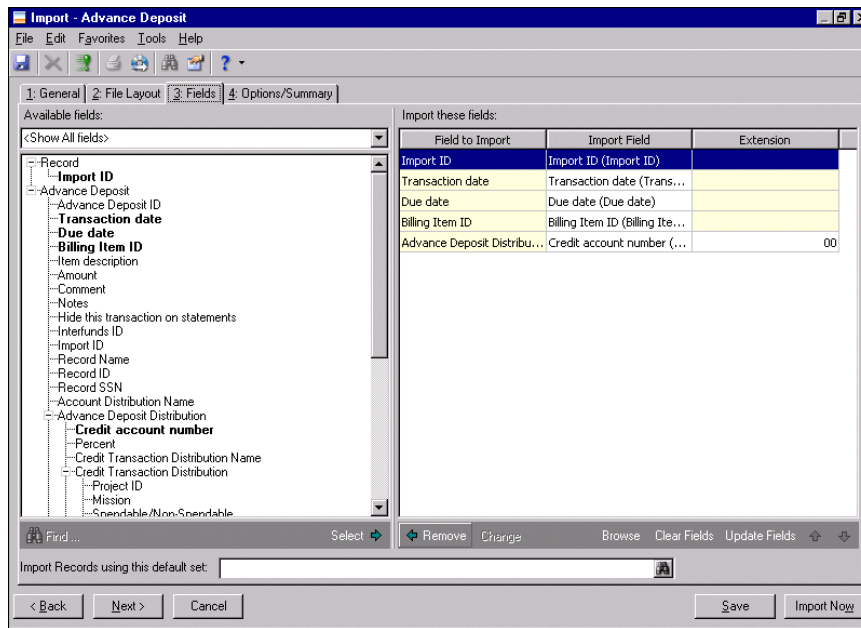
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

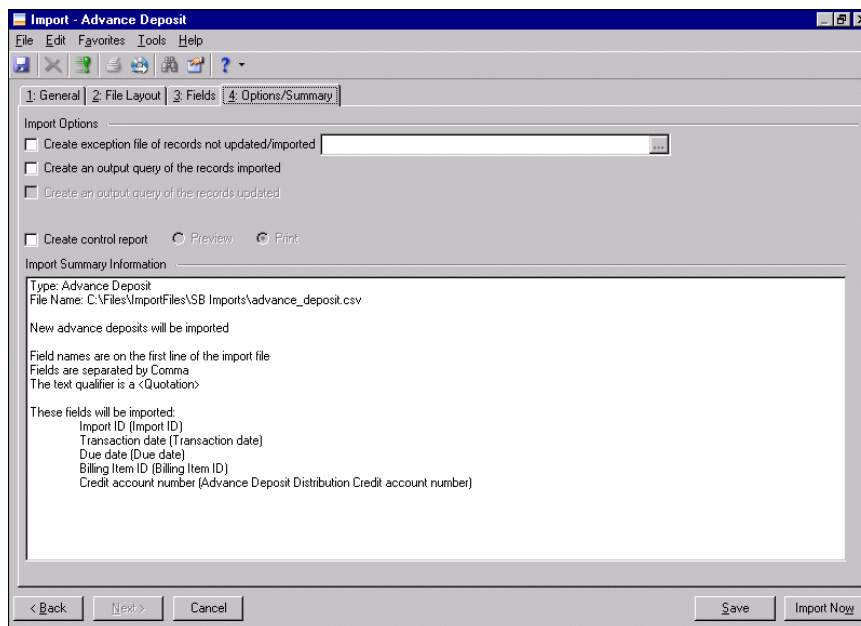
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

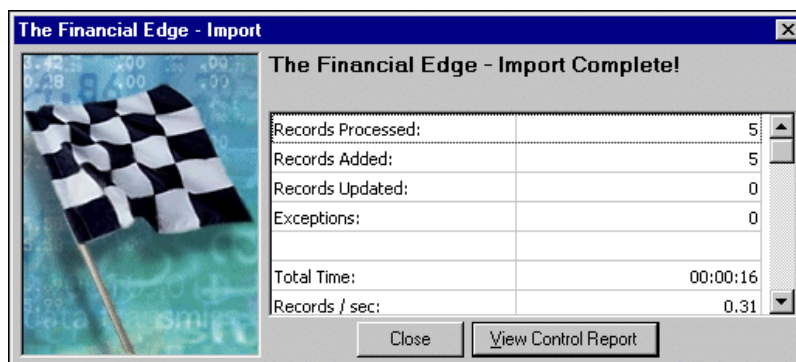
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.
25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Financial Aid

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new financial aid items or update existing ones. You cannot import new financial aid for a record that is on hold or inactive.

- You can use default sets created in **Financial Aid** to import financial aid information. For more information about using default sets in Import, see “Default Sets” on page 14.

Also, default field values assigned to products and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, the default amount and item description for the billing item you include are added automatically to the financial aid record.

Required Fields

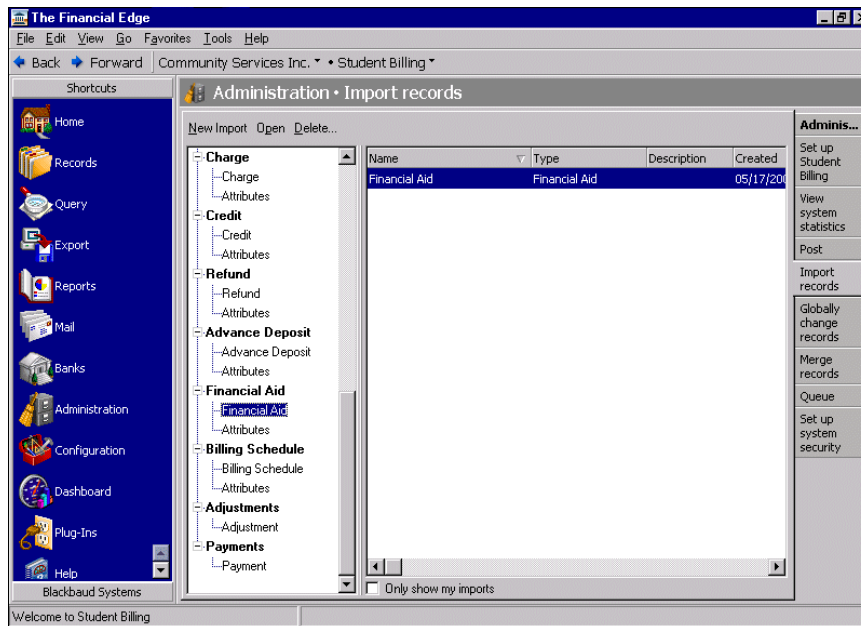
The import file used in this example includes the minimum fields required to import new financial aids, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

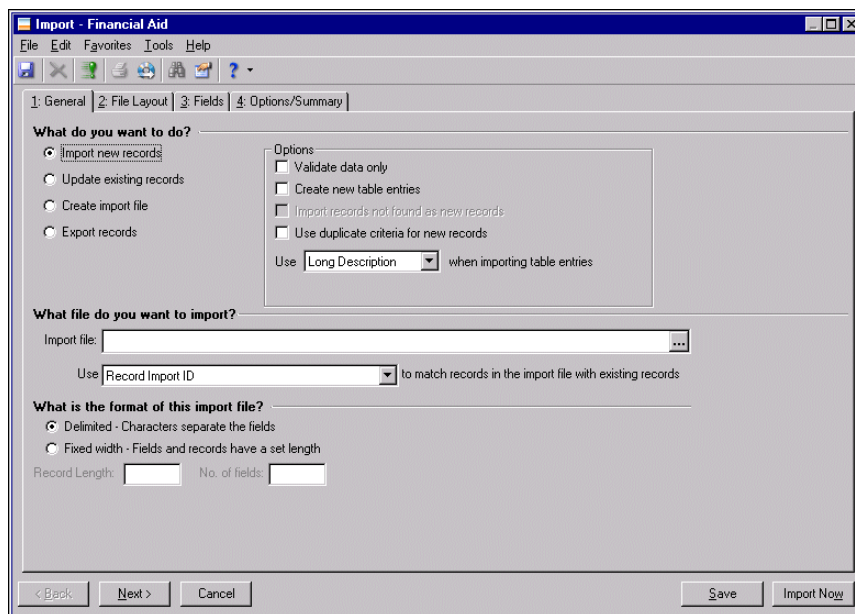
Record Import ID*	Amount*
Transaction date*	Debit account number*
Billing item*	Percent*

► Importing new financial aid

1. On the Import records page, select the Financial Aid import type from the tree view.



2. On the action bar, click **New Import**. The Import - Financial Aid screen appears.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Student Billing*.

- Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Mapping Fields on the Fields Tab” on page 28.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

- In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
- In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

- In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Financial Aid

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options:

- ☐ Validate data only
- ☒ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\SB Imports\Financial_aid.csv

Use **Record Import ID** to match records in the import file with existing records

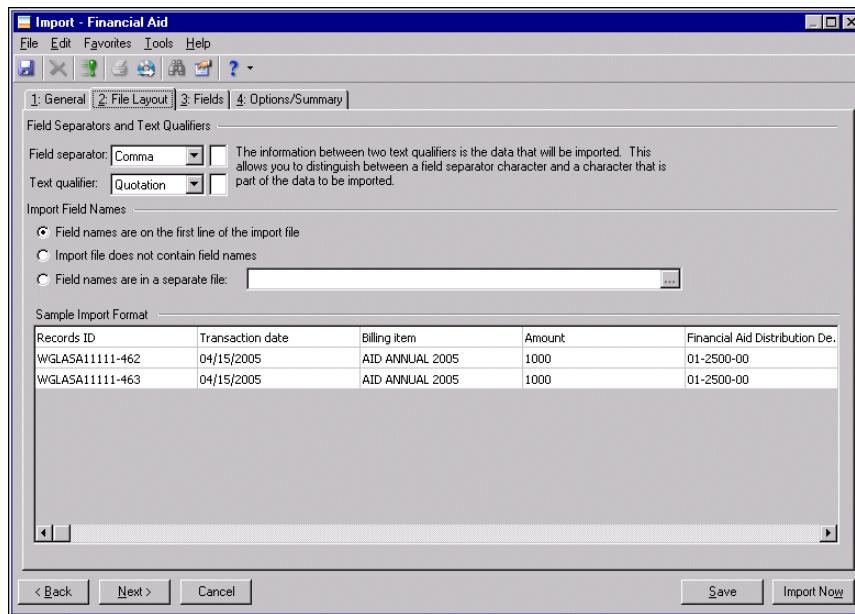
What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

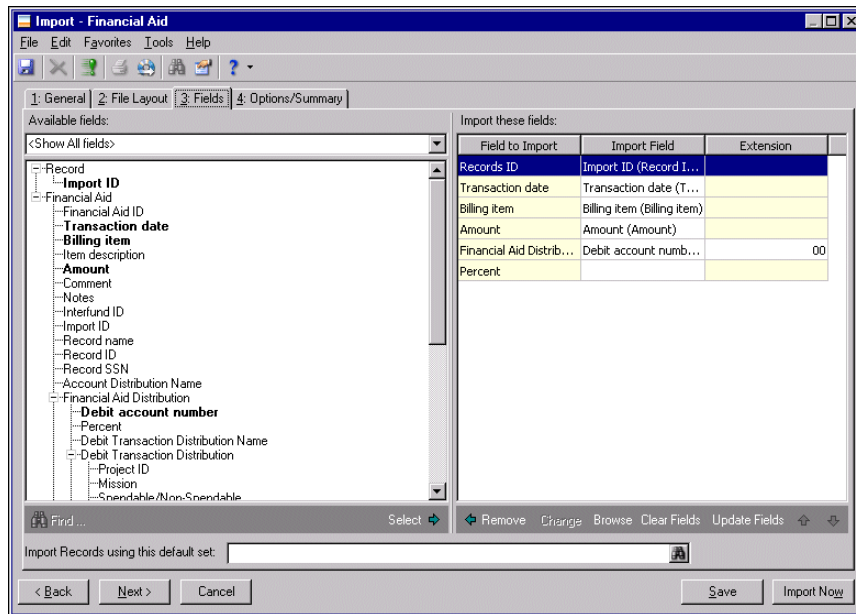
11. Click **Next**. The File Layout tab appears.



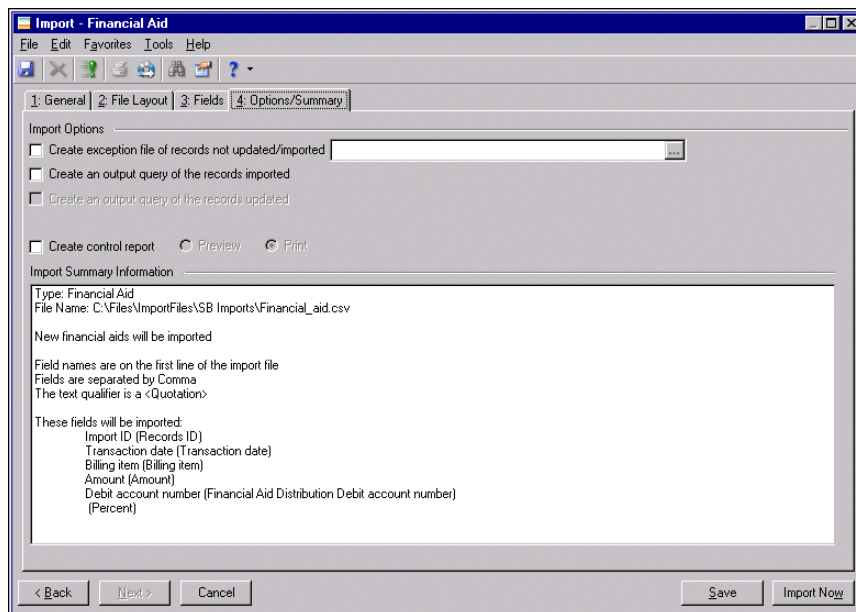
12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.

18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

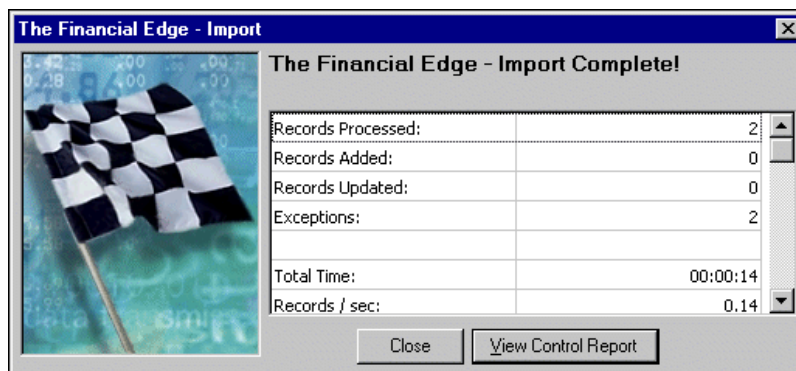
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

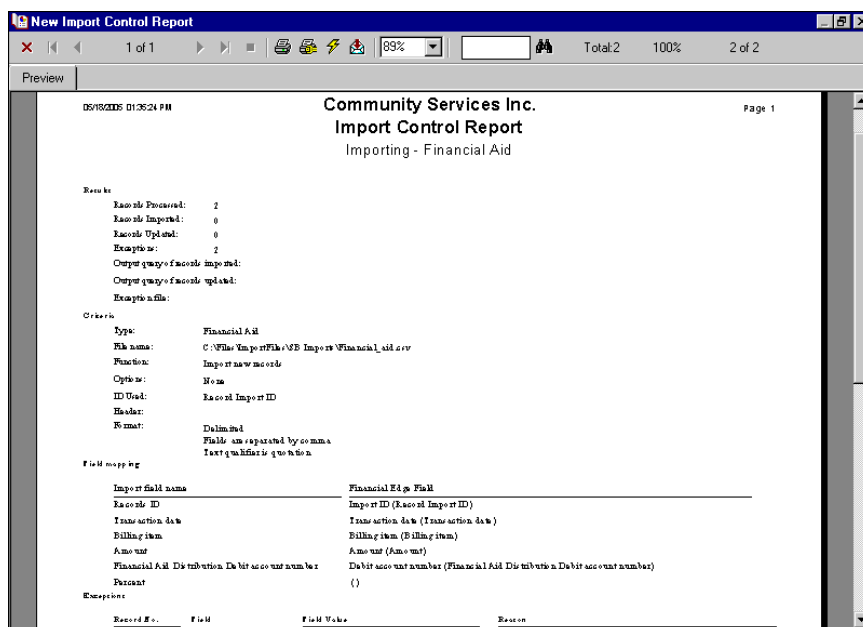
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Billing Schedules

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new billing schedules or update existing ones. You cannot import new financial aid for a record that is on hold or inactive.

- You can use default sets created in **Billing Schedules** to import billing schedule information. For more information about using default sets in Import, see “Default Sets” on page 14.

Also, default field values assigned to products and billing items are added to imported records automatically so you do not have to include those fields in your import. For example, the default amount, item description, schedule, and default GL distribution for the billing item you include are added automatically to the billing schedule record.

Required Fields

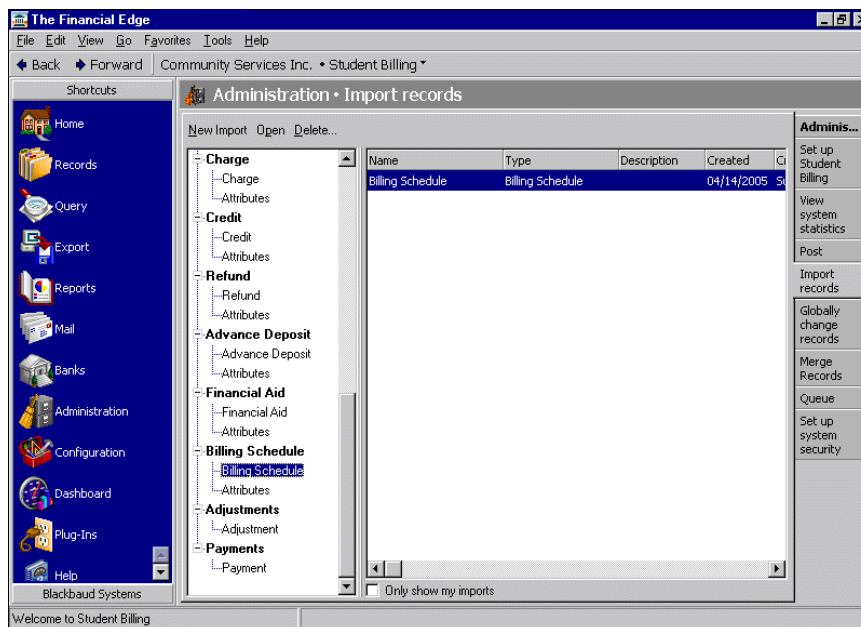
The import file used in this example includes the minimum fields required to import new billing schedules, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

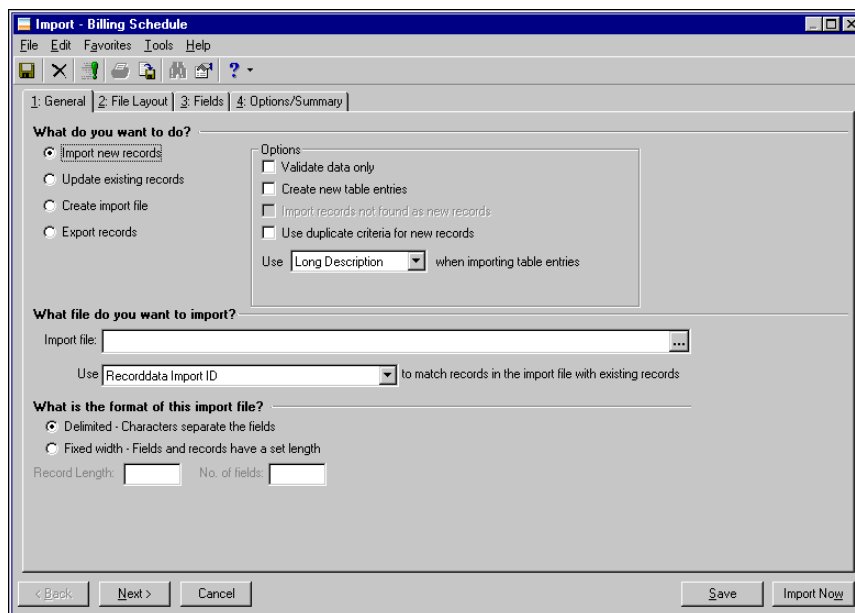
Record Import ID* Amount*
 Transaction date* Credit account number*
 Category* Percent*
 Billing Item*

► **Importing new billing schedules**

1. On the Import records page, select the Billing Schedule import type from the tree view.



2. On the action bar, click **New Import**. The Import - Billing Schedule screen appears.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Student Billing*.

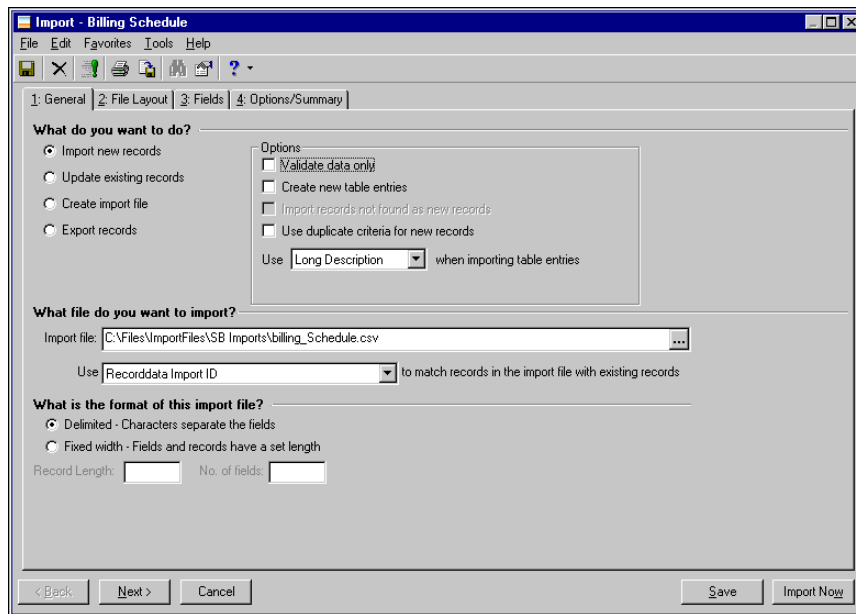
6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Mapping Fields on the Fields Tab” on page 28.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

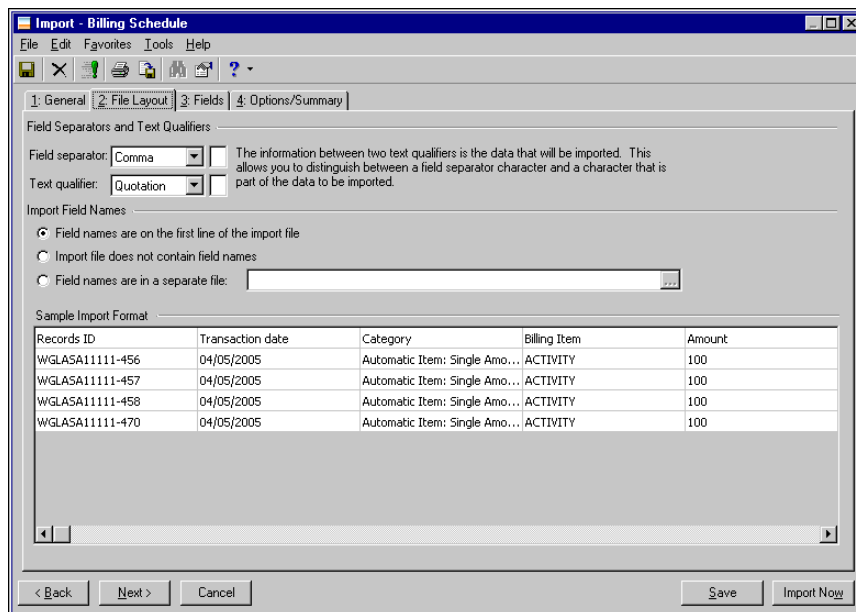
8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.



11. Click **Next**. The File Layout tab appears.



12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

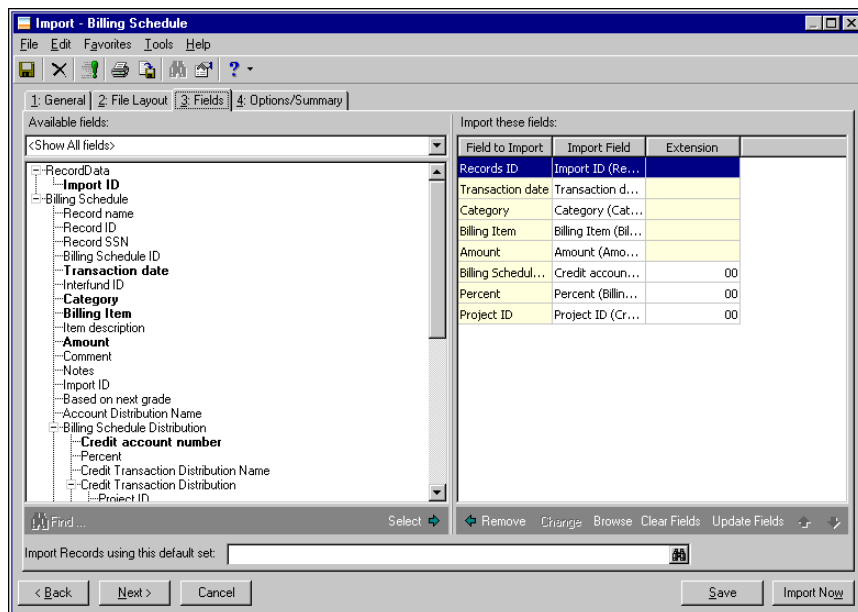
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

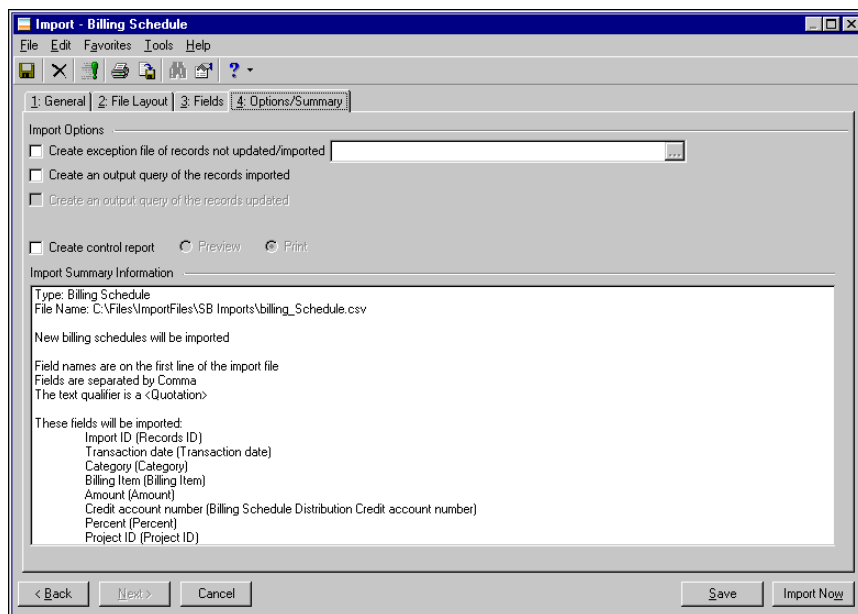
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

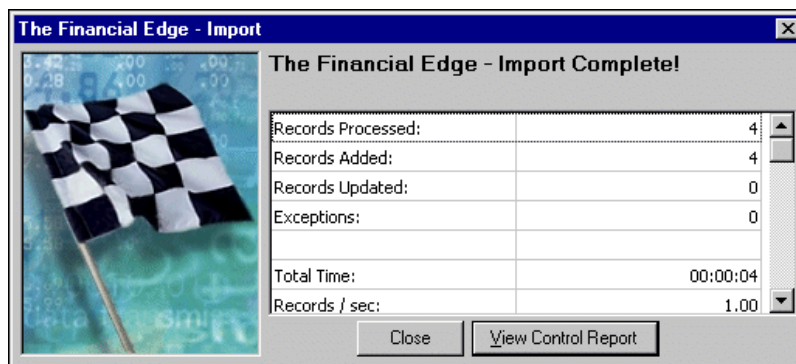
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

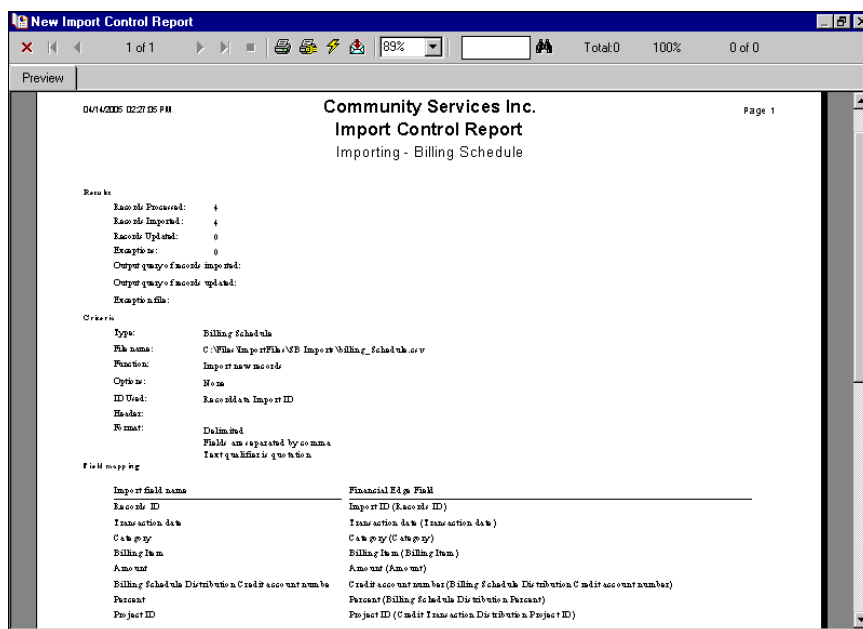
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Records

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new individual, student, or organization records or update existing ones. You cannot import transactions through the Records import type. To import transactions, you must use the appropriate transaction import type. For example, to import a charge, use the Charge import type.

- For the **Record type** field, enter Student, Individual, or Organization to specify the type of record to add. If you import student records, the **Current grade** field is required.
- Check business rules settings in *Configuration* before importing new records. If the business rule is set to automatically generate new record IDs, the program assigns unique record IDs to all new records, including those added through Import.
- Check business rules settings in *Configuration* before importing new records. If the business rule is set to automatically generate new record IDs, the program assigns unique record IDs to all new records, including those added through Import.

However, unless the **Prevent data entry to the Record ID field** checkbox is marked, you can override the program-generated IDs by adding unique, user-defined record IDs to the import file. However, if the **Prevent data entry to the Record ID field** checkbox is marked, if you add record IDs to the import file, you will receive exceptions during the import.

- You can synchronize record contact information so that information added to or changed for individual address and name fields on the record always affect the full address, name, and phones fields, and vice versa. For more information about importing contact information and synchronizing fields, see "Addresses" on page 19.

- You can also import reciprocal relationships using the record relationship component. It is important to ensure that fields in the import file match up with the appropriate record fields so relationships are imported correctly. The **Relation record** field is the name of the student, individual, or organization who has the relationship with the record. The **Relationship** field is the type of relationship the relation has with the record.

You must use relationship types found in the *Configuration* table unless you mark **Create new table entries** on the General tab, which we do not recommend because of the risk of creating duplicate entries. The **Reciprocal** field is the reciprocal relationship the record has with the relation. For example, to add a relationship for a student and his father, enter the father’s name for **Relation record**, Father for the **Relationship** field, and Son for the **Reciprocal** field.

You cannot add a relationship to a record if the relation does not already exist as a student, individual, or organization record. For example, you cannot add the father in the previous example as a relation if an individual record does not already exist for the father. In this case, it is easier to add a record for the father manually using the Relationships tab on the son’s record in **Students**.

- When importing multiple relationships, be sure to assign extensions on the Fields tab for each relation. For more information about extensions, see “Extensions” on page 16.

Required Fields

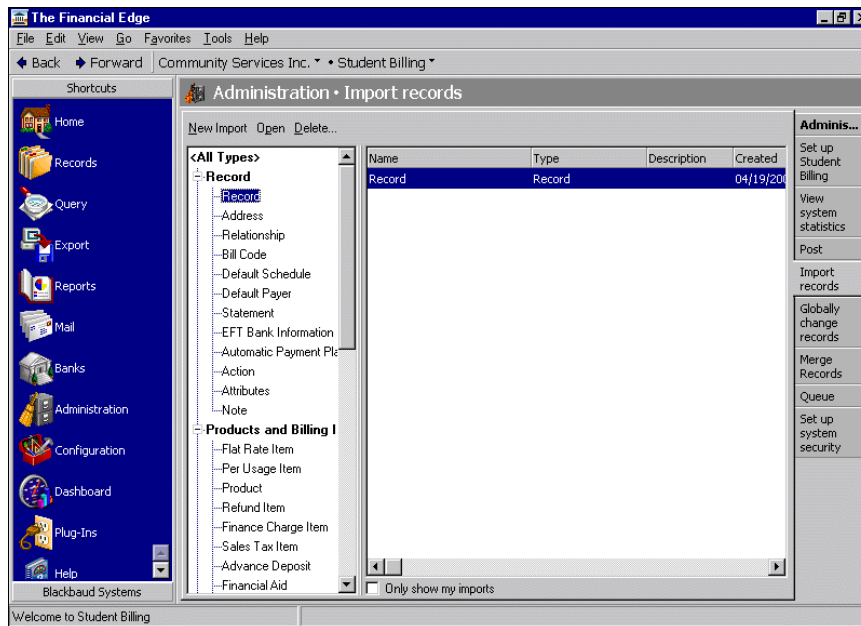
The import file used in this example includes the minimum fields required to import new records, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization’s data entry protocols or your organization’s settings in *Configuration*. For more information about required fields, see “Required Fields” on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

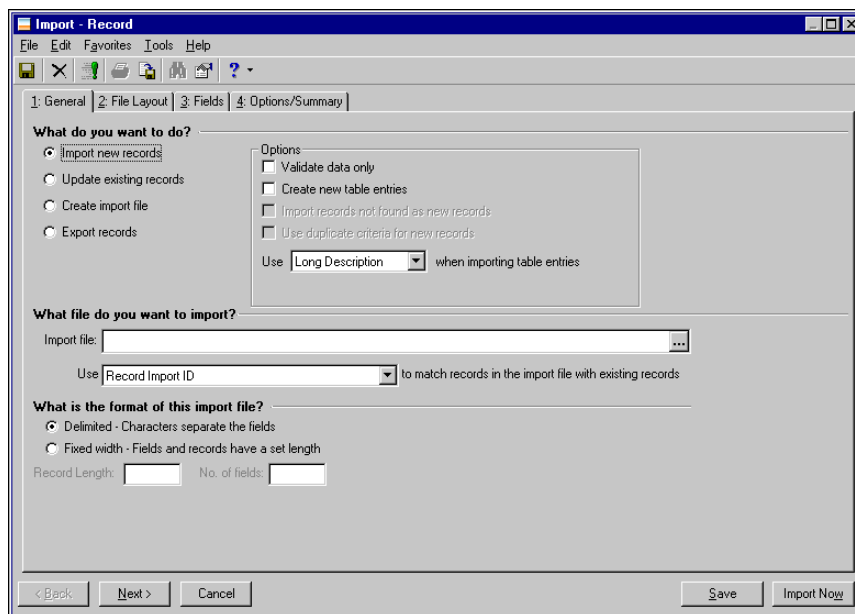
Record type*	Current grade
Last name/Organization name*	Full address
First Name	Contact type*
Billing Status*	Contact number
SSN	

► Importing new records

1. On the Import records page, select the Record import type from the tree view.



2. On the action bar, click **New Import**. The Import - Record screen appears on the General tab.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

- To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Student Billing*.

- Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
- In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

- In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
- In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

- In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Record

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use when importing table entries

What file do you want to import?

Import file: ...

Use to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

11. Click **Next**. The File Layout tab appears.

Import - Record

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier:

Import Field Names

☒ Field names are on the first line of the import file

☐ Import file does not contain field names

☐ Field names are in a separate file:

Sample Import Format

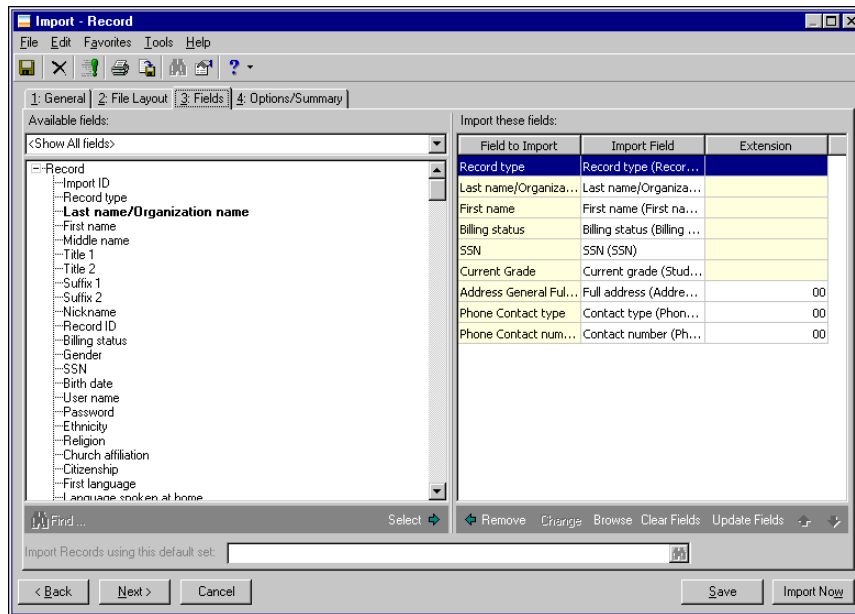
Record type	Last name/Organization name	First name	Billing status	SSN
Student	Phelps	Jason	Active	333-52-3333
Student	Phelps	Kevin	Active	222-88-6666
Individual	Freeman	Susan	Active	333-77-1111
Individual	Freeman	Jeffrey	Active	222-44-5555
Organization	Helping Hands		Active	

< Back Next > Cancel Save Import Now

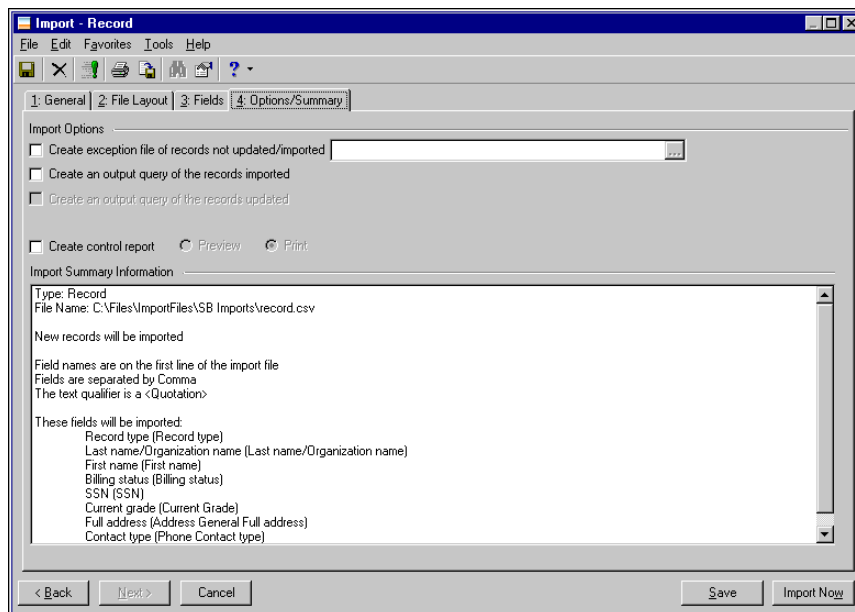
12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.
- If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.
13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.
- If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 12.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.

18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

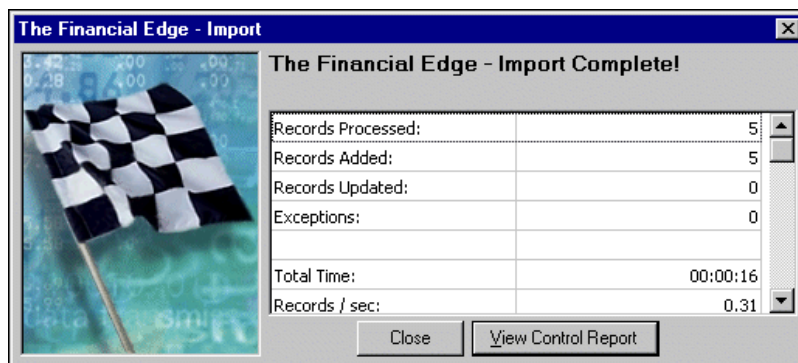
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

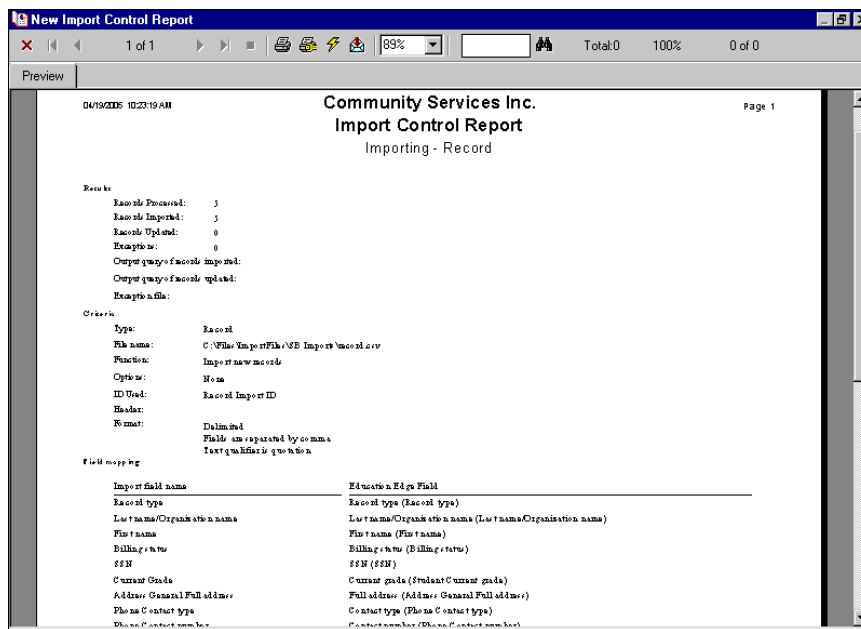
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Payments

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

You can import new payments or update existing ones. You cannot import payments for inactive students, individuals or organizations. New payments cannot be added to a deposit that is closed or posted.

- Payment amounts must be greater than or equal to zero. The payment method you select to use determines the type of **Amount** fields you must use in the import file. For example, if you use Cash for the **Payment Method** field, you must add the **Amount in bills** and **Amount in coins** fields.
- If the business rule in *Configuration* is set to automatically apply credits or payments to charges, applications are made automatically when you import new payments. This also applies to payments imported for records with **Automatically apply new payments** marked on the Bio 2 tab. Payments are applied to charges in the order designated in business rules.

Required Fields

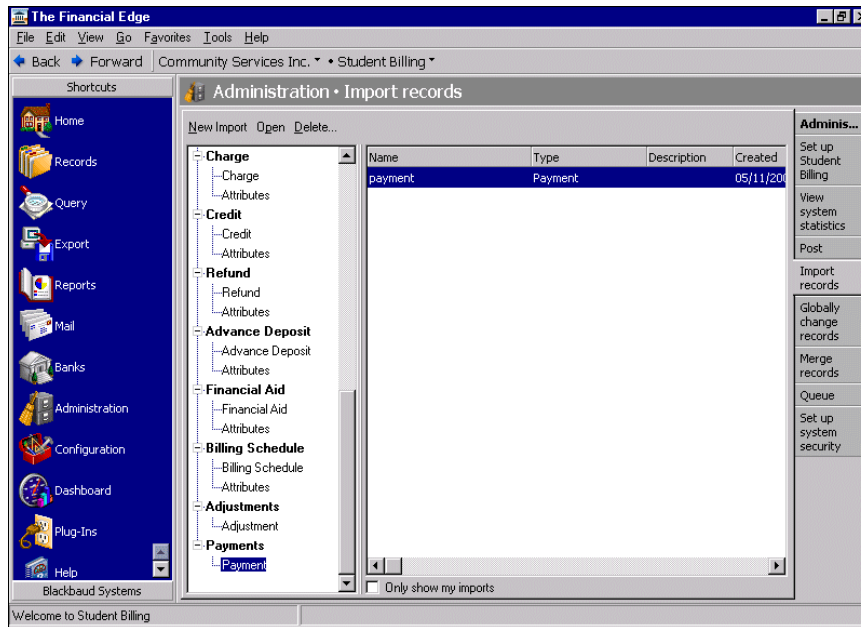
The import file used in this example includes the minimum fields required to import new payments, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. You may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

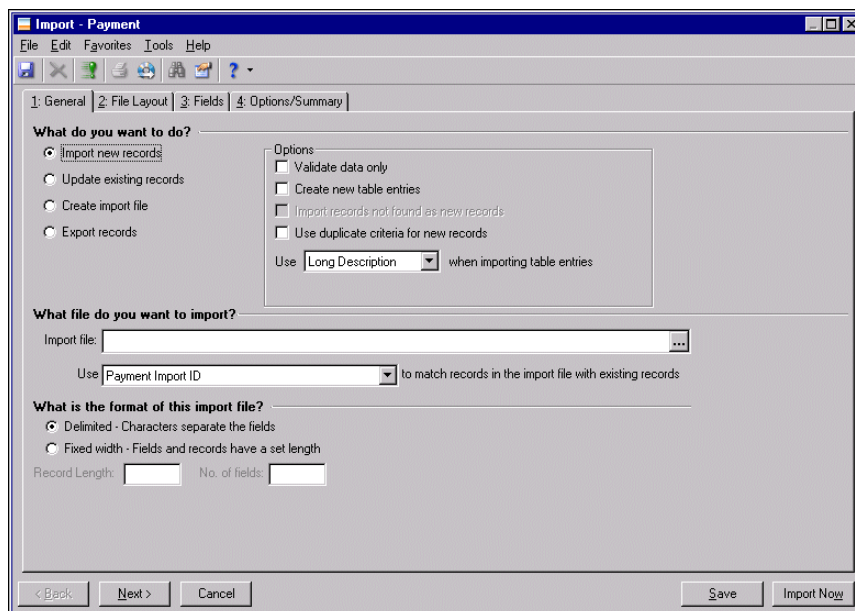
Deposit ID*	Payment method*
Record ID*	Payment amount
Payment date*	Source

► Importing new payments

1. On the Import records page, select the Payment import type from the tree view.



2. On the action bar, click **New Import**. The Import - Payment screen appears.



Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

Note: To check for duplicate criteria when importing, you must define duplicate criteria in *Configuration*. For information about defining duplicate criteria, see the *Configuration Guide for Student Billing*.

6. Mark **Use duplicate criteria for new records** to prevent creating duplicate records during the import. If the program finds duplicates in the import file, they are processed as exceptions and not imported into the database.
7. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Mapping Fields on the Fields Tab” on page 28.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

8. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
9. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

10. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Payment

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options:

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use when importing table entries

What file do you want to import?

Import file: ...

Use to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

11. Click **Next**. The File Layout tab appears.

Import - Payment

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Text qualifier:

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Deposit ID	Payment date	Payment method	Record ID	Source
SB deposit	04/15/2005	Check	IND069	Mail
SB deposit	04/15/2005	Check	IND071	Mail
SB deposit	04/15/2005	Check	IND001	Mail
SB deposit	04/15/2005	Check	IND077	Mail
SB deposit	04/15/2005	Check	IND007	Mail

< Back Next > Cancel Save Import Now

12. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

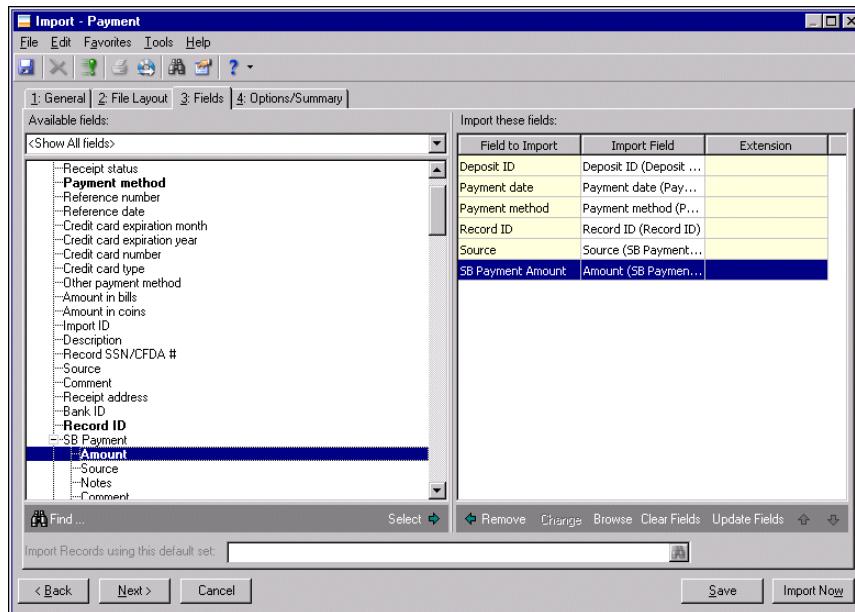
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

13. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

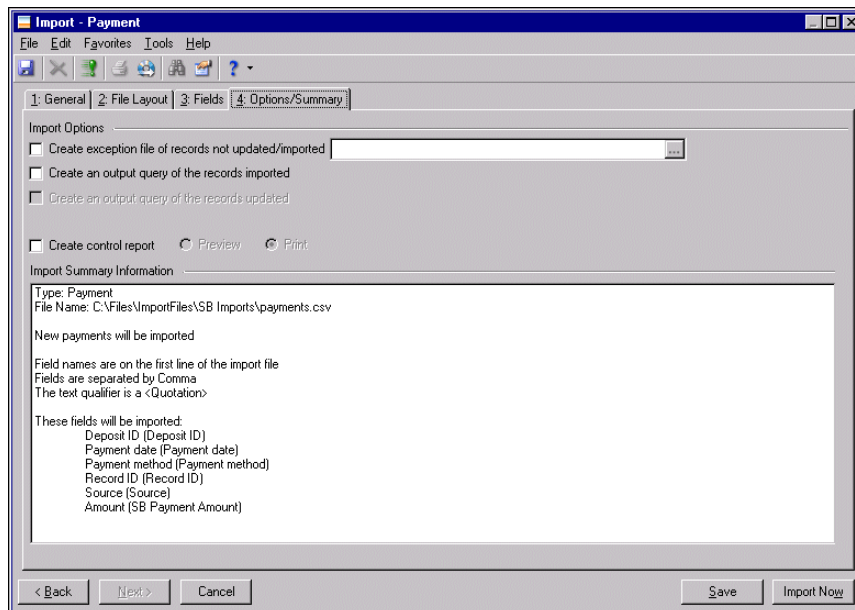
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 13.

14. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



15. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



16. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

17. Mark **Create an output query of the records imported** to save a query of imported records.
18. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

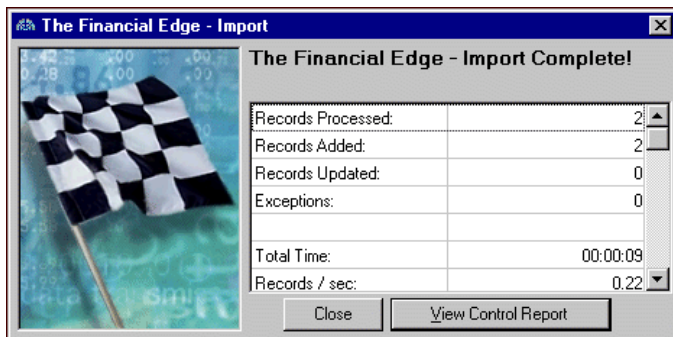
If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

19. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
20. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

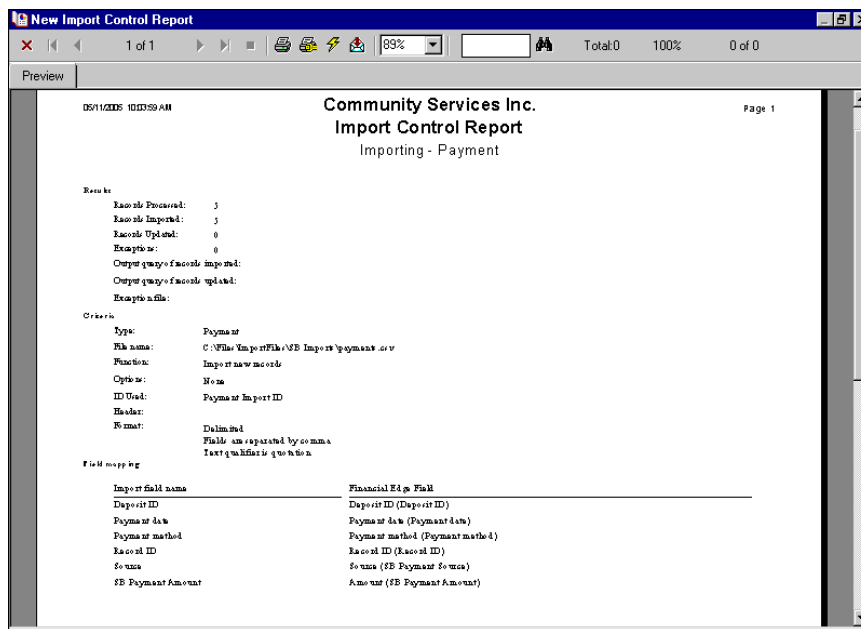
Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

21. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
22. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.
23. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



24. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.



25. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

Importing Products and Billing Items

Note: We strongly recommend reading the Import Basics chapter carefully before you begin to create imports. It explains in detail important topics such as setting up and formatting import files, using headers, and identifying required fields. The Import Basics chapter also includes procedures for basic and advanced import processes including creating a header file, mapping fields, and exporting, updating, and importing records.

Using the Products and Billing Items import type, you can import products and each type of billing item. The steps for importing products and billing items are essentially the same, except you can import product schedules for products.

- For products, flat rate items, and per usage items, if you add **No** for the **Allow user to edit amount/unit price** to prevent users from editing the amount/unit price on transactions, you must also include the **Amount** or **Unit Price** fields with defined amounts.
- If you are importing products, you need to include the **Quantity decimals** and **Unit Price decimals** fields in the import file. This is not required when importing billing items.
- If you are importing billing items, you need to include the **Line Item Amount** field in the import file. This is not required when importing products.
- When importing scheduled billing items (financial aid, automatic items, TRP, and advance deposits), do not include the **Date description** field because the only value allowed is Item can only be used from. If you include it, you receive a read-only field exception.

Required Fields

The import file used in this example includes the minimum fields required to import new automatic billing items, plus additional fields that are not required but are recommended for maintaining accurate and detailed records. Other fields may be required when importing other types of billing items. Furthermore, you may need to include others that are not used in this example but are required by your organization's data entry protocols or your organization's settings in *Configuration*. For more information about required fields, see "Required Fields" on page 12.

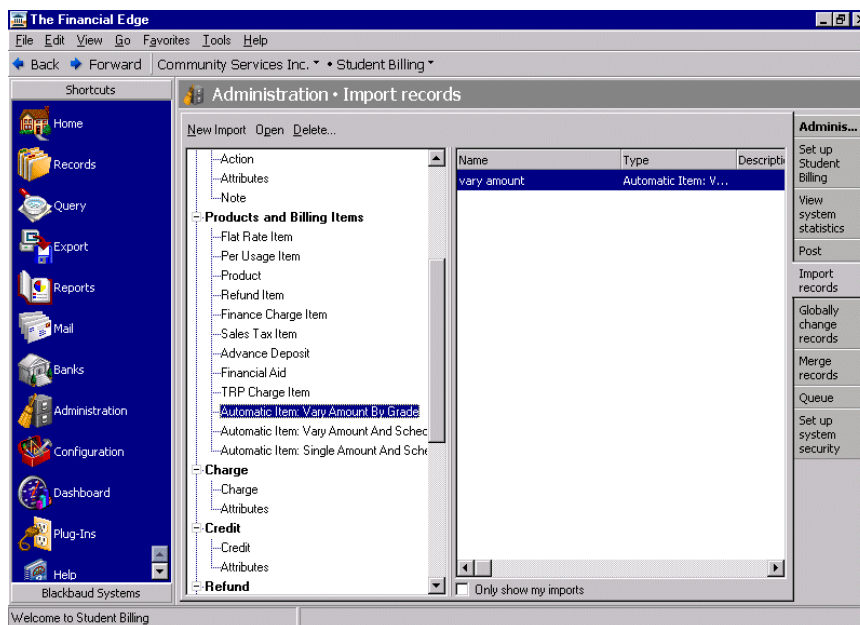
These are the fields imported in the following procedure. Those marked with an asterisk (*) are required fields when importing new records. Other fields may be required when updating existing records.

Valid from date*	Date description*
Valid through date*	Credit account number
Item ID*	Percent
Description*	

► Importing new products or billing items

Note: The steps for importing products and billing items are essentially the same, except you can import product schedules for products.

1. On the Import records page, select the Product import type from the tree view.



2. On the action bar, click **New Import**. The Import - Product screen appears on the General tab.

Warning: We recommend that you validate and test an import file before running the actual import process. For more information about testing and validating import files, see “Testing and Validating Import Files” on page 22.

3. In the **What do you want to do?** frame, mark **Import new records**.
4. To validate the import file before actually adding records, mark **Validate data only**. When you later click **Validate Now**, the import file is validated but no changes are made to your database. After you validate the import file and you are ready to run the import, unmark **Validate data only**.

Note: We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting.

5. To import table entries not currently present in the program, mark **Create new table entries** in the **Options** frame. We recommend that you do not add table entries when importing. It may result in duplicate entries, some with misspellings and incorrect formatting. For example, it may add several versions of a title, such as Dr., Dr, DR.

If you select **Create new table entries** when you are validating data, the program does not actually create new table entries. Rather, the program processes records as if it were going to create new table entries.

6. In the **Use [] when importing table entries** field, select “Long Description” or “Short Description” as the default format to use when importing fields containing table entries. The selected format is used by default only when you do not specify a format in the import file. For more information about formatting table entries, see “Table Entries” on page 15.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

7. In the **Import file** field, enter the path of the data file to import or click the ellipsis to browse to the file.
8. In the **Use [] to match records in the import file with existing records** field, select the record ID contained in the import file. This field is used for linking imported records with records already saved in the database. For more information about import IDs, see “Import IDs” on page 11.

Note: The import file used in this example is a *.csv data file. We recommend using the *.csv format because it is the easiest to use with *The Financial Edge*.

9. In the **What is the format of this import file?** frame, mark **Delimited**. For more information about using the delimited format, see “Delimited Data Formats” on page 9.

Import - Automatic Item: Vary Amount By Grade

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

What do you want to do?

- ☒ Import new records
- ☐ Update existing records
- ☐ Create import file
- ☐ Export records

Options

- ☐ Validate data only
- ☐ Create new table entries
- ☐ Import records not found as new records
- ☐ Use duplicate criteria for new records

Use **Long Description** when importing table entries

What file do you want to import?

Import file: C:\Files\ImportFiles\SB Imports\automatic_item_vary_amount_by_grade.csv

Use **Automatic Item: Vary Amount By Grade Import ID** to match records in the import file with existing records

What is the format of this import file?

- ☒ Delimited - Characters separate the fields
- ☐ Fixed width - Fields and records have a set length

Record Length: No. of fields:

< Back Next > Cancel Save Import Now

10. Click **Next**. The File Layout tab appears.

Import - Automatic Item: Vary Amount By Grade

File Edit Favorites Tools Help

1: General 2: File Layout 3: Fields 4: Options/Summary

Field Separators and Text Qualifiers

Field separator: **Comma**

Text qualifier: **Quotation**

The information between two text qualifiers is the data that will be imported. This allows you to distinguish between a field separator character and a character that is part of the data to be imported.

Import Field Names

- ☒ Field names are on the first line of the import file
- ☐ Import file does not contain field names
- ☐ Field names are in a separate file:

Sample Import Format

Valid from date	Valid through date	Item ID	Description	Date description
07/01/2006	06/30/2007	GRAD 2	Graduation Fee	Item can only be used from
07/01/2006	06/30/2007	SENIOR TRIP 2	Senior Trip	Item can only be used from

< Back Next > Cancel Save Import Now

11. In the **Field Separators and Text Qualifiers** frame, select the field separators and text qualifiers used in the import file.

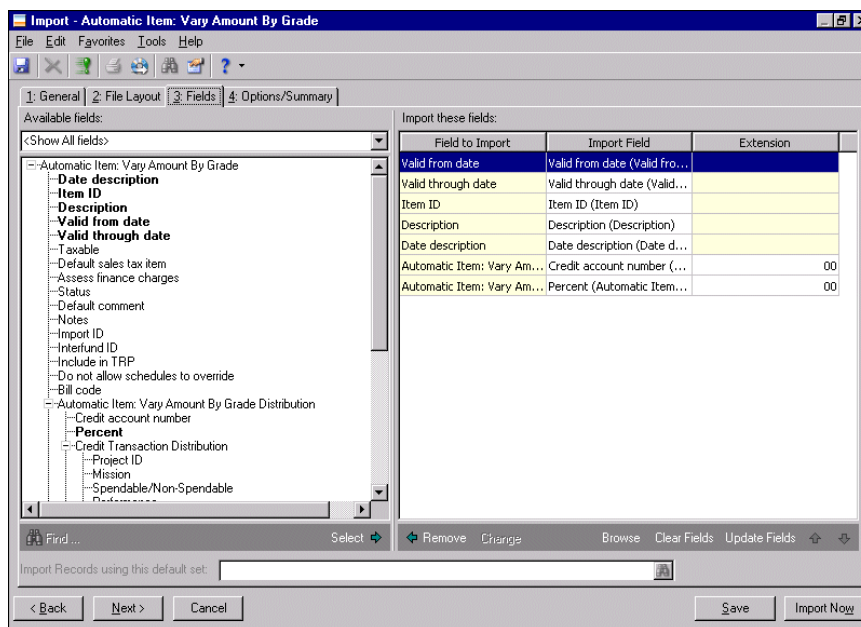
If you select “Other” in the **Field separator** field or “Custom” in the **Text qualifier** field, enter the separator and qualifier to use in the corresponding text box. Enter the actual separator and qualifier, not their names. For example, enter “.” not “period”.

12. In the **Import Field Names** frame, mark the option designating the location of field names in the import file. Field names can be on the first line of the import file, not included in the import file, or contained in a separate file.

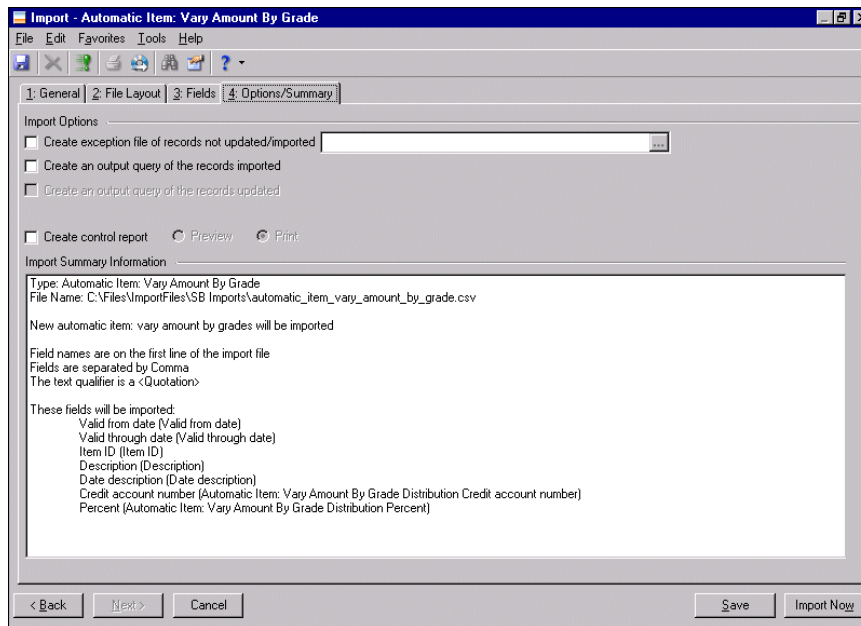
If you mark **Field names are in a separate file**, enter the path of the file which contains the field names or click the ellipsis to browse to the file.

Warning: When you add fields on the Fields tab, be sure you also add conditionally required fields. For example, if you add **Attribute Type** on the Fields tab, you must add **Attribute Description** because it is now required. For more information about required fields, see “Required Fields” on page 12.

13. Click **Next**. The Fields tab appears. On the Fields tab, you match data in the import file with **Financial Edge** record fields. For more information about mapping fields, see “Mapping Fields on the Fields Tab” on page 28.



14. When you have finished setting all fields, click **Next**. The Options/Summary tab appears.



15. In the **Import Options** frame, mark **Create exception file of records not updated/imported** to create a file of all fields that do not import successfully.

Tip: You can set a default file path on the File Locations tab of **Options**. For more information, see the Options chapter of the *Program Basics Guide*.

In the field to the right, enter the path where you want the file saved, or click the ellipsis to browse to the file.

16. Mark **Create an output query of the records imported** to save a query of imported records.
17. Mark **Create control report** to view or print a report listing the import results, criteria, field mappings, and exceptions.

Warning: If business rules are set for the program to ask before creating an item, those items will not be created while importing records. If you want to import them, you must change the business rule before importing.

If you create a control report, mark **Preview** to view the report on your screen or mark **Print** to print the report.

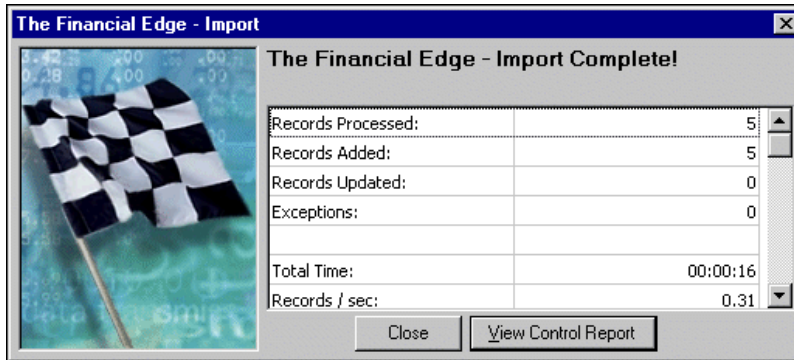
18. Review information in the **Import Summary Information** frame. If you are satisfied with the set parameters, click **Import Now**.
19. The program asks if you want to save changes. To save, click **Yes**. If this is the first time you have saved the import record, the Save Import As screen appears.

Note: You can use the parameters from saved import records for future imports in which you want to use the same or similar parameters.

20. In the **Name** field, enter a name for the import. In the **Description** field, enter a description for the import. Mark the checkboxes to allow other users to run or modify the import. Click **Save**.
21. If you marked **Create an output query of the records imported** on the Options/Summary tab, the Save Query As screen appears. Enter a name and description of the query and click **Save**.

22. Once the program begins processing the import, a progress bar appears. If you click **Cancel**, the Cancel Import screen appears. On this screen, you can view a control report, resume the import, or exit the import. If you click **Exit Import**, the import creation process stops, and any data imported up to the point of cancellation is in the database. If you click **View control report**, the control report appears. When you close it, you can resume or exit the import again.

When the import is finished, a completion screen appears. This screen shows the import statistics including the number of records processed, records added, records updated, and exceptions.



23. If you selected to preview the control report on the Options/Summary tab, click **Close** on the completion screen and the report automatically opens.
24. If you did not select to print or preview the control report, you can see import results by clicking **View Control Report** on the Import screen. When you finish viewing the report, close the report to return to the import record.

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