User Reference

Import Utilities v10x

By CMiC



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User Reference Guide - Version: CMiC Open Enterprise v10x

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Standard Import Functions

Overview – Standard Import Functions

port Selections		User Extensions
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	Import ASCII File	User Extension 2
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	Print Exceptions Report	User Extension 4
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		User Extension 7
	Edit Imp. Transactions	More Extensions
	Build GL Transaction Batch	Related Screens
	Delete Imp. Transactions	Related Screen 1
		Related Screen 2
	Erase ASCII File	Related Screen 3
		Related Screen 4
		Related Screen 5
Press button to select the	action	Related Screen 6
Adjustment Year	Period	Related Screen 7
		More Related

Sample of Standard Import Screen

CMiC provides import utilities as a way of bringing crucial data into CMiC Software from 3rd party systems. Each of the utilities reads an ASCII file provided in a pre-defined format. It is imperative that the ASCII file be created in the format specified in this document.

In General the import utilities are designed as single user functions, and therefore should have very limited security access.

All of the import programs in the different modules are almost identical in format and usage. Each Utility has a series of functions available from buttons on the main screen. The buttons are in the order in which the importing function should be completed. All the buttons perform the same function in each utility – they just validate and import into different CMiC tables.

Standard Import Buttons

Import ASCII File

Activates the Import Routines.

Print Exceptions Report

Runs the Validation Process against imported data and prints an exception report.

Edit Imported Transactions

Opens a screen where the user can update, delete or sometimes add records.

Build Transactions

This button name will change according to the import but the function is to bring the imported data into the required CMiC transaction tables and remove the records from the import tables.

Delete Transactions

This will delete imported transactions.

Delete ASCII File

This function will remove the ASCII file from the Local or Network drive.

Import ASCII File



Sample of ASCII Import Screen

After selecting the [**Import ASCII File**] button from any of the utilities the following (or similar) window will appear.

Using the [**Browse**] button select the location and file to import. When done, press the [**Import**] button to begin the process.

If the import routine was not able to complete successfully an error message indicating that an error was found will display, then the system will continue to try to import any other records within the ASCII file. Once the complete ASCII file has been read, a message indicating the count of how many records were read and how many were imported successfully will show. If there were any errors the system will ask if the error log should be printed.

Print Exceptions Report

This step runs the validation routine against all the imported records. Once complete, if there were any validation errors the report will list the invalid record and the error. If the validation passes the system will automatically return to the main screen with the 'Build GL Transaction Batch' option available.

Delete Imported Data

This option allows for the mass delete of all the imported records. This is a useful option if the data imported is completely incorrect, or the wrong ASCII file was imported. This option does not need to be run as part of the normal processing procedure. The system will display a message saying how many rows will be deleted and ask for confirmation before actually deleting the records.

Erase ASCII File

Action Edit Block Eield Record Query Utility Help Window 電 編 🖩 🕸 🔯 🏹 🏷 追 碑 👳 🛨 🕸 🖻 🍪 🖄 + 🕇 🔹 🕨 🖡	a ⊳ V ? ⊒ ⊡ 3
🧝 General Ledger - T 🙀 General Ledger - TESTV10X 🛛 Erase Ascii File	
Import Selections	User Extensions +
File Name	User Extension1
Browse	User Extension2
	User Extension3
Enter the ASCII filename with its full path (eg. C:\CMIC\BATCH.TXT)	User Extension4
that you wish to erase and then press the <erase> button. To</erase>	User Extension5
return to the previous screen press <close></close>	User Extension6
	User Extension7
	More Extensions
Eraşe Close	Related Screens + Related Screen 1 Related Screen 2 Related Screen 3 Related Screen 4 Related Screen 5 Related Screen 6
Adjustment Year Period	Related Screen 7
	More Related
Enter The Name Of The Data File To Be Deleted. Press <enter> To Change Path.</enter>	
Record: 1/1 <0SC>	

This option will remove the import file (ASCII file) from the system. This step does not need to be run as part of the normal processing procedure.

Use the [**Browse**] button to select the file to be erased. When done use the [**Erase**] button to start the removal process.

Creating the ASCII File

There are certain rules that must be adhered to when creating any ASCII file for importing into CMiC using these utilities:

- The order of the ASCII file data record must match the object.CTL file.
- All columns in the object.CTL file must be accounted for in the ASCII file even if there is no valid data for the column.
- Numeric data must not be formatted with \$ or commas
- Dates must be in the same format as defined in the object.CTL

GL Foreign Batch

This utility allows users to create un-posted GL Transactions in the CMiC Software Enterprise System via an ASCII File import of data from another system. This import utility is found on the Utility menu of General Ledger.

When importing GL transactions CMiC recommends that wherever possible limit the import file to a single company. If there must be 2 or more companies within the import file DO NOT import the 'Inter-Company' transactions as the system will automatically generate these when the imported transaction batch is posted.

Edit Imported Transactions

Action Edit Block Field Record Query Utility Help Window	5
	र्ष गोन्द्राच्या
Ma Ma General Ledger - IESTVIUX Edit Imported Transaction	
Line Number Qalid	+1
Post Date 12/SEP/2008	ΡI
Journal Code GJ	
Accrual Code N	
Company Code RV	
Department Code 00	
Account Code 1000.100	
Amount 234.56 Debit Amount 234.56 Credit Amount	
Units	
VM Code NA	
Source Code GL TR DB LINE	+
Source Desc Positive Amount	
Reference Code Test1	
Reference Desc GL Import Test	
Reference Date 12/SEP/2008 Originating Module	
TAV Code1 TAV Code3 Yalidate Record	
TAV Code2 TAV Code4 More errors	
Error The company code does not exist on the table, COMPANY. Glose	
Record: 1/? <	

This function should be used to update or delete imported records. It is also possible to add transactions within this screen. The system will allow a batch to be brought into the GL without being in balance – but it will not be allowed to post.

[Validate Record] – Button

This button will run the validation process on the current record. Once you have updated a record and saved the changes this button should be utilized to verify that the changes made are valid.

[More Errors] - Button

This button will be active if there is more than one reason why the record is not valid. When used, the system will display another window showing all the errors associated with the record.

Action Edit Block Eield Record Query	Utility Help Window	
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🙀 🧖 General Ledger - TESTV10X 🔹 Edit	Imported Transaction	
Line Number	☐ <u>V</u> alid	
Post Date 12/SEP/2008		Ρ
Journal Code GJ	Error List	
Accrual Code N		
Company Code RVA	Find The %	
Department Code 00	Error text	
Account Code 1000.100	The company code does not exist on the table, COMPAN	
Amount	The department code does not exist on the table, DEPT. Int	
Units	The account code does not exist on the table, ACCOUN	
WM Code NA		
Source Code GL TR DB LINE		۴U I
Source Desc Positive Amount		
Reference Code Test1		
Reference Desc GL Import Test		
Reference Date 12/SEP/2008		
TAV Code1	Find OK Cancel	
TAV Code2	<u>More errors</u>	
Error The company code	does not exist on the table, COMPANY. <u>Close</u>	
Choices in list: 3		<u> </u>
Record: 1/?	<0SC>	

Record

This is an internal record number field and not enterable by the user.

Valid - Checkbox

This field indicates if the record is valid or not. Checked is valid. This is not an enterable field

Build GL Transaction Batch

This button is only active when all imported transaction have been verified as valid. When this button is utilized system will automatically create a GL Transaction Batch with the description 'Foreign Batch from flat file' and move the transactions from the import table into the un-posted transactions table.

Forms				×
⚠	Press <yes> to year 2003, perio batch, press <c< th=""><th>i create Year-En od 13, press <n Cancel> to stop</n </th><th>id Adjustments lo> to create reg operation.</th><th>Batch for gular GL</th></c<></yes>	i create Year-En od 13, press <n Cancel> to stop</n 	id Adjustments lo> to create reg operation.	Batch for gular GL
	Yes	No	<u>C</u> ancel	

Depending on the option of having an Adjustment Period, as well as the dates specified in the Import transactions, the user has the option to create regular transactions in Period 12 by clicking [**No**], or Year-End Adjustment transactions in Period 13 by clicking [**Yes**]. The [**Cancel**] option will return the user to the Import Screen and not create any batch.

A Window will appear showing the Batch Number created and the number of transactions transferred.



This batch can now be viewed, edited and posted via the standard GL Routines if created for the regular period, or via the Adjustment Transactions option if created for the Adjusting Year End Period.

GL Import ASCII File Layout Control File = FBHLOAD.ctl

Column Name	Screen Prompt	Description	Requi red	Туре	Lengt h
FBH_GL_POST_DATE DATE "YYMMDD"	Post Date	This is the date of Posting – The date the GL is affected by this transaction	Yes	Date	
FBH_GL_JOUR_CODE	Journal Code	The originating ledger code for this transaction. This must be a valid CMiC Journal Code.	Yes	Char	2
FBH_GL_ACCRUAL_CO DE	Accrual Code	A 'Y' in this field indicates that this transaction is to be reversed at a later date with the CMiC General Ledger application. For most transaction imports this should be set to 'N'	Yes	Char	1 Only Y/N are valid values
FBH_GL_COMP_CODE	Company Code	The code representing the company this transaction belongs to. This must be a valid CMiC Company code.	Yes	Char	8
FBH_GL_DEPT_CODE	Department Code	The department code this transaction belongs to. This must be a valid CMiC Department code for the company in the previous field.	Yes	Char	6
FBH_GL_ACC_CODE	Account Code	The account this transaction is affecting. This must be a valid CMiC (Low Level) Account code.	Yes	Char	16
FBH_GL_AMT	Amount	The Transaction Amount	Yes	Num	18,2
FBH_GL_DEBIT_AMT	Debit Amount	The amount can be either a debit or a credit but not both. If left blank the system will populate this field according to the sign on the amount field.	No	Num	18,2
FBH_GL_CREDIT_AMT	Credit Amount	The amount can be either a debit or a credit but not both. If left blank the system will populate this field according to the sign on the amount field.	No	Num	18,2
FBH_GL_UNIT	Units	This is the Qty of the transaction. This is only applicable if units are being tracked in the GL.	No	Num	16,8

Column Name	Screen Prompt	Description	Requi red	Туре	Lengt h
FBH_GL_WM_CODE	Weight/Mea sure Code (WM Code)	Weight measure code of the transaction. In most cases this will be 'NA' not applicable or some other WM code indicating not applicable. If Units are being tracked in the GL then this is the WM code associated with the units.	Yes	Char	2
FBH_GL_SRC_CODE	Source Code	This is the source code of the document that triggered this transaction	No	Char	16
FBH_GL_SRC_DESC	Source Description	This is the description of the source document that triggered this transaction	No	Char	30
FBH_GL_REF_CODE,	Reference Code	This is the associated Vendor, Customer, Employee, Pay Run code associated with this transaction	No	Char	16
FBH_GL_REF_DATE DATE "YYMMDD"	Reference Date	This is the date of the transactions.	Yes	Date	
FBH_GL_REF_DESC	Reference Description	This is the name of the associated Vendor, Employee, Customer, Pay Run entered in the Reference Code field.	No	Char	60
FBH_GL_TAV_CODE1	TAV1 Code	Transaction Allocation Code Value for TAC # 1 – Only applicable if TAC's are being utilized.	No	Char	10
FBH_GL_TAV_CODE2	TAV2 Code	Transaction Allocation Code Value for TAC # 2 – Only applicable if TAC's are being utilized.	No	Char	10
FBH_GL_TAV_CODE3	TAV3 Code	Transaction Allocation Code Value for TAC # 3 – Only applicable if TAC's are being utilized.	No	Char	10
FBH_GL_TAV_CODE4	TAV4 code	Transaction Allocation Code Value for TAC # 4– Only applicable if TAC's are being utilized.	No	Char	10

Inventory Issue Transactions

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Error							
Validate All Records						1	1
				Re-\	⊿alidate <u>M</u> ore er	rors Print errors	Close
Record: 1/1	List of Valu	<08	iC>				

Inventory Issues Import ASCII File Layout Control File = CITRNIMPctI

Column Name	Screen Prompt	Description	Requir ed	Туре	Len gth
C_06	Comp	Inventory company issuing the item. This must be a valid CMiC Company Code	Yes	Char	8
C_07	Item Code	Item Code issued. This must be a valid item for the Inventory company	Yes	Char	16
C_08	Item Type	Valid Item Type Code. This must be a valid type for the item/company.	Yes	Char	2
C_09	WM Code	WM code for the item being issued. This must be a valid WM code for the item	Yes	Char	2
C_10	Location of Issue	Location issued from. This must be a valid warehouse/bin location with enough stock on hand of the item.	Yes	Char	7
C_11	Transaction Date	Actual date of the issue in format of DDMMYY	Yes	Date	
C_12	Transaction Quantity	Quantity issued in WM code previously declared	Yes	Num	16,8
C_13	Distribution Type	Type of distribution G- General Ledger, ,J – Job Cost, ,E - Equipment	Yes	Char	1

Column Name	Screen Prompt	Description	Requir ed	Туре	Len gth
C_14	Destination Company	Issued To company code. This must be a valid CMiC Company Code	Yes	Char	2
C_15	Department/ Job/ Equipment	If Distribution type is G this is a Department Code. If Distribution Type is J this is a Job code and if E this is an Equipment Code	Yes	Char	10
C_16	Account/ Phase/ Eqp. Category	If Distribution type is G this is an Account Code. If Distribution Type is J this is a Job Phase code and if E this is an Equipment Category Code	Yes	Char	16
C_17	Blank String/ Category/ Tran Code	If Distribution type is G this field left is null. If Distribution Type is J this is a Job Category and if E this is an Equipment Transaction Code	Y/N	Char	4
C_18	Transaction Description	Free form description of the transaction	No	Char	50

Equipment Timesheet Import

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🧱 Equipment Cost	ing - TE	STV10X Edit						
Valid Warn Record	Comp	Egipment	Tran Code	Date	Comp	Job	Phase	Category
	RV	BENZ1	1006	09/DEC/2012	RV	RV-MAIN1	010160	1000
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Error EMTR_CC	MP_COD	E:Company RV is not o	on file					
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				Re-⊻alidate	;	More errors	Clos	e
Record Number								
Record: 1/1]		<0SC>				

Check Equipment Location Timing check box

Validate equipment prints not only a list of record with errors but also can be used as an edit list before actually creating the transactions if the user selects the option 'All Records' or 'Valid Records'.

ASCII File Layout – Equipment Timesheet Import

Control File = EMTRAIMPctl

Column Name	Screen Prompt	Description	Requir ed	Туре	Len gth
EMTR_COMP_CODE	Comp	The Company Code the piece of equipment belongs to. This must be a valid CMiC company code	Yes	Char	8
EMTR_EQP_CODE	Equipment	Equipment Code. This must be a valid equipment code for the company.	Yes	Char	10
EMTR_TRANCODE_CODE	Tran Code	Equipment Transaction Code. This must be a valid transaction code for the company/equipment combination.	Yes	Char	4
EMTR_REF_DATE 'DD-MON-YYYY'	Date	The equipment timesheet date	Yes	Date	
EMTR_SRC_COMP_CODE	Comp	The company code where the piece of equipment worked. This must be a valid CMiC Company	Yes	Char	8
EMTR_JOB_CODE	Job	The job code where the piece of equipment worked. This must be a valid job in the previous company field.	Yes	Char	10
EMTR_PHS_CODE	Phase	The phase on the job the piece of equipment worked. This must be a valid phase for the company/job combination.	Yes	Char	16
EMTR_CAT_CODE	Category	The job cost category to be charged for the equipment. This must be a valid category for the company/job/phase combination.	Yes	Char	16
EMTR_QTY	WM	The number of Hours the piece of equipment worked.	Yes	Num	16,8
EMTR_UM_CODE	Quantity	WM code of the units. Usually HR. This must be a valid WM Code	Yes	Char	2
EMTR_RATE	Rate	Charge Rate – If left blank the system will retrieve the cost rate from the Equipment Rate Tables.	No	Num	16,8
EMTR_DESC	Description	Description of the transaction	No	Char	80
EMTR_EQP_QTY	Number	Equipment Quantity. Enter the quantity in numbers if this is a Bulk Equipment. Otherwise leave blank or optionally enter 1 for regular equipment	No	Num	16,8

Column Name	Screen Prompt	Description	Requir ed	Туре	Len gth
EMTR_CREW_FOREMAN_CODE	Crew Foreman		No	Char	16

Time Entry Import from Oracle

The Time Entry Import from Oracle table is a new utility added to the Equipment Costing Module. If the user is maintaining the Equipment Time Entry details in another application, they may use their own utility to insert data in to the new CMiC database table EMTXNIMP, which is the holding table for the Time Entry Details. From this point forward, the new utility 'Time Entry Import from Oracle' will be used to Validate and Edit Time Entry details and then build an Equipment Time Entry Batch for further editing, edit listing and posting.

The following Screen Images show the steps involved in the import process. The utility is located at EC > Utilities > Time Entry Import from Oracle.

Action Edit Block Eield Record Query Utility Help Window	
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🙀 Equipment Costing - TESTV10X 🔰 Equipment Transaction Import	
Import	User Extensions +
	User Extension 1
	User Extension 2
	User Extension 3
Commonu 77 CMiC 77 Construction Commony	User Extension 4
	User Extension 5
	User Extension 6
⊻alidate Equipment	User Extension 7
	More Extensions
Egit Equipment	
	Related Screens +
Build Time Entry from Import	Related Screen 1
Delete Equipment Import	Related Screen 2
	Related Screen 3
	Related Screen 4
Press button to select the action	Related Screen 5
	Related Screen 6
	Related Screen 7
	More Related
Enter Company Code	
Record: 1/1List of Valu <osc></osc>	



The [Validate Equipment] button, when pressed, checks for the validity of the following items and returns an appropriate message as "Validated with Errors" or "All Records Validated without Errors".

- Company Code
- Equipment Code
- Equipment Rates are defined or not
- Job Company Code

- Inter Company Setup between Equipment Company and Job Company
- Job Code
- Whether the Job allows transactions or not
- Phase Code
- Category Code
- Revenue Transaction Code for the company and equipment

The following screen image shows the validation with errors:

Action Edit Block Field Record Query Utility Help Window 晒 蛹 〓 빠 伽 � ᢇ � ங 詞 誤 曼 ± ④ № 暗 過 》 + ↑ • • • 4 ● ♥ 爾Equipment Costing - PTF2006 Equipment Transaction Import	`? ₽ ₫% _□×
Import	User Extensions +
	User Extension1
	User Extension2
	User Extension3
Company RC RC-Construction Co	User Extension4
	User Extension5
	User Extension6
⊻alida Forms	User Extension7
Edit Suid Time	Related Screens +
	Related Screen 2
Delete Equipment Import	Related Screen 3
	Related Screen 4
Validating Imported Data	Related Screen 5
	Related Screen 6
	Related Screen 7
	More Related

When the [**Edit Equipment**] button is pressed, the following screen opens giving the details of the record in the holding table. The following image shows the validation with errors and the details of the invalid items are listed in the Error Box at the bottom of the screen. Also, note that, the valid column at the left still reads 'E' as the first record is invalid. Whereas the second record has valid data and has been marked 'V'.

Action	ction Edit Block Field Record Query Utility Help Window											
∼⊇ ≋∎ Võg Edit			- •	-EI #4 #X -	<u> </u>				•		-	
Valid	Comp	Equipment	Tran Code	Date	Comp	Job	Phase	Category	/VM	Quantity	· Eqp Quantity	
E	AA	RC-DESIL1	6000	04-JAN-2008	RC	RC-AMIGAS	01-100	4000	HR	25.00) 1	_
V	RC	RC-DESIL1	6000	04-JAN-2008	RC	RC-AMIGAS	01-100	4000	HR	25.00	1	
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-	EMI	_COMP_C	ODE: No Inf	er-Company Cleari	ng Acc	ount from AA f	to RC					
	EMI	_EQP_CODE: Ed	quipment R	C-DESIL1 not found	on Cor	mpany AA on d	ate 04-JAN-2008					
	EMI_TRANCODE_CODE: Transaction Code 6000 has not yet been assigned to Equipment RC-DESIL1 and Category ALL											
	Re- <u>V</u> alidateClose											
Enter A1	ter A Valid Company Code Or Select From List Of Values											
Record:	ord: 1/2 List of Valu <											

User may press the [**Re-Validate**] button after making necessary changes. The following screen image shows the validation without any errors.

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E	Error											
								Re-⊻	alidate		Close	

The [**Build Time Entry from Import**] button, when pressed, imports the Time entry records into the CMiC Equipment Time Entry Batch with the batch name including the current date.

Action Edit Block Eield Record Query Utility Help Window ☜ 蛹 🖬 🕪 🛈 🔨 ⁻й 🌾 🗈 🛤 🔯 ± 3.2 📽 🖻 🍪 🖾 + ◀ ▶ ∔ ∢ ▶ 🤻	"? 🗗 🗗 🖓
🙀 Equipment Costing - PTF2006 Equipment Transaction Import	
Import	User Extensions +
	User Extension1
	User Extension2
	User Extension3
Commony RC RC-Construction Co	User Extension4
	User Extension5
	User Extension6
⊻alidate Equipment	User Extension7
	More Extensions
Edit Equipment	
	Related Screens +
Build Time Entry from Import	Related Screen 1
Delete Equipment Import	Related Screen 2
	Related Screen 3
	Related Screen 4
Import Completed Successfully. Created Batch 4761 with 2 record(s)	Related Screen 5
	Related Screen 6
	Related Screen 7
	More Related
Enter Company Code	
Record: 1/1 List of Valu <osc></osc>	

The Imported batch is now available for regular Equipment Time Entry Form for further editing, if necessary, and the edit listing and eventually for posting. The [Delete Equipment Import] button, when pressed, deletes all the data from the holding table EMTXNIMP. However, this button will be enabled only when all the records are validated and imported. If there are any records which are invalid, this button will remain disabled.

Name	Null?	Туре	Remarks
EMI_REC_STATUS	Not Null	Varchar2(1)	Default "E" i.e. Invalid
EMI_COMP_CODE	Not Null	Varchar2(8)	Equipment Company
EMI_EQP_CODE	Not Null	Varchar2(10)	Equipment Code
EMI_TRANCODE_CODE	Not Null	Varchar2(4)	Revenue Transaction Code
EMI_REF_DATE	Not Null	Date	Transaction Date
EMI_SRC_COMP_CODE	Not Null	Varchar2(8)	Job Company Code
EMI_JOB_CODE	Not Null	Varchar2(10)	Job Code
EMI_PHS_CODE	Not Null	Varchar2(16)	Phase Code

Structure of the new table DA.EMTXNIMP:

EMI_CAT_CODE	Not Null	Varchar2(16)	Job Cost Category
EMI_QTY	Not Null	Number(16,8)	Number of Hours/Days/Weeks/Months
EMI_UM_CODE	Not Null	Varchar2(2)	Unit of Measure as in control set up
EMI_EQP_QTY	Null	Number	Equipment Quantity (Enter '1' for Non- Bulk)
EMI_DESC	Null	Varchar2(80)	Remarks
EMI_ERROR_TEXT	Null	Varchar2(4000)	Errors occurred during validation, if any

GE Fleet Interface

Purpose of Interface

This interface allows the importation of records from the GE Fleet application into the CMiC environment.

Input Files

The import program is expecting two files for each import, one for **combined data** and the other is for the **fuel data**.

Combined data contains both invoice header and detail information. This information belongs to several equipment and invoices.

Fuel data belongs to equipment where there is no invoice information in this file. The only link between combined data and fuel data is the equipment code. For each equipment in the fuel file a single record is expected in the combined file for the same equipment with Bill Category = "FUEL". If this line does not exist then fuel data will not be considered.

Setup

All needed setup is done in the mapping screen.

The default company and vendor codes must be entered before any import activity.

Each GE Fleet Billing Category must be mapped to a valid CMiC Equipment Category and CMiC Transaction Code. If CMiC Transaction code is "*" the system will try to match Fuel Product type. This will be used when fuel data is expected for the header equipment.

Each GE Fleet Fuel Product Type must be mapped to a valid CMiC Transaction Code; only the Fuel data file contains the Fuel Product Type information.

Import Process

The user needs to import both files: combined and fuel data.

The user can validate and edit the imported data to fix the reported errors while importing.

After validating the imported data the user can create a Accounts Payable invoices for payment to GE Fleet. This will be done for valid records only.

The import data used to create invoices will be cleared after a successful creation of related invoices.

A process log will be produced showing a summary of the total number of records, total number passed, total number in warning and total number in error. The log will contain record detail for each transaction that is in error or warning as well as clearly identify what the warning or error is.

Files specification

The system is expecting two files for each import (**Control files: EMGEINVDET.CTL, EMGEINVOICE.CTL**)

Combined data

For the Import process, we only care about the following highlighted columns, which are prefixed by **EMGI**; all other columns are ignored. Also, data is expected to be in the following order:

HINT_COMBINED_BILLING	FLEET_CODE	LEVEL_2
LEVEL_3	LEVEL_4	LEVEL_5
LEVEL_6	BILL_TYPE	ASSIGNED_LAST_NAME
ASSIGNED_FIRST_NAME	EMGI_EQP_CODE	EMGI_BILL_CAT_CODE
EMGI_VIN_CODE	CLIENT_PO_NUMBER	EMGI_CLIENT_REF
BILLING_PERIOD_MONTH	EMGI_INVOICE_CODE	EMGI_INVOICE_DATE_CHAR
SERVICES_EXPENSE_CATEGORY	EMGI_DUE_DATE_CHAR	BILLING_PERIOD_YEAR
BILLING_PERIOD_QUARTER	AMORT_TERM	ASSET_TYPE
CLASS_CODE	CLIENT_UNIT	CORP_CODE
CONTRACT_TYPE	COST_UNIT_OF_MEASURE	DELIVERY_DATE
DIRECT_INQUIRIES_TO_1	DIRECT_INQUIRIES_TO_2	GE_INVOICE_LEVEL
FLEET_NAME	LOG_NUMBER	LICENSE_PLATE_NUMBER
MONTHS_IN_SERVICE	UNIT_STATUS_GROUP	UPFIT
INITIALLY_BILLED_SWITCH	LEVEL_2_NAME	LEVEL_3_NAME
LEVEL_4_NAME	LEVEL_5_NAME	LEVEL_6_NAME
LICENSE_CITY	LICENSE_COUNTY	LICENSE_STATE_PROVINCE
GE_ON_ROAD_DATE	PHONE_NUMBER_1	PHONE_NUMBER_2
REMITTANCE_ADDRESS	SOLD_DATE	SUBCONTRACT
UNIT_FIELD_01_VALUE	UNIT_FIELD_02_VALUE	UNIT_FIELD_03_VALUE
UNIT_FIELD_04_VALUE	UNIT_FIELD_05_VALUE	UNIT_FIELD_06_VALUE
UNIT_FIELD_07_VALUE	UNIT_FIELD_08_VALUE	UNIT_FIELD_09_VALUE
UNIT_FIELD_10_VALUE	UNIT_FIELD_11_VALUE	UNIT_FIELD_12_VALUE
UNIT_FIELD_13_VALUE	UNIT_FIELD_14_VALUE	UNIT_FIELD_01_LABEL
UNIT_FIELD_02_LABEL	UNIT_FIELD_03_LABEL	UNIT_FIELD_04_LABEL
UNIT_FIELD_05_LABEL	UNIT_FIELD_06_LABEL	UNIT_FIELD_07_LABEL
UNIT_FIELD_08_LABEL	UNIT_FIELD_09_LABEL	UNIT_FIELD_10_LABEL
UNIT_FIELD_11_LABEL	UNIT_FIELD_12_LABEL	UNIT_FIELD_13_LABEL
UNIT_FIELD_14_LABEL	BILLING_PERIOD_MONTH_ID	BILLING_PERIOD_QUARTER_ID
EMGI_BILL_AMT	BOOK_VALUE	CAP_COST
MAKE	MODEL	MODEL_YEAR
GE UNIT DEPT COMBINED		

Fuel data

For the Import process, we only care about the following highlighted columns, which are prefixed by **EMGID**, all other columns are ignored. Also, data is expected to be in the following order:

BILLING_PERIOD_MONTH	BILLING_PERIOD_QUARTER	BILLING_PERIOD_YEAR
FUEL_LAST_NAME	EMGID_GROSS_AMT	FUEL_FIRST_NAME
EMGID_PROD_CODE	EMGID_EQP_CODE	ASSET_TYPE
LEVEL_2	LEVEL_2_NAME	FUEL_NEGOTIATED_DISCOUN
LEVEL_3	LEVEL_3_NAME	LEVEL_4
LEVEL_4_NAME	LEVEL_5	LEVEL_5_NAME
LEVEL_6	LEVEL_6_NAME	NUMBER_OF_TRANSACTIONS
PURCHASE_CITY	PURCHASE_STATE_PROVINCE	FUEL_TRANSACTION_CATEG
EMGID_QTY	CLASS_CODE	CLIENT_REFERENCE
CLIENT_UNIT	DLN	CONTRACT_TYPE
SERVICES_CHARGE_AMOUNT	CUSTOMER_DISCOUNT_AMOUNT	FLEET_NAME
TAX_EXEMPT_AMOUNT	EMGID_VENDOR_ADD	FUEL_SUPPLIER_TIER_1
GE_ON_ROAD_DATE	LICENSE_PLATE_NUMBER	LOG_NUMBER
MAJOR_CODE	MAJOR_REPAIR	MINOR_CODE
MINOR_REPAIR	MAKE	FUEL_MIDDLE_INITIAL
MODEL	MODEL_YEAR	ORIGINAL_ON_ROAD_DATE
QUANTITY_UNIT_OF_MEASURE	SOLD_DATE	SUBCONTRACT
TRANSACTION_TIME_US_CUST	UNIT_STATUS_GROUP	UPFIT
EMGID_VIN	CLIENT_PO_NUMBER	COST_UNIT_OF_MEASURE
LICENSE_STATE_PROVINCE	UNIT_FIELD_01_VALUE	UNIT_FIELD_02_VALUE
UNIT_FIELD_03_VALUE	UNIT_FIELD_04_VALUE	UNIT_FIELD_05_VALUE
UNIT_FIELD_06_VALUE	UNIT_FIELD_07_VALUE	UNIT_FIELD_08_VALUE
UNIT_FIELD_09_VALUE	UNIT_FIELD_10_VALUE	UNIT_FIELD_11_VALUE
UNIT_FIELD_12_VALUE	UNIT_FIELD_13_VALUE	UNIT_FIELD_14_VALUE
UNIT_FIELD_01_LABEL	UNIT_FIELD_02_LABEL	UNIT_FIELD_03_LABEL
UNIT_FIELD_04_LABEL	UNIT_FIELD_05_LABEL	UNIT_FIELD_06_LABEL
UNIT_FIELD_07_LABEL	UNIT_FIELD_08_LABEL	UNIT_FIELD_09_LABEL
UNIT_FIELD_10_LABEL	UNIT_FIELD_11_LABEL	UNIT_FIELD_12_LABEL
UNIT_FIELD_13_LABEL	UNIT_FIELD_14_LABEL	CURRENT_ODOMETER_READ
COUNT_OF_DAILY_FUEL_TRANS	CORP_CODE	NET_AMOUNT
FUEL_DATA_SOURCE	EMGID_TRANS_DATE_CHAR	TRANSACTION_TYPE
SUPPLIER_INVOICE_NUMBER	SUPPLIER_INVOICE_ODOMETER	AUTHORIZATION
CURRENT_ODOMETER_READING_DATE	LICENSE_CITY	LICENSE_COUNTY
OFF_ROAD_DATE	DAY_OF_WEEK	FLEET_CODE
BILLING_PERIOD_QUARTER_ID	BILLING_PERIOD_MONTH_ID	EMGID_VENDOR_CODE
MILES PER GALLON US CUST		

Validations

- Company Code: is fixed in the mapping screen. Imported records will be defaulted by this value.
- Vendor Code: is fixed in the mapping screen. Imported records will be defaulted by this value.
- Equipment number:
 - The system will try to match AI equipment number with a valid equipment number in CMiC. When it fails then it will try to match it using VIN number.
 - Equipment must be active.
 - Equipment must exist on the company at the invoice date.
- GE Billing Category: Must have an entry in the mapping screen in order to derive equipment category and transaction code for the imported transaction.
- Equipment category and Transaction Code must be valid for the equipment as well. Otherwise an error will be generated.
- Invoice Code:
 - o Must not exist for the same vendor otherwise an error will be generated.
 - If the same invoice code exists for *another vendor* then a warning will be generated.
- Master-less records:

These are records in the fuel file with no related record in the header file. For each record in the details file only one record must exist for the same equipment with "FUEL" Bill Category in header file.

• Duplicate Header Record:

Equipment in the header record is not allowed to have more than one record with bill category of "FUEL".

• Balances:

The dollar amount of the header line of a specific equipment where bill category is "FUEL" must match the dollar amount sum of all records for this equipment in details.

Invoice Creation

When all records belonging to a specific invoice code are VALID then an accounts payable invoice will be generated for that invoice code when the user presses the **[Create Invoices]** button, also the related imported data will be deleted from the temporary table at that time.

For each successful creation of these invoices a new Voucher batch will be created automatically, the batch description will be "Auto Batch - GE Fleet Import"

These created invoices can be edited using the Enter Voucher screen.

Screens



A new menu item (GE Fleet Interface) and a new sub menu has been added to Equipment Costing menu.

GE Fleet Mapping

Action Edit Block Field Record	Query Utility Help	Window	D. 1.4			
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🙀 Equipment Costing -	GE Fleet Mapping					_ 🗆 🗵
Import Into Company / Vendor						User Extensions +
Company ZZ ZZ CONSTRUCTI	ION COM					User Extension1
Vendor ZZ-VMT Val-Mar	rt Stores Inc					User Extension2
GE Billing Category Mapping						User Extension3
CMIC E	quipment	с	MiC Transaction			User Extension4
GE Billing Category Catego	ny Name	C C	Code I	Name		User Extension5
DIESEL HYDR/	AULI Hydraulic Syst	tem 1	01	Fuel	<u> </u>	User Extension6
FUEL HYDR/	AULI Hydraulic Syst	tem *		Use Fuel Product Type	e Mappi	Liser Extension7
MAINTENANCE/NATIONAL ACC	CE Service	1	06	106		More Extensions
MTCMGT FEES - LB SERVI	CE Service	1	00	Parts		MOLO EXIGNOIDO
RENTAL - LB SERVI	CE Service	1	03	Labor	•	
						Related Screens +
GE Fuel Product Type Mapping						Related Screen 1
GE Fuel Prodduct CMIC 1	Transaction					Related Screen 2
Type Code	Name					Related Screen 3
	ruei				—1 ⁻¹	Related Screen 4
	Labor					Related Screen 5
SOP UNLEADED 101	ruei					Related Screen 6
						Related Screen 7
					<u> </u>	Mara Dalatad
						more related
1						

This screen is used to map the following:

a) GE Fleet Billing Categories to CMiC Equipment Category and Transaction Code

This information is used to process the combined file data, and it is necessary to construct the Equipment Category and Transaction Code of transactions in the file.

b) GE Fuel Product Type to CMiC Transaction Code

This information is used to process the data in the Fuel file, and it is necessary to construct the Transaction Code of transactions in the file; Equipment Category will be constructed from the header file.

GE Fleet Import

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🧿 Equipr	ment Costing -	G	E Fleet Impo	rt												
GE Flee	t Import															_
	Impor	t File														
Select	Import Date	User	Status	Total Lines	Valid	Warning Count	Error	File Name								
	27-02-2009	JAMIL	ERROR	6523	0	0	6523	C:1Cm3212	006\08.2	9853\	2comb	ined_dat	ta.txt			
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	⊻alidate Impo	orted Data	Egit Imported	Data		Create (n	voices	Q	elete Imp	oorted	Data		Eraş	e Import	File]

The user can import, edit and then create GE Fleet invoices from this screen. Invoices will be generated only for valid records. The user can re-validate imported data after any changes. List of values is available for some fields to help the user to enter valid values quickly. The system privilege "**GEIMPUSRIV**" will enable the user to see and edit other users' invoices. Its description is "EM: Allows the user to see and edit the imported GE Fleet data by other users".

Acti	on Edit] 📬 🔚	Block Eield E	Record Query Uti	lity Help	Window 迭 😼 🗎) 🕹 🖄 -	+ + +	⊦ +	≪ ⊳	₩??⊡	ē 48
1	Equipme	nt Costing -	Edit Impo	rted Data							
Im	ported In	voices	<< Previous I	Error	Next Error	>>		🔽 Valid D	ata	Varnings	Errors
	Error	Equipment Code	Vin#	Bill Categor	у	Bill Amount	Client Referen	ce GE In	voice	GE Invoice Date	GE Due Date
-	ERROR	1007	1FTSX21586EA6925	FUEL		352.81	SUPERINTEND	ANT S623	748	01-01-2009	
[ERROR	18	1FTRX14/v95FA021	8 FUEL		788.6	SUPERINTEND	ANT S623	748	01-01-2009	
[ERROR	21	1FTRF12215NA4755	FUEL		409.28	AAM SHOP	S623	748	01-01-2009	
	ERROR	22	1FTRX14W25FA021	8 FUEL		410.2	SUPERINTEND	ANT S623	748	01-01-2009	
[ERROR	23	1FTRX14W45FA021	8 FUEL		513.29	SUPERINTEND	ANT S623	748	01-01-2009	
[ERROR	2500002	1FTNF21575EB4051	FUEL		485.56	FOREMAN	S623	748	01-01-2009	
	ERROR	2500006	1FMZU73E25UA039	2 FUEL		331.82	SAFETY	S623	748	01-01-2009	
Equ	uipment Na	me		Equipment	Category			Transactio	on Code		
10	07			HYDRAUL	Hydraulic :	System		*			
Im	ported In	voice Details							Restrict D	etails To Current	Sales Order
-	Error	Equipmnet Code	Vin #	Fuel Provid	er Address			Pro	oduct Coo	de	Quantityf
<u> </u>	ERROR	1007	1FTSX21586EA6925	410 RTE. 6	1 SOUTH SC	CHUYKILL HAV	EN PA17972	RE	EG UNLEA	ADED	18.71
	ERROR	1007	1FTSX21586EA6925	270 ROUTE	E 61 SOUTH :	SCHUYLKILL H	AVEN PA1797	72 RE	EG UNLEA	ADED	22.22
	ERROR	1007	1FTSX21586EA6925	40 E. STRE	ET ROAD W	ARMINSTER	PA18974	RE	EG UNLEA	ADED	9.1
	ERROR	1007	1FTSX21586EA6925	5 593 DEKAI	BPIKE NO	RTH WALES	PA19454	RE	EG UNLEA	4.DED	15.46
	ERROR	1007	1FTSX21586EA6925	270 ROUTE	E 61 SOUTH :	SCHUYLKILL H	AVEN PA1797	72 RE	EG UNLEA	ADED	6.2
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10					In ryuraulie .	system		100	Labo		
Fir	st Error E	quipment Code 25	00039 Is Invalid		1		1		5		<i></i>
		Validate Current	record Validate E	rror Records	Re-	⊻aiidate Ali			En	rors	Ciose
Rec	ord: 1/?		List of Va	lu	<osc></osc>						

Equipment 'Meter Reading' Import Utility

The data entered manually in the current meter readings column in 'Enter Meter Readings' screen drives the accumulators and subsequent generation of Work Items/Work Orders. Although this information can be entered manually or updated through postings from various applications with auto update accumulator feature, some clients may collect this information electronically through an external third party software and that needs to be imported, validated and then the CMiC equipment last meter readings table is updated.

Implementation:

- 1. Flag an Equipment that needs the meter readings to be updated by import utility
- 2. Generate the required CSV file with predetermined field values from the external third party software (Ex: JDLink data collectors) and save in a desired location
- 3. Use the CMiC Import utility to browse/select the CSV file and import the data into CMiC staging tables
- 4. Use the Edit/Validate/Review Errors feature in the utility and validate the imported data and then update the current meter readings column in the appropriate table.

Import File Layout

The following four columns must be contained in each record being imported:

1.	Equipment Code	Varchar2 (10)	
2.	Accumulator Type Code defaulted	Varchar2 (2)	If Null, 'HR' will be
3.	Accumulator Value	NUMBER (16,4)	

```
4. Meter Reading Date
```

DATE

Equipment Meter Reading Import ASCII File Layout

Control File: em_meter_import.ctl

Column Name	Screen Prompt	Description	Requir ed	Туре	Lengt h
EMM_EQP_CODE	Equipment Code	Valid Equipment Code	Yes	Char	10
EMM_ACC_TYPE_CODE	Accumulator Type	This must be a valid accumulator defined in preventive maintenance system. If left as Null, the import program will default 'HR'.	Yes	Char	2
EMM_ACC_VALUE	New Reading	Current meter reading of the equipment	Yes	Num	16,4
EMM_ACC_READING_DATE	Reading Date	Meter Reading Date. "DD-MON-YYYY"	Yes	Date	11

The following is a sample CSV file:

```
PRM-Meter-Reading-Import-TestV10X.txt - Notepad
File Edit Format View Help
RV-TRUCK1,DY,777,"06-JUN-2013"
RVHQ1000,DY,1234,"06-JUN-2013"
```

Modifications:

Equipment Costing - T Company	ESTV10_X Equip	ment Maintenance	
Con	mpany RVHQ1(RVHQ	1001 Long Company Code Nam	User Extensions +
Equipment			Employee
Equipment RV-TRUCK1	RV-TRUCK1		User Extension2
Description RV-TRUCK1		☐ Fixed Asset	User Extension3
General Tra	nsaction Codes	Budgets Asset Type Equinment Truck Detail	User Extension4
114			User Extension5
Controlling Equipment			User Extension6
Class	RV-CLASS	RV-CLASS	User Extension7
Serial #	2563		More Extensions
Location of Serial #	D		
Home Location	RV-HOME	RV-HOME	Related Screens +
Original Location	*	Home Location	
Current Actual Location	*	Home Location	Related Screen 1
Job Phase			Related Screen 2
Job Category		Job Category not found	Related Screen 3
Vendor			Related Screen 4
Commission Date & Time	01/JAN/2011	00:00 Crew Code Valid Y	Related Screen 5
Total Quantity	1	Automatic Chargeout Charge Cap	Related Screen 6
Truck Class	RV-CLASS	RV-CLASS Sliding Scale Accumulators	Related Screen 7
Trade Code	TRUC	Truck Driver Required Create PO	More Related
Target Utilization Code	UT1	Target Utilization Code	
Checked: The External Met	ter Reading Will Use	a To Update The Accumulator Meter Reading And Will Not Be Auto Update	ed Thru Equipment Pos

The Equipment Maintenance screen is modified with a check box 'Use External Meter Reading'. The default value for this field is un-checked (N).

It is imperative that, this flag must be checked (Y) for any Equipment, that will be updated via the CMiC 'Import Meter readings' utility.

Important Notes:

Any Equipment that is flagged as 'Use External Meter Reading' will NOT be considered for 'Auto Update Accumulators' flag and the meter readings will NOT be updated through postings from various applications.

The current meter readings for these equipment may only be updated either via CMiC utility or manual entry.

When equipment is defined as 'Bulk Equipment' this feature is NOT applicable and the new flag will be disabled.

External Meter Reading Import Screen

Setup	Transactions	Logs	Queries	<u>R</u> eport	Utilities	s <u>C</u> ustom Programs <u>W</u> indow	
					Opening	ng Balances 🔹 🕨	
🔞 СМ	iC v10 - TESTV	10_X	Equipme	ent Costii	<u>T</u> ime En	Entry Import	
					Prepare	re New Year Balances	
					Delete U	e Unposted Batches	
					<u>R</u> ecalcu	culate Balances	
					B <u>u</u> lk Equ	quipment Quantities 🔹 🕨	
					Time <u>E</u> n	Entry Import From Oracle	
					External	al Meter Reading Import	
					GE Fleet	eet Interface	
					Home L	Location Transfer	
					Print PO	POsting Reports	
		ľ	CMHC	E	quip	pment Costing	

The Equipment Costing > Utilities menu is modified with the addition of the 'External Meter Reading Import' menu item.

The Utility is designed to follow CMiC standard import utility formats.

]Equipment Cost	ing - TESTV10_X	External Met	er Reac	ling Imp	ort		
External Meter Re	ading Import						
1	mnort Filo						
<u>.</u>	mport.r.ie		Total	Valid	Warning	Error	
Select Import Date	e User	Status	Lines	Count	Count	Count	File Name
							<u> </u>
,	IL						۱ <u>۲</u>
⊻alidate	Imported Data	Edit Imported	Data	Up	date Met	er Readir	ngDelete Imported DataErase Import File
ord: 1/1				<osc:< td=""><td>></td><td></td><td></td></osc:<>	>		

Pressing the [Import File] button, opens the file selection dialogue.

🙀 Equipment Costing - TESTV10_X 💿 External Mete	er Reading Import
External Meter Reading Import	
Import File	
Select Import Da	0_X Select a File To Import
File Name	Browse
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	🗟 Select File Name
	Look In: 🖸 09.31055
	0931055-PRM-Meter-Reading-Upload-Utility bocumentation.docx
	PRM-Meter-Reading-upioad_mitty.docx
	PRM-Meter-Reading-Import.txt
	File Name: PRM-Meter-Reading-Import-TestV10X.txt
Validate Imported Data Edit Importe	Files of Type:
Enter The Name Of The File You Wish To Import Wi	Open Cancel
Record: 1/1	

Users may browse and select the required file. Verify that the file name contains the full path, file name and extension.

🙀 Equipment Costing - TESTV10_X External Meter Reading Import 📃 🗖	×
External Meter Reading Import	
Import File	
Gleat House a File To Import	
Select import ba File Name C:VPRM-Meter-Reading-Import-TestV10X.txt Browse Validate After Import	

The Validate After Import check box is checked by default. As soon as the data is imported into a staging table, the data is validated and results are displayed.

🙀 Equipment Costing - TESTV10_X 🛛 E	external Meter Reading Import			
External Meter Reading Import				
Import File				
🙀 Equipment Costir	ig - TESTV10_X Select a File To	Import		
				stV10X.txt
File Name C:VPRM-N	leter-Reading-Import-TestV10X.txt		Browse	
	ate After Import	Import	Close	
	F	import		
	π Forms	of 2 line (c) imported/r		
		or 2 mie(s) importeu/	eau	
	ОК			

The Import process displays a series of messages, with the status and a count of the records being imported.

🙀 Equipment Costing - TESTV10_X 🔰 External Meter Reading Import	_ 🗆 ×
External Meter Reading Import	
Import File	
Select Import Da 🙀 Equipment Costing - TESTV10_X Select a File To Import	
	
File Name C:PRM-Meter-Reading-Import-TestV10X.txt Browse	
Validate After Ir Forms	
Total Records Checked: 4	
Error Records: 4 Failed Validation.	

Once successfully imported, the record is displayed on the screen, with the fields: Status, Total Lines, Valid Count, Warning Count, Error Count, etc.

🧑 Equipn	nent Costing -	AMERINFR2006	External	Meter R	leading) Import		
External	Meter Readin	g imp						
	li	t.File		Total	Valid	Warning	Error	
Select	Import Date	User	Status	Lines	Count	Count	Count	File Name
	23-05-2013	RAVI	ERROR	9	0	7	2	C: Users vavi Documents 109.31055 VPRM-Meter-Reading-Import
	16-05-2013	DA	ERROR	9	1	2	6	c: vneter.txt
Г								
			i			i		
Г		1	i			i		

Users may select the required record, and the buttons at the bottom of the screen are enabled for further processing.

Equipm xternal	nent Costing - Meter Readin	TESTV10_X	External Met	ter Read	ing Imp	ort		
	[]mpor	t File		Total	Valid	Marpipo	n Error	
Select	Import Date	User	Status	Lines	Count	Count	Count File Name	
$\overline{\mathbf{v}}$	06/JUN/2013	RAVI	ERROR	2	0	0) 2 C:VRM-Meter-Reading-Import-TestV10X.txt	
$\overline{\checkmark}$	06/JUN/2013	RAVI	ERROR	2	0	0	2 C:VPRM-Meter-Reading-Import-TestV10X.txt	
$\overline{\mathbf{v}}$	06/JUN/2013	RAVI	ERROR	2	0	0) 2 C:VPRM-Meter-Reading-Import-TestV10X.txt	
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		orted Data	Edit Imported	I Data	Up	date Mete	ter ReadingDelete Imported DataErase Import File	
vrd: 2/2	2				1×0801			

The following are details about the button on this screen:

Button	Details
[Validate Imported Data]	Validate records and cycles through the messages, as shown in the previous screens.
[Edit Imported Data]	Opens up Edit screen of the imported records for user updates and error review.
[Update Meter Reading]	Updates the meter readings for equipment that have been validated without errors.
[Delete Imported Date]	Deletes the imported data from the temporary staging table, if users do NOT wish to proceed further.
[Erase Import File]	Opens the file browsing dialogue with the default file path for deletion from its physical location.

è:	Equipment	Exit	TV10_X	Edit Imported	Data						
Edi	t Imported	Data	<	< Previous Error	Nex	t Error >>		🗹 Valid D	ata 🗹 V	Varnings	Errors
	Error	Equipment	Name			Туре	Name		New Reading	Reading Date	
Γ	ERROR	RV-TRUCK1	RV-TRU	CK1		DY			777.000	06/JUN/2013	
Ī	ERROR	RVHQ1000	RVHQ10)00		DY			1,234.000	06/JUN/2013	
Ē	ERROR	RV-TRUCK1	RV-TRU	СК1		DY			777.000	06/JUN/2013	
Ē	ERROR	RVHQ1000	RVHQ10)00		DY			1,234.000	06/JUN/2013	
Ē	ERROR	RV-TRUCK1	RV-TRU	СК1		DY			777.000	06/JUN/2013	
Ī	ERROR	RVHQ1000	RVHQ10)00		DY			1,234.000	06/JUN/2013	
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ł	First Error Accumulator type DY for equipment RV-TRUCK1 was not found.										
	N	/alidate Current f	Record	Validate Error Re	cords	Re-⊻a	idate All		Errors	[0	Close

Editing the Imported Records & Validation Process:

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The 'Edit' screen displays the color coded records to distinguish Error, warning and valid records. The check boxes at the top allow the users to filter out the records of a specific status. The display at the bottom shows the first error details of the current record in focus. Users may cycle through the errors by pressing the navigation buttons at the top. Users may also use the 'Errors' popup to review if there are more errors.

8	Equipme	nt Costing - Tl	ESTV10_X Edit Import	ed Data					
Ec	lit Importe	d Data	<< Previous Error	Next Error >	>>	🔽 Valid I	Data 🛛	🗸 Warnings	Frrors
	Error	Equipment	Name	Туре	Name		New Read	lingReading Da	te
	ERROR	RV-TRUCK1	Import Error List						×
	ERROR	RVHQ1000							
	ERROR	RV-TRUCK1	Find Accumulator type [)Y for equinment R\	ATRUCK1	was not found %			
	ERROR	RVHQ1000	- majriceamarator type t		moon	mas not loana. Jo			
	ERROR	RV-TRUCK1	Error text						
	ERROR	RVHQ1000	Accumulator type DY fo	r equipment RV-TR	UCK1 wa:	s not found.			
			<u>ا</u>						Þ
					Eind	<u>O</u> K <u>C</u> ancel			
	First Error	Accumulator ty	pe DY for equipment RV-TR	UCK1 was not found.					
		Validate Curre	nt Record Validate Error	Records Re-	/alidate All		Errç	<u>o</u> rs	Close
Cho	oices in lis	t: 1							
Red	ord: 1/6		List of Valu	<osc></osc>					

Once validated, users may close this screen and return to the main screen for further processing.

🙀 Equipme	gEquipment Costing - TESTV10_X Edit Imported Data									
Edit Import	ed Data	<< Previous Error	Next Error >>		🗹 Valid D	vata 🔽 W	/arnings	Errors		
Edit Import	ed Data Equipment KV-TRUCK1 RVHQ1000 RV-TRUCK1 RVHQ1000 RV-TRUCK1 RVHQ1000 I I I I I I I I I I I I I I I I I	_<	Next Error >> DY DY	Name Day Day Day		New Reading 777.000 1,234.000 777.000 1,234.000 777.000 1,234.000 777.000 1,234.000 1,234.000	Arnings Reading Date 06/JUN/2013 06/JUN/2013 06/JUN/2013 06/JUN/2013 06/JUN/2013 06/JUN/2013			
First Erro	First Error Validate Current Record Validate Error Records Re-Validate All Errors Close									

The [**Update Meter Reading**] button may be pressed to update the Meter readings. The program then deletes the records from temporary tables.

😨 Equipr <u>pent C</u> ost	ing - TESTV1	0_X Equipment Mair	ntenance					_	
Company Save									
	User Extensions	±							
Equipment		🧟 Preventive Maintena	nce - TESTV1	0_X	Define Accu	mulators			
Equipment RVHQ1	000 [
Description RVHQ1	000	Accumulators for Equ	ipment						-1
General	Transacti	Equipment			Base	Meter		Au	to-Up
	·	Company Code	Туре		Value	Reading	Description	Me	ter Re
Controlling Equi	pment	RVHQ10(RVHQ1000	KM	-	0	500	Kilometers		
	Class RV-Cl	RVHQ10(RVHQ1000	Day	-	0	0	Day		
s	erial # 12563			-					Г
Location of S	erial # Dash		-i	-					Г

۲ <u>گو</u>	Equipment	Costing - TES	TV10_X Edit Imported Data						
Edi	it Imported	Data	<< Previous Error N	ext Error >>	•	🔽 Valid Dat	ta 🔽 V	Varnings	Errors
	Error	Equipment	Name	Туре	Name	N	lew Reading	Reading Date	
	VALID	RV-TRUCK1	RV-TRUCK1	DY	Day		777.000	06/JUN/2013	
	VALID	RVHQ1000	RVHQ1000	DY	Day		1,234.000	06/JUN/2013	
	VALID	RV-TRUCK1	RV-TRUCK1	DY	Day		777.000	06/JUN/2013	
	VALID	RVHQ1000	RVHQ1000	DY	Day		1,234.000	06/JUN/2013	
	VALID	RV-TRUCK1	RV-TRUCK1	DY	Day		777.000	06/JUN/2013	
	VALID	RVHQ1000	RVHQ1000	DY	Day		1,234.000	06/JUN/2013	
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😨 E	quipr	ment Costing -	TESTV10_X	External Met	er Read	ing Imp	ort			_ 🗆 X
Ext	terna	l Meter Readin	ig Import							
		i Impor	+ File							
		<u></u> (mp.wr			Total	Valid	Warning	Error		
	Select	Import Date	User	Status	Lines	Count	Count	Count	File Name	
		06/JUN/2013	RAVI	VALID	2	2	0	0	C:VPRM-Meter-Reading-Import-Test∀10X.txt	<u> </u>
		06/JUN/2013	RAVI	VALID	2	2	0	0	C:VPRM-Meter-Reading-Import-TestV10X.txt	
		06/JUN/2013	RAVI	VALID	2	2	0	0	C:VPRM-Meter-Reading-Import-TestV10X.txt	
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			orted Data	Edit Imported	Data	Up	date Mete	er Readir	ngDelete Imported DataErase Import File	

Once the update of meter readings is successful, users may verify the same using Preventive Maintenance > Accumulators > 'Enter Current Readings' screen.

Purchase Order Imports

Purchase Order Receipt Import

This utility allows users to import Purchase Order Receipts into CMiC via an ASCII file import of data from another system.

ASCII File	Layout –	Purchase	Order	Receipt	Import
------------	----------	----------	-------	---------	--------

Control File = POBCIMP.ctl	

Column Name	Screen Prompt	Description	Required	Туре	Length
C_01		Item Code (First 12 digits) followed by last digit of Item Type	Yes	Char	13
C_02		Transaction Code: '072' = Receipt '073' = Return	Yes	Char	3
C-03		Order#/Dept#/Return?/U/M			
C_04	Quantity	Quantity Received/Returned		Num	
C_05		Sign (Positive/Negative)	No	Char	1
C_06	Serial	Serial Number		Char	
C_07	Purchase Order	Purchase Order Number		Char	
C_09	Date	Transaction Date		Date	YYYYMMDD

Column Name	Screen Prompt		Description	Required	Туре	Length
C_10	Time	Time				
Job Costing Import

Job Import

This utility allows users to create jobs in CMiC Software Enterprise System via an ASCII File import of data from another system. This import also allows for the declaration of a Template for each job or for all jobs which allows the system to build the job structure at the same time as creating the job. The job import utility is found on the Import Sub-menu on the Utility menu of Job Cost

Edit Imported Data



Edit imported data allows the user to edit or delete any imported records and to create new records if required.

[Re-Validate] - Button

This button when pressed will re-validate the current record. If you want to re-validate all the records then the 'Validate All Records' check box must be checked before pressing the [**Re-Validate**] button.

As the user scrolls down though the records the 'Error' status line will display the first error for a record if the record is not valid. If there is more than one error for the record the More Errors button will become available.

[More Errors] – Button

This button will be active if there is more than one reason why the record is not valid. When used, the system will display another window showing all the errors associated with the record.



Mapping User Extension Fields for Import

🖉 CMIC Enterprise - Microsoft In	ternet Explorer							
File Edit View Favorites Too	ols Help							1
CMC Enterprise Ceneral Ledger Accounts Peyable Fixed Assets Job Costing Price Assets Job Costing Price Assets Dob Costing Price Assets Price Asse	Action Edit Bloc Partial Participation Edit Bloc Participation Participation Action Provide Participation Provide Participation Pro	k Eield Qui EST 2000 Num 1 2 3 4 5 6 7 8 8 9 10	Record Quer	V Utility Help Wir Utility Help Wir D Import Table Name Extra Info Extra Info Extra Info Extra Info	Field Code JOINTVENTU NSURANCE INSURANCE INSUR	Field Name Joint Venture	▶ ↓ 《 ▶	* ? •
Change Management	Enter Value For : J	OFJBUE_	FIELD_CODE					
	Record: 2/10		List	of Valu	«OSC»			*

The user extensions need only to be mapped once, after that they stay active for all imports not just the current file. To activate this window use the [User Extension] button.

Table Code

The table code field represents the table name of any user extension table associated with the Job Master File. There is an LOV Available.

Field Code

The field code is the column within the selected table that is to be updated by imported data. There is an LOV available.

NOTE: There is a maximum of 10 user extensions allowed at a single time when importing Jobs. Once User extension fields have been defined, they will be available on the edit screen, just as all other imported fields are.

Build Jobs

Action Edit Block Field Record Query Utility Help Window
va Job Costing - TESTV10_X Foreign Job Import
Action
Import File
⊻alidate Imported Data
Edit Imported Date
In the second s
Note: Only Jobs for the current company will be created
Company CCC CMIC Test Construction Co
Security Group CCC-MASTER Job Master
Use Phase Template
Lise Evisting Joh CCC.1000
Press Create Ch
Create Jobs Close
Imported Record
Checked: Conv Bill Rates Inchecked: Default Bill Rates Fields To Null

This option should be used once all the imported records are valid. This function takes the imported information and transforms it into a CMiC Job. The program gives the user some extra input parameters to help in the creation of the job.

This form allows the user to create the jobs, and if requested, will also create the phase structure for the job as well. Once all the information is correct press [**Create Jobs**] to activate the process. When jobs are created the original imported records will be deleted.

Company Code

This field will default from the imported data. If there is more than one company code in the import file then this field may be changed. An LOV is available.

Security Group

This field if filled in will apply the security group entered to all the jobs being imported in the batch. This is not a mandatory field. This must be a valid security group for the company in the previous field.

Use Phase Template

If a Phase Template code is entered, when the system creates the jobs it will apply the associated phase/category structure to the job. An LOV is available. This is not a mandatory field. If there is a value on the Job Template field on the Job Record that was imported, then this will override the template code entered here.

Use Existing Job

If you want to create the new jobs with the same structure as an existing job, then enter the existing job code here. An LOV is available. This is not a mandatory field.

Retain Budget

If you are using 'Use Existing Job' then this field will be available. If checked, then when the new job is created the budget from the existing job will be duplicated on the new jobs.

Retain Bill Rates

If you are using 'Use Existing Job' then this field will be available. If checked, then when the new job is created the billing rates (T&M billing rates) associated with the existing job will be duplicated and applied to the new jobs.

ASCII	File	Layout	– Job	Import
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Column Name	Screen Prompt	Description	Requir ed	Туре	Length
JCJI_COMP_CODE	Company	Company Code –Will be validated against the CMiC company table.	Yes	Char	8
JCJI_JOB_CODE	Job Code	Job Code to import or the string '*TO BE GENERATED*' if the system is to create the job code.	Yes	Char	10
JCJI_JOB_NAME	Name	Job Name – If 3rd party system does not have a job name then a common method of creating a name is a concatenation of Address, City, and State.	No	Char	60
JCJI_JOB_LONG_CODE		Job Long Code. This is the job code used by the 3rd party software. If the Job code is set to '*TO BE GENERATED*' then this field will be used to help generate the job code if this field is not null. The first 6 characters of this field will be used as the first 6 digits of the job code. This field is also stored as a reference field on the Job Master file.	No	Char	24
JCJI_JOB_CTRL_CODE	Control Job	Controlling Job Code. If the job is not a sub-job then enter the value 'ALL'. (Controlling Job must exist in system or import file) – Leave null if the Job Control Long Code field is being used.	No	Char	10

Control File = JCIMPJOB.ctl

Column Name	Screen Prompt	Description	Requir ed	Туре	Length
		Controlling Job Long Code. If the job being created is a sub-job then enter the Controlling Job Long			
JCJI_JOB_CTRL_LONG_C ODE		Code. Create as null if the Job Control Code is being used. (Controlling Job Long Code must exist in system or import file).	No	Char	24
JCJI_CUST_CODE	Customer	Customer Code – Will be validated against the CMiC Customer Table. If the job is a Job Billing type job then the customer code is required.	No	Char	8
JCJI_CONTRACT_CODE	Contract	Contract Code. If this field is left blank the contract code will be set to the same as the job code.	No	Char	8
JCJI_CONTRACT_AMT	Current Contract Amount	Contract Amount	No	Num	18,2
JCJI_WM_CODE		Unit of measurement. – Will be validated against the CMiC WM table – Set to your Not Applicable WM Code.	No	Char	2
JCJI_EST_START_DATE 'DD-MON-YYYY'	Estimated Start Date	The Estimated Start Date of the job.	No	Date	
JCJI_EST_COMPL_DATE 'DD-MON-YYYY'	Estimated End Date	The Estimated End Date of the job	No	Date	
JCJI_JOB_LOC_CODE	Location	Location Code. Will be validated against the CMiC Location Table	No	Char	5
JCJI_PROJ_MGR	Project Manager	Project Manager, validated against the valid list of company contacts. Required, if mandatory on JC Control file.	No	Char	10
JCJI_TERMS	Terms	Terms Code validated against the CMiC Terms Code values	No	Char	6
JCJI_MKT_SEC	Market Sector	Market Sector value validated against the valid values in CMiC	No	Char	10
JCJI_RET_CODE	Retainage Code	Retainage Code validated against the retainage Code maintained in CMIC	No	Char	10
JCJI_ADDR_TYPE	Address Type	Address Type validated against the business partner address codes	No	Char	5
JCJI_WORK_LOC	Work Location	Work location validated against the valid CMiC Work locations	No	Char	15
JCJI_ALLOW_TRANS	Allow Transactions	Allow Transactions Flag Value. Valid Values are 'Y' or 'N' Indicates if the job is still in the bid stage or not. Y indicates Yes this is a bid job. Do not check this	No	Char	1 1 Only Y/N
JCJI_BID_FLAG	Bid Job	field if the job has already been won is now just a job in progress. A bid job cannot be billed via Job Billing.	Yes	Char	are valid values

Column Name	Screen Prompt	Description	Requir ed	Туре	Length
JCJI_BID_SUBMIT_DATE 'DD-MON-YYYY,	Bid Date	The Bid Submit date for this job	No	Date	
JCJI_INV_FORMAT_COD E,	Default Invoice Format	Job Billing Invoice Format Code – If entered this must be a Valid Format Code previously defined in the Job Billing System.	No	Char	30
JCJI_DEPT_CODE	Default Department	Department the Job belongs to. If this is left blank, the dept. from the Job Cost Control file will be used. This must be a valid CMiC Department Code.	No	Char	5
JCJI_BILL_METH_CODE	Billing Method	The method that will be used to bill this job. Valid Values are 'AR' or 'JB','	Yes	Char	2
JCJI_REVENUE_GEN_ST ATE	Revenue Generation	The revenue generation method to be used on this job. Valid Values are 'J' as costs incurred no GL, 'G' as costs incurred with GL	Yes	Char	1
JCJI_BILLING_TYPE_CO DE	Default Billing Type	This is the default type of billing to be used for 'JB' only. This must be a valid CMiC Job Billing Type code if the Job Billing Method is JB.	No	Char	4
JCJI_INVOICE_GROUP_C ODE	Invoice Link	Leave blank unless told by CMiC otherwise	No	Char	10
JCJI_PHS_CAT_TO_BILL_ FLAG		Not Utilized – but required Set to 'Y'	YES	Char	1
JCJI_CONSTRUCTION_V ALUE	Construction Value	Value of the complete job not just your own portion of the contract. – Can be left blank – Do Not put zero	No	Num	18,2
JCJI_MAX_HOURLY_RA TE	Maximum Hourly Rate	The maximum hourly rate that is allowed to be charged to this job	No	Num	18,2
JCJI_MAX_BILLING_AM T	Maximum Billing Amount	The maximum amount that can be billed to the owner for this job. – Do not put in a zero	No	Num	18,2
JCJI_MAX_BILLING_BUD GET_AMT	Maximum Revenue Cap	The maximum amount of revenue allowed to be generated, before the auto-reserve function kicks in.	No	Num	18,2
JCJI_USE_PAY_BILL_RA TE_FLAG	Use Payroll Bill Rates	Indicates if bill rates are derived from payroll or the Job Billing Rate table defined for the job.	Yes	Char	1 Only Y/N are valid values

Column Name	Screen Prompt	Description	Requir ed	Туре	Length
JCJI_IB_ALLOW_FLAG	Allow Inter- branch charges	Does this job allow inter-branch charges	Yes	Char	1 Only Y/N are valid values
JCJI_BILLING_RATE_TA BLE_CODE	Job Billing: Billing Rate Table	The Billing Rate Table to be used for this job. Required if the job is a Job Billing Type job. Must be an already existing valid Billing Rate table	No	Char	10
JCJI_IB_FULL_TARIFF_F LAG	Inter-branch Full Tariff used flag	Full Tariff refers to inter- branching. If the tariff is partial, set to 'N', otherwise set to 'Y'.	Yes	Char	Only Y/N are valid values
JCJI_SEC_GROUP1	Job Security Group Code	Job Security Code – If entered must be a valid security code for this company. If there is no security applied, you will need to utilize the JC Security functions in System data to give access to this job.	No	Char	10
JCJI_SEC_GROUP2	Job Security Group Code	See Above	No	Char	10
JCJI_SEC_GROUP3	Job Security Group Code	See Above	No	Char	10
JCJI_SEC_GROUP4	Job Security Group Code	See Above	No	Char	10
JCJI_SEC_GROUP5	Job Security Group Code	See Above	No	Char	10
JCJI_USER_FIELD1	User Extension Field # 1	If User Extensions are defined for jobs, then these next 10 fields represent the 10 fields specified on the import utility then you may want to import the appropriate data, otherwise it can be entered manually after the import.	No	Char	2000
JCJI_USER_FIELD2	User Extension Field # 2	See Above	No	Char	2000
JCJI_USER_FIELD3	User Extension Field # 3	See Above	No	Char	2000
JCJI_USER_FIELD4	User Extension Field #4	See Above	No	Char	2000
JCJI_USER_FIELD5	User Extension Field # 5	See Above	No	Char	2000
JCJI_USER_FIELD6	User Extension Field #6	See Above	No	Char	2000

Column Name	Screen Prompt	Description	Requir ed	Туре	Length
JCJI_USER_FIELD7	User Extension Field #7	See Above	No	Char	2000
JCJI_USER_FIELD8	User Extension Field #8	See Above	No	Char	2000
JCJI_USER_FIELD9	User Extension Field #9	See Above	No	Char	2000
JCJI_USER_FIELD10	User Extension Field # 10	See Above	No	Char	2000
JCJI_PHS_TEMPLATE	Phase Template Code	Any phase template entered on the job record will override the template entered during the Create Job Process.	No	Char	8
JCJI_ACT_START_DATE 'DD-MON-YYYY'	Actual Start Date	If this is entered, the job will be considered In Process instead of Pending.	No	Date	

Job Cost Foreign Batch Import

This utility allows users to create job transactions in CMiC via an ASCII File import of data from another system. This utility allows for the import of 'G', 'J' and 'E' type lines. The job cost foreign batch import utility is found on the Utility menu of Job Cost. This is the only import program that has two different control files depending on the type of data that is being imported. The program allows for single company imports and multi company imports and the control file for each type is slightly different. It is possible to use the multi company import control file for single company imports but not the other way around.

This program differs from most of the other import programs in that the program permits the user to create transactions while there are still invalid records. This functionality is controlled by the SYSTEM DATA: Setup > System Options > Projects Tab > Allow to build JC Foreign Batch Only When All Records Are Valid'. When checked, the system will allow the user to build a JC Transaction Batch from the imported ASCII file, only when all of the records are validated. When unchecked, the system would allow the user to build a JC batch, with valid records, leaving behind the invalid records. The invalid records will remain in the Import Batch allowing for the user to either delete or correct them so that they can be included in a second batch.

This program also allows the user to calculate billing rates and override these rates as required.

Import ASCII File

🏄 CMIC Enterprise - Microsoft Int	ernet Explorer	
File Edit View Favorites Tool	ls Help	Links » 🥂
CMiC Enterprise General Ledger Accounts Payable Accounts Receivable Fixed Assets	Action Edit Block Eield Record Query Utility Help Window ☜ ጨ 🔒 🕪 🔟 👻 ా 🔌 🖻 다 다 🖉 🛬 🕾 🗟 🍛 😒 + ↑↑ ∢ ▶ ↓ « Job Costing-TEST2004 Import ASCII JC Transactions	▲ ▶ ♥ � ? ₽ ■ ■ ×
E-C Job Costing		User Extensions +
dol 🚺 🕕	File Name M: UVCM/DOCVMANUALS\2004\Import_utilites\jcfbchld.csv Browse	User Extension1
Transaction		User Extension2
Forecasting	Enter the ASCII filename with the correct directory path (eg. C:\CMIC\BATCH.TXT)	User Extension3
FI- Report	then press the «Import» button to start the process of loading the ASCII file into the	User Extension4
🗆 👝 Utilities		User Extension5
Post Opening Balance	ualabase. Press «Close» to return to the previous screen.	User Extension6
Close Completed Conti	Import Type (Multi Company Import	User Extension7
	Import Close	More Extensions
Copy Overhead Rates Transfer Job		Related Screens +
		Related Screen 1
		Related Screen 2
🕀 🦲 Cost Transfers		Related Screen 3
T&M Billing Defined		Related Screen 4
Foreign Job Import		Related Screen 5
- Foreign Job Budge		Related Screen 6
		Related Screen 7
JC v/s GL Verification		More Related
E 🔁 Subcontract Management		
🗄 🦲 Job Billing		
Change Management Requisitions	Enter The ASCII File Name. Press <enter> To Change Path.</enter>	
	Record: 1/1 <0SC>	T

There is one extra field on the Import ASCII file screen for this import, Import Type.

Multi Company Import

This import allows for the transactions being imported to have been created by a different company than the job company.

Single Company Import

This import forces the job company code to equal the company that created the transactions.

These two methods required differently formatted ASCII files. Please refer to the 'Required File Format' section.

MiC Enterprise	Action Edit Blo	ck Eield Re	ecord Query L	Itility Help <u>W</u> indow		
Accounts Payable	€ 6 ∎ (• 🛄 🔦		1 🖬 🚽 🕹 📽 🖻 🌡	1 12 + ↑ ◆ → ↓	
Accounts Receivable	🤯 Job Costing -	TEST2006	Edit Imported	ASCII JC Transactions		
Fixed Assets Job Costing	0				0	
Subcontract Management	Source Co	mpany Code [Source		Source Code	
Job Billing	Valid Record	Type Comp	Company Job	Job Long Code	Phase	Phase Name
Progress Billing						
Change wanagement Requisitions						
Purchase Order						
Inventory						
Equipment Costing			1			
Preventive Maintenance Pouroll					i	
Human Resources						
Dashboard Setup						
Imaging					<u> </u>	
Workflow Setup					i	
Project Management				<u> </u>	I	
System						
Security						
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			<u> </u>			<u>_</u>
	Error					
			□ Validate All			
	For Current Row		🗌 🗖 Insert Phas	e Master Calculate Bill Rates Cl	ear Bill Rates Re-⊻alidate	More errors Close

Edit Imported Transactions

This screen allows the user to correct imported records, or to delete imported records.

Valid

This field is not enterable. If this field is checked it indicates that the record passes the validation rules and can be imported into the CMiC Job Cost Transaction Batch tables.

Record

This field is a numeric field indicating the record number.

Insert Phase Master

When this box is flagged the import process will automatically insert new phases in to the Phase Master. In this case the Phase Name and Control Phase fields must be filled in.

Create Transactions

🚰 CMIC Enterprise - Microsoft Int	ernet Explorer	
File Edit View Favorites Tool	ls Help	Links » 🥂
CMiC Enterprise General Ledger CAccounts Payable CAccounts Receivable CAccounts Receivable	Action Edit Block Eield Record Query Utility Help Window ☜ ጨ 🔒 🕸 💭 🥆 ་ 🍗 ☜ छ 🕸 ځ 🕸 🖬 🍪 🖄 + I ↑ ◀ ▶ ∔ ◀ Ⅰ ဩJob Costing-TEST2004 Import ASCII JC Transactions	V ● ? □
Job Costing Setup Job Costing Dob Setup Job Dob Transaction Forecasting	DSRC Company Code S1 Superior Construction Inc.	User Extensions + User Extension1 User Extension2
Query Growthildes Control Con	Source Code Company Code S1 Superior Construction Inc.	User Extension3 User Extension4 User Extension5
Revise Budget Close Completed Conti Close Billings And Cos Cose Billings And Cos Copy JC Tables	Batch Number 3922 UC Batch Import Create Batch Journal Code UC Job Costing	User Extension6 User Extension7 More Extensions
Copy Overhead Rates Transfer Job Unstart Jobs Recalculations	Department Code 00 Company Level	Related Screens + Related Screen 1
Cost Transfers	Status Enter All fields before continuing	Related Screen 3 Related Screen 4 Related Screen 5
Foreign Job Budge Foreign Batch Delete Batches JC v/s GL Verification	Create Transactions Close	Related Screen 6 Related Screen 7 More Related
Subcontract Management Job Billing Change Management	Enter The Account Code The System Will Lice For The Polynoing Transaction if Paguined	
Requisitions	Record: 1/1 List of Valu <0SC>	

This function will move the imported transactions into an un-posted Job Cost transaction batch.

The **DSRC Company Code**, **Source Code** and **Company Code** fields on the screen are for limiting the transactions selected from the imported data.

The batch number must be a valid Job Cost batch for the Company specified by the **DSRC Company Code** field. The [**Create Batch**] button allows for the creation of either a Cost or a Billings type batch – The batch type will depend on the type of transactions imported.

The Journal Code field is mandatory. This is the Journal that will be assigned to the transaction being created.

The **Department Code** and **Account Code** fields will be used to create an offsetting GL transaction if the transactions being imported do not balance.

Transactions will be created by Post Date, so all imported records selected according to the criteria will be grouped by Post Date into unique transactions.

Job Transaction Import

ASCII File Layouts – Import for Single & Multi Companies

Multi Company Import

Control File = JCFBCHLM.ctl

Column Name	Screen Prompt	Description	Requi red	Туре	Lengt h
FBH_JC_COMP_CODE	Company Code	Company Code of the transaction. This must be a valid CMiC Company Code	Yes	Char	8
FBH_JC_DSRC_COMP_CODE	Source Company	Originating Company Code. – This is the company that created the transaction if the transaction is an inter-company transaction. If the transaction is not inter-company then this should be the same company code as the previous field. – This must be a valid CMiC Company code	Yes	Char	8
FBH_JC_DIST_TYPE_CODE	Туре	The type of disbursement 'J' for Job Cost 'G' for General Ledger 'E' for Equipment	Yes	Char	1
FBH_JC_SRC_CODE	Source Code	Source of the transaction i.e. Vendor Code, Employee Code, Equipment Code If left blank the system will fill in with 'IMPORTED JC'	No	Char	16
FBH_JC_SRC_DESC	Source Description	Source description i.e. Vendor name, Employee Name, Equipment Description. If left blank the system will fill in with 'Job Cost Foreign Batch Import'.	No	Char	30
FBH_JC_REF_CODE	Reference Code	Reference Code i.e. Invoice code, Payroll Pay Period, Equipment charge out period If left blank the system will fill in 'SYSTEM CREATED' when the transaction is created	No	Char	16
FBH_JC_REF_DESC	Reference Description	Reference Description i.e. AP invoice description, Pay Period description If left blank the system will fill in 'System Created Transaction' when the transaction is created.	No	Char	60
FBH_JC_JOB_CODE	Job	Job Code, this must be a valid CMiC Job Code for the company entered if the Distribution type is J.	No	Char	10

Column Name	Screen Prompt	Description	Requi red	Туре	Lengt h
FBH_JC_PHS_CODE	Phase	Phase code, this must be a valid phase for the company/job if the distribution type is a J.	No	Char	16
FBH_JC_CAT_CODE	Category	Category Code, this must be a valid category for the company/job/phase combination if the distribution type is a J.	No	Char	16
FBH_JC_DEPT_CODE	Department	GL Department, this must be a valid department for the company if the distribution type is a G.	No	Char	6
FBH_JC_ACC_CODE	Account	GL Account, this must be a valid department for the company if the distribution type is a G.	No	Char	16
FBH_JC_REF_DATE 'DD-MON-YYYY'	Trans Date	This is the originating date of the transaction. This is not the post date.	No	Date	
FBH_JC_AMT	Amount	Amount of the transaction	Yes	Num	18,2
FBH_JC_UNIT	Units	Quantity of the transaction	No	Num	12,4
FBH_JC_WM_CODE	WM	Weight/Measure code associated with the units. If not applicable use 'NA' or your Not Applicable code	Yes	Char	2
FBH_JC_WBSV_CODE1	WBS Code 1	WBS Code 1 Value - only for transaction type J	No	Char	10
FBH_JC_WBSV_CODE2	WBS Code 2	WBS Code 2 Value – only for transaction type J	No	Char	10
FBH_JC_WBSV_CODE3	WBS Code 3	WBS Code 3 Value – only for transaction type J	No	Char	10
FBH_JC_WBSV_CODE4	WBS Code 4	WBS Code 4 Value – only for transaction type J	No	Char	10
FBH_JC_EQP_CODE	Equipment	valid equipment code for the company is the transaction type is E	No	Char	10
FBH_JC_TRANCODE_CODE	Tran Code	Equipment Transaction Code, this must be a valid equipment transaction code for the company/equipment if the transaction type is E	No	Char	4
FBH_JC_COMPON_CODE	Cat	Equipment Category, this must be a valid equipment category code for the company/equipment/Tran code if the transaction type is E	No	Char	8
FBH_JC_TAV_CODE1	TAC Code 1	TAC Code 1 Value- only for transaction type G	No	Char	10
FBH_JC_TAV_CODE2	TAC Code 2	TAC Code 2 Value – only for transaction type G	No	Char	10
FBH_JC_TAV_CODE3	TAC Code 3	TAC Code 3 Value –only for transaction type G	No	Char	10
FBH_JC_TAV_CODE4	TAC Code 4	TAC Code 4 Value – only for transaction type G	No	Char	10

Column Name	Screen Prompt	Description	Requi red	Туре	Lengt h
FBH_JC_JOB_LONG_CODE	Job Long Code	This is the job code used by the 3rd party. This field must be a valid job long code already imported into CMiC. If this is not applicable leave this field blank.	No	Char	24
FBH_OVERRIDE_BILL_AMT	Override Bill Amt	Billing Override Amount. If not null, the system will set the billing amount to this value. Only applicable to 'J' lines	No	Num	18,2
FBH_OVERRIDE_BILL_RATE	Override Bill Rate	Billing Rate Override – if not null the system will use this number to calculate the billing amount. Only applicable to J lines	No	Num	18,2
FBH_OVERRIDE_TRADE_CODE	Override Trade Code	Override Trade Code – if not null the system will use this trade code to determine the billing amount. Only applicable to J lines	No	Char	4
FBH_POST_DATE ''DD-MON-YYYY'	Post Date	This is the actual Post date of the transaction.	Yes	Date	
FBH_JC_PHASE_NAME	Phase Name	Phase Name – Only used if the Insert Phase Master Function is active	No	Char	50
FBH_JC_PHS_CTRL_CODE	Control Phase	Phase Control Code – Only used if the Insert Phase Master Function is active	No	Char	16

Single Company Import

Control	File =	JCFBC	HLD.ctl
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Column Name	Screen Prompt	Description	Requi red	Туре	Leng th
FBH_JC_COMP_CODE	Company Code	Company Code of the transaction. This must be a valid CMiC Company Code	Yes	Char	8
FBH_JC_DIST_TYPE_CODE	Туре	The type of disbursement 'J' for Job Cost 'G' for General Ledger 'E' for Equipment	Yes	Char	1
FBH_JC_SRC_CODE	Source Code	Source of the transaction i.e. Vendor Code, Employee Code, Equipment Code If left blank the system will fill in with 'IMPORTED JC'	No	Char	16

Column Name	Screen Prompt	Description	Requi red	Туре	Leng th
FBH_JC_SRC_DESC	Source Description	Source description i.e. Vendor name, Employee Name, Equipment Description. If left blank the system will fill in with 'Job Cost Foreign Batch Import'.	No	Char	30
FBH_JC_REF_CODE	Reference Code	Reference Code i.e. Invoice code, Payroll Pay Period, Equipment charge out period If left blank the system will fill in 'SYSTEM CREATED' when the transaction is created	No	Char	16
FBH_JC_REF_DESC	Reference Description	Reference Description i.e. AP invoice description, Pay Period description If left blank the system will fill in 'System Created Transaction' when the transaction is created.	No	Char	60
FBH_JC_JOB_CODE	Job	Job Code, this must be a valid CMiC Job Code for the company entered if the Distribution type is J.	No	Char	10
FBH_JC_PHS_CODE	Phase	Phase code, this must be a valid phase for the company/job if the distribution type is a J.	No	Char	16
FBH_JC_CAT_CODE	Category	Category Code, this must be a valid category for the company/job/phase combination if the distribution type is a J.	No	Char	16
FBH_JC_DEPT_CODE	Department	GL Department, this must be a valid department for the company if the distribution type is a G.	No	Char	6
FBH_JC_ACC_CODE	Account	GL Account, this must be a valid department for the company if the distribution type is a G.	No	Char	16
FBH_JC_REF_DATE 'DD-MON-YYYY'	Trans Date	This is the originating date of the transaction. This is not the post date.	No	Date	
FBH_JC_AMT	Amount	Amount of the transaction	Yes	Num	18,2
FBH_JC_UNIT	Units	Quantity of the transaction	No	Num	12,4
FBH_JC_WM_CODE	WM	Weight/Measure code associated with the units. If not applicable use 'NA' or your Not Applicable code	Yes	Char	2
FBH_JC_WBSV_CODE1	WBS Code 1	WBS Code 1 Value - only for transaction type J	No	Char	10

Column Name	Screen Prompt	Description	Requi red	Туре	Leng th
FBH_JC_WBSV_CODE2	WBS Code 2	WBS Code 2 Value – only for transaction type J	No	Char	10
FBH_JC_WBSV_CODE3	WBS Code 3	WBS Code 3 Value – only for transaction type J	No	Char	10
FBH_JC_WBSV_CODE4	WBS Code 4	WBS Code 4 Value – only for transaction type J	No	Char	10
FBH_JC_EQP_CODE	Equipment	Equipment Code, this must be a valid equipment code for the company is the transaction type is E	No	Char	10
FBH_JC_COMPON_CODE	Cat	Equipment Category, this must be a valid equipment category code for the company/equipment/Tran code if the transaction type is E	No	Char	8
FBH_JC_TRANCODE_CODE	Tran Code	Equipment Transaction Code, this must be a valid equipment transaction code for the company/equipment if the transaction type is E	No	Char	4
FBH_JC_TAV_CODE1	TAC Code 1	TAC Code 1 Value- only for transaction type G	No	Char	10
FBH_JC_TAV_CODE2	TAC Code 2	TAC Code 2 Value – only for transaction type G	No	Char	10
FBH_JC_TAV_CODE3	TAC Code 3	TAC Code 3 Value –only for transaction type G	No	Char	10
FBH_JC_TAV_CODE4	TAC Code 4	TAC Code 4 Value – only for transaction type G	No	Char	10
FBH_JC_JOB_LONG_CODE	Job Long Code	This is the job code used by the 3rd party. This field must be a valid job long code already imported into CMiC. If this is not applicable leave this field blank.	No	Char	24
FBH_OVERRIDE_BILL_AMT	Override Bill Amt	Billing Override Amount. If not null, the system will set the billing amount to this value. Only applicable to 'J' lines	No	Num	18,2
FBH_OVERRIDE_BILL_RATE	Override Bill Rate	Billing Rate Override – if not null the system will use this number to calculate the billing amount. Only applicable to J lines	No	Num	18,2
FBH_OVERRIDE_TRADE_COD E	Override Trade Code	Override Trade Code – if not null the system will use this trade code to determine the billing amount. Only applicable to J lines	No	Char	4
FBH_POST_DATE ''DD-MON-YYYY'	Post Date	This is the actual Post date of the transaction.	Yes	Date	

Column Name	Screen Prompt	Description	Requi red	Туре	Leng th
FBH_JC_PHASE_NAME	Phase Name	Phase Name – Only used if the Insert Phase Master Function is active	No	Char	50
FBH_JC_PHS_CTRL_CODE	Control Phase	Phase Control Code – Only used if the Insert Phase Master Function is active	No	Char	16

Budget Import

The Budget Import program allows for the importing of both original and revised Job budgets from 3rd party software. This program is found in the Utility menu of the Job Cost module.

Edit Imported Data



Edit Imported Budget

This screen allows the user to edit and/or delete any of the imported records.

[Re-Validate] - Button

This button when pressed will re-validate the current record. If you want to re-validate all the records then the 'Validate All' check box must be checked before pressing the [**Re-Validate**] button.

As the user scrolls down through the imported records the Error status line will display the first error for a record if the record is not valid. If there is more than one error the [More Errors] button will become available. This button will display a list of all the errors for the record.

Valid

This field indicates that the complete record is valid. Checked indicates valid, this is not an enterable field.

Warning

This field indicates that there may be potential to bring in incorrect data, such as there is no JB billing code assigned for the phase/category.

Insert Phase Master

When this box is flagged the import process will automatically insert new phases in to the Phase Master.

Build Budget

File Edit View Favorites Tools	Help			
CMiC Enterprise General Ledger Accounts Payable Caccounts Receivable Fixed Assets Job Costing Subcontract Management Job Billing Progress Billing Change Management Requisitions Purchase Order Inventory	Action Edit Block Eield Record Query	 Utility Help Window Window W Window W WWW W WWW<th>B 🍣 🖄 + ↑ ◀ ▶ ∔ ≪ ▶</th><th>V U U</th>	B 🍣 🖄 + ↑ ◀ ▶ ∔ ≪ ▶	V U U
Equipment Costing Preventive Maintenance Payroll Human Resources Dashboard Setup Imaging Workflow Setup Project Management System Security	Job ZZ-WMT	Wal-mart Stores - W ull Import Original Budget Current Budget eplace Workers Compensation ate Job Budget if it is OK to pro	Image: Update Estimated Revenue Amount Image: Reglace Budget Image: Add to existing Budget Code Create Job Budget Close]

Build Job Budget Import

This screen is used to create the budget. The form allows for the import of a full or partial budget update.

Full Import

This box if checked indicates that the budget being import is the complete budget for the job i.e. it contains the full job structure. If this field is checked, then the system will set any existing job/phase/category combinations that are not contained in the import file to have a budget of 'Null'. If left unchecked the system will only update the job/phase/category combinations that are in the import file, and will leave any existing records as is.

Update Estimated Revenue Amount

This box when checked, updates Phase Level Revenue Caps and Estimated Revenue from the import file.

Original/Current Budget

These two radio buttons indicate if the budget numbers being imported affect the original budget (i.e. the starting budget) of the job, or the current budget (i.e. the budget after change orders and revisions)

Replace/Add Budget

These two radio buttons indicate if the budget numbers being imported are the full budget numbers or adjustments only. If add to budget is selected the procedure will take the current budget numbers and add the imported amount.

Replace Workers Compensation Code

This checkbox when checked will replace existing job phase WC codes currently in the system, as well as, insert new entries. When the checkbox is unchecked only new WC entries will be inserted and existing job phase WC codes will not be replaced. At the same time the payroll workers compensation job setup

will be updated with the new phase and WC code using Category ALL and Trade ALL or replaced with the new WC codes. No record will ever be deleted from the payroll workers compensation job setup as null in the import budget WC field means the user is not using the import facility to import phase WC codes. Null meaning there is no WC code assigned to one category within a group of categories for one phase.

Rules

If the phase code (cost code) does not already exist on the job, the import budget routine will create the phase code on the job, and insert any required controlling phases as well. The phase code (cost code) will be created with the name associated with the phase master file if the import does not have a phase name value.

If the category code does not exist on the job/phase combination the import budget routine will create the category, and insert any required controlling categories as well. The category name is always retrieved from the category master. The category name on the import screen and file are for user reference only.

Pending Jobs	Started Jobs	Full/Partial Import
Current Budgeted Amount = Budget from import file. Current Budgeted Units = Budget from import file.	Original Budget Amount = Budget from Import file. Current Budget Amount = Budget from import file + Change Order Amount.	If full import [*] = 'Y' then all budget amounts, units for lines not included in the import are set to 0. If full import [*] = 'N' process only imported lines.
Current Budgeted Amount = Current Budgeted Amount + Budget from import file. Current Budgeted Units = Current Budgeted Units + Budget from import file.	Original Budgeted Amount = Original Budgeted Amount + Budget from import file Current Budgeted Amount = Original Budgeted Amount + Budget from import file + Change Orders	If full import [*] = 'Y' then all budget amounts, units for lines not included in the import are set to 0. If full import [*] = 'N' process only imported lines.
Current Budgeted Amount = Budget from import file. Current Budgeted Units = Budget from import file.	Original Budget Amount = Budget from Import file – Change Orders Amount. Current Budget Amount = Budget from import file.	If full import [*] = 'Y' then all budget amounts, units for lines not included in the import are set to 0. If full import [*] = 'N' process only imported lines.
Current Budgeted Amount = Budget from import file. Current Budgeted Units = Budget from import file.	Original Budget Amount = Current Budget Amount + Budget from import File – Change orders. Current Budget Amount = Current Budget Amount + Budget from import File.	If full import [*] = 'Y' then all budget amounts, units for lines not included in the import are set to 0. If full import [*] = 'N' process only imported lines.

Rules for Updating Budget Amounts:

• Checkbox on Process Import screen

ASCII File Layout – Job Budget Import

Control File = JCFJBI.ctl

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth
JCFJBI_COMP_CODE	Company	Company code. This must be a valid CMiC company code.	Yes	Char	8
JCFJBI_JOB_CODE	Job	Job code, this must be a valid job for the company. Leave this field blank if the Job Long Code field is to be used.	No	Char	10
JCFJBI_PHS_CODE	Phase Code	Phase Code, this must be a valid phase for the company/job combination	Yes	Char	16
JCFJBI_PHS_NAME	Phase Name	This field is only applicable on phases that do not already exist on the job. If this field is left blank, the Phase Master Phase name will be used when the phase is created otherwise the phase name entered here will be used.	Yes	Char	50
JCFJBI_CAT_CODE	Category	Job Category Code, this must be a valid CMiC Category Code- If the phase/category combination does not already exist on the job it will be created	Yes	Char	16
JCFJBI_CAT_NAME	Category Name	Not Currently Utilized – leave null	No	Char	30
JCFJBI_PHS_WM_CODE	WM	Phase WM Code – This is the Weight Measure code associated with the Phase – this is required if the phase is a new phase or the budgeted units field is being used.	No	Char	2
JCFJBI_PHS_QTY	Budgeted Units	Phase level budgeted quantity/units	No	Num	18,2
JCFJBI_WM_CODE	WM	Category WM Code, this is the WM code associated with the Job/Phase/Category combination	Yes	Char	2
JCFJBI_BUDGET_QTY	Units	Category budgeted units	No	Num	18,2
JCFJBI_BUDGET_AMT	Amount	Category budgeted amount	No	Num	18,2

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth
JCFJBI_USER_FIELD1	User Extension Field # 1	If User Extensions are defined for jobs, then these next 10 fields represent the 10 fields specified on the import utility then you may want to import the appropriate data, otherwise it can be entered manually after the import.	No	Char	2000
JCFJBI_USER_FIELD2	User Extension Field # 2	See Above	No	Char	2000
JCFJBI_USER_FIELD3	User Extension Field # 3	See Above	No	Char	2000
JCFJBI_USER_FIELD4	User Extension Field #4	See Above	No	Char	2000
JCFJBI_USER_FIELD5	User Extension Field # 5	See Above	No	Char	2000
JCFJBI_USER_FIELD6	User Extension Field # 6	See Above	No	Char	2000
JCFJBI_USER_FIELD7	User Extension Field #7	See Above	No	Char	2000
JCFJBI_USER_FIELD8	User Extension Field #8	See Above	No	Char	2000
JCFJBI_USER_FIELD9	User Extension Field #9	See Above	No	Char	2000
JCFJBI_USER_FIELD10	User Extension Field # 10	See Above	No	Char	2000
JCFJBI_JOB_LONG_CODE	Job Long Code	This is a required field if the job code is blank. This is the job code from a 3 rd party system. This must be an already existing job long code.	No	Char	24
JCFJBI_BUDG_REVENUE_AMT	Revenue Amount	This is the budgeted revenue amount for the job/phase/category combination. If null the budgeted amount will be set to the revenue amount.	No	Num	18,2
JCFJBI_PHS_CTRL_CODE	Control Phase	Phase Control Code – Only used if the Insert Phase Master Function is active	No	Char	16

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth
JCFJBI_PHS_WCB_CODE	WC	The JC Control checkbox Mandatory Workers Compensation For Job Phases unchecked makes this field optional and checked makes this field mandatory. The WC code must be valid under the job company plus work location country and state. Multiple WC codes cannot be applied to one phase code. If the WC is mandatory each phase must have at least one category record with WC specified. Null WC code is valid for any individual category record as long as the group of records for a particular job phase satisfies the above rules.	Y/N	Char	4
JCFJBI_SINGLE_CAT_BUDG_FL AG	Single Cat Budget	Identification if Single Budget is Used	No	Y/N	1
JCFJBI_BILL_JOB_CODE	Bill Job Code	Billing Job Code	No	Char	10
JCFJBI_BILL_PHS_CODE	Bill Phase Code	Billing Phase Code	No	Char	16
JCFJBI_BILL_PHS_NAME	Bill Phase Name	Billing Phase Name	No	Char	50
JCFJBI_BILL_CAT_CODE	Bill Category	Billing Category	No	Char	16
JCFJBI_BILL_CODE	Bill Code	Billing Bill Code	No	Char	50
JCFJBI_BILL_NAME	Bill Name	Billing Bill Name description	No	Char	60
JCFJBI_DEFAULT_BUDMETH_C ODE	Method	Budget Method Code (P/U/A)	No	Char	1
JCFJBI_COST_TO_COMPL_OVR D_FLG	Cost to Complete Override Flag	Cost to Complete Override Flag	No	Char	1
JCFJBI_PHS_TYPE_CODE	Phase Type	Phase Type	Depen ds on setting at job level	Char	16
JCFJBI_CLV_VALUE_CODE1	Classifier1	Classifier1	No	Char	16
JCFJBI_CLV_VALUE_CODE2	Classifier2	Classifier2	No	Char	16
JCFJBI_CLV_VALUE_CODE3	Classifier3	Classifier3	No	Char	16
JCFJBI_CLV_VALUE_CODE4	Classifier4	Classifier4	No	Char	16

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth
JCFJBI_CLV_VALUE_CODE5	Classifier5	Classifier5	No	Char	16
JCFJBI_CLV_VALUE_CODE6	Classifier6	Classifier6	No	Char	16

Job Phase Import

Setup Job Transaction Forecasting Logs Query Report	Utilities Custom Programs Window	
	Post Opening Balances	
CMIC Enterprise - PRODV10_X Job Costing Main Menu	Revise Budget	
	Close Completed Contracts	
	Close Billings, Costs Jobs and TM Contracts	
	Copy JC Tables	
	Copy Overhead Rates	
	<u>T</u> ransfer Job	
	Unstart Jobs	
	Recalculations	
	Snapshots	
	Cost Transfers	
	T <u>M</u> Billing ▶	
Foreign Job Import	Import	
Foreign Job Budget	Delete Batches	
Foreign Batch	LC v/s GL Verification	
i oreign <u>D</u> aten	E I I I I I I I I I I I I I I I I I I I	
Foreign Job Phase Import	Store Opportunities Forecast	
Foreign Dob Phase Import Foreign Phase Qty Completion Import	Store Opportunities Forecast t Change Batch Post Date	
Foreign Job Phase Import Foreign Phase Qty Completion Import	Store Opportunities Forecast t Change Batch Post Date Changed Batch Post Date Query	
Foreign Job Phase Import Foreign Phase Qty Completion Import	Store Opportunities Forecast t Change Batch Post Date Changed Batch Post Date Query <u>R</u> everse/Recreate Posted Transactions	
Foreign Job Phase Import Foreign Phase Qty Completion Import	Store Opportunities Forecast Change Batch Post Date Changed Batch Post Date Query <u>R</u> everse/Recreate Posted Transactions Print Posting Reports	
Foreign Job Phase Import Foreign Phase Qty Completion Import	Store Opportunities Forecast Change Batch Post Date Changed Batch Post Date Query Reverse/Recreate Posted Transactions Print Posting Reports	
Foreign Job Phase Import Foreign Phase Qty Completion Import	Store Opportunities Forecast Change Batch Post Date Changed Batch Post Date Query Reverse/Recreate Posted Transactions Print Posting Reports	
Foreign Job Phase Import Foreign Phase Qty Completion Import	Store Opportunities Forecast Change Batch Post Date Changed Batch Post Date Query Reverse/Recreate Posted Transactions Print Posting Reports	
Foreign Job Phase Import Foreign Phase Qty Completion Import	Store Opportunities Forecast Change Batch Post Date Changed Batch Post Date Query Reverse/Recreate Posted Transactions Print Posting Reports	

JC Menu > Utilities > Import > Foreign Job Phase Import

The Job Phase Import program may be accessed from the JC Utilities menu as shown.

Job Phase Import ASCII File Layout

Control File = JCFJPI.ctl

Column Name	Screen Prompt	Description	Required	Туре	Len gth
JCFJPI_COMP_CODE	Company	Company code. This must be a valid company code.	Yes	Char	8

Column Name	Screen Prompt	Description	Required	Туре	Len gth
JCFJPI_JOB_CODE	Job	Job code, this must be a valid job for the company.	Yes	Char	10
JCFJPI_CODE	Phase Code	Phase Code, this must be a valid phase for the company/job combination	Yes	Char	16
JCFJPI_WM_CODE	WM	Weight Measure Code	Yes	Char	2
JCFJPI_NAME	Phase Name	Phase Name	Yes	Char	50
JCFJPI_EST_START_DATE	Start Date	Estimated Start Date	No	Date DD-MON- YYYY	
JCFJPI_EST_COMPL_DATE	Completion Date	Estimated Completion Date	No	Date DD- MON- YYYY	
JCFJPI_BUDG_UNIT	Budgeted Units	Estimated Budgeted Phase Units	No	Num	12,3
JCFJPI_EBUDG_COST_AMT	Estimated Cost Amount	Estimated Budgeted Cost Amount	No	Num	16,2
JCFJPI_EBUDG_REVENUE_AMT	Estimated Revenue Amount	Estimated Revenue Amount	No	Num	16,2
JCFJPI_MAX_BILLING_BUDGET_AM T	Maximum Billing Amount	Budgeted Maximum Billing Amount	No	Num	16,2
JCFJPI_BILLING_RATE_TABLE_COD E	Billing Rate Table	Billing Rate Code	No	Char	10
JCFJPI_ACTIVE_FLAG	Active	Active Flag Y/N	Yes	Char	1
JCFJPI_SINGLE_CAT_BUDG_FLAG	Single Category Budget Flag	Single Category Budget Flag Y/N	No	Char	1
JCFJPI_BILLING_UNIT_FLAG	Billing Flag	Billing Unit Flag Y/N	No	Char	1

Column Name	Screen Prompt	Description	Required	Туре	Len gth
JCFJPI_REGEN_TPHS_BUDG_FLAG	Regenerate Time Phase Budget	Regenerate Time Phase Budget Y/N	No	Char	1
JCFJPI_PHS_TYPE_CODE	Phase Type Code	Phase Type Code	No	Char	16
JCFJPI_CLV_VALUE_CODE1	Classifier1	Classifier1	No	Char	16
JCFJPI_CLV_VALUE_CODE2	Classifier2	Classifier2	No	Char	16
JCFJPI_CLV_VALUE_CODE3	Classifier3	Classifier3	No	Char	16
JCFJPI_CLV_VALUE_CODE4	Classifier4	Classifier4	No	Char	16
JCFJPI_CLV_VALUE_CODE5	Classifier5	Classifier5	No	Char	16
JCFJPI_CLV_VALUE_CODE6	Classifier6	Classifier6	No	Char	16

Sample File Layout:

JC-JOB-PHASE-IMPORT-V10X - Notepad

 File
 Edit
 Format
 View
 Help

 RVCONST1,2000M,03-100,NA,Structural
 Concrete,01-JAN-2015,31-DEC-2020,12750,127576.00,1575850.00,0NERATE1,,Y,Y,Y,,,,,,,

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🙀 Job Costing - PRODV10_X Foreign Job Phase Import	_ 🗆 ×
Job Phase Import	- User Extensions +
	User Extension1
	User Extension2
	User Extension3
LYalidate.Imported.DataI	User Extension4
Edit Imported Data	User Extension5
	User Extension6
Digina Fridades	User Extension7
Delete Imported Data	More Extensions
Erase Import File	
	Related Screens +
	Related Screen 1
	Related Screen 2
	Related Screen 3
	Related Screen 4
Press button to select the action	Related Screen 5
Imported Records: 1 Invalid Records: 1	Related Screen 6
	Related Screen 7
	More Related
(ecord: 1/1 <osc></osc>	

		Budgeted		51
Valid Record Comp	Budgeted Units	Revenue Amount	Budgeted Amount	Max Billing Amount Rate Code I 1 999 999 99 ONERATE1
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	Forms			
	Imp	ort validated without er	rrors.	
		OK		
4				
Error				
				1
h Ocching (PROD)/42 V - Freedom II	h Dhara luurat			
b Costing - PRODV10_X Foreign Jo	ob Phase Import			
b Costing - PRODV10_X Foreign Jo b Phase Import	ob Phase Import			User Extensions
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b Costing - PRODV10_X Foreign Jo b Phase Import	ob Phase Import			User Extensions User Extension1 User Extension2 User Extension3 User Extension4 User Extension5
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b Costing - PRODV10_X Foreign Jo b Phase Import Validate Imported Data Edit Imp	ob Phase Import			User Extensions User Extension1 User Extension2 User Extension3 User Extension4 User Extension5 User Extension6 User Extension7
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b Costing - PRODV10_X Foreign Jo b Phase Import Validate Imported Data Egit Imp	Db Phase Import	e Imported Data Erase Import	File	User Extensions User Extension1 User Extension2 User Extension3 User Extension4 User Extension5 User Extension7 More Extension7 More Extensions Related Screen 1 Related Screen 2 Related Screen 3 Related Screen 4
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b Costing - PRODV10_X Foreign Jo b Phase Import 	Db Phase Import	e Imported Data	File	User Extensions User Extension1 User Extension2 User Extension3 User Extension4 User Extension5 User Extension6 User Extension7 More Extension7 More Extension8 User Extension9 User Extension9 User Extension9 User Extension9 Related Screen 1 Related Screen 2 Related Screen 3 Related Screen 4 Related Screen 5 Related Screen 6 Related Screen 7

ob Costing - PRODV10_X	Foreign Job Phase Imp	ort	_ 0
ob Phase Import			User Extensions +
			User Extension1
			Uşer Extension2
🧟 Job Costing	g - PRODV10_X Build a	Job Phase	er Extension3
			er Extension4
			er Extension5
Сотралу	All Co	npanies	er Extension6
, , dof	* All Jok	18	er Extension7
	·		pre Extensions
			lated Screens +
Status	Press Create Job Phase if it	is OK to proceed	elated Screen 1
	L	Crasta Jah Bhasa	elated Screen 2
			elated Screen 3
			elated Screen 4
Press buttor			elated Screen 5
Imported Records: 1	All records valid		Related Screen 6
			Related Screen 7
			More Related

Garage Costing - PRODV10_X Assign Job Phases						
Select Company	1	-				
Company RVCONST1	RVCONST1-US Co	I				Copy Phase WC Code
Job 2000M	2000 Main Job					Use Existing Bill Codes
Budget Effective Date	Use Phase Template	Use Existing Job			Threshold %	🔲 Retain Budget
					0.00	🔲 Retain Bill Rate Tables
Phase Setup						
	Budgeted	Budgeted	Estimated	Estimated	Billing	MaxThreshold
Phase	Revenue Rate	Revenue Amt.	Start Date	End Date	Rate Table	Revenue Cap Overr
<u>- 02</u>			01-01-2012	31-12-2015		
020210		0.00	01-01-2012	31-12-2015		
03			01-01-2015	31-12-2020		
03-100			01-01-2015	31-12-2020	ONERATE1	1,999,999.99
- AREA1			01-01-2012	31-12-2015		
Valid Y	•	,				
		1			1	
Eunding Source Valida	te Phases Apply B	udgets Calculate	e ⊻alue Note	es Budge	st Update D	etes Create Contract
Category						
Code name blow a	Dillocate	Billin	ng - Chuil Matteri	Labo	or Time S	pread O/H Forward
	Bill Code	і турі		Budget Method Forec	ast Phased Ru	le Code Loss %
				I		
				<u> </u>		
			_	•		
						Show Graph
Enter Phase Code						
Record: 6/?		<	05C>			

The Assign Phases screen shows successful import of the Phase details.

Phase Quantity Completion Import

This allows the import of phase quantities completed or to-date quantities.

The Phase Quantity Complete Import file (ASCII) has the following fields:

FIELDS TERMINATED BY "," OPTIONALLY ENCLOSED BY ""

ASCII File Layout – Phase Quantity Complete Import

Control File = JCPQCI.ctl

Column Name	Screen Prompt	Description	Required	Туре	Lengt h
JCPQCI_COMP_CODE	Company	Company code. This must be a valid company code.	Yes	Char	8
JCPQCI_JOB_CODE	Job	Job code, this must be a valid job for the company.	Yes	Char	10
JCPQCI_PHS_CODE	Phase Code	Phase Code, this must be a valid phase for the company/job combination	Yes	Char	16
JCPQCI_QTY_COMPL_DATE	Phase Completion Date	Completion Date	Yes	Date	
JCPQCI_WM_CODE	Weight measure code	Phase WM Code – This is the Weight Measure code associated with the Phase	Yes	Char	10
JCPQCI_PHS_TRANS_QTY	Transaction Qty	Phase Quantity for current transaction	Yes – if next field is null	Number (16,3)	
JCPQCI_PHS_TODATE_QTY	To Date Qty	Phase quantity to-date	Yes – if previous field is null	Number (16,3)	

This new feature is available on the Job Costing > Utilities > Import menu under the menu item **Foreign Phase Qty Completion Import**. When the user clicks on the **Phase Qty Completion Import** menu item, the following screen is displayed:

Action Edit Block Field Record Query	Utility Help Windo	ow 월 🖻 🎒 🤡 + ∢ ▶ ∔ ≪	▶ ₩ ? 🗗 🗗 🖓						
🙀 Job Costing - TESTV10X Phase Qty Completion Import									
Phase Qty Completion Import									
	Total Maßel	Emer							
Select Import Date User Status	Lines Count	Count File Name							
			User Extension2						
			User Extension4						
			More Extensions						
			Related Screens +						
			Related Screen 1						
			Related Screen 2						
			Related Screen 3						
			Related Screen 4						
			Related Screen 5						
			Related Screen 6						
			Related Screen 7						
Import Proceed			More Related						
Checked : User Can Proceed The Import File									
Record: 1/1	<0	ISC>							

On this screen, the user will only be able to see and access other user's import if he/she has the new privilege: **JCMUSRIPQC** – JC: Allows User To See And Edit The Imported Phase Qty Completion Data Of Other Users".

The main phase quantity import screen shown above has two options [IMPORT] and [PROCEED].

[IMPORT]

When you click the [**Import**] button, it will show the import popup screen where you will first use the [**Browse**] button to select the ASCII file that is to be imported, then the [**Import**] button to load the import file into a temporary table.

Action Edit Block	: Eield Record Query Utility Help Window 🕼 🌾 ⊐ 🔌 🗈 🖾 🤯 뢒 २. 📽 🗈 🎱 🧐 + ◀ ▶ ∔ ≪ 🕨 🦉	`? 🗗 🗗 🖓
嶺 Job Costing - T	ESTV10X Import Phase Qty Complete	_ 🗆 🗵
		User Extensions +
File Name	Browse	User Extension1
		User Extension2
	Enter the ASCII filename with the correct directory path (eg. C:\CMIC\BATCH.TXT)	User Extension3
	then press the <import> button to start the process of loading the ASCII file into the</import>	User Extension4
	database. Press <close> to return to the previous screen.</close>	User Extension5
		User Extension6
	Import <u>C</u> lose	User Extension7
		More Extensions
		Related Screens +
		Related Screen 1
		Related Screen 2
		Related Screen 3
		Related Screen 4
		Related Screen 5
		Related Screen 6
		Related Screen 7
		More Related
Enter The ASCII File	e Name. Include The Full Path With Drive Letter: Example C:\\Import\File.Txt	
Record: 1/1	<0SC>	

[PROCEED]

The [**Proceed**] button on the main import screen allows you to select a previously started import and resume the import. It will take you to the next screen shown, where you can print the error report, Edit Imported Data], Build Phase Completion Batch, Delete Imported Data (the temporary file), and Erase the Import File (if it will not be re-used).

Print Excep	tions Report	User Extension1 User Extension2 User Extension3 User Extension4 User Extension5 User Extension6 User Extension7 More Extensions
		Related Screens + Related Screen 1 Related Screen 2
		Related Screen 3
		Related Screen 4
Press button to select the ac	tion	Related Screen 5
Imported Records: 2	Invalid Records: 2	Related Screen 6
		Related Screen 7

This is a sample of the error report:

		J	ов созті	NG - PHASE QTY COM	PLETION IMPORT	REPORT	Page: Date: Time:	1 of 1 06/15/2008 12:27 AM
Line	Comp	Job	Phase	Phase Name	Completion Date	WM Code	Transaction Qty	Todate Qty
1	ZZ	0821305	01-103	Site Office Phas	12-JUN-06 e 01-103 is not on file for job 0821305 a	NA and Company ZZ	10.000	
						Total:	10.000	
				END OF	REPORT			
				Report Parameters Operator: DA Report Code: LCPOCI	Run Date: 06/15/2008	-		

Editing Imported Data

You can edit on a line per line basis and re-validate each time, to see the remaining errors as you go along. [More Errors] will show you the additional errors per line. If there is a single error on a line, the [More Errors] button is not enabled.

Action Edit Block Field Record Query Utility Help Window 術品日 100 11 11 11 11 11 11 11 11 11 11 11 11							
🧟 Job Costing -	TESTV1	0X Edit Import	Data				
Valid Record	Comp	Job Code	Phase Code	Phase Name	VVM	Oty Completion Date	Transaction G
· 🗆 🗆 1	DAV	V15PRJ-001	0106200	Office Equipment	EA	12/DEC/2012	10.0
2	DAV	MANAR-21-2	0106200	Office Equipment	EA	12/DEC/2012	
		<u> </u>					
		<u></u>			<u> </u>		
	<u> </u>	<u>_ </u>					
					╎──		
	╎───	1			╎──		
		•					Þ
Error							
Sort By 🕫 Record O Valid O Invalid Re-Validate More errors Close							
Phase ToDate Quantity							
Record: 1/2			<08	3C>			

This is edit imported data screen where user can Insert / Update and Delete the imported data. Re-validate button validate the imported data and mark the record as valid. If the valid column flag is checked it means it is valid record.

The [Close] button will close the screen.

Records can be sorted in three ways:

- Record Sorted by record sequence number
- Valid Sorted by Valid record
- Invalid Sorted by Invalid records.

VALIDATION RULES

Company Code

Company code cannot be null.

Company code must be valid.

Job Code

Job cannot be null.

Job must be valid.

Phase Code

Phase cannot be null.
Phase must be valid and exist in phase master table.

Phase must associate with job.

Phase must be activated at job phase category level.

Weight Measure Code

WM code cannot be null.

WM code must be valid.

Phase WM code and Import WM code conversion should be valid.

Completion Date

Date cannot be null.

Date must be exist in period table.

Transaction / To date Qty

Both cannot be null, any one of the two fields must have an entry.

Build Unit Completion Batch

pase Ofy Completion Import	
	User Extensions +
	User Extension1
	User Extension2
Drink Duranking Danate	User Extension3
Print Exceptions Report	User Extension4
Edit Imported Data	User Extension5
Build Unit Completion Batch	User Extension6
	User Extension7
Delete Imported Data	More Extensions
Erase Import File	
	Related Screens +
	Related Screen 1
	Weight/Measure Main
	Related Screen 3
	Related Screen 4
Press button to select the action	Related Screen 5
Imported Records: 2 All records valid	Related Screen 6
	Related Screen 7

The [Build Unit Completion Batch] button will be activated once all records are valid.

When you click on this button, the screen shown will allow you to select an existing 'U' type units completed batch or create a new one (using [**Create Batch**]).

Action Edit Block Field Record Qu	ery Utility Help Window	
	ੋ⊓≓਼ ± 3 ≫ ⊡ ⊘ ⊻ + ↑ ∢ ▶ ↓ ∢ ▶	>▼ ? ⊟ ⊡ %
🙀 Job Costing - TESTV10X 💿 Phase G	ity Completion Import	
Phase Qty Completion Import		- Ilser Extensions +
		User Extension1
a Job Costing - TESTV10V	Ruild Phase Oty Complete	User Extension2
Soon Costing - FEOTWOOK		User Extension3
		User Extension4
	AV Construction Comp TESTV10	User Extension5
		User Extension6
Batch Number 8238	PHS QTY COMP DEC12-12 Create Batch	User Extension7
		More Extensions
or a Durana Consta if it is in		Related Screens +
Status Press Create in it is	OK to proceed	Related Screen 1
		Weight/Measure Maint
	Create Transactions Close	Related Screen 3
		Related Screen 4
Press button to select the action		Related Screen 5
Imported Records: 2	All records valid	Related Screen 6
· · · · · · · · · · · · · · · · · · ·	·	Related Screen 7
		More Related
Enter The Batch Number To Be Used Fo	r The Imported Transactions/Disbursements	
Record: 1/1 Li	ist of Valu <0SC>	

[Create Batch] will show the screen where you can create a U type batch (Unit completion batch):

Once the batch is created or selected, the [**Create Transaction**] button is enabled. Click this button to complete the process. You will be returned to the Phase Import screen showing all the buttons disabled except the [**Delete Imported Data**] and [**Erase Imported File**] buttons.

[**Create Transaction**] will create a Job unit completion transaction which you can see and edit on the Job Unit Completion screen in: Job Costing > Transaction > Phase Quantity Completion.

Action Edit	<u>B</u> lock <u>F</u> ield <u>F</u>	Record Query	Utility <u>H</u> elp <u>W</u>	indow				
fo 🛍 🖥	P 🛛 🔻	二 📡 🗎 (⊒ 🛃 🛨 ڪ	. 📽 🖻 (🎒 🖻 + 🕇	•	▶ ∔ ≪ ⊮ ∜	V ? 🗗 🗗 🖓
🤯 Job Costir	ig - TESTV10X	Job Unit Cor	npletion					
Company								
	Company	DAV	DAV Constructio	n Comp TEST\	/10			
	Job	V15PRJ-001	Riverside Condor	ninium Comple	×			
	Batch	8238	PHS QTY COMPI	DEC12-12				
	Date	29/JAN/2013						
		Retrieve All Pi	- nases 🔽 Incl	ude Sub-Jobs	Restrict to "	P/U" Bi	udget Method	
Transaction I	Detail							
Date	Job	Phase	Trans	action VVM	Phase to Date	eVVM	Comment	Crew Name
121212	V15PRJ-001	0106200	1	0.000 LS	10.000	LS		·
						<u> </u>		
						<u> </u>		
][
Job Name	Riverside Condo	minium Complex		Total	0.000	LS		0.000
Phase Name	Office Equipmer	it			0.00	LS	Previously Posted	0.000
								0.500
Record: 1/1				<osc></osc>				

[Delete Imported Data] will delete all the imported data from temporary table for only selected imports. [Erase Import File] will delete the import file.

Change Management Import

The Change Management Import allows for the import of Change Orders from a 3rd party software system.

Edit Imported Data

alid/Varn Record	Comp Job	Change Order	Description	Reference Date	Туре
V 🗆 1	RBC DEN	EXT1121	CHANG ORDER IMPORT	18/MAR/2016	EXT
	4				
	<u> </u>				
Error					
Error					
Validate All Re	cords	Create Phase/Cateogry	B- M		Class

The Edit Imported Data function allows the user to edit/change or delete any of the imported data.

[Re-Validate] - Button

This button when pressed will re-validate the current record. If you want to re-validate all the records then the 'Validate All Records' check box must be checked before pressing the [**Re-Validate**] button.

As the user scrolls down though the records the 'Error' status line will display the first error for a record if the record is not valid. If a record has more than one error the [More Errors] button will become available. This button will display a list of all the errors for the record.

This screen is split into two sections as the user scrolls across. The first section is the Change Order Header information, the second section is the line item details of the Change Order.

Valid

If checked, indicates that the record is valid, and therefore can be imported into CMiC.

Record Number

This is just a reference field created by the system.

Build Change Orders

Action Edit Block Field Record Query Utility Help Window 윤윤 이 제 14 15 15 15 15 15 15 15 15 15 15 15 15 15
· · · · · · · · · · · · · · · · · · ·
Image Management System - TESTV10_X Change Order Import
Action
Import File
Channe Management System - TESTV10, X - Change Order Defaults
Note:Only Change Orders for the current Company will be created
Company RBC Kumar Construction Inc
Vupdate Projected Amount during Posting
Add Change Budget Amount
☐ Post ⊻endor Contracts with Change Order
Create Change Orders Close
Press Create Change Orders if it is OK to proceed
Imported Records: 1
Imported records. 1
Update - Cost Budget Will Be Added To
The Projected Amount, Recalculate Will
Equal The Highest Of Current Budget,
Spent To Date Or Previous Projected
Amount
Update - Cost Budget Will Be Added. To The Projected Amount; Recalculate Will Equal The Highest Of Current Budget, Spent To Date Or Previo

Record: 1/1 ... << 08C>

When all the records are valid the 'Build Change Orders' option will become available. This option is found on the Utility Menu of the Change Management system.

This option allows the user to import change orders for a specific company.

The three check boxes are for setting flags on each change order.

The 'Post Vendor Contracts with Change Order' should be checked if your normal process (when using CMiC is to post the subcontract along with the change order).

The 'Update Projected Amount during Posting' should be checked if the value of the change orders being imported have not be considered during forecasting.

Once the fields on this screen have been entered press the [Create Change Order] button to begin the process.

ASCII File Layout – Change Order Import

Control File = CMIMP.ctl

Column Name	Screen Prompt	Description	Requir ed	Туре	Len gth
CMI_CMM_COMP_CODE	Header: Comp	A valid CMiC company code	Yes	Char	8
CMI_CMM_JOB_CODE	Header: Job	A valid CMiC job code	Yes	Char	10
CMI_CMM_CODE	Header: Change Order	This is the actual change Order Code. This is not necessarily the owners change order number.	Yes	Char	11

Column Name	Screen Prompt	Description	Requir ed	Туре	Len gth
CMI_CMM_NAME	Header: Change Order Description	Description of Change Order or blank	No	Char	60
CMI_CMM_REF_DATE 'DD-MON-YYYY'	Header: Reference Date	The date of the change order, not the post date.	Yes	Date	
CMI_CMM_PREPOST_STAT_C ODE	Header: Status	Change Order Status – Must be a valid CMiC change order status code	Yes	Char	10
CMI_CMM_TYPE_CODE	Header: Type	Change Order Type – Must be Validated against CMiC Change Order Types	Yes	Char	4
CMI_CMM_OWNER_CHG_CO DE	Header: Owner Change Number	Owner Change Order Number if required	No	Char	20
CMI_CMD_JOB_CODE	Detail: Job Code	This is the job in the detail of the change order. It may be a sub-job of the job in the header.	Yes	Char	10
CMI_CMD_PHS_CODE	Detail: Phase	Phase affected by this line of the C/O. Must be a valid phase code	Yes	Char	8
CMI_CMD_CAT_CODE	Detail: Category	Must be a valid category for the job	Yes	Char	16
CMI_CMD_PHS_UNIT	Detail: Phase Units	Leave blank if not required.	No	Num	18,2
CMI_CMD_PHS_WM_CODE	Detail: Phase WM	WM Code – Only required if Phase Unit if filled in.	No	Char	2
CMI_CMD_BUDG_QTY	Detail: Category Quantity	Quantity related to Change order – may be left blank if not applicable.	No	Num	18,2
CMI_CMD_BUDG_WM_CODE	Detail: Category WM	A Valid WM code must be entered.	No	Num	2
CMI_CMD_BUDG_AMT	Detail: Category Amount	Enter the budget Amount -if left blank budget amount will be 0 automatically.	No	Num	18,2
CMI_CMD_GROUP_CODE	Detail: Bill Group code	Billing Group Code	No	Char	10
CMI_CMD_BILL_CODE	Detail: Bill Code	Bill Code – Required if External and a Job Billing type job It is optional	No	Char	50
CMI_CMD_BILL_NAME	Detail: Bill Name	It is optional if external PCI is added.	No	Char	60

Column Name	Screen Prompt	Description	Requir ed	Туре	Len gth
CMI_CMD_INV_CODE	Detail: Invoice Code	Job Billing – Invoice Format Code - Required if External and a Job Billing type job	No	Char	35
CMI_CMD_BILL_AMT	Detail: Bill Amount	Required if External and a Job Billing type job- If left blank it will be 0.	No	Num	18,2
CMI_CMD_BILL_JOB_CODE		It is optional if external PCI is added.	No	Char	10
CMI_CMD_BILL_PHS_CODE	Detail: Bill Phase	Required if an External Change Order – Job Phase Code for the related Billing Transactions	No	Char	16
CMI_CMD_BILL_CAT_CODE	Detail: Bill Category	Required if an External Change Order – Job Category Code for the related Billing Transactions	No	Char	16
CMI_CMD_SC_VEN_CODE	Detail: Vendor	Required if a subcontract is related to the change. Subcontractor Vendor Code	No	Char	8
CMI_CMD_SC_CONT_CODE	Detail: Subcontract	Required if a subcontract is related to the change. Subcontractor Vendor Code	No	Char	20
CMI_CMD_SC_CHG_CODE	Detail: Change	Required if a subcontract is related to the change. Subcontractor Vendor Code	No	Char	3
CMI_CMM_JOB_LONG_CODE	Header: Job – Long Code	This field must be a valid long job code already existing in CMiC if the Job code is null.	No	Char	24
CMI_CMD_JOB_LONG_CODE	Detail: Job – Long Code	This field must be a valid long job code already existing in CMiC if the Job code is null. – This must be either the header job long code or a sub-job	No	Char	24
CMI_CMD_BUDG_REV_AMT	Detail: Budget Revenue Amount	Optional	No	Num (18,2)	
CMI_CMD_PHS_NAME	Detail: Phase Name	If the cost phase associated with this change has a name other than defined on the Master Phase file enter it here if the phase does not yet exist on the job	No	Char	50

Column Name	Screen Prompt	Description	Requir ed	Туре	Len gth
CMI_CMD_BILL_PHS_NAME	Detail: Bill – Phase Name	If the billing phase associated with this change has a name other than defined on the Master Phase file enter it here if the phase does not yet exist on the job	No	Char	50
CMI_CMD_BILL_UNIT	Detail: Bill Unit	Billing unit are added here. It is optional.	No	Num	
CMI_CMD_REF_NAME	Detail: Reference Name	This field populates the Long Description column displayed by Import Change Order & Change Order Entry screens	No	Char	

Job Billing Import

Job Billing – Importing Contract Schedule of Values

The Job Billing Schedule of Values (SOV) Import allows the importation of the schedule of values (details) of an existing billing contract for which only the header data is available. The utility also assumes that this is a one time import.

So, prior to importing, the user must first ensure that the billing contract header record is created for the job.

The Job Billing Schedule of Values import menu item is accessed from the **Job Billing > Utilities** menu as shown in the screen print above.

ASCII File Layout – Job Billing Import

The input file has fields similar to the detail section of the Contract Entry screen and has the following layout in the order given:

(Fields terminated by "," and optionally enclosed by "")

Control File = JBIMPSOV.CTL

JBCD_COMP_CODE	Company Code	Char 8
JBCD_CONT_CODE	Contract Code	Char 10
JBCD_BILL_CODE	Billing Code	Char 50
JBCD_BILLING_TYPE_CODE	Billing Type	Char 4
JBCD_DESC	Bill Code Description	
JBCD_BUDG_BILLING_AMT	Budgeted Billing Amount	Num (18,2)
JBCD_BUDG_BILLING_QTY	Budgeted Billing Quantity	Num (16,8)
JBCD_WM_CODE	Weight/Measure	Char 2
JBCD_BILLING_RATE	Billing Rate	Num (18,4)
JBCD_MAX_BILLING_AMT	Maximum Billing Amount	Num (18,2)
JBCD_MAX_BILLING_QTY	Maximum Billing Quantity	Num (16,8)
JBCD_CONSTRUCTION_VALUE_PCT	% of Construction Value	Num (18,2)
JBCD_CONSTRUCTION_VALUE	Construction Value	Num (18,2)
JBCD_GROUP_CODE1	Group Code 1	Char 35

JBCD_GROUP_NAME1	Group 1 Name	Char 60
JBCD_GROUP_CODE2	Group Code 2	Char 35
JBCD_GROUP_NAME2	Group 2 Name	Char 60
JBCD_GROUP_CODE3	Group Code 3	Char 35
JBCD_GROUP_NAME3	Group 3 Name	Char 60
JBCD_GROUP_CODE4	Group Code 4	Char 35
JBCD_GROUP_NAME4	Group 4 Name	Char 60
JBCD_GROUP_CODE5	Group Code 5	Char 35
JBCD_GROUP_NAME5	Group 5 Name	Char 60
JBCD_INVOICE_FORMAT_CODE	Invoice Format Code	Char 4
JBCD_BILL_JOB_CODE	Job Code	Char 10
JBCD_BILL_PHS_CODE	Phase Code	Char 16
JBCD_BILL_CAT_CODE	Category Code	Char 16
JBCD_RET_CODE	Retainage Code	Char 10
JBCD_HLDBK_METHOD	Holdback Method Code ($S = on$:	
	retainage used from the subcontract; P = off : Percentage Retainage)	Char 1
JBCD_TAX1_CODE	Tax1 Code	
JBCD_TAX1_TAXABLE_FLAG	Tax1 Flag (Y/N)	
JBCD_TAX2_CODE	Tax2 Code	
JBCD_TAX2_TAXABLE_FLAG	Tax2 Flag (Y/N)	
JBCD_TAX3_CODE	Tax3 Code	
JBCD_TAX3_TAXABLE_FLAG	Tax3 Flag (Y/N)	
JBCD_SELF_PERFORMED_INV_FLAG	Flag indicating self-performing	(Y/N)
	work (SPW)	
JBCD_VEN_CODE	Vendor Code	Char 8
JBCD_SUBCONT_CODE	Subcontract Code	Char 20
JBCD_SC_RFP_COST_FLAG	SC RFP flag (Y/N)	Char 1
JBCD_SEPARATE_BILLING_REF_CODE	Separate Billing Reference Code	Char 10

NOTE: If the Group Code does not already exist in the system, then the Group Code Name has to be entered in the import file, or during editing of the imported data.

Importing JB Schedule of Values



The JB SOV import menu item is accessed from the **Job Billing > Utilities** menu as shown in the screen print above. Clicking on this menu item will display the import screen:

Action Edit Block Eield Record Query Utility Help Window	
□●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●	? 🗗 🗗 🖓
g Job Billing - Import JB Schedule of Values	
Impact IB Calculate of Values	
Import JB Schedule of Values	
Import File	
⊻alidate Imported Data	
Edit Imported Data	
Bylid Job Billings	
Qelete Imported Data	
Erage Import File	
Press button to select the action	
No imported records	

	Import File	
	Te PAGE_2	
	File Name Browse	
	inportQose	
	Eraşe Import File	
	use this button to pick up the input file from its location	
E	nter the name of the file you wish to import with its full path (e.g. C:\CMIC/BATCH.TXT)	
N	o imported records	

Use the [Import File] button to display the popup screen which allows you to specify the input file:

After entering the file name, click the [Import] button.

If errors are encountered from the initial import validation, a message box will appear:

-	Forms	×
	⚠	Error was found. Proceed with importing the rest of the data?
		Yes No

Whether you choose to proceed with the import or not, an error log will be produced showing you the records that were not imported and the reasons.

If your input file (.csv) included the header labels for the various columns (so you can identify the columns), it will be viewed as a record, and validated. It will therefore be included in the error log. An example is shown below:

ER	ROR LOG FOR ASCII IMPORT	Page: 1 of 1 Run Date: 02/12/2008 Run Time: 01:37 PM
Inserting into the following Table and its Columns		
TABLE da jbcontdet_import_table (JBCD_COMP_CODE, JBCD_ JBCD_BILLING_TYPE_CODE, JBCD_DESC, JBCD_BUDG_BILL JBCD_WM_CODE, JBCD_BILLING_RATE, JBCD_MAX_BILLING JBCD_CONSTRUCTION_VALUE_PCT, JBCD_CONSTRUCTION JBCD_GROUP_NAME1, JBCD_GROUP_CODE2, JBCD_GROUF JBCD_GROUP_NAME5, JBCD_GROUP_CODE4, JBCD_GROUF JBCD_BILL_CAT_CODE, JBCD_INVOICE_FORMAT_CODE, JBCD JBCD_BILL_CAT_CODE, JBCD_INVOICE_FORMAT_CODE, JBCD JBCD_TAX1_TAXABLE_PLCT, JBCD_TAX1_TAXABLE_PCT, JE JBCD_SELF_PERFORMED_INV_FLAG, JBCD_VEN_CODE, JBCJ_TAX3 JBCD_SELF_PERFORMED_INV_FLAG, JBCD_VEN_CODE, JBCJ_ JBCD_SC_RFP_COST_FLAG, JBCD_SEPARATE_BILLING_REI JBCD_BUR_STORED_MATERIAL_FLAG)	CONT_CODE, JBCD_BILL_CODE, ING_AMT, JBCD_BUDG_BILLING_QTY, S_AMT, JBCD_MAX_BILLING_QTY, LVALUE, JBCD_GROUP_CODE1, NAME2, JBCD_GROUP_CODE3, NAME4, JBCD_GROUP_CODE5, D_BILL_JOB_CODE, JBCD_BILL_PHS_CODE, ICD_TAX2_CODE, JBCD_TAX2_TAXABLE_FLAG, TAXABLE_FLAG, JBCD_TAX3_TAXABLE_FLAG, SUBCONT_CODE, F_CODE, JBCD_BURDEN_LEVEL,	
Line No. Rejected Rows from the Data File		
1 (Company./BCO_CONT_CODE:\Billing_Code'.Type'\Description'.Bu 2:\'Group 3:\'Group 4:\'Group 5:\'Inv Fmt',Job',Phase',Cat',Ret. 0 Reference'.'') Error: PLL-3000 these are the headings from the input .csv filethey are h	dg, Billing Ant, 'Budg, Chy,', WM, 'Billing Rate', 'Max Billing Ant,' Ma loode','SC Ret', Tax 1', Taxable','', Tax 2', 'Taxable','', Tax 3', 'Taxable', ighlighted as	x 0h/;%6 of Constr.'/Construction Value'/Croup 11''/Group ;/Self-Per: Work',Vendor'/Sub-Contract'/SC RFP'/Billing
errorneous and will not be brought in as an import record		
	END OF REPORT	
	Report Parameters	
	Run Date: 02/12/2008 Report Code: LL1000	

In the above example, all the other records were valid enough to be brought into the temporary table by the import. Those can now undergo further validation on the subsequent screens.

If 'Yes' was chosen to the question above (you are proceeding with the import), the next popup would show:

ŀ	nport File				
😨 PAG	E_2				
File	Name C:\SB Imports\	TEST2006VIB SOV	ICM_38305.CSV		Browse
			ĺ	Import	Çlose
	For	ms			×
	•	13 record(s)	inserted out of 1	4 line(s) impo	rted/read
			Ōĸ		
Importing to t	emporary table.				

This shows that 13 records are going to be inserted out of 14 (the remaining record being the one containing the column headings). Clicking on 'OK' gives:



If 'No' is selected, the popup for the Error Log will be shown in which case it can be viewed.

If 'Yes' is selected, the user is again brought to the following screen, but with additional buttons enabled to Edit, Validate or Delete the imported data:

Import File	🙀 Job Billing -	Import JB Schedule of Values	
Import File Validate Imported Data Egit Imported Data Dulid Job Billings Qelete Imported Data Erage Import File			
	import Fi	e	
Press button to select the action	Press button to sele	ct the action	
Imported Records: 13	Imported Records: 1	3	

Validating Data

[Validate Imported Data] will re-validate the data and indicate if there are any errors. Validations will include whether the contract already exists, that the job/phase/category on the import exist, that retainage and tax codes exist, that the billing type code is valid, that currency, weights/measures and subcontract data are valid, and that the billing reference code already exists on the header, if it is to be included in the SOV.

🤠 Job Billing -		Import JB Schedule of V	Values
	import File	alidate Imported Data	ed Data Build Job Billings Delete Imported Data Eraşe Import File
	Imported Data validated	k	
	Imported Records: 13	Errors: 39	

To Edit the imported data and make the necessary corrections, click [Edit Imported Data].

ion Ed	sit Bloc	ik Eiel Q	d Becord Qui	ery Utility Help ¥ ℃ロロン	Vindow Ł ၖ 🗈	3 1 + ↑ + 12 €	∔≪I⊮∀??	
300 BI	lling -		Edit	Imported Data				
Valid	Rec#	Comp	Contract Code	Billing Code	Туре	Description	Budg, Billing Amt	Budg, Gty, V
	1	ZZ	SBJOB04	02-100.1300	PC	Excavation - Burden		\$
	2	ZZ	SBJOB04	02-100.2000	PC	Excavation - Subcontracts		N
	3	ZZ	SBJOB04	02-100.3000	PC	Excavation - Equipment		N
	4	ZZ	SBJOB04	02-100.4000	PC	Excavation - Materials	l l	N
	5	ZZ	SBJOB04	02-100.9000	PC	Excavation - Fee		N/
	6	ZZ	SBJOB04	02-200.1300	PC	Back Fill - Burden	Ì	\$
	7	ZZ	SBJOB04	02-200.2000	PC	Back Fill - Subcontracts		N/
	8	ZZ	SBJOB04	02-200.4000	PC	Back Fill - Materials	Î	N
10	9	zz	SBJOB04	02-200.5000	- PC	Back Fill - Sundry		N
	10	ZZ	SBJOB04	02-200.9000	PC	Back Fill - Fee	î	N
10	11	zz	SBJOB04	03-100.1300	PC	Footings - Burden		\$
	12	ZZ	SBJOB04	03-100.2000	PC	Footings - Subcontracts	i	N
	13	zz	SBJ0804	03-100.9000	PC	Footings - Fee		N
1 -		í—	1	<u></u>				
		·			-		I	
								-
E	Invalid (Section Co	ode or New Crow	n Code with No Neme				
Error	a reality of	stoup of	000,011000000	p code marrie name	-			
ΓY	(alidate A	I Recor	ds			Re-Validate	More errors	Close
								opere
r A Bill	ling Coo	ie						
ord: 10	13		1		<08C>			

This screen will show the error message for each record as you move down the list. Use the [**Re-Validate**] button to re-validate corrected records. The 'Valid' flag will be set once the record is no longer invalid.

Also, use the [More errors] button to show additional error messages. If the same error occurs for more than one field, the error message is repeated as many times.

For each record that passes validation the 'Valid' flag in the left-hand corner of the screen will be checked:

Action Edit Block Eield Record Query Utility Help Window											
65	ⓑ월▐♥Ҩゑっを⋼ばぢ∓ኇゑ⋼९ゑ+↓ ◆ ▶ ★ 《 ▶ & \$ 1 ⊡ ◙ 8										
🧑 J	ob Bill	ling -		Edit	mported Data						
Edit	Impo	rted Dat	ta								
				0	Difference de		Description	Durder, Dillion, Arch	Durley Oly M		
	Valid	Rec#	lomp	Contract Code	Billing Code		Exception Burden	Budg, Billing Amt		<u></u>	
		2	77	ISB IOB05	02-100.1300		Excevation Subcontracts	20,000,00	1.00 J	-	
		2	77	ISBIOB05	02-100.2000		Execution Equipment	20,000.00	1.00	-	
		3	77	SBJ0805	02-100.3000		Excavation - Equipment	23,000.00	1.00	Ê.	
		4	77	SBJ0805	02-100.4000		Excevation Fee	22,000.35	1.00	Ê.	
		5	77	SBJ00005	02-100.3000		Reck Fill Burden	23,304.70	1.00	<u> </u>	
		7	77	SBJ00005	02-200.1300		Back Fill Subcontracte	230,000.43		=	
		ر ۵	77	ISBJOB05	02-200.2000		Back Fill Materials			- A	
			77	ISB IOB05	02-200.4000		Back Fill Sundry			- A	
		3	77	ISB IOB05	02-200.0000		Back Fill Fee			<u> </u>	
		11	77	ISB IOB05	03 100 1300				Q	<u> </u>	
		12	77	ISB IOB05	03-100.1300		Footings Subcontracts		I¥	_	
		13	77	ISBIOB05	03-100.2000		Footings - Fee				
_		14	77	ISBIOB05	00-100.000		Billings - Fee				
<u> </u>					100.0			J[È.	
						•			<u> </u>		
	Error										
	$\Box \Sigma$	alidate Al	I Record	ds			Re-⊻alidate	More errors	Close	1	
										-	
	-										
Enter	Com	pany Co	de								
Reco	rd: 14	/14			<	OSC>					

Build Job Billings

Close the editing screen and use the [**Build Job Billings**] button on the next screen displayed, to create the Schedule of Values (SOV) for the contract. 'Building' will occur only if **all** the records being imported are **valid**.

Action Edit Block Field Record Query Utility Help Window
ⓑ ⓑ ⓑ ⓑ ♥ ⁻ ♥ ì ⊨ ⋈ ★ 2 ⋈ ì 3 ∅ + ↑ < ▶ ↓ < ▶ ♥ ? i 0 ∅ 3
🙀 Job Billing - Import JB Schedule of Values 💶 🛛 🗙
Import JB Schedule of Values
Import File Validate Imported Data Egit Imported Data Delete Imported Data Erase Import File Press button to select the action
Imported Records: 14

A popup box is displayed which requires you to enter the Company and Contract to which the imported records are to be built. These values must match the company and contract that are in the import file, as well as the contract header that was created prior to the import.

🙀 Create Job Billings Parameters	
Specifiy which Company-Contract to Build, Le	eave Blank for ALL
Company ZZ CMiC Test Company	
Contract Code SBJOB05 another job for JB SOV im	port
Build Job Billings	Close

Click the [**Build Job Billings**] button to carry out the update. When it is completed the following message will be displayed:

🔁 Create Job Billings Parameters	
Specific to the second	
Build Job Billings Close	

After clicking **[OK]**, the first import screen is re-displayed with only the **[Import File]** and the **[Erase Import File]** buttons enabled.

You can carry out additional imports or you can erase an import file using these buttons.

You can also go to the Contract Entry screen and review the data that has been imported into the schedule of values:

Action Edit Block	Eield <u>R</u> ecor	d Query <u>U</u> tility <u>H</u> elp <u>W</u> ind	wot					
🔁 🔓 🔒 🕪 🕻	0 🔨 🗂	▼11目目目 ± 3.1	🎬 🗟 🗳 +	† ∙	(D 🕅	? 🗗 🎯)
쳝 Job Billing -		Contract Entry						_ 🗆 🗵
Company Code								
	Company ZZ	CMiC Test Company			Use Sub-Contrac Show Closed Cor	t Vendor on ntracts	New Bill Line:	s
Billing Items								
Job SBJC)B05	another job for JB SOV import		Bid Da	ate		Add New E	ill Codes
Contract SBJC)B05	another job for JB SOV import	c	ontract Da	ate 02/13/2008	6	eset All Bill C	ode Budgets
Customer ZZ-H	IDEPO	ZZ - Home Depot	Ар	proved Da	ate 13-FEB-08)efault <u>C</u> ompli	ance Codes
Budg. Billing Amt		📃 🔲 Time Phased 🔲 Excl	lude Non-Inv Receipts	Closed Da	ate	Star	t Date	
Max Billing Amt		Spread Rule	Contract	Billing Ty	rpe PC	End	IDate	
Starting Dra	w Num	1 Sho <u>w</u> Graph Defa	ults Address	Descript	ionOfficials	Surcha	arges Risk_N	Management
Contract								
Contract Currency US	Dollars	Show NR Bill Codes G	ueried Budg. Billing Amt		320,905.76 E	audg. Billing i	Amt	320,905.76
Billing Code	Туре	Description	Budg, Billing Amt	Curr \$	Budg, Qty, N	AM .	Billing Rate	Ma:
02-100.1300	PC	Excavation - Burden	10,000.00	US	1.00 \$		0,000.0000	
02-100.2000	PC	Excavation - Subcontracts	20,000.00	US	1.00 N	A 2	20,000.0000	
02-100.3000	PC	Excavation - Equipment	25,000.00	US	1.00 N	A 2	25,000.0000	
	PC	Excavation - Materials	12,000.55	US	1.00 N	IA 1	2,000.5500	
02-100.9000	PC	Excavation - Fee	23,904.78	US	1.00 N	A 1	23,904.7800	
02-200.1300	PC	Back Fill - Burden	230,000.43	US	1.00 \$	2	30,000.4300	
• 02-200.2000	PC	Back Fill - Subcontracts		us	N			
Billing % Complete o	f Budgeted Co:	st		at	View/Edit Time Dh	esed Budge	t Group	▶ Deteils
		<u></u>	огасо піпот парса Байус		Tieswithing Line Lin	assa baage	e oroug	- Dorðilo,
Enter Valid Job Code								
Record: 1/1		<(08C>					

Subcontract Management Imports

Insurance Certificate Import (Surety 2000)

This interface will update a single compliance code within CMiC Enterprise. The data in Surety 2000 is keyed by Federal ID# which is the Tax Registration Number on the Business Partner table. Contracts and vouchers having this compliance code will be updated based on the matching of the Tax Registration Number on the vendor, and if the vendor has a contract on the job indicated.

Setup – Systems Option

The compliance code to be updated is set in the **Systems Options – Financials** screen:

ction Edit Block Field Record Query Utility Help Wind 包 编 🗐 🌵 🕼 🎅 ᢇ 🃎 🗈 🚧 😡 뢒 🔧 S	ow ≌ 🖻 🎒 🧐 + ◀ ∔ ∢ 🕨 ۹	7 ? 🗗 🗗 🖓
g System Tables Maintenance - TESTV10 System Options		
System Options		-
General Database Options Reports Financials Projects As	sets Payroll Human Resource E-TimeSheet	User Extensions +
		User Extension 1
Transaction Numbering Type OL numbering by Journal		User Extension 2
Fransaction Nambering Type [OE hombering by 300mar		User Extension 3
Auto-Number Business Pertner	Code	User Extension 4
	0000	User Extension 5
BP Code Mask 1234	sharactar but the estarix "t" is a openial place holder	User Extension 6
for each digit of the next number.	The numbers 1,2,3 are used for the next character	User Extension 7
of the 1st, 2nd and 3rd word in the	e BP Name.	More Extensions
Sample BP Name and Code Acme Tiles Ltd.		
		Related Screens +
Check All Address Fields		Related Screen 1
Registration Code Required for	Vendors	Related Screen 2
I System Wide Unique Registratio	on Code ation	Related Screen 3
Summarize GL Posting Report		Related Screen 4
Automatically Prepared Cheque	s Will Belong to Paying Company	Related Screen 5
		Related Screen 6
Compliance Code to be Used in Pre-lien Set Up PRE-LIEN	Pre-Lien Compliance	Related Screen 7
Compliance Code to be Used in Certificate Import BONDS	Bonded	More Related
nter Compliance Code to be Used in Insurance Certificate Imp	ort Utility (SC)	
ecord: 1/1 List of Valu <c< td=""><td>)SC></td><td></td></c<>)SC>	

Use this screen to set the Compliance Code that is to be used in the Surety 2000 Import.



Subcontract Management – Utility

The import program for the Surety 2000 Import (Insurance Certificate Import) is accessed from the Utilities menu of the Subcontract Management module.

The data fields required for the import are shown below:

Company ID Job Number Insured Tax ID (vendor tax registration number) Insured Name (vendor name) Status Date Created Expiry Date

Importing File

Action Edit Block Field Record Query Utility Help Window	¥ ? . . 64 493 ×
Update Compliances Delete Imported Data	
Press button to select the action	
No imported records	
Record: 1/1 <<08C>	

Click [Import File].

In the File to Import popup window, enter the path for the import file:

Action Edit Block Eield Record Query Utility Help Window
California da Ca
Astion
Action
a Subcontractor's Subledger - TESTV10 Select a File To Import
File Name C:\SB Imports\surety2000.txt
Import Close
Update Compliances
Delete Imported Data
Enter the name of the file you wish to import with its full path (e.g. C:\CMIC\BATCH.TXT)
No imported records
Enter The Name Of The File You Wish To Import With Its Full Path (E.G. C:\CMIC\BATCH.TXT)
Record: 1/1 <

Click [Import].

The following screen is displayed:

🙀 Subcontractor's Subledger	r - TESTV10 Surety 2000 Import	<u> </u>
🤖 Subco	ntractor's Subledger - TESTV10 Select a File To Import	
File Na	me CINSB Imports/surety2000 txtBrowse	
	Import Close	
	Forms 7 record(s) inserted out of 7 line(s) imported/read	
Importing to tem	porary table.	
No imported rec	ords	

Click **[OK]** to get the following screen:



If a header is included in your import file it is ignored and the record count becomes one record less.

The following buttons become enabled:

[Validate Imported Data], [Edit Imported Data] and [Delete Imported Data]

Click [Validate Imported Data] to perform an initial validation on the imported data.

The result is the following:

🙀 Subcontractor's Subledger - TESTV10 👘	Surety 2000 Import	
Action		
iimport File 	Imported Data Edit Imported Data Update Compliances Delete Imported Data	
Imported Data validated		
Imported Records: 13		

If the imported data records are all valid, then the following will be shown:

Action	
Press button to select the action	

Actio P	in Edit Bli	ock Eield 🎼 🕼 🔨	Record	Query Utility E	lelp Window 🛨 头 📽 🗊	a 🍪 🖄 + 🕇 ∢ →	t «	I ▶ ₩ ?	-] -]
6	Bubcontracto	or's Subled	ger - TES	TV10 Edit Imp	orted Data				
	Valid	Company	Division	Job	Tax ID	Name	Status	Create Date	Expiry Date
<u> </u>	VALID	SUS	001	1047033-1	22222	Twain Alliance - Massachusetts	R	23/OCT/2009	01/AUG/2010
	VALID	SUS	001	SUS-JOB-2	15555	Standard Industrial Developers	A	06/OCT/2010	01/OCT/2011
	VALID	SUS	001	SUS-JOB-2	14444	Rigor Consulting and Design/Build	R	12/OCT/2010	11/JUN/2011
	VALID	SUS	001	2047033	13333	Parrish Construction Partners	A	16/JUN/2010	07/JUN/2011
	VALID	SUS	001	1047027	33333	Parkdale Holdings	R	26/FEB/2010	01/JAN/2011
	VALID	SUS	001	SUS-JOB-2	11111	Eagle Investments Company	A	28/DEC/2010	01/JAN/2012
			i i				1	ĺ	
			1				1		1
-			1				1		
					1				
Erro	r [
	□ ⊻alidate	All Records				Re- <u>V</u> alidate	N	Agre errors	Close

Next, click [Edit Imported Data]. The following screen is displayed:

If any record is invalid, it will show the word 'ERROR' in the Valid field, and the error message will be shown in the Error field at the bottom of the screen.

If a line has more than 1 error, then the [More errors] button will be enabled.

Make the necessary corrections and click **[Re-validate]** while the cursor is on the record to be revalidated. Use the **'Validate All Records'** checkbox if you want to revalidate all the records.

When all records are valid the [Update Compliances] button becomes enabled.

Click this button and the compliances are updated only if they already exist on the job for that vendor.

Action Edit Block Field Record Query Utility Help Window
Carl Carl Carl Carl Carl Carl Carl Carl
Action Import File Validate Imported Data Forms (6) Compliance Record(s) Has Been Successfully Updated And Deleted From The Import Table Updated And Deleted From The Import Table Imported Data validated Imported Records: 6

The compliance code is updated by setting the Insurance End Date with the Expiry Date value, and setting the Compliance flag where applicable.

The following conditions are validated for the update:

A = **Accepted**: After validation, this should be marked as VALID and update the Compliant Flag, Start and End dates and applies updates to all Vouchers.

 $\mathbf{E} = \mathbf{Expired}$: After validation, this should be marked as VALID and remove Compliant Flag, update Start and End dates and applies updates to all Vouchers.

 $\mathbf{R} = \mathbf{Rejected}$: After validation, this should be marked as VALID and remove Compliant Flag, remove Start and End dates and applies updates to all Vouchers. Auto populate 01/01/01 in the start/end date fields for all rejected records that pass the validation process.

Action	Edit	Block Eield R	ecord Que	ry Utility Help V	Mindow 📐 🍱 🝙 🍪	⊠ + ↑ ∢ →	• + « » *	7 ? 🗗 🗗 🖓
🝖 Su	ibcontr	actor's Subledge	r - TESTV10	Change Comp	liance			
Selec	tion							Uner Estensione 📩
ਹ Su	ibcontr	act Compliance §	Status					
c	Company	/ SUS	SB (DO NOT	USE) - US			As Of Date	09/MAR/2011
	Vendor	TWAIN	Twain Allian				SC Code	SUSTWA001
	ſ		Insurance				Job Code	1047033-1
Comme	Date	Compliance	Bonding	Certificate	Certificate	Charle Date	Faul Data	
Compi	Compi.	BONDS	sompany *	Number		28 DEC/2010		Amount
		INS	1.	1.*		28/DEC/2010	28/DEC/2011	
						28/05/2010	20/02011	
	1V	TECT				20/020/2010	20/060/2011	
		TESTCOMPL	<u> </u>	_		20/020/2010	20/060/2011	
		TESTCOMPL	<u> </u>				000500044	
		WC NO DI CONTR	<u> </u>		<u> </u>		20/060/2011	
	~	WORKCOMP	<u></u>	<u></u>	1	28/DEC/2010	28/DEC/2011	
	Compli	iance Code Descrip	tion Bonded					🔽 Date Sensitive
Insu	rance/B	onding Company N	ame Non-app	licable				🔲 SC Auto Assign
		Remitance Descrip	xtion					🔲 PO Auto Assign
		Copy D	ocuments	Add to Compan	Add to PO's Ad	dd to ⊻ouchers Apply	Changes Note	s Close
	Γ	Compliant					mpinninge	More Related

SC Compliance Import

This Import Utility allows users to import Insurance Compliance records into the Subcontracts directly, with the ability to either insert the records or perform only an update of the existing records.

This functionality is extended to insert/update the compliance records of Purchase Orders as well.



The Compliance Import Screen has a log view to show already imported records which reside in an intermediate staging table. The users may perform two actions at this point:

- 1. Click on [Import] button to start the process of importing an ASCII file from a local/network source.
- 2. Select a record by check box on the left, and click [Proceed] to process already imported files.

ASCII File Layout

The Import ASCII file must conform to the following layout, with fields terminated by a comma (,) and optionally enclosed within double quotes ("").

SCIC_COMP_CODE	VARCHAR2 (8)
SCIC_VEN_CODE	VARCHAR2 (8)
SCIC_SC_JOB_CODE	VARCHAR2 (10)
SCIC_SC_CONT_CODE	VARCHAR2 (20)
SCIC_COVER_TYPE_CODE	VARCHAR2 (8)
SCIC_INSCOMP_CODE	VARCHAR2 (5)
SCIC_CERT_NUM	VARCHAR2(30)
SCIC_CERT_LOC	VARCHAR2(30)
SCIC_START_DATE DATE	DD-MON-YYYY
SCIC_END_DATE DATE	DD-MON-YYYY
SCIC_AMT	NUMBER (18,2)
SCIC_COMPLIANCE_FLAG	VARCHAR2 (1)
SCIC_DATE_COMPLIANCE_FLAG	VARCHAR2 (1)
SCIC_PO_NUM	VARCHAR2 (11)
SCIC_PO_RELEASE_NUM	VARCHAR2 (11)

Sample Subcontract Compliance record in ASCII format:

```
SC-Compliance-Import-TestVI0X-ENCLOSED.txt - Notepad

File Edit Format View Help

"RVHQ1001", "A1DOORS", "RV200", "RV200001", "KEYS", "COMP1", "1234567892", "Office shelf", "01-JAN-2013", "12-DEC-2015", "5775.89", "Y", "Y", "", ""
```

Sample Purchase Order Compliance record in ASCII format:

```
PO-Compliance-Import-TestV10X.txt - Notepad

File Edit Format View Help

RVHQ1001,A1DOORS,1000.01,,BONDS,AXA,1234567890,office Drawer,01-JAN-2013,12-DEC-2014,5756.89,Y,Y,JP000016,1

RVHQ1001,A1DOORS,RV200,,KEYS,COMP1,1234567892,office shelf,01-JAN-2013,12-DEC-2015,1234.56,Y,JP000016,1
```

Import Process

marice impo	**	User Extensions
File Name	Browse	User Extension1
		User Extension2
	Enter the filename with the correct directory path (eg. C:\CMIC\BATCH.TXT)	User Extension3
	then press the <import> button to start the process of loading the file into the</import>	User Extension4
	database. Press <close> to return to the previous screen.</close>	User Extension5
		User Extension6
		User Extension7
	Import Close	More Extensions



When the [Import] button is pressed, the file import dialogue opens as shown.

Users may browse and select the required ASCII file and click [**Import**] button, which successfully imports into a staging table and displays the message appropriately.

	User Extensions
	User Extension1
	User Extension2
Validate And Print Error Report	User Extension3
	User Extension4
Edit Imported Data	User Extension5
	User Extension6
Process SC Insurance Compliance(s)	User Extension7
Delete Imported Data	More Extensions
Erase File	Related Screens
	Related Screen 1
	Related Screen 2
	Related Screen 3
Press button to select the action	Related Screen 4
	Related Screen 5
//	Related Screen 6
	Related Screen 7
	More Related

When users click [**OK**], the Import process selection screen opens up and users may perform the following actions:

1. [Validate And Print Error Report]

When pressed, the program validates for each record in the imported file and validates and if errors found, generates an error report. If no errors found, then the [**Process SC Insurance Compliance(s**)] button is enabled

2. [Edit Imported Data]

Allows the users to 'edit' using a Validation screen

3. [Process SC Insurance Compliance(s)]

Enabled when the imported records have been validated successfully

4. [Delete Imported Records]

Allows to 'Delete' the imported data for whatever reason and allows them to start over.

5. [Erase File]

Allows the users to 'Erase' the import file from a local/network location.



The **Edit Imported Data** option allows the users to review/update and re-validate one or more records. At this point, users have complete control of inserting new lines or deleting existing lines etc. In order to successfully import into CMiC tables such as the subcontract or purchase order masters, the records must be successfully validated.

v	bile	Upd	Line	Comp	Vendor	Job	Contract	Compl	Compl Date	Compliance Code	Llear Extension1
Ĩ			1	RVHQ1	A1DOORS	1000.01	DOOR55		v	NEW COVER	User Extension
		U	2	RVHQ1	A1DOORS	RV200	RV200001			NEW COVER	User Extension2
L			i —			1			Г		User Extensions
L			i —			1			Г		User Extension4
L		F	i —			1			Г		User Extension5
L		F	i –			1			Г		User Extension6
L		F	i —			1			Г		User Extension7
L			i –			1			Г		More Extensions
L			i —			1			Г		
L		F	i —			1			Г		Related Screens
l			i —			i			Г		Related Screen 1
]						1					Related Screen 2
						•				•	Related Screen 3
						_				_	Related Screen 4
Ēri	or										Related Screen 5
											Related Screen 6
		Sort	Ву	Record	d C ⊻alid	🔿 Įnvalid	Validat	te All 🔲			Related Screen 7
							Vali	date	More errors	Close	More Related
									<u></u>	2	

The Edit screen is a standard CMiC import edit screen, allowing users to insert/update/delete and revalidate the records. There is a More Errors popup, which shows the list of errors on a particular line. Once the records are successfully validated, the **Valid** check-box at the left is set as 'Y' by the program. The **Insert/Update** column shows whether the compliance code is already inserted against the SC/PO, and requires only an update (U), or if it is a brand new record, then displays as 'I'.

The following are the import columns on the Edit Screen:

Company Code	VARCHAR2 (8)
Vendor Code	VARCHAR2 (8)
Job Code	VARCHAR2 (10)
Contract Code	VARCHAR2 (20)
Compliance Flag	VARCHAR2 (1)
Date Compliance Flag	VARCHAR2 (1)
Compliance Code	VARCHAR2 (8)
Insurance Company Code	VARCHAR2 (5)
Certificate Number	VARCHAR2(30)
Certificate Location	VARCHAR2(30)
Start Date	DATE
End Date	DATE
Amount	Number (18,2)
Purchase Order Number	VARCHAR2 (11)
Purchase Order Release Number	VARCHAR2 (11)

協会のためでは、Subledger - TESTV10_X SC Insurance Compliance Import	
Import Selections	- Union Enternational (A)
	User Extension1
	User Extension2
Validate And Print Error Report	User Extension3
	User Extension4
Edit Imported Data	User Extension5
	User Extension6
Process SC Insurance Compliance(s)	User Extension7
	Marca Protections

Once successfully validated, users may click the [Process SC Insurance Compliance(s)] button.

Subcontractor's Subledger - TESTV10_X SC Insurance Compliance Import Process SC Compliance Import	^
	User Extensions +
	User Extension1
	User Extension2
	User Extension3
	User Extension4
l⊻ Update existing compliance(s) only.	User Extension5
	User Extension6
	User Extension7
	More Extensions
	Related Screens +
	Related Screen 1
Process <u>C</u> lose	Related Screen 2
	Related Screep 3

The Process screen has an important check box titled "Update existing compliance(s) only". The default value is 'checked' This means, regardless of the types of records imported and validated, system will only update the records with SC/PO as required and will NOT insert any new lines into SC/PO.

When 'Un-Checked', system will only 'Insert' the Compliance code records into SC/PO Master tables accordingly.

NOTE: Once records are processed, the imported file is deleted from the temporary staging table.

The following screens show an example of the import process of SC Compliance codes, and a subcontract with a pre-existing compliance code:

	Company RVHQ1001					RVHQ1001 Long Company Code Na						
		Job F	RV200	F	RV200	User Extension1						
Request ID NONE						User Extension2						
ions											User Extension3	
Vend	or A1B	RICKS	A1 Brid	ks Manufact	uring Co	трап	Contact				User Extension4	
ontra	ict RV2	00-1		000		efault Reta	ainage %	10	Value	10,000.00	User Extension5	
ຂີ່⊒Su	lbcontr	act Com	pliance	Status								
	omner		001	RVHQ1001	Long Co	ompany Co	de Nam			A. 0.		
Vendor A1BRICKS A			A1 Bricks I	cks Manufacturing Company						Code RV200-1		
			Insurance	Insurance					Job	Code RV200		
	Date	Complian	nce	/Bonding	Certifi	icate	Certifi	cate	0	E-d D-t-		
.ompi	Compi.	INS		Company *	inump *	er	Locati	on	05/JUN/2013	05/JUN/2014	An	
	Ē											
Г	Г											
	Г											
	Г											
	Γ											
	Γ											
	Compl	iance Co	de Descri	ption Certific	ate of In	surance					🔽 Date Sensitive	
d: 1/1 ubcor l it Co	l ntracto mplian	r's Suble ce data	edger - T	 ESTV10_X	SC li	nsurance	<osc> Complia</osc>	nce Impor				
d: 1/1 Ibcor <u>it Co</u>	ntracto Ins <i>.1</i>	r's Suble ce data	edger - T		SC li	nsurance	<osc> Complia</osc>	nce Impor			User Extensions	
d: 1/1 Ibcor it Co Valic	ntracto mplian Ins./ J Upd I	r's Suble i <mark>ce data</mark> Line C	edger-T Comp V	 ESTV10_X endor	SC In pl.Date	nsurance • Complia	<osc> Complia</osc>	nce Impor	: Certificate Number	Certificate Locati	User Extensions	
d: 1/1 Ibcor I <mark>t Co</mark> Valic	ntracto mplian Ins./ g Upd I	r's Suble ice data _ine C 2F	edger - T Comp V RVHQ1 (A	ESTV10_X endor 1BRICKS	SC II 1pl.Date	nsurance Compliar BONDS	<osc> Complia</osc>	nce Impor Ins.Comp	Certificate Number	Certificate Locati	User Extensions User Extension1 User Extension2	
d: 1/1 Ibcor it Co Valic	ntracto mplian Ins./ g Upd I	r's Suble ice data Line C 2 [3]	edger - T Comp V RVHQ1 (A RVHQ1 (A	ESTV10_X endor .1BRICKS .1BRICKS	SC II upl Date	Complian BONDS	<osc> Complia</osc>	Ins.Comp AXA	Certificate Number 123456789 123456	Certificate Locati	User Extensions User Extension1 User Extension2 User Extension3	
d: 1/1 Ibcor It Co Valic	Intracto	r's Suble ice data Line C 2 f 3 f	edger - T Comp V RVHQ1(A RVHQ1(A	ESTV10_X endor 1BRICKS 1BRICKS	SC II npl.Date] ☑] ☑	e Complian BONDS	<osc> Complia</osc>	Ins.Comp AXA	Certificate Number 123456789 123456	Certificate Locati Office Shelf Office Building	User Extensions User Extension1 User Extension2 User Extension3 User Extension4	
d: 1/1 Ibcor It Co Valic	Intracto	r's Suble ice data _ine C 2 f 3 f	edger - T Comp V RVHQ1[A RVHQ1]A	ESTV10_X endor 1BRICKS 1BRICKS	SC II	e Complia BONDS	<osc> Complia</osc>	Ins.Comp AXA IOM	Certificate Number 123456789 123456	Certificate Locati	User Extensions User Extension1 User Extension2 User Extension3 User Extension4 User Extension5	
d: 1/1	Intracto	r's Suble ice data ine C 2 [3] 1	edger - T Comp V RVHQ1(A RVHQ1(A	ESTV10_X endor .1BRICKS .1BRICKS	SCII ppl.Date] ☑] ☑] □	e Complian BONDS	<osc> Complia</osc>	Ins.Comp	Certificate Number 123456789 123456	Certificate Locati	User Extensions User Extension1 User Extension2 User Extension3 User Extension4 User Extension5 User Extension6	
d: 1/1 ubcor it Co Valic	Intracto	r's Suble ce data 	Comp V RVHQ1 A RVHQ1 A	ESTV10_X endor .1BRICKS .1BRICKS	sc II npl.Date] ☑] ☑] □] □	Complian BONDS INS	<0SC> Complia nce Code	Ins.Comp AXA IOM	Certificate Number 123456789 123456	Certificate Locati	User Extensions User Extension1 User Extension2 User Extension3 User Extension4 User Extension5 User Extension6 User Extension7	
d: 1/1 ubcor iit Co Valic	Intracto	r's Suble ce data f 3 f 	20mp V 2VHQ1[A 2VHQ1]A 2VHQ1[A 2VHQ1]A	ESTV10_X endor .1BRICKS .1BRICKS	SC II ıpl.Date	Complian BONDS INS Lir	<0SC> Complia nce Code	Ins.Comp AXA IOM Image: Image:	Certificate Number 123456789 123456 123456	Certificate Locativ Office Shelf Office Building	User Extensions User Extension1 User Extension2 User Extension3 User Extension4 User Extension5 User Extension6 User Extension7 More Extensions	
Valic Valic	Intracto	r's Suble ce data .ine C 2 F 3 F 1	edger - T	ESTV10_X endor 1BRICKS 1BRICKS	SC II	e Complian BONDS INS L Lir	<0SC> Complia nce Code	Ins.Comp AXA IOM IOM Iew reco	Certificate Number 123456789 123456 123456	Certificate Locativ Office Shelf Office Building	User Extensions User Extension1 User Extension2 User Extension3 User Extension4 User Extension5 User Extension6 User Extension7 More Extensions	
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Once validated, process the SC Compliances via the following screen.

Users must carefully set the value for the check box. The default is checked, which means only an update and NO insert.

The update itself will happen to only those compliance records with an update to the end date or compliance flag status. Any change in certificate number or any other fields will NOT be considered and NO update will take place.

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00033	Se compliane	e import					User Extensions
							User Extension1
							User Extension2
							User Extension3
		10	_ 0				User Extension4
		1	Update existin	ng compliance(s) onl	у.		User Extension5
							User Extension6
							User Extension7
							More Extensions
							Related Screens
							Enter Contract
					Process	Close	
							Related Screen 2
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ibcontra e <mark>t Comp</mark> ibcontra	actor's Subledg pany 	ger - TESTV10	LX Enter Sub	contracts and Char	nges		Related Screen 2 Related Screen 3
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The screen print above shows that the new compliance record is inserted in subcontract master and that the existing record is NOT updated. The Existing Records will be updated when the Compliance End Date or the Compliance flag needs updated

Role Privilege

The Imported Records by individual users is secured by a role privilege 'SCIMPUSRIC'. The default is un-checked for all the roles in the system and hence users will NOT be able to access imported records of other users. Where required, this privilege may be assigned to roles and in turn the users assigned with this role will be able to access the imported compliance records of all users.

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le	Nomo	Report Undeto Dolato Usor Edministratorillateo	
ATEST	😨 Privilege Co	odes and a second s	
	QATEST	QA Test - Do not use	
	Privilege	Description Select	
	RPACTDEL	SD: Allows the user to delete Report Action Status records	
	RPACTION	SD: Allows the user to view Report Action Status records for other users	
	SCEBAPST	Allows the user to post the subcontract even if exceeds the budget.	
	SCIMPUSRIC	SC: Allows the user to see and edit the imported Insurance Compliance by other users.	
	SCPWP	SC: Allows the user to override the Pay When Paid flag in both AP and SC	
	SDCNTPHOTO	SD: Contact Photo - Upload and Remove	
	SESSKILL	SD: Allows the user permission to Kill Sessions	
	SUBLGACC	GL: Allows the user to post to GL Subledger Control Accounts	
	SYSASGNFL	SD: Allow User To Launch Assignment Form For Form Letters.	
	SYSCBPNAME	SYS: Allows user to change the Business Partner Name	
	SYSLOGFORM	SYS: Implement the Forms Security Within Syslogs Forms	
	=		
	=		
		System Privileges Configuration Privil	eges

Validations

The Imported Records are validated for the following fields

- 1. Company Security
- 2. Job Security
- 3. Vendor Code
- 3. Subcontract Code
- 4. Compliance Code
- 5. Insurance Company
- 6. Purchase Order Number
- 7. PO Release Number
- 8. Start/End Dates

NOTE: On a single line, users will be allowed to enter either a SC Code or PO Number, but not both.

ASCII File Layout – Compliance Import

Control File = scicimps.ctl

Column Name	Screen Prompt	Description	Require d	Туре	Leng th
SCIC_COMP_CODE	Company	Company Code –Will be validated against the CMiC company table.	Yes	Char	8
SCIC_VEN_CODE	Vendor Code	Vendor Code validated against the list of vendors under the specific company	Yes	Char	8
SCIC_SC_JOB_CODE	Job Code	Job Code validated under the specific company	Yes	Char	10
SCIC_SC_CONT_CODE	Contract Code	Subcontract Code validated against the list of subcontracts under the specific company	Yes	Char	20
SCIC_COVER_TYPE_CODE	Compliance Code	Compliance Code validated against the valid list of compliance codes in the system	Yes	Char	8
SCIC_INSCOMP_CODE	Insurance Company Code	Valid Insurance Company maintained in the system	Optional	Char	5
SCIC_CERT_NUM	Certificate Number	Certificate Number	Optional	Char	30
SCIC_CERT_LOC	Certificate Location	Certificate Location	Optional	Char	30
SCIC_START_DATE	Start Date	'DD-MON-YYYY'	No	Date	11
SCIC_END_DATE	End Date	'DD-MON-YYYY'	No	Date	11
SCIC_AMT	Amount	Enter the Amount, if applicable	No	Num ber	18,2
SCIC_COMPLIANCE_FLAG	Compliance Flag	Compliance Flag Value. Set as 'Y' when considered as compliant or else 'N' for Non- Compliant	Yes	Char	1
SCIC_DATE_COMPLIANCE_F LAG	Date Compliance Flag	Date Compliant Flag Value. Set as 'Y' or 'N'	Yes	Char	1
SCIC_PO_NUM	PO Number	Purchase order Number validated against CMiC PO Numbers	If Subcontr act Code is left as Null	Char	11
SCIC_PO_RELEASE_NUM	PO Release Number	Enter a Valid Release Number, when the PO Number field is populated	If PO Number is entered, then required	Char	11
Project Management Imports

Bid Items Import (Forms)

This utility allows users to import Bid Items from 3rd party estimating systems. This import utility is found on the Utility menu of Project Management.

Importing Bid Items can be done over and over again for the same project, and the user has the ability to say recreate or update depending on the need.

Edit Imported Transactions



Imported Data Editing

[Re-Validate] - Button

This button when pressed will re-validate the current record. If you want to re-validate all the records then the 'Validate All Records' check box must be checked before pressing the [**Re-Validate**] button.

[More Errors] - Button

As the user scrolls down though the records the 'Error' status line will display the first error for a record if the record is not valid. If there is more than one error applicable to the record the [More Errors] button will become available. This button will display a list of all the errors for the record.

[Create Subjobs] - Button

This button will allow users to create subjobs when needed.

[Print Errors] - Button

This button will print a report showing the errors for all the records.

Valid - Checkbox

This field if checked indicates that the record is valid, and therefore can be imported into CMiC.

Record Number

This is just a reference field created by the system.

ASCII File Layout - Bid Items Import (Forms)

Control File = PMPBIIMP.ctl

Column Name	Screen Prompt	Description	Requir ed	Туре	Len gth
PMPI_COMP_CODE	Comp	Company code – This must be a valid CMiC Company.	Yes	Char	8
PMPI_PROJ_CODE	Project Code	Project Code – Must be a valid Project for the company	Yes	Char	10
PMPI_MATERIAL_OR_TASK_CO DE	Material/Task Code	Bid Item Code	Yes	Char	16
PMPI_ITEM_NAME	Item Name	Name/Description of Item	No	Char	60
PMPI_TARGET_PURCHASE_DAT E 'DD-MON-YYYY'	Target Purchase Date	Target Purchase Date.	No	Date	
PMPI_WM_CODE	WM	Item WM Code – This must be a valid WM Code	Yes	Char	2
PMPI_ITEM_TYPE_CODE	Item Type	Item Type Code. If entered this must be a valid code	No	Char	10
PMPI_PURCHASING_TYPE_COD E	Purchasing Type	Purchase Type Code – Valid values are S or P or null	No	Char	1
PMPI_EST_QTY	Estimated: Quantity	Estimated Quantity	No	Num	16,8
PMPI_EST_PRICE_AMT	Estimated: Price	Estimated Price	No	Num	18,4
PMPI_EST_AMT	Estimated: Amount	Estimated Amount The Quantity x Price must = Amount	No	Num	18,4
PMPI_QUOTED_QTY	Target: Quantity	Target Quantity	No	Num	16,8
PMPI_QUOTED_PRICE_AMT	Target: Price	Target Price	No	Num	18,4

Column Name	Screen Prompt	Description	Requir ed	Туре	Len gth
PMPI_QUOTED_AMT	Target: Amount	Target Amount – The quantity x price must = amount	No	Num	18,4
PMPI_HLDBK_PCT	Retainage %	Retainage % for this bid item	No	Num	10,4
PMPI_SPEC_SECTION	Specification Section	Associated Specification Section	No	Char	60
PMPI_SPEC_SUBSECTION	Specification Subsection	Associated Specification Subsection	No	Char	60
PMPI_PHS_CODE	Phase	Phase Code this bid item will be costed against. This must be a valid phase for the job.	Yes	Char	16
PMPI_CAT_CODE	Category	Category Code this bid item will be costed against. This must be a valid category for the company/job/phase combination	Yes	Char	16
PMPI_TAX1_CODE	Tax 1	Tax 1 Code – If entered must be a valid CMiC tax code	No	Char	11
PMPI_TAX2_CODE	Tax 2	See Above	No	Char	11
PMPI_TAX3_CODE	Tax 3	See Above	No	Char	11
PMPI_CLV_VALUE_CODE1	Classifier 1	Bid Item Classifier 1 Value. Validated according to the classifier rule.	No	Char	16
PMPI_CLV_VALUE_CODE2	Classifier 2	See Above	No	Char	16
PMPI_CLV_VALUE_CODE3	Classifier 3	See Above	No	Char	16
PMPI_CLV_VALUE_CODE4	Classifier 4	See Above	No	Char	16
PMPI_CLV_VALUE_CODE5	Classifier 5	See Above	No	Char	16
PMPI_CLV_VALUE_CODE6	Classifier 6	See Above	No	Char	16
PMPI_JOB_CODE	Job	Job Code this bid item will be costed against – This must be a valid CMiC Job Code.	Yes	Char	10
PMPI_PHS_WM_CODE	Phase WM	The WM Code associated with the Phase Quantity. This must be a valid WM code. Required if Phase Quantity is entered.	No	Char	2
PMPI_PHS_QTY	Phase Quantity	Phase Quantity if applicable	No	Num	16,8

Importing Bid Items (JSP)

The importation of bid items, for bid jobs as well as actual jobs, from an external source (usually a spreadsheet) can be done while in edit or view mode.

The Bid Item Import includes the ability to import a selected user-defined pricing set.

http://testv10.cmic.ca:7785/?mode=GetCsvFile&proj0raseq=276496&com	pCode=SUS - Import Bid Items - Window	s Internet Explorer		
C/ISB Imports/TESTV10USP	bid item import with WBS.txt	Browse	Upload Cancel	A
user defined item 2	Select Pricing Set to impo	rt (If empty - no Pricing Se	et numbers will be imported)	
user defined item 3 Company C	O Ignore all O Allow NULLS	Project Code	C Ignore all C Allow NULLs	
	C Validate all		C Validate all	

The drop-down displays only the user-defined pricing sets that are set as 'Visible', and the user must choose one.

Click the [Import] button. The following popup screen is displayed:

🗿 http://testv10.ci	mic.ca:7785/?m	node=GetCsvFile&projOras	eq=235148&compCod	e=SUS - Impor	t Bid Item <mark>s</mark>	<u>_ ×</u>
				Browse Uple	oad Cancel	*
		Select Pricing Set to import (If e	empty - no Pricing Set num	bers will be import	ted)	
SB Set 1		Validation m	ethod			
Sb Set 2		C Ignore all		C Ignore all		
Compa	ny Code	Allow NULLs	Project Code	Allow NULL	.8	
		C Validate all		C Validate all		
						-

Use the [Browse] button to select the file to be imported.

X	🛿 Microsoft Excel - small bid item test import file - use for jsp (original forms format).csv 📃 🕖 🗙																				
:	Eile	<u>E</u> dit <u>V</u> iew	Insert	Format	<u>T</u> ools	<u>D</u> ata	<u>W</u> indow	Help									Tγ	/pe a questio	n for hel	P - 1	ð ×
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1	ZZ	20106	1001	SITEVOR	K AND EAR	NA		S			0							01500_010			<u> </u>
2	ZZ	20106	1002	Temporary	Requireme	NA		S			0							01500_010			
3	ZZ	20106	1003	Temporary	Stormwate	NA		S			200000							01500_010			
4	ZZ	20106	1004	Site Acces	s Roads/Tr	NA		S			32760							01500_010			
5	ZZ	20106	1005	Project Sig	gn @ Entran	NA		S			2500							01500_010			
6	ZZ	20106	1006	Temporary	Fencing_	NA		S			6300							01500_010			
7	ZZ	20106	1007	Temporary	Gate_	NA		S			3500							01500_010			
8	ZZ	20106	1008	Temporary	Covered W	NA		S			7200							01500_010			
9	ZZ	20106	1009	Site Prepa	ration_	NA		S			0							02230_010			
10	ZZ	20106	1010	Sawout Pa	vement_	NA		S			2655							02230_010			
11	ZZ	20106	1011	Remove F	avement_	NA		S			73611							02230_010			
12																					

Sample Bid Item Import Spreadsheet

ASCII File Layout – Bid Items Import (JSP)

CONTROL FILE = PMPBIIMJ.ctl

The Bid Item import file (.txt or .csv) consists of the same fields used in the Forms Bid Item Import (see above) and a number of additional fields <u>after the **Phase Quantity** field</u>:

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth
PMFBII_COMP_CODE	Comp	Company code – This must be a valid CMiC Company.	Yes	Char	8
PMFBII_PROJ_CODE	Project Code	Project Code – Must be a valid Project for the company	Yes	Char	10
PMFBII_MATERIAL_OR_TASK_CODE	Material/Task Code	Bid Item Code	Yes	Char	16
PMFBII_ITEM_NAME	Item Name	Name/Description of Item	No	Char	60
PMFBII_TARGET_PURCHASE_DATE 'DD-MON-YYYY'	Target Purchase Date	Target Purchase Date.	No	Date	
PMFBII_WM_CODE	WM	Item WM Code – This must be a valid WM Code	Yes	Char	2
PMFBII_ITEM_TYPE_CODE	Item Type	Item Type Code. If entered this must be a valid code	No	Char	10
PMFBII_PURCHASING_TYPE_CODE	Purchasing Type	Purchase Type Code – Valid values are S or P or null	No	Char	1
PMFBII_EST_QTY	Estimated: Quantity	Estimated Quantity	No	Num	16,8
PMFBII_EST_PRICE_AMT	Estimated: Price	Estimated Price	No	Num	18,4
PMFBII_EST_AMT	Estimated: Amount	Estimated Amount The Quantity x Price must = Amount	No	Num	18,4
PMFBII_QUOTED_QTY	Target: Quantity	Target Quantity	No	Num	16,8
PMFBII_QUOTED_PRICE_AMT	Target: Price	Target Price	No	Num	18,4
PMFBII_QUOTED_AMT	Target: Amount	Target Amount – The quantity x price must = amount	No	Num	18,4

Column Name	Screen Prompt	Description	Requi red	Туре	Len gth
PMFBII_HLDBK_PCT	Retainage %	Retainage % for this bid item	No	Num	10,4
PMFBII_SPEC_SECTION	Specification Section	Associated Specification Section	No	Char	60
PMFBII_SPEC_SUBSECTION	Specification Subsection	Associated Specification Subsection	No	Char	60
PMFBII_PHS_CODE	Phase	Phase Code this bid item will be cost against. This must be a valid phase for the job.	Yes	Char	16
PMFBII_CAT_CODE	Category	Category Code this bid item will be cost against. This must be a valid category for the company/job/phase combination	Yes	Char	16
PMFBII_TAX1_CODE	Tax 1	Tax 1 Code – If entered must be a valid CMiC tax code	No	Char	11
PMFBII_TAX2_CODE	Tax 2	See Above	No	Char	11
PMFBII_TAX3_CODE	Tax 3	See Above	No	Char	11
PMFBII_CLV_VALUE_CODE1	Classifier 1	Bid Item Classifier 1 Value. Validated according to the classifier rule.	No	Char	16
PMFBII_CLV_VALUE_CODE2	Classifier 2	See Above	No	Char	16
PMFBII_CLV_VALUE_CODE3	Classifier 3	See Above	No	Char	16
PMFBII_CLV_VALUE_CODE4	Classifier 4	See Above	No	Char	16
PMFBII_CLV_VALUE_CODE5	Classifier 5	See Above	No	Char	16
PMFBII_CLV_VALUE_CODE6	Classifier 6	See Above	No	Char	16
PMFBII_JOB_CODE	Job	Job Code this bid item will be costed against – This must be a valid CMiC Job Code.	Yes	Char	10
PMFBII_PHS_WM_CODE	Phase WM	The WM Code associated with the Phase Quantity. This must be a valid WM code. Required if Phase Quantity is entered.	No	Char	2

Column Name	Scre Prom	en ipt	Description	Requi red	Туре	Len gth
PMFBII_PHS_QTY	Phase Quantity	Phase Quantity if applicable		No	Num	16,8
Column Name	Screen Prompt		Description	Requi red	Туре	Len gth
PMFBII_PHS_FIRST_SEGM_VALUE		First applie Segm	Segment Value – cable when Phase lentation is being used	No	Char	16
PMFBII_BILL_QTY		Billin	ng Qty	No	Num	
PMFBII_BILL_PRICE		Billin	g Price	No	Num	
PMFBII_BILL_AMT		Billin	ng Amount	No	Num	
PMFBII_TEMP_PCI_ID		Temp	oorary PCI ID	No	Char	60
PMFBII_WBS_CODE1		WBS	Code 1	No	Char	10
PMFBII_WBS_CODE2		WBS	Code 2	No	Char	10
PMFBII_WBS_CODE3		WBS	Code 3	No	Char	10
PMFBII_WBS_CODE4		WBS	Code 4	No	Char	10
PMFBII_CUSTOM_PRICING_QTY		Quan set	tity – user defined pricing	No	Num	16,2
PMFBII_CUSTOM_PRICING_PRICE		Price	- user defined pricing set	No	Num	18,4
PMFBII_CUSTOM_PRICING_AMT		Amou set	unt – user defined pricing	No	Num	18,4
PMFBII_GROUP_CODE		Bid it	tem Group Code	No	Char	16
PMFBII_ALTER_ID		Alter	nate Identifier	No	Num	4,2
PMFBII_PHS_TYPE		Phase JC Ph	e Type – validated against nase Types	No	Char	16
PMFBII_FORECAST_METH		Forec	east Method	No	Char	1 (P,A ,U)
PMFBII_BILLING_TYPE_CODE		Billin JCJO	g Type (value from BCAT)	No	Char	4

In the import file, fields are terminated by a comma (,); and optionally, optional fields are enclosed by quotes (" ").

Validation Method

Ignore all – this indicator, if selected, will not validate the current company/project against the imported values for these fields during the upload process

Allow NULLs – means that the imported file will be allowed to have null value in the company/project fields, but then further validation will not accept them into the system

Validate all – means that the company/project values from the imported file will be validated against the current company/project.

In essence, these options will allow you to upload your import file, but the validation on the following screen will insist that the company/project matches the current company/project.

When you have made your validation method selection, click the [Upload] button to bring in the import records:

Chttp://testv10.cmic.ca:7785/ - Bid Items Edit - Windows Internet Explorer											×					
													Re-Import Re-V	alidate Accept	Cancel	<u> </u>
🗹 Sho	w lines w	ith errors only										-				
Update Existing Bid items																
FRROR	RRORS															
1	Annua. 1 Insert into DB table: Line 1 has error(s): ORA-01858: a non-numeric character was found where a numeric was expected Continue with next line.											1				
REPORT	REPORT:															
1	1 CSV fle processing: 7 lines to process															
2	3 old rov	vs were deleted														
3	Insert int	o DB table: 6 line	s inserted. 1 erroneou	is line(s) skipped.												
												Estimated			Targe	
Delete	Comp	Project	Material/Task Code	Name	Target Purchase Date	W	м	Item Type	F	Purchasing Type	Quantity	Price	Amount	Quantity	Price	
	SUS	1047037PR	IMP-1001	SITEWORK AND EAIMP-HWORK_	100410	NA		-	•	Subcontracts 💌	100	45.00	4,500.00	770.22		
	SUS	1047037PR	IMP-1002	Temporary Requirements / Site Logistics_	100410	NA	•		•	Subcontracts 💌	200	50.00	10,000.00	800		
	SUS	1047037PR	IMP-1003	Temporary Stormwater Management (Allowand	100410	NA	•	-	•	Subcontracts 💌	300	20.00	6,000.00	900		
	SUS	1047037PR	IMP-1004	Site Access Roads/Tracking Pads/Parking_	100410	NA			•	Subcontracts 💌	400	30.00	12,000.00	1000		
	SUS	1047037PR	IMP-1005	Project Sign @ Entrance_	100410	NA	-		► F	Purchasing 💌	500	55.00	27,500.00	1500		
	SUS	1047037PR	IMP-1006	Temporary Fencing_	100410	NA	-		•	Purchasing 💌	600	60.00	36,000.00	1200	1	

The import validation screen has a '**Update Existing Records**' flag so that it is not assumed that each item imported is a new item even if the Material/Task Code exists. This flag is un-checked by default so that existing bid items will not be updated with changed import data (for matching task codes) unless the user intervenes and checks the flag.

The rules for the bid import are:

- If the Material/Task Code already exists the system will update or replace the information
- If the Material/Task Code does not already exist a new record will be created.

Fields belonging to an existing bid item that can be updated by an import are the Bid Item Name, Retainage %, Spec Section, Spec Sub Section, Job, Phase and Category, Phase Qty, Phase WM, Bid Package # and Bid Item Type as long as the item has not been included in a PCI.

Fields with an orange background indicate invalid data. Position the mouse over the highlighted fields to see the details of the invalidity.

Correct invalid data where needed, and select records to be removed by checking in the checkbox to the left of each record. The records will be removed on pressing [**Re-validate**].

You can also choose to see only the records having errors by checking the 'Show lines with errors only' at the top left corner of the screen.

Once the records to be imported are all error-free after re-validation, the [Accept] button becomes enabled.

Click [Accept] to create the imported data into your existing bid item list for the current company/project.

Importing Punch List Items (Forms)

Action Edit Block Field Re	cord Query Utility Help Window
🔁 📾 🖬 🕪 🕼 😤 -	- を 19 11 11 11 12 12 19 13 13 + 🕇 🔹 🕨 🎝 🖓
🤹 Project Management - TES	72006 Project Punch List
Company	
C	ompany SB SB Company (TEST2006) Project SBPROJ990 Tryall Development - PHASE II
Punch List	
Punch List SBPUN02	Title SBPUN02
To ACCESS	Access Engineering & Consulting Contact JB Jason Bromfield Area 2
From SB	SB Company (TEST2006) Contact SB Stephanie Bromfield Area 3
Description	Total Value of Open Items Area 4
	/ Import Documents Notes
Detail	langrement - TEST2006 Imnort Data File
Closed Item No. File Name	Browse Status
C Apper	id to Existing Data 🖉 Replace Current Punchlist 💿 Replace All Imported Rows
	Import Close
	Create Change Print Link to Issue Notes Attachments
Enter The Name Of The File You	u Wish To Import With Its Full Path (E.G. C1CMIC)BATCH TXT)

ASCII File Layout – Punch List Items Import

CONTROL FILE = PMPUNCHL.CTL

Column Separator: comma (,) Column delimiters (optional): quotes ("")

No	Database Column	Description	Data Type	Required
1	PMFPDI_COMP_CODE	Company Code	CHAR 8	Yes
2	PMFPDI_PROJ_CODE	Project Code	CHAR 10	Yes
3	PMFPDI_PMPL_CODE	Punchlist Header	CHAR 10	Yes
4	PMFPDI_ITEM_CODE	Item No	NUM 5	Yes
5	PMFPDI_AREA1_VALUE	Area1 Value	CHAR 10	
б	PMFPDI_AREA2_VALUE	Area2 Value	CHAR 10	
7	PMFPDI_AREA3_VALUE	Area3 Value	CHAR 10	
8	PMFPDI_AREA4_VALUE	Area4 Value	CHAR 10	
9	PMFPDI_DESC	Description	CHAR 4000	
10	PMFPDI_STATUS_CODE	Status	CHAR 10	Yes
11	PMFPDI_PARTN_ABBREV	Responsibility	CHAR 8	

12	PMFPDI_CONTACT_CODE	Contact	CHAR 10	
13	PMFPDI_AUTH_PARTN_ABBREV	Author Comp.	CHAR 8	
14	PMFPDI_AUTH_CONTACT_CODE	Authored By	CHAR 10	
15	PMFPDI_INSP_PARTN_ABBREV	Inspection Comp	CHAR 8	
16	PMFPDI_INSP_CONTACT_CODE	Inspected By	CHAR 10	
17	PMFPDI_INSPECTED_DATE	Inspected On	DATE DD-MON-F	RRR
18	PMFPDI_RECEIVED_DATE	Received On	DATE DD-MON-F	RRR
19	PMFPDI_ISSUED_DATE	Issued On	DATE DD-MON-F	RRR
20	PMFPDI_START_DATE	Started On	DATE DD-MON-F	RRR
21	PMFPDI_SCHD_COMPL_DATE	Schd. Compl.	DATE DD-MON-F	RRRR
22	PMFPDI_REINSPECTED_DATE	Re-Inspected	DATE DD-MON-F	RRR
23	PMFPDI_COMPLETED_DATE	Completed	DATE DD-MON-R	RRR
24	PMFPDI_SIGNED_OFF_DATE	Signed-Off	DATE DD-MON-F	RRR
25	PMFPDI_VALUE	Value	NUM	
26	PMFPDI_CLV_VALUE_CODE1	Classifier Code 1	CHAR 16	Class. Depend.
27	PMFPDI_CLV_VALUE_CODE2	Classifier Code 2	CHAR 16	Class. Depend.
28	PMFPDI_CLV_VALUE_CODE3	Classifier Code 3	CHAR 16	Class. Depend.
29	PMFPDI_CLV_VALUE_CODE4	Classifier Code 4	CHAR 16	Class. Depend.
30	PMFPDI_CLV_VALUE_CODE5	Classifier Code 5	CHAR 16	Class. Depend.
31	PMFPDI_CLV_VALUE_CODE6	Classifier Code 6	CHAR 16	Class. Depend.

Notes:

1. The Import file may contain Project and Punch List codes that do not exist. These import punch list detail rows (in temporary import table) will never be displayed on the punch list screen for import. When the new Project and Punch List codes are created, the import punch list detail rows will become available for editing on the screen.

2. When in import mode, on the import popup, "**Append to Existing Data**" means append to existing import punch list detail rows and NOT to append target punch list detail rows. Similarly, **Replace Current Punch list** means delete import punch list detail rows (in temporary import table) belonging to the current punch list code on the screen before importing file. Also **Replace All Imported Rows** means erase all import punch list detail rows (in temporary import table) before importing file.

Action Edit Block	: <u>E</u> ield <u>R</u> eco	ird Query <u>U</u> til	lity <u>H</u> elp <u>W</u>	indow				
fo 🔓 🔒 🕩	🕼 👻 🗂	📡 🗈 🛤	😡 🛨 🖻	. 🛯 🖻 🧯) 🖄 + 🕇	·	7 ? 📑) 📑 🖓
🙀 Project Manage	ment - TEST2	006 Project	Punch List					
Company								
	Com	pany SB	B Company (T	EST2006)				
	Pt	roject SBPROJ99	0 Trys	all Development	- PHASE II			
Punch List		·						
Punch List SBPU	N02	Title SBPUN02				Show Closed Items	Area 1	
To ACCE	ss	Access Engineer	ring & Consultin	g Contact JB	Jaso	n Bromfield	Area 2	
From SB		SB Company (TE	ST2006)	Contact SE) Step	hanie Bromfield	Area 3	
Description				Tot	al Value of Open It	ems	Area 4	
					1	Close Import Docur	nents	Notes
Detail								
Classed Have bla	0	A	A	0	Description			Chattan
	Arean	Area 2	Area 3	Area 4	description			
+ 99984	Area11				description0			OPEN
+ 99985	GGArea01	GGArea02	GGArea03	GGArea04	description0			OPEN
				1				
Error Message					•			•
				Ţ	_/	Accept Import Delete In	nport V	alidate Import

3. Accept Import and Validate Import applies only to import punch list detail rows (in temporary import table) belonging to the current punch list on the screen:

🙀 Project Management - TEST	2006 Project Punch List			
Company				
Cc	ompany SB SB Company (TE: Project SBPROJ990 Tryall	ST2006) Development - PHAS	E II	
Punch List				
Punch List SBPUN02	Title SBPUN02		Show Closed Iten	ns Area 1
To ACCESS	Access Engineering & Consulting	Contact JB	Jason Bromfield	Area 2
From SB	SB Company (TEST2006)	Contact SB	Stephanie Bromfield	Area 3
Description		Total Value	e of Open Items	Area 4
	Forms			ocuments Notes
Detail	0 row(s) upda	ted, 3 row(s) insert	ed, 0 row(s) invalidated.	· · · · · · · · · · · · · · · · · · ·
Closed Item No. Area 1	Are			Status
· · · 99983				OPEN
+ 99984 Area11		desa	riptionU	OPEN
GGArea0	1 GGArea02 GGArea03	GGArea04 desc	ption0	OPEN
Error Message		•		<u> </u>
			Accept Import Del	ete Import Validate Import

4. **Delete Import** can delete all import punch list detail rows (in temporary import table) belonging to current punch list code on the screen OR All import punch list detail rows (in temporary import table):

🙀 Project Management - TES ⁻	T2006 Project Punch List	:		
Company				
C	ompany SB SB Company Project SBPROJ990 T	(TEST2006) ryall Development - PHASI		
Punch List				
Punch List SBPUN02	Title SBPUN02		Show Closed Items	Area 1
To ACCESS	Access Engineering & Consu	Itting Contact JB	Jason Bromfield	Area 2
From SB	SB Company (TEST2006)	Contact SB	Stephanie Bromfield	Area 3
Description		Total Value	of Open Items	Area 4
Form	ns			🗙 s Notes
Detail Closed Item No. Are 99983	Would you like to delete cancel the operation? Current Punchlist	the current punchlist ir <u>A</u> ll Rows	nport rows, all import rows, or	Status OPEN
- + 99984 Areatt		descr	plionu	OPEN
GGArea0	01 GGArea02 GGArea03	3 GGArea04 descr	ption0	OPEN
Error message		▲ ▼	Accept Import Delete I	mport Validate Import

5. Close Import will remove the imported records from the detail section with the option of re-importing them using the 'Import*' (the same button toggles between the two options):

🩀 Project Management - TES	T2006 Project Punch List	
Company		
с	ompany SB SB Company (TEST2006) Project SBPROJ990 Tryall Development - PHASE II	
Punch List		
Punch List SBPUN02	Title SBPUN02	Show Closed Items Area 1
To ACCESS	Access Engineering & Consulting Contact JB	Jason Bromfield Area 2
From SB	SB Company (TEST2006) Contact SB	Stephanie Bromfield Area 3
Description	Total Value of O	Dpen Items Area 4
		Import* Documents Notes
Detail		
Closed Item No. Area 1	Forms	Status
	Please choose from the following import of	options:
	Edit Imported Data	Data and Edit
		//
	Create Change Print	Link to Issue Notes Attachments

Importing Punch List Items (JSP)

Large numbers of punch lists can be entered using the Import option. To use this option, the user must already have the punch list header as the current screen. The JSP Punch list import file layout consists of the same fields as the Forms version.

CMAC Pupph List		1		1			<u>Stepha</u>	nie Bromfield's	Profile Hom	<u>ne</u>
Pullen List	Ad	d Punch List Copy	Edit Punch List	Delete PunchList	Submit	Import	Printable	Print Report	Back To Lo	g
										_
🌣 Project Management Menu 🔼	Punch List		Notes	Ì	Docurie	ints				
Search Go			Not Sut	omitted						
🖃 🗁 Project: Tryall Development - PHASE II	Punch List Code	NEWLIST				Status				
Communication Management	From	om Stephanie Bromfield Received 🗌								
	To	Jason Bromfield								
	Title	Outstanding matters								
	Description									
	Area Fields		Area Fie	lds	Area	a Fields		Area	Fields	
RFI's			Punch Li	st Details						
Issues			No Recor	ds Found						
😑 🗁 Document Management										

Clicking the Import button will open the file selection form:

http://wintest2006.cmic.ca:7779/cmicoc4jptf2006/PmPunchList/csvImport.do	o?mode=Ge	etCsvFile -	Micro	<u>- 🗆 ×</u>
				_
Delete existing imported records				
	Browse	Upload	Cancel	
				-
🙆 Done		🥑 Intern	et	1.

Once the file is selected, click the Upload option to bring the data in prior to validation. The screen displayed below is presented to the user:

http://wintesi	t2006.cmic.ca:7779/cmice	oc4jptr2006/PmP	unchList/csyUploadRequest.do - M	icrosoft Internet Explorer	
Show lines wit	h errors only				Re-Import Re-Validate Accept Cancel
EPORT:					
A DESCRIPTION		5.0			
1 Updating Fer	nporary Table: Lines 1, 2, 3, 4	, 5, 6 were updated			
item #	00002	Description	Municipality Demolitions Permit - Site Cle	arance	Delete
GROUNDS	Demolition	STRUCTURES		PERMITS	FINISHES
Responsibility	6P		▲	Contact DA	
Status	Issued 🔻	Inspected		Received On Nov 12 2006	Issued On Nov 09 2006
Started At		Schd. Compl.		Completed	Sign Off
item #"	00001	Description	Municipality Demolitions Permit - Building		Delete
GROUNDS	Demolition	STRUCTURES		PERMITS	FINISHES
Responsibility	4A.			Contact DA	
Status	Issued 💌	Inspected		Received On Nov 12 2006	Issued On Nov 09 2006
Started At		Schd. Compl.		Completed	Sign Off
ltem #	00003	Description	Municipality Demolitions Permit - Site Cle	arance	Delete
GROUNDS	Demolition	STRUCTURES		PERMITS	FINISHES
Responsibility	6P		•	Contact DA	A
Status	Issued 💌	Inspected		Received On Nov 12 2006	Issued On Nov 09 2006
Started At		Schd. Compl.		Completed	Sign Off
ltem #	00004	Description	Municipal Construction-Building		Delete
GROUNDS		STRUCTURES	Constrctin	PERMITS	FINISHES
Responsibility	6P			Contact DA	•
Status	Issued 💌	Inspected		Received On Dec 02 2006	Issued On Nov 29 2006
Started At	Dec 15 2006 🖳	Schd. Compl.		Completed	Sign Off

Edit the data. All fields shown with a non-white background include an error and must be corrected to be imported. Placing the mouse-pointer over the colored area will give details of the error. Individual records may be deleted from the Import by checking the Delete flag on the right side of the display.

Use the [**Re-Validate**] button to update changes and review any further errors. Once all records are corrected, click the [**Accept**] option. Existing punch list items will be updated and new ones will be created by the import, if they are not already existing.

Importing Schedule Activities (JSP)

ASCII File Layout – Schedule Activities Import

CONTROL FILE = DMACTIVITY.CTL

When importing scheduled activities, ensure the import file is of the TXT or CSV format, and that it adheres to the following format and layout:

DMFAI_PROJ_CODE	current project code	Char 10
DMFAI_COMP_CODE	current company code	Char 8
DMFAI_ACT_CODE	activity code	Char 10
DMFAI_ACT_DESC	activity description	Char 60
DMFAI_START_DATE	start date	DD-MMM-YYYY
DMFAI_END_DATE	end date	DD-MMM-YYYY

Click the [Import] button to access the activities import functionality:

				A	dd Imp				
Activity Maintenance									
Activity Code	Activity Desc	Start Date	End Date	Durstion					
/IP_TEST01	Allocate materials to various sites	2006-11-30	2006-12-05	4	×				
Delete existing	st2006.cmic.ca:7779 - Documents Import - Microso imported records	ft Internet Explorer							

After selecting the upload file and clicking on [**Upload**], a log of any errors is next displayed. On this screen, make any necessary corrections, re-validations and complete the import.

When activity start dates get modified during DM activity import, all the open submittals linked with the activity will be updated with the new start date, and the schedule dates will be re-calculated accordingly.

Importing Document Headers (JSP)

IBR CMIC	_						David Arrowsmith's	Profile Home
Project Managem	nent						Add Document Import	Show Filter
💠 🛛 Project Management Menu	<u> </u>			Document	5			A
Search Go	•	Number	Title	Last Rev. Date	Last Rev. Num.		Status	
🖃 🗁 Project: PTF2006-4 Testing CRM Initiate		151576	AP201_OldGSTRate001	2006-08-29	0			
🖻 🗁 Communication Management	- ◀	2006-4LIST	Listing of PTF2006-4 Changes	2006-05-30	U	Under Review		
Project Calendar	- ◀	2006-7AFWD	FVVD Attachment Test 2006-7	2003-08-29	0	Under Review		
http://wintect2005.cpsic.cpi7770	Docu	monte Import	Microsoft Internet Suplement		-			
e nepy/mitesceooscinicicarris	DOCO	menes impore						
								-
I ⊻ Dele	te exist	ing imported recor	ls					
				E	rowse Up	load Cancel		
								-
Done							Internet	
CAD Files and Drawings							, , .	
Project Documents								
Eloornian Documente	-							T

To import document headers of a particular document type, users need only to be logged into the Documents Log of that type in the appropriate company and project. Clicking the Import button will open the file selection form shown above.

Once the file is selected, click [**Upload**] to bring the data in prior to validation. The screen displayed below is presented to the user:

🖉 http://wintest2006	🗿 http://wintest2006.cmic.ca:7779 - Submittals Import - Microsoft Internet Explorer									
	Documents Import									
Show lines with erro	rs only		Re-Import Re-Validate Accept Cancel							
REPORT:	REPORT:									
1 CSV file processing: 3 lines to process										
2 3 old rows were d	2 3 old rows were deleted									
3 Insert into DB table	: 3 lines inserted. No errors.									
Delete		Documents 1								
Documents	PMDI007	this is desc	Imported Title 07							
Copies	1	Status	Open							
Bulletin	Desc1_01	Category	Design							
Creator	33	Section	Section							
Received	Aug 15 2006 🕎									
Delete Document		Documents 2								
Documents	PMDI008	this is desc	Imported Title 08							
Copies	1	Status	Open							
Bulletin	Desc1_01	Category	Design							
Creator	Desc4 - 01	Section	Section							
Received										
Delete Document		Documents 3								
Documents	PMDI009	this is desc	Imported Title 09							
Copies	1	Status								
Bulletin	Desc1_01	Category	, Design							
Creator	Desc4 - 01	Section	Section							
E Done										

Edit the data. All fields shown with a non-white background include an error and must be corrected to be imported. Placing the mouse-pointer over the colored area will give details of the error. Individual records may be deleted from the Import by checking the Delete flag on the left side of the display.

Use the **[Re-Validate]** button to update changes and review any further errors. Once all records are corrected, click the **[Accept]** option. Existing document headers will be updated and new ones will be created by the import, if they do not already exist. The Document Package will also be created if it does not already exist. Otherwise, the package will be updated if necessary.

The import file for Document Headers includes the following fields (in this order):

Field Name	Description	Attribute
PMFDI_COMP_CODE	Comp. Code(required and must pre-exist)	VARCHAR2(8)
PMFDI_PROJ_CODE	Proj. Code (required and must pre-exist)	VARCHAR2(10)
PMFDI_GROUP_ID	Document Package ID (if available)	VARCHAR2(20)
PMFDI_ID	Document ID (required)	VARCHAR2(20)
PMFDI_TITLE	Document Title (required)	VARCHAR2(200)

PMFDI_TYPE_CODE	Doc. Type Code (req'd a	nd must pre-exist)	VARCHAR2(10)
PMFDI_REV_NUM	Revision Number		NUMBER
PMFDI_REF_CODE	Designer Reference Code	2	VARCHAR2(60)
PMFDI_REV_DATE	Revision Date	formatted as: 'DI	D-MON-RRRR'
PMFDI_RECVD_DATE	Received Date	formatted as: 'DI	D-MON-RRRR'
PMFDI_REV_COMMENT	Revision Comment		VARCHAR2(4000)
PMFDI_DESC1			VARCHAR2(100)
PMFDI_DESC2			VARCHAR2(100)
PMFDI_DESC3			VARCHAR2(100)
PMFDI_DESC4			VARCHAR2(100)
PMFDI_DESC5			VARCHAR2(100)
PMFDI_DESC6			VARCHAR2(100)
PMFDI_DATE1		formatted as: 'DI	D-MON-RRRR'
PMFDI_COPIES_NUM			NUMBER(11)
PMFDI_STATUS_CODE	Document Status		VARCHAR2(10)

Importing Submittals (JSP)

Project Ma	inageme	nt								Stephanie Bron Add Submittal	nfield' <u>s Profil</u> Import Shi	e <u>Home</u> ow Filter
Project Management M Search Project: Tryall Development	lenu 🗾	SBSUB0001	sbsubm980	SB COMPANY (TEST 2006)	Stephanie Bromfield	Access Engineering & Consulting	Jason Bromfield	Access Engineering & Consulting	Jason Bromfield	SB COMPANY (TEST 2006)	Stephanie Bromfield	LOI
Communication Managemen Project Calendar	ahttp://wint	est2006.cmic.ca	a:7779 - Submitta	ls Import - N	1icrosoft I	nternet Expl	orer		1	_		
Project Contact Director												
- Distribution Lists		Delete existing in	ported records									
Meeting Minutes			·					Browse U	oload Ca	ncel	anie	OPEI
											leid	
REI's												
Issues												
🖻 👝 Document Management	Cone Done								🛛 💙 Inl	ternet	11.	
Submittals			decide whether									

To import submittals, from the Submittal log of the appropriate company and project, clicking the Import button will open the file selection form shown above.

Once the file is selected, click the Upload option to bring the data in prior to validation. The screen displayed below is presented to the user:

EPOR	how lines with er	rors only					
REPOR	राः						Re-Import Re-Validate Accept Cancel
1							
2	CSV file process	ing: 4 lines to process					
-	0 old rows were	deleted					
3	Insert into DB tak	le: 4 lines inserted. No	errors.				
New o	bjects found:						
1	Submittal Packag	e Code SBimppkg do	es not exist. Nev	v Submittal Package will b	e created		
Edit D	Delete Action	ID ID		Name		Company	Project
1	Update	SBIMPSUB14	TESTSUBMITTA	AL.		SB COMPANY (TEST 2006)	Tryall Development - PHASE II
1	Update	SBIMPSUB25	try to overwrite	9		SB COMPANY (TEST 2006)	Tryall Development - PHASE II
	ID	SBIMPSUB25		Name	try to overwrite		Package ID SBIMPPKG
	Spec Section	n		Spec Sub-Section			
	Sort Orde	r		Copies	5		
	Тур	e 🗌	•	Status	Rejected		
	Preparation B	4	•	Contact			
	Approval B	4		Contact		▲	
	Returned B	4		Contact		▲	
	Forwarded T	D		Contact			
	Required Star	t 🛛 💷		Required Finish			Closed Date
Sche	edule						
1	🔲 Update	SBIMPSUB16	(linked object A inserted into a	n object that is created in destination file while 200	a source file and	SB COMPANY (TEST 2006)	Tryall Development - PHASE II
5	Update	SBIMPSUB17	Submittal Impor	t test		SB COMPANY (TEST 2006)	Tryall Development - PHASE II

Edit the data. Clicking on the 'Edit' icon at the left of the display will show additional fields being imported. All fields shown with a non-white background include an error and must be corrected to be imported. Placing the mouse-pointer over the colored area will give details of the error. Individual records may be deleted from the Import by checking the Delete flag on the left side of the display.

Use the [**Re-Validate**] button to update changes and review any further errors. Once all records are corrected, click the [**Accept**] option. Existing submittal records will be updated and new ones will be created by the import, if they are not already existing.

If a non-existent submittal package code is specified in the import file, a submittal package record will be created for it. The user is advised of this in the error log.

Validation rules for Activity Code

- 1) If an activity code in the import is specified and already exists the 'Activity Start Date' will be ignored.
- 2) If the activity code is null in the import the import will not update the submittal activity if the submittal already has an activity code.
- 3) If the activity code in the import is different than the activity code on the submittal the system will relink and recalculate the schedule as per the new activity code.

The import file (can be .txt, or .csv) for Submittals includes the following fields (in this order) (**PMSBMT.CTL**):

Field Name	Description	Attribute

PMFSMI_COMP_CODE	Company (required and m	ust pre-exist)	VARCHAR2(8)
PMFSMI_PROJ_CODE	Project (required and must	pre-exist)	VARCHAR2(10)
PMFSMI_SBMT_ID	Submittal ID		VARCHAR2(16)
PMFSMI_SBMT_NAME	Submittal Name		VARCHAR2(200)
PMFSMI_PKG_CODE	Submittal Package ID		VARCHAR2(10)
PMFSMI_REC_FROM_PARTN_ABBREV	Received From Partner		VARCHAR2(8)
PMFSMI_REC_FROM_CONTACT_COD	Received From Contact		VARCHAR2(10)
PMFSMI_RET_BY_PARTN_ABBREV	Returned By Partner		VARCHAR2(8)
PMFSMI_RET_BY_CONTACT_COD	Returned By Contact		VARCHAR2(10)
PMFSMI_SENT_TO_PARTN_ABBREV	Sent To Partner		VARCHAR2(8)
PMFSMI_SENT_TO_CONTACT_COD	Sent To Contact		VARCHAR2(10)
PMFSMI_FWD_TO_PARTN_ABBREV	Forwarded To Partner		VARCHAR2(8)
PMFSMI_FWD_TO_CONTACT_COD	Forwarded To Contact		VARCHAR2(8)
PMFSMI_REQUIRED_START_DATE	Required Start Date	Formatted as: 'Di	D-MON-RRRR'
PMFSMI_REQUIRED_END_DATE	Required End Date	Formatted as: 'D	D-MON-RRRR'
PMFSMI_CLV_VALUE_CODE1	Classifier 1		VARCHAR2(16)
PMFSMI_CLV_VALUE_CODE2	Classifier 2		VARCHAR2(16)
PMFSMI_CLV_VALUE_CODE3	Classifier 3		VARCHAR2(16)
PMFSMI_CLV_VALUE_CODE4	Classifier 4		VARCHAR2(16)
PMFSMI_CLV_VALUE_CODE5	Classifier 5		VARCHAR2(16)
PMFSMI_CLV_VALUE_CODE6	Classifier 6		VARCHAR2(16)
PMFSMI_SBMT_STATUS_CODE	Status Code		VARCHAR2(10)
PMFSMI_ACTIVITY_START_DATE	Act. Start Date	Formatted as: 'Di	D-MON-RRRR'
PMFSMI_DATE_CHANGE_CODE			VARCHAR2(12)
PMFSMI_COPIES_NUM	Number of copies		NUMBER(11)
PMFSMI_CM_CODE	PCI Change Code		VARCHAR2(11)
PMFSMI_LEAD_TIME_STAGE6	Delivery Lead Time		NUMBER
PMFSMI_LEAD_TIME_STAGE5	Fabrication Lead Time		NUMBER
PMFSMI_LEAD_TIME_STAGE4	Float Lead Time		NUMBER
PMFSMI_LEAD_TIME_STAGE3	Approval Lead Time		NUMBER
PMFSMI_LEAD_TIME_STAGE2	Review Lead Time		NUMBER
PMFSMI_LEAD_TIME_STAGE1	Preparation Lead Time		NUMBER
PMFSMI_SPEC_SEC_CODE	this is the spec. code of the	e submittal entry	VARCHAR2(30)
PMFSMI SORT ORDER NUMBER			NUMBER

PMFSMI_CLOSED_DATE	Date Closed	Formatted as	'DD-MON-RRRR'
PMFSMI_TYPE_CODE	Indicates type of submittal	l	VARCHAR2(10)
PMFSMI_SPEC_SUBSEC_CODE	Indicates Spec Sub-Sectio	n for submittal	VARCHAR2(30)
PMFSMI_PROCUREMENT_FLAG	Procurement Indicator - D	efault is 'N'	VARCHAR2(1)
PMFSMI_ACTIVITY_CODE	Activity Code		VARCHAR2(10)
PMFSMI_QC_REQUIREMENT_FLAG	Quality Control Requirem	ent Flag	VARCHAR2(1)

Importing Subcontract Schedule of Values

This functionality allows the user to import the subcontract schedule of values (SOV) in the **current** subcontract.

Column Separator: comma (,) Column Delimiters (optional): quotes ("")

The import file layout is shown below (PMSCSOV.CTL):

Field Name	Description	Attribute
PMSOVI_TASK_CODE	varchar2(16)	Task Code
PMSOVI_TASK_NAME	varchar2(30)	Task Name
PMSOVI_UNIT	number	Units
PMSOVI_WM_CODE	varchar2(2)	Weight/Measure
PMSOVI_UNIT_RATE	number	Rate
PMSOVI_AMT	number	Amount
PMSOVI_JOB_CODE	varchar2(10)	Job Code
PMSOVI_PHS_CODE	varchar2(16)	Phase Code
PMSOVI_CAT_CODE	varchar2(16)	Category Code
PMSOVI_JB_BILL_CODE	varchar2(50)	Bill Code
PMSOVI_TAX1_CODE	varchar2(10)	Tax 1 Code
PMSOVI_TAX1_TAXABLE_FLAG	varchar2(1)	'Y/N'
PMSOVI_TAX2_CODE	varchar2(10)	Tax 2 Code
PMSOVI_TAX2_TAXABLE_FLAG	varchar2(1)	'Y/N'
PMSOVI_TAX3_CODE	varchar2(10)	Tax 3 Code
PMSOVI_TAX3_TAXABLE_FLAG	varchar2(1)	'Y/N'
PMSOVI_HLDBK_PCT	number	Retainage %
PMSOVI_APEXP_CODE	varchar2(10)	Expense Code
PMSOVI_LONG_DESC	varchar2(2000)	Long Description

NOTE: The file must be .TXT or .CSV. Also note that if the file is opened using Excel, it may lose some of its original formatting. It is preferable to open and edit using Notepad. For example, if the value of a field is "01", editing in Excel will possibly change it to '1'.

Sample:

📕 SCSOV.TXT - Notepad
File Edit Format View Help
<pre>IMPTASK1,IMPORT TASK1,,NA,,"14000.44",SBJ0B01,1,2000,XXX,01,Y,02,N,N,2, ,LINE ITEM 1 ,IMPORT TASK1, ,,12000, 2,3000,XXX,10,Y, ,,N,10,3000,LINE ITEM 2 IMPTASK3, ,,NA,12000,SBJ0B02,1, 1000-12,01,Y,,N, , ,3000, ,IMPORT TASK1,1000, 12, ,SBJ0B01,12000,XXX,1, ,,N,10,3000,LINE ITEM 3 IMPTASK1,IMPORT TASK9,NA,"100230.56",SBJ0B01, 2000, 1,Y,N,5,N,5,3000,LINE ITEM 4 IMPTASK2,IMPORT TASK2,NA, , 1, ,XXX, ,,N,N,10,3000,LINE ITEM 5 IMPTASK1,IMPORT TASK1,NA,12000,XXX,1,2000,XXX,1,Y,N,N,N0Q, ,LINE ITEM 6 ,IMPORT TASK1,,,1300, 2,1000,XXX,1,2000,XXX,1,Y,N,N,N0Q, ,LINE ITEM 6 ,IMPORT TASK1,, 1,300, 2,1000,XXX,1,Y,N,N,10,3000,LINE ITEM 7 IMPTASK3, ,,NA,12000,SBJ0B01,1, 3000,1Y,3,N,, , 3000, ,IMPORT TASK1,1000, ,12, ,,1,2000,XXX,1, ,,N,N,10,3000,LINE ITEM 8 IMPTASK1,IMPORT TASK9,NA,555.45,SBJ0B01, ,XXX, , Y,N,4,N,5,3000,LINE ITEM 9 IMPTASK2,IMPORT TASK2,NA,, , 1, ,XXX,1, ,,N,N,10,3000,LINE ITEM 11</pre>

The Import function is accessed by clicking the [Import Schedule] button which is available on an un-posted subcontract in 'Edit' mode.

				Check Spelling Save Draft Sav	/e Cancel Select SC Schedule Import Schedule
		Optic	ons		·
Vendor	E and L Tool Rental	Contact		Date	2009-08-31
Contract No.	SB-SOV2	Contract Type		Post Date	
Description	test for importing SOV #2			Status	Pending
Invoiced	Via - Subcontract	Currency	US Dollars	Bank Account	•
Address		Corresp. Address		Bid Amount	
Default Retainage %	10	SOV Level Retainage Release		Default Taxes	V
Start Date		End Date	: III	Issued Date	1
Received Date	2	Executed Date		Rating	
Pay When Paid	V	Days	7	Compliant	
Scope Of Work					A
		Sumr	mary		Show Summary
				V	
Change Orders	Participation Attachments	Aternates	Special Pricing Inclusions	Exclusions Te:	a Codes Y Free Form
Action Task Code Task	Name Unit WM Rate Amount Job Phase	Category JB Bill Code T	ax1 Taxable Tax2 Taxable Tax3 1	Faxable Retainage % Expe	nse Code Long Description Action 🔺

Database Administrator's Profile Ho Subcontract Entry Check Spelling Save Draft Save Cancel Select SC Schedule Import Schedule 0. Di Di Project Management Manu endor E and L T • Contract No. SB-SOV2 act Type cription^{*} test for in Invoiced Via - Su ٠ Ŧ ٠ • iage % Start Date ed Date ed Deb Pay When Paid Days - 🗆 × Browse... Upload Cancel

Clicking on the button will display the popup box for selecting the import file:

After selecting the file, click **[Upload]** to bring the data to the initial validation screen:

2		×
		-
REPOR	Re-Import Accept Valid Concel	
1	CSV file processing: 13 lines to process	
2	10 old rows were deleted	
3	heer into DB table: 10 lines inserted.	
Critica	Al Validation Errors:	
1	Line 1 cannot be processed pmsovij_unit - invald number: UNIS; pmsovi_unit_rate - invald number: RATE; pmsovi_ant - invald number: AATE; pmsov	
2	Line 2 cannot be processed; pmoovi_amt - invalid number; 14,000.44;	
3	Line 6 cannot be processed: pmsovi_amt - invald number: 100,220.58;	

The validation log tells what the errors are. The user can make the corrections and re-import or he can accept the valid records by clicking the [Accept Valid] button.

When there are no initial validation errors from the import, the [Accept] button is used to pull the records into the subcontract SOV section:

<u>e</u> 1																						_ 🗆 🗡
																				De burnet		<u>^</u>
REPORT:																				rus-inport	scept	Jaka
1 CSV file processing: 12 lines to process																						
2 12 old rows were deleted																						
3 Insert into DB takle: 12 lines inserted.																						
																				Detekson tidek	intentos n	and the second
Subcontract Entry	/														Check S	Spelling	Save Draft :	Save Ca	incel :	Select SC Sche	dule Imp	one none
🖓 🗐 😫 Project Management Menu 🔤										Options												-
Search Go			Vendor State of Illinois	State Tax D	Department					Contact		٠]					Date 2	009.08	3-31 🕎		
Project: Tridell Estates (CBDDO D1)	8	Cont	ract No. SB-SOV3							Contract Type		-					Po	ost Date				
Communication Management	8	Desi	cription [®] test for importi	ing SOV - #	3													Status Pe	inding			_
- Project Calendar			involced Via - Subcont	tract	•					Currency	US Dollar:		*				Bank A	Account				
Distribution Lists			Address		_					Corresp Address		•	_				Bid	Amount				-
- C Meeting Minutes		Dadault Baka	inana % 10				SOV Level Reteining Relation							Defend Texas								
- Communications	8	Denautiveca						30	Soft Level Netalinage Netalinage													
- RFIs	8	St	art Date	12						End Date		_	-				Issu	ed Date		12		
Log Issues	i	Receiv	ed Date							Executed Date			-					Rating				
Document Management	8	Pay We	nen Paid 🔽							Days	7						Co	ompliant [2			
E Dudget & Cost Management		Scope	Of Work																			^
Subcontract	8									Summanı										Show 9	ummanı	
- Potential Change tems	-									Summary										snow s	ummary	_
Owner Change Orders Owner Change Transmittel Owner Change Transmittel Owners For Payment Omplance Status Log																						
- Cont Status Course	SOV	Change O	rders	Participat	lion	Attac	hments	Atemates		Special Prici	ng		Inclusions		Excl	usions	Y	Text Code	s	Free	Form	
Budget Status Guery	t ation	Tesh Cada	Tool Name	1144		Pada	t man ant			Oheren 3	Cutu		ID DR Caula		Tout	Tauahi	a Taul	Ter	cable	Teva	Touchile	Retaina <u>c</u>
Ste Management Reports	+ ×	IMPTASK1	MPORT TASK1	OIL	NA A	0.000	14 000 44	SBUCED1	▲ 1	Filabe	2000	A	XXXX A	1 4	10.1		24	140		1872		-
- Diser-Defined Logs	+×	IMPTASK3			NA A	0.000	12,000,00	SBJCB01	▲ 1			-	3000	1		R	3*					
File Maintenance Security	+x	IMPTASK1	MPORT TASK9		NA A	0.000	100 230 56	SBUCERI			2000			1								
er 🔤 occurry	+×	IMPTASK1	MPORT TASK9		NA A	0.000	555.45	SBUCED1			XXX				-							
	+×	IMPTASK3			NA A	0.000	12,000,00	SBJOB02	▲ 1				1000.12	1								
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	+x		MPORT TASK1	1000		12,000	0.00		A 1		2000		XXXX •	1			-					
	+ *	IMPTASK2	MPORT TASK2	1000	NA A	0.000	0.00				1000							-				
	+ 7	IMPTASK2	MPORT TASK2		NA -	0.000	0.00						YYYY -	1								
	10	pro r Martiz	MORT TASKI			0.000	1 200 00				1000											
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	÷	<u> </u>	meore man			0.000	12,0000		- 2	E C	3000		nndA 🎴	110	-	M						<u>ا</u> لـــــــــ

When the [**Save**] button is clicked on the subcontract, additional validation for task code, weight/measure, job, phase, category, bill code, tax codes, expense codes etc. are carried out before the record is saved.

An import can be done for an un-posted subcontract that already has detail SOV lines. In this case, the imported records are combined with the existing records on the subcontract.

Meeting Minutes Import and Export (JSP)

🗉 🗄 Project Management Menu				Meeting Detail			
aarch Go		Track Importation of	of Meeting Minutes	Not Submitted	Meeting No. PINS002	Status PENDING	
_		Subject Additional Im	portations				
Project: Analyze BuyOuts JSP (ANALYZE)		Meeting Date 03/24/2015			Start 12:00 AM	End 12:00 AM	
E Communication Management		Reminder Date 03/26/2015			Entered By Glenda Sti	impson	
- Project Galendar		Location					
Ortlack Import/Export		Purpose					
Project Partner Directory							
Project Contact Directory	Agenda	Attendees	Next Meeting Info	Notes	Attachments	Review/Approval	
- Distribution Lists	Item No. PINS002-15	Topic Safety		Name Agenda Item #15			
Meeting Minutes	Group 🗖	Sec	Status New	Responsibility BETTER - Julie Chen		Comments agenda item comment 15	-
- JASPER - MEETING MINUTES							
- Transmittals						Due Date 08/01/2016	
- Transmittals Queue	Minute					Revised Date	
Communications	1 11 10 10					Date Completed	
- Reis					Create Chan	nne Link Channe Link to Tssue	
JASPER REPORT	Dam No. DEMOND 14	Texts school line		Name Accords Ross #14			Ø
DOCUMENT FOLDER	Item No. PINSOU2-14	TOPIC Scheduling	a 1 at 1	Name Agenda Meni +14			
SBtest	Group []	Seq	Status Closed	Responsibility		Comments agenda item comment 14	
- RELATED OBJECTS FOLDER						Due Date 04/01/2015	
E Document Management						Revised Date	
Subcontractor Pregualification	Minute					Date Completed	
🗄 🦢 Bid Management							
					Consta Char		

Both the [**Import**] and [**Export**] buttons have been added to the Meeting Minutes screen, to allow the importing and exporting of agenda items into the meeting currently being viewed.

Field security can be applied to the [Import] button. The setting is 'Unrestricted' or 'Hidden':

	ALL	
Update Back Note: Not all programs have fields available with field privileges		
Programs Meeting Minutes		
	Column/Field Security	
Item Name		Security Level
Meeting Date	Read-Only	
Group Item	Unrestricted	
Seq	Unrestricted	
Restart Meeting Items Numbering Within New Meeting	Unrestricted	
Meeting ID Mask	Unrestricted	
Item ID Mask	Unrestricted	
Reopen Meeting Button	Unrestricted	
Item No.	Unrestricted	
Close Meeting Button	Unrestricted	
Printable Button	Unrestricted	
Delete Track Button	Unrestricted	
Import Agenda Items Button	Unrestricted	
	Hidden	

Importing Agenda Items

Pre-requisite for Importing: Meeting ID and Agenda Item ID's must already be defined.

The import control file layout is: File name = **pmmeetingitem.ctl**

```
File Edit Format View Help
LOAD DATA
APPEND
INTO TABLE DA.PMMEETINGITEMIMPORT
FIELDS TERMINATED BY "," OPTIONALLY ENCLOSED BY '"'
(
    pmmii_meeting_id ,
    pmmii_item_id ,
    pmmii_item_desc ,
    pmmii_item_status ,
    pmmii_resp_partn_code,
    pmmii_resp_cont_code ,
    pmmii_resp_cont_code ,
    pmmii_item_due_date DATE 'DD-MON-RRRR'
    pmmii_topic,
    pmmii_item_note
)
```

Field Name	Field Type	
PMMII_MEETING_ID	VARCHAR2(10)	(Meeting ID)
PMMII_ITEM_ID	VARCHAR2(10)	(Agenda Item ID)
PMMII_ITEM_DESC	VARCHAR2(4000)	(Agenda Item Description)
PMMII_ITEM_STATUS	VARCHAR2(1)	(Agenda Item Status)
PMMII_RESP_PARTN_CODE	VARCHAR2(8)	(Responsible Partner/Company Code)
PMMII_RESP_CONT_CODE	VARCHAR2(8)	(Responsible Contact)
PMMII_RESP_COMMENT	VARCHAR2(1000)	(Comment)
PMMII_ITEM_DUE_DATE	DATE	(Agenda Item Due Date)
PMMII_TOPIC	VARCHAR2(200)	(Item Topic)
PMMII_ITEM_NOTE	VARCHAR2(4000)	(Item Note aka Minute)

Sample file for import:

MeetingMin.txt - Notepad	• ×
File Edit Format View Help	
I-pemii meeting_id_pemii item_id_pemii item_desc.pemii item_status_pemii_resp_partn_code,pemii_resp_cont_code,pemii_resp_comment,pemii_item_due_date prkscn02_mixscn02_mix.pexed_item_di_scue_kui_scond_item_comment_i01enp0187	~
PINS002, PINS002-02, Agenda Item #2, N, PARTISH, agenda item comment 2, 01-JUN-2015'	
PINS002,PINS002-03,Agenda Item #3,H,AXIS,BC,agenda item comment 3,'31-JUL-2015'	
PINSU02,PINSU02-U4,Agenda item #4,0,axis,agenda item comment 4, pinsu02 pinsu02-pinsu02-pis agenda item #5,0ariste agenda item comment 5 '01_App_2015'	
PINS002_91.PINS002_06.Agenda Item #6.0.parkdale.agenda item comment 6. '31-APR-2015'	
PINS002,PINS002-07,Agenda Item #7,0,MARVEL,,agenda item comment 7,	
PINS002, PINS002-08, Agenda Item #8,0, PAPER, agenda Item comment 8, '01-ARR-2015'	
PINSO02,PINSO02-09,Agenda Item #9,C,,,agenda Item comment 10.	
PINS002,PINS002-11,Agenda Item #11,H,,,agenda item comment 11,'01-APR-2015'	
PINS002,PINS002-12,Agenda Item #12,o,,,agenda item comment 12,'01-APR-2015'	
PINSU02,PINSU02-13,Agenda Item #13,N,,,agenda Item comment 13, UI-GEB-2015	
PINSO02_PINSO02_15_Agenda Item #15,, agenda Item comment 15, '01-AUG-2015'	

After clicking the [**Import**] button and selecting the file to be imported, the user clicks the [**Upload**] button to pull the data into the Import Validation screen:

ing Minutes Age	nda Item Import	Internet Explorer				time many			- 0
://test4v10.cmic.c	a:7785/cmictestv1	0x/PmMeetingMinutes/csvUpl	oadRequest.do?showErrLinesOnly=	4					ŵ
dit View Favo	orites Tools H	lelp	-	_	_				
CMIC Indexer - TE	ESTV10X 🧃 CMi	C Search - TESTV10X 📘 Sugg	ested Sites 🔻 🌭 Ext Gantt Exampl	is Brynt 🥘 W	eb Slice Gallery 🔻 🎇 Guides - Bryntum 2.x API				Page ▼ Safety ▼ Tools ▼
lines with errors on	ły							Re-Import R	e-vandate Accept C
Warnings [0: Warni	ings]								
Item No.	PIN5002-01		Topic		Name Agenda item #1				Delete
Group Item		Seg	Status Open	_	Responsibility MARVEL A KW			Comments agenda item comment 1	
								Due Date 010415	
Minute								Revised Date	
							~	Date Completed	
Item No.	PIN5002-02		Topic		Name Agenda Item #2				Delete
Group Item		Seq	Status New 💌		Responsibility PARRISH			Comments agenda item comment 2	* v
								Due Date 010615	
Minute								Revised Date	
	Double	click on the field to edit value						Date Completed	
Item No.	PIN5002-03		Topic		Name [®] Agenda Item #3				Delete [
Group Item		Seq	Status On Hold 💌		Responsibility AXIS A			Comments agenda item comment 3	
							~	Due Date 310715	
Minute							~	Revised Date	
								Date Completeo	
Item No.	PIN5002-04		Topic		Name* Agenda Item #4	100			Delete
Group Item		Seq	Status Open 💌		Responsibility AXIS	A		Comments agenda item comment 4	0
Mar da							^	Due Date	
MINUC							\sim	Date Completed	
Item No.	PIN5002-05		Topic		Name [®] Agenda Item #5				Delete
Group Item		Sen	Statue Deferred V		Deconocibility DADDISH			Comments agenda item comment 5	Ducit (
2.000 1000	-							Due Date 010415	v
Minute							^	Revised Date	
							\sim	Date Completed	
Item No.	PIN5002-07		Торіс		Name [®] Agenda Item #7				Delete
Group Item		Seq	Status Open 💌		Responsibility MARVEL			Comments agenda item comment 7	0
						_		Due Date	
Minute							0	Revised Date	
							\sim	Date Completed	

Any records marked for deletion will be collapsed and later removed after revalidation. Records selected for deletion can be unchecked if the user decides not to remove them.

Additional changes can be made here and then revalidated before finally 'Accepting' the import into the Meeting Minutes screen. A notification is sent giving the number of records inserted and updated:



Exporting the Agenda Items

The [Export] button is used to export the agenda items to a spreadsheet.

When the user clicks the button, a confirmation message is displayed asking if the notes are to be included:

Message from webpage	-
Include Agenda Item Minute Notes into Export?	
OK Cancel	

If [Cancel] is selected, the export file will be created without the agenda item notes.

If **[OK]** is selected, the export file will include the agenda item notes (under the 'Minute' column) each separated by **

**:

For example, exporting:

					User Extensions Create Next Meeti	ng Close Meeting Add Meetir	ng Edit Imp	ort Export Submit Delete Delete⊺	Track Printable Print Report Back To Log	2 🖬 🏠	
					Meeti	ng Detail					
					Not S	ubmitted					
		Track Importation	n of Meeting Min	utes			Meetin	g No. PINS002	Status PENDING		
		Subject Additional	Importations					0111 10 00 111	5-4 40.00 444		
		Meeting Date 03/24/2015					Start 12:00 AM End 12:00 AM				
		Reminder Date 03/26/2015)				Enter	ed By Glenda Stimpson			
		Location									
		Purpose									
Agenda		Attendees		Next Meeting Info		Notes	Attach	nents	Review/Approval		
Item No.	PIN5002-15	Topic Safety			Name Agend	a Item #15				∢	
Group		Seq	Statu	s New	Responsibility BETTE	R - Julie Chen		Comments agenda	tem comment 15		
Minute	03/24/2015 03/24/2015	5 (KW) more agenda item n 5 (KW) note added to demo	otes added instrate the use	in the export				Due Revised Date Compl	Date 08/01/2016 Date eted		
								Create Change Link Change Link to Is	sue		
Item No.	PIN5002-14	Topic scheduling			Name Agend	la Item #14				3	
Group		Seq	Statu	is Closed	Responsibility			Comments agenda i	tem comment 14		
Minute								Due Revised Date Compl <u>Create Change Link to Is</u>	Date 04/01/2015 Date eted		

Selecting [OK] yields:

$[\mathbf{G}13 \mathbf{v} : [X \lor \mathbf{f}_X]$												٧	
	А	В	С	D	E	F	G	н	I	J	К	L	N 🔺
1	Item_No_	Topic	Name	Group_Item	Seq	Status	Responsibility_Part	Partner_Type_Code	Responsibility_Cont	Comments	Minute	Due_Date	Revised_C
2	PINS002-14	scheduling	Agenda Item #14	N		С				agenda item comment 14	4	4/1/2015	
											24-MAR-15 (KW) more agenda item notes added 24-	1	
											MAR-15 (KW) note added to demonstrate the use in the		
3	PINS002-15	Safety	Agenda Item #15	N		Ν	BETTER	P	JC	agenda item comment 1	export	8/1/2016	
4													
5													
6													

Selecting [Cancel] yields:

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A	В	с	D	E	F	G	н	I	J	К	L	м	N	E
1 Item_No_	Topic	Name	Group_Ite	eiSeq	Status	Responsibility_Part	Partner_Type_Code	Responsibility_Contact	Comments	Due_Date	Revised_Date	Date_Completed		
2 PINS002-14	scheduling	Agenda Item #14	N		С				agenda item comment 14	4/1/201	i			
3 PINS002-15	Safety	Agenda Item #15	N		Ν	BETTER	P	JC	agenda item comment 15	8/1/2010	i .			
4										\ \				
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Payroll Imports

Importing Timesheets from ASCII File

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🙀 Payroll - TESTV10X Unposted Timesheet Import 📃 🗖
Timesheet Import
No imported records
Press button to select the action
Record: 1/1 <0SC>

This utility allows users to import timesheets in the CMiC Software Enterprise System via an ASCII File import of data. The timesheet import utility is found on the Import Timesheets from ASCII File menu on the Utilities menu of Payroll.

The first step is to import the ASCII file by pressing the [Import Timesheet] button.

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🙀 Payroll - TESTV10X Unposted Timesheet Import	×
Timeshe 🉀 Payroll - TESTV10X Import Unposted Timesheet	_
File Name Browse	
Enter the ASCII fileneme with the convect directory note (eq. CYCMICRATCH TVT)	
then press the <import> button to start the process of loading the ASCII file into the</import>	
database. Press <close> to return to the previous screen.</close>	
Import <u>C</u> lose	
Enter The ASCII File Name. Include The Full Path With Drive Letter: Example C:\Import\File.Txt	
Record: 1/1 <0SC>	

When you press the [**Import Timesheet**] button the import popup screen will be displayed where you will first use the [**Browse**] button to select the ASCII file that is to be imported, and then the [**Import**] button to load the import file into a temporary table. Once imported, you will get a message indicating the number of lines that were imported.

12 編 画 ψ U V V Innested Timesheet Innert
File Name C:\temp\Import_file_testv10x.txtBrowse
Enter the ASCII fileneme with the correct directory nath (eq. CVCMICIBATCH TVT)
then press the <import> button to start the process of loading the ASCII file into the</import>
database. Press <close> to return to the previous screen.</close>
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Action Edit Block Field Record Query Utility Help Window
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Payroll - TESTV10_X Unposted Timesheet Import Imeshe Payroll - TESTV10_X Import Unposted Timesheet File Name CtempNimport_file_testv10x.txt Enter the ASCII filename with the correct directory path (eg. C:\CMIC\BATCH.TXT) then press the <import> button to start the process of loading the ASCII file into the database. Press <close> to return to the previous screen Forms 10 record(s) inserted out of 10 line(s) imported/read</close></import>
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Payroll - TESTV10_X Unposted Timesheet Import Timeshe Payroll - TESTV10_X Import Unposted Timesheet File Name VempVmport_file_testv10x1x4 Enter the ASCII filename with the correct directory path (eg. C:\CMIC\BATCH.TXT) then press the <import> button to start the process of loading the ASCII file into the database. Press <close> tn return to the arevious screen Forms I orecord(s) inserted out of 10 line(s) imported/read Parsing Datafile: D:\cmiVasttem; DATE : 10-JUN-13 START TIME: 15:43:24</close></import>
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Action Edit Block Field Record Query Utility Help Window	
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<pre> @Payroll - TESTV10_X Unposted Timesheet Import </pre>	
Timesheet Import	
Import Timeshe	
<u>∨</u> Display in report	
O Valid records	
C Invalid records	
Delete Imported Data	
Imported Records: 10 Invalid Records: 10	
Press button to select the action	
Checked: Show Detail In Import Report	
Record: 1/1 < <0SC>	

The [**Validate Imported Data**] button allows you to validate the data and print a report of all records, valid records or invalid records. Press the [**Validate**] button to validate the data and print the report.

Valid Warn Record Company Pay Run Year Period Date Employee Code Comp Job Phase I 1 SVVC SVWVK 2013 40 06-12-2013 SVVC-VWK-HR11 100 SVVC SH-OFF 01-100 I 2 SVVC SVWVK 2013 40 06-12-2013 SVVC-VWK-HR11 100 SVVC SH-OFF 01-100 I 3 SVVC SVWVK 2013 40 06-12-2013 SVVC-VWK-HR12 100 SVVC SH-OFF 01-100 I 4 SVVC SVWK 2013 40 06-12-2013 SVVC-VWK-HR12 100 SWC SH-OFF 01-100 I 6 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR23 100 SWC SH-OFF 01-100 I 7 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR27 100 SWC SH-OFF 01-100 <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Trade</th><th>Work</th><th></th><th></th></t<>											Trade	Work		
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6 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR23 100 SWC SH-OFF 01-100 7 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR27 100 SWC SH-OFF 01-100 8 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR27 100 SWC SH-OFF 01-100 9 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR3 100 SWC SH-OFF 01-100 9 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR43 100 SWC SH-OFF 01-100 9 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR43 100 SWC SH-OFF 01-100 10 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR19 100 SWC SH-OFF 01-100 10 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR19 100 SWC SH-OFF 01-100 10 SWC		1		5	SWC	SVW/K	2013	40	06-12-2013	SVVC-VVK-HR22	100	SWC	SH-OFF	01-100
7 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR27 100 SWC SH-OFF 01-100 8 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR3 100 SWC SH-OFF 01-100 9 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR3 100 SWC SH-OFF 01-100 9 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR43 100 SWC SH-OFF 01-100 10 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR43 100 SWC SH-OFF 01-100 10 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR19 100 SWC SH-OFF 01-100 10 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR19 100 SWC SH-OFF 01-100 11 SWC SWW 2013 40 06-12-2013 SWC-WK-HR19 100 SWC SH-OFF 01-100 11 SWC	\mathbb{Z}			6	SWC	SVWVK	2013	40	06-12-2013	SVVC-VVK-HR23	100	SWC	SH-OFF	01-100
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9 SWC SWWK 2013 40 06-12-2013 SWC-WK-HR43 100 SWC SH-OFF 01-100 10 SWC SVWK 2013 40 06-12-2013 SWC-WK-HR43 100 SWC SH-OFF 01-100 10 SWC SVWK 2013 40 06-12-2013 SWC-WK-HR19 100 SWC SH-OFF 01-100 10 SWC SWWC SU SH-OFF 01-100 SWC SWC SWC SH-OFF 01-100 10 SWC SWC </td <td>$\overline{\mathbb{V}}$</td> <td>]</td> <td></td> <td>8</td> <td>SWC</td> <td>SVW/K</td> <td>2013</td> <td>40</td> <td>06-12-2013</td> <td>SWC-WK-HR3</td> <td>100</td> <td>SWC</td> <td>SH-OFF</td> <td>01-100</td>	$\overline{\mathbb{V}}$]		8	SWC	SVW/K	2013	40	06-12-2013	SWC-WK-HR3	100	SWC	SH-OFF	01-100
10 SWC SVWK 2013 40 06-12-2013 SWC-WK-HR19 100 SWC SH-OFF 01-100 Image: Contract of the state of the s	$\overline{\nabla}$	1		9	SWC	SVWVK	2013	40	06-12-2013	SVVC-VVK-HR43	100	SWC	SH-OFF	01-100
	∇	1		10	SWC	SVWVK	2013	40	06-12-2013	SVVC-VVK-HR19	100	SWC	SH-OFF	01-100
	Г	1												
	Г	1												
Error	Г	1												
	Error													
Validate All Define User Extension Re-Validate More errors Close														

The Edit Imported Data screen allows the user to edit the imported data and re-validate until all the records are valid. When the records are valid, the Valid checkbox will be checked beside the valid records. The [More Errors] button displays all the errors on that record in a pop-up screen. User Extensions may also be defined for a record.

Once all the records are valid and the [Close] button is pressed, the [Build Timesheet] button becomes available and you may create timesheets from the valid records.

Action Edit Block Eield Record Query Util	lity Help Window 😥 🛨 🔍 📽 🖻 🎒 🖄 + et Import	↑ < > ↓ ≪	
[import Timesheet] 	t Data Egit Imported Data Build Timesheet Delete Impor	rted Data Eraşe ASCII File	
Imported Records: 10	All records valid		
Press putton to select the action			
Record: 1/1	<08C>		

The [**Delete Imported Data**] button will remove all the records from the temporary table of imported data. The [**Erase ASCII File**] button will delete the ASCII file that was specified in the Import Timesheet screen.

The import file for timesheets can be of the format .TXT, or .CSV, and includes the following fields in this order:

Column Name	Required	Data Type	Comments
TSH_COMP_CODE	Y	VARCHAR2(8)	
TSH_PRN_CODE	Y	VARCHAR2(4)	
TSH_PPR_YEAR	Y	NUMBER	
TSH_PPR_PERIOD	Y	NUMBER	
TSH_EMP_NO	Y	VARCHAR2(16)	
TSH_SEQ_NO	Y	NUMBER	
TSH_DOCUMENT_NO	Ν	VARCHAR2(16)	
TSH_DATE DATE 'DD-MON-YYYY'	Y	DATE	
TSH_WORK_COMP_CODE	Y	VARCHAR2(8)	
TSH_UNION_CODE	Ν	VARCHAR2(4)	
TSH_TRADE_CODE	Y	VARCHAR2(4)	
TSH_WORK_LOCATION	Y	VARCHAR2(4)	
TSH_DATA_TYPE	Y	VARCHAR2(1)	Must be J or G

TSH_DEPT_CODE	Y	VARCHAR2(6)	
TSH_GL_ACC_CODE	Y	VARCHAR2(16)	
TSH_JOB_CODE	Ν	VARCHAR2(10	Job Code; Job Long Code required if J-line
TSH_PHASE	Ν	VARCHAR2(16)	Required if J-line
TSH_CATEGORY	Ν	VARCHAR2(16)	Required if J-line
TSH_EQUIPMENT	Ν	VARCHAR2(10)	
TSH_EQUIP_CATEGORY	Ν	VARCHAR2(8)	
TSH_EQUIP_TRAN_CODE	Ν	VARCHAR2(4)	
TSH_HRLY_EQUIP_RATE	Ν	NUMBER	
TSH_EQP_CR_ACC_CODE	Ν	VARCHAR2(16)	
TSH_EQP_DEPT_CODE	Ν	VARCHAR2(6)	
TSH_NORMAL_HOURS	Ν	NUMBER	
TSH_NH_RATE_CODE	Ν	VARCHAR2(4)	
TSH_NH_PAY_RATE	Ν	NUMBER	
TSH_NH_CHARGE_RATE	Ν	NUMBER	
TSH_NH_BILL_RATE	Ν	NUMBER	
TSH_NH_PAY_AMT	Ν	NUMBER	
TSH_NH_CHARGE_AMT	Ν	NUMBER	
TSH_NH_BILL_AMT	Ν	NUMBER	
TSH_OT_HOURS	Ν	NUMBER	
TSH_OT_RATE_CODE	Ν	VARCHAR2(4)	
TSH_OT_PAY_RATE	Ν	NUMBER	
TSH_OT_CHARGE_RATE	Ν	NUMBER	
TSH_OT_BILL_RATE	Ν	NUMBER	
TSH_OT_PAY_AMT	Ν	NUMBER	
TSH_OT_CHARGE_AMT	Ν	NUMBER	
TSH_OT_BILL_AMT	Ν	NUMBER	
TSH_DOT_HOURS	Ν	NUMBER	
TSH_DOT_RATE_CODE	Ν	VARCHAR2(4)	
TSH_DOT_PAY_RATE	Ν	NUMBER	
TSH_DOT_CHARGE_RATE	Ν	NUMBER	
TSH_DOT_BILL_RATE	Ν	NUMBER	
TSH_DOT_PAY_AMT	Ν	NUMBER	
TSH_DOT_CHARGE_AMT	Ν	NUMBER	

TSH_DOT_BILL_AMT	Ν	NUMBER	
TSH_OTHER_HOURS	Ν	NUMBER	
TSH_OH_TYPE	Ν	VARCHAR2(4)	
TSH_OH_RATE_CODE	Ν	VARCHAR2(4)	
TSH_OH_PAY_RATE	Ν	NUMBER	
TSH_OH_CHARGE_RATE	Ν	NUMBER	
TSH_OH_BILL_RATE	Ν	NUMBER	
TSH_OH_PAY_AMT	Ν	NUMBER	
TSH_OH_CHARGE_AMT	Ν	NUMBER	
TSH_OH_BILL_AMT	Ν	NUMBER	
TSH_EXP_CODE	Ν	VARCHAR2(4)	
TSH_EXP_QUANTITY	Ν	NUMBER	
TSH_EXP_RATE	Ν	NUMBER	
TSH_EXP_AMOUNT	Ν	NUMBER	
TSH_WCB_CODE	Ν	VARCHAR2(4)	
TSH_WCB_POLICY_NO	Ν	VARCHAR2(16)	
TSH_WCB_RATE	Ν	NUMBER	
TSH_WCB_AMT	Ν	NUMBER	
TSH_WCB_TOT_HOURS	Ν	NUMBER	
TSH_WCB_GROSS_AMT	Ν	NUMBER	
TSH_WCB_ALLOC_FLAG	Y	VARCHAR2(1)	Must be Y or N
TSH_PL_CODE	Ν	VARCHAR2(4)	
TSH_PLC_POLICY_NO	Ν	VARCHAR2(16)	
TSH_PL_RATE	Ν	NUMBER	
TSH_PL_AMT	Ν	NUMBER	
TSH_PL_TOT_HOURS	Ν	NUMBER	
TSH_PL_GROSS_AMT	Ν	NUMBER	
TSH_PL_ALLOC_FLAG	Y	VARCHAR2(1)	Must be Y or N
TSH_PROCESS_FLAG	Ν	VARCHAR2(1)	
TSH_BATCH_NUM	Ν	NUMBER	
TSH_USER	Y	VARCHAR2(30)	
TSH_LAST_UPD_DATE DATE	Y	DATE	
'DD-MON-YYYY',			
TSH_CERT_SEQ	Ν	NUMBER	

TSH_USER_FIELD1	Ν	VARCAHR2(2000)	
TSH_USER_FIELD2	Ν	VARCAHR2(2000)	
TSH_USER_FIELD3	Ν	VARCAHR2(2000)	
TSH_USER_FIELD4	Ν	VARCAHR2(2000)	
TSH_USER_FIELD5	Ν	VARCAHR2(2000)	
TSH_USER_FIELD6	Ν	VARCAHR2(2000)	
TSH_USER_FIELD7	Ν	VARCAHR2(2000)	
TSH_USER_FIELD8	Ν	VARCAHR2(2000)	
TSH_USER_FIELD9	Ν	VARCAHR2(2000)	
TSH_USER_FIELD10	Ν	VARCAHR2(2000)	
TSH_JOB_LONG_CODE	Ν	VARCHAR2(24)	Job Long Code/Job Code required if J-line
TSH_EQP_HOURS	Ν	NUMBER	
TSH_EQUIP_PHS_CODE	Ν	VARCHAR2(16)	

Import Timesheets from Oracle

Payroll Import Timesheets from ORACLE utility allows users to import timesheets with the option of importing expenses, based on the "Expense Type" and "Expense QTY/Amount".

Setup Administration Time Sheet Processing Logs Queries Reports Govt. Forms	Utilities Custom Programs Window		
	Mid-year Pay History Setup		
CMiC v10 - TESTV10_X US Payroll	Mid-Year Leave Setup		
	Accumulation Setup		
	Year End Accumulation Utility		
	W2 Mapping Parameters		
	Certified Payroll Mapping		
	Move Carry Eorwards to Next Year		
Import Timesheets from ASCII file	Import Timesheets		
Import Timesheets from ORACLE	mport Employee Bonus - Adjustments		
Import Timesheets from ORACLE (Multi User)	Group Pay Increase		
(DB) CMIC	Ū_nion Ben./Ded. Mapping		
U.S. Payroll	Modify <u>S</u> alary Charge Rate Settings		
	Re-Number Employee No.		
	Re-Instate Posting Reports		
	Employment History Adjustment		
	Process Leaves Eligibility For A Calendar Year		
	Change Batch Post Date		
	Changed Batch Post Date Query		
	Initialize Employees Check Location		

Under the **Utilities** Payroll menu, select **Import Timesheets > Import Timesheets from Oracle**.

Payroll - TESTV10X Timesheet Import	_ _ _ ×
	User Extensions +
arameter screen	User Extension 1
	User Extension 2
	User Extension 3
Company	User Extension 4
Pay Run	User Extension 5
	User Extension 6
Import into Pay Year	User Extension 7
Import into Pay Period	More Extensions
Default Category	
	Related Screens +
	Related Screen 1
	Related Screen 2
	Related Screen 3
	Related Screen 4
	Related Screen 5
_ Import ASCII File to Oracle Table Import Oracle Table View Rejected Entries D	elete Import Oracle Table Related Screen 6
	Related Screen 7
	More Related

Pgm: PYTIMIMP- Time Sheet(s) Import Utility

The [**Import ASCII File to Oracle Table**] button on the form allows users to directly import an ASCII file to the Oracle Timesheet table PYEMPTIMSHT_IMP. This button is active if there is no information filled in on this screen. It will open an ASCII import popup for importing the ASCII file.

In the popup, select the [**Browse**] button to find the file to import. Select the import button to import the data. The number of lines read and imported will be displayed. Once, the import has completed and the window is closed, the Oracle Timesheet Import procedure can begin. Rate calculation considers the shift code when determining the rate. The program will consider and include the fields for Expense Type and Expense Qty/Amt.

The Import Timesheets from Oracle program validates the expense code defined in payroll setup, based on the expense type and Qty/Amount fields. The following conditions and rules are taken into consideration for Expense Code, Expense Type, Quantity and Amount:

If the Expense Code is setup as type "Actual" on the expense master setup, the QTY/AMT value is considered as a flat amount.

If the expense Code is setup other than the "Actual" type on the expense master setup, the import program will consider the value as quantity and multiply the value with the rate defined in the expense master screen.

In a scenario where the expense is charged elsewhere, other than the timesheet, the user should enter a separate line for the expense to post on a different Job, Phase or Category.

In a scenario where the expense and timesheet hours are provided in the same record, the program will create an hours and expense with the Job/Phase/Cat Code or Overhead Department and Account.

The import program is to insert the records into the regular timesheet table. The data will not be inserted into the Expense Claim Entry program.

The ASCII file being imported must be comma delimited and match the order below.
NOTE: In FORMS import ASCII file is a text (txt) file. Users utilizing ADF Program should convert and save the txt file in CSV format and import the ASCII file in CSV format. Users can also create a CSV file with a header row entering the columns as under, when importing the first row which is the header will not be imported into the table. If, the CVS is created without a header row, then users should leave the first row for the csv file blank. Therefore, prior to converting the text (txt) file into CSV, enter a blank row top of the page and then convert and save to CSV format. Once converted to CVS user should not open the CVS file, as it will change the cell formatting for numbers, which would cause errors and rejected records.

	Column	Data Type	Comments
1	IMP_TSH_EMP_NO	VARCHAR2 (16)	
2	IMP_TSH_DATE	DATE	DD-MON-YYYY
3	IMP_TSH_JOB_CODE	VARCHAR2 (10)	
4	IMP_TSH_PHASE	VARCHAR2 (16)	
5	IMP_TSH_CATEGORY	VARCHAR2 (4)	
6	IMP_TSH_NORMAL_HOURS	NUMBER (16,8)	
7	IMP_TSH_OT_HOURS	NUMBER (16,8)	
8	IMP_TSH_DOT_HOURS	NUMBER (16,8)	
9	IMP_TSH_OH_HOURS	NUMBER (16,8)	
10	IMP_TSH_OH_TYPE	VARCHAR2 (4)	
11	IMP_TSH_WORK_COMP_CODE	VARCHAR2 (2)	
12	IMP_TSH_DEPT_CODE	VARCHAR2 (6)	Optional- based on Control File Flag
13	IMP_TSH_GL_ACC_CODE	VARCHAR2 (8)	Optional – based on Control File Flag
14	IMP_TSH_WORK_LOC	VARCHAR2 (4)	
15	IMP_TSH_EQP_HOURS	NUMBER (16,8)	
16	IMP_TSH_DOCUMENT_NO	VARCHAR2 (30)	Optional
17	IMP_TSH_TRADE_CODE	VARCHAR2 (4)	Optional
18	IMP_TSH_UNION_CODE	VARCHAR2 (4)	Optional
19	IMP_TSH_OH_RATE_CODE	VARCHAR2 (4)	Optional
20	IMP_TSH_CKLOC_CODE	VARCHAR2 (16)	Optional
21	IMP_TSH_SHIFT_CODE	VARCHAR2 (1)	Optional
22	IMP_TSH_NH_RATE	NUMBER (16,8)	Not Required
23	IMP_TSH_OT_RATE	NUMBER (16,8)	Not Required
24	IMP_TSH_DOT_RATE	NUMBER (16,8)	Not Required
25	IMP_TSH_OH_RATE	NUMBER (16,8)	Not Required
26	IMP_TSH_EXP_CODE	VARCHAR2(4)	
27	IMP_TSH_EXP_QTY_OR_AMT	NUMBER (16,8)	

😨 Payroll	- TESTV10_X Timesheet Import	
	Bimport ASCII File to Oracle Table	baiana +
Parame		ision1
	au v. Cilleansimation dekeloniiDeelteniTECT1 tut	ision2
	File Name C. Osers marjan. dengnam Desktop (TESTT. txt Browse	ision3
	Enter the ASCII filename with the correct directory path (eg. C:\CMIC\BATCH.TXT) then press the [Import	ision4
	to start the process of loading the ASCII file into the database. Note that this will ADD to the existing re	ision6
Impo	database, if there is any. Press [Close] to return to the previous screen.	ision7
Import	Import	isions
1		
Defai		reens <u> </u>
		reen 2
		reen 3
		reen 4
		reen 5
		reen 6
		reen 7
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😨 Payrol	I - TESTV10_X Timesheet Import	
	Bimport ASCII File to Oracle Table	beione +
<u>Parame</u>		ision1
	File Name C:\Users\marjan.dehghani\Desktop\TEST1.txt Browse	ision2 ision3
	Enter the ASCII filename with the correct directory path (eg. C:\CMIC\BATCH.TXT) then press the [Import	ision4
	to start the process of loading the ASCII file into the database. Note that this will ADD to the existing re	ision5 ision6
Impo	database, if there is any. Press [Close] to return to the previous screen.	ision7
Import	Import Close	isions
l Defai	Parsing Datafile: D:\cm\ias\temp\testv10 Forms	reens 🛨
Donat	6 record(s) inserted out of 6 line(s) imported/read	oll
	DATE : 09-NOV-16 START TIME :	reen 2 reen 3
		reen 4
		reen 5
		reen 6
		ed
_]

BPayroll - TESTV10_X Timesheet Import	
Parameter Screen	Jser Extensions +
	User Extension1
	User Extension2
	User Extension3
Company	User Extension4
Pay Run	User Extension5
	User Extension6
Import into Pay Year	User Extension7
Import into Pay Period	More Extensions
Default Category	
Default Document No	elated Screens 🛨
	New Payroll
	Related Screen 2
	Related Screen 3
	Related Screen 4
	Related Screen 5
Import ASCII File to Orac Import Oracle View Rejected E Delete Import Oracl	Related Screen 6
C:\Users\marjan.dehghani\Desktop\TEST1.txt - Imported.	Related Screen 7
	More Related

[Import Oracle Table] – Button

The [**Import Oracle Table**] button allows users to import data directly from the Oracle Timesheet table PYEMPTIMSHT_IMP. The import utility considers the fields for Expense Code and Expense QTY/Amount. The Import Timesheets from Oracle program validates the expense code defined in payroll setup, based on the expense type and Qty/Amount fields.

This screen is used when not entering timesheets directly into Enterprise. It is used to import unposted timesheet data into Enterprise's Payroll module via a .CSV spreadsheet file. For details about the fields and format of the import file, refer to this section's Import File's Fields & Format subsection.

The import process requires 3 steps, if there were no issues with the entries in the import file.

Step 1

The first step is to import the import file's data into a temporary table in the system via the [**Import ASCII File to Oracle Table**] button.

Step 2

Once, the ASCII file is imported to Oracle Table, then user can enter the mandatory Company Code, Pay Run, Year and Period into which timesheet data will be imported. The Period LOV will display the current period and the next 3 open periods. The Default Category field assigns that category if the category imported is null. Enter the Document Code which will be assigned to the unposted timesheets created if the document code is null on the imported timesheet.

Then, the mandatory **Company**, **Pay Run**, **Import into Pay Year**, and **Import into Pay Period** fields are used to specify the Company, Pay Run, Pay Year and Pay Period for the timesheets being imported.

The Default Category and Default Document No fields are optional.

Step 3

Then, the temporary table's data is imported into Payroll as unposted Timesheets using the [**Import Oracle Table**] button.

If there were any issues with some entries in the import file during the second import, a message will be reported stating how many were rejected.

The rejected entries can be corrected via the [**View Rejected Entries**] button's popup, and once corrected, the import process can be retried for these entries via the popup's [**Import**] button.

Selection Parameters

Payroll - TESTV10_X Timesheet Import	
Parameter Screen	Jser Extensions +
	User Extension1
	User Extension2
	User Extension3
Company PYUS Marjan LOFT Construction USA	User Extension4
Pay Run MDWK Marjan Weekly	User Extension5
	User Extension6
Import into Pay Year 2016	User Extension7
Import into Pay Period 31 - 24072016 30072016	More Extensions
Default Category	
	elated Screens +
	New Payroll
	Related Screen 2
	Related Screen 3
	Related Screen 4
	Related Screen 5
Import ASCII File to Orac Import Oracle View Rejected E Delete Import Oracl	Related Screen 6
C:\Users\marjan.dehghani\Desktop\TEST1.txt - Imported.	Related Screen 7
	More Related

Pgm: PYTIMIMP- Time Sheet(s) Import Utility

Company

Company Code must be entered.

Pay Run

Enter pay run into which the timesheet data should be imported.

Import into Pay Year

Pay Year into which the timesheet data should be imported

Pay Period

Enter Pay Period into which the timesheet data should be imported

Default Category

Enter default Category to be used with Job and Phase, if Category is NOT imported with timesheets.

Default Document No

Enter the Document Code which will be assigned to the unposted timesheets created, if the document code is null on the imported timesheet.

[Import Oracle Table] – Button

Payroll - TESTV10_X Timesheet Import	
Parameter Screen	Jser Extensions +
	User Extension1
	User Extension2
	User Extension3
Company PYUS Marjan LOFT Construction USA	User Extension4
Pay Run MDWK Marjan Weekly	User Extension5
	User Extension6
Import into Pay Year ZOTO	User Extension7
Import into Pay Period 31 – 24072016 30072016	More Extensions
Default Category	
Default Document No TEST1	elated Screens +
	New Payroll
	Related Screen 2
	Related Screen 3
	Related Screen 4
	Related Screen 5
Import ASCII File to Orac	Related Screen 6
Import Complete: Processed 6 records, inserted 5 records, rejected 1 records.	Related Screen 7
	More Related

When the [**Import Oracle Table**], button is selected, the number of Timesheet records processed, inserted and rejected are displayed at the bottom the screen.

[View Rejected Entries] - Button

<pre>Image: Bayroll - TESTV10_X Timesheet Import</pre>	
Parameter Screen	Jser Extensions +
	User Extension1
	User Extension2
	User Extension3
Company PYUS Marjan LOFT Construction USA	User Extension4
Pay Run MDWK Marjan Weekly	User Extension5
	User Extension6
Import into Pay Year 2016	User Extension7
Import into Pay Period 31 – 24072016 30072016	More Extensions
Default Category	
	elated Screens 🛨
	New Payroll
	Related Screen 2
	Related Screen 3
	Related Screen 4
	Related Screen 5
Import ASUI File to Urac Umport Uracle View Rejected E Delete Import Oracl	Related Screen 6
Import Complete: Processed 6 records, inserted 5 records, rejected 1 records.	Related Screen 7
	More Related

The View Rejected Entries button opens a screen with rejected entries where user can edit the data until all record(s) are valid. When the record(s) are rectified and valid, select the Import button on the Rejected Timesheet(s) Entries screen to import the corrected entry record and insert into the timesheet.

[Import Delete Import Oracle Table] - Button

Bayroll - TESTV10_X Timesheet Import	
Parameter Screen	Jser Extensions +
	User Extension1
	User Extension2
	User Extension3
Company PYUS Marjan LOFT Construction USA	User Extension4
Pay Run MDWK Marjan Weekly	User Extension5
	User Extension6
Import into Pay Year 2016	User Extension7
Import into Pay Period 31 – 24072016 30072016	More Extensions
Default Category	
Default Document No TEST1	elated Screens +
	New Payroll
	Related Screen 2
	Related Screen 3
	Related Screen 4
	Related Screen 5
Import ASCII File to Orac Import Oracle View Rejected E Delete Import Oracl	Related Screen 6
Import Complete: Processed 1 records, inserted 1 records, rejected 0 records.	Related Screen 7
	More Related

The [**Delete Import Oracle Table**] button deletes imported timesheet data from the Import table PYEMPTIMSHT_IMP.

Import File Fields – CTL File Template

The following table provides details about the fields in the import file:

Import File Field	Description	Required	Туре	Length
Employee Number	Employee Number – must be a valid employee for the company	Yes	Varchar2	16
Reference Date	Actual date of Timesheet NOTE: Date worked MUST be of the DD-MMM- YYYY format, otherwise the hours will go to the final day in the pay period.	Yes	DATE	
Job	The timesheet Job Code	Yes, if timesheet is for a Job	Varchar2	10
Phase Code	The timesheet Phase Code (Cost Code).	Yes, if Job Code is entered	Varchar2	16
Category	The timesheet Job Category.	Yes, if Job is entered	Varchar2	16
Normal Hours	The number of Normal Hours (regular time) for timesheet.	See NOTE 1	Number	16,8
Overtime Hours	Number of Overtime Hours for timesheet – leave blank if not applicable	See NOTE 1	Number	16,8
Double Overtime Hours	Number of Double Overtime hours for timesheet – enter 0 if not applicable	See NOTE 1	Number	16,8

Other Hours	Number of Other Hours for timesheet – leave blank if not applicable	See NOTE 1	Number	16,8
Other Hours Type	The type of Other Hours - must be a valid Other Hour Code in CMiC	Yes, if Other Hours are entered	Varchar2	4
Company	Company handling Job	Yes	Varchar2	8
Department	This is the Dept Code the time is charged to if a G type of timesheet OR leave this field null to auto-populate with the Payroll Dept from Employee Profile.	See NOTE 2	Varhcar2	6
GL Account Code	GL Account to charge time to if not a Job Timesheet OR leave this field null to auto-populate it with Wage Account from Employee Profile.	See NOTE 2	Varchar2	16
Work Location	A valid Work Location.	No	Varchar2	15
Equipment Hours	Number of hours Equipment was utilized for Job.	No	Number	16,8
Document Number/ Code	Timesheet Document Grouping	No	Varchar2	30
Trade Code	Enter Employee Trade where employee worked this week or leave it null to populate from employee profile.	No	Varhcar2	4
Union	Enter Union Code where employee worked for this period or leave it null to populate from employee profile if employee is Unionized	No	Varhcar2	4
Other Hours Rate Code	Other Hours Rate Code	No, If blank, import uses rate code from employee profile.	Varhcar2	4
Check Location Code	Check Location Code	No	Varchar2	16
Shift Code	Shift Code	No	Varchar 2	1
Normal Hours Rate	Normal Hours Rate	No	Number	16,8
Over Time Rate	Over Time Rate	No	Number	16,8
Double Time Rate	Double Time Rate	No	Number	16,8
Other Hour Rate	Other Hour Rate	No	Number	16,8
Expense Code	Expense Code	No	Varchar2	4
Expense QTY/AMT	Based on the Expense Type: If the Expense Code is setup as type 'Actual' on the expense master setup, the QTY/AMT value is considered as a flat amount and should be entered in the import file If the expense Code is setup other than 'Actual' type, on the expense master setup, then the import program will consider the value as quantity and multiply the value with the rate defined in the expense master screen.	Yes, if expense code is entered	Number	16,8

NOTE 1: There must be hours on the record in Normal, OT, DT, or OH.

Import Timesheet from Oracle (Multi User)

The current Payroll Timesheet Import program LOCKS the entire table once users start modification to the rejected entries; therefore NO other users can modify data until first user commits his/her changes.

This is addressed with this new import utility that allows multiple users use the utility at the same time.

This utility is created to read and insert timesheet data into Payroll Timesheet Table. The new import program is based on User Id which will allow clients to view/edit their timesheets at the same time.



This program may be invoked from the menu at US Payroll /Utilities/Timesheet Import From Oracle (Multi User).

Import Oracle Data										
import of dole Data			Payroll	Home	Pay	Pay	Pay	Total	Valid	Error
Import Date	User	Status	Company	Company	Run	Year	Period	Lines	Count	Count
06-DEC-2011 16:10:57			77	77	77044	2011	00	2		0
17-JAN-2012 16:54:00			77	77	7704	2011		 1	 1	0
11-0/14-2012 10:34:00					22791			'		
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						i				
validate imported Data	ith Import F]	ile	Euild Times	heet D	elete Import	ed Data	De	lete <u>Q</u> ra	cle Impor	t Table
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validate imported Data ad : User Can Proceed W : 1/3 wroll - STRUCTURETON a Timesheet Import [mport Oracle Data	gait Import F EV10 Ora	Tile acle Timeshee g Data Started	Euild Times	Home	Pay	Pay	Pay	lete Ora	Valid	t Table
validate imported Data d : User Can Proceed W : 1/3 wroll - STRUCTURETON e Timesheet Import Import Oracle Data Import Date	EV10 Ora	rile acle Timeshea g Data Started Status	Euild Times <08C> et Import Payroll Company	Home Company	Pay Run	Pay Year	Pay Period	Total Lines	Valid Count	t Table Error Count
	Evit Import F	g Data Started Status BUILD	Euild Times <osc> et Import Payroll Company ZZ Try</osc>	Home Company	Pay Run ZZWK	Pay Year 2011	Pay Period 50	Total Lines 2	Valid Count 2	t Table Error Count 0
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validate imported Data d	Evit Import F	eed Data	Euild Times <osc> et Import Payroll Company ZZ ZZ ZZ ZZ ZZ ZZ</osc>	Home Company ZZ ZZ ZZ ZZ ZZ ZZ	Pay Run ZZVVK ZZVVK ZZVK	Pay Year 2011 9999 2011 T_IMP ta	Pay Period 50 99 2 2 able	Total Lines 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Valid Count 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	t Table
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validate imported Data id : User Can Proceed W : 1/3 in if in structure to via import Oracle Data import Oracle Data import Date 06-DEC-2011 16:10:57 17-JAN-2012 16:48:36 17-JAN-2012 16:54:00	Evit Import	acle Timeshee g Data Started Status BUILD BUILD BUILD RUILD AII Data	Euild Times Second Seco	Home Company ZZ ZZ ZZ ZZ ZZ ZZ	Pay Run ZZVVK ZZVVK ZZVK ZZVK	Pay Year 2011 9999 2011 7_IMP ta	Pay Period 50 999 2 able	Total Lines 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Valid Count 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	t Table

The above screen displays all import parameters used to import timesheets including Import Date, User, Status, Payroll Company, Home Company, Pay run, Pay Year, Pay period, Total Lines, Valid Count & Error Count. Pressing the **[Import Oracle Date]** imports all the records that do not have the import status 'Y' are imported.

Also, there are five buttons at the bottom of the screen to complete the import process, which is explained in the following sequence of screen prints.

[Validate Imported Data] – Button

🧑 Pa	yroll - STRUCTURETONE	V10 Oracle	Timesheet	t Import								_ 🗆 🗵
Oracl	e Timesheet Import											
_	Import Oracle Data			Pavroll	Home	Pav	Pav	Pav	Total	Valid	Error	
Sel	Import Date	User	Status	Company	Company	Run	Year	Period	Lines	Count	Count	
	06-DEC-2011 16:10:57	DA	BUILD	ZZ	ZZ	ZZWK	2011	50	2	2	0	
	18-JAN-2012 14:47:19	DA	ERROR	ZZ	ZZ	ZZWK	2011	2	5	0	5	
Ē	17-JAN-2012 16:48:36	DA	BUILD	ZZ	ZZ	ZZWK	9999	99	1	1	0	
	17-JAN-2012 16:54:00	DA	BUILD	ZZ	ZZ	ZZWK	2011	2	1	1	0	
					<u> </u>	_						
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Users may select a line by checking a line that is imported and pressing the [Validate Imported Data] button to validate the imported data; if any invalid records exist, the errors for each record are stored for review.

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Also an exception report is printed for users to review the errors on each line that is being imported.

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[Edit Imported Data] - Button

This button is active when a record is selected, and when pressed, it opens up a timesheet import screen that allows users to edit the field values and re-validate as required.

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Pressing [Build Timesheet] populates the validated timesheet data into CMiC Timesheet tables.

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Import Employee Bonus - Adjustments

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This utility allows users to import employee bonus information in order to create Salary adjustments entries. The imported data is validated against payroll setup and allows users to review and edit imported adjustment data. The Delete option is provided to users to delete imported data from a temporary table along with the erasing of the ASCII file. This utility allows multiple users import at the same time without locking other users.

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ASCII File Layout – Employee Bonus Import

SADI_COMP_CODE:	Payroll Company; 8 character max
SADI_PRN_CODE:	Pay run; 4 character max
SADI_PPR_YEAR:	Pay Year; 4 number max
SADI_PPR_PERIOD:	Pay period; 2 number max
SADI_EMP_NO:	Employee number; 16 character max
SADI_UNION_CODE:	Union code, if employee is unionized and union code is not specified then system will default from employee profile; 4 character max
SADI_WRL_CODE:	Work Location; if Work Location is not specified, the system will default it from employee's profile; 15 character max
SADI_TRAN_TYPE:	Adjustment Type – Should be "BN"; 2 character max
SADI_TRAN_CODE:	Transaction Code; 4 character max
SADI_PLAN_CODE:	Plan Code; 10 character max
SADI_PLO_CODE:	Plan Option Code; 10 character max
SADI_AMOUNT:	Amount; should be numbers
SADI_TRADE_CODE:	Trade code; if Trade Code is not specified, the system will default it from employee's profile; 4 character max

SADI_WORK_COMP_CODE: will	Work/Job Company; if Work/Job Company is not specified, the system default it from Payroll Company; 8 character max
SADI_JOB:	Job Code; 10 character max
SADI_PHASE:	Phase Code; 16 character max
SADI_CATEGORY:	Category; 16 character max
SADI_WCB_CODE:	Worker Comp. Code; if Worker Comp. Code is not specified, the system will default it based on Employee and Payroll Company's WC setup; 4 character max
SADI_WCB_POLICY_NO:	Worker Comp. Policy Number; 16 character max
SADI_PL_CODE:	Public Liab. Code, If Public Liab. Code is not specified then system will default based on Employee and Payroll Company PL setup; 4 character max
SADI_PLC_POLICY_NO:	Public Liab. Policy Number; 16 character max
SADI_GROSS_AMT_FLAG:	Gross Amount Flag; if Gross Amount flag is not specified, the system will default with 'N'; 1 character max
SADI_RECEIVABLE_FLAG:	Receivable Flag; if Receivable Flag is not specified, the system will default with 'N'; 1 character max

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