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User Reference

# Import Utilities v10x

By CMiC

**CMiC**  
*Computer Methods*  
*international Corp.*

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**Computer Methods International Corp.**  
4850 Keele Street  
Toronto, Ontario M3J 3K1  
Canada

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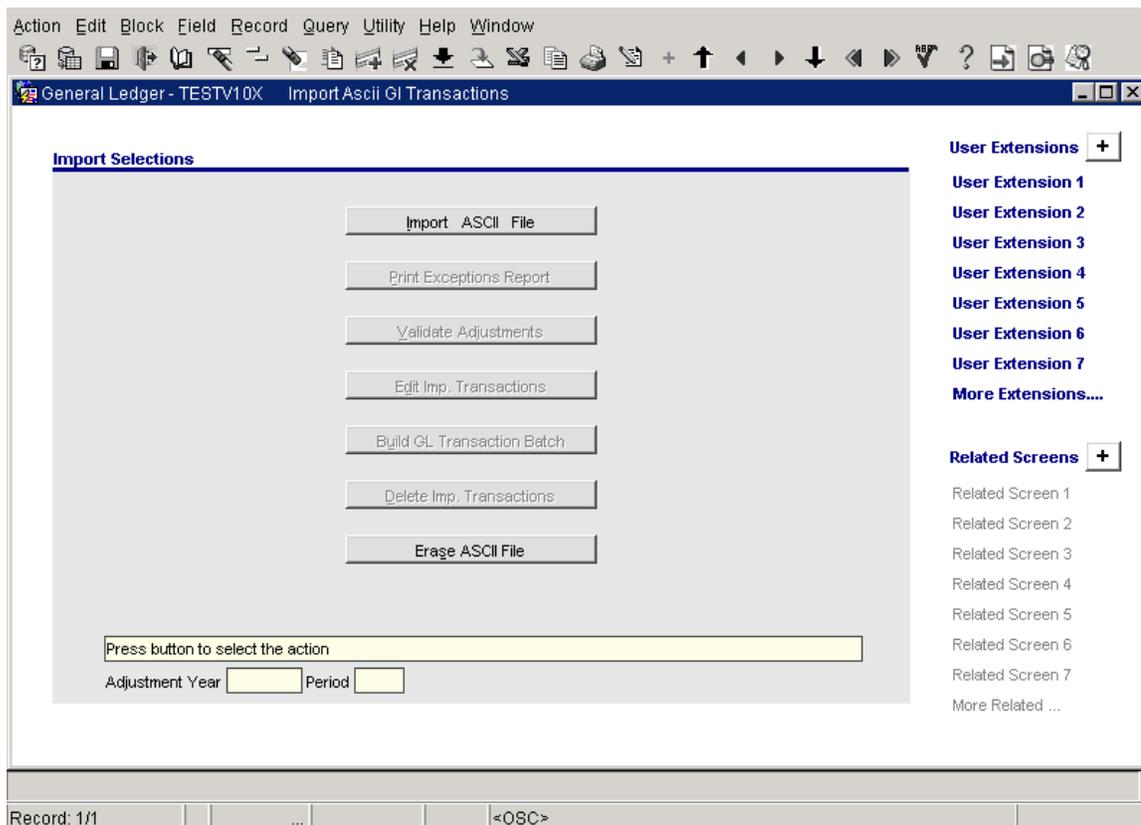
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# Standard Import Functions

## Overview – Standard Import Functions



*Sample of Standard Import Screen*

CMiC provides import utilities as a way of bringing crucial data into CMiC Software from 3<sup>rd</sup> 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**

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### **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.

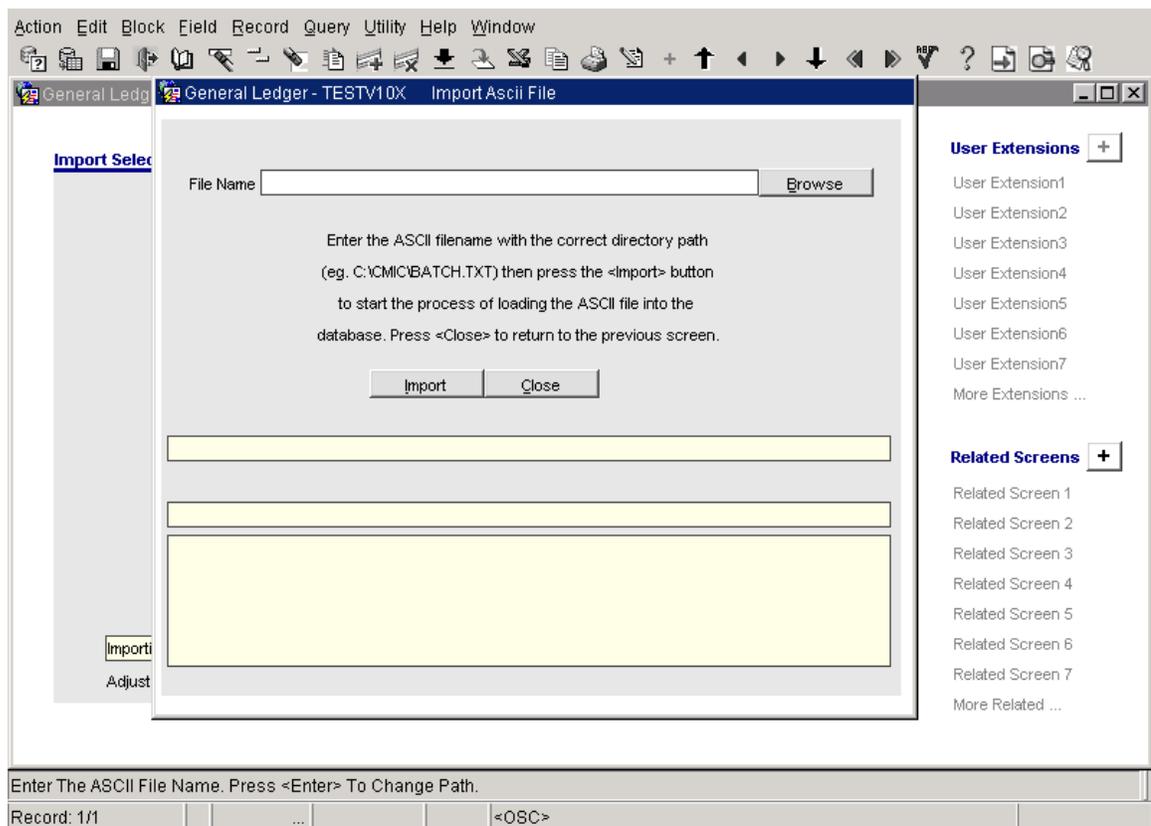
### **Delete Transactions**

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

General Ledger - TESTV10X Erase Ascii File

**Import Selections**

File Name

Enter the ASCII filename with its full path (eg. C:\CMiC\BATCH.TXT) that you wish to erase and then press the <Erase> button. To return to the previous screen press <Close>

Erasing ASCII File

Adjustment Year  Period

User Extensions +

- 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
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter The Name Of The Data File To Be Deleted. Press <Enter> To Change Path.

Record: 1/1 ... <OSC>

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 [**B**rowse] button to select the file to be erased. When done use the [**E**rase] 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

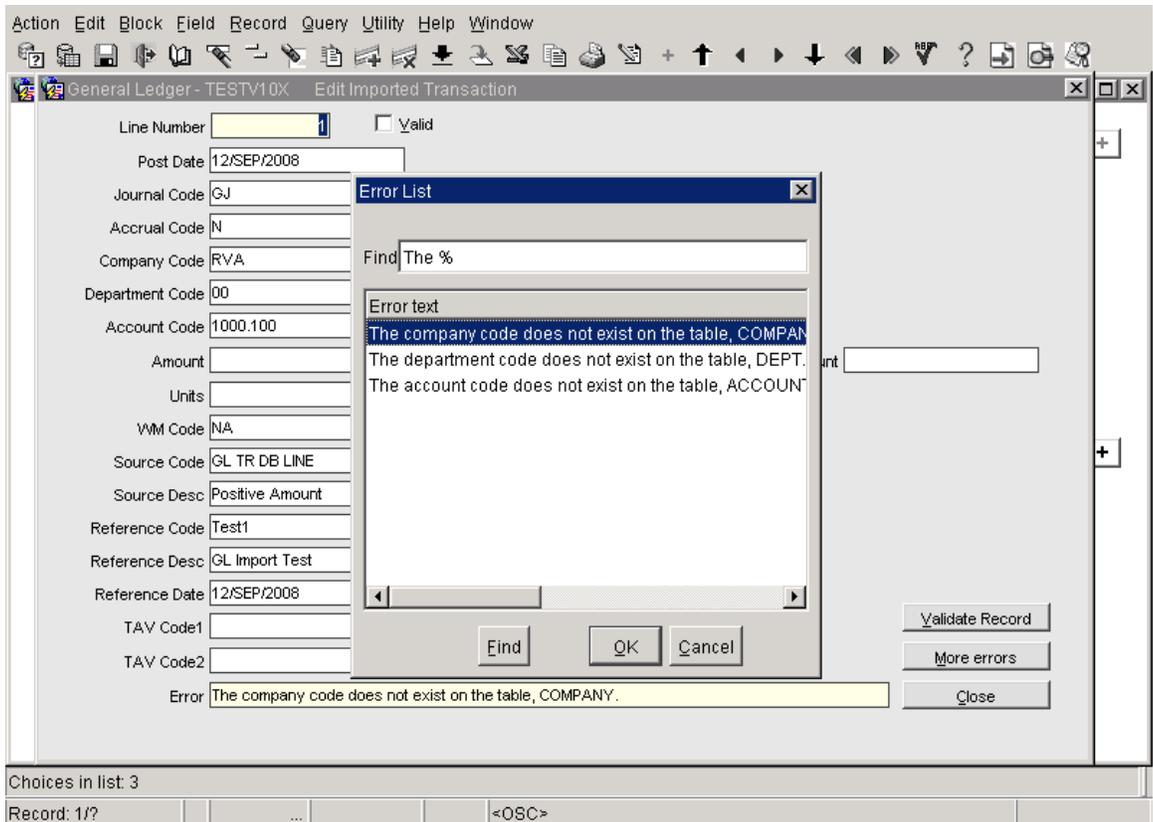
This function should be used to update or delete imported records. It is also possible to add transactions within this screen. The system will allow a batch to be brought into the GL without being in balance – but it will not be allowed to post.

### [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.



## Record

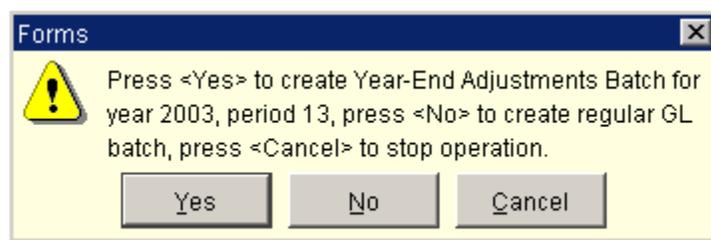
This is an internal record number field and not enterable by the user.

## 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.



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.



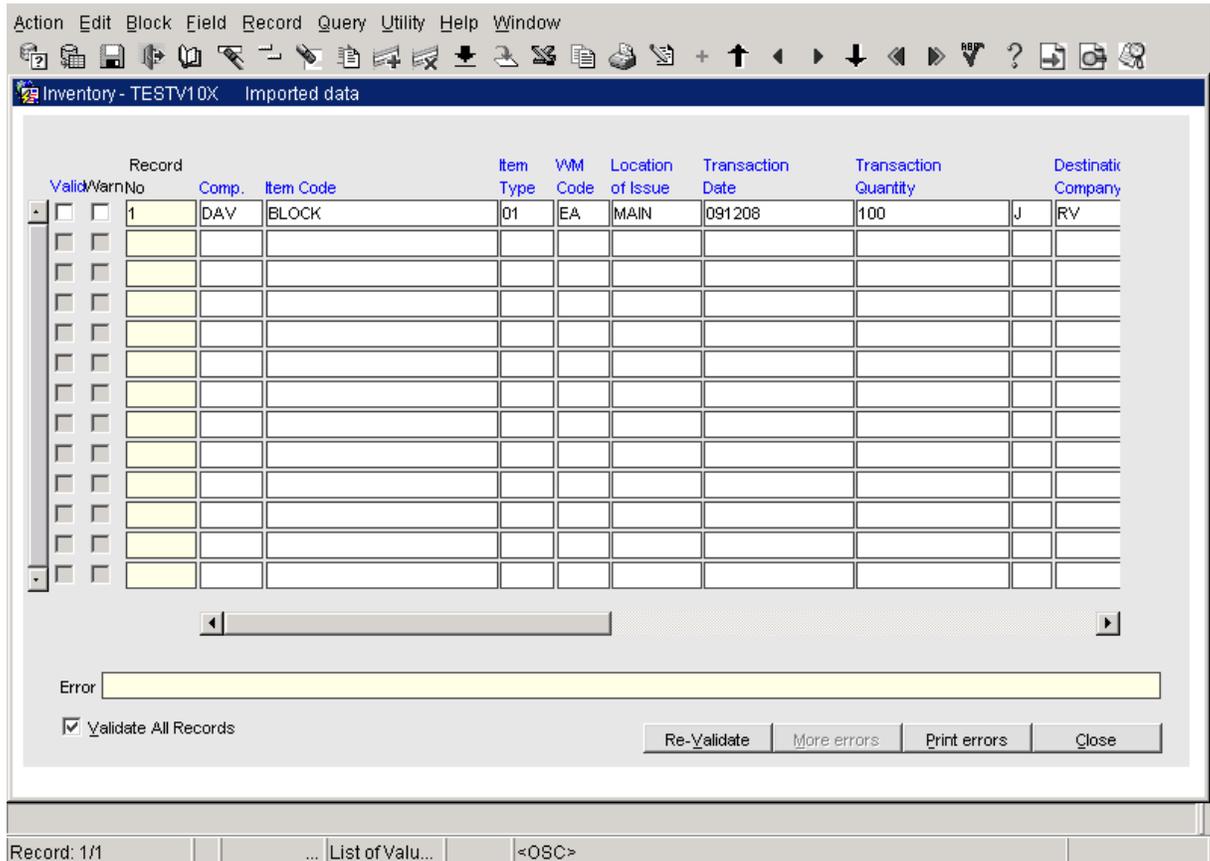
This batch can now be viewed, edited and posted via the standard GL Routines if created for the regular period, or via the Adjustment Transactions option if created for the Adjusting Year End Period.

### GL Import ASCII File Layout Control File = FBHLOAD.ctl

Column Name	Screen Prompt	Description	Required	Type	Length
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_CODE	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	Required	Type	Length
FBH_GL_WM_CODE	Weight/Measure 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



## Inventory Issues Import ASCII File Layout Control File = CITRNIMPctl

Column Name	Screen Prompt	Description	Required	Type	Length
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	Required	Type	Length
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

The screenshot shows the 'Equipment Costing - TESTV10X' application window. The main area contains a table with the following columns: Valid, Warn, Record, Comp, Equipment, Tran Code, Date, Comp, Job, Phase, and Category. The first row is populated with data: Valid (checkbox), Warn (checkbox), Record (1), Comp (RV), Equipment (BENZ1), Tran Code (1006), Date (09/DEC/2012), Comp (RV), Job (RV-MAIN1), Phase (010160), and Category (1000). Below the table, an error message is displayed: 'Error EMTR\_COMP\_CODE:Company RV is not on file'. At the bottom of the window, there are three buttons: 'Re-Validate', 'More errors', and 'Close'. The status bar at the bottom shows 'Record Number' and 'Record: 1/1'.

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	Required	Type	Length
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	Required	Type	Length
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.

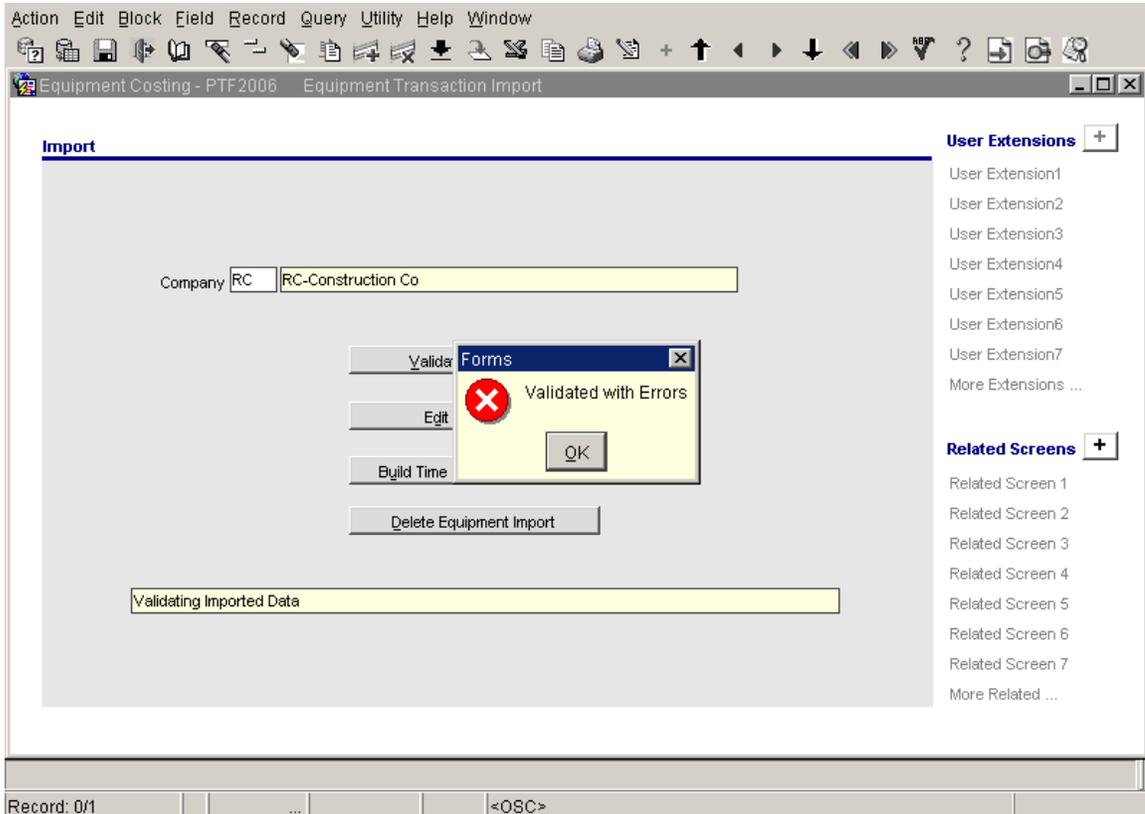
(EMTXNIMP.fmx)

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

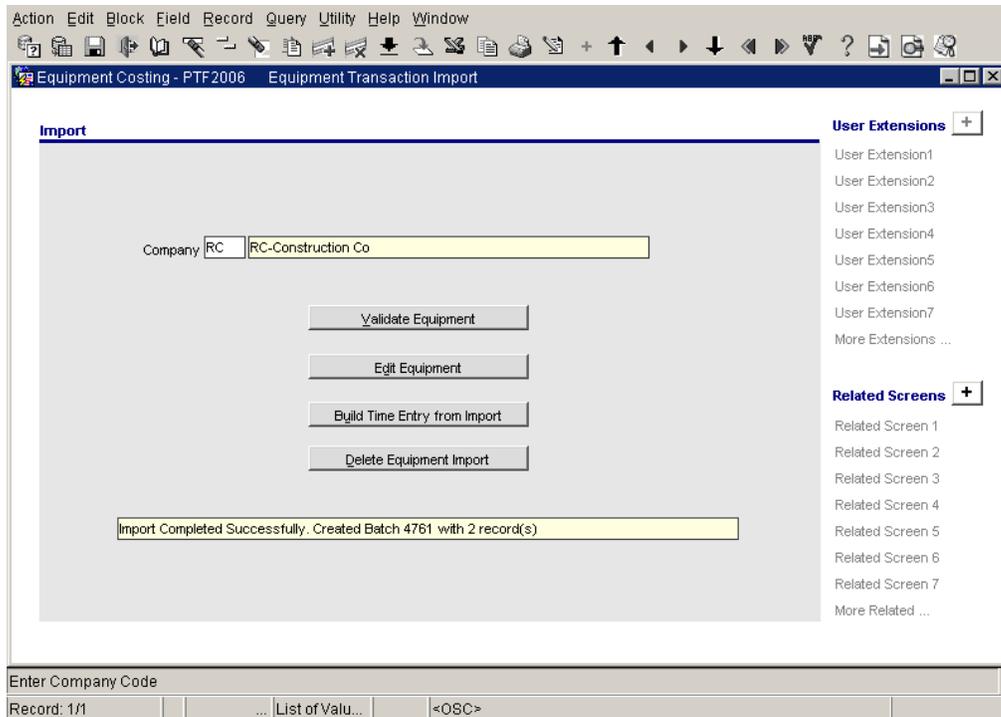
- Inter Company Setup between Equipment Company and Job Company
- Job Code
- Whether the Job allows transactions or not
- Phase Code
- Category Code
- Revenue Transaction Code for the company and equipment

The following screen image shows the validation with errors:



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'.





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.

### Structure of the new table DA.EMTXNIMP:

Name	Null?	Type	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

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

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### 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 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	<b>EMGI_EQP_CODE</b>	<b>EMGI_BILL_CAT_CODE</b>
<b>EMGI_VIN_CODE</b>	CLIENT_PO_NUMBER	<b>EMGI_CLIENT_REF</b>
BILLING_PERIOD_MONTH	<b>EMGI_INVOICE_CODE</b>	<b>EMGI_INVOICE_DATE_CHAR</b>
SERVICES_EXPENSE_CATEGORY	<b>EMGI_DUE_DATE_CHAR</b>	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
<b>EMGI_BILL_AMT</b>	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	<b>EMGID_GROSS_AMT</b>	FUEL_FIRST_NAME
<b>EMGID_PROD_CODE</b>	<b>EMGID_EQP_CODE</b>	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
<b>EMGID_QTY</b>	CLASS_CODE	CLIENT_REFERENCE
CLIENT_UNIT	DLN	CONTRACT_TYPE
SERVICES_CHARGE_AMOUNT	CUSTOMER_DISCOUNT_AMOUNT	FLEET_NAME
TAX_EXEMPT_AMOUNT	<b>EMGID_VENDOR_ADD</b>	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
<b>EMGID_VIN</b>	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	<b>EMGID_TRANS_DATE_CHAR</b>	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	<b>EMGID_VENDOR_CODE</b>
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:
  - 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.

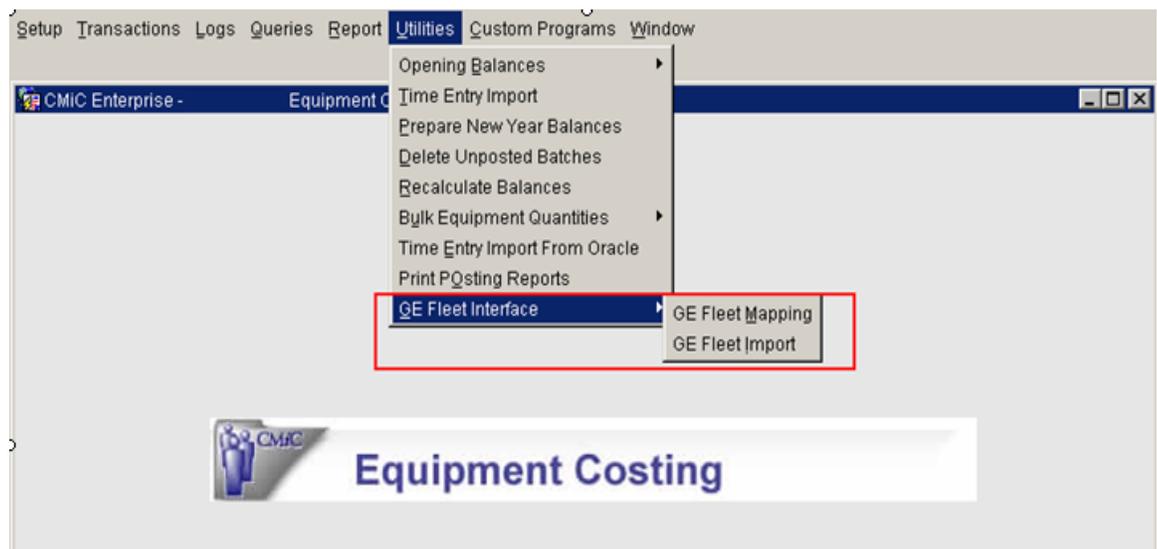
## Invoice Creation

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

**Import Into Company / Vendor**

Company: ZZ, ZZ CONSTRUCTION COM  
 Vendor: ZZ-VMT, Wal-Mart Stores Inc

**GE Billing Category Mapping**

GE Billing Category	CMiC Equipment Category	Name	CMiC Transaction Code	Name
DIESEL	HYDRAULI	Hydraulic System	101	Fuel
FUEL	HYDRAULI	Hydraulic System	*	Use Fuel Product Type Mapping
MAINTENANCE/NATIONAL ACC	SERVICE	Service	106	106
MTCMGT FEES - LB	SERVICE	Service	100	Parts
RENTAL - LB	SERVICE	Service	103	Labor

**GE Fuel Product Type Mapping**

GE Fuel Product Type	CMiC Transaction Code	Name
DIESEL	101	Fuel
REG UNLEADED	103	Labor
SUP UNLEADED	101	Fuel

**User Extensions**

- 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
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

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.





4. Meter Reading Date

DATE

'DD-MON-YYYY'

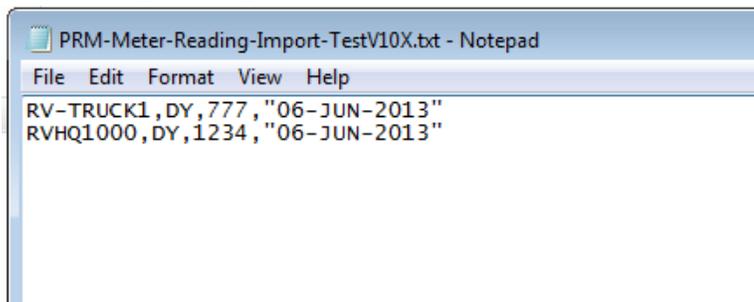
## Equipment Meter Reading Import ASCII File Layout

---

Control File: em\_meter\_import.ctl

Column Name	Screen Prompt	Description	Required	Type	Length
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 - TESTV10\_X Equipment Maintenance

Company: RVHQ10 | RVHQ1001 Long Company Code Nam

Equipment: RV-TRUCK1 | RV-TRUCK1  Bulk Equipment  
Description: RV-TRUCK1  Fixed Asset

General | Transaction Codes | Budgets | Asset Type Equipment | Truck Detail

Controlling Equipment: [ ]  
Class: RV-CLASS | RV-CLASS  
Serial #: 2563  
Location of Serial #: D  
Home Location: RV-HOME | RV-HOME  
Original Location: \* | Home Location  
Current Actual Location: \* | Home Location  
Job Phase: [ ]  
Job Category: [ ] | Job Category not found  
Vendor: [ ]  
Commission Date & Time: 01/JAN/2011 | 00:00 | Crew Code: [ ] | Valid: Y  
Total Quantity: [ ] | 1  
Truck Class: RV-CLASS | RV-CLASS  
Trade Code: TRUC | Truck Driver  
Target Utilization Code: UT1 | Target Utilization Code: [ ]  
 Automatic Chargeout | Charge Cap  
 Sliding Scale | Accumulators  
 Billing Rate Required | Create PO  
 Use External Meter Reading |  Active

Checked: The External Meter Reading Will Use To Update The Accumulator Meter Reading And Will Not Be Auto Updated Thru Equipment Pos...  
Record: 17/18 | ... | <OSC>

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.

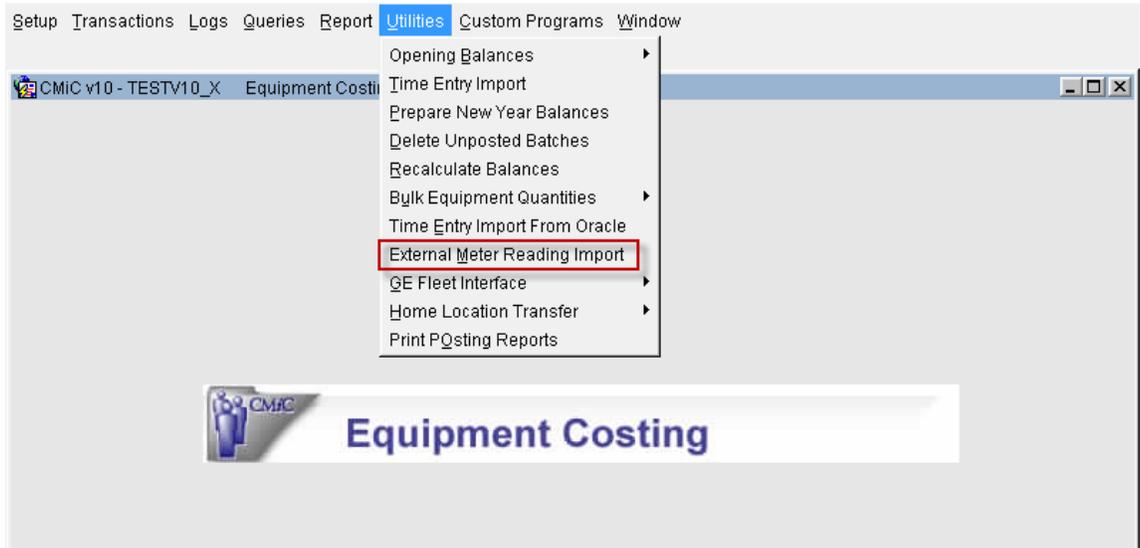
## Important Notes:

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.

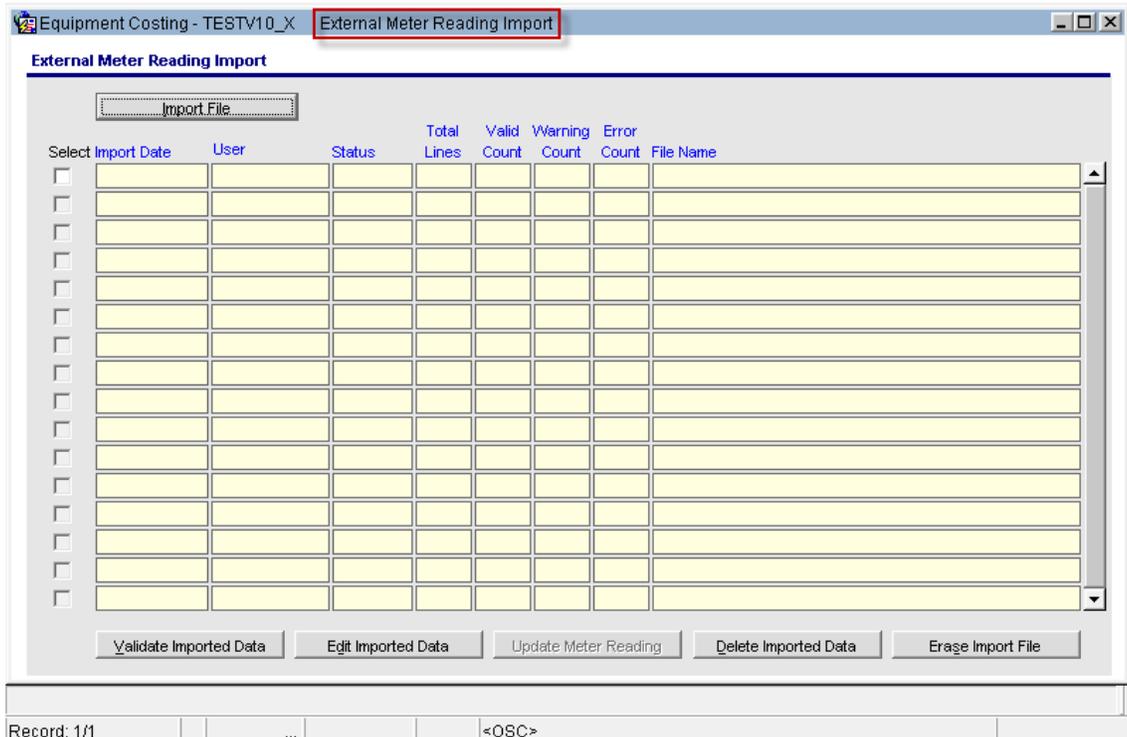
When equipment is defined as 'Bulk Equipment' this feature is NOT applicable and the new flag will be disabled.

## External Meter Reading Import Screen

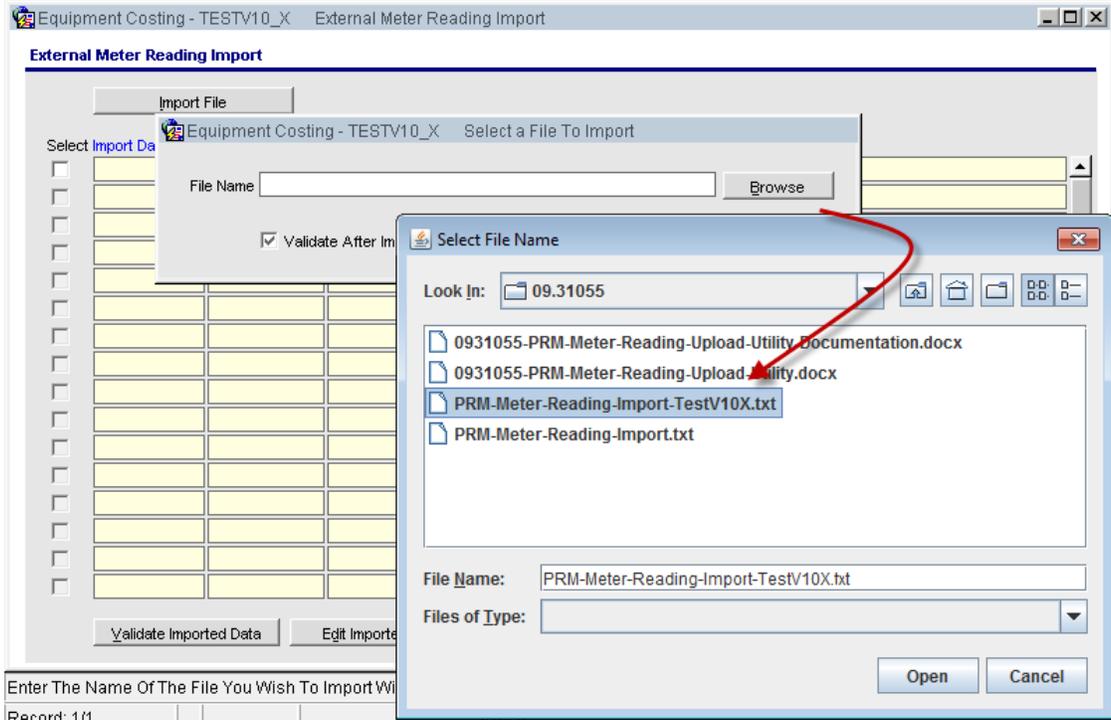


The Equipment Costing > Utilities menu is modified with the addition of the 'External Meter Reading Import' menu item.

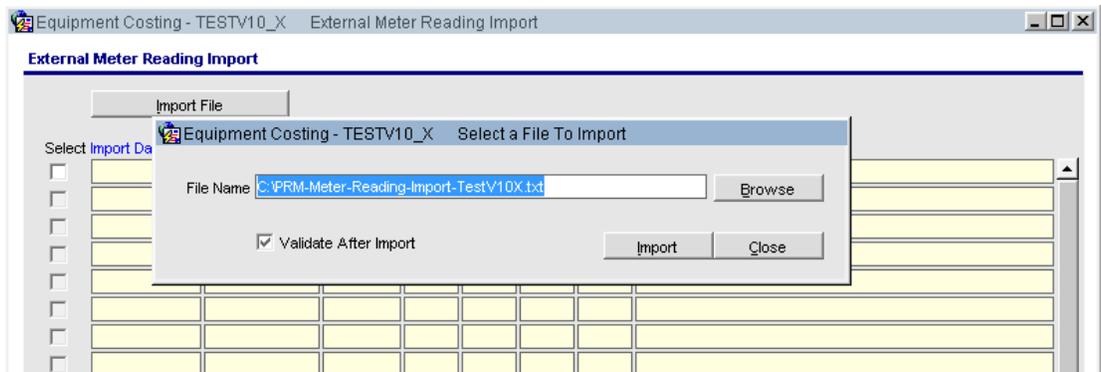
The Utility is designed to follow CMiC standard import utility formats.



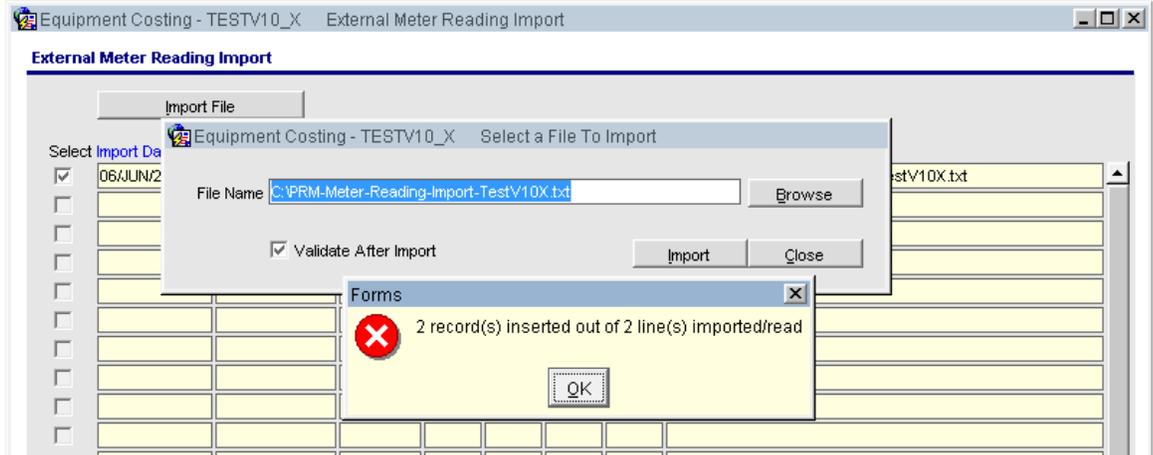
Pressing the [Import File] button, opens the file selection dialogue.



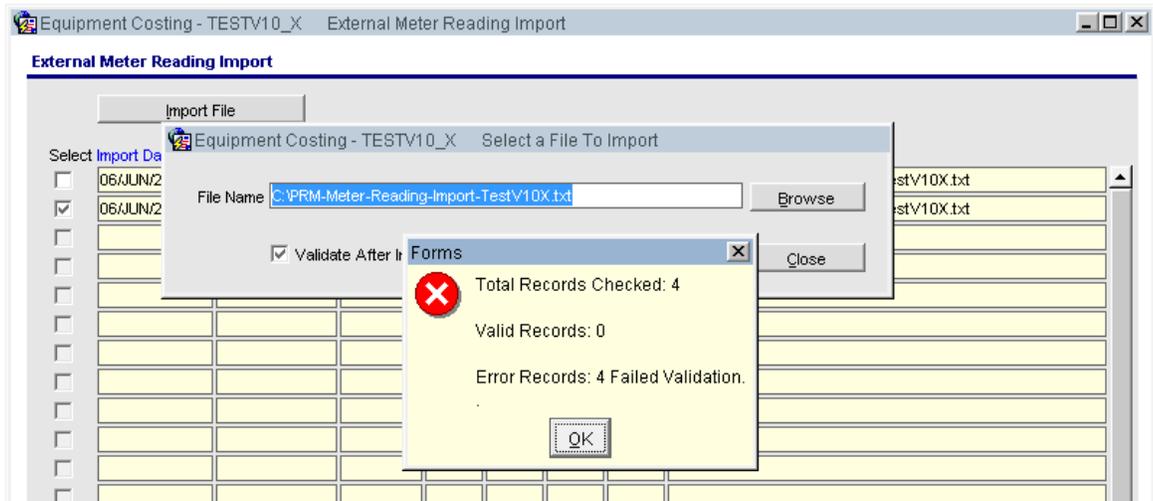
Users may browse and select the required file. Verify that the file name contains the full path, file name and extension.



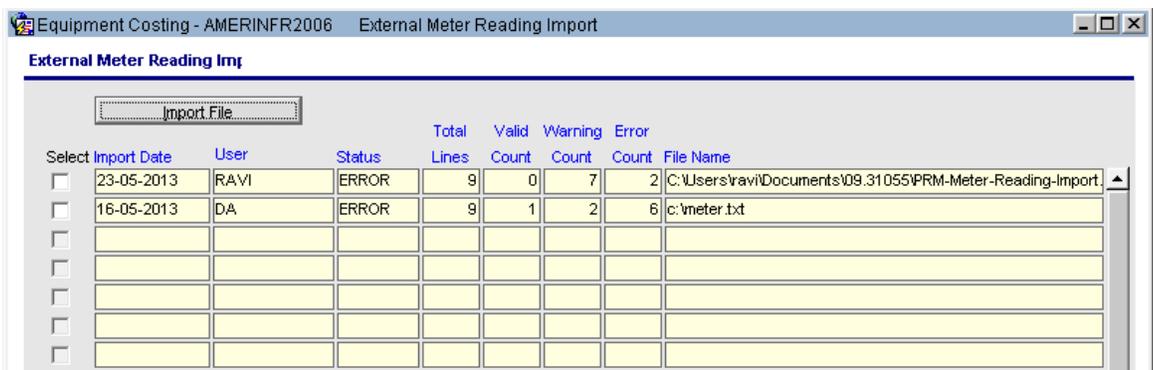
The Validate After Import check box is checked by default. As soon as the data is imported into a staging table, the data is validated and results are displayed.



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



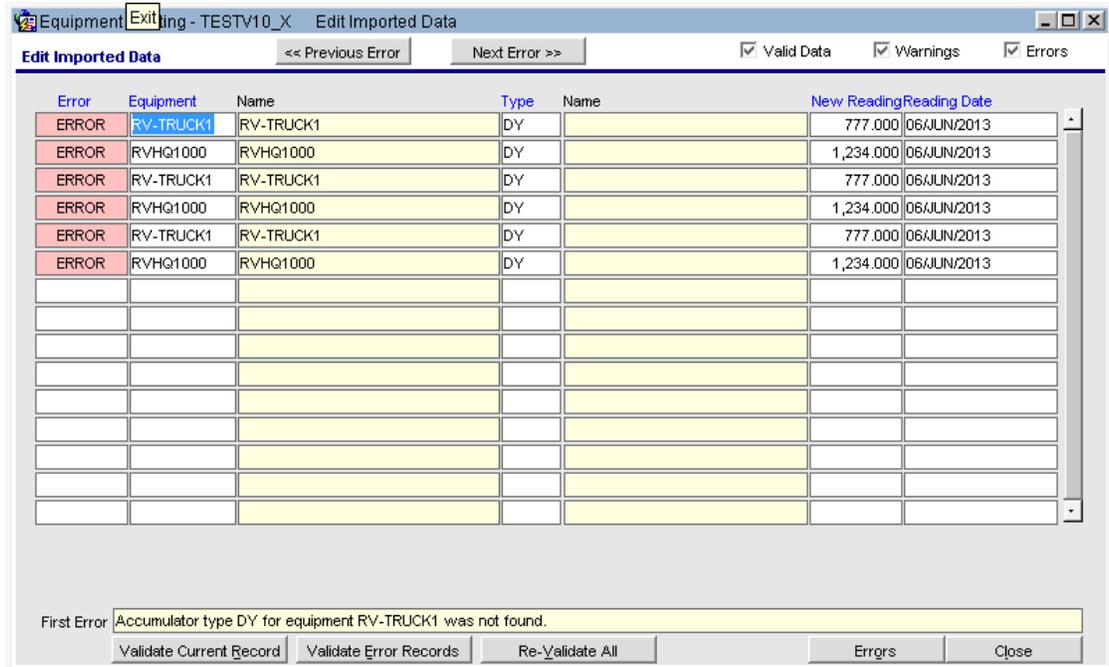
Once successfully imported, the record is displayed on the screen, with the fields: Status, Total Lines, Valid Count, Warning Count, Error Count, etc.



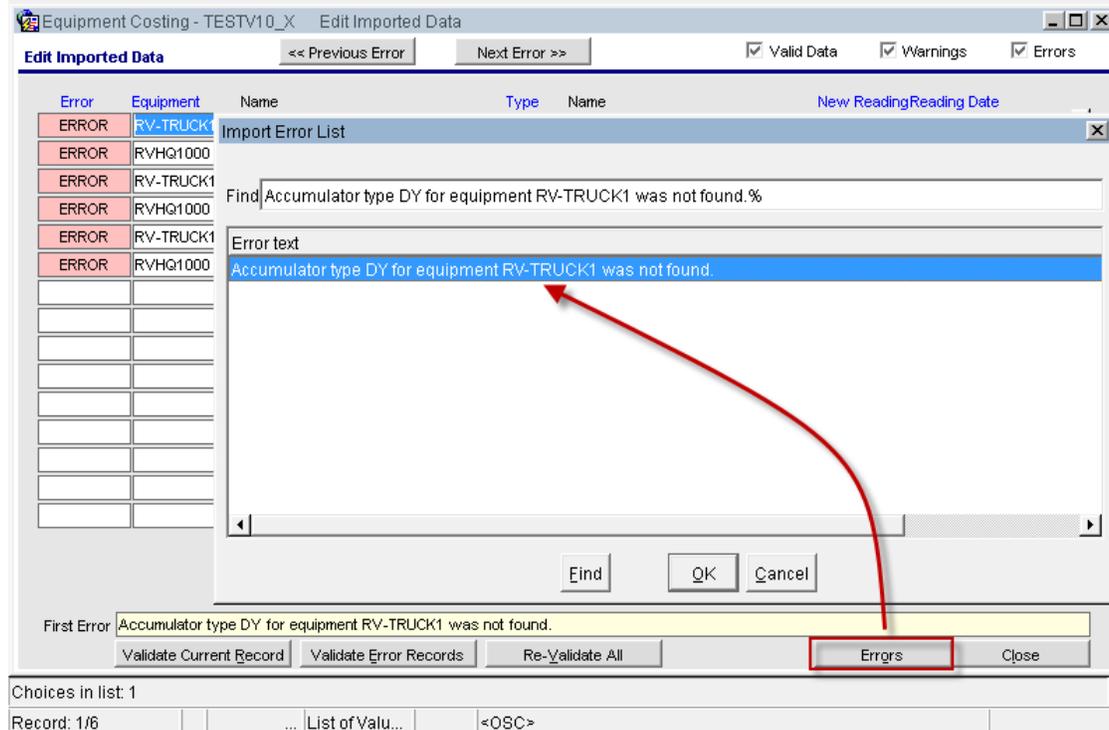
Users may select the required record, and the buttons at the bottom of the screen are enabled for further processing.



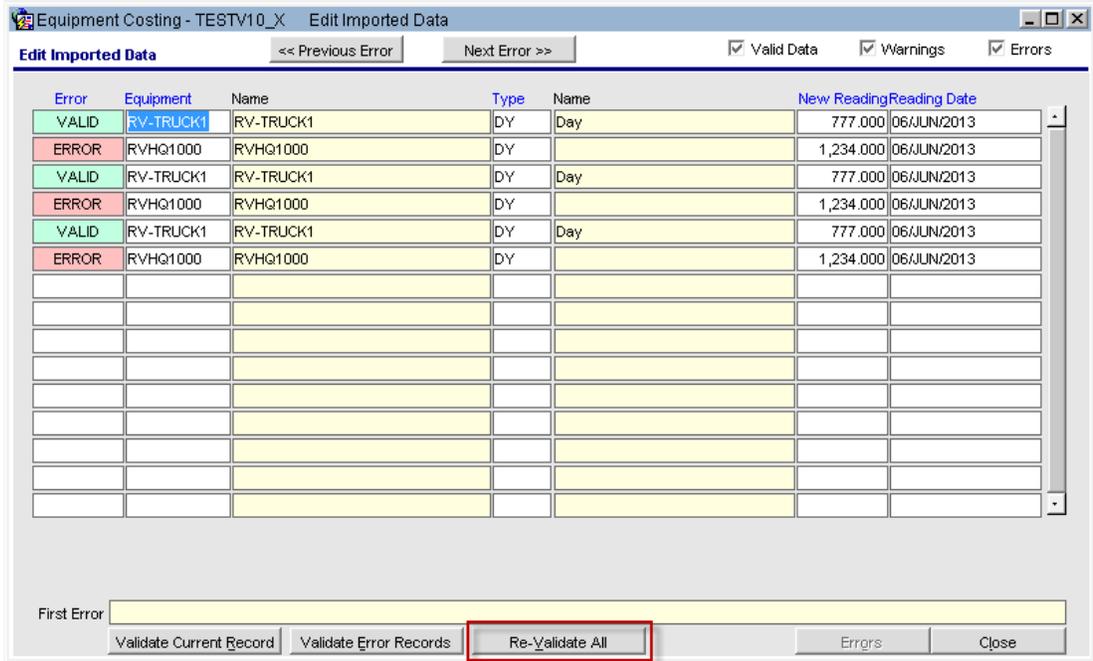
## Editing the Imported Records & Validation Process:



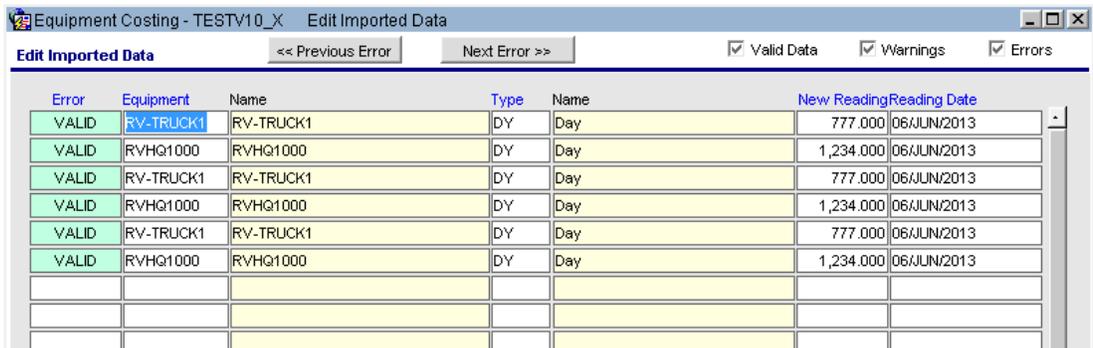
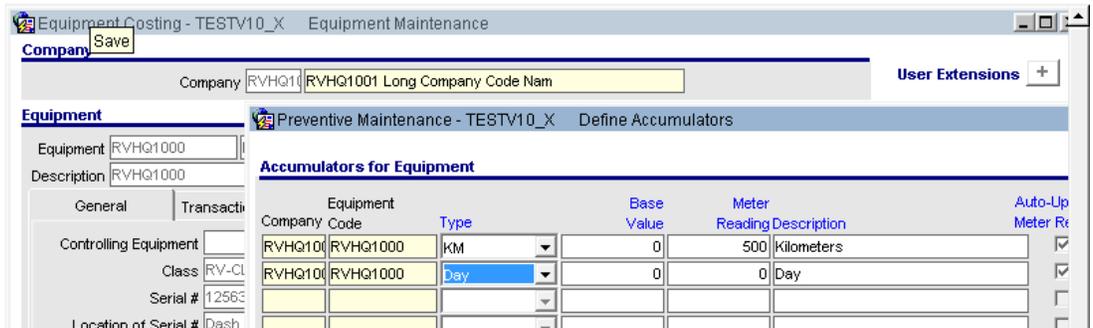
The 'Edit' screen displays the color coded records to distinguish Error, warning and valid records. The check boxes at the top allow the users to filter out the records of a specific status. The display at the bottom shows the first error details of the current record in focus. Users may cycle through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



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



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





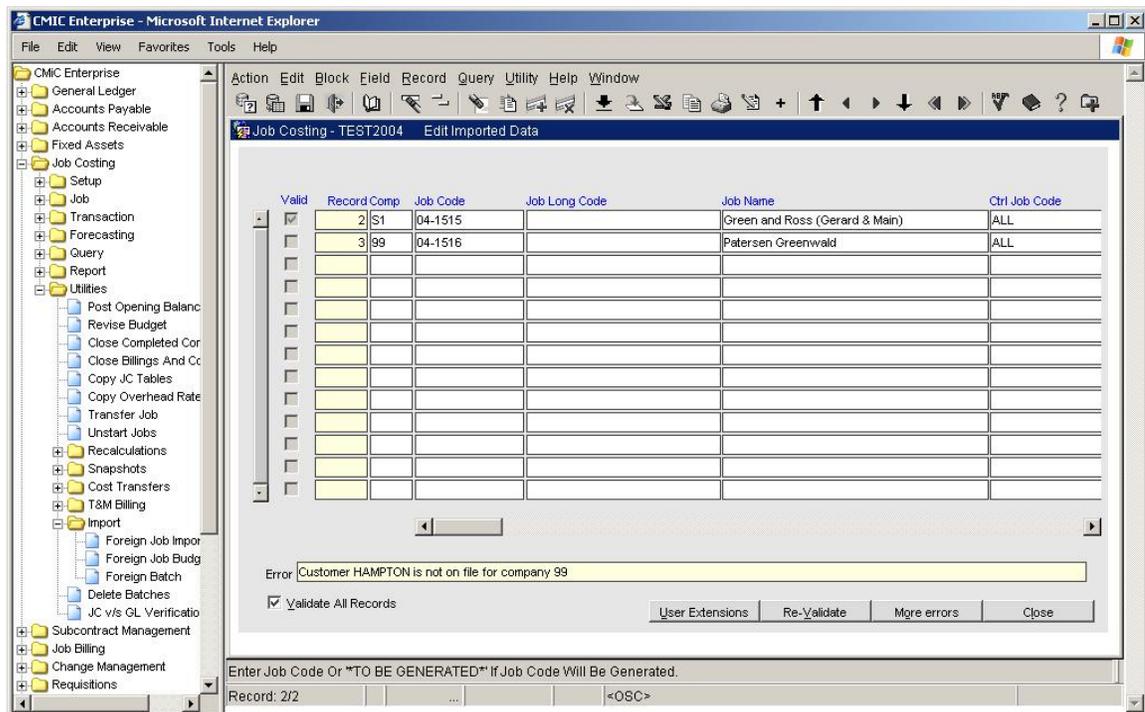
Column Name	Screen Prompt	Description	Required	Type	Length
C_10	Time	Time			

# 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.

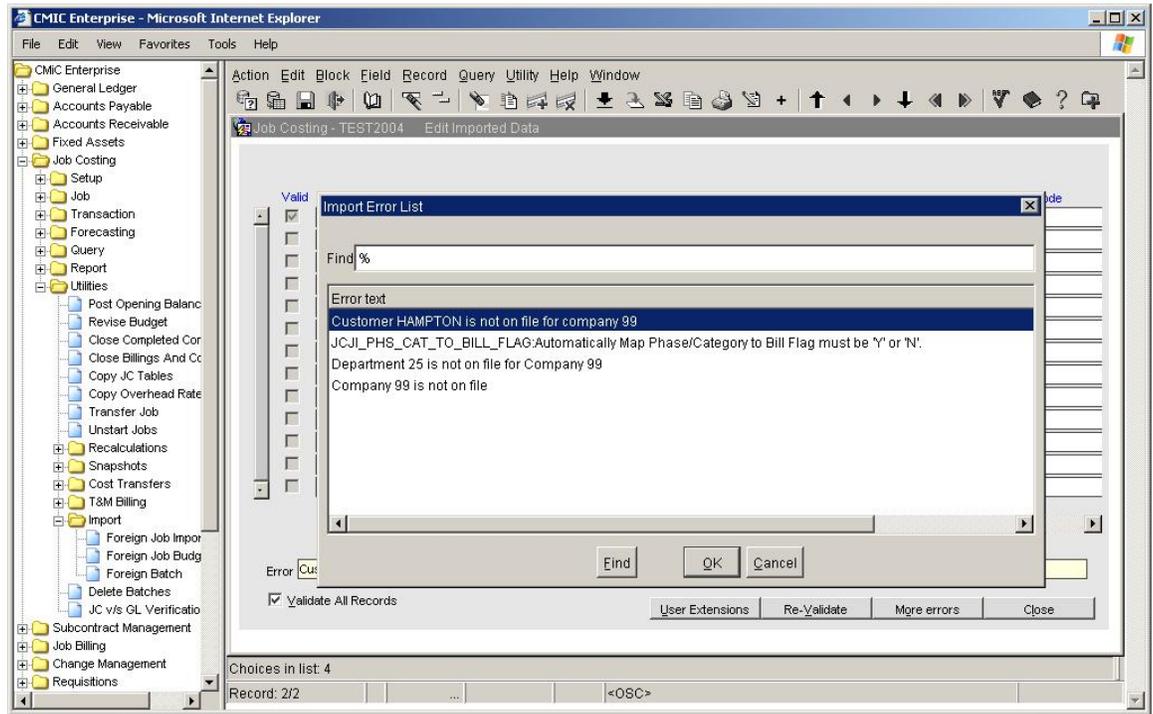
### [Re-Validate] – Button

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.

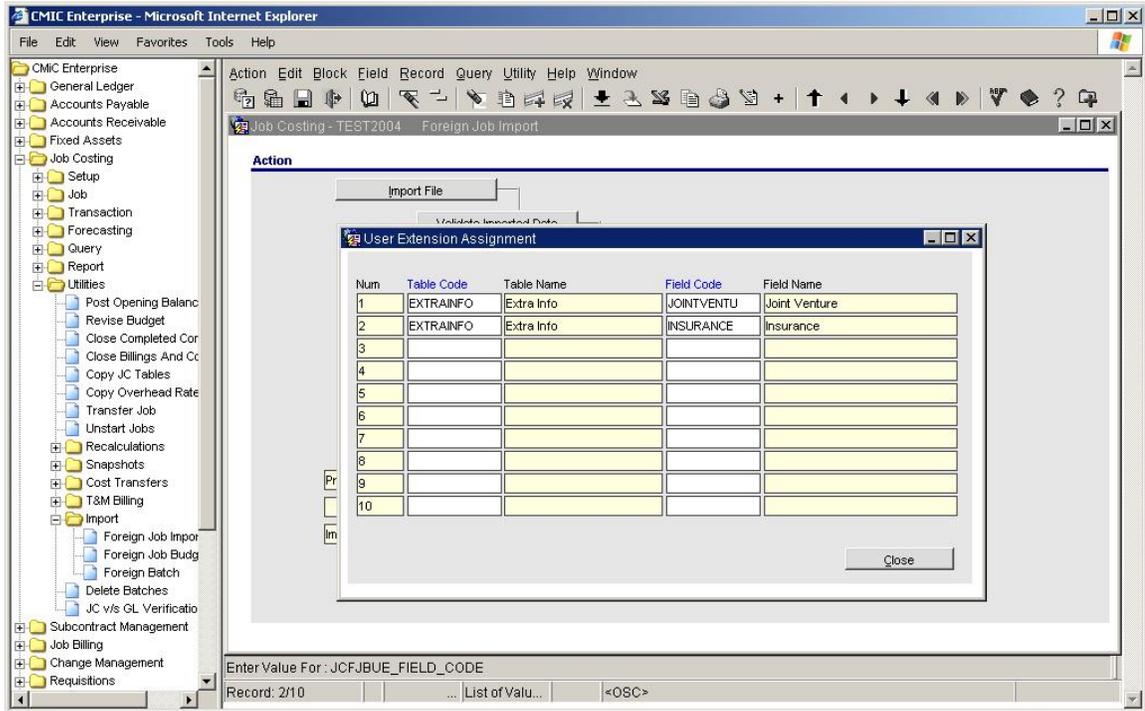
As the user scrolls down through the records the 'Error' status line will display the first error for a record if the record is not valid. If there is more than one error for the record the More Errors button will become available.

### [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



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

Job Costing - TESTV10\_X Foreign Job Import

**Action**

Import File

Validate Imported Data

Edit Imported Data

**Build Jobs**

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

Use Existing Job CCC-1000

Retain Budget

Retain Bill Rates

Press Create Ch

Imported Record

Create Jobs Close

Checked: Copy Bill Rates. Unchecked: Default Bill Rates Fields To Null

Record: 1/1 ... <OSC>

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

### Control File = JCIMPJOB.ctf

Column Name	Screen Prompt	Description	Required	Type	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

Column Name	Screen Prompt	Description	Required	Type	Length
JCJI_JOB_CTRL_LONG_CODE		Controlling Job Long Code. If the job being created is a sub-job then enter the Controlling Job Long 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'	No	Char	1
JCJI_BID_FLAG	Bid Job	Indicates if the job is still in the bid stage or not. Y indicates Yes this is a bid job. Do not check this 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	1 Only Y/N are valid values

Column Name	Screen Prompt	Description	Required	Type	Length
JCJI_BID_SUBMIT_DATE 'DD-MON-YYYY,	Bid Date	The Bid Submit date for this job	No	Date	
JCJI_INV_FORMAT_CODE,	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_STATE	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_CODE	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_CODE	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_VALUE	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_RATE	Maximum Hourly Rate	The maximum hourly rate that is allowed to be charged to this job	No	Num	18,2
JCJI_MAX_BILLING_AMOUNT	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_BUDGET_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_RATE_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	Required	Type	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_TABLE_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_FLAG	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	Required	Type	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

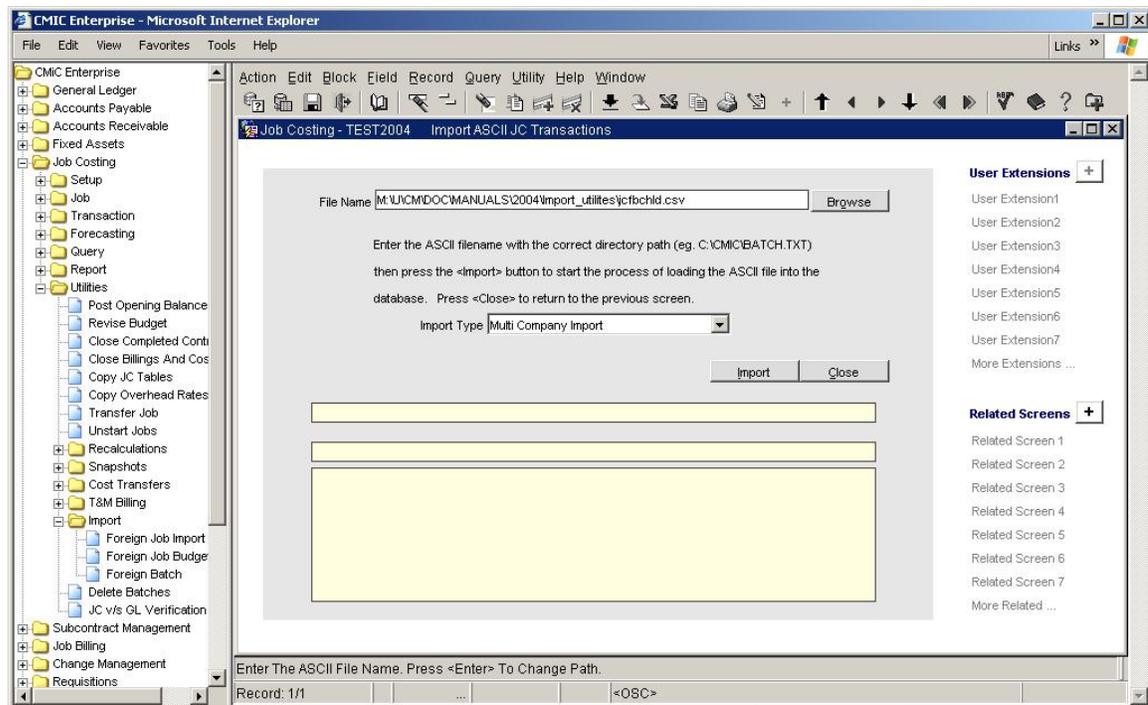
This utility allows users to create job transactions in CMiC via an ASCII File import of data from another system. This utility allows for the import of 'G', 'J' and 'E' type lines. The job cost foreign batch import utility is found on the Utility menu of Job Cost. This is the only import program that 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

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

### Multi Company Import

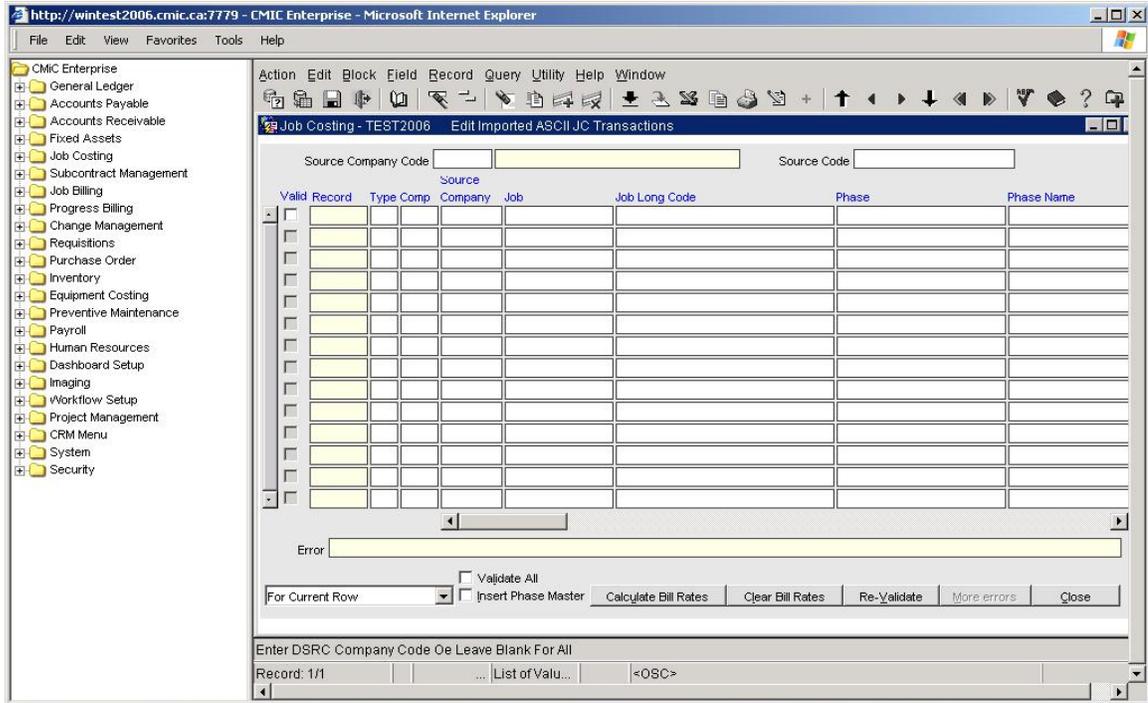
This import allows for the transactions being imported to have been created by a different company than the job company.

### 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.

## 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

The screenshot shows the 'Import ASCII JC Transactions' screen in the CMIC Enterprise application. The interface includes a navigation tree on the left, a main form area, and a right-hand sidebar with 'User Extensions' and 'Related Screens'. The main form contains the following fields and buttons:

- DSRC Company Code: S1 Superior Construction Inc.
- Source Code: [Empty]
- Company Code: S1 Superior Construction Inc.
- Batch Number: 3922 JC Batch Import [Create Batch]
- Journal Code: JC Job Costing
- Department Code: 00 Company Level
- Account Code: 9999 Not Used Account
- Status: Enter All fields before continuing
- [Create Transactions] [Close]

At the bottom of the screen, there is a status bar with the text: 'Enter The Account Code The System Will Use For The Balancing Transaction If Required.' and 'Record: 1/1 ... List of Valu... <OSC>'.

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.ctf

Column Name	Screen Prompt	Description	Required	Type	Length
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	Type	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	Required	Type	Length
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	Equipment Code, this must be a valid equipment code for the company if 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	Required	Type	Length
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 = JCFBCHLD.ctf

Column Name	Screen Prompt	Description	Required	Type	Length
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	Type	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	Required	Type	Length
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	Required	Type	Length
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_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	

Column Name	Screen Prompt	Description	Required	Type	Length
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



## Insert Phase Master

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

## Build Budget

The screenshot shows a web browser window titled "CMIC Enterprise - Microsoft Internet Explorer". The browser displays a "Budget Import" dialog box for "Job Costing - PTF2006". The dialog box has a title bar "Job Costing - PTF2006 Build Job Budget from Import". It contains the following fields and options:

- Company: ZZ (dropdown), CMIC Test Company (text)
- Job: ZZ-VMT (dropdown), Wal-mart Stores - West Chicago (text)
- Full Import
- Update Estimated Revenue Amount
- Original Budget
- Current Budget
- Replace Budget
- Add to existing Budget
- Replace Workers Compensation Code
- Status: Press Create Job Budget if it is OK to proceed
- Buttons: 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.

## Rules for Updating Budget Amounts:

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.

- Checkbox on Process Import screen

## ASCII File Layout – Job Budget Import

Control File = JCFJBI.ctl

Column Name	Screen Prompt	Description	Required	Type	Length
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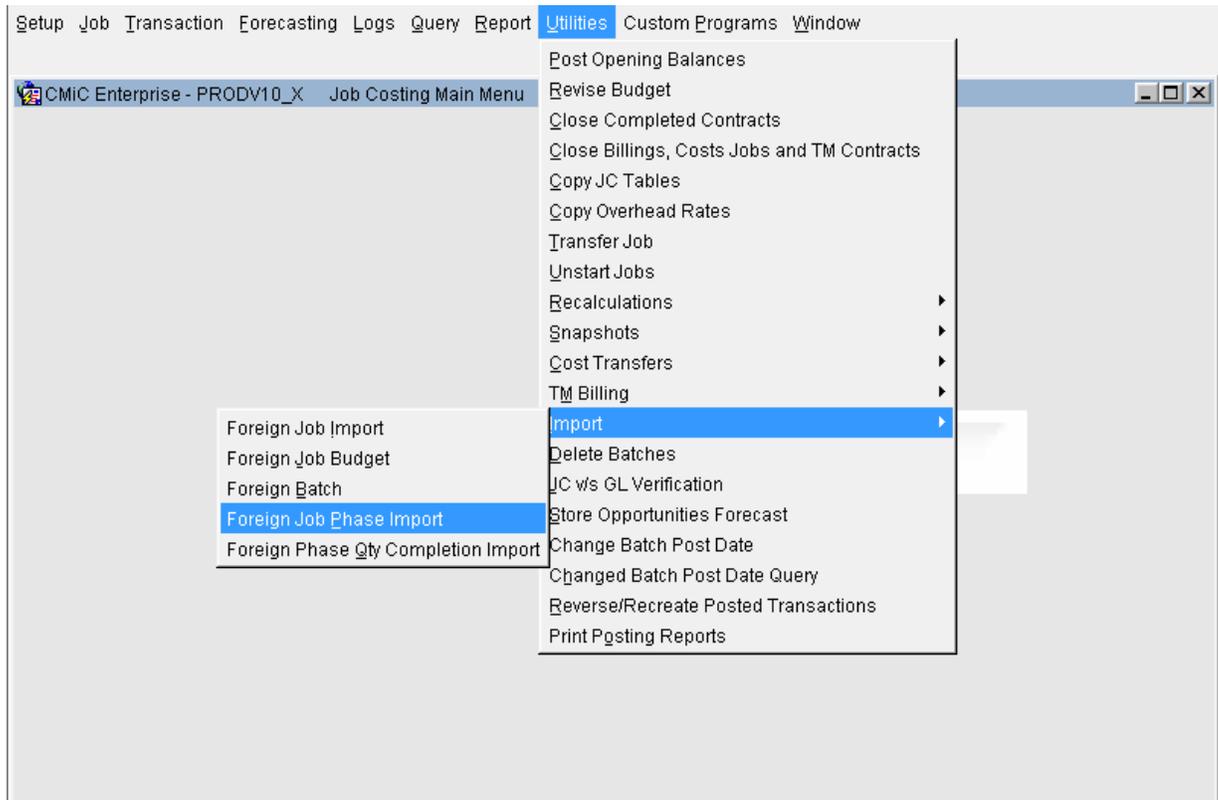
Column Name	Screen Prompt	Description	Required	Type	Length
JCFJBI_COMP_CODE	Company	Company code. This must be a valid CMiC company code.	Yes	Char	8
JCFJBI_JOB_CODE	Job	Job code, this must be a valid job for the company. Leave this field blank if the Job Long Code field is to be used.	No	Char	10
JCFJBI_PHS_CODE	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	Required	Type	Length
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 <sup>rd</sup> 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	Required	Type	Length
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_FLAG	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_CODE	Method	Budget Method Code (P/U/A)	No	Char	1
JCFJBI_COST_TO_COMPL_OVERRIDE_FLG	Cost to Complete Override Flag	Cost to Complete Override Flag	No	Char	1
JCFJBI_PHS_TYPE_CODE	Phase Type	Phase Type	Depends 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	Required	Type	Length
JCFJBI_CLV_VALUE_CODE5	Classifier5	Classifier5	No	Char	16
JCFJBI_CLV_VALUE_CODE6	Classifier6	Classifier6	No	Char	16

## Job Phase Import



*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

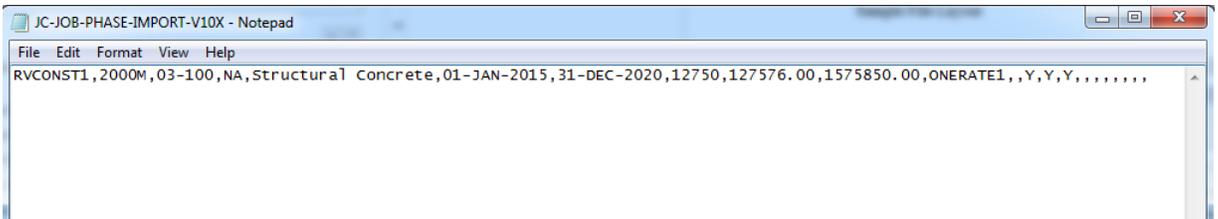
Control File = JCFJPI.ctl

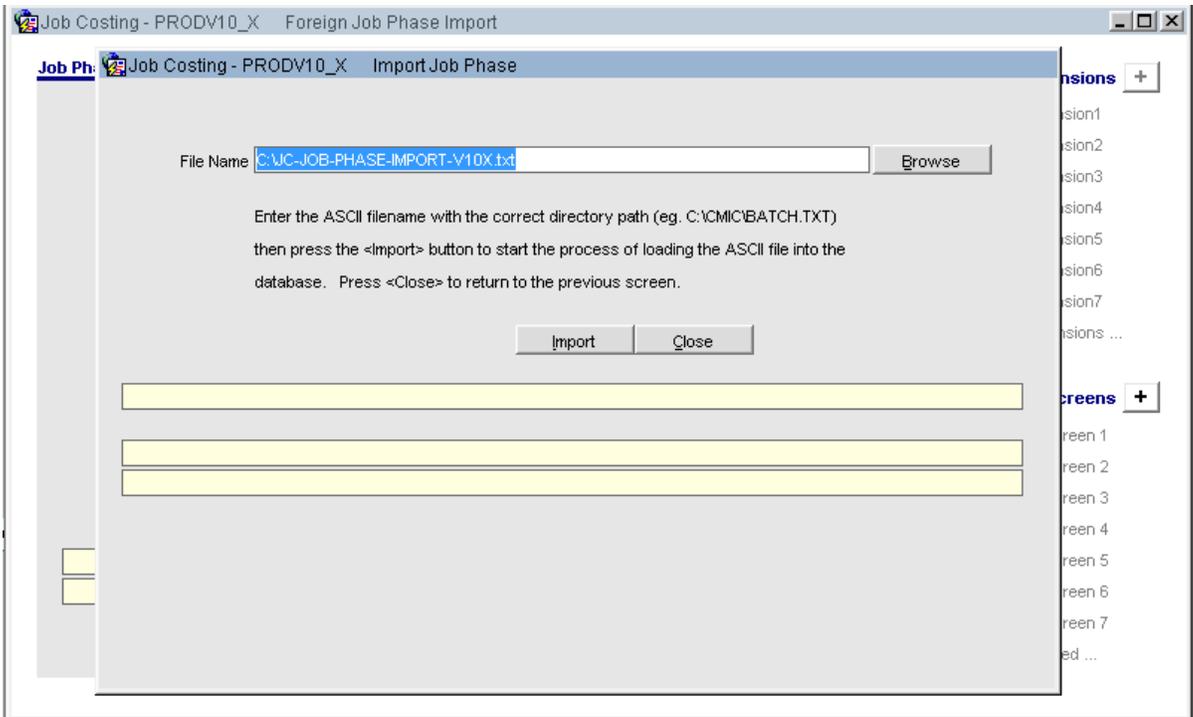
Column Name	Screen Prompt	Description	Required	Type	Length
JCFJPI_COMP_CODE	Company	Company code. This must be a valid company code.	Yes	Char	8

Column Name	Screen Prompt	Description	Required	Type	Length
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_AMOUNT	Maximum Billing Amount	Budgeted Maximum Billing Amount	No	Num	16,2
JCFJPI_BILLING_RATE_TABLE_CODE	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

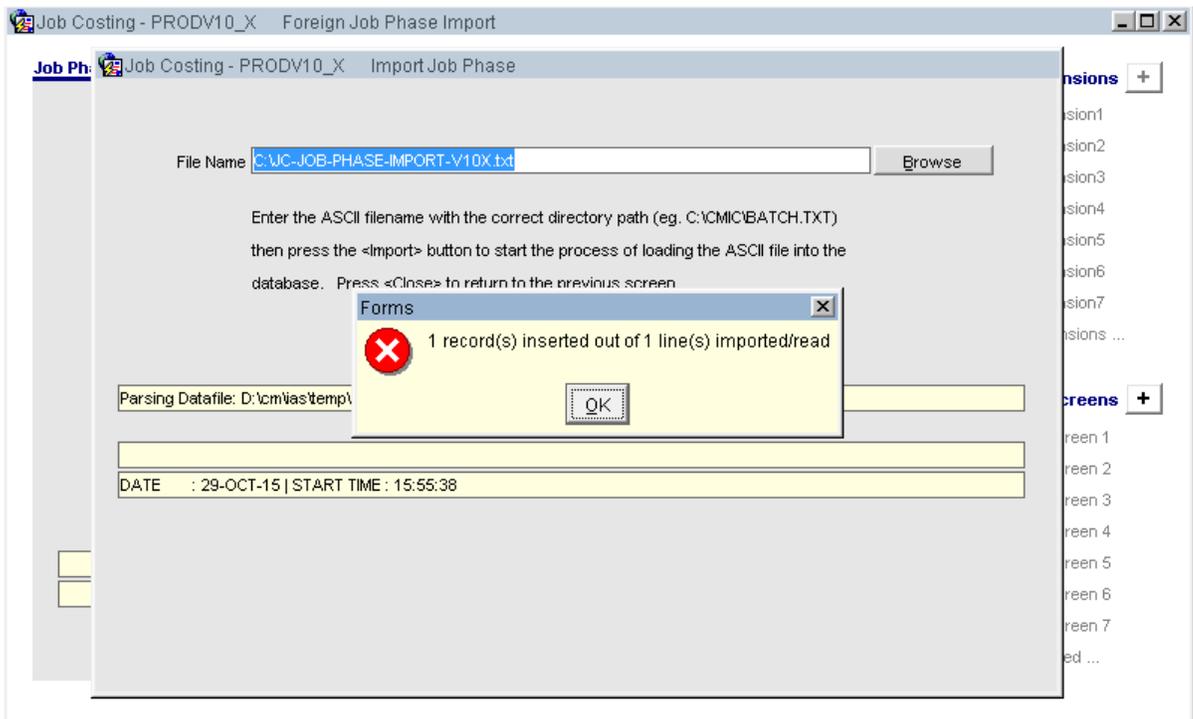
Column Name	Screen Prompt	Description	Required	Type	Length
JCFJPI_REGEN_TPHS_BUDG_FLAG	Regenerate Time Phase Budget	Regenerate Time Phase Budget Y/N	No	Char	1
JCFJPI_PHS_TYPE_CODE	Phase Type Code	Phase Type Code	No	Char	16
JCFJPI_CLV_VALUE_CODE1	Classifier1	Classifier1	No	Char	16
JCFJPI_CLV_VALUE_CODE2	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:





Enter The ASCII File Name. Include The Full Path With Drive Letter: Example C:\ImportFile.Txt  
 Record: 1/1 ... <OSC>



Enter The ASCII File Name. Include The Full Path With Drive Letter: Example C:\ImportFile.Txt  
 Record: 1/1 ... <OSC>

Job Costing - PRODV10\_X Foreign Job Phase Import

### Job Phase Import

Validate Imported Data

Edit Imported Data

Build Phases

Delete Imported Data

Erase Import File

Press button to select the action

Imported Records: 1    Invalid Records: 1

**User Extensions** +

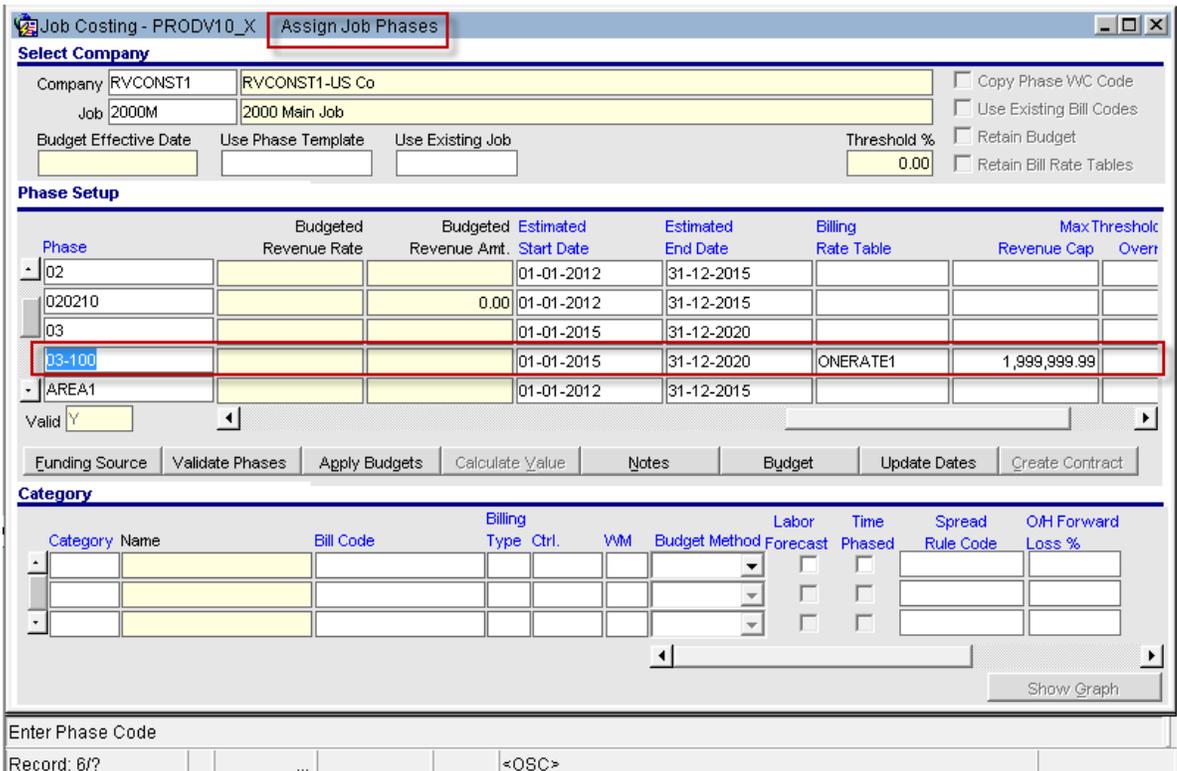
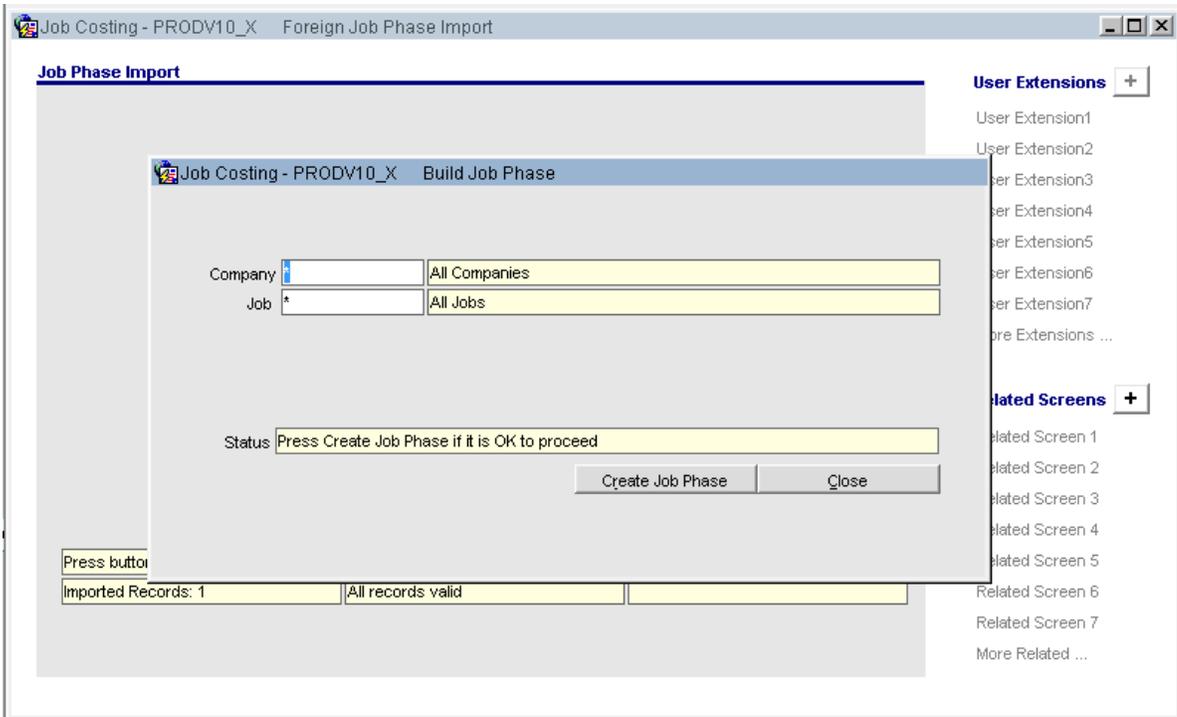
- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

**Related Screens** +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Record: 1/1    ...    <OSC>





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:

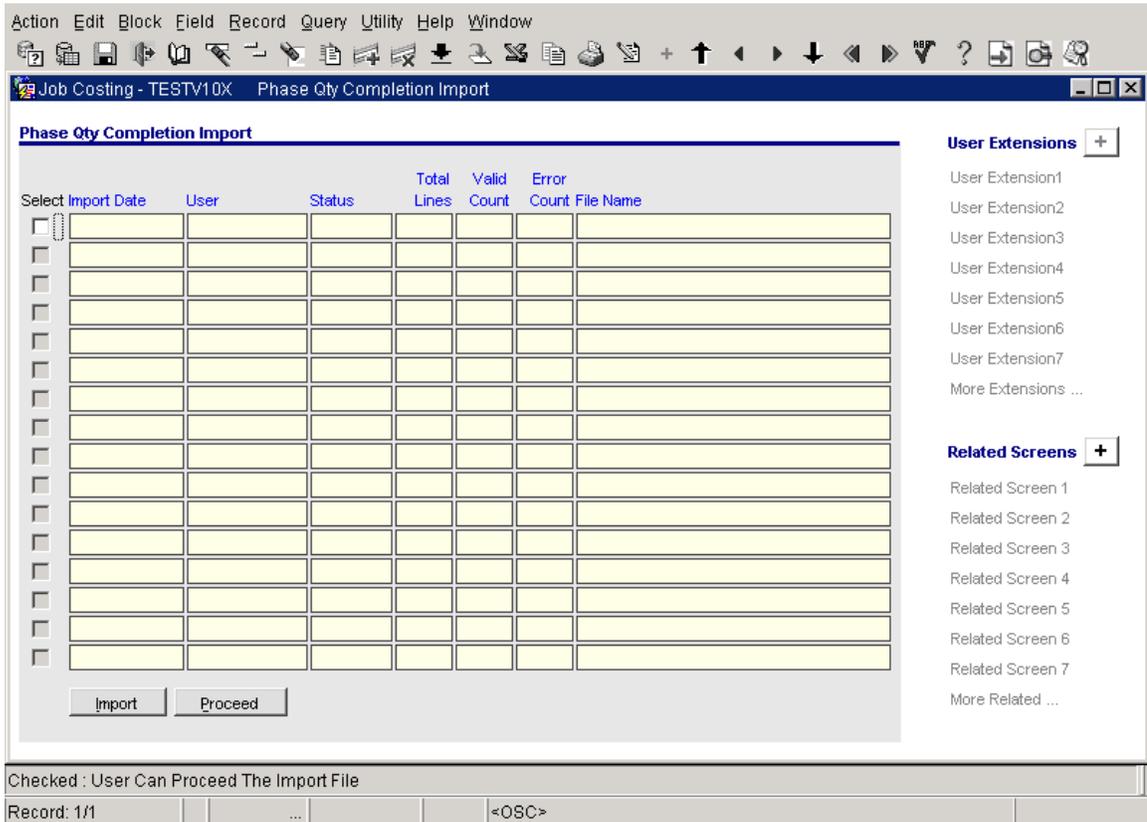
FIELDS TERMINATED BY "," OPTIONALLY ENCLOSED BY ""

### ASCII File Layout – Phase Quantity Complete Import

Control File = JCPQCI.ctf

Column Name	Screen Prompt	Description	Required	Type	Length
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:

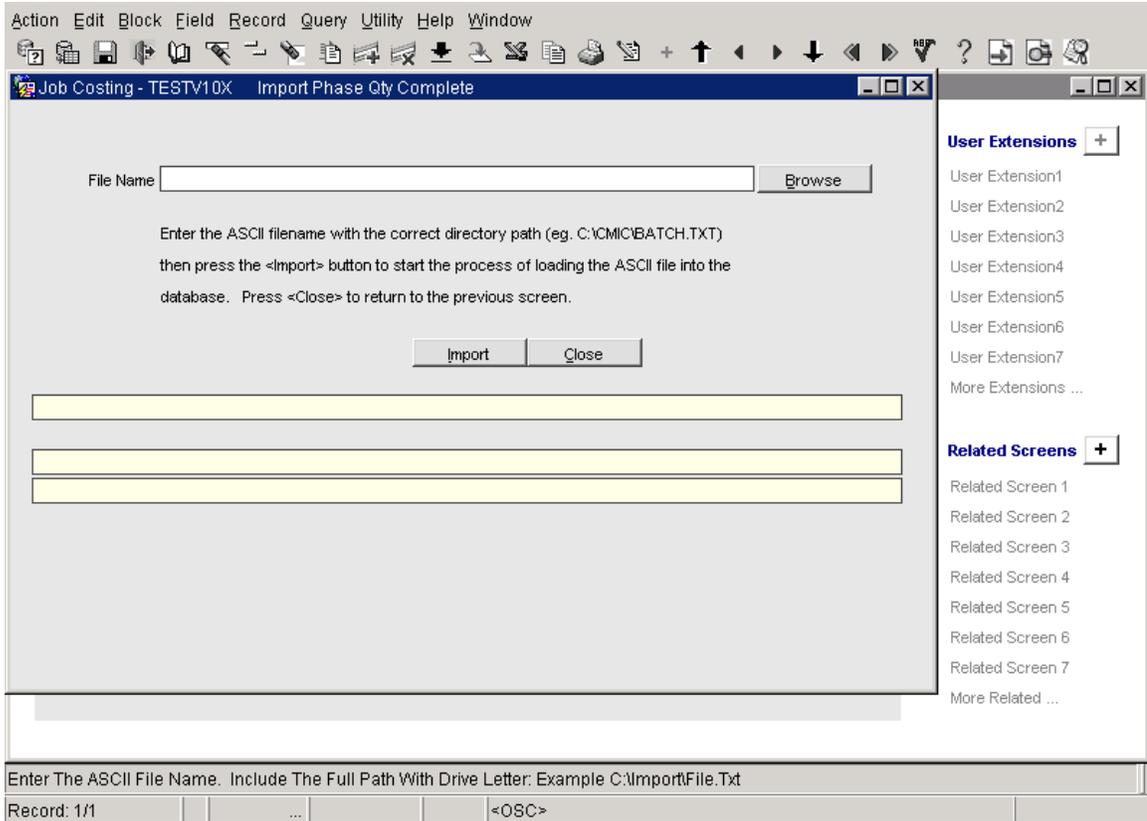


On this screen, the user will only be able to see and access other user's import if he/she has the new privilege: **JCMUSRIPQC – JC: Allows User To See And Edit The Imported Phase Qty Completion Data Of Other Users**”.

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

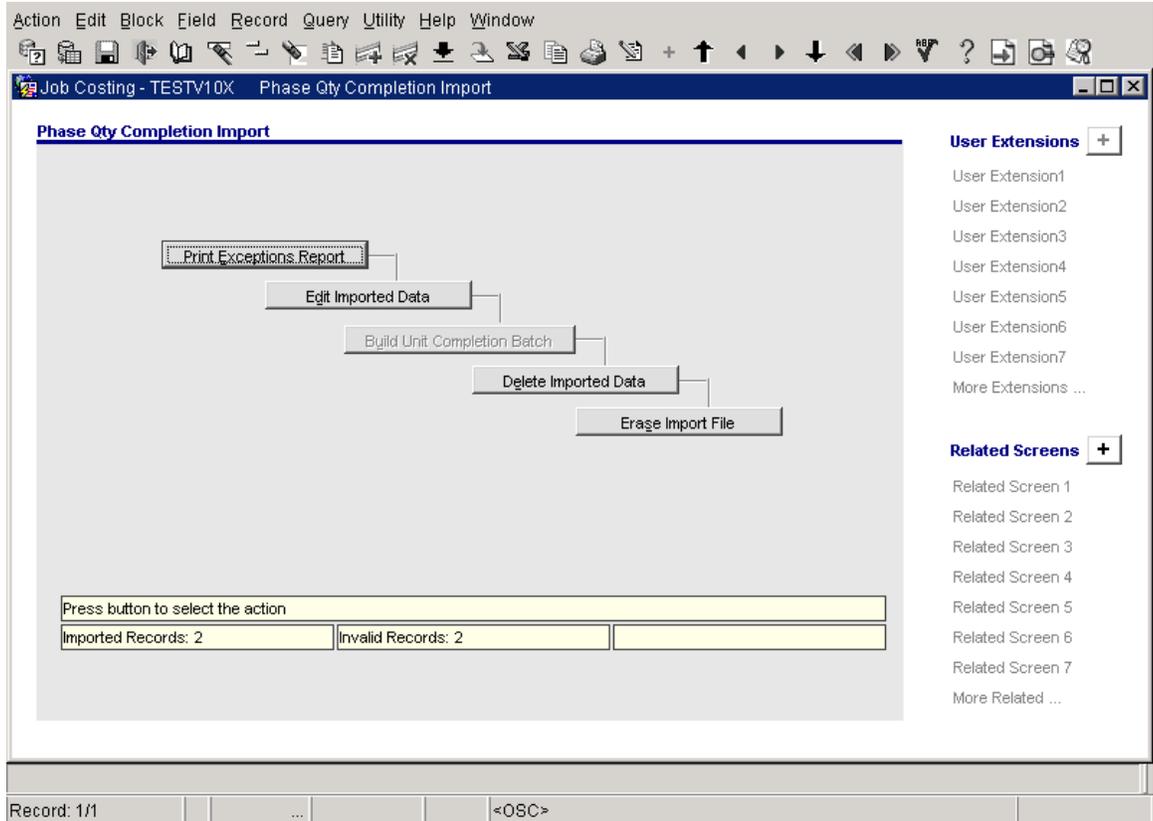
### [**IMPORT**]

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.



## [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).



This is a sample of the error report:

<b>JOB COSTING - PHASE QTY COMPLETION IMPORT REPORT</b>									Page: 1 of 1
									Date: 06/15/2008
									Time: 12:27 AM
Line	Comp	Job	Phase	Phase Name	Completion Date	WM Code	Transaction Qty	Todate Qty	
1	ZZ	0821305	01-103	Site Office	12-JUN-06	NA	10.000		
							■ Phase 01-103 is not on file for Job 0821305 and Company ZZ		
							Total:	10.000	
<b>END OF REPORT</b>									
Report Parameters									
Operator: DA					Run Date: 06/15/2008				
Report Code: JCPQCI					Run Time: 12:27 AM				

## 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.



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

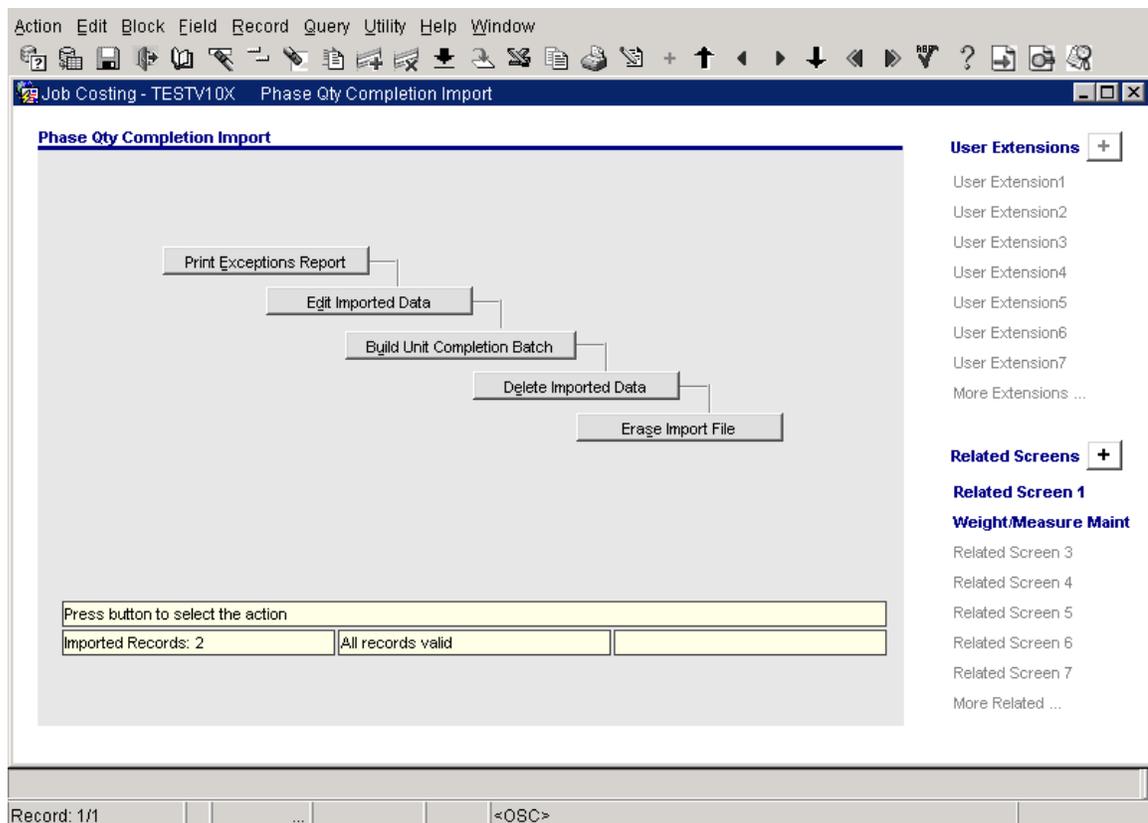
Date cannot be null.

Date must be exist in period table.

### Transaction / To date Qty

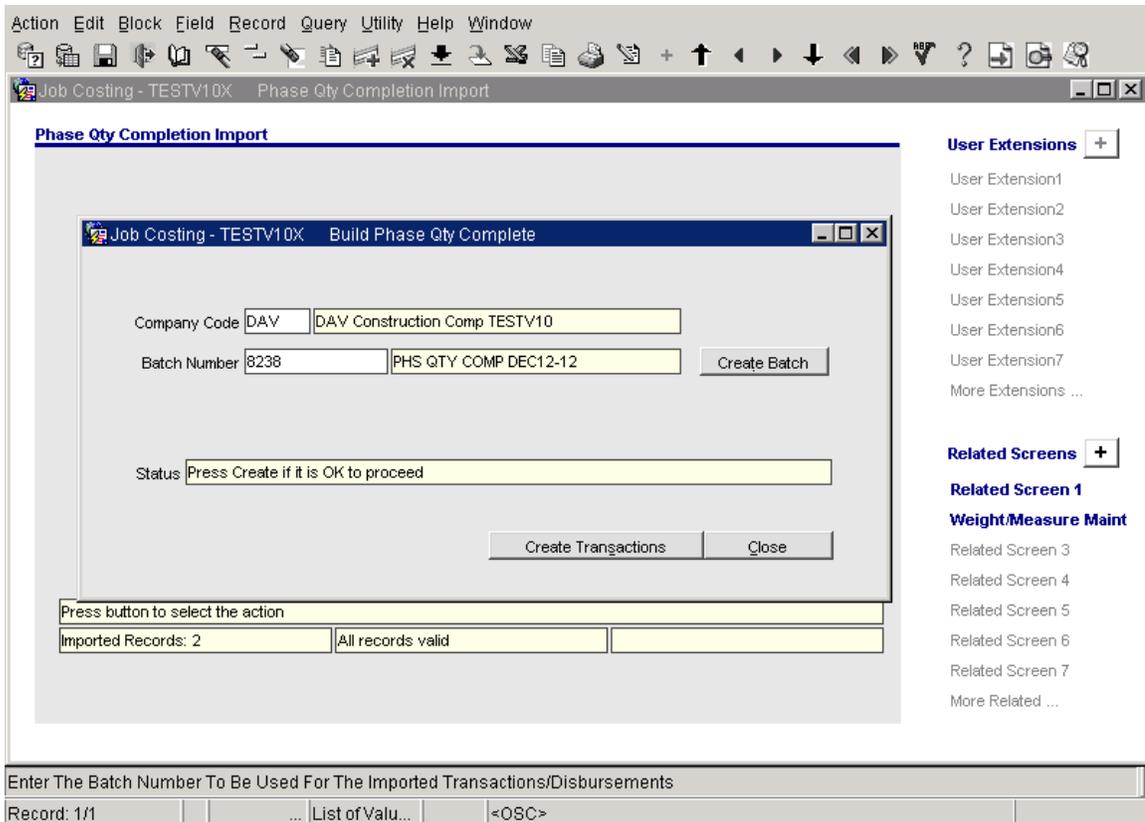
Both cannot be null, any one of the two fields must have an entry.

## Build Unit Completion Batch



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**]).



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

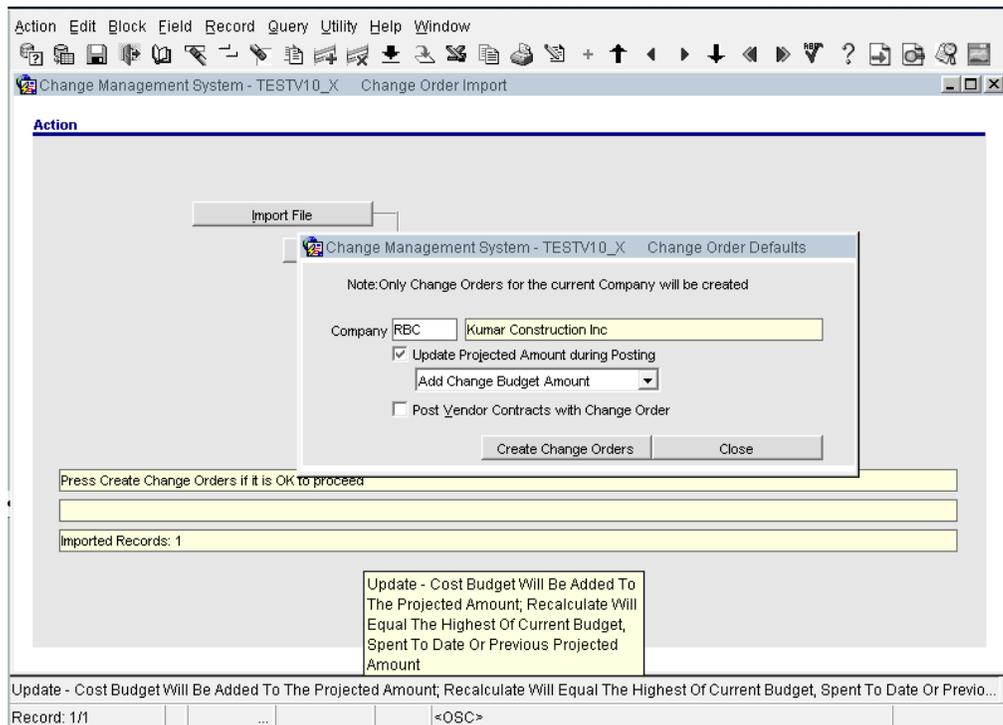
Once the batch is created or selected, the [**Create Transaction**] button is enabled. Click this button to complete the process. You will be returned to the Phase Import screen showing all the buttons disabled except the [**Delete Imported Data**] and [**Erase Imported File**] buttons.

[**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.





## Build Change Orders



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	Required	Type	Length
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	Required	Type	Length
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_CODE	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_CODE	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	Required	Type	Length
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	Required	Type	Length
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 <b>Long Description</b> 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

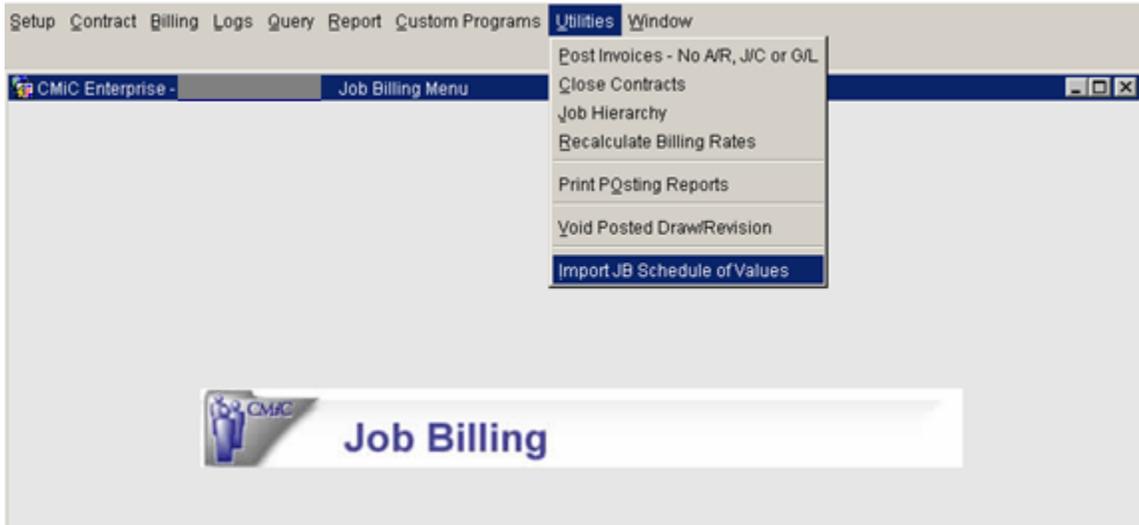
JBCD_GROUP_NAME1	Group 1 Name	Char 60
JBCD_GROUP_CODE2	Group Code 2	Char 35
JBCD_GROUP_NAME2	Group 2 Name	Char 60
JBCD_GROUP_CODE3	Group Code 3	Char 35
JBCD_GROUP_NAME3	Group 3 Name	Char 60
JBCD_GROUP_CODE4	Group Code 4	Char 35
JBCD_GROUP_NAME4	Group 4 Name	Char 60
JBCD_GROUP_CODE5	Group Code 5	Char 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 work (SPW)	(Y/N)
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

---

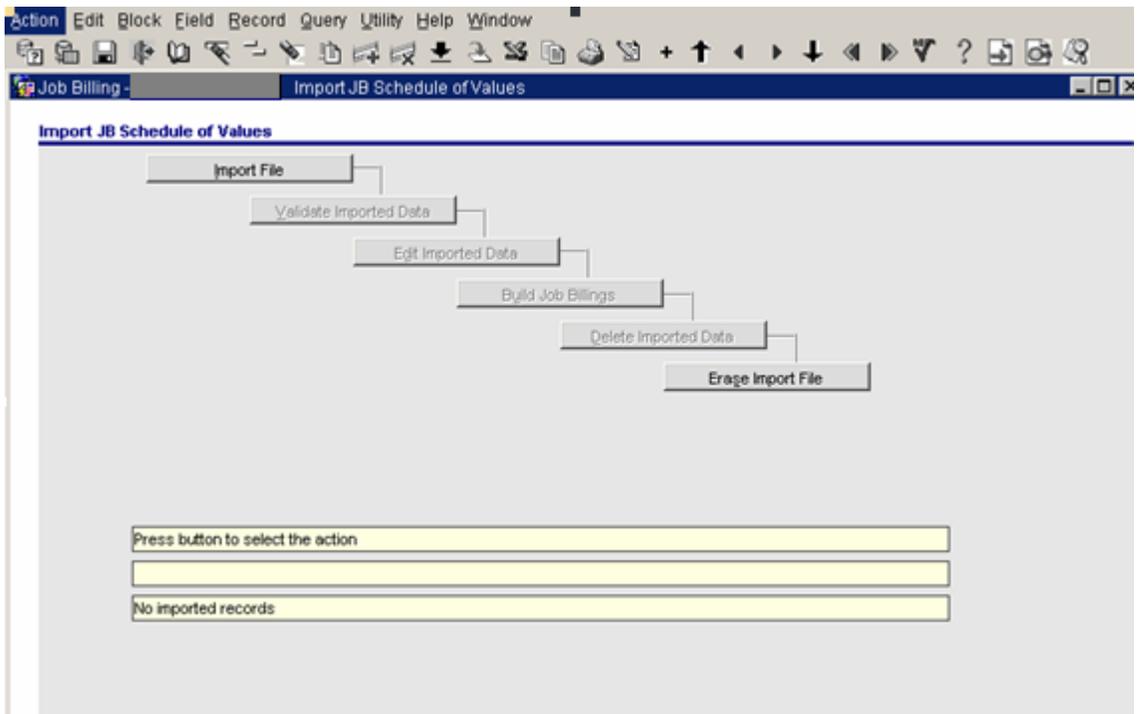
**NOTE:** If the Group Code does not already exist in the system, then the Group Code Name has to be entered in the import file, or during editing of the imported data.

---

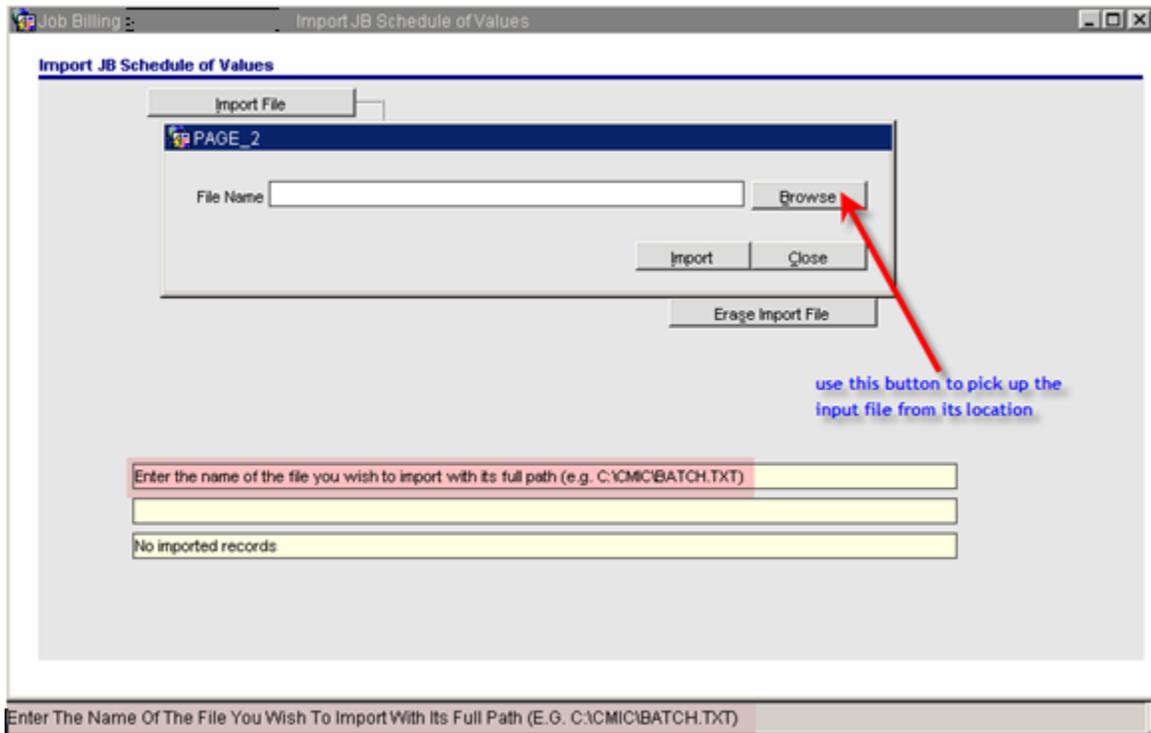
## Importing JB Schedule of Values



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:

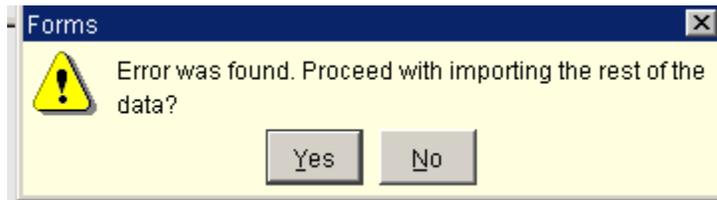


Use the [**Import File**] button to display the popup screen which allows you to specify the input file:



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

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



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:

## ERROR 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\_CONT\_CODE, JBCD\_BILL\_CODE, JBCD\_BILLING\_TYPE\_CODE, JBCD\_DESC, JBCD\_BUDG\_BILLING\_AMT, JBCD\_BUDG\_BILLING\_QTY, JBCD\_WM\_CODE, JBCD\_BILLING\_RATE, JBCD\_MAX\_BILLING\_AMT, JBCD\_MAX\_BILLING\_QTY, JBCD\_CONSTRUCTION\_VALUE\_PCT, JBCD\_CONSTRUCTION\_VALUE, JBCD\_GROUP\_CODE1, JBCD\_GROUP\_NAME1, JBCD\_GROUP\_CODE2, JBCD\_GROUP\_NAME2, JBCD\_GROUP\_CODE3, JBCD\_GROUP\_NAME3, JBCD\_GROUP\_CODE4, JBCD\_GROUP\_NAME4, JBCD\_GROUP\_CODE5, JBCD\_GROUP\_NAME5, JBCD\_INVOICE\_FORMAT\_CODE, JBCD\_BILL\_JOB\_CODE, JBCD\_BILL\_PHS\_CODE, JBCD\_BILL\_CAT\_CODE, JBCD\_RET\_CODE, JBCD\_HLDBK\_METHOD, JBCD\_TAX1\_CODE, JBCD\_TAX1\_TAXABLE\_FLAG, JBCD\_TAX1\_TAXABLE\_PCT, JBCD\_TAX2\_CODE, JBCD\_TAX2\_TAXABLE\_FLAG, JBCD\_TAX2\_TAXABLE\_PCT, JBCD\_TAX3\_CODE, JBCD\_TAX3\_TAXABLE\_FLAG, JBCD\_TAX3\_TAXABLE\_PCT, JBCD\_SELF\_PERFORMED\_INV\_FLAG, JBCD\_VEN\_CODE, JBCD\_SUBCONT\_CODE, JBCD\_SC\_RFP\_COST\_FLAG, JBCD\_SEPARATE\_BILLING\_REF\_CODE, JBCD\_BURDEN\_LEVEL, JBCD\_BUR\_STORED\_MATERIAL\_FLAG)

### Line No. Rejected Rows from the Data File

1	('Company','JBCD_CONT_CODE','Billing Code','Type','Description','Budg. Billing Amt','Budg. Qty','WM','Billing Rate','Max Billing Amt','Max Qty','% of Constr.','Construction Value','Group 1','Group 2','Group 3','Group 4','Group 5','Inv Fmt','Job','Phase','Cat','Ret. Code','SC Ref','Tax 1','Taxable','Tax 2','Taxable','Tax 3','Taxable','Self-Per. Work','Vendor','Sub-Contract','SC RFP','Billing Reference','')
---	--

Error: PLL-3000

these are the headings from the input .csv file...they are highlighted as erroneous 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:

Job Billing : Import JB Schedule of Values

### Import JB Schedule of Values

Import File

PAGE\_2

File Name: C:\SB Imports\TEST2006\JB SOV\ICM\_38305.CSV

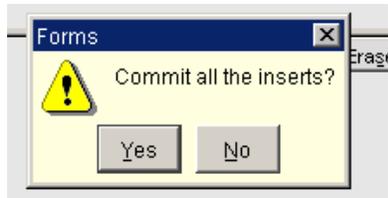
**Forms**

 13 record(s) inserted out of 14 line(s) imported/read

Importing to temporary table.

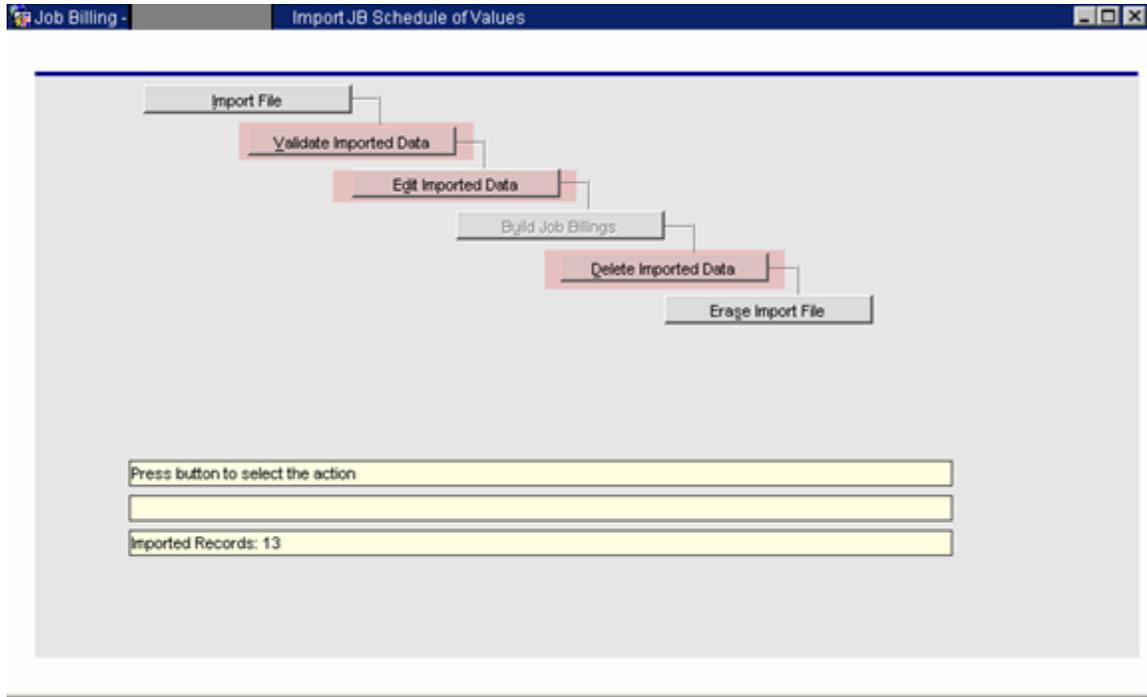
No imported records

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:



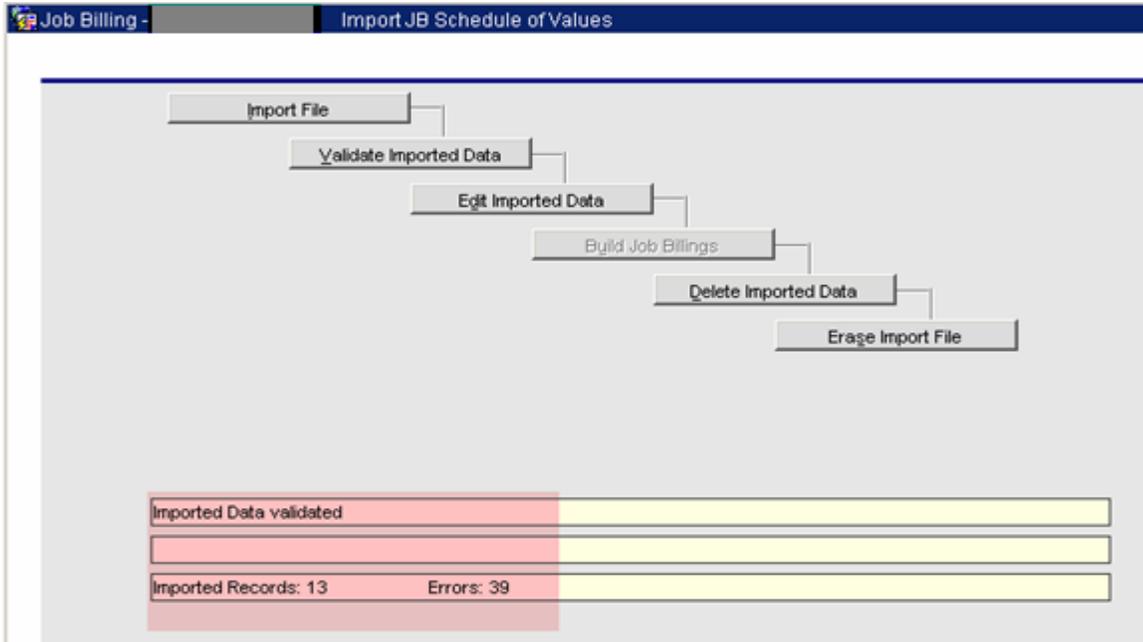
If 'No' is selected, the popup for the Error Log will be shown in which case it can be viewed.

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:

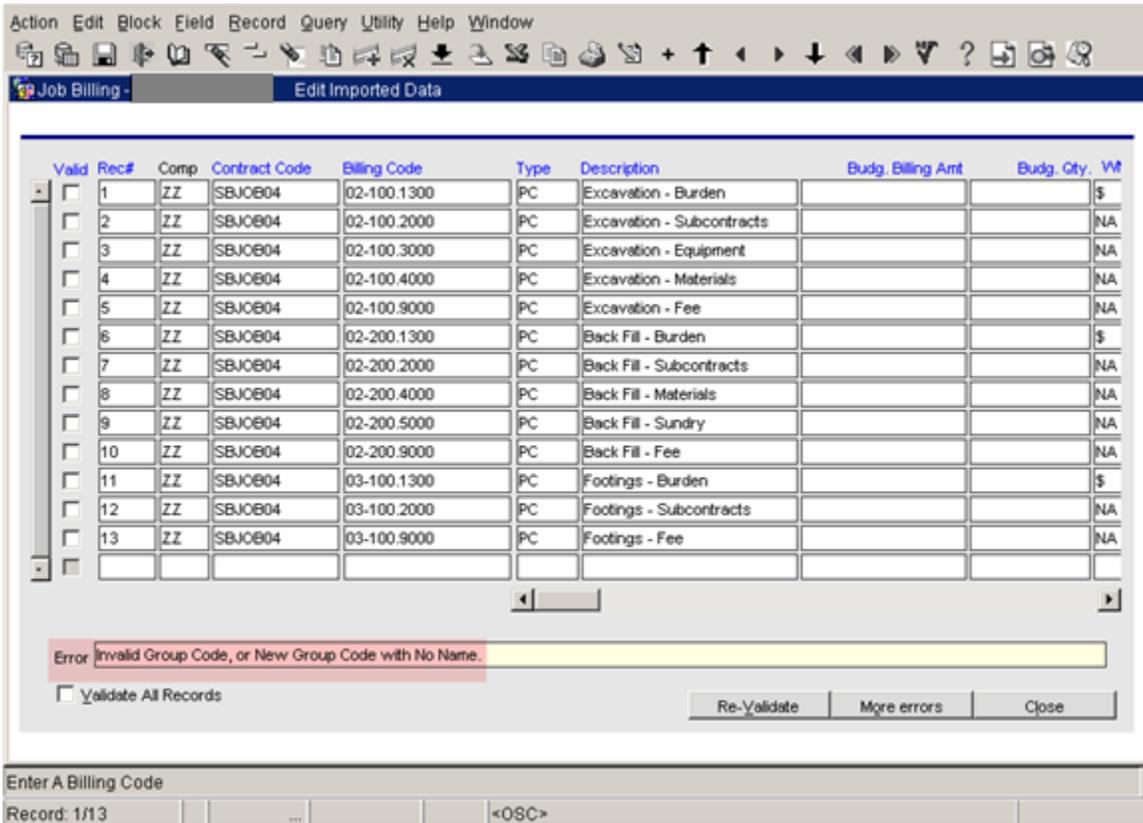


## Validating Data

[**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.



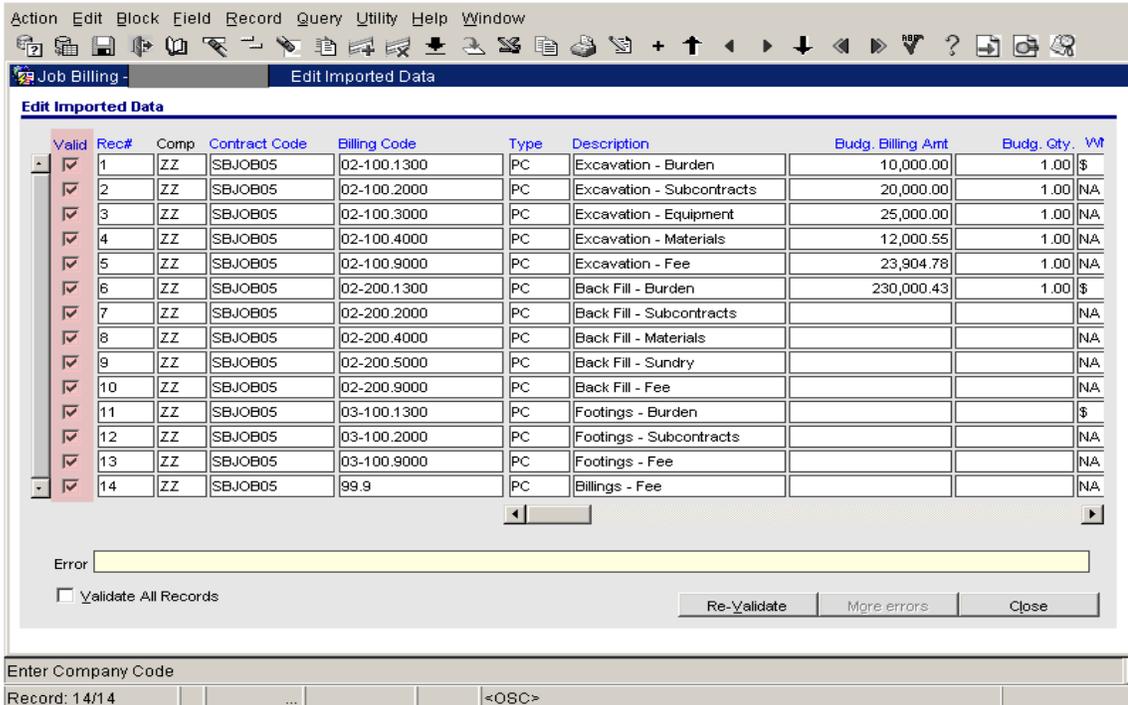
To Edit the imported data and make the necessary corrections, click [**Edit Imported Data**].



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.

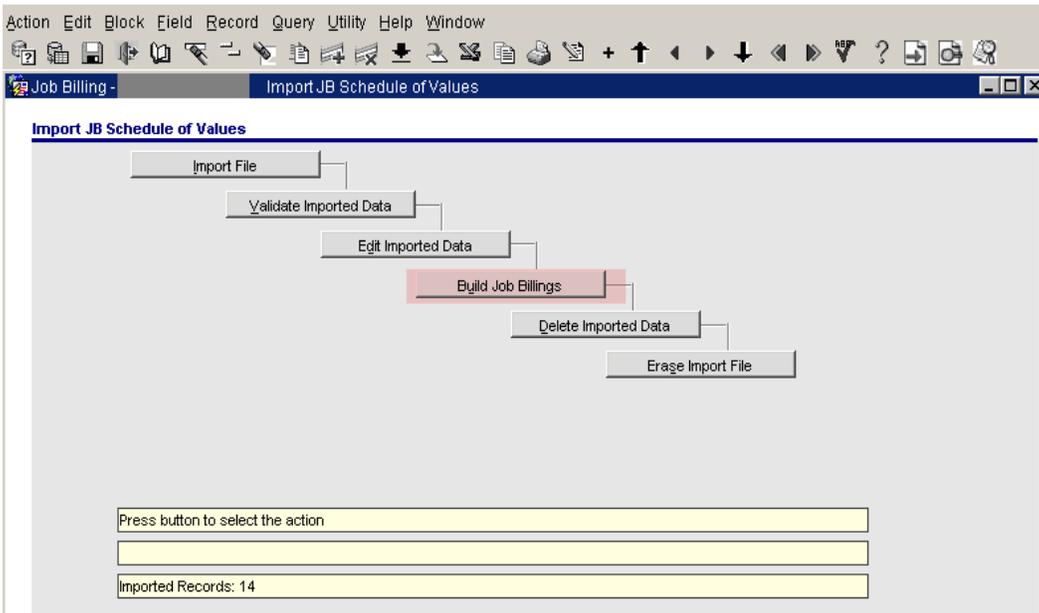
Also, use the **[More errors]** button to show additional error messages. If the same error occurs for more than one field, the error message is repeated as many times.

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

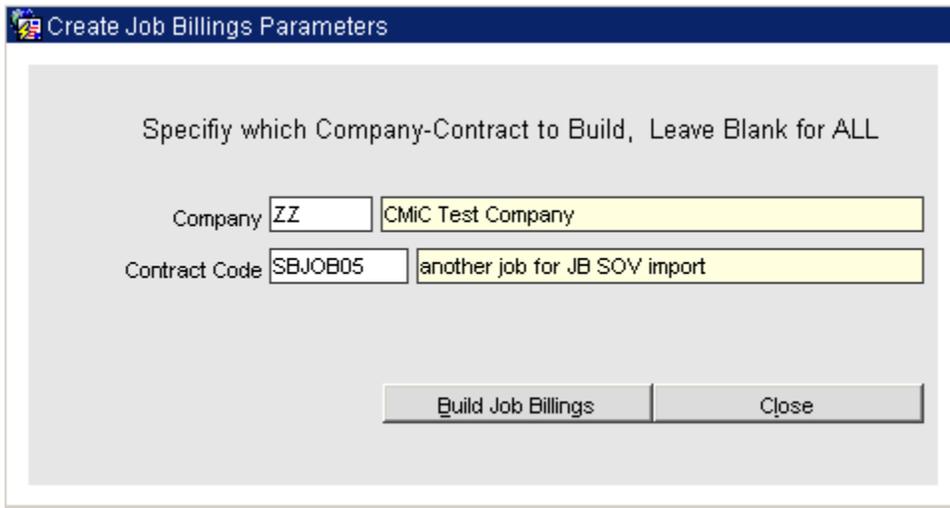


## Build Job Billings

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**.



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.



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



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 Field Record Query Utility Help Window

Job Billing - Contract Entry

**Company Code**

Company ZZ CMIC Test Company  Use Sub-Contract Vendor on New Bill Lines  
 Show Closed Contracts

**Billing Items**

Job SBJOB05 another job for JB SOV import Bid Date  Add New Bill Codes  
 Contract SBJOB05 another job for JB SOV import Contract Date 02/13/2008 Reset All Bill Code Budgets  
 Customer ZZ-HDEPO ZZ - Home Depot Approved Date 13-FEB-08 Default Compliance Codes  
 Budg. Billing Amt   Time Phased  Exclude Non-Inv Receipts Closed Date  Start Date   
 Max Billing Amt  Spread Rule  Contract Billing Type PC End Date   
 Starting Draw Num 1  Defaults Address Description Officials Surcharges Risk Management

**Contract**

Contract Currency US Dollars  Show NR Bill Codes Queried Budg. Billing Amt 320,905.76 Budg. Billing Amt 320,905.76

Billing Code	Type	Description	Budg. Billing Amt	Curr \$	Budg. Qty.	VM	Billing Rate	Ma
02-100.1300	PC	Excavation - Burden	10,000.00	US	1.00	\$	10,000.0000	
02-100.2000	PC	Excavation - Subcontracts	20,000.00	US	1.00	NA	20,000.0000	
02-100.3000	PC	Excavation - Equipment	25,000.00	US	1.00	NA	25,000.0000	
02-100.4000	PC	Excavation - Materials	12,000.55	US	1.00	NA	12,000.5500	
02-100.9000	PC	Excavation - Fee	23,904.78	US	1.00	NA	23,904.7800	
02-200.1300	PC	Back Fill - Burden	230,000.43	US	1.00	\$	230,000.4300	
02-200.2000	PC	Back Fill - Subcontracts		US		NA		

Billing % Complete of Budgeted Cost

Group 1   Group Details

Enter Valid Job Code

Record: 1/1 ... <OSC>

# 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.

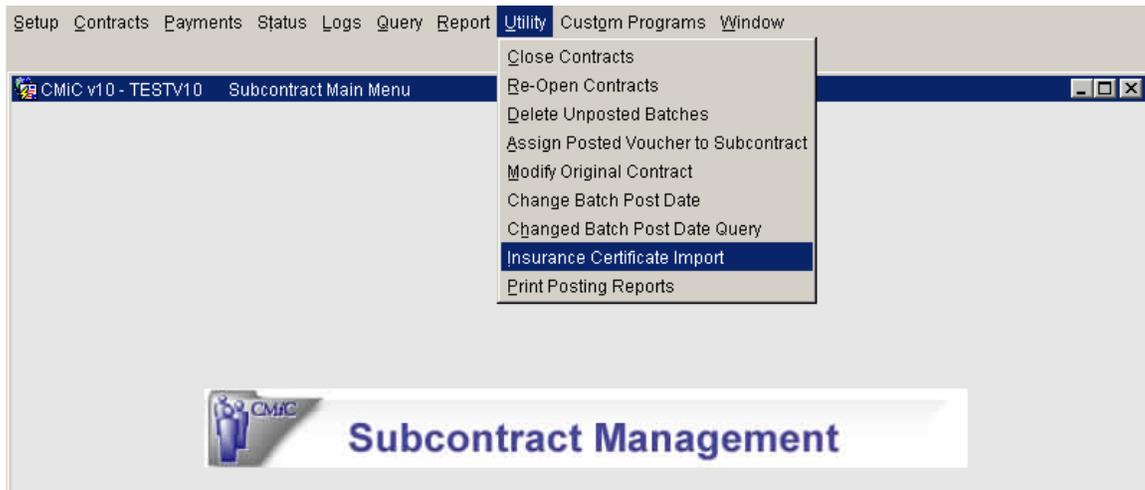
### Setup – Systems Option

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

The screenshot shows the 'System Options' window with the 'Financials' tab selected. The 'Compliance Code to be Used in Certificate Import' field is highlighted with a pink box and contains the value 'BONDS'. Below this field, there is a text box that says 'Enter Compliance Code to be Used in Insurance Certificate Import Utility (SC)'. The 'Related Screens' list on the right includes 'Related Screen 1' through 'Related Screen 7' and 'More Related ...'.

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)**

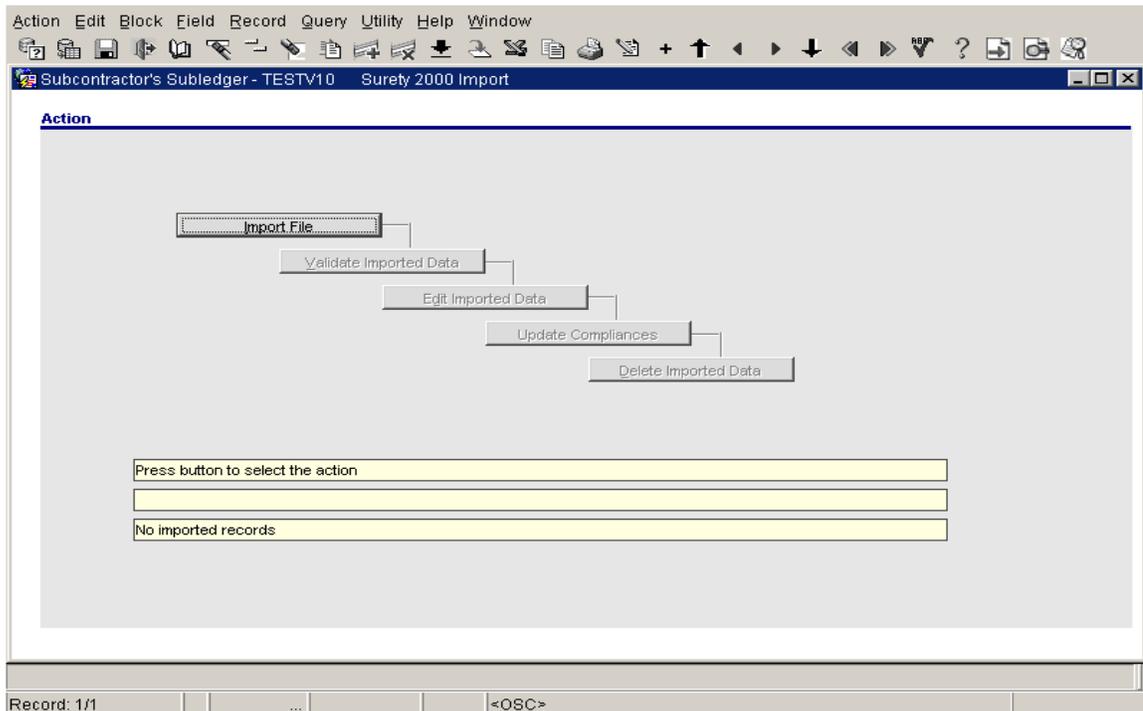
**Insured Name (vendor name)**

**Status**

**Date Created**

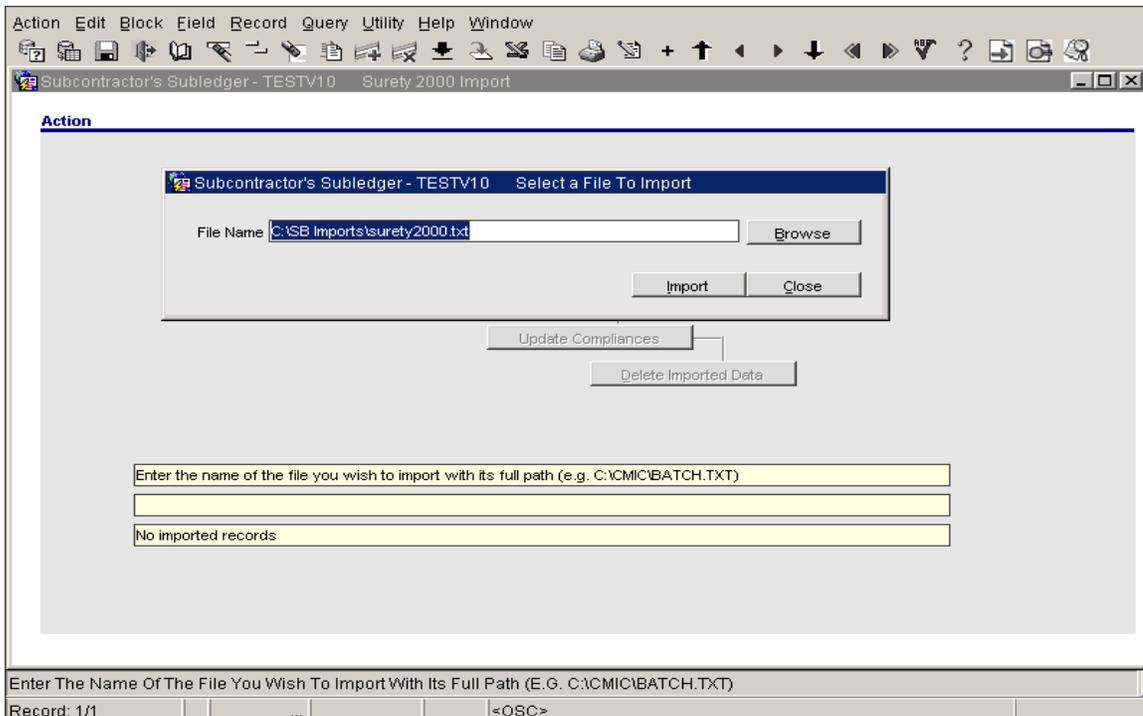
**Expiry Date**

## Importing File



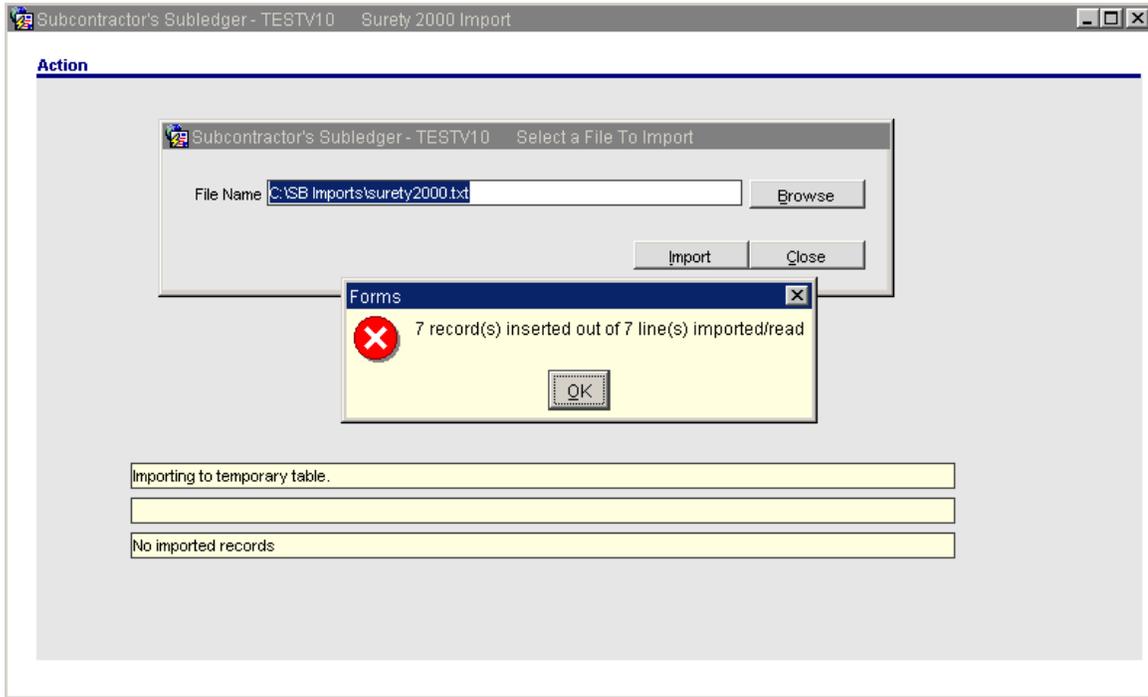
Click **[Import File]**.

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

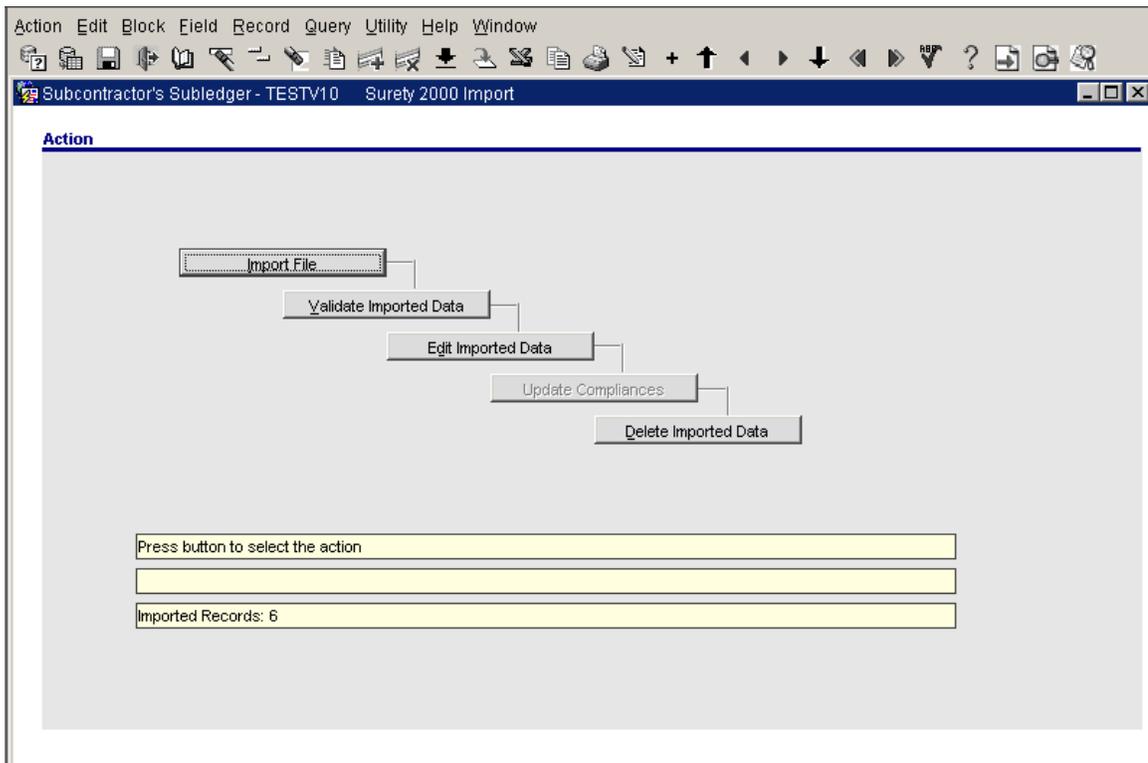


Click **[Import]**.

The following screen is displayed:



Click [OK] to get the following screen:



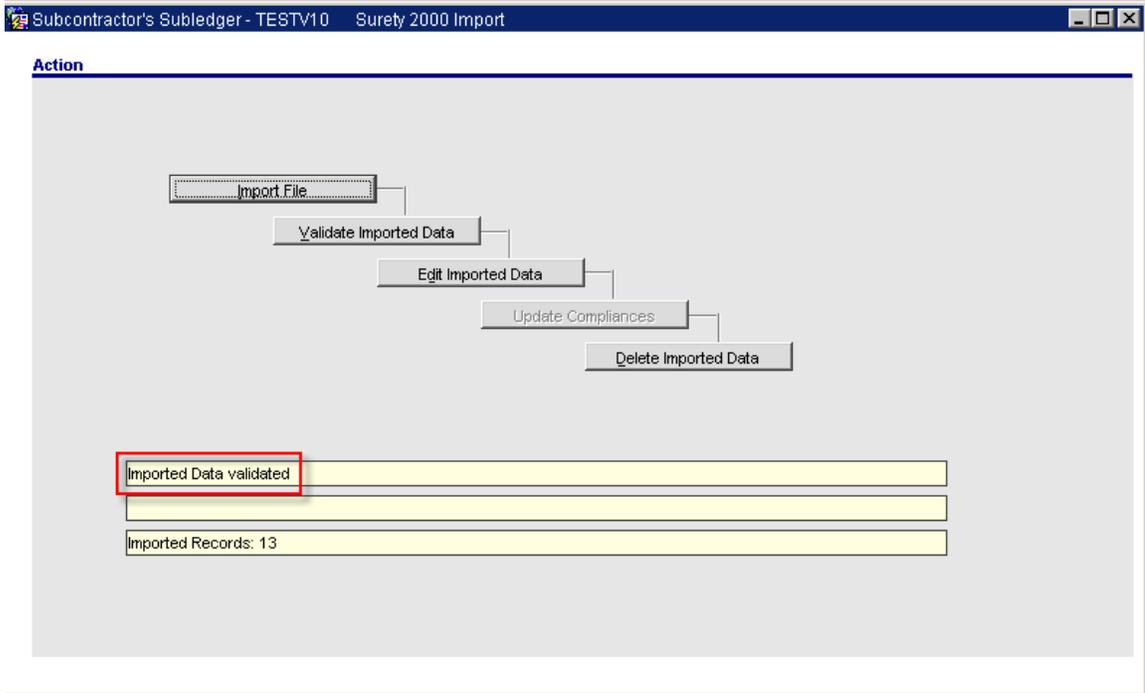
If a header is included in your import file it is ignored and the record count becomes one record less.

The following buttons become enabled:

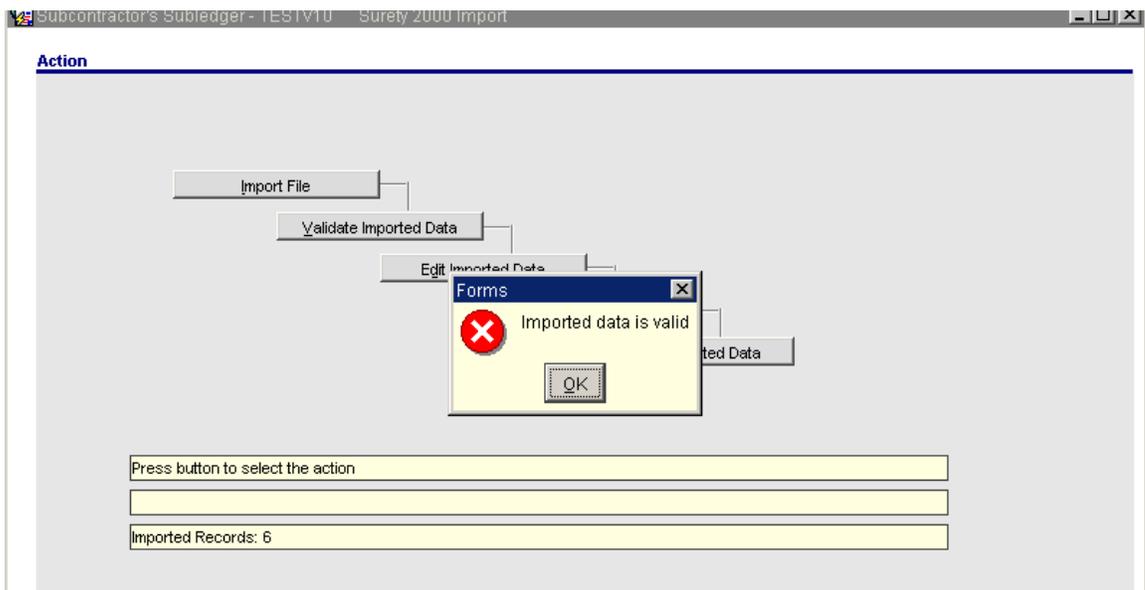
[**Validate Imported Data**], [**Edit Imported Data**] and [**Delete Imported Data**]

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

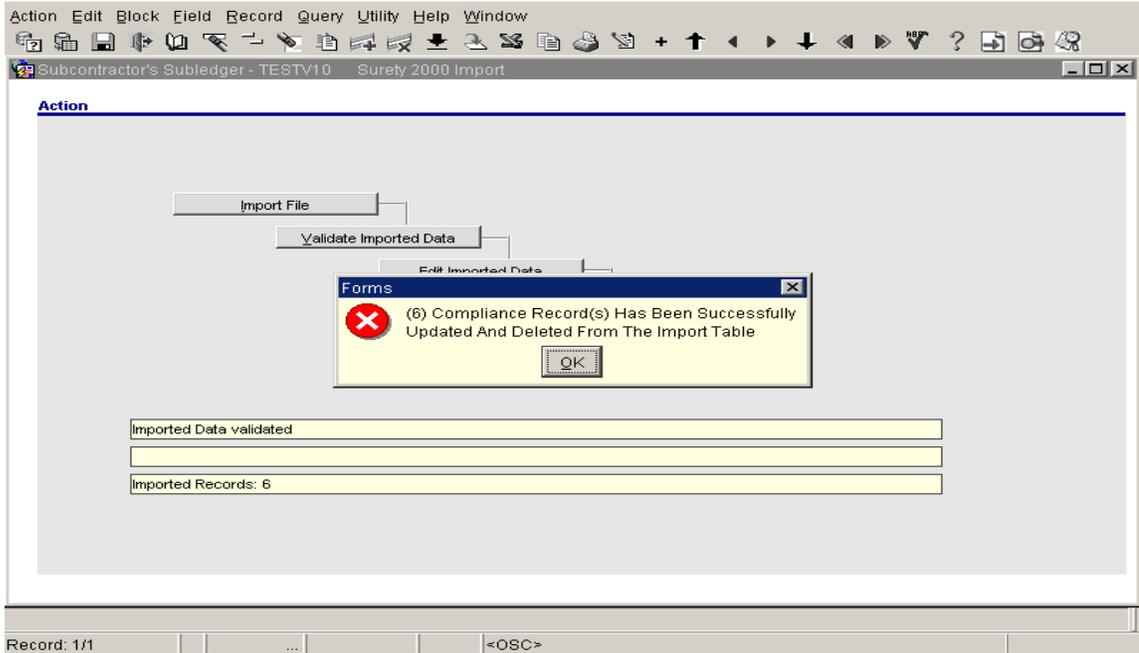
The result is the following:



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







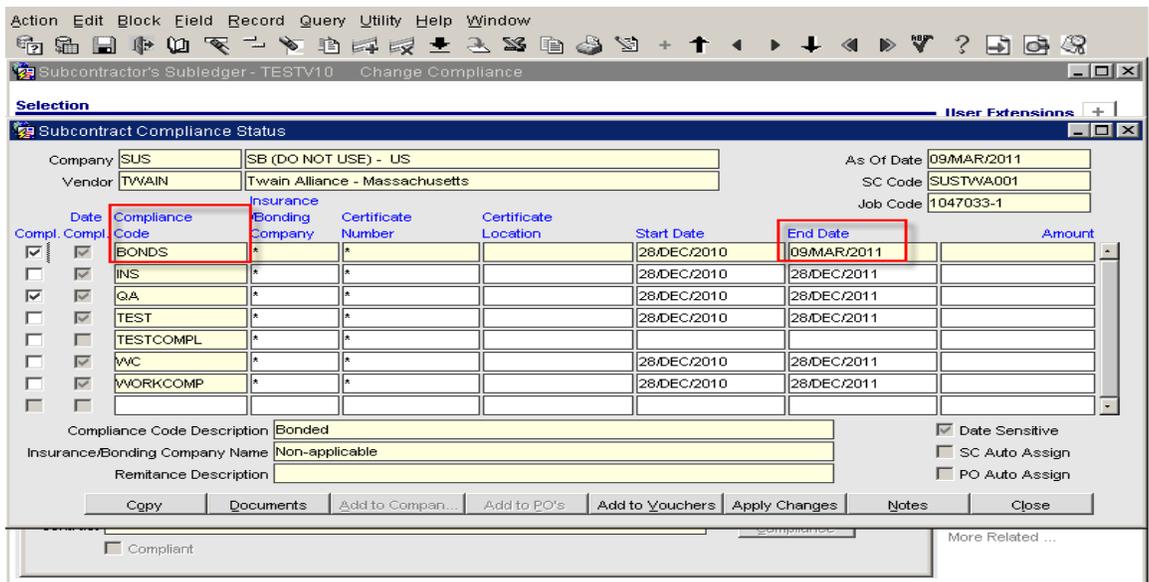
The compliance code is updated by setting the Insurance End Date with the Expiry Date value, and setting the Compliance flag where applicable.

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.

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

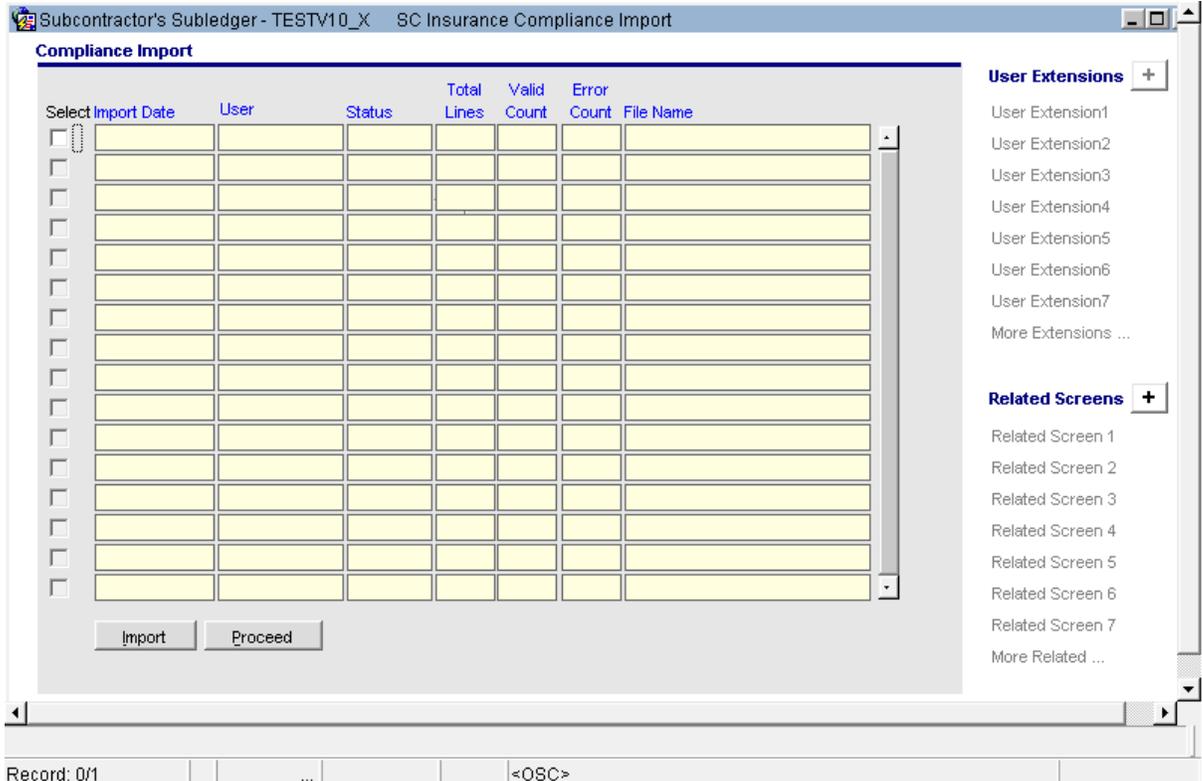
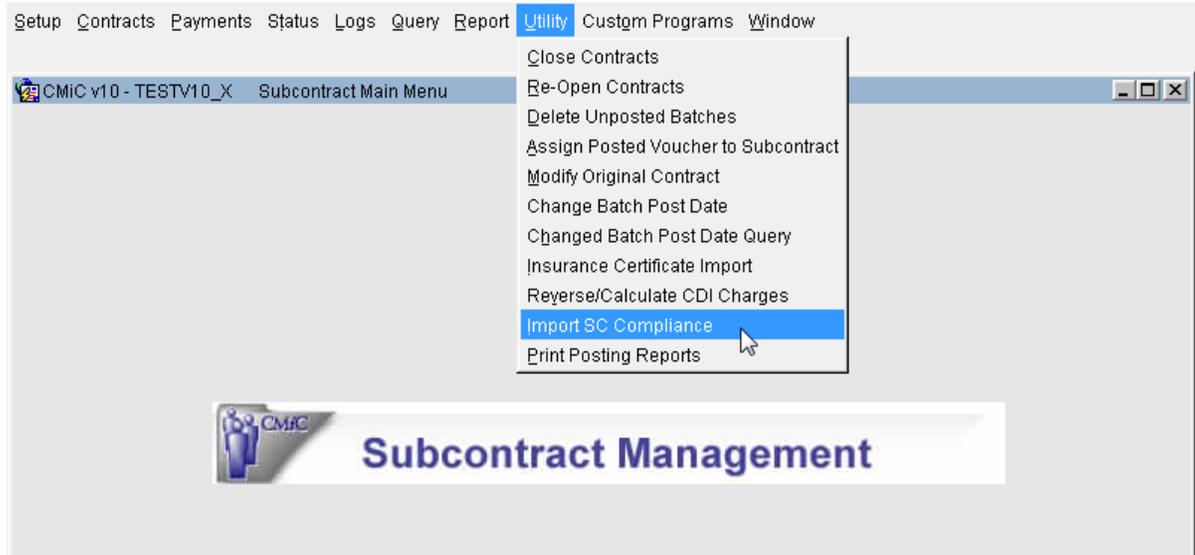
**R = Rejected:** After validation, this should be marked as VALID and remove Compliant Flag, remove Start and End dates and applies updates to all Vouchers. Auto populate 01/01/01 in the start/end date fields for all rejected records that pass the validation process.



## 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:

```

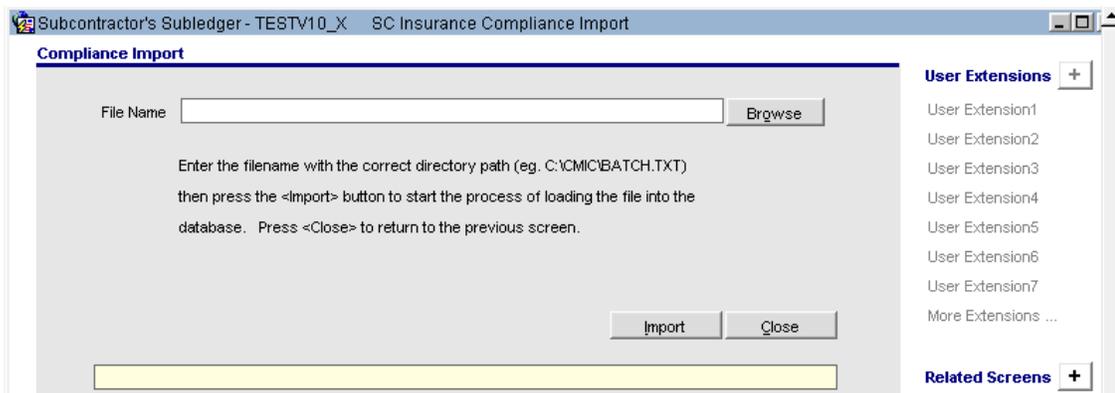
SC-Compliance-Import-TestV10X-ENCLOSED.txt - Notepad
File Edit Format View Help
"RVHQ1001","A1DOORS","RV200","RV200001","KEYS","COMP1","1234567892","Office Shelf","01-JAN-2013","12-DEC-2015","5775.89","Y","Y","",""
  
```

Sample Purchase Order Compliance record in ASCII format:

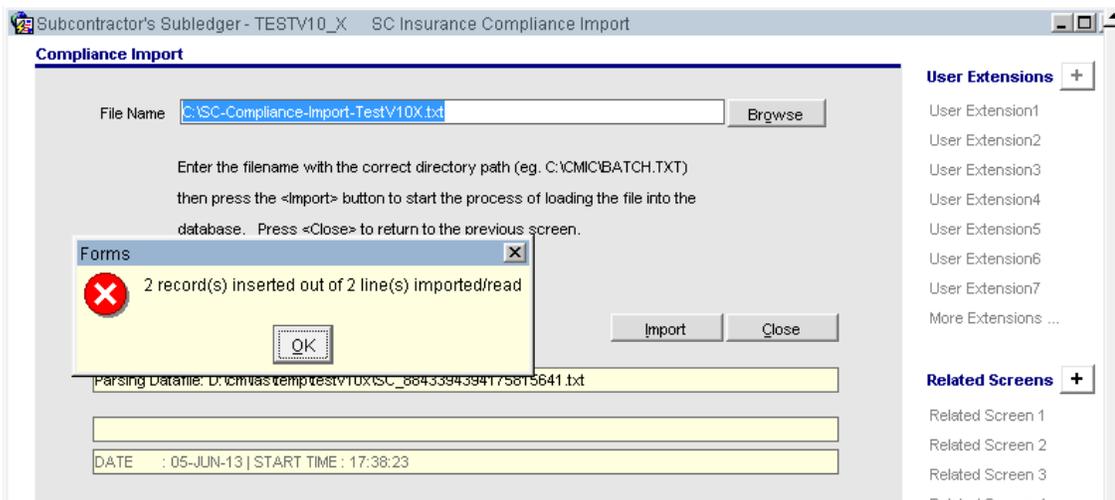
```

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
  
```

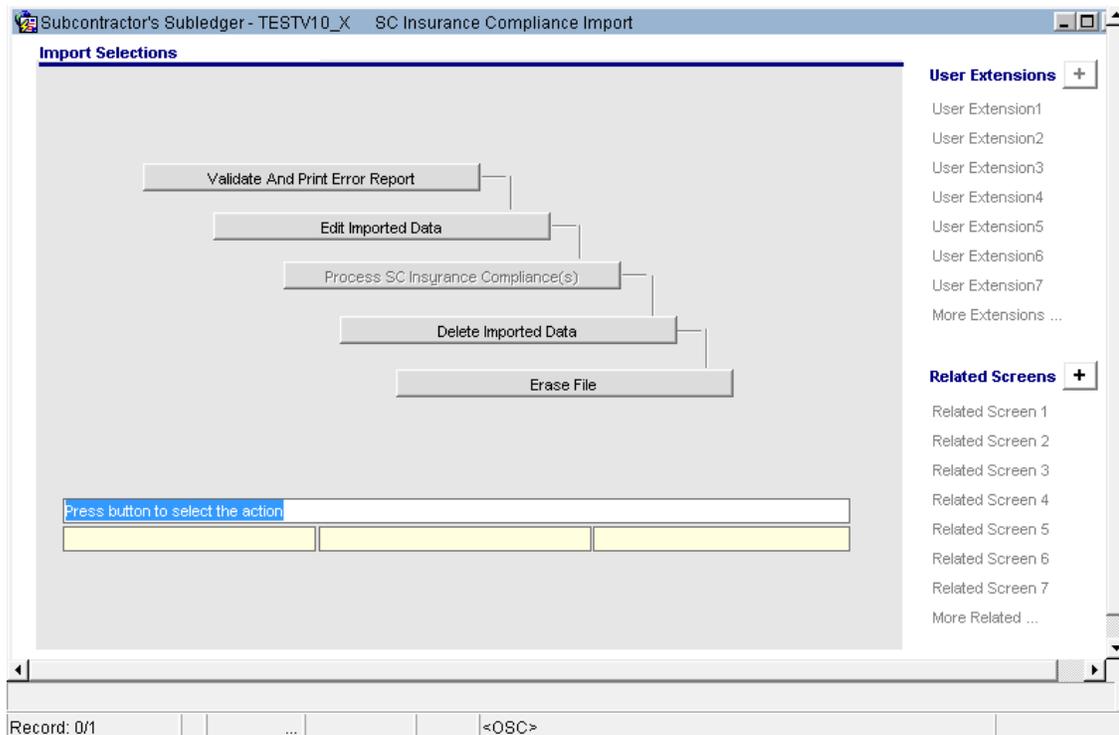
## Import Process



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

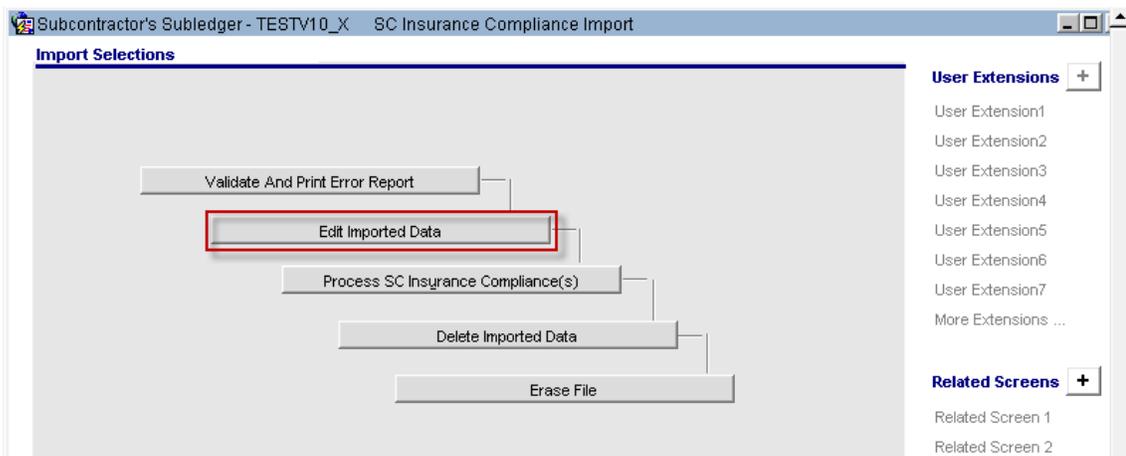
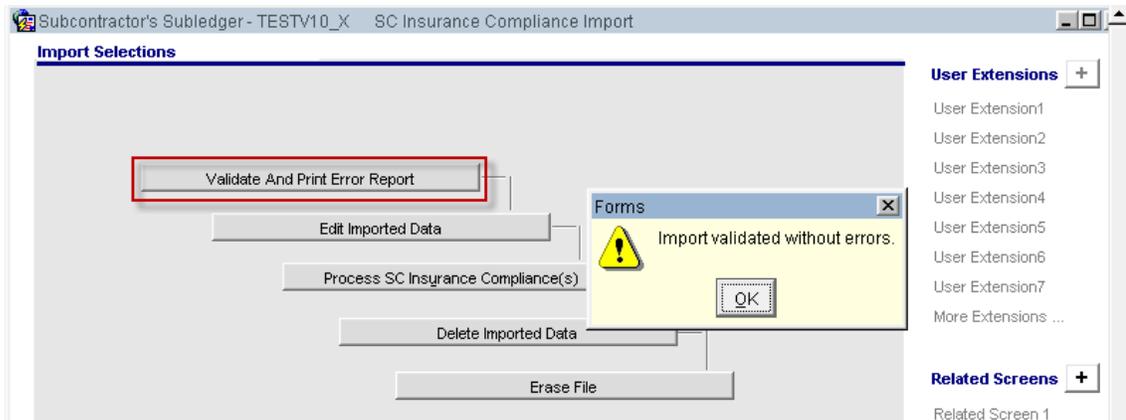


Users may browse and select the required ASCII file and click **[Import]** button, which successfully imports into a staging table and displays the message appropriately.

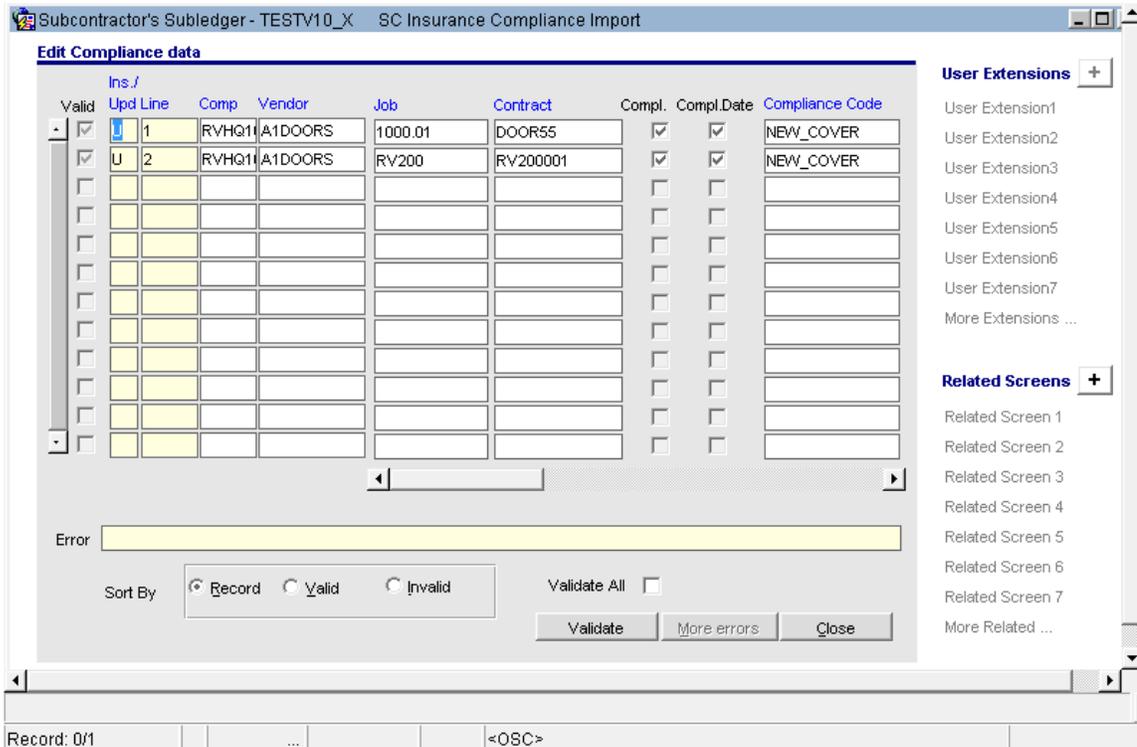


When users click [OK], the Import process selection screen opens up and users may perform the following actions:

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.



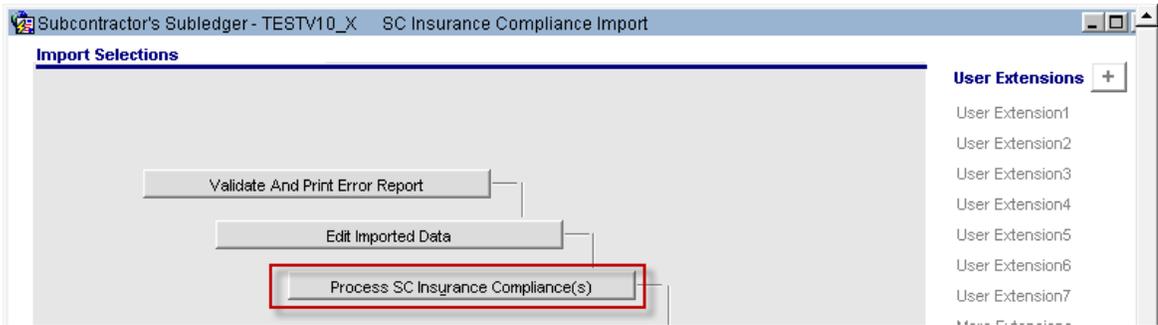
The **Edit Imported Data** option allows the users to review/update and re-validate one or more records. At this point, users have complete control of inserting new lines or deleting existing lines etc. In order to successfully import into CMiC tables such as the subcontract or purchase order masters,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



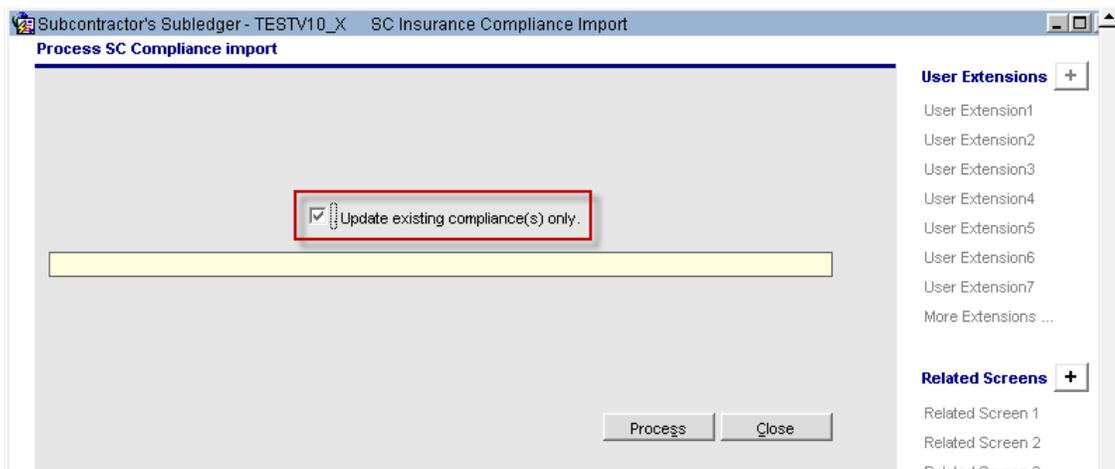
The Edit screen is a standard CMiC import edit screen, allowing users to insert/update/delete and revalidate the records. There is a More Errors popup, which shows the list of errors on a particular line. Once the records are successfully validated, the **Valid** check-box at the left is set as 'Y' by 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)



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



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.

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

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

Subcontractor's Subledger - TESTV10\_X Enter Subcontracts and Changes

Save

Select Code

Company RVHQ1001 RVHQ1001 Long Company Code Na  
 Job RV200 RV200  
 Request ID NONE

User Extensions +  
 User Extension1  
 User Extension2  
 User Extension3  
 User Extension4  
 User Extension5

Options

Vendor A1BRICKS A1 Bricks Manufacturing Compan Contact  
 Contract RV200-1 000 Default Retainage % 10 Value 10,000.00

D Subcontract Compliance Status

Company RVHQ1001 RVHQ1001 Long Company Code Nam As Of Date 05/JUN/2013  
 Vendor A1BRICKS A1 Bricks Manufacturing Company SC Code RV200-1  
 Job Code RV200

Compl.	Date	Compliance	Bonding	Certificate	Certificate	Start Date	End Date	Amount
Code		Code	Company	Number	Location			
<input checked="" type="checkbox"/>		INS	*	*		05/JUN/2013	05/JUN/2014	
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Compliance Code Description Certificate of Insurance Date Sensitive

Record: 1/1 <OSC>

Subcontractor's Subledger - TESTV10\_X SC Insurance Compliance Import

Edit Compliance data

Valid	Ins./	Upd Line	Comp	Vendor	Impl Date	Compliance Code	Ins.Comp	Certificate Number	Certificate Locati
<input checked="" type="checkbox"/>		2	RVHQ11	A1BRICKS	<input checked="" type="checkbox"/>	BONDS	AXA	123456789	Office Shelf
<input checked="" type="checkbox"/>		3	RVHQ11	A1BRICKS	<input checked="" type="checkbox"/>	INS	IOM	123456	Office Building
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				

Line 1: New record  
 Line 2: Existing record

Error

Sort By  Record  Valid  Invalid Validate All

Validate More errors Close

User Extensions +  
 User Extension1  
 User Extension2  
 User Extension3  
 User Extension4  
 User Extension5  
 User Extension6  
 User Extension7  
 More Extensions ...

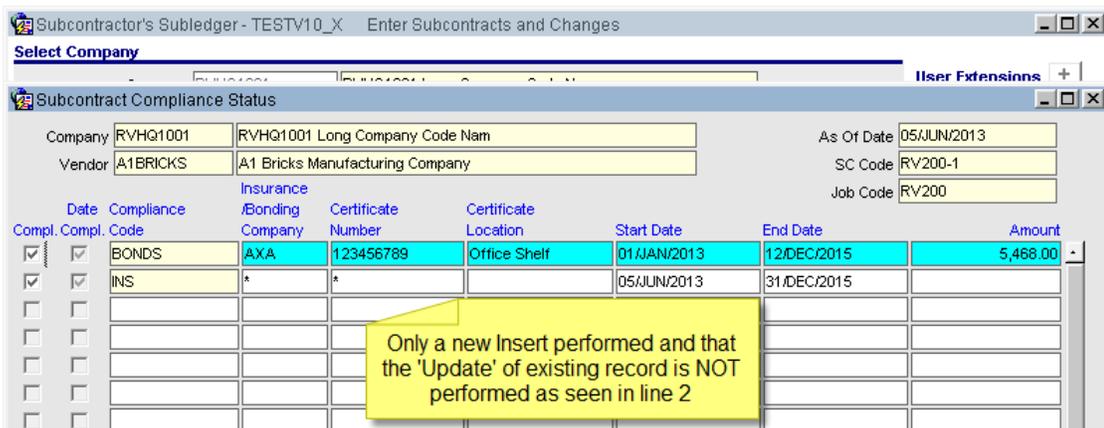
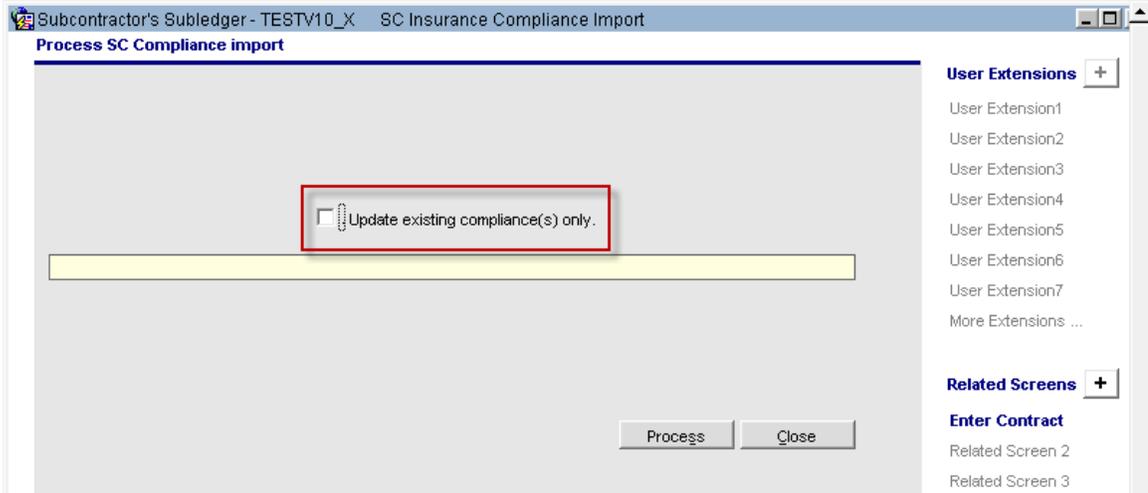
Related Screens +  
 Enter Contract  
 Related Screen 2  
 Related Screen 3  
 Related Screen 4  
 Related Screen 5  
 Related Screen 6  
 Related Screen 7  
 More Related ...

Record: 1/1 <OSC>

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.

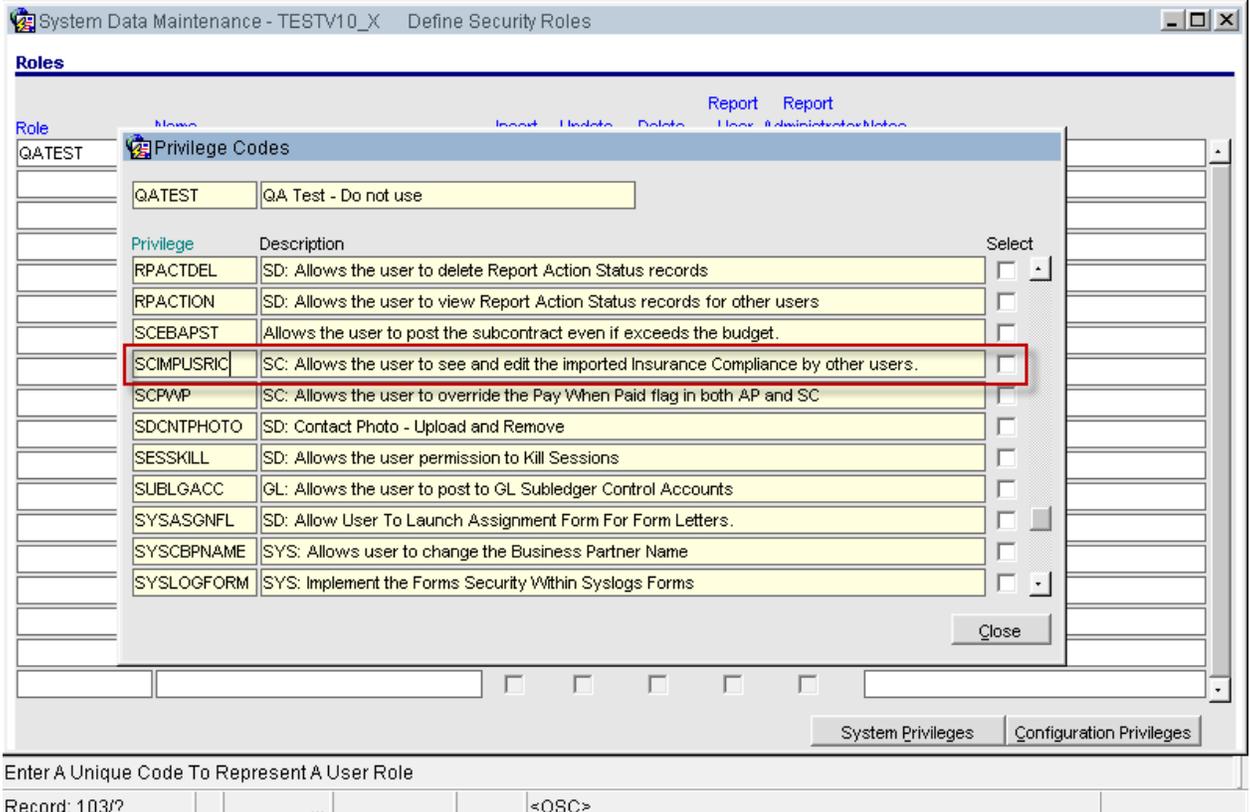
The update itself will happen to only those compliance records with an update to the end date or compliance flag status. Any change in certificate number or any other fields will NOT be considered and NO update will take place.



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.



## 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

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

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## ASCII File Layout – Compliance Import

Control File = scicimps.ctl

Column Name	Screen Prompt	Description	Required	Type	Length
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	Number	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_FLAG	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 Subcontract 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

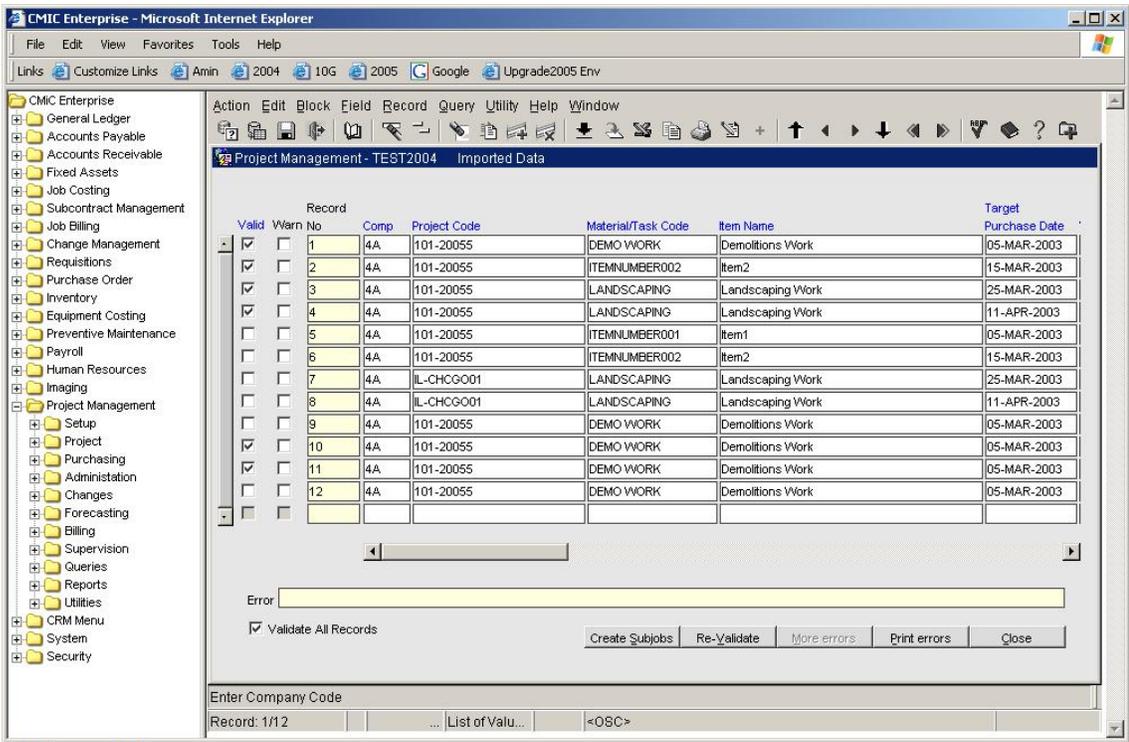
# Project Management Imports

## Bid Items Import (Forms)

This utility allows users to import Bid Items from 3<sup>rd</sup> 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 through 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**

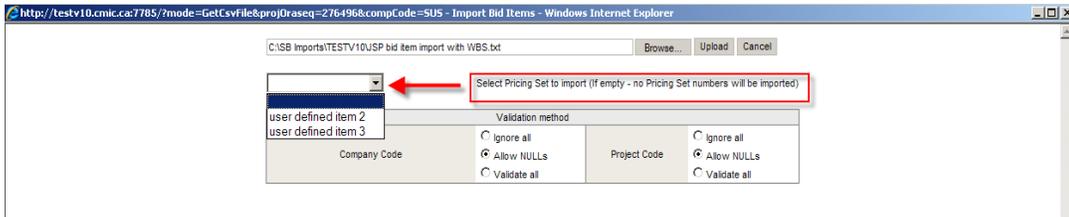
Column Name	Screen Prompt	Description	Required	Type	Length
PMPI_COMP_CODE	Comp	Company code – This must be a valid CMiC Company.	Yes	Char	8
PMPI_PROJ_CODE	Project Code	Project Code – Must be a valid Project for the company	Yes	Char	10
PMPI_MATERIAL_OR_TASK_CODE	Material/Task Code	Bid Item Code	Yes	Char	16
PMPI_ITEM_NAME	Item Name	Name/Description of Item	No	Char	60
PMPI_TARGET_PURCHASE_DATE '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_CODE	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	Required	Type	Length
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)

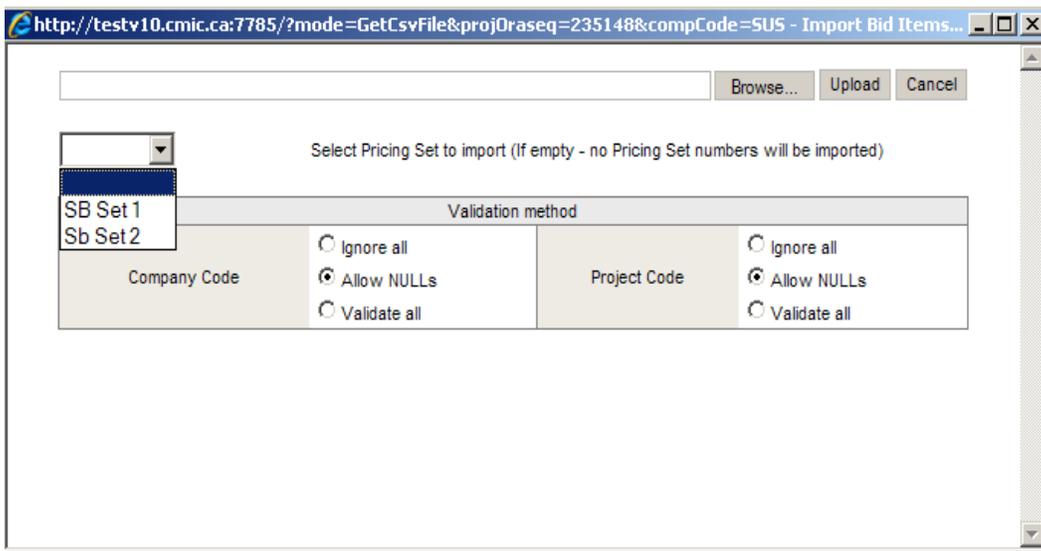
The importation of bid items, for bid jobs as well as actual jobs, from an external source (usually a spreadsheet) can be done while in edit or view mode.

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



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:



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	22	20106	1001	SITEWORK AND EAR	NA			S			0							01500_010		
2	22	20106	1002	Temporarg Requireme	NA			S			0							01500_010		
3	22	20106	1003	Temporarg Stormwater	NA			S			200000							01500_010		
4	22	20106	1004	Site Access Roads/Tri	NA			S			32780							01500_010		
5	22	20106	1005	Project Sign @ Entranc	NA			S			2500							01500_010		
6	22	20106	1006	Temporarg Fencing	NA			S			6300							01500_010		
7	22	20106	1007	Temporarg Gate	NA			S			3500							01500_010		
8	22	20106	1008	Temporarg Covered w/	NA			S			7200							01500_010		
9	22	20106	1009	Site Preparation	NA			S			0							02230_010		
10	22	20106	1010	Sawcut Pavement	NA			S			2655							02230_010		
11	22	20106	1011	Remove Pavement	NA			S			73611							02230_010		
12																				

Sample Bid Item Import Spreadsheet

## ASCII File Layout – Bid Items Import (JSP)

CONTROL FILE = PMPBIIMJ.ctf

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 after the Phase Quantity field:

Column Name	Screen Prompt	Description	Required	Type	Length
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	Required	Type	Length
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	Screen Prompt	Description	Required	Type	Length
PMFBII_PHS_QTY	Phase Quantity	Phase Quantity if applicable	No	Num	16,8

Column Name	Screen Prompt	Description	Required	Type	Length
PMFBII_PHS_FIRST_SEGM_VALUE		First Segment Value – applicable when Phase Segmentation is being used	No	Char	16
PMFBII_BILL_QTY		Billing Qty	No	Num	
PMFBII_BILL_PRICE		Billing Price	No	Num	
PMFBII_BILL_AMT		Billing Amount	No	Num	
PMFBII_TEMP_PCI_ID		Temporary 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		Quantity – user defined pricing set	No	Num	16,2
PMFBII_CUSTOM_PRICING_PRICE		Price – user defined pricing set	No	Num	18,4
PMFBII_CUSTOM_PRICING_AMT		Amount – user defined pricing set	No	Num	18,4
PMFBII_GROUP_CODE		Bid item Group Code	No	Char	16
PMFBII_ALTER_ID		Alternate Identifier	No	Num	4,2
PMFBII_PHS_TYPE		Phase Type – validated against JC Phase Types	No	Char	16
PMFBII_FORECAST_METH		Forecast Method	No	Char	1 (P,A,U)
PMFBII_BILLING_TYPE_CODE		Billing Type (value from JCJOB CAT)	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:

Delete	Comp	Project	Material/Task Code	Name	Target Purchase Date	WM	Item Type	Purchasing Type	Estimated			Target	
									Quantity	Price	Amount	Quantity	Price
<input type="checkbox"/>	SUS	1047037PR	IMP-1001	SITWORK AND EAMP-HWORK_	100410	NA		Subcontracts	100	45.00	4,500.00	770.22	
<input type="checkbox"/>	SUS	1047037PR	IMP-1002	Temporary Requirements / Site Logistics_	100410	NA		Subcontracts	200	50.00	10,000.00	800	
<input type="checkbox"/>	SUS	1047037PR	IMP-1003	Temporary Stormwater Management (Allowan	100410	NA		Subcontracts	300	20.00	6,000.00	900	
<input type="checkbox"/>	SUS	1047037PR	IMP-1004	Site Access Roads/Tracking Pads/Parking_	100410	NA		Subcontracts	400	30.00	12,000.00	1000	
<input type="checkbox"/>	SUS	1047037PR	IMP-1005	Project Sign @ Entrance_	100410	NA		Purchasing	500	55.00	27,500.00	1500	
<input type="checkbox"/>	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.

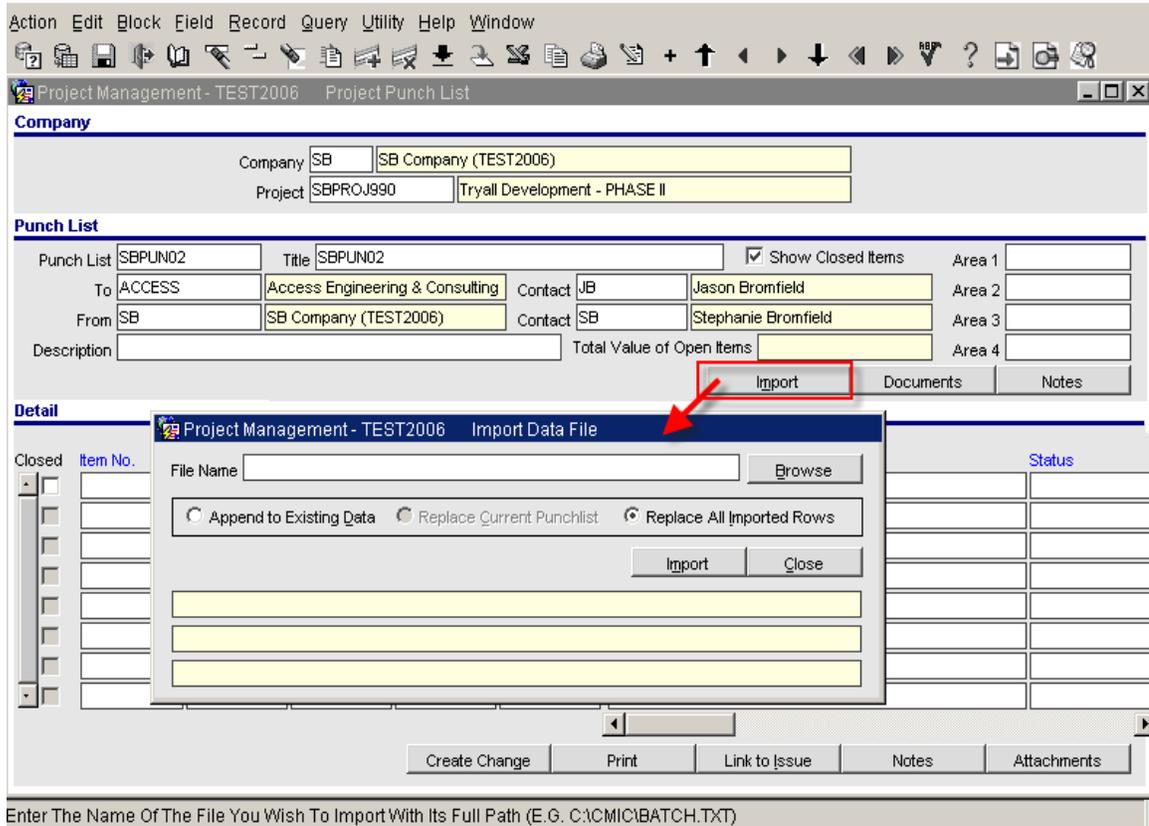
Correct invalid data where needed, and select records to be removed by checking in the checkbox to the left of each record. The records will be removed on pressing [**Re-validate**].

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)



## 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	
6	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-RRRR	
18	PMFPDI_RECEIVED_DATE	Received On	DATE DD-MON-RRRR	
19	PMFPDI_ISSUED_DATE	Issued On	DATE DD-MON-RRRR	
20	PMFPDI_START_DATE	Started On	DATE DD-MON-RRRR	
21	PMFPDI_SCHD_COMPL_DATE	Schd. Compl.	DATE DD-MON-RRRR	
22	PMFPDI_REINSPECTED_DATE	Re-Inspected	DATE DD-MON-RRRR	
23	PMFPDI_COMPLETED_DATE	Completed	DATE DD-MON-RRRR	
24	PMFPDI_SIGNED_OFF_DATE	Signed-Off	DATE DD-MON-RRRR	
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.

Project Management - TEST2006 Project Punch List

Company

Company 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 Open Items Area 4

Close Import Documents Notes

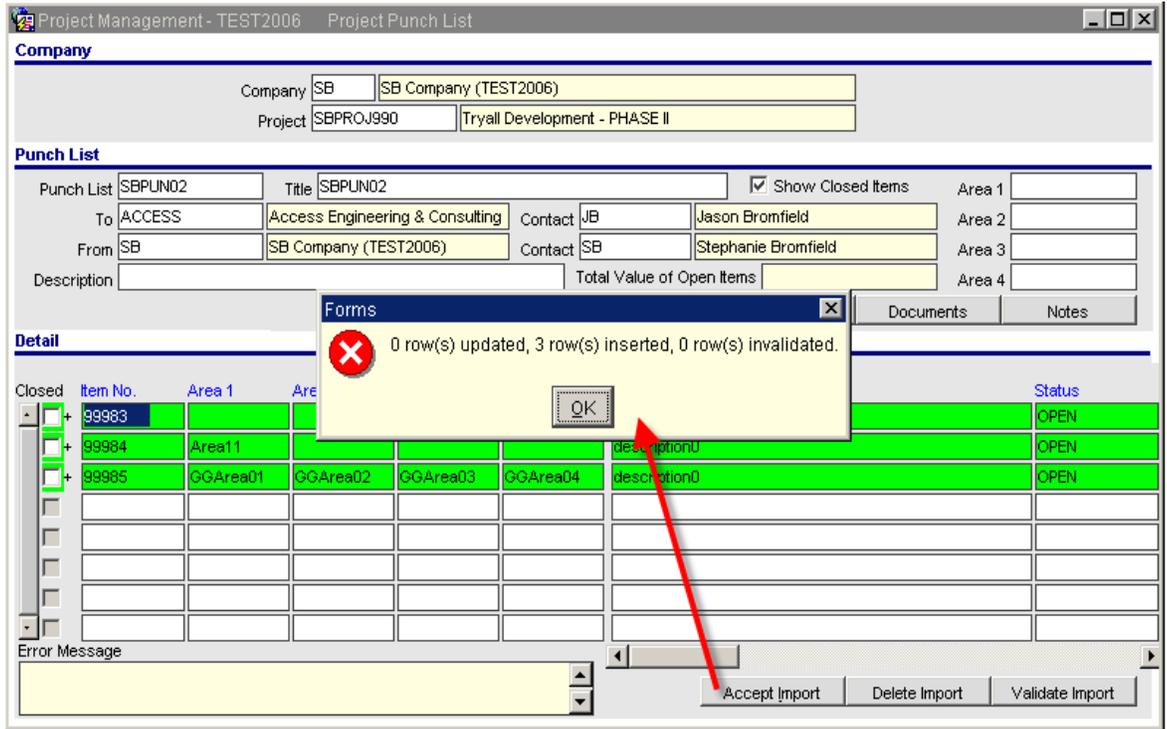
Detail

Closed	Item No.	Area 1	Area 2	Area 3	Area 4	Description	Status
<input type="checkbox"/>	99983					description0	OPEN
<input type="checkbox"/>	99984	Area11				description0	OPEN
<input type="checkbox"/>	99985	GGArea01	GGArea02	GGArea03	GGArea04	description0	OPEN
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

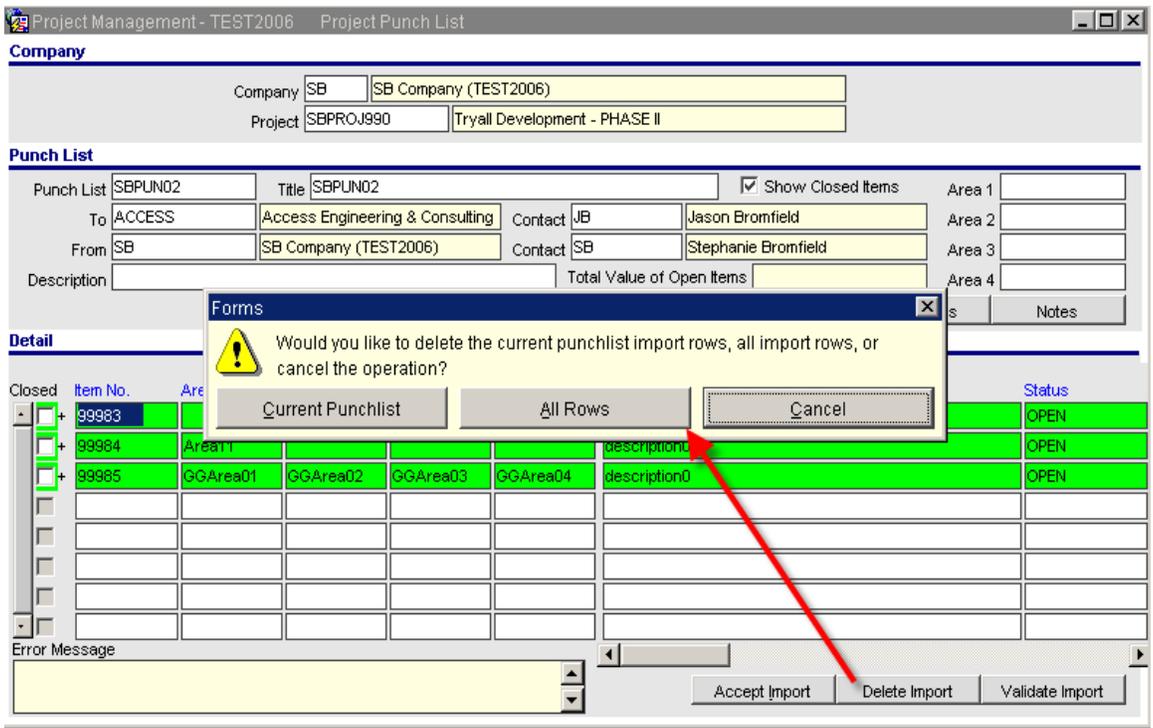
Error Message

Accept Import Delete Import Validate Import

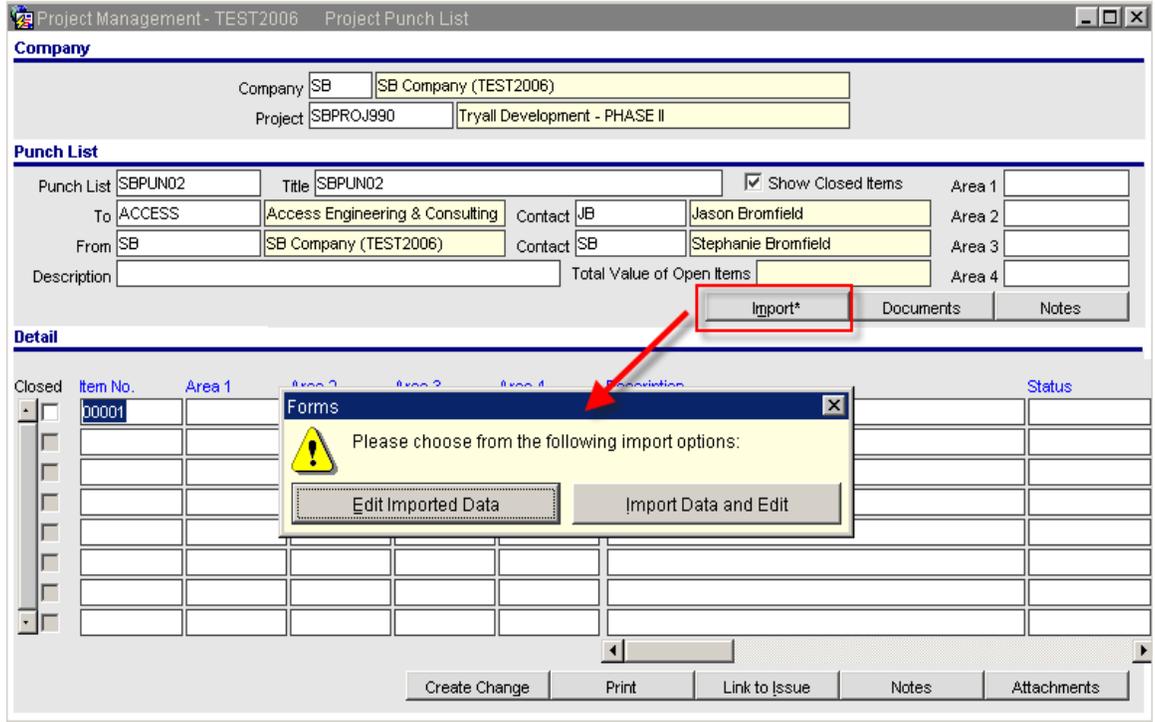
3. **Accept Import and Validate Import** applies only to import punch list detail rows (in temporary import table) belonging to the current punch list on the screen:



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):

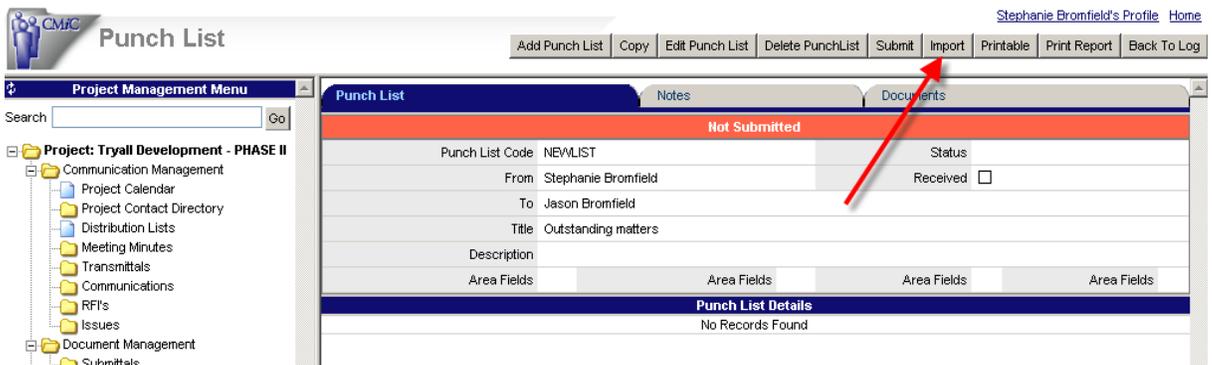


5. **Close Import** will remove the imported records from the detail section with the option of re-importing them using the **'Import\*'** (the same button toggles between the two options):



## Importing Punch List Items (JSP)

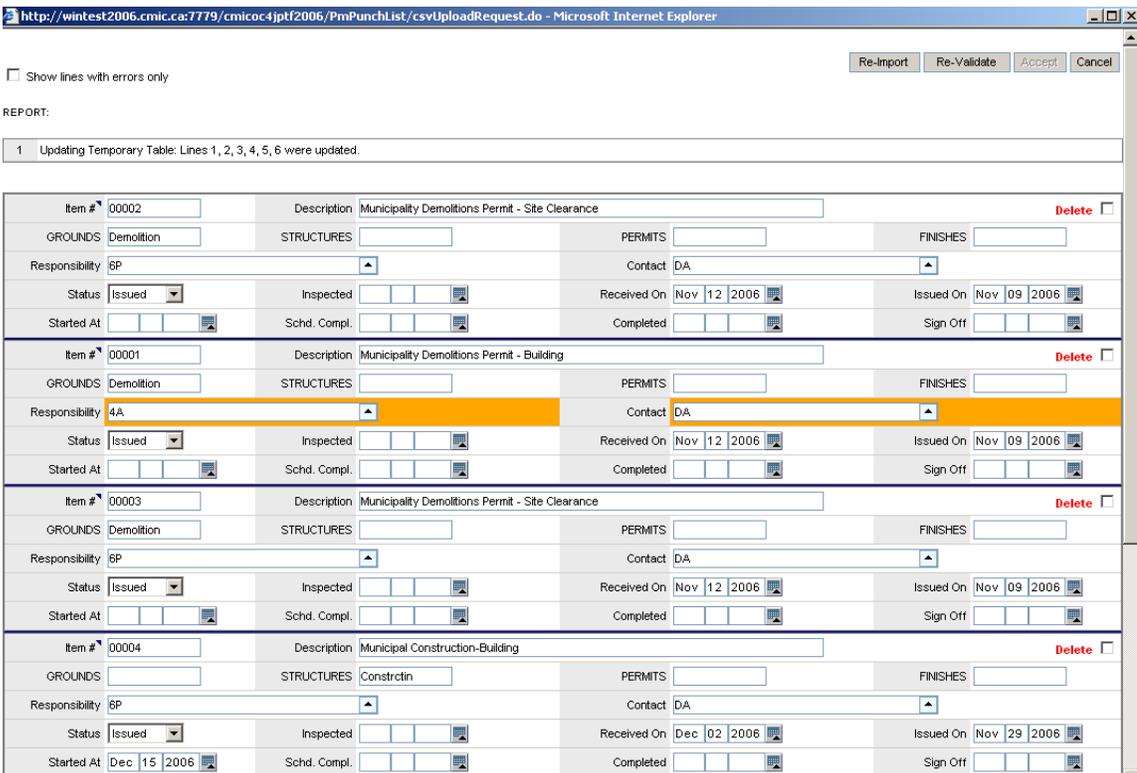
Large numbers of punch lists can be entered using the Import option. To use this option, the user must already have the punch list header as the current screen. The JSP Punch list import file layout consists of the same fields as the Forms version.



Clicking the Import button will open the file selection form:



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:



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)

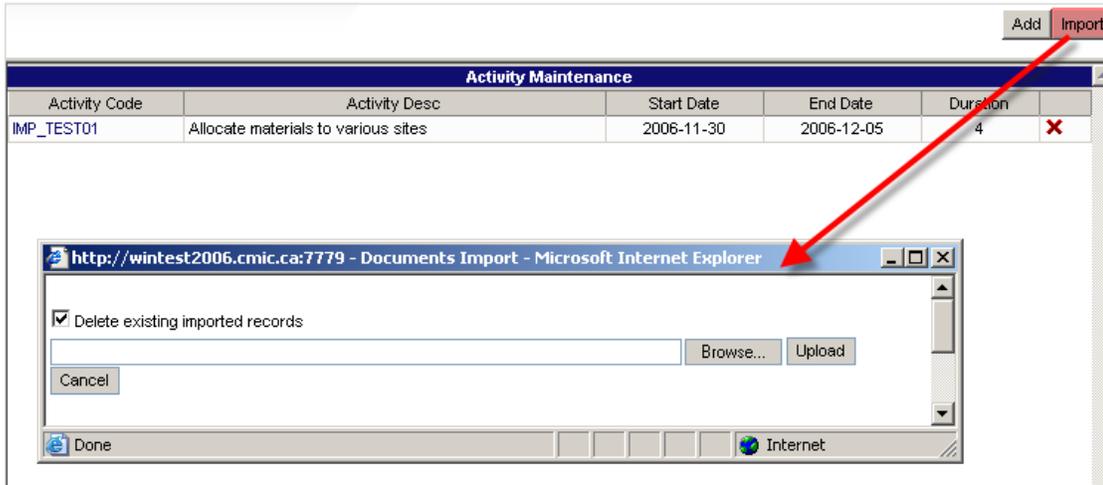
### ASCII File Layout – Schedule Activities Import

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

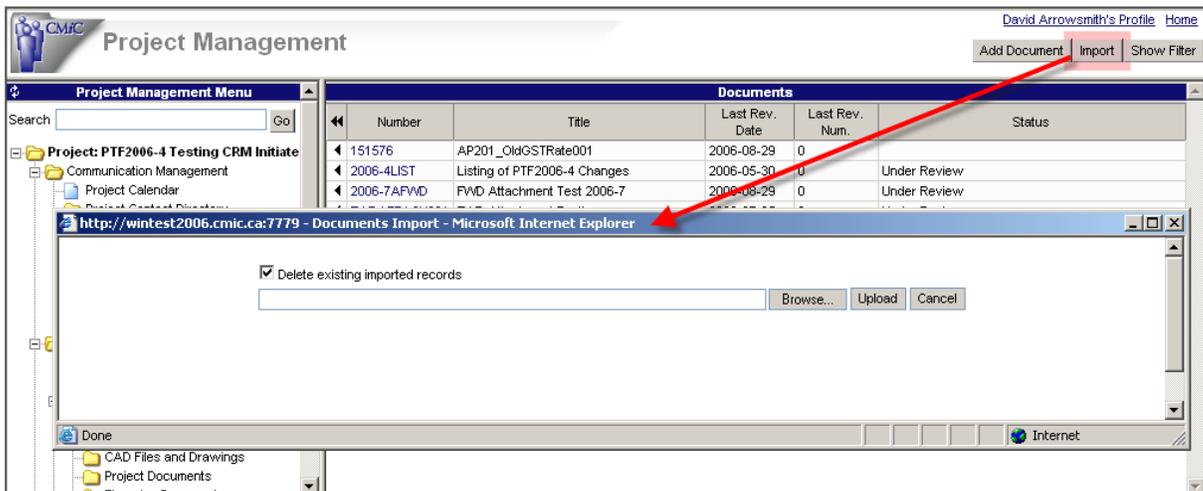
Click the **[Import]** button to access the activities import functionality:



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)



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:

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.

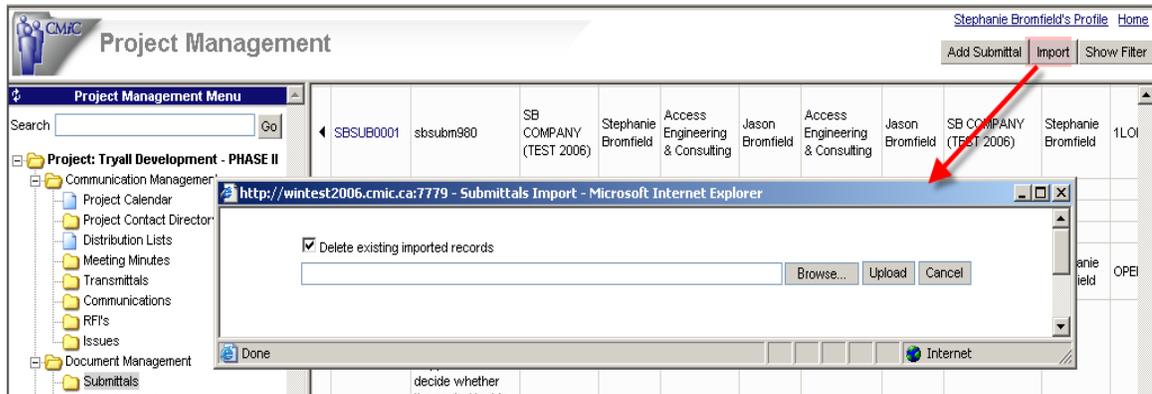
Use the [**Re-Validate**] button to update changes and review any further errors. Once all records are corrected, click the [**Accept**] option. Existing document headers will be updated and new ones will be created by the import, if they do not already exist. The Document Package will also be created 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 and must pre-exist)	VARCHAR2(10)
PMFDI_REV_NUM	Revision Number	NUMBER
PMFDI_REF_CODE	Designer Reference Code	VARCHAR2(60)
PMFDI_REV_DATE	Revision Date	formatted as: 'DD-MON-RRRR'
PMFDI_RECVD_DATE	Received Date	formatted as: 'DD-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: 'DD-MON-RRRR'
PMFDI_COPIES_NUM		NUMBER(11)
PMFDI_STATUS_CODE	Document Status	VARCHAR2(10)

## Importing Submittals (JSP)



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:

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 re-link 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 must 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	<i>Formatted as: 'DD-MON-RRRR'</i>
PMFSMI_REQUIRED_END_DATE	Required End Date	<i>Formatted as: 'DD-MON-RRRR'</i>
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	<i>Formatted as: 'DD-MON-RRRR'</i>
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 submittal entry	VARCHAR2(30)
PMFSMI_SORT_ORDER_NUMBER		NUMBER

PMFSMI_CLOSED_DATE	Date Closed	<i>Formatted as 'DD-MON-RRRR'</i>
PMFSMI_TYPE_CODE	Indicates type of submittal	VARCHAR2(10)
PMFSMI_SPEC_SUBSEC_CODE	Indicates Spec Sub-Section for submittal	VARCHAR2(30)
PMFSMI_PROCUREMENT_FLAG	Procurement Indicator - Default is 'N'	VARCHAR2(1)
PMFSMI_ACTIVITY_CODE	Activity Code	VARCHAR2(10)
PMFSMI_QC_REQUIREMENT_FLAG	Quality Control Requirement Flag	VARCHAR2(1)

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## 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**):

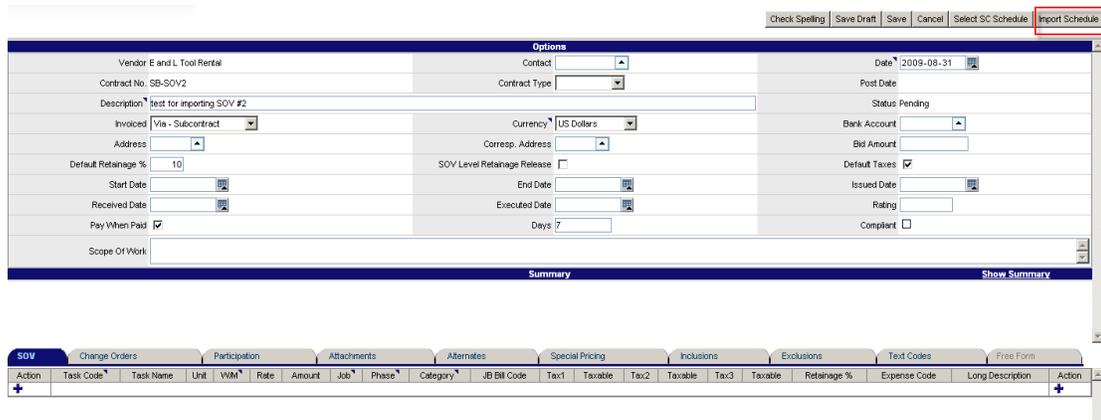
Field Name	Description	Attribute
PMSOVI_TASK_CODE	varchar2(16)	Task Code
PMSOVI_TASK_NAME	varchar2(30)	Task Name
PMSOVI_UNIT	number	Units
PMSOVI_WM_CODE	varchar2(2)	Weight/Measure
PMSOVI_UNIT_RATE	number	Rate
PMSOVI_AMT	number	Amount
PMSOVI_JOB_CODE	varchar2(10)	Job Code
PMSOVI_PHS_CODE	varchar2(16)	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'.

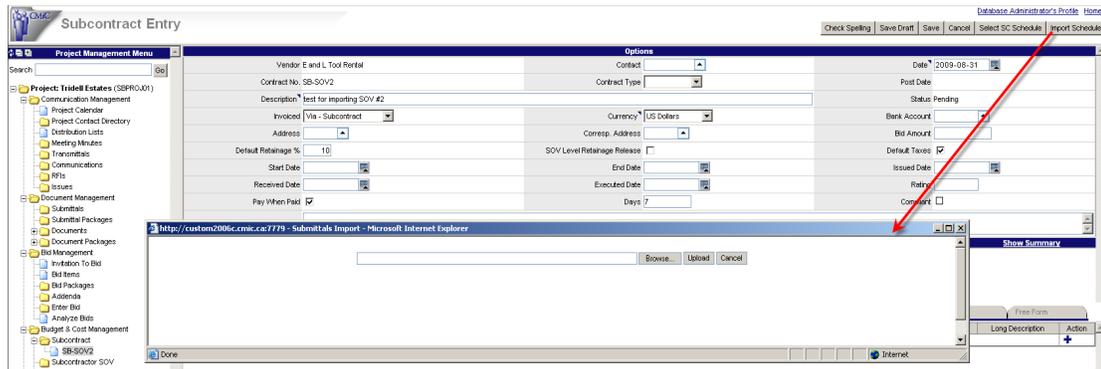
**Sample:**

```
SCSOV.TXT - Notepad
File Edit Format View Help
IMPTASK1,IMPORT TASK1,,NA,"14000.44",SBJOB01,1,2000,XXXX,01,Y,02,N,,N,2, ,LINE ITEM 1
,IMPORT TASK1,, ,12000, ,2,3000,XXXX,10,Y,, ,N,10,3000,LINE ITEM 2
IMPTASK3, ,NA,12000,SBJOB02,1, ,1000-12,01,Y,N, , ,3000,
,IMPORT TASK1,1000, ,12, ,SBJOB01,1,2000,XXXX,1, , ,N,N,10,3000,LINE ITEM 3
IMPTASK1,IMPORT TASK9,,NA,"100230.56",SBJOB01, ,2000, ,1,Y, ,N,5,N,5,3000,LINE ITEM 4
IMPTASK2,IMPORT TASK2,,NA, , ,1, ,XXXX, , , ,N,N,10,3000,LINE ITEM 5
IMPTASK1,IMPORT TASK1,,NA,12000,XXXX,1,2000,XXXX,1,Y, ,N, ,N,02, ,LINE ITEM 6
,IMPORT TASK1,, ,1300, ,2,1000,XXXX,1,Y, , ,N,10,3000,LINE ITEM 7
IMPTASK3, ,NA,12000,SBJOB01,1, ,3000,1,Y,3,N, , ,3000,
,IMPORT TASK1,1000, ,12, ,1,2000,XXXX,1, , ,N, ,N,10,3000,LINE ITEM 8
IMPTASK1,IMPORT TASK9,,NA, ,555.45,SBJOB01, ,XXXX, , ,Y, ,N,4,N,5,3000,LINE ITEM 9
IMPTASK2,IMPORT TASK2,,NA, , ,1, ,XXXX,1, , ,N, ,N,10,3000,LINE ITEM 11
```

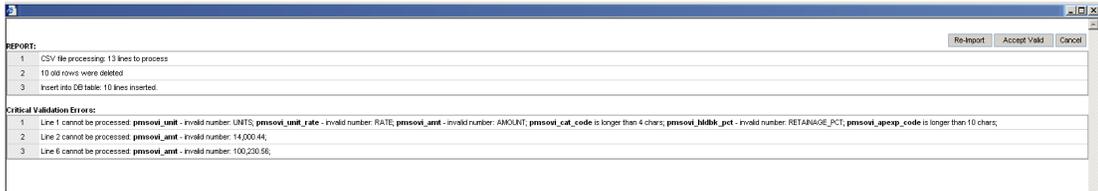
The Import function is accessed by clicking the **[Import Schedule]** button which is available on an **un-posted** subcontract in 'Edit' mode.



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

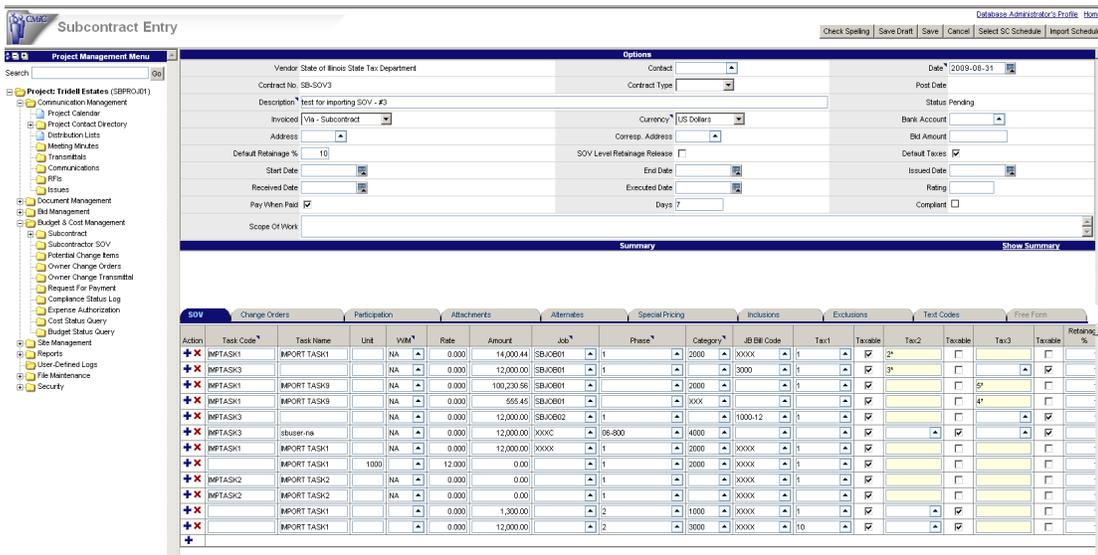


After selecting the file, click **[Upload]** to bring the data to the initial validation screen:



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.

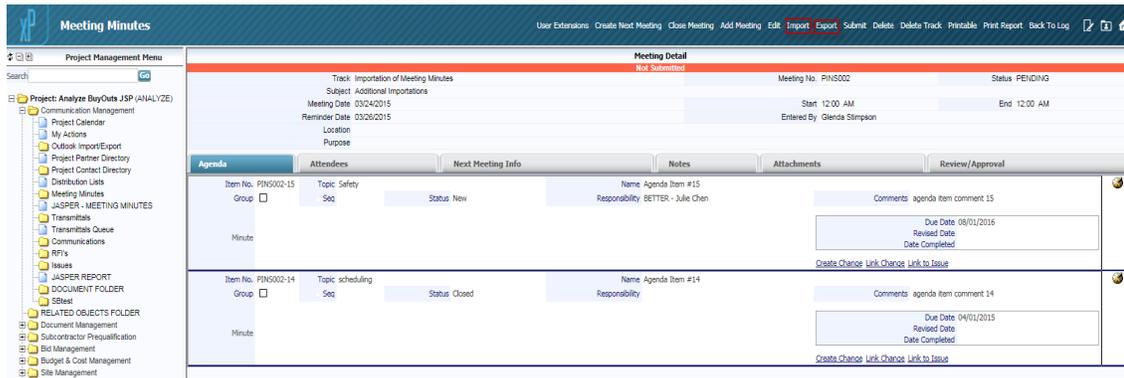
When there are no initial validation errors from the import, the **[Accept]** button is used to pull the records into the subcontract SOV section:



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.

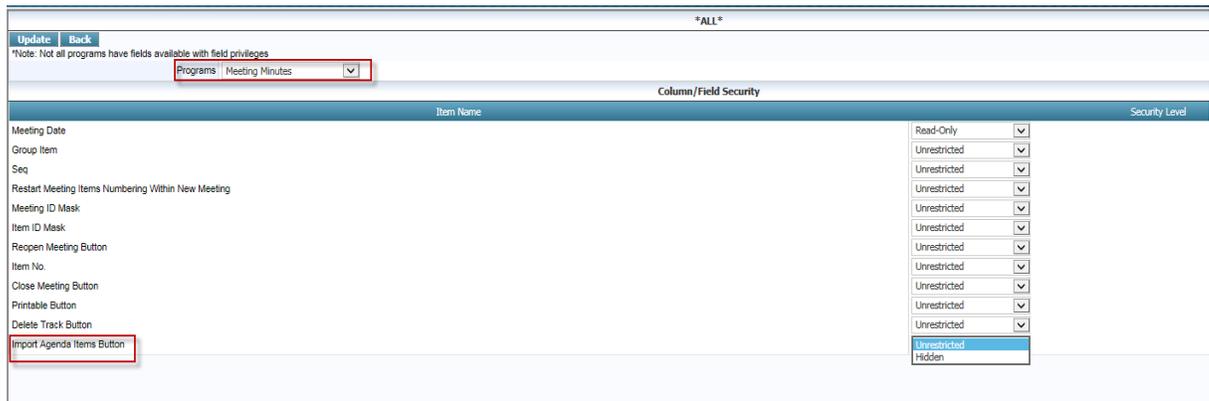
An import can be done for an un-posted subcontract that already has detail SOV lines. In this case, the imported records are combined with the existing records on the subcontract.

# Meeting Minutes Import and Export (JSP)



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.

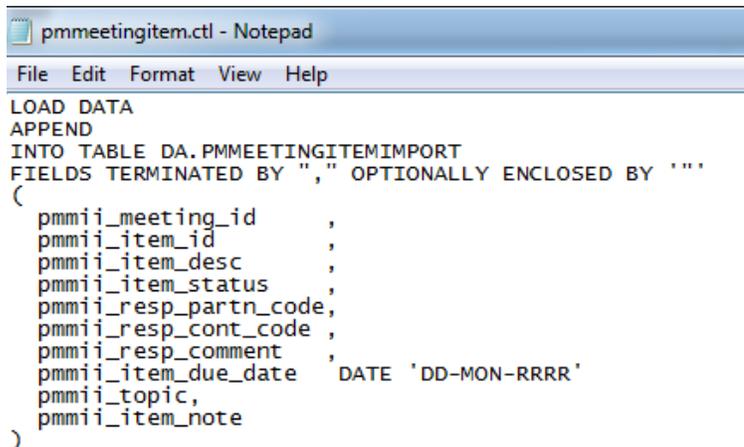
Field security can be applied to the **[Import]** button. The setting is 'Unrestricted' or 'Hidden':



## 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**



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)

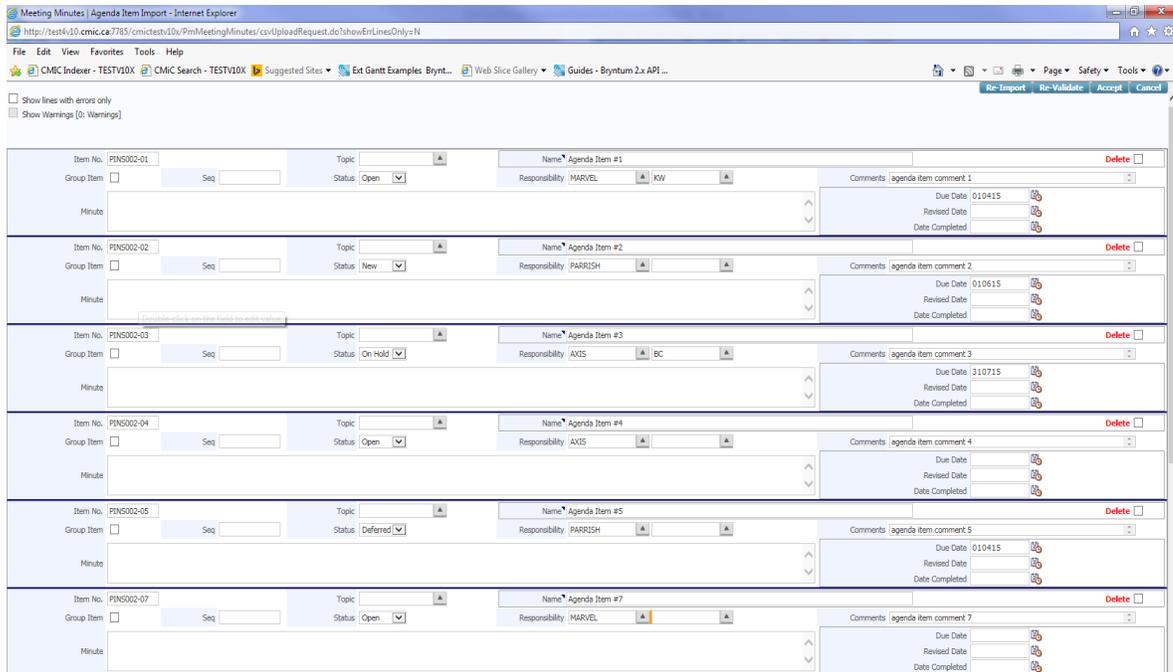
Sample file for import:

```

MeetingMin.txt - Notepad
File Edit Format View Help
|-pmmii_meeting_id,pmmii_item_id,pmmii_item_desc,pmmii_item_status,pmmii_resp_partn_code,pmmii_resp_cont_code,pmmii_resp_comment,pmmii_item_due_date
PINS002,PINS002-01,Agenda Item #1,O,SUS,Kw,agenda item comment 1,'01-APR-2015'
PINS002,PINS002-02,Agenda Item #2,N,PARRISH,,agenda item comment 2,'01-JUN-2015'
PINS002,PINS002-03,Agenda Item #3,H,AXIS,BC,agenda item comment 3,'31-JUL-2015'
PINS002,PINS002-04,Agenda Item #4,O,AXIS,,agenda item comment 4,
PINS002,PINS002-05,Agenda Item #5,D,parrrish,,agenda item comment 5,'01-APR-2015'
PINS002,PINS002-06,Agenda Item #6,D,parrkdale,,agenda item comment 6,'31-APR-2015'
PINS002,PINS002-07,Agenda Item #7,O,MARVEL,,agenda item comment 7,
PINS002,PINS002-08,Agenda Item #8,O,PAPER,,agenda item comment 8,'01-APR-2015'
PINS002,PINS002-09,Agenda Item #9,C,,,agenda item comment 9,'01-MAR-2016'
PINS002,PINS002-10,Agenda Item #10,D,,,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'
PINS002,PINS002-13,Agenda Item #13,N,,,agenda item comment 13,'01-GEB-2015'
PINS002,PINS002-14,Agenda Item #14,C,,,agenda item comment 14,'01-APR-2015'
PINS002,PINS002-15,Agenda Item #15,N,,,agenda item comment 15,'01-AUG-2016'

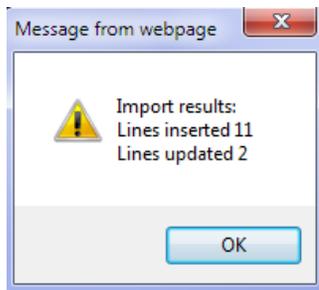
```

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:



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.

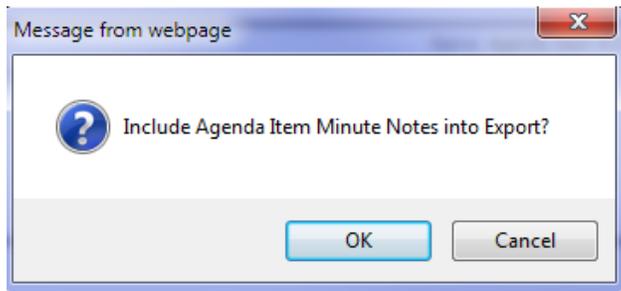
Additional changes can be made here and then revalidated before finally 'Accepting' the import into the Meeting Minutes screen. A notification is sent giving the number of records inserted and updated:



## 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:



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 **<BR><BR>**:

For example, exporting:

The screenshot shows a 'Meeting Detail' page for Meeting No. PINS002. It includes fields for Subject, Meeting Date, Reminder Date, Location, and Purpose. Below this are tabs for Agenda, Attendees, Next Meeting Info, Notes, Attachments, and Review/Approval. The 'Agenda' tab is active, showing two items:

- Item No. PINS002-15**: Topic Safety, Status New, Responsibility BETTER - Julie Chen. Minute: 03/24/2015 (KW) more agenda item notes added; 03/24/2015 (KW) note added to demonstrate the use in the export.
- Item No. PINS002-14**: Topic scheduling, Status Closed, Responsibility [blank]. Minute: [blank].

Selecting **[OK]** yields:

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		C			agenda item comment 14	24-MAR-15 (KW) more agenda item notes added 24-MAR-15 (KW) note added to demonstrate the use in the	4/1/2015	
3	PINS002-15	Safety	Agenda Item #15	N	N	BETTER	P	JC	agenda item comment 15	export	8/1/2016	

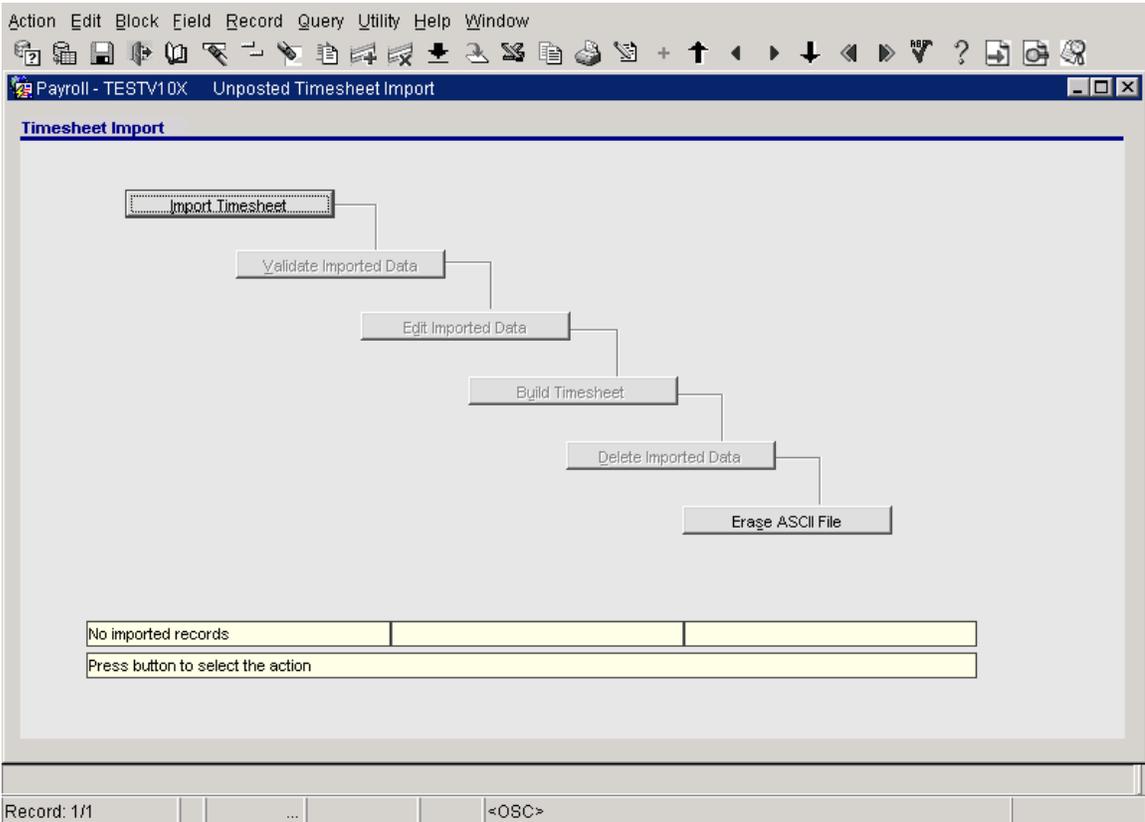
Selecting **[Cancel]** yields:

Item_No	Topic	Name	Group_Item	Seq	Status	Responsibility_Part	Partner_Type_Code	Responsibility_Cont	Comments	Due_Date	Revised_Date	Date_Completed
2	PINS002-14	scheduling	Agenda Item #14	N		C			agenda item comment 14	4/1/2015		
3	PINS002-15	Safety	Agenda Item #15	N	N	BETTER	P	JC	agenda item comment 15	8/1/2016		

'Minute' column is missing

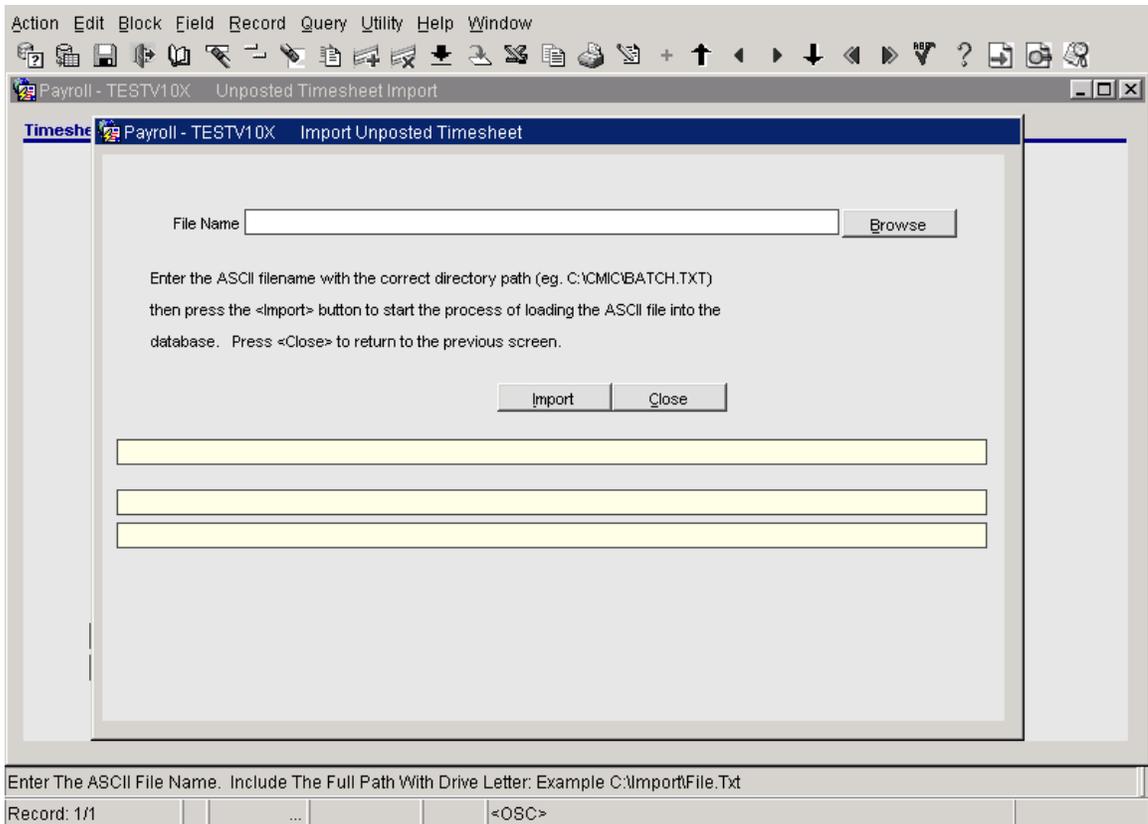
# Payroll Imports

## Importing Timesheets from ASCII File

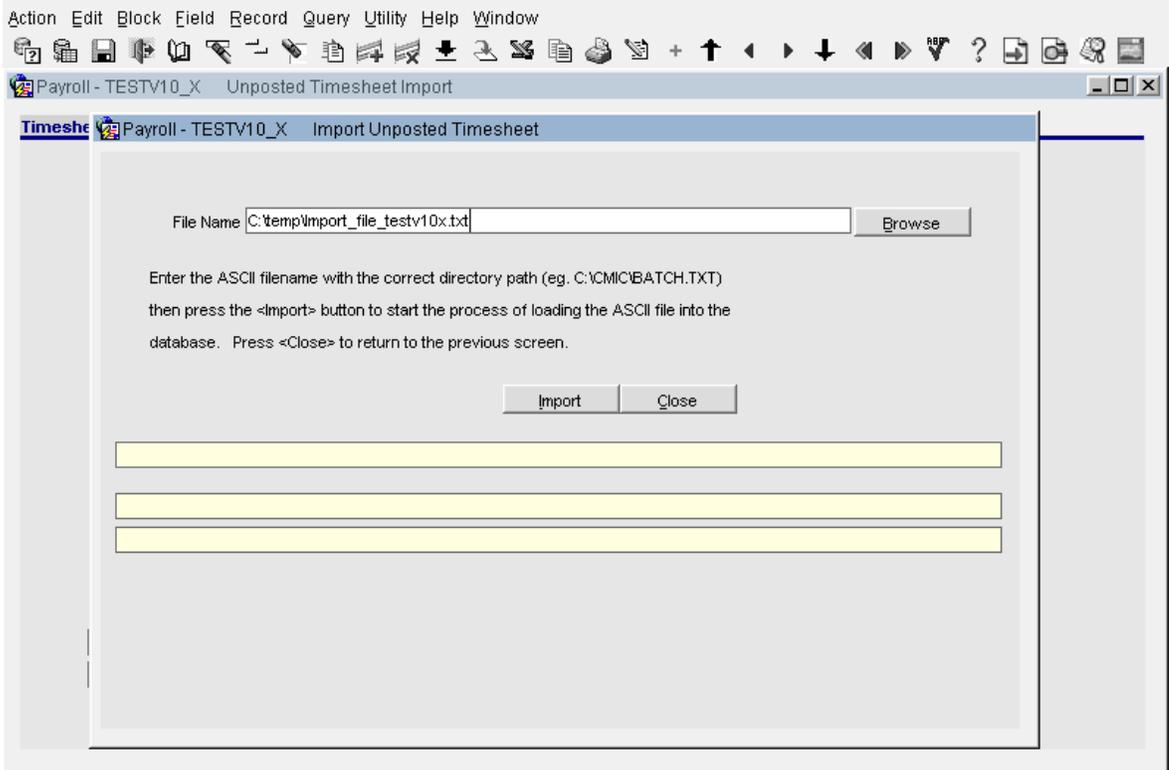


This utility allows users to import timesheets in the CMiC Software Enterprise System via an ASCII File import of data. The timesheet import utility is found on the Import Timesheets from ASCII File menu on the Utilities menu of Payroll.

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

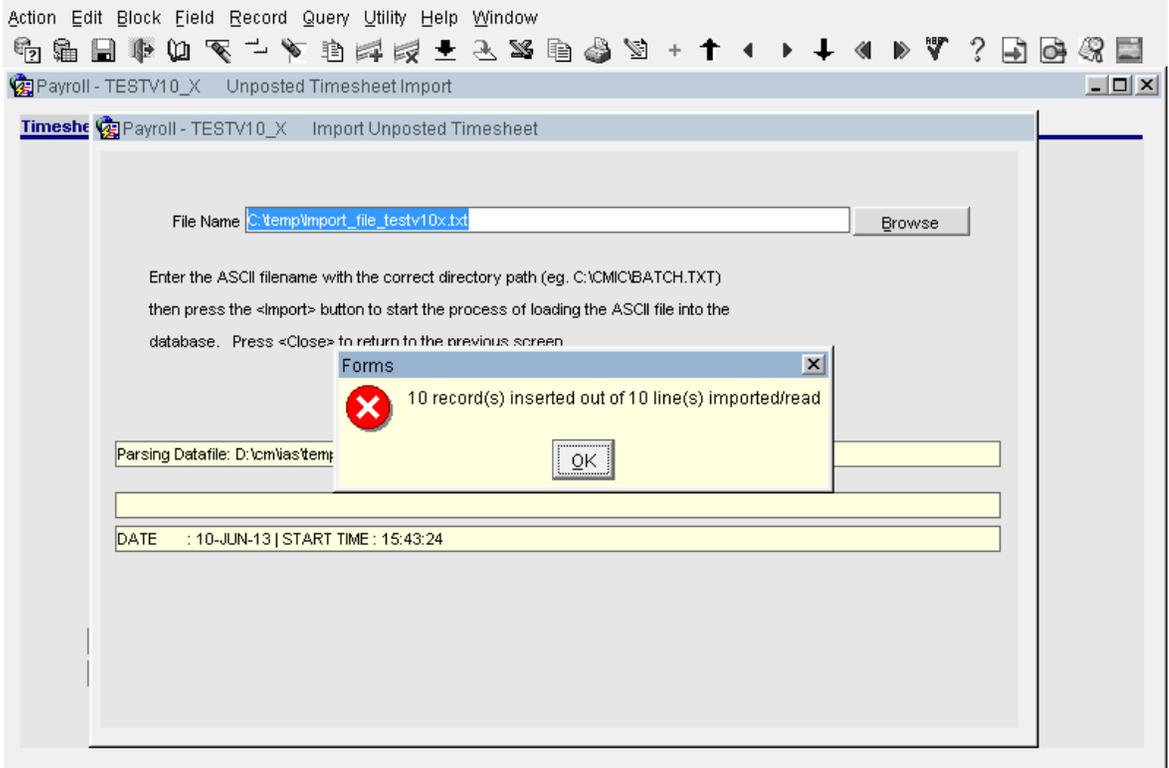


When you press the **[Import Timesheet]** button the import popup screen will be displayed where you will first use the **[Browse]** button to select the ASCII file that is to be imported, and then the **[Import]** button to load the import file into a temporary table. Once imported, you will get a message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



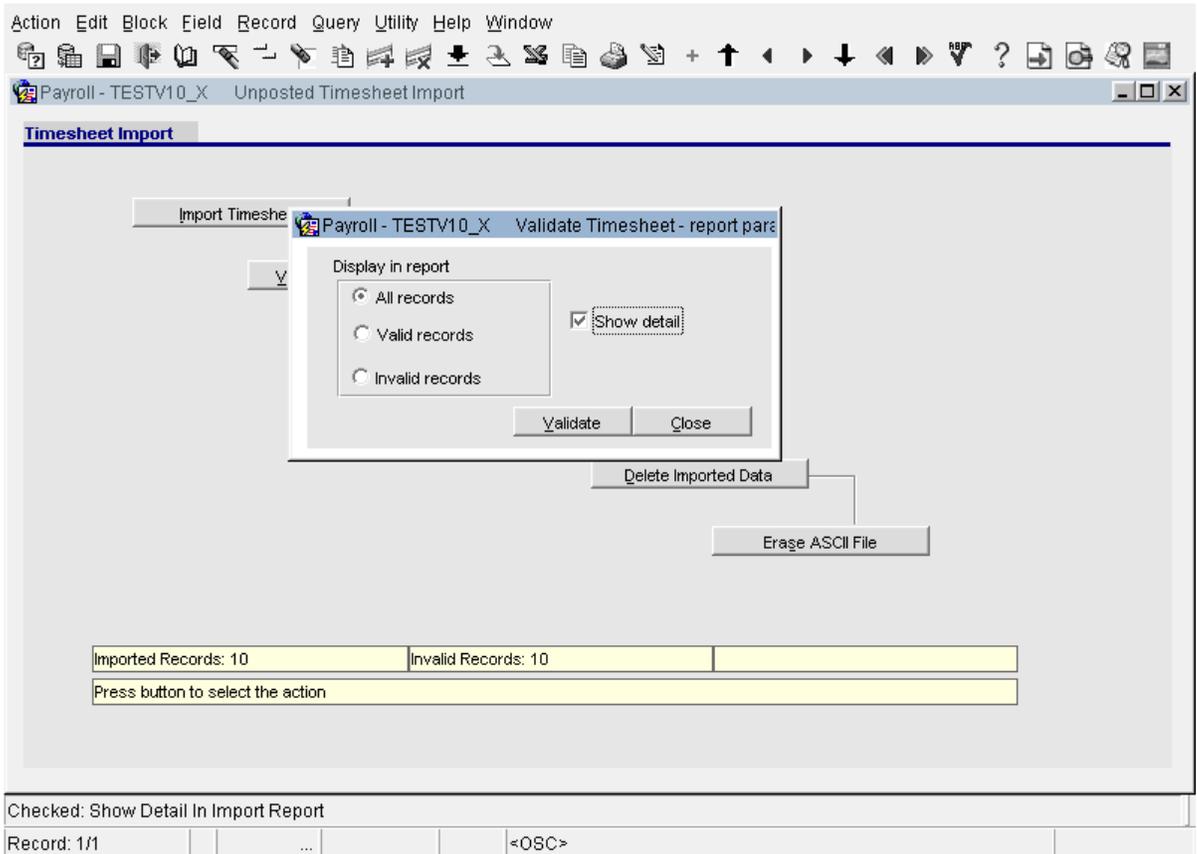
Enter The ASCII File Name. Include The Full Path With Drive Letter: Example C:\ImportFile.Txt

Record: 1/1 | ... | <OSC>

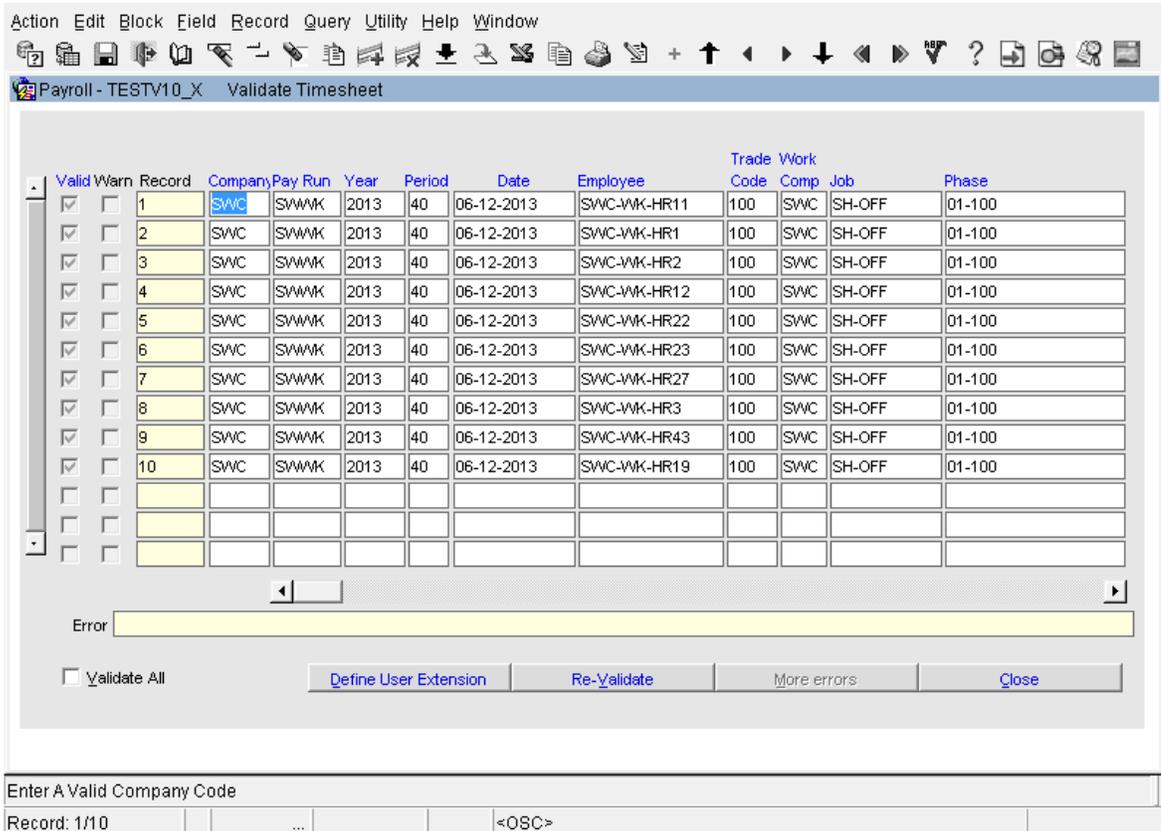


Enter The ASCII File Name. Include The Full Path With Drive Letter: Example C:\ImportFile.Txt

Record: 1/1 | ... | <OSC>

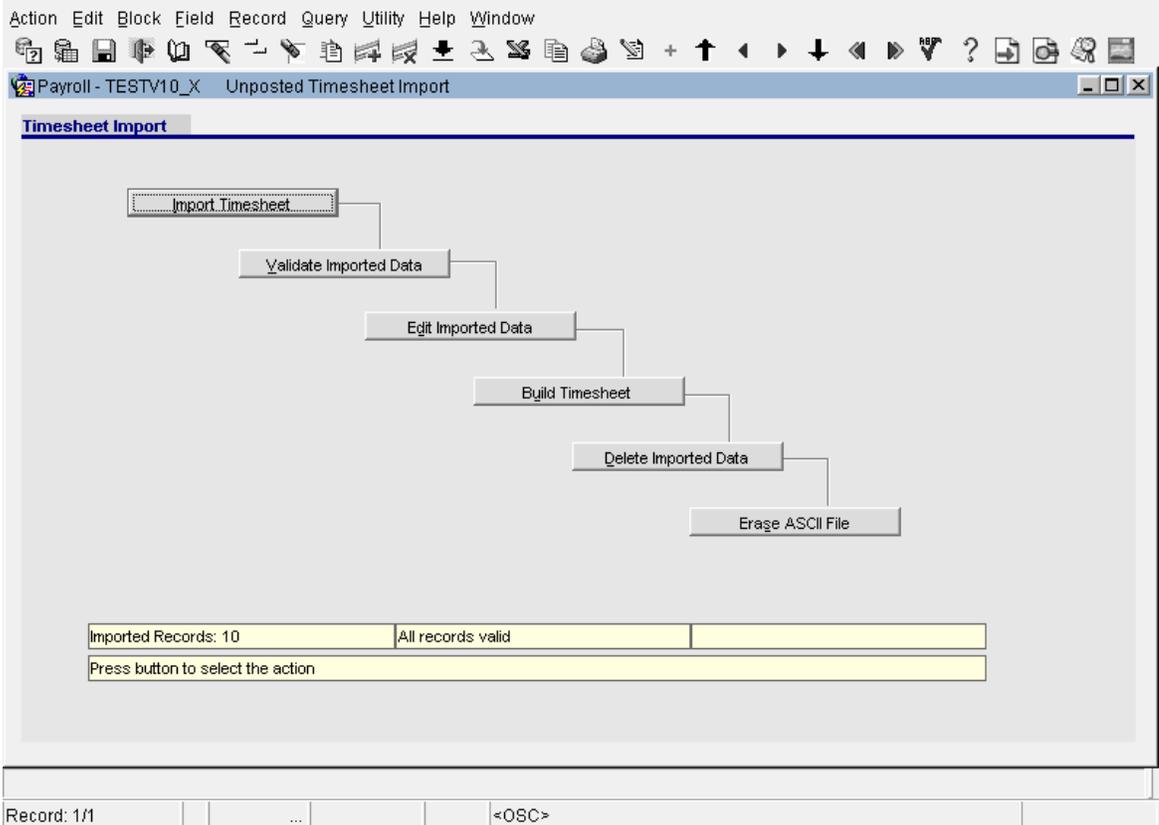


The [**Validate Imported Data**] button allows you to validate the data and print a report of all records, valid records or invalid records. Press the [**Validate**] button to validate the data and print the report.



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.



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	N	VARCHAR2(16)	
TSH_DATE DATE 'DD-MON-YYYY'	Y	DATE	
TSH_WORK_COMP_CODE	Y	VARCHAR2(8)	
TSH_UNION_CODE	N	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

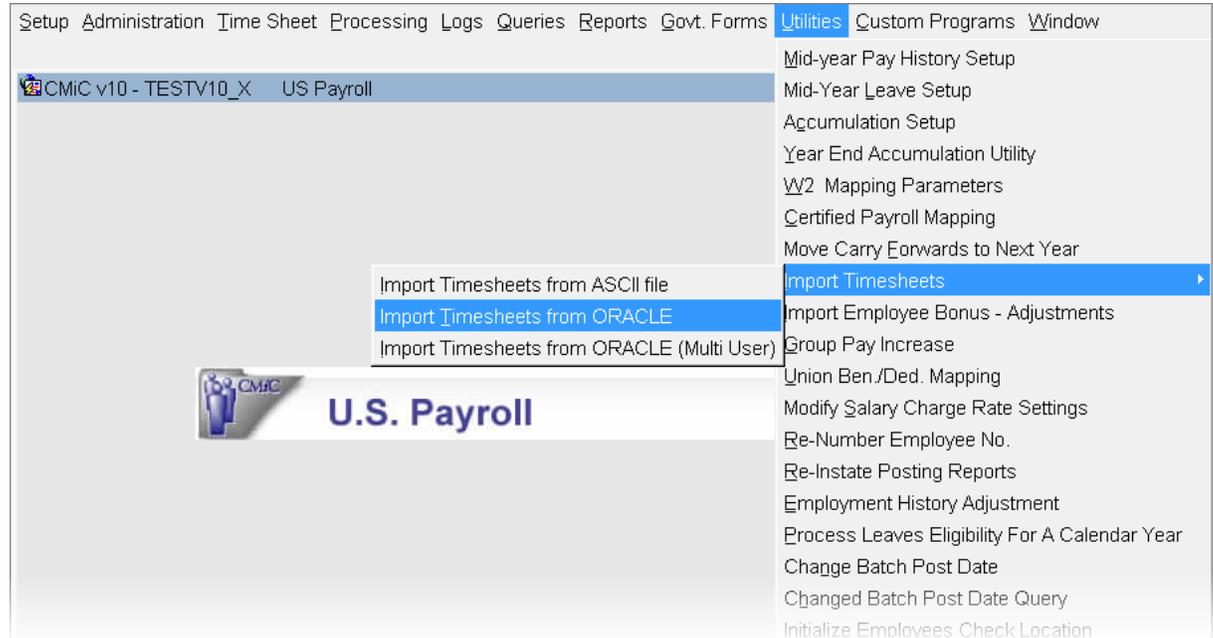
TSH_DEPT_CODE	Y	VARCHAR2(6)	
TSH_GL_ACC_CODE	Y	VARCHAR2(16)	
TSH_JOB_CODE	N	VARCHAR2(10)	Job Code; Job Long Code required if J-line
TSH_PHASE	N	VARCHAR2(16)	Required if J-line
TSH_CATEGORY	N	VARCHAR2(16)	Required if J-line
TSH_EQUIPMENT	N	VARCHAR2(10)	
TSH_EQUIP_CATEGORY	N	VARCHAR2(8)	
TSH_EQUIP_TRAN_CODE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

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

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



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

## [Import ASCII File to Oracle Table] – Button

*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.

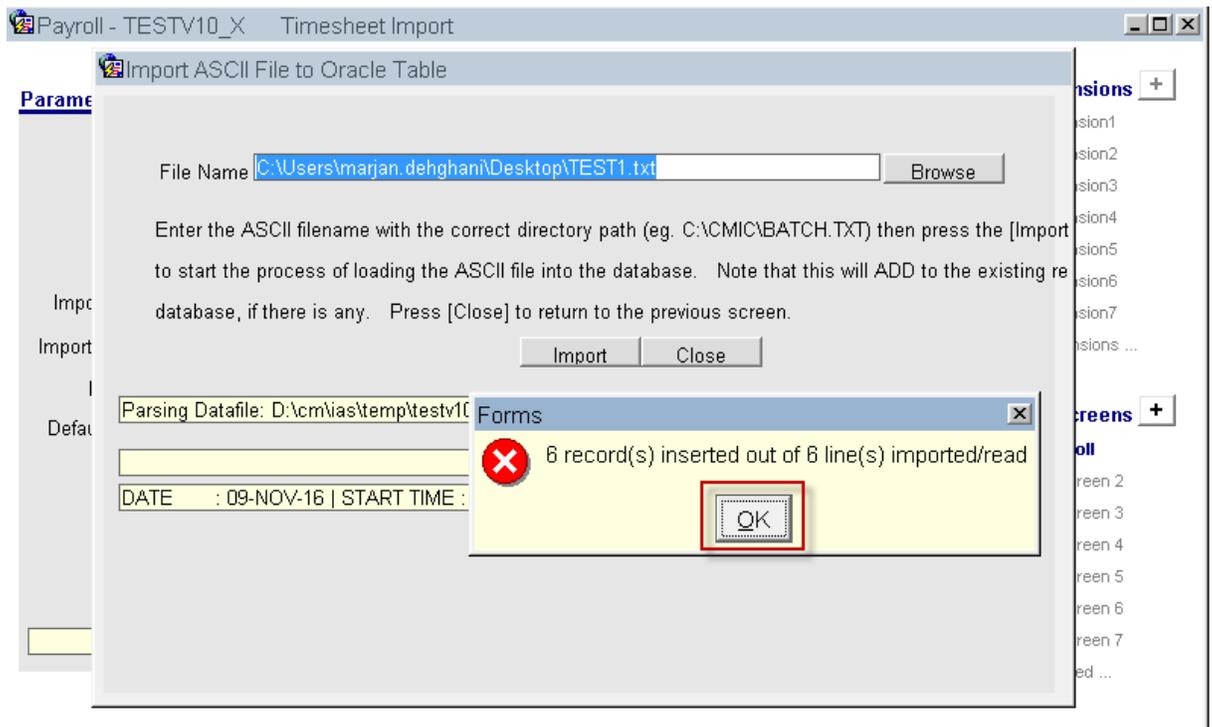
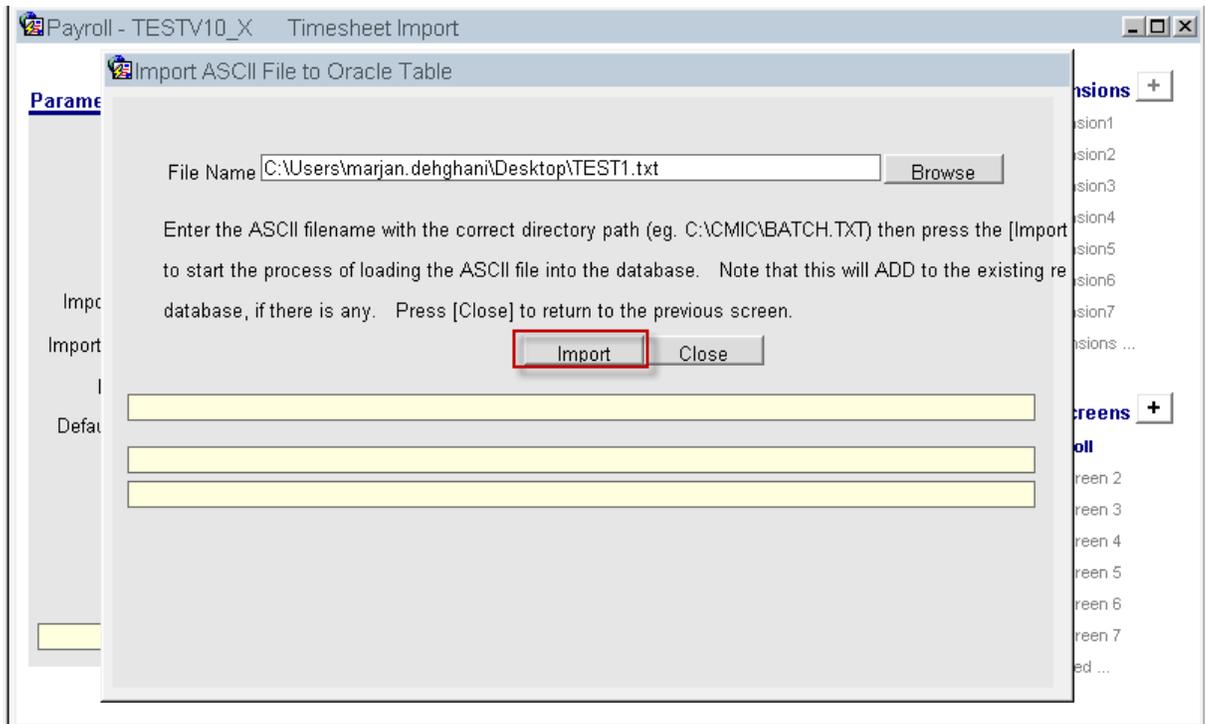
In a scenario where the expense and timesheet hours are provided in the same record, the program will create an hours and expense with the Job/Phase/Cat Code or Overhead Department and Account.

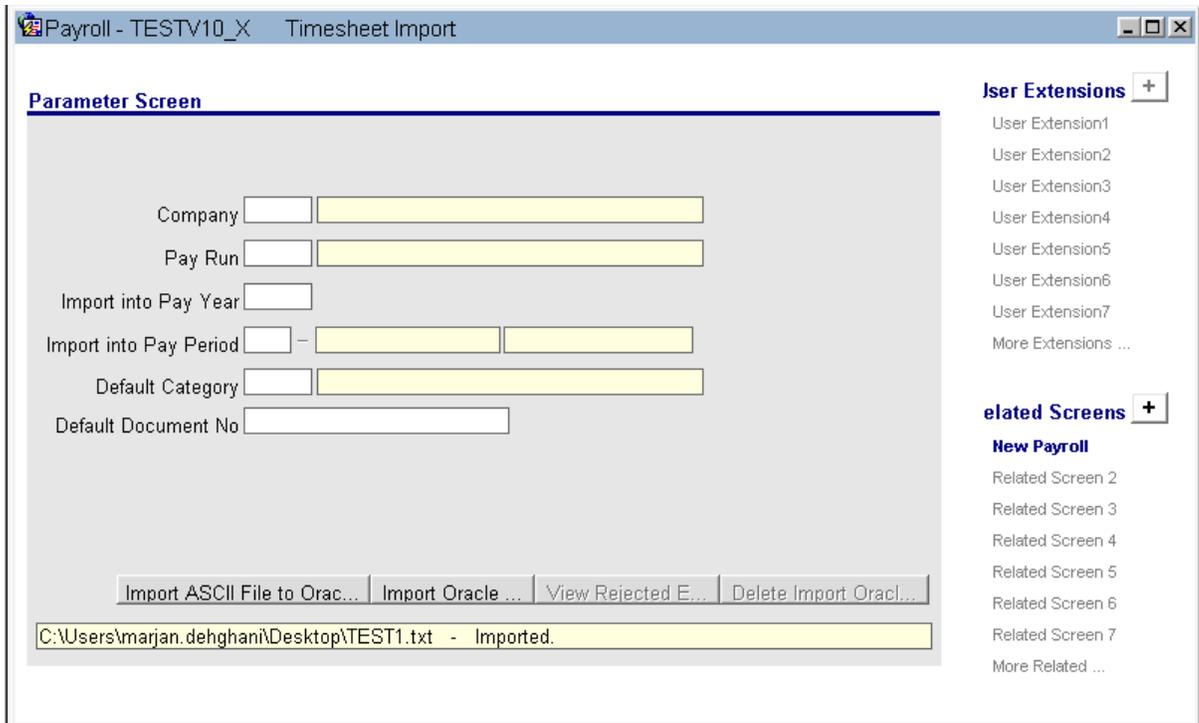
The import program is to insert the records into the regular timesheet table. The data will not be inserted into the Expense Claim Entry program.

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)	





## [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

The screenshot displays the 'Parameter Screen' for 'Timesheet Import'. The window title is 'Payroll - TESTV10\_X Timesheet Import'. The main area contains several input fields: 'Company' with 'PYUS' and 'Marjan LOFT Construction USA'; 'Pay Run' with 'MDWK' and 'Marjan Weekly'; 'Import into Pay Year' with '2016'; 'Import into Pay Period' with '31', '24072016', and '30072016'; 'Default Category' (empty); and 'Default Document No' with 'TEST1'. Below these fields are four buttons: 'Import ASCII File to Orac...', 'Import Oracle ...', 'View Rejected E...', and 'Delete Import Oracl...'. At the bottom, a status bar indicates 'C:\Users\marjan.dehghani\Desktop\TEST1.txt - Imported.'. On the right side, there are two panels: 'User Extensions' with a '+' icon and a list of extensions from User Extension1 to User Extension7, plus 'More Extensions ...'; and 'Related Screens' with a '+' icon and a list of related screens from Related Screen 2 to Related Screen 7, plus '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**

Company PYUS Marjan LOFT Construction USA

Pay Run MDWK Marjan Weekly

Import into Pay Year 2016

Import into Pay Period 31 - 24072016 30072016

Default Category

Default Document No TEST1

Import ASCII File to Orac... **Import Oracle...** View Rejected E... Delete Import Oracl...

Import Complete: Processed 6 records, inserted 5 records, rejected 1 records.

**User Extensions** +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

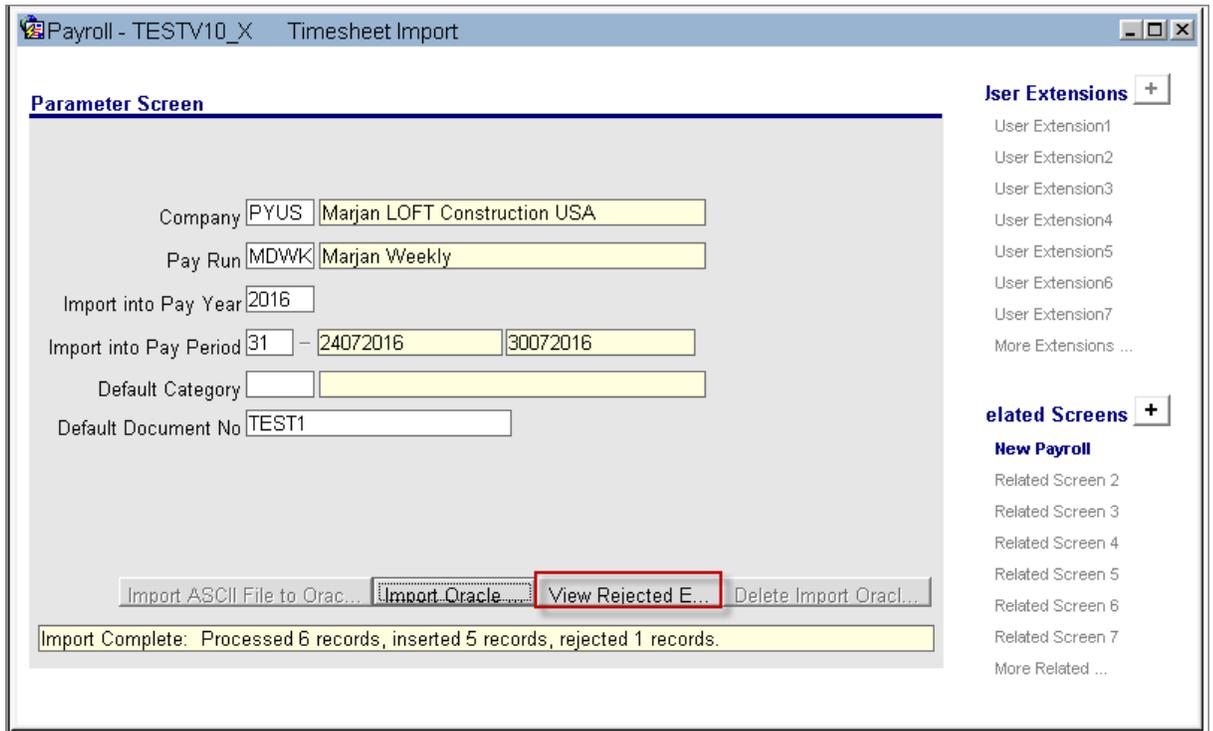
**Related Screens** +

**New Payroll**

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- 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**



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

The screenshot shows a software window titled "Payroll - TESTV10\_X Timesheet Import". The main area is a "Parameter Screen" with several input fields:
 

- Company: PYUS (dropdown), Marjan LOFT Construction USA (text)
- Pay Run: MDWK (dropdown), Marjan Weekly (text)
- Import into Pay Year: 2016 (text)
- Import into Pay Period: 31 (text), 24072016 (text), 30072016 (text)
- Default Category: (empty dropdown)
- Default Document No: TEST1 (text)

 At the bottom of the screen, there are four buttons: "Import ASCII File to Orac...", "Import Oracle ...", "View Rejected E...", and "Delete Import Oracl...". The "Delete Import Oracl..." button is highlighted with a red rectangular box. Below the buttons, a status bar displays the message: "Import Complete: Processed 1 records, inserted 1 records, rejected 0 records." On the right side of the window, there are sections for "User Extensions" (listing User Extension1 through User Extension7 and More Extensions ...) and "Related Screens" (listing Related Screen 2 through Related Screen 7 and 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	Type	Length
<b>Employee Number</b>	Employee Number – must be a valid employee for the company	Yes	Varchar2	16
<b>Reference Date</b>	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	
<b>Job</b>	The timesheet Job Code	Yes, if timesheet is for a Job	Varchar2	10
<b>Phase Code</b>	The timesheet Phase Code (Cost Code).	Yes, if Job Code is entered	Varchar2	16
<b>Category</b>	The timesheet Job Category.	Yes, if Job is entered	Varchar2	16
<b>Normal Hours</b>	The number of Normal Hours (regular time) for timesheet.	See NOTE 1	Number	16,8
<b>Overtime Hours</b>	Number of Overtime Hours for timesheet – leave blank if not applicable	See NOTE 1	Number	16,8
<b>Double Overtime Hours</b>	Number of Double Overtime hours for timesheet – enter 0 if not applicable	See NOTE 1	Number	16,8

<b>Other Hours</b>	Number of Other Hours for timesheet – leave blank if not applicable	See NOTE 1	Number	16,8
<b>Other Hours Type</b>	The type of Other Hours - must be a valid Other Hour Code in CMiC	Yes, if Other Hours are entered	Varchar2	4
<b>Company</b>	Company handling Job	Yes	Varchar2	8
<b>Department</b>	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
<b>GL Account Code</b>	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
<b>Work Location</b>	A valid Work Location.	No	Varchar2	15
<b>Equipment Hours</b>	Number of hours Equipment was utilized for Job.	No	Number	16,8
<b>Document Number/ Code</b>	Timesheet Document Grouping	No	Varchar2	30
<b>Trade Code</b>	Enter Employee Trade where employee worked this week or leave it null to populate from employee profile.	No	Varhcar2	4
<b>Union</b>	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
<b>Other Hours Rate Code</b>	Other Hours Rate Code	No, If blank, import uses rate code from employee profile.	Varhcar2	4
<b>Check Location Code</b>	Check Location Code	No	Varchar2	16
<b>Shift Code</b>	Shift Code	No	Varchar 2	1
<b>Normal Hours Rate</b>	Normal Hours Rate	No	Number	16,8
<b>Over Time Rate</b>	Over Time Rate	No	Number	16,8
<b>Double Time Rate</b>	Double Time Rate	No	Number	16,8
<b>Other Hour Rate</b>	Other Hour Rate	No	Number	16,8
<b>Expense Code</b>	Expense Code	No	Varchar2	4
<b>Expense QTY/AMT</b>	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.

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**NOTE 2:** Either Job, Phase, Cat or GL Dept and Account must be entered.

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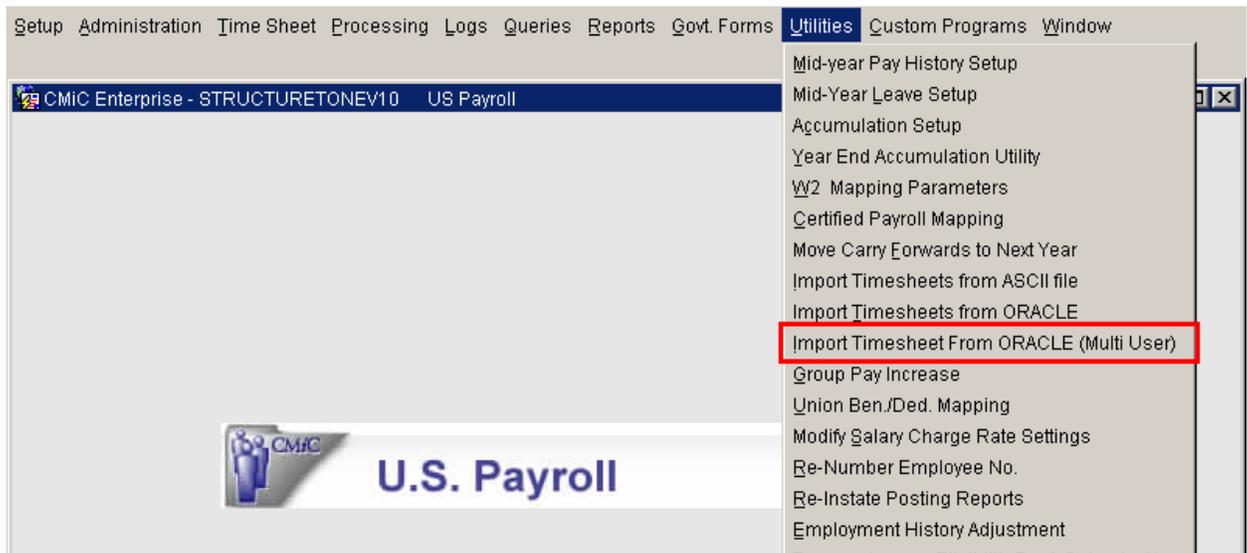
---

## 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.



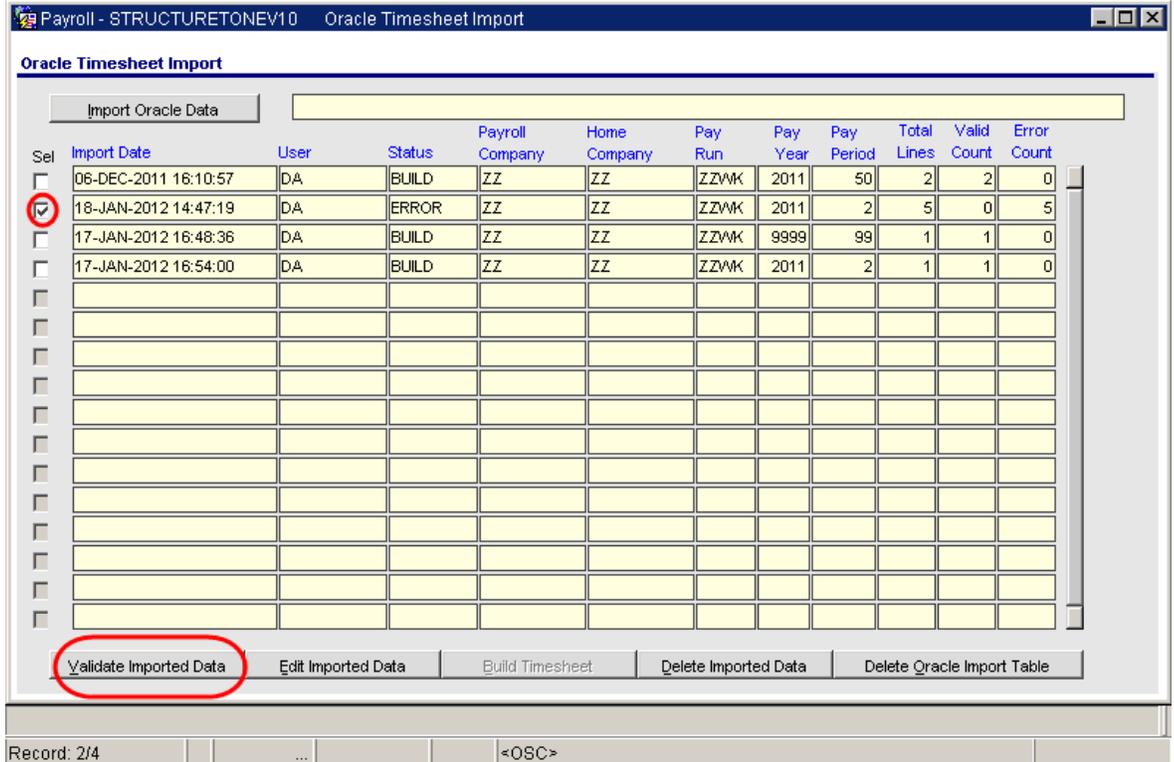
This program may be invoked from the menu at US Payroll /Utilities/Timesheet Import From Oracle (Multi User).



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**



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.

Payroll - STRUCTURETONEV10 Oracle Timesheet Import

**Oracle Timesheet Import**

Import Oracle Data

Sel	Import Date	User	Status	Payroll Company	Home Company	Pay Run	Pay Year	Pay Period	Total Lines	Valid Count	Error Count
<input type="checkbox"/>	06-DEC-2011 16:10:57	DA	BUILD	ZZ	ZZ	ZZWK	2011	50	2	2	0
<input checked="" type="checkbox"/>	18-JAN-2012 14:47:19	DA	ERROR	ZZ	ZZ	ZZWK	2011	2	5	0	5
<input type="checkbox"/>	17-JAN-2012 16:48:36	DA	BUILD	ZZ	ZZ	ZZWK	9999	99	1	1	0
<input type="checkbox"/>	17-JAN-2012 16:54:00	DA	BUILD	ZZ	ZZ	ZZWK	2011	2	1	1	0

**Forms**

Invalid records: 5

OK

Validate Imported Data    Edit Imported Data    Build Timesheet    Delete Imported Data    Delete Oracle Import Table

**Pay Roll - Timesheet IMPORT REPORT**

Date: JAN 18, 2012  
Time: 02:49 PM

Pay Roll Company	Home Company	Pay Run	Year	Period	Employee #	Date	Union	Trade	Shift	Work Company	Data	Job Code	Phs Code	Cat Code	Dept	GL Acct	Doc. No	Default Check Loc.	Actual Date								
NH Hrs	NH Pay Rate	OT Hrs	OT Pay Rate	DOT Hrs	DOT Pay Rate	OH Hrs	OH Pay Rate	OH Type	OH Rate Code	Equip. Code	Equip. Hours	Eqp. Trans.	Eqp. Phs.	Eqp. Cat.	Eqp. Dept	Eqp. CR Acct	Hrly. WM	Work Loc.									
8.00	24.34	2.00	36.51	1.00	48.68					ZZ	ZZWK	2011	2	ZZ-200	*****		ZZ20	ZZ	J	ZZ-WMT	01-100	1000			123	ZCHI	
<ul style="list-style-type: none"> <li>■ Category 1000 is not assigned to Job ZZ-WMT, Phase 01-100 for Company ZZ or is not in Phase/Category LOV setup</li> <li>■ No rates defined for PL Code ALL</li> <li>■ PL Policy Number ALL is not valid</li> <li>■ PLC Code ALL is not on file for Company ZZ in Country US and State IL</li> </ul>																											
0.00	24.34	1.00	36.51	1.00	48.68					ZZ	ZZWK	2011	2	ZZ-200	*****		ZZ20		J	ZZ-WMT	01-100	1000			123		
<ul style="list-style-type: none"> <li>■ No rates defined for PL Code ALL</li> <li>■ No rates defined for WCB Code WC</li> <li>■ PL Policy Number ALL is not valid</li> <li>■ PLC Code ALL is not on file for Company in Country and State</li> <li>■ WC Policy Number ALL is not valid</li> <li>■ WCB Code WC is not on file for Company in Country and State</li> <li>■ Work company is missing.</li> </ul>																											
8.00	24.34	2.00	36.51	2.00	48.68					ZZ	ZZWK	2011	2	ZZ-200	*****		ZZ20		J	ZZ-WMT	01-100	1000			123		
<ul style="list-style-type: none"> <li>■ No rates defined for PL Code ALL</li> <li>■ No rates defined for WCB Code WC</li> <li>■ PL Policy Number ALL is not valid</li> <li>■ PLC Code ALL is not on file for Company in Country and State</li> <li>■ WC Policy Number ALL is not valid</li> <li>■ WCB Code WC is not on file for Company in Country and State</li> <li>■ Work company is missing.</li> </ul>																											
9.00	24.34	1.00	36.51	1.00	48.68					ZZ	ZZWK	2011	2	ZZ-200	*****		ZZ20		J	ZZ-WMT	01-100	1000			123		
<ul style="list-style-type: none"> <li>■ No rates defined for PL Code ALL</li> <li>■ No rates defined for WCB Code WC</li> <li>■ PL Policy Number ALL is not valid</li> <li>■ PLC Code ALL is not on file for Company in Country and State</li> <li>■ WC Policy Number ALL is not valid</li> <li>■ WCB Code WC is not on file for Company in Country and State</li> <li>■ Work company is missing.</li> </ul>																											
8.00	24.34	1.00	36.51	1.00	48.68					ZZ	ZZWK	2011	2	ZZ-200	*****		ZZ20		J	ZZ-WMT	01-100	1000			123		
<ul style="list-style-type: none"> <li>■ No rates defined for PL Code ALL</li> <li>■ No rates defined for WCB Code WC</li> <li>■ PL Policy Number ALL is not valid</li> <li>■ PLC Code ALL is not on file for Company in Country and State</li> <li>■ WC Policy Number ALL is not valid</li> <li>■ WCB Code WC is not on file for Company in Country and State</li> <li>■ Work company is missing.</li> </ul>																											

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

**Pay Roll - Timesheet IMPORT REPORT**

Date: JAN 18, 2012  
Time: 02:49 PM

Pay Roll Company	Home Company	Pay Run	Year	Period	Employee #	Date	Union	Trade	Shift	Work Company	Data Type	Job Code	Phs Code	Cat Code	Dept	GL Acct	Doc. No	Default Check Loc.	Actual Date
NH Hrs	NH Pay Rate	OT Hrs	OT Pay Rate	DOT Hrs	DOT Pay Rate	OH Hrs	OH Pay Rate	OH Type	OH Rate Code	Equip. Code	Equip. Hours	Equip. Trans.	Equip. Phs.	Equip. Cat.	Equip. Dept	Equip. CR Acct	Hrly. WM	Work Loc.	
8.00	24.34	2.00	36.51	1.00	48.68					ZZ20	ZZ	J	ZZ-WMT	01-100	1000		123		ZCHI
<ul style="list-style-type: none"> <li>■ Category 1000 is not assigned to Job ZZ-WMT, Phase 01-100 for Company ZZ or is not in Phase/Category LOV setup</li> <li>■ No rates defined for PL Code ALL</li> <li>■ PL Policy Number ALL is not valid</li> <li>■ PLC Code ALL is not on file for Company ZZ in Country US and State IL</li> </ul>																			
0.00	24.34	1.00	36.51	1.00	48.68					ZZ20		J	ZZ-WMT	01-100	1000		123		
<ul style="list-style-type: none"> <li>■ No rates defined for PL Code ALL</li> <li>■ No rates defined for WCB Code WC</li> <li>■ PL Policy Number ALL is not valid</li> <li>■ PLC Code ALL is not on file for Company in Country and State</li> <li>■ WC Policy Number ALL is not valid</li> <li>■ WCB Code WC is not on file for Company in Country and State</li> <li>■ Work company is missing.</li> </ul>																			
8.00	24.34	2.00	36.51	2.00	48.68					ZZ20		J	ZZ-WMT	01-100	1000		123		
<ul style="list-style-type: none"> <li>■ No rates defined for PL Code ALL</li> <li>■ No rates defined for WCB Code WC</li> <li>■ PL Policy Number ALL is not valid</li> <li>■ PLC Code ALL is not on file for Company in Country and State</li> <li>■ WC Policy Number ALL is not valid</li> <li>■ WCB Code WC is not on file for Company in Country and State</li> <li>■ Work company is missing.</li> </ul>																			
9.00	24.34	1.00	36.51	1.00	48.68					ZZ20		J	ZZ-WMT	01-100	1000		123		
<ul style="list-style-type: none"> <li>■ No rates defined for PL Code ALL</li> <li>■ No rates defined for WCB Code WC</li> <li>■ PL Policy Number ALL is not valid</li> <li>■ PLC Code ALL is not on file for Company in Country and State</li> <li>■ WC Policy Number ALL is not valid</li> <li>■ WCB Code WC is not on file for Company in Country and State</li> <li>■ Work company is missing.</li> </ul>																			
8.00	24.34	1.00	36.51	1.00	48.68					ZZ20		J	ZZ-WMT	01-100	1000		123		
<ul style="list-style-type: none"> <li>■ No rates defined for PL Code ALL</li> <li>■ No rates defined for WCB Code WC</li> <li>■ PL Policy Number ALL is not valid</li> <li>■ PLC Code ALL is not on file for Company in Country and State</li> <li>■ WC Policy Number ALL is not valid</li> <li>■ WCB Code WC is not on file for Company in Country and State</li> <li>■ Work company is missing.</li> </ul>																			





Payroll - STRUCTURETONEV10 View Import Data

### Oracle Timesheet Import

Valid	Company	Employee	Home Company	Pay Run	Year	PeriodDate	Work Company	Job	Phase	Cat.
<input type="checkbox"/>	ZZ	ZZ-200	ZZ	ZZWMT	2011	01-01-11	ZZ	ZZ-WMT	01-100	1000
<input type="checkbox"/>	ZZ	ZZ-200	ZZ							1000
<input type="checkbox"/>	ZZ	ZZ-200	ZZ							1000
<input type="checkbox"/>	ZZ	ZZ-200	ZZ							1000
<input type="checkbox"/>	ZZ	ZZ-200	ZZ							1000

**Import Error List**

Find %

Error text

Category 1000 is not assigned to Job ZZ-WMT, Phase 01-100 for Company ZZ or is not in P  
 PLC Code ALL is not on file for Company ZZ in Country US and State IL  
 No rates defined for PL Code ALL  
 PL Policy Number ALL is not valid

Find    OK    Cancel

Company: CMIC Test Company  
 Name: Andy Andersen  
 Validate All Records

Re-Validate    **More Errors**    Close

Choices in list: 4  
 Record: 1/5    ... List of Valu...    <OSC>

Payroll - STRUCTURETONEV10 View Import Data

### Oracle Timesheet Import

Valid	Company	Employee	ny	Pay Run	Year	PeriodDate	Work Company	Job	Phase	Cat.
<input checked="" type="checkbox"/>	ZZ	ZZ-200		ZZWMT	2005	08-JAN-05	ZZ	ZZ-WMT	01-100	1100
<input type="checkbox"/>	ZZ	ZZ-200		ZZWMT	2011	02-JAN-11	ZZ	ZZ-WMT	01-100	1100
<input type="checkbox"/>	ZZ	ZZ-200		ZZWMT	2011	03-JAN-11	ZZ	ZZ-WMT	01-100	1100
<input type="checkbox"/>	ZZ	ZZ-200		ZZWMT	2011	04-JAN-11	ZZ	ZZ-WMT	01-100	1100
<input type="checkbox"/>	ZZ	ZZ-200		ZZWMT	2011	05-JAN-11	ZZ	ZZ-WMT	01-100	1100

**Forms**

❌ All records valid

OK

Company: CMIC Test Company    Error: Work company is missing.  
 Name: Andy Andersen  
 Validate All Records

Re-Validate    More Errors    Close

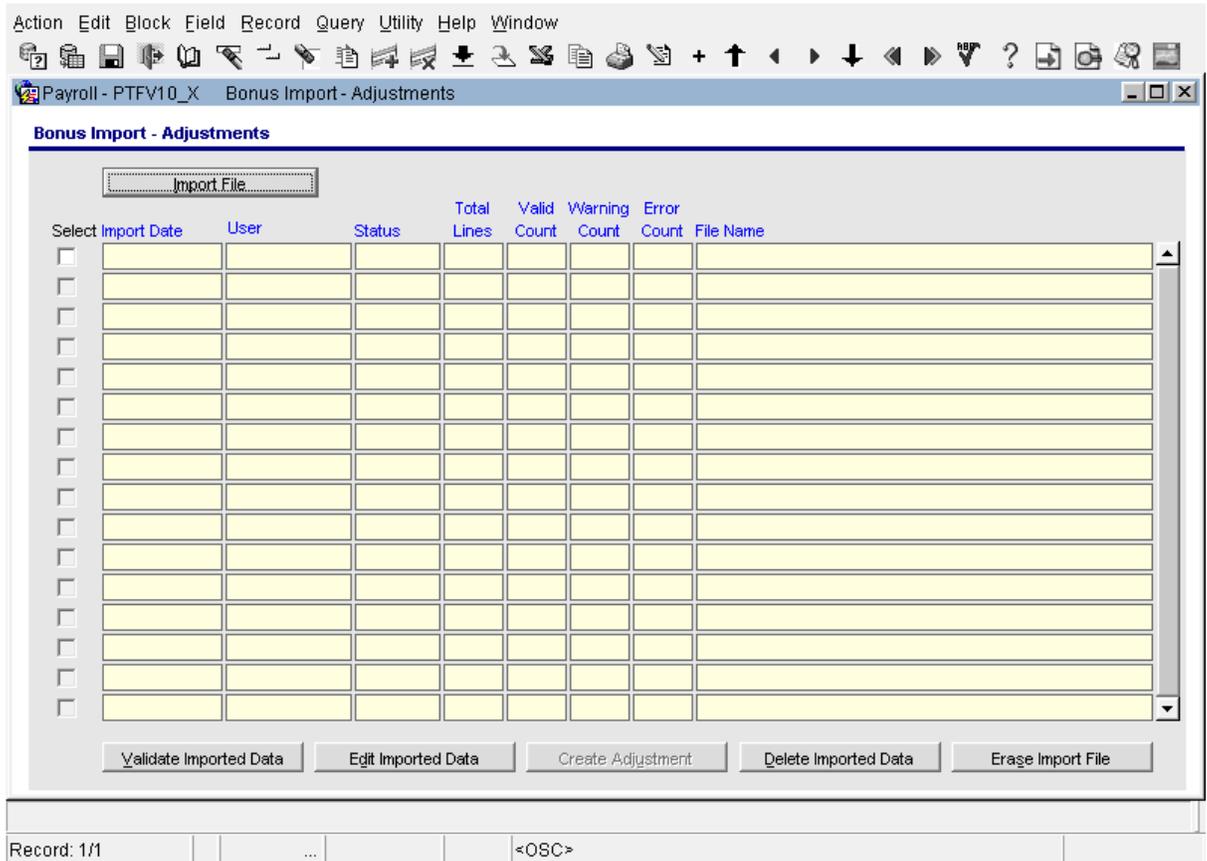
Job Category Code  
 Record: 0/5    ... List of Valu...    <OSC>



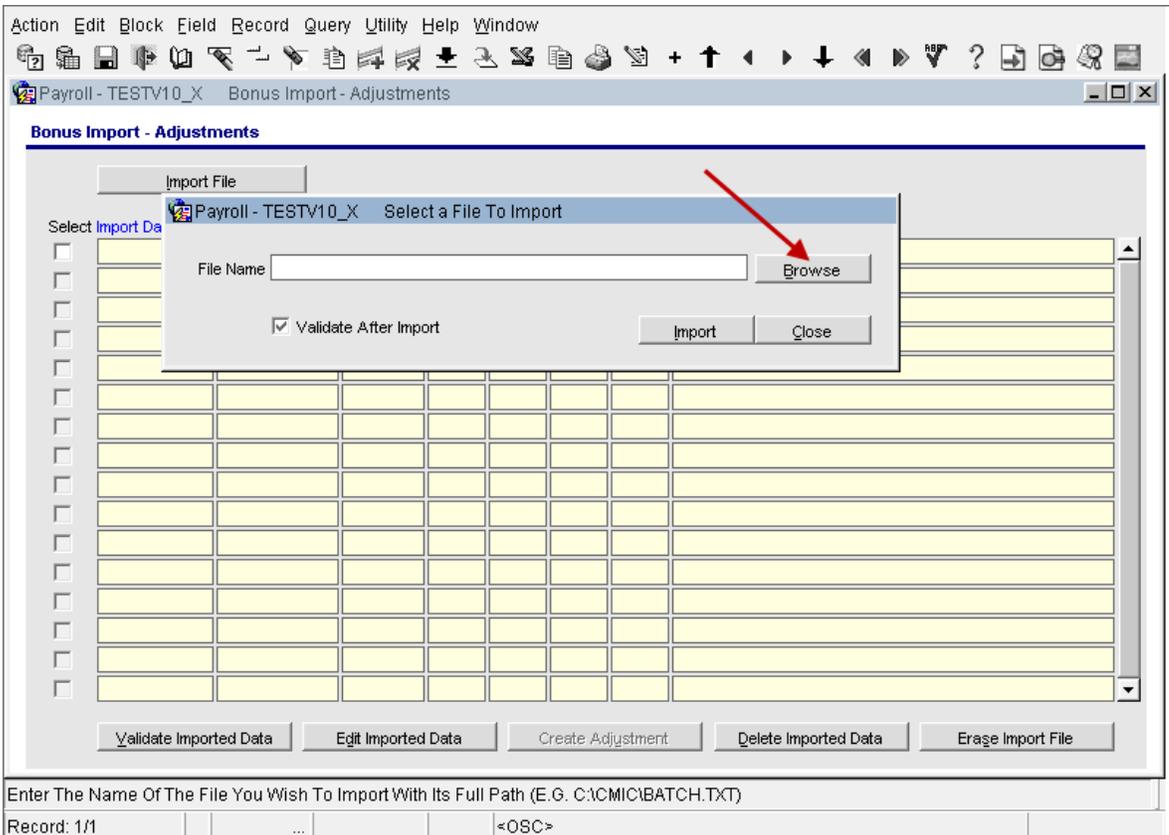
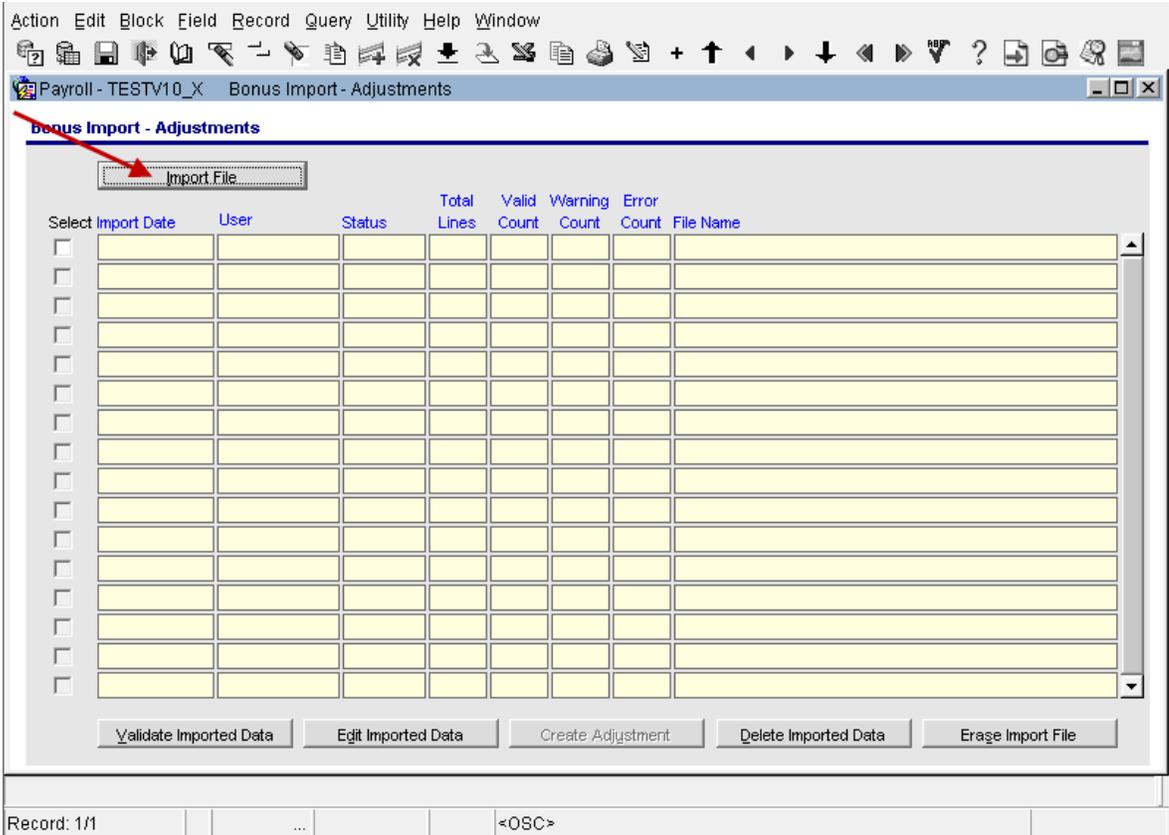


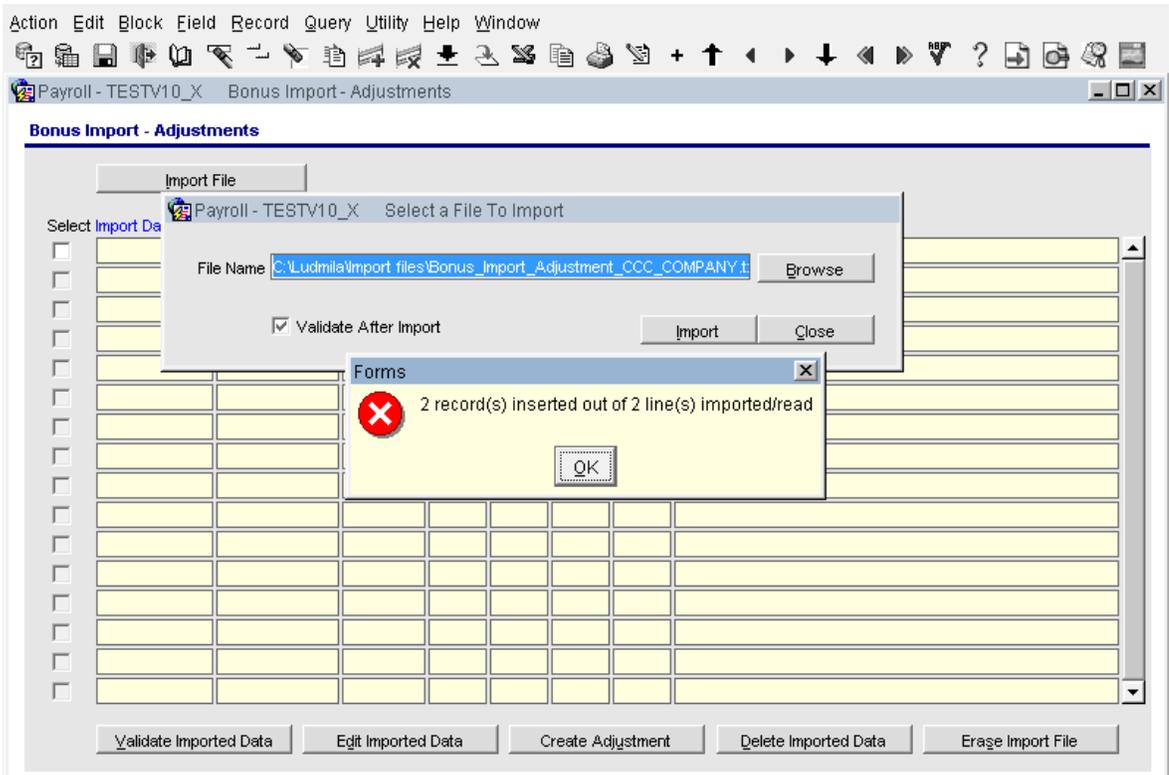


# Import Employee Bonus - Adjustments



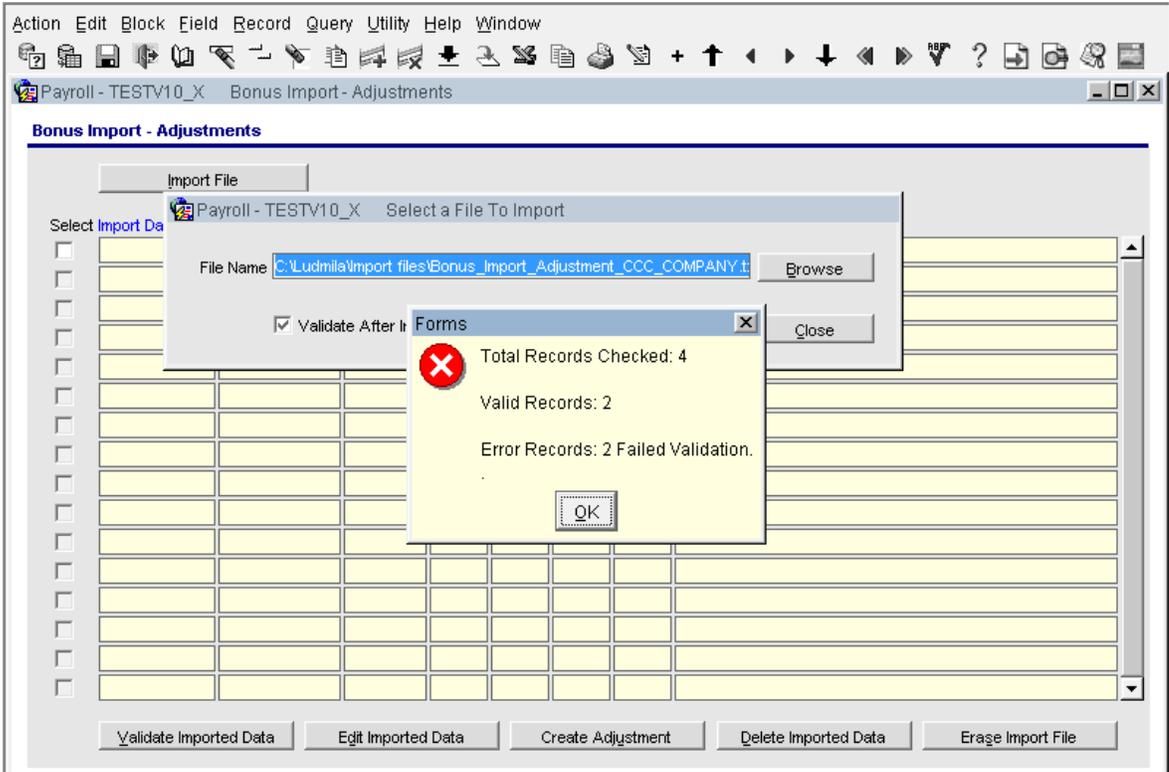
This utility allows users to import employee bonus information in order to create Salary adjustments entries. The imported data is validated against payroll setup and allows users to review and edit imported adjustment data. The Delete option is provided to users to delete imported data from a temporary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





Enter The Name Of The File You Wish To Import With Its Full Path (E.G. C:\CMIC\BATCH.TXT)

Record: 1/1 ... <OSC>



Enter The Name Of The File You Wish To Import With Its Full Path (E.G. C:\CMIC\BATCH.TXT)

Record: 0/1 ... <OSC>



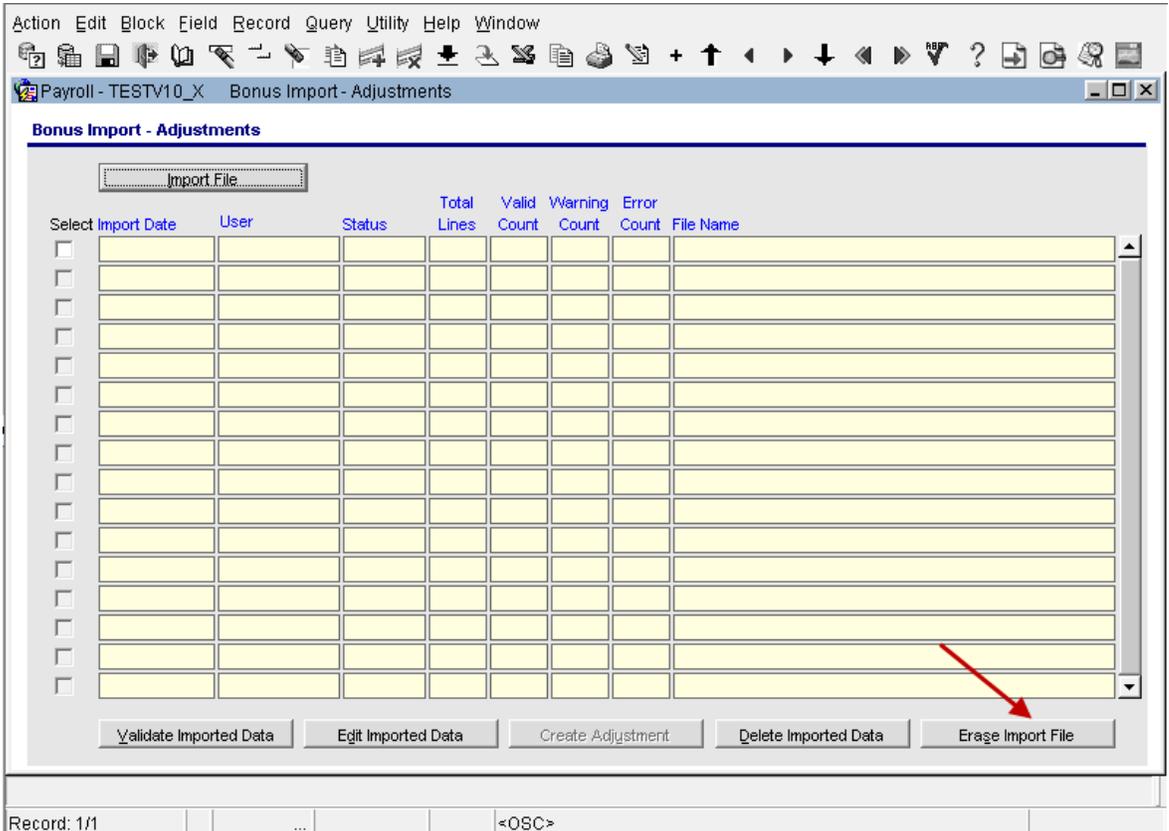
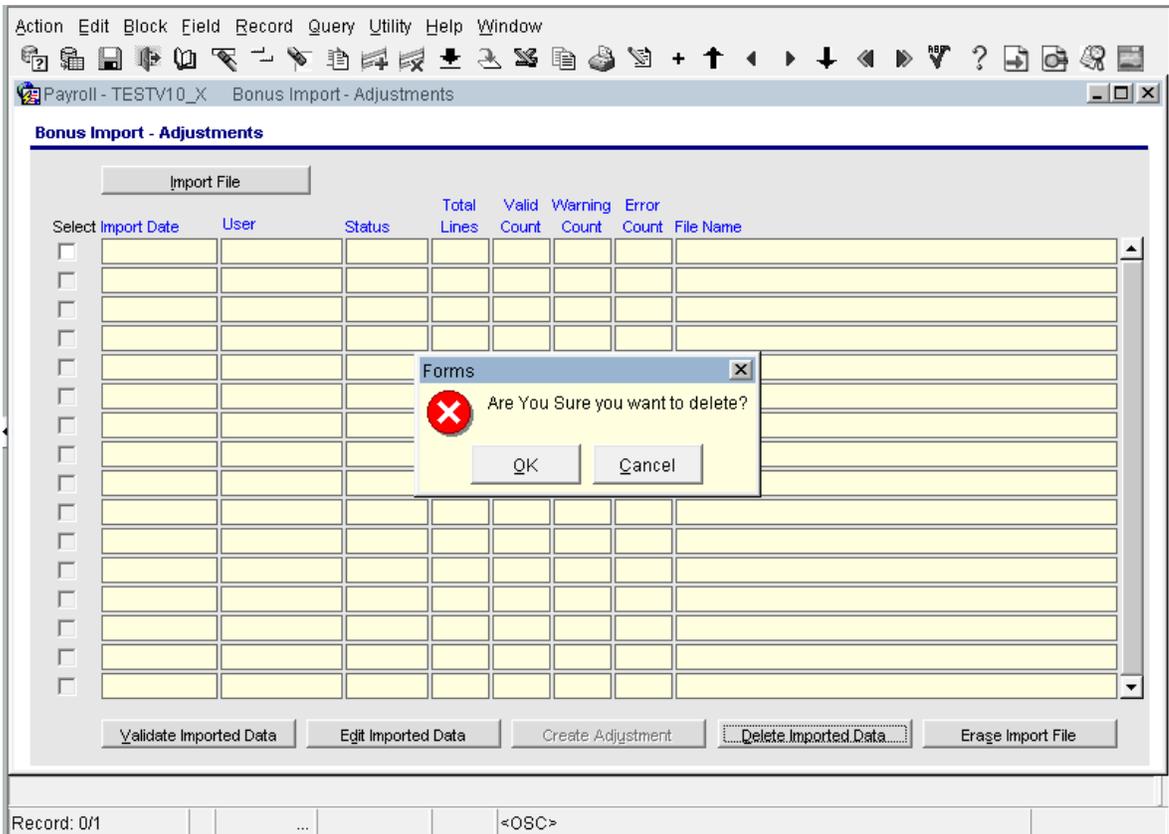


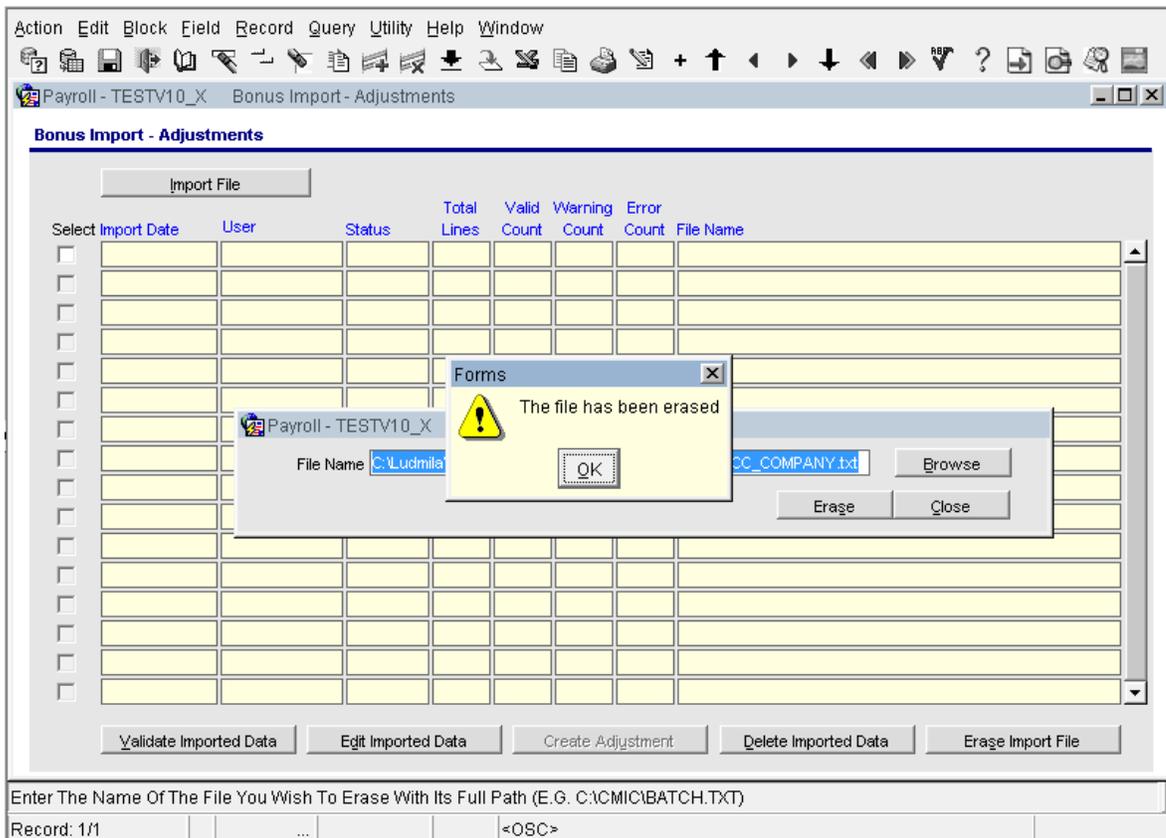












## ASCII File Layout – Employee Bonus Import

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:	Work/Job Company; if Work/Job Company is not specified, the system will 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_PL_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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