

# **APERTURE COMMENT IMPORT**

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## Introduction

This document defines the process and file structure to import historical comments into AKUVO Aperture. This process is typically used as part of the overall migration process from a previous collections system to AKUVO Aperture.

## Process

The comment import process is an ad-hoc process, which requires coordination between the customer and AKUVO. The customer supplies a file of account-based comments adhering to the file structure defined below. The customer will provide the file in its "uploads" folder and AKUVO will process this file into Aperture once it is available.

## File Structure

The comment file must adhere to the following structure:

1. The file is ASCII or Unicode encoded
2. The file name must be "CommentExport{client-code}.txt"
  - a. AKUVO will dictate the client-code
3. The columns are comma delimited
4. The rows are terminated with carriage return/line feed characters
5. The first row must contain column headers:
  - a. ACCOUNTIDENTIFIER,COMMENTDATE,COMMENTTEXT

## File Columns

The file contains the following columns

Column Name	Data Type	Notes
ACCOUNTIDENTIFIER	String	This must exactly match an account identifier of an existing Aperture account or the comment will be ignored. See below for information on how to set this to match Aperture account identifiers.
COMMENTDATE	Date/Time	The date/time in the format " <b>yyyy-MM-dd HH:mm:ss</b> " for when the comment was created. The time can be in 24-hour format or 12-hour format (including the AM/PM designation). The time must be UTC time. If UTC time cannot be supplied, the customer must coordinate with AKUVO to have an offset applied to convert the time into UTC. For example, all times in the file are Pacific Standard Time (PST). AKUVO must configure the import to use an offset of -8, which will convert the times into UTC (because PST is 8 hours behind UTC).
COMMENTTEXT	String	The COMMENTTEXT has a maximum length of 2,500 characters. If the customer has comments longer than the max, it must be broken into separate comment records in the file. All comments imported will show as created by the "System" user. It is recommended to include the actual user who created the comment in the COMMENTTEXT.

## Account Identifiers

Customers must exactly match the Aperture account identifier for the comment to be imported. All comments not matching an existing Aperture account identifier will be ignored. The Aperture account identifier structure differs based on the core system of the customer.

## Symitar

If the customer uses Symitar as the core system, the Aperture account identifiers use the following structure.

## Loans

The structure is pipe-delimited using the Member Number, "L" designation, and Loan ID. Leading 0s are omitted.

Examples:

Member Number	Loan ID	Aperture Account Identifier
0000012345	0007	12345 L 7
1234567890	0025	1234567890 L 25

## Shares

The structure is pipe-delimited using the Member Number, "S" designation, and Share ID. Leading 0s are omitted.

Examples:

Member Number	Share ID	Aperture Account Identifier
0000012345	0001	12345 S 1
1234567890	0015	1234567890 S 15