



## About reference manuals

These reference manuals are designed to support the AGRESSO Business World product in addition to the AGRESSO Business World on-line help. The reference manuals are also used in conjunction with the Course Outline and Course Workbook in standard training courses.

Screen captures are used extensively throughout the reference manuals. All fields in every screen capture may not be fully explained, however. For additional field information, please refer to the AGRESSO help files.

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# Batch Input & Dataload

## Overview

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### Introduction

Data and Transactions can be entered into Agresso using a flat text file in a standard format for each data type or transaction. These are uploaded into Agresso by copying the file in the appropriate format to the Agresso Import area on the Agresso Application Server and running the relevant server process.

The server process copies the data into a batch input table in Agresso, validates the information and may complete defaults for non-mandatory fields. Provided the validation is successful the data is then transferred to the relevant master file or transaction tables (the TPS may also need to run to update transaction tables).

To make the process of testing upload files and meeting ad-hoc data upload requirements the Batch Input Formatter tool is available to convert spreadsheet files to any of the above formats. The facility is currently only available in the UK.

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### Standard formats

The standard formats accessible on the standard Agresso menu are:

- CS15 – Upload or customers and suppliers
- GL07 – Upload of General Ledger, Accounts Payable and Accounts Receivable items
- LG04 – Upload of Purchase orders, Sales Orders and Stock Transactions
- LG20 – Upload of Products
- PS08 – Upload of value reference rates
- PR43 – Upload of resources/employee
- PR28 - Upload of payroll information
- CB05 – Import Bank Statement (covered in the Bank Reconciliation course)

Each process may generate a report. This may reveal the data successfully uploaded or the exceptions or either.

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### Dataload

Uploads to other master files are also possible using the Dataload Program which is separately installed on the Agresso Application Server. This is currently only available in the UK. This covers the following data areas:

- Agresso Projects
- Agresso Work orders
- Agresso Activities
- Agresso Resources
- Agresso Attribute Values
- Agresso Relations, Fixed Assets, Human Resource Relations and Project Relations.

The Batch Input Formatter also allows data to be written directly to the tables. It is recommended that the latter be undertaken only in conjunction with an Agresso Implementation Consultant.

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### Note

Dataload should NOT be undertaken without supervision in order to maintain the integrity of the database.

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## Batch input formatter

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### Key elements



Installing the Batch Input formatter



Data field & templates



Writing direct to Agresso tables



Using dataload

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### Introduction

The aim of this chapter is to demonstrate the use of the Batch Input Formatter (BIF) software for the generation of flat file formats from Excel spreadsheets. The software is extremely useful for testing file formats for interfaces and one off uploads. Where an interface is to be regularly uploaded a text file should be written directly as a flat file to avoid the extra stages of using BIF to convert from spreadsheet to flat file.

Flat file formats are generated from spreadsheet templates using a separately installed 'add-in' to Microsoft Excel.

The software comes with some predefined templates for the standard uploads covered in the previous chapters. It is also possible to define your own either to update existing templates with new file format changes or to generate new file formats.

BIF is also used in conjunction with the Dataload software covered in the following chapter. Templates for use with Dataload are provided with the Dataload software and explained as part of the Dataload Chapter.

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## Batch input formatter

### Installation of the Batch input formatter (BIF)

#### Prerequisites

The Agresso Batch Input Formatter Software must be installed on your workstation or PC with Microsoft Excel. You must also have write access to the Data Import directory on the Agresso server.

#### Installation

The software requires a separate installation to that of the main AGRESSO installation on the Agresso Servers and Client Configuration. The software and installation instructions are supplied on a separate 'UK Products' CD ROM. The Agresso Support Desk can supply the latest copy of this CD, which also provides latest versions of Excelerator, software patches and Service Packs. **Installation of the BIF is usually on the local workstation or client PC.**

The installation instructions are held on the CD and should be followed. A setup program is run which creates a separate directory on a drive of your choosing. The set up program should be run with Excel and other Microsoft applications closed to ensure the software is successfully installed. The user may sometimes be asked to reboot their workstation once the software is installed.

Once the software is installed, open a Microsoft Excel session and select Tools from the drop menu and then Add-ins.

#### Excel

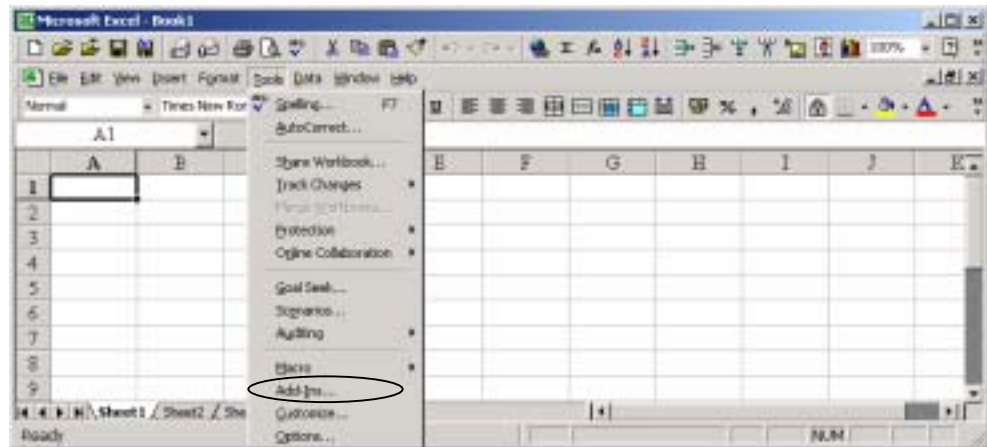


FIGURE: 1.18.1 Excel, Selecting Batch input formatter as add-ins

#### Add-ins

When BIF is installed for the first time, the relevant Add-in must be selected from the directory where the software was installed.

To Access this BIF directory select the Browse option on the Add-ins window.

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## Installation of the Batch input formatter (BIF), *Continued*

### Add-ins (continued)

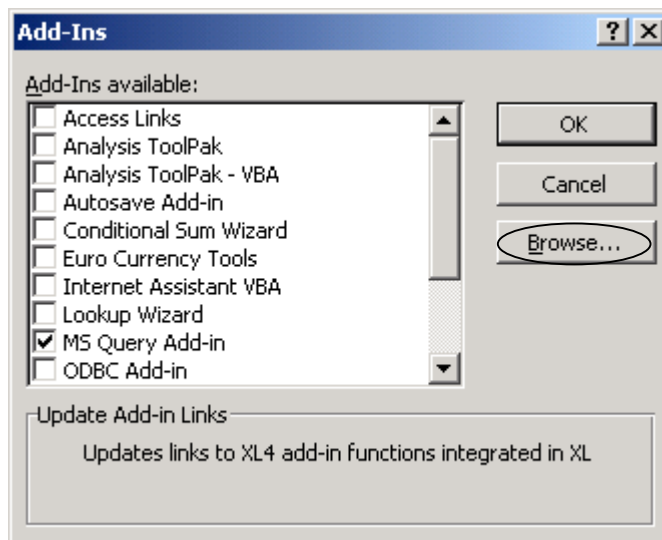


FIGURE: 1.18.2 Excel add-ins, BIF installation set up

### Excel

Select the installation directory (AGRESSO Batch input formatter) and the correct add-in. For Office versions of Office 97 and later select the add-in **agrbif97.xla**.



FIGURE: 1.18.3 Excel, Selecting BIF add-ins

*Continued on next page*

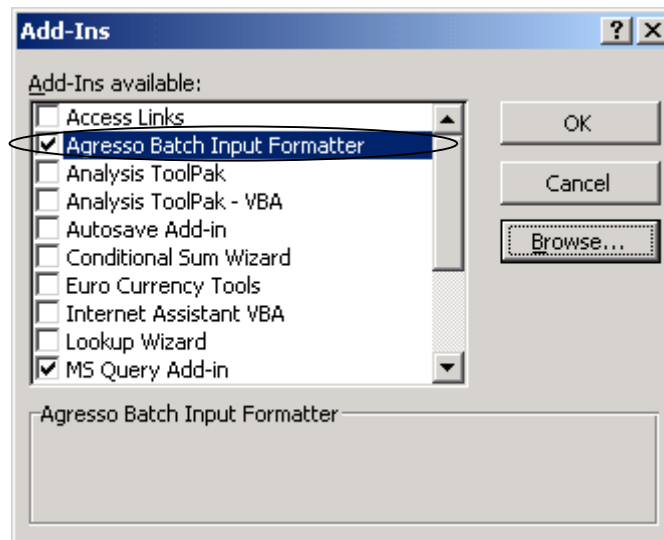




## Installation of the Batch input formatter (BIF), *Continued*

### Add-ins

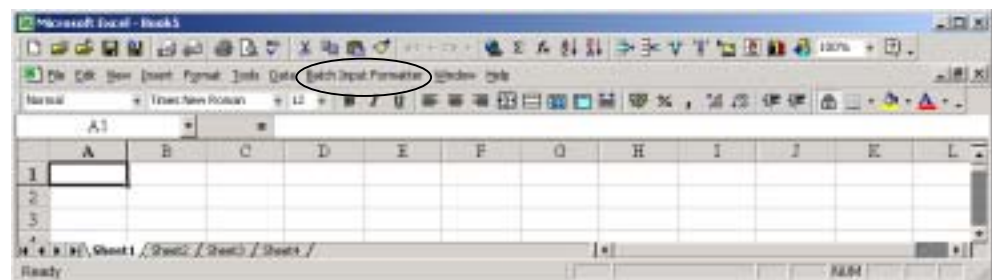
The Batch Input Formatter add-in will now be available with the other standard Excel add-ins.



**FIGURE: 1.18.4** Add-ins, selecting BIF as add-ins  
Select the box for Agresso Batch Input Formatter and then OK.

### Excel

The Batch Input Formatter menu will now be available as a drop menu within Excel.



**FIGURE: 1.18.5** Excel, Batch input formatter facility



## Data fields & templates

### Data fields

#### Fields

There are four types of fields included within the standard file format as described below:

Name	Description
Key Fields	Key fields <u>must</u> be entered on every line; these are listed at the start of the File Format documentation or on-line help.
Mandatory Fields	These are currently as follows. They are mandatory on manual input too and no default values will be assigned as part of the upload routine.
Optional Fields (1)	<p>The defaults can arise from:</p> <ul style="list-style-type: none"><li>• A parameter entered at run-time e.g. customer/supplier group (apar_gr_id) on CS15,</li><li>• System setup parameters e.g. bank account (bank_account) on CS15,</li><li>• Customer or supplier group defaults e.g. tax system (tax_system) on CS15.</li></ul> <p>Note: If these fields are left blank they will be filled with a default value.</p>
Optional fields (2)	<p>An example of this type of field would be kid_ref on CS15.</p> <p>Note: If this field are left blank they will be left blank by the upload routine.</p>

#### Creation

The work that goes into creating the input file in the required format depends on the source and the software tools available:

- If the source is another Agresso module, that module will create an input file in the required format. For example a sales order will generate a GL07 file to enter the invoice transaction lines into Agresso General Ledger and Accounts Receivable automatically on running SO13 Invoicing in Sales Order Processing.
- A flat file may be written in the required format as described in the relevant Appendix from the source system. There may be additional fields required by Agresso which cannot be extracted directly from the source e.g. Customer Group in which case additional programs may need to be written to complete Agresso defaults or map values.
- The LG04 and GL07 processes include the options to write additional SQL queries. These may be useful for looking up and inserting mandatory fields in Agresso where these cannot be completed by the source data.
- The Batch Input Formatter tool can be used to convert spreadsheet files to the relevant formats. This tool is useful for testing file formats and meeting ad-hoc requirements. Where data from the same source is frequently uploaded it is preferable to generate a flat file rather than converting from spreadsheet to flat file every time new data is to be loaded.
- Third party software can be used to extract and/or modify the data.

*Continued on next page*



## Data fields, *Continued*

### Making files available

Batch Input processes looks into the Data Import folder for the import files. This is folder usually found on the Agresso Application Server.

Files should have a suffix of .txt or .dat, they should be no longer than 8 characters (excluding the suffix).

Text files can be viewed, edited and even generated through a text editor such as Microsoft Notepad.

The length of each line of data due to the number of fields on each interface format can make viewing and editing difficult. An example is shown below, each data line is shown wrapped around so that it occupies more than one line, although the actual file has no wrapping.

### Text data file



FIGURE: 1.18.1 Data file format using notepad (GL transactions)

The above example is of the General Ledger batch input text file using text wrap, the file information can be read along the file lines.

The notepad file is created utilising the Batch Input Formatter function in conjunction with the Excel \_GL07\_5 file format.



## Template layout

### Introduction

Standard templates and examples are provided on the spreadsheet **Example.xls** stored in the Batch Input Formatter Directory generated when the software was. The spreadsheet is also available on the standard UK Products CD.

Once a file has been generated using a template and the information entered, the **Write file** command is selected from the BIF drop menu. This checks the mandatory fields have been completed, generates a text file according to the format of the template and writes it to the directory selected either at run time or specified within the template.

### Basic template

To access the standard templates open the **Example.xls** spreadsheet which should be available on the local workstation in the Batch Input Formatter Directory.

	A	B	C	D	E	F	G	H	I	J	K	L
	Field Name	Width	Mandatory	Right	Justify	Format	Multiplier					
1	change_status	1	Y									
2	apar_gr_id	2										
3	apar_id	8	Y									
4	apar_name	35	Y									
5	apar_type	1	Y									
6	ba_country_c	3										
7	bank_account	13	Y									
8	bonus_gr	4										
9	cash_delay	3		Y								
10	clearing_code	13										
11	client	2	Y									

FIGURE: 1.18.6

BIF, Standard template example

### Worksheet names & layout

There are a number of worksheets. Template worksheets have an \_ (underscore) character at the beginning.

The template names should be similar to each file format. Where there is more than one template for each file format e.g. *\_GL07*, *\_CS15*, *\_PR43*, select the relevant Agresso version number or the version with the highest number. It is worth checking the on-line help for your version of Agresso to make sure the file format is correct by checking the field names and file lengths. Amendments can be made in the template if necessary as described later in this chapter.

There are standard columns on each template.

Part	Function
Field name	These field names should correspond to the field names on the file format.
Width	These field widths should correspond to the field widths on the file format.

*Continued on next page*



## Template layout, *Continued*

### Worksheet names & layout (*continued*)

Part	Function
Right justify	Fields with a Y are mandatory. If a file is uploaded without them, the file upload will fail. In order to prevent failure on upload, these fields are checked for values when using the Write File Option to generate the text file.
Format	<p>These are relevant for date fields and number fields. These are used with the Write File option to convert fields to the correct format without having to do this within the Excel Spreadsheet.</p> <p>For dates, the formats are displayed. As long as the date fields in your data are valid dates recognised as dates within Excel i.e. you can format the field in a date format to display the correct date, formatting of the text file will be taken care of by the write file option.</p> <p>For numbers and money, a single zero is displayed in the format field. This is to signify that a number is expected of at least one digit in length. There are no leading zeros.</p> <p>For periods, 8 zeros are shown in the format column to signify that valid Agresso periods are number fields which are always 8 digits in length.</p>
Multiplier	<p>These are displayed on most fields used for money. The insertion of 100 in this column will multiply the values in your spreadsheet by 100 to convert from pounds and pence to pence. This is because the standard text file requires money fields to be loaded in pence.</p> <p>If the data in the spreadsheet is in pence, the multiplier of 100 should be removed from the relevant column to ensure the correct monetary values are uploaded and not multiplied by 100.</p>



## Template set up

### Introduction

A template worksheet is required within the same workbook as your data. Either copy the relevant template sheet to a new workbook or a workbook containing the data or copy your data into the Example 'xls' spreadsheet.

Select the option **Make Template** from the Batch Input Formatter menu. One or more templates will be displayed which correspond to the worksheets commencing with '\_'.

### Make template

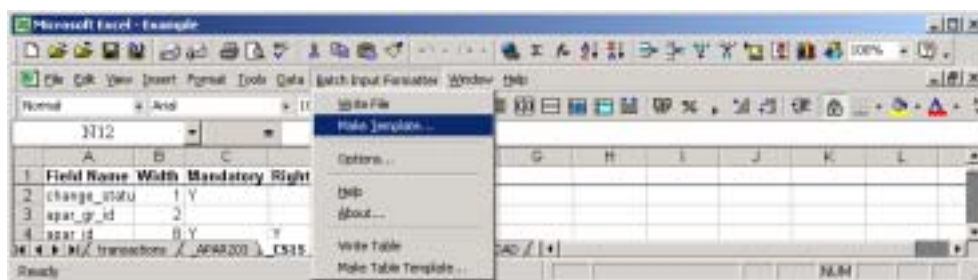


FIGURE: 1.18.7 BIF, Make template

### Select template

Select the template format to be used. In this case GL07\_505.

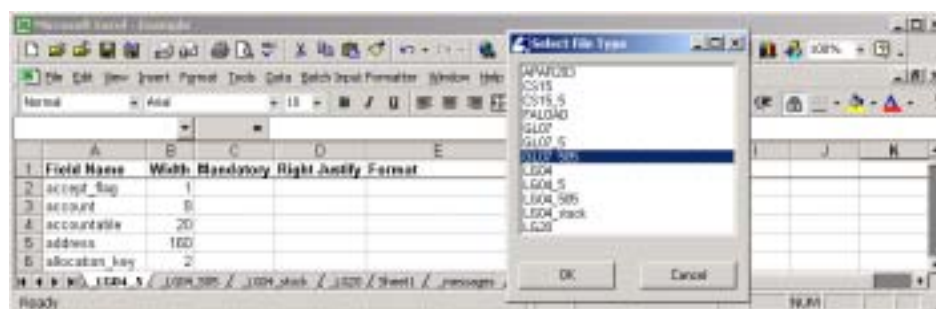


FIGURE: 1.18.8 Add-ins, Selecting template set up

### Work sheet

A new worksheet will be generated with the field names displayed in column B and in a row underneath this.

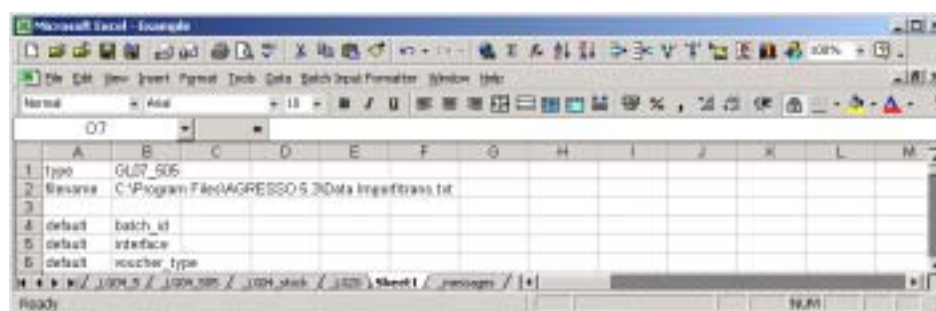


FIGURE: 1.18.9 Excel, New spreadsheet for BIF

Continued on next page



## Template set up, *Continued*

### BIF Key words

Column A is reserved on the template for BIF keywords. These are:

Part	Function
Type	This should contain the template name used in column B.
Filename	<p>This should contain the path to the Import Data directory on the relevant Agresso server and a filename for the file to be generated in column B. The filename should end in. txt or. dat and should contain no more than 8 characters excluding the suffix. This field can be left blank in which case the user will be required to browse and then select the Agresso import directory.</p> <p>If this path to the Import Files Directory is directly mapped on your workstation, the relevant drive and path can be entered. Use Explorer to identify the relevant drive and path. In this example the drive S has the Import files mapped to it as a subdirectory under the main directory Agresso.</p> <p>S:\agresso\Import Files\glupload.txt</p> <p>Where there is no drive mapping, the name of the server should be entered and the relevant path to the import directory. If you are unsure as to where this is, use Network Neighbourhood to search for the Import Directory and then type the same path name in. In this example the Import Files directory is located on the Agresso Application Server in this case named AGRESSO_APPS. In this example it is a subdirectory of the directory Agresso.</p> <p>\\AGRESSO_APPS\Agresso\Import Files\glupload.txt</p> <p>Server names and exact path names will be different for each set up and mappings and NT access can differ from user to user and workstation to workstation. If the Import Files Directory cannot be found using Explorer or Network Neighbourhood it may be defined as a 'hidden path' or the user may have no access to it at all. In either case technical help will be required from the customers IT support Department to provide the relevant access within NT for the relevant users.</p> <p>The user must also have write access (NT security) to this directory in order to successfully write the file!</p>

*Continued on next page*





## Template set up, *Continued*

**BIF Key words**  
(*continued*)

---

Part	Function
Defaults	<p>These are optional rows and can be deleted from the spreadsheet if not required. The default rows are shown in the order of the standard format but can be reordered if required. Where default rows are required, a value should be entered in column C for the relevant field name.</p> <p>Entering a value in column C creates a default value for a field. When the text file is generated, the value in this field will be copied into all data rows. This can be useful for fields such as batch_id, interface etc where the values for these fields are likely to be the same and required for every row of data. This therefore negates the need for this field to be used within the main data.</p>
Columns	<p>Columns should be entered in column A underneath any type, filename and default keywords. The field names for your data rows should be entered on the same row as your columns keyword. On the standard template file generated all field names will be shown in the order of the standard format. However only fields required for your data need to be entered and they can be in any order.</p>
End	<p>This can be the final row in your datasheet in column A. It signifies the end of the file.</p>

---

**Amending & writing templates**

If the file formats need amending or a new one needs to be generated for a new upload routine it is possible to amend existing formats and/or create your own.

The file format should correspond to a standard flat file format layout given in the on-line help in AGRESSO for the relevant upload routine.

The standard keywords must be used in the correct columns. The template sheet name should commence with ‘\_’.

---



## Data example

### Introduction

The example below shows a simple file upload of two transaction lines, the first debiting the account 1210 with £1000, then the second line crediting account 3010, cost centre 330 and Project 110 with £1000. All mandatory fields have been completed and unused fields can be left blank.

### Transaction upload

	A	B	C	D	E	F	G	H	I	J	K	L
1	type	GL07_506										
2	filename	C:\Program Files\AGRESSO 5.3\Data Import\trans.txt										
3												
4	default	batch_id	Test									
5	default	interface	BI									
6	default	voucher_type	BI									
7	default	client	EN									
8	default	tax_code	0									
9	default	currency	GBP									
10	default	description	Test Input									
11	default	trans_date	08.06.2001									
12	default	voucher_d	08.06.2001									
13	default	voucher_n	9000									
14	default	period	200106									
15												
16	columns	trans_type	account	cat_1	cat_2	cur_amm	amount					
17		AR	1210			1000	1000					
18		GL	3010	330	110	-1000	-1000					
19	end											

FIGURE: 1.18.10 Excel, Transaction information for upload

### Text file

When you run this file it will produce the Trans.txt file, and insert it into the AGRESSO Data import file.

```

Test      BIRGLN330  0  GBP
100000    100000
Test Input                                20010608200106089000  200106

Test      BIRGLN3010  330  110
-100000   -100000
Test Input                                20010608200106089000  200106
  
```

FIGURE: 1.18.11 Notepad, Trans text files



## Writing data files

### Introduction

Once the file is completed, select **Write file** from the Batch Input Formatter menu. The first time this option is run a new sheet will appear in the workbook named '\_messages'. This will display any error messages or inform you that the file wr5te and copy to the Data Import Directory are successful.

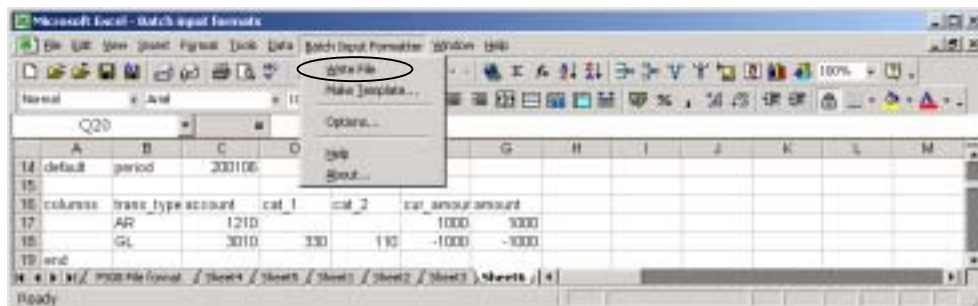


FIGURE: 1.18.12 Excel, Write file

### Successful write file

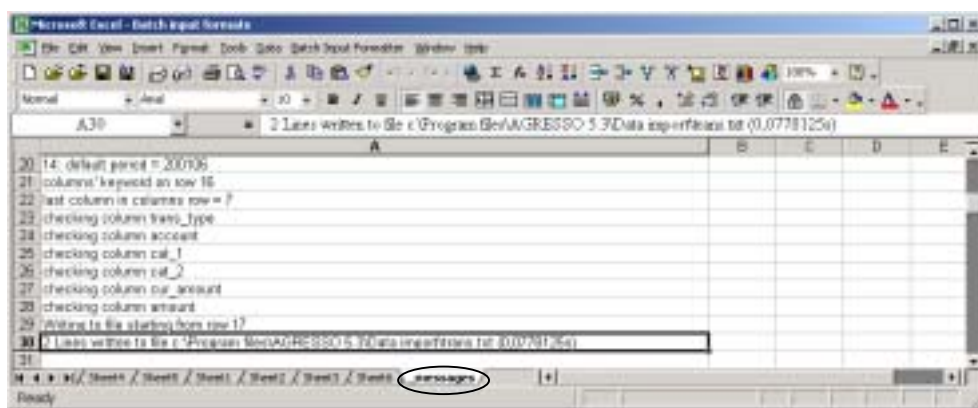


FIGURE: 1.18.13 Excel, Message sheet confirmation

The text file can be viewed in the Data Import directory. If any further editing or checking is required it can be done using Microsoft Notepad.

### File upload

Once the file has been written to the Data Import directory it can be uploaded using the relevant routine from the AGRESSO menu.

### Unsuccessful write file

An error message will be displayed in the \_messages sheet at the point of failure. Error messages might include failure to complete mandatory fields or the path name to the Data import directory incorrectly specified.

The example below shows an error message for a file where the BatchID has not been entered.

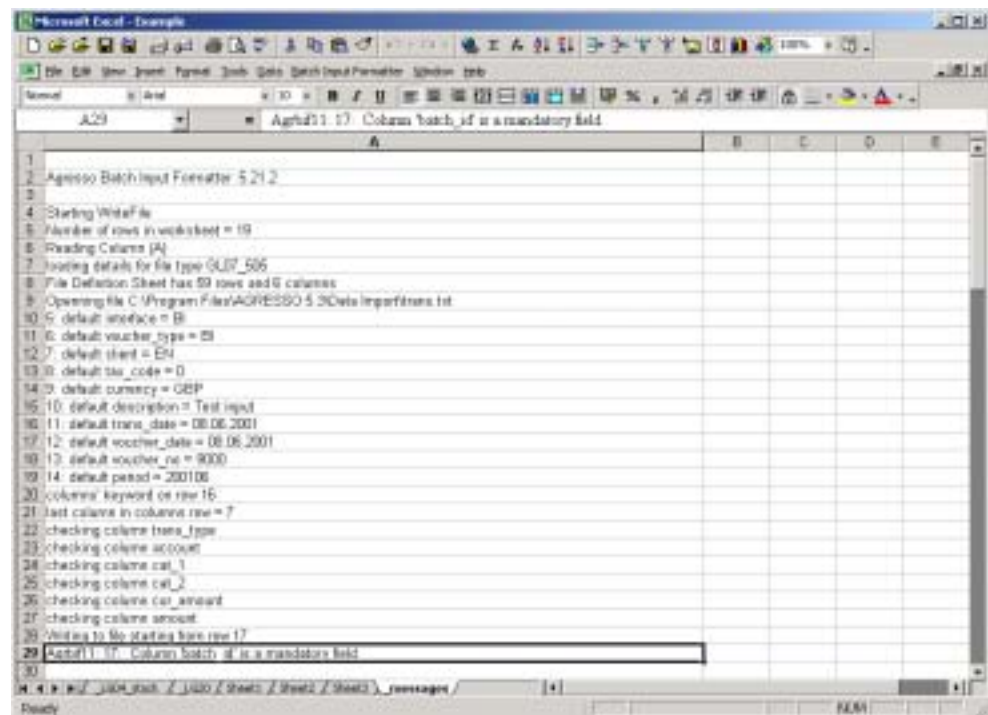
The file can be corrected and rewritten until it is successfully written to the Data import directory.

*Continued on next page*



## Writing data files, *Continued*

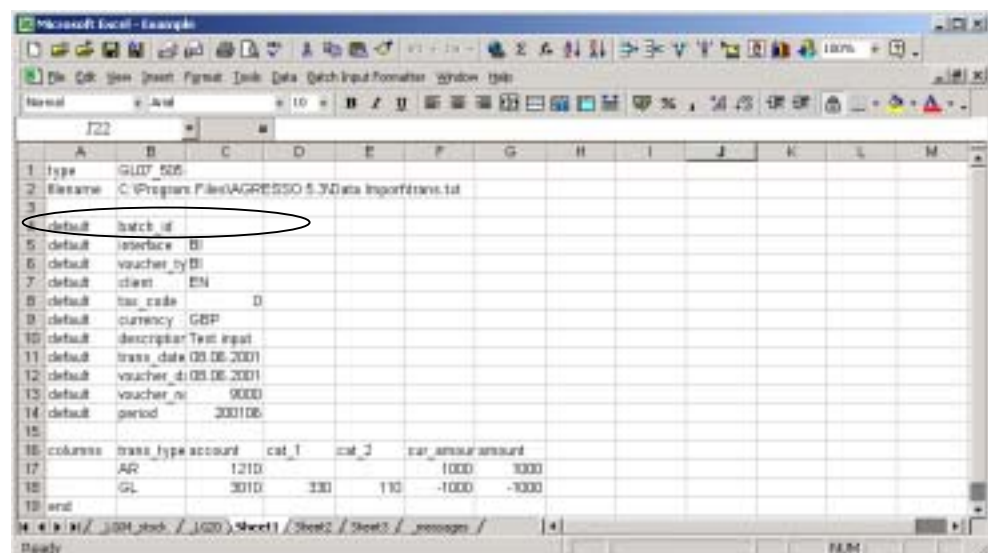
**Unsuccessful  
write file  
(continued)**



**FIGURE: 1.18.14** Excel, Unsuccessful file write error message

## Error correction

If you access the original BIF file you can then enter the relevant information, then run the **Write file** command again, this will write the new file to the specified location and produce the confirmation message.



*FIGURE: 1.18.15*      Excel, Error correction of BIF file

## Amending & writing template files

### Introduction

If the file formats need amending or a new one needs to be generated for a new upload routine it is possible to amend existing formats and create your own.

The file format should correspond to a standard flat file format layout given in the on-line help in Agresso for the relevant upload routine.

The standard keywords must be used in the correct columns. The template sheet should commence with ‘\_’.

### Help File

The file format for all the Batch Input Files are available in the help file, select **F1** in the required window.



FIGURE: 1.18.16 Help files, Batch Input file formats

### File format

Copy the information from the help file onto the excel spreadsheet ensuring all the information is correct. This format will then be available for selection from the **Make templates** command.

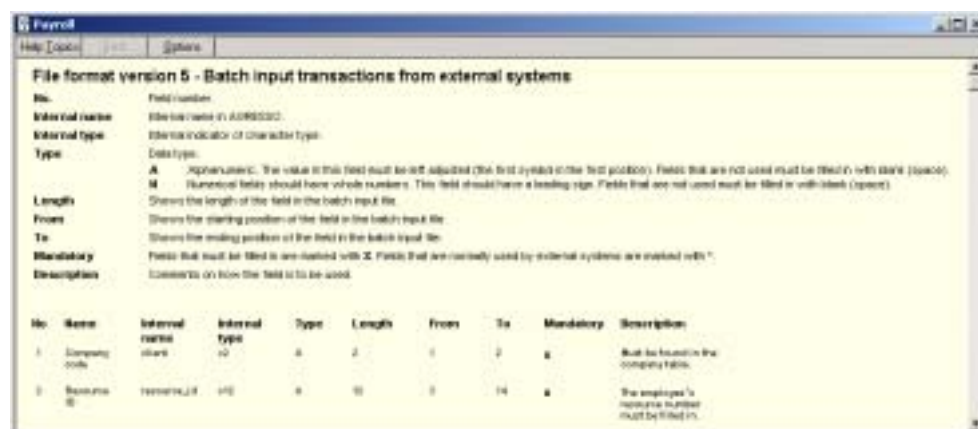


FIGURE: 1.18.17 File format, Batch input file format



## Writing direct to Agresso tables

### Enabling Dataload

#### Introduction

This covers the process of generating templates and writing data directly to Agresso Tables. This may be required where no standard upload is available or the upload is not covered by the UK Dataload Program.

One example of this is upload to the Subscriptions Module, which must always be done in conjunction with your Implementation Consultant.

This routine can also be useful for error correction where for some reason data is missing from a table and needs to be added.

An example is provided for uploading notes to the customer master file. The route for manually entering data is using the Draft Option on the Tools menu on the Customer Master file. It is not possible to upload notes using CS15 or the Customer and Supplier upload within the UK Dataload software.

#### Caution

The Agresso Data Structure is extremely complicated and the data integrity of your System must be maintained. Writing data to tables in this manner will not involve any validation of fields. For this reason it is not normal for customers to routinely write data to tables indeed it may invalidate a customers support contract if this is done incorrectly by an Agresso user. **This activity MUST therefore be done ONLY in conjunction with your Implementation Consultant or following advice from the Agresso Customer Services Department.**

#### Prerequisites

- The Agresso Batch Input Formatter Software must be installed on the client Workstation or PC.
- Microsoft Excel must be installed on the client Workstation or PC
- An ODBC data source must be defined for Agresso and be available as a machine data source from the Client Workstation or PC

#### Enabling export utility

Select Options from the Tools menu. Confirm that you wish to enable the export utility. The Drop Down menu should now be extended to include the options:

- Make Table Template,
- Write Table.



FIGURE: 1.18.18 Excel, BIF Making a new template

A template can be automatically generated for any table within the Agresso database.

*Continued on next page*





## Enabling Dataload, *Continued*

### Enabling export utility (*continued*)

Select the option Make Table Template from the Drop menu. A warning message will warn the user of the dangers of this activity and ask if the user wishes to continue.

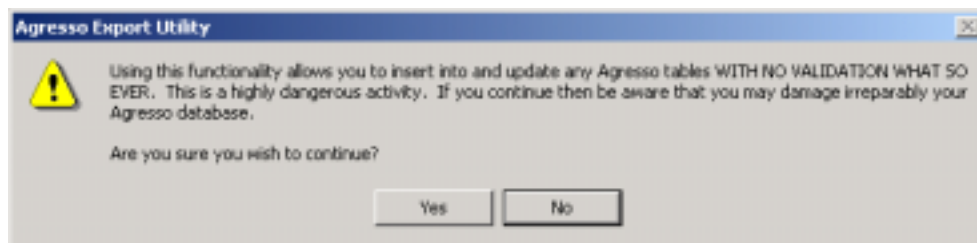


FIGURE: 1.18.19 Excel, Agresso insert table warning

### Data source

You will be asked to select a data source. This should be selected from the Machine DataSources Tab.

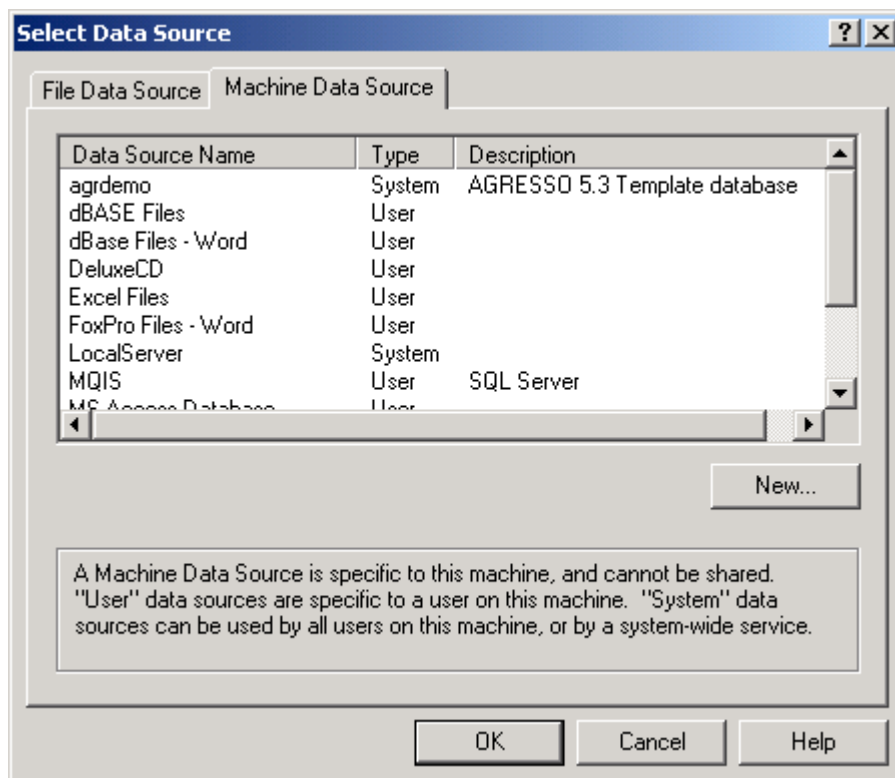


FIGURE: 1.18.20 Excel, Selecting data source

*Continued on next page*



You will then be required to select the table from the Agresso tables within the database.

*FIGURE: 1.18.21* Excel, Selecting Agresso data tables

The screenshot shows the Microsoft Excel 2003 application window. The 'Select Database' dialog box is open, displaying a list of database types: 'Access', 'DBase', 'Excel', and 'MS Access'. The 'MS Access' option is highlighted. In the background, the Excel spreadsheet is visible, showing a list of templates. The 'Agreess Back Input Formatter 5.21.2' template is selected, and the 'Data' menu is open, showing the 'Import' option.

*FIGURE: 1.18.22*      Excel, Selecting database

[illegible]

**FIGURE: 1.18.23** Excel, New excel data table

Continued on next page

## Enabling Dataload, *Continued*

### Completing the data

The data should be completed using the same principles as with the Standard Template design. The same key words are used. It is advisable to check the format of existing data within the relevant table using SQL or a Microsoft Tool such as Microsoft Query.

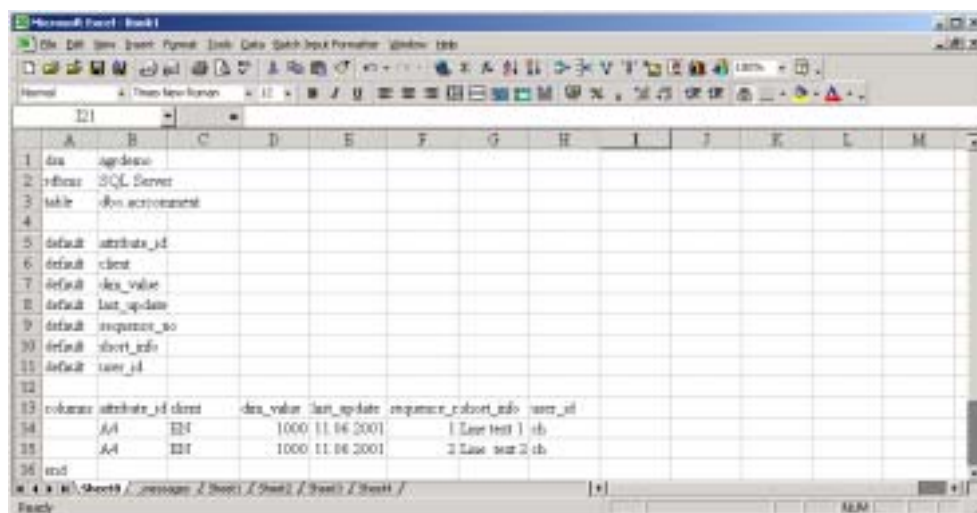


FIGURE: 1.18.24 Excel, New data entry

The example shows upload of 2 lines of text to customer 1000. The attribute\_id for the attribute custid is A4.

### Write tables

Select the option Write table. A further error message warning that a validated data is about to be loaded.

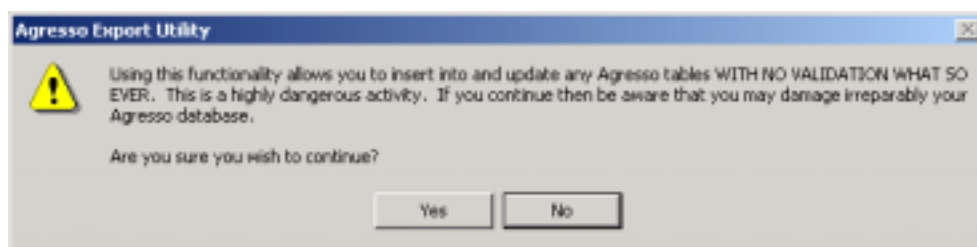


FIGURE: 1.18.25 Warning message, Table validation warning

The data will be written to the table directly and can be viewed from within the relevant window in Agresso.

### CR18

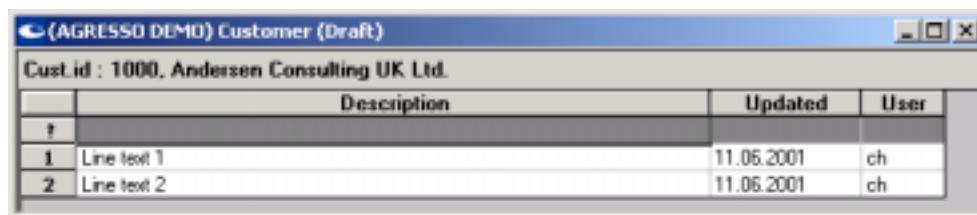


FIGURE: 1.18.26 CR18, Insert of data direct to AGRESSO tables



## Dataload software

### Using dataload

#### Introduction

This section covers the installation and use of the UK Dataload Software and the upload of various master files within Agresso including those not covered by the Standard Agresso uploads in the earlier sections.

Flat file formats are generated from spreadsheet templates using the Batch Input Formatter Excel add-in. The template spreadsheets are supplied with the Dataload software, which must be installed on the Agresso Application Server.

The server process to upload the flat files must be defined as a personal menu option.

An example is provided of dataload to the Fixed Asset Module. Other dataloads to other modules follow similar principles.

#### Prerequisites

- The Batch Input Formatter software must be installed on the Agresso Client Workstation or PC.
- Microsoft Excel must be installed on the Agresso Client Workstation or PC.
- The Dataload software must be installed on the Agresso Application Server.
- A personal menu item for the Dataload server process must be set up within the Agresso Application and the user must have authorisation to use this process on the personal menu.
- Write access to the Data Import directory on the Agresso server
- The relevant module must be configured within Agresso to conform to the data to be uploaded.

#### Installation

The software requires a separate installation to that of the main Agresso installation on the Agresso Servers and Clients. The software and installation instructions are supplied on a separate 'UK Products' CD ROM. The Agresso Support Desk can supply the latest copy of this CD, which also provides latest versions of Excelerator, Batch Input Formatter, software patches and Service Packs.

The installation instructions are held on the CD and should be followed. A setup program must be run. The Agresso Application Server may sometimes need to be rebooted after the set up program has been run. The user will be notified of this if it is required.

A personal menu item must be set up as detailed in the installation instructions. This is done within the System Administration module within the Agresso Application. This provides a server process on the personal menu with parameters as described in the following instructions.

#### Installation

Installation of Dataload software must be carried out on the Agresso Application server.

#### Dataload templates

Templates are provided for the following Agresso master files and standing data in the spreadsheet dataload.xls on the installation CD. Example data is provided for each file template type.

*Continued on next page*

Using dataload, *Continued***Dataload templates**  
(continued)

- ACTY For PC&B Activities
- ADDR Addresses
- APAR Customers and Suppliers
- ATTR Attribute Values
- DESC Attribute Value Multi-lingual Descriptions
- FASS Fixed Assets
- HREL Resource Relation Values
- PRJB PC&B Project Budgets
- PRJP PC&B Price Lists
- PROJ PC&B Projects
- RESO PC&B Resources
- WORK PC&B Work Orders

A further keyword group can be used with Dataload in addition to the keywords used with Batch Input Formatter such as filename, default, columns and end. This allows additional data to be uploaded such as additional addresses, relations and descriptions.

- ADDR Can be used with APAR,ATTR,FASS, PROJ,RESO,WORK
- RELA Can be used with APAR,ATTR,FASS, PROJ,RESO,WORK
- DESC Can be used with APAR,ATTR,FASS, PROJ,RESO,WORK
- FREL Can be used with FASS
- HREL Can be used with RESO

Multiple addresses, relations and descriptions can be uploaded in the same file.

**Dataload spreadsheet**

	A	B	C	D	E	F	G	H	I
	Name	Width	Mandatory	Right Just	Format	Multiplier	Description		
1	group FASS								
2	amount2	15		Y			Index amount		
3	amount3	15		Y			Insurance amount		
4	asset_group	6					Asset group		
5	asset_id	6	Y				Asset ID		
6	client	2	Y				Company		
7	date_from	8			YYYYMMDD		Date from		
8	date_to	8			YYYYMMDD		Date to		
9	depr_id	8		Y			Tax depr. balance		
10	depr_method	3					Depr. method		
11	depr_percent	8		Y			Depr%		
12	description	50					Asset Description		
13	dim_1	8					Category 1		
14	dim_2	8					Category 2		
15	dim_3	8					Category 3		
16	dim_4	8					Category 4		
17	dim_5	12					Category 5		
18	dim_6	4					Category 6		
19	dim_7	4					Category 7		
20	frequency	3					Frequency		
21	index_code	8					Index code		
22	index_period	6		Y			Indexed period		
23	life_time	4		Y			Lifetime		
24	long_info	120					Information		
25	period	6		Y			Depr period		
26	purchase_price	15		Y			Purchase price		
27	res_val_flag	2					Residual value Flag (AmAmount, PnPercent)		
28	res_val_amt	15		Y			Residual value Amount / Percent		

FIGURE: 1.18.27 Excel, Dataload spreadsheet

Continued on next page



## Using dataload, *Continued*

**Dataload template** The option **make template** is selected from the Batch Input Formatter menu in the usual way and the relevant template is selected.

The subdata types identified above if relevant are automatically added in as a new line with the keyword group in column A. If they are not required they can be deleted. Column C is used to enter a prefix for field names for subdata types. Where multiple addresses, relations and/or descriptions are required, a new group row should be inserted with a different prefix in column C, e.g. rela2. This enables multiple relation values to be separately identified.

### Subdata groups

	A	B	C	D	E	F	G	H	I	J	K	L
1	type	FASST21										
2	group	DESC	desc1									
3	group	ADDR	addr1									
4	group	RELA	rela1									
5	group	FREL	frei1									
6	filename											
7												
8	default	amount2										
9	default	amount3										
10	default	amount_group										
11	default	amount_id										
12	default	client										
13	default	date_from										
14	default	date_to										
15	default	depr_id										

FIGURE: 1.18.28 Excel, Subdata groups in dataload

### Prefix groups

The extract below shows how the field names are defined for the subdata types using the prefixes in the group section.

	A	B	C	D	E	F	G	H	I	J	K	L
34	default	res_val_stat										
35	default	status										
36	default	std_price										
37	default	street_addr										
38	default	desc1 language										
39	default	desc1 description										
40	default	addr1 address										
41	default	addr1 address type										
42	default	addr1 cc_name										
43	default	addr1 country_code										
44	default	addr1 description										
45	default	addr1 e_mail										
46	default	addr1 place										
47	default	addr1 pos_title										
48	default	addr1 province										

FIGURE: 1.18.29 Dataload, Subdata prefix groups

*Continued on next page*



## Using dataloader, *Continued*

## Dataload file

A completed simple example is shown below. The fields not being used have been deleted.

The screenshot shows a Microsoft Excel 2003 spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	type	FASSG33													
2	group	DESG	decs1												
3	group	ACDM	admi1												
4	group	RELA	rela1												
5	group	REEL	reel1												
6	pathname	C:\Program Files\MSO\DESG 5.3>Data Import\ass1.tst													
7															
8	default	type1	EN												
9	default	date_fr	01.12.2001												
10	default	status	IN												
11	default	decs1_lang	EN												
12	default	decs1_lang	NO												
13	default	rela1_rel	AD												
14	default	reel1_price	100												
15															
16	columns	amount3	amount3	excel_gr_amount3	date_from	date_to	date_reel	description	dim_1	Frequency	file_name	lang_info	part_price	old_price	
17		200	200	300 EURRAT	01.01.2001	01.01.2001	1	LM	Desk	100	PCB	100	2000	1000	
18		2000	2000	CAR3	01.01.2001	01.01.2001	1	SM	Car	100	GRT	24	1000	1000	
19	and														

The status bar at the bottom indicates 'Ready' and 'NFM'.

**FIGURE: 1.18.30** Excel, Dataload file information

To load the file select write file from the Batch Input Formatter menu in the usual way.

## Flat file format

Sales	Amount	Date	Description	Status
100	100	10/12/2000	100conference desk	1
100	100	10/12/2000	100car	1

**FIGURE: 1.18.31** Notepad file, Flat file for Dataload process



## Dataload (DLOAD) server process

### DLOAD

Select the DLOAD report from the personal menu.

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	File name	FASS.TXT
11	Type of data	521
12	File format	521
13	Update existing row	Y
14	Update Database	Y
15	Keep file	Y
16	Rows for diagnostics	100
17	Logging_type	S
18	Alternate key	
19	Maximum no of errors	0
20	Truncate overlapping	N
21	Set direct relation	N
22	Check mandatory relatic	N
23	Force insert	N

FIGURE: 1.18.32 DLOAD, Dataload process report

### Parameter

Part	Function
File name	The file name of the fixed field format file.
File type	Defines which of the data types of data the program will load e.g. FASS for fixed assets.
File format	Defines which version of the fixed field format the file is in. Select 521 for version 521 and later ABW versions unless the file format has changed.
Update rows	Indicates whether existing items of data are to be updated with the details held in the fixed field format file. <ul style="list-style-type: none"> <li>If this parameter is set to 'Y' then existing items of data in the database will be updated.</li> <li>If it is set to 'N' they will not be updated</li> </ul>
Update database	Indicates whether the Agresso database is to be updated. <ul style="list-style-type: none"> <li>If this parameter is set to 'Y' then the Agresso database will be updated.</li> <li>If it is set to 'N' then it will not be updated. This allows the server process to be run and the validation to be carried out without any updates to the Agresso database being made.</li> </ul>

*Continued on next page*



Dataload (DLOAD) server process, *Continued***Parameter  
(continued)**

Part	Function
Keep file	Indicates whether the fixed field format file should be deleted upon completion. Set the value to 'Y' to keep the file and 'N' to delete it.
Rows for diagnostics	Indicates the number of rows at which to display diagnostics. Diagnostics displayed are the elapsed for the last <number of rows> and the average time per row. This parameter is not mandatory. If it is not set up then a default value of 100 will be used.
Logging type	Indicates the type of transaction logging used. <ul style="list-style-type: none"> <li>• A value of 'A' indicates that a database transaction will surround all the database updates. This means if the process stops due to any errors being encountered no update to the Agresso database will have been made.</li> <li>• A value of 'N' indicates that no database transaction logging will be used.</li> <li>• A value of 'S' indicates that a database transaction will surround each row update to the database. This means if the process stops due to any errors being encountered all the rows prior to the row in error will have updated the Agresso database. This parameter is not mandatory. If it is not set then a default value of 'A' will be used.</li> </ul>

The following are optional parameters. They may only be relevant with certain types of upload.

Part	Function
Alternate key	Only relevant to APAR date, i.e. customers or suppliers. It allows you to define the external ref or the short name as the 'key' to the customer/supplier table. <ul style="list-style-type: none"> <li>• To use the external ref set this parameter to 'EXT_APAR_REF'.</li> <li>• To use the short name set this parameter to 'SHORT_NAME'.</li> <li>• Otherwise leave this parameter blank. If a customer/supplier already exists with the alternate key then that customer/supplier will be updated (provided parameter 'Update rows' is set to 'Y'). If a customer/supplier does not exist with the alternate key then they will be created. If more than one customer/supplier exists with the alternate key then an error will be reported and execution of the server process will stop. This field is not relevant for standing data other than customers and suppliers.</li> </ul>
Maximum number of errors	Indicates the number of errors that the server process will allow before abandoning the whole job. The default value suggested is zero. A value of -1 means no limit.  If this value is not zero, the logging type must be 'S' or 'N'.

*Continued on next page*

Parameter  
(continued)

Part	Function
Truncate overlapping relations	If a Resource Relation (HREL) being loaded overlaps with the existing one, this causes a message such as 'HSRelation Save: relation already exists for EN, 91112502,199111,203010 with overlapping period range'. By setting this parameter to Y, this will truncate the overlapping pre-existing relation to end just before the new one being loaded, or start just after, as appropriate. The status of a relation that is truncated to end just before the new relation starts will be set according to the system parameter 'OLD_REL_STATUS'.
Set direct relation	Any types of data which when loaded create an attribute value (including ATTR, attribute values themselves) can have the direct or owner relation (rel_value) on the attribute value set from the appropriate corresponding normal relation that is also being loaded. This is done by setting this parameter to 'Y'.
Check mandatory relations	Any types of data which when loaded create an attribute value (including ATTR, attribute values themselves) can have relations which may be defined as required. Setting this parameter to 'Y' will force Dataload to check that all such relations are supplied in the data being loaded before it allows the data to be written to the database.
Force insert	This parameter is only relevant to PRJB data, i.e. project budget figures. When loading a project budget, if a value or values already exist for the combination of client, project, amount_variant, account, department, activity, resource_id, work_order and period, then normally Dataload will replace the budget for this combination with the value being loaded. By setting this parameter to Y, the values being loaded will be inserted in addition to any values that already exist.

```
C:\AGRISSO\BPM0>C:\INCIPR-1\SYSTEM-1\LOCALS-1\Temp\Read_4.log
11:36:39 > Evalua_1000000Value
11:36:40 > Loading Attribute Definition for: 'FB','EM'
11:36:40 > Loading client (company) information for EM
11:36:41 > Loading system setup parameter for EM/DEF_PERIOD_FROM
11:36:41 > Loading common parameter for DEF_PERIOD_FROM
11:36:41 > Loading system setup parameter for EM/DEF_PERIOD_TO
11:36:41 > Loading common parameter for DEF_PERIOD_TO
11:36:41 > Loading Attribute Definition for: 'CI','EM'
11:36:41 > Loading Attribute Definition for: 'AB','EM'
11:36:44 > 2 Line(s) processed. 0 Errors. Elapsed time 5,82s (2,51s per
line)
11:36:44 > Ending Normally
11:36:44 > 'AUTO DELETE' DEF in aggclientsnf, aggsyscnf or aggsparameters
(search order)
Time Used: 00:07:22.94
-----
20010614 11:36:44 Disconnected from agrdono..
```

**FIGURE: 1.18.33** DLOAD, Successful upload of data

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### Dataload (DLOAD) server process, *Continued*

## Asset update

If you now view the **Asset** window or run the **Asset information (FA03)** process the revised information can be seen in the report with the details provided in the Data load.

(AGRESSO DEMO) (AGRESSO DEMO) Asset			
	Asset	Description	Ass.grp
?			
1	M91/12	Desk	FURNIT
2	BL29463	Car	CARS
Σ			

FIGURE: 1.18.34 FA02, New assets in Agresso using DLOAD

[illegible]

FIGURE: 1.18.35 FA03, Asset information update after dataload

## Unsuccessful upload

No report is generated on upload using the Dataload program. An error message will be displayed in the Log file.

AGGRESSO Business World - [[AGRESSO DEMO] C:\DOCU~1\CLIVE~1\HDD\LOCALS~1\Temp\agres\_1.log]

File Edit Data View Format Window Help

```

16:23:08 > Loading client (company) information for EH
16:23:08 > Loading system setup parameter for EH/DEF_PERIOD_FROM
16:23:08 > Loading common parameter for DEF_PERIOD_FROM
16:23:08 > Loading system setup parameter for EH/DEF_PERIOD_TO
16:23:08 > Loading common parameter for DEF_PERIOD_TO
16:23:08 > Loading attribute definition for "CS" "EN"
16:23:09 > Error: line 1: address.CountryCode: '' is not a valid country c
ode
16:23:09 > Ending Normally
16:23:09 > 'AUTO_DELETE' OFF in aagclientconf, aagsysconf or aagparameters
(search order)

Time Used: 00:00:27.01
=====
20010613 16:23:39 Disconnected from aagdemo.
  
```

agresso F006 32 324 100%

*FIGURE: 1.18.36* DLOAD, DLOAD log file error

The logging type parameter determines whether the whole file will be rejected or whether just the error records will be rejected if some data lines have errors in them.

The file should be corrected in the spreadsheet and the file should be rewritten using the write file option again on the Batch Input formatter menu. There is no batch input maintenance function to correct data on-line within Agresso. The DLOAD server process should be rerun with the new version of the file.

Alternatively if the error is related to the Agresso set up the Agresso set up should be amended and the DLOAD server process rerun.



## Batch import of standard files

---

### Key elements



Batch input into Financials



Batch input into Logistics



Batch input into Human Resources

---

### Introduction

This chapter covers the general format details of the file, documentation and creation of the file, including the import of files into three of the AGRESSO product area utilising the Batch Input functionality in conjunction with the Batch Input Formatter.

Other file formats compatible with earlier versions of Agresso are available on the on line help.

---

### Format

The import file must be formatted so that the relevant Batch Input process can interpret it correctly i.e. in the standard format as laid out in each Appendix. Each row in the file will contain, typically, a complete master record or a complete transaction line. Fields in the file are not separated using commas or other identifying characters. The character position within each determines the start and end point of each field only.

The user should also note the format of date and amount fields (in pence) and whether a field is left or right justified.

File formats for each Batch Input server process can be found in an appendix to this course material.

---

### Documentation

The file format documentation shows:

- Common names of the fields that are allowed for in the file, e.g. Product code
  - Internal names (i.e. those used by Agresso program code) of the fields, e.g. *article*
  - Type of field: character, integer numeric, floating decimal point numeric, money, date etc.
  - Length of the field in character positions, e.g. article may be 15 characters wide
  - First and last character positions of each field within the line, e.g. article may start at character position 53 and end at 67
  - Description of the field contents, sometimes with advice on default or valid values.
-



## Batch input into Financials

### Importing Customers & Suppliers using (CS15)

#### Main menu



#### Introduction

Here we will demonstrate the import of customers and suppliers using the standard CS15 process. This process is only required where the UK Dataload program is not available which also has the facility to upload customers and suppliers. Both processes are similar, however the Dataload program also allows upload of customer and supplier relations and has additional run time parameters.

CS15 uploads customer master file and supplier master file information that could otherwise be manually entered through windows CU02/SU02 – names, addresses, details held on the invoice and payment tabs.

#### Inserting or Updating records

New master records can be inserted by CS15 (*change\_status* = "I"), and records already in Agresso can be updated (*change\_status* = "U"), e.g. with a change of credit terms.

Multiple address types (General, Delivery, Payment etc. ) can be loaded (*full\_record* = '0'). If these address lines are loaded at the same time as the new full customer or supplier details (*full\_record* = '1'), the additional address lines are also flagged as an insertion. If the customer or supplier already exists in AGRESSO, all address lines for that customer or supplier – whether they are of a type that already exists or not - are flagged as an update.

#### Note

Do not mix customers and suppliers in one file. Generate two separate files.

*Continued on next page*



## Importing Customers & Suppliers using (CS15), *Continued*

### CS15

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	AP/AR type	Customer
11	AP/AR group	*
12	Key	Customer/Supplier
13	Assignment	<input checked="" type="checkbox"/>
14	Filename	cust.txt
15	File format	50
16	Query	
17	Query Parameter 1	
18	Query Parameter 2	
19	Query Parameter 3	
20	Agresso SQL	0
21	Report file	CS15
22	Report file 2	CS15E

FIGURE: 1.18.37 CS15, Batch input of Customers & Suppliers

### Prerequisites

- The Accounts Receivable and Accounts Payable modules must be configured to comply with the data in the Interface file.
- The file to be uploaded must be located within the Data Import area on the relevant Agresso Server. It should have a suffix of .txt or .dat and not be more than 8 characters in length (Excluding the file extension).

### Parameters

Part	Function
AP/AR type	Select customer or supplier.
AP/AR Group	Use * if the AP/AR group is defined in the file.
Key	This can be left on customer/supplier default unless you are updating the apar_id field in the import files using assignment.
Assignment	If this is selected, the apar_id values given in the import file will be changed to the next in the Customer identification number range. This means that the 1st customer or supplier in every import file can start with an apar_id of '1' (or '1000' or any number), the 2nd with '2' and so on. If the 1st customer has multiple addresses, the apar_id will continue to be '1' for each address. AGRESSO will then assign the latest apar_id of, say '2056' to each of the incoming records with an apar_id of '1'. Leave this cleared and number your customers and suppliers on the file if you wish apar_ids to be assigned in the order of the file, (If some information is reject the numbering will become out of line).

*Continued on next page*



## Importing Customers & Suppliers using (CS15), *Continued*

### Parameters (continued)

Part	Function
Filename	The name you gave the file that is in the Import directory.
Fileformat	File format 52 is the latest format, variations on this format (to enable compatibility with past releases of Agresso) are also available to avoid the need to reformat to the new format with new releases unless the new fields are required.

### Results

A report is generated whether the upload is successful or not. The examples below show both a report from a successful upload and an unsuccessful upload.

**Successful upload** Here the upload was successful, and the report CS15A shows information about the records added, as follows:



FIGURE: 1.18.38 CS15A, Successful upload of customer files

The new customers or suppliers can be viewed on the relevant Customer or Supplier Master File.

### Unsuccessful upload

CS15 is run, the validation process finds the error, and the CS15A report lists it:

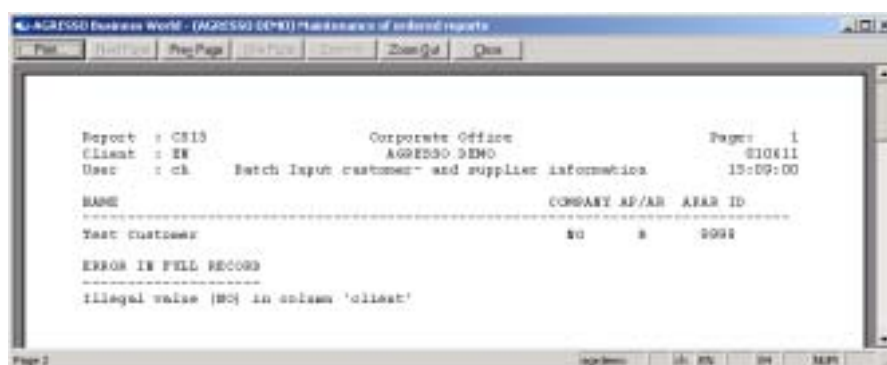


FIGURE: 1.18.39 CS15A, Unsuccessful upload of customer files

*Continued on next page*





## Importing Customers & Suppliers using (CS15), *Continued*

### Correcting errors

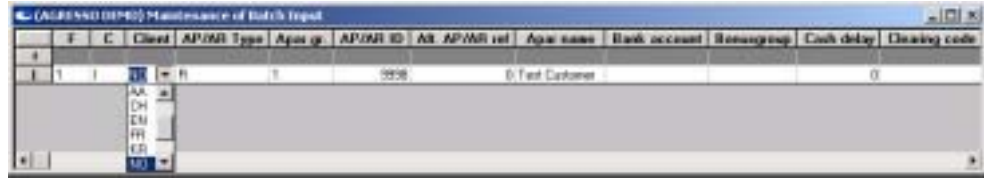


FIGURE: 1.18.40 CS07, Maintenance of Batch input

**Input corrections** Error lines are held in the AGRESSO table *acsheaderinput*. This is accessed and corrections can be made using the Maintenance of Batch Input window.

CS15 must be re-run with the file name blank to reload the data from *acsheaderinput* to the customer/supplier master file.

Alternatively the data can be deleted from this table by highlighting the rows to be deleted, selecting edit and delete row and the file can be run in again using CS15 with the errors corrected on the originating file.

Data rows can also be entered directly into *acsheaderinput* in this window.



## General ledger Transactions (GL07)

---

### Introduction

Here we will demonstrate the import of transactions using the standard **Batch Input Transactions from External System (GL07)** process.

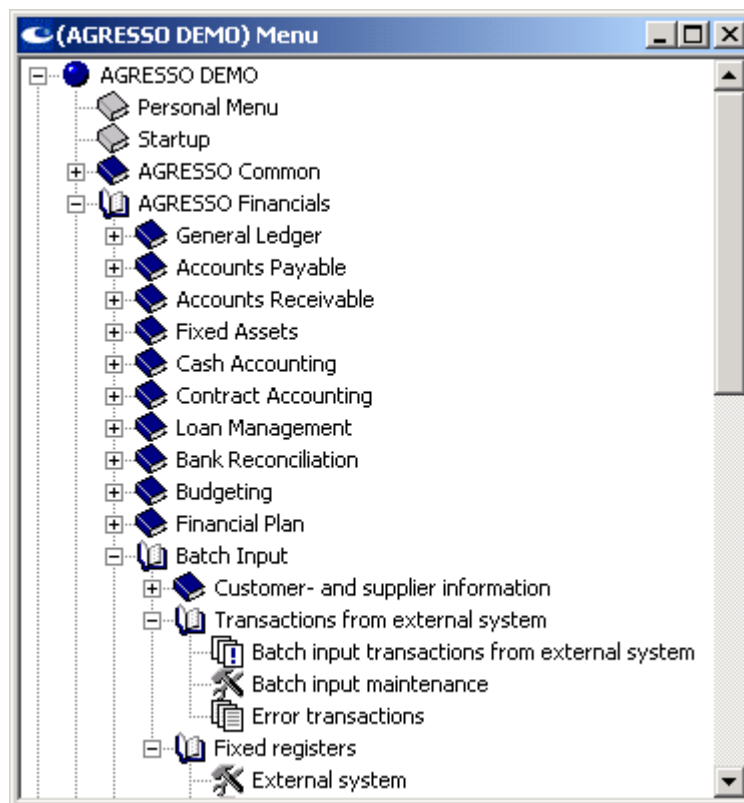
The process uploads transactions that could otherwise be entered manually using VP10 input windows within financials. These include Posting within General Ledger, Posting Supplier Invoices and Posting Customer Invoices.

The **GL07** format is also generated automatically by Agresso modules that interface into General Ledger, Accounts Payable and Accounts Receivable. These include Depreciation Posting in Fixed Assets into General Ledger, Invoicing in Project Costing and Billing, Sales Order Processing and Free Text Invoicing into Accounts Receivable.

The file formats compatible with all versions of AGRESSO are available in the online help.

---

### Main menu



### Inserting records

The **GL07** routine uploads transactions in the flat file format into the table *acrbatchinput*.

All transactions uploaded via **GL07** should balance to zero on the field amount. Where the transactions do not balance to zero an additional balancing line will be generated and posted automatically to the account defined as the **ERROR\_ACCOUNT**.

---

*Continued on next page*



## General ledger Transactions (GL07), *Continued*

### Inserting records (continued)

It is possible to have transactions from several companies in the same file. You must set up a “multi-company” system in the **External system** window and define this when the report is ordered.

**Batch input transactions from external system (GL07)** will usually calculate tax according to the tax code for each individual transaction. However, it is possible to import pure tax transactions. File format 51 or later must be used.

GL07 can optionally calculate amount, amount3 and amount4 from the currency amount.

### Note

It is not possible to key transactions directly into *acrbatchinput* through the **Batch input maintenance** window.

It is not possible to update existing transactions posted in Agresso using this routine.

### GL07

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	Filename	agr.txt
11	External system	Batch Input
12	BatchID	106061
13	Period	June/2001
14	Post	<input checked="" type="checkbox"/>
15	TransNo assignment	<input type="checkbox"/>
16	Trigger stop	<input type="checkbox"/>
17	Compute tax	<input type="checkbox"/>
18	File format	50
19	Compress	<input type="checkbox"/>
20	Compress AR/AP in GL	<input type="checkbox"/>
21	Keep BI file	<input type="checkbox"/>
22	Maximum number of error	0
23	Trigger check	<input type="checkbox"/>
24	Query	
25	Query Parameter 1	
26	Query Parameter 2	
27	Query Parameter 3	
28	Compute Amount3	<input type="checkbox"/>
29	Compute Amount4	<input type="checkbox"/>
30	Compute Amount	<input type="checkbox"/>
31	Company	*
32	Only errors	<input type="checkbox"/>
33	Start AGRTPS	<input type="checkbox"/>
34	Agresso SQL	0
35	Initial AG16	<input type="checkbox"/>

FIGURE: 1.18.41 GL07, Batch input from external systems

*Continued on next page*

General ledger Transactions (GL07), *Continued***Parameter**

Part	Function
Filename	The filename of the file in the Data Import Directory.
Batch ID	The Batch ID used for the file import
Post	Select to post the transactions to the General ledger immediately. Cleared, no posting will occur, however a report will be printed (with any errors), once happy you must then re-run the report with the post selected in order to post to the General ledger.
Trans No assignment	Select the box to automatically assign transaction numbers and sequence numbers from the transaction series linked to the transaction type (voucher_type) defined in the file. If the box is cleared, the file format must have valid transaction numbers and sequence numbers defined.
Trigger stop	Select the box to reject the whole batch if any transactions do not conform to the trigger specification on conversion. If the box is cleared the entire batch will be posted even if transactions do not conform.
Compute tax	Select the box to calculate the VAT from the tax codes on the file.
File format	The latest format for use with version ABW 5.3.1 of Agresso is File Format 51. This supports the upload of tax only transactions.
Compress	Select the box to 'blank out' the fields apar_id, ext_inv_ref, apar_type, order_id and status so that the items are compressed/aggregated to unique combinations of the remaining fields (account, dim 1-7 etc).

**Prerequisites**

- The General Ledger, Accounts Receivable and/or Accounts Payable modules must be configured to comply with the data in the Interface file.
- An External System must be defined with the same value as the interface field on the GL07.

**CR32**

	External system	Description	TreatCode	Multi-company	Status
1	BI	Batch Input	BI	<input checked="" type="checkbox"/>	Active
2	FA	Fixed assets		<input type="checkbox"/>	Active

FIGURE: 1.18.42 CR32, External systems set up

**Upload files**

The file to be uploaded must be located within the File Import area on the relevant Agresso Server. It should have a suffix of .txt or .dat and not be more than 8 characters in length (Excluding the file extension).

*Continued on next page*



## General ledger Transactions (GL07), *Continued*

### Upload files (continued)

Part	Function
Keep BI file	Select the box to keep file during posting.
Maximum number of errors	Specify the number of errors here which can be accepted and posted to the error account before the entire batch is rejected. The default is zero.
Trigger Check	Cross the box to see whether original transactions removed from the trigger system have indeed triggered further transactions. In the batch input trigger system, the original transaction is removed during the triggering process. This can occur without any triggered transactions being generated, according to agloutput.
Query	The name of an enquiry sequence which will be executed before processing begins. Must have been defined in the Query definition window, in AGRESSO System Administration.
Query Parameter 1	An optional parameter for use in queries which are defined in the Query definition window in AGRESSO System Administration.
Query Parameter 2	An optional parameter for use in queries which are defined in the Query definition window in AGRESSO System Administration.
Query Parameter 3	An optional parameter for use in queries which are defined in the Query definition window in AGRESSO System Administration.
Compute Amount 3	Cross the box to calculate Amount 3. This will override Amount 3 (if relevant) defined for the file.
Compute Amount 4	Cross the box to calculate amount 4. This will override Amount 4 (if relevant) defined for the file.
Compute Amount	Cross the box to calculate amount. This will override Amount (if relevant) defined for the file.
Company	This is relevant if you have defined a so-called "Multi-company" system (defined in the External system window) for the External system parameter. If the file contains transactions from more than one company, the selection can be limited to data from one company. The default is *.
Only errors	Cross the box to print a report showing error transactions only when the file is uploaded. If the file is successfully uploaded the full report will be generated.
Start AGRTPS	Cross the box to run the TPS server process directly from <b>Batch Input transactions from External system (GL07)</b> , thus making it possible to perform parallel server processing.
Agresso SQL	Cross the box to use Agresso standard SQL rather than the native SQL of the relevant database e.g. ORACLE, SQL Server.

*Continued on next page*



## General ledger Transactions (GL07), *Continued*

### Results

A report is generated whether the upload is successful or not. The examples below show both a report from an unsuccessful upload and a successful upload.

### Successful upload

Here the upload was successful, and the report GL07 shows information about the records added, as follows:

Trans. date	Trans. no.	Account	Cat1	Cat2	Cat3	Cat4	Cat5	Cat6	Cat7	Cat8	Trans. text	TC	Amount	Date
200106	1210										AR Customer purchase		1,000.00	
200106	3010										AR Customer purchase		1,000.00	

TOT Debit amount: 1,000.00  
TOT Credit amount: 1,000.00  
TOT Net amount: 0.00

FIGURE: 1.18.43 GL07A, Batch input report

The transactions can be viewed within General Ledger Transaction Enquiries, Open and Historic Items per Supplier and/or Open and Historic Items per Customer once the TPS has run.

T	TT	TransNo	Trans.date	Period	Account	Cat1	Cat2	TC	Text	Amount
1	B	BI	9000	0 06.06.2001	200106	3010	330	1100	0	-1,000.00
2	B	BI	9000	1 06.06.2001	200106	1210			0	1,000.00

FIGURE: 1.18.44 GL11, General ledger transactions

### Unsuccessful upload

GL07 is run, the validation process finds that category 1 costc is missing and this is mandatory for the account 3010 in this example. The error is asterisked and the report heading is Error log BATCH\_INPUT.

Trans. date	Trans. no.	Account	Cat1	Cat2	Cat3	Cat4	Cat5	Cat6	Cat7	Cat8	Trans. text	TC	Amount	Date
200106	1210										AR Customer purchase		1,000.00	
200106	3010										AR Customer purchase		1,000.00	

TOT Debit amount: 1,000.00  
TOT Credit amount: 1,000.00  
TOT Net amount: 0.00

Error log BATCH\_INPUT

FIGURE: 1.18.45 GL07A, Unsuccessful upload report

*Continued on next page*

General ledger Transactions (GL07), *Continued*

CR21

BatchID	Test ch	Extnd system	Extnd system	Co	TransType	TT	Account	Cat1	Cat2	TS	TC	Cur	Cur amount	Amount	Trans date	TransNo	Period	TransNo	R/P	Ap/W/ID
1				EN	BI	AR	1210			0	GAP		1 500.00	1 500.00	07.06.2001		200106		R	1000
2				EN	BI	GL	3010	1100		0	DEP		-1 500.00	-1 500.00	07.06.2001		200106			0
													0.00	0.00						

FIGURE: 1.18.46 CR21, Error in Batch input maintenance

Error lines are held in the AGRESSO table *acrbatchinput*. This is accessed and corrections can be made using the **Maintenance of Batch Input** window. In this example a costc could be added in cat1.

Error procedure

Step	Action
1	Select the <b>Batch input maintenance</b> window and then the missing field.
2	Enter the required information in the field, <b>Save</b> on completion.
3	Re-run the <b>Batch input transactions (GL07)</b> process with the file name blank to reload the data from the <i>acrbatchinput</i> table.

- Alternatively the data can be deleted from this table by highlighting the rows to be deleted, selecting **Edit** and **Delete row**. The errors can then be corrected in the original file, this can then be run in again using **Batch input transactions (GL07)**.

Note

Data rows cannot be entered directly into *acrbatchinput* through this window.

CR21

BatchID	Test ch	Extnd system	Extnd system	Co	TransType	TT	Account	Cat1	Cat2	TS	TC	Cur	Cur amount	Amount	Trans date	TransNo	Period	TransNo	R/P	Ap/W/ID
1				EN	BI	AR	1210			0	GAP		1 500.00	1 500.00	07.06.2001		200106		R	1000
2				EN	BI	GL	3010	1100		0	DEP		-1 500.00	-1 500.00	07.06.2001		200106			0
													0.00	0.00						

FIGURE: 1.18.47 CR21, Error correction in Batch input window

GL11

It is now possible to view the amended transaction in the General Ledger, in addition the batch ID has also been removed from the Batch input maintenance window.

TransNo	Trans date	Period	Account	Cat1	Cat2	TC	Trans	Amount
1	07.06.2001	200106	3010	1100		0		-1 500.00
2	07.06.2001	200106	1210			0		1 500.00
								0.00

FIGURE: 1.18.48 GL11, Amended transaction in General ledger





## Batch input into Logistics

### Purchase, Sales Orders and Stock Transactions (LG04)

#### Introduction

Here we will demonstrate the import of transactions using the standard **Input from External System (LG04)** process.

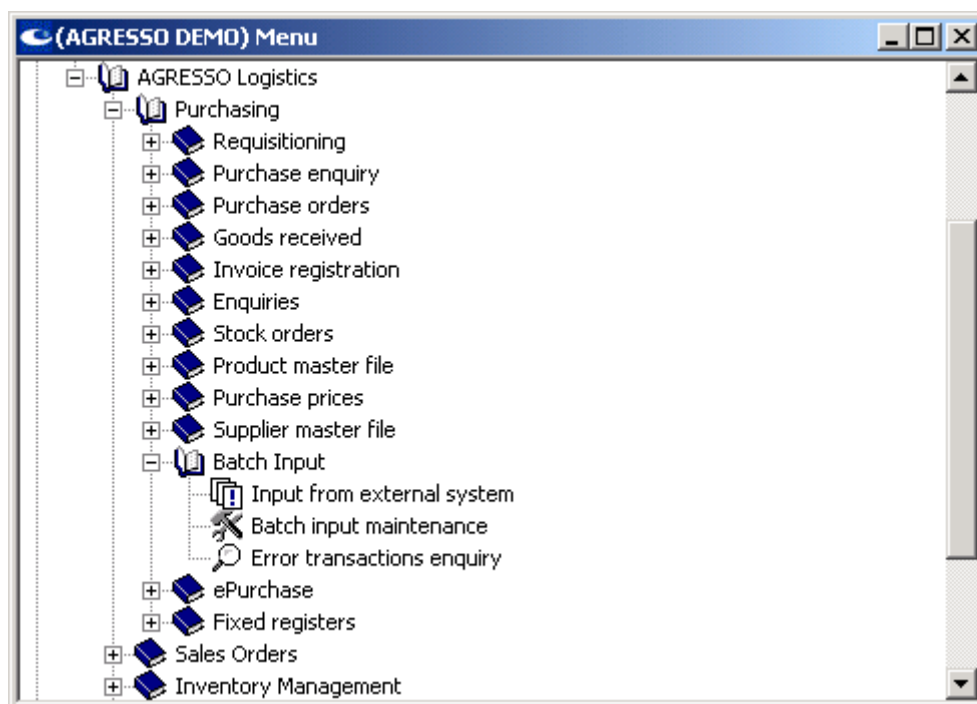
The process uploads transactions that could otherwise be entered manually using Entry/Amendment of Purchase Orders, Entry/Amendment of Sales Orders and Internal Stock Entry within the Logistics modules. It does not cover upload to transactions to the other Logistics Modules, Subscriptions, Utility Invoicing and Works Order modules.

Goods Received can also be uploaded into Purchasing using LG04. The treatment code 51 should be used for this purpose.

The LG04 format is also generated automatically by other Agresso modules which interface into Sales Orders such as the Subscriptions and Utility Invoicing Modules. Web and Standard Requisitioning use the LG04 format to generate purchase orders.

Formats for Sales Orders, Purchase Orders and Inventory Management are shown Separately. Other file formats compatible with earlier versions of Agresso are available in the online help.

#### Main menu



The **Input from external systems (LG04)** is also available through the **Sales Orders**, **Batch input** and **Inventory Management**, **Batch Input** facilities.

*Continued on next page*



## Purchase, Sales Orders and Stock Transactions (LG04), *Continued*

### File formats

The **Input from external systems (LG04)** process uploads transactions in the flat file format into the table *algbatchinput*, see the help file for the relevant file requirements.

### LG04

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	Type	
11	Filename	purch.txt
12	BatchID	TEST
13	Posting period	June/2001
14	Keep order number	<input type="checkbox"/>
15	Stop on error	<input type="checkbox"/>
16	Product relation	PROJECT
17	Order type purchase order	Direct purchase
18	Number type	Purchase order
19	Trans.type	41
20	Query	
21	Variant	1
22	File format	53
23	Agresso SQL	0
24	Report file	LG04

FIGURE: 1.18.49 LG04, Input from external systems process

### Note

- It is not possible to key transactions directly into *algbatchinput* through the **Batch input maintenance** window
- It is not possible to update existing orders uploaded into Agresso using this routine.

### Prerequisites

- The Sales Order Processing, Purchase Order Processing and/or Inventory Management modules must be configured to comply with the data in the Interface file.
- The file to be uploaded must be located within the File Import area on the relevant Agresso Server. It should have a suffix of .txt or .dat and not be more than 8 characters in length (Excluding the file extension)

### Parameters

Part	Function
Filename	The name of the file on the Data Import Directory of the relevant Agresso Server.
BatchID	This is the batch ID used on the interface file.

*Continued on next page*



## Purchase, Sales Orders and Stock Transactions (LG04), *Continued*

### Parameters (continued)

Part	Function
Posting period	The period against which the generated purchase orders/sales orders will be registered is specified here. This is also used to find the price, etc. This is used if the period is not part of the input data.
Keep order number	Cross the box to use order numbers on the interface file. Leave the box uncrossed to automatically assign them from the relevant number series linked to the number type used on the interface file.
Stop on error	Cross the box to stop upload of the whole file if there are any error lines. If the box is uncrossed successful orders will be loaded and error orders will fail.
Product relation	This is used to convert the product code from the input data in AGRESSO. The relational value is in the input data. From the product relation you find which product code this corresponds to in AGRESSO. The relational value must be unique for each product.
Order type purchase order	This specifies which order type will be used for the generated purchase orders. See the section on the Order types window.
Number type	This specifies which number type will be used for the purchase orders.
Query	A reference to a pre-defined query that will update the batch input table before LG04 runs.
Variant	Enter a unique number for the variant. If a report is used in several different modules, the variant will only be accessible from the module chosen.

### Numbering

If numbers are not automatically assigned by Agresso and are to be taken from the interface file it is vital there are no duplicates.

If numbers are automatically allocated by Agresso the order\_id on the interface file must still be populated with consecutive numbers to mark the first and last record of each order and assign each detail line to the correct order e. g. the header and detail lines of the first order would have an order\_id of 1, all lines of the second order on the interface file would have an order\_id of 2 etc

When uploading Stock Transactions the SPS server process will generate transactions into the General Ledger as well as Inventory Management.

*Continued on next page*



## Purchase, Sales Orders and Stock Transactions (LG04), *Continued*

### Text file



FIGURE: 1.18.50 Notepad, Purchase order text file

### Purchase orders

The LG04 report is only generated when the upload fails, however the purchase order information can be found in **Purchase orders enquiries**, and then by selecting the line and then zoom, it is possible to see the full details of the order, in addition the **PO01 Purchase order** printout can be produced listing the purchase order with all the relevant information.

(AGRESSO DEMO) Purchase orders												
	T	A	NT	App/Ar ID	TransNo	OrderNo	Status	ExtRef	Recp	Requested by	Order date	Deliv date
24	A	<input checked="" type="checkbox"/>	IO	1015	0	13950016	O	Gareth Petersen	TB	VJ	31.01.1995	31.01.1995
25	A	<input type="checkbox"/>	IO	1005	0	13950017	N	John Fullerton	TB	JIL	10.02.1995	14.02.1995
26	A	<input checked="" type="checkbox"/>	IO	1006	0	13950018	O	Robert Anderson	TB	JIL	16.06.1995	21.06.1995
27	A	<input checked="" type="checkbox"/>	IO	1004	0	13950019	N	Nick Green	TB	VJ	01.07.1995	03.07.1995
28	A	<input checked="" type="checkbox"/>	IO	1010	0	13950022	O	TGS123456	TB	VJ	24.06.2001	24.06.2001

FIGURE: 1.18.51 LG12, Purchase order enquiry

### LG05

(AGRESSO DEMO) Purchase order

Order Invoice Delivery Details Setup Info Notes

OrderNo: 13950022 Television Cat1 Sundry Address 2242 St Olavs Place, DT66 0SLD

Contract: SupplID: 1010

References:

Responsible: Thomas Bishop

Requested by: Victor Johnson

Accountable: PO07

External ref: TGS123456

Treatment: Direct purchase

Status: Ordered

Accepted: ☒

Discount: 0.00

GL Analysis:

Gen. GLA: ☐

Costs:

Project:

Dates:

Period: 200106

Order date: 24.06.2001

Date: 24.06.2001

Follow-up: 30.06.2001

FIGURE: 1.18.52 LG05, Purchase order information

*Continued on next page*



## Purchase, Sales Orders and Stock Transactions (LG04), *Continued*

LG05 (*continued*)

(AGRESSO DEMO) Purchase order

Order Invoice Delivery **Details** Setup Info Notes

OrderNo: 13950022    Telverket Oslo Sentrum, Postboks 2242 St. Olavs Plann, 0166 OSLO

	Pos	Product	Description	Unit	Number	Unit price	Net. cur. amt	\$
1	1	SK-VGA864	Video card	UN	5.00	0.00	230.00	0
2	1		Text Line		0.00	0.00	0.00	
3	2	SK-VGA964	VGA card	UN	6.00	0.00	180.00	0
4	2		Text Line		0.00	0.00	0.00	
Σ					11.00		400.00	

FIGURE: 1.18.53      LG05, Purchase order details

PO01

AGRESSO Business World - (AGRESSO DEMO) Maintenance of ordered reports

Print    Selection    Selection    Selection    Selection    Run/Id    Date

AGRESSO DEMO      PURCHASE ORDER

Slough road 2003

K345 SK7 BEARING      CofedNo : 987654321012  
United Kingdom      Order number : 13950022  
                                 SupplierID : 1010  
                                 Order date : 010624  
                                 Delivery date : 20010624  
                                 Delivery method : Delivery by car  
                                 Delivery term :  
                                 Payment terms : Net per 10 days

Telverket Oslo Sentrum  
Postboks 2242  
Plann  
0166 OSLO  
Norway

Delivery:  
computer equipment  
17 Blackhorse Lane

Invoice:  
AGRESSO DEMO

United Kingdom

Our ref: Thomas Bishop      Your ref: TSB123456

ARTICLE	DESCRIPTION	QUANTITY	UNIT	UNITPRICE	DIST	AMOUNT IN GBP
SK-VGA864	Video card	5.0	UN	0.00		230.00
	Text Line					
SK-VGA964	VGA card	6.0	UN	0.00		180.00
	Text Line					
Total in GBP:						400.00

PO01

Page 1      agdemo      ch EN      L18      N/A

FIGURE: 1.18.54      PO01, Purchase order report

The purchase order printout is produced listing the details of the batch input information.

*Continued on next page*



## Purchase, Sales Orders and Stock Transactions (LG04), *Continued*

### Unsuccessful upload

LG04 is run, the validation process finds that category 2 is incorrect, the error lines only are shown.

TT	OrderNo	Pos	SeqNo	Field	Description
41	14940022	1		article	incorrect article code
41	14940022	1		account	incorrect account

FIGURE: 1.18.55 LG04A, Unsuccessful upload report

### UI13

Accepted	Amount	Amount type	Article ID	App name	Description	Product	ID1	ID2	BatchID	Cur. amount	Cur	Entry date	Delivery date
<input checked="" type="checkbox"/>	0.00		115	TEST	Test	1	01	01	1	0.00	0.00	19.06.2001	19.06.2001
<input checked="" type="checkbox"/>	0.00		115	TEST	Test	1	01	01	1	0.00	0.00	19.06.2001	19.06.2001
<input checked="" type="checkbox"/>	0.00		115	TEST	Test	1	01	01	1	0.00	0.00	19.06.2001	19.06.2001
<input checked="" type="checkbox"/>	0.00		115	TEST	Test	1	01	01	1	0.00	0.00	19.06.2001	19.06.2001
<input checked="" type="checkbox"/>	0.00		115	TEST	Test	1	01	01	1	0.00	0.00	19.06.2001	19.06.2001

FIGURE: 1.18.56 UI13, Maintenance of order batch input

Zooming down on an individual lines takes you to the error message shown on the printed report for the relevant Batch ID. The enquiry is as shown in the Error Transactions Enquiry below.

BatchID	CLIENT	Column name	ErrorID	Last Update	Pos	Description	OrderNo	SerNo	User ID
1 TEST	EN	article	115	19.06.2001	1	incorrect article code	14940022	0	ch
2 TEST	EN	account	120	19.06.2001	1	incorrect account	14940022	0	ch

FIGURE: 1.18.57 UI13 (Zoom), Error transactions

### Note

- Error lines are held in the AGResso table *algbatchinput*. This is accessed and corrections can be made using the **Maintenance of Batch Input window**.
- Error lines can also be deleted by highlighting the rows and selecting **Delete** from the **Edit** Menu.
- LG04 must be re-run with the file name blank to reload the data from *algbatchinput* to the orders once error correction is complete



## Upload of products (LG20)

---

### Introduction

Here we will demonstrate the import of products using the standard LG20 process.

The process uploads products that could otherwise be entered manually using the Product Master File

The file format supports the upload of additional text lines, derived units and all purchase and sales prices (entered manually via the tools menu on the Product Master File as well as new Products.

The process does not support the entry and amendment of kits, bills of materials, charges or rents.

The process enters Data into the table *algbatchinput*

Other file formats compatible with earlier versions of Agresso are available on the on line help.

---

### Insert/update information

The LG20 routine supports both the upload of new products and amendments of existing ones using the flat file format. The `update_flag` field on the file format is used to indicate whether each line is a line to be updated (1) or inserted (0).

---

### Note

It is not possible to key transactions directly into *algbatchinput* through the **Batch input maintenance** window.

---

### Main menu



The **Batch Input of products** (LG20) is also available through the **Sales Orders**, **Product master file** and **Inventory Management, Product master file** facilities.

---

*Continued on next page*





## Upload of products (LG20), *Continued*

### LG20

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	Filename	prod.txt
11	BatchID	test
12	SupplierID	0
13	Prod. grp	COMP
14	Currency	GBP
15	Language	EN
16	Warehouse	1
17	Location	1
18	Date from	01.06.2001
19	Date to	31.12.2001
20	Purchase rule	IK2
21	Unit	UN
22	Report file	LG20
23	File format	53

FIGURE: 1.18.58 LG20, Batch input of products

### Prerequisites

- The Sales Order Processing, Purchase Order Processing and/or Inventory Management modules must be configured to comply with the data in the Interface file.
- The file to be uploaded must be located within the File Import area on the relevant Agresso Server. It should have a suffix of .txt or .dat and not be more than 8 characters in length (Excluding the file extension)

### Parameters

Part	Function
Filename	The filename of the file to be uploaded located in the Agresso Data Import. Directory on the relevant Agresso Server.
BatchID	The batch id used in the interface file.
Prod. grp	A value must be entered here. If no product group has been assigned in the file then the value in this parameter will be assigned to the imported product, otherwise the parameter will be ignored.
Currency	If no currency has been assigned in the file then the value in this parameter will be assigned to the imported product. This parameter can be left blank.

*Continued on next page*



## Upload of products (LG20), *Continued*

### Parameters (continued)

Part	Function
Warehouse	If no warehouse has been assigned in the file then the value in this parameter will be assigned to the imported product. This parameter can be left blank.
Location	If no location has been assigned in the file then the value in this parameter will be assigned to the imported product. This parameter can be left blank.
Date from	If no date from has been assigned in the file then the value in this parameter will be assigned to the imported product. This parameter can be left blank.
Date to	If no date to has been assigned in the file then the value in this parameter will be assigned to the imported product. This parameter can be left blank.
Purchase rule	If no purchase rule has been assigned in the file then the value in this parameter will be assigned to the imported product. This parameter can be left blank.
Unit	If no unit has been assigned in the file then the value in this parameter will be assigned to the imported product. A value must be entered in this field but will not be used if units are included on the file

### Text file

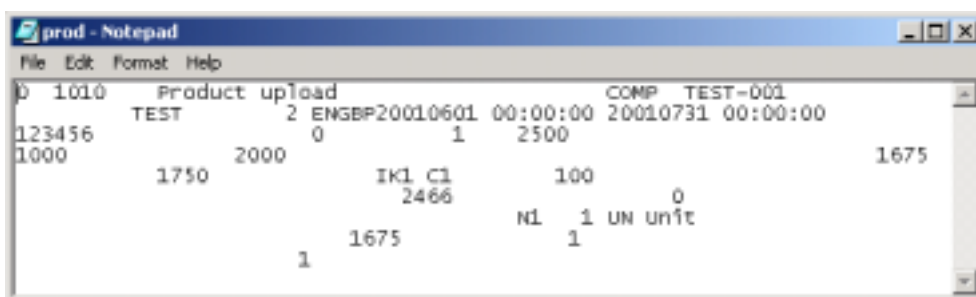


FIGURE: 1.18.59 Note pad, Product text file

### Reports

A report is only generated when the upload fails.

*Continued on next page*



## Upload of products (LG20), *Continued*

**Successful upload** No report is produced but the newly inserted or amended records can be viewed in the Product Master File.

The screenshot shows the 'Products' window in the AGRESSO DEMO system. The 'Product' tab is selected, and the product 'TEST-001' is displayed. The 'Product upload' button is visible. The 'Setup' section includes 'Product group' (CDMP), 'Unit' (UN), and 'Status' (Active). The 'Purchase' section shows 'Order point' (10.00), 'Order qty' (20.00), 'Max level' (25.00), 'Tax code', 'Purchase rule' (IK1), and 'SupplD' (1010). The 'Sale' section shows 'Price group', 'Guarantee' (0), 'Order discount', and 'Bonus Y/N'. The 'Amount use' checkbox is unchecked, while 'Unique Y/N', 'Purchase', and 'Sale' checkboxes are checked. The 'Televerket Oslo Sentrum' is listed as the supplier. The 'Updated' timestamp is 19.06.2001 11:45:07, and the user is 'ch'.

FIGURE: 1.18.60 LG02, Product masterfile

**Unsuccessful upload**

A separate error list is printed if some of the rows to be transferred contain errors. The list shows the order number, line number and sequence number of the error row, error number, together with the internal name of the column which is incorrect.

The screenshot shows the 'Maintenance of ordered reports' window in the AGRESSO Business World system. The report is titled 'Report : LG20' and is generated by 'Firma : SV' and 'Bruker : ch'. The report shows the following data:

TT	Artikkel	Feil felt	Vendt	Feilnummer
1	TEST-001	Location	9	105 Undefined location

The report is displayed on Page 2, and the status bar shows 'agresso' and '105 001 120 00.00'.

FIGURE: 1.18.61 LG20, Error report

**Correcting error**

There is no window to correct errors held in a batch input table. The file should be corrected either to the flat file directly or by correcting the spreadsheet and rewriting the file.

Once the errors are corrected on the Flat text file LG20 should be rerun.



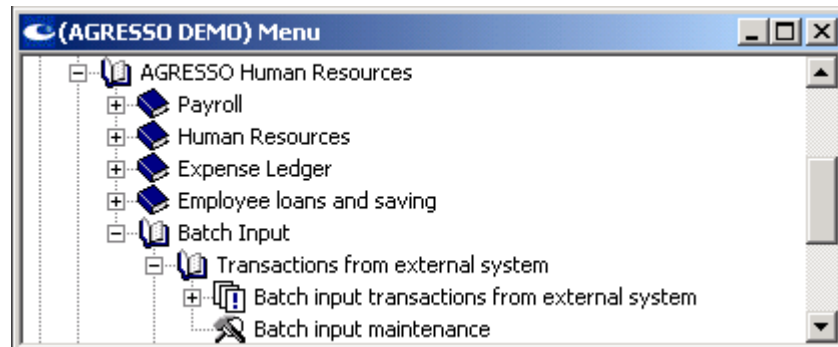
## Batch input into Human Resources

### Batch input of payroll information (PR28)

#### Introduction

Here we will look at the import of payroll details into AGRESSO from external systems utilising the **Batch input transactions from external systems (PR28)** process.

#### Main menu



#### PR28

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	File format	
11	Filename	pay.txt
12	TransNo assignment	<input checked="" type="checkbox"/>
13	Date from	01.06.2001
14	Date to	30.06.2001
15	Payroll period	July/2001
16	Transaction type	PV
17	Resource type	*
18	Resource field	ResID
19	Resource	201
20	Execute updating	<input checked="" type="checkbox"/>
21	Query	
22	Query Parameter 1	
23	Query Parameter 2	
24	Query Parameter 3	
25	Agresso SQL	0
26	Detailed printout	<input checked="" type="checkbox"/>
27	Report file	PR28

FIGURE: 1.18.62 PR28, Batch input from external systems

*Continued on next page*



## Batch input of payroll information (PR28), *Continued*

### Prerequisites

- If you are using a standard file format, the requirements in the file format specification must be followed for the given file format version.
- User-defined queries must be defined in Query definition in AGRESSO System Administration.
- If TransNo assignment is activated, the Transaction type parameter must contain a valid transaction type. Blank or wildcard (\*) is only valid if TransNo assignment is deactivated and every transaction on the file has a valid transaction type.

### Parameters

Part	Function
File format	<p>Standard file format to use. Values:</p> <ul style="list-style-type: none"> <li>• 4 Standard AGRESSO 4 file format.</li> <li>• 5 Standard AGRESSO 5 file format.</li> </ul> <p>If blank, format 5 will be used.</p> <p>The file format must comply exactly to the file format you enter here.</p>
Filename	Name of the sequence file holding the data. The file must be located in AGRESSO's import directory.
TransNo assignment	<p>Determines whether or not transaction numbers are to be picked from AGRESSO's transaction series. If not, valid transaction numbers have to be entered for each transaction on the import file. Valid values are:</p> <ul style="list-style-type: none"> <li>• Selected, Transaction numbers will be assigned to the transactions on the file. (Transaction number may then be blank on the import file.)</li> <li>• Cleared, Transaction numbers will not be assigned to the transactions on the file. (Transaction number has to be entered on the import file).</li> </ul>
Date from	If the transaction to process has no Date from specified, the transaction will get the Date from specified in this field. If this field is left blank, the Date from will be selected from the Payroll period's Date from.
Date to	If the transaction to process has no Date to specified, the transaction will get the Date to specified in this field. If this field is left blank, the Date to will be selected from the Payroll period's Date to.
Payroll period	The payroll period to which the batch is to be posted. If the transaction to process has no period specified, the transaction will get the period specified in this field.

*Continued on next page*

Batch input of payroll information (PR28), *Continued***Parameters**  
(continued)

Part	Function
Transaction type	The transaction type has to be entered if you have activated the TransNo assignment flag at report ordering. This means that the Transaction type you enter here will be the transaction series from which the transaction numbers to be assigned to the transactions will be picked.
Resource type	Resource type of the resources to import. Valid values are: <ul style="list-style-type: none"><li>• Contracted (C)</li><li>• Employee (E)</li><li>• Substitute (S)</li><li>• Default is * (all resource types).</li></ul>
Resource field	Identifier for the resource that will be shown on the report and used as search criteria in the Resource parameter. Valid values are: <ul style="list-style-type: none"><li>• ResID</li><li>• PersID</li><li>• Short nm.</li><li>• The default is ResID.</li></ul>
Resource	Resource defined in Person/Employee. Default is * (all resources).
Execute update	Execute updating Controls if the server process is to be run simply as a proposal, or if it is to update the relevant registers and insert the information as a variable payment. Valid values are: <ul style="list-style-type: none"><li>• Selected, Execute updating, sent to Variable payments.</li><li>• Cleared, Do not execute updating (default), file sent to Batch input maintenance for subsequent updating.</li></ul>
Query	Name of the query sequence that will be executed before processing transaction to payroll begins. The query must have been defined in Query definition in AGRESSO System Administration. This field can be left blank.
Query Parameter 1-3	Parameter used to order and transfer parameter values to the customised queries (only in use when parameter Query contains a value). These fields can be left blank.
Agresso SQL	This parameter determines whether the query must be in accordance with AGRESSO standard SQL. This parameter is only relevant if queries are used to update data entered before they are executed. Valid values are: <ul style="list-style-type: none"><li>• Selected, The query must be in accordance with AGRESSO SQL standard.</li><li>• Cleared, The query must be in accordance with the data base (native) SQL standard.</li></ul>

*Continued on next page*



## Batch input of payroll information (PR28), *Continued*

### Parameters (continued)

Part	Function
Detailed printout	Indicates if the report printout will show details or not. Settings are: <ul style="list-style-type: none"> <li>Selected, The printout will show all details (default).</li> <li>Cleared, The printout will only show transactions with P&amp;Ds that have the Always print field activated in the P&amp;D register (under Payroll process on the Info tab).</li> </ul>
Report file	The name of the report file to be used. Default is PR28.

### Flat file

Enter all the relevant information into the flat file either directly or by utilising the Batch Input Formatter ensuring that all the mandatory field are filled. The template is available in the online help files.

EN201	Overtime	2010	330	1100	2001060120010630	5400	N	200107
-------	----------	------	-----	------	------------------	------	---	--------

FIGURE: 1.18.63 Notepad file, PR28 Batch input flat file

The Batch input process can now be run.

### Successful upload

If the upload was successful, the PR28A file will be available for you to check, the information is entered in the variable payments (if the execute updating is selected), this can then be run with the standard pay run.

ResID	Base	PD	Description	Account	No/Base	Rate	Amount
201	Overnight, Overtime	2010	Overtime	5150	54.0	18.750	1 012.50
TOTAL:							1 012.50

FIGURE: 1.18.64 PR28A, Payroll proposal

ResID	PD	Text	Period	TransNo	#	No/Base	Amount	B	S
201	2010	Overtime	200107	64010001	0	54.00	1 012.50	N	N
Σ							54.00	1 012.50	

FIGURE: 1.18.65 PR11, Variable payment proposal

*Continued on next page*



Batch input of payroll information (PR28), *Continued***Batch input maintenance**

If you do not select *Execute updating* in the **PR28** process the information will be placed into the **Batch input maintenance** window where you can then check the information and if necessary amend it prior to re-running the **PR28** process.

	Client	TT	Period	TransNo	ResID	PD	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	No/Base	Rate	Amount
1	EN	PV	200107	64010005	0 201	2010	330	1100				54.00	0.00	0.00
Σ												54.00	0.00	0.00

FIGURE: 1.18.66 PR42, Batch input maintenance

Select the **PR28** process, but do not include the filename, enter all the other relevant details and then **Save**. This will now upload the information into the **Variable payments** window as before.

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	Filename	
11	Date from	01.06.2001
12	Date to	30.06.2001
13	Payroll period	July/2001
14	Transaction type	PV
15	Resource type	*
16	Resource field	ResID
17	Resource	201
18	Execute updating	<input checked="" type="checkbox"/>

FIGURE: 1.18.67 PR28, Batch input confirmation

**Unsuccessful update**

If the upload is unsuccessful due to incorrect or corrupt data this can be seen in the log and message report.

```

(AGRESSO DEMO) C:\DOCUMENTS\T\CLIVE\1\HRP\DEALS\1\Temp\pr28_2.log
14:30:09 1 > update voucher_date where blank (PR28_RF#1A0)
14:30:09 1 > Update pcRFTab with account from aprrules where '' (PR28_RF#150)
14:30:09 0 > Update pcRFTab with description from aprrules where '' (PR28_RF#160)
14:30:09 1 > Update status where blank (PR28_RF#170)
14:30:09 > Unable to update voucher_type. Report steps.
External file contains invalid data
14:30:10 > Print flag is 'OFF' for Printer.
14:30:11 1 > Inserted reference into accrepFile for report file 'C:\Program Files\AGRESSO 5.3\Server Logging\pr28_2.agm' and blob id = 1215 (REF20L000010)
14:30:11 > 'AUTO_DELETE' OFF in aagelintconf, aagsysconf or aagparameters (search order)
Time Used: 00:00:00.27
20010614 14:30:12 Disconnected from agrdemo.

```

FIGURE: 1.18.68 PR28A, Report log

*Continued on next page*

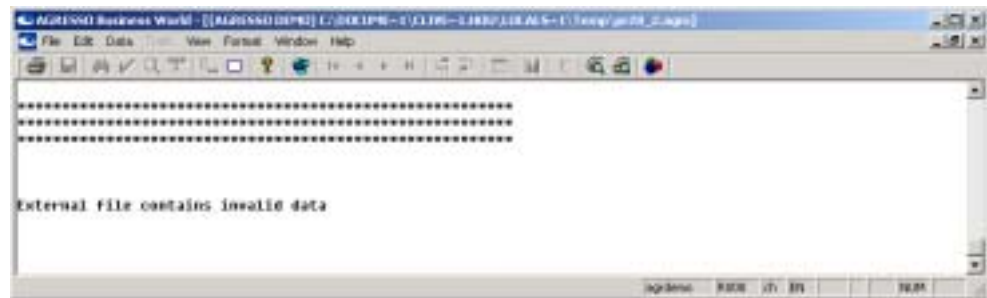
Batch input of payroll information (PR28), *Continued***Unsuccessful  
update  
(continued)**

FIGURE: 1.18.69 PR28A, Error message

**Correcting errors** You must now re-enter the input file and amend the incorrect information, once this has been done you can then re-run the **Batch input from external systems (PR28)** process.

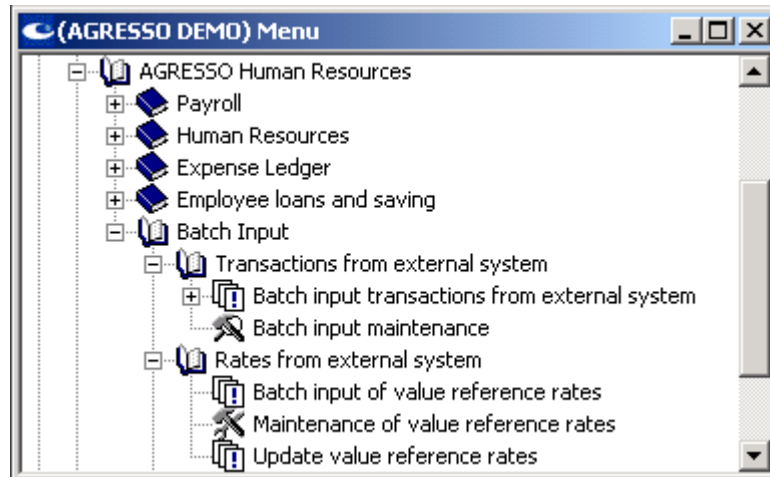


## Rates from external systems (PS08)

### Introduction

Utilising the **Batch input of rates from external systems (PS08)** process it is possible to import value reference rates from other systems into AGRESSO.

### Main menu



### PS08

The screenshot shows the (AGRESSO DEMO) PS08 Batch input of value reference rates window. It features a 'Variant' dropdown menu and a table with 27 rows of parameters and their values.

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	BatchID	TEST
11	Filename	vlaue.txt
12	Attribute	COURSINS
13	Attribute 2	
14	Relation	
15	Relational value	*
16	Resource type	*
17	Resource field	ResID
18	Resource	*
19	Value reference	*
20	Date from	01.06.2001
21	Date to	31.12.2099
22	Resource/Rate status	Active
23	Query	RATES
24	Agresso SQL	1
25	Query Parameter 1	
26	Query Parameter 2	
27	Query Parameter 3	

FIGURE: 1.18.70 PS08, Batch input of value reference rates

*Continued on next page*



## Rates from external systems (PS08), *Continued*

### Prerequisites

The value reference imported through the PS08 process must be a valid value reference defined in the PR21 Value references window.

The Attributes and attribute values that are used in the import file must have been defined in AGRESSO Common, Attributes and Attribute values.

If combinations of attributes are used (values in both the Attribute and the Attribute2 field), these must be valid combinations of attributes, i.e. rates connected to the GENERAL attribute should have no values in the Attribute2 field. See the help text for Value reference rates for more information.

If the attribute RESNO (C0) is used (if individual rates are imported), the resources/employees must have been defined in Employees.

If rates for pay steps are imported, the pay steps must have been defined in the Pay step window in AGRESSO Payroll.

The value in the report parameter Attribute 2 must be the second attribute in the Value reference rates window in AGRESSO Payroll.

If you are using a standard file format, the requirements in the file format specification must be followed for the given file format version. (See File format - Batch input of value reference rates. )

User-defined queries must have been defined in Query definition in AGRESSO System Administration.

### Parameters

Part	Function
BatchID	Batch identifier to enter when importing from an external file. The number entered as a parameter must be specified on each row in the import file.
File name	File name of the external file to be imported. The file must be located in AGRESSO's import directory.
Attribute	The attribute that the resources must be connected to.
Attribute 2	The second attribute that the resources can be connected to. If this parameter is blank, it will not be used, and rates will be equal for all resources connected to Attribute.
Relation	The relation the resource must be connected to. For example, if you want to select only resources that belong to a cost centre, you must state the attribute for cost centre (default COSTC). If you leave this field blank, the selection will not be limited by a relation.
Relational value	The relational values for the given relation the resource is connected to, e. g. cost centre. The relational value is ignored if the relation is not entered. The default is * (all).

*Continued on next page*

Rates from external systems (PS08), *Continued***Parameters**  
(*continued*)

Part	Function
Resource type	Resource type of the resources to import. Values are: <ul style="list-style-type: none"><li>• Contracted (C)</li><li>• Employee (E)</li><li>• Substitute (S)</li><li>• Default is * (all resource types)</li></ul>
Resource field	Identifier for the resource that will be shown on the report as well as used as the search criteria in the Resource parameter. Values are: <ul style="list-style-type: none"><li>• ResID</li><li>• PersID</li><li>• Short nm.</li><li>• The default is ResID.</li></ul>
Resource	Resource defined in Person/Employee. Default is * (all resources).
Value reference	The value reference.
Date from	Date from for all the value reference rates. If this parameter is left blank, the dates on the import file must be filled in. If the file contains no Date from, and no Date from is entered in this parameter, Date from will be MIN_DATE.
Date to	Date to for all the value reference rates. If this parameter is left blank, the dates in the import file must be entered. If the file contains no Date to, and no Date to is entered in this parameter, the Date to will be MAX_DATE.
Resource/Rate status	The status the resource needs to have to be included in the selection.
Query	Name of the query sequence which defines the import routine that is used. The query must have been defined in Query definition in AGRESSO System Administration. This field may be left blank.
Agrosso SQL	This determines whether the query must be in accordance with AGRESSO standard SQL. This parameter is only relevant if queries are used to update data entered before they are executed. Settings are: <ul style="list-style-type: none"><li>• The query must be in accordance with AGRESSO SQL standard.</li><li>• The query must be in accordance with the database (native) SQL standard.</li></ul>
Query parameter 1-3	Parameter used to order and transfer parameter values to the customised queries (only in use when parameter Query contains a value). These fields may be left blank.

*Continued on next page*



## Rates from external systems (PS08), *Continued*

### Text file

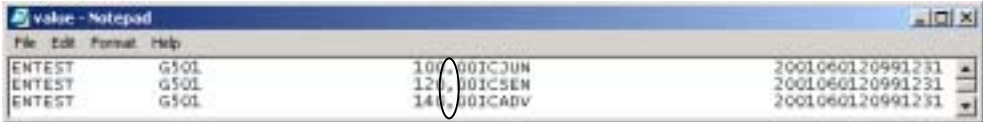


Attribute	Value reference	Attribute value	Rate
ENTEST	G501	100.001CJUN	2001060120991231
ENTEST	G501	120.001CSEN	2001060120991231
ENTEST	G501	140.001CADV	2001060120991231

FIGURE: 1.18.71 Note pad, Value reference rate import file

### Potential errors

As the software was originally written for the UK market, there may be an error generated if the system is formatted to other country locations which utilise different decimal point definition i.e. Norwegian settings utilise a comma. If this problem occurs you must alter the information directly in the flat file or in the system format.



Attribute	Value reference	Attribute value	Rate
ENTEST	G501	100,001CJUN	2001060120991231
ENTEST	G501	120,001CSEN	2001060120991231
ENTEST	G501	140,001CADV	2001060120991231

FIGURE: 1.18.72 Note pad, Decimal point separator

### Successful upload

If the input of the value reference rates was successful no report will be generated, however in the log report it will be possible to see that the rates were transferred successfully.

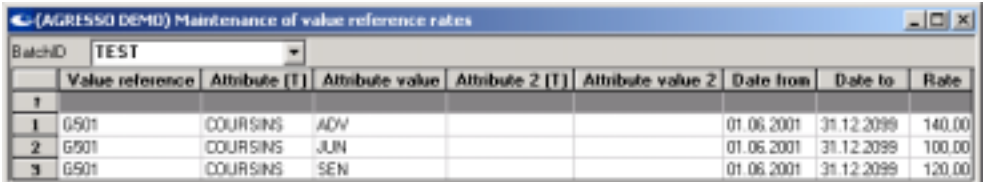


```

C:\DOCUMENTS\CLIVE\LOCAL5\1\Temp\ps08_33.agm
C:\PS08433
*****
*****
*****
Transferring data completed. Report ended OK.
  
```

FIGURE: 1.18.73 PS08, Successful transfer report

### Maintenance of value reference rates



BatchID	Value reference	Attribute [T]	Attribute value	Attribute 2 [T]	Attribute value 2	Date from	Date to	Rate
1	G501	COURSINS	ADV			01.06.2001	31.12.2099	140.00
2	G501	COURSINS	JUN			01.06.2001	31.12.2099	100.00
3	G501	COURSINS	SEN			01.06.2001	31.12.2099	120.00

FIGURE: 1.18.74 PR45, Maintenance of value reference rates

Once you have successfully imported the value references they will be held in the **Maintenance** window where you can check and amend as necessary.

*Continued on next page*

Rates from external systems (PS08), *Continued*

## Update of value reference rates

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	BatchID	TEST
11	Attribute	COURSINS
12	Attribute 2	
13	Relation	
14	Relational value	*
15	Resource type	*
16	Resource field	ResID
17	Resource	*
18	Value reference	G501
19	Date from	01.06.2001
20	Date to	31.12.2099
21	Resource/Rate status	Active
22	Report file	PS07B

FIGURE: 1.18.75 PS07, Updates of value reference rates

Once you have checked and if necessary amended the rates you must then run the **Updates of value reference rates (PS07)** report.

## Update of value reference rates

Running the **Update of value reference rates (PS07)** report produces the standard (PS07A) report listing the details of the changes to the value reference rates and the changes can be seen in the value reference rates (PR03) directly.

ID	Description	SSC	Value	Description	Net Rate/Qty
CONTINUED (1)	ADV	Advanced Instructor (1)	G501	Instructor bonus	01.06.01 140.00000
CONTINUED (1)	JUN	Junior Instructor (1)	G501	Instructor bonus	01.06.01 30.00000
CONTINUED (1)	SEN	Senior Instructor (1)	G501	Instructor bonus	01.06.01 120.00000

FIGURE: 1.18.76 PS07A, Update of value references report

	Value ref	Attrib	Res/Grp	Res/Grp (T)	Attribute 2	Attribute value 2	Date from	Date to	Rate	S
1	G501	COURSINS	ADV	Advanced Instructor			01.06.2001	31.12.2099	140.00	N
2	G501	COURSINS	JUN	Junior Instructor			01.01.2001	31.05.2001	30.00	N
3	G501	COURSINS	JUN	Junior Instructor			01.06.2001	31.12.2099	100.00	N
4	G501	COURSINS	SEN	Senior Instructor			01.01.2001	31.05.2001	50.00	N
5	G501	COURSINS	SEN	Senior Instructor			01.06.2001	31.12.2099	120.00	N
Σ									440.00	

FIGURE: 1.18.77 PR03, Value reference rates

*Continued on next page*



Rates from external systems (PS08), *Continued*

## Unsuccessful upload

If there are any errors in the upload you will receive one of two error reports:

The first will tell you that the information is not valid and therefore nothing has been loaded.



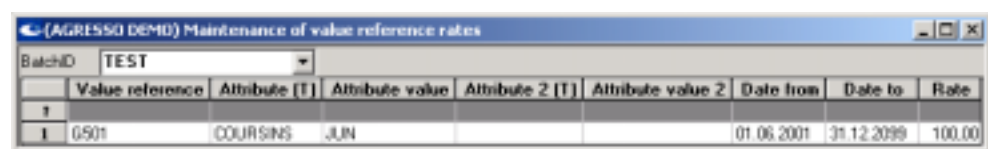
*FIGURE: 1.18.78* PS08, Error message report

The second will give you some information about the actual error, which you can then amend in the original text file.



*FIGURE: 1.18.79* PR08A, Error report

If any of the file information is valid, this will then be transferred to the **Maintenance** window.



**FIGURE: 1.18.80** PR45, Maintenance of value reference rates

## Error correction

Once the errors have been corrected in the text file you must run the **PS08** process again to import the information into AGRASSO.



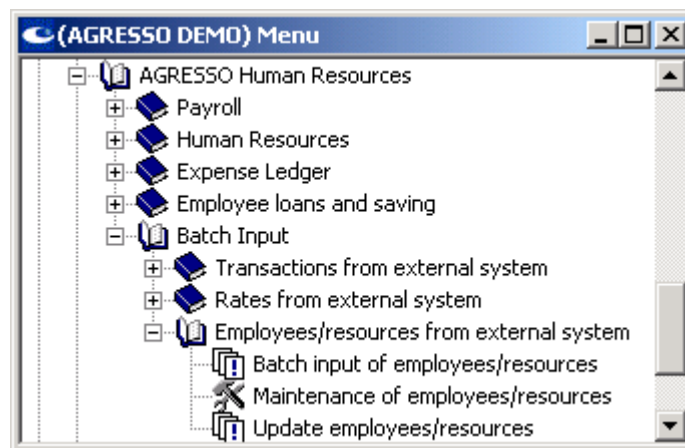
## Batch input of Employees/Resource (PR43)

### Introduction

In AGRESSO, it is possible for you to import resource information through a batch input process; **Batch input of employees/resources (PR43)**. Once this process has run, you can check and maintain the information in **Maintenance of employees/resources** window (if necessary).

You can then confirm it by running the **PR43 Update employees/resources** process. This process updates the information in all the **Employee Register** windows, i.e. Projects Costing & Billing, Payroll, Human Resources and Expense ledger.

### Main menu



### PR43

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	BatchID	106191
11	Filename	
12	Apar.gr.	*
13	Resource type	*
14	Resource field	ResID
15	Resource	*
16	Date from	
17	Date to	
18	Resource status	*
19	Query	RESNO
20	Agresso SQL	1
21	Query Parameter 1	
22	Query Parameter 2	
23	Query Parameter 3	

FIGURE: 1.18.81 PR43, Batch input of Employees/resources

*Continued on next page*



## Batch input of Employees/Resource (PR43), *Continued*

### Process

Step	Action
<b>1</b>	<b>Importing the resource information (mandatory)</b> Run the <b>PR43 Batch input of employees/resources</b> process to move resource information from a file into a maintenance table.
<b>2</b>	<b>Maintaining the imported resource information (optional)</b> You can view and, if necessary, amend the imported information in the <b>Maintenance of employees/resources</b> window.
<b>3</b>	<b>Updating the resource information (mandatory)</b> To update the resource information, run the <b>PR43 Update employees/resources</b> process.

### Prerequisites

The file to be imported has to be placed in the AGRESSO Import folder.

The layout of this file can be anything as long as the query that reads the file (as specified in the *Query* parameter in the **PR43 Batch input of employees/resources** process window) supports this particular layout. The query has to be defined in the **Query definition** window in AGRESSO System Administration.

The mandatory fields have to be filled in the import file in order to run the **PR43 Update employees/resources** process successfully. Those mandatory fields are:

- Change status (this shows whether the information is updating an existing record or creating a new record),
- Company code,
- Resource ID,
- Resource type,
- First name,
- Surname,
- Short name,
- Social security number,
- Ap/Ar ID,
- Language,
- Status,
- Pay status.

See Example of file format for the Resource table below.

The resource types that are specified in the import file must have been defined in the **Resource types** window in AGRESSO Payroll or in AGRESSO Human Resources before running the **PR43 Update employees/resources** process.

The language codes that are specified in the import file must have been defined in the **Languages** window in AGRESSO System Administration before running the **PR43 Update employees/resources** process.

*Continued on next page*



## Batch input of Employees/Resource (PR43), *Continued*

### Prerequisites (continued)

The currencies that are specified in the import file must be valid currencies as defined in the **Currency codes** window in AGRESSO Common before running the **PR43 Update employees/resources** process.

If the municipal information is used in the import file, it must have been defined in the **Municipal register and tax zone** window in AGRESSO Payroll before running the **PR43 Update employees/resources** process.

If the *Postal number* and *Place* fields are used in the import file and if there is a validation on this combination, the combination of the information entered in those two fields must be valid before running the **PR43 Update employees/resources** server process.

The status of the resource specified in the import file must be either **N**, **P**, or **C** in order to run the **PR43 Update employees/resources** process successfully; it can NOT be **T**.

The pay status of the resource specified in the import file must be either **N**, **P**, or **C** in order to run the **PR43 Update employees/resources** process successfully; it can NOT be **S** or **R**.

The supplier or customer groups specified in the import file must have been defined in the **Supplier groups** or **Customer groups** windows before running the **PR43 Update employees/resources** process.

The APAR type (customer/supplier) should always be **P** (Payables) in the import file in order to run the **PR43 Update employees/resources** process successfully.

If the GIRO\_MOD11 system setup parameter is activated, all bank and postal accounts in the import file must be valid in order to run the **PR43 Update employees/resources** process successfully (this applies only to Norway and Sweden).

The payment methods specified in the import file must have been defined in the **Payment methods** window before running the **PR43 Update employees/resources** process.

Note that the *Date from* and *Date to* specified in the import file will ONLY apply if the *Date from* and *Date to* parameters are left blank when ordering the **PR43 Update employees/resources** process. If the *Date from* and *Date to* parameters are filled when ordering the **PR43 Update employees/resources** process, then AGRESSO will use those dates and NOT the ones specified in the import file.

### Parameters

See FIGURE: 1.18.81.

Part	Function
BatchID	Batch identifier for import file, this must be numeric. This number must begin on each data line in the import file.
File name	File name of the file to be imported. The file must be located in AGRESSO's import directory.
Apar. gr.	Customer/supplier group to import. The available values have been defined in Supplier groups / Customer groups in AGRESSO Accounts Receivable/Accounts Payable. Default is * (all customer/supplier groups).

*Continued on next page*



## Batch input of Employees/Resource (PR43), *Continued*

### Parameters (continued)

Part	Function
Resource type	Resource type of the resources to import. Values are: <ul style="list-style-type: none"> <li>Contracted (C)</li> <li>Employee (E)</li> <li>Substitute (S)</li> <li>Default is * (all resource types).</li> </ul>
Resource field	Identifier for the resource that will be shown on the report as well as used as the search criteria in the Resource parameter. Values are: <ul style="list-style-type: none"> <li>ResID</li> <li>PersID</li> <li>Short nm.</li> <li>The default is ResID.</li> </ul>
Resource	Resource defined in Person/Employee. Default is * (all resources).
Date from	Date from for the resources to import. If this Date from field contains a value, this is the date that will be the Date from for all the resources, even if they have a Date from in the import file. If no value is entered in this field, there must be a Date from specified in the import file.
Date to	Date to for the resources to import. If this Date to field contains a value, this is the date that will be the Date to for all the resources, even if they have a Date to in the import file. This field may be left blank.
Resource status	Status for the resources to import. Default is Active.
Start	Server process that will start automatically after Batch input of employees/resources (PR43) has been run. Default is CS15 (Batch input customer and supplier information).
Variant	Variant of the server process entered in the Start field above (CS15) to be run after Batch input of employees/resources (PR43).
Query	Name of the query sequence that defines the import routine that is used. The query must have been defined in Query definition in AGRESSO System Administration. This field may be left blank.
Agresso SQL	This determines whether the query must be in accordance with AGRESSO standard SQL. This parameter is only relevant if queries are used to update data read in before they are executed. Settings are: <ul style="list-style-type: none"> <li>The query must be in accordance with AGRESSO SQL standard.</li> <li>The query must be in accordance with the database (native) SQL standard.</li> </ul>

*Continued on next page*



## Batch input of Employees/Resource (PR43), *Continued*

### Parameters (continued)

Part	Function
Query parameter 1-3	Parameter used to order and transfer parameter values to the customised queries (only in use when parameter Query contains a value). These fields may be left blank.
Report file	Report file to run. Default is blank.

### File format

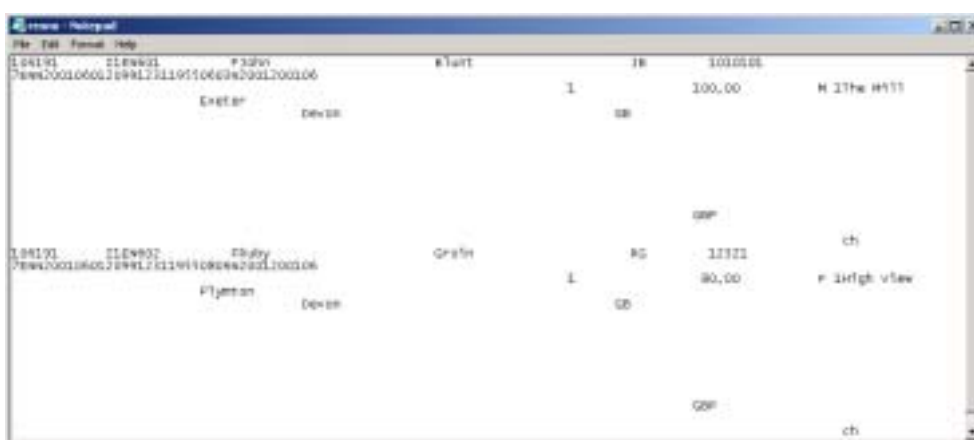


FIGURE: 1.18.82 Note pad, Employee batch input flat file

### Regional errors

There may be errors generated by the regional setting on the computer if it utilises different decimal point ( . ) markings, i.e. (,) etc. You must amend this directly in the text file if necessary.

### Results

The **Batch input of Employees/resources (PR43)** report produces no reports to show whether the upload was successful or unsuccessful, however you can look at the report log to see whether there was an error in the import.

### Successful import

If the import was successful the information will be available for you to check and if necessary amend in the **Maintenance of employee/resources** window.



FIGURE: 1.18.83 PR46, Maintenance of employees/resources

*Continued on next page*



## Batch input of Employees/Resource (PR43), *Continued*

### PR43

	Param name	Value
9	Output type	Auto-select ARW/Crystal
10	BatchID	106201
11	Resource type	*
12	Resource field	ResID
13	Resource	*
14	Resource status	*
15	Start	CS15
16	Variant	0
17	Agresso SQL	1
18	Report file	

FIGURE: 1.18.84 PR43, Update employees/resources

Once you have checked and/or amended the information in the Maintenance window you must run the **Update employees/resources (PR43)** process to input this information into the employee register. You can also see from the FIGURE: 1.18.87 that this will cause the CS15 process to run, inputting the resources as suppliers in the supplier masterfile.

### HS01

	ResID	Name	RT	Address	Place	S
1	601	Blunt, John	E	The Mill	Exete Devon	N
2	602	Groin, Ruby	E	High view	Plyr Devon	N
Σ						

FIGURE: 1.18.85 HS01, Employee register table

Once you have run the Update employees/resources (PR43) process, you will find the resources in the **Employee register**, it may be necessary to enter additional information on the relations at this point through the relations tab, if any of the relations are mandatory.

	Relation	Rel. value	Description	P	Date from	Date to	S
1	COSTC	100	Administration/Finance	TS	01.06.2001	31.12.2001	N
2	LEAVE			PR			
3	GROUP			PR			
4	TRADUNI			PR			

FIGURE: 1.18.86 HS01, Employee register relation tab

*Continued on next page*





## Batch input of Employees/Resource (PR43), *Continued*

**SU02**

	SuppID	Name	Address	Postcode	Phone	Code	Previous	Telephone	Telex	Mobile	Fax	Home	Assistant	To	CC	Address type
1	602	Groin, Ruby				GB										General
2	602	Groin, Ruby				GB										General

FIGURE: 1.18.87 SU02, Supplier masterfile table

It is also possible as the **CS15** process has run to view the resources in the supplier masterfile, it may be necessary to enter any additional information at this point.

**(AGRESSO DEMO) Supplier**

SupplierID: 602 Groin, Ruby

Supp.group: Employees

Comp.reg.no:

VAT RegNo:

Short name: RG

External ref: 602RG

Text:

Country: United Kingdom GB

Updated: 20.06.2001 16:19:29 User: ch

FIGURE: 1.18.88 SU02, Customer masterfile

**Unsuccessful  
import**

```
(AGRESSO DEMO) C:\DOCPHE-E\OLIVE-E\HDM\LOCALS-E\Temp\pr43_1.log
trans_id } , user_id , zip_code
FROM HPR4347
WHERE batch_id = '106201' AND client = 'EN'
15:07:25 > ERROR 245: [Microsoft][ODBC SQL Server Driver][SQL Server]Syntax
x error converting the varchar value 'i' to a column of data type int.
15:07:25 > ERROR 1: Insert into pchstable from pchfiletable the records th
at match the given parameters
15:07:25 > 'AUTO DELETE' OFF in aagclientconf, aagsguconf or aagparameters
(search order)
Time Used: 00:00:02.92
20010620 15:07:26 Disconnected from agrdemo.
```

FIGURE: 1.18.89 PR43, Error message

If the import of information was unsuccessful you can check the report log to find information on the error within the file. Once you have amended the error in the flat file you must then run the PR43 process again to import the information.

*Continued on next page*



## Batch input of Employees/Resource (PR43), Continued

### Unsuccessful maintenance

You may attain a subsequent error once the information is updated from the **Maintenance of employees/resources** window, again you can check the report message which may tell you the error problem.

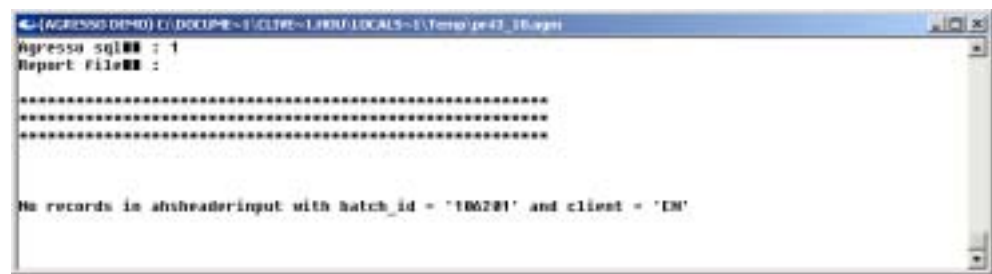


FIGURE: 1.18.90 PR43, Error report message

The PR43A will detail information that is missing in the import file which you must enter in the **Maintenance of employees/resources** window prior to running the Update process again.

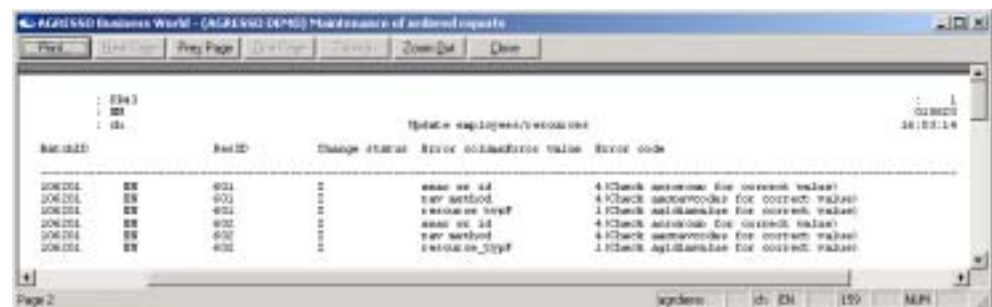


FIGURE: 1.18.91 PR43A, Update error information

### CS15

When the **CS15** process runs, there may be an error on the information supplied for the resource(s) is incorrect or incomplete, this will then produce a report detailing which information must be added to the resource through the customer masterfile

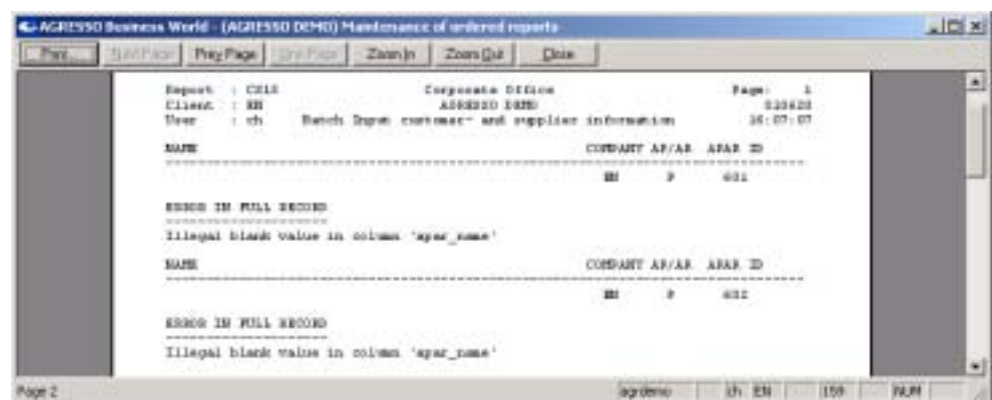


FIGURE: 1.18.92 CS15A, Customer masterfile error report