

Reference Manual

Batch Input Formatter

19.3.0

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The documentation is designed to support Unit4 Business World.

This document is intended for Unit4 Business World Consultants and customer Super Users, and thus assumes in-depth knowledge of existing Unit4 Business World functionality.

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Introduction

About this Reference Manual

This Reference Manual contains important information about using Batch Input Formatter (BIF).

For details regarding the installation of the software, see *Installation Guide Batch Input Formatter*.

About Agresso Batch Input Formatter

This software takes data held in a Microsoft Excel worksheet and transforms it into text files in the correct format for Business World (see the table for examples). This makes it the perfect tool for converting the data in your old accounting system into Business World.

Thanks to BIF you can:

- load existing data, such as a supplier list or period balances, into an Excel worksheet
- clean up the data
- perform any old to new mapping using standard Excel functionality, such as formulas and macros
- create an Business World interface file

Master data	Transaction data	Pricing data	Budgetary data
Activities Addresses	Customer invoices Credit note Receipts	Product price lists Project prices	Budgeting budgets
Attribute values Customers	Goods received notes		General ledger budgets
Fixed assets Products	Inventory receipts and issues		Project budgets
Projects	Journals		
Relations Resource relations	Supplier invoices Credit notes		
Resources	Payments		
Suppliers			
Work orders			

Batch Input Formatter can also be used to write directly to any Business World table, although considerable care should be taken when writing to tables other than those listed below. Specifically, it is now recognised as legitimate to load data directly into any of the following tables without validation (the data will be validated later by the corresponding server process).

Table name	Server process
<i>apsabsenceinput</i>	PS14 HR/Absence/Import of transactions
<i>acucollectinput</i>	CU13 AR/Debt collection/Import from collection agency
<i>algproductinput</i>	LG20 LG/various/Import of product information
<i>aeiinvoicinput</i>	EI02 Various/e-Invoice import/Import of invoices
<i>algbatchinput</i>	LG04 LG/various/Import of order and LG21 LG/various/Import of subscriptions
<i>auibatchinput</i>	LG21 LG/various/Import of subscriptions and UI11 LG/Utility Invoicing/Meters/Import of meter readings
<i>acsheaderinput</i>	CS15 Financials/Batch Input/Customer and supplier information/Batch Input
<i>ahsheaderinput</i>	PR43 HR/Batch Input/Personnel from external system/Batch input
<i>acpbatchinput</i>	CU08 AR/Payments/Direct debit/Direct debit mandates/Import of dd mandates
<i>acrbatchinput</i>	GL07 Financials/Batch Input/Transactions from external system/Batch input
<i>acbimpstmt</i>	CB05 Financials/Bank Reconciliation/Bank statement/Import bank statement

Using Agresso Batch Input Formatter

Ribbon groups

The Agresso Batch Input Formatter ribbon has the following ribbon groups:

- Table
- File
- Log
- Help

The Table ribbon group

The **Table** group has three buttons:

- button **Make template for table** creates a data worksheet from a control worksheet
- button **Write data to table** exports the data in the current worksheet to the Business World table
- toggle button **Allow any table**, when pressed in, allows you (after a suitable warning) to write directly to any Business World table

Warning: When using the **Write table** option you are writing data directly to Business World tables without any form of validation.

The File ribbon group

The **File** group has three buttons:

- button **Make template for file** creates a data worksheet from a control worksheet
- button **Write data to file** exports the data in the current worksheet to the flat file specified

The Log ribbon group

The **View log file** button allows you to view the log file generated by BIF.

The Help ribbon group

The **Help** group has two buttons:

- button **Help** displays the help document
- button **About** displays Agresso Batch Input Formatter information (for example the version number)

Batch Input Formatter

Defining the flat file control worksheets

The control worksheet holds information about the format of the flat file.

The control worksheet name must begin with the underscore character (for example: _GL07).

Row 1 contains the column names for the control data.

The software assumes it will find the information in the correct columns from row two onwards.

The column names are:

- Field name
- Width
- Mandatory
- Right justify
- Format
- Multiplier

The **Field name** column gives the column name for the data worksheet.

The **Width** column gives the width for the data in the flat file.

The **Mandatory** column indicates whether data must be supplied in the flat file. An entry of Y in this column indicates that the value is mandatory.

The **Right justify** column indicates whether the data must be right justified in the flat file. An entry of Y in this column indicates that the value should be right justified.

The **Format** column gives the format for the data in the flat file.

The **Multiplier** column gives the value to multiply the data by before entry in the flat file.

The log file

The file named AgrBIF9.log displays messages when exporting data to the flat file or a table write. This will display any errors encountered or, in the case of a successful run, information about the number of rows processed, etc.

Defining the flat file data worksheets

The data worksheet holds the data to be exported to the flat file. You can create it from a control worksheet:

1. Select **Make Template for File** from the **File** group.
2. Pick the desired control worksheet from the list displayed.
3. Enter the data for export in the appropriate cells.

Column one contains key words recognised by the software. It should contain nothing except these key words. Columns two onwards contain the settings for the key words in column one.

The key words recognised in this release of the software are:

- type
- filename
- encoding
- default
- default =/default column
- columns
- end

The type setting

The **type** setting gives the name of the control worksheet for the flat file. You may exclude the underscore prefix in the control worksheet name.

The setting is case insensitive.

The filename setting

The **filename** setting gives the name of the flat file to export the data to.

If this setting is left blank or is not supplied you will be prompted for the file name.

If the file already exists then it will be cleared before the data is exported to it.

The encoding setting

The **encoding** setting allows the flat file to be generated with a non-default encoding. By default, if no encoding is set, the flat file is generated using the local system from within the Region and Language settings on the computer. It is usually Windows-1252 (aka ANSI) for Western Europe, America, and Australia, but may be different in Eastern Europe and Asia.

The encoding setting can allow UNICODE files to be written by putting *utf-8* or *utf-16* in column two. Other encodings can also be specified, see a list at <http://msdn.microsoft.com/en-us/library/system.text.encoding.getencodings.aspx>. The value from the second column in that list should be used.

The default setting

The **default** setting gives the default value for a column.

Column two contains the column name and column three the default value.

The column name must be the same as one in the control worksheet.

The default =/default column settings

The **default =** setting gives the name of a column to copy data from.

Column two contains the column to copy to and column three the column to copy from.

The **default column** setting is synonymous with the default = setting.

The columns setting

The **columns** setting gives the column names of the data to be exported.

Only columns that are mandatory and have no default value must appear.

The data to be exported must appear in the subsequent rows.

The end setting

The **end** key word marks the end of the data to be exported. All the rows between the columns and end key words will be exported to the flat file.

Defining the table data worksheets

The data worksheet holds the data to be exported to the Business World table. Note that unlike standard Batch Input Formatter, there is no control worksheet used within Export Utility, since the definition used is defined by the table being written to.

You can create a **data worksheet** from a Business World table definition:

1. Press button **Make Template for Table** on the **Table** group.
2. Enter the desired Business World table in the dialog that appears.
3. Select the desired ODBC data source to create the connection to the Business World database.

As a result, the new worksheet will be created in the correct format ready for entry of the data for export.

Column one contains key words recognised by the software.

It should contain nothing except these key words.

Columns two onwards contain the settings for the key words in column one.

The key words recognised in this release of the software are:

- dsn
- table
- update
- default
- default = or default column
- columns
- end

The **dsn** setting gives the ODBC data source name for the Business World database connection.

The **table** setting gives the name of the Business World table.

The **update** setting indicates whether data will be overwritten in the Business World table.

Set to *FALSE* if data is not to be overwritten.

Set to *TRUE* if data is to be overwritten (proceed with caution).

If this keyword is missing, the data will not be overwritten in the Business World table.

This keyword is not created automatically when the button **Make Template for Table** is pressed.

The **default** setting gives the default value for a column.

Column two contains the column name and column three the default value.

The column name must be the same as one in the control worksheet.

The **default =** setting gives the name of a column to copy data from.

Column two contains the column to copy to and column three the column from.

The **default column** setting is synonymous with the **default =** setting.

The **columns** setting gives the column names of the data to be exported.

Only columns that are mandatory and have no default value must appear.

The data to be exported must appear in the subsequent rows.

The **end** key word marks the end of the data to be exported.

All the rows between the columns and end key words will be exported to the Business World table.

Multiple Sheets

It is possible to cause multiple worksheets to be processed in the same run by creating a new sheet (SheetList in the Example.xls file) which simply contains a list of sheets to be processed marked by the *sheet* keyword in column A and the sheet name in column B.

Worksheet function

The following worksheet function is available in Excel when Batch Input Formatter has been installed:

agrBIFAddress160(Address, Delimiter)

This function takes as input an address with lines delimited by the specified delimiter and returns a 160-character address formatted in the traditional Business World format as required by a number of the input file/table formats.

Example:

If cell *B12* contains a string like:

```
Address Line 1;Address Line2;Address Line3;Address Line4
```

Then `=agrBIFAddress160(B12, ";")` will return a 160 character string with *Address Line 1* in the characters 1-40, *Address Line2* in characters 41-80, *Address Line 3* in characters 81-120 and *Address Line4* in characters 121-160.

The lines will be truncated or padded with spaces to fit the 40-character format.

Related documentation

For more information about the BIF, see:

- *Batch Input Formatter Installation Guide*
- the existing *Release Notes* documents