

# **Data Converter User Manual**

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**This manual must be distributed with the software.  
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## Introduction

Data Converter is a software tool custom designed for TimeService, Inc. We get a monthly accounting spreadsheet from Sears, the spreadsheet is modified by our accounting department, and certain data from the modified spreadsheet needs to be entered into our Retail Interact accounting system. Data Converter helps to collect the important data from the modified Sears spreadsheet and match values to account numbers so that the data can be entered more easily into the Retail Interact system.

## Start with this (input file)...

TS Dept #	Unit	Unit Name	Gross sales	Returns / Allowances	Net Concessions on Sales	TS Sales	Variance	TS Com %	TS Com \$	Total Due Before Credits & Deductions	Sears Rent	Over / Short	Sales Tax Due	Sales Tax Retail Allow - FLA Use Tax	Net Sales Tax	Previous Advances	Credits Deductions Net Total
253	1039	OAKLA	6059	84	5975			0.08	478.00	4959	1016	0	(528)	7	(521)	3882	336
407	1048	PASAD	6431	45	6386			0.08	510.88	5300	1086	0	(112)	1	(111)	4074	396
402	1088	GLEND	2711	0	2711			0.08	216.88	2250	461	0	(44)	0	(44)	1793	174
787	1090	CHICA	6066	64	6002	6001.97	0.03			4982	1020	0	(477)	5	(472)	3662	319
255	1096	PENZA	5087	5	5082	5082.09	(0.09)			4218	864	0	(383)	65	(318)	3538	322
414	1118	SALT	3981	12	3969	3957.37	11.63			3294	675	0	(272)	1	(271)	2509	223
819	1148	VENTU	2086	0	2086			0.08	166.88	1731	355	0	(138)	0	(138)	1236	109
829	1158	HONOL	53302	582	52720	52720.83	(0.83)			43758	8962	29	(2507)	449	(2058)	33356	3132
767	1167	SAN A	6072	8	6064			0.08	485.12	5033	1031	0	(494)	1	(493)	3807	331
413	1168	NO HO	6213	0	6213			0.08	497.04	5157	1056	0	(65)	0	(65)	3953	388
795	1200	CHICA	9355	48	9307	9306.13	0.87			7725	1582	0	(786)	4	(782)	5592	481
454	1208	FRESN	9619	225	9394			0.23	2160.62	7797	1597	0	(181)	4	(177)	5703	552
781	1226	METAI	5661	150	5511	5510.35	0.65			4574	937	0	(496)	13	(483)	3395	291
459	1228	SACRA	9962	166	9796	9782.01	13.99			8131	1665	31	(595)	10	(585)	6390	583
462	1248	HAYWA	12458	160	12298	12293.39	4.61			10207	2091	0	(793)	10	(783)	7553	677
793	1264	HICKS	3658	20	3638	3631.97	6.03			3020	618	0	(315)	2	(313)	2087	177
466	1268	BUENA	5024	100	4924			0.08	393.92	4087	837	0	(25)	0	(25)	3033	300
248	1275	ATLAN	3119	86	3033			0.08	242.64	2517	516	0	(219)	6	(213)	2092	187
768	1277	SAN A	3850	3850				0.08	308.73	3203	656	0	(212)	0	(212)	2110	210

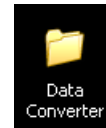
## And create this (output file).

Acct #	Dept #	Debit	Credit	Description
11700	402		2711.00	Sales
11700	402	461.00		Rent
11700	402		44.00	Sales Tax
18800	402	2294.00		Total Pay Received
11700	402	216.88		Commission
82500	402		216.88	Commission
39100	402		2711.00	Sales
12000	402	2711.00		Sales Offset
54500	402	461.00		Rent
82700	402		461.00	Sub Rent
12100	787		6001.97	TS Sales
34700	787		0.03	Variance
54500	787	1020.00		Sears Rent
24000	787		472.00	Sales Tax
18800	787	5454.00		Total Pay Received
12100	255		5082.09	TS Sales
34700	255	0.09		Variance

## Important Files

The Data Converter tool consists of the following files:

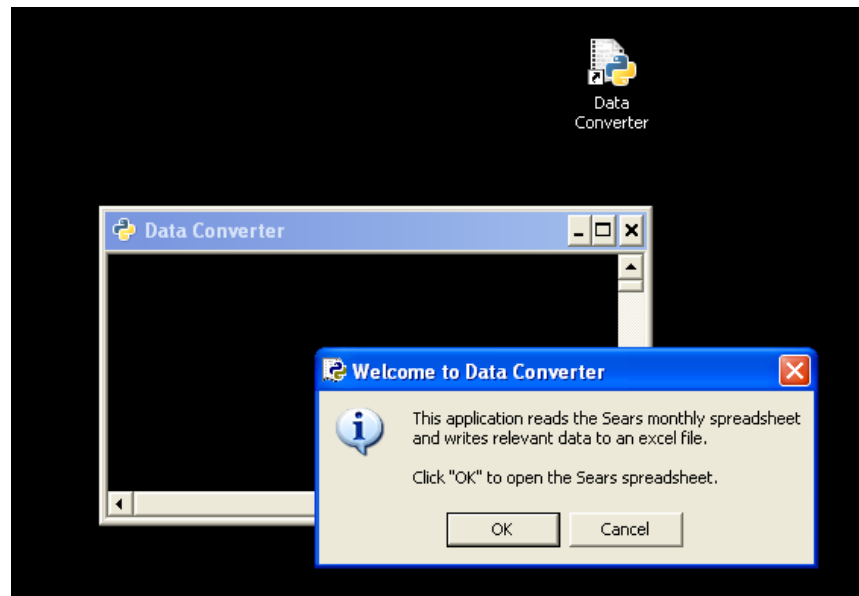
- **Data Converter** – Shortcut  
Double click this shortcut to run Data Converter.
- **Data Converter Manual** – Shortcut  
If you are reading this, you already know what it is!
- **Data Converter** – Folder  
Contains the source code, saved output, and configuration files.
- **License and copying.txt** – Text file  
The GNU General Public License under which Data Converter is distributed.
- **Data Converter Manual.pdf** – PDF file
- **config** – Folder
  - **stores.csv** – Text file, can be edited in Excel  
List of owned and subcontracted departments. The current version of this file must always have the name “stores.csv”.
  - **(backups of stores.csv)**
- **io** – Folder  
Destination for output files. Data Converter automatically writes the output file to this folder, giving it a name like “SearsOutput2012-06-14-163030.csv”, which is unique to the time it was generated. The contents of this folder may be deleted periodically.
- **src** – Folder  
Contains the source code (the guts) of Data Converter. These files are vital to the operation of Data Converter and should not be modified. The desktop shortcut is a shortcut to “DataConverter.py” in this folder.
  - **DataConverter.py** – Executable Python source file
  - **DataConverterGUI.py** – Python source file
  - **DCEExceptions.py** – Python source file
  - **Journal.py** – Python source file
  - **openInExcel.vbs** – Visual Basic script
  - **xlsToCsv.vbs** – Visual Basic script



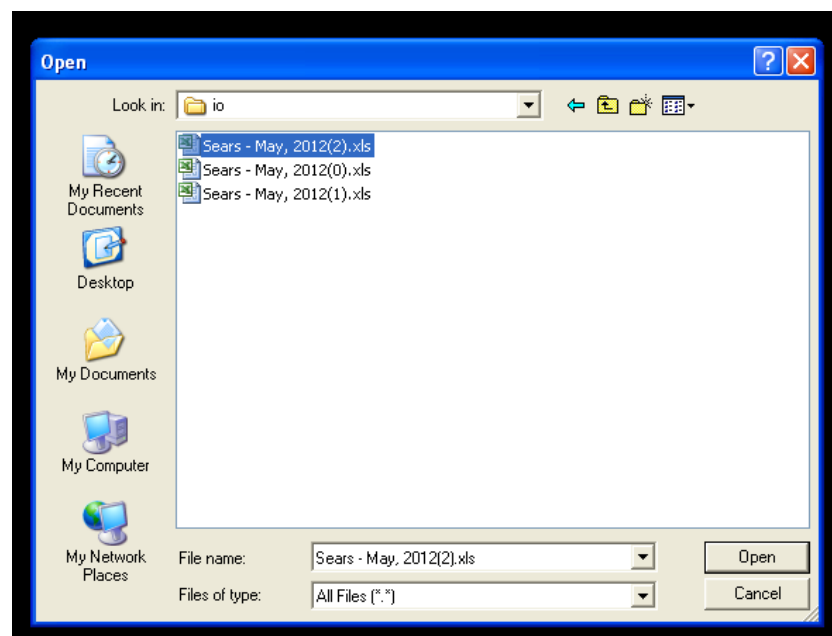
## Get Data from Sears Monthly Spreadsheet

As its main function, Data Converter takes as input an Excel (.xls) file with specific columns of data (the modified Sears spreadsheet) and creates as output an Excel (.csv) file in the form of a set of journal entries with particular data from the input file. To run Data Converter, follow these steps.

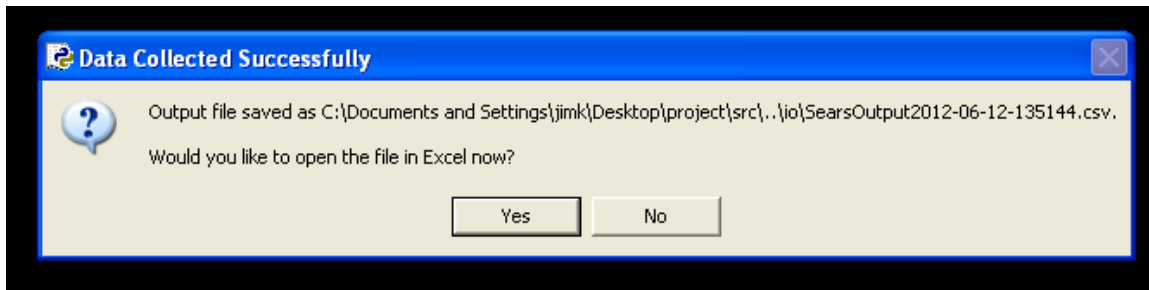
1. Obtain the Sears monthly report.
2. Modify the file so it has the required columns listed in **Specifications for the Input File**.
3. Save it in a place you can find later.
2. Double-click the Data Converter icon. You should see two windows, as shown.



3. Click "OK" in the message window. This will open a file picker.



4. In the file picker, navigate to the modified Sears report that you saved in step 3, select it, and click “Open”.
5. Wait a couple moments. If Data Converter is successful, you will see a message reporting success. If you see an error message, read the error message and do what it says to fix the error. See **Some Error Messages** for help interpreting error messages.



6. Click “Yes” to open the output file in Excel. If Excel is minimized, you may have to maximize Excel to see the file.
7. Save and print if desired.

## Some Error Messages

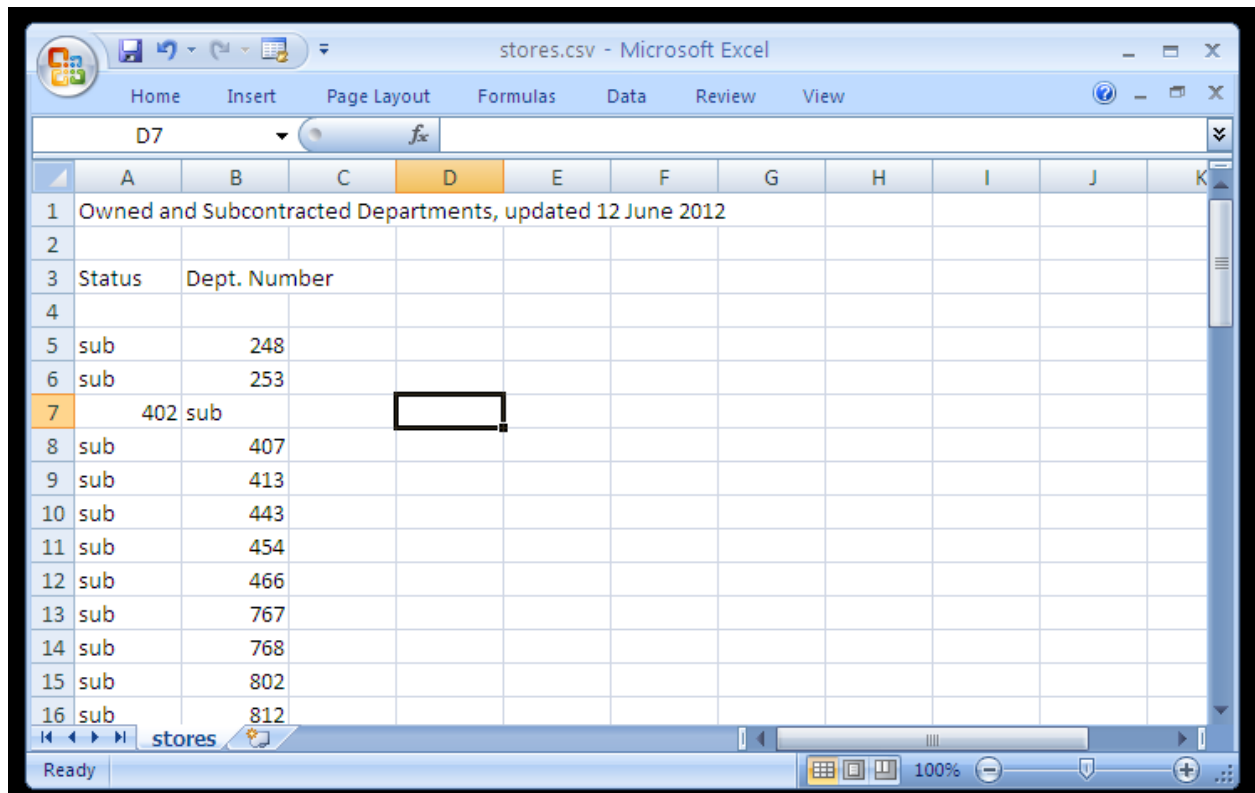
### 1. Department Number Error



**Problem:** There is a discrepancy between stores.csv and the department numbers that appear in the input file (modified Sears spreadsheet).

**Solution:** Make sure that stores.csv is up-to-date and formatted correctly.

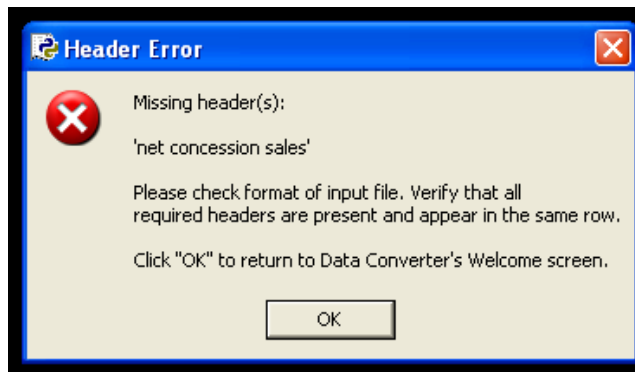
**Example:** In the example below, stores.csv has an improperly formatted entry that caused the error. The error can be corrected by swapping cells 7A and 7B. The same error could occur if the entry for department 402 were absent from stores.csv.



	A	B	C	D	E	F	G	H	I	J	K
1	Owned and Subcontracted Departments, updated 12 June 2012										
2											
3	Status	Dept. Number									
4											
5	sub	248									
6	sub	253									
7	402 sub										
8	sub	407									
9	sub	413									
10	sub	443									
11	sub	454									
12	sub	466									
13	sub	767									
14	sub	768									
15	sub	802									
16	sub	812									

## Some Error Messages (Continued)

### 2. Header Error



**Problem:** Required headers are not all present or are formatted incorrectly.

**Solution:** Make sure all required headers and their respective columns are present and that all headers are in the same row of the spreadsheet and are not in merged cells.

See also: **Specifications for the Input File**

**Example:** In this example, some header cells are merged with the cells above. The header “Net Concession Sales”, though present, is not read correctly. The cells must be unmerged.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												Sears Lice
3												
4												
5	Dept #	Unit	Unit Name	Gross sales	Returns / Allowances	Net Concessi on Sales	TS Sales	Variance	TS Com %	TS Com \$	Before Credits &	Sears Rent
6	253	1039	OAKLA	6059	84	5975			0.08	478.00	4959	1016
7	407	1048	PASAD	6431	45	6386			0.08	510.88	5300	1086
8	402	1088	GLEND	2711	0	2711			0.08	216.88	2250	461
9	787	1090	CHICA	6066	64	6002	6001.97	0.03			4982	1020
10	255	1096	PENSA	5087	5	5082	5082.09	(0.09)			4218	864
11	414	1118	SALT	3981	12	3969	3957.37	11.63			3294	675
12	819	1148	VENTU	2086	0	2086			0.08	166.88	1731	355
13	829	1158	HONOL	53302	582	52720	52720.83	(0.83)			43758	8962
14	767	1167	SAN A	6072	8	6064			0.08	485.12	5033	1031
15	413	1168	NO HO	6213	0	6213			0.08	497.04	5157	1056
16	795	1200	CHICA	9355	48	9307	9306.13	0.87			7725	1582
17	454	1208	FRESN	9619	225	9394			0.23	2160.62	7797	1597
18	781	1226	METAI	5661	150	5511	5510.35	0.65			4574	937
19	459	1228	SACRA	9962	166	9796	9782.01	13.99			8131	1665
20	462	1248	HAYWA	12458	160	12298	12293.39	4.61			10207	2091



## Specifications for the Input File

The input file (modified Sears spreadsheet) must be in a certain format for Data Converter to be able to read it properly. Make sure the input file meets the following specifications.

1. Input file must contain the following required columns:
  - a. "TS Dept"
  - b. "TS Sales"
  - c. "Variance"
  - d. "Sears Rent"
  - e. "Over / Short"
  - f. "Net Sales Tax"
  - g. "Total Pay"
  - h. "Net Concession Sales"
  - i. "TS Com \$"
  - j. Note: In order to match a required column name, the column header must contain the text in the required column name. Matching is not case sensitive. For example, the column header "total pay received" is valid for the required column g ("Total Pay").
2. All column headers must be in the same row. Any column headers that are split into two rows or are on a different row from other headers may not be read correctly.

**Example:** Below is an example input file, with the required column headers highlighted. Note that all the column headers are in the same row (4).

TS Dept #	Unit	Unit Name	Gross sales	Returns / Allowances	Net Concession Sales	TS Sales	Variance	TS Com %	TS Com \$	Before Credits & Deductions	Sears Rent	Over / Short	Sales Tax Due	Sales Tax Retail Allow + FLA Use Tax	Net Sales Tax	Previous Advances	Credits & Deductions Net Total	Sears/Concession (Current Month)	Total Pay Received	Net Due Concession Due Sears
253	1039	OAKLA	6059	84	5975			0.08	478.00	4959	1016	0	(528)	7	(521)	3882	3361	1598	5480	1598
407	1048	PASAD	6431	45	6386			0.08	510.88	5300	1086	0	(112)	1	(111)	4074	3963	1337	5411	1337
402	1088	GLEND	2711	0	2711			0.08	216.88	2250	461	0	(44)	0	(44)	1793	1749	501	2294	501
787	1090	CHICA	6066	64	6002	6001.97	0.03			4982	1020	0	(477)	5	(472)	3662	3190	1792	5454	1792
255	1096	PENSA	5087	5	5082	5082.09	(0.09)			4218	864	0	(383)	65	(318)	3538	3220	998	4536	998
414	1118	SALT	3981	12	3969	3957.37	11.63			3294	675	0	(272)	1	(271)	2509	2238	1056	3565	1056
819	1148	VENTU	2086	0	2086			0.08	166.88	1731	355	0	(138)	0	(138)	1236	1098	633	1869	633
829	1158	HONOL	53302	592	52720	52720.83	(0.83)			43758	8962	29	(2507)	449	(2058)	33356	31327	12431	45787	12431

## Add or Remove Departments (owned or subcontractors)

Data Converter's output depends on which departments are subcontracted and which are owned. Data Converter keeps track of this information in a configuration file (.csv) that can be edited in Excel. When TimeService, Inc. opens a new department, closes a department, or changes the owned/subcontracted status of a department, the configuration file must change to keep Data Converter up to date. Follow these steps to change the configuration file.

1. See **Important Files** to find the file stores.csv.
1. Make a copy of stores.csv and rename the copy (e.g. stores-backup-6-12-12.csv).
2. Open stores.csv in Excel.
3. Edit the file.
  - a. Change the date in the title to today's date.
  - b. To add a new department: Type "sub" or "own" in the first cell of a new row. Type the department number in the second cell.
  - c. To remove a department: Delete or clear both cells of the row on which the department's number appears.
  - d. To change a department's status: Change "own" to "sub" or "sub" to "own" in the row on which the department's number appears.
  - e. Note: Entries may appear in any order and the order may be changed at any time. Blank rows may also be added anywhere. Row numbers do not matter.
4. Save the file. If you get a dialog box asking if you want to keep the CSV format, say "Yes". The current stores file must be saved with the exact name "stores.csv", or "stores" if file extensions are hidden.
5. Try to run Data Converter. If there is an error in the new stores.csv, revert to the backup copy of stores.csv and try to make the change again.

	A	B	C	D	E	F	G	H	I	J
1	Owned and Subcontracted Departments, updated 12 June 2012									
2										
3	Status	Dept. Number								
4										
5	sub	248								
6	sub	253								
7	sub	402								
8	sub	407								
9	sub	413								
10	sub	443								
11	sub	454								
12	sub	466								
13	sub	767								
14	sub	768								
15	sub	802								