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| DI-CP010 - Export Actuals from Baan |
| **Process Description:** |

| **Export Actuals from Baan Processing Steps** | | **Comments** |
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|  | 1. Create the current month actual cost folder  * Navigate to the 04xx actual cost folder * **Y:\Program Management\Cobra Processing\LCSx\04xx Cobra Actual Cost Files** * Create a folder for the current processing month using the naming convention already in the folder |  |
|  | 1. Run the material actual costs export from Baan  * **Double-click** the Shortcut to EVMS Material ***“EVMS Material Processing”***  that was placed on your desktop * For *Baan Data* select **“History”** * Click the dropdown for ***Baan Project*** and select **“04xx”** * Click the dropdown for ***Week Ending*** and select the date of the current period month end * Select **“Get Baan Data”** * Click the **“Build Import Files”** tab * In the **Cobra Import Files** section select **“Actual Cost”.** * Save the file as ***“04xx mmm yyyy Material Actual Costs”*** in the ***04xx Cobra Actual Cost Files*** folder. |  |
|  | 1. Run the labor actual costs export from Baan  * **Double-click** the Shortcut to EVMS Labor  ***“EVMS Labor Processing”*** that was placed on your desktop * For *Baan Data* select **“History”** * Click the dropdown for ***Baan Project*** and select **“04xx”** * Click the dropdown for ***Week Ending*** and select the date of the current period month end * Select **“Get Baan Data”** * Click the **“Build Cobra Import Files”** tab * In the **Cobra Import Files** section select **“Actual Cost by Activity”.** * Save the as ***“04xx mmm yyyy Labor Actual Costs”*** in the ***04xx Cobra Actual Cost Files*** folder. |  |