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| Export Actuals from Baan |
| **Process Description:** |

| **Export Actuals from Baan Processing Steps** | | **Comments** |
| --- | --- | --- |
|  | 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*** that was placed on your desktop * For *Baan Data* select **“History”** * Click the dropdown for ***Baan Project*** and select **“04xx”** * Select **“Get Baan Data”** * Click the **“Build Import Files”** tab * In the **Cobra Import Files** section select **“Actual Cost by Activity”.** * Save the file in the current processing month folder within the ***04xx Cobra Actual Cost Files***folder * Open the new file and save it as ***“04xx mmm yyyy Material Actual Costs”.*** This is the file you will update for import into Cobra |  |
|  | 1. Run the labor actual costs export from Baan  * **Double-click** the ***Shortcut to EVMS Labor*** that was placed on your desktop * For *Baan Data* select **“History”** * Click the dropdown for ***Baan Project*** and select **“04xx”** * Select **“Get Baan Data”** * Click the **“Build Import Files”** tab * In the **Cobra Import Files** section select **“Actual Cost by Activity”.** * Save the file in the current processing month folder within the ***04xx Cobra Actual Cost Files***folder * Open the new file and save it as ***“04xx mmm yyyy Labor Actual Costs”.*** This is the file you will update for import into Cobra |  |