



Slide 1

Slide notes: There are some principles and guidelines that are worth knowing and that apply for all data Imports.

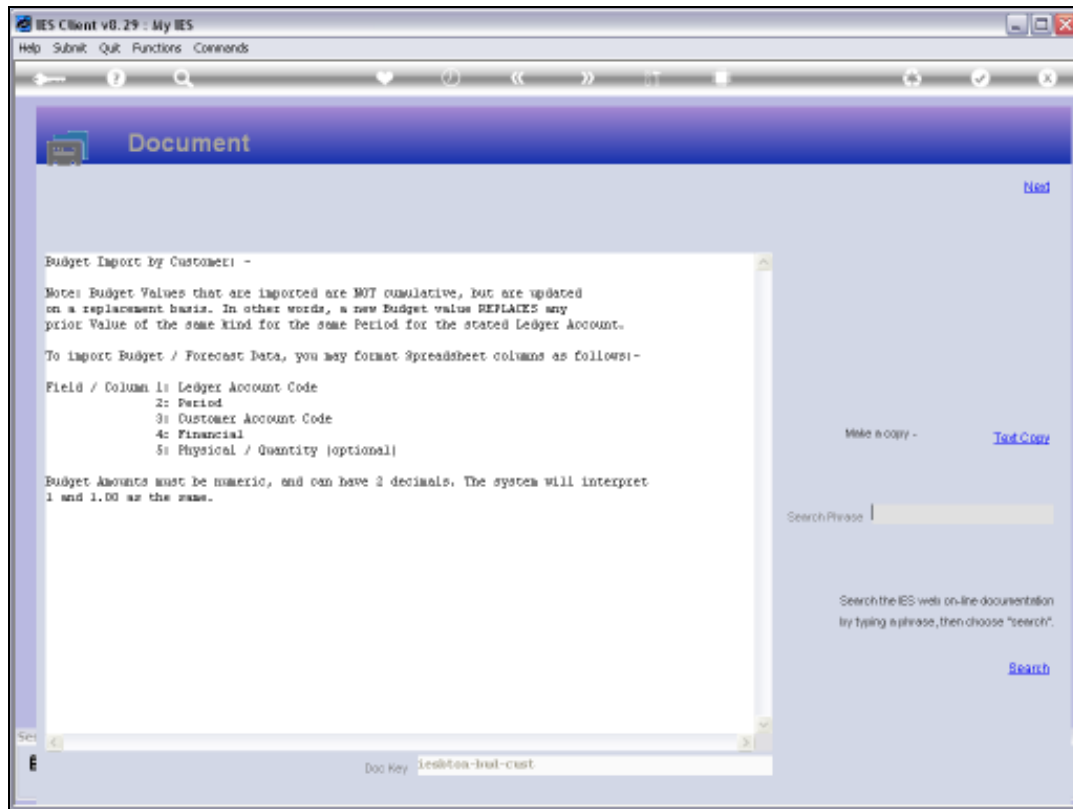


Slide 2
Slide notes:



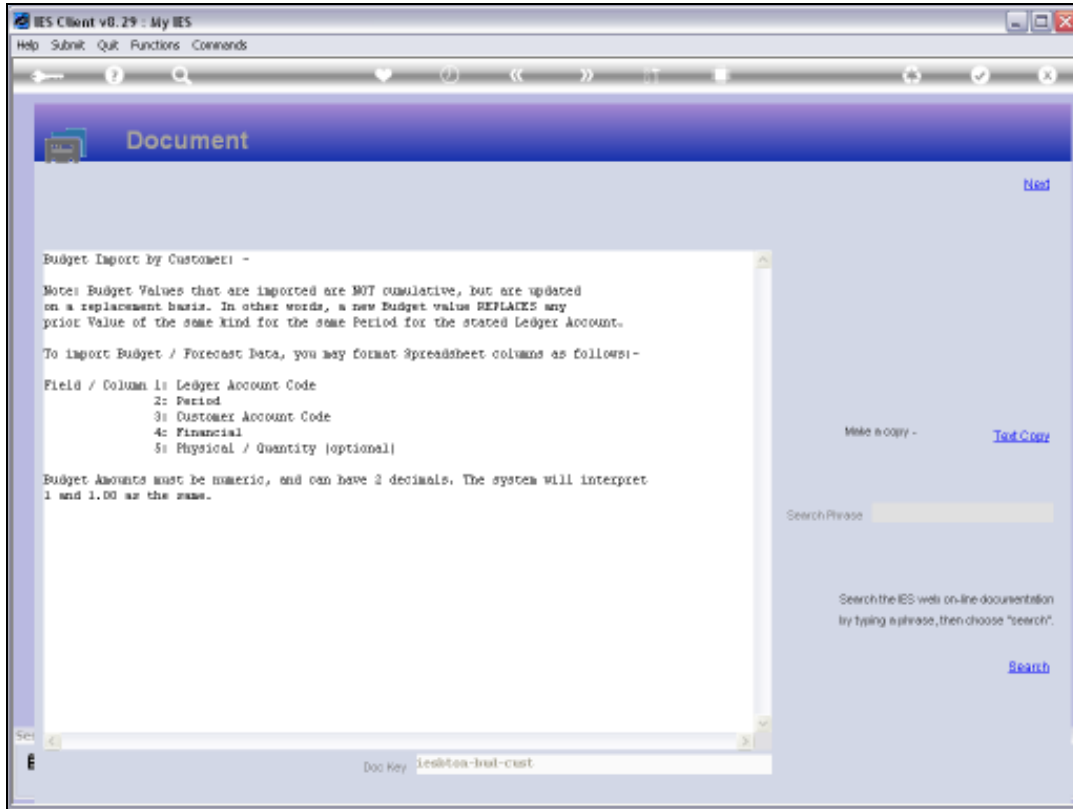
Slide 3

Slide notes: There is usually a Data Layout View that will tell us what is required or expected of the Data that we will upload.



Slide 4

Slide notes: In this example, we are doing a Budget Data Import, and in this case, the import data, when seen in a spreadsheet context, must be arranged in 5 columns as listed above. Column 5 is optional, and may be blank. However, whenever a column is indicated, even though optional, it must be present. So if column 3 is optional, then it must still be present otherwise column 4 will no longer be the 4th column from a data viewpoint.



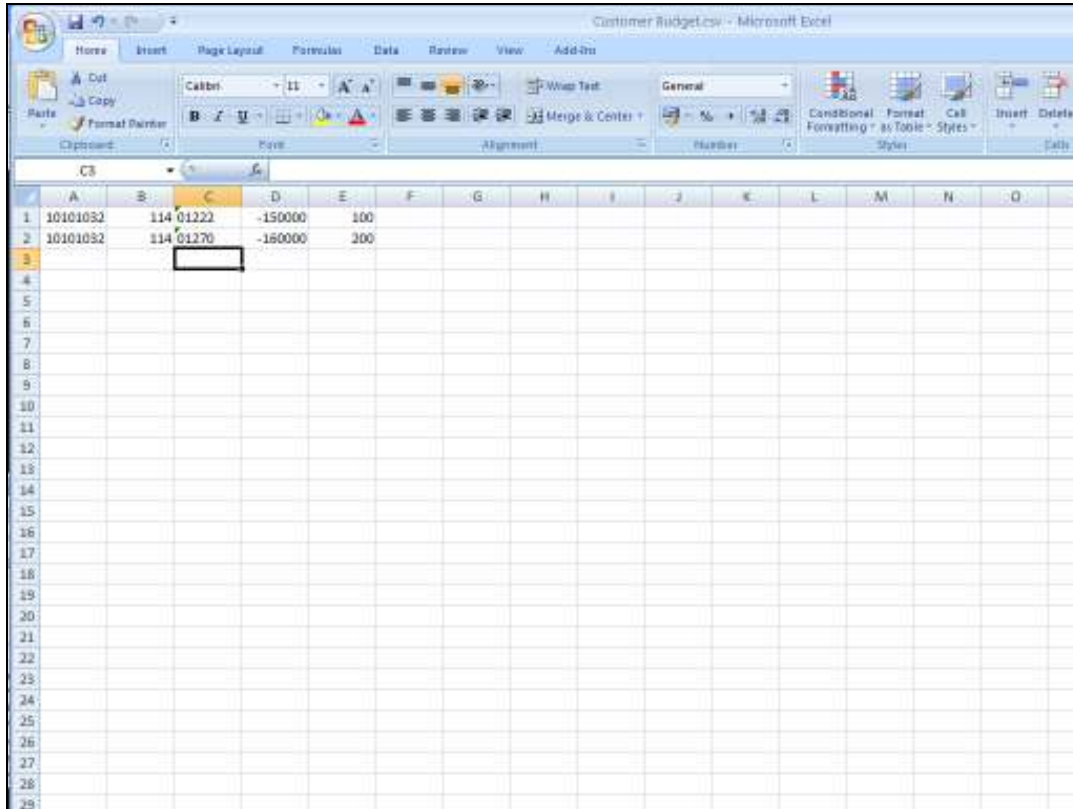
Slide 5
Slide notes:

The screenshot shows a Microsoft Excel spreadsheet titled "Customer Budget2010 - Microsoft Excel". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, and Add-Ins. The Home tab is active, showing options for Clipboard, Font, Paragraph, Alignment, Number, Styles, and Cells. The spreadsheet grid shows columns A through O and rows 1 through 29. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	10101032	114	01222	-150000	100										
2	10101032	114	01270	-100000	200										
3															
4															
5															
6															
7															
8															
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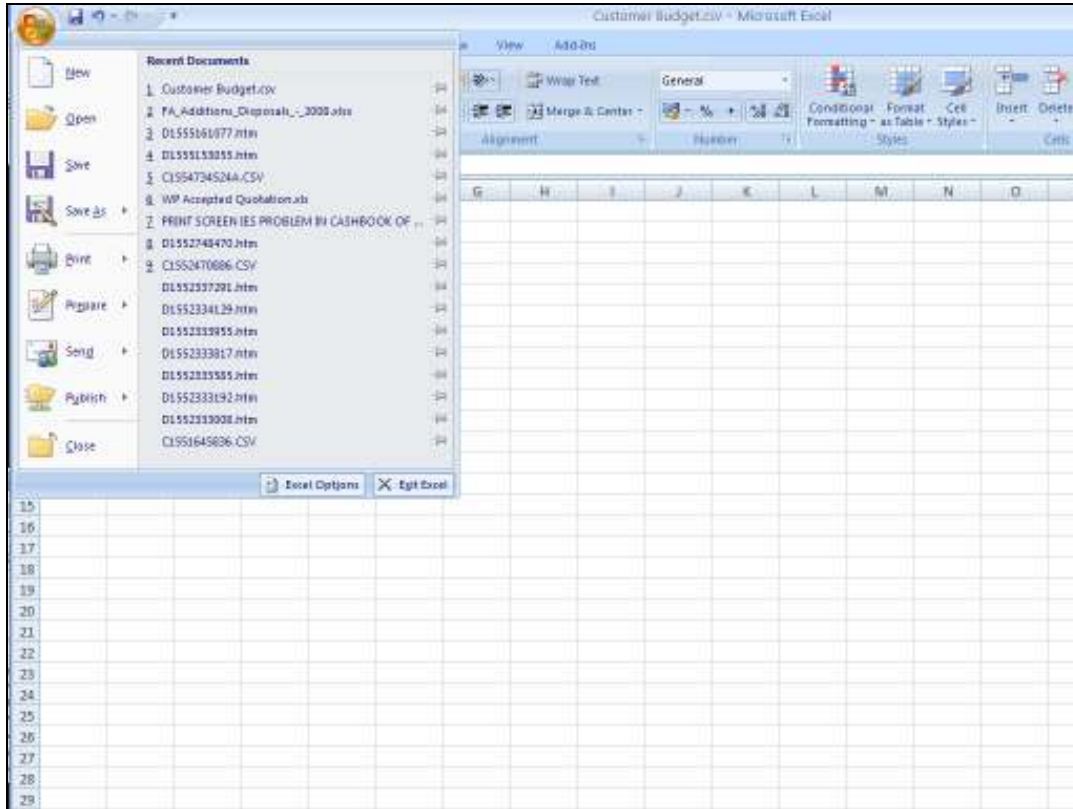
Slide notes: So here we have the data currently in a spreadsheet. In fact, it can also be a Text File with comma separated values, but most people find it easier to work with a spreadsheet.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	10101032	114	01222	-150000	100										
2	10101032	114	01270	-160000	200										
3															
4															
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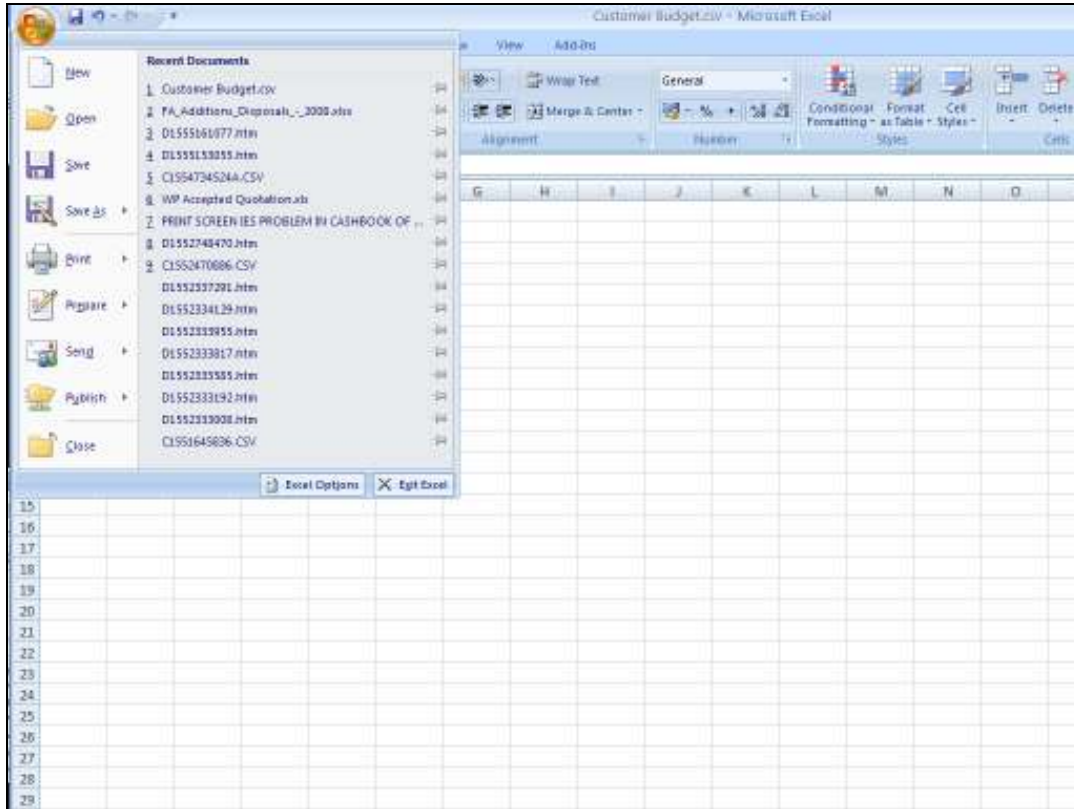
Slide 7

Slide notes: We may note that column C, the 3rd column, is formatted for Text, because it contains Account Codes that start with a zero, and in the spreadsheet, if we do not format these cells for a Text field, then the leading zero will be dropped. This is quite important, because when the data is validated and the leading zeros are not there, then the system will reject the Account Codes, because in the system they start with a zero. We show this principle specifically because many Users have encountered this situation. So, whenever the values in the system have leading zeros, then we need to ensure that in the spreadsheet they have them also.

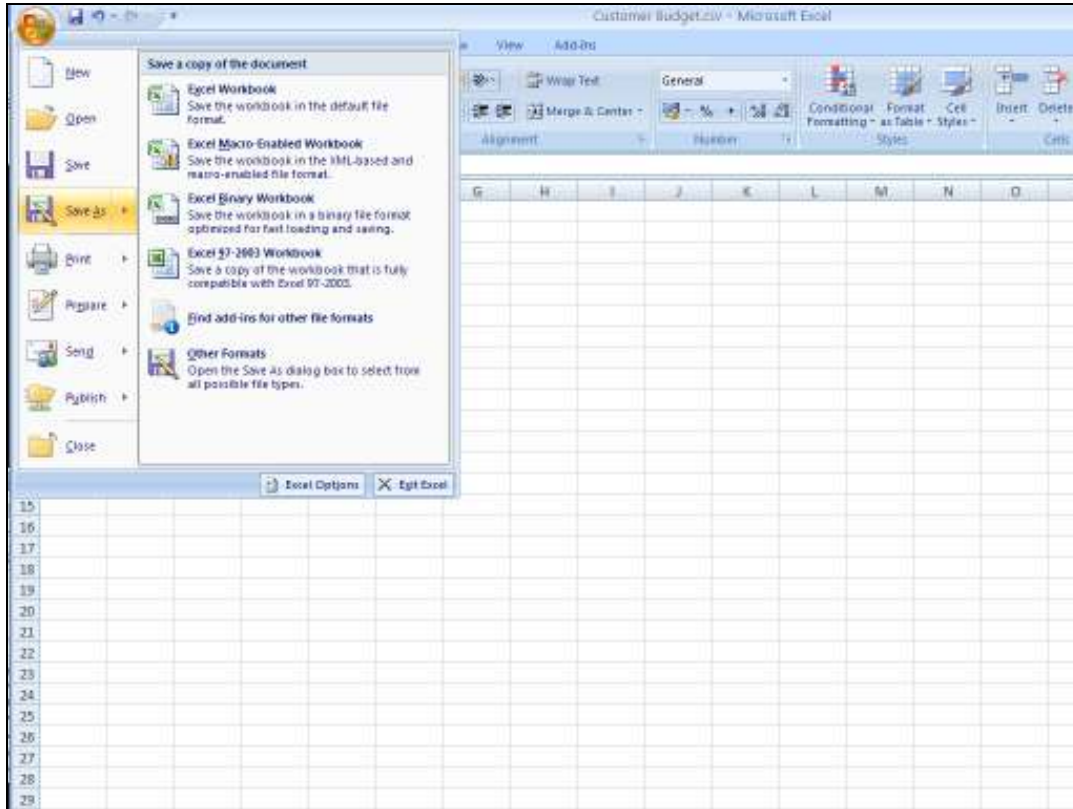


Slide 8

Slide notes: When we save the spreadsheet to produce the file that we can import, we need to save it in the right folder and we need to save it in the right format.

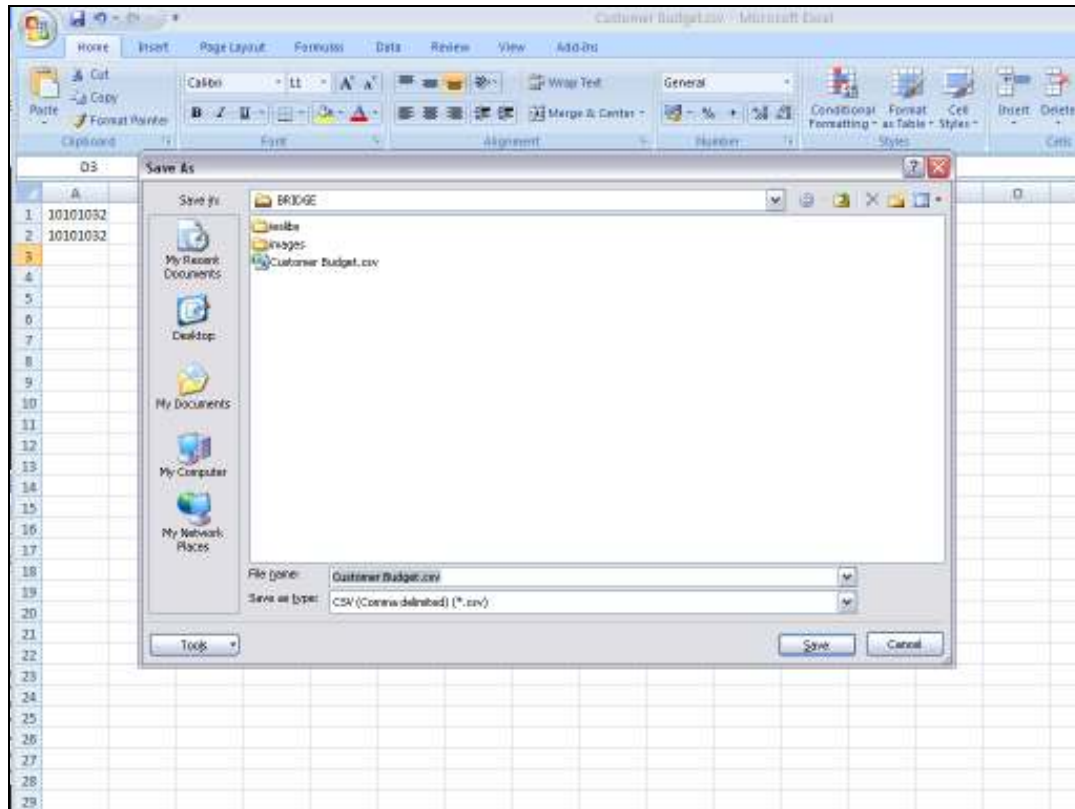


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Slide notes:



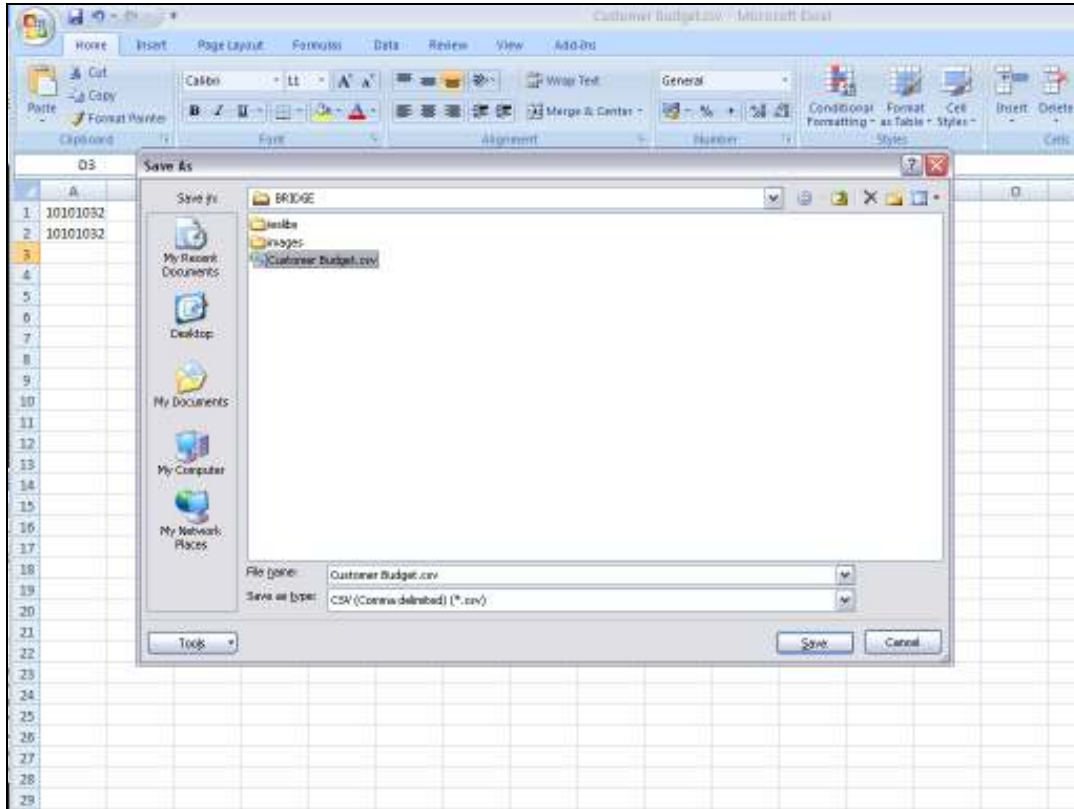
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Slide notes:



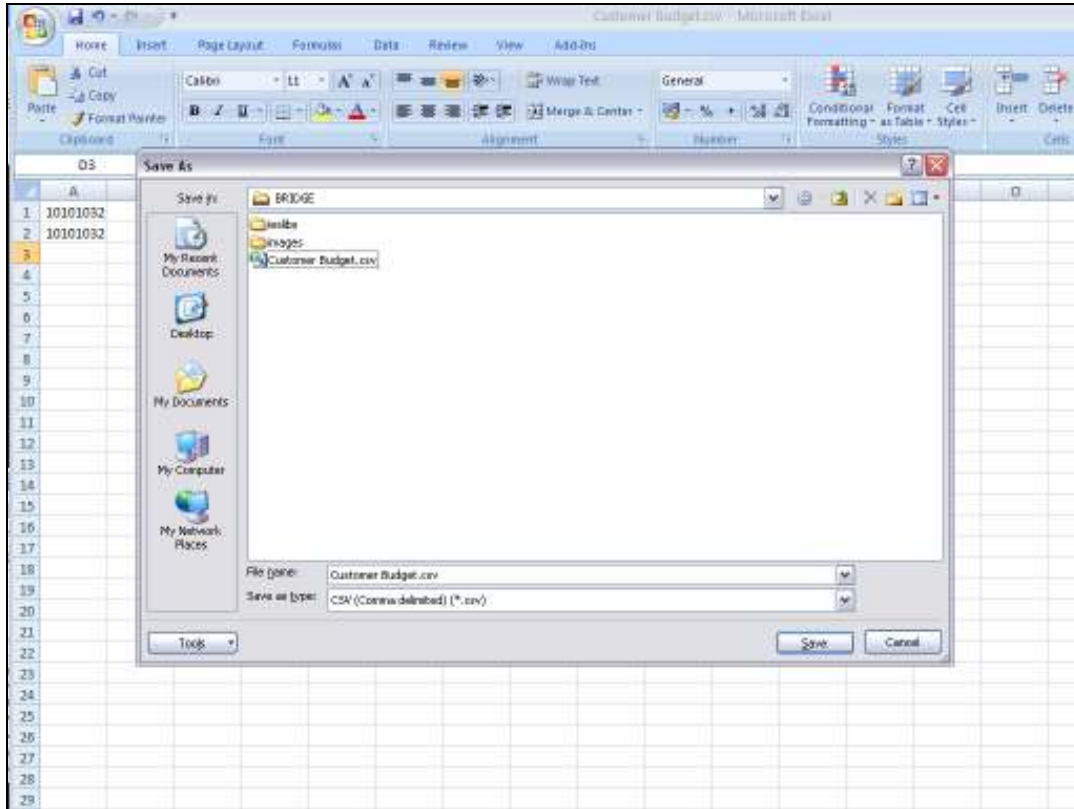
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Slide notes: We note that the file needs to be saved to the BRIDGE folder, because that is from where the system is willing to upload the file. Next, we note that we must save the file in the CSV format, i.e. Comma Separated Values. We also note that the saved version of the data in the BRIDGE folder is not a permanent storage area, because the system will clean out the BRIDGE folder daily. So this save is for data import purposes ONLY, and if we want to preserve this data we also save it elsewhere!

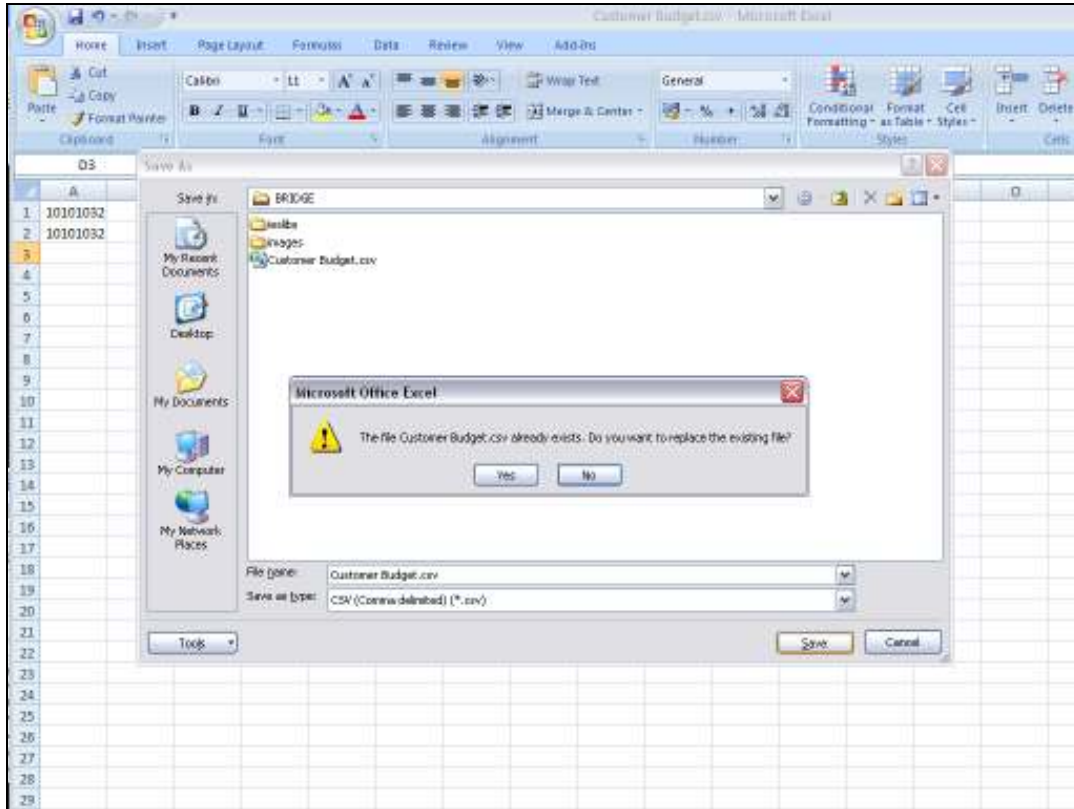


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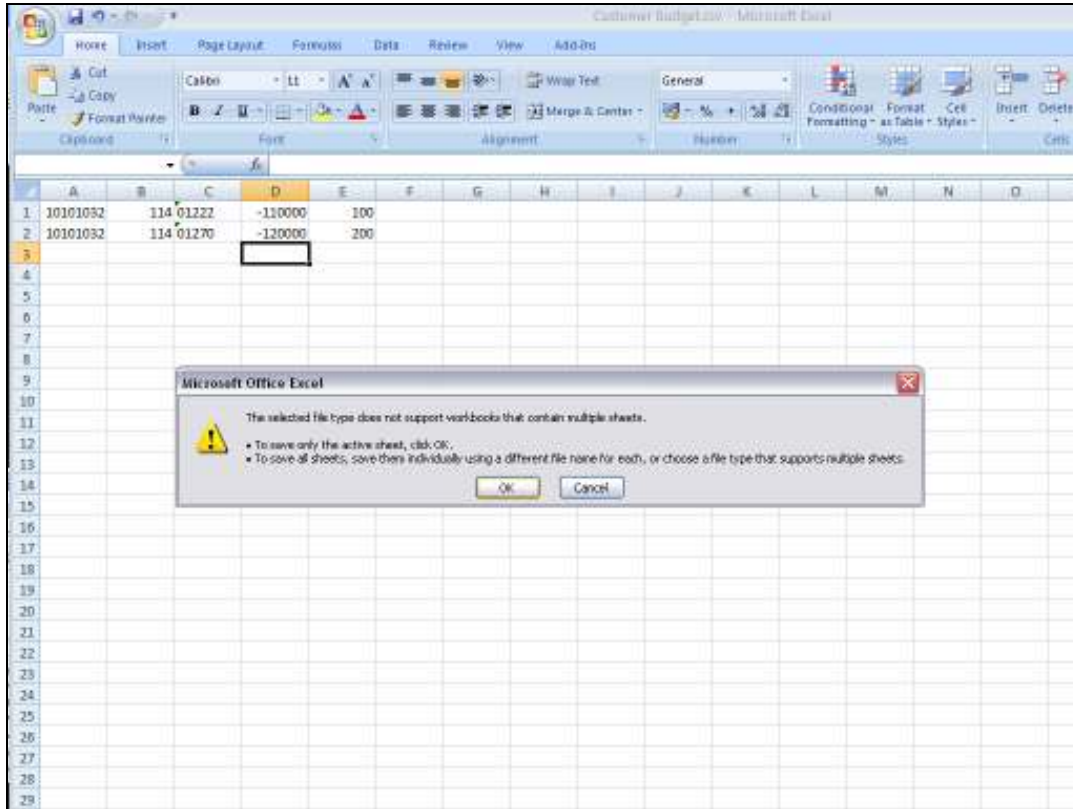
Slide notes:



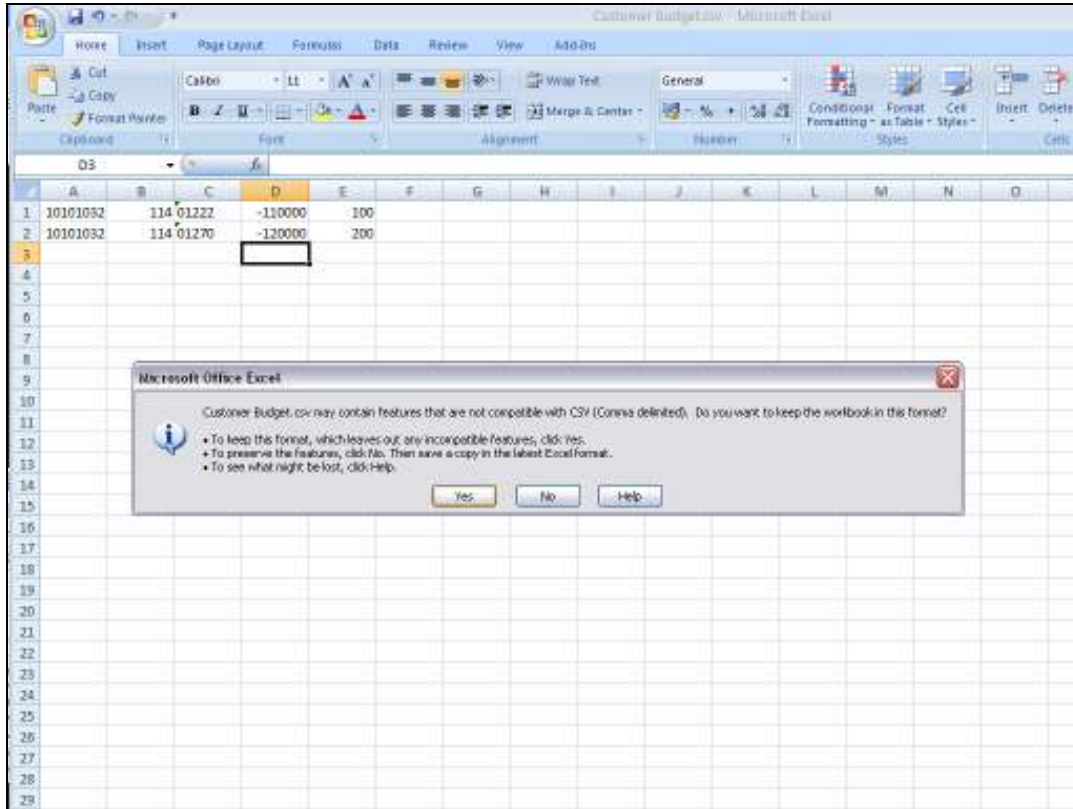
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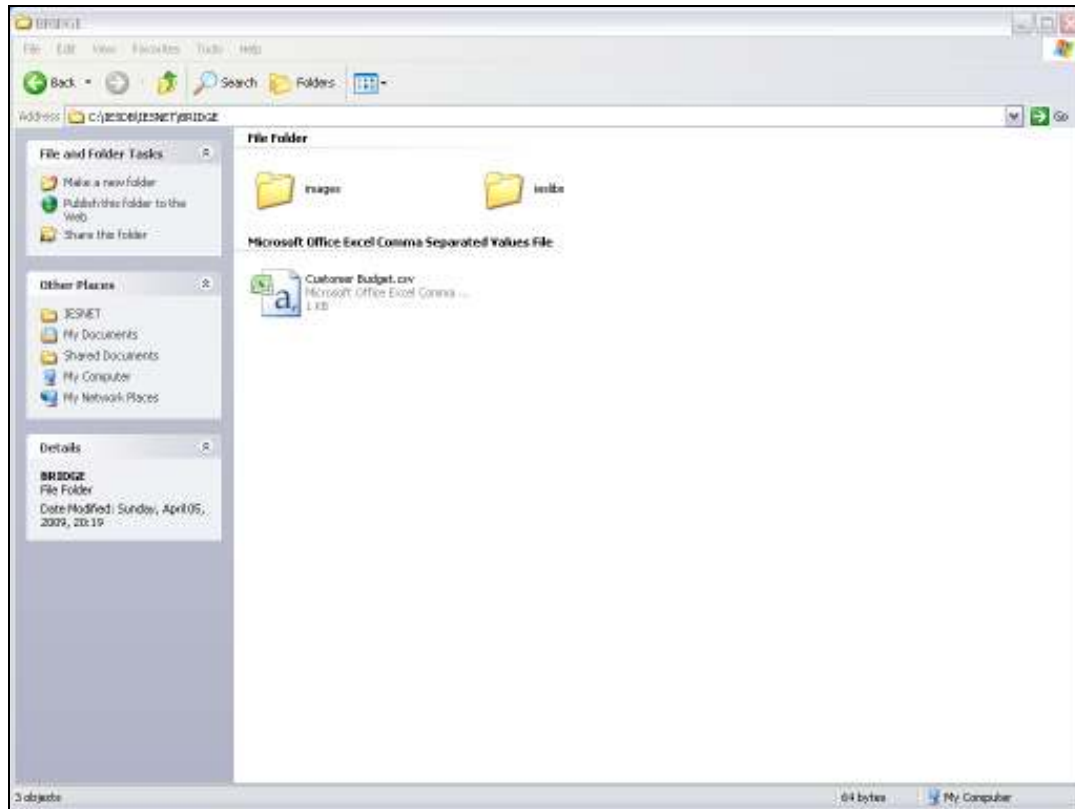


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Slide notes:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	10101032	114	01222	-110000	100										
2	10101032	114	01270	-120000	200										
3															
4															
5															
6															
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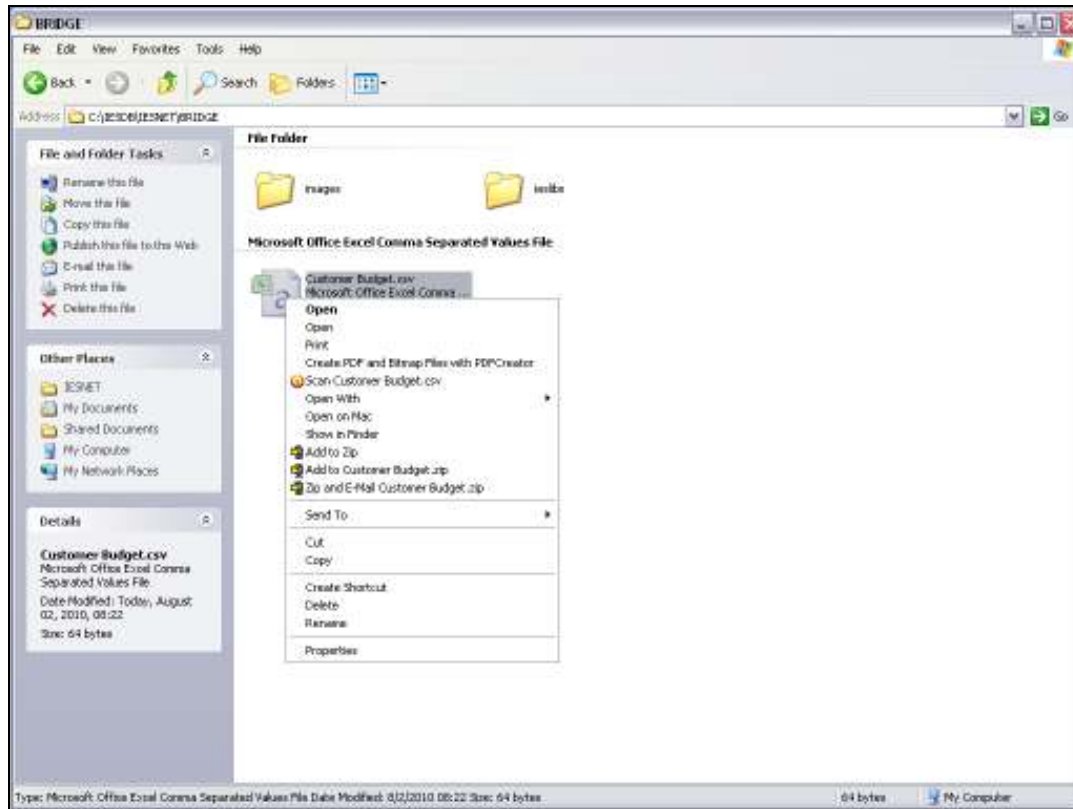
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Slide notes:



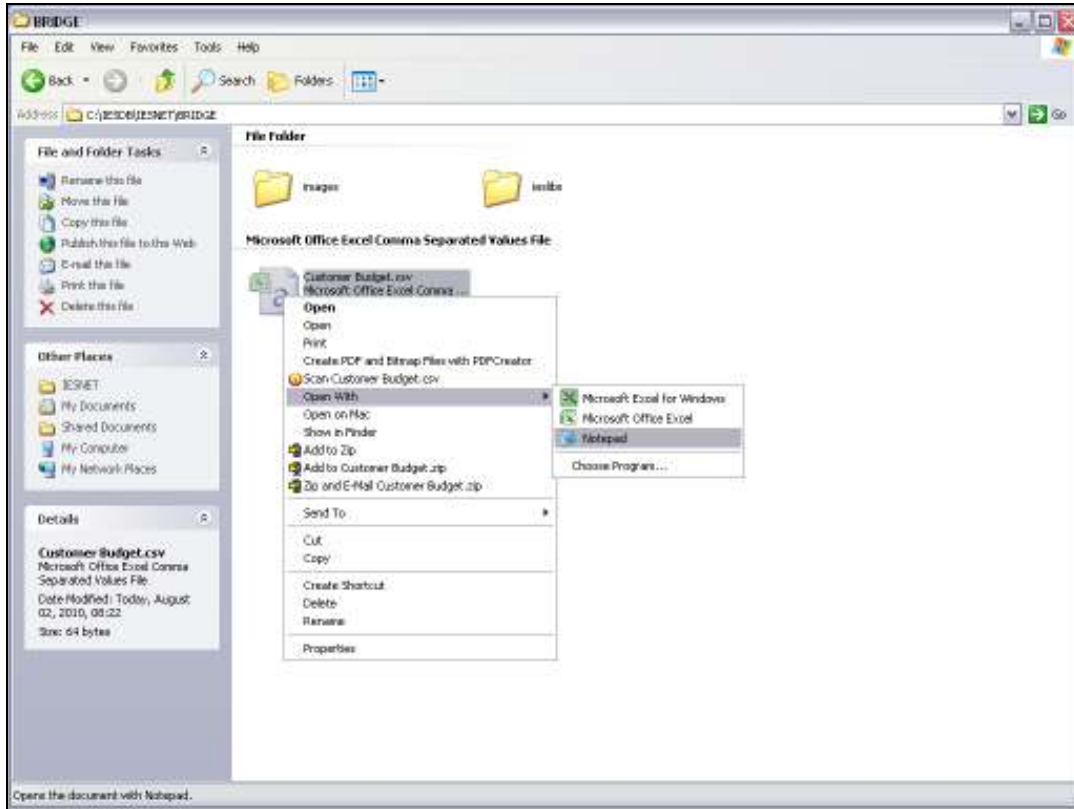
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Slide notes: When the file is saved correctly, we can proceed with the data import. In this example, we are first going to look at the data to note a few more points.

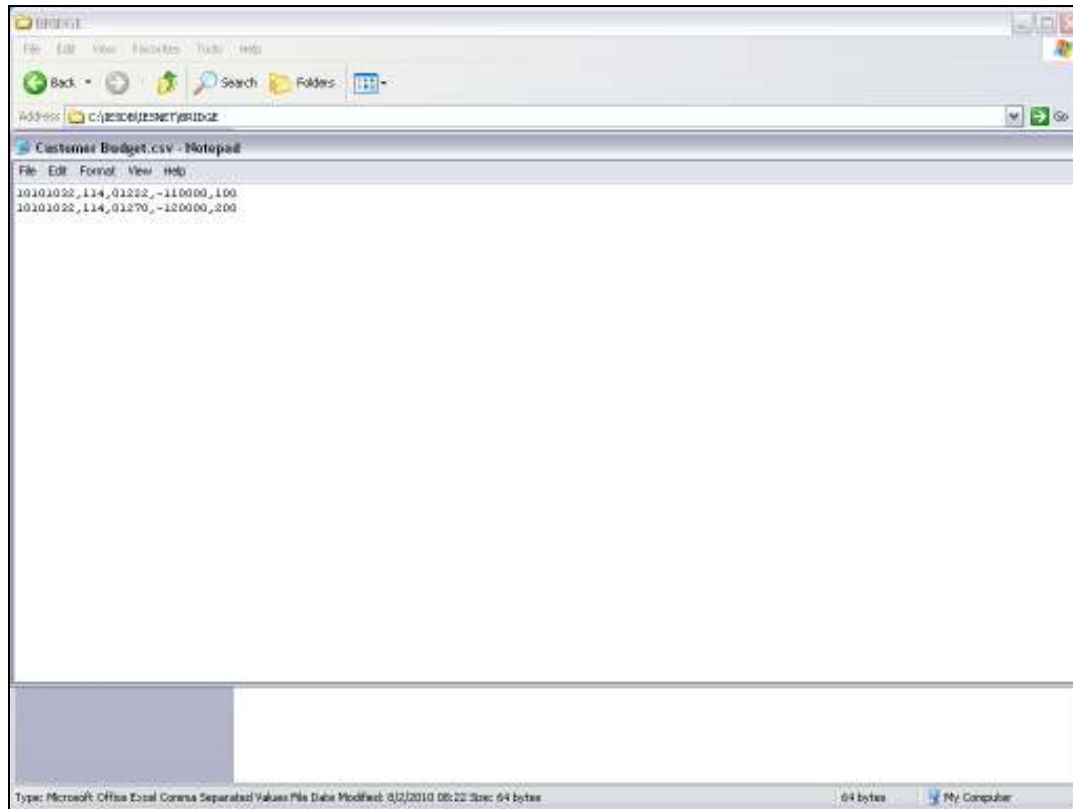


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Slide notes: The CSV file can also be opened with Notepad or Wordpad, and then we will see what the data looks like in raw text mode, which is the way the system will find it when we import the data.

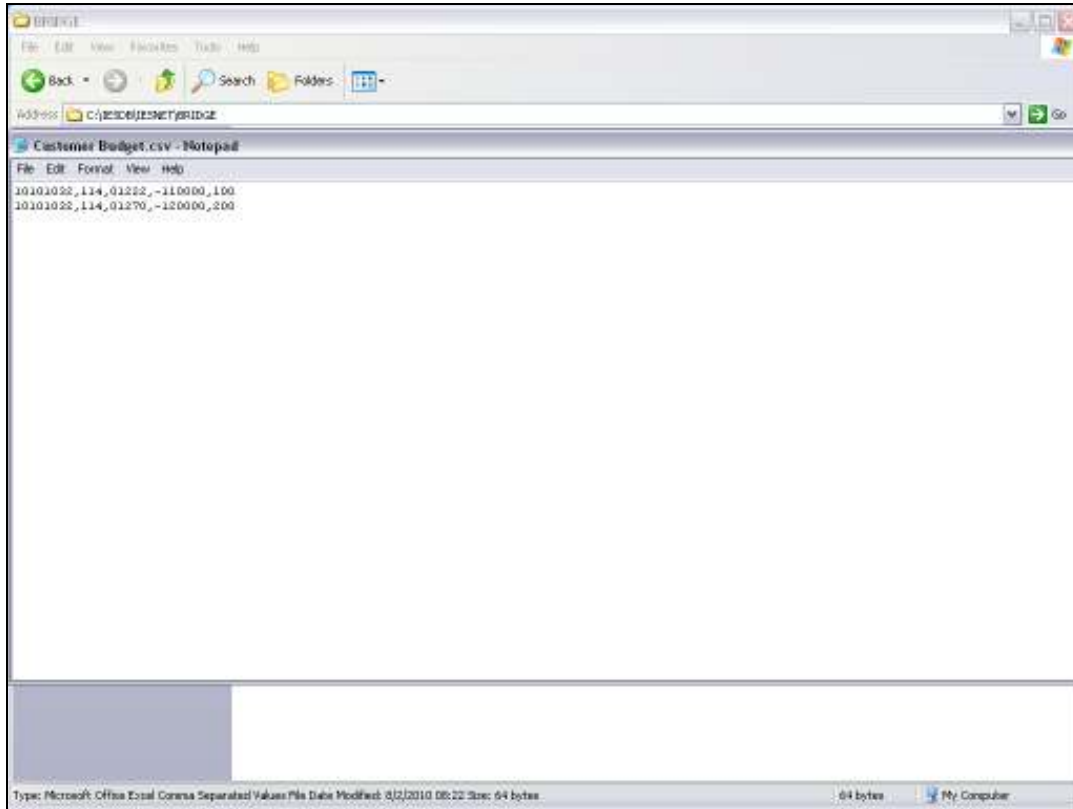


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Slide notes:



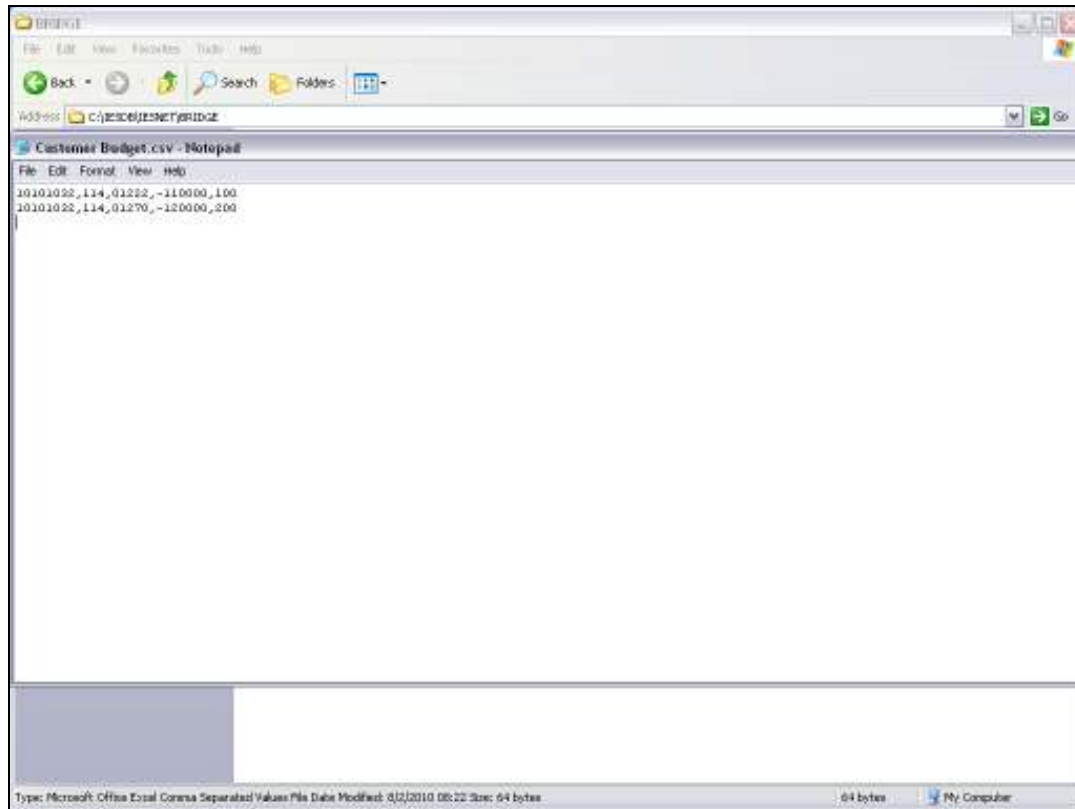
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Slide notes: So here we see the same data that we saved from the spreadsheet, in "comma separated value" format. Each line in the spreadsheet is also a line here, and each column is separated by the comma. If we get rejection error messages from the system, i.e. because the system is not happy with the data, then it is recommended to view the data like this, which makes it easy to spot problems. For example, it is possible that in our spreadsheet settings we use a different delimiter, i.e. we use a semi-colon instead of a comma. But there are many other possibilities also that we may spot more easily when looking at the data this way.



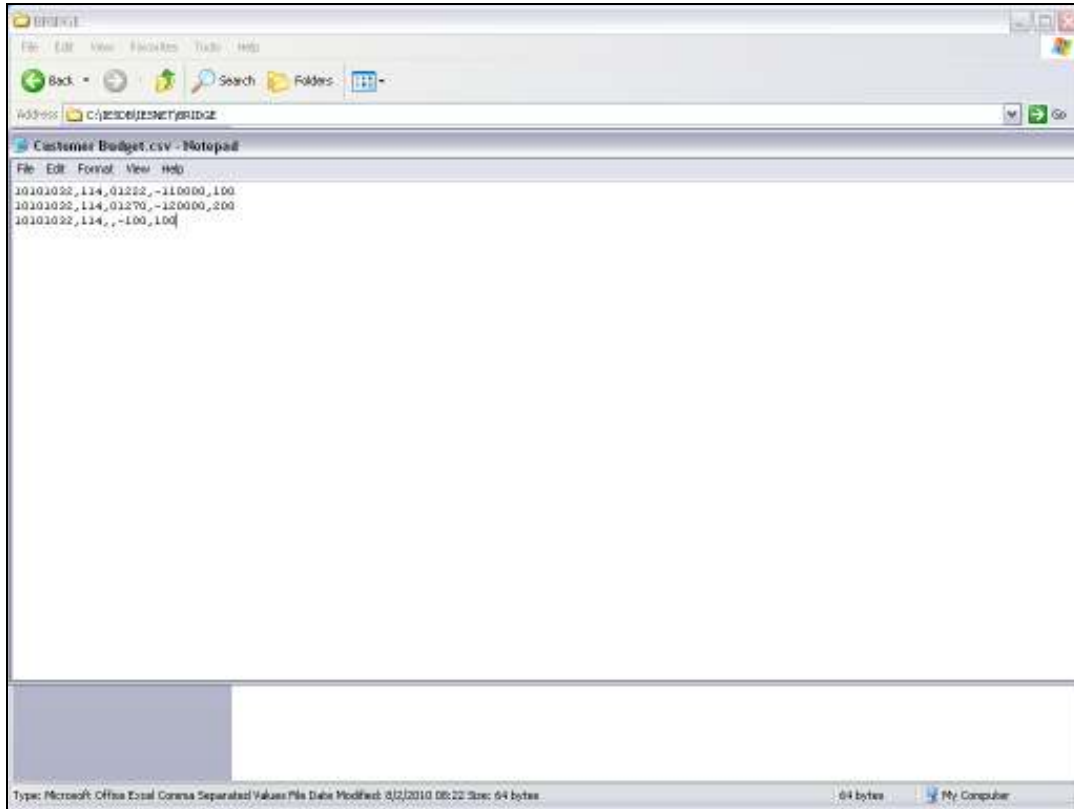
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Slide notes:



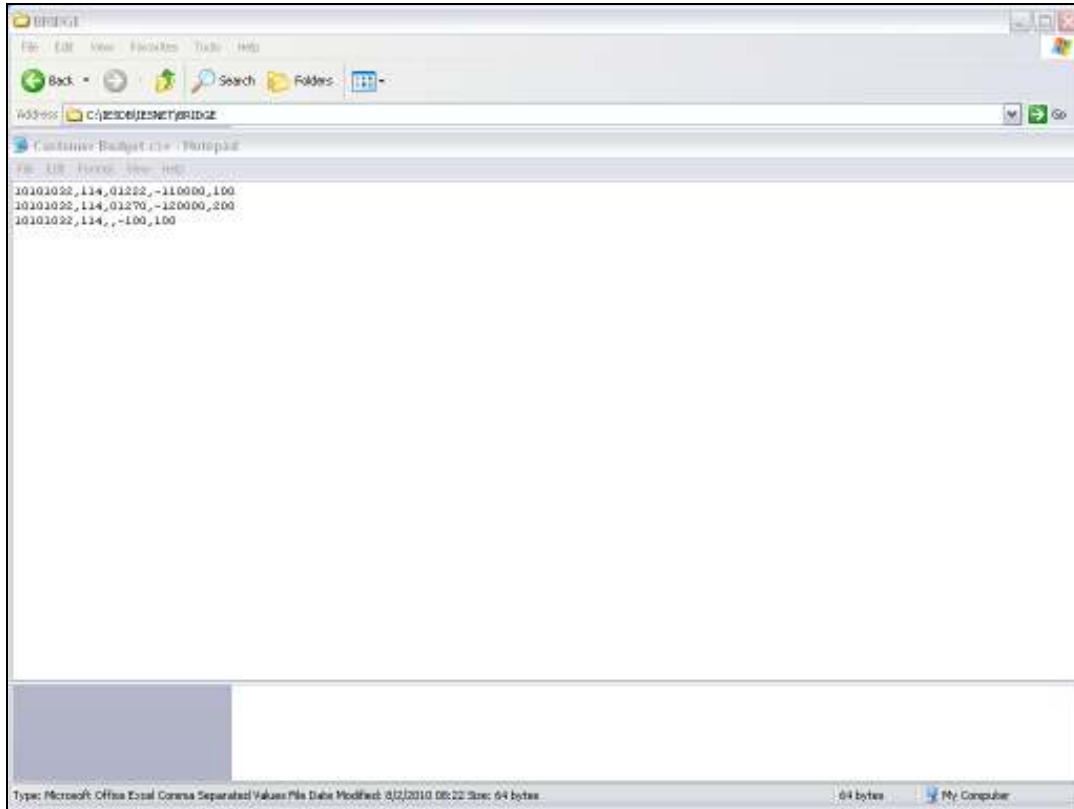
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Slide notes: Say for example that column 3 is optional, and on a certain line we do not have a value for column 3. Then in that case, we should see a null value in that position, but all the necessary commas or delimiters should still be present.



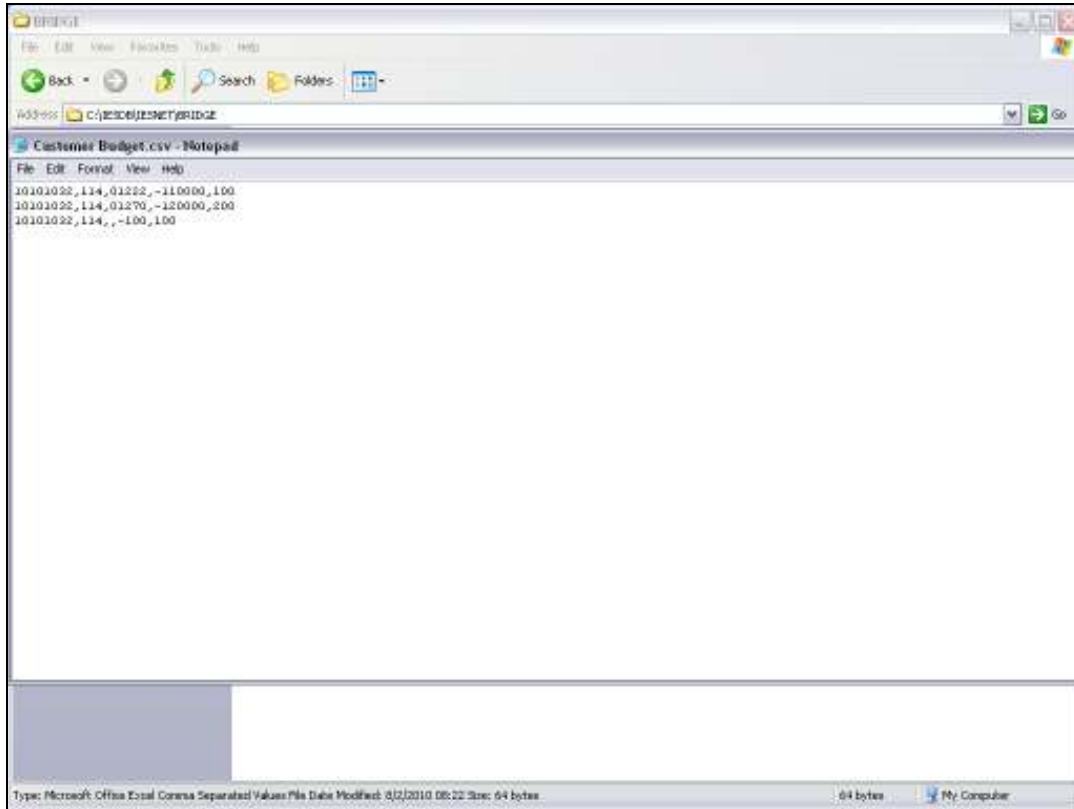
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Slide notes:



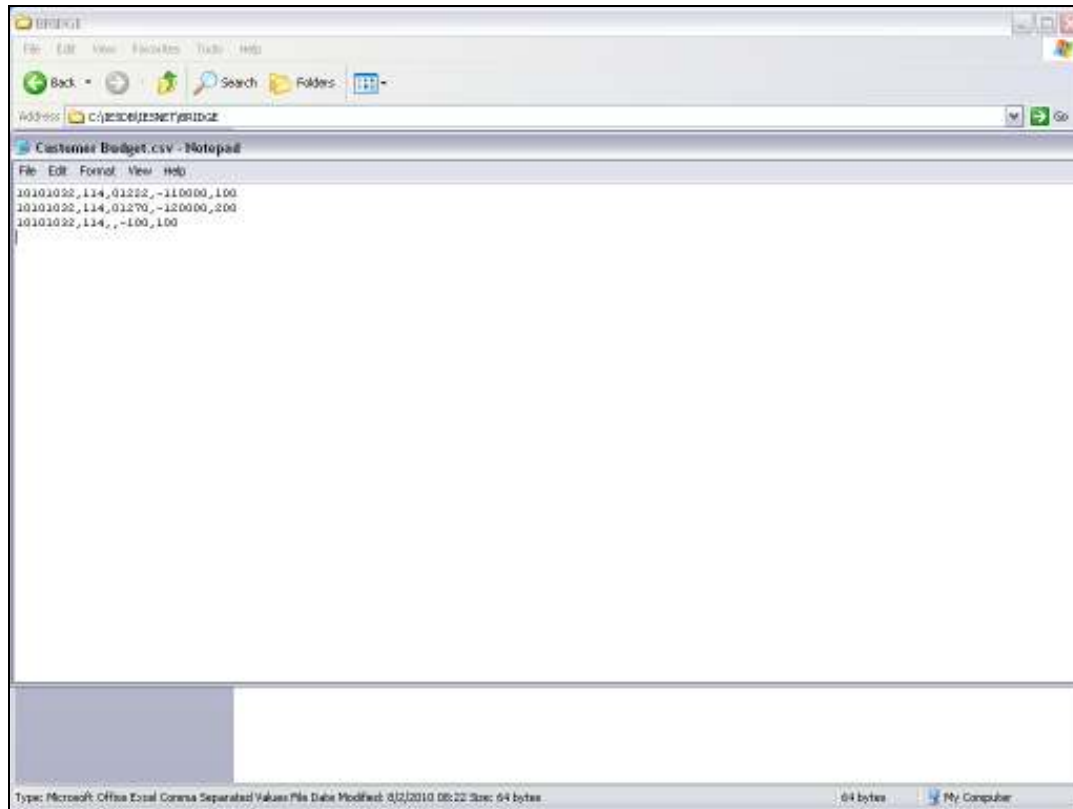
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Slide notes:



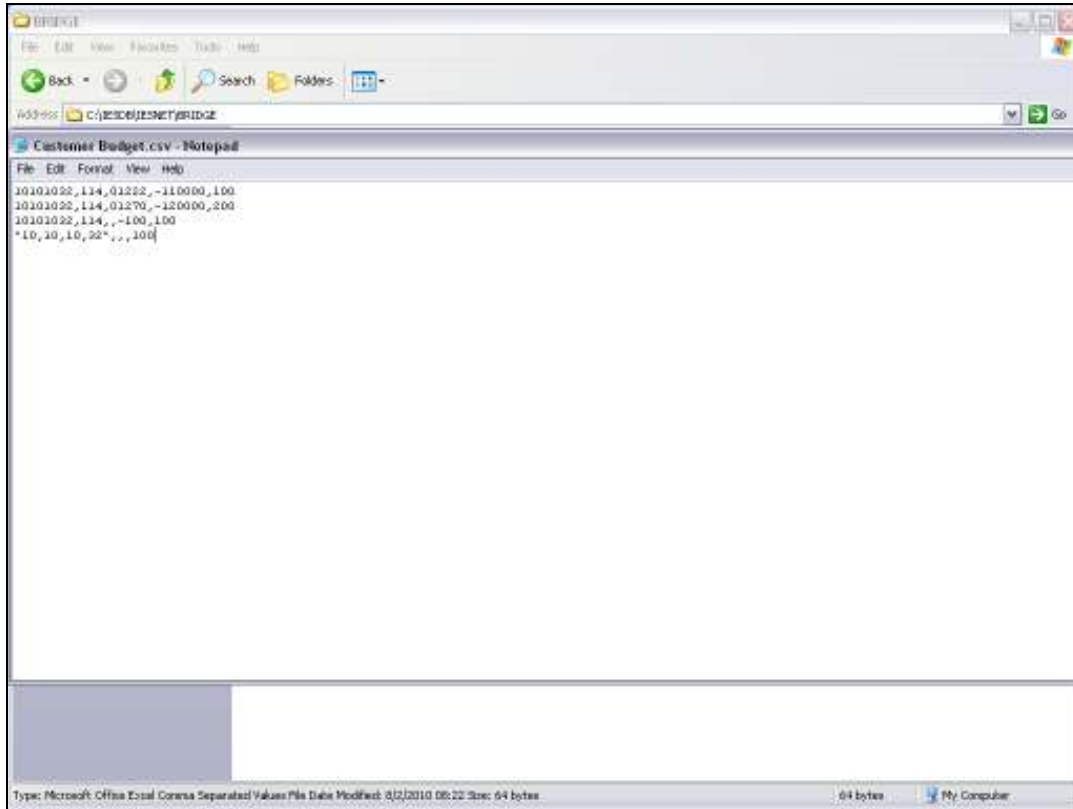
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Slide notes:



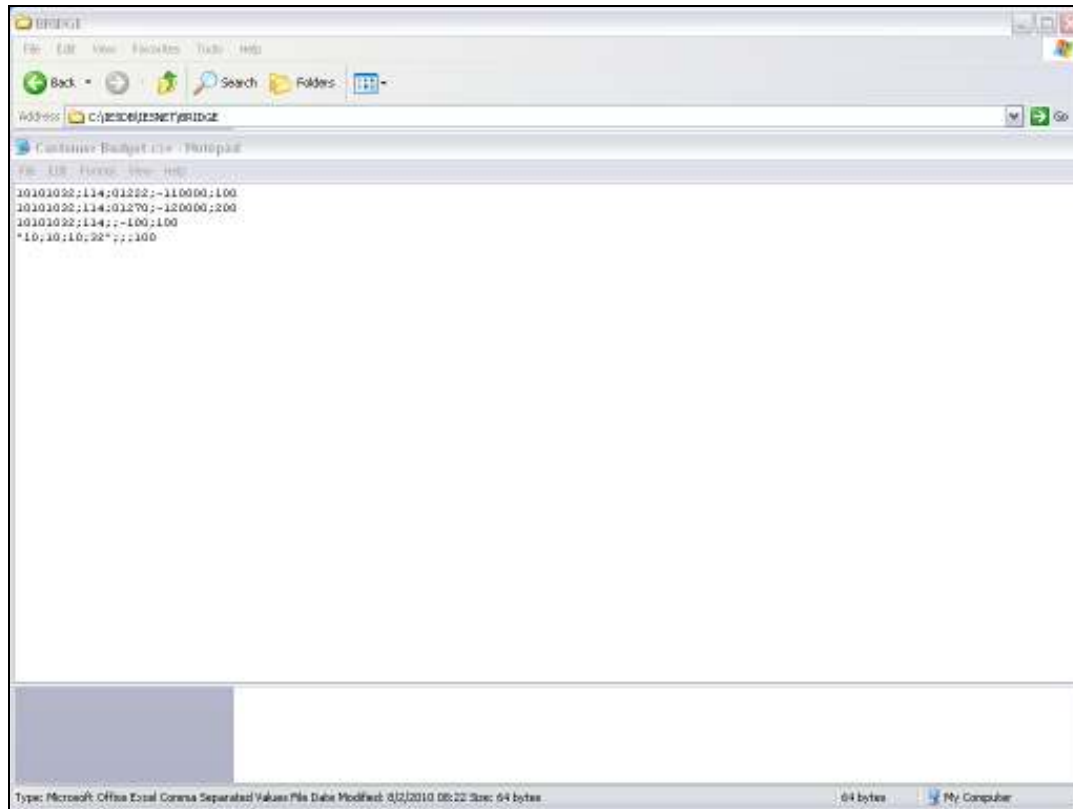
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Slide notes: This can also be a valid line. If any of our data values include the delimiter, in this case the comma, then the spreadsheet will, or should, save it within quotes. If not, then it will cause problems, because any delimiters found outside quotes will signal a 'next column' in the data position.



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Slide notes:



The screenshot shows a Notepad window titled "Customer-Budget.csv - Notepad". The address bar indicates the file path is "C:\Excel\BUDGET\BRIDGE". The text content of the file is as follows:

```
10101022;114;01222;-110000;100  
10101022;114;01270;-120000;200  
10101022;114;;-100;100  
*10;10;10;22*;;;100
```

The status bar at the bottom of the window shows "Type: Microsoft Office Excel Comma Separated Values File Date Modified: 8/2/2010 08:22 Size: 64 bytes" and "64 bytes My Computer".

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Slide notes: Now we notice how we have replaced all commas with semi-colon. In other words, we are using a different delimiter, and it is allowed, as long as we indicate that delimiter as the one to use when we perform the data import.



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Slide notes: When we are satisfied that we have a prepared data file that we can import, then we may proceed with the import itself. In this example, we are doing a Budget import.



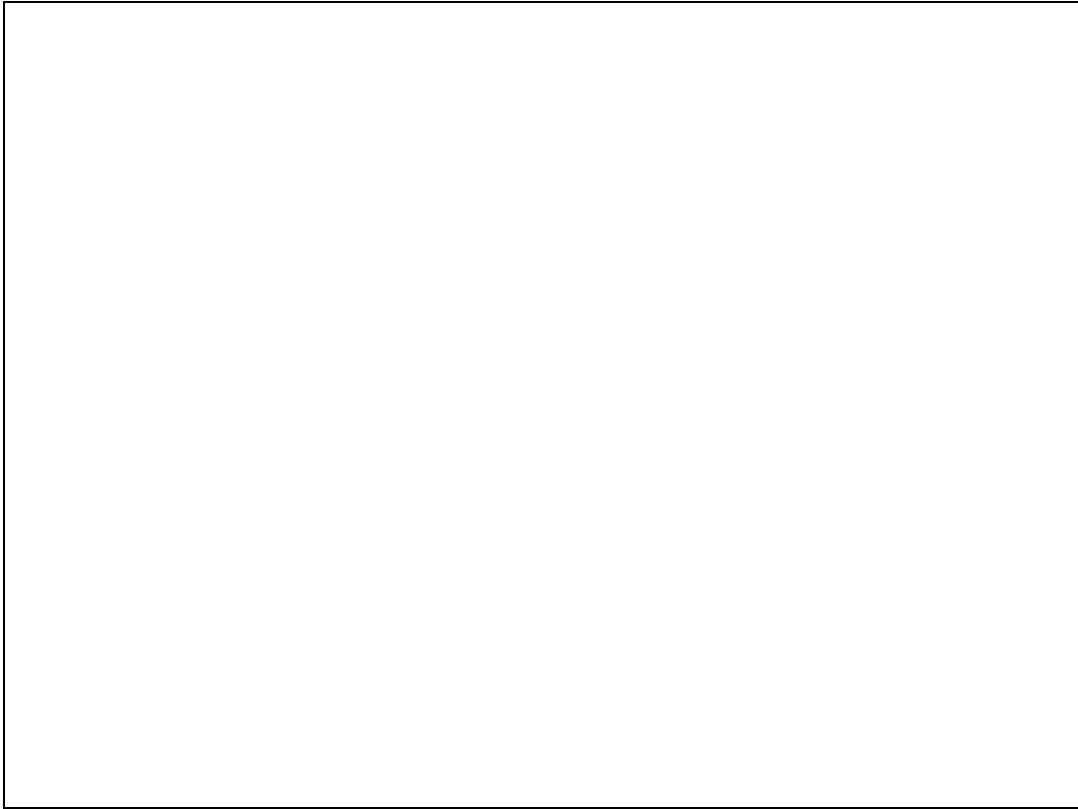
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Slide notes:



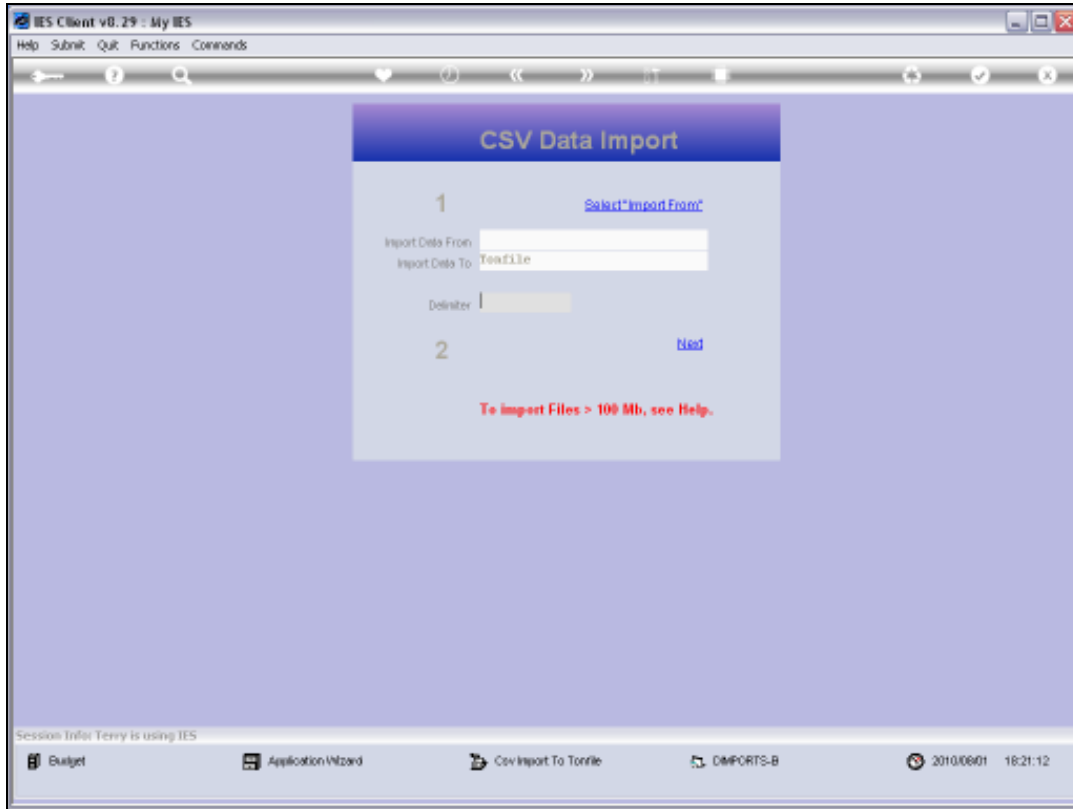
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Slide notes: First of all, we import the data.



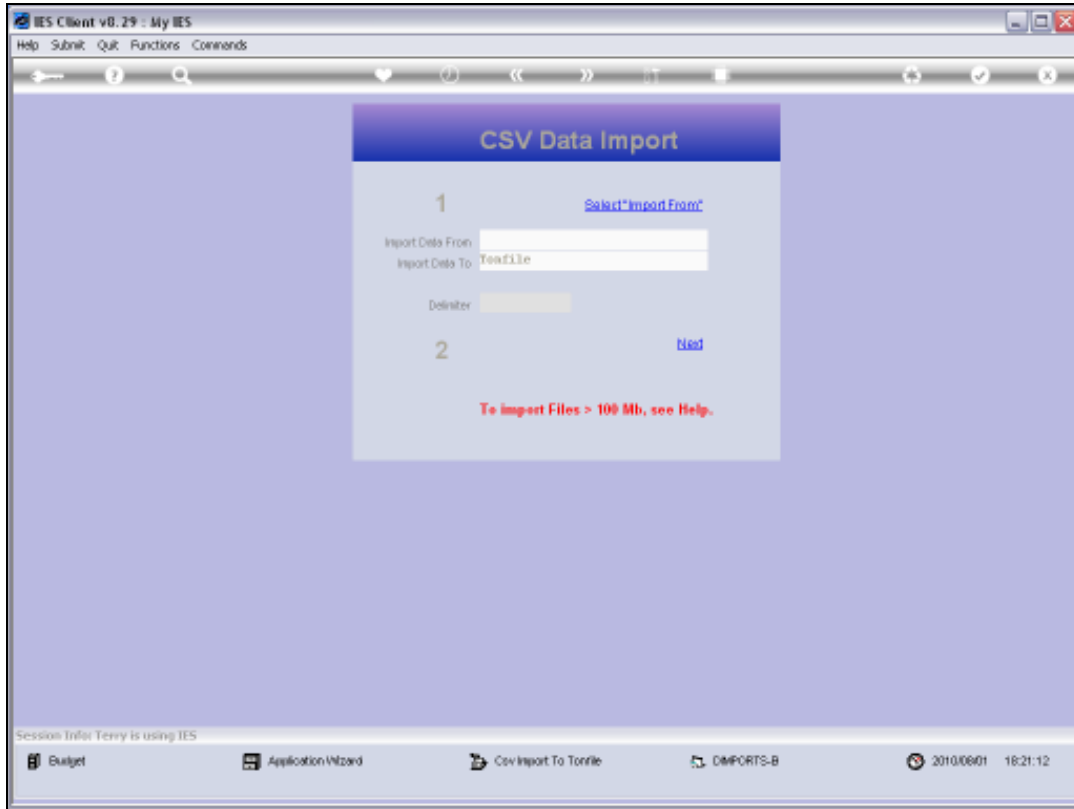
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Slide notes:



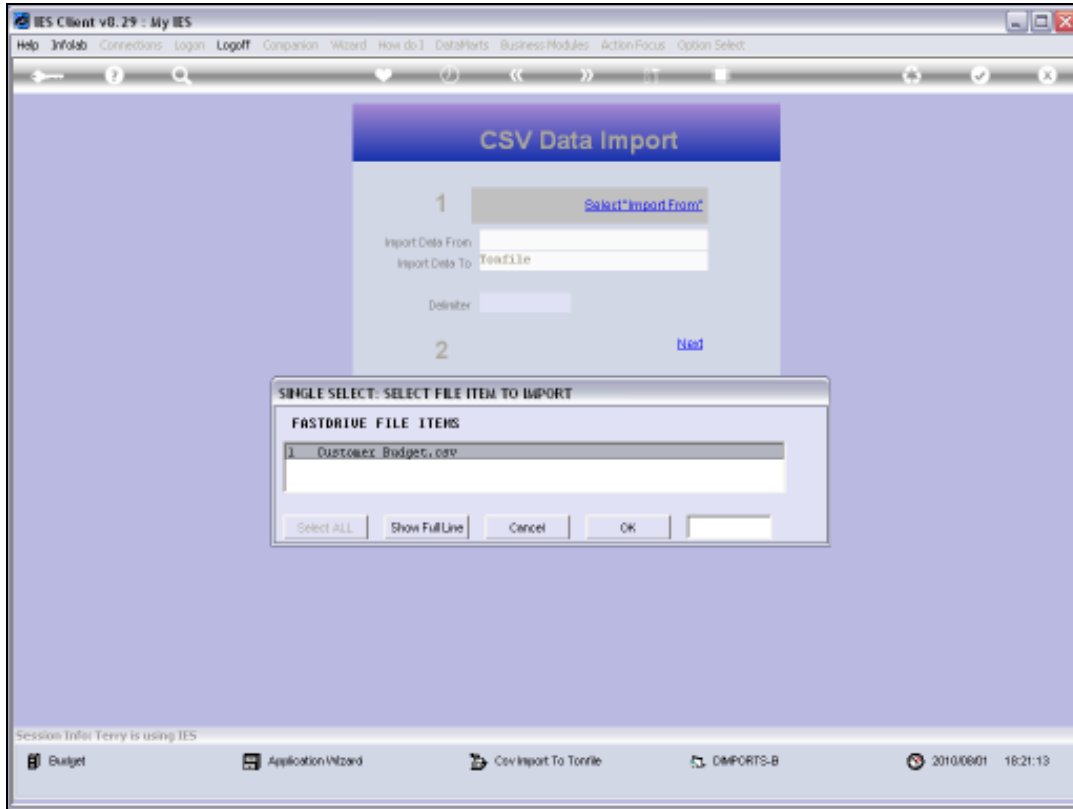
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Slide notes:



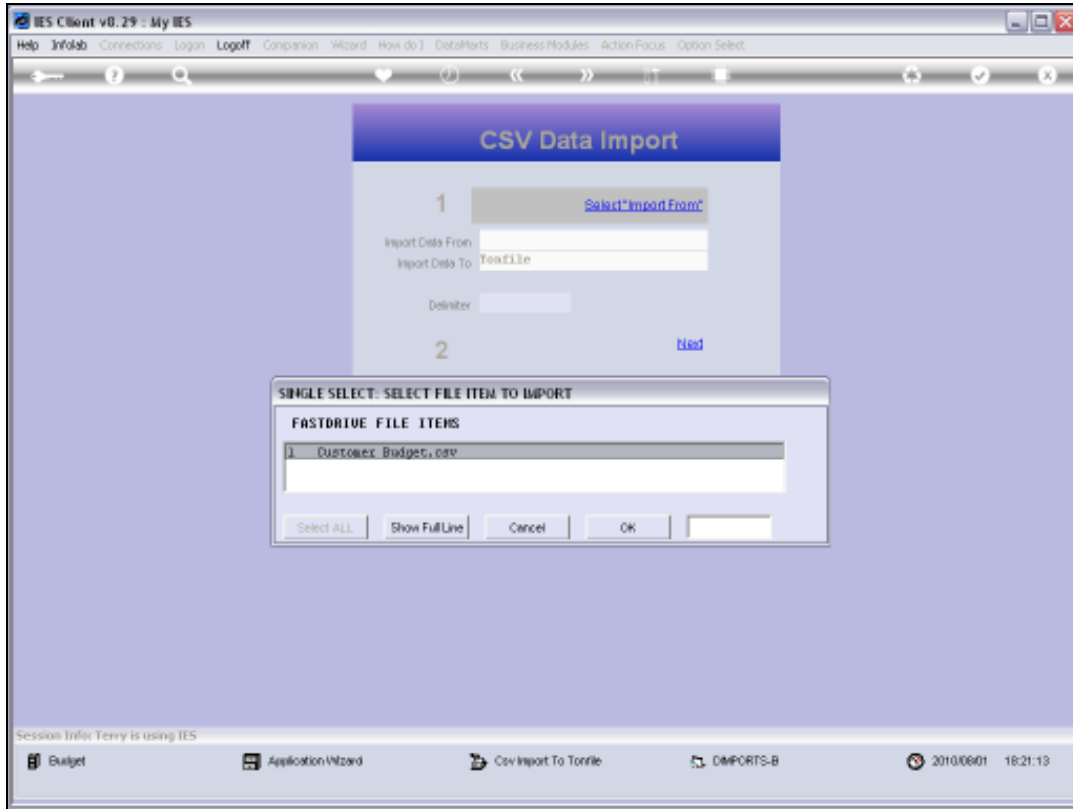
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Slide notes:

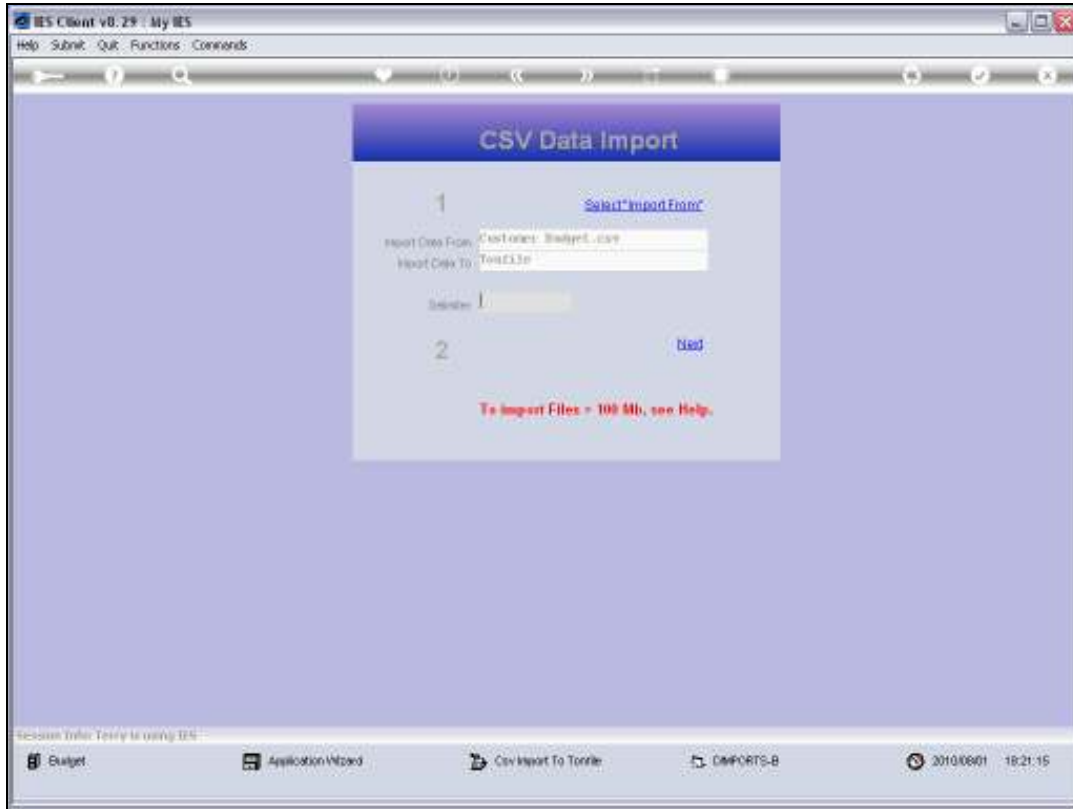


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Slide notes: The system will show only file options that are found on the BRIDGE folder, and that are of type CSV or type TXT.

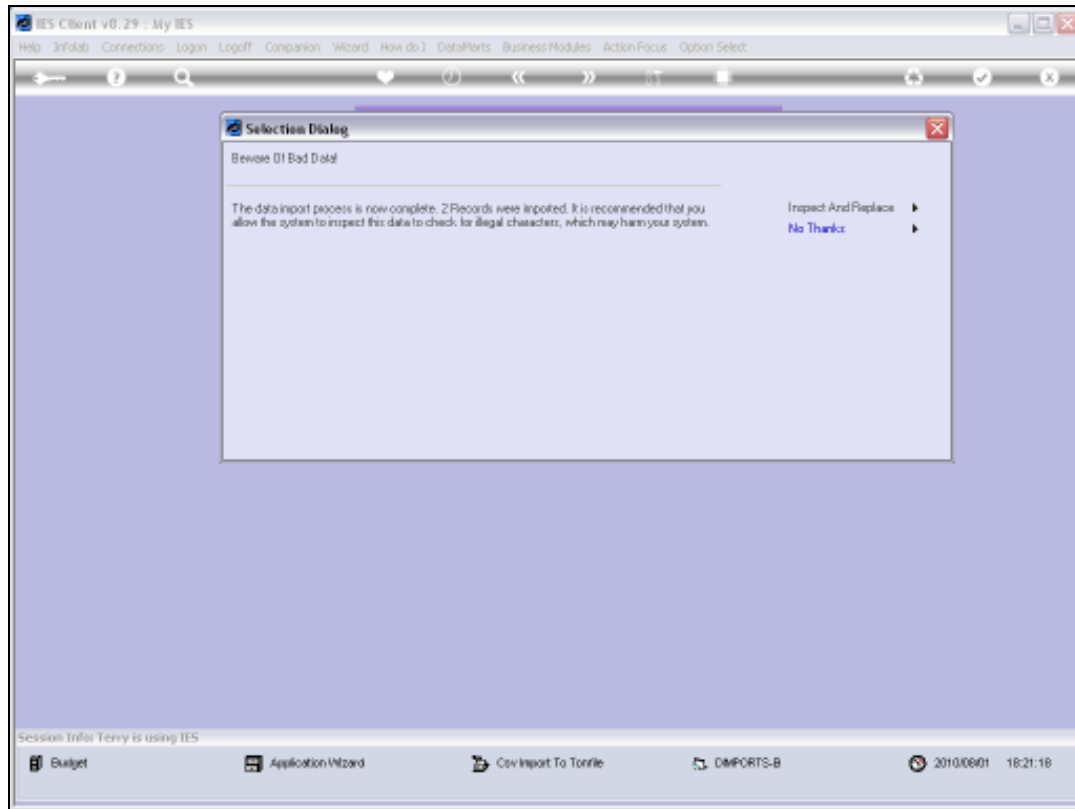


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Slide notes:



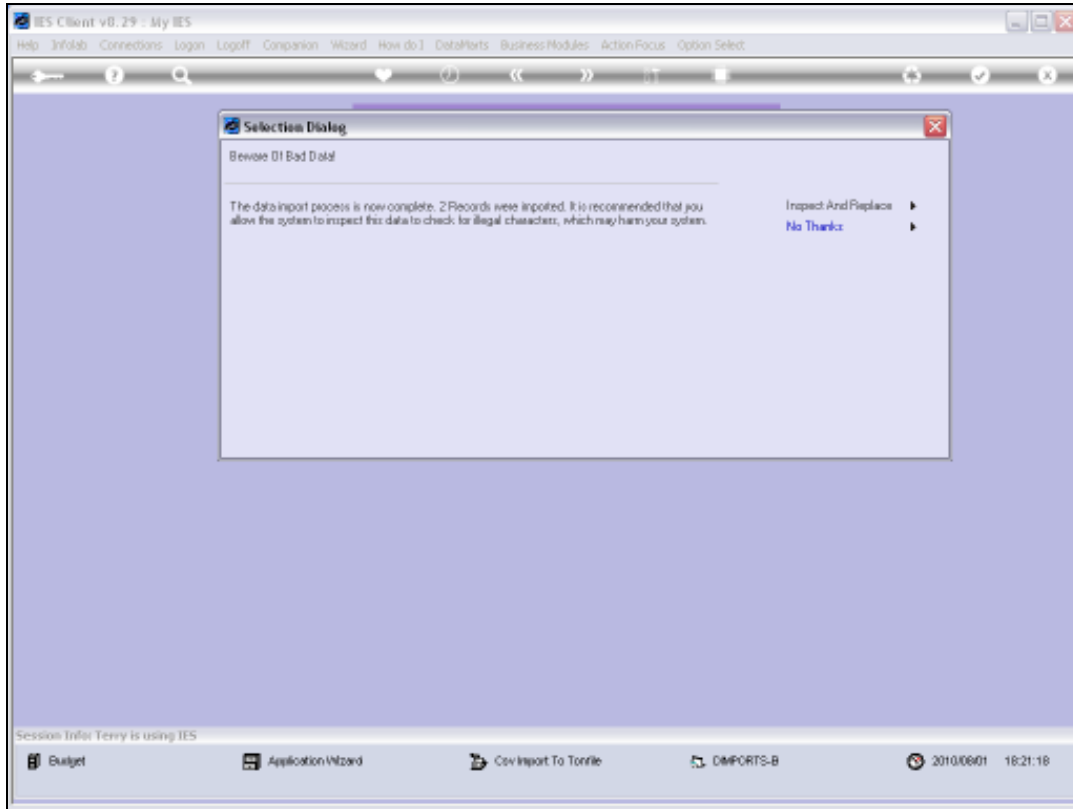
Slide 38

Slide notes: The standard delimiter is the comma, and we do not have to indicate it again. We only indicate the delimiter if we are using a delimiter that is different, i.e. not the comma.



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Slide notes: Whenever the data is imported by the system, an option is offered to check for illegal characters that can corrupt the system data. If we are not sure that our data is 100% safe, then it is good to use this option.



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Slide notes:



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Slide notes: The next step is to validate the data. The system will not import data unless it is validated, and we can see that the Process Status currently indicates 'No Validated Data Present Yet'.



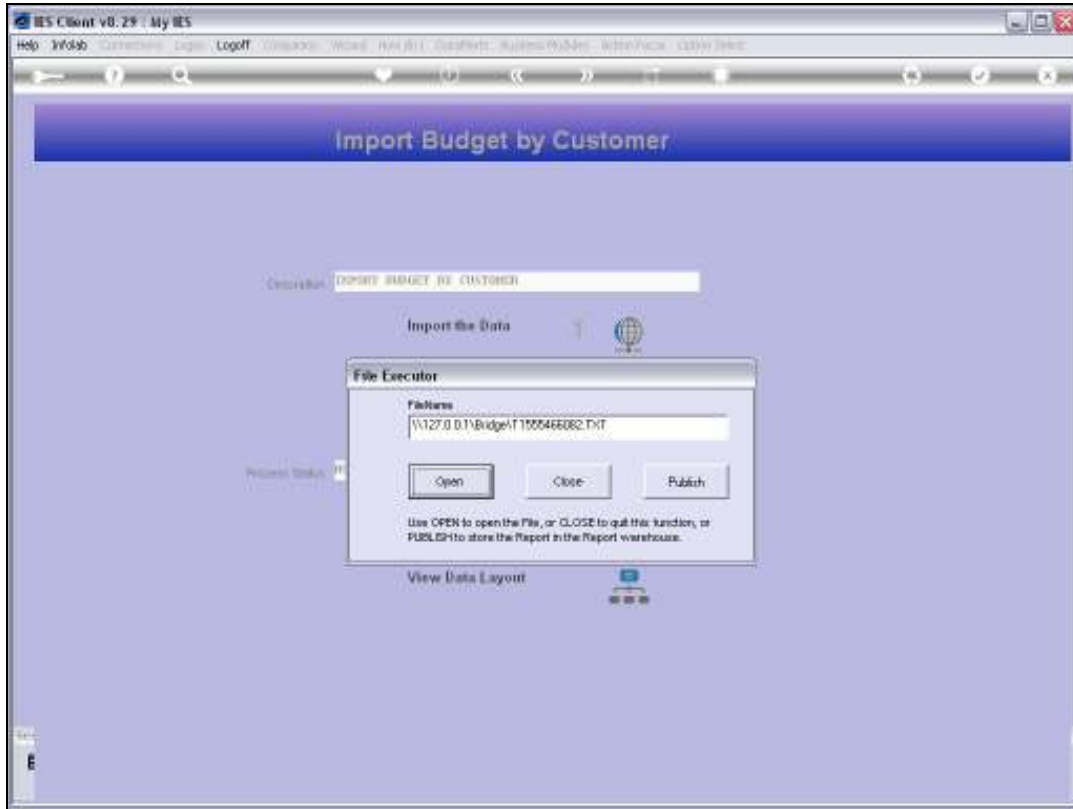
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Slide notes:



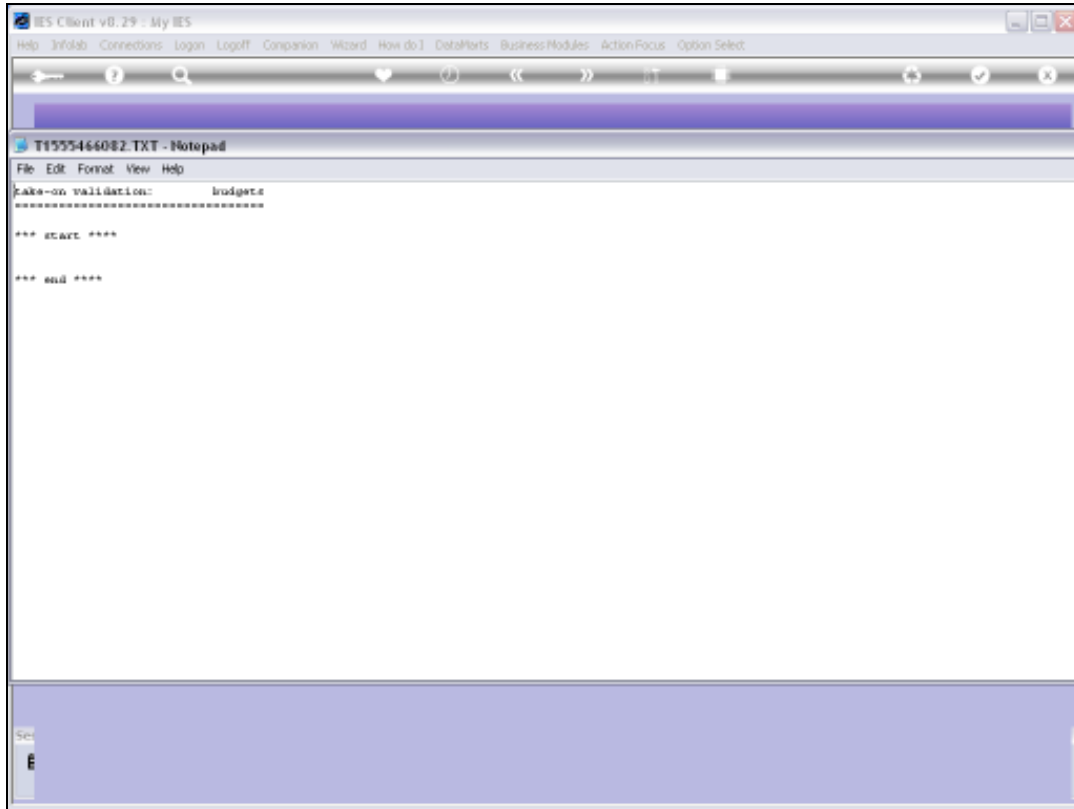
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Slide notes:



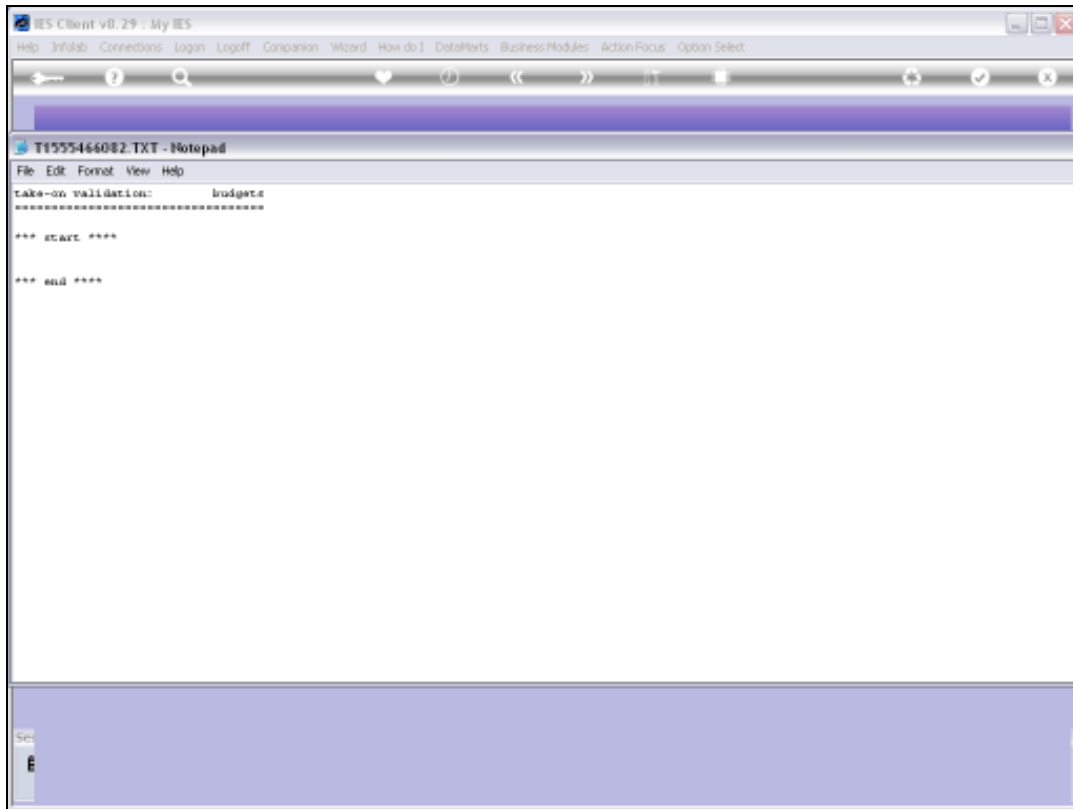
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Slide notes:



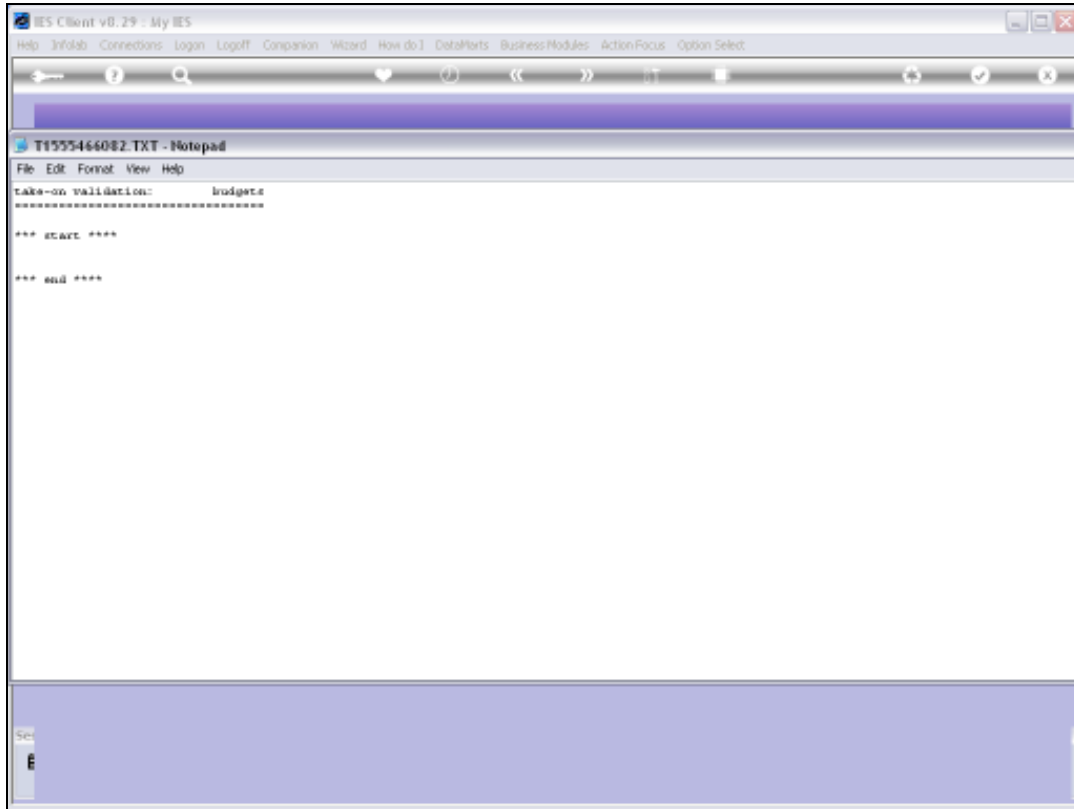
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Slide notes: The Validation Report must have no entries between the 'start' and 'end' messages. If there are any data rejections, then the line numbers and error messages are listed here.



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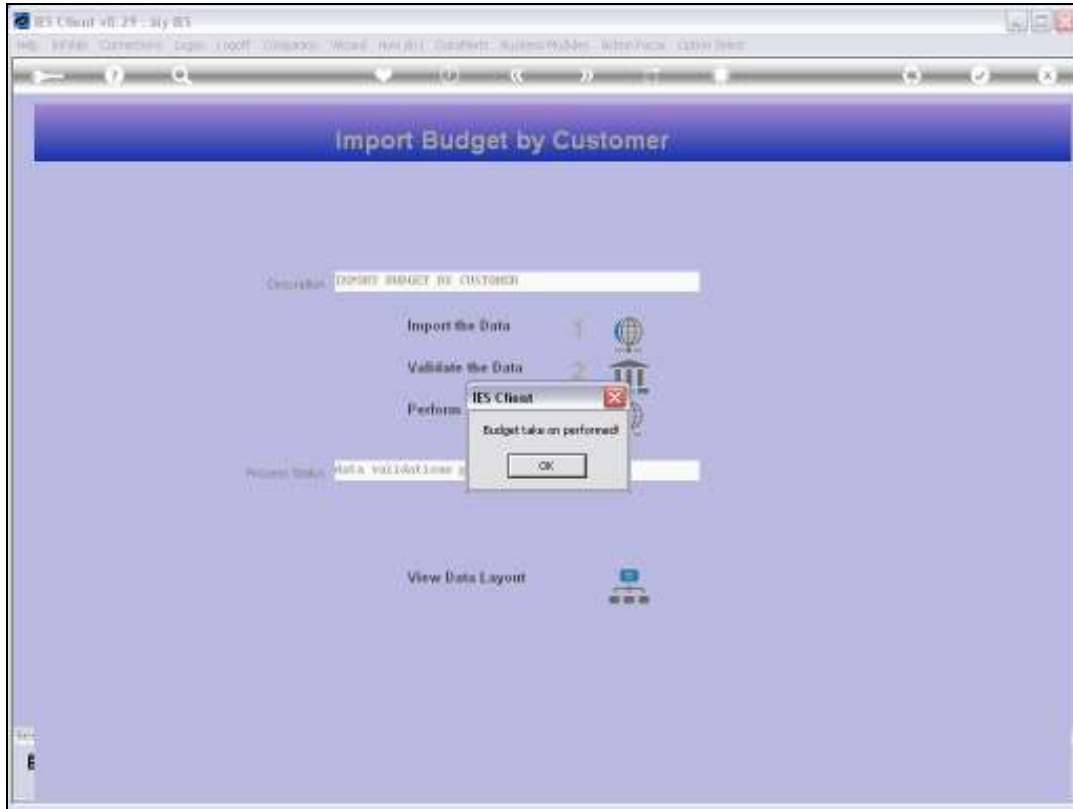
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Slide notes: If there are no error messages, then the Process Status changes to 'data validations passed' and that means we can perform the 'take on' step.



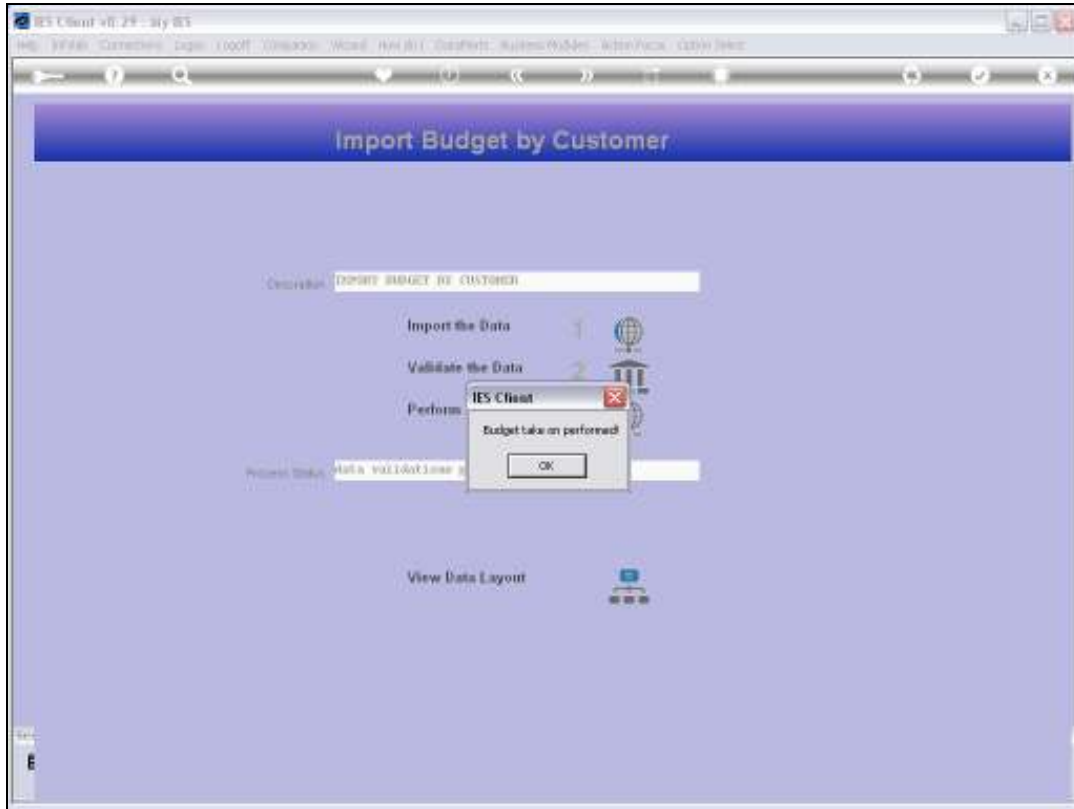
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Slide notes:



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Slide notes:



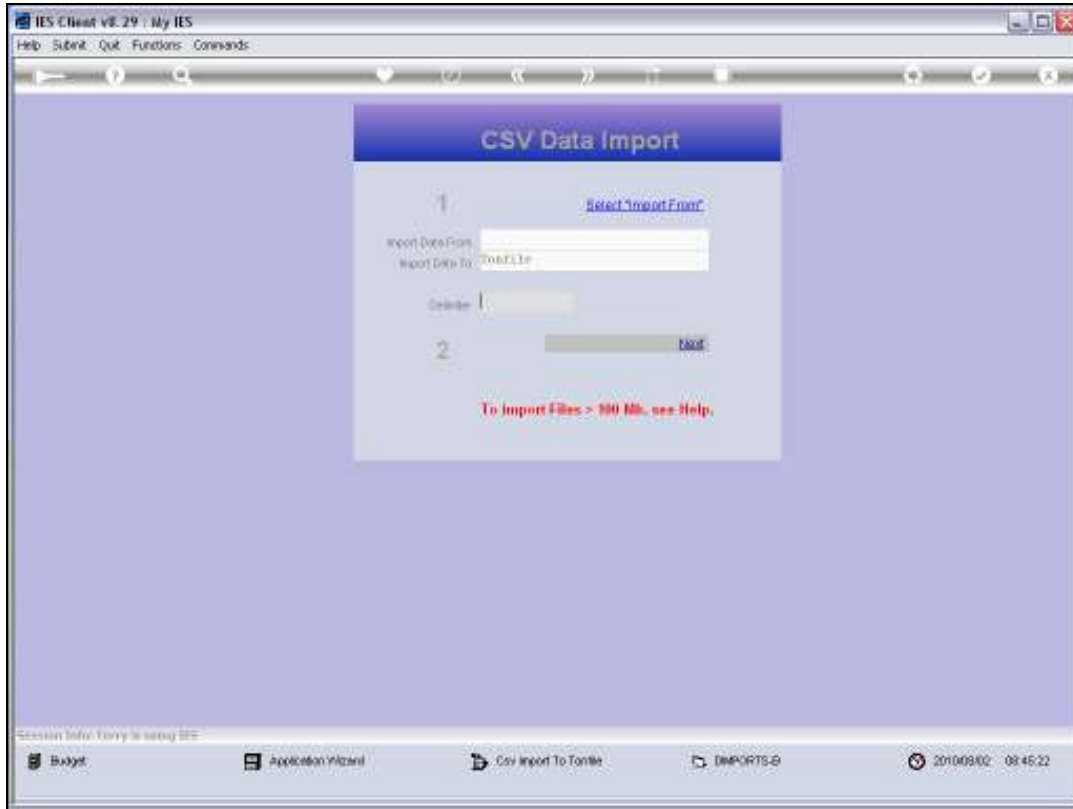
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Slide notes:



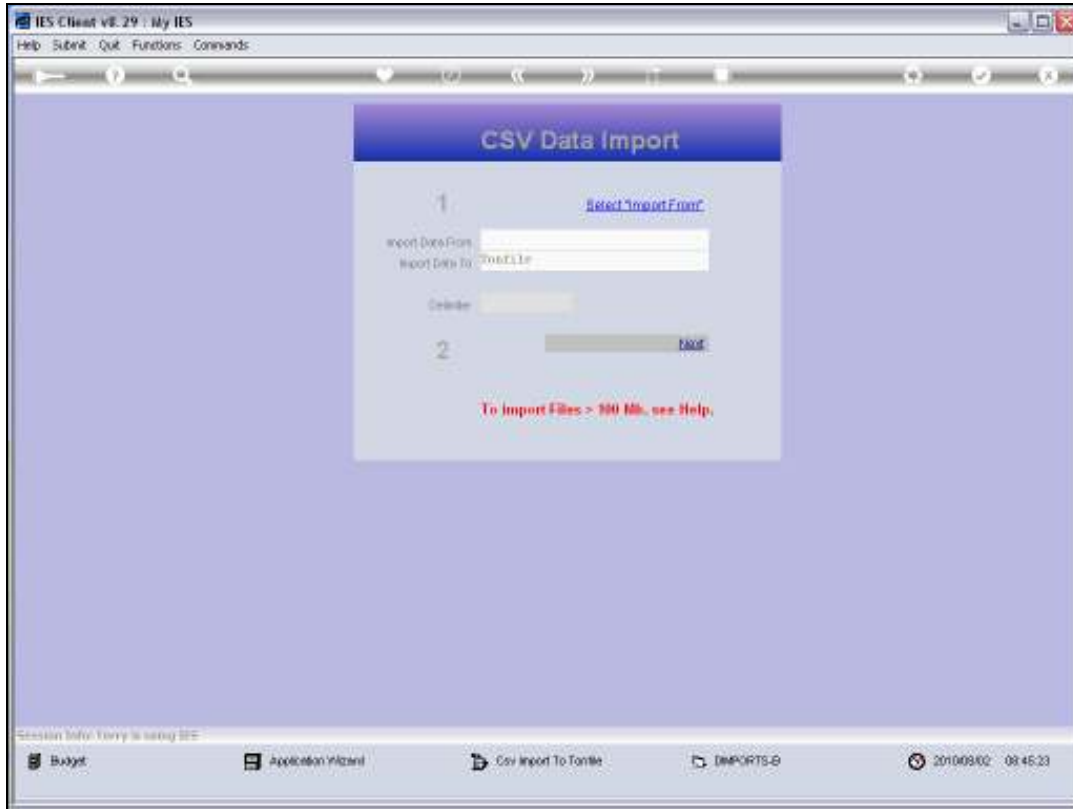
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Slide notes: Now we will import data that the system will reject, so we can see the error report.



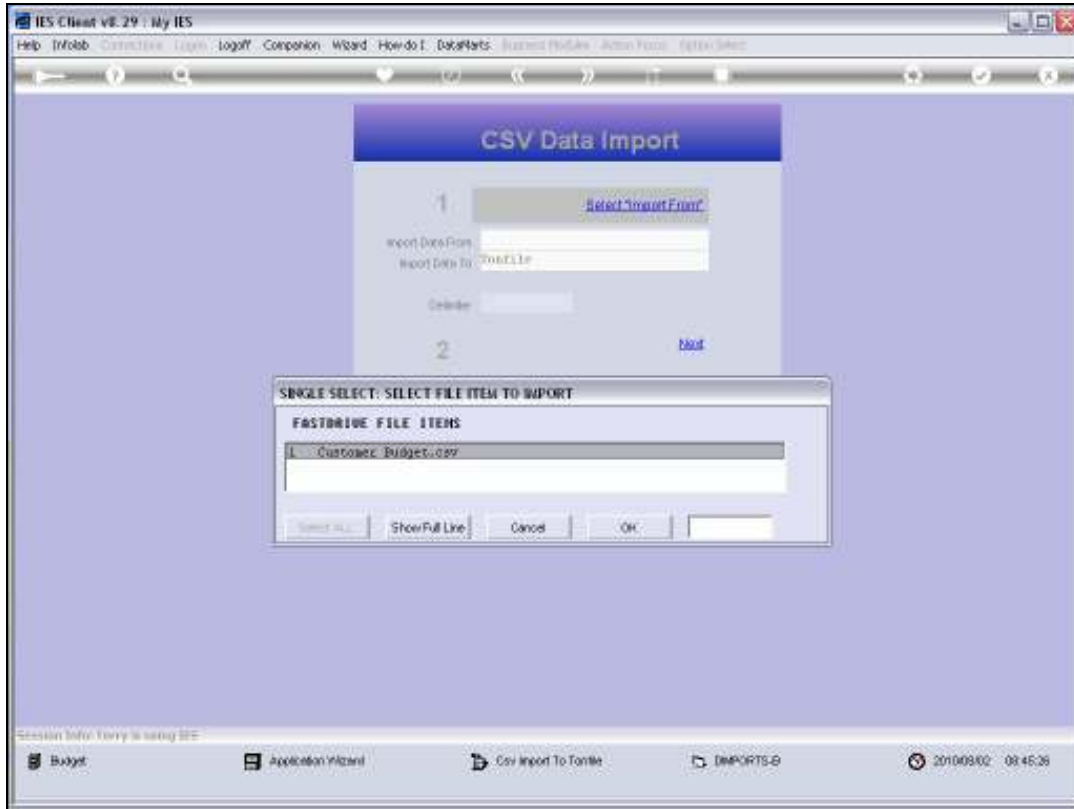
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Slide notes: In fact, we are now importing data that is delimited with the semi-colon, but we forget to indicate it at the delimiter field. So let's see what happens.



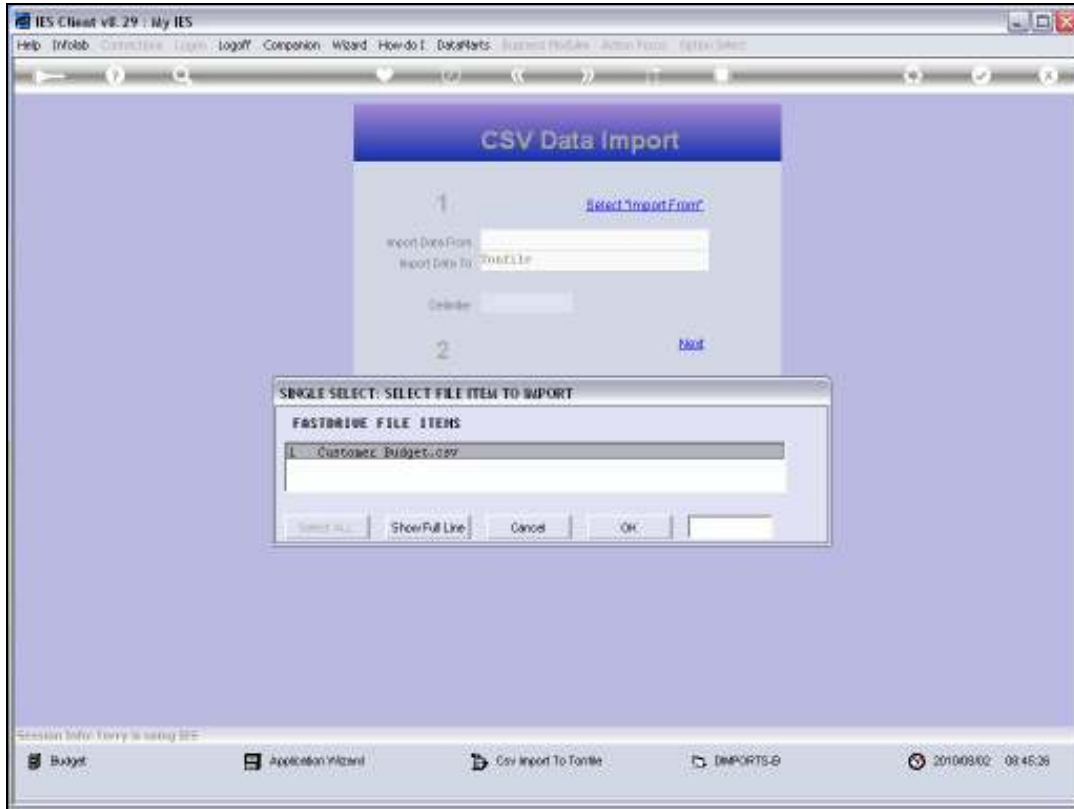
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Slide notes:



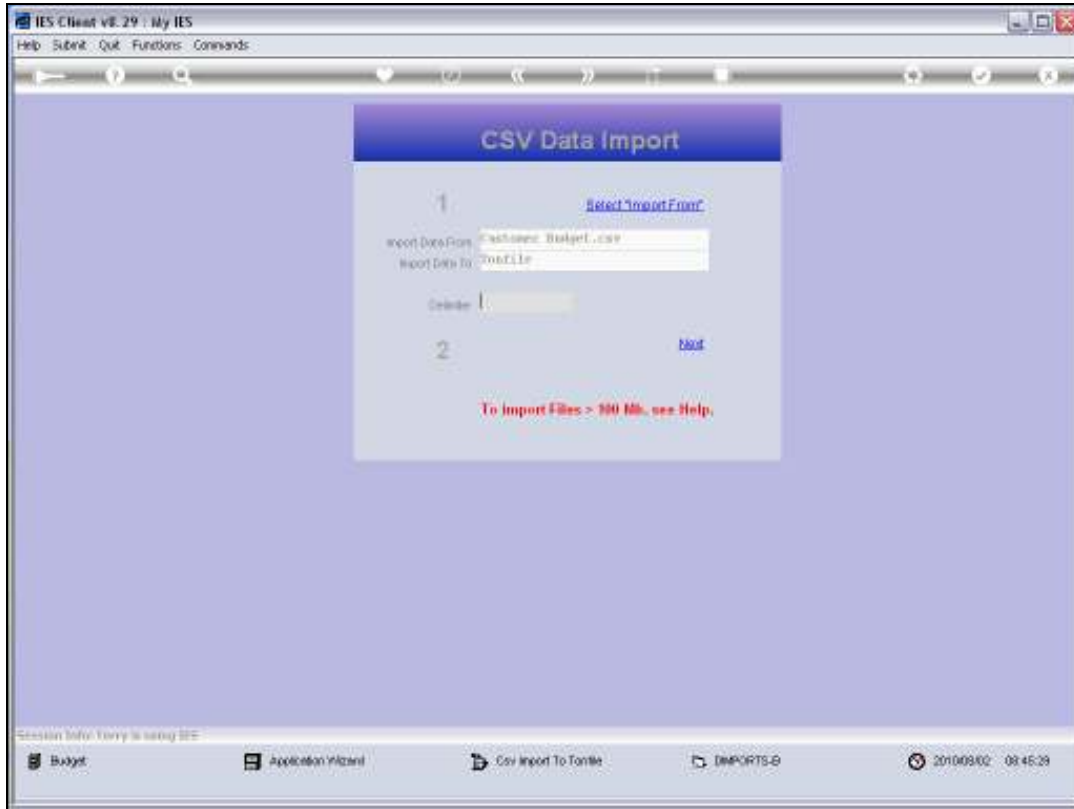
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Slide notes:



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Slide notes:



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Slide notes:



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Slide notes:



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Slide notes:



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Slide notes:



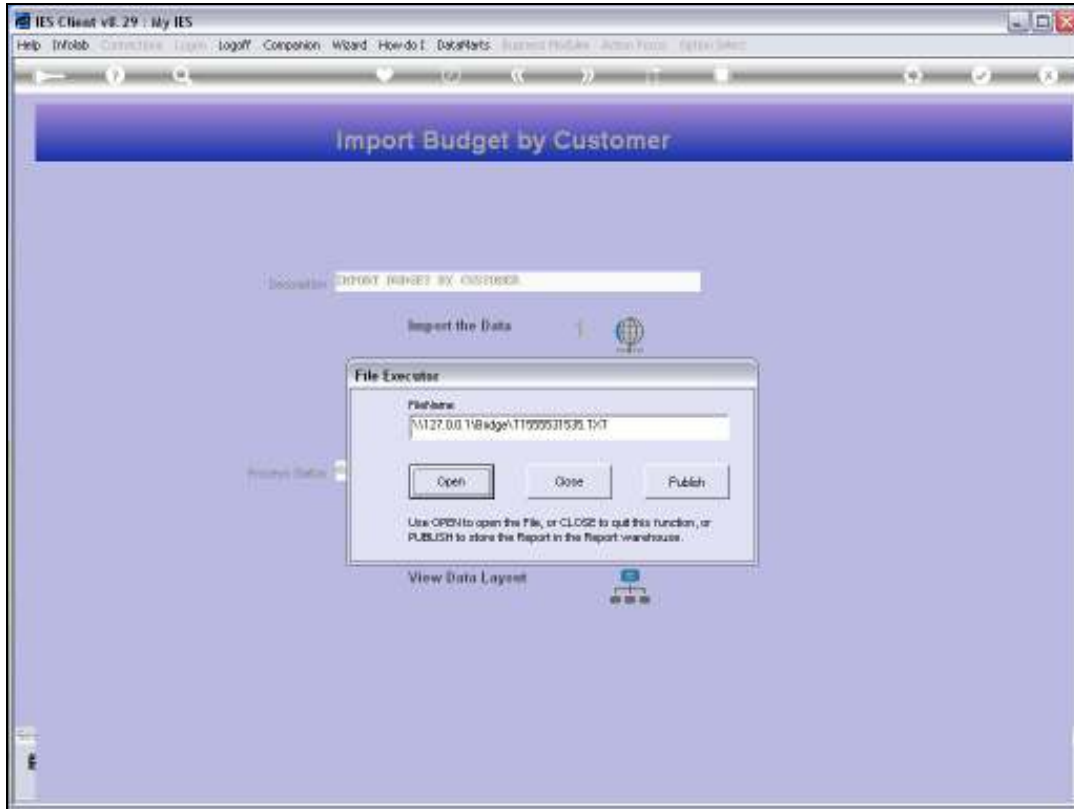
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Slide notes:

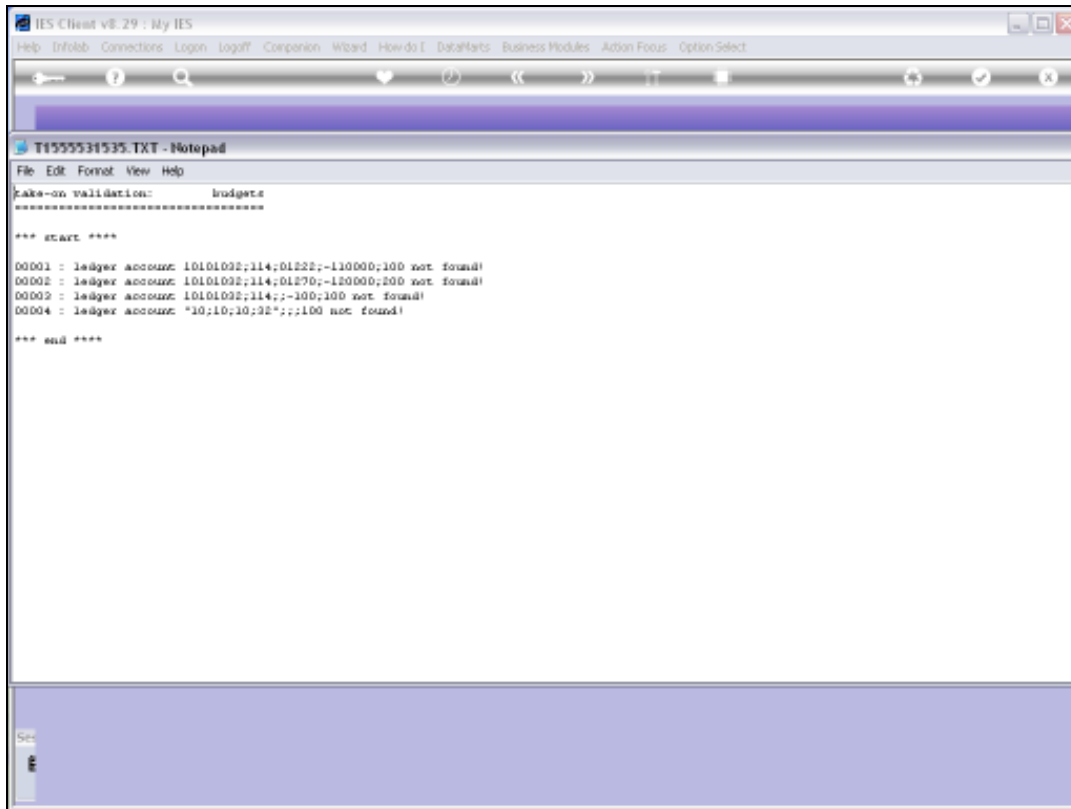


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Slide notes:

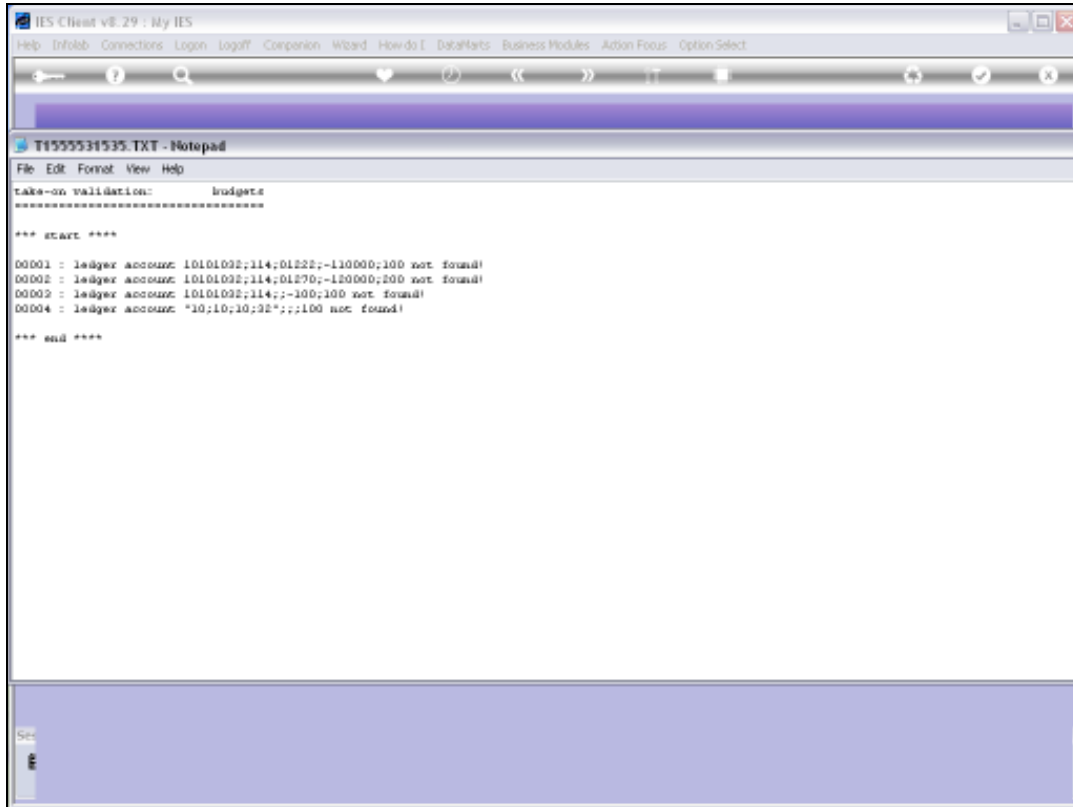


The screenshot shows a window titled "IES Client v8.29 : My IES" with a menu bar including Help, InfoTab, Connections, Login, LogOff, Companion, Wizard, How-to, DataMarts, Business Modules, Action Focus, and Option Select. Below the menu bar is a toolbar with navigation icons. A Notepad window titled "T1555531535.TXT - Notepad" is open, displaying the following text:

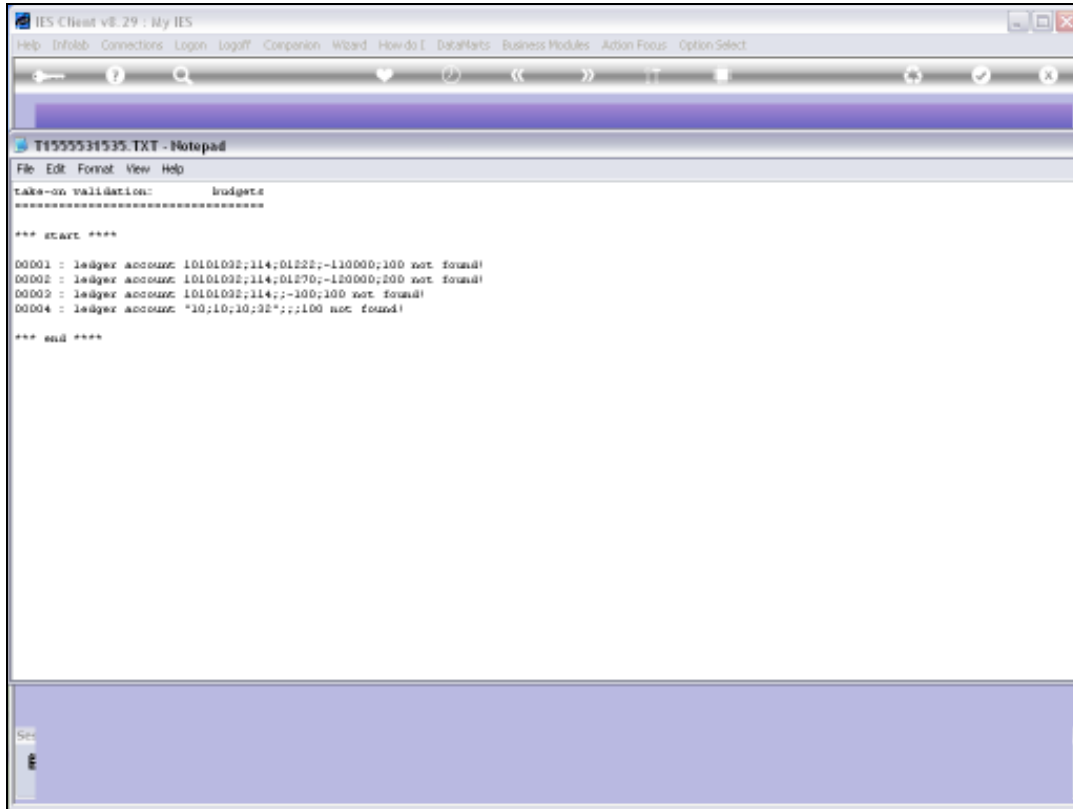
```
File Edit Format View Help
Fake-on validation:          budgete
=====
*** start ***
0001 : ledger account: 10101032;114;01222;-110000;100 not found!
0002 : ledger account: 10101032;114;01270;-120000;200 not found!
0003 : ledger account: 10101032;114;;-100;100 not found!
0004 : ledger account: *10;10;30;32*;;;100 not found!
*** end ***
```

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Slide notes: All 4 data lines are rejected, and it is easy to see why. In each case, the entire value is seen as the value for column 1, because there is no comma delimiter found on the line. Of course, the total value is not a valid Ledger Account Code, which is expected in column 1 on each line, and therefore the data is rejected.



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Slide notes:



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Slide notes: The error report may be used to identify and correct any issues with the data before we attempt to perform the import and the 'take on' yet again. When we do it right, data imports are quick, easy and seamless.