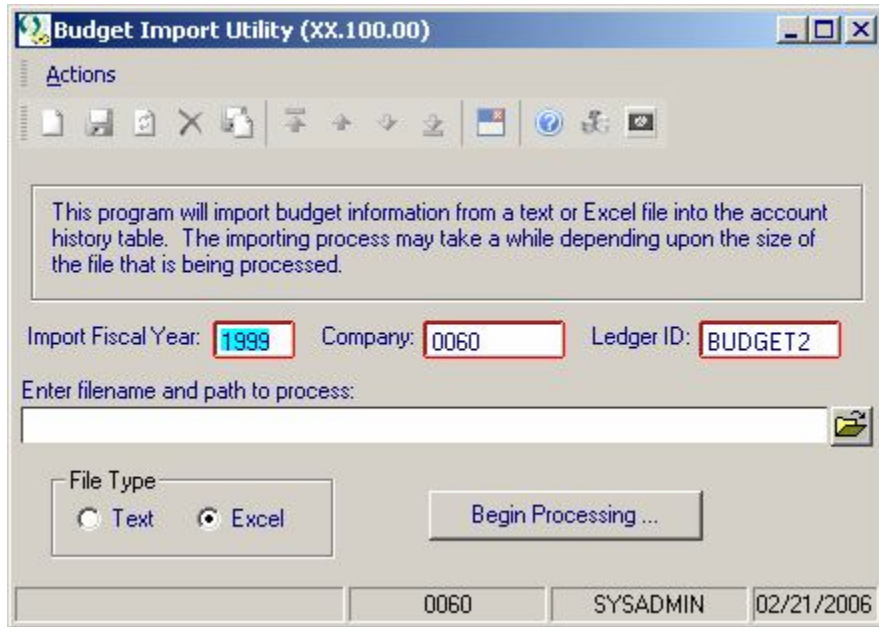# User Manual

Budget Import Utility Screen (XX.100.00)

Budget Import Utility© for Solomon IV® for BackOffice is designed to allow the user to import a budget from a selected file. The structure of that file is defined by the user in the setup program, allowing a great deal of flexibility.

The screen shot shown below depicts the Budget Import Utility screen.

Batch Import Utility Screen Field Definitions:

      Import Fiscal Year: The fiscal year of the budget being imported (defaults to the current year).

      Company: The company of the budget being imported (defaults to the active company).

      Ledger ID: The ledger to which the budget should be written (defaults to the value set in the setup screen).

      File Name: The name and path of the file to be imported (this can be entered manually or selected via the Browse button).

      File Type: These radio buttons indicate if the file to be imported is in a Text or Excel format (defaults based on the value from the setup screen).

Batch Import Utility Screen Functionality:

The Budget Import Utility program allows the user to specify a fiscal year, company (selected from the list of available companies), a ledger (selected from the list of non-actual ledgers), a source file, and a file type. Once the necessary information has been entered, pressing the begin process button will launch a process that imports a list of accounts, sub-accounts and period budget amounts from the source file and uses that information to create Solomon budget entries (or to modify the existing ones). The information from each line of the source will be interpreted based on information contained in the Set Up screen (explained below). Import will stop on text files when the end of the file is reached. For Excel files, import will stop when three consecutive blank lines are read.

Demonstration Mode:

Budget Import Set Up Screen (XX.101.00)

Budget Import Set Up© for Solomon IV® for BackOffice is designed to allow the user to control the structure of the file imported by the Budget Import screen.

The screen shot below depicts the Budget Import Set Up.

Batch Reversal Screen Field Definitions:

   Account: The column of the source file containing the account. This field is required by the program.

   Sub-Account: The column of the source file containing the sub-account. This field is required by the program.

   Budget (Period 1 – 13): Column containing the budget for each individual period. A value of zero indicates that the period is not listed in the source file. Only periods used by the accounting system are enabled in this list.

   Default File Type: Indicates the type of file to be used as a default by the Budget Import Utility screen (defaults to Text).

   Default Ledger Id: Contains the ledger ID to be used as a default by the Budget Import Utility.

Text Delimiter: Indicates the delimiter separating fields in a text file. Possible values are Comma, Semi-Colon, Tab, and Fixed Length (defaults to Comma).

Fixed Length: The length of the text in each column when the delimiter is set to Fixed Length (the field is enabled only when a Fixed Length delimiter has been selected).

Text Qualifier: The character used to designate a text string in a text file (allowing that string to contain the delimiter value). This can be Single Quote or Double Quote (defaults to Double).

Header Lines: The number of header lines at the beginning of the file. Used with either file format, this allows the source file to contain column headers (or titles, etc.) that would normally cause problems for the parser during import. These lines will be skipped before the process begins importing data.

Demonstration Mode:
This program is always fully functional.

Technical Support: Support questions can be directed to the email address of support@boyerassoc.com, with responses returned within 24 hours of receipt of the original email request. If the support issue relates to a software error a fix will be provided as soon as possible. If the support issue involves new features for the product, consideration will be made for building those features into the next release of the product. Suggestions for product enhancements will be gladly accepted and considered.

Developed By: Budget Import Utility© for Solomon IV® is a product of Boyer & Associates, Inc., a leading provider of Solomon based accounting solutions in the Minnesota. Questions related to this program can be directed to (952) 897-9100. This program was developed using Solomon IV's VB Tools.

Licensing: This product is licensed on a per-site basis with no limits imposed on concurrent users.   Since this program is written with Solomon IV's VB Tools development environment use of the product will use database sessions.

Product Disclaimer: This product is written as an enhancement to Solomon IV for Windows accounting software with no expressed of implied warranty. This product is sold as an "as is" product. If serious product defects are detected and cannot be corrected within a timely manner (as determined by both Boyer & Associates, Inc. and the purchasing company of this product), a partial/full refund may be negotiated on a case by case basis. Boyer & Associates, Inc. is committed to providing quality service and products to users of Solomon IV for Windows accounting software but cannot guarantee satisfaction is all cases. Legal issues shall be governed by the applicable laws and practices set forth by the state of Minnesota.