



Infor System21 Office Integrator

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Office Integrator Module.

Intended audience

The guide is intended for any users of the PU Office Integrator business module.

Related documents

You can find the documents on docs.infor.com, as described in Contacting Infor on page 5

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://conciierge.infor.com/> and create a case.

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Chapter 1 Overview

Introduction

A common requirement within medium-to-large companies is to use Microsoft Excel to manipulate data gathered from a variety of sources and departments, and to transfer it to the transaction processing system, namely Infor System21.

This product, Infor System21 Office Integrator, satisfies these requirements by providing the user with a modern, web-based interface to import and preview their data for a variety of business areas, which can then be processed by tailored System21 tasks.

Currently it allows the import of General Ledger journals, budgets, currency exchange rates and Sales Order advanced pricing price lists.

This product guide describes the function within Office Integrator only; it does not cover the import processes which are detailed in the General Ledger and Sales Order Processing product guides.

Infor System21 Office Integrator is supported in System21 Business Modules from 3.1 and above

Application Overview

It is possible to run Office Integrator to import data for:

- General Ledger journals
- General Ledger budgets
- Currency rates
- Sales Order advanced pricing prices

Chapter 2 Office Integrator Spreadsheet Layout

Overview

The spreadsheet format used in Office Integrator depends on the object being processed. This can be:

- GL Journals
- GL Budgets
- Currency Rates
- Sales Order advanced pricing prices

The spreadsheet formats used consist of a left-hand column containing valid GL account codes or user-defined keys (for GL journals & budgets) or currency codes (for currency rates) or items (for sales prices), and to the right of these must be the details to be processed (values/rates/prices) (These are described in more detail later).

Column headings are optional, for documentation purposes only, and are not transferred.

Formulas are supported in fields containing values

Embedded Blank Columns

Blank columns should be avoided, as should blank rows within the data area itself and data should be kept in the appropriate columns as described below.

Spreadsheet Layout

Four standardised Excel spreadsheet layouts are currently used, to uplift Journals, Budgets, Currency Rates and Sales Prices.

GL Journals

Enter Journal data in the Excel spreadsheet as follows

| Account Code | Description | Posting amount | Quantity | Cross period | VAT code | VAT type | VAT value |
|--------------|-------------|----------------|----------|--------------|----------|----------|-----------|
| Mandatory | Optional | Mandatory | Optional | Optional | Optional | Optional | Optional |

Example single company cross period Journal with VAT:

| Account | Description | Value | Quantity | Period | VAT code | VAT type | VAT value |
|--------------------|-------------|-------|----------|--------|----------|----------|-----------|
| 606100 00004004 | Gas | 1000 | 100 | 12004 | 001 | P | 200 |
| 606100 00004004 | Gas | 800 | 80 | 12005 | 001 | P | 160 |
| 606100 00004004 | Gas | 600 | 60 | 12006 | 001 | P | 120 |
| 481000 44025 | Accrual | -2880 | | 12003 | | | |

Example intercompany Journal:

| | A | B | C |
|---|--|--------------------------|-------|
| 1 | Example (Intercompany) Utility Journal | | |
| 2 | | | |
| 3 | Account | Description | Value |
| 4 | Z1606100 08001005 | Water for month | 150 |
| 5 | Z2606100 08001005 | Water cross charge | -150 |
| 6 | Z1606110 08001005 | Gas for month | 150 |
| 7 | Z2606110 08001005 | Gas cross charge | -150 |
| 8 | Z1606130 08001005 | Electricity for month | 200 |
| 9 | Z2606130 08001005 | Electricity cross charge | -200 |

Typically, Office Integrator parameters would be entered with the start and end rows defined as being from the first line of the Journal data to the last. Any totals can be excluded; they will be re-calculated as control values by the GL program when the Journal is posted.

No lines should be left blank in the defined range.

Column B will be used as the line description if C is defined as the start of the detail data.

For the single company example above, the Office Integrator Worksheet Settings and Data Selection parameters would look like this:

Journal Uplift - Spreadsheet "Basic journal.xlsx"

Existing Configuration (Optional)

Worksheet Settings

Worksheet ID:

Worksheet:

Account Code Column:

Data Selection

Start Row: End Row: Start Column: End Column:

GL Budgets

Enter Budget data in the spreadsheet as follows:

| Account Code | Description | Period 1 Amount | Period 2 Amount | Period X Amount | Period 13 Amount |
|--------------|-------------|-----------------|-----------------|-----------------|------------------|
| Mandatory | Optional | Mandatory | Optional | Optional | Optional |

Example Budget:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|----------------|-------------|------|------|------|------|------|------|------|------|------|------|------|------|
| 1 | Example budget | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | Account | Description | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 4 | 606100 | Water | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 |
| 5 | 606110 | Gas | 2000 | 2000 | 2000 | 2000 | 2000 | 2000 | 2000 | 2000 | 2000 | 2000 | 2000 | 2000 |
| 6 | 606120 | Fuel | 3000 | 3000 | 3000 | 3000 | 3000 | 3000 | 3000 | 3000 | 3000 | 3000 | 3000 | 3000 |
| 7 | 606130 | Electricity | 4000 | 4000 | 4000 | 4000 | 4000 | 4000 | 4000 | 4000 | 4000 | 4000 | 4000 | 4000 |

For the example above, the Office Integrator Worksheet Settings and Data Selection parameters would look like this:

Budget Uplift - Spreadsheet "Basic budget.xlsx"

Existing Configuration (Optional)

Worksheet Settings

Worksheet ID: Worksheet: Account Code Column:

Data Selection

Start Row: End Row: Start Column: End Column:

Specify the starting row and ending row as appropriate, omitting column heading rows.

The above example was for a twelve period Budget. The *End Column* field would be adjusted according to the number of periods being uplifted (with a maximum of 25).

If more than 25 periods are required (e.g. 52) this can be done by uplifting the data in blocks (25+25+2 or 13x4) and setting up the rule in the GL Office Integrator Budget to cross-reference the periods being processed.

Currency Rates

Enter exchange rate data in the Excel spreadsheet as follows:

| Currency Code | Description | Rate to target | Rate from target |
|---------------|-------------|----------------|------------------|
| Mandatory | Optional | Mandatory | Optional |

Example currency rates:

| | A | B | C | D |
|----|------------------------|----------------------|---|-----------------------------------|
| 1 | Example Currency Rates | | | |
| 2 | Unit Of Currency | Currency description | | Sterling value of Currency Unit £ |
| 3 | AUD | Dollar | | 0.4959 |
| 4 | CAD | Dollar | | 0.5688 |
| 5 | DKK | Krone | | 0.119 |
| 6 | EUR | Euro | | 0.8886 |
| 7 | HKD | Dollar | | 0.1039 |
| 8 | JPY | Yen | | 0.0075 |
| 9 | NOK | Norwegian Krone | | 0.076 |
| 10 | ZAR | Rand | | 0.0448 |
| 11 | SE | Krone | | 0.0802 |
| 12 | CHF | Franc | | 0.8393 |
| 13 | USD | Dollar | | 0.8057 |

For the example above, the Office Integrator Worksheet Settings and Data Selection parameters would look like this:

Currency Exchange Rates Uplift - Spreadsheet "HMRC exchange rates.xlsx"

Existing Configuration (Optional)

Worksheet Settings

Worksheet ID: Create a new Worksheet ID | Worksheet: Example | Currency Code Column: - A +

Data Selection

Start Row: - 3 + | End Row: - 13 + | Start Column: - Q + | End Column: - D +

Exit
Preview
Save Configuration
Import Currency Exchange Rates Data

Specify the starting row and ending row as appropriate, omitting column heading rows.

Typically, Office Integrator parameters would be entered with the start and end rows defined as being from the first line of the exchange rate data to the last.

No lines should be left blank in the defined range.

Since the extract is simply the list of currencies and rates, ensure the Column A/row 1 field shows an adequate description to detail the target currency so it is easy to identify when processing if this is to be done separately

Sales Order Advanced Pricing Price List

Enter Price list data in the Excel spreadsheet as follows:

| Item | Item Description | Price | Price UoM | Limit |
|-----------|------------------|-----------|-----------|----------|
| Mandatory | Optional | Mandatory | Optional | Optional |

Data must be established in a consistent format, each worksheet represents a single price type.

Item

A valid Inventory item code, 15 characters

Item Description

If needed a description

Price

A unit price if entered expressed in price unit of measure, or if no price unit of measure expressed in item issue unit of measure, numeric precision 15,5

Price UoM

If needed a valid Inventory item unit of measure, 2 characters

Limit

If needed the quantity limit expressed in item issue unit of measure, numeric precision 15,3

Note: where breakpoints are required for the price list, from one up to the number established for the price list can be imported, the maximum is 10.

Additional columns can be established for breakpoints as necessary:

| Price n | Limit n |
|----------|----------|
| Optional | Optional |

Price n

Unit price 1 to 10, numeric precision 15,5

Limit n

Unit price break limit 1 to 10, numeric precision 15,3

Item Example 1

| A | B | C | D | E | F | G | H |
|-------------------|-------------|-------|-------|-------|---------|---------|---|
| Sample price list | | | | | | | |
| | Item | Price | Price | Limit | Price 1 | Limit 1 | |
| | Description | | UoM | | | | |
| 5001 | Suncream | 100 | CA | 500 | 95 | 1000 | |
| 5002 | Suncream | 95 | | 500 | 92.25 | 1000 | |
| | | | | | | | |

The above price list has two break points:

- Item 5001 has a price of 100.00000 per case (Price UoM CA) up to 500.000 units, then a price of 95.00000 per case up to 1000.000 units.
- Item 5002 has a price of 95.00000 per item issue unit (Price UoM empty) up to 500.000 units, then a price of 92.25000 per issue unit up to 1000.000 units.

Item Example 2

| A | B | C | D |
|-------------------|-------------|-------|---|
| Sample price list | | | |
| | Item | Price | |
| | Description | | |
| 5001 | Suncream | 100 | |
| 5002 | Suncream | 95 | |
| | | | |

The above price list has no break points:

- Item 5001 has a price of 100.00000 per item issue unit (no Price UoM column).
- Item 5002 has a price of 95.00000 per item issue unit.
- Item 5001 has a price of 100.00000 per item issue unit.

Note: Where price only is required, no Limit is necessary.

Item Example 3

| A | B | C | D | E | F | G | H | I |
|-------------------|------------------|-------|-----------|-------|---------|---------|---------|-----------------|
| Sample price list | | | | | | | | |
| Item | Item Description | Price | Price UoM | Limit | Price 1 | Limit 1 | Price 2 | Limit 2 |
| 5001 | Suncream | 100 | | 500 | 95 | 1000 | 92.75 | 99999999999.999 |
| 5002 | Suncream | 95 | | 500 | 92.75 | 1000 | 90 | 99999999999.999 |

The above price list has three break points:

- Item 5001 has a price of 100.00000 per item issue unit up to 500.000 units, then a price of 95.00000 per item issue unit up to 1000.000 units, then a price of 92.75000 per item issue unit up to maximum 99999999999.999 units.
- Item 5002 has a price of 95.00000 per item issue unit up to 500.000 units, then a price of 92.75000 per item issue unit up to 1000.000 units, then a price of 90.00000 per item issue unit up to maximum 99999999999.999 units.

For the example above, the Office Integrator Worksheet Settings and Data Selection parameters would look like this:

Price List Uplift - Spreadsheet "Sales Prices.xlsx"

Existing Configuration (Optional)

Worksheet Settings

Worksheet ID: Worksheet: Item Code Column:

Data Selection

Start Row: End Row: Start Column: End Column:

Specify the starting row and ending row as appropriate, omitting column heading rows.

Account Code

Office Integrator allows the use of three different account code formats when processing GL journals and budgets:

Inter-Company

Usage: Journals only

| | Length | Position |
|----------------|--------|----------|
| Company code | 2 | 1 to 2 |
| Fiscal Account | 12 | 3 to 14 |
| Extension Code | 30 | 15 to 44 |

If an inter-company journal is required, the company code can be entered as a prefix to the account code, thereby making it 44 digits long in total, including the extension element. All of these characters should be entered in the same cell, in column A. If an inter-company journal is required, then the company code should prefix all account numbers, even if it is the default company to which the journal is being posted.

If the Company Code is a single character, then a space must be used as the 2nd character. If the Fiscal Account is less than 12 characters long, then the remaining characters must be set to spaces so it still occupies 12 characters of the Account Code; i.e. the first digit of the extension code must be the fifteenth character in the cell.

When the processing is performed in General Ledger, the inter-company flag must be set to 1, which will indicate that the first two characters of the account number are to be treated as the Company Code.

Fiscal Account + Extension

Usage: Journals (Fiscal Account, plus extension if used)

| | Length | Position |
|----------------|--------|----------|
| Fiscal Account | 12 | 1 to 12 |
| Extension Code | 30 | 13 to 42 |

This is as above but excluding the Company Code. When the processing is performed in General Ledger, the inter-company flag must be set to 0 so that the first two characters of the account number are not treated as a Company Code.

If the Fiscal Account is less than 12 characters long, then the remaining characters must be set to spaces so it still occupies 12 characters of the Account Code; i.e. the first digit of the extension code must be the thirteenth character in the cell.

User-defined

Usage: Budgets only

| | Length | Position |
|------------------|--------|----------|
| User-defined key | 42 | 1 to 42 |

This is for a user-defined key.

It is important for the components of the Account Code be in the right positions; remember to pad with trailing blanks where appropriate.

For example, in the second format shown above; a fiscal account six characters long would require another six blanks to be entered after it to make its length up to twelve, ensuring that the extension code always starts in the 13th character of the cell.

In summary, these layouts must be used as follows:

For budgets, the account entered will depend on the Office Integrator budget rule defined.

Where the user-defined key in the rule is an asterisk (*), the fiscal account is being posted to, and in the spreadsheet the account code entered is the 12-character fiscal account.

Where a specific key has been used in the rule, the account entered will be in the format of this key e.g. 6512.

In both cases, no blanks are included in the account definition (unless blanks have been defined within a level code)

For journals, the account entered will always be the full standard key, i.e. the 12 character fiscal account + the extension.

In this case, blanks will need to be included when the fiscal account is fewer than 12 characters in length.

Note: For inter-company journals, the spreadsheet account must include the target company as the first two characters; however, if in the journal a particular line relates to the source company then two blanks must still be entered before the account (since in this case the target company is ' ').

Size Limitations

The following size limitations are applicable for all extracts:

| | |
|-----------------|---|
| Worksheet name | Maximum of 24 characters |
| Worksheet title | Maximum of 40 characters Must be on spreadsheet line 1 |
| Area of data | Width of 25 columns Maximum of 9999 lines |
| Numeric data | Maximum of 15 digits Maximum of 6 decimal places |

Other Restrictions

Line 1 of the spreadsheet must not contain data to be uplifted - it is reserved for the sheet description.

You may not input text into any of the numeric data fields to be uplifted.

Chapter 3 Office Integrator

Budget [1/PU], Journal [2/PU], Currency Rates [3/PU] and Sales Price List [4/PU]

Use these options to upload an Excel spreadsheet for processing in GL Budgets, GL Journals, Currency Rates and Sales Price Lists.

Note: The /PU menu should only be used within SiWA; it is delivered within application manager to facilitate the shortcut feature in SiWA but cannot be used within green on black.

The screens and functionality are identical in all options and, as such, are only described for Budgets, but also apply to all options.

Note: Only a single instance of Office Integrator can be active in your browser at any one time. If you attempt to open a 2nd instance, you will see the following screen.


Existing Session


You have an existing System21 Office Integrator session open. Only a single session may be running at a time.

Exit

Select **Exit** to close the program.

General Features

Selecting the  icon from right-side of the screen heading will display the Office Integrator About box, which will show you the version of the product you have installed.

Selecting the  icon from right-side of the screen heading will display the Office Integrator Help (this document) in a new tab within Systemi Workspace.

Select File

Budget Uplift

Select a Budget file to Upload

Fields

Select a Budget file to Upload

Use this File Selector field to select an Excel spreadsheet for upload. Clicking the folder icon on the right side of the field will open the standard File Selection dialog for your Operating System. The default filter will be set for *.xls and *.xlsx file extensions. Navigate to your file and select Open to confirm the selection and populate the file path into this field.

Functions

Upload Budget

Use this to upload the selected Excel spreadsheet to the server. Once the file has been uploaded and processed, the Configuration screen will be displayed. Should the file be corrupt, or not a valid Microsoft Excel file format, you may see an error and the program will return to the Select File screen.

Configuration

Display this window by selecting an Excel spreadsheet for upload in the Select File window.

Budget Uplift - Spreadsheet "Basic budget.xlsx"

Existing Configuration (Optional)

Worksheet Settings

Worksheet ID

Worksheet

Account Code Column

Data Selection

Start Row

End Row

Start Column

End Column

Exit

Preview

Save Configuration

Import Budget Data

Fields

Existing Configuration

Use this select an existing uplift configuration.

A configuration (i.e. previously entered values in the Worksheet Settings and Data Selection field) maybe saved so that it can be reused by a specific user or by all users.

Worksheet ID

Use this to select an existing Worksheet identifier to be used as the reference for the data uplifted from the spreadsheet into System21.

Select the "Create a new Workspace ID" option to add a new id when the uplift is run (the Enter New Worksheet ID screen will be displayed), or make a selection to override an existing Worksheet ID.

This identifier will be used as the selection when processing the uplifted data in the separate application tasks at the end of the uplift process.

Worksheet

Use this to select the relevant worksheet tab name in the Excel spreadsheet. All worksheets within the spreadsheet will be listed within the drop down list.

Account Code Column

Use this to enter the column which contains the Account Code.

The upper value will be limited to the maximum used column index in the spreadsheet.

Start Row/End Row

Use these fields to enter the range of rows that contain the data to be uplifted. This range should not include any rows that hold column descriptions.

The upper value will be limited to the maximum used row index in the spreadsheet.

Start Column/End Column

Use these fields to enter the range of columns that contain the data to be uplifted. This range should not include the Account Code or Description columns.

The upper value will be limited to the maximum used column index in the spreadsheet.

Functions

Preview

Use this to preview the data uplift and display the Preview window.

Save Configuration

Use this to save the configuration of the uplift so that it can be retrieved and re-used. This will display the Save Configuration window.

Import Budget Data

Use this to perform the uplift with the entered parameters.

Within this screen, Up/Down fields are used to select columns and row values. Click the mouse on the “plus” and “minus” signs that surround the field to change the value, or use the left/up cursor keys to increase the value or the right/down cursor to decrease the value. Use the Home key to move to the lowest value, and use the End key to move to the maximum value. You may also type a value into the field, if this is less than the minimum; the minimum value will be displayed or, if this greater than the maximum value, the maximum value will be displayed.

Preview

Display this window by selecting Preview in the Configuration window.

Preview

Budget - (Basic budget)

| Key | Description | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 | Column 11 | Column 12 |
|-----------------------|--------------------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|
| 601100666001002100000 | Cost of sales - UK | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 601200666001002100000 | Cost of sales - US | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| 601300666001002100000 | Cost of sales - EU | 3,000.00 | 4,000.00 | 5,000.00 | 6,000.00 | 7,000.00 | 8,000.00 | 9,000.00 | 10,000.00 | 11,000.00 | 12,000.00 | 13,000.00 | 14,000.00 |

<< < Page 1 of 1 > >>

10 Records per page ▼

Close

Import Budget Data

This will display the data that will be uplifted if the import process is run.

Functions

Import Budget Data

Use this to perform the uplift with the entered parameters.

Use the pagination fields at the bottom of the table to move through the data.

Use the drop down to the bottom-right of the table to change the number of records shown per-page.

If Office Integrator detects an error with a value (e.g. a numeric value that is either blank or non-numeric) it will highlight the field in red; e.g.

Save Configuration

Display this window by selecting Save Configuration in the Configuration window. This will allow the current configuration to be saved for this or all users.

Save Configuration

Configuration Name (Maximum 30 characters) *

ⓘ Required

Allow other users to use this configuration.

Cancel

Save Configuration

Fields

Configuration Name

Enter an alphanumeric name for this Configuration that is relevant to the data selection for future re-use (e.g. Utility Budget).

Allow other users to use this configuration

Tick this field if you wish to share this configuration with other users of Office Integrator.

Functions

Save Configuration

Use this to save the configuration to the IBM i server.

Enter New Worksheet ID

Display this window by selecting Import Budget Data for a new worksheet.

Enter a new Worksheet ID

Worksheet ID (Maximum 24 characters) *

ⓘ Required

Cancel

Continue

Fields

Worksheet ID

Enter the worksheet id.

This identifier will be used as the selection when processing the uplifted data in the separate application tasks later.

Functions

Continue

Use this to perform the uplift with the entered parameters

Uplift Complete

This screen is displayed if the uplift is successful.

Budget Uplift - Complete

Worksheet "Budget" from Spreadsheet "Basic budget.xlsx" has been successfully uplifted into System21.

Worksheet ID

BUDGETTESTING

Exit

Restart

Process Budget

Fields

Worksheet ID

Reminder of the identifier value that will be used when processing the uplifted data via the tasks that are accessible from this screen.

Warnings reported during processing

This is an optional field that will only be displayed if issues were found in the spreadsheet during the processing of the data into the System21 data tables. You should review these warnings as they may cause problems with the processing of the data.

Functions

Restart

Return to the Select File screen.

Processing Options

One or more buttons are shown to allow processing in the target task e.g. Process Budget for GL Budgets or Process Journal or Process Prior Period Journal for GL Journals

Chapter 4 Office Integrator Spreadsheet Processing

Overview

Uplifted spreadsheets are processed in separate application options. The details of these are described within the appropriate product guides:

General Ledger Journals

- Post Office Integrator Journal
- Post Prior Period Office Integrator Journal

General Ledger Budgets

- Maintain Office Integrator Budget rule
- Office Integrator Budgets

General Ledger Currency

- Post Office Integrator Currency Rates

Sales Order Processing

- Global Pricing Office Integrator Import