



Batch import / book Batch

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Generally - what are Batches?

Batches are **data packages** for an import into the financial accounting **EuroFib** for Windows. This stack can contain **both master data** (general ledger accounts, debtors, creditors...) as well **as transaction data** (bookings).

A distinction is made between 2 basic steps:

- Batch import (import of data from a file, such as. TXT, CSV, XLS)
- Book Batch (processing of previously imported data)

Import batch

Posting => Import stack

Using this program you can read files / import with a predefined structure to the EuroFib for Windows.





Files with fixed positions / lengths (fixed structure):





- **Textfile ASCII** .TXT

Files with column headers (variable structure):

- **MS Excel files** .XLS, XLSX, XLSB
- **CommaSeparatedValues** .CSV Delimiter semicolon
- **Textfile tabular** .TAB Delimiter Tabulator

In our download area on **www.schmidhuber.com** you will find our **documentations with details about the formats listed above** (precise structure of files) incl. matching example files.

Stack import					
	type	input files	Benutzer	character set	size
	Std. ▾	C:\temp\sa02_sa70.txt		Standard (0) ▾	
	Std. ▾	C:\temp\sa70.xls		Standard (0) ▾	
	Std. ▾	C:\temp\sa01.csv	SUPPORT (2)	Standard (0) ▾	
					

-  delete line
-  add new line [CTRL+N]
-  This line is active and taken into account during the import process
-  This line is inactive and not taken into account during the import process

The start of the import process for all activated lines is effected by means Execute [F11].



The different types

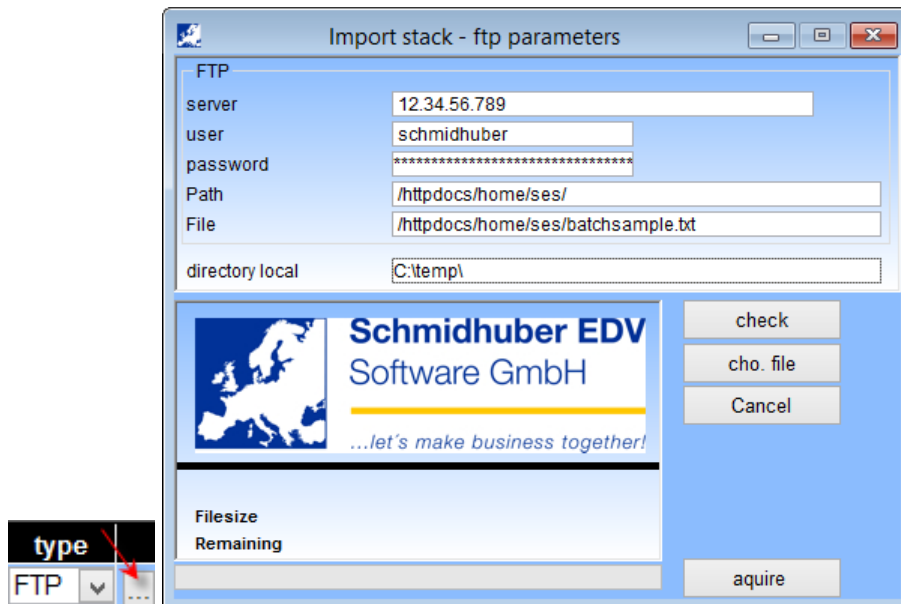
You can choose between three possibilities:

- **Std** (standard, single import file)

For this type you must specify a full path incl. filename. The required import file can also be selected via File => Open [CTRL + O].

- **FTP**

Using this type you can download import files from an FTP server.
For this you must specify on the right "...", the parameters of the FTP server.



After specifying server, user name and password, you can check on "Check" the connection in one click.

Entering additionally the FTP directory, you will get by clicking on "Select file" a list of available files on the FTP server in this directory. Here you can select the desired file or alternatively capture this manually in the field "File".

In the "index local" an indication of the desired local storage location is still required on your PC.

By clicking on "Apply" you can store all parameters recorded.



The previously recorded "local index" is taken as a path "import Batch" to the mask taken.

- **Verz (index, several import files)**

Here only the indication / selection of a path is necessary. All import files located under this path will be scanned. Here you can also specify several different files (eg. + TXT XLS) in the same directory.

Further indications / features on mask

Per line you can choose a **user**.

If chosen, only this allocated EuroFib user will see the entry.

Per line you can choose a **character set**.

The "Standard (0)" corresponds to the character set of your operating system.

If you have problems with the import of special characters / German umlauts, you can react by specifying a different character set.

The "size" basically shows the file size of the given file.

Take advantage of the kind of "delay", the number of file being imported will be displayed there.

Click the right mouse button and select "Check" on one line, you get an overview of the contents of the file. (works only with text file / ASCII)

client	total	Postings	debtors	creditors	remaining	unknown
1	13	3	10			



Options / Settings

Posting => Stack Options, tab "Stack import"

Options valid for ASCII/TXT, CSV, TAB

Codepage	A default value for the character set for creation of a line (see "Further indications / features on mask")
Import ABEL	refer separate item "Automatic payment allocation of documents"
Copy	Should the file to be imported be copied for security purposes? If activated, you must specify a path on the right.
Attach	With which information should the original name of the import file be updated during the copying process?
Import file	What should happen to the import file after the import process? (empty, delete, do not change)
Stack descr.	Name of your stack fixed = „Batchüberleitung“ filename = name of your import file
Protocol	In which client the data was imported



Options valid for XLS, XLSX, XLSB

Should the MS Excel file be deleted after successful import?

Copy Should the file to be imported be copied for security purposes? If activated, you must specify a path on the right.

Attach With which information should the original name of the import file be updated during the copying process?

General

Voucher type – voucher no. Do not consider fixation
A fixation of the voucher number on the respective voucher type is not considered. The document number must be assigned in the import file.

Consider fixation
A fixation of the voucher number on the respective voucher type will be considered. I.e. the voucher number will be assigned by EuroFib and therefore can be sent empty.

Document Types in the lower area (only ASCII/TXT)

All document types listed are not imported.



Import automated / scheduled as a scheduled task (cron job)

Using this variant you needn't start manually the export process via EuroFib mask, but rather establish it by a "scheduled task" in your MS Windows operating system. All you need is in advance a parameter file (text file) with the following contents:

Contents of text file (Parameter)	Statement
[Stapel_Einlesen]	Required fixed text - shows the beginning of the parameter
User=1	The batch will be created with a specific EuroFib user and provided to book. Here you must specify the number of the desired user. You can find this number in EuroFib below: Special Programs => System Administration => Create User (only possible as SUPERVISOR)
UserKennung=SUP	Matching code to the user named above
Klient=9001	Indication of the number of the desired client from which the options / settings for the import procedure should be considered. (see item "Options / Settings")
Art=0	0 = Std 2 = Verz (view item „different types“)
Datei=	type=0 drive+path+filename type=2 drive+path
Datei_Mask=	restriction of files with type 2 (verz) eg. RXP ????. Txt (? = place holder)
Codepage=0	Desired character set (standard=0)
Protokoll=Y	Y the import is recorded N the import is not recorded
Protokoll_Append=Y	Y An existing protocol is extended N The protocol is always re-created
Protokoll_Datei=	drive + path + filename of the log file Note: In this register EuroFib requires appropriate rights (file create / change / delete)

Example of such a parameter file:

```
[Stapel_Einlesen]
User=1
UserKennung=SUP
Klient=9001
Art=0
Datei=c:\temp\sa70.csv
Codepage=0
Protokoll=Y
Protokoll_Append=Y
Protokoll_Datei=c:\protokoll.txt
```




In addition to the parameter file you need a file for doing a command-line command (CMD) file:

Path + filename of "EuroFib.exe"

space

/par=path + filename of the parameter file

space

/liz=path + filename of EuroFib license file (LICENSE.SES)

Example of such CMD file:

c:\EuroFib\programm\EuroFib.exe /par=c:\parameter.par /liz=c:\EuroFib\programm\license.ses

At the end you just have to create a "scheduled task" in the operating system with the desired settings (start time, etc.) and to declare the previously created CMD file.




Book Batch

Posting => Stack posting

In this program the into EuroFib imported batches appear and are available for further processing and transfer to the financial accounting.

In the **upper section** you can select the desired Batch - among then the date and time of the import is displayed. (when the batch was read). On the right you will see the total number of batches available for your EuroFib user in this clients.

If you want to **delete the selected Batch** and therefore not want to save all data stored in the batch in EuroFib / Book, simply click on the eraser icon  or select "File => Delete" in the main menu.

In the **lower part** you will see 2 more windows:

- **Master Data**

If master data is contained in the above-selected batch, they are listed __. (eg. general ledger accounts, debtors, creditors, banks, ...)
(Sets = number)

- **Bookings**

If bookings in the above Selected Batch are included, they are listed here __.
(Sets = number)



You can now per line carry out the following settings:

- ✓ This line is activated and taken into account during processing mode
- ✗ This line is deactivated and is ignored during processing mode

The start of the import process for all activated lines takes place by means Execute [F11].

Memo / processing

Which type of memo should be printed?

- **Total**
You get a **complete log** of all stored master data and all bookings.
- **Error**
You get a **log of incorrect data**.
eg. if a customer can not be stored because the country code does not exist,
or a booking can not be carried out because an account does not exist.
- **New installations (only for Master Data)**
You will receive a report on newly constructed master data.
If the master data record already is recorded in EuroFib, this data (changes) is not printed on the report.

What is the difference between warnings and errors?

- **warnings**
This data will be stored / booked, but there will be shown a hint in the report, so you may be able to react to it later.
- **errors**
This data are not stored / booked and remain in the batch until the error is corrected or you delete the (remaining) Batch!
(eg. Booking not possible because an account is not available)

Processing:

- **Check (= Simulation)**
Using this setting only the desired report is printed - the batch is maintained and no data is stored / imported.



- **booking**

Using this setting the **data is processed** - ie. Master Data stored in EuroFib or bookings booked - and **additionally the desired report is printed**.

A fully processed Batch is automatically deleted.

If faulty data is available, it remains in the batch.

Note:

In both cases, no incorrect data is imported to EuroFib !

Other words: You needn't start a simulation in advance in order to start the actual import.

Special programs => My Settings, tab "stack posting"

Here, **every EuroFib user** can define a **proposal** for the record and the processing mode.

Continuation: Posting => Stack posting

Date of exchange Here you can enter a date of the exchange rate table, which course should be used for a possible conversion of foreign currencies. (only when "fixed rate" on the document type concerned is set)

Archiv Entering a desired archive number for the record



Color marking

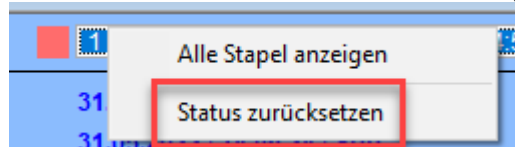
The colors is only an information for the user and have no effect on manual postings.

The marking is relevant for automatic booking processes (see topic "Bookings automated/scheduled as a scheduled task").



RED This batch had errors during the last posting process.
This batch will be ignored during automated booking processes.

You can reset the status with the "right mouse button => Reset status".



ORANGE This batch is currently being booked by an automated booking process.

YELLOW This batch has been marked accordingly so that it is not posted by automated posting processes (e.g. from the invoice system).



Excurs: Export of protocols instead of printout

Posting => Stack Options, tab "Protocols"

In principle every record is printed at your default printer.

However if you wish instead an export as a file (XLS or PDF), you can define it here.

Select the desired **type** (Batch booking = **Batch processing**) and enter path **at the bottom** of the requested data (master data and / or bookings) and select the desired format. If necessary the export can be disabled by checking off on the left.

The screenshot shows the 'Options' dialog box with the 'Protocols' tab selected. The 'type' dropdown is set to 'batch processing'. The 'to format' dropdown is set to 'PDF'. The 'postings' section is checked and has a file path 'C:\temp\postings_%date_%time.pdf' entered. Other sections like 'debtors', 'creditors', 'cost unit', 'cost centres', 'Debtors banks', and 'creditor banks' are also checked but have 'none' selected for the format.

The following parameters can be used in the file name - these will be dynamically replaced by the value described:

%client	number of clients EuroFib
%date	date
%time	Time
%p	testing mode (P) or booking mode (B)
%#	Continous counter
%name	Stack description



Edit Batch: Change data in packet

You can open the edit mode of these data with the tool icon  on each line far left.



Note:


To use this function, the EuroFib user needs a special right (= role "Edit stack"). Details are available in our documentation about users management / assignment of rights.


In the opened window you will see the master data and bookings.
Here you can **modify data before importing them to EuroFib!**


Ändern Buchungen									
voucher	voucher number	account	contra	description for post	tax amount	taxcd	gross/net	amount	debit/credit
AR	4711	20039	4001		,00		net	24.000,00	debit
		4001	20039	Text	1.000,00	320	net	5.000,00	credit
		4003	20039	Text	3.000,00	320	net	15.000,00	credit

You can carry out the following **settings per record**:

-  This data set is enabled and taken into account during the process
-  This data set is disabled and is ignored when processing.

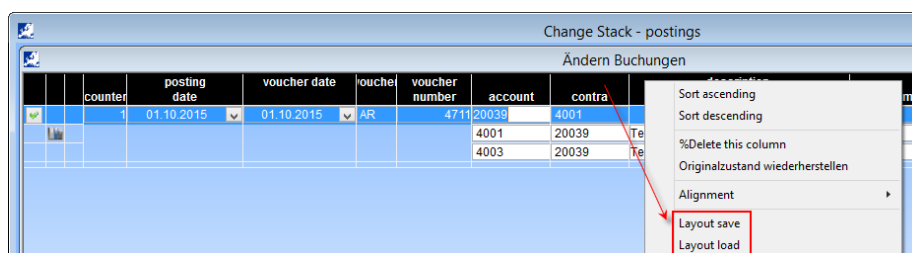
If you have a **cost splitting** [CTRL + E], this is indicated by the following symbol: 

If the total of cost splitting doesn't correspond to the booking amount, the difference is shown by the following symbol: 

For bookings differences between debit / credit in a booking be presented with the following symbol: 

The columns can also be moved or zoomed in / out by Drag & Drop – possible in the upper black area of the headlines.

Then you can save this layout also by the right mouse button:

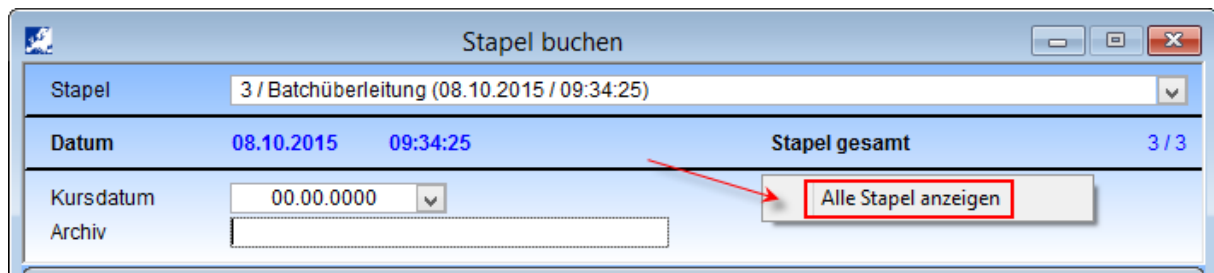




Show all batches in the system (all clients / all users)

Basically every _ EuroFib-user sees only his own batches in each logged client - ie. a batch is always allocated to a user and a client.

You can have a list of all in the system contained batches (no matter which client / user). Simply click the right mouse button and select "View all Batches".



Example of an overview of all batches in system:

stack - display						
	client	date	time	user	title	1 / 6
	1	22.10.2013	12:32:35	2 / RE	Buchungen	
			12:34:27	2 / RE	Buchungen	
		30.04.2015	14:27:03	460 / SUP	Batchüberleitung	
		08.10.2015	09:34:25	1 / SUP	Batchüberleitung	
			09:34:35	1 / SUP	Tabelle1	
			09:34:42	1 / SUP	sa01.csv	
client		1 SUPPORT, AT-1210 Wien			postings	2
date		22.10.2013 / 12:32:35			posting lines	4
user		2 SUPPORT				
text		Buchungen				

The bold lines are the Batches of your own user.

At the bottom of you will see details of the highlighted Batches above.

IMPORTANT:

Check the Batches still in the system and clean them if necessary!

Normally there should only be a few batches visible:

- If a batch is correctly processed, it will be deleted automatically .
- If a batch includes incorrect data, they must be deleted manually!



View / take over foreign batches

You can view and take over foreign batches to EuroFib out of the overview of all the batches (see "View all batches in system).

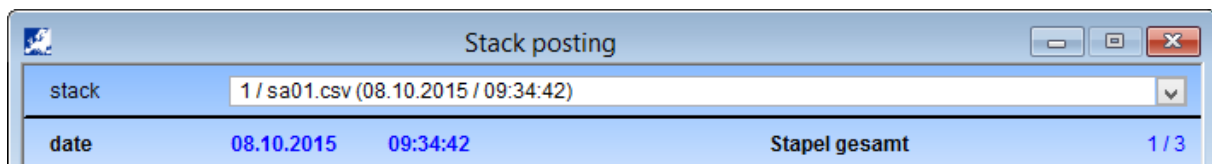
Note:

To use these features, the EuroFib user needs special rights (= roll "view foreign batches" respectively "take over foreign batches"). Details are available in our documentation about user management / assignment of rights.

 Using this icon you can view the data in the selected batch

 Click this icon to take over the selected batches to your EuroFib user

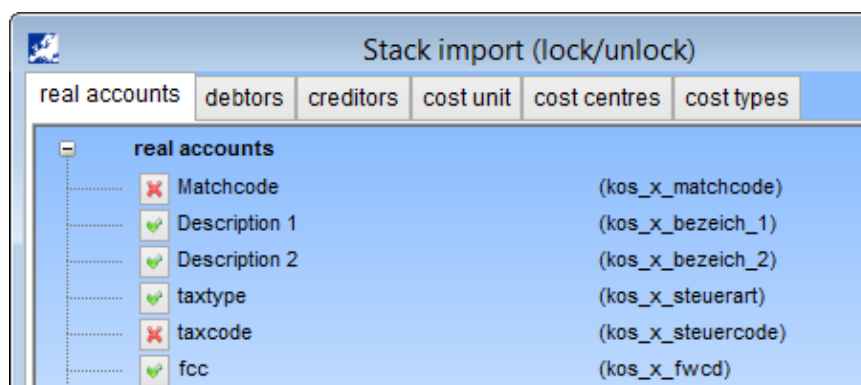
An overtaken batch is visible within the allocated client for your EuroFib-user in "booking->book batch" and can be processed now.





Setting for master data - Overwrite / not overwrite?

Special Programs => System administration => Options BatchImport

Here you decide the import of master data for each field, whether this is to be overwritten or not.



 This field is to be overwritten

 This field is not to be overwritten



Options/settings

Posting => Stack options, tab „Batch interface“

Voucher type If there exists no type of voucher for booking within the batch the one here selected will be used.

Exc. rate table from proposal for the date of the exchange rate table

max.number Errors/warnings If the number entered here exceeds the number of errors / warnings, the process of "Batch booking" will be canceled

Creditor valuta start The maturity date for accounts payable bookings will not be used as "maturity start"

Don't overwrite deb./cred. Fields being sent empty don't overwrite existing values of debtors/creditors (eg. street in the batch empty, but in EuroFib this customer is already registered)



Don't overwrite ledger accounts

Fields sent empty don't overwrite existing values in ledger accounts
(eg. name 2 is empty in batch , but in EuroFib in this general ledger account it is already registered)

assume value date

Are the terms of payment (net days / discount days) empty in the batch, the in EuroFib escrowed terms of payment for the booking will be used

Archive no mandatory

an archive number of the batch protocol must be specified

Protocol

Sort

Sorting of the Protocol
(Default = Position of the stack)

Multiple lines protocol

The protocol is printed multiline with more information
Print (eg. Cost center, cost unit, assignment, ...)

Printout D/C-diff. in Error Log

D / C differences are printed in the error log in any case (even when defined only as a warning)

Selection of the last field printed

Additional information in the last column in a single-line log

Archive protocol

Additional archive for the PDF protocol incl. link in "stack manage" menu

Path empty => Subfolder of EuroFib
(e.g. C:\PwEuro\Programm\pdf\)

Path filled => Your desired folder



Bookings automated / scheduled as a scheduled task (cron job)

Using this variant you needn't start manually the booking process via EuroFib mask, but rather establish it by a „scheduled task“ in your MS Windows operating system. All you need is in advance a parameter file (text file) with the following contents:

Contents of text file (Parameter)	Statement
[Stapel_Batch]	Required fixed text – shows the beginning of the parameter
UserName=BATCH	Here you must specify the booking user with the stacks. You <u>have to</u> activate option „ Windows login “ within the user management for this user!
Klient=9001	Indication of the number of the desired client.
protokoll=	drive + path + filename of the log file. Note: In this register EuroFib requires appropriate rights (file create / change / delete) In this protocol you can find all messages from EuroFib. (e.g. message boxes)

Example of such a parameter file:

```
[Stapel_Batch]
UserName=BATCH
Klient=9001
protokoll=C:\EuroFib\protocols\stapel_buchen_messages.txt
```

In addition to the parameter file you need a file for doing a command-line command (CMD) file:

```
Path + filename of "EuroFib.exe"
space
/par=path + filename of the parameter file
space
/liz=path + filename of EuroFib license file (LICENSE.SES)
```

Example of such CMD file:

```
c:\eurofib\programm\eurofib.exe /par=c:\parameter.par /liz=c:\eurofib\programm\license.ses
```

At the end you just have to create a "scheduled task" in the operating system with the desired settings (start time, etc.) and to declare the previously created CMD file.

For each start of the procedure only ONE stack of this user will be processed!
It's possible to start it parallel multiple times (e.g. each minute).



Notification by e-mail

If you use "Post batch" on a scheduled basis, you can optionally set up notification by e-mail via SMTP:

Options

batch interface | Protocols | Stack import | **Timer**

settings

active ☒
protocol (postings) total
Protokoll (drucken) ☐

Email

Senden ☒
Adresse tn@schmidhuber.com
Art immer

Precondition:

The SMTP settings must be defined under "Special programs => System administration => SMTP - settings" by SUPERVISOR.

SMTP - settings

settings

server smtp.office365.com
Port 587
user login ☒
user office@schmidhuber.com
password *****
encryption TLS
protocol ☒ C:\ASP-Dateien\protokoll.txt
Handover addresses standard
active ☒

user	Name (from)	EMail (From)	copy BCC	HTML
BATCH	Office Schmidhuber EDV	office@schmidhuber.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RECHTE	Office Schmidhuber EDV	office@schmidhuber.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SUPERVISOR	Office Schmidhuber EDV	office@schmidhuber.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Automatical payment allocation of documents

If you wish an automatical OP-Balancing additionally to bookings via batch booking, the possibilities described below are available.

Only for ASCII/TXT:

In the place [283-378] in phrase there is the field "ABEL" (automatic payment allocation of documents). In these 96 points you have the opportunity to send the internal (n) document number (s) 6-digit or 8-digit to be allocated.

Activation of the consideration of this field is carried out under Posting => Stack Options, tab "Stack import".

In addition, you must enable payment allocation per desired document type. (see below) Alternatively, you can also activate the hook on the right, and then each document type is allocated.

For all types:

Basic data => Company index => voucher type, tab "stack"

Here you can activate an automatic allocation per document type.



Two different types are possible:

- **Voucher to book:**

If a booking of this document type is sent in the batch, the following settings for automatic payment allocation are used:

Allocation per	internal voucher number
	External voucher number
	Allocation number

Completed open items	Should allocations be done to completed open items?
----------------------	---

check	Invoice and amount In this case, the amount must correspond to 100% for allocation.
-------	--

If there is no allocation (because the document is not found or the amount doesn't correspond to 100%), the booking is not accomplished! You get an appropriate endorsement in the posting log an appropriate endorsement.

Invoice
In this case only the invoice has to be posted. The amount isn't a criterium for the allocation process (e.g. partial payments)

- **According to Import (Batch Scan)
(see ABEL)**

Valid only for this document type.
The review may also, if necessary, be activated for ABEL.