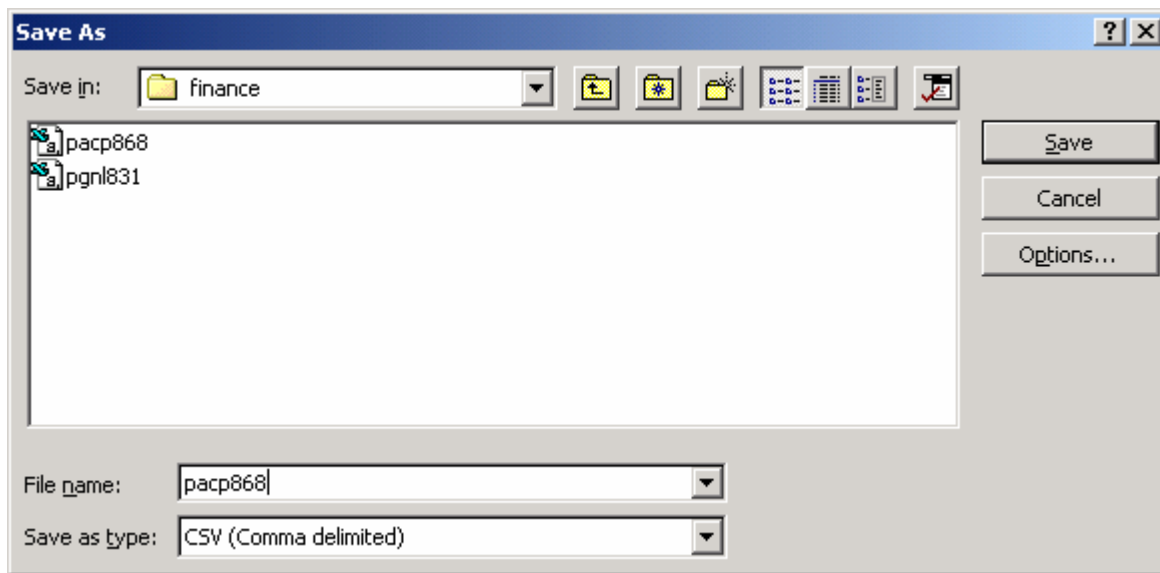


As you complete the entry - all information is collecting automatically in the pacp868 tab in the format and style that CIMS is expecting in the upload.

When you are finished with the entries choose to SAVE. If you forget to do this, your invoice contents will not be saved. This initial save is saving your whole worksheet in Excel format.

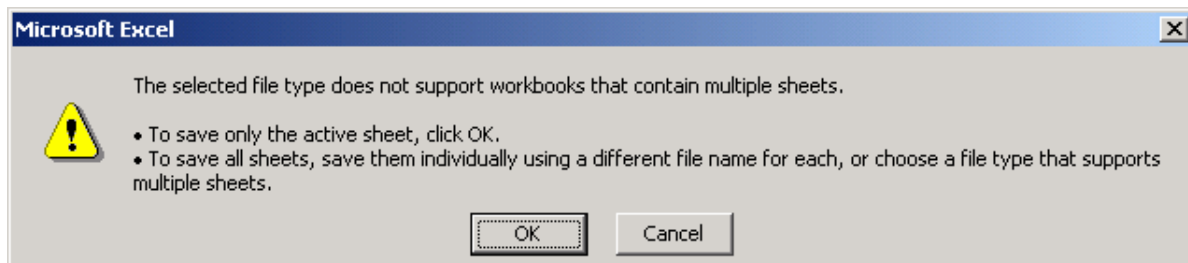
Details of the Save and Upload Procedures:

1. Move to the pacp868 tab - this is the only portion of the worksheet that is important to CIMS.
2. Choose to 'Save As' - This will be saving the pacp868 tab contents only in comma separated format for uploading.



** it is totally OK to overwrite your previous load. Name the file pacp868 and place in the same directory that you house the .fdf file in (more on this later). ALSO, make sure to change the file type to .csv !!

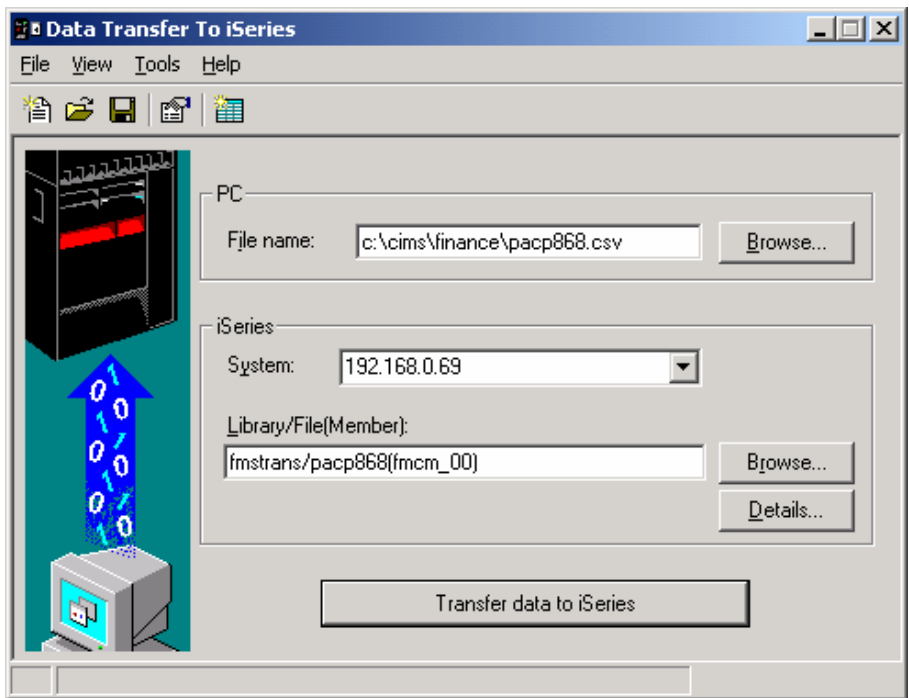
A subsequent message appears indicating that only this sheet will be saved .. TOTALLY OK!



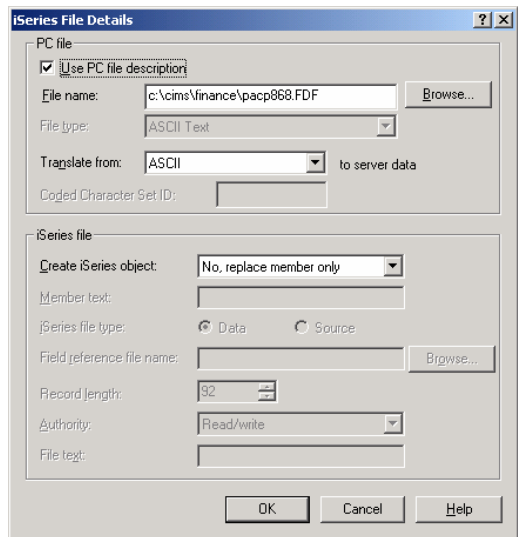
- Next step is to load the pacp868.csv file to a file on the /400 called fmstrans/pacp868(XXXXX00) (Where XXXXX is your client name FMCM,BSD40,MLAKE,STVIT,SEVEN,RIVER,SD23_,SD71_ ...)

** You must not be in the spreadsheet when you ask to upload - an error will occur indicating that the file information is either not found or locked.

The only trick to getting this to work is that all uploads require the data file (pACP868.csv) as well as a definition file (pACP868.fdf). The definition file NEVER changes. It is out there to let the AS/400 know what fields and format are loading. Your IS department can initially create this .fdf. Make sure to house it in the same directory where you will always be saving the pacp868.csv to!

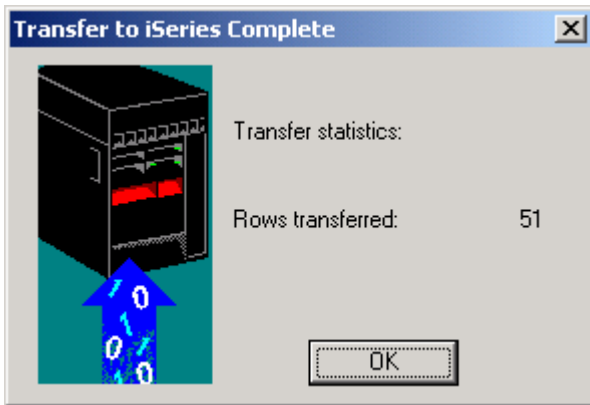


In the details note that:



Field description file has to exist and should be located same area as your pacp868.csv so editing is not necessary for each upload.

When you request to Transfer Data ... you may have to sign-in (to prove you are authorized) And you may get warnings about extra data (JUST SAY OK). You should always get a message indicating 51 rows have been transferred.

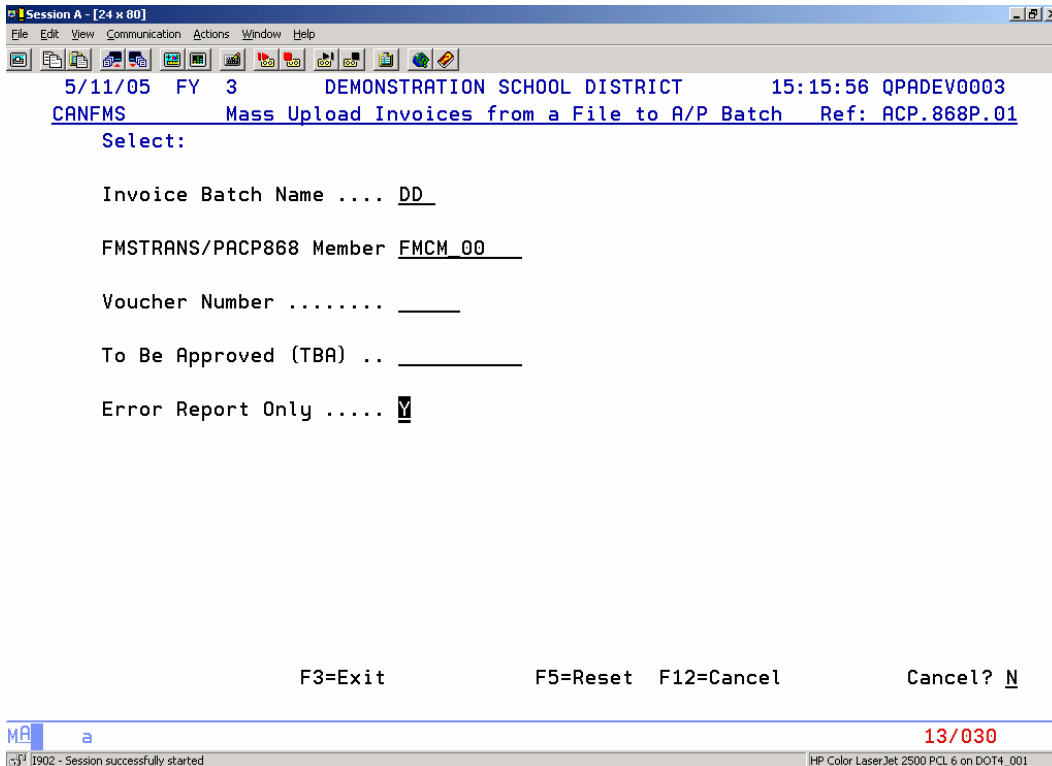


NOTE: If you involve your IS department, they should set this AS/400 process up as an ICON on your desktop to totally automate the upload, ie: you should just have to call the Icon and ask to transfer.

Details - in CIMS How to Load the Data

Ensure that you have a batch ID created that you want to load into (can be empty or already contain invoices)

Use program ACP.868 to load the information.



** Recommend that you run the error report only 'Y' first. This will identify the problems. If there are significant problems - you can fix them on the spreadsheet and reload.

With Error Report 'N' - all 'good' records will load to the batch. Any line(s) having account or Vendor or Tax errors will not load.

You should also be looking to the error report also for consistent batch totals!

ERROR REPORT:

```

Session A - [27 x 132]
File Edit View Communication Actions Window Help
[Icons]

Display Spooled File
File . . . . . : OACP868                               Page/Line 1/2
Control . . . . :                               Columns 1 - 130
Find . . . . . :
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3
Ref: ACP.868      DEMONSTRATION SCHOOL DISTRICT      Page 0001
Date: 5/11/05    MASS UPLOAD INVOICES ERROR REPORT
Time: 15:23:47   ** ERROR REPORT ONLY **

-----
Invoice      Vendor                Quantity  Unit Cost  Description/Account      Error
-----
123488      105 A & B RENTAL CENTRE  16.0000   8.0000    OTHER ITEMS              BAD ACCT
                                           9.1100

# OF RECORDS =      2
TOTAL AMOUNT =     114.00
TOTAL ERRORS =      1

F3=Exit  F12=Cancel  F19=Left  F20=Right  F24=More keys

Bottom

MS  a                               03/022
I902 - Session successfully started  HP Color LaserJet 2500 PCL 6 on DOT4_001
  
```

Technical Notes:

1. You cannot have the same Invoice Number with different Vendors in a single batch.
2. Due date is left blank
3. Posting date auto-fills with invoice date