

Import Data

Reimbursive Travel Transactions



Before You Use This Import

Ensure that you have made a backup for the current company,

Make sure that ALL operators are out of the company. If they are not, data files may be corrupted, and all actions might not be completed as expected.

General Consideration

- All fields must be Comma separated (CSV format).
- Please note that NO fields may contain commas.
- All fields with values **MUST** include 2 decimal characters.
- File name can be a maximum of 12 characters – including the file extension. (E.g. TR042018.csv)
- The relevant file is imported per company. No simultaneous multiple company imports are possible.
- Values in the import file will create a Reimbursive Travel Transaction and the calculated Total will reflect on the Payslip Screen as part of the employees Earnings for the month. Values will accumulate on the Payslip Screen. Transactions can be viewed on the Payslip Screen of the Employee – RT button.
- Treat all fields as mandatory unless differently specified – look out for the note on the items marked with a ★
- In order use the Reimbursive Travel Transaction Import, Advanced Access Control must be set to Full Access for Batch Entry/Import (Advanced Page 3).

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1.0 File Layouts

1.1 Layout

1.1.1 Family Transactions: Transaction Record

Field Description	Format	Valid Options	Example / Comments
Record ID	AN 1	Value "D"	To indicate a detail record
Company number	N 3		001
Layout Indicator	AN 1	Value "%"	To indicate a Reimbursive Travel Transaction Batch
Employee Code	AN 8		Not applicable when employee is set to Wage Regulating
Earning Line Number	N 2		Earning line as defined on the Earing Definition Screen. IRP5 code for the line must be 3702 or 3703
Date	N 8		yyyymmdd or ddmmyyy

Date format must align with the company's date format

★ Compensation Rate	N 3.2		999.99 Ensure that you include 2 decimal characters if a value for this field is supplied
★ Kilometers	N 4.2		9999.22 Ensure that you include 2 decimal characters if a value for this field is supplied
★ Total	N 6.2		999 999.22 Ensure that you include 2 decimal characters if a value for this field is supplied
Comments	AN 50		Optional Field
End of Record Indicator	AN 1	Value "F"	F

Please Note: For the successful creation of a Reimbursive travel transaction you must supply two of the following three items (indicated with a ★ on the layout): Kilometres, Compensation Rate or Total

1.2 Reimbursive Travel Transaction: Example File

Data in Excel

	A	B	C	D	E	F	G	H	I	J	K
1	D	300	%	001	8	20180430	9.00		36.00		F
2	D	300	%	001	9	30042018		200.00	468.40		F
3	D	300	%	001	12	30042018	5.00		9000.00	Away Trip - North West	F
4	D	300	%	001	13	30042018	2.50		2000.00	Heidelberg	F
5	D	300	%	002	8	10042018	3.40	90.00		Menlyn - Woodmead - Menlyn	F
6	D	300	%	003	9	15042018	2.50	150.00		Menlyn - Secunda - Menlyn	F

Data saved as csv file

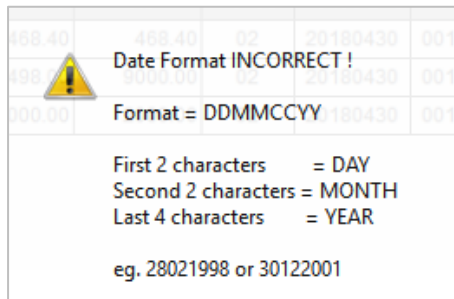
```

TR042018.csv - Notepad
File Edit Format View Help
D,300,%,001,8,20180430,9.00,,36.00,,F
D,300,%,001,9,30042018,,200.00,468.40,,F
D,300,%,001,12,30042018,5.00,,9000.00,Away Trip - North West,F
D,300,%,001,13,30042018,2.50,,2000.00,Heidelberg ,F
D,300,%,002,8,10042018,3.40,90.00,,Menlyn - Woodmead - Menlyn,F
D,300,%,003,9,15042018,2.50,150.00,,Menlyn - Secunda - Menlyn,F
  
```

2.0 Invalid Data/Errors/Warnings

2.1 Error Messages on Screen

If the date format differs from the format of the company you are importing to, you will get the message below:



2.2 Error Report

All the employees who did not import will print on this list with a message as to why they did not import.

2.2.1 Possible Errors with Reasons

Error Message	Explanation
Invalid end of line character. Expect 'F' found ' '	The file length is incorrect.
Invalid transaction date	The date format in the file does not match the company's data format
This Earning line is not associated with Reimbursive Travel - xx	Imports for Reimbursive Travel can only be done to Earning lines linked to IRP5 code 3702 and/or 3703. You are trying to import to a line linked to a different IRP5 code or no IRP5 code. "xx" refer to the incorrect line number in the file
The company is not the same as current company – xxx	The company number in the file differ from the company that you are trying to import the file too. 'xxx' refer to the incorrect company number in the file.
Layout indicator not a Reimbursive Travel Batch - x	The Layout indicator should be % for a Reimbursive Travel Batch. 'x' refer to the incorrect layout code in the file,
This employee is not on file	The employee number does not match any of the employee codes in the company

2.2.2 Error Report: Example of Messages

Line	Employee	Error Message	Batch Number
001	001	Invalid end of line character. Expect 'F', found ' '	0001
001	001	Invalid end of line character. Expect 'F', found ' '	0001
001	001	Invalid transaction date	0001
001	001	This Earning line is not associated with Reimbursive Travel - 02	0001
001	001	The company is not the same as current company - 939	0001
001	001	Layout indicator not a Reimbursive Travel Batch- @	0001
001	1003	This employee is not on file	0001