



Jury to Financial Import Program

Computer Arts, Inc., is pleased to announce the completion of the Jury Import Program.

The following pages detail the setup and use of this program. This is a two step process that allows users to import the Juror vendor and payment information from ISTARs into the Financial system for payment.

The specifications are as follows;

Two Step Import Process

1. Create the vendor in the vendor file
2. Create the claim to pay the vendor (Juror)

Vendor Import

- After importing, the program will check the vendor name and see if a vendor with that name already exists in the Financial program.
 - If vendor exists – Brings the vendor to the screen for the user to review the vendor in financial and allow the user to update the vendor if needed.
 - If the vendor doesn't exist – Create the vendor

Keep the vendor number that is either assigned by the employee or the new vendor number because you will need it to create the unpaid claim.

Create Unpaid Claims

- Add a control field to house the fund, dept, acct and sub account for claims to be paid out of (**Nez Perce account is 8-0-526-0**)
- Field Mapping
 - Vendor Number = Either new or the one the import found
 - Invoice Date = Column 4 from import file
 - Ref # = Column 2 from import file
 - Amount = Column 3 from import file
 - Description = Column 9 from import file


We appreciate the opportunity to work with you in helping to create a productive tool for your users. If you have any questions, please feel free to contact us.

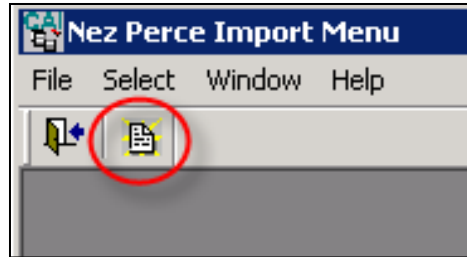
Import Program

Custom Development - Create a two step import that will import Juror vendors from ISTARs into Financial if needed and then pay them for their Jury service

Setup

Setup of the Accounts and Batch Numbers related to the Jury Payments.

From the *Import Menu* select the  **Import Jury File** icon

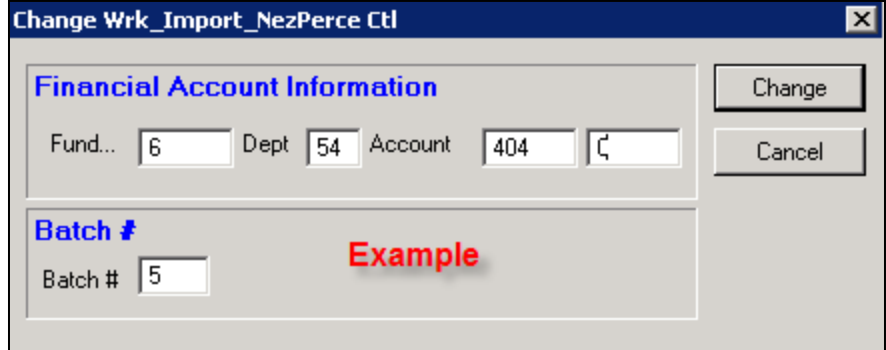


The *List Wrk Import NezPerce* will display,


The first time the Import Program is used an account and batch number will need to be entered. Select the  **Edit Fund Information** icon

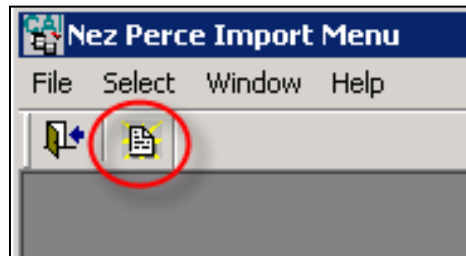


Enter the Fund\Department\Acct\Sub-Account that the Claims will be paid out of and the Batch number that will be assigned to the imported Claims., Select the **Change** button

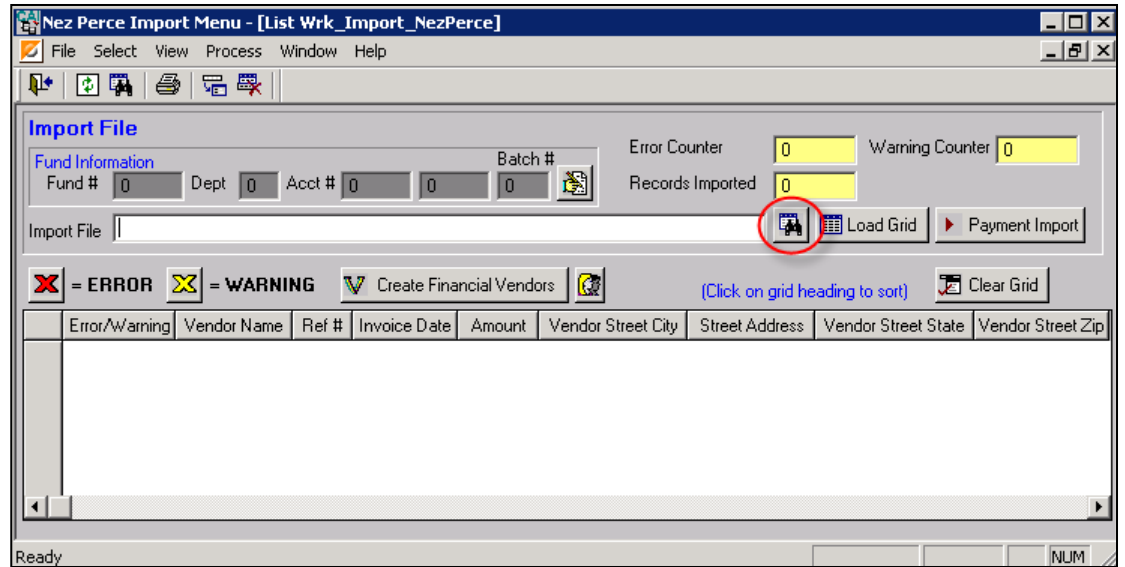


Import

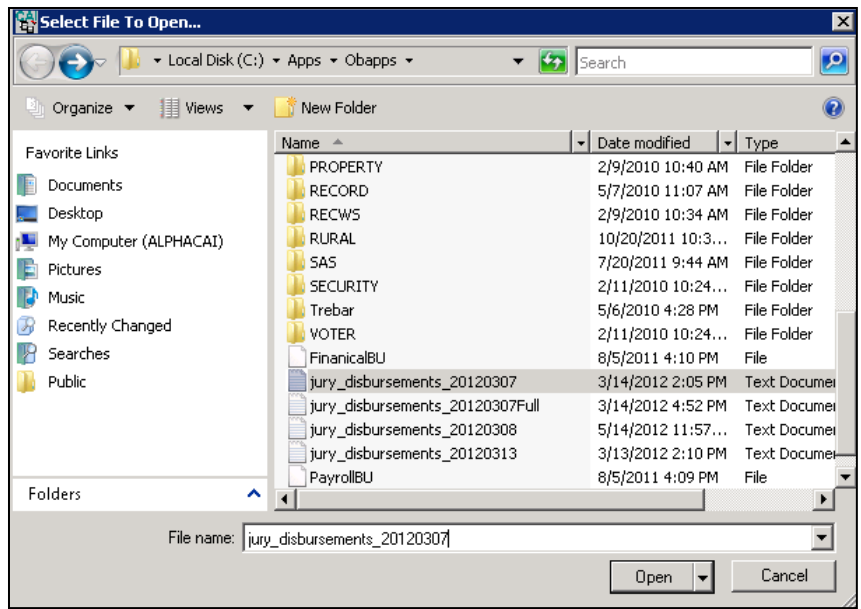
From the *Import Menu* select the  **Import Jury File** icon



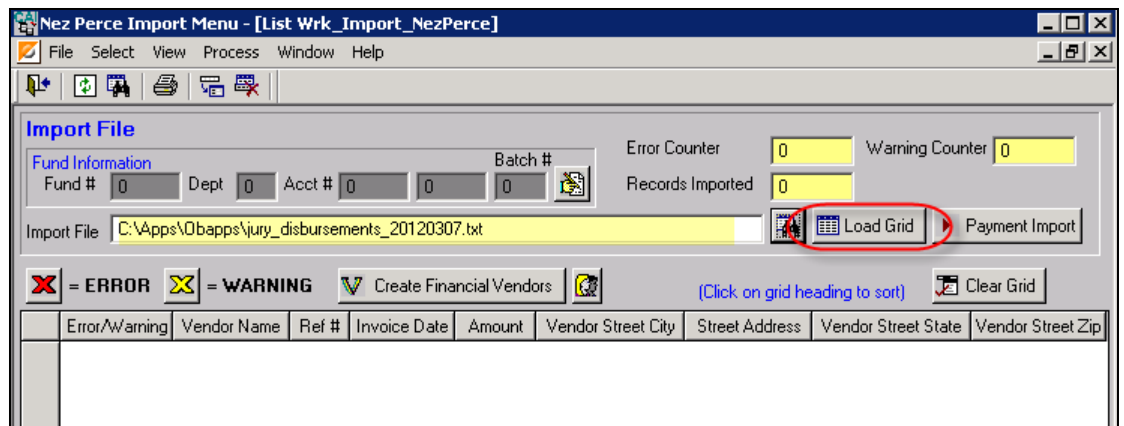
To import the file for processing select the **Browse Import File** icon




Locate and select the file to import and click on the **Open** button.



The location will be displayed in the Import File field, select the **Load Grid** button




The panel will display the list of Vendors and related information in the grid and show any errors.


 = Errors:

 = Warnings:

 Create Financial Vendors = Creates Vendors in the Financial Software program


 = Displays the Vendor Display panel from the Financial Software program

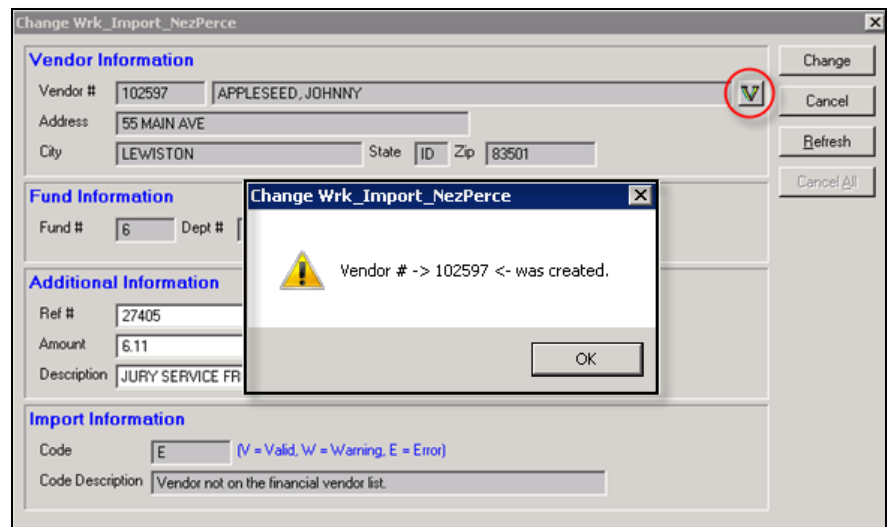
 Clear Grid = Clears the Grid

 Payment Import = Imports the Claims into the Financial Software Program

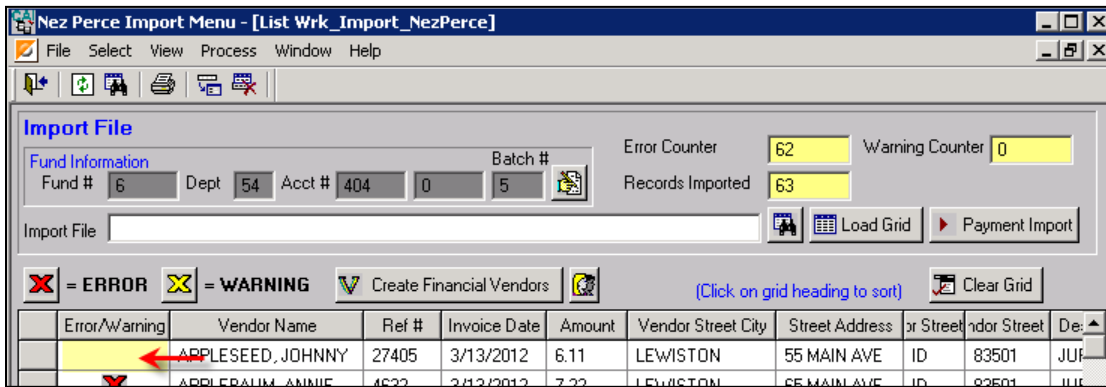
Error/Warning	Vendor Name	Ref #	Invoice Date	Amount	Vendor Street	City	Street Address	or Street	ndor Street	De:
X	APPLESEED, JOHNNY	27405	3/13/2012	6.11	LEWISTON	55 MAIN AVE	ID	83501	JUF	
X	APPLEBAUM, ANNIE	4632	3/13/2012	7.22	LEWISTON	65 MAIN AVE	ID	83501	JUF	
X	DOD, SCOOBY	33090	3/13/2012	38.30	KENDRICK	365 DISNEY R	ID	83537	JUF	
X	MOUSE, MINNIE	10766	3/13/2012	5.56	LEWISTON	655 WARNER	ID	83501	JUF	
X	MONTANA, HANNA	5344	3/13/2012	9.44	LEWISTON	859 SONG CT	ID	83501	JUF	
X	SMITH, JOHN	11664	3/13/2012	10.55	LEWISTON	9658 7TH ST	ID	83501	JUF	


To Edit a vendor, double-click on the vendor in the grid, the *Change Wrk_Import_Nezperce* panel will display. The Ref#, Amount, Invoice Date and Description can be changed

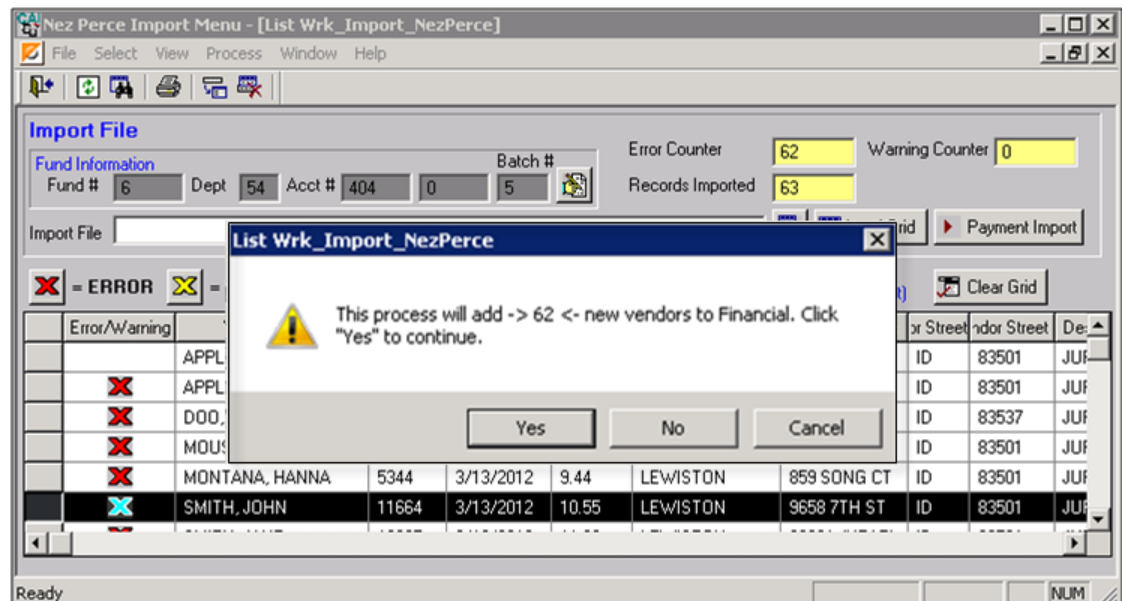
To individually accept this vendor into the Financial System, select the  Vendor icon, a notification will display with the Vendor # assigned when created, select the **OK** button then the **Change** button



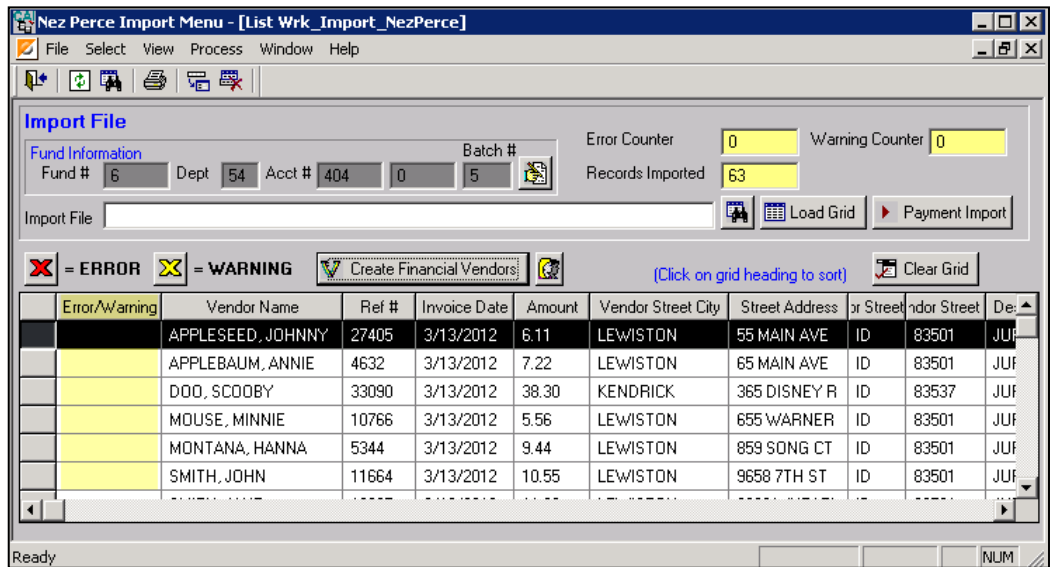
The Error associated with the Vendor in the import grid will clear



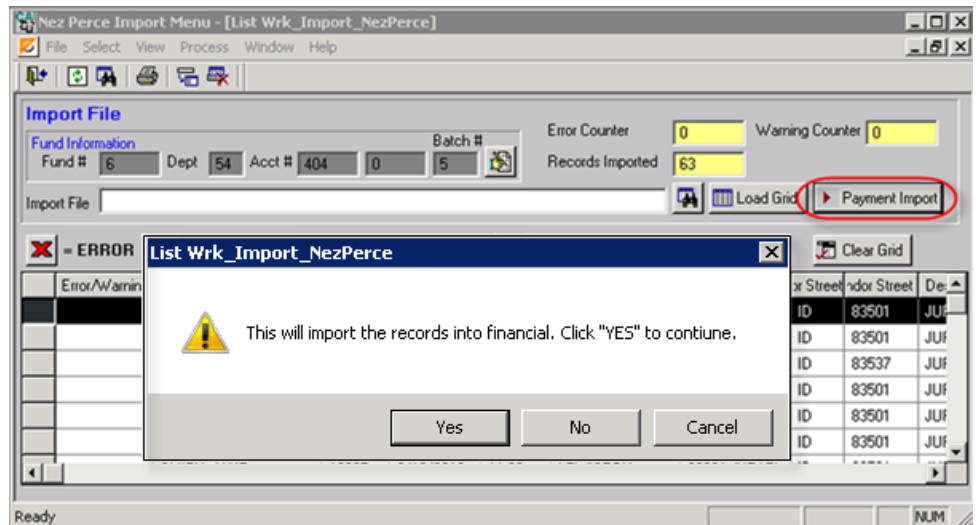
To mass create all vendors into the Financial Software, select the  **Create Financial Vendors** icon, the vendors will be created and notification will display with the number of vendors added, select **Yes** to accept or **No\Cancel** to return to the *List Wrk_Import_Nezperce* display



When all Vendors have been created, the Error/Warning column will be clear of any Errors.



Once all Errors and Warnings have been addressed and the data is ready to be imported into financial, select the **Payment Import** button, a notification will display, select **Yes** to import into financial or **No/Cancel** to return to the *List Wrk_Import_Nezperce* panel without importing.



After the records have been imported, a notification will display that it successfully exported claims information into the Financial Software Program.

