

# Micropay Professional

## Data Import

Please contact your supplier or support centre if you have any queries regarding this function before attempting to import any data, as this is a complex process

The Data Import option under the miscellaneous menu will allow you to import information from other files into the payroll system. The files used for the import procedure are **.IMP** and **.CSV** (\* represents the name of the file, and has a maximum length of 8 characters)

\*.IMP files will contain the fields you wish to import into the payroll and the \*.CSV files will contain the data that you wish to import.

### \*.IMP File

The \*.IMP file will specify the database files to be imported into the payroll and can be created using a text editor, either Notepad or Wordpad. The following is an example of a \*.IMP file using just one table, although more than one table can be used.

```
[tables]
table1=Employee

[Employee]
record=EMPLMAST
key=EMPLOYEE
field1=employee
field2=name
field3=first
field4=addr1
field5=addr2
field6=addr3
field7=addr4
data=C:\MICWCUSVER700\TEMP.CSV
create=yes
blank=yes
decimals=yes
audit=yes
verbose=yes
```

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Example explained:

```
[tables] (Must appear on the 1st line)
table1=Employee (specifies the file you wish to update)

[Employee] (The Database file to be updated)
record=EMPLMAST (The record to be updated)
key=EMPLOYEE (The tag key of the file, refer to note 1)

field1=employee (employee number)
field2=name (employee surname)
field3=first(employeefirstname)
field4=addr1 (address line 1)
field5=addr2 (address line 2)
field6=addr3 (address line 3)
field7=addr4 (address line 4)

data=C:\EXAMPLE.CSV (the location of the .CSV file)
create=yes (An entry of No/Yes/Only, refer to note 2)
blank=yes (An entry of No/Yes/, refer to note 3)
decimals=yes (An entry of No/Yes/, refer to note 4)
audit=Yes (Will record import info on an audit file)
verbose=Yes
(Should be set to yes, will ensure any errors are recorded)
```

## Note 1

Key= (the tag key of the file)

A tag determines the ordering that the records in a data file should be presented in. The information that this ordering is based upon is called an index key (\*.cdx file), and this file defines the index key for each record. This key is assigned to the tag key, "employee" in the above example. In the case of the Employee Master file, the search key is simply the "employee". The import module reads the search key from the index key, records are searched linearly using the defined key in the import file, and if a record is not found in such a search, it is either created or ignored.

## Note 2

A create condition:

No - Only existing records are updated, new records will not be created. Yes – All records are updated, whether they exist or not

Only – Only records that did not previously exist are updated

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## Note 3

A blank condition:

No – If a blank condition has been inserted into the **.CSV file for a particular field, the value for this field in the database (.DBF) file remains the same, the field is not updated.**

Yes - If a blank condition has been inserted into the **.CSV file for a particular field, the value for this field in the database (.DBF) file will be updated with a blank/null value.**

## Note 4

A decimal condition:

No – The values that you are importing into numeric fields are displayed in cent in the \*.CSV file (i.e. 110 instead of 1.10)

Yes - The values that you are importing into numeric fields are displayed as decimals figures

### **\*IMP file – Data Validations and Limitations**

1. The import function will generate an error and abort the process if any of the Key words are incorrectly spelt or omitted from the import file. The main entries being:

[Table]

Table 1

Table2 etc,

**For each table entry you will have the following section**

[\*\*\*\*\*]

Record

Key

Field1

Field 2 etc,

Data

Create

2. The Table and field entries must follow the sequence \*\*\*\*\*1, \*\*\*\*\*2, \*\*\*\*\*3, etc
3. Spaces are permitted between assignments of Tables/fields (i.e. spaces are allowed before/after the '=' operator).

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4. Blank lines are not permitted in the first column of this file
5. If a table has been assigned to nothing, but there is a valid selection for it in the import file the program will be aborted
6. If a table has been assigned to nothing, it is ignored by the import – this is the same as assigning it to NULL.
7. If a field has been assigned to a value that doesn't appear in the database file (i.e. it may have been misspelt) this is treated as if it has been assigned a NULL. A message will appear in the monitor file
8. There is no limit to the number of tables that you may define in the import but for each table you may only define up to 128 fields.

## **\*.CSV File**

The \*.CSV file may also be given any name, but the file must have an extension of .CSV. The \*.CSV file contains the new data which will be imported into the payroll database. The content of the **.CSV file must be created by using external resources, i.e. excel, and must correspond with the fields defined in the \*.IMP file**, or else the payroll will be updated with incorrect information.

The following is an example of \*.CSV file

001, Smith, Sam, Waterstone House, Nice Town, Moycullen, Galway,  
002, Jones, Bill, 3 River Dale, Nice Street, Nice Town, Dublin 20

The above file matches the fields with the corresponding \*.IMP file:

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```
field1=employee  
field2=name  
field3=first  
field4=addr1  
field5=addr2  
field6=addr3  
field7=addr4
```

## Data Validation and Limitations

If the data that is being imported is longer than its defined length in the payroll then the following occurs.

### Date

- If the date is incorrect a blank date will be imported in its place. The user must correct the record field in the CSV file and run import again.

### String

- The extra character to the end of the string is cleared and the truncated version of the string is imported

### Numbers

#### Decimals

- If there are extra digits after the decimal point then the figure is rounded up/down to the nearest number of digits allowed.

#### Whole Numbers

- The extra digit at the beginning of the number is cleared and the truncated version is imported into the database.

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## Valid Entries

Any mandatory fields for Micropay Professional that are being used during the import are all validated against (Pay\_Type, Pay\_Method). If an invalid entry is being imported, it will be ignored and the field is not updated in the database.

If a Dept/Cost Centre/Bank/Job/Location code has been created, it will have only been created in the Employee Master File, not at a company level. Bank codes may be entered in the \*.CSV file as "99-99-99" or "999999".

If the CSV file has more fields per record than is defined on the IMP file, then the extra data is just ignored by the import. The import is just concerned with the fields that match the corresponding entries in the import file.

There is a limit of 2048 (including commas) characters/digits for each record line in the CSV file. Once the limit is reached the rest of the line is ignored.

## Monitor File

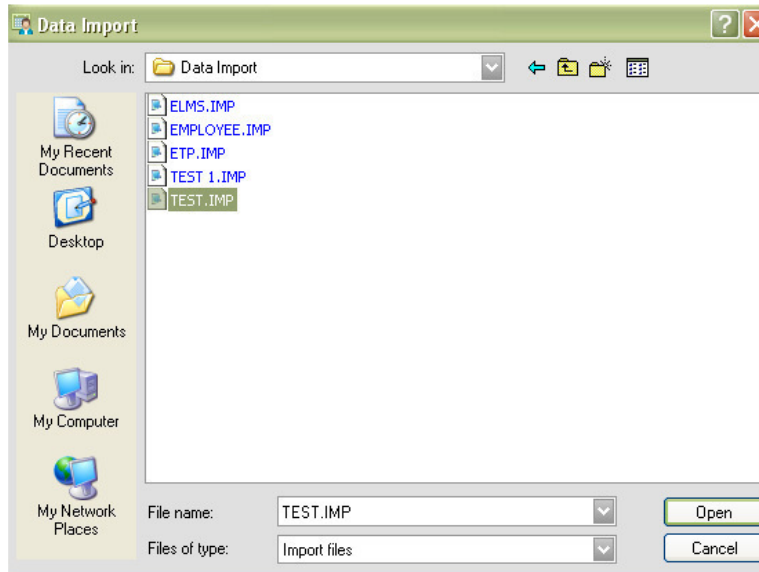
If there have been any warnings or errors during the import, they are written to a monitor file (micwimp.mon).

This file is contained in the company folder and may be viewed at any stage with a text editor.

## To Import Data

1. From the Miscellaneous menu, select the Data Import option
2. Click on the specific file you wish to import and select OK

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3. Once the data has been imported, ensure to check that all details have been imported correctly by viewing a specific employee details etc.
4. If any warnings/errors have been detected, you will be prompted to view the monitor containing these warnings/errors, we advise you to view the monitor in all cases

**If you have any further questions please contact your support center on 1890 88 20 60**