



LandTrack Systems

by v-biz.net

Software tools that take the nightmare out of tenement compliance and land acquisition - Quadruple your productivity or your money back.

# **Expenditure Watch Training Webinar #2**

## **Data Importing and Review**

**Wednesday 26<sup>th</sup> October 2011**



## Expenditure Watch Data Importing and Review Overview

- There are three (3) sets of data to import into Expenditure Watch:
  - Tenements
  - Expenditure
  - Activities (Chart of Accounts)
- What is the procedure for importing these sets of data?
- What is an import map and how do I set one up?
- What do I need to review after I've imported the data?
- Recommended monthly routine
- Question and Answer Session



## Data Importing Procedure

- Ensure the spreadsheets you import for each of the datasets contains the required column information:
  - Tenements - Tenement ID | Region | Project | Responsible Party
  - Expenditure – Date | Tenement ID | Cost/Activity Code | Transaction Description | Amount)
  - Activities - Cost/Activity Code | Activity Name | Account Set
- Setup the relevant dataset according to each set type
  - Setup relevant maps (details on next slide)
- Import Data



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## Data Importing Form

### Sample Import/Update Activities Form

**Import / Update Tenements [Active Only]**

Select Import: Show All  
Demo Tenements loaded 22-Aug-11 [New]

**Import Settings:**  
Name: Demo Tenements [Active] [Party]  
Source: GeoSearchReport-110822.xlsx  
Sheet: WAAllTenements [Browse] [Open]  
Update Links on Open: [ ]  
Import Map: Tenements: Demo Map [Edit]  
Import Date Range: [ ]  
description: [ ]

**Import Results**

fileDate	22-Aug-2011	noEntries	274
loadDate	22-Aug-2011		

[Import History] [View Data]

[Clear Dataset] [Import Now]

**Import / Update Activities [Active Only]**

Select Import: Show All  
Demo COA loaded 25-Oct-11 [New]

**Import Settings:**  
Name: Demo COA [Active] [Party]  
Source: I:\Clients\Demo\ExpWatch\COA.xlsx [Browse] [Open]  
Sheet: Sheet1 [Browse] [Open]  
Update Links on Open: [ ]  
Import Map: Activities: Demo COA Map [Edit]  
Import Date Range: [ ]  
description: [ ]

**Import Results**

fileDate	25-Oct-2011	noEntries	23
loadDate	25-Oct-2011		

[Import History] [View Data]

[Clear Dataset] [Import Now]

Record: 1 of 1 [No Filter] [Search]

**Import / Update Expenditure [Active Only]**

Select Import: Show All  
Demo Trans loaded 25-Oct-11 [New]

**Import Settings:**  
Name: Demo Trans [Active] [Party]  
Source: I:\Clients\Demo\ExpWatch\Transactions.xlsx [Browse] [Open]  
Sheet: Sheet1 [Browse] [Open]  
Import Mode: Replace [Update Links on Open: [ ]]  
Import Map: disbursements: Demo Expenditure Map [Edit]  
Import Date Range: From [ ] to [ ]  
description: [ ]

**Import Results**

fileDate	25-Oct-2011	noEntries	198
loadDate	25-Oct-2011	firstEntryDate	06-Feb-2007
		lastEntryDate	15-Jul-2011
		Total	\$208,430.00
		Total ex GST	

[Import History] [View Data]

[Duplicates] [Clear Dataset Date Range]  
[Distribute Expenditure] [Clear Dataset] [Import Now]

Sample Import/Update Tenements Form

Sample Import/Update Expenditure Form



## Sample Import Maps

Import Maps are used to import spreadsheet data correctly into the relevant internal table columns in Expenditure Watch.

Map Name: Demo Map Description: From Schedule Image Tenements  
Map Type: Import  
Destination: Tenements Header Row: 1  
AccountSet:   
Pre-Processor:   
Get Columns  
Browse

se	ct	Label	intField	conversion	options	enable	options
10	G	Holdings	respPartyID	partyID		<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	H	gs_area				<input type="checkbox"/>	<input type="checkbox"/>
12	I	gs_cx				<input type="checkbox"/>	<input type="checkbox"/>
13	J	gs_cy				<input type="checkbox"/>	<input type="checkbox"/>
12	K	Tenement ID	tenID			<input checked="" type="checkbox"/>	<input type="checkbox"/>
		RegionID	Set	WA		<input checked="" type="checkbox"/>	<input type="checkbox"/>
*						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Sample Tenement Import Map

Map Name: Demo COA Map Description:   
Map Type: Import  
Destination: Activities Header Row: 1  
AccountSet:   
Pre-Processor:   
Get Columns  
Browse

se	ct	Label	intField	conversion	options	enable	options
1	A	accountSet	accountSet			<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	B	costCode	costCode			<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	C	activityName	activityName			<input checked="" type="checkbox"/>	<input type="checkbox"/>
*						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Sample Activities Import Map

Map Name: Demo Expenditure Map Description:   
Map Type: Import  
Destination: disbursements Header Row: 1  
AccountSet: eglMYOB  
Pre-Processor:   
Get Columns  
Browse

se	ct	Label	intField	conversion	options	enable	options
1	A	workDate	workDate	Date		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	B	Tenement ID	tenID	tenid		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	C	Cost Code	activityID	ActivityID		<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	D	description	description			<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	E	amount	amount	Money		<input checked="" type="checkbox"/>	<input type="checkbox"/>
*						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Sample Expenditure Import Map



## Import Maps: Internal Field Mapping

See below for the mapping between the three dataset types and internal fields.

<b>Tenement Spreadsheet Item</b>	<b>Internal Field in <u>Tenements</u> Table</b>	<b>Conversion Type</b>
Tenement	tenID	
Project	projectID	projectID
Responsible Party	respPartyID	partyID
Region (ie. State)	RegionID	region OR Set (and WA in option column) if no region item in spreadsheet

<b>Activity (COA) Spreadsheet Item</b>	<b>Internal Field in <u>Activities</u> Table</b>
Cost Code	costCode
Activity Name	activityName
Account Set	accountSet

<b>Transactions Spreadsheet Item</b>	<b>Internal Field in <u>disbursements</u> table</b>	<b>Conversion Type</b>
Date	workDate	Date
Tenement	tenID	tenid
Cost Code	activityID	ActivityID
Description	description	
Amount	amount	Money

**NOTE: These are TYPICAL examples only and may not apply to your specific datasets**



## Import Map: Example of How Internal Field Mapping Works

Example of a single transaction import:

Expenditure Spreadsheet

workDate: 30/07/2011

Import using Date conversion type

Tenement ID: M 39/00625

Import using tenid conversion type

Cost Code: E1150

Import using ActivityID conversion type

description: generated

Straight Import No Conversion

amount: \$75.00

Import using Money conversion type

Expenditure Watch disbursements Table  
\*New ID\*

workDate: 30/07/2011

tenID: 141; jobCode: M39/00652

activityID: E1150 - Environmental

description: generated

amount: \$75.00

**NOTE:** Should the Transaction Export be in an awkward structure – A **Pre-Processor** may be required to manipulate the data into an easily importable structure first



## Import Map: Conversions

Available Conversion	Description	Available Conversion	Description
QuickenAccount	quicken account number: format "6915 - Annual Tenement Rent"	categoryID	maps to an expenditure category, creates if not there
ActivityID	match to an activity code in expwatch	partyID	maps to a responsible party, creates if not there
activity2	combines two fields to make an activity code, separated by a -, options has column offset	region	maps to a region for the tenement
tenID8	Converts an 8 digit tenement ID for expenses	Date	converts a date
QuickenClass	used to ID tenements: "Sunday Project:Malcolm Creek:P37/5909"	Set	Sets a value to options
tenid	straight tenement ID lookup for expenses	expBreakdown	calculates a sub-total of expenditure using a filter
QuickenDate	american date format for quicken exports	mSum	sums amounts in a query f:field; q:query; w:where #tid# is tenement
Money	converts a money value	costCode	converts a cost code to tenement ID using codes supplied to tenements
MoneyAddGST	converts a money value and adds GST if the activity type includes GST	afterLast	takes string after the last specified char, default a dot, as the activity code
projectID	maps to a project, creates it if not in expWatch	userID	maps to a UserID (worker), creating if not found





## Import Review

The “ImportSource” worksheet

- Copy of original worksheet containing original data
- Rows NOT imported are highlighted in RED
- Additional Column “Import Errors” created to indicate the reason the data from the row was not imported

Import Error	Description
TenID missing	could not locate a tenement id. This usually is because it is a non-tenement expenditure detail
TenID invalid	the job/tenement id field was not empty but it wasn't in a recognisable format. This usually indicates that money has been allocated to a project code, rather than an individual tenement.
Tenid unknown	the job/tenement id field is recognisable tenement id, but there is no tenement of that name in Expenditure Watch.
TenID Code unknown	similar to above, except that you are using a job code to identify the tenement rather than the tenement ID itself. Either the job code is wrong or it is missing.
Activity Missing	the row is missing the activity code
Unknown cost code	the activity code is not in Expenditure Watch. If it is for legitimate expenditure and not an error, you will need to add it to Expenditure Watch.
Out of date Range	the transaction date is outside the expected import date range

**REFER to section 4.1.1 Review audit results in the Excel source file for extended descriptions**



## Import Review

--- IMPORTANT ---

A review must be completed after any import to ensure no data has been left un-imported

### Re-Importing

Should there be any errors that have been addressed and fixed from the Import review, the spreadsheet will need to be re-imported for the data to be import correctly



## Recommend Monthly Routine

- Check for updates: Click Help → Check for Updates
- [Manage...] → Import/Update Tenements (if required)
  - Review errors in ImportSource Sheet and re-import if required
- [Manage...] → Download from MTO → Refresh All Tenements
- [Manage...] → Import/Update Activities (if required) or update manually
  - Review errors in ImportSource Sheet and re-import if required
- [Manage...] → Import/Update Expenditure
  - Review errors in ImportSource Sheet and re-import if required
  - Recommended strategy: Create/Maintain one (1) dataset for each financial year. Generate an export from your accounting system every month that contains all the data from 1<sup>st</sup> July that financial year. Use that export spreadsheet to overwrite the transactions imported from the previous month.



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# Question and Answer Session



## Expenditure Watch Training Topics

- Expenditure Watch Settings and Support
- Using Tenement Filters and Expenditure Adjustments
- Form 5, Group Expenditure Exemption and Custom Reports
- Group Expenditure Tracking and Reporting

Please send me a chat message if there are:

- topics not listed above you may like to see
- Specific items within the above topics you would like to cover



# Thank You!

for attending our second Expenditure Watch webinar and helping to make it a great success...

Please take the next few minutes to provide us with feedback on this session in the survey you will receive on exit