The Multi-View CYMA/F9 User Guide

SYSTEM MANAGER
General Import
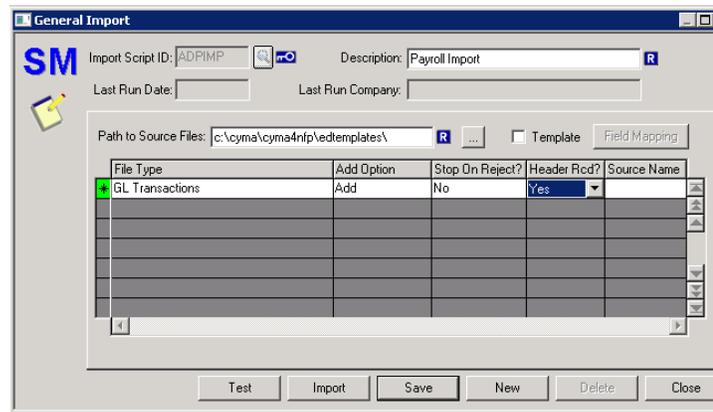http://www.multiviewinc.com/cyma-sm-importing

PURPOSE
The CYMA import tool pulls data into CYMA directly out of Excel, saving time and preventing entry errors.

CYMA can import a variety of data including
- GL Accounts
- GL Transactions (Entries)
- Accounts Payable Vendors
- Accounts Payable Invoices
- Payroll Module Employees
- And More

GENERAL IMPORT
In the SYSTEM MANAGER Module, go to GENERAL IMPORT to import data into CYMA.

While CYMA can perform many types of imports, this guide will cover the most-used function—GL Transaction only.

You will have a spreadsheet that may look something like this

The first column is a required field in CYMA General Imports. You can add a column and supply it if necessary. While you can use GJ, it's wise to create a specific Journal ID for certain similar transactions. It makes them easy to find and review in CYMA reports.

The file will need posting date, account number, value and description. Other information can be imported but is not required.

Confirm that the debits, indicated by the positive values equal credits, indicated by negative values. You can do that quickly by highlighting the range of values and looking at the sum. If it's zero, then you're good—your debits equal your credits.

CYMA imports from CSV files. Perform a 'save as', and convert the file to a CSV file. Name the CSV file with 8 or fewer characters and place it where you can easily locate it.

Highlight 5 or 6 rows at the bottom of the file and delete those rows. This action provides CYMA with a good end of file marker—so CYMA will know when to stop importing. Close and save.

Open CYMA, go to the System Manager Module and go to System, General Import. Typically you would choose your Import Script ID here and import your data.

If you have not yet created an import script ID
- Click new
- Type in the name of your script ID—we'll use the same name as our Journal ID: ADPIMP for ADP import.
- Tab over and provide a description to help you distinguish between various script IDs—we'll put **ADP Payroll Import**
- Now click on the little button with the ellipse in it—we're going to locate the folder where the import file is. Navigate to and choose the folder (notice you can change drives in the lower field) and click select. (If you keep your import file in the same folder, you won't have to do this but once.)
- Go to the top gray box right under the term "File Type". Here we'll tell CYMA what we want to import. See how we can choose GL Accounts, or AP Invoices? But we're choosing simple GL Transactions. Select.
- Move on to the next field. It says "Add". Leave it alone. You always want this field to say "Add."

- In the next field we can tell CYMA if we want the import to stop if any part of the import is rejected. We have the choice of the import skipping the rejected line or stopping altogether. You can leave this at "NO", but you must always run a test before import. If I'm going to get rejections, I want to see them all at once. Not one at a time.
- Header record. If your Excel file has headers, say yes. Otherwise put no.
- Click at the right side of the Source Name box. You get a drop down showing each CSV file in the folder. Select the file you wish to import.
- Map CYMA to our cells. Click on the green star to highlight the line. Then click the "Field Mapping" button. A new screen appears. Look first at the window on the right. Look at the arrow under the window. We can move forward and backward to see each record in our file. Use this to re-confirm the date—that's a good indicator to me that I've chosen the right file.|

There are three keys to successful imports of any kind

1. CSV file with an end of file marker and name of eight characters or less
2. Field mapping
3. Test
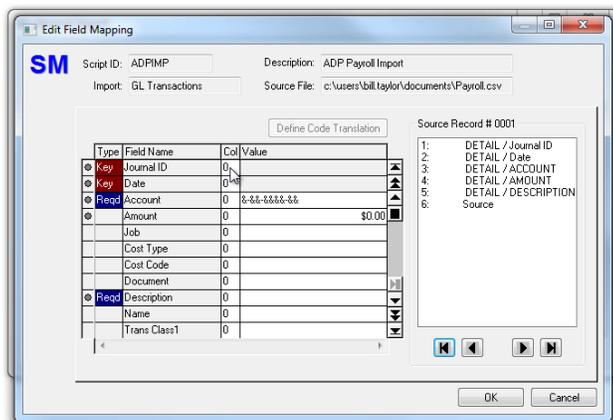
- Look at the left side of this box. Each line represents an item we can import into CYMA. The ones marked "Key" and "Required" are required. Our example is simple, so we're bringing in only the bare minimum. We need to tell CYMA where in the CSV file to look for each bit of information. Our Journal ID is in Column 1, so we'll put a 1 here. Our date is in column 2, so we'll put 2 here. Account and Amount is in 3 & 4, and Description is in 5. You'll notice there's one more column labeled "Source". I don't need that, so I won't give it a place to go. CYMA will just skip the values in that column.
- Click OK
- You're ready to import. Always test first.
- If the test function show success, click the Import button.
- Close, go to General Ledger and Post Journal Entries, and there it is. Post or not, depending on your internal controls.