

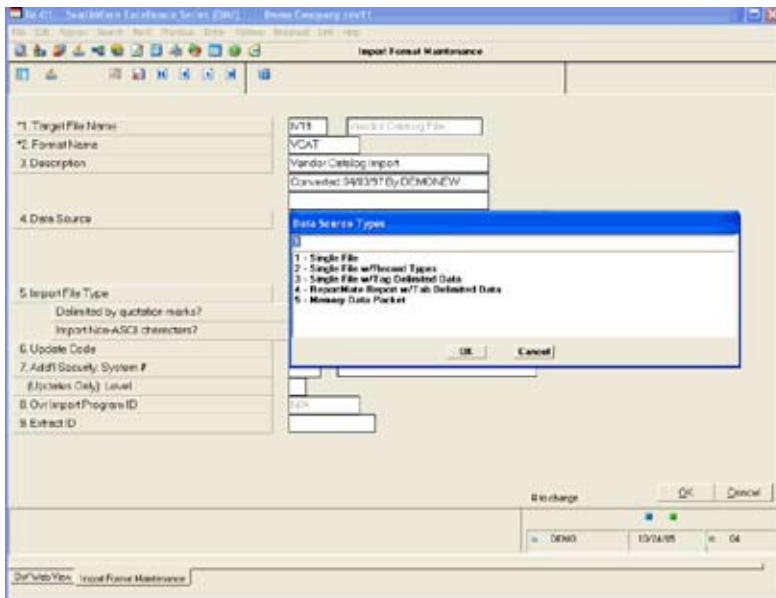
# ImportMate II™

With SouthWare's ImportMate II you've got the ability to take data files created by other software products and add new records or update existing records in your SouthWare Excellence Series™ business system. It's very simple to use so you don't have to be a programmer. And it's very flexible so you can use it in many different ways.

S O U T H W A R E   E X C E L L E N C E   S E R I E S   >

## BENEFITS

## EXCELLENCE SERIES TOOLS



Defining Income File

- Create Excellence Series files with data from your old system to help you in converting to the Excellence Series
- Access data created by most software products via commonly-used data formats
- Create valid new records even if your incoming data file doesn't contain all the necessary fields
- Update selected fields in existing records while leaving other fields unchanged
- Test incoming data files before importing to make sure there are no surprises
- Streamline common updates for such situations as electronic time clocks and vendor-supplied price files
- Use ReportMate™ to output Excellence Series data to be changed, then use ImportMate II to change it
- Use SouthWare's DocTransfer™ module to streamline the process of importing data from EDI products or other trading partner document files

ImportMate II is an add-on module you can use to automatically input data into selected Excellence Series files. You simply specify how each field in a file is to be affected by an imported file. ImportMate II prompts you for all the information it needs and checks to make sure that the data you are bringing in is valid. You get the ease and speed of automated updates with the same verifications you would get if you keyed the data directly into your system.



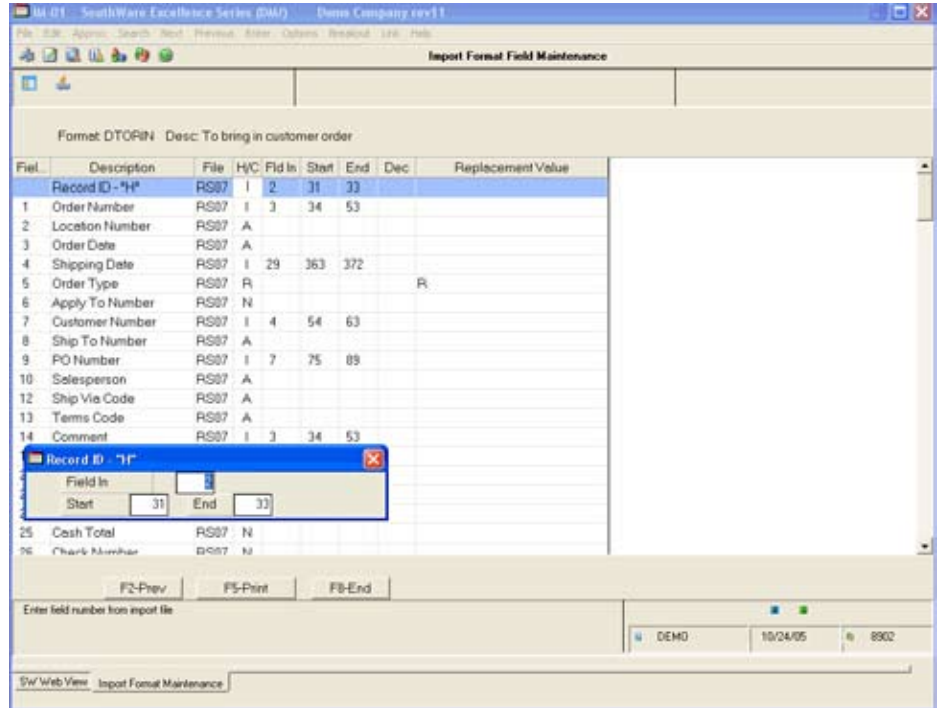
## Features & Functionality

### Defining an Import Format

- Formats are saved for future use
- Define only how the SouthWare file is to be affected - you don't have to define fields in the import file that won't be used
- Option to assign a key for selected key fields or assign a default for other selected fields
- Option to insert a fixed value in a field
- Option to leave a field unchanged in existing records
- Option to add new records, to update existing records, or both

### Input File Options

- Fixed Format ASCII files - format with fixed position fields such as found in text files, spool files, print files
- Fixed Position Text files (often called a Flat File when used in conjunction with EDI products)
- DIF format - data interchange format commonly used by spreadsheets
- Comma-delimited format - easily-created format commonly used by databases
- Other-delimited formats - delimiter can be tab, merge code, or any ASCII character
- Multiple record types
- Combine multiple record types for a single target record
- Handles special editing characters such as dollar signs, minus signs, and slashes or dashes in dates
- Option to assign key fields, assign fixed data to a field if not available in the input file, and leave certain fields unchanged
- Option to use SouthWare's ReportMate to output selected data and then use ImportMate II to change it during import
- Import from XML data



Map the Data to SouthWare Files

### Testing and Updating Data

- Option to test a range of input records
- Automatic testing with error report prior to update
- Option to skip testing for frequently used imports
- Ability to import transactions with errors and "Hold" until corrected

### Open Component Technology

- Allows direct access to import

### Sample uses for ImportMate II include:

- Convert accounting data when switching to SouthWare from another business system
- Regularly update inventory pricing from vendor-supplied electronic catalogs
- Create payroll exception hour entries from data captured in an electronic time clock
- Add new stock items from a vendor price guide
- Create physical inventory transactions from an electronic hand-held count device
- Import (create or change) trading partner documents such as orders and invoices

- Import a file of the checks that cleared your bank to automatically mark them cleared in Cash Flow
- Create A/R transactions from invoice data generated by a special customized billing system
- Create A/P transactions from invoices stored in a database package
- Change the product category code for a group of stock items
- Create G/L journal transactions from data in a customized package you are using
- Assign an A/R account number based on customer type

