



## AUTOPOST Overview

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- Can post CSV files via AUTOPOST/OTHER
  - Converts .CSV file to .BATCH file internally and then processes
  - .INPROGRESS/.POSTED files are in batch format
- Can also convert CSV files to .BATCH files via AUTOPOST/CONVCSV
  - Not required!
  - May be useful for debugging



## CSV File Rules

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- Filename must have .CSV extension
- One record type per CSV file
- No header/trailer records
- First record must contain field headings
- Leading zeros req'd for account codes
- Columns may be in any order
- Many fields are optional
- See AUTOPOST\_SPECS for full details



## Required Fields - Requisitions

- Required Fields for Posting Requisitions:
  - RECORD\_TYPE = RQ
  - REF\_NUMBER or REQ\_NUMBER
  - VENDOR
  - DESCRIPTION
  - QUANTITY
  - UNIT\_PRICE
  - TI, FUND, FUNC, OBJ, SCC, SUBJ, OPU, IL, JOB
- Optional: REQ\_DATE, UNIT\_DESC, Delivery info, TERMS, ATTENTION



## Required Fields – Expenditures

- Required Fields for Posting Purchase Orders:
  - RECORD\_TYPE = EX
  - REF\_NUMBER or PO\_NUMBER
  - VENDOR
  - DESCRIPTION
  - QUANTITY
  - UNIT\_PRICE
  - TI, FUND, FUNC, OBJ, SCC, SUBJ, OPU, IL, JOB
- Optional: PO\_DATE, UNIT\_DESC



## Required Fields – Expenditures

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- Additional Required Fields for Posting Invoice and Check at same time as PO:
  - POST\_INVOICE = Y
  - INVOICE\_AMOUNT
  - INVOICE\_STATUS
  - POST\_CHECK = Y
- Optional: INVOICE\_NUMBER, RECEIVED\_DATE, PAY\_DUE\_DATE, EISPND\_FLAG, CHECK\_NUMBER, CHECK\_DATE



## Required Fields – Expenditures

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- Required Fields for Posting Invoice and Check against existing PO:
  - POST\_PO = N
  - PO\_NUMBER
  - PO\_ITEM\_NO
  - POST\_INVOICE = Y
  - INVOICE\_AMOUNT
  - INVOICE\_STATUS
  - POST\_CHECK = Y



## Required Fields – Receipts

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- Required Fields for Posting Receipts:
  - RECORD\_TYPE = RC
  - REF\_NUMBER or RCPT\_NUMBER
  - AMOUNT
  - DESCRIPTION
  - TI,FUND,RCPT,SCC,SUBJ,OPU
- Optional: DATE



## Required Fields – Reduction of Expenditures

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- Required Fields for Posting Reduction of Expenditures:
  - RECORD\_TYPE = RX
  - REF\_NUMBER or TRANS\_NUMBER
  - AMOUNT
  - DESCRIPTION
  - TI,FUND,FUNC,OBJ,SCC,SUBJ,OPU,IL,JOB
- Optional: DATE



# AUTOPOST/OTHER

AUTOPOST - Other	
<b>Report File Specifications:</b>	
Summary report file	AUTOPOST_OTHER.TXT
Error report file	AUTOERR_OTHER.TXT
Print options page	Y
<b>Processing Options:</b>	
Files to process	POINITIALLOAD.CSV
Actual posting or validate only	Y
Require exclusive file access	N
<b>Posting Options:</b>	
Posting date	09/24/2003
Beginning numbers: P.O. _240996	Check 40950 Rcpt/Red 444444 Req. 22222
Allow negative account balances: Budget	W Appropriation W
Leave new account descriptions blank?	N
<b>Post Other Types of Files</b> <span style="float: right;">1 of 1</span>	
PF4 Execute	F10 Reset
F7 Help	F11 Save/Recall
F8 Exit	
F9 Cancel	



# AUTOPOST/CONVCSV

AUTOPOST - Automatic USAS Posting	
1. LEAVE	- Post Leave Projections File
2. PAYROLL	- Post Payroll File
3. VOID	- Post Void of Payroll Check File
4. UNVOID	- Post Unvoid of Payroll Check File
5. FUTPO	- Post Future Purchase Order File
6. BRDDIS	- Post Board Distribution File
7. OTHER	- Post Other Types of Files
8. CONVCSV	- Convert CSV File to BATCH File
9. EXIT	- Exit program
Menu: AUTOPOST Option> █	
KP- Accept	F7 Help
F8 Exit	F10 Next



# AUTOPOST/CONVCSV

```
AUTOPOST - CONVCSV

Input CSV file          POINITIALLOAD.CSV
Output BATCH file      POS.BATCH
Conversion results report  CONVCSV.TXT

Convert CSV to BATCH 1 of 1
PF4 Execute          F10 Reset
F7 Help              F11 Save/Recall
F8 Exit
F9 Cancel
```



# CONVCSC.TXT

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CSV to BATCH conversion messages
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Original CSV File: POINITIALLOAD.CSV
Error Line
Level Number    Message Description
                POINITIALLOAD.CSV was successfully converted to POS.BATCH.
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## Possible Errors

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- Fatafs:
  - The RCPT\_NUMBER and REF\_NUMBER fields cannot both be blank
  - PO already on file
  - Invalid invoice status, must be "P","F" or "C"
  - Date is invalid or not in current fiscal year
    - Date format must be mm/dd/yyyy
    - Add leading zero for single digit months



## How districts might use AUTOPOST\_OTHER

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- Posting foundation
- Posting cafeteria receipts
- Creating Purchase Orders for Board Share of Benefits
  - Eliminates BRDDIS guess work
- Creating Purcahase orders from reports
  - BWCRPT
  - SURCHG