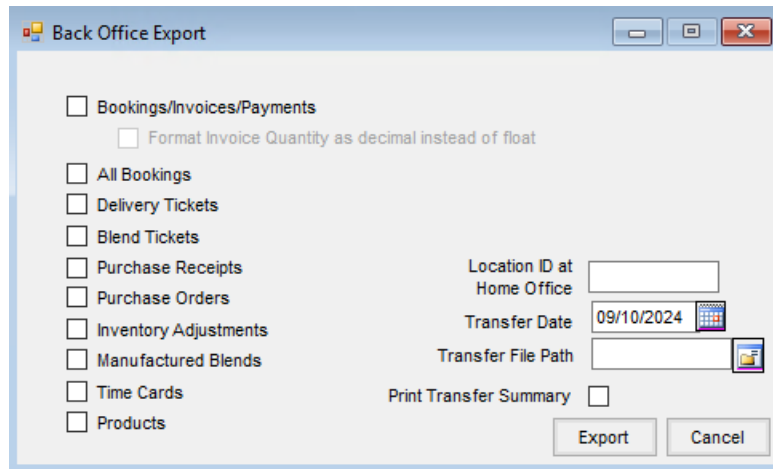


Back Office Export

Last Modified on 09/10/2024 3:28 pm CDT

This add-on module, found at *Hub / Transfers / Export / Back Office Export*, is used to transfer Agvance transactions to some back-office accounting systems. This option scans the data and creates the transfer file from it. The transactions exported are marked as transferred but still reside in the source data set.



Create the export file to the hard drive first before emailing to the destination drive. The resulting data file is a SQL database.

The data file created is named by combining the Location ID with the date entered at the time of the transfer. The naming process is *locidmm.dd* where *locid* is the Location ID, *mm* is the month, and *dd* is the day of the month. For example, if Location PlantA were to create an export on July 9th, the export file created is named *planta07.09*. In addition, the void of any transactions sent on previous transfers are noted in an auxiliary ASCII file by the same name with an *a* appended to the extension (*planta07.09a*).

Indicate the files to transfer. These settings default from the last export. Be consistent with these selections each export.

- **Bookings/Invoices/Payments** – In addition to Invoices and Payments, this option sends Bookings that are paid and/or partially used.
 - **Format Invoice Quantity as decimal instead of float** – This option is available when *Bookings/Invoices/Payments* is selected. Agvance and SQL handle numbers in a float format while other programs may need the numbers to be in a decimal format. Check this box to format as decimal.
- **All Bookings** – This option includes all Bookings not yet transferred in the export whether paid or not.
- **Delivery Tickets, Blend Tickets** – When Invoices are not transferred, the option of sending loaded source documents is available.
- **Purchase Receipts** – Send Purchase Receipts (including Warehouse Transfers).
- **Purchase Orders** – Send Purchase Orders that have not yet been transferred.
- **Inventory Adjustments, Manufactured Blends** – Adjustments to inventory amount on hand and

Manufactured Blends can be transferred.

- **Time Cards** – The time card function is unavailable to the satellite locations at the current time.
- **Products** – Send any new Products added. Manufactured Formulas associated with the Product are also transferred.
- **Location ID at Home Office** – Enter the home office ID from the main database.
- **Transfer Date** – Enter the transfer date here. This is used to name the file and to date stamp each transaction in the database.
- **Transfer File Path** – Enter the path where the export file will be created.
- **Print Transfer Summary** – The Transfer Summary should be printed for records.
- **Export** – All other Agvance Users must exit the system while exporting data. Select **Export** to create the export file.

How to Export

1. All other Agvance Users must exit the system while exporting data.
2. When ready to create the data transfer file to be transmitted, go to *Hub / Transfers / Export / Back Office Export*. It is best to always have the same transaction types selected. Except for the *Transfer Date*, the previous settings default on this screen.
3. Enter a *Transfer Date* that has not been used previously.
4. Choose **Export**. This action scans all the selected transactions for those not yet transferred and creates a transfer database in the data directory named at *Hub / Setup / Locations / Transfer*. Any voids of Invoices, Payments, Delivery Tickets, and Bookings that had been sent on previous transfers are noted in a corresponding ASCII file. Transferred transactions are marked with the date associated with the transfer.