

DB2 Contracts 1-2-3



Table of Contents

Purpose	3
Before You Begin	3
Process Overview	3
Creating a New Contract:.....	3
Importing an Excel File:	3
Matching your Imported File:	3
Updating Your DDMS Contract File:	3
Main Screen	4
New Button:	4
Edit Button:	4
Import Button:.....	4
Match Button:	4
Update DDMS Button:	4
Close Button:	5
Creating a New Holder Contract.....	5
Importing an Excel File	6
Selecting the Worksheet:	7
Selecting the Item Keys:	8
Finishing the Import Wizard:	9
Matching your Import File To DDMS	9
Updating your DDMS Contract Files	10
Important Notes	10
You Must Have Excel Installed:	10
You Can Only Update DDMS from the DB2 Server:.....	10
DDMS Contract Percentages Not Set:	10

Purpose

This document provides instructions on the use and operation of DB2 Contracts 1-2-3.

Before You Begin

Make sure you are on the current release of DB2. This application is new and may not be loaded on your system if you are not up-to-date.

You will need authorization codes to activate the product. Contact Jack Duncan at 800-722-3615 extension 1 to receive these codes or to have your account set for Internet Authorization.

Process Overview

Contracts 1-2-3 works by using a temporary Access Database located on your DB2 server. All work is performed in this temporary database up to the committing to your DDMS system.

Creating a New Contract:

Before you can perform any actions, you must create a new contract holder in the temporary database. This temporary contract contains identifying and additional information that will eventually be used to update your DDMS. You can use up to 10 characters to identify the temporary contract holder, 50 characters to describe the contract, and you can also provide DDMS contract information. The DDMS contract information is only mandatory when it comes time to post to your DDMS system.

Importing an Excel File:

Before you can import an Excel file, you must have created a temporary holding contract in the import database. You must also have Microsoft Excel 2000 or Excel XP installed on the computer you are using to import the Excel file.

Contracts 1-2-3 Requires Excel 2000 or XP on the machine you will use to import!

Matching your Imported File:

Part of the import process is an automatic matching. If you import an Excel file, there is no reason to match the file as it is matched automatically as part of the import. Only if you have manually changed the import database would you need to run the match process again.

Updating Your DDMS Contract File:

Once you have imported your Excel file, you can create a contract out of it on your DDMS system. You must be on the DB2 server before you can update your DDMS contract file. Workstation versions of Contracts 1-2-3 can only import and match Excel files, never post to DDMS.

Main Screen

The Contracts 1-2-3 main screen is where you decide what actions to take.



New Button:

Click this button to create a new holder contract in the import database.

Edit Button:

Click this button to change the contract header items including description, DDMS contract ID, type, and description.

Import Button:

Click this button to begin the Excel file import.

Match Button:

Click this button to match the selected contract to your DDMS item files. You only need to match those contracts you have manually changed in the database. Imported files are automatically matched when imported.

Update DDMS Button:

Click this button to create a DDMS contract out of your imported file. You must be on the DB2 server to perform this action. You must also have set the DDMS contract fields before you can create a DDMS contract.

Close Button:

Click this button to close Contracts 1-2-3 and return to the menu.

Creating a New Holder Contract

Before you can perform any tasks with an Excel file, you must create a temporary holding space for the file. When you click New or Edit from the main screen, the following screen is shown:

DB2 Contracts 1-2-3

Contract Header Edit

Contract ID:

Description:

DDMS ID: **Contract ID is Case-Sensitive!**

DDMS Desc:

Start Date: ...

End Date: ...

Fixed/Flexible:

Records: Imported: Duplicates:

Bad Records: Matched:

If you are editing an existing holder contract, then the current information will be shown. If you are adding a new holder contract, these fields will be blank.

You must, at a minimum, enter a Contract ID and Description. If you plan on creating a DDMS contract from this holder file, then you can enter the DDMS information.

Once your entries are complete, click the Save button to save your changes.

Clicking the Delete button will remove the holding contract and any imported items.

Importing an Excel File

Clicking the Import button from the main screen starts the three-step import wizard:



Use the Browse button to locate your Excel file and then click Next to continue the import wizard.

Selecting the Worksheet:

An Excel file may contain multiple worksheets. These sheets are identified by name. Step 2 of the import wizard request the name of the Excel worksheet containing the data you want to import.

DB2 Contracts 1-2-3

DB2 Contracts 1-2-3 Import Step 2

Excel files can have more than one Worksheet. You must specify the Worksheet that contains the item data you want to import. Use the drop-down box below to select the Worksheet containing your item data.

Select the Worksheet containing your item data:

Query2\$

< Back Next > Cancel Help

Use the drop down box to select the worksheet with the data you want to import. You can only import one worksheet at a time. Click Next to continue importing your Excel file.

Contracts 1-2-3 will provide an approximate count of the records it found on your selected worksheet. Records are the number of rows in your sheet. This count is only an approximation and may include header rows, blank rows, and other rows that will not be imported.

DB2 Contracts 1-2-3

? An approximate count of 27,494 Rows were found on this sheet.
This may exclude header rows and include some blank rows that will not be imported.
Continue?

Yes No

Click Yes to continue importing your Excel file, or No to select another worksheet.

Selecting the Item Keys:

Before Contracts 1-2-3 can create a useful contract, it must be able to locate and parse the item prefix and item numbers contained in your Excel file. If an item number and prefix are missing from your Excel file, then you cannot successfully match it to your DDMS item files nor create a DDMS contract from it.

DB2 Contracts 1-2-3

DB2 Contracts 1-2-3 Import Step 3

Contracts 1-2-3 needs to know where the prefix and item number are located in your worksheet. If you have a single column containing BOTH the prefix and item number, then choose Single Column. If your worksheet has these two items in separate columns, then choose Separate Columns.

The prefix and item number are in separate columns.

The prefix and item number are combined in a single column.

Prefix Column:

Item Number Column:

< Back Next > Cancel Help

Select the type of item key field contained in your Excel file. Sometimes, the item number field may be a combination of a three-character prefix plus an item number as in “ACC-11038”. Other times the item number field may contain separate prefix and item number fields.

Choose the appropriate type of item number contained in your Excel file, and then pick the columns using the drop-down boxes.

Click Next to continue importing your Excel file.

Finishing the Import Wizard:

There are three optional fields you can also import from your Excel file. These fields are not required to import a file, but provide additional information you can use for reporting and to verify matching.

DB2 Contracts 1-2-3

DB2 Contracts 1-2-3 Import Finish

The following fields are optional and can be imported if contained in your worksheet. Select the worksheet fields you want to import using the boxes below.

Select any of the additional fields and then click Next to begin importing and then matching your Excel file to your DDMS item files.

Description:

Unit of Measure:

Selling Price:

< Back Next > Cancel Help

Note: Although the Selling Price field is optional, it doesn't make much sense to not select this field if you have plans to create a DDMS contract from your Excel file. Not providing a Selling Price does not matter if your only goal is to match an Excel file to your DDMS item database.

Choose the appropriate columns containing these optional fields. Remember that they are all optional and you can select <None> to not process.

Click Next to begin the import of your Excel file and then the automatic matching to your DDMS item files.

Matching your Import File To DDMS

If you imported an Excel file, then the file is automatically matched to your DDMS item files as part of the import process. You can however open the temporary Access database and manually change or add records to the imported data. If you have done this, you may want to 'try again' to match the items to your DDMS item files. Clicking the Match button from the main screen will perform only the matching. This is exactly the same automatic matching that is performed as part of the import.

Updating your DDMS Contract Files

Before you update and create contracts in your DDMS contract files, make sure you have a current backup of your contract file. Every effort has been made to assure the reliability of Contracts 1-2-3 and it has been thoroughly tested. Unfortunately, events beyond the control of this program can corrupt your contract file and force a restore from backup. Power failures and unexpected re-boots of the DDMS machine are just a few of the possibilities. Always protect yourself with current and reliable backups.

Before you can create a contract on your DDMS machine, you must be on the DB2 server. You cannot update your DDMS contract files from the DB2 workstation version of Contracts 1-2-3.

You must also provide, or have already provided, the DDMS contract ID, description, and fixed or flexible flag before you can create a contract. Choose the Edit button from the main menu to make these settings.

Contracts 1-2-3 does not set the discount, GP, cost, or list fields in the DDMS contract. If you want to update these fields, then use the contract re-figure function from the DDMS system.

Important Notes

The following important notes should be remembered as you use Contracts 1-2-3.

You Must Have Excel Installed:

You must have Excel 2000 or XP installed on the workstation computer you use to import an Excel file. Contracts 1-2-3 requires Excel ONLY when importing an Excel file.

You Can Only Update DDMS from the DB2 Server:

You must be on the DB2 server before Contracts 1-2-3 will allow you to update your DDMS contract file. Workstations are limited to importing and matching Excel files only.

DDMS Contract Percentages Not Set:

Contracts 1-2-3 does not set the contract discount and GP percentage fields. If you want to set these fields, then use the DDMS contract re-figure.