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Accelerating Data Entry: Interface Management & Automation

What is an Interface?

An Interface within Multiview allows for faster data entry. Data can be easily entered on a single excel template and then loaded into Multiview. Interfaces can be used with Budgets, AP Invoices, AR Invoices, Journal Entries, and Vendor uploads. Multiview also provides custom Interface options to import data from other systems into your Multiview database along with the current standard options.

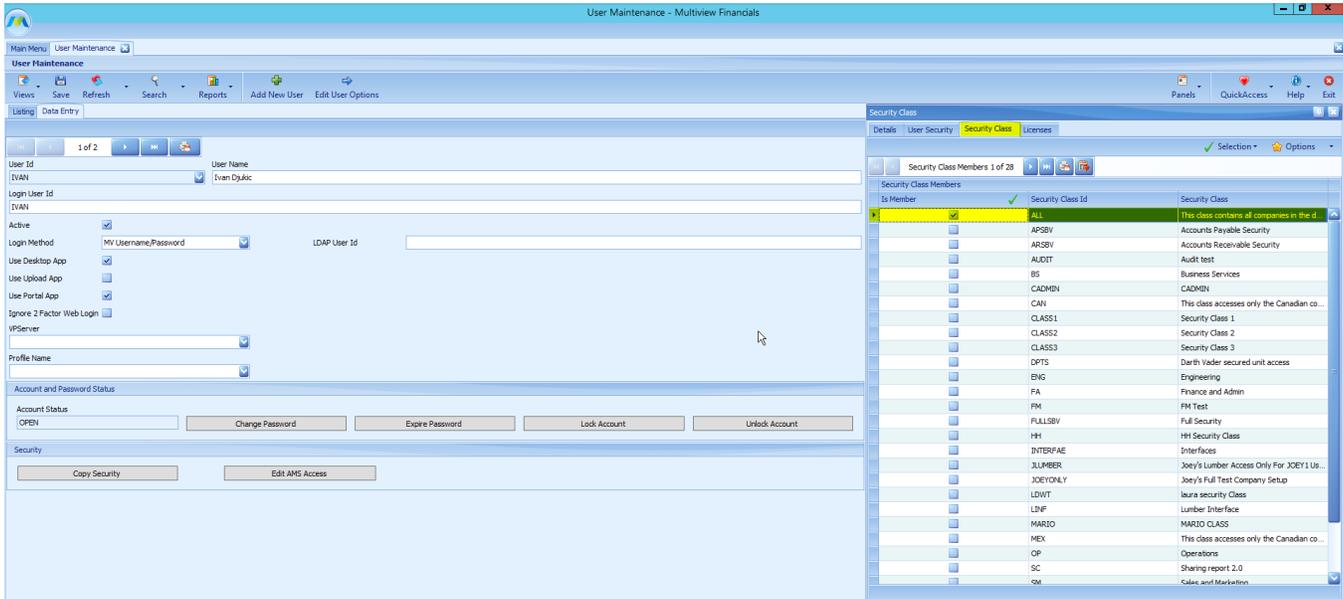
Why Interfaces?

Interfaces play a pivotal role in optimizing workflows and bolstering the efficiency of month-end processes. Accountants can effectively leverage these Interfaces to reclaim valuable time and redirect their attention towards other essential tasks. As the significance of month-end activities continues to grow within an accountant's daily responsibilities, the utilization of these tools effectively will make you more efficient and get you even closer to our main goal – End Month End by reducing the time you need to manually create vouchers and post them one by one.

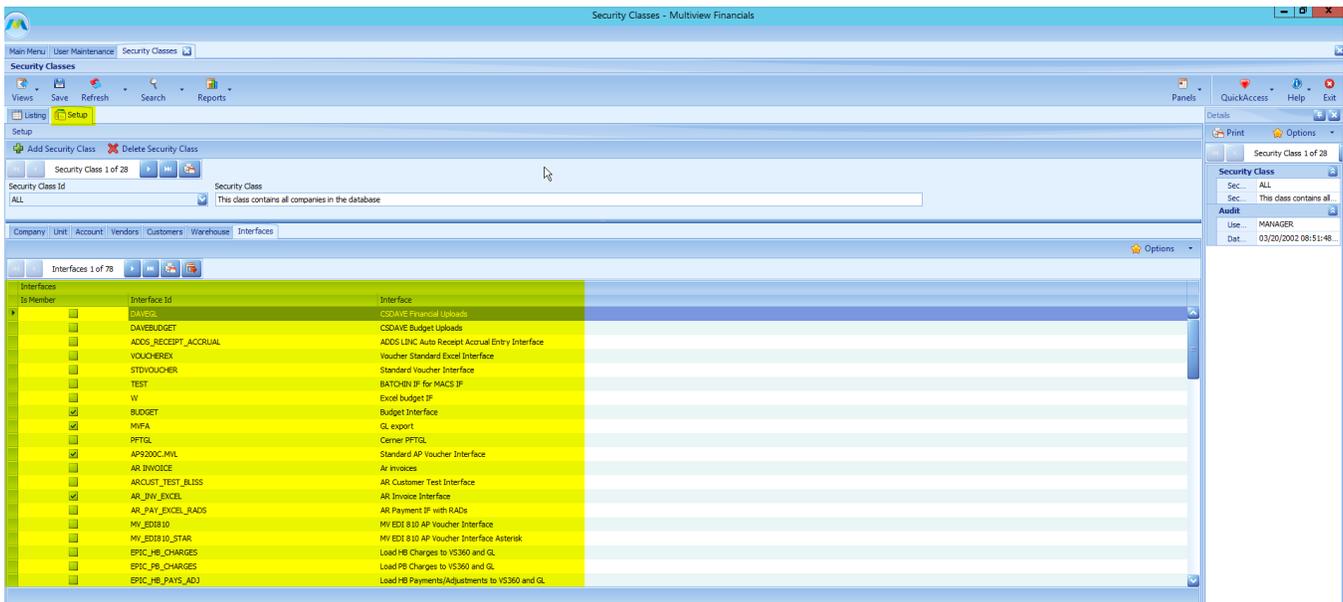
Security Classes & Interfaces

Security classes are a unique method to identify which data should be protected and which data should be accessed as a group, and which individuals should have access to that data. Security classes are completely independent of security roles and codes. They are created to identify specific data access.

In relation to Interfaces, Security Classes must be assigned to a user for the end user to have access to upload files to that Interface. To verify or add a User to a Security Class, let us navigate to System Maintenance > System Security > User Maintenance:

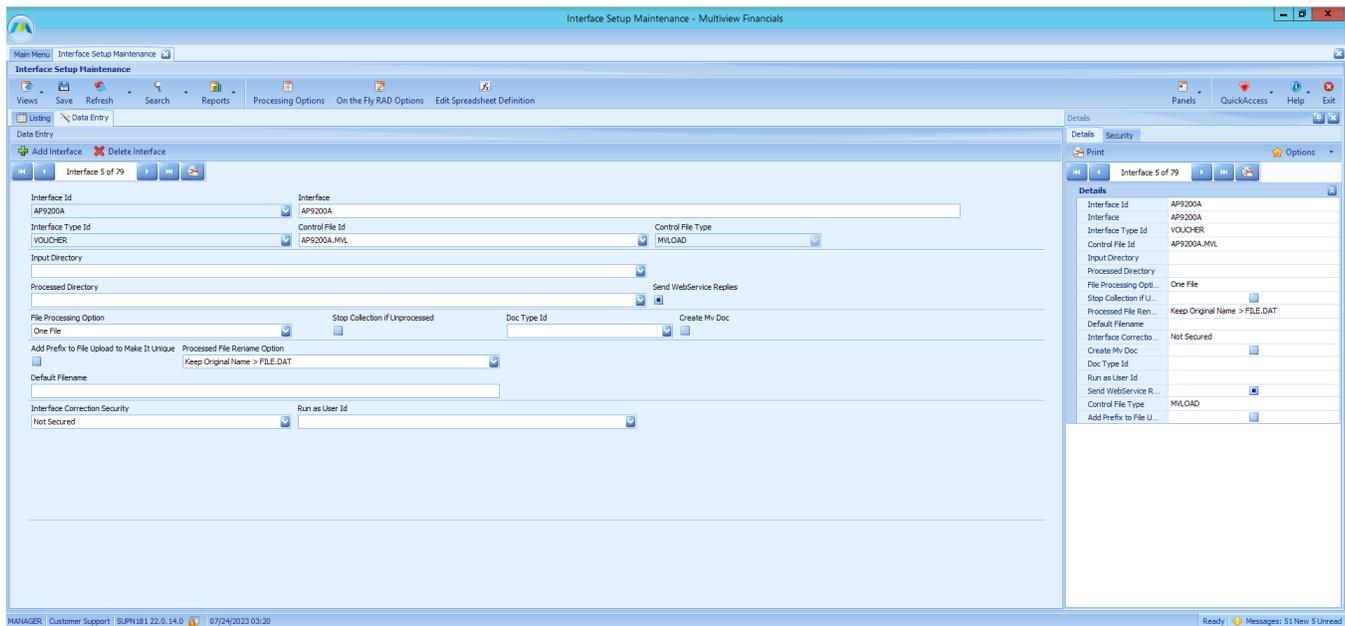


Once the user is assigned to a security class, you can add the specific interface to the security class in System Maintenance > System Security > Security Classes. This will give the user the ability to use the interface for uploads.



Interface Setup Maintenance

The Interface Setup Maintenance screen is where all options for an interface are located. To go here, let's go to System Maintenance > System Administration > Interface Setup Maintenance



Here are descriptions of the various fields found in this screen:

Input Directory

If this field is left empty, it will use the default location setup for the Interface Type.

Processed Directory

If this field is left empty, it will use the default location setup for the Interface Type.

Note:

Certain Interfaces will require the Input and Processed Directory to be filled in and required. This is mostly the custom Interfaces. Standard Interfaces do not usually require these to be filled in as they will default.

File Processing Options

One File: This will pick up one file at a time. It is a manual method of loading a file.

Collection by Filename: This will pick-up all files in the folder and sort by filename. All files in the folder are automatically loaded.

Collection by Date Created: This will also pick up all files in the folder and sort by date created. All files in the folder are automatically loaded.

File Rename Option: These options allow the addition of additional data. This can be very useful if loading a file multiple times with the same filename. A date can be added to the filename automatically when loaded.

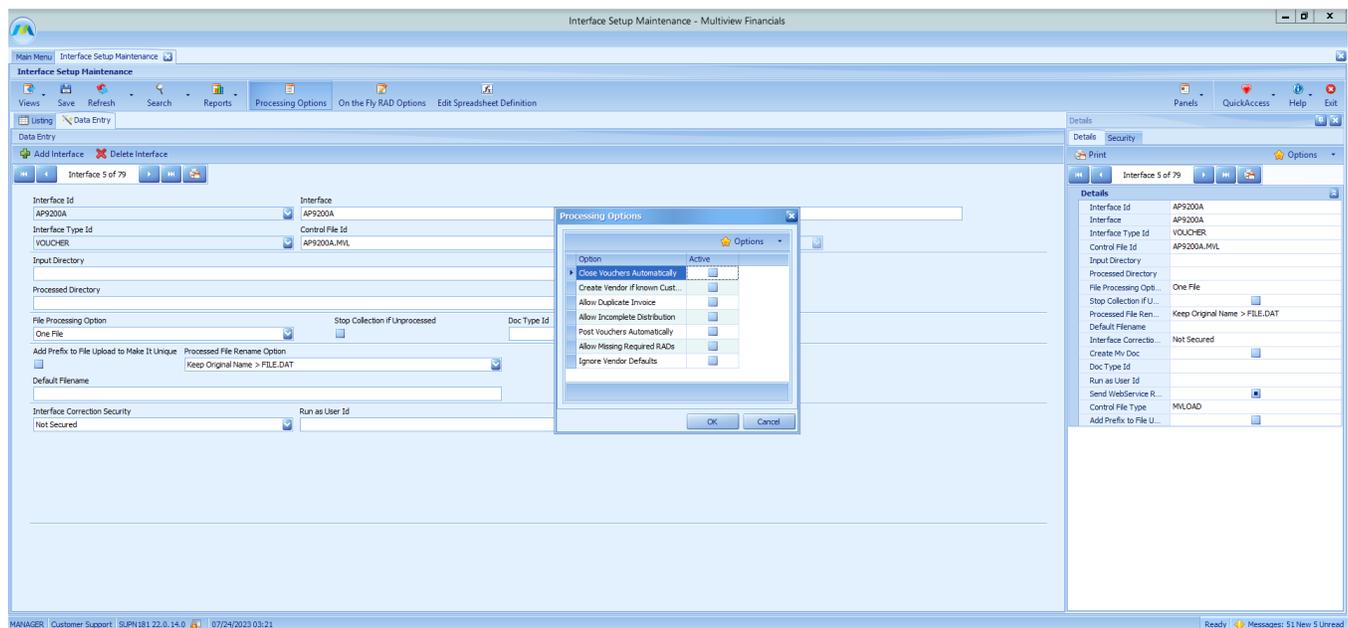
Interface Correction Security

Not Secured: Interface corrections can be done by any user with access.

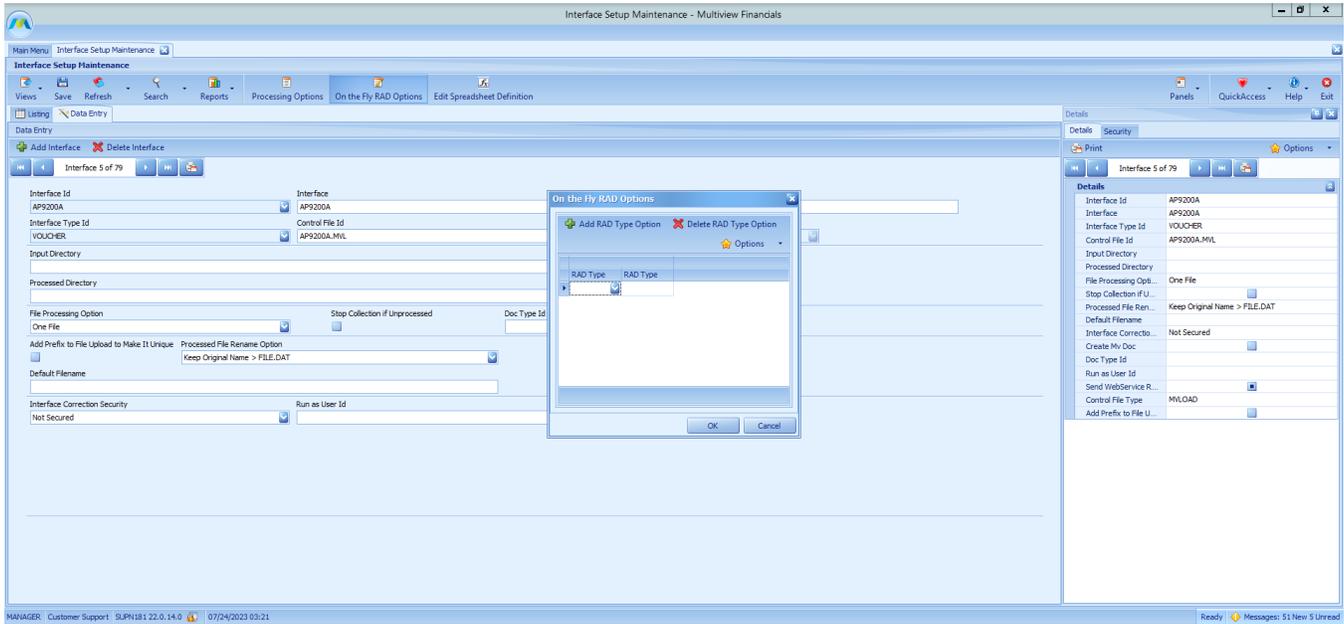
Secured by Interface Load User: Corrections can only be done by the user who loaded the document.

Processing & On the Fly RAD Options

Processing Options: A list of options that can be selected based on the Interface Type.



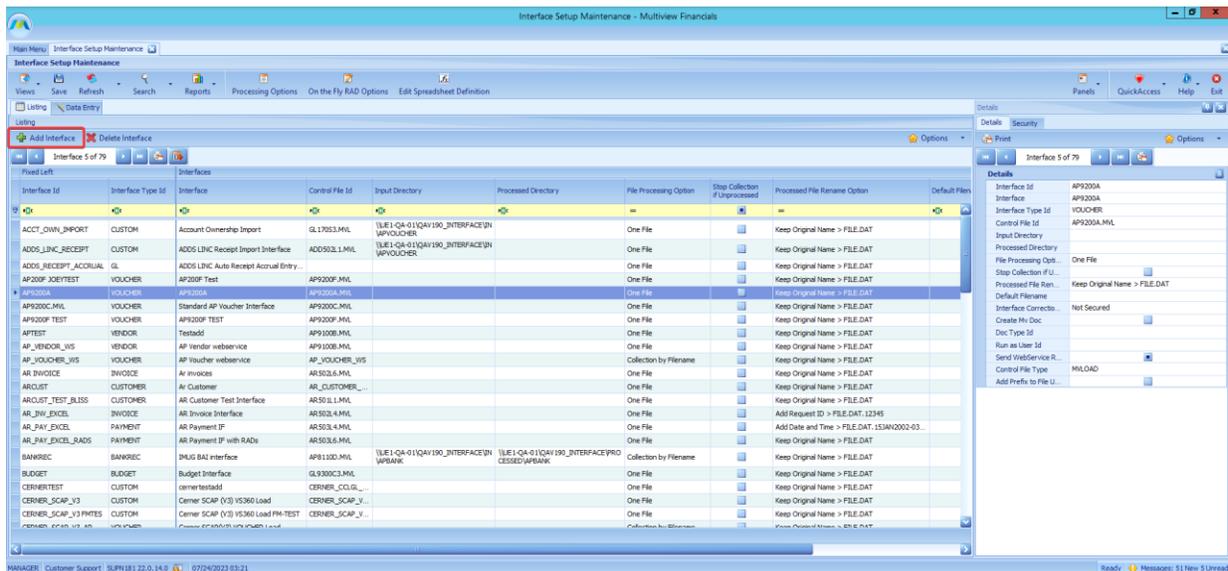
On the Fly RAD Options: This option allows the creation of new RAD ID's without having to enter them in Multiview first.



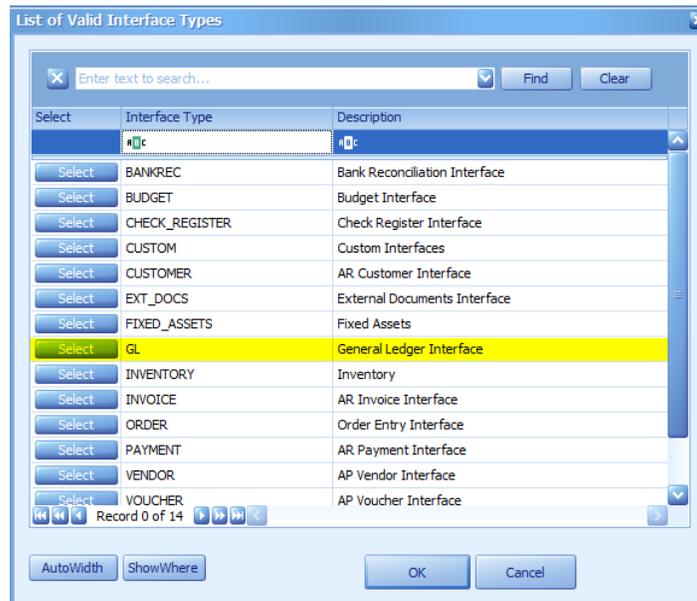
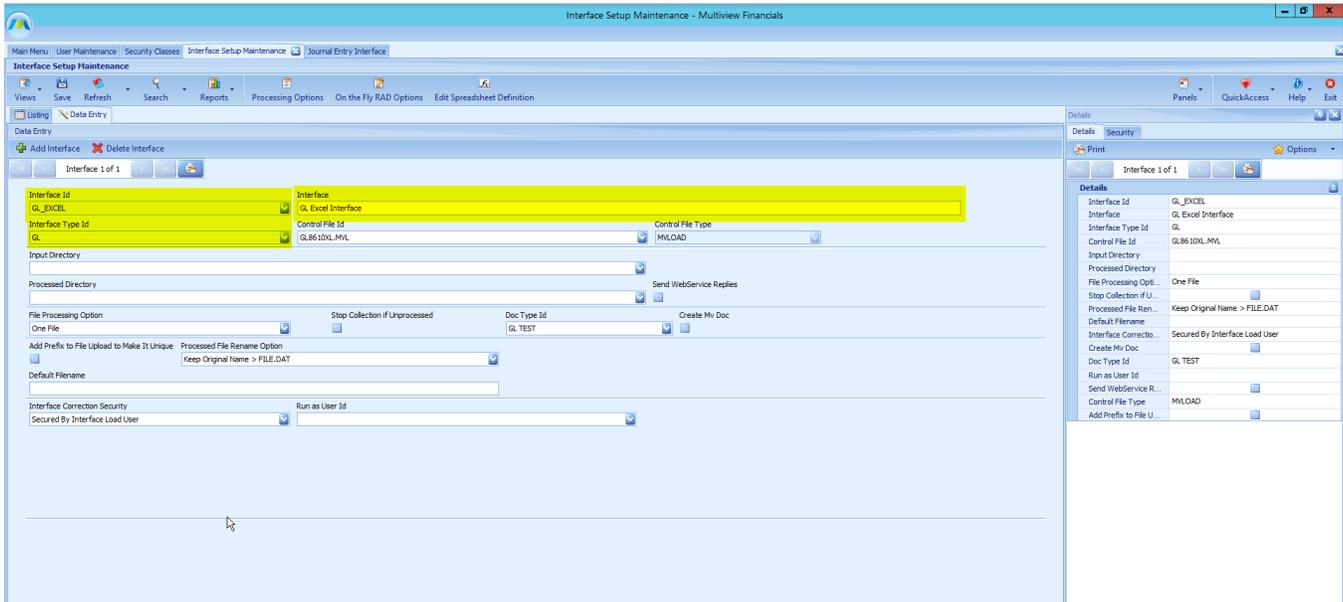
Creating a new Interface

Now that we've gone over the various options, let's build a new Interface! In this example, we will create the Journal Entry Interface necessary to load Local Excel Files.

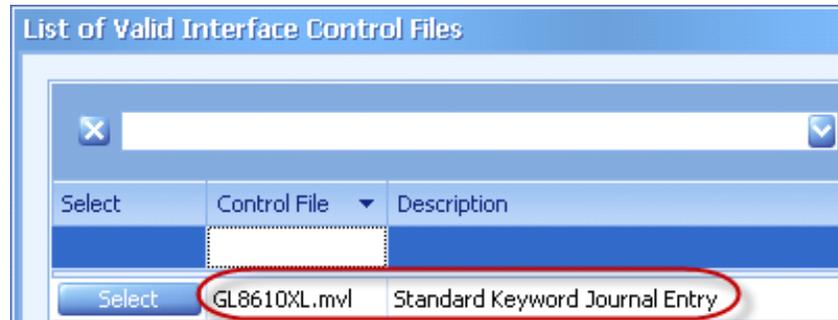
- Select **Add Interface** at the top of the grid listing to create a new Interface in Multiview.



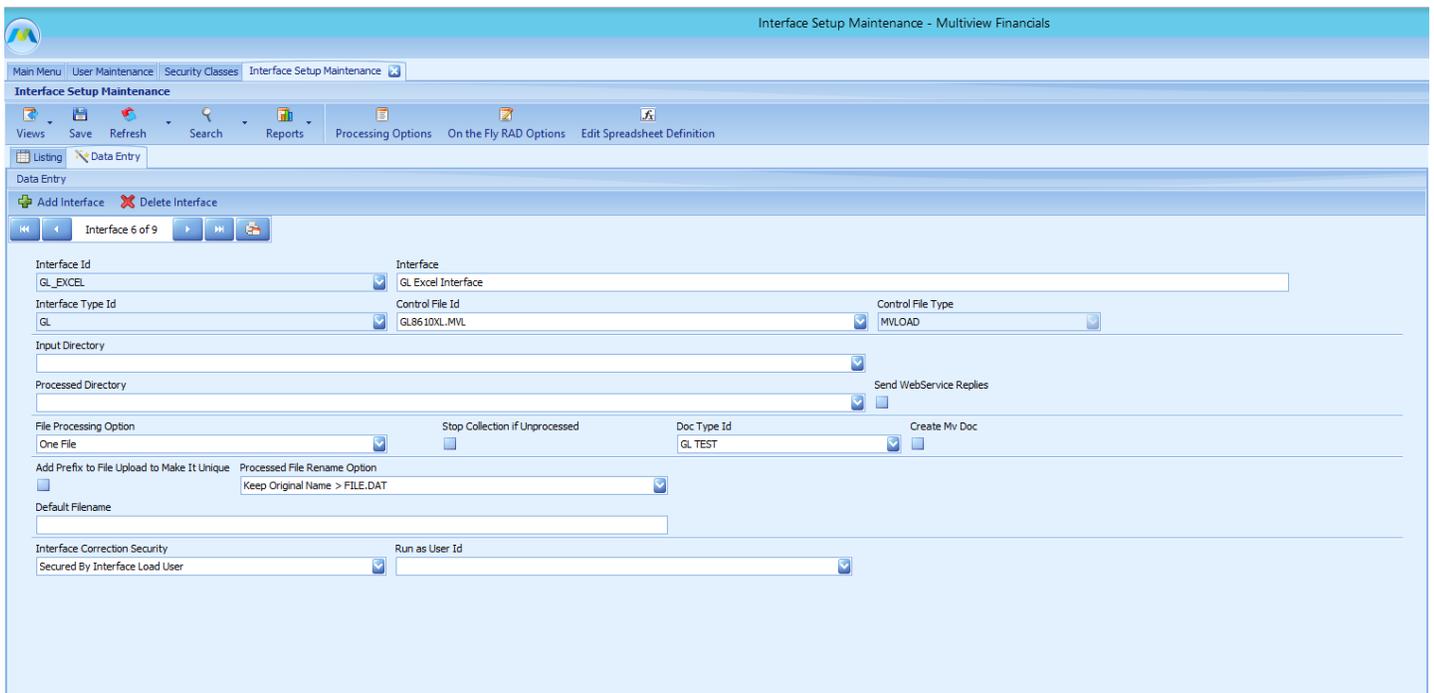
- Type in the ID of the Interface that you are creating. This name can be of your own choosing, but it should be meaningful for the purpose and brief.
- Tab out to the Interface field and give a more descriptive name to the Interface.
- Tab out again to the Interface Type ID field and use the drop-down menu to select the type of Interface you are creating.



- The control file ID is a code in the background that allows postings to occur. The standard interfaces come with control files, whereas custom interfaces need a control file built for them.
- Now, let's tab to the Control File ID and use the LOV drop-down menu to select the Control File ID. For this example, select the control file GL8610XL.mvl for the Standard Keyword Journal Entry.
- Other control files would be selected for Custom Interfaces with external systems or data.



Once we are done that, let's fill in the rest of the fields accordingly. It should look something like this when we are done filling everything in:



Quick tip! Now that we've set up a new Interface, we would think that we can go ahead and upload straight to it. Correct? Not quite. Remember you must assign security to be able to access it once we

are on the Portal side. Let's go back to System Maintenance > System Security > Security Classes. Now, we'll find our Security Class and click the Setup tab to check off the newly created Interface.



Setting up a GL Entry Excel file

Since we have created the GL8610XL.MVL interface for this example, let's quickly go over how to set up the file that we will upload and process into this Interface. The file to use for this format can be found on our Support Portal by searching for the name, or by following the link here:

<https://support.multiviewcorp.com/hc/en-us/articles/360002622712-GL-Entry-GL8610XL-Interface-Template>

Once you download and open this Excel file, it should look like this:

Layout	Unit	Account	Amount	Remarks
<div style="display: flex; justify-content: space-between;"> <div> <p>Company ID 01</p> <p>Date 20160915 yyyymmdd</p> <p>Reversing Date yyyymmdd</p> <p>Entry Status O=Open C=Closed P=Posted</p> <p>Comments This is a test entry</p> </div> <div style="text-align: right;">  multiview® </div> </div>				

Now, let's fill out all the information we'd like to upload. Once we have filled in all our the required or even optional fields, it should look something like this depending on how you'd like to upload your entries:

A	B	C	D	E	F
Company ID	IVAN				
Date	20230714	yyyymmdd			
Reversing Date		yyyymmdd			
Entry Status	O O=Open C=Closed P=Posted				
Comments	This is a test entry for IMUG!				
Layout	Unit	Account	Amount	Remarks	
Detail	ID-11100	ID-32000	50.00	Test for IMUG 2023!	
Detail	ID-11100	ID-32000	-50.00	Credit	

There is a multitude of other formats that can be used with this Interface as well. These can be found at the following link: <https://support.multiviewcorp.com/hc/en-us/articles/360002622612-GL8610XL-Standard-GL-Interface-Layout-for-Excel>

Other examples include:

A	B	C	D	E	F	G	H	I	J
Date Mask	DD/MM/YY								
Entry Status	POSTED								
Company	01								
Date	15/01/00								
Comments	Expenses for spring softening								
Layout	Unit	Account	Amount	STAF Project	CITY Project	Remarks			
Detail	U101	5001	1200.35	MIKE	LA	Hotel Fees			
Detail	U100	20001	1200.35-						
Date	16/01/00								
Comments	Expenses for spring softening								
Detail	U101	5001	392.00	JOHN	LA	Dinner			
Detail	U101	5003	1000.00	JOHN	LA	Hotel Fees			
Detail	U100	20001	1392.00-						

A	B	C	D	E	F	G	H	I	J
Date Mask	DD/MM/YY								
Entry Status	Posted								
Layout	Company Id	Date	Unit	Account	Amount	STAF Project	CITY Project	Comments	Remarks
Detail	01	15/01/00	U101	5001	1200.35	MIKE	LA	Expenses for spring soften show	Hotel Fees
Detail	01	15/01/00	U100	20001	1200.35-			Expenses for spring soften show	
Detail	01	16/01/00	U101	5001	392.00	JOHN	LA	Expenses for spring soften show	Dinner
Detail	01	16/01/00	U101	5003	1000.00	JOHN	LA	Expenses for spring soften show	Hotel Fees
Detail	01	16/01/00	U100	20001	1392.00-			Expenses for spring soften show	

Example 1:

A	B	C	D	E	F	G
Company	01					
Date	05/01/00					
Comments	Project test					
LAYOUT	Unit	Account	Amount	Project Type	Project Id	
Detail	U101	5001	1000.00	PROJ	ABC	
Project				SRC	AP	
Project				STAF	JOHN	
Detail	U100	20001	(1000.00)			

Example 2:

A	B	C	D	E	F	G
Company	01					
Date	05/01/00					
Comments	Project test					
LAYOUT	Unit	Account	Amount	PROJ Project	SRC Project	STAF Project
Detail	U101	5001	1000.00	ABC	AP	John
Detail	U100	20001	(1000.00)			

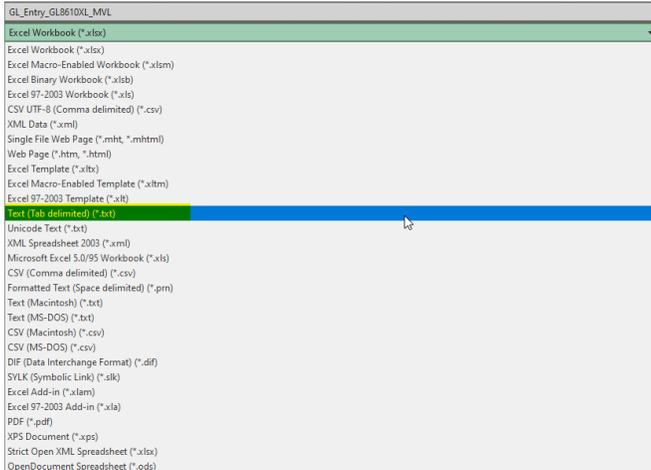
Example 3:

A	B	C	D	E	F	G	H	I	J
Company	01								
Date	05/01/00								
Comments	Project test								
LAYOUT	Unit	Account	Amount	Project Type	Project Id	Project Type	Project Id	Project Type	Project Id
Detail	U101	5001	1000.00	PROJ	ABC	SRC	AP	STAF	John
Detail	U100	20001	1000.00-						

Example 4:

A	B	C	D	E	F	G	H	I	J
Company	01								
Date	05/01/00								
Comments	Project test								
LAYOUT	Unit	Account	Amount	PROJ Project	SRC Project	Project Type	Project Id		
Detail	U101	5001	1000.00	ABC	AP	STAF	John		
Detail	U100	20001	1000.00-						

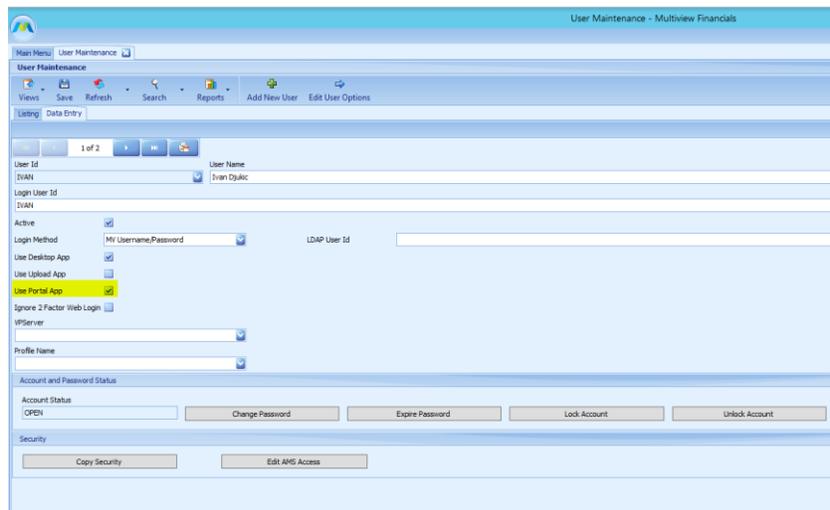
When we've finished entering in our information, the file must be saved as Text (Tab Delimited). Any other format will result in errors.



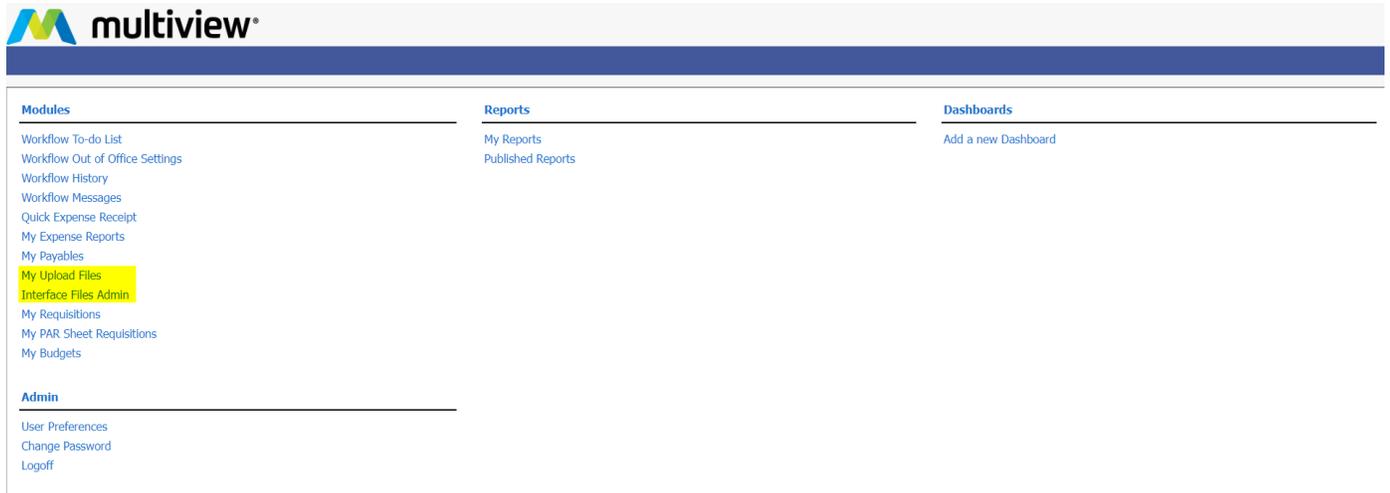
Now once we've saved it as a Text (Tab delimited) file, we can now cover the Multiview Portal and upload this file to our Interface.

The Portal & Interface Files Admin

The Multiview Portal is an extension of Multiview which allows you to complete certain tasks and functions directly from it. Specific to this guide, we will focus on the My Upload Files and Interface Files Admin portions of the Portal. To access the Portal, one must have the "Use Portal App" checked under User Maintenance inside of Multiview:



Then, you would login to Multiview as your normally would and select the Login to Portal option.

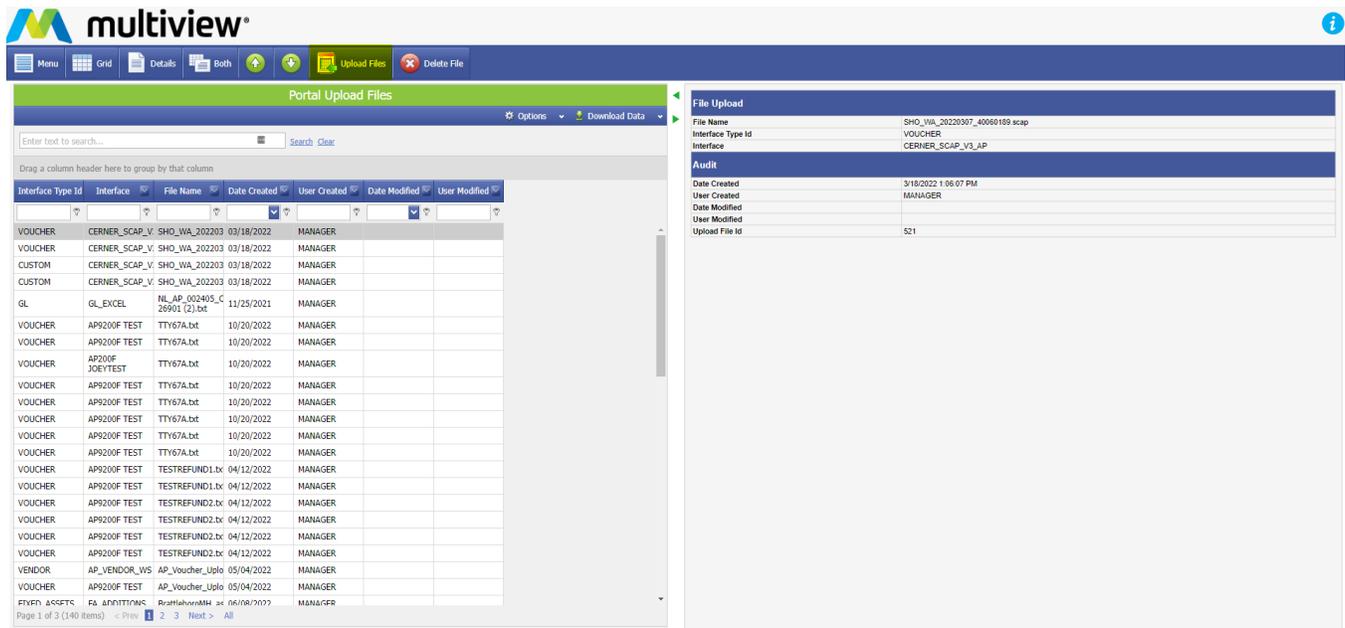



Modules	Reports	Dashboards
<ul style="list-style-type: none"> Workflow To-do List Workflow Out of Office Settings Workflow History Workflow Messages Quick Expense Receipt My Expense Reports My Payables My Upload Files Interface Files Admin My Requisitions My PAR Sheet Requisitions My Budgets 	<ul style="list-style-type: none"> My Reports Published Reports 	<ul style="list-style-type: none"> Add a new Dashboard
Admin		
<ul style="list-style-type: none"> User Preferences Change Password Logoff 		

My Upload Files

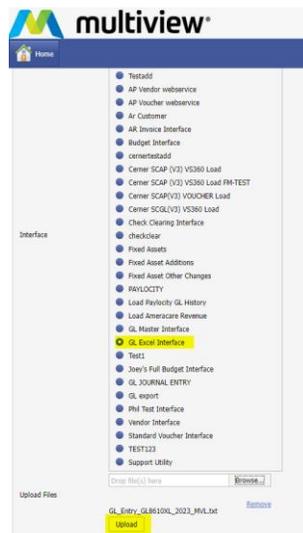
Once we are in the Portal, let's go ahead and upload our next created file. First, go to My Upload Files.

From here, click on Upload Files which will bring us to a screen with a list of Interfaces. Depending on which Interfaces you have security access to, your screen may differ from a colleague.



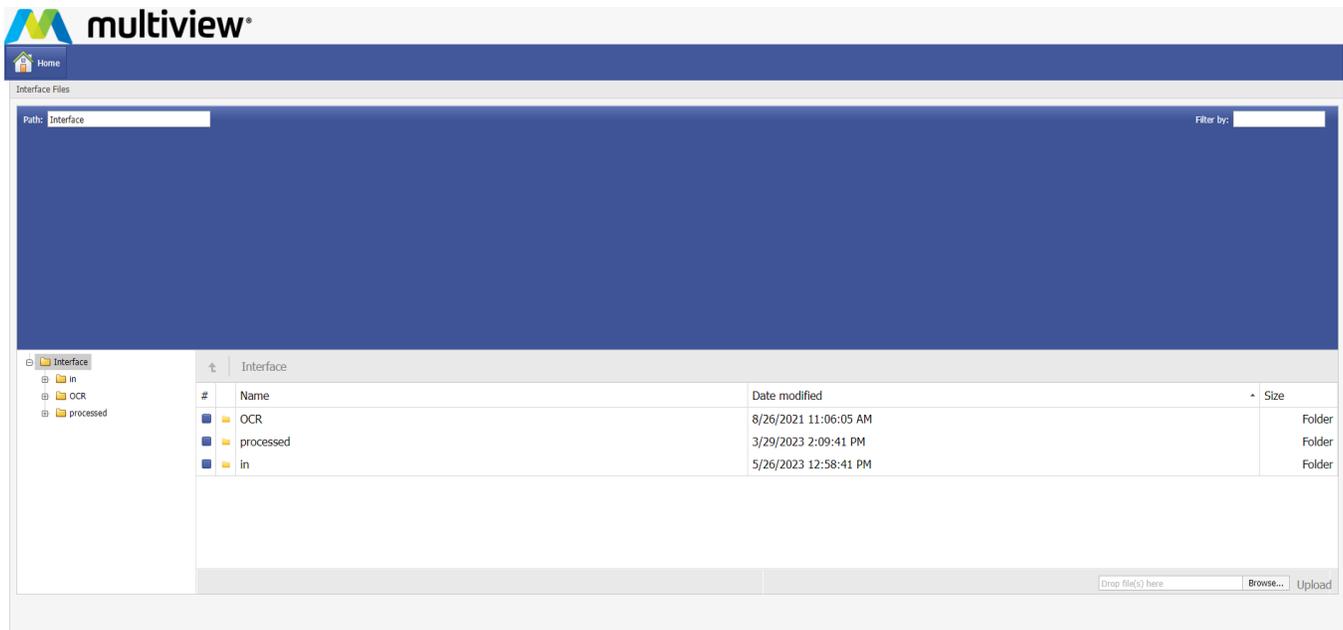
Interface Type Id	Interface	File Name	Date Created	User Created	Date Modified	User Modified
VOUCHER	CERNER_SCAP_V	SHO_WA_202203	03/18/2022	MANAGER		
VOUCHER	CERNER_SCAP_V	SHO_WA_202203	03/18/2022	MANAGER		
CUSTOM	CERNER_SCAP_V	SHO_WA_202203	03/18/2022	MANAGER		
CUSTOM	CERNER_SCAP_V	SHO_WA_202203	03/18/2022	MANAGER		
GL	GL_EXCEL	NL_AP_002405_C26901 (2).bt	11/25/2021	MANAGER		
VOUCHER	AP9200F TEST	TTY67A.txt	10/20/2022	MANAGER		
VOUCHER	AP9200F TEST	TTY67A.txt	10/20/2022	MANAGER		
VOUCHER	AP200F JOEYTEST	TTY67A.txt	10/20/2022	MANAGER		
VOUCHER	AP9200F TEST	TTY67A.txt	10/20/2022	MANAGER		
VOUCHER	AP9200F TEST	TTY67A.txt	10/20/2022	MANAGER		
VOUCHER	AP9200F TEST	TTY67A.txt	10/20/2022	MANAGER		
VOUCHER	AP9200F TEST	TTY67A.txt	10/20/2022	MANAGER		
VOUCHER	AP9200F TEST	TTY67A.txt	10/20/2022	MANAGER		
VOUCHER	AP9200F TEST	TESTREFUND1.txt	04/12/2022	MANAGER		
VOUCHER	AP9200F TEST	TESTREFUND1.txt	04/12/2022	MANAGER		
VOUCHER	AP9200F TEST	TESTREFUND2.txt	04/12/2022	MANAGER		
VOUCHER	AP9200F TEST	TESTREFUND2.txt	04/12/2022	MANAGER		
VOUCHER	AP9200F TEST	TESTREFUND2.txt	04/12/2022	MANAGER		
VOUCHER	AP9200F TEST	TESTREFUND2.txt	04/12/2022	MANAGER		
VENDOR	AP_VENDOR_WIS	AP_Voucher_Uplo	05/04/2022	MANAGER		
VOUCHER	AP9200F TEST	AP_Voucher_Uplo	05/04/2022	MANAGER		
FIVEN ASSCTS	FA_ADDITIONS	PrattLahorraM4.txt	06/08/2022	MANAGER		

For our example, we will click on the GL Excel Interface and at the bottom browse for our file. Once we have it selected, let's click Upload!



Interface Files Admin

Before we leave the Portal, if we go back to the Portal home page, and select Interface Files Admin, we will be met with the following page:

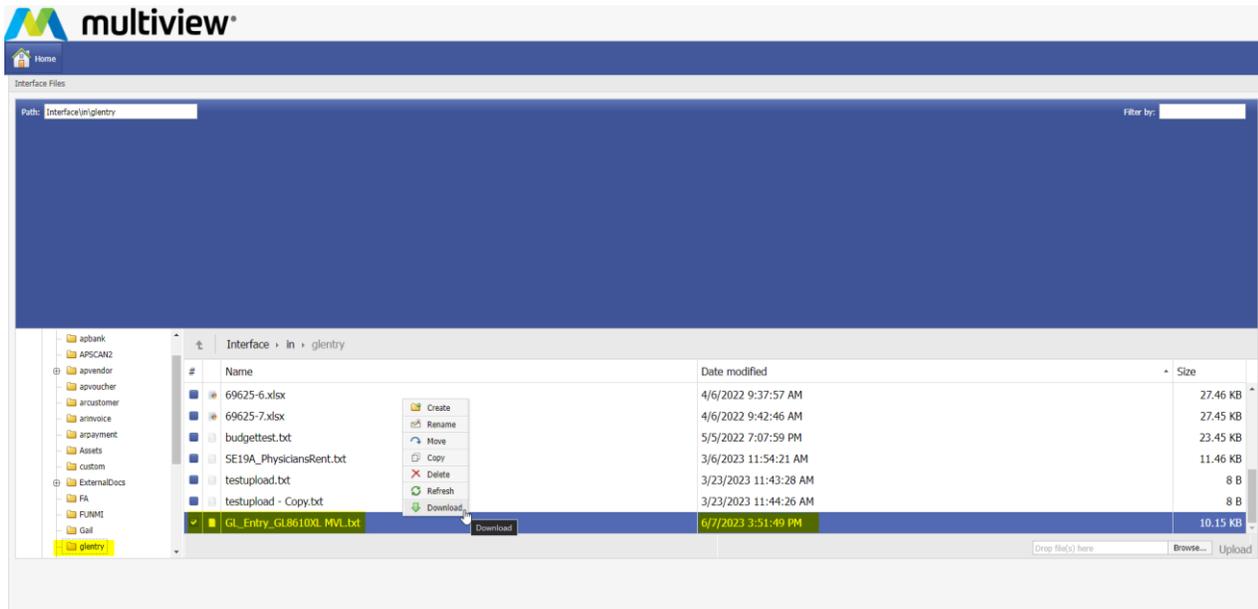


The Interface Files Admin page will allow for various functions to take place here. We can use this page to view different files that have been processed or waiting to be processed.

The 'in' folder is used to contain files that are uploaded from the Portal or received from a third-party vendor like Cerner or Paylocity. When those files are received, they will remain in the 'in' folder. All the files in the 'in' folder are also found in the "Files waiting to load" section within Multiview.

The 'processed' folder is where the file moves when the file is processed successfully within Multiview.

Now, if we expand the 'in' folder, we can view the GL entry interface folder where our file exists.

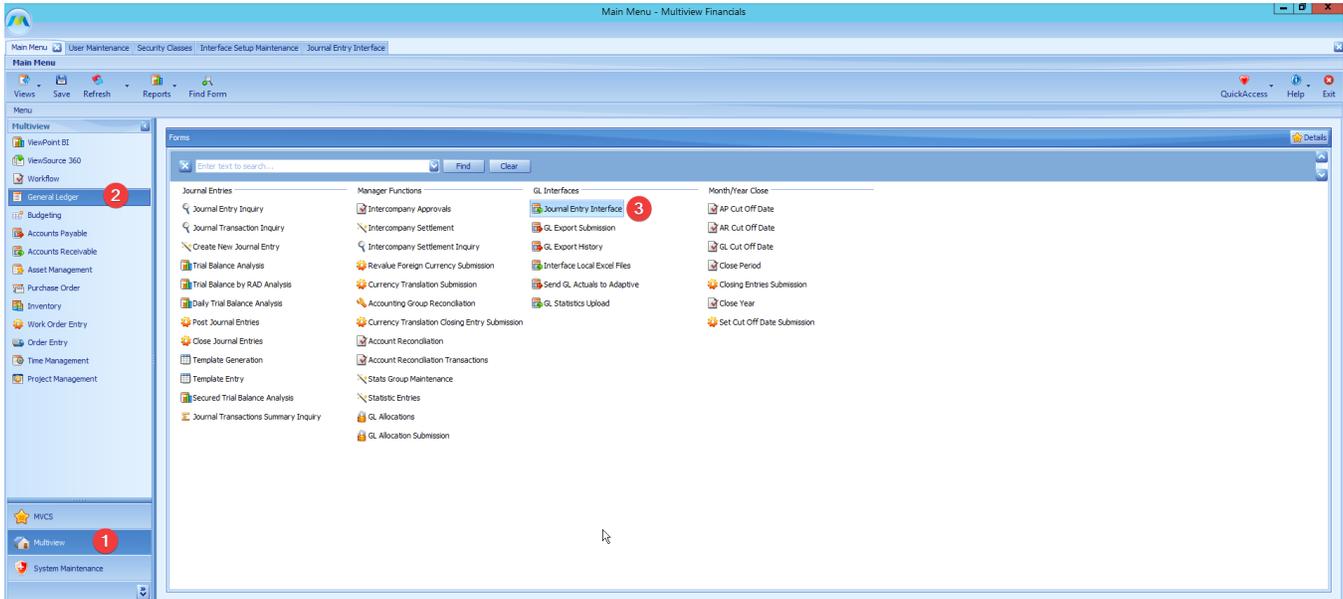


From here, if we right-click, we have options to re-download the file, delete the file, move the file and a few more options.

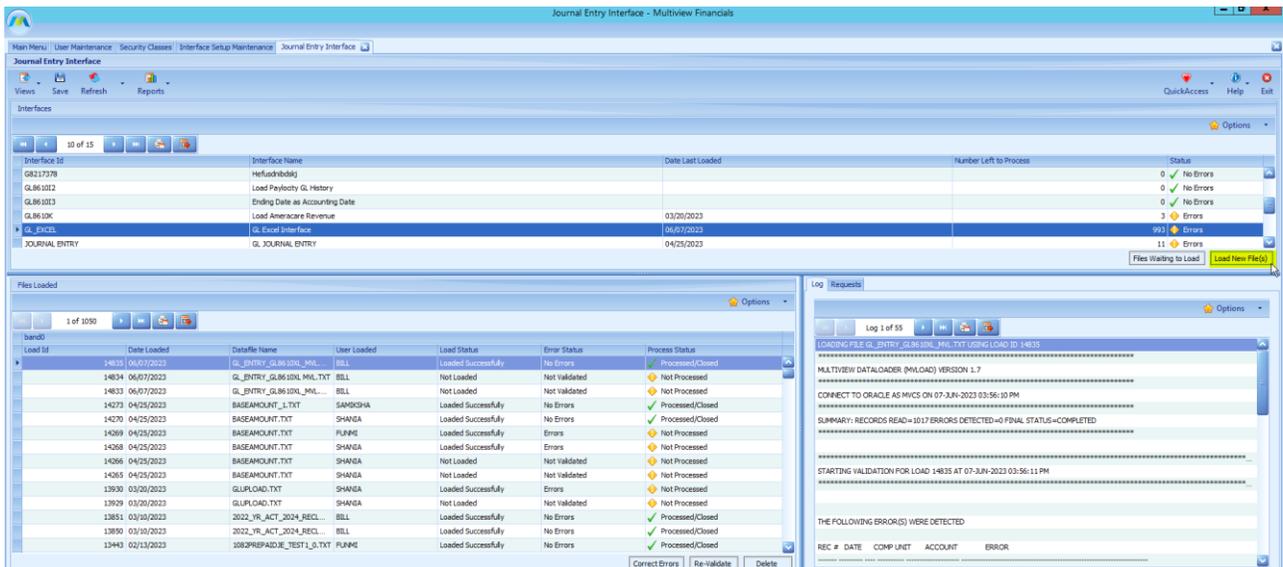
This is extremely useful and offers you a chance to download a file that was previously uploaded which is convenient if you ever lose a file or cannot find it. If you mistakenly upload a file to the wrong Interface, you can move it from the 'processed' folder back to the 'in' folder which will make it available to be processed again from within Multiview.

The Journal Entry Interface

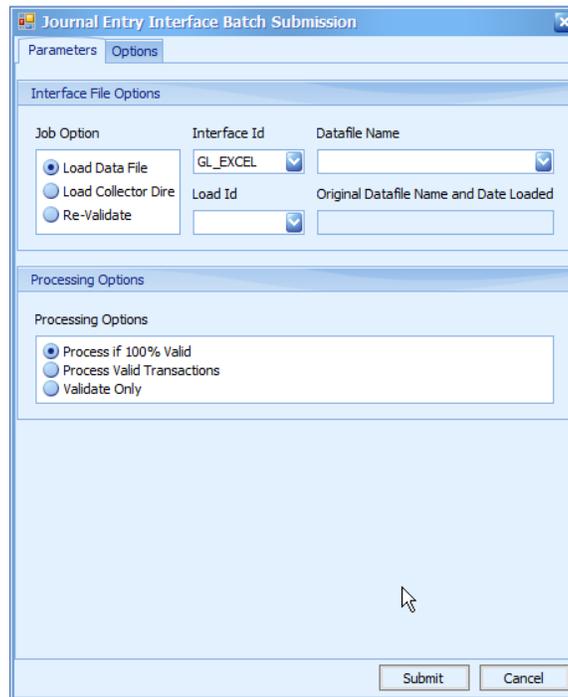
Now that we have our Interface created and file uploaded, let's try loading our file into the Interface. We'll navigate to Multiview > General Ledger > Journal Entry Interface:



From here, we can see several different options. Journal Entry Interface currently houses the available Interfaces that were created in the Interface Setup Maintenance screen. Select the Interface ID, then on the right, click Load New File(s).



Once you've selected Load New File(s) it will open the Journal Entry Interface Batch Submission screen.



Let's go over the various job options available for the Interface:

Job Option

Load Data File will load a new file from the destination folder.

Load Collector Directory is used to automate uploads. Select this if you're looking to automate your uploads.

Re-Validate is used for files that were already loaded but failed with potential errors. Use this to re-validate with new data.

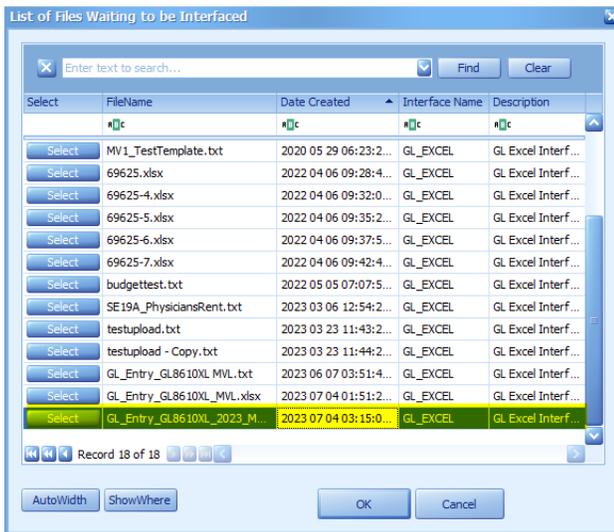
Processing Options

Process if 100% Valid – This option will take the file and only process and complete the submission if everything is correct and valid. For example, if the file we are attempting to process has 500 transactions, but 1 transaction has an incorrect company, the rest of 499 correct transactions won't upload due to the 1 incorrect one.

Process Valid Transactions – The option here is the opposite. This option here will upload those 499 correct transactions and ignore the invalid one.

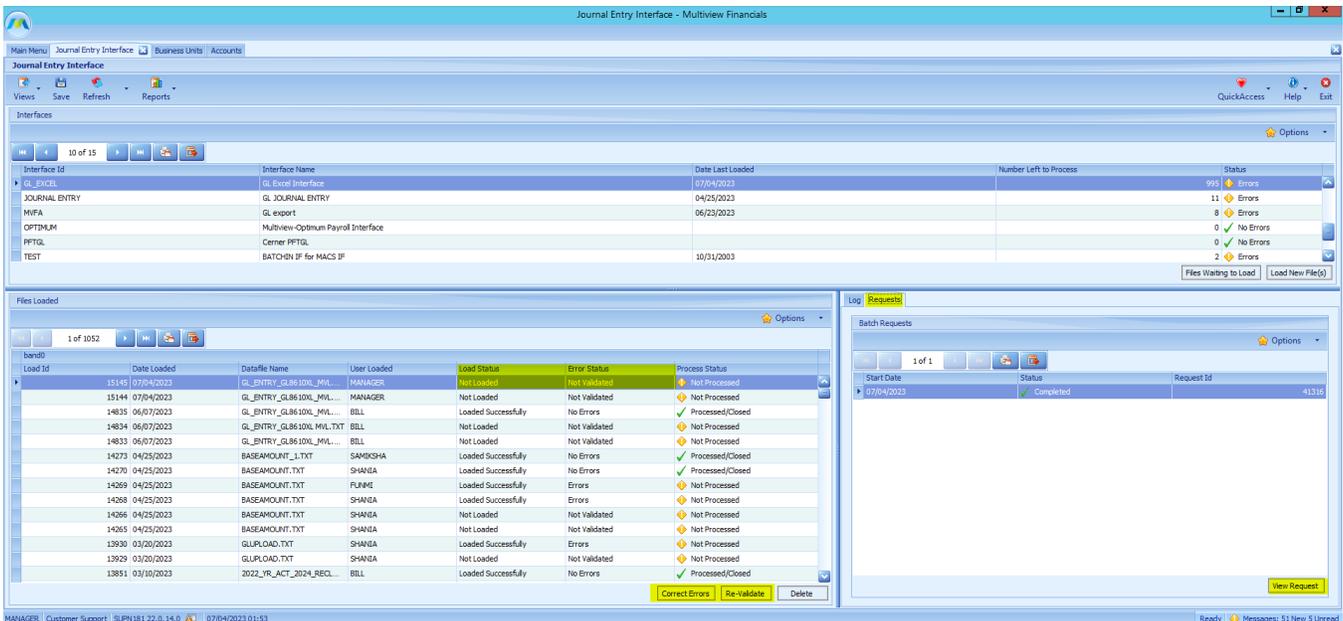
Validate Only – Validate only will test/validate the file to verify it. It will not import/upload the file.

Now, let's click on Datafile Name, then find our newly uploaded file. Click on it, then click OK, then submit.



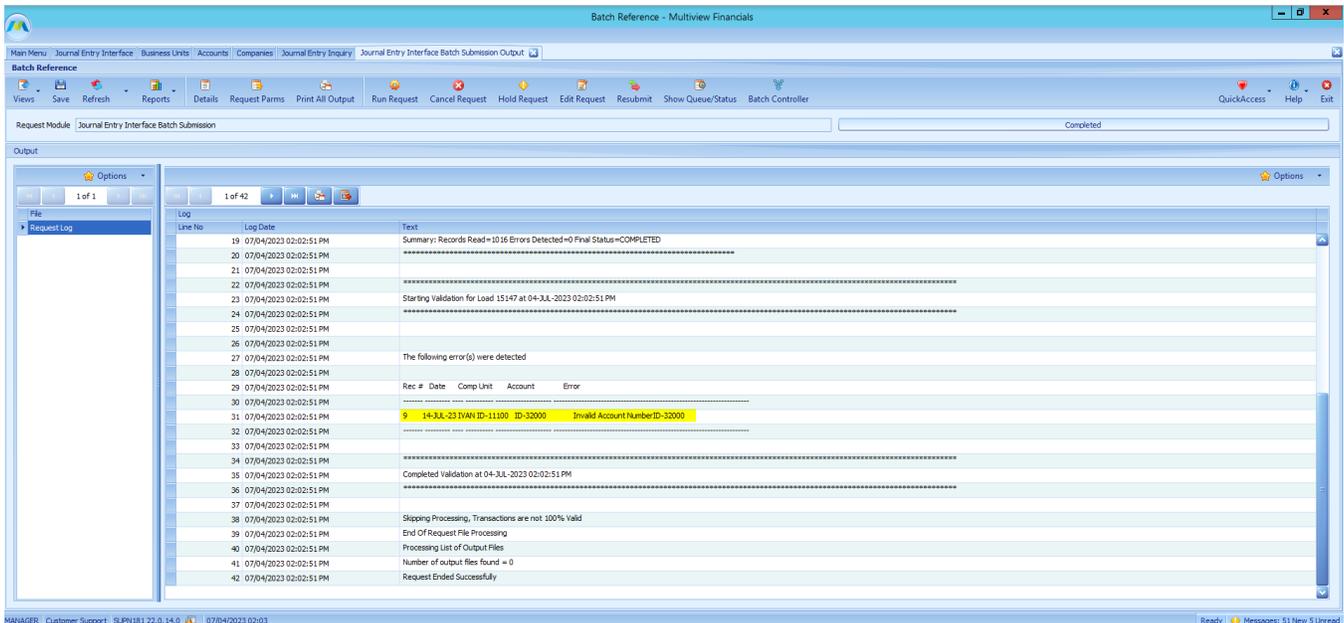
Interface Details

There is more information in the Journal Entry Interface screen that we can explore. Interface Details like Load Status and Error Status tell us how our upload processed.



If our upload has errors, we can verify them from this screen. From the Requests tab on the right, we can see a View Request button. By clicking on this button, it will open the Journal Entry Interface Batch Submission Output screen which also opened when we uploaded our file. We could use this button to re-open it if we ended up closing it prematurely.

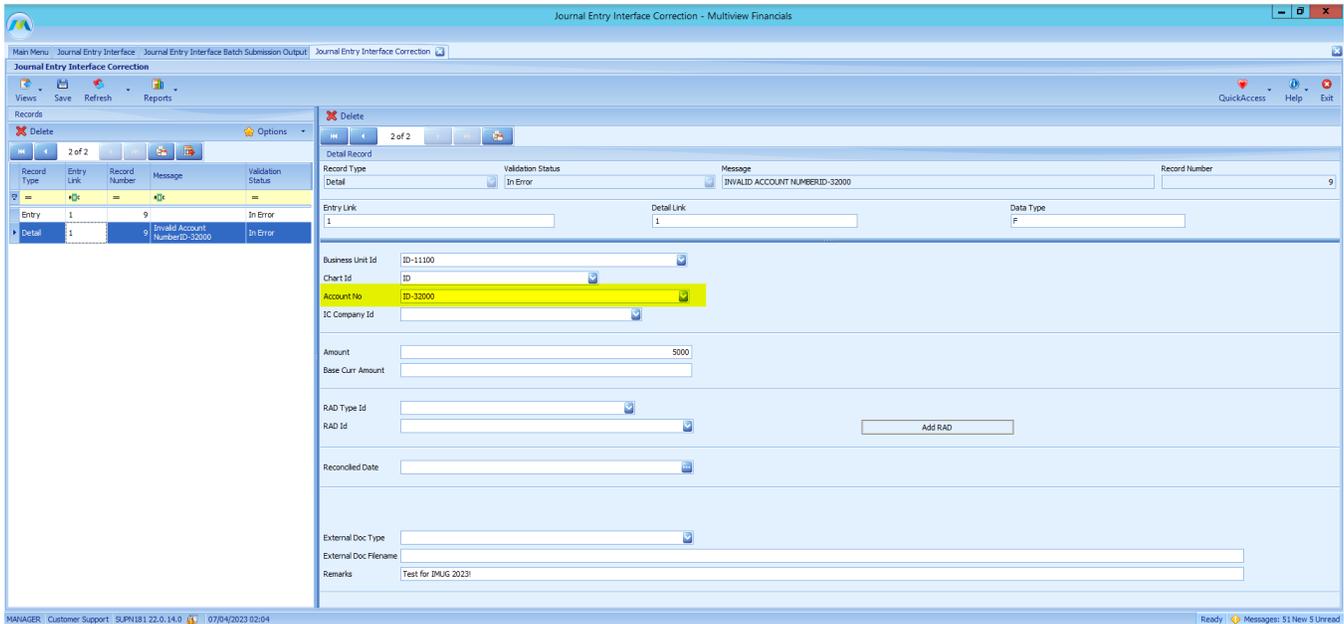
The Correct Error button will only work if the Load Status is “Loaded Successfully” otherwise it won’t let you correct errors. If the status is not “Loaded Successfully” then you’ll need to go back to the raw Excel file and correct the specified error from there. The usual culprit is formatting issues, and you cannot correct formatting issues within Multiview.



The screenshot shows the 'Batch Reference - Multiview Financials' window. The main area displays a log of the batch submission process. The log includes a summary of records read, validation status, and a table of detected errors.

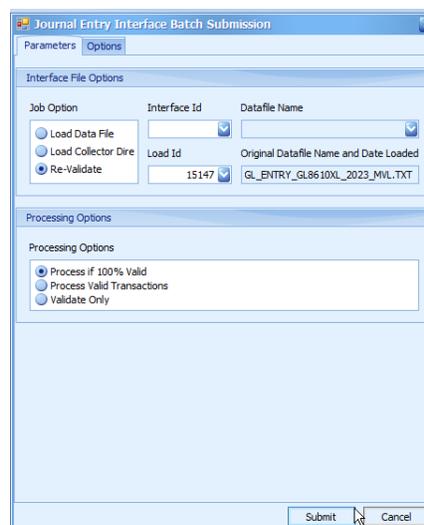
Line No	Log Date	Text
19	07/04/2023 02:02:51 PM	Summary: Records Read=1016 Errors Detected=0 Final Status=COMPLETED
20	07/04/2023 02:02:51 PM	*****
21	07/04/2023 02:02:51 PM	*****
22	07/04/2023 02:02:51 PM	*****
23	07/04/2023 02:02:51 PM	Starting Validation for Load 15147 at 04-JUL-2023 02:02:51 PM
24	07/04/2023 02:02:51 PM	*****
25	07/04/2023 02:02:51 PM	*****
26	07/04/2023 02:02:51 PM	*****
27	07/04/2023 02:02:51 PM	The following error(s) were detected
28	07/04/2023 02:02:51 PM	*****
29	07/04/2023 02:02:51 PM	Rec # Date Comp Unit Account Error
30	07/04/2023 02:02:51 PM	*****
31	07/04/2023 02:02:51 PM	9 14-JUL-23 IVAN ID-11100 ID-32000 Invalid Account Number ID-32000
32	07/04/2023 02:02:51 PM	*****
33	07/04/2023 02:02:51 PM	*****
34	07/04/2023 02:02:51 PM	*****
35	07/04/2023 02:02:51 PM	Completed Validation at 04-JUL-2023 02:02:51 PM
36	07/04/2023 02:02:51 PM	*****
37	07/04/2023 02:02:51 PM	*****
38	07/04/2023 02:02:51 PM	Skipping Processing, Transactions are not 100% Valid
39	07/04/2023 02:02:51 PM	End Of Request File Processing
40	07/04/2023 02:02:51 PM	Processing List of Output Files
41	07/04/2023 02:02:51 PM	Number of output files found = 0
42	07/04/2023 02:02:51 PM	Request Ended Successfully

In our case, the status is “Loaded Successfully” so we will be able to correct these errors from within Multiview. To correct errors, we can click the Correct Errors button found in the Journal Entry Interface screen.

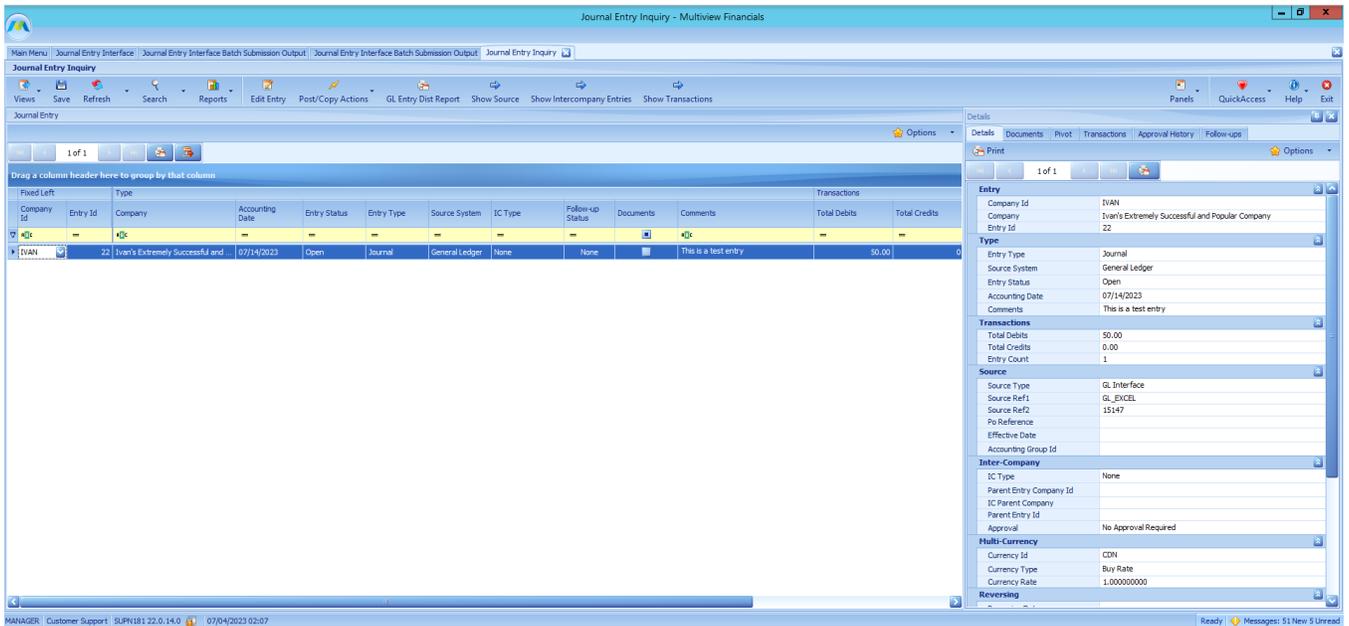
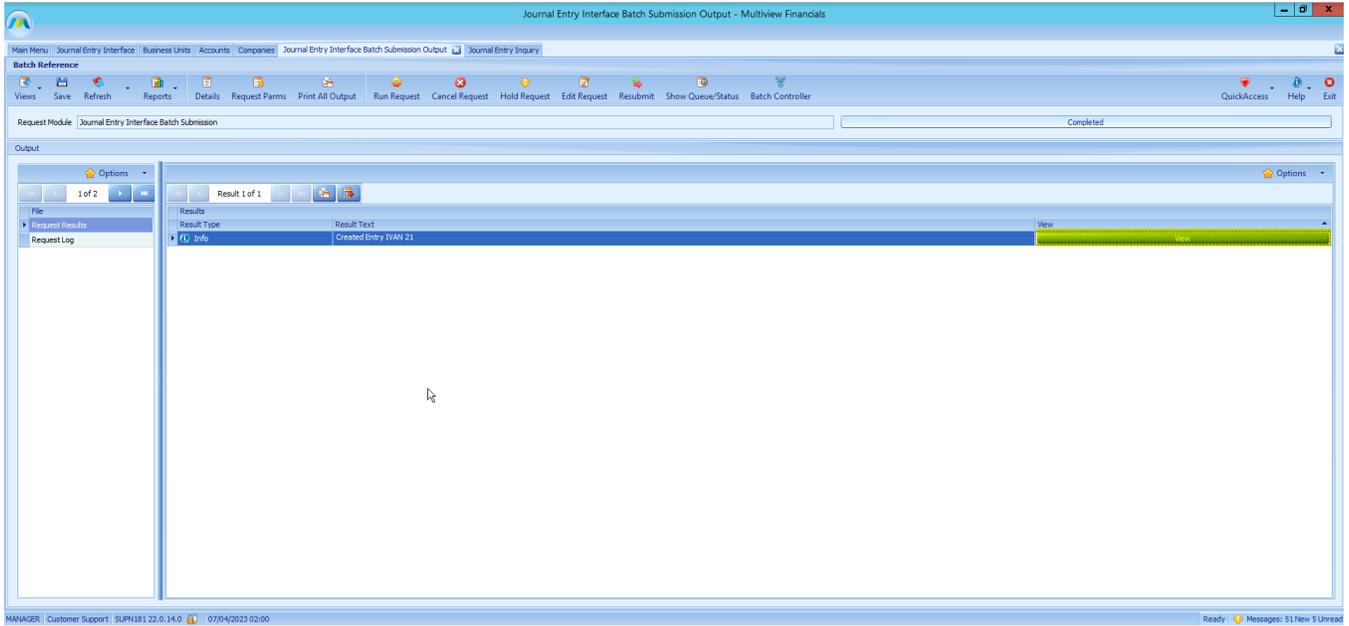


This opens the Journal Entry Interface Correction screen. From here, we can verify the information and specifically narrow it down to the errors we received. In this example, our Account Number has a typo and says 32000 instead of 3200 making it incorrect.

After we correct it, let's hit the save button. Now, let's click Re-Validate from the Journal Entry Interface screen.



Success! We were able to resolve the error. Now that this is corrected, we can click the View button to view our newly created entry.



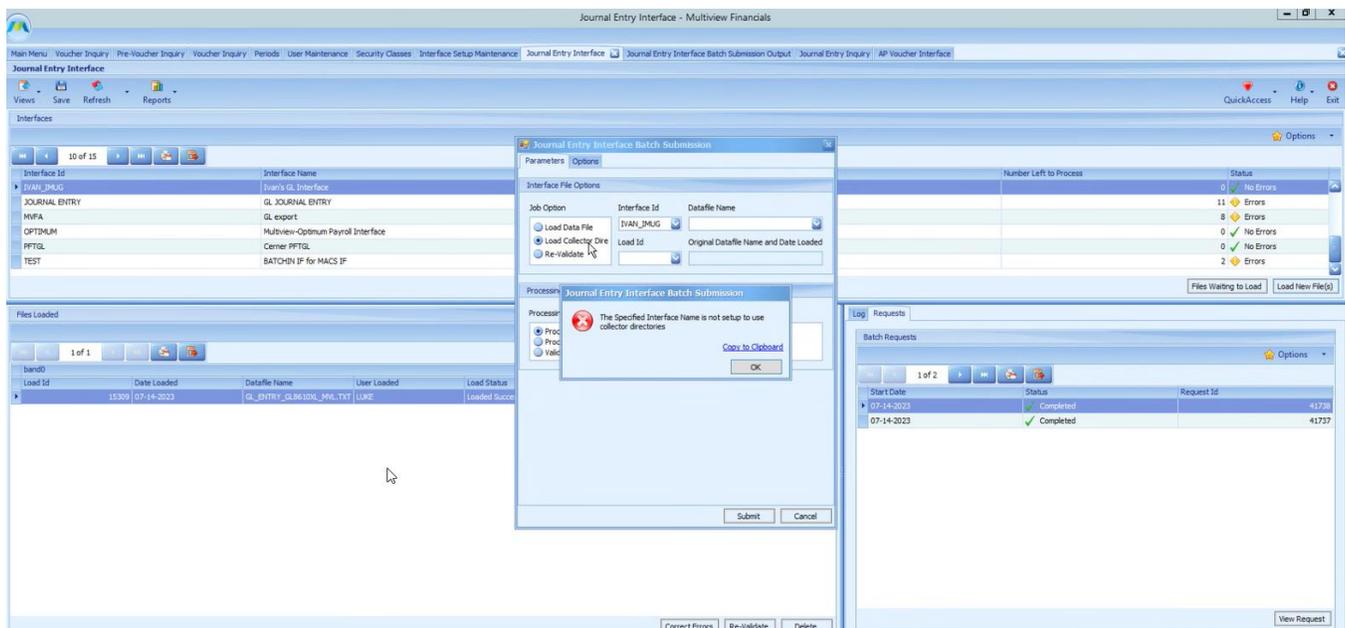
From here, the entry is created and in Multiview with the Open Status. This entry can then be processed to the General Ledger when needed.

Interface Automation

Automating an Interface can be very useful when an FTP is being used to automatically upload files on a regular basis to be interfaced with Multiview. This is commonly used with Cerner and Epic files.

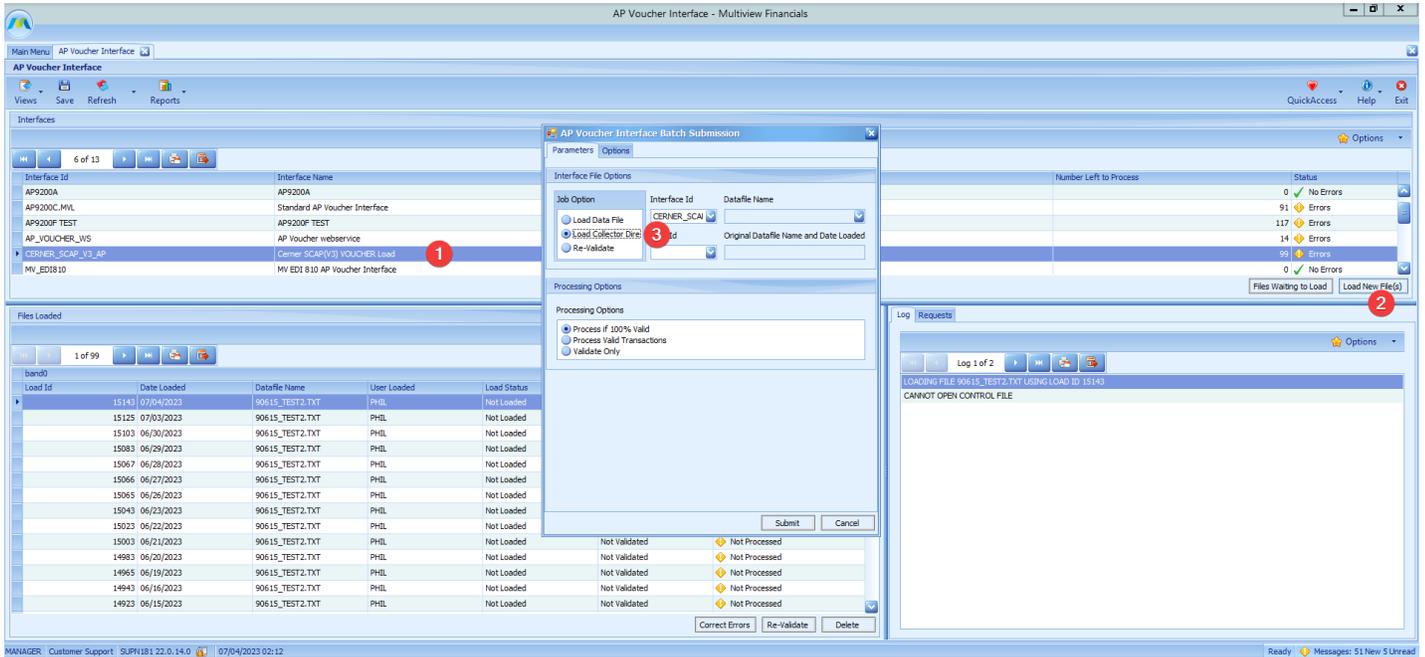
Let’s navigate the desired Interface screen, for this specific example we’ll use the AP Voucher Interface found in Main Menu > Accounts Payable > AP Voucher Interface. We will then, for this specific presentation, click on our CERNER_SCAP_V3_AP interface, then click Load New File(s), and select the **Load Collector Directory** option.

We’ll get an error saying, “The specified Interface name is not set up to use collector directories”. This is a very common error. If we didn’t set the Processing Option to Collection by Filename from the Interface Setup Maintenance screen, we’d get an error when we tried to select Load Collector Directory.

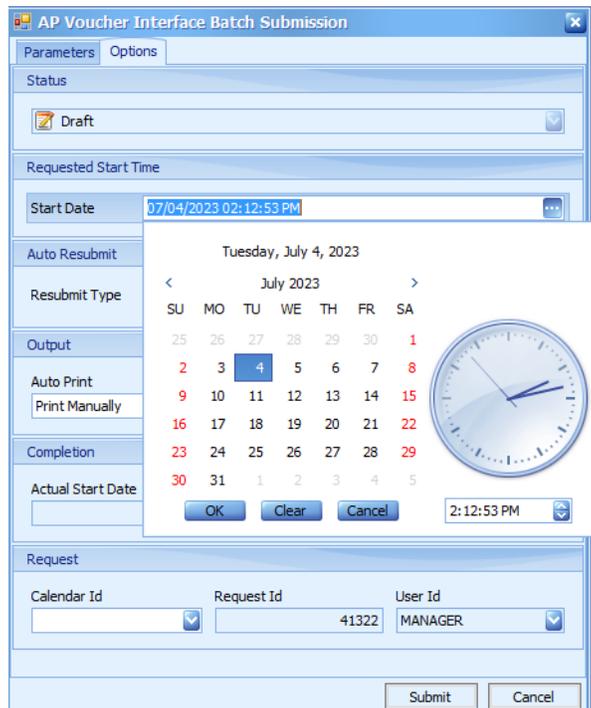


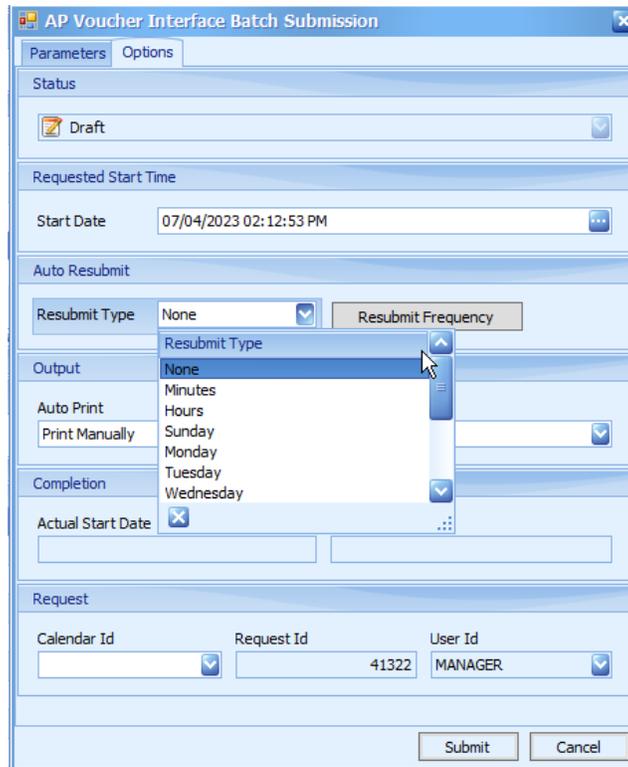
To fix this, let’s go over to our Interface Setup Maintenance tab, and click on the Data Entry tab for the Cerner Interface and set the Interface File Processing Option to Collection by Filename.

Next, let’s navigate back to the AP Voucher Interface tab. You will then need to highlight your required Interface, click Load New File(s), and select the Load Collector Directory option.



Finally, you can open the Options tab. You will need to specify the Start Date and Time, as well as the Resubmit Type. Everything else can stay as is. Once that is complete, click submit and the Interface will now run as scheduled.





AP Voucher Interface Batch Submission

Parameters Options

Status
Draft

Requested Start Time
Start Date 07/04/2023 02:12:53 PM

Auto Resubmit
Resubmit Type None Resubmit Frequency
Resubmit Type
None
Minutes
Hours
Sunday
Monday
Tuesday
Wednesday

Output
Auto Print
Print Manually

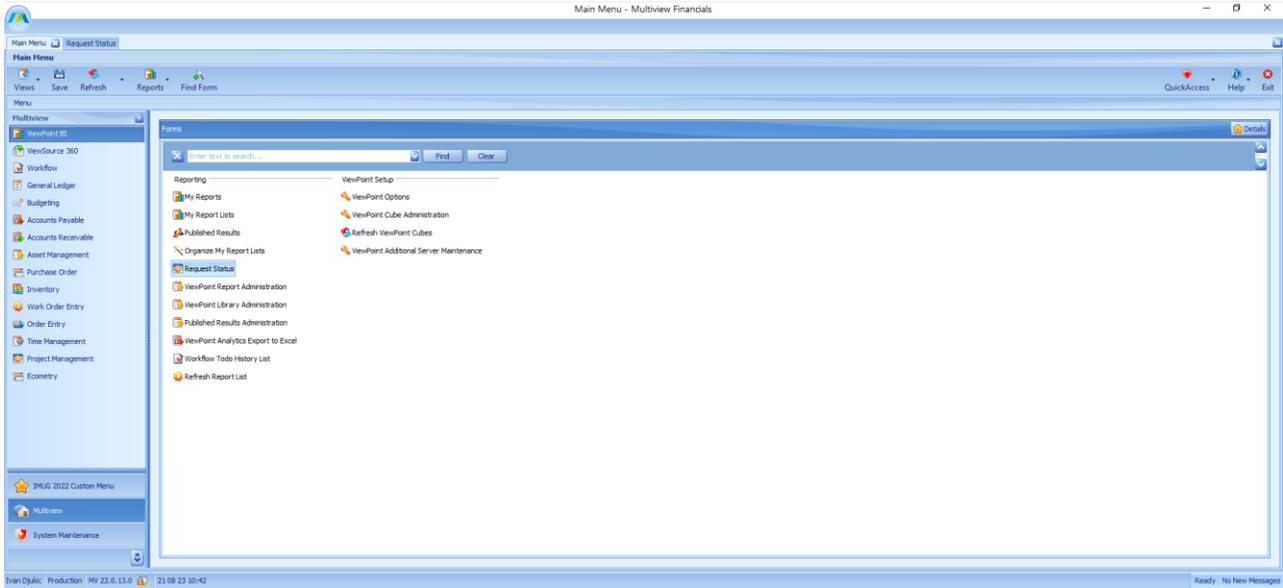
Completion
Actual Start Date

Request
Calendar Id Request Id 41322 User Id MANAGER

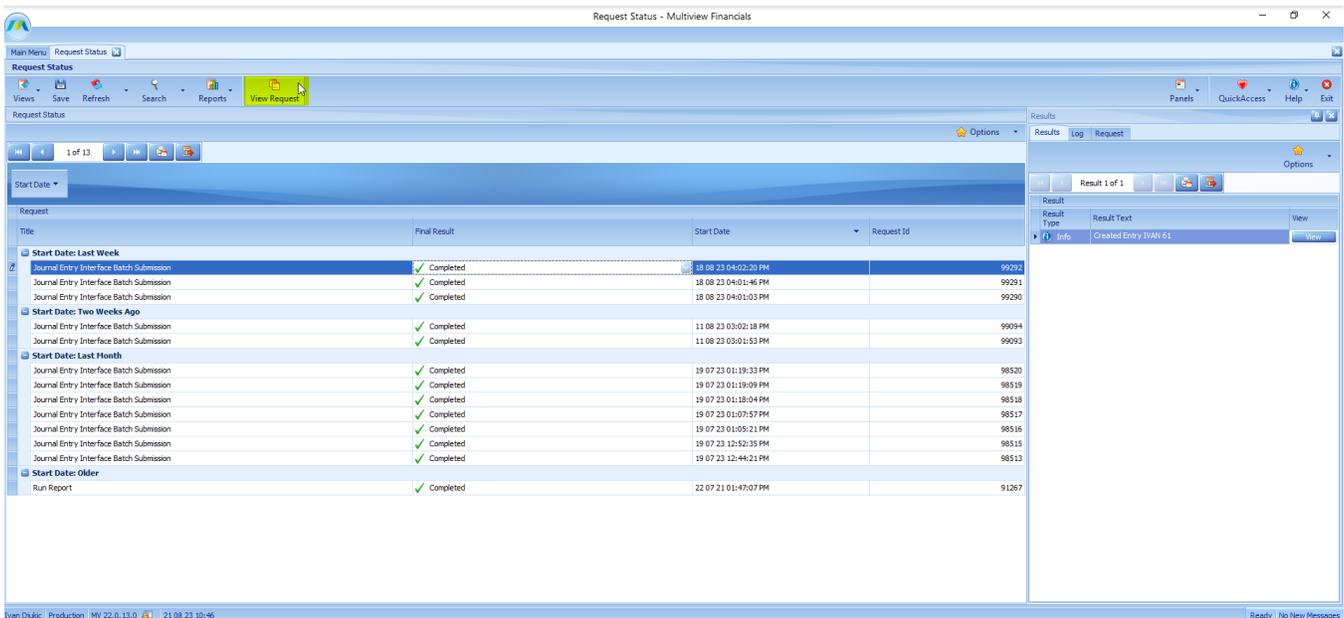
Submit Cancel

Bonus! Managing Automations & Request Statuses

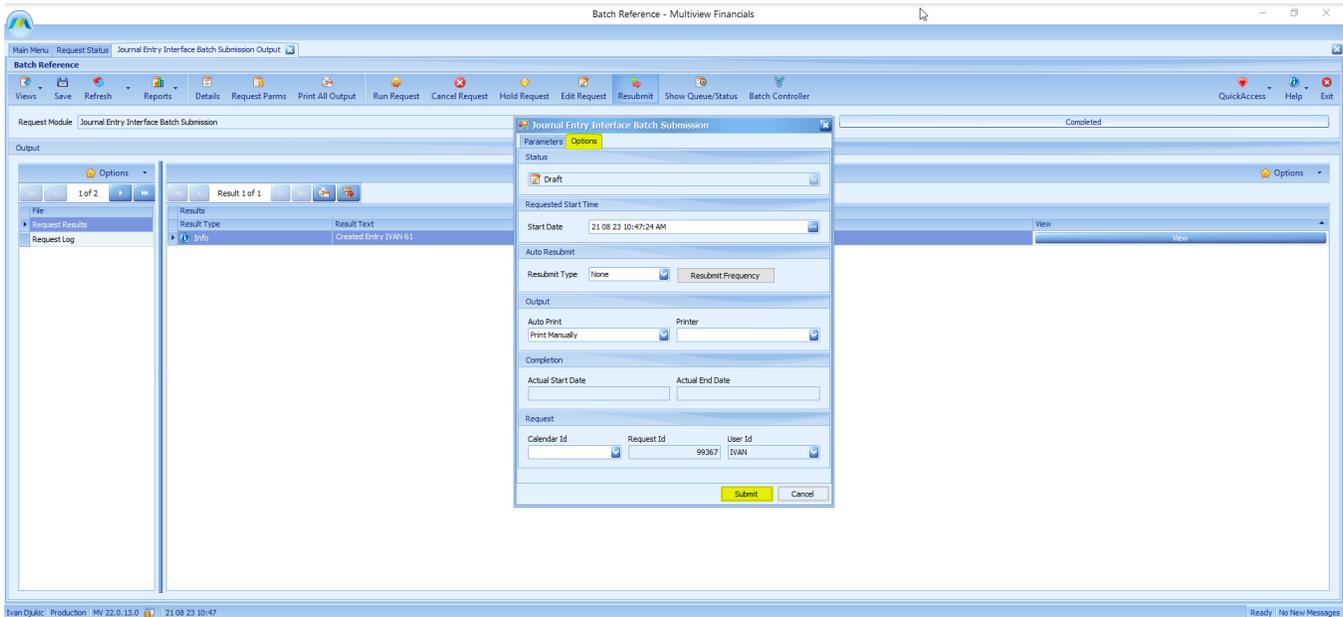
To get to the Request Status screen, go to Multiview > Viewpoint BI > Request Status



In this screen you would need to click on the request you just made when you got the report to Run/Refresh, then go into View Request:



In this screen you would need to go to Resubmit, then under options you would schedule the report to run when you need it to run:



After you're done, hit submit! After this, you should see your newly scheduled request run for the new date you set it for. You should also see this request on the Request Status Page.

****Knowledge Base contains standard Interface templates with instructions****

Support.multiviewcorp.com

****Custom Interfaces available upon request****