Data Extract Utility Admin Guide

Basware P2P 18.2

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1 Data Extract Utility Administration

The data extract utility is a tool to facilitate integrating external data with the Basware system. With administrative permission, you can edit existing exports, test configurations, and add or delete exports. From the Import Administration page, you can configure scheduled data imports for the tenant

When a data extract is performed, two major actions occur:

1. The requested data is **extracted** from the system database.
2. The extracted data is **exported** in the specified format using the chosen delivery method. This is sometimes also referred to as a **report**.

You must have permission *4204 - Data Extract Utility Administrator* to perform administrative functions. The permission is hidden and cannot be accessed by tenant administrators. The permission can be accessed by global administrators who use the **Log in to Tenant** functionality from the global administration page.

1.1 Add New Data Extracts

Location: ⚙ ▾   > **System** > **Data Extract Utility**

To edit a data extract, you must have the following permission:

- 4204 - Data Extract Utility Administrator

This permission is hidden and can only be accessed by global administrators.

To add a new data extract for a tenant:

1. In the Actions column of the Data Extract Utility page, click **Add New**.
2. Edit the settings and configuration as needed for the extract. You must go through each step in order and click **Continue** in step 10 of the configurator to save the changes.

> ℹ Pay careful attention to the documentation in on each step of the configuration wizard. It contains important information about conditional situations, what data needs to be entered, and more.

> ℹ All references to **External Client FTP** use SFTP to export data, not regular FTP.

1.2 Edit Data Extracts

Location: ⚙ ▾   > **System** > **Data Extract Utility**

To edit a data extract, you must have the following permission:

- 4204 - Data Extract Utility Administrator

This permission is hidden and can only be accessed by global administrators.

To edit a data extract:

1. In the Actions column next to the data extract to be edited, click **Edit**.
2. Edit the settings and configuration as needed for the extract. You must go through each step in order and click **Continue** in step 10 of the configurator to save the changes.

> Pay careful attention to the documentation in on each step of the configuration wizard. It contains important information about conditional situations, what data needs to be entered, and more.

> All references to **External Client FTP** use SFTP to export data, not regular FTP.

1.2.1 Dynamic Filters Configuration

> This information is intended for Basware global administrator and PSO use only.

> This functionality is only intended for use with Expense Manager module right now.

Dynamic filters narrow down the information provided in a data extract. When a user runs an extract with dynamic filters configured, they are prompted to select values for those filters. The values then determine what data is exported when the extract is run. For example, a user may want to export only expense transactions between June 1 and June 30. The user navigates to the Data Extract Utility, finds the appropriate report, and clicks Run. Then he is prompted with a page to select the dates for which he wants the extract to be run. After selecting June 1 and June 30, the extract returns only the data that fits within those filters.

The available dynamic filter input fields in step 7.5 of data extract editing can be configured. The configuration is global across all tenants in an environment. The fields are configured inside the expenseMaster.config file, which is stored in PITDocs inside the StandardizedExports folder.

Example filepath: \\fs101qnv\clientdata\clientData\instances\qapd\webDocs\qapd\StandardizedExports

The config file follows this basic structure:

```
<expenseTypes>
    <!-------one or more of these----->
    <expenseTypeFormat>
        <name></name>
        <value></value>
        <query></query>
    </expenseTypeFormat>


    <!-------one or more of these----->
    <expenseDynamicFilter>
        <id></id>
        <name></name>
        <type></type>
        <view></view>
        <help></help>
        <query></query>
    </expenseDynamicFilter>
</expenseTypes>
```

For every input field, create an <expenseDynamicFilter> xml tag, with following set of attributes.

- **id**: unique variable name for the input field.

- **name**: display name that's shown in the UI

- **type**: data type of the variable

- **view**: how to render this field in the UI. Possible values are **text**- simple text field, **datefield**- text field with a calendar picker, **select**- single select drop down.

- **help**: user friendly description about this field, shown to the user during report configuration.

- **query**: used to specify SQL associated with this input field. At runtime this query gets appended to the WHERE clause of the core **APExportMaster.getRecords()** function. This can be a plain query that gets injected as is, or it may have some variable. The variable should be specified using ^**ReplaceFilter**^, which is basically used to inject value at runtime. Ex.

```
OrderRequestsDetails.ordline_id in
(
    SELECT levelthreecc.reference_id
    FROM levelthreecc WHERE levelthreecc.referencetype_id = 2
    AND date(levelthreecc.PostDate) &#62;&#61;
^ReplaceFilter^
)
```

Example configuration for each View type

1. Text - simple text field

```
<expenseDynamicFilter>
    <id>OR_ID</id>
    <name>OR ID</name>
    <type>string</type>
    <view>text</view>
    <help>Enter OR ID (or list of comma separated OR IDs) if
you want to further narrow down your report data.
    </help>
    <query>OrderRequestsDetails.or_id in (^ReplaceFilter^) </
```

```
query>
</expenseDynamicFilter>
```

2. Datefield - text field with a calendar date picker

```
<expenseDynamicFilter>
    <id>From_Posting_Date</id>
    <name>From Posting Date</name>
    <type>date</type>
    <view>datefield</view>
    <help>Enter the expense posting date for your report
using your system's standard date format. You can also enter
the date formula using a ColdFusion expression. Ensure you
prefix any expression with the '~' operator. Example:
~CreateDate(Year(Now()),Month(Now()),1) gives the first day
of current month.
    </help>
    <query>OrderRequestsDetails.ordline_id in (
                SELECT levelthreecc.reference_id
                FROM levelthreecc WHERE
levelthreecc.referencetype_id = 2
                AND levelthreecc.PostDate &#62;&#61;
^ReplaceFilter^)
```

3. Select - single select dropdown. This uses an additional `options` XML tag to define each list item. Each option has the following attributes

   - id - the value that is stored when this option is selected

   - value - the display text shown to the user in the UI

   - query - the SQL associated with the option. Each option requires its own SQL query.

```
<expenseDynamicFilter>
    <id>Transaction_Type</id>
    <name>Transaction Type</name>
    <type>string</type>
    <view>select</view>
    <help>Select type of transactions that you want to
include in your report</help>
    <options>
        <option>
            <id>All</id>
            <value>All</value>
            <query></query>
        </option>
        <option>
            <id>Reimbursable_Only</id>
            <value>Reimbursable Only</value>
            <query>OrderRequestsDetails.ORDLine_ID IN
(SELECT e.ordline_id FROM expitemdetails e WHERE
flagLevelThreeCC = 0 AND e.ordline_id =
OrderRequestsDetails.ORDLine_ID)</query>
        </option>
        <option>
            <id>Credit_Card</id>
            <value>Credit Card Only</value>
            <query>OrderRequestsDetails.ORDLine_ID IN
(SELECT e.ordline_id FROM expitemdetails e WHERE
flagLevelThreeCC = 1 AND e.ordline_id =
OrderRequestsDetails.ORDLine_ID)</query>
        </option>
```

```
        </options>
        <query></query>
</expenseDynamicFilter>
```

DateField Date Expressions

- Inside DateFields you can either enter a date value in the system's standard date format or enter a date formula using a ColdFusion expression. Ensure you prefix any expression with the '~' operator. Some examples of ColdFusion expressions are

-

- `CreateDate(Year(Now()),Month(Now())-1,1)` : this gets evaluated to first day of the previous month.

-

- `DateAdd("d", -1, CreateDate(Year(Now()),Month(Now()),1))` : this gets evaluated to last day of the previous month.

-

- `DateFormat((Now()-7)-DayOfWeek(Now())+1)` : this gets evaluated to first day of the previous week.

-

- `DateFormat((Now()-7)-DayOfWeek(Now())+7)` : this gets evaluated to last day of the previous week.

The date field is validated to ensure it matches either the system's current date format or a valid ColdFusion expression.

1.3 Manually Run Data Extracts

Location: ⚙ ▾ > **System** > **Data Extract Utility**

To run a data extract, the following conditions must be met:

- You must have permissions *2005 - Manage Expense Reports* and *2006 - Run Expense Reports* to access the Data Extract Utility.
- The desired extract must be fully configured by an administrator. For more information, refer to the *Data Extract Utility Admin Guide*.
- You must have permission *4205 - Data Extract Utility Manager*, or you must be part of a user group that has permission to run the extract as determined during extract configuration. Users with permission 4205 can run all configured extracts for the tenant.

Users can access the Data Extract Utility to manually run configured extracts as needed. After running the extract, the documents are marked as *exported*.

To manually run a data extract:

1. On the Data Extract Utility page, locate the extract you wish to run and click **Run**.

2. If prompted to do so, select values for each required input field per the extract configuration and click **Run**.

The confirmation page states where the data files have been exported to. You may also download the report file using the provided link. The documents in the export are marked as exported, and will not be picked up on the next data extract.

Your report ran successfully and your results are ready for your review.
- Download Report File: SDKsampleextract
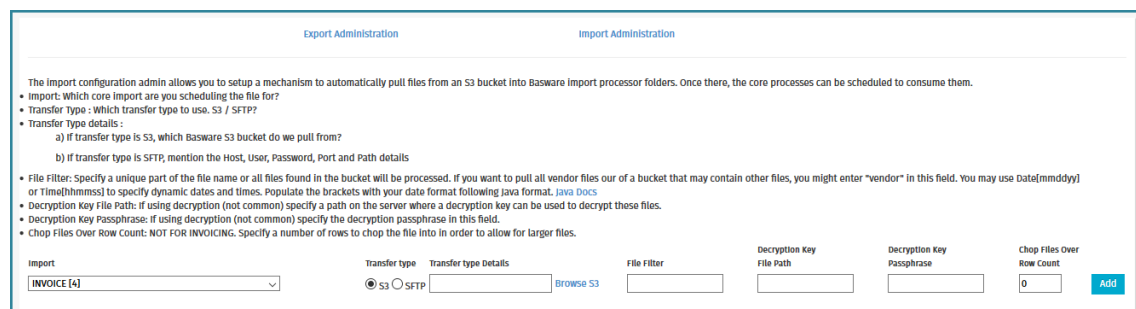- Email containing export data files sent to ▓▓▓▓▓▓▓ @basware.com

Figure 1: Sample confirmation page

If you wish to instead extract data without marking it as exported, use the **Test *** option on the Data Extract Utility page.

1.4 Import Administration

The Import Administration area of the Data Extract Utility gives the administrator the ability to configure regular data imports from an Amazon S3 bucket or SFTP. The user must have permission 4205 - Data Extract Utility Manager. Additionally, an import specification must already be created through ⚙ ▾ > **System** > **Import Specifications** in order to configure an import for it.

S3 Transfer Type

If you choose to create an S3 import, use **Browse S3** to choose the directory from which the file should be pulled.

SFTP Transfer Type

If you choose to create an SFTP transfer, fill in all fields for host, user, password, port, and path.

> ℹ Previously, administrators had to include SFTP information in the `<standardizedImport>` tag in the importMaster.config file to configure an SFTP import operation. This is no longer necessary, as these fields in the UI populate the XML with all required information.

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