# Exporting SQLPos Transactions

This procedure exports data to portable media such as a diskette or flash memory stick so that it can later be imported into Club Office's A/R system. This function is used in situations where a workstation either goes off-line because of network connection problems or is a permanently-offline unit.

The following is performed at the SQLPos workstation that has the sales transactions:

1. Open the Workstation Reports module as a manager. This displays all the manager reports along with the Export Transactions button.
2. Type the FROM date and TO date to match the transactions you want to select. For example, if you need the transactions from September 6th, you'd type 20050906 in both the FROM date and TO date boxes, such as in this example:
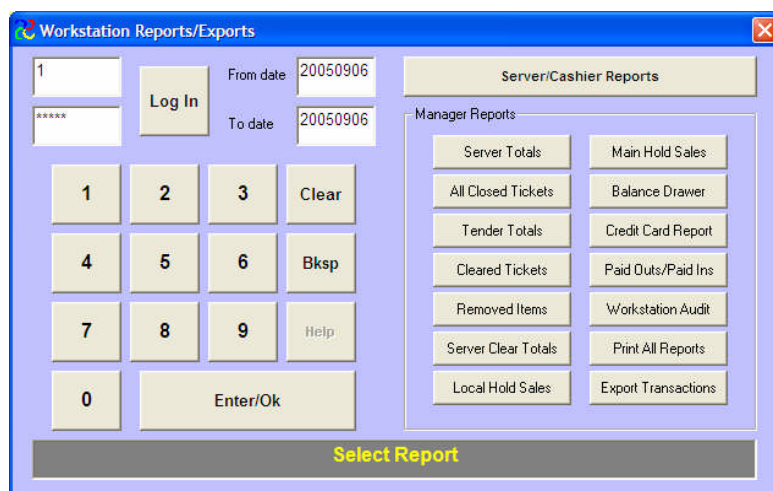

3. Select the Export Transactions button. A dialogue box appears to "Select Export Destination." Use the box to select the destination where you want the export to be made, such as the diskette drive or flash memory stick. Keep the default name as it appears in the File Name box at the bottom of the dialogue box. Continue by selecting the SAVE button. In this example, the user is exporting to drive E: a memory stick:
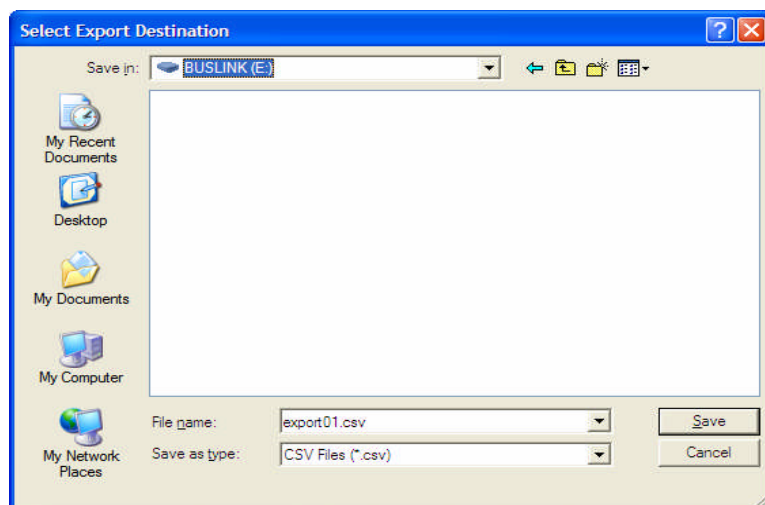
4. One or more "Confirm export" boxes may appear. Click YES to continue, no to cancel.
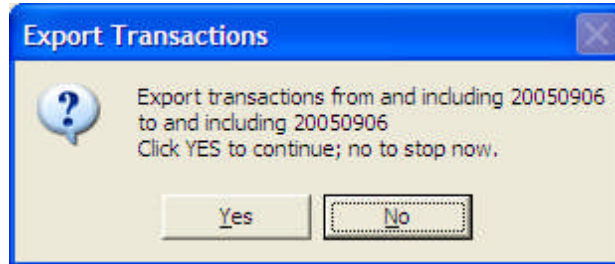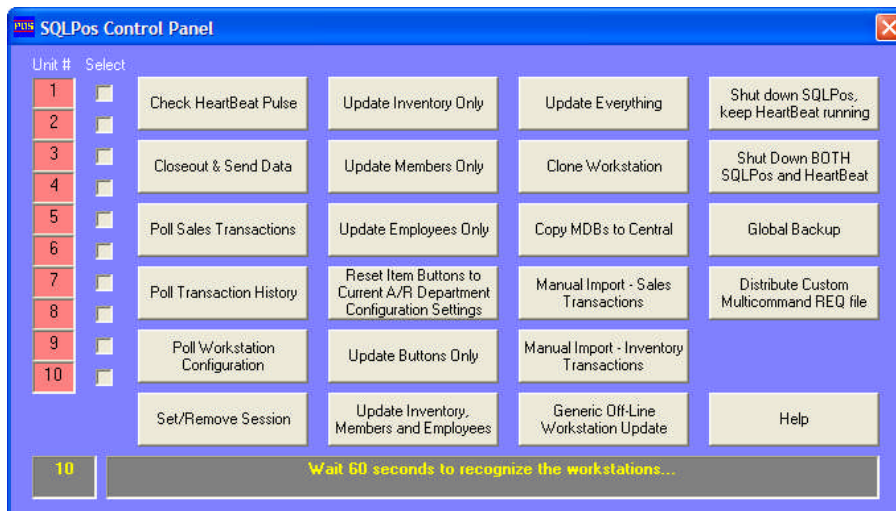

If the transactions have already been exported, other messages will appear. Read the messages and choose whether to re-export them or not. Otherwise, the system will export the chosen transactions as long as there are some for the chosen dates.
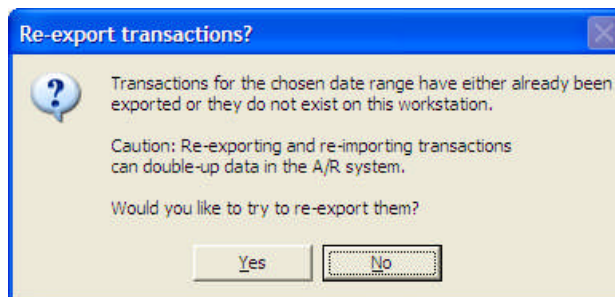

5. When done, close the report screen to resume normal SQLPos operation.
6. Remove the portable media. Reminder: USB memory sticks should first be closed before physically removing them from the USB port. Failure to follow this guideline may result in corrupted data in the exported file or possibly damage to the memory stick itself.

After the export, the following is performed at the Club Office A/R screen:

1. Start the A/R module.
2. Select File – SQLPos Control Panel

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3. Select the Manual Import Sales Transactions button. A "select export file" dialog box will appear. Use this box to locate the export file you made at the SQLPos workstation. The default file name is **exportXX.csv** where XX is the number of the SQLPos workstation that exported the data file. Select the file and click OPEN. In the example below, the user has a memory stick (as drive E:) and is importing the transactions from SQLPos workstation 01:
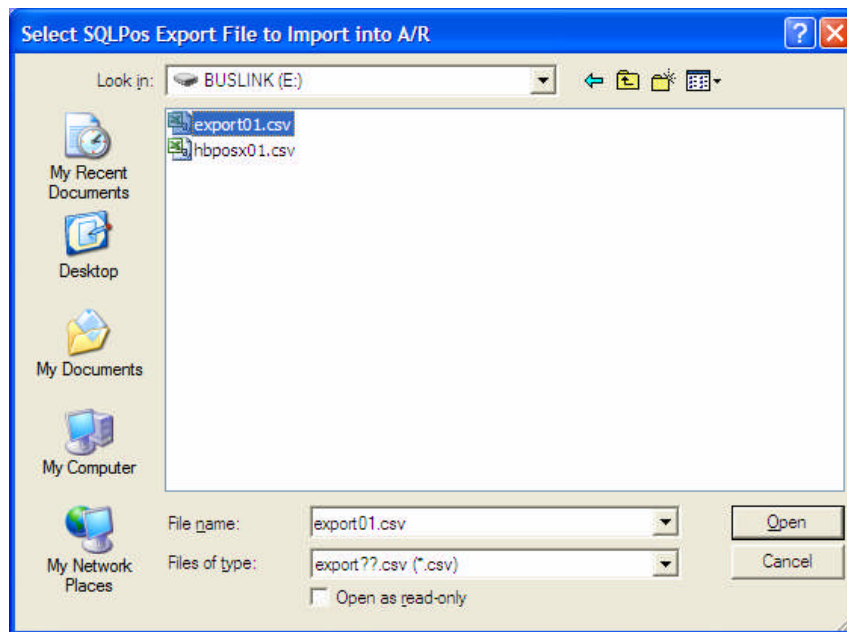

4. A confirm import file box will appear; click YES to import. Following a successfully import, a "sales import complete" message will appear.
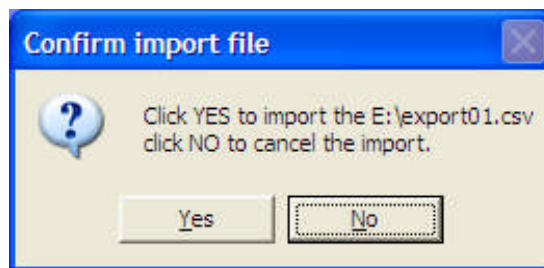
5. Close the SQLPos control panel; then type the chosen date (20050906 in this example) in the A/R screen's date box to display the imported data. Alternately, you could close the A/R screen back to the main Club Office menu and restart A/R again to refresh the display. You will then see all the newly imported data.
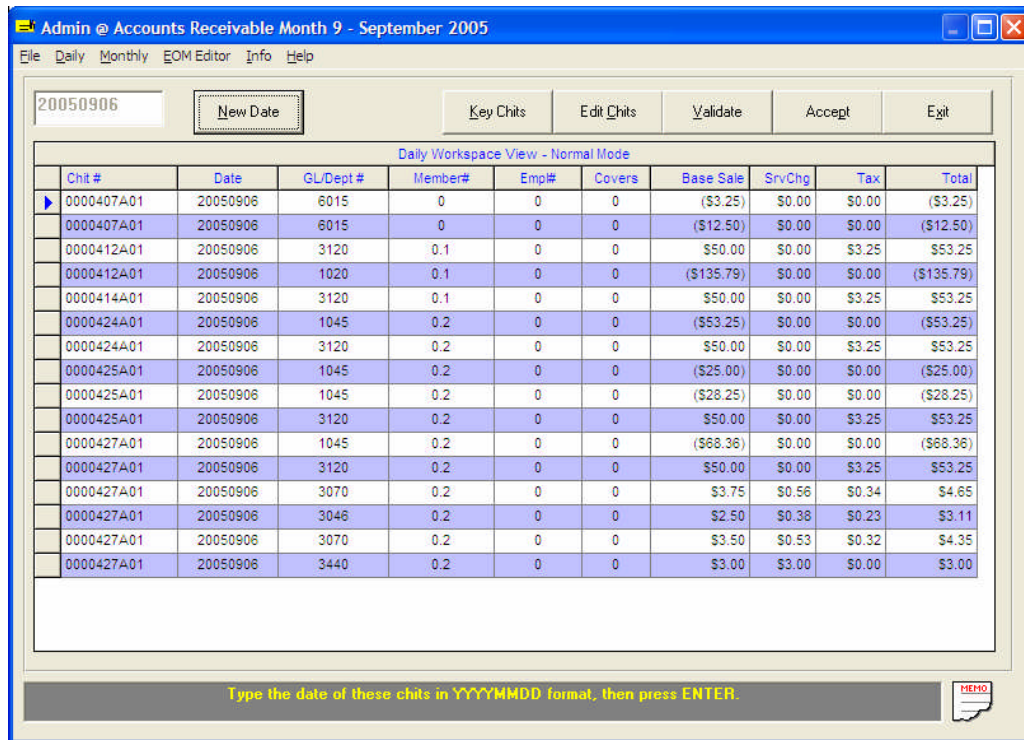

6. Continue and process the A/R transactions as normal.
7. If the sales transactions were manually imported, you must also manually import the completed sales inventory transactions as well. This is a separate selection on the SQLPos Control Panel, and it functions *exactly* the same as the sales transaction import. The only difference is that the inventory transactions are in an export file named **hbposxXX.csv** where XX is the SQLPos workstation number that exported the file (example: hbposx01.csv from SQLPos workstation 01).
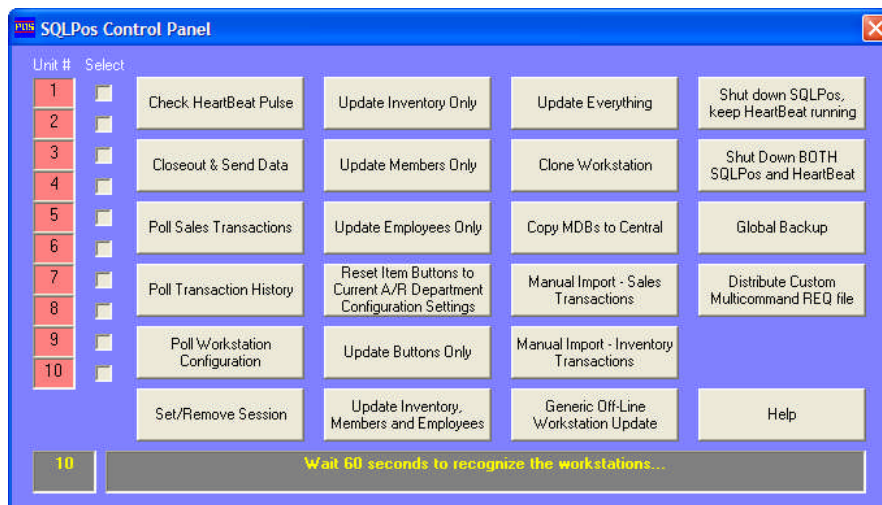
Re-Importing SQLPos Transactions

Re-importing the same data file is quite easy, should it become necessary to do so.

1. Re-start the SQLPos Control Panel and choose to manually import sales transactions again. The "select export file" dialogue box appears.
2. Navigate to the same portable media device you used earlier. In this example, the user has a memory stick as drive E:.
3. In the bottom "Files of type:" box, change the setting to view ALL files.
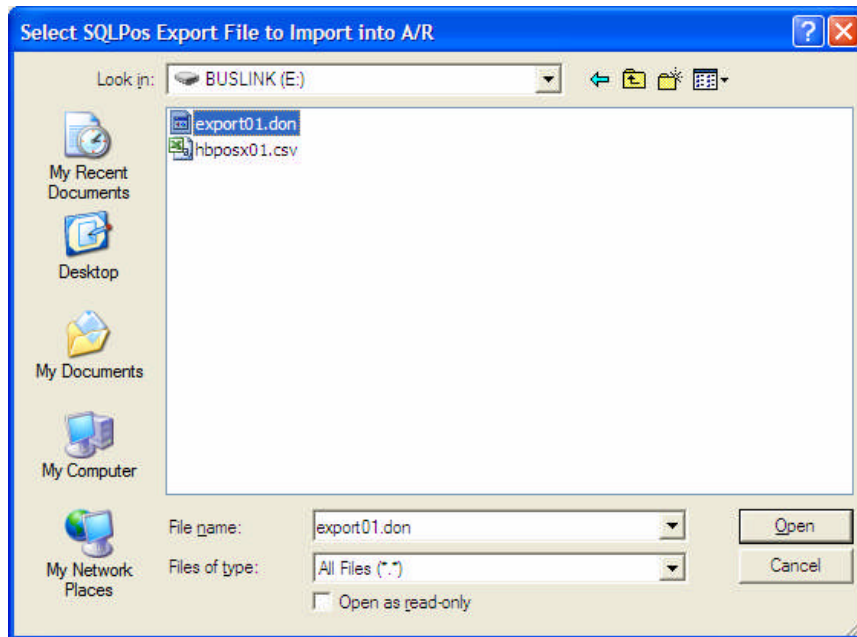
4. After a file has been imported, the file's name is changed from a CSV file type to a "DON" file type. Because ALL files are displayed, the DON version of the file now appears. Select it and click OPEN.
5. Continue the import as you would normally.

> **CAUTION:** It is quite easy to import the same data file more than once, thereby effectively doubling the transactions in the A/R workspace. Before re-importing a file, it's a good idea to close the A/R module and return to the Club Office menu first. Then restart A/R and let the screen refresh with ALL the sales transactions that are currently in the workspace. By reviewing these first, you may prevent doubling-up the transactions.

6. Re-importing the inventory transactions functions *exactly* the same, using the same file naming convention for the **hbposxXX.csv** file. Example: after initially importing the hbposx01.csv file, its name is changed to hbposx01.don.

> **CAUTION:** It is also quite easy to import inventory transactions more than once, too, which obviously will impact the inventory quantities on hand, cost of goods, etc. By reviewing the inventory movement report in the inventory module, you can determine whether re-importing the inventory transactions is necessary.