

Manual

UNIT4 DataCollector

2.6

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1. INTRODUCTION

UNIT4 DataCollector is a user-friendly program used to quickly export financial data from various financial packages and ERP systems, such as UNIT4 Accounting, UNIT4 Multivers and Dibis and ERP systems such as SAP and JD Edwards. The data can subsequently be imported into UNIT4 AccountAnalyser, an application for numbers-based auditing and analysis of a set of accounts.

2. SYSTEM REQUIREMENTS

UNIT4 DataCollector is provided as a run/time version. The advantage is that it can be used immediately (for example, from an USB stick) without requiring an installation. If you want to leave UNIT4 DataCollector for a customer, you can copy the complete run/time folder the customer's system. Again, no installation is required.

UNIT4 DataCollector should be started from a local disk; it can also be a USB stick. To start UNIT4 DataCollector from a network drive is not possible.

The user has to have writing permission for the export file location. The available drive capacity should be sufficient to save the export file. Usually 1 or 2 GB is more than enough, but that depends on the quantity of data to be exported.

UNIT4 DataCollector can be used on Windows XP SP 2 or higher. The installation of Microsoft .NET Framework 2.0 SP 2 or higher is required. This is installed as standard on most Windows operating systems. If this is not the case, download the Microsoft .NET Framework installation package from the following website:

http://www.microsoft.com/downloads/details.aspx?FamilyID=79BC3B77-E02C-4AD3-AACF-A7633F706BA5&DISPLAYLANG=EN.

UNIT4 DataCollector does not operate on Citrix nor Terminal Services Remote Applications 2008.

Custom-made modifications in the ERP database or in the financial package database are not supported. Extraction of a consolidated company is not supported, only subsidiary or single companies are supported.

UNIT4 DataCollector operates on a PC on which a West-European language is selected in the country settings. It does not operate when the PC language has a different character set, for example, Sanskrit (India).

3. EXPORTING THE FINANCIAL DATA

Follow the steps below to export the financial data:

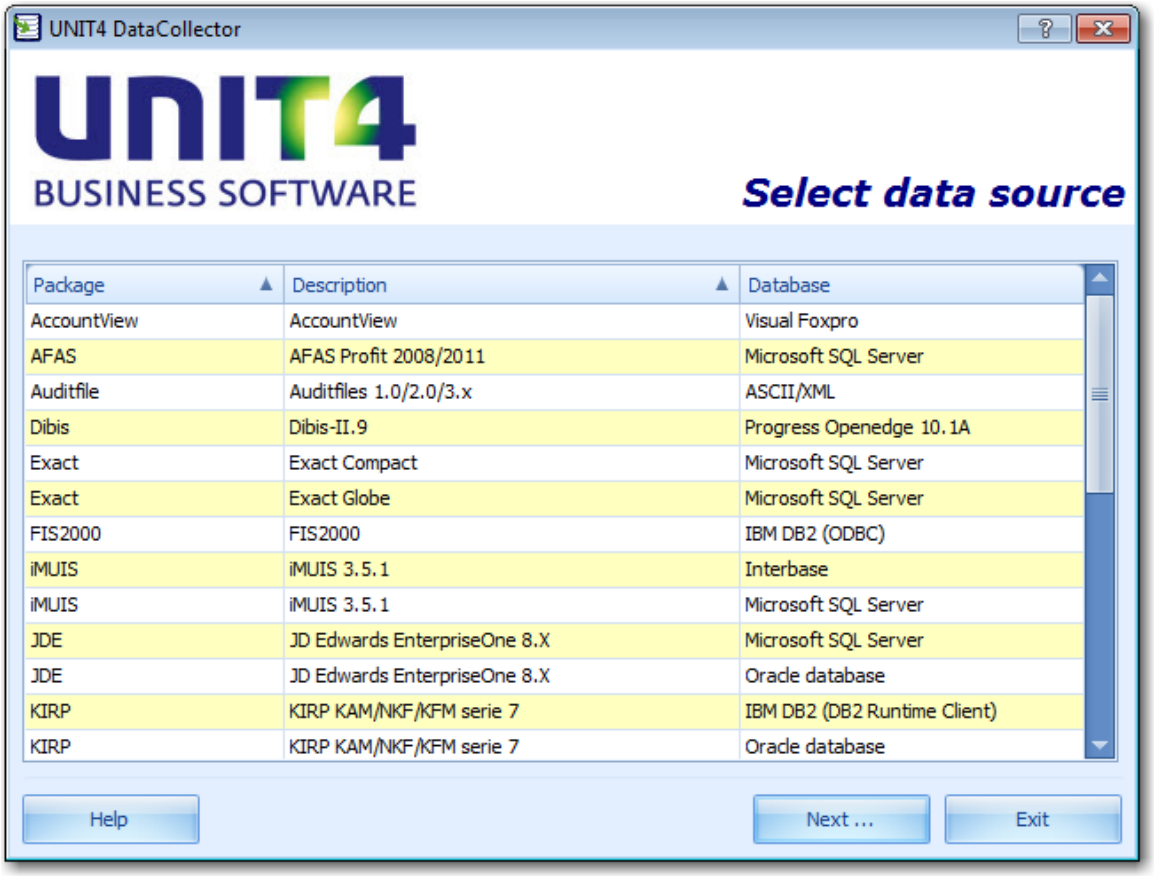
Step 1: Start the software and select the financial package/ERP system.

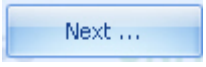
Step 2: Select the required selection data depending on the selected financial package/ERP system.

Step 3: Specify the file location.

3.1. Step 1: Select the financial package/ERP system

Start UNIT4 DataCollector. The following window is displayed:



Select the financial package/ERP system and click the 

button.

Then it will be checked if the version of the reader of the financial application selected is equal to the version of UNIT4 Data Collector. For example, if the reader is version 2.0

and UNIT4 DataCollector is version 2.1, you receive the following message: "Package version (2.0) conflicts with DataCollector version (2.1). Extraction is not possible.".

3.2. Step 2: Specify the selection data

Specify the selection data. The data depends on the financial package/ERP system and is described in the manual for the financial package/ERP system concerned.
Independently of the selected financial package/ERP system, at least the following steps should be performed:

- Specify the database connection.
- Select the company.
- Select the entities.
- Select the financial year and periods.

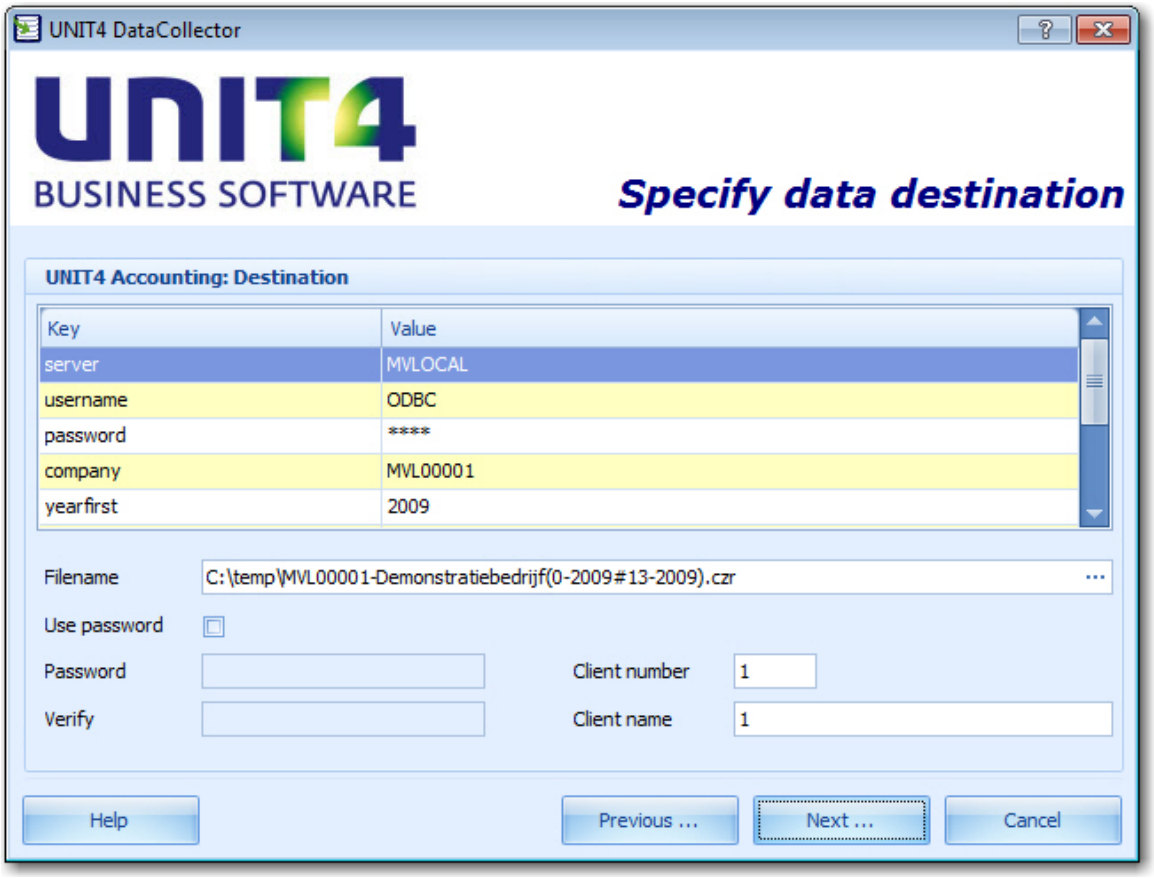
Other data may be required depending on the selected financial package/ERP system. Refer to the manual for the financial package/ERP system concerned for more information.

 The entered data is stored per financial package/ERP system. When you next export the data from the financial package/ERP system concerned, the data which you entered the previous time is displayed.

 The entered passwords are not saved for security reasons.

3.3. Step 3: Specify the file location

In this window you indicate where to save the export file.



A summary of the entered selection data is displayed at the top of the window.

Select the location for the export file in the **File name** field.

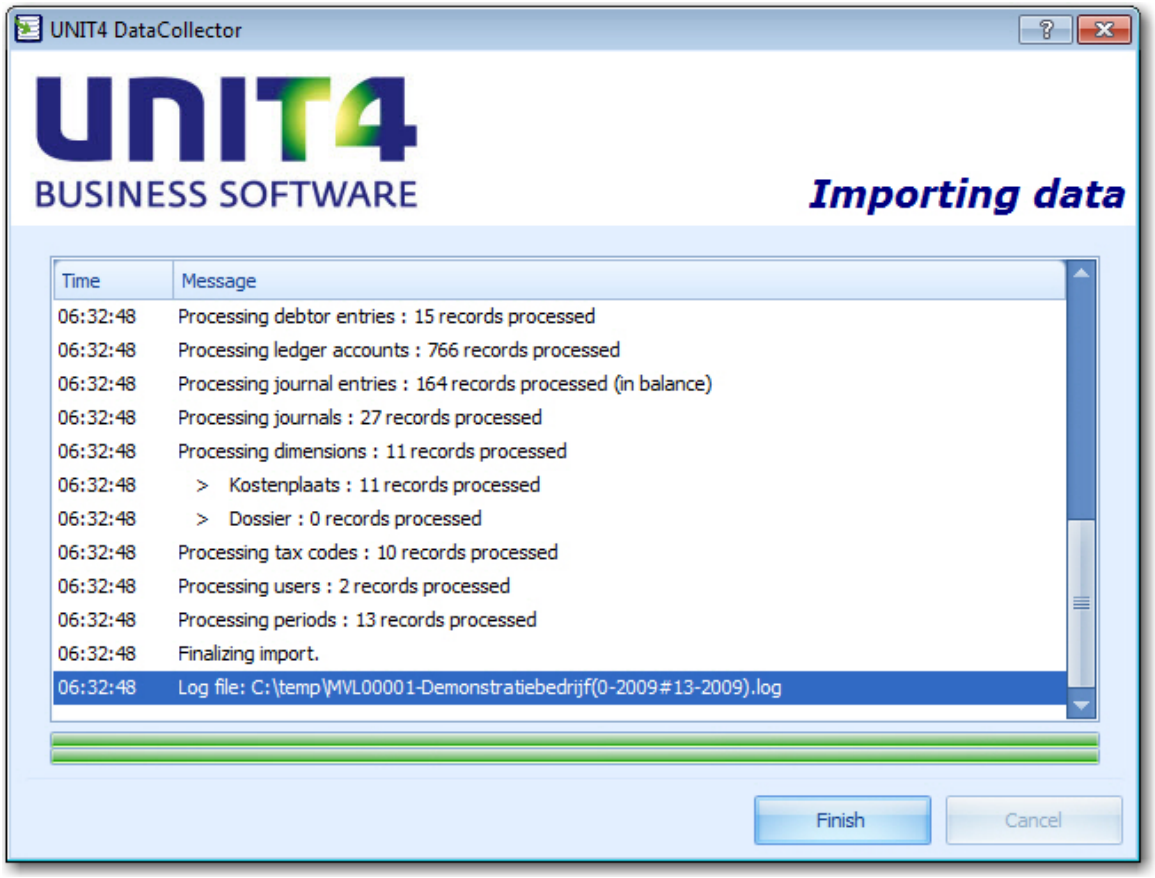
By default the data is encrypted. The user can add an additional password. This password has to be entered when the data is imported into UNIT4 AccountAnalyser. Select the **Use password** checkbox and enter the password in the **Password** field to activate the password protection. Confirm the password in the **Verify** field.

You can specify the client number and the client name in the **Client number** and the **Client name** fields. This data is used as reference when the files are imported into UNIT4 AccountAnalyser by the accountant. Your accountant will provide the required data. If you process the data in UNIT4 AccountAnalyser yourself you can leave these fields empty.

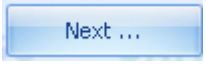
The specified data, except the password, is saved. The file location is remembered in the **File name** field and not the file name, because the file name depends on the selected company and financial years.

Next, click the 

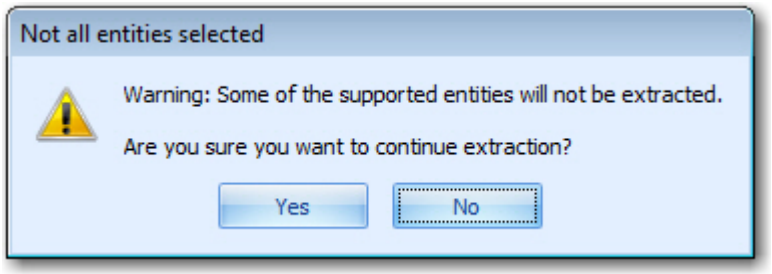
button. The data is exported.



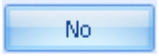
If you have not selected all the entities in the selection data (refer to the manual for the collector concerned), the following message is displayed when you click the



button:



Click 

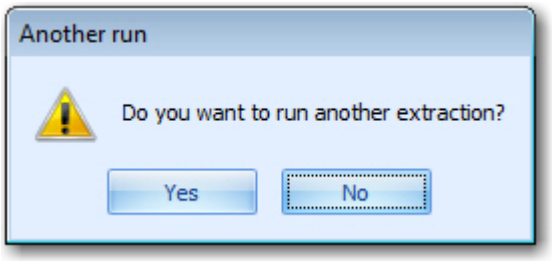
to export the data. If you click 

the data is not exported.

Click the 

button to select the required entities.

After the data has been exported you click the Finish button. A dialogue box is displayed asking whether you would like to export any other data.



If you click Yes , you return to the window where the financial package/ERP system is selected (refer to Step 1). Click No to close UNIT4 DataCollector.

3.4. Result

The file with exported data is compressed and encrypted and can be imported in UNIT4 AccountAnalyser. For example, exporting the data for financial year 2009 of company 99999 creates the CZR file below:

Name	Size	Type
99999-Demonstratiebedrijf(0-2009#13-2009).log	2 KB	Text Document
99999-Demonstratiebedrijf(0-2009#13-2009).czr	148 KB	CZR File