



## ***Electronic Data Conversion Mapping Worksheet***

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\*Note: For a complete listing of file layouts, use the FACTS DO System.

## Using the Electronic Data Conversion Mapping Worksheet

<b>Completed by:</b>	Project Leader, assisted by FACTS Implementation Consultant (or Local FACTS Office Programmer)
<b>Purpose:</b>	To assist the Local FACTS Office Programmer in converting your data by identifying the data fields in FACTS that correspond to the fields in your existing system. A sample format and blank worksheet is provided.
<b>How it is used:</b>	Complete the appropriate form(s) with your Implementation Consultant or local FACTS office Programmer. A separate form is completed for each major file. The file layouts are available through the FACTS DO File Layouts.
<b>When it is used:</b>	During Data Conversion
<b>Who uses it:</b>	Local FACTS Office and Customer
<b>File under:</b>	Installing the System/Data Conversion
<b>Last revised:</b>	05/01
<b>File:</b>	<p>Data Conversion Mapping Procedure.exe</p> <p>This is a self-extracting zipped MS Word document and must be printed/viewed through MS Word. This file is located in the Software Solutions Nexus – Facts/Documentation and Education/PIA.</p> <p>Note: The Software Solutions Nexus is a private extranet and is available for local Facts personnel only.</p>

## Conversion Mapping Worksheet

### Sample Format

### Customer Ship To File - ARSHIP

Customer Name: \_\_\_\_\_

Pass #: \_\_\_\_\_

Date: \_\_\_\_\_

Seq #	FACTS Field ID	Size / Type	Format or Value or Notes	Description	Req'd / Sugg'd	Your Field ID	Your File	Size / Type	Format or Default Value	Conv Y / N	Notes
1	A0\$ *	2 / A	Supporting File	Company	R						
2	A2\$ *	10 / A		Customer Number	R						
3	H8\$ *	6 / A		Ship-to Number	R						
4	B8\$ (1,30)	30 / A		Ship-to Name	R						
5	C8\$ (1,30)	30 / A		Ship-to Addr Line 1	R						
	C8\$ (31,30)	30 / A		Ship-to Addr Line 2							
	C8\$ (61,30)	30 / A		Ship-to Addr Line 3							
6	D8\$	15 / A		City	R						
7	E8\$ (1,2)	2 / A		State	R						
	E8\$ (3,10)	10 / A		Zip Code	R						
	F8\$ (1,17)	17 / A	include - 's, area code & ext.	Phone #1							
	F8\$ (18,17)	17 / A	if needed	Phone #2							
	F8\$ (35,25)	25 / A		Contact 1							
	F8\$ (60,25)	25 / A	if needed	Contact 2							
9	J8\$	3 / A	Supporting File	Salesperson/Territory	S						
10	L8\$ (1,8)	8 / A	Supporting File	Tax Code	R						
	L8\$ (9,1)	1 / A	H=High, L=Low, X=Exempt	Tax Type	R						
11	V8\$	15 / A		Ship via							
12	W8\$ (1,3)	3 / A		Ship-to Default Route							
	W8\$ (4,3)	3 / N	999	Ship-to Zone							
	W8\$ (7,1)	1 / A	Commerical / Residential	UPS Ground Delivery Code							

**Notes:** \* = Key to File    A = Alphanumeric    N = Numeric    D = Date

Customer Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes:** \* = Key to File    A = Alphanumeric    N = Numeric    D = Date