

Importing data into ETZ

How to import data into ETZ using excel spread sheets



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Import Files	Error! Bookmark not defined.

Import Column Mappings

Data can be imported into ETZ using xls,xlsx, xlb, csv, json and xml files and this document will explain how you can do this. Under Data Ex you can see 3 pages, Import Column Mappings, Import Files and Import Status.

Import Column Mappings – this page is where you can edit the column heading for the import files. For example, the default for a candidate’s first name is ‘First Name’, but you might prefer ‘Name’ or ‘Forename’. **It is very important that you do this before downloading any templates from Import Files.** The reason being is that the column headers get automatically generated based on the field mappings entered on Import Column Mappings. Once you are happy with the field mappings, scroll to the bottom of the page and click the save button. It’s important that you do this for all of the import types.

IMPORT COLUMN MAPPINGS		
Description	Agency Data Mapping	Mapping Source
Agency Reference	<input type="text" value="Payroll Number"/>	Default
First Name	<input type="text" value="First Name"/>	Default
Last Name	<input type="text" value="Last Name"/>	Default
Mobile Number	<input type="text" value="Mobile No"/>	Default

Import Files – on this page you can download the spreadsheet templates and upload them.

Supplier (Ltd Company)	<input type="button" value="Choose File"/> No file chosen	Download Limited Company Template
Client	<input type="button" value="Choose File"/> No file chosen	Download Client Template
Client Authoriser	<input type="button" value="Choose File"/> No file chosen	Download Client Authoriser Template
Candidate	<input type="button" value="Choose File"/> No file chosen	Download Candidate Template
Consultant	<input type="button" value="Choose File"/> No file chosen	Download Consultant Template
Consultant Split	<input type="button" value="Choose File"/> No file chosen	Download Consultant Commission Split Template
Timesheet	<input type="button" value="Choose File"/> No file chosen	Download Timesheet Template
Update Existing Timesheet	<input type="button" value="Choose File"/> No file chosen	Download Update Timesheet Template
Assignment	<input type="button" value="Choose File"/> No file chosen	Download Assignment Template
Assignment Rates	<input type="button" value="Choose File"/> No file chosen	Download Assignment Rate Template
Permanent Assignment	<input type="button" value="Choose File"/> No file chosen	Download Permanent Assignment Template
Payslip File	<input type="button" value="Choose File"/> No file chosen	
Documents into Q	This function has been superseded with incoming timesheet pages. <input type="button" value="Upload"/>	.PDF, .TIFF, TIF

Certain entities cannot be imported without other entities existing already so it is essential that these are imported **in the order that they appear here (top to bottom).**

Once you hit the upload button, these files will get posted off to the import status where you can view the status of the file(s) sent for processing.

Entity Relationship

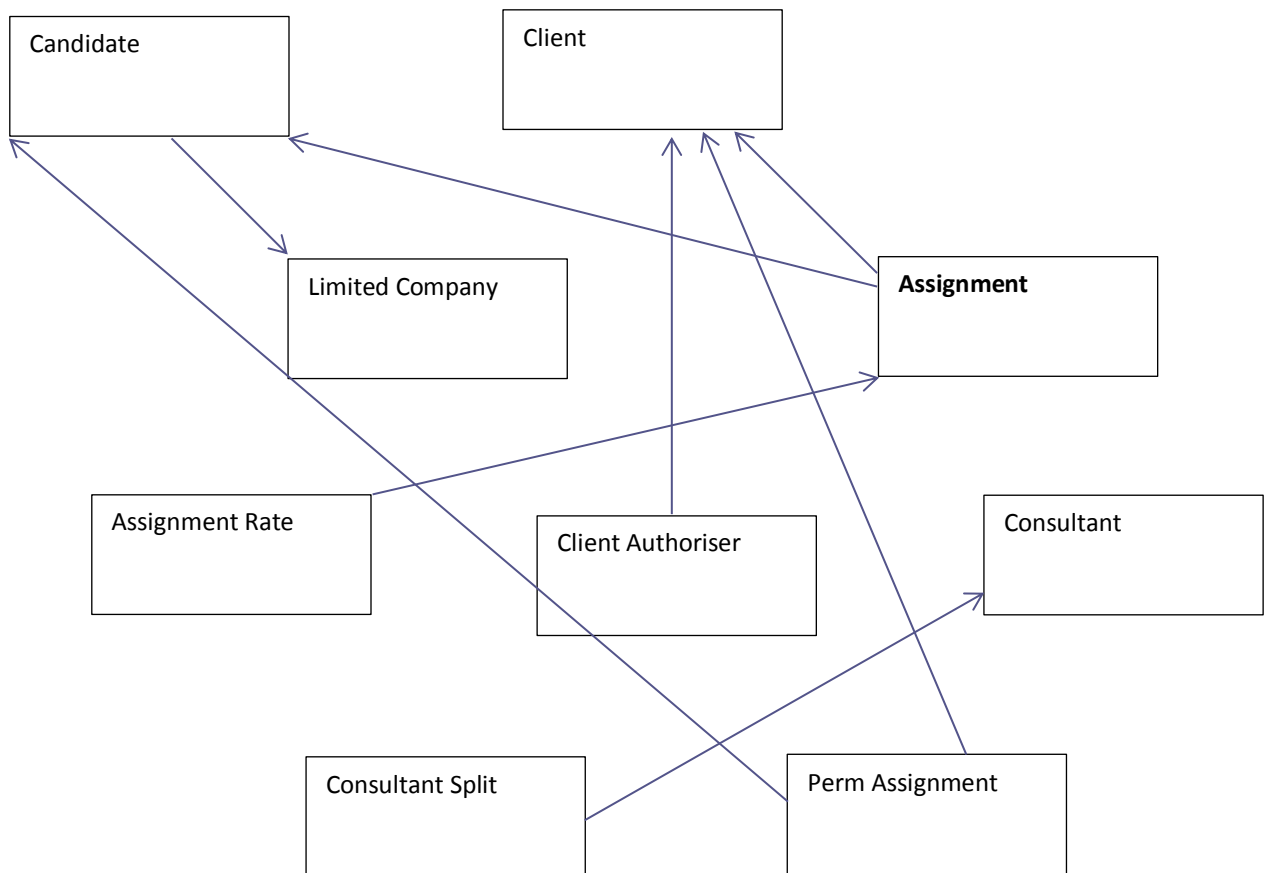
Below is a diagram that highlights which entities have a reliance on other entities.

Importing an assignment with a candidate, client and ltd company will automatically generate timesheets that the candidate can fill out their hours on.

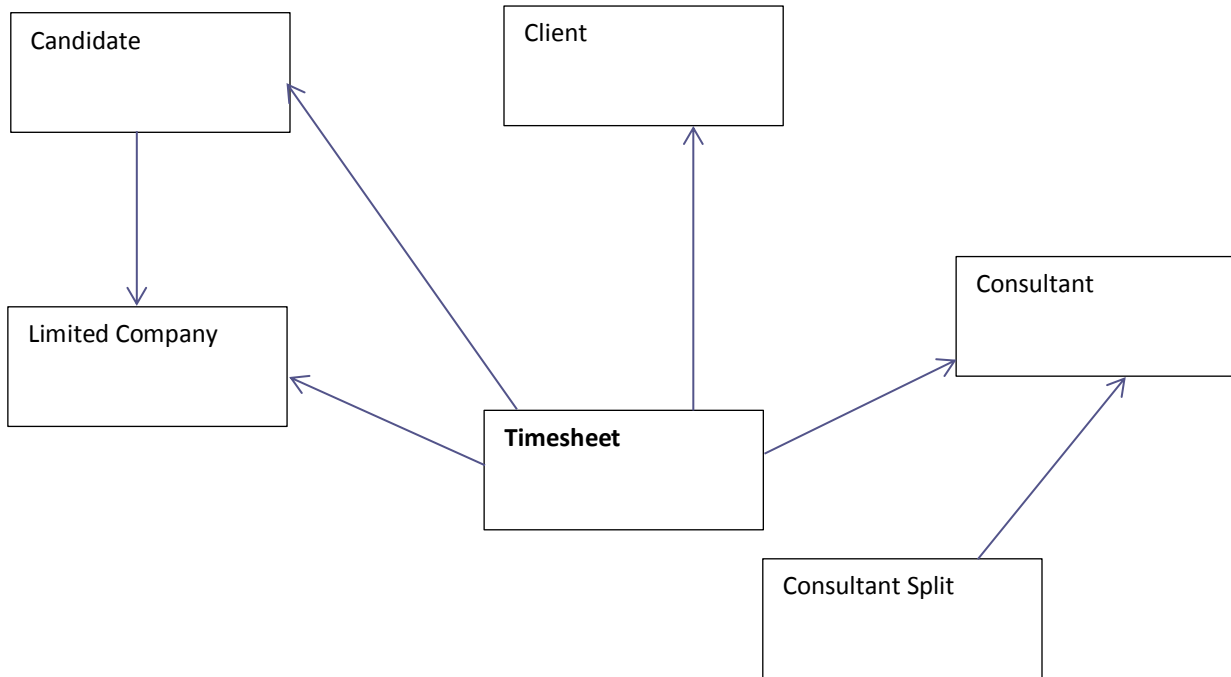
Importing a timesheet with candidate, client and ltd company data will automatically generate an assignment for the same candidate, client and ltd company.

This entity cannot be imported unless —————> this entity exists in the system.

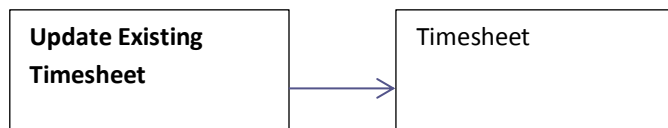
Assignment Import



Timesheet Import



When updating an existing timesheet by using imports, there are 2 ways to go about it. One way is by looking for the candidate, client and end date. The other way is by looking for a timesheet reference number.



This import can update a timesheet to change its status, the amount of hours and costing details.

Candidate Field Mappings

Red fields are mandatory.

Importing a candidate will add a brand new candidate to the system which can be used on an assignment.

The field mappings for importing a candidate are:

Description	Agency Data Mapping	Description
Agency Reference	Payroll Number	
First Name	First Name	
Last Name	Last Name	
Mobile Number	Mobile No	Must be a valid mobile number. Example: +447123456789
E Mail	Email Address	Must be a valid email address. Example: 'testemailaddress@hostname.co.uk'
Date of Birth	DateOfBirth	Example: 31-01-1990 1990-01-31 31/01/1990
Preferred Supplier Ref	PreferredSupplierRef	The REFERENCE NUMBER of the supplier, NOT the name.
Agency Ref Export	Agency Ref Export	
NI Number	NI Number	
Address 1	Address 1	
Address 2	Address 2	
Address 3	Address 3	
Address 4	Address 4	
Address 5	Address 5	
Address 6	Address 6	
Bank Name	Bank Name	
Bank Address 1	Bank Address 1	
Bank Address 2	Bank Address 2	
Bank Address 3	Bank Address 3	
Bank Account Name	Bank Account Name	
Bank Sort Code	Bank Sort Code	Example: 00-11-22
Bank Account No	Bank Account No	
Bank Ref No	Bank Ref No	
IBAN	IBAN	
BIC	BIC	
Custom Text 1	Custom Text 1	
Custom Text 2	Custom Text 2	
Custom Text 3	Custom Text 3	
Custom Text 4	Custom Text 4	
Custom Text 5	Custom Text 5	

Custom Text 6	Custom Text 6	
Custom Text 7	Custom Text 7	
Custom Text 8	Custom Text 8	
Custom Text 9	Custom Text 9	
Custom Text 10	Custom Text 10	
Title	Title	
Update Ltd Company On All Live Assignments	UpdateLtdCompanyOnAllLiveAssignments	If the Ltd Company has changed, mapping this field and entering the value 1 will update the assignments to the new Ltd Company.
Custom Text 11	Custom Text 11	
Custom Text 12	Custom Text 12	
Custom Text 13	Custom Text 13	
Custom Text 14	Custom Text 14	
Custom Text 15	Custom Text 15	
Custom Text 16	Custom Text 16	
Custom Text 17	Custom Text 17	
Custom Text 18	Custom Text 18	
Custom Text 19	Custom Text 19	
Custom Text 20	Custom Text 20	

Client Field Mappings

Importing a client will add a brand new client to the system which can be used on an assignment.

The default field mappings for importing a client are:

Description	Agency Data Mapping	Description
Agency Reference	Sales Ledger Account	Must match with other systems
Name	Company Name	
Contact	Billing Contact	Person who will receive sales invoices
Address 1	Address1	
Address 2	Address2	
Address 3	Address3	
Address 4	Address4	
Address 5	Address5	
Address 6	Address6	
Accounts Email	Email Address	
Accounts Fax Number	Fax Number	
Vat Type	Vat Rate	Just the number, not the percentage. EG for 20% VAT, enter 20. Options are as following: 15, 17.5, 21, 19, 20 If 1 then uses the agency default.
Billing Cycle	Billing Cycle	Example: timesheet (default setting) 4week, 4-week, 4 week week month
Delivery Mode	Invoice Delivery	Example: email, post, emailwithdownload
Payment Terms	Payment Terms	
Agency Ref Export	Agency Ref Export	THE SL CODE
Factor Ref	Factor Ref	
Discount	Discount	
Client Group Agency Ref	Client Group Agency Ref	
Custom Text 1	Custom Text 1	
Custom Text 2	Custom Text 2	
Custom Text 3	Custom Text 3	
Custom Text 4	Custom Text 4	
Custom Text 5	Custom Text 5	
Custom Text 6	Custom Text 6	
Custom Text 7	Custom Text 7	
Custom Text 8	Custom Text 8	
Custom Text 9	Custom Text 9	
Custom Text 10	Custom Text 10	
Bill with purchase order only	Bill with purchase order only	
Vat Reg No	VatRegNo	

Invoice Grouping Id	InvoiceGroupingId	1 = Every Timesheet 2 = Candidate 3 = Purchase Order 4 = Client 99 = Manual / Self Bill
Contract Contact	ContractContact	
Contract Contact Position	ContractContactPosition	
Contract Contact Email	ContractContactEmail	
Contract Contact Telephone	ContractContactTelephone	
Company No	CompanyNo	

Timesheet Field Mappings

Importing a timesheet will add a brand new timesheet into the system which can be used for invoicing. **This will not update an existing timesheet. To do that, please use the 'Update an existing timesheet' import.**

The default field mappings for importing a timesheet are:

Description	Agency Data Mapping	Description
Candidate Agency Reference	Payroll Number	CANDIDATES AGENCY REFERENCE.
Client Agency Reference	Sales Ledger Account	CLIENTS SL CODE
Start Date*	Start Date	Example: 31-01-1990, 1990-01-31, 31/01/1990
End Date*	End Date	Example: 31-01-1990, 1990-01-31, 31/01/1990
Rate Code Id	Rate Code	Pay Code
Pay Units	Units	
Description	Description	
Pay Rate	Pay Rate	Just the number, not currency. Example: £300 would be 300
Bill Rate	Bill Rate	Just the number, not currency. Example: £300 would be 300
Billing Unit	Unit Type	DAY or HOUR
PO Number	PO Number	
Bill Units	Units	
Reference 1	Reference 1	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Reference 2	Reference 2	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Timesheet Status	TimesheetStatus	Example: Default is open (if blank, system sets it to open) Fax, approv , auth
Consultant Agency Ref	Consultant Agency Ref	
Is Contractor	Is Contractor	Example: Yes, Y, 1 IF LEFT BLANK DEFAULT IS NO
Branch Name	Branch Name	
Sector Name	Sector Name	
Site Address	Site Address	
Consultant Supporting Ref	Consultant Supporting Ref	
Account Director Ref	Account Director Ref	

*Either one or the other of Start Date or End Date has to be imported. If you import start date and leave end date blank, it will use Start Date + 7 days as End Date. If you import end date and leave start date, it will use End Date - 7 days as Start Date.

Limited Company Field Mappings

Importing a limited company will add a brand new limited company into the system which can be attached to an assignment.

The default field mappings for importing a limited company are:

Description	Agency Data Mapping	Description
Agency Reference	PurchaseLedger	SUPPLIER REFERENCE
Company Name	Company Name	
Contact	Contact	
Address 1	Address 1	
Address 2	Address 2	
Address 3	Address 3	
Address 4	Address 4	
Address 5	Address 5	
Address 6	Address 6	
Email Address	Email Address	
Fax Number	Fax Number	
Remittance Delivery Mode	Remittance Delivery Mode	
Company No	Company No	
VAT Reg No	VAT Reg No	
VAT Rate	VAT Rate	
Self Bill?	Self Bill?	Example: yes no IF LEFT BLANK DEFAULT IS NO
Bank Account Name	Bank Account Name	
Bank Sort Code	Bank Sort Code	Example: 00-11-22
Bank Account No	Bank Account No	
Bank Ref No	Bank Ref No	
IBAN	IBAN	
BIC	BIC	
Agency Ref Export	Agency Ref Export	
Custom Text 1	Custom Text 1	
Custom Text 2	Custom Text 2	
Custom Text 3	Custom Text 3	
Custom Text 4	Custom Text 4	
Custom Text 5	Custom Text 5	
Custom Text 6	Custom Text 6	
Custom Text 7	Custom Text 7	
Custom Text 8	Custom Text 8	
Custom Text 9	Custom Text 9	
Custom Text 10	Custom Text 10	
CIS Status ID	CIS Status ID	
UTR No	UTR No	
CIS Verification No	CIS Verification No	

Assignment Field Mappings

Importing an assignment will add a brand new assignment that can be used to generate timesheets.

The default field mappings for importing an assignment are:

Description	Agency Data Mapping	Description
Candidate Agency Reference	Payroll Number	CANDIDATES AGENCY REFERENCE
Client Agency Reference	Sales Ledger Account	CLIENTS AGENCY REFERENCE
Agency Ref	Agency Ref	ASSIGNMENT AGENCY REFERENCE
Start Date	Start Date	Example: 31-01-1990 1990-01-31 31/01/1990
End Date	End Date	Example: 31-01-1990 1990-01-31 31/01/1990
Rate Code Id	Rate Code	Pay Code
Rate Code Description	Rate Code Description	Example: Standard Overtime Expenses
Timesheet Start Day No	Timesheet Start Day No	Example: 0 = Sunday 1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday
Pay Rate*	Pay Rate	Just the number, not currency. Example: £300 would be 300
Bill Rate*	Bill Rate	Just the number, not currency. Example: £300 would be 300
Billing Unit	Billing Unit	DAY or HOUR
PO Number	PO Number	
Job Title	Job Title	
Reference 1	Reference 1	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Reference 2	Reference 2	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Accounting Interface	Accounting Interface	SL CODE, PL CODE, DEPT CODE Example:

		4001,5001,000 (for linking to accounts system)
Timesheet Start Date	Timesheet Start Date	Example: 31-01-1990 1990-01-31 31/01/1990
Expense Type	Expense Type	Example: 0 = None, 1 = PaidDirectViaClient 2 = SingleLineOnTimesheet 3 = DetailedExpenseSingleItemRateCode 4 = DetailedExpenseMultiItemRateCode
Is Monthly Timesheet	Is Monthly Timesheet	Example: Yes No IF LEFT BLANK DEFAULT IS NO
Consultant Agency Ref	Consultant Agency Ref	CONSULTANT AGENCY REFERENCE
Is Detailed Timesheet	Is Detailed Timesheet	Example: Yes No IF LEFT BLANK DEFAULT IS NO
Client Authoriser Email1	Client Authoriser Email1	
Client Authoriser Email2	Client Authoriser Email2	
Client Authoriser Email3	Client Authoriser Email3	
Client Authoriser Email4	Client Authoriser Email4	
Client Authoriser Email5	Client Authoriser Email5	
Billing Notes	Billing Notes	
Pay Currency	Pay Currency	ISO CURRENCY CODE Example: GBP AUD EUR
Bill Currency	Bill Currency	ISO CURRENCY CODE Example: GBP AUD EUR
Agency Ref Export	Agency Ref Export	
Client Authoriser AgencyRef1	Client Authoriser AgencyRef1	
Client Authoriser AgencyRef2	Client Authoriser AgencyRef2	
Client Authoriser AgencyRef3	Client Authoriser AgencyRef3	
Client Authoriser AgencyRef4	Client Authoriser AgencyRef4	
Client Authoriser AgencyRef5	Client Authoriser AgencyRef5	
Is Contractor	Is Contractor	Example: Yes No IF LEFT BLANK DEFAULT IS NO

Branch Name	Branch Name	
Sector Name	Sector Name	
Site Address	Site Address	
Consultant Supporting Ref	Consultant Supporting Ref	CONSULTANT AGENCY REF
Account Director Ref	Account Director Ref	CONSULTANT AGENCY REF
Custom Text 1	Custom Text 1	
Custom Text 2	Custom Text 2	
Custom Text 3	Custom Text 3	
Custom Text 4	Custom Text 4	
Custom Text 5	Custom Text 5	
Custom Text 6	Custom Text 6	
Custom Text 7	Custom Text 7	
Custom Text 8	Custom Text 8	
Custom Text 9	Custom Text 9	
Custom Text 10	Custom Text 10	
Custom Text 11	Custom Text 11	
Custom Text 12	Custom Text 12	
Custom Text 13	Custom Text 13	
Custom Text 14	Custom Text 14	
Custom Text 15	Custom Text 15	
Custom Text 16	Custom Text 16	
Custom Text 17	Custom Text 17	
Custom Text 18	Custom Text 18	
Custom Text 19	Custom Text 19	
Custom Text 20	Custom Text 20	
Special Terms	Special Terms	

*only mandatory if assignments will only have 1 rate type (see Assignment Rate description)

Assignment Rate Field Mappings

Importing assignment rates will add costing to an existing assignment. If all your assignments are only ever going to have 1 rate for each pay and bill (example: Standard hourly rate) then you can import these via assignment. However, if your assignments are likely to have 2 rates (example: Standard hourly rate and Overtime) then you have to import these via assignment rates.

The default field mappings for importing an assignment's rates are:

Description	Agency Data Mapping	Description
Assignment Agency Ref	Assignment Agency Ref	ASSIGNMENT AGENCY REF
Rate Code Id	Rate Code Id	Pay Code
Pay Billing Unit	Pay Billing Unit	
Bill Billing Unit	Bill Billing Unit	
Pay Rate	Pay Rate	Just the number, not currency. Example: £300 would be 300
Bill Rate	Bill Rate	Just the number, not currency. Example: £300 would be 300

Consultant Field Mappings

Importing consultants will add brand new consultants who can be assigned to assignments and log in to the system.

The default field mappings for importing a consultant are:

Description	Agency Data Mapping	Description
Agency Ref	Agency Ref	CONSULTANT AGENCY REF
First Name	First Name	
Last Name	Last Name	
Mobile Number	Mobile No	Must be a valid mobile number. Example: +447123456789
E Mail	E Mail	Must be a valid email address. Example: 'testemailaddress@hostname.co.uk'
Agency Ref Export	Agency Ref Export	
Custom Text 1	Custom Text 1	
Custom Text 2	Custom Text 2	
Custom Text 3	Custom Text 3	
Custom Text 4	Custom Text 4	
Custom Text 5	Custom Text 5	
Custom Text 6	Custom Text 6	
Custom Text 7	Custom Text 7	
Custom Text 8	Custom Text 8	
Custom Text 9	Custom Text 9	
Custom Text 10	Custom Text 10	
Custom Text 11	Custom Text 11	
Custom Text 12	Custom Text 12	
Custom Text 13	Custom Text 13	
Custom Text 14	Custom Text 14	
Custom Text 15	Custom Text 15	
Custom Text 16	Custom Text 16	
Custom Text 17	Custom Text 17	
Custom Text 18	Custom Text 18	
Custom Text 19	Custom Text 19	
Custom Text 20	Custom Text 20	

Consultant Commission Split Field Mappings

Importing consultant commission split will add information to the assignment costing screen.

The default field mappings for importing a consultant are:

Description	Agency Data Mapping	Description
Consultant Ref	Consultant Ref	CONSULTANT AGENCY REFERENCE
Assignment Agency Ref	Assignment Agency Ref	ASSIGNMENT AGENCY REFERENCE
Split	Split	Just the number, not percentage. Example: 25% would be 25
Branch Name	Branch Name	

Permanent Assignment Field Mappings

Importing a permanent assignment will add a brand new permanent assignment that can be used to generate timesheets.

The default field mappings for importing a permanent assignment are:

Description	Agency Data Mapping	Description
Candidate Agency Reference	Candidate Reference	CANDIDATES AGENCY REFERENCE
Client Agency Reference	Client Reference	CLIENTS AGENCY REFERENCE
Agency Ref	Assignment Ref	ASSIGNMENT AGENCY REFERENCE
Agency Ref Export	Assignment Ref Export	
Rate Code Id	Rate Code	Pay Code
Rate Code Description	Rate Code Description	
PO Number	PO Number	
Job Title	Job Title	
Reference 1	Reference 1	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Reference 1	Reference 1	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Accounting Interface	Accounting Interface	SL CODE, PL CODE, DEPT CODE Example: 4001,5001,000 (for linking to accounts system)
Consultant Agency Ref	Consultant Ref	CONSULTANTS AGENCY REF
Billing Notes	Billing Notes	
Bill Currency	Bill Currency	
Date	Date	Example: 31-01-1990 1990-01-31 31/01/1990
Permanent Fee	Permanent Fee	Just the number, not currency. Example: £300 would be 300
Permanent Fee Percent	Permanent Fee Percent	Just the number, not percentage. Example: 25% would be 25
Permanent Salary	Permanent Salary	Just the number, not currency. Example: £300 would be 300
Permanent Fee Note	Permanent Fee Note	
Branch Name	Branch Name	
Sector Name	Sector Name	
Site Address	Site Address	
Consultant Supporting Ref	Consulting Supporting Ref	CONSULTANTS AGENCY REF
Account Director Ref	Account Director Ref	CONSULTANTS AGENCY REF

Custom Text 1		
Custom Text 2		
Custom Text 3		
Custom Text 4		
Custom Text 5		
Custom Text 6		
Custom Text 7		
Custom Text 8		
Custom Text 9		
Custom Text 10		
Custom Text 11		
Custom Text 12		
Custom Text 13		
Custom Text 14		
Custom Text 15		
Custom Text 16		
Custom Text 17		
Custom Text 18		
Custom Text 19		
Custom Text 20		
Special Terms		

Client Authoriser Field Mappings

Importing a client authoriser will add a brand new client authoriser that can be used to authorise timesheets and log in to the system.

The default field mappings for importing a client authoriser are:

Description	Agency Data Mapping	Description
AgencyRef	AgencyRef	ASSIGNMENT AGENCY REFERENCE
Client AgencyRef	Client AgencyRef	CLIENT AGENCY REFERENCE
E Mail	E Mail	Must be a valid email address. Example: 'testemailaddress@hostname.co.uk'
First Name	First Name	
Last Name	Last Name	
Mobile Number		Must be a valid mobile number. Example: +447123456789
Custom Text 1		
Custom Text 2		
Custom Text 3		
Custom Text 4		
Custom Text 5		
Custom Text 6		

Custom Text 7		
Custom Text 8		
Custom Text 9		
Custom Text 10		
Custom Text 11		
Custom Text 12		
Custom Text 13		
Custom Text 14		
Custom Text 15		
Custom Text 16		
Custom Text 17		
Custom Text 18		
Custom Text 19		
Custom Text 20		

Update Existing Timesheet Field Mappings

The default field mappings for updating an existing timesheet via imports are:

Description	Agency Data Mapping	Description
Candidate Agency Ref	Pay Ref	CANDIDATES AGENCY REFERENCE
Client Agency Ref	Cli Ref	CLIENT AGENCY REFERENCE
Start Date	Start Date	Example: 31-01-1990 1990-01-31 31/01/1990
End Date	End Date	Example: 31-01-1990 1990-01-31 31/01/1990
Rate Code Id	Rate Code Id	Pay Code
Pay Units	Units	
Description	Description	
Pay Rate	Pay Rate	Just the number, not currency. Example: £300 would be 300
Bill Rate	Bill Rate	Just the number, not currency. Example: £300 would be 300
Billing Unit	Billing Unit	
PO Number	PO Number	
Bill Units	Bill Units	
Reference 1	Reference 1	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Reference 2	Reference 2	Custom related data for billing – appears on a number of reports and the invoice creation screen.

Timesheet Status	Timesheet Status	Example: Default is open (if blank, system sets it to open) fax approv auth
Consultant Agency Ref	Consultant Agency Ref	
Is Contractor	Is Contractor	Example: Yes No IF LEFT BLANK DEFAULT IS NO
Branch Name	Branch Name	
Sector Name	Sector Name	
Site Address	Site Address	
Consultant Supporting Ref	Consultant Supporting Ref	CONSULTANT AGENCY REFERENCE
Account Director Ref	Account Director Ref	CONSULTANT AGENCY REFERENCE
Timesheet Ref*	Timesheet Ref	
Timesheet Cost Ref	Timesheet Cost Ref	
Candidate Name	Candidate Name	
Client Name	Client Name	

Assignment Commission Field Mappings

The default field mappings for updating an existing timesheet via imports are:

Description	Agency Data Mapping	Description
Assignment Agency ref	AssignmentAgencyRef	Agency ref of the assignment
Commission Rate Code Ref	CommissionRateCodeRef	
Commission Type ID	CommissionTypeid	NoCommission = 0 ClientPays = 1 CandidatePays = 2 DirectToSupplier = 3 ClientDiscount = 4 CandidateAward = 5
Commission Pay LtdCompany Ref	CommissionPayLtdCompanyRef	
Rule Rate Code Ref	RuleRateCodeRef	
Rule Type ID	RuleTypeid	FlatMargin = 1 PercentMargin = 2 PercentWithMaxMargin = 3 PercentWithMinMargin = 4 PercentWithMaxMarginPerUnit = 5 PercentWithMinMarginPerUnit = 6 PercentWithMaxMinMargin = 7 PercentWithMaxMinMarginPerUnit = 8 FlatMarginPerUnit = 9 PercentMarginPerUnit = 10
Rule Percentage	RulePercentage	
Rule Amount (Min)	RuleAmountMin	

Rule Amount (Max)	RuleAmountMax	
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The first RULE must have a Rate Code of nothing which give you the Gross Across Timesheet.

The rules must be imported in order.