

Vendor Import Ongoing Maintenance

Vendor Import is designed to ensure vendor information is the same in the County Accounting System and SSIS, to reduce duplicate entry and to facilitate accurate payment to the vendor. This is accomplished by entering the vendor record into the county accounting system, which is the master record, and then importing the vendor information into SSIS.

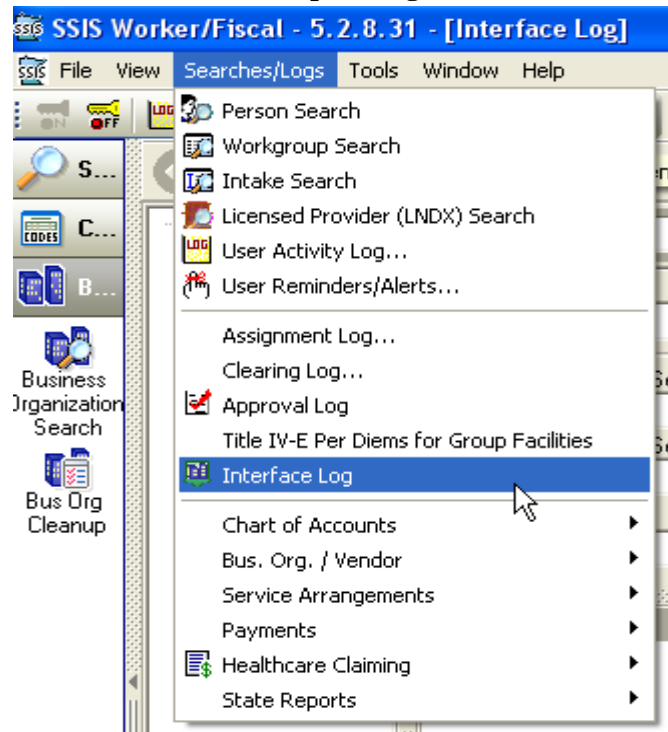
There is an Interface Log in SSIS Worker/Fiscal and there is also a log file that is located on the SSIS Server. The Import Log in SSIS displays information about the vendors that either imported successfully or failed to import. The log file on the SSIS Server contains information about problems that prevent vendor import from successfully running. The log file on the server should be checked when vendor import fails to run. This document explains the two logs and how to use them to troubleshoot problems with Vendor Import.

SSIS Vendor Import Log

The Vendor Import Log is a cumulative log that lists all of the records that have successfully imported or received errors or warnings. Error messages continue to display on the Import Log when the problem is fixed since the log is a cumulative list. A successful import record for the vendor after the error indicates that the problem is resolved. Currently, there is not a way to delete import records from the Vendor Import Log.

NOTE: If vendors are not importing and no records are displaying on the SSIS Vendor Import Log then check the SSIS Server import log. The import log on the SSIS Server will display a message if there is a problem that prevents vendor import from running successfully. (See more information about the import log on the SSIS Server later in this document.)

Import Log



To access the Vendor Import Log, click on the Interface Log under the Searches/Logs menu item.

Interface Log Search Criteria

Searches: [] Max results: 500 Search on open 0.26 Secs, 0 Results

Date Range: From: Today To: 02/18/2009

SSIS Interface Log # Search the contents of Interface Log Message (contains search)

Interface Log Status Search the contents of Interface Log Data (word search)

Interface Log Type

- Vendor Import
- MMIS Claim Submission - 837
- MMIS Eligibility
- MMIS Remittance Advice - 835
- Payment Interface Batch Status
- Payment Interface Confirmation
- Payment Interface Request
- Vendor Import

Search Clear

The Interface Log allows users to search for specific results from the import. The search filters for the Interface Log are:

- Date Range – allows for a search by a specific date range. The default date range is for today. Custom allows you to enter a date range.
- SSIS Interface Log # - allows for a search by a specific #
- Search the contents of Interface Log Message (contains search) – allows for a search by the wording in the error message field.
- Interface Log Status – allows for a search by the status of the import record, e.g., Successful, Warning, Error, Critical error.
- Search the contents of Interface Log Data (word search) – allows for a search within the imported record. Use this field to search by county vendor number to get a history of import records for a specific vendor.
- Interface Log Type – defaults to All Payment Interfaces. Select Vendor Import.

Additional Search Tips

You may also search for a specific vendor by using the “Search the contents of the Interface Log Data” field. Using this box, you may type any data value that should have been part of your record. This search is a very powerful word search that does allow wild card characters, and other advanced searching features. Examples:

Example 1

County Vendor #: 000100101

Can be found by typing *.*100101

Can **not** be found by typing 00100101

Example 2

County Vendor Name: Jones Family Foster Care

Can be found by typing: Jones

Can be found by typing: Jones Family

Can be found by typing: Jones Foster Care

NOTE: The more search criteria you enter the faster the search will perform, and the more accurate the results will be.

Interface Log Search Results Grid

Date Range: From: 01/01/2006 To: 02/18/2009

SSIS Interface Log # Search the contents of Interface Log Message (contains search)

Interface Log Status Search the contents of Interface Log Data (word search)

Interface Log Type Vendor Import

Search
Clear

Interface Log Date	Interface Log Type	Interface Log Status	Interface Message
03/23/2006 10:20:27 AM	Vendor Import	Successful	
03/14/2006 3:20:37 PM	Vendor Import	Successful	
03/07/2006 8:41:00 AM	Vendor Import	Successful	
02/27/2006 12:01:06 PM	Vendor Import	Successful	
02/14/2006 8:05:27 AM	Vendor Import	Error	

SSIS Interface Log # 116188048 Interface Log Date 03/23/2006 10:20:27 AM Interface Log Status Successful Interface Log Type Vendor Import

Interface Message

Interface Log Data

FieldName	Value
Processed	1
Successful	1
Warnings	0
Errors	0
ActionCodeErrors	0

Interface Log Preview Panel

SSIS Interface Log # 116110206 Interface Log Date 01/27/2006 1:02:23 PM Interface Log Status Error Interface Log Type Vendor Import

Interface Message
Invalid Vendor Import Action Code (VIA_CD) "A", for County Vendor # "000000123". Vendor already exists in SSIS(Serdna - 102278719).

Interface Log Data

FieldName	Value
CALC_VIVNO	000000000000000000123
CALC_VIPAYE	
VIKEY	285
VIVNO	000000123
VINAME	SERDNA
VIADD1	
VIADD2	BOX 7
VIADD3	
VICITY	SOMEWHERE
VIST	MN

The Preview panel displays details of the import results. The fields of the preview are:

- SSIS Interface Log # - displays the log number of the record selected in the Results grid.
- Interface Log Date – displays the date of the import or export of the record selected in the Results grid.
- Interface Log Status – displays the status of the record selected in the Results grid.
- Interface Log Type – displays the default of Vendor Import.
- Interface Message – displays the message related to the record selected in the Results grid.
- Interface Log Data – displays the results of the data associated with the record selected in the Results grid.

Fixing errors

Once you have found an error, note the error and the County Vendor # (VIVNO), which are located in the preview panel at the bottom of the screen. With this information, proceed to the County Accounting System, fix the problem, and wait for the next run of Vendor Import. The next run of Vendor Import will occur based on the interval your county has set up in the Vendor Import Settings or you may manually start an import immediately.

Address Error Note: The street address (line 1), city and zip code are required for an address. The state is not required. If the state is missing from an address for a vendor that is selected for a placement, it may result in a repository error.

Payee Error Note: The error message: "Payee Vendor # "xxxxx" does not exist in SSIS." displays on the service vendor record that imported if the payee vendor was not coded as a social services vendor in the county accounting system or has not yet been set up in the County Accounting System.

To fix the payee error: Set up the payee in the county accounting system and/or code the payee vendor as a social services vendor. The payee record will then import to SSIS.

The next step is to edit the service vendor in the county accounting system and make a change so that another record imports for the service vendor. If a new record does not import for the service vendor then the association between the payee vendor and the service vendor will not be in SSIS.

Vendor already exists in SSIS error: The error message: "Invalid Vendor Import Action Code (VIA_CD) "A", for County Vendor #. Vendor already exists in SSIS" displays when a vendor import record is sent as a new add for a vendor that already exists in SSIS.

To fix the error: Send an update record for the vendor that already exists in SSIS instead of an add record. For IFS counties: Edit the vendor in IFS and remove the "C" status code, then put the "C" back in and then press enter twice to save the record in IFS. This will generate an update record for vendor import.

Vendor does not exist in SSIS error: The error message: "Invalid Vendor Import Action Code (VIA_CD) "U", for County Vendor #. Vendor does not exist in SSIS" displays when a vendor import record is sent as an update to a vendor that does not exist in SSIS.

To fix the error: Send an add record for the vendor that already exists in SSIS instead of an update record. This will generate an update record for vendor import.

Once errors have been resolved, if vendor information is needed immediately, a manual Vendor Import can be completed. If there is no immediate need, corrected records will be processed with the next scheduled Vendor Import.

SSIS Server

SSIS Vendor Import Log Files and Errors

This section gives you a quick overview of the two types of files used by the SSIS Vendor Import. The log file on the SSIS Server contains information about problems that prevent vendor import from successfully running. The log file on the server should be checked when vendor import fails to run. NOTE: Not all users will have access to the server console to see the log file; check with technical staff in your county to set up access for an accounting person to view or ask technical staff to contact accounting staff with any issues.

See table below for explanations of files/messages on the log file. The first type of information includes the Normal Files, such as VendorImport.ini or SSISVIMP.log. The second type includes error files such as DuplicateCntyVendorNum.err or InvalidCntyVendorNum.err.

This section also includes the standard messages found in these files, along with some of the business rules that are unique to SSIS Vendor Import.

Where will the files be?

1. Go to the SSIS Application Server.
2. Open Windows Explorer.
3. Navigate to “C:\Program Files\DHS\SSIS\Server\”
4. All of the .ini, .log, and .err files will reside in this directory.

Normal and Error Files

File Name	Description
VendorImport.ini	Contains all of the connection and interval information needed to run SSIS Vendor Import.
SSISVIMP.log	Contains history of import connections, # of records processed, and shows fatal errors.
DuplicateCntyVendorNum.err	List of Vendors who do not have a unique County Vendor # in SSIS.
InvalidCntyVendorNum.err	List of Vendors who have invalid county vendor # in SSIS.
InvalidPayee.err	List of Vendors who have a payee or service vendor that does not have County Vendor #.
VendorInSSISNotInCAS.err	List of Vendors who are in SSIS, but not in County Accounting System.

Standard Messages found in SSISVIMP.LOG

Started Import Processing
Completed Import Processing
No Data to Process
Successfully Connected to SSIS
Successfully Connected to County Accounting System
Started Validation of SSIS and County Accounting System Vendor data
Completed Validation of SSIS and County Accounting System Vendor data
Started Importing Data
Finished Importing Data
Started Updating Vendor Usage Table SSISVNDR
Completed Updating Vendor Usage Table SSISVNDR

Processed: [#of]
Successful: [#of]
Warnings: [#of]
Errors: [#of]
Action Code Errors: [#of]
Data Errors: [#of]
Save(ApplyUpdates) Errors: [#of]

Fatal Error Messages found in SSISVIMP.LOG

SSIS Connection Failed - "[ExceptionMessage]"
County Accounting System Connection Failed - "[ExceptionMessage]"
Vendor Import could not run, because of the errors above.
[#of] duplicate County Vendor #s exist. Please see DuplicateCntyVendorNum.err.
[#of] Invalid County Vendor #s exist. Please see InvalidCntyVendorNum.err.
[#of] Invalid Payees exist. Please see InvalidPayee.err.
[#of] Vendors are in SSIS, but not in County Accounting System. Please see VendorInSSISNotInCAS.err.
Error Updating Vendor Usage Table. - "[ExceptionMessage]"

Fatal Error Files

The following files are only created on the SSIS Server if there are records that prevent SSIS Vendor Import from running. SSIS Vendor Import WILL NOT process records if any of the following files are generated.

File Name	Description
DuplicateCntyVendorNum.err	List of Vendors who do not have a unique County Vendor # in SSIS.
InvalidCntyVendorNum.err	List of Vendors who have invalid county vendor # in SSIS.
InvalidPayee.err	List of Vendors who have a payee or service vendor that does not have County Vendor #.
VendorInSSISNotInCAS.err	List of Vendors who are in SSIS, but not in County Accounting System.