
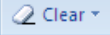



Importing Library Fines into Blue Bear

This import should be done at least once a month. Because they are connected to different budgets, library and textbook fines must be imported separately.

1. In Destiny, go to **Report Builder**.
2. Find the “Blue Bear Library Fines Import” report in the list. Note the date that it was last run, and then click the **Edit** button (paper-pencil icon) to edit the report.
3. Click through the right green arrows  until you reach **Step 6 (Limiters)**
4. Add a report limiter of **Fine Assessed Date “greater than”** the last date you ran this report. (The very first time you run this report you will not need to add this limiter.)
5. Click the next green arrow, and click **Save and Run**.
6. Click **View** next to the completed report in Report Manager, and then download the **XML File**. Save to **Desktop** and rename.
7. Open **Microsoft Excel** (must be 2007 or 2010 PC versions)
 - a. From the File menu or Office button, choose **Open** and browse to find the XML file
 - b. Open the file “**as an XML Table**”

*You can't open an **XML File** directly if you have Dreamweaver installed, it will default to that program and open there. It is better to save to the **Desktop** first then open **Excel** and find the file to open while in **Excel**.
 - c. Rename Column A (Cell A1) as “**CUSTNO**”
 - d. Select Column A, then choose **Replace** under the Find and Select button on the Home ribbon—replace “**P**” [P plus a space] with [blank]. Select **Replace All**.
 - e. Rename Column B (Cell B1) as “**AMOUNT**”
 - f. Name Column G (Cell G1) as “**DESC**”
 - g. Select the column listing school names (may be E or F), then choose **Replace** under the Find and Select button on the Home ribbon—replace your school name (exactly how it appears on the report) with [blank]. Select **Replace All**.
 - h. Go to Cell G2 and type the following formula: =**CONCATENATE(C2," - ",D2," - ",E2,"-",F2)** then enter.
 - i. This formula should automatically populate the entire G column – if not, drag the formula down to **Fill** the G column
 - j. Select Column G and **Copy** (Ctrl + C, or right-click menu)
 - k. Select Column H and **Paste Values** (right-click menu > Paste Special > Paste Values) into column H

- l. Select Columns C through G then choose **Delete** from right-click menu
 - m. Select entire worksheet, then click on the “Clear” button  on the Home ribbon and choose **Clear Formats**
 - n. Select a cell in Column A or B and click on the “Sort & Filter” button  on the Home ribbon and choose **Filter** to toggle off the filters.
 - o. **Save as** an .xls file (a.k.a. “Excel 97-2003 Workbook”)
8. Email the .xls file to your school financial secretary. The .xls file that you save for the import to Blue Bear should look like this:

	A	B	C	D	E	F	G	H	I	J
1	CUSTNO	AMOUNT	DESC							
2	9458235	0.6	Overdue - Neptune - T 7017							
3	9461218	4.1	Overdue - Shonen Jump #81 Volume 7, Issue 9 - September 2009 - T 5116							
4	9461759	0.2	Overdue - Built to last : building America's amazing bridges, dams, tunnels, and skyscra							
5	9464897	14.95	Lost - Waiting for normal - T 3126							
6	9465490	5	Overdue - Ghosthunters and the Incredibly Revolting Ghost - T 21077							
7	9465566	0.6	Overdue - Killing Mr. Griffin - T 21114							


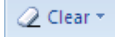
*Rounding AMOUNT to whole dollars


If you need the amounts rounded to whole dollar values, do the following:

1. Select Column B (“AMOUNT”)
2. Change the cell formats to Currency (\$)
3. Go to cell D2, enter this formula: **=ROUND(B2,0)**
4. If it does not autofill the column, drag the formula down to **fill** the column
5. Select and **copy** Column D
6. **Paste Values** into Column E
7. Remove Currency Format from Column E (Change to “General” or “Number”)
8. Select and **copy** Column E
9. Paste Values into Column B
10. Delete Columns D and E

Importing Textbook Fines into Blue Bear

This import should be done at the end of each semester and as needed. Because they are connected to different budgets, library and textbook fines must be imported separately.

1. In Destiny, go to **Report Builder**.
2. Find the “Blue Bear Textbook Fines Import” report in the list. Note the date that it was last run, and then click the **Edit** button (paper-pencil icon) to edit the report.
3. Click through the right green arrows  until you reach **Step 6 (Limiters)**
4. Add a report limiter of **Fine Assessed Date “greater than”** the last date you ran this report. (The very first time you run this report you will not need to add this limiter.)
5. Click the next green arrow, and click **Save and Run**.
6. Click **View** next to the completed report in Report Manager, and then download the **XML File**. Save to the **Desktop** and rename.
7. Open **Microsoft Excel** (must be 2007 or 2010 PC versions)
 - a. From the File menu or Office button, choose **Open** and browse to find the XML file
 - b. Open the file “**as an XML Table**”
 - c. Rename Column A (Cell A1) as “**CUSTNO**”
 - d. Select Column A, then choose **Replace** under the Find and Select button on the Home ribbon—replace “**P**” [P plus a space] with [blank]
 - e. Rename Column B (Cell B1) as “**AMOUNT**”
 - f. Name Column G (Cell G1) as “**DESC**”
 - g. Select the column containing school names (may be E or F), then choose **Replace** under the Find and Select button on the Home ribbon—replace your school name (exactly how it appears on the report) with [blank]. Select **Replace All**.
 - h. Go to Cell G2 and type the following formula: **=CONCATENATE(C2," - ",D2," - ",E2," - ", F2)** then enter.
 - i. This formula should automatically populate the entire G column – if not, drag the formula down to **Fill** the G column
 - j. Select Column G and **Copy** (Ctrl + C, or right-click menu)
 - k. Select Column H and **Paste Values** (right-click menu > Paste Special > Paste Values) into column H
 - l. Select Columns C through G then choose **Delete** from right-click menu
 - m. Select entire worksheet, then click on the “Clear” button  on the Home ribbon and choose **Clear Formats**

- n. Select a cell in Column A or B and click on the “Sort & Filter” button  on the Home ribbon and choose **Filter** to toggle off the filters.
 - o. **Save as** an xls file (a.k.a. “Excel 97-2003 Workbook”)
8. Email the .xls file to your school financial secretary. The .xls file that you save for the import to Blue Bear should look like this:

	A	B	C	D	E	F	G	H	I	J
1	CUSTNO	AMOUNT	DESC							
2	9458235	0.6	Overdue - Neptune - T 7017							
3	9461218	4.1	Overdue - Shonen Jump #81 Volume 7, Issue 9 - September 2009 - T 5116							
4	9461759	0.2	Overdue - Built to last : building America's amazing bridges, dams, tunnels, and skyscra							
5	9464897	14.95	Lost - Waiting for normal - T 3126							
6	9465490	5	Overdue - Ghosthunters and the Incredibly Revolting Ghost - T 21077							
7	9465566	0.6	Overdue - Killing Mr. Griffin - T 21114							

*Rounding AMOUNT to whole dollars

If you need the amounts rounded to whole dollar values, do the following:

1. Select Column B (“AMOUNT”)
2. Change the cell formats to Currency (\$)
3. Go to cell D2, enter this formula: **=ROUND(B2,0)**
4. If it does not autofill the column, drag the formula down to **fill** the column
5. Select and **copy** Column D
6. **Paste Values** into Column E
7. Remove Currency Format from Column E (Change to “General” or “Number”)
8. Select and **copy** Column E
9. Paste Values into Column B
10. Delete Columns D and E