

Import ASCII Module – Specifications for Source Files

Overview

The Import ASCII module provides users of LifeCare Plus the ability to import data from third-party applications using ASCII delimited files. Various programs can generate an ASCII delimited file.

For more information regarding the capabilities and features of the Import ASCII module, please refer to the module's documentation or contact Senior Living Systems.

Basic Guidelines for Source Files

When generating a source file, keep the following items in mind:

- The file to be imported (also referred to as the source file, or output ASCII) must be located in the ProvideX data directory.
- The fields in the source file must be delimited. While commas are often used as delimiters, any ASCII character may be designated as a delimiter.
- There must be the same number of fields in each record, and the same delimiter must be used throughout the file.
- The import file can contain **more** than the required amount of fields, but **not less**.
- No text qualifiers should be present in the file. When exporting to ASCII, some programs surround text with special characters, such as single quotes, to distinguish between numbers and text. For example:

Incorrect: 'This is text', 123, 34.50, 'more text'

Above, the single quote marks surrounding the text fields are the text qualifiers.

Correct: This is text, 123, 34.50, more text

- No text fields should contain embedded delimiters. Embedded delimiters can cause the import – or portions of the import – to fail. For example:

Incorrect: 123, ABC, This is text, and it is long, 0009

Above, the comma between “text” and “and” will cause the program to treat the text as two separate fields.

Correct: 123, ABC, This is text and it is long, 0009

If your source file conforms to the above guidelines, you have followed the instructions in the Import ASCII help file, and you are still encountering problems during an import, please contact Senior Living Systems technical support for assistance.

Budget Import Source File Format

The Budget Import source file must contain 25 fields per record. You may include one record for each GL account budget you wish to import.

Field	Max. Length	Type	Format	Validation & Restrictions	Req'd
General Ledger Number	6	Numeric		Must exist in LifeCare Chart of Accounts (GLGL)	✓
Current Year, Periods*	13	Numeric		Cannot exceed 999999999.99 Can contain negative values (e.g., -999999999.99), positive values, or zero values	✓
Next Year, Periods**	13	Numeric		Cannot exceed 999999999.99 Can contain negative values (e.g., -999999999.99), positive values, or zero values	✓

*Note: There are 12 of these fields per record, one for each period in the current year.

**Note: There are 12 of these fields per record, one for each period in the following year.

Journal Entry Import Source File Format

You may include one record for each Journal Entry you wish to import.

Field	Max. Length	Type	Format	Validation & Restrictions	Req'd
Journal Entry Number	4	Alphanumeric		Must be unique	✓
Description	30	Alphanumeric			
Date	8	Numeric	YYYYMMDD		✓
Type	1	Alphanumeric		Accepted values are: (Null) R X	
General Ledger Account Number	6	Numeric		Must exist in LifeCare Chart of Accounts (GLGL)	✓
Amount	13	Numeric		Cannot exceed 999999999.99 Can contain negative values (e.g., -999999999.99), positive values, or zero values	✓

Meal Plan Charges Import Source File Format

You may include one record for each Meal Plan transaction you wish to import.

Field	Max. Length	Type	Format	Validation & Restrictions	Req'd
Resident ID Number	6	Numeric		Must be 6 characters Must be an existing resident with a status of I or T	✓
Billing Code	3	Alphanumeric		Must be 3 characters Must be an existing Billing Code	✓
Reference Number	6	Alphanumeric			
Description	25	Alphanumeric			
Date	8	Numeric	YYYYMMDD		✓
Quantity*	2	Numeric		Cannot exceed 99 Must be a positive value	✓
Amount*	9	Numeric		Cannot exceed 99,999.99 Can contain negative values (e.g., -99999.99), positive values, or zero values	✓

*Note: The quantity multiplied by the amount may not exceed \$99,999.99 or -\$99,999.99.

IMPORTANT: During the import process, the Import ASCII module will automatically calculate the total amount for each record by multiplying the quantity and the amount. For accurate results, make sure that your amounts are the per-item price, not sum totals.

Patient Charges Import Source File Format

You may include one record for each Patient Charge transaction you wish to import.

Field	Max. Length	Type	Format	Validation & Restrictions	Req'd
Resident ID Number	6	Numeric		Must be in census on [Date] or have an outpatient admission status	✓
Billing Code	3	Alphanumeric		Must be an existing Billing Code	✓
Reference Number	6	Numeric			
Description	25	Alphanumeric			
Date	8	Numeric	YYYYMMDD		✓
Quantity*	2	Numeric		Cannot exceed 99 Must be a positive value	✓
Amount*	9	Numeric		Cannot exceed 99,999.99 Can contain negative values (e.g., -99999.99), positive values, or zero values	✓

***Note:** The quantity multiplied by the amount may not exceed \$99,999.99 or -\$99,999.99.

IMPORTANT: During the import process, the Import ASCII module will automatically calculate the total amount for each record by multiplying the quantity and the amount. For accurate results, make sure that your amounts are the per-item price, not sum totals.

Resident Charges Import Source File Format

You may include one record for each Resident Charge transaction you wish to import.

Field	Max. Length	Type	Format	Validation & Restrictions	Req'd
Resident ID Number	6	Numeric		Must be an existing resident with a status of I or T	✓
Billing Code	3	Alphanumeric		Must be an existing Billing Code	✓
Reference Number	6	Numeric			
Description	25	Alphanumeric			
Date	8	Numeric	YYYYMMDD		✓
Quantity*	2	Numeric		Cannot exceed 99 Must be a positive value	✓
Amount*	9	Numeric		Cannot exceed 99,999.99 Can contain negative values (e.g., -99999.99), positive values, or zero values	✓

*Note: The quantity multiplied by the amount may not exceed \$99,999.99 or -\$99,999.99.

IMPORTANT: During the import process, the Import ASCII module will automatically calculate the total amount for each record by multiplying the quantity and the amount. For accurate results, make sure that your amounts are the per-item price, not sum totals.