

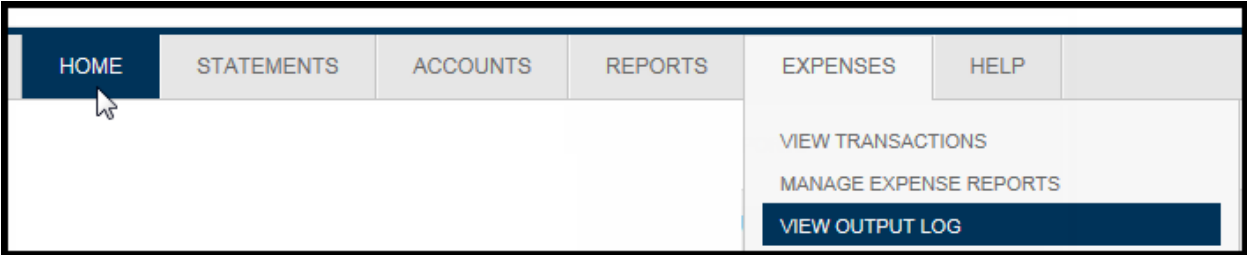
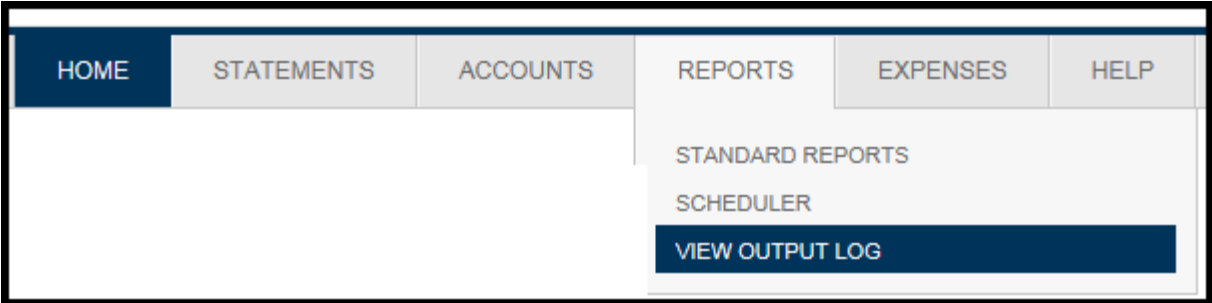
CentreSuite Quick Reference Guide

May 2015

Using the Output Log

Using the Output Log

When you run an event like a report, mapper, or allocation code export, the resulting output files are listed on the output log page. You can view the current status and other information about the event and you can download the output files when they are complete and have a status of **Ready**. You can access the output log from either the Reports Menu or the Expenses Menu. Report files remain in the output log for 10 days, mapper output files will be available in the Output Log for 90 days.



Output Log [?]

[REFRESH STATUS](#)

Delays may occur when processing volume is high.

Show: [Mappers: All](#) Output Level: [All](#) [DELETE](#)


| <input type="checkbox"/> | Download file | Unmap | Name | Status | Output Level | Type | Date Range | ↔ |
|--------------------------|---------------|-------|------------------------|--------|------------------------|--------|-----------------|---|
| <input type="checkbox"/> | | | United Electric Mapper | Ready | UNITED ELECTRIC SUPPLY | Mapper | 3/16/2015 - 3/1 | |
| <input type="checkbox"/> | | | United Electric Mapper | Ready | UNITED ELECTRIC SUPPLY | Mapper | 3/15/2015 - 3/1 | |
| <input type="checkbox"/> | | | United Electric Mapper | Ready | UNITED ELECTRIC SUPPLY | Mapper | 3/14/2015 - 3/1 | |

Using the Output Log - Download

1. To download a file, click the **Download** icon (). The File Download dialog is displayed.
2. Select the option to save the file and click **OK**. The Save As dialog is displayed.
3. Select the location for the file to be downloaded to.
4. Click **Save** to begin the download. The Save As dialog is closed.

5. When the download is complete, the Download Complete dialog opens. Click **Close** to close the dialog.
6. After completing the download, click **Refresh Status**. The status of the Output Log entry is changed to **Downloaded**, if it does not already have this status.

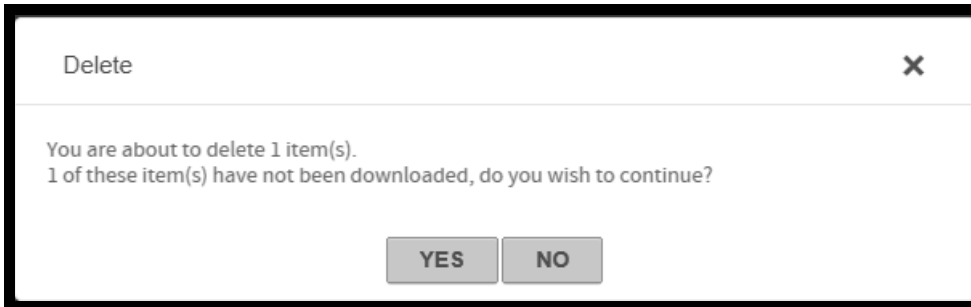
Using the Output Log – Open the file

1. To open a file, click the **Download** icon (). The File Download dialog is displayed.
2. Select the option to open the file

Using the Output Log – Deleting a file

To delete any files from the Output Log:


1. Select the file. The check box at the top of the column selects all files, a confirm dialog is displayed.

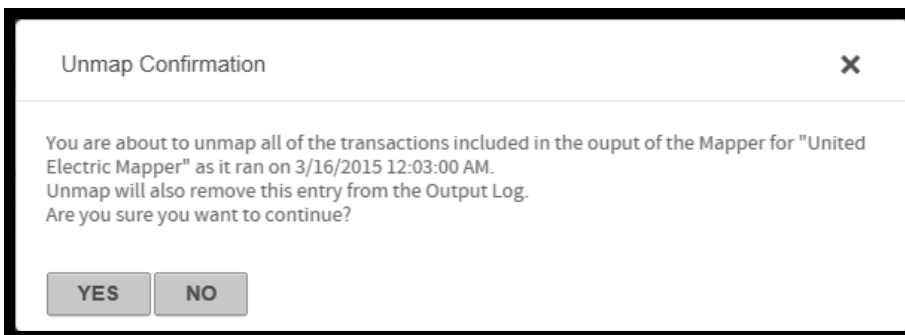


2. Click **Yes** to close the dialog and delete the item from the list.

Unmapping mapper data:

When a data mapper is run, there is an option to lock transactions so that further updates to the transactions included in the mapper's output file are blocked. If that lock option has been used, then the transactions are flagged as having been mapped. Use the Unmap option in the output log to remove the mapped flag and transactions will be unlocked and available for users to edit.

1. To unmap the transactions associated with a mapper output file, click the **Unmap** icon (). A confirmation dialog is displayed.



2. Click **Yes**. The transactions are unmapped and the entry is removed from the Output log.