

## **Liberate Data Import Program Suite**

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The **Liberate Data Import Program Suite** is designed to enable speedy and secure transfer of data from third-party systems into the Liberate (Microsoft SQLServer) database by reading data in .CSV, .XLS or XML file format, validating the content, highlighting exceptions and importing or updating the validated data into the Liberate database.

The suite currently contains 9 different data import/update options. These are available separately and may be purchased as and when required.

To increase user efficiency and accuracy of input several of the data import/update options use an integral field mapper utility. This program is used to re-format data received (which can arrive in a variety of formats) into the common format required for subsequent upload into the Liberate database. Data mapping 'templates' created can be stored for future re-use.

The field mapper utility is available for use with New Client Import New Debt Import, New Case Import, Case Update, Debtor Details Update and Transaction Gateway options.

### **Import/Update Options**

#### **New Client Import**

This option allows for the creation of new client records within either the Liberate debt recovery or case management systems. The client record generated includes base data such as name, address and contact details. To speed and simplify the process extensive use is made of standard default settings. The content of these default fields may be overwritten at a later date.

A useful option when client databases need to be merged together for any reason. Reference fields in the database being merged can also be imported and are searchable.

#### **New Debt Import**

This option allows new cases to be automatically created within the Liberate debt recovery system (DebttimeSQL). New debts added are assigned to the appropriate client code. Full debtor details, invoice line details and associated information, such as court details, are also added.

The New Debt import is an ideal option for debt recovery agencies and/or debt purchase organisations receiving large volumes of cases.

#### **New Case Import**

This option allows new cases to be automatically created within the Liberate case management system. Cases added are assigned to the appropriate client code.

The New Case import is an ideal option for users receiving new cases in volume from 'referrer' or 'introducer' clients, (E.G. Volume Re-Mortgage and Equity Release work).

## **Debt Particulars Import**

This import option specifically allows new invoice line/debt breakdown details to be added to existing debt records within the Liberate debt recovery system (DebttimeSQL). The details brought on by this method will be shown on the Particulars screen of a debt recovery case.

## **Case Update**

The case update option allows case details imported to be fed directly into c. sixty of the many data items held (per case) within Liberate. Existing case records are updated with this new information and this option may be used with both Liberate debt recovery and case management systems.

## **Jobs Import**

The Jobs Import option can be used to create a new job and/or delete an existing job on a case. The option can set the run date of the new job is to be run and also indicate at which point within the procedure the job is to be run. This import option is applicable to both debt recovery and case management systems.

This option is particularly useful when transferring large volumes of cases from other systems or when fundamental changes to core workflows are needed.

## **Debtor Details Update**

This option is specifically designed to use imported information (such as change of address or latest telephone number) to update the debtor information held within the Liberate debt recovery system. All changes are to base debtor information are recorded for audit trail purposes.

## **Notes Import**

The Notes import option allows case notes made outside of the Liberate debt recovery or case management system to be imported and added to the central Liberate case history. The Notes import assists users in building a complete history of each transaction, and is particularly useful when notes are made by users with no access to the system (E.G. field based collectors).

## **Transaction Gateway**

The Transaction Gateway is used to import financial transactions generated by an external source (E.G. a manually raised transaction, a transaction from another system) onto existing case and debt records within the Liberate database.

A classic example is a debt payment made directly to a client. This transaction then needs to be added to the Liberate debt recovery system and shown as Sums Recovered. This is achieved via the Transaction Gateway.

The Transaction Gateway will also link into the auto bank reconciliation of the Liberate accounting module to ensure any payments made directly to the client's bank are also reflected in the relevant Liberate case or debt file.