Data Import Guide

Data Import Guide

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1   Introduction

This guide provides data import overview and specifications for use during system startup and ongoing maintenance.

Data import is used to populate initial master tables

The data import screens are used with the *Startup Wizard* to populate initial master tables during system implementation.

Data import can also be used for ongoing maintenance

Data import is also used for ongoing maintenance. New field values can be imported into existing records or new records can be imported into existing tables.

WARNING: Only import data using the data import screens

Never import data by any means other than the data import screens provided within the system. The data import screens include many safeguards that protect the integrity of your database.

NOTE: Importing data on your own or through any third party tools or utilities is prohibited by our end user license agreement.

Import Process

The import process goes like this.

- For each table to be imported, you export the data from your old system. You either export the data directly into an Excel spreadsheet or you take your export file and convert it into an Excel spreadsheet.

- You then edit your Excel spreadsheet so that the data conform to the requirements of the DBA system.

- Once your spreadsheet is finalized, you map each of its columns to its corresponding field in DBA and then you import the data in a single batch transaction.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool.   The Open Office spreadsheet .csv format will not auto-format your data.

2   Data Import Instructions

(*File – Data Import Menu*)

All the data import screens are located on the *Data Import* menu. All screens use the same data import utility, which works as follows:

Import Process

The import process goes like this.

- For each table to be imported, you export the data from your old system. You either export the data directly into an Excel spreadsheet or you take your export file and convert it into an Excel spreadsheet.

- You then edit your Excel spreadsheet so that the data conform to the requirements of the DBA system.

- Once your spreadsheet is finalized, you map each of its columns to its corresponding field in DBA and then you import the data in a single batch transaction.

The specific steps in the data import process are detailed in the next three sections.

Phase 1 – Export Data into Excel

Most accounting systems include a data export utility that will enable you to export some or all of the master tables listed at the beginning of this chapter.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool.   The Open Office spreadsheet .csv format will not auto-format your data.

Export directly into Excel, if you can

If your data export utility can create an export file directly in Excel format, do so.

If you cannot export directly into an Excel spreadsheet, we recommend that you export into a comma delimited text file format that you can then import into an Excel spreadsheet.

Importing a text file into Excel

If you need to import a comma delimited text file into Excel, do so as follows:

- Open a new Excel spreadsheet.

- Click *Data – Import External Data – Import Data*.

- Select your comma delimited text file.

- Specify *Delimited* as the file type and click *Next*.

- On the next screen, select *Comma* as the *Delimiter* and click *Next*.

- Verify the settings on the next screen and click *Finish*.

- Click *OK* on the final screen. Your data should now be visible and organized into columns on your spreadsheet.

- Click *File – Save As* and save your spreadsheets as a *.csv* file type.

Phase 2 – Edit Spreadsheet

In this second phase you will edit your spreadsheet so that it conforms to the requirements of the DBA system.

Step 1 – Assign Column Headings

Identify each of your spreadsheet columns as to its contents and give it a column heading in row one that matches or approximates the column names specified for each DBA import table.

Step 2 – Delete Non-Matching Columns

Delete any columns in your spreadsheet that do not have a matching field in DBA.

Step 3 – Edit Columns as Required

Review each column for any editing that may be required and alter your data accordingly. For example, you may have *Y/N* (yes/No) values in a column that need to be converted into *T/F* (True/False) values in DBA. You can use search and replace to convert such values to the DBA format.

As another example, if your old system uses codes to represent customers and suppliers, you will want to convert these codes to full names in your spreadsheet to take advantage of DBA's 50-character identification format.

Some columns must contain matching values with supporting tables in DBA that might not have existed in your old system or might have gone by different code names. In such cases, you must enter or change such values to match the supporting table values in DBA.

All such editing considerations are documented later in this chapter for each import table.

Editing Tools

The following tools are available within Excel that can help you edit your export data to conform to DBA's requirements. Click *Help* within Excel for detailed instructions.

Find & Replace

You can highlight a column and then use the *Find & Replace* function to mass change a value. For example, if you need to convert all the 'Y' (yes) values in a column to 'T' (true), this function can find all 'Y' values and replace them with 'T' values.

Move Columns

You can use *Cut and Paste* to move columns to any desired left-to-right order. This can be useful if you choose to structure your spreadsheet in the same column order as the import specifications.

Split Columns

You can use the *Text to Columns* function to split the data within a single column into multiple columns. For example, your old system may store the city, state, and postal code for an address within a single field. The *Text to Columns* function can split these values out by comma and/or space separators into separate columns, as required by DBA. After the split is done, some manual editing is usually required to make sure all the text was split correctly.

> NOTE: When you split a column, always temporarily move it to the <u>far right position</u> in your spreadsheet so that the new columns that get created do not overwrite any other columns.

Merge Columns

You can merge data from two columns into one column by creating a third column and populating that column with a merge formula, such as:

=(A7&" "&B7)

For example, your old system may store a contact name in two fields, one for the first name and one for the last name. In DBA, the contact name is a single field.

Using a merge formula, you can combine the contents of two columns into a single column.

Phase 3 – Import Data

The final step is to import the data. The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File
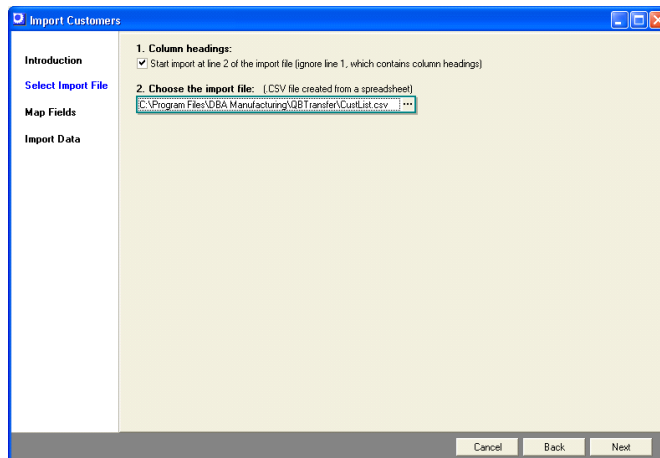
1. Column headings

This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file

Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

On this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data

Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required

This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field

This is the descriptive name of the field in DBA.

Type

This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length

This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

3   Data Import - Customers

(*File – Data Import – Customers – Customers*)

Supporting Tables

Some or all of the following tables must be created in advance before you can import your customers. Refer to the *Startup Guide* for details.

Tax Codes
In USA and Canadian tax environments, tax codes are assigned at the customer level, in which case you must set up all your tax codes in advance of importing customers. In VAT/GST environments, a system level default sales tax code is used, in which case no advance setup is required.

Customer Types
Each customer is assigned to a *Customer Type*.

Customer Terms
Payment terms are assigned to each customer, so you must set up your customer terms table.

Sales Regions
Sales regions are optional and help you organize your customers geographically.

Sales Reps & Commission Codes
Sales rep types, sales reps, and commission codes should be set up if you pay commissions to sales reps.

Lead Sources
Lead sources are optional and help you gather statistics on where your new customer leads are coming from.

Ship Methods
The ship methods table determines the preferred shipping method for each customer.

Price Levels
If you will be differentiating pricing among your customers using price levels, you must set up your price levels in advance.

Discount Codes
If you will be differentiating pricing among customers using discount codes, you must set up your discount codes in advance.

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Customer Name (Required, String, 50)
This is the unique name or code that identifies the customer.

Trading Name (String, 50)
This is the name that prints on quotes, acknowledgments, packing slips, and invoices. Unlike the *Customer Name*, duplicate values are allowed. If a value is not specified, the program will populate this field with the *Customer Name*.

Customer Terms (String, 50)
Any value in this column must correspond to a code in the *Customer Terms* table. If you leave this blank when importing a new record, the default terms from the *Sales Setup – Customer Terms* screen is assigned.

Customer Type (String, 15)
The *Customer Type* classifies customers for reporting purposes. If a value is not specified, the program assigns the system's default *Customer Type*. Any value in this column must correspond to a code in the *Customer Types* table.

Sales Region (String, 20)
This field is optional and organizes customers by geography for reporting purposes. Any value in this column must correspond to a code in the *Sales Regions* table.

Commission Code (String, 20)
This is a code that identifies a sales rep or group of sales reps assigned to this customer. Any value in this column must correspond to a code in the *Commission Codes* table.

Lead Source (String, 10)
This is a code that represents the source of the initial sales lead for this customer. Any value in this column must correspond to a code in the *Lead Sources* table.

Address Line 1 (String, 50)
This is usually the street address or PO Box associated with the billing address.

NOTE: Each customer's <u>delivery</u> addresses are imported separately in the *Data Import – Customers – Delivery Addresses* screen.

Address Line 2 (String, 50)
This can be used for an office, unit, or suite number.

City (String, 50)
This is the city associated with the billing address.

State (String, 20)
This is the state or province associated with the billing address.

Postal Code (String, 20)
This is the postal code associated with the billing address.

Country (String, 50)
This is the country associated with the billing address.

Phone (String, 20)
This is a company-level setting that is not for a specific contact person.

Fax (String, 20)
This is a company-level setting that is not for a specific contact person.

Mobile (String, 20)
This is a company-level setting that is not for a specific contact person.

Email (String, 100)
This is a company-level setting that is not for a specific contact person.

Web (String, 100)
This is the customer's website address.

Tax Code (String, 10)
Populate this field as follows:

New Customer Import

When importing new customers, only give this field a value when the customer is to be assigned an <u>exception</u> to the *Default Sales Tax Code* designated in the *Tax – Tax Defaults* screen. Any value in this column must correspond to a value in the *Tax Codes* table.

Existing Customer Update

WARNING: When updating existing customers, be aware that if you map this field and leave it blank, a blank value will set the customer's *Tax Code Source* to 'Default' and will override any tax code exception.

Notes (Blob)

These are unlimited, freeform customer notes.

Price Level (String, 20)

The customer can optionally be assigned to a *Price Level*. Any value in this column must correspond to a record in the *Price Levels* table.

Discount Code (String, 20)

The customer can optionally be assigned to a *Discount Code*. Any value in this column must correspond to a record in the *Discount Codes* table.

Credit Limit (Float)

The open aging balance plus new sales orders are not permitted to exceed this amount.

Customer PO Required (Boolean)

Enter a 'T' if this customer requires a purchase order number on all sales orders. Enter an 'F' if a purchase order number is optional.

Ship Method (String, 20)

This is the customer's preferred shipping method. Any value in this column must correspond to a record in the *Ship Methods* table.

Tax Reference No (String, 50)

This is the customer's tax ID code or number.

Bank Name (String, 25)

This identifies the customer's bank.

Bank Account No (String, 50)

This identifies the customer's bank account number.

User-Defined Fields (up to 6) (Date or String, 50)

The remaining mapping fields are user-defined fields specified in the *Utilities – User-Defined Fields* screen for customers. Up to six such fields can be defined in either text or date format.

Date Field Format

If the user-defined field is a date type, it must conform to the *Short Date* format defined in the *Regional and Language Options* found in the *Windows Control Panel* on your file server.

X-Ref Code (String, 30)

If you are using DBA with an outside accounting system, it may be that the customer is identified in the outside system with a short code instead of the full customer name as in DBA. For financial transfer purposes, you can store the short code in this field, which is one of the fields available for transfer in the *AR Transfer* screen. When you import the AR invoice transfer file into your outside system, this field is mapped to the customer code in your outside system.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field

This is the descriptive name of the field in DBA.

Type

This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length

This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

4   Data Import - Customer Contacts

(*File – Data Import – Customers – Customer Contacts*)

Customer contacts are imported separately from customers because they are stored in a separate sub-table that allows for multiple contacts per customer.

Supporting Tables

Some or all of the following tables must be created in advance before you can import your customer contacts. Refer to the *Startup Guide* for details.

Customers
You must import or enter all your customers before you can import customer contacts. See the previous chapter for details.

Contact Types
Contact types are used to classify contacts and are set up in the *Sales – Sales Setup – Contact Types* screen.

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Customer Name (Required, String, 50)
This is the unique name or code that identifies the customer associated with this contact.

Contact Name (Required, String, 30)
This is the name of the contact person.

Contact Type (String, 20)
Contact Types are used to classify contacts and must correspond to a record in the *Contact Types* table.

Phone (String, 20)
This is the contact person's phone number.

Fax (String, 20)
This is the contact person's fax number.

Email (String, 100)
This is the contact person's Email address.

Mobile (String, 20)
This is the contact person's cell phone number.

Description (String, 50)
This is a reference note that further describes the contact person.

Main Contact (Boolean)
If this is the main contact person at this company, enter a 'T' in this field; otherwise, enter an 'F'.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

5   Data Import - Delivery Addresses

(*File – Data Import – Customers – Delivery Addresses*)

Customer delivery addresses are imported separately from customers because they are stored in a separate sub-table that allows for multiple delivery addresses per customer.

Supporting Tables

Some or all of the following tables must be created in advance before you can import your customer delivery addresses. Refer to the *Startup Guide* for details.

Customers
You must import or enter all your customers before you can import delivery addresses.

Customer Contacts
You can optionally assign a contact person from the customer contacts table to the delivery address.

Ship Methods
You can optionally assign a shipping method from the ship methods table to the delivery address.

Tax Codes
In USA and Canadian tax environments, tax codes are often assigned at the delivery address level, in which case you must set up all your tax codes in advance of importing delivery addresses. In VAT/GST environments, a system level default sales tax code is used, in which case no advance setup is required.

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Customer Name (Required, String, 50)
This is the unique name or code that identifies the customer associated with this delivery address.

Delivery Name (Required, String, 50)
This identifies the delivery address record.

Address Line 1 (String, 50)
This is the street address associated with the delivery address.

Address Line 2 (String, 50)
The second address line can be used for an office, unit, or suite number.

City (String, 50)
This is the city associated with the delivery address.

State (String, 20)
This is the state or province associated with the delivery address.

Postal Code (String, 20)
This is the postal code associated with the delivery address.

Country (String, 50)
This is the country associated with the delivery address.

Contact (String, 30)
This is the main contact person at the delivery location.

> NOTE: This field does <u>not</u> have to correspond to a record in the *Customer Contacts* table.

Phone (String, 20)
This is the phone number associated with the contact person or delivery address location.

Fax (String, 20)
This is the fax number associated with the contact person or delivery address location.

Ship Method (String, 50)
This is the preferred shipping method for this delivery destination. Any value in this column must correspond to a code in the *Ship Methods* table.

Tax Code (String, 10)
Only give this field a value when the delivery address requires a different *Tax Code* than the one assigned to the main customer record. Any value in this column must correspond to a value in the *Tax Codes* table.

Default (Boolean)

If this customer has multiple delivery addresses, you are required to enter a 'T' against the default address. Enter a value of 'F' against the non-default addresses.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings

This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file

Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data

Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required

This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field

This is the descriptive name of the field in DBA.

Type

This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

6 Data Import - Suppliers

(*File – Data Import – Suppliers – Suppliers*)

Use this screen to import your suppliers, which are assigned to purchased items and are used for miscellaneous purchases and accounts payable processing. If you are using the Financial Transfer option, you only need to import suppliers used for job and inventory purchasing.

Supporting Tables

Some or all of the following tables must be created in advance before you can import your suppliers. Refer to the *Startup Guide* for details.

Supplier Types
Each supplier is assigned to a supplier type.

Supplier Terms
Payment terms are assigned to each supplier, so you must set up your supplier terms table.

Ship Methods
Each supplier can optionally be assigned a default ship method.

> NOTE: This table is normally set up later during the *Sales Orders* phase of implementation. If you wish to import ship methods against suppliers, you must set up the *Ship Methods* table now to do so.

Supplier Regions
Supplier regions are optional and help you organize your suppliers geographically.

Supplier Codes
Supplier codes are optional and are user-defined codes that can be used for any classification purpose.

*.csv File Format

Make sure you save the suppliers spreadsheet as an *.csv* file type, which is the format required by the mapping screen.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the mapping process.

Supplier Name (Required, String, 50)
This is the unique name or code that identifies the supplier.

Trading Name (String, 50)
This is the name that prints on purchase orders. Unlike the supplier name, duplicate values are allowed. If left blank, this field will be populated with the *Supplier Name*.

Supplier Terms (String, 50)
Any value in this column must correspond to a code in the *Supplier Terms* table. If you leave this blank when importing a new record, the default terms from the *Purchasing Setup – Supplier Terms* screen is assigned.

Notes (Blob)
These are unlimited freeform notes.

Currency (String, 3)
A currency code can be specified if the supplier is assigned to a foreign currency. Any value in this column must correspond to a code in the *General Ledger Setup – Currency Table* screen.

Supplier Type (String, 15)
The supplier type classifies suppliers for reporting purposes. If a value is not specified, the program assigns the system's default *Supplier Type* specified in the *Purchasing Setup – Supplier Types* screen. Any value in this column must correspond to a code in the *Supplier Types* table.

Supplier Region (String, 20)
The *Supplier Region* can be used to organize suppliers by geography for reporting purposes. Any value in this column must correspond to a code in the *Supplier Regions* table.

Supplier Code (String, 20)
The *Supplier Code* is a user-defined code that can be used for any classification purpose. Any value in this column must correspond to a code in the *Supplier Codes* table.

Address Line 1 (String, 50)
This is usually the street address or PO box associated with the mailing address.

Address Line 2 (String, 50)
The second address line can be used for an office, unit, or suite number.

City (String, 50)
This is the city associated with the mailing address.

State (String, 20)
This is the state or province associated with the mailing address.

Postal Code (String, 20)
This is the postal code associated with the mailing address.

Country (String, 50)
This is the country associated with the mailing address.

Phone (String, 20)
This is a company-level setting that is not for a specific contact person.

Fax (String, 20)
This is a company-level setting that is not for a specific contact person.

Mobile (String, 20)
This is a company-level setting that is not for a specific contact person.

Email (String, 100)
This is a company-level setting that is not for a specific contact person.

Web (String, 100)
The supplier's website URL.

Tax Code (String, 10)
Populate this field as follows:

New Supplier Import

When importing new suppliers, only give this field a value when the supplier is to be assigned an <u>exception</u> to the *Default Purchase Tax Code* designated in the *Tax – Tax Defaults* screen. Any value in this column must correspond to a value in the *Tax Codes* table.

Existing Supplier Update

WARNING: When updating existing suppliers, be aware that if you map this field and leave it blank, a blank value will set the supplier's *Tax Code Source* to 'Default' and will override any tax code exception.

Ship Method (String, 20)

This optional field is your default *Ship Method* for POs submitted to this supplier. Any value in this column must correspond to a value in the *Ship Methods* table.

Tax Reference No (String, 50)

'This is the supplier' tax ID or number.

Bank Name (String, 25)

This identifies the supplier's bank.

Bank Account No (String, 50)

This identifies the supplier's bank account.

User-Defined Fields (up to 6) (Date or String, 50)

The remaining mapping fields are user-defined fields specified in the *Utilities – User-Defined Fields* screen for suppliers. Up to six such fields can be defined in either text or date format.

Date Field Format

If the user-defined field is a date type, it must conform to the *Short Date* format defined in the *Regional and Language Options* found in the *Windows Control Panel* on your file server.

X-Ref Code (String, 30)

If you are using DBA with an outside accounting system, it may be that the supplier is identified in the outside system with a short code instead of the full supplier name as in DBA. For financial transfer purposes, you can store the short code in this field, which is one of the fields available for transfer in the *PO Invoice Transfer* screen. When you import the PO invoice transfer file into your outside system, this field is mapped to the supplier code in your outside system.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

7   Data Import - Supplier Contacts

(*File – Data Import – Suppliers – Supplier Contacts*)

Supplier contacts are imported separately from suppliers because they are stored in a separate sub-table that allows for multiple contacts per supplier.

Supporting Tables

Some or all of the following tables must be created in advance before you can import your supplier contracts. Refer to the *Startup Guide* for details.

Suppliers
You must import or enter all your suppliers before you can import supplier contacts. See the previous chapter for details.

Contact Types
Contact types are used to classify contacts and are set up in the *Purch – Purchasing Setup – Contact Types* screen.

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Supplier Name (Required, String, 50)
This is the unique name or code that identifies the supplier associated with this contact.

Contact Name (Required, String, 50)
This is the name of the contact person.

Contact Type (String, 20)
Contact Types are used to classify contacts and must correspond to a record in the *Contact Types* table.

Phone (String, 20)
This is the contact person's phone number.

Fax (String, 20)
This is the contact person's fax number.

Email (String, 100)
This is the contact person's Email address.

Mobile (String, 20)
This is the contact person's cell phone number.

Description (String, 50)
This is a reference note that further describes the contact person.

Main Contact (Boolean)
If this is the main contact person at this company, enter a 'T' in this field; otherwise, enter an 'F'.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required

This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field

This is the descriptive name of the field in DBA.

Type

This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length

This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

8   Data Import - Locations

(*File – Data Import – Stock Items – Locations*)

Use this screen to import your inventory locations, which are the physical locations (racks, bins, shelves, staging areas, inspection areas, vans or trucks) where on hand stock is stored.

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the mapping process.

Location ID (Required, String, 10)
This identifies the location.

Description (Required, String, 50)
This further identifies the location on lookups. .

Transitory (Boolean)
Enter a 'T' to flag this as a "transitory" location, which is a temporary location, such as an inspection location, not available for picking. Enter an 'F' if this is a permanent location available for picking.

Notes (Blob)
Freeform notes can be entered in this field.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

9   Data Import - Item Categories

(*File – Data Import – Stock Items – Item Categories*)

Use this screen to import your item categories, which are used to organize your stock items into groups for lookup and reporting purposes.

*.csv File Format

Make sure you save the item categories spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the mapping process.

Category (Required, String, 20)
This identifies the item category.

Description (String, 50)
This further identifies the item category on lookups. .

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

10   Data Import - Stock Items (New)

(*File – Data Import – Stock Items – Stock Items (New)*)

Use this screen to create <u>new</u> stock items

Use this import screen to create new stock item records. To update existing records, use the *Stock Items (Update)* screen.

Supporting Tables

Some or all of the following tables must be created in advance before you can import your stock items. Refer to the *Startup Guide* for details.

Item Categories (Required)
Each item is assigned to an item category for classification purposes.

Locations
Each item can optionally be assigned to a default *Issue Location* and *Receipt Location*.

Location Groups
Each item can optionally be assigned to a *Location Group*. User-defined *Location Groups* enable allowable locations to be assigned to a set of stock items.

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool.   The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Item ID (Required, String, 30)
This is the code (part number) that identifies the item.

Item Description (Required, String, 60)
This is the item's formal description.

Stocking UM (Required, String, 8)
This is the item's stocking unit of measure. If you also have a purchasing unit of measure, it will be imported later using the *Data Import – Item Sources – Item Suppliers* screen.

Item Category (Required, String, 20)
The *Item Category* is used to classify items for reporting and posting purposes. The values in this column must correspond to records in the *Item Categories* table.

Mfg or Purch (Required, String, 1)
Assign each manufactured item a value of 'M' and each purchased item a value of 'P'.

Item Notes (Blob)
This field is for freeform notes against the item.

Estimated Cost (Float)
Import an estimated cost against 'P' (purchased) items. The estimated cost for 'M' (manufactured) items is calculated at a later time by the *BOM - Cost Rollup*, but you can optionally import an estimated cost for now as a placeholder cost until the rolled up cost gets calculated.

Primary Location (String, 10)
Enter the item's primary storage location. Any value in this column must correspond to a record in the *Locations* table. If you leave this field blank when importing a new record, the program assigns the default *Primary Location* designated in the *Inventory Setup – Inventory Defaults* screen.

Receipt Location (String, 10)
Enter the item's default receipt location. Any value in this column must correspond to a record in the *Locations* table. If you leave this field blank when importing a new record, the program assigns the default *Receipt Location* designated in the *Inventory Setup – Inventory Defaults* screen.

Location Group (String, 20)
Each item can optionally be assigned to a *Location Group*, which enables you to assign allowable locations to a set of stock items as an alternative to doing so one

item at a time. Any value in this column must correspond to a value in the *Location Groups* table.

Drawing No (String, 30)
This setting applies to 'M' (manufactured) items only.

Drawing Title (String, 60)
This setting applies to 'M' (manufactured) items only.

Unit Weight (Float)
The weight (pounds, kilos, etc.) associated with one unit of the item.

Unit Volume (Float)
The volume (cubic feet, meters, etc.) associated with one unit of the item.

Standard Pack Size (Float)
The number of units included in one shipping pack (carton, pallet, etc.) for the item.

Tax Code (String, 10)
Only give this field a value when the item is to be assigned an <u>exception</u> to the header *Tax Code* in sales orders or purchase orders. Any value in this column must correspond to a value in the *Tax Codes* table.

Warranty Code (String, 20)
Any value in this column must correspond to a record in the *Warranty Codes* table.

UPC Bar Code (String, 20)
This is a cross-reference ID number used in association with UPC bar coding.

Creation Date (Date)
This is the date the item was originally created.

User-Defined Fields (up to 6) (Date or String, 50)
The remaining mapping fields are user-defined fields specified in the *Utilities – User-Defined Fields* screen for stock items. Up to six such fields can be defined in either text or date format.

Date Field Format

If the user-defined field is a date type, it must conform to the *Short Date* format defined in the *Regional and Language Options* found in the *Windows Control Panel* on your file server.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

11   Data Import - Stock Items (Update)

(*File – Data Import – Stock Items – Stock Items (Update)*)

Use this screen to update <u>existing</u> stock items

Use this import screen to update existing stock items. To create new records, use the *Stock Items (New)* screen.

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool.   The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Item ID (Required, String, 30)
This is the only required field when updating existing record.

Item Description (String, 60)
This is the item's formal description.

Stocking UM (String, 8)
This is the item's stocking unit of measure.

Item Category (String, 20)
The *Item Category* is used to classify items for reporting and posting purposes. The values in this column must correspond to records in the *Item Categories* table.

Item Notes (Blob)
This field is for freeform notes against the item.

Estimated Cost (Float)

Only enter a value against 'P' (purchased) items. Values against 'M' (manufactured) items will be ignored.

Primary Location (String, 10)

This is the item's primary storage location. Any value in this column must correspond to a record in the *Locations* table.

Receipt Location (String, 10)

This is the item's default receipt location. Any value in this column must correspond to a record in the *Locations* table.

Location Group (String, 20)

Each item can optionally be assigned to a *Location Group*, which enables you to assign allowable locations to a set of stock items as an alternative to doing so one item at a time. Any value in this column must correspond to a value in the *Location Groups* table.

Drawing No (String, 30)

This setting applies to 'M' (manufactured) items only.

Drawing Title (String, 60)

This setting applies to 'M' (manufactured) items only.

Unit Weight (Float)

The weight (pounds, kilos, etc.) associated with one unit of the item.

Unit Volume (Float)

The volume (cubic feet, meters, etc.) associated with one unit of the item.

Standard Pack Size (Float)

The number of units included in one shipping pack (carton, pallet, etc.) for the item.

Tax Code (String, 10)

Only give this field a value when the item is to be assigned an exception to the header *Tax Code* in sales orders or purchase orders. Any value in this column must correspond to a value in the *Tax Codes* table.

> WARNING: Be aware that if you map this field and leave it blank, a blank value will set the item's *Tax Code Source* to 'Order Header' and will override any tax code exception.

Warranty Code (String, 20)

Any value in this column must correspond to a record in the *Warranty Codes* table.

UPC Bar Code (String, 20)
This is a cross-reference ID number used in association with UPC bar coding.

User-Defined Fields (up to 6) (Date or String, 50)
The remaining mapping fields are user-defined fields specified in the *Utilities – User-Defined Fields* screen for stock items. Up to six such fields can be defined in either text or date format.

Date Field Format

If the user-defined field is a date type, it must conform to the *Short Date* format defined in the *Regional and Language Options* found in the *Windows Control Panel* on your file server.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

12   Data Import - MRP Settings - M Items

(*File – Data Import – Stock Items – MRP Setting – M Items*)

Use this screen to import MRP settings for your 'M' (manufactured) items.

Supporting Tables

Some or all of the following tables must be created in advance before you can import your stock items. Refer to the *Startup Guide* for details.

Stock Items (Required)
MRP settings are assigned to stock items.

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet column. If you do have leading zeros in any of your import unique IDs, this can cause a data mismatch and trigger errors during import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool. Open Office will not trim the leading zeroes in your data columns in the .csv format.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Item ID (Required, String, 30)
This required field identifies the stock item.

Min Order (Float)
This is the item's *Min Order* amount, which helps determine the planned job quantity.

Lead Days (Float)
This is the number of days normally required before a job can be started to account for time required to procure material or to make lower level subassemblies.

Whole No Rounding (Boolean)
Enter a 'T' if the item is always ordered and stocked in whole number increments. Enter an 'F' if the item can be stocked in a decimal quantity.

Order Multiple (Float)
This setting rounds job quantities so that they are always divisible by a specified increment.

Custom to Order (Boolean)
This identifies when an item is <u>always</u> made to customer order and is customized in some manner such that it can't be stocked or shipped to other customers. Enter a 'T' against such items. If the item is not customized and can be shipped to any customers, enter an 'F'. If you leave the column blank, items are assigned 'F' by default.

Job Days (Float)
This represents the typical number of production days required from job release through job finish.

Run Size (Integer)
This represents the most typical job quantity for this item and is used to calculate unit setup cost.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

13   Data Import - MRP Settings - P Items

(*File – Data Import – Stock Items – MRP Settings – P Items*)

Use this screen to import MRP settings for your 'P' (purchased) items.

Supporting Tables

Some or all of the following tables must be created in advance before you can import your stock items. Refer to the *Startup Guide* for details.

Stock Items (Required)
MRP settings are assigned to stock items.

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet column. If you do have leading zeros in any of your import unique IDs, this can cause a data mismatch and trigger errors during import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool. Open Office will not trim the leading zeroes in your data columns in the .csv format.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Item ID (Required, String, 30)
This required field identifies the stock item.

Min Order (Float)
This is the item's *Min Order* amount, which helps determine the planned PO quantity.

Lead Days (Float)
This is the total number of days allocated by MRP for ordering and receiving this item from the default supplier.

WARNING: When planning for electronic components or any item where a manufacturer part number is specified, never use the manufacturer's lead time as

the *Lead Days* allocation. This is because you will typically source an alternate part when the default manufacturer's part is not currently available. A lengthy manufacturer's lead time is never used for actual planning and will corrupt item action windows, PO due dates, and higher-Level M item *Lead Days* allocations.

Whole No Rounding (Boolean)

Enter a 'T' if the item is always ordered and stocked in whole number increments. Enter an 'F' if the item can be stocked in a decimal quantity.

Order Multiple (Float)

This rounds PO quantities so that they are always divisible by a specified increment. For example, a particular item might always have to be ordered in multiples of one hundred, such as 100, 200, 300, etc.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings

This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file

Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data

Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required

This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field

This is the descriptive name of the field in DBA.

Type

This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length

This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

14   Data Import - Demand Driven Items Update

File – Data Import – Stock Items – Demand Driven Items Update)

Use this screen to update your *Monthly Potential Demand* and either *Supply Days* or *Manual Min Order* values for your *Demand Driven* order policy items.

📹 Data Import Demand Driven Items Update

📹 Analysis Monthly Trend for Stock Items

Supporting Tables

Some or all of the following tables must be created in advance before you can import your stock items. Refer to the *Startup Guide* for details.

MRP Settings
MRP Settings, Order Policy = Demand Driven

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool.   The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Item ID (Required)
This required field identifies the stock item.   This Item must have an order policy of Demand Driven.

Monthly Potential Demand
Enter a *Monthly Potential Demand* value, which reflects monthly sales + usage in jobs. You can use past history for reference by reviewing recent trends in the *Average Monthly Trend* panel at left, view the Monthly Trend graph, or by reviewing monthly averages in the *Monthly Historical* tab in the lower panel.   The goal is to

have sufficient stock on hand to meet a high probability of your potential demand scenarios.

Minimum Order Policy

This column designates whether you want the Min Order to be *Calculated (1)* or *Manual (0).* We recommend the calculated option for most items.

Enter a 1 or the word 'Calculated" in your data column along with a value in the *Supply Days* column if you wish for your *Min Order* to be auto-calculated

> **Supply Days** - Enter a *Supply Days* interval in your data column, which is the planned number of days to be supplied by each replenishment job or PO

Enter a 0 or the word 'Manual' in your data column along with a value in the *Manual Min Order* data column if you wish for to enter a manual *MIn Order* value.

> **Manual Min Order** - Enter a *Manual Min Order* value in your data column for your manual *Minimum Order Policy* items.
>
> - With M items a manual entry is typically used as an economical order quantity to generate job quantities sufficiently large enough to justify machine setups or to match quantities In with machine sizes.
> - With P items a manual *Min Order* quantity may be needed when the default supplier has a minimum order policy or offers a significant quantity price break. A minimum order size can also reduce unit shipping and handling costs and can reduce the frequency and number of POs that get generated.

Spreadsheet Example

- o Item 1080-000 has a calculated Min Order based on the Supply Days value
- o Item 108-150 has a manual Min Order value

	A	B	C	D	E
1	Item ID	Monthly Potential Demand	Min Order Policy	Supply Days	Manual Min Order
2	1080-000	100	1	30	
3	1081-150	150	0		150
4					

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported

15 Data Import - Convert Manual Reorder Point to Demand Driven

(*File – Data Import – Stock Items – Convert Manual RP to Demand Driven*)

Use this screen to mass change your *Manual Reorder Point* order policy items to *Demand Driven*. You will be required to define a *Monthly Potential Demand* value, a *Minimum Order Policy* (*Calculated* or *Manual*), and either a *Supply Days* or *Manual Min Order* value against your *Manual Reorder Point* items.

You may want to use the *Inventory>Analysis>Inventory Transactions* screen with the Monthly Trend option to provide you with historical data to help you populate your import spreadsheet.

📹 Data Import Convert Manual Reorder Point

📹 Analysis Monthly Trend for Stock Items

Supporting Tables

Some or all of the following tables must be created in advance before you can import your stock items. Refer to the *Startup Guide* for details.

MRP Settings
MRP Settings, Order Policy = Manual Reorder Point

*.csv File Format

Make sure you save the locations spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import. If you encounter this issue, you may consider using the Open Office spreadsheet tool. The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Item ID (Required)

This required field identifies the stock item. This item must have an order policy of *Manual Reorder Point*.

Monthly Potential Demand (Required)

Enter a *Monthly Potential Demand* value, which reflects monthly sales + usage in jobs. You can use past history for reference by reviewing recent trends in the *Average Monthly Trend* panel at left, view the Monthly Trend graph, or by reviewing monthly averages in the *Monthly Historical* tab in the lower panel.   The goal is to have sufficient stock on hand to meet a high probability of your potential demand scenarios.

Minimum Order Policy (Required)

This column designates whether you want the Min Order to be *Calculated (1)* or *Manual (0).* We recommend the calculated option for most items.

Enter a 1 or the word 'Calculated" in your data column along with a value in the *Supply Days* column if you wish for your *Min Order* to be auto-calculated

Supply Days - Enter a *Supply Days* interval in your data column, which is the planned number of days to be supplied by each replenishment job or PO

Enter a 0 or the word 'Manual' in your data column along with a value in the *Manual Min Order* data column if you wish for to enter a manual *MIn Order* value.

Manual Min Order - Enter a *Manual Min Order* value in your data column for your manual *Minimum Order Policy* items.

- With M items a manual entry is typically used as an economical order quantity to generate job quantities sufficiently large enough to justify machine setups or to match quantities In with machine sizes.
- With P items a manual *Min Order* quantity may be needed when the default supplier has a minimum order policy or offers a significant quantity price break. A minimum order size can also reduce unit shipping and handling costs and can reduce the frequency and number of POs that get generated.

Spreadsheet Example

o Item 1080-000 has a calculated Min Order based on the Supply Days value
o Item 108-150 has a manual Min Order value

	A	B	C	D	E
1	Item ID	Monthly Potential Demand	Min Order Policy	Supply Days	Manual Min Order
2	1080-000	100	1	30	
3	1081-150	150	0		150
4					

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

16 Data Import - MRP Analysis Code - Items

(*File – Data Import – Stock Items – MRP Analysis Code - Items*)

Use this screen to import a set of stock items for assignment to an MRP analysis code.

Supporting Tables

The following tables are required for MRP analysis code items import.

Stock Items
Each import file includes a set of stock items.

MRP Analysis Codes
Each import file is associated with <u>one</u> *MRP Analysis Code*.

*.csv File Format

Make sure you save the MRP analysis code items spreadsheet as a *.csv file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import. If you encounter this issue, you may consider using the Open Office spreadsheet tool. The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Analysis Code (Required, String, 30)
This required field identifies the MRP analysis code.

Stock Item (Required, String, 30)
This required field identifies the stock item.

Spreadsheet Import

The import process involves five screens that are presented in succession by clicking the *Next* button.

Screen 1 – Import Type

Select an *Import Type*. Two options are available:

Full Replace
The option deletes the existing *Analysis Code* item assignments and uses the imported items to create a new set of item assignments

Incremental Add
This option adds imported items to the existing *Analysis Code* item assignments set.

Screen 2 – Information

This screen provides an information overview of the data import process, including *Import Info*, *Supporting Tables*, and *Required Fields*.

Screen 3 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 4 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 5 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

17   Data Import - Cycle Code - Items

(*File – Data Import – Stock Items – Cycle Code - Items*)

Use this screen to import a set of stock items for assignment to a cycle code.

Supporting Tables

The following tables are required for cycle code items import.

Stock Items
Each import file includes a set of stock items.

Cycle Codes
Each import file is associated with <u>one</u> *Cycle Code*.

*.csv File Format

Make sure you save the cycle code items spreadsheet as a *.csv file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool.   The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

Cycle Code (Required, String, 30)
This required field identifies the cycle code.

Stock Item (Required, String, 30)
This required field identifies the stock item.

Spreadsheet Import

The import process involves five screens that are presented in succession by clicking the *Next* button.

Screen 1 – Import Type

Select an *Import Type*. Two options are available:

Full Replace
The option deletes the existing *Cycle Code* item assignments and uses the imported items to create a new set of item assignments

Incremental Add
This option adds imported items to the existing *Cycle Code* item assignments set.

Screen 2 – Information

This screen provides an information overview of the data import process, including *Import Info*, *Supporting Tables*, and *Required Fields*.

Screen 3 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 4 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 5 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

18   Data Import - Item Suppliers

(*File – Data Import – Item Sources – Item Suppliers*)

Use this screen to import purchased item suppliers, including supplier part numbers and prices.

Supporting Tables

Some or all of the following tables must be created in advance before you can import your item suppliers. Refer to the *Startup Guide* for details.

Stock Items (Required)
All your purchased items must be entered or imported before you can import item suppliers.

Suppliers (Required)
All item suppliers designated for import must exist in the suppliers table.

*.csv File Format

Make sure you save the item suppliers spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool.   The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet must include the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the mapping process.

Item ID (Required, String, 30)
This is the item ID associated with this item supplier. Any value in the column must correspond to a record in the *Stock Items* table.

Supplier (Required, String, 50)
This is a supplier for this item. Any value in the column must correspond to a record in the *Suppliers* table.

Supplier Part No (String, 30)
This is the supplier's part number for this item.

Supplier Description (String, 60)
You can optionally specify the supplier's description for the item.

Supplier UM (String, 8)
This is the supplier's unit of measure for this item.

Multiplier (Float)
This is used to calculate the supplier's order quantity if the supplier sells the item in a different unit of measure than your stocking unit of measure. The DBA quantity is multiplied by this amount to arrive at the supplier's quantity. Here are two examples:

Stock in	Buy in	Multiplier
FT	YARD	.333333
FT	INCH	12

Supplier Price (Float)
This is the supplier's price for this item for your most typical order quantity.

> NOTE: This field can be updated after the initial import to reflect current supplier prices.

Default (String, 1)
Enter a 'T' against the default supplier for the item. It is not necessary to enter an 'F' against each non-default supplier. If you leave this field blank, the first supplier imported for the item is flagged as the default supplier. If you flag two suppliers for an item by mistake, the last one imported gets flagged as the default supplier.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

19   Data Import - Manufacturers

(*File – Data Import – Item Sources – Manufacturers*)

Use this screen to import manufacturers for your purchased items. Manufacturer part numbers are imported separately, using the *Mfgr Part Numbers* import screen.

*.csv File Format

Make sure you save the manufacturers spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Spreadsheet Columns

Your spreadsheet must include the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the mapping process.

Manufacturer (Required, String, 50)
This is a name or code that identifies the manufacturer.

Web (String, 100)
This is the manufacturer's website URL.

Phone (String, 20)
This is the manufacturer's phone number.

Fax (String, 20)
This is the manufacturer's fax number.

Email (String, 100)
This is the manufacturer's Email address.

Notes (Blob)
Freeform notes can be entered in this field.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

20   Data Import - Mfgr Part Numbers

(*File – Data Import – Item Sources – Mfgr Part Numbers*)

Use this screen to import manufacturer part numbers. Manufacturers are imported separately prior to this import, using the *Manufacturers* data import screen.

Supporting Tables

Some or all of the following tables must be created in advance before you can import manufacturer part numbers.

Stock Items (Required)
All your purchased items must be entered or imported before you can assign manufacturer part numbers.

Manufacturers (Required)
All manufacturers associated with manufacturer part numbers must already exist in the *Manufacturers* table.

*.csv File Format

Make sure you save the manufacturer part numbers spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Spreadsheet Columns

Your spreadsheet must include the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the mapping process.

Item ID (Required, String, 30)
This is the item ID associated with this manufacturer part number. Any value in the column must correspond to a record in the *Stock Items* table.

Manufacturer (Required, String, 50)
This is the manufacturer associated with this manufacturer part number. Any value in the column must correspond to a record in the *Manufacturers* table.

Mfgr Part No (String, 30)
This is the manufacturer's part number for this item.

Default (String, 1)

Enter a 'T' against the default manufacturer part number for the item. It is not necessary to enter an 'F' against each non-default manufacturer part number. If you leave this field blank, the first manufacturer part number imported for the item is flagged as the default. If you flag two records for an item by mistake, the last one imported gets flagged as the default.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

21 Data Import - Base Prices

(*File – Data Import – Selling Prices – Base Prices*)

Use this screen to enter initial base prices prior to system startup day or to mass update base prices as an alternative to doing so in the *Base Prices* screen.

When to use this import

Use this import under two conditions:

- Your items all have a single base price, without any quantity break prices.

- Your items have quantity break prices that are calculated during sales order entry as a percentage of base price. In that case, you will import in two steps, using this import for your base prices and the *Qty Breaks by Percentage* import to specify the percentage breaks.

Skip this import if your items have quantity break prices

If your items have quantity break prices, skip this import and use the *Qty Breaks by Price* import instead to import base prices and quantity break prices in a single import. In that import, each item's base price is given a row in the spreadsheet, with a quantity value of null (blank), '0', or a text value of 'BASE'.

New prices go into effect immediately

This import bypasses the *Next Base* field and directly updates the *Current Base* value displayed in the *Base Prices* screen, which means that imported prices go into effect immediately.

Supporting Tables

The following table must be created in advance before you can import base prices. Refer to the *Startup Guide* for details.

Stock Items (Required)
All the items you sell must be entered or imported before you can import base prices.

*.csv File Format

Make sure you save the base prices spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool.   The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet must include the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the mapping process.

Item ID (Required, String, 30)
This is the item ID associated with the base price. Any value in the column must correspond to a record in the *Stock Items* table.

Base Price (Required, Float)
This is the new base price, which goes into effect immediately upon being imported.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

22 Data Import - Qty Breaks by Price

(*File – Data Import – Selling Prices – Qty Breaks by Price*)

Use this screen to enter initial base prices and quantity break prices prior to system startup day or to mass update prices as an alternative to doing so in the *Base Prices* screen.

When to use this import

Use this import when your items have quantity break prices. Base prices and quantity break prices are imported together in a single process. Each item's base price is given a row in the source spreadsheet, with a quantity value of null (blank), '0' (zero), or a text value of 'BASE'.

New prices go into effect immediately

This import bypasses the *Next Base* field and directly updates the *Current Base* value displayed in the *Base Prices* screen, which means that imported prices go into effect immediately.

Training Video

Support Center – Videos–Setup – Data Import – Selling Prices Import

Supporting Tables

The following table must be created in advance before you can import base prices. Refer to the *Startup Guide* for details.

Stock Items (Required)
All the items you sell must be entered or imported before you can import base prices.

*.csv File Format

Make sure you save the quantity breaks by price spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool.   The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet must include the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the mapping process.

Item ID (Required, String, 30)
This is the item ID associated with the price. Any value in the column must correspond to a record in the *Stock Items* table.

Qty (Required, Float)
This value depends on whether the price is the item's base price or a quantity break price.

Base Price (Required)

Each item must have a base price specified in the spreadsheet as a requirement for entering any quantity break prices. The base price can be given a quantity of null (blank), '0', or a text value of 'BASE' (all caps).

Quantity Break Price

Quantity break prices are optional. Enter the quantity associated with the quantity break price.

Price (Required, Float)
This is the new base price or quantity break price, which goes into effect immediately upon being imported.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

23 Data Import - Qty Breaks by Percentage

(*File – Data Import – Selling Prices – Qty Breaks by Percentage*)

This screen is only used when your items have quantity break prices that are calculated during sales order entry as a percentage of base price. Use this screen to import the quantity break percentages.

Import base prices first

Before you can import quantity break percentages, you must import base prices using the *Base Prices* import.

Training Video

Support Center – Videos–Setup – Data Import – Selling Prices Import

Supporting Tables

The following table must be created in advance before you can import quantity break percentages.

Base Prices (Required)
Each item must have a base price before you can import quantity break percentages.

*.csv File Format

Make sure you save the quantity breaks by percentage spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import. If you encounter this issue, you may consider using the Open Office spreadsheet tool. The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet must include the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the mapping process.

Item ID (Required, String, 30)
This is the item ID associated with the price. Any value in the column must correspond to a record in the *Stock Items* table and must also have a Base Price record already set up.

Qty (Required, Float)
This is the quantity associated with the price break percentage.

Percent (Required, Float)
This is the percentage multiplier that gets applied to the item's base price. For example, if you want the quantity break price to be 10% lower than base price, enter '90.00'.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field
This is the descriptive name of the field in DBA.

Type
This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length
This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.

24   Data Import - BOM Routings

(*Data Import – BOM – BOM Routings*)

Routing Import Considerations

* Routings import is best used for transferring routings from one DBA system to another, in which case the work centers, subcontractors, cycle time fields, and subcontract settings are fully compatible and importable with minimal spreadsheet editing. .

* It is highly unlikely that routings from another system will be compatible with the DBA data structure and would therefore require extensive spreadsheet editing beyond what is practical or desirable. Instead of importing things the way the were done in another system, we recommend that you take a fresh look at how DBA handles work centers, subcontractors, and routing processes and then re-do your routings directly in the *Bills of Manufacturing* screen to take full advantage of the DBA design.

* Spreadsheet entry is not recommended for routing creation because it is error-prone and inefficient for data entry.   It is much more efficient to create routings directly in the *Bills of Manufacturing* screen where the user interface is optimized for data entry and error prevention. .

Supporting Tables

Some or all of the following tables must be created in advance before you can import your BOM routings. Refer to the *Startup Guide* for details.

Stock Items (Required)
All your 'M' (manufactured) items should be entered or imported before you can import BOM routings.

Work Centers (Required)
Each routing sequence must be assigned to a work center.

Machines
You can optionally assign each routing sequence to a particular machine.

Suppliers
All suppliers that provide subcontract services must be entered or imported before you can import BOM routings.

*.csv File Format

Make sure you save the BOM routings spreadsheet as a *.csv* file type, which is required by the mapping screen.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

BOM Parent (Required, String, 30)
This is the BOM parent item associated with this routing sequence. Any value in this field must correspond to an 'M' (manufactured) item record in the stock items table.

BOM Type (String, 1)
This is a one character field that corresponds to the following BOM type values.

> B = BOM
>
> F = Batch

> NOTE: If you leave this field blank, the program assigns 'B' (BOM) by default.

Revision (String, 20)
This is the revision associated with this BOM parent. If you leave this field blank, the default revision specified in the *BOM Defaults* screen will be assigned by the program. If a default revision is not specified in *BOM Defaults*, a value in this field is required.

Sequence (Required, String, 10)
This is the ID number that identifies this routing sequence and determines the sequence sort order.

Process ID (String, 20)
If you leave this field blank, the program assigns this work center's default process. If you enter a value in this field, it must correspond to a process ID assigned to this work center.

Description (String, 50)
This is the process description, which describes the work or service to be performed.

Work Center (Required, String, 12)
Each routing sequence must be assigned to an in-house or subcontract work center. Any value in this column must correspond to a record in the work centers table.

Machine ID (String, 20)

Each routing sequence can optionally be assigned to a machine. Any value in this column must correspond to a record in the machines table that is assigned to this work center.

> NOTE: If this is a subcontract service sequence, leave this field blank.

Setup Hours (Float)

These are the setup hours required to prepare this sequence.

> NOTE1: Setup hours are stored as a decimal number. If your old system stores this in hours, minutes, and seconds, you must convert all the values in this column into decimal numbers. 30 minutes, for example, would be '.5' hours.

> NOTE2: If this is a subcontract service sequence, leave this field blank.

Items / Process (Float)

If you leave this blank, the program will give it a value of '1'.

> NOTE: If this is a subcontract service sequence, leave this field blank.

Processes / Hour (Float)

This is your cycle time or production rate.

> NOTE: If this is a subcontract service sequence, leave this field blank.

Hours Type (String, 8)

Enter a value of 'Standard' or 'Actual', which determines whether standard or actual hours are to be reported for this sequence in the *Job Labor* screen. If you leave this field blank, the program assigns 'Standard' by default.

> NOTE: If this is a subcontract service sequence, leave this field blank.

Days to Next (Float)

This is an optional field that specifies an interval in days between this sequence and the next sequence.

> NOTE: If this is a subcontract service sequence, leave this field blank.

Traveler Notes (Blob)

This is the freeform text that documents the process to be performed.

> NOTE: This field is normally left blank on subcontract service sequences, but could be used for internal notes that do not flow through to the PO.

Subcontract: Supp Price (Float)

This is the price charged by this supplier for the subcontract service.

> NOTE: If this sequence is an in-house process, leave this field blank.

Subcontract: Supp UM (String, 8)

This is the unit of measure associated with the supplier price. If you leave this blank, the program assigns the BOM parent's unit of measure by default.

> NOTE: If this sequence is an in-house process, leave this field blank.

Subcontract: Multiplier (Float)

The supplier price is multiplied by this number to determine the estimated cost for the subcontract service. If you leave this blank, the program assigns a value of '1' by default.

> NOTE: If this sequence is an in-house process, leave this field blank.

Subcontract: Days to Next (Float)

This is the lead time for the subcontract service.

> NOTE: If this sequence is an in-house process, leave this field blank.

Subcontract: PO Notes (Blob)

These are the freeform notes that flow from the job to the subcontract service PO.

> NOTE: If this sequence is an in-house process, leave this field blank.

Spreadsheet Import

The BOM routings spreadsheet is imported using the *Import BOM Routings* screen shown below.

1. Column headings

This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file

Click the 3-dot button to navigate to your *.csv file, which is your spreadsheet.

3. Map the import file columns.

Om this step you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the *DBA Field*.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Non-required fields do not have to be mapped to a spreadsheet column.

DBA Field
This is the descriptive name of the field in DBA.

Type, Len
'C' in the *Type* column indicates an alphanumeric field with a limit of so many characters as specified in the *Len* column. 'N' in the *Type* column indicates a numeric field.

Info
You can click the button in this column for additional information regarding this field.

DBA Field Name
This is the actual name of the field in the database.

4. Import

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and you will be given an error report. You should print out the report and make corrections to your spreadsheet.

> NOTE: After you print out your report, do <u>not</u> close the *Import Routings* screen. If you do so, you'll have to re-do all your mappings once again.

When the program is able run through the data without finding any errors, it will then ask you if you wish to import the data. Click *Yes* and all the data on the spreadsheet will be imported.

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25   Data Import - BOM Components

(*File – Data Import – BOM – BOM Components*)

Import Steps

Take the following steps to import a set of BOM components.

- Create a BOM parent record in the *Bills of Manufacturing* screen using the + button and lookup. If the BOM parent needs a *Revision Name* other than the default name, assign it an appropriate name.

- Create the routing so that imported components can be assigned to the routing sequence to which they are issued.

- In your import spreadsheet, populate the *Sequence* column with the routing sequence number to which the components are issued. In most instances all the components are issued to the same sequence, in which case you would copy and paste that sequence number to the entire *Sequence* column.

- After your spreadsheet has been edited with *Sequence* assignments, map the fields and import the BOM components per the specifications below.

Supporting Tables

Some or all of the following tables must be created in advance before you can import your BOM components. Refer to the *Startup Guide* for details.

Stock Items (Required)
All BOM parent items and components should be entered or imported before you can import BOM components.

BOM Parents (Required)
Each BOM parent item must be given a BOM parent record in the *Bills of Manufacturing* screen.

Routing
Routings should be entered or imported before BOM components so that components can be assigned to the routing sequences in which they are consumed.

*.csv File Format

Make sure you save the BOM components spreadsheet as a *.csv* file type, which is required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import. If you encounter this issue, you may consider using the Open Office spreadsheet tool. The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the import process.

BOM Parent (Required, String, 30)
This is the BOM parent item associated with this component. Any value in this field must correspond to an 'M' (manufactured) item record in the stock items table.

BOM Type (String, 1)
This is a one character field that corresponds to the following BOM type values.

> B = BOM
>
> P = Phantom
>
> F = Batch
>
> NOTE: If you leave this field blank, the program assigns 'B' (BOM) by default.

Revision (String, 20)
This is the revision associated with this BOM parent. If you leave this field blank, the default revision specified in the *BOM Defaults* screen will be assigned by the program. If a default revision is not specified in *BOM Defaults*, a value in this field is required.

Component (Required, String, 30)
Values in this column must correspond to a record in the stock items or descriptors table.

Line No (Float)
This field enables you to bring in your existing line numbers. If you delete this column from your spreadsheet and do not map it, the import program will automatically assign line numbers in increments of '10' in the order that components are listed.

> NOTE: Do not map the column if it has blank values or else all line numbers will be given a value of '0' (zero).

Sequence (String, 10)

You can optionally assign each component to the routing sequence in which it is consumed. This field value must correspond to a valid sequence number within the routing for this BOM revision.

Type (String, 1)

Stock item components should be identified with an 'S' and descriptors with a 'D'. If you leave this column blank, the program assigns a value of 'S'.

Usage Qty (Required, Float)

This is the quantity required to make one unit (or batch size) of the BOM parent. Decimal quantities are permitted.

Fixed Qty (String, 1)

Set this to 'T' if you want this component to have a fixed usage quantity, regardless of the BOM parent's job quantity. Set this to 'F' if you want a variable usage quantity, which generally applies to most components. If you leave this field blank, the program assigns an 'F' value by default.

Overage % (Float)

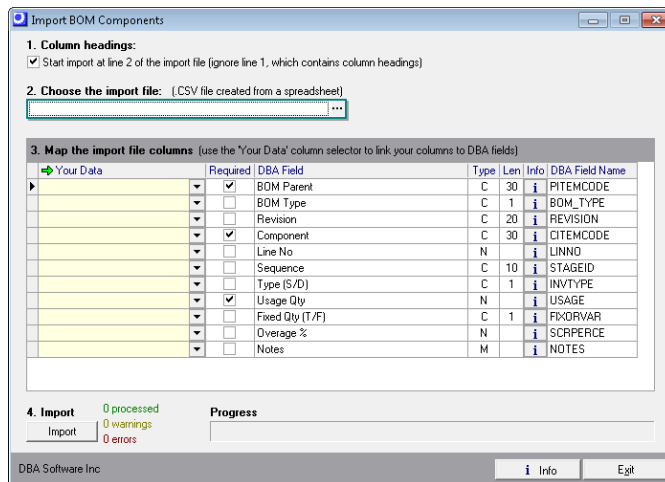This is the expected scrap percentage associated with the component.

> NOTE: You may need to edit the overage percentage field values. Some systems use a yield factor instead of a scrap percentage. 90% yield is the opposite of a 10% scrap factor in DBA. So if your old system uses yield, you must convert the values in this column to their opposite values.

Notes (Blob)

These are freeform notes associated with the component.

Spreadsheet Import

The BOM components spreadsheet is imported using the *Import BOM Components* screen shown below.

1. Column headings

This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file

Click the 3-dot button to navigate to your *.csv file, which is your spreadsheet.

3. Map the import file columns.

Om this step you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the *DBA Field*.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Non-required fields do not have to be mapped to a spreadsheet column.

DBA Field
This is the descriptive name of the field in DBA.

Type, Len
'C' in the *Type* column indicates an alphanumeric field with a limit of so many characters as specified in the *Len* column. 'N' in the *Type* column indicates a numeric field.

Info

You can click the button in this column for additional information regarding this field.

DBA Field Name

This is the actual name of the field in the database.

4. Import

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and you will be given an error report. You should print out the report and make corrections to your spreadsheet.

> NOTE: After you print out your report, do <u>not</u> close the *Import BOM Components* screen. If you do so, you'll have to re-do all your mappings once again.

When the program is able run through the data without finding any errors, it will then ask you if you wish to import the data. Click *Yes* and all the data on the spreadsheet will be imported.

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26   Data Import - BOM References

(*File – Data Import – BOM – BOM References*)

Use this screen to import references against bill of material components.   A reference can be a location coordinate, a drawing bubble number, or it can be used for any table that has a one-to-many relationship with the component.

Supporting Tables

Some or all of the following tables must be created in advance before you can import BOM references. Refer to the *Startup Guide* for details.

BOM Components (Required)
Bill of material components must already exist before you can import BOM references.

*.csv File Format

Make sure you save the BOM references spreadsheet as a *.csv* file type, which is the format required by the mapping screen.

Excel - Special Warning Regarding Leading Zeroes in your Reference IDs

Excel will automatically drop leading zeros from a Reference ID in a spreadsheet data column. This can lead to an "unable to find value" error during data import.   If you encounter this issue, you may consider using the Open Office spreadsheet tool.   The Open Office spreadsheet .csv format will not auto-format your data.

Spreadsheet Columns

Your spreadsheet can consist of some or all of the following columns. Be sure and insert a title in row one of each column heading so that the column can be identified during the mapping process.

Parent ID (Required, String, 30)
This is the BOM parent item associated with this component. Any value in this field must correspond to an 'M' (manufactured) item record in the stock items table.

Revision (Required, String, 20)
This is the BOM revision associated with this component. If you leave this field blank, the default revision specified in the *BOM Defaults* screen will be assigned by the program. If a default revision is not specified in *BOM Defaults*, a value in this field is required.

Line No (Required, Float)
This is the component's line number.

Component ID (Required, String, 30)
This is the component associated with this reference.

Reference (Required, String, 30)
This is the reference assigned to this component.

Qty (Float)
You can optionally specify a quantity for this reference.

Spreadsheet Import

The import process involves four screens that are presented in succession by clicking the *Next* button.

Screen 1 – Introduction

This first screen provides information notes on each particular import, a list of supporting tables that should be populated prior to running the import, and a listing of required fields.

Screen 2 – Select Import File

1. Column headings
This checkbox is selected by default and tells the program to skip row one of the spreadsheet because it contains column headings.

2. Choose the import file
Click the button in this field to navigate to your *.csv spreadsheet file.

Screen 3 – Map Fields

Om this screen you will map each DBA field, where applicable, to the corresponding column on your spreadsheet. Field explanations are as follows:

Your Data
Click the down arrow and select the column heading from your spreadsheet that matches the DBA field.

Required
This checkbox is selected when the field is required, which means all rows in your spreadsheet must have a value. Mapping is optional with non-required fields.

DBA Field

This is the descriptive name of the field in DBA.

Type

This indicates the field type, such as 'Blob' (freeform text), 'Boolean' (true/false), 'Float' (floating decimal), and 'String' (alphanumeric).

Length

This indicates the field length, when applicable.

Screen 4 – Import Data

When you are done with your mapping, click the *Import* button. The program will attempt to import your data. If any errors are found, the data will not be imported and a list of errors is presented on the screen.