Unit: Data Migration Tools

Topic: Import from Excel utility

In this exercise, you will import new items and price lists using the Import from Excel utility.

1. Items

1.1. Prepare a data spreadsheet

Create a Microsoft Excel spreadsheet with a row for each of the three items in the table below. Enter the item information in columns A to I of the spreadsheet. Where a special value is required, it is indicated in parenthesis().

Note: Do not enter the headings in the spreadsheet.

		Row 1	Row 2	Row 3
A	**Item No.**	MS33	MS55	MS00
B	**Item Description**	Multi-Screen 3x3	Multi-Screen 5x5	Monitor
C	**Item Group**	Screens **Note**:This group will be automatically created during the import	Screens	Items
D	**Mfr Catalogue No.**			8882222
E	**Manufacturer**			Samson
F	**Set G/L account by**	Item Group (C)	Item Group (C)	Warehouse (W)
G	**Valuation Method**	Standard Cost (S)	Standard Cost (S)	Moving Average (A)
H	**Procurement method**	Make (M)	Make (M)	Buy (B)
I	**Serial number management**	Y	Y	N

Save the spreadsheet as a Text (**Tab delimited**) file (*.txt).

Important: Close the text file. The import utility will fail if the spreadsheet file is open.

1.2. Run the Import from Excel utility

Choose *Administration → Data Import/Export → Import Data → Import from Excel*.

Select *Items*.

Map each column in the spreadsheet by selecting a field from the dropdown list.

Note: When you map a field, the field no longer displays in the dropdown list.

Column	Field
A	Item No.
B	Item Description
C	Item Group **Note:** This is the name of the group.
D	Mfr Catalogue No.
E	Manufacturer
F	Set G/L Account by
G	Valuation Method
H	Procurement Method
I	Serial No. Management

After you have mapped all the fields, you can optionally choose the **Save As** button to save the mapping as a template for a future import.

Choose **OK**.

Locate the saved text file and choose **Open**.

The import now runs. A message at the bottom of the screen indicates the success of the import.

1.3. Verify the imported items

Choose *Inventory → Item Master Data* and open the newly imported items. Check the master data to see which fields were entered using default values from the system.

2. Price Lists

2.1. Import item prices into multiple price lists

The new items are to be priced in the primary currency and in one additional currency in the price lists. The item prices are as follows:

Item	Base Sales Price	Purchase Price
Multi-Screen 3x3	9000 (Primary Currency) 10000 (Additional Currency 1)	Not applicable
Multi-Screen 5x5	18000 (Primary Currency) 20000 (Additional Currency 1)	Not applicable
Monitor	500 (Primary Currency) 600 (Additional Currency 1)	250 (Primary Currency)

2.2. Prepare a data spreadsheet

Create a spreadsheet with three rows, one for each item:

Column	Field
A	Item No.
B	Price list number. In your system, identify the number of the base sales price list, for example, price list 1.To see the price list numbers in your system, run a query on the **OPLN** table.
C	Price in Primary Currency. Enter the price without the currency symbol.
D	Primary Currency. Enter the 3 digit currency code from the Currencies table.
E	Unit Price – Additional Currency 1
F	Additional Currency 1
G	Unit Price – Additional Currency 2
H	Additional Currency 2
I	UoM Group **Manual**. This is the default code for the UoM Group.

Save the spreadsheet as a Text (Tab delimited) file (*.txt).

Important: Close the text file.

2.3. Run the Import from Excel Utility

In the *Import from Excel* window, choose the **Clear** button to remove the selections you made for the item import.

In column A, select the **Item No**. field from the dropdown list.

In column B, select the **Price List Code**. When you make this selection, the system will automatically display the remaining fields required to import a price list, including the UoM code.
Note: The order of these fields cannot be changed. If you are importing the item prices with the item master data, you need to keep the reserved price list columns empty.

Make sure the fields match to the order of the spreadsheet columns.

Select the **Update Existing Records** checkbox, so that you can update the item records.

Choose **OK**.

Locate the saved text file and choose **Open**.

The import now runs. A message at the bottom of the screen indicates the status of the import.

2.4. **Verify the price lists**
Verify the imported price lists. Choose *Inventory → Price Lists → Prices Lists.*

Double-click the base price list to see the list of item prices, and locate the new item prices.