Welcome to the topic on the Import from Excel utility.
In this topic, you will see how to import business partner master data, item master data, and price lists using the Import from Excel utility.
In the business scenario shown here, your distributors send you a spreadsheet with new and updated customer master data. You want to import this data on a regular basis to provide warranty support.

**Solution:** The Import from Excel utility provides a simple way to import data from a spreadsheet.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
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</table>

Many companies need to periodically import bulk master data, especially when dealing with distributors and other third parties. Often this data is in the form of a Microsoft Excel spreadsheet.

The Import from Excel utility provides a simple way to import data from a spreadsheet.
You can use this utility to import and update business partner master data, item master data, and prices in a price list.

Since the utility imports data from Microsoft Excel, it gives you the opportunity to maintain and prepare the data in Excel before you import it.

Note: A similar utility is available to import fixed asset master data. To access this utility, you must have enabled fixed assets at the system level.
The Import from Excel utility is based on the Data Interface (DI); however, only a limited set of fields can be imported for each of the objects. Furthermore, you cannot import data into user-defined fields added to these objects. Therefore, if the import utility does not meet your data import needs, you should use the Data Transfer Workbench instead.
1. First create a spreadsheet with the data for each field.
2. Save the spreadsheet as a .txt (Tab delimited) file.
3. Select the object type for import – BP or Items. To import prices, choose the Items object type.
4. Map the columns from the spreadsheet to the object fields.
5. Run the import.

Be aware that there is no test or simulation run provided by the utility. Therefore you should run the import on a test system first and verify the imported data.
To understand the field names in the utility, consult the *Database Tables Reference*, which is distributed with the SAP Business One software. If you have installed the SDK, you can find it in the SDK help center. If you have installed DTW, you can find it from the help menu of DTW.

In the slide, the OITM table is shown for the Items object.

As well as the names of the fields for the object, the Database Tables Reference shows the default values and any constraints.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Type</th>
<th>Size</th>
<th>Related</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ItemCode</td>
<td>Item No.</td>
<td>VarChar</td>
<td>20</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>ItemName</td>
<td>Item Description</td>
<td>VarChar</td>
<td>100</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>FgrnName</td>
<td>Description in Foreign Lang.</td>
<td>VarChar</td>
<td>100</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>ItmsGrpCde</td>
<td>Item Group</td>
<td>In</td>
<td>6</td>
<td>OITB</td>
<td>100</td>
</tr>
<tr>
<td>CstGrpCde</td>
<td>Customs Group</td>
<td>In</td>
<td>6</td>
<td>QA8G</td>
<td>-1</td>
</tr>
<tr>
<td>VatGrpSc</td>
<td>Sales Tax Definition</td>
<td>VarChar</td>
<td>8</td>
<td>CTVB</td>
<td></td>
</tr>
<tr>
<td>CodeBars</td>
<td>Bar Code</td>
<td>VarChar</td>
<td>16</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>VATliable</td>
<td>Tax Definition</td>
<td>VarChar</td>
<td>1</td>
<td>-</td>
<td>Y</td>
</tr>
<tr>
<td>ProcsItem</td>
<td>Purchase Item [Yes/No]</td>
<td>VarChar</td>
<td>1</td>
<td>-</td>
<td>Y</td>
</tr>
</tbody>
</table>
There are some general rules for creating the spreadsheet.

- The spreadsheet should not contain a heading row, since the utility expects the data to start in the first row.
- You can enter the fields in any column order, since the mapping is done in the utility.
- Generally it is a good idea to format the spreadsheet cells as text type. This prevents Microsoft Excel from truncating a field value.
- There is no need to enter a field if the default value meets your needs, for example, the currency code, or the group code. The Database Tables Reference shows if there are default values for a field. Since your system may have additional default values in the setup for master data and items, for example, payment terms for business partners, you also need to be aware of these settings. The easiest way to see these default values is to create a master data record, using just the code. The default values will be inserted automatically into the new record.
- You should comply with any field constraints, such as the maximum length for a field, or the required values for a field.

Before you run the import utility, you must save the spreadsheet as a text (Tab delimited) file.

You must close the tab delimited file before you run the utility. Failure to close the file will result in an error.
In the utility, you have an option to save the field mappings as a template for future use. The template is stored internally with a code and name that you provide.
You can import many of the header fields in the business partner master data and data on the General tab.

You can also import one billing and one shipping address into the Addresses tab. If you need more than one billing and one shipping address, use the Data Transfer Workbench to import the data instead.

You can import the name of the default contact person; however, you cannot import detailed contact information in the Contact Persons tab.

In the spreadsheet, some fields need to be entered in accordance with the DI interface. For example:

- The BP Type field is C, S, or L. C denotes a customer, S denotes a vendor or supplier, and L denotes a lead. The default is customer, and if you leave this field empty the utility will create a customer record.

- The BP Currency is the currency code as specified in the Currencies table in SAP Business One. You only need to enter the currency if it differs from the local currency.

- The Group Code is actually the name of the group. If you do not enter a group name, the business partner is automatically assigned to the first group in the system. If you enter a group name that does not exist in the Groups table, a new group will be created automatically.
This demo will show you how to import business partner master data.
Data - Item Master Data

Can import:
- Fields in the header and the General tab
- Many fields on the Purchasing, Sales, Inventory and Planning tabs

Note:
Warehouse will default from General Settings or item default warehouse
Item Group is name of group

- You can import fields into the item master data header and the General tab.
- Additionally, you can import many fields on the Purchasing, Sales, Inventory and Planning tabs, including the price, valuation and planning method, the length, width, height, weight and volume, and units of measure.

Note that the warehouse cannot be entered in the spreadsheet and will always default from the General Settings or from the item level default warehouse.
The Item Group is the name of the group, not the group code. If the group name does not exist, a group will be automatically created using the supplied name.

Many of the fields have special values required by the DI interface. Your best approach is to select the item table OITM in the Database Tables Reference for the field constraints. For example the Set G/L Account by field requires the values W, C, or L to indicate the level of the G/L account determination – warehouse, item group, or item level. If this field is not entered, the default setting from the system is used.
The utility provides an option to update the expense and revenue G/L accounts for an existing item if G/L account determination is set at the item level.

If customs group entered for item, customs groups must be defined in system before import.

To import the price for an item, you must enter in addition the price list code and currency.

- The utility provides an option to update the expense and revenue G/L accounts for an existing item if G/L account determination is set at the item level.
- If you specify a customs group for the item, the customs group must be defined in the system before the import. If the customs group is not defined, you will be unable to import the data.
- If you import the price for an item, you must enter in addition the price list code and the currency in the spreadsheet.
In this demo, you will see how to import item master data.
The Import from Excel utility makes it easy to import or update item prices in one or more price lists. The price list must exist in the system before you import the prices. When you select the Price List Code field, the required fields are automatically shown. You can import the price in the primary currency as well as in up to two additional currencies, if needed.

- The Import from Excel utility makes it easy to import or update item prices in one or more price lists.
- The price list must be created in the system before you can import the prices.
- To import item prices using the utility, you select the item code and price list code fields, and, when you select the price list code, the utility automatically shows the fields required for the object.
- You can import the price in the primary currency as well as in up to two additional currencies, if needed. The currencies must be set up in the currencies table.

When you import prices into an existing price list, select the *Update Existing Records* checkbox.
Demo: Import Price Lists

This demo will show you how to import item prices.
Here are some key points to take away from this session. Please take a minute to review these key points:

- The import from Excel utility is an easy way to import basic master data for business partners, items, and item prices in multiple lists.
- Not every field can be imported using the utility.
- Data is imported from a spreadsheet, which allows you to manipulate and transform external data using Microsoft Excel functions.
- Some fields require specific values. The Database Tables Reference can help you determine default values for fields, as well as field lengths and constraints on field values.
- Save the spreadsheet as a text (tab delimited) file, and close the file before running the import. The spreadsheet should not contain column headings. To prevent data truncation, format cells as text type.
Thanks!

You have completed the topic for the Import from Excel utility.

Thank you for your time!