Welcome to the topic on importing item master data using the Data Transfer Workbench.
In this course, you will see how to import item master data including prices in price lists. You will also see how to import initial item quantities using goods receipts documents.
In this business scenario, the customer is implementing SAP Business One and needs to migrate item master data and prices from the legacy system. Before go-live, the initial quantities and costs need to be entered as opening balances in the new system. Items are managed with batches.

**Solution:** The item data with pricing and batch information can be migrated using the Data Transfer Workbench.

In this business scenario, the customer is implementing SAP Business One and needs to migrate item master data and prices from the legacy system. Before the customer goes live, you need to enter the initial quantities and costs as opening balances in the new system. Many of the items are managed with batches. Item master data, with pricing and batch (or serial) numbers, can be migrated using the Data Transfer Workbench. You can also import initial quantities for the items.
The first part of this topic covers the import of item master data.
The main template for item master data imports fields into the OITM table. This includes the header and the General, Purchasing, Sales, Inventory and Planning Data tabs of the item master data object.

You can enter the inventory unit of measure in the OITM template, as well as the sales and purchasing units of measure.

The child templates for the object are the ITM1 – Items_Prices and the OITW – ItemWarehouseInfo tables. These tables hold the item’s price in multiple price lists (table ITM1), and various information relating to the warehouse for the item (table OITW).

Other templates are provided in the DTW templates folder for maintaining a list of preferred vendors for the item (table ITM2). Note that the vendors in this list must have a business partner master data record.

You can also enter cycle count information for items using the ITW1 table template.
The main table OITM contains over one hundred fields. Many of the fields have default values from the system or according to the system configuration, for example, the G/L Method defaults in from the General Settings.

Other fields have specific valid values that must be entered in the spreadsheet. You can see the valid values by opening the tooltip for the field in the first row.
To see which fields have system level defaults for a table, consult the *Database Tables Reference*, which is distributed with the SAP Business One software. You can open the Database Tables Reference from the Help menu in DTW. Navigate to the object and the table for the object.

If there is a default system value for a field, it will show here.
Using the ITM1 template, you can import an item’s price into one or more price lists. You can import the prices with the item master data, or import the price lists in a separate run. To import a price, enter the item code, price list number, price and optionally the currency. The price list number can be found by running a query on the OPLN table. Note: The price list template does not currently include the new price list fields for additional currencies.
If you need to update prices in an existing price list, you need to enter the LineNum field in the ITM1 template. This is an integer version of the price list number, starting at zero.

In this case, you need to choose the option in DTW to update existing data, since you will be updating the item object.

If you update a price list that is based on another price list, the manual checkbox will be set and the price will not be updated if the base price subsequently changes.

Note that you can also import and update price lists using the Import from Excel utility in SAP Business One. You can find information on this utility in a companion course.
If item stock will be managed by warehouse, you can enter the minimum and maximum stock levels for each warehouse using the OITW - ItemWarehouseInfo template. The information entered in this template is also displayed on the Inventory Data tab in the item master data.
User-defined fields are often added to master data records to hold information specific to the company’s business processes.

To import data into a user-defined field, simply add the name of the field to the end of the template, as shown here, and enter the data in the column.
Before you import item master data, you need to create the:
- Item groups
- Warehouses and bin locations
- Price lists
- Manufacturers
- Master data for preferred vendors

Before you import item master data, you need to create the item groups and warehouses in the system.

You can create item groups and warehouses manually, or use the DTW templates OITB – ItemGroups and OWHS – Warehouses. These templates are found under the Administration > Setup > Inventory folder.

Price lists must be created before you can import an item's price. You can create price lists manually in the system, or create new price lists using the DTW template OPLN – PriceLists.

Other item-related information, such as manufacturers, and the master data for preferred vendors, must be set up first so that you can reference them in the OITM template.
In this demo you will see how to import item master data.
The second part of this topic covers the initial quantities for items.
After the item master data has been imported during an implementation project, you need to enter opening balances before go-live.

Opening balances record the physical in-stock quantities and the item cost. The item cost is used for inventory valuation. Batch and serial number information can be entered with the quantities.

Opening Balances are covered in more detail in another topic.
One of the ways to enter item quantities is the goods receipt document. This is a goods receipt not related to a purchase order. After you import a goods receipt, the in-stock quantity is updated in the warehouse.

In addition, if perpetual inventory is in use, a journal entry is posted to record the stock value.

You can create the goods receipt manually, or you can import them in bulk using DTW.

In DTW, the main template for importing a Goods Receipt document is OIGN - Documents. There are child templates for importing the document rows, and for importing batches and serial numbers for the items being received into stock.

An advantage of using a goods receipt document to import opening balances is that you have a document as the source for the opening balances.

Note that the DTW template OITW - Stocktaking can be used after a stock count to adjust stock quantities. However, the OITW - Stocktaking template does not update the in-stock quantity, only the counted quantity, and therefore if you use this template for initial quantities, you need to post the in-stock quantity separately using the opening balances transaction in the SAP Business One application.
In the OIGN template, enter the header information for the goods receipt document.

Each row represents a goods receipt document.

If you want the system to allocate document numbers, you can enter any number as the `DocNum` in column A.

If you want to enter manual document numbers, set the value of the `HandWritten` field in column C to tYES and enter the manual document number as the `DocNum`.

It is a good practice to enter reference information so you can identify the documents and journal entries as opening balances.

Note that document dates must be entered using the format YYYYMMDD.
Use the IGN1 template to import the document rows for the goods receipt. Each row in the IGN1 template is linked back to the respective parent row using the ParentKey field in column A.

Each row contains the quantities for an item in a warehouse. The Price field is used to calculate inventory value. In a perpetual inventory system, you need to carefully consider the value entered here:

- For moving average price, whenever you receive items, the item cost will be recalculated using the moving average calculation. Therefore you need to make sure the price matches the average cost price in the legacy system.
- For FIFO pricing, you should import multiple documents with different quantities at different cost prices, to represent the FIFO layers in the legacy system.
- For standard cost items, the item cost can be entered with the master data in the OITM template.
Importing Serial Numbers

Templates > Inventory > Inventory Transactions > Goods Receipts

To import serial numbers, use the SRNT template. This is found in the same template folder as the goods receipt template.

Because the serial number is unique to an item, you enter each serial number on a separate row in the SRNT template.

Each serial number is linked back to a row in the document lines template IGN1, using the DocLineNum field.

In the example shown, the first row in the goods receipt document has a quantity of two items. The two serial numbers are entered in the SRNT template with a base line number of zero to indicate the first row in the document.

The ParentKey field links back to the header document.
To import batch numbers, use the BTNT template. This is found in the same template folder as the goods receipt template.

Enter the quantity for each batch on a separate row. Use the DocLineNum field to link the batch to a row in the document.

In this example, the first two rows in the BTNT template belong to the first row in the document. This row has a quantity of 48 items. In the BTNT template, this quantity is split into two batches, with 24 items in each batch.
In this demo you will see how to import item opening balances using the DTW goods receipt template.
Here are some key points to take away from this course. Please take a minute to review these key points:

- You can import item master data and item prices using the Data Transfer Workbench.
- Item groups, warehouses, and price lists must be created before you can import the items.
- The main template for item master data is OITM. There are related tables for price lists, preferred vendors, and warehouse item information.
- To import data into user-defined fields, add the fields and their values to the end of the template.
- You can import opening balances for item quantities and item costs using the DTW Goods Receipt template.
- Templates are also provided to import serial numbers and batches for the items as they are received into stock.
- Use the OITW – ItemWarehouseInfo template to import warehouse information for the item if inventory is managed by warehouse.
Thanks!

You have completed the topic for importing item master data using the Data Transfer Workbench.

Thank you for your time!