

Subject: How to import new inventory items using FinancePlus' importing capability.

Overview: The following procedure is useful when you need to add more than a few stock lines to your inventory and is done using a template in MS Excel. It adds item details such as price. It does not, however add quantities. This is a separate import procedure.

Instructions

Create the new import file

Within Windows Explorer, locate the file **AddInventItems.xls**

This file will be located in the [local drive]:\ FinancePlus directory, within a folder called 'import_example'.

The Find utility (Start/ Find) is a useful method of locating this file if you cannot simply locate it.

Access the 'AddInventItems.xls' using MS Excel.

When you have completed the changes save the MS Excel file with a unique name using File / Save As routine. You should retain the original file in the FinancePlus directory on the local drive as a reference for formatting purposes. However, the new file may be saved anywhere on the network which is accessible. A suggested filename is 'AddInventItems_[today's date].xls'.

1	2	3	4	5	6	7	8	9	10	U
Item No	Bar Code	Description	Inventory Type	Category No	Maximum Stock Level	Minimum Stock Level	Minimum Reorder	Lead Time (Days)	Weight	M
2	ADI100	Starter Machines 105	P	1	2	10	5	60	0.3	
3	ADI102	Starter Machines 106	P	1	2	1	5	7	0.2	
4	ADI103	Starter Machines 107	P	1	2	1	5	30	2.3	
5	DAN006	Widgets Green	P	2	2	1	1	30	0.8	
6	DAR001	Widgets Red	P	2	2	1	1	5	0.8	
7	DAR002	Widgets Yellow	P	2	2	1	1	30	0.6	
8	DAR004	Widgets Orange	P	2	2	1	1	10		
9	DAR005	Widgets Jade	P	2	2	1	1	14	2.6	
10										

Make sure you save this file in Excel Version 4 format as FinancePlus does not recognise the Workbook features of the newer versions of Excel.

Complete the data entry in the new import file

Explanations on some of the fields found in the 'AddInventItems.xls' template:

- Category Number** is to be found in Admin / Setup Maintenance / Product Category
In Define Inventory Categories window, look for Category Number
Use Category Number appropriate to the Product Category
- Inventory Type**
P = Physical part; S = Service; K = Kit (components of kit must be added within FinancePlus)
- Tax Code** – this is the Sales Tax code - ensure that this is appropriate to the GST tax regime
- Standard Cost** – no longer used – leave blank
- Landed Cost** – use in place of Standard Cost – expressed in A\$
- Purchase Tax Code** - ensure that this is appropriate to the GST tax regime

IMPORTANT!

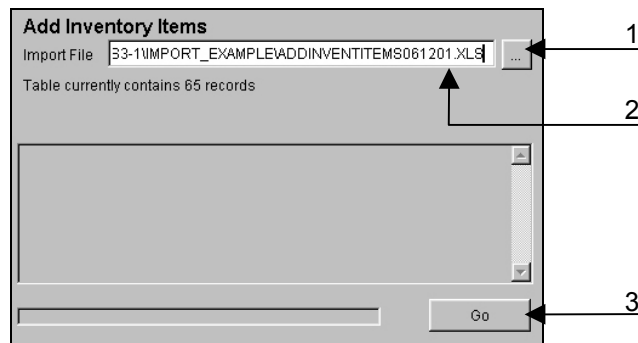
At no time should any fields be deleted from or added to the spreadsheet. If you do not need to enter information in a particular field simply leave it blank. If you delete or add a field FinancePlus will not import the file correctly.

Import Items into FinancePlus

Open FinancePlus and access the import routine by going to the 'Import/Export' menu at the top of the screen and select 'Import New Inventory Items'.

IMPORTANT!

As this is a critical operation it is essential that all users, except the person doing the Import, are logged out of FinancePlus.



1. In the 'Add Inventory Items' window (above), select the button next to the blank 'Import File' field. This will enable you to find the location and select the required Excel file.
2. Select the saved Excel file which will place it in the **Import File** field.
3. Press **Go** button

If the import process is without errors a message will be displayed confirming success.

If an Error message appears note it down and attempt to continue. Upon completion of the import attempt an 'Addinventitems.log' window will appear. This will detail line numbers that contain errors and the nature of the error(s). The line numbers relate to the Excel file created.

Cut and paste the log details to a Word document so the log can be printed out to enable corrections to be made to the Excel spreadsheet.

IMPORTANT!

Each import process appends (adds to) the file, each defined by date and time – so it is important to work only with the most recent process.

Note also that if an error is detected in the import routine **no** transactions will be transferred to FinancePlus – therefore, additional unsuccessful attempts to import do **not** add further (or duplicate) items to the Inventory Listing

Check the import of the list items to the Inventory

Access using the 'Item Enquiry' screen within the Inventory module to view the newly imported items.

As this import process adds only the Item details, not quantities, no transaction has taken place and therefore no information is available in the Transaction Journals.