4.26 Importing External Inventory Transactions

Introduction

Importing external inventory transactions allows you to acquire data into the inventory program without keying in every transaction. For example, maybe your supplier provides you with a spreadsheet of goods received. If you get hundreds of transactions on each order, then this program will allow you to import an excel spreadsheet directly into Route Manager.

Overview

The inventory import process is simple and can be used by any company that receives inventory information in a spreadsheet file. Here are the steps that will need to be followed during this process:

1. Modify the spreadsheet file into a format that can be imported into Route Manager.

2. Import the information from within the *Inventory Adjustments* screen under the *Transactions* menu in Route Manager.

3. Review the report.

4. Post the inventory transactions.

   Each step in this process is covered within the remainder of this document.

File Format

In order to successfully import the inventory information into Route Manager you must first properly format your Excel spreadsheet file. This section will guide you through the formatting process.

Available Fields for Import

The following table includes all of the required field headings on the left (*Field Name/Type*), and designates whether or not data is required within each column on the right (*Required/Optional*).

NOTE: Each field heading is required in the order listed within your spreadsheet file. *Optional* or *Not Needed* fields can remain empty if desired.

Field Name/Type	Required/Optional
PROD_ID C(5) (Product ID)	Required
BRANCH_ID C(4)	Required
ENTRY_DATE D	Required
ENTRY_TIME C(11)	Optional
INV_QTY N(12,2) (Inventory Quantity)	Required
INV_COST N(12,3) (Item cost)	Required
INV_CODE C(3) (Inventory Adjustment Code)	Required
INV_CMTS C(30) (Inventory Comments)	Optional
WH_ID C(10) (Warehouse ID)	Required
WH_REC C(10) (Receiving Warehouse)	* Required if Warehouse to Warehouse transfer or Transfer Via
WH_VIA C(10) (Warehouse Transfer Via)	* Required if Transfer Via
BRANCH_RC C(4) (Branch Receiving)	* Required if Warehouse to Warehouse transfer or Transfer Via
BRANCH_VIA C(4) (Transfer to Branch Via)	* Required if Transfer Via
EXPECTED D	* Required if Transfer Via
MFGCTRLNO C(11) (Manufacturing Control Number)	* Required/Optional depending on Inventory Code setup
QUAR_CODE C(2)	* Required/Optional depending on Inventory Code setup

ROUTE C(5)	Not Needed
TRK_BAYF N(2)	Required (Default to 1 if not desired)
TRK_BAYT N(2)	* Required if Warehouse to Warehouse transfer or Transfer Via (Default to 1 if not desired)
TRK_BAYV N(2)	* Required if Transfer Via (Default to 1 if not desired)

Import File Example

Here is an example of what a properly formatted file would resemble prior to import into Route Manager:
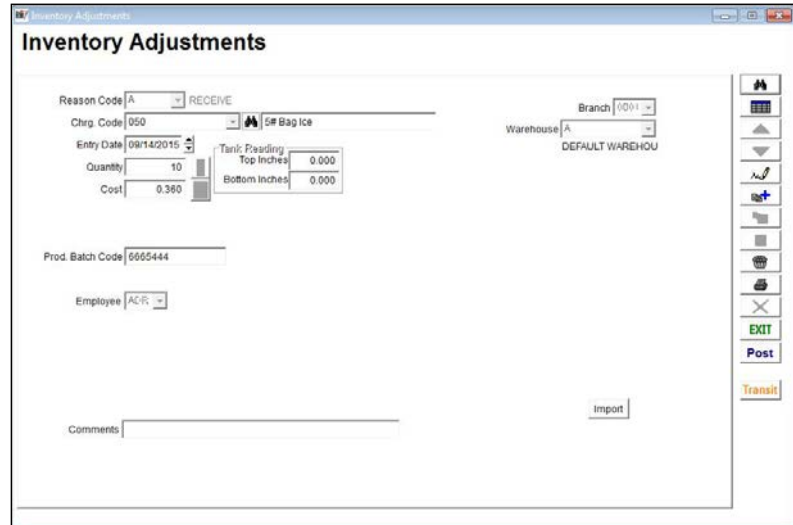
This example displays the 20 required field headings. Some cells within each field heading, such as 'Branch_ID', may need to be formatted as text to preserve any preceding zeroes (i.e., 0001). Add an apostrophe before the preceding zeroes (i.e., '0001) within the cell, to confirm the text formatting is not modified when the file is saved. When you are ready to save your file you will need to save it as .XLS (Microsoft Excel 5.0/95), .CSV, or .TXT.

> **NOTE:** A properly formatted template file for import can be generated by right-clicking on the 'Import' key within the *Inventory Adjustments* screen (covered in the next section). Additionally, an example file with sample data can be found at **www.ARS247.com** under the *Supplemental Document* page for *Chapter 4.26*.

Inventory Adjustments Import

After you have properly formatted your spreadsheet file, you are now ready to import the information into Route Manager.

1. Navigate to *Modules > Inventory > Inventory Adjustments*.

2. Select the **Import** key on the bottom of the screen:

3. Navigate to your file from the browse screen and double-click on it to import:
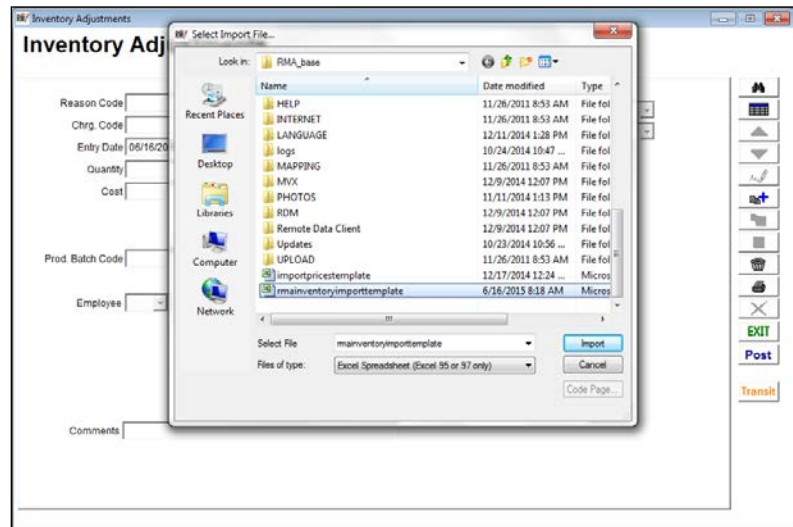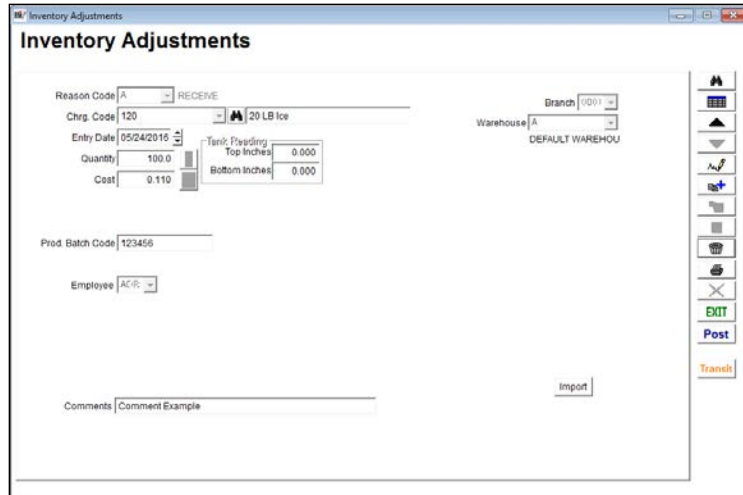
4. The *Inventory Adjustment Import Success Report* will be displayed automatically once the import is completed:

NOTE: Alternatively, an *Inventory Adjustment Failed Report* will be displayed if the import is not successful. In this case, you should review your spreadsheet file for proper formatting.
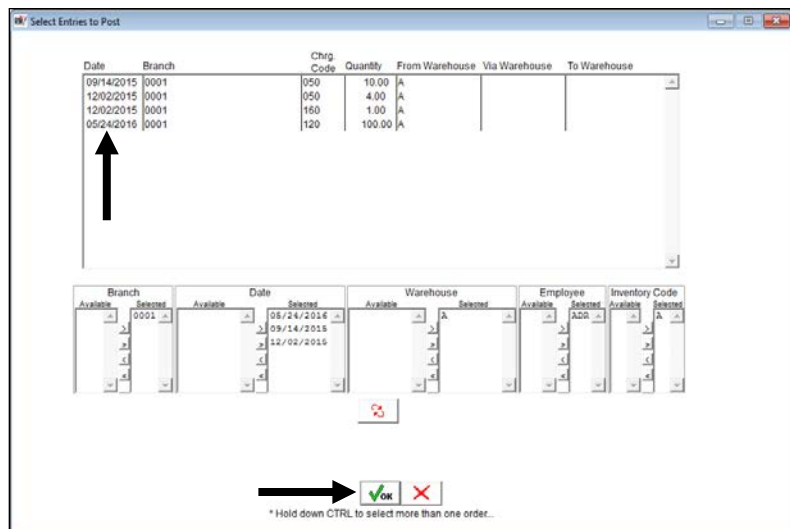
5. You can close or print the report and your new entries will be listed within the *Inventory Adjustments* screen:

6. Once you are satisfied with the imported records simply click the **Post** button to update the product inventory within Route Manager:
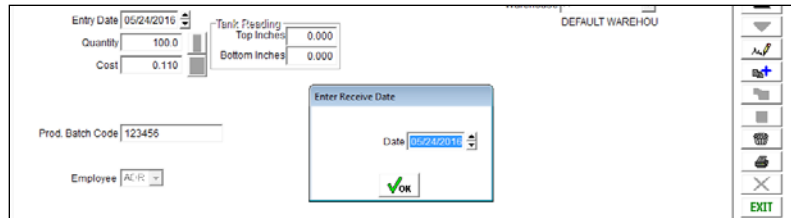

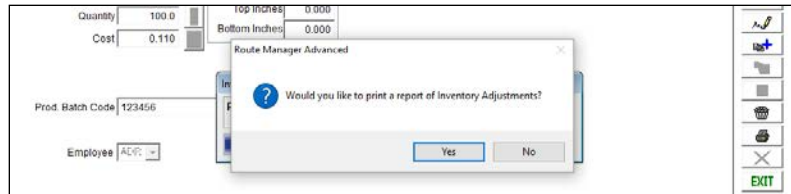7. Select the entries that you would like to post and click **OK**.

8. Enter an updated receive date (if desired) and click **OK**:

9. Click **Yes/No** to print an *Inventory Adjustments Report*:

10. Click **OK** to the posting confirmation screen to complete the process.

Summary

Importing external inventory transactions will save you countless hours of time usually spent hand keying inventory transactions into Route Manager. By following this formatting guide, you can easily update your supplier's spreadsheet to import the data effortlessly. Please contact the technical support department if you have any questions on using this feature.

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Warning

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