



ICE Business System

Importing Inventory Items

(Version – 1.1)

Learning Unit Guide

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I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

II : Objectives

Outline correct use of the import facility for data to be created within the Inventory Master File of the ICE Business System.

III : Target Audience

Administration staff responsible for the maintenance of Inventory details.

IV : Prerequisites

- Inventory Setup Activities

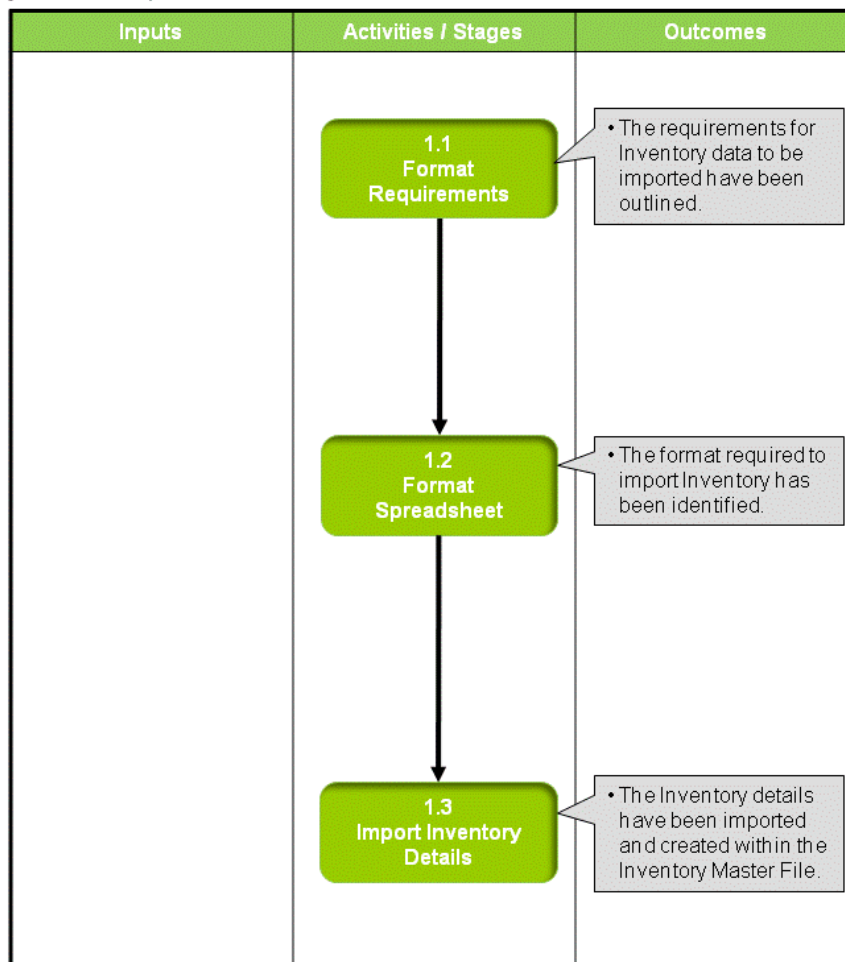
V : Scenarios

V.1 : Importing Inventory Items - Standard



Workflow

Workflow :	Importing Inventory Items - Standard
Scenario 1 :	Entries to be created within the Inventory Master File of the ICE Business System can be imported from data extracted from other software programs.



Scenario 1: Importing Inventory Items - Standard

Entries to be created within the Inventory Master File of the ICE Business System can be imported from data extracted from other software programs.



1.1: Format Requirements

Objectives:
<ul style="list-style-type: none"> Outline the requirements for Inventory data to be imported.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Setup Activities

Work Instructions

File Format
<ol style="list-style-type: none"> It is necessary to export data from other systems into a text file in "comma delimited format" and name the file "*.csv". The files are then accessible in Microsoft Excel for sorting and editing. The files can be given any name, as required, as long as the extension is ".csv". As a Stock Type and Account Set Code must be assigned to each import, multiple .csv spreadsheets need to be created, for combinations are required to be applied.

Outcomes:
<ul style="list-style-type: none"> The requirements for Inventory data to be imported have been outlined.
Notes:
<ul style="list-style-type: none"> N/A

1.2: Format Spreadsheet

Objectives:
<ul style="list-style-type: none"> Outline the required format to import Inventory data.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Inventory > Setup Activities



Work Instructions

Data Format

1. Each column within a spreadsheet must be headed as outlined below, as it will represent a table field.

DO NOT change or delete the headings provided or remove any of the columns.
2. The width of each column may be varied to view data, although any formatting will not be retained when the file is saved.
3. Unless specified (required) in the spreadsheet, the data is optional. If data is not required or is unknown, leave the space blank.

CSV Field {Requirement}	Field Description	Type	Length
STOCKCODE {Required}	Product code.	Alpha	20
DESCRIPTION {Required}	Product description.	Alpha	40
YN_STOCKITEM	Stock or Non-Stock (i.e. Service item).	Alpha	1
EXSELLPRICE	Sell price exclusive of sales tax.	Num	
INCSELLPRICE	Sell price inclusive of sales tax.	Num	
MINORDERQTY	Automatic re-order - minimum quantity before reordering is required.	Num	
DESORDERQTY	Automatic re-order - desired quantity to order to, if required.	Num	
BUDGETQTY	Automatic re-order - alternate budget quantity to order to, if required.	Num	
YN_TAXPAID	Is sales tax usually paid at time of stock purchase?	Alpha	1
YN_TAXABLE	Is sales tax applicable?	Alpha	1
YN_SERIALIZED	Is this item a Serialised Inventory item?	Alpha	1
STAXRATE	If sales tax applies – what is the percentage that applies?	Num	
YN_VANSTOCK	Is this item normally carried in technician's van?	Alpha	1
GPMARKUP	The mark-up percentage on cost, to derive the normal sell price.	Num	
NOTIONAL	The notional sell price, if the item is normally purchased tax exempt.	Num	
COSTEX	The standard cost of purchasing this item.	Num	
SALESTAX	The standard sales tax of purchasing this Item.	Num	
DEPOSIT	The deposit paid on this item, if deposit is payable on return of the defect part.	Num	
YN_WARRANTY	Is a warranty given on this item by the	Alpha	1

	supplier?			
WARRDAYS	If a warranty is given by the supplier, how many days?	Num		Numeric (0)
QTYPERUNIT	For purchase orders, what is the quantity per unit (i.e. 6 per pack, 1 per unit)?	Num		Numeric (0)
UNIT	For purchase orders, what is the order unit (Unit, Box, Pack, etc)?	Alpha	6	Unit, Box, Pack, Carton
XFR_ERRORMSG	System field.	Num		0 {Required}
XFR_LINE	System field.	Num		0 {Required}



Outcomes:

- The format required to import Inventory has been identified.

Notes:

- N/A



1.3: Import Inventory Details

Objectives:

- Import Inventory Items from the spreadsheet.

SLC Reference:

- ICE Business Systems > Inventory > Setup Activities



Work Instructions

Screen: ICE Main

Note:

Ensure a backup of your database has been created before continuing with this import.

1. Access **Import Data Import Facility**.

Select menu path:

Admin > Utilities > Inventory Import Facility.

Screen: Inventory Data Import Facility

2. In the **Source File** field, select the **Browse** button.

Screen: Open

3. Locate and select the **Comma Separated File (.CSV)**.
4. Select the **Open** button.

Screen: Inventory Data Import Facility

Note:

As a Stock Type and Account Set Code must be assigned to each import, multiple .csv spreadsheets need to be created, for combinations are required to be applied.

5. Select whether Items to be created are **Stock** or **Non-Stock**.
6. Select the **Stock Type** applicable to all Items.
7. Select the **Account Set Code** applicable to all Items.
8. Select the **Preferred Supplier** applicable to all Items.
9. Select the **Default Values** to be used when none specified in the spreadsheet.
10. Select the **Apply** button.

Note:

If the import is unsuccessful, a window will appear explaining why. Resolve any issues and return to step 2.

Screen: Information

11. If the import has been successful, select the **OK** button to the complete advisement message.
12. All Inventory Items imported have been created and are able to be viewed in the Inventory Master File.

Outcomes:

- *The Inventory details have been imported and created within the Inventory Master File.*

Notes:

- *N/A*

