Data Transfer Workbench for SAP Business One

SBO.MIGRATION_TO_SBO

Release 1.1

SAP™

Copyright

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Typographic Conventions

Type Style	Description
Example text	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options.
	Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, titles of graphics and tables.
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, source code, names of variables and parameters as well as names of installation, upgrade and database tools.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.

Data Transfer Workbench for SAP Business One

Purpose

SAP Business One implementations require you to move data from the legacy system into the new SAP Business One system. Business data (such as Customers, Vendors, and Products) must be available in the new system before going live.

The Data Transfer Workbench for SAP Business One assists you in your implementation project to easily migrate legacy data into your SAP Business One system.

Features

The data migration includes different tasks:

- Extracting the data files from your legacy system

- Cleaning the data and converting the data

- Importing the data into SAP Business One

- Importing the updated data into SAP Business One

- Checking the results of the import

The Data Transfer Workbench offers an easy-to-use wizard that imports data into SAP Business One. To simplify the preparation of the data for import, SAP provides predefined data file templates.

The Data Transfer Workbench records all import activities so that you can track the Data Migration process. Additionally, data records that failed during the import process will be put into a separate file that, after data correction, can be used for importing the failed data records.

System Requirements

The Data Transfer Workbench can be used together with SAP Business One 6.01 or higher. It can be installed on a workstation. The minimal hardware and software requirements on the workstation are:

- Windows 98, Windows 2000, Windows XP, or Windows NT

- Pentium 233 MHz (recommended: Pentium 300 MHz or higher)

- 128 MB

- 24 bit colors

- 400 MB free disk space

Upgrade Information

This release of the Data Transfer Workbench uses Data Interface (DI) Application Programming Interface (API) 6.2 Service Pack 1, with SAP Business One 6.2. Service Pack 1. To work on a higher release of SAP Business One, you must install a corresponding DI API.

Installation

Installing the Data Transfer Workbench

Procedure

1. Open the *Data Migration* directory.

2. Double-click the *Data Transfer Workbench.exe* Setup program.

3. Choose *Next* to start the installation program or *Cancel* to exit the installation.

4. Choose *Next* to confirm the installation folder. To select a different folder, choose *Browse*, select the folder and then choose *Next*.

5. Choose *Next* to confirm the default program folder.

6. On the screen *Start Copying Files,* review your settings and choose *Next* to start the installation.

7. To complete the installation, choose *Finish*.

> For the Data Transfer Workbench for SAP Business One installation, the *ODBC* setting must be set up.

Uninstalling the Data Transfer Workbench

Procedure

1. Choose *Start* → *Settings* → *Control Panel* → *Add/Remove Programs (/Software)*.

2. Select *Data Transfer Workbench for SAP Business One*.

3. Choose *Change/Remove*.

4. Choose *OK* to confirm the message **or** choose *Cancel* to exit without removing the program.

Importing Legacy Data into SAP Business One

Purpose

This section describes the required steps to import data from a legacy system into SAP Business One.

Process Flow

To perform the data migration from a legacy system to SAP Business One, you must perform the following tasks:

- Preparing the data files

- Importing the data into SAP Business One

- Checking the results of the import

Example

The Data Transfer Workbench provides data file templates and some sample files. You can use these files to test the Data Transfer Workbench and to familiarize yourself with its functions.

Preparing the Data Files

To prepare the data migration, you must extract the data to be migrated from your legacy system. After the data extraction, you must map and convert the extracted data to the format that the Data Transfer Workbench is able to import.

This version of the Data Transfer Workbench supports text-based files that contain character separated values (*.txt and *.csv files). The structure of the data files (the definition of the columns) is fixed for each business object. To simplify the preparation of the data files, you can use predefined templates. For more information on the data file templates, see the corresponding section in the appendix. For advanced users, you can also maintain the tool interface and generate new templates that are required for your use.

Connecting to a Company Database

Use

To import data into SAP Business One, you must establish a connection to the SAP Business One server and log on to a company.

Prerequisites

You have a local area network connection from your PC workstation to the SAP Business One server.

Procedure

To establish a connection to a SAP Business One server and to log on to a company, perform the following steps:

1. To launch the application, choose *Start → Programs → SAP Business One → Data Transfer Workbench → Data Transfer Workbench*.

2. On the *Data Transfer Workbench for SAP Business One* screen, choose *File → Log on*.

3. On the *Login* screen, enter the user name and the password of the SAP Business One company.

4. Specify the *SAP Business One server*. To get a list of the available companies, press *Tab* or choose *Refresh*. The system connects to the SAP Business One server and retrieves all available companies.

   To use Windows Authentication to connect to the SAP Business One server, select *Use Windows authentication*.

5. In *Company*, use the dropdown to choose the desired company.

6. Choose *OK* to log on to the SAP Business One company.

Result

You established a connection to the SAP Business One server and logged on to the company.

Importing the Data Files

Use

In this step, you import data from data files into SAP Business One. For this purpose, the Data Transfer Workbench offers a wizard that guides you through the necessary steps to import data.

Prerequisites

You prepared the data files to be imported based on the data file templates.

You established a connection to the SAP Business One server and you are logged onto the company from where you want to import the data.

Procedure

1. To open the import wizard, from the menu bar, choose *Tools → Import Data*. The systems opens the *Data Import Wizard* dialog box.

2. On the introduction screen of the *Data Import Wizard* dialog box, select *Skip this screen in future* and choose *Next*.

   When you select *Skip this screen in future,* the system will no longer show the introduction screen, but will instead display the dialog box for the first step. To show the introduction screen again, choose *Back*.

3. Select the *Import new Object*. Choose *Next* to continue.

4. Select the type of the business object you want to import and choose *Next*. Though you can choose one business object type only at a time, you are able to import several data records for this business object (for example, 1000 business partners with 4000 contact employees).

5. Specify the source files that contain the data to be imported. Additionally, choose the delimiter. Choose *Next* to continue. Most of the business objects require header data and line items. For these objects you can specify separate files, one file containing the header data and another file containing the line items. However, you can also prepare data files that contain header data and line items in the same file. In this case, specify this file only in the field *File Name for Header Data* and leave the entry field *File Name for Item Data* empty.

   You can define the maximum number of errors for the stop point of the import process. The default value is 20. This means after 20 import errors, the system will stop the data import. To customize this parameter, choose *Advanced*, enter the desired value in the entry field *Allow Max. Error*, and choose *OK*. If you want to cancel the load when any error is encountered, and roll back the database to the point before the load, choose *Rollback once an error happened*. If you do not want to roll back the database when the error is encountered, choose *No Rollback*.

6. You can also check the source data and the mapping of the columns in the data file to the fields of the business object. After finishing the check, choose *Next* to continue.

   In the *Data* check tab, check the data records to be imported. To see the line items of a specific data record, double-click on the row.

   In the *Field Mapping tab,* check the mapping between the columns of the data files to the fields of the business object. At this stage, you can also see the object's user-defined fields. Check if you have data mapped to the correct target fields. If required, you can do mapping at this stage by choosing on the target field to select the desired destinated field. To make sure that there is no error due to duplication mapping or missing key fields In the target structure, choose 🗄. Choose *Map Rules* and in the *Maintain Mapping Rules* dialog box, save the map if you want to reuse it in the future load.

   Before you start to import the data into SAP Business One, check your input parameters. To run the data import, choose *Next*.

During the run, the system presents the current status in a progress dialog. Do not terminate the application until the run has finished.

7. In the *Data Import Completed* step, check the messages. To see more detailed information on the import run, select *Open log file* and choose *Finish*.

   The system closes the *Data Import Wizard* and opens the log file of the last import run. This log provides information on the import of every business object. To see more information, double-click the desired row.

8. Close the detailed log window.

Result

You imported data from a file into SAP Business One.

If you encounter errors during the data import, the system stores all failed data records in a separate error file. The name of the error file is assigned to the log of the import run.

You can use the error file to clean the data and to restart the data import for the failed data records only.

Updating Existing Business Object

Use

In this step, you import updated data from data files into SAP Business One. For this purpose, the Import wizard will guide you through the necessary steps to update existing data in SAP Business One.

Prerequisites

You prepared the data files to be updated based on the data file templates. All the key fields in the templates have to be filled. For fields that you want to update, fill them with new data. For fields that you do not want to change, leave them empty. For fields that you want empty, fill them with \.

> Currently, this function will not delete any line items from an object. It only updates existing line items and insert new line items.

Procedure

1. To open the import wizard, from the menu bar, choose *Tools → Import Data*. The systems opens the *Data Import Wizard* dialog box.

2. On the introduction screen of the *Data Import Wizard* dialog box, select *Skip this screen in future* and choose *Next*.

   > When you select *Skip this screen in future,* the system will no longer show the introduction screen, but will instead display the dialog box for the first step. To show the introduction screen again, choose *Back*.

3. Select *Update existing Object*. Choose *Next* to continue.

4. Select the type of the business object you want to import and choose *Next*.

5. Specify the source files that contain the data to be imported. Additionally, choose the delimiter. Choose Next to continue. The header line is mandatory for all update objects. As for the line items, you could include only those that are being updated. For example, in Business Partner object, the header line *Business Partner* is mandatory. The line items, *Contact person* and *Business Partner Addresses* are optional. You can also

prepare data files that contain header data and line items in the same file. In this case, specify this file only in the field *File Name for Header Data* and leave the entry field *File Name for Item Data* empty.

> You can define the maximum number of errors for the stop point of the import process. The default value is 20. This means after 20 import errors, the system will stop the data import. To customize this parameter, choose *Advanced*, enter the desired value in the entry field *Allow Max. Error*, and choose *OK*.

6. You can also check the source data and the mapping of the columns in the data file to the fields of the business object. After finishing the check, choose *Next* to continue.

   In the *Data* check tab, check the data records to be imported. To see the line items of a specific data record, double-click on the row.

   In the *Field Mapping tab,* check the mapping between the columns of the data files to the fields of the business object. At this stage, you can also see the object's user-defined fields. Check if you have data mapped to the correct target fields.

7. Before you start to import the update data into SAP Business One, check your input parameters. To run the data import, choose *Next*.

   During the run, the system presents the current status in a progress dialog. Do not terminate the application until the run has finished.

8. In the *Data Import Completed* step, check the messages. To see more detailed information on the import run, select *Open log file* and choose *Finish*.

   The system closes the *Data Import Wizard* and opens the log file of the last import run. This log provides information on the import of every business object. To see more information, double-click the desired row.

9. Close the detailed log window.

Result

You imported the updated data from a file into SAP Business One.

If you encounter errors during the data import, the system stores all failed data records in a separate error file. The name of the error file is assigned to the log of the import run.

You can use the error file to clean the data and to restart the data import for the failed data records only.

Checking the Results and Tracking of Errors

Use

The Data Transfer Workbench provides a log management function that collects information, messages and errors on all import runs. The log management function contains the log overview and a detailed log. Though the log overview provides a list of all data import runs that happened in the past, the detailed log presents the complete information on a specific data import run including status and messages for a data object that has been imported.

Procedure

To analyze the messages on previous data import proceed as follows:

1. From the menu bar, choose *Tools → Log Management* to open the log overview.

   The system opens a list of all data imports that have been conducted. For each import, run the following information:

   o Date and Time

o   User name

o   Company and SAP Business One server

o   Status of the import

2. To see the complete information for a specific import run, double-click the desired import run.

The system opens the detailed log. In addition to the log header, you also see information on the import status of each data record. If there is an error, the detailed log also provides an error message.

To undo the log file, choose . To delete the log file, choose .

3. To open the corresponding error file, choose *Error File*.

The system opens the error file with the application that is assigned for *.csv files on your machine.

User-Defined Fields

Use

As of Release 1.1, Data Transfer Workbench supports the import of user-defined fields for the following objects:

•   Business Partners

•   Items

•   Documents (Sales Order, Purchase Order, Delivery Notes and all the objects that use the Document Templates)

•   Journal Entries

There are corresponding templates created for every object that is mentioned above. As the user-define field is a dynamic number , we provide three user-defined fields, namely, user-defined fields 1, 2, and 3. If you need more fields, just add more fields in the templates according to your customization. When you log on to SAP Business One, the Data Transfer Workbench will check for the names of the user-defined fields at run time.

User-Defined Templates

Use

As of Release 1.1, Data Transfer Workbench for SAP Business One (DTWB) allows the users to maintain the Object Interfaces tool and generate Microsoft Excel templates for the new interfaces.

For usability reasons, the delivered templates simplify the object interfaces and only include those frequently used properties. Therefore, it do not cover all the object properties that are provided by the Data Interface API(DI API) .

There are situations where the user may need properties of the API that are not provided by our templates. In this case, the user could go to the API Interface Maintenance tool to add the desired fields.

The user may also want to reduce the fields in the templates or rearrange the sequence of the fields. API Interface Maintenance tool also allows users to remove unnecessay fields and rearrange them in the desired order.

After maintaining the interfaces, the user could save the new definition, generate new templates based on the new interfaces, and set the new API interfaces definition as the

current interface. If required, the user could reset the API interfaces definition to the original interface.

Procedure

1.To use the API Maintenance Tool, from the menu bar, choose *Advanced → Maintain API*. The system opens the Maintain *Interface screen.*

2. In the left frame, you will see a list of all the business objects that are supported by the DXB1. Within an object, there are one or more structures depending on the object. For example, Chart of Accounts will have only one structure called the Header line, and Business Partner will have three structures. These interface definitions used by DXB1, is a subset of the complete object interfaces provided by the Business One DI API. Users could add or delete fields from these structures. To add or delete, select a field and on right-clicking, you will see a menu that provide you with the option of adding the field or deleting a field. if you choose to add a field, the application will display a list of all possible fields on the right frame. You can select a field from the right frame by double-clicking it. Before adding to the field, the application will check if the field is being duplicated. If you choose to delete the field, the application will check if the field is a mandatory field and prevent you from deleting it if it is a mandatory one.

3. To save the changes, from the menu bar, choose *File → Save as*. To open an existing interface, choose File → Open.

4. To generate a new template based on the new interface, select a structure and right-click . From the menu, choose *Create Template for the Structure* and a template for the structure is created*.* You will have to use this new template for your new interface definition.

5. To activate the changes, user will have to set the new interfaces as the current interface. From the menu bar, choose *File →Set As Current Interface*. To undo the setting, choose *File → Reset to Default Interface* to reset the interface.

Appendix

Format of the Data Files

This version of the Data Transfer Workbench supports the import of text-based files that contain character separated values (*.csv files). The structure of the data files (the definition of the columns) is fixed for each business object. SAP recommends to use the predefined templates to prepare the data files.

This section describes the format of the data file for each business object and refers to the corresponding template.

Chart of Accounts

The Chart of Accounts contains G/L accounts and structure elements (titles) as well. For the structure elements only the columns *G/L Account Code*, *Account Name* and *Code of the Parent Account* or *Level* are relevant

The corresponding template to prepare the data file to be imported is ChartOfAccounts.xlt.

The data file has the following structure:

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	G/L Account Code	Yes	Char(15)		
2	Title / Active Account	Yes	[X=Structure Element (Title), blank=postable G/L account]		
3	Account Name	Yes	Char(100)		
4	External Code				
5	Alternative Account Name		Char(100)		
6	Currency	Yes	[## = Multi-Currency] Char(3)		
7	Level		Can be a value between 2 to 5.		2
8	Code of the Parent Account	Yes	If empty it will be derived from the Level. See also the note below. Char(15)		
9	Cash Account	Yes	[1=Yes, 0=No]		
10	Account Type	Yes	[0=Revenues, 1=Expenses, 2=Other]		
11	Confidential		[1=Yes, 0=No]		
12	Reconciliation Account		[1=Yes, 0=No]		

Column	Field Name	Mandatory	Comment	Related Table	Default Value
13	Indexed		[1=Yes, 0=No]		
14	Revaluation (Currency)		[1=Yes, 0=No]		
15	Code for Exporting		Char(8)		
16	Project		Char(8)	OPRJ	
17	Details		Char(254)		
18	Relevant to Budget		[1=Yes, 0=No]		
19	Rate Conversion		[1=Yes, 0=No]		

The *Code of the Parent Account* field is mandatory to create a new G/L account.

Business Partners

The corresponding templates to prepare the data files to be imported are BusinessPartners.xlt and BusinessPartners_ContactEmployees.xlt

The data files has the following structures:

BusinessPartners.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	Only "H" is allowed, which means Header		
2	RecordKey	Yes	Duplicated key is not allowed. Integer(4)		
3	Type	Yes	[0=Customer, 1=Supplier, 2=Lid (Interested party)]		0
4	Code	Yes	The key is unique. Char(15)		
5	Name		Char(100)		
6	Foreign Name		Char(100)		
7	Group		SmallInt(2)	OCRG	
8	Currency		Char(3)		
9	Federal Tax ID				
10	Tel 1		Char(20)		
11	Tel 2		Char(20)		
12	Mobile Ph.		Char(50)		
13	Fax		Char(20)		
14	E-Mail		Char(100)		

Column	Field Name	Mandatory	Comment	Related Table	Default Value
15	Contact Person		Char(90)		
16	Remarks		Char(100)		
17	Sales Empl.		Define Sales Employee code in advanced SmallInt(2)	OSLP	-1
18	Commission Group		SmallInt(2)	OCOG	0
19	Comission % for Customer		Double(9)		
20	Street / P.O Box		Char(100)		
21	City		Char(100)		
22	Zip Code		Char(20)		
23	County		Char(100)		
24	Country		Char(3)	OCRY	
25	Street / P.O Box (Mail)		Char(100)		
26	City (Mail)		Char(100)		
27	Zip Code (Mail)		Char(20)		
28	County (Mail)		Char(100)		
29	Country (Mail)		Char(3)	OCRY	
30	Payment Terms		Define Payment Terms in advanced SmallInt(2)	OCTG	-1
31	Price List		Define Price List in advanced	OPLN	
32	Total Discount %		Double(9)		
33	Credit Limit		Double(9)		
34	Max. Commitment				
35	Account		Char(50)		
36	Branch		Char(50)		
37	Bank		Char(30)	ODSC	-1
38	Average Delay		SmallInt(2)		
39	IBAN		Char(50)		
40	Credit Card Type		SmallInt(2)	OCRC	
41	Credit Card No.		Char(20)		
42	Expiration Date		Date [YYYY-MM-DD]		
43	Debitor Account				

Column	Field Name	Mandatory	Comment	Related Table	Default Value
44	VAT Status		Char(1)		Y
45	VAT Group		Char(8)		
46	Details (Picture)		Char(200)		
47	Details (Freetext)		Char(2147483647)		
48	Set Validity		Char(1)		
49	Valid From (Date)		Date [YYYY-MM-DD]		
50	Valid To (Date)		Date [YYYY-MM-DD]		
51	Remarks for Validity				

BusinessPartners_ContactEmployees.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	Only "I" is allowed, which means Item		
2	RecordKey	Yes	Corrsponding to the RecordKey of the main structure		
3	Name	Yes	Char(50)		
4	Position		Char(90)		
5	Address		Char(100)		
6	Phone1		Char(20)		
7	Phone2		Char(20)		
8	MobilePhone		Char(50)		
9	Fax		Char(20)		
10	E-Mail		Char(100)		
11	Pager		Char(30)		
12	Remarks 1		Char(100)		
13	Remarks 2		Char(100)		
14	Password		Char(8)		

BusinessPartners_Addresses.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	Only "I" is allowed, which means Item		
2	RecordKey	Yes	Corresponding to the RecordKey of the main structure		
3	AddressName	Yes	Char(50)		
4	Street		Char(100)		
5	Block		Char(100)		
6	City		Char(100)		
7	ZipCode		Char(20)		
8	County		Char(100)		
9	State		Char(3)	OCST	
10	Country		Char(3)	OCRY	
11	FederalTaxID		Char(32)		

Items

The corresponding template to prepare the data file to be imported is Items.xlt.

The data file has the following structure:

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Item Number	Yes	The key is unique. Char(20)		
2	EAN Code		International Item Number (EAN) or barcode Char(16)		
3	Description		Char(100)		
4	Desc. In Foreign		Char(100)		
5	Item Grouping		SmallInt(2)	OITB	100
6	Purchased Item		Char(1) Yes = 1 No = 0		1
7	Sales Item		Char(1) Yes = 1 No = 0		1
8	WH Item		Char(1) Yes = 1 No = 0		1
9	Fixed Asset		Char(1) Yes = 1 No = 0		0
10	Regular Vendor		Char(15)	OCRD	

Column	Field Name	Mandatory	Comment	Related Table	Default Value
11	Originator Catalog No.		Char(17)		
12	Unit of Meas. for Purch.		Double(9)		
13	Items per purch. Unit		Double(9)		
14	Packaging Unit		Double(9)		
15	Quantity per Packaging Unit		Double(9)		
16	Customs Group		SmallInt(2)	OARG	-1
17	Tax Liable		Char(8)		
18	Local Expense Acc.		Char(15)		
19	Length (PurchaseUnit)		Double(9)		
20	Width (PurchaseUnit)		Double(9)		
21	Height (PurchaseUnit)		Double(9)		
22	Volume (PurchaseUnit)		Double(9)		
23	Unit of meas. for purchase (PurchaseUnit)		Double(9)		
24	Weight (PurchaseUnit)		Double(9)		
25	Unit of Meas. For Sales		Double(9)		
26	Items per Sales Unit		Double(9)		
27	Packaging Unit Sales		Double(9)		
28	Quantity per Packaging Unit		Double(9)		
29	Commission Group		SmallInt(2)		
30	% Comm. for Item		Double(9)		
31	Sales Tax Definition		Char(8)	OVTG	
32	Loc. Revenues Acc.		Char(15)		
33	Exempt Income Account		Char(15)		
34	Length (SalesUnit)		Double(9)		

Column	Field Name	Mandatory	Comment	Related Table	Default Value
35	Width (SalesUnit)		Double(9)		
36	Width Unit of meas.(SalesUnit)		Char(5)		
37	Height (SalesUnit)		Double(9)		
38	Volume (SalesUnit)		Double(9)		
39	Unit of meas. for sales (SalesUnit)		Char(5)		
40	Weight (SalesUnit)		Double(9)		
41	Desired Stock Level		Double(9)		
42	Minimum Stock Level		Double(9)		
43	Manage Serial Numbers		Char(1)		
44	Manage Batch Numbers		Char(1)		
45	Factor1 (Sales)		Double(9)		
46	Factor2 (Sales)		Double(9)		
47	Factor3 (Sales)		Double(9)		
48	Factor4 (Sales)		Double(9)		
49	Factor1 (Purchase)		Double(9)		
50	Factor2 (Purchase)		Double(9)		
51	Factor3 (Purchase)		Double(9)		
52	Factor4 (Purchase)		Double(9)		
53	Details (Text)		Char(2147483647)		
54	Details (Picture)		Char(200)		
55	(internal field) (Serial Num)		Char(17)		
56	(internal field) (Tree Type)		Char(1)		
57	Valid		Char(1)		
58	From		Date [YYYY-MM-DD]		
59	To		Date [YYYY-MM-DD]		
60	Remarks				

Items - Prices

The corresponding template to prepare the data file to be imported is Items_Prices.xlt.

The data file has the following structure:

Column	Field Name	Mandatory	Comment	Related Field	Default Value
1	Item Code	Yes	Char(20)	OITM	
2	Price List No.	Yes	SmallInt(2)		
3	Price List Name				
4	Price (Currency)		Char(3)		
5	Price (Amount)		Double(9)		

Special Prices

The corresponding template to prepare the data file to be imported is Items_SpecialPrices.xlt.

The data file has the following structure:

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Card Code	Yes	Char(15)	OCRD	
2	Item Code	Yes	Char(20)	OITM	
3	Price List No.		SmallInt(2)	ITM1	
4	Discount in %		Double(9)		
5	Special Price		Double(9)		

Bill of Materials

The corresponding templates to prepare the data files to be imported are ProductTrees_Header.xlt and ProductTrees_Item.xlt

The data file has the following structure:

ProductTrees_Header.xlt

Column	Field Name	Mandatory	Comment	Related Field	Default Value
1	Linetype	Yes	Only "H" is allowed, which means Header		
2	RecordKey	Yes	Duplicated key is not allowed. Integer(4)		
3	Product No.	Yes	Char(20)	OPRD	
4	Product Type		[0=Not a tree, 1=Assembly tree, 2=Sales tree, 3=Production tree,		

Column	Field Name	Mandatory	Comment	Related Field	Default Value
			4=Template tree, 9=Son of sales tree]		
5	Quantity		Double(9)		

ProductTrees_Item.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	Only "I" is allowed, which means Item		
2	RecordKey	Yes	Corrsponding to the RecordKey of the main structure		
3	Item Code	Yes	Char(20)	OITM	
4	Quantity		Double(9)		
5	Warehouse		Char(8)	OWHS	
6	Unit Price (Amount)		Double(9)		
7	Unit Price (Currency)		Char(3)		

Accounting Journal Entries

The corresponding templates to prepare the data files to be imported are JournalEntries_Header.xlt and JournalEntries_Item.xlt

The data files have the following structures:

JournalEntries_Header.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Line RecordKey	Yes	Only "H" is allowed, which means Header		
2	RecordKey	Yes	Duplicated key is not allowed		
3	JdtNum				
4	Reference 1		Char(11)		
5	Reference 2		Char(11)		
6	Details		Char(50)		
7	Project		Char(8)	OPRJ	

JournalEntries_Item.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	Only "I" is allowed, which means Item.		
2	RecordKey	Yes	Corrsponding to the		

Column	Field Name	Mandatory	Comment	Related Table	Default Value
			RecordKey of the main structure		
3	G/L ACC./BP		Char(15)	OACT	
4	Ref 1		Char(11)		
5	Ref 2		Char(11)		
6	Debit(FC)		Double(9)		
7	Credit(FC)		Double(9)		
8	Credit (FC) / Debit (FC) OR Base Amount?		Char(3)		
9	Debit		Double(9)		
10	Credit		Double(9)		
11	Value Date		Date [YYYY-MM-DD]		
12	Tax Date		Date [YYYY-MM-DD]		
13	Project		Char(8)	OPRJ	
14	Costing Code		Char(8)	OOCR	
15	Offsetting Account		Char(15)		
16	Details		Char(50)		

Sales and Purchasing Documents

The corresponding templates to prepare the data files to be imported are Documents_Header.xlt and Documents_Item.xlt

The data files have the following structures:

Documents_Header.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	Only "H" is allowed, which means Header		
2	RecordKey	Yes	Duplicated key is not allowed		
3	Manual Numbering		Char(1)		
4	Document Number	Yes	Integer(4)		
5	Document Currency		Char(3)		
6	For Foreign Currencies		Double(9)		
7	Customer/Vendor Code		Char(15)	OCRD	
8	Customer/Vendor		Char(100)		

Column	Field Name	Mandatory	Comment	Related Table	Default Value
	Name				
9	Bill To		Char(254)		
10	Contact Person		Integer(4)	OCPR	
11	Document Date OR Posting Date		Date [YYYY-MM-DD]		
12	Valid to Date, Delivery Date, Value Date, OR Due By		Date [YYYY-MM-DD]		
13	Customer/Vendor Ref. No.		Char(16)		
14	RevisionPo		Boolean 0 = No 1 = Yes		
15	Remarks		Char(254)		
16	Journal Remarks		Char(50)		
17	Sales Employee		SmallInt(2)	OSLP	
18	Payment Terms Code		SmallInt(2)	OCTG	
19	Document Total		Double(9)		
20	Document Status		Char(1)		

Documents_Item.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	[H=Header, I=Item] Only "I" is allowed in the structure		
2	RecordKey	Yes	Corrsponding to the RecordKey of the main structure		
3	Item No.		Char(20)	OITM	
4	Catalog No.		Char(14)		
5	Item Description		Char(100)		
6	Quantity		Double(9)		1
7	Factor 1		Double(9)		
8	Factor 2		Double(9)		
9	Factor 3		Double(9)		
10	Factor 4		Double(9)		
11	Price		Double(9)		

Column	Field Name	Mandatory	Comment	Related Table	Default Value
12	Discount %		Double(9)		
13	Tax Code EMEA		Char(8)	OSTC	
14	Tax Code US				
15	WH		Char(8)	OWHS	
16	Acc. No.		Char(15)	OACT	
17	Costing Code		Char(8)	OOCR	
18	Project Code		Char(8)	OPRJ	

Stock Transfers

The corresponding templates to prepare the data files to be imported are StockTransfer_Header.xlt and StockTransfer_Items.xlt.

The data files have the following structures:

StockTransfer_Header.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	Only "H" is allowed, which means Header.		
2	RecordKey	Yes	Duplicated key is not allowed		
3	Customer/Vendor Code	Yes	[0=Customer, 1=Supplier, 2=Lid]	OCRD	
4	Customer/Vendor Name	Yes	Char(100)		
5	Address		Char(100)		
6	Posting Date		Date [YYYY-MM-DD]		
7	Warehouse Code		Char(8)	OWHS	
8	Remarks		SmallInt(2)		
9	Journal Remarks		Char(50)		
10	Price List		Smallint(2)		
11	Sales Employee		SmallInt(2)		

StockTransfer_Items.xlt

Column	Field Name	Mandatory	Comment	Related Table	
1	Linetype	Yes	Only "I" is allowed, which means Item.		
2	RecordKey	Yes	Correponding to the RecordKey of the main structure		
3	Item Code		Char(20)	OITM	
4	Item Description		Char(100)		
5	Warehouse Code		Char(8)	OWHS	
6	Quantity		Double(9)		
7	Price		Double(9)		

Stock Taking

The corresponding templates to prepare the data files to be imported are StockTaking.xlt and StockTransfer_Items.xlt

The data files have the following structures:

StockTaking.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	Only "H" is allowed, which means Header.		
2	RecordKey	Yes	Duplicated key is not allowed		
3	ItemCode	Yes	Char(20)	OITM	
4	WarehouseCode	Yes	Char(8)	OWHS	
5	Counted		double		

Contacts

The corresponding templates to prepare the data files to be imported are Contacts_Header.xlt and Contacts_Attachment.xlt

The data files have the following structures:

Contacts_Header.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	Only "H" is allowed, which means Header		
2	RecordKey	Yes	Duplicated key is not allowed		
3	Card Code	Yes	[0=Customer, 1=Supplier, 2=Lid]	OCRD	
4	Contact Person Code	Yes	Integer(4)	OCPR	
5	Telephone		Char(20)		
6	Date		Date [YYYY-MM-DD]		
7	Contact Time		Integer(4)		
8	Recontact Date		Date [YYYY-MM-DD]		
9	Closed Contact		Char(1)		
10	Contact Subject		SmallInt(2)	OCLS	-1
11	Details		Char(60)		
12	Linked Document Type		SmallInt(2)		
13	Assigned Document Number		Char(20)		

Contacts_Attachment.xlt

Column	Field Name	Mandatory	Comment	Related Table	Default Value
1	Linetype	Yes	Only "I" is allowed, which means Item		
2	RecordKey	Yes	Correponding to the RecordKey of the main structure		
3	FileName		A file must exist. Char(254)		