



e-ER Planner

Stock Manager Module

Data Import Workbook User Guide

Version 5.0 Beta 5



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1. Introduction

This user guide gives you information on how to use data import tool of e-ER Planner Stock Manager Manager Module. Data import tool allows you to import data when you start using the system. Also the tool can be used while the system is in operations. But there are precautions which should be taken when further using the data import tool. This guide gives all the informations required and it is important to carefully read and understand before start using the tool.

Data import tool can be accessed from “Administration Section”. Menu called “Data Import” is available under “Administration” section as shown in **Figure 1.1**. When you select “Data Import” menu, system opens the data import screen as shown in **Figure 1.2**.

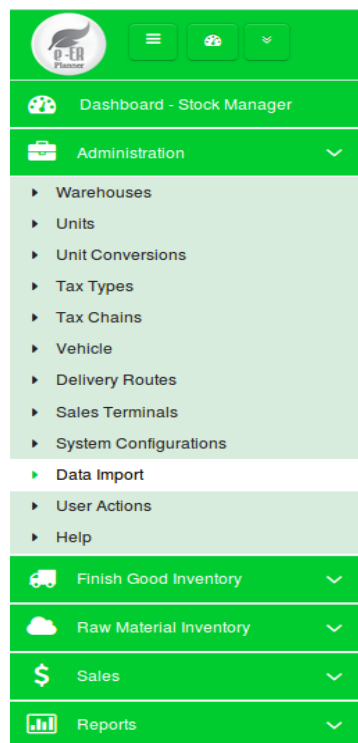


Figure 1.1

Data Import ^

General Data Import

Sri Lanka

Master and Transaction Data For Inventory Control

Master Data Import

Download Stock Master Data Import Excel Workbook

Download

Download Data Import Workbook User Guide

Upload Stock Master Data Import Excel Workbook

Browse...

No file selected.

Upload

Download Data Import Workbook Error Log File

Import Data

<div style="margin-bottom: 10px;">Import Finish Good Inventory Category Data</div> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Yes</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">No</div> </div> <div style="margin-bottom: 10px;">Import Finish Good Inventory Unit Data</div> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Yes</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">No</div> </div> <div style="margin-bottom: 10px;">Import Finish Good Product Preferred Supplier Data</div> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Yes</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">No</div> </div> <div style="background-color: #00b050; color: white; padding: 5px 15px; border-radius: 5px; text-align: center; margin-top: 10px;">Import</div>	<div style="margin-bottom: 10px;">Import Finish Good Inventory Sub Category Data</div> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Yes</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">No</div> </div> <div style="margin-bottom: 10px;">Import Finish Good Inventory Product Data</div> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Yes</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #007bff; color: white;">No</div> </div> <div style="background-color: #00b050; color: white; padding: 5px 15px; border-radius: 5px; text-align: center; margin-top: 10px;">Download Data Import Error Log File</div>
---	---

Figure 1.2

System allows users to import data in two different ways.

1. General data import option

This method allows users to fill in master and transaction data into Excel sheets and then import to the system.

2. Country wise data import option

In this method, the data for different applications are included in the system and depending on the required application users can populate data into the system database.

Note : In version 4.0 Beta 9, system provides master data for pharmacies and grocery shops in Sri Lanka. In future versions, more master data will be available for different applications and more countries.



1.1 General Data Import Option

The general data import option allows users to import Stock Manager master data and transaction data.

1.1.1 Stock Manager Master Data Import

The data import option has three steps.

1. Download the data import Excel workbook.
2. Fill the data import Excel workbook and correct if there are any data issues while uploading.
3. Import data to the system from the correctly uploaded data import Excel workbook.

1.1.2 Data Import Excel Workbook Template Format

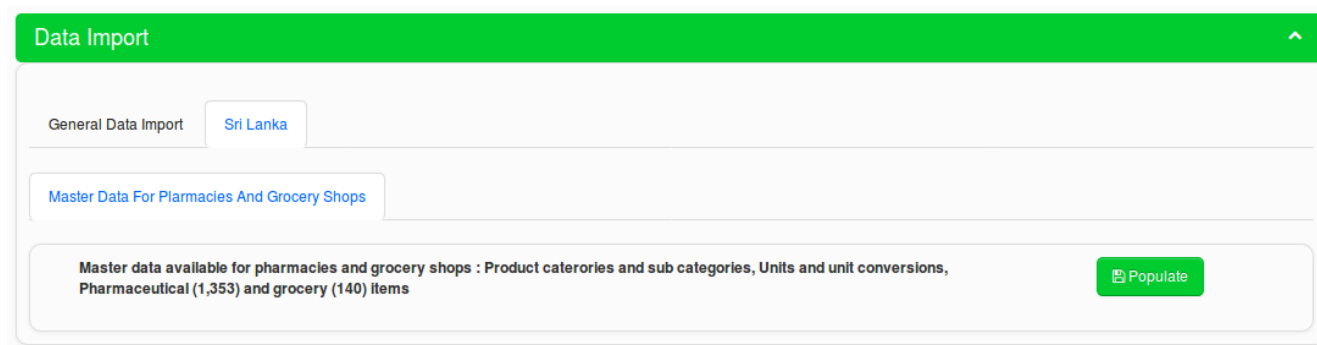
The data import Excel workbook is named as “Finish_Good_Inventory_Master_Data_Template” and has following sheets.

Sheet Name	Description
Instructions	Sheet contains the basic instructions on how to use the template.
Products	Sheet allows you to add products information. When you import data from this sheet, data will be available in “Products” screen available in “Stock Manager” module, under “Finish Good Inventory” section.
Categories	Sheet allows you to add product categories. When you import data from this sheet, data will be available in “Categories” screen available in “Stock Manager” module, under “Finish Good Inventory” section. Categories you add in this sheet will be available in “Products” sheet and “Sub_Categories” sheet.
Sub_Categories	Sheet allows you to add product sub categories. When you import data from this sheet, data will be available in “Sub Categories” screen available in “Stock Manager” module, under “Finish Good Inventory” section. Sub categories you add in this sheet will be available in “Products” sheet.
Units	Sheet allows you to add Units. When you import data from this sheet, data will be available in “Units” screen available in “Stock

	Manager” module, under “Administration” section. Units you add in this sheet will be available in “Products” sheet and “Unit_Conversion_Items” sheet.
Unit_Conversions	Sheet allows you to add unit conversion details. When you import data from this sheet, data will be available in “Unit Conversions” screen available in “Stock Manager” module, under “Administration” section. Unit conversions you add in this sheet will be available in “Products” sheet and “Unit_Conversion_Items” sheet.
Unit_Conversion_Items	Sheet allows you to add unit conversion item details. When you import data from this sheet, data will be available in “Unit Conversions” screen available in “Stock Manager” module, under “Administration” section.
Product_Suppliers	Sheet allows you to add product supplier details. When you import data from this sheet, data will be available in “Products” screen available in “Stock Manager” module, under “Finish Good Inventory” section.

1.2 Country Wise Data Import Option

In version 4.0 Beta 9, system provides master data for pharmacies and grocery shops in Sri Lanka. Users can import master data by clicking on “Populate” button as shown in **Figure 1.3**.



The screenshot shows a web interface for data import. At the top, there is a green header bar with the text 'Data Import' and an upward arrow. Below this, there are two tabs: 'General Data Import' and 'Sri Lanka'. The 'Sri Lanka' tab is selected. Under the 'Sri Lanka' tab, there is a sub-tab labeled 'Master Data For Pharmacies And Grocery Shops'. Below this sub-tab, there is a text box containing the text: 'Master data available for pharmacies and grocery shops : Product categories and sub categories, Units and unit conversions, Pharmaceutical (1,353) and grocery (140) items'. To the right of this text box is a green button with a white icon of a document and the text 'Populate'.

Figure 1.3



2. How to Fill Data Import Workbook

This section gives you information on how to proceed with filling the data import Excel workbook.

2.1 Working With Master Data Import Excel Workbook

You can see the Master Data Import screen as shown in **Figure 2.1.1**.

Master Data Import

Download Stock Master Data Import Excel Workbook

Download

Download Data Import Workbook User Guide

Upload Stock Master Data Import Excel Workbook

Browse... No file selected.

Upload

Download Data Import Workbook Error Log File

Import Data

Import Finish Good Inventory Category Data

YesNo

Import Finish Good Inventory Sub Category Data

YesNo

Import Finish Good Inventory Unit Data

YesNo

Import Finish Good Inventory Product Data

YesNo

Import Finish Good Product Preferred Supplier Data

YesNo

Import

Download Data Import Error Log File

Figure 2.1.1

2.1.1 Download the Master Data Import Excel Workbook

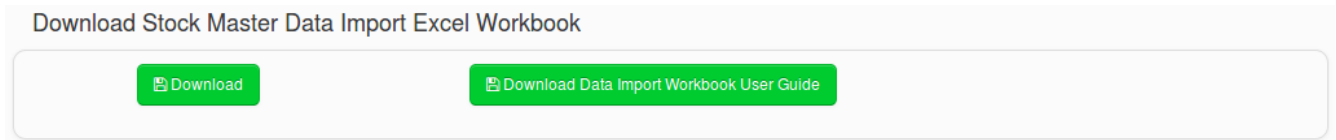


Figure 2.1.1.1

1. Click on the “Download” button from “Download Stock Master Data Import Excel Workbook” section shown in **Figure 2.1.1.1**. to download the data import excel workbook.
2. By clicking on “Download Data Import Workbook User Guide” button in **Figure 2.1.1.1** you can download this user guide (**Stock Manager Data Import Workbook User Guide**).
3. Data import Excel workbook has the “Instructions” sheet and gives you the following instructions as shown in **Figure 2.1.1.2**.

	A	B	C
1			
2		Guide lines to fill the data template	
3		1	Mandatory fields are marked in yellow color.
4		2	For detailed instructions, refer the “ <u>Stock Manager Data Import Workbook User Guide.pdf</u> ”.
5			

Figure 2.1.1.2



2.1.2 Fill Master Data Import Excel Workbook

This is the most important step of the data import task. You need to make sure your data is filled into the Excel workbook properly before you upload the data template. Therefore, carefully read following sections and fill the data import Excel workbook accordingly. If you have any doubts, refer 5. FAQ section in this guide for information or directly contact support service of e-ER Planner.

2.1.2.1 Fill “Products” sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Product ID	Product Code	Category	Sub Category	Generic Name	Product Name	Unit	Unit Conversion	Display Unit	Re-order Level	Re-order Level	Re-order Quantity	Product Cost	Customer Selling Price
2														
3														

Figure 2.1.2.1.1

1. Add your all products into each row in the “Products” sheet.
2. Enter a unique Product ID into A2 cell as shown in **Figure 2.1.2.1.1**. Product ID is a mandatory field and therefore highlighted in yellow color.
3. Enter a unique Product Code into B2 cell as shown in **Figure 2.1.2.1.1**. Product Code is a mandatory field and therefore highlighted in yellow color.
4. Select the Category in C2 cell as shown in **Figure 2.1.2.1.1** in which each product needs to be added. Cells have a drop down box which has the category name list. To see the list, click on the down arrow button which you can see when clicked on C2, C3 etc. Category is a mandatory field and therefore highlighted in yellow color.

Note : You should have added Categories into “Categories” sheet before fill “Products” sheet.

5. Select the Sub Category in D2 cell as shown in **Figure 2.1.2.1.1** in which each product needs to be added. Cells have a drop down box which has the sub category name list. To see the list, click on the down arrow button which you can see when clicked on D2, D3 etc.

Note : You should have added Sub Categories into “Sub_Categories” sheet before fill “Products” sheet.

6. If the product has a Generic Name, enter that into E2 cell shown in **Figure 2.1.2.1.1**.

Note : Generic Name is an additional field for Products and it should be enabled via configurations.

7. Enter the Product Name into F2 cell as shown in **Figure 2.1.2.1.1**. Product Name is a



mandatory field and therefore highlighted in yellow color.

8. Select the Unit in G2 cell as shown in **Figure 2.1.2.1.1** in which each product will be measured. Cells have a drop down box which has the Unit name list. To see the list, click on the down arrow button which you can see when clicked on G2, G3 etc. Unit is a mandatory field and therefore highlighted in yellow color.

Note : You should have added Units into “Units” sheet before fill “Products” sheet.

9. Select the Unit Conversion in H2 cell as shown in **Figure 2.1.2.1.1**. Cells have a drop down box which has the Unit Conversion name list. To see the list, click on the down arrow button which you can see when clicked on H2, H3 etc.

Note : You should have added Unit Conversions into “Unit_Conversions” sheet before fill “Products” sheet.

10. Select the Display Unit in I2 cell as shown in **Figure 2.1.2.1.1**. Cells have a drop down box which has the Unit name list. To see the list, click on the down arrow button which you can see when clicked on I2, I3 etc. Display Unit is a mandatory field and therefore highlighted in yellow color.

Note : You should have added Units into “Units” sheet before fill “Products” sheet.

11. Select the Re-order Level Unit in J2 cell as shown in **Figure 2.1.2.1.1**. Cells have a drop down box which has the Unit name list. To see the list, click on the down arrow button which you can see when clicked on J2, J3 etc.

Note : You should have added Units into “Units” sheet before fill “Products” sheet.

12. Enter the Re-order Level into K2 cell as shown in **Figure 2.1.2.1.1**. Re-order Level should be an integer number.

13. Enter the Re-order Quantity into L2 cell as shown in **Figure 2.1.2.1.1**. Re-order Quantity should be an integer number.

14. Enter the Product Cost into M2 cell as shown in **Figure 2.1.2.1.1**. Product Cost should be a decimal number.

15. Enter the Customer Selling Price into N2 cell as shown in **Figure 2.1.2.1.1**. Customer Selling Price should be a decimal number.



2.1.2.2 Fill “Categories” sheet

	A	B	C
1	Category ID	Category Name	Description
2			

Figure 2.1.2.2.1

1. Add your all product category names into each row in the “Categories” sheet.
2. Enter a unique Category ID into A2 cell as shown in **Figure 2.1.2.2.1**. Category ID is a mandatory field and therefore highlighted in yellow color.
3. Enter the Category Name into B2 cell as shown in **Figure 2.1.2.2.1**. Category Name is a mandatory field and therefore highlighted in yellow color.
4. Enter a Description for the Category into C2 cell as shown in **Figure 2.1.2.2.1**.

2.1.2.3 Fill “Sub_Categories” sheet

	A	B	C	D
1	Sub Category ID	Sub Category Name	Category Name	Description
2				

Figure 2.1.2.3.1

1. Add your all product sub category names into each row in the “Sub_Categories” sheet.
2. Enter a unique Sub Category ID into A2 cell as shown in **Figure 2.1.2.3.1**. Sub Category ID is a mandatory field and therefore highlighted in yellow color.
3. Enter the Sub Category Name into B2 cell as shown in **Figure 2.1.2.3.1**. Sub Category Name is a mandatory field and therefore highlighted in yellow color.
4. Select the Category in C2 cell as shown in **Figure 2.1.2.3.1**. Cells have a drop down box which has the Category name list. To see the list, click on the down arrow button which you can see when clicked on C2, C3 etc.

Note : You should have added Categories into “Categories” sheet before fill “Sub_Categories” sheet.

5. Enter a Description for the Sub Category into D2 cell as shown in **Figure 2.1.2.3.1**.



2.1.2.4 Fill “Units” sheet

	A	B	C	D
1	Unit_ID	Unit Name	Unit Symbol	Unit Description
2				

Figure 2.1.2.4.1

1. Add your all unit names into each row in the “Units” sheet.
2. Enter a unique Unit ID into A2 cell as shown in **Figure 2.1.2.4.1**. Unit ID is a mandatory field and therefore highlighted in yellow color.
3. Enter the Unit Name into B2 cell as shown in **Figure 2.1.2.4.1**. Unit Name is a mandatory field and therefore highlighted in yellow color.
4. Enter a Unit Symbol for the unit into C2 cell as shown in **Figure 2.1.2.4.1**.
5. Enter a Unit Description for the Unit into D2 cell as shown in **Figure 2.1.2.4.1**.

2.1.2.5 Fill “Unit_Conversions” sheet

	A	B
1	Unit Conversion ID	Unit Conversion Name
2		

Figure 2.1.2.5.1

1. Add all unit conversion names into each row in the “Unit_Conversions” sheet.
2. Enter a unique Unit Conversion ID into A2 cell as shown in **Figure 2.1.2.5.1**. Unit Conversion ID is a mandatory field and therefore highlighted in yellow color.
3. Enter the Unit Conversion Name into B2 cell as shown in **Figure 2.1.2.5.1**. Unit Conversion Name is a mandatory field and therefore highlighted in yellow color.



2.1.2.6 Fill “Unit_Conversion_Items” sheet

	A	B	C	D	E
1	Unit Conversion Name	From Amount	From Unit Name	To Unit Name	To Amount
2					
3					

Figure 2.1.2.6.1

1. Add all unit conversion name item details into each row in the “Unit_Conversion_Items” sheet.
2. Select the Unit Conversion Name in A2 cell as shown in **Figure 2.1.2.6.1**. Cells have a drop down box which has the unit conversion name list. To see the list, click on the down arrow button which you can see when clicked on A2, A3 etc. Unit Conversion Name is a mandatory field and therefore highlighted in yellow color.

Note : You should have added Unit Conversions into “Unit_Conversions” sheet before fill “Unit_Conversion_Items” sheet.

3. Enter the From Amount into B2 cell as shown in **Figure 2.1.2.6.1**. From Amount should be a decimal number. From Amount is a mandatory field and therefore highlighted in yellow color.
4. Select the From Unit Name in C2 cell as shown in **Figure 2.1.2.6.1**. Cells have a drop down box which has the unit name list. To see the list, click on the down arrow button which you can see when clicked on C2, C3 etc. From Unit Name is a mandatory field and therefore highlighted in yellow color.

Note : You should have added Units into “Units” sheet before fill “Unit_Conversion_Items” sheet.

5. Select the To Unit Name in D2 cell as shown in **Figure 2.1.2.6.1**. Cells have a drop down box which has the unit name list. To see the list, click on the down arrow button which you can see when clicked on D2, D3 etc. To Unit Name is a mandatory field and therefore highlighted in yellow color.

Note : You should have added Units into “Units” sheet before fill “Unit_Conversion_Items” sheet.

6. Enter the To Amount into E2 cell as shown in **Figure 2.1.2.6.1**. To Amount should be a decimal number. To Amount is a mandatory field and therefore highlighted in yellow color.



2.1.2.7 Fill “Product_Suppliers” sheet

	A	B	
1	Product Code	Supplier Code	
2			

Figure 2.1.2.7.1

1. Fill in all product preferred supplier list to “Product_Suppliers” sheet.
2. Enter the Product Code into A2 cell as shown in **Figure 2.1.2.7.1**.
3. Enter the Supplier Code into B2 cell as shown in **Figure 2.1.2.7.1**.
4. You can add multiple suppliers for a single product.



2.2 Working With Transaction Data Import Excel Workbook

You can see the Master Data Import screen as shown in **Figure 2.2.1**.

Transaction Data Import

Download Stock Transaction Data Import Excel Workbook

[Download](#) [Download Data Import Workbook User Guide](#)

Upload Stock Transaction Data Import Excel Workbook

[Browse...](#) No file selected. [Upload](#) [Download Data Import Workbook Error Log File](#)

Import Data

Import Finish Good Inventory Warehouse Stock Balances

[Import](#) [Download Data Import Error Log File](#)

Figure 2.2.1

2.2.1 Download the Transaction Data Import Excel Workbook

Download Stock Transaction Data Import Excel Workbook

[Download](#) [Download Data Import Workbook User Guide](#)

Figure 2.2.1.1

- Click on the “Download” button from “Download Stock Transaction Data Import Excel Workbook” section shown in **Figure 2.2.1.1**. to download the data import excel workbook.
- By clicking on “Download Data Import Workbook User Guide” button in **Figure 2.2.1.1** you can download this user guide (**Stock Manager Data Import Workbook User Guide**).
- Data import Excel workbook has the “Instructions” sheet and gives you the following instructions as shown in **Figure 2.2.1.2**.



	A	B	C
1			
2		Guide lines to fill the data template	
3		1	Mandatory fields are marked in yellow color.
4		2	For detailed instructions, refer the " Stock Manager Data Import Workbook User Guide.pdf ".
5			

Figure 2.2.1.2

2.2.2 Fill Transaction Data Import Excel Workbook

This is the most important step of the data import task. You need to make sure your data is filled into the Excel workbook properly before you upload the data template. Therefore, carefully read following sections and fill the data import Excel workbook accordingly. If you have any doubts, refer 5. FAQ section in this guide for information or directly contact support service of e-ER Planner.

2.2.2.1 Fill "Warehouse_Stock_Balances" sheet

	A	B	C	D
1	Warehouse Name	Product Code	Unit	Stock Value
2				

Figure 2.2.2.1.1

1. Add your all product warehouse stock balance details into each row in the "Warehouse_Stock_Balances" sheet.
2. Enter the Warehouse Name, exactly as it is added into the system, into A2 cell as shown in **Figure 2.2.2.1.1**. Warehouse Name is a mandatory field and therefore highlighted in yellow color.
3. Enter the Product Code, exactly as it is added into the system, into B2 cell as shown in **Figure 2.2.2.1.1**. Product Code is a mandatory field and therefore highlighted in yellow color.
4. Enter the Unit, exactly as it is added into the system, into C2 cell as shown in **Figure 2.2.2.1.1**. Unit is a mandatory field and therefore highlighted in yellow color.
5. Enter the Stock Value into D2 cell as shown in **Figure 2.2.2.1.1**. Stock Value should be an integer number. Stock Value is a mandatory field and therefore highlighted in yellow color.

3. How to Upload Data Import Workbook

After you completed filling data import Excel workbook, next step is to upload the workbook into the system.

3.1 Upload Master Data Import Excel Workbook

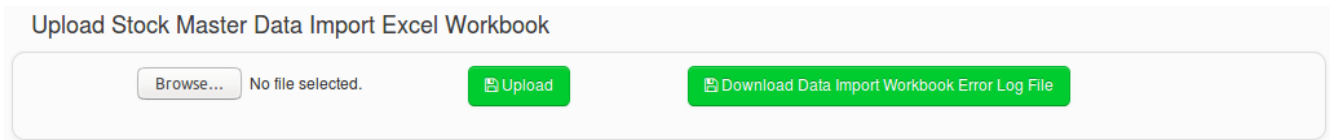


Figure 3.1.1

In order to upload the data import Excel workbook into the system, follow the following steps.

1. First select the file by clicking on “Browse” button as shown in **Figure 3.1.1**.
2. Then click on the “Upload” button as shown in **Figure 3.1.1** and wait until the systems give you a message on the upload status.
3. When uploading the data import Excel workbook system verifies the data and make sure you have given data accurately so that data can be imported into the system successfully.
4. If data is verified successfully by the system and data you have given in the workbook is accurate, system will display the following success message.



Figure 3.1.2

5. If system finds data issues from the workbook, system will display the following error message.

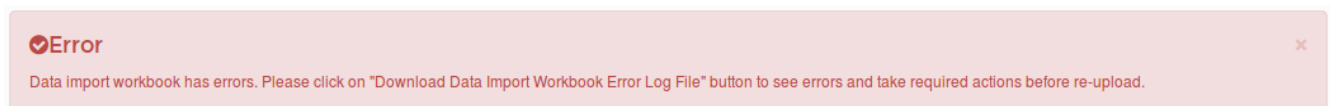


Figure 3.1.3

6. If there are issues, system creates a error log file and you can download it by clicking the “Download Data Import Workbook Error Log File” button as shown in **Figure 3.1.1**
7. When you have errors you have to correct the errors on data import Excel workbook and again re-upload the workbook.
8. Once the data import Excel workbook is successfully uploaded, you are ready to import data.

3.2 Upload Transaction Data Import Excel Workbook

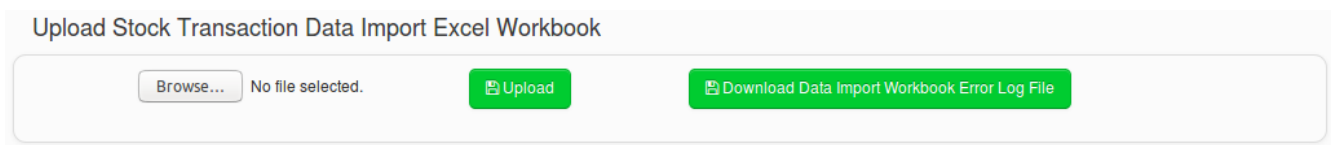


Figure 3.2.1

In order to upload the data import Excel workbook into the system, follow the following steps.

9. First select the file by clicking on “Browse” button as shown in **Figure 3.2.1**.
10. Then click on the “Upload” button as shown in **Figure 3.2.1** and wait until the systems give you a message on the upload status.
11. When uploading the data import Excel workbook system verifies the data and make sure you have given data accurately so that data can be imported into the system successfully.
12. If data is verified successfully by the system and data you have given in the workbook is accurate, system will display the following success message.

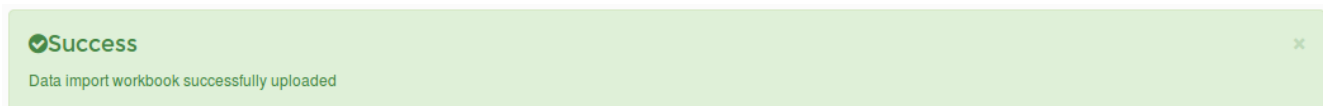


Figure 3.2.2

13. If system finds data issues from the workbook, system will display the following error message.

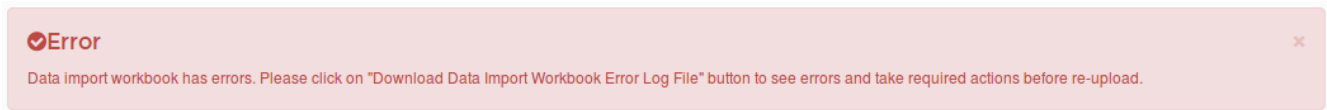


Figure 3.2.3

14. If there are issues, system creates a error log file and you can download it by clicking the “Download Data Import Workbook Error Log File” button as shown in **Figure 3.2.1**.
15. When you have errors you have to correct the errors on data import Excel workbook and again re-upload the workbook.
16. Once the data import Excel workbook is successfully uploaded, you are ready to import data.

4. How to Import Data

Once the data import Excel workbook is successfully uploaded to the system, you can import data.

4.1 Import Master Data

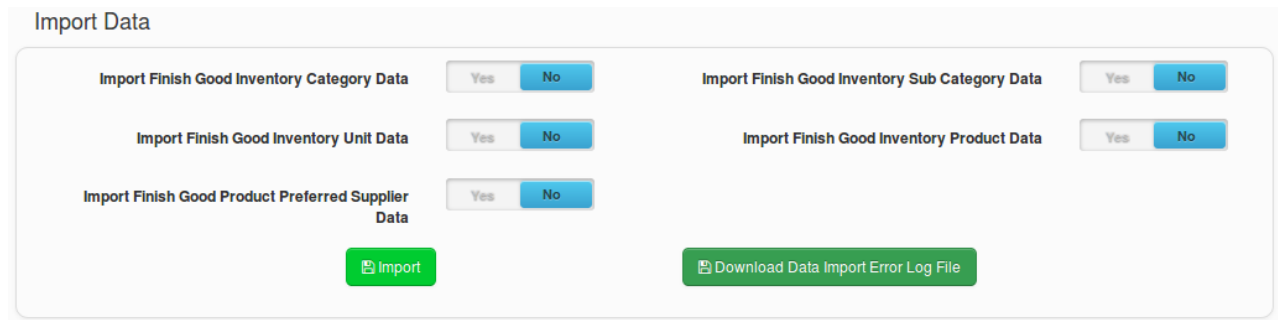


Figure 4.1.1

Follow the following instructions to proceed with data import.

1. When you import data, you have following options as shown in **Table 4.1.1**.

Data Import Option	Description
Import Finish Good Inventory Category Data	System imports data only from “Categories” sheet in data import Excel workbook.
Import Finish Good Inventory Sub Category Data	System imports data only from “Sub_Categories” sheet in data import Excel workbook.
Import Finish Good Inventory Unit Data	System imports data only from “Units” sheet in data import Excel workbook.
Import Finish Good Inventory Product Data	System imports data only from “Products” sheet in data import Excel workbook. Note : You must have imported Category and Units data before import Products.
Import Finish Good Product Preferred Supplier Data	System imports data only from “Product_Suppliers” sheet in data import Excel workbook.

Table 4.1.1



Note : System allows only one import option to be selected at once. If you select multiple import options, system will show an error message.

2. If the system is able to successfully import the data from the import option you have selected, the system will show a success message.
3. If the system is not able to successfully import the data from the import option you have selected, the system will show an error message.
4. If there are issues with the data import, you can see error log file by clicking on “Download Data Import Error Log File” button as shown in **Figure 4.1.1**.
5. If you have data import errors, correct the errors (If there is any) and then re-upload/re-import data accordingly.

4.2 Import Transaction Data

Import Data

Import Finish Good Inventory Warehouse Stock Balances

Yes No

Import Download Data Import Error Log File

Figure 4.2.1

Follow the following instructions to proceed with data import.

6. When you import data, you have following options as shown in **Table 4.2.1**.

Data Import Option	Description
Import Finish Good Inventory Warehouse Stock Balances	System imports data only from “Warehouse_Stock_Balances” sheet in data import Excel workbook.

Table 4.2.1



7. If the system is able to successfully import the data from the import option you have selected, the system will show a success message.
8. If the system is not able to successfully import the data from the import option you have selected, the system will show an error message.
9. If there are issues with the data import, you can see error log file by clicking on “Download Data Import Error Log File” button as shown in **Figure 4.2.1**.
10. If you have data import errors, correct the errors (If there is any) and then re-upload/re-import data accordingly.



5. FAQ

This section contains Frequently Asked Questions (FAQ) and corresponding answers.

Question - 1 : What time should I use the data import Excel workbook?

Answer - 1 : You can use the data import Excel workbook if you have many data to be added into the system. For an example when you are going to use the system for first time, you have to add your Stock Master data and Warehouse Stock balances. If you have less number of information, you can add to the system via screens given in the system. But if you have more information, you can fill data into the data import Excel workbook and import into the system. Also later when you use the system if you have many data to be added/updated, still you can use the data import Excel workbook.

Question - 2 : If I accidentally upload data more than once with no data changes, will the system duplicate data?

Answer - 2 : System will not duplicate data when you import more than once with no data changes. System will update the existing records.

Question - 3 : If I import data multiple times with data changes, will system record the history of data changes?

Answer - 3 : System will capture the history for “Products” when you import data multiple times with data changes.

Question - 4 : If I use data import in the following scenario, what will be the system behavior?

Scenario : I have used the data import Excel workbook when I start using the system for the first time. After that I have done the data changes/data additions from screens in the system. Now I have to add some more data and I want to use the data import Excel workbook.

Answer - 4 : Using data import Excel workbook in this scenario is risky and may result inconsistent behaviors. It is possible to loose latest data changes. Therefore it is advised to keep your data import Excel workbook updated. That means if you wish to use data import Excel workbook multiple time, it is advised to do all data changes via the data import Excel workbook.