LOAD PRICE BOOK DATA

Application	ChreosClient – Chreos 3
Module	Stock
Access	"Stock	Load price book data"
Minimum service pack	SP39
This document	Price Book Ref 5.21 Published May 2004

Overview

The "Load price book data" wizard allows a file containing stock data from a supplier (or suppliers) to be loaded into the Price Book module. This data can then be used to search for items available and to import items to stock in "Stock | Price book". Refer into "Price book search (5.22)".

It is recommended that this information sheet is read in direct conjunction with either viewing "Stock | Load price book data" in Chreos or, preferably, using this Wizard for the first time. As each screen is encountered the user can then find the corresponding section on this information sheet – this may move the user around the information sheet.

Therefore it is strongly recommended that the user does not read this information sheet without having the Wizard open on screen. Due to the nature of a Wizard the documentation can not flow in the same was as a standard Chreos information sheet so the user can easily become confused when only reading from beginning to end.
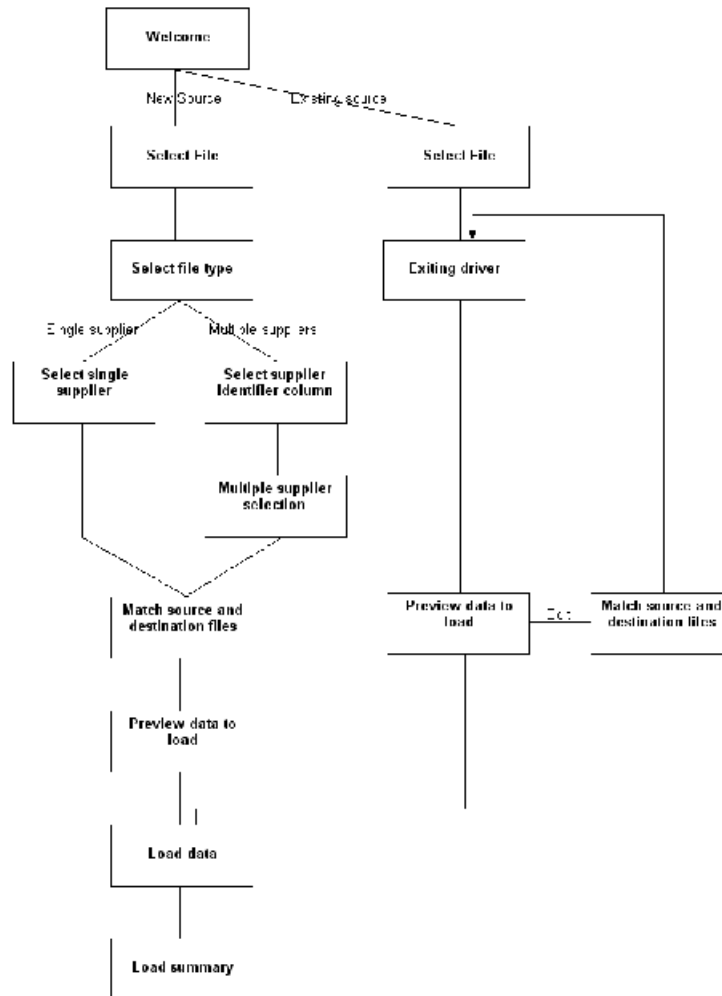
A Typical Process for Using this Wizard

- Receive the stock data file from the supplier(s).
- Select the supplier or suppliers who provided the data file by linking them to a Chreos supplier.
- Match the data from the data file to data fields in Chreos.
- Preview the resulting data.
- Import the selected data into the Price Book module.

Paths Available in this Wizard

The following diagram displays the possible paths available in the wizard. Note: [Next >>] allows the user to flow down one level and [>> Back] allows the user to flow up one level and make changes to the previous screen.

Welcome

The "Welcome" screen allows the user to select the method in which the data is loaded up, ie whether a new or existing source is used:

Details Displayed

There are two methods available:

- **A New Source.** The data will be loaded from a new source and no existing drivers exist for this data.
- **An Existing Source**. The data will be loaded using an existing source. Drivers for this already data already exist – refer to 'Load data' on this information sheet for information about creating drivers.

To Select the Required Method

- Select either 'A new source' or 'An existing source'.
- Click the [Next >>] button and the "Select price book data file" screen will appear. Select the data file to be loaded into Chreos and press [Open].

- Either the "Select file type" or "Existing Driver" screen will appear depending on the method selected.

Related Issues

- Source files must be in CSV format and labelled either .csv or .txt. No other formats will be available in the "Select price book data file" screen. A source file can contain information about products from one or more supplier. If the file contains information from multiple suppliers each must be uniquely identified. For further information about the supplier file Refer to "Information for your suppliers" in this information sheet.
- Any existing data for the selected supplier(s) will be removed from price book. As a result it is important that the file containing information about all available products, not just additions, continues to be available.

Select File Type

The "Select file type" screen allows the user to select the type of file to be used.

Details Displayed

There are two options:

- **File Contains Items From a Single Supplier.** The file contains stock data available from only one supplier.
- **File Contains Items From Multiple Suppliers.** The file contains stock data available from multiple suppliers. Note: When this option is selected the file must include one column that identifying the supplier.

To Select a File Type

- Select one of the two options.
- Click the [Next >>] button and either the "Select single supplier" or "Select supplier identifier column" screens depending on the file type selected.

Existing Driver

The "Existing Driver" screen allows the user to select a driver that has previously been saved. A driver must be selected before progressing from this screen. The driver has pre-specified columns, fields associated to those columns and the supplier that the items can be ordered from. Refer to "Load Data" in this information sheet for information about creating drivers.

Details Displayed

- **Existing Driver**. The name of all existing drivers will be displayed on this grid.

To Select an Existing Driver

- Select the required driver.
- Click the [Next >>] button to go to the "Preview data to load" screen.
- Note: If there are no existing drivers click [<< Back] and you will return to the "Welcome" screen.

Select Single Supplier

The "Select single supplier" screen allows the user to select the supplier that provided the data file. This screen is used when the data has come from a single supplier. If the data is provided by multiple suppliers refer to "Multiple supplier selection" on this information sheet.

Details Displayed

- **Select Supplier**. The grid displays the 'Creditor code' and 'Name' for each supplier in Chreos.
- **Search**. The creditor search facilities. To search for a creditor refer to "Creditor Search (1.4)".

To Select a Single Supplier

- Select the required supplier.
- Click the [Next >>] button to go to the "Match source and destination columns" screen.

Select Supplier Identifier Column

The "Select supplier identifier column" screen is used when multiple suppliers are included in the data file. It allows the user to identify which column in the data indicates the supplier.

Details Displayed

- **Source File**. This grid displays the data from the selected file.
- **Selected Column**. When a column has been selected as the column identifying the suppliers the number reference for that column will be displayed here.
- **First Record Contains Field Headers.** Tick this box if the first line of the 'Source file' grid contains the field headers. This will transfer the first line into the header of the grid and therefore stop the first line being from loaded as an item.

To Select the Supplier Column

- Click the heading of the required column.
- The number of that column will be displayed in 'Selected column'.

- Note: If there is no column that identifies the supplier either the file contains items from a single supplier or this wizard cannot be used to load the data from this file into Chreos.

- Click the [Next >>] button to go to the "Match source and destination columns" screen.

Multiple Supplier Selection

The "Multiple supplier selection" screen allows the user to link the values in the column selected in the "Select supplier identifier column" screen to creditors entered in Chreos.

Details Displayed

- **Source Fields**. This grid initially displays the 'Source value' for each value in the column selected in the "Select supplier identifier column" screen. Once a value has been linked to a supplier entered in Chreos the 'Creditor code' and 'Creditor name' will also be displayed.

- **Search**. The creditor search facilities. To search for a creditor refer to "Creditor Search (1.4)".

To Link a Value with a Chreos Supplier

- Select the required supplier from 'Source fields'
- Click the [Edit] button.
- Use the search functionality to select the supplier from Chreos that the value selected in 'Source fields' is referring to.
- Click the [Save] button.
- Repeat until all of the required values have been linked to a supplier in Chreos.
- Click the [Next >>] button to go to the "Match source and destination columns" screen.
- Note: At least one value must be linked to a in supplier in Chreos. Any stock data with a value not linked in this screen will not be downloaded into price book.

To Edit a Link With a Supplier

- Select the line to be edited.
- Click the [Edit] button.
- Make the required changes.
- Click the [Save] button.

To Clear a Link With a Supplier

- Select the line to be cleared.
- Click the [Clear assigned creditor] button.

Match Source and Destination Columns

The "Match source and destination columns" screen allows the user to match the data columns with Chreos destination fields.

Details Displayed

- **Source File**. This grid displays the data from the selected file.
- **Chreos Field To Store Selected Data In**. Select the Chreos destination field that the selected column is matched with. Note: This field is only activated when a column in the 'Source file' grid is selected.
- **First Record Contains Field Headers.** Tick this box if the first line of the 'Source file' grid contains the field headers. This will transfer the first line into the header of the grid and therefore stop the first line from being loaded as an item.

To Match a Source Column with a Destination Field

- Select a column by clicking on it's heading.
- Once a column is selected the 'Chreos field to store selected data in' field will activate. Select the destination field for the selected column. One this has been selected the Chreos field name will be displayed at the top of the selected column.
- Repeat for each column to be downloaded into price book.
- Once all of the required columns have been matched to a Chreos field click the [Next >>] button to go to the "Preview data to load" screen.
- Note: Any column not matched with a Chreos field will not be downloaded into price book.

To Clear a Match

- Select the column to be cleared.
- Click the [De-select field] button and the match will be cleared.

Preview Data to Load

The "Preview data to load" screen will display the data that will be added to Chreos price book based on the columns selected in the "Match source and destination columns" screen.

Details Displayed

- **Preview**. This grid displays the data that is going to be downloaded into price book.

To Edit the Data

The [Edit columns] button will only be available if this screen was accessed from the "Existing source" screen.

- Click the [Edit Columns] button.

- The user will be transferred to the "Match source and destination columns" screen will appear. Refer to that section of this information sheet.

To Preview Data to Load

- Check that the data on the grid is correct, for example that the columns are matched to the correct Chreos fields.
- Click the [Next >>] button to go to the "Load Data" screen.

Load Data

The "Load data" screen is used to download the selected data.

This screen is also used to save all of the settings made as a driver. A driver is the saved data file that can be used in future downloads from similar files into price book. Drivers are accessed by selecting 'Existing source' on the "Welcome" screen.

Details Displayed

- **Driver Name**. Enter a text reference for the driver.

To Save the Data as a Driver and Load the Data

- Enter the 'Driver name' and click the [Save] button if the file is to be saved as a driver.
- Click the [Load] button
- Note: If the data is not to be saved as a driver click the [Load] button only.
- Once the data has been downloaded the "Load Summary" screen will appear.
- Note: The time that the file takes to download will depend on the system configuration and the source file size.

Load Summary

The "Load summary" screen displays the summary of the data that has been downloaded into price book.

Details Displayed

- **Items Added to Price Book**. The number of items added to the price book.
- **Total Items in Source File**. The number of items in source file.
- **Number of Suppliers**. The number of suppliers for the downloaded data.

To Close the Load Price Book Data Wizard

- Click the [Close] button.
- The items will now be available in "Stock | Price book". Refer to "Price book search (5.22)".

When Not To Use This Wizard

- When you already have a file from the supplier and they send you another file that is an incomplete stock list – for example a file containing only items on special. This is because each time a file from that supplier is downloaded it will delete any previous items downloaded into price book for that supplier.

- When the overwhelming majority of stock information supplied will never be used and the supplied file is very large. This is because the unrequired data may slow Chreos down and will unnecessarily enlarge backups. It is recommended that the supplier is contacted and that a file containing an appropriate set of data is arranged.

Information for your Suppliers

- Source files must be in CSV format and labelled either .csv or .txt. This is because no files with other formats will be listed in the file selector in price book.

  CSV stands for Comma Separated Values. CSV is a format used as a portable representation of a database. Each line is one entry or record. The fields in a record are separated by a comma. Commas may be followed by arbitrary spaces and/or tab characters which are ignored. If a field includes a comma the whole field must be surrounded with double quotes. This is the standard format MS Excel uses when exporting a file as .csv.

- A source file can contain information about products from one or more suppliers. If the file contains information from multiple suppliers each must be uniquely identified in one column in the source file.

- Examples of lines in CSV format include:

  Supplier, Code, Name, RRPPrice, Manufacturer
  All Stuff,1001, Bobs, 9.95, "Bills bits, Inc"
  Freds Distributors,1001, Bobs, 9.95, No More Bills Ltd
  All Stuff, 2221,Car Tyre, 95, Freds tyres

For the purposes of this example the top line (containing the field names) are in bold. This example contains data from multiple suppliers, and the supplier field uniquely identifies each supplier and items 1 and 3 are from the same supplier. In Chreos, users would match each supplier code to an existing supplier.