Data File Import Utility
Screens and Instructions

Table of Contents

Glossary of Terms

The table below lists terms that are used throughout this document.

Term	Description or Interchangeable Terms
Store's Inventory	All of the existing stocked parts for a store in the system or database. These parts are in the parts table. The store's inventory may also include non-stocked parts recently sold or lost sold.
NIF part	A NIF (Not in File) part does not exist in the store's inventory

Overview

The Data File Import Utility (DFIU) is a Web-based program that allows users to import inventory data into the application database from external source files that meet certain criteria. In addition to updating fields to existing part numbers in the database, new part numbers can be added with all new part attributes including new Line Codes and PN Codes.

DFIU puts this process into the hands of individual users. Although there may be certain instances where data formats in their original, unedited state are outside the ability of this program to handle, this utility is sufficiently capable, along with some minor cleanup of the files, to provide the user with an extremely useful tool that handles the vast majority of import requirements.

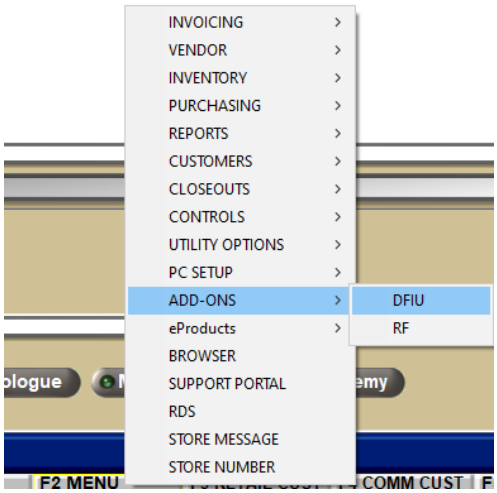
To aid in the cleanup of the files, a text editor and Microsoft Excel must be installed on the user's PC.

The general file types that can be converted are CSV files, Tab, and Pipe (|) delimited text files.

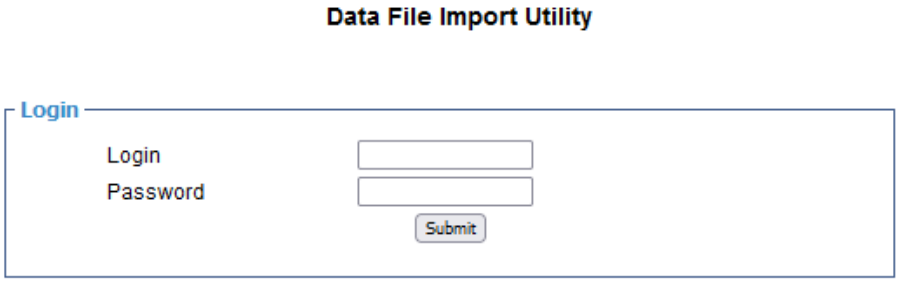
DATA FILE IMPORT UTILITY SCREENS

Access DFIU

The DFIU add-on for PartsWatch can be accessed via Menu, Add-Ons, DFIU.



Log In



Enter a login in the ‘Login’ field.

Enter a password in the ‘Password’ field.

Click ‘Submit’.

Note: If the Login is unsuccessful, double-check the ‘Login’ name and ‘Password’. If those are correct, contact Customer Support for assistance.

Log Out

At any time during a session, a user can end the session by clicking ‘Log Me Out’.

Record Type Selection

Once logged in, the user then selects the record type to be processed. The options are:

Inventory Record Types
Parts
Part Attributes
Buy Quantity Rule
Delete Buy Quantity Rule
Delete Supersede
Delete Alternate
Delete Substitution
UPC
Delete UPC
Delete SKU
OEM
Delete OEM
LPN
Delete LPN
Alias
Delete Alias
Product
Delete Product

Supplier Record Types
Lines
PN Codes
Suppliers
Supplier Part Alias
Delete Supplier Part Alias
Supplier Part Cost
Delete Supplier Part Cost
Supplier Best Price Ordering
Supplier Part Cost
Delete Supplier Part Cost

Select a record type from the drop-down list then click ‘Continue’.

Once a Record Type has been selected and the user clicks the ‘Continue’ button, the ‘Continue’ button becomes a ‘Change’ button.

For most record types, the ‘Store Selection’ section displays underneath.

For the record types ‘Part Attributes’, ‘Delete Substitution’, ‘Delete VCO’, ‘Supplier Part Alias’, ‘Delete Supplier Part Alias’, the ‘Store Selection’ section does not display underneath, and the user is prompted to upload a file right away.

For the record types ‘UPC’, ‘Delete UPC’, ‘SKU’, ‘Delete SKU’, ‘OEM’, ‘Delete OEM’, ‘LPN’, ‘Delete LPN’, ‘Alias’, ‘Delete Alias’, ‘Product’, and ‘Delete Product’ the Store Selection section defaults to ‘ALL’.

Store Selection

Source file data values are applied on a store-by-store basis. Typically, there is only one store in the drop-down list. When there are multiple stores, a source file can be re-used separately for each store.

Even though the store being updated is selected from the drop-down list, the store number can also be included as a column in the data file.

If a store column exists in the data file and is mapped to the Store database column, then validation is performed to ensure that both match. If both do not match, then the entire data file cannot be used for the update.

If a store column exists in the data file, this column can also be skipped during the column mapping step if the same data file is being used to update multiple stores.

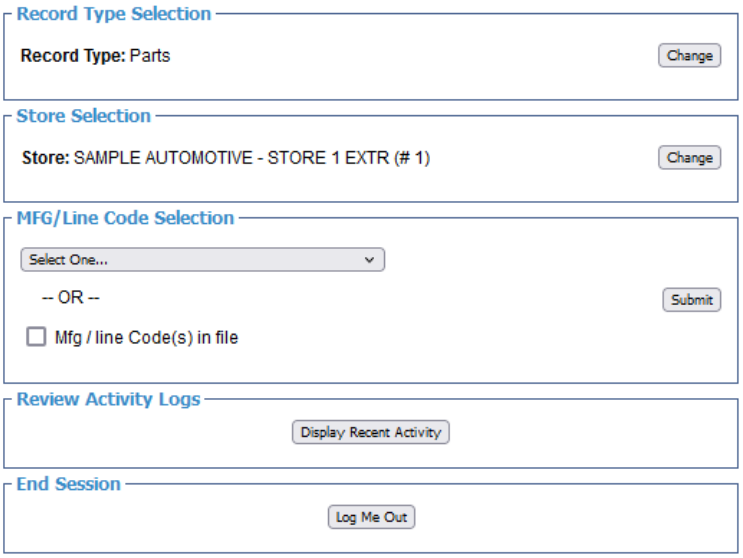
In addition, when there are multiple stores, by selecting ‘ALL STORES’, the same source file can be used to make updates at once to all active stores within the database.

Finally, when there are multiple stores, by selecting ‘ALL STORES’, the same source file can be used to make updates at once to all active stores across all databases within the enterprise.

Select a store from the drop-down list to where the data will be imported then click ‘Continue’.

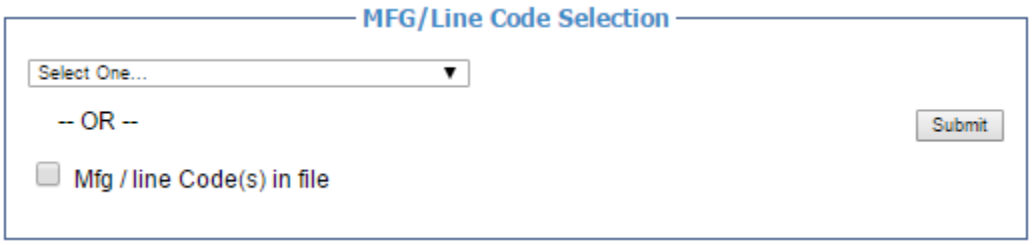
Once store(s) have been selected and the user clicks the ‘Continue’ button, the ‘Continue’ button becomes a ‘Change’ button.

After selecting a store, if the Record Type Selection is ‘Parts’, the ‘MFG/Line Code Selection’ section displays. For any other record type, skip to Data File Selection.



MFG/Line Code Selection – ('Parts' Only)

Once the Record Types 'Parts' is selected, the user then selects the MFG/Line to be processed. If all the source file's data values only apply to one MFG/Line, then that MFG/Line is selected from the drop-down.



1. However, if the source file contains data values that apply to multiple MFG/Lines, then the user must check the 'Mfg / line Code(s) in file' checkbox instead of selecting any MFG/Line Codes from the drop-down.
   Select one MFG/Line from the drop-down list or check the checkbox to indicate that multiple MFG/Lines exist within the source file. **Note:** The checkbox can be checked even if only one MFG/Line exists in the source file.
2. If the Record Type Selection is ***not*** 'Parts', the user will be brought directly to Data File Selection. Click 'Submit'.
   Note: The 'Data File Selection' section displays.

Data File Selection

Now, the user can select the source file to be imported. These data files must be located on the user's PC. For 'Parts', this section displays once the MFG/Line Code is selected.

The following is an important consideration for the data file and its contents:

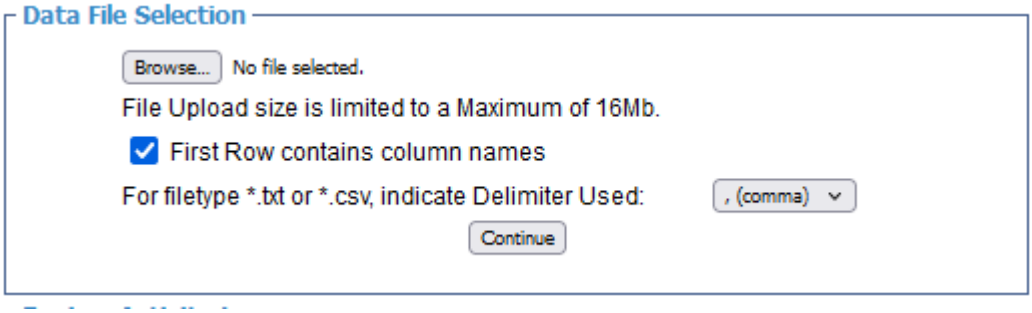
- **The file size cannot be larger than 16 megabytes (MB).**

Note: A file size of 3 megabytes contains approximately 23,000 records and can take approximately 5 minutes to load.

The first time a source file is processed, each column within the source file must be mapped to a target database field. However, once all columns are mapped, these mappings and other criteria can be saved as a configuration file in the database and reused for other source files. If an existing configuration file is selected, all column mappings are automatically populated.

The type of file that is being imported, and whether the first row has column names, must be indicated to ensure proper data loading. Users must ensure that the proper delimiters are entered when importing any .txt files. Delimiter options are, (comma), Tab and | (pipe). If .txt files do not use any of these delimiters, it may be necessary to use a text editor, such as MS Note, to make sure the file conforms to these formats.

Note: PartsWatch recommends always to use a file type of Tab and avoid using a file type of .csv because oftentimes there are embedded commas within the supplied field values in the file and now DFIU will be confused as to the field delimiters and the field values.



1. Select the data file by searching the user's PC using the 'Browse…' button.
2. Click the 'First Row contains column names' checkbox, if applicable. The default option is checked.
3. Select the file type from the 'For filetype *.txt or *.csv, indicate Delimiter Used' drop-down list. The default option is a comma-separated file type.
4. Click 'Continue'.
   Note: The 'Configuration' screen displays.

Configuration

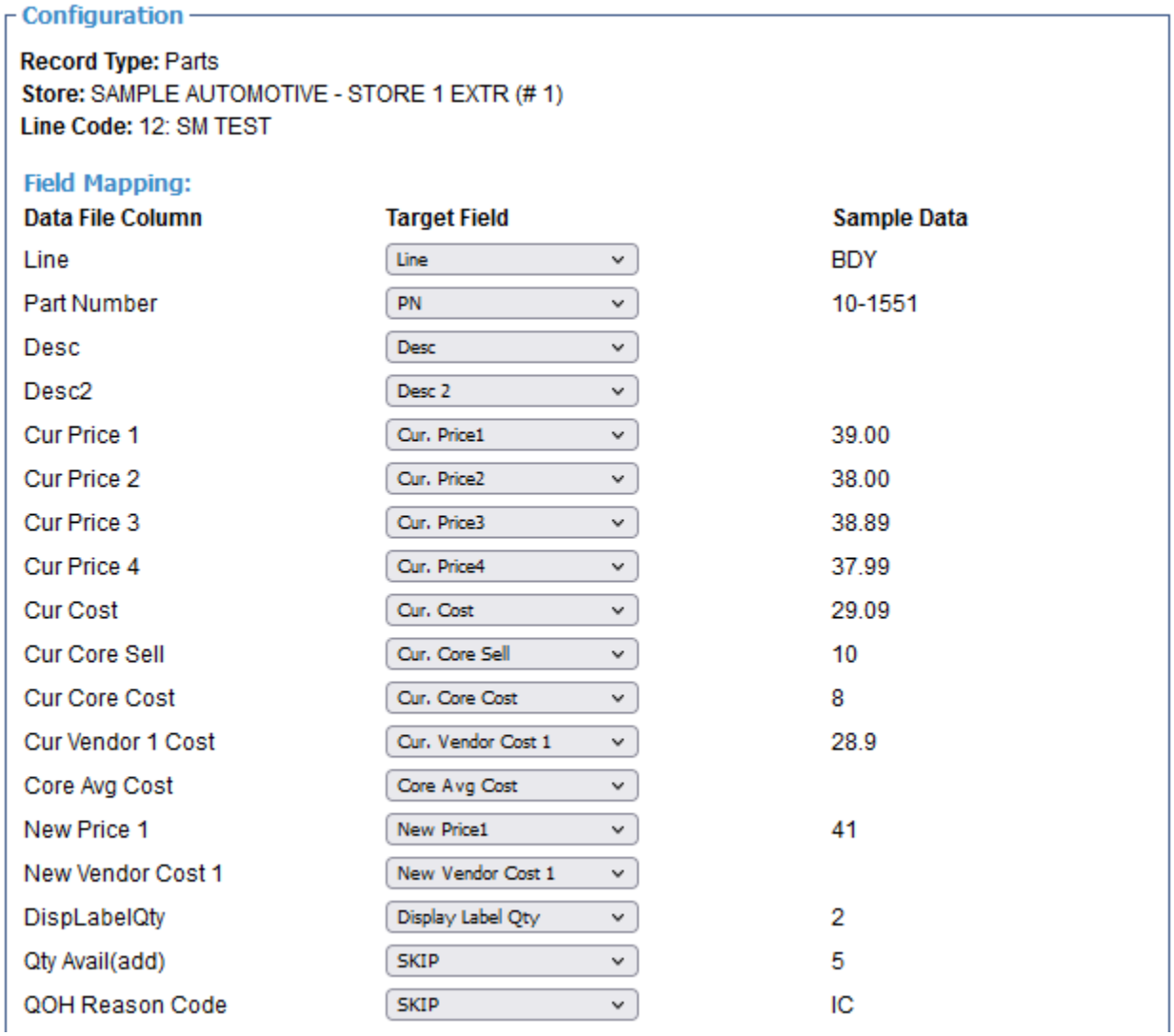
The ‘Configuration’ screen contains two sections: ‘Field Mapping’ and ‘Data Import Criteria’.

Field Mapping

Once the source file is selected, the source file data columns need to be mapped to target fields that they will update in the application database.

When there is a header row in the source file, each column heading displays under ‘Data File Column’ in the order that the columns are positioned in the data file. If the source file does not contain a header row, then data columns are listed under ‘Data File Column’ as “Column 1, Column 2, Column 3, etc”.

Users select one field from the ‘Target Field’ drop-down for each data column to be mapped. You can choose to skip any column in the source file by selecting ‘SKIP’ from the ‘Target Field’ drop-down. The ‘Sample Data’ column shows what the actual data looks like from the first valid data row in the source file.


Configuration

Record Type: Parts
Store: SAMPLE AUTOMOTIVE - STORE 1 EXTR (# 1)
Line Code: 12: SM TEST

Field Mapping:

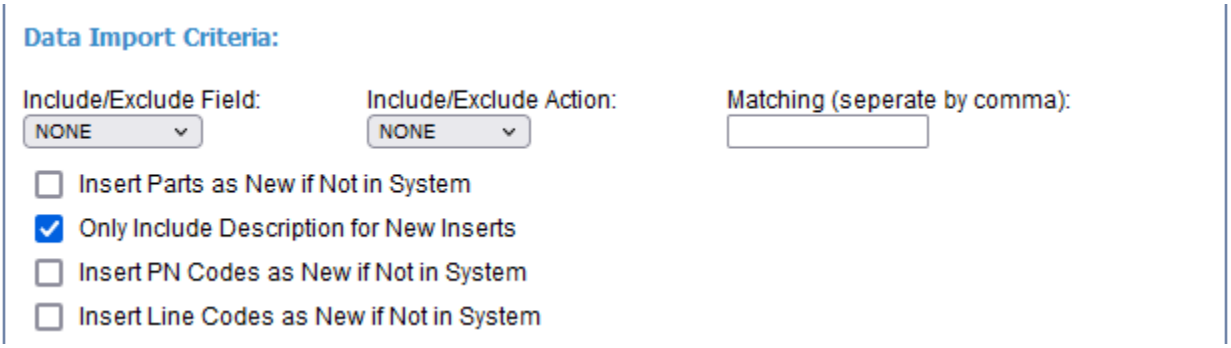
Data File Column	Target Field	Sample Data
Line	Line	BDY
Part Number	PN	10-1551
Desc	Desc	
Desc2	Desc 2	
Cur Price 1	Cur. Price1	39.00
Cur Price 2	Cur. Price2	38.00
Cur Price 3	Cur. Price3	38.89
Cur Price 4	Cur. Price4	37.99
Cur Cost	Cur. Cost	29.09
Cur Core Sell	Cur. Core Sell	10
Cur Core Cost	Cur. Core Cost	8
Cur Vendor 1 Cost	Cur. Vendor Cost 1	28.9
Core Avg Cost	Core Avg Cost	
New Price 1	New Price1	41
New Vendor Cost 1	New Vendor Cost 1	
DispLabelQty	Display Label Qty	2
Qty Avail(add)	SKIP	5
QOH Reason Code	SKIP	IC

The user continues to map each data file column to target fields until all data columns are mapped or skipped. Then, the user can either select additional data import criteria options (not shown in the sample screen above) or just use all the default values for the data import criteria and click ‘Continue’.

If the Record Type is ‘Parts’, there will be an additional Data Import Criteria section. If the record type is anything else, skip to Confirmation and Error Reporting.

Data Import Criteria (Parts Only)

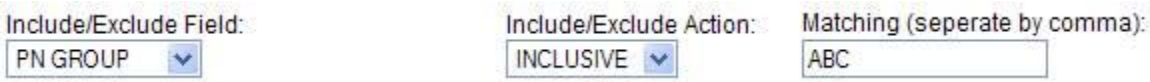
Selecting any data import criteria is optional because default values are provided. These options allow the user to customize the import in various ways.



Updating Subset Groups of Parts

A user may desire to only update certain part groups or exclude certain part groups.

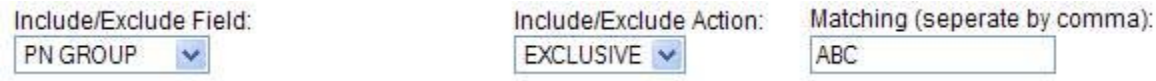
Sample INCLUSIVE option:



Using the option settings above:

- If the part in the data file exists in the system, then only update the part if the PN GROUP value in the system is equal to “ABC”.
- If the part in the data file does not exist in the system, then only insert the part if the PN GROUP value in the data file is equal to “ABC”, and new part inserts are allowed.

Sample EXCLUSIVE option:



Using the option settings above:

- If the part in the data file exists in the system, then only update the part if the PN GROUP value in the system is not equal to “ABC”.
- If the part in the data file does not exist in the system, then only insert the part if the PN GROUP value in the data file is not equal to “ABC”, and new part inserts are allowed.

Adding New Parts

The source file may include part numbers that are not in the target store’s MFG/Line inventory.

Users have the option to only update existing parts and avoid inserting any new part numbers. To do this, a user must **NOT** check the ‘Insert Parts as New if Not in System’ checkbox. This is the default and this option will be applied if no other selection is made.

Users also have the option to check the ‘Insert Parts as New if Not in System’ checkbox**.** Selecting this option will add new parts into the selected MFG/Line Code if those parts are not there already.

Note: The source file should be reviewed before the import to prevent extraneous part numbers in the source file from being added to the database simply because the source data is bad.

Updating Part Descriptions

The default option of checking the 'Only Include Description for New Inserts' checkbox is used to only update descriptions on new parts added. Checking this option avoids overwriting existing descriptions already in the system with those from the source file. You can also avoid updating descriptions by mapping the description column in the source file to 'SKIP' or by deleting the description column in the source file before the import. However, if you want to update descriptions for all parts in the source file, whether the parts are updated or inserted, then uncheck the 'Only Include Descriptions for New Inserts' checkbox**.**

Adding New PN Codes

The source file may include PN Codes (e.g., sublines) that are not in the target store's MFG/Line.

Users have the option to avoid inserting any new PN Codes. To do this, a user must NOT check the 'Insert PN Codes as New if Not in System' checkbox. This is the default, and this option will be applied if no other selection is made.

Users also have the option to check the 'Insert PN Codes as New if Not in System' checkbox**.** Selecting this option will add new PN Codes into the selected MFG/Line Code if those PN Codes are not there already.

It is recommended to consider checking the 'Insert PN Codes as New if Not in System' checkbox whenever the 'Insert Parts as New if Not in System' checkbox is also checked. This is to prevent new part inserts from failing because a new PN Code supplied in the file does not presently exist in the PN Code application table.

Adding New Lines Codes

The source file may include parts within Line Codes that are not in the target store's MFG/Line list.

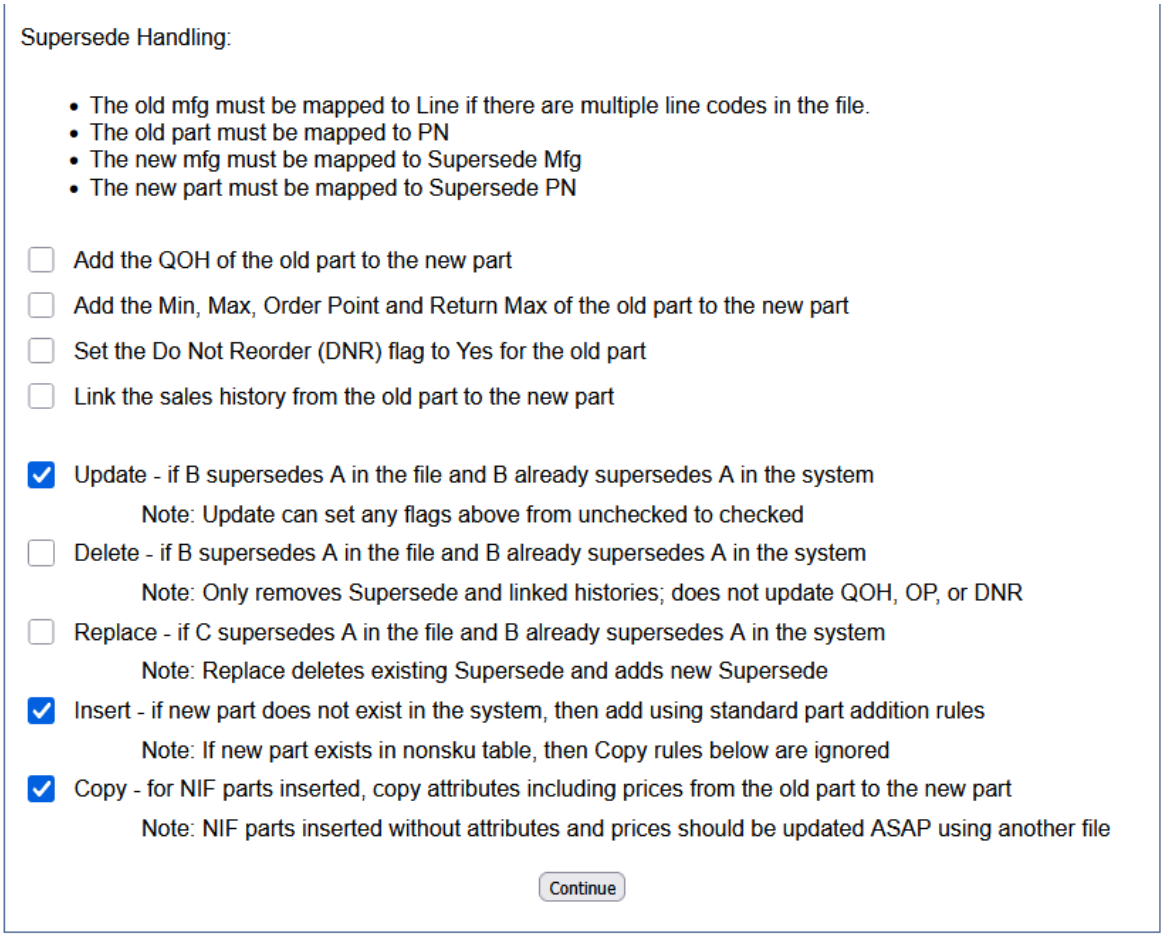
Users have the option to avoid inserting any new parts with new Line Codes. To do this, a user must NOT check the 'Insert Line Codes as New if Not in System' checkbox. This is the default, and this option will be applied if no other selection is made.

Users also have the option to check the 'Insert Line Codes as New if Not in System' checkbox**.** Selecting this option will add new parts within new Line Codes into the selected MFG/Line list if those Line Codes are not there already.

It is recommended to consider checking the 'Insert Line Codes as New if Not in System' checkbox whenever the 'Insert Parts as New if Not in System' checkbox is also checked. This is to prevent new part inserts from failing because a new Line Code supplied in the file does not presently exist in the Line Code application table.

Supersede Handling

The purpose of the supersede part rules is to add, update or delete supersede relationships between two parts, a superseded part (referred to as the “old” part) and a supersede part (referred to as the “new” part).



Typically, a file of supersede relationships contains a list of old part numbers mapped to new part numbers:

- For part changeovers, the source file may only contain two columns, the old and new part numbers.
- For line changeovers, the source file may contain four columns including old and new Mfg / Line Codes, in addition to the old and new part numbers.

Mapping source file columns to target fields is as follows:

- The old Mfg / Line Code must be mapped to SKIP (if the column exists in the source file).
- The old part number must be mapped to PN.
- The new Mfg / Line Code must be mapped to Supersede Mfg.
- The new part number must be mapped to Supersede PN.

The Supersede Part rules are in effect as soon as a source file column is mapped to the Supersede PN target field. Once a Supersede PN field is mapped, a user must also map another source file column to the Supersede Mfg target field. If the source file does not contain a column for the new Mfg / Line, the user must first create that column in the source file before processing the file using DFIU. The old Mfg /

Line Code does not have to be a column in the source file because the old Mfg / Line Code is selected on the MFG / LINE CODE SELECTION screen.

When the Supersede PN target field is selected, the Data Import Criteria section expands to include Supersede Handling rules. This section prompts the user to answer questions about the supersede relationship. The first four questions below are the same questions prompted when a supersede relationship is created in the application on the PART ASSOCIATION SETUP screen. The questions are:

1. Add the QOH of the old part to the new part.
2. Add the Order Point of the old part to the new part.
3. Set the Do Not Reorder (DNR) flag to YES on the old part.
4. Link the sales histories of the old part to the new part.

Note: The Order Point represents Min, Max, and/or Order Point.

Each question contains a checkbox for the user's answer. Checking the box indicates an answer of "Yes" and unchecking the box indicates an answer of "No"; which is the default. Each checkbox can have a different answer. The answers will depend upon several factors determined by the user.

There are five additional supersede questions in DFIU which display a checkbox for each answer. These five checkboxes are called UPDATE, DELETE, REPLACE, INSERT and COPY.

The first three questions, called UPDATE, DELETE and REPLACE, assist users in handling situations where old parts in the source file are already involved in supersede relationships in the system.

The last two questions, called INSERT and COPY, assist users in handling situations where the new parts in the source file do not exist in the system. While users can choose to populate all of the new parts in the system before processing the supersede relationships, the new parts can also be added into the system during supersede processing.

Update

This checkbox defaults to checked (YES).

- If a supersede relationship in the source file (e.g., A to B) already exists in the system (e.g., A to B), and if this checkbox is checked, then processing continues by updating the existing supersede relationship. This enables a user to set any of the other checkboxes above (e.g., QOH, DNR, etc.) to YES even if they had been previously set to NO when the supersede relationship was originally created. This Update option can be used repeatedly setting additional checkboxes to YES.

  Note: Once the checkbox above is set to YES and processed, setting the checkbox back to NO will be ignored if reprocessed.

- If a supersede relationship in the source file (e.g., A to B) already exists in the system (e.g., A to B), and if this checkbox is unchecked, then processing is stopped and an error message displays indicating that the same supersede relationship already exists.

Delete

This checkbox defaults to unchecked (NO).

If this checkbox is checked, then the UPDATE checkbox is automatically unchecked.

- If a supersede relationship in the source file (e.g., A to B) already exists in the system (e.g., A to B), and if this checkbox is unchecked, then processing continues but no deletes are made.
- If a supersede relationship in the source file (e.g., A to B) already exists in the system (e.g., A to B), and if this checkbox is checked, then processing continues by removing the existing supersede

relationship. This option can be used to UNDO supersede relationships that were previously created by mistake. When this option is selected, any sales histories that were linked are unlinked. However, QOH, Order Point and DNR flags are not updated in the old or new parts. These must be manually reestablished by users using other methods.

The reason DFIU does not UNDO any changes to QOH or Order Points is that 1) several old parts can be superseded by the same new part, and once processing is complete, and all QOH or Order Point quantities have been aggregated together in the new part, there is no systematic way to determine how much QOH or Order Point quantity came from each old part, and 2) there are instances where new parts already exist and have their own QOH and Order Point quantities before the supersede relationship is created, so once processing is complete, and all QOH or Order Point quantities have been aggregated together in the new part, there is no systematic way to determine how much QOH or Order Point quantity came from the old part.

Replace

This checkbox defaults to unchecked (NO).

- If the old part in a supersede relationship in the source file (e.g., A to C) already exists in a supersede relationship in the system with a different part (e.g., A to B), and if this checkbox is unchecked, then processing is stopped and an error message displays. This alerts a user to the fact that the old part already has a supersede relationship with a different part. This option should be set if users do not desire to change any existing supersede relationships.
- If the old part in a supersede relationship in the source file (e.g., A to C) already exists in a supersede relationship in the system (e.g., A to B), and if this checkbox is checked, then processing continues by first removing the existing supersede relationship (following the Delete rules above), and then creating the new supersede relationship. This option might be used when a supplier sends a source file with corrected new part numbers after a user had previously loaded a source file with incorrect new part numbers provided by the supplier.

To create a supersede relationship, both the old and new part must exist in the system. During the processing of the supersede relationship, the old and new part can both be added.

For the old part number:

- If the old part number is not found, and the default option DO NOT INSERT AS NEW IF NOT IN SYSTEM is set, then this supersede relationship row in the source file is skipped. Skipping these rows avoids adding the old part, the supersede relationship and the new part.
- If the old part number is not found, and the option INSERT AS NEW IF NOT IN SYSTEM is set, this supersede relationship row in the source file is processed; the old part number is added into the system and the supersede relationship is also added.

For the new part number: INSERT.

Insert

This checkbox defaults to checked (YES).

- If the new part number is not found, and the option is checked, then the new part number is added into the system using the standard part addition rules.
    - If a store is using a nonsku table, and this new part number is found in the nonsku table, then all attributes, including prices for the new part, are copied from the nonsku table when the new part is inserted into the system.
    - If the new part number does not exist in the nonsku table, then this NIF part is inserted without any attributes and prices. Although new parts are added without attributes and prices, this option is helpful in only loading those new parts that have a supersede relationship with an existing old part. Selecting this option will not add a new part number if the old part number does not also exist in the system. **Note:** Users should update all part attributes and prices for

these added new part numbers using another source file as soon as possible after the supersede relationships are loaded.

- If the new part number is not found, and the option is unchecked, then processing is stopped and an error message displays. This alerts a user to the fact that a new part number within a supersede relationship in the source file does not exist. Users may choose this option if they previously loaded all of the new parts, with their attributes and prices before loading the supersede relationships.

Copy

This checkbox defaults to checked (YES).

- If the new part number is not found, and the INSERT option is checked, and the COPY option is also checked, then all attributes, including prices for the new part, are copied from the old part when the new NIF part is inserted into the system.
    - If the INSERT option is not checked, then checking the COPY option is ignored. If a store is using a nonsku table, then checking the COPY option is also ignored if the part is found in the nonsku table.

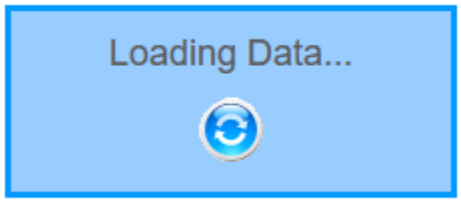
During the preprocessing of the source file, the following errors will appear if found in the source file:

- An old part is set to supersede itself (e.g., A to A).
- The same two old and new parts supersede each other (e.g., A to B and B to A).
- The same old part is superseded more than once in the same file (e.g., A to B and A to C).

During the processing of the source file, the following errors may appear:

- A supersede relationship in the source file (e.g., A to B) already exists in the system (e.g., A to B), and the UPDATE checkbox is set to NO.
- The old part in a supersede relationship in the source file (e.g., A to C) already exists in a supersede relationship in the system (e.g., A to B), and the REPLACE checkbox is set to NO.
- There is a more complex circular reference between old and new parts, like A to B, B to C and C to A.
- The new part does not exist and the Insert checkbox is set to NO.

Click 'Continue'. The system will import the rows of the selected record type, and there will be a loading indicator to inform the user that data is being processed.



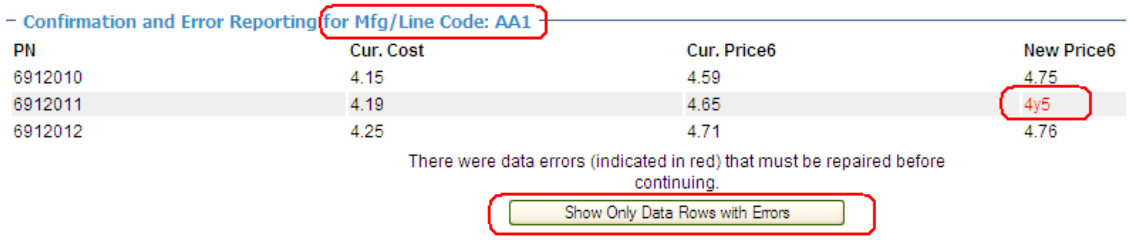
Confirmation and Error Reporting

The entire source file is pre-processed and validated before it is imported into the system so that any data format errors can first be identified and corrected.

Notice below that the MFG/Line Code previously selected (e.g. AA1) for 'Parts' only, is again displayed at the top. If the wrong MFG/Line Code was selected, make sure to change the MFG/Line Code before importing the data.

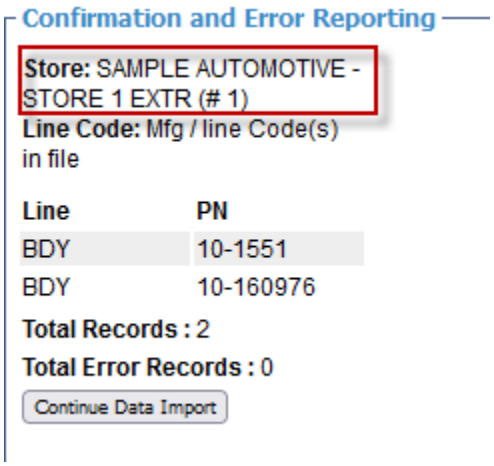
If the source file is **NOT** 'Parts', the MFG/Line Code will not be present.

All data format errors must be fixed before continuing. Notice below there is no 'Continue Data Import' button, only a 'Show Only Data Rows with Errors' button.

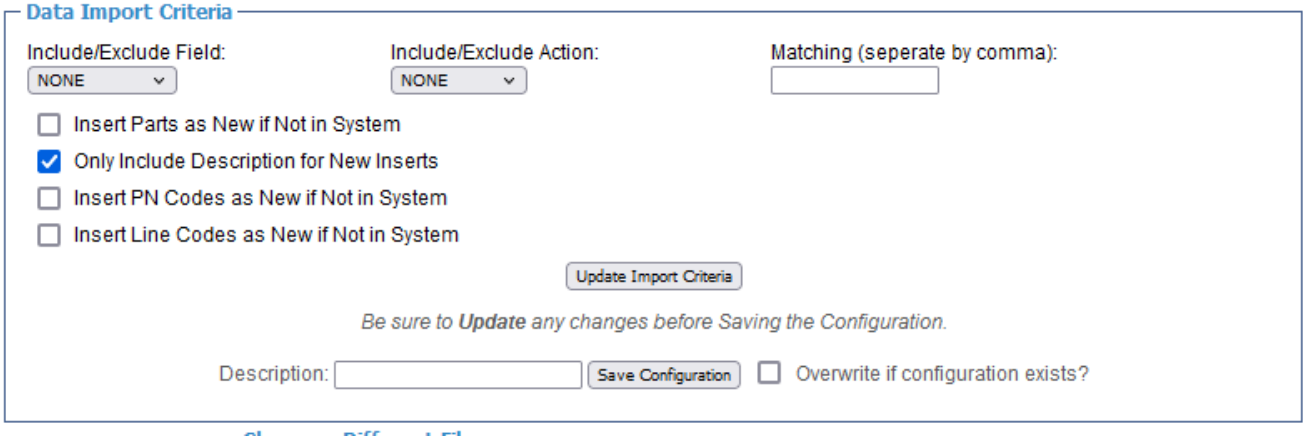


The 'Confirmation and Error Reporting' screen displays a complete list of every row in the source file to be processed. At the bottom of the list is a 'Continue Data Import' button. This button only displays if all rows in the source file have no data format errors. **Note:** The button displays at the bottom of the list of imported rows, so the user may have to scroll all the way to the bottom of the webpage to click the 'Continue Data Import' button.

In the example below, the button displays after the three records in the sample source file. A typical source file may contain hundreds of rows and you must scroll to the bottom of the list. If the source file contains a large number of rows, a message displays the approximate time to load the data.

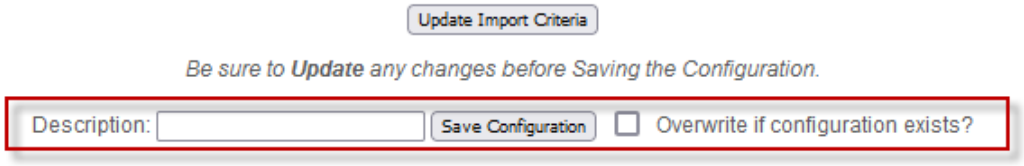


Before clicking the ‘Continue Data Import’ button, a user has a second chance to again change any of the Data Import Criteria. If any changes are made, the user must click the ‘Update Import Criteria’ button or the changes will be ignored during import processing.



Saving Mappings and Data Import Criteria

All mappings and data import criteria can be saved into a configuration file in the database for future use.



Saving a configuration file is a convenient means when receiving files in a standard format periodically to eliminate remapping with each import. However, the user should always validate that the source file formats have not changed by visually scanning the displayed data for accuracy.

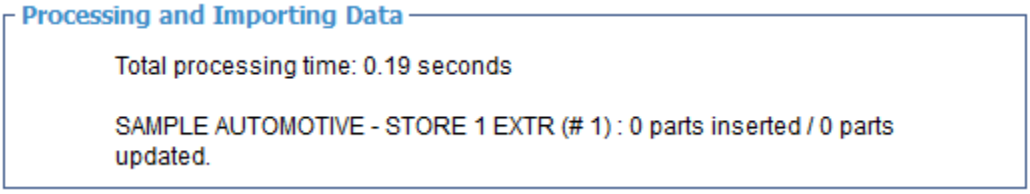
1. Type in a name for the configuration file in the ‘Description:’ field.
2. Click the ‘Save Configuration’ button.
3. Check the ‘Overwrite if configuration exists?’ checkbox if you want to reuse the same filename and overwrite an existing configuration file with the same name.

Apply Source Data to System

After a user clicks the ‘Continue Data Import’ button, all the data displayed on the screen is processed and applied to the selected store’s database.

The following pop-up displays during the import of the data.

When the import of the data is complete, a summary page displays the total number of records applied.



When there are multiple stores processed, by selecting 'ALL STORES' on the 'Store Selection' drop-down, the summary page will display the total number of records applied for all stores involved in the updates or inserts whether within one database or across all databases within the enterprise.

During processing, additional data validation is performed. If errors are found, a message is displayed. Typically, any errors found will stop the remainder of the source file from being processed.

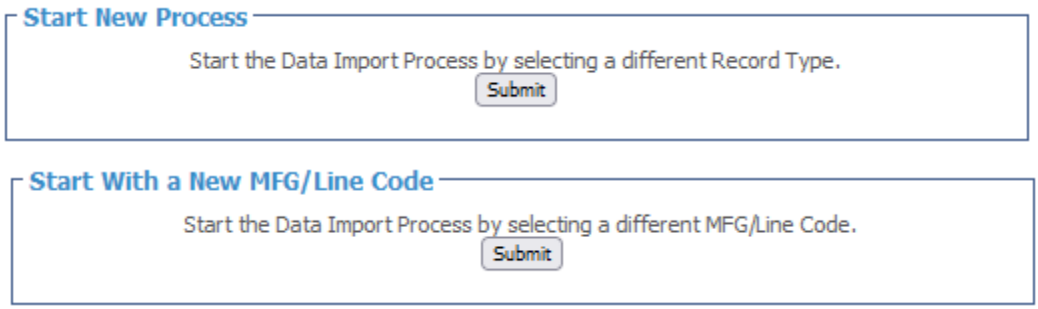
For larger files, it may take a few minutes. The 'Processing Data…' icon in the middle of the page continues to spin until it has gone through the entire source file.

While expected to be a rare event, should the program stop during the middle of the data import process due to PC hardware or software failure, all part records updated or inserted to the point of the failure remain in the database. Only those part records not yet processed are required to be reloaded.

Note: It may be acceptable to "reload" the entire file "as is" but this decision depends upon the contents of the file. Any decision to reload the entire file should be reviewed before performing the update.

Processing Other Source Files

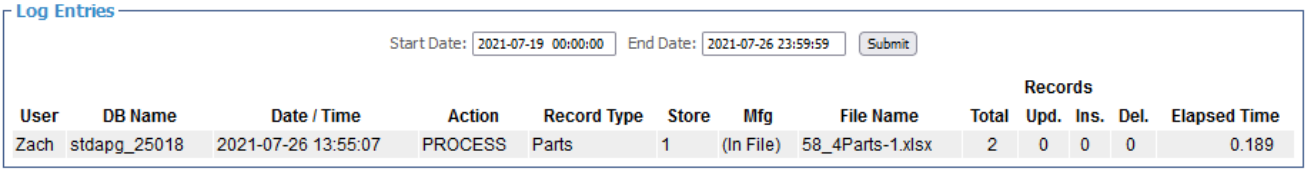
At any time during an import session, a user can choose to process a different file or select a different MFG/Line Code for 'Parts'.



Review Activity Logs

Users may review file import activity that has been completed during a selected period.

1. Click ‘Display Recent Activity’ in the ‘Review Activity Logs’ frame.
2. Enter a Start Date in the ‘Start Date:’ field in the ‘Log Entries’ frame.
3. Enter an End Date in the ‘End Date:’ field in the ‘Log Entries’ frame.
4. Click ‘Submit’.
   Note: A detailed list of transactions in that date range displays that can be used as a comprehensive audit trail, confirming all imports that would have affected the inventory file of a specific store and MFG/Line Code.



								Records				
User	DB Name	Date / Time	Action	Record Type	Store	Mfg	File Name	Total	Upd.	Ins.	Del.	Elapsed Time
Zach	stdapg_25018	2021-07-26 13:55:07	PROCESS	Parts	1	(In File)	58_4Parts-1.xlsx	2	0	0	0	0.189

SOURCE FILE PREPARATION CONSIDERATIONS

These data cleanup instructions assume that the user has a working knowledge of MS Excel and a text editor, such as Notepad. In some cases, there is no need to clean up the source files before import, but it will be difficult to import all the various file formats without understanding these programs. In addition, data cleanup may be required to a source file before a data import can be successfully processed.

Delete Columns and Blank Lines

Delete any columns not being imported during the update or insertion of data.
Note: These columns can also be mapped to SKIP on the FIELD MAPPING screen.

Delete columns by clicking on the column letter, such as B, C, D, E, and pressing Delete on the keyboard, or right-clicking the mouse and selecting DELETE. (These and other tips are available in the Excel Help MENU by entering the keywords of ‘keyboard shortcut’.)

Delete blank rows before saving a file.

Check for Protected Cells or Worksheets

Check for protected cells or entire protected worksheets. These will not be imported. Unprotect all cells before importing.

Unfreeze Panes

Unfreeze Panes by selecting the Windows menu in Excel and unfreeze panes.

Description Field

Ensure the DESCRIPTION fields do not have commas. (This can be corrected by using the “find and replace” tool to replace the commas with a space.)

Quotes and/or apostrophes in the Description cell are added to the DESCRIPTION fields when the data is imported. Use the “find and replace” tool to replace (“) with IN for inches and replace (‘) with FT.

Delete the column from the spreadsheet if the Description is not going to be updated.
Note: This column can also be mapped to SKIP on the FIELD MAPPING screen.

Price Fields

Pricing columns are easiest to handle when the format of the column is specified as a ‘Number’, **not** as ‘Currency’ with 2 decimal places. Set this using the Format, Cells command in Excel.

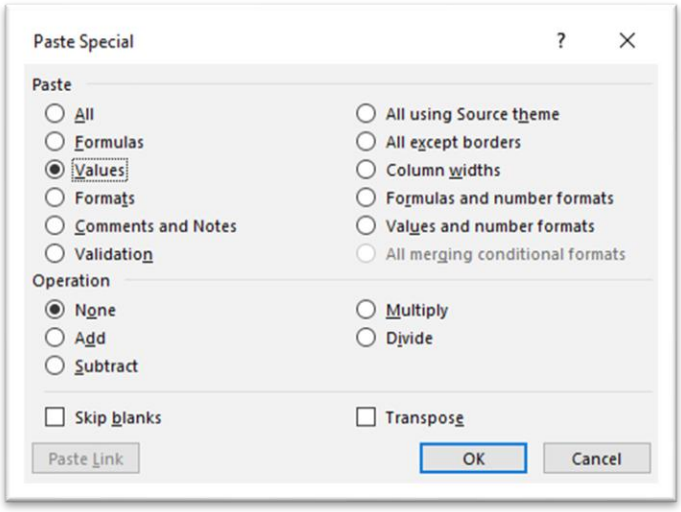
Ensure the **Use 1000 Separator (,)** checkbox is **not** checked. When checked, improper parsing results (same problem as a comma in the description).

Be aware that columns in Excel are sometimes hidden but are not hidden from the data import utility. Column headers in Excel are lettered A, B, C, D and E. If the columns do not follow the appropriate pattern, check for “Hidden” columns and unhide, as necessary.

Keep in mind that many times a price column is a calculation based on figures found in another column or even another sheet. This can be a problem if a column containing figures that are part of the calculation is deleted.

To solve this potential issue, copy the column with the price to be imported and then use the EDIT, PASTE SPECIAL feature to paste the data back into the same column.

Click the Values button in the Paste column and click OK. This pastes the value only and eliminates the tie to any calculations or links to the cells.



What Good Data Should Look Like

Shown below is the **Basic Format** of the data saved by Excel in the .csv format as viewed with a text editor. A final format should look consistent in its appearance as per the example below. Although it is not necessary to have the fields identical in character count, neither should they look as if there is disparate data from row to row. If this is the case, it is unlikely that this data can be imported.

Example shows Part # and two PRICE fields:

7590,235.41,78.35

7592,235.41,78.35

7594,235.41,78.35

Data saved in an **Excel format, .xls or .xlsx**. Columns have complete data, no duplicates in the Old PN column, no hidden fields.

Example shows a typical supersession file with headers

OLD LINE	OLD PN	NEW LINE	NEW PN
AVM	D4400	SSP	4B-044494
AVM	D4404	SSP	4B-8576IN
AVM	D4418	SSP	4B-056922
AVM	D4423	SSP	4B-3813LR
AVM	D4699	SSP	4B-3521VC
AVM	D4856	SSP	4B-295207
AVM	D4857	SSP	4B-294968
AVM	D6104	SSP	4B-846816
AVM	E4043	SSP	5B-8493IX