

Import / Export Module

01/10/2013

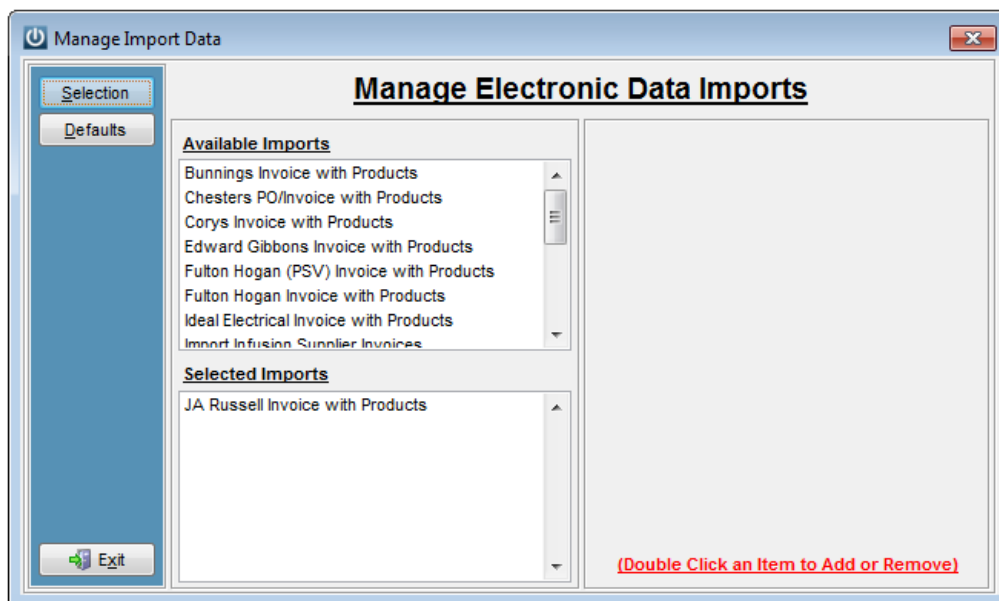
Introduction

The Import / Export module is designed to allow data to be easily exchanged between Infusion and other 3rd party applications or products.

If there is new information or a new format for existing information which you would like to see included or to have created for your business please contact our support team.

There are a number of different types of import and export options. The most common is importing of Supplier Invoices for Purchase Orders therefore an example is given further down in this document.

Setup



To access the setup for either Import or Export data click on the **Admin** menu and select **Settings** then **Import / Export**.

On this menu are two options - **Manage Imports** and **Manage Exports**. Select the relevant option to display the screen required.

When Infusion is installed the available Imports and Exports are not selected by default.

When an item is clicked on details of that process are displayed in the right hand panel. This information contains the name of the process, the type of information it is designed to process and information which will assist you in obtaining or creating the correct file from / for the 3rd party application / product.

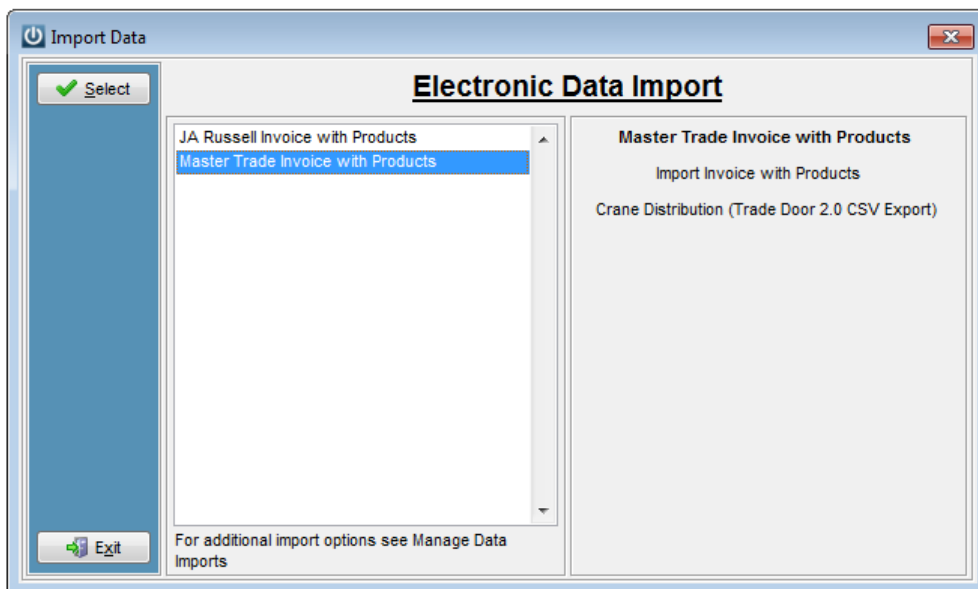
To move items from **Available** to **Selected** or vice versa simply double click on them.

Common Import Information

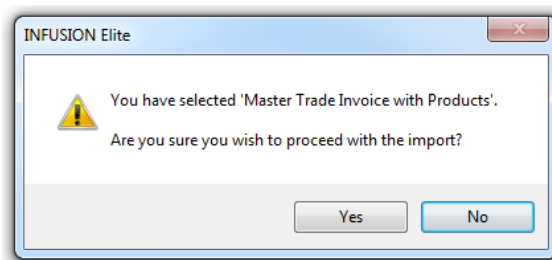
- **ALWAYS make a backup before importing data.** While there is error checking in the import routines, Infusion has no control over the data you are selecting to import. Restoring a backup is the only way to undo the import process should an error or unexpected result occur.
- Source files from other applications can be located anywhere on your computer. When an import is processed you will be prompted for the location of the source file.

Performing an Import / Export

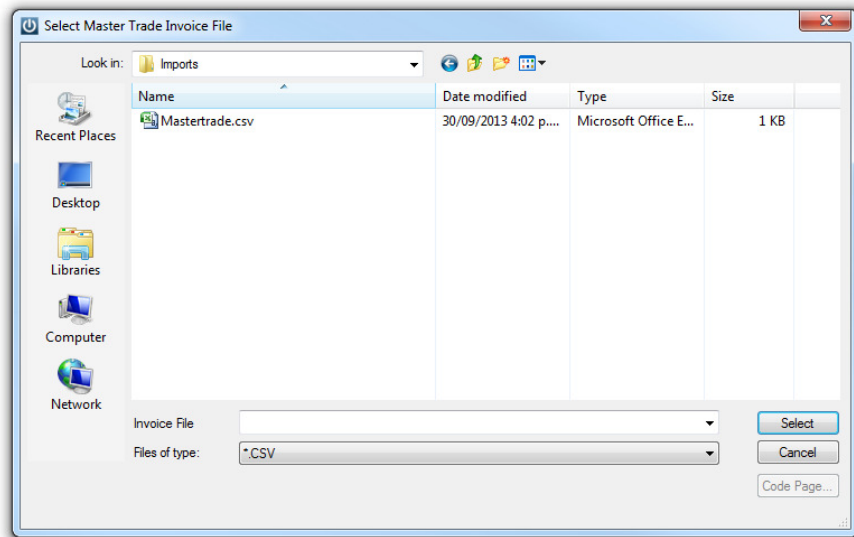
- Select the relevant menu option from the Import / Export Menu (Import Data or Export Data)



- Highlight the option you wish to process and click the select button. You will be prompted as below:



- Assuming you have selected the correct option click **OK** to continue. You will be prompted to select the source file. Locate the file on your computer / network.



- If you select cancel at this point the import / export process will terminate
- If you select a file, you will be prompted one last time “Are you sure you wish to import the file” Clicking Yes at this point will begin the import process.

At this point the Import / Export process is passed over to the specific Import / Export routines based on the type of data and 3rd party the data is being imported from or exported to. See the specific documentation as to what will happen next.

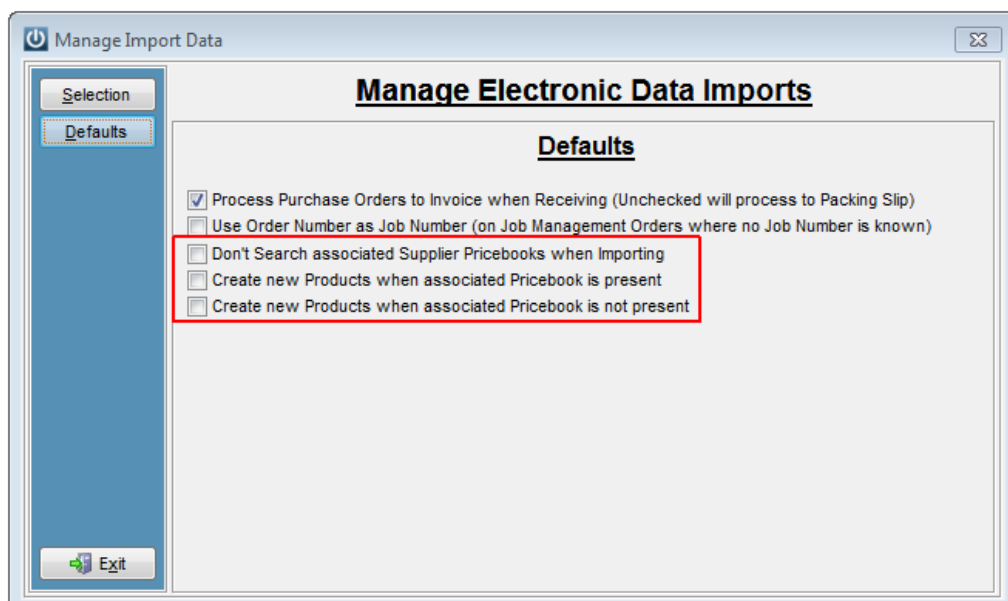
- Finally you will be notified that the import / export process has completed.

Import/Export Module Supplier Invoices

Setting Up of Infusion

Before starting to import Supplier's Invoices (with Products) there are several areas of Infusion that need to setup/configured for the import to work correctly.

- Check that you have the specified Supplier set up in Infusion as you will need to select a Supplier to import the Invoices against.
- For Products to be recognised by Infusion the 'Supplier's' tab in the Modify Product screen must have a 'Supplier's Code' and be linked to the Supplier you are importing the Invoices against.
- For Rounding differences based on different GST calculations between Infusion and the range of Suppliers, some Invoices will come through with Rounding in order for the Invoice totals to match - this is unavoidable. A 'Roundings' G/L ID in **Admin / Defaults / Manage Financial Control Links** screen is required in order for the data to be imported correctly into Infusion. You will be prompted at the start of the import if this has not been specified in Infusion.
- Jobs associated with Supplier Invoices need to already exist in Infusion prior to importing as imported Job Management Purchase Order Supplier Invoices requires a Job ID to be specified. You can omit choosing a Job Number and the invoice will be imported as Pending only.
- It is NOT necessary to have the supplier product code column visible on the purchase order screens in order to import purchase orders.
- The only current Import/Export Default found in Admin/Settings/Manage Imports/Defaults is 'Process Purchase Orders to Invoice when Receiving (Unchecked will process to Packing Slip)'. This will determine if the Import is to import as a Packing Slip or as an Invoice, against the Supplier.
- Under the **Defaults** section of the Manage Import Data screen are a number of settings affecting what Product code is used on the Invoice



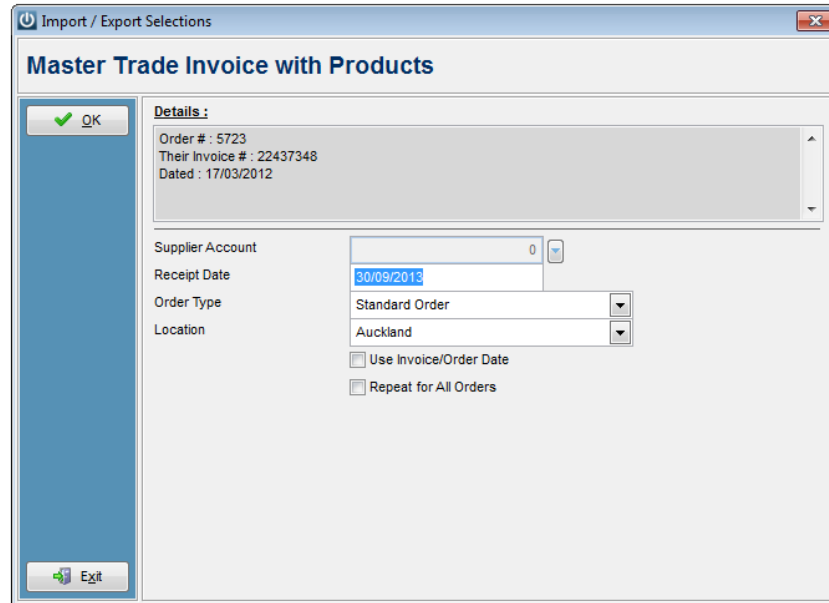
Having the ***Don't Search associated Supplier Pricebooks when importing*** option ticked means that either a Product in the Infusion Product list the Supplier Invoice Product is linked to (through the Suppliers tab when setting up a Product) will be used or, if there is no link the MISC code will be used (because it isn't).

Having it unticked means when an import is done the routine will firstly check to see if there is a Product - Supplier link as per above and if there isn't, look through any Pricebooks for the Supplier and see if there is a match to the Product Code on the import file. If there is and it is linked to a Product in Infusion then the Infusion Product Code will be used.

With the above scenario, if there is no link between the Pricebook / Supplier Invoice Product Code and an Infusion Code, with the ***Create new Products when associated Pricebook is present*** option ticked a new Product will be created in Infusion using the Pricebook/Invoice Product Code and the Pricebook Product settings eg Cost, Pricing, Type, Group, Sub Group. If a Product with this Code already exists then a new one is not created and the MISC Product Code is used on the Invoice.

With the ***Create new Products when associated Pricebook is not present*** option selected a new Infusion Product will be created for the Supplier Invoice Product being imported even if there is no Pricebook for the Supplier of the Product setup. In this scenario, for the setup of the new Product Code the Code, Description and Latest Cost from the Supplier Invoice file will be used along with the Default Sales, Purchase and Closing Stock G/L IDs set up in Manage Financial Control Links. Product Type, Group and Sub Group settings will need to be manually set. If a Product with this Code already exists then a new one is not created and the MISC Product Code is used on the Invoice.

Starting an Import



- An option is available to **Use Invoice/Order Date** in the import rather than the Receipt Date shown. The import file date will only be used if the file is processed fully through the import routine. If it is processed just through to the Packing Slip stage the Receipt Date will be used
- When prompted for information regarding an order there is an option to Repeat for All Orders. This will mean that any other orders it cannot locate will be created using the same Supplier, Receipt date, Order Type and Location data. This repeat is only for the current file being imported.

Orders not created in Infusion prior to Import

A Job Management Order not previously created in Infusion has a certain number of steps that need to be gone through in order to Import.

1. A window will appear prompting for Import Details - **Supplier Account #**, **Receipt Date**, **Order Type (Job Management)** and **Location**.
2. Infusion will then check against the Supplier specified in Step 1 as to whether or not this Invoice number has been used and if will go to Step 3. If the Invoice number has been used you will be prompted if you wish to import again.
 - Clicking '**Yes**' will import the Invoice and take you to Step 3.
 - Clicking '**No**' will not Import any data for that Invoice and continue on to the net invoice in the file.
3. You will then be prompted to Enter a **Job ID** for the Order(s). Not specifying a Job ID or leaving the prompt window unattended for 10 seconds will Import the Purchase Order as Pending and end the Import Process. Specifying a Job ID will then take you to Step 4.
4. Infusion will then check to see if **Activate Departments/Locations** is ticked in **Admin / Defaults / Manage Job Defaults / Cost Entry**. If it is ticked then the

Order will be imported as Pending and end the Import process. If it is not ticked then the Order will then be taken to Step 5.

5. Infusion will then check the Process Purchase Orders to Invoice when Receiving (Unchecked will process to Packing Slip) setting. If it is ticked then the Products will be received and the Invoice will be posted against the Supplier Account number specified in Step1. If it is not ticked the Products will be received and a Packing Slip will be posted against the Supplier with the Invoice to still be received in 'Receive Invoice from Order' for this Supplier.

A non Job Management Order (Standard) not previously created in Infusion follows these logic steps. Note: Multi Location orders cannot be imported unless they have been pre-entered

1. A window will appear prompting for Import Details - **Supplier Account #**, **Receipt Date**, **Order Type** (Standard or Multi Location) and **Location**.
2. Infusion will then check against the Supplier specified in Step 1 as to whether or not this Invoice has been used and if it has not you will go to Step 3. If the Invoice number has been used you will be prompted if you wish to import again.
 - Clicking 'Yes' will import the Invoice and take you to Step 3.
 - Clicking 'No' will not Import any data for that Invoice and continue on to the next Invoice in the file.
3. Infusion will then check the 'Process Purchase Orders to Invoice when Receiving (Unchecked will process to Packing Slip)' setting. If it is ticked then the Products will be received and the Invoice will be posted against the Supplier Account number specified in Step1. If it is not ticked then the Products will be received and a Packing Slip will be posted against the Supplier with the Invoice to still be received in 'Receive Invoice from Order' for this Supplier.

Orders created in Infusion prior to Import

A Job Management Order previously created in Infusion will follow these logic steps:

1. Infusion will check the Supplier to see if any Invoice Numbers have already been used and prompt if you wish to import the Order. Clicking '**No**' will not Import any data for that Invoice and continue on to the next Invoice in the file. Clicking '**Yes**' will import the Invoice and take you to Step 2.
2. Infusion will then check to see if there are any Job IDs and Departments required on all lines of the Purchase Order. These are settings in Infusion '**Activate Department/Locations**' in **Admin / Defaults / Manage Job Defaults** and '**Require Job ID on All Orders**' in **Admin / Defaults / Manage Suppliers Defaults / Orders**. If both of these are required and at least one is not met then the data will not import and end the Import Process. If both of these are required and both conditions are met then Infusion will move to Step 3.
3. Infusion will then prepare to Receive the Goods. Check the Process Purchase Orders to Invoice when Receiving (Unchecked will process to Packing Slip) setting. If it is ticked then the Products will be received and the Invoice will be posted against the Supplier Account number specified in Step1. If it is not ticked then the Products will be received and a Packing Slip will be posted against the Supplier with the Invoice to still be received in 'Receive Invoice from Order' for this Supplier.

A non Job Management Order (Standard or Multi Location) not previously created in Infusion follows these logic steps.

1. Infusion will check the Supplier to see if any Invoice Numbers have already been used and prompt you if you wish to import the Order. Clicking '**No**' will not Import any data and end the Import Process. Clicking '**Yes**' will import the Invoice and take you to Step 2.
2. Infusion will then prepare to Receive the Goods. Check the Process Purchase Orders to Invoice when Receiving (Unchecked will process to Packing Slip) setting. If it is ticked then the Products will be received and the Invoice will be posted against the Supplier Account number you specified in Step1. If it is not ticked then the Products will be received and a Packing Slip will be posted against the Supplier with the Invoice to still be received in 'Receive Invoice from Order' for this Supplier.

Confirmation Reports

At the end of every successful Import an Import/Export Audit Trail Report will be generated. Print this report or to at least preview it. Please note that this report cannot be re printed again. The detail of the report can be viewed under **Admin / Other / View Audit Trail** as an audit entry created for every import processed.

The report contains information about every Supplier Invoice/Order Transaction that was imported. Details based on the steps to Importing into Infusion and the Import setup process will be displayed for individual records.

Users will be advised:

- If the Invoice Number was found previously in Infusion for the Supplier.
- If the Purchase Order was found previously in Infusion for the Supplier.
- Whether New Orders and/or Invoices and/or Packing Slip records were created and imported for each of these.
- What state the data was imported ie Pending or Posted against the Supplier.
- If there is any Recommended Action which advises whether a Job Management Order could be missing a Job ID or a Department.