

Importing Laybys into Counter Intelligence Office v11

The **Import Laybys** function allows for Laybys to be imported into Counter Intelligence Office from an external source.

TIP: It is highly recommended that a backup is taken prior to updating the database.

The Layby import file **MUST** be in a Comma separated variable (CSV) format. To create the CSV file, prepare your laybys in Excel or a similar spreadsheet, and export the file into a CSV format.

The column headings **MUST** match exactly to the field names specified in the table below. It is not necessary to have all the fields specified, but you **MUST** have the field names that are required. It does not matter if which order they are sequenced.

The following is a list of supported **Field Names**, the names are not case-sensitive. Extra fields are allowed, but are ignored by import function.

| Field | Reqd | Len | Description |
|-------------|------|-----|---|
| POS | No | 3 | Specifies the POS number. If this column is not included, the user must select an existing POS from a drop down list at import time. If the POS is specified, but no POS with that number can be found in Counter Intelligence, the line is ignored. |
| LaybyNumber | No | 6 | Specifies the layby number. . If this column is not included, it will be auto generated. If the layby number is specified, but the number already exists and was not created during the import, a new layby number is created. |
| Date | No | 11 | The Date on which the layby is to be created. If this field does not exist or is left blank, the current date is used. |
| Name | Yes | 40 | Specifies the name of customer. |
| Address1 | No | 40 | Address Street/Suburb. |
| Address2 | No | 40 | Address City. |
| Address3 | No | 40 | Address Region/Country. |
| Phone | No | 20 | Phone number. |
| Bin | No | 8 | Bin location. |
| Style | Yes | 15 | The Style Code of product that is being sold. If it contains Pack Sales Unit Code , it must be separated by '~' such as 'Beer~4PK', 'Vodka~1LT', etc. If the style does not already exist in CI office, the line will be ignored. |

| Field | Reqd | Len | Description |
|----------------------|------|-----|--|
| Colour | No | 15 | The Colour Code of product. If the colour specified does not already exist in CI office, the line will be ignored. |
| Size | No | 15 | The Size Code of product. If the size specified does not already exist in CI office, the line will be ignored. |
| Quantity | Yes | 10 | Specifies layby quantity . If the quantity is blank, zero, or less than zero, the line is ignored. |
| UnitPrice | Yes | 10 | The tax inclusive unit price of product. If the unit price is blank or zero, the line is ignored. |
| PaymentToDate | No | 10 | Specifies total amount of payment received up to date. |

Importing

When importing, Counter Intelligence displays a grid of the fields found in the specified import file.

An audit report is generated once the import is complete.