

Importing Purchase Orders into Counter Intelligence Office 2009

The Import Purchase Orders function allows for Purchase Orders to be imported into Counter Intelligence Office from an external source, typically an excel spreadsheet.

The import function requires that the Style Codes **MUST** already exist in Counter Intelligence Office. If they don't, then you must import them beforehand using the Import Stock from External Data function.

The Purchase Orders Import file **MUST** be in comma separated file format (.CSV). To create the CSV file, prepare your Purchase Order in Excel or a similar spreadsheet, and save the file as a CSV file.

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	Description
Branch	No	The Branch Code for the purchase order. If this column is not included, the user is prompted to enter a branch code, which will be used for all purchase orders in the import. If the branch is specified, but no branch with that code can be found in Office, the line is ignored.
Code	Yes	The Purchase Order number. If the PO number specified does not exist, a new purchase order is created. If the PO number already exists and was not created during the import, it is incremented until a new purchase order can be created. NB. If the field is left blank, the code is assumed to be the same as the code on the previous import line.

Field	Reqd	Description
Date	No	The Date on which the purchase order is to be created. If this field does not exist, the current date is used.
Supplier	No	The Supplier Code for the purchase order. If a Supplier Code is not included, when importing, the user will be prompted to select a supplier code, which will be used for all purchase orders in the import. If the Supplier Code is specified, but the supplier code can't be found in Office, the line is ignored.
Buyer	No	The Buyer who raised the Purchase Order. If this field exists, it records the Buyer for the purchase order.
Style	Yes	The Style that is being purchased. If the style does not already exist in Office, the line will be ignored.
Attr1	No	Commonly used as the Colour field. If the Colour specified does not already exist in Office, the line will be ignored.
Attr2	No	Commonly used as the Size field. If the Size specified does not already exist in Office, the line will be ignored.
Quantity	Yes	The Quantity of items being purchased. If the Quantity is blank, zero, or less than zero, the line is ignored.
UnitPrice	Yes	The Cost Price of the Style. If the Cost Price is blank, Office will record the Cost Price as 0.
DeliveryDate	No	The expected Date of the Delivery for the Purchase Order.
CancelDate	No	The Date Purchase Order will be cancelled if there is no matching Delivery.

Office will display an Access-like grid of the fields found in the specified import file.

An audit report is generated.