



STORIS PROPRIETARY INFORMATION

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About this Course

The Data Import module allows for the creation of data in STORIS from a Microsoft Excel spreadsheet. This workbook explains how to download the spreadsheets, how to fill in your data, and how to run the import process.

After Completing this course, you will be able to:

- Download applicable spreadsheets for Import
- Understand the usage of colors on the spreadsheet
- Import your data into your STORIS account
- Troubleshoot Warning and Error messages from the import

FOR NEW CLIENTS: Please consult your Project Manager before Importing Data into your account.

1 Security

Allows user/user group to access individual imports via the Import Data process. In order to use these security settings, extended security must be active on your system via the General System Control Settings





2 Spreadsheet Download

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STORIS Client Portal		I	GO	Ŷ
Support Training Documentation	Downloads	Product Inquiries Administration	Contact Us	
- Downloads-		Conve Report E Configu	On This Page rsion Spreadsheets wilder Source Files rator Spreadsheets Additional Imports	
Conversion Spreadsheets		Sc	ftware Downloads	
Conversion Spreadsheets are provided for use with the data document. The Data Import Workbook contains Step by Ste	conversion proces p import instruction	s. Click one of the links below to downloa ns.	d the spreadsheet	
Conversion Spreadsheet	EZ Imports	General Ledger Conv	resions	
Conversions 9.9	EZ 9.9	GL 9.9		
Conversions 9.8	EZ 9.8	GL 9.8		
	All Revisions			~

- 1. Log into the STORIS Client Portal at <u>support.storis.com</u> to download the proper Microsoft Excel worksheet from the website (you will need to have Microsoft Excel installed on your PC).
- 2. Click on the Downloads icon in the header section.
- 3. Select the correct STORIS Conversion Spreadsheet that matches your STORIS revision (ex. Conversions 9.9).

STORIS DATA IMPORT Training Outline

3 Entering Data into the Spreadsheet

When you hover the mouse pointer over a column heading, comments appear showing the maximum length, type, value, etc., for that column.

Column headers highlighted in YELLOW indicate data fields that can be updated following initial data creation.

Column headers highlighted in BLUE indicate data fields that can be updated or cleared following initial data creation.

Import all data Codes in caps

- 1. Enter your data into the spreadsheet, using a different row for each item
- 2. Save a copy of the updated spreadsheet to your PC.
- 3. Save the file again as a Text (Tab delimited) file. Do this by going to Save as > Save as Type

Save As ← → ∨ ↑ □ Organize ▼ Ne	Excel Workbook (*.xlsx) Excel Macro-Enabled Workbook (*.xlsm) Excel Binary Workbook (*.xlsb) Excel 97-2003 Workbook (*.xls) XML Data (*.xml) Sinale File Web Page (*.mht*.mhtml)							
	Web Page (*.htm;*.html) Excel Template (*.xltx) Excel Macro-Enabled Template (*.xltm) Excel 97-2003 Template (*.xlt)							
	Text (16 belemitted) (*bd) Whicede Text (*txt) XML Spreadsheet 2003 (*xm) Microsoft Exted 50/95 Workbook (*xk) CSV (Comma delimited) (*.cxy) Formattel Text (Space delimitted) (*.pm) Text (MS-1005 (*.bd) CSV (MS-1005 (*.cs) DIF (Data Interchange Format) (*.dif) SVL (Symbolic Link) (*.sk) Excel 34/ad-in (*.xlan) DPC (*.pd) DPD (*.pd) DPD (*.pd)							
File <u>n</u> ame: Save as <u>t</u> ype:	Strict Open XML Spreadsheet (*.xlsx) OpenDocument Spreadsheet (*.ods) Excel Workbook (*.xlsx)					_		~
Authors:	Dressler, Peter	Tags:	Add a tag	Title:	Add a title			
	Save Thumbnail							
Hide Folders					Too <u>l</u> s	•	<u>S</u> ave	Cancel

4. You will receive the following pop-up boxes:

Microsoft	Excel	<
	The selected file type does not support workbooks that contain multiple sheets. • To save only the active sheet, click OK. • To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.	
	OK Cancel Was this information helpful?	

5. Click OK





- 6. Click Yes
- 7. Exit out of the worksheet and answer 'No' if prompted to save again.

4 Import Data

+ STORIS - (STORISU) Import Data - □ ×							
Eile Edit View Options Help 100 % O Image: Comparison of the second							
<u>∆</u> <u>Save</u> <u>Clear</u> <u>Exit</u> <u>D</u> elete		Actions Mail Help			÷		
Current Account STORISU		Conversion File	Data File Name	Sample Amount	Authorized to Run		
Conversion File	7						
Product 🔻	1	Sales Tax			\checkmark		
Revision Date 06/24/2016	2	Zip Code			~		
EZ Revision Date 08/05/2014	3	Import Ship Port			\checkmark		
Data File Name	4	Import Freight			\checkmark		
PRODUCT.txt 🛛 🗙 😳	5	Import FOB			\checkmark		
	6	Vendor	Vendor.txt		\checkmark		
	7	Vendor Remit To			\checkmark		
	8	Vendor Ship From			\checkmark		
	9	Regional Vendor			\checkmark		
Sample Amount	10	Product Category	Prod Category.txt		\checkmark		
	11	Product Group	Prod Group.txt		~		
	12	Adv Vendor Settings			~		
Authorized to Run Live	13	Product	PRODUCT.txt		~		
	14	Kit Master			~		
	15	District and Regional Product			~		
	16	Product Benefits			~		
	17	Quantity On Hand			~		
	18	Customer			\checkmark		
	19	Gift Certificate			✓		
	20	Purchase Order			✓		
	21	Warehouse Inventory			\checkmark		
	22						

1. Select the file you wish to import from the drop-down box at the Conversion File field

Alternatively, you can select the File by double clicking the item in the grid.

If you are running a large import, the Sample Amount field can be used to test a small amount of the Import Spreadsheet.

STORIS requires that any dynamic conversion such as Quantity on Hand must be reconciled before the Authorized to Run in Live column will be enabled. Please discuss with your Project Manager.

2. Click on the Action button at the Data File Name field and browse for the .txt file you created from the worksheet. Double click on it so it displays in the field.



4

3. Click on the Global Actions button at the bottom of the screen and select the "Run Conversion" option.

+ STORIS - (STORISU) Import Data		- 🗆 X
File Edit View Options Help	10	∞ % ⊖ -[⊕ K N
save Clear Exit Delete	Clear File Conversion Actions Error Report	
Current Account STORISU	C Run Conversion Data File Name	Sample Authorized to Run
Conversion File	7	
Product	1 Sales Tax	\checkmark
Revision Date 06/24/2016	2 Zip Code	\checkmark
EZ Revision Date 08/05/2014	3 Import Ship Port	v
Data File Name	4 Import Freight	v
PRODUCT.txt \cdots	5 Import FOB	\checkmark
	6 Vendor Vendor.txt	\checkmark
	7 Vendor Remit To	\checkmark
	8 Vendor Ship From	\checkmark
	9 Regional Vendor	\checkmark
Sample Amount	0 Product Category Prod Category.txt	\checkmark
	Product Group Prod Group.txt	\checkmark
	2 Adv Vendor Settings	\checkmark
Authorized to Run Live	Product PRODUCT.txt	\checkmark
	14 Kit Master	\checkmark
	15 District and Regional Product	✓
	16 Product Benefits	 Image: A start of the start of
	7 Quantity On Hand	✓
	18 Customer	✓
	9 Gift Certificate	\checkmark
	20 Purchase Order	\checkmark
	21 Warehouse Inventory	\checkmark
		×

5. The process will start to run immediately and then you will see the following pop-up box.

If this is a large import, it may take a while before the message appears.





- 6. Click OK.
- 7. Run-Time options for the error report will pop up next.
- 8. A report will then print based on the Run-Time options.

The report is divided into 3 sections, Errors, Warnings and Summary. Any items displayed in the Error section were rejected and did not import.

Any items in the Warning section imported successfully. However, some of the values were populated with STORIS defaults as they were left blank on the worksheet.

4.1 Error Report

Reference:	CV.ERROR.RPT	-=- Storis 9.0 Installation Account -=- Conversion Error Report - Product Conversion Product Conversion	17:13:40 11/08/11 Page: 1
Record ID	Error		
CHAIR-123	Product Grou	p record SCCHAI missing from the PRODUCT.GROUP file.	

4.2 Warning Report

Reference: CV.ERROR.RPT -=- Storis 9.0 Installation Account -=-Conversion Error Report - Product Conversion Product Conversion Record ID Warning SOFA-123 <null> Boxes Per Product is incorrect, defaulting to "1".

4.3 Summary Report

Reference: CV.ERROR.RPT

Record II) Summary
Total	errors found: 1
Total	warnings found: 1
Total	records processed: 2
Total	records posted: 1
Total	records rejected: 1
Conver	reion Started at 05:11:38PM

-=- Storis 9.0 Installation Account -=-Conversion Error Report - Product Conversion Product Conversion 17:13:40 11/08/11 Page: 3

These Reports can be run on demand by selecting Error Report in the Global Actions

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17:13:40 11/08/11 Page: 2

5 Required Field Table

Below is a list of common imports and their required fields. There are other required fields, but they will default and cause warning. Please check with your Project Coordinator before running the import.

Tab	Field	Description	Character Limit
Vendor	Vendor Code	Unique Vendor Identifier	5
Vendor	Vendor Name		30
Vendor	Zip Code		10
Vendor	City		15
Vendor	State		6
Prod Category	Product Category	Unique Category Identifier	6
Prod Category	Description		30
Prod Group	Product Group Code	Unique Group Identifier	6
Prod Group	Description		30
Prod Group	Product Category	Must Match Prod Category – Product Category	6
Product	Product	Unique Product SKU	20
Product	Description		30
Product	Brand Name	Usually the same as Vendor Code	20
Product	Product Group	Must match Prod Group – Product Group Code	6
Product	Vendor Code	Must match Vendor – Vendor Code	5
Product	Replacement Cost	Cost to Vendor for Product	8
Customer	Customer Code	Unique Customer Identifier	12
Customer	Last Name		30
Customer	Address Line 1		30
Customer	City		20
Customer	State		6
Customer	Zip Code		10
QOH	Product Number		20
QOH	Warehouse Location		6
QOH	Storage Location*	If Location Tracking is active*, this is the bin the product is physically located in	12
QOH	Quantity	Quantity of Product in this specific location	6

STORIS DATA IMPORT Training Outline

6 Data Conversion Sequence

This section provides a guide in determining the order in which files should be populated for the loading of data onto a new STORIS system. If the order below is not followed, the number of rejections by one or more of the conversion processes following will be excessive and will likely need to be re-run after the missing data has been entered or converted into the appropriate file.

The following is the sequence for creating/converting STORIS files:

- 1. Create Company file entries
- 2. Create Warehouse Location file entries
- 3. Create Storage Location file
- 4. Create User Groups
- 5. Create User Group Menus
- 6. Create Users
- 7. Create Salesperson file
- 8. Create Country file entries
- 9. Convert General Ledger Files (SCIX):
- 10. GL Class
- 11. GL Subclass
- 12. GL Group
- 13. GL Subaccount
- 14. GL Account
- 15. GL Assigned Accounts
- 16. Convert Sales Tax (SCIX)
- 17. Create Delivery Companies
- 18. Create Route Code file
- 19. Convert Zip Code file (SCIX)
- 20. Convert Import Ship Port (SCIX)
- 21. Convert Import Freight (SCIX)
- 22. Convert Import FOB
- 23. Create A/P Terms Code file entries
- 24. Create Bank codes
- 25. Convert Vendor file (SCIX)
- 26. Convert Vendor Remit To (SCIX)
- 27. Convert Vendor Ship From (SCIX)
- 28. Convert Advanced Vendor Settings (SCIX)



- 29. Convert Regional Vendor Settings (SCIX)
- 30. Create Brand file entries
- 31. Create Bill Back codes/DFI codes/Volume Rebates
- 32. Convert Product Category (SCIX)
- 33. Create Warranty file
- 34. Create Unit of Measure file (Make sure EA exists as a unit of measure)
- 35. Create Product Collection file
- 36. Create Buying Groups
- 37. Convert Product Group file (SCIX)
- 38. Convert Product file (SCIX)
- 39. Convert Kit Master (SCIX)
- 40. Convert Product Benefits (SCIX)
- 41. Create Reason Code file
- 42. Convert Quantity on Hand (SCIX)
- 43. Convert AP Refund Bills (SCIX)
- 44. Convert Customer file (SCIX)
- 45. Convert Gift Certificates (SCIX)
- 46. Convert Purchase Orders (SCIX)
- 47. Convert Warehouse Inventory file (SCIX)
- 48. Create Payment Type/Financing Providers/Plans
- 49. Create Marketing Code file
- 50. Create Commission matrices
- 51. Create Sales Discount files
- 52. Create Cash Drawers, if using
- 53. Convert Open Sales Orders (WINTEGRATE)
- 54. Convert A/R Open Item file (used to convert deposits) (WINTEGRATE)
- 55. Convert Invoice (SCIX)
- 56. Create Customer Service Settings
- 57. Convert Service Order History (SCIX), if applicable