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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.

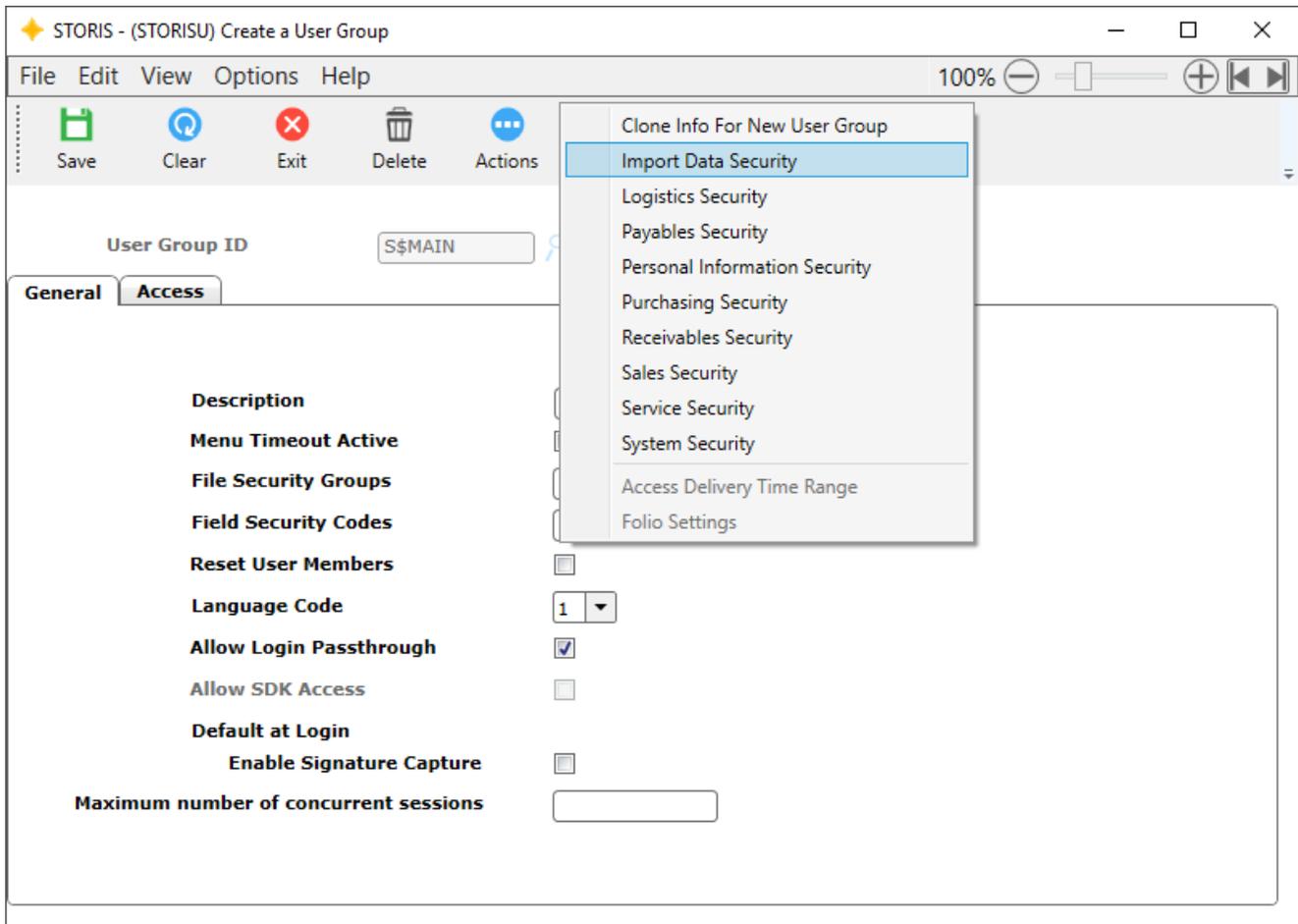
After Completing this course, you will be able to:

- 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

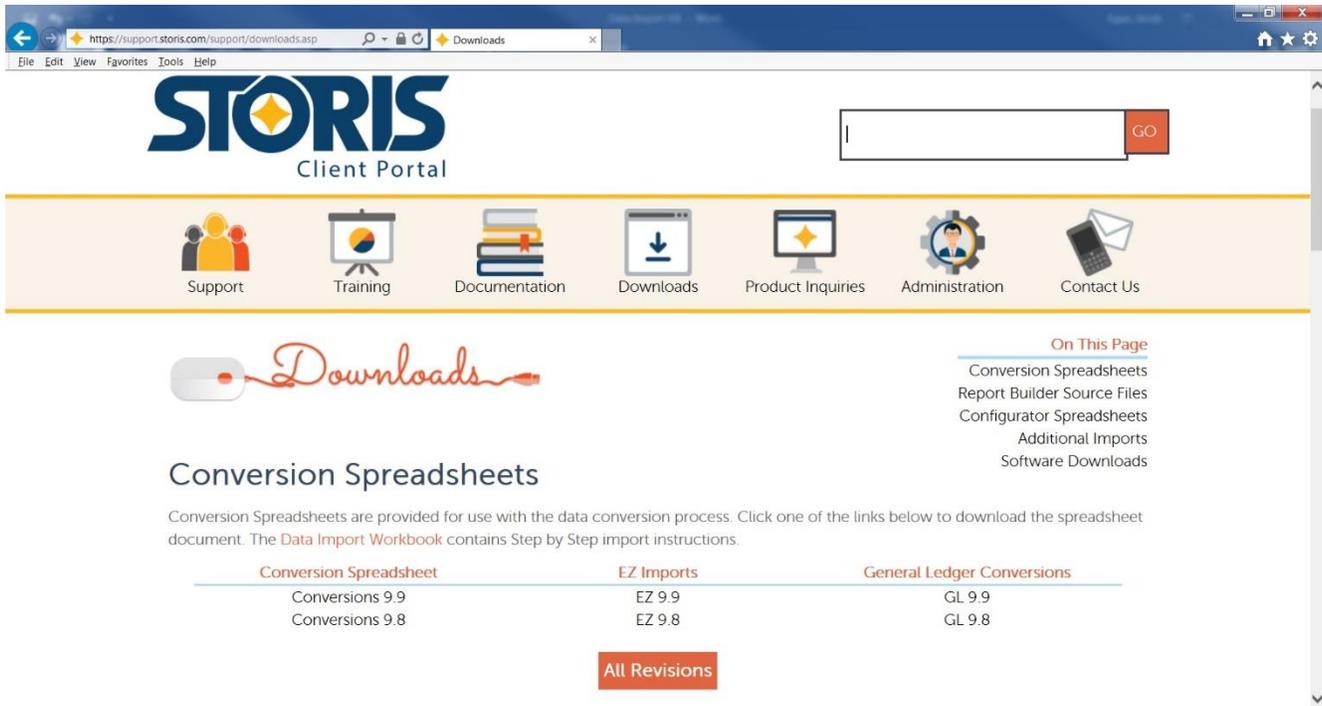
FOR NEW CLIENTS: Please consult your Project Manager before Importing Data into your account.

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



1. Log into the STORIS Client Portal at support.storis.com 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).

3 Entering Data into the Spreadsheet

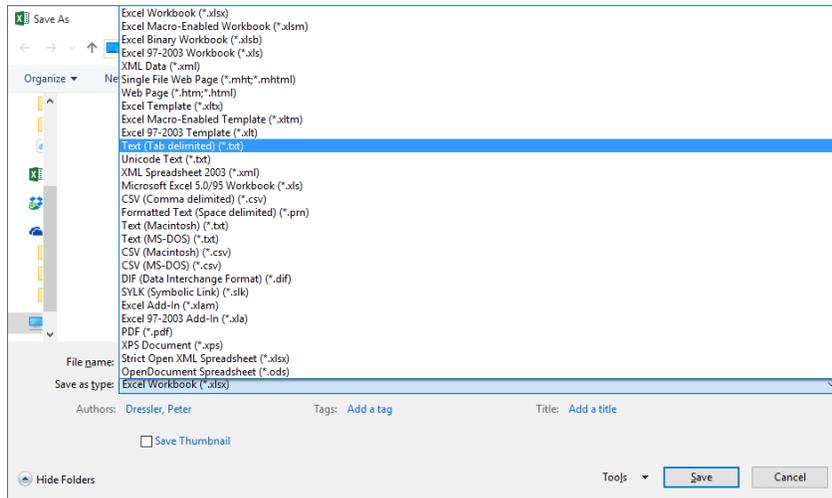
When you hover the mouse pointer over a column heading, comments appear showing the maximum length, type, value, etc., for that column.

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

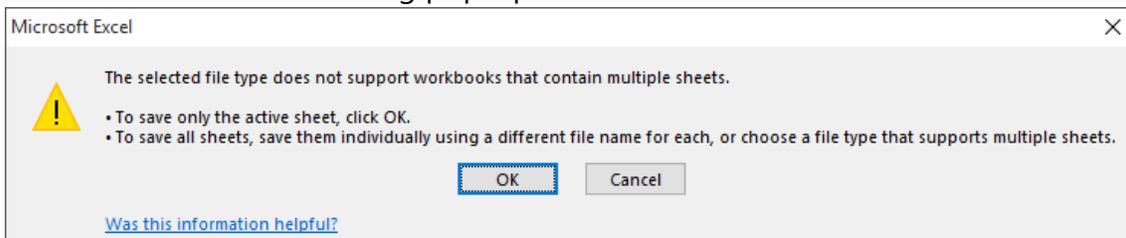
Column headers highlighted in **BLUE** indicate data fields that can be updated or cleared following initial data creation.

Import all data Codes in caps

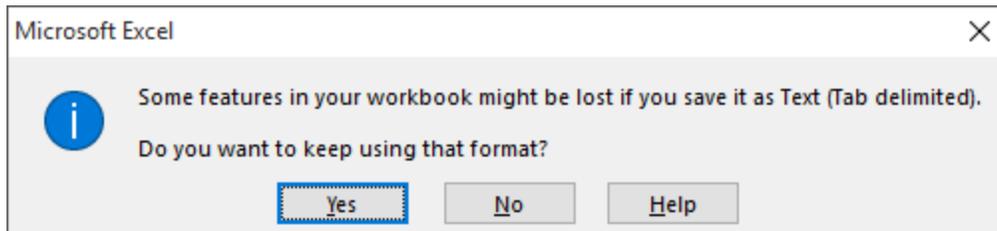
1. Enter your data into the spreadsheet, using a different row for each item
2. Save a copy of the updated spreadsheet to your PC.
3. Save the file again as a Text (Tab delimited) file. Do this by going to Save as > Save as Type



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

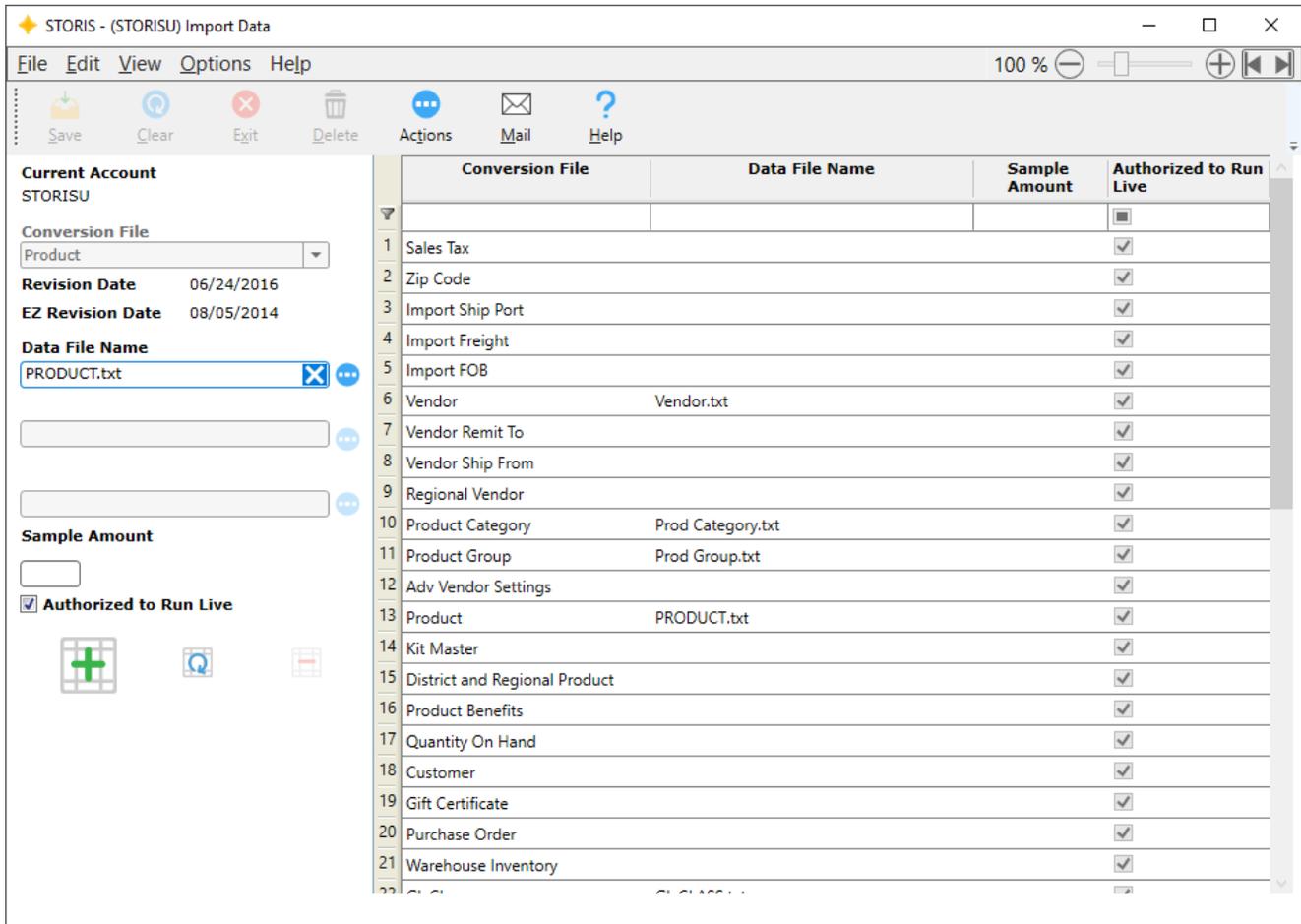


5. Click OK



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

4 Import Data



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

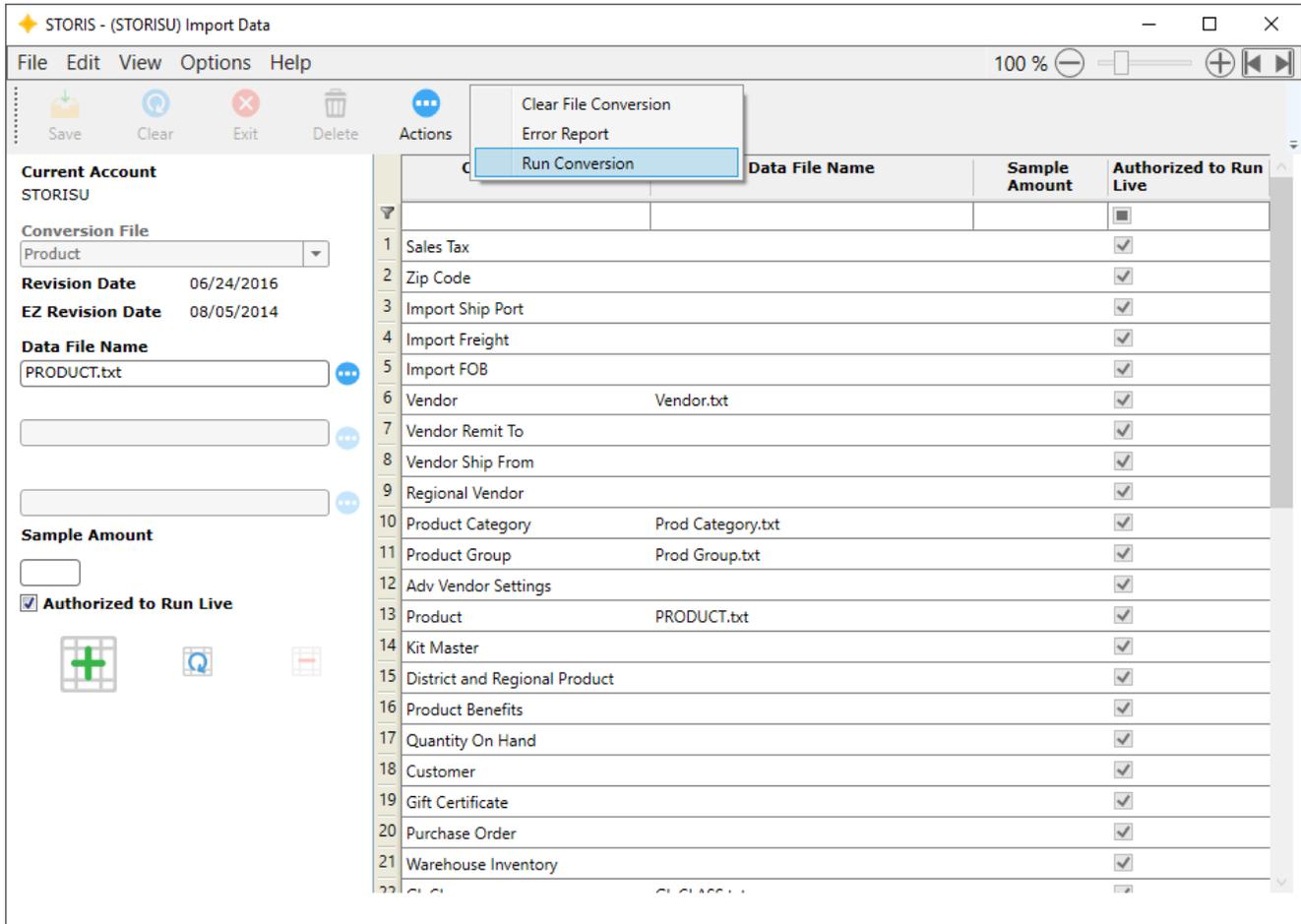
Alternatively, you can select the File by double clicking the item in the grid.

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.

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



- 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 Group record SOCHAI 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
                                                         17:13:40 11/08/11
                                                         Page: 2

Record ID      Warning
SOFA-123       <null> Boxes Per Product is incorrect, defaulting to "1".
    
```

4.3 Summary Report

```

Reference: CV.ERROR.RPT                                -- Storis 9.0 Installation Account --
                                                         Conversion Error Report - Product Conversion
                                                         Product Conversion
                                                         17:13:40 11/08/11
                                                         Page: 3

Record ID      Summary
Total errors found: 1
Total warnings found: 1
Total records processed: 2
Total records posted: 1
Total records rejected: 1
Conversion Started at 05:11:13PM
Conversion Ended at 05:11:38PM
    
```

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

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

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