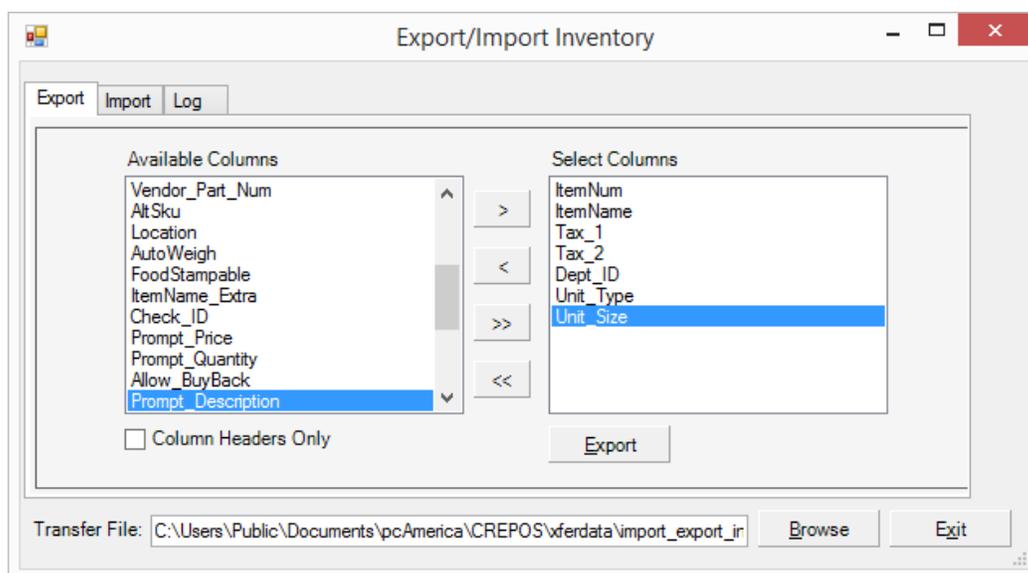


## ASCII Transfer – Import & Export Tool



**BEFORE YOU PERFORM AN IMPORT, IT IS HIGHLY RECOMMENDED THAT YOU BACKUP YOUR DATABASE.** You will not be able to reverse the changes caused by an import, unless you restore a backup that was made before the import was performed. To learn how to backup your database, read the [Backing up your Database](#) guide.

With the release of **12.8017**, Cash register express now has the ability to easily import a spreadsheet of inventory items. The format for the spreadsheet can be created in Cash Register Express, easily edited with Open Office or Microsoft Excel, and imported in Cash Register Express. Before performing an import, you must have your Departments already created. To learn about creating departments, read the [Creating departments](#) and [Department Maintenance](#) guides.

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## **Revision History**

<b>Document Version</b>	<b>Date</b>	<b>Author</b>	<b>Description of Changes</b>
1.0	NA	MP	Internal Release
1.1	August 8, 2018	JC	Change for Dept_ID behavior when doing an import

## Feature Requirements

In order to use this feature, the following requirements must be met:

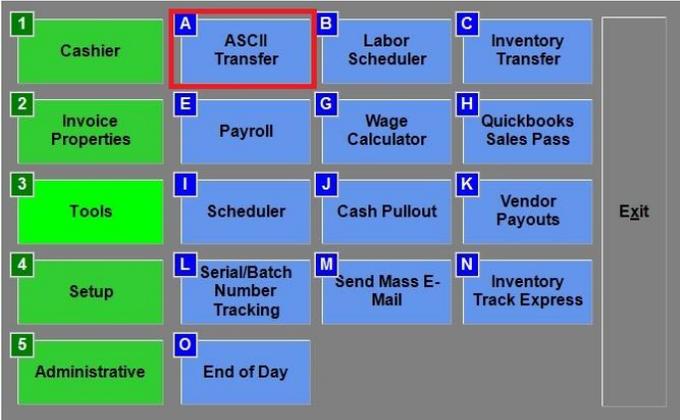
A backup of your database should be created before performing a ASCII import.

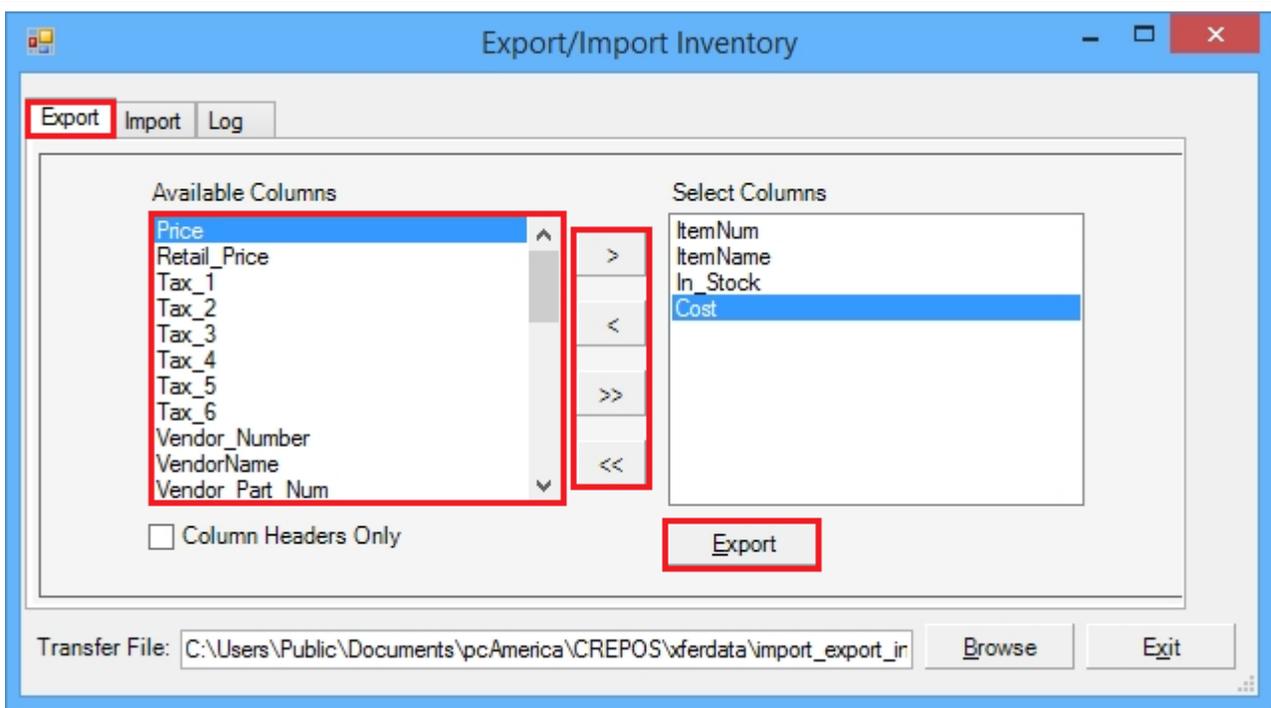
CRE version **12.8017**

Microsoft Excel or Open Office Calc

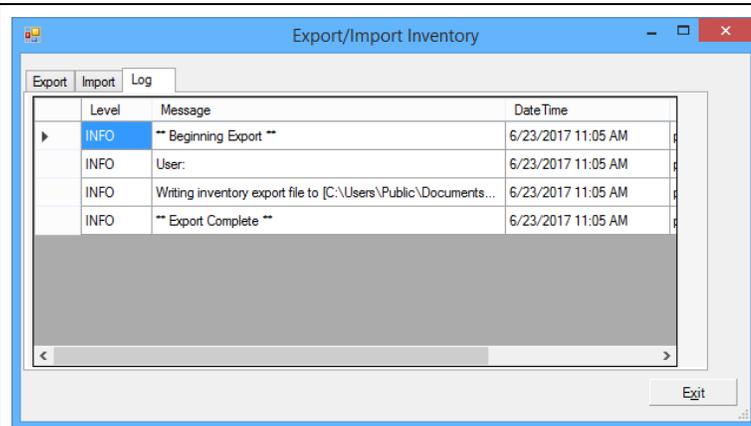
## Exporting the inventory CRE

The following steps will show you how to export your current inventory.

 <p>The screenshot shows a menu with two items: 'Manager' in a yellow box and 'Options' in a blue box.</p>	<p>1. With CRE open, Select Manager or Options</p>
 <p>The screenshot shows a menu with several items. The 'Tools' item is highlighted in green. The 'ASCII Transfer' item is highlighted with a red box. The menu items are: Cashier, ASCII Transfer, Labor Scheduler, Inventory Transfer, Invoice Properties, Payroll, Wage Calculator, Quickbooks Sales Pass, Tools, Scheduler, Cash Pullout, Vendor Payouts, Setup, Serial/Batch Number Tracking, Send Mass E-Mail, Inventory Track Express, Administrative, End of Day, and Exit.</p>	<p>2. Select <b>Tools</b> followed by <b>ASCII Transfer</b></p> <p>3. Enter the administrator credentials.</p>
 <p>The screenshot shows a dialog box titled 'Question Box' with the text 'Which Ascii Transfer would you like?'. There are two buttons: 'Transfer In/Out' and 'Classic'. The 'Transfer In/Out' button is highlighted with a red box. There is also a 'Cancel' button at the bottom left.</p>	<p>4. Select <b>Transfer In/Out</b></p>



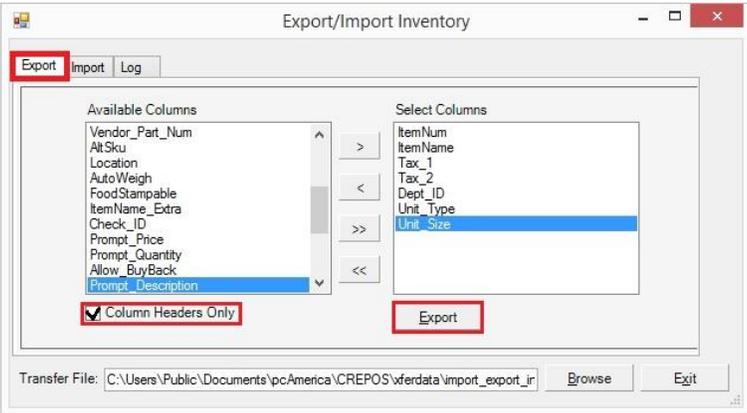
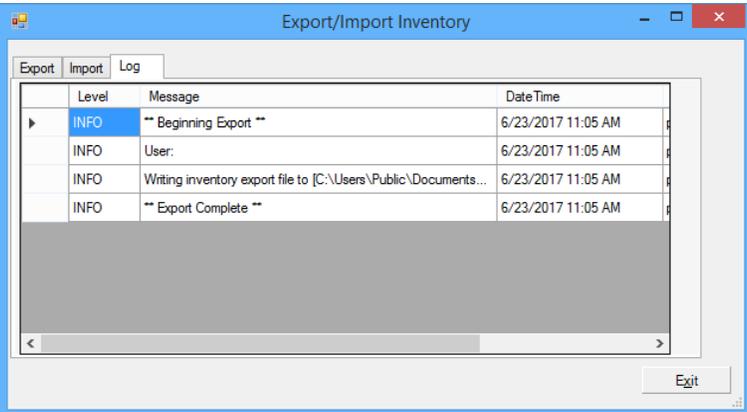
5. Select the **Export Tab**
6. Under the **Available Columns** list click on an attribute that you want to include in the export. (**Example:** In the image above **Price** is the chosen attribute.)
7. Select the > button to **move** the chosen attribute to the **Select Columns** list.
  - If you want to **include all** of the attributes in your export:
    - Select the >> button, this will move all of the attributes into the **Select Columns** list.
  - If you want to **remove an attribute** from the Select Columns list,
    - Click on an attribute in the **Select Columns** list to highlight it in blue,
    - Select the < button to remove it.
  - If you want to **remove all attributes** from the **Select Columns** list:
    - Select the << button, this will remove all of the attributes from the **Select Columns** list.
  - **\*\*Note:** the attributes **ItemNum** and **ItemName** must be included in the export. These attributes can't be removed from the **Select Columns** list.\*\*
  - **Column Headers Only** checkbox will not include any inventory items in the export, this is used for creating an import template.
8. Select the **Export Button**



9. The **Log** tab will open, verify that it shows **INFO \*\* Export Complete \*\***. This indicates that it created the export spreadsheet successfully.
10. You can now use **Open Office Calc** or **Microsoft Excel** to view the exported inventory spreadsheet, **by default** the file can be found in the following folder in windows:

**C:\Users\Public\Documents\pcAmerica\CREPOS\xferdata**

# Creating an Inventory Import Template

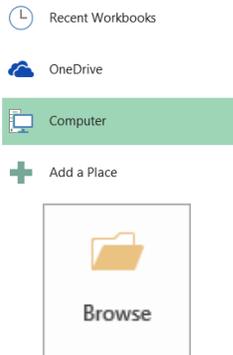
 <p style="text-align: center;"><b>Manager</b></p> <p style="text-align: center;"><b>Options</b></p>	<ol style="list-style-type: none"> <li>1. With CRE open, Select Manager or Options</li> </ol>
	<ol style="list-style-type: none"> <li>2. Select <b>Tools</b> followed by <b>ASCII Transfer</b></li> <li>3. Enter the administrator credentials.</li> </ol>
	<ol style="list-style-type: none"> <li>4. Select <b>Transfer In/Out</b></li> </ol>
	<ol style="list-style-type: none"> <li>5. Select the <b>Export</b> tab</li> <li>6. Select the attributes you want to include in the template from the <b>Available Columns</b> list and move them to the <b>Select Columns</b> list.</li> <li>7. Put a check in <b>Column Headers Only</b>.</li> <li>8. Select <b>Export</b></li> </ol>
	<ol style="list-style-type: none"> <li>9. The <b>Log</b> tab will open, verify that it shows <b>INFO ** Export Complete **</b>. This indicates that it created the export spreadsheet successfully.</li> <li>10. You can now use <b>Open Office Calc</b> or <b>Microsoft Excel</b> to view the exported inventory spreadsheet, <b>by default</b> the file can be found in the following folder in windows: <p style="text-align: center;"><b>C:\Users\Public\Documents\pcAmerica\C REPOS\xferdata</b></p> </li> </ol>

## Adding your Items to an Import Template – Microsoft Excel 2013

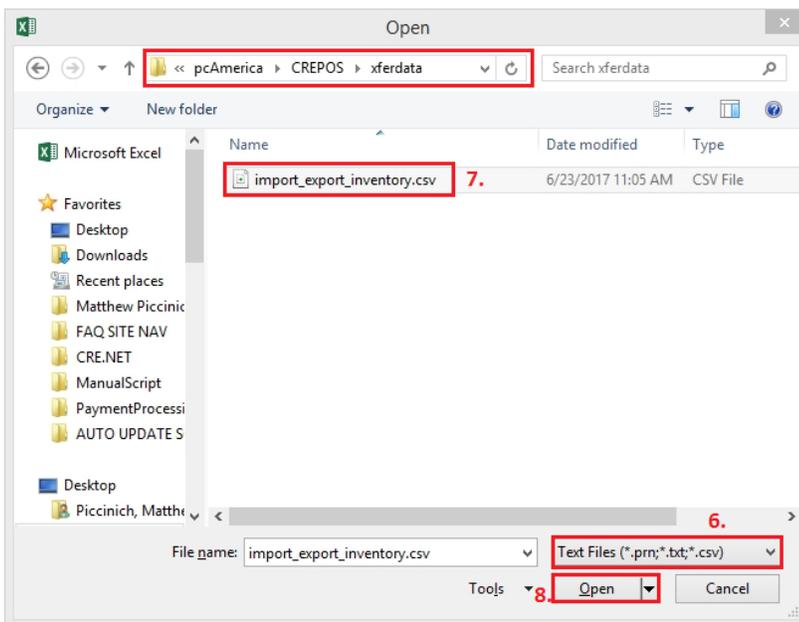


1. Open Microsoft Excel
2. Select Open Other Workbooks, in the bottom right hand corner of the Excel Window

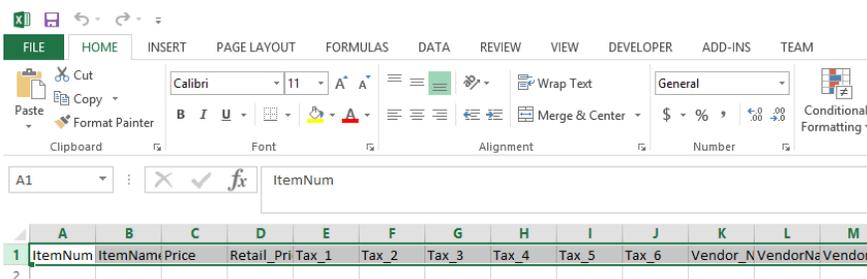
Open



3. Under the Open section, click **Computer**
4. Select **Browse**

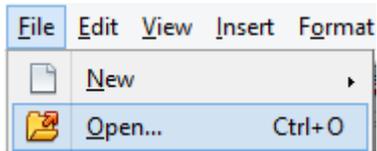


5. In the File Explorer window, navigate to:  
**C:\Users\Public\Documents\pcAmerica\CREPOS\xferdata**
6. Select **Text Files (\*.prn;\*.txt;\*.csv)** from the file type dropdown menu.
7. Select the **import\_export\_inventory.csv** file
8. Select **Open**

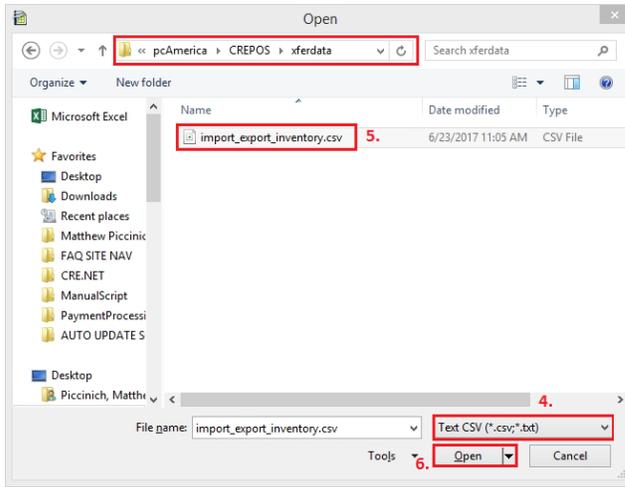


9. The import template will open with the correct headers. You can now edit the template to include your items to import.
10. Please [See below](#) for the rules regarding the allowed values that can be entered in the column's for each header.
11. After pressing save, if you are prompted to **keep the existing format**, press **yes**.

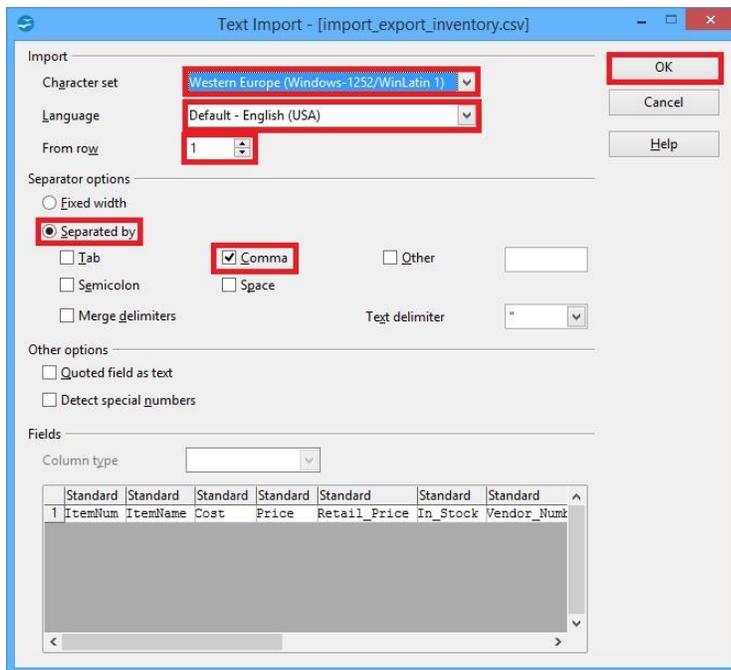
## Adding your Items to an Import Template – Open Office Calc



1. Start **Open Office Calc**
2. Select **File**, then **Open**



3. In the File Explorer window, navigate to:  
**C:\Users\Public\Documents\pcAmerica\CREPOS\xferdata**
4. Select **Text CSV (\*.csv,\*.txt)** from the file type dropdown menu.
5. Select the **import\_export\_inventory.csv** file
6. Select **Open**



7. Select **Western Europe** for **Character Set**.
8. Select **Default English – USA** for **Language**
9. Select **1** for **From Row**
10. Select **Separated By**
11. Put a check in **Comma**, **uncheck all** other options
12. Select **OK**.



13. The import template will open with the correct headers. You can now edit the template to include your items to import.
14. Please [See below](#) for the rules regarding the allowed values that can be entered in the column's for each header.
15. After pressing save, if you are prompted to **keep the existing format**, press **yes**.

## Rules for Import Template

**ItemNum:** any alpha numeric characters up to **20** characters, this should match how your programmed barcode scanner reads the barcodes on your items (Example; 015461)

**ItemName:** any alpha numeric characters up to **30** characters (Bacardi 151 1.75 liter)

**Cost:** Only Numbers and 1 decimal can be in this column Example; 5.99

**Price:** Only Numbers and 1 decimal can be in this column Example; 5.99

**retail\_price:** Only Numbers and 1 decimal can be in this column Example; 5.99

**In\_Stock:** Only Numbers and 1 decimal can be in this column Example; 5.99

**Vendor\_Number:** any alpha numeric characters

**VendorName:** any alpha numeric characters

**Vendor\_Part\_Num:** any alpha numeric characters

**Altsku:** any alpha numeric characters

**Dept\_ID:** any alpha numeric characters can be up to **8** characters, must have a value in this column. If CRE couldn't find the dept\_ID in the database then, CRE will create that value as the department ID and the department description.

**Location:** Letter characters only (Example; Front Aisle)

**Unit\_Type:** Letter characters only, (Example lbs, oz, kgs)

**Unit\_Size:** Only Numbers and 1 decimal can be in this column Example; 5.99

All of the attributes listed below **must** be **True** or **False**:

**Tax\_1**

**Tax\_2**

**Tax\_3**

**Tax\_4**

**Tax\_5**

**Tax\_6**

**Autoweigh**

**Foodstampable**

**Itemname\_extra**

**Checkid**

**Prompt\_Price**

**Prompt\_Quantity**

**Allow\_BuyBack**

**Prompt\_Description**

**Check\_id2**

**Count\_This\_Item**

**Print\_On\_Receipt**

**Allowreturns**

**Liability**

**Allowondeposit**

**Allowonfleet**

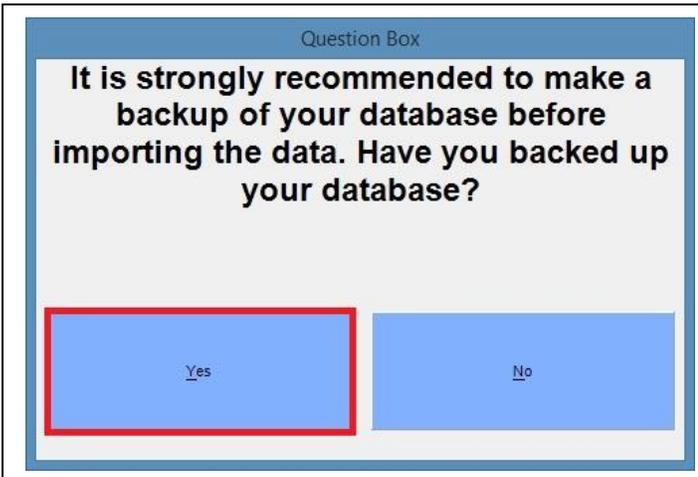
**Displaytaxinprice**

**NeverPrintInKitchen**

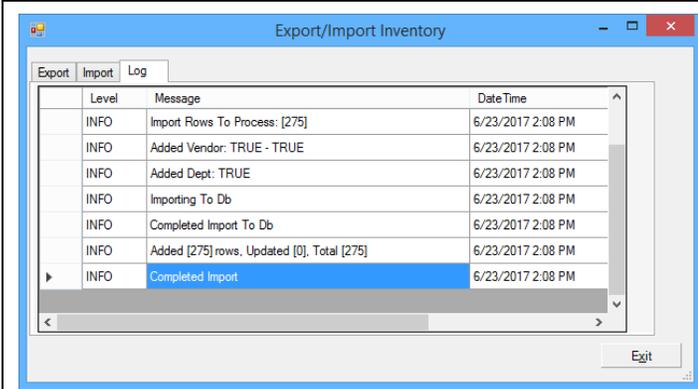
## Performing an Import

**\*\*NOTE:** As of 12.8017, the ASCII Import/Export does not support importing **department descriptions**. It is recommended to create your departments **before** performing an import. To learn about creating departments, read the [Creating Departments](#) guide.

	<ol style="list-style-type: none"><li>1. With CRE open, Select Manager or Options</li></ol>
	<ol style="list-style-type: none"><li>2. Select <b>Tools</b> followed by <b>ASCII Transfer</b></li><li>3. Enter the administrator credentials.</li></ol>
	<ol style="list-style-type: none"><li>4. Select <b>Transfer In/Out</b></li></ol>
	<ol style="list-style-type: none"><li>5. Select <b>Import</b> Tab</li><li>6. Select <b>Add to in Stock</b></li><li>7. Select Import<ul style="list-style-type: none"><li>• Only use the Browse button if the import file is in a location that is <b>different</b> from the default <b>import_export_inventory.csv</b> file.</li></ul></li></ol>



8. Select **Yes**

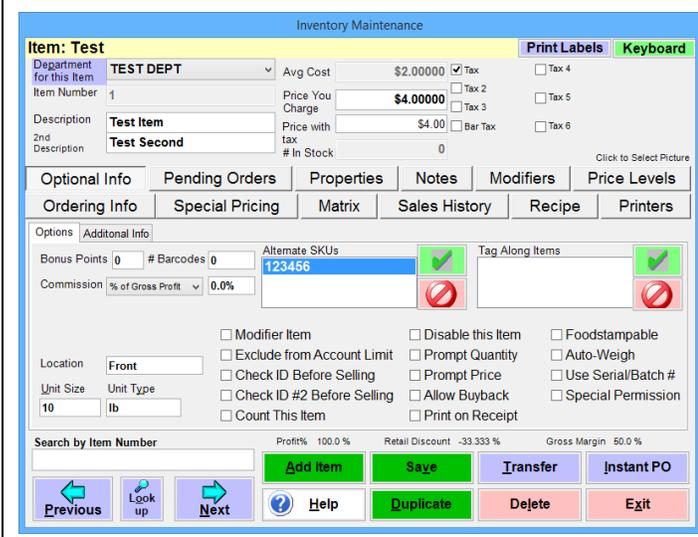


9. The Log tab will open, verify that it displays **Completed Import**.

10. Press **Exit**



11. Navigate to inventory maintenance by selecting **Administrative** followed by **Inventory Maintenance**



12. Use the **Next & Previous** buttons, scanning the item with the **Search By item number** field selected, or using the **Lookup** button to see the inventory maintenance page for each item. Verify that the information you entered in the Import Spreadsheet **matches** what you see on this screen.