

## Preparing an excel file for import into Harvest

- Remove any columns that will not be used
- Remove the column headings, and scroll down through the data to make sure the column headings are not repeated. If they are, then remove them.
- Remove commas from any columns containing numbers
- Remove the dollar signs from any columns containing numbers
- Columns that contain numbers should be right justified, except the item # (UPC #)
- If a column that contains a number has “N/A” (no answer) or similar notation, then either a number must be entered or the row must be removed.
- Columns that contain text should be left justified
- If the item # (UPC#) is 12 digits, then the width of the column will be 12, but Harvest will only use the first 11 digits.
- If a column is wider than the maximum that Harvest will accept, the column must be set to allow all of the text on one line. This commonly happens with the item description.
- If a column has the Trade Mark symbol <sup>TM</sup> in it, this must be removed.
- Set the width of each column to an integer
- Write down the description and width of each column
- Use this information to define the file in Vendor File Definition on V/M
- Save the file as ‘Formatted text (space delimited)>(\* .prn)
- ftp to Harvest server (/tmp) and read in the file

## Vendor Files (products)

If you indicate that new items should be added to the system, then before a disk can be read, you must also set up ‘New Product Defaults’ on the DEF menu. This tells the system what to use for fields such as the commodity code, matrix sell, product group, and unit of measure if one is not in the data file.

Note: checking for items that were not updated:

After a product line has been updated, you can check for any items that were not updated by printing the Product Master List on the Product Reports menu (PRM). Select ‘Header Information’ and ‘1. Single Product Line’ and enter the manufacturer ID. Do you wish to print item with Zero Order Base only? (Y/N) Enter ‘N’ Select option #1 or #3 at the next prompt and then enter a recent prior date. The report will print any items where the order base (#1) or replacement cost (#3) was not updated in the file.

These items may have been discontinued by the manufacturer and should be removed from your system. If you print this report as described above, when logged in as the system administrator, the system ask if you wish to flag all of these items for deletion. If you indicate that you wish to do this, then the items that have printed will all be flagged for deletion at the next month end close.

## FLI menu

This menu contains many options that can be used to import files into Harvest. The two most commonly used ones are described below. Each of these programs shows the format for the file and then allows the operator to enter the file name.

### Manufacturer Files (cost and base)

When a manufacturer sends you a file with cost and base (special nets), they can be imported using CREATE MULTIPLIER EXCEPTIONS FROM FILE on the FLI menu. After they are imported and checked for accuracy, they can be updated to the Product File using MULTIPLIER EXCEPTIONS UPDATE on the TST menu.

### Customer Pricing

Customer Pricing Files can be imported using CREATE CUSTOMER INDIVIDUAL ITEM PRICE EXCEPTIONS on the FLI menu.

### Other Excel Information:

#### To get rid of unwanted characters at beginning of column

open up a new column

-right(g2,12)

With g2 being where you are copying from

And 12 being the # of characters you want to copy

#### To get rid of unwanted characters at end of column

open up a new column

left(g2,12)

With g2 being where you are copying from

And 12 being the # of characters you want to copy