



PS Financials

PS FINANCIALS ACADEMY FINANCE USER TRAINING

IMPORTING SUPPLIER CATALOGUES



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INTRODUCTION

The ability to access an approved supplier's catalogue within PS Financials Web Portal reduces the need to enter descriptions, prices and stock codes manually. The information will be populated automatically when entering the supplier stock code in the stock item reference field.

For a supplier's catalogue to be used, this must be imported into PS Financials in a specific file format.

CATALOGUE FORMATS

The supplier catalogue must be available or converted into a .csv format file to allow the information to be imported into PS Financials.

	A	B	C	D	E	F	G
1	STOCK ITEM CODE	Stock Item Title	Unit of Measure	Price	LEDGER	Account	Stock Type Code
2	2B04	Borders Mini Pack Biscuits	EACH	20.71	PURCHASE	EXPO001	CATALOGUE
3	2B32	Victoria Biscuits	EACH	8.91	PURCHASE	EXPO001	CATALOGUE
4	160601	PADLOCK 70mm DISKUS	EACH	10.47	PURCHASE	EXPO001	CATALOGUE
5	174041	DETERGENT FAIRY 85 WASH	EACH	21.79	PURCHASE	EXPO001	CATALOGUE
6	147699	FAIRY NON BIO LIQUID 5LT	EACH	13.34	PURCHASE	EXPO001	CATALOGUE
7	14769P	FAIRY NON BIO LIQUID 3x5LT	EACH	38.77	PURCHASE	EXPO001	CATALOGUE



Many Education suppliers will provide a copy of their catalogue in some form of Excel or .CSV format either on CD or via their web-site.

A Supplier Catalogue must contain seven columns.

In most cases the STOCK ITEM CODE, STOCK ITEM TITLE, UNIT OF MEASURE and PRICE columns will already be included. If they have been provided in a different order they will need to be rearranged.

Three additional PS Financials specific columns will need to be added to be able to import the catalogue.

LEDGER - This must contain the code for the ledger that the import is going to be attached, for example PURCHASE.

ACCOUNT - This should be the code given to the supplier within the LEDGER.

STOCK TYPE CODE - This is the description given to this specific catalogue and will be used later to identify it. For example: A-Z SUPPLIES 2012



If there is a header row on line one, this should be removed before the .csv file is saved as it is only the content of the columns that is required.

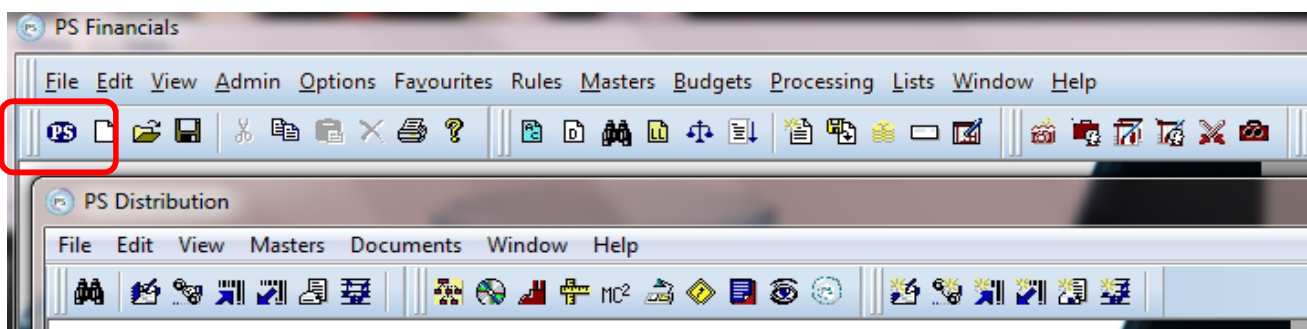
	A	B	C	D	E	F	G
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Once all fields have been completed and are in the order that is shown in the screen print above, the file should be saved as a .csv file in Excel.

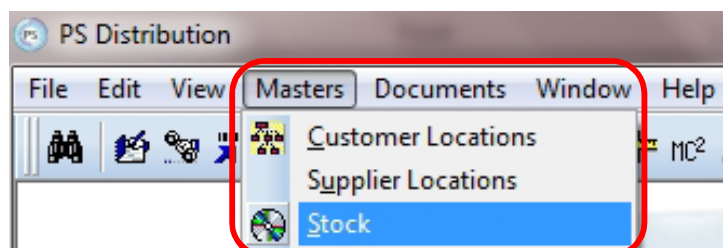
CREATING THE STOCK TYPE CODE

A stock type code must be created to allow PS Financials to identify which catalogue(s) are related to which supplier.

Log in to the Accounting application and select the Distribution Icon from the top left hand corner.

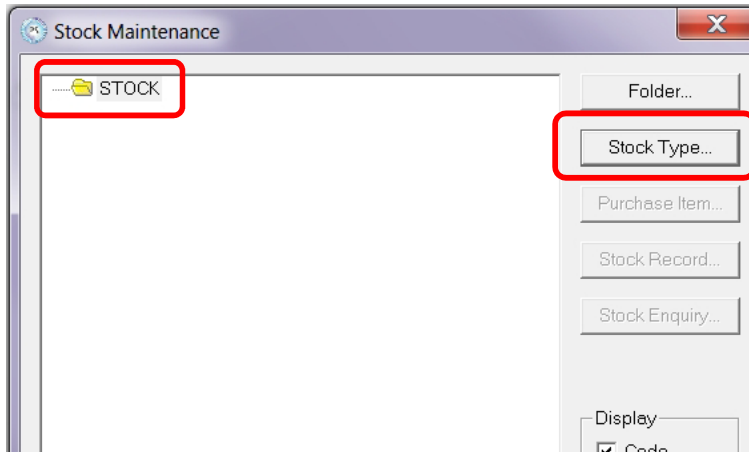


Once Distribution has loaded, select MASTERS and STOCK from the drop down menu.



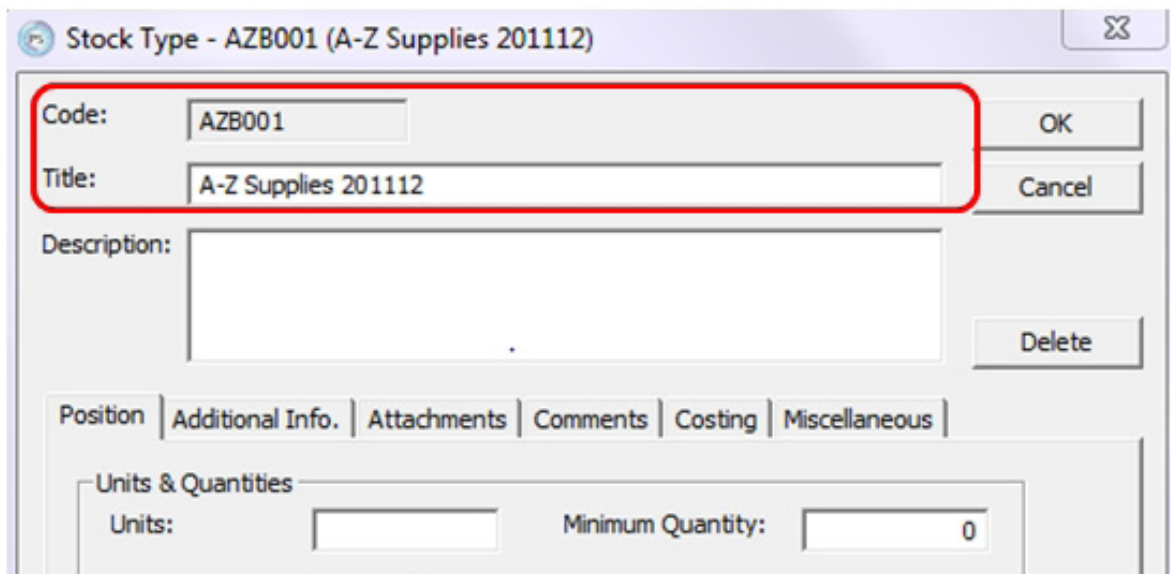
Importing Supplier Catalogues (ACC_ISC_001)

Within the Stock Maintenance screen select STOCK and then STOCK TYPE



Enter the code to use for the catalogue (this should be exactly as it is written in column G of the .csv file).

Enter a Title for this Catalogue. It is good practice to add the year, to identify it against any future catalogues. For example: A-Z SUPPLIES 201112. Then click OK.



The following screen will be displayed. Leave the boxes blank. Click OK

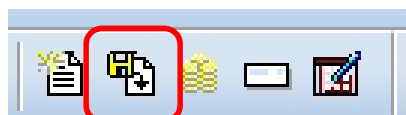
Importing Supplier Catalogues (ACC_ISC_001)



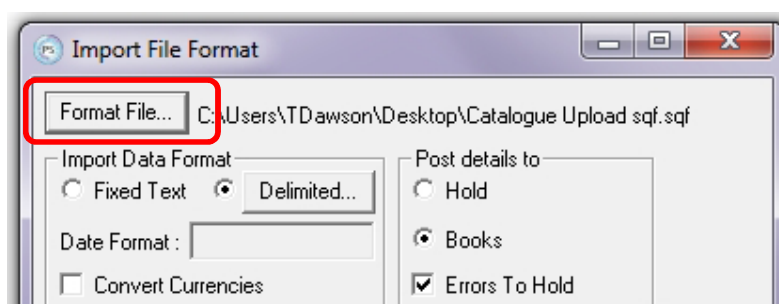
IMPORTING A CATALOGUE

An .sqf file is required to convert the catalogue import data into a readable format for PS Financials. An appropriate .sqf file can be downloaded from the Customer Portal in the PS Financials website. Once downloaded, save this file in a memorable location.

In Accounting, select OPTIONS and then IMPORT, or use the shortcut icon.

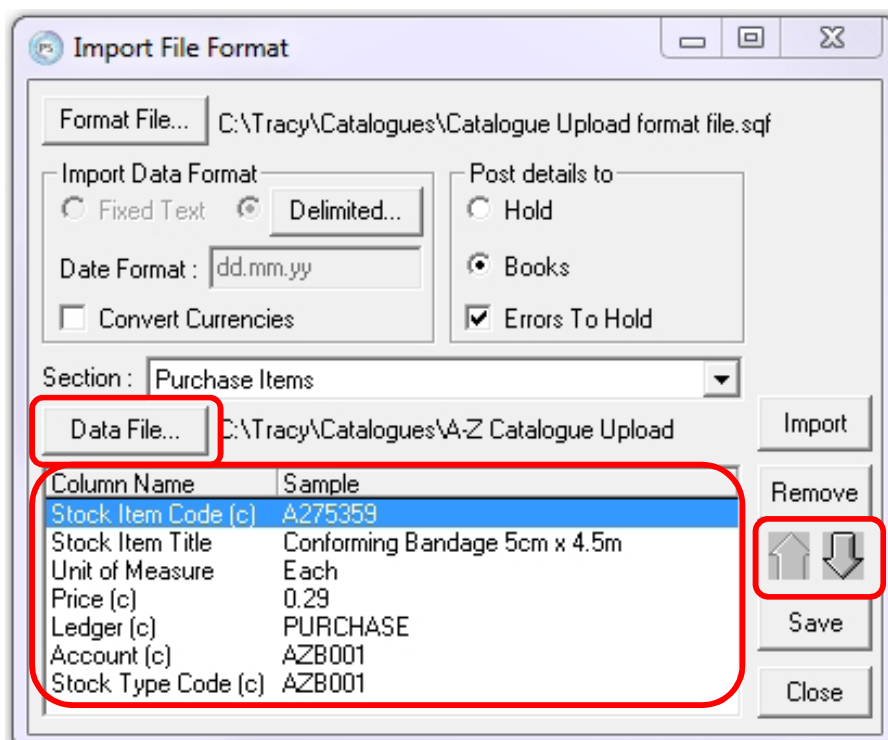


Click FORMAT FILE and select the sqf file that was downloaded and saved earlier.



Click DATA FILE and select the csv supplier catalogue file prepared earlier. Sample data is displayed in the main window. If the data is not in the correct order, use the arrows to move the information.

Importing Supplier Catalogues (ACC_ISC_001)



The dialog box is titled "Import File Format". It contains the following fields and options:

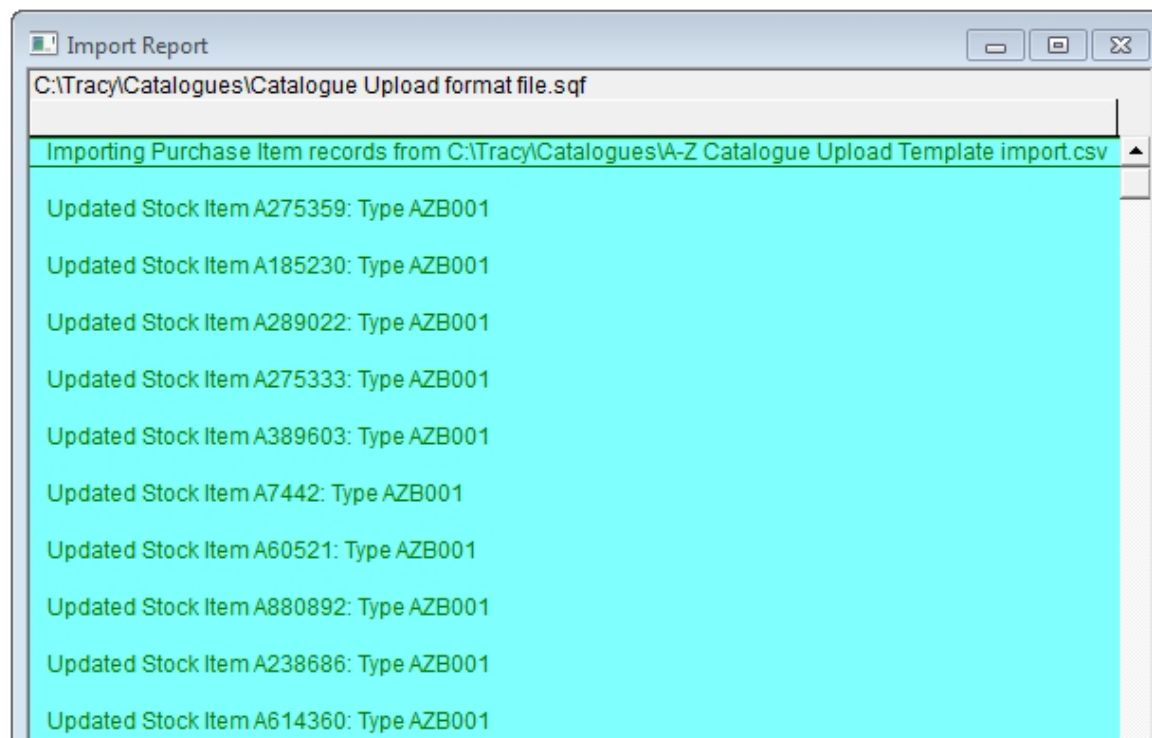
- Format File...**: C:\Tracy\Catalogues\Catalogue Upload format file.sqf
- Import Data Format**:
 - ☐ Fixed Text
 - ☒ Delimited...
- Date Format**: dd.mm.yy
- ☐ Convert Currencies
- Post details to**:
 - ☐ Hold
 - ☒ Books
- ☒ Errors To Hold
- Section**: Purchase Items
- Data File...**: C:\Tracy\Catalogues\A-Z Catalogue Upload
- Table Data**:

Column Name	Sample
Stock Item Code (c)	A275359
Stock Item Title	Conforming Bandage 5cm x 4.5m
Unit of Measure	Each
Price (c)	0.29
Ledger (c)	PURCHASE
Account (c)	AZB001
Stock Type Code (c)	AZB001
- Buttons**: Import, Remove, Save, Close. The "Remove" button has up and down arrow icons.

If the data is correct select SAVE

Select IMPORT and the data will be imported from your .csv catalogue file.

Once the import is complete, an Import Report will be displayed as below



The dialog box is titled "Import Report". It contains the following text:

C:\Tracy\Catalogues\Catalogue Upload format file.sqf

Importing Purchase Item records from C:\Tracy\Catalogues\A-Z Catalogue Upload Template import.csv

Updated Stock Item A275359: Type AZB001

Updated Stock Item A185230: Type AZB001

Updated Stock Item A289022: Type AZB001

Updated Stock Item A275333: Type AZB001

Updated Stock Item A389603: Type AZB001

Updated Stock Item A7442: Type AZB001

Updated Stock Item A60521: Type AZB001

Updated Stock Item A880892: Type AZB001

Updated Stock Item A238686: Type AZB001

Updated Stock Item A614360: Type AZB001

Green items show that the Stock Item has been imported correctly.

Importing Supplier Catalogues (ACC_ISC_001)

Any red line will relate to Stock Items which have not been imported correctly. This will normally be due to the data appearing in that row incorrectly. Create a new import file based on the original and remove all rows which were imported correctly, leaving just those that failed. Make the necessary amendments to the catalogue template and save as another .csv file. Import the corrected .csv file.



Academies may find it useful to create a 'personalised' catalogue. For example, an Academy with a catering order with items that are regularly ordered may wish to create those items against the catering supplier to reduce the time manually inputting each item.