



## Importing Customer Prices in Sage BusinessWorks 2010

### **Sage BusinessWorks Accounting import format requirements:**

1. The import file must be in a comma delimited variable (.CSV) text format. Each field can contain only standard ASCII characters, separated by commas. Your file should resemble the examples at the end of this document.
2. Only those fields listed on the following page can be imported into Sage BusinessWorks, and they must be imported in the order shown.
3. Each record in the file must be terminated by a carriage return and line feed.

### **Before you begin the import process:**

1. Always back up your company data prior to importing a file.
2. Do not delete the import file from your system's memory until you are satisfied with the results of the import.
3. Before importing, you should define Customer ID in Accounts Receivable module and Part ID in the Inventory Control Module.

### **Updating Customer Prices**

Each line in the text file should include the following data:

Field	Max Length <sup>1</sup>	Valid Entries / Format
0 Transaction Type <sup>2</sup>	N/A	/U or /UPDATE
1 Customer ID <sup>2</sup>	12	Any valid customer ID. (Lowercase letters are converted to uppercase during import.) Note: Sage BusinessWorks will update an existing customer or add a new one if that customer ID does not exist.
2 Part ID <sup>2</sup>	20	Any existing Part ID. (Lowercase letters are converted to uppercase during import.)
3 Pricing Method <sup>2</sup>	1	1 – Absolute 2 – Margin 4 – Markup (Note: If Pricing Method is Absolute, Pricing Rounding Method must be 4.)
4 Rounding Method <sup>2</sup>	1	0 – Cents 1 – Penny 2 – Dime 3 – Dollar 4 – None (Note: If Pricing Method is Absolute, Pricing Rounding Method must be 4.)
5 Price Adjustment <sup>2</sup>	6	Numeric value between 0.00 and 999.99. (Note: If Pricing Method is Absolute, Price Adjustment must be 0.)
6 Quantity Break 1 <sup>2</sup>	7	Numeric value between 1 and 9999999. (Field represents <i>ending #</i> in Quantity

			Break)
7	Quantity Price 1 <sup>2</sup>	9	<p>For the <b>Absolute</b> pricing method:                      If <i>Fractional Cost/Price</i> is enabled: \$0.00 - \$9,999.9999<sup>3</sup>                      If <i>Fractional Cost/Price</i> is disabled: \$0.00 - \$999,999.99<sup>3</sup></p> <p>For the <b>Markup</b> and <b>Base</b> pricing methods: 0.000% - 999.999%<sup>3</sup>                      For the <b>Margin</b> pricing method: 0.000% - 100.000%<sup>3</sup></p> <p>Note: Do not enter commas, dollar signs or percent signs in import records.                      (They are used here for clarity only.)</p>
8	Quantity Break 2	7	Numeric value between 1 and 9999999. (Field represents <i>ending #</i> in Quantity Break)
9	Quantity Price 2	9	<p>For the <b>Absolute</b> pricing method:                      If <i>Fractional Cost/Price</i> is enabled: \$0.00 - \$9,999.9999<sup>3</sup>                      If <i>Fractional Cost/Price</i> is disabled: \$0.00 - \$999,999.99<sup>3</sup></p> <p>For the <b>Markup</b> and <b>Base</b> pricing methods: 0.000% - 999.999%<sup>3</sup>                      For the <b>Margin</b> pricing method: 0.000% - 100.000%<sup>3</sup></p> <p>Note: Do not enter commas, dollar signs or percent signs in import records.                      (They are used here for clarity only.)</p>
10	Quantity Break 3	7	Numeric value between 1 and 9999999. (Field represents <i>ending #</i> in Quantity Break)
11	Quantity Price 3	9	<p>For the <b>Absolute</b> pricing method:                      If <i>Fractional Cost/Price</i> is enabled: \$0.00 - \$9,999.9999<sup>3</sup>                      If <i>Fractional Cost/Price</i> is disabled: \$0.00 - \$999,999.99<sup>3</sup></p> <p>For the <b>Markup</b> and <b>Base</b> pricing methods: 0.000% - 999.999%<sup>3</sup>                      For the <b>Margin</b> pricing method: 0.000% - 100.000%<sup>3</sup></p> <p>Note: Do not enter commas, dollar signs or percent signs in import records.                      (They are used here for clarity only.)</p>
12	Quantity Break 4	7	Numeric value between 1 and 9999999. (Field represents <i>ending #</i> in Quantity Break)
13	Quantity Price 4	9	<p>For the <b>Absolute</b> pricing method:                      If <i>Fractional Cost/Price</i> is enabled: \$0.00 - \$9,999.9999<sup>3</sup>                      If <i>Fractional Cost/Price</i> is disabled: \$0.00 - \$999,999.99<sup>3</sup></p> <p>For the <b>Markup</b> and <b>Base</b> pricing methods: 0.000% - 999.999%<sup>3</sup>                      For the <b>Margin</b> pricing method: 0.000% - 100.000%<sup>3</sup></p> <p>Note: Do not enter commas, dollar signs or percent signs in import records.                      (They are used here for clarity only.)</p>

14	Quantity Break 5	7	Numeric value between 1 and 9999999. (Field represents <i>ending #</i> in Quantity Break)
			For the <b>Absolute</b> pricing method: If <i>Fractional Cost/Price</i> is enabled: \$0.00 - \$9,999.9999 <sup>3</sup> If <i>Fractional Cost/Price</i> is disabled: \$0.00 - \$999,999.99 <sup>3</sup>
15	Quantity Price 5	9	For the <b>Markup</b> and <b>Base</b> pricing methods: 0.000% - 999.999% <sup>3</sup> For the <b>Margin</b> pricing method: 0.000% - 100.000% <sup>3</sup>  Note: Do not enter commas, dollar signs or percent signs in import records. (They are used here for clarity only.)

<sup>1</sup> If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks will automatically truncate it to the maximum number allowed.

<sup>2</sup> This field is required.

<sup>3</sup> To import fractional prices, "Fractional Cost/Price" must be enabled in Parts/Maintain Parts.

### Deleting Customer Prices

Each line in the text file should include the following data.

	Field	Max Length <sup>1</sup>	Valid Entries / Format
0	Transaction Type <sup>2</sup>	N/A	/D or /DELETE
1	Customer ID <sup>2</sup>	12	Any existing customer ID. (Lowercase letters are converted to uppercase during import.)
2	Part ID	20	Any existing part ID. (Lowercase letters are converted to uppercase during import.)  Note: If this field is <u>not</u> included, prices for <i>all</i> parts are deleted for the customer.

<sup>1</sup> If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks will automatically truncate it to the maximum number allowed.

<sup>2</sup> This field is required.

### Copying Customer Prices

Each line in the text file should include the following data.

	Field	Max Length <sup>1</sup>	Valid Entries / Format
0	Transaction Type <sup>2</sup>	N/A	/C or /COPY
1	From Customer ID <sup>2</sup>	12	Any existing customer ID. (Lowercase letters are converted to uppercase during import.)  Note: This copies the current customer's parts price list to the specified customer. This copies prices for <i>all</i> parts from the customer.
2	To Customer ID <sup>2</sup>	12	Any existing customer ID. (Lowercase letters are converted to uppercase during import.)

<sup>1</sup> If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks will automatically truncate it to the maximum number allowed.

<sup>2</sup> This field is required.

### **Replacing Customer Prices**

Each line in the text file should include the following data.

<b>Field</b>	<b>Max Length<sup>1</sup></b>	<b>Valid Entries / Format</b>
0 Transaction Type <sup>2</sup>	N/A	/R or /REPLACE
1 From Customer ID <sup>2</sup>	12	Any existing customer ID. (Lowercase letters are converted to uppercase during import.) Note: This replaces the current customer's parts price list with the specified customer. This replaces prices for <i>all</i> parts from the customer.
2 To Customer ID <sup>2</sup>	12	Any existing customer ID. (Lowercase letters are converted to uppercase during import.)

<sup>1</sup> If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks will automatically truncate it to the maximum number allowed.

<sup>2</sup> This field is required.

### **Updating Customer Prices Example**

The transaction type (/U or /UPDATE) **is required** when importing updates to customer pricing. The following is an example of a record for adding pricing for three quantity breaks using the margin pricing method:

```
/U,"ETC","1001",2,0,0.95,99,12.00,499,10.00,9999999,9.00<cr><lf>
```

- Note that <cr> and <lf> represent carriage-return and line-feed, respectively.

### **Deleting Customer Prices Example**

The transaction type (/D or /DELETE) **is required** when importing. You can use Import Customer Prices to delete pricing for a single part or all parts for a customer. The following is an example of a record for deleting pricing for a single part:

```
/D,"ETC","1001"<cr><lf>
```

- Note that <cr> and <lf> represent carriage-return and line-feed, respectively.

### **Copying Customer Prices Example**

The transaction type (/C or /COPY) **is required** when importing. The following is an example of a record for copying pricing from one customer to another customer.

```
/C,"ETC","GOLDEN"<cr><lf>
```

- Note that <cr> and <lf> represent carriage-return and line-feed, respectively.

### **Replacing Customer Prices Example**

The transaction type (/R or /REPLACE) **is required** when importing. The following is an example of replacing pricing for one customer with pricing from another customer.

```
/R,"ETC","GOLDEN"<cr><lf>
```

- Note that <cr> and <lf> represent carriage-return and line-feed, respectively.