

SAP Business One



SAP Business One 10.0

Data import from Excel (Business Partner / Item / Price lists /
BP-numbers / Bill of Materials)

March 2021

SBO1006-EN

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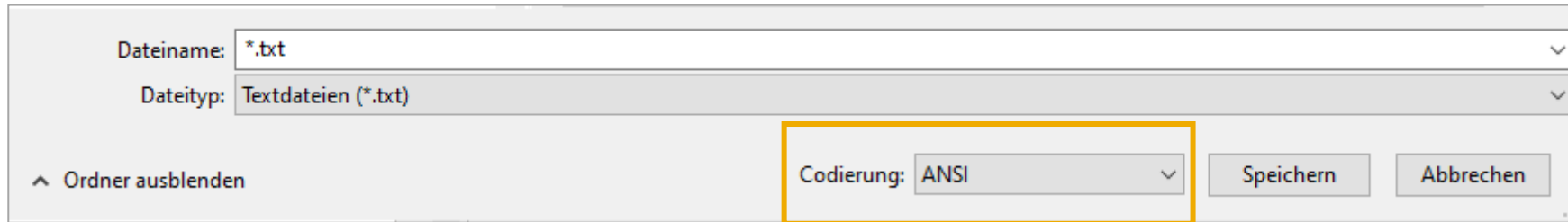
- Data import of business partner master
- Data import of item master data
- Data import of business partner catalog numbers
- Create Bill of Materials by copying from Excel
- Maintain price list by copying from Excel

Data import from Excel

You can import data from a Microsoft Excel file into SAP Business One.

Beware:

- Texts must not contain line breaks
- If prices are imported via article import, the ME code column must contain a value.
- Microsoft Excel files must be saved and imported as TXT files, the encoding of the TXT file must be **ANSI**



The screenshot shows a dialog box for data import. It has two dropdown menus: 'Dateiname:' with the value '*.txt' and 'Dateityp:' with the value 'Textdateien (*.txt)'. Below these is a 'Codierung:' dropdown menu with the value 'ANSI', which is highlighted with a yellow box. To the left of the 'Codierung:' dropdown is a button labeled 'Ordner ausblenden'. To the right are two buttons: 'Speichern' and 'Abbrechen'.

- TXT files must be closed before importing
- TXT files may only contain data to be imported and no header line nor blank lines!
- For the time of the data import, the numbering series for items / business partners must allow the manual numbering method (Administration > System initialization > Document Numbering > Items / Business Partners – Customer / Business Partners – Vendor)
- The number of characters in the cells of the Microsoft Excel table must not exceed the length of the corresponding field in SAP Business One, information on the data type can be found in the data import templates

https://business-one-consulting.com/wp-content/uploads/2021/03/conesprit_Template-for-data-import-from-Excel-1.xlsx

Please test the data import in a test database before you import the data into your productive database!

No other users should be logged in during the import.

Data import of business partner master

Administration > Data Import/Export > Data Import > Import from Excel

| | A | B | C | D | E | F |
|---|---------|---------|----------------|-----------------|----------------------|---------------------------------|
| 1 | BP Code | BP Type | BP Name | Telephone 1 | E-Mail | Web Site |
| 2 | 200000 | S | conesprit GmbH | 07191 18 70 190 | info@conesprit.de | www.business-one-consulting.com |
| 3 | 200001 | S | SAP AB | 0800 5 34 34 24 | info.germany@sap.com | www.sap.com/germany/index.html |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |

```
*Import.txt - Editor
Datei Bearbeiten Format Ansicht Hilfe
200000 S conesprit GmbH 07191 18 70 190 info@conesprit.de www.business-one-consulting.com
200001 S SAP AB 0800 5 34 34 24 info.germany@sap.com www.sap.com/germany/index.html
```

Import from Excel

Data Type to Import: Business Partner 3

File to Import: Import.txt 4

Map the File Columns to the Object Fields Display Database Field Name

| Column in File | Field in Object |
|----------------|---|
| A | BP Code |
| B | BP Type |
| C | BP Name |
| D | Telephone 1 |
| E | E-Mail |
| F | Web Site 5 |
| G | |
| H | |
| I | |
| J | |
| K | |
| L | |
| M | |

Import Method

Add New Records and Update Existing Records 6

Add New Records Without Updating Existing Records

Update Existing Records Without Adding New Records

Create New BP Groups During Import, If None Exist

Mapping

Use Data Template ...

Save as Template 7

Clear Mapping

Import 8

Carry out data import in a test system. If the import in the test system has been successful, the import can be carried out in the productive system.

1. Create an Excel file with the data to be imported, a template for the data import can be found here: https://business-one-consulting.com/wp-content/uploads/2021/03/conesprit_Template-for-data-import-from-Excel-1.xlsx
2. Save the Excel file as TXT, delete the title lines and make sure that the TXT file does not contain any blank lines
3. Under Administration > Data Import/Export > Data Import > Import from Excel > File type for import: select **Business Partner**
4. Select the TXT file
5. Assign the columns in the Excel file to the corresponding fields in SAP Business One
6. Select import method
7. Data mapping can be saved as a template for future reuse
8. Press import
9. SAP Business One provides feedback on the success of the import. Typical errors when importing are: Empty lines in the TXT file as well as incorrect data types as defined by SAP (refer to information in the template)
10. When the import into the test system has been carried out successfully, the import into the productive system can take place

Data import of item master data

Administration > Data Import/Export > Data Import > Import from Excel

| | A | B | C | D | E | F | G | H |
|----|----------|------------------|-----------|------------|---------------|------------|----------------|---|
| 1 | Item No. | Item Description | Item Type | Item Group | Purchase Item | Sales Item | Inventory Item | |
| 2 | Ex0201 | Carrier | I | Item | Y | Y | Y | |
| 3 | EX0202 | Ledge | I | Item | Y | Y | Y | |
| 4 | Ex0203 | Screw | I | Item | Y | Y | Y | |
| 5 | Ex0204 | Bolt | I | Item | N | Y | Y | |
| 6 | Ex0205 | Bar | I | Item | N | Y | N | |
| 7 | Ex0206 | Screw nut | I | Item | N | Y | N | |
| 8 | Ex0207 | Lock | I | Item | N | Y | N | |
| 9 | Ex0208 | Handle | I | Item | N | Y | N | |
| 10 | | | | | | | | |

*Items.txt - Editor

| Datei | Bearbeiten | Format | Ansicht | Hilfe |
|--------|------------|--------|---------|-------|
| Ex0201 | Carrier | I | Item | Y Y Y |
| EX0202 | Ledge | I | Item | Y Y Y |
| Ex0203 | Screw | I | Item | Y Y Y |
| Ex0204 | Bolt | I | Item | N Y Y |
| Ex0205 | Bar | I | Item | N Y N |
| Ex0206 | Screw nut | I | Item | N Y N |
| Ex0207 | Lock | I | Item | N Y N |
| Ex0208 | Handle | I | Item | N Y N |

Import from Excel

Data Type to Import: **Items**

File to Import: **Items.txt**

Map the File Columns to the Object Fields Display Database Field Name

| Column in File | Field in Object |
|----------------|------------------|
| A | Item No. |
| B | Item Description |
| C | Item Type |
| D | Item Group |
| E | Purchase Item |
| F | Sales Item |
| G | Inventory Item |
| H | |
| I | |
| J | |
| K | |
| L | |
| M | |

Import Method

Add New Records and Update Existing Records

Add New Records Without Updating Existing Records

Update Existing Records Without Adding New Records

Create New Item Groups, Manufacturers and Preferred Vendors During Import, If None Exist

Mapping

Use Data Template

Save as Template

Clear Mapping

Import

Carry out data import in a test system. If the import in the test system has been successful, the import can be carried out in the productive system.

1. Create an Excel file with the data to be imported, a template for the data import can be found here: https://business-one-consulting.com/wp-content/uploads/2021/03/conesprit_Template-for-data-import-from-Excel-1.xlsx
2. Save the Excel file as TXT, delete the title lines and make sure that the TXT file does not contain any blank lines
3. Under Administration > Data Import/Export > Data Import > Import from Excel > File type for import: select **Items**
4. Select the TXT file
5. Assign the columns in the Excel file to the corresponding fields in SAP Business One
6. Select import method
7. Data mapping can be saved as a template for future reuse
8. Press import
9. SAP Business One provides feedback on the success of the import. Typical errors when importing are: Empty lines in the TXT file as well as incorrect data types as defined by SAP (refer to information in the template)
10. When the import into the test system has been carried out successfully, the import into the productive system can take place

Data import of business partner catalog numbers

Administration > Data Import/Export > Data Import > Import from Excel

| Item No. | BP Code | BP Catalog Number |
|----------|---------|-------------------|
| A00001 | V10000 | 123451 |
| A00002 | V10000 | 123452 |
| A00003 | V10000 | 123453 |
| A00004 | V10000 | 123454 |
| A00005 | V10000 | 123455 |
| A00001 | V20000 | 10001 |
| A00002 | V20000 | 10002 |
| A00003 | V20000 | 10003 |

Carry out data import in a test system. If the import in the test system has been successful, the import can be carried out in the productive system.

1. Create an Excel file with the data to be imported, a template for the data import can be found here: https://business-one-consulting.com/wp-content/uploads/2021/03/conesprit_Template-for-data-import-from-Excel-1.xlsx
2. Save the Excel file as TXT, delete the title lines and make sure that the TXT file does not contain any blank lines
3. Under Administration > Data Import/Export > Data Import > Import from Excel > File type for import: select **Business Partner Catalog Numbers**
4. Select the TXT file
5. Assign the columns in the Excel file to the corresponding fields in SAP Business One
6. Select import method
7. Data mapping can be saved as a template for future reuse
8. Press import
9. SAP Business One provides feedback on the success of the import. Typical errors when importing are: Empty lines in the TXT file as well as incorrect data types as defined by SAP (refer to information in the template)
10. When the import into the test system has been carried out successfully, the import into the productive system can take place

Create Bill of Materials list by copying from Excel

Production > Bill of Materials

Bill of Materials

Product No. → A100 **2** Quantity 1

Product Description Assembly

BOM Type Production

Production Std Cost 0,00 EUR

Planned Average Production Size 1,00

Warehouse → 01

Price List Basis Preisliste

Distr. Rule

Project

| # | Type | No. | Description | Quantity | UoM Name | Warehouse | Issue Method | Product Price |
|---|------|-----|-------------|----------|----------|-----------|--------------|---------------|
| 1 | Item | | | | | | | 0,00 E |

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Bill of Materials

Product No. → A100 X Quantity 1

Product Description Assembly

BOM Type Production

Production Std Cost 0,00 EUR

Planned Average Production Size 1,00

Warehouse → 01

Price List Basis Preisliste

Distr. Rule

Project

| # | Type | No. | Description | Quantity | UoM Name | Warehouse | Issue Method | Product Price |
|---|------|--------|-------------|----------|----------|-----------|--------------|---------------|
| 1 | Item | → C001 | Component 1 | 3 | | → 01 | Manual | 0,00 E |
| 2 | Item | → C002 | Component 2 | 4 | | → 01 | Manual | 0,00 E |
| 3 | Item | → C003 | Component 3 | 1 | | → 01 | Manual | 0,00 E |
| 4 | Item | | | | | | | 0,00 E |

1

5

6

Add Cancel

Product Price 100,00 EUR

F4

Manual

| | A | B | C | D | E | F |
|----|------|-------------|----------|----------|-----------|--------------|
| 1 | No. | Description | Quantity | UoM Name | Warehouse | Issue Method |
| 2 | C001 | | 3 | | 01 | Manual |
| 3 | C002 | | 4 | | 01 | Manual |
| 4 | C003 | | 1 | | 01 | Manual |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |

3

Carry out data import in a test system. If the import in the test system has been successful, the import can be carried out in the productive system.

1. Call up parts list in add mode
2. Select assembly
3. Copy parts list composition from Excel file
4. Place the input pointer in the first line of the parts list in the No. field, right-click "insert"
5. The composition of the parts list from Excel is inserted into the parts list
6. Select Control and Add

Maintain price list by copying from Excel

Inventory > Price Lists > Price Lists

Inventory > Price Lists > Price Lists

Find: Price Mode:

| # | Item No. | Item Description | Base Price List | Factor | Base Price | Price | Manual | Inventory UoM | Pricing Unit |
|---|----------|---------------------------------|------------------|--------|------------|------------|--------------------------|---------------|--------------|
| 1 | 100000 | Schulung | Basis Preisliste | 1 | 361,34 EUR | 361,34 EUR | <input type="checkbox"/> | Manuell | Manuell |
| 2 | 100001 | Starterset | Basis Preisliste | 1 | | | <input type="checkbox"/> | Manuell | Manuell |
| 3 | A00001 | J.B. Multifunktionsdrucker 1420 | Basis Preisliste | 1 | 110,00 EUR | 110,00 EUR | <input type="checkbox"/> | Manuell | Manuell |
| 4 | A00002 | J.B. Multifunktionsdrucker 1111 | Basis Preisliste | 1 | 90,00 EUR | 90,00 EUR | <input type="checkbox"/> | Manuell | Manuell |
| 5 | A00003 | J.B. Multifunktionsdrucker 1186 | Basis Preisliste | 1 | 95,00 EUR | 95,00 EUR | <input type="checkbox"/> | Manuell | Manuell |

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| # | Item No. | Item Description | Base Price List | Factor | Primary Currency - Base Price | Primary Currency - Price | Primary Currency | Inventory UoM | Pricing Unit |
|---|----------|---------------------------------|------------------|--------|-------------------------------|--------------------------|------------------|---------------|--------------|
| 1 | 100000 | Schulung | Basis Preisliste | 1 | 361,34 EUR | | | Manuell | Manuell |
| 2 | 100001 | Starterset | Basis Preisliste | 1 | | | | Manuell | Manuell |
| 3 | A00001 | J.B. Multifunktionsdrucker 1420 | Basis Preisliste | 1 | 110,00 EUR | | | Manuell | Manuell |
| 4 | A00002 | J.B. Multifunktionsdrucker 1111 | Basis Preisliste | 1 | 90,00 EUR | | | Manuell | Manuell |
| 5 | A00003 | J.B. Multifunktionsdrucker 1186 | Basis Preisliste | 1 | 95,00 EUR | | | Manuell | Manuell |
| 6 | A00004 | Rainbow Farbdruker 5.0 | Basis Preisliste | 1 | 75,00 EUR | | | Manuell | Manuell |
| 7 | A00005 | Rainbow Farbdruker 7.5 | Basis Preisliste | 1 | 85,00 EUR | | | Manuell | Manuell |
| 8 | A00006 | Rainbow 120 Laserdrucker | Basis Preisliste | 1 | 105,00 EUR | | | Manuell | Manuell |

Carry out data import in a test system. If the import in the test system has been successful, the import can be carried out in the productive system.

1. Call price list, each price list contains all articles in the database
2. Export price list from SAP Business One to Excel
3. If necessary, change the columns of the Excel file for basic price list, factor and price or provide them with values for the first time
4. Copy the contents from the Excel columns base price list, factor and price and paste them into the first line of the price list
5. Check and update the price list

Suchen: Preismodus:

| # | Artikelnr. | Artikelbeschreibung | Basispreisliste | Faktor | Basispreis | Preis | Manuell | BestandsME | Preiseinheit |
|---|------------|---------------------------------|------------------|--------|------------|------------|--------------------------|------------|--------------|
| 1 | 100000 | Zahnbleaching | Basis Preisliste | 1 | | 400,00 EUR | <input type="checkbox"/> | Manuell | Manuell |
| 2 | 100001 | Starterset Zahn Bleaching | Basis Preisliste | 1 | | 50,00 EUR | <input type="checkbox"/> | Manuell | Manuell |
| 3 | A00001 | J.B. Multifunktionsdrucker 1420 | Basis Preisliste | 1 | | 120,00 EUR | <input type="checkbox"/> | Manuell | Manuell |
| 4 | A00002 | J.B. Multifunktionsdrucker 1111 | Basis Preisliste | 1 | | 100,00 EUR | <input type="checkbox"/> | Manuell | Manuell |
| 5 | A00003 | J.B. Multifunktionsdrucker 1186 | Basis Preisliste | 1 | | 90,00 EUR | <input type="checkbox"/> | Manuell | Manuell |
| 6 | A00004 | Rainbow Farbdruker 5.0 | Basis Preisliste | 1 | | 80,00 EUR | <input type="checkbox"/> | Manuell | Manuell |
| 7 | A00005 | Rainbow Farbdruker 7.5 | Basis Preisliste | 1 | | 99,00 EUR | <input type="checkbox"/> | Manuell | Manuell |
| 8 | A00006 | Rainbow 120 Laserdrucker | Basis Preisliste | 1 | | 108,00 EUR | <input type="checkbox"/> | Manuell | Manuell |

Aktualisieren Abbrechen Löschen Auswahlkriterien



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