Data Migration Tools:
DTW – Item Master Data and Quantities

SAP Business One
Release 9.0

Welcome to the topic on importing item master data using the Data Transfer Workbench.

Objectives

Objective:

- Import:
    - Item master data and prices
    - Initial quantities using goods receipts documents

In this course, you will see how to import item master data including prices in price lists. You will also see how to import initial item quantities using goods receipts documents.

- B&C Bubbles produces its own range of herbal cosmetics and lotions.
- You need to migrate the item master data and prices from the legacy system.
- Before go-live, the initial quantities and costs need to be entered as opening balances in the new system.
- Items are managed with batches.

Solution: The item data with pricing and batch information can be migrated using the Data Transfer Workbench.

In this business scenario, the customer is implementing SAP Business One and needs to migrate item master data and prices from the legacy system.

Before the customer goes live, you need to enter the initial quantities and costs as opening balances in the new system.

Many of the items are managed with batches.

Item master data, with pricing and batch (or serial) numbers, can be migrated using the Data Transfer Workbench. You can also import initial quantities for the items.

Agenda

1. **Item master data and prices**

2. Initial quantities for items

SAP

The first part of this topic covers the import of item master data.

DTW Templates – Item Master Data

Templates > Inventory > Item Master Data

OITM – Items (Parent)

— ITM1 – Items_Prices

— OITW – ItemWarehouseInfo

— ITM2 – ItemPrefferedVendors

— ITW1 - ItemCycleCount

Item Master Data				
General	**Purchasing Data**	**Sales Data**	**Inventory Data**	**Planning Data**

The main template for item master data imports fields into the OITM table. This includes the header and the General, Purchasing, Sales, Inventory and Planning Data tabs of the item master data object.

You can enter the inventory unit of measure in the OITM template, as well as the sales and purchasing units of measure.

The child templates for the object are the ITM1 – Items_Prices and the OITW – ItemWarehouseInfo tables. These tables hold the item's price in multiple price lists (table ITM1), and various information relating to the warehouse for the item (table OITW).

Other templates are provided in the DTW templates folder for maintaining a list of preferred vendors for the item (table ITM2). Note that the vendors in this list must have a business partner master data record.

You can also enter cycle count information for items using the ITW1 table template.

Parent Template

- Many of the item fields have default values from the system or from the configuration, for example, General Settings

- Other fields have specific valid values documented in the tooltip

OITM - Items.xlt

	A	B	C	D	E	F	G	H	I	J	K	AD	AM	
1	ItemCode	ItemName		ForeignNar	ItemsGrou	CustomsG	SalesVA	BarCode	VatLiable	Purchaselt	SalesItem	InventoryI	ManageBatc	SalesUnit	
2	ItemCode	ItemName		FrgnName	ItmsGrpCod	CstGrpCode	VatGourpS	CodeBars	VATLiable	Prchseltem	Sellltem	Invntltem	ManBtchNum	SalUnitMsr	N
3		230001	Herbal bath lotion		105				tYES	tNO			tYES		
4		230002	Herbal shampoo		105				tYES	tNO			tYES		
5		230003	Herbal handcreme		105				tYES	tNO			tYES		
6															
7															

The main table OITM contains over one hundred fields. Many of the fields have default values from the system or according to the system configuration, for example, the G/L Method defaults in from the General Settings.

Other fields have specific valid values that must be entered in the spreadsheet. You can see the valid values by opening the tooltip for the field in the first row.

Database Tables Reference

Help > Database Tables Reference

- Consult *Database Tables Reference* to see default system values for table fields

Items

Table name: OITM

Field	Description	Type	Size	Related	Default Value
ItemCode	Item No.	nVarChar	20	-	
ItemName	Item Description	nVarChar	100	-	
FrgnName	Description in Foreign Lang.	nVarChar	100	-	
ItmsGrpCod	Item Group	Int	6	OITB	100
CstGrpCode	Customs Group	Int	6	OARG	-1
VatGourpSa	Sales Tax Definition	nVarChar	8	OVTG	
CodeBars	Bar Code	nVarChar	16	-	
VATLiable	Tax Definition	VarChar	1	-	Y
PrchseItem	Purchase Item [Yes/No]	VarChar	1	-	Y

To see which fields have system level defaults for a table, consult the *Database Tables Reference*, which is distributed with the SAP Business One software. You can open the Database Tables Reference from the Help menu in DTW. Navigate to the object and the table for the object.

If there is a default system value for a field, it will show here.

Child Templates

Templates > Inventory > Item Master Data

- **ITM1 – Items_Prices**

ITM1 – Items_Prices.xlt

	A	B	C	D	E
1	**ParentKey**	LineNum	PriceList	Price	Currency
2	ItemCode	LineNum	PriceList	Price	Currency
3	230001			32	GBP
4	230001			25	GBP
			3	20	GBP
			1	18	GBP
			2	15	GBP
			3	13	GBP
			1	25	GBP
			2	20	GBP
			3	17	GBP

- Can import item's price into one or more price lists
- To find price list number, run a query on table OPLN

Using the ITM1 template, you can import an item's price into one or more price lists.

You can import the prices with the item master data, or import the price lists in a separate run.

To import a price, enter the item code, price list number, price and optionally the currency.

The price list number can be found by running a query on the OPLN table.

Note: The price list template does not currently include the new price list fields for additional currencies.

Child Templates (Cont.)

Templates > Inventory > Item Master Data

■ **ITM1 – Items_Prices**

	A	B	C	D	E
1	**ParentKey**	LineNum	**PriceList**	**Price**	**Currency**
2	ItemCode	LineNum	PriceList	Price	Currency
	230001	0		34	GBP
	230001	1		27	GBP
	230001	2		22	GBP
	230002	0		20	GBP
	230002	1		16	GBP
	230002	2		14	GBP
	230003	0		27	GBP
	230003	1		22	GBP
	230003	2		19	GBP

- ■ To update a price in a price list, enter the pricelist as an integer in the *LineNum* column
- ■ Leave the Price List column empty

If you need to update prices in an existing price list, you need to enter the *LineNum* field in the ITM1 template. This is an integer version of the price list number, starting at zero.

In this case, you need to choose the option in DTW to update existing data, since you will be updating the item object.

If you update a price list that is based on another price list, the manual checkbox will be set and the price will not be updated if the base price subsequently changes.

Note that you can also import and update price lists using the *Import from Excel* utility in SAP Business One. You can find information on this utility in a companion course.

Child Templates (Cont.)

Templates > Inventory > Item Master Data

- **OITW - ItemWarehouseInfo**

- If stock is managed by warehouse, you can enter the minimum and maximum levels for each warehouse, in the OITW template

If item stock will be managed by warehouse, you can enter the minimum and maximum stock levels for each warehouse using the *OITW - ItemWarehouseInfo* template. The information entered in this template is also displayed on the Inventory Data tab in the item master data.

Importing into User-Defined Fields

■ To import data into user-defined fields, add the field names to the end of the template

GP	GQ	GR	GS	GT	GU
DNFEntry	GTSItemSp	GTSItemTaxCategory	U_Label	U_SPF	U_Color
DNFEntry	Spec	TaxCtg	U_Label	U_SPF	U_Color
			Standard	None	Green
			Seasonal	15	Pink
			Standard	30	Blue

User-defined fields are often added to master data records to hold information specific to the company's business processes.

To import data into a user-defined field, simply add the name of the field to the end of the template, as shown here, and enter the data in the column.

Preparation
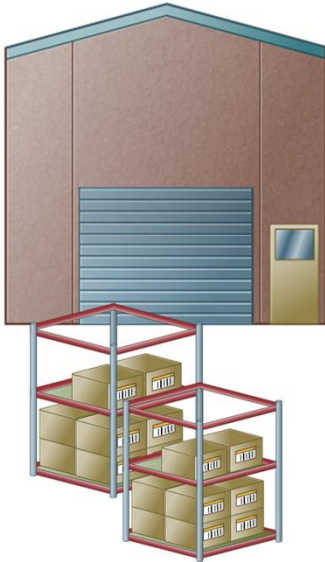
Before you import item master data, create the:
- Item groups
- Warehouses and bin locations
- Price lists
- Manufacturers
- Master data for preferred vendors

Before you import item master data, you need to create the item groups and warehouses in the system.

You can create item groups and warehouses manually, or use the DTW templates OITB – *ItemGroups* and *OWHS – Warehouses*. These templates are found under the *Administration > Setup > Inventory* folder.

Price lists must be created before you can import an item's price. You can create price lists manually in the system, or create new price lists using the DTW template *OPLN – PriceLists*.

Other item-related information, such as manufacturers, and the master data for preferred vendors, must be set up first so that you can reference them in the OITM template.

Demo
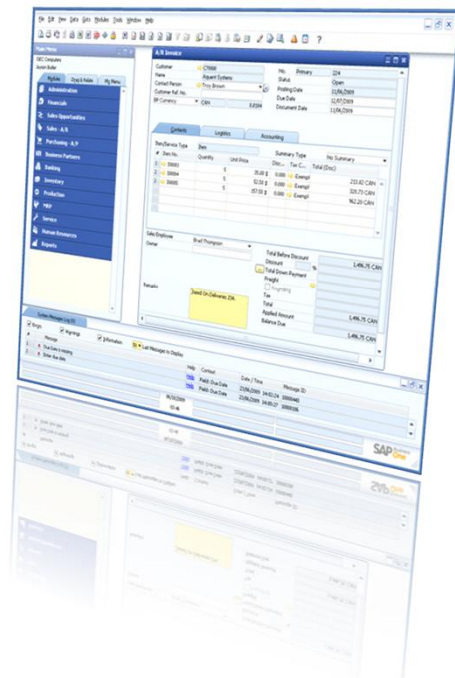
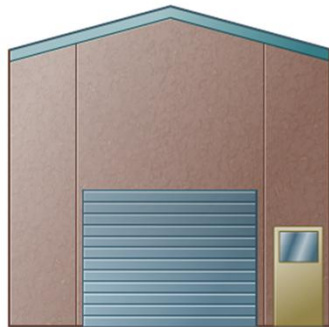In this demo you will see how to import item master data.

Agenda

1. Item master data and prices
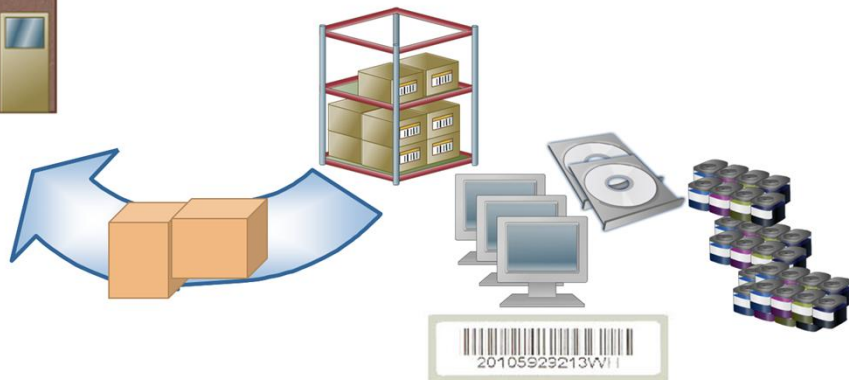2. **Initial quantities for items**

SAP

The second part of this topic covers the initial quantities for items.

Opening Quantities for Items

- Opening balances record physical in-stock quantities and item costs
- Batch and serial number information can be entered with the quantities

After the item master data has been imported during an implementation project, you need to enter opening balances before go-live.

Opening balances record the physical in-stock quantities and the item cost. The item cost is used for inventory valuation.

Batch and serial number information can be entered with the item quantities.

Opening Balances are covered in more detail in another topic.

DTW Templates – Goods Receipt

Templates > Inventory > Inventory Transactions > Goods Receipts

OIGN - Documents (parent)
- IGN1 - (document lines)
- BTNT - (batch numbers)
- SRNT - (serial numbers)

- Note: The *OITW – Stocktaking* template can be used to enter counted stock quantities, but does not update in-stock quantity

One of the ways to enter item quantities is the goods receipt document. This is a goods receipt not related to a purchase order. After you import a goods receipt, the in-stock quantity is updated in the warehouse.

In addition, if perpetual inventory is in use, a journal entry is posted to record the stock value.

You can create the goods receipt manually, or you can import them in bulk using DTW.

In DTW, the main template for importing a Goods Receipt document is *OIGN - Documents*. There are child templates for importing the document rows, and for importing batches and serial numbers for the items being received into stock.

An advantage of using a goods receipt document to import opening balances is that you have a document as the source for the opening balances.

Note that the DTW template *OITW - Stocktaking* can be used after a stock count to adjust stock quantities. However, the *OITW - Stocktaking* template does not update the in-stock quantity, only the counted quantity, and therefore if you use this template for initial quantities, you need to post the in-stock quantity separately using the opening balances transaction in the SAP Business One application.

Goods Receipt – Header

- Each row represents a goods receipt document

OIGN – Documents.xlt

	A	B	C	D	E	F	K	M	N	
1	DocNum	DocType	HandWritte	Printed	DocDate	DocDueDate	DocCurre	DocTota	Reference1	Reference2
2	DocNum	DocType	Handwrtten	Printed	DocDate	DocDueDate	DocCur	DocTotal	Ref1	Ref2
3	1		tNO		20130327	20130327			Opening Balance	
4	2		tNO		20130327	20130327			Opening Balance	
5										
6										

In the OIGN template, enter the header information for the goods receipt document.

Each row represents a goods receipt document.

If you want the system to allocate document numbers, you can enter any number as the *DocNum* in column A.

If you want to enter manual document numbers, set the value of the *HandWritten* field in column C to tYES and enter the manual document number as the *DocNum*.

It is a good practice to enter reference information so you can identify the documents and journal entries as opening balances.

Note that document dates must be entered using the format YYYYMMDD.

Goods Receipt – Document Rows

OIGN – Documents.xlt

	A	B	C	D	E	F	K	M	N	
1	**DocNum**	**DocType**	**HandWritte**	**Printed**	**DocDate**	**DocDueDate**	**DocCurre**	**DocTota**	**Reference1**	**Reference2**
2	DocNum	DocType	Handwrtten	Printed	DocDate	DocDueDate	DocCur	DocTotal	Ref1	Ref2
3	1		tNO		20130327	20130327			Opening Balance	
4	2		tNO		20130327	20130327			Opening Balance	
5										

IGN1 – Document_Lines.xlt

	A	B	C	E	G	I	N
1	**ParentKey**	**LineNum**	**ItemCode**	**Quantity**	**Price**	**Currency**	**WarehouseCode**
2	DocNum	LineNum	ItemCode	Quantity	Price	Currency	WhsCode
3	1		230001	48	14		01
4	1		230002	120	12		01
5	1		230003	76	15		01
6	2		230001	92	14		02
7	2		230002	128	12		02
8	2		230003	65	15		02
9							

- Each row linked to parent template by column A

Use the IGN1 template to import the document rows for the goods receipt.

Each row in the IGN1 template is linked back to the respective parent row using the *ParentKey* field in column A.

Each row contains the quantities for an item in a warehouse.

The *Price* field is used to calculate inventory value. In a perpetual inventory system, you need to carefully consider the value entered here:

- For moving average price, whenever you receive items, the item cost will be recalculated using the moving average calculation. Therefore you need to make sure the price matches the average cost price in the legacy system.

- For FIFO pricing, you should import multiple documents with different quantities at different cost prices, to represent the FIFO layers in the legacy system.

- For standard cost items, the item cost can be entered with the master data in the OITM template.

Importing Serial Numbers

Templates > Inventory > Inventory Transactions > Goods Receipts

IGN1 – Document_Lines.xlt

IGN1 - Document_Lines1 [Compatibility Mode]

	A	B	C	D	E	F	G	P
1	ParentKey	LineNum	ItemCode	ItemDescri	Quantity	ShipDate	Price	P
2	DocNum	LineNum	ItemCode	Dscription	Quantity	ShipDate	Price	P
3		1	999-010		2		90	
4		1	999-020		3		120	
5		1	999-030		6		15	

- Enter each serial number on separate row in SRNT template
- Each serial number is linked back to the document row using the *DocLineNum* column

SRNT – SerialNumbers.xlt

SRNT - SerialNumbers1 [Compatibility Mode]

	A	B	C	D	M	N
1	ParentKey	LineNum	ManufacturerSerial	InternalSerialNumber	SystemSerialNumber	BaseLineNumber
2	DocNum	LineNum	MnfSerial	DistNumber	SysNumber	DocLineNum
3	1		112-35010	1304201201		0
4	1		112-35020	1304201202		0
5	1		122-20025	1344201251		1
6	1		122-20026	1344201252		1
7	1		122-20027	1344201253		1

To import serial numbers, use the SRNT template. This is found in the same template folder as the goods receipt template.

Because the serial number is unique to an item, you enter each serial number on a separate row in the SRNT template.

Each serial number is linked back to a row in the document lines template IGN1, using the *DocLineNum* field.

In the example shown, the first row in the goods receipt document has a quantity of two items. The two serial numbers are entered in the SRNT template with a base line number of zero to indicate the first row in the document.

The *ParentKey* field links back to the header document.

Importing Batch Numbers

Templates > Inventory > Inventory Transactions > Goods Receipts

IGN1 – Document_Lines.xlt

	A	B	C	E	G	I	N	
1	ParentKey	LineNum	ItemCode	Quantity	Price	Currency	WarehouseCode	
2	DocNum	LineNum	ItemCode	Quantity	Price	Currency	WhsCode	
3		1	230001	48	14		01	
4		1	230002	120	12		01	
5		1	230003	76	15		01	
6		2	230001	92	14		02	
7		2	230002	128	12		02	
8		2	230003	65	15		02	

■ BTNT template uses the *DocLineNum* to link batch information to a row in the document

BTNT – BatchNumbers.xlt

	A	B	C	F	G	K	L
1	ParentKey	LineNum	BatchNum	ExpiryDate	Manufacturing	Quantity	BaseLineNumber
2	DocNum	LineNum	DistNumber	ExpDate	MnfDate	Quantity	DocLineNum
3		1	1201	20141231	20121212	24	0
4		1	1223	20151231	20130228	24	0
5		1	1209	20160909	20121128	60	1
6		1	1249	21061231	20130116	60	1
7		1	1256	20141231	20130123	76	2
8		2	1260	20151231	20130224	92	3
9		2	1261	20160909	20130307	128	4
		2	1262	21060909		65	

To import batch numbers, use the BTNT template. This is found in the same template folder as the goods receipt template.

Enter the quantity for each batch on a separate row. Use the *DocLineNum* field to link the batch to a row in the document.

In this example, the first two rows in the BTNT template belong to the first row in the document. This row has a quantity of 48 items. In the BTNT template, this quantity is split into two batches, with 24 items in each batch.

Demo
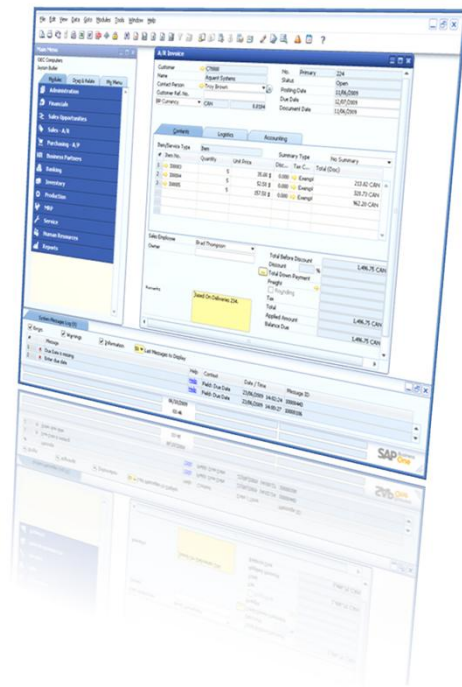
In this demo you will see how to import item opening balances using the DTW goods receipt template.

Key Points

Key points from this course:

- You can import item master data and item prices using the Data Transfer Workbench.

- Item groups, warehouses, and price lists must be created before you import the items.

- The main template for item master data is OITM. There are related tables for price lists, preferred vendors, and warehouse item information.

- To import data into user-defined fields, add the fields and their values to the end of the template.

- You can import opening balances for item quantities and item costs using the DTW Goods Receipt template.

- Templates are also provided to import serial numbers and batches for the items as they are received into stock.

- Use the *OITW – ItemWarehouseInfo* template to import warehouse information for the item if inventory is managed by warehouse.

Here are some key points to take away from this course. Please take a minute to review these key points:

– You can import item master data and item prices using the Data Transfer Workbench.

– Item groups, warehouses, and price lists must be created before you can import the items.

– The main template for item master data is OITM. There are related tables for price lists, preferred vendors, and warehouse item information.

– To import data into user-defined fields, add the fields and their values to the end of the template.

– As you prepare for go-live, you can import as opening balances the initial quantities and item costs for items using the DTW Goods Receipt template.

– Templates are also provided to import serial numbers and batches for the items as they are received into stock.

– Use the *OITW – ItemWarehouseInfo* template to import warehouse information, such as minimum and maximum stock levels, for an item if inventory is managed by warehouse.

Thanks!

You have completed the topic for importing item
master data using the Data Transfer Workbench.

Thank you for your time!

You have completed the topic for importing item master data using the Data Transfer Workbench. Thank you for your time!

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