



## Power POS Importing Function

### General Discussion:

A. Power POS importing can be setup to import either comma delimited ASCII or fixed length ASCII data. (Both examples have exactly the same information.)

#### 1. Example of comma delimited file information

```
mfg-code,description,category,units,on-hand,class,price1,price2,price3,price4,cost,weight,warehouse,12-digit-upc
011-0229,PISTON LINER KIT,KIT,0,F,339.46,292.17,254.6,198.03,178.23,0,X,049797005140
012-0659,PISTON ASSY STD,EA,6,X,45.64,36.86,34.23,26.62,23.96,0,X,049797005331
012-0816,PISTON ASSY STD,EA,4,F,54.11,43.71,40.58,31.57,28.41,0,X,049797005409
012-081620,PISTON ASSY .50,EA,4,F,54.11,43.71,40.58,31.57,28.41,0,X,049797005416
012-0899,PISTON ASSY STD,EA,4,F,60.41,48.8,45.31,35.24,31.72,0,X,049797005447
012-089920,PISTON ASSY .50,EA,4,F,60.41,48.8,45.31,35.24,31.72,0,X,049797005454
012-089930,PISTON ASSY .75,EA,4,X,55.91,45.15,41.93,32.61,29.35,0,X,049797006925
012-089940,PISTON ASSY 1.00,EA,4,F,60.41,48.8,45.31,35.24,31.72,0,X,049797006932
012-0931,PISTON ASSY STD,EA,6,W,54.08,43.68,40.56,31.54,28.39,0,X,049797005461
```

#### 1. Example of fixed length file information

mfg-code	description	cat	uom	qty cl	price1	price2	price3	price4	cost	weight	warehouse	12-digit-upc
011-0229	PISTON LINER KIT	KIT	0 F	339.46	292.17	254.60	198.03	178.23	.00		X	049797005140
012-0659	PISTON ASSY STD	EA.	6 X	45.64	36.86	34.23	26.62	23.96	.00		X	049797005331
012-0816	PISTON ASSY STD	EA.	4 F	54.11	43.71	40.58	31.57	28.41	.00		X	049797005409
012-081620	PISTON ASSY .50	EA.	4 F	54.11	43.71	40.58	31.57	28.41	.00		X	049797005416
012-0899	PISTON ASSY STD	EA.	4 F	60.41	48.80	45.31	35.24	31.72	.00		X	049797005447
012-089920	PISTON ASSY .50	EA.	4 F	60.41	48.80	45.31	35.24	31.72	.00		X	049797005454
012-089930	PISTON ASSY .75	EA.	4 X	55.91	45.15	41.93	32.61	29.35	.00		X	049797006925
012-089940	PISTON ASSY 1.00	EA.	4 F	60.41	48.80	45.31	35.24	31.72	.00		X	049797006932
012-0931	PISTON ASSY STD	EA.	6 W	54.08	43.68	40.56	31.54	28.39	.00		X	049797005461

B. Once the file type has been determined the data layout must be mapped.

1. Comma delimited import. Only one piece of information is needed to complete a comma delimited import. Data position of each field.

Example 1 above would yield the following data layout:

Data Position	Data
1	Manufacturer's code
2	Description
3	Category
4	Unit of measure
5	On-Hand Quantity
6	Class
7	Price1
8	Price2
9	Price3
10	Price4
11	Cost
12	Weight
13	Warehouse
14	UPC Code

## General Discussion:

2. Fixed length import. Three pieces of information are needed to complete a fixed length import.
  - A. Offset or starting position of each field from the left margin
  - B. Size or length of each field
  - C. Maximum size or overall width of each line in the import file.

Exam  
following data

Offset	Size	Data
1	17	Manufacturer's
19	28	Description
50	3	Category
54	3	Unit of measure
58	5	On-Hand Quantity
64	2	Class
67	7	Price1
76	7	Price2
84	7	Price3
92	7	Price4
100	7	Cost
108	7	Weight
116	18	Warehouse
135	12	UPC Code
147	2	MAX SIZE=149=147+2

ple 2. above would yield the layout:

Note: Always add 2 to the final character position for fixed length files in order to compute the maximum size. (one for "Carriage Return" and one for "Line Feed")

- C. Implied decimals. Some data files to be imported use Implied decimal points. This means that a price of \$339.46 will be represented as 33946 in the incoming data stream. The Power POS importing functions all include the ability to use a multiplier or divisor to arrive at the correct value of 339.46.
- A. **Backups.** Importing any information into the Power POS software can be a great time saver, but because it can do mass changes to existing data or add mass amounts of data to existing data, there is a potential for disaster. To safeguard your data you must ALWAYS do a backup before EACH import.

E. "Import Inventory Items" – A pre-designed importer for inventory - Features.

1. "Import Inventory Items" is the most common import tool that is used in the Power POS software. It can be used to both load initial inventories as well as do updates to existing records (ie. Update new prices from a particular vendor).
2. It is a database, so that you can create and maintain an almost unlimited amount of different import formats to meet different inventory import requirements.
3. It creates records in both the main inventory file (PSINMAIN.B) as well as the inventory store file (PSINSTOR.B) in one step. The user can specify which store file will be updated.
4. It has the ability to trim sku information being imported to allow uniformity in the database in the event that the incoming data from different sources specifies different numbers of UPC digits in the sku number. (eg. Vendor 1 supplies a 12 digit UPC code and vendor 2 supplies just the last 11 digits)
5. It can test to see if the records being imported, which can be purchased from multiple vendors, are valid just for the current vendor.
6. When importing records for items which can be purchased from multiple vendors, the system will automatically sort the alternate vendors' items by cost.

F. "Import Inventory Items" – Comma delimited ASCII example.  
(Uses data from Example 1 above)

```

-----
PowerPOS Version 1.4e                               August 17, 1999
Registered To: Test Company                          10:48:58 am
-----
M+----- Maintain Import Information -----
Import Code ENGINE Description IMPORT ENGINE PARTS
Maximum Size 500 Type of File C Store ___ Mult 1.0000
Filename C:\TEMP\ENGINE.CSV Vendor
Check if vendor exists Delete First Char Delete Last Char
-----
Field      Off.  Size  C/D  Field      Off.  Size  C/D
-----
Item Code  0    0    0    Average Cost  0    0
Description 0    0    0    Last Cost    0    0
Price      0    0    0    Type         0    0
On Hand   0    0    0    Discountable 0    0
Vendor    0    0    0    PO Desc.     0    0
Manuf. Code 0    0    0    Reorder Lvl. 0    0
Category  0    0    0    Reorder Amt. 0    0
Class     0    0    0    Multiplier   0    0
Unit of Meas. 0    0    0    Price Lvl 2  0    0
# Per Case 0    0    0    Price Lvl 3  0    0
Taxable   0    0    0    Units Sold   0    0
-----
F1-Help Enter ALT-I to start import.                F10-Save ESC-Exit
  
```

1. Go to "System Setup", "Importing", "Import Inventory Items"
2. Input an "Import Code". This must be a valid DOS filename, up to 8 characters.
3. Input a "Description". This should describe the import.
4. Enter the "Maximum Size", for all Comma Delimited imports the file size is

5. Enter "Type of File" as a "C" for comma delimited.
6. Enter a Valid store I.D. To check for Valid store I.D.'s go to "Inventory Maintenance", "Defaults", "Maintain Store Defaults", and check the "Store" field.
7. Enter a "Multiplier". The default is 1.0000, if the data is using 2 implied decimals this number would have to be 0.0100. (eg. 33946 X 0.0100 = 339.46)
8. Enter the "Filename". Input the full DOS drive, path, and filename. Avoid "Long" file names.

```

PowerPOS Versi on 1. 4e                               August 17, 1999
Registered To: Test Company                           01:01:28 pm
-----
M+----- Maintain Import Information -----
Import Code ENGINE Description IMPORT ENGINE PARTS
Maximum Size 500 Type of File C Store Mult 1.0000
Filename C:\TEMP\ENGINE.CSV Vendor ENGINE
Check If vendor exists Y Delete First Char Y Delete Last Char Y
-----
Field      Off.  Size  C/D  Field      Off.  Size  C/D
-----
Item Code  0    0    |      Average Cost  0    0
Description 0    0    |      Last Cost      0    0
Price      0    0    |      Type            0    0
On Hand    0    0    |      Discountable   0    0
Vendor     0    0    |      PO Desc.       0    0
Manuf. Code 0    0    |      Reorder Lvl.   0    0
Category   0    0    |      Reorder Amt.   0    0
Class      0    0    |      Multiplier     0    0
Unit of Meas. 0    0    |      Price Lvl 2    0    0
# Per Case 0    0    |      Price Lvl 3    0    0
Taxable    0    0    |      Units Sold     0    0
-----
F1-Help Enter ALT-I to start import.                F10-Save ESC-Exit
    
```

9. Enter the code of the "Vendor" that you are importing. The system will automatically sort the alternate vendors' items by cost. Leave the vendor blank if you do not want this to happen.
10. At "Check if vendor exists" enter "Y" if the vendor being imported (see #9. Above) must match the vendor before the item is imported. Enter "N" to import all records.
11. "Delete First Character"/"Delete Last Character" this allows you to format the "UPC" number to match the rest of your data. (eg. If your barcode scanner is set up to read the last 11 UPC digits then answer "Y" to Delete First Character and answer "N" to Delete Last Character)
12. Refer to the comma delimited format mapping from B.1. above and start filling in the information. Use the "Data Position" and place it in the "Off." Column.

13. Use of the "C"/"D" column. "C" stands for Change, meaning that this value will be updated or added to the file based on the incoming data stream. "D" stands for Default, meaning that this value will be assigned the default value from the inventory default screen. To check for default values go to "Inventory Maintenance", "Defaults", "Setup Inventory Defaults", and edit the defaults as needed.  
 Note: "Taxable", "Type", and "Discountable" are usually set to "D". In the example below the "Vendor" is also pulled from the inventory default screen.

```

PowerPOS Version 1.4e                               August 17, 1999
Registered To: Test Company                          01:28:02 pm
-----
M+----- Maintain Import Information -----
Import Code ENGINE      Description IMPORT ENGINE PARTS
Maximum Size 500 Type of File C Store      Mult 1.0000
Filename C:\TEMP\ENGINE.CSV                Vendor
Check if vendor exists N Delete First Char Y Delete Last Char N
-----
Field      Off.  Size  C/D  Field      Off.  Size  C/D
-----
Item Code   14    0    C   Average Cost  0    0
Description 2    0    C   Last Cost    0    0
Price       7    0    C   Type         0    0
On Hand     5    0    C   Discountable 0    0
Vendor      0    0    D   PO Desc.     0    0
Manuf. Code 0    0    C   Reorder Lvl. 0    0
Category    0    0    C   Reorder Amt. 0    0
Class       0    0    C   Multiplier   0    0
Unit of Meas. 0    0    C   Price Lvl 2  0    0
# Per Case  0    0    C   Price Lvl 3  0    0
Taxable     0    0    C   Units Sold   0    0
-----
F1-Help Enter ALT-I to start import.                F10-Save ESC-Exit
  
```

14. Fill in all the information to be imported from the incoming data file and select the defaults as required then hit <F10> to save the format.

```

PowerPOS Version 1.4e                               August 17, 1999
Registered To: Test Company                          04:54:50 pm
-----
M+----- Maintain Import Information -----
Import Code ENGINE      Description IMPORT ENGINE PARTS
Maximum Size 500 Type of File C Store      Mult 1.0000
Filename C:\TEMP\ENGINE.CSV                Vendor
Check if vendor exists N Delete First Char Y Delete Last Char N
-----
Field      Off.  Size  C/D  Field      Off.  Size  C/D
-----
Item Code   14    0    C   Average Cost 11    0    C
Description 2    0    C   Last Cost    11   0    C
Price       7    0    C   Type         0    0    D
On Hand     5    0    C   Discountable 0    0    D
Vendor      0    0    D   PO Desc.     0    0
Manuf. Code 1    0    C   Reorder Lvl. 0    0
Category    3    0    C   Reorder Amt. 0    0
Class       6    0    C   Multiplier   0    0
Unit of Meas. 4    0    C   Price Lvl 2  8    0    C
# Per Case  0    0    C   Price Lvl 3  9    0    C
Taxable     0    0    D   Units Sold   0    0
-----
F1-Help F2-List F3-Clear F4-Del F5-First F6-Last F7-Prev F8-Next F9-Gen F10-Save
  
```

15. After saving the import format hit <F2> then <Alt-I> to start importing.
16. ALWAYS verify your results when done!

G. "Import Inventory Items" – Fixed length ASCII example. (Uses data from Example 2 above) 7

```

-----
PowerPOS Version 1.4e                               August 17, 1999
Registered To: Test Company                          05:29:51 pm
-----
M+----- Maintain Import Information -----
Import Code ENGINEF Description IMPORT ENGINE PARTS FIXED
Maximum Size 179 Type of File F Store Mult 1.0000
Filename C:\TEMP\ENGINE.TXT Vendor
Check if vendor exists Delete First Char Delete Last Char
-----
Field      Off.  Size  C/D  Field      Off.  Size  C/D
-----
Item Code   0    0    Item Code   0    0
Description 0    0    Description 0    0
Price       0    0    Price       0    0
On Hand     0    0    On Hand     0    0
Vendor      0    0    Vendor      0    0
Manuf. Code 0    0    Manuf. Code 0    0
Category    0    0    Category    0    0
Class       0    0    Class       0    0
Unit of Meas. 0    0    Unit of Meas. 0    0
# Per Case  0    0    # Per Case  0    0
Taxable     0    0    Taxable     0    0
-----
F1-Help Enter ALT-I to start import.                F10-Save ESC-Exit

```

1. Go to "System Setup", "Importing", "Import Inventory Items"
2. Input an "Import Code". This must be a valid DOS filename, up to 8 characters.
3. Input a "Description". This should describe the import.
4. Enter the "Maximum Size", see fixed length import example 2 above.
5. Enter "Type of File" as a "F" for fixed length.
6. Enter a Valid store I.D. To check for Valid store I.D.'s go to "Inventory Maintenance", "Defaults", "Maintain Store Defaults", and check the "Store" field.
7. Enter a "Multiplier". The default is 1.0000, if the data is using 2 implied decimals this number would have to be 0.0100. (eg. 33946 X 0.0100 = 339.46)
8. Enter the "Filename". Input the full DOS drive, path, and filename. Avoid "Long" filenames.

```

PowerPOS Version 1.4e
Registered To: Test Company
August 17, 1999
05:30:42 pm
-----
M+----- Maintain Import Information -----
Import Code ENGINEF Description IMPORT ENGINE PARTS FIXED
Maximum Size 179 Type of File F Store Mult 1.0000
Filename C:\TEMP\ENGINE.TXT Vendor ENGINE
Check if vendor exists Y Delete First Char Y Delete Last Char Y
-----
Field      Off.   Size  C/D   Field      Off.   Size  C/D
-----
Item Code  0     0     C     Average Cost  0     0
Description 0     0     C     Last Cost    0     0
Price      0     0     C     Type         0     0
On Hand    0     0     C     Discountable 0     0
Vendor     0     0     C     PO Desc.     0     0
Manuf. Code 0     0     C     Reorder Lvl. 0     0
Category   0     0     C     Reorder Amt. 0     0
Class      0     0     C     Multiplier   0     0
Unit of Meas. 0     0     C     Price Lvl 2  0     0
# Per Case 0     0     C     Price Lvl 3  0     0
Taxable    0     0     C     Units Sold   0     0
-----
F1-Help Enter ALT-I to start import.
F10-Save ESC-Exit

```

9. Enter the code of the "Vendor" that you are importing. The system will automatically sort the alternate vendors' items by cost. Leave the vendor blank if you do not want this to happen.
  10. At "Check if vendor exists" enter "Y" if the vendor being imported (see #9. Above) must match the vendor before the item is imported. Enter "N" to import all records.
  11. "Delete First Character"/"Delete Last Character" this allows you to format the "UPC" number to match the rest of your data. (eg. If your barcode scanner is set up to read the last 11 UPC digits then answer "Y" to Delete First Character and answer "N" to Delete Last Character)
  12. Refer to the fixed length format mapping from B.2. above and start filling in the information. Use the "Offset" and place it in the "Off." Column, use the "Size" and place it in the "Size" Column.
  13. Use of the "C"/"D" column. "C" stands for Change, meaning that this value will be updated or added to the file based on the incoming data stream. "D" stands for Default, meaning that this value will be assigned the default value from the inventory default screen. To check for default values go to "Inventory Maintenance", "Defaults", "Setup Inventory Defaults", and edit the defaults as needed.
- Note: "Taxable", "Type", and "Discountable" are usually set to "D". In the example below the "Vendor" is also pulled from the inventory default screen.



PowerPOS Version 1.4e Registered To: Test Company				August 18, 1999 03:07:07 pm			
M+----- Maintain Import Information -----							
Import Code	ENGINEF	Description		IMPORT ENGINE PARTS	FIXED		
Maximum Size	179	Type of File	F	Store	Mult	1.0000	
Filename	C:\TEMP\ENGINE.TXT			Vendor			
Check if vendor exists		Delete First Char	Y	Delete Last Char	N		
Field	Off.	Size	C/D	Field	Off.	Size	C/D
Item Code	135	12	C	Average Cost	0	0	
Description	19	28	C	Last Cost	0	0	
Price	67	7	C	Type	0	0	
On Hand	58	5	C	Discountable	0	0	
Vendor	0	0	D	PO Desc.	0	0	
Manuf. Code	0	0		Reorder Lvl.	0	0	
Category	0	0		Reorder Amt.	0	0	
Class	0	0		Multiplier	0	0	
Unit of Meas.	0	0		Price Lvl 2	0	0	
# Per Case	0	0		Price Lvl 3	0	0	
Taxable	0	0		Units Sold	0	0	
F1-Help Enter ALT-I to start import.				F10-Save ESC-Exit			

14. Fill in all the information to be imported from the incoming data file and select the defaults as required then hit <F10> to save the format.

PowerPOS Version 1.4e Registered To: Test Company				August 18, 1999 03:08:41 pm			
M+----- Maintain Import Information -----							
Import Code	ENGINEF	Description		IMPORT ENGINE PARTS	FIXED		
Maximum Size	179	Type of File	F	Store	Mult	1.0000	
Filename	C:\TEMP\ENGINE.TXT			Vendor			
Check if vendor exists		Delete First Char	Y	Delete Last Char	N		
Field	Off.	Size	C/D	Field	Off.	Size	C/D
Item Code	135	12	C	Average Cost	100	7	C
Description	19	28	C	Last Cost	100	7	C
Price	67	7	C	Type	0	0	D
On Hand	58	5	C	Discountable	0	0	D
Vendor	0	0	D	PO Desc.	0	0	
Manuf. Code	1	17	C	Reorder Lvl.	0	0	
Category	50	3	C	Reorder Amt.	0	0	
Class	64	2	C	Multiplier	0	0	
Unit of Meas.	0	0	D	Price Lvl 2	76	7	C
# Per Case	0	0		Price Lvl 3	84	7	C
Taxable	0	0	D	Units Sold	0	0	
F1-Help Enter ALT-I to start import.				F10-Save ESC-Exit			

15. After saving the import format hit <F2> then <Alt-I> to start importing.
16. ALWAYS verify your results when done!



- Hit <ENTER> until the cursor shows on just the "Fieldname" then hit <F2> at the "Fieldname" for a list of fields to be imported.

NOTE: *Select the first field as the one, which you want to find existing records by to do updates. When you hit enter the system will prompt you with a message that asks, "This field is a key in this file. Do you want to find by the key first then make changes? (Y/N) Y". Be careful. If the file you are importing into has a unique value for each record you would want to answer "Y". (eg. Importing into the inventory file uses a unique value for each record which is the "Item Code") If the file you are importing into has a non-unique value for each record you would want to answer "N". (eg. Importing into the inventory history file uses a non-unique value for each record that is the "Item Code", there will be multiple records in the inventory history for each inventory item)*

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                               Maintain Import                               |
|                               10: 30: 49 am                                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Import Code ENGINE.IMP                                                |
| Import File C:\TEMP\ENGINE.CSV                                        |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Import into File PSINMAIN                                             |
| Import type C                                                         |
| New Only N                                                            |
| Field List to be imported:                                           |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Fieldname      |Len| |Offs.| |Array|/ |By| |Default| |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| ITEM.CODE      |   |   |   |   |   |   |   |   |   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| This field is a key in this file. Do you want to find by           |
| the key first then make changes? (Y/N) Y                            |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F1-Help |

```

- Refer to the comma delimited format mapping from B.1. above and start filling in the information. Use the "Data Position" and place it in the "Len." Column.
- Enter the array number in the "Array" column. If the field you are selecting has an "Array" the cursor will stop on the "Array" field and allow the entry of any valid array number. "Array's" allow the program to have multiple fields with the same name and just a different "Array" number. "Array's" are normally used for groups of like data (eg. "item.price.lvls" is a 10 element array used to hold the 10 pricing levels for each inventory item.)
- Enter the "Divider" value in the "/BY" column. This can be used to divide individual values by the "Divider" number. (eg. 33946 / 100 = 339.46)
- Enter a default value in the "Default" column. This ONLY applies to fields that are NOT being imported but must be filled in with a value that is required by the POWER POS program to operate correctly. (eg. In an import into the Inventory main file "PSINMAIN"; the "Taxable", and the "Discountable" fields are usually set to "Y" and the "Type" field is usually set to "I". In the example below the "Vendor" is defaulted to "ENGINE")

```

+-----+-----+
+-----+-----+ Maintain Import -----+-----+
+-----+-----+                                     10: 59: 30 am -----+-----+
M: Import Code ENGINE.IMP
Import File C:\TEMP\ENGINE.CSV

Import into File PSINMAIN
Import type C
New Only N
Field List to be Imported:
+-----+-----+-----+-----+-----+-----+-----+-----+
| Fieldname | Len | Offs. | Array / By | Default |
+-----+-----+-----+-----+-----+-----+-----+-----+
| TEM. CODE | 14 | 0 | 0 | 1 |
| TEM. DESC | 2 | 0 | 0 | 1 |
| TEM. MANF. CODE | 1 | 0 | 0 | 1 |
| TEM. TYPE | 0 | 0 | 0 | 1 |
| TEM. PRI CE. LVLS | 7 | 0 | 1 | 1 |
| TEM. PRI CE. LVLS | 8 | 0 | 2 | 1 |
| TEM. PRI CE. LVLS | 9 | 0 | 3 | 1 |
| TEM. PRI CE. LVLS | 10 | 0 | 4 | 1 |
| TEM. ONHAND | 5 | 0 | 0 | 1 |
| TEM. CAT | 3 | 0 | 0 | 1 |
| TEM. CLASS | 6 | 0 | 0 | 1 |
| TEM. LAST. COST | 11 | 0 | 0 | 1 |
| TEM. AVG. COST | 11 | 0 | 0 | 1 |
| TEM. VENDOR | 0 | 0 | 0 | 1 | ENGINE
| TEM. DI SC | 0 | 0 | 0 | 1 | Y
| TEM. TXBL | 0 | 0 | 0 | 1 | Y
| TEM. PRI CE. HOW | 0 | 0 | 0 | 1 | F
| TEM. UOM | 4 | 0 | 0 | 1 |
| TEM. COMM | 0 | 0 | 0 | 1 | 0
| TEM. WEI GHT | 12 | 0 | 0 | 1 |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

F1-Help INS-Insert a field DEL-Delete a field  
Note: The above screen has been lengthened to include the scroll area.

12. Once all the fields have been included on the screen that will participate in the report and the cursor is W I D E across the screen then hit <ESC> and save the import format.
  13. Go to “System Setup”, “Importing”, “Run Import format”, select the format that you created and hit <ENTER> to begin the importing.
  14. ALWAYS verify your results when done!
- J. “Create Import format” – Fixed length ASCII example. (Uses data from Example 2 above)
1. Go to “System Setup”, “Importing”, “Create Import format”
  2. Input an “Import Code”. This must be a valid DOS filename, up to 8 characters plus a 3 letter “.imp” extension.
  3. Input the “Import File” file name and path.
  4. Hit <F2> at the “Import into File” prompt and select the file that you want the data imported into.
  5. Enter a “F” into the “Import Type” field
  6. Enter an “N” into the “New only” field to update existing records and create new records when an existing record cannot be found. Entering a “Y” would ONLY create new records.



8. Refer to the fixed length format mapping from B.2. above and start filling in the information. Use the “Data Position” and place it in the “Len.” Column.
9. Enter the array number in the “Array” column. If the field you are selecting has an “Array” the cursor will stop on the “Array” field and allow the entry of any valid array number. “Array’s” allow the program to have multiple fields with the same name and just a different “Array” number. “Array’s” are normally used for groups of like data (eg. “item.price.lvls” is a 10 element array used to hold the 10 pricing levels for each inventory item.)
10. Enter the “Divider” value in the “/BY” column. This can be used to divide individual values by the “Divider” number. (eg. 33946 / 100 = 339.46)
11. Enter a default value in the “Default” column. This ONLY applies to fields that are NOT being imported but must be filled in with a value that is required by the POWER POS program to operate correctly. (eg. In an import into the Inventory main file “PSINMAIN”; the “Taxable”, and the “Discountable” fields are usually set to “Y” and the “Type” filed is usually set to “I”. In the example below the “Vendor” is defaulted to “ENGINE”)

```

-----+-----+-----+-----+-----+-----+
|                                     Maintaln Import                                     |
|                                     10: 59: 30 am                                       |
+-----+-----+-----+-----+-----+-----+
| Import Code ENGINE.IMP                                                         |
| Import File C:\TEMP\ENGINE.TXT                                                |
+-----+-----+-----+-----+-----+-----+
| Import Into File PSINMAIN                                                     |
| Import type F                                                                  |
| New Only N                                                                      |
| Field List to be Imported:                                                    |
+-----+-----+-----+-----+-----+-----+
| Fieldname      Len  Offs.  Array / By  Default |
+-----+-----+-----+-----+-----+-----+
| TEM. CODE      12   135    0      1      |
| TEM. DESC      28   19     0      1      |
| TEM. MANF. CODE 17    1     0      1      |
| TEM. TYPE       0    0     0      1      |
| TEM. PRICE. LVLS 7    67    1      1      |
| TEM. PRICE. LVLS 7    76    2      1      |
| TEM. PRICE. LVLS 7    84    3      1      |
| TEM. PRICE. LVLS 7    92    4      1      |
| TEM. ONHAND     5    58    0      1      |
| TEM. CAT        3    50    0      1      |
| TEM. CLASS      2    64    0      1      |
| TEM. LAST. COST 7    100   0      1      |
| TEM. AVG. COST  7    100   0      1      |
| TEM. VENDOR     0    0     0      1      |
| TEM. DISC       0    0     0      1      |
| TEM. TXBL       0    0     0      1      |
| TEM. PRICE. HOW 0    0     0      1      |
| TEM. UOM        3    54    0      1      |
| TEM. COMM       0    0     0      1      |
| TEM. WEI GHT   7    108   0      1      |
| ENGINE                                                  |
| Y                                                       |
| F                                                       |
| 0                                                       |
+-----+-----+-----+-----+-----+-----+
| F1-Help  INS-Insert a field  DEL-Delete a field |
| Note: The above screen has been lengthened to include the scroll area. |

```

12. Once all the fields have been included on the screen that will participate in the report and the cursor is W I D E across the screen then hit <ESC> and save the import format.
13. Go to “System Setup”, “Importing”, “Run Import format”, select the format that you created and hit <ENTER> to begin the importing.
14. ALWAYS verify your results when done!