



OVERVIEW.....	2
CSV FILE REQUIREMENTS.....	2
THE CSV FILE.....	3
<i>CSV Format.....</i>	3
<i>Column Names.....</i>	3
<i>Manufacturer Name.....</i>	3
<i>Customer Name.....</i>	4
<i>Customer Address.....</i>	4
<i>Invoice Numbers.....</i>	5
<i>Account Numbers.....</i>	5
<i>Subtotals and Line items.....</i>	5
<i>Complete Data.....</i>	6
SAVING AN EXCEL FILE TO CSV.....	6
COMMON PITFALLS.....	9
INCOMPLETE ROW DATA.....	9
NO COLUMN HEADERS.....	9
IMPROPER FORMAT.....	9
SUBTOTALS, GROUPING SECTIONS, AND PUNCTUATION.....	10
INVOICE IMPORT WIZARD.....	10
ACCESSING THE WIZARD.....	10
USING THE WIZARD.....	11
<i>Data Source Chooser.....</i>	11
<i>Generic CSV Overview.....</i>	12
<i>Column Mappings.....</i>	13
<i>Column Mappings Tabs.....</i>	14
General.....	14
Amounts.....	15
Addresses.....	17
Defaults.....	17
<i>Saving the Map.....</i>	20
<i>Preprocessing.....</i>	22
<i>Processing.....</i>	22
<i>Wizard Complete.....</i>	24
REMOVING IMPORTED INVOICES.....	25
Appendix.....	30

Overview

The *Generic CSV Invoice Import Wizard* saves time and entry errors by allowing you to take a spreadsheet, convert it to a free-form Comma Separated Values (CSV) file and translate the data into MRSware invoices. The columns in the file are mapped to the various fields on an invoice and each row of data is imported into the MRSware system.

The wizard takes you through the import process step-by-step. These steps are:

- 1 - Setting up and saving the spreadsheet as a .CSV file
- 2 – Opening the Invoice Import Wizard
- 3 – Selecting the .CSV file to be imported
- 4 – Mapping the fields on the spreadsheet to the fields in MRSware
- 5 – Saving the map (Loading the map in subsequent imports for the same manufacturer)
- 6 – Preprocessing the file
- 7 – Processing the file
- 8 – Completing the Wizard
- 9 – Resolving conflicts from the import

CSV File Requirements

The MRSware *Generic Invoice Import Wizard* requires the import file to be in a .CSV format, which is a kind of spreadsheet with special formatting properties. This means if you have an Excel (.xls) spreadsheet or an Access (.mdb) spreadsheet you must make some changes to the spreadsheet so it conforms to the requirements of a .CSV format.

The CSV File

In order for a CSV file to import properly, it must have the following features:

CSV Format

As previously stated the file format must be .CSV. To check the file format or type:

Look at the file name at the top of the file. The letters after the "." are the extension or type. (Figure 1)



Figure 1

OR

Open your Documents library and find your file. Look to the right under *Type* to see the name of file format (Figure 2).

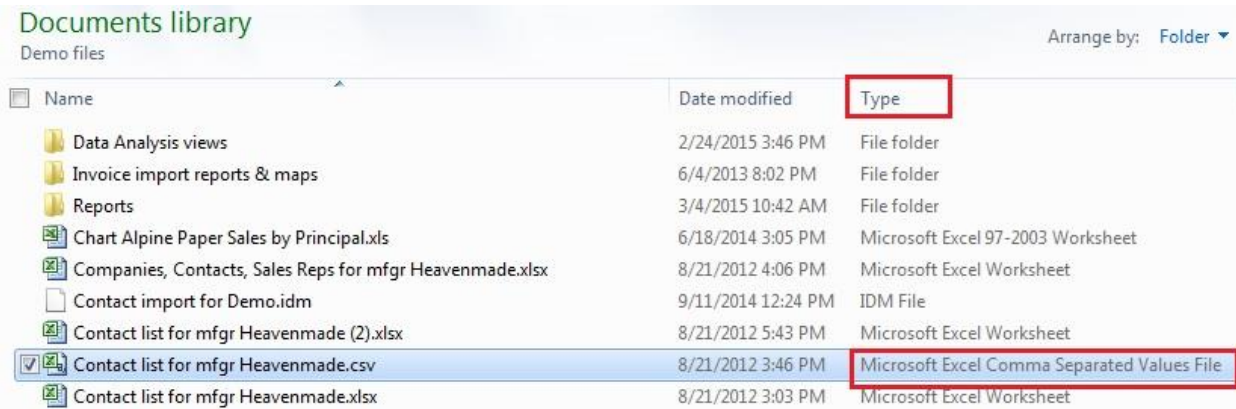


Figure 2

❗ If you are interested in more information about the .CSV file, go to the *Appendix* at the end of this User Manual.

In the spreadsheet, the columns represent the data or type of information (data column); the rows represent the value of the data or information from an invoice (data value). As seen in Figure 3 (below):
 Columns = Invoice #, Account #, Account Name, etc.
 Rows = J201, 151378, Magic Foodservice, etc.

Column Names

The first row in the file must contain the column names. This is the only way to determine what the data in the other rows represents. For example, the column header row may look like Figure 3.

	A	B	C	D	E	F	G	H	I	J
1	Invoice #	Account #	Account Name	Invoice Date	Sales	Commissions	Street Address	City	State	Zip
2	Magic Foodservice	151378					999 West Muggle Dr	Hogswort	NY	12456
3	J201		Magic Foodservice	2/12/2013	\$ 7,530.00	\$ 451.80				
4	J204		Magic Foodservice	2/26/2013	\$ 7,530.00	\$ 451.80				
5	Speego Foodservice	151379					98 South St	Downstate	ME	04466
6	J202		Speego Foodservice	2/8/2013	\$ 8,520.00	\$ 511.20				
7	J203		Speego Foodservice	2/22/2013	\$ 8,520.00	\$ 511.20				

Figure 3

As you can see, Column A represents "Invoice #"; Column B represents "Account #"; Column C represents "Account Name"; and so on across the row.

Manufacturer Name

The manufacturer's name may or may not appear in the spreadsheet. If their name does appear in a column header, each row in the column must contain the name of the manufacturer.

If the manufacturer's name does not appear in a column header and in each row, you must use the *Manufacturer* selector on the Defaults tab to tell the wizard to which manufacturer the invoices will be assigned (Figure 4).

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | **Defaults**

The values entered below will be used if no matching item can be found using the field mapping choices made on the previous tabs.

Manufacturer | Popeye Mop Company

Figure 4

Customer Name

The customer's name must appear as a column header and in each row.

If the spreadsheet contains invoices for just 1 customer and the customer name does not appear on the spreadsheet, you must use the *Customer* selector on the Defaults tab to tell the wizard to which customer the invoices will be assigned (Figure 5).

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | **Defaults**

The values entered below will be used if no matching item can be found using the field mapping choices made on the previous tabs.

Manufacturer |

Customer | Magic Foodservice Sales & Supplies

Figure 5

Customer Address

While the address of the customer is not required as a data column in each row, it can be useful for matching purposes. If there is only 1 address in the spreadsheet, match it to the *Ship To* field under the Addresses tab during the mapping process (Figure 6).

Matching the address in the spreadsheet to the Ship To field in MRSware ensures that the correct Business Address for the Customer is not overwritten. If the address in the spreadsheet is a ship to address, you have captured the information for future reference.

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | **Addresses** | Defaults

Order Ship-To Company N...	(ignored)
Order Ship-To Street 1	Address
Order Ship-To Street 2	(ignored)
Order Ship-To City	City
Order Ship-To State	State
Order Ship-To Zip	Zip

Figure 6

Invoice Numbers

Invoice numbers are required by MRSware as part of the invoice entry process. If the manufacturer does not provide invoice numbers, the *Invoice Import Wizard* will automatically create an invoice number during the processing of the CSV file.

Account Numbers

Account numbers are not required by MRSware as part of the invoice entry process. While the account numbers of the customer is not required as a data column in each row, it can be useful for matching purposes, reducing conflicts. If provided, we recommend they be mapped during the import process.

Using account numbers allows you to use the *Account View* found in the *Customers* table for sorting and filtering purposes.

Subtotals and Line Items

Each row in the file must represent a single invoice and its subtotal -OR- each row in the file must represent a single invoice line item. The file cannot contain a mixture of subtotals and line items. If the file has line items, there must be column header and data fields which represent the quantity sold and the price for which each unit sold.

If you match the unit price, the quantity and the total sales dollar, you must check the box next to "When calculating line item total, do not multiply by quantity" found under the Defaults tab (Figure 7).

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | **Defaults**

The values entered below will be used if no matching item can be found using the field mapping choices made on the previous tabs

Manufacturer

Customer

Sales Rep

Invoice Date ☐ 3/ 4/2015 (set this if no valid date is in the file)

Rep Split Rate % (setting this will override existing customer/sales rep split rates)

Miscellaneous Options

☒ When calculating line item total, do not multiply by quantity

Figure 7

Complete Data

Each row must have a complete set of data that describes the invoice. Each row is processed independently of the others so it must have the data for each column - invoice number, invoice date, amounts, customer name, etc. - in it.

Saving an Excel File to CSV

The steps below will demonstrate the process of turning a typical Excel (xls) file into a valid CSV file. You will most likely have to perform some or all of the steps to ensure the file is valid. If your Excel file has multiple sheets, you will need to perform the steps for each sheet and save each sheet to its own file.

1. Open the XLS file in Microsoft Excel
2. Remove any title lines or images from the top of the file. Also remove any subtotals or extraneous information from the file (highlighted in red, Figure 8).


	A	B	C	D	E	F	G	H	I	J
1			ACME Company							
2										
3										
4			Sales and Commission Report			2/28/2013				
5			Rep Agency - Doe a Dear Corporation							
6										
7										
8	Invoice #	Account #	Account Name	Invoice Date	Sales	Commissions	Street Address	City	State	Zip
9	Magic Foodservice	151378					999 West Muggle Dr	Hogswort	NY	12456
10	J201		Magic Foodservice	2/12/2013	\$ 7,530.00	\$ 451.80				
11	J204		Magic Foodservice	2/26/2013	\$ 7,530.00	\$ 451.80				
12	Speego Foodservice	151379					98 South St	Downstate	ME	04466
13	J202		Speego Foodservice	2/8/2013	\$ 8,520.00	\$ 511.20				
14	J203		Speego Foodservice	2/22/2013	\$ 8,520.00	\$ 511.20				
15										
16				Totals	\$ 32,100.00	\$ 1,926.00				

Figure 8

3. Ensure the first row contains the column header names (highlighted in red, Figure 9)

	A	B	C	D	E	F	G	H	I	J
1	Invoice #	Account #	Account Name	Invoice Date	Sales	Commissions	Street Address	City	State	Zip
2	Magic Foodservice	151378					999 West Muggle Dr	Hogswort	NY	12456
3	J201		Magic Foodservice	2/12/2013	\$ 7,530.00	\$ 451.80				
4	J204		Magic Foodservice	2/26/2013	\$ 7,530.00	\$ 451.80				
5	Speego Foodservice	151379					98 South St	Downstate	ME	04466
6	J202		Speego Foodservice	2/8/2013	\$ 8,520.00	\$ 511.20				
7	J203		Speego Foodservice	2/22/2013	\$ 8,520.00	\$ 511.20				

Figure 9

4. Remove any non-invoice lines from the file (Figure 9, highlighted in green). Move the required data to the appropriate cells (Figure 10, in green). Every effort is made to ignore lines that do not contain sufficient data but, depending on what the extraneous lines contain, they might be interpreted as invoice lines.

Make sure the data below each header matches (Figure 10)

	A	B	C	D	E	F	G	H	I	J
1	Invoice #	Account #	Account Name	Invoice Date	Sales	Commissions	Street Address	City	State	Zip
2	J201	151378	Magic Foodservice	2/12/2013	\$ 7,530.00	\$ 451.80	999 West Muggle Dr	Hogswort	NY	12456
3	J204		Magic Foodservice	2/26/2013	\$ 7,530.00	\$ 451.80				
4	J202	151379	Speego Foodservice	2/8/2013	\$ 8,520.00	\$ 511.20	98 South St	Downstate	ME	04466
5	J203		Speego Foodservice	2/22/2013	\$ 8,520.00	\$ 511.20				

Figure 10

5. Remove any punctuation or symbols in the column headers (highlighted in red, Figure 10 & 11) and fill in the blank cells (highlighted in green, Figure 11).

	A	B	C	D	E	F	G	H	I	J
1	Invoice No	Account No	Account Name	Invoice Date	Sales	Commissions	Street Address	City	State	Zip
2	J201	151378	Magic Foodservice	2/12/2013	\$ 7,530.00	\$ 451.80	999 West Muggle Dr	Hogswort	NY	12456
3	J204	151378	Magic Foodservice	2/26/2013	\$ 7,530.00	\$ 451.80	999 West Muggle Dr	Hogswort	NY	12456
4	J202	151379	Speego Foodservice	2/8/2013	\$ 8,520.00	\$ 511.20	98 South St	Downstate	ME	04466
5	J203	151379	Speego Foodservice	2/22/2013	\$ 8,520.00	\$ 511.20	98 South St	Downstate	ME	04466

Figure 11

You have completed the changes needed to convert the file from Excel to CSV.

6. Go to "File -> Save As"

7. Click the down arrow at the end of the *Type* field and select "CSV (Comma Delimited) (*.csv)" (Figure 12)

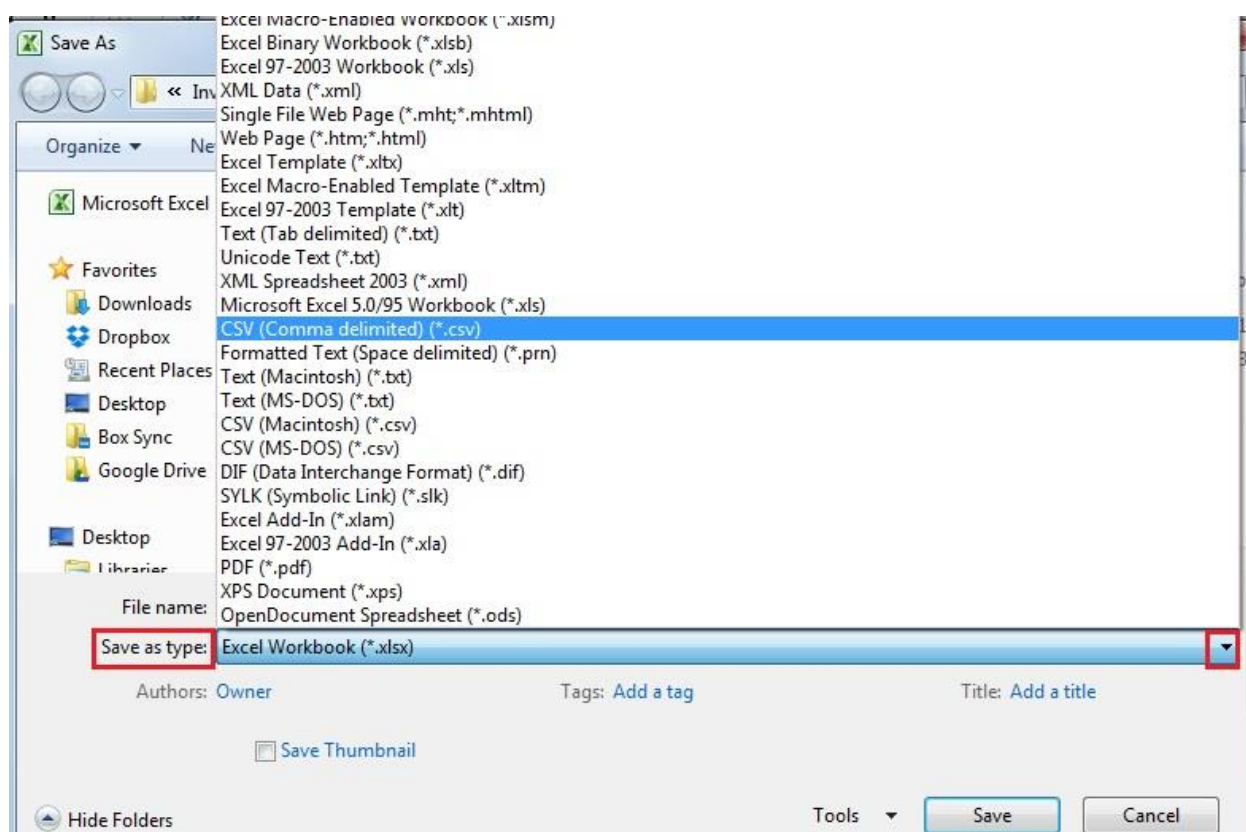


Figure 12

8. Name the file and click "Save"

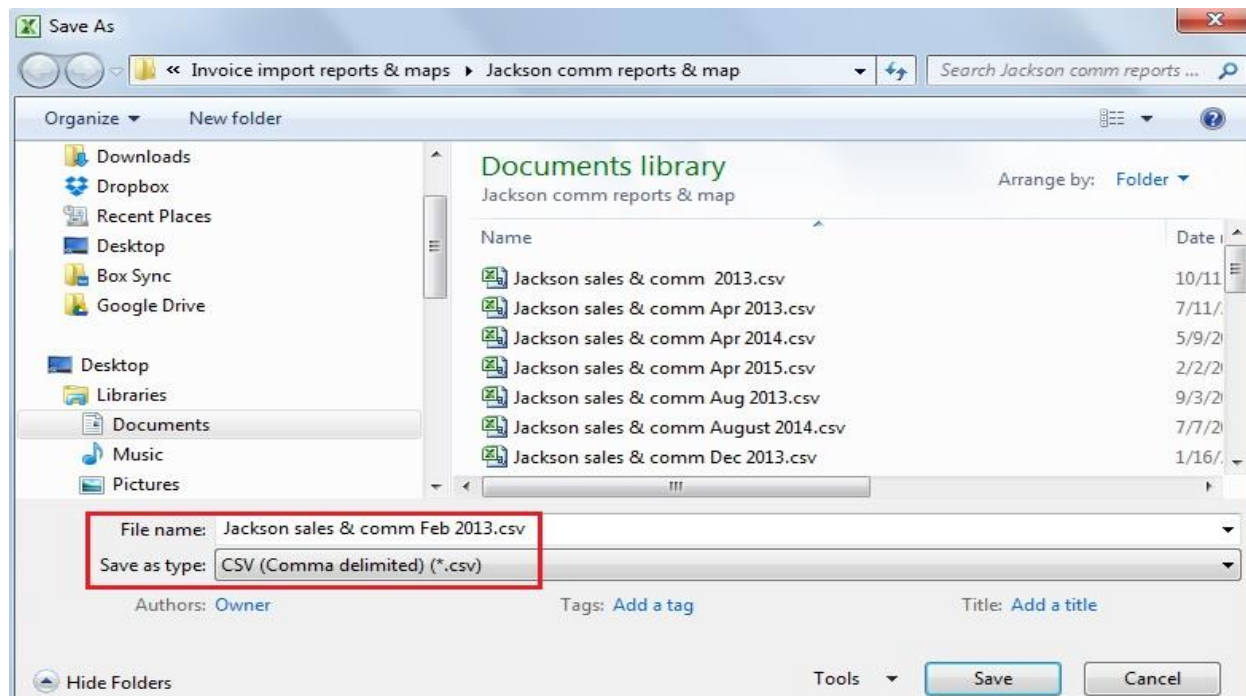


Figure 13

Common Pitfalls

This section will describe some common mistakes made in creating CSV files which will cause the file to not import properly. A properly formatted CSV file contains only data and each row has a complete set of data for each column.

Incomplete Row Data

The file pictured in Figure 14 will not import properly because each row does not contain the customer name or invoice date. Rows are processed independently of one another so each row must contain a complete set of data.

	A	B	C	D	E	F	G	H	I	J	K
1	Inv #	Cust No	Cust Name	Inv Date	Inv Total	Comm %	Ship Name	Ship Street	Ship City	Ship State	Ship Zip
2	12	555	Doe Inc.	5/4/2007	196	5	Doe Inc.	1 Main St	Denver	CO	12345
3	34	555	Doe Inc.	5/4/2007	261	4.5	Doe Inc.	1 Main St	Denver	CO	12345
4	56	555	Doe Inc.	5/4/2007	261	4.5	Doe Inc.	1 Main St	Denver	CO	12345
5	78	555	Doe Inc.	5/4/2007	261	4.5	Doe Inc.	1 Main St	Denver	CO	12345
6	456	777	Tech Lab	5/19/2007	500	3	Tech Lab	5 Elm St	Houston	TX	98765

Figure 14

No Column Headers

The file pictured in Figure 15 will not import properly because it does not have a header row.

	A	B	C	D	E	F	G	H	I	J	K
1	12	555	Doe Inc.	5/4/2007	196	5	Doe Inc.	1 Main St	Denver	CO	12345
2	34	555	Doe Inc.	5/4/2007	261	4.5	Doe Inc.	1 Main St	Denver	CO	12345
3	56	555	Doe Inc.	5/4/2007	261	4.5	Doe Inc.	1 Main St	Denver	CO	12345
4	78	555	Doe Inc.	5/4/2007	261	4.5	Doe Inc.	1 Main St	Denver	CO	12345
5	456	777	Tech Lab	5/19/2007	500	3	Tech Lab	5 Elm St	Houston	TX	98765

Figure 15

Improper Format

The file pictured in Figure 16 will not import properly because it is not in the correct format. CSV files cannot have images or formatting.

	A	B	C	D	E	F	G	H	I	J	K
1	Inv #	Cust No	Cust Name	Inv Date	Inv Total	Comm %	Ship Name	Ship Street	Ship City	Ship State	Ship Zip
2	123	555	Doe Inc.	5/4/2007	196	5	Doe Inc.	1 Main St.	Denver	CO	12345
3	456	777	Tech Lab	5/19/2007	500	3	Tech Lab	5 Elm St.	Houston	TX	98765
4	123	555	Doe Inc.	5/24/2007	261	4.5	Doe Inc.	1 Main St.	Denver	CO	12345
5											
6											
7											
8											

Figure 16

Subtotals and Grouping Sections

The file pictured in Figure 17 will not import properly because it has too many subtotal lines and group sections. Each row must contain an invoice record. It also contains punctuation and symbols in the column headers.

	A	B	C	D	E	F	G	H	I	J	K
1	Inv #	Cust No	Cust Name	Inv Date	Inv Total	Comm %	Ship Name	Ship Street	Ship City	Ship State	Ship Zip
2	Doe Inc. May Invoices										
3	123	555	Doe Inc.	5/4/2007	196	5	Doe Inc.	1 Main St.	Denver	CO	12345
4	123	555	Doe Inc.	5/24/2007	261	4.5	Doe Inc.	1 Main St.	Denver	CO	12345
5	Doe Inc. Subtotals				457						
6	Doe Inc. Year To Date				5,000						
7	Tech Lab May Invoices										
8	456	777	Tech Lab	5/19/2007	500	3	Tech Lab	5 Elm St.	Houston	TX	98765
9	Tech Lab Subtotals				500						
10	Tech Lab Year To Date				10,000						
11											
12	Grand Totals				957						

Figure 17

Invoice Import Wizard

Accessing the Wizard

To open the wizard, click on "File -> Import -> Invoice Import Wizard" (Figure 18).

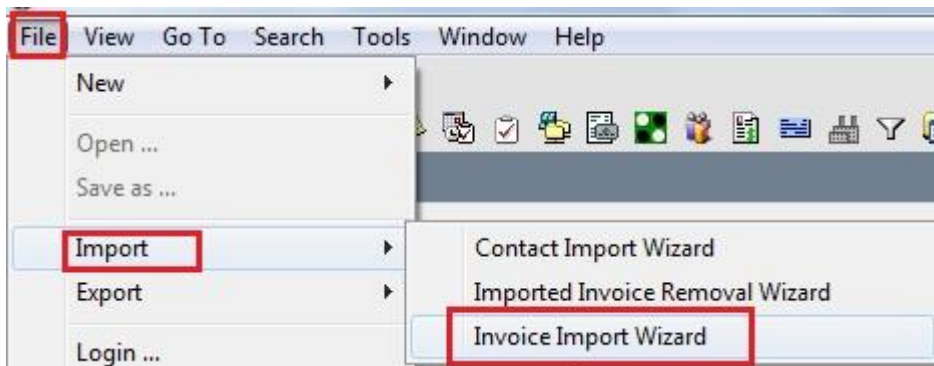


Figure 18

This will open the main welcome screen (Figure 19).

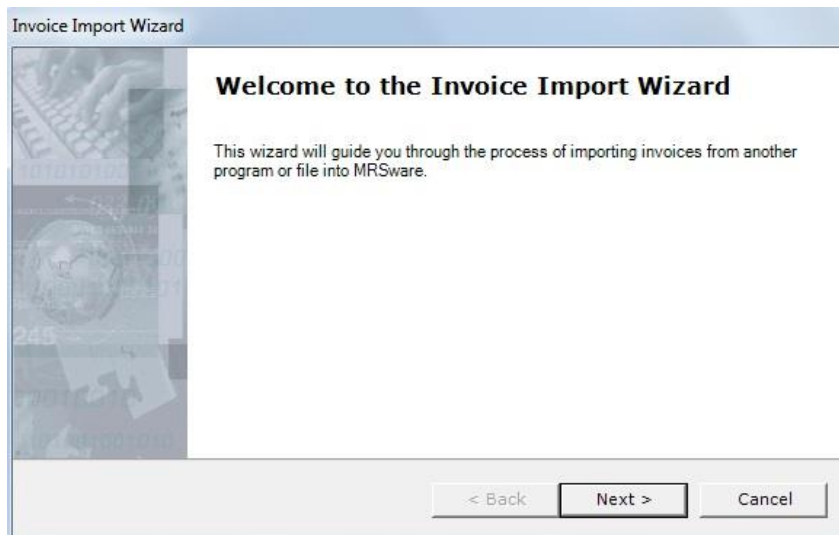


Figure 19

Using the Wizard

Data Source Chooser

When the main welcome screen loads, simply click "Next" to proceed to the *Data Source Chooser* page.

This page allows you to choose the data file to import (the spreadsheet saved as a CSV file) and the format of the file. Depending on how your system is set up, you may see any number of choices for *Data File Type*, but in this case choose "Generic CSV".

To choose the data file to import, click on the button on the right side of the *Data File* field (Figure 20).

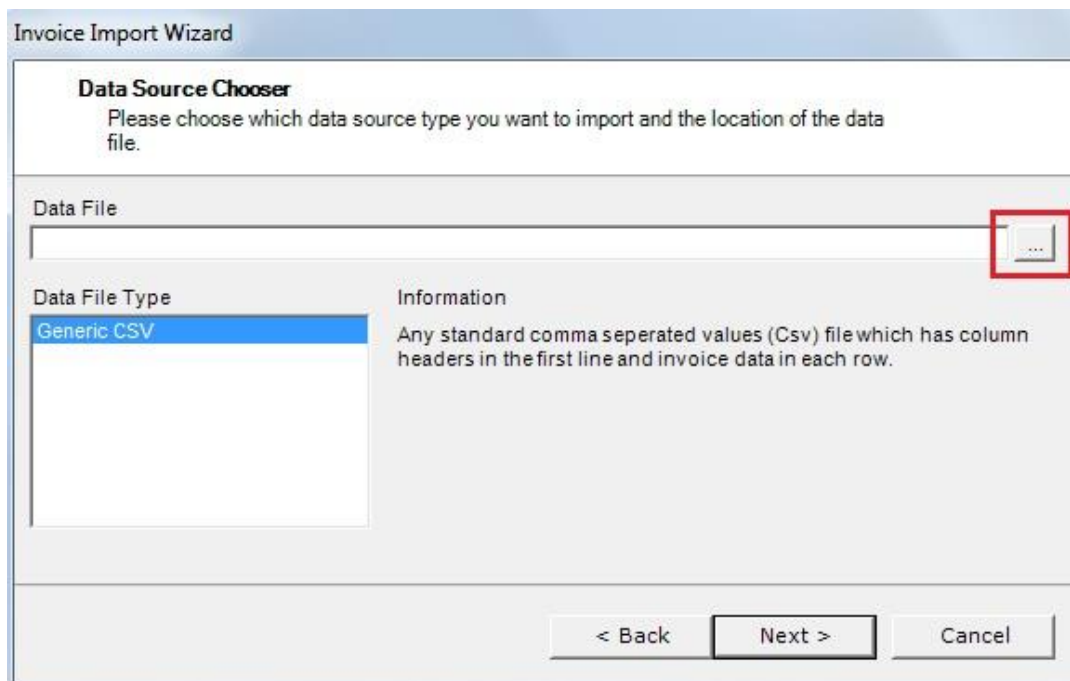


Figure 20

Open the data file from your computer's hard drive (Figure 21).

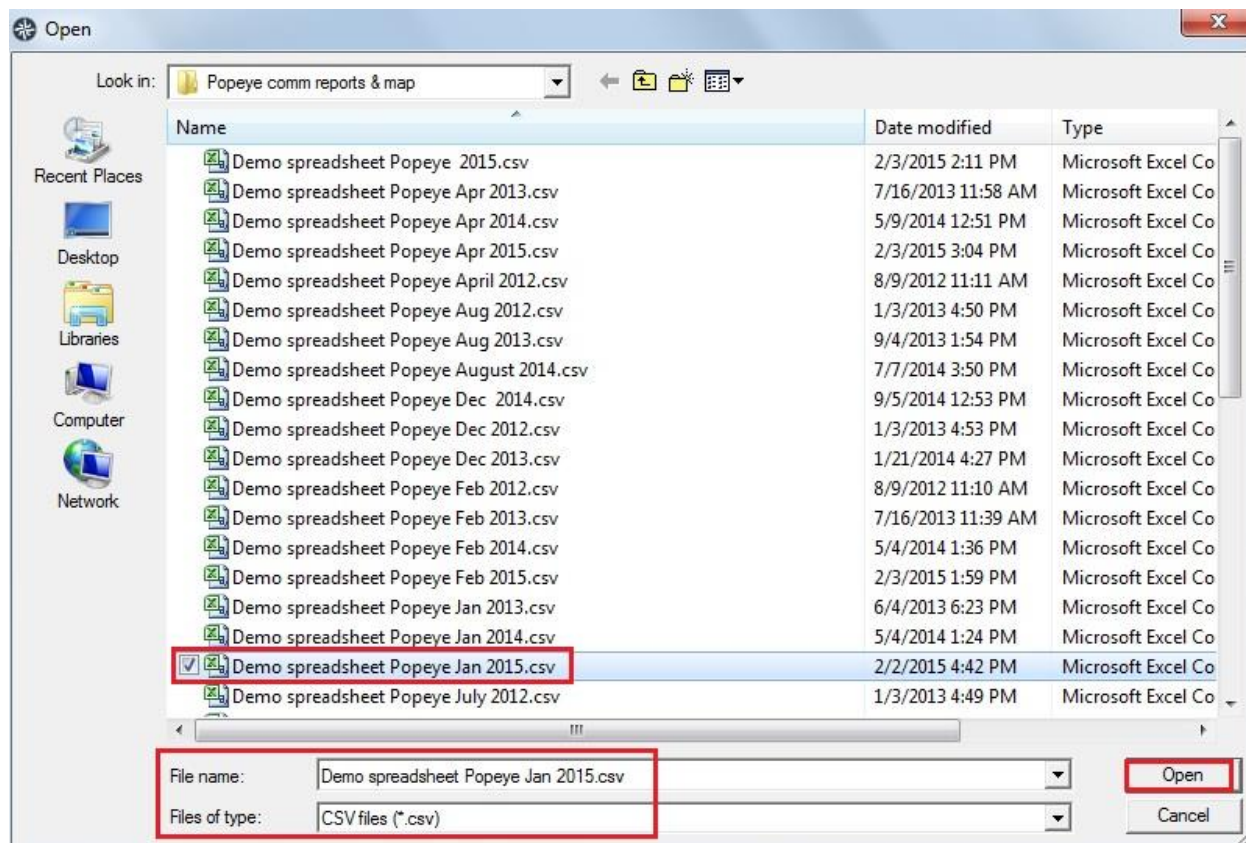


Figure 21

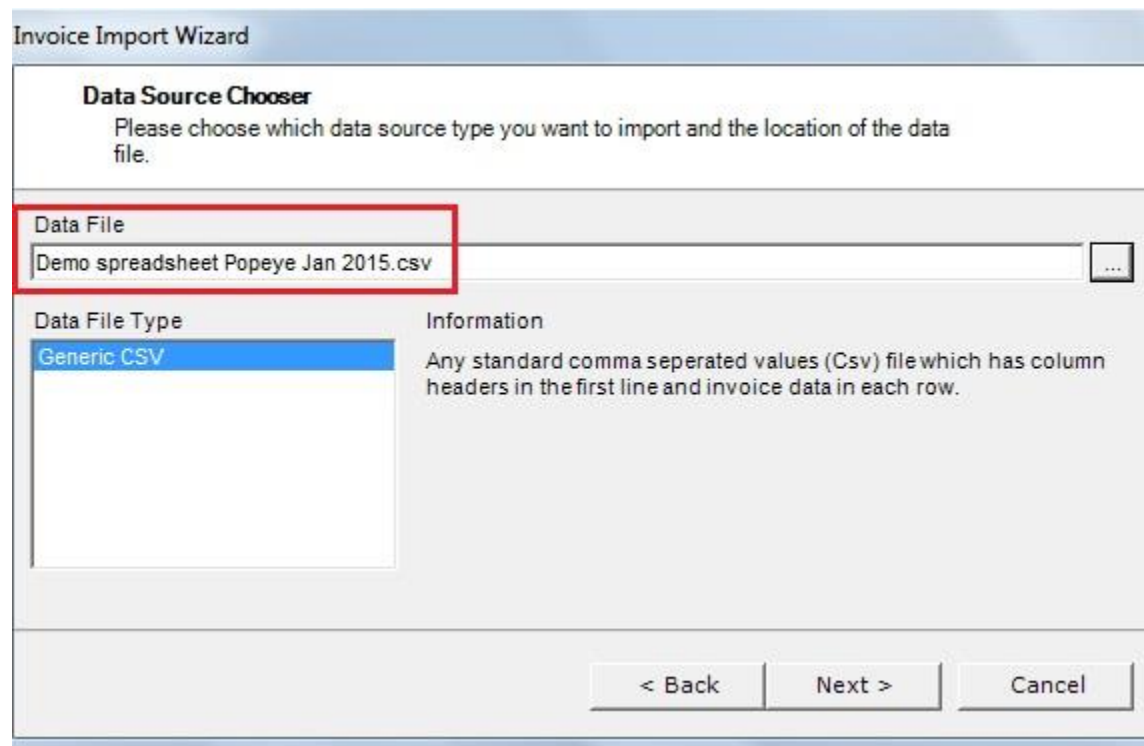


Figure 22

The file name will display in the *Data File* field (Figure 22). Click "Next".

Generic CSV Overview

The next page in the wizard (Figure 23) allows you to view some additional information about the requirements of the file and how to save a Microsoft Excel file to CSV. Both of these subjects are covered in the User Manual. Check any of the options you wish to review and click "Next". Just click "Next" if you don't need to review any of these options.

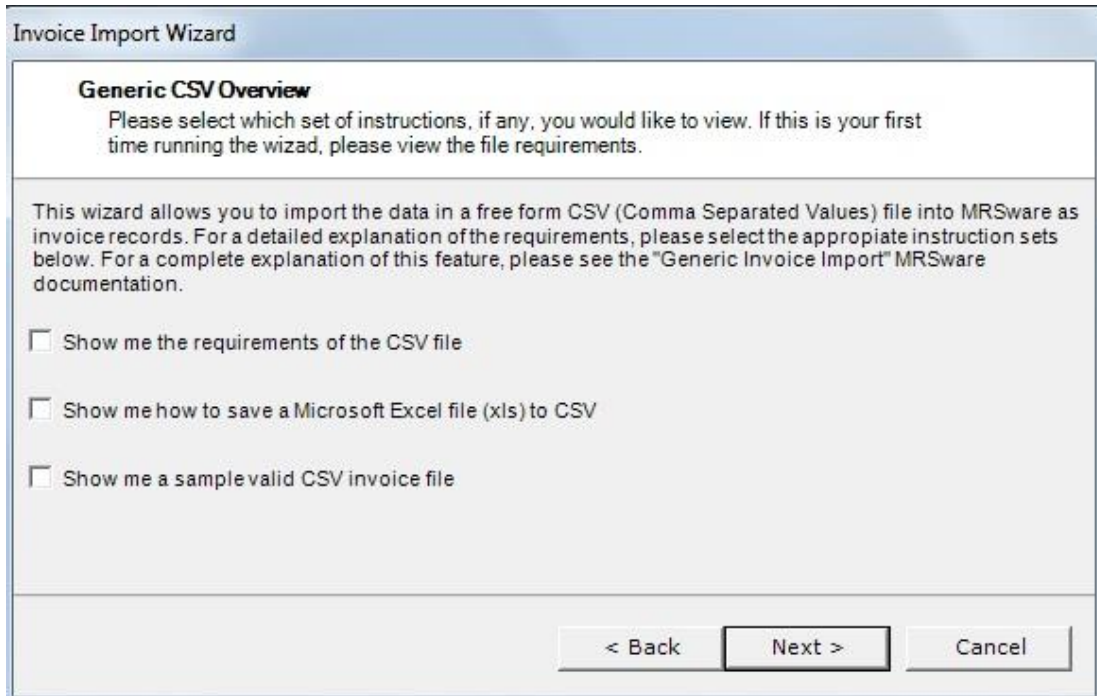


Figure 23

Column Mappings

When you click "Next", the *Column Mappings* screen will display. This is the most important feature of the wizard because it allows you to determine how the columns in the CSV file will match up to the fields in the MRSSware invoice (invoice number, invoice date, etc.). The available fields are broken into four tabs: General, Amounts, Addresses and Defaults.

The names on the left side of the mapping screen are the names found in the MRSSware invoice. The fields on the right side of the mapping screen are the names of the column headers found in the CSV file you are importing. Each of the fields on the right side has a drop down list next to it showing all the column headers found on your CSV file. Click on the down arrow and select the matching name from the spreadsheet to the name in the MRSSware invoice.

If a column name matches a MRSSware invoice field name, it will be automatically selected.

If there is no matching column header leave the choice as "(ignored)".

Although you can ignore column data that is not required, we do recommend using what the manufacturer sends as it will reduce the chance of conflicts during the import process.

Column Mapping Tabs

Each of the tabs in the *Column Mapping* screen will be explained in more detail including when to use each field and which ones are required.

General

The fields on the General tab represent the standard data fields that make up an invoice.

Field Name	Description	Req'd
Format Name	A name that will distinguish this file format from others you may import. The name should be unique such as "Popeye Mop Monthly Sales & Comm"	Yes
Manufacturer Name	Each row should contain the manufacturer name, if it doesn't, an existing manufacturer can be selected on the Defaults tab	Yes
Manufacturer Unique Number	Used if the manufacturer in the file has a number identifying them. If this is set, you must choose a Manufacturer Name	
Customer Account Number	Used if the customers in the file have a number identifying them. If this is set, you must choose a Customer Name	
Customer Name	Each row should contain the customer name, if it doesn't, an existing customer can be selected on the Defaults tab	Yes

Figure 24

The fields in Figure 25 were automatically mapped because the name in the MRSware invoice exactly matches the column name in the spreadsheet sent from the manufacturer.

Invoice Number – Invoice Number

Invoice Date – Invoice Date

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | Defaults

Format Name *	
Manufacturer Name *	(ignored)
Manufacturer Unique Num...	(ignored)
Invoice Number	Invoice Number
Invoice Date	Invoice Date
Order Number	(ignored)
Order Date	(ignored)
Customer Order Number	(ignored)
Tracking Number	(ignored)
Sales Rep Name	(ignored)
Customer Account Number	(ignored)
Customer Name *	(ignored)
Customer Phone	(ignored)

[Load Map](#) [Save Map](#) * - required

< Back Next > Cancel

Figure 25

The fields in Figure 26 were mapped by clicking on the down arrow on the right side of the field and selecting the column name from the spreadsheet (CSV file) that matches the MRSware invoice.

MRSware Invoice field names	Invoice spreadsheet column names
Customer Account Number	Account Number
Customer Name	Company Name

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | Defaults

Format Name *	Popeye Mop Map
Manufacturer Name *	(ignored)
Manufacturer Unique Num...	(ignored)
Invoice Number	Invoice Number
Invoice Date	Invoice Date
Order Number	(ignored)
Order Date	(ignored)
Customer Order Number	(ignored)
Tracking Number	(ignored)
Sales Rep Name	(ignored)
Customer Account Number	Account Number
Customer Name *	Company Name
Customer Phone	(ignored)
Customer Fax	(ignored)
Customer Email	(ignored)

[Load Map](#) [Save Map](#) * - required

< Back Next > Cancel

Figure 26

Amounts

The Amount tab has two sets of fields.

The top section is used if the file contains invoice subtotals.

Field Name	Description	Req'd
Invoice Total	The total amount of the invoice. Use this field if each row represents a single invoice and invoice total	Yes
Commission Total	The total commission paid on the invoice	

Figure 27

Click the circle next to "This format uses invoices and commission totals" if you are going to use invoice subtotals (Figure 28).

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General **Amounts** Addresses Defaults

☒ This format uses invoice and commission totals

Invoice Total *	Sales Total
Commission Total	Comm Total

☐ This format uses line item details

Item Number *	
Item Description	
Item Price	
Sell Price	
Quantity Ordered	
Commission Amount	
Commission Rate	
Line Item Description	

Figure 28

The bottom section is used if each row in the file represents an invoice line item.

Field Name	Description	Req'd
Item Number	The manufacturer number of the item that was sold	Yes
Item Price	The manufacturer list price per unit of the item sold	
Sell Price	The unit price that each piece actually sold at	
Commission Amount	The total commission earned on this line item	
Commission Rate	The commission rate to apply to this line item	

Figure 29

Click the circle next to “This format uses line item details” if you are going to use invoice line items (Figure 30).

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General Amounts **Addresses** Defaults

☐ This format uses invoice and commission totals

Invoice Total *	(ignored)
Commission Total	(ignored)

☒ This format uses line item details

Item Number *	Item No
Item Description	Product Description
Item Price	Unit Price
Sell Price	Sales Total
Quantity Ordered	No Units Sold
Commission Amount	Comm Total
Commission Rate	(ignored)
Line Item Description	(ignored)

[Load Map](#) [Save Map](#) * - required

< Back Next > Cancel

Figure 30

Addresses

The fields on the Addresses tab identify where the order was shipped to as well as the billing and shipping address of the customer. If there is only one address in the file, map it to the Order Ship-To address (Figure 32).

Field Name	Description	Req'd
Order Ship-To <i>fields</i>	The address fields representing where the order was shipped.	
Customer Business <i>fields</i>	The business (home office) address of the customer; usually not the same as the Order Ship-To address	
Customer Shipping <i>fields</i>	The shipping (warehouse) address of the customer; often the same as the Order Ship-To address.	

Figure 31

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | **Addresses** | Defaults

Order Ship-To Company N...	(ignored)
Order Ship-To Street 1	Address
Order Ship-To Street 2	(ignored)
Order Ship-To City	City
Order Ship-To State	State
Order Ship-To Zip	Zip

Figure 32

Defaults

The options on the Defaults tab allow you to set values that will be used for every row in the file.

Field Name	Description	Req'd
Manufacturer	The existing manufacturer contact to assign to each invoice. Use this if all records in the file are from one manufacturer and the name is not in the file.	
Customer	The existing customer record to assign to each invoice. Do not set this field unless you are sure each record in the file is for the selected customer.	
Sales Rep	The sales rep to assign if no sales rep is associated to the customer. Do not set this field unless you are sure each record in the file is for the selected sales rep.	
Rep Split Rate	The default split rate to apply to all invoices; use only if every invoice has a flat split rate	

Figure 33

The most common scenario is using the *Manufacturer* field because you know who sent the invoice file, but they did not put the name of their company in each row (Figure 34).

When using this field, the name of the manufacturer has to exactly match the company name found in MRSware.

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | **Defaults**

The values entered below will be used if no matching item can be found using the field mapping choices made on the previous tabs

Manufacturer | Popeye Mop Company

Figure 34

The *Customer* field is used if all the invoices on the spreadsheet are for a single customer and the name of the customer is not in the invoice file (Figure 35).

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | **Defaults**

The values entered below will be used if no matching item can be found using the field mapping choices made on the previous tabs

Manufacturer |

Customer | Magic Foodservice Sales & Supplies

Figure 35

The *Sales Rep* field is used if all the invoices on the spreadsheet are assigned to a single sales rep and the name of the sales rep is not in the invoice file (Figure 36).

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | **Defaults**

The values entered below will be used if no matching item can be found using the field mapping choices made on the previous tabs

Manufacturer |

Customer |

Sales Rep | Jenny Doe

Figure 36

The *Rep Split Rate* is used when you want to override the customer/sales rep split rate assigned in MRSware and the rate is the same for all invoices in the invoice file *Figure 37).

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | **Defaults**

The values entered below will be used if no matching item can be found using the field mapping choices made on the previous tabs

Manufacturer

Customer

Sales Rep

Invoice Date ☐ 3/ 4/2015 (set this if no valid date is in the file)

Rep Split Rate % (setting this will override existing customer/sales rep split rates)

Figure 37

The *Miscellaneous Options* check box is used if you are importing line item details and you do not want to multiply the quantity by the line item total dollar amount found in the invoice file (Figure 38).

For more information, see *The CSV File, Subtotals and Line Items* section of the User Manual, page 5.

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | **Defaults**

The values entered below will be used if no matching item can be found using the field mapping choices made on the previous tabs

Manufacturer

Customer

Sales Rep

Invoice Date ☐ 3/ 4/2015 (set this if no valid date is in the file)

Rep Split Rate % (setting this will override existing customer/sales rep split rates)

Miscellaneous Options

☒ When calculating line item total, do not multiply by quantity

Figure 38

Saving the Map

The first time you map the invoice file to the MRSware invoice, you click on "Save Map" (Figure 39).

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | Defaults

The values entered below will be used if no matching item can be found using the field mapping choices made on the previous tabs

Manufacturer: Popeye Mop Company

Customer:

Sales Rep: (none)

Invoice Date: 2/27/2015 (set this if no valid date is in the file)

Rep Split Rate: % (setting this will override existing customer/sales rep split rates)

Miscellaneous Options

☐ When calculating line item total, do not multiply by quantity

Load Map Save Map * - required

< Back Next > Cancel

Figure 39

The next time you import an invoice file for the same manufacturer (if the file has not changed), you click on "Load Map" (Figure 40).

Invoice Import Wizard

Column Mappings
Please choose how the MRSware invoice fields (left) will map to the columns found in the CSV file (right). Fields marked with an asterisks (*) are required.

General | Amounts | Addresses | Defaults

Format Name *

Manufacturer Name * (ignored)

Manufacturer Unique Num... (ignored)

Invoice Number Invoice Number

Invoice Date Invoice Date

Order Number (ignored)

Order Date (ignored)

Customer Order Number (ignored)

Tracking Number (ignored)

Sales Rep Name (ignored)

Customer Account Number (ignored)

Customer Name * (ignored)

Customer Phone (ignored)

Load Map Save Map * - required

< Back Next > Cancel

Figure 40

Select the file and click "Open" (Figure 41).

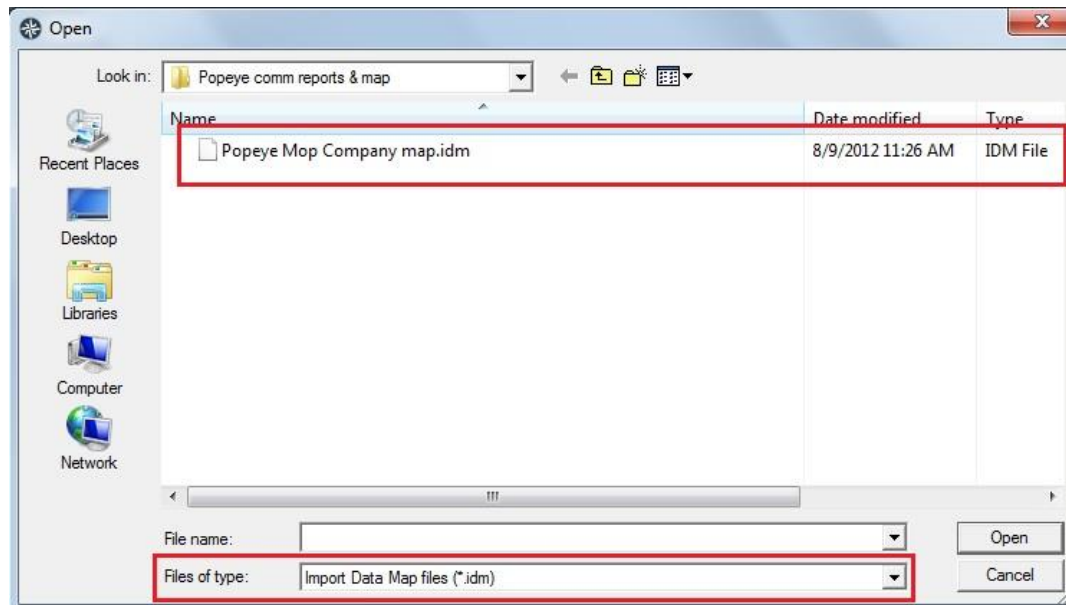


Figure 41

The map automatically matches all the fields previously mapped and saved (Figure 42). Simply click "Next" to move to the next step in the import process – *Preprocessing*.

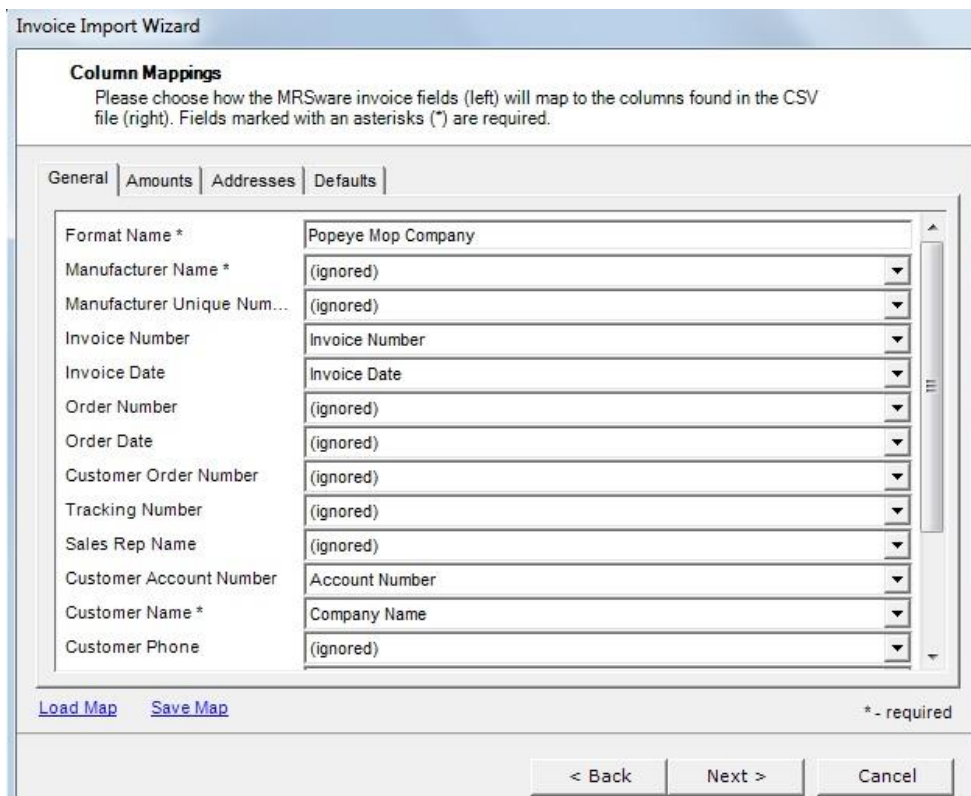


Figure 42

Preprocessing the File

When using the Generic CSV format you should always preprocess the file in order to find out if the format has changed or if your column mappings are set up properly.

Click “Yes” when asked to preprocess the file (Figure 43).

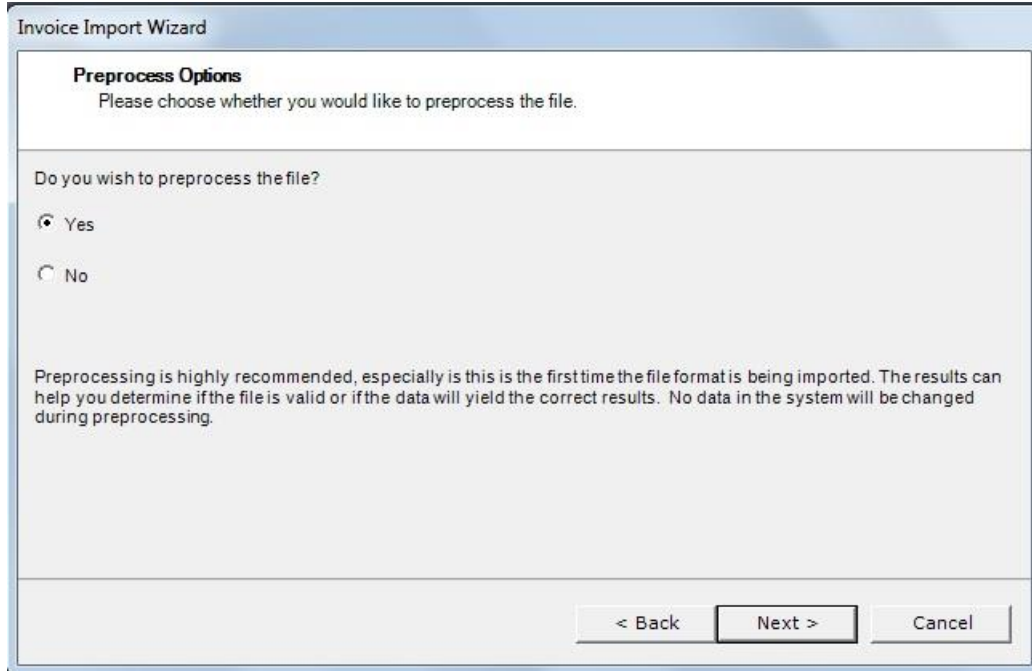


Figure 43

When you click “Next” the file will be uploaded and processed; a status bar for each step will be displayed.

Once the processing has completed, you will be presented with a summary of how the records were preprocessed and a recommendation on whether to proceed (Figure 44).

If there are any “Errored” records, do not proceed. Contact EYOND at support@eyond.net. Otherwise it is safe to proceed.

The wizard may recommend against proceeding even if there are no errors. This may happen if the *Incomplete* record count is high. If this is the first time you are importing a file of this format, this may occur because the system does not recognize any of the customers in the file. Each time you import a file of the same format; there should be less incomplete records.

Invoice Import Wizard

Preprocess Results
Below are the results of the preprocessing. It is highly recommended that you follow the directions below.

Preprocessing results

Possible records 34

Data Read Results	
Processed	34
Errored	0
Skipped	0
Blank	0

Data Processing Results	
Complete	34
Incomplete	0

Existing Object Result	
Invoice	0

✓ The file appears to be valid, we recommend that you proceed with the import.

< Back **Next >** Cancel

Figure 44

Processing the File

Once you click "Next" on the *Preprocess Results* screen, the *Importing Data* screen will appear and the file will be fully imported (Figure 45).

Invoice Import Wizard

Importing Data
Please wait while the data file is uploaded and processed. The Next button will become enabled when the import is complete.

File Upload Progress

Processing Progress

< Back **Next >** Cancel

Figure 45

Wizard Complete

Once the import process is done, you will again be shown the results in the *Wizard Complete* screen. At this time you have the option to resolve any conflicts* that may have occurred. To resolve conflicts at this time, check the box "Resolve conflict and/or errors for this batch" (Figure 46).

Conflicts may be resolved at another time. If you decide to resolve the conflict later, leave the checkbox unchecked.

If the records are all processed and complete, click "Next". If you receive a pop-up saying there are no conflicts, click "Cancel".

It's always a good idea to double check the totals from the spreadsheet to see if they match the totals imported in MRSware.

❗ Remember, if the conflicts are not resolved, the data from the invoice import will be incomplete and the resulting sales and/or commission numbers in MRSware will not match the totals on the spreadsheet sent from the manufacturer.

* Please see the "Conflict Resolution User Manual" for instructions on how to resolve conflicts.

Invoice Import Wizard

Wizard Complete
Congratulations, all steps in the wizard are complete.

Possible records	34
------------------	----

Data Read Results	
Processed	34
Errored	0
Skipped	0

Data Processing Results	
Complete	34
Incomplete	0

☒ Resolve conflict and/or errors for this batch

< Back **Next >** Cancel

Figure 46

Removing Imported Invoices

If it is determined that a group of invoices was not imported properly for whatever reason, all of the invoices imported in a certain batch (file) can be removed. This provides the options to:

- correct any column mapping mistakes that might have been made

Or

- choose a different manufacturer

❗ The steps below will remove all invoices for the chosen batch, even if they have been modified since the time they were imported.

Go to "File -> Import -> Imported Invoice Removal Wizard" (Figure 47)

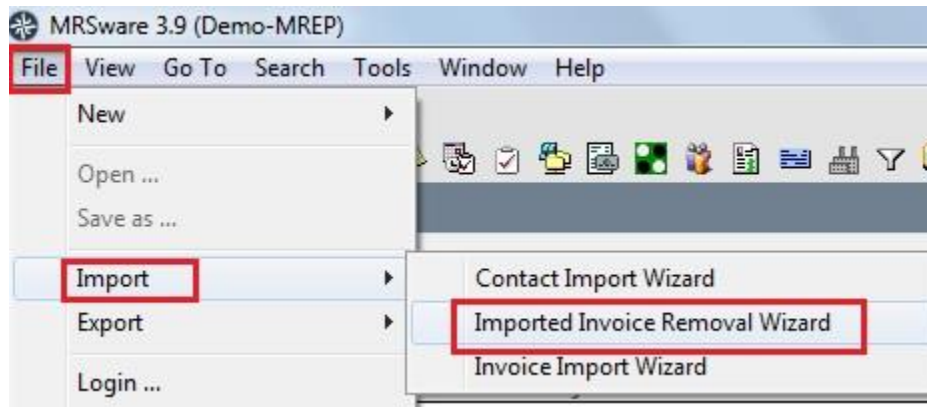


Figure 47

When the *Welcome to the Invoice Removal Wizard* screen opens, click "Next". (Figure 48)



Figure 48

The *Import Batch Chooser* screen asks you to choose a *Data Type* and an *Import Batch*. (Figure 49)

Choose "Generic CSV" for *Data Type* and locate the *Import Batch* that contains the invoices you want to remove. Be sure that the *Name* and *Start Date* columns contain the proper values for the file you imported.

Imported Invoice Removal Import Wizard

Import Batch Chooser
Please choose the format and import batch that contains the invoices you would like to delete.

Data Type
Generic CSV

Import Batch Last 30 days

Name	Start Date	End Date	ProcessorName	Source
celtic circles demo spreadsheet apr 14.csv	03/25/15 02:53	03/25/15 06:54	GenericInvoiceCsv	Csv
demo spreadsheet heavenmade feb 2015.csv	03/13/15 04:01	03/13/15 08:22	GenericInvoiceCsv	Csv
demo spreadsheet heavenmade feb 2015.csv	03/13/15 11:33		GenericInvoiceCsv	Csv
river chain sales & comm feb 2015.csv	03/12/15 12:49	03/12/15 04:49	GenericInvoiceCsv	Csv
jackson sales & comm feb 2015.csv	03/11/15 02:30	03/11/15 06:38	GenericInvoiceCsv	Csv
celtic circles demo spreadsheet feb 15.csv	03/11/15 02:14	03/11/15 06:14	GenericInvoiceCsv	Csv
demo spreadsheet popeye jan 2015.csv	02/27/15 03:55	02/27/15 08:55	GenericInvoiceCsv	Csv

< Back Next > Cancel

Figure 49

Click "Next".

The *Import Batch Preview* screen displays the selected batch and the number of invoices to be deleted.

Imported Invoice Removal Import Wizard

Import Batch Preview
Below is the import batch you have selected and the number of invoices that will be removed. Click Next to remove ALL invoices imported during this batch, or click Cancel to exit the wizard.

Selected type Generic CSV

File name demo spreadsheet heavenmade feb 2015.csv

File type Csv

Batch start date 03/13/2015 11:33:00

Batch end date 01/01/0001 12:00:00

Batch status HasConflicts

Number of invoices to delete: 0

< Back Next > Cancel

Figure 50

If all of the information is correct, click "Next".

If the selected batch does not contain imported invoices, an Information pop-up appears.
(Figure 51)

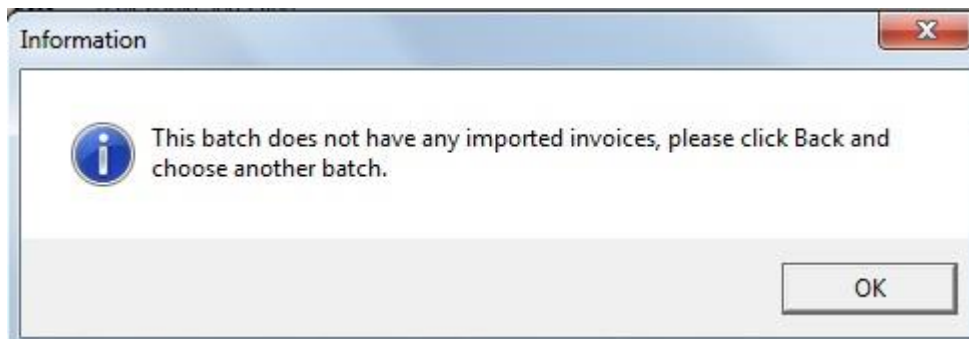


Figure 51

Click "OK" on the *Information* pop-up and "Back" on the *Import Batch Preview* screen.

This will take you back to the *Import Batch Chooser* screen in order to select another batch.

Select another batch to remove. (Figure 52) Click "Next".

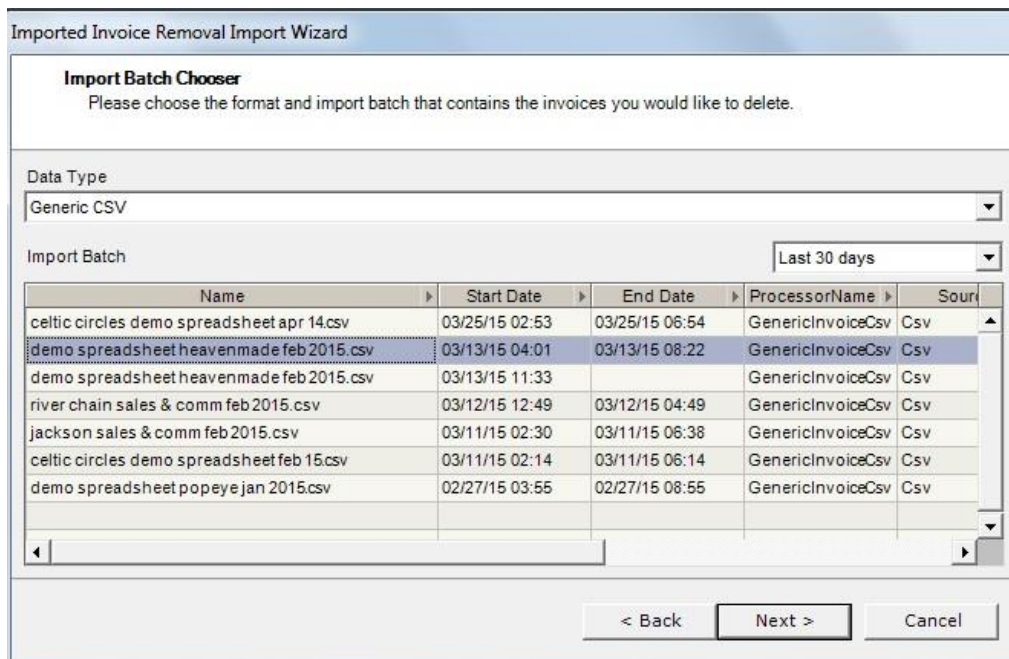


Figure 52

The *Import Batch Preview* screen once again displays the selected batch and the number of invoices to be deleted.
(Figure 53)

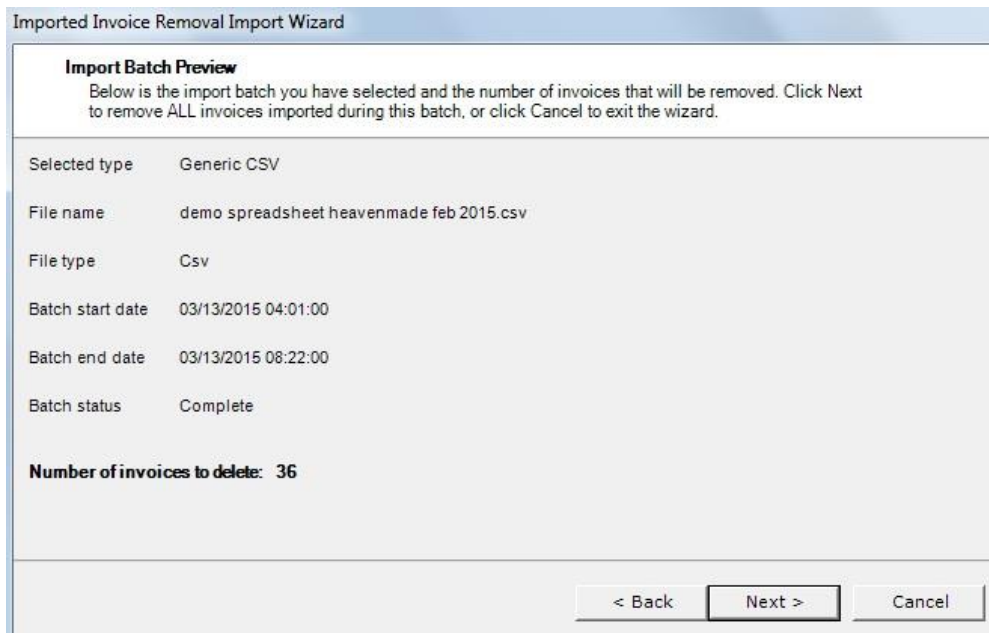


Figure 53

Click "Next".

An "Are you sure..." pop-up appears double-checking to make sure this batch should be removed. As the pop up says "this action is final and cannot be stopped or undone." (Figure 54)

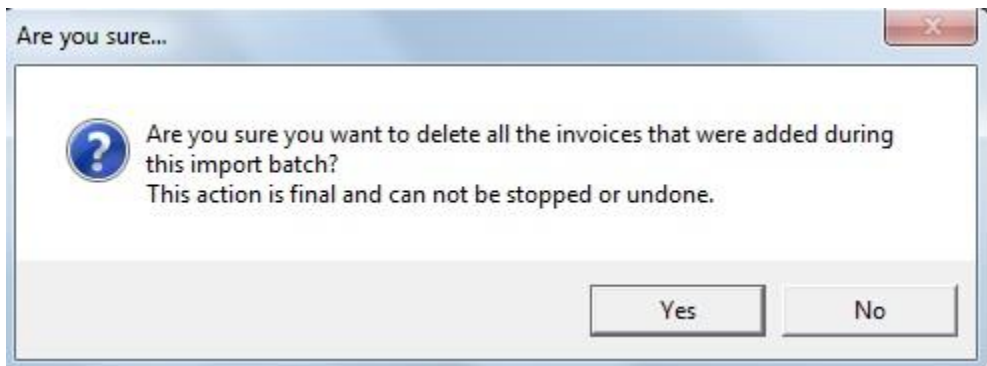


Figure 54

Click "Yes" to start the invoice removal process.

The Invoice Deletion screen opens displaying a request to wait while the process takes place. If an error occurs a pop-up provides information on the Error that occurred. (Figure 55)

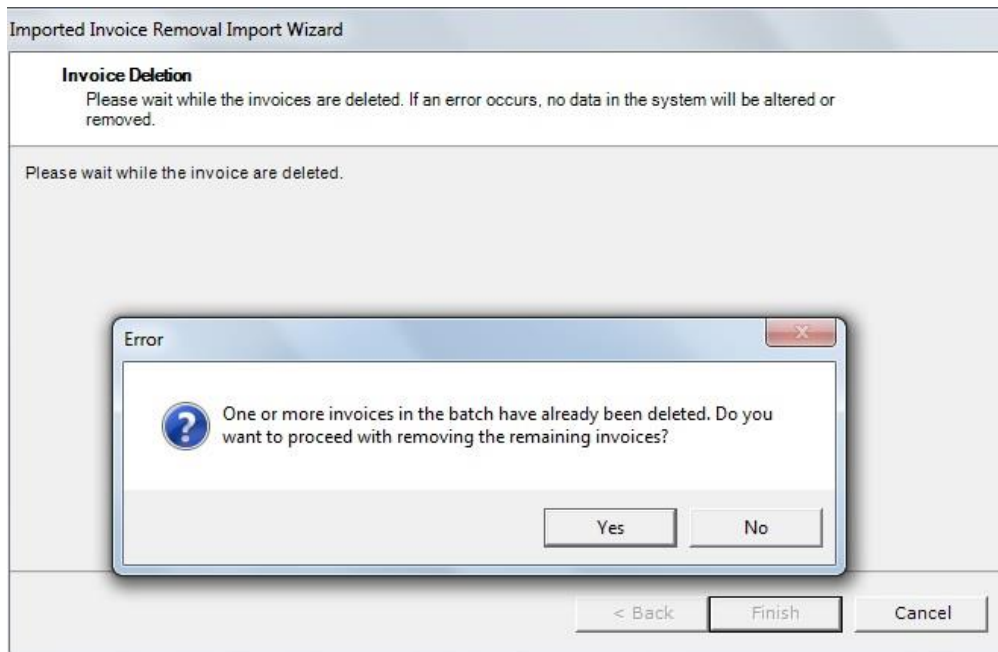


Figure 55

Click "Yes" to proceed with removing the remaining invoices.

The final page of the wizard displays a message indicating the operation was successful. (Figure 56)

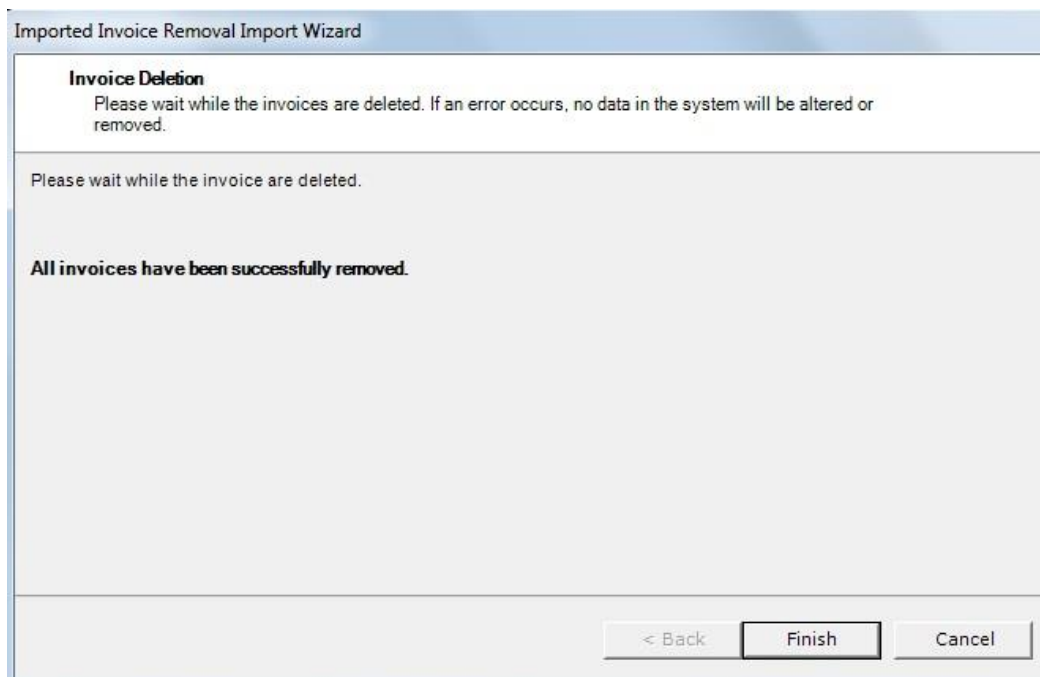


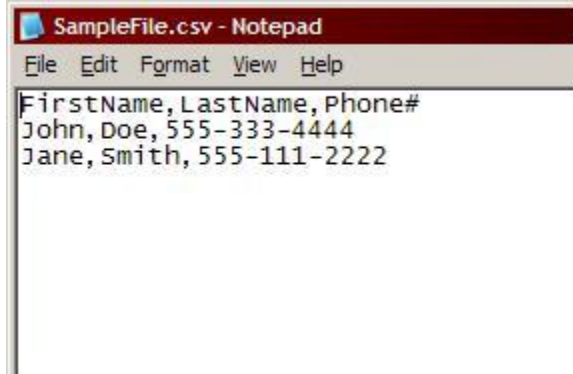
Figure 56

ⓘ During the final removal process, either all or none of the invoices are deleted. If an error occurs, no invoices are been removed.

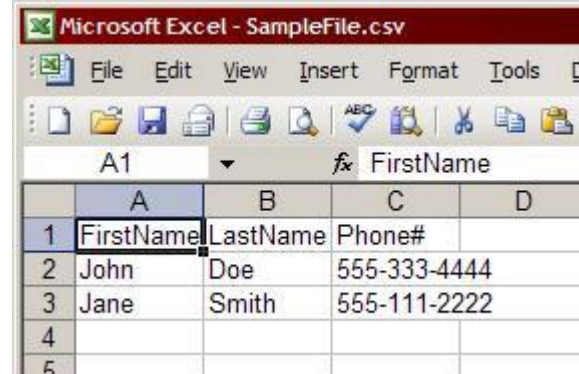
Appendix

The CSV File

A CSV (Comma Separated Values) file is a standard windows text file which uses commas to separate distinct pieces of data. By default, CSV files are opened with Microsoft Excel and the contents are displayed in the common row/column format. The example below illustrates the contents of a CSV that you would see if you opened the file using a standard text editor like Notepad.



the actual contents of the file



the file as Excel displays it

As you can see, commas are used to determine which column a piece of data belongs to. Excel does not display the commas because it translates them into columns. Notepad can only display text, so it shows the true contents of the file, including commas.

You can also open the file in Notepad or Wordpad to view the contents; it should look like the screenshot above.