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## Inventory Part Batch Processor Tool IC-1001

### Overview

The Inventory Part Batch Processor tool allows for easy editing of the Inventory parts records by exporting all or filtered part fields to Excel for editing, and importing the edited parts back into BusinessWorks inventory parts. This tool is useful for price changes, or importing prices from a manufacturer's price file.

- Uses BW Access to easily export/import inventory parts from BW to Excel
- Allows you to select most of the IC Part fields for export (see list of fields in appendix A)
- Edits the part fields in Excel using copy, cut, paste etc.
- Once your parts are edited in Excel, select the "Import from Excel" button, and your edited parts are imported back to BW
- Follows BW Access rules like
  - Cannot import QOH unless in setup with no transactions
  - Cannot change Unit cost field because of audit controls

### Installation

This utility requires Microsoft Excel 2000 or newer.

Please refer to the Bsoft Installation Instructions document for details on downloading and installing this application.

The tool can be uninstalled by going to control panel → Uninstall software

### **Setup**

Once the application is installed, you will see a launch shortcut on your desktop.



Part Batch Processor.ink

Double click on the icon to launch the Part Batch Processor.

***MAKE SURE YOU BACK UP YOUR DATA PRIOR TO USING.***

This is a powerful tool. Always backup before importing any data!

**Company** - Enter the BW company name for the inventory data you want to export. This should be in ALL CAPS.

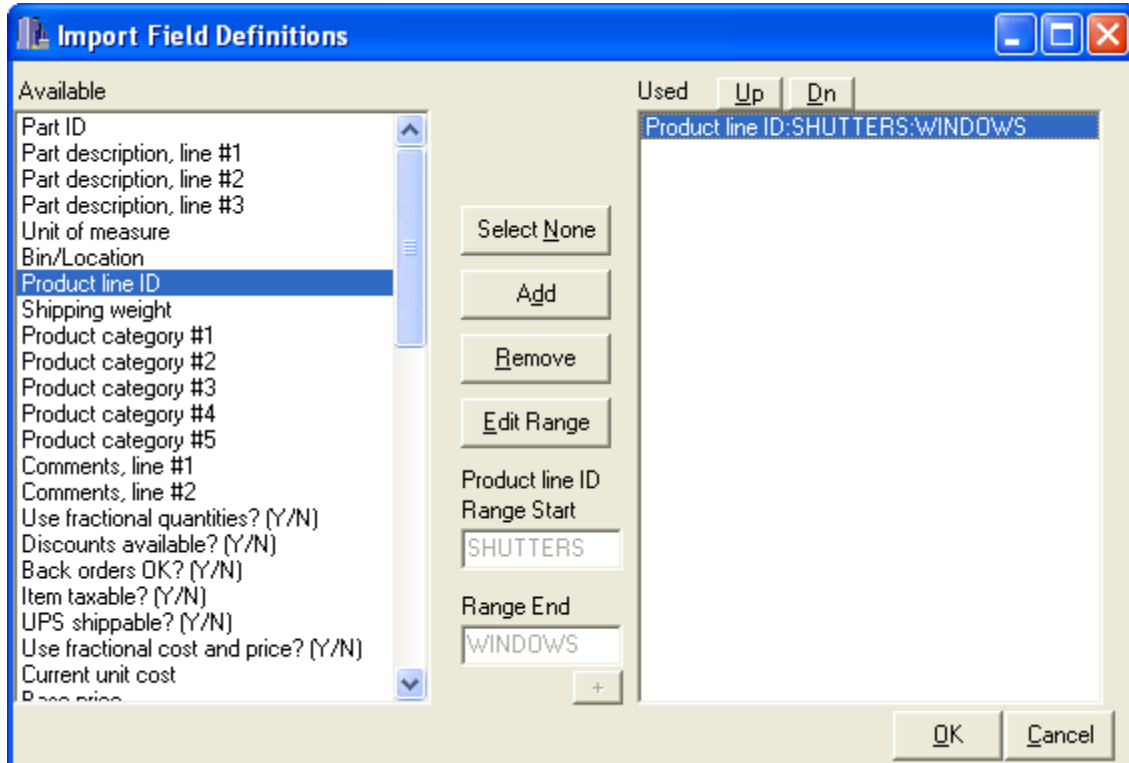
**User and Password** – Are only necessary if you choose to launch Maintain Parts on the fly from the Part Batch Processor.

**Verify Import Checkbox** – This is used to check the import of the records for support purposes. Do not check this box under normal circumstances as it slows down the procedure.

**Active Status** – This refers to the Status field in the BusinessWorks Inventory Maintain Parts task. If you want to change the status of the imported parts to **Make Inactive** or **Make Active**, select the appropriate choice. Otherwise leave the selection at **Do Not Change**. This is useful to make a group of parts Inactive in your inventory.

## Selecting Range of Parts for Editing and Part Fields to Edit

Push the **Filter By Define** button under the Excel Tab and select the field(s) to use as a filter to include certain ranges of parts. For example, in the screen shot below, Product Line ID was selected and a Range of "SHUTTERS" to "WINDOWS" was selected.



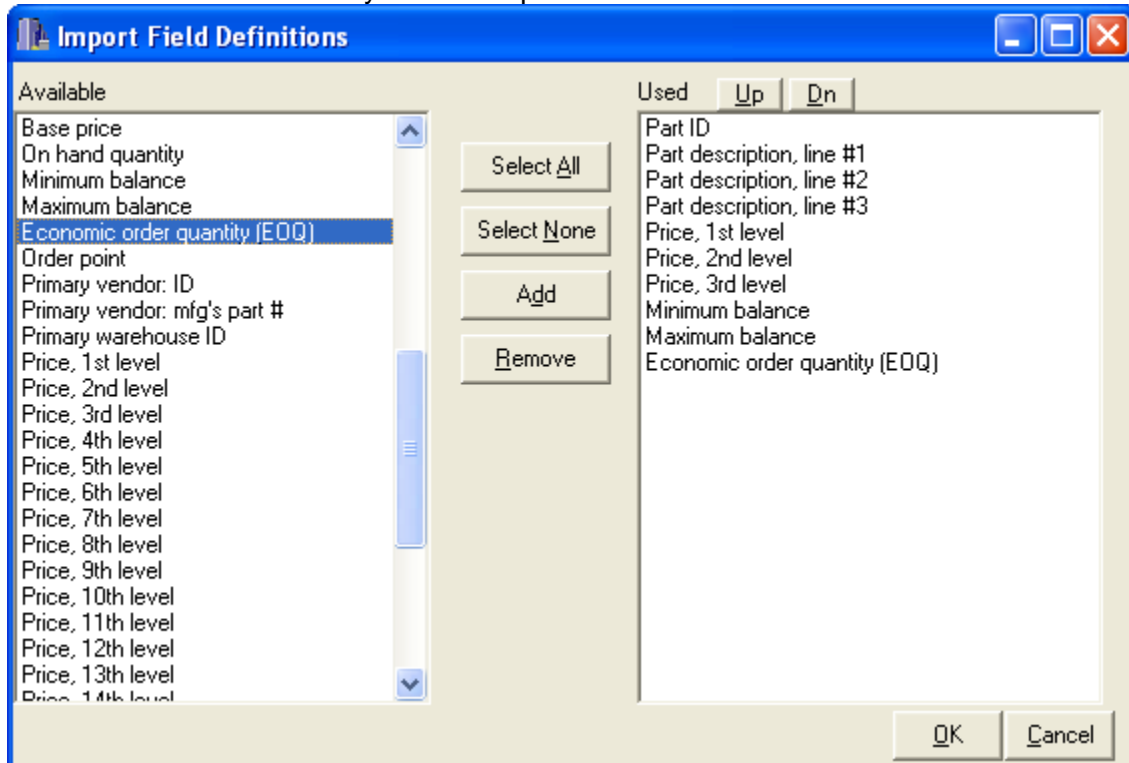
You can have multiple filters to choose ranges of parts by. Use the Select None button to remove the Ranges. Make sure you have proper spellings of the Range Start and Range End fields. This function will then filter the Inventory parts records according to the ranges added. Only those records meeting the criteria will be exported to Excel for editing.

Keep in mind that it may be more effective to do the sorting and elimination of unwanted records directly in Excel using Excel's sort and row delete functions.

The **Up & Dn** buttons at the top of the Filter by right pane is used to change the order of the filters selected.

Once you have selected the filters you want to use to select the desired inventory parts for editing in Excel, push the **OK** button to be returned to the main task screen.

To choose the inventory fields you want to edit in Excel, push the Fields **Define** button and select the fields you want exported.



You can select fields by double clicking on a single field name, clicking on a single field and pushing the “Add” Button, or selecting multiple field names using the Windows Shift-Click and Ctrl-Click conventions and dragging the selection over to the “Used” panel.

**WARNING:** Selecting all the fields to export to Excel will take a very long time to export, especially with a large number of parts. It takes about 1 second for every 10 parts to export, but with every field selected, this process can take much longer.

The **Up & Dn** buttons at the top of the Import Field Definitions right pane is used to change the order of the filters selected.

The order of the fields to export to Excel does not matter, as the Parts Batch Processor Tool maps the order of the fields for later importing back into BusinessWorks. This is one of the features of this tool. Once you are done with selecting the fields to export to Excel for editing, click the OK button.

### Editing the Inventory Records in Excel

To export the selected inventory records to Excel, click the Export to Excel button.

Messages will appear in the IC Transfer window indicating that: BW Access is being invoked, and records are being transferred to Excel. Once the transfer out of BusinessWorks is completed, the Excel Spreadsheet will become visible. If you previously had been working in Excel, you may get a message asking you what you would like to do with your previously opened spreadsheet. Versions of

Excel prior to 2003 have problems when multiple documents are open using OLE automation, so it's recommended that you quit anything that you may have been doing in Excel prior to launching the BW Export.

**IMPORTANT:** Once the records are exported to Excel, do not change the column names that are in the first row of the spreadsheet. The importer uses these to determine which import field is in which column.

Part ID	Part description, line #1	Part description, line #2	Part description, line #3	Price, 1st	Price, 2nd	Price, 3rd	Minimum bal	Maximum bal	Economic
A12X25	12 X25 ALCOA VINTAGE	COLOR-	This is a test	22.95	0	0	0	0	0
A12X43	12X 43 ALCOA SHUTTERS	COLOR-		18.55	0	0	0	0	0
A12X55	12 X 55 ALCOA SHUTTERS	COLOR-		33.15	0	0	0	0	0
A14X59	ALCOA LOUVER SHUTTERS	15 X 59	COLOR- WHITE	0	0	0	0	0	0
A15X47	ALCOA VINTAGE SHUTTERS	15 X 47	COLOR- WHITE	0	0	0	0	0	0
A15X59	ALCOA VINTAGE SHUTTERS	COLOR-	15 X 59	0	0	0	0	0	0
A15X63	ALCOA VINTAGE SHUTTERS	COLOR-	15X63	0	0	0	0	0	0
A15X71	15 ALCOA LOUVER SHUTTER	15 X 71	COLOR-	0	0	0	0	0	0
AA2	New Part 2	COLOR- STYLE-S2	BUILD-	0	0	0	0	0	0
AAA1	New Part 1	COLOR- STYLE-S2	BUILD-	0	0	0	0	0	0
ADVANTAGE-W	OSI ADVANTAGE	WHITE SEALANT		0	0	0	0	0	0
ARCH LV-30	17 LOUVER ARCH TOP	#30 PAINTABLE		0	0	0	0	0	0
ARCH RP-30	ARCH TOP RAISED PANEL	PAINTABLE		0	0	0	0	0	0
ARCH TOP 27	ARCH TOP BURGUNDY RED			0	0	0	0	0	0
ARCH TOP-01	ARCH TOP WHITE			0	0	0	0	0	0
ARCH TOP-02	ARCH TOP BLACK			0	0	0	0	0	0
ARCH TOP-04	ARCH TOP -WEDGEWOOD E			0	0	0	0	0	0
ARCH TOP-09	ARCH TOP FEDERAL BROWN	LOUVER		0	0	0	0	0	0
ARCH TOP-10	ARCH TOP MUSKET BROWN			0	0	0	0	0	0
ARCH TOP-122	ARCH TOP	MIDNIGHT GREEN		0	0	0	0	0	0
ARCH TOP-166	14 1/2 X 17 ARCH TOP	LOUVER / MIDNIGHT GR		0	0	0	0	0	0
ARCH TOP-28	ARCH TOP LOUVER	FORREST GREEN		0	0	0	0	0	0
ARCH TOP-36	ARCH TOP CLASSIC BLUE			0	0	0	0	0	0
ARCH-167	ARCH TOP BORDEAUX	LOUVER		0	0	0	0	0	0
ARCHTOP -30	ARCH TOP LOUVER	PAINTABLE		0	0	0	0	0	0
ARCHTOP-07	ARCH TOP DARK GREY			0	0	0	0	0	0
B/42-44	10 1/2 BOARD N BATTEN	COLOR- STYLE-J3	BUILD-	0	0	0	0	0	0
B12/18-38	12 BOARD N BATTEN	COLOR- STYLE-S3	BUILD-	0	0	0	0	0	0
B12/39-41	12 BOARD N BATTEN	COLOR- STYLE-S3	BUILD-	0	0	0	0	0	0
B12/42-44	12 BOARD N BATTEN	COLOR- STYLE-S3	BUILD-	0	0	0	0	0	0
B12/45-47	12 BOARD N BATTEN	COLOR- STYLE-S3	BUILD-	0	0	0	0	0	0
B12/48-50	12 BOARD N BATTEN	COLOR- STYLE-S3	BUILD-	0	0	0	0	0	0

### Importing the Edited Inventory Parts to BusinessWorks

Once you are done editing the parts, then press the Import From Excel button, which is now active. You can also press Cancel button to abort the process.

**Note:** If you are in the middle of editing a cell value when you click the "import" button, Excel will reject the external automation calls. You will be alerted that the Excel Read failed and that you need to commit your current edit before the import can proceed.

You will see the status of the import process on the IC Transfer window.

When the import back to BusinessWorks is finished, Excel will ask you to close. Go ahead and close Excel because your data has now completed importing into BW.

If there were any records that did not import, they will be displayed on the Import Errors tab in the parts transfer window.

You can Launch "Maintain Parts" by choosing it from the "File" menu if you've entered a username and password.

Go check the results in your inventory parts file to see that the imported records have made the changes from Excel. This tool can save many hours of editing inventory record by record.

**Notes:** It takes about 1 second for every 20 parts to export to Excel, so a 60,000 part inventory would take about 30 minutes to export. Consider setting a filter on the parts to export, such as a filter by Product line or From Part : to Part if your inventory exceeds 10,000 parts.

You can leave BusinessWorks open in the company that you are working on, but don't be editing parts or the table will be locked and the importer will not work.

If Excel's window vanishes when you export data a second time, use View → Full Screen in Excel to see the spreadsheet. This is one of those quirks in Excel. You can press View → Full Screen again to put the controls back on the Excel window.

#### **Appendix A – Inventory Part Fields that can be exported and edited.**

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##### **Part ID**

**Part description, line #1**

**Part description, line #2**

**Part description, line #3**

**Unit of measure**

**Bin/Location**

**Product line ID**

**Sales promotion # (0-99) (Export Only)**

**Shipping weight**

**Product category #1**

**Product category #2**

**Product category #3**

**Product category #4**

**Product category #5**

**Comments, line #1**

**Comments, line #2**

**Inventory item? (Y/N) (Export Only)**

**Use fractional quantities? (Y/N)**

**Discounts available? (Y/N)**

**Back orders OK? (Y/N)**

**Item taxable? (Y/N)**

**UPS shippable? (Y/N)**

**Use fractional cost and price? (Y/N)**

**Substitute part IDs #1 (Export Only)**

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**Substitute part IDs #2 (Export Only)**  
**Substitute part IDs #3 (Export Only)**  
**Substitute part IDs #4 (Export Only)**  
**Substitute part IDs #5 (Export Only)**  
**Current unit cost (Only imported if IC is in Setup and Part has no Transactions)**  
**Base price**  
**Last cost paid (Export Only)**  
**On hand quantity(Only imported if IC is in Setup and Part has no Transactions)**  
**On order quantity (Export Only)**  
**Committed quantity (Export Only)**  
**Back ordered quantity (Export Only)**  
**Minimum balance**  
**Maximum balance**  
**Economic order quantity (EOQ)**  
**Order point**  
**Date of last physical inventory (MM/DD/YY) (Export Only)**  
**Date of last receipt (MM/DD/YY) (Export Only)**  
**Date of last issue (MM/DD/YY) (Export Only)**  
**Primary vendor: ID**  
**Primary vendor: name (Export Only)**  
**Primary vendor: mfg's part #**  
**Primary vendor: last cost paid (Export Only)**  
**Primary vendor: best cost (Export Only)**  
**Primary vendor: minimum order (Export Only)**  
**Primary vendor: economic order quantity (EOQ) (Export Only)**  
**Primary vendor: lead time, in days (Export Only)**  
**Primary vendor: date of last purchase (MM/DD/YY) (Export Only)**  
**Receipts history (Export Only)**  
**Issues history (Export Only)**  
**Adjustments history (Export Only)**  
**Sales (\$) history (Export Only)**  
**Cost of goods sold history (Export Only)**  
**Have components, Y or N (Export Only)**  
**Primary warehouse ID**  
**Price, level 1 -25**  
**Long Description<sup>1</sup>**

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<sup>1</sup> There is a Problem in BW Version 6 relating to the import of Long Descriptions. There are indications that this has been fixed for Version 7 but we won't know for sure until we have a chance to try the live release.