CenterPoint Data Importer

Document #:	3311	Product:	CenterPoint®

The Data Importer is a tool that allows you to import data into CenterPoint from other software applications at no additional charge.

- The types of data that can be imported are:
  - **Accounting Master Files** - Companies/Funds, Customers, Names, Name Location Types, Projects, Sales Items, Vendors, and Accounts.
  - **Agriculture Master Files**: All of the master files listed above for Accounting and Production Center Details (Crop or Livestock).
  - **Payroll Master Files**: Employees, Names, Payroll Deductions, Payroll Earnings, Work Shifts, and Workers' Compensation Classes.
  - **Transactions** - AP Invoices, AR Invoices (Basic), Cash Payments, Cash Receipts, Customer Invoices, General Journals and Sales Orders.

This document includes the following information:

Installing the CenterPoint Data Importer

Using the CenterPoint Data Importer for Master Files

Mapping by Column

Rules

Specify How Your .CSV File is Defined

Mapping by Data Field

Rules

Define the .CSV File Fields/Columns

Performing the Import

Using the CenterPoint Data Importer for Transactions

Mapping by Column

Rules

Specify How Your .CSV File is Defined

Mapping by Field

Rules

Define the .CSV File Fields/Columns

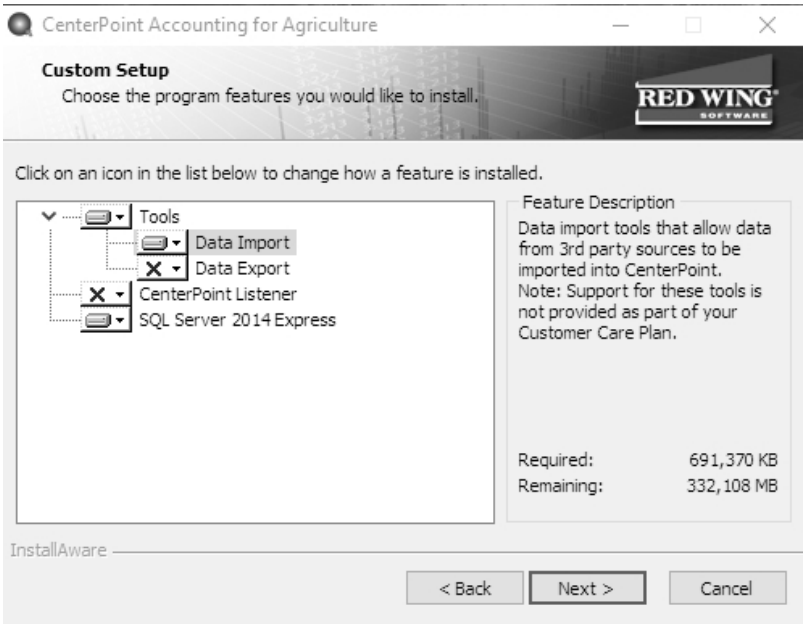
Performing the Import

Prerequisites:

- The CenterPoint Data Importer must be installed on a computer that already has CenterPoint installed.
- The data to be imported must be saved in a comma delimited (.CSV) file.

Installing the CenterPoint Data Importer:

1. Double-click the **CenterPoint###Setup.exe** (###=Your CenterPoint product) file.
2. If CenterPoint is already installed, choose the **Modify Available Options** maintenance operation. If CenterPoint is not already installed, continue through the screens until the Setup Type screen displays, select **Custom.**
3. Select the down-arrow next to **Data Import**, select **Entire feature will be installed on local hard drive**, and then click **Next** until the installation begins.



4. Click **Finish**. A shortcut will be created on your Start menu under Red Wing Software called CenterPoint Data Importer.
5. An existing database is needed to import data into. If you don't have an existing database, create a database in File > New > New Database Wizard.

The above steps will only need to be completed one time. After the first time the installer will remember your settings and will update the importer, etc. automatically.

Using the CenterPoint Data Importer for Master Files

Mapping by Column

Mapping by Column allows you to use the Column # in the Data Importer to specify which column of your .CSV file contains the information that corresponds to the FieldName column. This "maps" the Data Importer Data Field to your user-definable .CSV file column. It also allows you to set a value as the Default Value in a Data Field for your import.

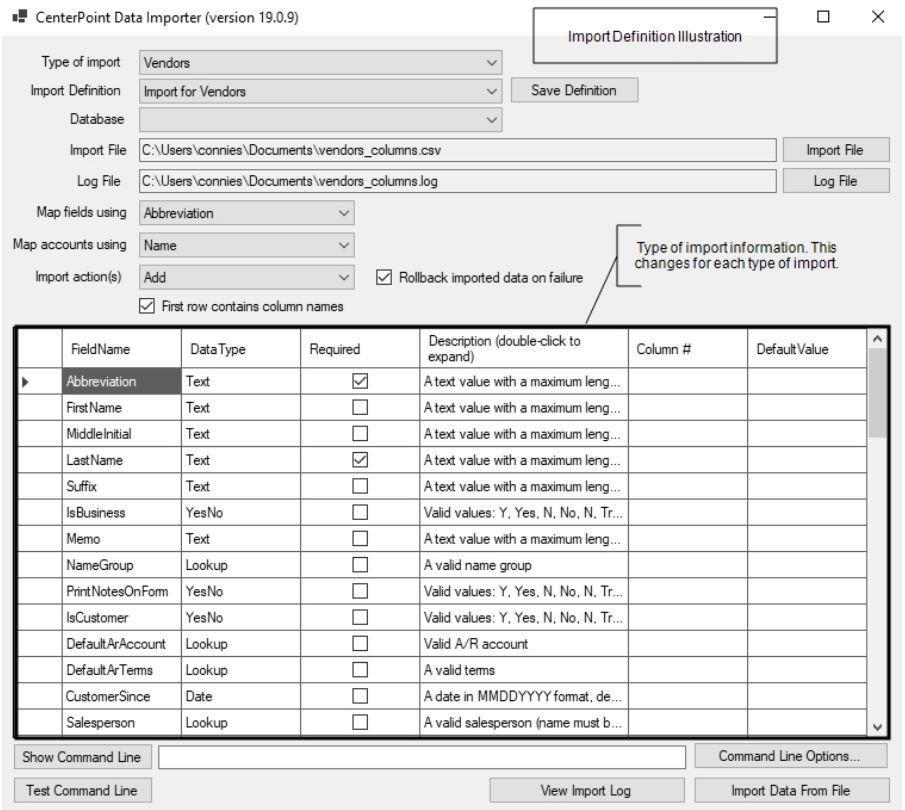
Rules

- The data to be imported must be saved in a comma delimited (.CSV) file.
- The data to be imported must be saved in a comma delimited (.CSV) file.
- The data to be imported must be saved in a comma delimited (.CSV) file.
- The Column# column in the Data Importer must specify the location of the column in your .CSV file.
- The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Vendors the required data field (column) is LastName.
- Employee Import - The employee import requires a "TemplateEmployee". A template employee is a valid employee that is used as a starting point for adding new employees through the import. A template employee should be in place in the source database before an import can take place. The .template employee is a required column in the .CSV file and should contain the template employee's abbreviation.

Specify How Your .CSV File is Defined

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.

After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required.



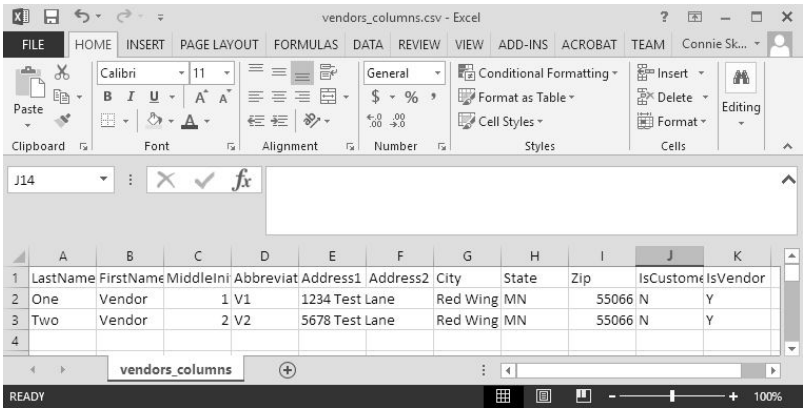
This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information section provides you with:

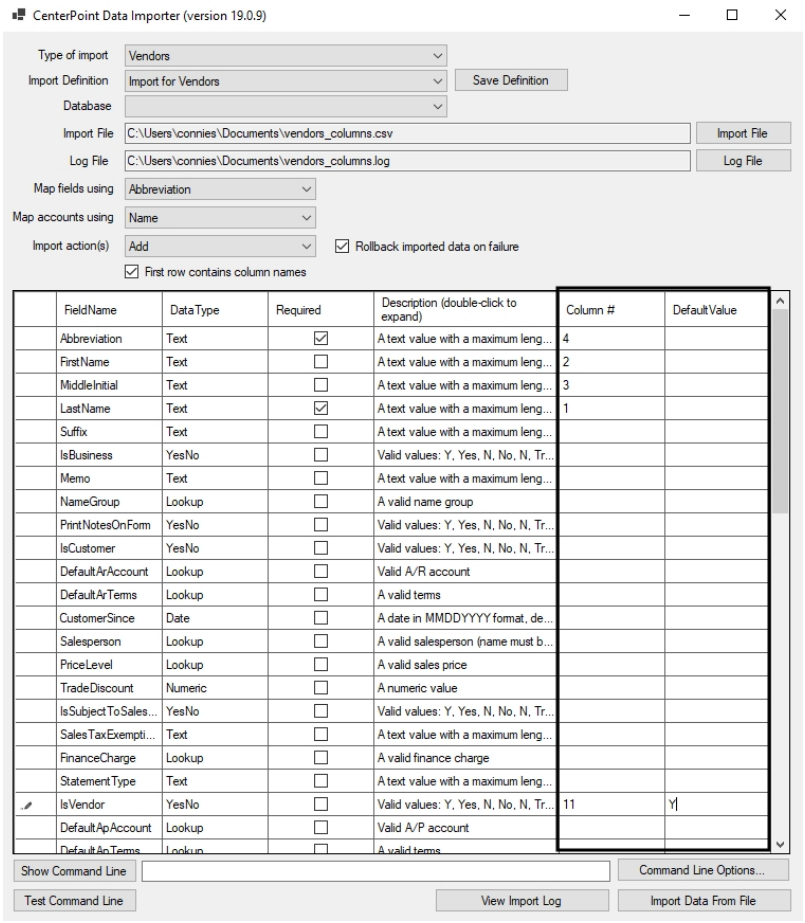
- **FieldName** - A description of the valid data field (column). This is the header record definition in your data file.
- **DataType** - Use this information along with the Description to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- **Required** - If this box is selected for the data field, the file must include this data field (column).
- **Description** - Use this information along with the DataType to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- Column # - This information is used to specify which column of your .CSV file contains the information in the FieldName columns. This "maps" the Data Importer Data Field to your user-definable .CSV file column.
- Default Value - This information is used to set a default value for a Data Field to be imported from your .CSV file.

3. Use the information in your .CSV file to define the columns in the Type of Import Information to define columns (data fields) for your import. For example, the .CSV file contents below are an example of a .CSV file created for importing Vendor:

- Specify that the first row of the .CSV file contains column names.
- The LastName is in Column#1, FirstName is in Column#2, MiddleInitial is in Column#3, etc.
- The Default Value for the IsVendor column = Y.



	A	B	C	D	E	F	G	H	I	J	K
1	LastName	FirstName	MiddleIni	Abbreviat	Address1	Address2	City	State	Zip	IsCustome	IsVendor
2	One	Vendor	1	V1	1234 Test	Lane	Red Wing	MN	55066	N	Y
3	Two	Vendor	2	V2	5678 Test	Lane	Red Wing	MN	55066	N	Y
4											



4. Continue with the Performing the Import section in the Using the CenterPoint Data Importer for Master Files section of this document.

Mapping by Data Field

Mapping by Data Field does not involve any user-definable field mapping from your .CSV file to the Data Importer. When you use this method, your file must include a header record that exactly matches the Data Fields in the Data Importer.

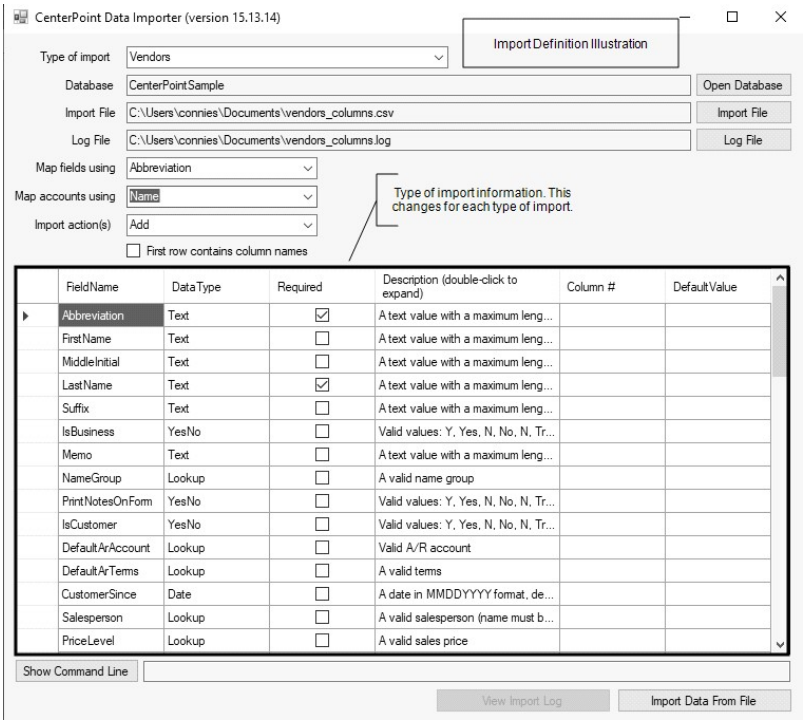
Rules

- The data to be imported must be saved in a comma delimited (.CSV) file.
- The file must include a header record that exactly matches the data fields (columns) from the FieldName list (an example of the list is in the Import Definition Illustration in this section).
- The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Vendors the required data field (column) is LastName.
- Employee Import - The employee import requires a "TemplateEmployee". A template employee is a valid employee that is used as a starting point for adding new employees through the import. A template employee should be in place in the source database before an import can take place. The .template employee is a required column in the .CSV file and should contain the template employee's abbreviation.

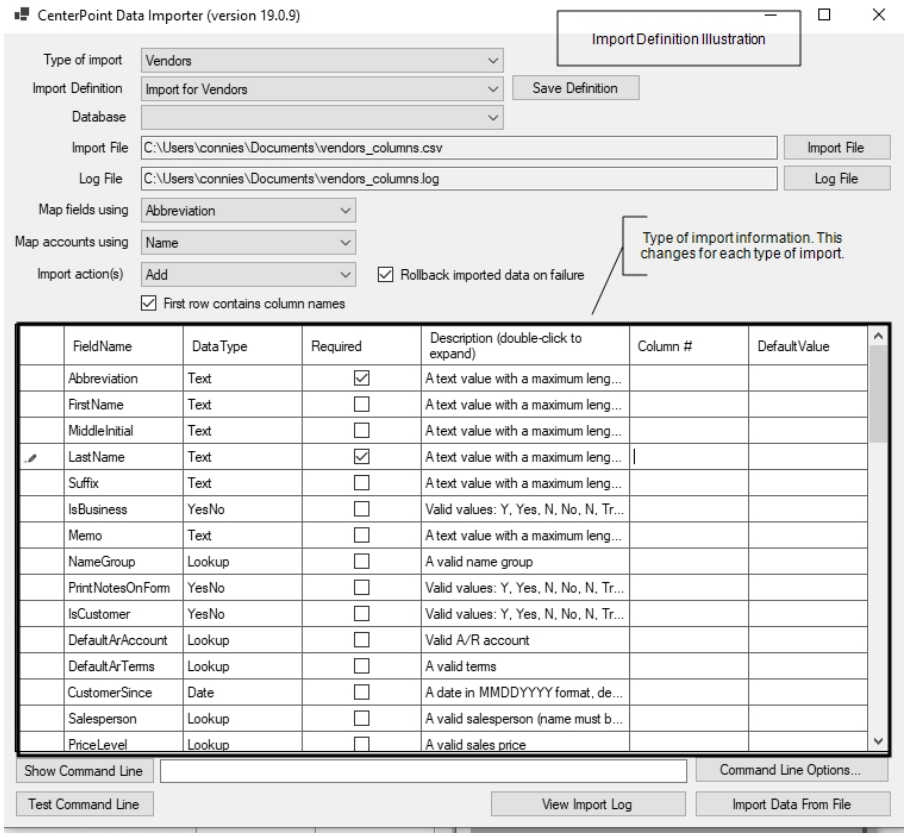
Define the .CSV File Fields/Columns

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.

After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required..



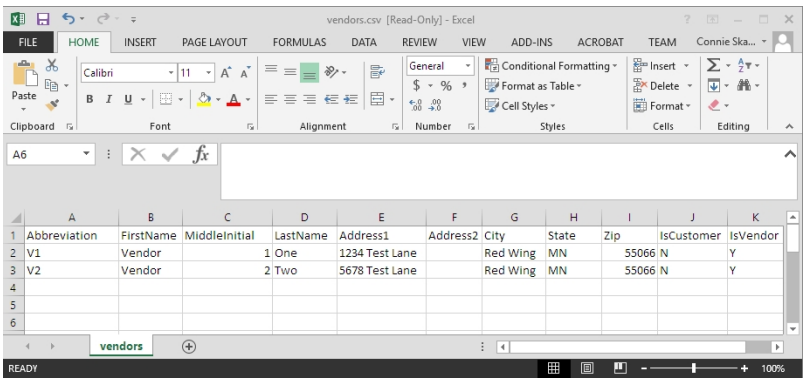
This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.



In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information section provides you with:

- **FieldName** - A description of the valid data field (column). This is the header record definition in your data file.
- **DataType** - Use this information along with the Description to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- **Required** - If this box is selected for the data field, the file must include this data field (column).
- **Description** - Use this information along with the DataType to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- Column # - This information is used with the Mapping by Column type of import, please see the Mapping by Column section of this document.
- Default Value - This information is used with the Mapping by Column type of import, please see the Mapping by Column section of this document.

3. Use the Type of Import Information to define columns (data fields) in your .CSV file. For example, the .CSV file contents below are an example of a .CSV file created for importing Vendors.



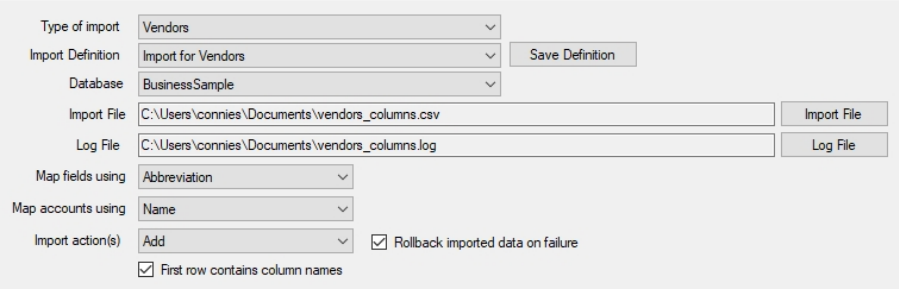
This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

- Each column includes a header from the FieldName list, for example Abbreviation, FirstName, MiddleInitial, LastName, Address1, Address2, City, State, Zip, IsCustomer, IsVendor etc. are all listed in the FieldName list in the Type of Import Information in the Import Definition Illustration in this section.
- According to the Type of Import Information, the FieldName:
  - **Abbreviation** is not required and can contain text with a maximum length of 10.
  - **LastName** is required and can contain text with a maximum length of 50.
  - **MiddleInitial** is not required and can be left blank.
  - **Address1/Address2/City** are not required, can contain text with a maximum length of 30, and can be left blank.
  - **Zip** is not required, can contain text with a maximum length of 10, and can be left blank.
  - **IsCustomer** is not required and valid values are Y, Yes, N, No, True, False, 1, -1 or 0 (case sensitive).
  - **IsVendor** is not required and valid values are Y, Yes, N, No, True, False, 1, -1 or 0 (case sensitive).

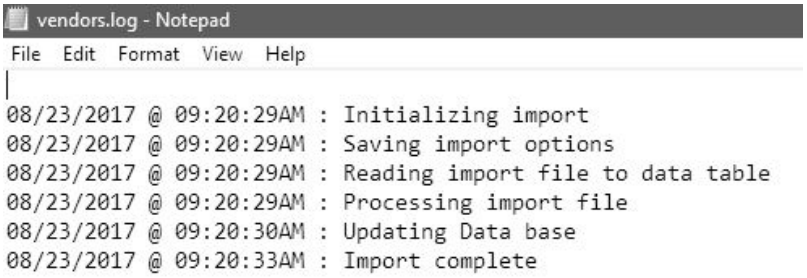
4. Save the .CSV file.
5. Continue with the Performing the Import section in the Using the CenterPoint Data Importer for Master Files section of this document.

Performing the Import

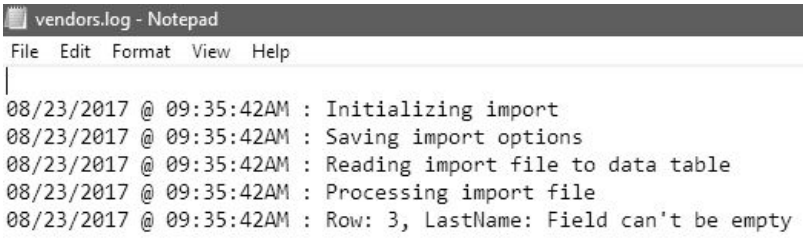
1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.
3. If you want to use a previously saved import definition, in the **Import Definition** box, click the down arrow and select the import definition. If you want to save this definition for future imports, click **Save Definition**, enter the name for the import definition, and click **Save As.**
4. In the **Database** box, select the CenterPoint database the information should be imported into. If your database does not show on this list, contact Red Wing Software Technical Support.
5. In the **Import File** box, select the .CSV file that will be used to import the data into CenterPoint.
6. In the **Log File** box, the default location displays, if you want to save the log file to a different location, click **Log File**, select the new location, and then click **Save**.
7. In the **Map Fields Using** box, select the data field (column) you want to match the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation** (this is the default setting) or **Name**. In the example below, the Type of Import selected was Vendors and the match for data fields should be made on Abbreviation. When you choose to Map Fields Using, the entire file must be consistent with this mapping, for example if you choose Abbreviation, you can't use an abbreviation in one column and have a name in another column.
8. In the **Map Accounts Using** box, select the data field (column) to use to map general ledger accounts to the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation**, **Name** or **AccountNumber** (this is the default setting). In the example below, the Type of Import selected was Vendors and the match should be made on Name.
9. In the **Import Actions** box, select **Add** to add data to the CenterPoint database, select **Update** to change existing data in the CenterPoint database, or select **Both** to add and update data in the CenterPoint database. In the example below, the Type of Import selected was Vendors and the data will be added to the Business Sample database.



10. Select the **First row contains column names** check box if the import file contains column names in the first row.
11. A default location will be displayed for the log file that documents the progress of the data import. If you want to change the location, click **Log file** and select the location on your computer where you want to store the file.
12. The **Rollback imported data on failure** check box is used to determine the action to take if the import is not successful:
    a. If selected, any rows imported successfully before the failure will not be saved to the database.
    b. If not selected, any rows imported successfully before the failure will be saved to the database.
13. Click **Import Data From File**. If your import is successful, an Import Succeeded message displays. To view information about your import, click **View Import Log**. An example of a successful log file is displayed below.



14. If your import is not successful, an *Import failed - click View Import Log* message displays. Click **View Import Log**. An example of an unsuccessful log is displayed below. In this example, Row 3 in the .CSV file did not contain the LastName which is a required field. The .CSV file would need to be changed to include data in the LastName column in Row 3 and the import process repeated to successfully import this data.



Using the CenterPoint Data Importer for Transactions

Mapping by Column

Mapping by Column allows you to use the Column # in the Data Importer to specify which column of your .CSV file contains the information that corresponds to the FieldName column. This "maps" the Data Importer Data Field to your user-definable .CSV file column. It also allows you to set a value as the Default Value in a Data Field for your import.

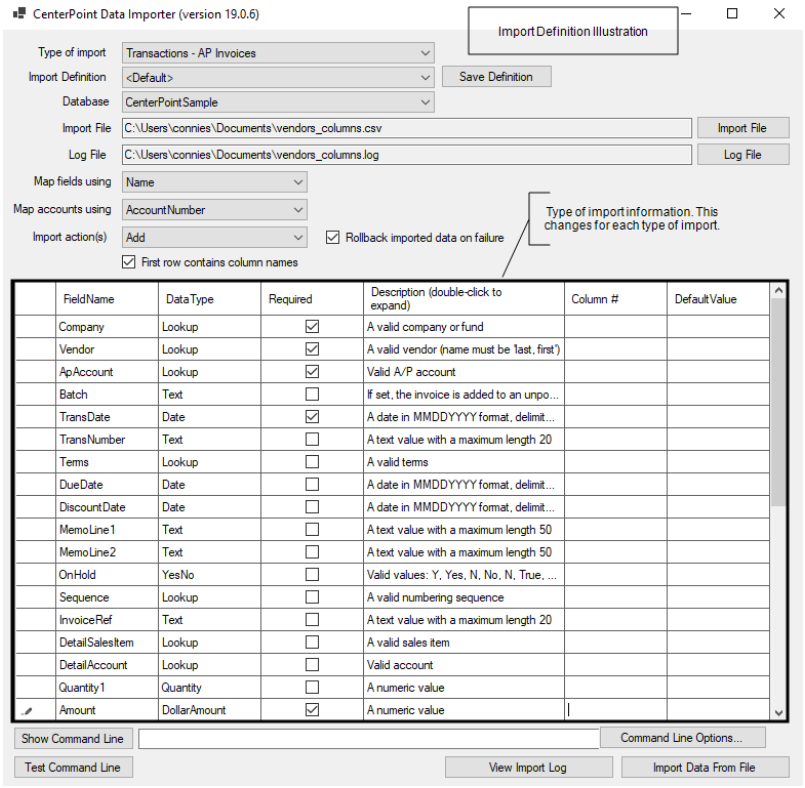
Rules

- The data to be imported must be saved in a comma delimited (.CSV) file.
- The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Transactions - AP Invoices the required data field (columns) are Company/Fund, Vendor, AP Account, TransDate, and Amount.
- The rows in your file will be assigned to transactions based on the Company/Fund and TransNumber combination. TransNumber is not a required field, if you want to split detail records by transaction number, include the TransNumber data field (column).
- Transactions cannot include a parent account on a detail line. An invalid account message will prevent posting to a parent account.

Specify How Your .CSV File is Defined

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.

After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required..



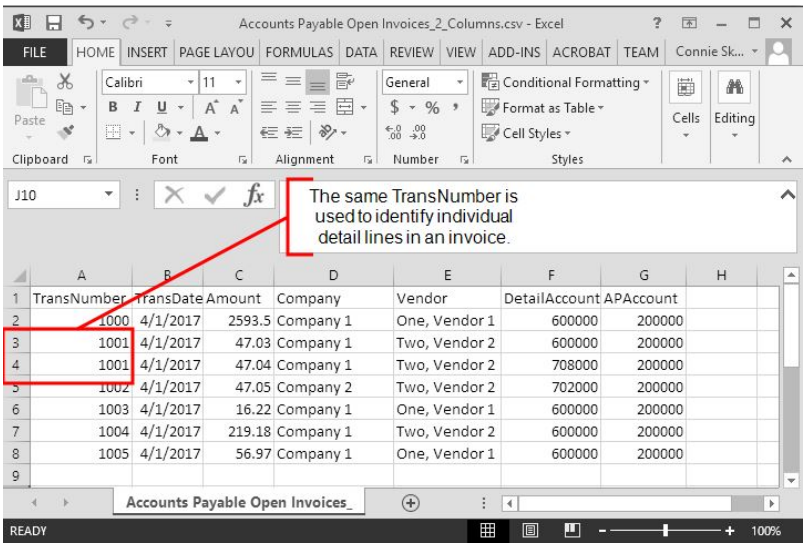
This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information in the Import Definition Illustration provides you with:

- **FieldName** - A description of valid data field (column). This is the header record definition in your data file.
- **DataType** - Use this information along with the Description to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- **Required** - If this box is selected for the data field, the file must include this data field (column).
- **Description** - Use this information along with the DataType to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- Column # - This information is used to specify which column of your .CSV file contains the information in the FieldName columns. This "maps" the Data Importer Data Field to your user-definable .CSV file column.
- Default Value - This information is used to set a default value for a Data Field to be imported from your .CSV file.

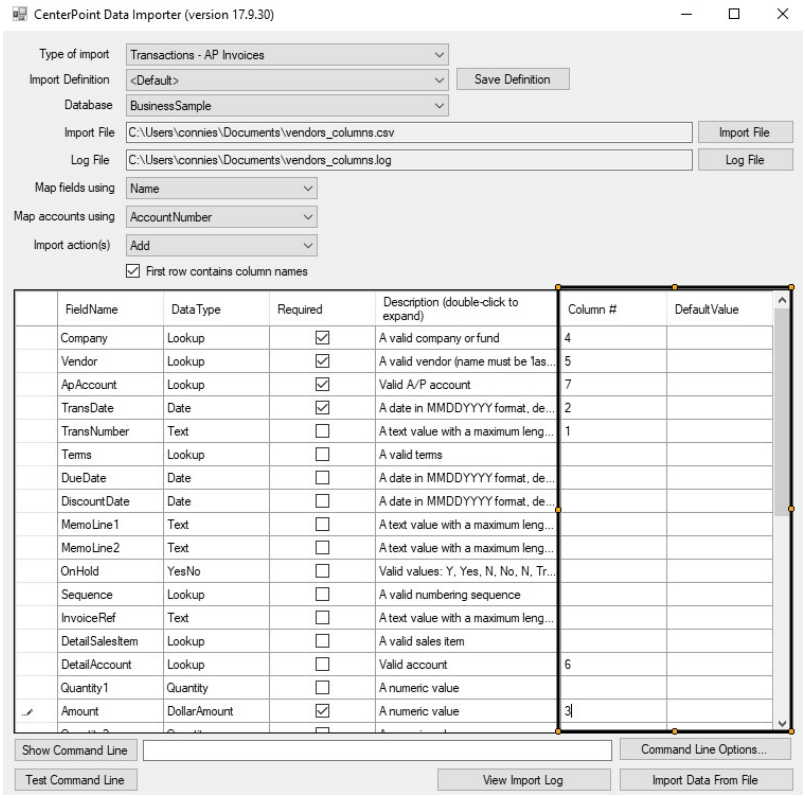
3. Use the information in your .CSV file to define the columns in the Type of Import Information to define columns (data fields) for your import. For example, the .CSV file contents below are an example of a .CSV file created for importing Accounts Payable Invoices:

- Specify that the first row of the .CSV file contains column names.
- The TransNumber is in Column#1, TransDate is in Column#2, Amount is in Column#3, etc.



	A	B	C	D	E	F	G
1	TransNumber	TransDate	Amount	Company	Vendor	DetailAccount	APAccount
2	1000	4/1/2017	2593.5	Company 1	One, Vendor 1	600000	200000
3	1001	4/1/2017	47.03	Company 1	Two, Vendor 2	600000	200000
4	1001	4/1/2017	47.04	Company 1	Two, Vendor 2	708000	200000
5	1002	4/1/2017	47.05	Company 2	Two, Vendor 2	702000	200000
6	1003	4/1/2017	16.22	Company 1	One, Vendor 1	600000	200000
7	1004	4/1/2017	219.18	Company 1	Two, Vendor 2	600000	200000
8	1005	4/1/2017	56.97	Company 1	One, Vendor 1	600000	200000
9							

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.



4. Continue with the Performing the Import section in the Using the CenterPoint Data Importer for Transactions section of this document.

Mapping by Data Field

Mapping by Data Field does not involve any user-definable field mapping from your .CSV file to the Data Importer. When you use this method, your file must include a header record that exactly matches the Data Fields in the Data Importer.

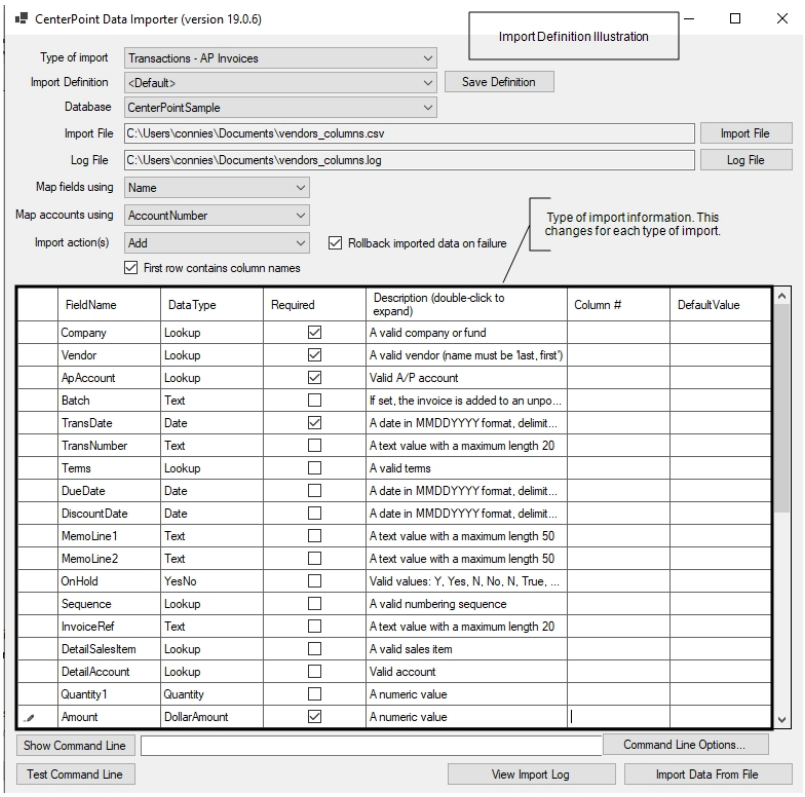
Rules

- The data to be imported must be saved in a comma delimited (.CSV) file.
- The file must include a header record that exactly matches the data fields (columns) from the FieldName list (an example of the list is in the Import Definition Illustration in this section).
- The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Transactions - AP Invoices the required data field (columns) are Company/Fund, Vendor, AP Account, TransDate, and Amount.
- The rows in your file will be assigned to transactions based on the Company/Fund and TransNumber combination. TransNumber is not a required field, if you want to split detail records by transaction number, include the TransNumber data field (column).

Define the .CSV File Fields/Columns

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.

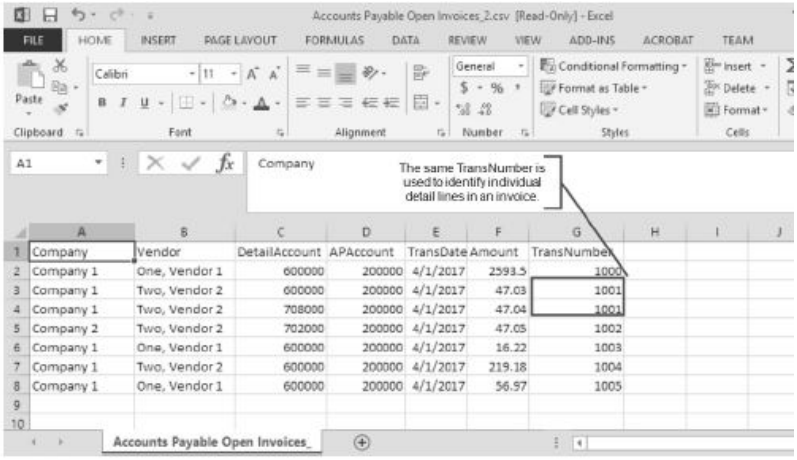
After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, lists the data fields that are required, and determines which data fields can be left empty.



In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information in the Import Definition Illustration provides you with:

- **FieldName** - A description of valid data field (column). This is the header record definition in your data file.
- **DataType** - Use this information along with the Description to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- **Required** - If this box is selected for the data field, the file must include this data field (column).
- **CanBeEmpty** - If this box is selected for the data field, the data field (column) in your file can be left blank. If a required field can also be left blank, a default value will be assigned.
- **Description** - Use this information along with the DataType to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- Column # - This information is used with the Mapping by Column type of import, please see the Mapping by Column section of this document.
- Default Value - This information is used with the Mapping by Column type of import, please see the Mapping by Column section of this document.

3. Use the Type of Import Information to define columns (data fields) in your .CSV file. For example, the .CSV file contents below are an example of the .CSV file created for importing Accounts Payable Invoices.



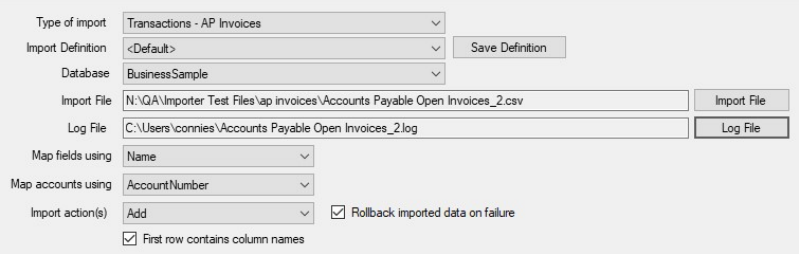
- Each column includes a header from the FieldName list, for example Company/Fund, Vendor, DetailAccount, APAccount, TransDate, Amount, TransNumber, etc. are all listed in the FieldName column from the Type of Import Information in the Import Definition Illustration in this section.
- According to the Type of Import Information, the FieldName:
  - **Company/Fund** is required and is a lookup for a valid company or fund.
  - **Vendor** is required and is a lookup for a valid vendor (name be 'last, first').
  - **DetailAccount** is not required, is a lookup for a valid account, and can be left blank.
  - **AP Account** is required and is a lookup for a valid A/P account.
  - **TransDate** is required and contains a date in the MMDDYYYY format (delimiters optional).
  - **Amount** is required and is a numeric value.
  - **TransNumber** is not required, can be left empty, and can be text with a maximum length of 20. If there are multiple detail lines in the invoice, include the same number for each detail line.

4. Save the .CSV file.
5. Continue with the Performing the Import section in the Using the CenterPoint Data Importer for Transactions section of this document.

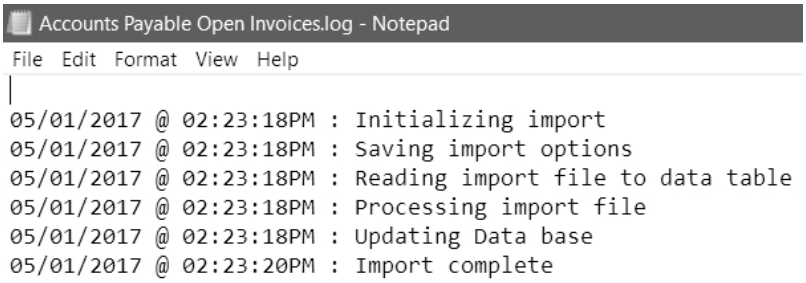
Performing the Import

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.
3. If you want to use a previously saved import definition, in the **Import Definition** box, click the down arrow and select the import definition. If you want to save this definition for future imports, click **Save Definition**, enter the name for the import definition, and click **Save As.**
4. In the **Database** box, select the CenterPoint database the information should be imported into. If your database does not show on this list, contact Red Wing Software Technical Support.
5. In the **Import File** box, select the .CSV file that will be used to import the data into CenterPoint.
6. In the **Log File** box, the default location displays, if you want to save the log file to a different location, click **Log File**, select the new location, and then click **Save**.
7. In the **Map Fields Using** box, select the data field (column) you want to match the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation** (this is the default setting), or **Name**. In the example below, the Type of Import selected was Transactions - AP Invoices and the match for data fields should be made on Name. When you choose to Map Fields Using, the entire file must be consistent with this mapping, for example if you choose Abbreviation, you can't use an abbreviation in one column and have a name in another column.

8. In the **Map Accounts Using** box, select the data field (column) to use to map general ledger accounts to the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Number**, **Abbreviation**, **Name**, or **AccountNumber** (this is the default setting). In the example below, the Type of Import selected was Transactions - AP Invoices and the match should be made on **AccountNumber**.
9. In the **Import Actions** box, select **Add** if it is not selected for you. In the example below, the Type of Import selected was Transactions - AP Invoices and the data will be added to the Business Sample database.



10. Select the **First row contains column names** check box if the import file contains column names in the first row.
11. A default location will be displayed for the log file that documents the progress of the data import. If you want to change the location, click **Log file** and select the location on your computer where you want to store the file.
12. The **Rollback imported data on failure** check box is used to determine the action to take if the import is not successful:
    a. If selected and an error occurs during the import, any rows imported successfuly before the error will not be saved to the database.
    b. If not selected and an error occurs during the import, any rows imported successfully before the error will be saved to the database.
13. Click **Import Data From File**. If your import is successful, an Import Succeeded message displays. To view information about your import, click **View Import Log**. An example of a successful log file is displayed below.



14. If your import is not successful, an *Import failed - click View Import Log* message displays. Click **View Import Log**. A description will display informing you about why the import failed. The .CSV file would need to be changed to include or change the data and the import process repeated to successfully import this data.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.