

Barcode Count Import

Stock take count import file

The file must be a semi-colon ; separated file.

The heading can be left in the import file.

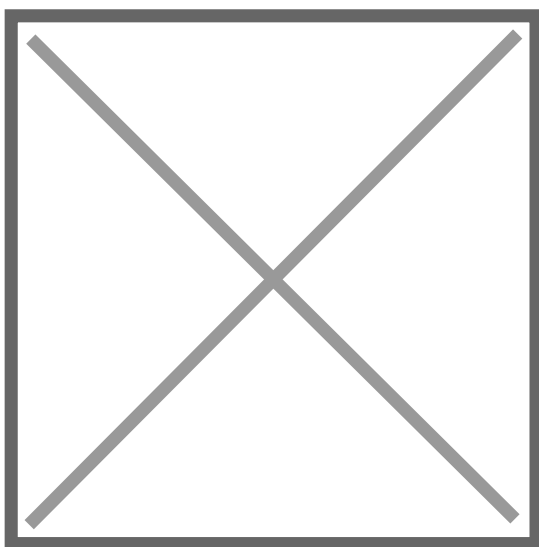
The fields are as follows,

Description column must exist but does not need to have a value

Bar Code	Description (Not required)	Quantity
6009802069776	Stock Item 1 description	20
6009802069813	Stock Item 2 description	3

Please Note : The import file must be for the applicable warehouse.

Once you have scanned your products using a scanner, and have the export file.

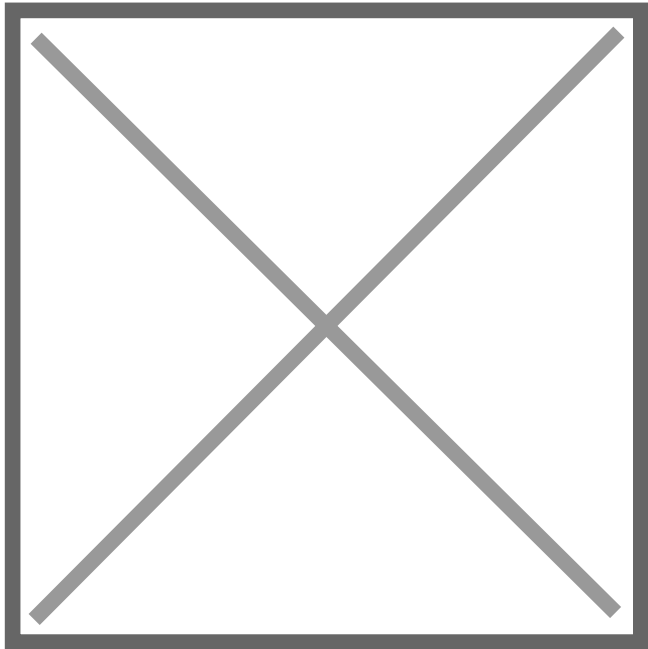


You will need to take the file to Excel and configure it in columns

Then add in a header and a column between the Barcode and quantity

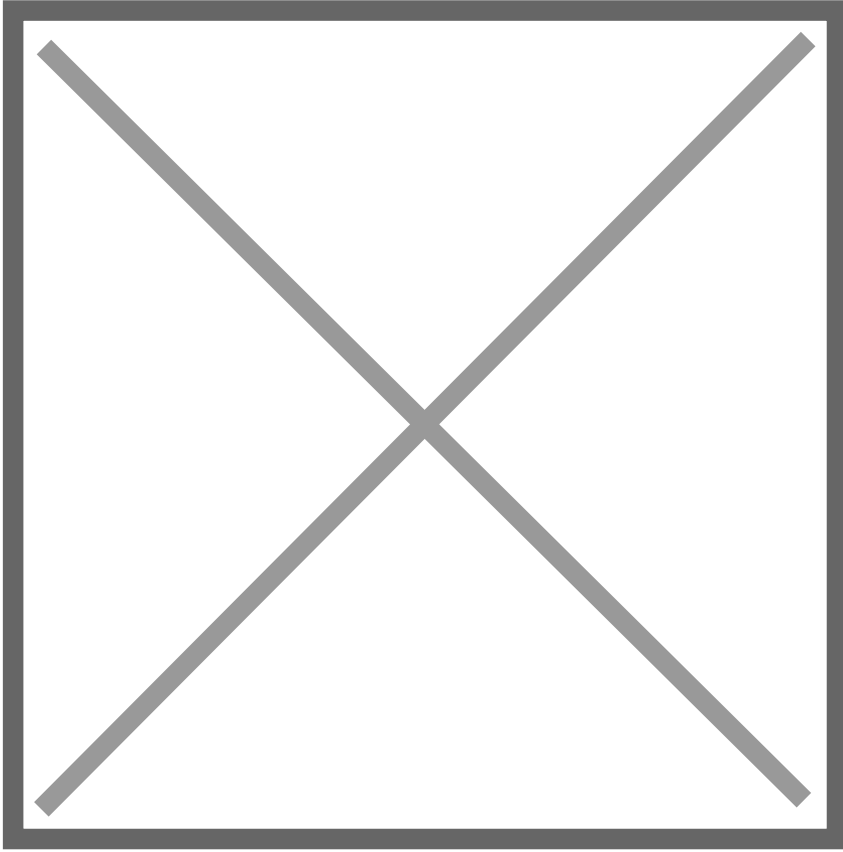
Check that the file in Excel is correct, correct any problems

It may be easier to delete the line that is giving a problem as Excel looks at this as a large number



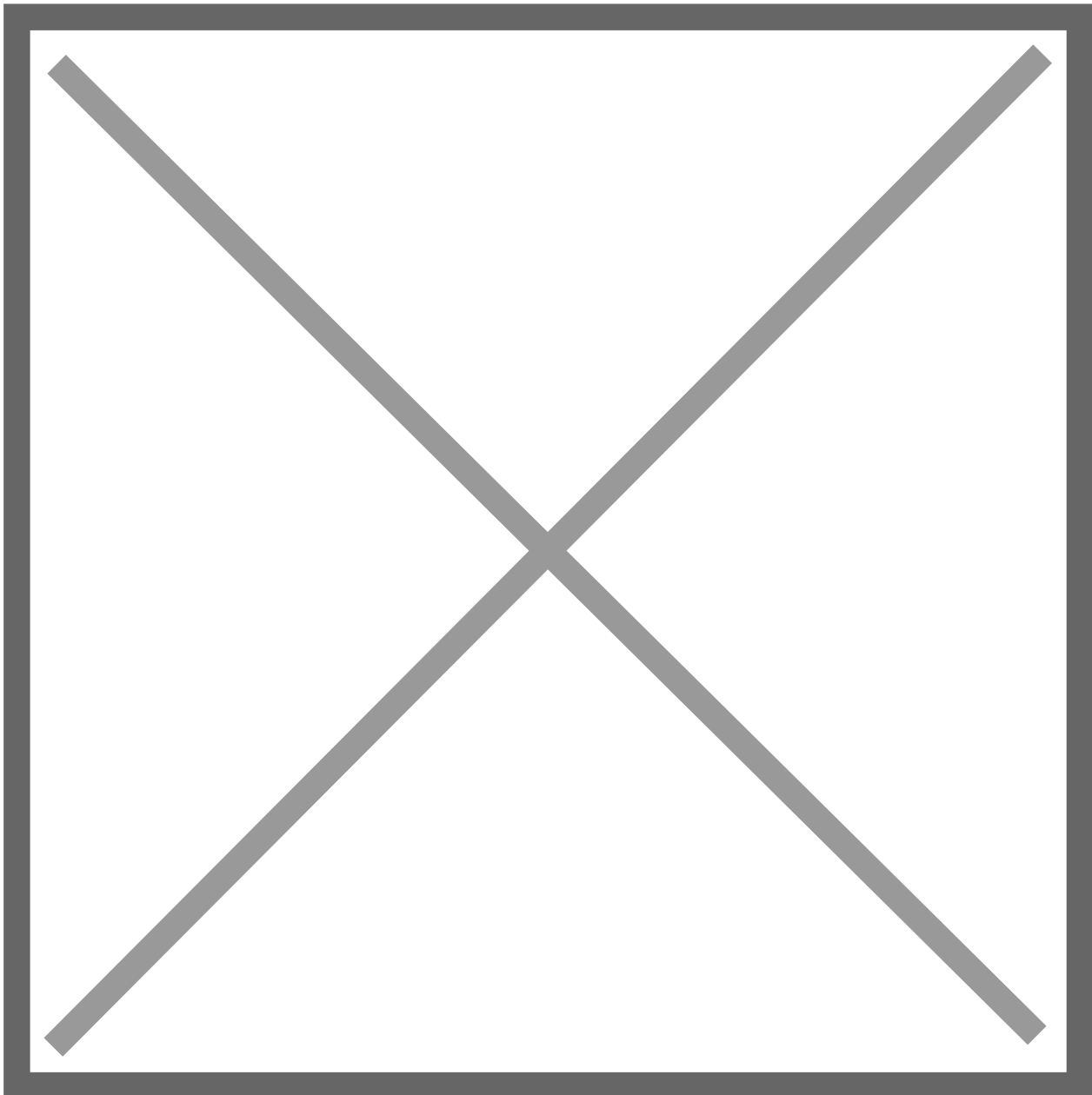
Format the Excel sheet so that it looks like this

1. Using text to columns to separate fields
2. Format Barcode field to be a number field without decimals and comma separator
3. Insert column for Description
4. Insert Header
5. Save your file as a Excel sheet



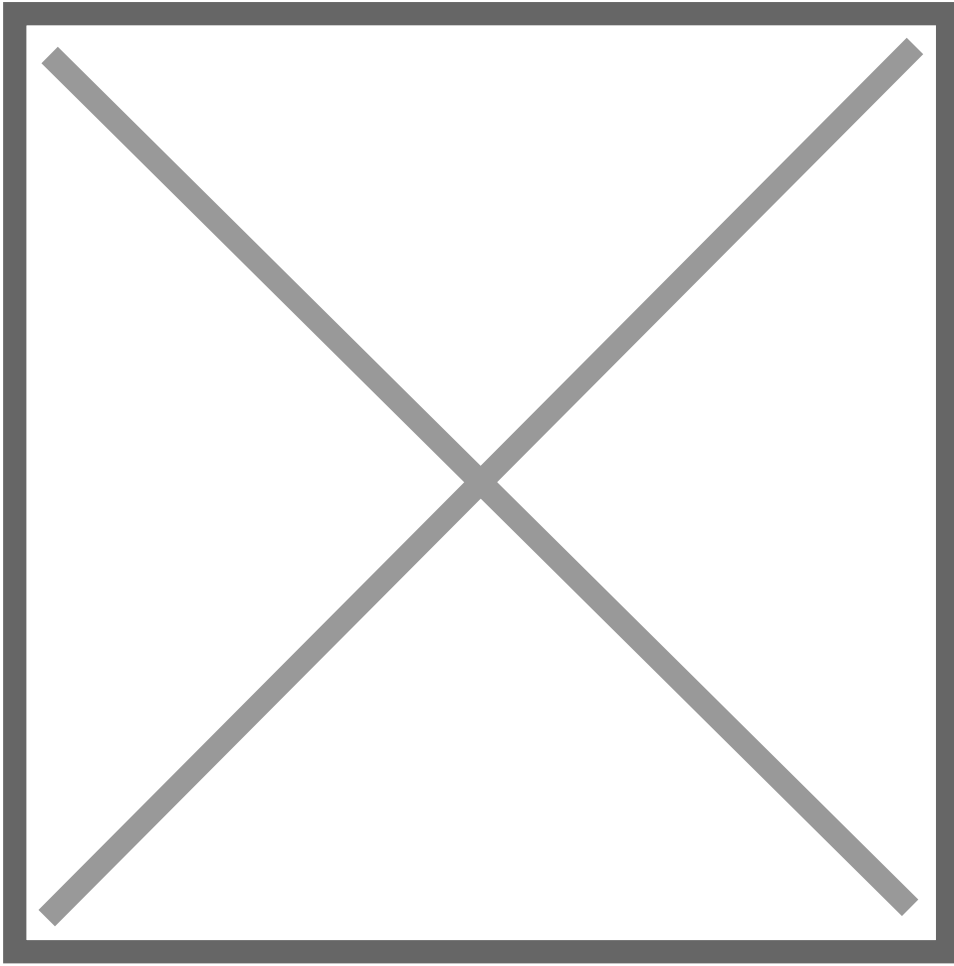
Now to create the CSV file

- 1.Rename your file with a _1 to show first attempt
- 2.Click on save as to save as CSV file
- 3.Close the Excel sheet



There will be three files now

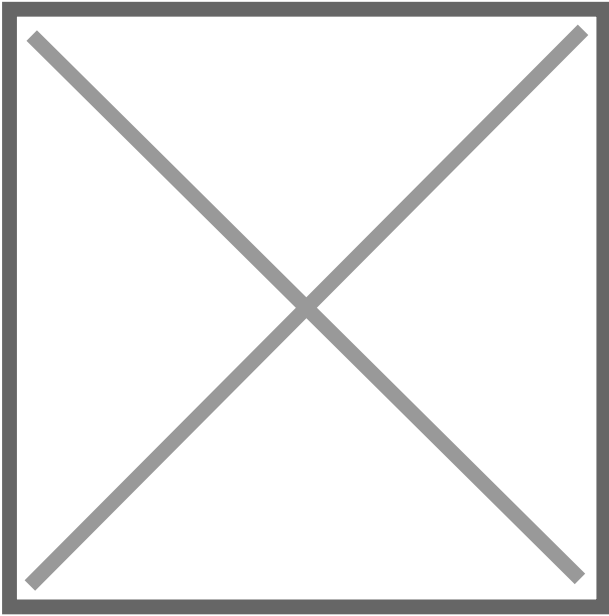
Open the csv file in notepad to check that the seperator is semi colon (;)



If the file is separated with a comma then replace all with semi colon

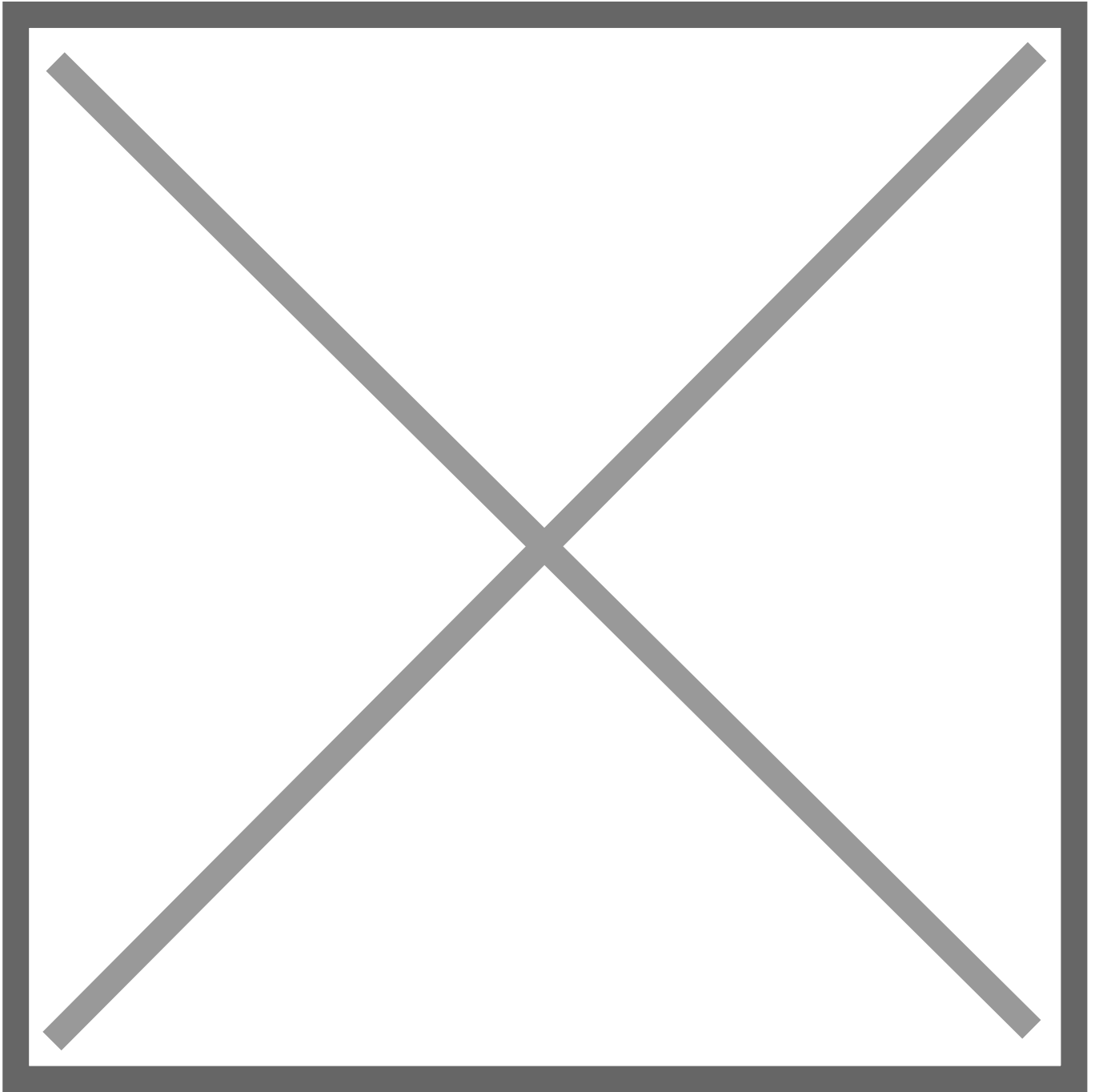
Once the file is with semi colon separated then it is ready for import

Save and close file

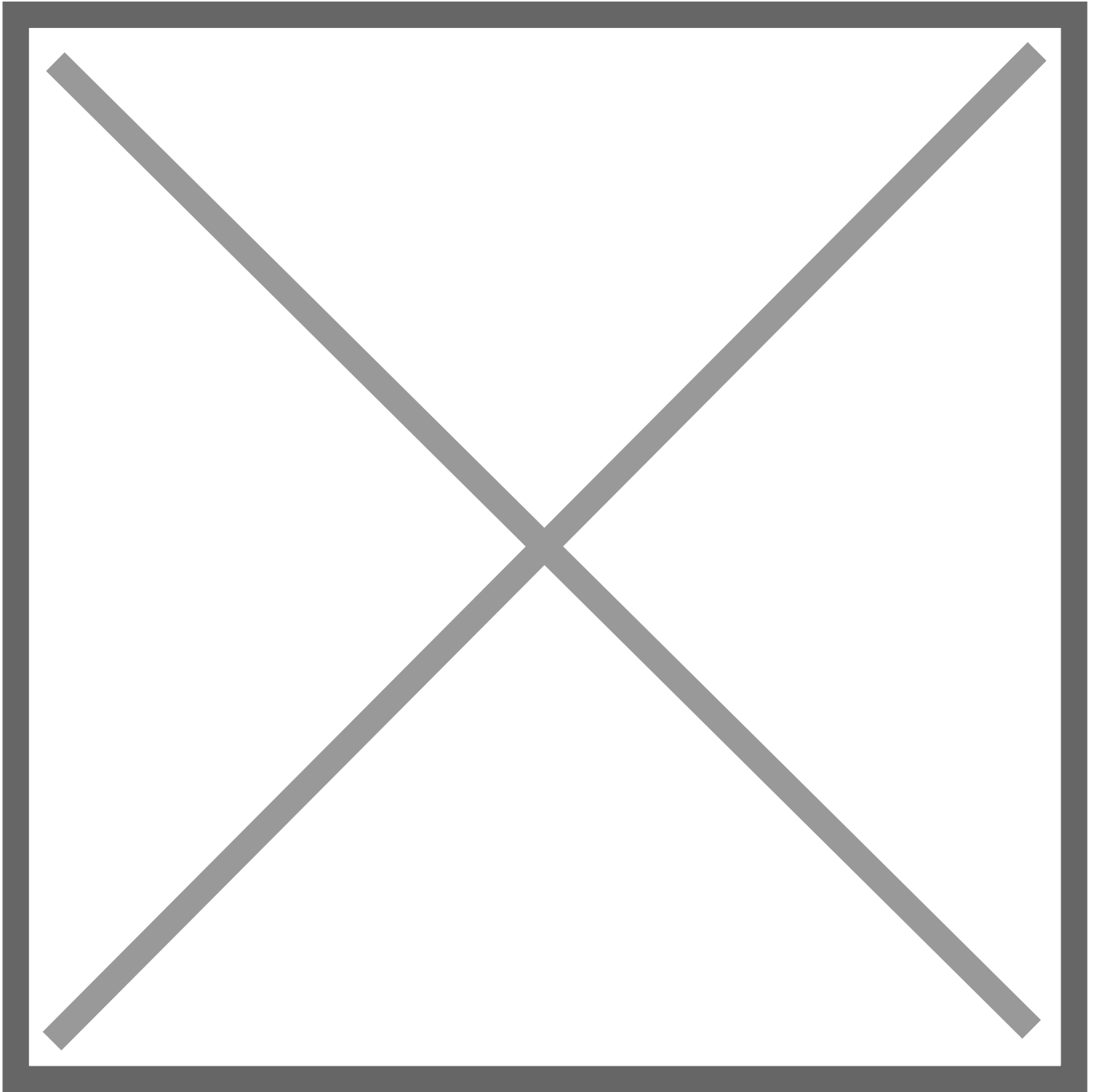


Go back to your stock take and open up

1. Click on Import stock count
2. Make sure you tick By Barcode
3. Select the csv file
4. Click on Upload
5. Click on import

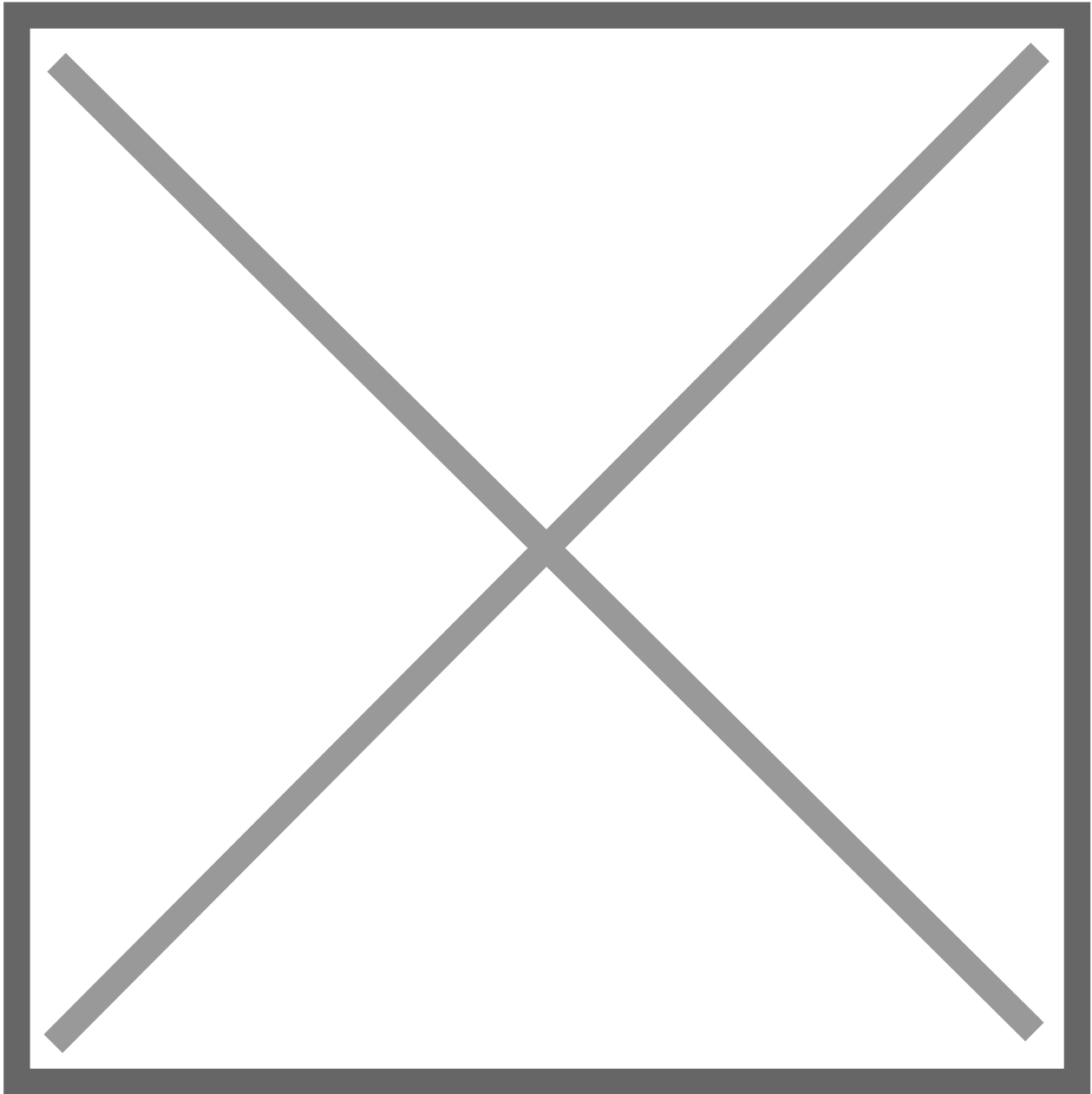


After import the file will show any errors



You can do some random checks

Save your stock take and then continue to complete



Revision #1

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