Sales Imports

Import Transactions

Preparation:

1. Locate a sales report from your manufacturer and save to a location that you can find. Adopt a consistent file naming convention such as MfgName (space) YYYY.MM with the date MM as the invoice month for your import
2. If it is in .pdf format, convert to Excel
3. If it is in an older Excel format (prior to 2003) convert to latest version
4. Move the information that you want to import to the first tab (the one on the left) if it is not already set up that way
5. Make sure that it is a "flat" file
    1. There is a unique header in row 1for each column (no blank headers, no commas in headers)
    2. Data starts at row 2
    3. Remove Subtotals, blank rows, and totals
    4. Check for the presence of the required fields (Customer name, sales amount, commission rate if reconciling later)
    5. If there is an Invoice date, make sure you know if it is in "Text" format or "Excel" format. Make sure that it is in every row and the same format in every row.
    6. Make sure that the data that you need is within the first 50 columns (through AX)

Customizing the "Shortcut Menu"

Edit shortcut menu here

Shortcut menu bar

To edit your shortcut menu:

- Click the edit button on the shortcut menu
- In the edit pop up box, choose the options you want from the left (Menus) and move them to the right (Selected Menus)
- save by clicking green save button (above Selected Menus)
- If you are doing this module, I recommend the selections circled in green.

Import Process:

Get to the Import Transactions page by clicking on "Import Transactions" in your shortcut menu or by following the menu path of clicking on main menu, hover on Data Management, click on Import Transactions.

Transactions Import page

Start here. Click "New"

1. Choose your Manufacturer/Principal by clicking on the magnifier. This brings up Company Lookup. Just typing in a couple of letters will shorten the list to choose from. When you see the one you want, click it.
2. Choose the type of import that you are doing. In this case we are doing a Sales import
3. Click on the blue "Choose File" button. This takes you to your computer to find the file that you are planning to import. When you find it, double click.

Select File and Load Data

Manufacturer/Principal	JSM Manufacturing MAN 🔍
Import Type	⦿ Sales ◯ Commission ◯ Sales and Commission ◯ Bookings

+ Choose File   **⬆ Load Data**   **⊘ Cancel**

Sales Import Example.xlsx   15.0 KB   [   ]   ✖

Map & Import

4. Click Green "Load Data" button
5. When it finishes loading, it will show you how many lines it loaded (including the header) and a Sample File Content
6. When you check the Sample File Content and are satisfied that it is the correct file, click the blue "Map & Import" button

+ Choose File   **⬆ Load Data**   **⊘ Cancel**

Load Process Status	
Total processed: 7	Total loaded : 7

Sample File Content

Invoice Date, Sold To Cust, ShipTo Cust, City, State, Zip, Inv # (Text date), Part Number, qty, Price, Sales amount,
23-Jan-2023, Home Depot, Jason the Mason, Redmond , WA, 98052, 20230123, 19315124, 4, 165, 660,
01-Feb-2023, Plumbing Supply, Pete's Plumbing, Issaquah, WA, 98027, 20230201, 19891811, 11, 250, 2750,
17-Jan-2023, Plumbing Supply, Handy Andy, Puyallup, WA, 98371, 20230117, 201192025, 9, 165, 1485,
25-Jan-2023, Plumbing Supply, Beautiful Bathrooms, Bothell, WA, 98105, 20230125, 11220518, 3, 250, 750,
24-Jan-2023, Home Depot, Joe Homeowner, Kirkland, WA, 98034, 20230124, 21221182, 1, 165, 165,

Map & Import

7. To name your map, click the blue "plus" sign

8. Name the map and click "Set Map Title"
9. Using the drop down boxes, choose the name of the column on your spreadsheet that contains the appropriate data
10. Minimum required fields are outlined
11. Date fields will be addressed in the next slide

Map Title : [--Select--]   +   Save   Delete   Test Mapping

Mapping for Manufacturer/Principal - JSM Manufacturing MAN

Manufacturer/Principal	No Data	POS/Direct Sales	No Data
Reference Row ID	No Data	POS Distributor	No Data
Customer *	No Data	Mfg Ship-to Num	No Data
City	No Data	State	No Data
Zip Code	No Data	Region	No Data
Secondary Customer	No Data	Secondary Customer City	No Data
Secondary Customer State	No Data	Secondary Customer Zip Code	No Data
Invoice Date *	No Data	Invoice Date *	
Date Format	DD-Mon-YYYY	Invoice Number	No Data
Sales Order	No Data	PO Number	No Data
Part Number	No Data	Product Line	No Data
Product Family	No Data	Product Description	No Data
Customer Part Number	No Data	Weight	No Data
Quantity	No Data	Unit Price	No Data
Sales Amount *	No Data	Post Split Amount	No Data
Booking Cost	No Data	Real Cost	No Data
Commission Rate	No Data		
Comment	No Data		
Currency Conv. Rate	No Data	Currency Conv. Rate	1
Generate Invoice to Reconcile	☐		

Import Sales Data

11. (continued) Invoice Date can be imported if it is on your spreadsheet.
- You would use the dropdown box (see left side of yellow frame). If your date is an "Excel" format date, it will show up in the box on the right side of the yellow frame in this pattern – **_no matter how it looks on your spreadsheet_** - which matches exactly the pattern in the blue frame.
- If your date is in "text" format on your spreadsheet, you need to use the dropdown box in the blue frame to match the pattern exactly that is showing on the right side of the yellow frame.
- If you do not have an invoice date on your spreadsheet, you can choose a date from the date chooser which will pop up if you click on the box on the right side of the yellow frame, leaving the left side showing "No Data".
- You must choose one of these options, as Invoice Date is a required field.

Invoice Date *	No Data	Invoice Date *	
Date Format	DD-Mon-YYYY	Invoice Number	No Data
Sales Order	No Data	PO Number	No Data
Part Number	No Data	Product Line	No Data
Product Family	No Data	Product Description	No Data
Customer Part Number	No Data	Weight	No Data
Quantity	No Data	Unit Price	No Data
Sales Amount *	No Data	Post Split Amount	No Data
Booking Cost	No Data	Real Cost	No Data
Commission Rate	No Data		
Comment	No Data		
Currency Conv. Rate	No Data	Currency Conv. Rate	1
Generate Invoice to Reconcile	☐		

Import Sales Data

Where are you doing with the Sales?

- If you are going to reconcile your sales when the commissions arrive, continue with Slide 11

- If you are not going to reconcile the sales with the commissions, but are importing sales only, or are keeping the sales on the Sales Table and the Commissions on the Commissions Table, proceed to Slide 13

In order to reconcile later, the system has to know how much commission to expect. When you check the box in the lower left labeled "Generate Invoice to Reconcile" the Commission Rate % field pops up. If you have one commission rate for the whole spreadsheet, you can enter it here (green box). If there are multiple commission rates noted in the spreadsheet, you can map the commission rate column in the blue circled box.

Sales Order	No Data ⌄	PU Number	No Data ⌄
Part Number	No Data ⌄	Product Line	No Data ⌄
Product Family	No Data ⌄	Product Description	No Data ⌄
Customer Part Number	No Data ⌄	Weight	No Data ⌄
Quantity	No Data ⌄	Unit Price	No Data ⌄
Sales Amount *	No Data ⌄	Post Split Amount	No Data ⌄
Booking Cost	No Data ⌄	Real Cost	No Data ⌄
Commission Rate	No Data ⌄		
Comment	No Data ⌄		
Currency Conv. Rate	No Data ⌄	Currency Conv. Rate	1
Generate Invoice to Reconcile	☑	Commission Rate %	

Import Sales Data

Map Title : Training Map   Save   Delete   Test Mapping

Mapping for Manufacturer/Principal - JSM Manufacturing MAN

Manufacturer/Principal	Use Default Value	POS/Direct Sales	No Data
Reference Row ID	No Data	POS Distributor	No Data
Customer*	ShipTo Cust	Mfg Ship-to Num	No Data
City	City	State	State
Zip Code	Zip	Region	No Data
Secondary Customer	Sold To Cust	Secondary Customer City	No Data
Secondary Customer State	No Data	Secondary Customer Zip Code	No Data
Invoice Date*	Invoice Date	*Invoice Date format	23-Jan-2023
Date Format	DD-Mon-YYYY	Invoice Number	Invoice #
Sales Order	SO#	PO Number	PO #
Part Number	Part Number	Product Line	No Data
Product Family	No Data	Product Description	No Data
Customer Part Number	No Data	Weight	No Data
Quantity	qty	Unit Price	No Data
Sales Amount*	Sales amount	Post Split Amount	No Data
Booking Cost	No Data	Real Cost	No Data
Commission Rate	No Data		
Comment	No Data		
Currency Conv. Rate	No Data	Currency Conv. Rate	1
Generate Invoice to Reconcile	✔	Commission Rate %	15

Mapped Sample Record

FIELD	MAPPED COLUMN	DATA	ERROR
Invoice Date	Invoice Date	23-Jan-2023	
Manufacturer/Principal			
Mfg Ship-to Num			
POS/Direct Sales			
Reference Row ID			
POS Distributor			
Customer	ShipTo Cust	Jason the Mason	
Secondary Customer	Sold To Cust	Home Depot	
Commission Rate	15		
Region			
Product Line			
Product Family			
Part Number	Part Number	19315124	
Customer Part Number			
Product Description			
Weight			
Invoice Number	Invoice #	20230123	
Booking Cost			
Real Cost			
Unit Price			
Quantity	qty	4.00	
Projected Revenue/Sales Amount	Sales amount	660.00	
PO Number	PO #	411435	
City	City	Redmond	
State	State	WA	
Zip Code	Zip	98052	
Sales Order	SO#	14914208	
Secondary Customer City			
Secondary Customer State			
Secondary Customer Zip Code			
Post Split Amount			
Currency Conv. Rate	Currency Conv. Rate	1.00	

OK

12. Test the map by clicking the blue button in the upper right corner. Confirm the test by clicking the green button that pops up.

13. In the Mapped Sample Record, the 1st column shows the name of the box in the Repfabric map, the 2nd column shows the name of the column in the spreadsheet, the 3rd column shows the first line of data from the spreadsheet, and the 4th column shows any errors that are detected. This date format error happened when the column was changed from the Excel date to the column containing a text date.

14. Close the box, fix any errors that you found, and move on to "Import Sales Data"

Map Title : Training Map

Save | Delete | Test Mapping

Mapping for Manufacturer/Principal - JSM Manufacturing MAN

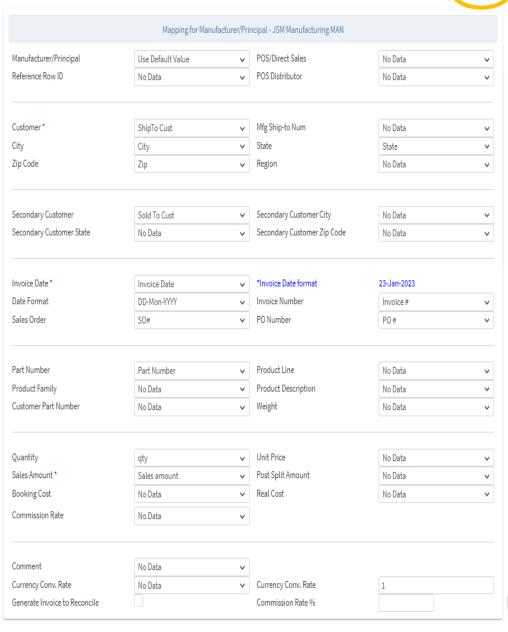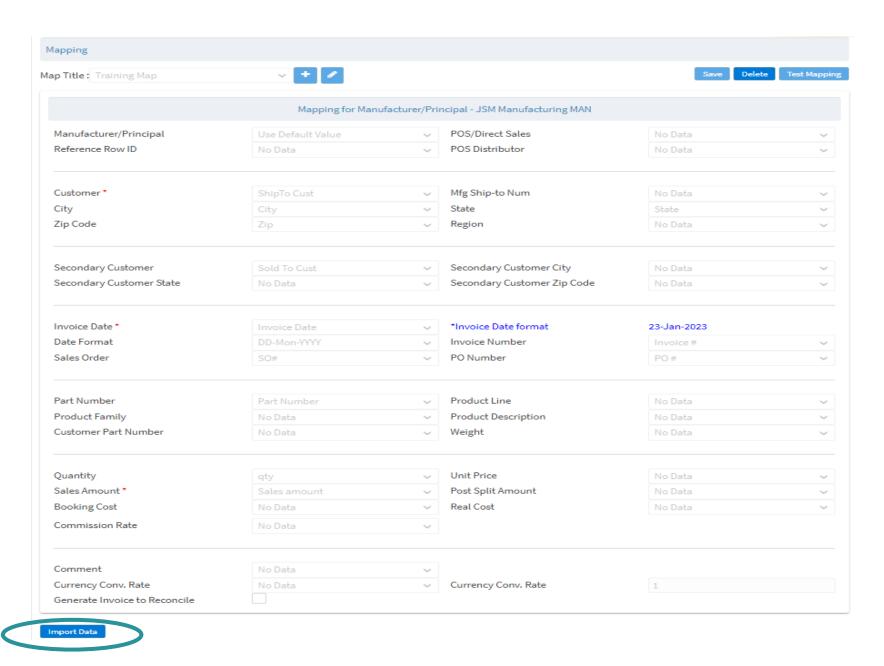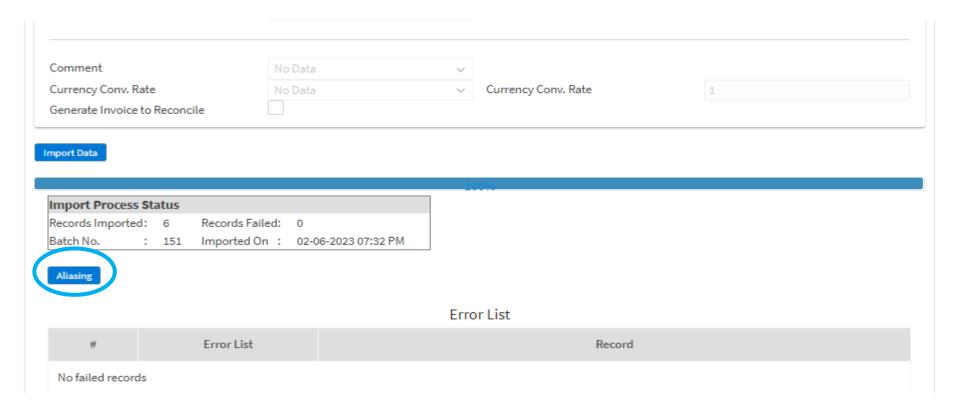|			
Manufacturer/Principal	Use Default Value	POS/Direct Sales	No Data
Reference Row ID	No Data	POS Distributor	No Data
Customer *	ShipTo Cust	Mfg Ship-to Num	No Data
City	City	State	State
Zip Code	Zip	Region	No Data
Secondary Customer	Sold To Cust	Secondary Customer City	No Data
Secondary Customer State	No Data	Secondary Customer Zip Code	No Data
Invoice Date *	Invoice Date	*Invoice Date format	23-Jan-2023
Date Format	DD-Mon-YYYY	Invoice Number	Invoice #
Sales Order	SO#	PO Number	PO #
Part Number	Part Number	Product Line	No Data
Product Family	No Data	Product Description	No Data
Customer Part Number	No Data	Weight	No Data
Quantity	qty	Unit Price	No Data
Sales Amount *	Sales amount	Post Split Amount	No Data
Booking Cost	No Data	Real Cost	No Data
Commission Rate	No Data		
Comment	No Data		
Currency Conv. Rate	No Data	Currency Conv. Rate	1
Generate Invoice to Reconcile	☐	Commission Rate %	

12. Test the map by clicking the blue button in the upper right corner. Confirm the test by clicking the green button that pops up.

13. In the Mapped Sample Record, the 1st column shows the name of the box in the Repfabric map, the 2nd column shows the name of the column in the spreadsheet, the 3rd column shows the first line of data from the spreadsheet, and the 4th column shows any errors that are detected. This date format error happened when the column was changed from the Excel date to the column containing a text date.

14. Close the box, fix any errors that you found, and move on to "Import Sales Data"

Mapped Sample Record

FIELD	MAPPED COLUMN	DATA	ERROR
Invoice Date	Invoice Date	23-Jan-2023	
Manufacturer/Principal			
Mfg Ship-to Num			
POS/Direct Sales			
Reference Row ID			
POS Distributor			
Customer	ShipTo Cust	Jason the Mason	
Secondary Customer	Sold To Cust	Home Depot	
Commission Rate			
Region			
Product Line			
Product Family			
Part Number	Part Number	19315124	
Customer Part Number			
Product Description			
Weight			
Invoice Number	Invoice #	20230123	
Booking Cost			
Real Cost			
Unit Price			
Quantity	qty	4.00	
Projected Revenue/Sales Amount	Sales amount	660.00	
PO Number	PO #	411435	
City	City	Redmond	
State	State	WA	
Zip Code	Zip	98052	
Sales Order	SO#	14914208	
Secondary Customer City			
Secondary Customer State			
Secondary Customer Zip Code			
Post Split Amount			
Currency Conv. Rate	Currency Conv. Rate	1.00	

OK

Mapping

Map Title : Training Map [+] [✎]   [Save] [Delete] [Test Mapping]

Mapping for Manufacturer/Principal - JSM Manufacturing MAN

Manufacturer/Principal	Use Default Value	POS/Direct Sales	No Data
Reference Row ID	No Data	POS Distributor	No Data
Customer *	ShipTo Cust	Mfg Ship-to Num	No Data
City	City	State	State
Zip Code	Zip	Region	No Data
Secondary Customer	Sold To Cust	Secondary Customer City	No Data
Secondary Customer State	No Data	Secondary Customer Zip Code	No Data
Invoice Date *	Invoice Date	*Invoice Date format	23-Jan-2023
Date Format	DD-Mon-YYYY	Invoice Number	Invoice #
Sales Order	SO#	PO Number	PO #
Part Number	Part Number	Product Line	No Data
Product Family	No Data	Product Description	No Data
Customer Part Number	No Data	Weight	No Data
Quantity	qty	Unit Price	No Data
Sales Amount *	Sales amount	Post Split Amount	No Data
Booking Cost	No Data	Real Cost	No Data
Commission Rate	No Data		
Comment	No Data		
Currency Conv. Rate	No Data	Currency Conv. Rate	1
Generate Invoice to Reconcile	☐		

[Import Data]

15. Click "Import Data

Comment	No Data ⌄		
Currency Conv. Rate	No Data ⌄	Currency Conv. Rate	1
Generate Invoice to Reconcile	☐		

Import Data

100%

Import Process Status

Records Imported:	6	Records Failed:	0
Batch No. :	151	Imported On :	02-06-2023 07:32 PM

Aliasing

Error List

#	Error List	Record

No failed records
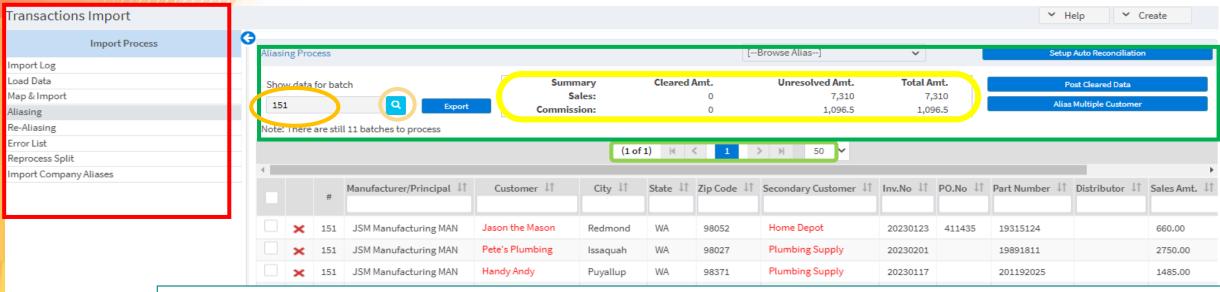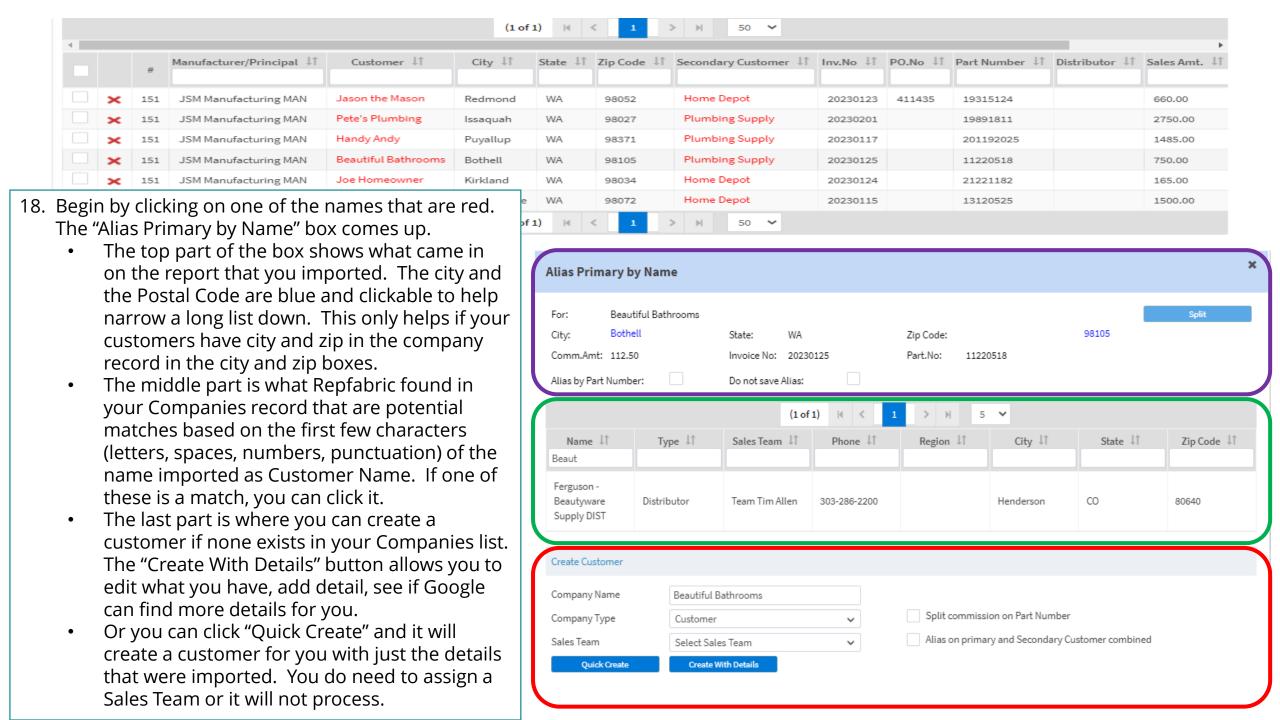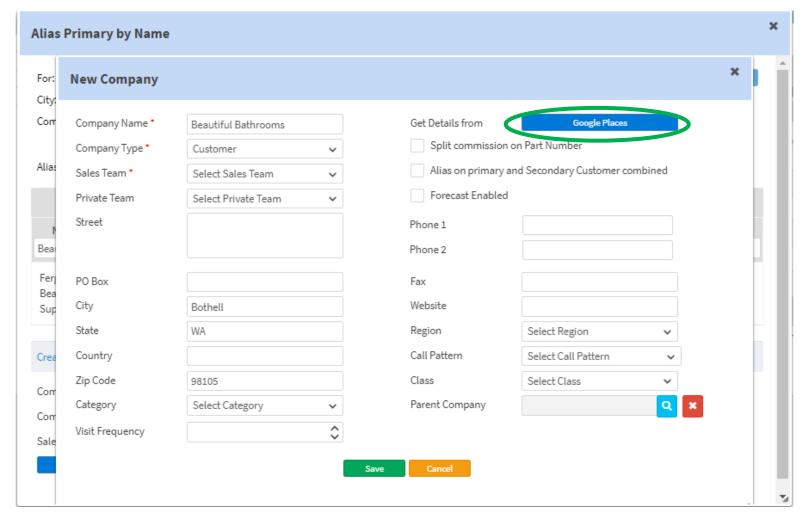
16. Check the Import Process Status. Make sure there are no failed records. Then click the next blue button "Aliasing"

Aliasing: Teaching Repfabric Your Customers

17. Aliasing is the process by which you teach Repfabric all the ways that your Manufacturers spell your customers' names in their sales and/or commission reports. There's a lot of information in this Aliasing screen, so here's a bit about some of the parts.
    - Red: Import process menu. It has been keeping track of each stage in the process. The aliasing stage can be accessed at any time by navigating to "Import Transactions" and clicking on "Aliasing" The only stage that cannot be accessed by itself is the "Map and Import" stage. The only way to get there is to import something.
    - The aliasing stage always defaults to your most recent batch that has not been posted. The batch number for what is currently showing is circled orange. You can choose from any unaliased batch or view all batches by clicking the blue look up tool that has been circled light orange.
    - Yellow frame is the summary box. It shows the total sales and commissions amounts for the batch that is being viewed. It also shows how much is aliased and how much more you have left.
    - Light green frame shows how many pages of 50 record there are and which page you are on. There is the option to change that 50 to 100 if you want.
    - Dark green frame is where the action takes place. We will focus on this in the next slide

		#	Manufacturer/Principal ⇅	Customer ⇅	City ⇅	State ⇅	Zip Code ⇅	Secondary Customer ⇅	Inv.No ⇅	PO.No ⇅	Part Number ⇅	Distributor ⇅	Sales Amt. ⇅
☐	✖	151	JSM Manufacturing MAN	Jason the Mason	Redmond	WA	98052	Home Depot	20230123	411435	19315124		660.00
☐	✖	151	JSM Manufacturing MAN	Pete's Plumbing	Issaquah	WA	98027	Plumbing Supply	20230201		19891811		2750.00
☐	✖	151	JSM Manufacturing MAN	Handy Andy	Puyallup	WA	98371	Plumbing Supply	20230117		201192025		1485.00
☐	✖	151	JSM Manufacturing MAN	Beautiful Bathrooms	Bothell	WA	98105	Plumbing Supply	20230125		11220518		750.00
☐	✖	151	JSM Manufacturing MAN	Joe Homeowner	Kirkland	WA	98034	Home Depot	20230124		21221182		165.00
					e	WA	98072	Home Depot	20230115		13120525		1500.00

18. Begin by clicking on one of the names that are red. The "Alias Primary by Name" box comes up.
   - The top part of the box shows what came in on the report that you imported. The city and the Postal Code are blue and clickable to help narrow a long list down. This only helps if your customers have city and zip in the company record in the city and zip boxes.
   - The middle part is what Repfabric found in your Companies record that are potential matches based on the first few characters (letters, spaces, numbers, punctuation) of the name imported as Customer Name. If one of these is a match, you can click it.
   - The last part is where you can create a customer if none exists in your Companies list. The "Create With Details" button allows you to edit what you have, add detail, see if Google can find more details for you.
   - Or you can click "Quick Create" and it will create a customer for you with just the details that were imported. You do need to assign a Sales Team or it will not process.

Alias Primary by Name ✕

For:	Beautiful Bathrooms					Split
City:	Bothell	State:	WA	Zip Code:	98105	
Comm.Amt:	112.50	Invoice No:	20230125	Part.No:	11220518	
Alias by Part Number: ☐		Do not save Alias: ☐				

(1 of 1) |◄ ◄ **1** ► ►| 5 ▼

Name ⇅	Type ⇅	Sales Team ⇅	Phone ⇅	Region ⇅	City ⇅	State ⇅	Zip Code ⇅
Beaut							
Ferguson - Beautyware Supply DIST	Distributor	Team Tim Allen	303-286-2200		Henderson	CO	80640

Create Customer

Company Name	Beautiful Bathrooms	
Company Type	Customer ▼	☐ Split commission on Part Number
Sales Team	Select Sales Team ▼	☐ Alias on primary and Secondary Customer combined

Quick Create   **Create With Details**

Alias Primary by Name

For:
City:
Co...

Alia...

New Company

		Get Details from	Google Places
Company Name *	Beautiful Bathrooms		
Company Type *	Customer	☐ Split commission on Part Number	
Sales Team *	Select Sales Team	☐ Alias on primary and Secondary Customer combined	
Private Team	Select Private Team	☐ Forecast Enabled	
Street		Phone 1	
		Phone 2	
PO Box		Fax	
City	Bothell	Website	
State	WA	Region	Select Region
Country		Call Pattern	Select Call Pattern
Zip Code	98105	Class	Select Class
Category	Select Category	Parent Company	🔍 ✖
Visit Frequency			

Save   Cancel

N
Bea...

Fer...
Bea...
Sup...

Crea...

Com...

Com...

Sale...

- Here's the "Create with Details" box.
- You can click the "Google Places" button and it will look the company up for you. Keep an eye on the Company Name. Sometimes Google finds things that are not the same as what you are looking for. In that case, you would just hit Cancel and either Quick Create or Create with Details but without consulting Google.
- You will need to select a Sales Team, and if you need to change the Company Type, you should do that first. You can fill in any details that you have whether Google found them or not.
- When you have finished creating the customer, click "Save"

19. When all the records have been aliased and you have green checkmarks, click "Post Cleared Data" to send it into the Sales Table (and the Commissionable Transactions if you clicked the box to generate invoice to reconcile) and to populate the reports. Hooray!

- If you have a large batches with a lot of aliasing done, it is good to Post Cleared Data when you need to get up and stretch or get another cup of coffee.