Importing transactional data

Importing transactional data in BMS is an option that offers a fast way to load data.

In order to perform the procedure, it is important to keep the file formats in mind. An eventual file must be built up from six columns: Accounting date, Account name, Item number, Customer number, Amount, Units.

The following describes the steps of importing transactional data.

Introduction

This Quick guide will give you an overview of how to upload transactional files to BMS.

Quick guide concept

Through a number of easy steps you learn how to use the software.

Each step is numbered and defines a phase. Each phase contains a short description and an illustration to show how to navigate or operate in the software.

On the last page it is described how to set up the Security to activate, view and edit the described tool.

The guide *may* contain important general notices. These will be marked with an exclamation icon.

Tips and tricks are marked with an Info-icon.

Questions & Answers note relevant to the topic at hand.

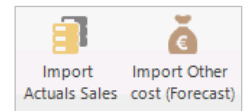### How to import transactional data

1 **Data tab**
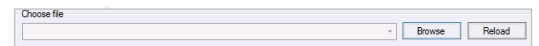
Go to the top ribbon and select the Data tab.

2 **Open Import**

There are two different imports you can do: Actual Sales scenario and Other Costs into the Forecast scenario.
A new window will open for the Import.

3 **Browse for the file**

Click on Browse to view the files uploaded to the server.

4 **Click on the file you want**

Select the file you want to import. You can only select one file at a time. The file is automatically loaded in the window.

5 **Import options**

In the Source file template you find the Options field with some options of configuring the file you want to import. The options available are:

- File contains values in [Packages]: This option makes BMS aware that the units in the file are entered in packages and not SKUs.

- Delete existing data: This options deletes the existing data in BMS. The function deletes data concerning the item numbers and customer numbers, but only in the time period of the data file. The time period of the data file is defined as: from the first Accounting date to the last.

- Data starts on row #: A simple specification of where the data starts in the file.
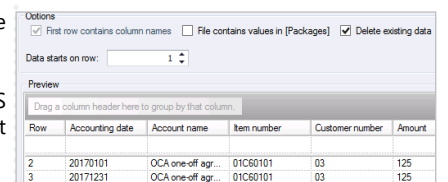
Below the Options, you have the Preview field, where you can see all changes you make in Options.

Effectmakers

ⓘ

If Errors or Warnings appear in this field, you will not be able to complete importing. They are arranged in order to prevent you from importing incorrect data. This means that you have to work carefully with the mappings, so you can be accurate with the data you import in BMS.

ⓘ

The button Import will only be active in the Import template.

6 **Analyze the file for errors**

In the window Import products you can go to the template Import in order to see the Analysis of file. In this field you can see the results of the import and if there are any errors in the data.

7 **Import the file**

As soon as you are done with the changes, you can click on the Import button and your data will be imported into BMS.
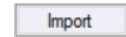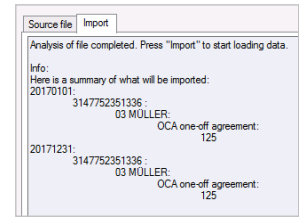
Effectmakers

What will happen if I import the same data twice?

Nothing will happen. You will just update the already existing data with the imported data.

I uploaded all of my data, but instead of having a specific brand segmentation I have several similar brands?

You should check for spelling mistakes in the files you upload, which may exist in your brand segments. Correct these mistakes to let the system identify and group your data correctly.