

## Import Purchase Orders from Text File

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This screen is used to import purchase orders from a comma-delimited text file, and is designed to mimic the process followed when purchase orders are manually entered into the software. The import validates all required field information to ensure the imported data is accurate. The following date formats are accepted: MMDDYYYY, MM/DD/YY, and YYYYMMDD. If errors are found, the software will generate an exception report with error details before the data is imported.

A single import file can contain both job-specific and work order-specific purchase orders. Spectrum interprets whether a job number is recorded in the P.O. header. If it is, then the purchase order is automatically set as a 'Job' purchase. If there is no job number but the Work Order module is present, then Spectrum looks for a work order # and imports the purchase order as a 'Work order' type. If the work order number is also not present, then the purchase order type will be set to 'Job.'

[More info](#)

### Price per factor

Import of stock and non-stock items with a price-per-factor other than 1 is supported. The import also supports lump sum purchase orders. You can also specify a sales/use tax code in the import file.

During the import update the price-per-factor will be set as follows:

- **Stock Item:** This is the price-per-factor specified in Inventory Control | Inventory File Maintenance
- **Non-stock Item:** If the unit-of-measure is C, set the price-per-factor to 100. If the unit-of-measure is M, set the price-per-factor to 1000. Otherwise, set the price-per-factor to 1.

### Location

If there is a default purchase from location assigned to the vendor, the Purchase Location Code column will display this code. Likewise, if there is a default payment location assigned, the 'Payment location' code column will display this code.

If a Job code is specified in the import file (header record), the system will determine if an override 'ship to' address is present for that job.

### Sub-Job

If this is a sub-job transaction for a master job, Spectrum will add a new phase to the sub job if the current job is a sub-job of a valid master job, the phase lengths of both jobs match, and the Phase + Cost type combination for the current job is valid and not 'Complete'.

Watch the following videos to learn how to create a purchase order export file from Tekla EPM, and then import it into Spectrum.

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### What do you want to do?

[View File Layout](#)

View field descriptions

Field/Button	Description
<b>Batch</b>	Enter the purchase order batch code. The default is the Operator ID.
<b>G/L account</b>	Enter the G/L account code.
<b>Include transactions for P.O. numbers that already exist?</b>	Select this check box to allow for duplicate purchase order numbers.

Field/Button	Description
<b>Warehouse</b>	Enter the warehouse code for inventory items.
<b>Set up inventory items?</b>	<p>Select this check box to allow set up of non-stock items as inventory items. If you select this check box, you should NOT use an exclamation point in front of your (currently) non-stock item. If you do, the item will be entered into inventory while including the exclamation point.</p> <p>If the Inventory Control module is not present, then the following conditions apply:</p> <ul style="list-style-type: none"> <li>▪ Price-per-factor is not supported.</li> <li>▪ The Inventory Item Master Table is not validated.</li> <li>▪ All imported lines are treated as non-stock items. However, no exclamation point should be inserted into the beginning of the code.</li> <li>▪ The import update does not use any information stored in the Item Code Maintenance screen.</li> </ul>
<b>Default item category</b>	If the Set up inventory items check box is selected, enter a valid category code for the new inventory item.

### View cost center information

If the cost center feature is enabled in the Enterprise Installation page for the current company, Spectrum verifies that the operator has permission for the cost center. The system runs through several operator-specific validations for the header and detail records. It is recommended that only full-security cost center users perform the import. If the cost center feature is not enabled in the Enterprise Installation page, then the cost center field in the file layout detail will be ignored.

If it is a direct job cost entry, direct equipment cost entry, direct work order cost entry, or non-direct cost entry, then the cost center must be allowed for the G/L account assigned to the detail line. For a non-direct cost entry, the cost center must be valid for the vendor assigned to the purchase order.

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