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## Overview - Basic

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The Cetec ERP “basic” data import package covers Customers, Vendors, and Parts. Data should be in CSV (comma separated value) format, one file per area (e.g. customers.csv, vendors.csv, and parts.csv) which can be created via export from Excel or manually by most IT personnel. Below are the recommended fields to provide for these data types.

### Customers

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Note that the fields provided are generally **optional**, except the Customer name. If additional fields (or fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Fields to include:

- name (up to 200 characters)
- external key (up to 80 characters; used to represent the unique key of the data source for repeated loading of data)
- credit limit (numeric value)
- accounting phone (up to 30 characters)
- accounting fax (up to 30 characters)
- accounting email (up to 100 characters)
- tax resale id (up to 200 characters)
- bill to name (up to 30 characters)
- bill to address 1 (up to 30 characters)
- bill to address 2 (up to 30 characters)
- bill to address 3 (up to 30 characters)
- bill to address 4 (up to 30 characters)
- bill to city (up to 27 characters)
- bill to state (up to 3 characters)
- bill to zip (up to 9 characters)
- bill to country (up to 100 characters)
- ship to name (up to 30 characters)
- ship to address 1 (up to 30 characters)
- ship to address 2 (up to 30 characters)

ship to address 3 (up to 30 characters)  
ship to address 4 (up to 30 characters)  
ship to city (up to 27 characters)  
ship to state (up to 3 characters)  
ship to zip (up to 9 characters)  
ship to country (up to 100 characters)  
business type varchar (up to 255 characters)  
terms (up to 255 characters)  
tax group (up to 255 characters)  
inside sales rep  
outside sales rep

## Customer Addresses

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Note that the fields provided are generally **optional**, except the Customer name. If additional fields (or fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Fields to include:

external key (up to 80 characters; same external key provided in the customer master file)  
ship to name (up to 30 characters)  
ship to address 1 (up to 30 characters)  
ship to address 2 (up to 30 characters)  
ship to address 3 (up to 30 characters)  
ship to address 4 (up to 30 characters)  
ship to city (up to 27 characters)  
ship to state (up to 3 characters)  
ship to zip (up to 9 characters)  
ship to country (up to 100 characters)

## Vendors

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Note that the fields provided are generally **optional**, except the Vendor name. If additional fields (or fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Fields to include:

name (up to 200 characters)  
external key (up to 80 characters; used to represent the unique key of the data source for repeated loading of data)  
credit limit (numeric value)  
phone (up to 30 characters)  
fax (up to 30 characters)  
email (up to 100 characters)

default\_shipvia (up to 30 characters)  
remit address 1 (up to 30 characters)  
remit address 2 (up to 30 characters)  
remit address 3 (up to 30 characters)  
remit city (up to 30 characters)  
remit state (up to 30 characters)  
remit address zip (up to 9 characters)  
remit address country (up to 100 characters)  
address 1 (up to 30 characters)  
address 2 (up to 30 characters)  
address 3 (up to 30 characters)  
city (up to 27 characters)  
state (up to 3 characters)  
zip (up to 9 characters)  
country (up to 100 characters)  
terms (up to 255 characters)  
tax id (up to 200 characters)  
default gl account number (up to 250 characters)  
contact firstname (up to 80 characters)  
contact lastname (up to 80 characters)  
contact email (up to 180 characters)  
contact title (up to 30 characters)  
contact phone (up to 30 characters)  
contact fax (up to 30 characters)  
contact mobile (up to 30 characters)

## Parts

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Note that the fields provided are generally **optional**, except the Part number . Please also take note of the type/category field as this will be used to specify the part prefix called the product code in Cetec ERP (PRC); if no type/category is provided all parts will go into a generic PRC. If additional fields (more complicated inventory structures or fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Fields to include:

part number (up to 60 characters)  
short description (up to 250 characters)  
vendor external key (up to 80 characters; external key of vendor from vendor file)  
-or-  
vendor name (up to 200 characters; name from vendor file)  
warehouse location (up to 200 characters, if importing multiple parts from warehouses)  
type/category (up to 200 characters; this is used to create the PRC prefix)  
quantity (numeric value)  
Lotcode (up to 30 characters)

- **NOTE: If there are multiple lotcodes for the same part number, add additional rows for each lotcode and repeat/copy data from all other columns**

Serial (up to 100 characters)

- **NOTE: If you provide a serial number, quantity is assumed to be 1; add additional rows for each serial number and repeat/copy data from all other columns**

cost (numeric value)

leadtime (integer value, in weeks)

re-order point (numeric value)

unit of measure (description, up to 30 characters)

standard package (description, up to 50 characters)

technical description (up to 65000 characters)

rohs (up to 10 characters)

revision (up to 20 characters)

date code (up to 12 characters)

## Overview - Advanced

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The Cetec ERP “advanced” data import package covers

- open customer sales orders and customer sales history (up to 10 years)
- open vendor POs and vendor PO history (up to 10 years)
- BOM records
- chart of accounts
- general ledger account balances (e.g. ending monthly balances)
- tax codes / terms codes / business type codes / credit codes / ship via codes
- customer contact info & addresses / vendor contact info & addresses

Data should be in CSV (comma separated value) format, one file per area (e.g. sales\_hist.csv, chart\_of\_accounts.csv, boms.csv, etc.) which can be created via export from Excel or manually by most IT personnel. Below are the recommended fields to provide for these data types.

## Customer Sales Orders

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Note that the fields provided are generally **optional**, except the order number, customer external key, warehouse location, part number, line number, qty remaining to ship, unit cost, unit resale, transaction type. **NOTE:** Please repeat header data for all line item rows for a particular order. If additional fields (or fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Header fields to include:

order number (up to 20 characters)

external key (up to 50 characters; used to represent the unique key of the data source for repeated loading of data)

customer external key (up to 200 characters; provided from customer import)

warehouse location (up to 200 characters)

customer PO number (up to 200 characters)

creation date

billto name (up to 50 characters)

billto street1 (up to 50 characters)

billto street2 (up to 50 characters)  
billto street3 (up to 50 characters)  
billto street4 (up to 50 characters)  
billto city (up to 50 characters)  
billto state (up to 50 characters)  
billto zip (up to 50 characters)  
billto country (up to 100 characters)  
shipto name (up to 50 characters)  
shipto street1 (up to 50 characters)  
shipto street2 (up to 50 characters)  
shipto street3 (up to 50 characters)  
shipto street4 (up to 50 characters)  
shipto city (up to 50 characters)  
shipto state (up to 50 characters)  
shipto zip (up to 50 characters)  
shipto country (up to 100 characters)  
customer terms (up to 100 characters)  
fob (up to 100 characters)  
shipvia method (up to 40 characters)  
tax group (up to 200 characters)  
special shipping instructions (up to 255 characters)  
comment (up to 255 characters)

Line Item fields to include:

part number (up to 200 characters)  
line number (integer)  
customer part number (up to 200 characters)  
unit cost (numeric)  
unit resale (numeric)  
original order qty (numeric)  
qty remaining to ship (numeric)  
transaction type (SN = shipment from inventory, SA = work order; this means part number is defined as a BOM)  
promised date  
due date  
comment (up to 255 characters)

## Customer Invoices (Sales History)

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Note that the fields provided are generally **optional**, except the invoice number, customer external key, warehouse location, ship date, part number, line number, ship qty, unit cost, unit resale. **NOTE:** Please repeat header data for all line item rows for a particular invoice. If additional fields (or fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Header fields to include:

invoice number (up to 20 characters)

external key (up to 50 characters; used to represent the unique key of the data source for repeated loading of data)  
customer external key (provided from customer import)  
warehouse location (up to 100 characters)  
shipment/invoice date  
billto name (up to 50 characters)  
billto street1 (up to 50 characters)  
billto street2 (up to 50 characters)  
billto street3 (up to 50 characters)  
billto street4 (up to 50 characters)  
billto city (up to 50 characters)  
billto state (up to 50 characters)  
billto zip (up to 50 characters)  
billto country (up to 100 characters)  
shipto name (up to 50 characters)  
shipto street1 (up to 50 characters)  
shipto street2 (up to 50 characters)  
shipto street3 (up to 50 characters)  
shipto street4 (up to 50 characters)  
shipto city (up to 50 characters)  
shipto state (up to 50 characters)  
shipto zip (up to 100 characters)  
shipto country (up to 50 characters)  
customer po number (up to 30 characters)  
customer terms (up to 100 characters)  
fob (up to 100 characters)  
shipvia method (up to 40 characters)  
tax group  
comment (up to 255 characters)

Line Item fields to include:

part number (up to 200 characters)  
line number (integer)  
customer part number (up to 200 characters)  
unit cost (numeric)  
unit resale (numeric)  
ship qty (numeric)  
promised date  
due date  
comment (up to 255 characters)

## Vendor Open POs

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Vendor Open POs are defined as POs that have been placed but NOT received. In the case of partially received POs the balance due to be received is still considered an open PO. Note that the fields provided

are generally **optional**, except the PO number, vendor external key, warehouse location, part number, line number, remaining qty, unit cost, due date. **NOTE:** Please repeat header data for all line item rows for a particular invoice. If additional fields (or fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Header fields to include:

- warehouse location
- PO number (up to 255 characters)
- external key (up to 80 characters; used to represent the unique key of the data source for repeated loading of data)
- vendor external key (provided from vendor import)
- creation date
- terms (up to 100 characters)
- shipvia method (up to 40 characters)
- shipto name (up to 50 characters)
- shipto street1 (up to 50 characters)
- shipto street2 (up to 50 characters)
- shipto street3 (up to 50 characters)
- shipto street4 (up to 50 characters)
- shipto city (up to 50 characters)
- shipto state (up to 50 characters)
- shipto zip (up to 50 characters)
- shipto country (up to 100 characters)
- comment (up to 200 characters)

Line Item fields to include:

- part number (up to 200 characters)
- line number
- unit cost (numeric)
- original order qty (numeric)
- remaining qty (numeric)
- due date
- comment (up to 250 characters)

## Vendor Closed POs

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Vendor Closed POs are defined as POs that have been received. You can have multiple receipts for the same PO + line (partial shipments). Note that partial receipts against an open PO means that that POs data will be included in both the open PO data load and the closed PO data load. Note that the fields provided are generally **optional**, except the PO number, vendor external key, warehouse location, part number, line number, remaining qty, unit cost, due date, receipt number, receipt date. **NOTE:** Please repeat header data for all line item rows for a particular invoice. If additional fields (or fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Header fields to include:

warehouse location  
PO number (up to 255 characters)  
external key (up to 80 characters; used to represent the unique key of the data source for repeated loading of data)  
vendor external key (provided from vendor import)  
terms (up to 100 characters)  
creation date  
shipvia method (up to 40 characters)  
shipto name (up to 50 characters)  
shipto street1 (up to 50 characters)  
shipto street2 (up to 50 characters)  
shipto street3 (up to 50 characters)  
shipto street4 (up to 50 characters)  
shipto city (up to 50 characters)  
shipto state (up to 50 characters)  
shipto zip (up to 50 characters)  
shipto country (up to 100 characters)  
comment (up to 200 characters)

Line Item fields to include:

part number (up to 200 characters)  
line number  
unit cost (numeric)  
original order qty (numeric)  
remaining qty (numeric)  
due date  
comment (up to 250 characters)

Receipt fields to include:

receipt number (up to 200 characters)  
receipt date  
unit cost (numeric)

## **BOM**

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Note that the fields provided are generally **optional**, except the Part number, and component part number. All parts provided are expected to be in the Parts upload as well. If additional fields (more complicated inventory structures or fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Fields to include:

top level part number (up to 255 characters)  
component part number (up to 255 characters)  
component number (numeric) - this is the number indicating the sequence of components on the BOM.  
quantity per top (numeric value) - quantity of component needed to make 1 top level part



## Open A/R

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Note that all fields provided are required. This also assumes that the full invoice details were already provided with the Customer Invoices (Sales History) file. If additional fields (more complicated inventory structures or fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Fields to include:

- invoice number (up to 20 characters)
- external key (up to 50 characters; used to represent the unique key of the data source for repeated loading of data)
- customer external key (provided from customer import)
- shipment/invoice date
- total invoice amount (numeric)
- net amount due (numeric)

## Chart of Accounts

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Note that the fields provided are generally **optional**, except the account name. Please realize that all accounts need to be subordinate to the following Master Accounts (Expenses, Assets, Revenue, Liabilities, Equity, Other Income and Expenses); this is referenced with the parent account numbers of these accounts. If additional fields (fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Fields to include:

- account name (up to 255 characters)
- external key (up to 80 characters)
- account number (up to 255 characters)
- account description (up to 255 characters)
- account type (up to 100 characters)
- parent account number (up to 255 characters)
- bank account number (up to 255 characters)
- routing number (up to 255 characters)

## General Ledger

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Note that all fields provided are required EXCEPT "memo". For a single entry there will need to be at least 2 rows, one for the debit and one for the credit. All entries must be balanced or they will not be imported.

If additional fields (fields keying to other external data are required), please contact your Cetec ERP support representative for assistance.

Fields to include:

- external key (up to 200 characters) ie. distinct id per ledger entry

- entry date

- account number (up to 255 characters)

- memo (up to 200 characters)

- debit amount (numeric)

- credit amount (numeric)