

SOP Import Overview

The purpose of this import is to allow the user to import SOP Document from a set of CSV files into Opera which can then be progressed to Quote, Proforma, Order, Delivery, Credit Note or Invoice.

The import would include full data validation and exception report reporting.

➤ SOP Import Utility

A new menu option named "Document Import Settings" would be added to SOP -> Utilities. Here the user would be prompted to specify the default Document import and archive settings.

Document Import Process

A new menu option will be added to the SOP – Utilities menu captioned 'Document Import'. Selection of this option will invoke a process that allows the user to browse for and select the file to import.

The default path will be that specified on the Document Import Settings form. However, the user will be able to browse to any valid network drive/folder in order to select the required file.

No limitations will be placed on the name or location of the file other than it must be in the format as defined in format below.

Required Header CSV Format:

Col	Name	Type\Len	Remarks	Mandatory
A	Document No	Char (10)	Document No	Yes
B	Acct. No	Char (8)	Valid Opera Account No	Yes
C	Invoice Date	Date	Date formatted as DD/MM/YYYY If empty, this will be automatically populated with current Opera Date	
D	Customer Reference	Char (20)	Customer Reference	
E	Nominal Department	Char (8)	Nominal Department	
F	Nominal Project	Char (8)	Nominal Project	
G	Comment Line 1	Char (75)	Comment Line 1	

Required Details CSV Format:

Col	Name	Type\Len	Remarks	Mandatory
A	Document No	Char (10)	Document No	Yes
B	Item Stock No	Char (16)	Valid Opera Item Stock No	
C	Item Description	Char (40)	Item Description is Mandatory if the Stock Code is not supplied	
D	Analysis Code	Char (8)	Valid Opera Analysis Code	Yes
E	Item Quantity	Num (7,2)	Item Quantity	Yes
F	Item Price	Num (8,2)	Item Price	Yes
G	Nominal Department	Char (8)	Nominal Department	
H	Nominal Project	Char (8)	Nominal Project	
I	Line Memo	Memo	Line	

Once the valid files have been selected the import process will validate the imported data. Any data that fails the validation process will raise an exception, with the entire import then being aborted. An exception report will then be generated detailing all exceptions.

SOP Import - £650.00

Annual Maintenance and Support - £135.00