Tech Note

Kallensoft

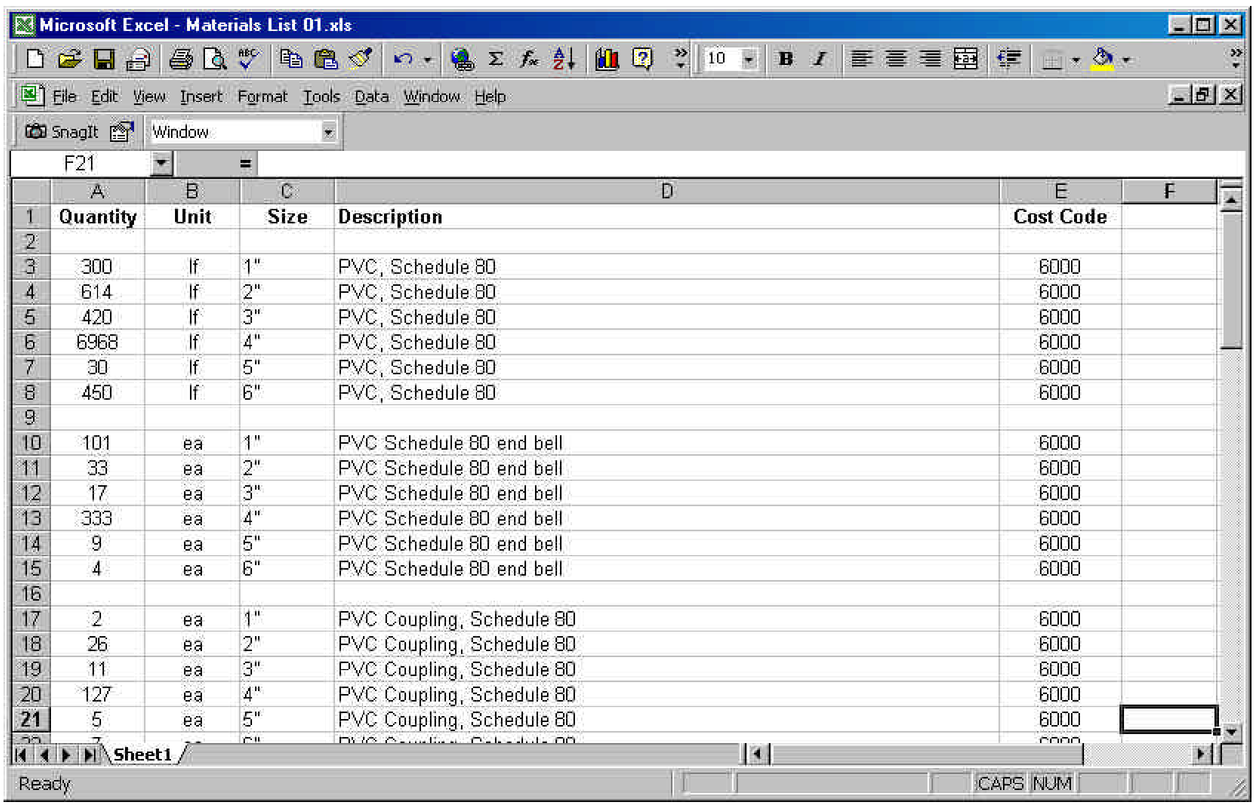
Filling Material Requisitions from Spreadsheets

The Material Tracking Module now has a feature that allows you to upload spreadsheets with material lists into a material requisition. The process uses a spreadsheet template which tells the program which spreadsheet columns contain the information to be uploaded into the requisition detail fields. Once the spreadsheet template is created it can be used repeatedly to upload your spreadsheets into material requisitions.

Uploading a spreadsheet is done in two steps – adding a requisition record to the requisition table and then uploading the requisition detail from the spreadsheet.

Creating a Spreadsheet Template

A typical spreadsheet may look like the sample in Figure 1. There are columns for quantity, unit, size, description and a cost code.



	A	B	C	D	E	F
1	Quantity	Unit	Size	Description	Cost Code	
2						
3	300	lf	1"	PVC, Schedule 80	6000	
4	614	lf	2"	PVC, Schedule 80	6000	
5	420	lf	3"	PVC, Schedule 80	6000	
6	6968	lf	4"	PVC, Schedule 80	6000	
7	30	lf	5"	PVC, Schedule 80	6000	
8	450	lf	6"	PVC, Schedule 80	6000	
9						
10	101	ea	1"	PVC Schedule 80 end bell	6000	
11	33	ea	2"	PVC Schedule 80 end bell	6000	
12	17	ea	3"	PVC Schedule 80 end bell	6000	
13	333	ea	4"	PVC Schedule 80 end bell	6000	
14	9	ea	5"	PVC Schedule 80 end bell	6000	
15	4	ea	6"	PVC Schedule 80 end bell	6000	
16						
17	2	ea	1"	PVC Coupling, Schedule 80	6000	
18	26	ea	2"	PVC Coupling, Schedule 80	6000	
19	11	ea	3"	PVC Coupling, Schedule 80	6000	
20	127	ea	4"	PVC Coupling, Schedule 80	6000	
21	5	ea	5"	PVC Coupling, Schedule 80	6000	

Figure 1. A Sample Spreadsheet with a Materials List

There are no columns with pricing information, and this is typical, as figures will be obtained from a vendor at a later time. The description field in the requisition will be a combination of columns C and D.

To add a new spreadsheet template select the menu option 

from the main menu in the Materials Tracking Module.

Next, select the sub menu item: “5 - Requisition Spreadsheet Upload Templates”. The Requisition Spreadsheet Upload Templates form in Figure 2 will appear:

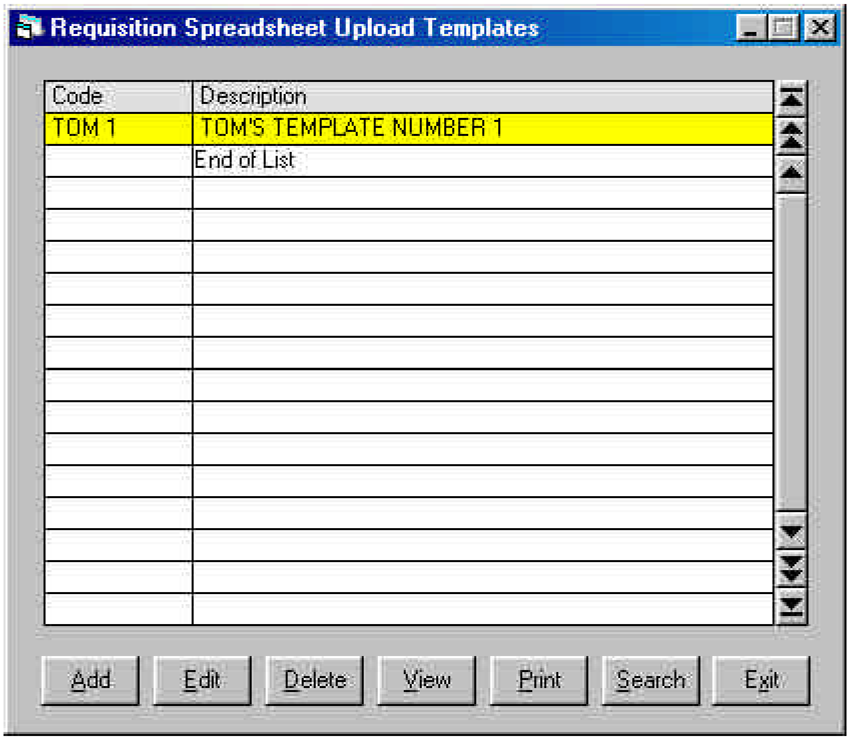
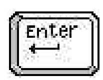


Figure 2. The Requisition Spreadsheet Upload Templates Form

You can add a new template in one of three ways:

Move down to the “End of List” line and press the 

key.

Use the mouse to click on the 

button.

Use the keyboard shortcut: **alt** + **a** (hold the alt key down and press “a”).

When you do one of the above the Requisition to Spreadsheet Template Specs form in Figure 3 will appear.

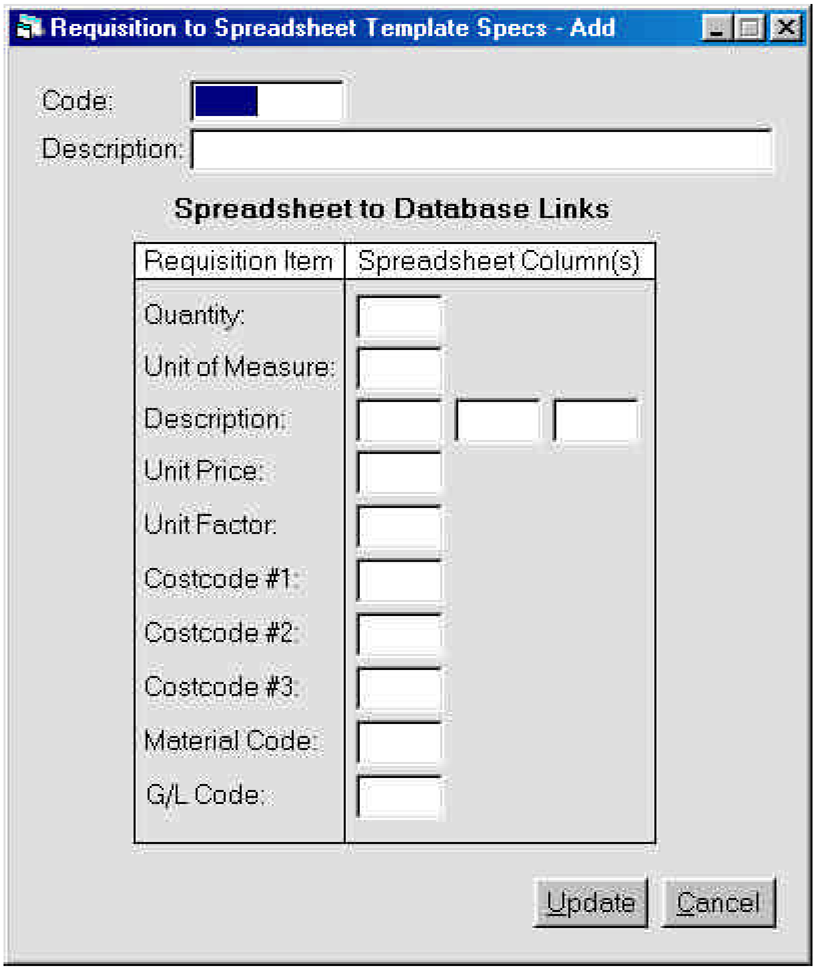


Figure 3. The Requisition to Spreadsheet Template Specs Form

The form contains text boxes for the Template Code and Description. Each field in the requisition detail table has a corresponding text box where the column letter is entered.

There are text boxes for each field in the Requisition Line Items table. The fields are:

Quantity – a double precision number with up to two decimal places.
Unit of Measure – a character string, up to four characters in length.
Description – a character string, up to seventy characters in length.
Unit Price – a double precision number with up to three decimal places.
Unit Factor – a character string, one character in length (e.g. c, m, etc.)
Cost Code #1 – a character string, up to fifteen characters in length.
Cost Code #2 – a character string, up to fifteen characters in length.
Cost Code #3 – a character string, up to fifteen characters in length.
Material Code – a character string, one character in length.
G/L Code – a character string, up to six characters in length.

The contents of your spreadsheet must be compatible with these field specifications. For example, Unit of Measure should not be longer than four characters.

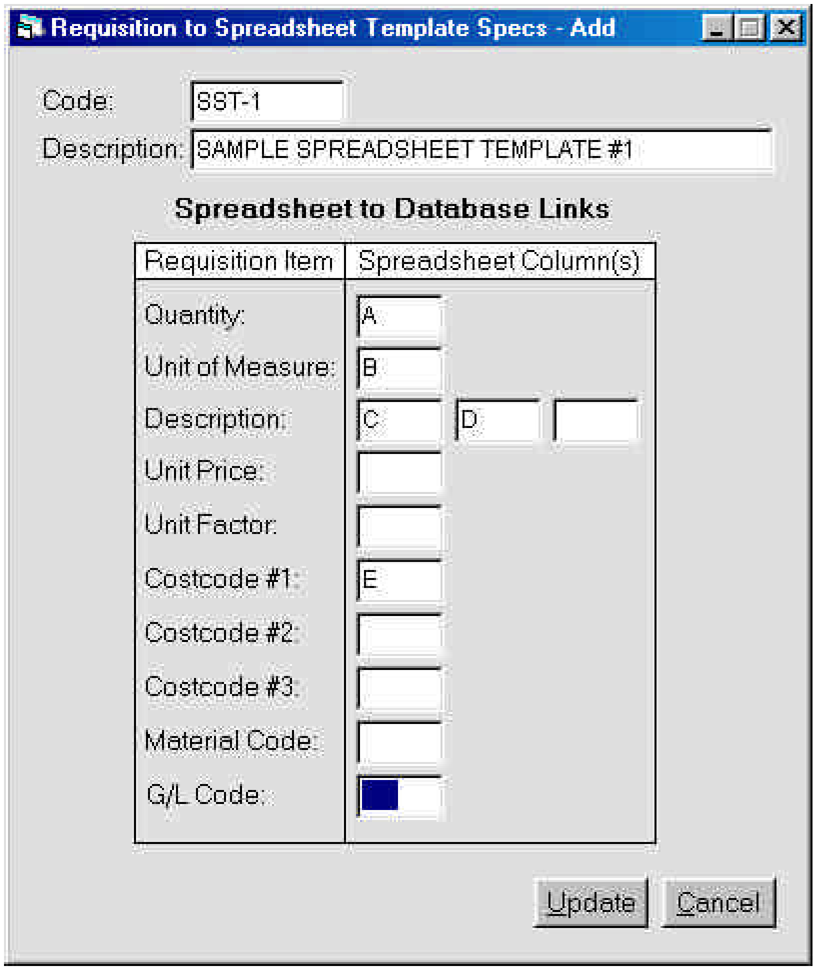


Figure 4. Spreadsheet Template Specs Have Been Entered

When the sample spreadsheet is examined it is found that the column for the first field, quantity, is column A. Likewise, the unit of measure is in column B, the description is a combination of columns C and D and Costcode #1 is listed in column E.

The text boxes in Figure 4 have the template specs entered. This template can be used with any spreadsheet that has the same format as the sample spreadsheet in Figure 1.

Save the template specs by clicking on the 

button (keyboard shortcut is **alt u**).

Now the list of templates contains the new template as shown in Figure 5 below:

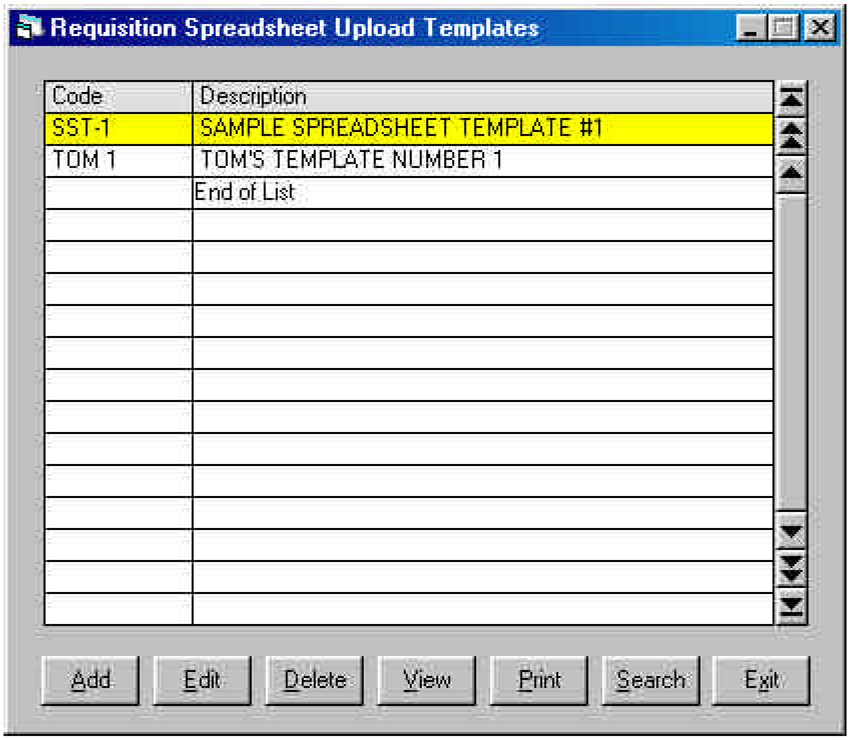


Figure 5. List of Spreadsheet Templates with New Item

Notice that the newly added template is at the top of the list. This is because this list is sorted by the template code.

Creating a New Requisition

Before uploading any spreadsheet information a new requisition must be added to the List of Material Requisitions. This establishes a new record from which information in the spreadsheet can be linked to when it is loaded into the table of Requisition Detail.

To begin select the main menu heading: Requisitions/POs and then select the sub menu item: 1- Requisitions. The Requisitions browse form will appear as shown in Figure 6 below.

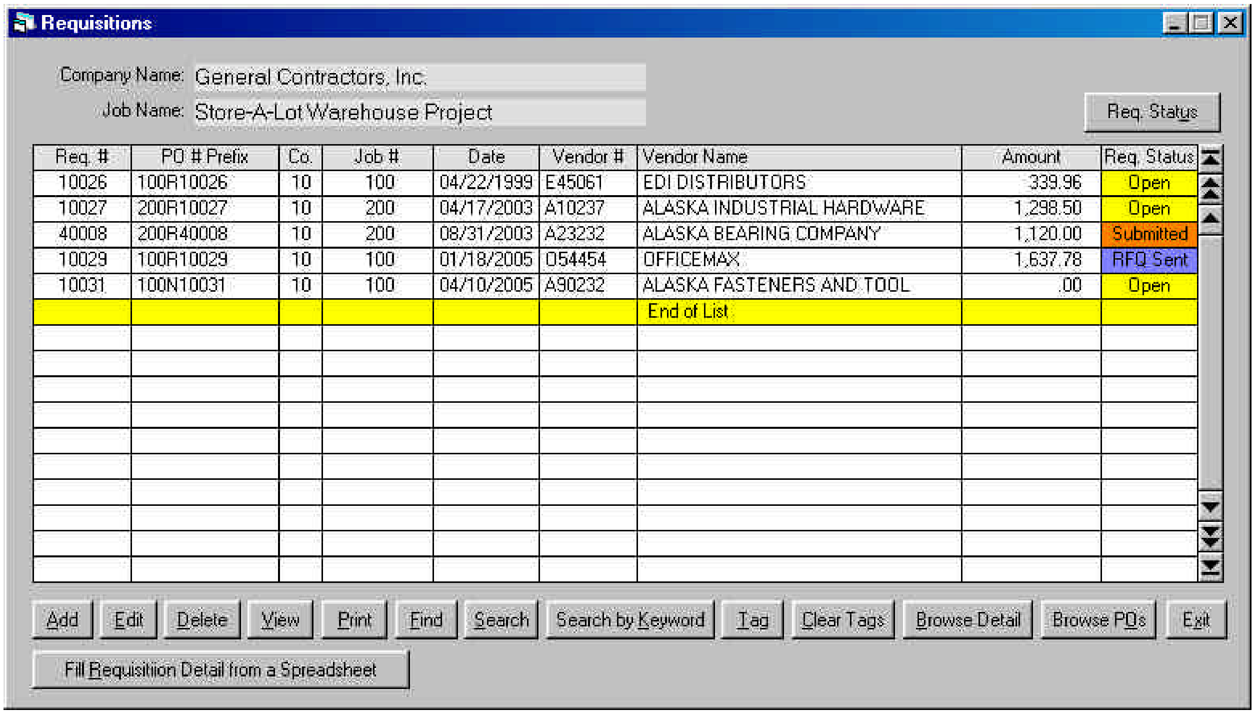


Figure 6. The Requisitions Browse Form

You can add a new requisition in one of three ways:

Move down to the “End of List” line and press the Enter key.

Use the mouse to click on the Add button.

Use the keyboard shortcut: **alt** + **a** (hold the alt key down and press “a”).

When you do one of the above the Requisition Information form in Figure 7 will be displayed.

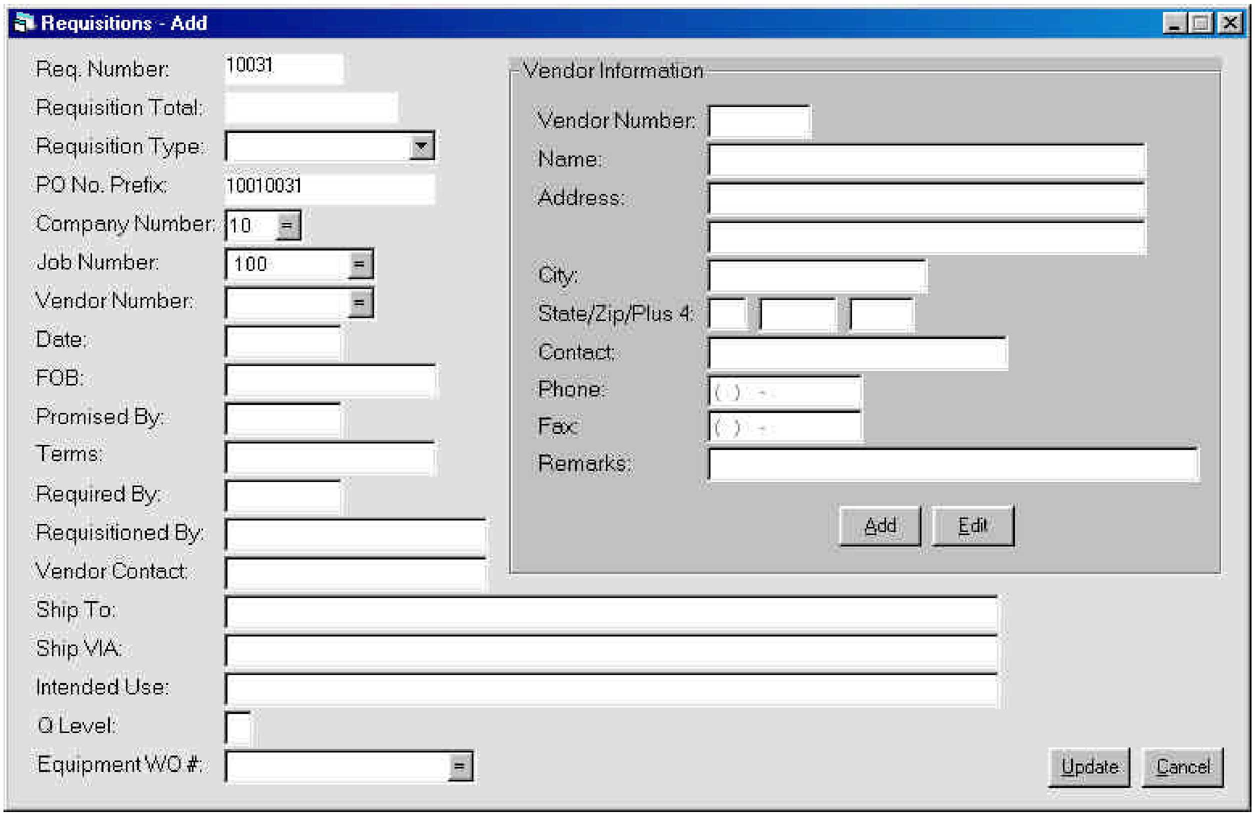
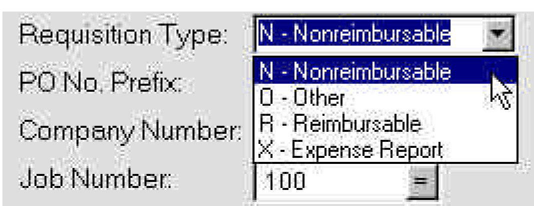
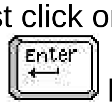


Figure 7. The Requisition Information Form

The only required fields are the Requisition Type, Company Number and Job Number. The other information can be entered by you later or by the Materials Coordinator. Notice the requisition number is automatically assigned by the Materials Tracking Module.

Select the requisition type from the drop down combo box:



Just click on the desired item in the list. You can move to the next text box by pressing the 

key or the 

key.

Dates can be entered as six digits (single digit months need a leading zero, e.g. 060405) or with slashes (e.g. 06/04/05).

Once the Company Number and Job Number have been entered those items will automatically be placed in the respective text boxes the next time you add a new requisition. If these text boxes are empty click on the button or press the key to display a Company Number or Job Number selection box.

A vendor can be selected from a Search Vendors form by clicking on the button located on the right side of the Vendor Number text box. Another way is to press the key when you first move to the Vendor Number text box.

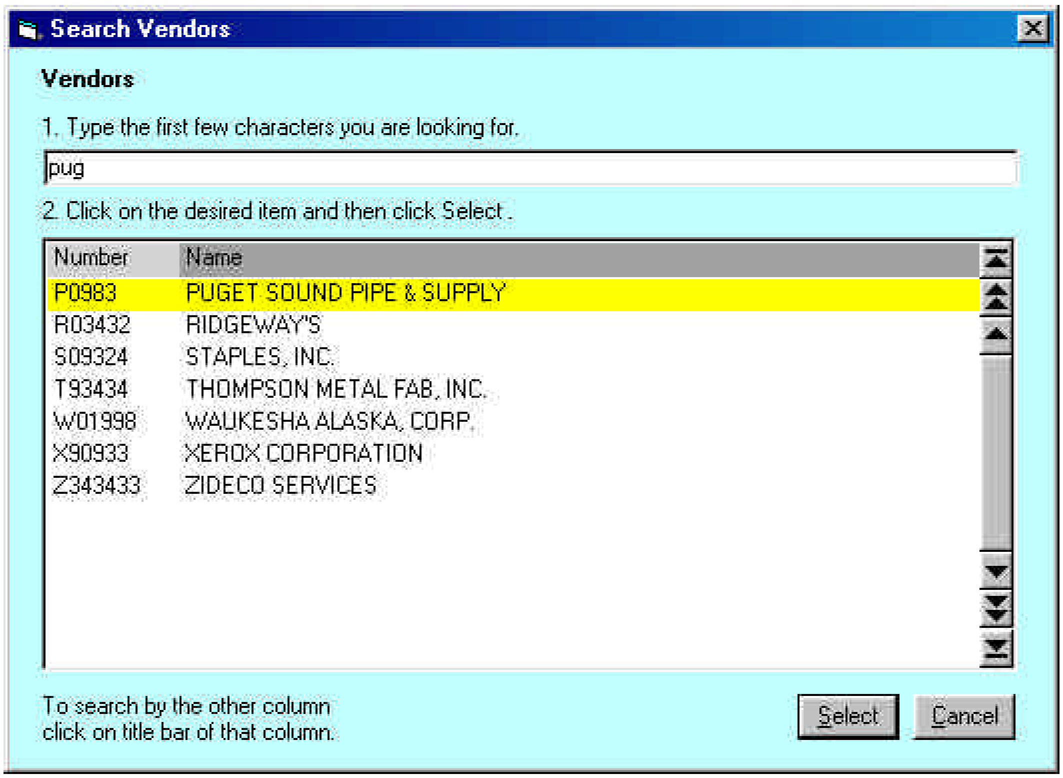


Figure 8. The Search Vendors Form

When the Search Vendors form is displayed type in the first few characters of the vendor name and the list will change to display any items found that begin with those characters.

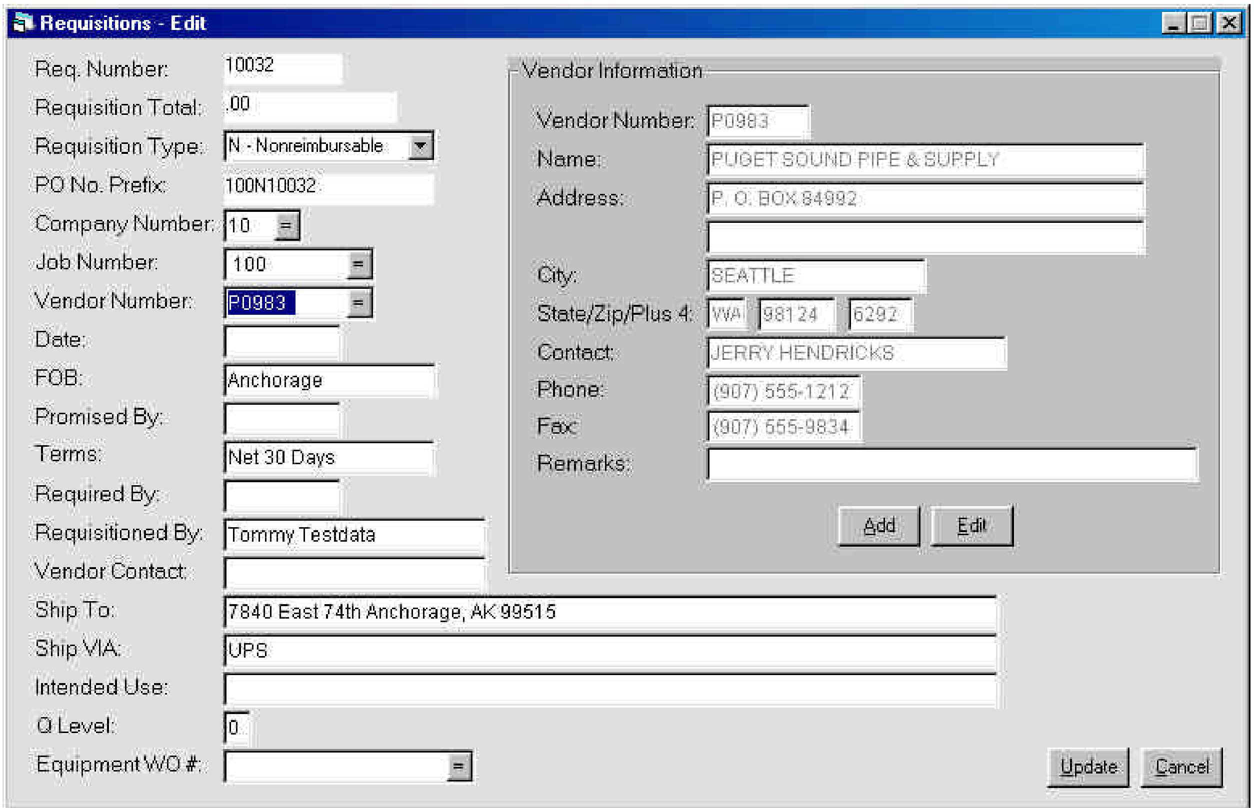


Figure 9. The Requisition Information Form with Vendor Added

When the Search Vendors form is displayed type in the first few characters of the vendor name and the list will change to display any items found that begin with those characters.

Save the requisition by clicking on the 

button (keyboard shortcut is **alt u**).

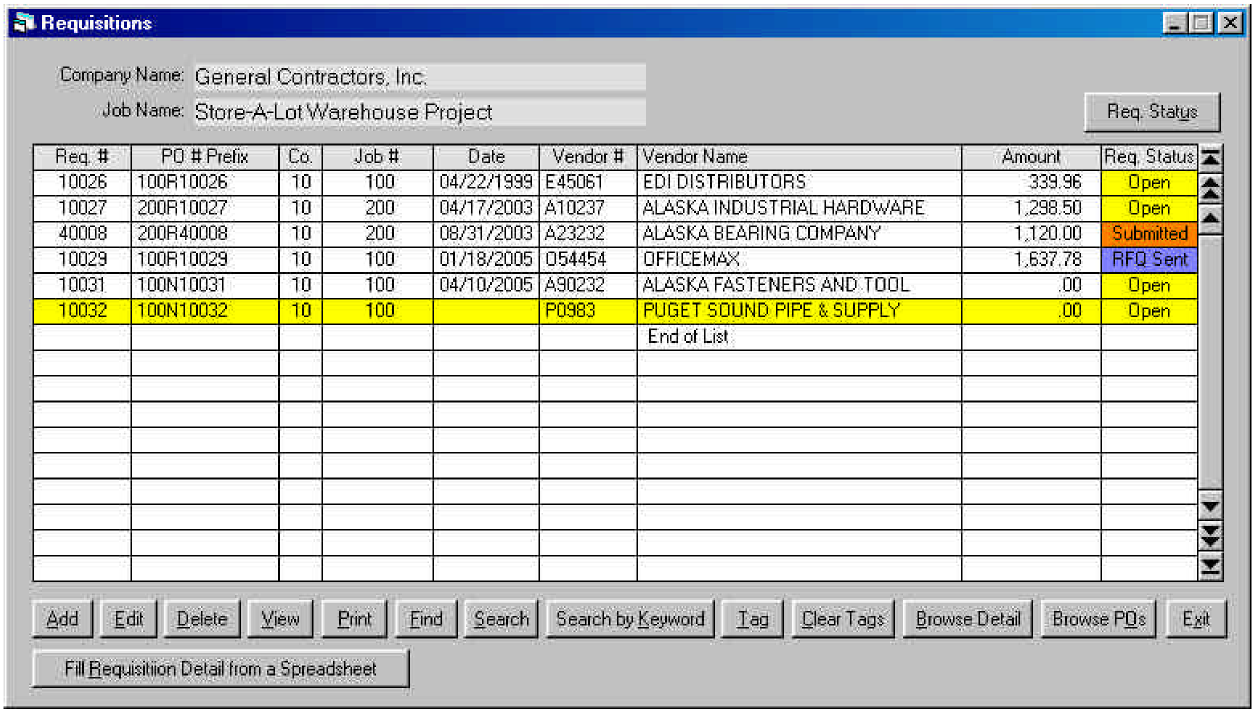


Figure 10. The Requisition Browse Form with the New Requisition

Now that the requisition is established in the list you can add line items directly from your spreadsheet as explained in the next section.

Uploading Requisition Detail from a Spreadsheet

To display the Upload Requisition Line Items from a Spreadsheet form click on the [Fill Requisitiion Detail from a Spreadsheet] button (keyboard shortcut is **alt r**).

The form in Figure 11 will be displayed:

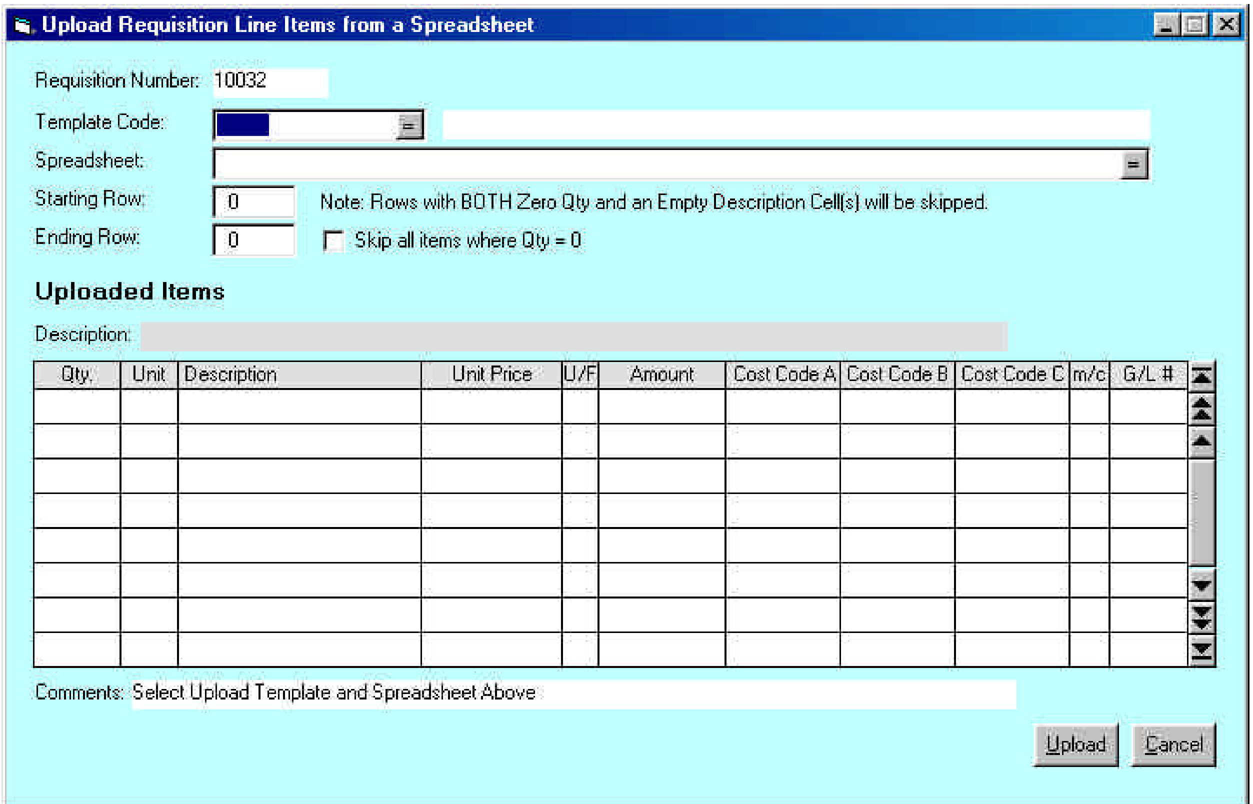


Figure 11. The Upload Requisition Line Items from a Spreadsheet Form

The first step is to select the Spreadsheet Template. Enter the desired code into the above Template Code text box or click on the button or press the key to display a search form.

The next step is to select the spreadsheet file. You can enter the path and file name directly or find the file using the Select a Spreadsheet File form. To display this form when the spreadsheet text box is selected click on the button or press the key.

The Select a Spreadsheet File form will then appear as shown in Figure 12.

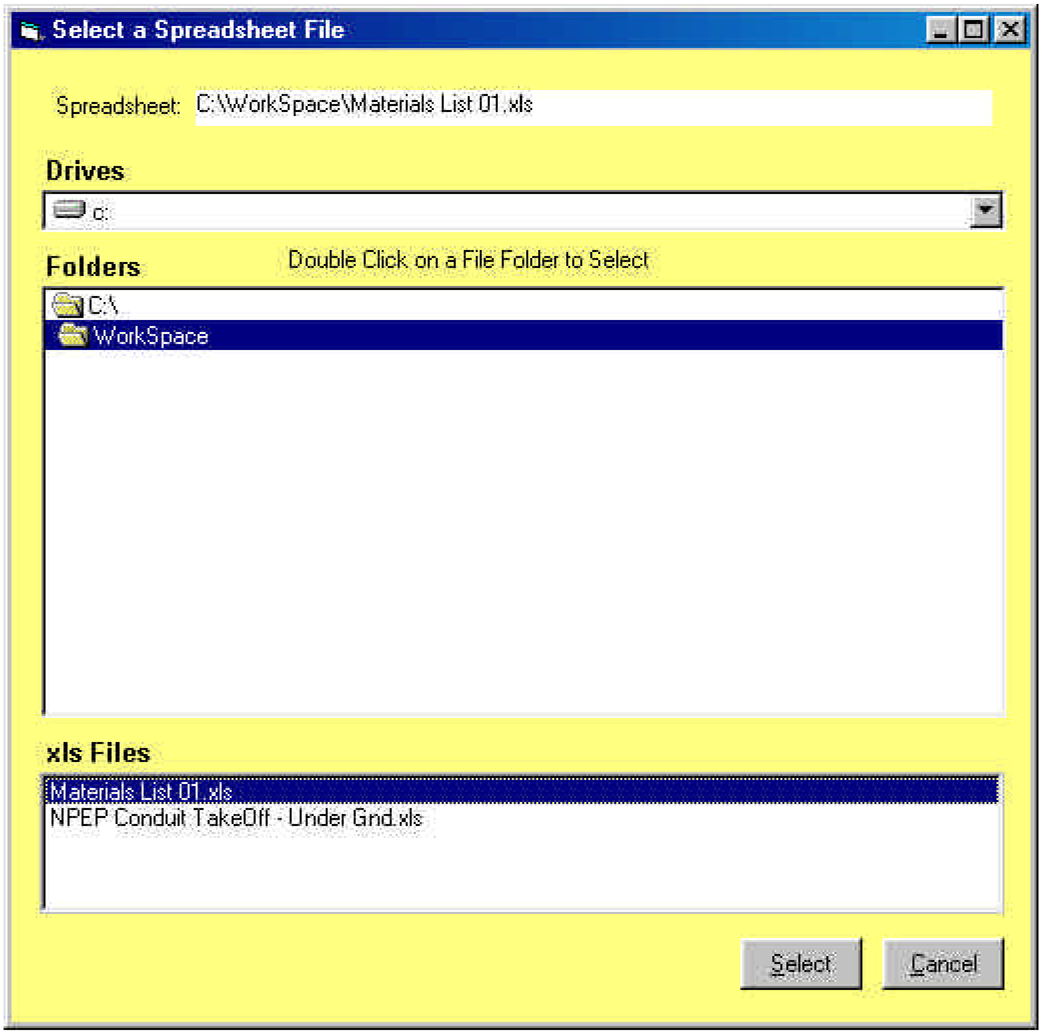
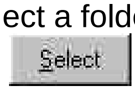


Figure 12. The Select a Spreadsheet File Form

This form is made up of three sections, The Drive box, the Folder box and the Files box. You can select a drive by clicking on the button and then clicking on the desired drive.

Note: This form can only access drive letters. If your spreadsheets are in a folder on a network server that folder must be mapped to a drive letter. For information on how to map a network folder contact your system administrator. You will find the “Map Network Drive” option in the tools menu in Windows Explorer. However, some Windows Explorer screens do not have a tools menu option.

Select a folder by clicking on it. Finally, select a file by clicking on it and then clicking on the 

button (keyboard shortcut is **alt s**).

The selection is then displayed in the Spreadsheet text box as illustrated in Figure 13 below.

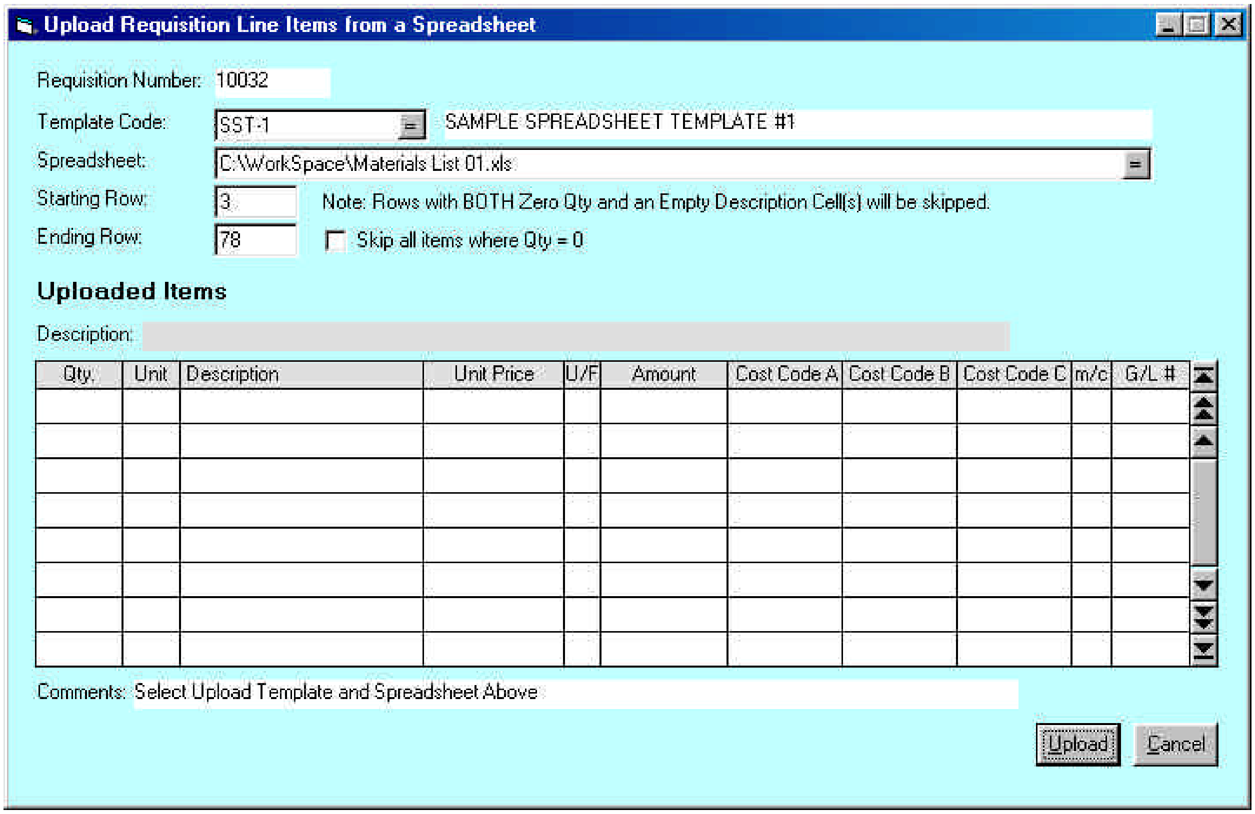


Figure 13. The Path and File Name are Displayed After the Selection Process

This utility will skip rows in the spreadsheet where the description column(s) are blank. There is a check box which when checked will cause the utility to skip any items with a zero quantity.

The beginning and ending rows have also been defined. These will change from spreadsheet to spreadsheet so be sure not to ignore them. They tell the utility which area of the spreadsheet to process. In this example material items start at row 3 (see Figure 1.) and end at row 78.

To start the upload process click on the 

button (keyboard shortcut is **alt u**). The comments line near the bottom of the form will display the upload progress.

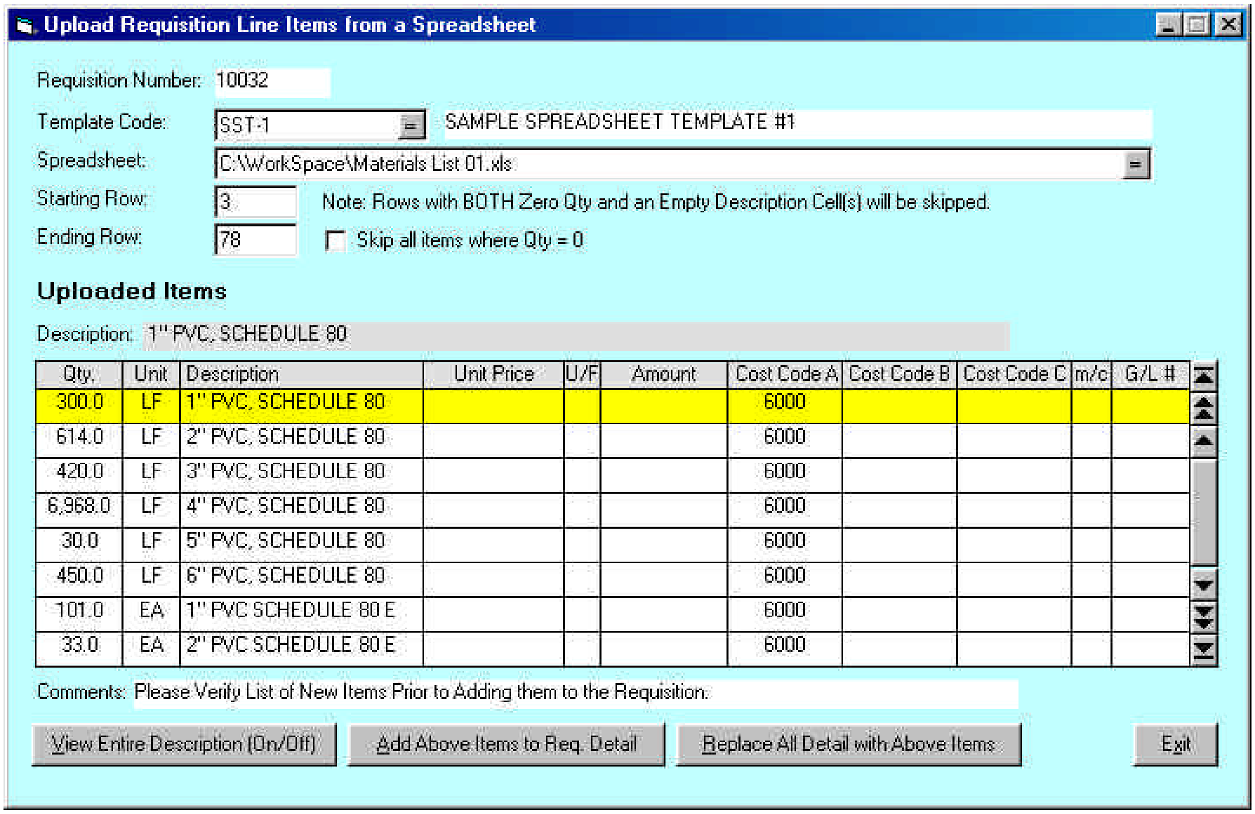


Figure 14. The Requisition Line Items are Displayed After the Upload Process

The uploaded line items are displayed in this form. This allows you to browse and review the results before the final upload into the requisition. You can view the entire description by clicking on the button View Entire Description (On/Off) (keyboard shortcut is **alt v**). The display will then change as shown in Figure 15:

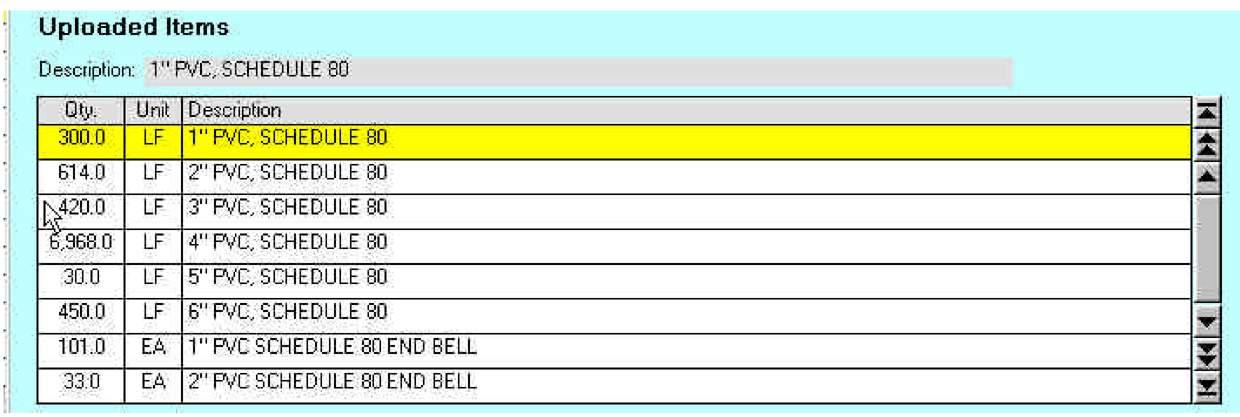


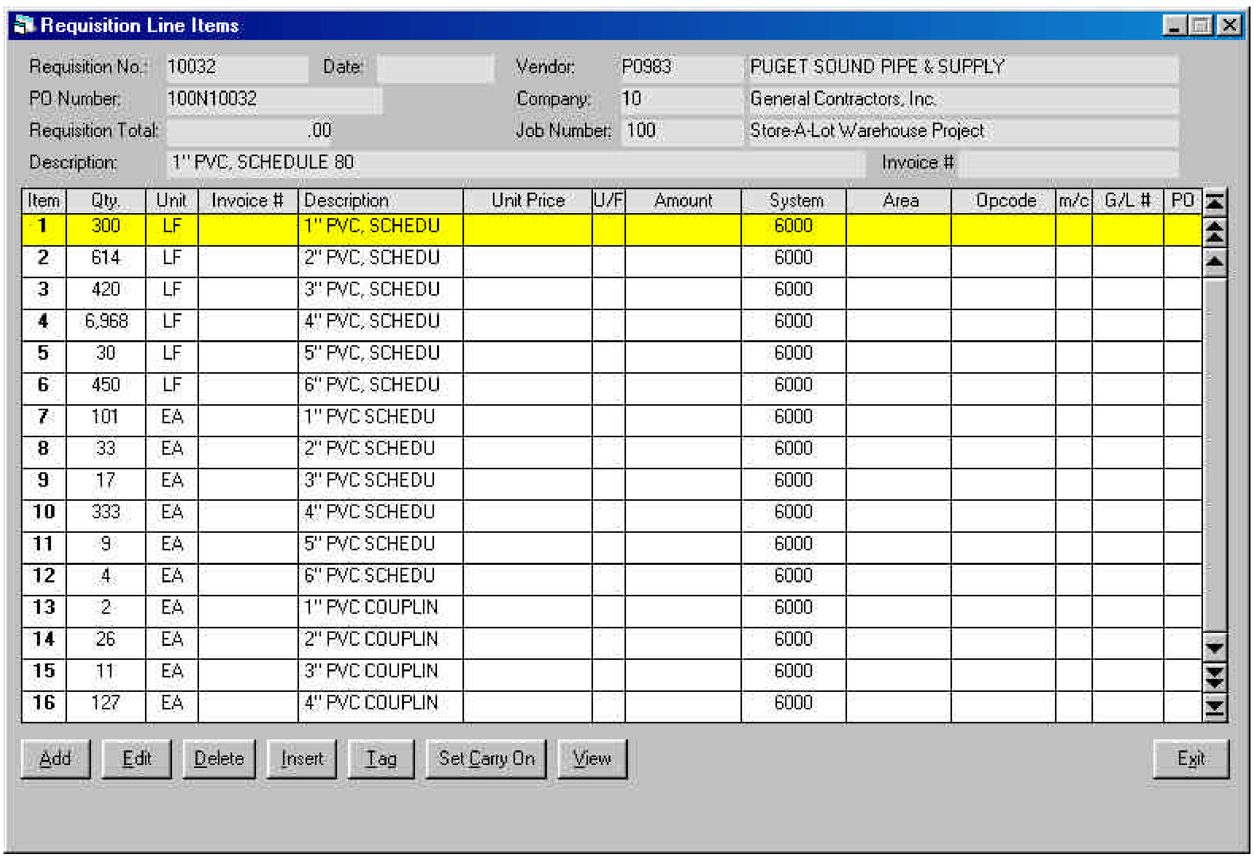
Figure 15. As an Option the Browse List Will Display the Entire Description

Once you have reviewed the list you can either add the items to the requisition or replace all existing detail with the current list that has just been uploaded into the buffer file. If you see any changes that have to be made to the spreadsheet contents you can exit this form without running the final upload into the spread sheet. Once the spreadsheet has been revised you can repeat the above steps to get a revised list of items for final uploading.

To add items click the Add Above Items to Req. Detail button (keyboard shortcut is **alt a**). To replace existing items click on the Replace All Detail with Above Items button (keyboard shortcut is **alt r**).

Once the items have been uploaded into the requisition line item detail table you can exit this form by clicking on the Exit button (keyboard shortcut is **alt x**). You can also exit this form or any form in this application by pressing the Esc key.

Once you return to the Requisition Browse form (Figure 10) you can view the detail by clicking the Browse Detail button (keyboard shortcut is **alt b**). The requisition detail will be displayed as shown in Figure 16:



Requisition Line Items

Requisition No.: 10032 Date: Vendor: P0983 PUGET SOUND PIPE & SUPPLY
PO Number: 100N10032 Company: 10 General Contractors, Inc.
Requisition Total: .00 Job Number: 100 Store-A-Lot Warehouse Project
Description: 1" PVC, SCHEDULE 80 Invoice #

Item	Qty.	Unit	Invoice #	Description	Unit Price	U/F	Amount	System	Area	Opcode	m/c	G/L #	PO
1	300	LF		1" PVC, SCHEDU				6000					
2	614	LF		2" PVC, SCHEDU				6000					
3	420	LF		3" PVC, SCHEDU				6000					
4	6,968	LF		4" PVC, SCHEDU				6000					
5	30	LF		5" PVC, SCHEDU				6000					
6	450	LF		6" PVC, SCHEDU				6000					
7	101	EA		1" PVC SCHEDU				6000					
8	33	EA		2" PVC SCHEDU				6000					
9	17	EA		3" PVC SCHEDU				6000					
10	333	EA		4" PVC SCHEDU				6000					
11	9	EA		5" PVC SCHEDU				6000					
12	4	EA		6" PVC SCHEDU				6000					
13	2	EA		1" PVC COUPLIN				6000					
14	26	EA		2" PVC COUPLIN				6000					
15	11	EA		3" PVC COUPLIN				6000					
16	127	EA		4" PVC COUPLIN				6000					

Add Edit Delete Insert Tag Set Carry On View Exit

Figure 16. Uploaded Items Displayed in the Requisition Detail Form

Click on the View button (keyboard shortcut is **alt v**) to view the entire description. You can also make changes to the line items while in this form. Lines can be added, edited, inserted or deleted. When you return to the main requisition browse form you can print the requisition for final review and approval.