

ASCII Transfer using Openoffice Calc



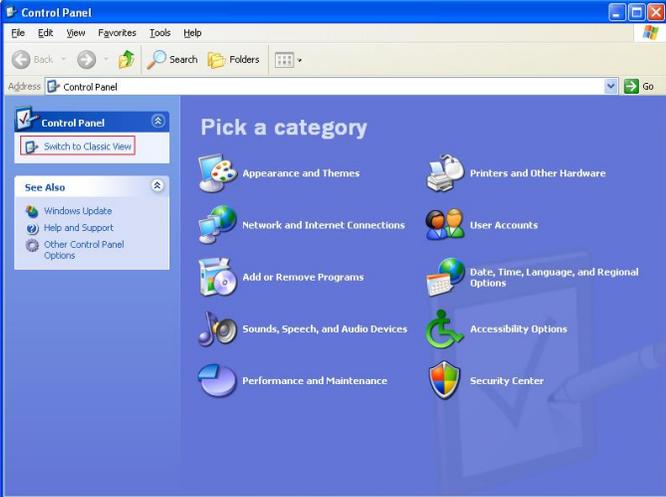
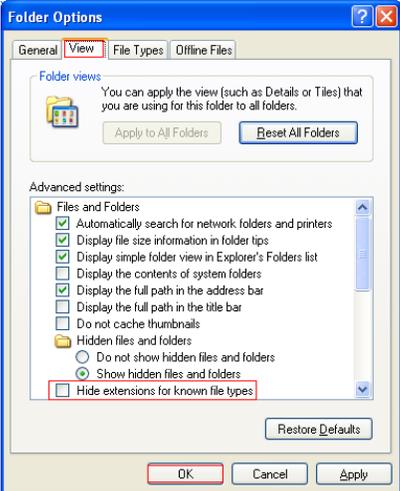
You can use ASCII Transfer to quickly fill departments with items without having to use Inventory Maintenance.

Before using this guide to perform an ASCII import, make a backup of your database. The only way to reverse the changes made by an ASCII import is to restore a Backup of the Database that was created before the import!

To learn how to make a backup of your database use this [Guide](#)

Making file extensions modifiable

Before doing anything else, file extensions have to be modifiable.

	1. Select Start .
	2. Select Control Panel .
	3. If it has not been selected already, select Switch to Classic View .
 Folder Options	4. Select Folder Options .
	5. Select the View tab. 6. Uncheck Hide extensions for known file types if it is checked. 7. Select OK .

Before opening CRE/RPE, a comma-delimited text file needs to be created. This file can be created using Openoffice Calc.

Creating a comma-delimited text file using Microsoft Excel

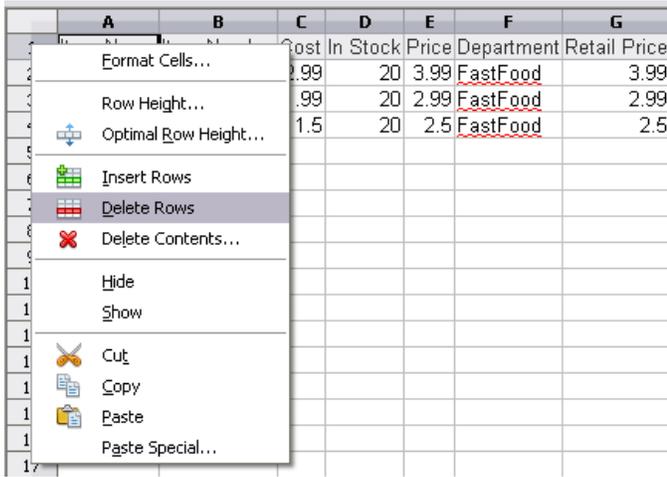
	A	B	C	D	E	F	G
1	Item Name	Item Number	Cost	In Stock	Price	Department	Retail Price
2							
3							
4							

1. Open OpenOffice Calc.
2. Create the following columns in the same order in which they are listed here: **Item Name, Item Number, Cost, In Stock, Price, Department, Retail Price.**

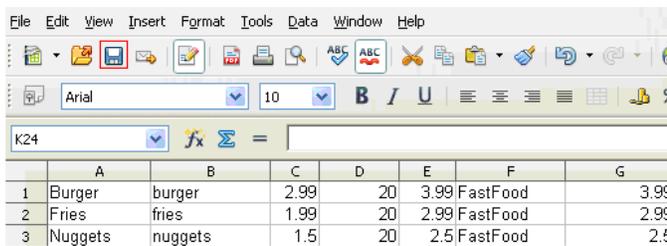
	A	B	C	D	E	F	G
1	Item Name	Item Number	Cost	In Stock	Price	Department	Retail Price
2	Burger	burger	2.99	20	3.99	FastFood	3.99
3	Fries	fries	1.99	20	2.99	FastFood	2.99
4	Nuggets	nuggets	1.5	20	2.5	FastFood	2.5
5							

Enter your data. Be sure to follow the following rules:

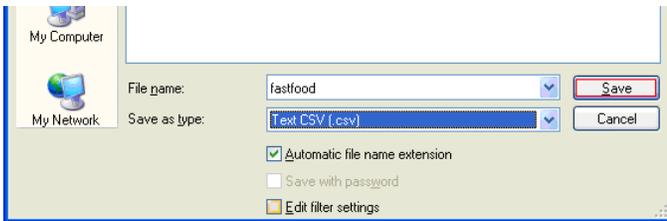
- **Item Name** can have a maximum of 30 characters and cannot contain commas, quotation marks (single and double), or asterisks. This information will be entered in the **Description** field in inventory Maintenance.
- **Item Number** can have a maximum of 20 characters and cannot contain commas, quotation marks (single and double), or asterisks. This information will be entered in the **Item Number** (or barcode) field in Inventory Maintenance.
- **Cost** must be an integer or real number. This information will be entered in the **Cost** or **Avg Cost** field in Inventory Maintenance.
- **In Stock** must be an integer. This information will be entered in the **# In Stock** field in Inventory Maintenance.
- **Price** must be an integer or real number. This information will be entered in the **Price You Charge** field in Inventory Maintenance.
- **Department** can have a maximum of 8 characters and cannot contain commas. This information will be added as the **Department for this Item** in the dropdown in Inventory Maintenance.
- **Retail Price** must be an integer or real number. This information will be entered in the **Retail Price** field under the **Special Pricing** tab in Inventory Maintenance.



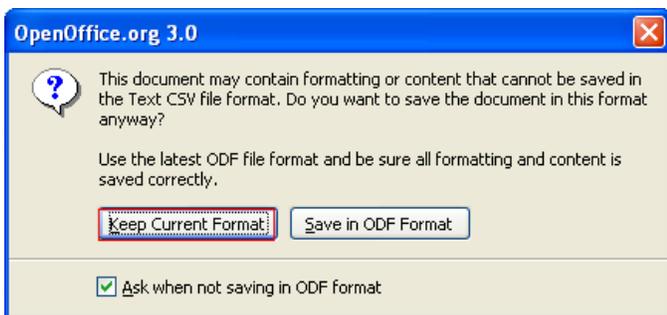
3. Delete the first row by right-clicking on **1** and selecting **Delete**.



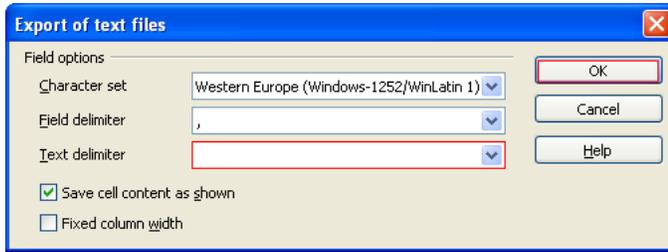
4. Select the image of the floppy disk in the upper left corner of the program.



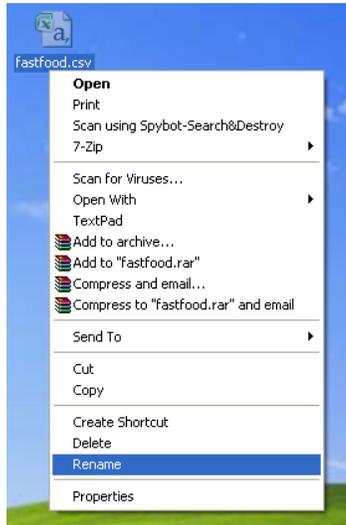
5. Under **Save as type**, select **Text CSV**.
6. Name the file and select **Save**.



7. When prompted about saving the document in this format, select **Keep Current Format**.



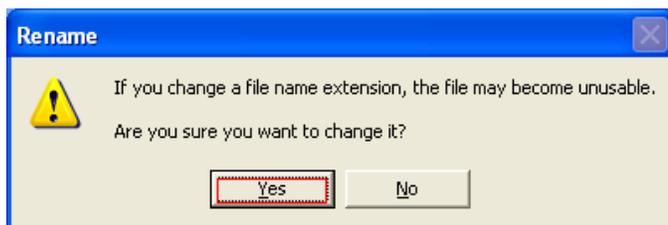
8. Delete whatever is automatically placed in the **Text delimiter** box.
9. Select **OK**.



10. Close Openoffice Calc and find the file that was just created. Right click on it and select **Rename**.



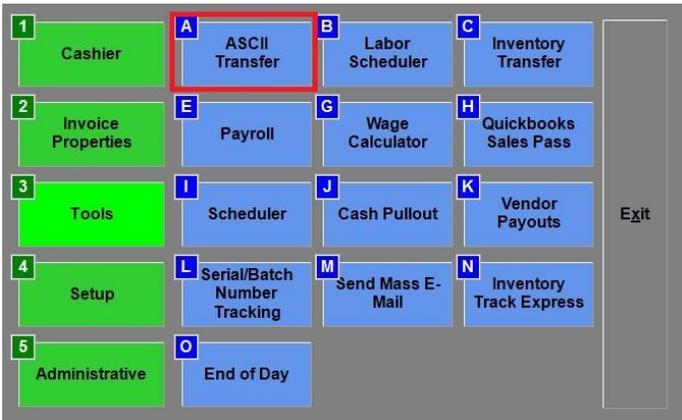
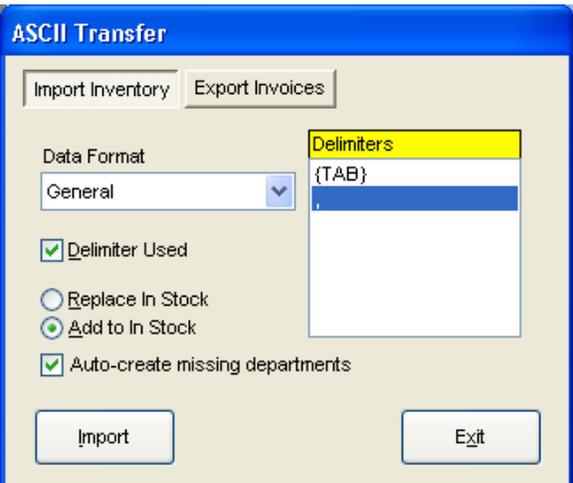
11. Replace **.csv** with **.txt**.

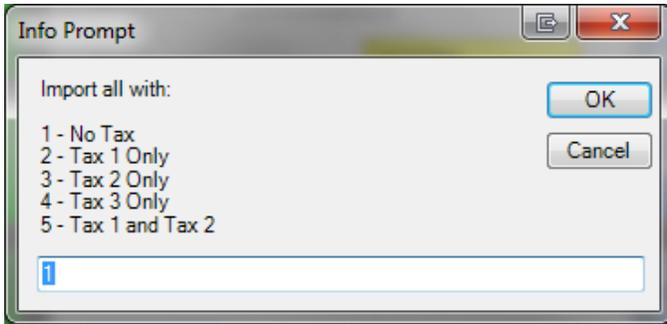


12. When warned about changing the extension of the file, select **Yes**.

Importing inventory using a comma-delimited text file

To import inventory using a comma-delimited text file, open CRE/RPE, select **Manager**, provide the requested credentials and then follow these steps.

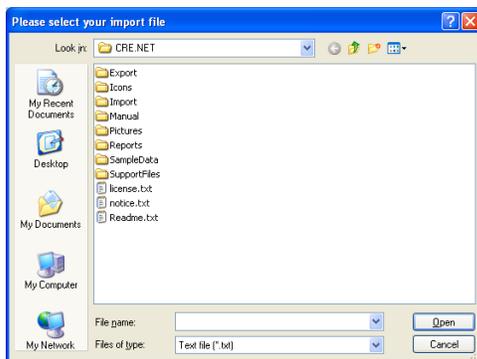
	<ol style="list-style-type: none">1. Select Tools and then ASCII Transfer.2. Enter the administrator credentials.
	<ol style="list-style-type: none">3. Select Classic
	<ol style="list-style-type: none">4. Check Delimiter Used and select , as the delimiter.<ul style="list-style-type: none">• Replace In Stock will result in already-existent items being overwritten.• Add to In Stock will result in already-existent items being updated.5. Select Auto-create missing departments to create all of the departments specified in the txt file.6. Select Import.



7. Specify how you would like tax to be applied to the items being imported by typing the appropriate number.

- 1 – No Tax
- 2 – Tax 1 only
- 3 – Tax 2 only
- 4 – Tax 3 only
- 5 – Tax 1 and Tax 2

8. Select **OK**.



9. Browse to your comma-delimited text file and select **Open**.



10. You will be notified whether importing was successful.

