

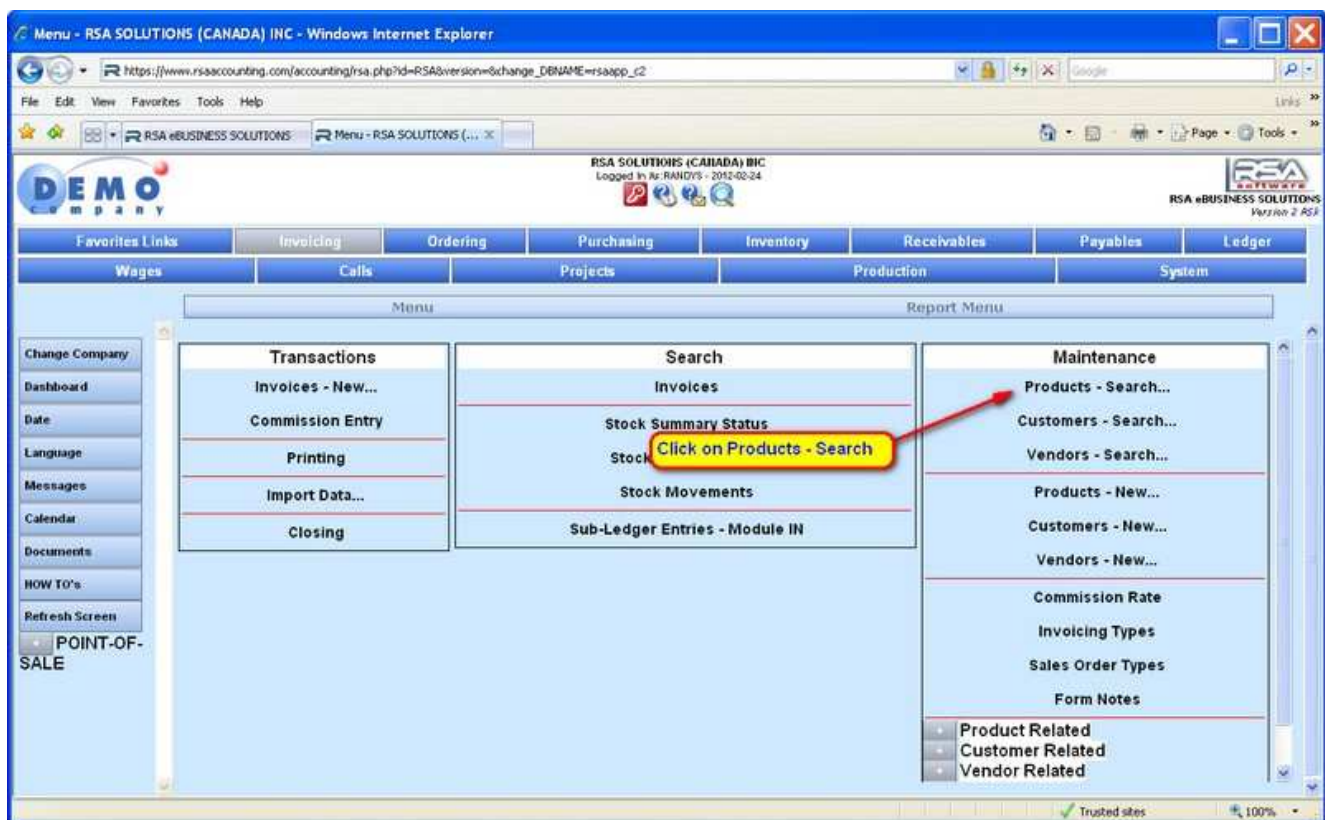


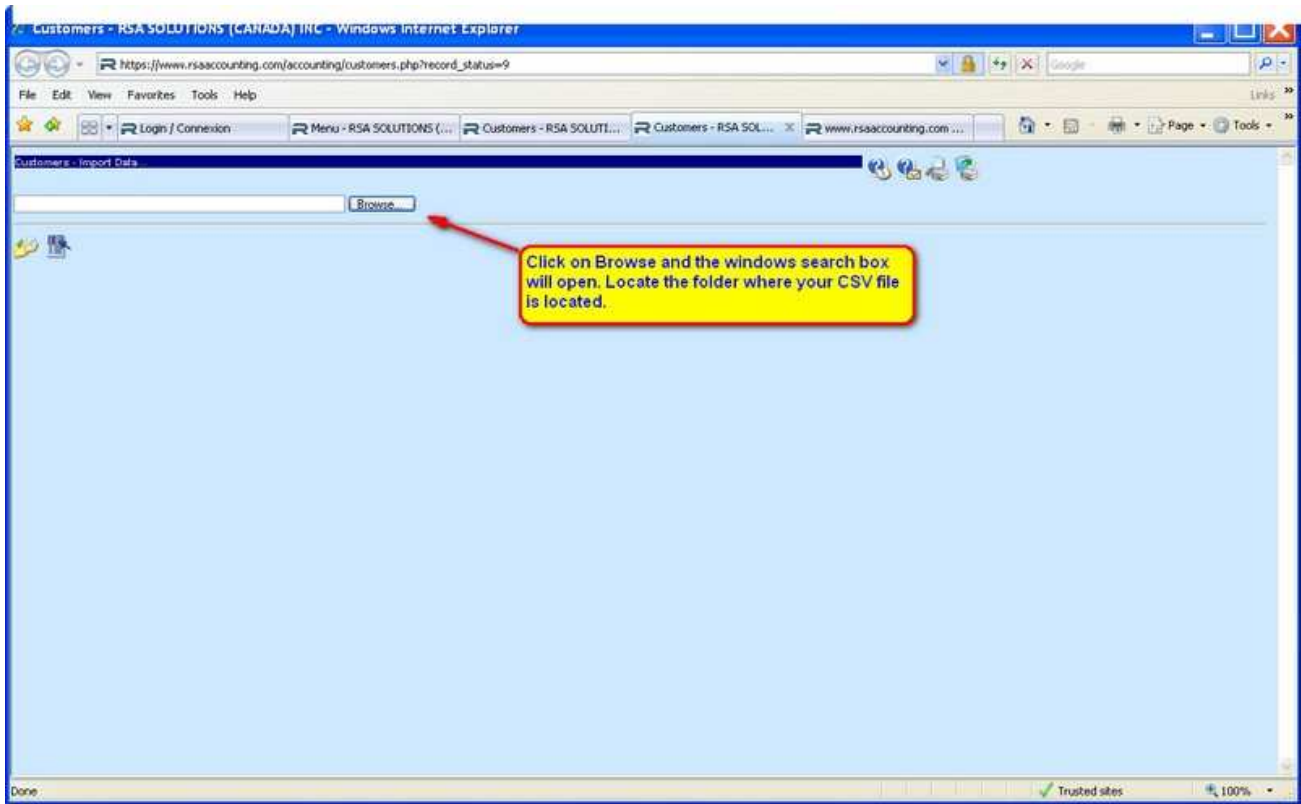
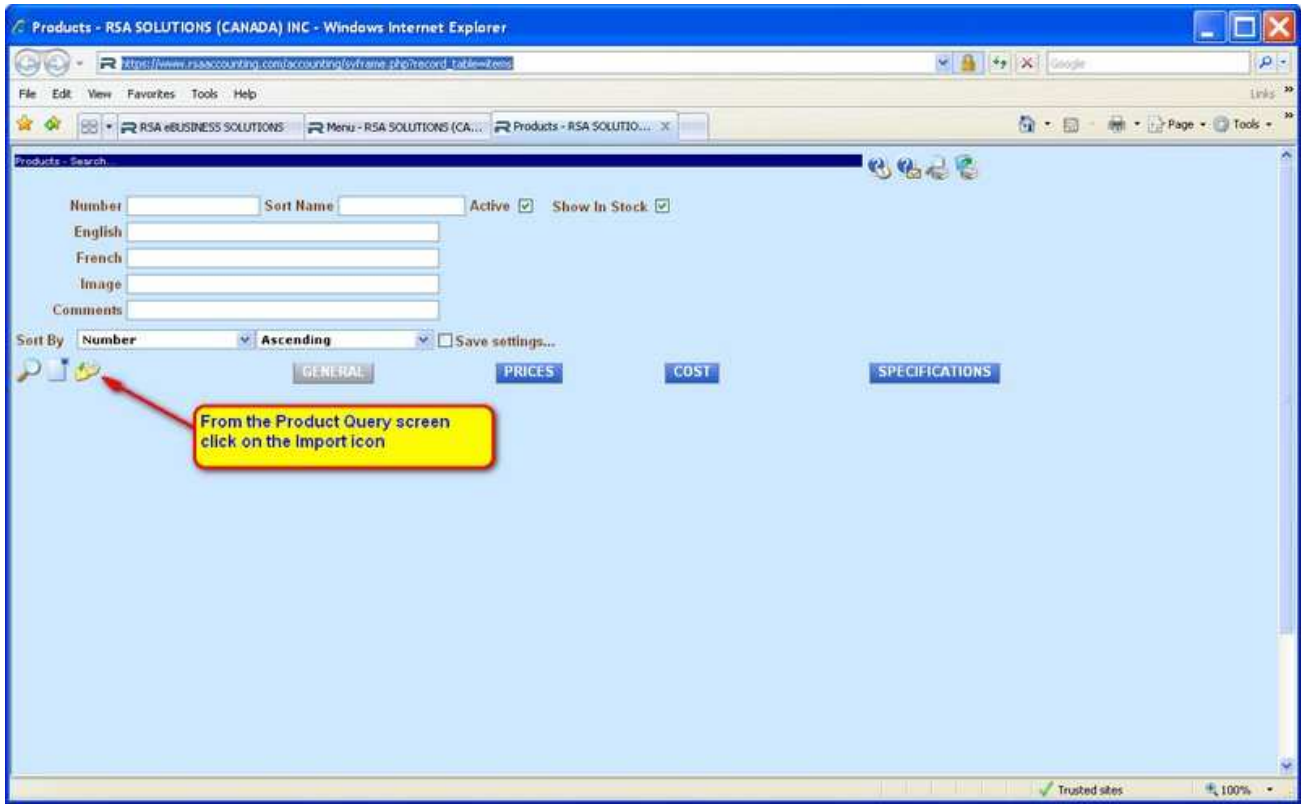
IMPORTING PRODUCTS INTO RSA

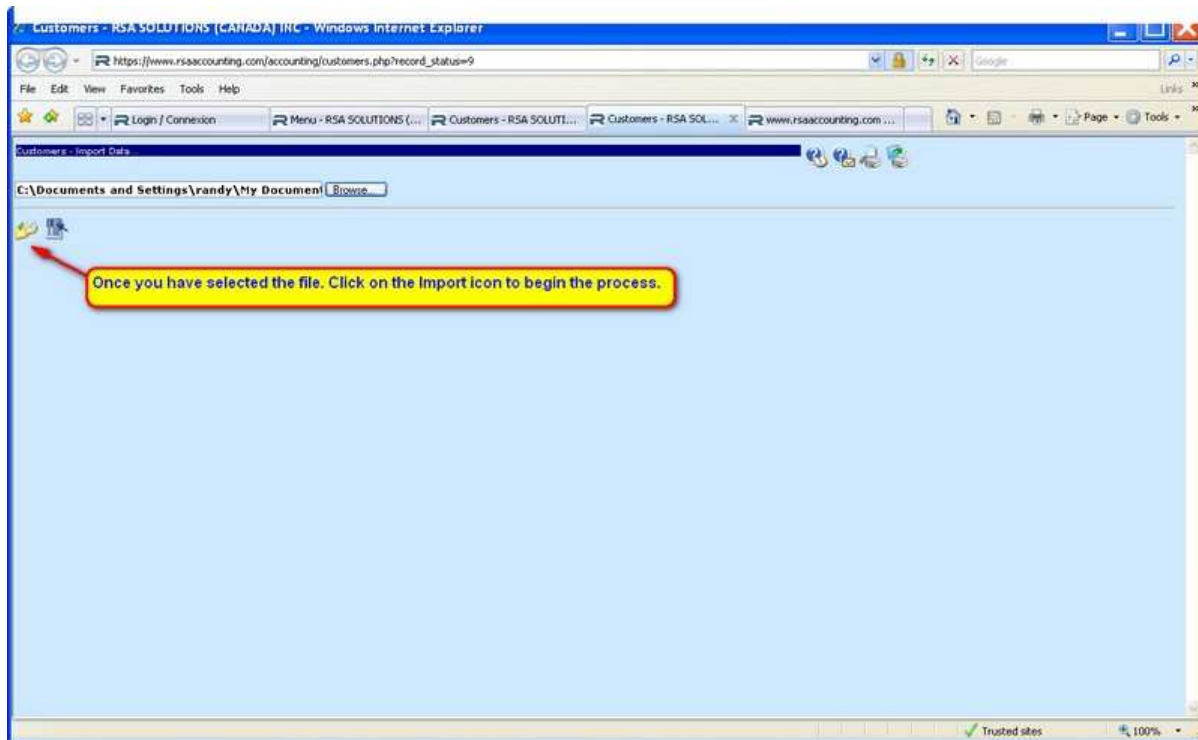
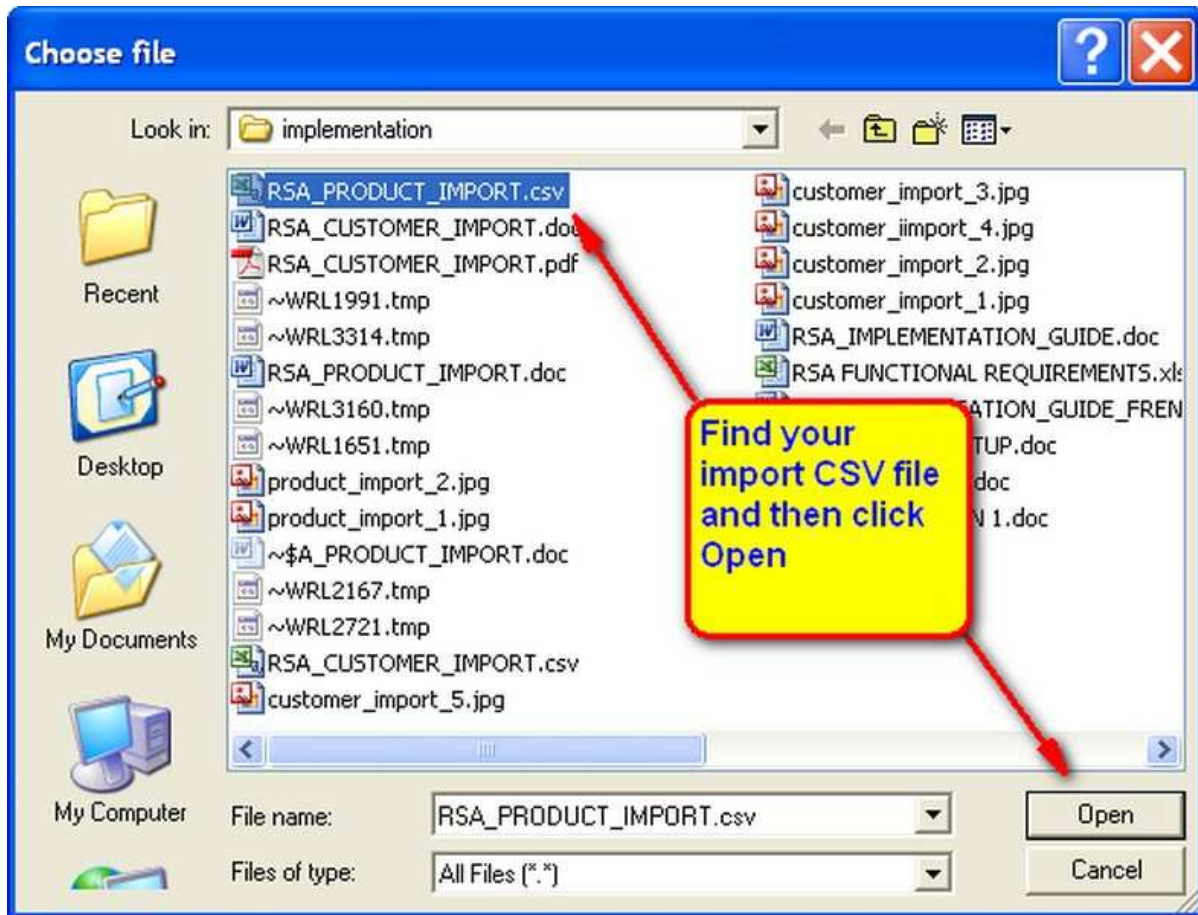
To import products into RSA please download the [RSA_PRODUCT_IMPORT.csv](#)

You can open the file in Excel. There are some sample records, remove them before entering your necessary information.

Once you are ready, complete the following steps.







Once completed RSA will display the number of records imported
Transaction [IMPORT DATA...] Accepted, Value [7]

COLUMN DESCRIPTIONS

ITEMNO

- Alpha/numeric must be unique.
- Cannot be blank.
- The acceptable characters are :
A-Z 0-9 - (hyphen) _ (underscore) . (dot)
- Any lower case characters will be replaced with UPPER case
- . ` ~ ! @ # \$ % ^ & * () + = [{ }] \ | ' " ; : ? / > < , or blank space will be replaced with a - (hyphen)

SHORTNAME

- This is an additional search field and can contain any characters.
- Remove column in spreadsheet, if not required.

DESCRIPTION1

- English description

DESCRIPTION2

- French description
- Remove column in spreadsheet, if not required.

TYPENO (*)

- This is the type of product. Possibilities are LABOR, STOCK, SERIAL, NONSTOCK, etc
- If there is a value it first must be added in RSA under PRODUCTS RELATED – PRODUCT TYPES.
- If left blank OR the value entered is NOT found in RSA, the DEFAULT product value will be used.

DEPTNO (*)

- The sales department this product belongs to.
- Sales department control how the sales will be recorded in the General Ledger.
- If there is a value it first must be added in RSA under PRODUCTS RELATED – DEPARTMENTS.
- If left blank OR the value entered is NOT found in RSA, the DEFAULT product value will be used.

CLASSNO (*)

- The product category or classification.
- If there is a value it first must be added in RSA under PRODUCTS RELATED – CLASSIFICATION.
- If left blank OR the value entered is NOT found in RSA, the DEFAULT product value will be used.

VENDORNO (*)

- The vendor number, the company you purchase this product from.
- If there is a value it first must be added in RSA under VENDORS -NEW.
- If left blank OR the value entered is NOT found in RSA, the DEFAULT product value will be used .

MFGNO (*)

- The manufacturer number, can be the same as the vendorno.
- If there is a value it first must be added in RSA under VENDORS -NEW. If left blank OR the value entered is NOT found in RSA, the DEFAULT product value will be used.

VENDITEMNO

- The vendor's product number. This number will appear on all purchase orders.

VNDCOST0

- The cost your vendor charges you for this product (CAD \$)
- Remove column in spreadsheet, if not required but you must have at least one VNDCOST.

VNDCOST1

- The cost your vendor charges you for this product (USD \$).
- Remove column in spreadsheet, if not required but you must have at least one VNDCOST.

PRICE0

- Your RETAIL or MSRP selling price (CAD \$)
- Dealer or Customer discounts will be applied to this price.

PRICE1

- Your RETAIL or MSRP selling price (USD \$)
- Dealer or Customer discounts will be applied to this price.
- Remove column in spreadsheet, if not required.

SPECIFICATIIONS

- Enter any descriptive text or specifications about product.
- Remove column in spreadsheet, if not required.

IMAGENAME

- the image name of the product. Include extension. PRODUCTIMAGE.JPG
- Remove column in spreadsheet, if not required.

ITEMWEIGHT

- The weight of the individual product.
- Remove column in spreadsheet, if not required.

PACKUNITS

- Number of units in package when you purchase from vendor.
- If left blank, RSA will use the value from the DEFAULT product.
- Remove column in spreadsheet, if not required.

UOMNO (*)

- The product's unit of measure. Example : KG, LB, OZ, EA, CASE, etc
- If there is a value it first must be added in RSA under PRODUCTS RELATED – UNIT OF MEASUREMENT.
- If left blank OR the value entered is NOT found in RSA, the DEFAULT product value will be used.
- Remove column in spreadsheet, if not required.

TARIFFNO (*)

- The product's duty tariff number.
- If there is a value it first must be added in RSA under PRODUCTS RELATED – UNIT OF MEASUREMENT.
- If left blank OR the value entered is NOT found in RSA, the DEFAULT product value will be used.
- Remove column in spreadsheet, if not required.

COUNTRYNO (*)

- The product's country of origin. (2 digit country code)
- If there is a value it first must be added in RSA under CUSTOMER RELATED – COUNTRIES.
- If left blank OR the value entered is NOT found in RSA, the DEFAULT product value will be used.
- Remove column in spreadsheet, if not required.

UPCCODE BARCODE

- Can be used to search for product using a scanner
- Remove column in spreadsheet, if not required.

NOTES

(*) Any fields not in spreadsheet, left blank OR the value entered is NOT found in RSA, RSA will use the values from the DEFAULT product during the import process.

Prior to beginning the import process, please make sure that :

DEFAULT product in RSA is properly configured

All records necessary records in the CUSTOMER PRODUCT tables have been added.

The order of the columns does not matter EXCEPT for itemno, which must be the first column.

You can re-import at anytime and RSA will automatically update all fields.