

Master data import

This chapter describes how to import master data into DAKOSY GE.

Master data can be imported from a CSV file into DAKOSY GE. The import can be carried out in the application (manually) or via an sftp interface.



Important: The master data import is subject to a charge. If you would like to use the master data import or if you have further questions beyond the documentation, please contact vertrieb@dakosy.de.

The following standard requirements and rules apply to the master data import:

- The format of the data to be imported is CSV.
- The CSV file has a data sheet. If there are several data sheets in the CSV file, the file must be split.
- The separator for the file contents is the semicolon (;).
- Columns that are not required do not have to be listed.
- Leading zeros must be present.
- Valid formats for date fields are DD.MM.YYYY or YYYYMMDD.
- The following character sets are supported:
 - IBM850
 - UTF-16BE
 - UTF-16LE
 - US-ASCII
 - ISO-8859-15
 - ISO-8559-1
 - UTF-8
 - UTF-16
- The EDI interface **MISCELLANEOUS_DOCUMENTS** has been activated at company level.

Depending on the master data, further requirements or rules apply if required, which are described in the following chapters:

- [Deferment account master data import](#)
- [Address master data import](#) on page 1
- [Importing article master data](#)

Address master data import

This chapter describes the requirements for importing address master data into DAKOSY GE.

In addition to the requirements and rules mentioned in the chapter [Master data import](#) on page 1, the following columns must be present in the CSV file for the file to be recognized for the master data import of addresses. The sequence of the columns is irrelevant.

- **Participant 1**
- **Code**
- **Name**
- **Street**



Important: If your company works with different organization units/branches in DAKOSY GE and the master data is stored separately, separate the CSV file for the master data import by organization unit/branch. Enter the organisation unit/branch in the CSV files in the **Participant 2** column. Process the manual master data import individually for each organization unit/branch.



Tip: To test the import of address master data from a CSV file, you can download test data from the Internet: [BeispielStammdatenimportAdressen.csv](#)

Instructions for manually importing master data can be found in the chapter [Importing master data](#) on page 2. You can find instructions for importing master data via an sftp interface in the chapter [Importing master data via an interface](#) on page 6.

Contact documents Emails

Via an sftp interface, the data of the **Contact document emails** can also be transferred to the address master data. This is the contact data for contacts for whom several email addresses are stored.



Important: If you would like to use the master data import via the sftp interface, please contact vertrieb@dakosy.de.

The following columns must be present in the CSV file so that the file is recognized for the master data import of general data for articles. The sequence of the columns is irrelevant.

- Participant 1
- Code
- Contact name
- Country
- Role
- Document
- Email



Tip: You can watch a training video on address master data import in DAKOSY GE via the following link: [Stammdatenimport Adressen](#) (in German).

Importing master data

This chapter describes how to manually import master data from a CSV file into DAKOSY GE.

**Restriction:**

- The master data import is subject to a charge. If you would like to use the master data import, please contact vertrieb@dakosy.de.
- To import master data from a CSV file, you need at least one of the following permissions, depending on the type of master data.
 - Deferment account master data: **DefermentAccount > import**
 - Address master data: **Customer > import**
 - Article master data: **Article > import**
- The activation of the function for importing master data is carried out by DAKOSY. Please contact vertrieb@dakosy.de.

If required, the corresponding parameter for the company must be set to the value true. The default value is False.

- Deferment account master data:
- Address master data:
- Article master data:

Depending on the master data, different functions are available after activation.

- The requirements and rules from the chapter [Master data import](#) on page 1 and depending on the type of master data from the following chapters apply to the master data import:
 - [Deferment account master data import](#)
 - [Address master data import](#) on page 1
 - [Importing article master data](#)
- If your company works with different organization units/branches in DAKOSY GE and the master data is stored separately, separate the CSV file for the master data import by organization unit/branch. Enter the organisation unit/branch in the CSV files in the column **Participant 2**. Process the manual master data import individually for each organization unit/branch.

1. Depending on the master data you want to import, open the corresponding overview. You have the following options:

- Select the menu entry **Maintenance > Customs > Deferment account**.
- Select the menu entry **Start > Customer/Addresses**.
- Select the menu entry **Maintenance > Commodity codes**.

2. In the **...** **Actions** area, click on the entry for importing the master data. Depending on the master data, you have the following options.

- Deferment account master data: Click on the entry **Import deferment accounts**.
- Address master data:
 - Click on the entry **Import customer (Further addresses)**.
 - Click on the entry **Customer.action.importCustomerFurtherAddress.label**.
- Article master data:
 - Click on the entry **Import article general**.
 - Click on the entry **Import article excise duties**.
 - Click on the entry **Import article warehouse**.
 - Click on the entry **Import article customs documents**.
 - Click on the entry **Import article supplements**.

The **Import company data** window opens.

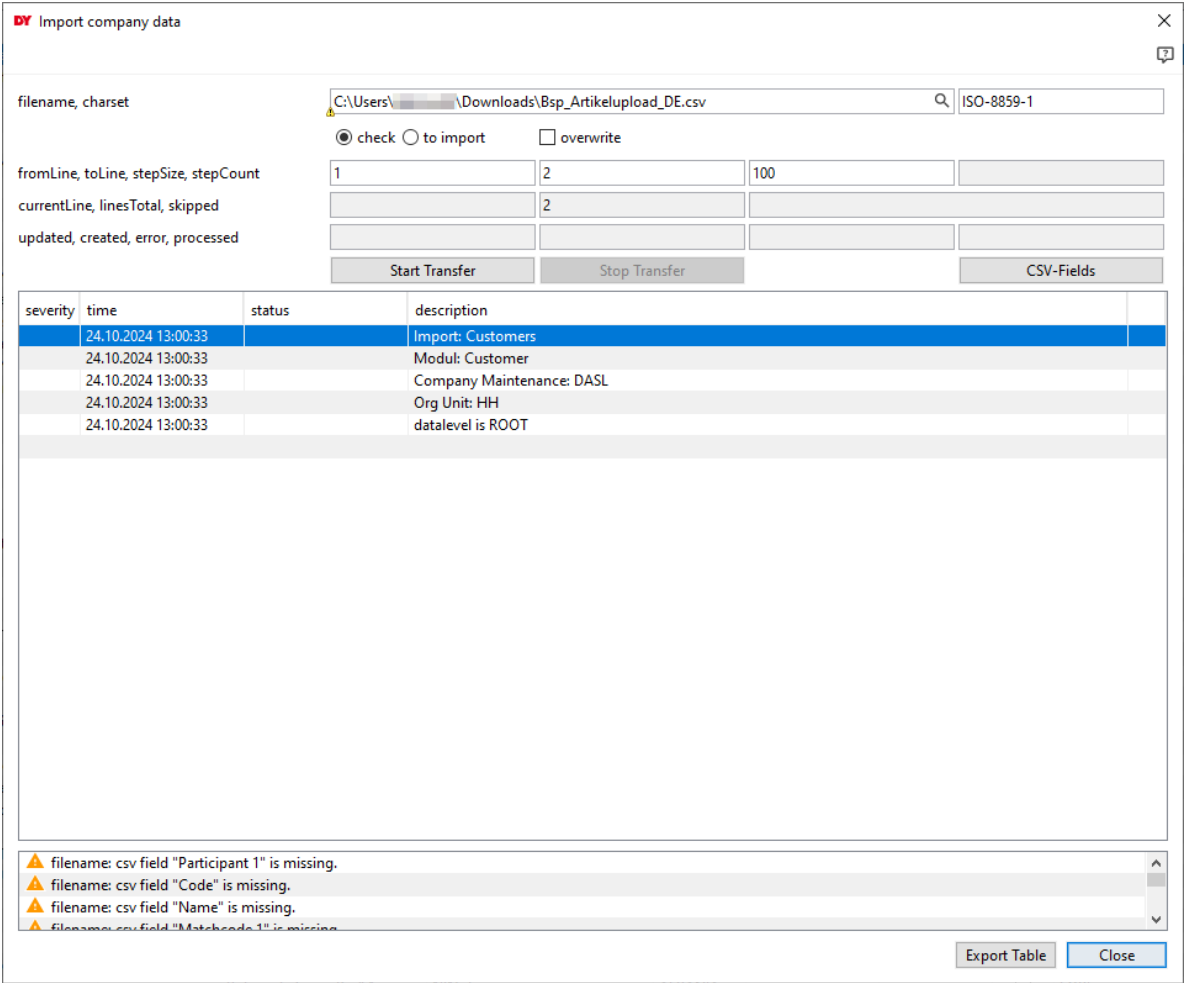


Figure 1: Import company data

Further information is displayed in the table:

Area	Description
1st row	Type of master data to be imported
2nd line	Module affected
3rd line	Company for which the master data is to be imported
4th line	Branch for which the master data is to be imported
5th line	Data level of the module concerned

- To save the information from the table on your PC, click on the button **Export Table**. You can find instructions in the chapter [Exporting overviews](#).
- To select the file in the **filename** field to select the file from which the master data is to be imported, proceed as follows:
 - Click on the icon .
 - Select the CSV file with the master data to be imported. If required, first change to the directory in which the file is saved.
 - Click on the button **Open**.

The other fields are filled in automatically:

Field	Description
charset	Character set for the CSV file

Field	Description
fromLine	Number of the line from which the data is to be imported.
toLine	Number of the row up to which the data is to be imported.
stepSize	Step size
linesTotal	Total number of rows to be imported

5. To display a list of the CSV fields for the master data import, proceed as follows:
- a) Click on the button **CSV fields**.
The window **CSV fields** window opens.

CSV fields

fieldname	in...	description	field l...	field format
Participant 1	☒	Company Maintenance	35	Company code
Participant 2	☐	datalevel is ROOT - import not usefull	35	Orgunit code
Participant 3	☐	datalevel is ROOT - import not usefull	35	Orgunit code
Participant 4	☐	datalevel is ROOT - import not usefull	35	Orgunit code
Article Code	☒	key	35	an
Valid from	☒	key		yyyy-MM-dd, yyyyMMdd, dd.MM.yy, dd.M...
Valid to	☐			yyyy-MM-dd, yyyyMMdd, dd.MM.yy, dd.M...
Owner of goods	☐		35	an
Nature of goods	☒		1.024	an
Item number	☒		35	an
Commodity code	☒		11	usually length 8 or 11
Taric	☐		3	an
National	☐		4	an
Supplement 1	☒		4	an, must be length 4
Supplement 2	☒		4	an, must be length 4
Active	☒			'0','1','true','false'
Country origin	☒			Atlas code list: DE/IMPORT: I0300, AT/IMPO...
Preferential country of origin	☒			Atlas code list: DE/IMPORT: I0300, AT/IMPO...
Sensitive goods code	☒			Atlas code list: DE/NCTS: C0064
Tariff information no.	☒		25	an
Market regulation commodi...	☒			'0','1','true','false'
Volume per package	☒			e.g. 2.5 in MTQ
Preference type	☒			Atlas code list: DE/ZL: A1200

OK

Cancel

Figure 2: CSV fields

The table displays a description of the field as well as information on the field length and field format.

- b) To select individual columns of the CSV file for the master data import, activate the **include** check box.
- Tip:** The content of a field is only imported if the **import** check box is activated and the column in the CSV file is filled.
- c) Click on the button **OK**.
6. Specify whether this is a test run or an import process. If required, activate the check box **overwrite**.

Field	Description
check or to import	• If you activate the check radio button, you can check the master data import for the selected CSV file. You can use a test run to clarify the following questions first: • Is the data being imported for the correct company and branch? • Does master data from the CSV file already exist in the application? • Have any problems been detected during data import? • If you activate the to import radio button, the data is imported from the selected CSV file. You should start a test run before importing the data.
overwrite	If you activate the check box, existing master data with an identical code will be overwritten by the imported data.

7. To start the test run or the import process, click on the button **Start Transfer**. Error messages or warnings for the individual columns of the CSV file are displayed in the notification area. A task is automatically created after the master data import:

- If the processing of the CSV file was successful, the task has the priority  Low.
- If the processing of the CSV file was not successful, the task has the priority  High.



Tip: You can watch training videos on master data import in DAKOSY GE (in German) via the following links:

-  [Stammdatenimport Abgabenkonten](#)
-  [Stammdatenimport Adressen](#)
-  [Stammdatenimport Artikel](#)

Importing master data via an interface

This chapter describes how to import master data from a CSV file into DAKOSY GE via an sftp interface.



Restriction:

- The master data import is subject to a charge. If you would like to use the master data import, please contact vertrieb@dakosy.de.
- You have access to the sftp directories provided by DAKOSY.
- The requirements and rules from the chapter [Master data import](#) on page 1 and, depending on the type of master data, from the following chapters apply to the master data import:
 - [Deferment account master data import](#)
 - [Address master data import](#) on page 1
 - [Importing article master data](#)



Important: When master data is imported via an sftp interface, the existing data is always overwritten.

1. Digit the CSV files to be imported in the sftp directories provided by DAKOSY. You can provide the files manually or automatically.
The files are received and processed in DAKOSY GE.
2. To check the master data import for responses, select the menu entry **Maintenance > Tasks**. A task is automatically created after the master data import:
 - If the processing of the CSV file was successful, the task has the priority  Low.

- If the processing of the CSV file was not successful, the task has the priority ⬆ High.

Priorität	Fälligkeitsdatum	Beschreibung	Referenz	Benutzer	Erstellung	Kr
⬇ Gering	13.08.2024 17:23	Article data succesfull imported with file 'edi-genext/MDIT/misc/MSN_202408_Neu.csv'			13.08.2024 17:23:12	
⬆ Hoch	13.08.2024 15:35	Article data imported with errors with file 'edi-genext/MDIT/misc/MSN_202408.csv'			13.08.2024 15:35:31	

Figure 3: Response to master data import