



Physical Inventory Import for CFAWin8

Considerations:

- ***The Paperless Entry option is a one-time selection and can be found via Help | About CFAWin. Registration is required if the option is not already selected.***
- Create a folder inside of your CFAWin8 folder to manually save copies of imports if needing to archive.
- CFAWin8 creates only one physical inventory transaction line per part per import file. The most recently scanned part and entered quantity will take precedence.
- Import files can be reviewed and imported multiple times which will cause physical inventory transaction duplication if posted.

I. Import Configuration file

1. Create a Notepad file called *Import_PhysInv.cfg*
2. Save the *Import_PhysInv.cfg* file to the *CFAWin8 | Reports | Custom_XXXX* folder
 - i. The Custom_XXXX folder must match the Profile from which you will run the import.
3. Edit the *Import_PhysInv.cfg* file and add the following information:

```
[PhysInv01]
ImportName=PartNo and Quantity
Fields=PartNo|Stockroom|Qty
Delimiter=13
ExactStockroomMatch=No
AutoPost=No
ImportPath=C:\Program Files\CFAWin8\RECEIVE
ImportFile=PI_DATA.RCV
```

4. Modify the following information based on your needs
 - i. Fields= The config file fields must be in the same order as the handheld scanner file.
 - PartNo and Qty are the minimally required fields to identify from the scanner file
 - Separate all fields with the pipe | keyboard symbol and no spaces
 - Disregard unrequired fields by using Ignore (i.e. PartNo|Ignore|Ignore|Qty|Ignore)
 - Part labels which include stockroom in the bar code require PartNo-Stockroom as one field in the config file
 - o The handheld scanner file will require a separator (% or -) between part number and stockroom (i.e. 1234%01, 1234-01, or 1234 - 01)
 - ii. ImportPath= This value must match the location of your import file
 - iii. ImportFile= This value must match the name of your import file
5. Save the *Import_PhysInv.cfg* file

II. Receive Folder

1. Create a folder named *Receive* in your *CFAWin8* folder
2. Save the handheld scanner file to the *CFAWin8 | Receive* folder



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III. Physical Inventory Import

1. *Navigate to the Physical Inventory Entry screen in CFAWin8*
2. *Select the Import tab*
3. *Review the Import Options:*
 - i. *Exact Stockroom Match*
 - *Check when the Import_PhysInv.cfg includes Stockroom field*
 - *Leave unchecked when the Import_PhysInv.cfg doesn't include Stockroom field*
 - ii. *AutoPost*
 - *Check if you want the records to post when you click the white paper icon*
 - *Leave unchecked to allow for correction opportunity in the Current tab*
4. *Click Start Physical Inventory Import (green-light icon) to import data*
5. *Click NewPhysDocNo (white paper icon) to create new Physical inventory entries*
 - i. *The transactions will display on the Current tab.*
6. *Review the transactions and make corrections if needed*
7. *Click Save and Post (diskette icon) to complete the entries*