

Protean Software

Stock Adjustment Import Notes

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Stock Adjustments Import



Stock Adjustments Import

Protean Versions

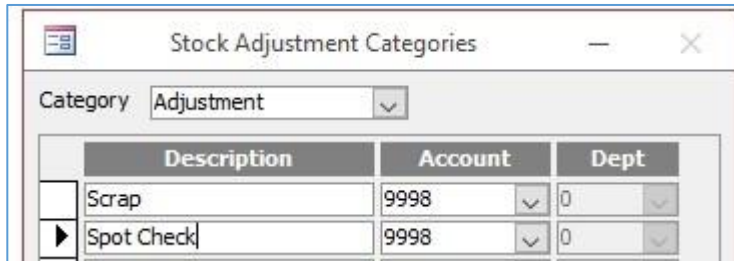
This document describes the import functionality stock adjustments from Protean 7.3.4033 to Current Latest Release

Description

This import template is used to **create** stock adjustments

This import can only process stock adjustments within the '**Adjustment**' category, and not any other categories e.g. transfer or stock take.

This is anything within system > Stock > Adjustment Categories > [Adjustment] selected in the drop down list



	Description	Account	Dept
	Scrap	9998	0
▶	Spot Check	9998	0

Fields on the Import - expected number of columns = 9:

Column	Field Name	Mandatory	Requirements	Notes
A	Store	Always	Required Field Text - Maximum 50 characters	The name of the store (Must Match what's in Protean)
B	Transaction Date	Always	Required Field Date / Time Field	DD/MM/YYYY HH:MM Please note you cannot select a date or time in the future.
C	Notes	Always	Required Field Text Field – Max 255 Characters	This will populate the notes section on the stock adjustment record.

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D	Employee	Always	Required Field Text Field – Max 50 Characters	The name of the employee (as it is in Protean) to log against the transaction as to who ran it.
E	Part Number	Always	Required Field Text Field – Max 50 Characters Part Number MUST already exist in Protean	The part number of the item/s doing a stock adjustment on, please note this is the part number in Protean and not the supplier part number section (unless they are the same)
F	QTY	Always	Required Field Numeric Field Note – Zero Quantity is not valid for a stock adjustment, exclude any zero lines.	This is the difference quantity. For example, if you have 4 in stock but the current quantity is 3, you would enter 1. If you have 3 in stock but the current quantity is 4, you need to enter -1
G	Reason Code	Always	Required Field Needs to be the relevant code/description for the type of stock adjustment being done. Must be of category type adjustment , not a stock take or a transfer.	Needs to be the relevant code/description for the type of stock adjustment being done (system>stock>stock adjustment categories)
H	Stock State	Always	Required Field Needs to be (N) New (R) Refurb (U) Used(Q) Quarantine	This is so if there are variety of different type of the same stock item, the system will know which type to make the adjustment to
I	Cost	Always	Required Field Price per stocking unit - numeric	Price per stocking unit numeric (No £) symbol required

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How to import

1. File must be saved in CSV format.
 - a. File must not contain any header rows.
2. Navigate to file tab on Protean
3. Select Import Data
4. Use the import wizard
5. Select 'Parts Stock Levels' under the type of data dropdown
6. Find the CVS import file (as per step 1)
7. Hit Next to validate the data
 - a. If needed correct import file
8. If step (7) successful - Double check the data on screen
9. Hit next to import into Protean
 - a. If needed review any warning messages and either correct in Protean / Import file and revert to step (2) onwards
10. If successful choose to keep or delete the import file used

Best Practice

- If using Excel – do not double click to open a CSV File.
- Open Excel and use a data import from text to open any CSV ○ Select text formatting for any data including leading zeros
- Once ready, save in CSV format – including the header rows
- Review the saved CSV file in raw text format
- Remove the header row from the raw text CSV - save as another name with .csv formatting
- Run any major import in a practice environment before live
- Carry out a sample import of under 10 records before any larger import

Other Info

This import is NOT available in XML format.

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Regular scheduling of this import is possible via the Protean scheduler.

Further Assistance

Example CSV template available on support website

Please review import templates webinar - <https://support.proteansoftware.co.uk/knowledge-base/webinar-import-templates/> Contact

Protean Support

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Version Control

Version	Comments	User	Date	Approver
1.0	Original Document	Glen Barber	08/02/2019	MH
1.1	Added extra notes for Adjustment Categories	Matt Hayden	08/08/2019	MH
1.2	Amended wording for 'Qty'	Lee Hobson	03/07/2025	LH