Importing Into the InventoryCloud Database

Nathaniel Summers - 2024-09-25 - InventoryCloud Getting Started

For the full procedure, in the InventoryCloud Help, go to Home / Web Operation / Administration / Import Data.

InventoryCloud's import page allows you to download import templates one at a time. Download a full zipped set of import templates here:
https://dl.waspbarcode.com/kb/invcloud/InventoryCloud-Import-Templates-20240424.zip

Note for Basic edition users: Only one Site is allowed, so there is not an import step for sites.

If you're moving from InventoryControl v7 to InventoryCloud, please refer to the following:
https://support.waspbarcode.com/kb/articles/1636

If desired, Wasp offers a paid data import service.

Importing tips

- Importing is a multistep process; some later steps rely on certain prerequisite data imported/entered in earlier steps. The import templates are numbered in the proper order. For example, when importing Locations, the referenced Sites must already exist. When importing Inventory, the referenced Sites, Locations, and Items, etc, must already exist
- It is not necessary to perform every import step that is available. The only required tables are site, location, item, and inventory.
- Each import step must be done with its own CSV file; the process will not work using a single master CSV file.
- It isn't strictly necessary to perform an import at each step; alternately you can manually enter data for one or more steps (such as when there are only a few entries to be made).
- When you do perform an import step, the prerequisite field values must already be in the database; if not, you'll receive errors. For example, if you start with a later import step like Inventory, and the prerequisite Items are not in the database, you'll receive the error "Item does not exist".
- It is possible to update existing Manufacturers, Vendors, and Customers via the import process. On the import page, when selecting the Form Name of 4-Customer , 5-Vendors, or 6-Manufacturer a checkbox appears "Only update existing records". While Item import does not have this checkbox, it may be able to update the existing records. However, other lists may not be updateable via import; if attempted, there may be errors.
- In the Map Columns section, an asterisk * after a field name indicates it is required.

Complete List of importable Inventory fields (as of Sept 25th, 2024)

Sites

Location

Category

Customer

Vendor

Manufacturer

Unit of measure (UOM)

Item

Item Location

Item Vendor

Bill Of Material

Inventory

Check Out

Reset Inventory