Importing Updates to Line Item Codes

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> This guide explains updating information on existing LIC records through the aACE importing process. It is intended for advanced users.

aACE provides robust features to batch update information on existing line item codes (LICs). Many of these update processes allow you to enter text or number values, select relevant options, or select other aACE records. System administrators can also update additional types of data.

Types of Data You Can Import Updates For

A few update processes allow you to import data from a spreadsheet. These include:

- Update pricing data (e.g. costs, rates, and commissions).
  For enhanced flexibility on rates and rate structures, you can also use rate cards (http://aace6.knowledgeowl.com/help/overview-of-rate-cards).
- Update physical specifications (e.g. dimensions and weights)
- Update AvaTax (https://aace6.knowledgeowl.com/help/understanding-aace-plus-avatax-integration) codes (system administrators only)

You can update all, some, or a single value on an import spreadsheet. To simplify an import spreadsheet you're working with, delete columns that are not being used.

Import Update Options

In the Line Item Codes list view, there are two Edit options to import updates to your LICs:

- Update Costs, Rates, Commissions — Costs, rates, discounts, commissions
- Update Product Specs for List — Measurements, barcodes, case quantities (https://aace6.knowledgeowl.com/help/understanding-case-quantity-for-line-item-codes), manufacturer information

System administrators can also select Admin Actions > Update AvaTax Tax Code for List to batch update AvaTax tax codes through importing.

Update LICs Using the Import Process

Updating LICs using the import process is very similar to the general import process (http://aace6.knowledgeowl.com/help/importing-records). You must prepare a spreadsheet for importing (https://aace6.knowledgeowl.com/help/downloading-an-import-template) with your updated information, then use that spreadsheet to begin the general import process.

During the general import process at the Specify Import Order dialog, you must set the import action to Add. To update data, incoming data is added to a cache table for validations. Then, the data is transferred to your existing records.

Vendor-Specific Updates of Costs, Rates, and Commissions

For vendor-specific updates, the import spreadsheet includes a column for Vendor Abbr. These LIC update processes focus on modifying existing data rather than adding new data. For vendor-specific updates, the vendor must already be associated with the LIC. New vendors cannot be added to an LIC by an import.

To update the information for a specific vendor on the LIC's Vendors tab, enter the abbreviation or code in the spreadsheet for a vendor already associated with the LIC, then specify the necessary modifications.