

Importing Item Data into a Header Record

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This guide explains how to import item data into a header record. It is intended for advanced users.

Certain types of [transaction data imports](https://aace6.knowledgeowl.com/help/importing-transaction-data) do not require importing header records. Instead you can manually create a header record, then import a spreadsheet of item information into that record. For example, you can create a Count-type inventory adjustment in aACE, then import the LICs and quantities into that record.

1. Prepare the import spreadsheet of item records.
2. Navigate in aACE to the desired module, then locate or create the header record.
3. At the detail view, click **Edit**.
4. Click **Actions > Import [module] Items > Continue > Step 3**.
5. Continue with the standard process to [import records](https://aace6.knowledgeowl.com/help/importing-records#ImportRecords).

Including the Header Record ID

Because you are importing into a specific record, aACE automatically supplies the needed record ID number. So you often do *not* need to include the header record ID on the import spreadsheet.

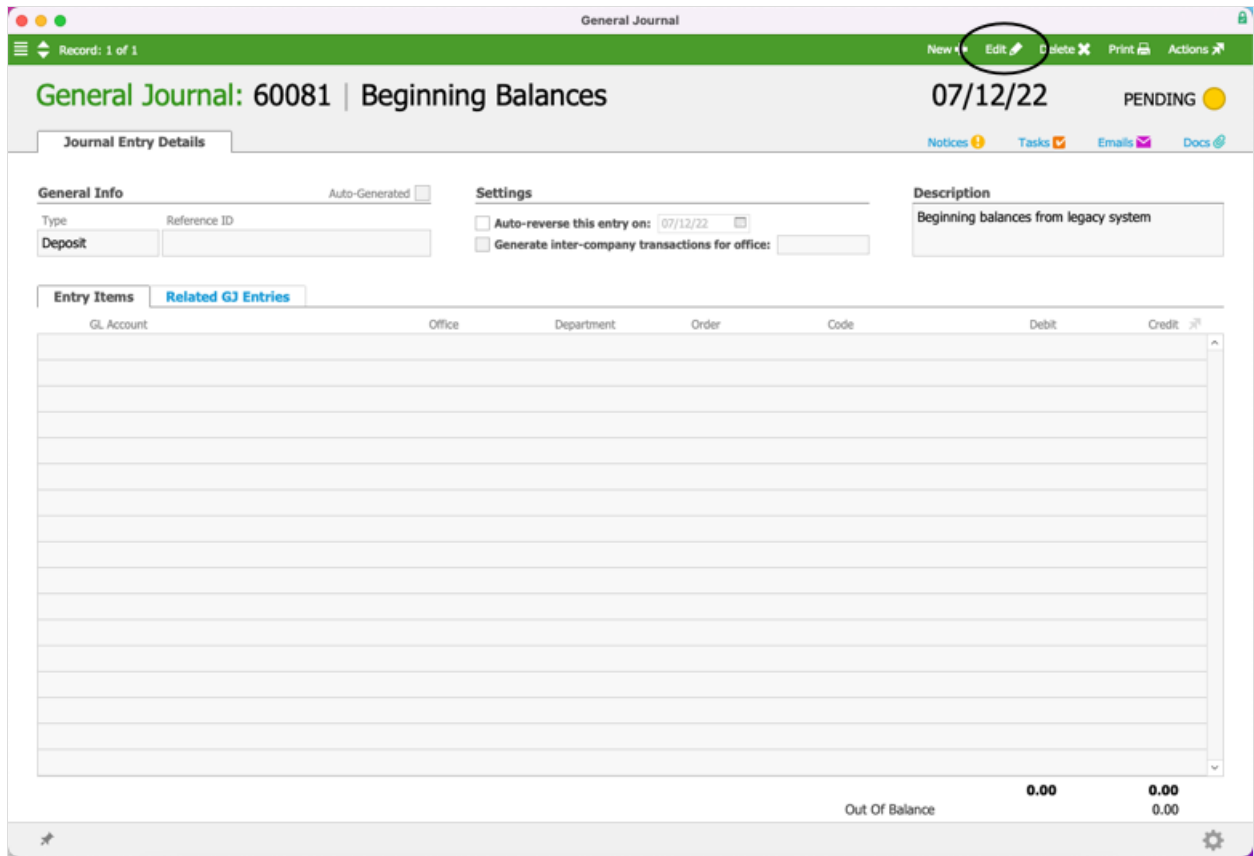
However, for some item data, you can also import into item-specific modules (e.g. Main Menu > Accts Receivable > Details > Invoice Items). For these imports, you must include the header record ID number.

Example of Importing Item Data into a Header Record

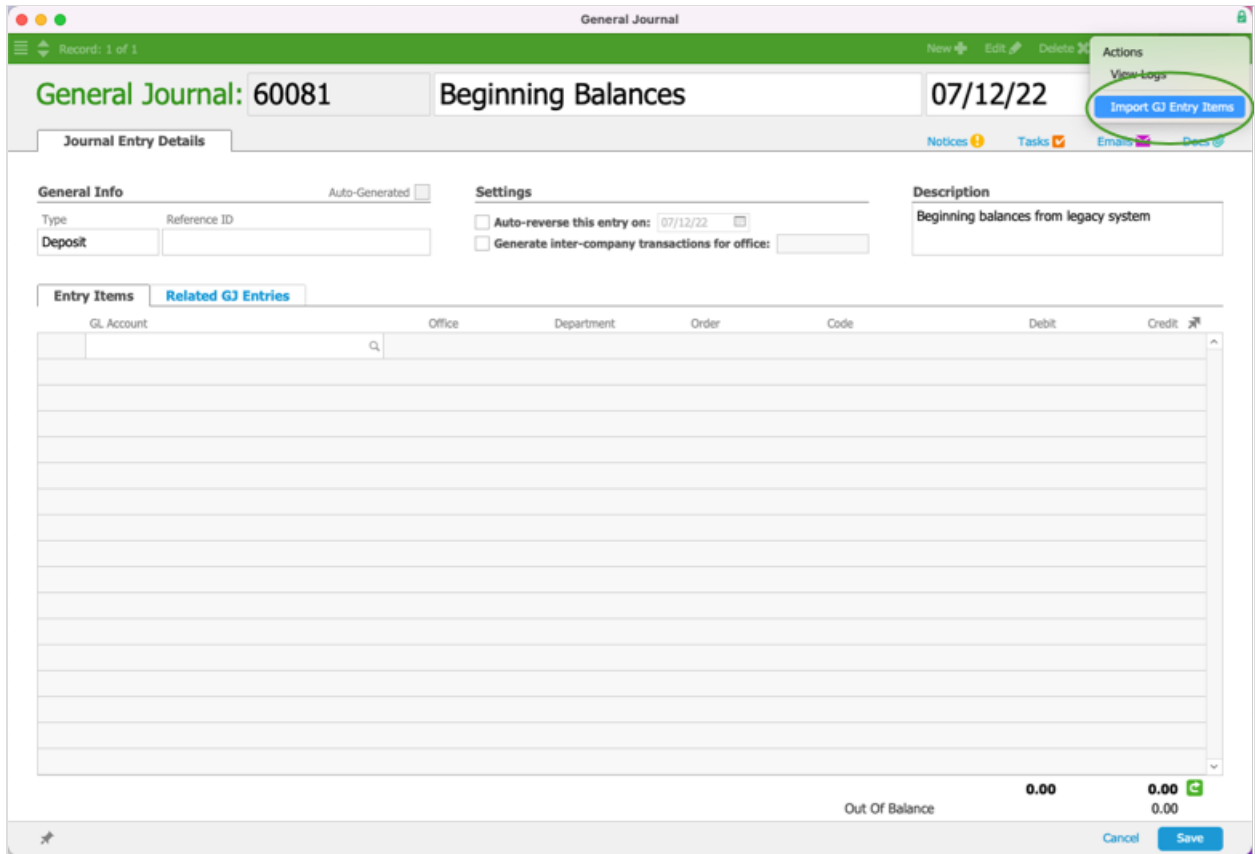
Suppose a company has manually created a general journal entry to enter the beginning balances from another software system. Because the header record already exists, the assigned team member only needs to import the general journal entry items.

First, the team member adjusts the exported spreadsheet of data from the previous software system, making sure it matches with the column headings from the aACE import template for that module. Because she is importing GJ entry items directly into an existing aACE record, the record ID number for the GJ entry are not required on the spreadsheet.

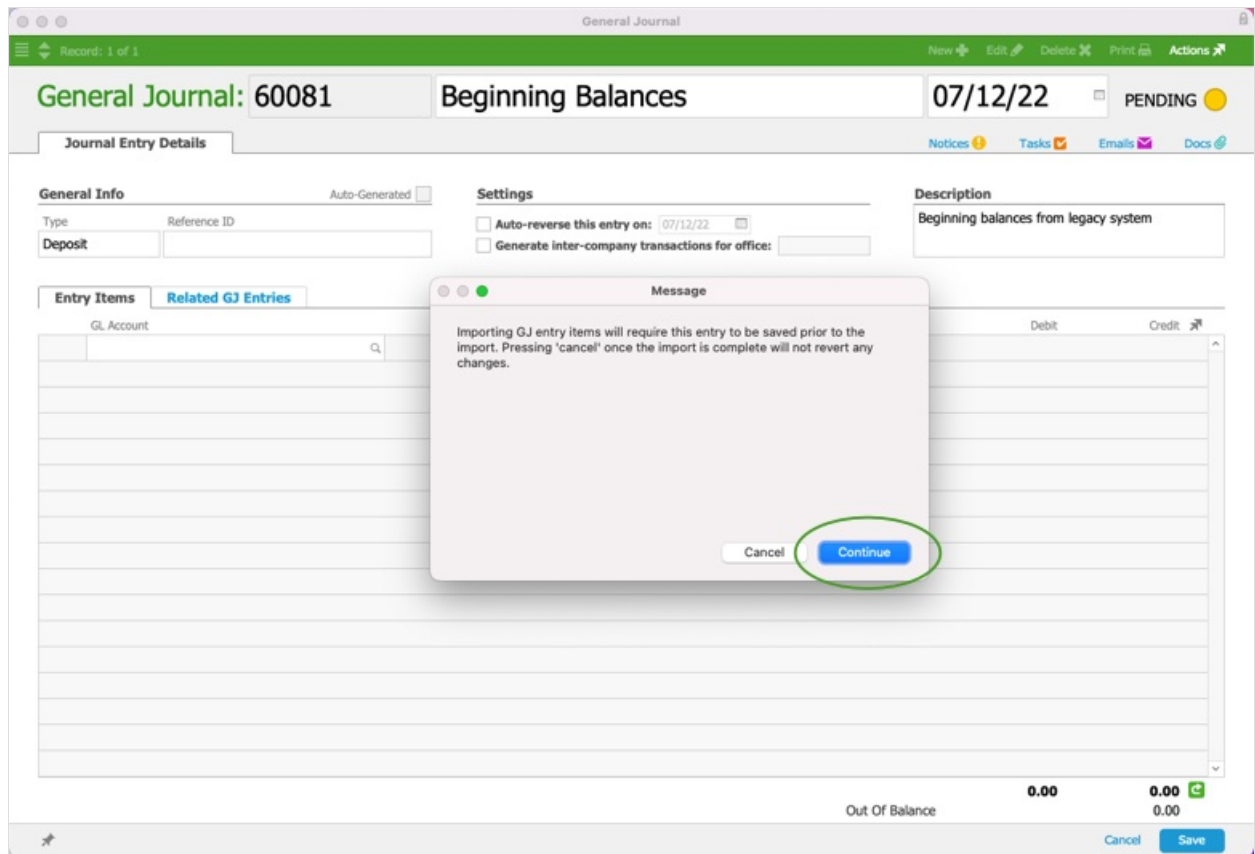
She navigates to the General Journal module and locate the GJ entry prepared for this import. At the detail view of that record, she clicks Edit.



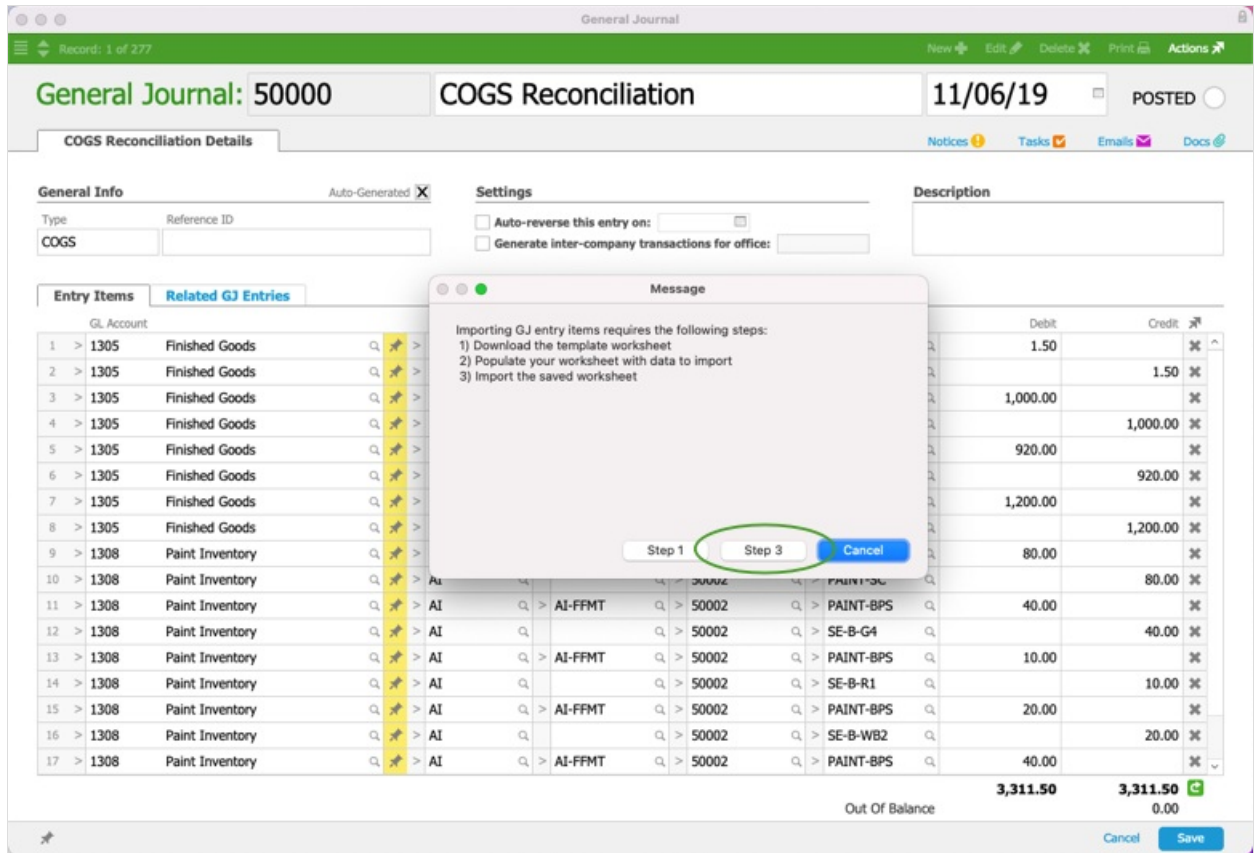
Then she clicks Actions > Import GJ Entry Items.



At the first confirmation dialog, she clicks Continue.

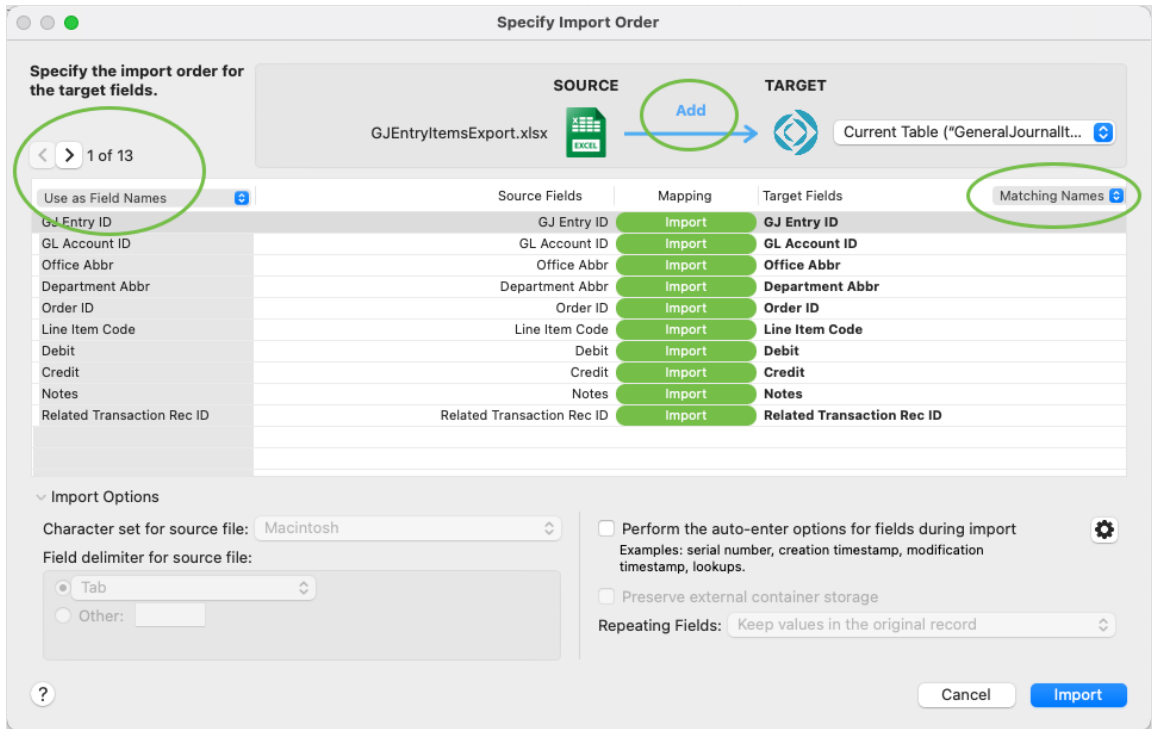


Since she has the import spreadsheet ready, at the second confirmation dialog, she clicks Step 3.



The team member then locates the prepared spreadsheet and verifies that the import is set up correctly:

- Column headings start with row 1, marked for use as field names
- Add functionality specified
- Target fields identified as Matching Names



She clicks import, then reviews the imported GJ entry items.