

Launching on Brightpearl

Preparing your data

Version 1.1
Brightpearl 4.44+



Brightpearl

Launching on Brightpearl - preparing your data.

Brightpearl is a comprehensive system, and can give you incredible insight into your business - but you need to make sure that you implement it properly. This guide will help you to;

- Prepare data in the best way possible
- Understand how much time to plan for data preparation

Also see the [Brightpearl Implementation Guide](#).

Help with launch

We strongly recommend that you work with one of our launch experts who have experience with many types of business, and of course know Brightpearl inside out.

A typical assisted launch consists of:

- A call to discuss the best action plan for your migration to Brightpearl
- Scheduled consultations to discuss workflow and business process
- Joint setup sessions - it's important we do it with you so that you know how your account is configured
- Help with structuring your data prior to import
- Importing your spreadsheets

Note that we don't cleanse your data for you. It's best if you handle the export of information from your existing software and put them into spreadsheets for our launch team to import into Brightpearl. This guide will give you some pointers.

If your launch manager has planned a session to talk about data or setup, it's best for everyone if you are prepared. Make the time to get your information in order, and have a good think about what you **need** as opposed to what you **want**, so that the most important stuff gets done first.

Contact our launch team : sales@brightpearl.com

Non assisted launch

If you've chosen to import your own data, then make sure you read all of our [documentation](#) and spend as much time as you can understanding Brightpearl **before** you start importing.

You will need to **commit time** to launching on Brightpearl. As part of an assisted launch, we put scheduled sessions into the diary so that the project doesn't sprawl. We'd suggest that you allow an hour every day for a week to understand Brightpearl, following the [Getting Started Guides](#) on our website.

Import / setup sequence

This will depend on what parts of Brightpearl you intend to be using and when. If you're working with our launch team or one of our partners, then they can give you guidance.

If you're flying solo, then have a look at our [Brightpearl Implementation Guide](#).

Commerce Acceleration 101 guides

We've a lot of very useful content on our website which helps you understand more about the processes and data requirements when moving to a multichannel, integrated system like Brightpearl. Guides include;

- Organizing your products
- Inventory management done properly
- Accounting for inventory
- Understanding SKUs

If you're new to multichannel, then these guides are well worth reading before you start importing data, since you may choose this opportunity to change the way you structure your business and products for faster, easier growth.

Read more at <http://www.brightpearl.com/ca101>

Customers and Suppliers

We'll need you to create a single spreadsheet of all your customers, and another for your suppliers. Export these from your existing systems and arrange the data so that you have one row per customer, with as many columns as you need.

1. Work through the [Getting Started Guides](#) so that you understand Brightpearl - this will help you make decisions when you prepare data and when you have your import planning session with our launch team.
2. Export data from your previous system(s)
3. Download the example Brightpearl data import file
4. Make sure your spreadsheet has all the required columns
5. Choose which column in the example file best fits your own data. If you have extra information from your previous system that does not fit into an existing Brightpearl column, then custom fields can be created in Brightpearl, but this should be done with discretion as too many custom fields causes more problems than it solves. Your launch manager should be able to advise on this
6. Send us your spreadsheet for import! If you feel like you're nearly there with your file, or have any questions, then don't hesitate to ask us.

Tips for preparing your customer data

- If you're importing accounting information (Accounts Receivable / Debtors), then you will need to have a unique code for each customer who has open accounting balances to import. These need to be different codes from suppliers.
- Contacts are grouped into an organisation when they have the same company name. Make sure you remove all company names that are not valid - having 200 people in the same organisation called "None" is really not very useful!
- Create separate files for each customer group / price group. These will be imported as separate files, since you can't add a price list column to the import, it needs to be done in the software as a batch process. Alternatively, you can add the price list / price group as a column in the spreadsheet and you can import that into a custom field which you can filter the contact list by.
- Contacts are either "Customers" or "Suppliers". If you have contact records that have not yet bought from your - perhaps you'd call them leads or prospects - add them to your spreadsheet too.
- You can add a Tag to a set of contacts when you import them. Consider grouping your contacts into separate files (or one file with a column to differentiate them) - and adding separate tags for each import file. This will help you segment your contact records once they are in Brightpearl.
- Try your hardest to get customer email addresses into the main file. These are used to de-dupe / match existing contacts when doing subsequent imports. If you don't have email addresses for everyone, then make sure you have unique codes, otherwise there is no way to perform successive imports without creating a load of duplicate contacts.

Supplier import

This is the same process as for importing customers. If you didn't have a database of suppliers before Brightpearl, you'll probably still have a list in your accounting system. You should be using Brightpearl to place Purchase Orders with your suppliers, which may be a new process for you. Having your suppliers in the system before you go live will make it easier later.

If you're importing accounting information (Accounts Payable / Creditors), then you will need to have a unique code for each supplier who has open accounting balances to import.

Importing Products

We'll need you to create a single spreadsheet of all your products. Export these from your existing systems and arrange the data so that you have **one row per product**, with as many columns as you need. Our experts will work with you to decide how to map your spreadsheet columns into Brightpearl data fields.

Before you start:

- Work through the [Getting Started With Products](#) guide so that you understand Brightpearl - this will help you make decisions when you prepare data and when you have your import planning session with our launch team.
- If you're importing from an ecommerce store, read the relevant "Getting started with ..." guide. Often, the ecommerce store won't give you good quality data and you'll need to update your store first.

[Getting started with Magento](#)

[Getting started with Bigcommerce](#)

[Getting started with Shopify](#)

[Getting started with ekmpowershop](#)

Importing from spreadsheets can automatically create Brands, Option values (e.g. colours and sizes) and Categories. Some integrated ecommerce stores also support automated product import; read the relevant guide for your store.

Required fields for products

- Name
- Brand
- Category
- SKU - if you are integrating with any online sales channel

Tips for preparing your product data

- Clean up your attributes so that you have consistent values. Don't mix "S" and "Small" for example, unless there's a good reason. Similarly, make sure that colors are consistent; "Black/Grey" and "Black / Grey" should be merged; the difference in spaces will create different values in Brightpearl.
- Every product (and variant) should have a unique SKU
- SKUs need to be less than 32 characters long
- Don't start SKUs with a zero. This causes havoc in Excel unless you are very careful.
- Don't have too many categories.
- Make sure that you have cost prices (what you pay suppliers) for every product.
- Read the "[Organizing your products](#)" guide on our website.

A bit more information about categories

Categories are Brightpearl-only attributes. They are not synchronised with your ecommerce stores or sales channels. The product import system just has one column for category, which means that each category name needs to be unique. You can see an example of this in the category file below; men's and women's tee shirt categories have unique names. If you have a simple category structure, we'll set it up manually in Brightpearl first and then import your products. You need to send us your category structure in a file structured as follows:

Complete bikes		
Parts		
	Wheels	
		20 inch

		26 inch
	Rims	
	Spokes	
Protective gear		
	Helmets	
	Pads	

Product variants

It's important to understand how product variants (e.g. size, colour) work in Brightpearl before you go too far with preparing your product data. More information about this is in the Commerce Acceleration 101 guide "[Organizing your products](#)".

Price import

Brightpearl supports multiple price lists for a single product set, so one item can be sold at different prices depending on the customer, or bought at different prices depending on the supplier. You assign a price list to each supplier and each customer.

The main product import file should contain at least your Cost price (what you buy the item for) and a Sell price. We can import prices later, in a different file, but that will require that your price list file has the correct SKUs for all your items. We'd recommend putting your prices into the main product file so that you can be sure that every item has a price.

Prices are always imported exclusive of tax. Any tax is added to the item based on the item's tax code, and the customer/supplier on the order. We support up to 4 decimal places on prices.

Note that each price list needs to be complete - so if you have a Retail price list with 100 items and have negotiated a special price for a customer on the "VIP" price list for only 15 items, the remaining items on the VIP price list import should have the price from the Retail price list; they won't automatically be inherited.

[Read more about price lists](#)

Importing accounting information

Moving your accounting to Brightpearl sounds like a lot of work - but in reality it's not too complex and if procedures are followed carefully, it's not hard to manage. This section only discusses how to migrate your data; we don't go into timings, business workflows and how accounting interacts with other aspects of a launch, such as open sales and purchase orders you may have in your previous system.

An accounting migration consists of the following 4 files, all of which are required.

- **Opening Trial Balance**
This is the list of all Nominal Codes and the current balance at the accounts transfer date
- **Aged Debtors / Accounts Receivable**
The total of this file will match the Debtors Control Account on the Opening Trial Balance
- **Aged Creditors / Accounts Payable**
The total of this file will match the Creditors Control Account on the Opening Trial Balance
- **Stocktake, with inventory prices**
How many of each item you have in stock, and the price you paid. The total of this file will match the opening inventory level(s) in the Opening Trial Balance.

Opening account balances / Opening Trial Balance

If you're going to be using Brightpearl for accounting, you need to choose a date after which you ONLY use Brightpearl for accounts. All your existing balances from your previous accounting system should be transferred into Brightpearl as an "Opening Trial Balance" (OTB).

We'll require you to prepare these in the Brightpearl format; which you can see in the **example Brightpearl data import file**. Each of the lines on the OTB will need to match a Nominal Code that has already been set up in your Brightpearl account - or if you are happy to do a complete accounting reset when importing the OTB, the Chart of Accounts can be built automatically off the OTB - as long as ALL nominal codes are included, even those with a zero balance. The preferred route is to create the Chart of Accounts first and then import the Opening Trial Balance.

If you are importing Opening Debtors (accounts receivable) or Opening Creditors (Accounts Payable), then the sum of those files MUST match the corresponding entries in the Opening Trial Balance file (eg total of unpaid invoices from Opening Debtors = OTB value for Debtors control account).

[Read more about importing accounting balances](#)

Opening Debtors / Accounts Receivable

When you transfer data from your previous accounting system to Brightpearl, you can also import a fully "aged" set of open invoices, so that you can continue to manage Accounts Receivable / Debtor management in Brightpearl. This is the list of all outstanding balances from your **customers**, which may include partially paid invoices. Here's how it looks in Brightpearl.

Aged Debtors									
Company	Email address	Balance	Current	30 days+	60 days+	90 days+	120 days+	Actions	
Edmund Clarkson 0845 003 8935	edmund@brightpearl.com	-113.35	-113.35	0.00	0.00	0.00	0.00		
Bobby Carlson 0886 776 6645	bob@emailaccount.com	-25.00	-25.00	0.00	0.00	0.00	0.00		
EPOS ANON EPOS		25.14	25.14	0.00	0.00	0.00	0.00		
Hawkins & Co Emily Hawkins 98769873465	emily@hawkins.com	137.00	0.00	137.00	0.00	0.00	0.00		
Hiyatchi Corp. Chris Tanner	chris.tanner@brightpearl.com	200.00	0.00	0.00	200.00	0.00	0.00		
Star Yachts Rob Cnoops 01224 557 282	rob@staryachts.com	-170.00	-170.00	0.00	0.00	0.00	0.00		
Xavier Logistics Jean Paul	jeanpaul@xavier-log.com	88.04	0.00	0.00	88.04	0.00	0.00		
		141.83	-283.21	137.00	288.04	0.00	0.00		

Note that imported customer invoices are the amount, reference and date only - there is no product breakdown.

1. Import all customers that exist on the Debtors / AR file into Brightpearl, using the customer import process. Every customer that has a matching account balance will need to have a **unique code**, which is used on the accounting import to link the balance to the correct contact record.
2. Download the example Brightpearl data import file to see the format we require for import
3. Export an Aged Debtors / Accounts Receivable file from your existing accounting software, then amend it to match the Brightpearl import format. Make sure that the customer codes match up. The import process will check this anyway, but it makes sense to get the data right the first time.

Points to note

- Invoice references must be unique for a contact, ie you can have multiple invoices with the same reference, as long as they are not for the same customer.
- "Payments on account" can be imported; if there is no invoice reference, Brightpearl will auto generate one.
- You can't have both customer AND supplier records that share the same company name. Brightpearl groups people into organisations if they have the same name, and all people in an organisation must be all customer or all suppliers.

Opening Creditors / Accounts Payable

The process is exactly the same as for importing Opening Debtors / Accounts Receivable. Contact codes must be unique across both customers and suppliers, so you can't have customers and suppliers that share the same code.

Opening stock levels

Brightpearl is going to be your master stock control system, so it's important to get stock levels right at the start. Deciding when to count your stock and when to switch systems whilst you are trading is like trying to change the engine in a car whilst you're still driving - actually it's a bit easier since it is actually possible, but you need to watch all the moving parts very carefully. The best thing is to shut shop whilst you run a full stocktake, so that sales and purchases are not moving inventory around, but that's often unrealistic.

We strongly suggest that your inventory go-live day is a non-trading day. Focus on getting it right first time.

Bearing that in mind, you need to prepare as much as possible in advance so that you get it right the first time. An opening stock level file contains the following information:

- The item SKU, or Brightpearl product ID
 - How many of an item you have
 - How much you paid for it
 - Location
- The cost price, to 4dp, excluding tax
Where it is in the warehouse? (optional)

Prepare one file per warehouse.

The total of the Qty * Price will give your stock value; which should match the value shown on your Opening Trial Balance. If you're not going live with accounting on the same day that you are going live with stock control, **you still need to add cost prices**. If you sell the item 6 months later, the price you import now will be used as the "cost of sale". It is imperative that you add cost prices to all inventory items. If you don't know the price you paid, then add something sensible.

If cost prices are already loaded into Brightpearl (they should be, on the product import), then you can opt to "use price list price" when importing stock levels.

Creating a stock take file

[Also see our documentation](#)

Since it's more reliable to have the Brightpearl product ID as the unique identifier (rather than the SKU, which is not guaranteed to be unique), we recommend creating your stocktake spreadsheet from Brightpearl once all your products are imported. This also gives you a final check that you have actually imported all items!

1. From the product list, open the filter and select a warehouse. This will give you reorder levels and location
2. Click "export", and choose "export all" to Excel
3. Download the file and strip out all columns apart from the product ID, name and options, eg Size and Colour
4. Print this out, and start counting your stock!

If you need to create missing products, add them to Brightpearl as you discover them, and insert them onto your stocktake spreadsheet using the correct product ID, which can be found on the product list in grey:

<input type="checkbox"/>	Bill-WetB-001 1044	Billabong Wetsuit boot Black, EU40 edit variants
<input type="checkbox"/>	Bill-WetB-002 1045	Billabong Wetsuit boot Black, EU41 edit variants
<input type="checkbox"/>	Bill-WetB-003 1046	Billabong Wetsuit boot Black, EU42 edit variants