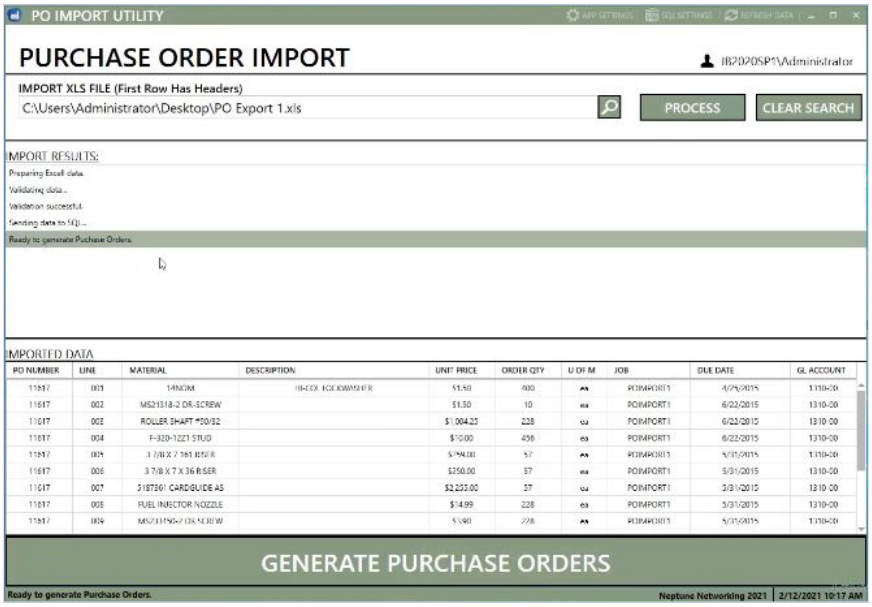
TRAINING GUIDE

PO Import

Prepare in Excel. Validate in the utility. Confirm in JobBOSS.

Use Neptune PO Import to create vendor purchase orders or add new lines to existing POs from a prepared Excel workbook. This guide covers the current 13-column template, including PO_Group and optional links to existing jobs.



Recognize the application: file selection, PROCESS, import messages, imported data and GENERATE PURCHASE ORDERS. Recorded demonstration; current layout also shows PO GROUP.

Two actions with different results

PROCESS reads and validates the workbook, stages the data and fills the preview. **GENERATE PURCHASE ORDERS** creates or appends purchasing records in JobBOSS.

Start here	Go to
Run one complete import	Page 2
Prepare fields and order grouping	Pages 3-6
Review, generate and extend existing POs	Pages 7-9
Practice, solve problems and find resources	Pages 11-13

FIRST COMPLETE WORKFLOW

Your first purchase order

Start with one vendor and two representative purchasing lines.

Before starting: have Neptune PO Import installed and configured for the intended JobBOSS database. Use the current blank template. The current preview includes **PO GROUP**; if it is absent, ask Neptune to confirm the installed build. An administrator handles any DB INSTALLER/setup prompt.

1. **Prepare two rows**
   Enter valid vendor and material/item codes and quantities beginning on row 2. Use the same vendor for both rows. Supply the relevant descriptions, purchasing values and dates.

2. **Make one new order**
   Leave PO and Line blank on both rows. Enter FIRST-PO in PO_Group on both rows. This requests one automatically numbered PO with two separate lines.

3. **Save a clean input file**
   Keep all 13 columns in their original order and only the import worksheet. Save and close the workbook.

4. **Select and process**
   Use the file selector beside IMPORT XLS FILE, choose the workbook and click PROCESS.

5. **Review the staged rows**
   Read IMPORT RESULTS and inspect IMPORTED DATA. Check the vendor and group assignments in the workbook as well. Correct the workbook and process again if anything needs changing.

6. **Generate once**
   When validation succeeds and the review is complete, click GENERATE PURCHASE ORDERS. Read the resulting messages.

7. **Verify in JobBOSS**
   Open the new PO and confirm one order for the intended vendor, with two distinct lines, correct quantities and the expected detail. Use the verification checklist on page 8.

Use an approved training database or a small authorized live import. Generation writes purchasing records. Complete this first example before preparing a larger batch.

EXCEL PREPARATION

Prepare a clean workbook

The importer uses column position and reads every worksheet.

Keep the current template intact

- Start with **Neptune PO Import - Blank Template.xls**. Keep its header row and all 13 columns, A through M, in their original positions. Enter data beginning on row 2.
- Use exactly one worksheet. Remove instructions, legends, sample sheets and unrelated data from the import file. Keep your working notes in a separate workbook.
- Unhide rows and review the complete input. Hidden or filtered-out rows still import; hiding or filtering is not a way to exclude them.
- Save and close the workbook before processing it. After any correction, save it and click PROCESS again to reload the corrected workbook.

Protect codes and descriptions

Input	How to prepare it
PO, Line and other identifiers	Keep codes as text when leading zeros matter. For manually assigned lines, preserve values such as 001 rather than allowing Excel to convert them to 1.
Quantities and Unit_Cost	Use numeric cells. Check the applicable purchase unit and use representative values that can be verified in JobBOSS.
Due_Date	Use a real Excel date. Review the displayed date before saving. Blank uses the import day for the line/source.
Ext_Description	Keep all text for one item in one cell. For multiline text, paste into the formula bar so line breaks stay inside that cell.
Vendor and Material	Use JobBOSS codes, not the vendor name. Check material spelling because an unknown code is treated as a miscellaneous item.

File format: use the supplied .xls template for the standard workflow. An .xlsx workbook requires the matching Microsoft ACE provider on the workstation; have Neptune confirm that setup before using it.

Keep a dated copy of the exact workbook used for each completed import so the team can identify what was submitted.

FIELD REFERENCE

Template fields: A-G

Keep these fields in their exact column positions.

Column / header	Entry and behavior
A · PO	Optional. Leave blank for automatic numbering. Enter a specific new or existing PO number, up to 8 characters. A supplied PO takes priority over PO_Group.
B · Vendor	Required on every row. Use an existing JobBOSS vendor code, up to 10 characters. Each new-order group must use one vendor. For an existing PO, that PO's vendor controls.
C · Line	Optional. Blank assigns a separate line number within the PO. Enter up to 6 characters when assigning lines yourself. Preserve leading zeros as text. For existing POs, choose unused line numbers.
D · Material	Required item code, up to 30 characters. An existing code uses the material master. An unknown code becomes a miscellaneous item; it does not create a material master record.
E · Description	Optional short description, up to 30 characters. For existing materials, blank can use the material description on the PO source. Supply a clear description for miscellaneous items.
F · Unit_Cost	Numeric. Required for miscellaneous items. For an existing material, blank is filled with Standard Cost during validation. Enter a positive amount to specify a purchase price. See the material/unit guidance on page 10.
G · Ordered_Qty	Required numeric quantity for this row, expressed in the applicable purchase unit. Review both the quantity and unit in the resulting PO.

Use automatic lines for a simple new order

For the normal new-PO workflow, leave Line blank and let the utility assign 001, 002 and subsequent lines within that PO. Separate lines make the first import easy to review and keep each row's purchasing detail distinct.

The importer reads fields by position, not by header name. Renaming a header does not remap a field; moving a column puts its data into the wrong field.

FIELD REFERENCE

Template fields: H-M

Finish each row with units, optional job detail and grouping.

Column / header	Entry and behavior
H · Purchase_Unit	For existing materials, the tool uses the material's configured Purchase UofM. For miscellaneous items, blank defaults to ea. Supplied unit codes must exist in JobBOSS and contain no more than 4 characters.
I · Job	Optional existing job number, up to 30 characters. Blank creates the purchase without a job link. A supplied job can reuse a matching material requirement or add a material requirement to that existing job.
J · Due_Date	Optional Excel date. Blank defaults to the import day. This applies to the line/source due date; a new PO header initially uses today.
K · GL_Account	Optional valid JobBOSS account. A supplied account overrides defaults. Otherwise the material GL is used, then the vendor GL. For miscellaneous items, supply it when the vendor has no default.
L · Ext_Description	Optional additional text stored on the PO detail line. Use for specifications or instructions. Keep multiline text in one Excel cell. If rows share a line, the first nonblank extended description is used.
M · PO_Group	Optional label for an automatically numbered new PO. With PO blank, rows with the same nonblank label are grouped together. With both fields blank, each row becomes a separate new PO.

Choose the dates and grouping deliberately

A line due date does not set the new PO header date. Review both in JobBOSS. PO_Group is an instruction for this import; it is not the final purchase-order number.

For a first import, use separate lines and a simple purchase unit. Confirm an example with Neptune before using repeated line numbers, unit conversions or zero-value material purchases in a larger batch.

ORDER GROUPING

Choose which rows belong together

PO controls named orders. PO_Group controls automatically numbered groups.

Result you want	PO (A)	PO_Group (M)	Line (C)
One new PO with several lines	Blank	Same label on all rows	Blank
Two new POs for one vendor	Blank	Different label for each set	Blank
A separate new PO for each row	Blank	Blank	Blank
Append to an existing PO	Existing PO number	Leave blank	Unused line numbers
Create a specific new PO number	Same unused PO number	Leave blank	Blank

Example: three rows become two purchase orders

Rows 2 and 3 use the same vendor, blank PO, blank Line and PO_Group = ORDER-A. They create one new PO with lines 001 and 002. Row 4 uses the same vendor but leaves PO, Line and PO_Group blank; it creates a second new PO with line 001.

Complete the remaining required fields using valid JobBOSS data. A full practice exercise is on page 11.

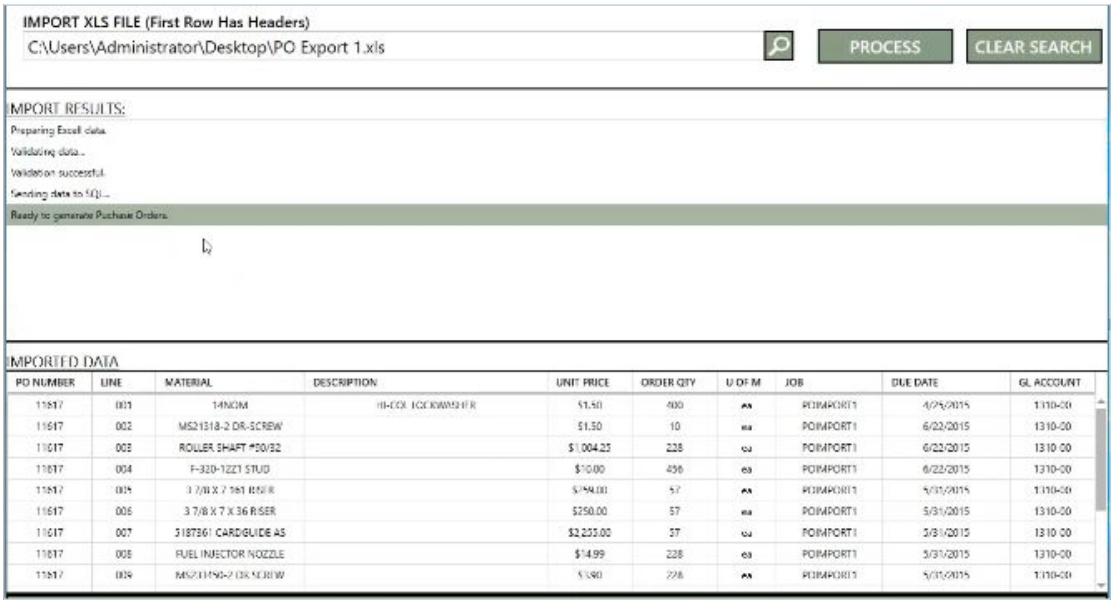
Rules to remember

- Each new-PO group needs one vendor. Use separate labels when you want separate POs, including separate POs for the same vendor.
- Group labels ignore capitalization and surrounding spaces. ORDER-A, order-a and a padded ORDER-A are the same group.
- A value in PO overrides PO_Group. Leave PO blank when you want PO_Group to control automatic numbering.
- Reusing a label in a later import does not identify a previously created PO. Enter the actual existing PO number to append lines.

VALIDATION AND STAGING

Process and review the workbook

PROCESS prepares the input; it does not generate purchase orders.



The recorded application shows the selected file, PROCESS, validation messages and imported rows. Current builds also show PO GROUP.

1. **Choose the saved file**
   Use the selector beside IMPORT XLS FILE. Confirm that the path points to the intended final workbook.

2. **Click PROCESS**
   Read IMPORT RESULTS. The utility reads the workbook, validates the rows and stages accepted input for the preview.

3. **Review before generation**
   Inspect PO numbers, line numbers, item codes, descriptions, quantities, dates and job links in IMPORTED DATA. Check vendor codes and group assignments in the worksheet as well.

Correct the workbook, then process again

The preview is read-only. If the input needs changing, correct Excel, save and close the file, then click PROCESS again. Review the new messages and preview before generating.

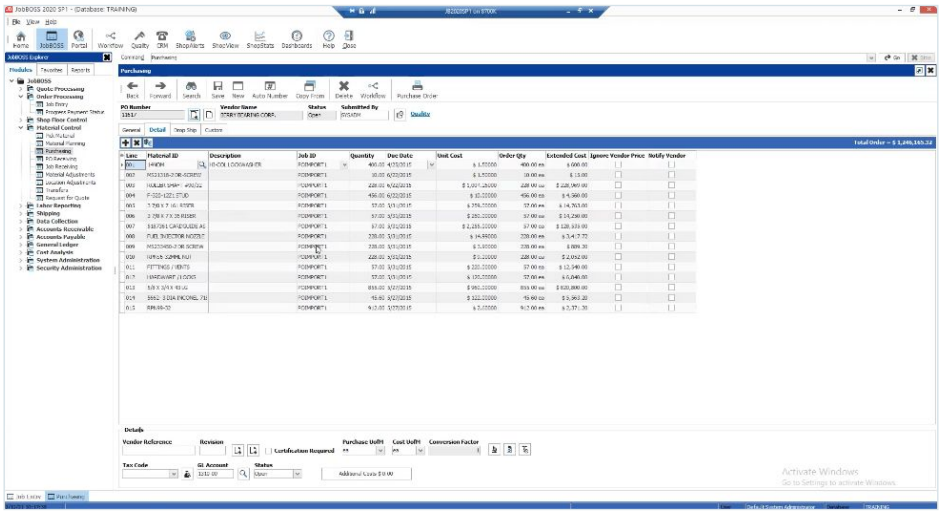
Ready to continue: validation has succeeded, the preview reflects the intended rows and you have confirmed the grouping. Move to page 8 for the action that writes POs.

COMMIT AND CONFIRMATION

Generate and verify in JobBOSS

Use the reviewed batch once, then check the resulting records.

Click **GENERATE PURCHASE ORDERS** only after processing and review are complete. This writes new POs or appends lines to specified existing POs. Read the generation messages, then open the resulting orders in JobBOSS.



The webinar reviews the resulting purchase order in JobBOSS Purchasing. Demonstration data is shown.

Check	Confirm in JobBOSS
Order and vendor	The expected number of POs exists; each has the intended vendor and correct header information.
Lines and quantities	The expected new lines exist once, with the correct items, quantities and purchase units.
Purchasing detail	Check unit amounts, extended amounts, GL accounts, short/extended descriptions and line due dates.
Job links	Where supplied, inspect the linked job and material requirement.
Existing-order additions	The expected new lines were appended and the original lines remain.

If generation stops or reports an error: some records may already exist. Check the affected POs before retrying. A second generation can add more orders or lines; it does not safely replay or replace the first attempt.

SECONDARY WORKFLOW

Add lines to an existing PO

An existing PO number means append new lines.

1. **Inspect the existing purchase order**
   Open it in JobBOSS. Confirm that it is the intended PO, check its vendor and note the line numbers already in use.

2. **Prepare only the new purchasing rows**
   Enter the existing number in PO on every applicable row. Leave PO_Group blank. Supply a valid vendor code on each row; align it with the existing PO's vendor.

3. **Choose unused line numbers**
   Use explicit, unused line identifiers up to 6 characters and preserve leading zeros. This makes the additions easier to reconcile against the existing order.

4. **Process, review and generate**
   Save and close the one-sheet workbook, click PROCESS and review the staged input. Click GENERATE PURCHASE ORDERS once when it is ready.

5. **Confirm the additions**
   Reopen the PO. Check the new line numbers, items, quantities, amounts, dates, descriptions and job links, along with the original lines.

Existing lines are retained

The utility does not update or replace an old PO line. If an imported line identifier already exists, it can be adjusted to append a new line. Choose unused identifiers yourself and review the result instead of relying on collision adjustment.

Situation	Expected behavior
PO number already exists	New detail lines are appended to that PO; the existing PO vendor controls.
PO number does not exist	The utility creates that specified new PO number. Check the number carefully before generation.
Both PO and PO_Group supplied	PO takes priority. The group label does not redirect the row to a different order.
The same input is generated again	Additional lines may be added. Review completed work before repeating any part of an import.

PURCHASING DETAIL

Materials, units and existing jobs

Use representative examples to confirm the behavior your team relies on.

Existing material or miscellaneous item

Input case	What to expect
Matching Material code	JobBOSS material settings apply, including its purchase unit. A blank Unit_Cost is populated from Standard Cost during validation.
Unknown Material code	The row is treated as a miscellaneous item. Enter its description and numeric Unit_Cost. Blank Purchase_Unit defaults to ea. Check spelling to avoid unintended miscellaneous items.
Positive Unit_Cost	A positive imported value specifies the purchase price. For existing materials, zero or negative values do not reliably override the value selected by the material costing method.
Units and conversions	Existing material uses its configured purchase unit; conversion factors can affect extended amounts. Verify a representative non-each-unit purchase before batching it.
GL account	An explicit valid account overrides defaults. Otherwise the material account is used, then the vendor account. Miscellaneous items need a supplied account when the vendor has none.

Link purchasing to an existing job

Enter an existing job number in Job. The utility can reuse a material requirement matching the job, material and exact estimated quantity, or add a material requirement to that job. It does not create the job header or a new material master item.

Use separate PO lines for different jobs in the standard workflow. Inspect the resulting job material requirements and purchasing links in JobBOSS.

When rows share the same Line

Repeated line values can combine quantities into one PO detail. Have Neptune review a representative split-job example before using this method, and confirm the combined extended amount in JobBOSS. Use separate lines for routine training and initial imports.

TEAM EXERCISE

Practice a complete import

Three rows provide a small, visible test of grouping and line numbering.

Use an approved training database or authorized live examples. Choose one valid vendor and two representative material/items. Fill every required field using your own JobBOSS codes and appropriate purchasing values.

Row	Material/item	Qty	PO	Line	PO_Group
2	Your first valid item	2	Blank	Blank	PRACTICE-A
3	Your second valid item	3	Blank	Blank	PRACTICE-A
4	Your first valid item	1	Blank	Blank	Blank

1. **Prepare and inspect**
   Keep one worksheet and the 13-column layout. Confirm the same valid vendor on all three rows, save and close the file.

2. **Process the file**
   Select it, click PROCESS and check the validation messages and preview. Confirm that all three input rows are represented.

3. **Predict the result**
   Rows 2 and 3 should become one new PO with two lines. Row 4 should become a separate new PO with one line.

4. **Generate and compare**
   Click GENERATE PURCHASE ORDERS once. Open the resulting POs and compare the result with the prediction and the input workbook.

Completion check

- Two new POs exist for the intended vendor: one with two lines and one with one line.
- Each row appears once, with the intended item, quantity, unit, amounts, dates, descriptions and any job link.
- The exact submitted workbook is retained and marked as completed in the team's working records.

Optional follow-on: prepare a separate one-row workbook to add a line to one of these POs. Use its actual PO number and an unused line identifier, following page 9.

OPERATOR REFERENCE

Common questions and fixes

Resolve the input or setup issue, then review the next action.

Question or symptom	Practical response
The file will not open or process	Close Excel and confirm the selected file and one-sheet template. Use the supplied .xls file. Ask Neptune to verify the required provider if using .xlsx.
Vendor, job or unit validation fails	Check the JobBOSS codes. After adding or changing referenced records, use REFRESH DATA, reselect the saved workbook, then click PROCESS again. Use vendor codes, not display names.
An item became miscellaneous	Check the Material code against JobBOSS. Unknown codes are treated as miscellaneous items rather than creating a material master.
More POs appeared than expected	Review PO and PO_Group. With both blank, each row requests a separate order. A different group label requests a different automatically numbered PO.
The preview cannot be edited	That grid is read-only. Edit the workbook and run PROCESS again.
A leading zero disappeared	Format the identifier as text in Excel and restore the intended code or line number before processing.
Description text shifted into new rows	Keep the text in one Ext_Description cell. Paste multiline text through the formula bar, then inspect the rows and columns.
The new header date differs from Due_Date	Imported Due_Date applies to the line/source. New PO header dates initially use today; review both in JobBOSS.
There is no PO GROUP column	Ask Neptune to confirm the installed build and current 13-column template before relying on grouping.
Generation failed or results are uncertain	Stop and inspect the affected POs. Record the messages and identify which rows were already written before preparing any retry.

For an existing PO, added lines are not updates to the original lines. Use the workflow on page 9 when the goal is to extend an order.

LEARNING AND ASSISTANCE

Resources and the final check

Keep the current input template with the illustrated guides.

Before each import

- Confirm the intended JobBOSS database, the current template and one worksheet with all 13 columns in order.
- Review every row, including hidden rows. Check valid vendor/item codes, quantities, grouping and any existing PO numbers.
- Save and close the workbook. Click PROCESS, read the messages and inspect the staged data.
- Generate once after review. Verify the results in JobBOSS and retain the submitted workbook.

If you need to recover an interrupted batch

Record the exact message and identify the POs and lines already created. Preserve the workbook you submitted. Prepare only the outstanding work after reviewing the results with the responsible purchasing lead or Neptune; do not simply generate the same batch again.

Training and reference resources

Marketing overview
Neptune-PO-Import-Marketing.pdf explains the business use, core capabilities and workflow.

Blank import template and customer reference
Use Neptune PO Import - Blank Template.xls and Neptune PO Import - Customer Guide.pdf supplied by Neptune. The blank workbook contains no sample orders.

Watch the Purchase Order Utility demonstration

See the application at approximately 3:15, processed rows at 3:29 and the JobBOSS result at 4:02. The recording shows an earlier layout; this guide describes current grouping behavior.

Contact Neptune

For help, provide the installed build, the step that failed, exact message, relevant row/PO identifiers and a small representative workbook through your normal support channel.

Neptune Networking Inc. | Revision 2026-11-05. Prepared for the current 13-column PO Import workflow.