

Adaptive Live | 2018

Mastering Imports

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Mastering Imports

What will we be covering?

1. Data import in Adaptive

1. Structure import in Adaptive

What is the benefit for you?

- Understand how to efficiently update your system with new data

- Manage your structural elements like a pro

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Two import types to talk about today

Import Data

Import Type

Actuals
 Plan Default Version
 Transactions

Import From

NetSuite actuals
 Spreadsheet

Import Into Sheet

Standard
 Capital

Select File

Import file: Choose File No file chosen
[Download template](#)

Data Import

Import organizations structure

Import Structure

Import Operation: Update
 Append
 Reload entire structure

Import file: Choose File No file chosen
[Download template](#)

Upload Cancel

Structure Import

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Let's Take a Deeper Look!

Live Demo

Types of Import Adaptive supports

There is a number of different import types that Adaptive supports. You can import data or structures, transactions details and import mappings. And there are also various methods to import this data as well, such as through a flat file (Excel import), NetSuite, Adaptive Integration for Planning, or our API. We focused on the two primary methods:

Data import and Structure (aka metadata) import.

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Tips & tricks related to data import - Part 1

- First, I want to talk about import data permissions. If you go to Role Administration page, this is where you allow every user assigned to that role to be able to import data. You do it by enabling **Import Capabilities** checkbox. The net effect now is that the users assigned to this role get access to Import Data page and ability to import. However, this ability is limited to just the levels each user has access to. Should you decide to have a role in your organization that should be able to import into all of the levels, just enable the second checkbox called **Import to All Levels**. This will not let these users see the data on levels they don't have access to, but they can import into all levels.
- Next item is a printable view of modeled sheets. Did you know that you can reuse printable view of modeled sheets to import data back into Adaptive? This is not random, and a lot of effort went into making this possible. Just click Print while viewing a modeled sheet, and a Microsoft Excel file will be downloaded for you. You can add or change values in that file and then use it for data import into the same sheet again. When importing, you can choose to replace the rows of data or add new ones.

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Tips & tricks related to data import - part 2

- Another interesting way of getting your data into Adaptive sheets is by directly pasting values from Excel or any other application, even from Notepad. This may help you save time by not having to enter the values manually. There are a few things to be mindful of, however:
 - The size and shape of the range you want copy does not have to match, but we'll only paste the values into the cells that otherwise accept data entry. Content of the locked cells, for example, cannot be modified this way.
 - Be mindful of pasting values into time, account or level rollup cells. If the app detects such operation, the value pasted into a rollup cell will be used to perform a breakback.
 - Note that the format of the values you paste will be transformed to match that of each destination cell.
 - You can even paste into cells that are only taking values from predefined lists, such as custom dimension value picker or text picker.

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Tips & tricks related to structure import

- As mentioned previously, structure import allows you to choose one of the three options: append items, update them or perform complete reload. Let's talk about update. This type of import lets you move structure items w/o deleting any of their data. For example, you can easily move a level from one part of the organization tree to another by using update type of import.
- A more interesting use of update type of structure import is called alternate hierarchies. For example, you can create a level attribute called Brand and create values for different brands. Then download printable view of the Organization Structure page and tag each of the levels with the value from the attribute that you want. Import using Update type of import, and the levels are now tagged with the level attribute values you specified. Now you can easily figure out the total across all levels (or similarly, across accounts) tagged with any given attribute value w/o having to make any changes to how levels roll up.
- Printable view of a modeled sheet can be used for import of data back into the same modeled sheet. That allows you to make changes in Excel, including being completely offline. Some of the customers use this for data entry if their business takes them to parts of the planet not yet having internet access, for example.

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Where to store your import files?

No matter what type of import you're performing, Adaptive provides you with a template you can use. Just go to the page where you perform your import and click Download Template. These templates are Microsoft Excel-based files, and you will need to make some customizations such as enter values or specify account or dimension value names. Once the template is ready and your import working, you probably want to hold to it and not lose it. So, where do you keep the template? I recommend that you keep your import templates uploaded to Adaptive as a static report. Navigate to Reports page and select to upload a file. You can save all of your import templates as reports, either confidentially or as shared with other users. Now your import templates are easily accessible!

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Questions?

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