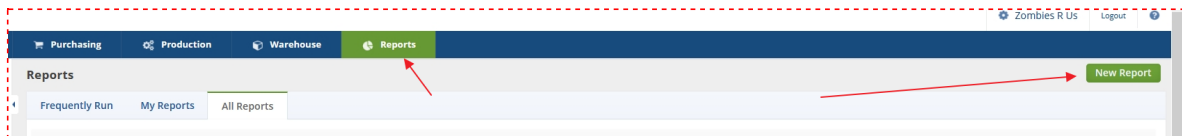


# How to get the BoM Step IDs for Importing BoM Components

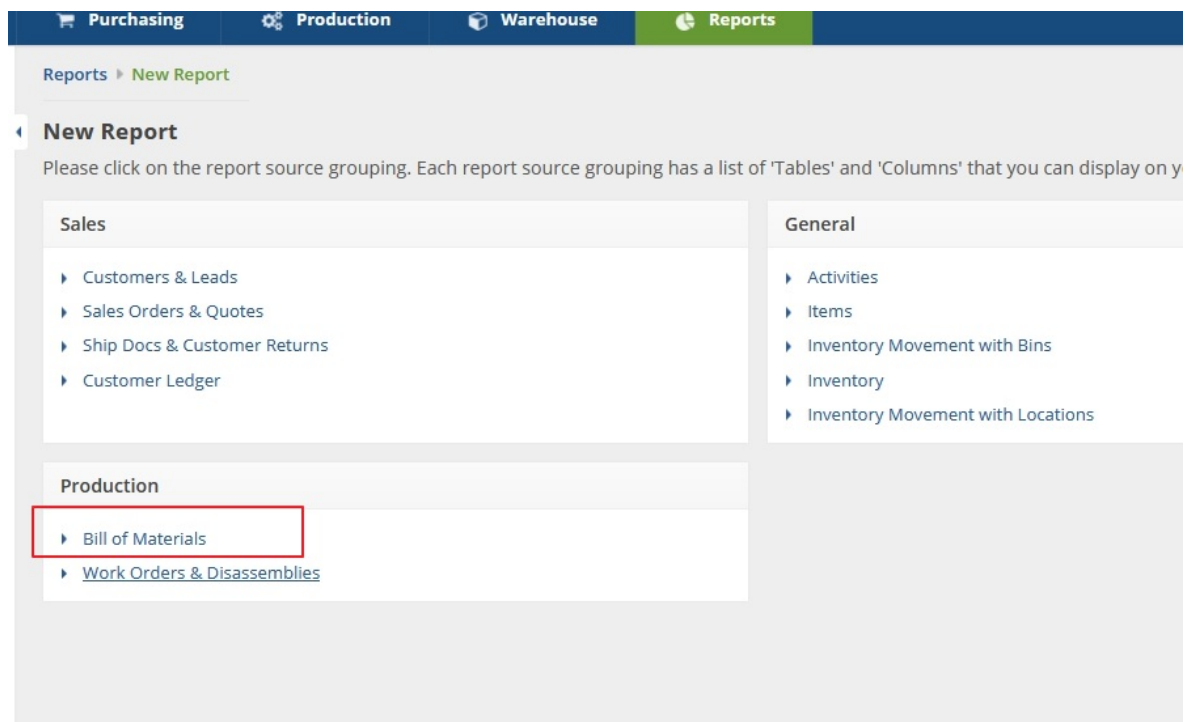
Last Modified on 08/11/2020 1:58 pm EDT

Here are some quick steps for getting the Bill of Materials Step IDs from a report so that you can edit and add components in Excel and Import!

Go to Reports --> New Report



Choose the "Bill of Materials" type report



Here are the tables you need for your report:

Reports > Customize Report

**New Report** Type: Tabular

Tables | Columns | Filters | Sort By

**Tables**

- BOM Components
- Kit Selection
- Inventory Status by Item
- Item
- Kit Group
- Manufacturer
- Accounts
- Bin
- Warranty Type
- Sales Tax Code
- Vendor
- UOM Set
- Price Level

TABLE	JOIN
Bill Of Materials	
BOM Steps	Bill Of Materials
Item	Bill Of Materials-Item Id
Step	BOM Steps-Step Id

Here are the columns you need: **(Notice that I added the captions to the columns for easier recognition)**

Reports > Customize Report

**New Report** Type: Tabular

Tables | Columns | Filters | Sort By

TABLE	COLUMN	CAPTION	SECTION	SUMMARY FUNCTION	ACTION
Item	Id	Assembly Item ID		None	<input type="radio"/>
Item	Name / Number	Assembly		None	<input type="radio"/>
BOM Steps	Id	BOMStepId		None	<input type="radio"/>
Step	Name	Step Name		None	<input type="radio"/>

This is what the report will look like:

Reports > View Report

**Step ID for BOM Component Import**

ASSEMBLY ITEM ID	ASSEMBLY	BOMSTEPID	STEP NAME
5	Snack Pack	2	Default
5	Snack Pack	13	Production
15	Car pack	3	Default
2	Item A	5	Default
43	Toy Lot - Cat	6	Default
44	Snack Pack- clone	8	Default
45	Style 1	9	Default
63	Black Spider costume	10	Default
68	Job Item	11	Default
4	Item C	12	Default

Now click the Export button in the top-right to export the report as a CSV.