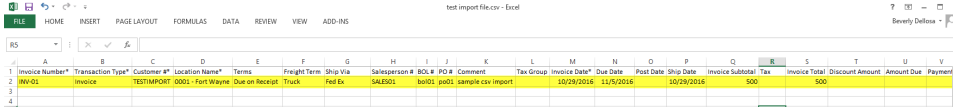


How to Import Sales Transactions from CSV

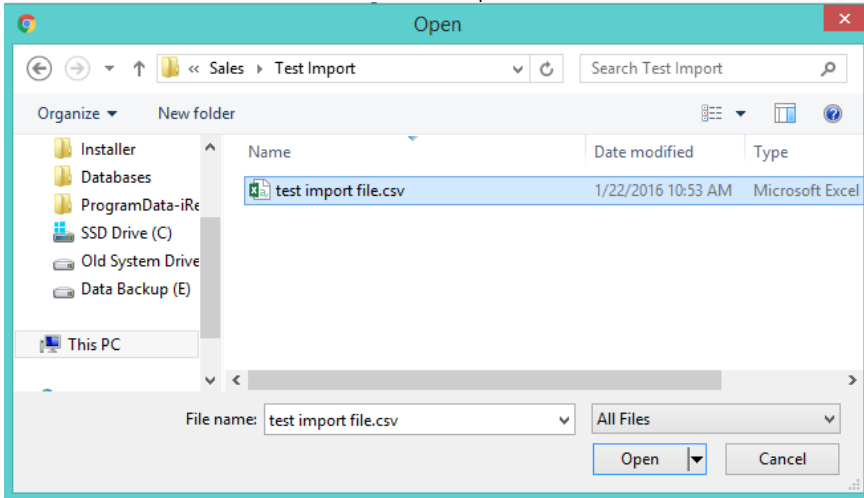
Here are the steps in importing transactions from csv file.

1. Before you proceed with the succeeding steps, make sure that you have the csv file to be imported. You can get the latest template by clicking the **Import Transactions from CSV | Template button**. Here is a sample record.

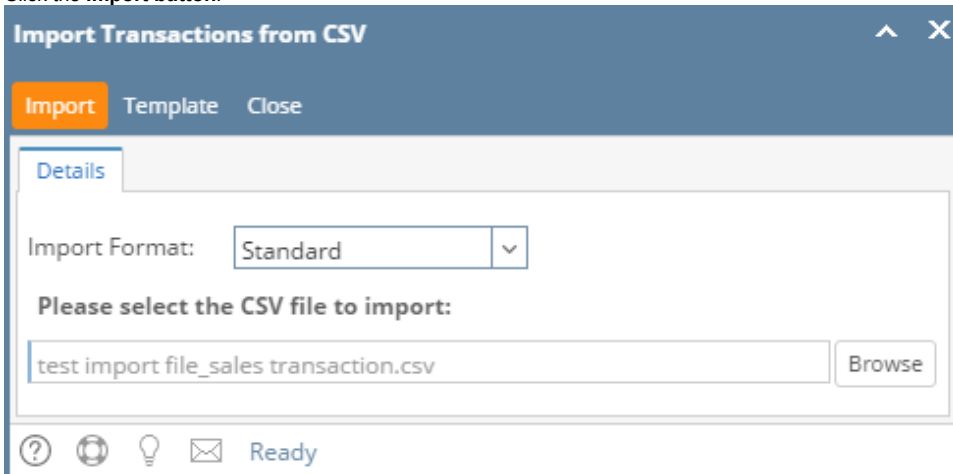


Invoice Number*	Transaction Type*	Customer #*	Location Name*	Terms	Freight Term	Ship Via	Salesperson #	BOL #	PO #	Comment	Tax Group	Invoice Date*	Due Date	Post Date	Ship Date	Invoice Subtotal	Tax	Invoice Total	Discount Amount	Amount Due	Payment
INV-01	Invoice	TESTIMPORT	0001 - Fort Wayne	Due on Receipt	Truck	Fed Ex	SALES01	bol01	po01	sample csv import		10/29/2016	11/5/2016		10/29/2016	900		900			

2. Click the **Sales | Import Transactions from CSV** menu to open the respective screen.
3. Select the **Import Format**. Choices are Standard and CarQuest. In this sample, we will use the Standard format.
4. Click the **Browse button** and select the csv file for import.



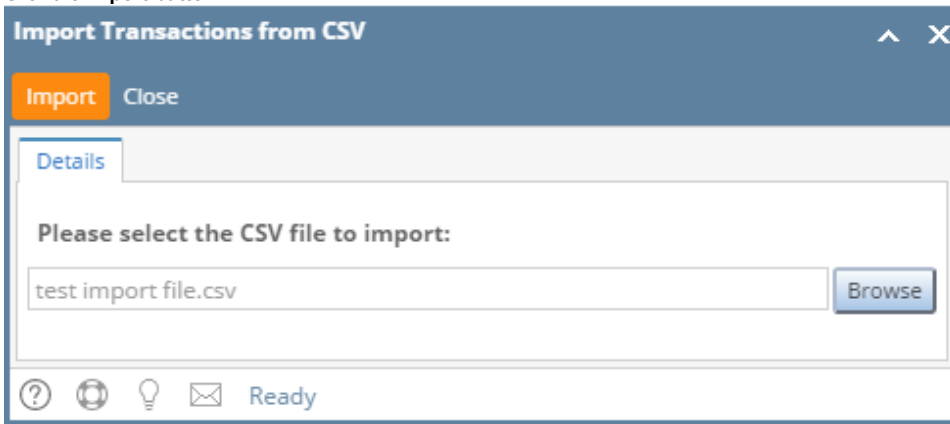
5. Click the **Import button**.



The screenshot shows the 'Import Transactions from CSV' application window. It has a title bar with a maximize button and a close button. Below the title bar are three buttons: 'Import' (highlighted in orange), 'Template', and 'Close'. The main area is divided into two sections. The top section, labeled 'Details', contains a dropdown menu for 'Import Format' set to 'Standard'. Below this is a text prompt 'Please select the CSV file to import:' followed by a text input field containing 'test import file_sales transaction.csv' and a 'Browse' button. The bottom section of the window contains a status bar with icons for help, settings, a lightbulb, an envelope, and the word 'Ready'.

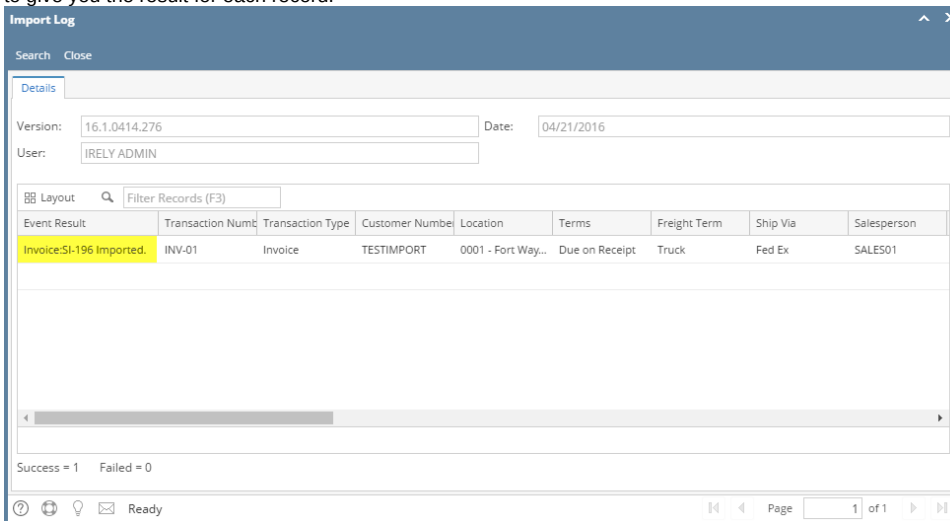
The process will take a while depending on the number of records for import. Once the process is done, the **Import Log screen** will be displayed to give you the result for each record.

4. Click the **Import** button.



The dialog box titled "Import Transactions from CSV" has a blue header with a close button. Below the header, there are "Import" and "Close" buttons. A "Details" tab is active. The main area contains the text "Please select the CSV file to import:" followed by a text input field containing "test import file.csv" and a "Browse" button. At the bottom, there is a status bar with icons for help, refresh, lightbulb, and email, and the word "Ready".

The process will take a while depending on the number of records for import. Once the process is done, the **Import Log** screen will be displayed to give you the result for each record.



The "Import Log" screen has a blue header with "Search" and "Close" buttons. Below the header, there is a "Details" tab. The main area contains a form with "Version:" (16.1.0414.276), "Date:" (04/21/2016), and "User:" (IRELY ADMIN). Below this is a "Layout" button and a "Filter Records (F3)" search bar. A table displays the import results:

Event Result	Transaction Number	Transaction Type	Customer Number	Location	Terms	Freight Term	Ship Via	Salesperson
InvoiceSI-196 Imported.	INV-01	Invoice	TESTIMPORT	0001 - Fort Way...	Due on Receipt	Truck	Fed Ex	SALES01

Below the table is a scrollbar. At the bottom, it shows "Success = 1" and "Failed = 0". The status bar at the very bottom has icons for help, refresh, lightbulb, and email, and the word "Ready".

There are a number of reasons to fail the importing of records. Some of these are:

- Required details, like Invoice Number, Transaction Type, Customer Number, Location Name, and Invoice Date, are blank.
- The details provided, like Customer Number, Location Name, Terms, Freight Term, Ship Via, Salesperson Number, and Tax Group, does not exist.
- Invoice Number was already imported.



If you wish to review the Import Log at a later time, you can open it from **Sales | Import Logs** menu.

5. Once importing is successful, open the imported transaction and verify the details.
Here is the imported Invoice based on above csv file.

Invoice - TESTIMPORT

New Save Search Delete Undo Print Add Shipment Email Duplicate Post Recap Recurring Close

DetailsInstructionsPayments (0)Attachments (0)Audit Log (1)Comments (0)

Type:StandardRecurring:Bill To:TESTIMPORTFreight Terms:TruckInvoice No:SI-196Split:Customer:TESTIMPORTShip To:TESTIMPORTDeliver/Pickup:PO Number:po01BOL Number:bol01Invoice Date:10/29/2016Post:10/29/2016Ship Via:Fed ExDue Date:10/29/2016Salesperson:SALE501Currency:USDLocation:0001 - Fort WayneTerms:Due on ReceiptAccrual:1Ship Date:10/29/2016Comments:INV-01

+ InsertOpenRemoveAdd RecipeGet Previous DetailsLayoutFilter Records (F3)

☐	Item No	Contract N	Contract S	Description	Ordered	Order UOM	Shipped	UOM	Discount	Tax	Sub Currency	Price	Total	Weight UOM	Tax Group
☒				sample csv...	1.00		1.00		0.00%	0.00		500.0000...	500.00		
☒					0.00		0.00		0.00%	0.00		0.000000	0.00		

Bill To:TESTIMPORTItem:On Hand:On Order (PO):Committed:Back Order:

Subtotal:500.00Shipping:0.00Tax:0.00Total:500.00

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