

# Common Entity Import

1. Make sure that the default Functional Currency is filled up in Company Configuration

The screenshot shows the 'Company Configuration' window with the 'System Manager' tab selected. Under the 'Details' sub-tab, the 'Default Values' section is visible. The 'Functional Currency' is set to 'USD'. Other settings include 'Reporting Currency' as 'USD', 'Country' as 'United States', 'Environment Type' as 'Production', 'Currency Decimals' as '3', 'Terms' as an empty field, 'Report Date Format' as 'MM/dd/yyyy', and 'Report Number Format' as '1,234,567.89'. The 'Default Accounting Method' is set to 'Accrual'.

**\*\* This will be added to the entity to be imported**

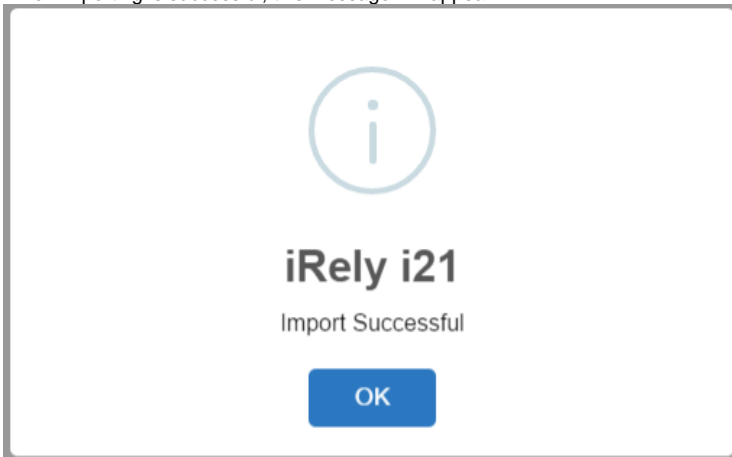
2. Open Entity search screen
3. Click the **Import** button to open the **Import Entities from CSV** screen

The screenshot shows the 'Vendors' screen with a list of vendors. The 'Import' button is highlighted with a red arrow. The 'Import Entities from CSV' dialog box is open, showing a text field for the CSV file path and a 'Browse...' button.

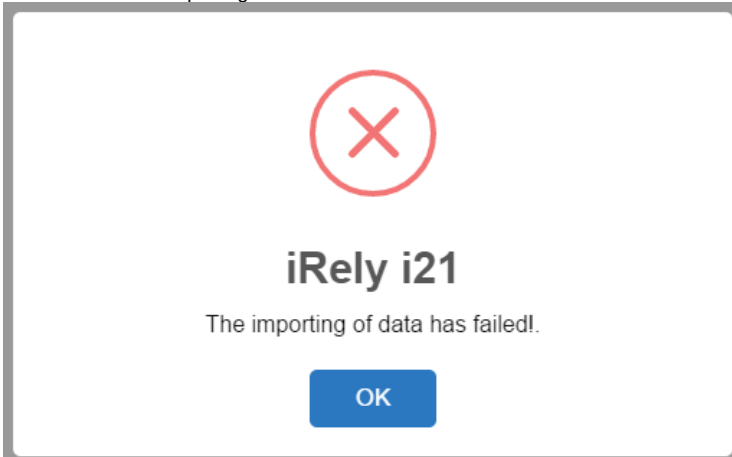
4. On **Import Entities from CSV** screen, click **Browse** button and select the file to be imported
5. Click the **Import** button

The screenshot shows the 'Import Entities From CSV' dialog box. It has tabs for 'Import', 'Template', and 'Close'. The 'Import' tab is selected. The text 'Please select the CSV file to import:' is followed by a text field containing 'Entity\_1922016141401.csv' and a 'Browse...' button. At the bottom, there is a status bar with icons for help, refresh, lightbulb, and email, followed by the word 'Ready'.

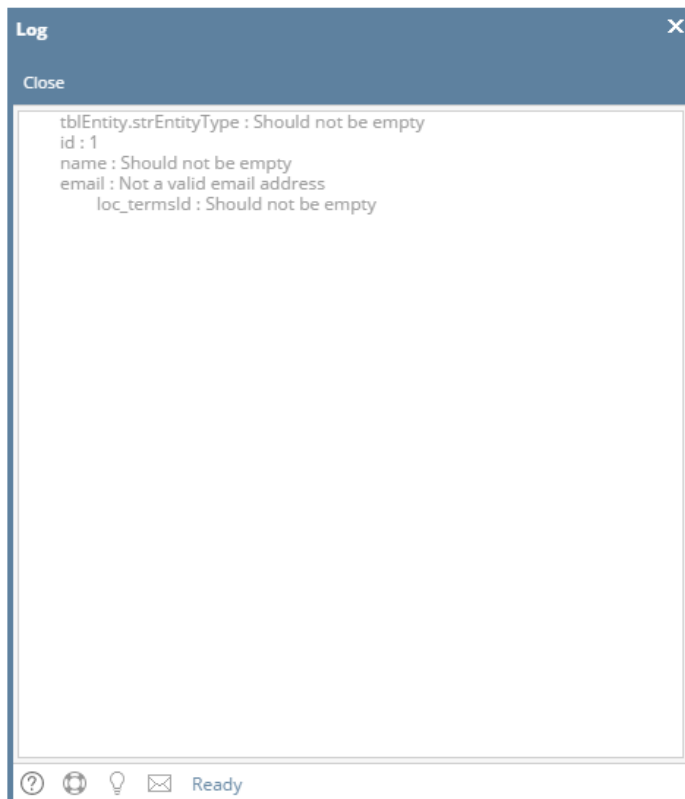
6. When importing is successful, this message will appear:



7. In the case where importing fails:



8. Clicking the **OK** button on the message will show the error log showing which fields has missing/incorrect data



1. Make sure that the default Functional Currency is filled up in Company Configuration

The 'Company Configuration' dialog box is shown with the 'Details' tab selected. The 'Functional Currency' is set to 'USD'. Other settings include 'Reporting Currency' as 'USD', 'Country' as 'United States', 'Environment Type' as 'Production', 'Date Format' as 'MM/dd/yy', 'Number Format' as '1,234,567,89', and 'Currency Decimals' as '2'. The 'Default Accounting Method' is set to 'Accrual'.

Field	Value
Functional Currency	USD
Reporting Currency	USD
Country	United States
Environment Type	Production
Date Format	MM/dd/yy
Number Format	1,234,567,89
Currency Decimals	2

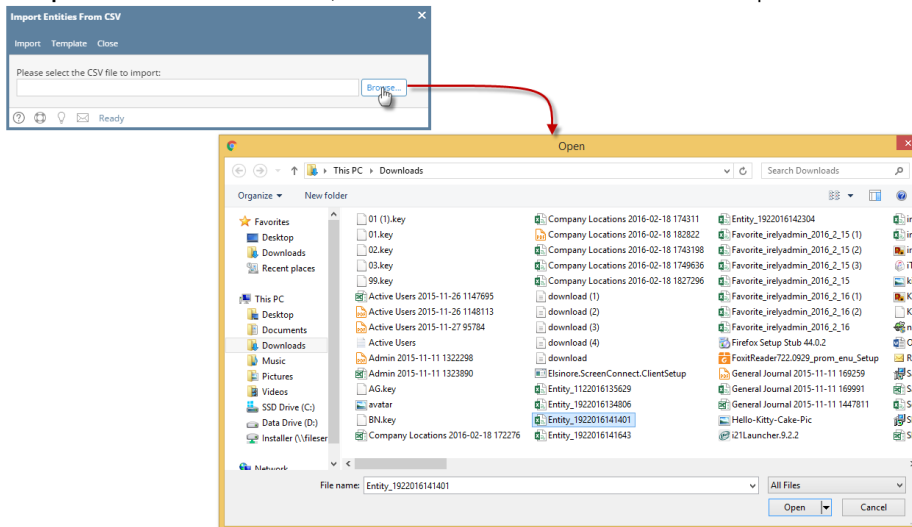
**\*\* This will be added to the entity to be imported**

2. Open Entity search screen
3. Click the **Import** button to open the **Import Entities from CSV** screen

The 'Vendor Entity' search screen displays a table with 35 records. The columns include Entity No, Name, Phone, Address, City, State, Zip Code, Federal Tax Id, YTD Activity, and Active. The 'Import' button is highlighted in the top toolbar.

Entity No	Name	Phone	Address	City	State	Zip Code	Federal Tax Id	YTD Activity	Active
0001005057	ABC Trucking		4242 Flagstaff Cv	Fort Wayne	IN	46815			✓
0001005076	Adept		4242 Flagstaff Cove	Fort Wayne	IN	46815			✓
0001005048	AG Specialties	765-325-6444	120 West Avenues Road	Palm Desert	CA	92260			✓
0001005040	Agrium	303-804-4400	Suite 1700 4582 South Ulster	Denver	CO	80237			✓
0001005029	Anheuser-Busch	1-800-342-5283	One Busch Place	Saint Louis	MO	63118			✓
0001005004	Apple Spice Sales	260-969-8450	1909 Carow Street	Fort Wayne	IN	46805		3366.3	✓
0001005008	Archer Daniels Midland	260-824-0079	1800 W Western Ave	Bluffton	IN	46714			✓
0001005088	beethnospingine		598 S. Clarus Blvd	Bloomington	IN	47401			✓
0001005015	Bloomington Ag Services	812-574-5874		Bloomington	IN	47401			✓
0001005019	BP Oil North West Ohio		652 Starr Ave	Fort Wayne	IN	46818			✓
0001005006	Brown Brother Farms	260-555-1576	123 Main Street	Auburn	IN	46706			✓

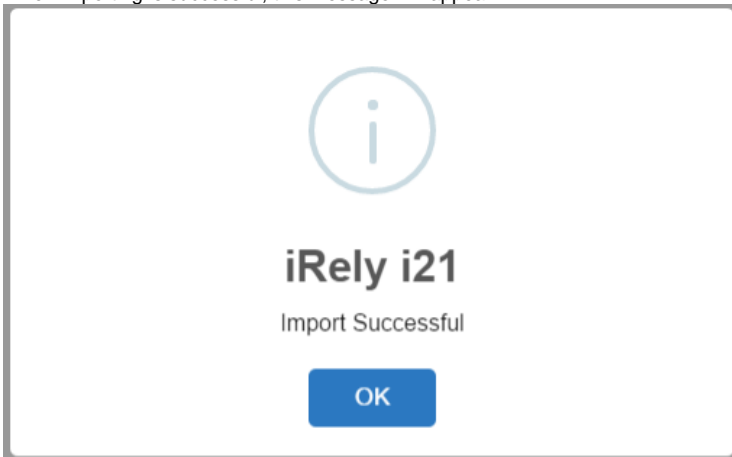
4. On **Import Entities from CSV** screen, click **Browse** button and select the file to be imported



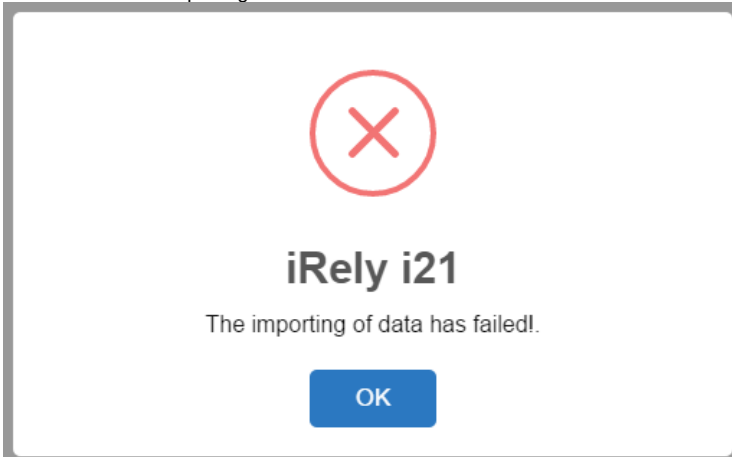
5. Click the **Import** button

The 'Import Entities from CSV' dialog box is shown with the 'Import' button highlighted. The file 'Entity\_1922016141401.csv' is selected in the file list.

6. When importing is successful, this message will appear:



7. In the case where importing fails:



8. Clicking the **OK** button on the message will show the error log showing which fields has missing/incorrect data

