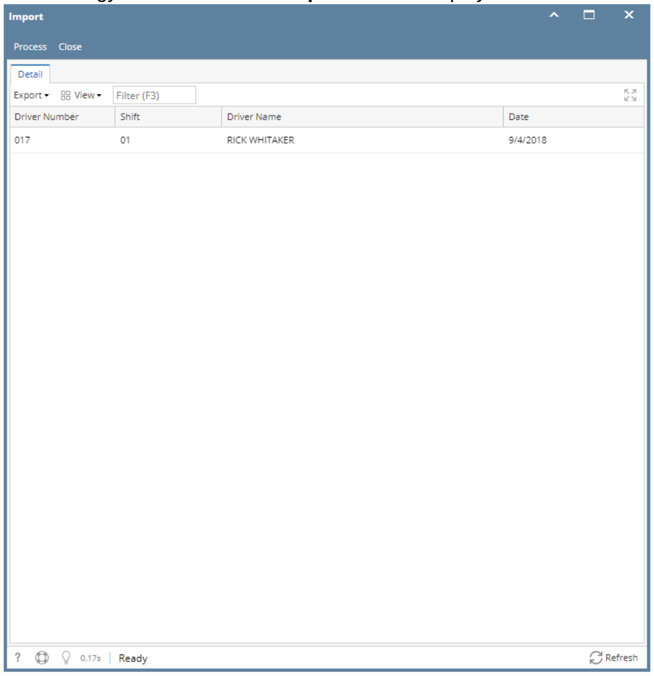
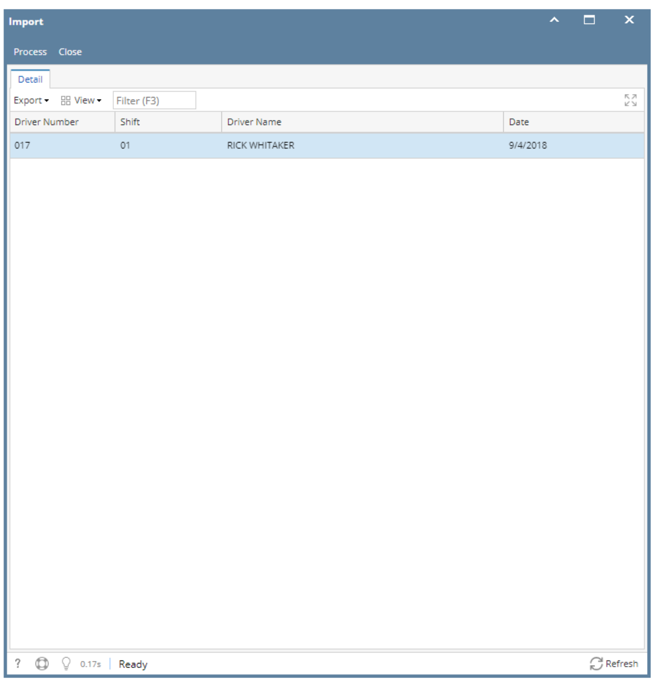
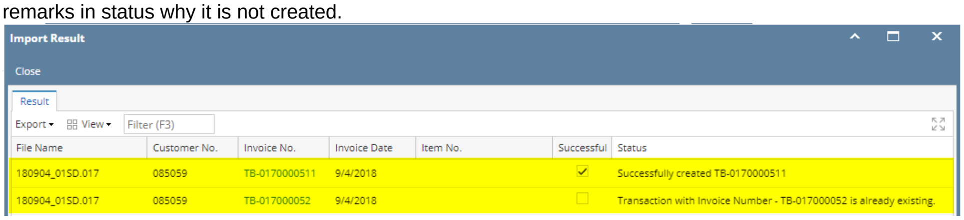
How to use import screen - Energy Trac

1 Integration is enabled

1. From Energy Trac Module click **Import** and will display available transaction/s for upload which is set in the upload path in company configuration


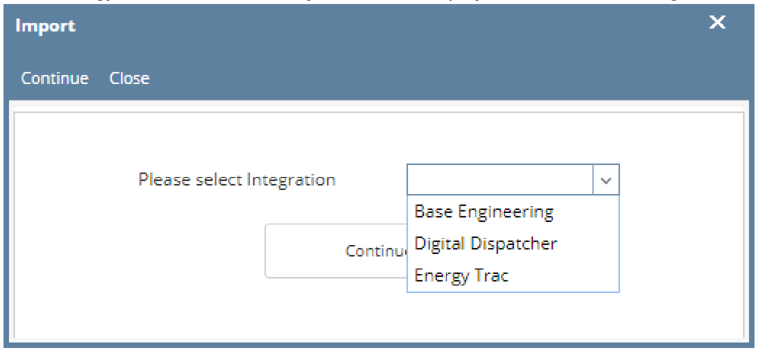
2. Select transaction you want to import and Click Process button


3. Import Result Screen should display transactions that is successfully imported, fail to import transactions will not be created and will display remarks in status why it is not created.


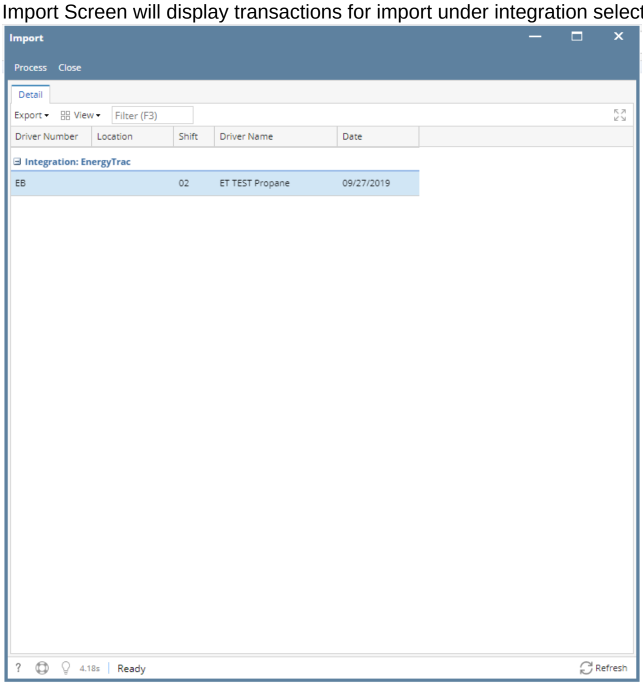
Note: Invoice No. has a hyperlink to be able to open created invoice.

2 Integrations is enabled

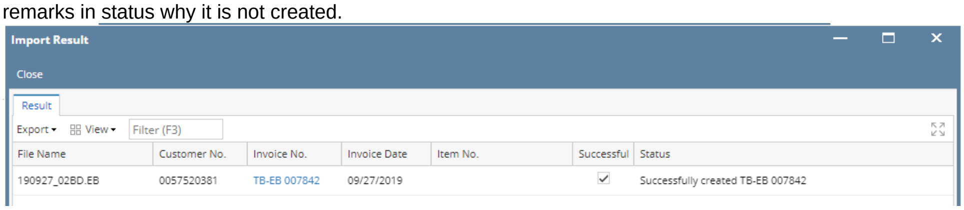
1. From Energy Trac Module click **Import** and will display screen to select integration then Click Continue button after selecting integration.



2. Import Screen will display transactions for import under integration selected. Select transaction you want to import and Click Process button



3. Import Result Screen should display transactions that is successfully imported, fail to import transactions will not be created and will display remarks in status why it is not created.



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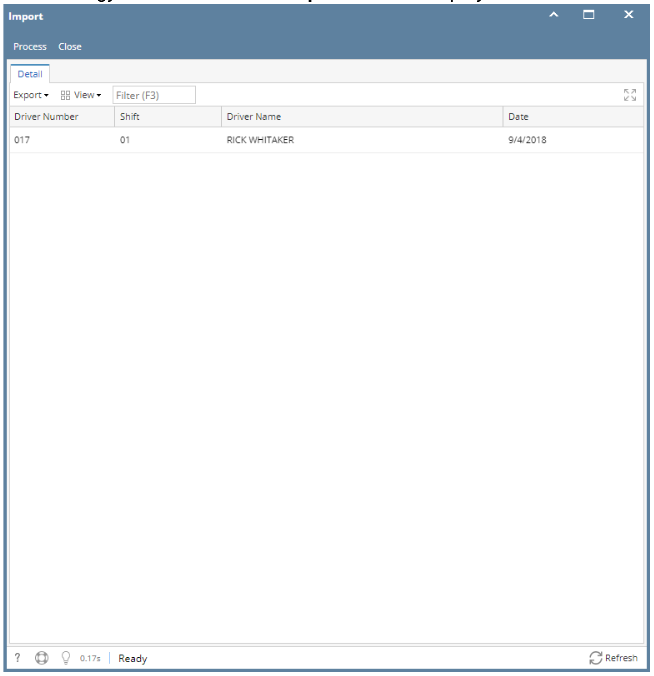
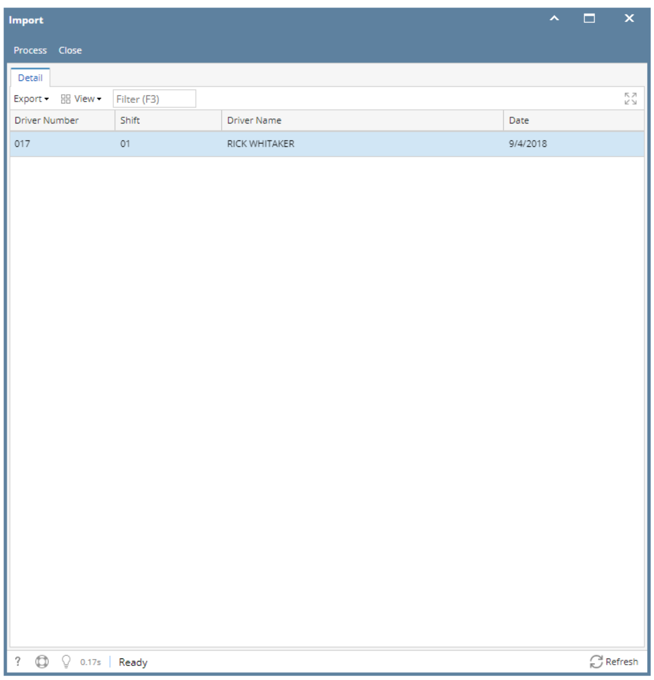


2. Select transaction you want to import and Click Process button



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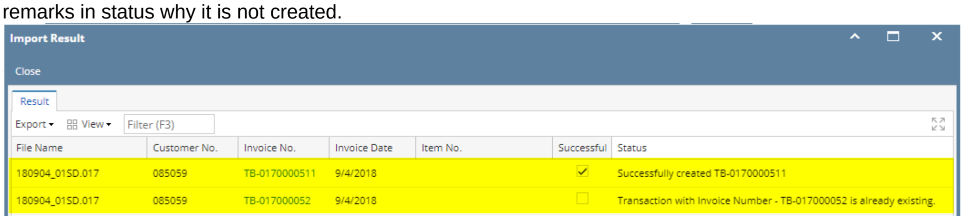

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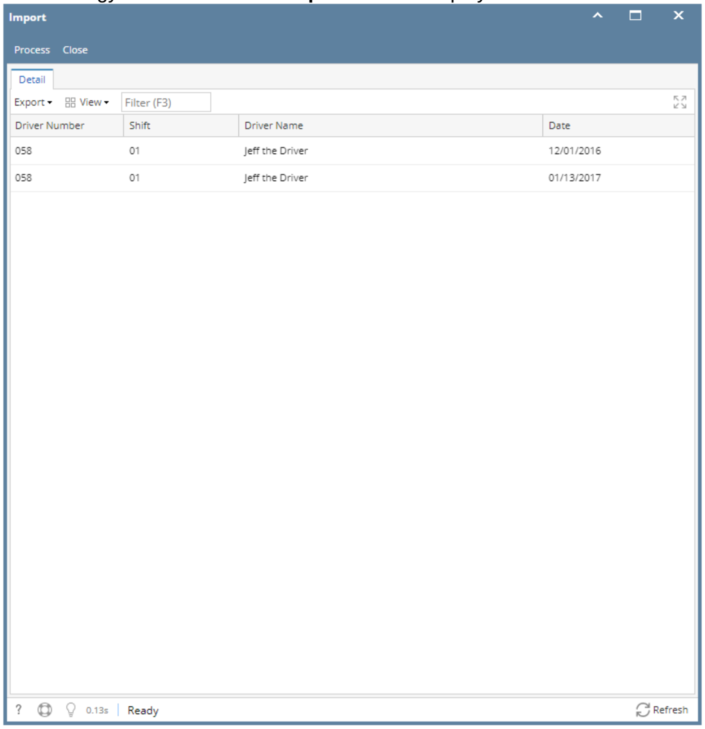
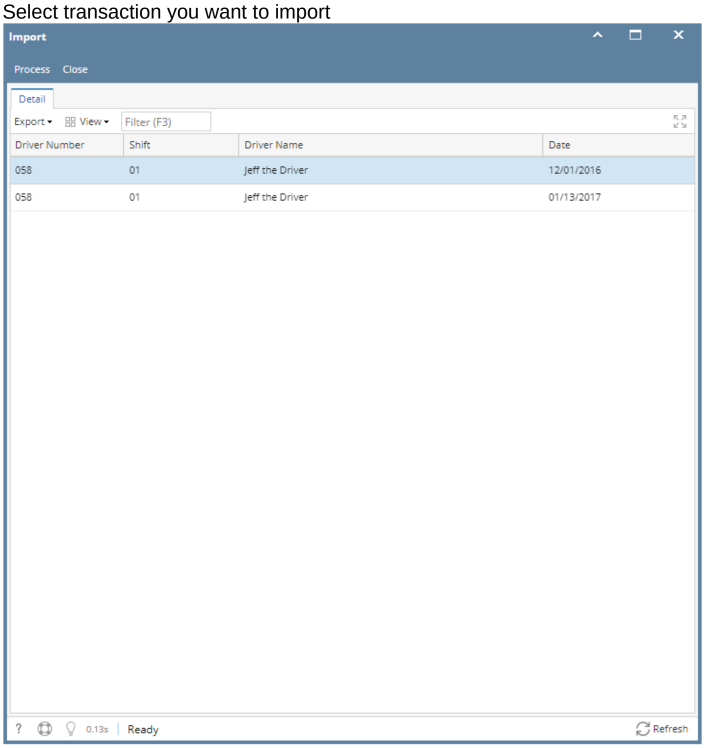


2. Select transaction you want to import



3. Click Process button

4. Import Result Screen should display transactions that is successfully imported and fail to import transactions will have indicated status