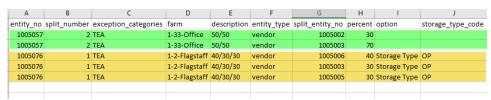
How to Import Splits From CSV

Splits can be imported from a CSV file. Here is the import_split.csv template.

- 1. Open an existing Vendor entity
- 2. Go to Split tab
- 3. Click the Import button
- 4. To download the template, click the **Template** button
- 5. Fill up the downloaded template with necessary data

Column in CSV	Screen Mapping	Description
entity_no	Na	Entity number of the entity for the split to be added. Should be the same for all the split
split_numb er	Split No	Enter the split code that will identify this record. Accepts 4 numeric characters. Zeroes will be added if incomplete.
exception_ categories	Exception Categories	You may leave this field blank or enter the class of products on which the first customer on the list will pay 100%. When an invoice is created that involves a split and has an AG exception class, then that product will not to the other customers. Only the first customer in the split will pay 100% of that product.
farm	Farm	Farm to be associated to the split
description	Description	Brief description of the split
entity_type	Entity Type	Filters the Entity No to show only which type of entities to be selected
split_entity _no	Entity No in the grid	Entity number of the entities with split
percent	Split %	Enter the percentage of the split associated with each customer. The total split for all customers entered must equal to 100%.
option	Option	Select the default option that each entity will take when adding a grain ticket.
storage_ty pe_code	Storage Type Code	Enter the code if the Option is Storage Type.

Multiple Entity Split Import:



- 6. Click the **Browse** button and select the csv file
- 7. Click the Import button. Once successful, splits will be added and listed in the Splits tab
- 8. If the import fails, the log screen will show which line and what error failed on the file:

