

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_number	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_type_code	Storage Type Code	Enter the code if the Option is Storage Type.

Multiple Entity Split Import:

A	B	C	D	E	F	G	H	I	J
entity_no	split_number	exception_categories	farm	description	entity_type	split_entity_no	percent	option	storage_type_code
1005057	2 TEA		1-33-Office	50/50	vendor	1005002	30		
1005057	2 TEA		1-33-Office	50/50	vendor	1005003	70		
1005076	1 TEA		1-2-Flagstaff	40/30/30	vendor	1005006	40	Storage Type	OP
1005076	1 TEA		1-2-Flagstaff	40/30/30	vendor	1005003	30	Storage Type	OP
1005076	1 TEA		1-2-Flagstaff	40/30/30	vendor	1005005	30	Storage Type	OP

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:

