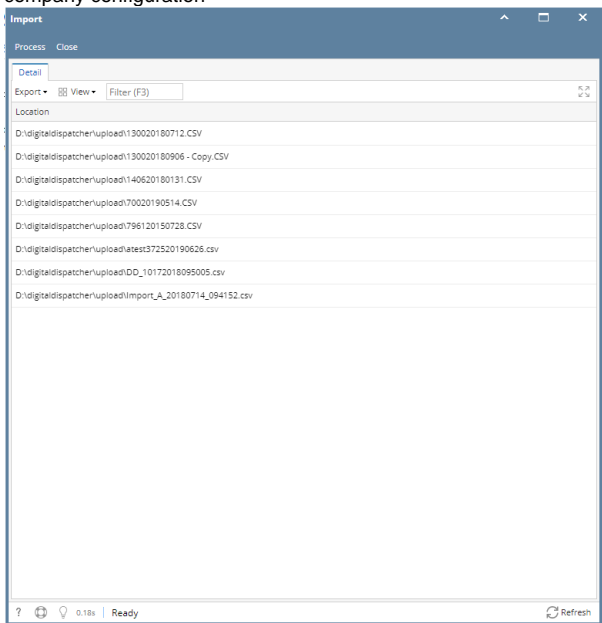


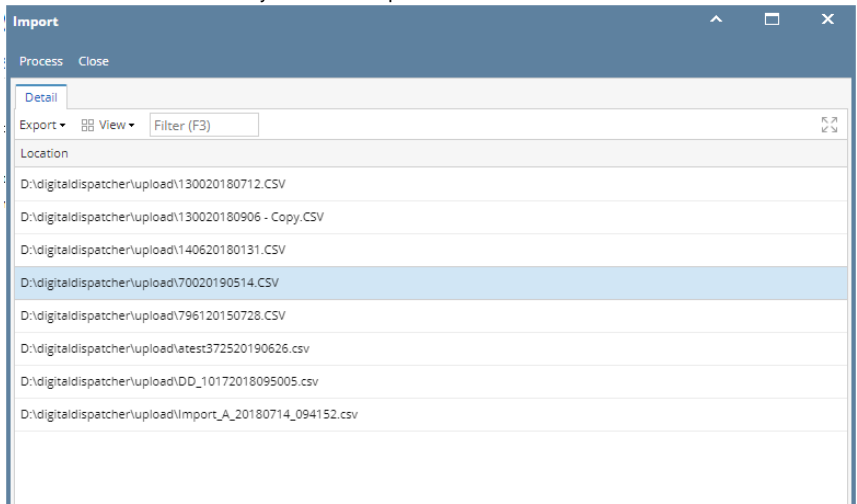
How to use import screen - Digital Dispatcher

1 Integration is enabled

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



2. Select the location of the file 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.

Import Result						
Close						
Result						
Export	View	Filter (F3)				
File Name	Customer No.	Invoice No.	Invoice Date	Item No.	Successful	Status
70020190514.CSV					<input type="checkbox"/>	Transaction with Invoice Number - D198031 is already existing.Tax Mismatch/Price ...
70020190514.CSV	13785	D197881	05/14/2019		<input checked="" type="checkbox"/>	Invoice was successfully created.Tax Mismatch/Price Mismatch
70020190514.CSV	13785	D197881	05/14/2019	1111	<input checked="" type="checkbox"/>	Line Item was successfully added.Tax Mismatch/Price Mismatch
70020190514.CSV	13785	D197881	05/14/2019	1125	<input checked="" type="checkbox"/>	Line Item was successfully added.Tax Mismatch/Product Mismatch/Price Mismatch
70020190514.CSV	13487	D197951	05/14/2019		<input checked="" type="checkbox"/>	Invoice was successfully created.Tax Mismatch/Price Mismatch
70020190514.CSV	13487	D197951	05/14/2019	1111	<input checked="" type="checkbox"/>	Line Item was successfully added.Tax Mismatch/Price Mismatch
70020190514.CSV	14236	D198111	05/14/2019		<input checked="" type="checkbox"/>	Invoice was successfully created.Tax Mismatch/Price Mismatch
70020190514.CSV	14236	D198111	05/14/2019	1111	<input checked="" type="checkbox"/>	Line Item was successfully added.Tax Mismatch/Price Mismatch
70020190514.CSV	3821	D198201	05/14/2019		<input checked="" type="checkbox"/>	Invoice was successfully created.Tax Mismatch
70020190514.CSV	3821	D198201	05/14/2019	1111	<input checked="" type="checkbox"/>	Line Item was successfully added.Tax Mismatch
70020190514.CSV	3821	D198201	05/14/2019	1125	<input checked="" type="checkbox"/>	Line Item was successfully added.Tax Mismatch/Product Mismatch/Price Mismatch
70020190514.CSV	11487	D198231	05/14/2019		<input checked="" type="checkbox"/>	Invoice was successfully created.Tax Mismatch
70020190514.CSV	11487	D198231	05/14/2019	1111	<input checked="" type="checkbox"/>	Line Item was successfully added.Tax Mismatch
70020190514.CSV	11487	D198231	05/14/2019	1125	<input checked="" type="checkbox"/>	Line Item was successfully added.Tax Mismatch/Product Mismatch/Price Mismatch
70020190514.CSV	11487	D198241	05/14/2019		<input checked="" type="checkbox"/>	Invoice was successfully created.Tax Mismatch/Price Mismatch
70020190514.CSV	11487	D198241	05/14/2019	1111	<input checked="" type="checkbox"/>	Line Item was successfully added.Tax Mismatch/Price Mismatch
70020190514.CSV	11487	D198241	05/14/2019	1125	<input checked="" type="checkbox"/>	Line Item was successfully added.Tax Mismatch/Product Mismatch/Price Mismatch

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

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

Import	
Process	Close
Detail	
Export	View Filter (F3)
Location	
D:\digitaldispatcher\upload\130020180712.CSV	
D:\digitaldispatcher\upload\130020180906 - Copy.CSV	
D:\digitaldispatcher\upload\140620180131.CSV	
D:\digitaldispatcher\upload\796120150728.CSV	
D:\digitaldispatcher\upload\DD_10172018095005.csv	
D:\digitaldispatcher\upload\Import_A_20180714_094152.csv	
D:\digitaldispatcher\upload\posting_sample_980805.CSV	

2. Select the location of the file you want to import and Click Process button

Import	
Process	Close
Detail	
Export	View Filter (F3)
Location	
D:\digitaldispatcher\upload\130020180712.CSV	
D:\digitaldispatcher\upload\130020180906 - Copy.CSV	
D:\digitaldispatcher\upload\140620180131.CSV	
D:\digitaldispatcher\upload\796120150728.CSV	
D:\digitaldispatcher\upload\DD_10172018095005.csv	
D:\digitaldispatcher\upload\Import_A_20180714_094152.csv	
D:\digitaldispatcher\upload\posting_sample_980805.CSV	

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.

Import Result						
Close						
Result						
Export ▾ View ▾ Filter (F3)						
File Name	Customer No.	Invoice No.	Invoice Date	Item No.	Successful	Status
130020180712.CSV	60112	HC07130717	07/12/2018		✓	Invoice was successfully created.
130020180712.CSV	60112	HC07130717	07/12/2018	1125	✓	Line Item was successfully added.
130020180712.CSV	60112	HC07130717	07/12/2018	2246	✓	Line Item was successfully added.
130020180712.CSV	60000	HC071320717	07/12/2018		✓	Invoice was successfully created.
130020180712.CSV	60000	HC071320717	07/12/2018	1190	✓	Line Item was successfully added.
130020180712.CSV	60000	HC071320717	07/12/2018	2252	✓	Line Item was successfully added.
130020180712.CSV	60089	HC071330717	07/12/2018		✓	Invoice was successfully created.
130020180712.CSV	60089	HC071330717	07/12/2018	2252	✓	Line Item was successfully added.
130020180712.CSV	60105	HC071340717	07/12/2018		✓	Invoice was successfully created.
130020180712.CSV	60105	HC071340717	07/12/2018	2252	✓	Line Item was successfully added.
130020180712.CSV	60038	HC071350717	07/12/2018		✓	Invoice was successfully created.
130020180712.CSV	60038	HC071350717	07/12/2018	1190	✓	Line Item was successfully added.
130020180712.CSV	60038	HC071350717	07/12/2018	2252	✓	Line Item was successfully added.
? ⓘ Ready						

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