How do I import to Campus Store?

- 1. Export the Inventory from Product Maintenance
- 2. Open file into Excel
 - a. Delimited Comma Next -
 - b. If leading zeros in the code, change that column to 'text' to preserve them
 - c. Highlight the first row and Insert new row for column headings
 - d. Give columns names, Add 3rd column name 'QOH'
 - e. Save file as worksheet
- 3. Import the Inventory Posting
 - a. Choose your excel file
 - b. Create an Import Map like below:

<mark>aport</mark> Name	Map (Inventory Import) - c:\users\slo IMport products Descript	vejoy\deskto	p\storeexport.xls: Excel	X
Field Wor	Mapping ksheet storeexport		▼ Records to Skip 1 View Record No << < 1 > >>	
	Senior Inventory Field	Import Field	Sample Data	
→	Updated On Hand Qty.	C	дон	New
∣→	Product Code	A	Product Number	Cut
→	Product Description	∎ B	Product Name	Cat
∣→				Paste
→				

- c. Save the import map by choosing OK OK
- d. Run the Import –OK



4. You will end up with a posting batch like this:

entory Import Ba	tch									
Show O All O Unmatched products O On hand decreased O On hand increased										
Code	Description	Current On hand qty.	New On hand qty.	Change	Cost					
642	Chinese	0	10	10	0.00					
747	Classics	0	20	20	0.00					
1583 Clothing		0	30	30	0.00					
1646 Department Name		0	55	55	0.00					
468 English		0	25	25	0.00					
			•							

5. Your product Inventory tab will reflect the imported Quantity on Hand:

Product Maintenance - (Chinese)

Product G/L Accounts Inventory Sales History Price Levels Book Kit Purchase Orders SKUs Comments										
Inventory Bearder Point	0	F	rimaru Vendor		econdaru Vendor					
Stocked Qty	0		ninaly vondor							
Last Inventoried	12-17-2010									
				1		1				
Date	Quantity Received	Unit Cost	Vendor I.D.	Vendor Name	Purchase Order	Invoice				
12-17-2010	10	0.00	Import			Inventory Impo				