How to import Inventory List from Excel file

1) Prepare Excel file in CSV format

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		AccProDemo	21/11/2016 8:22	檔案資料夾		
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2) Log-in to EZY Invoice 13, goto Database > Import/Export > Import Wizard

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	Data Impor	rt Wizard					×

Data Import Wizard

- This wizard will help you import data from an external source to your customer, vendor or product list. If you have not already done so, you should backup your database before you proceed.

- This wizards supports data import from a CSV (comma separated/delimited text file). With CSV files, you can import data from many programs and apps like Outlook, Outlook Express, Windows Mail, Google Contact etc. Simply use these programs to export your contacts to a CSV file first.

- To import from an MS Excel file, first use MS Excel to prepare your list then save it as a CSV file.

<< Eack Next >> Cancel Help

EZY Invoice 13

1	Data Import Wizard	×
	Import Data To (Destination) Import Data From External Source To O Customer List O Vendor List Insert Records To Sub Group	
	<< Back Next >>	Cancel Help

Add new sub groups and press Save button

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EZY Invoice 13

Data	Import Wizard			×
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Select Excel file from your workstation



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After mapping all the column, tick "Row 1 is the column header in the source..." if necessary

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ProductID	Description	LIM	Field4
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Please check, if correct, press "Next", if incorrect, press "Back"

Ready Import Review your settings and ckk [Next >>] to start the import process Destination : Customer List Field Mappings : DESTINATION => SOURCE Business Name => Field3 Contact Name => Field3 Contact Name => Field3 Contact Name => Field3 Contact Name => Field3 Fax =>> Field8 Fax =>> Field9 Total Fields To Import : 5 Start Import At Row : 2 Import Mode : Append Cancel Help Data Import Wizard × Ready Import	Dat	ta Import Wizard	\backslash		\times
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Ready Import	Dat	a Import Wizard		<< Back Next >> Cancel	Help
Ready Import	Data	a import wizard			^
		Ready Impor	t		
Review your settings and click [Next >>] to start the import process		Review your setting	gs and click [Next >>] to start the import process		
		Doctination : Custo	marlist		



Data Import Wizard

Import Done. Review Data 📈

 $\label{eq:IMPORTANT: Check that the imported data has been mapped and merged with your existing data correctly. If correct, click [Finish] to save the imported data. Othewise click [<< Back] to undo the import and make changes$

Import Summary : Total Records In Source : 6, Records Added : 0, Records Updated : 6, Errors : 0

	ProductID	Description	UM	CostPrice	SellingPrice	Catalo	^
	2136	電鍍層架	PCS	\$0.00	\$0.00		
	2148	電鍍網層架	PCS	\$0.00	\$0.00		
	AP 1U ENT	Accountant Pro 1 User Enterprise Version	Ea		\$4,800.00		
	AP 1U PRO	Accountant Pro 1 User Professional Version			\$3,800.00		
	AP 1U STD	Accountant Pro 1 user Standard Version	Ea		\$2,800.00		
	AP 5U ENT	Accountant Pro 5 User Enterprise Version	Ea		\$9,800.00		
	AP 5U PRO	Accountant Pro 5 user Professional Version	Ea		\$7,300.00		
	AP 5U STD	Accountant Pro 5 User Standard Version	Ea		\$4,800.00		
	В	黑色層板	PCS	\$0.00	\$380.00		
	B-1	950x650(黑色)層板	PCS	\$0.00	\$380.00		
	B-13	850 X 650mm 黑色層板	PCS	\$0.00	\$0.00		
	B03-01D-63-521	2.5"ER(03)活動有制轆	PCS	\$0.00	\$0.00		
•	<					>	Ý

Total Records After Import : 31

Tip : Double click the Memo fields to view its content

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