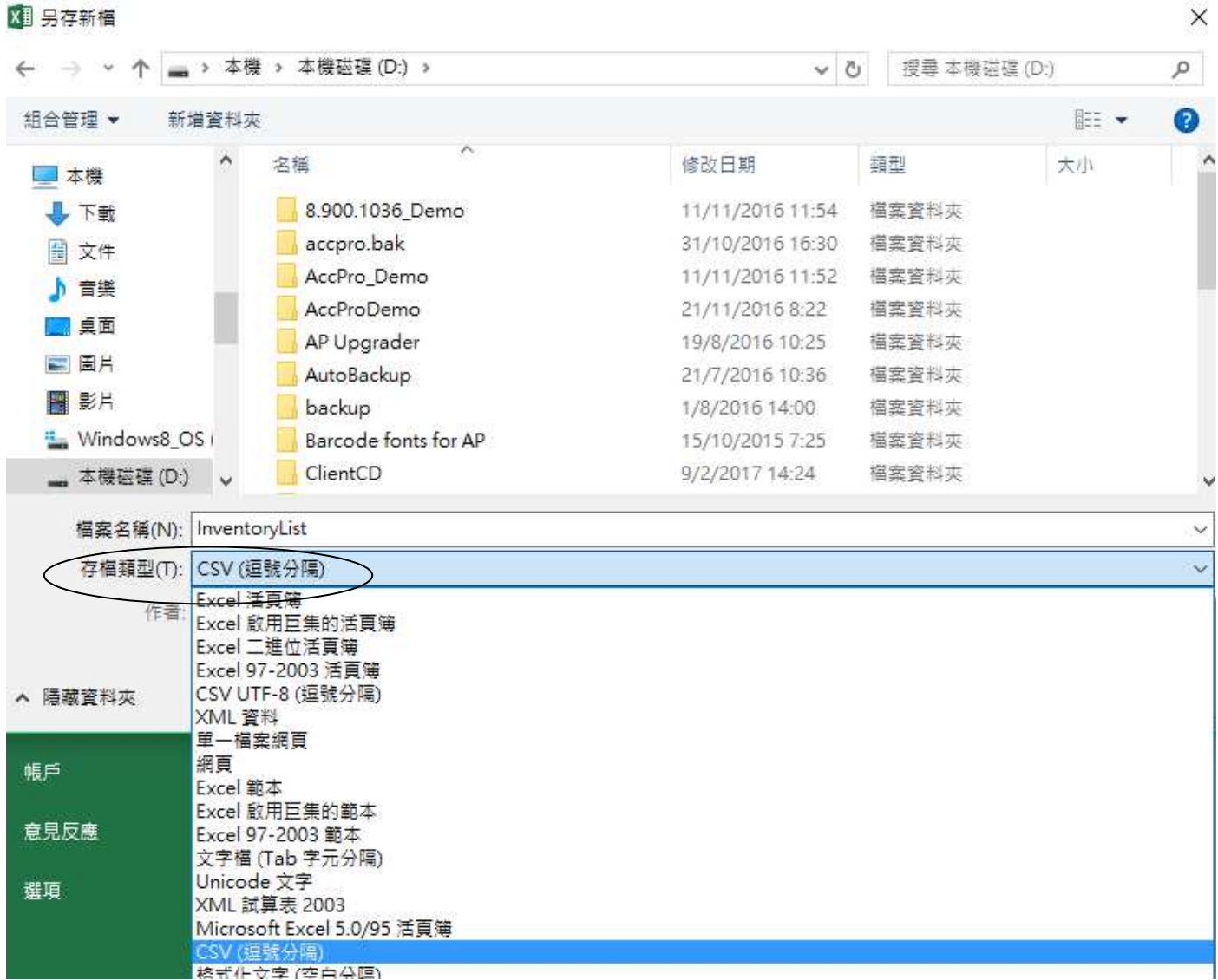


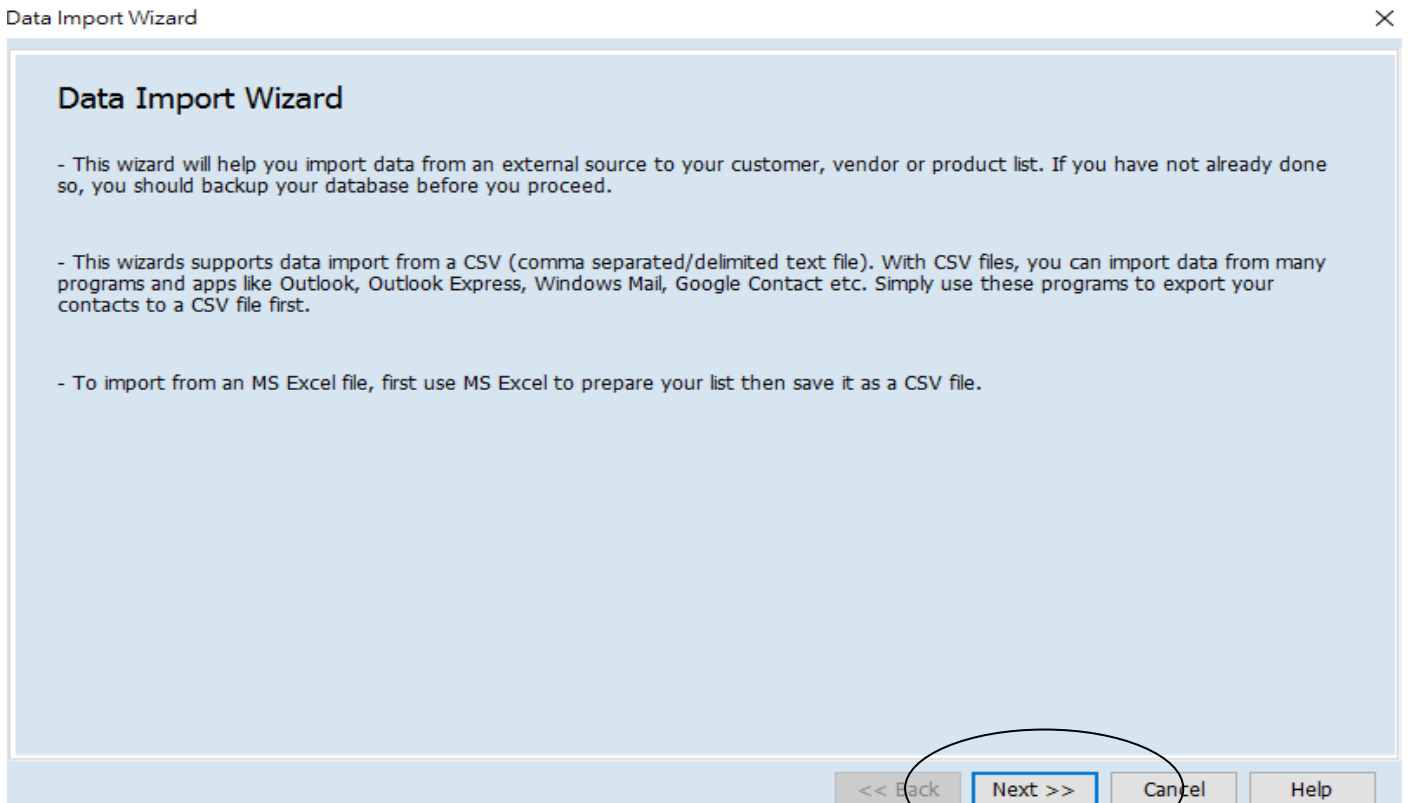
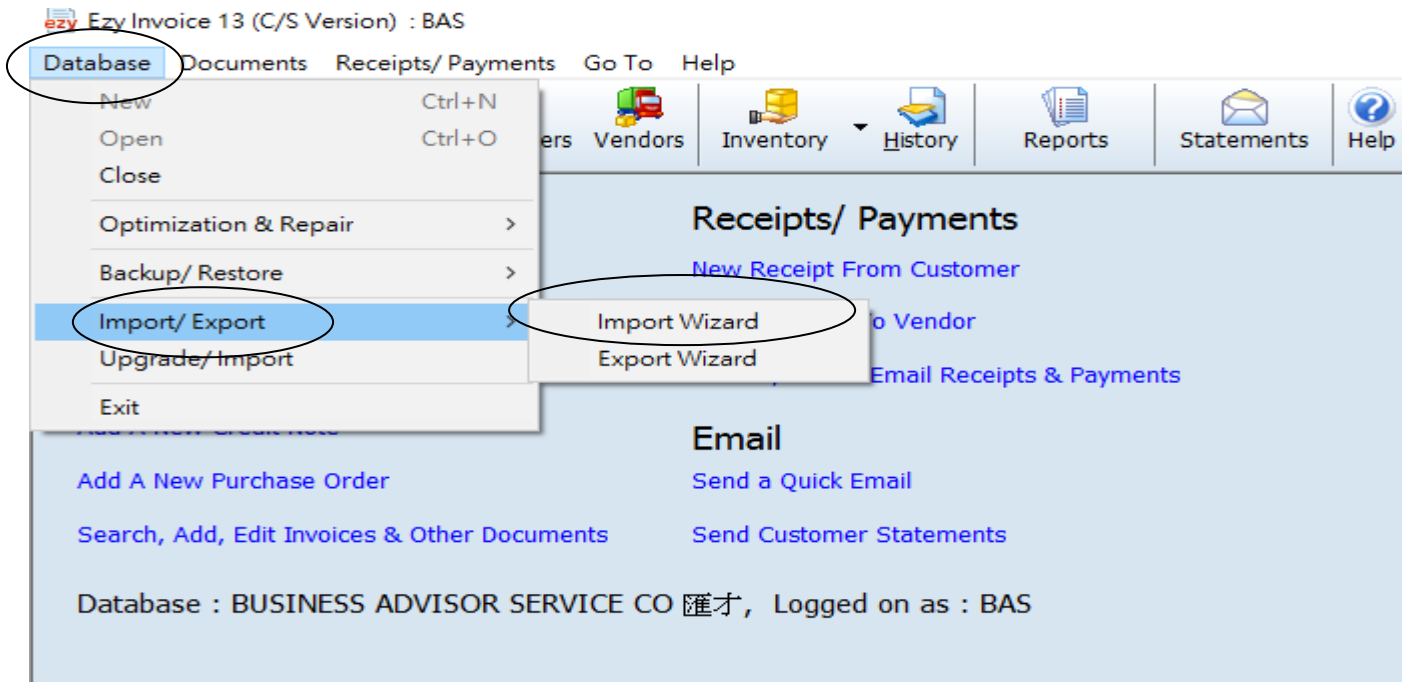
## How to import Inventory List from Excel file

### 1) Prepare Excel file in CSV format

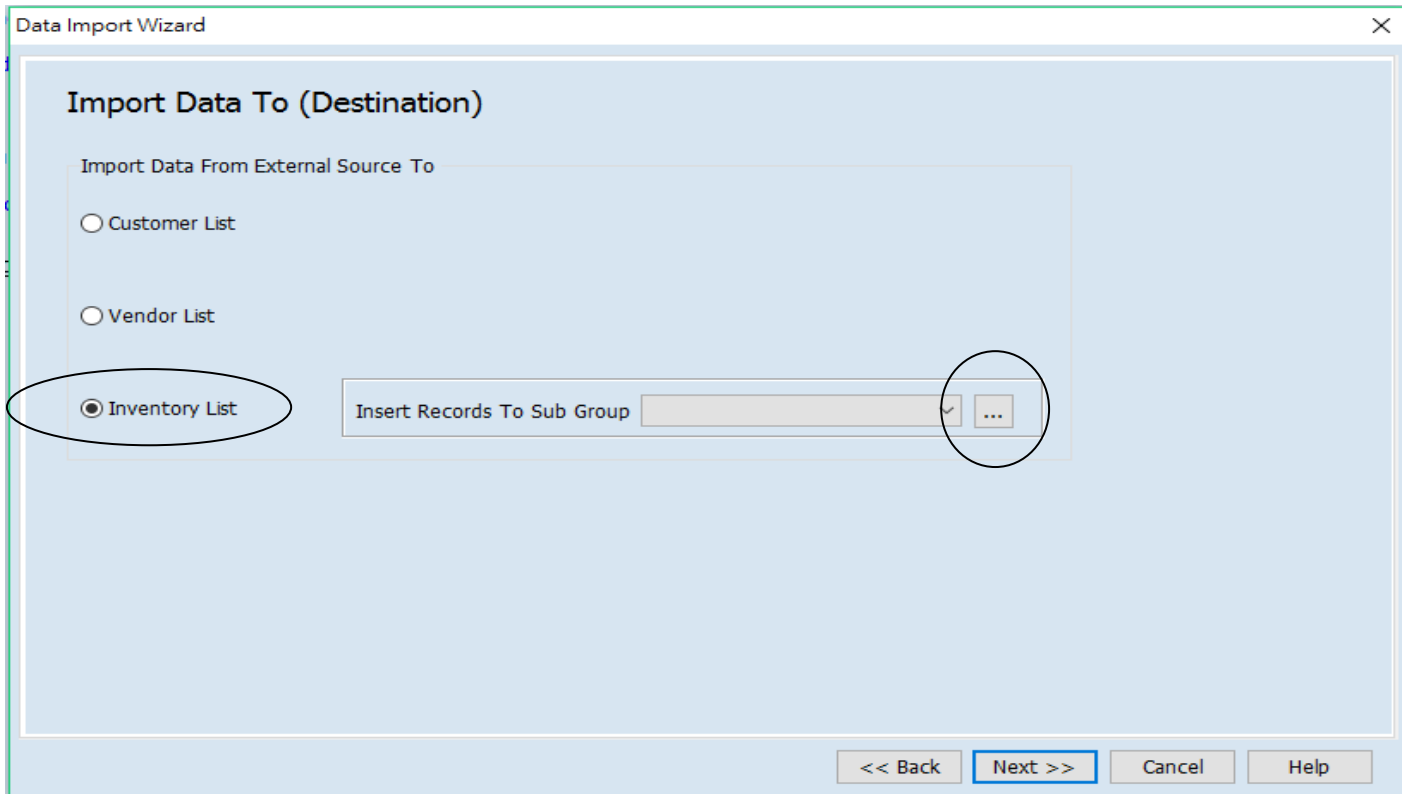


# EZY Invoice 13

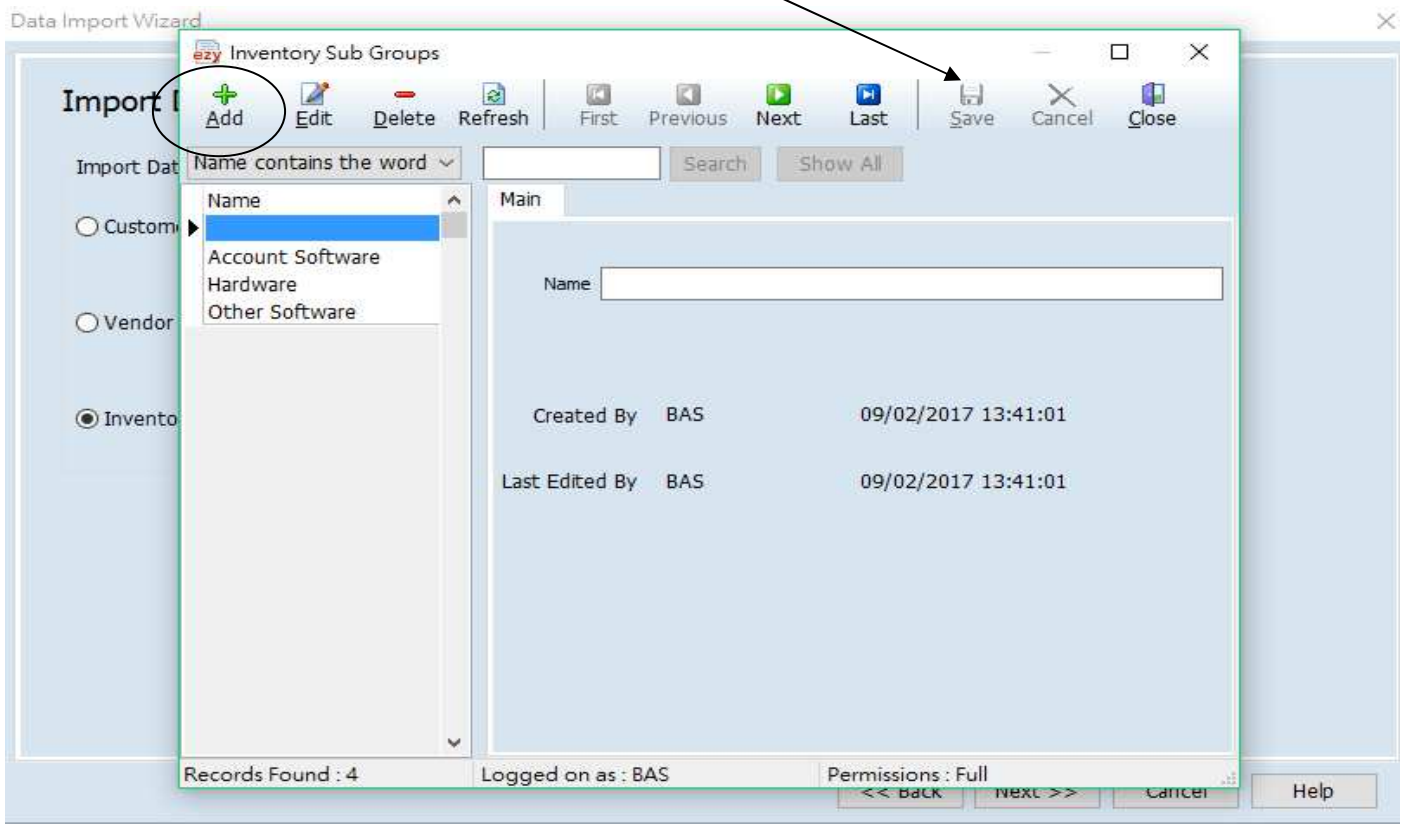
2) Log-in to EZY Invoice 13, goto Database > Import/Export > Import Wizard



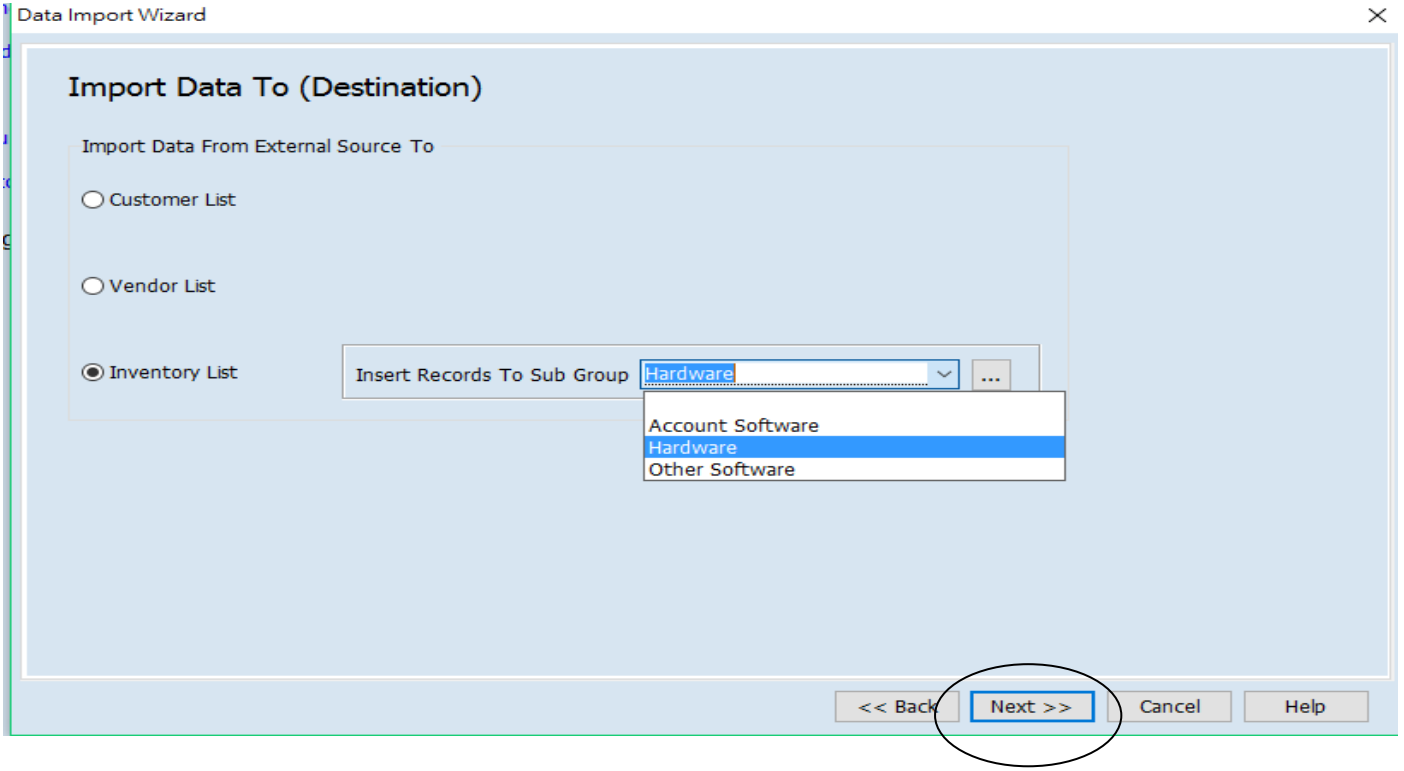
# EZY Invoice 13



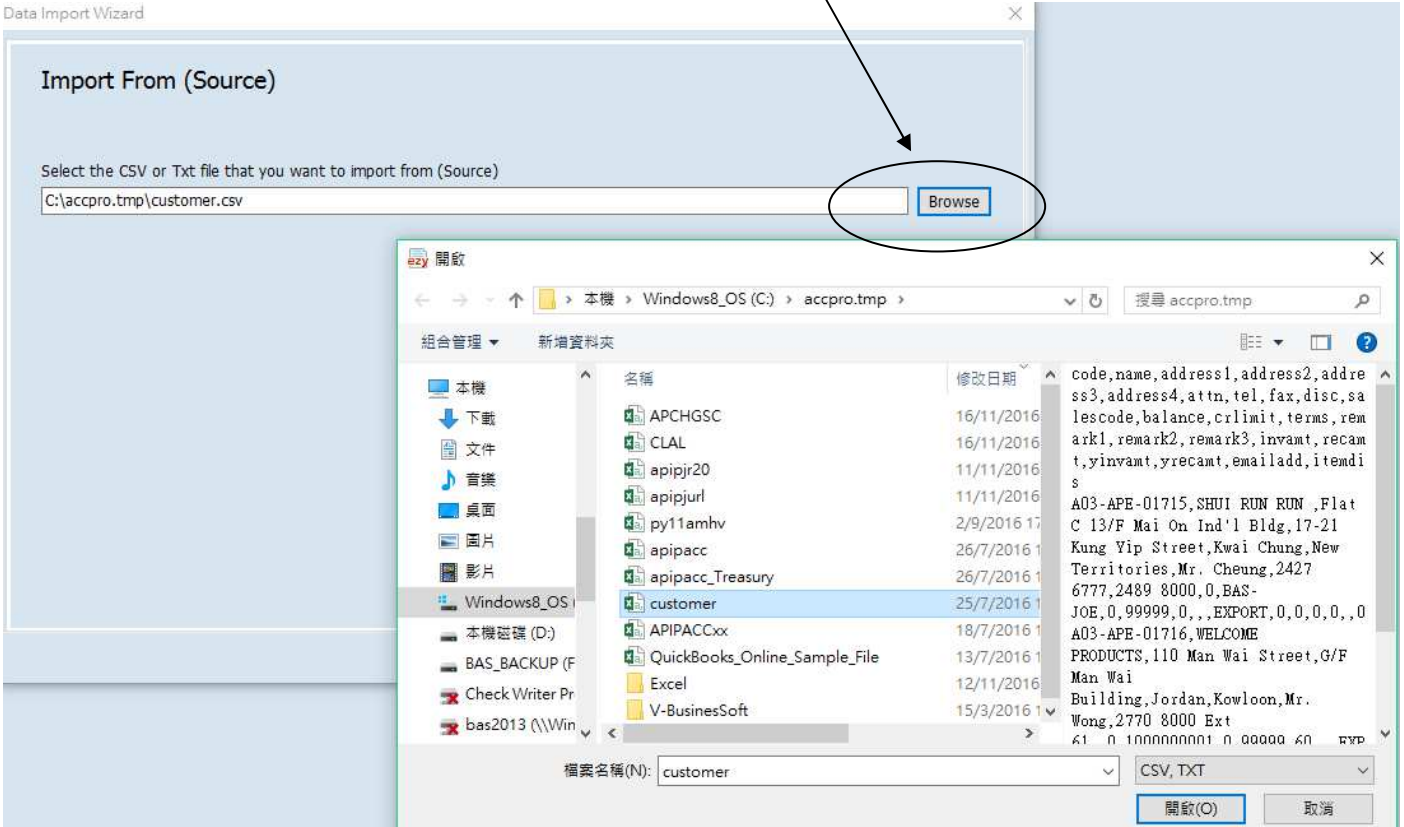
Add new sub groups and press Save button



# EZY Invoice 13



Select Excel file from your workstation



# EZY Invoice 13

Data Import Wizard

✕

## Field & Record Separators

Source File Type

Comma Separated (CSV)    Tab Delimited    Custom

Field or Column Separator

Comma (,)  
 Tab  
 Semicolon (;)  
 Space  
 None  
 Others

Record or Row Separator

Separator   
Text Qualifier

<< Back

Next >>

Cancel

Help

Mouse point to Field2, sub menu pop out and select [Description] in this example

Data Import Wizard

✕

## Source Data Preview & Mapping (Only first 30 records are shown)

1. Check that the data columns and rows are separated correctly. Otherwise click [back] and correct the settings
2. If data is properly separated, click the column headings one at a time and map it with the destination fields

ProductID	Field2	Field3	Field4
▶ 貨品編號	分析編碼		幣
BN-80	網層板		HKD
BS-B	藍色膠箱		HKD
C01-02-75-414	3" 絲桿活動輪		HKD
C01-02E-75-414	3" 活動有制輪		HKD
C03-01-40-221	1.6" 活動輪		HKD
C03-01-40-222	Wheel 1.6"PU(03)		HKD

None

ProductID

**Description**

Unit of Measure (UM)

Cost Price

Selling Price

CatalogueNo

VendorNo

Location

MinStock

Volume

Weight

Remarks

Row 1 is the column header in the source. Start import from

<< Back

Next >>

Cancel

Help

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

Data Import Wizard

### Source Data Preview & Mapping (Only first 30 records are shown)

1. Check that the data columns and rows are separated correctly. Otherwise click [back] and correct the settings
2. If data is properly separated, click the column headings one at a time and map it with the destination fields

ProductID	Description	UM	Field4
貨品編號	分析編碼	基本單位	幣
BN-80	網層板	PCS	HKD
BS-B	藍色膠箱	PCS	HKD
C01-02-75-414	3" 絲桿活動輪	PCS	HKD
C01-02E-75-414	3" 活動有制輪	PCS	HKD
C03-01-40-221	1.6" 活動輪	PCS	HKD
C03-01-40-222	Wheel 1.6"PU(03)	PCS	HKD

Row 1 is the column header in the source. Start import from Row 2 to exclude the column headers

<< Back **Next >>** Cancel Help

Data Import Wizard

### Import Mode

Select Import Mode

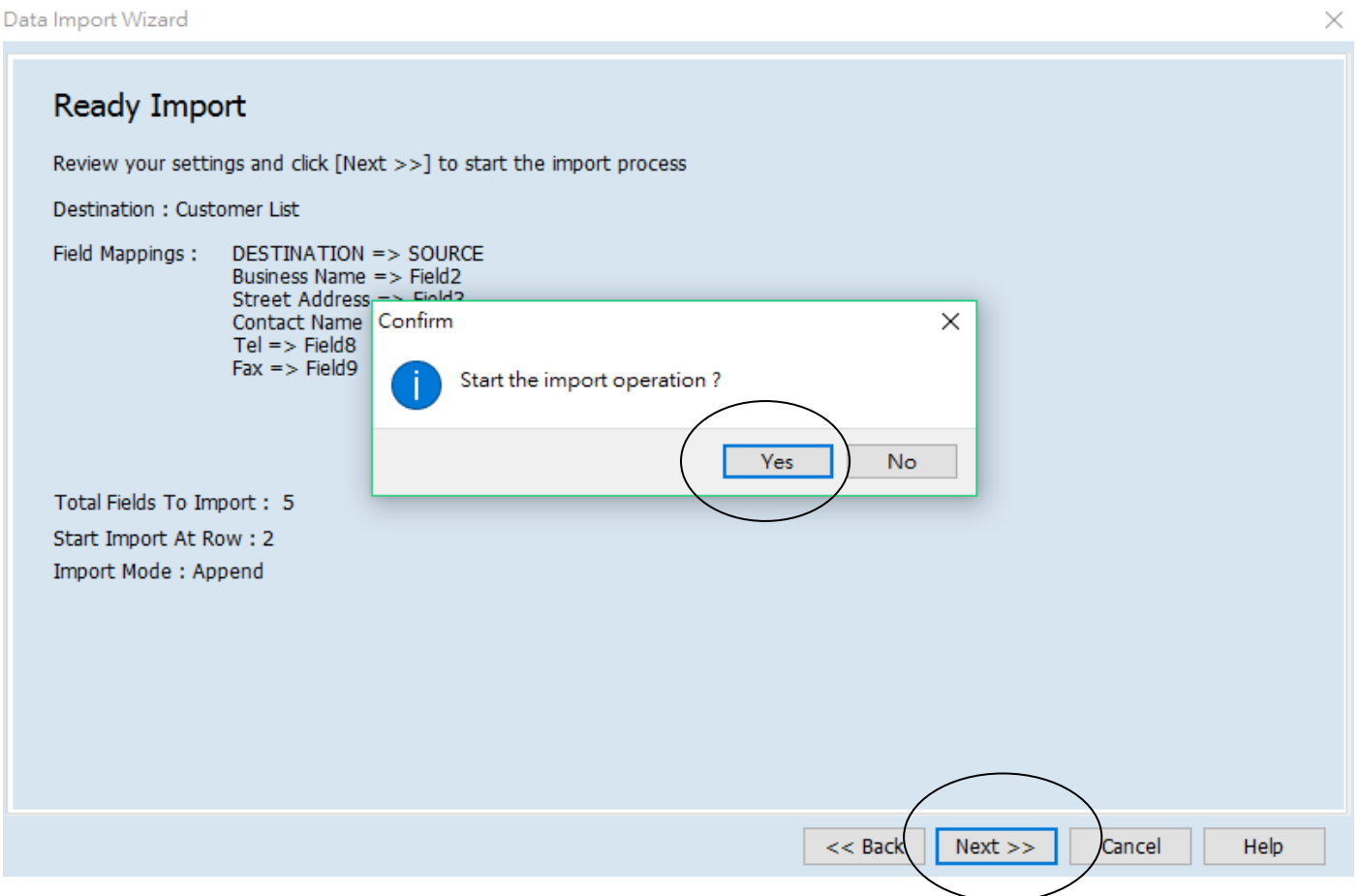
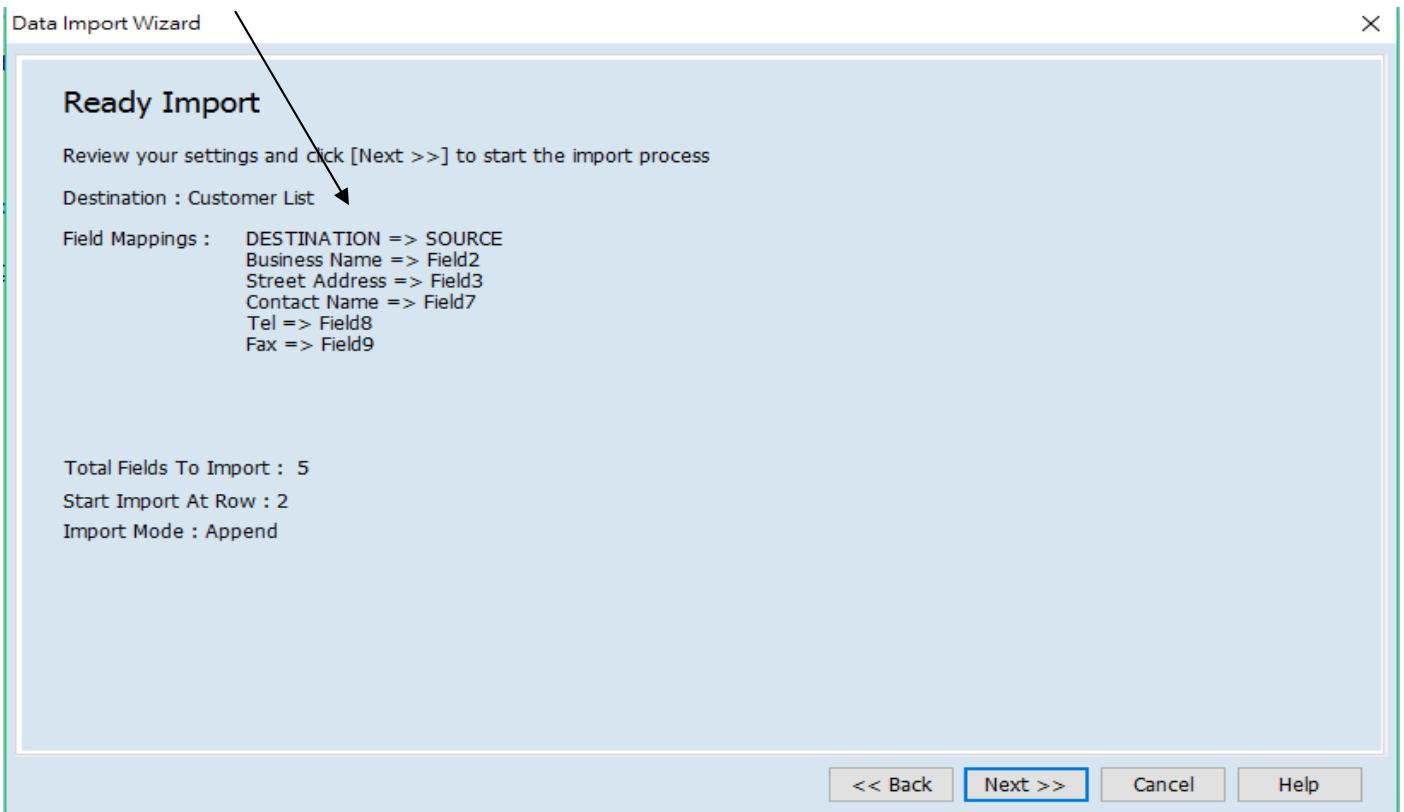
- 1. Append : Just add records from the source to the destination
- 2. Update: Update records in the destination when a match is found for the key field
- 3. Update & Append : If a matching record is found in the destination (based on key field) update it. Otherwise add as new record
- 4. Append New Only : Add records only when a match is not found in the destination based on the key field

★

TIP : Select Option 1 if your destination table is empty or you are certain that none of the records in the source exist in your destination. If your destination already contains data and some of the records in the source may already exist in the destination, you should consider option 2 - 4 to avoid duplicate records in your destination after the import.

<< Back **Next >>** Cancel Help

Please check, if correct, press “Next”, if incorrect, press “Back”



**Import Done. Review Data** ☆

**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. Otherwise 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	Catalog
▶ 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	
B	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	

Total Records After Import : 31

Tip : Double click the Memo fields to view its content