

## Expense Import

Please contact Customer Support to have this import added to your portal.

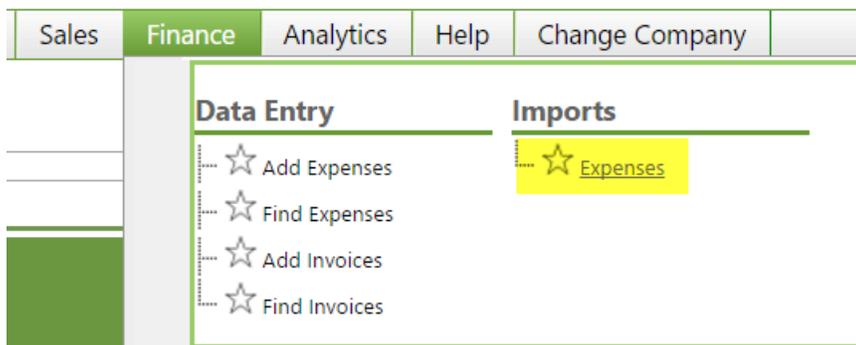
You do not need a template to create your import document, these can be created directly in excel.

Layout instructions are available by following this link: [Expense Import Layout.xls](#)

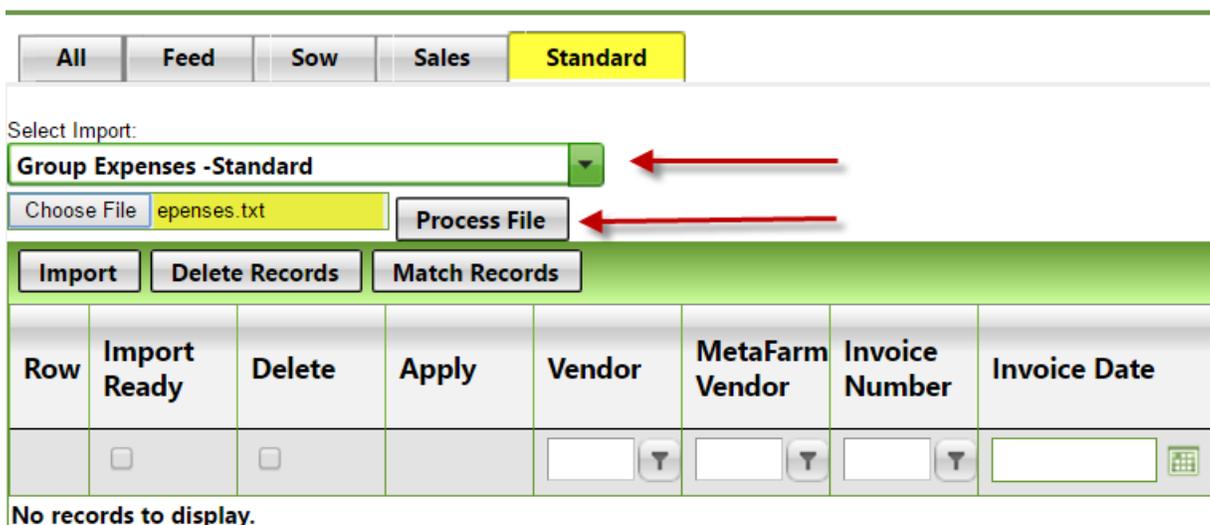
When importing into a Sow Unit, the Sow Unit CODE must be used in the Group/Sow Unit column. You can import in either calendar day or 1000 day. When using 1000 day, do NOT include the dash.

Each Expense Import file name must be unique. You will get a message that the File has been imported previously if you try to upload the same file or use a file of the same name.

To upload your import document first go to the Finance tab, under the imports header select Expenses.



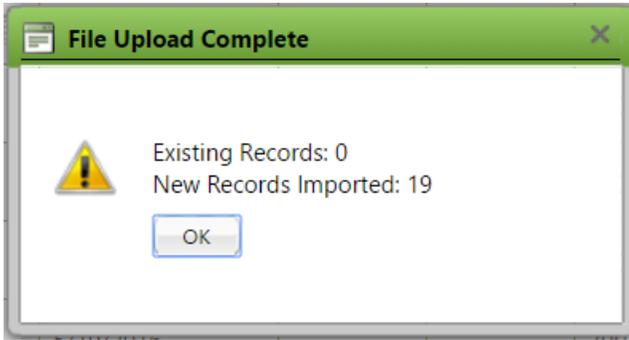
On the next page click on the standard tab, select Group Expenses – Standard. This is true even if you are uploading Sow expenses. Browse for your import file by clicking Choose File, once selected click Process File



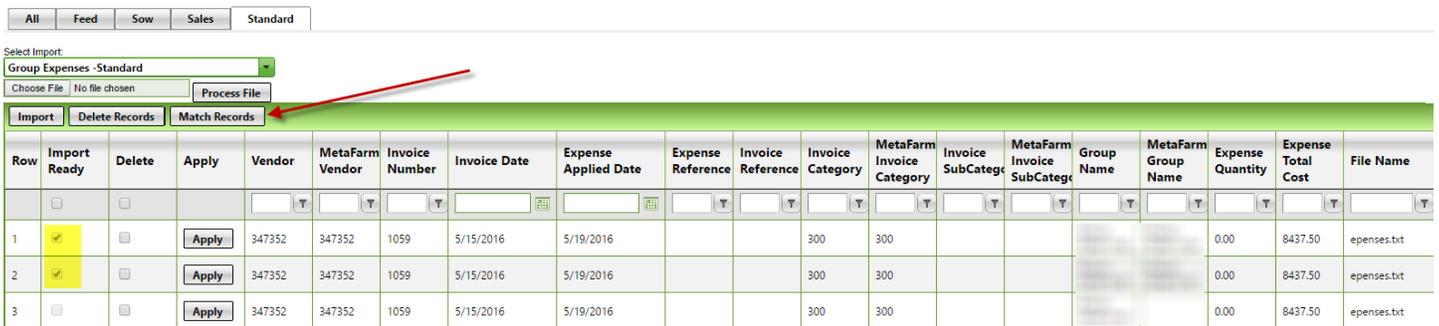
Row	Import Ready	Delete	Apply	Vendor	MetaFarm Vendor	Invoice Number	Invoice Date
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

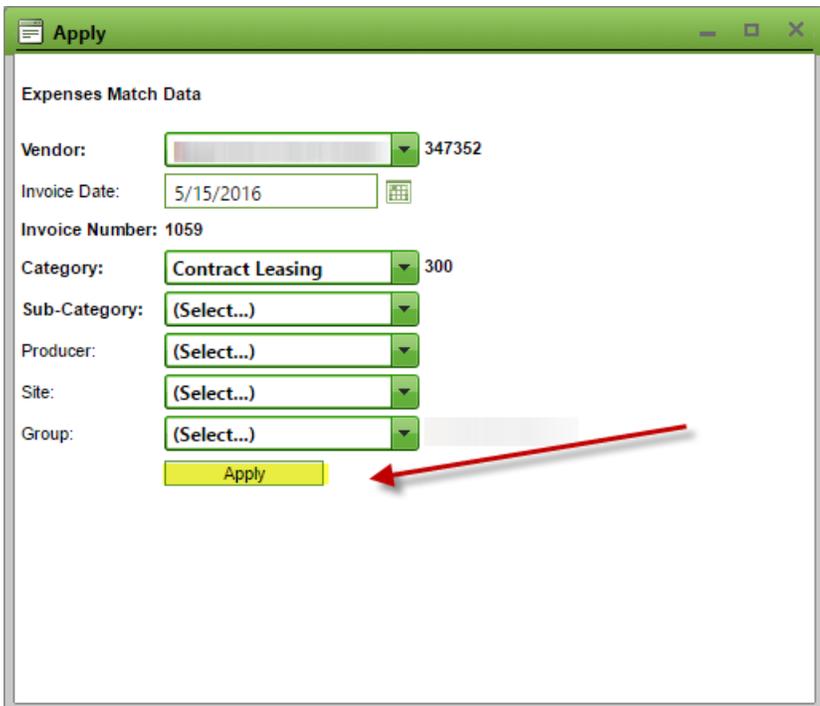
You will get a popup telling you how many New Records Imports. Click Ok.



Click the Match button to get expenses Import Ready.



If you need to make changes to the Vendor, Invoice Date, Category, Sub Category, or Group, you can Click the Apply button and make the desired changes. Click Apply.



Once the Apply popup is closed, the Expense will be Import Ready. Click the Import button.

All Feed Sow Sales Standard

Select Import:  
 Group Expenses -Standard  
 Choose File No file chosen Process File

Import Delete Records Match Records

Row	Import Ready	Delete	Apply	Vendor	MetaFarm Vendor	Invoice Number	Invoice Date	Expense Applied Date	Expense Reference	Invoice Reference	Invoice Category	MetaFarm Invoice Category	Invoice SubCatego	MetaFarm Invoice SubCatego	Group Name	MetaFarm Group Name	Expense Quantity	Expense Total Cost	File Name
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply	347352	347352	1059	5/15/2016	5/19/2016			300	300					0.00	8437.50	epenses.txt
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply	347352	347352	1059	5/15/2016	5/19/2016			300	300					0.00	8437.50	epenses.txt
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply	347352	347352	1059	5/15/2016	5/19/2016			300	300					0.00	8437.50	epenses.txt
4	<input type="checkbox"/>	<input type="checkbox"/>	Apply	347352	347352	1059	5/15/2016	5/19/2016			300	300					0.00	8437.50	epenses.txt

To Delete any of the expense lines, check the Delete box and click the Delete Records button.

All Feed Sow Sales Standard

Select Import:  
 Group Expenses -Standard  
 Choose File No file chosen Process File

Import Delete Records Match Records

Row	Import Ready	Delete	Apply	Vendor	MetaFarm Vendor	Invoice Number	Invoice Date
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apply	347352	347352	1059	5/15/2016
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apply	347352	347352	1059	5/15/2016
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply	347352	347352	1059	5/15/2016

To View the Expense imported choose All. Then click View Records on the import to wish to see.

All Feed Sow Sales Standard

Last 30 days

Row	Import	View Records	Upload Date	Records Uploaded	Records Imported	Import Type
1	Group Expense	View Records	11/30/2016	19	1	Expenses