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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.

Sales	Fina	ance	Analytics	Help	Change Company	,
		Data	Entry		Imports	
		🏠	Add Expenses		Expenses	
		☆	Find Expenses			
		🏠	Add Invoices			
		☆	Find Invoices			

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

All	Feed	Sow	Sales	Standard			
Select In	nport:						
Group	Expenses -St	andard		•			
Choose	e File <mark>epenses</mark>	.txt	Process Fil	e 🔶			
Impo	ort Delete	Records	Match Recor	ds			
Row	Import Ready	Delete	Apply	Vendor	MetaFarm Vendor	Invoice Number	Invoice Date
				•		T	

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.

A	.II F	eed	Sow	Sales	Standar	ł																								
Select Grou Cho	Import: p Expensionse File 1	ses -Star No file cho	ndard osen	Process	▼ File				_	_																				
Im	port	Delete i	Records	Match Recor	ds 🗲																									
Rov	v Impo Read	ort y	Delete	Apply	Vendo	r	MetaFarm Vendor	Invoice Numb	er	Invoice Date	•	Expense Applied Date	Expense Reference	Invoic e Refere	e ence	Invoice Catego	ry	MetaFarn Invoice Category	lnvoice SubCa	e tego	MetaFarn Invoice SubCateg	Grou Nam	ip ie	Met Gro Nar	taFarm up ne	Expens Quanti	se ity	Expense Total Cost	File Na	ame
						T	T		T		≣				T		T	T		T	T		T		T		T			T
1				Apply	347352		347352	1059		5/15/2016		5/19/2016				300		300								0.00		8437.50	epenses	s.txt
2				Apply	347352		347352	1059		5/15/2016		5/19/2016				300		300								0.00		8437.50	epenses	stxt
3				Apply	347352		347352	1059		5/15/2016		5/19/2016				300		300								0.00		8437.50	epenses	s.txt

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.

E Apply	-	×
Expenses Match	Data	
Vendor:	▼ 347352	
Invoice Date:	5/15/2016	
Invoice Number:	1059	
Category:	Contract Leasing 300	
Sub-Category:	(Select)	
Producer:	(Select)	
Site:	(Select)	
Group:	(Select)	
	Apply	

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

All	Feed	Sow	Sales	Standard															
Select Ir Group Choos	nport: Expenses - Sta e File No file d	andard hosen	Process Match Parce	▼ File															
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
				T	T	T			T	T	T	T	T	T	T	T	T	T	T
1			Apply	347352	347352	1059	5/15/2016	5/19/2016			300	300				-	0.00	8437.50	epenses.txt
2			Apply	347352	347352	1059	5/15/2016	5/19/2016			300	300					0.00	8437.50	epenses.txt
3			Apply	347352	347352	1059	5/15/2016	5/19/2016			300	300				The second	0.00	8437.50	epenses.txt
4			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 Im	nport:						
Choos	Expenses -Sta	hosen	Process	File			
Impo	ort Delete	e Records	Match Record	ds			
Row	Import Ready	Delete	Apply	Vendor	MetaFarm Vendor	Invoice Number	Invoice Date
				T	T	T	
1			Apply	347352	347352	1059	5/15/2016
2			Apply	347352	347352	1059	5/15/2016
3			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
Row	Import	View Records	Upload Date	Records Uploaded	Records Imported	Import Type