

Movement Import

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

Layout instructions and a template are available by following this link: [Movement Import Layout.xls](#)

To upload your import first go to the Finish tab, under the Imports header and select Movements.

On the next page click on the Standard tab, select Movement Import – with Comments and Subgroups from the Select Import dropdown.

**This is the correct import even if you are not using subgroups and/or comments.

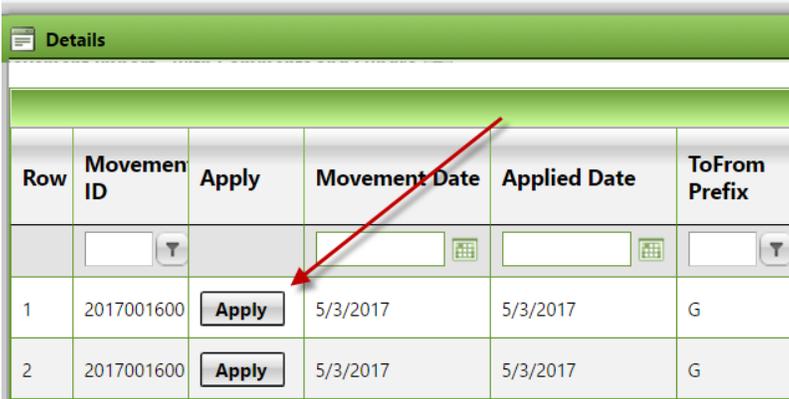
Then browse for your file via the Choose File button, once selected click Process File.

Movements ready to be imported with have a check in the Import Ready column. You can delete any movements from the import by checking the Delete box and clicking Delete Records.

| Row | Import Ready | Delete | Movement Date | Movement ID | # Records | Details | File Name |
|-----|-------------------------------------|--------------------------|----------------------|----------------------|----------------------|--|----------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> |
| 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12/6/2016 | 148079 | 2 | <input type="button" value="Details"/> | MovementImport.txt |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | 12/6/2016 | 148080 | 2 | <input type="button" value="Details"/> | MovementImport.txt |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | 12/5/2016 | 148178 | 4 | <input type="button" value="Details"/> | MovementImport.txt |
| 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12/7/2016 | 148399 | 4 | <input type="button" value="Details"/> | MovementImport.txt |

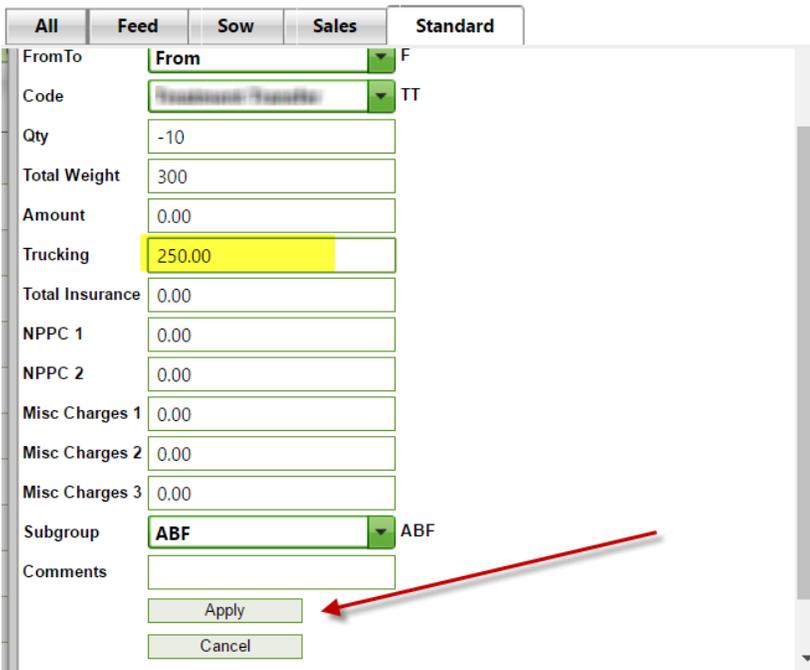
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You can click on the Details button to View, Edit, or Apply movement data. To add or change movement data, click on the Apply button.



| Row | Movement ID | Apply | Movement Date | Applied Date | ToFrom Prefix |
|-----|----------------------|--------------------------------------|----------------------|----------------------|----------------------|
| | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 1 | 2017001600 | <input type="button" value="Apply"/> | 5/3/2017 | 5/3/2017 | G |
| 2 | 2017001600 | <input type="button" value="Apply"/> | 5/3/2017 | 5/3/2017 | G |

Add or change data and click Apply.



| All | Feed | Sow | Sales | Standard |
|-----------------|---------------------------------------|-----|-------|----------|
| FromTo | From | | | F |
| Code | Treatment Transfer | | | TT |
| Qty | -10 | | | |
| Total Weight | 300 | | | |
| Amount | 0.00 | | | |
| Trucking | 250.00 | | | |
| Total Insurance | 0.00 | | | |
| NPPC 1 | 0.00 | | | |
| NPPC 2 | 0.00 | | | |
| Misc Charges 1 | 0.00 | | | |
| Misc Charges 2 | 0.00 | | | |
| Misc Charges 3 | 0.00 | | | |
| Subgroup | ABF | | | ABF |
| Comments | | | | |
| | <input type="button" value="Apply"/> | | | |
| | <input type="button" value="Cancel"/> | | | |

Once additions and corrections have been made, click the Match button. All corrected movements will be Import Ready.

Select Import:

Movement Import - Standard

Choose File No file chosen Process File

Import Delete Records Match Records

| Row | Import Ready | Delete | Movement Date | Movement ID | # Records | Details | File Name |
|-----|-------------------------------------|--------------------------|----------------------|----------------------|----------------------|---------|----------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> |
| 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12/6/2016 | 148079 | 2 | Details | MovementImport.txt |
| 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12/6/2016 | 148080 | 2 | Details | MovementImport.txt |
| 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12/5/2016 | 148178 | 4 | Details | MovementImport.txt |
| 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12/7/2016 | 148399 | 4 | Details | MovementImport.txt |

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Click the Import button.



You will get the Import Complete popup.

