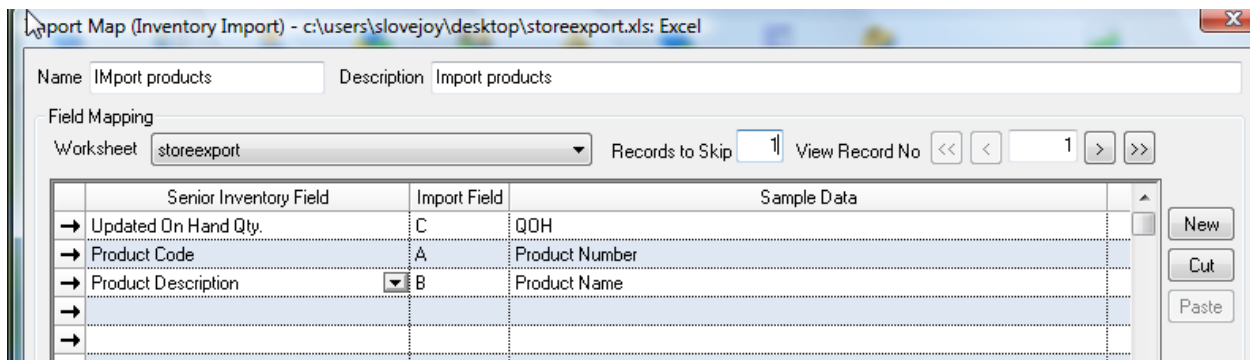


# How do I import to Campus Store?

1. Export the Inventory from Product Maintenance
2. Open file into Excel
  - a. Delimited – Comma – Next –
  - b. If leading zeros in the code, change that column to 'text' to preserve them
  - c. Highlight the first row and Insert new row for column headings
  - d. Give columns names, Add 3<sup>rd</sup> column name 'QOH'
  - e. Save file as worksheet
3. Import the Inventory Posting
  - a. Choose your excel file
  - b. Create an Import Map like below:



- c. Save the import map by choosing OK – OK
- d. Run the Import –OK

4. You will end up with a posting batch like this:

**Inventory Import Batch**

Show

All
  Unmatched products
  On hand decreased
  On hand increased

Code	Description	Current On hand qty.	New On hand qty.	Change	Cost
642	Chinese	0	10	10	0.00
747	Classics	0	20	20	0.00
1583	Clothing	0	30	30	0.00
1646	Department Name	0	55	55	0.00
468	English	0	25	25	0.00

5. Your product Inventory tab will reflect the imported Quantity on Hand:

**Product Maintenance - ( Chinese )**

Product | G/L Accounts | **Inventory** | Sales History | Price Levels | Book | Kit | Purchase Orders | SKUs | Comments

Inventory

Reorder Point  Primary Vendor  Secondary Vendor

Stocked Qty

Last Inventoried

Date	Quantity Received	Unit Cost	Vendor I.D.	Vendor Name	Purchase Order	Invoice
12-17-2010	10	0.00	Import			Inventory Impc