Import Inventory Via Excel spreadsheet after it was been exported.

1. Open the original inventory you exported the items from

F Inventory Form - MWR Sasebo Central Warehouse (AAF)							
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Header Items							
Item Name	Quantity	Unit	0vr	Cost	Extension	Notes 🔺	
#1 COLD STORAGE (Alphabetical)							
1 BREAD SOURDOUGH LOAF SLICED		case		\$25.67	\$0.00		
1 BUTTER PATS 90 CUT AA		case		\$45.62	\$0.00		
1 BUTTER SOLIDS UNSALTED AA		case		\$44.70	\$0.00		
1 CAKE UNICED FULL SHEET YELLOW		case		\$48.23	\$0.00		
1 CHICKEN BREAST 48/ 5 0Z		case		\$36.14	\$0.00		
1 CHICKEN BREAST BNLS/SKLS SPLIT NAT 32/50Z		case		\$26.00	\$0.00		
1 CHICKEN BREAST JUMBO BNLS/SKLS RNDM		case		\$69.21	\$0.00		
1 CHICKEN DICED ALL WHITE FRYER 1/2" COOKED		case		\$39.72	\$0.00		
1 CHICKEN DINOSAURS		case		\$24.17	\$0.00		
1 CHICKEN FRY 8 CUT		case		\$42.13	\$0.00		
1 CHICKEN HALVES SMALL IQF		case		\$43.70	\$0.00		
1 CHICKEN POPCORN BITES ORIGINAL		case		\$27.01	\$0.00		
1 Chicken Popcorn Tempura		case		\$104.45	\$0.00		
1 CHICKEN TENDER BREADED RTC		case		\$29.71	\$0.00		
1, CHICKEN THIGH MEAT BNLS/SKLS		case		\$55.93	\$0.00	_	
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2. Click File>Import>Import from Excel



Import from <u>E</u>xcel Import from <u>H</u>andheld Navigate to the file you want to import. <u>*"This must exactly match the file you exported except for the Quantities"*</u>

Import Invento	ry from Excel file	<u>? ×</u>
Look in:	C Desktop	
Recent Recent Desktop My Documents My Computer My Network Places	 central server downloads certs citrix downloads Foodtrak Atsugi Foodtrak DG Foodtrak Guam Foodtrak Okinawa Foodtrak Sasebo Foodtrak Yokosuka Golf course it Kingston info File name: Test July 09 Files of type: Microsoft Office Explanation 	 MCC Atsugi MCC Certs MCC Sasebo MCC Yokosuka Micros Atsugi and Yokosuka rectrac_cyms regional Brief Resume Training Docs farm maint worklog foodtrak annual Foodtrak CNIC Change Request Forms

Choose your file and click Open. This process takes a few minutes to completed. When completed you will see a dialog box like this stating <i mport successful>

Excel Im	port X
i)	Inventory import for 7/31/2009 << Import successful >> Store: MWR Sasebo Central Warehouse Inventory sequence: 7/31/2009 Inventory Date: 7/31/2009 Personnel: The import file was kept. Filename: V:\Documents and Settings\Steven.Miller\Desktop\Test July 09.xls OK

All the number that was filled in the excel spread sheet now will fill the inventory form. Complete as normal. Make any adjustments as needed.