

# Global Options: Is it Possible Import purchase from Excel File?

## Answer:

Yes, now you can import purchase from excel file. To implement this feature please use the following steps...

### Step1. Creating the Excel file to import as Purchase

1. Create an Excel file with the following columns.

Account	Supplier's account name
Account Group Name	Group Name of Supplier's account
Brand	Brand name of the product
Department	Department name of the product
Due Dt	Purchase Due date
Field1 to Field 6	Matrix fields for size, color, design etc.
Location	Location name
Matrix Name	Name of the matrix
MRP	MRP(Maximum retail Price) of the product
Narration	Narration of the transaction
Other Chgs	Other charges
Other Disc	Other discount
PM Field 1 to PM Field 10	User Defined Field for product master
Print Name	Print name of the Product
Product Group Name	Product Group Name
Product Name	Product Name
Product Child ID	Child ID of the Product
Product ID	Product ID
Purchase Rate	Purchase Rate
Qty	Quantity of product
R/O	Round off amount
Ref	Purchase reference (as bill number)
Ref Date	Purchase Reference date
Sale Rate	Sale Rate
Sub Group	Product's Sub Group
Tax at Purchase	Tax at Purchase
Tax at Sale	Tax at Sale
Tax Name	Name of the Tax
Tax Value	Value of the tax
UDF1 to UDF10	User Defined Field for Transactions
Unit name	Unit Name of the product
UPC/EAN	Universal Code of products
User defined Code	User Defined Code of the products

# Global Options: Is it Possible Import purchase from Excel File?

Vch Date	Voucher date of the product
Warehouse Name	Warehouse name, for which you are creating stock journal import.

## Step2: Importing the Purchase from Excel file

1. Now Go to [Main Menu > Settings > Import & Export > Import Data\(T> I> I\)](#)
2. Set “**Import As= Purchase**”
3. Select **file Type** and provide other details
4. Select the Excel file in **File Name** filed
5. Map all the columns properly
6. Press **Alt + I** or use “**- I Import**” button, this will start the import process.

## Note:

- New Product will be created from here if the product is not already present in the software.

For more detail please visit:

- [http://www.rancelab.com/help/fr6\\_import\\_data.htm](http://www.rancelab.com/help/fr6_import_data.htm)
- <http://www.rancelab.com/faq/content/4/341/en/is-it-possible-to-import-stock-journal-in-fusionretail-6.html>

Unique solution ID: #1350

Author: Admin2

Last update: 2012-08-10 09:19