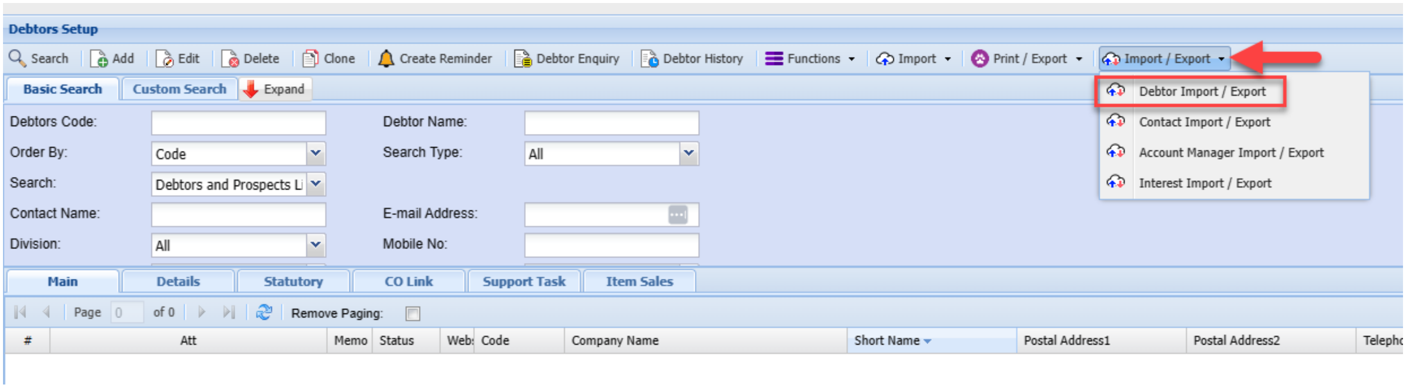
Debtors Setup Import

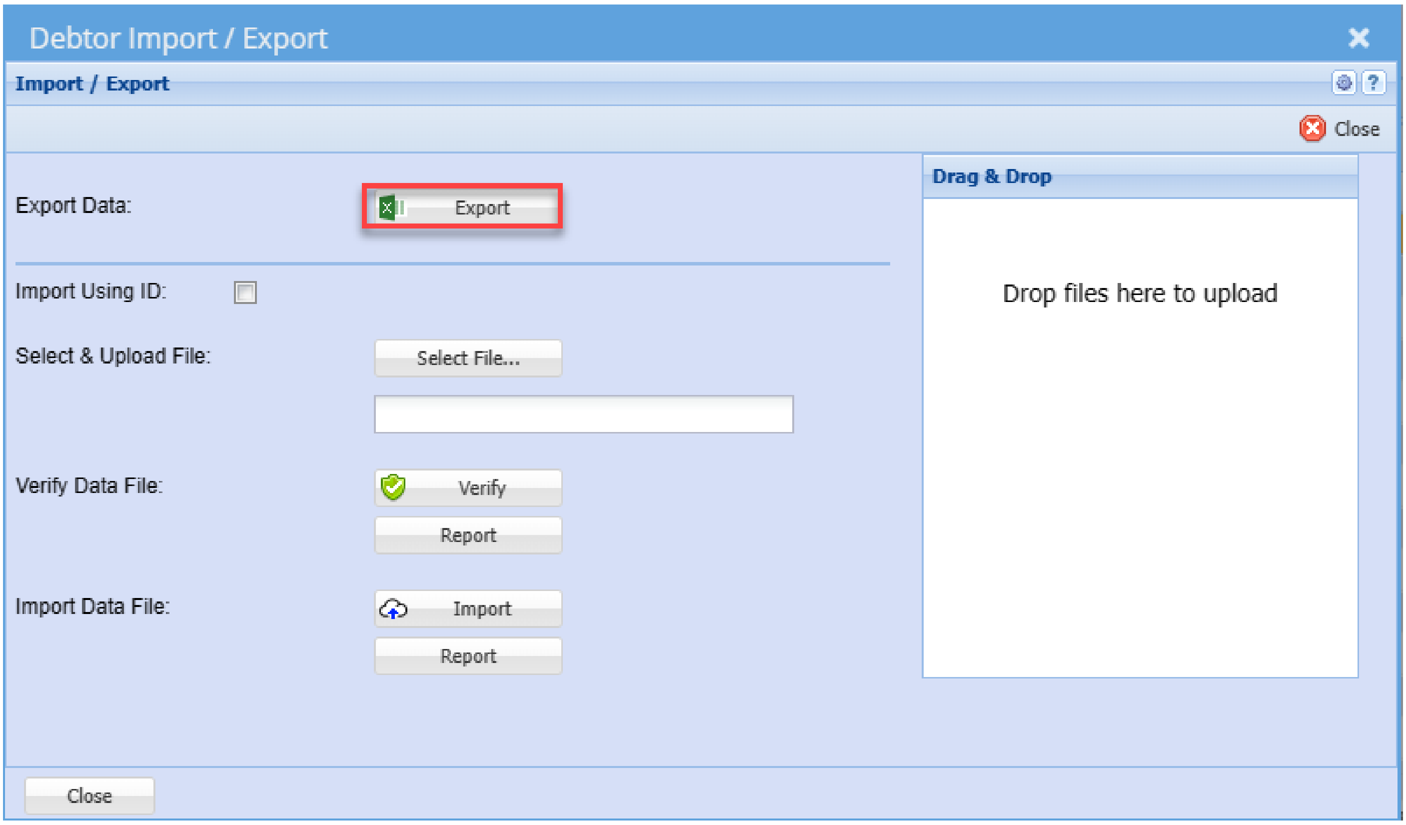
To import multiple new debtors/customers accounts into the database, follow the below procedure:

Go to Debtors/Customer Module> Configuration> Debtor/Customer Setup> Import/ Export Drop Down

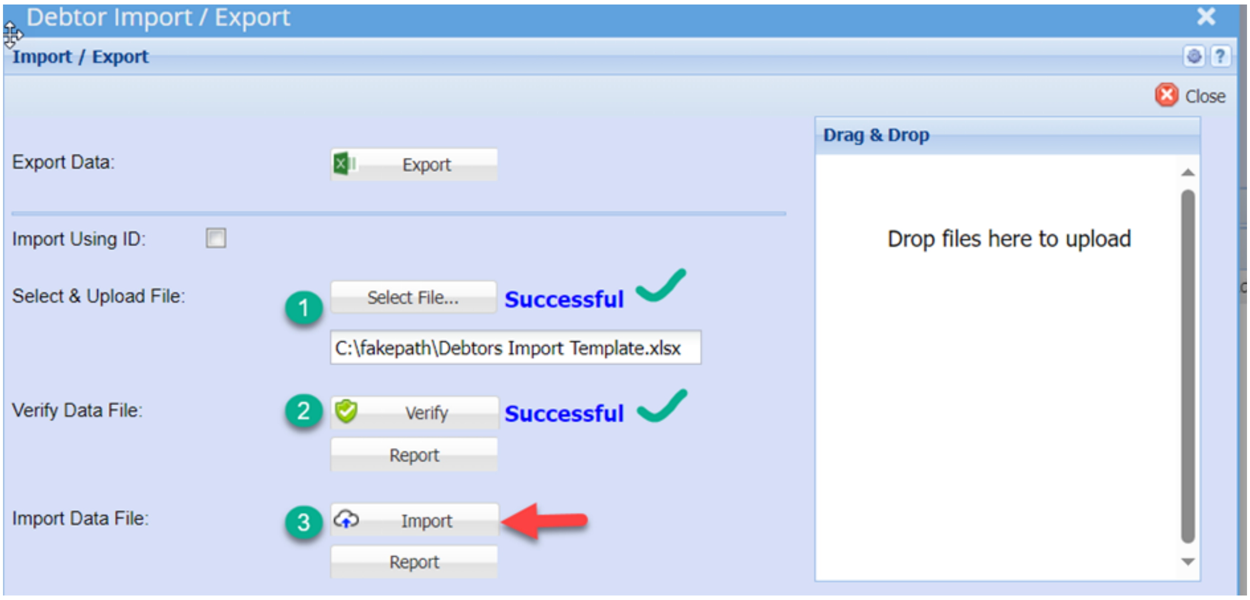
1. Click the Import/ Export Drop down
2. Select Debtor/Customer Import/Export



You can then delete the existing debtors/ customers and use the template to populate the information of the new debtors/ customers you wish to add into the system



Export	You can click the Export button which will return the existing debtors/ customers listing into the required template for import
Import Using ID	Using this import will use the ID to import the Data
Select &Upload File	Click the **Select File** Button to open your file explorer: search and select the import file you saved in the above step.
Verify	Click the Verify button to check for any errors on the import file
Import	Allows you to be able to import debtors/ Customers to the system



1. Once you have the worksheet populated with the respective new debtors' details, save the file as a normal Excel file.
2. You should get a successful result returned. If not, correct the file, resave the file and retry the Verify
3. If there are any errors when you click, verify then you can click on report to see what is causing issues
4. Once Verify is successful, click the Import Button
5. Then click the report button below import to check if all Debtors/ Customers were loaded accordingly
6. When all results are successful, and you are happy with the report
7. Your new debtors have now been uploaded into the system, and you can search for them in the normal manner.

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