Importing New Sales Orders

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Importing sales orders at this time is a 2 step process. First you import the *Sales Order*, like the customer and order number then you import the *Sales Order Lines*.

Tips for the Sales Order

1. Make sure to include the *Is New* column and set the value to True. Otherwise Order Time will thinks its an update.
2. If you want to fix the Sales Order No, include a Doc No column. Remember the Doc No must be numeric.   Otherwise the Customer PO column.

Tips for Sales Order Line

1. Include a column for Tran Type and set it to SalesOrder (case sensitive).
2. For Order Time to find the sales order you are trying to add items you must either include the Doc No column or both the Customer PO and Customer columns.

>> **Importing Video Guide**
>> **Preparing the Import File**
>> **Importing**
>> **Sample Import Templates (ZIP)**

- **Count Item Import CSV**
- **Customer Import CSV**
- **Item Import CSV**
- **Item Vendor Import CSV**
- **Vendor Import CSV**