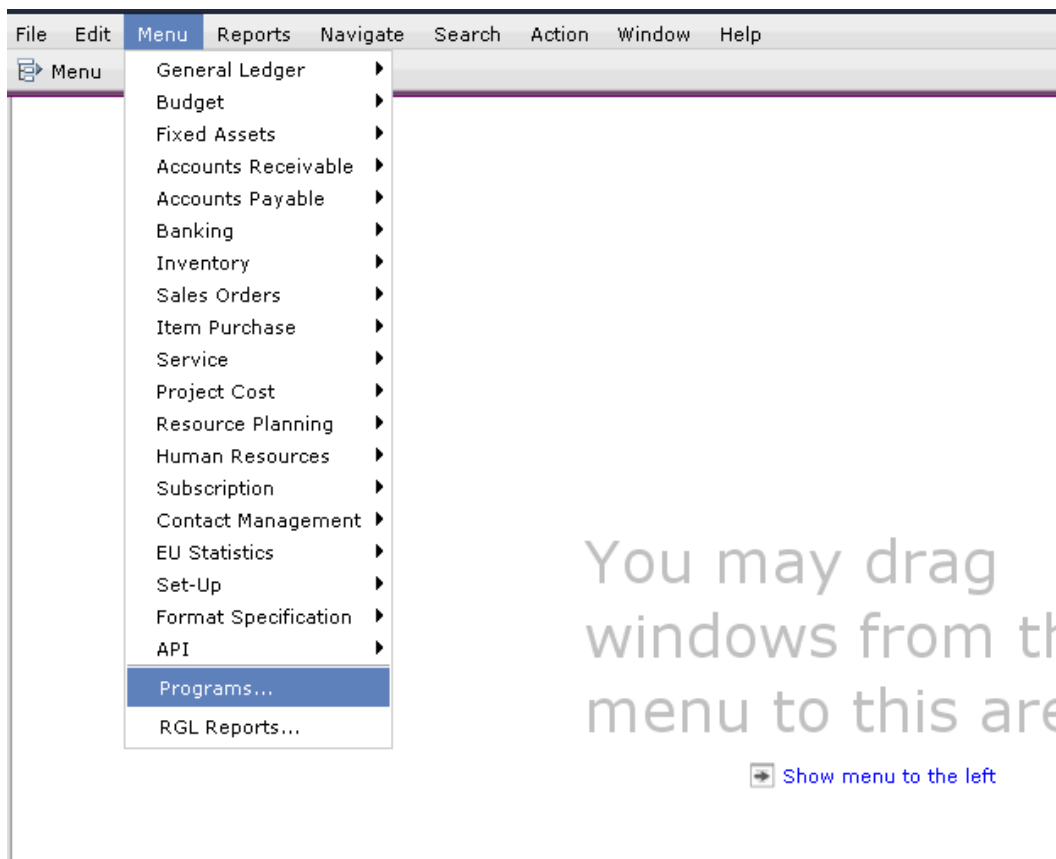


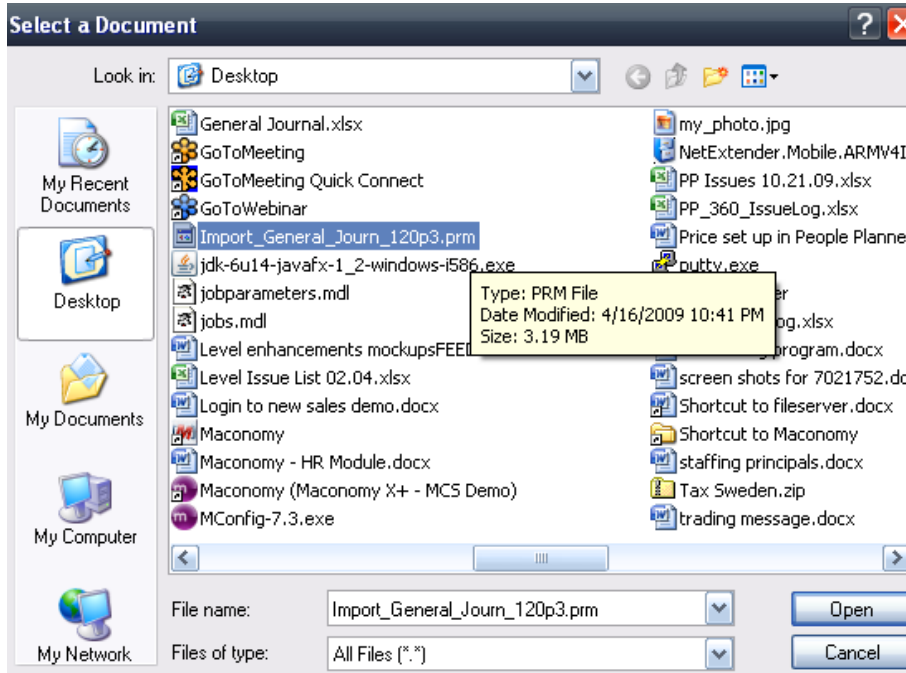
How to . . .

Run Standalone import programs

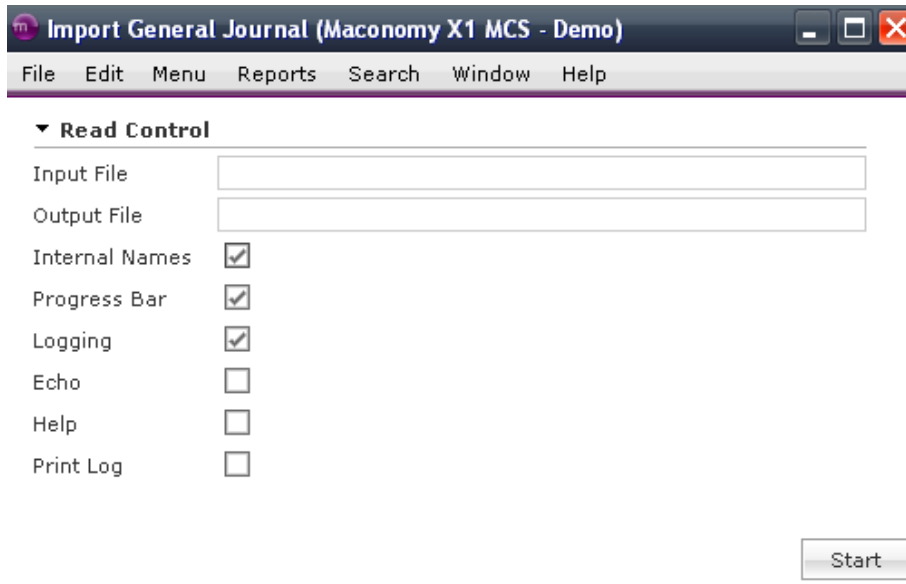
- 1) Enter the necessary information into the excel import template
- 2) Save it as a .txt (text) file as that is how Maconomy reads it when importing.
- 3) Save the import program (the file ending in .prm) to your desktop. This is the stand alone import program that tells Maconomy what you are importing.
- 4) In Maconomy, navigate to Menu > Programs . . .



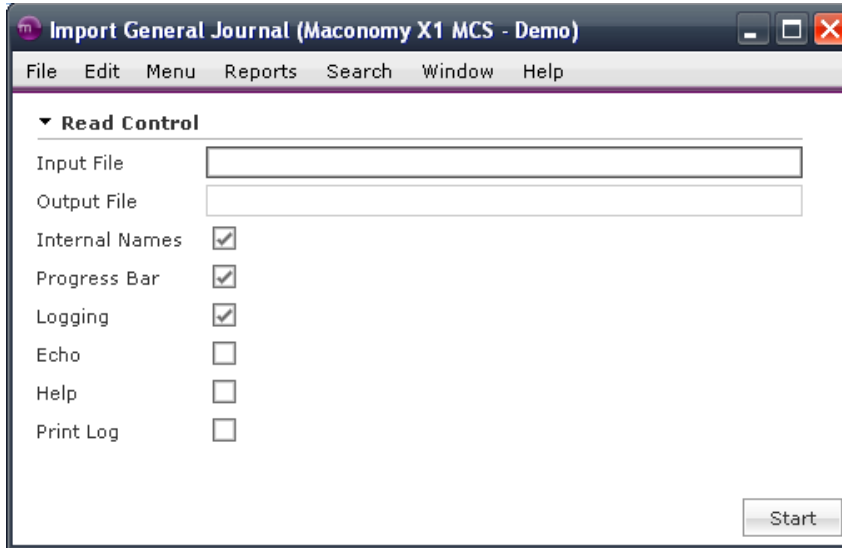
3) In the window that appears, select the import program you have saved to your desktop . . .



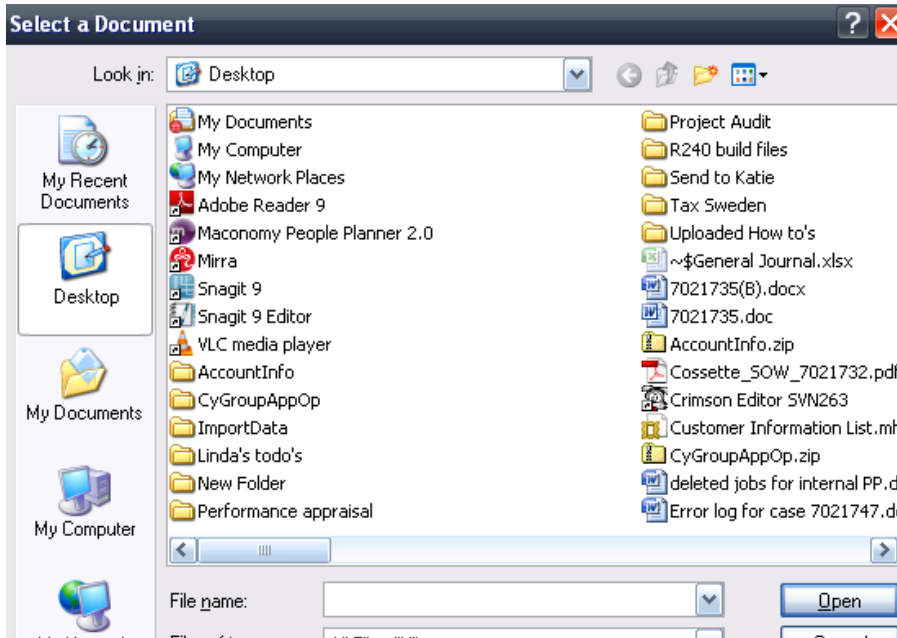
5) After double clicking the import program, the window below will appear. Be sure the 3 boxes that you see checked below are also checked when you do this . . .



6) Now click in the field called "Input File" and hit Enter on your Key board.



7) You will now have a window pop up again. This time locate the .txt file you saved of the data you are importing and double click it



- 8) After double clicking the .txt file, it will then upload. It may contain errors (a box will pop up notifying you of there are errors) which can be found in an error log which should be saved on your computer in the following path (same path as screen shot below except it would not say “Ryan MacNeil” it would be your name. The error log will look similar to the file highlighted below. Open the file and it will tell you what the errors are. In the error log, it will specify lines that the error occurs on. These line number match the exact line in the excel file template.

