

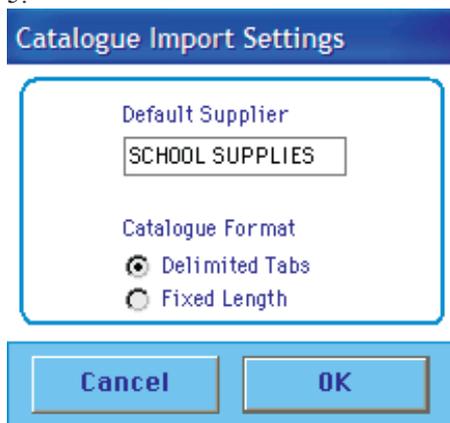
## Fact Sheet – Importing Suppliers Catalogues

*It is essential that you take a backup of your data before proceeding with the supplies catalogue import routine.*

*It is recommended that the supplies catalogue information be copied from the floppy disk onto the hard drive of the machine containing the RM Finance application; this will reduce the time taken for the import.*

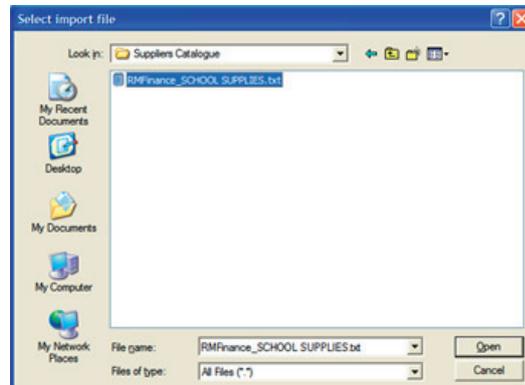
The import routine is as follows:

1. Select **Records** from the RM Finance control panel.
2. From the ‘Records’ window select the option **Supplies Catalogue**.
3. From the ‘Supplies Catalogue’ window select the option **Import**.
4. In the ‘Catalogue Import Settings’ window, enter an appropriate name for the ‘Default Supplier’, (our brand) select the import format **Delimited Tabs** and finally click on the **OK** button (see figure 1).
- 5.

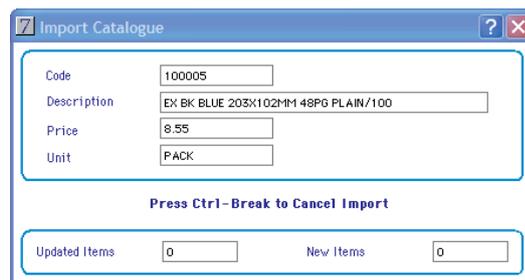


*Figure 1 - Catalogue Import Settings’ window.( N.B The default supplier shown is for illustrative purposes only.)*

5. You should now locate the catalogue import file from the ‘Select Import File’ window before clicking on the **OK** or **Open** button (see figure 2).



*Figure 2 - The Select Import File window. (N.B. The file name shown is for illustrative purposes only may vary.)*



*Figure 3 - The Import Catalogue window.*

6. Once the data file has been located, the ‘Import Catalogue’ window will appear, displaying the first record of the catalogue. This will enable you to validate the field criteria - Code, Description, Price and unit – before continuing with the import (see figure 3).
7. On completion of the import routine, the caption ‘Import Complete’ will be displayed.

*N.B. Future catalogue imports can be performed successfully in the same way, with all the existing information being updated.*