

Product Sales Price UPLOAD Guide

Product Sales Price Upload

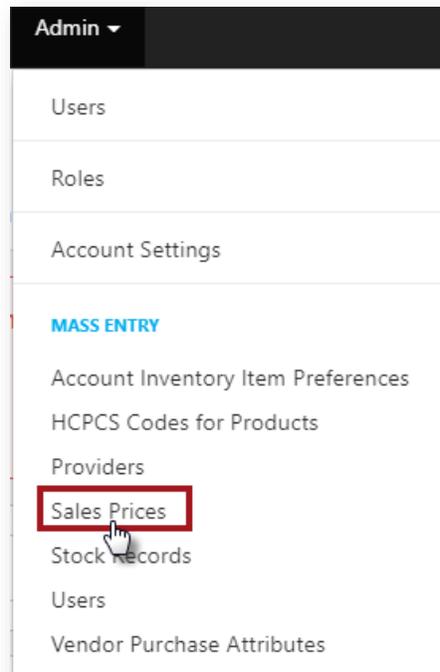
Instructions for uploading sales prices to products. This process can be used to add the initial sales prices or to adjust pricing if changes are needed.

Note the Product and Inventory Items must exist prior to the uploading process or the item will fail to upload. Only Users with the Admin role see the Upload options under the Admin tab.

In a spreadsheet enter the data in the following columns to ensure it is uploaded accurately:

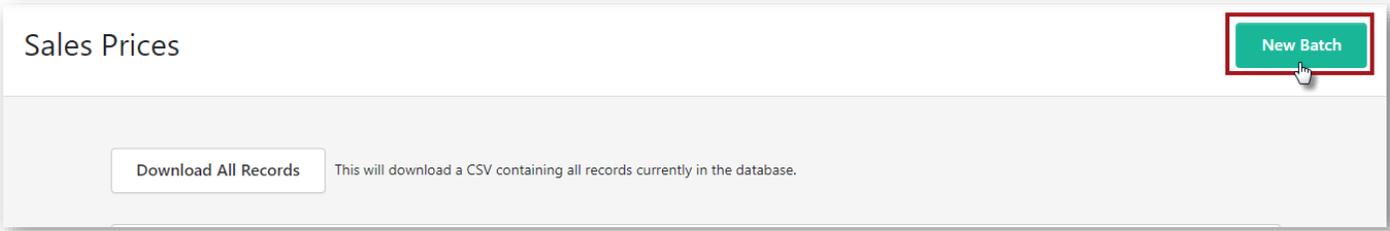
Manufacturer	Product Name	Inventory Value	Cost	Billed Charge	Patient Price
DJO - ProCare	3-Panel Knee Splint		0	100	50
DJO - Aircast	AirSelect Standard		0	315	210
DJO - Exos	Boxer's Fracture Brace		200	450	215
DJO - Donjoy	Reaction Knee Brace		0	220	150

In MotionMD go to Admin tab > Sales Prices

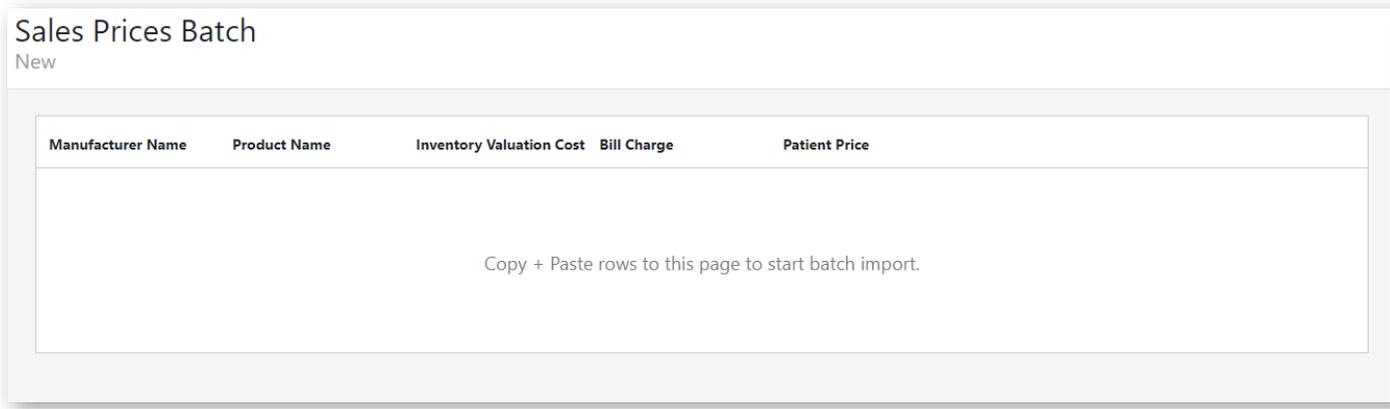


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Click New Batch button on Sales Prices upload page

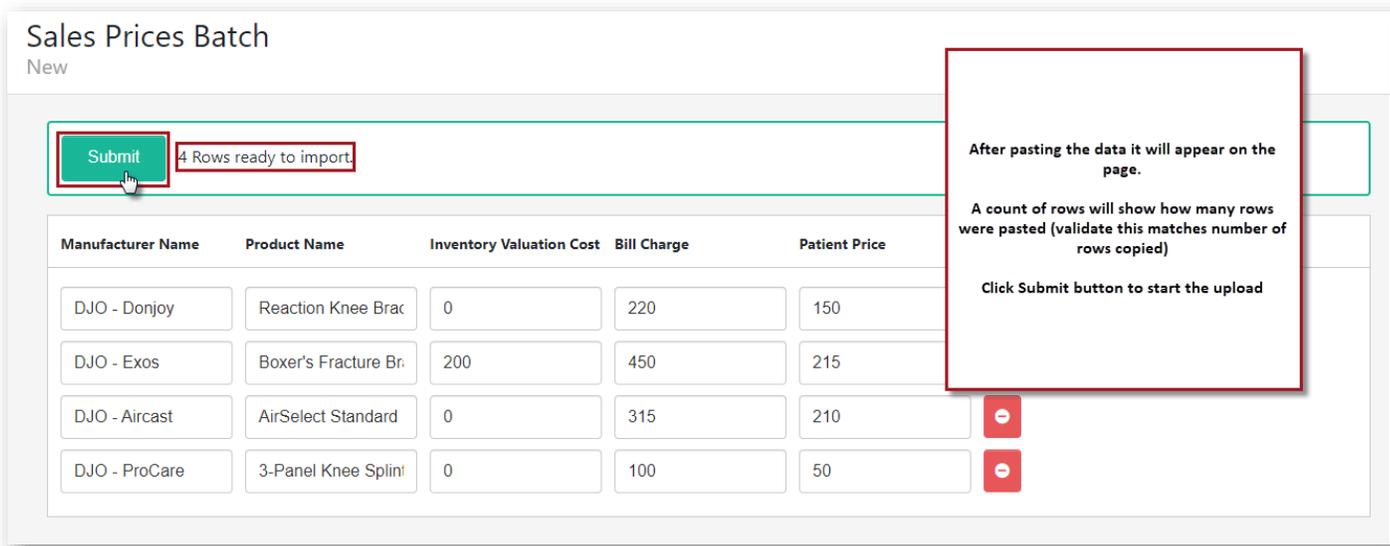


The New upload page opens:



On spreadsheet copy all rows and the five columns of data. Do not copy the headers. Click into the Copy + Paste section with mouse then Paste into the section below the headers on the New Batch page.

Note: Paste only works using Control/Command V to get data to paste onto page. Right click and paste on mouse does not work.



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After Submitting, the sales prices will process. Once this is complete the successful rows will show Green checks.

Vendor Purchase Attributes Batches / Created on 07/28/2021 11:06 AM by Kristen DiRocco

All Failed Download Failed Rows New Batch

9 of 9 items have been processed.

Inventory Item Number	Vendor Name	Vendor Site Name	Vendor Price	Vendor Unit of Measure	Co
380614	McKesson	McKesson	40	BX	6
01EF-M	DJO Global	DJO Direct	200	EA	1
01EF-L	DJO Global	DJO Direct	200	EA	1
01EF-XL	DJO Global	DJO Direct	200	EA	1
01EF-S	DJO Global	DJO Direct	200	EA	1

Rows successfully updated will appear with GREEN check. Any failed rows will show RED.

Lines fail if the Inventory item does not exist, if the Vendor does not match, Vendor is already set and Vendor name is changed or if there are duplicate SKU's

Clicking the Failed button will show just the Failed lines. They can be corrected on the page and resubmitted by clicking the Blue refresh button.

Vendor Purchase Attributes Batches / Created on 07/28/2021 11:16 AM by Kristen DiRocco

All Failed Download Failed Rows New Batch

Failed rows can be filtered by clicking on Failed button. Any failed rows can be corrected on the page and re-submitted. Failed rows can also be downloaded into a CSV by clicking the Download Failed Rows.

On Failures, the error message will appear below the product that failed.

The Blue refresh button allows the line to be resubmitted after corrected

The Red button allows you to delete the line

Inventory Item Number	Vendor Name	Vendor Site Name	Conversion Factor	Vendor SKU
380614	DJO Global	DJO Direct	6	

Inventory item id has already been taken