
Transaction Import (Generic Import)

This window allows you to select and import Unit Diary Transaction (Generic Import) import files (*.dif) so that individual transactions can be added to a diary, added to the tickler, edited, or deleted. These draft diary import files are generated by a source outside of UD/MIPS. Only individual transactions can be imported. This option does not support group or volume transactions. The file specifications for generic import are located in the document directory of UD/MIPS.

How Do I Get Here?

1. From the UD/MIPS - Navigator window, choose the Unit Diary icon. The Unit Diary Management window opens.
2. From the **Tools** menu, choose **Transaction Import**.
3. After following the steps in the Select Import File window, choose **Open**. The **Transaction Import Window** opens.

This window displays the following information:

- Transaction Number
- Type Transaction Code/Sequence Number
- Social Security Number
- Name
- Status

To Select a Different File

1. Choose **Browse**. A window prompts you to confirm that you want to discard the current transactions and load another file.
2. Choose **OK**. The **Select Import File** window opens.

To Add Transactions to a Diary

1. If you have an authorized ELSIG, do one of the following:
 - Select one or more transactions.
 - Select **Select All**.
2. Choose **Add to Diary**. The Create a New Diary window opens.

If any of the transactions have errors, a message informs you that one or more of the selected transactions are invalid. These transactions will not be added to the diary. Choose **OK**.

To Add Transactions to the Tickler

1. If you are a CO, ECO, certifier, preparer, or reviewer, do one of the following:
 - Select one or more transactions.
 - Select **Select All**.
2. Choose **Add to Tickler**. The **Add Tickler** window opens.