

Bulk Import Guide

A step-by-step manual for first-time users

What this guide covers

Use Bulk Import when you have several portfolios to create or update. The workflow uses two parts: a manifest file that tells Dover River what to do, and data files that contain the positions or transactions to import.

Phase 1: Prepare Your Files

- Create a manifest.csv file. This is the blueprint for the batch.
- Prepare the transaction or position files named in the manifest.
- Use clear file names so selected files match the manifest predictably.

1. The Manifest File

The manifest has one row per import file. It tells Dover River which file belongs to which portfolio, whether that file should create or update portfolio data, and which saved format to use for this file, if you specify one.

How Conversion Profiles Work

Update an existing portfolio

Uses the typed default unless the manifest or file review selects another format for this import.

Create a new portfolio

Uses the typed user default or automatic matching. An explicit manifest format applies to this file only.

Transactions and Positions have independent defaults. Remember a reviewed format to reuse it for this portfolio or all your portfolios.

Manifest Columns

Required fields and optional file formats

Column	Required	Description
portfolio_name	Yes	Portfolio to create or update. Existing portfolios are matched by this name.
file_path	Yes	Selected file name, such as transactions.csv. Relative paths are accepted when the browser provides them.
file_type	Yes	Use transactions for activity history or positions for starting holdings.
action	No	Use create, update, or update_or_create. When omitted, update_or_create is used.
conversion_profile	No	Saved format name or ID for this file, matching its import type. Applies to creates or updates without assigning a default. May be omitted.
split_adjustment_mode	Yes	Use as_traded for original values or adjusted_through for values already restated for splits.
split_adjusted_through	Yes	Leave blank for as_traded. Otherwise enter the last included adjustment date as YYYY-MM-DD.

Rules to Remember

- Existing portfolios are matched by portfolio_name.
- The conversion_profile column is optional and may be left out of the manifest.
- Map CSV/TSV/TXT/XLSX columns in the file review. QIF/OFX/QFX transactions skip column formats.
- Compatibility names create_or_update and upsert are accepted for update_or_create.

Prepare Data Files

Match each file to the file_type in your manifest

2. Transaction Data Files

Use transactions when you have a detailed history of buys, sells, deposits, dividends, withdrawals, and other account activity. Supported transaction files: CSV, TSV, TXT, XLSX, QIF, OFX, and QFX.

Column	Description	Examples
Date	Required. The date the transaction occurred.	2020-01-02 or 1/2/2020
Symbol	Ticker symbol. Use \$Cash for cash activity.	VOO, AAPL, \$Cash
Name	Asset name or cash activity description.	Apple, Vanguard S&P 500 ETF
Action	The type of transaction.	Buy, Sell, Deposit
Quantity	Shares. Positive for buys and negative for sells. Blank is OK for deposits.	150, -200, 1331.7796
Price	Price per share. Leave blank for cash deposits.	625.72, 28.684
Fees	Commissions or fees associated with the trade.	0, 0.002652
Proceeds	Cash impact. Negative for buys; positive for sells and deposits.	-250000, 124842, 500000

Transaction sign tip

Check the buy/sell interpretation in the review. Interpreted buys have positive quantity and negative proceeds; sells have negative quantity and positive proceeds.

Prepare Position Files

Use snapshots when you do not have full history

3. Position Data Files

Use positions when you are creating a new portfolio from current holdings instead of loading a complete activity history. Supported position files: CSV, TSV, TXT, and XLSX.

Column	Description	Examples
Symbol	The stock or ETF ticker symbol.	MSFT, VOO
Name	Optional asset name or description.	Microsoft, Vanguard S&P 500 ETF
Quantity	Total number of shares currently held.	500, 1250.5
Cost Basis	Optional cost basis value. Amount is accepted as another name.	150.25, 45000

Action Options

Action	Result
create	Creates a new portfolio. If one already exists with the same name, the row needs review.
update	Updates an existing portfolio. If no matching portfolio exists, the row needs review.
update_or_create	Updates an existing portfolio when the name matches; otherwise creates a new one.

Compatibility: create_or_update and upsert are accepted as older names for update_or_create.

Phase 2: Execute the Import

Upload the manifest, then select data files

Step 1: Upload Your Manifest

- Open Bulk Import from the sidebar.
- Under Manifest, click Choose Manifest.
- Select your manifest CSV file, such as Bulk Import Manifest.csv.
- The preview table will populate with portfolios, requested operations, conversion profiles, and expected file names.

Awaiting status

Awaiting means the manifest was read, but Dover River is still waiting for the actual data file listed in that row.

Step 2: Select Your Data Files

- Under Data Files, click Choose Files.
- Select the data files named in your manifest. You can select multiple files at once.
- Use Add Files if you need to include more files after the first selection.
- The system matches selected files to manifest file_path values and updates the preview.

File selection note

The dialog uses direct file selection instead of folder upload. This avoids browser permission prompts and makes first-time imports easier to understand.

Review and Import

Confirm exactly what will happen before the batch runs

Step 3: Review the Preview

Create

A new portfolio will be created from the selected file.

Update

The file will be imported into an existing portfolio.

Update, Create If Needed

The row updates a match, or creates a portfolio if no match exists.

- Check the summary counters: Create, Update, Update/Create, Awaiting, Needs Review, and Files.
- For any row, use the typed default, a saved format, or map columns in the file editor.
- Explicit formats override defaults for this file. Remembering a format is a separate action.
- Rows marked Awaiting need a matching data file selection.
- Resolve Needs Review rows before preparing the batch.

Common Things to Fix

- The file listed in file_path was not selected or did not match exactly one readable file.
- More than one selected file matches the same manifest path.
- More than one existing portfolio has the same portfolio name.
- The action or file_type value is unsupported.
- A row names a format that is missing, ambiguous, or has the wrong import type.
- A position file is trying to update an existing portfolio.

Import Batch

- Click Preview Batch; inspect the proposed changes, then click Apply Previewed Batch.
- Writes run one file at a time, and remaining files continue when possible.
- The results screen shows each imported, failed, or skipped file.
- Keep a copy of the original manifest and source files so you can compare or retry later.

Transaction Review and Recovery

Sequential files use the portfolio state saved by their predecessors

Review Final Activity

- Check final dates, symbols, quantities, prices, fees and signed amounts. Transaction review is read-only; correct the file or interpretation before previewing again.
- Generated activity, skipped existing duplicates and discarded rows appear separately. Check the counts and warnings before saving a valid subset.

Several Files for One Portfolio

- Later transaction files pause for fresh review after the preceding file finishes. Their duplicate counts reflect that saved activity; each file retains its original reviewed interpretation.
- Choose Save this file to continue, or Continue without changes when the file is entirely duplicate activity. Identical occurrences within one incoming file remain separate records.
- Files save individually. A later failure does not undo earlier successes. If creation fails, dependent files for that new portfolio are skipped.

Finish Safely After a Failure

- If a save result is unknown, keep the dialog open and use Retry save. The same import is confirmed without posting it twice; skipping is unavailable until its outcome is known.
- If imports are saved but the sidebar could not be stored, choose Retry sidebar. This finishes sidebar persistence without replaying any source file.
- The results show which files were imported, failed or skipped. Preserve the manifest and original source files for your records.