



Import Invoices File Layout

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Import Invoices File Layout

This file record layout is used to import a file to create invoice records.

| Field | Length | Type | Description |
|-----------------------|--------|--------------|--|
| Customer Number | 6 | Numeric | Required; must match a customer record in Accounts Receivable |
| Requested By | 35 | Character | Required if Customer PO Number is blank |
| Customer PO Number | 20 | Alphanumeric | Required if Requested By field is blank |
| Date Requested | 8 | YYYYMMDD | Optional; can default to current date |
| Description (Invoice) | 80 | Character | Required; could be workshop name and participant name; is used as the sort criteria on the invoice |
| Account Code | 20 | Alphanumeric | Required |
| Amount | 11 | Numeric | If blank, the field is set to zero. Decimal places are not implied. |
| Reference | 20 | Character | Optional |
| Due Date | 8 | YYYYMMDD | Optional |
| Quantity | 7 | Numeric | Optional |
| Unit of Issue | | | Optional, populated from list. |
| Product Type | | | Optional, populated from product number. |
| Unit Price | 11 | Numeric | Optional |

Notes:

- If the **Unit Price** and **Quantity** are entered, the amount is not automatically calculated. The actual amount entered is displayed.
- Uploaded files must be in the comma-delimited text (.txt) or comma-separated values (.csv) format.
- A separate invoice record is created for each row of data in the file, and the Invoice Numbers are assigned in sequential order.
- Commas may only be used in the file to separate data values, not within a field (e.g., (Invoice) Description field).
- Decimal places are not implied for amounts (e.g., 6789 indicates \$6,789.00 and 67.89 indicates \$67.89). You can enter 11 numeric characters with two decimal places, or if using whole numbers, you can enter nine numeric characters.
- Account codes are validated on the Finance > Maintenance > Create Chart of Accounts page.



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