

Import Invoices File Layout

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Import Invoices File Layout 1

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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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