

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	Numeric	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.



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