



Import Invoices File Layout

Table of Contents

Import Invoices File Layout 1

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.



Back Cover