

Import Invoices File Layout

Table of Contents

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.

Notes:

- 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.



Back Cover