

Import Invoices - BAR3600

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Accounts Receivable > Utilities > Import Invoices

This utility is used to upload a comma-delimited text (.txt) or comma-separated values (.csv) file to create invoice records. Once the records are imported, the invoices are given an “Approved” status. The invoices can be printed; however, cannot be edited or deleted.

Notes:

- 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).
- The current system date will populate any blank **Date Requested** fields. If there are any invalid dates, an error is displayed on the report and the import is not completed.
- 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.

Import Invoices File Layout

Import invoices:

Number of Days for Due Date	Type the number of days for the invoice due date. This number of days is added to the requested date of the invoice to generate the invoice due date. If zero or blank, no days are added. For example, if you type 10 in this field and an invoice has a requested date of 4/18/2022, then the due date for the invoice will be 4/28/2022.

❑ Click **Choose File** to select a file to be imported.

❑ Click **Execute** to execute the process.

If any errors are encountered during the import process, the Import Invoices Error Report is displayed. Review the report.

If no errors are encountered during the import process, the Import Invoices Preview report is displayed. Review the report.

❑ Click **Process** to proceed. A message is displayed indicating the invoices were created successfully.

❑ Click **Cancel** to return to the Import Invoices page.


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