


# 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).
- 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:

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

| | |
|---|---|
| **Execute** | Click to execute the process.<br>If any errors are encountered during the import process, the Import Invoices Error Report is displayed. Review the report.<br>If no errors are encountered during the import process, the Import Invoices Preview report is displayed. Review the report. |
| **Process** | ❑ Click **Process** to proceed. A message is displayed indicating the invoices were created successfully. |
| **Cancel** | Click to return to the Import Invoices page. |


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