



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.

☐ 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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