

## Determine text format for importing

There are two text file formats for importing invoices. You will need to select the format that best suits your needs based on the following criteria.

### Variable format

The Variable format is the most common import text file and is based on your AP settings. Use this format unless you meet any of the criteria below for the Fixed format file.

[Click here for a list of Variable format help topics](#)

### Fixed format

The Fixed format allows you to import invoices using a single, broad-based format regardless of your AP settings. Use this format **ONLY** if you are:

Importing to multiple data sets with different AP settings.

**OR**

Importing from a third-party software that creates the fixed format text file for you automatically.

**OR**

Making or have made changes to AP settings on a regular basis.

**If none of these apply, do NOT use the fixed format.**

[Click here for a list of Fixed format help topics](#)

#### More resources

You can visit [Sage City](#) to join product discussions, search articles in the [Sage knowledgebase](#), or [chat online](#) with an expert.

For additional training on Sage products, visit [Sage University](#).