

Import invoices file example (Fixed format)

The following table illustrates an import invoices fixed format text file and a description of each line in the text file.

Notes:

This should be printed out for reference as the fixed format cannot be edited or altered.

All fields are required for this format. Commas should be used as place-holders for fields without values. The exception to this is at the end of a line where no more values will be placed. (See Line 1 Table example below. Refer to description column regarding Summary Vendor.)

In your company's actual import text file, you would not use 'Line 1', 'Line 2', etc., to begin each line. The line numbers in the text file below are given to help you associate each line in the text file with the appropriate explanation line in the table that follows. Lines are started with an appropriate format abbreviation ('APIF', 'APDF', or 'APTXF') or a field value (if the line is continued with a plus sign from above).

Each item that is specified in the import record format must be separated by a comma in the import text file. If lines in the import text file are too long, they can be continued on the next line by ending the line with a plus sign after the last comma. For example, the last APDF line in the text file shown below is separated into two lines as follows:

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APDF,,,dz-1002,10-000,97-670,,6-050,e,,10-5310,10-5332,,tgh4,,,499.10,127.14,26.11,+

And

118.09,,,7
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A sample text file is as follows:

Line 1	APIF,50,invoice17,tires,2514.93,104.82,43.77,,05-13-2000,04-13-2000,,,04-13-2000,parts,site #1,
Line 2	APDF,Wilshire,4,,,97-676,,3-676,M,Automotive,,10-5100,2001.10,,tgh2,10,50,500.00,43.21,18.22,,113.33,,,+
Line 3	Retreads,,,,,,HasCommitment,kt,Jim Smith
Line 4	APTXF,TR02,33.11,13.57
Line 5	APTXF,tr03,10.10,4.65
Line 6	APDF,,,,,97-680,CARS,6-050,m,,,10-5312,2001.10,,tgh3,,,1500.90,71,,,,t,parts
Line 7	APDF,,,dz-1002,10-000,97-670,,6-040,e,,,10-5310,10-5332,,tgh4,,,499.10,127.14,26.11,,+
Line 8	118.09,,,7

The following table explains each line of the import text file shown above, the associated record format fields (from the Import Invoices Format journal), and a detailed description of each line item in the text file.

Record Format	Line #	Import Text File	Description
APIF, Vendor, Invoice, Description, Amount, Tax, Discount Offered, Misc Deduction, Invoice Date, Date Received, Discount Date, Payment Date, Accounting Date, Invoice Code 1, Invoice Code 2, Smry Payee Name, Smry Payee Address 1, Smry Payee Address 2, Smry Payee City, Smry Payee State, Smry	1	APIF,50,invoice17,tires,2514.93,104.82,43.77,,05-13-2000,04-13-2000,,,04-13-2000,parts,site #1,	<p>Line 1 begins the invoice with the invoice format abbreviation 'APIF'.</p> <p>Invoice ID 'invoice 17' is entered for Vendor 50 for \$2,514.93, with 'tires' as the Invoice Description.</p> <p>The Tax amount is \$104.82 with \$43.77 in Discount.</p> <p>There is no Miscellaneous Deduction. (A comma placeholder is required and used).</p> <p>The Invoice Date is 05-13-2000.</p> <p>The Date Received is 04-13-2000.</p>

<p>Payee ZIP</p>			<p>No Discount Date or Payment Date is entered. (Comma placeholders are required and used). The Accounting Date is 04-13-2000. The Invoice Code 1 is 'parts'. The Invoice Code 2 is 'site #1' Vendor 50 is not a Summary Vendor, therefore there is no summary information and no placeholders are required or used.</p>
<p>APDF, Commitment, Commitment Line Item, Equipment, EQ Cost Code, Job, Extra, Cost Code, Category, BL Std Item, Reserved, Expense Account, Accounts Payable Account, Misc Deduction2, Tax Group, Units, Unit Cost, Amount, Tax, Tax Liability, Discount Offered, Retainage, Misc Deduction, 1099 Exempt,</p>	<p>2</p>	<p>APDF,Wilshire,4,,, ¶ 97-676,,3-676, M,Automotive,, 10-5100, 2001.10,,tgh2,10,50,500.00,43.21,18.22,,113.33,,,+</p>	<p>Line 2 begins the first distribution with the distribution format abbreviation 'APDF'. This distribution applies to line item # 4 of the 'Wilshire' commitment. There is no EQ ID or Et Cost Code. This commitment is attributable to Job '97-676' with no Extra. Cost Code '3-676' and Category 'M'. The Billing Standard Item 'Automotive' is referenced. The GL expense account '10-5100' is used; th Accounts Payable account is '2001.10" No Misc Deduction2. Tax group 'tgh2' is being used. '10' units at a Unit Cost of '50' (this must match the commitment unit cost) results in a distribution amount of \$500.00. A distribution Tax amount of \$43.21 is included and \$18.22 in Tax Liability is incurred. No Discount Offered Retainage amounts to \$113.33. There is no Misc Deduction This distribution is not 1099 Exempt (a default for a comma place-held value). This distribution line is continued on next line by using a terminating '+' character after the first comma on the line.</p>
<p>Dist Code, Draw, Misc Entry #1, Misc Entry Units #1, Misc Entry #2, Misc EQ Entry Units #2, EQ Meter/Odometer, Description, Authorization, Joint Payee</p>	<p>3</p>	<p>retreads,,,,,,,, HasCommitment,kt, Jim Smith</p>	<p>Line 3 begins with the Distribution Code 'retreads'. Draw, Misc Entry #1, Misc Entry Units #1, Misc Entry #2, Misc Entry Units #2 and EQ Meter/Odometer are not given values (but have comma placeholders). The distribution Description has a value of 'HasCommitment'. Authorization ID is 'kt' and the Joint Payee name is 'Jim Smith'.</p>
<p>APTXF, Tax Item, Tax Amount, Tax Liability</p>	<p>4</p>	<p>APTXF,tr02,33.11,13.57</p>	<p>■ Line 4 begins the first tax distribution for</p>

			<p>distribution 1 with the tax format abbreviation 'APTXF'.</p> <ul style="list-style-type: none"> ▪ The Tax rate is 'tr02'. ▪ The actual Tax Amount is \$33.11. ▪ The Tax Liability is \$13.57 (this line is associated with APDF Line 2).
APTXF, Tax Item, Tax Amount, Tax Liability	5	APTXF,tr03,10.10,4.65	<ul style="list-style-type: none"> ▪ Line 5 begins with the second tax distributor for distribution 1 with the tax format abbreviation 'APTXF'. ▪ The Tax rate is 'tr03'. ▪ The actual Tax Amount is \$10.10. ▪ The Tax Liability is \$4.65 (this line is associated with APDF Line 2).
APDF, Commitment, Commitment Line Item, Equipment, EQ Cost Code, Job, Extra, Cost Code, Category, BL Std Item, Reserved, Expense Account, Accounts Payable Account, Misc. Deduction2, Tax Group, Units, Unit Cost, Amount, Tax, Tax Liability, Retainage, Misc Deduction, 1099 Exempt, Dist Code, Draw, Misc Entry #1, Misc Entry Units #1, Misc Entry #2, Misc EQ Entry Units #2, EQ Meter/Odometer, Description, Authorization, Joint Payee	6	APDF,,,,,97-680,CARS, 6-050,m,,, 10-5312,2001.01,,tgh3,,, 1500.90,71,,,,,t,parts	<p>Line 6 begins the second distribution with the distribution format abbreviation 'APDF'.</p> <p>There is no Commitment, Commitment Line Item, EQ ID or EQ Cost Code (comma placeholders are required for each).</p> <p>This distribution applies to Job '97-680', with Extra 'CARS', Cost Code '6-050' and Category 'm'.</p> <p>There is no Billing Standard Item.</p> <p>The GL expense account '10-5312' is used.</p> <p>Accounts Payable account is '2001.01'</p> <p>No Misc Deduction2 percent.</p> <p>The Tax group 'tgh3' is used.</p> <p>No Units or Unit Cost are entered.</p> <p>The distribution amount of \$1500.90 is followed by the distribution actual Tax amount of \$71.00 (notice that the '00' isn't necessary when paying whole dollar amounts).</p> <p>Tax Liability, Retainage and Discount Offered are not entered.</p> <p>There is no Misc Deduction.</p> <p>The 't' indicates that it is true that this distribution is 1099 Exempt.</p> <p>The last entered field is the Distribution Code 'parts'.</p> <p>No values are entered for the remaining APDF format fields, so placeholder commas are not required.</p>
APDF, Commitment, Commitment Line Item,	7	APDF,,,dz-1002, 10-000,97-670,,6-040, e,,,10-5310,	<p>Line 7 begins the third distribution with the distribution format abbreviation 'APDF'.</p>

<p>Equipment, EQ Cost Code, Job, Extra, Cost Code, Category, BL Std Item, Reserved, Expense Account, Accounts Payable Account, Misc Deduction2, Tax Group, Units, Unit Cost, Amount, Tax, Tax Liability</p>		<p>10-5332,,tgh4,,, 499.10, 127.14,26. 11,,+</p>	<p>No Commitment or Commitment Line Item information is entered. The EQ Equipment ID 'dz-1002'. An EQ Memo Cost Code of '10-000' is entered. Job '97-670' is charged, with no Extra, Cost Code '6-040', and Category 'e'. No Billing Standard Item is entered. The GL expense account '10-5310' is used. Accounts Payable account is '10-5332'. There is no Misc Deduction2 percent entered. Tax Group 'tgh4' is used. No Units or Unit Cost are entered. The distribution Amount of \$499.10 is followed by an actual Tax amount of \$127.14 and a Tax Liability of \$26.11. There is no Discount Offered This distribution line is continued on the next line by using a terminating '+' character after the last comma on the line.</p>
<p>Retainage, Misc Deduction, 1099 Exempt, Dist Code, Draw, Misc Entry #1, Misc Entry Units #1, Misc Entry #2, Misc EQ Entry Units #2, EQ Meter/Odometer, Description, Authorization, Joint Payee</p>	<p>8</p>	<p>118.09,,,,7</p>	<p>Line 8 begins with the Retainage amount of \$118.09, followed by no value for both Misc Deduction and 1099 Exempt (implying "false"). The Distribution Code is blank and the Draw IC is 7 for this distribution. None of the optional fields after Draw have values, therefore, no placeholder commas are needed after the '7' value.</p>

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