Import Invoices (Fixed format)

Use to import new, open invoices and their related distributions and tax distributions into the Accounts Payable New.API file. Import Invoices uses a comma-delimited text file like the import programs used in other applications such as Import Direct Costs in Job Cost and Import Transactions in General Ledger

You can print an Import Invoices Fixed Format journal which lists the specific record format and fields that are used to import How?

Distributions and tax distributions that are imported through Import Invoices are functionally the same as those entered using Enter Invoices. However, Import Invoices differs from Enter Invoices as follows:

Import Invoices does not allow you to quick-add information on-the-fly like Enter Invoices.

Import Invoices only imports invoices into the New.API file and does not post the invoices to the Master.APM file.

Records that are rejected by Import Invoices are copied to a separate rejected records text file. The Import Invoices journal lists any warnings and errors that occur during the import process. This information is used to edit erroneous information in the rejected records file.

The rejected records file can be edited using any text editor that does not convert the file from the comma-delimited text format to a different format. After reviewing the errors on the Import Invoices journal and correcting the rejected records file, the file can then be used as the source import file when reprocessing rejected records.

Click here to review guidelines that will help you get ready to import invoices.

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.