

## APIF Import Field Format Table (Fixed format)

Import order	Required to have a value?	Field description	Field type	Field length	What setting determines when the field's value is validated in the format?	Click to view detailed field verification information
1	Always	APIF	Alpha	4	Always validated	<a href="#">APIF Verification</a>
2	Always	Vendor	Alpha	10	Always validated	<a href="#">Vendor verification (APIF Invoice Format)</a>
3	Always	Invoice	Alpha	15	Always validated	<a href="#">Invoice verification (APIF Invoice Format)</a>
4	No	Description	Alpha	30	Always validated	<a href="#">Description verification (APIF Invoice format)</a>
5	(a)	Amount	Numeric	-9.2	Always validated	<a href="#">Amount verification (APIF Invoice format)</a>
6	No	Tax	Numeric	-7.2	AP Settings, Invoice Settings, Tax Settings = Enter total tax for invoice and tax amount for each distribution	<a href="#">Tax verification (APIF Invoice format)</a>
7	No	Discount Offered	Numeric	-7.2	AP Settings, Invoice Settings, Discount Usage = Invoice level	<a href="#">Discount Offered verification (APIF Invoice format)</a>
8	No	Misc Deduction	Numeric	-7.2	AP Settings, Invoice Settings, Misc deduction usage = Invoice level	<a href="#">Miscellaneous Deductio verification (APIF Invoice format)</a>
9	(b)	Invoice Date	Date		Always validated	<a href="#">Invoice Date verification (APIF Invoice format)</a>
10	(c)	Date Received	Date		AP Settings, Invoice Settings, Date received usage != Not used	<a href="#">Date Received verification (APIF Invoice format)</a>
11	No	Discount Date	Date		AP Settings, Invoice Settings, Discount usage != Not used	<a href="#">Discount Date verification (APIF Invoice format)</a>
12	(d)	Payment Date	Date		AP Settings, Invoice Settings, Payment date usage != Not used	<a href="#">Payment Date verification (APIF Invoice format)</a>
13	Yes	Accounting	Date		AP Settings, Invoice	<a href="#">Accounting Date</a>

		Date			Settings, Accounting date usage = Entered	verification (APIF Invoice Format)
14	No	Invoice Code 1	Alpha	10	AP Settings, Invoice Settings, Additional Settings	Invoice Code 1 verification (APIF Invoice format)
15	No	Invoice Code 2	Alpha	10	AP Settings, Invoice Settings, Additional Settings	Invoice Code 2 verification (APIF Invoice format)
16	(e)	Summary Payee Name	Alpha	30	Always validated	Summary Payee Name verification (APIF Invoice format)
17	No	Summary Payee Address 1	Alpha	33	Always validated	Summary Payee Address 1 verification (APIF Invoice format)
18	No	Summary Payee Address 2	Alpha	33	Always validated	Summary Payee Address 2 verification (APIF Invoice format)
19	No	Summary Payee City	Alpha	15	Always validated	Summary Payee City verification (APIF Invoice format)
20	No	Summary Payee State	Alpha	4	Always validated	Summary Payee State verification (APIF Invoice format)
21	No	Summary Payee Zip	Alpha	10	Always validated	Summary Payee ZIP verification (APIF Invoice format)

**Notes:**

\*All 21 fields require representation in the APIF . Use the notes below to determine whether an actual value or a comma-placeholder is required to represent those fields.

'=' indicates 'is set to'

'!' = ' indicates 'is not set to'

'-' before a number indicates a signed field (e.g., legal values for '-7.2' are '43.22' or '-43.22')

(a) Must be equal to the sum of all distribution amounts. Required if this sum is non-zero.

(b) Required if AP Settings, Invoice Settings, Accounting date usage = 'Invoice date', otherwise is not required.

(c) Required if AP Settings, Invoice Settings, Date received usage = 'Required', otherwise is not required.

(d) Required if AP Settings, Invoice Settings, Payment date usage = 'Required', otherwise is not required.

(e) Required to have a value if the vendor type of the entered vendor is Summary. Required to not have a value if the vendor type of the entered vendor ID is not Summary.

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