About importing invoices (Fixed format)

Invoice records can be imported from a comma-delimited text file into Accounts Payable using the Import Invoices command from the Tools menu. The imported records are verified and, if no errors are found, they are written to the New.API file.

Records that are rejected by Import Invoices are copied to a separate rejected records text file which has the same format as the import file. A print journal lists any warnings and errors that occur during the import process and this information is used to edit the information in the rejected records file.

The import file remains intact during processing and is not deleted when the task completes. As a result, if you are reprocessing a group of previously rejected records, be sure to enter the name of the rejected records file as the import file name, not the name of the original import file.

The system warns you when you attempt to import a previously-imported file. If you are importing an invoice that already exists in the New.API file or the Master.APM file, the invoice will be rejected and an error message will print on the journal indicating that the invoice already exists

After you have reviewed the Import Invoices journal, and corrected and reprocessed any errors, the entries are ready to be posted to using the Post Invoices command from the Tasks menu.

You cannot import credit card payment or statement invoices.

Related topics

Import field types

Import Invoices field format

Import Invoices file example

Import record format example

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