Import/Export File Layouts - Customer / Supplier Documents

You export and import customer and supplier document batches in the Process Customers and Process Suppliers functions.

There are two types of records:

- Headers
- Details

The header appears first, followed by the details for that record.

Header Record

Ref.	Field	Type	Format
1	Header	Character	The word "Header"
2	Document Number	Character	8 characters maximum, ignored when importing
3	Deleted	Character	Y=Deleted, <space>=not deleted, ignored when importing
4	Print Status	Character	Y=Printed, <space>=not printed
5	Customer Code	Character	6 characters maximum
6	Period Number	Numeric	1-13
7	Date	Character	DD/MM/YYYY
8	Order Number	Character	25 characters maximum
9	Inc/Exc	Character	Y=Inclusive, N=Exclusive
10	Discount	Numeric	
11	Invoice Message 1-3	Character	3 separate fields of 30 characters maximum each
12	Delivery Address 1-5	Character	5 separate fields of 30 characters maximum each
13	Sales Analysis Code	Character	5 characters maximum
14	Settlement Terms	Numeric	0-32
15	Document Date	Character	DD/MM/YYYY, Expiry/Delivery/Due date
16	Telephone	Character	16 characters maximum
17	Fax Number	Character	16 characters maximum
18	Contact Person	Character	16 characters maximum
19	Exchange Rate	Numeric	1 in foreign currency, 7.6 maximum
20	Freight Method	Character	10 characters maximum
21	Ship/Deliver	Character	16 Characters maximum
22	Additional Costs	Character	Y=Additional, N=Normal, supplier invoices only
23	Email Status	Character	Y=Emailed, <space>=not emailed

Detail Record

Ref.	Field	Type	Format
1	Detail	Character	The word "Detail"
2	Cost Price	Numeric	9.4 maximum **Note** When you import, you MUST set this field to zero. The system always uses the then current average cost price when you import lines.
3	Quantity	Numeric	9.4 maximum

4	Unit Selling Price	Numeric	9.4 maximum
5	Inclusive Price	Numeric	9.4 maximum
6	Unit	Character	4 characters maximum
7	Tax Type	Character	00-30
8	Discount Type	Character	0=None, 1=Settlement, 2=Invoice, 3=Both
9	Discount Percentage	Character	Omit decimals, for example 12.5% = 1250
10	Code	Character	15 characters maximum
11	Description	Character	40 characters maximum
12	Line Type	Character	4=Inventory, 6=GL, 7=Remarks
13	Projects Code	Character	5 characters maximum
14	Store	Character	3 characters maximum

Exporting and Importing Data