Import/Export File Layouts - Customer Master File

You export and import this file via the File Export / Import function.

Ref.	Field	Type	Format
1	Number	Character	6 characters maximum
2	Description	Character	40 characters maximum
3	Address 1-5	Character	5 separate fields of 30 characters maximum each
4	Telephone	Character	16 characters maximum
5	Fax	Character	16 characters maximum
6	Contact Person	Character	16 characters maximum
7	Default Tax	Character	0=No tax type default 1=Default tax type 2=Force tax type
8	Settlement Terms	Character	2 characters maximum
9	Price List	Character	1 character
10	Sales Analysis Code	Character	5 characters maximum
11	Delivery Address 1-5	Character	5 separate fields of 30 characters maximum each
12	Blocked	Character	Y=Blocked, N=Not blocked
13	Discount	Character	5 characters, for example 10.11
14	Exclusive	Character	Y=Inclusive, N=Exclusive
15	Statement Message	Character	1=Print oldest terms message, 2=Print first terms message
16	Open Item	Character	Y=Open item, N=Balance forward processing
17	Customer Category	Character	2 characters maximum
18	Currency Code	Character	00-32
19	Payment Terms	Character	Character 00, 30, 60, 90, 120
20	Credit Limit	Character	9 characters maximum, no decimals
21	User Field 1-5	Character	5 separate fields of 16 characters maximum each
22	Tax Reference	Character	16 characters maximum
23	Month/Day Based Terms	Character	N=Month terms, Y=Day based
24	Mobile Phone	Character	16 characters maximum
25	Email Address	Character	50 characters maximum
26	Statement Print or Email	Character	1=Print, 2=Email, 3=Print & Email, 4=Do Not Print or Email
27	Document Print or Email	Character	1=Print, 2=Email, 3=Print & Email
28	Country Code	Character	3 characters maximum
29	Freight	Character	10 characters maximum
30	Ship / Deliver	Character	16 characters maximum
31	Tax Code	Character	2 characters maximum
32	Cash Sale Account	Character	Y=Cash Sale Account, N=Not Cash Sale Account
33	Accept Email	Character	Y=Accepts electronic documents, N=Does not accept

Version Information Pastel Xpress does not have all these fields. Besides the selling prices, which affect the file layout, there are other fields you need to set to null. To do this, enter the field as two quotes with nothing in between. For example:
"Field1","","Field3"

In this example, the middle field between field 1 and field 3 is null.

The fields you should set as null for Pastel Xpress are:

- Field 18 - Currency Code
- Field 21 - User Field 1-5
- Field 28 - Country Code

In addition, set Field 32 - Cash Sale Account to N.

If any fields in the import file are blank when updating existing records, the original fields remain in place.

Exporting and Importing Data