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

Detail Record

Ref.	Field	Type	Format	Excel Ref.
1	Detail	Character	The word "Detail"	A
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.	B
3	Quantity	Numeric	9.4 maximum	C
4	Unit Selling Price	Numeric	9.4 maximum	D
5	Inclusive Price	Numeric	9.4 maximum	E
6	Unit	Character	4 characters maximum	F
7	Tax Type	Character	00-30	G
8	Discount Type	Character	0=None, 1=Settlement, 2=Invoice, 3=Both	H
9	Discount Percentage	Character	Omit decimals, for example 12.5% = 1250	I
10	Code	Character	15 characters maximum	J
11	Description	Character	40 characters maximum	K
12	Line Type	Character	4=Inventory, 6=GL, 7=Remarks	L
13	Projects Code	Character	5 characters maximum	M
14	Store	Character	3 characters maximum	N

Exporting and Importing Data