



## Importing Vendor Invoices and Adjustments in Sage BusinessWorks 2010

### Sage BusinessWorks Accounting import format requirements:

1. The import file must be in a comma delimited variable (.CSV) text format. Each field can contain only standard ASCII characters, separated by commas. Your file should resemble the examples at the end of this document.
2. **Only those fields listed on the following page can be imported into Sage BusinessWorks, and they must be imported in the order shown.**
3. Each record in the file must be terminated by a carriage return and line feed.

### Before you begin the import process:

1. Always back up your company data prior to importing a file.
2. Do not delete the import file from your system's memory until you are satisfied with the results of the import.

### Important Notes:

1. If you have created General Ledger accounts for this company and you are **not** in the Accounts Payable setup mode, you must define the default distribution account for each vendor for whom you wish to import invoices or adjustments. G/L distribution accounts can be specified in *Vendors / Maintain Vendors*.
2. If you want Sage BusinessWorks to assign default payment terms to the imported invoices, you must first create the terms (*Utilities / Maintain Payment Terms*), and then assign the desired term to the vendor. Go to *Vendors / Maintain Vendors* then click the *Other* button. When importing invoice payment terms, enter a Due Date or a Term. To enter terms, enter either **TV** (to accept the default terms on file for the vendor) or **Tn** where *n* is a number between 1 and 99 corresponding to a payment term defined in *Utilities / Maintain Payment Terms*. (See *Invoice import format*.)
3. Be sure that the invoices and adjustments you are importing are dated within a valid time frame. The invoice date cannot be more than one year prior to or one month following the current open month. To find your current month, go to *Utilities / Display A/P Status*.
4. The import format for invoices differs from the format for adjustments. This document provides complete information for importing invoices, as well as debit and credit adjustments. The last page provides examples of both invoice and adjustment import records.

## Invoice import format

Each invoice record consists of at least 10 fields. (You can have up to 20 distribution accounts and corresponding distribution amounts):

Field	Max Length <sup>1</sup>	Valid Entries / Format
0 Transaction Type <sup>2</sup>	N/A	Invoice: /I or /INVOICE.
1 Vendor ID <sup>3</sup>	12	Any text. (Lowercase letters are converted to uppercase during import.)
2 Invoice Number <sup>3</sup>	20	Any text.
3 Invoice Date <sup>3</sup>	8	MM/DD/YY <sup>4</sup> (Invoice Date must fall within allowable posting time frame: the date cannot be more than one <b>year</b> prior to or one <b>month</b> following the current open month.)
4 Invoice Amount <sup>3</sup>	11	Enter a number between -9999999.99 and 9999999.99 without commas or dollar signs.
5 Reference <sup>3</sup>	20	Any text.
6 Purchase Order number <sup>3,5</sup>	15	Enter the purchase order number that applies to this invoice (V5 and later only).
7 Terms or Due Date <sup>3</sup>	8	Enter the Due Date as MM/DD/YY <sup>4</sup> . The Due Date must be on or after the Invoice Date. For payment terms, enter either <b>TV</b> (to accept the default terms on file for the vendor) or <b>Tn</b> where <i>n</i> is a number between 1 and 99 corresponding to a payment term defined in <i>Utilities / Maintain Payment Terms</i> .
8 Discount Amount <sup>3</sup>	10	<ul style="list-style-type: none"> <li>If you are <b>not</b> using terms, enter an amount between 0.01 and 9999999.99 without commas or dollar signs.</li> <li>If you are using terms, leave this field blank.</li> </ul>
9 Discount Date <sup>3</sup>	8	<ul style="list-style-type: none"> <li>If you are not using terms, enter a date in the format MM/DD/YY<sup>4</sup>. The Discount Date must not precede the Invoice Date or be later than the Due Date.</li> <li>If you are using terms, leave this field blank.</li> </ul>
10 1 <sup>st</sup> Distribution Account <sup>3</sup>	7	NNNNNNNN.NNN or blank to use the distribution account number defined for the vendor. (In <i>Vendors / Maintain Vendors</i> , select the vendor and click "Other".)
11 1 <sup>st</sup> Distribution Amount <sup>3</sup>	11	Enter a number between -9999999.99 and 9999999.99 without commas or dollar signs. The total of your distribution amounts must equal the Invoice Amount.
...	...	...
...	...	...
28 20 <sup>th</sup> Distribution Account <sup>3</sup>	7	NNNNNNNN.NNN or blank to use the distribution account number defined for the vendor. (In <i>Vendors / Maintain Vendors</i> , select the vendor and click "Other".)
29 20 <sup>th</sup> Distribution Amount <sup>3</sup>	11	Enter a number between -9999999.99 and 9999999.99 without commas or dollar signs. The total of your distribution amounts must equal the Invoice Amount.

<sup>1</sup> If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks will automatically truncate it to the maximum number allowed.

<sup>2</sup> If a record has no transaction type, Sage BusinessWorks attempts to add it as an invoice (as though the /I transaction type had been used).

<sup>3</sup> Required fields. Because the Distribution Account and Distribution Amount fields are required, all fields must be delimited with commas even if no information is entered in a field. See the examples on page 4.

<sup>4</sup> The date must be entered as MM/DD/YY, regardless of the default set in the Windows Control Panel. Do not use a four-digit year, i.e., "08/01/2010".

<sup>5</sup> The purchase order number must be an existing order number in Sage BusinessWorks in order to import the invoice.

## Adjustment import format

Each adjustment record consists of at least 8 fields. (You can have up to 20 distribution accounts and corresponding distribution amounts):

Field	Max Length <sup>1</sup>	Valid Entries / Format
0 Transaction Type <sup>2,3</sup>	N/A	Debit: /D or /DEBIT. Credit: /C or /CREDIT.
1 Vendor ID <sup>3</sup>	12	Any text. (Lowercase letters are converted to uppercase during import.)
2 Invoice Number <sup>3</sup>	20	Any text or leave blank to apply the adjustment to Open Credits.
3 Adjustment Date <sup>3</sup>	8	MM/DD/YY <sup>4</sup> (Adjustment date must fall within allowable posting time frame: the date cannot be more than one <b>year</b> prior to or one <b>month</b> following the current open month.)
4 Adjustment Amount <sup>3</sup>	11	Enter a number between 0.01 and 9999999.99 without commas or dollar signs.
5 Reference	20	Any text.
6 1st Distribution Account <sup>3</sup>	7	NNNNNNNN.NNN or blank to use the distribution account number defined for the vendor. (See <i>Vendors / Maintain Vendors</i> . In Sage BusinessWorks for Windows, click "Other".)
7 1st Distribution Amount <sup>3</sup>	11	Enter a number between 0.01 and 9999999.99 without commas or dollar signs. The total of your distribution amounts must equal the Adjustment Amount.

<sup>1</sup> If the length of a field exceeds the maximum number of characters allowed for importing, Sage BusinessWorks automatically truncates it to the maximum number allowed.

<sup>2</sup> If you are importing an adjustment, you must enter a Transaction Type. Otherwise, Sage BusinessWorks attempts to add it as an invoice. However, the import fails because the invoice import format differs from the adjustment format.

<sup>3</sup> Required fields. Because the distribution account and distribution amount fields are required, all fields must be delimited with commas even if no information is entered in a field. See the examples on page 4.

<sup>4</sup> The date must be entered as MM/DD/YY, regardless of the default set in the Windows Control Panel. Do not use a four-digit year, i.e., "08/01/2010".

## Vendor invoice import examples:

The three entries below are valid vendor invoice import examples. The transaction type (/I or /INVOICE) is **not** required when importing invoices. (Note that <cr> and <lf> represent carriage-return and line-feed, respectively.)

1. AMER,1056,06/25/10,984.00, "Bike,24-inch",,07/15/10,,,7010.000,984.00<cr><lf>
  - Notice the commas used as place holders for missing purchase order number, discount amount and discount date.
  - The reference field is enclosed in quotation marks because it contains a comma. Without the quotation marks, Sage BusinessWorks would attempt to import "24-inch" into the Terms or Due Date field, "07/15/10" into the Discount Amount field, and so on.
2. REMY,2556,06/14/10,469.00,,450,T3,,,7010.000,469.00<cr><lf>
  - Commas hold the places for the missing reference, discount amount and discount date.
3. /INVOICE,METFAB,1043,06/04/10,1080.000,Parts and Assembly,800,07/04/106,51.12,06/09/10,6010.000,1000.00,6020.000,80.00<cr><lf>
  - This example shows an invoice import that has two G/L distribution accounts.

## Vendor adjustment import examples:

The three entries below are valid vendor adjustment import examples. Note that the transaction type (/D, /DEBIT, /C, or /CREDIT) **is required** when importing adjustments. (Note that <cr> and <lf> represent carriage-return and line-feed, respectively.)

1. /D,AMER,1056,06/25/10,10.00,24-inch girls bike,7010.000,10.00<cr><lf>
  - This adjustment would increase the balance of invoice #1056 by 10.00 and debit G/L account 7010.000.
2. /C,REMY,2556,06/14/10,50.00,,7010.000,50.00<cr><lf>
  - This adjustment would decrease the balance of invoice #2556. Notice that a comma is used as a place holder for the missing reference.
3. /CREDIT,METFAB,,06/04/10,100.00,Parts return,6010.000,60.00,6020.000,40.00 <cr><lf>
  - Notice that the invoice number is missing on this adjustment import. \$100.00 will, therefore, be posted to open credits. Notice also, that it will be distributed to two G/L accounts.