



## Article # 1107

### Technical Note: Understanding the Accounts Receivable Import Invoice Function

**Difficulty Level:** Advanced Level AccountMate User

**Version(s) Affected:** AccountMate 7 for SQL and Express  
AccountMate 6.5 for LAN  
AccountMate 6.5 for SQL and MSDE

**Module(s) Affected:** Accounts Receivable

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### DESCRIPTION

In addition to using the regular Create Invoice function, AccountMate Accounts Receivable invoices may be created from a text file provided certain parameters are met by that file. Some information required on invoices can be omitted in the text file because the Import Invoice function may obtain it from the data already stored in AccountMate data tables. This document explains the AR Import Invoice function and lists the sources of data that is provided by the system when those invoices are created.

### SOLUTION

The Import Invoice function permits users to choose from a list of fields with which values are provided in the text file. Since the information on the AR Invoice is stored in two separate parts called the Invoice Header and the Invoice Line Items, the field selection is in two parts. Each part requires that certain required information be provided in the text file and be placed in the proper section of that file; while other required information will be provided by the system and may be omitted from the file. For detailed information please visit AccountMate On-line Help document **AR-2.7.2.1 Text Structure Tab**.

#### Invoice Header Required Information

The Invoice Header portion of the text file must contain a value for Customer #. A value for Invoice # is required only if the **Use-System Generated Invoice #** option in the General (1) tab of the AR Module Setup is **not** marked. When this option is marked, the system will obtain the invoice number from the information stored in the data files.

The following table illustrates the system source of required Invoice Header information not included in the text file.

Invoice Header Information	Source	
	Fields	Function and Tab
Invoice # (if Use-System Generated Invoice # is marked)	Next Invoice #	AR Module Setup – General (1)
Warehouse	Whse	Customer Maintenance - Information
Salesperson #	Slpn #	Customer Maintenance – Information
Ship Via	Ship Via	AR Module Setup – General (1)
F.O.B.	F.O.B.	AR Module Setup – General (1)
Freight Code	Freight Code	AR Module Setup – General (1)
Sales Tax Code	Sales Tax Code	Customer Maintenance – Information
Pay Code	Pay Code	Customer Maintenance – Settings
**Bank #	Bank #	Pay Code Maintenance
**Check # / Credit Card #; Card Exp. Date; Cardholder Name	Credit Card Information area – Credit Card #; Exp Date; Cardholder Name	Customer Maintenance – Settings
Order/Invoice Date	System Date	N/A
Exchange Rate	Exchange Rate	Based on Currency Code in Customer Maintenance

\*\* The values in Bank # and Credit Card # are dependent upon the pay code assigned to the customer to whom the AR invoice is made.

(a) If the invoice is a regular sales invoice, the value in the Type field will be blank unless a value is provided in the import text file. Valid types are "R" for sales returns and "B" for beginning balance invoices.

(b) If the values for the Ordered By, Pay Reference, Foreign Freight Amount, and Remark fields are left blank in the import file, they will be blank in the final invoice.

(c) If the import text file omits values for Foreign Tax Amount(s) 1, 2, and 3 they are calculated based upon the value in the Sales Tax Code field.

(d) If a Customer PO# is provided in the import text file, that information will be stored with the Invoice Header information; otherwise, it will be blank on the final invoice.

#### Invoice Line Item Required Information

The Invoice Line Items portion of the text file must contain values for the following:

Invoice #, if the Use System-Generated Invoice # option is not marked  
Customer #  
Item #  
Foreign Unit Price or Foreign Subtotal Amount  
Specification code 1 and 2, if defined in Inventory Maintenance

The following table illustrates the system source of the required Invoice Line Items information when it is not included in the text file.

Invoice Line Items Information	Source	
	Fields	Function and Tab
Invoice # (if <b>Use-System Generated Invoice #</b> is marked)	Next Invoice #	AR Module Setup – General (1)
*Item Description	Description	Inventory Maintenance
*Unit of Measure	U of M	Inventory Maintenance – Information
*Commission		Inventory Maintenance - Settings
**Discount %	Discount %	Customer Maintenance – Settings or Inventory Maintenance - Settings
***Ship Qty		
**Unit Cost	Average Cost	Inventory Maintenance – Settings
Remark	Remark	Inventory Maintenance – Remark

\* If this value is omitted from the import text file then it will be blank in the final invoice

\*\* If Item # is non-stock then value is "0" in the final invoice

\*\*\*If this value is omitted from the import text file then the value on the final invoice will be "1"

(a) If Foreign Unit Price is not provided then this value is computed to be Foreign Subtotal Amount divided by Ship Qty. If Price Control is enabled the result will be validated against minimum price as defined in Price Control setup. If Foreign Subtotal Amount is provided then Foreign Unit Price will be computed to be Foreign Unit Price multiplied by Ship Qty. If Price Control is enabled the result will be validated against minimum price as defined in Price Control setup.

(b) The discount % is the customer discount indicated in the customer maintenance record or inventory item discount set up in the inventory maintenance record, whichever is lower.

This discussion helps users understand the AR Import Invoice Function and details the data sources that AccountMate use in creating invoices.

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