Import Transactions from CSV

The Import Transaction from CSV screen can be used to import Sales Order, Invoice, Prepayment and Overpayment transactions from a csv file. Use a csv file with correct format to make it valid for this importing process. Use this csv template. Note that the asterisked columns are required details.

Mapping of CSV fields to Invoice/Sales Order

CSV Column	Transaction Field	Notes
Invoice Number	Comments	
Transaction Type		Enter the transaction type such as Sales Order, Invoice, Prepayment, or Overpayment.
Customer #	Customer	Enter the Customer Entity No.
Location Name	Location	Enter the Company Location Name
Terms	Terms	Enter the Terms name. If left blank, the system will get the customer's default terms.
Freight Term	Freight Term	Enter the Freight Terms name.
Ship Via	Ship Via	Enter the Ship Via name.
Salesperson #	Salesperson	Enter the Salesperson Entity No.
BOL #	BOL Number	
PO #	PO Number	
Comment	Item Description (grid area)	
Tax Group	Tax Group (grid area)	Enter the Tax Group name.
Invoice Date	Invoice Date	
Due Date	Due Date	If left blank, system will recompute based on Invoice Date and Terms.
Post Date	Post Date	If a value is provided, the generated Invoice will be posted. If left blank, system will use the Invoice Date.
Ship Date	Ship Date	
Invoice Subtotal	Subtotal (footer area)	
Tax	Tax (grid area)	
Invoice Total	Total (footer area)	
Discount Amount	Discount (grid area)	
Amount Due		
Payment		

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