

Commitment item

Items required to be entered are marked as such in the **Comment** column.

No.	Type	Length	Item	Comment
1	alpha	2	record ID	required, must be CI
2	alpha	12	commitment ID	required
3	numeric	3	item number	see item number
4	alpha	30	description	
5	numeric	2.3	retainage percent	16 2/3% entered as 16.667
6	date	10	delivery date	PO only
7	alpha	1000	scope of work	see alpha item
8	alpha	10	job	required if extra, cost code, or category is entered; separators can be entered or omitted
9	Alpha	10	extra	enter or omit separators
10	alpha	12	cost code	required if job, extra, or category is entered; separators can be entered or omitted; standard cost codes must exist prior to import
11	alpha	3	category	required if categories are used and job, extra, or cost code entered
12	alpha	6	tax group	enter comma separator if not using tax; must be set up in AP
13	numeric	-9.2	Tax	enter comma separator only; automatically calculated based on tax group and amount
14	numeric	-8.4	units	If not tracking units, contributes to total commitment item amount, but not written to the commitment item or JC transaction records; 15 units entered as 15.25
15	Numeric	-6.4	unit cost	If not tracking unit cost, contributes to total Commitment Item Amount, but not written to the commitment item or JC transaction records
16	alpha	6	unit description	
17	numeric	-9.2	amount	including tax, see Note; if entered, overrides unit times unit cost; if blank and tax group is entered calculated as ((units times unit cost) plus tax)
18	check box	5	bought out	
19-up	varies	varies	1 - 250 custom fields	see About field types

Note: If you are using taxes in Accounts Payable and a tax group (item #12) is entered or imported for a commitment item, you should include tax in the imported amount (item #17).

More resources

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