

## Import Invoices Format journal example (Fixed format)

### Accounts Payable Import Invoices

APIF, Vendor, Invoice, Description, Amount, Tax, Discount Offered, Misc Deduction, Invoice Date, Date Received, Discount Date, Payment Date, Accounting Date, Invoice Code 1, Invoice Code 2, Smry Payee Name, Smry Payee Address 1, Smry Payee Address 2, Smry Payee City, Smry Payee State, Smry Payee ZIP

APDF, Commitment, Commitment Line Item, Equipment, EQ Cost Code, Job, Extra, Cost Code, Category, BL Std Item, Property, Expense Account, Accounts Payable Account, Taxable Payments, Tax Group, Units, Unit Cost, Amount, Tax, Tax Liability, Discount Offered, , Misc Deduction, Taxable Payments Exempt, Dist Code, Draw, Misc Entry #1, Misc Entry Units #1, Misc Entry #2, Misc Entry Units #2, Meter/Odometer, Description, Authorization, Joint Payee

### APTXF, Tax Item, Tax Amount, Tax Liability

Description	Field type	Maximum length	Usage notes
Record ID 'APIF' – API invoice			
APIF	Alpha	4	Always Required
Vendor	Alpha	10	Always Required
Invoice	Alpha	15	Always Required
Description	Alpha	30	
Amount	Numeric	-9.2	
Tax	Numeric	-7.2	
Discount Offered	Numeric	-7.2	
Misc. Deduction	Numeric	-7.2	
Invoice Date	Date		
Date Received	Date		
Discount Date	Date		
Payment Date	Date		
Accounting Date	Date		
Invoice Code 1	Alpha	10	
Invoice Code 2	Alpha	10	
Smry Payee Name	Alpha	30	
Smry Payee Address 1	Alpha	33	
Smry Payee Address 2	Alpha	33	
Smry Payee City	Alpha	15	

Smry Payee State	Alpha	4	
Smry Payee Zip	Alpha	10	
Record ID 'APDF' – API distribution			
APDF	Alpha	4	Always required
Commitment	Alpha	12	
Commitment Line Item	Numeric	5	
Equipment	Alpha-Numeric	7	xx-xxxx
EQ Cost Code	Alpha-Numeric	6	xx-xxx
Job	Alpha-Numeric	6	xx-xxx
Extra	Alpha	10	
Cost Code	Alpha-Numeric	6	xx-xxx
Category	Alpha	3	
BL Std Item	Alpha	10	
Reserved	Alpha-Numeric	8	Not used.
Expense Account	Alpha	7	xx-xxxx
AP Account	Alpha	7	xx-xxxx
Taxable Payments	Numeric	2.3	
Tax Group	Alpha	6	
Units	Numeric	-8.4	
Unit Cost	Numeric	-6.4	
Amount	Numeric	-9.2	
Tax	Numeric	-7.2	
Tax Liability	Numeric	-7.2	
Discount Offered	Numeric	-7.2	
Retainage	Numeric	-7.2	
Misc Deduction	Numeric	-7.2	
Taxable Payments Exempt	Check Box		Formats can be: t, T, 1, Y, y, f, F, N, n, 0
Dist Code	Alpha	10	

	Alpha	10	
Misc Entry #1	Alpha	10	
Misc Entry Units #1	Alpha	-8.4	
Misc Entry #2	Alpha	10	
Misc Entry Units #2	Numeric	-8.4	
Meter/Odometer	Numeric	7.2	
Description	Alpha	30	
Authorization	Alpha	10	
Joint Payee	Alpha	30	
Record ID 'APTXF' – API tax distribution			
APTXF	Alpha	5	
Tax Intern	Alpha	6	
Tax Amount	Numeric	-7.2	
Tax Liability	Numeric	-7.2	

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