

Importing Invoices into Counter Intelligence Office v11

The **Import Invoices** function allows for Invoices to be imported into Counter Intelligence Office from an external source.

TIP: It is highly recommended that a backup is taken prior to updating the database.

The Invoice Import file **MUST** be in a Comma separated variable (CSV) format. To create the CSV file, prepare your Orders in Excel or a similar spreadsheet, and export the file into a CSV format.

The import Invoices function requires that the Customers and Style / Product Codes **MUST** already exist in Counter Intelligence Office. If they don't, then you must import them beforehand using the Import Customer and Import Stock from External Data functions.

The column headings **MUST** match exactly to the field names specified in the table below. It is not necessary to have all the fields specified, but you **MUST** have the field names that are required. It does not matter if which order they are sequenced.

The following is a list of supported **Field Names**, the names are not case-sensitive. Extra fields are allowed, but are ignored by import function.

Field	Reqd	Len	Description
Branch	No	3	The Branch Code stock is being sold from. If this column is not included, when importing, the user will be prompted to select an existing branch code, which will be used for all invoices in the import. If the branch is specified, but no branch with that code can be found in Office, the line is ignored.
Code	No	6	The Customer Invoice number. If the Invoice number specified does not exist, a new invoice number is created. If the Invoice number already exists but customer or date is different as existed with the invoice number, it generates the next available number. If this field is left blank, the code is assumed to be the same as the code on the previous import line if it has same customer and date as the previous line otherwise, it generates the next available number.
Date	No	11	The Date on which the invoice is to be created. If this field does not exist or is left blank, the current date is used.
Customer	No	8	The Customer Code for the Invoice. If this column is not included, when importing, the user will be prompted to select an existing customer code, but marketing customers, which will be used for all invoices in the import. If the Customer Code is specified, but it can't be found in Office, the line is ignored.

Backorder	No	1	Whether to create backorders for insufficient stock,(Y) or not to, (N). If Y then backorder the stock quantity that cannot be supplied. If N then invoice the Ordered quantity. If this field is not included, Office will not generate any Backorders. If the Backorder is specified, but it isn't either of "Y" or "N", the line is ignored. NB. If product is non-stocked item then the backorder is ignored. NB. In V2009 the handling of Backorders will also be dependent on the System Switch "Handling of Negative Stock on Hand in Customer Invoices" Backorders will only be created if the setting is "Prompt" or "Always back Order Quantity not available"
Salesperson	No	7	The Sales Person Code for the invoice. If this column is not included, when importing, the user will be prompted to select an existing employee code, which will be used for all invoices in the import. If the Salesperson Code is specified, but it can't be found in Office, the line is ignored.
Style	Yes	15	The Style Code of product that is being sold. If it contains Pack Sales Unit Code , it must be separated by '~' such as 'Beer~4PK', 'Vodka~1LT', etc. If the style does not already exist in Office, the line will be ignored. If the first character of this column is '#', the line will be used as Sales Prompts and if the prompt does not already exist in Office, the line will be ignored.
Colour	No	15	The Colour Code of product. If the Colour specified does not already exist in Office, the line will be ignored.
Size	No	15	The Size Code of product. If the Size specified does not already exist in Office, the line will be ignored.
Quantity	Yes	15	The Quantity of product. If the Quantity is blank, zero, or less than zero, the line is ignored.
UnitPrice	No	15	The tax exclusive Unit Price of product. If this column is not included, Office will record the Unit Price as customer's price or retail price if customer's price does not exist. If the Unit Price is blank or zero, the line is ignored.
RequiredBy	No	11	The Date when products are required by. If this field is not included or is blank, the current system date is used.
Reference	No	40	The Invoice Reference Number.

Importing

When importing, Counter Intelligence displays a grid of the fields found in the specified import file.

An audit report is generated once the import is complete.