

Auto Count Sdn Bhd

# AutoCount Accounting Import from Excel Specification

## Table of Contents

1	Import Debtor Specification.....	4
1.1	Overview .....	4
1.2	Known Columns.....	4
2	Import Creditor Specification.....	5
2.1	Overview .....	5
2.2	Known Columns.....	5
3	Import Branch Specification .....	6
3.1	Overview .....	6
3.2	Known Columns.....	6
4	Import Stock Item Specification.....	7
4.1	Overview .....	7
4.2	Known Columns.....	7
5	Import Stock Item Opening Specification .....	8
5.1	Overview .....	8
5.2	Known Columns.....	8
6	Import Price Book Specification .....	9
6.1	Overview .....	9
6.2	Known Columns.....	9
7	Import Last Year Price History Specification .....	10
7.1	Overview .....	10
7.2	Known Columns.....	10
8	Import A/R Invoice Specification.....	11
8.1	Overview .....	11
8.2	Known Columns.....	11
9	Import A/R Debit Note Specification .....	13
9.1	Overview .....	13
9.2	Known Columns.....	13
10	Import A/R Credit Note Specification .....	15
10.1	Overview .....	15
10.2	Known Columns .....	15
11	Import A/R Payment Specification .....	17
11.1	Overview .....	17
11.2	Known Columns .....	17
12	Import A/P Invoice Specification .....	18
12.1	Overview .....	18
12.2	Known Columns .....	18
13	Import A/P Debit Note Specification .....	20
13.1	Overview .....	20

13.2 Known Columns ..... 20

14 Import A/P Credit Note Specification ..... 22

14.1 Overview ..... 22

14.2 Known Columns ..... 22

15 Import A/P Payment Specification ..... 24

15.1 Overview ..... 24

15.2 Known Columns ..... 24

# 1 Import Debtor Specification

## 1.1 Overview

AutoCount Accounting allows import Debtor data from Microsoft Excel or similar software. First your debtor data must be in Microsoft Excel spreadsheet. The first row of the data must contain known column name as listed in section 2. Subsequent row contains the actual data to be imported. The first column must be either DebtorCode or CompanyName column. If your first column is Company Name, then you must check the “Auto-create Debtor Code” option. The order of the rest of the columns does not need to follow the sequence as in section 2. The rest of the columns are optional. During importing, if the debtor code is found in the system, then the system will perform updating instead of inserting.

## 1.2 Known Columns

Column Name	Data Type	Description
DebtorCode	Text (12chars)	Debtor Code
CompanyName	Text (80 chars)	Company Name
Desc2	Text (80 chars)	Second Description
AreaCode	Text (12 chars)	Area Code
SalesAgent	Text (12 chars)	Sales agent Code
DebtorType	Text (20 chars)	Debtor Type Code
DisplayTerm	Text (30 chars)	Display Term Code
AgingOn	Text (1 chars)	Aging On Code
StatementType	Text (1 chars)	Statement Type Code
CurrencyCode	Text (5chars)	Currency Code
PriceCategory	Text (12 chars)	Price Category Code
TaxType	Text (8 chars)	Tax Type Code
RegisterNo	Text (12 chars)	The register no of this debtor.
Address1	Text (40 chars)	The address 1 of the Debtor Code.
Address2	Text (40 chars)	The address 2 of the Debtor Code.
Address3	Text (40 chars)	The address 3 of the Debtor Code.
Address4	Text (40 chars)	The address 4 of the Debtor Code.
PostCode	Text (10 chars)	The post code of the Debtor Code.
DeliverAddr1	Text (40 chars)	The deliver address 1 of the Debtor Code
DeliverAddr2	Text (40 chars)	The deliver address 2 of the Debtor Code
DeliverAddr3	Text (40 chars)	The deliver address 3 of the Debtor Code
DeliverAddr4	Text (40 chars)	The deliver address 4 of the Debtor Code
DeliverPostCode	Text (10 chars)	The deliver post code of the Debtor Code.
Attention	Text (40chars)	The attention of the Debtor Code.
Phone1	Text (25 chars)	The phone 1 of the Debtor Code.
Phone2	Text (25 chars)	The phone 2 of the Debtor Code.
Fax1	Text (25 chars)	The fax 1 of the Debtor Code.
Fax2	Text (25 chars)	The fax 2 of the Debtor Code.
NatureOfBusiness	Text (40 chars)	The nature of business of the Debtor Code.
WebURL	Text (80 chars)	The web URL of the Debtor Code.
EmailAddress	Text (80 chars)	The email address of the Debtor Code.
CreditLimit	Decimal Number	Credit Limit of the debtor code.
Note	Memo	The note of the Debtor Code.
ExemptNo	Text (60 chars)	The exempt no of the Debtor Code.
ExpiryDate	Datetime	The expiry date of the Debtor Code.
DiscountPercent	Decimal Number	The discount percent of the Debtor Code.
DetailDiscount	Decimal Number	Detail discount of the debtor code.
OverdueLimit	Decimal Number	Overdue Limit of the debtor code.
HasBonusPoint	Boolean	True means this debtor code has bonus point, false means this debtor code don't has bonus point.
IsActive	Boolean	True means this debtor code is active.
IsGroupCompany	Boolean	True means this debtor code is group company.
Contact	Text (40 chars)	The contact is the name of the Contact.
Department	Text (30 chars)	The department of the Contact.
Title	Text (40 chars)	The title of the Contact.
MobilePhone	Text (25 chars)	The mobile phone of the Contact.
DirectPhone	Text (25 chars)	The direct phone of the Contact.
DirectFax	Text (25 chars)	The direct fax of the Contact.
EmailAddressContact	Text (80 chars)	The email address contact is the email address of the Contact.
IMAddress	Text (40 chars)	The IM address of the Contact.

## 2 Import Creditor Specification

### 2.1 Overview

AutoCount Accounting allows import Creditor data from Microsoft Excel or similar software. First your creditor data must be in Microsoft Excel spreadsheet. The first row of the data must contain known column name as listed in section 2. Subsequent row contains the actual data to be imported. The first column must be either CreditorCode or CompanyName column. If your first column is Company Name, then you must check the “Auto-create Creditor Code” option. The order of the rest of the columns does not need to follow the sequence as in section 2. The rest of the columns are optional. During importing, if the creditor code is found in the system, then the system will perform updating instead of inserting.

### 2.2 Known Columns

Column Name	Data Type	Description
CreditorCode	Text (12chars)	Creditor Code
CompanyName	Text (80 chars)	Company Name
Desc2	Text (80 chars)	Second Description
AreaCode	Text (12 chars)	Area Code
PurchaseAgent	Text (12 chars)	Purchase agent Code
CreditorType	Text (20 chars)	Creditor Type Code
DisplayTerm	Text (30 chars)	Display Term Code
AgingOn	Text (1 chars)	Aging On Code
StatementType	Text (1 chars)	Statement Type Code
CurrencyCode	Text (5chars)	Currency Code
PriceCategory	Text (12 chars)	Price Category Code
TaxType	Text (8 chars)	Tax Type Code
RegisterNo	Text (12 chars)	The register no of this creditor.
Address1	Text (40 chars)	The address 1 of the Creditor Code.
Address2	Text (40 chars)	The address 2 of the Creditor Code.
Address3	Text (40 chars)	The address 3 of the Creditor Code.
Address4	Text (40 chars)	The address 4 of the Creditor Code.
PostCode	Text (10 chars)	The post code of the Creditor Code.
DeliverAddr1	Text (40 chars)	The deliver address 1 of the Creditor Code
DeliverAddr2	Text (40 chars)	The deliver address 2 of the Creditor Code
DeliverAddr3	Text (40 chars)	The deliver address 3 of the Creditor Code
DeliverAddr4	Text (40 chars)	The deliver address 4 of the Creditor Code
DeliverPostCode	Text (10 chars)	The deliver post code of the Creditor Code.
Attention	Text (40chars)	The attention of the Creditor Code.
Phone1	Text (25 chars)	The phone 1 of the Creditor Code.
Phone2	Text (25 chars)	The phone 2 of the Creditor Code.
Fax1	Text (25 chars)	The fax 1 of the Creditor Code.
Fax2	Text (25 chars)	The fax 2 of the Creditor Code.
NatureOfBusiness	Text (40 chars)	The nature of business of the Creditor Code.
WebURL	Text (80 chars)	The web URL of the Creditor Code.
EmailAddress	Text (80 chars)	The email address of the Creditor Code.
CreditLimit	Decimal Number	Credit Limit of the creditor code.
Note	Memo	The note of the Creditor Code.
ExemptNo	Text (60 chars)	The exempt no of the Creditor Code.
ExpiryDate	Datetime	The expiry date of the Creditor Code.
DiscountPercent	Text (9 chars)	The discount percent of the Creditor Code.
DetailDiscount	Decimal Number	Detail discount of the creditor code.
OverdueLimit	Decimal Number	Overdue Limit of the creditor code.
IsActive	Boolean	True means this creditor code is active.
IsGroupCompany	Boolean	True means this creditor code is group company.
Contact	Text (40 chars)	The contact is the name of the Contact.
Department	Text (30 chars)	The department of the Contact.
Title	Text (40 chars)	The title of the Contact.
MobilePhone	Text (25 chars)	The mobile phone of the Contact.
DirectPhone	Text (25 chars)	The direct phone of the Contact.
DirectFax	Text (25 chars)	The direct fax of the Contact.
EmailAddressContact	Text (80 chars)	The email address contact is the email address of the Contact.
IMAddress	Text (40 chars)	The IM address of the Contact.

## 3 Import Branch Specification

### 3.1 Overview

AutoCount Accounting allows import Branch data from Microsoft Excel or similar software. First your branch data must be in Microsoft Excel spreadsheet. The first row of the data must contain known column name as listed in section 2. Subsequent row contains the actual data to be imported. The first and second column must be AccNo column and BranchCode column, which represents the Account Code and Branch Code. The order of the rest of the columns does not need to follow the sequence as in section 2. The rest of the columns are optional. During importing, if the Account Code and Branch Code are found in the system, then the system will perform updating instead of inserting.

### 3.2 Known Columns

Column Name	Data Type	Description
AccNo	Text (12 chars)	Debtor or Creditor account code. Must be exists in the system.
BranchCode	Text (20chars)	Branch Code
BranchName	Text (80 chars)	Branch Name
AreaCode	Text (12 chars)	Area Code
SalesAgent	Text (12 chars)	Sales Agent Code
PurchaseAgent	Text (12 chars)	Purchase Agent Code
Address1	Text (40 chars)	The address 1 of the Branch Code.
Address2	Text (40 chars)	The address 2 of the Branch Code.
Address3	Text (40 chars)	The address 3 of the Branch Code.
Address4	Text (40 chars)	The address 4 of the Branch Code.
PostCode	Text (10 chars)	The post code of the Branch Code.
Phone1	Text (25 chars)	The phone 1 of the Branch Code.
Phone2	Text (25 chars)	The phone 2 of the Branch Code.
Fax1	Text (25 chars)	The fax 1 of the Branch Code.
Fax2	Text (25 chars)	The fax 2 of the Branch Code.

## 4 Import Stock Item Specification

### 4.1 Overview

AutoCount Accounting allows import Stock Item data from Microsoft Excel or similar software. First your stock item data must be in Microsoft Excel spreadsheet. The first row of the data must contain known column name as listed in section 2. Subsequent row contains the actual data to be imported. The first column must be ItemCode column, which represents the Stock Item Code. The order of the rest of the columns does not need to follow the sequence as in section 2. The rest of the columns are optional. During importing, if the stock item code is found in the system, then the system will perform updating instead of inserting.

### 4.2 Known Columns

Column Name	Data Type	Description
ItemCode	Text (30 chars)	Stock Item Code
Description	Text (100 chars)	Stock Item Description
Desc2	Text (100 chars)	Stock Item Second Description
ItemGroup	Text (8 chars)	Stock Item Group Code
ItemType	Text (12 chars)	Stock Item Type Code
LeadTime	Text (40 chars)	Lead Time of the Stock Item
StockControl	Boolean	True means this is a Stock Control item, false means Non-Stock Control item.
HasBatchNo	Boolean	True means this stock item has Batch No control.
DutyRate	Decimal Number	The duty rate of this stock item.
TaxType	Text (8 chars)	Tax Type Code
ImageFileName	Text (120 chars)	The path of the picture of this stock item.
CostingMethod	List	Must be "Fixed Cost", "Weighted Average", "FIFO", "LIFO", or "Most Recently".
SalesUOM	Text (8 chars)	UOM for sales use.
PurchaseUOM	Text (8 chars)	UOM for purchase use.
ReportUOM	Text (8 chars)	UOM for stock report use.
Note	Memo	Note
FurtherDescription	Memo	Further Description
UOM	Text (8 chars)	The Unit of Measurement (UOM) of this stock item.
Rate	Decimal Number	The conversion of this UOM as compared to base UOM.
Shelf	Text (20 chars)	The place where the stock item is physically located.
Price	Decimal Number	The reference selling price of the stock item.
Cost	Decimal Number	The reference cost of the stock item.
MinSalePrice	Decimal Number	The minimum selling price of the stock item.
MaxSalePrice	Decimal Number	The maximum selling price of the stock item.
MinPurchasePrice	Decimal Number	The minimum purchase price of the stock item.
MaxPurchasePrice	Decimal Number	The maximum purchase price of the stock item.
MinQty	Decimal Number	Minimum Quantity
MaxQty	Decimal Number	Maximum Quantity
NormalLevel	Decimal Number	Normal Level Quantity
ReOLevel	Decimal Number	Reorder Level of the stock item.
ReOQty	Decimal Number	Reorder Quantity of the stock item.
Weight	Decimal Number	The weight of the stock item if applicable.
WeightUOM	Text (8 chars)	The weight UOM of the stock item if applicable.
Volume	Decimal Number	The volume of the stock item if applicable.
VolumeUOM	Text (8 chars)	The volume UOM of the stock item if applicable.
BarCode	Text (30 chars)	The bar code of this stock item UOM.
UDF_xxxx	Any UDF Type	Any User Defined Fields in the Item level with named xxxx.
UDF_UOM_xxxx	Any UDF Type	Any User Defined Fields in the ItemUOM level with named xxxx.

## 5 Import Stock Item Opening Specification

### 5.1 Overview

AutoCount Accounting allows import Stock Item Opening data from Microsoft Excel or similar software. First your stock item opening data must be in Microsoft Excel spreadsheet. The first row of the data must contain known column name as listed in section 2. Subsequent row contains the actual data to be imported. The first column must be ItemCode column, which represents the Stock Item Code. When the data is paste from clipboard, these following fields are compulsory, the ItemCode, UOM and Location. The order of the rest of the columns does not need to follow the sequence as in section 2. The rest of the columns are optional. During importing, if the stock item code,uom and location is found in the system, then the system will perform updating instead of inserting.

### 5.2 Known Columns

Column Name	Data Type	Description
ItemCode	Text (30 chars)	Stock Item Code.
UOM	Text (8 chars)	The Unit of Measurement (UOM) of this stock item.
Location	Text (8 chars)	Location.
BatchNo	Text (20 chars)	The Batch No of this stock item.
Qty	Decimal Number	Quantity.
Cost	Decimal Number	The reference cost of the stock item.



## 6 Import Price Book Specification

### 6.1 Overview

AutoCount Accounting allows import Price Book data from Microsoft Excel or similar software. First your price book data must be in Microsoft Excel spreadsheet. The first row of the data must contain known column name as listed in section 2. Subsequent row contains the actual data to be imported. When the data is paste from clipboard, these following fields is compulsory, the ItemCode and UOM. It only can have either AccNo or PriceCategory when data is paste from clipboard. If both is entered will have the error message which is cannot have Price Category and Acc No both together, because it only can have either Acc No or Price Category. The order of the rest of the columns does not need to follow the sequence as in section 2. The rest of the columns are optional. During importing, if the item code, uom and price category or acc no is found in the system, then the system will perform updating instead of inserting.

### 6.2 Known Columns

Column Name	Data Type	Description
ItemCode	Text (30chars)	Item Code
UOM	Text (8 chars)	The Unit of Measurement (UOM) of this stock item.
AccNo	Text (12 chars)	Debtor or Creditor account code. Must be exists in the system.
PriceCategory	Text (12 chars)	Price Category
SuppCustItemCode	Text (30 chars)	Debtor or Creditor's Item Code
Ref	Text (80 chars)	Debtor or Creditor's Reference
UseFixedPrice	Boolean (1 chars)	True means this use fixed price.
FixedPrice	Decimal Number	Fixed Price
FixedDetailDiscount	Text (20 chars)	Fixed Detail Discount
Qty1	Decimal Number	Quantity 1
Price1	Decimal Number	Price 1
DetailDiscount1	Text (20 chars)	Detail Discount 1
Qty2	Decimal Number	Quantity 2
Price2	Decimal Number	Price 2
DetailDiscount2	Text (20 chars)	Detail Discount 2
Qty3	Decimal Number	Quantity 3
Price3	Decimal Number	Price 3
DetailDiscount3	Text (20 chars)	Detail Discount 3
Qty4	Decimal Number	Quantity 4
Price4	Decimal Number	Price 4
DetailDiscount4	Text (20 chars)	Detail Discount 4
FOCLevel	Decimal Number	FOC Level
FOCQty	Decimal Number	FOC Quantity
BonusPointQty	Decimal Number	Bonus Point Quantity
BonusPoint	Integer	Bonus Point

## 7 Import Last Year Price History Specification

### 7.1 Overview

AutoCount Accounting allows import Last Year Price History data from Microsoft Excel or similar software. First your last year price history data must be in Microsoft Excel spreadsheet. The first row of the data must contain known column name as listed in section 2. Subsequent row contains the actual data to be imported. The first column must be DocType column, which represents the Document Type of the price history data. The order of the rest of the columns does not need to follow the sequence as in section 2. The rest of the columns are optional. During importing, all records will be inserted into the system.

### 7.2 Known Columns

Column Name	Data Type	Description
DocType	List	Document Type, valid value are: QT, SO, DO, IV, CS, CN, DN, DR, XS, RQ, PO, GR, PI, CP, PR, GT, XP
AccNo	Text (12 chars)	Debtor Code or Creditor Code
BranchCode	Text (20 chars)	Branch Code of the Debtor or Creditor
ItemCode	Text (30 chars)	Stock Item Code
UOM	Text (8 chars)	The Unit of Measurement (UOM) of this stock item.
Rate	Decimal Number	The conversion of this UOM as compared to base UOM.
DocNo	Text (20 chars)	Document No.
DocDate	Date	Must be dd/MM/yyyy format.
CurrencyRate	Decimal Number	Currency Rate of the document.
Location	Text (8 chars)	Location Code
Agent	Text (12 chars)	Sales Agent or Purchase Agent
Description	Text (100 chars)	Stock Item Description
BatchNo	Text (20 chars)	Batch No of the stock item
ProjNo	Text (10 chars)	Project No.
DeptNo	Text (10 chars)	Department No.
Qty	Decimal Number	Quantity
UnitPrice	Decimal Number	Unit Price
Discount	Text (12 chars)	Discount (No validation is performed during importing)
TaxType	Text (8 chars)	Tax Type Code
SubTotal	Decimal Number	SubTotal (No recalculation nor validation is performed during importing)

## 8 Import A/R Invoice Specification

### 8.1 Overview

AutoCount Accounting allows import A/R Invoice data from Microsoft Excel or similar software.

The Accounts Receivable (A/R) invoice data must be in Microsoft Excel spreadsheet. The contents of the Microsoft Excel must follow strictly to these requirements:-

- a) The first row of the data must contain known column name as listed in section 1.
- b) Subsequent row contains the actual data to be imported.
- c) When the data is paste from clipboard, the following fields are **compulsory**, DocNo, DocDate, DebtorCode and CurrencyRate.
- d) The currency rate must be larger than zero.

The system will automatically obtain the Journal Type, Display Term and Sales Agent from the customer's record which is maintained under Debtor Maintenance.

The order of the rest of the columns does not need to follow the sequence as in section 1. The rest of the columns are optional.

The system import process will perform the following:-

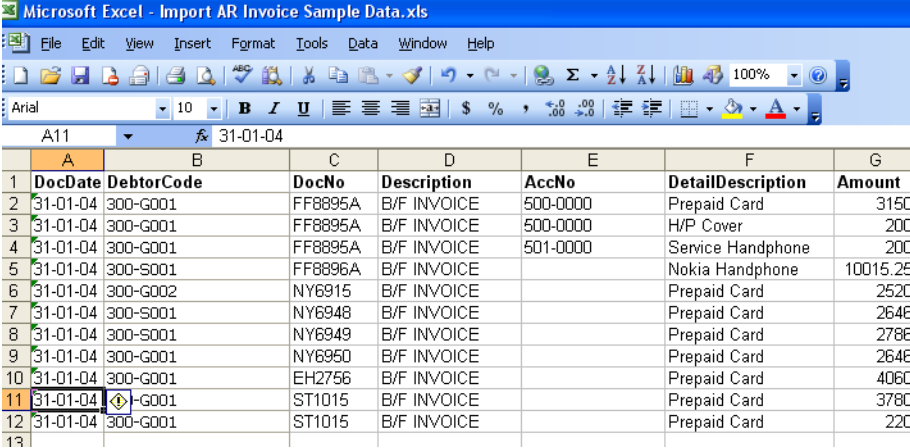
- i. If the Document No (DocNo) is already exists in the system, the system will perform an update process instead of insertion process.
- ii. When all master data is Blank, the detail data will be Ignore.
- iii. If you want the document number to be automatically generated, indicate <<New>> in **DocNo** column.
- iv. When document date (DocDate) is earlier than your Actual Data Start Date, the Sales Account Number (AccNo) is Allow to be Null. When the Document Date is larger than Actual Start Date, you must enter the Account No, otherwise the system will not allowed you to import the data.
- v. When all master data is same, the detail will group under 1 master Doc.
- vi. If the data has been imported and you would like to re-import the data, you **MUST** specify the document number instead of <<New>>.
- vii. In Section 1, the first batch of columns will be imported as Master Table, while second batch of columns will be imported as Detail Table.

### 8.2 Known Columns

Column Name	Data Type	Description
<b>Master Columns</b>		
DocNo	Text (20 chars)	Document No
DocDate	Date	Must be dd/MM/yyyy format.
DebtorCode	Text (12 chars)	Debtor Code
JournalType	Text (10 chars)	Journal Type code
DisplayTerm	Text (30 chars)	Display Term Code
SalesAgent	Text (12 chars)	Sales Agent Code
Description	Text (80 chars)	Description
CurrencyRate	Decimal Number	Currency Rate
RefNo2	Text (20 chars)	Reference 2.
Note	Rich Text	Note
<b>Detail Columns</b>		
AccNo	Text (12 chars)	Account No
ToAccountRate	Decimal Number	To Account Rate, usually 1.
DetailDescription	Text (100 chars)	Detail Description
ProjNo	Text (10 chars)	Project No
DeptNo	Text (10 chars)	Department No
TaxType	Text (8 chars)	Tax Type Code
Amount	Decimal Number	Amount

**Note: Rich Text can store up to 536,870,911 chars.**

Below are sample format of the Microsoft Excel format:-



The screenshot shows a Microsoft Excel spreadsheet titled "Import AR Invoice Sample Data.xls". The spreadsheet contains a table with 7 columns: DocDate, DebtorCode, DocNo, Description, AccNo, DetailDescription, and Amount. The data is organized into 12 rows, with the first row being a header. The selected cell is A11, containing the date 31-01-04.

	A	B	C	D	E	F	G
1	DocDate	DebtorCode	DocNo	Description	AccNo	DetailDescription	Amount
2	31-01-04	300-G001	FF8895A	B/F INVOICE	500-0000	Prepaid Card	3150
3	31-01-04	300-G001	FF8895A	B/F INVOICE	500-0000	H/P Cover	200
4	31-01-04	300-G001	FF8895A	B/F INVOICE	501-0000	Service Handphone	200
5	31-01-04	300-S001	FF8896A	B/F INVOICE		Nokia Handphone	10015.25
6	31-01-04	300-G002	NY6915	B/F INVOICE		Prepaid Card	2520
7	31-01-04	300-S001	NY6948	B/F INVOICE		Prepaid Card	2646
8	31-01-04	300-S001	NY6949	B/F INVOICE		Prepaid Card	2786
9	31-01-04	300-G001	NY6950	B/F INVOICE		Prepaid Card	2646
10	31-01-04	300-G001	EH2756	B/F INVOICE		Prepaid Card	4060
11	31-01-04	H-G001	ST1015	B/F INVOICE		Prepaid Card	3780
12	31-01-04	300-G001	ST1015	B/F INVOICE		Prepaid Card	220
13							

## 9 Import A/R Debit Note Specification

### 9.1 Overview

AutoCount Accounting allows import A/R Debit Note data from Microsoft Excel or similar software.

The Accounts Receivable (A/R) debit note data must be in Microsoft Excel spreadsheet. The contents of the Microsoft Excel must follow strictly to these requirements:-

- a) The first row of the data must contain known column name as listed in section 1.
- b) Subsequent row contains the actual data to be imported.
- c) When the data is paste from clipboard, the following fields are **compulsory**, DocNo, DocDate, DebtorCode and CurrencyRate.
- d) The currency rate must be larger than zero.

The system will automatically obtain the Journal Type, Display Term and Sales Agent from the customer's record which is maintained under Debtor Maintenance.

The order of the rest of the columns does not need to follow the sequence as in section 1. The rest of the columns are optional.

The system import process will perform the following:-

- i. If the Document No (DocNo) is already exists in the system, the system will perform an update process instead of insertion process.
- ii. When all master data is Blank, the detail data will be Ignore.
- iii. If you want the document number to be automatically generated, indicate <<New>> in **DocNo** column.
- iv. When document date (DocDate) is earlier than your Actual Data Start Date, the Sales Account Number (AccNo) is Allow to be Null. When the Document Date is larger than Actual Start Date, you must enter the Account No, otherwise the system will not allowed you to import the data.
- v. When all master data is same, the detail will group under 1 master Doc.
- vi. If the data has been imported and you would like to re-import the data, you **MUST** specify the document number instead of <<New>>.
- vii. In Section 1, the first batch of columns will be imported as Master Table, while second batch of columns will be imported as Detail Table.

### 9.2 Known Columns

Column Name	Data Type	Description
<b>Master Columns</b>		
DocNo	Text (20 chars)	Document No
DocDate	Date	Must be dd/MM/yyyy format.
DebtorCode	Text (12 chars)	Debtor Code
JournalType	Text (10 chars)	Journal Type code
DisplayTerm	Text (30 chars)	Display Term Code
SalesAgent	Text (12 chars)	Sales Agent Code
DNType	Text (12 chars)	D/N Type
Description	Text (80 chars)	Description
CurrencyRate	Decimal Number	Currency Rate
IsJournal	Boolean	True will post to Journal Entry and use Journal Voucher No.
Ref	Text (40 chars)	Reference
RefNo2	Text (20 chars)	Reference 2.
Note	Rich Text	Note
<b>Detail Columns</b>		
AccNo	Text (12 chars)	Account No
ToAccountRate	Decimal Number	To Account Rate, usually 1.
DetailDescription	Text (100 chars)	Detail Description
ProjNo	Text (10 chars)	Project No
DeptNo	Text (10 chars)	Department No
TaxType	Text (8 chars)	Tax Type Code
Amount	Decimal Number	Amount

**Note: Rich Text can store up to 536,870,911 chars.**

Below are sample format of the Microsoft Excel format:-

	A	B	C	D	E	F	G
1	DocDate	DebtorCode	DocNo	Description	AccNo	DetailDescription	Amount
2	31-01-04	300-G001	FF8895A	B/F DEBIT NOTE	500-0000	Prepaid Card	3150
3	31-01-04	300-G001	FF8895A	B/F DEBIT NOTE	500-0000	H/P Cover	200
4	31-01-04	300-G001	FF8895A	B/F DEBIT NOTE	501-0000	Service Handphone	200
5	31-01-04	300-S001	FF8896A	B/F DEBIT NOTE		Nokia Handphone	10015.25
6	31-01-04	300-G002	NY6915	B/F DEBIT NOTE		Prepaid Card	2520
7	31-01-04	300-S001	NY6948	B/F DEBIT NOTE		Prepaid Card	2646
8	31-01-04	300-S001	NY6949	B/F DEBIT NOTE		Prepaid Card	2786
9	31-01-04	300-G001	NY6950	B/F DEBIT NOTE		Prepaid Card	2646
10	31-01-04	300-G001	EH2756	B/F DEBIT NOTE		Prepaid Card	4060
11	31-01-04	300-G001	ST1015	B/F DEBIT NOTE		Prepaid Card	3780
12	31-01-04	300-G001	ST1015	B/F DEBIT NOTE		Prepaid Card	220
13							

## 10 Import A/R Credit Note Specification

### 10.1 Overview

AutoCount Accounting allows import A/R Credit Note data from Microsoft Excel or similar software.

The Accounts Receivable (A/R) credit note data must be in Microsoft Excel spreadsheet. The contents of the Microsoft Excel must follow strictly to these requirements:-

- a) The first row of the data must contain known column name as listed in section 1.
- b) Subsequent row contains the actual data to be imported.
- c) When the data is paste from clipboard, the following fields are **compulsory**, DocNo, DocDate, DebtorCode and CurrencyRate.
- d) The currency rate must be larger than zero.

The system will automatically obtain the Journal Type, Display Term and Sales Agent from the customer's record which is maintained under Debtor Maintenance.

The order of the rest of the columns does not need to follow the sequence as in section 1. The rest of the columns are optional.

The system import process will perform the following:-

- i. If the Document No (DocNo) is already exists in the system, the system will perform an update process instead of insertion process.
- ii. When all master data is Blank, the detail data will be Ignore.
- iii. If you want the document number to be automatically generated, indicate <<New>> in **DocNo** column.
- iv. When document date (DocDate) is earlier than your Actual Data Start Date, the Sales Account Number (AccNo) is Allow to be Null. When the Document Date is larger than Actual Start Date, you must enter the Account No, otherwise the system will not allowed you to import the data.
- v. When all master data is same, the detail will group under 1 master Doc.
- vi. If the data has been imported and you would like to re-import the data, you **MUST** specify the document number instead of <<New>>.
- vii. In Section 1, the first batch of columns will be imported as Master Table, while second batch of columns will be imported as Detail Table.

### 10.2 Known Columns

Column Name	Data Type	Description
<b>Master Columns</b>		
DocNo	Text (20 chars)	Document No
DocDate	Date	Must be dd/MM/yyyy format.
DebtorCode	Text (12 chars)	Debtor Code
JournalType	Text (10 chars)	Journal Type code
CNType	Text (12 chars)	C/N Type
SalesAgent	Text (12 chars)	Sales Agent Code
Description	Text (80 chars)	Description
CurrencyRate	Decimal Number	Currency Rate
IsJournal	Boolean	True will post to Journal Entry and use Journal Voucher No.
Ref	Text (40 chars)	Reference
RefNo2	Text (20 chars)	Reference 2.
Note	Rich Text	Note
<b>Detail Columns</b>		
AccNo	Text (12 chars)	Account No
ToAccountRate	Decimal Number	To Account Rate, usually 1.
DetailDescription	Text (100 chars)	Detail Description
ProjNo	Text (10 chars)	Project No
DeptNo	Text (10 chars)	Department No
TaxType	Text (8 chars)	Tax Type Code
Amount	Decimal Number	Amount
<b>Knock Off Detail</b>		

KnockOffDocType	Text (2 chars)	Knock Off Document Type. Valid value is: RI for AR Invoice, RD for AR Debit Note.
KnockOffDocNo	Text (20 chars)	Knock Off Document No
KnockOffAmt	Decimal Number	Knock Off Amount

**Note: Rich Text can store up to 536,870,911 chars.**



# 11 Import A/R Payment Specification

## 11.1 Overview

AutoCount Accounting allows import AR Payment data from Microsoft Excel or similar software. First your A/R payment data must be in Microsoft Excel spreadsheet. The first row of the data must contain known column name as listed in section 2. Subsequent row contains the actual data to be imported. When paste from clipboard, must have DocNo, DocDate, DebtorCode, CurrencyCode and PaymentMethod, which are required columns. Currency Rate must be larger than zero. The order of the rest of the columns does not need to follow the sequence as in section 2. The rest of the columns are optional. During importing, if the Doc No is found in the system, then the system will perform updating instead of inserting. The first record must contain master data, if you have more than 1 detail data, only the first detail require master data, remaining you can leave it blank. If you want the Doc No to be auto generated, you only need to write <<New>> in DocNo column. When Doc Date is smaller than Actual Start Date, Account No is Allow to be Null. When the Document Date is larger than Actual Start Date, you must enter the Account No, else you are not allow to Import the data. When all master data is same, the detail will group under 1 master Doc. If the data already import then import again <<New>> will become new doc.

## 11.2 Known Columns

Column Name	Data Type	Description
<b>Master Column</b>		
DocNo	Text (20chars)	Document No
DocDate	Date	Must be dd/Mm/yyyy format.
DebtorCode	Text (12 chars)	Debtor Code
Description	Text (40 chars)	Description
ProjNo	Text (10 chars)	Project No
DeptNo	Text (10 chars)	Department No
CurrencyCode	Text (5 chars)	Currency Code
ToHomeRate	Decimal Number	To Home Rate of the document.
ToDebtorRate	Decimal Number	To Debtor Rate of the document.
Note	Rich Text	Note
<b>Payment Detail Column</b>		
PaymentMethod	Text (20 chars)	Payment Method
ChequeNo	Text (20 chars)	Cheque No
PaymentAmt	Decimal Number	Payment Amount
BankCharge	Decimal Number	Bank Charge
ToBankRate	Decimal Number	To Bank Rate
PaymentBy	Text (20 chars)	Payment By
FloatDay	Integer Number	Float Day
IsRCHQ	Boolean	True mean this Is RCHQ is active.
RCHQDate	Date	Must be dd/Mm/yyyy format.
<b>Knock Off Detail</b>		
KnockOffDocType	Text (2 chars)	Knock Off Document Type. Valid value is: RI for AR Invoice, RD for AR Debit Note.
KnockOffDocNo	Text (20 chars)	Knock Off Document No
KnockOffAmt	Decimal Number	Knock Off Amount

## 12 Import A/P Invoice Specification

### 12.1 Overview

AutoCount Accounting allows import A/P Invoice data from Microsoft Excel or similar software.

The Accounts Payable (A/P) invoice data must be in Microsoft Excel spreadsheet. The contents of the Microsoft Excel must follow strictly to these requirements:-

- a) The first row of the data must contain known column name as listed in section 1.
- b) Subsequent row contains the actual data to be imported.
- c) When the data is paste from clipboard, the following fields are **compulsory**, DocNo, DocDate, CreditorCode and CurrencyRate.
- d) The currency rate must be larger than zero.

The system will automatically obtain the Journal Type, Display Term and Purchase Agent from the supplier's record which is maintained under Creditor Maintenance.

The order of the rest of the columns does not need to follow the sequence as in section 1. The rest of the columns are optional.

The system import process will perform the following:-

- i. If the Document No (DocNo) of the CreditorCode is already exists in the system, the system will perform an update process instead of insertion process.
- ii. When all master data is Blank, the detail data will be Ignore.
- iii. You should provide a document number instead of specify <<New>>.
- iv. When document date (DocDate) is earlier than your Actual Data Start Date, the Purchase Account Number (AccNo) is Allow to be Null. When the Document Date is larger than Actual Start Date, you must enter the Account No, otherwise the system will not allowed you to import the data.
- v. When all master data is same, the detail will group under 1 master Doc.
- vi. In Section 1, the first batch of columns will be imported as Master Table, while second batch of columns will be imported as Detail Table.

### 12.2 Known Columns

Column Name	Data Type	Description
<b>Master Columns</b>		
DocNo	Text (20 chars)	Document No
DocDate	Date	Must be dd/MM/yyyy format.
CreditorCode	Text (12 chars)	Creditor Code
JournalType	Text (10 chars)	Journal Type code
DisplayTerm	Text (30 chars)	Display Term Code
PurchaseAgent	Text (12 chars)	Purchase Agent Code
Description	Text (80 chars)	Description
CurrencyRate	Decimal Number	Currency Rate
RefNo2	Text (20 chars)	Reference 2.
Note	Rich Text	Note
<b>Detail Columns</b>		
AccNo	Text (12 chars)	Account No
ToAccountRate	Decimal Number	To Account Rate, usually 1.
DetailDescription	Text (100 chars)	Detail Description
ProjNo	Text (10 chars)	Project No
DeptNo	Text (10 chars)	Department No
TaxType	Text (8 chars)	Tax Type Code
Amount	Decimal Number	Amount

**Note: Rich Text can store up to 536,870,911 chars.**

Below are sample format of the Microsoft Excel format:-

Microsoft Excel - Import AP Invoice Sample Data.xls

File Edit View Insert Format Tools Data Window Help

Tahoma 8 B I U

B15 fx

	A	B	C	D	E	F	G
1	DocDate	CreditorCode	DocNo	Description	AccNo	DetailDescription	Amount
2	31-01-04	400-G001	FF8895A	B/F INVOICE	500-0000	Prepaid Card	3150
3	31-01-04	400-G001	FF8895A	B/F INVOICE	500-0000	H/P Cover	200
4	31-01-04	400-G001	FF8895A	B/F INVOICE	501-0000	Service	200
5	31-01-04	400-S001	FF8896A	B/F INVOICE		Prepaid Card	10015.25
6	31-01-04	400-G002	NY6915	B/F INVOICE		Prepaid Card	2520
7	31-01-04	400-S001	NY6948	B/F INVOICE		Prepaid Card	2646
8	31-01-04	400-S001	NY6949	B/F INVOICE		Prepaid Card	2786
9	31-01-04	400-G001	NY6950	B/F INVOICE		Prepaid Card	2646
10	31-01-04	400-G001	EH2756	B/F INVOICE		Prepaid Card	4060
11	31-01-04	400-G001	ST1015	B/F INVOICE		Prepaid Card	3780
12	31-01-04	400-G001	ST1015	B/F INVOICE		Prepaid Card	220
13							

## 13 Import A/P Debit Note Specification

### 13.1 Overview

AutoCount Accounting allows import A/P Debit Note data from Microsoft Excel or similar software.

The Accounts Payable (A/P) debit note data must be in Microsoft Excel spreadsheet. The contents of the Microsoft Excel must follow strictly to these requirements:-

- a) The first row of the data must contain known column name as listed in section 1.
- b) Subsequent row contains the actual data to be imported.
- c) When the data is paste from clipboard, the following fields are **compulsory**, DocNo, DocDate, CreditorCode and CurrencyRate.
- d) The currency rate must be larger than zero.

The system will automatically obtain the Journal Type, Display Term and Purchase Agent from the supplier's record which is maintained under Creditor Maintenance.

The order of the rest of the columns does not need to follow the sequence as in section 1. The rest of the columns are optional.

The system import process will perform the following:-

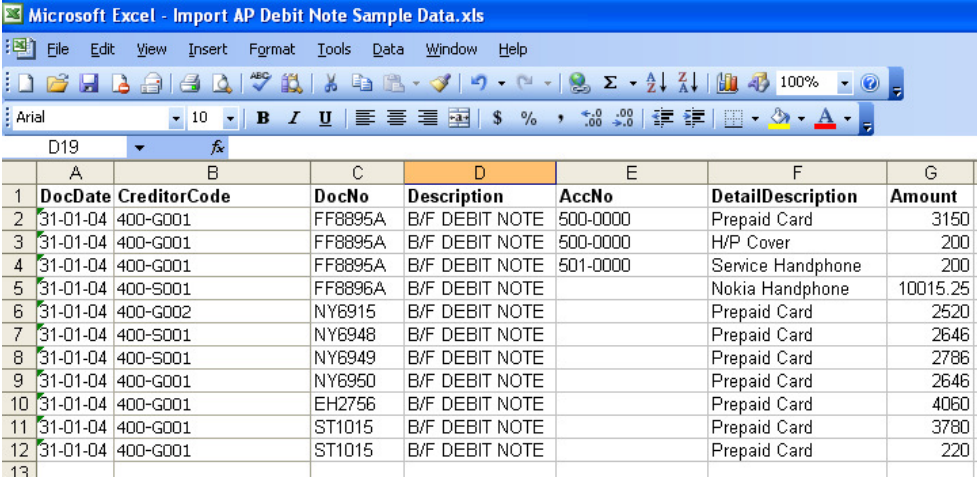
- i. If the Document No (DocNo) of the CreditorCode is already exists in the system, the system will perform an update process instead of insertion process.
- ii. When all master data is Blank, the detail data will be Ignore.
- iii. You should provide a document number instead of specify <<New>>.
- iv. When document date (DocDate) is earlier than your Actual Data Start Date, the Purchase Account Number (AccNo) is Allow to be Null. When the Document Date is larger than Actual Start Date, you must enter the Account No, otherwise the system will not allowed you to import the data.
- v. When all master data is same, the detail will group under 1 master Doc.
- vi. In Section 1, the first batch of columns will be imported as Master Table, while second batch of columns will be imported as Detail Table.

### 13.2 Known Columns

Column Name	Data Type	Description
<b>Master Columns</b>		
DocNo	Text (20 chars)	Document No
DocDate	Date	Must be dd/MM/yyyy format.
CreditorCode	Text (12 chars)	Creditor Code
JournalType	Text (10 chars)	Journal Type code
DisplayTerm	Text (30 chars)	Display Term Code
PurchaseAgent	Text (12 chars)	Purchase Agent Code
DNType	Text (12 chars)	D/N Type
Description	Text (80 chars)	Description
CurrencyRate	Decimal Number	Currency Rate
IsJournal	Boolean	True will post to Journal Entry and use Journal Voucher No.
Ref	Text (40 chars)	Reference
RefNo2	Text (20 chars)	Reference 2.
Note	Rich Text	Note
<b>Detail Columns</b>		
AccNo	Text (12 chars)	Account No
ToAccountRate	Decimal Number	To Account Rate, usually 1.
DetailDescription	Text (100 chars)	Detail Description
ProjNo	Text (10 chars)	Project No
DeptNo	Text (10 chars)	Department No
TaxType	Text (8 chars)	Tax Type Code
Amount	Decimal Number	Amount

**Note: Rich Text can store up to 536,870,911 chars.**

Below are sample format of the Microsoft Excel format:-



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Import AP Debit Note Sample Data.xls". The spreadsheet contains a table with 7 columns: DocDate, CreditorCode, DocNo, Description, AccNo, DetailDescription, and Amount. The data is as follows:

	A	B	C	D	E	F	G
	DocDate	CreditorCode	DocNo	Description	AccNo	DetailDescription	Amount
1	31-01-04	400-G001	FF8895A	B/F DEBIT NOTE	500-0000	Prepaid Card	3150
2	31-01-04	400-G001	FF8895A	B/F DEBIT NOTE	500-0000	H/P Cover	200
3	31-01-04	400-G001	FF8895A	B/F DEBIT NOTE	501-0000	Service Handphone	200
4	31-01-04	400-S001	FF8896A	B/F DEBIT NOTE		Nokia Handphone	10015.25
5	31-01-04	400-G002	NY6915	B/F DEBIT NOTE		Prepaid Card	2520
6	31-01-04	400-S001	NY6948	B/F DEBIT NOTE		Prepaid Card	2646
7	31-01-04	400-S001	NY6949	B/F DEBIT NOTE		Prepaid Card	2786
8	31-01-04	400-G001	NY6950	B/F DEBIT NOTE		Prepaid Card	2646
9	31-01-04	400-G001	EH2756	B/F DEBIT NOTE		Prepaid Card	4060
10	31-01-04	400-G001	ST1015	B/F DEBIT NOTE		Prepaid Card	3780
11	31-01-04	400-G001	ST1015	B/F DEBIT NOTE		Prepaid Card	220
12							
13							

## 14 Import A/P Credit Note Specification

### 14.1 Overview

AutoCount Accounting allows import A/P Credit Note data from Microsoft Excel or similar software.

The Accounts Payable (A/P) credit note data must be in Microsoft Excel spreadsheet. The contents of the Microsoft Excel must follow strictly to these requirements:-

- e) The first row of the data must contain known column name as listed in section 1.
- f) Subsequent row contains the actual data to be imported.
- g) When the data is paste from clipboard, the following fields are **compulsory**, DocNo, DocDate, CreditorCode and CurrencyRate.
- h) The currency rate must be larger than zero.

The system will automatically obtain the Journal Type, Display Term and Purchase Agent from the supplier's record which is maintained under Creditor Maintenance.

The order of the rest of the columns does not need to follow the sequence as in section 1. The rest of the columns are optional.

The system import process will perform the following:-

- vii. If the Document No (DocNo) of the CreditorCode is already exists in the system, the system will perform an update process instead of insertion process.
- viii. When all master data is Blank, the detail data will be Ignore.
- ix. You should provide a document number instead of specify <<New>>.
- x. When document date (DocDate) is earlier than your Actual Data Start Date, the Purchase Account Number (AccNo) is Allow to be Null. When the Document Date is larger than Actual Start Date, you must enter the Account No, otherwise the system will not allowed you to import the data.
- xi. When all master data is same, the detail will group under 1 master Doc.
- xii. In Section 1, the first batch of columns will be imported as Master Table, while second batch of columns will be imported as Detail Table.

### 14.2 Known Columns

Column Name	Data Type	Description
<b>Master Columns</b>		
DocNo	Text (20 chars)	Document No
DocDate	Date	Must be dd/MM/yyyy format.
CreditorCode	Text (12 chars)	Creditor Code
JournalType	Text (10 chars)	Journal Type code
DisplayTerm	Text (30 chars)	Display Term Code
PurchaseAgent	Text (12 chars)	Purchase Agent Code
CNType	Text (12 chars)	C/N Type
Description	Text (80 chars)	Description
CurrencyRate	Decimal Number	Currency Rate
IsJournal	Boolean	True will post to Journal Entry and use Journal Voucher No.
Ref	Text (40 chars)	Reference
RefNo2	Text (20 chars)	Reference 2.
Note	Rich Text	Note
<b>Detail Columns</b>		
AccNo	Text (12 chars)	Account No
ToAccountRate	Decimal Number	To Account Rate, usually 1.
DetailDescription	Text (100 chars)	Detail Description
ProjNo	Text (10 chars)	Project No
DeptNo	Text (10 chars)	Department No
TaxType	Text (8 chars)	Tax Type Code
Amount	Decimal Number	Amount
<b>Knock Off Detail</b>		
KnockOffDocType	Text (2 chars)	Knock Off Document Type. Valid value is: PB for AP Invoice, PD for AP Debit Note.

KnockOffDocNo	Text (20 chars)	Knock Off Document No
KnockOffAmt	Decimal Number	Knock Off Amount

**Note: Rich Text can store up to 536,870,911 chars.**

## 15 Import A/P Payment Specification

### 15.1 Overview

AutoCount Accounting allows import A/P Payment data from Microsoft Excel or similar software. First your A/P payment data must be in Microsoft Excel spreadsheet. The first row of the data must contain known column name as listed in section 2. Subsequent row contains the actual data to be imported. When paste from clipboard, must have DocNo, DocDate, CreditorCode, CurrencyCode and PaymentMethod, which are required columns. Currency Rate must be larger than zero. The order of the rest of the columns does not need to follow the sequence as in section 2. The rest of the columns are optional. During importing, if the Doc No is found in the system, then the system will perform updating instead of inserting. The first record must contain master data, if you have more than 1 detail data, only the first detail require master data, remaining you can leave it blank. If you want the Doc No to be auto generated, you only need to write <<New>> in DocNo column. When Doc Date is smaller than Actual Start Date, Account No is Allow to be Null. When the Document Date is larger than Actual Start Date, you must enter the Account No, else you are not allow to Import the data. When all master data is same, the detail will group under 1 master Doc. If the data already import then import again <<New>> will become new doc.

### 15.2 Known Columns

Column Name	Data Type	Description
<b>Master Column</b>		
DocNo	Text (20chars)	Document No
DocDate	Date	Must be dd/Mm/yyyy format.
CreditorCode	Text (12 chars)	Creditor Code
Description	Text (40 chars)	Description
ProjNo	Text (10 chars)	Project No
DeptNo	Text (10 chars)	Department No
CurrencyCode	Text (5 chars)	Currency Code
ToHomeRate	Decimal Number	To Home Rate of the document.
ToCreditorRate	Decimal Number	To Creditor Rate of the document.
Note	Rich Text	Note
<b>Payment Detail Column</b>		
PaymentMethod	Text (20 chars)	Payment Method
ChequeNo	Text (20 chars)	Cheque No
PaymentAmt	Decimal Number	Payment Amount
BankCharge	Decimal Number	Bank Charge
ToBankRate	Decimal Number	To Bank Rate
PaymentBy	Text (20 chars)	Payment By
FloatDay	Integer Number	Float Day
IsRCHQ	Boolean	True mean this Is RCHQ is active.
RCHQDate	Date	Must be dd/Mm/yyyy format.
<b>Knock Off Detail</b>		
KnockOffDocType	Text (2 chars)	Knock Off Document Type. Valid value is: PB for AP Invoice, PD for AP Debit Note.
KnockOffDocNo	Text (20 chars)	Knock Off Document No
KnockOffAmt	Decimal Number	Knock Off Amount