DP/CONVERT SETUP

Data Pro Accounting Software's **DP/CONVERT Setup** is a special utility designed to allow users to import data from a wide range of sources into the various **Infinity POWER** accounting software modules. Primarily, this utility is looking for accounting data to be imported from a **Microsoft Excel** file format matching the structure created by the standard file formats laid out in this utility.

Therefore, as long as the user can use a software tool *(i.e. Report Writer, data writer, export function or other tool)* within another accounting software application to **"export"** the data from that application into a Microsoft Excel file format, then the accounting data can be manipulated to match the formats required by this utility for proper conversions. If done correctly, the criteria and set up of the accounting master files and open items for accounting conversion to the **Infinity POWER** accounting software can be quite straight forward and simple.

For many accounting modules, the differences in data formats are just too unique from accounting system to accounting system to easily convert. Invoice data from the Sales Order module and Invoices generated from Accounts Receivable are a perfect example of this. Many varieties of accounting systems have such incomplete data to import into the **Infinity POWER** accounting system and as such, to attempt to do so would require massive re-keying of transactions to try to replicate the proper format.

If this kind of information is desired, in most cases it is simply easier to complete the master configuration and conversion of your new accounting system and then re-invoice those transactions with the proper sales codes and inventory item detailed already defined in advance. The same can be said about other accounting modules such as the Job Cost Main Module, Purchase Order Entry and Payroll.

Therefore, the program options available to convert are as follows:

- ## General Ledger

    1) **Chart of Accounts**
    2) **General Ledger Transactions**

- ## Accounts Payable

    1) **Vendors**
    2) **Vendor Open Items (Accounts Payable Aging Report)**

- ## Accounts Receivable

    1) **Customers**
    2) **Customer Open Items (Accounts Receivable Aging Report)**

- **Payroll**

  1) **Employees**

- **Inventory Management**

  1) **Inventory Items**

  2) **Inventory Transactions**

  3) **Inventory Bill of Materials**

 4) **Inventory Multiple Unit of Measure**

Regardless of the size of software application, the process is the same. First, you would proceed with the installation of the **DP/CONVERT Utility** and then export the data to a Microsoft Excel file format. Once the data is in the Microsoft Excel File format, using the **"Templates"** defined by the **DP/Convert Utility**, you can either manipulate the information or guide the information into those files during the initial export from the prior accounting system. Then, you may edit the information prior to converting the data to the **Infinity POWER** accounting system.

Keep in mind that there are certain modules that require specific **"default"** fields that must be completed before the information can be brought into the system during conversion. For example, in QuickBooks many customers can be added without assigning a unique **"Customer Number."** That is not the case with **Infinity POWER**. Every customer must have a unique Customer Number *(up to ten characters – alpha/numeric)*.

This avoids duplicate customer records from existing and maintains the integrity of the accounting system. These kinds of requirements will be outlined in detail later in the manual during the discussion of each **"template"** file for the above listed options. Every field available in each template will be discussed, including the kind of information that is required, its format and whether the information in that field is **"OPTIONAL"** or **"MANDATORY"** for data conversion.

Because the conversion files are defined within a Microsoft Excel file format, advanced users will quickly learn that they can copy default data throughout records to simplify the setup process. That was one of the primary reasons to utilize such a common editing function for use in this conversion tool.

Once you download this utility from our web site, you will double click on the **DPCONVERTSETUP** file and the following screen will appear:
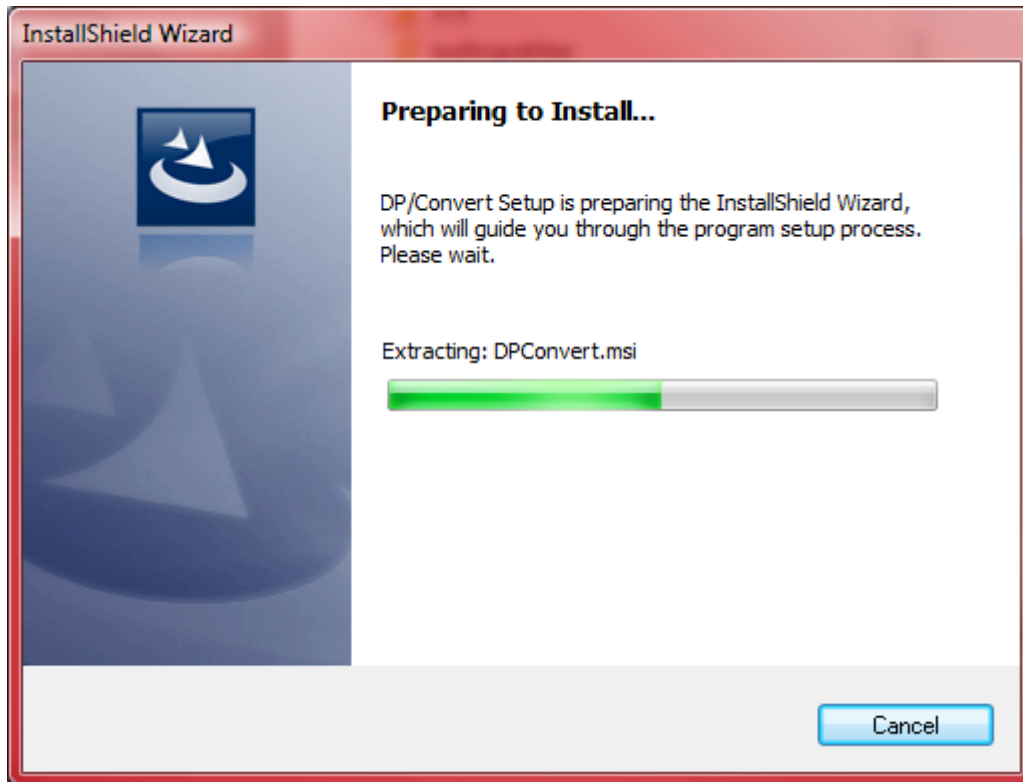
This will initiate the **DP/Convert Setup** utility and prepare the installation utility to load the software on your computer. Simply follow the instructions that will appear on the subsequent screens.
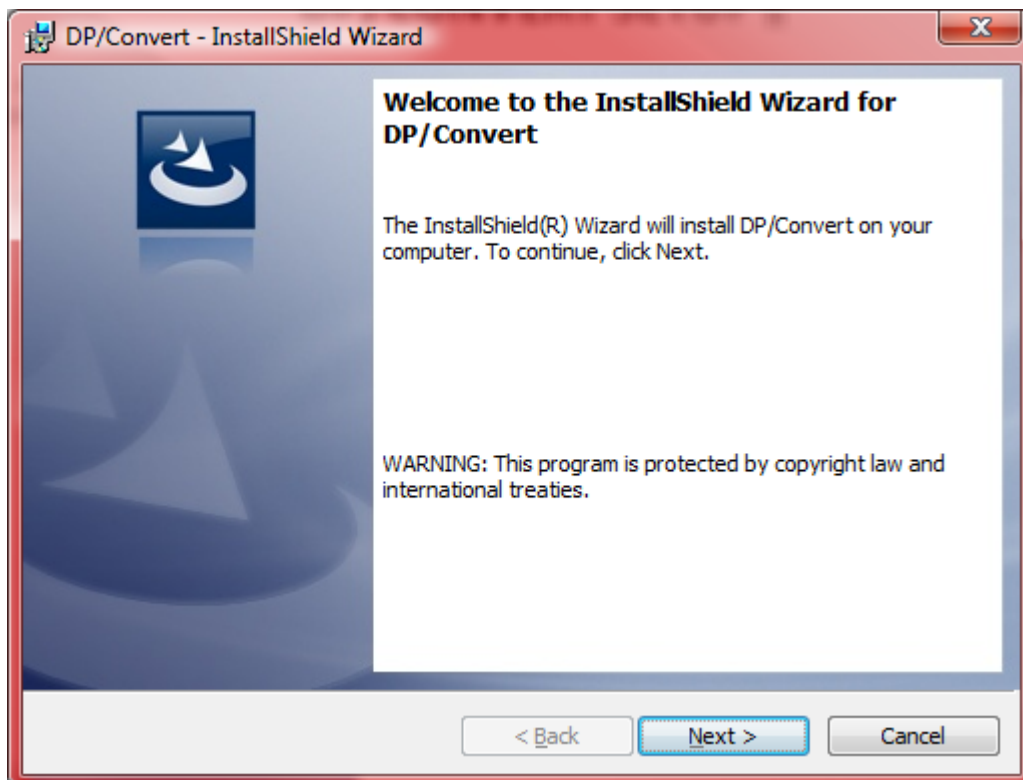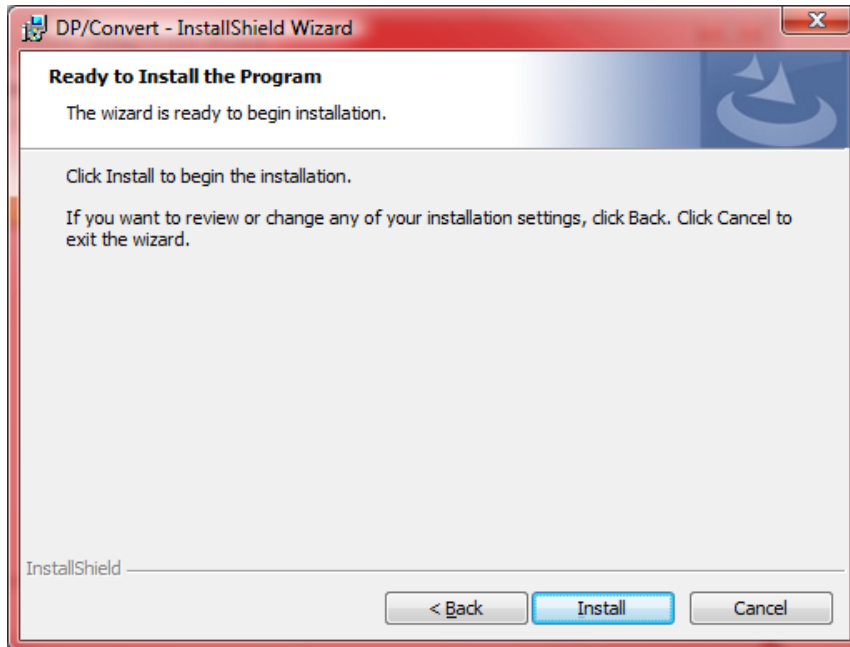
Click the **"Next"** button to continue the installation process.
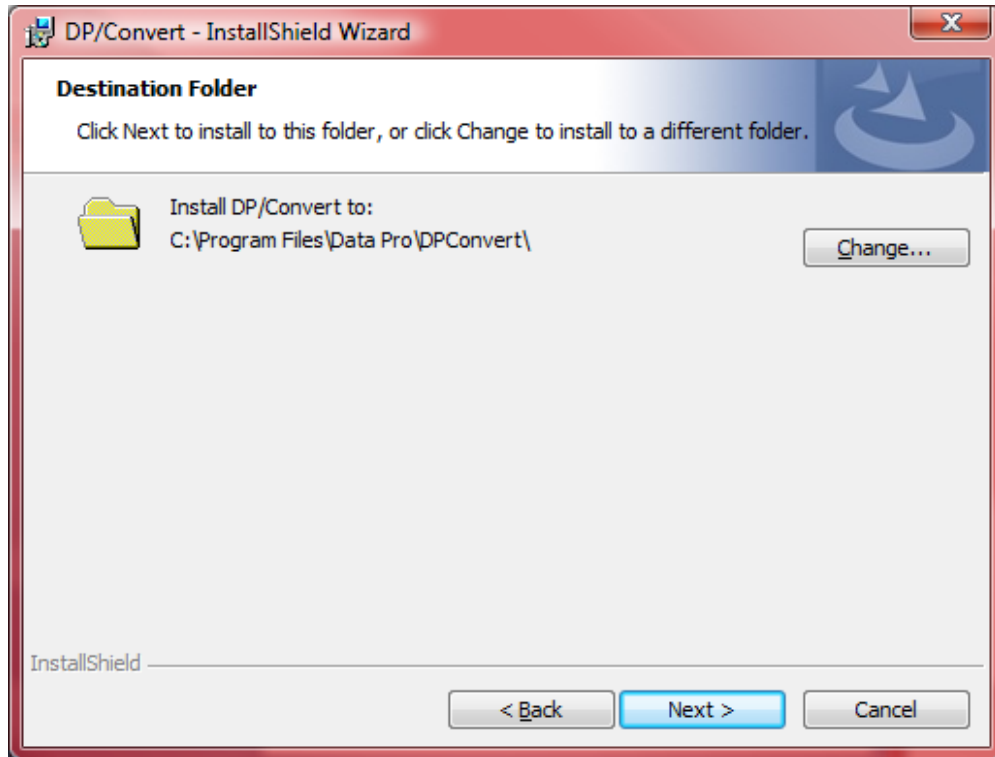
The previous screen will show where the application will be installed by default. The application is assuming that the user has **"Administrator"** rights on their computer. This means that they have the full authorization rights to install applications throughout all levels of the computer where the application is being installed.

However, if you are just logged in a secondary or **"guest"** user, you may not have the proper **"rights"** to install new applications in the **"Program Files"** folders. If this is the case, then you should elect to choose the following steps and install the **DP/CONVERT** application into another directory with a name of your choosing **(i.e. c:\DPCONVERT)**.

If you wish to install this application in another folder or on another local or network drive, click the **"Change"** button and **"Browse"** to locate where to install the application. Otherwise, if you want to assume the default location, click the **"Next"** button or click on **"Back"** to return to the prior screen. You may click on **"Cancel"** to terminate the installation at any time.

Since the path has been confirmed where to install the application, the program is ready to begin the installation. If you are ready to continue, click on the **"Install"** button to continue. Otherwise, click on the **"Back"** button to return to the prior screen or click on **"Cancel"** to terminate the installation.
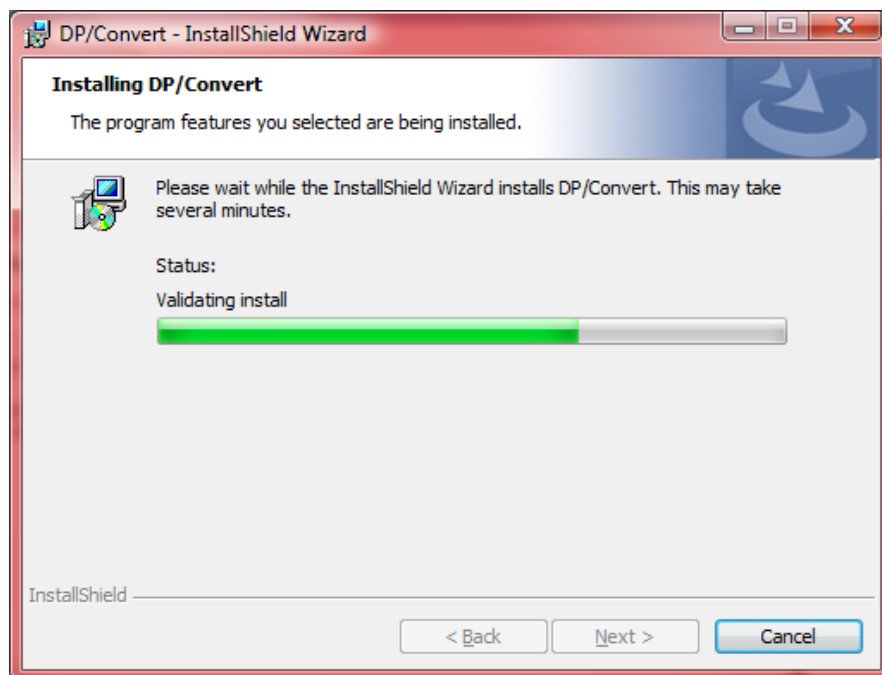
The previous screen will be displayed throughout the actual installation of the software providing updates of what the program is processing until it is completed. Once it is completed, the following screen will appear:
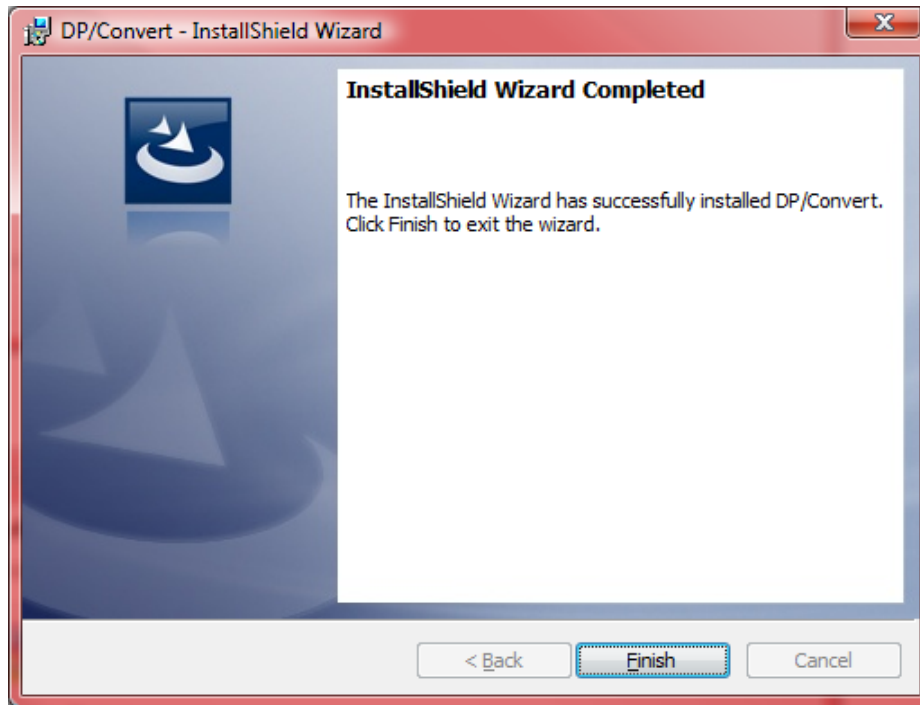
Click the **"Finish"** button to complete the installation and the InstallShield Wizard screen will disappear. The installation process is complete. No **ICON** has been installed on your desktop.

However, a new Menu Item has been added to your Windows Menu Selection under the **"Data Pro"** section. The screen below illustrates how you will need to access this new utility in the future.
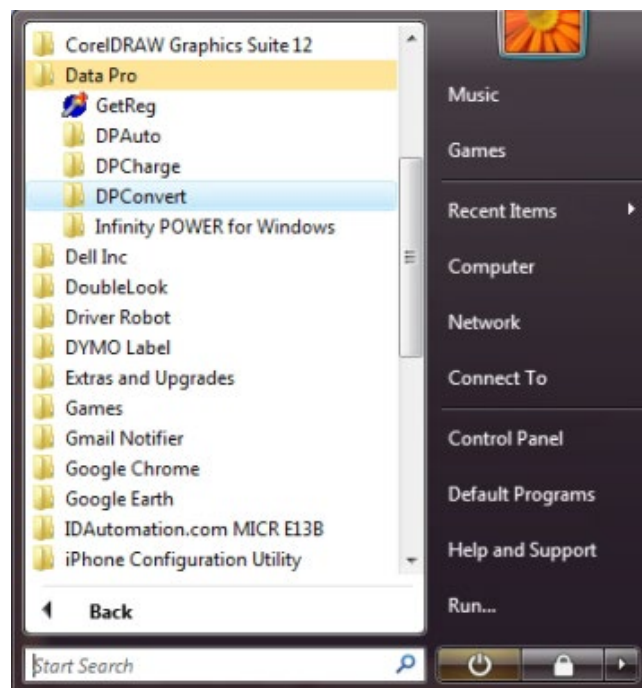
When you click on the **DPConvert** menu option, you will see there is one additional layer underneath. The following screen displays this function. Click on the **"Launch DPConvert.exe"** option to load the application.
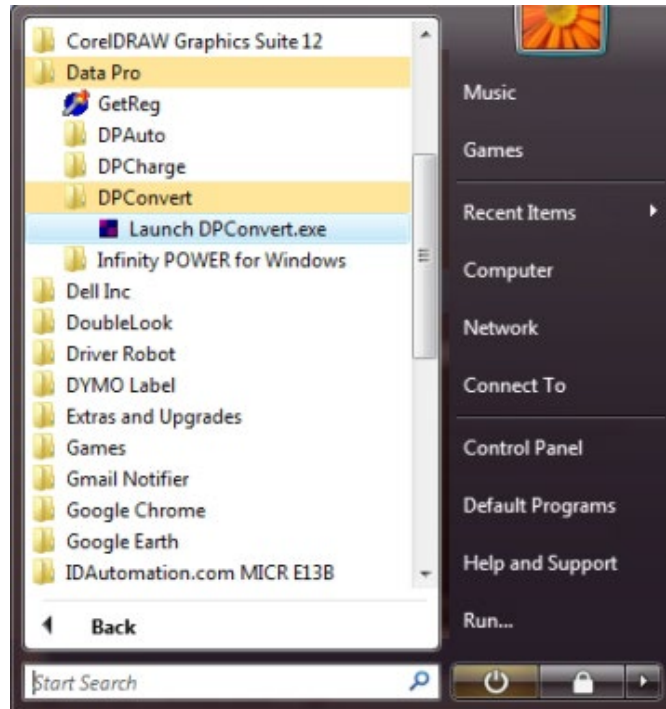
The following screen will be displayed once this option is selected.
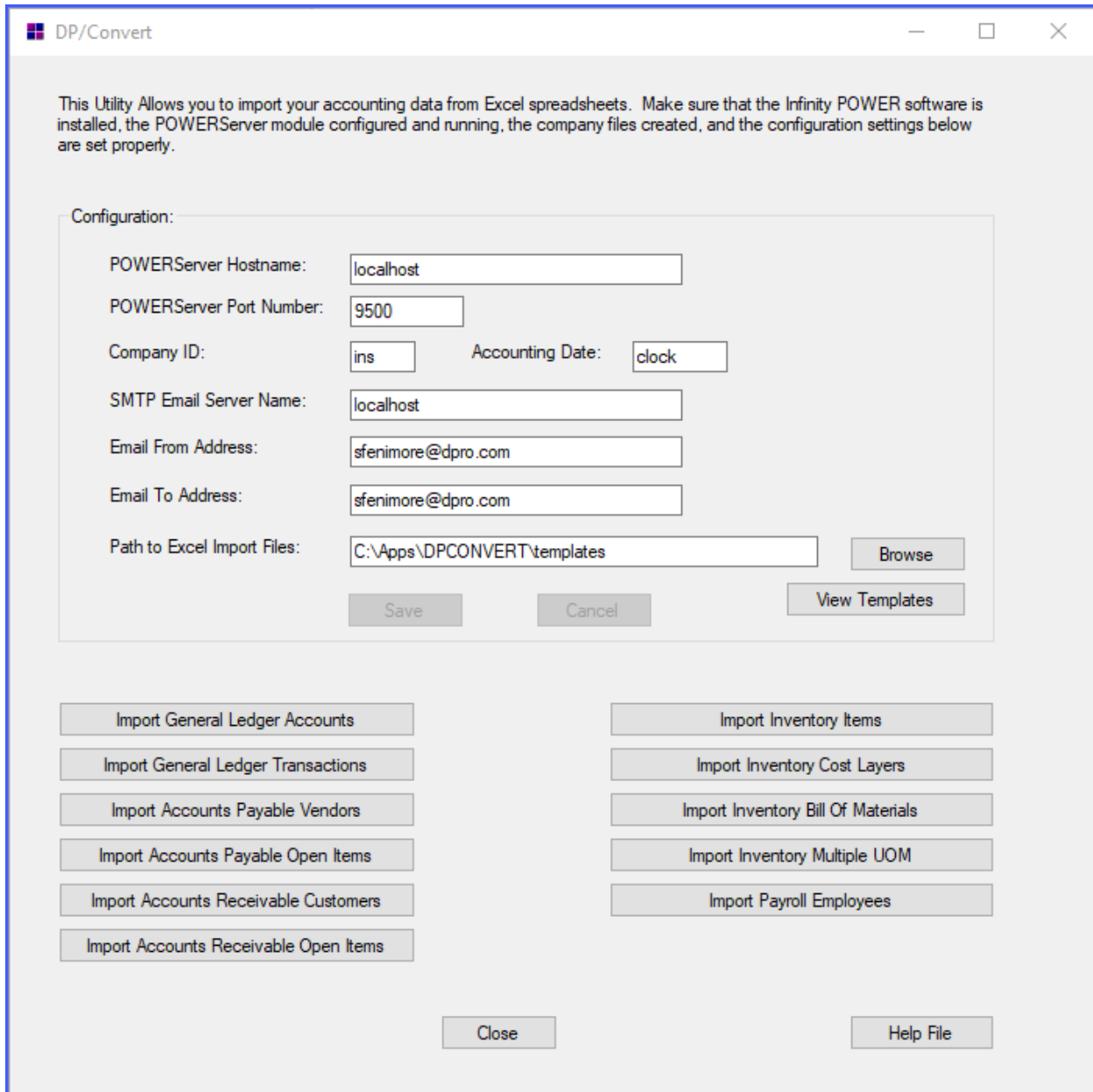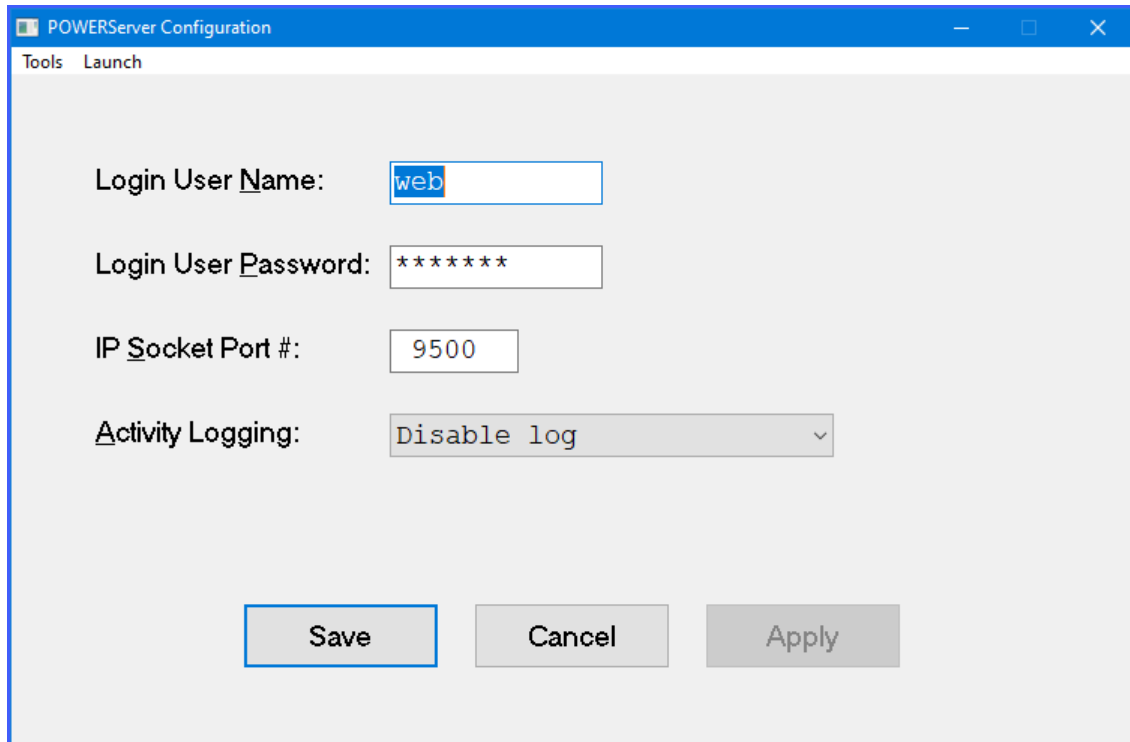
As noted at the top of this screen, you must first make sure that you have the **Infinity POWER** accounting software installed on your PC or server. Next, you must make sure that you have the **POWERServer** module installed, is active, and configured properly as it is required to use the **DP/Convert Utility**.

POWERServer is included with the **Infinity POWER** accounting system automatically and is used in a number of ways as a **TCP/IP** communications gateway. It allows all of Data Pro's e-commerce applications to communicate directly with the **Infinity POWER** accounting modules. Likewise, it allows the **DP/Convert Utility** to communicate directly to the accounting applications and databases.

To configure the **POWERServer**, you would go into the **Infinity POWER** system and from the **"Systems"** menu option, select **"System Administrator,"** then select **"POWERServer."** Next, select the **"POWERServer Configuration"** menu option.

The following screen will appear:

You will need to insure you have the **Advanced Security Administrator** configured with at least one user defined for the **POWERServer** module.

To access this module, you would select **"Systems," "System Administrator," "Security Administrator."** You must ensure that you have installed the Advanced Security Administrator software during installation with the Advanced Security features turned on and that you are logged in as the **"System Administrator."**

If so, when you access this module, you will see the ability to set up **"Users."** Within this option, we recommend you create a user defined as **"Web"** as shown below:
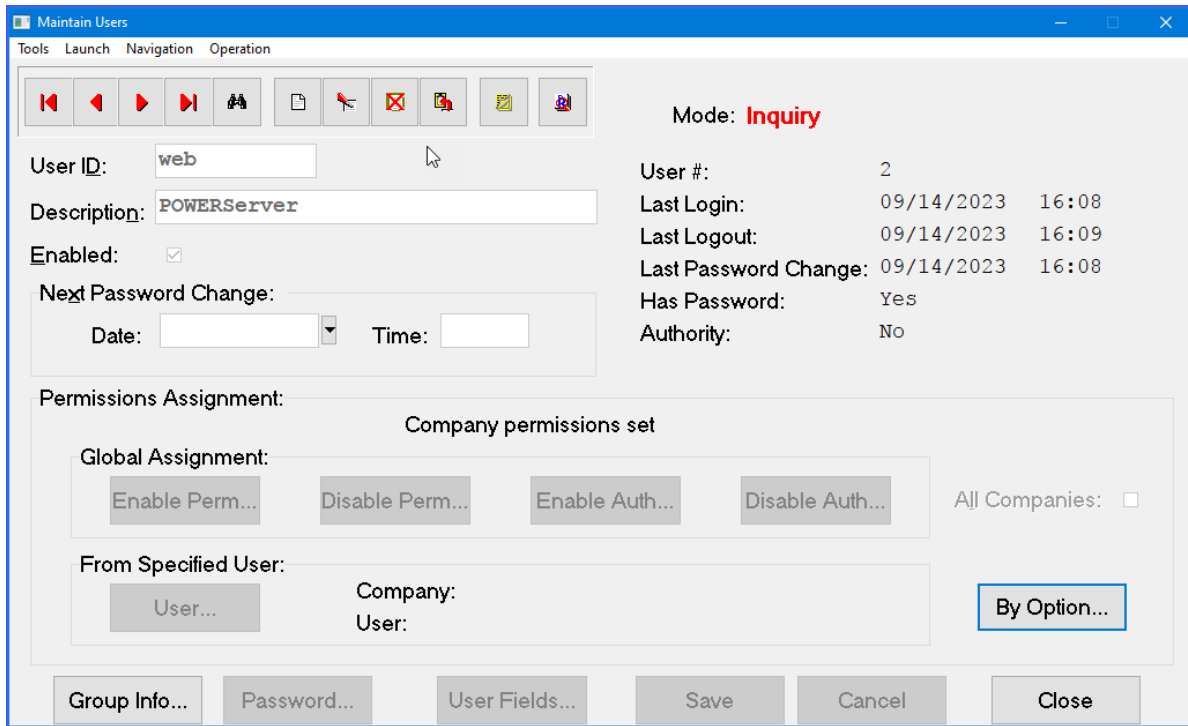
You technically can define this user to be anything you desire, but the **POWERServer** user is a user id that is required but won't be used by anything but the e-commerce functions within the Data Pro systems to talk to the accounting data. You don't need to define specific accounting module rights, but to just create a user with a password and have it enabled as shown above.

Once this is defined, you will need to **"Start"** the **POWERServer** and insure it is running. The next menu option down on the screen is the option to **"Start POWERServer Process."**
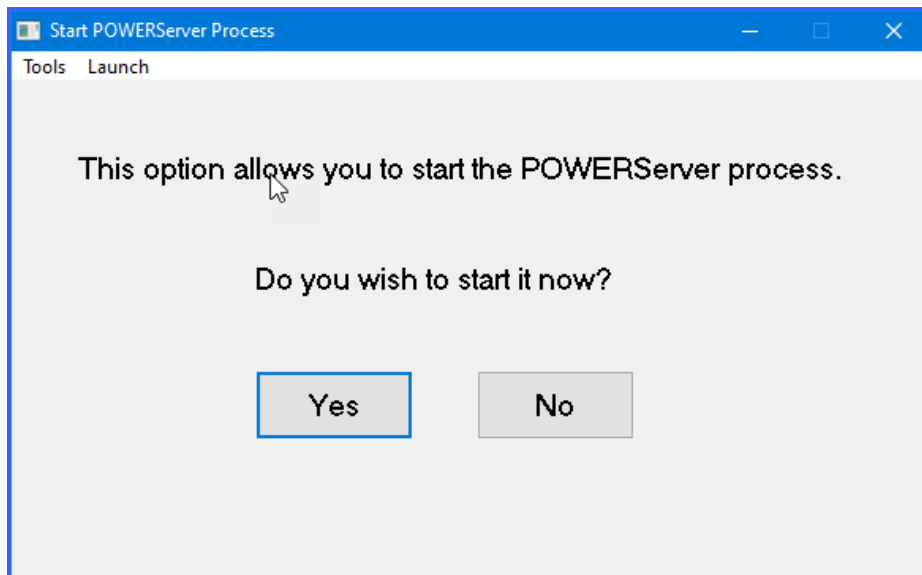
Click on **"Yes"** to begin this process. An Icon will appear on the screen and will be displayed on your menu bar that the **POWERServer** is running. This utility can also be set up as a **"Windows Service"** so that it runs all of the time. The **POWERServer** user manual has complete instructions on how to configure this option so even if this PC or server is rebooted it will continue to run automatically.

Next, you must make sure you have created the accounting data files for the company you are looking to convert. **Infinity POWER** supports over **47,000** companies at one time per installation. Therefore, you may perform this conversion function for multiple sets of books or companies with this utility. First, though, you must make sure to create your three-digit company within the **Infinity POWER** accounting software by pressing the **F4** key.

The following screen will appear so that you make select the proper company or create a new company.

As a reminder though, selecting the **"New Company"** button here only initiates the **"Company"** file, but doesn't create the actual data files for each accounting module. To perform this function, you need to go to the option under **"System," "System Administrator," "Start Up From Scratch."** The following screen will appear:
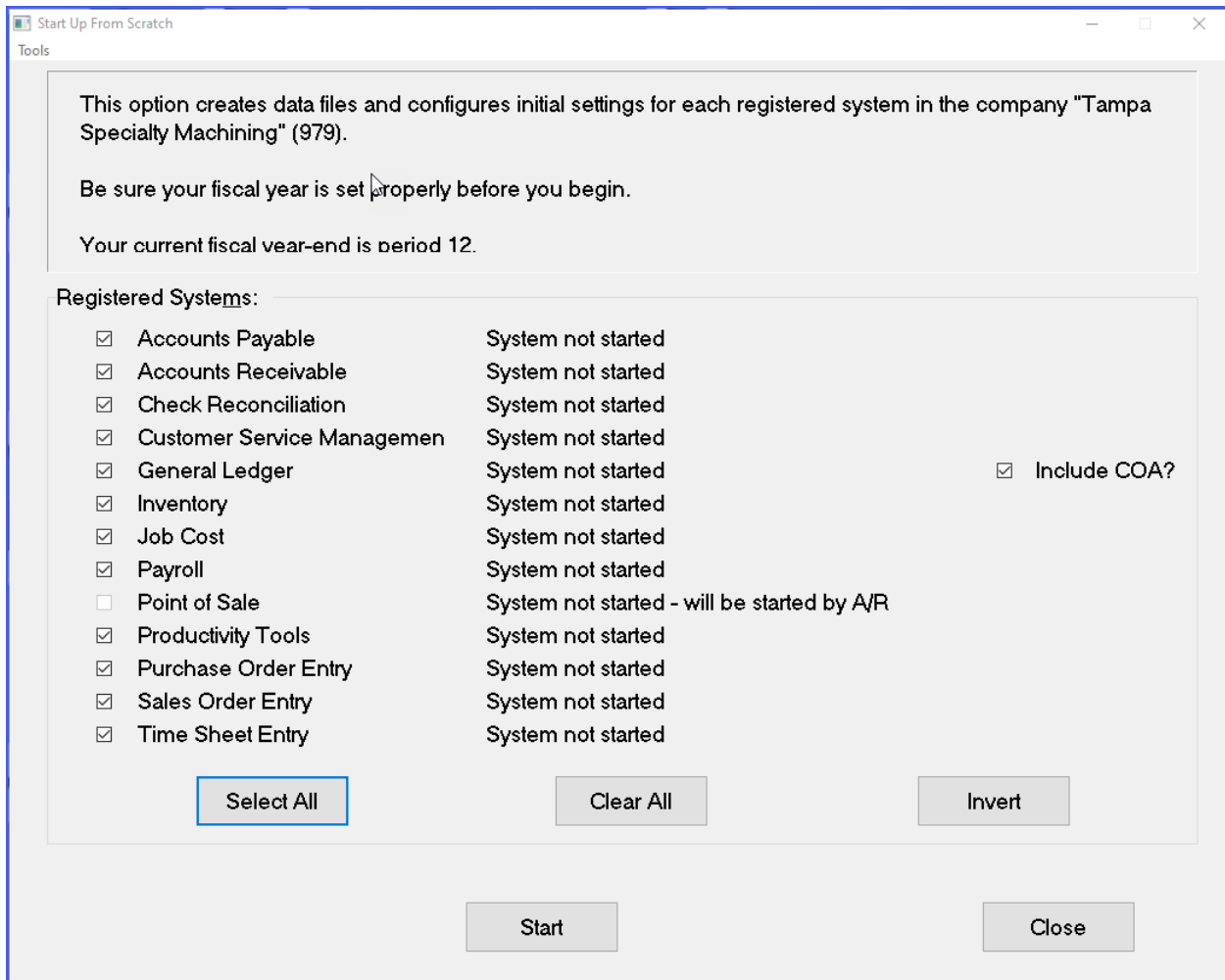
As a reminder, you will need administrator security rights to create data files for a single accounting module or all modules depending on what you select.

Once these components are setup, you are ready to configure the **DP/CONVERT** utility.

In the following **DP/CONVERT Utility** configuration screen, the first item you will set will be the name or IP address of the accounting server. This will be where the **"POWERServer"** module is installed and running. If the **DP/CONVERT Utility** is installed on the accounting server, enter **"localhost."**

For the **"POWERServer Port Number,"** enter the default value of **"9500."** This value must match the **POWERServer** configuration port number setting.

Next, enter the three digit **"Company ID"** which tells the system the specific company you want to work with during this round of Conversions. This is similar to pressing the **F4** key in the accounting software to select a specific company to work with. Remember, the **Company ID** and data files must be created first before entering the ID # here in this field.

"Accounting Date" is crucial to pay attention to when using this utility. The default setting for this Configuration field is **"clock",** which means that it will use the date that your computer is set to **(calendar date)**. This date setting is completely independent and separate from the date that you specify within the **Infinity POWER** application itself, however, it must be consistent with the date that you use in the accounting application when you create your company files.

This is especially critical when you are importing your accounting data near the beginning or end of your fiscal year and particularly when you are using **13** period accounting. If you change the **"Accounting Date"** setting to a specific date instead of **"clock"** then the date format should be specified as a six-digit **month/day/year** format **(MMDDYY)**. For example, **December 31, 2023** should be specified as **"123123."**

Remember, the accounting data files for when you want to import accounting data **MUST EXIST** when you are ready to use this option. For instance, if you created accounting data files for **2022** *(i.e. in December)*, but then waited until the first week of **January 2023** to finish preparing your Excel files for actual importing, if this option is set to **"CLOCK,"** the **DP/CONVERT** utility will not work. Why? Because there are no data files that exist for **2023**! If you wait until **January 2023** to exercise the actual import of the data, then you must execute the option *"Start New Year's Data Files"* in **2022** so that the **2023** data files exist before running this option. Otherwise, there will be no files in which to import data.

If you wish to import **"Historical"** data files, then using this option allows you the flexibility to do so. However, you must start by creating your original data files from scratch in the earliest year in which you intend to **"import"** data. Once done, you then need to use the option *"Start New Year's Data Files"* going forward to create data files for each year until your current year **"PRIOR"** to starting any import of data.

This, in essence, creates the **"data shells"** for you to use for importing all of your historical data one year at a time. Remember, all **Infinity POWER** data files are named by **"Company"** and **"Year"** so that you have no actual limits to how many companies and/or fiscal years you may import data for.

For the **"SMTP Email Server Name:"** enter the server name of your outbound email server. This will be used to email you a report after each import process is completed. If you leave this field blank then no email report will be generated.

For the **"Email From Address:"** field, enter a valid email address that the email report will be sent **"from."** If you leave this field blank then no email report will be generated.

For the **"Email To Address:"** field, enter a valid email address that the email report will be sent **"to."**   If you leave this field blank then no email report will be generated. The **"Path to Excel Import Files:"** is the field where you define where to locate the Excel Files that are going to be used for data conversion. You may click on the **"Browse"** button to search through drives and folders to enter the proper path and save the configuration.
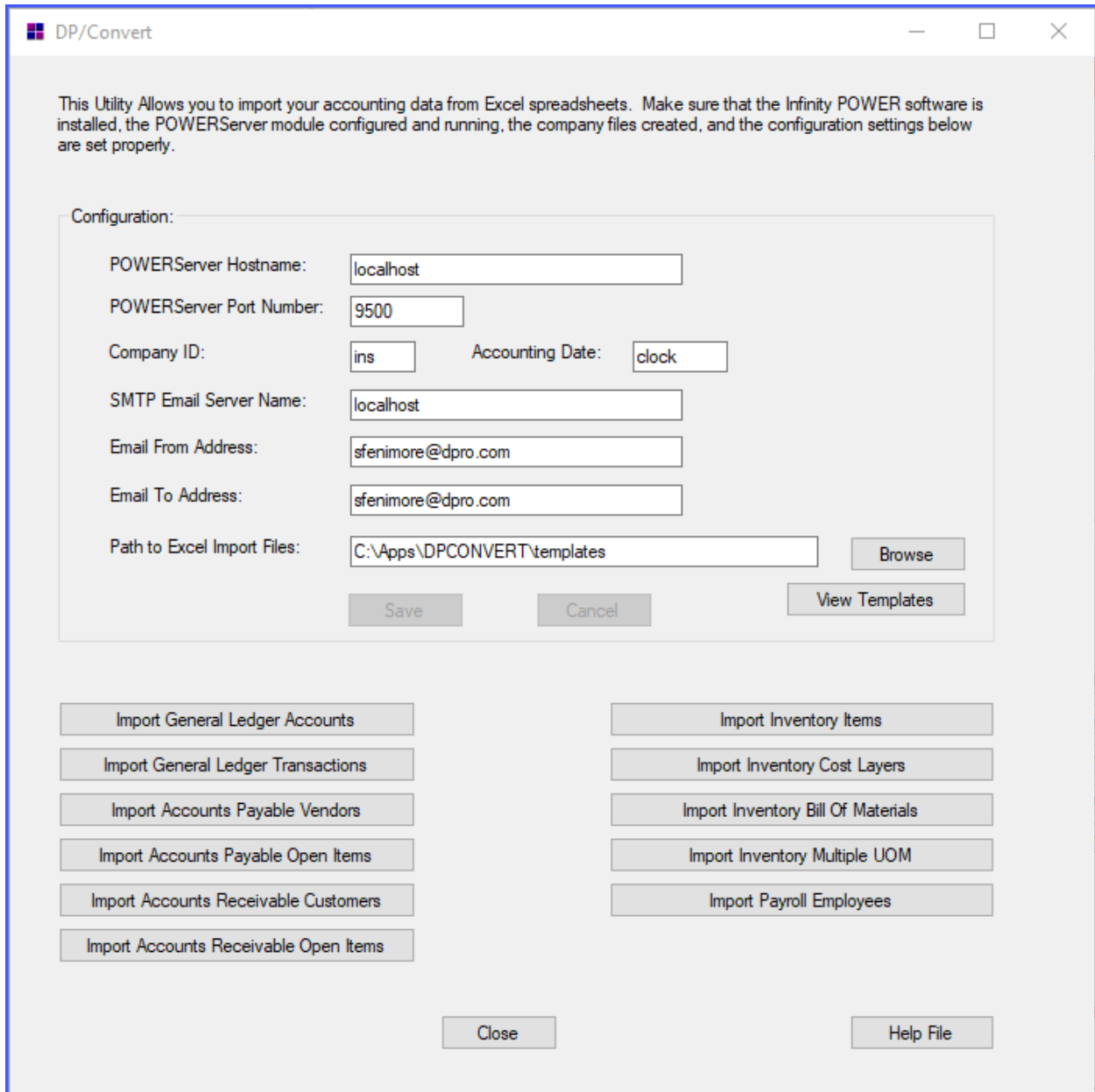
When the **"View Templates"** button is selected, the following screen will appear displaying the list of available options for data conversion:
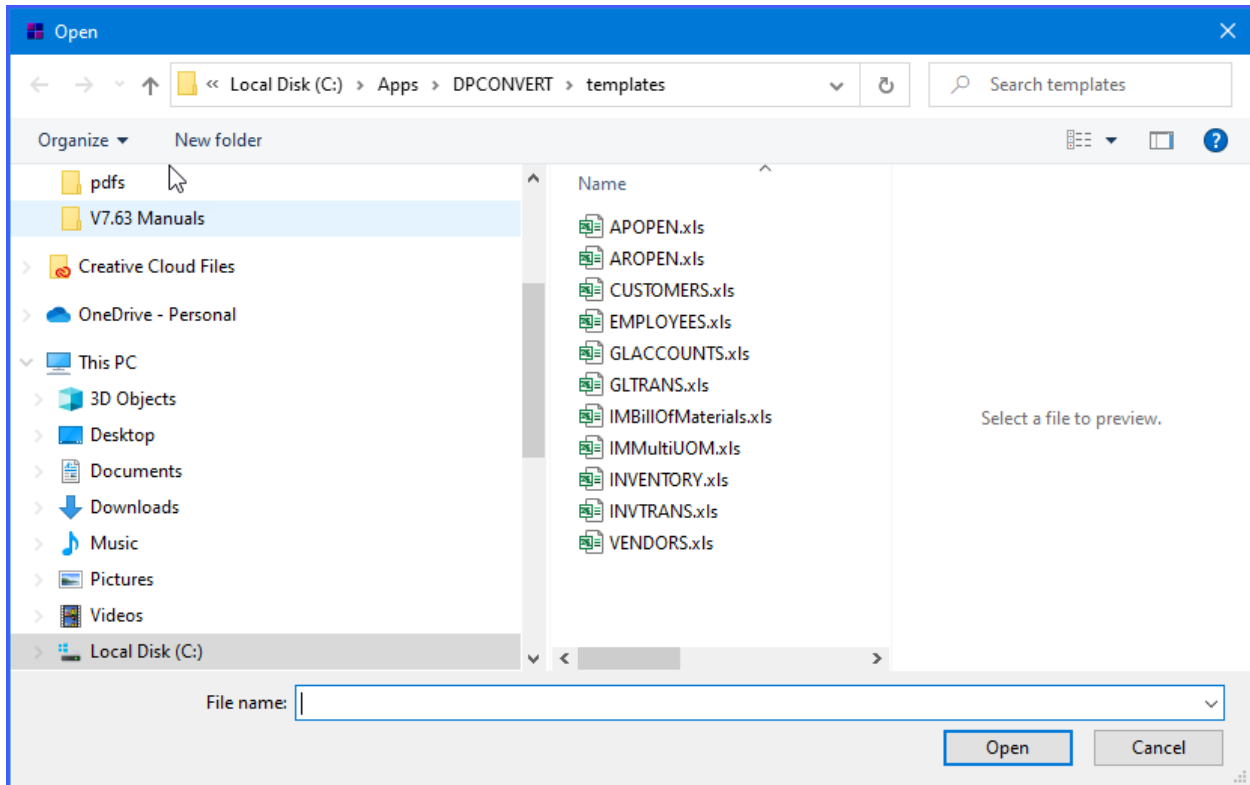
By double clicking on one of the above template options, Microsoft Excel will load automatically *(assuming it is installed on your computer)* and will open the default conversion template selected. The following screen is an example of what will be shown when a template is selected.
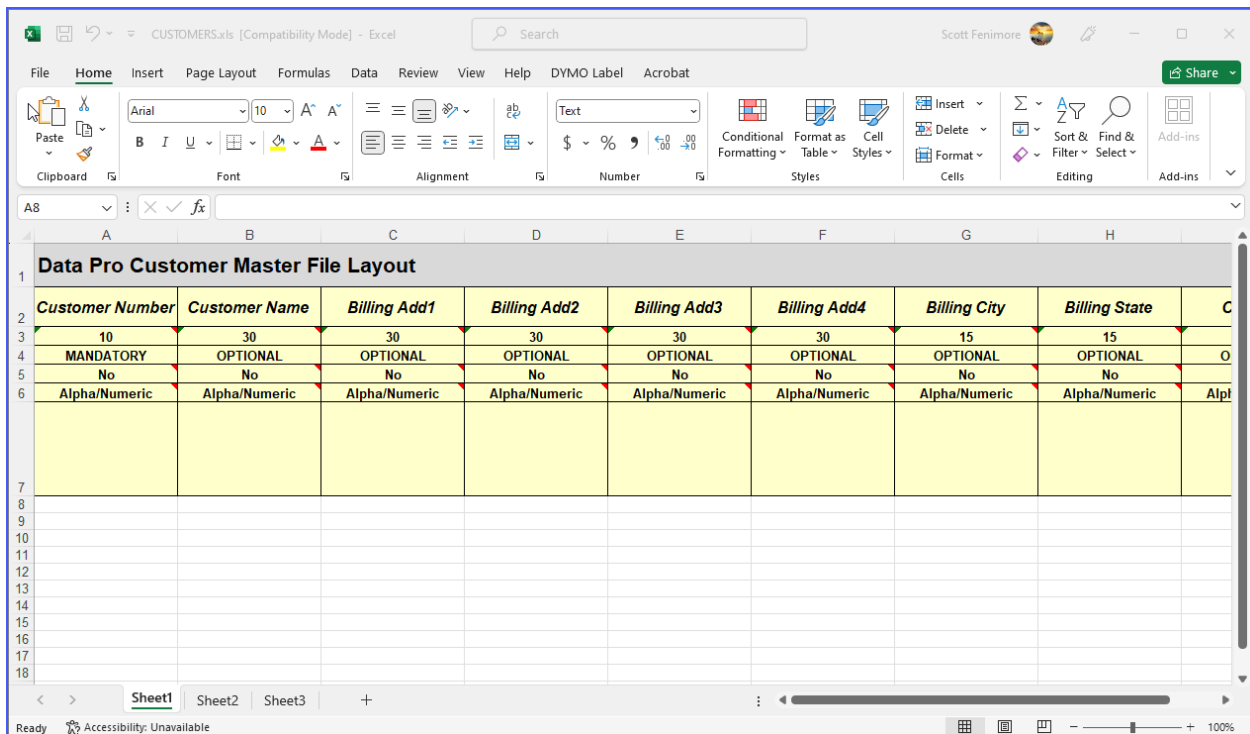
Once you have the template file open in Microsoft Excel, you will see the header records highlighted in yellow outlining the detailed specifications for that particular data file. This is the information that will be used for the conversion. Some fields will be **"OPTIONAL"** while others will be **"MANDATORY."**

Additionally, you will find references in some of the conversion files where information that is to be entered is for integration with other data files in other accounting modules. For instance, when you configure the Accounts Receivable Customer Master File, it will call for a **"Salesman."** This information is stored as the **"default"** salesman on the account for the particular customer, although it can be overridden on an order-by-order basis during the time of invoicing.

However, you will need to ensure that before you perform the conversion process, any salesman that is entered in one of these fields here is actually set up and is valid in the Accounts Receivable Menu Option **"Maintain Salesman"** as shown below:

Otherwise, even if the salesman number is not valid during the conversion, the Customer Number will be added to the Customer File, but the salesman number will not be valid on the customer record. You would then need to manually edit the Customer Master Record inside the Accounts Receivable module to correct the set up. The whole point of editing the data here in the Excel File is to minimize the amount of work that has to be done later by the accounting staff. Therefore, having as much valid information entered correctly the first time is the key to smooth conversions.

At the bottom right of the **DP/Convert** screen is the **"Help File"** button. When this button is clicked the user manual for the **DP/Convert Setup** application is loaded in a **PDF** file. Click the **"Close"** button to exit the application.

TEMPLATE FIELD DESCRIPTIONS

Starting with the lower left side of the screen for data conversions, the following describes each template's fields and the criteria for entering information for each data file.

General Ledger Accounts

ACCOUNT	DESC	ACCT TYPE	CONTRA	STATUS	BEGBAL
20	30	3	1	3	16.5
MANDATORY	OPTIONAL	MANDATORY	MANDATORY	MANDATORY	OPTIONAL
		Fixed (Must be one of the choices below)	Fixed	Fixed (See Below)	
Alpha/Numeric	Alpha/Numeric	Numeric	Y or N	Numeric	Numeric
		1=Cash 2=AR 3=Inventory 4=Mkt. Securities 5=Other 6=Fixed/Other Assets 7=Current Liabilities 8=Long Term Liabilities 9=Equity 10=Income/Sales 11=Cost of Sales 12=Operating Expense 13=Operating Expense (Depr. / Amort.) 14=Other Expense 15=Other Income		1=Normal 2=Statistic Acct 3=Heading 4=Inactive/Temp 5=Inactive/Perm	

1)   Account Number (Mandatory)

The **"Account Number"** is the General Ledger Account Number field. The field can be up to twenty **(20)** characters long *(alpha/numeric)*. You can also use departmental or divisional separators in your account number such as dashes or periods *(i.e. 501-01 or 501.001.01)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Each account number must be unique or it will not be added to the General Ledger Chart of Accounts **(GL01)**.

2)   Description (Optional)

This is the General Ledger Account Number **"Description."** It is used to describe the Account Number. The field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup, although it certainly makes knowing what the account is used for much easier to recognize.

3)   Account Type (Mandatory)

This is the General Ledger **"Account Type."** It is used to define what the default nature of the account is during Financial Statement setup and during Journal Entries. Only the choices of **1** through **15** are valid for this field. This is a **"Mandatory"** field that has to be completed for the data conversion to work in the setup.

Contra (Mandatory)

This is the definition of whether this General Ledger Account Number is a **"Contra"** account or not. It is a **(Y)**es or **(N)**o answer. It is used to define what the default nature of the account is during Financial Statement setup and during Journal Entries. The combination of the Account Type and this Contra field assists in Journal Entries to assist the user in knowing what the default status should be *(i.e. Debit or Credit as a normal status)*. Accounts that are normally in a particular section of the Chart of Accounts, but have a **"contrary"** balance type, would get this type of coding. **Accumulated Depreciation** is a good example of what most people recognize when setting up their Chart of Accounts as it is typically in the same section of the Chart of Accounts and placed on the Balance Sheet in the same section as **Machinery** or **Automobiles**, but grouped as a **"contrary"** balance in that section. This is a **"Mandatory"** field that has to be completed for the data conversion to work in the setup.

4)   Status (Mandatory)

This is the **"Status"** of the General Ledger Account Number. It is used to define the **"type"** of account within the Chart of Accounts such as whether it is a **"normal or active"** account. Since an active account should be defined as **"Normal,"** the system also allows for the definition of **"Stat"** accounts. These kinds of accounts may be used in calculations within the General Ledger Financial Statement formats. Other **"types"** of accounts can include **"Headings"** and whether an account should be **"active or inactive."** Inactive accounts can be **"re-activated"** within the current fiscal year but will not be copied into the next fiscal year. The valid options for this field are the numeric values of **1** to **5** as shown in the table. This is a **"Mandatory"** field that has to be completed for the data conversion to work in the setup.

5)   Beginning Balance (Optional)

This is the General Ledger Account Number's **"Beginning Balance."** It is used to create the initial balance of the account when converting from another system. Or, you may elect to create the Beginning Balance through a series of Journal Entries. Either method will work. Using this method does not update the fiscal period transaction fields as a normal transaction or journal entry would. This field can support a numeric value up to **16** characters long, plus two decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

General Ledger Transactions

Data Pro General Ledger Beginning Balance File Layout

Account	Date	Journal #	Description	Ref/Check	Trans #	Amount
20	8	3	30	10	5	16.20
MANDATORY	MANDATORY	MANDATORY	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL
		Defined in GL Master Configuration				
Alpha/Numeric	Date	Numeric	Alph/Numeric	Alpha/Numeric	Alpha/Numberic	Numeric
		1=General Journal 2=Checking - General 3=Deposits - General 4=Checking - Payroll 5=Deposits - Payroll 6=Sales Journal 7=Inventory Activity 8=Accural Payables 9=Deprec./Amort. 10=Closing Entries				

1)   Account Number (Mandatory)

This is the General Ledger **"Account Number."** The field can be up to twenty **(20)** characters long *(alpha/numeric)*. You can also use departmental or divisional separators in your account number such as dashes or periods *(i.e. 501-01 or 501.001.01)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Each account number must be unique or it will not be added to the General Ledger Chart of Accounts.

2)   Date (Mandatory)

This is the **"Transaction Date"** field. It is used to control which fiscal period the transaction is posted in. This is a numeric field only. This is a **"Mandatory"** field that must be completed for the data conversion to work in the transaction posting.

3)   Journal Number (Mandatory)

This is the **"Journal Number"** that is selected from the user defined configuration in the General Ledger Master Configuration. There can actually be up to twenty **(20)** valid options for this field which are used to define a valid journal to group **"like transactions"** typically from a specific accounting module. Reports can be run from the General Ledger module listing all options posted within each Journal by date range. The example above shows an availability of ten **(10)** choices whereby there are actually up to twenty options available, depending on how the user has configured the system. Only the numeric choices of **1** through **20** are valid for this field.

This is a **"Mandatory"** field that has to be completed for the data conversion to work in the transaction posting. This option must be defined prior to beginning the conversion process.

4)   Description (Optional)

This is the **"Description"** of this specific Journal Entry. It is used to describe the purpose or nature of this specific transaction. No description is required for a Journal Entry, although for auditing purposes it is highly recommended. This field can support alpha/numeric data up to thirty **(30)** characters long. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the posting of transactions.

5)   Reference/Check # (Optional)

This is the **"Reference Number or the Check #"** of this specific Journal Entry. It is used to additionally describe this specific transaction. No **Reference Number** or **Check #** is required for a Journal Entry, although for auditing purposes, it is highly recommended. This field can support alpha/numeric data up to ten **(10)** characters long. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the posting of transactions.

6)   Transaction # (Optional)

This is the **"Transaction Number"** of this specific Journal Entry. It is used to additionally describe this specific transaction. No **Transaction #** is required for a Journal Entry, although for auditing purposes it is highly recommended. This field can support alpha/numeric data up to five **(5)** characters long. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the posting of transactions.

7)   Amount (Optional)

This is the "**Journal Entry Amount**." It is used to create the transaction amount of the posting. It can be a zero-dollar posting amount that **"nets"** to zero dollars. Or, you may elect to create the Beginning Balance through a series of Journal Entries. Either method will work. Using this method, the system will update the fiscal period transaction fields as a normal transaction and updates all Journals for auditing purposes. This field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the posting of transactions. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

Accounts Payable Vendors

1) Vendor Number (Mandatory)

The **"Vendor Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Each Vendor number must be unique or it will not be added to the Accounts Payable Vendor File **(AP01)**.

2) Name (Optional)

The **"Name"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup, although it certainly makes knowing what the Name or description of the vendor is much easier to recognize.

3)   Address 1 (Optional)

The **"Address 1"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is mailing address of the Vendor and will print on all Checks and 1099 forms for this Vendor.

4)   Address 2 (Optional)

The **"Address 2"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is mailing second line of address of the Vendor and will print on all Checks and 1099 forms for this Vendor.

5)   City (Optional)

The **"City"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is the **City** used for the Vendor and will print on all Checks and 1099 forms for this Vendor.

6)   State (Optional)

The **"State"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is the **State** used for the Vendor and will print on all Checks and 1099 forms for this Vendor.

7)   Country (Optional)

The **"Country"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is the **Country** field used for the Vendor and will print on all Checks and 1099 forms for this Vendor.

8)   Zip (Optional)

The **"Zip"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is the **Zip Code or Postal Code** field used for the Vendor and will print on all Checks and 1099 forms for this Vendor.

9)   Contact (Optional)

The "**Contact**" field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This would be the whole name of the contact *(i.e. First and Last name)*.

10) Phone (Optional)

The **"Phone"** field can be up to fourteen **(14)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field can contain special characters for separators such as commas, dashes, slashes and periods *(i.e. 407-555-1212 or 212.501.5284)*.

11) Fax (Optional)

The **"Fax"** field can be up to fourteen **(14)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field can contain special characters for separators such as commas, dashes, slashes, and periods *(i.e. 407-555-1212 or 212.501.5284)*.

12) Checking Account (Mandatory)

The **"Checking Account"** field can be up to five **(5)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that has to be completed for the data conversion to work in the setup. Make sure this account is set up first either in the Check Reconciliation or Accounts Payable module prior to performing this conversion. This is the bank account the system will look to use when writing checks to this vendor although this bank account may be overridden at the time of vouchering invoices or writing checks.

13) GL Account (Optional)

The **"General Ledger Account"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This account does have to exist, however, in the General Ledger Chart of Accounts prior to conversion or it will not be maintained during the conversion process. The **"Vendor"** will be added to the file, but this account number will have to be manually updated later within the software. This is the default account to be used when vouchering invoices or writing checks in Accounts Payables *(generally an asset, cost of goods, or an expense account)*.

14) Federal ID (Optional)

The **"Federal ID"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used to store either a vendor's social security or a business' Federal ID number for use in printing 1099s.

15) 1099 (Optional)

Used in conjunction with the prior field, the **"1099"** field is a switch question that tells the system whether this vendor should be provided a **1099** or not. It is a **(Y)**es or **(N)**o answer. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. If this field is set to **(Y)**es, then the prior field for Federal ID **MUST** be completed.

16) Terms Type (Mandatory)

This is a fixed numeric field that is stored up to three **(3)** characters long. This is a **"Mandatory"** field that has to be completed for the data conversion to work in the setup. There are five valid choices for this option. Based on the option you choose; the following Terms Days field may be required for use. Options #1 and #5 for **Immediate** and **Suspend** require no further data. This means that all items that will be vouchered into the Accounts Payable system for this particular vendor would either be marked to be paid **"immediately"** or held in **"suspense."** Options #2, 3, and 4 allow the user to specify either the number of days or whether to use a **Batch #** in the Terms Days field below.

17)   Terms Days (Optional)

The **"Terms Days"** field can support a numeric value up to five **(5)** characters long and is only used when you select Terms Type options **#2, 3 or 4**. For options **#2** and **#3**, you enter the number of days from either the transaction date **(#2)** that you want the voucher to calculate a due date or in the case of **#3**, the number of days from the end of the month. For **Option #4**, you can assign a **"Batch #"** whereby you can group items to be paid together at your discretion. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

18)   Discount % (Optional)

The **"Discount %"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This would be the discount you would take when paying your bills early to this particular vendor. The system will automatically calculate this discount for you if it is set up properly. The other fields required to use this feature must still be set up in the software manually. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

19)   Pay YTD (Optional)

The **"Payments YTD"** field can support a numeric value up to sixteen **(16)** characters long, plus two decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is where you can enter the total amount of all payments made to this Vendor Year to Date prior to the conversion. The system will automatically update this field from that point forward as new checks are generated. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

20)   Special Field (Optional)

The **"Special Field"** can be up to twenty **(20)** characters long *(alpha numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field has many uses within the Vendor Master File **(AP01)** as you can use this field as an alternative **"sorting and searching"** field for finding Vendors.

21)   Comment 1 (Optional)

The **"Comment 1"** field can be up to fifty **(50)** characters long *(alpha numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Miscellaneous information regarding each vendor may be entered for this vendor in this field.

22)   Comment 2 (Optional)

The **"Comment 2"** field can be up to fifty **(50)** characters long *(alpha numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Additional miscellaneous information regarding each vendor may be entered for this vendor in this field.

23)   E-Mail (Optional)

The **"E-Mail"** field can be up to fifty **(50)** characters long *(alpha numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is a description field of the default e-mail address to be used for this specific vendor.

Accounts Payable Open Items

Vendor #	Date	Trans Type	Invoice #	Description	Bank Acct	Project #	Total Amt	Sale Amt	Terms Type	Terms Days	Discount %	Due Date
10	8	3	10	20	5	10	16.50	16.50	3	5	12.50	8
MANDATORY	MANDATORY	MANDATORY	MANDATORY	OPTIONAL	MANDATORY	OPTIONAL	OPTIONAL	OPTIONAL	MANDATORY	MANDATORY	MANDATORY	OPTIONAL
Vendor Master File		Fixed Table			AP Bank File	Job Cost File			Fixed Parameter			
Alpha/Numeric	Date	Integer	Alpha/Numberic	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Date
		1=Invoice 2=Credit Memo 3=Debit Memo 4=Adjustment 5=Statement 6=Finance Charge 7=Retainage 8=Deposit/Advance							1=Immediate 2=Net Days 3=Net EOM 4=Batch 5=Suspense	I.e. 7, 10, 30		

1)   Vendor Number (Mandatory)

The **"Vendor Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Each Vendor number must already exist in the Vendor Master File or it will not be added to the Accounts Payable Vendor Open Item File **(AP02)**.

2)   Date (Mandatory)

This is the **"Transaction Date"** field. It is used to calculate which fiscal period the open item belongs to. This is a numeric field only. This is a **"Mandatory"** field that must be completed for the data conversion to work in the transaction posting.

3)   Transaction Type (Mandatory)

The **"Transaction Type"** is a fixed table three **(3)** characters long **(integer)**. The available options for this field include the following: **1) Invoice 2) Credit Memo 3) Debit Memo 4) Adjustment 5) Statement 6) Finance Charge 7) Retainage 8) Deposit/Advance**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the transaction posting. The choice selected here controls the nature of the open item and how it will appear and calculate on the Vendor Aging Report in Accounts Payable.

4)   Invoice Number (Mandatory)

The **"Invoice Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This is a unique identifier of the specific Open Item for this Vendor. Combined specifically with the **Transaction Date** and the **Transaction Amount**, the system will compare all three fields to verify all three fields are unique. As long as one of these three fields are in fact unique, the system will post the Open Item to the file. It is entirely possible, however, that there is an invoice from a vendor that has the same invoice number *(say in June)* that was also originated in January with the same invoice number. Therefore, the system would allow both items to be posted system if the Transaction Dates or Transaction Amounts were unique.

5)   Description (Optional)

The **"Description"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is a free-form field designed to allow the user to describe the nature of the specific open item. This helps in identifying transactions when looking at an Accounts Payable Vendor Aging Report.

6)   Bank Account (Mandatory)

The **"Bank Account"** field can be up to five **(5)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Each Open Item must have a Bank Account assigned to it so that when it is time to run a **Vendor Aging Report** and **Print Checks**, the system can summarize and print checks by the proper bank account. Bank accounts may be set up in advance within the **Accounts Payable** or **Check Reconciliation** module and must be defined prior to conversion.

7)   Project Number (Optional)

The **"Project Number"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is an item that must be defined normally within the **Job Cost Main Module** first. Since the field is **"optional,"** the field can be used purely for reference purposes to identify which **"job"** or **"project"** this open item was used in conjunction with.

8)   Total Amount (Optional)

The **"Total Amount"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is optional since the amount of the open item can be zero. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

9)   Sale Amount (Optional)

The **"Sale Amount"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is optional since the amount of the open item can be zero. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

10)   Terms Type (Mandatory)

This is a fixed numeric field that is stored up to three **(3)** characters long. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. There are five valid choices for this option. Based on the option you choose; the following Terms Days field may be required for use. Options #1 and #5 for **Immediate** and **Suspend** require no further data. This means that this specific open item will be posted into the Accounts Payable system for this particular vendor and will be marked to be paid **"immediately"** or held in **"suspense."** Options #2, 3, and 4 allow the user to specify either the number of days or whether to use a **Batch #** in the **Terms Days** field below.

11)   Terms Days (Mandatory)

The **"Terms Days"** field can support a numeric value up to five **(5)** characters long and is only used when you select **Terms Type** options #2, 3 or 4. For options #2 and #3, you enter the number of days from either the transaction date (#2) that you want the voucher to calculate a due date or in the case of #3, the number of days from the end of the month.

For Option #4, you can assign a **"Batch #"** whereby you can group items to be paid together at your discretion. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup.

12)   Discount % (Mandatory)

The **"Discount %"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This would be the discount you would take when paying your bills early to this particular vendor. The default value for this field is zero. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

13)   Due Date (Optional)

This is the **"Due Date"** field. This is a numeric field only. The system is not going to calculate this date for you during the conversion. You must enter this date into this field if you want the system to calculate your Vendor Aging Report correctly. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

Accounts Receivable Customers

Ship Zip	Contact	Phone	Fax	Balance Forward	Sales Person	Tax Rate	Region	Terms Days	Terms Description	Terms Type	Credit Limit	Email	Salutation
10	20	14	14	1	5	10	5	5	20	2	16.50	50	10
OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	MANDATORY	MANDATORY	MANDATORY	OPTIONAL	MANDATORY	OPTIONAL	MANDATORY	OPTIONAL	OPTIONAL	OPTIONAL
No	No	No	No	Y or N	AR Salesman Fil	AR Tax Rate Fil	No	No	No	No	No	No	No
Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Numeric	Alpha/Numeric	Numeric	Numeric	Alpha/Numeric	Alpha/Numeric
										0=Fixed Due Date 1=Net Days 2=Net Days EOM			

Terms Description	Terms Type	Credit Limit	Email	Salutation	First Name	Last Name	Special Sort
20	2	16.50	50	10	20	20	20
OPTIONAL	MANDATORY	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL
No	Fixed	No	No	No	No	No	No
Alpha/Numeric	Numeric	Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric
	0=Fixed Due Date 1=Net Days 2=Net Days EOM						Defined in AR configuration Can be used for "Selecting/Sorting" Customers in custom reports.

1) Customer Number (Mandatory)

The **"Customer Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Each Customer number must be unique or it will not be added to the Accounts Receivable Customer File **(AR01)**.

2) Customer Name (Optional)

The **"Customer Name"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup, although it certainly makes knowing who the Customer is much easier to recognize.

3) Billing Address 1 (Optional)

The **"Billing Address 1"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is the first of four lines available for the Customer's billing address. This is used on all Customer invoices and statements throughout the system.

4)   Billing Address 2 (Optional)

The **"Billing Address 2"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is the second of four lines available for the Customer's billing address. This is used on all Customer invoices and statements throughout the system.

5)   Billing Address 3 (Optional)

The **"Billing Address 3"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is the third of four lines available for the Customer's billing address. This is used on all Customer invoices and statements throughout the system.

6)   Billing Address 4 (Optional)

The **"Billing Address 4"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is the fourth of four lines available for the Customer's billing address. This is used on all Customer invoices and statements throughout the system.

7)   Billing City (Optional)

The **"Billing City"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is used on all Customer invoices and statements throughout the system.

8)   Billing State (Optional)

The **"Billing State"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is used on all Customer invoices and statements throughout the system.

9)   Country (Optional)

The **"Billing Country"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is used on all Customer invoices and statements throughout the system.

10)   Billing Zip (Optional)

The **"Billing Zip"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is used on all Customer invoices and statements throughout the system.

11)   Shipping Name (Optional)

The **"Shipping Name"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used when the **"Ship To"** location is different than the actual **"Bill To"** address.

12)   Ship Address 1 (Optional)

The **"Ship Address 1"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used when the **"Ship To"** location is different than the actual **"Bill To"** address.

Ship Address 2 (Optional)

The **"Ship Address 2"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used when the **"Ship To"** location is different than the actual **"Bill To"** address.

13) Ship Address 3 (Optional)

The **"Ship Address 3"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used when the **"Ship To"** location is different than the actual **"Bill To"** address.

14) Ship Address 4 (Optional)

The **"Ship Address 4"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used when the **"Ship To"** location is different than the actual **"Bill To"** address.

15) Ship City (Optional)

The **"Ship City"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used when the **"Ship To"** location is different than the actual **"Bill To"** address.

16) Ship State (Optional)

The **"Ship State"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used when the **"Ship To"** location is different than the actual **"Bill To"** address.

17) Ship Country (Optional)

The **"Ship Country"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used when the **"Ship To"** location is different than the actual **"Bill To"** address.

18) Ship Zip (Optional)

The **"Ship Zip"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used when the **"Ship To"** location is different than the actual **"Bill To"** address.

19) Contact (Optional)

The **"Contact"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This would be the whole name of the contact *(i.e. First and Last name)*.

20) Phone (Optional)

The **"Phone"** field can be up to fourteen **(14)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field can contain special characters for separators such as commas, dashes, slashes and periods *(i.e. 407-555-1212 or 212.501.5284)*.

21)   Fax (Optional)

The **"Fax"** field can be up to fourteen **(14)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field can contain special characters for separators such as commas, dashes, slashes and periods *(i.e. 407-555-1212 or 212.501.5284)*.

22)   Balance Forward (Mandatory)

The **"Balance Forward"** field can be up to one **(1)** character long. It is a **(Y)**es or **(N)**o answer. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This defines the way all transactions will be treated when posted to each Customer's account and how their Customer Statements and Agings will be managed. If the Customer is flagged as **(Y)**es, the customer will have Balance Forward statements which will be handled much like Credit Card Statements whereby all payments are applied to any outstanding balance and any remaining balance is then brought forward into the next fiscal period. If the option if flagged as **(N)**o, the Customer will have all of its invoices, credit memos, payments and more posted as individual items to their account. When payments are made, the user will have the option to match against specific open items or to post the payment or deposit as another open item whereby all open items may be viewed indefinitely and matched later, if desired.

23)   Sales Person (Mandatory)

The **"Sales Person"** field can be up to five **(5)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Each Customer must have a Salesman set up as a default and the salesman must already be created in the option **"Setup Salesmen"** in the Setup and Maintenance options of Accounts Receivable. All Customers can have one default Sales Person such as **"House"** or you may assign any number of unique Sales Persons to a variety of accounts as your needs require.

24)   Tax Rate (Mandatory)

The **"Tax Rate"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Even if the Customer's sales tax status is **"exempt"** they must have a **Tax Rate** assigned to them as a default **Tax Rate**. The **Tax Rate** must already be created in the option **"Setup Tax Rates"** in the Setup and Maintenance options of Accounts Receivable. Remember, the software is designed to report **Sales Tax** on multiple levels including State Tax, County Tax and a variety of local taxing districts that may be defined by the user on a rate-by-rate basis which can then be assigned globally to all Customers or uniquely to a single Customer. Also included in this software is the provision of **Sales Tax Maintenance** for all jurisdictions throughout the United States. By selecting the Menu Option in the Accounts Receivable system **"Update Tax Rates from Tax Service,"** you may elect to have the system upload and configure a single state or all fifty **(50)** states' sales tax rates for your use. This service is updated quarterly with the latest rates and updates throughout the country and can be updated by simply using the **DP/Update** feature which is automatically included with the software. Or, you may simply create your own custom configured Tax Rates designed to meet your own specific needs. Both options are available and one or the other must be in place before the conversion begins.

25)   Region (Optional)

The **"Region"** field can be up to five **(5)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is used for specific functions such as **"masking"** data on a wide variety of reports throughout the Accounts Receivable module. For instance, let's assume you run a manufacturing company and you have Distributors and Dealers throughout the country.

By using the **"Region"** field, you could code each Customer with a unique code in the Region field that identifies the difference between them *(i.e. DT or DL)*. Then, when you ran a Sales Journal or a Customer Listing for example, you could tell the system to include everyone in the report. But by specifying **DL** in positions **1** and **2** in the Region field, the **"Masking"** feature would then only include those Customers on the report that met the criteria thereby **"excluding"** all others who did not meet the criteria. Masking is a feature used throughout all **Infinity POWER** modules.

26)   Terms Days (Mandatory)

This **"Terms Days"** field can support a numeric value up to five **(5)** characters long. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This field must have a valid number of days that corresponds to **Item #29** below for **Option #1 and 2 (**for **Net Days** and **Net End of Month)** or the number zero at a minimum to fill the field.

27)   Terms Description (Optional)

The **"Terms Description"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is the description that will print on Invoices and Sales Orders to tell the Customer their Terms *(i.e. Due on 5th of Month)*.

28)   Terms Type (Mandatory)

The **"Terms Type"** is a fixed numeric table two **(2)** numeric characters long. This is a **"Mandatory"** field that must be completed for the data conversion to work in the transaction posting. There are three **(3)** valid choices for this option. Based on the option you choose, the previous Terms Days field may be required for use. Options #0 when specified allows you to determine the **"Fixed Due Date"** when an invoice is generated to the Customer. No standard terms will exist and thus, you will be prompted to enter a specific due date for each transaction converted. Option #1 allows the Customer to have **"Net Days"** for each transaction from the date of the transaction. This is typical with invoices that are normally **Net 10** or **Net 30** days due from the date of the invoice, for instance. Option #2 for **Net Days EOM** *(End of Month)* allows each Customer to have their invoices come due at a specific date from the end of each month *(such as the 5th day of every month)*.

29)   Credit Limit (Optional)

The **"Credit Limit"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

30)   Email (Optional)

The **"Email"** field can be up to fifty **(50)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is the default e-mail account to be used to send invoices and statements to each Customer.

31)   Salutation (Optional)

The **"Salutation"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Found under the **"Contact Info"** tab inside the application, these next few fields allow for additional contact information to be stored about each Customer in addition to the primary contact. The salutation is for their title such as Mr., Mrs., Dr., etc.

32)   First Name (Optional)

The **"First Name"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Found under the **"Contact Info"** tab inside the application, these fields allow for additional contact information to be stored about each Customer in addition to the primary contact. This is for the First Name of the contact.

33)   Last Name (Optional)

The **"Last Name"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Found under the **"Contact Info"** tab inside the application, these fields allow for additional contact information to be stored about each Customer in addition to the primary contact. This is for the Last Name of the contact.

34)   Special Sort (Optional)

The **"Special Sort"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field has many uses within the Customer Master File **(AR01)** as you can use this field as an alternative **"sorting and searching"** field for finding Customers.

Accounts Receivable Open Items

Customer #	Trans Date	Trans Type	Inv #	Project #	Due Date	SLM	AR Sales Code	Description	Sale Amt	Cost Amt
10	8	3	10	10	8	5	5	20	16.5	16.5
MANDATORY	MANDATORY	MANDATORY	MANDATORY	OPTIONAL	OPTIONAL	MANDATORY	OPTIONAL	OPTIONAL	MANDATORY	OPTIONAL
		Fixed Parameter		Job Cost File		AR Salesman File	AR Sales Code File			
Alpha/Numeric	Date	Numeric	Alpha/Numeric	Alpha/Numeric	Date	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Numeric	Numeric
		1=Invoice 2=Credit Memo 3=Debit Memo 4=Adjustment 5=Finance Charge 6=Retainage 9=Balance Forward								

1)   Customer Number (Mandatory)

The **"Customer Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Each Customer number must have been set up previously in a prior conversion or during the menu option in Accounts Receivable **"Setup Customers"** or the Open Item will not be added to the Accounts Receivable Open Item file **(AR02)**.

2)   Transaction Date (Mandatory)

This is the **"Transaction Date"** field. It is eight **(8)** characters long *(numeric)*. It is used to control which fiscal period the transaction is posted in. This is a numeric field only. This is a **"Mandatory"** field that must be completed for the data conversion to work in the transaction posting.

3)   Transaction Type (Mandatory)

The **"Transaction Type"** is a fixed numeric table three (3) numeric characters long. This is a **"Mandatory"** field that must be completed for the data conversion to work in the transaction posting. This option defines the nature of the open item and how it will be used for calculations in Accounts Receivable Aging Reports and Customer Statement printing. The available options are: **1) Invoice 2) Credit Memo 3) Debit Memo 4) Adjustment 5) Finance Charge 6) Retainage** and **9) Balance Forward**.

4)   Invoice Number (Mandatory)

The **"Invoice Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This is the transaction number for each Open Item to be posted to the file.

5)   Project Number (Optional)

The **"Project Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is an item that must be defined normally within the Job Cost Main Module first. Since the field is **"optional,"** the field can be used purely for reference purposes to identify which **"job"** or **"project"** this open item was associated with.

6)   Due Date (Optional)

This is the **"Due Date"** field. This is a numeric field only that is eight **(8)** characters long. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Since the conversion process does not calculate this field, you must enter the due date for this Open Item to be posted to the Customer record.

7)   Salesman (Mandatory)

The **"Salesman"** field can be up to five **(5)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. The Salesman must exist in the Salesman file in the Accounts Receivable module prior to conversion for this Open Item to post.

8)   AR Sales Code (Optional)

The **"Accounts Receivable Sales Code"** field can be up to five **(5)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. The AR Sales Code must exist in the Sales Code file in the **Accounts Receivable** module prior to conversion for this Open Item to post. Among many capabilities, this allows users to define the use of multiple Accounts Receivable General Ledger Accounts to be used within the system. Therefore, different Open Items can post to several different AR accounts on the General Ledger for a more detailed breakout and reporting purpose. When used, the AR Aging Report will then generate an Account Summary at the end of the report to be used in balancing by Sales Code against the General Ledger's differing Accounts Receivable accounts.

9)   Description (Optional)

The **"Description"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This is a free-form field designed to allow the user to describe the nature of the specific open item. This helps in identifying transactions when looking at an Accounts Receivable Customer Aging Report or Customer Statements.

10)　　Sale Amount (Mandatory)

This **"Sales Amount"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

11)　　Cost Amount (Optional)

This field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

Inventory Items

	Item #	Description	Description 1	Description 2	Description 3	U/M	Bin #	Inventory/Asset GL Acct. #
	20	30	30	30	30	4	10	20
	MANDATORY	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	MANDATORY
								GL Account Number File
	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric

	Cost of Goods GL Acct #	AR Sales Code	JC Code	Alternate Part # 1	Alternate Part # 2	Primary Vendor #	Secondary Vendor #	Primary Vend. Part #	Secondary Vend. Part #
	20	10	10	20	20	10	10	20	20
	MANDATORY	MANDATORY	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL
	GL Account Number File	External	Job Cost Cost Code File	IM Item File	IM Item File	AP Vendor File	AP Vendor File		
	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric
								Only if different than your company item number	

Minimum Stock	Maximum Stock	Minimum Order	Category	Weight	Cost Type	Price 1	Price 2	Price 3	Price 4	Price 5	Price 6
16.5	16.5	16.5	10	12.5	3	16.50	16.50	16.50	16.50	16.50	16.50
OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	MANDATORY	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL
					Fixed						
Numeric	Numeric	Numeric	Alpha/Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric
					1=LIFO 2=FIFO 3=Average 4=Latest 5=Standard 6=Serial 7=Lot 8=Fixed OH						

Price 1	Price 2	Price 3	Price 4	Price 5	Price 6	Price 7	Price 8	Price 9	Price 10
16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50	16.50
OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL
Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric

1)   Item Number (Mandatory)

The **"Item Number"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This can include a wide range of special characters for separators such as dashes, slashes and periods *(i.e. 101-5015.511/7)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Each Item Number must be unique or it will not be added to the Inventory Management File **(IM01)**.

2)   Description (Optional)

The **"Description"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field is the primary description field though for each item and appears in all Accounts Receivable Invoices, Purchase Orders, Sales Orders and much more. The additional three lines of description can be optionally used to further describe the item.

**3)	Description 1 (Optional)**

The **"Description 1"** field can be up to thirty **(30)** characters long *(alpha/numeric)*.   This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. If an **"*"** is place at the beginning of this line, the description will appear during all inquiries and reports but will not appear on any external documents such as Invoices or Purchase Orders.

**4)	Description 2 (Optional)**

The **"Description 2"** field can be up to thirty **(30)** characters long *(alpha/numeric)*.   This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. If an **"*"** is place at the beginning of this line, the description will appear during all inquiries and reports but will not appear on any external documents such as Invoices or Purchase Orders.

**5)	Description 3 (Optional)**

The **"Description 3"** field can be up to thirty **(30)** characters long *(alpha/numeric)*.   This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. If an **"*"** is place at the beginning of this line, the description will appear during all inquiries and reports but will not appear on any external documents such as Invoices or Purchase Orders.

**6)	Unit of Measurement (Optional)**

The **"Unit of Measurement"** field can be up to four **(4)** characters long *(alpha/numeric)*. This defines the default method of how this item is packaged and sold *(i.e. Each, Case, Box, Pallet)*. The Pricing Levels that are established later in this section are based around this Unit of Measure. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

**7)	Bin (Optional)**

The **"Bin Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. Although this field can be utilized in many ways because it can be sorted on, the primary use is to define **"where"** to locate this item *(usually in a warehouse)*. Bin Labels may then be generated to assist with Bar Coding methods to assist in processing these items more smoothly. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

**8)	Inventory / Asset GL Account Number (Mandatory)**

The **"Inventory Asset General Ledger Account Number"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This field identifies which account number in the General Ledger will be used to track the **Asset Value** of all quantities on hand for this item number. Therefore, when quantities are received into stock for this item, this is the General Ledger Account Number that will be increased upon receipt. Likewise, when items are sold, transferred or withdrawn, this is the account number that will be reduced accordingly.   You may use unique General Ledger Account numbers for differing Inventory Item Numbers so that your Balance Sheet can group differing balances of items into unique categories for easier reporting or you may assign all Inventory Items to the same General Ledger Account Number called **"Inventory."** Your choice!

9) Cost of Goods GL Account Number (Mandatory)

The **"Cost of Goods General Ledger Account Number"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This field identifies which account number in the General Ledger will be used to track the **Cost of Goods** value of this item when they are sold. When items are sold, transferred or withdrawn, this is the account number that will be increased automatically by the system. You may use unique General Ledger Account numbers for differing Inventory Item Numbers so that your Income Statement can group differing balances of items into unique categories for more complex reporting or you may assign all Inventory Items to the same General Ledger Account Number called **"Cost of Goods Sold."** Your choice!

10) AR Sales Code (Mandatory)

The **"Accounts Receivable Sales Code"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. When processing a Sales Order or an Invoice, the system will look to this field and its configuration in the Accounts Receivable Sales Code File for the appropriate General Ledger account numbers to be used in the posting of the transaction. This includes the Inventory Asset, Cost of Goods, and Sales account to be used on a specific transaction. The **AR Sales Code** will always be used for each Inventory Item for all transactions processed in Sales Order Entry, Accounts Receivable and Point of Sale transactions. The setup of each inventory item's direct General Ledger account numbers will be used during direct transactions within the Inventory Management module only.

11) Job Cost Code (Optional)

The **"Job Cost Code"** field can be up to ten **(10)** characters long *(alpha/numeric)*. If defined in the Job Cost Main Module option of **"Set Up Cost Codes,"** entering a Job Cost **"Cost Code"** in this field will allow the system to post **"cost amounts"** during Sales Order Invoicing and other transactions to a **"job"** or **"project"** number that is specified. However, the Inventory Item must have a Job Cost Code defined in advance for this feature to work. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

12) Alternative Part Number 1 (Optional)

The **"Alternative Part Number 1"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is a cross-reference field that allows the user to find an **"Alternative Item Number"** in the instance that this item is not available or better pricing is desired from another vendor. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

13) Alternative Part Number 2 (Optional)

The **"Alternative Part Number 2"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is the second cross-reference field that allows the user to find an **"Alternative Item Number"** in the instance that this item is not available or better pricing is desired from another vendor. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

14) Primary Vendor Number (Optional)

The **"Primary Vendor Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. When defined, this would be the primary vendor to order this Inventory Item from in the Purchase Order Entry module. The Vendor must exist first in the Accounts Payable Vendor Master File for this feature to work properly. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

15)   Secondary Vendor Number (Optional)

The **"Secondary Vendor Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. When defined, this would be the secondary vendor to order this Inventory Item from in the Purchase Order Entry module. The Vendor must exist first in the Accounts Payable Vendor Master File for this feature to work properly. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

16)   Primary Vendor Part Number (Optional)

The **"Primary Vendor Part Number"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. When defined, this would be the primary vendor's Item Number *(which may be completely different than your number)* to order this Inventory Item from in the Purchase Order Entry module. Using the proper Purchase Order form would also allow the Purchase Order to print this Vendor Part Number so the vendor knows what it is you are ordering from them as they may not recognize your Item Number sequence. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

17)   Secondary Vendor Part Number (Optional)

The **"Secondary Vendor Part Number"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. When defined, this would be the secondary vendor's Item Number *(which may be completely different than your number)* to order this Inventory Item from in the Purchase Order Entry module. Using the proper Purchase Order form would also allow the Purchase Order to print this Vendor Part Number so the vendor knows what it is you are ordering from them as they may not recognize your Item Number sequence. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

18)   Minimum Stock (Optional)

The **"Minimum Stock"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an amount level that is user defined to define for each Inventory Item the minimum quantity of each item that is to be maintained in stock. When this is specified, it will be used by reports such as the **"Suggested Order Report"** to assist in determining the amount of additional products that should be ordered on a timely basis. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

19)   Maximum Stock (Optional)

The **"Maximum Stock"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an amount level that is user defined to define for each Inventory Item the maximum quantity of each item that is to be maintained in stock. When this is specified, it will be used by reports such as the **"Suggested Order Report"** to assist in determining the amount of additional products that should be ordered on a timely basis. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

20)   Minimum Order (Optional)

The **"Minimum Order"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an amount level that is user defined to define for each Inventory Item that is the minimum quantity of each item that is to be ordered when an order is in fact placed with a Vendor.

Quantity break discounts may factor heavily into the calculation of this amount. When this is specified, it will be used by reports such as the **"Suggested Order Report"** to assist in determining the amount of additional products that should be ordered on a timely basis. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

21)   Category (Optional)

The **"Category"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This field can be used for a variety of reasons such as grouping like items into **Categories** for simplified lookups and sorting. This is extremely helpful particularly in grouping products for use in web site development. This field is another **"sorting and searching"** field which makes it very flexible to use. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

22)   Weight (Optional)

The **"Weight"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This field is used in the calculation of freight for shipping in the Sales Order Entry module. Based on the quantity of items shipped multiplied by the weight entered into each Inventory Item, the system can automatically calculate the total weight amounts necessary for freight shipments. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

23)   Cost Type (Mandatory)

The **"Cost Type"** is a fixed numeric table three **(3)** numeric characters long. This is a **"Mandatory"** field that must be completed for the data conversion to work in the transaction posting. Each Inventory Item must have a **"Cost Type"** so that when items are received, the system knows how to calculate the inventory cost layers and utilize the proper accounting methods in which to track those quantities as they are received, sold, transferred and withdrawn. Eight standard costing methods are supported by the system. These methods include the following: **1) LIFO** *(Last In First Out)* **2) FIFO** *(First In First Out)* **3) Average 4) Latest 5) Standard 6) Serial 7) Lot 8) Fixed Overhead**. For a more detailed discussion on these various costing methods, please see the Inventory Management documentation for **"Set Up Inventory Items."**

24)   Price 1 (Optional)

The **"Price Level 1"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. Each Inventory Item number allows for a total of ten **(10)** unique Price Levels. This allows the user to assign Price Levels to customers which automatically carries over to the **Sales Order Entry, Point of Sale** and **Accounts Receivable** modules during the invoice cycle. The result is that this provides multiple prices in a **"standardized"** fashion across the board and allows the user to predefine pricing in advance. This option and the next nine options allow the conversion utility to define the ten price levels. You may elect to only support one price level per Inventory Item. If so, then you would normally use **"Price Level 1"** as the default Price Level. Or, you can use any combination as desired on an item-by-item basis. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

25) **Price 2 (Optional)**

The **"Price Level 2"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

26) **Price 3 (Optional)**

The **"Price Level 3"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

27) **Price 4 (Optional)**

The **"Price Level 4"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

28) **Price 5 (Optional)**

The **"Price Level 5"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

29) **Price 6 (Optional)**

The **"Price Level 6"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

30) **Price 7 (Optional)**

The **"Price Level 7"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

31) **Price 8 (Optional)**

The **"Price Level 8"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

32) **Price 9 (Optional)**

The **"Price Level 9"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

33)   Price 10 (Optional)

The **"Price Level 10"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

Inventory Cost Layers

	A	B	C	D	E	F
1	**Data Pro Inventory Cost and Quantity File Layout**					
2	**ITEM#**	**DATE**	**VENDOR #**	**DESC**	**QTY**	**UNIT COST**
3	20	8	10	30	16.50	16.50
4	MANDATORY	MANDATORY	OPTIONAL	OPTIONAL	MANDATORY	MANDATORY
5			AP Vendor File			
6	Alpha/Numeric	Date	Alpha/Numeric	Alpha/Numeric	Numeric	Numeric
7						

1)   Item Number (Mandatory)

The **"Item Number"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This can include a wide range of special characters for separators such as dashes, slashes and periods *(i.e. 101-5015.511/7)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. The Item Number must already exist in the Inventory Item file **(IM01)** or the Cost Layers will not be converted.

2)   Date (Mandatory)

This is the **"Transaction Date"** field. It is eight **(8)** characters long *(numeric)*. It is used to control which fiscal period the transaction is posted in. This is a numeric field only. This is a **"Mandatory"** field that must be completed for the data conversion to work in the transaction posting.

3)   Vendor Number (Optional)

The **"Vendor Number"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is a reference field to allow you to specify which vendor this item was procured from. If the item had been normally ordered through the Purchase Order Entry system, this field would be updated automatically. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

4)   Description (Optional)

The **"Description"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This field is for any special references regarding the purchase or acquisition of these Inventory Items. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

5)   Quantity (Mandatory)

The **"Quantity"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This is required because this conversion option is creating cost layers for Inventory Items and there must be a minimum quantity of **"one"** to create a valid cost layer, regardless of the costing method utilized. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

6)   Unit Cost (Mandatory)

The **"Unit Cost"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This is required because this conversion option is creating cost layers for Inventory Items and there must be a minimum dollar value of at least **"$.01"** to create a valid cost layer, regardless of the costing method utilized. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

Inventory Bill of Materials

1)   Item Number (Mandatory)

The **"Item Number"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This can include a wide range of special characters for separators such as dashes, slashes and periods *(i.e. 101-5015.511/7)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. The Item Number must already exist in the Inventory Item file **(IM01)** or the Bill of Material file will not be converted.

2)　　Line Number (Mandatory)

The **"Line Number"** field can support a numeric value up to five **(5)** characters long. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This specifies the number of lines of the following **Bill of Material** items that go into making the Item Number. In other words, there is a line for each item that goes into making up the **"recipe"** of the Item that is being put together. If the Item has sixty sub-components, then there will be sixty **(60)** line numbers. There may only be two items that go into the Bill of Materials. If so, then there will only be two line numbers.

3)　　Sub Item (Mandatory)

The **"Sub Item"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. The Sub Item must already exist in the Inventory Item for this feature to work properly in the conversion process. If it does not exist, it won't be added to the Item Number's Bill of Materials.

Therefore, you must make sure you have converted your initial Inventory Items first before attempting to process this data conversion feature. Further, you need to make sure that any additional Items that are required as a part of an item's Bill of Materials have been added first so that this utility will proceed properly.

4)　　Quantity (Mandatory)

This **"Quantity"** field can support a numeric value up to sixteen **(16)** characters long, plus five decimal places to the right of the decimal **(16.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This is the field that will specify the necessary quantity of each inventory item being added to the Bill of Material to make up the Master Item. Some items may have a single quantity while others have hundreds. It all depends on the nature of your business. This is the final portion of the **"recipe"** process; getting the right count for all of the ingredients involved. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

Inventory Multiple Unit of Measure

	M	N	O	P	Q	R	S	T	U
1									
2	*Factor*	*UOM*	*Factor*	*UOM*	*Factor*	*UOM*	*Factor*	*UOM*	*Factor*
3	12.5	4	12.5	4	12.5	4	12.5	4	12.5
4	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL
5									
6	Numeric	Alpha/Numeric	Numeric	Alpha/Numeric	Numeric	Alpha/Numeric	Numeric	Alpha/Numeric	Numeric
7									

1)   Item Number (Mandatory)

The **"Item Number"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This can include a wide range of special characters for separators such as dashes, slashes and periods *(i.e. 101-5015.511/7)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. The Item Number must already exist in the Inventory Item file **(IM01)** or the Multiple Unit of Measure file will not be converted.

2)   Unit of Measurement (Mandatory)

The **"Unit of Measurement"** field can be up to four **(4)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This is the primary **Unit of Measure (UOM)** for the Item number that is the baseline of the item from which all other calculations for other Unit of Measures are done. For instance, if an item is sold by the **"each,"** then enter that into this field. Then, in the subsequent fields in this utility, you are provided the ability to add up to nine **(9)** additional Unit of Measurement conversion ratios. So, if the next conversion from **"each"** is to a **"box"** which includes a dozen items, it would be entered in the first set of additional **UOM** with their factor set to **"12."** If the box is then shipped by the **"case"** with twenty-four boxes to a case, you would use the next **UOM** with a factor of **"24."** If the cases are stored on a **"pallet"** of **100** cases, you would use the next **UOM** with a factor of **100**. The sequence keeps going in this order until you hit your ninth layer. This means you can get to the trailer, container and other various levels of calculations on a single item, if desired, in your calculations for pricing and conversions of Units of Measure.

3)   Factor (Mandatory)

The **"Factor"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. As stated in the prior field, this is the multiplier number to be used against your prior **UOM**. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

4)   Unit of Measurement (Optional)

The field can be up to four **(4)** characters long *(alpha/numeric)*. See **Item 2** for details. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

5)   Factor (Optional)

The **"Factor"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. As stated in the prior field, this is the multiplier number to be used against your prior **UOM**. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

6)   Unit of Measurement (Optional)

The field can be up to four **(4)** characters long *(alpha/numeric)*. See **Item 2** for details. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

7)   Factor (Optional)

The **"Factor"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. As stated in the prior field, this is the multiplier number to be used against your prior **UOM**. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

8)   Unit of Measurement (Optional)

The field can be up to four **(4)** characters long *(alpha/numeric)*. See **Item 2** for details. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

9)   Factor (Optional)

The **"Factor"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup.

As stated in the prior field, this is the multiplier number to be used against your prior **UOM**. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

10)   Unit of Measurement (Optional)

The field can be up to four **(4)** characters long *(alpha/numeric)*. See **Item 2** for details. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

11)   Factor (Optional)

The **"Factor"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. As stated in the prior field, this is the multiplier number to be used against your prior **UOM**. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

12)   Unit of Measurement (Optional)

The field can be up to four **(4)** characters long *(alpha/numeric)*. See **Item 2** for details. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

13)   Factor (Optional)

The **"Factor"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. As stated in the prior field, this is the multiplier number to be used against your prior **UOM**. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

14)   Unit of Measurement (Optional)

The field can be up to four **(4)** characters long *(alpha/numeric)*. See **Item 2** for details. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

15)   Factor (Optional)

The **"Factor"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. As stated in the prior field, this is the multiplier number to be used against your prior **UOM**. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

16)   Unit of Measurement (Optional)

The field can be up to four **(4)** characters long *(alpha/numeric)*. See **Item 2** for details. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

17)   Factor (Optional)

The **"Factor"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. As stated in the prior field, this is the multiplier number to be used against your prior **UOM**. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

18)   Unit of Measurement (Optional)

The field can be up to four **(4)** characters long *(alpha/numeric)*. See **Item 2** for details. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

19)   Factor (Optional)

The **"Factor"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. As stated in the prior field, this is the multiplier number to be used against your prior **UOM**. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

20)   Unit of Measurement (Optional)

The field can be up to four **(4)** characters long *(alpha/numeric)*. See **Item 2** for details. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

21)   Factor (Optional)

The **"Factor"** field can support a numeric value up to twelve **(12)** characters long, plus five decimal places to the right of the decimal **(12.5)**. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. As stated in the prior field, this is the multiplier number to be used against your prior **UOM**. Although the internal system will support up to five decimals, the actual input screen and specific reports will round to two decimal places.

Payroll Employees

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Employee #	Employee Name	Address 1	Address 2	City	State	Zip	Phone	S.S. #	Marital Status	Home Dept	WC Code	Pay Type
3	12	30	25	25	15	2	10	14	12	1	10	4	1
4	MANDATORY	MANDATORY	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	MANDATORY	OPTIONAL	MANDATORY	MANDATORY	MANDATORY
5											PR Department	PR Workman	
6											File	Comp File	Fixed
7	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Alpha/Numeric	Numeric
8													H=Hourly S=Salary

	N	O	P	Q	R	S	T	U	V	W	X
	Pay Cycle	Normal Hours	Pay Rate	FIT Table	FIT Exemptions	SIT Table	SIT Exemptions	Birth Date	Start Date	W2 First Name	W2 Last Name
3	5	17	17	5	2	5	2	8	8	30	30
4	MANDATORY	OPTIONAL	OPTIONAL	MANDATORY	MANDATORY	MANDATORY	MANDATORY	OPTIONAL	OPTIONAL	MANDATORY	MANDATORY
5											
6	Fixed			PR Tax Table		PR Tax Table					
7	Numeric	Numeric	Numeric	Alpha/Numeric	Numeric	Alpha/Numeric	Numeric	Numeric	Numeric	Alpha/Numeric	Alpha/Numeric
8	1=Daily 2=Weekly 3=Bi-Weekly 4=Semi-Monthly 5=Monthly 6=Quarterly 7=Semi-Annually 8=Annually										

1)   Employee Number (Mandatory)

The **"Employee Number"** field can be up to twenty **(20)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. The Employee Number must be a unique number or the Employee will not be added to the Employee Master File **(PR01)** during the conversion process.

2)   Employee Name (Mandatory)

The **"Employee Name"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This field is required for Payroll processing and W-2 reporting.

3)   Address 1 (Optional)

The **"Address 1"** field can be up to twenty-five **(25)** characters long *(alpha/numeric)*. This is the address for the employee that will print on all checks and W-2s. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

4)   Address 2 (Optional)

The **"Address 2"** field can be up to twenty-five **(25)** characters long *(alpha/numeric)*. This is the second line of address for the employee that will print on all checks and W-2s. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

5)   City (Optional)

The **"City"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is the city portion of the address for the employee that will print on all checks and W-2s. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

6)   State (Optional)

The **"State"** field can be up to fifteen **(15)** characters long *(alpha/numeric)*. This is the state portion of the address for the employee that will print on all checks and W-2s. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

7)   Zip (Optional)

The **"Zip"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is the zip/postal code portion of the address for the employee that will print on all checks and W-2s. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

8)   Phone (Optional)

The **"Phone"** field can be up to fourteen **(14)** characters long *(alpha/numeric)*. This is a reference field only. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

9)   Social Security Number (Mandatory)

The **"Social Security Number"** field can be up to twelve **(12)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. All employees in the United States must have a Social Security Number for Payroll processing. This field must be completed for conversion purposes. This is required for W-2 printing purposes.

10)   Marital Status (Optional)

The **"Marital Status"** field is one **(1)** character long *(alpha/numeric)*. Typically, you can enter **"S"** for Single or **"M"** for Married. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup.

**11)	Home Department (Mandatory)**

The **"Home Department"** field can be up to ten **(10)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. The Departments are defined in the Payroll module under **"Set Up Departments"** and at least one Department must be defined prior to running this conversion utility. All employees can be grouped into a single department or you can define as many unique departments as desired *(i.e. Administration, Sales, Warehouse, Installation, IT, etc.)*.

**12)	Workman's Compensation Code (Mandatory)**

The **"Workman's Compensation"** field can be up to four **(4)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. The Workman's Compensation codes are defined in the Payroll module under **"Set Up Workman Compensation Classes"** and at least one Class for **"clerical"** must be defined prior to running this conversion utility. All employees can be grouped into a single class or you can define as many unique Workman Compensation Classes as desired *(i.e. Roofing Labor, Clerical, Sales, etc.)*.

**13)	Pay Type (Mandatory)**

The **"Pay Type"** is a fixed numeric field that is one **(1)** character. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. The two choices available for this field are **H (hourly)** or **S (salary)**. This defines how an employee's income will be calculated during pay cycles.

**14)	Pay Cycle (Mandatory)**

The **"Pay Cycle"** is a fixed numeric field that is five **(5)** characters long. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Combined with the Pay Type, the Pay Cycle determines when an employee will be scheduled to be paid. Different companies use different cycles to pay their employees. They also may pay some employees on one pay cycle *(manufacturing and labor staff)* and others on a different pay cycle *(management and administrative staff)*. This field may be selected on an employee-by-employee basis. The available options are the following: **1) Daily 2) Weekly 3) Bi-Weekly** *(every two weeks)* **4) Semi-Monthly** *(twice per month)* **5) Monthly 6) Quarterly 7) Semi-Annually 8) Annually**.

**15)	Normal Hours (Optional)**

The **"Normal Hours"** is a numeric field that can be up to seventeen **(17)** characters long. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field simply sets the default number of hours that the employee would normally be paid within the pay cycle. During data entry for Payroll, these hours may be entered or overridden anyway so this becomes an optional choice.

**16)	Pay Rate (Optional)**

The **"Pay Rate"** is a numeric field that can be up to seventeen **(17)** characters long. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This field simply sets the default pay rate for the employee that they would normally be paid within the pay cycle. During data entry for Payroll, this pay rate may be entered or overridden anyway so this becomes an optional choice.

**17)	Federal Income Tax Table (Mandatory)**

The **"Federal Income Tax Table"** field can be up to five **(5)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This table must be defined in the Payroll option **"Set Up Tax Tables"** prior to the conversion.

Every employee must have at least one Federal Tax Table assigned to them **(married or single)** for the conversion process to succeed. Keep in mind that the software includes Payroll Tax Table updates for all fifty **(50)** states and that these tables are automatically included or updated by using the Payroll menu option **"Update Tax Tables from Master File."**

18) Federal Income Tax Exemptions (Mandatory)

The **"Federal Income Tax Exemptions"** is a numeric field can be up to two **(2)** characters long. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Along with defining the Federal Income Tax Table, the number of exemptions for each employee must also be defined, even if the number is just zero.

19) State Income Tax Table (Mandatory)

The **"State Income Tax Table"** field can be up to five **(5)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This table must be defined in the Payroll option **"Set Up Tax Tables"** prior to the conversion. Every employee must have at least one State Tax Table assigned to them for the conversion process to succeed. Keep in mind that the software includes Payroll Tax Table updates for all fifty **(50)** states and that these tables are automatically included or updated by using the Payroll menu option **"Update Tax Tables from Master File."**

20) State Income Tax Exemptions (Mandatory)

The **"State Income Tax Exemptions"** is a numeric field can be up to two **(2)** characters long. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. Along with defining the Federal Income Tax Table, the number of exemptions for each employee must also be defined, even if the number is just zero.

21) Birth Date (Optional)

This is **"Birth Date"** field. This is a numeric field only. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This data item contains the date of birth of the employee. This will only be displayed on the "*Detailed Employee Listing"* and the "*Employee Inquiry."*

22) Start Date (Optional)

This is the **"Start Date"** field. This is a numeric field only. This is an **"Optional"** field that doesn't have to be completed for the data conversion to work in the setup. This data item contains the date the employee started with your company. This will be displayed on the *"Detailed Employee Listing,"* the *"Pay Review Report"* and the *"Employee Inquiry."*

23) W2 First Name (Mandatory)

The **"W2 First Name"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This is the first name that will print on your **W-2** or used in the **Magnetic Media Reporting** options. The combination of the **First Name** and the **Last Name** fields in this section must be entered exactly as shown on your original Social Security Card. You may enter your First Name and/or Middle Name/Initial into this field.

24) W2 Last Name (Mandatory)

The **"W2 Last Name"** field can be up to thirty **(30)** characters long *(alpha/numeric)*. This is a **"Mandatory"** field that must be completed for the data conversion to work in the setup. This is the last name that will print on your **W-2** or used in the **Magnetic Media Reporting** options. The combination of the **First Name** and the **Last Name** fields in this section must be entered exactly as shown on your original Social Security Card. **DO NOT ENTER ANYTHING OTHER THAN YOUR LAST NAME INTO THIS FIELD!** Do not include any **Jr., Sr., III,** or other trailing titles as part of your last name.

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