

## IMPORT PAYMENTS FROM CSV GUIDELINES

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The purpose of this utility is to allow the loading of Externally Generated Payments for import into a Member account within the MEMNET Accounts Receivables module.

The details imported can either be:

- Payments where you wish to generate an invoice in MEMNET.
- Payments where you wish to simply allocate it to an existing invoice.
- Payments that relate to subscriptions where you wish the payment to roll forward the subscribed until date for the Member.
- Payments that relate to all outstanding invoices (excluding credit notes) that will allocate to the oldest first (based on document code). Note: if the payment amount is less than the value of the outstanding invoices it will be recorded as unallocated.
- Unallocated payments.

Please note that in the case of payments related to subscriptions:

- The payment can only reflect one renewal period for a subscription code (e.g. if the subscription is renewed fortnightly and a payment exists in the file then the subscription will be moved on 2 weeks. Warnings will be provided if the amount differs to the amount expected and it will result in either an over or under payment. If you want the payment to move on the subscription twice you will have to split the payment across two input files.
- You can match a payment to a subscription by defining the Subscription Group to be searched and it will allocate the payment and update the first Subscription for that Subscription Group it finds on the member.

Each Payment is represented by a row in the CSV under column names and you can identify the method of payment.

The full list of column names can be found in the instructions below and in the template file that can be downloaded by clicking on the link 'Download Template' on the first screen of the utility.

### CSV FILE TYPE WARNING

Please note that you must always Save the Template initially and subsequently as a CSV file. In Office 2003 the type defaults automatically but in later versions of Office it does not always default to CSV when you take the option Save As.

For server performance reasons, this utility will only process up to 1000 rows at a time. Please break your files down into smaller sizes if the number of rows at the particular time exceeds the limit.

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The utility will:

- Ask you select how you want the file to be processed. Options being:
  - Create new invoices and allocate the payment against this invoice ([Option 1](#)) OR
  - Allocate the payment against an existing invoice ([Option 2](#)) OR
  - Allocate payments against all outstanding invoices (ignoring credit notes) ([Option 3](#)) OR
  - Create unallocated payments which can be allocated at a later date ([Option 4](#))

If you select [Option 1](#) you will then be asked whether the payments relate to Subscriptions and if they do the Subscription Group they relate to, or All.

If you select [Option 2](#) payments will be allocated based on the supplied document code or transaction type, if neither of these are provided payment is allocated against the newest invoice.

If you select [Option 3](#) payment(s) will be allocated against all outstanding invoices for the member. The payment amount must not be less than the total outstanding amount for that member, if it sees that it is it WILL NOT ALLOCATE and will simply make the full payment Unallocated.

The answers to these questions will control the processing and also change the validation of the imported file as noted below.

- Load payments against a Member by
  - using the Member Code;  
OR
  - if the Member Code is blank by matching against the Alternate ID along with the Alternate ID Type. Alternate IDs would be the member's unique reference in an external system that would link them back to a Member Code in MEMNET (note that to be able to record Member Alternate IDs to a member you need to set the Activate Alternate Member IDs to 'Active' within the Company Maintenance screen in Administration)  
OR
  - if the Member Code is blank by matching a BPAY Reference to the Member (enter the string 'BPAY Reference' in the Alternate ID Type and put the BPAY reference value in the Alternate ID)
- Process the file in full or not at all. The first 10 errors detected will be displayed on the screen for correction before you are asked to resubmit.

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- When valid it will display a list of the Payment information that it will create if you then select 'Commit Changes'. Otherwise you can Cancel and no update will have been performed.
- If you select 'Commit Changes' you will receive a Summary of Updated Payment with a count and value of the number of Payments added.
- You will be able to View (Show Warnings button) and Download (Download Warnings button) to tell you if there were any out of the ordinary updates (e.g. over or under payments).
- If any errors are detected on Update you will be told of the error and the payments that they relate to will be retained ready for you to download, correct in the csv file and resubmit as a file.

**WARNING:** If any errors do occur they will sit in the error file. If you try and import a new file and errors still exist in the file (or someone else has loaded a file and has not yet finished processing it you will be stopped from continuing). The options you will have are:

- **Download Non-imported Payments:** this will download the in error payments into the same format as was imported and will give you the option to amend and use that file to resubmit.
- **Cleardown Non-Imported Payments:** when you are ready to re-submit the file press this button first and then you will be able to recommence an import.
- You will also be presented with an import reference code in the format of your user name and a date and time stamp. If you subsequently find that the data loaded is incorrect you will need to contact the Help Desk to remove them, if you can quote the import reference number we will be able to identify all of the payments that were added (we are unable to provide you with a utility to always be able to remove these records due to the possibility that other transactions/data may have been added to these members in the meantime).
- You can also download a spreadsheet of successful payments by clicking on the 'Download Successful Payments' button.

In using the template you can:

- Delete columns of optional data so that fields that you do not use do not cause your input data to be spread out and be difficult to read
- Reorder the columns for the same reason above if it makes the spreadsheet more useable
- The golden rule is that the column name remains unchanged as the utility recognises the column based on that value.

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TIP: when first using the Template if you click on the square in the top left hand corner (to the left of column A and above row 1) to select all columns and rows; and then position the pointer over any column separator (until you see the vertical line with arrows pointing to the left and the right) and double click; then all column widths will be expanded to the width of the column heading name.

The field (column) validation is as follows. Column names with an (M) alongside them mean that the column name must exist in the csv file. The validation and use of some fields is determined by the option selected during the import process, this is noted in a separate cell where is applies, otherwise the behaviour of the field on all import options.

A member must be identified for each payment either by MemberCode or AlternateIDType / AlternateId.

Column	Validation and Option Specific Behaviour	
<b>MEMBER DETAILS</b>		
MemberCode	If non-blank it must exist in MEMNET. If blank then you must have an AlternateID on this row.	
AlternateIDType	If MemberCode is blank then an AlternateIDType must exist. If you are importing BPAY Payments based on the BPAY Reference issued by MEMNET then enter 'BPAY Reference' in this field.	
AlternateID	If MemberCode is blank then an AlternateID must exist. AlternateID (along with the Alternate ID Type) must exist as a combination against a Member in MEMNET  OR If AlternateIDType is 'BPAY Reference' then enter the BPAY Reference in this field. A Member must exist with that BPAY Reference in MEMNET.	
<b>PAYMENT AMOUNT</b>		
Amount (M)	Payment amount including Tax. Must be greater than zero.	
Taxable	True, False or blank.  <b>If True or blank:</b> the tax will be calculated based on the taxable status of the Member and the Tax Percentage in company settings, unless it is a Transaction Type of 'Donation' (in which case it	Used for <a href="#">Option 1</a> , - the creation of new invoices only.

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Column	Validation and Option Specific Behaviour	
	<p>will use the Company setting that determines whether tax is to be calculated).</p> <p><b>If False:</b> the tax amount will be set to \$0 irrespective of the Member's taxable status.</p>	
<b>INVOICE REFERENCE DETAILS</b>		
TransactionType	<p>Optional, Code has to be:</p> <ul style="list-style-type: none"> <li>‘1’ = Subscription</li> <li>‘2’ = Event</li> <li>‘3’ = Manual</li> <li>‘4’ = Over Payment</li> <li>‘6’ = Donation</li> <li>‘8’ = Service Fee</li> <li>‘10’ = External Transaction</li> </ul>	<p><b>Option 1</b> determines the type of invoice created. Mandatory except for subscriptions where this has been selected on the screen.</p> <p><b>Option 2</b> used if a document code is not provided to determine the invoice type to allocate payments against. (Newest first).</p>
DocumentCode	<p>Only required if you wish to link the payment to an existing Invoice, otherwise blank. It will generate an overpayment if the Amount is greater than the amount outstanding on the invoice.</p>	<p>Used for <b>Option 2</b> only payment is allocated against this invoice if it belongs to this member and is outstanding. If not supplied <b>Option 2</b> will allocate payment against the newest outstanding invoice based on the Transactions type if supplied or all invoices if neither transaction type or document code are supplied.</p>
Description	<p>Optional. Item Description for invoice creation.</p>	<p>Used for <b>Option 1</b> when not subscriptions, otherwise not used.</p>

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Column	Validation and Option Specific Behaviour	
RevenueAccountCode	Optional. If left blank it will use the Account Code held against the Transaction Type in the Company maintenance screen. If entered it must exist in the Account Code table in MEMNET.	Used for <b>Option 1</b> when not subscriptions, otherwise not used.
Job Code	Optional. Free format Job Code that is used in the extract to MYOB.	Used for <b>Option 1</b> when not subscriptions, otherwise not used.
Tracking Name and Tracking Option (1 and 2)	Optional. These are used by XERO Accounting software. There are two pairs of Name and Option. If entered each pair of Name/Option must exist in the XERO Tracking Names as set up in MEMNET.	Used for <b>Option 1</b> when not subscriptions, otherwise not used.
ExternalInvoiceReference	Optional. If non blank it will be loaded against the Invoice Header in MEMNET. Maximum 50 characters.	Used for <b>Option 1</b> when not subscriptions, otherwise not used.
PAYMENT REFERENCE DETAILS		
ReceiptNumber	Optional. Only used if MEMNET is configured not to automatically generate Receipt Numbers.	
PaymentDate	Optional. If blank it will default to today. Cannot be a future date. Be careful if you back date to not put the payment into an accounting period that has already been extracted from MEMNET.	
PaymentDescription	Optional. If blank we will generate a description otherwise this will be used.	
PaymentReason	Can be blank and then will default to Default Payment Reason maintained in the Company Maintenance screen. If non blank it must exist in the Payment Reason Types in MEMNET.	

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Column	Validation and Option Specific Behaviour
PaymentBy (M)	Mandatory. The following numeric values are valid: ‘1’ = Cash ‘2’ = Cheque ‘3’ = Credit Card ‘5’ = Bank Transfer ‘6’ = Direct Debit ‘7’ = Credit Card (No Details) ‘9’ = Employer Deduction ‘10’ = BPAY
Credit Card Details (optional)	
CardType	Optional.
CardNumber	Optional.
CardCVV	Optional.
CardExpiry	Optional.
CardName	Optional.
Bank Details (optional)	
BankBSB	Optional.
BankNumber	Optional.
Cheque Details (optional)	
ChequeNumber	Optional.
ChequeDrawer	Optional.
Direct Debit Details	
AccountName	Optional.
FinancialInstitution	Optional.

Note: The import of this file does not cause payments to be made via the Payment Gateway, it is to reflect payments that have already been made against the relevant members in the MEMNET system.