

## **IMPORT EXTERNAL TRANSACTIONS FROM CSV GUIDELINES**

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

The details imported can either be:

- Invoice charges where you wish to generate and print the invoices out of MEMNET
- Invoices already issued where you wish to simply create a record of the invoice in MEMNET
- Paid or Unpaid, if payment details are entered in the CSV against the invoice charge it will record the invoice charge as fully paid (default is unpaid).

Please note that partially paid invoices will result in separate invoices within MEMNET as we can only accept through this utility invoice charges that are fully paid or unpaid.

Each Invoice charge and Payment is represented by a row in the CSV under column names.

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.

<b>CSV FILE TYPE WARNING</b>
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.

The utility will:

- Load invoices against a Member:
  - by using the Member Code entered, or if the Member Code is blank by matching against the Alternate ID along with the Alternate Member ID Type that is entered in the spreadsheet (or if not the one entered as the default on the kick off screen). 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).

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- If you tick the option on the kick off screen 'Invoice Parent Members' each invoice will actually be recorded against the Parent member the member entered has a Parent member record established.
- Allocate a MEMNET Invoice number against the charges with a prefix as set in the Company Maintenance screen (default 'EXT'). If you have an existing invoice number because the documentation has already been sent to the client from the original system you will put the original invoice number in the 'External Invoice Reference' field.
- A separate invoice in MEMNET will be generated:
  - for every unique combination of 'Member Code'/'External Invoice Reference'/'Payment Method';
  - OR
  - if you tick the 'Create Individual Invoices' flag on the kick off screen a separate invoice will be created for each and every row.
- 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.
- When the file is valid it will display a list of the Invoice Charges information On the Pending Transactions screen under a type of External Transactions. At this point you now have all of the features within the Pending Transaction screens which include:
  - Review on the screen
  - Export to Excel for review offline
  - Delete the charges and start again
  - Process the transactions to update the database
  - Print the invoices (if you do not wish to send the invoices produced out of MEMNET you can override the 'Person's Correspondence Preference' with 'Post All' and then simply do not print the invoices.
- It will utilise the Invoice Template that is loaded against the External Transaction type in the Company Maintenance/Manage Templates screen. This allows you to have a different invoice layout (if you wish to distribute them from MEMNET) for external transactions to the templates used for other types of invoice charges.

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 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.

Column	Validation
MemberCode	If non-blank it must exist in MEMNET. If blank then you must have an AlternateID on this row.
AlternateIDType	Can be blank otherwise must be a valid AlternateIDType in MEMNET.
AlternateID	If MemberCode is blank then an AlternateID must exist. In this AlternateID (along with the Alternate ID Type entered in the spreadsheet or if that is blank the one entered on the kick off screen) must exist as a combination against a Member in MEMNET.
<b>INVOICE DETAILS</b>	
InvoiceDate	Can be blank, otherwise must be a valid date in the format dd/mm/yyyy. If blank it will default to today's date.
Description (M)	Invoice detail line description. Cannot be blank.
Amount (M)	Goods amount excluding Tax.
Tax (M)	Tax amount.
RevenueAccountCode	Optional. If left blank it will use the Account Code held against the External Transaction Document type in the Company maintenance screen. If entered it must exist in the Account Code table in MEMNET.
JobCode	Optional. Free format Job Code that is used in the extract to MYOB.

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Column	Validation
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.
DueDate	Can be blank otherwise a valid date in the format dd/mm/yyyy. Must be greater than or equal to the InvoiceDate.
ServiceStartDate	Optional. Used primarily for accrual accounting and if entered it represents the Start Date of the service provision for this invoice charge. If left blank it will default to the InvoiceDate.
ServiceEndDate	Optional. Used primarily for accrual accounting and if entered it represents the End Date of the service provision for this invoice charge. If left blank it will default to the InvoiceDate. Cannot be less than the ServiceStartDate.
ExternalInvoiceReference	Optional. If non blank it will be loaded against the Invoice Header in MEMNET. Would usually be used for an external invoice or order number related to this invoice charge. Maximum 50 characters.
<b>PAYMENT DETAILS</b>	
FullyPaid	True or False. If left blank it is treated as False and the following 3 fields will be ignored.
PaymentDescription	Free format description for the Payment. It is mandatory if FullyPaid is True.
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
PaymentBy	Optional. If FullyPaid is set to True then this field is defaulted to 1 (Cash). 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
Invoice Group	Optional. Invoice Groups can be used to Group like invoices together on Statements and Reports. If entered it must exist in the Invoice Groups table in MEMNET.
ForceSelfServicePayment	True or False. If left blank it is treated as False. If True then when a member attempts to pay invoices in the self service portal this invoice is selected for payment and cannot be de-selected.