Product Updates: R15.1, March 2015

Invoicing

Import Customer Invoices

Workflow

In Fortnox invoicing you now have the possibility to import your open customer invoices (the invoices are un-posted and no payments can be registered on them in the import procedure).

1. You find the import functionality under **Customer Invoicing – Import Invoices**.

FORTNOX 🖩 📄 🖻 💿 😳		(B 🖻 🖣	Monica Demo Training Ltd (F100) (9944001180) -
ACCOUNTING SUPPLIER INVOICES QUOTES SALES ORDERS CUSTOMER INVOIC	REGISTRY REPORTS	FINANCIAL OVERVIEW		
List New Invoice Import Invoices Payments Reminders Recurring Invoicing • Import Invoices				
File: Choose file No file chosen Upload	Use the same invoicing	date for all entries		
Import Name:				
				Import File

Before you start importing you need to make sure your file is in the correct format.
 Save your list of invoices as a tab-separated text-file (.txt) with your information arranged in columns and no empty rows between the invoices.

Use **UTF8** as encoding if you have any special characters.

If you are a Mac user please save your file as a **Windows Formatted Text (.txt).** See example below:

	А	в	С	D	E	F	G
1	customer no	invoice date	due date	currency	currency rate	item no	quantity
2	1	21/04/2015	21/05/2015	EUR	1	1	20
3	5	22/04/2015	22/05/2015	EUR	1	2	30
4	8	23/04/2015	23/05/2015	EUR	1	3	40
5	2	21/04/2015	21/05/2015	GBP	1.2485	5	50
6	2	21/04/2015	21/05/2015	EUR	1	1	10
7	3	21/04/2015	21/05/2015	USD	0.8	6	60
-							

Product Updates: R15.1, March 2015

If there is **more than one item row** on an invoice, these need to be listed directly after the row with the invoice header information in your import fil.

See example below where rows 3&4 are extra item rows on the invoice imported on row 2.

	А	в	с	D	E	F	G
1	customer no	invoice date	due date	currency	currency rate	item no	quantity
2	1	21/04/2015	21/05/2015	EUR	1	1	20
3					1	2	30
4					1	3	40
5	2	21/04/2015	21/05/2015	GBP	1.2485	5	50
6	2	21/04/2015	21/05/2015	EUR	1	1	10
7	3	21/04/2015	21/05/2015	USD	0.8	6	60
	i i						

Note the following preconditions:

- The **customers** used on the invoice must already exist in the system prior to the import.
- If you have items on you invoices, the items must exist in the system prior to the import
- If you are importing invoice numbers, these can only be numeric.
- If you are going to import invoices belonging to **different financial years**, please make sure you have previously created these financial years.
- The following elements are the minimum required on each invoice for the import to work:
 - A Customer number,
 - o An invoice date
 - \circ $\,$ One invoice row with an item number or an item description.
 - Quantity

All other information needed to generate an invoice can be retrieved from the default information set on the customer or item in the Registry or under the Settings tab.

Product Updates: R15.1, March 2015

The following fields can be imported:

- Fields from the invoice header & footer



Product Updates: R15.1, March 2015

- Item row fields:

- ----- Item Row Fields ------
- Item No.
- Item Description
- 🗌 Unit
- Quantity
- Unit Price
- Item Discount
- Item Discount Type
- Sales Account
- Item Cost Centre
- 📃 Item Project No.

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Customer Invoice	•									-
Serial no / Journal ref: Type: Customer No: Customer Name: Project No: Cost Centre:	16* / B4 * Invoice Credit	Note	Payment Terms Terms of Delivery Delivery Method Your Order No EC Sales List			Invoice Date: 2 Due Date: 2 Delivery Date: 2 Our Reference: M Your Reference: Currency / Rate / Unit: C Prices Include VAT:	29-04-2015 Ⅲ 29-04-2015 Ⅲ 40nica 3BP ▼ 1.0000 1			
Invoice Text & Ac	ldresses 🕨		a. a	7.1. 010						
ntem No.∷≘ Descrip	tion Unit∷≣	Quantity Unit	Price Discount 🤢	Total CM G	4P CK% A/CN	o≊ VATCC≊	Prj ≔ Account Balan	e D	L 4	
								D	¥ 1	
								D	↓ 1	
									4 1	
									€ 1	
									₽ 1	
									₽ 1	
									↓ 1	
Shipping Charge:	0.00	Invoice Charge:	0.00	Invoice Discount (%):	0	Tem	plate: Invoice	¥		
						Lang	uage: English v			
Printed:		CM GBP:	0.00	Subtotal before Disc:	0.00	Net	Total: 0.00			
Sent by Email:		CR %:		Subtotal:	0.00		VAT: 0.00			
,				Rounding:	0.00	Тс	otal: 0.00			

3. Once you have a list of your invoices ready and in the correct file format, click on **Choose File** and select the file you want to import.

Import Invoices		
File:	Choose file No file chosen Upload ()	Use the same invoicing date for all entries
Import Name:	Accounts receivable version :	
🔲 Ignore the fi	rst row	

4. Click on **Upload** and the various columns of your import appear in the preview area. If you have not given your import a name in the **Import Name** field, then the file name becomes the

Product Updates: R15.1, March 2015

import name by default. See below.

Import Invoices 🔻									
File: Choose file No file chosen Upbad Import Name: Accounts receivable version : Import Name: Ignore the first row Import Name:									
(Unused)	(Unused)	(Unused)	(Unused)	(Unused)	(Unused)	(Unused)			
Customer no	Invoice date	Due date	Currency	Currency rate	Item description	Quantity			
1	01/04/2014		SEK	"0,078468"	test	1			
1	04/10/2014		SEK	"0,078468"	test	1			
1	04/10/2014		SEK	"0,078468"	test	1			
1	04/10/2014		NOK	"0,088307887"	test	1			
1	04/10/2014		SEK	"0,078468"	test	1			
1	12/12/2014		SEK	"0,078468"	test	1			
	10/03/2015		SEK	"0,078468"	test	1			

5. If your file contains headers to your columns, as in the example, tick the box lgnore the first row.

Import Invoices			
File:	Choose file No file chosen	Upload (i)	
Import Name:	Accounts receivable version :		
🖌 Ignore the fi	rst row		
(Unused)	(Unused)	(Unused)	
(Unused) Customer no	(Unused) Invoice date	(Unused) Due date	
(Unused) Customer no 1	(Unused) Invoice date 01/04/2014	(Unused) Due date	

6. If you tick the box **Use the same invoicing date for all entries**, you have the possibility to enter one invoicing date for all the invoices in the import. You can also choose a date via the picker button.

🕑 Use the same	invoicing date for all entries	
Invoice Date:	29-04-2015	≣

7. The next step is to **link the columns of your file to the fields of the invoice** the information should be imported to.

Select the headings for each row by clicking on the box above each column and ticking the box in front of the designations which best fit your columns. You can even choose several designations per column. See the picture below where the invoice **delivery date** is to act as the **due date** as well.

Product Updates: R15.1, March 2015

Import Name: A	Choose file No file chosen Upload (ccounts receivable version : row	D	Use the same invoicing date for all e	entries	
Customer No.	Cost Centre Code Payment Terms Code Terms of Delivery Code	Currency	Currency Rate	Item Description	Quantity
ustomer no	Delivery Method Code	Currency	Currency rate	Item description	Quantity
	EC Sales List (V/N)	SEK	"0,078468"	test	1
	Invoice Date	SEK	"0,078468"	test	1
	Due Date	SEK	"0,078468"	test	1
	Delivery Date	NOK	"0,088307887"	test	1
	Our Reference	SEK	"0,078468"	test	1
	Vour Reference	SEK	"0,078468"	test	1
	Currency	SEK	"0,078468"	test	1
	Currency Unit	EUR	"0,748263001"	test	1
	Prices Include VAT (Y/N)	SEK	"0,078468"	test	1
	T 190/2014	EUR	"0,719684799"	test	1
	07/09/2014	EUR	"0,677657381"	test	1
	09/09/2014	EUR	"0,719685003"	test	1
	23/03/2015	EUR	"0,748263066"	test	1
	10/06/2013	EUR	"0,818775059"	test	1
	08/05/2014	EUR	"0,71275603"	test	1
	22/05/2017	FLIR	"0 700201557"	tert	1

8. Once all the columns have been allocated appropriate headings click on the **Import File** button. Answer **OK** if you want to confirm the import or **Cancel** if you want to go back.

A message will confirm how many invoices have been imported or what the problem may be when invoices cannot be imported.

 Once the import is complete, you will be able to see your customer invoices under Customer Invoice – List, select Unposted in the filter. See below.

ACCOUNTING	SUPPLIER INVOICES	PURCHASE OR	DERS QL	JOTES SA	ALES ORDERS	CUSTOMER INVOICES	REGISTRY	REPORTS	FINANCIAL OVERVIEW
List New Invoi	ce New Cash Invoice	Import Invoices	Payments	Reminders	Recurring Invo	icing •			
(i) Filter:	•								
Filter: Un	oosted	•				Overdue		Paid	
Type: 💿 Ir	voice 🔘 Cash Invoice					Unposted		Current	
Include d	urrent financial year's paid i	invoices only.				Voided			