

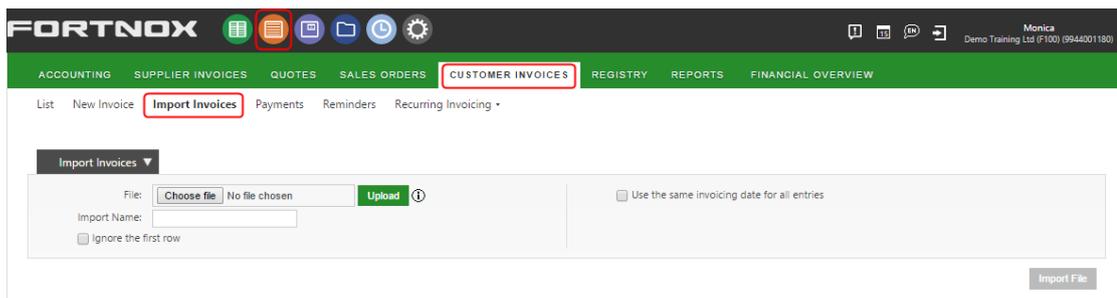
Invoicing

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**.



2. 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:

	A	B	C	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	20
3	5	22/04/2015	22/05/2015	EUR		2	30
4	8	23/04/2015	23/05/2015	EUR		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	10
7	3	21/04/2015	21/05/2015	USD	0.8	6	60

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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.

	A	B	C	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	20
3						1	30
4						1	40
5	2	21/04/2015	21/05/2015	GBP	1.2485	5	50
6	2	21/04/2015	21/05/2015	EUR		1	10
7	3	21/04/2015	21/05/2015	USD	0.8	6	60

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:
 - o A Customer number,
 - o An invoice date
 - o One invoice row with an item number or an item description.
 - o 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.

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- 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.

Customer Invoice ▾

Serial no / Journal ref: 16* / B4*

Type: Invoice Credit Note ⓘ

Customer No: ⓘ

Customer Name: ⓘ

Project No: ⓘ ⓘ

Cost Centre: ⓘ ⓘ

Payment Terms: ▾

Terms of Delivery: ▾

Delivery Method: ▾

Your Order No: ⓘ

EC Sales List: ⓘ

Invoice Date: 29-04-2015 ⓘ

Due Date: 29-04-2015 ⓘ

Delivery Date: 29-04-2015 ⓘ

Our Reference: Monica ⓘ

Your Reference: ⓘ

Currency / Rate / Unit: GBP ▾ 1.0000 1

Prices Include VAT: ⓘ

Invoice Text & Addresses ▶

Item No. ⓘ	Description	Unit ⓘ	Quantity	Unit Price	Discount ⓘ	Total	CM GBP	CR % A/C No ⓘ	VAT	CC ⓘ	Pj ⓘ	Account Balance

Shipping Charge: 0.00 | Invoice Charge: 0.00 | Invoice Discount (%): ⓘ

Template: Invoice ▾

Language: English ▾

Printed: | Sent by Email:

CM GBP: 0.00 | CR %: ---

Subtotal before Disc: 0.00 | Subtotal: 0.00 | Rounding: 0.00

Net Total: 0.00 | VAT: 0.00

Total: 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 first 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

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Product Updates: R15.1, March 2015

import name by default. See below.

Import Invoices

File: No file chosen ⓘ

Import Name: Ignore the first row

Use the same invoicing date for all entries

(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 **Ignore the first row**.

Import Invoices

File: No file chosen ⓘ

Import Name:

Ignore the first row

(Unused)	(Unused)	(Unused)
Customer no	Invoice date	Due date
1	01/04/2014	
1	04/10/2014	

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

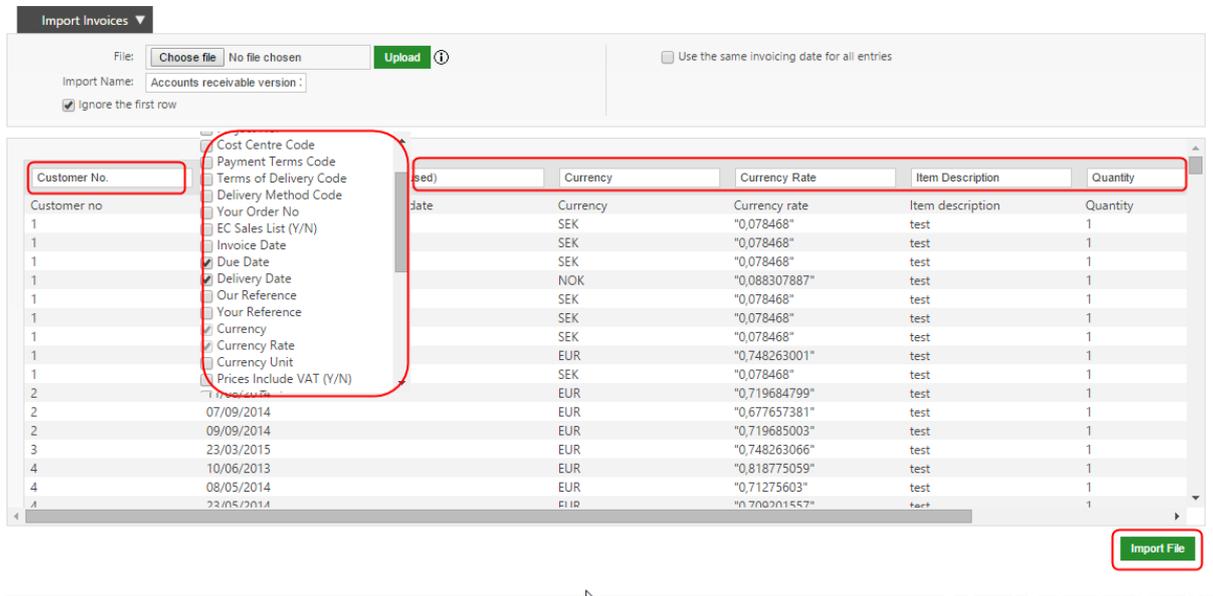
Invoice Date: ⓘ

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.

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Product Updates: R15.1, March 2015



- 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.

