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# Diamond Import Formats

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		<b>Version:</b>	3 or greater
<b>Product:</b>	Diamond	<b>Category:</b>	

## SUBJECT:

The import formats listed below show the information required to correctly import data into POSIM. Please note – If a field is not wanted or needed, leave the cell blank, DO NOT REMOVE IT.

## DISCUSSION:

### ITEM CARD

#### Format 1

A	UITM	Add/Update an entire Item Card
	CITM	Change only specific fields
B	Prev Item ID	20 Characters
C	Item ID	20 Characters
D	Description	80 Characters
E	Manufacturer	20 Characters
F	Mfr Item ID	20 Characters
G	Vendor ID	10 Characters
H	Vendor Cost	Number Value
I	Vendor Item ID	20 Characters
J	Vendor Lead Time	Number Value
K	Last Cost	Number Value
L	Avg. Cost	Number Value
M	Sugg. Retail	Number Value
N	Our Retail	Number Value
O	Avg Retail	Number Value
P	Available	Number Value
Q	On Order	Number Value
R	Max Stock	Number Value
S	Reorder Pt	Number Value
T	Misc #1	20 Characters
U	Misc #2	20 Characters
V	Misc #3	10 Characters
W	Misc #4	10 Characters
X	Misc #5	10 Characters
Y	Commission	1 Character
Z	Tax	1 Character (0-4)
AA	Serial Num	1 Character (A, N, or Y)
AB	Issuage	1 Character (W, F, or B)
AC	Bar Code Type	1 Character (N, 3, or U)
AD	Price Code	1 Character
AE	Reorder Lot	Number Value
AF	Unit In	10 Characters

AG	Qty/Unit	Number Value
AH	Case Cost	Number Value
AI	Case Price	Number Value
AJ	Itemize Components	Y or N
AK	Track Inv	Y or N
AL	Acct Group Code	4 Characters
AM	Print Code	1 Character
AN	Updt Ven Cost	Y or N
AO	Units Sold	Number Value
AP	Style	10 Characters
AQ	Row	7 Characters
AR	Column	7 Characters
AS	Location	5 Characters
AT	Transfer Group	Leave Blank
AU	Committed	Number Value
AV	Leave Blank	
AW	Date Created	MM/DD/YY HH:MM (military time)
AX	Last Update	MM/DD/YY HH:MM (military time)
AY	Remote Vendor	4 Characters
AZ	TransCode	1 Character

**Format 2**

A	AITM	Add an Item Card
B	Item ID	20 Characters
C	Description	80 Characters
D	Manufacturer	20 Characters
E	Mfr Item ID	20 Characters
F	Vendor ID	10 Characters
G	Vendor Cost	Number Value
H	Vendor Item ID	20 Characters
I	Ignored	
J	Vendor Lead Time	Number Value
K	Last Cost	Number Value
L	Avg. Cost	Number Value
M	Sugg. Retail	Number Value
N	Our Retail	Number Value
O	Avg Retail	Number Value
P	Available	Number Value
Q	Ignored	
R	Max Stock	Number Value
S	Reorder Pt	Number Value
T	Misc #1	20 Characters
U	Misc #2	20 Characters
V	Misc #3	10 Characters
W	Misc #4	10 Characters
X	Misc #5	10 Characters
Y	Commission	1 Character
Z	Tax	1 Character (0-4)
AA	Serial Num	1 Character (A, N, or Y)
AB	Issuage	1 Character (W, F, or B)
AC	Bar Code Type	1 Character (N, 3, or U)
AD	Price Code	1 Character
AE	Reorder Lot	Number Value
AF	Unit In	10 Characters
AG	Qty/Unit	Number Value
AH	Case Cost	Number Value
AI	Case Price	Number Value
AJ	Itemize Components	Y or N
AK	Track Inv	Y or N
AL	Acct Group Code	4 Characters
AM	Print Code	1 Character

AN	Updt Ven Cost	Y or N
AO	Units Sold	Number Value
AP	Style	10 Characters
AQ	Row	7 Characters
AR	Column	7 Characters
AS	Location	5 Characters
AT	Transfer Group	Leave Blank
AU	Committed	Number Value
AV	Leave Blank	
AW	Date Created	MM/DD/YY
AX	Last Update	MM/DD/YY
AY	Remote Vendor	4 Characters
AZ	TransCode	1 Character

**Format 3**

A	IAV	Add/Subtract from Available field
B	Item ID	20 Characters
C	Qty	Number Value
D	Invoice ID	10 Characters
E	Date	MM/DD/YY
F	Comments	10 Characters (Acts as reference number)

**Format 4**

A	UAV	Replace Available field
B	Item ID	20 Characters
C	Qty	Number Value
D	Date	MM/DD/YY
E	Comment	10 Characters (Acts as reference number)

**Format 5**

A	IVEN	Add a vendor to list of vendors
B	Item ID	20 Characters
C	Vendor ID	10 Characters
D	Vendor Item ID	20 Characters
E	Vendor Lead Time	Number Value
F	Vendor Cost	Number Value

**Format 6**

A	DIVL	Delete all vendors on Item Card
B	Item ID	20 Characters

**Format 7**

A	DITM	Delete an Item Card
B	Item ID	20 Characters

**Format 8**

A	ITCL	Add a component to bundle
B	Item ID	20 Characters
C	Component Item ID	20 Characters
D	Leave Blank	Leave Blank
E	Comp Qty	Number Value
F	Comp Cost	Number Value
G	Comp Retail	Number Value

**Format 9**

A	ITVL	Add a vendor to list of vendor list in Item Card
B	Item ID	20 Characters
C	Leave Blank	Leave Blank
D	Vendor ID	10 Characters
E	Leave Blank	Leave Blank

F	Vendor Item ID	20 Characters
G	Lead Time	Number Value
H	Vendor Cost	Number Value

**Format 10**

A	DICL	Delete all component from bundle
B	Item ID	20 Characters

**Format 11**

A	UVCP	Update an Item Card with a specific primary vendor
B	Vendor ID	10 Characters
C	Vendor Item ID	20 Characters
D	Vendor Cost	Number Value
E	Sugg Retail	Number Value
F	Our Retail	Number Value
G	Description	80 Characters

**Format 12**

A	UVCP_ALL	Update an Item Card with a specific primary vendor
B	Vendor ID	10 Characters
C	Vendor Item ID	20 Characters
D	Vendor Cost	Number Value
E	Sugg Retail	Number Value
F	Our Retail	Number Value
G	Description	80 Characters

**SITES**

**Format 13**

A	USIT	Add site information (Multi-Site)
B	Old Site ID	4 Characters
C	Site ID	4 Characters
D	Site Name	10 Characters
E	Short Name	10 Characters
F	Misc 1	Leave Blank
G	Misc 2	Leave Blank
H	Misc 3	Leave Blank
I	Misc 4	Leave Blank
J	Serial Number	Leave Blank
K	Generation	Leave Blank
L	Connection Type	Leave Blank
M	Notes	Leave Blank
N	Transfer Type	Leave Blank

**SITE ITEMS**

**Format 14**

A	SITI	Add status of items at other sites (Multi-Site)
B	Site Short Name	
C	Item ID	20 Characters
D	Amt Available	Number Value
E	Amt Committed	Number Value
F	On Order	Number Value
G	Max Stock	Number Value
H	Reorder Point	Number Value
I	Last Update	MM/DD/YY

# VENDOR CARD

## Format 15

A	UVEN	Add/Update an entire Vendor Card
	CVEN	Change only specific fields
B	Previous Vendor ID	10 Characters
C	Vendor ID	10 Characters
D	Vendor Name	30 Characters
E	Address	30 Characters
F	Address 2	30 Characters
G	City	30 Characters
H	State	4 Characters
I	Zip	10 Characters
J	Phone	14 Characters
K	Ext	4 Characters
L	Sales Rep	20 Characters
M	Sales Rep Phone	14 Characters
N	Credit Mgr	20 Characters
O	Credit Mgr Phone	14 Characters
P	Terms	15 Characters
Q	Ship Via	15 Characters
R	Min Order	Number Value
S	Flooring Acct	15 Characters
T	Vendor Acct	15 Characters
U	Other Acct	15 Characters
V	Comment	100 Characters
W	Fax Number	20 Characters
X	Email Number	30 Characters
Y	Sales Rep Ext	4 Characters
Z	Credit Mgr Ext	4 Characters
AA	Business Hours	30 Characters
AB	Contact 1	20 Characters
AC	Cont 1 Phone	14 Characters
AD	Cont 1 Ext	4 Characters
AE	Contact 2	20 Characters
AF	Cont 2 Phone	14 Characters
AG	Cont 2 Ext	4 Characters

## Format 16

A	DVEN	Delete a Vendor Card
B	Vendor ID	10 Characters

# CUSTOMER CARD

## Format 17

A	UCUS	Add/Update entire Customer Card
	CCUS	Change only specific fields
B	Prev Customer	15 Characters
C	Customer ID	15 Characters
D	Bill Company	30 Characters
E	Bill First Name	21 Characters
F	Bill Middle Initial	1 Character
G	Bill Last Name	21 Characters
H	Bill Address	30 Characters
I	Bill Address 2	30 Characters
J	Bill City	30 Characters

K	Bill State	4 Characters
L	Bill Zip	10 Characters
M	Bill Country	20 Characters
N	Bill Phone	14 Characters
O	Bill Ext	4 Characters
P	A/R Contact	30 Characters
Q	Ship Company	30 Characters
R	Ship First Name	21 Characters
S	Ship Middle Initial	1 Character
T	Ship Last Name	21 Characters
U	Ship Address	30 Characters
V	Ship Address 2	30 Characters
W	Ship City	30 Characters
X	Ship State	4 Characters
Y	Ship Zip	10 Characters
Z	Ship Country	20 Characters
AA	Ship Phone	14 Characters
AB	Ship Ext	4 Characters
AC	Terms	15 Characters
AD	Tax ID	16 Characters
AE	FOB Point	10 Characters
AF	Ship Via	15 Characters
AG	Credit Limit	Number Value
AH	Discount Level	1 Character (1-7)
AI	Tax District	6 Characters
AJ	Current	Number Value
AK	Past 30	Number Value
AL	Past 60	Number Value
AM	Past 90	Number Value
AN	Leave Blank	
AO	MTD	Number Value
AP	YTD	Number Value
AQ	Misc 1	20 Characters
AR	Misc 2	10 Characters
AS	Salesperson	10 Characters
AT	Date Created	MM/DD/YY
AU	Last Update	MM/DD/YY
AV	Credit Card Number	30 Characters
AW	CC Exp	MM/YY
AX	E-Mail	101 Characters
AY	Fax	19 Characters
AZ	Comment	100 Characters

**Format 18**

A	ACUS	Add customer A/R History
B	Customer ID	15 Characters
C	Date	MM/DD/YY
D	Reference Num	10 Characters
E	Sales Amt	Number Value
F	Payment Amt	Number Value
G	Balance	Number Value
H	Apply to Invoice	10 Characters
I	Trans Type	Number Value
J	Post to GL	Y or N

**Format 19**

A	HCUS	Add a single line item to customer University Detail
B	Customer ID	15 Characters

C	Date	MM/DD/YY
D	Invoice Num	10 Characters
E	Item ID	20 Characters
F	Serial Num	20 Characters
G	Item Desc	30 Characters

**Format 20**

A	DCUS	Delete a Customer Card
B	Customer ID	15 Characters

**Format 21**

A	MERGE CUST	Merge duplicate Customer Cards
B	Keep Customer ID	15 Characters
C	Dead Customer ID	15 Characters

**Format 22**

A	APFI	Adds a preferred item to a Customer Card
B	Customer ID	15 Characters
C	Line No	Number Value
D	Trans Code	1 Character
E	Qty	Number Value
F	Item ID	20 Characters
G	Description	80 Characters
H	Unit Price	Number Value
I	Tax Code	1 Character (0-4)

**Format 23**

A	DPFI	Deletes all preferred items from a Customer Card
B	Customer ID	15 Characters

**SERIAL NUMBER CARD**

**Format 24**

A	USN	Add/Update a Serial Number Card
B	Prev Serial Number	20 Characters
C	Serial Number	20 Characters
D	Item ID	20 Characters
E	Date In	MM/DD/YY
F	Date Out	MM/DD/YY
G	Invoice ID	10 Characters
H	Customer ID	15 Characters
I	Cost	Number Value
J	Order ID	10 Characters
K	Comment	50 Characters

**Format 25**

A	DSN	Delete a Serial Number Card
B	Serial Number	20 Characters

**Format 26**

A	SIN	Serial Number In
B	Serial Number	20 Characters
C	Item ID	20 Characters
D	Date	MM/DD/YY

E	Cost	Number Value
F	PO ID	10 Characters
G	Unit Freight	Number Value

**Format 27**

A	SOUT	Serial Numbers Out
B	Serial Number	20 Characters
C	Item ID	20 Characters
D	Date	MM/DD/YY
E	Invoice ID	10 Characters
F	Customer ID	15 Characters

**WORKING INVOICES**

**Format 28**

A	UWIV	Add/Update a Working Invoice header
	CWIV	Change only specific fields
B	Prev Inv ID	10 Characters
C	New Inv ID	10 Characters
D	Customer ID	15 Characters
E	Customer PO	10 Characters
F	Dept Number	10 Characters
G	Sales Person	10 Characters
H	Date	MM/DD/YY
I	Bill Company	30 Characters
J	Bill First Name	21 Characters
K	Bill MI	1 Character
L	Bill Last Name	21 Characters
M	Bill Address	30 Characters
N	Bill Address 2	30 Characters
O	Bill City	30 Characters
P	Bill State	4 Characters
Q	Bill Zip	10 Characters
R	Bill Country	20 Characters
S	Bill Phone	14 Characters
T	Bill Ext	4 Characters
U	Ship Company	30 Characters
V	Ship First Name	21 Characters
W	Ship MI	1 Character
X	Ship Last Name	21 Characters
Y	Ship Address	30 Characters
Z	Ship Address 2	30 Characters
AA	Ship City	30 Characters
AB	Ship State	4 Characters
AC	Ship Zip	10 Characters
AD	Ship Country	20 Characters
AE	Ship Phone	14 Characters
AF	Ship Ext	4 Characters
AG	Terms	15 Characters
AH	Ship Via	15 Characters
AI	Invoice Taxable	Y or N
AJ	Tax Rate 1	Number Value
AK	Discount Rate	Number Value
AL	Tax District	6 Characters
AM	Comment	Number Value
AN	Tax Rate 2	Number Value
AO	Tax Amt 1	Number Value
AP	Tax Amt 2	Number Value
AQ	Leave Blank	



AR	Tax Calc Meth	1 Character (0-tax, by table; 1-tax, by rate)
AS	Total Tax Amt	Number Value
AT	Tax Amt Valid	Y or N
AU	Tax Amt Incl	Number Value
AV	Billing ID	Number Value (Split Billing Only)
AW	CC No	30 Characters
AX	CC Expire	MM/YY
AY	Register ID	Number Value
AZ	CC Auth	35 Characters

**Format 29**

A	WIL	Add a single line item to a Working Invoice
B	Invoice ID	10 Characters
C	Leave Blank	
D	Trans Code	1 Character (Valid Trans Code)
E	Qty	Number Value
F	Item ID	20 Characters
G	Description	80 Characters
H	Level	1 Character (0-7)
I	Price	Number Value
J	Leave Blank	
K	Tax Code	1 Character (0-4)
L	Tax Amt Incl	Number Value
M	Cost	Number Value
N	On Hand	Number Value

**Format 30**

A	DWIV	Delete a Working Invoice
B	Invoice ID	10 Characters

**Format 31**

A	DWIL	Delete all line items from a Working Invoice
B	Invoice ID	10 Characters

**Format 32**

A	CMT	Commit an Invoice
B	Working Inv ID	10 Characters
C	Date	MM/DD/YY

**Format 33**

A	UCMT	Uncommit an Invoice
B	Working Inv ID	10 Characters
C	Date	MM/DD/YY

**PROCESSED INVOICES**

**Format 34**

A	UPIV	Add/Update a Processed Invoice header
	CPIV	Change only specific fields
B	Prev Inv ID	10 Characters
C	New Inv ID	10 Characters
D	Customer ID	15 Characters

E	Customer PO	10 Characters
F	Dept Number	10 Characters
G	Sales Person	10 Characters
H	Date	MM/DD/YY
I	Bill Company	30 Characters
J	Bill First Name	21 Characters
K	Bill MI	1 Character
L	Bill Last Name	21 Characters
M	Bill Address	30 Characters
N	Bill Address 2	30 Characters
O	Bill City	30 Characters
P	Bill State	4 Characters
Q	Bill Zip	10 Characters
R	Bill Country	20 Characters
S	Bill Phone	14 Characters
T	Bill Ext	4 Characters
U	Ship Company	30 Characters
V	Ship First Name	21 Characters
W	Ship MI	1 Character
X	Ship Last Name	21 Characters
Y	Ship Address	30 Characters
Z	Ship Address 2	30 Characters
AA	Ship City	30 Characters
AB	Ship State	4 Characters
AC	Ship Zip	10 Characters
AD	Ship Country	20 Characters
AE	Ship Phone	14 Characters
AF	Ship Ext	4 Characters
AG	Terms	15 Characters
AH	Ship Via	15 Characters
AI	Invoice Taxable	Y or N
AJ	Tax Rate 1	Number Value
AK	Discount Rate	Number Value
AL	Tax District	6 Characters
AM	Tax Rate 2	Number Value
AN	Tax Amt 1	Number Value
AO	Tax Amt 2	Number Value
AP	Leave Blank	
AQ	Leave Blank	
AR	Tax Calc Meth	1 Character (0-tax, by table; 1-tax, by rate)
AS	Total Tax Amt	Number Value
AT	Tax Amt Valid	Y or N
AU	Sales Order ID	10 Characters
AV	Tax Amt Incl	Number Value
AW	Posted To GL	Y or N
AX	Line Item Discount	Number Value
AY	Billing ID	Number Value (Split Billing Only)
AZ	Post Status	Leave Blank
BA	CC No	30 Characters
BB	CC Expire	MM/YY
BC	Register ID	Number Value
BD	User	Name
BE	CC Aut	35 Characters

**Format 35**

A	PIL	Add a single line item to a Processed Invoice
B	Invoice ID	10 Characters
C	Leave Blank	
D	Trans Code	1 Character (Valid Trans Code)
E	Qty	Number Value

F	Item ID	20 Characters
G	Description	80 Characters
H	Level	1 Character (0-7)
I	Price	Number Value
J	Leave Blank	
K	Tax Code	1 Character (0-4)
L	Tax Amt Incl	Number Value
M	Cost	Number Value
N	On Hand	Number Value

#### Format 36

A	PINV	Post a Processed Invoice
B	Invoice ID	10 Characters

#### Format 37

A	DPIV	Delete a Processed Invoice
B	Invoice ID	10 Characters

#### Format 38

A	DPIL	Delete all line items from a Processed Invoice
B	Invoice ID	10 Characters

#### Format 39

A	POSTAR	Post an Invoice to A/R only
B	Proc Inv ID	10 Characters

#### Format 40

A	ATXH	Post Tax History when using Advanced Sales Tax
B	Invoice ID	10 Characters
C	Date	MM/DD/YY
D	Tax Detail Code	6 Characters
E	Tax District	6 Characters
F	Totl Subj to Tax	Number Value
G	Tax Amt	Number Value
H	Pre Tax Totl Amt	Number Value
I	Total Inv Amt	Number Value
J	Qty	Number Value
K	Qty Subj to Tax	Number Value
L	Tax Amt Included	Number Value

## SPLIT BILLING

#### Format 41

A	UWBD	Update Split Billing
B	Prev Billing ID	Number Value
C	Prev Line #	1 Character (1-10)
D	New Billing ID	Number Value
E	New Line #	1 Character (1-10)
F	Customer ID	15 Characters
G	Name	30 Characters
H	Acct #	24 Characters
I	Misc 1	20 Characters
J	Amt Billed	Number Value
K	Total Split Amt	Number Value

L	Percent of Total	Number Value
M	Leave Blank	
N	Invoice ID	10 Characters

**Format 42**

A	DWBD	Delete Split Billing
B	Billing ID	Number Value
C	Line #	1 Character (1-10)

**Format 43**

A	UPBD	Update Processed Split Billing
B	Prev Billing ID	Number Value
C	Prev Line #	1 Character (1-10)
D	New Billing ID	Number Value
E	New Line #	1 Character (1-10)
F	Customer ID	15 Characters
G	Name	30 Characters
H	Acct #	24 Characters
I	Misc 1	20 Characters
J	Amt Billed	Number Value
K	Total Split Amt	Number Value
L	Percent of Total	Number Value
M	Leave Blank	
N	Invoice ID	10 Characters

**Format 44**

A	DPBD	Delete Processed Split Billing
B	Billing ID	Number Value
C	Line #	1 Character (1-10)

## LAYAWAYS

**Format 45**

A	ULWYH	Add/Update Layaway Card header information
B	Prev Layaway ID	10 Characters
C	Layaway ID	10 Characters
D	Customer ID	15 Characters
E	Salesperson	10 Characters
F	Origin Date-Time	MM/DD/YY
G	Pickup Date-Time	MM/DD/YY
H	Status	1 Character
I	Final Invoice ID	10 Characters

**Format 46**

A	DLWYH	Delete a Layaway Card
B	Layaway ID	10 Characters

**Format 47**

A	ALWYL	
B	Layaway ID	10 Characters
C	Line No	1 Character
D	Qty	Number Value
E	Item ID	20 Characters

F	Description	80 Characters
G	Unit Price	Number Value

**Format 48**

A	DLWYL	Delete all line items from a Layaway Card
B	Layaway ID	10 Characters

**Format 49**

A	ALWYP	Add a single payment line to a Layaway Card
B	Layaway ID	10 Characters
C	Pay Date	MM/DD/YY
D	Invoice ID	10 Characters
E	Amount	Number Value

**Format 50**

A	DLWYP	Delete all payment lines from a Layaway Card
B	Layaway ID	10 Characters

**WORKING PURCHASE ORDERS**

**Format 51**

A	UWOH	Add/Update Working PO header
	CWOH	Change only specific fields
B	Prev Order ID	10 Characters
C	Order ID	10 Characters
D	Vendor ID	10 Characters
E	Acct Number	15 Characters
F	Ship Via	15 Characters
G	Order Date	MM/DD/YY
H	Ship Date	MM/DD/YY
I	Cancel Date	MM/DD/YY
J	Posted	Leave Blank
K	Ord Freight	Number Value
L	Leave Blank	
M	Leave Blank	
N	Leave Blank	
O	Comment	50 Characters
P	Vendor Name	30 Characters
Q	Vendor Address	30 Characters
R	Vendor Address 2	30 Characters
S	Vendor City	30 Characters
T	Vendor State	4 Characters
U	Vendor Zip	10 Characters
V	Vendor Phone	14 Characters
W	Vendor Ext	4 Characters
X	Bill to 1	30 Characters
Y	Bill to 2	30 Characters
Z	Bill to 3	30 Characters
AA	Bill to 4	30 Characters
AB	Bill to 5	30 Characters
AC	Bill to Phone	20 Characters
AD	Bill to Ext	6 Characters
AE	Bill to Fax	20 Characters
AF	Bill to EMail	40 Characters
AG	Ship to 1	30 Characters
AH	Ship to 2	30 Characters
AI	Ship to 3	30 Characters

AJ	Ship to 4	30 Characters
AK	Ship to 5	30 Characters
AL	Ship to Phone	20 Characters
AM	Ship to Ext	6 Characters
AN	Ship to Fax	20 Characters
AO	Ship to EMail	40 Characters
AP	Expiration Day	Number Value
AQ	Terms	15 Characters

**Format 52**

A	WOL	Add a single line item to a Working Purchase Order
B	Order ID	10 Characters
C	Qty	Number Value
D	Item ID	20 Characters
E	Description	80 Characters
F	Cost	Number Value
G	Leave Blank	
H	Vendor Item ID	20 Characters

**Format 53**

A	DWPO	Delete a Working Purchase Order
B	Working PO ID	10 Characters

**Format 54**

A	DWOL	Delete all line items from a Working Purchase Order
B	Order ID	10 Characters

**Format 55**

A	RBO	Receive Back Order
B	Rec Log ID	10 Characters
C	Line Number	Number Value
D	Invoice ID	10 Characters
E	Customer ID	15 Characters
F	Item ID	20 Characters
G	Qty Received	Number Value
H	Qty Canceled	Number Value
I	Date	MM/DD/YY

**PROCESSED PURCHASE ORDERS**

**Format 56**

A	UPOH	Add/Update a Processed PO header
	CPOH	Change only specific fields
B	Prev Order ID	10 Characters
C	Order ID	10 Characters
D	Vendor ID	10 Characters
E	Acct Number	15 Characters
F	Ship Via	15 Characters
G	Order Date	MM/DD/YY
H	Ship Date	MM/DD/YY
I	Cancel Date	MM/DD/YY
J	Posted	Leave Blank
K	Ord Freight	Number Value
L	Recvd Freight	Number Value
M	Leave Blank	
N	Leave Blank	
O	Comment	50 Characters

P	Vendor Name	30 Characters
Q	Vendor Address	30 Characters
R	Vendor Address 2	30 Characters
S	Vendor City	30 Characters
T	Vendor State	4 Characters
U	Vendor Zip	10 Characters
V	Vendor Phone	14 Characters
W	Vendor Ext	4 Characters
X	Bill to 1	30 Characters
Y	Bill to 2	30 Characters
Z	Bill to 3	30 Characters
AA	Bill to 4	30 Characters
AB	Bill to 5	30 Characters
AC	Bill to Phone	20 Characters
AD	Bill to Ext	6 Characters
AE	Bill to Fax	20 Characters
AF	Bill to Email	40 Characters
AG	Ship to 1	30 Characters
AH	Ship to 2	30 Characters
AI	Ship to 3	30 Characters
AJ	Ship to 4	30 Characters
AK	Ship to 5	30 Characters
AL	Ship to Phone	20 Characters
AM	Ship to Ext	6 Characters
AN	Ship to Fax	20 Characters
AO	Ship to Email	40 Characters
AP	Expiration Day	Number Value
AQ	Terms	15 Characters

**Format 57**

A	POL	Add a single line item to a Processed Purchase Order
B	Order ID	10 Characters
C	Qty	Number Value
D	Item ID	20 Characters
E	Description	80 Characters
F	Cost	Number Value
G	Remaining	Number Value
H	Vendor Item ID	20 Characters

**Format 58**

A	DPOL	Delete all line items from a Processed Purchase Order
B	Proc Order ID	10 Characters

**Format 59**

A	DPPO	Delete a Processed Purchase Order
B	Proc Order ID	10 Characters

**Format 60**

A	KANCO	Cancel line item on Processed Purchase Order
B	Proc Order ID	10 Characters
C	Item ID	20 Characters
D	Date	MM/DD/YY
E	Qty	Number Value

**Format 61**

A	IOO	Add an Open Order
B	Order ID	10 Characters
C	Item ID	20 Characters
D	Qty	Number Value
E	Cost	Number Value

**Format 62**

A	PORD	Post a Processed Purchase Order
B	Proc Order ID	10 Characters

**WORKING RECEIVING LOGS**

**Format 63**

A	UWRL	Add/Update a Working Receiving Log header information
B	Prev Rec Log ID	10 Characters
C	New Rec Log ID	10 Characters
D	Proc PO ID	10 Characters
E	Vendor Inv ID	15 Characters
F	Received Date	MM/DD/YY
G	Received By	10 Characters
H	Freight Amt	Number Value

**Format 64**

A	AWRLL	Add a single line item to a Working Receiving Log
B	Rec Log ID	10 Characters
C	Leave Blank	
D	Leave Blank	
E	Qty Received	Number Value
F	Qty Cancelled	Number Value
G	Vendor Item ID	20 Characters

**Format 65**

A	DWRL	Delete a Working Receiving Log
B	Rec Log ID	10 Characters

**Format 66**

A	DWRL	Delete all line items from a Working Receiving Log
B	Rec Log ID	10 Characters

**PROCESSED RECEIVING LOGS**

**Format 67**

A	UPRL	Add/Update a Processed Receiving Log header information
B	Prev Rec Log ID	10 Characters
C	New Rec Log ID	10 Characters
D	Prev PO ID	10 Characters
E	Vendor Inv ID	15 Characters
F	Received Date	MM/DD/YY
G	Received By	10 Characters
H	Freight Amt	Number Value
I	Leave Blank	
J	Posted	Leave Blank
K	Posted to GL	Y or N



**Format 68**

A	APRLL	Add a single line item to a Processed Receiving Log
B	Proc Rec Log ID	10 Characters
C	Qty Required	Number Value
D	Qty Remaining	Number Value
E	Qty Received	Number Value
F	Qty Cancelled	Number Value
G	Vendor Item ID	20 Characters
H	Description	80 Characters
I	Cost	Number Value
J	Freight Amount	Number Value

**Format 69**

A	APRLSN	Add a Serial Number to a Processed Receiving Log
B	Proc Rec Log ID	10 Characters
C	Serial # in/out	MM/DD/YY
D	Serial Number	20 Characters
E	Item ID	20 Characters
F	Cost	Number Value

**Format 70**

A	DPRL	Delete a Processed Receiving Log
B	Proc Rec Log ID	10 Characters

**Format 71**

A	DPRL	Delete all line items from a Processed Receiving Log
B	Proc Rec Log ID	10 Characters

**Format 72**

A	PRL	Post a Receiving Log
B	Proc Rec Log ID	10 Characters

**TRANSFER DOCUMENTS****Format 73**

A	UWXF	Add/Update a Working Transfer header information
B	Prev ID	11 Characters
C	ID	11 Characters
D	Reference	15 Characters
E	Clerk	20 Characters
F	Source	15 Characters
G	Destination	15 Characters
H	Ship On	MM/DD/YY
I	Tot Qty	Number Value
J	Tot Cost	Number Value
K	Post Date/Time	MM/DD/YY
L	Status	100 (Requested), 150 (Sent), 200 (Finalized)

**Format 74**

A	DWXF	Delete a Working Transfer
B	ID	11 Characters

**Format 75**

A	UPXF	Add/Update a Processed Transfer header information
B	Prev ID	11 Characters
C	ID	11 Characters
D	Reference	15 Characters
E	Clerk	20 Characters
F	Source	15 Characters
G	Destination	15 Characters
H	Ship On	MM/DD/YY
I	Tot Qty	Number Value
J	Tot Cost	Number Value
K	Post Date/Time	MM/DD/YY
L	Status	100 (Requested), 150 (Sent), 200 (Finalized)

**Format 76**

A	DPXF	Delete a Processed Transfer
B	ID	11 Characters

**Format 77**

A	URXF	Add/Update a Requested Transfer header information
B	Prev ID	11 Characters
C	ID	11 Characters
D	Reference	15 Characters
E	Clerk	20 Characters
F	Source	15 Characters
G	Destination	15 Characters
H	Ship On	MM/DD/YY
I	Tot Qty	Number Value
J	Tot Cost	Number Value
K	Post Date/Time	MM/DD/YY
L	Status	100 (Requested), 150 (Sent), 200 (Finalized)

**Format 78**

A	DRXF	Delete a Requested Transfer
B	ID	11 Characters

**Format 79**

A	AWXFL	Add a single line item to a Working Transfer
B	ID	11 Characters
C	Blank	
D	Item ID	20 Characters
E	Description	80 Characters
F	Qty In	Number Value
G	Qty Out	Number Value
H	Cost	Number Value
I	Blank	
J	Available	Number Value
K	On Order	Number Value

**Format 80**

A	DWXFL	Delete all line items from a Working Transfer
B	ID	11 Characters

**Format 81**

A	APXFL	Add a single line item to a Processed Transfer
B	ID	11 Characters
C	Blank	
D	Item ID	20 Characters
E	Description	80 Characters
F	Qty In	Number Value
G	Qty Out	Number Value
H	Cost	Number Value
I	Blank	
J	Available	Number Value
K	On Order	Number Value

**Format 82**

A	DPXFL	Delete all line items from a Processed Transfer
B	ID	11 Characters

**Format 83**

A	ARXFL	Add a single line item to a Requested Transfer
B	ID	11 Characters
C	Blank	
D	Item ID	20 Characters
E	Description	80 Characters
F	Qty In	Number Value
G	Qty Out	Number Value
H	Cost	Number Value
I	Blank	
J	Available	Number Value
K	On Order	Number Value

**Format 84**

A	DRXFL	Delete all line items from a Requested Transfer
B	ID	11 Characters

**Format 85**

A	PXFR	Post a Transfer
B	ID	11 Characters

**Format 86**

A	FINX	Finalize a Requested or Processed Transfer
B	ID	11 Characters

**Format 87**

A	TRAN	Transfer
B	Item ID	20 Characters
C	Date	MM/DD/YY
D	Qty	Number Value
E	Cost	Number Value
F	Loc From	20 Characters
G	Loc To	20 Characters

## TAX SETUPS

### Format 88

A	UTXD	Add Tax Details
B	Detail Code	6 Characters
C	Description	30 Characters
D	Tax Authority	30 Characters
E	GL Acct #1	15 Characters
F	GL Acct #2	15 Characters
G	Tax Rate	Number Value
H	1st Penney	Number Value
I	Min Taxable Amt	Number Value
J	Max Taxable Amt	Number Value
K	Tax is Dollar Amt	T (Per Unit) or F (Percent)
L	Use Max Amt	T or F
M	Itemize on Invoice	T or F
N	Basis	0 (Selling Price) or 1 (Average Cost)
O	Is Tax Included	T or F
P	Tax Exempt	T or F
Q	Max on Line Item	T (By Line) or F (By Invoice)

### Format 89

A	UTXG	Add Item Tax Groups
B	Item Group ID	1 Character
C	Description	30 Characters
D	Detail Code 1	6 Characters
E	Detail Code 2	6 Characters
F	Detail Code 3	6 Characters
G	Detail Code 4	6 Characters
H	Detail Code 5	6 Characters
I	Detail Code 6	6 Characters
J	Detail Code 7	6 Characters
K	Detail Code 8	6 Characters
L	Detail Code 9	6 Characters
M	Detail Code 10	6 Characters

### Format 90

A	UCTX	Add Customer Tax Districts
B	Customer Tax District	6 Characters
C	Description	30 Characters
D	Detail Code 1	6 Characters
E	Detail Code 2	6 Characters
F	Detail Code 3	6 Characters
G	Detail Code 4	6 Characters
H	Detail Code 5	6 Characters
I	Detail Code 6	6 Characters
J	Detail Code 7	6 Characters
K	Detail Code 8	6 Characters
L	Detail Code 9	6 Characters
M	Detail Code 10	6 Characters

## OTHER FUNCTIONS

### Format 91

A	PHYS	Add counts to Physical Inventory File
B	Item ID	20 Characters
C	Qty	Number Value

**Format 92**

A	ACGR	Add/Update an Account Group Card
B	Acc Group Code	4 Characters
C	Sales Acc Num	15 Characters
D	COGS Acc Num	15 Characters
E	Inv Acc Num	15 Characters
F	Acc Group Desc	30 Characters
G	Return Acc Num	15 Characters
H	Trans Acc Num	15 Characters
I	Shrkage Acc Num	15 Characters

**Format 93**

A	USP	Add/Update a Salesperson Record
B	Prev Salesperson ID	10 Characters
C	Salesperson Name	20 Characters

**Format 94**

A	UPC	Add/Update a Formula Price Code Card
B	Prev Price Code	1 Character
C	New Price Code	1 Character
D	Formula 1	200 Characters
E	Formula 2	200 Characters
F	Formula 3	200 Characters
G	Formula 4	200 Characters
H	Formula 5	200 Characters
I	Formula 6	200 Characters
J	Formula 7	200 Characters
K	Price Code Desc	30 Characters
L	Extra Decimals	1 Character (1-6)

**Format 95**

A	UPRICE	Add/Update a Simple Price Code Card
B	Prev ID	1 Character
C	ID	1 Character
D	Description	30 Characters
E	DB Field 1	LastCost, AvgCost, SuggRetail (Default is OurRetail)
F	Method 1	0 (Margin), 1 (Markup), 2 (Add Amt), or 3 (Fix Amt)
G	Amount 1	Number Value
H	DB Field 2	LastCost, AvgCost, SuggRetail (Default is OurRetail)
I	Method 2	0 (Margin), 1 (Markup), 2 (Add Amt), or 3 (Fix Amt)
J	Amount 2	Number Value
K	DB Field 3	LastCost, AvgCost, SuggRetail (Deafult is OurRetail)
L	Method 3	0 (Margin), 1 (Markup), 2 (Add Amt), or 3 (Fix Amt)
M	Amount 3	Number Value
N	DB Field 4	LastCost, AvgCost, SuggRetail (Defult is OurRetail)
O	Method 4	0 (Margin), 1 (Markup), 2 (Add Amt), or 3 (Fix Amt)
P	Amount 4	Number Value
Q	DB Field 5	LastCost, AvgCost, SuggRetail (Default is OurRetail)
R	Method 5	0 (Margin), 1 (Markup), 2 (Add Amt), or 3 (Fix Amt)
S	Amount 5	Number Value
T	DB Field 6	LastCost, AvgCost, SuggRetail (Default is OurRetail)
U	Method 6	0 (Margin), 1 (Markup), 2 (Add Amt), or 3 (Fix Amt)
V	Amount 6	Number Value
W	DB Field 7	LastCost, AvgCost, SuggRetail (Default is OurRetail)
X	Method 7	0 (Margin), 1 (Markup), 2 (Add Amt), or 3 (Fix Amt)
Y	Amount 7	Number Value

**Format 96**

A	DSP	Delete a Salesperson Record
B	Salesperson ID	10Characters

**Format 97**

A	DPC	Delete a Formula Price Code Card
B	Price Code	1 Character

**Format 98**

A	DPRICE	Delete a Simple Price Code Card
B	Price Code ID	1 Character

**ENDING TILLS****Format 99**

A	UET	Add/Update an Ending Till
B	Site ID	Leave Blank
C	Date	MM/DD/YY
D	Deposit Amount	Number Value
E	End Balance	Number Value
F	Over/Short	Number Value
G	Hi Temp	Number Value
H	Lo Temp	Number Value
I	Weather	30 Characters
J	Events	30 Characters
K	Comments	30 Characters
L	Cash	Number Value
M	Check	Number Value
N	On Account	Number Value
O	Gift Cert Pay	Number Value
P	Credit Slip	Number Value
Q	Other 1	Number Value
R	Other 2	Number Value
S	MC	Number Value
T	Visa	Number Value
U	Amex	Number Value
V	Discover	Number Value
W	House CC	Number Value
X	Other CC	Number Value
Y	Dbit Card	Number Value
Z	Paymt Total	Number Value
AA	Sales	Number Value
AB	Returns	Number Value
AC	Freight	Number Value
AD	Misc	Number Value
AE	Labor	Number Value
AF	Pymt on Acct	Number Value
AG	Deposits	Number Value
AH	Transfers	Number Value
AI	Sales Tax	Number Value
AJ	Gift Cert Bought	Number Value
AK	Paid Outs	Number Value
AL	Advances	Number Value
AM	Draws	Number Value
AN	Drops	Number Value
AO	Trans Total	Number Value

AP Register ID

Number Value

## RENTAL ITEMS

### Format 100

A	URITM	Add/Update a Rental Item
B	Prev Item ID	20 Characters
C	Item ID	20 Characters
D	Description	80 Characters
E	Misc 1	
F	Misc 2	
G	Rent Code	
H	Leave Blank	
I	Date Placed In Service	MM/DD/YY
J	Cost	Number Value

## MARKET ANALYSIS

### Format 101

A	UMARKT	Add/Update market analysis information
B	Prev Invoice ID	10 Characters
C	Invoice ID	10 Characters
D	Date Time	MM/DD/YY
E	Category 1	20 Characters
F	Category 2	20 Characters
G	Category 3	20 Characters

### Format 102

A	UCATG	Add/Update market analysis categories
B	Group (1, 2, 3)	1 Character
C	Previous Name	20 Characters
D	Name	20 Characters