

Customer and Supplier Upload Process

This process allows a User for the entity to upload Customer and Supplier standing data together with opening balances using a CSV (Comma Separated Values) file. Customer and Supplier data are each uploaded separately.

The CSV file must be in the standard CSV format specified below.

Liberty Accounts does reserve the right to charge for any support required following a failure to adhere to the guidelines in this specification.

Process in Summary

- ◆ Source the information as necessary
- ◆ Prepare the CSV files, one for customers and one for suppliers. This may be done in a TEXT editor programme such as Notepad (usually supplied with Windows) or Microsoft Excel (or equivalent). The key point is that the information is separated by commas.
- ◆ Access the process via the **LISTS** menu

LISTS → CUSTOMER → CUSTOMER UPLOAD
LISTS → SUPPLIER → SUPPLIER UPLOAD

File Format

Upload requires that data is presented in a standard csv file. Please the following points carefully and ensure that four file is properly formatted.

- ◆ The order of the fields is not significant but the order of the data fields must match the order of the field names in the first line.
- ◆ Where a text field contains a comma the field should be quoted using double quotes "".
- ◆ Numeric fields should NOT include comma formatting for thousands etc
- ◆ Numeric fields may include a decimal point as appropriate
- ◆ Negative amounts may be included with a –sign as a prefix eg -9999.99
- ◆ Date fields must contain a four(4) digit year and be in the format: dd/MM/yyyy e.g.25/1/2006 if no date format is provided in the upload file
- ◆ A date format pattern may be specified on each line of the import file if desired, (see note below)
- ◆ If the file is generated from a software package such as your accounting package or a spreadsheet you should review the file using a simple text editor before uploading it to ensure it is properly formatted. PLEASE ENSURE THAT NO SYMBOLS OR TEXT ARE SHOWN AFTER THE LAST DATA LINE. Commonly an EXCEL file when saved as a CSV can have final lines of commas, these must be deleted or a warning message will display on completion of the upload process.

A CSV file with the field names can be downloaded from the Customer and Supplier Upload technical specification available on the process screen.

The first line of the file should contain valid field names from the list below. Note the underscore character in place of spaces.

It is not necessary to include every field in your upload file, just include those which are indicated as mandatory and those for which you wish to include data.

Note that where field data exceeds the maximum permitted size it will be truncated.

Example of a formatted file

The information necessary is that which would be entered normally when setting up a new customer or supplier, plus any opening balance values.

The example of a valid file is shown here. The file was created in a simple text editor program.

```
display_name,title,first_name,last_name,address_line1,address_line2,address_line3,town,county,postcode,iso_country_code,email,phone,fax,vat_number,trading_terms_code,user_defined_code
Cust1,Mr,Paul,Test1,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,50,01/05/2006
Cust2,Mr,Paul,Test2,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,150,01/05/2006
Cust3,Mr,Paul,Test3,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,200,01/05/2006
Cust4,Mr,Paul,Test4,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,300,01/05/2006
Cust5,Mr,Paul,Test5,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,785,01/05/2006
Cust6,Mr,Paul,Test6,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,25,01/05/2006
Cust7,Mr,Paul,Test7,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,30.56,01/05/2006
Cust8,Mr,Paul,Test8,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,457.36,01/05/2006
Cust9,Mr,Paul,Test9,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,65.25,01/05/2006
Cust10,Mr,Paul,Test10,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,450,01/05/2006
Cust11,Mr,Paul,Test11,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,-235,01/05/2006
Cust12,Mr,Paul,Test12,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,-120,01/05/2006
Cust13,Mr,Paul,Test13,line 1,line 2,line 3,New Town,Somerset,BA20 2JJ,,,,,060,,80.56,01/05/2006
```

Field Names

- ◆ display_name (mandatory) - the name of the Customer or Supplier
- ◆ title (optional) - of the Customer or Supplier contact
- ◆ first_name (optional) - of the Customer or Supplier contact
- ◆ last_name (optional) - of the Customer or Supplier contact
- ◆ address_line1 (optional)
- ◆ address_line2 (optional)
- ◆ address_line3 (optional)
- ◆ town (optional)
- ◆ county (optional)
- ◆ postcode (optional)
- ◆ iso_country_code (optional)
- ◆ email (optional)
- ◆ phone (optional)
- ◆ fax (optional)
- ◆ vat_number (optional)
- ◆ trading_terms_code (optional)
- ◆ user_defined_code (optional)
- ◆ bank_sort_code - BACS format of 6 characters, no spaces/separators
- ◆ bank_account_number - BACS format 8 characters exactly
- ◆ bank_account_name - BACS format 18 characters maximum

- ◆ balance (optional) - the value of the opening balance
- ◆ balance_date (optional) – the date of the opening balance transaction
- ◆ date_format (optional) - needed if default date format not being used

The parameters for each field are described below. Note that the only mandatory field is the first, **display_name**, the name of the Customer or Supplier, all others are optional.

display_name (text: max 60 characters) mandatory

This field should contain the name of the Customer or Supplier.

title (text: max 15 characters) optional

This field should contain a valid title from the list "Mr"/"Mrs"/"Miss"/"Ms" . For other valid titles check the Title dropdown list on the "Add Customer" form. If the title supplied is not valid it will be set to null on the customer record.

first_name (text: max 30 characters) optional

The first name of a contact in the Customer or Supplier

last_name (text: max 30 characters) optional

The last name of a contact in the Customer or Supplier.

address_line1 (text: max 40 characters) optional

First line of Customer or Supplier address.

address_line2 (text: max 40 characters) optional

Second line of Customer or Supplier address.

address_line3 (text: max 40 characters) optional

Third line of Customer or Supplier address.

town (text: max 25 characters) optional

Town of Customer or Supplier address.

county (text: max 25 characters) optional

County of Customer or Supplier address.

postcode (text: max 25 characters) optional

Postcode of Customer or Supplier address.

iso_country_code (text: max 2 characters) optional

If present this field should contain a valid ISO country code. This field is important because it is used in Liberty Accounts to assist in handling of VAT transactions.

If the field is not defined in the upload all records will default to GB. If an invalid ISO code is presented the country on the customer will be set to "Not Specified".

Common codes are:

United Kingdom – GB	Belgium – BE	Denmark – DK
France - FR	Ireland - IE	USA - US
Germany - DE	Canada - CA	Spain - ES
Japan - JP	China - CN	

Full listing can be obtained from the ISO organisation at:

www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/index.html

email (text: max 50 characters) optional

An email address.

phone (text: max 20 characters) optional

A phone number.

fax (text: max 20 characters) optional

A fax number.

vat_number (text: max 15 characters) optional

A VAT number.

trading_terms_code (text: max 3 characters) optional

This field will set default trading terms specific to the business. If a value is presented it should be one of the following 3 character codes where the numeric value indicates the terms in days. If an invalid code is presented the default terms will be set to null.

- ◆ 000
- ◆ 007
- ◆ 014
- ◆ 021
- ◆ 030
- ◆ 045
- ◆ 060
- ◆ 090
- ◆ 120

- ◆ 150
- ◆ 180

user_defined_code (text: max 20 characters) optional

A user defined code to refer to the business within your organisation.

bank_sort_code (text: max 6 characters) optional

Customer bank account sort code – used in generation of payment claim files. Should only contain the numeric sort code characters. If the uploaded data is more than 6 characters it will be truncated. Typically used sort code separators (“/”, “\”, “-“) will be removed.

bank_account_number (text: max 8 characters) optional

Customer bank account number - used in generation of payment claim files. Should only contain numeric characters. BACS files require 8 characters, so account numbers with less than 8 characters should have leading zeros e.g. 00123456. For accounts with more than 8 characters surplus characters should be removed from the left of the account number. If the uploaded data is more than 8 characters it will be truncated. If the uploaded data is less than 8 characters it will be left-padded with zeros. Typically used separators (“/”, “\”, “-“) will be removed.

bank_account_name (text: max 18 characters) optional

Customer bank account name - used in generation of payment claim files. If the uploaded data is more than 18 characters it will be truncated.

balance (numeric) optional

If a non-zero balance is presented an opening balance transaction will be created for the business.

If a non-zero balance is presented and the business is a cash vat business the opening balance transaction amount will be split into net/vat amounts based on the standard VAT rate.

The date of any OPB transaction can be controlled using the "balance_date" field - see below.

Numeric values must not include comma formatting. Negative values are indicated with a "-" prefix.

date_format (text: no max specified) optional field

If you are using date formats different from the expected default, a pattern must be supplied using the date format patterns as specified for Java SimpleDateFormat class.

d - day

M - month - NB capital M for month (small m for minutes)

y - year

e.g.

yyyy-MM-dd – 2007-11-15 (international standard date notation)
ddMMyyyy - 25022007
d/M/yyyy e.g. 25/1/2007

balance_date (date formatted text) optional

If a non-zero balance value is presented this field will control the date of the opening balance transaction. If no balance_date is presented, or the value is invalid, the date of the upload will be used.

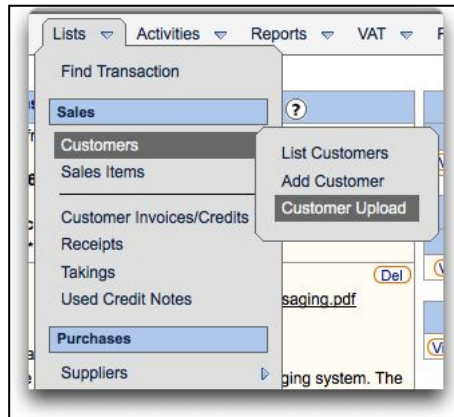
The date should be in the format: d/m/yyyy e.g. 25/1/2006 unless the format is specified (see above)

Upload Process

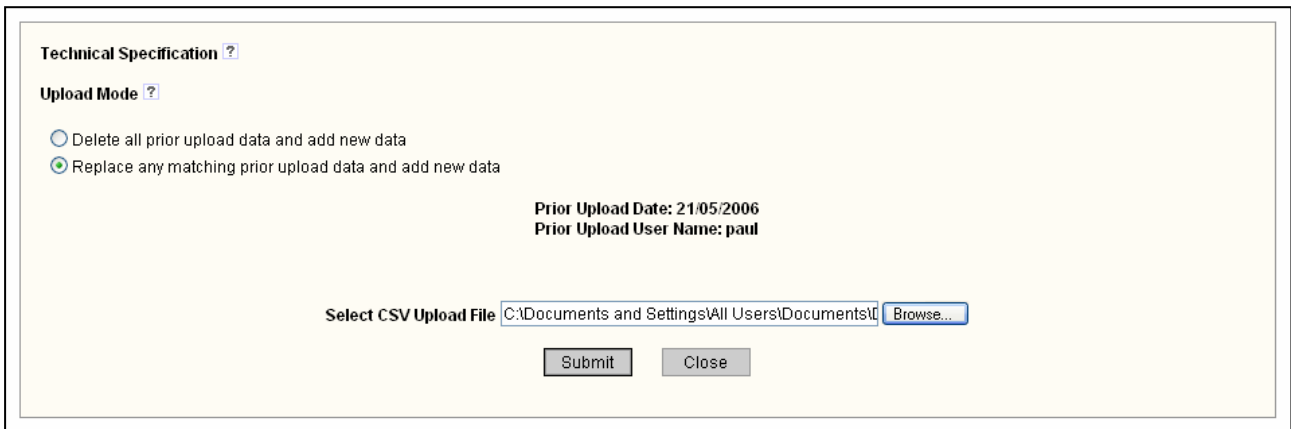
Once the CSV creation is complete the upload process is accessed via the **LISTS** menu

LISTS → CUSTOMER → CUSTOMER UPLOAD

LISTS → SUPPLIER → SUPPLIER UPLOAD



The upload process screen is displayed.

A screenshot of the 'Customer Upload' screen. It features a 'Technical Specification ?' section and an 'Upload Mode ?' section. Under 'Upload Mode', there are two radio button options: 'Delete all prior upload data and add new data' (unselected) and 'Replace any matching prior upload data and add new data' (selected). Below these options, it displays 'Prior Upload Date: 21/05/2006' and 'Prior Upload User Name: paul'. At the bottom, there is a 'Select CSV Upload File' field with a file path 'C:\Documents and Settings\All Users\Documents\...' and a 'Browse...' button. There are also 'Submit' and 'Close' buttons at the bottom center.

- ◆ Select the Update Mode:

Delete all prior upload data and add new data :-

When this mode is selected the application will try to delete all previously uploaded data before adding data from the new file. If previously uploaded data has been edited, or has additional related data that has been added since the upload, the item will not be deleted and will not be replaced by any new data in the upload file.

Replace any matching prior upload data and add new data :-

When this mode is selected the application will try to add all the data in the new file. If any item in the new upload matches an existing record the existing record will be replaced unless the previously uploaded data has been edited, or has additional related data that has been added since the upload.

- ◆ Browse for the CSV file and then click **SUBMIT**
- ◆ The upload process will start. You may need to respond to any error messages by correcting data and re-submitting.



Note that any error messages will have a line number such as “line #3” This will refer to the record line number in the csv file and excludes line 1 which is the field names line.

On the first time of using the upload process a number of errors may occur because if you are unused to the format of csv files it takes a little time to become familiar with it.

Reversing an Upload

An upload run can be reversed by deleting the relevant batch job.
Batch jobs are accessed via the **ENTITY NAME** menu.

ENTITY NAME → **BATCH JOBS** → **BATCH RUN HISTORY** →  relevant batch

Batch Run Type	As At Date	Run At	Run By	Status	
Invoice Import	19/06/2007	15:53:44 on 19/06/2007	paul	OK	
Invoice Import	20/06/2007	14:09:09 on 20/06/2007	paul	OK	

All the uploaded items will be deleted, except if one of them has already edited, included in a VAT return or had a receipt applied, in which case that one will not be deleted.