



TAS Data Transfer File Specs

for

MultiTAS

Reference Manual v3.04

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MultiTAS



Reference Manual

v3.04, 27 Nov 2009

This reference manual describes the **TAS Data Transfer File Specs** for TAS, computerised sub-systems developed by Infoplex Ltd with automatic integration to TAS Software's *TASBooks*, *FirstBooks* and *TAS Books 1, 2 & 3* accounting systems.

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for TASBooks, FirstBooks and TAS Books 1, 2 & 3

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1 Introduction & Benefits

1.1 Who should read this?

This document is designed to assist anyone who is responsible for dealing technically with files used for transferring data into TAS Books, and occasionally out of TAS, using Infoplex's MultiTAS software. This includes two important groups of readers:

- **Developers** and **programmers** who write 3rd party application software needing to transfer data to TAS.
- **Power users** who use tools like MS Excel or Access to create files for importing to TAS, such as customer or product records.

Whilst, the content of this document is fairly technical, it is hoped that its language is reasonably understandable to most readers.

Also, there are two accompanying [troubleshooting spreadsheets](#) and sample files which complete the set. The set itself is available as the [TAS Data Transfer Toolkit](#) zip file from the [MultiTAS Documentation](#) page.

1.2 Business Process Background

The TAS range of accounting software products are used throughout the UK, Ireland and beyond by tens of thousands of businesses. Many businesses also have their own "front-end" software which is specially designed to handle their particular business activity. A common selection of typical functions performed by such systems is listed in the table below.

However, to achieve proper financial control and produce timely Financial Statements, Debtors & Creditors Lists, Customer Statements and Bank Reconciliations, all these transactions have to be re-entered to TAS. Additionally, in the case of Sales, Purchases and Order Processing, manually keeping the master records of Customers, Suppliers and Products "in sync" between two systems can be an enormous on-going task.

In other cases, work is done in spreadsheets and needs transferring to TAS. This could be lists of Customer, Nominal Account, Supplier or Product codes that need to be changed, which is a slow process in TAS (each code needs to be done one by one).

The table below lists a number of common business processes which need data to be transferred to TAS.

<i>Front-end function</i>	<i>Data Transfer Requirement</i>
Take Sales Orders from customers, the eCommerce website being an increasingly common example	Create corresponding Sales Orders in TAS Create/update related TAS Customer records Create/update related TAS Product records
Accept Customer Receipts	Post Sales Ledger Receipt Journals in TAS Create/update TAS Customer records
Produce Sales Invoices	Post Sales Ledger Invoice Journals in TAS Create/update TAS Customer records
Record Purchase Invoices	Post Purchase Ledger Invoice Journals in TAS Create/update TAS Supplier records
Make Supplier Payments	Post Purchase Ledger Payment Journals in TAS Create/update TAS Supplier records
Maintain database(s) of "master records" for: Customers Suppliers Products	Keep related TAS records in sync: Create/update related TAS Customer records Create/update related TAS Supplier records Create/update related TAS Product records
Produce Financial Forecasts	Update TAS Nominal Account Budgets

The TAS Data Transfer File Specs are used by all of the Infoplex MultiTAS modules, which are TAS 'bolt-ons' that can be implemented individually to provide significant enhancements and cost savings for TAS users. The modules are arranged in line with the main ledgers in TAS, plus a couple of extra ones:

MultiTAS Module	Program
Financial Ledgers	Sales Ledger
	Purchase Ledger
	Cash Book
	Nominal Ledger
Stock	Stock
	Bill of Materials
Sales Orders	Sales Orders
	EDI/XML
Purchase Orders [future]	Purchase Order Link [future]

Please note that, whilst all Data Import/Export functions support TASBooks and TAS BOOKS 3, the top of the range TAS products, there is more limited support for less weighty TAS products like FirstBooks and TAS BOOKS 1 and Zebra. Check the relevant product manuals for details of which TAS products are handled by specific data transfer functions.

The modules are designed to be used by any businesses that uses TAS as their "back-end" accounting system. They are especially useful for those that handle a relatively high volume of transactions in a "front-end" business system. Growth in businesses causes additional processing requirements. Where these are repetitive and tedious, manual processing becomes expensive and prone to error.

A manager system called SIM (System Integration Manager) handles security, setup, user configuration, versioning and licensing for all Infoplex modules.

1.3 Key Benefits

MultiTAS customers are SME businesses and they typically cut their admin costs by at least 60% and take pride in making their businesses over 150% more efficient.

They achieve this whilst gaining the confidence of 100% accuracy and the satisfaction of a transformed bottom line.

To reduce costs and increase accuracy, it is important to streamline the processes concerned, especially where the data has already been created in or by "front-end" business software. The modules' key benefits can be summarised as follows:

Benefits	
1	Reduce expensive manual processing costs
2	Eliminate keying errors and improve accuracy
3	Streamline time-consuming processes
4	Reduce delays and bottlenecks
5	Useful Data Productivity Tools
6	Handle Customer and Supplier records and Notes
7	Invoice, Payment, Credit Note etc Journal Transactions, plus Budgets
8	Tighter Financial Control
9	Traditional TAS and Sage formats supported – don't rewrite your system

1.4 Acronyms & Jargon

Acronym/Jargon	Meaning	Notes
A/C	Account	e.g. A/C Number
ASCII	American Standard Code for Information Interchange	Allows digital devices to communicate with each other and to process, store, and communicate character-oriented information
BoM	Bill of Materials	a key part of an MRP system
CB	Cash Book	Also a Ledger
CoA	Chart of Accounts	
CRM	Customer Relationship Management	Software system for managing customer relationships, inc Contact Management)
CSV	Comma Separated Variable	A standard type of ASCII text file used for transferring data between systes
Dr/Cr	Debit/Credit	In bookkeeping Debit values are always positive, whilst Credit values are negative; hence a balanced double-entry must consist of at least 2 items
EDI	Electronic Data Interchange	In business this most often refers to the transfer of data between trading partners, e.g. customers and suppliers
ERP	Enterprise Resource Planning	Software system encompassing almost all aspects of business, inc CRM and accounts
MRP	Materials Reirements Planning	Production planning and stock/inventory control system used to manage manufacturing processes
MRP II	Manufacturing Resource Planning	Method for the effective planning of all resources of a manufacturing company
NL	Nominal Ledger	Also called General Ledger
Open Item	Incomplete/unpaid transaction	e.g. an unpaid invoice, i.e. one which has no payment(s) fully allocated against it
PL	Purchase Ledger	Also called Creditors Ledger, Suppliers Ledger or Accounts Payable
PO	Purchase Order	
POP	Purchase Order Processing	
SL	Sales Ledger	Also called Debtors Ledger, Customers Ledger or Accounts Receivable
SO	Sales Order	
SOP	Sales Order Processing	
ST	Stock Ledger	Also called Inventory or Products
VAT	Value Added Tax	A Sales Tax
WiP	Work in Progress	A value assigned to part-completed work
WO	Works Order	Used in BoM (Bill of Materials)

2 Quick Reference

2.1 Which File Layout/Format to use

In order to get going quickly, use the table below to help you decide which File Layout to use. There are hyperlinks to the relevant section in this document.

Application	Function	File Layout Name to use	
		Traditional TAS Layout/Format CSV	Sage L50 Layout/Format CSV
Sales Ledger	Import Customers	NAMES.DAT	CUST.CSV
	Import O/Balances	BAL.DAT	n/a
	Import Transactions	MTADIF.DAT	TRANS.CSV
	Allocate Credits	n/a [CreditAllocations]	n/a
Purchase Ledger	Import Suppliers	SUPP.DAT	SUPP.CSV
	Import O/Balances	BAL.DAT	n/a
	Import Transactions	MTADIF.DAT	TRANS.CSV
Cash Book	Import Transactions	MTADIF.DAT	n/a
Nominal Ledger	Import Journals	MTADIF.DAT	TRANS.CSV
	Import Budgets	BUDGET.DAT	n/a
Sales Order	Import Sales Orders	SOIMP.DAT	n/a
	Import Products	PROD.DAT	n/a (will be PROD.CSV)
Stock	Import Products	PROD.DAT	n/a (will be PROD.CSV)
	Product Group Change	n/a [ProdGroupChange]	n/a
	Stock Adjustments	n/a [Stock Adjustments]	n/a
	Dynamic Discount	n/a [Dynamic Discounts]	n/a
EDI/XML	Import Sales Orders	EDI_Import.CSV (default name)	n/a
	Export Sales Invoices/Credit Notes	EDI_Export.CSV (default name)	n/a
	Export ASNs (Advance Shipping Notes)	EDI_ASN_Export (default name)	n/a

2.2 Importing

2.2.1 VAT & CIS Schemes

The systems do not currently support VAT Cash Accounting, Reverse Charge VAT or the Construction Industry Scheme ("CIS").

2.2.2 Principles and Tips

2.2.2.1 Import Master records first

For example, if you are going to import Sales Orders, it is important to import/update Customers (and Suppliers if required), then import Products, before importing the Sales Orders. In this way, you avoid attempts to post Sales Orders for non-existent Customers or for non-existent Products/Services.

2.2.2.2 No column headers

Import files should not contain any Column headers, unless stated otherwise.

2.2.2.3 Using Double Quotation marks

It is safer to ensure that alphanumeric/text (string) fields are enclosed in "" (double quotation marks) to qualify the text correctly. Infoplex import routines will correctly interpret text qualified in this way, not only where " " is used to represent inches or minutes, but also where the field contains a comma as part of its value. Bear in mind that when using Excel to open, change and save existing CSV files it can misinterpret values. For example if a properly qualified field contains leading zeros, such as a cheque number ("012345"), Excel displays this as the numeric 12345.

2.2.2.4 Master Record Update Rules

In general numeric fields are not updated if the import file's field is empty, whereas the contents of TAS are overwritten if the import file's corresponding field contains a zero, e.g. compare ,, (empty) with ,0, (zero). Some functions, such as updating Product records, let the user set each field as to whether or not to update it, thus handling text fields too.

2.2.2.5 Troubleshooting Tools

Together with ASCII CSV files containing sample data, two MS Excel spreadsheets are provided to help with troubleshooting:

[TAS_DataTransfer_Columns.xls](#) - this spreadsheet contains worksheets for each file with a set of Column Headers, into which data can be pasted to help in checking that CSV data is in the correct columns/format;

[TAS_DataTransfer_Samples.xls](#) - this spreadsheet contains worksheets with sample data from the sample files.

Further information is contained in the [Troubleshooting ASCII CSV File Data Errors](#) section of the Appendices.

2.2.2.6 Log Files & (Re)Naming Convention

The systems use a convention both to rename ASCII import files and to name their related Log files, so that files are not processed twice by mistake - this is especially important in relation to transaction-type files. This is achieved by taking the original file name and inserting the date and the next run number (in that folder) for that date after the file prefix. The Log file is given the same name as its related import file except that the suffix is "LOG", except in the case of Journal Transaction Imports from TRANS.CSV and MTADIF.DAT. The table below gives some examples of how this convention works:

	<i>Example 1</i>	<i>Example 2</i>	<i>Example 3</i>
Before	CUST.CSV	TRANS.CSV or MTADIF.DAT	SOImp.DAT
Format	*[_IMP]_YYYY-MM-DD_NN[N].*		
1 st After	CUST_2008-02-14_01.CSV	TRANS_2008-02-29_001.CSV	SOImp_2008-02-29_01.DAT
1 st Log	Cust_IMP_2008-02-14_01.LOG	JournalImport_2008.02.14_001.log	SOImp_2008-02-29_01.LOG
2 nd After	CUST_2008-02-14_02.CSV	TRANS_2008-02-29_002.CSV	SOImp_2008-02-29_02.DAT
2 nd Log	Cust_IMP_2008-02-14_01.LOG	JournalImport_2008.02.14_002.log	SOImp_2008-02-29_02.LOG

If a log file of the same name already exists in that folder it is overwritten, the run number being determined from the renamed import file's numbering.

2.2.3 Some Imports/Updates – "Lock System"

Because some Infoplex Import/Update routines make very heavy use of many TAS data files at the same time, there is a risk of problems occurring if Users are logged in to that TAS company's data during the import process.

The Lock System function helps ensure that no users are logged in and is described in detail in the ["Lock System" Procedure](#) in the Appendices.

3 Customer records

3.1 Import/Update Customers

Two formats, both ADCII CSV type, are supported:

Traditional TAS '[NAMES.DAT](#)' format

Sage (Line) 50 '[CUST.CSV](#)' format

3.1.1 TAS Traditional - '[NAMES.DAT](#)' format (also '[SUPP.DAT](#)')

Please note that 'Supplier only' fields are ignored by the Customer import program, unless the customer is also a supplier, and *vice-versa*. If you have not already done so, it is worth reading [importing principles and tips](#).

Field/Col	Field/Column Label (memo)	Data Type	Max Size	Up-date	Sample Values	Customer, Supplier or Both	Default if blank or invalid	NAMES.DAT/SUPP.DAT Remarks
1	AccountCode	A	10		CUST0001	B		Customer/Supplier Code (Must be unique - no duplicates allowed - and U/case)
2	Name	A	40	O	Sheraton Hotels	B	AccountCode	Customer/Supplier Name; should not be blank, otherwise defaults to Field 1 value; note that Update is Optional.
3	AddressLine1	A	40	Y	Accounts Department	B		Address Line 1.
4	AddressLine2	A	40	Y	The Park Lane Hotel Ltd.	B		Address Line 2.
5	AddressLine3	A	40	Y	Piccadilly	B		Address Line 3.
6	AddressLine4	A	40	Y	London	B		Address Line 4.
7	Country	A	40	Y	United Kingdom	B		Country.
8	PostCode	A	8	Y	W1Y 8BX	B		Postal Code - must be U/case
9	Customer Contact 1	A	40	Y	Mr John Smith	C		Customer Main Sales Contact Name.
10	Customer Contact 1 Salutation	A	20	Y	Mr Smith	C	Sirs	Customer Main Sales Contact Salutation, e.g. [Dear] "Mr Smith"
11	Customer Contact 1 Ending	A	1	Y	S	C	F	Customer Main Sales Contact Letter Ending - 'F' or 'S' (u/case) - prints faithfully or sincerely at end of letter
12	AccountsContact	A	40	Y	Accounts Department	B		Accounts Contact Name
13	AccountsContact Salutation	A	20	Y	Sirs	B	Sirs	Accounts Contact Salutation
14	AccountsContact Ending	A	1	Y	F	B	F	Accounts Contact Letter Ending - 'F' or 'S' (u/case) - prints faithfully or sincerely at end of letter
15	Supplier Contact 1	A	40	Y		S		Supplier Main Purchase Contact Name.
16	Supplier Contact 1 Salutation	A	20	Y		S	Sirs	Supplier Main Purchase Contact Salutation
17	Supplier Contact 1 Ending	A	1	Y		S	F	Supplier Main Purchase Contact Letter Ending - 'F' or 'S' (u/case) - prints faithfully or sincerely at end of letter
18	Main Contact Tel	A	20	Y	0171-235-8050	B		Main Telephone Number (Sales/Purchase Contact 1)
19	Accounts Contact Tel	A	20	Y		B		Second Telephone Number (Accounts Contact)
20	Main Contact Fax	A	20	Y	0171-235-8231	B		Main Fax Number (Sales/Purch Contact)
21	Accounts Contact Fax	A	20	Y	020 7235 8211	B		Accounts Contact Fax No (Previously 'Telex Number' - obsolete)

Field/Col	Field/Column Label (memo)	Data Type	Max Size	Up-date	Sample Values	Customer, Supplier or Both	Default if blank or invalid	NAMES.DAT/SUPP.DAT Remarks
22	Customer Price Type	A	1	Y	1	C	1	Used to default selling prices in invoicing: 0 = Qty Discount - TBC/TB3 only 1 = Retail excluding VAT 2 = Trade 3 = Wholesale 4 = Retail inc VAT - from TB v6
23	Start Date	A	8		16/07/98	B	[System Date]	Date Business Started (DD/MM/YY)
24	Sales Person Code	A	3	Y	DEF	C	[Central DEF]	The Code (u/case) of the Salesperson assigned to the Customer - must exist in TAS
25	Days Before On Stop	N	2	N	30	C	60	Number of Days Credit before going on stop (previously 'TERMS'); must be +positive and <100
26	Credit Limit	N	13	Y	5000.00	B	0.00	Credit Limit, 2 decimal places and must >= 0 (max format 10.2); defaults to zero if invalid.
27	VAT Type	A	1	Y		B	Y	Pay VAT; (u/case) Y = Home Customers, E = EC, N = Non-EC, O = Outside Scope, X = Exempt; blank defaults to Home for new record but does not change for update
28	Get Statement	A	1	Y		C	Y	Print Statements Yes or No (Y or N, blank defaults to Yes for new record but does not change for update)
29	Dynamic Discount	A	1	Y		C	N	Allow Dynamic Discount (Blank defaults to No for new record but does not change for update). Customer only
30	Notes	A	512	Y		B		Any Notes for this Customer/Supplier; 512 characters for TAS Books 1/2/3
31	Credit Card IssueNo	N	2	Y		C		NB: no longer used from TB v7; must be +positive and <100 (previously 'Date of Last Sale')
32	Credit Card Issue Month	N	2	Y		C		NB: no longer used from TB v7; if specified, must be 1-12 (previously 'Oldest Invoice')
33	Credit Card Issue Year	N	2	Y		C		NB: no longer used from TB v7; must be 0-99 (previously 'Date of Last Purchase'); TB 1/2/3 only.
34	Credit Card Number	A	20	Y		C		NB: no longer used from TB v7; Credit Card Number
35	Credit Card Expiry Month	N	2	Y		C		NB: no longer used from TB v7; if specified, Month Credit Card Expires (1-12)
36	Credit Card Expiry Year	N	2	Y		C		NB: no longer used from TB v7; Year Credit Card Expires (0-99)
37	Credit Card Type	A	1	Y		C		NB: no longer used from TB v7; Type of Credit Card - Valid entries are A, V, M, B, X, D, S - (A)ccess, (V)isa, (M)astercard, (B)arclaycard, American E(X)press, (D)iner, (S)witch
38	Credit Card Name	A	40	Y		C		NB: no longer used from TB v7; Credit Card Holder's Name.
39	Credit Card Company Name	A	40	Y		C		NB: no longer used from TB v7; Card Holders Company Name.
40	Credit Card Address 1	A	40	Y		C		NB: no longer used from TB v7; Card Holders Address line 1.
41	Credit Card Address 2	A	40	Y		C		NB: no longer used from TB v7. Card Holders Address line 2.
42	Credit Card Address 3	A	40	Y		C		NB: no longer used from TB v7; Card Holders Address line 3
43	Credit Card Address 4	A	40	Y		C		NB: no longer used from TB v7; Card Holders Address line 4
44	Credit Card Post Code	A	8	Y		C		NB: no longer used from TB v7; (earlier versions 'Sales Ledger Date of Oldest Invoice')

Field/Col	Field/Column Label (memo)	Data Type	Max Size	Up-date	Sample Values	Customer, Supplier or Both	Default if blank or invalid	NAMES.DAT/SUPP.DAT Remarks
45	Credit Card Country	A	40	Y		C		NB: no longer used from TB v7; (earlier versions 'Purchase Ledger Date of Oldest Invoice')
46	Web Site URL	A	60	Y	www.sheraton.com	B		Only TAS Books 1/2/3 (previously 'Sales Ledger Amount of Outstanding Invoices')
47	Send Mailings	A	1	Y		C	Y	(previously 'Purchase Ledger Amount of Outstanding Invoices')
48	VATRegNum	A	20	Y		B		VAT Number (u/case) for EC Customers, optional for Home ones
49	EC Country Code	A	3	Y	GB	B	[blank]	EC Country Code (u/case); only specify if VAT Type (col 27) = E; if H this is set to Home Country default. Not used for Non-EC. [Not validated]
50	Main Contact Email	A	60	Y	sales@infoplex.co.uk	B		Email for Main Customer Sales or Supplier Purchase Contact
51	Accounts Email	A	60	Y	accts@infoplex.co.uk	B		Email for Customer Accounts or Supplier Accounts Contact
52	Main Contact Tel Ext	A	4	Y		B		Tel Extension for Main Customer Sales or Supplier Purchase Contact
53	Accounts Contact Tel Ext	A	4	Y		B		Tel Extension for Customer Accounts or Supplier Accounts Contact
54	Settlement Discount Percent	N	5	Y	2.5	C	0.00	Settlement Discount %; must be between 0 and 100.
55	SettlementDiscDays	N	3	Y	7	C	0 or 1	Number of Days to pay in to get Settlement Discount. Default = 0 if % is 0.00, otherwise 1
56	Date Put On Stop	A	8	Y	09/06/05	C	System Date	
57	Who Put On Stop	A	3	Y	SPV	C	SPV	User who mapped/SPV
58	On Stop	A	1	Y	N	C	N	On Stop (Y/N). Blank defaults to No for new record but does not change for update.
59	Group Code	A	10	Y		B	DEFAULT	Customer or Supplier Group Code; must be valid, otherwise DEFAULT used.
60	Marketing Code	A	10	Y		C	DEFAULT	Must be valid Marketing Code
61	Inactive Flag	A	1	Y		B	N	'Y' or 'N'; whether or not customer/supplier is inactive
62	Charge Overdue Interest	A	1	Y		C	N	Whether or not customer should be charged interest on overdue invoices.
63	Days Credit	N	3	Y	45	C	[per TAS Setup]	Number of days credit given to befor invoices should be paid. Use -1 for Net Monthly. Maxis 999. Only for TB v2+.
64	Customer Default Delivery Address Code	A	10	Y		C		Must exist as Delivery Address Code in TAS
65	Supplier Account Ref For Us	A	20	Y	INF001	S		Our Account Ref/Num with Supplier
66	Use BACS to Pay	A	1	Y	Y	S	N	Y or N
67	BACS Ref	N	8	Y	12345678	S		
68	BACS Beneficiary	A	18	Y	Sheraton Hotels Ltd	S		
69	BACS Bank Name	A	31	Y	NatWest	S		
70	Bank Sort Code	A	8	Y	99-99-99	B		For UK Banks use format 99-99-99
71	Bank Account Number	A	8	Y	99009900	B		
72	Bank Building Society	A	18	Y		B		TAS 1/2/3 only
73	Statement Name	A	40	Y		C		Ignored. Future version
74	Statement Addr 1	A	40	Y		C		Ignored. Future version
75	Statement Addr 2	A	40	Y		C		Ignored. Future version
76	Statement Addr 3	A	40	Y		C		Ignored. Future version
77	Statement Addr 4	A	40	Y		C		Ignored. Future version
78	Statement Post Code	A	8	Y		C		Ignored. Future version
79	Statement Country	A	40	Y		C		Ignored. Future version
80	Statement Contact	A	40	Y		C		Ignored. Future version

Field/ Col	Field/Column Label (memo)	Data Type	Max Size	Up- date	Sample Values	Customer, Supplier or Both	Default if blank or invalid	NAMES.DAT/SUPP.DAT Remarks
81	Statement ContactEmail	A	60	Y		S		Ignored. Future version
82	Statement Contact Tel	A	20	Y		S		Ignored. Future version
83	Statement Contact Fax	A	20	Y		S		Ignored. Future version
84	Default Payment Method	N	2	Y	2	S		1=Cash, 2=Chq, 3=C-Cd, 4=eP, 5=T/f, 6=Othr, 7=N/A
85	SuppPaymentName	A	40	Y		S		Ignored. Future version
86	SuppPaymentAddr1	A	40	Y		S		Ignored. Future version
87	SuppPaymentAddr2	A	40	Y		S		Ignored. Future version
88	SuppPaymentAddr3	A	40	Y		S		Ignored. Future version
89	SuppPaymentAddr4	A	40	Y		S		Ignored. Future version
90	SuppPaymentPostCo de	A	8	Y		S		Ignored. Future version
91	SuppPaymentCountry	A	40	Y		S		Ignored. Future version
92	SuppPaymentContact	A	40	Y		S		Ignored. Future version
93	SuppPaymentContact Email	A	60	Y		S		Ignored. Future version
94	SuppPaymentContact Tel	A	20	Y		S		Ignored. Future version
95	SuppPaymentContact Fax	A	20	Y		S		Ignored. Future version
96	Main Contact Mobile Tel	A	20	Y	07790 698431	B		Main Sales/Purchase Contact's Mobile Telephone Number
97	Accounts Contact Mobile Tel	A	20	Y	07790 698469	B		Second Contact's Mobile Telephone Number (i.e Accounts Contact)
	CR			1				Carriage Return (Hex = 0D, Dec = 13)
	LF			1				Line Feed (Hex = 0A, Dec = 10)

3.1.2 Sage 50 - 'CUST.CSV' format

This format has been used by Sage (Line) 50 products since the 1990s. More recent versions include a number of optional extra fields/columns as part of an extended specification. If you have not already done so, it is worth reading [importing principles and tips](#).

Field/Col	Field/Column Label/Name	Data Type	Max Size	Up-date	Sample values	CUST.CSV Remarks
1	A/C Ref	A	10		CUST0101	Customer Code; must be unique - no duplicates allowed - and U/case. [Sage max is 8 characters]
2	Name	A	40	O	ABB Offshore Systems Ltd	Customer Name. Should not be blank, otherwise defaults to Customer Code per Field 1; note that Update is Optional. [Sage max is 60 characters]
3	Address 1	A	40	Y	2 High Street	Address Line 1 [Sage 'Street 1' and Sage max is 60 characters]
4	Address 2	A	40	Y	Nailsea	Address Line 2 [Sage 'Street 2' and Sage max is 60 characters]
5	Address 3	A	40	Y	Bristol	Address Line 3 [Sage 'Town' and Sage max is 60 characters]
6	Address 4	A	40	Y		Address Line 4 [Sage 'County' and Sage max is 60 characters]
7	Post Code	A	8	Y	BS48 1BS	Postal Code - must be U/case. [Sage max is 60 characters]
8	Contact	A	40	Y	Bill Diver	Sales Contact Name. [Sage max is 30 characters]
9	Telephone	A	20	Y	01275 810100	First Telephone Number (for Sales Contact). [Sage max is 30 characters]
10	Fax	A	20	Y	01275 851467	Fax Number (for Sales Contact). [Sage max is 30 characters]
11	Analysis 1	A	30		Text 1	Not used in TAS
12	Analysis 2	A	30		Text 2	Not used in TAS
13	Analysis 3	A	30		Text 3	Not used in TAS
14	Dept	A	3		DEP	Not used in TAS (Sage 'Department Number')
15	VAT Reg No	A	20	Y	234543224	VAT Registration Number (Sage 'Tax ID') for EC Customers, optional for Home ones (u/case). [Sage max is 30 characters]
16	This Mth	N	11		0.00	Not used (Turnover to date this Month)
17	YTD	N	11		0.00	Not used (Turnover Year To Date)
18	Last Year	N	11		0.00	Not used (Turnover Last Year)
19	Credit Limit	N	13	Y	500.00	Credit Limit, 2 decimal places and must >= 0; defaults to zero if invalid. [Sage max is 11 characters]
20	Terms	A	2		30	Terms Description; used here for number of Days Credit (before On-Stop), but if empty default per TAS Central; must be +positive and <100. [Sage max is 30 characters]
21	Sett Due Days	N	3		7	Number of Days to Pay for Discount
22	Sett Disc	N	11		5.5	Settlement Discount Percentage
23	Default	A	8		3200	Not used (Sage 'Default Nominal Code')
24	Tax Code	A	3		1	Not used (Sage 'Default VAT Tax Code')
25	Name	A	30	Y	Mr Smith	To be used. Sage Trade Contact. [Sage extended spec]
26	Telephone 2	A	30	Y	0191 2943000	To be used. 2 nd Telephone number. [Sage extended spec]
27	Email	A	60	Y	support@sage.com	To be used. Email Address. [Sage extended spec and 255 characters in Sage]
28	WWW	A	60	Y	www.sage.co.uk	To be used. Website Address. [Sage extended spec and 255 characters in Sage]
29	Discount %	N	11	Y	5.00	Not used. Discount Percentage rate. [Sage extended spec]; Decimal number
30	Pay Due Days	N	3	Y	30	To be used. No of days to Pay Invoice. [Sage extended spec. Integer]
31	Terms Agreed	N	1	Y	0	Not used. Terms Agreed where Y=1, N=0. [Sage extended spec. Integer]
	CR		1			Carriage Return (Hex = 0D, Dec = 13)
	LF		1			Line Feed (Hex = 0A, Dec = 10)

3.2 Mass Customer Code Change

This is a simple 2-column ASCII CSV file without any fixed filename. The contents can easily be produced in Excel and saved as a CSV file. If you have not already done so, it is worth reading [importing principles and tips](#).

This format can also be used for Mass **Supplier** Code Changes.

Field/ Col	Field/Column Label (memo)	Data Type	Max Size	Req?	Sample values	Remarks
1	Old Code	A	10	Y	A C S	Must be valid in TAS
2	New Code	A	10	Y	ACS	Must not be in use on another Customer or Supplier record
	CR		1	Y		Carriage Return (Hex = 0D, Dec = 13)
	LF		1	Y		Line Feed (Hex = 0A, Dec = 10)

4 Supplier records

4.1 Import/Update Suppliers

Two formats, both CSV type, are supported:

Traditional TAS 'SUPP.DAT' format

Sage (Line) 50 'SUPP.CSV' format

4.1.1 TAS Traditional - 'SUPP.DAT' format

This format essentially shares the same specification as 'NAMES.DAT' above.

4.1.2 Sage 50 - 'SUPP.CSV' format

Though similar to the [Sage Customer import format](#), there are differences, especially in the so-called extended specification. So the format is described separately below. If you have not already done so, it is worth reading [importing principles and tips](#).

Field/ Col	Field/Column Label/Name	Data Type	Max Size	Up- date	Sample values	SUPP.DAT Remarks
1	A/C Ref	A	10	N	Sage	Supplier Code; must be unique - no duplicates allowed - and U/case. [Sage max is 8 characters]
2	Name	A	40	O	Sage (UK) Limited	Supplier Name. Should not be blank, otherwise defaults to Supplier Code per Field 1; note that Update is Optional. [Sage max is 60 characters]
3	Street 1	A	40	Y	North Park	Address Line 1. [Sage 'Street 1' and Sage max is 60 characters]
4	Street 2	A	40	Y		Address Line 2. [Sage 'Street 2' and Sage max is 60 characters]
5	Town	A	40	Y	Newcastle upon Tyne	Address Line 3. [Sage 'Town' and Sage max is 60 characters]
6	County	A	40	Y	Tyne & Wear	Address Line 4. [Sage 'County' and Sage max is 60 characters]
7	Post Code	A	8	Y	NE13 9AA	Postal Code - must be U/case. [max is 60 characters]
8	Contact	A	40	Y	Mr Smith	Supplier Purchase Main Contact Name. [Sage max is 30 characters]
9	Telephone	A	20	Y	0191 2943000	First Telephone Number (for Main Purchase Contact) - see Field 26 below. [Sage max is 30 characters]
10	Fax	A	20	Y	0845 2450298	Fax Number (for Main Purchase Contact). [Sage max is 30 characters]
11	Analysis 1	A	30		Open Account	Not used in TAS
12	Analysis 2	A	30		Rep 1	Not used in TAS
13	Analysis 3	A	30		Region 1	Not used in TAS
14	Dept	N	3		3	Not used in TAS (Sage 'Department Number')
15	Tax ID	A	20	Y	vat123 456 789	VAT Registration Number (Sage 'Tax ID') for EC Suppliers, optional for Home ones (u/case). [Sage max is 30 characters]
16	This Mth	N	11		100	Not used (Sage Turnover to date this Month)
17	YTD	N	11		1200	Not used (Sage Turnover Year To Date)
18	Last Year	N	11		1000	Not used (Sage Turnover Last Year)
19	Credit Limit	N	13	Y	500	Credit Limit, 2 decimal places and must >= 0 (max format 10.2); defaults to zero if invalid. [Sage max is 11 characters]
20	Terms	A	30		30 days	Not used in TAS for Suppliers. Terms Description.
21	Sett Due Days	N	3	Y	7	Number of Days to Pay in to get Discount in Field 22. Default = 0 if % is 0.00, otherwise 1
22	Sett Disc.	N	11	Y	2.5	Settlement Discount Percentage; max = 100; must be +positive
23	Default	N	8		4000	Not used (Sage 'Default Nominal Code')
24	Tax Code	A	3		T1	Not used (Sage 'Default VAT Tax Code')
25	Name	A	30	Y	Mr Smith	To be used. Accounts Contact Name. [Sage Trade Contact Sage extended spec]
26	Telephone 2	A	30	Y	0191 255 3000	To be used. Accounts Contact's Telephone number. [Sage extended spec]
27	Email	A	60	Y	support@sage.com	To be used. Main Contact's Email Address. [Sage extended spec and 255 characters in Sage]
28	WWW	A	60	Y	www.sage.co.uk	To be used. Supplier website Address. [Sage extended spec and 255 characters in Sage]

Field/Col	Field/Column Label/Name	Data Type	Max Size	Up-date	Sample values	SUPP.DAT Remarks
29	Discount %	N	11		5	Not used. Discount Percentage rate. [Sage extended spec and Decimal number]
30	Pay Due Days	N	3		30	Not used. No of days to Pay Invoice. [Sage extended spec, Integer]
31	Terms Agreed	N	1		0	Not used. Terms Agreed where Y=1, N=0. [Sage extended spec, Integer]
32	Bank Name	A	31	Y	Barclays Bank PLC	To be used. Bank Name for Purchase Ledger ePayments. [Sage max 60 characters]
33	Bank Add line1	A	40		Gosforth Branch	Not used. Bank Address Line 1. [Sage max 60 characters]
34	Bank Add line2	A	40		High Street	Not used. Bank Address Line 2. [Sage max 60 characters]
35	Bank Add line3	A	40		Gosforth	Not used. Bank Address Line 3. [Sage max 60 characters]
36	Bank Add line4	A	40		Newcastle	Not used. Bank Address Line 4. [Sage max 60 characters]
37	Bank Add line5	A	8		NE23 7LD	Not used. Bank Address Postcode. [Sage max 60 characters]
38	Bank A/c Name	A	18	Y	Sage (UK) Ltd	To be used. Bank Account 'beneficiary' Name. [Sage max 60 characters]
39	Bank Sort Code	A	8	Y	99-99-99	To be used. Bank Sort Code. [Sage max 10 characters]
40	Bank A/c No	A	8	Y	12345678	To be used. Bank Account Number. [Sage max 20 characters]
41	BACS Ref	N	8	Y	87654321	To be used. BACS Reference. [Sage max 60 characters, string]
42	Online Payments	N	1		0	Not used. Supplier takes Online Payments, where Y=1, N=0.

4.2 Mass Supplier Code Change

This uses exactly the same format as the [Bulk Customer Code Change](#) above.

5 Financial Ledger Journals & Budgets

5.1 Import/Post Opening Balances - 'BAL.DAT' format

The BAL.DAT format, which is ASCII CSV, is used to import Sales & Purchase Ledger Opening Balances to the TAS Sales & Purchase Ledgers. By 'Opening Balances' we normally mean individual sales or purchase transactions which have a remaining unpaid (or unallocated) balance at a particular reference date within the business's financial calendar, usually a month-end or a year-end; these are sometimes also known as 'open items'. It is most often used when data is being migrated from one system to another (whether or not the originating system is TAS). For example, there may be one or more sales invoices per customer which are wholly unpaid or only part-paid at the reference date; unallocated payments in advance, known as 'prepayments', are also treated in the same way.

Field/Col	Field Label/Col Name	Data Type	Max Size	Req?	Sample Values			BAL.DAT Remarks
	Memo only				Rec 1	Rec 2	Rec 3	Sample 3 transactions
1	Transaction Num	N	6	Y	1	2	3	User generated Transaction No, one per transaction, i.e. Invoice/Cr Nt or Payment/Receipt
2	Ledger	A	2	Y	SL	SL	PL	SL for Sales Ledger, PL for Purchase Ledger
3	Transaction Type	A	1	N	I	N	I	Transaction Type (optional, but may be used if Description in column 7 is blank) - I=Invoice, N=Credit Note, P=Payment (SL Receipt In, PL Payment Out), R=Refund (SL Paymnt Out, PL Receipt IN), D=Debit Jnl, C=Credit Jnl
4	Account Code	A	10	Y	CUST0001	CUST0001	SUPP0001	Customer or Supplier Code - must exist in relevant TAS Ledger
5	Doc Ref Num	A	6	Y	100313	100591	100325	Document Reference. Invoice/Credit Note Number, Payment Reference (Cheque Num for payments out, Payin Slip Num for receipts in) or Journal Ref
6	Doc Ref Date	A	8	Y	27/04/05	31/07/05	16/01/05	Invoice/Credit/Payment/Journal Ref date. [Future - will be as DD/MM/YY; newer versions support DDMMYYYY (century ignored), DD/MM/YYYY etc] It does not need be the same as the Posting Date, and can be in a different accounting period.]
7	Description	A	29	N	Misc Goods	Misc Credit re BoM	Purchase Invoice	Description; blank defaults to Ledger as 'SL' or 'PL' + Transaction Type description
8	NL Account Number	N	6	Y	9999	9999	9999	Nominal Account Number to which Opening Balances are posted (by tradition this is 9999). In conjunction with the Nominal Department value (field 9 below) must represent a valid record in the TAS Chart of Accounts.
9	NL Account Dept	A	3	N	100	100	100	Nominal Department. This, in conjunction with the Nominal Account Number value (field 8 above) must represent a valid record in the TAS Chart of Accounts. NB: if this is empty or space-filled (blank) the default Department as set up in TAS, normally '100', is used instead.
10	Balance Amount	N	12	Y	2587.19	-305.50	-141.01	Balance (outstanding). Amount for the 'open' item to 2 d.p., must not = zero, and signed as follows, which determines TAS Posting type: SL Invoices, Debit Journals or Refunds must be + (positive). SL Credit Notes, Credit Journals or Receipts must be - (negative). PL Invoices, Credit Journals or Refunds must be - (negative). PL Credit Notes, Debit Journals or Payments must be + (positive).
	CR		1	Y				Carriage Return (Hex = 0D, Dec = 13)
	LF		1	Y				Line Feed (Hex = 0A, Dec = 10)

5.2 Import/Post On-Going Transactions

Infoplex software supports 2 different file formats for importing and posting Financial Ledger transactions:

TAS traditional format, known as '[MTADIF.DAT](#)'.

Sage (Line) 50 format, known as '[TRANS.CSV](#)'.

Both of these formats are described below.

5.2.1 TAS Traditional - '[MTADIF.DAT](#)' format

The MTADIF.DAT format is CSV and dates back to the early 1990s' DOS versions of TAS BOOKS. It was designed to more or less mirror the double-entry Journal and VAT Register data in TAS. So, each record represents a debit or credit journal line and there must be a minimum of 2 records per journal transaction, whilst the amounts must total zero. Transactions are made up by grouping several journal lines together with the same unique 'transaction number'.

The first record of each new transaction must hold the the 'header' information (fields 1 to 44 and 48+). The header details (fields 2 to 44 and 48+) of the remaining records within each transaction are ignored by the Infoplex import programs. However, you have the option of either not populating these fields ('[Headers cleared](#)' basis) or of populating them ('[Headers not cleared](#)' basis). As a general rule, we use the Headers cleared basis in our examples and sample data.

Please note the order of the records for each journal line. The first record, apart from containing the header data, should where appropriate have its Nominal Account number and Department code set to the Debtors (Sales Ledger), or Creditors (Purchase Ledger) Control Account set up in TAS or, in the case of Cash Book transactions, it must be set to the relevant Nominal Account number and Department code for the TAS bank account concerned. Where VAT is involved in the transaction, the second record (and possibly 3rd, 4th etc if multiple Nominal Accounts are used for VAT) should be set to a Nominal Account number and Department code for a VAT Control set up in TAS. Subsequent records must be set to Income/Expense allocation accounts and/or other Balance Sheet accounts, such as Stock.

If you have not already done so, it is worth reading [importing principles and tips](#).

Field/ Col	Field Name/Label	Data Type	Max Size	Required?				MTADIF.DAT Remarks
				SL	PL	CB	NL	
1	Transaction Num	N	6	Y	Y	Y	Y	User generated Transaction Number, one per Journal Transaction.
2	Ledger	A	2	Y	Y	Y	Y	The ledger to which the Transaction relates: SL for Sales Ledger transactions PL for Purchase Ledger transactions CB for Cashbook transactions NJ for Nominal Ledger transactions. (Multiple transactions can be included in one CSV file, but those that do not relate to the module being run are skipped).
3	Transaction Type	A	2	Y	Y	Y	n/a	Type of transaction: I=Invoice, N=Credit Note, P=Payment (SL: Receipt In, PL & CB: Payment Out), R=Refund/Receipt (SL: Payment Out, PL & CB: Refund/Receipt In) D=Debit Journal C=Credit Journal Not used in NL Journals.
4	Account Code	A	10	Y	Y	n/a	n/a	Account Code (ID) of the Customer (SL) or Supplier (PL) to which the transaction relates - must exist in TAS Sales/Purchase. Not used in CB or NL Journals.
5	Posting Date	A	10	Y	Y	Y	Y	Date which determines the accounting period to post the transaction into - this is often the same as the Invoice/Ref Date in field 7 but the latter can be a different date (even in a different period) - as DD/MM/YY; newer versions support DDMMYY, DDMMYYYY (century ignored), DD/MM/YYYY etc; must be in a valid open TAS accounting period in the Current Year, 1 Year Past or 2 Years Past.
6	Invoice/Ref Num	A	6/8	Y	Y	Y	Y	This reference number can be used for either: SL/PL Invoice/Credit Note Number or NL Journal Reference (8 characters), or Payment Reference (typically Cheque Number, 6 characters). For v1.06+ of SL, PL and CB modules see Field 44 below re Payin Reference. [6 chars only up to v1.6].
7	Invoice/Ref Date	A	10	N	N	n/a	n/a	Invoice/Payment date as DD/MM/YY; newer versions support DDMMYYYY (century ignored), DD/MM/YYYY etc; it does not need be the same as the Posting Date and can be in a different accounting period. Not used in NL Journals. If no date is provided, the Posting Date (in Col 5 above) is used.
8	Description	A	29	N	N	N	N	Description; blank defaults to the relevant ledger code (SL, PL, CB or NJ) + a description for the Transaction Type, e.g. "NL General Journal".
9	Discount %	N	5	N	N	n/a	n/a	Not currently used. [Settlement Discount Percentage if any (max/min) - SL & PL only. Not used in CB or NL Journals. If there is a settlement discount percentage, there must be settlement discount days.]
10	Discount Days	N	3	N	N	n/a	n/a	Not currently used. [Number of days within which to pay to get Settlement Discount if any - SL & PL only, not used in CB or NL Journals. If no Discount % exists in Field 9, this value is ignored. [Memo: DOS - This is the number of days the settlement discount is open for (if any). If you enter a number of days without a percentage then this generate a due by date. If you do not enter a number if days then this invoice is set to net monthly]
11	Net at VAT Rate 1	N	12	Only populate as required in the first record for relevant transaction types. The total of these values plus the total of the 15 VAT values should = the value for the first record in field 47.				Net Amount in Base Currency (positive values only) for VAT Rate 1. Not used in NL Journals, nor SL Receipts/Refunds and PL Payments/Refunds. See VAT Calculation example below. See also the section on the VAT Calculation Tolerance .
12	Net at VAT Rate 2	N	12					Same for VAT Rate 2
13	Net at VAT Rate 3	N	12					Same for VAT Rate 3
14	Net at VAT Rate 4	N	12					Same for VAT Rate 4
15	Net at VAT Rate 5	N	12					Same for VAT Rate 5
16	Net at VAT Rate 6	N	12					Same for VAT Rate 6
17	Net at VAT Rate 7	N	12					Same for VAT Rate 7
18	Net at VAT Rate 8	N	12					Same for VAT Rate 8
19	Net at VAT Rate 9	N	12					Same for VAT Rate 9
20	Net at VAT Rate 10	N	12					Same for VAT Rate 10
21	Net at VAT Rate 11	N	12					Same for VAT Rate 11
22	Net at VAT Rate 12	N	12					Same for VAT Rate 12

Field/ Col	Field Name/Label	Data Type	Max Size	Required?				MTADIF.DAT Remarks	
				SL	PL	CB	NL		
23	Net at VAT Rate 13	N	12					Same for VAT Rate 13	
24	Net at VAT Rate 14	N	12					Same for VAT Rate 14	
25	Net at VAT Rate 15	N	12					Same for VAT Rate 15	
26	VAT at VAT Rate 1	N	12					VAT Amount in Base Currency for VAT Rate 1 (positive values only). Not used in NL Journals, nor SL Receipts/Refunds and PL Payments/Refunds. See VAT Calculation example below. See also the section on the VAT Calculation Tolerance . Only populate as required for relevant transaction types (with correctly calculated VAT for the rate concerned) those fields which correspond to the fields in the previous group of 15 Net Amount values.	
27	VAT at VAT Rate 2	N	12						Same for VAT Rate 2
28	VAT at VAT Rate 3	N	12						Same for VAT Rate 3
29	VAT at VAT Rate 4	N	12						Same for VAT Rate 4
30	VAT at VAT Rate 5	N	12						Same for VAT Rate 5
31	VAT at VAT Rate 6	N	12						Same for VAT Rate 6
32	VAT at VAT Rate 7	N	12						Same for VAT Rate 7
33	VAT at VAT Rate 8	N	12						Same for VAT Rate 8
34	VAT at VAT Rate 9	N	12						Same for VAT Rate 9
35	VAT at VAT Rate 10	N	12						Same for VAT Rate 10
36	VAT at VAT Rate 11	N	12						Same for VAT Rate 11
37	VAT at VAT Rate 12	N	12						Same for VAT Rate 12
38	VAT at VAT Rate 13	N	12						Same for VAT Rate 13
39	VAT at VAT Rate 14	N	12						Same for VAT Rate 14
40	VAT at VAT Rate 15	N	12						Same for VAT Rate 15
41	Cost Amount	N	12	N	n/a	n/a	n/a	Cost Amount (not currently used??) - SL only. Not used in PL, CB or NL Journals. [memo: DOS - This field has a dual purpose. If the transaction is an invoice, then this is the cost price. If this transaction is a payment then this is the amount of the payment.]	
42	EC VAT YEN Flag	A	1	N	N	N	n/a	Only used for Cash Book postings, the EC 'YEN' Flag determines the VAT flag for a receipt/payment transaction; Y=Home, E=EC, N=Non-EC. Blank/empty defaults to Home. Not used in SL, PL and NL Journals.	
43	EC Country Code	A	3	N	N	N	n/a	Not used. [was EC Country Code of the customer/supplier if they are in another EC member country]	
44	Bank Payin Ref	A	6	C	C	C	n/a	Bank Payin Reference, e.g. Payin Slip, used for reconciling the bank account. Only used for bank receipt type transactions. Multiple transactions can share one such Reference [from v1.06, previously EC VAT Number, 20 chars].	
45	NL Account Number	N	6	Y	Y	Y	Y	Nominal Account Number. This, in conjunction with the Nominal Department value (field 46 below) must represent a valid record in the TAS Chart of Accounts.	
46	NL Account Dept	A	3	N	N	N	N	Nominal Department. This, in conjunction with the Nominal Account Number value (field 45 above) must represent a valid record in the TAS Chart of Accounts. NB: if this is blank (i.e. empty or space-filled) the default Department as set up in TAS, normally '100', is used instead.	
47	Amount	N	12	Y	Y	Y	Y	Amount (+)Debit or (-)Credit to 2 d.p. Must not = zero. The sum of this for all records in each journal transaction should = 0, indicating that it 'balances' OK. However, the 15 Net and 15 VAT values in the first record must be correct too - see VAT Calculation example below. Note that with the less often used SL & PL Debit/Credit journals, the signage for the value in the first record is: Debit Journals always +, Credit Journal always -.	
48	User ID	A	3	N	N	N	N	Not used; this is a User reference for ASCII file only.	
49	FC Code	A	3	N	N	N	n/a	Optional. Foreign Currency Code for foreign currency transactions; must be u/case and a valid code in TAS Foreign Currencies, but is ignored if the TAS base currency is specified. Not used in NL Journals.	
50	FC Exchange Rate	N	12	N	N	N	n/a	Foreign Currency Exchange Rate with base currency. Unless the Foreign Currency is the Euro, it is the amount of Foreign Currency per 1 unit of Base Currency (e.g. USD 1.9563 per £1.00). Max 6 decimal places and, if used, must be > 0, e.g. 1.878534. For the Euro it is the inverse of the 'normal' rate, e.g. 0.689655 (i.e. 1 ÷ 1.45, where there are 1.45 Euros per £). For this field to be processed successfully, there must be a valid value in field 49. If blank, the exchange rate for the specified FC Code in TAS Foreign Currency Rates is used. Not used in NL Journals.	
	CR		1	Y	Y	Y	Y	Carriage Return (Hex = 0D, Dec = 13)	
	LF		1	Y	Y	Y	Y	Line Feed (Hex = 0A, Dec = 10)	

VAT Calculation example

This is a UK company and TAS VAT Rates have been set up in the usual way as follows:

Rate No	Name	%
1	VAT Standard Rate	17.5
2	VAT Lower Rate	5.0
3	VAT Zero Rate	0.0
4	VAT Exempt Rate	0.0
5	Outwith the Scope of VAT	0.0

On a Sales or Purchase invoice for a total of £130 (net of VAT), comprising an adult's coat for £100 (net of VAT) and a child's coat for £30 (net of VAT), Standard VAT is chargeable on the adult coat, but Zero Rate VAT on the child's coat. Therefore the breakdown of Net and VAT would be as follows:

Field No	Rate No	NET at VAT Rate	VAT at VAT Rate
11 & 26	1	100.00	17.50
12 & 27	2		
13 & 28	3	30.00	0.00
14...& 29...	4...etc		
	Totals	130.00	17.50

See also the section on the [VAT Calculation Tolerance](#).

5.2.2 Sage 50 - 'TRANS.CSV' format

The TRANS.CSV format has been in use with Sage (Line) 50 products since the 1990s and has undergone a fair amount of development over this period. Please note that the Cash Book Link module only supports postings to the TAS Cash Book using the traditional TAS [MTADIF.DAT format](#). Unlike the MTADIF.DAT structure, where at least 2 records are required per journal transaction, one record per invoice can suffice for Sales & Purchase Ledger transactions. However, where analysis of the transaction is required covering more than one NL Account or VAT rate, a transaction can be described over multiple records. See the [VAT calculation](#) and [Multiple NL Account](#) examples which follow this table. If you have not already done so, it is worth reading [importing principles and tips](#).

Field/ Col	Field/Col Label/Name Memo only	Data Type	Max Size	Sample Values			TRANS.CSV Remarks Sample with 3 Sales Journals, 2 VAT Rates
				Rec 1	Rec 2	Rec 3	
1	Type	A	2	SI	SI	SA	Journal Transaction type: SI = sales invoice, SC = sales credit, SA = sales receipt, PI = purchase invoice, PC = purchase credit, PA = purchase payment, JD = NL Journal Debit JC = NL Journal Credit
2	Account	A	10	CUST001	CUST002	CUST001	Customer/Supplier Code - must exist in TAS Sales/Purchase Ledger; not required for NL and CB transactions, where any value is ignored. [Sage max is 8 characters]
3	Nominal	N	6	3200	3200	1800	Nominal Account Number. This, in conjunction with the Nominal Department value (field 4 below) must represent a valid record in the TAS Chart of Accounts. NB: must be digits for TAS. To analyse over multiple nominal accounts, use multiple records - see the example below. [Sage max is 8 alphanumeric characters]
4	Dept	A	3	100	200	100	Nominal Department. This, in conjunction with the Nominal Account Number value (field 3 above) must represent a valid record in the TAS Chart of Accounts. NB: if this is blank (i.e. empty or space-filled) the default Department as set up in TAS, normally '100', is used instead. [Sage handles as an integer up to 999]
5	Date	A	10	150604	17/06/04	19/06/2004	Document Reference date (e.g. Invoice date) AND Posting date, as DDMMYY; newer versions support DDMMYYYY (century ignored), DD/MM/YY, DD/MM/YYYY etc
6	Ref	A	8	1454	1455	001234	Invoice/Credit Note Number/Journal document Reference (8 characters), or Payment Reference (Cheque Number, 6 characters). NB: see item 12 below for Payin Reference (Slip Number etc). [Sage max is 30]
7	Details	A	29	SL Invoice (Sage)	SL Invoice (Sage) Dept 200	SL Payment (Receipt In)	Description; blank defaults to Ledger (SL, PL etc) + Transaction Type description. [Sage max is 60 characters, was 30]
8	Net	N	11	200.00	4571.00	950.70	Net Amount in Base Currency (normally £ sterling for UK companies and Euros for companies in Ireland and other single currency countries); max 2 decimal places and must be +positive. [Sage max is 8 + 2dp characters]
9	T/C	A	3	T1	T0		Tax Code for VAT (per Sage); must be mapped to one of TAS VAT Rates (in range 1-20)
10	Tax	N	11	35.00	0.00		VAT Amount in Base Currency (normally £ sterling for UK companies and Euros for companies in Ireland and other single currency countries) for the relevant Tax Code mapped to TAS VAT Rate; max 2 decimal places and must be +positive. For transactions with multiple VAT rates see the VAT Calculation Example below. See also the section on the VAT Calculation Tolerance . [Sage max is 8 + 2dp characters]

Field/Col	Field/Col Label/Name Memo only	Data Type	Max Size	Sample Values			TRANS.CSV Remarks Sample with 3 Sales Journals, 2 VAT Rates
				Rec 1	Rec 2	Rec 3	
11	Exchange Rate	N	11		1.956361		Optional Extra field. Foreign Currency Exchange Rate with base currency. Unless the Foreign Currency is the Euro, it is the amount of Foreign Currency per 1 unit of Base Currency (e.g. USD 1.9563 per £1.00). Max 6 decimal places and, if used, must be > 0, e.g. 1.478534. For the Euro it is the inverse of the 'normal' rate, e.g. 0.689655 (i.e. 1 ÷ 1.45, where there are 1.45 Euros per £). For this field to be processed successfully, there must be a valid value in field 13. If blank the exchange rate for the specified FC Code in TAS Foreign Currency Rates is used. [Sage extended spec, max is 10 digits inc 2dp]
12	Extra Ref	A	6			PAYIN8	Optional Extra field. Pay-In reference for Sales Ledger receipts, Purchase Ledger refunds and Cashbook receipts; used for reconciling bank statements. [Sage extended spec, allows 30 characters]
13	Currency Code	A	3		USD		Optional Extra field. ISO Currency Code, e.g. USD, EUR, GBP etc; must exist as the Currency Code in the TAS Currency Rates table. For this field to be processed successfully, there must also be a valid value in field 11. [Sage extended spec, normally this field is used by Sage for the User Name and its max is 32 characters].
	CR		1				Carriage Return (Hex = 0D, Dec = 13)
	LF		1				Line Feed (Hex = 0A, Dec = 10)

VAT Calculation example

In this example, this is a UK company and TAS VAT Rates have been set up in the usual way, with mapping from the Sage VAT Rate codes, as follows:

Sage Rate	TAS Rate No	Name	%
T1	1	VAT Standard Rate	17.5
T2	2	VAT Lower Rate	5.0
T0	3	VAT Zero Rate	0.0
T0	4	VAT Exempt Rate	0.0
T3	5	Outwith the Scope of VAT	0.0

On a Sales Ledger or Purchase Ledger invoice for a total of £130 (net of VAT), comprising an adult's coat for £100 (net of VAT) and a child's coat for £30 (net of VAT), Standard VAT is chargeable on the adult coat, but Zero Rate VAT on the child's coat. Therefore 2 records are needed in the CSV file to analyse the breakdown of Net and VAT as follows (using a Sales Invoice):

Rec No	Type	Account	Ref	Date	Rate No	Net	Tax
1	SI	CUST001	1493	17/06/04	T1	100.00	17.50
2	SI	CUST001	1493	17/06/04	T0	30.00	0.00
Totals						130.00	17.50

As illustrated above, for the import program to be able to determine that both these records belong to the same transaction, the Type, Account, Ref and Date fields must be the same for both records.

Note that the VAT must be calculated separately for each record - you cannot simply take the total VAT and assign it to the first record. See also the section on the [VAT Calculation Tolerance](#).

Multiple Nominal Account Analysis

Rather like the previous example, for the import program to be able to determine that multiple records belong to the same transaction, certain fields must have the same value:

Ledger	Transaction Type	Fields with same value	Notes
Sales	SI SC	Type Account Ref Date	SL Receipts not included - one of these cannot be assigned to multiple bank accounts
Purchase	PI PC	Type Account Ref Date	PL Receipts not included - one of these cannot be assigned to multiple bank accounts
Nominal	JD JC	Ref Date	Of course, there must be at least one record of each Transaction Type to make the journal balance

The following example is quite similar to the previous one. The company VAT set up is the same. Here we have a Sales invoice for a total of £330 (net of VAT), comprising an adult's coat for £200 (net of VAT), a child's coat for £30 (net of VAT) and alterations to them for £100 (net of VAT); Standard VAT is chargeable on the adult coat and the alterations, but Zero Rate VAT on the child's coat. The coat sales need to be analysed to TAS Nominal Account/Dept 3200-100 (Sales of Coats), whilst the alterations are posted to 3900-100 (Other Income). Therefore 3 records are needed in the CSV file to analyse this sale, as follows:

Rec No	Type	Account	NL	Dpt	Ref	Date	Rate No	Net	Tax
1	SI	CUST001	3200	100	1494	17/06/04	T1	200.00	35.00
2	SI	CUST001	3200	100	1494	17/06/04	T0	30.00	0.00
3	SI	CUST001	3900	100	1494	17/06/04	T1	100.00	17.50
							Totals	330.00	52.50

Note that 3 records, rather than 2, are needed in this case, because the VAT must be calculated separately for each record - you cannot simply take the total VAT and assign it to the first record.

5.2.3 VAT Calculation Tolerance

TAS Books uses a system of 'VAT Calculation Tolerance' to help control poor data entry. This system was originally developed between BASDA and the UK VAT authorities as an agreed standard. Transactions which contain VAT value(s) which is(/are) outwith preset limits also involve creation of exception reporting records which can be reviewed by VAT Inspectors (for fraud etc) if the business becomes subject to a VAT inspection.

The VAT Calculation Tolerance can be set by a supervisory user in the TAS main menu's 'Central' function called 'Maintain VAT Rates' (program 031). The default tolerance is 0.50%. This can be varied up to 9999.0%, though such large tolerances are not recommended.

As a general rule, Infoplex transaction imports which involve VAT will reject transactions which are outwith the tolerance set up for the target business in its TAS dataset. Specifically, the VAT tolerance calculations are done as follows.

- (examples? move to Lib Std Texts doc for inclusion in SDK manual)

5.3 Payment/Credit Allocations

The format of this ASCII CSV file is designed to allow already posted Payments/Credits to be allocated to previously posted Invoices, in such a way that the developer, at the time of the file creation, is unable to specify the TAS Posting Numbers for the 'Source' (payment/credit) Posting and the 'Target' (invoice) Posting. This format was first introduced in version 1.13 of Sales Ledger Link (April 2006). If you have not already done so, it is worth reading [importing principles and tips](#).

Field/ Col	Field Label/ Column Name	Data Type	Max Size	Req?	Sample Values			Remarks
					Rec 1	Rec 2	Rec 3	
	<i>Memo only</i>							<i>Sample of 3 Allocations</i>
1	Ledger	A	2	Y	SL	SL	SL	Target TAS Ledger: SL for Sales Ledger transactions PL for Purchase Ledger transactions
2	Account Code	A	10	Y	CUST0001	I E L	I E L	Customer Code for Sales Ledger; Supplier Code for Purchase Ledger. Must exist in TAS Sales/Purchase Ledger
3	Source Receipt Date	A	10	Y	10/06/01	28/07/04	28/07/04	Date of Payment per Document/Reference (e.g. cheque date, and not necessarily the same as the TAS posting date). DDMMYY, DDMMYYYY (century ignored), DD/MM/YY, DD/MM/YYYY.
4	Source Reference	A	6	Y	100001	101202	101202	Payer's Payment/Document Reference (e.g. cheque number); same as InvNum/Ref in MTADIF.DAT.
5	Target Invoice Num	A	6	Y	300001	101079	101201	Target Invoice Number to be paid, i.e. against which the payment/credit is to be allocated.
6	Amount	N	12	Y	65.11	1614.03	1224.81	Amount to be allocated against the Target Invoice (always +positive, not zero, up to 2 d.p.)
	CR		1					Carriage Return (Hex = 0D, Dec = 13)
	LF		1					Line Feed (Hex = 0A, Dec = 10)

5.4 Nominal Ledger Budgets - 'BUDGET.DAT' format

This is a relatively simple ASCII CSV file used for importing/updating budget data in the TAS Chart of Accounts records. The contents can easily be produced in Excel and saved as a CSV file. If you have not already done so, it is worth reading [importing principles and tips](#).

Field/ Col	Field Label/ Col Name Memo only	Data Type	Max Size	Req?	Sample Values		BUDGET.DAT Remarks
					Rec 1	Rec 2	Sample 2 records: All amounts can be +/-
1	Budget Type	A	1	Y	R	F	Type of Budget to be imported, e.g.: "F" = Future, "O" = Original "R" = Revised
2	NL Account Num	N	6	Y	1000	1600	Nominal Account Number. This, in conjunction with the Nominal Department value (field 3 below) must represent a valid record in the TAS Chart of Accounts.
3	NL Dept	A	3	Y	100	150	Nominal Department. This, in conjunction with the Nominal Account Number value (field 2 above) must represent a valid record in the TAS Chart of Accounts. NB: if this is empty or blank (space-filled) the default Department as set up in TAS, normally '100', is used instead.
4	BBF Amount	N	12	N	1000.99	6000.00	Balance Brought Forward Amount. Debit balance amounts must be positive (+) and Credit balance amounts negative (-).
5	Period 1 Amount	N	12	N	525.25	1000.00	Budget amount for Period 1. Up to 2 d.p. Net Debit movement amounts must be positive (+), e.g. typically for Expenses to P&L, Sales to Debtors Control Account. Net Credit movement amounts should be negative (-), e.g. typically for Income/Sales to P&L, Purchases to Creditors Control Account.
6	Period 2 Amount	N	12	N	673.65	1500.00	As previous for Period 2
7	Period 3 Amount	N	12	N	965.25	2000.00	As previous for Period 3
8	Period 4 Amount	N	12	N	255.36	-2500.00	As previous for Period 4
9	Period 5 Amount	N	12	N	245.63	3000.00	As previous for Period 5
10	Period 6 Amount	N	12	N	853.69	3500.00	As previous for Period 6
11	Period 7 Amount	N	12	N	753.35	3000.00	As previous for Period 7
12	Period 8 Amount	N	12	N	159.95	2500.00	As previous for Period 8
13	Period 9 Amount	N	12	N	258.85	2000.00	As previous for Period 9
14	Period 10 Amount	N	12	N	654.45	1500.00	As previous for Period 10
15	Period 11 Amount	N	12	N	325.56	1000.00	As previous for Period 11
16	Period 12 Amount	N	12	N	874.63	500.00	As previous for Period 12
17	Period 13 Amount	N	12	N			As previous for Period 13. NB: unless the target TAS company has been set up for a 13-period Financial Year, this value is ignored.
	CR		1	Y			Carriage Return (Hex = 0D)
	LF		1	Y			Line Feed (Hex = 0A)

6 Stock & Product records

6.1 Import/Update Products & Services - 'PROD.DAT' format

If you have not already done so, it is worth reading [importing principles and tips](#).

Field/Col	Field Label/Column Name	Data Type	Max Size	Up-date	Sample Values	Default if blank or invalid	PROD.DAT Remarks
1	Product Code	A	20	N	ABC-123		Product Code (u/case); must not be blank; invalid 1st chars are !, - and #. Restrict to 19 characters if Free Format Text Block to be auto-created for extended Description(s)
2	Description	A	40	Y	Best Software in the World 1-user v1.01		Product Description or Name
3	Ext Description1	A	500	Y			Extended Description Line 1 (for use as part of Free Format Text Block)
4	Ext Description2	A	255	Y			Extended Description Line 2 (for use as part of Free Format Text Block); this field and ExtDescription1 are combined by the program to populate the 10 rows of 50 characters, i.e. the limit is 500
5	Product Type	A	1	N	R	R	Type: R = Regular, A = Assembly and N = Non-Stock
6	VAT Rate Code	N	2	Y	1	Default in TAS Cent	VAT Rate Code 1 to 20 (not the %)
7	Product Group	A	20	N	010	DEFAULT	Product Group/Category
8	Standard Cost Price	N	12	Y	327.25	0 if Insert, existing value if Update	Standard Unit Cost Price; max = 999999.9999 if 4dp, 99999999.99 if 2dp, min = 0.00
9	Retail Price	N	12	Y	786.73	Calc if Insert, existing value if invalid value for Update.	Rec Retail Selling Price (default = SellingPrice1 + any VAT); max = 999999.9999 if 4dp, 99999999.99 if 2dp, min = 0.00.
10	Selling Price1	N	12	Y	669.55	0 if Insert, existing value if Update	Selling Price Level 1; max = 999999.9999 if 4dp, 99999999.99 if 2dp, min = 0.00
11	Selling Price2	N	12	Y	719.95	0 if Insert, existing value if Update	Selling Price Level 2; max = 999999.9999 if 4dp, 99999999.99 if 2dp, min = 0.00
12	SellingPrice3	N	12	Y	502.17	0 if Insert, existing value if Update	Selling Price Level 3; max = 999999.9999 if 4dp, 99999999.99 if 2dp, min = 0.00
13	Sales NL Acct1	N	6	Y	3210	Sales Acct in TAS Cent if Insert, existing value for update	Nominal Sales Account 1; combined with SalesNLDept1, must be valid TAS CoA record. NB: the 3 SalesNLAcct+Dept fields and their related Percentage Split fields below operate in tandem to allow Sales transactions to be analysed up to 3 ways in the TAS Nominal Ledger. The percentages must add up to 100.
14	Sales NL Dept1	A	3	Y	100	Default Dept in TAS Cent if Insert, existing value if Update	Nominal Sales Account 1 Department
15	Sales NL Acct2	N	6	Y	3220	0	Nominal Sales Account 2 (optional and TAS Books FC and 2&3 only)
16	Sales NL Dept2	A	3	Y	100		Nominal Sales Account 2 Department (optional and TAS Books FC and 2&3 only)
17	Sales NL Acct3	N	6	Y		0	Nominal Sales Account 3 (optional and TAS Books FC and 2&3 only)
18	Sales NL Dept3	A	3	Y			Nominal Sales Account 3 Department (optional and TAS Books FC and 2&3 only)

Field/Col	Field Label/Column Name	Data Type	Max Size	Up-date	Sample Values	Default if blank or invalid	PROD.DAT Remarks
19	Sales NL Acct Perc1	N	3	Y	50	100	Sales Nominal Account Split Percentage 1 (TAS Books FC and 2&3 only); min = 1
20	Sales NL Acct Perc2	N	3	Y	50	0	Sales Nominal Account Split Percentage 2 (optional and TAS Books FC and 2&3 only); min = 0 (TAS Books 3 only)
21	Sales NL Acct Perc3	N	3	Y		0	Sales Nominal Account Split Percentage 3 (optional and TAS Books FC and 2&3 only); min = 0 (TAS Books 3 only)
22	CoS NL Acct	N	6	Y	4210	CoS Acct in TAS Cent	Nominal Cost of Sales Account
23	CoS NL Dept	A	3	Y	100	Default Dept in TAS Cent	Nominal Cost of Sales Department
24	Sock NL Acct	N	6	Y	1600	Stock Acct in TAS Cent	Nominal Stock Account
25	Sock NL Dept	A	3	Y	100	Default Dept in TAS Cent	Nominal Stock Department
26	Discontinued	A	1	Y	N	N if Insert, existing value if Update	Is Product Discontinued? Y=Yes, N=No
27	Goods Or Service	A	1	Y	G	G if Insert, existing value if Update	Goods or Service type product; G=Goods, S=Service, F=Free Sample, I=Install&Assemble
28	Avg Cost Price	N	8	N		Ignored!	Ignored - Average Cost Price (calc by TAS); on insert StandardCostPrice is used
29	Last Cost Price	N	8	N		Ignored!	Ignored - Last Cost Price (updated by TAS); on insert StandardCostPrice is used
30	Sell Price Disc Perc1	N	2	N		Ignored!	Selling Price 1 Discount Percentage - ignored
31	Sell Price Disc Perc2	N	2	N		Ignored!	Selling Price 2 Discount Percentage - ASCII ignored and calc'd instead.
32	Sell Price Disc Perc3	N	2	N		Ignored!	Selling Price 3 Discount Percentage - ASCII ignored and calc'd instead. (TAS Books 3 only)
33	Qty Break Price1	N	8	N		Ignored!	Ignored - Quantity Break Price 1; always set same as SellingPrice1 (TAS Books 3 only)
34	Qty Break Price2	N	8	Y		0 if Insert, existing value if Update	Quantity Break Price 2; max = 999999.9999 if 4dp, 99999999.99 if 2dp, min = 0.00 (TAS Books 3 only)
35	Qty Break Price3	N	8	Y		0 if Insert, existing value if Update	Quantity Break Price 3; max = 999999.9999 if 4dp, 99999999.99 if 2dp, min = 0.00 (TAS Books 3 only)
36	Qty Break Price4	N	8	Y		0 if Insert, existing value if Update	Quantity Break Price 4; max = 999999.9999 if 4dp, 99999999.99 if 2dp, min = 0.00 (TAS Books 3 only)
37	Qty Break2	N	4	Y		0 if Insert, existing value if Update	Quantity Break Level 2 (for Price2); max = 99999999.99, min = 0.00 (TAS Books 3 only)
38	Qty Break3	N	4	Y		0 if Insert, existing value if Update	Quantity Break Level 3 (for Price3); max = 99999999.99, min = 0.00 (TAS Books 3 only)
39	Qty Break4	N	4	Y		0 if Insert, existing value if Update	Quantity Break Level 4 (for Price4); max = 99999999.99, min = 0.00 (TAS Books 3 only)
40	Bin Number	A	10	Y	AB12	blank	Bin Number (u/case) of bin in which product is stored (TAS Books 3 only)
41	Usual Supplier Code	A	10	Y	B S C	blank	Supplier Code (u/case) of usual supplier of product; must exist in TAS as Supplier (TAS Books 3 only)
42	Supplier Prod Code	A	20	Y	X-1235A	blank	Supplier Product Code (u/case, TAS Books 3 only)
43	Supplier Prod Desc	A	40	Y	Best Software in the World v1.01; 1-user	blank	Supplier Product Description (TAS Books 3 only)

Field/Col	Field Label/Column Name	Data Type	Max Size	Update	Sample Values	Default if blank or invalid	PROD.DAT Remarks
44	Supplier Min Ord Qty	N	4	Y	5	0 if Insert, existing value if Update	Supplier Minimum Order Quantity; max = 9999999.99, min = 0.00 (TAS Books 3 only)
45	Alt Prod Code	A	20	Y	ABC-123-A	blank	Alternative Product Code (u/case); must be valid TAS Product Code and not same as this
46	Unit Type	A	10	Y	Each	Each on insert, existing value on update	Unit Pack Type, e.g. Dozen, Reel, 6-pack (TAS Books 3 only)
47	Unit Weight Desc	A	10	Y	Kg	Existing value on update	Unit Weight Description, e.g. Kilo, Kg, Tonne ... (TAS Books 3 only)
48	Unit Qty	N	8	Y	1	1 if Insert, existing value if Update	Unit Quantity; Unit Type of Dozen would be 12; max = 99999.99, min = 0.00 (TAS Books 3 only)
49	Unit Weight	N	8	Y	15.98	0 if Insert, existing value if Update	Unit Weight (normally expressed as Kg); max = 99999.99, min = 0.00 (TAS Books 3 only)
50	EC Commodity Code	N	8	Y	12345678	Existing value if Update	EC Commodity Code for Intrastat (TAS Books 3 only); if not blank, must be 8 numeric characters but invalid allowed on Insert (warning in log)
51	EC Suppl Units	N	8	Y		0	EC Supplementary Units for Intrastat (TAS Books 3 only); max = 99999.99, min = 0.00
52	Re-Order Level	N	8	Y		0 if Insert, existing value if Update	Stock Qty level at/below which further product should be Re-Ordered; max = 99999.99, min = 0.00 (TAS Books 3 only)
53	Re-Order Quantity	N	8	Y		0 if Insert, existing value if Update	Default Quantity of Stock to Re-Order; max = 99999.99, min = 0.00 (TAS Books 3 only)
54	EC Country Of Origin	A	3	Y	GB	If Insert TAS Cent EC Country code, existing value on Update	EC Country of Origin code; must exist in TAS Country file (TAS Books 3 only)
55	Commissionable	A	1	Y	N	N if Insert, existing value if Update	Sales Commission? Yes=Y or No=N (TAS Books 3 only)
56	ANA Barcode	A	20	Y	123456789CZ10		ANA/EAN Code used for barcode operations (U/case)
57	Image Path	A	128	Y	\\Server\Images\prod.gif		Location of Image for this Product (Folder + Filename); supported file formats are: bmp, gif, ico, jpeg and jpg. Must be valid format/path, though not validated
58	SerialBatch Type	A	1	Y	N	N if Insert, existing value if Update	Serial or Batch Numbered Product flag: N (default) = Not, B = Batch, S = Serial (TAS Books 3 only)
59	Intrastat	A	1	Y	Y	N if Insert, existing value if Update	Should Product be included on Intrastat reports? N (default) = No, Y = Yes (TAS Books 3 only)
	CR		1				Carriage Return (Hex = 0D)
	LF		1				Line Feed (Hex = 0A)

6.2 Import/Update Dynamic Discounts

This is a simple 3-column ASCII CSV file without any fixed filename. The contents can easily be produced in Excel and saved as a CSV file. If you have not already done so, it is worth reading [importing principles and tips](#).

Field/Col	Field/Column Label (memo)	Data Type	Max Size	Req?	Sample values	Remarks
1	Customer Code	A	10	Y	A C S	Must be valid in TAS
2	Product Code	A	20	Y	PRODUCT01	Must be valid in TAS
3	Dynamic Discount	N	6	Y	15.5	Dynamic Discount Percentage; valid range is 0.01 to 100.00 with up to 2 d.p.
	CR		1	Y		Carriage Return (Hex = 0D, Dec = 13)
	LF		1	Y		Line Feed (Hex = 0A, Dec = 10)

6.3 Mass Product Group Change

This is a simple 2-column ASCII CSV file without any fixed filename. It is used to perform product group changes for multiple products in one run. The contents can easily be produced in Excel and saved as a CSV file. If you have not already done so, it is worth reading [importing principles and tips](#).

Field/Col	Field/Column Label (memo)	Data Type	Max Size	Req?	Sample values	Remarks
1	Product Code	A	20	Y	PRODUCT01	Must be valid in TAS
2	New Product Group Code	A	20	Y	GROUP3	Must be valid in TAS
	CR		1	Y		Carriage Return (Hex = 0D, Dec = 13)
	LF		1	Y		Line Feed (Hex = 0A, Dec = 10)

6.4 Stock Adjustments

This is a simple 6-column ASCII CSV file without any fixed filename for TAS Books 3 datasets only. Columns 4 to 6 are optional and can, therefore, be missing. It is used to perform Stock Adjustments for multiple products in one run. The Infoplex Stock Adjustment function lets you handle adjustments in two modes:

- **Adjustment mode** – the adjustment is made based on +/- Quantity in the more traditional way.
- **Actual Quantity mode** – the counted Quantity is used (e.g. from data produced by stock count barcode readers) and the function automatically calculates the +/- adjustment quantity required.

The contents can easily be produced in Excel and saved as a CSV file. Alternatively, it may be produced directly by an upload from a stock count barcode reader device or by its management software. If you have not already done so, it is worth reading [importing principles and tips](#).

Field/Col	Field/Column Label (memo)	Data Type	Max Size	Req?	Sample values	Remarks
1	Product Code	A	20	Y	PRODUCT01	TAS Product/Service code; must be valid in TAS
2	Quantity	N	9	Y	17.23	Depending on Mode : <ul style="list-style-type: none"> • Adjustment quantity, max = 99999.99, minimum = -99999.99; • Quantity (counted) in stock, max = 99999.99, min = 0.00; max 2 d.p.
3	Adjustment Description	A	40	N	Stock Adjustment PRODUCT01	optional; if blank defaults to "Stock Adjustment " & Product Code, i.e. max 27 characters. Note that though max characters is 40, this is truncated to 29 characters max in the Financial Journal Posting
4	Cost Amount	N	11	N	12.50	optional; must be null, 0 or positive and max 2 d.p.; if null, defaults to appropriate TAS cost price. Max value = 99999999.99.
5	NL Account	N	6	N	1610	optional; with NL Department must be valid TAS CoA record
6	NL Department	A	3	N	100	optional; with NL Account must be valid TAS CoA record
	CR		1	Y		Carriage Return (Hex = 0D, Dec = 13)
	LF		1	Y		Line Feed (Hex = 0A, Dec = 10)

7 Sales Order Processing

7.1 Import Sales Orders

7.1.1 Standard Import - 'SOIMP.DAT' format

This is an ASCII CSV file format. There is a minimum of 1 record per sales order. Each record contains columns both for header data and order body data. A similar technique as is used with the MTADIF.DAT format, the 'headers cleared' basis, can be used so that order header information is not repeated for the 2nd and subsequent records on the order. If you have not already done so, it is worth reading [importing principles and tips](#).

Field/Col	Field Label/ColumnName	Data Type	Max Size	Sample Values			SOIMP.DAT Remarks
	<i>Memo only</i>			Rec 1	Rec 2	Rec 3	2 Sample Sales Order Records
1	Transaction Num	N	8	1	1	2	Unique Transaction ID in batch; if blank, line is skipped
2	Customer Code	A	10	PERKINS		VAN OVEN	Customer Account Code; must exist in TAS (NB - Uppercase only), otherwise whole Transaction is aborted. NB - there is no need to repeat Field/Col Nums 2-36 incl for 2nd, 3rd etc lines of same Order Transaction ID, as Order header info is only read from 1st record
3	Order Type	A	1	I		I	Q=Quotation, P=ProForma, I=Invoice, N=Credit; if none of these defaults to P
4	Order Date	A	8	20/03/01		12/03/01	Sales Order Date. Reasonableness check based on target company's financial calendar: minimum = 4 Years Past, Period 1 Start Date, maximum = Current Year, Last Period End Date PLUS 1 Year. If blank or unreasonable, default = SL Date. DDMMYY, DDMMYYYY, DD/MM/YY, DD/MM/YYYY
5	Expect Ship Date	A	8	26/03/01		24/03/01	Expected Ship Date. Reasonableness check based on target company's financial calendar: minimum >= Order Date, maximum = Current Year, Last Period End Date PLUS 5 Years. If blank or unreasonable, default = SL Date. DDMMYY, DDMMYYYY, DD/MM/YY, DD/MM/YYYY
6	Inv Name	A	40	Perkins Ltd		Van Oven Labs Ltd	Customer Invoice Name. NB - if blank, value is got from Customer record.
7	Inv Address1	A	40	Thamesway Ind Est		Unit C	Invoice Address Line 1; if this and/or other invoice address related fields (7-14) are all blank, values are got from Customer record.
8	Inv Address2	A	40	Sunbury		Panmure Ind Est	Invoice Address Line 2.
9	Inv Address3	A	40	Middlesex		Wandsworth	Invoice Address Line 3.
10	Inv Address4	A	40			London	Invoice Address Line 4.
11	Inv Country	A	40	UK		UK	Invoice Country Line.
12	Inv Postcode	A	8	TW16 4RT		SW18 4SN	Invoice Post code
13	Inv Contact	A	40	Gillian Wiltshire			Invoice Contact Name.
14	Inv EC Code	A	2	GB		GB	Invoice EC Code
15	Ship Code	A	10	PERKINS D1			Delivery Address Code. Unless blank, must exist in TAS (NB - Uppercase only), otherwise this field is left blank.
16	Ship Name	A	40	Perkins Ltd		Van Oven Labs Ltd	Delivery Address Name; if this and ShipAddress1 are both blank, all Delivery Address values are got from InvoiceName/Address above.
17	Ship Address1	A	40	Unit 6		Unit C	Delivery Address 1.
18	Ship Address2	A	40	Thames Trad. Est		Panmure Ind Est	Delivery Address 2.
19	Ship Address3	A	40	Kingston upon Thames		Wandsworth	Delivery Address 3.
20	Ship Address4	A	40	Surrey		London	Delivery Address 4.
21	Ship Country	A	40	UK		UK	Delivery Country.

Field/Col	Field Label/ColumnName	Data Type	Max Size	Sample Values			SOIMP.DAT Remarks
	<i>Memo only</i>			<i>Rec 1</i>	<i>Rec 2</i>	<i>Rec 3</i>	<i>2 Sample Sales Order Records</i>
22	Ship Postcode	A	8	KT1 1AB		SW18 4SN	Delivery Postcode
23	Ship Contact	A	40	Mr Stonehouse			Delivery Contact Name.
24	Ship EC Code	A	2	GB		GB	Delivery EC Code
25	Project Code	A	10	PROJ0001			TAS Books v5+ only: if used, it must be a valid TAS Project Code (NB - Uppercase only), otherwise the value is ignored with a warning in Log. [Was originally EDI Transaction; Yes (Y) or No (N), default = N; ignored from SO Link v1.09]
26	Pay VAT Basis	A	1	H		E	Ignored from v1.05; value got from Customer record. [Was Pay VAT basis: H=Home, E=EC, N=Non-EC, X=Exempt. For EC to be zero-rated Customer must have VAT Registration entered]
27	Terms	N	4				Ignored - ignored (but see fields 30 and 31 below)
28	Description	A	20	Re: PO1234		Re: Ord098	Short Description; if blank, it is set to name for order type., e.g. 'Sales Order' for Invoice
29	Customer Ord Num	A	10	PO1234		Ord098	Customer Order Number
30	Sett Disc Perc	N	6	2.5		10	Settlement Discount Percentage; must be in range 0-100, if not (or if blank) defaults this field and next to the values in Customer record
31	Sett Disc Days	N	3	21		60	Settlement Number of Days for Discount; must be in range 0-150, otherwise defaults to value in Customer record, except if Settlement Discount Percent is 0, ignored and set to 0.
32	Intrastat Del Terms	A	3	0		0	Only for EC customers/orders. Intrastat Delivery Terms (EC deliveries): EXW=Ex Works, FOB=Free On Board, CIF=Cost, Insurance & Freight, DDU=Delivered Domicile, XXX=Other; blank is treated as Not Applicable
33	Intrastat Del Mode	N	1	1		0	Ignored unless EC customers/orders. Intrastat Delivery Mode (EC deliveries): 0=Not Applic, 1=Sea, 2=Rail, 3=Road, 4=Air, 5=Post, 6=Not Allocated, 7=Fixed Installations, 8=Inland Waterway, 9=Own Propulsion
34	Charge VAT	A	1				Ignored from v1.05; not used. [Was Charge VAT, Yes (Y) or No (N)]
35	Salesperson	A	3	DEF		SAM	Sales Person; must exist in TAS (NB - Uppercase only), otherwise ignored and TAS Customer Default is used
36	Market Code	A	10	DEFAULT		DEFAULT	Market Code; must exist in TAS (NB - Uppercase only), otherwise ignored and TAS Default used
37	Body Prod tCode	A	20	10-D1390	10-D1390/F	ABCD-123	Body Item fields start here; Product Code, must exist in TAS (NB - Uppercase only), otherwise Line will be aborted (also the whole Order Transaction ID if all lines aborted), unless for a body Text line where value = "-" (i.e. minus sign)
38	Body Orde rQty	N	9	5	10	1	If v1.04 or earlier, or a Credit Note, Order Quantity must be >0.00 (i.e. +ve). If any neg values, total order value must be +ve.
39	Body Unit Price	N	12	10.25	36.54	10	Gross Unit Price; can be 0.00, but not negative (if negative, line is rejected); if blank, relevant Product Price is used (depends on Customer price type setup)
40	Body Unit Cost Pr	N	12	5.25	12.35	2	Unit Cost Price; can be 0.00, but not negative (if negative, line is rejected); if blank, relevant Product Cost Price is used (depending on TAS Central setup)

Field/ Col	Field Label/ ColumnName	Data Type	Max Size	Sample Values			SOIMP.DAT Remarks
	<i>Memo only</i>			<i>Rec 1</i>	<i>Rec 2</i>	<i>Rec 3</i>	<i>2 Sample Sales Order Records</i>
41	Body Disc Perc	N	6	0	10	0	Line Discount Percentage; can be 0.00, but not negative, and cannot be >100.00; if <0.00 or >100.00 it is set to 0.00 with Log Warning message
42	Body Disc Amount	N	12	0	3.65	0	Ignored from v1.05; program calculates based on Gross Unit Price and Line Discount Percent. [Was Line Discount Amount; can be 0.00, but not neg]
43	Body VAT Code	N	2	1	1	2	Ignored from v1.05; now set by program based on Product VAT Rate in TAS for Customer VAT Type. [Was Line VAT Rate Code; must be valid for TAS, otherwise set to 1]
44	Body Description	A	72	100Litre Cap Conv	100Litre UnCap Conv	Generic Product	Product Description for the Product (usually, but not always, same as TAS Product Desc) or, if Body Text Line, the "free" text entry. If blank and a product line, the Product's TAS description is used.
	CR						Carriage Return (Hex = 0D, Dec = 13)
	LF						Line Feed (Hex = 0A, Dec = 10)

7.1.2 EDI Sales Order Import - 'Freeway Commerce' format

The Order import format can contain up to six record types, not all of which are processed into TAS:

#	Record Type	Note
1	Structure	Fixed Length. 1 record per file - Not processed (ignored) .
2	Header	CSV - Uses Header ID from structure record. 1 record per Order
3	Text Line	CSV - Not processed (ignored)
4	Detail (Product)	CSV - Uses Detail ID from structure record. 1 or more records per Order
5	Schedule	CSV - Not processed (ignored)
6	Reconciliation	CSV - Not processed (ignored)

Note: in the table below, Remarks relating to Infoplex are in **blue**, whereas as those relating to Freeway's specifications are in black or other colours.

Field/Col	Field Label/Column Name	Data Type	Max Size	Req?	Remarks
Structure Record				Y	1 per file - the first record in the file
1	Layout			Y	Ignored - CSV file expected with Record IDs as set out below
Header Record				Y	Mandatory , One per Order - Base Fields (All these fields need to be defined)
1	Record ID	A	5	Y	Must = HEAD, otherwise order rejected. [Fixed value indicating new header record].
2	Company Code	A	20	Y	Must = "Company Representation Code" as set up in EDI/XML Central Info, otherwise order rejected (i.e. "received in error"). [Internal representation of company receiving the order]
3	Customer Code	A	20	Y	TAS SO Customer Code; must exist in TAS or in EDI/XML Customer Mapping file, otherwise order rejected. [Internal accounting code for customer]
4	Location Code	A	20	Y	TAS SO Delivery Code; unless blank, must exist in TAS or in EDI/XML Delivery Address Mapping file otherwise order rejected. [Internal accounting code for delivery point]
5	Order Number	A	25	Y	TAS SO Ref (Customer's); Customer Order Number is validated per "Mask" set up in EDI/XML Customer Mapping.
6	Order Date	D	11	Y	TAS SO Date; must be DD/MM/YY format, otherwise order rejected. Reasonableness check based on target company's financial calendar: minimum = 4 Years Past, Period 1 Start Date, maximum = Current Year, Last Period End Date PLUS 1 Year. If blank or unreasonable, default = SL Date.
7	Required Delivery Date	D	11	N	TAS SO Expected Ship Date; must be DD/MM/YY format, otherwise order rejected. Reasonableness check based on target company's financial calendar: minimum >= Order Date, maximum = Current Year, Last Period End Date PLUS 5 Years. If blank or unreasonable, default = SL Date.
8	Required Delivery Time	T	8	N	Not used - value ignored
9	Delivery Instructions Line1	A	40	N	Not used - value ignored. [Up to four lines of 40 characters]
10	Del Instructions Line 2	A	40	N	Not used - value ignored
11	Del Instructions Line 3	A	40	N	Not used - value ignored
12	Del Instructions Line 4	A	40	N	Not used - value ignored
13	Notes	A	40	N	Not used - value ignored. [As Required]
14	Delivery Instruction No.	A	20	N	Not used - value ignored [NO]
15	Cancellation Date	D	11	N	Not used - value ignored. [Optional secondary delivery date]
16	Direct Delivery Indicator	A	1	N	Not used - value ignored. Y = non standard delivery address specified by customer
17	Delivery Party Name	A	35	N	TAS SO Delivery Name; if blank, then per TAS Delivery Code (above), otherwise TAS Customer Name; TBC trimmed to 30 (TB3 = 40)
18	Delivery Address Line 1	A	40	N	TAS SO Delivery Address 1; if blank, then per TAS Delivery Code (above), otherwise TAS Customer Inv Address 1; TBC trimmed to 30 (TB3 = 40)
19	Delivery Address Line 2	A	40	N	TAS SO Delivery Address 2; as previous
20	Delivery Town/City	A	30	N	TAS SO Delivery Address 3; as previous
21	Delivery County	A	25	N	TAS SO Delivery Address 4; as previous

Field/Col	Field Label/Column Name	Data Type	Max Size	Req?	Remarks
22	Delivery Post Code	A	10	N	TAS SO Delivery Postcode (trimmed to 8 chars); as previous
23	Customer ANA Number	A	13	N	Not used - value ignored. [EDI Identity for customer]
24	Location ANA Number	A	13	N	Not used - value ignored
25	Customers Location Code	A	17	N	Not used - value ignored; see Field 4 above
26	Reference Currency	A	5	N	Not used - value ignored
27	Ordering Currency	A	5	N	Not used - value ignored
28	Exchange Rate	N	20	N	Not used - value ignored
29	Order Type	A	17	N	Not used - value ignored. [Message Sub Function]
30	Latest Delivery Date	D	11	N	Not used - value ignored
31	Contract Number	A	25	N	Not used - value ignored
32	Order Priority Code	A	5	N	Not used - value ignored
33	Supplier Order Number	A	25	N	Not used - value ignored
34	Supplier Order Date	A	11	N	Not used - value ignored

Text Line Record				C	Ignored, i.e. not processed. [Conditional Header text is written out using the TEXT Record. Multiple occurrences of this record can be written]
1	Record ID	A	5	Y	Not used - value ignored. [Always 'TEXT']
2	Order Line Number	N	4	Y	Not used - value ignored. [Always 0]
3	Text	A	40	Y	Not used - value ignored. [Free format text line]

Detail Record				Y	Mandatory. Repeated as required - Base Fields (All these fields need to be defined)
1	Record ID	A	5	Y	Must = DTL or LINE, otherwise order line item rejected (and whole order if no line items accepted). [Fixed value indicating new detail record]
2	Line Number	A	4	Y	Value ignored
3	Product Code	A	30	Y	TAS SO body Product Code; unless empty, must exist in TAS or in EDI/XML Customer-Product Mapping file, otherwise line rejected (and whole order if no line items accepted); if empty see Field 7 below. A value of '-' indicates a text line and the text is taken from the Description (Field 11). [Your internal product code]
4	Product Group	A	20	N	Value ignored. [Your internal Product group]
5	Quantity	N	10	Y	TAS Order Quantity (2 d.p.)
6	Traded Unit EAN	A	13	N	Value ignored. [If allowable, these can reduce the amount of maintenance]
7	Partner Product Code	A	30	N	If Field 3 is empty, used and must exist in EDI/XML as "Mapped Product" in Customer-Product Mapping file, otherwise order line item rejected (and whole order if no line items accepted). [Required externally]
8	Display Until Date	D	11	N	Not used - value ignored
9	Best Before Date	D	11	N	Not used - value ignored
10	Price	N	12	N	TAS SO line item Unit Price. Unless blank/empty, CSV price used, otherwise lookup done on Customer Price Type to select which TAS product selling price to use; if customer is set to use Dynamic Discount, check for Customer/Product combination to find any Dynamic Discount records. Calc remaining £ values accordingly based on the Line Disc Calc option set in TAS Central Information (012 tab 6)
11	Description	A	40	N	TAS SO line item Description, except if blank. If blank, use TAS Product Description – BUT if EDI Customer set to use TAS Product Description anyway, CSV description ignored
12	Specified Price	N	10	N	Not used - value ignored. [If transmitted in order file.]
13	To Follow Indicator	A	1	Y	Not used - value ignored. [T = to follow allowed, N (or omitted) = cancel balance]
14	Action Request	A	1	N	Not used - value ignored. [Action to take with this line. A = Add, D = Delete, U = Update]
15	Pack Size	N	15	N	Not used - value ignored. [A whole number supplying the number of sellable units within a pack]

Field/ Col	Field Label/ Column Name	Data Type	Max Size	Req?	Remarks
16	Unit of Measure	A	14	N	Not used - value ignored. ["Unit of Measure" and "Measure Indicator" are used for variable-measure goods (i.e. wood). In most instances like this, the "Pack Size" will be empty (and vice-versa). It should be noted, however, that certain Trading Partners send data in all 3 fields. This is in a 10.3 decimal format]
17	Measure Indicator	A	6	N	Not used - value ignored. [i.e. KG, EACH, M]
18	Traded Unit DUN Code	A	14	N	Not used - value ignored. [14 digit outer case barcode (numeric only)]
19	Reserved (Reference)	A	35	N	Not used - value ignored. [Reference field for specific use by FCL]
20	Reserved (Reference)	A	35	N	Not used - value ignored. [Reference field for specific use by FCL]
21	Last Delivery Note Number	A	25	N	Not used - value ignored
22	Last Delivery Date	D	11	N	Not used - value ignored
23	Quantity of Last Delivery	N	10	N	Not used - value ignored
24	Order Number	A	25	N	Value ignored; see Field 5 in Header. [Customers' Order Number]
25	Order Date	D	11	N	Value ignored; see Field 6 in Header. [Customers' Order]Date

Text Line Record				C	Ignored, i.e. not processed, if in file. [Conditional]
1	Record ID	A	5	Y	Always 'TEXT'
2	Order Line Number	N	4	Y	
3	Text	A	40	Y	Free format text line

Schedule Record				C	Ignored, i.e. not processed, if in file (No schedule records expected (CommerceCentre switch to OFF). [Conditional. Repeated as required- Base Fields (All these fields need to be defined).]
1	Record ID	A	5	Y	Fixed value indicating new schedule record
2	Schedule Number	N	4	Y	Sequential count of schedules for current line
3	Location Code	A	20	Y	See notes
4	Required Delivery Date	D	11	Y	See notes
5	Required Delivery Time	T	8	Y	
6	Quantity	N	10	Y	
7	Original Quantity	N	10	Y	
8	Schedule Type	A	17	Y	

Reconciliation Record				C	Ignored, i.e. not processed, if in file (no Recon records expected (CommerceCentre switch to OFF). [Conditional. One per Order - Base Fields (All these fields need to be defined)])
1	Record ID	A	5	Y	Fixed value indicating Reconciliation record
2	Company Code	A	20	Y	Internal representation of company receiving the order
3	Customer Code	A	20	Y	Internal accounting code for customer
4	Customer Order Number	N	25	N	
5	Line Count	N	4	Y	The number of "Detail" records within the order

Line level schedules fall into two categories (and may actually include both together).

1. Individual **delivery point specification** for a quantity of this product.
2. Individual **delivery date specification** for a quantity of this product.

7.2 EDI Export

7.2.1 EDI Invoice Export - 'Freeway Commerce' format

The Sales Invoice & Credit Note export format contains up to nine record types, not all of which are processed from TAS:

#	Record Type	Note
1	Structure	Fixed Length. 1 record per file.
2	Header	CSV - Uses Header ID from structure record. 1 record per Invoice
3	Branch	CSV - Not processed (ignored)
4	Detail (Product)	CSV - Uses Detail ID from structure record. 1 or more records per Invoice
5	Complex Line Discount	CSV - Not processed (ignored)
6	Text Line	CSV - Not processed (ignored)
7	VAT	CSV - Uses VAT ID from structure record. 1 record per VAT Rate used per Invoice
8	Trailer	CSV - Uses Trailer ID from structure record. 1 record per Invoice
9	Reconciliation	CSV - Not processed (ignored)

Note: in the table below, Remarks relating to Infoplex are in blue, whereas as those relating to Freeway's specifications are in black or other colours.

Field/Col	Field Label/Column Name	Data Type	Max Size	Req?	Remarks	
Structure Record					Y	1 per file - the first record in the file
1	Layout	A		Y	Fixed length value = CSV DD/MM/YY HHMM HEAD DTL VAT TLR NN	
Header Record					Y	Mandatory. One HEADER record per invoice
1	Record ID	A	5	Y	always = HEAD. [Fixed value indicating new header record]	
2	Company Code	A	20	Y	EDI/XML Central Info "Company Representation Code" if completed, otherwise nothing. [Internal representation of company issuing invoice 1]	
3	Customer Code	A	20	Y	TAS or EDI/XML Mapped Customer Code. [Internal accounting code for invoice recipient]	
4	Location Code	A	20	C	TAS or EDI/XML Mapped Customer's Delivery Code. [Internal accounting code for delivery point 2. Must include at least one of fields 4, 23 and 24]	
5	Invoice Number	A	25	Y	TAS Invoice (or Credit Note) Number	
6	Invoice Date	D	11	Y	TAS Invoice Date as DD/MM/YY	
7	Customer Order Number	A	25	Y	TAS Order Ref (i.e. Customer's)	
8	Customer Order Date	D	11	Y	TAS Sales Order Date as DD/MM/YY	
9	Proof of Delivery Number	A	25	C	If the special Proof of Delivery dummy TAS Product Code ("POD") exists in one of the body lines, then the TAS Invoice line Description value for that trimmed to 25 chars, otherwise nothing. [May be required by trading partner]	
10	Proof of Delivery Date	D	11	C	Ignored (no value). [May be required by trading partner]	
11	Delivery Note Number	A	25	C	If the special Delivery Note dummy TAS Product Code ("DN") exists in one of the body lines, then the line Description value for that trimmed to 25 chars, otherwise nothing. [May be required by trading partner]	
12	Delivery Date	D	11	C	TAS Invoice Date as DD/MM/YY. [May be required by trading partner]	
13	Delivery Time	T	8	N	Ignored (no value) - no TAS equivalent	
14	Payment Terms (Text)	N	50	N	TAS Invoice Settlement days (no decimal)	
15	Payment Date	D	11	Y	Calc as = Invoice Date + settlement Days, as DD/MM/YY	
16	Settlement Percentage	N	6	N	TAS Invoice/Order Settlement discount percentage (2 decimal places). [Settlement Discount %]	
17	Delivery Address Line 1	A	40	N	TAS Invoice/Order Delivery Address Line 1	
18	Delivery Address Line 2	A	40	N	-"- Line 2	
19	Delivery Address Line 3	A	40	N	-"- Line 3	
20	Delivery Address Line 4	A	40	N	-"- Line 4	
21	Delivery Postcode	A	8	N	-"- Postcode	
22	Credit Note Indicator	A	1	Y	N if TAS Order/Invoice type = I (Invoice), Y if type = N (Credit Note). [Y or N - 'Y' if this is a credit note]	

Field/Col	Field Label/Column Name	Data Type	Max Size	Req?	Remarks
23	Location ANA Code	A	13	C	From EDI/XML Mapped Delivery Code's "ANA Code" if completed, otherwise nothing. [Must include at least one of fields 4, 23 and 24]
24	Customers Location Code	A	17	C	EDI/XML "Mapped Delivery Code" if completed, otherwise nothing. [Must include at least one of fields 4, 23 and 24]
25	File Generation Number	N	4	N	Next Export Run Number from EDI/XML Central Info (no decimal)
26	File Version Number	N	4	N	Always = 1 (no decimal)
27	File Creation Date	D	11	N	System date (i.e. today) as DD/MM/YY
28	Original Invoice Number	A	25	C	Ignored (no value); TAS does not have the notion of forcing a Credit Note to be associated with only one Invoice. [Only required for credit notes]
29	Original Invoice Date	D	11	C	Ignored (no value); TAS does not have the notion of forcing a Credit Note to be associated with only one Invoice. [Only required for credit notes]
30	Debit Note Number	D	25	N	Ignored (no value). [Credit note raised to cover a debit note from a customer]
31	Debit Note Date	D	11	N	Ignored (no value).
32	Collection Note Number	A	25	N	Ignored (no value).
33	Collection Date	D	11	N	Ignored (no value).
34	Payment Reference	A	25	N	Ignored (no value).
35	Reference Currency	A	3	N	Ignored (no value). [3 character ISO code for the Reference Currency]
36	Invoice Currency	A	3	N	Ignored (no value). [3 character ISO code for the Invoice Currency]
37	Exchange Rate	N	12	N	Ignored (no value). [Decimal value indicating the Exchange Rate]
38	Supplier Order Number	A	25	N	Ignored (no value).
39	Supplier Order Date	A	11	N	Ignored (no value).
40	Contract Reference	A	20	N	Ignored (no value).
41	Supplier ID	A	10	N	Ignored (no value).
42	Transport Document No.	A	25	N	Ignored (no value).
43	Carrier Code	A	10	N	Ignored (no value).
44	Customer Address Line1	A	40	N	Ignored (no value).
45	Customer Address Line 2	A	40	N	Ignored (no value).
46	Customer Address Line 3	A	40	N	Ignored (no value).
47	Customer Address Line 4	A	40	N	Ignored (no value).
48	Customer Post Code	A	8	N	Ignored (no value).

Branch Record					C	Ignored, i.e. not processed, if exists in file. [Conditional - (All these fields need to be defined). One BRANCH record per invoice/credit]
1	Record ID	A	5	Y	Y	MUST be set to 'BRNCH'
2	Branch Name	A	35	Y		
3	Branch Address (Line 1)	A	40	Y		
4	Branch Address (Line 2)	A	40	Y		
5	Postal Town	A	30	Y		
6	County	A	25	Y		
7	Postal Code	A	8	Y		

Detail Record					Y	1 record per TAS Invoice Line item, excl text lines. [Mandatory. Repeat DETAIL record as required]
1	Record ID	A	5	Y	Y	always = DTL . [Fixed value indicating new detail record]
2	Product Code	A	30	Y	Y	TAS Product Code or EDI/XML Mapped Product Code. [Your internal system product code - what you call it]
3	Product Group	A	20	N	N	TAS Product Group. [Your internal system product group]
						Fields 4-9 below are handled slightly differently, depending whether the TAS line item's Product Unit Desc 1 st 4 chars' value <> "Meas..." (Type A, e.g. Each) or = "Meas..." (Type B, e.g. "Meas Kg" or "Meas Metre")
4	Pack Size	N	5	C	C	If Type A, use TAS Product Unit Qty (no decimal places), if Type B, nothing. [See notes below e.g. 24]
5	Unit of Measure	N	10	C	C	If Type A, nothing, if Type B then = 1.00 (2 decimal places). [See notes below e.g. 0.5 (e.g. 0.5kg)]
6	Measure Indicator	A	5	C	C	If Type A then nothing, if Type B then use TAS Unit Weight Description trimmed to 5. [See notes below e.g. kg]
7	Quantity	N	10	C	C	If Type A then TAS Inv Qty (no decimal places), if Type B then nothing. [See notes below e.g. 5]
8	Total Measure	N	10	C	C	If Type A then nothing, if Type B then TAS Inv Qty (2 decimal places). [See notes below e.g. 2.5 (for above example this is 5 units)]

Field/Col	Field Label/Column Name	Data Type	Max Size	Req?	Remarks
9	Measure Indicator (Total)	A	5	C	If Type A then nothing, if Type B then use TAS Unit Weight Description trimmed to 5 Same as Fld 6 above. [See notes below e.g. kg]
10	Gross Price	N	10	Y	TAS Invoice Unit Price before any line discount (as 4 decimal places). [Standard Price, excluding VAT, excluding discounts etc. Price per Unit of Measure, or Price per Pack Size]
11	Discount Percentage	N	6	C	TAS Invoice Line Discount percentage (2 decimal places)
12	Discount Value	N	10	C	TAS Invoice Line Discount monetary amount (2 decimal places). [Total Discount for the Line]
13	Net Price	N	10	C	Calculated as: TAS Net Line Amt + Inv Qty (rounded to 4 decimal places). [Only required if discounts specified at line level]
14	VAT Code	A	5	Y	TAS Invoice VAT Rate Code (i.e. 1-20 for Standard, Lower, Zero etc). [Internal VAT code]
15	Total Value (Gross)	N	10	Y	Calculated as: TAS Gross Line Unit Price x Inv Qty (rounded to 2 decimal places)
16	Total Value (Net)	N	10	C	TAS Invoice Line Item Net Amount (2 decimal places). [Only required if discounts specified at line level]
17	Subject to Settlement Flag	A	1	Y	Always set = N. [Y or N]
18	Traded Unit EAN	A	13	N	Ignored (no value). [If available, these can reduce the amount of maintenance]
19	Partner Product Code	A	30	N	Ignored (no value). [required externally]
20	'Display Until' Date	D	11	N	Ignored (no value) - no TAS equivalent
21	'Best Before' Date	D	11	N	Ignored (no value) - no TAS equivalent
22	Traded Unit EAN Code [No. of Boxes]	A	13	N	TAS Product ANA Code (Bar Code) if completed, otherwise nothing. [Used to specify the number of boxes a weighted product has been packed in]
23	Traded Unit DUN Code	A	14	N	Ignored (no value) - no TAS equivalent
24	Customers Product Code [Spare Field]	A	17	N	EDI/XML Customer's "Mapped Product Code" if completed, otherwise nothing. [Spare field]
25	Description (Line 1)	A	40	N	TAS Invoice Line description, trimmed to 40 if required
26	Description (Line 2)	A	40	N	Ignored (no value).
27	Credit Reason (Code)	A	2	N	Ignored (no value) - no TAS equivalent. [Must equate to a specific set of codes]
28	Credit Reason (Text)	A	40	N	Ignored (no value) - no TAS equivalent.
29	Mixed VAT Rate Indicator	A	1	N	Ignored (no value) - no TAS equivalent. [Value as per Tradacoms specifications]
30	Credit/Debit Line Indicator	A	1	N	If Invoice Line then = N, if Credit Note Line then = Y. [Y or N, Y Indicates a credit line within an invoice or a debit line within a credit]
31	Customer Order Number	A	25	N	Ignored (no value) - see Field 7 in Header above. [Not required if invoicing by order]
32	Customer Order Date	A	11	N	Ignored (no value) - see Field 8 in Header above.
33	Proof of Delivery Number	A	25	N	Ignored (no value) - see Field 9 in Header above. Maximum of 25 characters, though field width is 35
34	Proof of Delivery Date	D	11	N	Ignored (no value) - see Field 10 in Header above.
35	Delivery Note Number	A	25	N	Ignored (no value) - see Field 11 in Header above.
36	Delivery Date	D	11	N	Ignored (no value) - see Field 12 in Header above.
37	Delivery Time	T	8	N	Ignored (no value)
38	Line VAT Amount	N	9	N	Ignored (no value). [The VAT value for this line]
39	Order Line Number	N	4	N	Ignored (no value). [From the order being invoiced]

Complex Line Discount Record					C	Ignored, i.e. not processed. [Conditional. Repeat COMPLEX LINE DISCOUNT record (maximum of 10 against a DETAIL record)]
1	Record ID	A	5	Y		MUST be 'LDISC'
2	Indicator, Type 1	A	3	Y		'A' for Contract, 'B' for Standard
3	Indicator, Type 2	A	1	Y		'A' for Allowance, 'C' for Charge
4	Discount Percentage	N	7	Y		
5	Discount Amount	N	12	Y		

Text Line Record					C	Ignored, i.e. not processed. [Conditional. Repeat TEXT record]
1	Record ID	A	5	Y		Fixed value indicating new text record
2	Order Line Number	N	4	Y		From the order being invoiced
3	Text	A	40	Y		Free format text line

VAT Record					Y	1 record per VAT Rate used - similar to TAS printed Invoice VAT Summary Analysis. [Mandatory. Repeat VAT record as necessary (one per VAT code used). All values are sub totals calculated from lines specified against the corresponding VAT code]

Field/Col	Field Label/Column Name	Data Type	Max Size	Req?	Remarks
1	Record ID	A	5	Y	always = VAT. [Fixed value indicating new VAT summary record]
2	VAT Code	A	5	Y	TAS Invoice VAT Rate Code (i.e. 1-20 for Standard, Lower, Zero etc). [Internal VAT code]
3	Line Count	N	4	Y	Count (for this VAT rate) from line items during export. [No. Of Lines using relating to this VAT Code]
4	Total of Gross Values	N	10	Y	Net+VAT value calculated (for this VAT rate) during export of line items (2 decimal places)
5	Total of Net Values	N	10	Y	Net excluding VAT calculated (for this VAT rate) during export of line items (2 decimal places). [Only required if discounts specified at line level]
6	Total Settlement Discount	N	10	Y	For 1st VAT rate only that has a Gross Amount > 0, the TAS Invoice Settlement Discount value (total for invoice - 2 decimal places)
7	VAT Amount Payable	NN	10	Y	VAT value calculated (for this VAT rate) during export of line items (2 decimal places). [The value of the VAT Payable is expected to be calculated on the invoice total net of settlement , e.g. Total Goods = £100 at standard rate (17.5%). Settlement = 5%. VAT would actually be calculated against £95, giving a value of £16.63, not £17.50 if calculated against the total goods value of £100. This is standard accounting practice , but resulting invoices/credits will fail Spectrum internal validation checks if this criterion is not met. The value of the VAT Payable is expected to be calculated on the invoice total net of settlement , e.g. Total Goods = £100 at standard rate (17.5%). Settlement = 5%. VAT would actually be calculated against £95, giving a value of £16.63, not £17.50 if calculated against the total goods value of £100. This is standard accounting practice , but resulting invoices/credits will fail Spectrum internal validation checks if this criterion is not met.]
8	Invoice Discount Amount	N	10	N	Ignored (no value) - no TAS equivalent. ['Off Invoice' Discounts for this VAT rate Invoice discount in addition to discount applied to lines]
9	Invoice Discount Percentage	N	6	N	Ignored (no value) - no TAS equivalent. ['Off Invoice' Discount Percentage for this VAT rate]

Trailer Record					Y	Mandatory. One TRAILER record per invoice/credit
1	Record ID	A	5	Y	always = TLR. [Fixed value indicating new trailer record]	
2	Total of Net Values	N	10	Y	TAS Invoice total net amount, i.e. excl VAT (2 decimal places). [Net (excluding VAT)]	
3	Charge1	N	10	N	Ignored (no value) - no TAS equivalent. [Any other charges relating to invoice]	
4	Charge2	N	10	N	Ignored (no value) - no TAS equivalent. [Any other charges relating to invoice]	
5	Charge3	N	10	N	Ignored (no value) - no TAS equivalent. [Any other charges relating to invoice]	
6	Total Settlement Discount	N	10	Y	TAS Invoice total Settlement Discount amount (2 decimal places)	
7	Total VAT Payable	N	10	Y	TAS Invoice total VAT (2 decimal places)	
8	Total Invoice Discount	N	10	N	Ignored (no value) - no TAS equivalent. ['Off Invoice' Discounts. Invoice discount in addition to discount applied to lines]	
9	Payment Amount	N	10	N	Ignored (no value). [Total invoice amount to be paid, includes VAT]	
10	Invoice Discount Percentage	N	7	N	Ignored (no value). [Off Invoice' Discount Percentage]	

Reconciliation Record					C	Ignored, i.e. not processed. [Conditional. One RECONCILIATION record per HEADER].
1	Record ID	A	5	Y	Fixed value indicating Reconciliation record	
2	Company Code	A	25	Y		
3	Customer Code	A	40	Y		
4	Transaction Number	A	40	Y		
5	Transaction Value	N	40	Y		
6	Number of Lines	N	40	Y		

7.2.2 EDI ASN Export - 'Freeway Commerce' format

The Advanced Shipping Note export format contains four record types:

#	Record Type	Note
1	Structure	Fixed Length. 1 record per file.
2	Header	CSV - Uses Header ID from structure record. 1 record per Shipment (Invoice in TAS).
3	Shipping Unit	CSV - Always "SUNIT". 1 record per Shipping Unit (per Invoice in TAS).
4	Detail (Product)	CSV - Uses Detail ID from structure record. 1 or more records per Shipping Unit.

Where a maximum length is shown **bold**, the file must be EXACTLY this length (unless omitted, in which case 0 length is permissible).

Note: in the table below, Remarks relating to Infoplex are in **blue**, whereas as those relating to Freeway's specifications are in black or other colours.

Field/Col	Field Label/Column Name	Data Type	Max Size	Req?	Remarks	
Structure Record					Y	1 per file - the first record in the file
1	Layout	A		Y	Fixed length value = CSV DD/MM/YY HHMM HEAD DTL	
Header Record					Y	1 per ASN in the file
1	Record ID	A	5	Y	As defined in structure record, i.e. "HEAD"	
2	Company Code	A	20	O	As set up in EDI Central Information "Company Representation Code". If specified, MUST match "Company Code" in Commerce Centre. Dependency: Header (1).	
3	Company ANA Number	N	13	O	As set up in EDI Central Information. If specified, MUST match an EDI Detail (Code) for a Company object in Commerce Centre. Dependency: Header (1).	
4	Partner Account Code	A	17	C	TAS Customer Code. Internal account code for "Head Office" (Ledger Account, Statement Account, Bill-To). Dependency: Header (2).	
5	Partner ANA Number	N	13	C	Not used. [If specified, MUST match an EDI Detail (Code) for a Partner object in Commerce Centre. Dependency: Header (2)].	
6	Third Party Deliver To Account Code	A	17	C	Not used. [(see additional notes). Dependency: Header (3)].	
7	Third Party Deliver To ANA Number	N	13	C	Not used. [(see additional notes). Dependency: Header (3)].	
8	Third Party Deliver To Partner Reference	A	17	C	Not used. [(see additional notes). Dependency: Header (3)].	
9	Partner Deliver To Account Code	A	17	C	TAS Customer Code (again, because it is taken also to be the code for the central distribution depot). [(see additional notes). Dependency: Header (4)].	
10	Partner Deliver To ANA Number	N	13	C	Not used. [(see additional notes). Dependency: Header (4)].	
11	Partner Deliver To Partner Reference	A	17	C	Not used. [(see additional notes). Dependency: Header (4)].	
12	ASN Number	A	30	Y	TAS Invoice Number (maybe DEL desc as per Invoice) Same as delivery note number for entire delivery	
13	Booking Reference	A	20	P	Not used. [The Booking reference as assigned by the receiving party (if applicable)]	
14	Delivery Date	D	10	Y	TAS Invoice Date. Formatted according to rules in structure record	
15	Delivery Time	T	8	O	Not used. [Formatted according to rules in structure record]	
16	Original (Partner) Order Number	A	30	O	Sales Order Customer Ref in TAS. Required if not specified for each line. Dependency: General (2).	
17	Original Order Date	D	10	O	Sales Order Date in TAS If Order Number specified for header, then based on recipient requirements. Dependency: General (2).	
18	Total Shipping Units	N	4	Y	Set to 1. A count of the number of "SUNIT" records for the ASN	
19	Total Delivered Quantity	N	7	O	Sum of all quantity amounts for all detail records.	
20	File Generation Number (FLGN)	N	4	O	Not used. [Sequential counter for ASN submitted from this company to this partner. Dependency: Header (5)].	

Field/Col	Field Label/Column Name	Data Type	Max Size	Req?	Remarks
21	File Version Number (FLVN)	N	4	O	Not used. [Normally 1, unless an FLGN is re-submitted. Then sequential within FLGN. Dependency: Header (5)].
22	File Creation Date	D	8	O	Not used. [Formatted according to rules in structure record. Dependency: Header (5)].
23	ASN Type Indicator	A	7	P	Not used. ["FULL" or "PLANNED" (currently for JS ONLY)]
24	Reference Text (1)	A	30		RESERVED
25	Reference Text (2)	A	30		RESERVED
26	Reference Text (3)	A	30		RESERVED
27	Reference Date (1)	D	10		RESERVED
28	Reference Date (2)	D	10		RESERVED
29	Reference Date (3)	D	10		RESERVED

Shipping Unit					Y	Currently using only 1 per Invoice. [At least 1 per ASN, can be repeated for each shipping unit. Details of products for shipping unit MUST follow record, before any repeat]
1	Record ID	A	5	Y	Y	Fixed value "SUNIT".
2	Unit Type	A	15	Y	Y	Set to "PALLET" . [Can be "DELIVERY", "PALLET", "BOX", "RAIL", "CAGE" (other to be defined as required). Dependency: Shipping Unit (1).]
3	Partner Deliver To Account Code	A	17	C		Mapped Customer Delivery Address Code, if it exists, otherwise the TAS Customer Delivery Address Code for the invoice, being the ultimate store destination of the goods. (see additional notes). Dependency: Shipping Unit (2).
4	Partner Deliver To ANA Number	N	13	C		Not used. [(see additional notes). Dependency: Shipping Unit (2)].
5	Partner Deliver To Partner Reference	A	17	C		Sales Order Customer Reference in TAS (see additional notes). Dependency: Shipping Unit (2).
6	Unit Dimensions - Height	N	7	P		Not used. [In millimetres]
7	Unit Dimensions - Width	N	7	P		Not used. [In millimetres]
8	Unit Dimensions - Depth	N	7	P		Not used. [In millimetres]
9	Unit Dimensions - Total Weight	N	7	P		Not used. [In kilograms, includes weight of actual shipping unit]
10	Unit Dimensions - Goods Weight	N	7	P		In kilograms, EXCLUDES weight of actual shipping unit (i.e. total weight of product)
11	Shipping Unit Reference Type	A	4	C		Set to "SSCC" . [Can be "SSCC" or "EAN"]
12	Shipping Unit Reference Number	N	30	C		Set to Invoice Number. [Either the SSCC or EAN reference number for this shipping unit.]
13	Delivery Note Reference	A	17	O		Not used. [(see additional notes). Dependency: Shipping Unit (3).]
14	Original (Partner) Order Number	A	30	O		Not used. [Required if not specified for entire ASN at header level. . Dependency: General (2).]
15	Original Order Date	D	10	O		Sales Order Date in TAS. [If Order Number specified for shipping, then based on recipient requirements. Dependency: General (2).]
16	Total Delivered Quantity	N	10	O		Sum of all quantity amounts for all detail records for this shipping unit.
17	Reference Text (1)	A	30			RESERVED
18	Reference Text (2)	A	30			RESERVED
19	Reference Text (3)	A	30			RESERVED
20	Reference Date (1)	D	10			RESERVED
21	Reference Date (2)	D	10			RESERVED
22	Reference Date (3)	D	10			RESERVED

Product/Detail					Y	Can be repeated for mixed units (if allowable by recipient)
1	Record ID	A	5	Y	Y	As defined in structure record, i.e. "DTL"
2	Product/Stock Group/Category	A	20	O		If specified, will be used in initial search. Dependency: Detail (1)(a).
3	Product/Stock Code	A	30	C		Internal (i.e. Company) Reference for the stock item. Dependency: Detail (1).

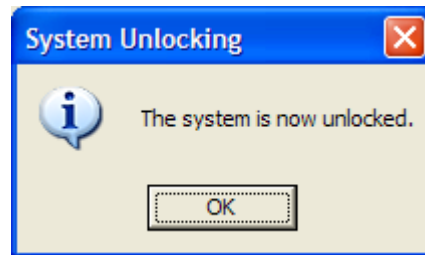
Field/ Col	Field Label/ Column Name	Data Type	Max Size	Req?	Remarks
4	Traded Unit DUN Code (UDEX)	N	14	C	If not blank TAS ANA Code trimmed or padded with spaces to 14 characters 14 digit barcode reference for outer case. Dependency: Detail (1).
5	Traded Unit EAN Code	N	13	C	If not blank TAS ANA Code trimmed or padded with spaces to 13 characters. [13 digit barcode reference for outer case (also referred to as the outer case code). Dependency: Detail (1)].
6	Recipient Item Reference	A	17	C	Mapped product code if available. [Reference for product as assigned by recipient (i.e originator of order). Dependency: Detail (1).]
7	Pack Size	N	5	C	Number of retail units in outer case. Dependency: Detail (2).
8	Measure Description	A	6	C	e.g. KG, LITRE, etc. Describes the shipping/pricing unit for this item. Dependency: Detail (2).
9	Order Quantity	N	10	C	Number of cases from original order (only required if recipient requires this data). Dependency: Detail (3).
10	Order Measure	N	10	C	Original quantity of measure descriptor ordered (e.g. order for 6.2KG, this field equals 6.2). Dependency: Detail (3).
11	Delivered Quantity	N	10	C	Number of cases delivered on this shipping unit for this item. . Dependency: Detail (4).
12	Delivered Measure	N	10	C	Quantity of measure description delivered on thi shipping unit for this item. Dependency: D (4).
13	Batch Reference	A	20	O	Not used. [Unique reference for batched or rotated items]
14	Batch Date	D	10	O	Not used. [Formatted according to rules in structure record]
15	Best Before (Expiry) Date	D	10	O	Not used. [Formatted according to rules in structure record]
16	Description Line 1	A	35	Y	First line of product description
17	Description Line 2	A	35	O	Not used. [Second line of product description if required.]
18	Short Delivery Reason	A	30	O	Not used. [Code for the reason why short delivered, must conform to code list 203]
19	Back Order Quantity	A	30	O	Number of Cases Back Ordered
20	Original (Partner) Order Number	A	30	O	Skip because specified at Header level. Required if not specified for entire ASN at header level or for current Shipping Unit.
21	Original Order Date	D	10	O	Skip because specified at Header level. If Order Number at Line Level, then as per Partner Requirements.
22	Reference Date (2)	D	10		RESERVED
23	Reference Date (3)	D	10		RESERVED
24	Original Line Number	N	10	P	Not used. [Original Line Number specified on the Order]

APPENDIX A “Lock System” Procedure

Where the Infoplex software makes very heavy use of many TAS files, there is a risk of performance problems occurring if Users are logged in to that TAS company’s data during processing.

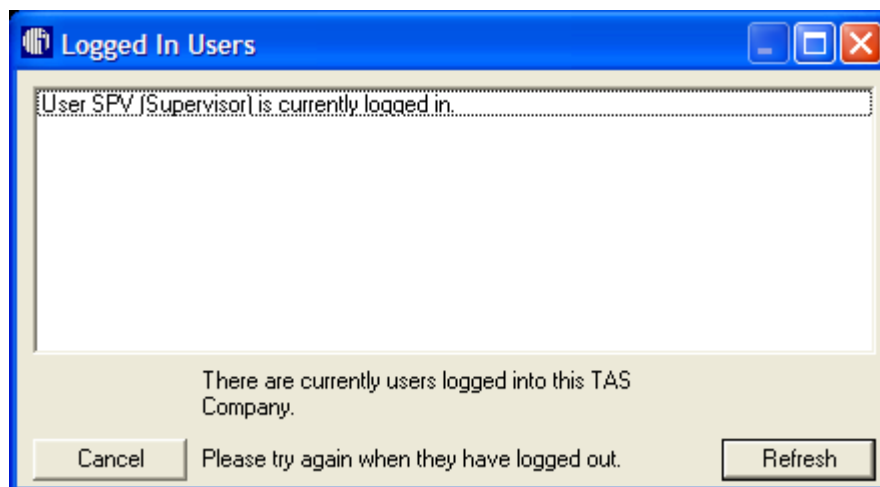
The Lock System function helps ensure that no users are logged in and it is automatically invoked when you select certain of the Import and Code Change routines from the menu. It tries to lock the TAS User database table exclusively and, if that succeeds, it has also succeeded in “locking” the system, thus preventing users from logging in.

When the software has completed its tasks you get a “System Unlocked” message:



Just click the **OK** button to proceed.

However, if the software cannot lock the TAS User database table exclusively, it displays a “Logged In Users” form listing one or more logged in users:



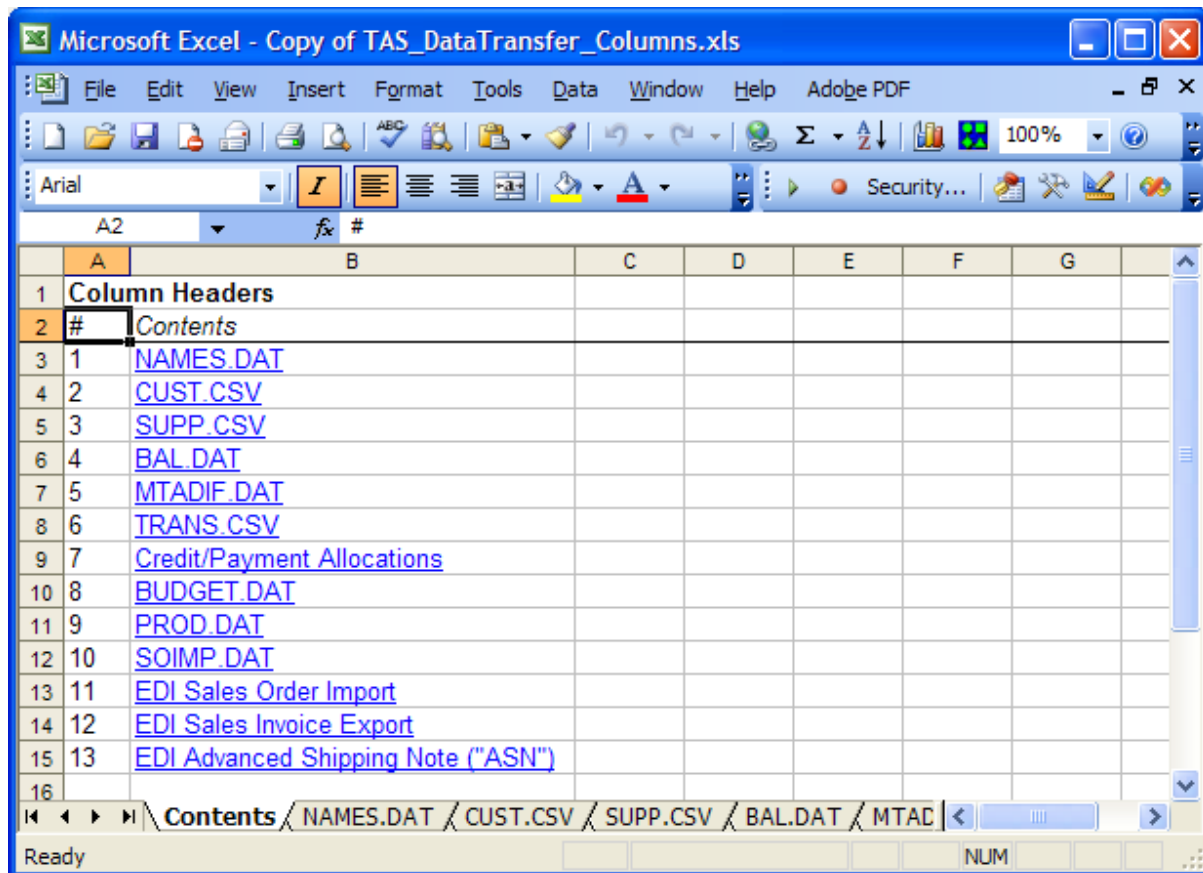
You can use the **Refresh** button to check that the user(s) has/(have) actually logged out of the TAS company concerned. If the software finds that it can now lock the TAS User database table successfully, it takes you straight to the initial form of the menu item that you selected.

On rare occasions, in order to successfully release an existing lock on the TAS User table, it may be necessary to reboot the PC hosting the TAS database, either your desktop if it is running TAS single user (“locally”) or the fileserver host.

APPENDIX B Troubleshooting ASCII CSV File Data Errors

If you are not sure why your ASCII CSV file is causing errors to be displayed/logged and you think that it complies with the [TAS Data Transfer File Specs](#), use the Excel spreadsheet [TAS_DataTransfer_Columns.xls](#), which contains column headers, as a troubleshooting tool.

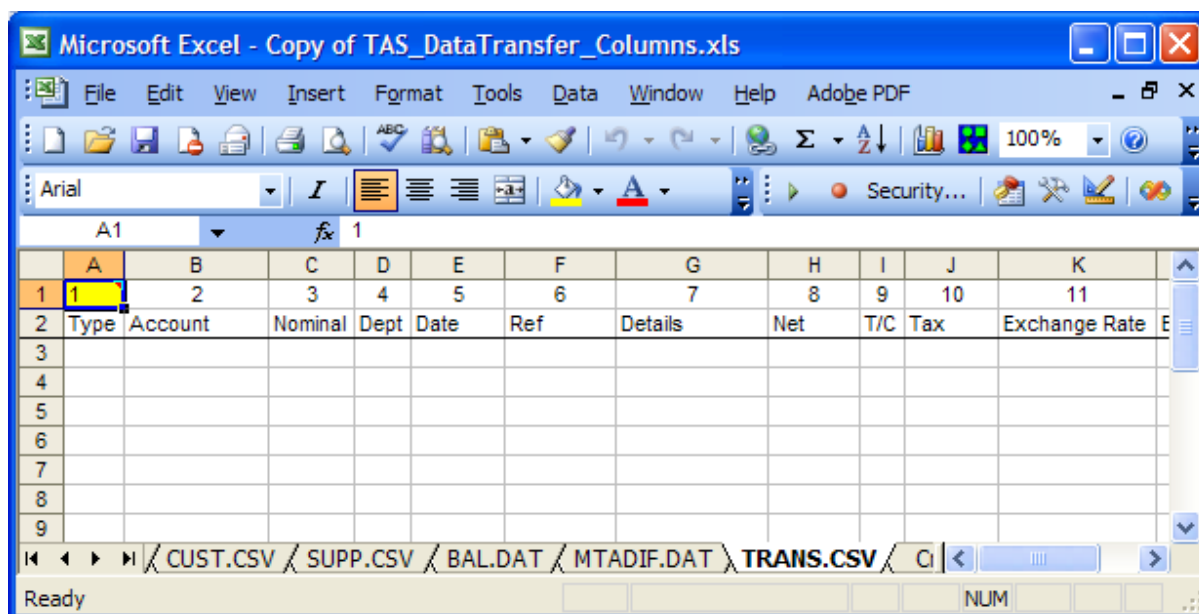
First extract the spreadsheet from the [TAS Data Transfer Toolkit](#) zip file and then, preferably, make a copy of it in order to preserve the unzipped original. When you open it, the **Contents** worksheet looks like this:



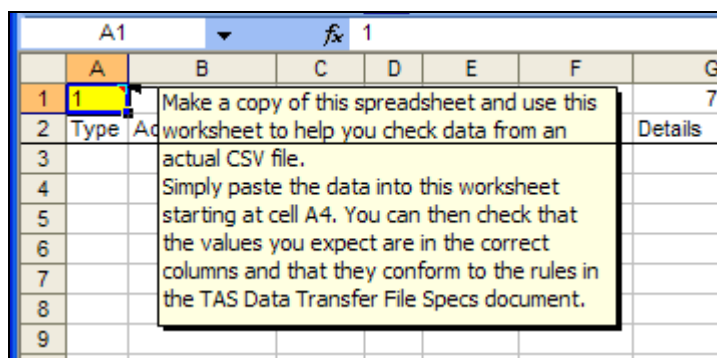
	A	B	C	D	E	F	G
1	Column Headers						
2	#	Contents					
3	1	NAMES.DAT					
4	2	CUST.CSV					
5	3	SUPP.CSV					
6	4	BAL.DAT					
7	5	MTADIF.DAT					
8	6	TRANS.CSV					
9	7	Credit/Payment Allocations					
10	8	BUDGET.DAT					
11	9	PROD.DAT					
12	10	SOIMP.DAT					
13	11	EDI Sales Order Import					
14	12	EDI Sales Invoice Export					
15	13	EDI Advanced Shipping Note ("ASN")					
16							

Each of the ASCII CSV file layouts is listed in the Contents column. Click on the layout you are working with. The hyperlink takes you to the worksheet selected, e.g. TRANS.CSV (number 6).

You can now see the Column/Field Numbers of the layout which you selected, together with their Header Labels, i.e. titles:



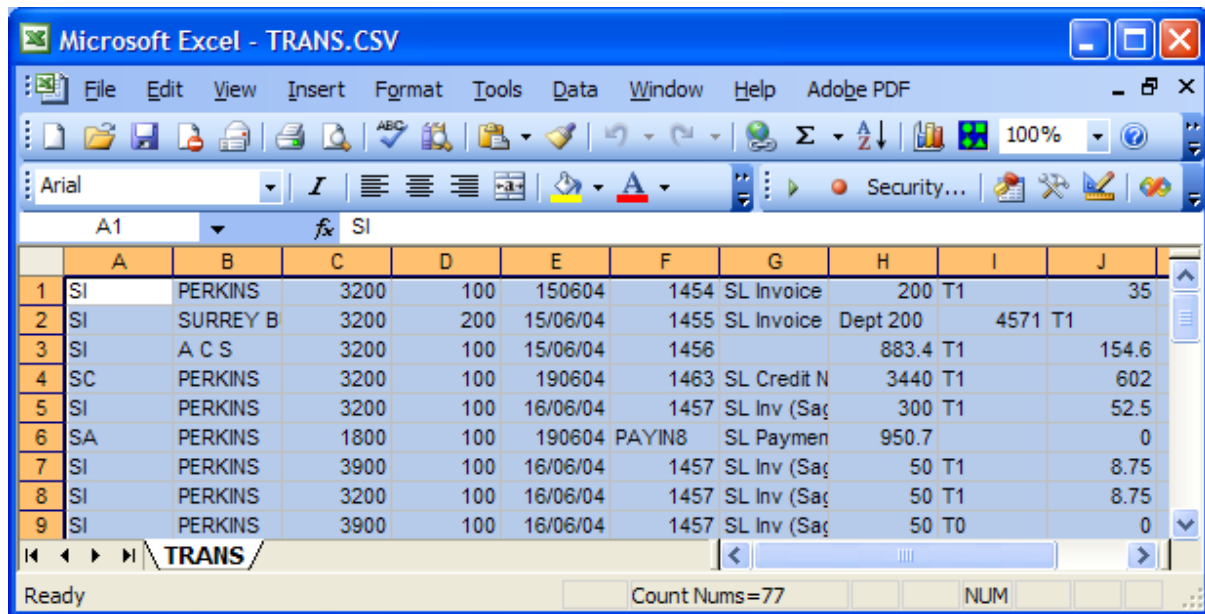
Hover your mouse pointer over cell A1 (highlighted in yellow) to display a hidden comment:



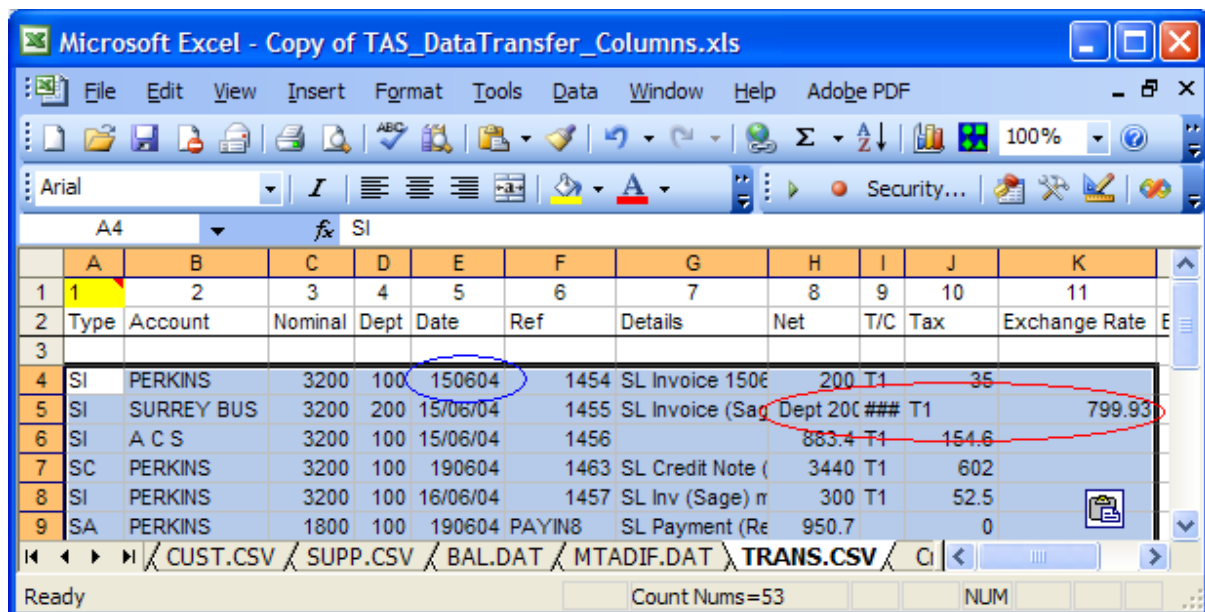
Now use MS Excel to open the ASCII CSV file which your 3rd party system created. If the file has a name extension other than ".CSV", you need to take extra action. Although you can open it correctly with Excel's Text Import Wizard, the shortcut is temporarily to rename the file with a ".CSV" extension, e.g. "MTADIF.DAT" to "MTADIF.CSV".

Bear in mind that when using Excel to open CSV files it can misinterpret certain values. For example if a properly qualified field contains leading zeros, such as a cheque number ("012345"), Excel displays this as the numeric 12345.

Here is an example of a "TRANS.CSV" file opened this way:

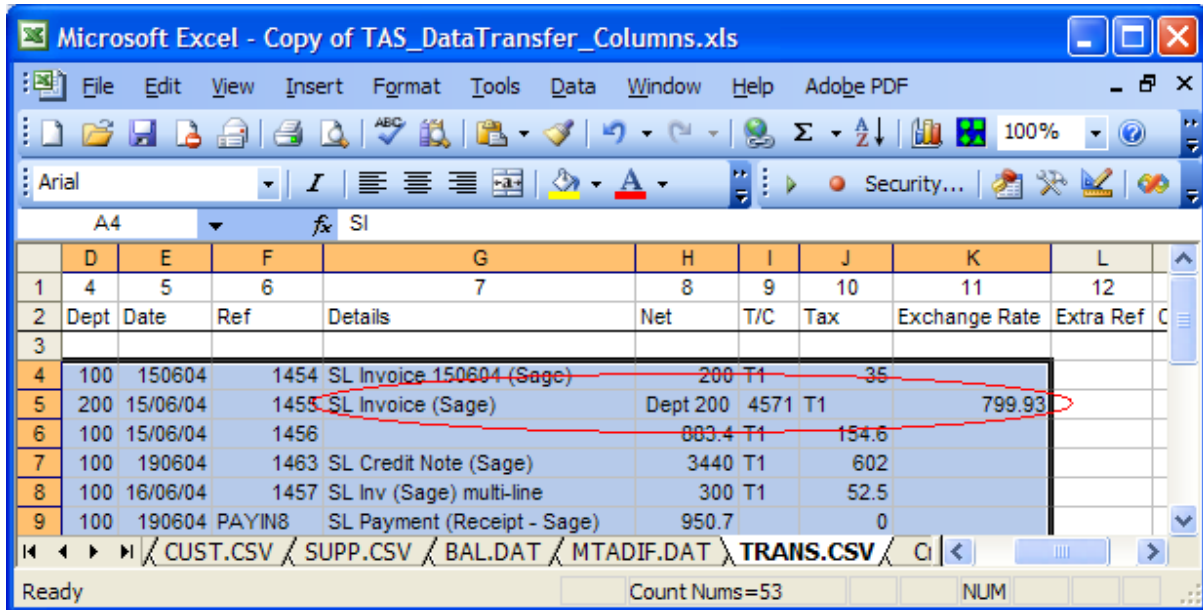


Highlight the data in the TRANS.CSV spreadsheet, copy it and paste it into the Copy of TAS_DataTransfer_Columns spreadsheet like this:

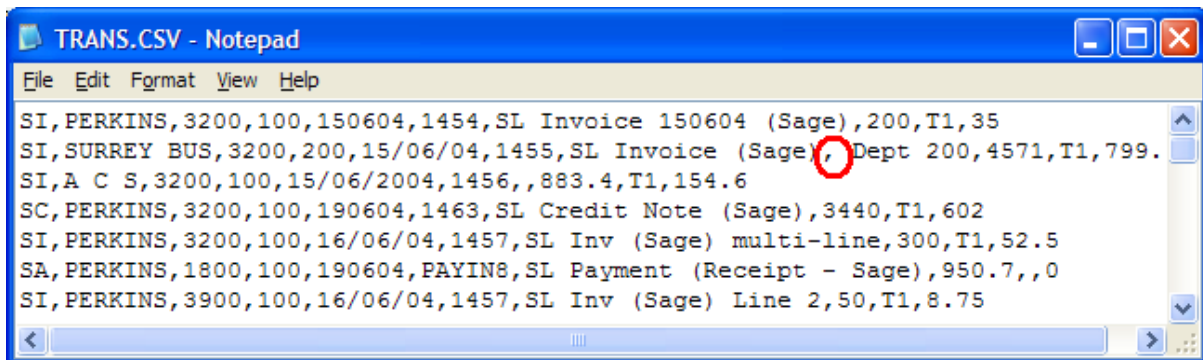


From this it can be seen that something has gone wrong with the record in row 5, circled in red (incidentally, Excel has not correctly interpreted a date in row 4, circled in blue).

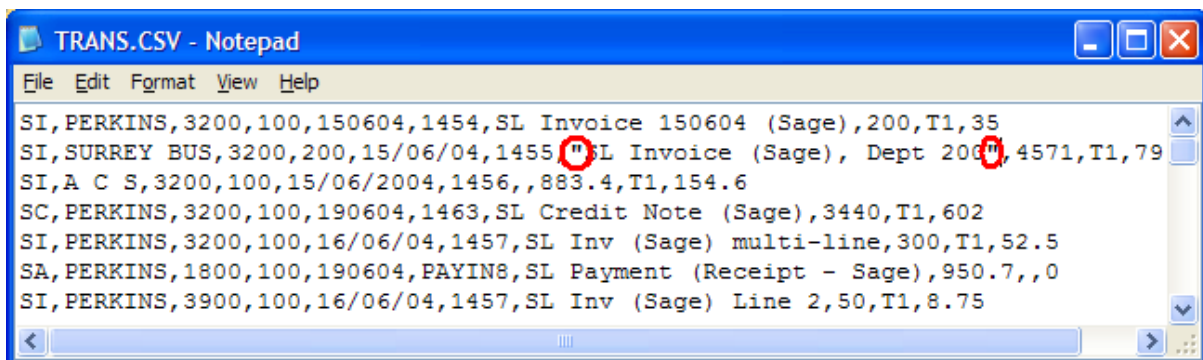
Expand the columns and it becomes evident that things start to appear wrong in column 8, the “Net” amount figure, which has got a value of “Dept 200”.



To find out why, you need to open the CSV file in a text editor like Notepad. This quickly reveals that the problem actually lies in column 7 (“Details”) which itself contains a comma:



To fix this, the 3rd party program needs to be changed so that the field “Details” is enclosed in double quotes as mentioned in [Importing Tips](#) above, like this:



APPENDIX C Change History

<i>Section/File Spec</i>	<i>Date</i>	<i>Notes</i>
Manual - General	21/01/08	Completed consolidation of file specs into this document, except EDI file specs as v2.01 of this document.
	27/01/08	Included EDI Order Import & Invoice Export file specs from previous documentation (see below) with v3.01 of this document. Introduced EDI ASN Export file spec (see below).
	07/02/08	Corrected so that TRANS.CSV not included in Cashbook Link
	19/02/08	Changes made in v3.02 to the EDI ASN Export spec
NAMES.DAT (and SUPP.DAT)	21/10/99	First release for use with v1.00 of Sales Ledger Link.
	22/06/05	Enhanced Supplier import with many new fields added for v1.02 of Purchase Ledger Link
	24/08/05	Same changes made for Customer import for v1.11 of Sales Ledger Link
	22/08/07	Credit Card fields removed for Sales Ledger Link v2.02 (to comply with TAS Books v7)
CUST.CSV	15/10/01	Introduced support for Sage format Customer Imports in v1.05 of Sales Ledger Link
	24/08/05	Enhanced Customer import with new fields added for v1.11 of Sales Ledger Link.
	21/01/08	Sage extended spec fields added (25 to 31)
SUPP.CSV	15/10/01	Introduced for v1.00 of Purchase Ledger Link
	21/01/08	Sage extended spec fields added (25 to 42)
Mass Customer/Supplier Code change	16/03/05	New Mass/bulk 'Change Customer/Supplier Code' format added for v1.10 of Sales Ledger Link and for v1.02 of Purchase Ledger Link (on 24/08/05).
MTADIF.DAT	21/10/99	SL Transactions Import introduced using traditional TAS format for v1.00 of Sales Ledger Link.
	22/02/00	Major improvements to handle extra Transaction Types in v1.01 of Sales Ledger Link
	21/01/08	Addition of fields to handle Foreign Currency transactions (49 and 50)
BAL.DAT	21/10/99	Opening Balances Transaction Import introduced using traditional TAS format/spec like MTADIF.DAT for v1.00 of Sales Ledger Link.
	24/08/05	Simplified layout for BAL.DAT, reducing to 10 columns, introduced for v1.11 of Sales Ledger Link
	12/11/08	Clarified Credit and Debit Journals
TRANS.CSV	15/10/01	Introduced support for Sage format Transaction Imports in v1.05 of Sales Ledger Link
	10/07/03	Additional Sage date formats supported for v1.07 of Sales Ledger Link
	21/01/08	Sage extended spec fields added in a special way to handle Foreign Currency transactions (11 to 13)
BUDGET.DAT	26/09/01	Initial release for v1.00 of NL Import Budgets
Credit/Payment Allocations	20/04/06	Introduced with v1.13 of SL Link
PROD.DAT	10/10/01	Introduced with v1.00 of Sales Order Link
	23/05/05	New update rules added for v1.08 of Stock Link
Mass Product Group Change	14/01/03	Introduced with v1.00 of Stock Link
Dynamic Discounts	27/07/05	Introduced with v1.09 of Stock Link
SOIMP.DAT	10/10/01	Introduced with v1.00 of Sales Order Link
	22/02/07	Project Code field added
EDI Sales Order Import	05/09/01	Introduced with v1.00 of EDI/XML Link
EDI Sales Invoice/Credit Export	05/09/01	Introduced with v1.00 of EDI/XML Link
EDI ASN Export	27/01/08	Introduced with v2.01 of EDI/XML Link
	19/02/08	Delivery Address Information added to export

<i>Section/File Spec</i>	<i>Date</i>	<i>Notes</i>
Stock Adjustments	12/11/08	Introduced with v2.13 of Stock Link