

# SLAP (Summary List of Accounts Payable) CSV files

- Version: 1.1.3
- Last updated June 9, 2013

## Introduction

In just a few steps C2FO customers can marshal a set of approved invoices as a text file and upload it for presentation on the C2FO Open Market. This document helps you do this by providing:

1. A quick explanation of the **SLAP file format**
2. Detailed listing of its **Required fields**
3. Detailed listing of its **Optional fields**
4. Description of our **Secure data transfer options**

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## SLAP file format

SLAP files are built using the comma-separated value (CSV) format and require a header line. Please consult RFC4180 for help conforming to the basics and employ whichever programming language, export utility, or file-generation tools work best in your environment to automatically marshal the files themselves:

`http://tools.ietf.org/html/rfc4180`

The kinds of data we require or make optional inside the CSV file is what defines our Summary List of Accounts Payable (**SLAP**) file format, described in the remainder of this document.

### Definitions

- `row`: Any line in SLAP file, separated by line break.
- `header row`: Always required first row of SLAP file. Lists field names contained in SLAP file, separated by commas.
- `field name`: human-readable label given to discrete kind of SLAP data, appears in `header row`.
  - **Required field names**: Must appear in any/every SLAP file.
  - **Optional field names**: May but does not need to appear in a SLAP file.
- `field value`: Any piece of data in a row, separated by one or more commas

### Things to note

- All field names are *case-insensitive*.
- Field names can appear in the header *in any order*.
- Values with commas must be *double-quoted* e.g., "My, value", "My, other, value"
- Values with apostrophe must be *double-quoted* e.g., "O'Doyle"
- Unrecognized field names will be ignored along with related data
- Field lengths are variable with a maximum of 255 characters

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## Required fields

### amount

Transaction amount, expected to be a decimal up to 2 places. More decimal places will be processed, but note that more than 2 places will be rounded up.

Can be negative if `transaction_type=2` is indicated. A base invoice `transaction_type=1` with a negative number is rejected.

### currency

Currency code as per ISO 4217. Any currencies other than 'USD' are not accepted unless specified during the implementation process. If the value in this field is blank, it will default to 'USD'.

### house\_bank\_code

*This one only applies to customers using SAP.*

If you are an SAP customer then this is a required field. Non-SAP customers, please disregard.

### division\_id

Indicates the organization division. If you do not have separate vendors, please disregard.

Default: none (No Grouping)

### payment\_due\_date

The due date for payment.

The date provided will be verified for legitimate date value and format.

Date formats accepted are ISO 8601(YYYY-MM-DD) or US Format(MM/DD/YYYY). Years must be 4 digits and months must be numeric and not names. Dates will be validated for valid day of month, year must be within a 10 year range of current date. If a time is included it must follow the date in 24 hour format(HH:MM:SS).

### transaction\_date

The date you record in your Accounts Payable system, typically the Invoice Date or the date you received the invoice.

The date provided will be verified for legitimate date value and format.

Date formats accepted are ISO 8601(YYYY-MM-DD) or US Format(MM/DD/YYYY). Years must be 4 digits and months must be numeric and not names. Dates will be validated for valid day of month, year must be within a 10 year range of current date. If a time is included it must follow the date in 24 hour format(HH:MM:SS).

### transaction\_type

- 1= base transaction (amount is always positive)
- 2= adjustment (amount can be positive or negative) Adjustment can be associated to a base invoice if desired, by `adj_invoice_id`

### company\_id

Your unique ID for this vendor. Taken literally. Leading zeroes etc preserved exactly as given. Only exception here is leading or trailing spaces which will be clipped. For example 00123 will remain 00123 but for spaces ' JohnCo' will become 'JohnCo' while 'John Co' will remain exactly as given.

Must be unique to this vendor across all your vendors *unless* you are also sending `group_id` in which case each `vendor_id` must be unique within that `group_id`.

### invoice\_id

Your Transaction ID for this invoice or invoice-related record. Must be unique in the context of `company_id`. The composite of `invoice_id` + `company_id` must be unique.

Case-sensitive so INV1001 will be considered different than `inv1001` or even `Inv1001`.

Leading zeroes etc preserved exactly as given. Only exception here, like `vendor_id`, is leading or trailing spaces.

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## Optional fields

### adj\_invoice\_id

Typically used to net a matched base invoice `transaction_type=1` with an adjustment `transaction_type=2`.

If you would like to match an adjustment to a particular invoice, `adj_invoice_id` should contain the `invoice_id` of the invoice the adjustment should net against, i.e.:

```
(invoice line, transaction_type=1) invoice_id = 123456
(adjustment line, transaction_type=2) adj_invoice_id = 123456
```

### description

Information housed in the Accounts Payable system, free-formt text. Typically something like "invoice", "adjustment", or "EDI".

### transaction\_status

Information housed in the Accounts Payable system, free-form text.

### voucher\_id

Information housed in the Accounts Payable system, free-form text.

## Custom Fields

Any other columns sent, that are not covered in the definitions above, will be stored and returned for each transaction record.

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## Secure data transfer options

### Data pipes

The C2FO platform currently supports multiple, secure connection types for the exchange of data with our customers:

1. sftp (ssh) with optional white-listed IP/IP range and/or optional ssh cert
2. ftp/es (ftp-ssl) with white-listed IP/IP range
3. https for some smaller transmissions under some circumstances

API endpoints are planned for release soon, these will support similarly secure methods but provide customers with a more dynamic, less "batch mode" alternative for transmitting approved invoices.

### Data encryption

In addition you may optionally encrypt your SLAP files prior to transmission over one of the secure connections and in that case please contact your implementation manager with your specific encryption requirements. A default public PGP key that you may use to encrypt data sent to us is the most recent Pollenware cert, available here:

`http://pgp.mit.edu:11371/pks/lookup?search=pollenware&op=index`

We can in some cases also support 7Zip AES-256 encryption of data, please contact your implemenation manager if this format is desired.