Upload Pending Check Format

Allowed File Types / Extensions : .csv

The first row or *Header* of the .csv file must contain all the *fields* or the column names of each pending check entry you plan to add into the system.

These column cells must be in the <u>first</u> row of the .csv file and in *this order, with the* exact spelling below:

- 1. vendid
- 2. invoice
- 3. invoice date
- 4. due date
- 5. prop
- 6. unit
- 7. tenant
- 8. gl acct
- 9. remark
- 10. is_need_approved
- 11. recurring
- 12. prop_to_remark

In addition, each cell has certain input / validation rules that you must follow. Each validation rule and description is listed below:

Field	Description
vendid	Required. This is the vendor code, not the vendor ID. The maximum input length of this value is 15 characters long
invoice	Required. Input value must be at most 18 characters long
invoice_date	Required. Must be a date value with the format of YYYY-MM-DD
due_date	Required. Must be an integer between 0 and 31
amount	Required. Must be a number between 0 and 10000000

prop	Required. This is the property number associated with the pending check
unit	Optional. This is the unit number associated with the pending check
tenant	Optional. This is the tenant number associated with the pending check. If entered, the value must be a positive integer.
gl_acct	Required. This is the GL Account number associated with the pending check
remark	Required. This is the remark address and is usually filled in with the property address. The maximum length of the value is 255 characters
is_need_approved	Required. Can only be one of 2 values: (Yes / No)
recurring	Required. Can only be one of 2 values: (Yes / No)
prop_to_remark	Required. Can only be one of 2 values: (Yes / No) ("Yes" means it will append the property address to remark column, "No" means it will leave the remark the way it is)

Note:

- 1. Make sure to follow up those header name(s) / column(s).
- 2. Make sure every row follows the above validate descriptions. Otherwise it will display an error or skip the row during the import process.

Below is an example of how the csv file should be formatted. The example below is in an **Excel Workbook**:

4	A	В	С	D	E	F	G	Н	1	J	K	L	M
1 1	vendid	invoice	invoice_date	due_date	amount	prop	unit	tenant	gl_acct	remark	recurring	prop_to	_remark
2 #	#03524	9892040000	1/13/2018	19	55.74	5656			1 764	6730 N 59TH DR*D	YES	NO	
3 4	#03524	7930750000	1/8/2018	11	145	5660		(760	927 Cheryl L*18	NO	NO	