



Data Import Specification

For Version 5.1x

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1. Introduction

1-1 Purpose

The purpose of this document is to provide the data import format required by e-Solution Financial so as to enable transactions recorded in third party software such as retail sales system, sales order processing systems, service billing systems and other transaction processing systems to be exported out and imported into the accounting system.

Please ensure that your data is exported according to the formats stated in this document.

1-2 General Explanation

The following is an example of an import file in CSV (BASIC) format that can be accepted by e-Solution Financial v5.1.

The imported data should begin with a batch header line like the following:

```
"20030831",2003-08-31,1603
```

and end with a batch end line like this:

```
*END*
```

Separator lines like this one are used to divide the batch into sections for easy viewing and editing.

```
!-----
```

1-3 Date Format

Date format follows yyyy-mm-dd. This is one of the standard date formats of windows. The quotation mark is optional, ie, both yyyy-mm-dd and "yyyy-mm-dd" are also acceptable. Time is 0001 to 2359. You can find an example in the batch header line above.

1-4 Currency Values

Currency values of amounts are shown in format like this: (19.2), which means:

- 19 - The total number of significant digits, including all formatting characters.
- 2 - The number of digits to the right of the decimal.
- () - Negatives surrounded by parentheses.

1-5 Data format for each types of record and transaction

This section contains the fields that are required for importing different types of record and transaction. The following can be imported into e-Solution Financial:

- Chart of Accounts
- Customer and vendor records with addresses
- Fixed asset records
- GL, AR, AP, Receipt and Payment transactions

1-5-1 Batch Header

Each batch should be accompanied by it header information.

Example:

"20030831",2003-08-31,1603

Col	Definition	Value	Max Length	Remarks
1	Batch Id		12	
2	Date of batch			
3	Time of batch			24 hour format

1-5-2 Account

This will import a record into the chart of accounts

Example:

"ACCOUNT","110101","Inventory","Inventory (2)","AS",TRUE

"ACCOUNT","212102","Accounts Payable","Accounts Payable (2)","LI",TRUE,"AP",TRUE,"USD"

"ACCOUNT","40101","Sales","Sales (2)","RE",TRUE,"",FALSE,"",TRUE,"pce",FALSE,"DEP1"

"ACCOUNT","61101","Expense","Expense (2)","EX",TRUE,"",FALSE,"",FALSE,"",TRUE

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Col	Definition	Value	Max Length	Remarks
1	Account Import ID	"ACCOUNT"		Required
2	Account Code		25	Required
3	Account Name		40	
4	Account Name in second language		40	
5	Account Group	One of the following: "AS" - Asset "LI" - Liability "EQ" - Owners Equity "RE" - Revenue "CS" - Cost of Goods Sold "EX" - Expense		Required
6	Detail Type	TRUE/FALSE		Required
7	Control Type	Possible value: "AR" - AR "AP" - AP "FA" - Fixed Asset "DE" - Accumulated Depreciation "CASH" - Cash/Bank Blank - not a control account		
8	Has Foreign Currency	TRUE/FALSE		
9	Currency Code		3	Required only if "Has Foreign Currency" is TRUE
10	Has Quantity	TRUE/FALSE		
11	Unit of Measurement		6	Required only if "Has Quantity" is TRUE
12	Departmentalized	TRUE/FALSE		Choose True for Multiple departments

				control
13	Department Code			Add a department code for Single department control. Fill only if "Departmentalized" is FALSE
14	National Level 1 Account		12	

1-5-3 Customer/Vendor

This will import a customer or vendor into their respective master record.

Example:

"CUSTOMER","CUS01","Customer CUS01","Customer CUS01","BIZID19990053","TAXID42978","COD","11310101","RMB","VAT17","STD","MSG01","DEP1","Sales1","","A",15000.00,FALSE, "Note"

Col	Definition	Value	Max Length	Remarks
1	Customer/Vendor Import ID	"CUSTOMER" - Customer record "VENDOR" - Vendor record		Required
2	Customer/Vendor Code		10	Required
3	Customer/Vendor Name		60	
4	Customer Name in second language		60	
5	Business Registration Number		20	
6	Sales Tax Registration Number		20	
7	Default Payment Terms Code		6	Required
8	Default Control Account		25	Required
9	Default Currency Code		3	
10	Default Tax Code		6	
11	Tax Status	"STD" - Standard		Default to NA if left blank

		"ZER" – Zero rated "MES" – Major Exporter Scheme "TC" – Third Country "NA" – Not Available "IR" – Irrelevant		
12	Message Code		6	
13	Default Department Code		8	
14	Default Salesperson / Purchaser		6	Salesperson for Customer Purchaser for Vendor
15	Default Sales Account		25	
16	Category	"A" – "F"		
17	Credit Limit, BC		(19.2)	
18	Suspend credit	TRUE/FALSE		
19	Note		1000	

1-5-3-1 Customer/Vendor Address

Customers and vendors can have more than one address.

Address Example:

"CUS_ADDR","CUS01","","ABC Company Limited","Zhao","AddrL11","AddrL12","Beijing","","China","100080","010","6431-2346","6431-2347","6431-2348",zhao@abccompany.com,"Note"
"CUS_ADDR","CUS01","CUS02","Customer 02","Chen","AddrL21","AddrL22","Beijing","","China","100080","010","6431-2346","6431-2347","6431-2348",zhao@abccompany.com,"Note"

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Col	Definition	Value	Max Length	Remarks
1	Customer/Vendor Address Import ID	"CUS_ADDR" – Customer address "VND_ADDR" – Vendor address		Required. The address record must follow immediately the customer/vendor record. Multiple addresses are allowed for each customer record. Only one address is accepted for each vendor record.
2	Customer/Vendor Code		10	Required
3	Address Code		12	If the Address Code matches another Customer Code, the address is marked as an "Associate company". Not applicable to Vendor.
4	Name of location		40	
5	Contact person		40	
6	Address Line 1		40	
7	Address Line 2		40	
8	City/Town		20	
9	Province/State		20	
10	Country		30	
11	Postal Code		10	
12	Telephone Area Code		10	
13	Phone Number 1		10	
14	Phone Number 2		10	
15	Fax Number		10	
16	Email Address		40	
17	Note		1000	

1-5-4 Fixed Asset

This will import a record into the fixed asset register.

Example:

"FIXEDASSET","FF01","Work Area System Furniture","","","FURNITURE","1-ACC","HQ",TRUE, "2004-01-01","ST",60,
0.016667,"110101","110201","64001",5000.00,0.00,0.00,"Note"

Col	Definition	Value	Max Length	Remarks
1	Fixed Asset Import ID	"FIXEDASSET"		Required
2	Fixed Asset Code		10	Required
3	Fixed Asset Name		40	
4	Fixed Asset Name in second language		40	
5	Serial No		20	
6	Class Code		10	Required
7	Department Code		8	Required if any account is departmentalized.
8	Location		10	
9	Purchased before company data Setup	TRUE/FALSE		
10	Service Date		yyyy-mm-dd	
11	Depreciation Method	'ST' - Straight line 'AC' - Accelerated	2	Default will be straight line.
12	Life(Periods)		Numeric	Default will be 36 periods.
13	Depreciation Rate		(7,6)	
14	Original value Account		25	Required
15	Accumulated Depreciation Account		25	Required
16	Depreciation Expense Account		25	Required

17	Purchase Amount		(19,2)	Required
18	Value Adjustment Amount		(19,2)	
19	Salvage Amount		(19,2)	
20	Note		1000	

1-5-5 GL Transaction

1-5-5-1 GL Transaction Header

This will import GL transaction header into e-Solution Financial.

Example:

"GL",2003-08-11,"PRJ01","DEP1","EXPENSE CLAIM",3,"To be reimbursed by cheque"

Col	Definition	Value	Max Length	Remarks
1	Transaction Journal		6	Required. Must not use any of the following keywords: "AR" - Account Receivable "AP" - Account Payable "CH-R" - Cash/Bank Receipt "CH-P" - Cash/Bank Payment "ADJUST" - Invoice Adjustment "FOREX" - Exchange Gain/Loss Calculation "YR-END" - Transfer Earnings/Year-End Adjustment "FA" - Fixed Asset Depreciation "EPOS" - e-Solution Point-Of-Sale "EDIS" - e-Solution Distribution "WIP" - Project Costing

				"PRJ" – Project Adjustment
2	Transaction date.		yyyy-mm-dd.	
3	Project Code		12	
4	Department Code		8	
5	Transaction Reference		20	
6	Number of Support Documents		5.0	
7	Remark		120	

1-5-5-2 GL Transaction Detail

This will import GL transaction detail into the system.

Example:

","65008","PRJ01","Courier","DR",710.00,"SGD",1.00,710.00

","10101","","Reimbursement","CR",710.00,"SGD",1.00,710.00

Col	Definition	Value	Max Length	Remarks
1	Blank			
2	Account Code		25	Required
3	Project Code		12	Not yet effective.
4	Particulars		60	
5	Debit or Credit	"D/DR/DEBIT" - debit "C/CR/CREDIT" - credit		
6	Amount in BC		(19.2)	
7	Foreign currency code		3	Required. Must be the same as the account currency.
8	Exchange rate		15.6	
9	Amount in FC		(19.2)	
10	Quantity		(19.4)	

11	Note		1000	
GL Transaction Departmental Detail Example (following the GL Detail of Account 65008):				
""; ""; "DEP1"; "To Cus01"; 400.00				
""; ""; "DEP2"; "To Cus02"; 310.00				
1	Blank			
2	Blank			
3	Department Code		8	
4	Reference		20	
5	Amount in BC		(15.2)	
6	Amount in FC		(15.2)	

1-5-6 AR/AP Transaction

1-5-6-1 AR/AP Transaction Header

This will import AR/AP transaction header into the system.

Example:

"AR","CUS01",2003-08-11,"","INVOICE","FALSE","005671","STD","DEP1","JOHN","PO2002013","30D",2003-09-10,2003-08-11,5.00,"USD",1.78,"1202102","Q2 Promotion sales","Payment expected in end of Sept"

Col	Definition	Value	Max Length	Remarks
1	Journal Code	"AR" or "AP"		Required
2	Customer/Vendor Code		10	Required
3	Transaction Date		yyyy-mm-dd	
4	Project Code		12	

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5	Document Type	"IV/INVOICE", "DR/DEBIT" "CR/CREDIT"		
6	Linked to Invoice	TRUE/FALSE		
7	Document Number		20	
8	Tax Status	"STD" - Standard "ZER" - Zero rated "MES" - Major Exporter Scheme "TC" - Third Country "NA" - Not Available "IR" - Irrelevant		
9	Department Code		8	
10	Salesperson/Purchaser		8	
11	Customer's/Own PO Ref		20	
12	Payment Terms Code		6	
13	Due Date		yyyy-mm-dd	
14	Early Payment Discount Date		yyyy-mm-dd	
15	Early Payment Discount Rate		5.2	
16	Currency Code		3	Required
17	Exchange Rate, BC per Unit FC		15.6	
18	Control Account		25	
19	Control Account line particulars		60	
20	Remark		120	

1-5-6-2 AR/AP Transaction Detail

This will AR/AP import transaction detail into the system.

Example 1:

","4102","","PRJ01","Hardware Sales Export",1000.00

","4401","","PRJ01","carriage",10.00

","2501","","PRJ01","STD Tax collected",40.40

Example 2:

","4102","005671","PRJ01","Hardware Sales Export",1000.00

","4401","005671","PRJ01","carriage",10.00

","2501","005671","PRJ01","STD Tax collected",40.40

Col	Definition	Value	Max Length	Remarks
1	Blank			
2	Account Code		25	Required
3	Invoice Number		20	Required only if Linked to Invoice = TRUE
4	Project Code		12	Not yet effective
5	Particulars		60	
6	Amount in the currency in the transaction header		(15.2)	
7	Note		1000	

1-5-6-3 AR/AP Transaction Department Detail

Example (following the AR Detail of Account 4102):

"" , "" , "DEP1" , "John Chen" , 1000.00

Col	Definition	Value	Max Length	Remarks
1	Blank			
2	Blank			
3	Department Code		8	
4	Reference		20	
5	Amount in the currency in the transaction header		(15.2)	

1-5-7 Cash Receipt/Payment

1-5-7-1 Cash Receipt/Payment Transaction Header

This will import the transaction header into the system.

Example 1:

"CH-R" , "CS" , "CUS001" , "ASC Company Ltd" , "PRJ01" , "BANK1" , 2003-09-27 , "DBS 335621" , "USD" , 8.2788 , 1000.00 , 2003-09-30 , "Deposit 001" , "12011" , "DEP1" , "STD" , "Payment for INV in End Oct"

Example 2:

"CH-R" , "AC" , "" , "ASC Company Ltd" , "PRJ01" , "CASH1" , 2003-09-28 , "UOB 225785" , "RMB" , 1,6000.00 , 2003-09-28 , "" , "" , "DEP1" , "STD" , "Admin and General Expenses"

Col	Definition	Value	Max Length	Remarks
1	Journal Code	"CH-R" - Receipt "CH-P" - Payment		
2	Payer (or Payee) Type	"AC" - GL Account "CS" - Customer "VN" - Vendor		
3	Customer (or Vendor) Code, to comply with the value in the preceding column.		10	
4	Payer/Payee Name		40	
5	Project Code		12	Not yet effective
6	Bank Code			
7	Cheque Date		yyyy-mm-dd	
8	Cheque Number		20	
9	Cheque Currency Code		3	
10	Cheque Currency Exchange Rate		15.6	
11	Cheque Amount		(19.2)	
12	Deposit Date		yyyy-mm-dd	
13	Deposit Number		20	
14	Advance Receipt/Payment Account		25	
15	Department Code		8	
16	Tax Status	"STD" - Standard "ZER" - Zero rated "MES" - Major Exporter Scheme "TC" - Third Country "NA" - Not Available "IR" - Irrelevant		
17	Remark		120	

1-5-7-2 Cash Receipt/Payment Transaction Detail

Cash Receipt/Payment Transaction Detail Example 1:

"" , "INV005671" , "" , "500.00 out of 3090.00 paid" , 500.00 , ""
 "" , "INV007564" , "CUS02" , "1000.00 out of 1030.00 paid" , 1000.00 , "601118"

Cash Receipt/Payment Transaction Detail Example 2:

"" , "601203" , "" , "DEP01 Salary" , 4000.00
 "" , "601209" , "PRJ01" , "Licence Fee" , 2000.00

Col	Definition	Value	Max Length	Remarks
1	Blank			
2	Invoice Number or Account Code, depending on the transaction header Payer/Payee type		25	
3	Associated Customer or Project Code		12	When Payer Type is "CS", this field takes the "Associated Customer Code" if the invoice being applied to belongs to the associated customer. You must have ticked the option "Allow receipt to be applied to associate accounts" at "Setup"/"Control & Transfer Accounts". When Payer Type is "AC", this field takes the Project Code (not yet effective).
4	Particulars		60	
5	Applied Amount in cheque currency in the header		(15.2)	

6	Deduction Account Code		25	Leave it blank when Payer/Payee Type in the CH-R/CH-P header is not CS(Customer) or VN(Vendor). Filled only when the balance of the invoice is to be totally deducted.
7	Note		1000	

1-5-7-3 Cash Receipt/Payment Transaction Departmental Detail

Example (following the AR Detail of Account 601203):

","","DEP1","Peter Wang",2500.00

","","DEP1","Mao Yixin",1500.00

1	Blank			
2	Blank			
3	Department Code		8	
4	Reference		20	
5	Amount in cheque currency in the header		(15.2)	

1-6 Combined Example

```

"20030831",2003-08-31,1603
!-----
"ACCOUNT","110101","Inventory","Inventory (2)","AS",TRUE
"ACCOUNT","212102","Accounts Payable","Accounts Payable (2)","LI",TRUE,"AP",TRUE,"USD"
"ACCOUNT","40101","Sales","Sales (2)","RE",TRUE,"",FALSE,"",TRUE,"pce",FALSE,"DEP1"
"ACCOUNT","61101","Expense","Expense (2)","EX",TRUE,"",FALSE,"",FALSE,"",TRUE
!-----
"CUSTOMER","CUS01","Customer CUS01","Customer
CUS01","BIZID19990053","TAXID42978","COD","11310101","RMB","VAT17","STD","MSG01","DEP1","Sales1","","A",15000.00,FALSE,"Note"
"CUS_ADDR","CUS01","","ABC Company Limited","Zhao","AddrL1","AddrL2","Beijing","","China","100080","010","6431-2346","6431-2347","6431-2348","zhao@abccompany.com"
"CUS_ADDR","CUS01","CUS02","Customer 02","Chen","AddrL1","AddrL2","Beijing","","China","100080","010","6431-2346","6431-2347","6431-2348",zhao@abccompany.com
!-----
"FIXEDASSET","FF01","Work Area System Furniture","","","FURNITURE","1-ACC","HQ",TRUE, "2004-01-01","ST",60, 0.016667,
"110101","110201","64001",5000.00,0.00,0.00,"Note"
!-----
"GL",2003-08-11,"PRJ01","DEP1","EXPENSE CLAIM",3,"To be reimbursed by cheque"
"", "65008", "PRJ01", "Courier", "DR", 710.00, "SGD", 1.00, 710.00
"", "", "DEP1", "To Cus01", 400.00
"", "", "DEP2", "To Cus02", 310.00
"", "10101", "", "Reimbursement", "CR", 710.00, "SGD", 1.00, 710.00
!-----
"AR","CUS01",2003-08-11,"","INVOICE","FALSE","005671","STD","DEP1","JOHN","PO2002013","30D",2003-09-10,2003-08-11,5.00,"USD",1.78,"1202102","Q2 Promotion
sales","Payment expected in end of Sept"
"", "4102", "", "PRJ01", "Hardware Sales Export", 1000.00
"", "", "DEP1", "John Chen", 1000.00
"", "4401", "", "PRJ01", "carriage", 10.00
"", "2501", "", "PRJ01", "STD Tax collected", 40.40

```

```
!-----  
"CH-R","CS","CUS01","ASC Company Ltd","PRJ01","BANK1",2003-09-27,"DBS 335621","USD",8.2788,1000.00,2003-09-30,"Deposit 001","12011","DEP1","STD","Payment for INV  
in End Oct"  
","INV005671","","500.00 out of 3090.00 paid",500.00,""  
","INV007564","CUS02","1000.00 out of 1030.00 paid",1000.00,"601118"  
"CH-R","AC","","ASC Company Ltd","PRJ01","CASH1",2003-09-28,"UOB 225785","RMB",1,6000.00,2003-09-28,"","", "DEP1","STD","Admin and General Expenses"  
","601203","","DEP01 Salary",4000.00  
","","DEP1","Peter Wang",2500.00  
","","DEP1","Mao Yixin",1500.00  
","601209","PRJ01","Licence Fee",2000.00  
!-----  
*END*
```