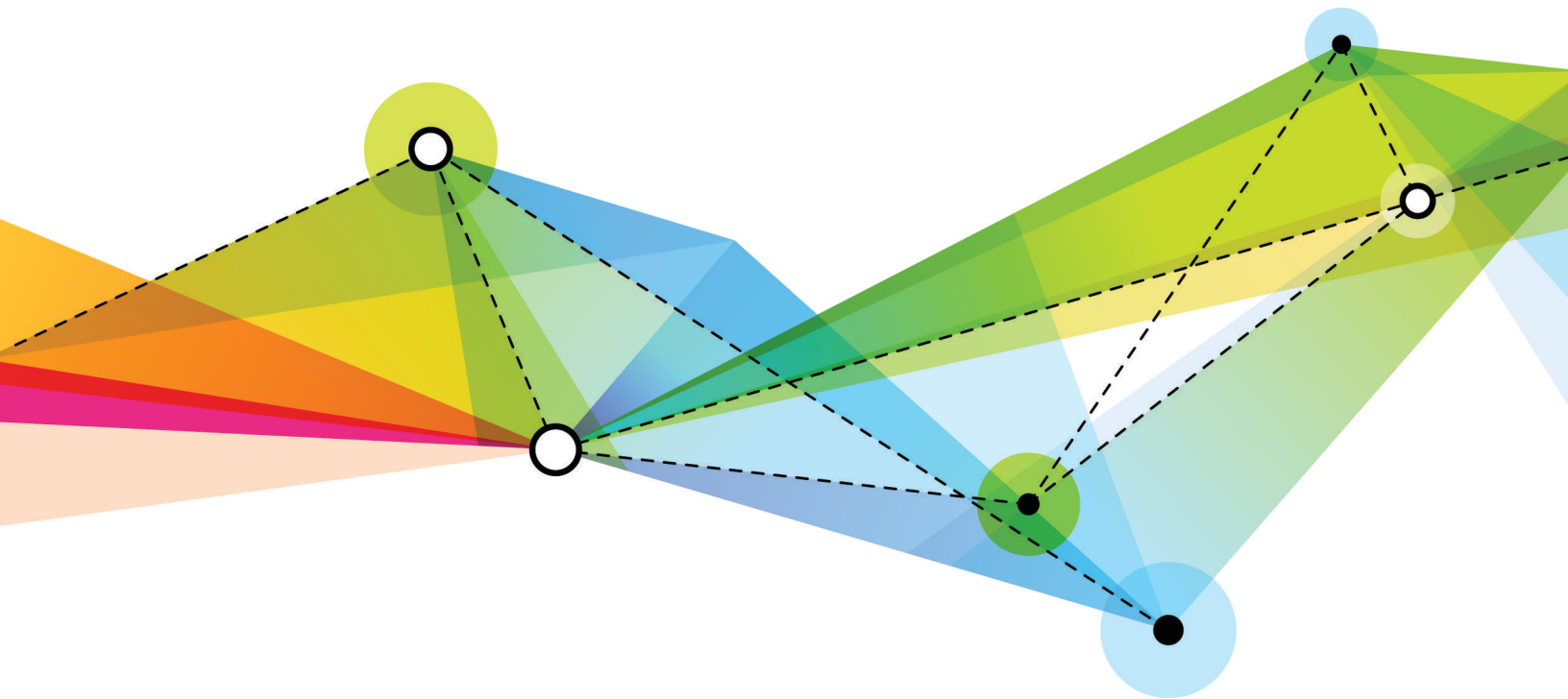




Standard Charge Import Format

Specification and Documentation



Edition: 1.0

Release date: November 30, 2016

Smile version: 6.0

Published by Inomial Pty Ltd

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Standard charge import specification

Smile provides the ability to import invoice line items into Smile from an external system and assigning them to particular accounts.

File format

A Smile charge import file is a Common Separated Values (CSV) formatted document containing only entry type records.

Commas separating unused columns at the end of a line may not be omitted.

Entry

An entry record contains the actual import data of interest. One entry record for each invoice line item.

Table 1: Entry record field definition

Col	Field name	Data type	Description	Required?
0	USN	Text	The USN of the subscription or account that an invoice line item will be imported to	Yes
1	Item Code	Text	The item code of what is being purchased	Yes
2	Item Text	Text	The description of the item. If omitted, then the item description of the item will be used.	No
3	Charge From Date	Date	Start date of the item. If omitted, then the local system today's date will be used. Date format must be "yyyy-MM-dd". For example, 2016-11-01.	No
4	Charge To Date	Date	End date of the item. If omitted, then the start date will be used. Date format must be "yyyy-MM-dd". For example, 2016-11-01.	No
5	Quantity	Number	Item quantity. If omitted, then '1' will be presumed.	No
6	Count	Number	Number of instances of this item. If omitted, then '1' will be presumed.	No
7	Total Amount Exc. Tax	Decimal (Unbounded)	Total charge amount, excluding tax. If omitted, total amount will be computed as: Quantity x Item rate.	No
8	Tax Calculation Mode	Text	Tax calculation mode. Allowed values:	No

Col	Field name	Data type	Description	Required?
			<ul style="list-style-type: none"> “Compute”—to have Smile calculate tax automatically “Provide”—to use the already-provided value from the Tax Amount field “NA”—no tax is applicable for this item If omitted, then “Compute” is implied.	
9	Tax Amount	Decimal (Unbounded)	Pre-calculated tax amount. Only required if Tax Calculation Mode is “Provide”.	Yes, if Tax Calculation Mode is "Provide"
10	Override Cost Centre Name	Text	Name of cost centre. The cost centre must already exist on the account or subscription. Names are matched case-sensitively. If omitted, the account or subscription's default cost centre is used.	No
11	Override Purchase Order Number	Text	Purchase order number. If omitted, the account or subscription's default purchase order is used.	No
12	Office Name	Text	Office name of location where item was purchased. If omitted, no office location is recorded for the line item.	No
13	Raising Action	Text	Raising action. Allowed values: <ul style="list-style-type: none"> “Defer”—to have Smile raise an item as a deferred charge on the account “Leave_open”,—to have Smile raise an item on a new open invoice “Close”—to have Smile raise an item on a new closed invoice If omitted, then “Defer” is implied.	No
14	Invoice Identifier	Text	Invoice line items with the same invoice identifier are raised together in the same invoice. Only required if Raising Action is “Leave_open” or “Close”.	Yes, if Raising Action is "Leave_open" or "Close"

Example file

```
"2142626973","003857","Override item  
description","2016-11-22","2016-11-22",2,1,50,"Provide",5.5,  
"Melbourne's cost centre","PO123","Melbourne","Leave_open","1"
```