


Deltek Costpoint®

Version 7.1.1 Preprocessor

An abstract graphic composed of several overlapping, semi-transparent blue polygons of various shades, creating a sense of depth and movement. The shapes are primarily triangular and quadrilateral, arranged in a way that suggests a stylized, modern architectural or technological structure.

June 30, 2016

A blue geometric graphic consisting of several overlapping triangles and polygons, located in the top-left corner of the page.

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Sales Orders

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IMPORT SALES ORDERS

Use this preprocessor to load sales orders from an ASCII file into Costpoint. After you successfully import the sales order information, you can use the data to print sales acknowledgments, issue and ship material, print packing slips and DD250 forms, invoice customers, and post sales entries to the general ledger. Use the Manage Sales Orders screen to view the sales orders loaded by this preprocessor.

Only one user can run this application at a time.

When you run this process, Costpoint validates all company-related data based on the company associated with your user ID. Each new sales order record is saved with your company ID. Therefore, you can process files for only one company at a time (the company associated with your user ID).

Use the **MRP Part Net Change** flag (or the **Allow Net Change MRP** check box in the **MRP Corporate Settings** group box of the Configure Materials Requirements Planning Settings screen) for parts that are planned by materials requirements planning (MRP). The net change status of a part and its components changes from **N** to **Y** on a sales order line that has an **Inv Line Type** and additions, changes, or deletions that affect reservations. If you change the part, the net change flag updates for both the original and new part.

The inventory sales order lines use **Consume Forecast** when the Master Production Scheduling (MPS) module is used to load sales forecasts. If you select the **Consume Forecast** check box (or if it is selected based on settings on the Configure Master Production Scheduling Settings screen), the application attempts to consume any open sales forecast quantities based on the sales order line's part, inventory abbreviation, ship by date, and warehouse (if warehouses are planned separately for MRP/MPS). The application uses the SO line's **MPS Planning Part** on the Manage Item Billings screen and the selections on the Configure Master Production Scheduling Settings screen to determine which forecasts to consume. If Costpoint finds matching open sales forecasts, or if you do not select **Consume Forecast** flag, forecast records remain unmodified.

You can only update an existing sales order if the status is **Pending** or **Rejected**, when sales order approvals are required.

Optional input file fields in the header and line records support the functionality to create text files that may be submitted to the Wide Area Work Flow (WAWF) and uploaded by the government into their payment system. Wide Area Work Flow - Receipts and Acceptance (WAWF-RA) is a Department of Defense (DoD)-wide electronic system designed to eliminate paper from the receipts and acceptance process of the DoD contracting life cycle. The goal is to enable authorized defense contractors and DoD personnel to generate, capture, and process receipt and payment-related documentation via interactive Web-based applications.

In the header record, the WAWF-related fields are:

- **Prime Contractor CAGE** — This is the Commercial and Government Entity code of the prime contractor specified in the contract. If not in the input file, this defaults from Sales Order Pricing Project/Catalog, if available.
- **Inspect By DoDAAC, Local Processing Office DoDAAC, 3rd Party - Other DoDAAC** — This is the Department of Defense Activity Address Codes responsible for inspecting materials and processing invoices. If not in the input file, these default from Sales Order Customer or Sales Order Pricing Project/Catalog, if available.
- **Inspection Point, Acceptance Point, FOB** — This indicate whether inspections and acceptance are done at the source or destination. If not in the input file, these default from Sales Order Customer, if available.
- **Alternate Release Procedure, Certificate of Conformance, Construction Certificate**
- **Enable SO Invoices for WAWF** — Only invoices for sales orders that have this check box selected (in the WAWF tab of the Manage Sales Orders screen) are eligible for WAWF submission through the Create WAWF Files screen. The initial value corresponds to a similar flag for the customer associated with the sales order; you can still edit it for the specific sales order.

In the line record, the WAWF-related fields are:

- **GFE** — This field indicates whether the line item is Government Furnished Equipment.
- **SDN** — This is the Standard Document Number, which is a numbering system prescribed for all financial-related documents prepared that are not PIIN/SPIN, MILSTRIP/MILSTRAP or TCN.
- **Product Service Type** — This qualifies the entry in the SO line NSN column.
- **UID Required** — This indicates whether the line item requires a Unique Item Identifier, per the requirements established.

There are two ways to work with input files in Costpoint

You can access the input file from the network by using Alternate File Locations.

You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

If you decide to use the first option, click  in the **File Location** field to select an alternate file location. If you choose the second option, leave the **File Location** field blank and use the File Upload Manager to upload the input file to the Costpoint database.

Files Necessary to Run the Preprocessor

The following custom files and stored procedures files must be accessible to run the Sales Order Preprocessor:

- **AOPSOPP.EXE** — Sales Order Preprocessor application executable file
- **AOPSOPP.MSS** — MS SQL Server stored procedure for the Sales Order Preprocessor
- **AOPSOPP.ORA** — Oracle stored procedure for the Sales Order Preprocessor
- **AOPSOPP.QRP** — Sales Order Preprocessor Report Template

Costpoint Data Setup

Before you can execute the preprocessor, you must establish the required data tables and system controls. Likewise, you should set up optional tables containing default data. Please refer to Processing Details for an outline of required and optional Costpoint tables and columns that are affected by this preprocessor. Refer to the online help for Sales Order Entry and/or contact your Deltek Representative for assistance before running this preprocessor.

Location


- Materials
- Sales Order Entry
- Sales Order Entry Interfaces

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options are also included in the saved parameter ID if there are any. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

Description


Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.

Options


Input File

File Location

Enter the location of the input file you are importing. There are two ways to do this:

- In the **File Location** field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.
- or
- From the Global Menu, click **Process » File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to import. If you select the **Overwrite?** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave the **File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

File Name

Enter, or click  to select, the name of the file to be processed.

International users: The data can contain non-English characters, provided they are in the ASCII character set. Before creating an ASCII text (.TXT) file, be sure that your keyboard language is set to **EN** (United States English) to prevent the application from generating errors.

We recommend using .TXT and .CSV file-naming conventions.

File Format

Please refer to Input File and Error File Layout for additional information regarding input file and error file processing.

From the drop-down list, select one of two file formats to process. Valid options are:

- **Delimited** — Select this option if each field in the input file is separated by a comma or other user-defined symbol, as indicated in the **File Delimiter** field. You do not need to include a comma (or user-defined symbol) after the last field entry in the input file.
- **Fixed Length** — Select this option if each field in the input file is a fixed length (as described in Input File and Error File Layout) and must be filled with either an appropriate character or a space to the specified width.

File Delimiter

If you select the **Delimited** input file format, from the drop-down list, select the delimiter.

- **Comma** — Select this option if the fields in the input file are separated by commas.
- **Other** — If the fields in the input file are separated by some character other than a comma, select this option and enter the character in the **Other Delimiter** field.

Other Delimiter

If you select the **Other** option in the **File Delimiter** field, enter the character to be used as a delimiter.

You must not enter a character that is used for data in the input file. For example, you would not use a hyphen as a delimiter because date fields also contain hyphens. When the preprocessor encounters the declared delimiter, it interprets the delimiter as the end of the input field.

Error Handling

Use the options in this group box to determine how to handle validation errors. Errors occur when an input file record is not valid, or when a condition is not met for a field that is being processed in an input file.

If errors are encountered on the input file

From the drop-down list, select one of the following options to determine how the preprocessor should proceed if an error occurs:

- **Process Valid Records** — The preprocessor continues to process all sales orders that do not have errors.
- **Process No Records** — The preprocessor does not process any records in the file.

Generate Error File

Select this check box to produce an error report, after you execute the preprocessor, that lists all validation errors and an ASCII error file. The error file has the same filename as the original input file, but with an extension of **.ERR**, and the file contains all input rows that are in error. You can correct this error file, rename it, and reprocess it until all rows pass. The program inserts the time into the **TIMESTAMP** field at the end of each record, indicating the most recent instance in which the file was created.


Rename Input File

Select this check box to rename the input file with an extension of **.OLD** after the process completes.

Generate Audit Report

This check box is selected by default to produce an audit report of all sales orders that have been processed. If you do not want to run an audit report, deselect the check box.


Process/Import

Use  to select an option for processing and importing sales orders. Select one of the following options:

- **Import Sales Orders**— Click this option to import sales orders from an input file. This action allows you to read the input file, validate the data, and insert or update the sales order tables. A batch mode option is also available.
- **Print/Import Sales Orders** — Click this option to import and print sales orders from an input file. This action allows you to read the input file, validate the data, and insert or update the sales order tables, and print the error report if applicable. A batch mode option is also available.

You can also refer to Processing Details for further information.

Process/Print

Use  to read the input file, validate the data, insert or update the sales order tables, and print the error report, if applicable.

Related Topics/Related Procedures

INPUT FILE AND ERROR FILE LAYOUT

PROCESSING DETAILS

ERROR MESSAGES

PROCESSING DETAILS

1. The application copies rows from the input file into the worktables.
2. Each sales order is validated in its entirety.
3. The application inserts any errors found into the error table.
4. Defaults are applied.
5. Sales orders with no errors are inserted or updated in the Costpoint tables.
6. If a sales order has errors, all its rows in the input file are written to the error file (*.ERR).
7. The application renames the input file (*.OLD).
8. You can view or print the Error Report from the screen.
9. Upon initialization, the application deletes data from the work files.
10. Header modification records can exist in the input file without associated line records, provided that a sales order header and line record already exist for that sales order in the data tables.
11. Line modification records cannot exist in the input file without the associated header record.
12. Note modification records cannot exist in the input file without the associated line record and header record.

The sales order will not be processed if there is an insert record and an update record for the same Header, Line, Line Note, Line Text, or Text record in the input file.

Changes to Sales Orders

When you enter sales orders through this interface, the system marks them as loaded implementing the **Modified By** field in all affected tables using the Input Sales Order program name (AOPSOPP).

If you are updating existing sales orders, you cannot renumber sales order lines. If you delete a line in the host system, a record is established with zero quantity, zero amount, and a status of **V** (Void).

Application Processing Notes

After running this application, you can view and/or update the sales orders on the Manage Sales Orders screen. We recommend that you update sales orders in the source system and upload them through the preprocessor.

When you create a new sales order, your company ID is inserted in the SO_HDR table. Before you can change an existing SO, the company ID in the SO header must match your company ID. Users can perform uploads for only one company (the user's) at a time.

The preprocessor performs a number of calculations and edits while uploading header and line records. The following information outlines specific edits and calculations performed by the preprocessor for line records:

1. **Order Quantity** is required in the input file.
2. All amounts in the input file should be in the transactional currency.
3. **Discount Amount** is not a field in the input file, but is calculated for sales order lines as follows:
Gross Unit Price * Volume Discount Percentage = Discount Amount
4. **Net Unit Price** is not a field in the input file, but is a field on the Manage Sales Orders screen. The preprocessor calculates **Net Unit Price** for sales order lines as follows:
Gross Unit Price – Discount Amount = Net Unit Price
5. **Extended Price Amount** is optional in the input file. If the **Extended Price Amount** is not provided for the sales order line in the input file, the preprocessor calculates as follows:
Order Quantity * Net Unit Price = SO Line Extended Price Amount
6. If the **Extended Price Amount** is in the input file, the preprocessor verifies that the calculation holds true. If the calculation does not, the line record is sent to the error file.

NOTE: This validation only applies if **SO Line Type = MISC/ Service** and **Order Qty = '0'**

7. **Sales Tax/VAT Code** is optional in the input file. If the **Sales Tax/VAT Code** is provided in the input file, the code is verified in the Sales Tax/VAT table and the preprocessor retrieves the associated tax rate. The **Sales Tax/VAT Amount** is calculated as follows:

$$\text{SO Line Extended Price Amount} * \text{Sales Tax/VAT Rate} = \text{Sales Tax/VAT Amount}$$

If the **Sales Tax/VAT Code** is not provided in the input file, no **Sales Tax/VAT** amount is calculated for the line.

8. **SO Line Total Amount** is not a field in the input file, but is a field on the Manage Sales Orders screen. The preprocessor calculates the amount as follows:

$$\text{SO Line Extended Price Amount} + \text{Sales Tax/VAT Amount} = \text{SO Line Total Amount}$$

Additionally, the preprocessor performs a number of calculations specific to Header records.

9. **SO Total Amount** is not a field in the input file, but is a field on the Manage Sales Orders screen. The preprocessor calculates the amount as the sum of all SO line **Total Amounts**.
10. **Discount Amount** is not an input file field. It is located on the Manage Sales Order screen. The preprocessor calculates the amount as the sum of all SO line **Discount Amounts**.

If the input file contains sales orders and/or lines and/or notes records that already exist in the database, the system assumes that the record in the system needs to be updated. Therefore, fields in the input file take precedence and override existing data in the system. For example, if a sales order line quantity has changed for a previously uploaded line record, the program uses the quantity in the input file and overwrites the quantity in the system. Modifications to existing records pass through the same calculations and edits as listed above.

Processing Notes for Sales Order Line Types

1. **DRP** (Dropshipment), **INO** (Invoice Only), **INT** (Intransit), **INV** (Inventory), and **MSC** (Miscellaneous) are the only line types supported at this time. **REC** (Recurring) line types will be available in the future.
2. When you use the **INV** line type, entries/updates are made in the Reservation Header (RES_HDR), Reservation Line (RES_LN), and the Inventory (INVT) tables for valid input files only. If the sales order line **Order Qty** is changed to zero, then the reservation line is deleted. If no more reservation lines exist in the reservation, the RES_HDR is deleted as well. The SO line **Order Qty** cannot be modified to a value that is less than the total issued quantity or total invoiced quantity for the line. If the sales order status is pending (SO_HDR.S_SO_STATUS_CD is **P**) and MRP_SETTINGS.INCL_PEND_SO_FL is **Y**, the planned reserved quantity (INVT.PLND_RES_QTY) is incremented, and reservation remains pending (RES_HDR.S_APPRVL_CD is **P**). If the SO_HDR status is approved, the reserved quantity (INVT.RES_QTY) is updated and the planned reserved quantity is decreased (if previously pending), and reservation is changed to **Approved** (RES_HDR.S_APPRVL_CD is **A**). If the SO_HDR status is pending (SO_HDR.S_SO_STATUS_CD is **P**) and MRP_SETTINGS.INCL_PEND_SO_FL is **N**, neither the planned reserved quantity nor the reserved quantity in INVT are incremented; and a row is *not* inserted into RES_HDR. If the SO_HDR status is approved, a row is inserted into RES_HDR/RES_LN, and the reserved quantity (INVT.RES_QTY) is updated.
3. If you do not use a **Pricing Project**, you must provide a valid **Warehouse ID** in the input file for INV lines, or the record will be rejected.
4. The preprocessor allows the use of **Sales Abbreviation** codes that are project substitutable, but you must include the **Project To Charge** (CHG_PROJ_ID) for each Sales Order Line in the input file.

Multicurrency Notes: Functional vs. Transactional Currency

With multicurrency, you can create sales orders in a currency (called transactional currency) that is different than the functional currency (which is the currency that you use for your company's financial statements, and is selected during Costpoint initialization). You enter sales order information primarily in the transactional currency, and the system calculates the corresponding value for the functional currency fields. Data is stored in both currencies.

All amount fields in the input file are assumed to be in the transactional currency (which may or may not be the same as the functional currency). During processing, the system calculates the corresponding value in terms of the functional currency using appropriate exchange rates (depending upon settings and currencies involved). Data is stored in both currencies. The system performs subsequent calculations separately for each currency. Refer to the **Detailed Table Specifications** section for more information.

For example, the **Gross Unit Price Amt** in the SO line from the input file loads into the **Trans Currency Gross Unit Price** column (SO_LN.TRN_GR_UNIT_PR_AMT), and the system calculates the value of **Gross Unit Price**

(SO_LN.GROSS_UNIT_PRC_AMT) in terms of functional currency. Similarly, this calculation applies to other fields that also use functional and transaction currency amounts.

The system performs subsequent calculations separately for each currency. For example, the input file has a **Gross Unit Price** of "100" for the sales order line, and the transactional currency is in British Pounds (GBP). This translates to "160," where the functional currency is in US Dollars (USD) and the exchange rate of GBP to USD is 1.6. Both values are stored separately in different fields for the sales order line (**Transaction Gross Unit Price** equals 100, **Gross Unit Price** equals 160). Subsequent calculations (like **Discount Amount**) are also calculated and stored separately. If the discount rate is 10%, the SO line **Discount Amount** is 10 (GBP) and 16 (USD) and stored as **Transaction Discount Amount** (SO_LN.TRN_DISC_AMT) equals 10, and **Discount Amount** (SO_LN.DISC_AMT) equals 16.

Calculations for Exchange Rates

The system uses standard multicurrency functions to calculate exchange rates between transactional and functional currencies. This applies exchange rates corresponding to the **Rate Group** and **Rate Date** (or **Rate Period**). For non-Euro currencies, the **Trans to Func** exchange rate is used. If a direct exchange rate is not available, the system uses the triangulation method (using a third common rate) to derive the exchange rate (if one is set up on the Configure Multicurrency Settings screen). For Euro currencies, the system uses the product of **Trans to Euro** and **Euro to Func** exchange rates to derive the appropriate exchange rate between the transactional and functional currencies.

Detailed Table Specifications

This section defines the data elements in each table that are loaded or updated by the Sales Order preprocessor. Use the following outline as a guide for entering default and edited data in columns and tables in Costpoint. The outline is organized by table (for example, Sales Order Header, Sales Order Line, etc.), and lists the Costpoint column (and associated column name), data source, default field data, and any applicable validations and notes about the column data. Before you can execute the preprocessor, be sure that the required data tables and system controls are implemented in Costpoint. Likewise, you should set up any optional tables containing default data. The preprocessor employs default values from the required and optional tables as much as possible. You can enter most of the default data in the Customer table and in the Sales Order Entry Controls menu. Please refer to the Sales Order Entry documentation and/or contact your Deltek representative for assistance before executing this preprocessor.

Sales Order Header (SO_HDR)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
ACRN (Accounting Classification Reference Number)	ACRN_ID	Input file	None	None
Acknowledgment Printed	ACKN_PRNTD_FL	Set by application	N (No)	None
Acknowledgment Print Date	ACKN_PRNT_DT	Set by application	Null	None
Acknowledgment Required	ACKN_REQD_FL	Set by application	Customer table	Must be Y (Yes) or N (No)
Account (Accounts Receivable)	AR_ACCT_ID	Set by application	Sales Group Accounts table where Product Transaction Type (S_PROD_TRN_TYPE) is AR	None

Organization (Accounts Receivable)	AR_ORG_ID	Set by application	Sales Group Accounts table where Product Transaction Type is AR	See note 1
Project (Accounts Receivable)	AR_PROJ_ID	Set by application	Sales Group Accounts table where Product Transaction Type is AR	See note 1
Reference 1 (Accounts Receivable)	AR_REF1_ID	Set by application	Sales Group Accounts table where Product Transaction Type is AR	See note 1
Reference 2 (Accounts Receivable)	AR_REF2_ID	Set by application	Sales Group Accounts table where Product Transaction Type is AR	See note 1
Alternate Release Procedure	ARP_FL	Input file	N	Must be Y (Yes) or N (No)
Billing Cycle	BILL_CYCLE_CD	Input file	None	Must exist in Bill Cycle table
Bill Payment Address	BILL_PMT_ADDR_CD	Input file	Customer table, or Order Entry Settings table depending on either Pricing Project or Pricing Catalog; otherwise, null	See note 1 Must exist in the Bill Payment Address table
Bill To Address code	BILL_TO_ADDR_DC	Input file	Customer Address table	See note 1 Must exist in the Customer Address table, and Billing Address Code must be D (Default) or Y (Yes)
Charge Project	CHG_PROJ_ID	Input file	Customer table or Sales Abbreviation table	See note 1 Must exist in the Projects table
Contact First Name	CNTACT_FIRST_NAME	Input file	Customer table; otherwise, null	None
Contact Last Name	CNTACT_LAST_NAME	Input file	Customer table; otherwise, null	None
Certificate of Conformance	COC_FL	Input file	N	Must be Y (Yes) or N (No)
Construction Certificate	CONSTR_FL	Input file	N	Must be Y (Yes) or N (No)
Contractor Address code	CONTR_ADDR_CD	Input file	Customer table or Order Entry Settings table based on either Pricing Project or Pricing Catalog; otherwise, null	Contractor Address table; field is validated based on user's company ID
Prime Contractor CAGE Code	CONTR_CAGE_ID	Input file	OE_PROJ_SETTINGS.CONTR_CAGE_ID if SO_HDR.PRICE_PROJ_ID is not null; OE_CATLG_SETTINGS.CONTR_CAGE_ID if SO_HDR.PRICE_CATLG_CD is not null; otherwise, null	None

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Customer	CUST_ID	Input file	None	See note 1 Required; must exist in Customer table
Customer Terms Key	CUST_TERMS_KEY	Input file	Customer Terms table or Order Entry Settings table depending on either Pricing Project or Pricing Catalog	Must exist in the Customer Terms table
Print DD250 Invoice	DD250_INVC_FL	Set by application	Order Entry Settings table or Order Entry Project Settings/Order Entry Catalog Settings tables depending on either Pricing Project or Pricing Catalog	Must be Y (Yes) or N (No)
Print DD250 Packing Slip	DD250_PS_FL	Set by application	Order Entry Settings table or Order Entry Project Settings/Order Entry Catalog Settings tables depending on either Pricing Project or Pricing Catalog	Must be Y (Yes) or N (No)
Deliver To	DEL_TO_FLD	Input file	Null	None
Desired Date	DESIRED_DT	Input file	Due Date	Must be a valid date equal to or later than Order Date
Default Taxable	DFLT_TAXABLE_FL	Input file	If Tax Exemption ID is not populated for the Customer ID, Default Taxable flag is Y (Yes); otherwise, N (No)	Must be Y (Yes) or N (No)
Discount Amount (Func Currency)	DISC_AMT	Set by application	Sum of Discount Amounts for all sales order lines (functional currency)	None
DPAS Code (Defense Priority Acquisition System)	DMS_DPS_CD	Set by application	Projects table	None
Due Date	DUE_DT	Input file	None; optional for Header record when provided in Line record	Must be a valid date later than or the same as the Order Date
EDI (Electronic Data Interchange) Generated	EDI_GEN_FL	Set by application	Y (Yes)	None
EDI (Electronic Data Interchange) Generated Date	EDI_GEN_DT	Set by application	Current Date	None
Exceed Blanket Total	EXCD_BLKT_TOT_FL	Set by application	N (No)	Must be N (No)

Customer Modification ID	EXT_CUST_MOD_ID	Input file	Null	None
Customer Purchase Order	EXT_CUST_PO_ID	Input file	Null	None
Fax Number	FAX_ID	Input file	Customer table	None
Free on Board	FOB_FLD	Input file	Customer table	None
Gross Unit Cost Flag	GROSS_UNIT_CST_FL	Set by application	N (No)	None
GSA Flag	GSA_FL	Input file	Order Entry Project Settings table or Order Entry Catalog Settings table; otherwise, N (No)	None
Inspect By DoDAAC	INSPECT_BY_ADDR_CD	Input file	CUST.INSPECT_BY_ADDR_CD; OE_PROJ_SETTINGS.INSPECT_BY_ADDR_CD corresponding to SO_HDR.PRICE_PROJ_ID or OE_CATLG_SETTINGS.INSPECT_BY_ADDR_CD corresponding to SO_HDR.PRICE_CATLG_CD; otherwise, null	None
International Shipment	INTL_SHIP_FL	Input file	Y (Yes) if Ship To country is not USA; otherwise, N (No)	Must be Y (Yes) or N (No)
Invoice Required	INVC_FL	Set by application	Order Entry Project Settings table; Order Entry Catalog Settings table; Order Entry Settings table	Must be Y (Yes) or N (No)
Invoice Freight Charge	INVC_FRGHT_CHG_FL	Set by application	Order Entry Project Settings table; Order Entry Catalog Settings table	None
Inventory Abbreviation Code	INVT_ABBRV_CD	Input file	Order Entry Project Settings table; Order Entry Catalog Settings table	See note 1
Issued By Address Code	ISSUE_BY_ADDR_CD	Input file	Customer table; Order Entry Project Settings table; Order Entry Catalog Settings table; otherwise, null	See note 1 Must exist in the Issue By Address table
Liquidation Account	LIQ_ACCT_ID	Set by application	Sales Group Accounts table where Product Transaction Type (S_PROD_TRN_TYPE) is LIQ	None
Liquidation Organization	LIQ_ORG_ID	Set by application	Sales Group Accounts table where Product Transaction Type (S_PROD_TRN_TYPE) is LIQ	See note 1
Liquidation Project	LIQ_PROJ_ID	Set by application	Sales Group Accounts table where Product Transaction Type (S_PROD_TRN_TYPE) is LIQ	See note 1

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Liquidation Reference 1	LIQ_REF1_ID	Set by application	Sales Group Accounts table where Product Transaction Type (S_PROD_TRN_TYPE) is LIQ	See note 1
Liquidation Reference 2	LIQ_REF2_ID	Set by application	Sales Group Accounts table where Product Transaction Type (S_PROD_TRN_TYPE) is LIQ	See note 1
Local Processing Office DoDAAC	LOCAL_PROC_ADDR_CD	Input file	CUST.LOCAL_PROC_ADDR_CD; OE_PROJ_SETTINGS.LOCAL_PROC_ADDR_CD corresponding to SO_HDR.PRICE_PROJ_ID or OE_CATLG_SETTINGS.LOCAL_PROC_ADDR_CD corresponding to SO_HDR.PRICE_CATLG_CD; otherwise, null	None
Locked	LOCK_FL	Set by application	N (No)	None
Mark For Address Code	MARK_FOR_ADDR_DC	Input file	Customer Address table where Mark For Address code is D (Default) or Y (Yes); otherwise, null	See note 1 Must exist in the Customer Address table
Modified By	MODIFIED_BY	Set by application	AOPSOPP	None
Approval Procedure Code	OE_APPR_PROC_CD	Input file	Order Entry Settings table; Order Entry Projects Settings table; Order Entry Catalog Settings table	See note 1
Order Date	ORD_DT	Input file	None	Required; must be earlier than or the same as the Due Date
3rd Party/Other Office DoDAAC	OTHER_OFFC_ADDR_CD	Input file	CUST.OTHER_OFFC_ADDR_CD; OE_PROJ_SETTINGS.OTHER_OFFC_ADDR_CD corresponding to SO_HDR.PRICE_PROJ_ID or OE_CATLG_SETTINGS.OTHER_OFFC_ADDR_CD corresponding to SO_HDR.PRICE_CATLG_CD; otherwise, null	None
Allow Overshipment	OVRSHIP_ALLOW_FL	Input file	Customer table	Must be Y (Yes) or N (No)
Number of Partial Shipments Allowed	PARTIAL_ALLOW_NO	Set by application	1	None
Partial Shipments	PARTIAL_SHIP_FL	Input file	Customer table	Must be Y (Yes) or N (No)
Phone Number	PHONE_ID	Input file	Customer table	None

Print Pick List	PICK_LIST_PRNT_FL	Set by application	N (No)	None
Price Catalog Code	PRICE_CATLG_CD	Input file	Pricing Catalog Code from Customer table; otherwise, null	See note 1 Must exist in Price Catalog table
Project Price Catalog	PRICE_PROJ_ID	Input file	Pricing Projects ID from Customer table; otherwise, null	See note 1 Must exist in Projects table
Prime Contract	PRIME_CONTR_ID	Input file	From Projects table	None
Print Packing Slip	PS_FL	Set by application	Order Entry Projects Settings Table; Order Entry Catalog Settings Table; Order Entry Settings Table	None
Quote ID	QUOTE_ID	Input file	None	None
Recurring End Date	RECUR_END_DT	Input file	None	Must be a valid date later than the Start Date
Recurring Start Date	RECUR_START_DT	Input file	None	Must be a valid date earlier than the Ending Date
Bill Remittance Address Code	REMIT_ADDR_CD	Input file	Order Entry Projects Settings Table; Order Entry Catalog Settings Table; Customer table; null	See note 1 Must exist in Bill Remit Address table
Retain Sales Order	RETAIN_SO_FL	Set by application	N (No)	None
Release from Blanket	RLSE_FROM_BLK_T_F	Set by application	Null	None
Release Line Total	RLSE_LN_TOT_FL	Set by application	Null	None
Rowversion	ROWVERSION	Set by application	Zero	None
Revision Number	RVSN_NO	Set by application	Zero	None
Acceptance Point	S_ACCEPT_PT_CD	Input file	CUST.S_ACCEPT_PT_CD	Must be S (Source), D (Destination), or O (Other).
Inspection Point	S_INSPECT_PT_CD	Input file	CUST.S_INSPECT_PT_CD	Must be S (Source), D (Destination), or O (Other).

Sales Orders

FOB Point	S_WAWF_FOB_CD	Input file	CUST.S_WAWF_FOB_CD	Must be S (Source), D (Destination), or O (Other).
Sales Group Abbreviation	SALES_ABBRV_CD	Input file	Order Entry Project Settings table; Order Entry Catalog Settings table; Customer table	See note 1 Must exist in Sales Abbreviation table
Sales Representative	SALES_REP_ID	Input file	None	See note 1 Must exist in Sales Representative table
Sales Tax/VAT Amount (Func Currency)	SALES_TAX_AMT	Set by application	Sum of Sales Tax/VAT Amounts for all sales order lines (functional currency)	None
Shipment Number ID	SHIPMENT_NO_ID	Set by application	Order Entry Project Settings table; Order Entry Catalog Settings table; null	None
Ship By Date	SHIP_BY_DT	Input file	Due Date	Must be a valid date less than or equal to due date
Ship From Address Code	SHIP_FROM_ADDR_CD	Input file	Order Entry Project Settings table; Order Entry Catalog Settings table; Customer table	See note 1 Must exist in the Contractor Address table
Ship ID	SHIP_ID	Input file	Customer Address table	See note 1 Must exist in the Ship ID and Customer Address tables where the Ship Address code is D (Default)
Ship Via	SHIP_VIA_FLD	Input file	Customer table	None
Sales Order ID	SO_ID	Input file/Set by application	Next available SO number, if SO ID is blank in the input file and you have enabled the automatic assignment of SO IDs in the Configure Sales Order Entry Settings screen	See note 1 SO Header record must be associated with at least one valid sales order line record
SO Notes	SO_NOTES_NT	Input file	Null	None
SO Total Amount	SO_TOT_AMT	Set by application	Sum of Total Amounts for all sales order lines (functional currency)	None
Substitutions Allowed	SUBST_FL	Set by application	Customer table	Must be Y (Yes) or N (No)
Revenue Recognition Method	S_REV_RECOG_CD	Input file/Set by application	Order Entry Project Settings table; Order Entry Catalog Settings table; Order Entry Settings table	Must be D (Deferred Revenue), L (Liquidations), P (Prepay), R (Ready For Use), S (Shipment/Sales), or U (Unbilled A/R)

Sales Order Status	S_SO_STATUS_CD	Input file	A (Approved) if Approval Process Assignment Code (S_APPR_PROC_ASG_CD) is N (No) in Order Entry Settings table; otherwise, P (Pending)	Must be P (Pending) or A (Approved)
SO Type	S_SO_TYPE	Set by application	S (Sales Order)	None
Timestamp	TIME_STAMP	Set by application	Current system date and time	None
Volume Discount Percentage	VOL_DISC_PCT_RT	Input file	Zero	Value must be between 0 and 1, in five-digit format: 0.0000
Euro to Functional Currency Rate	EUR_TO_FUNC_RT	Set by application	When transaction currency is an EU country currency (with Convert to Euro Currency flag selected): = MU_CRNCY_STATUS. EURO_TO_CRNCY_RT for EU country functional currencies (with Convert to Euro Currency flag selected); = RT_BY_DT.EXCH_RT (or from RT_BY_PD depending upon setting) for EU country functional currencies (with Convert to Euro Currency flag cleared); = RT_BY_DT.EXCH_RT (or from RT_BY_PD depending upon setting) for non EU country functional currencies; When transaction currency is either non-EU currency or is an EU country currency (with Convert to Euro Currency flag cleared), value = 1 ; If this is unavailable, 1	None
Rate Group ID	RATE_GRP_ID	Input file/Set by application	Default Rate Group from Customer table; Default Rate Group from the Configure Multicurrency Settings screen; null	Must exist in Rate Group table Transaction to Functional Currency combination must be a member of the SO Header Rate Group in the Rate Group Currency table
Discount Amount (Transaction Currency)	TRN_DISC_AMT	Set by application	Sum of Discount Amounts for all sales order lines (transaction currency)	None

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Transaction Currency Code	TRN_CRNCY_CD	Input file/Set by application	If not in input file (for a new sales order), default General Ledger Functional Currency Code	<p>See note 1</p> <p>Must exist in Currencies Used in Costpoint table (CURRENCY)</p> <p>Transaction to Functional Currency combination must be a member of the SO Header Rate Group in the Rate Group Currency table (RT_GRP_CRNCY)</p> <p>Transaction Currency must be included in the list of currencies in the Customer Limit Currency table (CUST_LIMIT_CRNCY), if the customer is limited to certain transaction currencies (CUST.LIMIT_TRN_CRNCY_FL=Y); for example, the Sales Order's transaction currency must be in the Transaction Currencies group box (in the Multicurrency subtask of the Manage Customers screen) if the Limit Transaction Currencies check box is selected; if this check box is not selected, you can use any valid transaction currency</p>
Transaction Currency Date	TRN_CRNCY_DT	Input file/Set by application	Current Date	None
Transaction Currency Freeze Rate	TRN_FREEZE_RT_FL	Set by application	N (No) if SO Header Status is P (Pending); otherwise, Y (Yes)	None
SO Total Amount (Transaction Currency)	TRN_SO_TOT_AMT	Set by application	Sum of total amounts for all sales order lines (transaction currency)	None
Sales Tax/VAT Amount (Transaction Currency)	TRN_SALES_TAX_AMT	Set by application	Sum of Sales Tax/VAT amounts for all sales order lines (transaction currency)	None

Transaction Currency To Euro Rate	TRN_TO_EUR_RT	Set by application	When transaction currency is an EU country currency (with Convert to Euro Currency flag selected), value = Euro-to-Currency Exchange Rate in the Multicurrency Status table for matching transactional currency code; When transaction currency is either non-EU currency or is an EU country currency (with Convert to Euro Currency flag cleared), value = RT_BY_DT.EXCH_RT (or from RT_BY_PD depending upon setting); If this is unavailable, default is 1	None
Transaction Currency to Euro Rate Flag	TRN_TO_EUR_RT_FL	Set by application	Y (Yes) if the transaction currency is a Euro currency, where the row exists in Multicurrency Status table with matching transactional currency code; otherwise, N (No)	None
Enable SO Invoices for WAWF	USE_WAWF_FL	Input file	CUST.USE_WAWF_FL	Must be Y (Yes) or N (No)
Value Added Tax ID	VAT_TAX_ID	Input file/Set by application	Customer's VAT Tax ID where the Default is Y (Yes); if this is unavailable, default is null	See note 1 Must exist in Customer Value Added Tax Information table (CUST_VAT_INFO) for matching Sales Order Customer (SO_HDR.CUST_ID)
Destination Country	EC_COUNTRY_DEST_CD	Input file/Set by application	Null	Must exist in Customs Country table (EC_COUNTRY)
Permit/License ID	PERMIT_ID	Input file/Set by application	Null	None
Declaration Point	DECL_POINT_CD	Input file/Set by application	Null	Must exist in Customs Declaration Point table (CUSTOMS_DECL_POINT)
Traffic Direction	TRAFFIC_DIR_CD	Input file/Set by application	Null	Must exist in Customs Traffic Direction table (CUSTOMS_TRAFFIC_DIR)
Mode of Transportation	MODE_OF_TRANSP_NO	Input file/Set by	Null	Must exist in Customs Mode of Transportation table (EC_MODE_OF_TRANSP)

Sales Orders

		applicati on		
Intrastat Reference Number	INTRASTAT_REF_NO	Input file/Set by applicati on	Null	None
Commission	COMM_PCT_RT	Input file	Zero	Value must be between 0 and 1, in five-digit format: 0.0000
SO Release Number	SO_RLSE_NO	Set by applicati on	Zero	None
SO Change Order Number	SO_CHNG_ORD_NO	Set by applicati on	Zero	None
Blanket Amount (Func Currency)	BLKT_AMT	Set by applicati on	Zero	None
Blanket Amount (Trans Currency)	TRN_BLKT_AMT	Set by applicati on	Zero	None
Total Released Amount (Func Currency)	TOT_RLSED_AMT	Set by applicati on	Zero	None
Total Released Amount (Trans Currency)	TRN_TOT_RLSED_A MT	Set by applicati on	Zero	None
Performance End Date	PERF_END_DT	Set by applicati on	Null	None
Performance Start Date	PERF_START_DT	Set by applicati on	Null	None
Company ID	COMPANY_ID	Set by applicati on	User's company ID	None

1 - System validates the field for the user's company ID.

[Sales Order Line \(SO_LN\)](#)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
ACRN (Accounting Classification Reference Number)	ACRN_ID	Input file	Null	None
Allow Forecast Consumption Changes	ALL_FRCST_CONS_FL	Set by application	N if inventory reservations are generated (or have been generated) for the Sales Order Line; otherwise, Y	None
Billing Cycle	BILL_CYCLE_CD	Input file	Null	Required for recurring line types; must exist in the Bill Cycle table
Bills of Material Configuration ID	BOM_CONFIG_ID	Input file	Null	See note 1 Must exist in Bills of Material Configuration (BOM_CONFIG) table
Certificate of Conformance	CERT_OF_CONFORM_FL	Set by application	Item Product table; otherwise, N	Must be Y (Yes) or N (No)
Client Line Item Number	CLIN_ID	Input file	Space	None
Consume Forecasts	CONSUME_FOR_ECST_FL	Input file	If the MPS module is not enabled, or if not an inventory line type, ignore input file and set to N ; If the Warn if SO Qty Exceeds Open Forecast Qty check box is cleared in MPS Settings, and there are no matching open forecast quantities for the SO Line, ignore input file and set to N ; Otherwise, if input file value is space or null, use the MPS Settings Default SO Line Consume	Must be Y (Yes), N (No), space, or null

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			Forecast Flag value.	
Defer Revenue	DEFER_REV_FL	Set by application	Item Product table; otherwise, N	Must be Y (Yes) or N (No)
Deliver To	DEL_TO_FLD	Input file	Space	None
Desired Date	DESIRED_DT	Input file	Due Date	Must be a valid date later than, or the same as, the Order Date
Discount Amount	DISC_AMT	Set by application	Calculated as SO_LN.GROSS_UNIT_PRC_AMT * SO_LN.DISC_PCT_RT	None
Discount Percentage	DISC_PCT_RT	Input file	Zero	Value must be between 0 and 1, in five-digit format: 0.0000
Due Date	DUE_DT	Input file	None	Must be a valid date later than, or the same as, the Order Date; required if not in header record
External Customer Item ID	EXT_CUST_ITEM_ID	Input file	None	None
Forecast Consumed	FRCST_CONSUMED_FL	Set by application	Y if forecast requirement quantities were consumed; otherwise, N	None
GFE	GFE_FL	Input file	N	Must be Y (Yes) or N (No)
Gross Unit Price (Func Currency)	GROSS_UNIT_PRC_AMT	Set by application	Gross Unit Price (in transaction currency) * Exchange Rate	NOTE: You can upload Gross Unit Price records with either positive or negative values.
Incremental Billing	INCREM_BILL_FL	Set by application	N (No)	None
Installment Billing	INSTALL_BILL_FL	Set by application	Item Product table; otherwise, null	None
Invoice Amount (Func Currency)	INVC_AMT	Set by application	Invoice Amount (in transaction currency) * Exchange Rate	None

Invoice Quantity	INVC_QTY	Set by application	Zero	None
Inventory Abbreviation	INVT_ABBRV_CD	Input file	Order Entry Project Settings table; Order Entry Catalog Settings table; Project CLIN Product table; Product Price Catalog	See note 2 None
Issue Quantity	ISSUE_QTY	Set by application	Order Quantity	None
Item ID	ITEM_ID	Input file	None	See note 1 Required; must exist in Item Product table
Item Key	ITEM_KEY	Input file	None	Must exist in Item Product table
Item Revision	ITEM_RVSN_ID	Input file	None	See note 1 Required; must exist in Item Product table
Last Bill Date	LAST_BILL_DT	Set by application	Null	None
Manufacturing Order	MANUF_ORD_ID	Set by application	Space	None
Milstrip ID	MILSTRIP_ID	Input file	Part Project table	None
Miscellaneous Line Charge Type	MISC_LN_CHG_TYPE	Input file	None	See note 2 Required if line type is MSC (Miscellaneous)
Model	MODEL_ID	Input file	Item Product; otherwise, space	None
Modified By	MODIFIED_BY	Set by application	AOPSOPP	None
Manufacturing Order Generated	MO_GEN_FL	Set by application	N (No)	None
Net Unit Price (Func	NET_UNIT_PRC_AMT	Set by application	Calculated as Gross Unit Price - Extended Discount	None

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Currency)			Amount (functional currency)	
National Stock Number	NSN_ID	Input file	Part table; otherwise, space	None
Order Quantity	ORD_QTY	Input file	None	Required; cannot be less than existing issued quantity
Original Due Date	ORIG_DUE_DT	Set by application	Due Date	Must be a valid date later than, or the same as, the Order Date
Allow Overshipment	OVRSHIP_ALLO W_FL	Input file	Customer table; otherwise, N	Must be Y (Yes) or N (No)
Invoice Amount Posted to General Ledger (Func Currency)	PSTD_AMT	Set by application	Invoice Amount Posted to General Ledger (in functional currency) * Exchange Rate	None
Quote ID	QUOTE_ID	Input file	Null	None
Recurring End Date	RECUR_END_D T	Input file	None	Must be a valid date later than the Start Date
Recurring Start Date	RECUR_START _DT	Input file	None	Must be a valid date earlier than the End Date
Reservation	RES_ID	Set by application	Null	None
Rowversion	ROWVERSION	Set by application	Zero	None
Requisition Generated	RQ_GEN_FL	Set by application	N (No)	None
Requisition	RQ_ID	Set by application	Space	None
Product Service Type	S_PROD_SVC_ TYPE_CD	Input file	Null	Product Service Type value must be B8, CL, F8, FS, FT, MG, MN, SN, SV, or VP
Sales Group	SALES_ABBRV _CD	Input file	Sales Order Header; Order Entry Projects	See note 2

Abbreviation			Settings table; Customer table	Must exist in Sales Abbreviation table
Sales Tax/VAT Amount (Func Currency)	SALES_TAX_AMT	Set by application	If Taxable (TAXABLE_FL = Y), Sales Tax/VAT Amount is calculated as SO Line Extended Price Amount (in functional currency) * Sales Tax/VAT Rate; otherwise, Sales Tax/VAT Amount is zero	None
Sales Tax/VAT Code	SALES_TAX_CD	Input file	Customer Address table	Must exist in Sales Tax/VAT table; if the value is not provided, no Sales Tax/VAT amount is calculated for the line
Sales Tax/VAT Rate	SALES_TAX_RT	Set by application	Rate from Sales Tax/VAT table associated with Sales Tax/VAT Code; otherwise, zero	None
SDN	SDN_ID	Input file	Null	None
Ship by Date	SHIP_BY_DT	Input file	Due Date	Must be a valid date earlier than the Due Date
Ship ID	SHIP_ID	Input file	Sales Order Header; Customer Address table	See note 2 Must exist in the Ship ID and Customer Address tables with the Ship To (S_SHIP_ADDR_CD) set as D (Default) or Y (Yes) for the row
Ship Quantity	SHIP_QTY	Set by application	Zero	None
Shipping Tolerance Percentage	SHIP_TOL_PCT_RT	Set by application	Item Product table; otherwise, zero	None
Ship Via	SHIP_VIA_FLD	Input file	Customer table	Must exist in Customer Address table
Sales Order ID	SO_ID	Input file/Set by application	Sales Order Header; Order Entry Settings	See note 2 Sales Order ID must exist and be valid in the Sales Order Header table; SO ID defaults based on SO Header Record Format
SO Line Charge Tax Amount	SO_LN_CHG_TAX_AMT	Set by application	Zero	None

Sales Orders

(Func Currency)				
SO Line Description	SO_LN_DESC	Input file	None	
SO Line Extended Price Amount (Func Currency)	SO_LN_EXT_A MT	Input file	Order Quantity * Net Unit Price (functional currency)	None
SO Line Key	SO_LN_KEY	Input file/Set by application	None	None
SO Line Number	SO_LN_NO	Input file	None	Required
SO Line Total Amount (Func Currency)	SO_LN_TOT_A MT	Set by application	SO Line Extended Price Amount + SO Line Sales Tax/VAT Amount (functional currency)	None
Source Inspection	SRCE_INSP_FL	Set by application	Item Product	None
Substitutions Allowed	SUBST_FL	Set by application	Customer table	None
SO Line Status	S_LN_STATUS_TYPE	Set by application	O (Open)	None
Make/Buy	S_MAKE_BUY_CD	Set by application	Part table	None
SO Line Type	S_SO_LN_TYPE	Input file	Project CLIN Product table; Product Price Catalog table; Item Product table; otherwise, MSC (Miscellaneous)	Must exist in SO Line Type table
Taxable	TAXABLE_FL	Input file	None	Must be Y (Yes) or N (No)

Timestamp	TIME_STAMP	Set by application	Current system date and time	None
UID Required	UID_REQD_FL	Input file	N	Must be Y (Yes) or N (No)
Unit of Measure (U/M)	UM_CD	Input file	Item UM table; otherwise, null	Must exist in Item UM table
User Revision	USER_RVSN_FL	Input file	Null	Must exist in Item Product table
Warehouse	WHSE_ID	Input file	Inventory Projects table	See note 2 Must exist in WHSE table
Project To Charge	CHG_PROJ_ID	Input file	Sales Group Accounts table; Customer table	See note 2 Must exist in the Projects table
Sales Representative ID	SALES_REP_ID	Input file	Null	See note 2 Must exist in the Sales Representative table
Discount Amount (Transaction Currency)	TRN_DISC_AMT	Set by application	Gross Unit Price (in transaction currency) * Discount Percent Rate for the sales order line	None
Gross Unit Price (Transaction Currency)	TRN_GR_UNIT_PR_AMT	Input file	Product Price Search table; Contract Line Item Number Search table; Customer table	Must be numeric and equal to or greater than zero; Gross Unit Price (TRN_GR_UNIT_PR_AMT) cannot be less than Net Unit Price (TRN_NT_UNIT_PR_AMT)
Invoice Amount (Transaction Currency)	TRN_INVC_AMT	Set by application	Zero	None
Net Unit Price (Transaction Currency)	TRN_NT_UNIT_PR_AMT	Set by application	Gross Unit Price - Discount Amount for the sales order line (in transaction currency)	None
SO Line Extended Price Amount (Transaction)	TRN_SO_LN_EXT_AMT	Input file/ Set by application	Order Quantity * Net Unit Price for the sales order line (in transaction currency)	Validation was removed to allow users to upload records with negative Extended PriceAmount; Extended Price (TRN_SO_LN_EXT_AMT) cannot be less than Net Unit Price (TRN_NT_UNIT_PR_AMT).

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Currency)				NOTE: This validation only applies if SO Line Type = MISC/Service and Order Qty = '0' .
SO Line Total Amount (Transaction Currency)	TRN_SO_LN_TOT_AMT	Set by application	Extended Price Amount + Sales Tax/ VAT amount for the sales order line (in transaction currency)	None
Sales Tax/VAT Amount (Transaction Currency)	TRN_SALES_TAX_AMT	Set by application	If sales order line is taxable, calculate as SO line Extended Price Amount (in transaction currency) * SO line Sales Tax/VAT Rate; otherwise, zero	None
Invoice Amount Posted to General Ledger (Transaction Currency)	TRN_PSTD_AMT	Set by application	Zero	None
Mass Quantity	MASS_QTY	Input file/ Set by application	Null	None
Mass Unit of Measure	MASS_UM_CD	Input file/ Set by application	Null	None
Nature of Transaction Code	NOTC_NO	Input file/ Set by application	Null	Must exist in the Nature of Transaction Code table (EC_NOTC)
Correction Code	CORRECTION_CD	Input file/ Set by application	Null	See note 2 Must exist in the Customs Correction table (EC_CORRECTION)
Commodity Code	COMM_CD	Input file/ Set by application	Null	See note 2 Must exist in the Customs Commodity table (EC_COMM)

Supplementary Units	SUPPL_UNITS_NO	Input file/ Set by application	Null	None
Country of Origin	EC_COUNTRY_ORIG_CD	Input file/ Set by application	Null	Must exist in the Customs Country table (EC_COUNTRY)
Process Components	COMP_PROCL	Set by application	N (No)	None
Issue Components	ISSUE_COMP_FL	Set by application	N (No)	None
Invoice Components	COMP_INVC_FL	Set by application	N (No)	None
Commission	COMM_PCT_RT	Input file	SO_HDR.COMM_PCT_RT	Value must be between 0 and 1, in five-digit format: 0.0000
License Type	LICENSE_TYPE_ID	Input file	Null	None
Platform Type	PLATFORM_TYPE_ID	Input file	Null	None
Number of Users	USERS_NO	Input file	Null	Value cannot be negative, or greater than 32,767
Version	VERSION_ID	Input file	Null	None
Amortization Code	AMORT_CD	Input file	Null	Revenue Recognition Method (SO_HDR.S_REV_RECOG_CD) must be D (Deferred revenue) Must exist in Amortization Schedule table and must be active (AMORT_SCH.ACTIVE_FL= Y) Must have the same company ID as the user Sales Abbreviation Code must include accounts for Deferred Revenue and Sales, if the SO line has an Amortization Code
PO Ship ID	PO_SHIP_ID	Input file	Default from Warehouse Ship ID (WHSE.SHIP_ID) if line type is INV (Inventory) or INT (Intransit) Default from SO Line's Ship ID (SO_LN.SHIP_ID) if SO Line's warehouse ID or warehouse ship ID	Must exist in SHIP_ID table Company ID must be same as user's

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			(WHSE.SHIP_ID) is null Default from SO Line's Ship ID if line type is DRP (Dropshipment)	
Posted Quantity	PSTD_QTY	Set by application	Zero	None
SO Release	SO_RLSE_NO	Set by application	Zero	None
SO Line Charge Amt (Func Currency)	SO_LN_CHG_AMT	Set by application	Zero	None
SO Line Charge Amt (Trans Currency)	TRN_SO_LN_CHG_AMT	Set by application	Zero	None
SO Line Charge Tax Amt (Trans Currency)	TRN_SO_LN_CHG_TAX	Set by application	Zero	None
Planner	PLANNER_ID	Set by application	Null	None
Effective Date	EFF_DT	Set by application	Null	None
European Community Country Ship to Code	EC_COUNTRY_SHIP_CD	Set by application	Null	None
Customs Type Code	CUSTOMS_TYPE_CD	Set by application	Null	None
Value Amount	VALUE_AMT	Set by application	Null	None

Base Unit Price Amount	BASE_UNIT_PRICE_AMT	Set by application	Null	None
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1 – If you select the **Separate Items by Company** check box in the **Corporate Settings** group box of the Configure Product Definition Settings screen, the system validates this field for the user's company ID

2 – System validates the field for the user's company ID

Sales Order Line Notes (SO_LN_NOTES)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Sales Order ID	SO_ID	Input file	None	See Note 1 Not required if in the SO Header or SO Line input file; must exist in the Sales Order Header table
Sales Order Line Number	SO_LN_NO	Input file	None	Must exist in Sales Order Line
Sales Order Line Text	SO_LN_TX	Input file	None	See note 1 Required
Modified By	MODIFIED_BY	Set by application	AOPSOPP	None
Rowversion	ROWVERSION	Set by application	Zero	None
Timestamp	TIME_STAMP	Set by application	Current system date and time	None
SO Release	SO_RLSE_NO	Set by application	Zero	None

1 - System validates the field for the user's company ID

Sales Order Line Text (SO_LN_TEXT)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Sales Order ID	SO_ID	Input file	None	Not required if in SO Header or SO Line input file; must exist in the Sales Order Line table
Sales Order Line Number	SO_LN_NO	Input file	None	Required; must exist in Sales Order Line

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Text Code	TEXT_CD	Input file	None	See note 1 Required
Sequence Number	SEQ_NO	Input file	None	Required
Text Source Code	S_TEXT_SRCE_CD	Input file	None	Required; must be either I (Item) or P (Project)
Modified By	MODIFIED_BY	Set by application	AOPSOPP	None
Rowversion	ROWVERSION	Set by application	Zero	None
Timestamp	TIME_STAMP	Set by application	Current system date and time	None
SO Release	SO_RLSE_NO	Set by application	Zero	None

1 - System validates the field for the user's company ID

Sales Order Text (SO_TEXT)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Sales Order ID	SO_ID	Input file	None	See note 1 Not required if in SO Header input file; must exist in the Sales Order Header table
Text Code	TEXT_CD	Input file	For new sales orders, default standard text codes that have been set up for use in sales orders, and have auto-default of Y ; this does not override matching text code in the input file.	See note 1 Required

			Otherwise, none.	
Sequence Number	SEQ_NO	Input file	For new sales orders, default the auto-loaded sequence number associated with the standard text codes; this does not override matching sequence number in the input file. Otherwise, none.	Required
Modified By	MODIFIED_BY	Set by application	AOPSOPP	None
Rowversion	ROWVERSION	Set by application	Zero	None
Timestamp	TIME_STAMP	Set by application	Current system date and time	None
SO Release	SO_RLSE_NO	Set by application	Zero	None

¹ - System validates the field for the user's company ID

INPUT FILE AND ERROR FILE LAYOUT

The input file can be a fixed length or delimited ASCII text file named by the user. The error file, which contains records that were not processed, has the same name as the input file but with an extension of **.ERR**. After processing is complete, you can rename the input file with an extension of **.OLD**. The layout of the error file is the same as the layout of the input file.

In the input file, the Sales Order Header record must precede the associated Sales Order Line records, which in turn must precede the associated SO Line Notes records. A Header record cannot be inserted without at least one valid Line record, and a Line record cannot be inserted without a corresponding valid Header record. Likewise, Notes records can be inserted only when there is a corresponding valid Line record.

The fields in a delimited input file are separated by a comma or other user-defined symbol, as indicated in the **File Delimiter** drop-down list. You do not need to include a comma (or user-defined symbol) after the last field entry in the input file.

Each field in a fixed-length input file contains a set number of characters and must be filled with either the appropriate character or space to the specified width. ASCII text files do not have commas to separate the fields. It is not necessary to zero fill numbers; you can use spaces to maintain the proper format. Numeric fields should be right justified; character fields should be left justified. Each record must be on a separate line and end with a carriage return.

You must populate the required input file fields with valid data. If an optional column is not populated in a fixed-length input file, you must enter the maximum number of spaces for that column before entering data for the next column. Once you have entered the last character of meaningful data for the input file, you do not need to fill the remaining column lines with spaces. For example, in the SO Header input file (total of 967 possible field position spaces), if the last character of data ends at position 818 (**Sales Order Status Code**), you do not need to add the remaining 149 spaces. However, if you enter the **Sales Order Status Code** in position 818 and wish to enter data in the **Rate Group** field (starting at position 849) but not the **Ship Via** field (starting at position 819), you must enter 30 spaces in place of the **Ship Via** and **Customer Terms** fields before entering **Rate Group** data in position 849. This also applies when you enter data in a required field, skip the following optional field, and then proceed to enter data in another required field. Similarly, if the **Customer ID** (starting at position 18) is only 6 characters long, you must enter the 6 characters plus six spaces before you enter the **Due Date** beginning in position 30.

Input file fields defined as dates in Costpoint must be eight characters and formatted as MMDDYYYY, with a two-character month (01-12), a two-character day (01-31), and four-character year (including century). Input file field types are alphanumeric or characters (VARCHAR), numeric (DECIMAL, SMALLINT, and INTEGER), and date. The Starting and Ending Position columns below indicate the number of characters allowed for each field in a fixed-length input file. Decimal values that are "5,4" can be entered, for example, with a maximum of six (6) characters, including the decimal ("9.9999"). Decimal values that are "14,4" can be entered, for example, with a maximum of 15 characters, including the decimal ("9999999999.9999"). Decimal values should not include comma separators.

SO Header Record Format (SO_HDR)

Seq. No.	Column Name	Costpoint Column	Number of Characters	Starting Position	Ending Position	Required, Optional, N/A (Not Used)	Format/Notes
1	Record Type	N/A	Character 1	1	1	Required	H
2	Government Payment Office	BILL_PMT_ADDR_CD	Character 6	2	7	Optional	
3	Customer Bill To	BILL_TO_ADDR_DC	Character 10	8	17	Optional	
4	Customer ID	CUST_ID	Character 12	18	29	Required	
5	Due Date	DUE_DT	Date	30	37	Optional	MMDDYYYY Required in the input file for

INPUT FILE AND ERROR FILE LAYOUT

							either SO header or SO line. Due Date is required in the SO header if any associated line does not have a Due Date.
6	Customer Purchase Order	EXT_CUST_PO_ID	Character 30	38	67	Optional	
7	Order Date	ORD_DT	Date	68	75	Required	MMDDYYYY
8	ACRN (Accounting Classification Reference Number)	ACRN_ID_S	Character 30	76	105	Optional	
9	Bill Cycle	BILL_CYCLE_CD	Character 6	106	111	Optional	
10	Blanket Amount	TRN_BKLT_AMT	Number 15	112	126	N/A	For fixed-length format, leave 15 spaces if proceeding from Bill Cycle to Project To Charge. For delimited format, include a delimiter.
11	Project To Charge	CHG_PROJ_ID	Character 30	127	156	Optional	
12	Contact First Name	CNTACT_FIRST_NAME	Character 25	157	181	Optional	
13	Contact Last Name	CNTACT_LAST_NAME	Character 25	182	206	Optional	
14	Contractor Address Code	CONTR_ADDR_CD	Character 6	207	212	Optional	
15	Customer Terms (key)	CUST_TERMS_KEY	Number 9	213	221	Optional	(999999999)
16	Deliver To	DEL_TO_FLD	Character 25	222	246	Optional	
17	Desired Date	DESIRED_DT	Date	247	254	Optional	MMDDYYYY
18	Customer Mod Number	EXT_CUST_MOD_ID	Character 10	255	264	Optional	
19	Contact Fax ID	FAX_ID	Character 25	265	289	Optional	
20	FOB	FOB_FLD	Character 15	290	304	Optional	

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21	International Shipment	INTL_SHIP_FL	Character 1	305	305	Optional	
22	Issued by Office	ISSUE_BY_ADDR_CD	Character 6	306	311	Optional	
23	Mark for Address Code	MARK_FOR_ADDR_DC	Character 10	312	321	Optional	
24	Overshipment Flag	OVRSHIP_ALLOW_FL	Character 1	322	322	Optional	
25	Partial Shipment Flag	PARTIAL_SHIP_FL	Character 1	323	323	Optional	
26	Blanket Performance End Date	PERF_END_DT	Date	324	331	N/A	For fixed-length format, leave 16 spaces if proceeding from Partial shipment Flag to Contact Phone Number. For delimited format, include two delimiters.
27	Blanket Performance Start Date	PERF_START_DATE	Date	332	339	N/A	
28	Contact Phone Number	PHONE_ID	Character 25	340	364	Optional	
29	Pricing Catalog	PRICE_CATLG_CD	Character 10	365	374	Optional	
30	Pricing Project	PRICE_PROJ_ID	Character 30	375	404	Optional	
31	Prime Contract ID	PRIME_CONTR_ID	Character 20	405	424	Optional	
32	Quote ID	QUOTE_ID	Character 10	425	434	Optional	
33	Recurring Item End Date	RECUR_END_DT	Date	435	442	Optional	MMDDYYYY
34	Recurring Item Start Date	RECUR_START_DT	Date	443	450	Optional	MMDDYYYY
35	Remit To Address Code	REMIT_ADDR_CD	Character 6	451	456	Optional	
36	Sales Group Abbreviation Code	SALES_ABBRV_CD	Character 6	457	462	Optional	
37	Sales Representative ID	SALES_REP_ID	Character 12	463	474	Optional	
38	Ship By Date	SHIP_BY_DT	Date	475	482	Optional	MMDDYYYY

INPUT FILE AND ERROR FILE LAYOUT

39	Ship From Address Code	SHIP_FROM_ADDR_CD	Character 6	483	488	Optional	
40	Ship To Address Code	SHIP_ID (derived)	Character 20	489	508	Optional	
41	Sales Order Change Number	SO_CHNG_ORD_NO	Number 4	509	512	N/A	For fixed-length format, leave four spaces if proceeding from Ship To Address Code to Sales Order ID. For delimited format, include one delimiter.
42	Sales Order ID	SO_ID	Character 10	513	522	Optional	Sales Order ID is required if it is not auto-assigned per Configure Sales Order Entry Settings screen. (See Note at end of table.)
43	Sales Order Notes	SO_NOTES_NT	Character 254	523	776	Optional	
44	SO Blanket Release Number	SO_RLSE_NO	Number 4	777	780	N/A	For fixed-length format, leave 19 spaces if proceeding from Sales Order Notes to Volume Discount Percentage. For delimited form, include two delimiters.
45	Total Release Amount	TRN_TOT_RLSED_AMT	Number 15	781	795	N/A	
46	Volume Discount Percentage	VOL_DISC_PCT_RT	Number 6 (Decimal 5,4)	796	801	Optional	(9.9999)
47	Default Taxable Flag	DFLT_TAXABLE_FL	Character 1	802	802	Optional	
48	GSA Flag	GSA_FL	Character 1	803	803	Optional	
49	Inventory Abbreviation Code	INVT_ABBRV_CD	Character 6	804	809	Optional	For fixed length file format, limit to 6 characters. For delimited file format, increase field size to 20.
50	Sales Order Approval Process Code	OE_APPR_PROC_CD	Character 8	810	817	Optional	

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51	Sales Order Status Code	S_SO_STATUS_CD	Character 1	818	818	Optional	
52	Ship Via field	SHIP_VIA_FLD	Character 15	819	833	Optional	
53	Customer Terms Description	Used to assign CUST_TERMS_KEY	Character 15	834	848	Optional	
54	Rate Group	RATE_GRP_ID	Character 6	849	854	Optional	
55	Transaction Currency	TRN_CRNCY_CD	Character 3	855	857	Optional	
56	Rate Date	TRN_CRNCY_DT	Date	858	865	Optional	MMDDYYYY
57	Tax ID	VAT_TAX_ID	Character 20	866	885	Optional	
58	Destination Country	EC_COUNTRY_DEST_CD	Character 3	886	888	Optional	
59	Permit/License ID	PERMIT_ID	Character 20	889	908	Optional	
60	Declaration Point	DECL_POINT_CD	Character 5	909	913	Optional	
61	Traffic Direction	TRAFFIC_DIR_CD	Character 1	914	914	Optional	
62	Mode of Transportation	MODE_OF_TRANSP_NO	Number 2	915	916	Optional	(99)
63	Intrastat Reference Number	INTRASTAT_REF_NO	Character 14	917	930	Optional	
64	Commission	COMM_PCT_RT	Number 6 (Decimal 5,4)	931	936	Optional	(9.9999)
65	Revenue Recognition	S_REV_RECOG_CD	Character 1	937	937	Optional	S — Shipment Sales U — Unbilled A/R D — Deferred Revenue L — Liquidations R — Ready for Use P — Prepay
66	Enable SO Invoices for WAWF	USE_WAWF_FL	Character 1	938	938	Optional	

67	Prime Contractor CAGE Code	CONTR_CAGE_ID	Character 5	939	943	Optional	
68	Inspect By DoDAAC	INSPECT_BY_ADDR_CD	Character 6	944	949	Optional	
69	Local Processing Office DoDAAC	LOCAL_PROC_ADDR_CD	Character 6	950	955	Optional	
70	3rd Party/ Other Office DoDAAC	OTHER_OFFC_ADDR_CD	Character 6	956	961	Optional	
71	Inspection Point	S_INSPECT_PT_CD	Character 1	962	962	Optional	S — Source D — Destination O — Other
72	Acceptance Point	S_ACCEPT_PT_CD	Character 1	963	963	Optional	S — Source D — Destination O — Other
73	FOB Point	S_WAWF_FOB_CD	Character 1	964	964	Optional	S — Source D — Destination O — Other
74	Alternate Release Procedure	ARP_FL	Character 1	965	965	Optional	
75	Certificate of Conformance	COC_FL	Character 1	966	966	Optional	
76	Construction Certificate	CONSTR_FL	Character 1	967	967	Optional	

The application first looks for the Sales Order ID in the input file. If the ID is unavailable, it checks to see whether the SO ID is auto-assigned—this occurs when the **Overall System** check box is selected and the **Last System SO Number** field is populated on the Configure Sales Order Entry Settings screen. Refer to the Configure Sales Order Entry Settings screen documentation for additional details.

SO Line Record (SO_LN)

Seq. No.	Column Name	Costpoint Column	Number of Characters	Starting Position	Ending Position	Required, Optional, N/A (Not Used)	Format/Notes
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1	Record Type	N/A	Character 1	1	1	Required	(L)
2	Gross Unit Price	TRN_GR_UNIT_PR_AMT	Number 15 (Decimal 14,4)	2	16	Required	(9999999999.9999)
3	Item	ITEM_ID	Character 30	17	46	Optional	For fixed length file format, limit to 30 characters. For delimited file format, increase field size to 50.
4	Item Key	ITEM_KEY	Number 9	47	55	Optional	(999999999)
5	Item Revision	ITEM_RVSN_ID	Character 3	56	58	Optional	For fixed length file format, limit to 3 characters. For delimited file format, increase field size to 10.
6	Quantity Ordered	ORD_QTY	Number 15 (Decimal 14,4)	59	73	Required	(9999999999.9999)
7	Sales Order Line Description	SO_LN_DESC	Character 60	74	133	Optional	
8	Taxable Flag	TAXABLE_FL	Character 1	134	134	Required	
9	ACRN (Accounting Classification Reference Number)	ACRN_ID	Character 30	135	164	Optional	
10	Bill Cycle	BILL_CYCLE_CD	Character 6	165	170	Optional	
11	BOM Configuration ID	BOM_CONFIG_ID	Character 10	171	180	Optional	
12	CLIN	CLIN_ID	Character 10	181	190	Optional	
13	Deliver To	DEL_TO_FLD	Character 25	191	215	Optional	
14	Desired Date	DESIRED_DT	Date	216	223	Optional	MMDDYYYY
15	Discount Percentage	DISC_PCT_RT	Number 6 (Decimal 5,4)	224	229	Optional	(9.9999)
16	Due Date	DUE_DT	Date	230	237	Optional	MMDDYYYY Required in the input file for either SO header or SO line. Due Date in

							the SO line is required if SO header does not have a Due Date.
17	Customer Item ID	EXT_CUST_ITEM_ID	Character 30	238	267	Optional	
18	Milstrip ID	MILSTRIP_ID	Character 30	268	297	Optional	
19	Miscellaneous Line Charge Type	MISC_LN_CHG_ TYPE	Character 6	298	303	Optional	
20	Model ID	MODEL_ID	Character 30	304	333	Optional	
21	National Stock Number	NSN_ID	Character 20	334	353	Optional	
22	Overshipment Flag	OVRSHIP_ ALLOW_FL	Character 1	354	354	Optional	
23	Quote ID	QUOTE_ID	Character 10	355	364	Optional	
24	Recurring Item End Date	RECUR_END_DT	Date	365	372	Optional	MMDDYYYY
25	Recurring Item Start Date	RECUR_START_DT	Date	373	380	Optional	MMDDYYYY
26	Sales Group Abbrev Code	SALES_ABBRV_CD	Character 6	381	386	Optional	
27	Sales Tax/VAT Code	SALES_TAX_CD	Character 6	387	392	Optional	
28	Ship By Date	SHIP_BY_DT	Date	393	400	Optional	MMDDYYYY
29	Ship to Address Code	SHIP_ID	Character 20	401	420	Optional	
30	Ship Via Field	SHIP_VIA_FLD	Character 15	421	435	Optional	
31	Sales Order ID	SO_ID	Character 10	436	445	Optional	Must be valid in the Sales Order Header table. SO ID defaults based on SO Header Record Format.
32	Additional Misc Line Charge	N/A	15	446	460	N/A	For fixed-length format, leave 15 spaces if proceeding from Sales Order ID to Sales Order Line Number. For delimited format,

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							include a delimiter.
33	Sales Order Line Number	SO_LN_NO	Number 9	461	469	Required	(999999999)
34	Sales Order Blanket Release Number	SO_RLSE_NO	Number 4	470	473	N/A	For fixed-length format, leave four spaces if proceeding from Sales Order Line Number to Sales Order Line Key. For delimited format, include a delimiter.
35	Sales Order Line Key	SO_LN_KEY	Number 9	474	482	Optional	(999999999)
36	Unit of Measure	UM_CD	Character 3	483	485	Optional	
37	Inventory Abbreviation Code	INVT_ABBRV_CD	Character 6	486	491	Optional	For fixed length file format, limit to 6 characters. For delimited file format, increase field size to 20.
38	Extended Amount	TRN_SO_LN_EXT_AMT	Number 15 (Decimal 14,2)	492	506	Optional	(999999999999.99)
39	Warehouse ID	WHSE_ID	Character 8	507	514	Optional	
40	Sales Order Line Type	S_SO_LN_TYPE	Character 3	515	517	Optional	
41	Charge Project ID	CHG_PROJ_ID	Character 30	518	547	Optional	
42	Sales Representative ID	SALES_REP_ID	Character 12	548	559	Optional	
43	Mass	MASS_QTY	Number 13 (Decimal 12,1)	560	572	Optional	(99999999999.9)
44	Mass U/M	MASS_UM_CD	Character 3	573	575	Optional	
45	NOTC	NOTC_NO	Number 2	576	577	Optional	(99)
46	Correction	CORRECTION_CD	Character 1	578	578	Optional	
47	Commodity	COMM_CD	Character 15	579	593	Optional	

48	Supplementary Units	SUPPL_UNITS_NO	Number 4	594	597	Optional	(9999)
49	Country of Origin	EC_COUNTRY_ORIG_CD	Character 3	598	600	Optional	
50	Commission	COMM_PCT_RT	Decimal 6	601	606	Optional	(9.9999)
51	License Type	LICENSE_TYPE_ID	Character 6	607	612	Optional	
52	Platform Type	PLATFORM_TYPE_ID	Character 12	613	624	Optional	
53	Number of Users	USERS_NO	Number 5	625	629	Optional	(99999)
54	Version	VERSION_ID	Character 6	630	635	Optional	
55	Amortization Schedule Code	AMORT_CD	Character 6	636	641	Optional	
56	PO Ship ID	PO_SHIP_ID	Character 20	642	661	Optional	
57	Consume Forecast	CONSUME_FORECST_FL	Character 1	662	662	Optional	
58	GFE	GFE_FL	Character 1	663	663	Optional	
59	SDN	SDN_ID	Character 30	664	693	Optional	
60	Product Service Type	S_PROD_SVC_TYPE_CD	Character 2	694	695	Optional	
61	UID Required	UID_REQD_FL	Character 1	696	696	Optional	

SO Line Notes Record (SO_LN_NOTES)

Seq. No.	Column Name	Costpoint Column	Number of Characters	Starting Position	Ending Position	Required, Optional, N/A (Not Used)	Format/Notes
1	Record Type	N/A	Character 1	1	1	Required	(N)
2	Sales Order ID	SO_ID	Character 10	2	11	Optional	Must be valid in the Sales Order Header table. SO ID defaults depending on SO Header Record Format.
3	SO Blanket Release Number	SO_RLSE_NO	Number 4	12	15	N/A	For fixed-length format, leave four spaces if proceeding from Sales Order ID to Sales Order Line Number. For delimited format, include a delimiter.

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4	SO Line Number	SO_LN_NO	Number 9	16	24	Required	(999999999)
5	Line Notes	SO_LN_TX	Character 1,000	25	1,024	Required	

Line Notes must be sequenced after the associated SO Line row, and before another SO Line row in the input file.

SO Line Text Record (SO_LN_TEXT)

Seq. No.	Column Name	Costpoint Column	Number of Characters	Starting Position	Ending Position	Required, Optional, N/A (Not Used)	Format/Notes
1	Record Type	N/A	Character 1	1	1	Required	(T)
2	Sales Order ID	SO_ID	Character 10	2	11	Optional	Must be valid in the Sales Order Header table. SO ID defaults based on SO Header Record Format.
3	SO Blanket Release Number	SO_RLSE_NO	Number 4	12	15	N/A	Leave four spaces if proceeding from Sales Order ID to Sales Order Line Number.
4	SO Line Number	SO_LN_NO	Number 9	16	24	Required	
5	Text Code	TEXT_CD	Character 10	25	34	Required	
6	Sequence Number	SEQ_NO	Number 4	35	38	Required	
7	SO Text Source Code	S_TEXT_SRCE_CD	Character 1	39	39	Required	

Line Text must be sequenced after the associated SO Line row, and before another SO Line row in the input file.

SO Text Record (SO_TEXT)

Seq. No.	Column Name	Costpoint Column	Number of Characters	Starting Position	Ending Position	Required, Optional, N/A (Not Used)	Format/Notes
1	Record Type	N/A	Character 1	1	1	Required	(X)
2	Sales Order ID	SO_ID	Character 10	2	11	Optional	Must be valid in the Sales Order Header table. SO ID defaults based on SO Header Record Format.
3	SO Blanket Release Number	SO_RLSE_NO	Number 4	12	15	N/A	Leave four spaces if proceeding from the Sales Order ID to the Text Code.
4	Text Code	TEXT_CD	Character 10	16	25	Required	
5	Sequence Number	SEQ_NO	Number 4	26	29	Required	

ERROR MESSAGES

Screen Error Messages and Explanations

The following errors may display on the screen during processing.

Message	Description
Cannot open File	The input file entered has an incorrect format or file extension. Check file and try again.
Error copying input file	A fatal error occurred when the system tried to copy the input file with an .OLD extension. Check user rights and disk space.
Error creating output file	A fatal error occurred when the system tried to create the output file. Check user rights and disk space.
Error deleting input file.	A fatal error occurred when the system tried to delete the input file. Check user rights and disk space.
File does not exist. Check your path and try again.	The input file entered could not be found. The input file must be in your working directory. Check your working directory in Windows to make sure that the input file is accessible.

Report Error Messages and Explanations

The following errors may display on the Error Report. The error message displays in bold type and an explanation of that error message follows.

Field	Message	Description
Acceptance Point	Acceptance Point must be 'S', 'D', or 'O'.	Input file value not S (Source), D (Destination), or O (Other).
Additional Miscellaneous Line Charge	Additional Misc Line Charge is not in proper 14 digit #####0.00 format.	The Additional Miscellaneous Line Charge in the input file is not in the proper 14-digit #####0.00 format. The value for this field will default to zero.
	Negative value not permitted for Additional Misc Line Charge.	A negative value is not permitted for Additional Misc Line Charge in the input file.
Alternate Release Procedure	Alternate Release Procedure must be 'Y' or 'N'.	Value not Y or N .
Amortization Code	This Amortization code does not exist.	Code not in the Amortization Schedule (AMORT_SCH) table for the user's company.
	Amortization code exists but is inactive.	Code exists in Amortization Schedule (AMORT_SCH) table for the user's company, but is inactive.

	Sales Abbreviation Code must include accounts for Deferred Revenue and Sales, if the SO line has an Amortization Code.	Sales Abbreviation Code on the SO line does not include Deferred Revenue Account or Sales Account, and the Amortization Code on the SO line is not null.
Bill Cycle Code	Bill Cycle exceeds maximum length of 6 characters.	The Bill Cycle in the input file exceeds the maximum length of six characters.
	Invalid value for Bill Cycle Code.	The Bill Cycle Code value does not exist in the Bill Cycle table. The Bill Cycle Code in the input file is blank.
Blanket Amount	Blanket Amount is not in proper 14 digit #####0.00 format.	The Blanket Amount in the input file is not in proper 14-digit #####0.00 format.
	Negative value not permitted for Blanket Amount.	A negative value is not permitted for the Blanket Amount in the input file.
Blanket Performance End Date	Blanket Performance End Date is not in proper MMDDYYYY format.	The Blanket Performance End Date in the input file should be in MMDDYYYY format.
Blanket Performance Start Date	Blanket Performance Start Date is not in proper MMDDYYYY format.	The Blanket Performance Start Date in the input file should be in MMDDYYYY format.
Blanket Release Number	Negative value not permitted for SO Blanket Release Number.	A negative value is not permitted for the SO Blanket Release Number in the input file.
Certificate of Conformance	Certificate of Conformance must be 'Y' or 'N'.	Value not Y or N .
CLIN ID	CLIN field exceeds maximum length of 10 characters.	The CLIN field in the input file exceeds the maximum length of 10 characters.
Commission	The commission must be within the range 0 - 1.	Value is negative or not between 0 – 1
	Commission is not in proper 5 digit 0.0000 format.	Commission Percentage in the input file is not in proper five-digit "0.0000" format.
Commodity	This Customs Commodity Code does not exist.	The Commodity code for Customs does not exist in the Customs Commodity table (EC_COMM).
Construction Certificate	Construction Certificate value must be 'Y' or 'N'.	Value not Y or N .

Consume Forecast Flag	Consume Forecast field must be set to Y or N.	Value not Y or N .
Contact Fax ID	Contact Fax ID exceeds maximum length of 25 characters.	The Contact Fax ID in the input file exceeds the maximum length of 25 characters.
Contact First Name	Contact First Name exceeds maximum length of 25 characters.	The Contact First Name in the input file exceeds the maximum length of 25 characters.
Contact Last Name	Contact Last Name exceeds maximum length of 25 characters.	The Contact Last Name in the input file exceeds the maximum length of 25 characters.
Contact Phone Number	Contact Phone Number exceeds maximum length of 25 characters.	The Contact Phone Number in the input file exceeds the maximum length of 25 characters.
Contractor Address Code	Contractor Address Code exceeds maximum length of 6 characters.	The Contractor Address Code in the input file exceeds the maximum length of six characters.
	Invalid value for Contractor Address Code.	The Contractor Address Code does not exist in the Contractor Address table.
Correction	This Correction code does not exist.	The Correction code for Customs does not exist in the Customs Correction table (EC_CORRECTION).
Country of Origin	This Country of Origin code does not exist.	The Country of Origin code for Customs does not exist in the Customs Country table (EC_COUNTRY).
Customer Bill To Address	Customer Bill To Address is not set to D (default) or Y(Yes)	The Customer Bill To Address is not set to D (Default) or Y (Yes) in the Customer Address table.
	Invalid value for Customer Bill To Address.	The Customer Bill To value does not exist in the Customer Address table.
	Conflicting Customer Bill To and Customer ID values.	The Customer Bill To is not set up for Customer ID in SO Header.
Customer ID	Customer ID exceeds maximum length of 12 characters.	The Customer ID in the input file exceeds the maximum length of 12 characters.
	Invalid value for Customer ID.	The Customer ID in the input file is blank.
	Customer ID is a required field.	The Customer ID in the input file is a required field.
Customer Item ID	Customer Item ID exceeds maximum length of 30 characters.	The Customer Item ID in the input file exceeds the maximum length of 30 characters.

Customer Model Number	Customer Mod Number exceeds maximum length of 10 characters.	The Customer Mod Number in the input file exceeds the maximum length of 10 characters.
Customer Purchase Order	Customer Purchase Order exceeds maximum length of 30 characters.	The Customer Purchase Order in the input file exceeds the maximum length of 30 characters.
Customer Terms	Customer Terms exceeds maximum length of 9 characters.	The Customer Terms in the input file exceeds the maximum length of nine characters.
	Invalid value for Customer Terms.	The Customer Terms value does not exist in the Customer Terms table.
	Negative value not permitted for Customer Terms.	A negative value is not permitted for the Customer Terms in the input file.
Declaration Point	This Declaration Point does not exist.	The Declaration Point for Customs does not exist in the Customs Declaration Point table (CUSTOMS_DECL_POINT).
Deliver To	Deliver To field exceeds maximum length of 25 characters.	The Deliver To field in the input file exceeds the maximum length of 25 characters.
Desired Date	Desired Date is not in proper MMDDYYYY format.	The Desired Date in the input file must be in MMDDYYYY format. The Desired Date must be later than or the same as the Order Date.
Destination Country	This Destination Country does not exist.	The destination country code for Customs does not exist in the Customs Country table (EC_COUNTRY).
Discount Amount	Discount Amount is not in proper 14 digit #####0.00 format.	The Discount Amount in the input file is not in the proper 14-digit #####0.00 format.
Discount Percentage	Discount Percentage is not in proper 5 digit 0.0000 format.	The Discount Percentage in the input file is not in the proper five-digit 0.0000 format.
	Negative value not permitted for Discount Percentage.	A negative value is not permitted for the Discount Percentage in the input file.
Due Date	Due Date is not in proper MMDDYYYY format	The Due Date in the input file must be in MMDDYYYY format.
	Due Date is a required field.	The Due Date is a required field in the input file for either SO Header or SO Line. The Due Date must be later than or the same as the Order Date.

Enable SO Invoice for WAWF	Enable SO Invoices for WAWF must be 'Y' or 'N'.	Value not Y or N .
Extended Amount	Extended Amount is not in proper 14 digit #####0.00 format.	The Extended Amount in the input file is not in proper 14-digit #####0.00 format.
	Negative value not permitted for Extended Amount.	A negative value is not permitted for the Extended Amount in the input file.
	Invalid value for Extended Amount.	The Extended Amount is blank in the input file.
FOB	FOB field exceeds maximum length of 15 characters.	The FOB field in the input file exceeds the maximum length of 15 characters.
FOB Point	FOB Point must be 'S', 'D', or 'O'.	Input file value not S (Source), D (Destination), or O (Other).
GFE	GFE must be 'Y' or 'N'.	Value not Y or N .
Government Payment Office	Invalid value for Government Payment Office.	The Government Payment Office value does not exist in the Bill Payment Address table.
Gross Unit Price	Gross Unit Price is not in proper 14 digit #####0.0000 format.	The Gross Unit Price in the input file is not in the proper 14-digit #####0.0000 format.
	Gross Unit Price is a required field.	The Gross Unit Price is a required field in the input file. NOTE: You can enter both positive and negative values for the Gross Unit Price.
Inspect by DoDAAC	Inspect By DoDAAC value exceeds the maximum of 6 characters in the input file.	Input file value exceeds 6 characters.
Inspection Point	Inspection Point must be 'S', 'D', or 'O'.	Input file value not S (Source), D (Destination), or O (Other).
International Shipment	International Shipment exceeds maximum length of 1 character.	The International Shipment in the input file exceeds the maximum length of one character.
	Invalid value for International Shipment.	The International Shipment must be set to either Y or N .
Issued By Office	Issued By Office exceeds maximum length of 6 characters.	The Issued By Office value in the input file exceeds the maximum length of six characters.

	Invalid value for Issued By Office.	The Issued By Office does not exist in the Issued By Address table.
Item ID	Item ID exceeds maximum length of 50 characters.	The Item ID value in the input file exceeds the maximum length of 30 characters. NOTE: This only applies to fixed length file format.
	Invalid value for Item ID.	The Item ID does not exist in the Item Product table.
	Item ID is a required field.	The Item ID is a required field in the input file.
Item Key	Item Key exceeds maximum length of 9 characters.	The Item Key in the input file exceeds the maximum length of nine characters.
	Invalid value for Item Key.	Item Key value does not exist in the Item Product table.
	Item Key is a required field.	The Item Key is a required field in the input file.
	Negative value not permitted for Item Key.	A negative value is not permitted for the Item Key in the input file.
Item Revision	Item Revision exceeds maximum length of 10 characters.	The Item Revision in the input file exceeds the maximum length of 10 characters. NOTE: This only applies to fixed length file format.
	Invalid value for Item Revision.	The Item Revision value does not exist in the Item Product table.
	Item Revision is a required field.	The Item Revision is a required field in the input file.
Line Notes	Line Notes exceeds maximum length of 1000 characters.	The Line Notes in the input file exceeds the maximum length of 1,000 characters.
	Line Notes is a required field.	The Line Notes is a required field in the input file.
	Line Notes can only be applied if there is an associated SO Line record which is valid.	The Line Notes can be applied only if there is a valid associated SO Line record in the input file.
Local Processing Office DoDAAC	Local Processing Office DoDAAC value exceeds the maximum of 6 characters in the input file.	Input file value exceeds 6 characters.
Mark For Address	Mark For Address exceeds maximum length of 10 characters.	The Mark For Address in the input file exceeds the maximum length of 10 characters.

	Invalid value for Mark For Address Code.	The Mark for Address Code value does not exist in the Customer Address table
Miscellaneous Line Charge	Misc. Line Charge exceeds maximum length of 6 characters.	The Miscellaneous Line Charge Type in the input file exceeds the maximum length of six characters.
Mode of Transportation	This Mode of Transportation does not exist.	The Mode of Transportation code for Customs does not exist in the Customs Mode of Transportation table (EC_MODE_OF_TRANSP).
Model ID	Model ID exceeds maximum length of 30 characters.	The Model ID in the input file exceeds the maximum length of 30 characters.
National Stock Number	National Stock Number exceeds maximum length of 20 characters.	The National Stock Number in the input file exceeds the maximum length of 20 characters.
NOTC	This NOTC code does not exist.	The NOTC code for Customs does not exist in the Nature of Transaction Code table (EC_NOTC).
Number of Users	The maximum number of users allowed is 32767.	Exceeds maximum value of 32,767.
Order Date	Order Date is not in proper MMDDYYYY format.	The Order Date in the input file must be in MMDDYYYY format.
	Order Date is a required field.	The Order Date is a required field in the input file.
Order Quantity	Inventory Order Qty must be a whole number if Inventory U/M = EA.	Inventory SO line, part's inventory U/M = EA and quantity (converted to inventory U/M) is not a whole number.
	Negative value not permitted for Order Quantity.	A negative value is not permitted for Order Quantity in the input file. The Quantity Ordered cannot be zero for insert records.
	Order Quantity cannot be less than the Invoiced Quantity for the SO line.	Sales Order line Order Quantity is changed to a quantity less than the total invoiced quantity for the SO line (SO_LN.INVC_QTY).
	Order Quantity cannot be less than the Issued Quantity for the SO line.	Sales Order line Order Quantity is changed to a quantity less than the total quantity that has been issued against it (SO_LN.ISSUE_QTY).
	Order Quantity is a required field.	The Order Quantity is a required field in the input file.
	Order Quantity is not in proper 14 digit #####0.0000 format.	The Order Quantity in the input file is not in the proper 14-digit #####0.0000 format.

	Quantity Shipped cannot be more than Quantity Ordered.	The Quantity Ordered in the input file is less than the Quantity Shipped.
Other 3rd Party Office DoDAAC	3rd Party-Other OfficeDoDAAC value exceeds the maximum of 6 characters in the input file.	Input file value exceeds 6 characters.
Overshipment Flag	Overshipment Flag exceeds maximum length of 1 character.	The Overshipment Flag in the input file exceeds the maximum length of one character. The Overship Allow Flag must be set to either Y or N .
Partial Shipment Flag	Partial Shipment exceeds maximum length of 1 character.	The Partial Shipment in the input file exceeds the maximum length of one character. The Partial Ship Flag must be set to either Y or N .
PO Ship ID	This Ship ID does not exist.	The ship ID does not exist in the SHIP_ID table for the user's company.
Pricing Catalog	Cannot have both a Pricing Project and a Pricing Catalog in the same SO Header.	A pricing Project OR a Pricing Catalog is allowed in the input file
	Invalid value for Pricing Catalog.	The Pricing Catalog value does not exist in the Pricing Catalog table.
Pricing Project	Cannot have both a Pricing Project and a Pricing Catalog in the same SO Header.	A pricing Project OR a Pricing Catalog is allowed in the input file.
	Invalid value for Pricing Project.	The Pricing Project value does not exist in the Project table.
Prime Contract ID	Prime Contract ID exceeds maximum length of 20 characters.	The Prime Contract ID in the input file exceeds the maximum length of 20 characters.
Prime Contractor CAGE Code	Prime Contractor CAGE Code value exceeds the maximum of 5 characters in the input file.	Input file value exceeds 5 characters.

Product Service Type	Invalid Product Service Type.	Value not: <ul style="list-style-type: none"> B8 — Batch number CL — Color F8 — Next higher used assembly FS — National stock number FT — Federal supply class (FSC) MG — Manufacturer's part number MN — Model number SN — Serial number SV — Service rendered VP — Vendor's part number
Project To Charge	Project To Charge exceeds maximum length of 30 characters.	The Project To Charge in the input file exceeds the maximum length of 30 characters.
	Invalid value for Project To Charge.	The Project to Charge value does not exist in the Projects table.
	Unable to find a value for the Project To Charge.	The Project to Charge does not exist in the Projects table.
Quantity Shipped	Quantity Shipped is not in proper 14 digit #####0.0000 format.	The Quantity Shipped in the input file is not in the proper 14-digit #####0.0000 format.
Quote ID	Quote ID exceeds maximum length of 10 characters.	The Quote ID in the input file exceeds the maximum length of 10 characters.
Rate Group	The Rate Group does not exist.	The Rate Group does not exist in the Rate Group table (RT_GRP).
	Transactional to Functional currency combination is not a member of the Sales Order Rate Group.	The Transaction to Functional Currency combination must exist in the Rate Group Currency table (RT_GRP_CRNCY) on the Enter/Manage Exchange Rate Groups screen in Multicurrency before the Rate Group and exchange rate can be chosen for the SO Header.
Recurring Item End Date	Recurring Item End Date is not in proper MMDDYYYY format.	The Recurring Item End Date in the input file must be in MMDDYYYY format. The Recurring Item End Date must be later than the Recurring Item Start Date.
Recurring Item Start Date	Recurring Item Start Date is not in proper MMDDYYYY format.	The Recurring Item Start Date in the input file must be in MMDDYYYY format.

Remit To Address	Remit To Address exceeds maximum length of 6 characters.	The Remit To Address in the input file exceeds the maximum length of six characters.
	Invalid value for Remit To Address Code.	The Remit to Address Code value does not exist in the Bill Remit Address table.
Revenue Recognition	Valid revenue recognition codes are 'D', 'L', 'P', 'R', 'S' or 'U'.	Invalid revenue recognition code. Valid values are: <ul style="list-style-type: none"> • D — Deferred revenue • L — Liquidations • P — Prepay • R — Ready for use • S — Shipment/Sales • U — Unbilled accounts receivable
Sales Group Abbreviation	Sales Group Abbreviation exceeds maximum length of 6 characters.	The Sales Group Abbreviation in the input file exceeds the maximum length of six characters.
	Invalid value for Sales Group Abbreviation Code.	The Sales Group Abbreviation Code value does not exist in the Sales Abbreviation code table.
Sales Order	Inserts and updates to the same Sales Order cannot be in the same input file.	The input file cannot contains inserts and updates to the same Sales Order.
Sales Order Change Number	Sales Order Change Number is not in proper integer with maximum of 4 digits format.	The Sales Order Change Number in the input file is not a proper integer with a maximum of four digits.
	Negative value not permitted for SO Change Number.	A negative value is not permitted for the SO Change Number in the input file
Sales Order Header	SO Headers can only be applied if there is at least one associated SO Line record which is valid.	SO Headers can be applied only if there is at least one valid associated SO Line record in the input file.
Sales Order Line	SO Lines can only be applied if there is an associated SO Header record which is valid.	SO Lines can be applied only if there is a valid associated SO Header record in the input file.
Sales Order Line Description	SO Line Description exceeds maximum length of 60 characters.	The SO Line Description in the input file exceeds the maximum length of 60 characters.
	Sales Order Line Description is a required field.	The Sales Order Line Description is a required field in the input file.

Sales Order Line Key	Negative value not permitted for SO Line Key.	A negative value is not permitted for the SO Line Key in the input file.
Sales Order Line Number	Negative value not permitted for SO Line Number.	A negative value is not permitted for the SO Line Number in the input file. The Sales Order Line Number is a required field in the input file.
Sales Order Notes	Sales Order Notes exceeds maximum length of 254 characters.	The Sales Order Notes in the input file exceeds a maximum length of 254 characters.
Sales Representative ID	Sales Representative ID exceeds maximum length of 12 characters.	The Sales Representative ID in the input file exceeds the maximum length of 12 characters.
	Invalid value for Sales Representative ID.	The Sales Representative ID value does not exist in the Sales Representative table.
Sales Tax/VAT Code	Sales Tax/VAT Code exceeds maximum length of 6 characters.	The Sales Tax/VAT Code in the input file exceeds the maximum length of six characters.
	Invalid value for Sales Tax/VAT Code.	The Sales Tax/VAT Code value does not exist in the Sales Tax/VAT table.
SDN	SDN value exceeds the maximum of 30 characters in the input file.	Input file value exceeds 30 characters.
Ship By Date	Ship By Date is not in proper MMDDYYYY format.	The Ship By Date in the input file should be in MMDDYYYY format. The Ship By Date cannot be later than the Due Date.
Ship From Address	Ship From Address exceeds maximum length of 6 characters.	The Ship From Address in the input file exceeds a maximum length of six characters.
	Invalid value for Ship From Address Code.	The Ship From Address Code value does not exist in the Contractor Address table.
Ship To Address	Ship To Address exceeds maximum length of 20 characters.	The Ship To Address in the input file exceeds the maximum length of 20 characters.
	Invalid value for Ship To Address Code.	The Ship To Address Code value does not exist in the Ship ID table.
	No default Ship To Address Code was found.	The Ship To Address Code in the Customer Address table is not set to D (Default).

Ship Via	Ship Via exceeds maximum length of 15 characters.	The Ship Via in the input file exceeds a maximum length of 15 characters.
Tax ID	This Tax ID does not exist for this customer.	This Tax ID for Customs does not exist in Customer Value Added Tax Information table (CUST_VAT_INFO) for the matching Sales Order Customer (SO_HDR.CUST_ID).
Taxable Flag	Taxable Flag exceeds maximum length of 1 character.	The Taxable Flag in the input file exceeds the maximum length of one character.
	Taxable Flag is a required field.	The Taxable Flag is a required field in the input file. The Taxable flag must be set to either Y or N .
Text Code	The Text Code does not exist in the Standard Text table.	The Text Code does not exist in the Standard Text table.
Total Released Amount	Total Released Amount is not in proper 14 digit #####0.00 format.	The Total Released Amount in the input file is not in proper 14-digit #####0.00 format.
	Negative value not permitted for Total Release Amount.	A negative value is not permitted for the Total Release Amount in the input file.
Traffic Direction	This Traffic Direction code does not exist.	The Traffic Direction code for Customs does not exist in the Customs Traffic Direction table (CUSTMS_TRAFFIC_DIR).
Transaction Currency	Transaction Currency is not valid.	The Transaction Currency code does not exist in the CURRENCY table.
	Transactional to Functional currency combination is not a member of the Sales Order Rate Group.	The Transaction to Functional Currency combination must exist in the Rate Group Currency table (RT_GRP_CRNCY) on the Enter/Manage Exchange Rate Groups screen in Multicurrency before the Rate Group and exchange rate can be chosen for the SO Header.
	The transaction currency code selected is not valid for this customer.	The Transaction Currency must be included in the list of currencies, if the customer is limited to certain transaction currencies (i.e., the Limit Transaction Currencies checkbox is selected on the Multicurrency subtask of the Enter/Manage Customers screen).
UID Required	UID Required must be 'Y' or 'N'.	Value not Y or N .
Unit of Measure	Unit Of Measure exceeds maximum length of 3 characters.	The Unit Of Measure in the input file exceeds the maximum length of three characters.
	Invalid value for Unit Of Measure.	The Unit of Measure value does not exist in the Item Unit of Measure table.

User Revision	User Revision exceeds maximum length of 3 characters.	The User Revision in the input file exceeds the maximum length of three characters.
	Invalid value for User Revision.	The User Revision does not exist in the Item Product table.
Volume Discount Percent	Volume Discount Percent is not in proper 5 digit 0.0000 format.	The Volume Discount Percent in the input file is not in the proper five-digit 0.0000 format.
	Negative value not permitted for Volume Discount Percentage.	A negative value is not permitted for the Volume Discount Percentage in the input file.
Warehouse ID	The Warehouse ID value does not exist in the Warehouse table.	The Warehouse ID value does not exist in the Warehouse table.