1place Data Conversion How To's (To Export and Transfer Files)

Last Modified on 08/31/2026 9:56 am EDT

Data Conversion File Preparation Overview & General Notes

- This KB article outlines the various EXPORT files that can be created to IMPORT various types of data into 1place.
- How to prep the files with the proper data and columns headers.
- How to Zip and Transfer Files.

Exporting and Transferring Your Data Files

Selecting the Proper EXPORT File Format

Depending on the accounting application you are using, you can usually find a tool inside of the application that will allow you to EXPORT your data to FILES that can be imported into another application. The following are few file formats that are easiest to work with:

- .xlsx (Excel 2007 or newer, which allows for over 2 billion lines in the excel file).
- .xls (Excel 2003 or older, which allows for up to 64,000 lines in the excel file).
- .mdb (Access 1997 or newer, which allows for up to 2 Gigabytes of data, and stores data in 'tables' of data)
- .csv (text file, tab delimited format, which allows for virtually unlimited amount of lines, and usually DOES NOT get mis-formated by comma's in Company Names or Item Descriptions)
- .csv (text file, comma separated format, which allows for virtually unlimited amount of lines, and SOMETIMES DOES get mis-formated by comma's in Company Names or Item Descriptions
- .txt (text file, and could be tab delimited or comma separated or fixed width, which allows for virtually unlimited amount of lines, and SOMETIMES DOES get mis-formated by comma's in Company Names or Item Description)
- Other file formats? (Please contact your OneSource customer service rep for additional help if you cannot export your data into 1 of the file formats above).

For more information on what types of data can be imported into 1place please see the sections below under the heading sdf

Preparing the Files to be Emailed or Uploaded

Depending on the SIZE of your files you may want to compress (ZIP up) your files following these steps:

- Right click on the file, then select Compress To > Zip file
- Or, if using an older PC, Right click on the file, then select Send To > Compress (Zipped) File

Emailing Your Files (if the file(s) are < 25 megabytes)

If none of your files are greater than 25MB in size you can group them together and send emails (with the files attached) so long as the file(s) does not exceed 25mb in size.

If the file(s) are too big see the next section.

Uploading Your Files to Google Drive (if the file(s) are 25 megabytes are larger)

If your file(s) are larger than 25MB you may want to upload them to an FTP site of your choice (if you have one). Alternatively, you may want to just upload them to Google Drive. (If you have a Gmail account you have a free Google Drive). Just follow these steps to upload them to Google Drive:

1—Log into your GOOGLE DRIVE account, using: drive.google.com/ (Enter your gmail email and password to login).

2—Make a new Google folder to store the files in. (Click + New > New Folder, then enter a new Folder name).

3—Locate the new folder (in the list of files and folders) and double-click on the new folder to open the folder. After resizing the browser window (so you can see the Google Drive folder AND your files)…drag and drop all of the files you want to send us into that folder. (You will see them upload into the folder).

4—Next, go back to your list of files and folders. (You can move up a level if you click on My Drive). When you see the new folder click on the 3 dots ... > Share > Copy Link.

5--Paste the email link into email and send it to your dedicated OneSource Software customer service rep. (This will allow him or her to click on the link and download the files).

Overview of Main Data Types 1place Can Currently Support (If the data exists in your system).

NOTE: Export ALL of the records of each type, except where noted otherwise.

Key data types required for most imports.

- Customer & Sales Information.
  - **Customers** (Customer ID, Company Name, Street, City, State, Zip, Primary Contact First Name, Primary Contact Last Name, Phone #, Etc)
  - **Customer Contacts** (Contact ID, Contact First Name, Contact Last Name, Contact Email Address, Contact Phone#, Contact Extension, etc).
  - **Customer Pricing** (Default pricing information related to each specific Customer, by Pricing Type (x Discount, etc), and/or by Item #, and/or by Item Type.
  - **Customer Payment Methods** (Payment Method ID, Payment Method Description (Net 7 days, Net 15 days, Net 30 Days, Credit Card, etc)
  - **Customer Tasks** (Task ID, Task date, task type (call, email, etc), Task Description, Task Scheduled For, Task Completed By, Task Completion Status, etc)
  - **Customer Jobs & Projects** (Job ID, Job Date, Job Entered By, Job Short Description, Job Long Description, Job Status, etc)
  - **Quotation Headers** (Quote #, Bill To Customer ID, Ship To Customer ID, Quote Dat, Quote Entered By, Quote Payment Terms, etc...) *(For Auto Body Supply companies we recommend 1 month worth of Quotes)*
  - **Quotation Line Items** (Quote Line ID, Quote #, Item ID, Qty, Item Description, List Price, Unit Price, Discount, Net Price, Line Total, etc)
  - **Sales Order Headers** (Sales Order #, Bill To Customer ID, Ship To Customer ID, Sales Order Date, Sales Order Entered By, Sales Order Payment Terms, etc...) *(For Auto Body Supply companies we recommend only OPEN, NONE INVOICED Sales Orders)*
  - **Sales Order Line Items** (Sales Order Line ID, Sales Order #, Item ID, Qty Ordered, Qty Shipped, Item Description, List Price, Unit Price, Discount, Net Price, Line Total, etc)
  - **Invoice / Credit Memo Headers** (Invoice #, Bill To Customer ID, Ship To Customer ID, Invoice Date, Invoice Entered By, Invoice Payment Terms, Total Paid, Balance Due, etc...) *(For most industries, to keep*

the database fast, we recommend the most recent 3-5 years worth.)

- **Invoice / Credit Memo Line Items** (Invoice Line ID, Invoice #, Item ID, Qty Ordered, Qty Shipped, Item Description, List Price, Unit Price, Discount, Net Price, Line Total, etc)
- **Sales Tax Rates** (Sales Tax Rate ID, Sales Tax Rate Name, Sales Tax Rate %, etc)
- **Shipping Methods** (Shipping Method ID, Shipping Method Name (Truck 1, Truck 2, UPS, FedEx, etc)

- Vendor, Inventory & Purchasing Information.
  - **Vendors** (Company Name, Street, City, State, Zip, Primary Contact First Name, Primary Contact Last Name, Phone #, Etc)
  - **Vendor Contacts** (Contact First Name, Contact Last Name, Contact Email Address, Contact Phone#, Contact Extension, etc).
  - **Items (Your Item #s)** (Item Number, Item Description, Item Qty in Stock, Item Category, Item SubCategory, Item Default Bin Location, etc)
  - **Item Vendor Item Numbers** (Item Number, Vendor Number, Vendor Item #, Vendor Item Cost, etc).
  - **Item Prices** (PriceID, Item Number, Discount (if applicable), Markup (if applicable), PriceLevelName (if applicable), QtyLow (if applicable), QtyHigh (if applicable), etc)
    - You do NOT need to have 1 or more 'NET' (Price Level) prices on each item. If desired, assuming you have at least a LIST PRICE on each item and the COST of each item (in the Item Receipts info) you can Price items per Customer (on the Customer Detail screen) using X Discount off list, or X Markup above cost--fo All Items or each 'Type' of Item.
  - **Item Pricing Templates**. (These may be easier/faster to re-create by hand?)
  - **Item Stock** (Receipt ID, Item Number, Qty Received, Qty in Stock, Cost, Additional (Landed) Cost, PO #, Warehouse, Bin Location, etc)
  - **Item Catalog** (Item Number, Year Range (like 08-12), YearsListing (like 08,09,10,11,12), Make, Model, etc)
    - This is only if you sell Parts that need to be search by Year, Make, Model.
  - **Item Assemblies** (Item Number, Component Item Number, Qty Needed, Assembly Notes, etc)
    - This is only if you assembly items into kits of items.
  - **Item Pictures** (Item Number, Picture Path, PictureName, etc)
  - **Purchase Order Headers** (PO#, Vendor Number, Ship To Warehouse, Bill To Warehouse, PO Date, PO Entered By, Received (Yes or No), Date Received, etc) *(For most industries, to keep the database fast, we recommend 2-3 years worth)*
  - **Purchase Order Line Items** (PO Line ID, PO #, Qty Item ID, Qty Ordered, Qty Received, Received (Yes or No), Item Description, Cost, Added Cost, Line Total, etc)
  - **Warehouses** (Warehouse ID, Warehouse Name, Warehouse Address, etc)
- Other Info
  - **Users** (UserID, User Name, User Email,
  - **User Object Security** (Which screens can the user VIEW, ADD records on, EDIT records on, PRINT records on, or DELETE records on? This is probably easier to recreate by hand).

Table and Field Explanations

Customer List (for general customer data)

Field Name	Required	Special Instructions (to User)
CustomerNumber	Yes	(REQUIRED). This is the unique **Customer ID**.
AddressType	Yes	This is the Address Type of the Customer. This will be 1 of these 3 optional values
IsSubCustomer		This is a True (1) or False (0) value for the Customer. It is used to determine if the
ParentCustomer		This is the Parent Customer value for Customer (if applicable).
Active		This is the True or False value for if the customer record is Active or not. 1 = True
Company	Yes	This is the Company Name for Customer.

Prefix		This is the Prefix value of the Customer.
FirstName		This is the First Name of the Customer.
LastName		This is the Last Name of the Customer.
Title		This is the Title of the Customer.
Street		This is the Street of the Customer.
Suite		This is the Suite of the Customer.
City		This is the City of the Customer.
State		This is the State of the Customer.
ZipCode		This is the Zip Code of the Customer.
Region		This is the Region of the Customer.
Country		This is the Country of the Customer.
Phone		This is the Phone # of the Customer.
PhoneExt		This is the Phone Ext of the Customer.
Fax		This is the Fax # of the Customer.
CustomerType		This is the Customer Type.
CustomerSubType		This is the Customer Sub Type.
Status		This is the Status value for Customer.
CompanyEmail		This is the Company Email of the Customer.
CompanyWebsite		This is the Company Website of the Customer.
ShippedVia		This is the Shipped Via of the Customer.
Warehouse		This is the Default Warehouse of the Customer.
DefaultPricing		This is the Default Pricing type for the Customer. The value will be any of the follo
DefaultPricingDiscount		This is the Default Discount % for Customer (if applicable). This is only applicable
DefaultPricingMarkup		This is the Default Markup % for the Customer (if applicable). This is only applical
DefaultPricingMultiplier		This is the Multiplier value for Customer. This is only applicable if the Default Pri
DefaultPricingCode		This is the Default Pricing Code for the Customer (if applicable). This is only appli
PaymentTerms		This is the Default Payment Terms for the Customer. This will be a string of text,
PaymentMethod		This is the Default Payment Method for Customer. This will be a string of text, su
CreditLimit		This is the Credit Limit value for Customer.
CreditDays		This is the Credit Days for Customer.
TaxExempt		This is the Tax Exempt value for Customer. Set this to Yes, or True or 1 (if the Cus
TaxExemptNum		This is the Tax Exempt Number for Customer.
CreatedDate		This is the date the Customer record was first created.
CreatedBy		This is the name of the person who created the Customer record a Customer.
ModifiedDate		This is the date the Customer record was last modified.
ModifiedBy		This is the name of the person who last modified the Customer record.
QBOSync		This should 1 (Yes) if you want the record to SYNC into QuickBooks Online, or a N
Comments		Any notes or comments about this Customer.
DeliveryFee		If you charge a Delivery fee, this is the default delivery fee, per customer.
W9LastUpdated		This is the date when the Customer's W9 was last updated.
ParentCustomerID		This is used by large companies that have a 'Parent' Company database to manag
ChidCustomerID		This is used by large companies that have a 'Parent' Company database to manag

Customer List 'Contacts' (This table relates to the Customers table - 1 to many)

Field Name	Required	Special Instructions (to User)
CustomerID	Yes	This is the Customer number or Customer Company Name for the contact.
PrimaryContact		This is a boolean type data. This is used to make a contact to PrimaryContact for Custo
FirstName		This is the First name for the contact.
LastName		This is the Last name for the contact.
ContactType		This is the Contact Type for the contact.
Email		This is the Mail address for the contact.
WorkPhoneDirLine		This is the Work Phone Directory Line for the contact.
PhoneOther		This is the Phone Number for the contact.
WorkFax		This is the Fax Number for the contact.
CellPhone		This is the Cell Phone Number for the contact.
PagerPhone		This is the Pager Number for the contact.
HomePhone		This is the Home Number for the contact.
Birthday		This is the Birthday date for the contact.
ContactNotes		This is the Notes for the contact.

Customer - Custom Pricing (This table holds Custom prices copied from 1 or more Custom Pricing Templates and/or Custom prices manually added to various customers by users).

Field Name	Required	Special Instructions (to User)
CustomerID	Yes	This is the Customer number or Customer Company Name for the contact.
PricingTemplatesID		
ItemID		
PricingCategoryID		
PriceLevel		
QtyLow		
QtyHigh		
Discount		
Markup		
Multiplier		
SpecificPrice		
Lock		

Customer - Custom Pricing TEMPLATES (If you care to create 'templates' of Custom prices to apply to new or existing)

Field Name	Required	Special Instructions (to User)
GroupName	Yes	(REQUIRED). This is the Name of the Pricing Template.
Description		
ItemNumber		
PricingCategoryID		
PriceLevel		
QtyLow		
QtyHigh		
Discount		
Markup		
Multiplier		
SpecificPrice		

Vendor List

Field Name	Required	Special Instructions (to User)
VendorNumber	Yes	(REQUIRED). This is the Vendor Number.
Active		This is a Active value (boolean) for Vendor.
VendorPOType		This specifies the 'type' of PO. The acceptable values are 1, 2, or 3. 1=All PO Type
VendorAccountNumber		This is the Active value (boolean) for Vendor.
VendorName	Yes	(REQUIRED). This is the Vendor Name.
Salutation		This is the Salutation for Vendor.
FirstName		This is the First Name for Vendor.
LastName		This is the First Name for Vendor.
Title		This is the Title for Vendor.
Street		This is the Street value for Vendor.
Suite		This is the Suite value for Vendor.
City		This is the City value for Vendor.
State		This is the State value for Vendor.
PostalCode		This is the Postal Code for Vendor.
Country		This is the Country for Vendor.
Phone		This is the Phone Number value for Vendor.
Fax		This is the Fax Number for Vendor.
PaymentTerms		This is the Payment Terms for Vendor.
CreditLimit		This is the Credit Limit for Vendor.
ProductsServices		This is the Products Services for Vendor.
SICCode		This is the SIC Code for Vendor.
EmailAddressCompany		This is the Email Address for Vendor.
WebSite		This is the Web Site for Vendor.
Region		This is the Region for Vendor.
CreatedDate		This is the Created Date for Vendor.
CreatedBy		This is the value to store who will create a Vendor.
ModifiedDate		This is the Modified Date for Vendor.
ModifiedBy		This is the value to store who will update a Vendor.
QBOSync		This is the QBO Sync for Vendor.
Comments		This is the Comments value for Vendor.

Vendor Contacts (This table relates to the Vendors table - 1 to many)

Field Name	Required	Special Instructions (to User)
VendorID	Yes	(REQUIRED). This is the Vendor Number or Vendor Name for the contact.
PrimaryContact		This is the boolean type data. This is used to make a contact to PrimaryContact for Ve
FirstName		This is the First name for the contact.
LastName		This is the Last name for the contact.
ContactType		This is the Contact Type for the contact.
Email		This is the Mail address for the contact.
WorkPhoneDirLine		This is the Work Phone Directory Line for the contact.
PhoneOther		This is the Phone Number for the contact.
WorkFax		This is the Fax Number for the contact.
CellPhone		This is the Cell Phone Number for the contact.
PagerPhone		This is the Pager Number for the contact.
HomePhone		This is the Home Phone Number for the contact.
ContactNotes		This is the Notes for the contact.

Item List

Field Name	Required	Special Instructions (to User)
ItemNum	Yes	(REQUIRED). This is the Item Number.
Active		This is the Active value (Boolean) for Item.
Type		This is the Type for Item.
Description		This is the Description for Item.
Category		This is the Category for Item.
SubCategory		This is the Sub Category for Item.
SubCategory2		This is the SubCategory2 for Item. (For Auto Parts customers, this is the Year Rang
SubCategory3		This is the SubCategory3 for Item. (For Auto Parts customers, this is the Make, such
SubCategory4		This is the Model for Item. (For Auto Parts customers, this is the Model, such as Acc
PricingCategory		This is the Pricing Category for Item.
POCategory		This is the PO Category for Item.
Manufacturer		This is the Manufacturer for Item.
OEMModelNumber		This is the OEM Model Number for Item.
AverageCost		This is the Average Cost for Item.
ListPrice		This is the List Price for Item.
SpecialNotes		This is the Special Notes for Item.
UnitofMeasure		This is the Unit of Measure for Item.
Taxable		This shows if the item is Taxable.
QtyInStock		This is the Qty In Stock for Item.
SpecialOrder		This shows if the item is a Special Order Item.
Assembly		This shows if the Item is an Assembly (Bundle).
Commissionable		This shows if the item is Commissionable.
MasterItemNumber		This is the Master Item Number for Item.
YearsListing		This is the Years Listing for Item.
OrigItemNum		This is the Orig Item Number for Item.
OEMPrice		This is the OEM Price for Item.
InterchangeNumber		This is the Interchange # for Item.
EcomItem		This is a Yes (1) or No (0) field signifying if the item will be uploaded/listed for sale i
DataConversionNotes		These are Data Conversion Notes for Item.
CreatedBy		This shows who created the Item.
CreatedDate		This shows the date the item was created.
ModifiedBy		This shows who last modified the item.
ModifiedDate		This shows the last date the item was modified.
IncomeAccountRef		This is the Income Account ID for Item.
ExpenseAccountRef		This is the Expense Account ID for Item.
AssetAccountRef		This is Asset Account ID for Item.
QBOSync		This shows if the item will be synced with QuickBooks Online. The value will be = -1

Item Quantity in Stock

Field Name	Required	Special Instructions (to User)
Item #	Yes	(REQUIRED). This is an Item # that is already in 1place.
QtyInStock	Yes	(REQUIRED). This is the TOTAL quantity in stock right now. This value needs to be a whole
QtyReceived		This is the Quantity originally received into stock. For example maybe you received 10 but
DateReceived		This is the date that the item was received into Stock. (Note: If no date is selected 1place w
WarehouseID	Yes	This is the Warehouse CODE you have assigned to the warehouse in 1place. If you only ha
LastPOCost	Yes	(REQUIRED). This is the individual unit cost you paid for the item from your vendor. Any re
AdditionalCost		This represents any additional 'landed' (shipping) costs associated with the item.
Lot1		This is typically the **Bin location** of the item.' (If you have more than 1 bin location be sure t
Lot2		This is the Lot / Serial # of the item.' (Like the Bin field, if you have more than 1 Lot / Serial #

Item Price Levels

Field Name	Required	Special Instructions (to User)
ItemID	Yes	
MatrixPriceCode	Yes	
QtyLow		
QtyHigh		
Price	Yes	
DiscountPercent		

Item Bundles (Assembly) Components

Field Name	Required	Special Instructions (to User)
BundleComponentID	Yes	This is the Bundle Component ID value for Item Bundle.
ItemID	Yes	This is an Item ID value for Item Bundle.
QtyNeeded		This is the Qty Needed value for Item Bundle.
AssemblyNotes		This is the Qty Needed value for Item Bundle.

Item Search Catalog (This is where Item Alias data is saved. This allows you to find the part by various year, make, and model, or by other searching methods).

Field Name	Required	Special Instructions (to User)
ItemNumber	Yes	This is the Item Number value for Item Catalog.
Description	Yes	This is the Description value for Item Catalog.
Make	Yes	This is the Make value for Item Catalog.
Model	Yes	This is the Model value for Item Catalog.
YearsListing	Yes	This is the Years Listing value for Item Catalog. The format should like something like this: 08
Notes		This is the Notes for Item Catalog.
YearRange		This is the Year Range value for Item Catalog.

Vendor Item Numbers (1 Vendor)

- This is used for importing a List of Item Number from ONE Vendor at a time. (This is typically used AFTER the initial Vendor import)
- Every ItemID must exist as an item in the Items table.

Field Name	Required	Special Instructions (to User)
ItemID	Yes	(REQUIRED). This is an Item # that is already in 1place.
VendorItemNum	Yes	(REQUIRED). This is the Vendor Item Number for Item Vendor.
VendorCost		This is the Vendor Cost for Item Vendor.
VendorLeadTime		This is the Vendor Lead Time(Boolean) for Item Vendor.
CasePack		This is the Case Pack(Boolean) for Item Vendor.
CostLastChangeDate		This is the Cost Last Change Date for Item Vendor.
LastOrderDate		This is the Last Order Date for Item Vendor.
QtyOnOrder		This is the Qty On Order for Item Vendor.
RoundUpQtyToCaseQtyOnPO		This is the Round Up Qty To Case Qty On PO(Boolean) for Item Vendor.
ConvertQtyToCaseQtyOnPO		This is the Convert Qty To Case Qty On PO(Boolean) for Item Vendor.
CubicSquareFt		This is the Cubic Square Ft for Item Vendor.
Notes		This is the Notes for Item Vendor.

Vendor Item Numbers (All Vendors)

- This is used for importing a FULL LIST of ALL VENDORS Item numbers.
- Every VendorID must exist as a Vendor in the Vendors table.
- Every ItemID must exist as an Item in the Item table.

Field Name	Required	Special Instructions (to User)
ItemID	Yes	(REQUIRED). This is an Item # that is already in 1place.
VendorID	Yes	(REQUIRED). This is the related Vendor Number in 1place.
VendorItemNum	Yes	This is the Vendor Item Number for Item Vendor.
VendorCost		This is the Vendor Cost for Item Vendor.
VendorLeadTime		This is the Vendor Lead Time(Boolean) for Item Vendor.
CasePack		This is the Case Pack(Boolean) for Item Vendor.
CostLastChangeDate		This is the Cost Last Change Date for Item Vendor.
LastOrderDate		This is the Last Order Date for Item Vendor.
QtyOnOrder		This is the Qty On Order for Item Vendor.
RoundUpQtyToCaseQtyOnPO		This is the Round Up Qty To Case Qty On PO(Boolean) for Item Vendor.
ConvertQtyToCaseQtyOnPO		This is the Convert Qty To Case Qty On PO(Boolean) for Item Vendor.
CubicSquareFt		This is the Cubic Square Ft for Item Vendor.
VendorQIS		When you import or update Vendor Items this is the Qty in Stock the Venc
QISLastUpdated		When you import or update Vendor Items this is the Date the Qty in Stock
Notes		This is the Notes for Item Vendor.

Invoice & Credit Memo Headers (Imported Before Line Items)

- This is the Invoices & Credit Memo's HEADER import. (The LINE ITEMS are imported in a separate file).
- The Sales Tax Code and Rate will be auto calculated by the import process.
- If the QuickBooks Online syncing feature will be used then the QBOSync will be set to True if the Invoice Balance Due NOT = $0. Otherwise set the QBOSync = False.
- If the Invoice has a Total Due = < 0 the negative number will be auto converted to a positive number and the Invoice Type will be set to = C.
- If the Invoice Amount DUE > $0 then the Invoice Paid will auto set = False and a Payment will be auto created.
- **Depending on the # of years you'd like us to import (usually 3-4 years is recommended), and also the # of Invoices you produce each day, it is usually best if you break this down into <u>1 FILE PER YEAR</u>.**

Field Name	Required	Special Instructions (to User)
InvoiceNumber	Yes	(REQUIRED). This field must be a unique alpha numeric Invoice #.
InvoiceDate	Yes	(REQUIRED). This field must contain a valid date.
BillToCustomerNumber	Yes	(REQUIRED). This must be a valid alpha numeric Bill To Customer #.
BillToContactName		This is the Customer contact name, such as John Doe.
BillToCompanyName		This is the Bill To Company Name, such as: ABC Company
BillToStreet		This is the Bill To Street address, such as: 12345 Somewhere Street
BillToCityStateZipPostalCode		This is the Bill To City, State Zip, such as: 12345 Somewhereville, UT 8409
ShipToCustomerNumber	Yes	(REQUIRED). This must be a valid alpha numeric Ship To Customer #.
ShipToContactName		This is the Ship To Contact name, such as: Jane Smith
ShipToCompanyName		This is the Ship To Company Name, such as: ABC Company
ShipToStreet		This is the Ship To Street, such as: 456 Some Ave
ShipToCityStateZipPostalCode		This is the Ship To City, State, Zip / Postal Code, such as: Happyville, CA 92
SubTotal		This is the Invoice SubTotal field. It should represent the total of the Line I
FreightOrOtherChanges		This is the Invoice Freight / Other field. If this field is left blank $0 will be ir
TotalTax		This is the Total Tax amount for this Invoice. If this field is left blank a $0 w
GrandTotal	Yes	(REQUIRED). This is the Grand Total of the Invoice or Credit Memo.
TotalPayments		This is for the Total Payments already applied to this Invoice or Credit Me
BalanceDue		If this field is left blank the value will be set to $0.
InvoiceType		This field will usually have an 'I' (for Invoice) or a 'C' (for Credit Memo).' If t
PaymentTerms	Yes	(REQUIRED). This is the Payment Terms. (Note: If this field is left blank the
CustomerPONumber		This is the Customer PO #.
SourceOfOrder		This is the Source of the Order.
InvoiceComments		This is the Comments (customer notes) field.
EnteredBy		This is the name of the user who created the Invoice.
JobID		This is the Job ID #.

Invoice & Credit Memo LINE ITEMS (Imported After Headers)

- This file is to be used to create LINE ITEMS that relate to the INVOICE HEADERS file.
- Every Invoice # in this file MUST exist in the HEADERS file.
- Every ItemNumber in this file MUST exist in the Item list file.
- **Depending on the # of years you'd like us to import (usually 3-4 years is recommended), and also the # of Invoices you produce each day, it is usually best if you break this down into 1 FILE PER YEAR.**

Field Name	Required	Special Instructions (to User)
InvoiceNumber	Yes	(REQUIRED). This field must be a unique alpha numeric Invoice #.
ItemNumber	Yes	(REQUIRED). This is the Item Number that should already be added or imported into
QtyOrdered	Yes	This is the Quantity Ordered by the Customer.
QtyShipped	Yes	This is the Quantity Shipped to the Customer for this Order. Set at 0 if none shipped.
BOQty		This is the Quantity that have been Back Ordered and not Shipped yet. Set this value t
PrevShipped		This is the Quantity that were Previously Shipped on a related Sales Order, if this is a S
PrevQtyReturned		This is the Quantity that have been returned for this item on this Sales Order. Set this
ItemDescription	Yes	This is the Item Description.
ListPrice		This is the List Price. This field is optional.
UnitPrice		This is the Unit Price. This is the Price BEFORE any Discount has been applied.
Discount		This is the Discount given off the Unit Price. Set to 0 if none.
NetPrice	Yes	This is the final Net Price, including any discount given.
Taxable		Was this line item Taxable? If so type Yes, if not type No.
LineTotal	Yes	What is the EXTENDED Line Total? (QtyOrdered x NetPrice)
DateShipped		What date was this item shipped? This field is optional.
LineItemComments		Internal line item comments not visible to the Customer.
SerialNumber		This is the Serial # of the item, if applicable. This field is optional.
UnitCost		This is the Unit Cost. The COST 'each' is $5 then you would enter $5.00.

Sales Orders HEADERS (UNSHIPPED) (Imported Before Line Items)

- This is the HEADER file for Sales Order Header information.
- Sales Tax Codes and Rate will be auto calculated upon import.

Field Name	Required	Special Instructions (to User)
SalesOrderNumber	Yes	(REQUIRED). This field must be a unique alpha numeric Sales Order #.
SalesOrderDate	Yes	(REQUIRED). This field must contain a valid date.
BillToCustomerNumber	Yes	(REQUIRED). This must be a valid alpha numeric Bill To Customer #.
BillToContactName		This is the Customer contact name, such as John Doe.
BillToCompanyName		This is the Bill To Company Name, such as: ABC Company
BillToStreet		This is the Bill To Street address, such as: 12345 Somewhere Street
BillToCityStateZipPostalCode		This is the Bill To City, State Zip, such as: 12345 Somewhereville, UT 8409
ShipToCustomerNumber	Yes	(REQUIRED). This must be a valid alpha numeric Ship To Customer #.
ShipToContactName		This is the Ship To Contact name, such as: Jane Smith
ShipToCompanyName		This is the Ship To Company Name, such as: ABC Company
ShipToStreet		This is the Ship To Street, such as: 456 Some Ave
ShipToCityStateZipPostalCode		This is the Ship To City, State, Zip / Postal Code, such as: Happyville, CA 92
SubTotal		This is the Sales Order SubTotal field. It should represent the total of the L
FreightOrOtherChanges		This is the Sales Order Freight / Other field. If this field is left blank $0 will
TotalTax		This is the Total Tax amount for this Sales Order. If this field is left blank a
GrandTotal	Yes	(REQUIRED). This is the Grand Total of the Sales Order.
BalanceDue		If this field is left blank the value will be set to $0.
SalesOrderStatus		Each Sales Order Status field should have ONE of these values: 'New', 'To
PaymentTerms		This is the Payment Terms. (Note: If this field is left blank the Net 30 paym
CustomerPONumber		This is the Customer PO #.
SourceOfOrder		This is the Source of the Order.
SalesOrderComments		This is the Comments (notes to the customer) field on the footer of the Sal
EnteredBy		This is the name of the user who entered the Sales Order.
JobID		This is the Job ID #.

Sales Order LINE ITEMS (UNSHIPPED) (Imported After Headers)

- This file is to be used to create LINE ITEMS that relate to the SALES ORDER HEADERS file.
- Every Sales Order # in this file MUST exist in the HEADERS file.
- Every ItemNumber in this file MUST exist in the Item list file.
- For reconciliation simplicity, it is recommended that only OPEN Sales Order by imported into 1place.

Field Name	Required	Special Instructions (to User)
SalesOrderNumber	Yes	(REQUIRED). This field must be a unique alpha numeric Invoice #.
ItemNumber	Yes	(REQUIRED). This is the Item Number that should already be added or imported into
QtyOrdered	Yes	This is the Quantity Ordered by the Customer.
QtyShipped	Yes	This is the Quantity Shipped to the Customer for this Order. Set to 0 if none shipped.
BOQty		This is the Quantity that have been Back Ordered and not Shipped yet. Set this value t
PrevShipped		This is the Quantity that were Previously Shipped on a related Sales Order, if this is a S
ItemDescription	Yes	This is the Item Description.
ListPrice		This is the List Price. This field is optional.
UnitPrice		This is the Unit Price. This is the Price BEFORE any Discount has been applied.
Discount		This is the Discount given off the Unit Price. Set to 0 if none.
NetPrice	Yes	This is the final Net Price, including any discount given.
Taxable		Was this line item Taxable? If so type Yes, if not type No.
LineTotal	Yes	What is the EXTENDED Line Total? (QtyOrdered x NetPrice)
DateShipped		What date was this item shipped? This field is optional.
LineItemComments		Internal line item comments not visible to the Customer.
SerialNumber		This is the Serial # of the item, if applicable. This field is optional.
UnitCost		This is the Unit Cost. The COST 'each' is $5 then you would enter $5.00.
Taxable		Was this line item Taxable? If so type Yes, if not type No.

Purchase Order HEADERS (Imported Before Line Items)

- This file is to be used to create PURCHASE ORDER HEADERS.
- Every VendorID in this file must relate to a Vendor in the Vendors table.
- **Depending on the # of years you'd like us to import (usually 2-3 years is recommended), and also the # of line items on each PO, it is usually best if you break this down into 1 FILE PER YEAR**.

Field Name	Required	Special Instructions (to User)
PurchaseOrderNum	Yes	(REQUIRED). This field must be a unique alpha numeric Invoice #.
PODate	Yes	This field contains the Date of the PO. Must be in proper Date format.
POStatus		If this field is left blank then 'Waiting For Delivery' will automatically be in
POReceived	Yes	This value needs to be = 'True' or 'Yes' or '1' if the PO has been received. C
DateExpected		This is the date you expect to receive the PO.
VendorID	Yes	(REQUIRED). This field must contain a valid Vendor ID from your old acco
VendorStreet		This is the Vendor's street.
VendorCityStateZip		This is the Vendor's City, State Zip/Postal Code concatenated together int
BillToWarehouseCode	Yes	(REQUIRED). This field must contain a valid Warehouse 'Code' (which you
BillToWarehouseStreet		This is the Bill To Warehouse street.
BillToWarehouseCityStateZip		This is the Bill To Warehouse City, State, Zip/Postal Code
ShipToWarehouseCode	Yes	(REQUIRED). This field must contain a valid Warehouse 'Code' (which you
ShipToWarehouseStreet		This is the Ship To Warehouse street.
ShipToWarehouseCityStateZip		This is the Ship To Warehouse City, State, Zip/Postal Code
POTotal	Yes	This is the total of all PO Line Items.
POWeight		This is the total of the weight from all of the PO Line Items.
POVolume		This is the total of the volume from all of the PO Line Items.
OrderedBy		Enter a User Name that is included in your list of 1place users, or this field
Terms		Enter a Payment Term that is in 1place or this field will be left blank.
FOB		This is the Free On Board value.
ShippedVia		This is the Shipped Via.
Comments		This is for any comments about the PO.
CreatedBy		This field must be a valid 1place User Name. If not it will be left blank.
CountryOfOrigin		This is for the Country of Origin.
ContainerNum		This is for the Container Number, if applicable.

Purchase Order LINE ITEMS (Imported After Headers)

- This file is to be used to create LINE ITEMS that relate to the PURCHASE ORDER HEADERS file.
- Every PurchaseOrderNum in this file MUST exist in the HEADERS file.
- Every ItemNumber in this file MUST exist in the Item list file.
- **Depending on the # of years you'd like us to import (usually 2-3 years is recommended), and also the # of line items on each PO, it is usually best if you break this down into 1 FILE PER YEAR.**

Field Name	Required	Special Instructions (to User)
PurchaseOrderNum	Yes	(REQUIRED). This field must be a unique alpha numeric Invoice #.
LineItemNum	Yes	(REQUIRED). This is a valid 1place Item Number.
LineItemQtyOrdered	Yes	This is the Qty Ordered.
LineItemQtyReceived	Yes	This is the Qty Received.
LineItemReceived	Yes	This is a Yes or No value. Has the item been received?
LineItemDescription	Yes	This is the PO Line Item Description.
LineItemCost	Yes	This is the PO Line Item individual unit Cost.
LineItemAddedCost		This is the PO Line Item individual unit cost for 'extra' landed costs (which are costs
LineItemPOLineTotal	Yes	This is the PO Line Total. This is calculated: LineItemQtyOrdered x LineItemCost.
LineItemWeight		This is the PO Line item weight of the item.
LineItemVolume		This is the PO Line Item volume.