APDF Import Field Format Table (Fixed format)

Import Order	Required to have a value?	Field Description	Field Type	Field Length	What setting determines when the field's value is validated in the format?	Click to view detailed field verification information
1	Yes	APDF	Alpha	4	Always validated	APDF Verification
2	No	Commitment	Alpha	12	AP Settings, Post & Interface Settings, Job Cost interface is active	Commitment and Commitment Line Item verification (APDF Distribution format)
3	(a)	Commitment Line Item	Numeric	5	AP Settings, Post & Interface Settings, Job Cost interface is active	Commitment and Commitment Line Item verification (APDF Distribution format)
4	No	EQ Equipment ID	Alpha	10	AP Settings, Post & Interface Settings, Equipment Cost interface is active	Equipment ID verification (APDF Distribution format)
5	(b)	EQ Cost Code	Alpha	12	AP Settings, Post & Interface Settings, Equipment Cost interface is active	EQ Cost Code verification (APDF Distribution Format)
6	No	JC Job ID	Alpha	10	AP Settings, Post & Interface Settings, Job Cost interface is active OR Equipment Cost interface is active	JC Cost Code verification (APDF Distribution format)
7	No	JC Extra	Alpha	10	AP Settings, Post & Interface Settings, Job Cost interface is active AND Job Cost uses Extras	JC Job Extra verification (APDF Distribution format)
8	(c)	JC Cost Code	Alpha	12	AP Settings, Post & Interface Settings, Job Cost interface is active	JC Cost Code verification (APDF Distribution format)
9	(d)	JC Category	Alpha	3	AP Settings, Post & Interface Settings, Job Cost interface is active and Job Cost uses Categories	JC Category verification (APDF Distribution format)

10	No	BL Standard Item	Alpha	10	AP Settings, Post & Interface Settings, Job Cost and the Billing interface is active	BL Standard item verification (APDF Distribution format)
11	No	Reserved	Alpha	8	This field is not used. Use a comma placeholder for this field in the import file.	Reserved (APDF Distribution format)
12	(e)	Expense Account	Alpha	25	AP Settings, Post & Interface Settings, General Ledger interface is active	GL Expense Account verification (APDF Distribution format)
13	No	Accounts Payable Account	Alpha	25	AP Settings, Post & Interface Settings, General Ledger interface is active and not Cash-only accounting	Accounts Payable Account verification (APDF Distribution format)
14	No	Misc. Deduction2 Percent	Numeric	2.3	AP Settings, Invoice Settings, Additional Settings, Use Misc Deduction2 enabled. Always	Misc Deduction2 verification
15	No	Tax Group	Alpha	6	AP Settings, Invoice Settings, Tax usage ! = Not tracked	Tax Group verification (APDF Distribution format)
16	No	Units	Numeric	-8.4	(1)	JC Units verification (APDF Distribution format)
17	No	Unit Cost	Numeric	-6.4	(1)	JC Unit Cost verification (APDF Distribution format)
18	No	Amount	Numeric	-9.2	Always validated	Amount verification (APDF Distribution format)
19	(f)	Tax	Numeric	-7.2	AP Settings, Invoice Settings, Tax usage ! = Not tracked	Amount verification (APDF Distribution format)
20	(g)	Tax Liability	Numeric	-7.2	AP Settings, Invoice Settings, Tax usage = Actual and tax liability	Tax Liability verification (APDF Distribution format)
21	No	Discount Offered	Numeric	-7.2	AP Settings, Invoice Settings, Discount usage = Distribution level	Discount Offered verification (APDF Distribution format)
22	No	Retainage	Numeric	-7.2	(2)	Retention verification

						(APDF Distribution format
23	No	Misc Deduction	Numeric	-7.2	AP Settings, Invoice Settings, Misc deduction usage = Distribution level	Miscellaneous Deduction verification (APDF Distribution format)
24	No	1099 Exempt	Check box		Always validated	1099 Exempt verification (APDF Distribution format
25	No	Distribution Code	Alpha	10	(3)	Distribution Code verification (APDF Distribution format)
26	No	Draw	Alpha	10	AP Settings, Post & Interface Settings, Job Cost interface is active	JC Draw verification (APDF Distribution format
27	(h)	EQ Misc Entry 1	Alpha	10	AP Settings, Post & Interface Settings, Equipment Cost interface is active	EQ Misc Entry 1 verification (APDF Distribution format)
28	(h)	EQ Misc Entry Units 1	Numeric	-8.4	AP Settings, Post & Interface Settings, Equipment Cost interface is active	EQ Misc Entry 1 verification (APDF Distribution format)
29	(i)	EQ Misc Entry 2	Alpha	10	AP Settings, Post & Interface Settings, Equipment Cost interface is active	EQ Misc Entry 2 verification (APDF Distribution format)
30	(i)	EQ Misc Entry Units 2	Numeric	-8.4	AP Settings, Post & Interface Settings, Equipment Cost interface is active	EQ Misc Entry Units 2 verification (APDF Distribution format)
31	No	EQ Meter/ Odometer	Numeric	7.2	AP Settings, Post & Interface Settings, Equipment Cost interface is active	EQ Meter/Odometer verification (APDF Distribution format)
32	(j)	Distribution Description	Alpha	30	Always validated	Distribution Description verification (APDF Distribution format)
33	(k)	Authorization	Alpha	10	(4)	Authorization verification (APDF Distribution format
34	No	Joint Payee Name	Alpha	30	Always validated	Joint Payee verification (APDF Distribution format
35	No	Property	Alpha	10	Property Management interface is active.	Property verification (APDF Distribution format

36	(l)	Unit	Alpha	10	Property Management interface is active.	Unit verification (APDF Distribution format)
37	(l)	Lease	Alpha	15	Property Management interface is active.	Lease verification (APDF Distribution format)
38	(l)	Lease Revision	Numeric	3	Property Management interface is active.	Lease Revision verification (APDF Distribution format)
39	(l)	Tenant	Alpha	10	Property Management interface is active.	Tenant verification (APDF Distribution format)
40	(l)	Charge Type	Alpha	10	Property Management interface is active.	Charge Type verification (APDF Distribution format)
41	(l)	Charge Date	Date		Property Management interface is active.	Charge Date verification (APDF Distribution format)
42	No	Item ID	Alpha	20	Property Management interface is active.	Item ID verification (APDF Distribution format)
43	No	Markup Percent	Numeric	-7.3	Property Management interface is active.	Markup Percent verification APDF Distribution format
44	No	Markup Amount	Numeric	-9.2	Property Management interface is active.	Markup Amount verification APDF Distribution format
45	(m)	Markup Charge Type	Alpha	10	Property Management interface is active.	Markup Charge Type verification (APDF Distribution format)
46	No	Chargeback Description	Alpha	30	Property Management interface is active.	Chargeback Description verification (APDF Distribution format)

Notes:
* All 46 fields require representation in the APDF. Use the notes below to determine whether an actual value or a comma-placeholder is required to represent those fields unless the field is at the end of a record (for example, if the invoice is not a Property Management chargeback, then, no comma separators are required for fields 35 through 46 because they are not used and they are at the end of the record).

'=' indicates 'is set to'

'! =' indicates 'is not set to'

'-' before a number indicates a signed field (such as legal values for '-7.2' are '43.22' or '-43.22')

1. Required to have a legitimate item number only if a valid commitment ID is entered, otherwise is not required.
2. Required only if a valid EQ ID is entered, otherwise should not have a value.
3. Required if a Job ID is entered OR (if Job ID entered AND EQ Cost Code is a memo cost code), otherwise should not have a value.
4. Required if Job Cost uses categories AND a JC Cost Code is also required, otherwise should not have a

value.

5. Required if the Account Retrieval hierarchy returns a blank account, otherwise is not required.

6. Not required, but must equal the sum of tax amounts from any associated APTX records.

7. Not required, but must equal the sum of tax liability amounts from any associated APTX records.

8. Not required, but EQ ID, EQ Cost Code and EQ Misc Entry 1 must exist AND the values of EQ Misc Entry 1 and EQ Misc Entry 2 cannot be the same.

9. Not required, but EQ ID, EQ Cost Code and EQ Misc Entry 2 must exist AND the values of EQ Misc Entry 1 and EQ Misc Entry 2 cannot be the same.

10. Not required. Prefills with Invoice Description if Distribution Description field is blank on the APD record.

11. Not required, but Authorization ID must exist in the Master.APM.

12. Required if the Property field has a value, otherwise not required.

13. Required if the Markup Amount field has a value, otherwise not required.

 a. One or more 'Units, unit cost' boxes marked in AP Settings, Invoice Settings, Distribution Settings.

 b. One or more 'Retainage' boxes marked in **AP Settings, Invoice Settings, Distribution Settings**.

 c. One or more 'Dist code' boxes marked in **AP Settings, Invoice Settings, Distribution Settings**.

 d. One or more 'Authorization' boxes marked in **AP Settings, Invoice Settings, Distribution Settings**.

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