



Importing Billing Tech Tip

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Import Billing Tech Tip

A feature of Batch Billing is the availability to Import a .csv or .tpl file. You cannot use commas in the dollar value or the dollar symbol.

The Import Billing can be used for any purpose some of the current uses are Phone Charges for boarding students, Uniform Shop expenses and the Tuck Shop. It does not matter how many columns you have or what information is in them you will only import the necessary information.

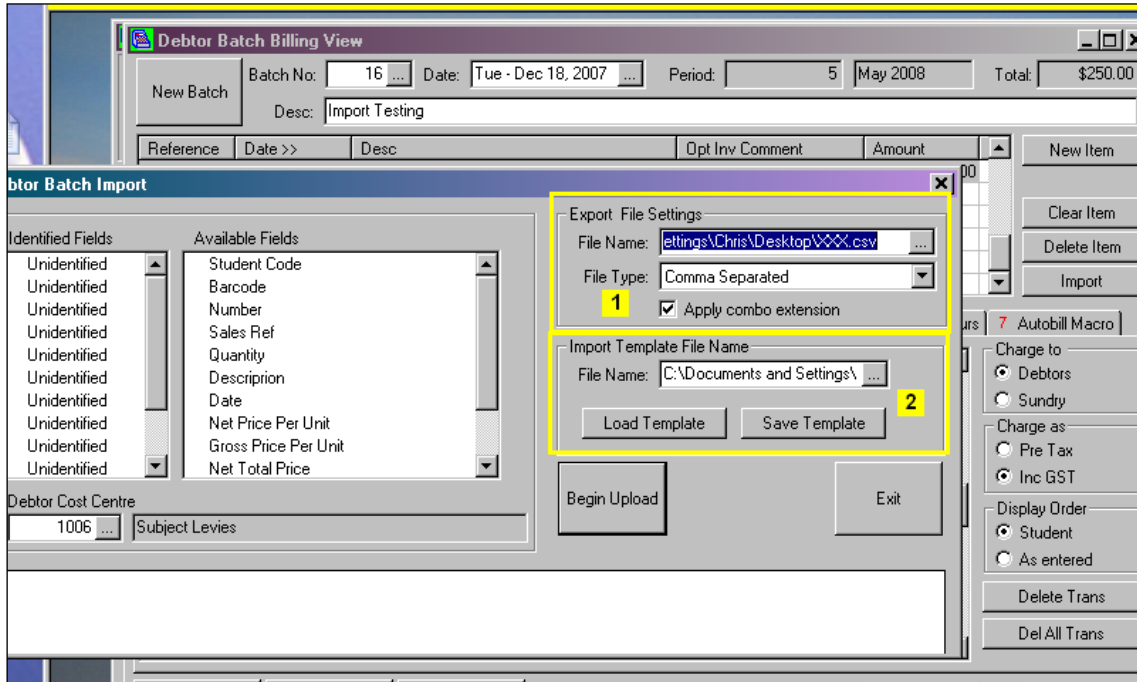
Import a .csv

The Student Code, Quantity, Date and a Price can all be imported. If you use column headings they will not import and you will receive an error message telling you the program could not import line 1, this does not affect the data import.

	A	B	C	D	E	F
1	Student Key	Date	Net Price	Quantity	Cost Centre	
2	ALLEN K M	25/05/2012	21.65	1	1002	
3	ALLEN K M	25/05/2012	25.25	1	1058	
4	ALLEN K M	25/05/2012	17.8	1	1006	
5	ALLEN K M	25/05/2012	21.3	1	1058	
6	ALLEN K M	25/05/2012	9.65	1	2005	
7	ARORA R		3.5	1	1002	
8	ARORA R		7.8	1	1006	
9	ARORA R		9.6	1	1007	
10	ARORA R		4.5	1	2005	
11	BAARS W		2.8	1	1002	
12	BAARS W		44.5	1	1005	
13	BAARS W		10.2	1	1006	
14	BAARS W		13.5	1	2005	
15	ALLEN K M		8.5	1	1002	
16	ALLEN K M		4.5	1	1002	
17	ALLEN K M		6.5	1	1005	
18	ALLEN K M		5.5	1	1005	
19	ALLEN K M	25/05/2012	3.5	1	1006	
20	ALLEN K M	25/05/2012	2.5	1	1006	
21	ALLEN K M	25/05/2012	5.25	1	1058	
22	ALLEN K M	25/05/2012	8.25	1	1058	
23	ALLEN K M	25/05/2012	7.25	1	1058	

1.	The Students can be identified by either; <ul style="list-style-type: none"> • Student key • Student Barcode • Student Number
2.	The Date can be Identified.

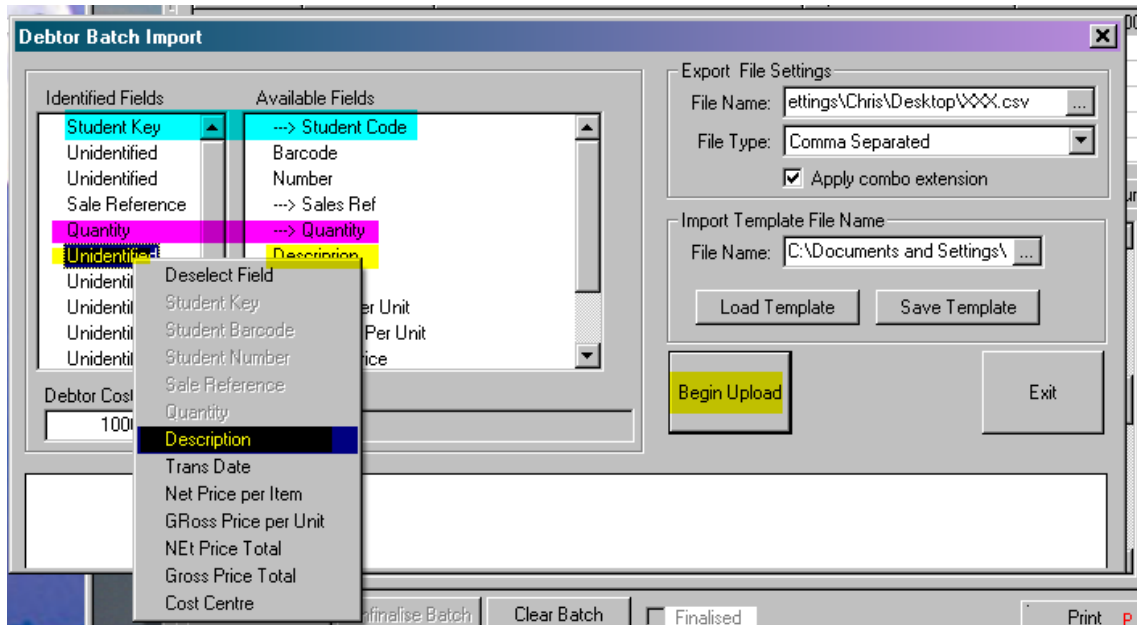
Create a new Billing batch or open an unfinalised batch for importing the charges. Click New Item and enter a description for the charges.



Select either a .csv or a .tpl file for importing;

1.	Find the .csv file you are going to import.
2.	Find the .tml file and click Load Template.

Select the fields to Import



To select the fields for importing follow the instructions below;

•	Right click in the Identified fields.
•	Highlight the field to import, the Identified field must be in line with the Available field, you do not need to select all fields only the ones to import.
•	Double Click to select.
•	Click Begin Upload.

The Billing will be available for viewing or editing in the Transaction Detail tab. Finalise in the usual way.

Reference	Date >>	Desc	Opt Inv Comment	Amount
	1 Dec 18, 2007	Debtor Data Import XXXX.csv		\$29.0500

Student Code >>	Date >>	It...	Desc	Pre Tax	GST	Gross	Units billed
RORA R	1/12/2007	2005	Miscellaneous Charge	10.2500	0.00	\$10.25	0.00
AE J	1/12/2007	2005	Miscellaneous Charge	6.8500	0.00	\$6.85	0.00
EAVR Z	1/12/2007	2005	Miscellaneous Charge	11.9500	0.00	\$11.95	0.00