

EXPORT GUIDE FOR EXCEL AND DELIMITED TEXT FILES

Use this guide to assist in exporting your A/R data.

- **Required fields are in RED. Highly Desired fields are in Blue.**
- If any field is unavailable, either leave it blank or don't include that field for the whole file.
- Headings in the first row of your export are preferred but not required. Use the bold descriptions below, or similar identifications.
- One row for each paying customer location (not multiple ship to locations), even if balance is zero to show they are paid up.
- If field order does not match below and there are no headers provided, please email field order during setup phase.
- File name will be provided by Forius.
- Transmit Text file (.CSV or .TXT) or Excel (.XLSX or .XLS) to Forius per Transmissions Guidelines provided.
- For text files, separate field values with one of the following (Tab, Comma, Semi Colon, or Pipe). Double quote any field that contains the separator value that you are using.
- File types and layouts must be consistent each month. If layout or customer numbers change, let Forius know before sending changed file.

DATA FIELD DESCRIPTION	NOTES
Customer A/R Account Number	If you use leading zeros, make sure they are not suppressed.
Company Name of your customer	
Company Address line 1 of your customer	<i>Either Address1 or Address2 is required. Include both if available.</i>
Company Address line 2 of your customer	<i>Street address is preferred over P.O. Box.</i>
Company City of your customer	
Company State or Province of your customer	Standard 2 letter country code preferred – i.e., US, CA, MX, GB etc.
Company Zip or Postal code of your customer	Use 5 digit or zip+4
Company Country of your customer	Required if outside US and Canada. Use http://www.state.gov/s/inr/rls/4250.htm for country names.
Total dollar Balance for this customer	Whole dollars preferred.
Current - Amount customer owes that is not past due.	<ul style="list-style-type: none"> • Include accounts with zero balances. • If cents included, please use decimal point. • Use zero (0) if empty. • For negative amounts, use minus sign immediately in front of number • If unable to format amounts as described, contact Forius for possible options.
1-30 days - Amount customer owes that is 1-30 days past due	
31-60 days - Amount customer owes that is 31-60 days past due	
61-90 days - Amount customer owes that is 61-90 days past due	
91+ -Amount customer owes that is 91+ days past due	
High Credit	High credit account balance. Desired to be within the last 12-18 months
Month and year of First Sale	MMYY is preferred. Any full date format is acceptable. If using Excel, format field as general and do not use slashes for MMYY.
Month and year of most recent or Last Sale	
Payment Terms	Payment terms assigned to this customer. See Standard terms list. Others will be ignored.
Comment code	See list of acceptable comment codes (others will be ignored)
Customer's SIC CODE	Your customer's Standard Industry Classification code, if available.
Customer's Federal Tax ID or EIN	Your customer's Tax ID/EIN if available.
Customer's Phone Number	Various formats acceptable. Use extension field for phone extension.
Customer's Phone Number Extension	Phone Extension for contact
Export Date	Date this data was exported from your A/R. Any full date format.
Contact name of your customer	Credit contact at your customer's company
Title of Contact	Title of your customer's company contact
Location identifier	Use for multiple location companies. Available Key words are: Headquarters, Branch Office, Regional Office, Billing, Manufacturing, and warehouse. Leave blank for single location or unknown.