Standard Interfaces

Reference Guide

Document Details

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Overview

This document contains the file formats of the various Crunchtime Standard exports and imports.

Download the latest version of this document here:
https://links.crunchtime.com/RG-StandardInterfaceReference
… or scan the QR code to the left.

Alert: For files imported via the CDP, file names must align with ASCII standards. The file name should not include accented letters, special symbols, or characters from other languages; it is limited to basic English characters and symbols – e.g. Blank spaces, Numbers 0-9, Upper and Lowercase letters A-Z, and symbols such as ! " # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ { | } ~ .

Connex Tip: For details regarding the data provided by Connex, see the following file formats outlined in this guide:

- **002** - Sales Mix
- **267** - Menu Mix w/Check-Level Detail
- **007** - Time Clock
- **273** - Intraday Time Clock
- **274** - Supplemental Wages

Related Documentation

- All Import Templates Workbook: https://links.crunchtime.com/OpsM-ALLImportTemplates
- Crunchtime Developer Hub: https://developer.crunchtime.com

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What's New

Date	Summary
10/26/26	Updated the 267 Menu Mix details to state that file name must be unique and updated example.
7/28/26	Added Connex note to cover and Page 7.
7/6/26	For the [274] Supplemental Wage import**,** expanded the number of digits allowed for the Daily Lump Sum Value.
6/3/26	• Added section for Connex file naming convention. • Updated the [036] Employee Information import to add Detail Field 117 for School District. • For the [252] Locations import (Type 2 Detail record), corrected the date format for Opening Date (Field 18) & BizIQ Compare Date (Field 19).
3/31/26	• Added Tip & Notes regarding images & attachments in the AP exports. • Removed Type 3 Substitute Component Details record from the [090] Recipes import.
3/10/26	Updated the [252] Locations import (Type 2 Detail record) to add the Auto-Generate Recipes flag (Field 30). Also updated descriptions for the Current Inventory & Location Transfer Reporting Exports.
2/27/26	For the [266] Location Products import, updated Alt Unit conversions (Type 2 Detail record, Fields 18, 20, & 22) to allow negative values.
2/12/26	Updated the [252] Locations import to include Type 11 record for Auto-Schedule in Teamworx details.
2/2/26	For the [266] Location Products import, renamed the "Storage Active Flag" to "Include on Count Sheet Flag".

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Introduction

The purpose of this document is to provide clients and third-party vendors with the information necessary to create files compatible with the standard export and import interfaces used by Crunchtime Information Systems software applications. The interface types, listed below, include Accounting, Vendor Bids, Employees and Labor, Physical Inventory, Point-of-Sale, Purchasing, and Application Setup (in Enterprise Manager).

Due to the variety of application software and systems used by different companies, we have designed and implemented a set of standard file formats that can be used to transfer data between those systems and the Crunchtime database. The following pages describe the Data File layouts required for each interface type in order for the files to be processed successfully by Enterprise Manager, Net-Chef, or the Crunchtime Data Pump.

Standard Exports and Imports

Interface Type	Application	Available Exports/Imports
Accounting	EM	Export: Accounts Payable (Predefined & Mappable) Export: Accounts Receivable (Mappable) Export: Custom Transactions (Mappable) Export: Inventory Delta Export: Inventory Totals Export: Location Transfers Export: Payroll (Restaurant, Mappable) Export: Sales (Restaurant)
Bids	EM EM, CDP	Export: Bid Sheet (Excel, Text) Import: Bid Sheet (Excel, Text)
Employees & Labor (Restaurant)	EM EM EM, NC CDP CDP CDP CDP CDP	Export: Employee Information to Payroll (Mappable) Export: Labor Schedules to POS (Mappable) Export: Employees to POS (Mappable) Import: Employee Information Import: Employee Positions Import: Employee Locations Import: Time Clock Data Import: Intraday Time Clock Data
Inventory	CDP	Import: Physical Inventory Import: Inventory & Recipe Adjustments Import: Value Adjustments
Point-of-Sale / Sales	CDP	Import: Register Sales: Sales Mix (Restaurant) Import: Recipe Sales: Menu Mix Import: Recipe Sales: Menu Mix with Check Level Detail Import: Customer Orders
Purchasing	NC CDP CDP CDP CDP CDP CDP CDP CDP	Export: Purchase Orders Import: Purchase Orders Import: Purchase By Invoice Import: Vendor Invoice Data Import: Vendor Order Confirm Receipt Import: Vendor Order Confirm Terms Import: Vendor Payment Information Import: Vendor Consolidation Data (Cruise) Import: Master Order Data (Cruise)

EM = Enterprise Manager; NC = Net-Chef; CDP = Crunchtime Data Pump

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Introduction (Continued)

Interface Type	Application	Available Exports/Imports
Setup	CDP	Import: Application Users Import: Budget Setup Data (Restaurant) Import: Categories Import: Cities Import: Company Products Import: Cruise Profile Data (Cruise) Import: Cruise Setup Data (Cruise) Import: Currency Ratios Import: Customers Import: General Ledger Accounts Import: Hierarchies Import: Itinerary Information (Cruise) Import: Locations Import: Location Products Import: Menu Plans Import: Nutrition Product Data Import: Package Types Import: Projected Consumption Import: Recipes, Recipe Location Data Import: States/Provinces Import: Storage Locations Import: Templates (Cruise) Import: Vendors, Vendor Location Data
Reporting	EM	Export: CT Sales - AvT, by GL/Location/Period Export: CT Sales - AvT, by Location/Period Export: CT Sales - AvT, by Location/Period/Product Export: CT Sales - Menu Mix, by Location/Period Export: CT Purchasing - Purchases by GL, Location/Period Export: CT Purchasing - Purchases by GL, by Loc/Period/Item Export: CT Purchasing - Vendor Orders, by Location/Period Export: CT Inventory - Current Inventory, by Location Export: CT Inventory - Final Inventory Count Export: CT Inventory - Inventory Summary, by Location/Period Export: CT Inventory - Location Transfer, Delta Export: CT Inventory - Profit and Loss, by Location/Period

Franchisor Import File Names

Franchisors can now use the Crunchtime Data Pump to import certain files for their Franchisees. The following file types can be imported in this manner (note the File Name changes):

File Prefix	File Type	File Name for Franchisor
036	Employee Information	“036” + Franchise Code +"_" + Optional Text +."txt"
260	Employee Alt. Locations	“260” + Franchise Code +"_" + Optional Text +."txt"
261	Employee Positions	“261” + Franchise Code +"_" + Optional Text +."txt"
264	Application Users	“264” + Franchise Code +"_" +Unique Identifier +."txt"
269	Hierarchies	“269” + Franchise Code +"_" +Unique Identifier +."txt"
007	Time Clock Data	No change to file name format.
273	Intraday Time Clock Data	No change to file name format.

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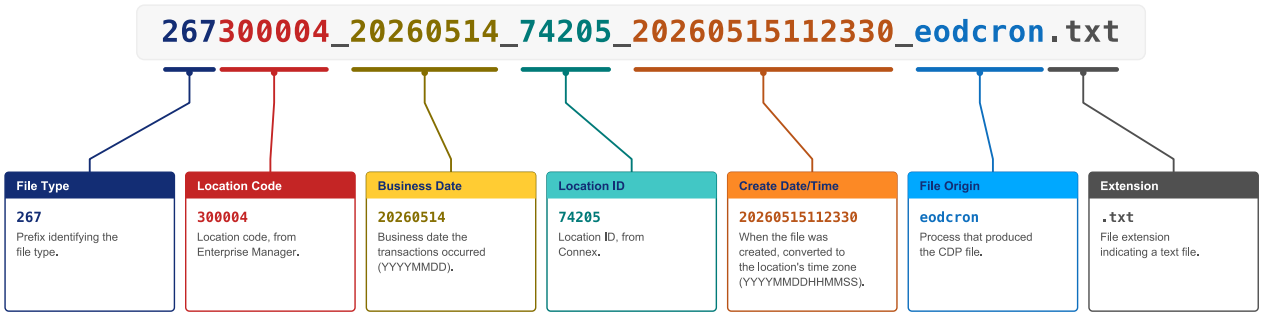
Introduction (Continued)

Connex Import File Names

Connex pulls sales and labor data from customer locations, formats the data to a standard design, and sends that data to the CDP queue where additional processing is performed that results in the database being updated. Here we are going to review the various parts of the file name that gets sent to the CDP.

The file name is positional – each section of the file name has meaning and is the same for every file sent to the CDP. The file types sent by Connex are noted in the first row of the table below.

Sample File Name



Naming Convention

Position	Definition
File Type	The prefix that identifies the file: • **002** - Sales Mix • **267** - Menu Mix w/Check-Level Detail • **007** - Time Clock • **273** - Intraday Time Clock • **274** - Supplemental Wages *For details about the data provided by Connex, see these formats in this guide.*
Location Code	The Code for the Location, from Enterprise Manager.
_ (underscore)	Fixed-value separator, for ease of reading the filename.
Business Date	The Business Date the transactions occurred.
_ (underscore)	Fixed-value separator, for ease of reading the filename.
Location ID	The ID for the Location, from Connex.
_ (underscore)	Fixed-value separator, for ease of reading the filename.
Create Date/Time	The date and time the file was created, converted to the location's time zone; formatted as *YYYYMMDDHHMMSS*.
_ (underscore)	Fixed-value separator, for ease of reading the filename.
File Origin	Identifies the process that resulted in the CDP file being created: • **repullb** - initiated using the *Refresh POS Data* (repull) button. • **repulls** - initiated by Support performing the repull. • **regcron** - initiated as a result of regular intra-day process. • **eodcron** - initiated as a result of end-of-day process. • (blank) – not populated if the method is not identified.
".txt"	File extension indicating it is a text file.

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Accounting Exports

Document Details

Document #: 160_SIRG_261026

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Overview

This section includes the following formats for the Crunchtime Standard Accounting exports:

- Accounts Payable (Predefined & Mappable); see the **Tip** below.
- Accounts Receivable (Mappable)
- Custom Transactions (Mappable)
- Inventory Delta
- Inventory Totals
- Location Transfers
- Payroll (Mappable)
- Sales



Tip: If you need to export images or attachments, you will need to leverage Standard or Mappable AP Exports in conjunction with the Crunchtime *Scheduled Export Service* API. For more details navigate to the Developer Hub, here: https://developer.crunchtime.com.

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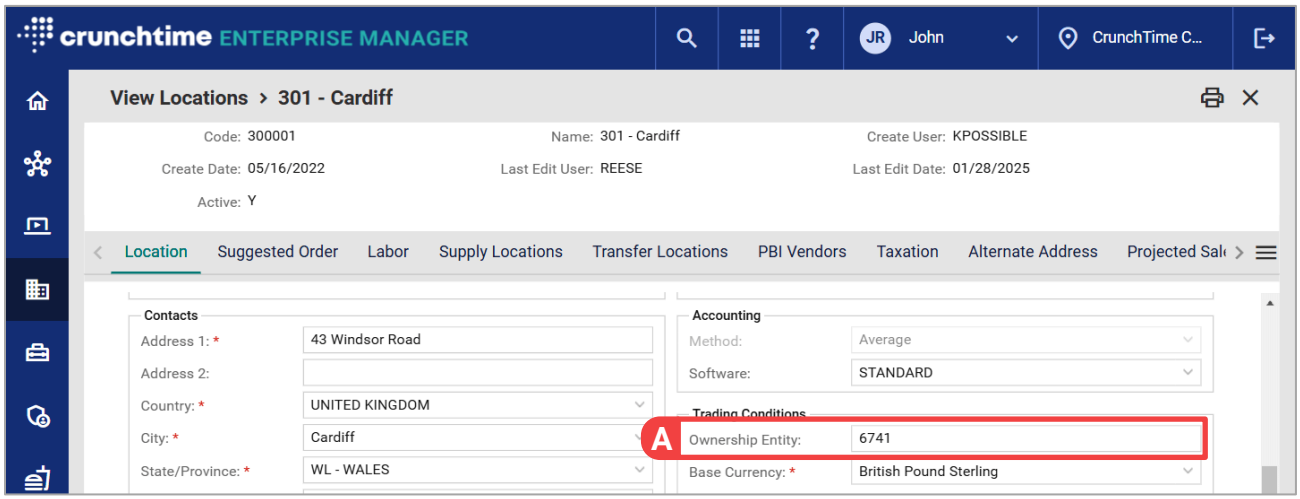
Related Setup

Ownership Entity

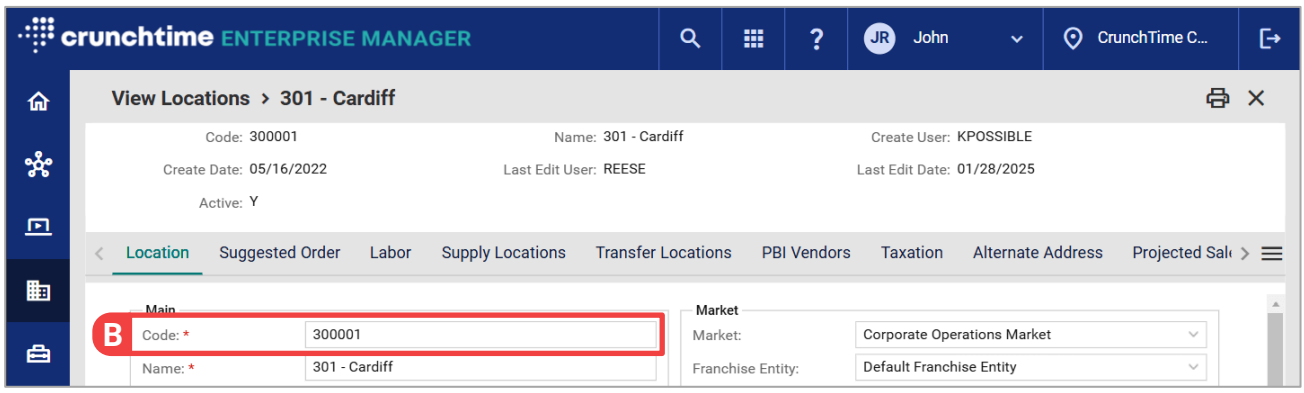
Several of the Crunchtime exports create multiple export files based on Ownership Entities used in Enterprise Manager. For each of the Accounting exports, the application will generate one file per ownership entity (which may include multiple locations), and will only consider locations with transactions that are being exported or evaluated for export. This means that if the user is exporting transactions for a single location, the application will produce one export file. If the user is exporting transactions for multiple locations, the application will export one file for each ownership entity represented by those locations. The Ownership Entity field is not required. Any/All locations that leave this field blank will be considered one ownership entity and included in a single export file.



A Each location can be assigned to an **Ownership Entity** in the Location Details screen.

Export Codes

Several of the Crunchtime exports utilize one of four codes that may be defined in Enterprise Manager. These codes can be used as an export field in either the header record of an export file, the detail record, or both. Unless otherwise noted, the exports will generally use for the "Transaction Export Code" the first of the following values that is populated: Location Export Code, Vendor Export Code, or Vendor Code. The Location Code and the Location Payroll Export Code can also be used as export fields in the header and/or detail records of some exports.



B The Location **Code** comes from header of the Location Details screen.

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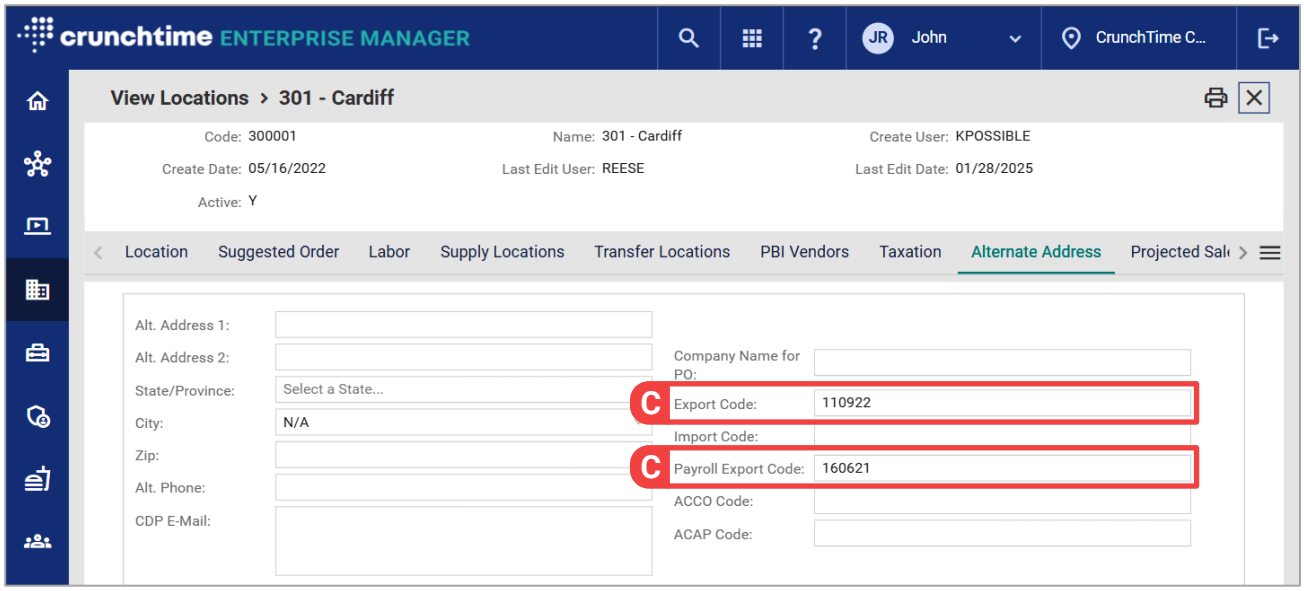
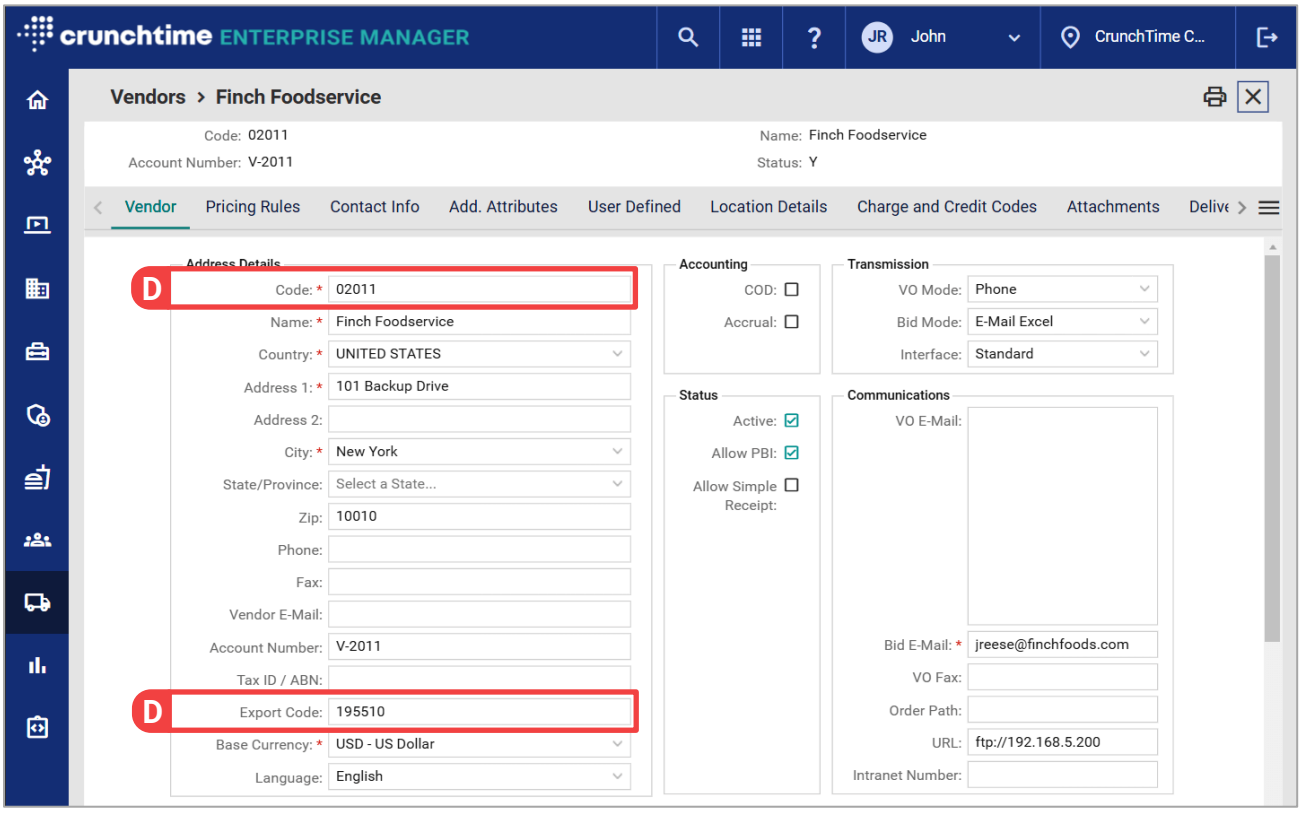
Related Setup

(Continued)



C The Location **Export Code** and **Payroll Export Code** come from the "Alternate Address" tab of the Location Details screen.



D The Vendor **Code** and Vendor **Export Code** are taken from header of the Vendor Details screen.

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Export: Accounts Payable (Predefined)

The Accounts Payable export process creates files containing completed purchasing transactions – Reconciled Vendor Orders, Vendor Returns, and Purchase by Invoice transactions – for a selected location and post period. These files are exported to an external accounting system. The application will allow users to export all transactions for posted periods. The application will not export transactions for Vendors with the "Internal" check box selected in the Vendor Details setup screen and will prevent users from exporting previously exported transactions.

If exporting transactions for multiple locations, the application will export one file for each ownership entity represented by those locations. Any/All locations with this field left blank will be considered part of one ownership entity and included in a single export file. *See previous page for more information.*

Note: Images & Attachments are NOT included in this AP Export; if you need them, see the Tip on Page 8.

File Name & Format

File Name	"AP" + Location Ownership Entity + "_" + Batch Number + ".txt" Example: AP31330_01.txt If no ownership entity exists: "AP_01.txt"
File Format	Tab-delimited text file
Contents	The application will export all eligible Accounts Payable transactions for the selected location(s) and Post Periods (per the "Exports Accounts Payable By" Export Preference defined for this export).

File Layout

Header

The application will export one header row for each transaction number represented by transaction line items. The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	"Text" field: Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Invoice Number	Alphanumeric (40)	Y	The **Vendor Invoice Number**.
3	Location Vendor Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Details Export Code,** Vendor Export Code, or Vendor Code.
4	Invoice Total	Number (13,2)	Y	**Invoice Total** – A positive number, to two decimal places with no thousands separator. For Vendor Orders and Vendor Returns, this will include the summation of line item taxes. (*All invoice totals are generated as positive numbers; sign is removed if negative. Field 5 indicates whether it is a debit or credit.*)

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Export: Accounts Payable (Predefined)

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
5	Debit or Credit indicator	Number (1)	Y	**'1'** if the actual Invoice Total is positive; to indicate that this is a debit for the company. **'5'** if the actual Invoice Total is negative; to indicate that this is a credit for the company.
6	*Unused "Text" field*		Y	Blank field; acts as a placeholder.
7	Invoice Date	Date	Y	**Invoice Date** in *MM//DD/YY* format.
8	"Custom Field": Batch ID Code	Alphanumeric (40)	Y	[**Location Export Code** OR Location Code] + [**Transaction Post Date** in *MM//DD/YY* format]
9	Check Number	Alphanumeric (20)	N	**Check Number** entered for the Vendor Order or Purchase by Invoice transaction.

Detail

The application will export one detail row for each General Ledger account number represented by transaction line items included in the header row. To identify the appropriate GL Numbers:

- For Purchase by Invoice line items, the application must use the "GL Number" or "GL for CGS" (if defined) for the General Ledger account associated with the Category/Subcategory/Microcategory combination stored for the transaction row.
- For Vendor Order and Vendor Return product line items, the application must use the "GL Number" or "GL for CGS" (if defined) for the General Ledger account associated with the Category/Subcategory/ Microcategory combination associated with the Company Product.
    - For Vendor Order and Vendor Return additional invoice changes ("Tax" entered at Reconcile, "Freight/Shipping", "Misc. 1" and "Misc. 2"), the application must use the "GL Number" or "GL for CGS" (if defined) for the General Ledger account selected by the user at Reconcile.
    - For Vendor Order and Vendor Return Line Item Taxes, the application must use the "GL Number" or "GL for CGS" (if defined) for the first GL account (if there are multiple) attributed to the Tax Codes employed for the Line Item Tax.

Each detail row in the export file will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	"Text" field: Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Invoice Number	Alphanumeric (40)	Y	**Vendor Invoice Number**
3	Location Vendor Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Details Export Code,** Vendor Export Code, or Vendor Code.

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Export: Accounts Payable (Predefined)

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
4	Invoice Detail Amount	Number (13,2)	Y	The portion of the Invoice Total represented by this GL Account Number, to two decimal places with no thousands separator. For the Line Item Tax for a given item, the "Invoice Quantity" is multiplied by the "Invoice Price", rounded to the nearest cent, and then multiplied by the (Complete Tax Rate for the detail line - 1). This tax amount is then attributed to the proper GL, as noted on the previous page. (*All amounts are generated as positive numbers; sign is removed if negative. Field 5 indicates whether it is a debit or credit.*)
5	Debit or Credit indicator	Number (1)	Y	**'1'** if the actual Line Item Amount is negative, to indicate that this is a credit for the company. **'6'** if the actual Line Item Amount is positive, to indicate that this is a debit for the company.
6	"Custom Field": GL Detail ID Code	Alphanumeric (40)	Y	[**Location Export Code** OR Location Code] + "**–**" + [**GL Number**]
7	Invoice Date	Date	Y	**Invoice Date** in *MM//DD/YY* format.

Accounts Payable Credits and Debits

When the "Auto-Generate AP Export Credits/Debits" Export setting is enabled in the Export Mapping, the application will compare [Physical Quantity x Price Used] to [Invoice Quantity x Invoice Price] for every product on every Vendor Order.

If there are discrepancies between these values for products in any transaction, the application will generate a set of header and detail records immediately after the original transaction, containing the total discrepancy value for each GL Number that has products with discrepancies on the order. The application will only export a record for a GL Number if the total discrepancy for all products associated with it is ≠ 0.

Debit Transactions

If the sum of [Invoice Quantity x Invoice Price] for products for the GL Number is less than the sum of [Physical Quantity x Price Used], then the application will add a debit transaction record to the export file as follows, containing one detail record for each GL Number with a discrepancy value. This value will include any applied line item taxes.

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Export: Accounts Payable (Predefined)

(Continued)

Header

Position	Field	Data Type	Required	Contents / Validation
1	"Text" field: Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Invoice Number	Alphanumeric (40)	Y	**Vendor Invoice Number** from original transaction + **'DB'**.
3	Location Vendor Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Details Export Code,** Vendor Export Code, or Vendor Code.
4	Debit Total	Number (13,2)	Y	**Debit Total** – Total debit value for the transaction (sum of 'Debit Amount' from all detail records for this debit transaction). A positive number, to two decimal places with no thousands separator.
5	Debit or Credit indicator	Number (1)	Y	**'1'** (to indicate this is a debit for the company)
6	*Unused "Text" field*		Y	Blank field; acts as a placeholder.
7	Invoice Date	Date	Y	**Invoice Date** in *MM//DD/YY* format.
8	"Custom Field": Batch ID Code	Alphanumeric (40)	Y	[**Location Export Code** OR Location Code] + [**Transaction Post Date** in *MM//DD/YY* format]

Detail

Position	Field	Data Type	Required	Contents / Validation
1	"Text" field: Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Invoice Number	Alphanumeric (40)	Y	**Vendor Invoice Number** from original transaction + **'DB'**.
3	Location Vendor Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Details Export Code,** Vendor Export Code, or Vendor Code.
4	Debit Amount	Number (13,2)	Y	**Debit Amount** – The portion of the 'Debit Total' represented by this GL Account Number. A positive number, to two decimal places with no thousands separator.
5	Debit or Credit indicator	Number (1)	Y	**'6'** (to indicate this is a debit for the company)
6	"Custom Field": GL Detail ID Code	Alphanumeric (40)	Y	[**Location Export Code** OR Location Code] + "**–**" + [**GL Number**]
7	Invoice Date	Date	Y	**Invoice Date** in *MM//DD/YY* format.

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Export: Accounts Payable (Predefined)

(Continued)

Credit Transactions

If the sum of [Invoice Quantity x Invoice Price] for products for the GL Number is greater than the sum of [Physical Quantity x Price Used], then the application will add a credit transaction record to the export file containing one detail record for each GL Number with a discrepancy value. This value will include any applied line item taxes.

Header

Position	Field	Data Type	Required	Contents / Validation
1	"Text" field: Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Invoice Number	Alphanumeric (40)	Y	**Vendor Invoice Number** from original transaction + **'CR'**.
3	Location Vendor Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Details Export Code,** Vendor Export Code, or Vendor Code.
4	Credit Total	Number (13,2)	Y	**Credit Total** – Total credit value for the transaction (sum of 'Credit Amount' from all detail records for this credit transaction). A positive number, to two decimal places with no thousands separator.
5	Debit or Credit indicator	Number (1)	Y	**'5'** (to indicate this is a credit for the company)
6	*Unused "Text" field*		Y	Blank field; acts as a placeholder.
7	Invoice Date	Date	Y	**Invoice Date** in *MM//DD/YY* format.
8	"Custom Field": Batch ID Code	Alphanumeric (40)	Y	[**Location Export Code** OR Location Code] + [**Transaction Post Date** in *MM//DD/YY* format]

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Export: Accounts Payable (Predefined)

(Continued)

Detail

Position	Field	Data Type	Required	Contents / Validation
1	"Text" field: Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Invoice Number	Alphanumeric (40)	Y	**Vendor Invoice Number** from original transaction + **'CR'**.
3	Location Vendor Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Details Export Code,** Vendor Export Code, or Vendor Code.
4	Credit Amount	Number (13,2)	Y	**Credit Amount** – The portion of the 'Credit Total' represented by this GL Account Number. A positive number, to two decimal places with no thousands separator.
5	Debit or Credit indicator	Number (1)	Y	**'1'** (to indicate this a credit for the company)
6	"Custom Field": GL Detail ID Code	Alphanumeric (40)	Y	[**Location Export Code** OR Location Code] + "**–**" + [**GL Number**]
7	Invoice Date	Date	Y	**Invoice Date** in *MM//DD/YY* format.

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Export: Accounts Payable (Mappable)

The Accounts Payable export can also be mapped using the Export Mapping screen in Enterprise Manager to configure and manage these files in a layout that the target accounting system will recognize. If an export has been mapped using this screen, this file will be exported even if the Accounting Software selected in the Company setup screen has another export selected for this file type.

This export will include reconciled Vendor Orders, Vendor Returns, and Purchases by Invoice, but will exclude open 'Accrual' PBI transactions. Users can include or exclude transactions for "Internal" vendors and can configure the file to create credit/debit transactions automatically.

For Cruise companies, the user can choose whether to export consolidated vendor orders after Consolidation or Reconcile but the export will NOT include Warehouse Orders (these will be available in the Accounts Receivable export).

Note: Images & Attachments are NOT included in this AP Export; if you need them, see the Tip on Page 8.

Number of Files per Batch

If the user selects a single Location from the "Location" drop-down, the application will create one export file for the export batch. If the user selects 'All' from the "Location" drop-down, the application will use the exportable records and the "Accounts Payable File Name" mapping layout to determine how many separate files to create for the export batch. See page 9 for more information.

- If the File Name format includes Location Code, the application will produce one export file for each location.
- If the File Name format includes Location Export Code (and does not include Location Code), the application will produce one export file for each unique "Location Export Code" associated with one or more locations. Note that no entry in this field counts as a unique "Location Payroll Export Code".
- If the File Name format includes Ownership Entity (and does not include Location Code or Location Payroll Export Code), the application will produce one export file for each unique "Ownership Entity" associated with one or more locations. Note that no entry in this field counts as a unique "Ownership Entity".
- If the File Name format does not include Location Code, Location Export Code or Ownership Entity, the application will produce one export file containing all eligible transactions.

File Name Fields

The file name will be based on the Accounts Payable mapping layout defined in the *Export Mapping* screen in Enterprise Manager. The file name is composed of the fields added to the mapping of the File Name component type, and arranged in the Sequence order of those component fields.

This section describes the fields that may be included in File Name component for each mapped export file. When the application creates a file name based on the mapping setup, it will use the following logic to interpret each possible field:

	Export Field	Data Type	Content / Validation
1	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
2	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
3	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
4	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.

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Export: Accounts Payable (Mappable)

(Continued)

File Name Fields (Continued)

	Export Field	Data Type	Content / Validation
5	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
6	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
7	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
8	File Creation Date	Date	The current date, using the format selected in the "Date Format" drop-down in the Export Mapping screen.
9	File Creation Time	Time	The current time, using the format selected in the "Time Format" drop-down in the Export Mapping screen.
10	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.
11	Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
12	Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
13	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction records originate.
14	Location Export Code	Alphanumeric (30)	The **Export Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
15	Location Import Code	Alphanumeric (30)	The **Import Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
16	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction records originate.
17	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location(s) from which the transaction records originate.
18	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.

File Types

The file type and extension for the file name will be based on the selection in the "Extension" drop-down in the *Export Details* screen. A user can opt to export the data as any one of the following file types: a Microsoft Excel comma-separated values file (.csv), a system data file (.dat), or a delimited text file (.txt).

The 'File Name' and 'Transaction Detail' components are required for this export. Additional options include: 'File Header', 'File Summary', and 'Transaction Header'.

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Export: Accounts Payable (Mappable)

(Continued)

File Name Fields (Continued)

Certain Accounts Payable export components have specific requirements based on mapping configurations, noted as follows:

- If the "File Name Delimiter Type" is set to 'Fixed Width', the File Name component export fields must have a valid "Size" and "Justified" value.
- If the "Field Delimiter Type" is set to 'Fixed Width', all non-File Name component export fields must have a valid 'Size' and 'Justified' value.
- If the file contains a Transaction Header, it must include Invoice Number, Invoice Date, and Invoice Total.
- If the file contains no Transaction Header, the Transaction Detail must include an Invoice Number and Invoice Date.
- The Transaction Detail must include at least one General Ledger Account attribute and Invoice Detail Amount.

Transaction Detail Fields

This section describes the fields that may be included in the Transaction Detail component for each Accounts Payable mapping.

	Export Field	Data Type	Content / Validation
1	Actual Delivery Date	Date	The **Actual Delivery Date** for a Vendor Order or Purchase By Invoice, in the "Date Format" selected in the Export Mapping screen.
2	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
3	Check Number	Alphanumeric (20)	If populated, this is the **Check Number** entered by a user for a Vendor Order or Purchase By Invoice, or **Payment Reference** entered for a Vendor Return.
4	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
5	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
6	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
7	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
8	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
9	Confirm Terms Date {*Cruise only*}	Date	The **Confirm Terms** date for a Vendor Order, in the "Date Format" selected in the Export Mapping screen.
10	Confirm Terms User {*Cruise only*}	Alphanumeric (30)	The **User ID** for the user that processed this stage of the order.

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Export: Accounts Payable (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
11	Consolidation Date {*Cruise only*}	Date	The **Consolidation** date for a Vendor Order, in the "Date Format" selected in the Export Mapping screen.
12	Consolidation User {*Cruise only*}	Alphanumeric (30)	The **User ID** for the user that processed this stage of the order.
13	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
14	Debit/Credit Indicator	Alphanumeric (20)	If the "Invoice Detail Amount" for the line item is ≥ 0 (prior to removal of sign, if applicable), will use the transaction detail Debit Indicator. Otherwise, will use the Credit Indicator.
15	Deliver To Location Code {*non-Cruise only*}	Alphanumeric (20)	The **Code** for the Deliver To location selected for a Vendor Order, if any.
16	Deliver To Location Name {*non-Cruise only*}	Alphanumeric (40)	The **Name** for the Deliver To location selected for a Vendor Order, if any.
17	Delivery Location Code {*Cruise only*}	Alphanumeric (6)	The **Code** for the Vendor or Customer associated with a Vendor Order/Customer Order.
18	Delivery Location Name {*Cruise only*}	Alphanumeric (40)	The **Name** for the Vendor or Customer associated with a Vendor Order/Customer Order.
19	Document Type (Debit/Credit)	Alphanumeric (20)	If the "Invoice Detail Amount" for the line item is ≥ 0 (prior to removal of sign, if applicable), will use the Debit Document Type. Otherwise, will use the Credit Document Type.
20	File Creation Date	Date	The export date, in the "Date Format" selected in the Export Mapping screen.
21	File Creation Time	Time	The export time, in the "Time Format" selected in the Export Mapping screen.
22	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.
23	File Transaction Key	Number (20)	Exports a unique identifier for each record of this type.
24	GL Description	Alphanumeric (40)	The **Description** for the General Ledger account associated with a product, line item tax, or header charge (Tax, Freight, Misc 1 or Misc 2 entry) for a Vendor Order, or associated with a detail row for a Purchase By Invoice.
25	GL for Sales	Alphanumeric (10)	The **GL for Sales** number for the General Ledger account associated with a product, line item tax, or header charge (Tax, Freight, Misc 1 or Misc 2 entry) for a Vendor Order, or associated with a detail row for a Purchase By Invoice.
26	GL Number	Alphanumeric (10)	The **GL Number** for the General Ledger account associated with a product, line item tax, or header charge (Tax, Freight, Misc 1 or Misc 2 entry) for a Vendor Order, or associated with a detail row for a Purchase By Invoice.

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Export: Accounts Payable (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
27	GL Number for CGS	Alphanumeric (10)	The **GL for CGS** number for the General Ledger account associated with a product, line item tax, or header charge (Tax, Freight, Misc 1 or Misc 2 entry) for a Vendor Order, or associated with a detail row for a Purchase By Invoice.
28	Invoice Date	Date	The **Invoice Date** for a Vendor Order or Purchase By Invoice, in the "Date Format" selected in the Export Mapping screen.
29	Invoice Day	Number (2)	Number of the "Day" portion of the Invoice Date.
30	Invoice Detail Amount	Number (13,4)	The **Extended Value** [Invoice Price x Invoice Quantity] in the Vendor's base currency, with 0-4 decimals based on the Export Detail setting.
31	Invoice Detail Amount (Company Currency)	Number (13,4)	The Invoice Detail Amount, in Company base currency.
32	Invoice Detail Amount (Location)	Number (13,4)	The Invoice Detail Amount, in Location base currency.
33	Invoice Detail Amount Sign	Alphanumeric (1)	Will be '**+**' or '**–**' to indicate whether the value is positive or negative.
34	Invoice Month	Number (2)	Number of the "Month" portion of the Invoice Date.
35	Invoice Number	Alphanumeric (40)	The **Invoice Number** for a Vendor Order or Purchase By Invoice.
36	Invoice Total	Number (13,4)	The Total Value of a Vendor Order or Purchase By Invoice, with 0-4 decimals based on the Export Detail setting.
37	Invoice Year	Number (2 or 4)	Number of the "Year" portion of the Invoice Date, in the "Date Format" selected in the Export Mapping screen.
38	Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
39	Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
40	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction record originates.
41	Location Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Location Details screen.
42	Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.

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Export: Accounts Payable (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
43	Location Import Code	Alphanumeric (30)	The **Import Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
44	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction record originates.
45	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction record originates.
46	Location Vendor Child ID	Alphanumeric (30)	The **Child ID** entered on the Location Details tab of the Vendors setup screen.
47	Location Vendor Export Code	Alphanumeric (30)	The **Export Code** entered on the Location Details tab of the Vendors setup screen.
48	Order Submit Date	Date	The **Submit Date** for a Vendor Order, in the "Date Format" selected in the Export Mapping screen.
49	Post Date	Date	The **Post Date** for the Post period of a Vendor Order or Purchase By Invoice, in the "Date Format" selected in the Export Mapping screen.
50	Purchase By Invoice Memo	Alphanumeric (60)	The **Memo** for the Purchase By Invoice, if any.
51	Reconcile Date	Date	The **Reconcile Date** for a Vendor Order or Purchase By Invoice, or **Return Date** for a Vendor Return, in the "Date Format" selected in the Export Mapping screen.
52	Reconcile User	Alphanumeric (30)	The **User ID** for the user that processed this stage of the order.
53	Reference Number	Alphanumeric (40)	The **Reference Number** for a Vendor Order or Purchase By Invoice.
54	Tax Code	Alphanumeric (12)	The **Code** for the tax code associated with the product.
55	Tax Detail Amount	Number (13,4)	The header charge (**Tax**, **Freight**, **Misc 1** or **Misc 2** entry) in the Vendor's base currency, with 0-4 decimals based on the Export Detail setting.
56	Tax Detail Amount (Company Currency)	Number (13,4)	The Tax Detail Amount in the Company base currency.
57	Tax Detail Amount (Location Currency)	Number (13,4)	The Tax Detail Amount in the Location's base currency.
58	Tax Line Indicator	Alphanumeric (20)	The **Tax Line Indicator** for the transaction, entered in the Transaction Detail mapping screen.

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Export: Accounts Payable (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
59	Taxable Detail Amount	Number (13,4)	The line item Tax Value, in the Vendor's base currency, with 0-4 decimals based on the Export Detail setting. This is [Invoice Price x Invoice Quantity] rounded to the nearest cent, then multiplied by (the Complete Tax Rate for the detail line - 1).
60	Taxable Detail Amount (Company Currency)	Number (13,4)	The Taxable Detail Amount in the Company base currency.
61	Taxable Detail Amount (Location)	Number (13,4)	The Taxable Detail Amount in the Location's base currency.
62	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.
63	Trading Partner ID	Alphanumeric (30)	The **Trading Partner ID** entered on the Location Details tab of the Vendor setup screen. If not populated, will use the value entered on the Add. Attributes tab, if any.
64	Transaction Number	Alphanumeric (40)	The system assigned **Transaction Number**, based on the scheme defined in the Numbering setup screen.
65	Vendor Account Number	Alphanumeric (40)	For Vendor Orders, this is the **Account Number** entered in the header of the Vendor Order, if any. Otherwise, this is the value entered on the Location Details tab of the Vendor setup screen. If not populated, will use the value entered in the header of the Vendor setup screen, if any. For Purchase By Invoice transactions, this is the value entered on the Location Details tab of the Vendor setup screen. If not populated, will use the value entered in the header of the Vendor setup screen, if any.
66	Vendor Code	Alphanumeric (6)	The **Code** for the vendor associated with the transaction, from the Vendor Details screen.
67	Vendor Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the vendor's Base Currency (from the Vendor Details screen) for the vendor associated with the transaction.
68	Vendor Export Code	Alphanumeric (30)	The **Export Code** entered in the header of the Vendors setup screen.
69	Vendor Location District ID	Alphanumeric (30)	The **District ID** entered on the Location Details tab of the Vendors setup screen.
70	Vendor Name	Alphanumeric (40)	The **Name** for the vendor associated with the transaction.

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Export: Accounts Payable (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
71	Vendor/Company Currency Conversion Rate	Number (19,10)	Calculated as [Ratio for Vendor to Location Base Currency ÷ Ratio for Location to Company Base Currency] For Vendor Orders, these ratios are stored based on the Vendor's Price Capture settings. For Purchase By Invoice transactions, this is calculated using the current conversions ratios in the Currency Ratios setup screen.
72	Voyage Number {*Cruise only*}	Alphanumeric (40)	The **Voyage Number** (from Cruise Setup) associated with the Expected Delivery Date of the Vendor Order.

File Header & File Summary Fields

This section describes the fields that may be included in either the File Header or File Summary component for each Accounts Payable mapping. *Note: Not all fields are available for both component types.*

	Export Field	Data Type	Content / Validation
1	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
2	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
3	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
4	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
5	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
6	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
7	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
8	Debit/Credit Indicator	Alphanumeric (20)	If "Total Value of File Transactions" (prior to removal of sign, if applicable) is ≥ 0, will export the file header/file summary Credit Indicator. Otherwise, will export the header/summary Debit Indicator.
9	File Creation Date	Date	The export date, in the "Date Format" selected in the Export Mapping screen.
10	File Creation Date Day	Number (2)	Number of the "Day" portion of the File Creation Date.
11	File Creation Date Hour	Number (2)	Number of the "Hour" portion of the File Creation Date.

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Export: Accounts Payable (Mappable)

(Continued)

File Header & File Summary Fields (Continued)

	Export Field	Data Type	Content / Validation
12	File Creation Date Minute	Number (2)	Number of the “Minute” portion of the File Creation Date.
13	File Creation Date Month	Number (2)	Number of the “Month” portion of the File Creation Date.
14	File Creation Date Second	Number (2)	Number of the “Second” portion of the File Creation Date.
15	File Creation Date Year	Number (2 or 4)	Number of the "Year" portion of the File Creation Date, in the “Date Format” selected in the Export Mapping screen.
16	File Creation Time	Time	The export time, in the “Time Format” selected in the Export Mapping screen.
17	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.
18	Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
19	Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
20	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction records originate.
21	Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction records originate, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
22	Location Import Code	Alphanumeric (30)	The **Import Code** for the location from which the transaction records originate, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
23	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction records originate.
24	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction records originate.
25	Location Vendor Export Code	Alphanumeric (30)	The **Export Code** entered on the Location Details tab of the Vendors setup screen.
26	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the “File Name Mapping” screen.

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Export: Accounts Payable (Mappable)

(Continued)

File Header & File Summary Fields (Continued)

Note: Fields 30 – 35 are only available for the File Summary component.

	Export Field	Data Type	Content / Validation
27	Total Number of File Detail Records	Number *	The total number of Transaction Detail lines included in the export, including any credit/debit rows.
28	Total Number of File Transactions	Number *	The total number of Transaction Header lines included in the export, including any credit/debit rows.
29	Total Number of Lines in File	Number *	The total number of lines in the file, including the Header and Summary records and all Transaction Header and Detail rows, including any credit/debit rows.
30	Total Value of File Credits	Number *	The total credit amount of the Transaction Detail records in the file, in the Vendor's base currency.
31	Total Value of File Credits (Company)	Number *	The total credit amount of the Transaction Detail records in the file, in the Company base currency.
32	Total Value of File Credits (Location)	Number *	The total credit amount of the Transaction Detail records in the file, in the Location's base currency.
33	Total Value of File Debits	Number *	The total debit amount of the Transaction Detail records in the file, in the Vendor's base currency.
34	Total Value of File Debits (Company)	Number *	The total debit amount of the Transaction Detail records in the file, in the Company base currency.
35	Total Value of File Debits (Location)	Number *	The total debit amount of the Transaction Detail records in the file, in the Location's base currency.
36	Total Value of File Transactions	Number *	• If the file contains Transaction Header records, this is the sum of "Invoice Total" , in the Vendor's base currency for all Transaction Header records, including Credit/Debit transactions. Will export '0.00' if "Invoice Total" is not in the Transaction Header mapping. • If the file contains Transaction Detail records, but NOT Transaction Header records, this is the sum of "Invoice Detail Amount" , in the Vendor's base currency for all line items, including Credit/Debit transactions. Will export '0.00' if "Invoice Detail Amount" is not in the Transaction Detail mapping.

** These values are calculated based on the file content, so there is no field size limitation.*

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Export: Accounts Payable (Mappable)

(Continued)

Transaction Header Fields

This section describes the fields that may be included in the Transaction Header component for each Accounts Payable mapping.

	Export Field	Data Type	Content / Validation
1	Actual Delivery Date	Date	The **Actual Delivery Date** for a Vendor Order or Purchase By Invoice, in the "Date Format" selected in the Export Mapping screen.
2	Actual Total	Number (13,4)	The **Invoice Total** for a Vendor Order or the total value for an Inventory Adjustment with 0-4 decimals based on the Export Detail setting.
3	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
4	Check Number	Alphanumeric (20)	If populated, this is the **Check Number** entered by a user for a Vendor Order or Purchase By Invoice, or **Payment Reference** entered for a Vendor Return.
5	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
6	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
7	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
8	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
9	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
10	Confirm Terms Date {*Cruise only*}	Date	The **Confirm Terms** date for a Vendor Order, in the "Date Format" selected in the Export Mapping screen.
11	Confirm Terms User {*Cruise only*}	Alphanumeric (30)	The **User ID** for the user that processed this stage of the order.
12	Consolidation Date {*Cruise only*}	Date	The **Consolidation** date for a Vendor Order, in the "Date Format" selected in the Export Mapping screen.
13	Consolidation User {*Cruise only*}	Alphanumeric (30)	The **User ID** for the user that processed this stage of the order.
14	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
15	Debit/Credit Indicator	Alphanumeric (20)	If the "Invoice Total" is positive (prior to removal of sign, if applicable) ≥ 0, will export the transaction header Credit Indicator. Otherwise, will export the Debit Indicator.

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Export: Accounts Payable (Mappable)

(Continued)

Transaction Header Fields (Continued)

	Export Field	Data Type	Content / Validation
16	Deliver To Location Code {*non-Cruise only*}	Alphanumeric (20)	The **Code** for the Deliver To location selected for a Vendor Order, if any.
17	Deliver To Location Name {*non-Cruise only*}	Alphanumeric (40)	The **Name** for the Deliver To location selected for a Vendor Order, if any.
18	Delivery Location Code {*Cruise only*}	Alphanumeric (6)	The **Code** for the Vendor or Customer associated with a Vendor Order/Customer Order.
19	Delivery Location Name {*Cruise only*}	Alphanumeric (40)	The **Name** for the Vendor or Customer associated with a Vendor Order/Customer Order.
20	Document Type (Debit/Credit)	Alphanumeric (20)	If the "Invoice Detail Amount" for the line item is ≥ 0 (prior to removal of sign, if applicable), will use the Debit Document Type. Otherwise, will use the Credit Document Type.
21	File Creation Date	Date	The export date, in the "Date Format" selected in the Export Mapping screen.
22	File Creation Time	Time	The export time, in the "Time Format" selected in the Export Mapping screen.
23	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.
24	File Transaction Key	Number (20)	Exports a unique identifier for each record of this type.
25	Invoice Date	Date	The **Invoice Date** for a Vendor Order or PBI, in the "Date Format" selected in the Export Mapping screen.
26	Invoice Day	Number (2)	Number of the "Day" portion of the Invoice Date.
27	Invoice Month	Number (2)	Number of the "Month" portion of the Invoice Date.
28	Invoice Number	Alphanumeric (40)	The **Invoice Number** for a Vendor Order or Purchase By Invoice.
29	Invoice Total	Number (13,4)	The Total Value of a Vendor Order or Purchase By Invoice with 0-4 decimals based on the Export Detail setting.
30	Invoice Total Sign	Alphanumeric (1)	Must be '**+**' or '**–**' to indicate whether the value is positive or negative.
31	Invoice Year	Number (2 or 4)	Number of the "Year" portion of the Invoice Date, in the "Date Format" selected in the Export Mapping screen.
32	Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
33	Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
34	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction record originates.
35	Location Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Location Details screen.

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Export: Accounts Payable (Mappable)

(Continued)

Transaction Header Fields (Continued)

	Export Field	Data Type	Content / Validation
36	Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
37	Location Import Code	Alphanumeric (30)	The **Import Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
38	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction record originates.
39	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction record originates.
40	Location Vendor Child ID	Alphanumeric (30)	The **Child ID** entered on the Location Details tab of the Vendors setup screen.
41	Location Vendor Export Code	Alphanumeric (30)	The **Export Code** entered on the Location Details tab of the Vendors setup screen.
42	Order Submit Date	Date	The **Submit Date** for a Vendor Order, in the "Date Format" selected in the Export Mapping screen.
43	Post Date	Date	The **Post Date** for the Post period of a Vendor Order or Purchase By Invoice, in the "Date Format" selected in the Export Mapping screen.
44	Reconcile Date	Date	The **Reconcile Date** for a Vendor Order or Purchase By Invoice, or **Return Date** for a Vendor Return, in the "Date Format" selected in the Export Mapping screen.
45	Reconcile Date Day	Number (2)	Number of the "Day" portion of the Reconcile Date.
46	Reconcile Date Month	Number (2)	Number of the "Month" portion of the Reconcile Date.
47	Reconcile Date Year	Number (2 or 4)	Number of the "Year" portion of the Reconcile Date, in the "Date Format" selected in the Export Mapping screen.
48	Reconcile User	Alphanumeric (30)	**User ID** for the user that processed this stage of the order.
49	Reference Number	Alphanumeric (40)	The **Reference Number** for a Vendor Order or Purchase By Invoice.
50	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.
51	Trading Partner ID	Alphanumeric (30)	The **Trading Partner ID** entered on the Location Details tab of the Vendor setup screen. If not populated, will use the value entered on the Add. Attributes tab, if any.
52	Transaction Number	Alphanumeric (40)	The system assigned **Transaction Number**, based on the scheme defined in the Numbering setup screen.
53	Transaction Type	Alphanumeric (3)	Exports **'VO'** for Vendor Orders, **'VR'** for Vendor Returns, or **'PBI'** for Purchase By Invoice transactions.

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Export: Accounts Payable (Mappable)

(Continued)

Transaction Header Fields (Continued)

	Export Field	Data Type	Content / Validation
54	Vendor Account Number	Alphanumeric (40)	For Vendor Orders, this is the **Account Number** entered in the header of the Vendor Order, if any. Otherwise, this is the value entered on the Location Details tab of the Vendors setup screen. If not populated, will use the value entered in the header of the Vendor setup screen, if any. For Purchase By Invoice transactions, this is the Account Number entered on the Location Details tab of the Vendors setup screen. If not populated, will use the value entered in the header of the Vendor setup screen, if any.
55	Vendor Code	Alphanumeric (6)	The **Code** for the vendor associated with the transaction, from the Vendor Details screen.
56	Vendor Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the vendor's Base Currency (from the Vendor Details screen) for the vendor associated with the transaction.
57	Vendor Export Code	Alphanumeric (30)	The **Export Code** entered in the header of the Vendors setup screen.
58	Vendor Location District ID	Alphanumeric (30)	The **District ID** entered on the Location Details tab of the Vendors setup screen.
59	Vendor Name	Alphanumeric (40)	The **Name** for the vendor associated with the transaction, from the Vendors setup screen.
60	Vendor Terms	Alphanumeric (6)	The **Terms** for the vendor associated with the transaction, from the Vendors setup screen.
61	Vendor/Company Currency Conversion Rate	Number (19,10)	Calculated as [Ratio for Vendor to Location Base Currency ÷ Ratio for Location to Company Base Currency] For Vendor Orders, these ratios are stored based on the Vendor's Price Capture settings. For Purchase By Invoice transactions, this is calculated using the current conversions ratios in the Currency Ratios setup screen.
62	Voyage Number {*Cruise only*}	Alphanumeric (40)	The **Voyage Number** (from Cruise Setup) associated with the Expected Delivery Date of the Vendor Order.

Transaction Product Fields

This section describes the transaction product fields that the application may use for each Accounts Payable mapped export file.

	Export File Name Field	Data Type	Content / Validation
1	Company Product Name	Alphanumeric (80)	The company product **Name** for the product.
2	Company Product Number	Alphanumeric (40)	The company product **Number** for the product.

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Export: Accounts Payable (Mappable)

(Continued)

Transaction Product Fields (Continued)

	Export Field	Data Type	Content / Validation
3	Custom Field		Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
4	File Transaction Key	Number (20)	Exports a unique identifier for each record of this type.
5	GL Description	Alphanumeric (40)	The **Description** for the General Ledger account associated with the product.
6	GL Number	Alphanumeric (10)	The **GL Number** for the General Ledger account associated with the product.
7	GL Number for CGS	Alphanumeric (10)	The **GL for CGS** number for the General Ledger account associated with the product. If none, will export the GL Number.
8	Inventory Unit	Alphanumeric (20)	The **Inventory Unit** for the product.
9	Invoice Date	Date	The **Invoice Date** for the transaction in the "Date Format" selected in the Export Mapping screen.
10	Invoice Number	Alphanumeric (40)	The **Invoice Number** for the transaction.
11	Invoice Price	Number (10,4)	The vendor **Invoice Price** for the product, with 0-4 decimals based on the Export Detail setting.
12	Invoice Quantity	Number (10,2)	The vendor **Invoice Quantity** for the product.
13	Physical Reconcile Price	Number (10,4)	The **Physical Reconcile Price** for the product.
14	Physical Reconcile Quantity	Number (10,2)	The **Physical Reconcile Quantity** for the product.
15	Tax Code	Alphanumeric (12)	The **Code** for the tax code associated with the product.
16	Tax Description	Alphanumeric (40)	The **Description** for the tax code associated with the product.
17	Tax GL	Alphanumeric (10)	The **GL Number** for the General Ledger account associated with the product.
18	Tax Value	Number (10,2)	The total **Tax Rate** applied to the product.
19	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row in the Export Mapping detail screen.
20	Transaction Number	Alphanumeric (40)	The system assigned **Transaction Number**, based on the scheme defined in the Numbering setup screen.
21	Value Reconcile Post Tax	Number (13,4)	The Total Value of the product after adding the tax, with 0-4 decimals based on the Export Detail setting.
22	Value Reconcile Pre-Tax	Number (13,4)	The Total Value of the product prior to the tax being added, with 0-4 decimals based on the Export Detail setting.
23	Vendor Unit	Alphanumeric (20)	The **Vendor Unit** for the product, from the Vendor Bids screen.

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Export: Accounts Receivable (Mappable)

The Accounts Receivable export can be mapped using the Export Mapping screen in Enterprise Manager to configure and manage these files in a layout that the target accounting system will recognize. This export can be configured to include Reconciled Customer Orders, Final Reconciled Commissary Orders and Final Reconciled Warehouse Orders. Users will have the option to include or exclude Customer Orders for "Internal" customers.

Accounts Receivable data will be exported at the General Ledger account level and can be exported in sets of header/detail records or just detail records. Catering Sales transactions processed in the Net-Chef Enter Sales Transactions module will be excluded from these export files. (This data is available at the invoice-level only, not at the GL-level).

Number of Files per Batch

If the user selects a single Location from the "Location" drop-down, the application will create one export file for the export batch. If the user selects 'All' from the "Location" drop-down, the application will use the exportable records and the "Accounts Receivable File Name" mapping layout to determine how many separate files to create for the export batch. See page 9 for more information.

- If the File Name format includes Location Code, the application will produce one export file for each location.
- If the File Name format includes Location Export Code (and does not include Location Code), the application will produce one export file for each unique "Location Export Code" associated with one or more locations. Note that no entry in this field counts as a unique "Location Payroll Export Code".
- If the File Name format includes Ownership Entity (and does not include Location Code or Location Payroll Export Code), the application will produce one export file for each unique "Ownership Entity" associated with one or more locations. Note that no entry in this field counts as a unique "Ownership Entity".
- If the File Name format does not include Location Code, Location Payroll Export Code or Ownership Entity, the application will produce one export file containing all eligible transactions.

File Name Fields

The file name will be based on the Accounts Receivable mapping layout defined in the *Export Mapping* screen in Enterprise Manager. The file name is composed of the fields added to the mapping of the File Name component type, and arranged in the Sequence order of those component fields

This section describes the fields that may be included in the File Name component for each mapped export file. When the application creates a file name based on the mapping setup, it will use the following logic to interpret each possible field:

	Export Field	Data Type	Content / Validation
1	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
2	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
3	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
4	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
5	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.

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Export: Accounts Receivable (Mappable)

(Continued)

File Name Fields (Continued)

	Export Field	Data Type	Content / Validation
6	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
7	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
8	File Creation Date	Date	The current date, using the format selected in the "Date Format" drop-down in the "Export Detail" screen.
9	File Creation Time	Alphanumeric (20)	The current time, using the format selected in the "Time Format" drop-down in the "Export Detail" screen.
10	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.
11	Location Code	Alphanumeric (6)	The **Code** for the location(s) from which the transaction records originate.
12	Location Export Code	Alphanumeric (30)	The **Export Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
13	Location Name	Alphanumeric (40)	The **Name** for the location(s) from which the transaction records originate.
14	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location(s) from which the transaction records originate.
15	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.

File Types

The file type and extension for the file name will be based on the selection in the "Extension" drop-down in the *Export Details* screen. A user can opt to export the data as any one of the following file types: a Microsoft Excel comma-separated values file (.csv), a system data file (.dat), or a delimited text file (.txt).

The 'File Name' and 'Transaction Detail' components are required for this export. Additional options include: 'File Header', 'File Summary', and 'Transaction Header'.

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Export: Accounts Receivable (Mappable)

(Continued)

Transaction Detail Fields

This section describes the fields that may be included in the Transaction Detail component for each Accounts Receivable mapping.

	Export Field	Data Type	Content / Validation
1	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
2	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
3	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
4	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
5	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
6	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
7	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
8	Customer Account Number	Alphanumeric (40)	The **Account Number** from the Customers setup screen.
9	Customer Code	Alphanumeric (6)	The **Code** for the customer in the Customers setup screen.
10	Customer Company Department Code	Alphanumeric (20)	The **Code** for the Company Department associated with the customer's Location Department.
11	Customer Company Department Name	Alphanumeric (40)	The **Name** for the Company Department associated with the customer's Location Department.
12	Customer Export Code	Alphanumeric (30)	The **Export Code** from the Customers setup screen.
13	Customer Location Department Code	Alphanumeric (20)	The **Code** for the Location Department assigned to the customer's record in the Customer setup screen.
14	Customer Location Department Name	Alphanumeric (40)	The **Name** for the Location Department assigned to the customer's record in the Customer setup screen.
15	Customer Name	Alphanumeric (40)	The **Name** for the customer in the Customers setup screen.
16	Debit/Credit Indicator	Alphanumeric (20)	If the "Detail Sale Amount" for the line item is ≥ 0 (prior to removal of sign, if applicable), will export the transaction detail Debit Indicator. If not, will export the Credit Indicator.

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Export: Accounts Receivable (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
17	Detail Cost Amount	Number (13,4)	The sum of all Cost values for a given GL Account, with 0-4 decimals based on the Export Detail setting. • For Customer & Commissary Orders, the sum of [Reconcile Quantity x (Issue Price ÷ Issue Unit 1 Conversion] • For Warehouse Orders, the sum of [Reconcile Quantity x (Issue Price ÷ Issue Unit 2 Conversion]
18	Detail Sale Amount	Number (13,4)	The sum of all Sale values for a given GL Account, with 0-4 decimals based on the Export Detail setting. • For Customer & Commissary Orders, the sum of [Reconcile Quantity x (Reconcile Price ÷ Issue Unit 1 Conversion] • For Warehouse Orders, the sum of [Reconcile Quantity x (Reconcile Price ÷ Issue Unit 2 Conversion] • For a line item tax, the sum of [Reconcile Quantity x (Reconcile Price ÷ relevant Issue Unit Conversion] rounded to the nearest cent, then multiplied by the (Complete Tax Rate for the row - 1). *The Reconcile Price is based on the Customer Order Price used (Standard, Preferred, Premium, or Cost Plus) and includes any customer or product markups and discounts.*
19	File Creation Date	Date	The export date, in the "Date Format" selected in the Export Mapping screen.
20	File Creation Time	Time	The export time, in the "Time Format" selected in the Export Mapping screen.
21	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.
22	Final Reconcile Date	Date	The **Final Reconcile Date** for a Customer Order, in the "Date Format" selected in the Export Mapping screen.
23	Final Reconcile Day	Number (2)	Number of the "Day" portion of the Final Reconcile Date.
24	Final Reconcile Month	Number (2)	Number of the "Month" portion of the Final Reconcile Date.
25	Final Reconcile User	Alphanumeric (30)	**User ID** for the user that processed this stage of the order.
26	Final Reconcile Year	Number (2 or 4)	Number of the "Year" portion of the Final Reconcile Date, in the "Date Format" selected in the Export Mapping screen.
27	GL Description	Alphanumeric (40)	The **Description** for the General Ledger account associated with the product row or line item tax. For a line item tax, will export the Description for the first GL associated with the Tax Code.

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Export: Accounts Receivable (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
28	GL for Sales	Alphanumeric (10)	The **GL for Sales** for the General Ledger account associated with the product row or line item tax. If none, will export the GL Number. For a line item tax, will export the GL for Sales number for the first GL associated with the Tax Code.
29	GL Number	Alphanumeric (10)	The **GL Number** for the General Ledger account associated with the product row or line item tax. For a line item tax, will export the GL Number for the first GL associated with the Tax Code.
30	GL Number for CGS	Alphanumeric (10)	The **GL for CGS** number for the General Ledger account associated with the product row or line item tax. If none, will export the GL Number. For a line item tax, will export the GL for CGS number for the first GL associated with the Tax Code.
31	Invoice Date	Date	The **Invoice Date** for a Customer Order, in the "Date Format" selected in the Export Mapping screen.
32	Invoice Day	Number (2)	Number of the "Day" portion of the Invoice Date.
33	Invoice Month	Number (2)	Number of the "Month" portion of the Invoice Date.
34	Invoice Number	Alphanumeric (40)	The **Invoice Number** for a Customer Order, based on the "Customer Invoice" Numbering setup.
35	Invoice User	Alphanumeric (30)	**User ID** for the user that processed this stage of the order.
36	Invoice Year	Number (2 or 4)	Number of the "Year" portion of the Invoice Date, in the "Date Format" selected in the Export Mapping screen.
37	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction record originates.
38	Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
39	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction record originates.
40	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction record originates.
41	Order Date	Date	The **Entry Date** for a Customer Order, in the "Date Format" selected in the Export Mapping screen.
42	Post Date	Date	The **Post Date** for the Post period of a Customer Order, in the "Date Format" selected in the Export Mapping screen.
43	Reference Number	Alphanumeric (40)	The **Reference Number** for a Customer Order.

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Export: Accounts Receivable (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
44	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.
45	Transaction Cost Total	Number (13,4)	The sum of all Cost values for the transaction, with 0-4 decimals based on the Export Detail setting. • For Customer & Commissary Orders, the sum of [Reconcile Quantity x (Issue Price ÷ Issue Unit 1 Conversion] • For Warehouse Orders, the sum of [Reconcile Quantity x (Issue Price ÷ Issue Unit 2 Conversion]
46	Transaction Sales Total	Number (13,4)	The sum of all Sale values for the transaction, with 0-4 decimals based on the Export Detail setting. • For Customer & Commissary Orders, the sum of [Reconcile Quantity x (Reconcile Price ÷ Issue Unit 1 Conversion] • For Warehouse Orders, the sum of [Reconcile Quantity x (Reconcile Price ÷ Issue Unit 2 Conversion] • For a line item tax, the sum of [Reconcile Quantity x (Reconcile Price ÷ relevant Issue Unit Conversion] rounded to the nearest cent, then multiplied by the (Complete Tax Rate for the row - 1). *The Reconcile Price is based on the Customer Order Price used (Standard, Preferred, Premium, or Cost Plus) and includes any customer or product markups and discounts.*
47	Voyage Number (*Cruise only*)	Alphanumeric (40)	The **Voyage Number** (from Cruise Setup) associated with the Expected Delivery Date of the Customer Order. For a Warehouse Order, this is the Ship's Voyage #.

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Export: Accounts Receivable (Mappable)

(Continued)

File Header & File Summary Fields

This section describes the fields that may be included in either the File Header or File Summary component for each Accounts Receivable mapping.

	Export Field	Data Type	Content / Validation
1	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
2	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
3	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
4	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
5	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
6	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
7	Custom Field		Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
8	Debit/Credit Indicator	Alphanumeric (20)	If "Total Value of File Transactions" (prior to removal of sign, if applicable) is ≥ 0, will export the file header/file summary Credit Indicator. Otherwise, will export the header/summary Debit Indicator.
9	File Creation Date	Date	The export date, in the "Date Format" selected in the Export Mapping screen.
10	File Creation Time	Time	The export time, in the "Time Format" selected in the Export Mapping screen.
11	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.
12	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction records originate.
13	Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction records originate, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
14	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction records originate.
15	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction records originate.
16	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.

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Export: Accounts Receivable (Mappable)

(Continued)

File Header & File Summary Fields (Continued)

	Export Field	Data Type	Content / Validation
17	Total Number of File Detail Records	Number *	The total number of Transaction Detail lines included in the export, including any credit/debit rows.
18	Total Number of File Transactions	Number *	The total number of Transaction Header lines included in the export, including any credit/debit rows.
19	Total Number of Lines in File	Number *	The total number of lines in the file, including the Header and Summary records and all Transaction Header and Detail rows, including any credit/debit rows.
20	Total Value of File Transactions	Number *	• If the file contains Transaction Header records, this is the sum of "Invoice Total" for all Transaction Header records, including Credit/Debit transactions. Will export '0.00' if "Invoice Total" is not in the Transaction Header mapping. • If the file contains Transaction Detail records, but NOT Transaction Header records, this is the sum of "Invoice Detail Amount" for all line items, including Credit/Debit transactions. Will export '0.00' if "Invoice Detail Amount" is not in the Transaction Detail mapping.

** These values are calculated based on the file content, so there is no field size limitation.*

Transaction Header Fields

This section describes the fields that may be included in the Transaction Header component for each Accounts Receivable mapping.

	Export Field	Data Type	Content / Validation
1	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
2	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
3	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
4	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
5	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
6	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.

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Export: Accounts Receivable (Mappable)

(Continued)

Transaction Header Fields (Continued)

	Export Field	Data Type	Content / Validation
7	Custom Field		Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
8	Customer Account Number	Alphanumeric (40)	The **Account Number** from the Customer setup screen.
9	Customer Code	Alphanumeric (6)	The **Code** for the customer in the Customers setup screen.
10	Customer Company Department Code	Alphanumeric (20)	The **Code** for the Company Department associated with the customer's Location Department.
11	Customer Company Department Name	Alphanumeric (40)	The **Department Name** for the Company Department associated with the customer's Location Department.
12	Customer Export Code	Alphanumeric (30)	The **Export Code** from the Customers setup screen.
13	Customer Location Department Code	Alphanumeric (20)	The **Code** for the Location Department assigned to the customer's record in the Customers setup screen.
14	Customer Location Department Name	Alphanumeric (40)	The **Department Name** for the Location Department linked to the customer's record in the Customers setup screen.
15	Customer Name	Alphanumeric (40)	The **Name** for the customer in the Customers setup screen.
16	Debit/Credit Indicator	Alphanumeric (20)	If "Transaction Sales Total" is positive (prior to removal of sign, if applicable) ≥ 0, will export the transaction header Credit Indicator. Otherwise, will export the Debit Indicator.
17	File Creation Date	Date	The export date, in the "Date Format" selected in the Export Mapping screen.
18	File Creation Time	Time	The export time, in the "Time Format" selected in the Export Mapping screen.
19	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.
20	Final Reconcile Date	Date	The **Final Reconcile Date** for a Customer Order, in the "Date Format" selected in the Export Mapping screen.
21	Final Reconcile Day	Number (2)	Number of the "Day" portion of the Final Reconcile Date.
22	Final Reconcile Month	Number (2)	Number of the "Month" portion of the Final Reconcile Date.
23	Final Reconcile User	Alphanumeric (30)	**User ID** for the user that processed this stage of the order.
24	Final Reconcile Year	Number (2 or 4)	Number of the "Year" portion of the Final Reconcile Date, in the "Date Format" selected in the Export Mapping screen.

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Export: Accounts Receivable (Mappable)

(Continued)

Transaction Header Fields (Continued)

	Export Field	Data Type	Content / Validation
25	Invoice Date	Date	The **Invoice Date** for a Customer Order, in the "Date Format" selected in the Export Mapping screen.
26	Invoice Day	Number (2)	Number of the "Day" portion of the Invoice Date.
27	Invoice Month	Number (2)	Number of the "Month" portion of the Invoice Date.
28	Invoice Number	Alphanumeric (40)	The **Invoice Number** for a Customer Order, based on the "Customer Invoice" Numbering setup.
29	Invoice User	Alphanumeric (30)	**User ID** for the user that processed this stage of the order.
30	Invoice Year	Number (2 or 4)	Number of the "Year" portion of the Invoice Date, in the "Date Format" selected in the Export Mapping screen.
31	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction record originates.
32	Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
33	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction record originates.
34	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction record originates.
35	Order Date	Date	The **Entry Date** for a Customer Order, in the "Date Format" selected in the Export Mapping screen.
36	Post Date	Date	The **Post Date** for the Post period of a Customer Order, in the "Date Format" selected in the Export Mapping screen.
37	Reference Number	Alphanumeric (40)	The **Reference Number** for a Customer Order.
38	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.
39	Transaction Cost Total	Number (13,4)	The sum of all Cost values for the transaction, with 0-4 decimals based on the Export Detail setting. • For Customer & Commissary Orders, the sum of [Reconcile Quantity x (Issue Price ÷ Issue Unit 1 Conversion] • For Warehouse Orders, the sum of [Reconcile Quantity x (Issue Price ÷ Issue Unit 2 Conversion]

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Export: Accounts Receivable (Mappable)

(Continued)

Transaction Header Fields (Continued)

	Export Field	Data Type	Content / Validation
40	Transaction Sales Total	Number (13,4)	The sum of all Sale values for the transaction, with 0-4 decimals based on the Export Detail setting. • For Customer & Commissary Orders, the sum of [Reconcile Quantity x (Reconcile Price ÷ Issue Unit 1 Conversion] • For Warehouse Orders, the sum of [Reconcile Quantity x (Reconcile Price ÷ Issue Unit 2 Conversion] • For a line item tax, the sum of [Reconcile Quantity x (Reconcile Price ÷ relevant Issue Unit Conversion] rounded to the nearest cent, then multiplied by the (Complete Tax Rate for the row - 1). *The Reconcile Price is based on the Customer Order Price used (Standard, Preferred, Premium, or Cost Plus) and includes any customer or product markups and discounts.*
41	Voyage Number {*Cruise only*}	Alphanumeric (40)	The **Voyage Number** (from Cruise Setup) associated with the Expected Delivery Date of the order. For a Warehouse Order, this is the Ship's Voyage #.

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Export: Inventory Delta

The files created by this export contain the changes in inventory values for a posted period. These files are exported to an external accounting system. The change value for a General Ledger account is calculated as [Total Beginning Value - Total Ending Value (Physical + In Transit)] for all products in the account. The data is exported with one header line and multiple detail lines for the post period. The detail lines show each General Ledger change value for the period, while the header refers to the total change value.

If exporting transactions for multiple locations, the application will export one file for each ownership entity represented by those locations. Any/All locations with this field left blank will be considered one ownership entity and included in a single export file. *See page 9 for more information.*

File Name & Format

File Name	"DL" + Ownership Entity + "_" + Export Batch Number + ".txt" Example: DL31330_01.txt If no Ownership Entity exists: "DL_01.txt"
File Format	Tab-delimited text file
Contents	The application will export all General Ledger Accounts associated with Company Products in the posted Inventory that have an Inventory Change value ≠ 0.00 for the selected Location(s) and Post Period.

Inventory Change Records

The application will create a file for each Ownership Entity associated with at least one location for which inventory for the post period was checked for Inventory Change values. If none of the locations associated with the Ownership Entity had Inventory Change values, the file will be created differently.

If at least one Location has at least one Inventory Change value

For each location for which the application is actually exporting data – that is, for which at least one General Ledger inventory account had an Inventory Change value ≠ 0, the application will export one header record and two detail records.

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Transaction Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Export Code** or **Location Code**
3	Location Name	Alphanumeric (40)	Y	The **Name** for the location in the Location Details screen.
4	*Unused field*		Y	Leave this field blank; it acts as a placeholder.
5	*Unused field*		Y	Leave this field blank; it acts as a placeholder.

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Export: Inventory Delta

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
6	Total Inventory Change Value	Number (13,2)	Y	**Total Inventory Change Value** of posted Inventory at the Location, calculated as [Total Beginning Value – Total Ending Value (Physical + In Transit)] Display two decimal places with no thousands separator. This value may be negative and include the negative sign. (*Note that it will not necessarily be equal to the sum of the values in the detail records for each location, as detail records do* not *have signs.)*
7	Post Date	Date	Y	**Post Date** for posted Inventory in *MM/dd/yy* format.
8	*Unused field*		Y	Leave this field blank; it acts as a placeholder.

Detail

The application will export two rows for each General Ledger account (a combination of "GL Number" and "Description", since multiple "Descriptions" may share a "GL Number") represented by Company Products in the posted inventory for which there was an Inventory Change value. The first row will display the "GL for CGS" number and a Debit or Credit designation, and the second row will display the "GL Number" followed by a Debit or Credit designation that is the opposite of the value in the previous row. Both rows will have the same "value".

Each detail row in the export file will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Transaction Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Export Code** or **Location Code**.
3	Location Name	Alphanumeric (40)	Y	The **Name** for the location in the Location Details screen.
4	GL Code	Alphanumeric (10)	Y	GL Code for the Inventory Change account: For each account, the **GL for CGS** appears in the first row and the **GL Number** appears in the second row. (*Note that "GL for CGS" is not required, and may be left blank*.)
5	Description	Alphanumeric (40)	Y	General Ledger **Description** for the Inventory Change account.

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Export: Inventory Delta

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
6	Total Inventory Change Value	Number (13,2)	Y	**Total Inventory Change Value** for this General Ledger account. Calculated as [Total Beginning Value – Total Ending Value (Physical + In Transit)] for all products in the account. (*All change values are generated as positive numbers; sign is removed if negative. Field 8 indicates whether each value is a debit or credit.*)
7	Post Date	Date	Y	**Post Date** for posted Inventory, in format *MM/dd/yyyy* format.
8	Debit or Credit Indicator	Alphanumeric (2)	Y	For the first row for each General Ledger account (the *GL for CGS* row), '**DR**' if the Inventory Change value was negative; '**CR**' if it was positive. For the second row for each General Ledger account (the *GL Number* row), '**CR**' if the Inventory Change value was negative; '**DR**' if it was positive.

If Locations have no Inventory Change values

If all of the locations evaluated for export that were associated with the same Ownership Entity have no Inventory Change records, then the file for that Ownership Entity will contain a single "header" row, formatted as follows:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	*Unused field*		Y	Leave this field blank; it acts as a placeholder.
3	*Unused field*		Y	Leave this field blank; it acts as a placeholder.
4	*Unused field*		Y	Leave this field blank; it acts as a placeholder.
5	*Unused field*		Y	Leave this field blank; it acts as a placeholder.
6	Inventory Change Value	Number (1)	Y	**'0'**
7	Post Date	Date	Y	**Post Date** for posted Inventory, in *MM/dd/yyyy* format.
8	*Unused field*		N	Leave this field blank; it acts as a placeholder.

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Export: Inventory Totals

The files created by this export contain the final physical inventory values for the selected period, broken down by General Ledger category. These files are exported to an external accounting system. The data is exported with one header line and multiple detail lines for the post period. The detail lines show each General Ledger subtotal for the period, while the header refers to the total inventory value.

If exporting transactions for multiple locations, the application will export one file for each ownership entity represented by those locations. Any/All locations with this field left blank will be considered one ownership entity and included in a single export file. *See page 9 for more information.*

File Name & Format

File Name	"IN" + Ownership Entity + "_" + Export Batch Number + ".txt" Example: IN31330_01.txt If no ownership entity exists: "IN_01.txt"
File Format	Tab delimited text file
Contents	The application will export all General Ledger Accounts associated with Company Products in the posted Inventory for the selected location(s) and Post Period.

Inventory Totals Records

For each location for which the application is exporting data, it will export one header record. Beneath each header record, the application will export one detail record for each "General Ledger Account" (a combination of "GL Number" and "Description", since a "GL Number" may be associated with multiple "Descriptions") represented by posted inventory products for the location.

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Transaction Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Export Code** or **Location Code**.
3	Location Name	Alphanumeric (40)	Y	The **Name** for the location in the Location Details screen.
4	*Unused field*		Y	Leave this field blank; it acts as a placeholder.
5	*Unused field*		Y	Leave this field blank; it acts as a placeholder.
6	Total Inventory Value	Number (13,2)	Y	**Total Value** of posted Inventory at the location (Physical Value + In Transit Value). This should be equal to the sum of the detail records for each location.
7	Post Date	Date	Y	**Post Date** for posted Inventory, in *MM/dd/yy* format.

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Export: Inventory Totals

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Detail

The application will export one detail row for each General Ledger account represented by Company Products in the posted Inventory. This includes accounts with 0.00 value.

Each General Ledger detail row in the export file will contain the following data.

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Transaction Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Export Code** or **Location Code**.
3	Location Name	Alphanumeric (40)	Y	The **Name** for the location in the Location Details screen.
4	GL Code	Alphanumeric (10)	Y	The first of the following values that is populated: **GL for CGS** or **GL Number** for the General Ledger account associated with the Inventory product.
5	Description	Alphanumeric (40)	Y	General Ledger **Description** for the Inventory products account.
6	Inventory Value	Number (13,2)	Y	**Total Value** of posted Inventory at the Location *(*Physical Value + In Transit Value*)* for this GL Account*,* to two decimal places with no thousands separator.
7	Post Date	Date	Y	**Post Date** for posted Inventory, in *MM/dd/yy* format.

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Export: Location Transfers

The Location Transfers export process creates a single file containing records based on data from the product line items of Reconciled Location Transfers, rolled up by General Ledger account.

Since Location Transfers involve two Locations, the application will only allow users to create an export file for "All" Locations, but the application will not require all Locations to post a period before exporting transactions. Instead, each export file for a Post period will include all Reconciled Location Transfers for the Post Date. That post period will remain available for export for as long as Reconciled Location Transfers that have not been exported exist for the period.

File Name & Format

File Name	"CT" + "_LT_" + [Post Date in MMDDYY format] + "_" + [Batch #] + ".txt" Example: CT_LT_031410_225.txt If a file with the name already exists in the destination directory, the file will be overwritten.
File Format	Tab-delimited text file
Contents	For each transaction eligible for the Location Transfers export file, the application will display two records for each unique General Ledger account represented by Company Products in the Location Transfer: one record for the Issuing Location and an offsetting record for the Receiving Location.

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Issuing Location or Receiving Location Code	Alphanumeric (6)	Y	The first of the following values that is populated: **Location Export Code or Location Code** for the Issuing or Receiving Location.
2	Reconcile Date	Date	Y	**Reconcile Date**, in *MM/DD/YYYY* format.
3	Transaction Number	Alphanumeric (40)	Y	**Transaction Number** of the reconciled Location Transfer.
4	General Ledger Number	Alphanumeric (10)	Y	The **GL Number** for the General Ledger account associated with the Company Product(s) in the Location Transfer.
5	Transfer Value	Number (12,4)	Y	Sum of Transfer Value for all Company Products in the transaction associated with the General Ledger account.
6	Debit or Credit Indicator	Alphanumeric (2)	Y	**'CR'** for Issuing Location. **'DR'** for Receiving Location.

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Export: Payroll (Restaurant, Mappable)

The Payroll export can be mapped using the *Export Mapping* screen in Enterprise Manager to configure and manage these files in a layout that the target system will recognize. The files created by this export contain payroll information (based on time clock punch records) derived from the actual Payroll shift records maintained in the database, as reviewed in the Net-Chef *Labor Summary* screen. These files are exported to an external payroll or accounting system.

Number of Files per Batch

If the user selected a single Location from the "Location" dropdown, the application will create one export file for the "Export" batch. If the user selected "All" from the "Location" dropdown, the application will use the exportable Payroll records and the "Payroll Export File Name" mapping layout to determine how many separate files to create for the "Export" batch. *See page 9 for more information.*

- If the File Name format includes Location Code, the application will produce one export file for each location.
- If the File Name format includes Location Export Code (and does not include Location Code), the application will produce one export file for each unique "Location Export Code" associated with one or more locations. Note that no entry in this field counts as a unique "Location Payroll Export Code".
- If the File Name format includes Ownership Entity (and does not include Location Code or Location Payroll Export Code), the application will produce one export file for each unique "Ownership Entity" associated with one or more locations. Note that no entry in this field counts as a unique "Ownership Entity".
- If the File Name format does not include Location Code, Location Export Code or Ownership Entity, the application will produce one export file containing all eligible transactions.

File Name Fields

The file name will be based on the Payroll mapping layout defined in the *Export Mapping* screen in Enterprise Manager. The file name is composed of the fields added to the mapping of the File Name component type, and arranged in the Sequence order of those component fields.

This section describes the fields that may be included in the File Name component type for each mapped export file. When the application creates a file name based on the mapping setup, it will use the following logic to interpret each possible field:

	Export Field	Data Type	Contents / Validation
1	Company Code	Alphanumeric (6)	The **Code** for the company from the Company Setup screen.
2	Company Payroll Export Code	Alphanumeric (20)	The **Payroll Export Code** from the "Alternate Address" tab in the Company setup screen.
3	File Creation Date	Date	The **Current Date**, expressed in the format selected in the "Date Format" drop-down in the "File Name Preferences" section of the "Payroll Export File Name" tab.
4	File Creation Time	Alphanumeric (20)	The **Current Time**, expressed in the format selected in the "Time Format" drop-down in the "File Name Preferences" section of the "Payroll Export File Name" tab.
5	Location Code	Alphanumeric (6)	The **Code** for the location from which the payroll records originate.
6	Location Ownership Entity	Alphanumeric (40)	The Ownership Entity for the location(s) from which the payroll records originate.

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Export: Payroll (Restaurant, Mappable)

(Continued)

File Name Fields (Continued)

	Export Field	Data Type	Contents / Validation
7	Location Payroll Export Code	Alphanumeric (20)	The **Payroll Export Code** from which the payroll records originate, from the "Alternate Address" tab in the Location Details screen.
8	Pay Period	Date	The **Pay Period** selected in the Export pop-up window, expressed in the format selected in the "Date Format" drop-down in the "File Name Preferences" section of the "Payroll Export File Name" tab.
9	Text	Alphanumeric (40)	The literal value entered in the **Static Text** field for this row on the "Payroll Export File Name" tab.

If the resulting file name includes more than 235 characters, the application will truncate it at the end to limit its length to 235 characters.

File Types

The file type and extension for the file name will be based on the selection in the "Extension" drop-down in the "File Name Preferences" section of the *Payroll Export File Name* tab. A user can opt to export the data as any one of the following file types: a Microsoft Excel comma-separated values file (.csv), a system data file (.dat), or a tab-delimited text file (.txt).

File Layout

This section describes the fields that may be included in the export for each payroll record.

Header

If the "Use Payroll Export Field Names as file header row" box is checked in the "Export Preferences" section of the *Payroll Export Fields* tab, then the Payroll records will be preceded by a header record, which will contain the literal value (if any) entered as the label for each export field in the "Payroll Export Field Name" column in the setup screen.

For each record, the fields will appear in the Sequence order of the fields in the setup screen, and the application will separate the fields using the Field Delimiter selected in the "Export Preferences" section of the *Payroll Export Fields* tab.

Detail

Most of the detail records are derived from the actual Payroll shift records maintained in the database, as reviewed in the Net-Chef *Labor Summary* screen. The application will use the logic in the following table to interpret each possible field. If a selected field is empty in a record in the database, the application will leave that field blank in the export file.

If the "Export actual labor shift records" setting is selected in the Payroll Export Mapping setup screen, the export will include a row for each individual shift record. If this setting is not selected, the export will generate cumulative records for employees based on all of their shifts for the period.

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
1	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
2	Blank Space		In this field, the application will export a blank space.
3	Clopening Premium Earnings	Number (13,4)	• If "Export actual labor shift records" = 'Y', this is the value of earnings awarded for the specified premium. • If "Export actual labor shift records" = 'N', the total earnings value for Clopening premiums in the export.
4	Company Code	Alphanumeric (6)	The **Code** for the Company from the Company setup screen.
5	Company Payroll Export Code	Alphanumeric (20)	The **Payroll Export Code** from the "Alternate Address" tab in the Company setup screen.
6	Date In	Date	This is the **Date** for the beginning of the shift, in the selected "Date Format" from the "Export Preferences" in the Payroll Export Mapping screen. Not available if "Export actual labor shift records" = 'N'.
7	Date Out	Date	This is the **Date** for the end of the shift, in the selected "Date Format" from the "Export Preferences" in the Payroll Export Mapping screen. Not available if "Export actual labor shift records" = 'N'.
8	Date/Time In	Date/Time	This is the **Date & Time** for the beginning of the shift, in the selected formats from the "Export Preferences" of the Payroll Export Mapping screen. Not available if "Export actual labor shift records" = 'N'.
9	Date/Time Out	Date/Time	This is the **Date & Time** for the end of the shift, in the selected formats from the "Export Preferences" of the Payroll Export Mapping screen. Not available if "Export actual labor shift records" = 'N'.
10	Earnings 3 Code	Alphanumeric (1)	Exports **'T'** if the Employee has any value > 0.00 in the Charge Tips or Cash Tips fields. Otherwise and for Split Shift adjustments, will be blank. Not available if "Export actual labor shift records" = 'Y'.
11	Employee Location POS ID	Alphanumeric (40)	The **POS ID** for the location at which the employee worked. (It originates in the "Alternate Locations" tab of the Net-Chef Employee Maintenance screen, but is stored in each shift record.)
12	Employee Number	Alphanumeric (40)	Current **Employee Number** from the employee record for the employee who performed the work.
13	Employee Payroll ID Number	Alphanumeric (40)	Current **Employee Payroll ID Number** for the employee who performed the work.
14	Employee Position POS Code	Alphanumeric (10)	The **POS Code** for the Position at which the employee worked. (It originates in the "Positions" tab of Net-Chef Employee setup, but is stored in each shift record.)

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
15	Employee Social Security Number	Alphanumeric (20)	**Social Security Number** from the employee record for the employee who performed the work.
16	File Number	Number	The **File Number** of the file in the batch – e.g. if there were 5 files, they would have file numbers 1-5 (if just one file it will be '1', rather than being left blank.)
17	First Name	Alphanumeric (40)	**First Name** from the Net-Chef Employee record.
18	Last Name	Alphanumeric (40)	**Last Name** from the Net-Chef Employee record.
19	Location Code	Alphanumeric (6)	The **Code** for the Location at which the shift(s) were worked (or billed to, in the case of allocation).
20	Location Name	Alphanumeric (40)	The **Name** for the location at which the shift(s) were worked (or billed to, in the case of allocation).
21	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location(s) at which the Payroll records in the file were worked.
22	Location Payroll Export Code	Alphanumeric (20)	The **Payroll Export Code** from which the payroll records originate, from the "Alternate Address" tab in the Location Details screen.
23	Meal Period Premium Earnings	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the premium value for the specified break. • If "Export actual labor shift records" = 'N', the total premium value for all shifts in the export.
24	Meal Period Premium Hours	Number (6,2)	• If "Export actual labor shift records" = 'Y', this is the Meal Period Hours for the specified shift. • If "Export actual labor shift records" = 'N', the total Meal Period Hours for all shifts in the export.
25	Meal Period Premium Rate	Number (12,4)	The pay rate used for a **Meal Period Premium** (i.e. regular rate of pay).
26	Minimum Paid Shift Premium Earnings	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the value of earnings awarded for the specified break. • If "Export actual labor shift records" = 'N', the total earnings value for all breaks in the export.
27	Minimum Paid Shift Premium Hours	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the "Adjusted" hours for the specified break. • If "Export actual labor shift records" = 'N', the total "Adjusted" hours for all breaks in the export.
28	Minimum Paid Shift Premium Rate	Number (12,4)	The pay rate used for a **Minimum Paid Shift Premium** (i.e. regular rate of pay).

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
29	Overtime Earnings (Total)	Number (13,4)	• If "Export actual labor shift records" = 'Y', this is the **Overtime Value** for the specified shift. • If "Export actual labor shift records" = 'N', the total **Overtime Value** for all shifts in the export. • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
30	Overtime Earnings 1.5	Number (13,4)	• If "Export actual labor shift records" = 'Y', this is the **Overtime Value** for the specified shift if the Overtime Multiplier was "1.5". • If "Export actual labor shift records" = 'N', the total **Overtime Value** for all shifts used to create the export, where the Overtime Multiplier was "1.5". • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
31	Overtime Hours 1.5	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the **Overtime Hours** for the specified shift if the Overtime Multiplier was "1.5". • If "Export actual labor shift records" = 'N', the total **Overtime Hours** for all shifts used to create the export, where the Overtime Multiplier was "1.5". • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
32	Overtime Rate 1.5	Number (12,4)	• Blended Base Rate * 1.5, rounded to 4 decimals. • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
33	Overtime Earnings 2.0	Number (13,4)	• If "Export actual labor shift records" = 'Y', this is the **Overtime Value** for the specified shift if the Overtime Multiplier was "2". • If "Export actual labor shift records" = 'N', the total **Overtime Value** for all shifts used to create the export, where the Overtime Multiplier was "2". • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
34	Overtime Hours 2.0	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the **Overtime Hours** for the specified shift if the Overtime Multiplier was "2". • If "Export actual labor shift records" = 'N', the total **Overtime Hours** for all shifts used to create the export, where the Overtime Multiplier was "2". • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
35	Overtime Rate 2.0	Number (12,4)	• Blended Base Rate * 2, rounded to 4 decimals. • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
36	Overtime Earnings 2.5	Number (13,4)	• If "Export actual labor shift records" = 'Y', this is the **Overtime Value** for the specified shift if the Overtime Multiplier was "2.5". • If "Export actual labor shift records" = 'N', the total **Overtime Value** for all shifts used to create the export, where the Overtime Multiplier was "2.5". • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
37	Overtime Hours 2.5	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the **Overtime Hours** for the specified shift if the Overtime Multiplier was "2.5". • If "Export actual labor shift records" = 'N', the total **Overtime Hours** for all shifts used to create the export, where the Overtime Multiplier was "2.5". • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
38	Overtime Rate 2.5	Number (12,4)	• Blended Base Rate * 2.5, rounded to 4 decimals. • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
39	Overtime Earnings 3.0	Number (13,4)	• If "Export actual labor shift records" = 'Y', this is the **Overtime Value** for the specified shift if the Overtime Multiplier was "3". • If "Export actual labor shift records" = 'N', the total **Overtime Value** for all shifts used to create the export, where the Overtime Multiplier was "3". • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
40	Overtime Hours 3.0	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the **Overtime Hours** for the specified shift if the Overtime Multiplier was "3". • If "Export actual labor shift records" = 'N', the total **Overtime Hours** for all shifts used to create the export, where the Overtime Multiplier was "3". • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
41	Overtime Rate 3.0	Number (12,4)	• Blended Base Rate * 3, rounded to 4 decimals. • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
42	Overtime Earnings Other	Number (13,4)	• If "Export actual labor shift records" = 'Y', this is the **Overtime Value** for the specified shift where the Overtime Multiplier was not "1.5", "2", "2.5" or "3". • If "Export actual labor shift records" = 'N', the total **Overtime Value** for all shifts used to create the export, where the Overtime Multiplier was not "1.5", "2", "2.5" or "3". • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
43	Overtime Hours Other	Number (16,4)	• The total number of **Overtime Hours** for all shifts used to create the export, where the Overtime Multiplier was not "1.5", "2", "2.5" or "3". • Will not include any Supplemental Wage values. • If row is for Split Shift adjustment, this will be blank.
44	Part Time flag	Alphanumeric (1)	Will be **'Y'** or **'N'**.
45	Paid Break Premium Earnings	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the value of earnings awarded for the specified break. • If "Export actual labor shift records" = 'N', the total earnings value for all breaks included in the export.
46	Paid Break Premium Hours	Number (6,2)	• If "Export actual labor shift records" = 'Y', this is the number of hours for the specified break. • If "Export actual labor shift records" = 'N', the total "Adjusted" hours for all breaks included in the export.
47	Paid Break Premium Rate	Number (12,4)	The pay rate used for a **Paid Break Premium** (i.e. regular rate of pay).
48	Pay Period End Date	Date	The **Pay Period** selected in the Export pop-up window, in the selected "Date Format" from the "File Name Preferences" in the Payroll Export Mapping screen.
49	Pay Period Start Date	Date	The **Start Date** of the pay period (which could be multiple weeks, depending on the "Number of weeks in each pay period" setting). This is Pay Period (existing field which represents the end date) minus 6 if pay period is 1 week, minus 13 if 2 weeks, 20 if 3, etc.
50	Payroll Code	Alphanumeric (2)	**Payroll Code** from the Net-Chef Employee record.
51	Position Code	Alphanumeric (10)	The **Code** for the Position at which the employee worked (from the Positions setup screen in Enterprise Manager).

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
52	Position GL Number (Regular)	Alphanumeric (10)	The **General Ledger Number (Regular)** for the Description linked to the Position that employee worked (from the Positions setup screen in Enterprise Manager).
53	Position GL Number (Overtime)	Alphanumeric (10)	The **General Ledger Number (Overtime)** for the Description linked to the Position that employee worked (from the Positions setup screen in Enterprise Manager).
54	Primary Location Payroll Export Code	Alphanumeric (20)	The **Payroll Export Code** for the employee's primary location, from the "Alternate Address" tab in the Location Details screen.
55	Regular Earnings (including Premiums)	Number (13,4)	• If "Export actual labor shift records" = 'Y', this is the **Regular Value** for the specified shift. • If "Export actual labor shift records" = 'N', the total **Regular Value** for all shifts used to create the export. • If the row is for a Split Shift adjustment, will be the total value of all rows with the same Split Shift rate. • Will not include any Supplemental Wage values.
56	Regular Hours (including Premiums)	Number (6,2)	• If "Export actual labor shift records" = 'Y', this is the **Regular Hours** for the specified shift. • If "Export actual labor shift records" = 'N', the total **Regular Hours** for all shifts used to create the export. • For "Salary" employees, this will include ALL hours worked in their primary positions. • If the row is for a Split Shift adjustment, will be the total hours of all rows with the same Split Shift rate. • Will not include any Supplemental Wage values.
57	Regular Earnings for Actual Hours Worked (excludes Premiums)	Number (13,4)	• If "Export actual labor shift records" = 'Y', this is the **Regular Value** minus premiums for the specified shift. • If "Export actual labor shift records" = 'N', the total **Regular Value** minus premiums for all shifts used to create the export. • If the row is a Split Shift adjustment, this will be blank. • Will not include any Supplemental Wage values.
58	Regular Actual Hours Worked (excludes Premiums)	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the **Regular Hours** minus premiums for the shift. • If "Export actual labor shift records" = 'N', the total **Regular Hours** minus premiums for all shifts used to create the export. • For "Salary" employees, this will include ALL hours worked in their primary positions. • Will not include any Supplemental Wage entries.

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
59	Regular Pay Rate	Number (12,4)	• If "Export actual labor shift records" = 'Y', this is the **Regular Rate** for the specified shift. • If "Export actual labor shift records" = 'N', the total **Regular Rate** for all shifts used to create the export. • If the row is for a Split Shift adjustment, this will be the Split Shift Offset Base Wage for the location's State, from the Labor Rules in Enterprise Manager.
60	Reporting Pay Earnings	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the value of earnings awarded for the specified premium. • If "Export actual labor shift records" = 'N', the total earnings value for all premiums in the export.
61	Reporting Pay Hours	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the number of hours for the specified premium. • If "Export actual labor shift records" = 'N', the total "Adjusted" hours for all premiums in the export.
62	Reporting Pay Rate	Number (12,4)	The pay rate used for a **Reporting Pay Premium** (i.e. regular rate of pay).
63	Sales – All	Number (13,4)	• Must be a number ≥ -999,999,999.9999 and ≤ 999,999,999.9999. • If "Export actual labor shift records" = 'Y', the sum of **Charge Sales + Cash Sales** for the specified shift. • If "Export actual labor shift records" = 'N', total **Charge Sales + Cash Sales** for all in the export.
64	Sales – Charge	Number (13,4)	• Must be a number ≥ -999,999,999.9999 and ≤ 999,999,999.9999. • If "Export actual labor shift records" = 'Y', this is the total **Charge Sales** for the specified shift. • If "Export actual labor shift records" = 'N', total **Charge Sales** for all shifts in the export.
65	Sales – Cash	Number (13,4)	• Must be a number ≥ -999,999,999.9999 and ≤ 999,999,999.9999. • If "Export actual labor shift records" = 'Y', this is the total **Cash Sales** for the specified shift. • If "Export actual labor shift records" = 'N', total **Cash Sales** for all shifts in the export.
66	Secondary Location	Alphanumeric (1)	Must be **'Y'** or **'N'** to indicate whether the shift(s) took place at (or are billed to, in the case of allocation) a secondary location.
67	Shift Code	Alphanumeric (1)	• Will be blank if employee's position is "Subject to Tips". • Will be **'9'** if employee's position is NOT "Subject to Tips". • Not available if "Export actual labor shift records" = 'Y'.

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
68	Split Shift Premium Earnings	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the value of earnings awarded for the specified premium. • If "Export actual labor shift records" = 'N', the total earnings value for all premiums in the export.
69	Split Shift Premium Hours	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the number of hours for the specified premium. • If "Export actual labor shift records" = 'N', the total "Adjusted" hours for all premiums in the export.
70	Split Shift Premium Rate	Number (12,4)	The pay rate used for the **Split Shift Premium** .
71	Spread of Hours Premium Earnings	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the value of earnings awarded for the specified premium. • If "Export actual labor shift records" = 'N', the total earnings value for all premiums in the export.
72	Spread of Hours Premium Hours	Number (16,4)	• If "Export actual labor shift records" = 'Y', this is the number of hours for the specified premium. • If "Export actual labor shift records" = 'N', the total "Adjusted" hours for all premiums in the export.
73	Spread of Hours Premium Rate	Number (16,4)	The pay rate used for a **Spread of Hours Premium** (i.e. the applicable minimum wage).
74	Supplemental Wage Code 1	Alphanumeric (10)	The **Code** for the first Supplemental Wage type that the employee may have. Will be blank if employee has no Supplemental Wages. Not available if "Export actual labor shift records" = 'Y'
75	Supplemental Wage Code 2	Alphanumeric (10)	**Code** for any subsequent Supplemental Wages that the employee may have. Will be blank if employee has no Supplemental Wages. Not available if "Export actual labor shift records" = 'Y'
76	Supplemental Wage Code 3	Alphanumeric (10)	
77	Supplemental Wage Code 4	Alphanumeric (10)	
78	Supplemental Wage Code 5	Alphanumeric (10)	
79	Supplemental Wage Code 6	Alphanumeric (10)	
80	Supplemental Wage Code 7	Alphanumeric (10)	
81	Supplemental Wage Code 8	Alphanumeric (10)	
82	Supplemental Wage Code 9	Alphanumeric (10)	

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
83	Supplemental Wage Code 10	Alphanumeric (10)	
84	Supplemental Wage Code 11	Alphanumeric (10)	
85	Supplemental Wage Code 12	Alphanumeric (10)	
86	Supplemental Wage Code 13	Alphanumeric (10)	
87	Supplemental Wage Code 14	Alphanumeric (10)	
88	Supplemental Wage Code 15	Alphanumeric (10)	
89	Supplemental Wage Code 16	Alphanumeric (10)	
90	Supplemental Wage Code 17	Alphanumeric (10)	
91	Supplemental Wage Code 18	Alphanumeric (10)	
92	Supplemental Wage Code 19	Alphanumeric (10)	
93	Supplemental Wage Code 20	Alphanumeric (10)	
94	Supplemental Wage Earnings 1	Number (13,4)	The total earnings for the first Supplemental Wage type that the employee may have. Will be blank if employee has no Supplemental Wages. Not available if "Export actual labor shift records" = 'Y'
95	Supplemental Wage Earnings 2	Number (13,4)	Earnings for any subsequent Supplemental Wages that the employee may have. Will be blank if employee has no Supplemental Wages. Not available if "Export actual labor shift records" = 'Y'
96	Supplemental Wage Earnings 3	Number (13,4)	
97	Supplemental Wage Earnings 4	Number (13,4)	
98	Supplemental Wage Earnings 5	Number (13,4)	
99	Supplemental Wage Earnings 6	Number (13,4)	
100	Supplemental Wage Earnings 7	Number (13,4)	
101	Supplemental Wage Earnings 8	Number (13,4)	

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
102	Supplemental Wage Earnings 9	Number (13,4)	
103	Supplemental Wage Earnings 10	Number (13,4)	
104	Supplemental Wage Earnings 11	Number (13,4)	
105	Supplemental Wage Earnings 12	Number (13,4)	
106	Supplemental Wage Earnings 13	Number (13,4)	
107	Supplemental Wage Earnings 14	Number (13,4)	
108	Supplemental Wage Earnings 15	Number (13,4)	
109	Supplemental Wage Earnings 16	Number (13,4)	
110	Supplemental Wage Earnings 17	Number (13,4)	
111	Supplemental Wage Earnings 18	Number (13,4)	
112	Supplemental Wage Earnings 19	Number (13,4)	
113	Supplemental Wage Earnings 20	Number (13,4)	
114	Supplemental Wage Hours 1	Number (5,2)	Hours for the first Supplemental Wage type that the employee may have (if expressed in hours). Will be blank if employee has no Supplemental Wages. Not available if "Export actual labor shift records" = 'Y'
115	Supplemental Wage Hours 2	Number (5,2)	Hours for any subsequent Supplemental Wages that the employee may have, if entered. Will be blank if employee has no Supplemental Wages. Not available if "Export actual labor shift records" = 'Y'
116	Supplemental Wage Hours 3	Number (5,2)	
117	Supplemental Wage Hours 4	Number (5,2)	
118	Supplemental Wage Hours 5	Number (5,2)	
119	Supplemental Wage Hours 6	Number (5,2)	

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
120	Supplemental Wage Hours 7	Number (5,2)	
121	Supplemental Wage Hours 8	Number (5,2)	
122	Supplemental Wage Hours 9	Number (5,2)	
123	Supplemental Wage Hours 10	Number (5,2)	
124	Supplemental Wage Hours 11	Number (5,2)	
125	Supplemental Wage Hours 12	Number (5,2)	
126	Supplemental Wage Hours 13	Number (5,2)	
127	Supplemental Wage Hours 14	Number (5,2)	
128	Supplemental Wage Hours 15	Number (5,2)	
129	Supplemental Wage Hours 16	Number (5,2)	
130	Supplemental Wage Hours 17	Number (5,2)	
131	Supplemental Wage Hours 18	Number (5,2)	
132	Supplemental Wage Hours 19	Number (5,2)	
133	Supplemental Wage Hours 20	Number (5,2)	
134	Text	Alphanumeric (40)	The literal value entered in the **Static Text** field for this row on the "Payroll Export Fields" tab.
135	Time In	Time	This is the **Time** for the beginning of the shift, in the selected "Time Format" from the "Export Preferences" in the Payroll Export Mapping screen. Not available if "Export actual labor shift records" = 'N'
136	Time Out	Time	This is the **Time** for the end of the shift, in the selected "Time Format" in the in the "Export Preferences" of the Payroll Export Mapping screen. Not available if "Export actual labor shift records" = 'N'
137	Tip Credit Allowance Earnings	Number (16,4)	The value of earnings awarded for a **Tip Credit**.

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Export: Payroll (Restaurant, Mappable)

(Continued)

Detail (Continued)

	Export Field	Data Type	Contents / Validation
138	Tips – All	Number (13,4)	• Must be a number ≥ -999,999,999.9999 and ≤ 999,999,999.9999. • If "Export actual labor shift records" = 'Y', the sum of **Charge Tips + Cash Tips** for the specified shift. • If "Export actual labor shift records" = 'N', total **Charge Tips + Cash Tips** for all shifts in the export.
139	Tips – Charge	Number (13,4)	• Must be a number ≥ -999,999,999.9999 and ≤ 999,999,999.9999. • If "Export actual labor shift records" = 'Y', this is the total **Charge Tips** for the specified shift. • If "Export actual labor shift records" = 'N', total **Charge Tips** for all shifts in the export.
140	Tips – Cash	Number (13,4)	• Must be a number ≥ -999,999,999.9999 and ≤ 999,999,999.9999. • If "Export actual labor shift records" = 'Y', this is the total **Cash Tips** for the specified shift. • If "Export actual labor shift records" = 'N', total **Cash Tips** for all shifts in the export.
141	Tip Pool	Number (13,4)	• Must be a number ≥ 0 and ≤ 999,999,999.9999 and limited to 4 decimal places. • This is the total Tip Pool value for all shifts included in this export. • This value is only exported if "Export actual labor shift records" = 'N'.
142	Week Ending Date	Date	The **Week Ending Date** for all shifts used to create the export record, in the selected "Time Format" in the "File Name Preferences" of the Payroll Export Mapping screen.
143	Location Payroll Export/Position Codes	Alphanumeric (30)	Will concatenate the **Location Payroll Export Code** and **Position Code** fields (existing fields in export mapping). There will be no spaces or hyphens separating the two codes. When there is no Location Payroll Export Code and this field is selected for an export, the system will export only the Position Code.
144	Work Week	Number	Will export a whole number to represent each week ending date in the file. The first week in the file will be '1', the next week will be '2', etc.

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Export: Sales (Restaurant)

The Sales export process creates files containing register sales entry transactions – entered in the Net-Chef *Sales Transactions* screen or imported into the database from an external POS system via the Crunchtime Data Pump (CDP) application – for a selected location and post period. These files are exported to an external accounting system. Depending on system configuration, the application may allow users to export all transactions for posted periods only, or allow users to select individual transactions from posted and unposted periods. The application will prevent users from exporting previously exported transactions.

If exporting transactions for multiple locations, the application will export one file for each ownership entity represented by those locations. Any/All locations with this field left blank will be considered one ownership entity and included in a single export file. *See page 9 for more information.*

File Name & Format

File Name	SALES" + Ownership Entity + "_" + Export Batch Number + ".txt" Example: SALES31330_01.txt If no ownership entity exists: "SALES_01.txt"
File Format	Tab delimited text file
Contents	The application will export all register Sales transactions eligible for the selected Location(s) and Post Period, or all selected transactions, depending on the "Exports Sales By" preference setting.

Exportable Sales Transaction Values and Credit and Debit Signs

Note that in some cases, the application may not export "Bank Deposits" and/or "Over/Short". See the File Contents section for more details.

	Net-Chef *Sales Entry* Tab & Values	Data Type	Debit / Credit Designation
1	**Sales** tab (all GL/Daypart/Value entries)	Number (12,4)	• Positive value in "Sales" tab = Credit • Negative value in "Sales" tab = Debit
2	**Sales Tax** tab (all GL/Daypart/Value entries, excluding "Catering Sales Tax")	Number (12,4)	• Positive value in "Sales Tax" tab = Credit • Negative value in "Sales Tax" tab = Debit
3	**Paid Outs** tab (all GL/Value entries)	Number (12,4)	• Positive value in "Paid Outs" tab = Debit • Negative value in "Paid Outs" tab = Credit
4	**Comps & Discounts** tab (all GL/Value entries)	Number (12,4)	• Positive value in "Comps & Discounts" tab = Debit • Negative value in "Comps & Discounts" tab = Credit
5	**Non Cash Media** tab (all GL/Value entries)	Number (12,4)	• Positive value in "Non Cash Media" tab = Debit • Negative value in "Non Cash Media" tab = Credit
6	**Bank Deposits** tab (all entries – see next section for GL)	Number (12,4)	• Positive value in "Bank Deposits" tab = Debit • Negative value in "Bank Deposits" tab = Credit
7	**Over/Short** from **Totals** tab (see next section for GL)	Number (12,4)	• Positive value in "Totals" tab = Credit • Negative value in "Totals" tab = Debit

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Export: Sales (Restaurant)

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File Layout

The application will export the following information for each Location/Sales Date/General Ledger Number/Value combination:

Position	Field	Data Type	Required	Contents / Validation
1	Transaction Export Code	Alphanumeric (30)	Y	The first of the following values that is populated: **Location Export Code** or **Location Code**.
2	GL Number	Alphanumeric (10)	Y	**GL Number** for sales entry or entries • For entries from the **Sales**, **Sales Tax**, **Paid Outs**, **Comps & Discounts** and **Non Cash Media** tabs, use the General Ledger account selected during data entry/data upload. • For entries from the **Bank Deposits** tab, use the "GL Number" associated with the General Ledger account with Description = "Cash" (case insensitive), if any. *"Bank Deposits" will not be exported if there is no General Ledger account called "Cash".* • For **Over/Short**, use the "GL Number" associated with the hard coded "Cash Over/Short" P&L Substructure (in the General Ledger setup screen), if any. *"Over/Short" values will not be exported if there is no General Ledger account associated with this P&L Substructure.*
3	Total Value	Number (12,4)	Y	**Total Value** for Location/Sales Date/GL Number. A positive number, to four decimal places with no thousands separator.
4	Debit or Credit indicator	Alphanumeric (2)	Y	• **'CR'** if the sum of the "Credit" values for the Location/Sales/GL combination is ≥ the sum of the "Debit" values for the Location/Sales/GL combination. • **'DB'** if the sum of the "Debit" values for the Location/Sales/GL combination is < the sum of the "Credit" values for the Location/Sales/GL combination.
5	Sales Date	Date	Y	**Sales Date**, in *MM/dd/yy* format.
6	Location Name	Alphanumeric (40)	Y	**Location Name** for the sales location.

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Custom Transactions Exports

Document Details

Document #: 160_SIRG_261026

Release Version: 20.26.06.25

Date of Release: June 2026

Overview

This section includes the formats for the Crunchtime Standard Custom Transactions exports.

It contains a table listing all of the available fields for each Component Type, which includes the following:

- File Name records
- File Header records
- File Summary records
- Transaction Type Header records – all Transaction Types
- Transaction Detail records – all Transaction Types
- Transaction Header Records – Vendor Orders & Inventory Adjustments
- Transaction Product records – Inventory Adjustments only

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Export: Custom Transactions (Mappable)

One or more Custom Transactions exports can be mapped using the Export Mapping screen in Enterprise Manager to configure and manage these files in a layout that the target accounting system will recognize.

Export Types

This module can be used to configure mappings to export data for following transaction types:

- Vendor Orders
- Incoming Commissary Orders
- Incoming Location Transfers
- Customer Orders
- Inventory Adjustments
- Period Ending Inventories
- Vendor Returns
- Outgoing Commissary Orders
- Outgoing Location Transfers
- Menu Mix Consumption
- Inventory Variances

Heads-Up: This document does not list specific Component Type fields (noted on the previous page) *for each transaction type separately*. The fields listed in the table for each Component Type may apply to one or more transaction types but not all fields in each table will appear for all transaction types. For example, there is 1 table containing all potential Transaction Detail fields. Some that apply to a Vendor Order export will not apply to a Customer Order export.

Number of Files per Batch

If the user selects a single Location from the "Location" drop-down, the application will create one export file for the export batch. If the user selects 'All' from the "Location" drop-down, the application will use the exportable records and the "Custom Transactions File Name" mapping layout to determine how many separate files to create for the export batch. See page 9 for more information.

- If the File Name format includes Location Code, the application will produce one export file for each location.
- If the File Name format includes Location Export Code (and does not include Location Code), the application will produce one export file for each unique "Location Export Code" associated with one or more locations. Note that no entry in this field counts as a unique "Location Payroll Export Code".
- If the File Name format includes Ownership Entity (and does not include Location Code or Location Payroll Export Code), the application will produce one export file for each unique "Ownership Entity" associated with one or more locations. Note that no entry in this field counts as a unique "Ownership Entity".
- If the File Name format does not include Location Code, Location Export Code or Ownership Entity, the application will produce one export file containing all eligible transactions.

File Types & Components

The file type and extension for the file name will be based on the selection in the "Extension" drop-down in the *Export Details* screen. A user can opt to export the data as any one of the following file types: a Microsoft Excel comma-separated values file (.csv), a system data file (.dat), or a delimited text file (.txt).

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Export: Custom Transactions (Mappable)

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Certain Custom Transactions export components have specific requirements based on mapping configurations, noted as follows:

- If the "File Name Delimiter Type" is set to 'Fixed Width', the File Name component export fields must have a valid "Size" and "Justified" value.
- If the "Field Delimiter Type" is set to 'Fixed Width', all non-File Name component export fields must have a valid 'Size' and 'Justified' value.

File Name Fields

The file name will be based on the Custom Transactions mapping layout defined in the *Export Mapping* screen in Enterprise Manager. The file name is composed of the fields added to the mapping of the File Name component type, and arranged in the Sequence order of those component fields.

This section describes the fields that may be included in File Name component for each mapped export file. When the application creates a file name based on the mapping setup, it will use the following logic to interpret each possible field:

	Export Field	Data Type	Content / Validation
1	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
2	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
3	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
4	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
5	Company Import Code	Alphanumeric (30)	The **Import Code** from the Company Details Alternate Address tab.
6	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
7	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
8	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
9	File Creation Date	Date	The current date, using the format selected in the "Date Format" drop-down in the Export Mapping screen.
10	File Creation Time	Time	The current time, using the format selected in the "Time Format" drop-down in the Export Mapping screen.

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Export: Custom Transactions (Mappable)

(Continued)

File Name Fields (Continued)

	Export Field	Data Type	Content / Validation
11	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.
12	Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
13	Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
14	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction records originate.
15	Location Export Code	Alphanumeric (30)	The **Export Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
16	Location Import Code	Alphanumeric (30)	The **Import Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
17	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction records originate.
18	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location(s) from which the transaction records originate.
19	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.

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Export: Custom Transactions (Mappable)

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Transaction Detail Fields

This section describes the fields that may be included in a Transaction Detail component for a Custom Transactions export mapping. *Note: Not every field will appear for every transaction type.*

	Export Field	Data Type	Content / Validation
1	Actual Delivery Date	Date	**Actual Delivery Date** for a Vendor Order or Vendor Return, in the "Date Format" selected in the Export Mapping screen.
2	Actual Delivery Date Day	Number (2)	Number of the "Day" portion of the Actual Delivery Date.
3	Actual Delivery Date Month	Number (2)	Number of the "Month" portion of the Actual Delivery Date.
4	Actual Delivery Date Year	Number (2 or 4)	Number of the "Year" portion of the Actual Delivery Date, per the "Date Format" selected in the Export Mapping screen.
5	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
6	Check Number	Alphanumeric (20)	If populated, this is the **Check Number** entered for a Vendor Order or **Payment Reference** entered for a Vendor Return.
7	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
8	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
9	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
10	Company Import Code	Alphanumeric (30)	The **Import Code** from the Company Details Alternate Address tab.
11	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
12	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
13	Confirm Terms Date {*Cruise only*}	Date	The **Confirm Terms** date for a Vendor Order, in the "Date Format" selected in the Export Mapping screen.
14	Confirm Terms User {*Cruise only*}	Alphanumeric (30)	The **User ID** for the user that processed this stage of the order.
15	Consolidation Date {*Cruise only*}	Date	The **Consolidation Date** for a Vendor Order, in the "Date Format" selected in the Export Mapping screen.
16	Consolidation User {*Cruise only*}	Alphanumeric (30)	The **User ID** for the user that processed this stage of the order.
17	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
18	Customer Code	Alphanumeric (6)	The **Code** for the customer in the Customer record.
19	Customer Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency associated with the customer's Location.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
20	Customer Company Department Code	Alphanumeric (20)	The **Code** for the Company Department associated with the customer's Location Department.
21	Customer Company Department Name	Alphanumeric (20)	The **Name** for the Company Department associated with the customer's Location Department.
22	Customer Export Code	Alphanumeric (30)	The **Export Code** from the Customer record.
23	Customer Import Code	Alphanumeric (30)	The **Import Code** from the Customer record.
24	Customer Location Dept. Code	Alphanumeric (20)	The **Code** for the Location Department associated with the customer.
25	Customer Location Dept. Name	Alphanumeric (20)	The **Name** for the Location Department associated with the customer.
26	Customer Name	Alphanumeric (40)	The **Name** for the Customer, from the Customer record.
27	Daypart Code	Alphanumeric (3)	The **Code** for the Daypart associated with the Adjustment.
28	Daypart Name	Alphanumeric (40)	The **Daypart Name** for the Daypart associated with the Adjustment.
29	Debit/Credit Indicator	Alphanumeric (20)	If the "Invoice Detail Amount" for the line item is ≥ 0 (prior to removal of sign, if applicable), will use the transaction detail Debit Indicator. Otherwise, will use the Credit Indicator.
30	Deliver To Location Code {*non-Cruise only*}	Alphanumeric (20)	The **Code** for the Deliver To location selected for a Vendor Order, if any.
31	Deliver To Location Name {*non-Cruise only*}	Alphanumeric (40)	The **Name** for the Deliver To location selected for a Vendor Order, if any.
32	Delivery Location Code {*Cruise only*}	Alphanumeric (6)	The **Code** for the Vendor or Customer associated with a Vendor Order/Customer Order.
33	Delivery Location Name {*Cruise only*}	Alphanumeric (40)	The **Name** for the Vendor or Customer associated with a Vendor Order/Customer Order.
34	Destination Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location to which the transaction records were sent, from the Location Details Alternate Address tab.
35	Destination Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location to which the transaction records were sent, from the Location Details Alternate Address tab.
36	Destination Location Code	Alphanumeric (6)	The **Code** for the location to which the transaction records were sent.
37	Destination Location Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Location Details screen of the location to which the transaction records were sent.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
38	Destination Location Export Code	Alphanumeric (30)	The **Export Code** for the location to which the transaction records were sent, from the Location Details Alternate Address tab.
39	Destination Location Import Code	Alphanumeric (30)	The **Import Code** for the location to which the transaction records were sent, from the Location Details Alternate Address tab.
40	Destination Location Name	Alphanumeric (40)	The **Name** for the location to which the transaction records were sent.
41	Destination Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location to which the transaction records were sent.
42	Detail Cost Amount	Number (13,4)	The sum of all Cost values for a given GL Account, in the Location's base currency, with 0-4 decimals based on the Export Detail setting. • For Customer & Commissary Orders, the sum of [Reconcile Quantity x (Issue Price ÷ Issue Unit 1 Conversion] • For Warehouse Orders, the sum of [Reconcile Quantity x (Issue Price ÷ Issue Unit 2 Conversion] (*All values are exported as positive numbers; the sign is removed if negative. Field 94 indicates whether each value is positive or negative.*)
43	Detail Cost Amount (Company)	Number (13,4)	The Detail Cost Amount for a given GL Account, in the Company base currency.
44	Detail Sales Amount	Number (13,4)	The sum of all Sale values for a given GL Account, in the Location's base currency, with 0-4 decimals based on the Export Detail setting. • For Customer & Commissary Orders, the sum of [Reconcile Quantity x (Reconcile Price ÷ Issue Unit 1 Conversion] • For Warehouse Orders, the sum of [Reconcile Quantity x (Reconcile Price ÷ Issue Unit 2 Conversion] • For a line item tax, the sum of [Reconcile Quantity x (Reconcile Price ÷ relevant Issue Unit Conversion] rounded to the nearest cent, then multiplied by the (Complete Tax Rate for the row - 1). See Field 42 for sign validation. *The Reconcile Price is based on the Customer Order Price used (Standard, Preferred, Premium, or Cost Plus) and includes any customer or product markups and discounts.*
45	Detail Sales Amount (Company)	Number (13,4)	The Detail Sales Amount for a given GL Account, in the Company base currency.
46	File Line Number	Number *	Exports a unique line number for each record of this type.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
47	File Transaction Key	Number (20)	Exports a unique identifier for each record of this type.
48	GL Description	Alphanumeric (40)	The **Description** for the General Ledger account associated with a product, line item tax, or header charge (Tax, Freight, Misc 1 or Misc 2 entry) for a Vendor Order.
49	GL for Sales	Alphanumeric (10)	The **GL for Sales** number for the General Ledger account associated with a product, line item tax, or header charge (Tax, Freight, Misc 1 or Misc 2 entry) for a Vendor Order.
50	GL Number	Alphanumeric (10)	The **GL Number** for the General Ledger account associated with a product, line item tax, or header charge (Tax, Freight, Misc 1 or Misc 2 entry) for a Vendor Order.
51	GL Number for CGS	Alphanumeric (10)	The **GL for CGS** number for the General Ledger account associated with a product, line item tax, or header charge (Tax, Freight, Misc 1 or Misc 2 entry) for a Vendor Order. If none, will export the **GL Number.**
52	Inventory Beginning Value	Number (13,4)	The **Beginning Value** for this General Ledger account, in the Location's base currency, with 0-4 decimals based on the Export Detail setting. (*All values are exported as positive numbers; the sign is removed if negative. Field 54 indicates whether each value is positive or negative.*)
53	Inventory Beginning Value (Company)	Number (13,4)	The Inventory Beginning Value for this General Ledger account, in the Company base currency.
54	Inventory Beginning Value Sign	Alphanumeric (1)	Will be **'+'** or **'–'** to indicate whether the Inventory Beginning Value is positive or negative.
55	Inventory Delta Value	Number (13,4)	The **Total Inventory Change Value** for this General Ledger account, in the Location's base currency, with 0-4 decimals based on the Export Detail setting. Calculated as [Total Beginning Value – Total Ending (Physical + In Transit) Value] for all products in the account. (*All values are exported as positive numbers; the sign is removed if negative. Field 57 indicates whether each value is positive or negative.*)
56	Inventory Delta Value (Company)	Number (13,4)	The Inventory Delta Value for this General Ledger account, in the Company base currency.
57	Inventory Delta Value Sign	Alphanumeric (1)	Will be **'+'** or **'–'** to indicate whether the Inventory Delta Value is positive or negative.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
58	Inventory Ending Value	Number (13,4)	The **Ending Value** for this General Ledger account, in the Location's base currency, with 0-4 decimals based on the Export Detail setting. Calculated as [Physical + In Transit] Value for all products in the account. (*All values are exported as positive numbers; the sign is removed if negative. Field 60 indicates whether each value is positive or negative.*)
59	Inventory Ending Value (Company)	Number (13,4)	The Inventory Ending Value for this General Ledger account, in the Company base currency.
60	Inventory Ending Value Sign	Alphanumeric (1)	Will be **'+'** or **'–'** to indicate whether the Inventory Ending Value is positive or negative.
61	Invoice Date	Date	The **Invoice Date** for a Vendor Order, Vendor Return, Commissary Order, or Customer Order, in the "Date Format" selected in the Export Mapping screen.
62	Invoice Day	Number (2)	Number of the "Day" portion of the Invoice Date.
63	Invoice Detail Amount	Number (13,4)	The **Extended Value** [Invoice Price x Invoice Quantity] in the Vendor's base currency, with 0-4 decimals based on the Export Detail setting. (*All values are exported as positive numbers; the sign is removed if negative. Field 66 indicates whether each value is positive or negative.*)
64	Invoice Detail Amount (Company Currency)	Number (13,4)	The Invoice Detail Amount, in the Company base currency.
65	Invoice Detail Amount (Location)	Number (13,4)	The Invoice Detail Amount, in the Location's base currency.
66	Invoice Detail Amount Sign	Alphanumeric (1)	Will be **'+'** or **'–'** to indicate whether the Invoice Detail Amount is positive or negative.
67	Invoice Month	Number (2)	Number of the "Month" portion of the Invoice Date.
68	Invoice Number	Alphanumeric (40)	The **Invoice Number** for a Vendor Order or Vendor Return.
69	Invoice Year	Number (2 or 4)	Number of the "Year" portion of the Invoice Date, per the "Date Format" selected in the Export Mapping screen.
70	Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location, from the Location Details Alternate Address tab.
71	Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location, from the Location Details Alternate Address tab.
72	Location Code	Alphanumeric (6)	The **Code** for the location, from the Location Details screen.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
73	Location Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Location Details screen.
74	Location Export Code	Alphanumeric (30)	The **Export Code** for the location, from the Location Details Alternate Address tab.
75	Location Import Code	Alphanumeric (30)	The **Import Code** for the location, from the Location Details Alternate Address tab.
76	Location Name	Alphanumeric (40)	The **Name** for the location, from the Location Details screen.
77	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location, from the Location Details screen.
78	Location Vendor Export Code	Alphanumeric (30)	The **Vendor Export Code** for the location, from the Location Details Alternate Address tab.
79	Location/Company Currency Conversion *Rate*	Number (19,10)	The **Currency Ratio** for the Location to Company Base Currency. *Note: For Vendor Orders, these ratios are stored based on the Vendor's Price Capture settings.*
80	Memo	Alphanumeric (40)	The **Memo** associated with the adjustment transaction.
81	Post Date	Date	The **Post Date** for the Post period of the transaction(s), in the "Date Format" selected in the Export Details.
82	Qualitative Judgment	Alphanumeric (40)	The **Qualitative Judgment** name associated with the adjusted product.
83	Qualitative Judgment GL Description	Alphanumeric (40)	The **Description** for the General Ledger account associated with the product's Qualitative Judgment.
84	Qualitative Judgment GL for Sales	Alphanumeric (10)	The **GL for Sales** number for the General Ledger account associated with the product's Qualitative Judgment.
85	Qualitative Judgment GL Number	Alphanumeric (10)	The **GL Number** for the General Ledger account associated with the product's Qualitative Judgment.
86	Qualitative Judgment GL Number for CGS	Alphanumeric (10)	The **GL for CGS** number for the General Ledger account associated the product's Qualitative Judgment. If none, will export the Qualitative Judgment **GL Number.**
87	Reconcile Date	Date	The **Reconcile Date** for a Vendor Order or **Return Date** for a Vendor Return, in the "Date Format" selected in the Export Mapping screen.
88	Reconcile Date Day	Number (2)	Number of the "Day" portion of the Reconcile Date.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
89	Reconcile Date Month	Number (2)	Number of the "Month" portion of the Reconcile Date.
90	Reconcile Date Year	Number (2 or 4)	Number of the "Year" portion of the Reconcile Date, per the "Date Format" selected in the Export Mapping screen.
91	Reconcile Detail Amount	Number (13,4)	The transaction **Total Value** in the Vendor's base currency, with 0-4 decimals, based on the Export Detail setting. (*All values are exported as positive numbers; the sign is removed if negative. Field 94 indicates whether each value is positive or negative.*)
92	Reconcile Detail Amount (Company)	Number (13,4)	The Reconcile Detail Amount, in the Company base currency.
93	Reconcile Detail Amount (Location)	Number (13,4)	The Reconcile Detail Amount, in the Location's base currency.
94	Reconcile Detail Amount Sign	Alphanumeric (1)	Will be **'+'** or **'–'** to indicate whether the Reconcile Detail Amount is positive or negative. • For Incoming & Outgoing Commissary Orders and for Customer Orders , this indicates the sign for the Detail Sales Amounts & Detail Cost Amounts in Fields 42-45.
95	Reconcile User	Alphanumeric (30)	The **User ID** for the user that processed this stage of the transaction.
96	Reference Number	Alphanumeric (40)	The **Reference Number** for the transaction.
97	Reversal Date	Date	This is the Post Date + 7 Days, in the "Date Format" selected in the Export Mapping screen.
98	Source Location ACAP Code	Alphanumeric (40)	The **ACAP Code** for the location(s) from which the transaction records originated, from the Location Details Alternate Address tab.
99	Source Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location(s) from which the transaction records originated, from the Location Details Alternate Address tab.
100	Source Location Code	Alphanumeric (30)	The **Code** for the location from which the transaction records originated.
101	Source Location Currency Code	Alphanumeric (6)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Location Details screen of the location from which the transaction records originated.
102	Source Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction records originated, from the Location Details Alternate Address tab.

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(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
103	Source Location Import Code	Alphanumeric (30)	The **Import Code** for the location from which the transaction records originated, from the Location Details Alternate Address tab.
104	Source Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction records originated.
105	Source Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction records originated.
106	Supplier/Location Currency Conversion	Number (19,10)	**Currency Ratio** for Supply Location to Receiving Location base currency.
107	Tax Code	Alphanumeric (12)	The **Code** for the tax code associated with the product.
108	Tax Detail Amount	Number (13,4)	The header charge (**Tax**, **Freight**, **Misc 1** or **Misc 2** entry), with 0-4 decimals based on the Export Detail setting. • For Incoming and Outgoing Commissary Orders, this field represents the Location's Base Currency. • For Vendor Order sand Vendor Returns, this field represents the Vendor's base currency.
109	Tax Detail Amount (Company Currency)	Number (13,4)	The Tax Detail Amount, in the Company base currency.
110	Tax Detail Amount (Location Currency)	Number (13,4)	The Tax Detail Amount in the Location's base currency for all applicable transactions EXCEPT Incoming and Outgoing Commissary Orders.
111	Tax Detail Amount Sign	Alphanumeric (1)	Will be **'+'** or **'–'** to indicate whether the Tax Detail Amount is positive or negative.
112	Tax Line Indicator	Alphanumeric (20)	The **Tax Line Indicator** for the transaction, entered in the Transaction Detail mapping screen.
113	Taxable Detail Amount	Number (13,4)	The line item **Tax Value**, in the Vendor's base currency, Transaction Total Amount This is [Invoice Price x Invoice Quantity] rounded to the nearest cent, then multiplied by (the Complete Tax Rate for the detail line - 1). • For Incoming & Outgoing Commissary Orders, and Customer Orders, this field represents the Company Base Currency. • For Vendor Order sand Vendor Returns, this field represents the Vendor's base currency.
114	Taxable Detail Amount (Company Currency)	Number (13,4)	The Taxable Detail Amount in the Company base currency, for all applicable transactions EXCEPT Incoming & Outgoing Commissary Orders and Customer Orders.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Detail Fields (Continued)

	Export Field	Data Type	Content / Validation
115	Taxable Detail Amount (Location Currency) OR (Location)	Number (13,4)	The Taxable Detail Amount, in the Location's base currency.
116	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.
117	Transaction Amount	Number (13,4)	The transaction's **Total Value** in the Location's base currency, with 0-4 decimals, based on the Export Detail setting.
118	Transaction Amount (Company)	Number (13,4)	The Transaction Amount, in the Company base currency.
119	Transaction Amount Sign	Alphanumeric (1)	Will be **'+'** or **'–'** to indicate whether the Transaction Amount is positive or negative.
120	Transaction Date	Date	The Date for Menu Mix depletion, Inventory Adjustments, Inventory Variances or Period Ending Inventory, per the "Date Format" selected in the Export Mapping screen.
121	Transaction Date Day	Number (2)	Number of the "Day" portion of the Transaction Date.
122	Transaction Date Month	Number (2)	Number of the "Month" portion of the Transaction Date.
123	Transaction Date Year	Number (2 or 4)	Number of the "Year" portion of the Transaction Date, per the "Date Format" selected in the Export Mapping screen.
124	Transaction Number	Alphanumeric (40)	The system assigned **Transaction Number**, based on the scheme defined in the Numbering setup screen.
125	Transaction Type	Alphanumeric (3)	Exports **'N'** for iNventory Adjustments, **'P'** for Recipe (Production) Adjustments, or **'V'** for Value Adjustments.
126	Transaction User	Alphanumeric (30)	**User ID** for the user that processed the Inventory Adjustment, Inventory Variance, or Period Ending Inventory.
127	Vendor Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Vendor's base currency (from the Vendor Details screen) for the vendor associated with the transaction.
128	Vendor Export Code	Alphanumeric (30)	The **Export Code** entered in the header of the Vendors setup screen.
129	Vendor Name	Alphanumeric (40)	The **Name** for the vendor associated with the transaction.
130	Vendor/Company Currency Conversion Rate	Number (19,10)	This is calculated as [Ratio for Vendor to Location Base Currency ÷ Ratio for Location to Company Base Currency] *Note: For Vendor Orders, these ratios are stored based on the Vendor's Price Capture settings.*
131	Voyage Number {*Cruise only*}	Alphanumeric (40)	The **Voyage Number** (from Cruise Setup) associated with the Expected Delivery Date of the Vendor Order.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Type Header Fields

This section describes the fields that may be included in the Transaction Type Header component for a Custom Transactions export mapping.

	Export Field	Data Type	Content / Validation
1	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
2	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
3	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
4	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
5	Company Import Code	Alphanumeric (30)	The **Import Code** from the Company Details Alternate Address tab.
6	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
7	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
8	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
9	Debit/Credit Indicator	Alphanumeric (20)	If the "Invoice Total" is positive (prior to removal of sign, if applicable) ≥ 0, will export the transaction header Credit Indicator. Otherwise, will export the Debit Indicator.
10	File Creation Date	Date	The export date, in the "Date Format" selected in the Export Mapping screen.
11	File Creation Date Day	Number (2)	Number of the "Day" portion of the File Creation Date.
12	File Creation Date Hour	Number (2)	Number of the "Hour" portion of the File Creation Date.
13	File Creation Date Minute	Number (2)	Number of the "Minute" portion of the File Creation Date.
14	File Creation Date Month	Number (2)	Number of the "Month" portion of the File Creation Date.
15	File Creation Date Second	Number (2)	Number of the "Second" portion of the File Creation Date.
16	File Creation Date Year	Number (2 or 4)	Number of the "Year" portion of the File Creation Date, per the "Date Format" selected in the Export Mapping screen.
17	File Creation Time	Time	The export time, in the "Time Format" selected in the Export Mapping screen.
18	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.
19	File Line Number	Number *	Exports a unique line number for each record of this type.
20	File Transaction Key	Number (20)	Exports a unique identifier for each record of this type.

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(Continued)

Transaction Type Header Fields (Continued)

	Export Field	Data Type	Content / Validation
21	Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
22	Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
23	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction record originates.
24	Location Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Location Details screen.
25	Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
26	Location Import Code	Alphanumeric (30)	The **Import Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
27	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction record originates.
28	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction record originates.
29	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.

(Continued)

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Header Fields *(Vendor Order and Inventory Adjustment Exports only)*

This section describes the transaction header fields that may be included in a Vendor Order or Inventory Adjustment mapped export file. *Note: Not every field is available for both export types.*

	Export Field	Data Type	Content / Validation
1	Actual Delivery Date	Date	The **Actual Delivery Date** for a Vendor Order in the "Date Format" selected in the Export Mapping screen.
2	Actual Delivery Date Day	Number (2)	Number of the "Day" portion of the Actual Delivery Date.
3	Actual Delivery Date Month	Number (2)	Number of the "Month" portion of the Actual Delivery Date.
4	Actual Delivery Date Year	Number (2 or 4)	Number of the "Year" portion of the Actual Delivery Date, per the "Date Format" selected in the Export Mapping screen.
5	Actual Total	Number (13,4)	The **Invoice Total** for a Vendor Order or the total value for an Inventory Adjustment with 0-4 decimals, based on the Export Detail setting.
6	Batch #	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
7	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
8	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
9	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
10	Company Import Code	Alphanumeric (30)	The **Import Code** from the Company Details Alternate Address tab.
11	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
12	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
13	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
14	Daypart Code	Alphanumeric (3)	The **Code** for the Daypart associated with the Adjustment.
15	Daypart Name	Alphanumeric (40)	The **Daypart Name** for the Daypart associated with the Adjustment.
16	Debit/Credit Indicator	Alphanumeric (20)	If the "Invoice Total" is positive (prior to removal of sign, if applicable) ≥ 0, will export the transaction header Credit Indicator. Otherwise, will export the Debit Indicator.
17	Deliver To Location Code {*non-Cruise only*}	Alphanumeric (20)	The Code for the Deliver To location selected for a Vendor Order, if any.
18	Deliver To Location Name {*non-Cruise only*}	Alphanumeric (40)	The Name for the Deliver To location selected for a Vendor Order, if any.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Header Fields (Continued)

	Export Field	Data Type	Content / Validation
19	Delivery Location Code {*Cruise only*}	Alphanumeric (6)	The **Code** for the Vendor or Customer associated with a Vendor Order/Customer Order.
20	Delivery Location Name {*Cruise only*}	Alphanumeric (40)	The **Name** for the Vendor or Customer associated with a Vendor Order/Customer Order.
21	File Line Number	Number *	Exports a unique line number for each record of this type.
22	File Transaction Key	Number (20)	Exports a unique identifier for each record of this type.
23	Invoice Date	Date	The Invoice Date for a Vendor Order, in the "Date Format" selected in the Export Mapping screen.
24	Invoice Day	Number (2)	Number of the "Day" portion of the Invoice Date.
25	Invoice Month	Number (2)	Number of the "Month" portion of the Invoice Date.
26	Invoice Number	Alphanumeric (40)	The **Invoice Number** for a Vendor Order.
27	Invoice Total	Number (13,4)	The **Invoice Total** value of a Vendor Order.
28	Invoice Total Sign	Alphanumeric (1)	Must be **'+'** or **'–'** to indicate whether the value is positive or negative.
29	Invoice Year	Number (2 or 4)	Number of the "Year" portion of the Invoice Date, per the "Date Format" selected in the Export Mapping screen.
30	Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location(s) from which the transaction record originates, from the Location Details Alternate Address tab.
31	Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location(s) from which the transaction record originates, from the Location Details Alternate Address tab.
32	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction record originates.
33	Location Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Location Details screen.
34	Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab.
35	Location Import Code	Alphanumeric (30)	The **Import Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab.
36	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction record originates.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Header Fields (Continued)

	Export Field	Data Type	Content / Validation
37	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction record originates.
38	Location Vendor Child ID	Alphanumeric (30)	The **Child ID** entered on the Location Details tab of the Vendors setup screen.
39	Location Vendor Export Code	Alphanumeric (30)	The **Export Code** entered on the Location Details tab of the Vendors setup screen.
40	Memo	Alphanumeric (40)	The **Memo** associated with the adjustment transaction.
41	Order Submit Date	Date	The **Submit Date** for a Vendor Order, in the "Date Format" selected in the Export Mapping screen.
42	Post Date	Date	The **Post Date** for the Post period of the transaction(s), in the "Date Format" selected in the Export Mapping screen.
43	Reconcile Date	Date	The **Reconcile Date** for a Vendor Order or **Return Date** for a Vendor Return, in the "Date Format" selected in the Export Mapping screen.
44	Reconcile Date Day	Number (2)	Number of the "Day" portion of the Reconcile Date.
45	Reconcile Date Month	Number (2)	Number of the " Month " portion of the Reconcile Date.
46	Reconcile Date Year	Number (2 or 4)	Number of the "Year" portion of the Reconcile Date, per the "Date Format" selected in the Export Mapping screen.
47	Reconcile User	Alphanumeric (30)	**User ID** for the user that processed this stage of the order.
48	Reference Number	Alphanumeric (40)	The **Reference Number** for a Vendor Order.
49	Reversal Date	Date	This is the Post Date + 7 Days, in the "Date Format" selected in the Export Mapping screen.
50	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "File Name Mapping" screen.
51	Trading Partner ID	Alphanumeric (30)	The **Trading Partner ID** entered on the Location Details tab of the Vendor setup screen. If not populated, will use the value entered on the Add. Attributes tab, if any.
52	Transaction Date	Date	The Date for Menu Mix depletion, Inventory Adjustments, Inventory Variances or Period Ending Inventory, in the "Date Format" selected in the Export Mapping screen.
53	Transaction Date Day	Number (2)	Number of the "Day" portion of the Transaction Date.
54	Transaction Date Month	Number (2)	Number of the " Month " portion of the Transaction Date.
55	Transaction Date Year	Number (2 or 4)	Number of the "Year" portion of the Transaction Date, per the "Date Format" selected in the Export Mapping screen.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Header Fields (Continued)

	Export Field	Data Type	Content / Validation
56	Transaction Number	Alphanumeric (40)	The system assigned **Transaction Number**, based on the scheme defined in the Numbering setup screen.
57	Transaction Total Amount	Number (13,4)	The transaction's **Total Value** in the Location's base currency, with 0-4 decimals based on the Export Detail setting.
58	Transaction Total Amount (Company)	Number (13,4)	The Transaction Total Amount, in the Company base currency.
59	Transaction Total Amount Sign	Alphanumeric (1)	Must be **'+'** or **'–'** to indicate whether the Total Value is positive or negative.
60	Transaction Type	Alphanumeric (3)	Exports **'N'** for iNventory Adjustments, **'P'** for Recipe (Production) Adjustments, or **'V'** for Value Adjustments.
61	Transaction User	Alphanumeric (30)	**User ID** for the user that processed the adjustment.
62	Vendor Account Number	Alphanumeric (40)	For Vendor Orders, this is the Deliver To Location **Account Number**, if any. Otherwise, this is the value entered on the Location Details tab of the Vendor setup screen. If not populated, will use the value entered in the header of the Vendor setup screen, if any.
63	Vendor Code	Alphanumeric (6)	The **Code** for the vendor associated with the transaction, from the Vendor Details screen.
64	Vendor Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the vendor's Base Currency (from the Vendor Details screen) for the vendor associated with the transaction.
65	Vendor Export Code	Alphanumeric (30)	The **Export Code** entered in the header of the Vendors setup screen.
66	Vendor Location District ID	Alphanumeric (30)	The **Vendor District ID** entered on the Location Details tab of the Vendor setup screen.
67	Vendor Name	Alphanumeric (40)	The **Name** for the vendor associated with the transaction.
68	Vendor Terms	Alphanumeric (6)	The entry in the **Terms** field of the Vendor setup screen.
69	Vendor/Company Currency Conversion Rate	Number (19,10)	This is calculated as [Ratio for Vendor to Location Base Currency ÷ Ratio for Location to Company Base Currency] *Note: For Vendor Orders, these ratios are stored based on the Vendor's Price Capture settings.*

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Product Fields *(Inventory Adjustment exports only)*

This section describes the Transaction Product fields that may be included in an Inventory Adjustment export mapping.

	Export Field	Data Type	Content / Validation
1	Adjustment Unit	Alphanumeric (20)	The **Unit** used to adjust the product. This may be the product's Inventory Unit, a Recipe Unit, or an Alt. Unit.
2	Adjustment Unit Price	Number (10,4)	The **Unit Cost** for the product , expressed based on the Adjustment Unit used.
3	Adjustment Unit Quantity	Number (10,2)	The **Adjustment Quantity** for the product, expressed based on the Adjustment Unit used.
4	Adjustment Value	Number (13,4)	The total **Value** of the adjustment in the Location's base currency, with 0-4 decimals based on the Export Detail setting.
5	Adjustment Value (Company)	Number (13,4)	The total **Value** of the adjustment, in the Company base currency.
6	Batch #	Alphanumeric (40)	Unique **Batch #** identifier for the extract.
7	Company Code	Alphanumeric (6)	The **Code** for the company in the Company setup screen.
8	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company setup screen.
9	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
10	Company Import Code	Alphanumeric (30)	The **Import Code** from the Company Details Alternate Address tab.
11	Company Name	Alphanumeric (40)	The **Name** for the company in the Company setup screen.
12	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company setup screen.
13	Company Product Name	Alphanumeric (80)	The **Product Name** of the product in the Inventory Adjustment.
14	Company Product Number	Alphanumeric (40)	The **Product Number** of the product in the Inventory Adjustment..
15	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
16	Daypart Code	Alphanumeric (3)	The **Code** for the Daypart associated with the adjustment.
17	Daypart Name	Alphanumeric (40)	The **Daypart Name** for the daypart associated with the adjustment.
18	File Line Number	Number *	Exports a unique line number for each record of this type.
19	File Transaction Key	Number (20)	Exports a unique identifier for each record of this type.
20	GL Description	Alphanumeric (40)	The **Description** for the General Ledger account associated with the product.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Product Fields (Continued)

	Export Field	Data Type	Content / Validation
21	GL for Sales	Alphanumeric (10)	The **GL for Sales** number for the General Ledger account associated with the product.
22	GL Number	Alphanumeric (10)	The **GL Number** for the General Ledger account associated with the product.
23	GL Number for CGS	Alphanumeric (10)	The **GL for CGS** number for the General Ledger account associated with the product. If none, will export the **GL Number.**
24	Inventory Unit	Alphanumeric (20)	The **Inventory Unit** of the product in the adjustment.
25	Inventory Unit Price	Number (10,4)	The **Unit Cost** for the product, expressed based on the Inventory Unit.
26	Inventory Unit Quantity	Number (10,2)	The **Adjustment Quantity** for the product, expressed based on the Inventory Unit.
27	Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location(s) from which the transaction record originates, from the Location Details Alternate Address tab.
28	Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location(s) from which the transaction record originates, from the Location Details Alternate Address tab.
29	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction record originates.
30	Location Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Location Details screen.
31	Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
32	Location Import Code	Alphanumeric (30)	The **Import Code** for the location from which the transaction record originates, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
33	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction record originates.
34	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction record originates.
35	Memo	Alphanumeric (40)	The **Memo** associated with the adjustment transaction.
36	Post Date	Date	The **Post Date** for the Post period of the transaction(s), in the "Date Format" selected in the Export Mapping screen.
37	Qualitative Judgment	Alphanumeric (40)	The **Qualitative Judgment** name associated with the adjusted product.
38	Qualitative Judgment Description	Alphanumeric (40)	The **Description** for the General Ledger account associated with the product's Qualitative Judgment.

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Export: Custom Transactions (Mappable)

(Continued)

Transaction Product Fields (Continued)

	Export Field	Data Type	Content / Validation
39	Qualitative Judgment GL for Sales	Alphanumeric (10)	The **GL for Sales** number for the General Ledger account associated with the product's Qualitative Judgment.
40	Qualitative Judgment GL Number	Alphanumeric (10)	The **GL Number** for the General Ledger account associated with the product's Qualitative Judgment.
41	Qualitative Judgment GL Number for CGS	Alphanumeric (10)	The **GL for CGS** number for the General Ledger account associated the product's Qualitative Judgment. If none, will export the Qualitative Judgment GL Number.
42	Recipe Name	Alphanumeric (80)	The **Recipe Name** of the recipe in the Recipe Adjustment.
43	Recipe Number	Alphanumeric (40)	The **Product Number** of the recipe in the Recipe Adjustment.
44	Recipe Quantity	Number (10,2)	The **Adjustment Quantity** for the recipe, expressed based on the Recipe Unit used.
45	Recipe Unit	Alphanumeric (20)	The **Unit** used to adjust the recipe. This may be the recipe's Batch or Portion Unit.
46	Reversal Date	Date	This is the Post Date + 7 Days, in the "Date Format" selected in the Export Mapping screen.
47	Storage Location Code	Alphanumeric (6)	The **Code** for the storage location the product was adjusted to/from in this transaction.
48	Storage Location Name	Alphanumeric (40)	The **Storage Name** for the storage location the product was adjusted to/from in this transaction.
49	Text	Alphanumeric (40)	The value entered in the Static Text field for this row on the Exports mapping detail screen.
50	Transaction Date	Date	The **Date** for the adjustment, in the "Date Format" selected in the Export Mapping screen.
51	Transaction Date Day	Number (2)	Number of the "Day" portion of the Transaction Date.
52	Transaction Date Month	Number (2)	Number of the "Month" portion of the Transaction Date.
53	Transaction Date Year	Number (2 or 4)	Number of the "Year" portion of the Transaction Date, per the "Date Format" selected in the Export Mapping screen.
54	Transaction Number	Alphanumeric (40)	The system assigned **Transaction Number**, based on the scheme defined in the Numbering setup screen.
55	Transaction Type	Alphanumeric (3)	Exports **'N'** for iNventory Adjustments, **'P'** for Recipe (Production) Adjustments, or **'V'** for Value Adjustments.
56	Transaction User	Alphanumeric (30)	**User ID** for the user that processed the adjustment.

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Export: Custom Transactions (Mappable)

(Continued)

File Header and File Summary Fields

This section describes the fields that may be included in either the File Header or File Summary component for each Custom Transaction mapping. *Note: Not all fields are available for both component types.*

	Export Field	Data Type	Content / Validation
1	Batch Number	Alphanumeric (40)	Unique **Batch Number** identifier for the extract.
2	Company Code	Alphanumeric (6)	The **Code** for the company in the Company Setup screen.
3	Company Currency Code	Alphanumeric (3)	The **Code** (from the Currency Formats screen) for the Base Currency selected in the Company Setup screen.
4	Company Export Code	Alphanumeric (30)	The **Export Code** from the Company Details Alternate Address tab.
5	Company Import Code	Alphanumeric (30)	The **Import Code** from the Company Details Alternate Address tab.
6	Company Name	Alphanumeric (40)	The **Name** for the company in the Company Setup screen.
7	Company Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the company in the Company Setup screen.
8	Custom Field	N/A	Consists of fields defined by the user in the export's "Map Custom Field" screen. Can be used to merge data from two or more separate fields into a single field.
9	Debit/Credit Indicator	Alphanumeric (20)	If "Total Value of File Transactions" (prior to removal of sign, if applicable) is ≥ 0, will export the file header/file summary Credit Indicator. Otherwise, will export the header/summary Debit Indicator.
10	File Creation Date	Date	The export date, in the "Date Format" selected in the Export Mapping screen.
11	File Creation Date Day	Number (2)	Number of the "Day" portion of the File Creation Date.
12	File Creation Date Hour	Number (2)	Number of the "Hour" portion of the File Creation Date.
13	File Creation Date Minute	Number (2)	Number of the "Minute" portion of the File Creation Date.
14	File Creation Date Month	Number (2)	Number of the "Month" portion of the File Creation Date.
15	File Creation Date Second	Number (2)	Number of the "Second" portion of the File Creation Date.
16	File Creation Date Year	Number (2 or 4)	Number of the "Year" portion of the File Creation Date, per the "Date Format" selected in the Export Mapping screen.
17	File Creation Time	Time	The export time, in the "Time Format" selected in the Export Mapping screen.
18	File Creation User	Alphanumeric (30)	The **User ID** for the user logged in to generate the export.

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Export: Custom Transactions (Mappable)

(Continued)

File Header and File Summary Fields (Continued)

Note: Fields 29 – 37 are only available for the File Summary component.

	Export Field	Data Type	Content / Validation
19	File Line Number	Number *	Exports a unique line number for each record of this type.
20	Location ACAP Code	Alphanumeric (30)	The **ACAP Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
21	Location ACCO Code	Alphanumeric (30)	The **ACCO Code** for the location(s) from which the transaction records originate, from the Location Details Alternate Address tab.
22	Location Code	Alphanumeric (6)	The **Code** for the location from which the transaction records originate.
23	Location Export Code	Alphanumeric (30)	The **Export Code** for the location from which the transaction records originate, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
24	Location Import Code	Alphanumeric (30)	The **Import Code** for the location from which the transaction records originate, from the Location Details Alternate Address tab. If not populated, will use the **Location Code**.
25	Location Name	Alphanumeric (40)	The **Name** for the location from which the transaction records originate.
26	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the location from which the transaction records originate.
27	Location Vendor Export Code	Alphanumeric (30)	The **Export Code** entered on the Location Details tab of the Vendors setup screen.
28	Text	Alphanumeric (40)	The value entered in the Static Text field for this row on the "File Name Mapping" screen.
29	Total File Transactions Value (Company)	Number *	• If the file contains Transaction Header records, this is the sum of "Invoice Total", in the Company base currency for all Transaction Header records, including Credit/Debit transactions. Will export '0.00' if "Invoice Total" is not in the Transaction Header mapping. • If the file contains Transaction Detail records, but NOT Transaction Header records, this is the sum of "Invoice Detail Amount", in the Company base currency for all line items, including Credit/Debit transactions. Will export '0.00' if "Invoice Detail Amount" is not in the Transaction Detail mapping.
30	Total File Transactions Value (Location)	Number *	Same as above, except in the Location's base currency.

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Export: Custom Transactions (Mappable)

(Continued)

File Header and File Summary Fields (Continued)

	Export Field	Data Type	Content / Validation
31	Total Number of File Detail Records	Number *	The total number of Transaction Detail lines included in the export, including any credit/debit rows.
32	Total Number of File Transactions	Number *	The total number of Transaction Header lines included in the export, including any credit/debit rows.
33	Total Number of Lines in File	Number *	The total number of lines in the file, including the Header and Summary records and all Transaction Header and Detail rows, including any credit/debit rows.
34	Total Value of File Credits (Company)	Number *	The total credit amount of the detail records in the file, in the Company base currency.
35	Total Value of File Credits (Location)	Number *	The total credit amount of the detail records in the file, in the Location's base currency.
36	Total Value of File Debits (Company)	Number *	The total debit amount of the detail records in the file, in the Company base currency.
37	Total Value of File Debits (Location)	Number *	The total debit amount of the detail records in the file, in the Location's base currency.

** These values are calculated based on the file content, so there is no field size limitation.*

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Bid Exports & Imports

Document Details

Document #: 160_SIRG_261026

Release Version: 20.26.06.25

Date of Release: June 2026

Overview

This section includes the formats for the Crunchtime Standard Bid exports and imports in both Excel and Text formats.

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Export: Bid Sheet (Excel)

Enterprise Manager provides the ability to export a bid sheet as an Excel worksheet and allow that bid sheet to be sent to a vendor electronically. The vendor will enter the bid information and return the bid sheet. This Excel worksheet can be imported into Enterprise Manager.

File Name & Format

File Name	Vendor Code + Bid Sheet Name + Export Date.xls Non-alphanumeric characters will be eliminated from the file name. *Example: 2055Meat4212010.xls*
Contents	The file contents are broken into two sections: header information and detail information. The header contains information global to the exported file, while the detail section contains row-specific data regarding the products exported from the selected vendor/market combination. For each Vendor/Market combination, the file will only contain items on the bid sheet that have "Submit to Vendor" selected in the Vendor Bids screen. The sort order of the products in the file will be identical to the sort settings applied by the user to the bids on the screen. The Excel worksheet is formatted as follows: • All columns are expanded to hold the maximum number of characters allowed; the column widths are not resizable. • Non-editable columns have a yellow background, while editable columns have a white background.

Vendor Setup – Header

- **Bid Mode** – 'E-mail Excel File' must be selected.

File Layout

Header

Position	Field	Data Type	Contents / Validation
1	Company Name	Alphanumeric (40)	The company **Name** from the Company Setup screen.
2	Vendor Code	Alphanumeric (6)	The vendor **Code** from the Vendor Details screen.
3	Vendor Name	Alphanumeric (40)	The vendor **Name** from the Vendor Details screen.
4	Market	Alphanumeric (40)	The **Market** to which this vendor and bid sheet are associated.
5	Bid Effective Date	Date	This field will be left blank.
6	Usage From	Date	The **Usage From** date on the Products by Market tab. This field is only visible when the user has entered a Usage value (i.e. > 0) for at least one product on the Bid Sheet.
7	Usage To	Date	The **Usage To** date on the Products by Market tab. This field is only visible when the user has entered a Usage value (i.e. > 0) for at least one product on the Bid Sheet.

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Export: Bid Sheet (Excel)

(Continued)

Detail

Position	Field	Data Type	Contents / Validation
1	Product Number	Alphanumeric (40)	The company product **Number** from the Company Product setup screen.
2	Product Name	Alphanumeric (80)	The company product **Name** from the Company Product setup screen.
3	Preferred Unit	Alphanumeric (20)	The **Preferred Vendor Pack Type** from the Purchasing Tab of the Company Product screen, if defined. Otherwise, will display the **Inventory Unit**.
4	Usage	Number (10,2)	The approximate **Usage** as displayed on the "Products by Market" tab in the Bid Sheet Usage and Submit screen.
5	Product Brand	Alphanumeric (40)	The "Product Brand" from that column on the Vendor Bids tab of the bid sheet, which comes from the **Preferred Brands** field on the "Purchasing" tab of the Company Product detail record. If a bid exists for which a brand has been entered, that brand name will be used.
6	Comments	Alphanumeric (2000)	The comments that come from the **Remarks** field on the "Purchasing" tab of the Company Product detail record.
7	Vendor Product Number	Alphanumeric (40)	The **Vendor Product Number**; required only if there is a current bid for the Vendor/Market. If no bids exist, this will be populated with the Company Product Number.
8	Vendor Product Name	Alphanumeric (80)	This field will be left blank for primary vendor products. For alternate vendor products, this will be the **Vendor Product Name** if there is a current bid for the Vendor/Market.
9	Vendor Unit	Alphanumeric (20)	The **Preferred Unit Pack Type** and **Conversion to Inventory Unit** from the "Purchasing" tab of the Company Product details, in this format: Preferred Pack Type Conversion + Inventory Unit + "/" + Preferred Pack Type. Example: "24 Lb/Case" If no preferred vendor pack type exists, the field will be populated with the **Inventory Unit**. If there is no current bid, the field will be left blank.
10	Conversion	Number (14,6)	The Conversion to Inventory Unit between the vendor pack unit and the inventory unit entered on the "Purchasing" tab of the Company Product detail record. If Preferred Vendor Pack Type is populated, the application will include the conversion from that unit to the inventory unit. If a bid exists and the system is using the already present vendor pack size, the application will use the existing conversion between that unit to the inventory unit. If the Preferred Vendor Pack Type (Field 9) is not present or the field is populated with the Inventory Unit, the "Conversion" is populated with the number '1'.

(Continued)

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Export: Bid Sheet (Excel)

(Continued)

Detail (Continued)

Position	Field	Data Type	Contents / Validation
11	Bid Price	Number (12,4)	The vendor's **Bid Price**. This field will be populated only if there is a current bid for this Vendor/Market.
12	Discontinued Product	Alphanumeric (1)	Will be **'N'** if there is a current bid for the Vendor and Market; otherwise will be blank. *Note: This column will appear only in the Excel and Text export files.*
13	Secondary Product	Alphanumeric (1)	Will be **'Y'** if this is a current bid for an alternate vendor product with a primary product/bid for this Vendor and Market; otherwise will be blank.
14	Reference Number	Alphanumeric (20)	This is the contract **Reference Number** from the Vendor Bids screen.
15	Reference Line Number	Number (6)	This is the contract **Reference Line #** from the Vendor Bids screen.
16	Expiration Date	Date	This is the contract **Expiration Date** from the Vendor Bids screen.
17	Secondary Split	Alphanumeric (1)	Will be 'Y' if this is a split item for an alternate vendor product with a primary product/bid for this Vendor and Market; otherwise will be blank.
18	Discontinued Product Replacement	Alphanumeric (40)	This field will be left blank.

Example

Company Name: CORPORATE HEADQUARTERS
Vendor Code: 11267
Vendor Name: Curtis Foods
Market: Boston
Bid Effective Date:

Usage Fr: 12/17/2010
Usage To: 03/17/2011

Product Number	Product Name	Pref. Unit	Usage	Product Brand	Comments	Vendor Product Number	Vendor Product Name	Vendor Unit	Conversion	Bid Price	Discontinued Product	Secondary Product	Reference Number
PRD1021	Bread - Bulky Rolls	bag	0			PRD1021			1				
PRD1019	Bread - Marble	Loaf	0			PRD1019			1				
PRD1020	Bread - Six Grain	Loaf	0			PRD1020			1				
PRD1013	Cheese - Cheddar, Mild	Lb	0			PRD1013			24				
PRD1010	Corn, Creamed	can	0			PRD1010			6				
PRD1014	Dough, Pizza	cs	0			PRD1014			1				
PRD1011	Garlic, Chopped	jar	0			PRD1011			4				
PRD1012	Oil - Olive Oil	can	0			PRD1012			4				
PRD1015	Pasta - Rotini	box	0			PRD1015			10				
PRD1016	Pastry - Cheese Danish	cs	0			PRD1016			1				
PRD1018	Pastry - Cinnamon Rolls	cs	0			PRD1018			1				
PRD1032	Produce - Carrots	Lb	1225			PRD1032			10				
PRD1030	Produce - Lettuce, Romaine	Lb	1750			PRD1030			25				
PRD1030	Produce - Lettuce, Romaine	Lb	1750			PRD1030			50				
PRD1033	Produce - Mushrooms	Lb	1105			PRD1033			20				
PRD1029	Produce - Onions	Lb	1345			PRD1029			10				
PRD1031	Produce - Potatoes	Lb	1560			PRD1031			10				
PRD1034	Produce - Tomatoes	Lb	1800			PRD1034			15				
PRD1009	Tomato - Paste	can	0			PRD1009			4				
PRD1008	Tomato - Stewed	can	0			PRD1008			4				

Note: The "Bid Effective Date", "Vendor Product Number", "Vendor Product Name", "Vendor Unit", "Bid Price", "Discontinued Product" and "Secondary Product" fields are entered for import. The "Conversion" must be edited if the "Vendor Unit" is different than the "Inventory Unit".

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Export: Bid Sheet (Text)

Enterprise Manager provides the ability to export a bid sheet as a text file and allow that bid sheet to be sent to a vendor electronically. The vendor will enter the bid information and return the bid sheet. This text file can be imported into Enterprise Manager.

File Name & Format

File Name	Vendor Code + Bid Sheet Name + Export Date.txt Non-alphanumeric characters will be eliminated from the file name. *Example: 2055Meat4212010.txt*
File Format	Tab-delimited text file
Contents	• For each Vendor/Market combination, the export will only contain those items on the bid sheet that have the "Submit to Vendor" box checked in the Vendor Bids screen. • The sort order of the products in the file will be identical to the sort settings applied by the user to the bids on the screen.

Vendor Setup – Header

- **Bid Mode** – 'E-mail Text' must be selected.

File Layout

Header

The text file will include a header row that contains the field names of the detail rows.

Detail

Position	Field	Data Type	Contents / Validation
1	Vendor Code	Alphanumeric (6)	The vendor **Code** from the Vendor Details screen.
2	Market	Alphanumeric (40)	The **Market** to which this vendor and bid sheet are associated.
3	Effective Date	Alphanumeric (40)	This field will be left blank.
4	Product Number	Alphanumeric (40)	The company product **Number** from the Company Product setup screen.
5	Product Name	Alphanumeric (80)	The company product **Name** from the Company Product setup screen.
6	Preferred Unit	Alphanumeric (20)	The **Preferred Vendor Pack Type** from the Purchasing Tab of the Company Product screen, if defined. Otherwise, will display the **Inventory Unit**.
7	Usage	Number (10,2)	The approximate **Usage** as found on the "Submit Bid Sheet" screen or displayed on the "Products by Market" tab.

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Export: Bid Sheet (Text)

(Continued)

Detail (Continued)

Position	Field	Data Type	Contents / Validation
8	Product Brand	Alphanumeric (40)	The "Product Brand" from that column on the Vendor Bids tab of the bid sheet, which comes from the **Preferred Brands** field on the "Purchasing" tab of the Company Product detail record. If a bid exists for which a brand has been entered, that brand name will be used.
9	Comments	Alphanumeric (2000)	The comments that come from the **Remarks** field on the "Purchasing" tab of the Company Product detail record.
10	Vendor Product Number	Alphanumeric (40)	The **Vendor Product Number**; present only if there is a current bid for the Vendor/Market. If no bids exist, this field will be populated with the Company Product Number.
11	Vendor Product Name	Alphanumeric (80)	This field will be left blank for primary vendor products. For alternate vendor products, this will be the **Vendor Product Name** if there is a current bid for the Vendor/Market.
12	Vendor Unit	Alphanumeric (20)	The **Preferred Unit Pack Type** and **Conversion to Inventory Unit** from the "Purchasing" tab of the Company Product details, in this format: Preferred Pack Type Conversion + Inventory Unit + "/" + Preferred Pack Type. Example: "24 Lb/Case" If no preferred vendor pack type exists, the field will be populated with the **Inventory Unit**. If there is no current bid, the field will be left blank.
13	Conversion	Number (14,6)	The **Conversion to Inventory Unit** between the vendor pack unit and the inventory unit entered on the "Purchasing" tab of the Company Product detail record. If Preferred Vendor Pack Type is populated, the application will include the conversion from that unit to the inventory unit. If a bid exists and the system is using the already present vendor pack size, the application will use the existing conversion between that unit to the inventory unit. If the Preferred Vendor Pack Type (Field 9) is not present or the field is populated with the Inventory Unit, the "Conversion" is populated with the number '1'.
14	Bid Price	Number (14,6)	The vendor's **Bid Price**. This field will be populated only if there is a current bid for this Vendor/Market.
15	Discontinued Product	Alphanumeric (1)	Will be **'N'** if there is a current bid for the Vendor and Market; otherwise this field will be blank.
16	Secondary Product	Alphanumeric (1)	Will be **'Y'** if this is a current bid for an alternate vendor product with a primary product/bid for this Vendor and Market; otherwise this field will be blank.

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Export: Bid Sheet (Text)

(Continued)

Detail (Continued)

Position	Field	Data Type	Contents / Validation
17	Reference Number	Alphanumeric (20)	This is the contract **Reference Number** from the Vendor Bids tab of the Bid Sheet. *Note: This will only be visible when the "Vendor Bids Include Contract Information" preference = 'Y'*
18	Reference Line Number	Number (6)	This is the contract **Reference Line #** from the Vendor Bids tab of the Bid Sheet. *Note: This will only be visible when the "Vendor Bids Include Contract Information" preference = 'Y'*
19	Expiration Date	Date	This is the contract **Expiration Date** from the Vendor Bids tab of the Bid Sheet. *Note: This will only be visible when the "Vendor Bids Include Contract Information" preference = 'Y'*
20	Secondary Split	Alphanumeric (1)	Will be 'Y' if this is a split item for an alternate vendor product with a primary product/bid for this Vendor and Market; otherwise will be blank.
21	Discontinued Product Replacement	Alphanumeric (40)	This field will be left blank.

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Import: [200] Vendor Bids (Excel)

The Excel bid sheet generated by Enterprise Manager is the only Excel file that will be accepted for import into the database. This file can be imported using the Bid Import function in Enterprise Manager or via the Crunchtime Data Pump (CDP).

File Name & Format

File Format	Microsoft Excel Worksheet ***Note: The file format MUST be .xls; it cannot be .xlsx*** If importing via Enterprise Manager, the file name is not validated. If importing via CDP, file name format must be: "200" + optional text + ". xls" *Examples: 2055Meat4212010.xls, 200Meat4212010.xls.*
Contents	The file will contain the market for the bid, vendor records linked to Company Products and Bid Sheets, and the data required for an update of the bid information. The worksheet containing the bid data must be named "BID1" (not case-sensitive).
Create/Update	This import can only be used to update existing bid records.

Number Formats

- The Number formats in this import must respect the one defined in the *Company* setup screen in Enterprise Manager.

File Layout

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Vendor Code	Alphanumeric (6)	Y	Must match the **Code** for a corporate vendor that is associated with the Market (Field 2) on a Bid Sheet with a Start Date < the Effective Date and an End Date ≥ the Effective Date.
2	Market	Alphanumeric (40)	Y	Must be an existing **Market** in the database. Validation is not case sensitive.
3	Bid Effective Date	Date	Y	Must be ≥ [Current Date - 14 days]. • If importing via EM Web, must be one of the following formats: *MM/dd/yyyy, MM-dd-yyyy, dd/MM/yyyy, dd-MM-yyyy, yyyy-MM-dd, dd.mm.yyyy.*
4	Product Number	Alphanumeric (40)	Y	Must be a valid **Company Product Number**. Will be truncated if more than 40 characters.
5	Product Name	Alphanumeric (80)	N	Will be truncated if more than 80 characters.
6	Inventory Unit	Alphanumeric (20)	Y	Will be truncated if more than 20 characters.
7	Usage	N/A	N	Not validated.
8	Product Brand	Alphanumeric (40)	N	Will be truncated if more than 40 characters.

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Import: Vendor Bids (Excel)

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
9	Comments	Alphanumeric (2000)	N	The comments that come from the **Remarks** field on the "Purchasing" tab of the Company Product detail record.
10	Vendor Product Number	Alphanumeric (40)	Y	Will be truncated if more than 40 characters.
11	Vendor Product Name	Alphanumeric (40)	N	Will be truncated if more than 40 characters. If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
12	Vendor Unit	Alphanumeric (20)	Y	The application will validate against existing **Pack Types**; validation is not case sensitive. Will be truncated if more than 20 characters. • If importing via Enterprise Manager and this pack size does not exist and if the user has user group access to the "Package Type", a new package type will be created.
13	Conversion	Number (12,4)	Y	Must be ≥ '0'. If the value exceeds (12,4), the field will appear empty if imported via Enterprise Manager, or an error message will be returned if imported via the CDP.
14	Bid Price	Number (12,4)	Y	Same as Field 13.
15	Discontinued Product	Alphanumeric (1)	N	If populated, must be **'N'** if there is a current bid for the Vendor and Market. If **'Y'**, the "End Date" for this product will be set to the current Effective Date.
16	Secondary Product	Alphanumeric (1)	N*	Must be **'Y'** if the Vendor Product Number (Field 10) is an active and valid alternate vendor product defined in Vendor Bids. Must be **'Y'** if the Secondary Split flag (Field 20) is set to 'Y'.
17	Reference Number	Alphanumeric (20)	N	The contract **Reference Number** for the Vendor Bid. *Note: This will be imported regardless of the setting for the "Vendor Bids Include Contract Information" preference.*
18	Reference Line Number	Number (6)	N	The contract **Reference Line #** for the Vendor Bid. *Note: See note for Field 17 above.*
19	Expiration Date	Date	N	The contract **Expiration Date** for the Vendor Bid. Must be ≥ the current date. *Note: See note for Field 17 above.*

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Import: Vendor Bids (Excel)

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
20	Secondary Split	Alphanumeric (1)	N	Must be **'Y'** if this is a split item for an alternate vendor product with a primary product/bid for this Vendor and Market. If this field = 'Y', the Secondary Product flag (Field 16) must also be 'Y'.
21	Discontinued Product Replacement	Alphanumeric (40)	N	If populated, will be the **Vendor Product Number** for the replacement product, if any. Will be truncated if more than 40 characters.

Example

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Company Name:	CORPORATE HEADQUARTERS												
Vendor Code:	11267												
Vendor Name:	Curtis Foods												
Market:	Boston												
Bid Effective Date	3/17/2011												
			Usage Fr: 12/17/2010										
			Usage To: 03/17/2011										
Product Number	Product Name	Pref. Unit	Usage	Product Brand	Comments	Vendor Product Number	Vendor Product Name	Vendor Unit	Conversion	Bid Price	Discontinued Product	Secondary Product	Reference Number
PRD1021	Bread - Bulky Rolls	bag	0			P1021		Loaf	1	1.19	N		
PRD1019	Bread - Marble	Loaf	0			P1019		Loaf	1	1.99	N		
PRD1020	Bread - Six Grain	Loaf	0			P1020		Loaf	1	2.12	N		
PRD1013	Cheese - Cheddar, Mild	Lb	0			P1012		cs	24	19.42	N		
PRD1010	Corn, Creamed	can	0			P1009		cs	6	8.24	N		
PRD1014	Dough, Pizza	cs	0			P1013		cs	1	13.08	N		
PRD1011	Garlic, Chopped	jar	0			P1010		cs	4	10.76	N		
PRD1012	Oil - Olive Oil	can	0			P1011		cs	4	48.04	N		
PRD1015	Pasta - Rotini	box	0			P1014		cs	10	8.95	N		
PRD1016	Pastry - Cheese Danish	cs	0			P1015		cs	1	11.75	N		
PRD1018	Pastry - Cinnamon Rolls	cs	0			P1018		cs	1	13.57	N		
PRD1032	Produce - Carrots	Lb	1225			P1032		cs	10	7.08	N		
PRD1030	Produce - Lettuce, Romaine	Lb	1750			P1030-A	Produce - Lettuce, Rom	cs	25	15.43	N	Y	
PRD1030	Produce - Lettuce, Romaine	Lb	1750			P1030		cs	50	33.71	N		

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Import: [200] Vendor Bids (Text)

This file can be used to import bids for multiple vendor/market combinations. The import file contains the Vendor Code and the Market in each bid record. This file can be imported using the Bid Import function in Enterprise Manager or via the Crunchtime Data Pump (CDP).

File Name & Format

File Format	Tab-delimited Text File If importing via Enterprise Manager, the file name is not validated. If importing via CDP, file name format must be: "200" + optional text + ". txt" *Examples: 2055Meat4212010.txt, 200Meat4212010.txt*
Contents	The file will contain the market(s) for the bids, vendor records linked to Company Products and Bid Sheets, and the data required for an update of the bids.
Create/Update	This import can only be used to update existing bid records.

File Layout

Header

The text file must include a header row. This row can contain the field names of the detail rows (listed below), otherwise it should be left blank as the application will not validate the contents of this row.

Position	Field	Column Label
1	Vendor Code	vendor_id
2	Market	market
3	Bid Effective Date	effective_date
4	Product Number	cpn
5	Product Name	company_product_name
6	Inventory Unit	inventory_unit
7	Usage	approximate_usage
8	Product Brand	brand
9	Comments	product_comments
10	Vendor Product Number	vpn
11	Vendor Product Name	vendor_product_name
12	Vendor Unit	vendor_pack_size
13	Conversion	conversion
14	Bid Price	bid_price
15	Discontinued Product	discontinued_product_flag
16	Secondary Product	secondary_product_flag
17	(Contract) Reference Number	reference_number
18	Reference Line Number	reference_line_number
19	Expiration Date	expiration_date
20	Secondary Split	secondary_split
21	Discontinued Product Replacement	discontinued _product_replacement

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Import: Vendor Bids (Text)

(Continued)

Number Formats

- The Number formats in this import must respect the one defined in the *Company* setup screen in Enterprise Manager.

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
1	Vendor Code	Alphanumeric (6)	Y	Must match the **Code** for a corporate vendor that is associated with the Market (Field 2) on a Bid Sheet with a Start Date < the Effective Date and an End Date ≥ the Effective Date.
2	Market	Alphanumeric (40)	Y	Must be an existing **Market** in the database. Validation is not case sensitive.
3	Bid Effective Date	Date	Y	Must be ≥ [Current Date - 14 days]. • If importing via EM Web, must be one of the following formats: *MM/dd/yyyy, MM-dd-yyyy, dd/MM/yyyy, dd-MM-yyyy, yyyy-MM-dd, dd.mm.yyyy.* • If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
4	Product Number	Alphanumeric (40)	N	If populated, this will be truncated if more than 40 characters. If the value fails validation, this row will be ignored. If this field is left blank, the rest of the product data will be imported and the user must select a Company Product match during Process Bids. If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
5	Product Name	Alphanumeric (80)	N	Will be truncated if more than 80 characters.
6	Inventory Unit	Alphanumeric (20)	N	Will be truncated if more than 20 characters.
7	Usage	N/A	N	Not validated.
8	Product Brand	Alphanumeric (40)	N	Will be truncated if more than 40 characters.
9	Comments	Alphanumeric (2000)	N	Vendor comments about the product.
10	Vendor Product Number	Alphanumeric (40)	Y	• Must match an existing Primary or Secondary Vendor Product Number/ Vendor Unit combination. • If importing via CDP, the application will ignore the row if this field is blank.

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Import: Vendor Bids (Text)

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
11	Vendor Product Name	Alphanumeric (40)	N	Will be truncated if more than 40 characters. If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
12	Vendor Unit	Alphanumeric (20)	Y	The application will validate against existing **Pack Types**; validation is not case sensitive. Will be truncated if more than 20 characters. If this pack size does not exist, a new package type will be created. If importing via Enterprise Manager, this will occur only if the user has user group access to "Package Types".
13	Conversion	Number (12,4)	N	Must be ≥ '0'. If the value exceeds (12,4) the field will appear empty if imported via Enterprise Manager, or an error message will be returned if imported via CDP. If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
14	Bid Price	Number (12,4)	Y	Same as Field 13.
15	Discontinued Product	Alphanumeric (1)	N	If populated, must be **'N'** if there is a current bid for the Vendor and Market. If **'Y'** the application will set the "End Date" for this product to the current Effective Date. If importing via CDP, this field will be ignored if Vendor Product Number (Field 10) is blank.
16	Secondary Product	Alphanumeric (1)	N*	Must be **'Y'** if: • the Vendor Product Number in the file (Field 10) is an active and valid alternate vendor product defined in Vendor Bids. • the existing Primary and Secondary Vendor Product Number are the same. • the Secondary Split flag (Field 20) = 'Y'.
17	Reference Number	Alphanumeric (20)	N	The contract Reference Number for the Vendor Bid. *Note: This will be imported regardless of the setting for the "Vendor Bids Include Contract Information" preference.*

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Import: Vendor Bids (Text)

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
18	Reference Line Number	Number (6)	N	The contract **Reference Line #** for the Vendor Bid. *Note: See note for Field 17 above.*
19	Expiration Date	Date	N	The contract **Expiration Date** for the Vendor Bid. Must be ≥ the current date. *Note: See note for Field 17 above.*
20	Secondary Split	Alphanumeric (1)	N	Must be **'Y'** if: • this is a split item for an alternate vendor product with a primary product/bid for this Vendor and Market. • the existing Primary and Secondary Vendor Product Number are the same. If this field = 'Y', the Secondary Product flag (Field 16) must also be 'Y'.
21	Discontinued Product Replacement	Alphanumeric (40)	N	If populated, will be the **Vendor Product Number** for the replacement product, if any. Will be truncated if more than 40 characters.

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Employee and Labor Exports & Imports

Document Details

Document #: 160_SIRG_261026

Release Version: 20.26.06.25

Date of Release: June 2026

Overview

This section includes the following formats for the Crunchtime Standard Employee and Labor exports and imports:

Exports:

- Employee Data to Payroll (Mappable)
- Employee Data to POS (Mappable)
- Labor Schedules to POS (Mappable)

Imports:

- [036] Employee Information
- [260] Employee Alternate Locations
- [261] Employee Positions
- [007] Time Clock Data
- [273] Intraday Labor Time Clock Data
- [274] Supplemental Wages

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Export: Employee Data to Payroll (Mappable)

The *Export Mapping* screen allows corporate users to configure the employee d file for export to an external payroll and/or accounting system. The files created by this export contain employee data derived from the actual employee records maintained in the database, as entered and reviewed in the Net-Chef *Employee Maintenance* screens.

Number of Files per Batch

If the user selected a single Location from the "Location" dropdown, the application will create one export file for the "Export" batch. If the user selected "All" from the "Location" dropdown, the application will use the exportable Employee records and the "Employee Maintenance Export File Name" mapping layout to determine how many separate files to create for the "Export" batch. *See page 9 for more information.*

- If the File Name format includes Location Code, the application will produce one export file for each location that is the "Primary Location" for Employee records eligible for the selected Employee Maintenance export.
- If the File Name format includes Location Payroll Export Code (and does not include Location Code), the application will produce one export file for each unique "Location Payroll Export Code" associated with locations that are the "Primary Locations" for Employee records eligible for the selected Employee Maintenance export. Note that no entry in this field counts as a unique "Location Payroll Export Code".
- If the File Name format includes Ownership Entity (and does not include Location Code or Location Payroll Export Code), the application will produce one export file for each unique "Ownership Entity" associated with locations that are the "Primary Locations" for Employee records eligible for the selected Employee Maintenance export. Note that no entry in this field counts as a unique "Ownership Entity".
- If the File Name format does not include Location Code or Location Payroll Export Code or Ownership Entity, the application will produce one export file containing all eligible Employee records.

File Name Fields

The file name will be based on the Employee Maintenance mapping layout defined in the *Export Mapping* screen in Enterprise Manager. The file name is composed of the File Name Components added to the mapping, and arranged in the Sequence order of those component fields.

This section describes the file name components that the application may use for each mapped export file. When the application creates a file name based on the mapping setup, it will use the following logic to interpret each possible field:

	Export File Name Field	Data Type	Content / Validation
1	Company Code	Alphanumeric (6)	The **Code** for the company in the Company Setup screen.
2	Company Payroll Export Code	Alphanumeric (20)	The **Payroll Export Code** for the company from the "Alternate Address" tab in the Company Setup screen.
3	File Creation Date	Date	The current date, using the format selected in the "Date Format" drop-down in the "File Name Preferences" section of the "Employee Maintenance Export File Name" tab.
4	File Creation Time	Alphanumeric (20)	The current time, using the format selected in the "Time Format" drop-down in the "File Name Preferences" section of the "employee Maintenance Export File Name" tab.

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Export: Employee Data to Payroll (Mappable)

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File Name Fields (Continued)

	Export File Name Field	Data Type	Content / Validation
5	Location ACAP Code	Alphanumeric (60)	**ACAP Code** from the Location Details Alternate Address tab.
6	Location ACCO Code	Alphanumeric (10)	**ACCO Code** from the Location Details Alternate Address tab.
7	Location Code	Alphanumeric (6)	**Code** for the employee's "Primary Location" from the Net-Chef Employee record.
8	Location Export Code	Alphanumeric (30)	**Export Code** from the Location Details Alternate Address tab, for the Employee's Primary Location.
9	Location Import Code	Alphanumeric (30)	**Import Code** from the Location Details Alternate Address tab, for the Employee's Primary Location.
10	Location Ownership Entity	Alphanumeric (40)	The **Ownership Entity** for the employee's Primary Location.
11	Location Payroll Export Code	Alphanumeric (20)	The **Payroll Export Code** for the employee's Primary Location from the "Alternate Address" tab in the Location Details screen.
12	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "Employee Maintenance Export File Name" tab.

If the resulting file name includes more than 235 characters, the application will truncate it at the end to limit its length to 235 characters.

File Types

The file type and extension for the file name will be based on the selection in the "Extension" drop-down in the "File Name Preferences" section of the *Payroll Export File Name* tab. A user can opt to export the data as any one of the following file types: a Microsoft Excel comma-separated values file (.csv), a system data file (.dat), or a tab-delimited text file (.txt).

File Format

Each file will contain 1 record for each Employee eligible for the Employee Maintenance export.

For each eligible Employee, the application will export 1 or more pieces of data, as defined in the Transaction Detail mapping on the Export File Components tab.

Each new Employee record will begin on a new line, and the application will sort the Employee records in the file by columns from left to right, ascending (e.g. if the first field is "Primary Location Code" and second field is "Employee Number", the primary sort for records will be by "Primary Location Code", and a secondary sort will be by "Employee Number").

For each record, the fields will appear in the Sequence order of the fields in the setup screen, and the application will separate the fields using the Field Delimiter selected in the "Export Preferences" section of the Export Detail tab.

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Export: Employee Data to Payroll (Mappable)

(Continued)

File Layout

This section describes the fields that the application may export for each employee record.

Header

If the "Use Employee Maintenance Export Field Names as file header row" box is checked in the "Export Preferences" section of the Export Detail tab, then the Employee records will be preceded by a header record, which will contain the literal value (if any) entered as the label for each export field in the "Employee Maintenance Export Field Name" column in the setup screen.

Detail

Most of these fields are derived from the Employee Information records maintained in the Net-Chef *Employee Maintenance* module, and the application will use the following logic for each field. If a field is not required during setup and is left blank for a particular employee, the application will leave that field blank in the export file as well.

	Export File Field	Data Type	Content / Validation
1	Active Status	Alphanumeric (1)	**'Y'** if the employee's status is "Active", or **'N'** if the employee's status is "Leave" or "Terminated".
2	Address 1	Alphanumeric (30)	**Address 1** from the Net-Chef Employee record.
3	Address 2	Alphanumeric (30)	**Address 2** from the Net-Chef Employee record.
4	Allergies	Alphanumeric (25)	**Allergies** from the Net-Chef Employee record.
5	Blank Space		In this field, the application will export a blank space.
6	Broadcast Schedule Flag	Alphanumeric (1)	Status of the "Broadcast Schedule" check box from the Net-Chef Employee record. **'Y'** for checked, and **'N'** for not checked.
7	City	Alphanumeric (40)	**City** from the Net-Chef Employee record.
8	Country	Alphanumeric (40)	**Country** from the Net-Chef Employee record.
9	Create Date	Date	**Create Date** from the Net-Chef Employee record, expressed in the format selected in the "Date Format" drop-down in the "Export Preferences" section of the "Employee Maintenance Export Fields" tab.
10	Create User	Alphanumeric (30)	**User ID** for the user that created the Net-Chef Employee record.
11	Date Hired	Date	**Date Hired** from the Net-Chef Employee record, expressed in the format selected in the "Date Format" drop-down in the "Export Preferences" section of the "Employee Maintenance Export Fields" tab.

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Export: Employee Data to Payroll (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
12	Date of Birth	Date	**Date of Birth** from the Net-Chef Employee record, expressed in the format selected in the "Date Format" drop-down in the "Export Preferences" section of the "Employee Maintenance Export Fields" tab.
13	Date Terminated	Date	**Date Terminated** from the Net-Chef Employee record, expressed in the format selected in the "Date Format" drop-down in the "Export Preferences" section of the "Employee Maintenance Export Fields" tab.
14	Eligible for Rehire Flag	Alphanumeric (1)	Status of the "Eligible for Rehire" check box from the Net-Chef Employee record. **'Y'** for checked, and **'N'** for not checked (or not visible).
15	E-mail Address	Alphanumeric (75)	**E-mail Address** from the Net-Chef Employee record.
16	Emergency Contact Name	Alphanumeric (40)	**Emergency Contact Name** from the Net-Chef Employee record.
17	Emergency Contact Phone	Alphanumeric (30)	**Emergency Contact Phone** from the Net-Chef Employee record.
18	Employee Checklist Item 1	Alphanumeric (40)	**Task** description for each Employee Checklist item from the Net-Chef Employee record with a status of "Done". The application will number each checklist item for the purposes of export based on the edit (completion) date for that item.
19	Employee Checklist Item 10	Alphanumeric (40)	
20	Employee Checklist Item 11	Alphanumeric (40)	
21	Employee Checklist Item 12	Alphanumeric (40)	
22	Employee Checklist Item 13	Alphanumeric (40)	
23	Employee Checklist Item 14	Alphanumeric (40)	
24	Employee Checklist Item 15	Alphanumeric (40)	
25	Employee Checklist Item 2	Alphanumeric (40)	
26	Employee Checklist Item 3	Alphanumeric (40)	
27	Employee Checklist Item 4	Alphanumeric (40)	
28	Employee Checklist Item 5	Alphanumeric (40)	
29	Employee Checklist Item 6	Alphanumeric (40)	

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Export: Employee Data to Payroll (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
30	Employee Checklist Item 7	Alphanumeric (40)	
31	Employee Checklist Item 8	Alphanumeric (40)	
32	Employee Checklist Item 9	Alphanumeric (40)	
33	Employee Number	Alphanumeric (40)	**Employee Number** from the Net-Chef Employee record.
34	Ethnic Group Code	Alphanumeric (10)	**Code** for the "Ethnic Group" from the Net-Chef Employee record.
35	Ethnic Group Description	Alphanumeric (40)	**Ethnic Group** from the Net-Chef Employee record.
36	Federal Additional Withholding	Number (8,2)	**Federal Additional Withholding** from the Net-Chef Employee record.
37	Federal Exemptions	Number (3,0)	**Federal Exemptions** from the Employee record.
38	Federal Marital Status Code	Alphanumeric (10)	**Code** for the "Federal Marital Status" from the Net-Chef Employee record.
39	Federal Marital Status Description	Alphanumeric (40)	**Federal Marital Status** from the Net-Chef Employee record.
40	First Name	Alphanumeric (40)	**First Name** from the Net-Chef Employee record.
41	Flex Field 1	Alphanumeric (30)	Data from the selected **Flex Field** from the Net-Chef Employee record. If defined, this screen will display the Flex Field names using the customized entries from the *Employee Maintenance Configuration* screen.
42	Flex Field 10	Alphanumeric (30)	
43	Flex Field 2	Alphanumeric (30)	
44	Flex Field 3	Alphanumeric (30)	
45	Flex Field 4	Alphanumeric (30)	
46	Flex Field 5	Alphanumeric (30)	
47	Flex Field 6	Alphanumeric (30)	
48	Flex Field 7	Alphanumeric (30)	
49	Flex Field 8	Alphanumeric (30)	
50	Flex Field 9	Alphanumeric (30)	
51	Last Edit Date	Date	**Last Edit Date** from the Net-Chef Employee record, expressed in the format selected in the "Date Format" drop-down in the "Export Preferences" section of the "Employee Maintenance Export Fields" tab.
52	Last Edit User	Alphanumeric (30)	**User ID** for the user that last updated the Net-Chef Employee record.
53	Last Name	Alphanumeric (40)	**Last Name** from the Net-Chef Employee record.

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Export: Employee Data to Payroll (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
54	Manager Flag	Alphanumeric (1)	Status of the "Manager" check box from the Net-Chef Employee record. **'Y'** - checked, **'N'** - not checked.
55	Meal Program Deduction	Number (8,2)	**Meal Program Deduction** from the Net-Chef Employee record.
56	Middle Name	Alphanumeric (40)	**Middle Name** from the Net-Chef Employee record.
57	Minor Labor Program Code	Alphanumeric (10)	**Code** for Minor Labor Program from the Net-Chef Employee record.
58	Minor Labor Program Description	Alphanumeric (40)	**Description** for Minor Labor Program from the Net-Chef Employee record.
59	Next Scheduled Review Date	Date	Latest **Next Scheduled Review Date** from the Net-Chef Employee Reviews records.
60	Part Time flag	Alphanumeric (1)	Will be **'Y'** or **'N'**.
61	Pay Rate 1	Number (12,4)	**Rate** for the employee's Primary Position from the Net-Chef Employee Positions records (or see below).
62	Pay Rate 10	Number (12,4)	**Rate** for each of the employee's non-Primary Positions (if any). *If the employee is associated with an active, effective Wage Matrix for a position, then that record's Regular Rate will replace these rates. If so, the application must refer to the set of rates for the latest Effective Date ≤the current date.*
63	Pay Rate 2	Number (12,4)	
64	Pay Rate 3	Number (12,4)	
65	Pay Rate 4	Number (12,4)	
66	Pay Rate 5	Number (12,4)	
67	Pay Rate 6	Number (12,4)	
68	Pay Rate 7	Number (12,4)	
69	Pay Rate 8	Number (12,4)	
70	Pay Rate 9	Number (12,4)	
71	Payroll ID Number	Alphanumeric (40)	**Payroll ID Number** from the Employee record.
72	Pay Type	Alphanumeric (20)	"Pay Type" from the Net-Chef Employee record. Export **'Salary', 'Salary Exempt'**, or **'Hourly'**.
73	Pay Type Code	Alphanumeric (10)	"Pay Type" from the Net-Chef Employee record. Export **Code** for 'Salary', 'Salary Exempt', or 'Hourly'.
74	Phone Number	Alphanumeric (30)	**Phone Number** from the Net-Chef Employee record.
75	Position Code 1	Alphanumeric (10)	**Code** for the employee's "Primary Position" from the Net-Chef Employee Positions records.
76	Position Code 10	Alphanumeric (10)	**Code** for each of the employee's non-Primary Positions (if any).
77	Position Code 2	Alphanumeric (10)	
78	Position Code 3	Alphanumeric (10)	
79	Position Code 4	Alphanumeric (10)	
80	Position Code 5	Alphanumeric (10)	
81	Position Code 6	Alphanumeric (10)	
82	Position Code 7	Alphanumeric (10)	
83	Position Code 8	Alphanumeric (10)	
84	Position Code 9	Alphanumeric (10)	

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Export: Employee Data to Payroll (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
85	Position Description 1	Alphanumeric (40)	**Position Description** for the employee's "Primary Position" from the Net-Chef Employee record.
86	Position Description 10	Alphanumeric (40)	**Position Description** for each of the employee's non-Primary Positions (if any).
87	Position Description 2	Alphanumeric (40)	
88	Position Description 3	Alphanumeric (40)	
89	Position Description 4	Alphanumeric (40)	
90	Position Description 5	Alphanumeric (40)	
91	Position Description 6	Alphanumeric (40)	
92	Position Description 7	Alphanumeric (40)	
93	Position Description 8	Alphanumeric (40)	
94	Position Description 9	Alphanumeric (40)	
95	Postal Code	Alphanumeric (10)	**Postal Code** from the Net-Chef Employee record.
96	Primary Location ACAP Code	Alphanumeric (60)	**ACAP Code** from the Location Details Alternate Address tab.
97	Primary Location ACCO Code	Alphanumeric (10)	**ACCO Code** from the Location Details Alternate Address tab.
98	Primary Location Code	Alphanumeric (6)	**Code** for the employee's "Primary Location" from the Net-Chef Employee record.
99	Primary Location Export Code	Alphanumeric (30)	**Export Code** from the Location Details Alternate Address tab, for the Employee's Primary Location.
100	Primary Location Import Code	Alphanumeric (30)	**Import Code** from the Location Details Alternate Address tab, for the Employee's Primary Location.
101	Primary Location Name	Alphanumeric (40)	**Primary Location** from the Net-Chef Employee record.
102	Primary Location Payroll Export Code	Alphanumeric (20)	**Payroll Export Code** from the Location Details *Alternate Address* tab, for the Employee's Primary Location.
103	Primary Location POS ID	Alphanumeric (40)	**POS ID** number from the Employee's record for their Primary Location.
104	Primary Location State/Province	Alphanumeric (3)	**Abbreviation** for the "State/Province" of the employee's Primary Location.
105	Saturday Rate 1	Number (5,2)	If the employee is associated with a Wage Matrix detail record for the primary position, then that record's **Saturday Rate**, otherwise leave blank.
106	Saturday Rate 10	Number (5,2)	**Saturday Rate**, from the employee's Wage Matrix record row, for any of the employee's non-primary positions (if any). The application must refer to the set of rates for the latest Effective Date ≤ the current date.
107	Saturday Rate 2	Number (5,2)	
108	Saturday Rate 3	Number (5,2)	
109	Saturday Rate 4	Number (5,2)	
110	Saturday Rate 5	Number (5,2)	

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Export: Employee Data to Payroll (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
111	Saturday Rate 6	Number (5,2)	
112	Saturday Rate 7	Number (5,2)	
113	Saturday Rate 8	Number (5,2)	
114	Saturday Rate 9	Number (5,2)	
115	Sex	Alphanumeric (1)	"Sex" from the Employee record. Export **'M'** or **'F'**.
116	Sick Leave Hours Available	Number (5,2)	**Sick Leave Hours Available** from Employee record.
117	Soc. Security Number	Alphanumeric (20)	**Social Security Number** from the Employee record.
118	State Additional Withholding	Number (8,2)	**State Additional Withholding** from the Net-Chef Employee record.
119	State Exemptions	Number (3,0)	**State Exemptions** from the Employee record.
120	State Marital Status Code	Alphanumeric (10)	**Code** for the "State Marital Status" from the Net-Chef Employee record.
121	State Marital Status Description	Alphanumeric (40)	**State Marital Status** from the Employee record.
122	State/Province Abbreviation	Alphanumeric (3)	**Abbreviation** for the "State/Province" from the Net-Chef Employee record.
123	State/Province Description	Alphanumeric (40)	**State/Province** from the Net-Chef Employee record.
124	Status	Alphanumeric (10)	"Status" from the Net-Chef Employee record. Must be **'Active'**, **'Leave'**, or **'Terminated'**.
125	Status Code	Alphanumeric (10)	**Code** for "Status" from the Net-Chef Employee record.
126	SUI/SDI Tax Jurisdiction Code	Alphanumeric (6)	**SUI/SDI Tax Jurisdiction Code** (if any) from the Net-Chef Employee record.
127	Sunday Rate 1	Number (5,2)	If the employee is associated with a Wage Matrix detail record for the primary position, then that record's **Sunday Rate**, otherwise leave blank.
128	Sunday Rate 10	Number (5,2)	**Sunday Rate**, from the employee's Wage Matrix record row, for any of the employee's non-primary positions (if any). The application must refer to the rates for the latest Effective Date ≤ the current date.
129	Sunday Rate 2	Number (5,2)	
130	Sunday Rate 3	Number (5,2)	
131	Sunday Rate 4	Number (5,2)	
132	Sunday Rate 5	Number (5,2)	
133	Sunday Rate 6	Number (5,2)	
134	Sunday Rate 7	Number (5,2)	
135	Sunday Rate 8	Number (5,2)	
136	Sunday Rate 9	Number (5,2)	

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Export: Employee Data to Payroll (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
137	Terminated Status	Alphanumeric (1)	**'Y'** if the employee's status is "Terminated" and **'N'** if employee's status is "Active" or "Leave".
138	Termination Reason Code	Alphanumeric (10)	**Code** for the "Termination Reason" from the Net-Chef Employee record.
139	Termination Reason Description	Alphanumeric (40)	**Termination Reason** from the Employee record.
140	Text	Alphanumeric (40)	The literal value entered in the **Static Text** field for this row on the "Employee Maintenance Export Fields" tab.
141	Uniform Deduction	Alphanumeric (10)	**Uniform Deduction** from the Employee record, if any.
142	Union Code	Alphanumeric (10)	**Code** for the "Union" from the Employee record.
143	Union Name	Alphanumeric (40)	**Union** from the Net-Chef Employee record.

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Export: Employee Data to POS (Mappable)

The *Export Mapping* screen allows corporate users to configure the employee data file for export to the POS system. The user can define the data fields the application must export, as well as other attributes such as the file name components. The files created by this export contain employee data derived from the actual employee records maintained in the database, as entered and reviewed in the Net-Chef *Employee Maintenance* screens.

Based on one of the Labor Preferences defined in Enterprise Manager, this file can be exported either from the *Schedule Exports* screen in Enterprise Manager OR from the *Employee Maintenance* screen in Net-Chef.

Number of Files per Batch

If the user selected a single Location from the "Location" dropdown, the application will create one export file for the "Export" batch. If the user selected "All" from the "Location" dropdown, the application will use the exportable Employee records and the "Employee Maintenance Export File Name" mapping layout to determine how many separate files to create for the "Export" batch. *See page 9 for more information.*

- If the File Name format includes Location Code, the application will produce one export file for each location that is the "Primary Location" for Employee records eligible for the selected Employee Maintenance export.
- If the File Name format includes Location Payroll Export Code (and does not include Location Code), the application will produce one export file for each unique "Location Payroll Export Code" associated with locations that are the "Primary Locations" for Employee records eligible for the selected Employee Maintenance export. Note that no entry in this field counts as a unique "Location Payroll Export Code".
- If the File Name format includes Ownership Entity (and does not include Location Code or Location Payroll Export Code), the application will produce one export file for each unique "Ownership Entity" associated with locations that are the "Primary Locations" for Employee records eligible for the selected Employee Maintenance export. Note that no entry in this field counts as a unique "Ownership Entity".
- If the File Name format does not include Location Code or Location Payroll Export Code or Ownership Entity, the application will produce one export file containing all eligible Employee records.

File Name Fields

The file name will be based on the Employee POS mapping layout defined in the *Export Mapping* screen in Enterprise Manager. The file name is composed of the File Name Components added to the mapping, and arranged in the Sequence order of those component fields.

This section describes the file name components that the application may use for each mapped export file. When the application creates a file name based on the mapping setup, it will use the following logic to interpret each possible field:

	Export File Name Field	Data Type	Content / Validation
1	Company Code	Alphanumeric (6)	The **Code** for the company in the Company Setup screen.
2	Company Payroll Export Code	Alphanumeric (20)	The **Payroll Export Code** for the company from the "Alternate Address" tab in the Company Setup screen.
3	File Creation Date	Date	The current date, using the format selected in the "Date Format" drop-down in the "File Name Preferences" section of the "Employee POS Export File Name" tab.
4	File Creation Time	Alphanumeric (20)	The Current Time, expressed in the format selected in the "Time Format" drop-down in the "File Name Preferences" section of the "Employee POS Export File Name" tab.

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Export: Employee Data to POS (Mappable)

(Continued)

File Name Fields (Continued)

	Export File Name Field	Data Type	Content / Validation
5	Current Location Code	Alphanumeric (6)	The **Code** for the Labor Schedule location in the Location Details screen.
6	Current Location Payroll Export Code	Alphanumeric (20)	The **Payroll Export Code** for the Labor Schedule location from the "Alternate Address" tab in the Location Details screen.
7	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row on the "Employee POS Export File Name" tab.

If the resulting file name includes more than 235 characters, the application will truncate it at the end to limit its length to 235 characters.

File Types

The file type and extension for the file name will be based on the selection in the "File Extension" drop-down on the Employee POS *Export Details* tab. This will also be used to populate the "Save as type" field in the Save As dialog box. A user can opt to export the data as any one of the following file types: a Microsoft Excel comma-separated values file (.csv), a system data file (.dat), or a tab-delimited text file (.txt).

File Format

The file will contain 1 record for each Employee that has an "Employee/Location" record for the current Location, subject to the following conditions and the particular command button the user clicks:

- If the "Exclude 'Salary' Employees" box is checked in the "Export Preferences" section of the Export Detail tab, the application will not export employee records for employees with "Pay Type" = "Salary" if the current location is the employee's "Primary Location". (The application will export "Salary Exempt" employees in all cases, and "Salary" employees if the current location is not their Primary Location.)
- If the "Exclude 'Manager' Employees" box is checked, the application will not export employee records for employees with "Manager" = 'Y' (checked) if the current location is the employee's "Primary Location". (The application will export "Manager" Employees if the current location is not their Primary Location.)
- If the "Exclude 'Incomplete' Employees" box is checked, the application will not export employee records for employees that have one or more tasks that are not flagged as complete on the Employee Checklist tab of the employee record.

For each eligible Employee, the application will export 1 or more pieces of data, as defined in the Transaction Detail mapping on the Export File Components tab.

For each record, the fields will appear in the Sequence order of the fields in the setup screen, and the application will separate the fields using the Field Delimiter selected on the Employee POS Export Detail tab.

Each new Employee record will begin on a new line, and the application will sort the Employee records in the file by columns from left to right, ascending (e.g. if the first field is "Current Location Code" and the second field is "Employee Number", the primary sort for records will be by "Current Location Code", and a secondary sort will be by "Employee Number").

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Export: Employee Data to POS (Mappable)

(Continued)

File Layout

This section describes the fields that the application may export for each employee record.

Header

If the "Use Employee POS Export Field Names as file header row" box is checked in the "Export Preferences" section of the *Export Detail* tab, then the Employee records will be preceded by a header record, which will contain the literal value (if any) entered as the label for each export field in the "Employee POS Export Field Name" column in the setup screen.

Detail

Most of these fields are derived from the Employee Information records maintained in the Net-Chef *Employee Maintenance* module, and the application will use the following logic for each field. If a field is not required during setup and is left blank for a particular employee, the application will leave that field blank in the export file as well.

	Export File Field	Data Type	Content / Validation
1	Active Status	Alphanumeric (1)	**'Y'** if employee's status is "Active", or **'N'** if employee's status is "Leave" or "Terminated".
2	Address 1	Alphanumeric (30)	**Address 1** from the Net-Chef Employee record.
3	Address 2	Alphanumeric (30)	**Address 2** from the Net-Chef Employee record.
4	Allergies	Alphanumeric (25)	**Allergies** from the Net-Chef Employee record.
5	Blank Space		In this field, the application will export a blank space.
6	Broadcast Schedule Flag	Alphanumeric (1)	Status of the "Broadcast Schedule" check box from the Net-Chef Employee record. **'Y'** for checked, and **'N'** for not checked.
7	City	Alphanumeric (40)	**City** from the Net-Chef Employee record.
8	Country	Alphanumeric (40)	**Country** from the Net-Chef Employee record.
9	Create Date	Date	**Create Date** from the Net-Chef Employee record, expressed in the format selected in the "Date Format" drop-down in the "Export Preferences" section of the "Employee POS Export Fields" tab.
10	Create User	Alphanumeric (30)	**User ID** for the user that created the Net-Chef Employee record.
11	Current Location Active Status	Alphanumeric (1)	**'Y'** if the employee's Employee/Location record for the current location is "Active" or **'N'** if it is "Inactive".
12	Current Location Code	Alphanumeric (6)	**Code** for the Labor Schedule location in the Location Details screen in Enterprise Manager.
13	Current Location Name	Alphanumeric (40)	**Name** for the Labor Schedule location in the Location Details screen in Enterprise Manager.
14	Current Location POS ID	Alphanumeric (10)	**POS ID** from the Net-Chef Employee Alternate Locations record for the Labor Schedule location.
15	Current Location Terminated Status	Alphanumeric (1)	**'Y'** if the employee's Employee/Location record for the current location is "Inactive", or **'N'** if it is "Active".

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Export: Employee Data to POS (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
16	Date Hired	Date	**Date Hired** from the Net-Chef Employee record, expressed in the format selected in the "Date Format" drop-down in the "Export Preferences" section of the "Employee POS Export Fields" tab.
17	Date of Birth	Date	**Date of Birth** from the Net-Chef Employee record, expressed in the format selected in the "Date Format" drop-down in the "Export Preferences" section of the "Employee POS Export Fields" tab.
18	Date Terminated	Date	**Date Terminated** from the Net-Chef Employee record, expressed in the format selected in the "Date Format" drop-down in the "Export Preferences" section of the "Employee POS Export Fields" tab.
19	Eligible for Rehire Flag	Alphanumeric (1)	Status of the "Eligible for Rehire" check box from the Net-Chef Employee record. **'Y'** for checked, and **'N'** for not checked (or not visible).
20	E-mail Address	Alphanumeric (75)	**Email Address** from the Net-Chef Employee record.
21	Emergency Contact Name	Alphanumeric (40)	**Emergency Contact Name** from the Net-Chef Employee record.
22	Emergency Contact Phone	Alphanumeric (30)	**Emergency Contact Phone** from the Net-Chef Employee record.
23	Employee Number	Alphanumeric (40)	**Employee Number** from the Net-Chef Employee record.
24	Ethnic Group Code	Alphanumeric (10)	**Code** for the "Ethnic Group" from the Net-Chef Employee record.
25	Ethnic Group Description	Alphanumeric (40)	**Ethnic Group** from the Net-Chef Employee record.
26	Federal Additional Withholding	Number (8,2)	**Federal Additional Withholding** from the Net-Chef Employee record.
27	Federal Exemptions	Number (3,0)	**Federal Exemptions** from the Net-Chef Employee record.
28	Federal Marital Status Code	Alphanumeric (10)	**Code** for the "Federal Marital Status" from the Net-Chef Employee record.
29	Federal Marital Status Description	Alphanumeric (40)	**Federal Marital Status** from the Net-Chef Employee record.
30	First Name	Alphanumeric (40)	**First Name** from the Net-Chef Employee record.
31	Flex Field 1	Alphanumeric (30)	Data from the selected **Flex Field** from the Net-Chef Employee record. If defined, this screen will display the Flex Field names using the customized entries from the *Employee Maintenance Configuration* screen.
32	Flex Field 10	Alphanumeric (30)	
33	Flex Field 2	Alphanumeric (30)	
34	Flex Field 3	Alphanumeric (30)	
35	Flex Field 4	Alphanumeric (30)	
36	Flex Field 5	Alphanumeric (30)	
37	Flex Field 6	Alphanumeric (30)	
38	Flex Field 7	Alphanumeric (30)	

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Export: Employee Data to POS (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
39	Flex Field 8	Alphanumeric (30)	
40	Flex Field 9	Alphanumeric (30)	
41	Last Edit Date	Date	**Last Edit Date** from the Net-Chef Employee record, expressed in the format selected in the "Date Format" drop-down in the "Export Preferences" section of the "Employee POS Export Fields" tab.
42	Last Edit User	Alphanumeric (30)	**User ID** for the user that last updated the Net-Chef Employee record.
43	Last Name	Alphanumeric (40)	**Last Name** from the Net-Chef Employee record.
44	Manager Flag	Alphanumeric (1)	Status of the "Manager" check box from the Employee record. **'Y'** for checked, and **'N'** for not checked.
45	Meal Program Deduction	Number (8,2)	**Meal Program Deduction** from the Net-Chef Employee record.
46	Middle Name	Alphanumeric (40)	**Middle Name** from the Net-Chef Employee record.
47	Next Scheduled Review Date	Date	Latest **Next Scheduled Review Date** from the Net-Chef Employee Reviews records.
48	Nickname	Alphanumeric (20)	**Nickname** from the Net-Chef Employee record (if any).
49	Part Time flag	Alphanumeric (1)	Will be **'Y'** or **'N'**.
50	Pay Rate 1	Number (12,4)	**Rate** for the employee's Primary Position, from the Net-Chef Employee Positions records. *If the current (exporting) Location is NOT the employee's "Primary Location", the application will only export positions for which the "Alt Locations" box has been checked, indicating that the employee is eligible to work that position at locations other than the Primary Location.* *Therefore, if the current location is not the Primary Location, the application will only export information from the Primary Position in this field if it is an Alt Locations Position. Otherwise, it will export the first other Position that has "Alt Locations" selected.* *If the employee is associated with an active, effective Wage Matrix for the primary position, then that record's Regular Rate will replace these rates. If so, the application must refer to the set of rates for the latest Effective Date ≤ the current date.*
51	Pay Rate 10	Number (12,4)	**Rate** for each of the employee's non-Primary Positions (if any). *If the employee is associated with an active, effective Wage Matrix for a non-primary position, then that record's Regular Rate will replace these rates. If so, the application must refer to the set of rates for the latest Effective Date ≤ the current date.*
52	Pay Rate 2	Number (12,4)	
53	Pay Rate 3	Number (12,4)	
54	Pay Rate 4	Number (12,4)	
55	Pay Rate 5	Number (12,4)	
56	Pay Rate 6	Number (12,4)	

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Export: Employee Data to POS (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
57	Pay Rate 7	Number (12,4)	
58	Pay Rate 8	Number (12,4)	
59	Pay Rate 9	Number (12,4)	
60	Pay Type	Alphanumeric (20)	"Pay Type" from the Net-Chef Employee record. Export **'Salary'**, **'Salary Exempt'**, or **'Hourly'**.
61	Pay Type Code	Alphanumeric (10)	"Pay Type" Code from the Net-Chef Employee record. Export **Code** for 'Salary', 'Salary Exempt', or 'Hourly'.
62	Payroll ID Number	Alphanumeric (40)	**Payroll ID Number** from the Net-Chef Employee record.
63	Phone Number	Alphanumeric (30)	**Phone Number** from the Net-Chef Employee record.
64	Position Code 1	Alphanumeric (10)	**Code** for the employee's "Primary Position", from the Net-Chef Employee Positions records.
65	Position Code 10	Alphanumeric (10)	**Code** for each of the employee's non-Primary Positions (if any).
66	Position Code 2	Alphanumeric (10)	
67	Position Code 3	Alphanumeric (10)	
68	Position Code 4	Alphanumeric (10)	
69	Position Code 5	Alphanumeric (10)	
70	Position Code 6	Alphanumeric (10)	
71	Position Code 7	Alphanumeric (10)	
72	Position Code 8	Alphanumeric (10)	
73	Position Code 9	Alphanumeric (10)	
74	Position Description 1	Alphanumeric (40)	**Position Description** for the employee's "Primary Position", from the Net-Chef Employee Positions records.
75	Position Description 10	Alphanumeric (40)	**Position Description** for each of the employee's non-Primary Positions (if any).
76	Position Description 2	Alphanumeric (40)	
77	Position Description 3	Alphanumeric (40)	
78	Position Description 4	Alphanumeric (40)	
79	Position Description 5	Alphanumeric (40)	
80	Position Description 6	Alphanumeric (40)	
81	Position Description 7	Alphanumeric (40)	
82	Position Description 8	Alphanumeric (40)	
83	Position Description 9	Alphanumeric (40)	
84	Position POS Code 1	Alphanumeric (10)	**POS Code** for the employee's "Primary Position", from the Net-Chef Employee Positions records.

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Export: Employee Data to POS (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
85	Position POS Code 10	Alphanumeric (10)	**POS Code** for each of the employee's non-Primary Positions (if any).
86	Position POS Code 2	Alphanumeric (10)	
87	Position POS Code 3	Alphanumeric (10)	
88	Position POS Code 4	Alphanumeric (10)	
89	Position POS Code 5	Alphanumeric (10)	
90	Position POS Code 6	Alphanumeric (10)	
91	Position POS Code 7	Alphanumeric (10)	
92	Position POS Code 8	Alphanumeric (10)	
93	Position POS Code 9	Alphanumeric (10)	
94	Postal Code	Alphanumeric (10)	**Postal Code** from the Net-Chef Employee record.
95	Primary Location Code	Alphanumeric (6)	**Code** for the "Primary Location" from the Net-Chef Employee record.
96	Primary Location Name	Alphanumeric (40)	**Primary Location** from the Net-Chef Employee record.
97	Saturday Rate 1	Number (5,2)	If the employee is associated with a Wage Matrix detail record for the primary position, then that record's **Saturday Rate**, otherwise leave blank.
98	Saturday Rate 10	Number (5,2)	**Saturday Rate**, from the employee's Wage Matrix record row, for any of the employee's non-primary positions (if any). The application must refer to the set of rates for the latest Effective Date ≤ the current date.
99	Saturday Rate 2	Number (5,2)	
100	Saturday Rate 3	Number (5,2)	
101	Saturday Rate 4	Number (5,2)	
102	Saturday Rate 5	Number (5,2)	
103	Saturday Rate 6	Number (5,2)	
104	Saturday Rate 7	Number (5,2)	
105	Saturday Rate 8	Number (5,2)	
106	Saturday Rate 9	Number (5,2)	
107	Sex	Alphanumeric (1)	"Sex" from the Net-Chef Employee record – **'M'** or **'F'**.
108	Social Security Number	Alphanumeric (20)	**Social Security Number** from the Net-Chef Employee record.
109	State Additional Withholding	Number (8,2)	**State Additional Withholding** from the Net-Chef Employee record.
110	State Exemptions	Number (3,0)	**State Exemptions** from the Net-Chef Employee record.
111	State Marital Status Code	Alphanumeric (10)	**Code** for the "State Marital Status" from the Net-Chef Employee record.
112	State Marital Status Description	Alphanumeric (40)	**State Marital Status** from the Net-Chef Employee record.

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Export: Employee Data to POS (Mappable)

(Continued)

Detail (Continued)

	Export File Field	Data Type	Content / Validation
113	State/Province Abbreviation	Alphanumeric (3)	**Abbreviation** for the "State/Province" from the Net-Chef Employee record.
114	State/Province Description	Alphanumeric (40)	**State/Province** from the Net-Chef Employee record.
115	Status	Alphanumeric (10)	"Status" from the Net-Chef Employee record. Must be **'Active'**, **'Leave'**, or **'Terminated'**.
116	Status Code	Alphanumeric (10)	**Code** for "Status" from the Net-Chef Employee record.
117	Sunday Rate 1	Number (5,2)	If the employee is associated with a Wage Matrix detail record for the primary position, then that record's **Sunday Rate**, otherwise leave blank.
118	Sunday Rate 10	Number (5,2)	**Sunday Rate**, from the employee's Wage Matrix record row, for any of the employee's non-primary positions (if any). The application must refer to the set of rates for the latest Effective Date ≤ the current date.
119	Sunday Rate 2	Number (5,2)	
120	Sunday Rate 3	Number (5,2)	
121	Sunday Rate 4	Number (5,2)	
122	Sunday Rate 5	Number (5,2)	
123	Sunday Rate 6	Number (5,2)	
124	Sunday Rate 7	Number (5,2)	
125	Sunday Rate 8	Number (5,2)	
126	Sunday Rate 9	Number (5,2)	
127	Terminated Status	Alphanumeric (1)	**'Y'** if the employee's status is "Terminated" or **'N'** if the employee's status is "Active" or "Leave".
128	Termination Reason Code	Alphanumeric (10)	**Code** for the "Termination Reason" from the Net-Chef Employee record.
129	Termination Reason Description	Alphanumeric (40)	**Termination Reason** from the Net-Chef Employee record.
130	Uniform Deduction	Alphanumeric (10)	**Uniform Deduction** from the Employee record, if any.
131	Union Code	Alphanumeric (10)	**Code** for the "Union" from the Net-Chef Employee record.
132	Union Description	Alphanumeric (40)	**Union** from the Net-Chef Employee record.

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Export: Labor Schedules to POS (Mappable)

The *Export Mapping* screen allows corporate users to configure the labor schedule information for export to the POS system. The user can define the data fields the application must export, as well as other attributes such as the file name components. The mapping summary screen includes two pre-defined labor schedule mappings – one using the Employee POS Code and one using the Employee Position Code. Either of these mappings can be used, they can be copied and modified, or you can add your own mapping.

Labor Schedule files can be exported using the *Schedule Exports* screen in Enterprise Manager, if configured to allow this in the Labor Preferences.

File Name Fields

The file name will be based on the Labor Schedule mapping layouts defined in the *Export Mapping* screen in Enterprise Manager. The file name is composed of the File Name Components added to the mapping, and arranged in the Sequence order of those component fields.

This section describes the file name components that the application may use for each mapped export file. When the application creates a file name based on the mapping setup, it will use the following logic to interpret each possible field:

	Export File Name Field	Data Type	Content / Validation
1	File Creation Date and Time	Date	The **Current Date & Time**, expressed in the formats selected in the "Date Format" and "Time Format" drop-downs in the Export Mapping screen.
2	Location Code	Alphanumeric (6)	The **Code** for the Labor Schedule location from the *Location Details* screen.
3	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row in the File Name mapping.

If the resulting file name is greater than 255 characters, the application will truncate it, to limit its length to 255 characters.

File Types

The file type and extension for the file name will be based on the selection in the "File Extension" drop-down on the *Labor Schedule Export Details* tab. This will also be used to populate the "Save as type" field in the Save As dialog box. A user can opt to export the data as any one of the following file types: a Microsoft Excel comma-separated values file (.csv), a system data file (.dat), or a tab-delimited text file (.txt).

File Format

The file will contain 1 record for each Employee that has a scheduled shift record for the current Location. For each eligible shift, the application will export 1 or more pieces of data, as defined in the Transaction Detail mapping on the *Export File Components* tab. For each record, the fields will appear in the Sequence order of the fields in the setup screen, and the application will separate the fields using the Field Delimiter selected on the *Labor Schedule Export Detail* tab. Each shift record will begin on a new line.

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Export: Labor Schedules to POS (Mappable)

(Continued)

File Layout

This section describes the fields that the application may export for each employee shift.

	Field	Data Type	Content / Validation
1	Clock In Time and Date	Date	**Date/Time In** for the scheduled shift, in 24-hr military time. Format "HH:mm MM-dd-yy" (double quotes included)
2	Clock Out Time and Date	Date	**Date/Time Out** for the scheduled shift, in 24-hr military time. Format "HH:mm MM-dd-yy" (double quotes included)
3	Employee Number	Alphanumeric (40)	The **POS ID** for the Employee at the Labor Schedule location.
4	Line Number	Number	Each record in the file will have a **Sequence Number**, starting with 1. (*These numbers refer to records in the current file only, and are not stored in the database*.)
5	Scheduled POS Code	Alphanumeric (10)	The **POS Code** for Employee Position (from the Net-Chef Employee Maintenance screen) at which the Employee is scheduled to work.
6	Scheduled Position Code	Alphanumeric (10)	The **Code** for the Position (from the Enterprise Manager setup screen) at which the Employee is scheduled to work.
7	Text	Alphanumeric (40)	The value entered in the **Static Text** field for this row in the Transaction Detail mapping.

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Import: [036] Employee Information

Employee records can be imported into the database from a third party system (e.g. an external payroll system). This import can be processed either at the location (i.e. restaurant) or at the corporate office.

File Name & Format

File Name	Non-Franchise or Franchisee: "036" + optional text + ".txt" OR Franchisor (for Franchisee): "036" + Franchise Code +"_" + optional text +."txt" The application will stop reading the file name after the first 3 characters (or after the underscore) but users may append optional characters to identify the file or make it unique.
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	Each detail record in the file record represents one Employee record. If the file contains a valid header record but no detail records, the application will consider the file successfully processed, and archive it, but will not actually create or update any records in the database.
Create/Update	This import can be used to create new employee records or update existing ones.

Header

Position	Field	Data Type	Required	Content / Validation
1	User ID	Alphanumeric (30)	Y	Must correspond to a **User ID** (not case sensitive) for an active Application User in the database who is actively associated with the corporate location. The Application User must be associated with a User Group that has the "Import Employee Maintenance Files" control enabled.
2	Create Date	Date	Y	Must be a date in *MM/dd/yyyy* format Must be ≤ the current date.

Detail

Fields noted here as required are <u>always</u> required; other fields may also be designated as required in the *Employee Maintenance Configuration* screen in Enterprise Manager. Those that are should be treated as required in the import file.

Position	Field	Data Type	Required	Content / Validation
1	Employee Number	Alphanumeric (40)	Y	• Must not be repeated in any other detail record in the file. • This field is used to verify whether this is a new or existing record so this value **cannot** be updated by the import.

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
2	Payroll ID Number	Alphanumeric (20)	Y	If the Labor Preference to "Allow Duplicate Payroll ID Number" is NOT enabled: • Must not be repeated in any other detail record in the file. • Must not be the **Payroll ID Number** for any existing employee with an "Employee Number" different from the entry in Field 1 in this detail row, unless the existing employee also has a record in this import file with a different (new) "Payroll ID Number".
3	POS ID	Alphanumeric (40)	N	If populated: • Must not be the **POS ID** [case insensitive] for any other Employee/Location record for any existing employee at the "Location" in Field 4 that has an "Employee Number" different from the entry in Field 1 in this detail row, unless the existing employee also has a record in this import file with the same location and a different (new) "POS ID". • The combination of the "POS ID" and "Primary Location" (Field 4) [case insensitive] must not be repeated in any other detail record in the file for an employee whose Status (Field 5) = "Active". (Do not test "Terminated" Employee records in the file.)
4	Primary Location Code	Alphanumeric (6)	Y	Must correspond to a **Location Code** for an active location.
5	Status	Alphanumeric (10)	Y	Must be **'Active'**, **'Leave'**, or **'Terminated'** (not case sensitive).
6	Date Hired	Date	Y	Must be a date in *MM/dd/yyyy* format and ≤ 1 year from the current date.
7	Date Terminated	Date	N	If populated, must be a date in *MM/dd/yyyy* format, must be ≥ the "Date Hired" (Field 6) and ≤ 1 year from the current date.
8	Termination Reason Code	Alphanumeric (10)	N	If populated, must correspond to an existing Termination Reasons **Code** (not case sensitive) in Enterprise Manager.
9	Eligible for Rehire Flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'** (not case sensitive). If left blank, will be interpreted as 'N'.
10	First Name	Alphanumeric (40)	Y	Must not exceed 40 characters.

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
11	Middle Name	Alphanumeric (40)	N	If populated, entry must not exceed 40 characters.
12	Last Name	Alphanumeric (40)	Y	Must not exceed 40 characters.
13	Manager Flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'** (not case sensitive). If left blank, it will be interpreted as 'N'.
14	Sex	Alphanumeric (1)	N	Must be **'M', 'F',** or **'X'**.
15	Ethnic Group Code	Alphanumeric (10)	N	If populated, must correspond to an existing Ethnic Group **Code** (not case sensitive) in Enterprise Manager.
16	Phone Number	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
17	Broadcast Schedule Flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'** (not case sensitive). If left blank, it will be interpreted as 'N'.
18	E-mail Address	Alphanumeric (75)	N*	If populated, must be in a valid e-mail address format. (Must be populated if the "Broadcast Schedule Flag" in Field 17 is 'Y')
19	Emergency Contact Name	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
20	Emergency Contact Phone	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
21	Nickname	Alphanumeric (20)	N	If populated, must not exceed 20 characters, and must not contain characters other than letters, numbers, spaces, and the following special characters: single quote, hyphen, or underline.
22	Allergies	Alphanumeric (25)	N	If populated, must not exceed 25 characters.
23	Union Code	Alphanumeric (10)	N	If populated, must match an existing Union **Code** (not case sensitive) in Enterprise Manager.
24	Minor Labor Program Code	Alphanumeric (10)	N	If populated, must correspond to an existing Minor Labor Program **Code** (not case sensitive) in Enterprise Manager.
25	Address 1	Alphanumeric (30)	N	Must not exceed 30 characters.
26	Address 2	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
27	City	Alphanumeric (40)	N	Must not exceed 40 characters.
28	State/Province Abbreviation	Alphanumeric (3)	N	If populated, must correspond to an existing State/Province **Abbreviation** (not case sensitive) in Enterprise Manager.
29	Postal Code	Alphanumeric (10)	N	Must not exceed 10 characters.

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
30	Country	Alphanumeric (35)	N	Must correspond to an existing **Country** (not case sensitive) in Enterprise Manager.
31	Social Security Number	Alphanumeric (9, 11, or 20)	N	• If populated and Country (Field 30) is 'United States' (not case sensitive), must be 11 characters in format NNN-NN-NNNN OR 9 characters in format NNNNNNNNN and must not be repeated in any other record. • If populated and Country is not 'United States', must be ≤ 20 characters.
32	SUI/SDI Tax Jurisdiction Code	Alphanumeric (6)	N	If populated, must not exceed 6 characters, and must not contain characters other than letters and numbers (spaces are not allowed).
33	Pay Type	Alphanumeric (20)	Y	Must be user-defined **Code** for **'Salary', 'Hourly',** or **'Salary Exempt'** (not case sensitive).
34	State Marital Status Code	Alphanumeric (10)	N	Must correspond to a Marital Status **Code** (not case sensitive) in Enterprise Manager.
35	State Exemptions	Number (3,0)	N	If populated, must not exceed 3 characters and must consist of numeric characters only.
36	State Additional Withholding	Number (8,2)	N	If populated, must be ≥ 0.00 and ≤ 999,999.99 with no more than 2 decimal places.
37	Uniform Deduction Amount	Number (8,2)	N	If populated, must be ≥ 0.00 and ≤ 999,999.99, with no more than 2 decimal places.
38	Date of Birth	Date	Y	Must be a date in *MM/dd/yyyy* format.
39	Salary Amount	Number (10,2)	N*	Required if "Pay Type" (Field 33) = 'Salary' If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with no more than 2 decimal places.
40	Federal Marital Status Code	Alphanumeric (10)	N	Must correspond to a Marital Status **Code** (not case sensitive) in Enterprise Manager.
41	Federal Exemptions	Number (3,0)	N	If populated, must not exceed 3 characters and must consist of numeric characters only.
42	Federal Additional Withholding	Number (8,2)	N	If populated, must be ≥ 0.00 and ≤ 999,999.99 with no more than 2 decimal places.
43	Meal Program Deduction	Number (8,2)	N	If populated, must be ≥ 0.00 and ≤ 999,999.99 with no more than 2 decimal places.
44	Position Code 1	Alphanumeric (10)	Y	• Must equal an existing active Position **Code** (not case sensitive) in Enterprise Manager. • Must not be repeated in any other "Position Code" fields in the current employee's detail record (Fields 45 through 53).

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
45	Position Code 2	Alphanumeric (10)	N	If populated, must correspond to an active Position **Code** and must not be repeated in Field 44 or Fields 46 through 53 in the current employee's detail record.
46	Position Code 3	Alphanumeric (10)	N	If populated, must correspond to an active Position **Code** and must not be repeated in Fields 43 through 45 or Fields 47 through 53 in the current employee's detail record.
47	Position Code 4	Alphanumeric (10)	N	If populated, must correspond to an active Position **Code** and must not be repeated in Fields 43 through 46 or Fields 48 through 53 in the current employee's detail record.
48	Position Code 5	Alphanumeric (10)	N	If populated, must correspond to an active Position **Code** and must not be repeated in Fields 43 through 47 or Fields 49 through 53 in the current employee's detail record.
49	Position Code 6	Alphanumeric (10)	N	If populated, must correspond to an active Position **Code** and must not be repeated in Fields 43 through 48 or Fields 50 through 52 in the current employee's detail record.
50	Position Code 7	Alphanumeric (10)	N	If populated, must correspond to an active Position **Code** and must not be repeated in Fields 43 through 49 or Fields 51 through 53 in the current employee's detail record.
51	Position Code 8	Alphanumeric (10)	N	If populated, must correspond to an active Position **Code** and must not be repeated in Fields 43 through 50 or Fields 52 through 53 in the current employee's detail record.
52	Position Code 9	Alphanumeric (10)	N	If populated, must correspond to an active Position **Code** and must not be repeated in Fields 43 through 51 or Field 53 in the current employee's detail record.
53	Position Code 10	Alphanumeric (10)	N	If populated, must correspond to an active Position **Code** and must not be repeated in in Fields 43 through 52 in the current employee's detail record.
54	Pay Rate 1	Number (10,2)	N*	• Required if "Pay Type" (Field 33) = 'Hourly'. • Not required if the employee's primary location is associated with an effective Wage Matrix. • Not validated against Min/Max Pay Rates defined in Enterprise Manager. • If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with up to 2 decimal places.

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
55	Pay Rate 2	Number (10,2)	N*	• Required if "Position Code 2" (Field 45) is populated. • Not required if employee's primary location is associated with an effective Wage Matrix. • Not validated against Min/Max Pay Rates defined in Enterprise Manager. • If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with up to 2 decimal places.
56	Pay Rate 3	Number (10,2)	N*	• Required if "Position Code 3" (Field 46) is populated. • Not required if the employee's primary location is associated with an effective Wage Matrix. • Not validated against Min/Max Pay Rates defined in Enterprise Manager. • If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with up to 2 decimal places.
57	Pay Rate 4	Number (10,2)	N*	• Required if "Position Code 4" (Field 47) is populated. • Not required if the employee's primary location is associated with an effective Wage Matrix. • Not validated against Min/Max Pay Rates defined in Enterprise Manager. • If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with up to 2 decimal places.
58	Pay Rate 5	Number (10,2)	N*	• Required if "Position Code 5" (Field 48) is populated. • Not required if the employee's primary location is associated with an effective Wage Matrix. • Not validated against Min/Max Pay Rates defined in Enterprise Manager. • If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with up to 2 decimal places.
59	Pay Rate 6	Number (10,2)	N*	• Required if "Position Code 6" (Field 49) is populated. • Not required if the employee's primary location is associated with an effective Wage Matrix. • Not validated against Min/Max Pay Rates defined in Enterprise Manager. • If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with up to 2 decimal places.

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
60	Pay Rate 7	Number (10,2)	N*	• Required if "Position Code 7" (Field 50) is populated. • Not required if the employee's primary location is associated with an effective Wage Matrix. • Not validated against Min/Max Pay Rates defined in Enterprise Manager. • If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with up to 2 decimal places.
61	Pay Rate 8	Number (10,2)	N*	• Required if "Position Code 8" (Field 51) is populated. • Not required if the employee's primary location is associated with an effective Wage Matrix. • Not validated against Min/Max Pay Rates defined in Enterprise Manager. • If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with up to 2 decimal places.
62	Pay Rate 9	Number (10,2)	N*	• Required if "Position Code 9" (Field 52) is populated. • Not required if the employee's primary location is associated with an effective Wage Matrix. • Not validated against Min/Max Pay Rates defined in Enterprise Manager. • If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with up to 2 decimal places.
63	Pay Rate 10	Number (10,2)	N*	• Required if "Position Code 10" (Field 53) is populated. • Not required if the employee's primary location is associated with an effective Wage Matrix. • Not validated against Min/Max Pay Rates defined in Enterprise Manager. • If populated, must be ≥ 0.00 and ≤ 99,999,999.99 with up to 2 decimal places.
64	Skill Level 1	Alphanumeric (3)	N	If populated, must correspond to an active Skill Levels **Code** (not case sensitive) in Enterprise Manager.
65	Skill Level 2	Alphanumeric (3)	N	If populated, must correspond to an active Skill Levels **Code** (not case sensitive) in Enterprise Manager.

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
66	Skill Level 3	Alphanumeric (3)	N	If populated, must correspond to an active Skill Levels **Code** (not case sensitive) in Enterprise Manager.
67	Skill Level 4	Alphanumeric (3)	N	If populated, must correspond to an active Skill Levels **Code** (not case sensitive) in Enterprise Manager.
68	Skill Level 5	Alphanumeric (3)	N	If populated, must correspond to an active Skill Levels **Code** (not case sensitive) in Enterprise Manager.
69	Skill Level 6	Alphanumeric (3)	N	If populated, must correspond to an active Skill Levels **Code** (not case sensitive) in Enterprise Manager.
70	Skill Level 7	Alphanumeric (3)	N	If populated, must correspond to an active Skill Levels **Code** (not case sensitive) in Enterprise Manager.
71	Skill Level 8	Alphanumeric (3)	N	If populated, must correspond to an active Skill Levels **Code** (not case sensitive) in Enterprise Manager.
72	Skill Level 9	Alphanumeric (3)	N	If populated, must correspond to an active Skill Levels **Code** (not case sensitive) in Enterprise Manager.
73	Skill Level 10	Alphanumeric (3)	N	If populated, must correspond to an active Skill Levels **Code** (not case sensitive) in Enterprise Manager.
74	Employee Checklist Item 1	Alphanumeric (40)	N	• If populated, must be a **Task** (not case sensitive) in the "New Hire Checklist". • If populated, must be a valid checklist item for the employee, based on all of the following criteria: 1) New Hire Checklist item must be "Active"; 2) New Hire Checklist item "Effective Date" must be ≤ the Employee "Date Hired" (Field 6); 3) If New Hire Checklist item is a "Minors Only" item, the Employee is a Minor at the Primary Location (Field 4) based on Date of Birth (Field 37) and Labor Rules. • If populated, must not be repeated in any other "Employee Checklist Item" fields for the current Employee's detail record (Fields 75 through 83).

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
75	Employee Checklist Item 2	Alphanumeric (40)	N	If populated, must be valid according to the rules listed for Field 74 (Employee Checklist Item 1).
76	Employee Checklist Item 3	Alphanumeric (40)	N	If populated, must be valid according to the rules listed for Field 74 (Employee Checklist Item 1).
77	Employee Checklist Item 4	Alphanumeric (40)	N	If populated, must be valid according to the rules listed for Field 74 (Employee Checklist Item 1).
78	Employee Checklist Item 5	Alphanumeric (40)	N	If populated, must be valid according to the rules listed for Field 74 (Employee Checklist Item 1).
79	Employee Checklist Item 6	Alphanumeric (40)	N	If populated, must be valid according to the rules listed for Field 74 (Employee Checklist Item 1).
80	Employee Checklist Item 7	Alphanumeric (40)	N	If populated, must be valid according to the rules listed for Field 74 (Employee Checklist Item 1).
81	Employee Checklist Item 8	Alphanumeric (40)	N	If populated, must be valid according to the rules listed for Field 74 (Employee Checklist Item 1).
82	Employee Checklist Item 9	Alphanumeric (40)	N	If populated, must be valid according to the rules listed for Field 74 (Employee Checklist Item 1).
83	Employee Checklist Item 10	Alphanumeric (40)	N	If populated, must be valid according to the rules listed for Field 74 (Employee Checklist Item 1).
84	Wage Matrix Row 1	Number (3)	N*	• Required if the employee's primary location is associated with a Wage Matrix active in Enterprise Manager with the initial Effective Date ≥ the current date. • If populated, the value must equal a row number for the Wage Matrix associated with the employee's primary location. • The age value for the row must be ≥ the employee's age unless it is the greatest age for that Job Description.
85	Wage Matrix Row 2	Number (3)	N*	• Required if Field 45 ("Position Code 2") is populated AND the employee's primary location is associated with a Wage Matrix active in Enterprise Manager with the initial Effective Date ≥ the current date. • If populated, the value must equal a row number for the Wage Matrix associated with the employee's primary location. • The age value for the row must be ≥ the employee's age unless it is the greatest age for that Job Description.

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
86	Wage Matrix Row 3	Number (3)	N*	• Required if Field 46 ("Position Code 3") is populated AND the employee's primary location is associated with a Wage Matrix active in Enterprise Manager with the initial Effective Date ≥ the current date. • If populated, the value must equal a row number for the Wage Matrix associated with the employee's primary location. • The age value for the row must be ≥ the employee's age unless it is the greatest age for that Job Description.
87	Wage Matrix Row 4	Number (3)	N*	• Required if Field 47 ("Position Code 4") is populated AND the employee's primary location is associated with a Wage Matrix active in Enterprise Manager with the initial Effective Date ≥ the current date. • If populated, the value must equal a row number for the Wage Matrix associated with the employee's primary location. • The age value for the row must be ≥ the employee's age unless it is the greatest age for that Job Description.
88	Wage Matrix Row 5	Number (3)	N*	• Required if Field 48 ("Position Code 5") is populated AND the employee's primary location is associated with a Wage Matrix active in Enterprise Manager with the initial Effective Date ≥ the current date. • If populated, the value must equal a row number for the Wage Matrix associated with the employee's primary location. • The age value for the row must be ≥ the employee's age unless it is the greatest age for that Job Description.
89	Wage Matrix Row 6	Number (3)	N*	• Required if Field 49 ("Position Code 6") is populated AND the employee's primary location is associated with a Wage Matrix active in Enterprise Manager with the initial Effective Date ≥ the current date. • If populated, the value must equal a row number for the Wage Matrix associated with the employee's primary location. • The age value for the row must be ≥ the employee's age unless it is the greatest age for that Job Description.

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
90	Wage Matrix Row 7	Number (3)	N*	• Required if Field 50 ("Position Code 7") is populated AND the employee's primary location is associated with a Wage Matrix active in Enterprise Manager with the initial Effective Date ≥ the current date. • If populated, the value must equal a row number for the Wage Matrix associated with the employee's primary location. • The age value for the row must be ≥ the employee's age unless it is the greatest age for that Job Description.
91	Wage Matrix Row 8	Number (3)	N*	• Required if Field 51 ("Position Code 8") is populated AND the employee's primary location is associated with a Wage Matrix active in Enterprise Manager with the initial Effective Date ≥ the current date. • If populated, the value must equal a row number for the Wage Matrix associated with the employee's primary location. • The age value for the row must be ≥ the employee's age unless it is the greatest age for that Job Description.
92	Wage Matrix Row 9	Number (3)	N*	• Required if Field 52 ("Position Code 9") is populated AND the employee's primary location is associated with a Wage Matrix active in Enterprise Manager with the initial Effective Date ≥ the current date. • If populated, the value must equal a row number for the Wage Matrix associated with the employee's primary location. • The age value for the row must be ≥ the employee's age unless it is the greatest age for that Job Description.
93	Wage Matrix Row 10	Number (3)	N*	• Required if Field 53 ("Position Code 10") is populated AND the employee's primary location is associated with a Wage Matrix active in Enterprise Manager with the initial Effective Date ≥ the current date. • If populated, the value must equal a row number for the Wage Matrix associated with the employee's primary location. • The age value for the row must be ≥ the employee's age unless it is the greatest age for that Job Description.

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Import: [036] Employee Information

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Content / Validation
94	Flex Field 1	Alphanumeric (30)	N*	• Data for the selected **Flex Field** in the Net-Chef Employee record. If populated, must not exceed 30 characters. • If the field is populated in the database, it should be populated with the same data in the import file; leaving the field blank will clear the data in the database. *Note: One or more of these fields may have customized field names defined in the Employee Maintenance Configuration screen in Enterprise Manager.*
95	Flex Field 2	Alphanumeric (30)	N*	
96	Flex Field 3	Alphanumeric (30)	N*	
97	Flex Field 4	Alphanumeric (30)	N*	
98	Flex Field 5	Alphanumeric (30)	N*	
99	Flex Field 6	Alphanumeric (30)	N*	
100	Flex Field 7	Alphanumeric (30)	N*	
101	Flex Field 8	Alphanumeric (30)	N*	
102	Flex Field 9	Alphanumeric (30)	N*	
103	Flex Field 10	Alphanumeric (30)	N*	
104	Break Wavier	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, will set to 'N' for new records; will not update existing records.
105	Part Time flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, will set to 'N'.
106	Sick Leave Hours Available	Number (7,4)	N	If populated, must be ≥ -999.9999 and ≤ 999.9999 with up to 4 decimal places.
107	PTO Field 1	Number (7,4)	N	Balance for the selected **Paid Time Off** field on that tab in the Net-Chef Employee record. • If populated, must be ≥ -999.9999 and ≤ 999.9999 with up to 4 decimal places; the value in the file will update the value in the employee record. • If not populated, the value in the employee record will not be removed.
108	PTO Field 2	Number (7,4)	N	
109	PTO Field 3	Number (7,4)	N	
110	PTO Field 4	Number (7,4)	N	
111	PTO Field 5	Number (7,4)	N	
112	PTO Field 6	Number (7,4)	N	
113	PTO Field 7	Number (7,4)	N	
114	PTO Field 8	Number (7,4)	N	
115	PTO Field 9	Number (7,4)	N	
116	PTO Field 10	Number (7,4)	N	
117	School District	Alphanumeric (200)	N	The **Name** of the School District associated with the employee. Must match an 'Active' existing entry in Enterprise Manager Labor Rules.

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Import: [260] Employee Alternate Locations

This import will upload Employee Alternate Location records for existing employees in Net-Chef. This file can be imported by a Franchisor on behalf of its Franchisees; see the File Name section for more details.

File Name & Format

File Name	Non-Franchise or Franchisee: "260" + optional text + ".txt" OR Franchisor (for Franchisee): "260" + Franchise Code +"_" + optional text +."txt" The application stops reading the file name after the first 3 characters (or after the underscore); optional characters may be added to identify the file or make it unique.
File Format	Tab-delimited text file; each row must start on a new line.
Contents	Fields that appear on the "Locations" tab of the *Employee Maintenance* screen.
Create/Update	This import can be used to create new records, or update or delete existing ones. If an existing record is being updated, blank fields will not overwrite existing values.

Header

Position	Field	Data Type	Required	Content / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	Must match the **Code** in the *Company* setup screen in Enterprise Manager.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Delete Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, will be set to 'N'. • If 'Y', the existing alternate location record will be deleted.
3	Employee Number	Alphanumeric (40)	Y	• Must match an existing employee in Net-Chef whose status is *not* 'Terminated'.
4	Alternate Location Code	Alphanumeric (6)	Y	The **Code** for the Alternate Location. • Must match an existing active location in Enterprise Manager. • Employee/Location combo must be unique.
5	POS ID	Alphanumeric (40)	N	The **POS ID** for the employee at the specified alternate location, from Field 4. • If not populated, will use the Employee Number from Field 3. • Neither can match a POS ID for any other active employee at the same location.

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Import: [260] Employee Alternate Locations

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
6	Active Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**; • If not populated, will be set to 'Y'. • Cannot be 'N' (de-activate) for the employee's primary location.
7	Allocate Labor To	Alphanumeric (1)	N	Indicates whether this location will be used when allocating labor data for multiple locations that the employee has worked. • If populated, must be **'Y'** or **'N'**. • If not populated, will be set to 'N'.' • If 'Y', this record must come after a record where this value ='N'.

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Import: [261] Employee Positions

This import will upload Employee Position records for existing employees in Net-Chef. This file can be imported by a Franchisor on behalf of its Franchisees; see the File Name section for more details.

File Name & Format

File Name	Non-Franchise or Franchisee: "261" + optional text + ".txt" OR Franchisor (for Franchisee): "261" + Franchise Code +"_" + optional text +."txt" The application stops reading the file name after the first 3 characters (or after the underscore); optional characters may be added to identify the file or make it unique.
File Format	Tab-delimited text file; each row must start on a new line.
Contents	Fields that appear on the "Locations" tab of the *Employee Maintenance* screen.
Create/Update	This import can be used to create new records, or update or delete existing ones. If an existing record is being updated, blank fields will not overwrite existing values.

Header

Position	Field	Data Type	Required	Content / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	Must match the **Code** in the *Company* setup screen in Enterprise Manager.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Delete Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, will be set to 'N'. • If 'Y', the existing position record will be deleted and this record must be followed by another record where Field 8 = 'Y'.
3	Employee Number	Alphanumeric (40)	Y	• Must match an existing employee in Net-Chef whose status is *not* 'Terminated'.
4	Position Code	Alphanumeric (10)	Y	The **Code** for the position to which the employee is being linked. • Must match an existing active position in Enterprise Manager. • Employee/Position combo must be unique.
5	POS Code	Alphanumeric (10)	Y	The **POS Code** for the position, from the POS system. • Cannot be repeated for the same Employee # at the same Location.

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Import: [261] Employee Positions

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
6	Pay Rate	Number (12,4)	N*	• Required if employee "Pay Type" is 'Hourly' or if the Primary Position flag in Field 8 = 'N'. • If populated, must be a number between 0.00 and 99,999,999.99 with no more than 2 decimal places and must be within the Min and Max Pay Rate range, if defined for the position in Enterprise Manager. • Must match the number format defined for the Location in Enterprise Manager. • Not required if for the employee's primary location, which is linked to an active wage matrix that has passed its first effective date.
7	Skill Level Code	Number (3)	N	If populated, must be a whole number between 1 and 999 that matches the **Code** for an existing Skill Level in Enterprise Manager.
8	Primary Position Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**; • If not populated, will be set to 'N'. • If 'Y' for a new or existing employee/position, this record must come after a record where this value ='N' or Field 2 = 'Y'. • If 'N' for an existing record, this record must be followed by another record where this value = 'Y'.
9	Wage Matrix Row	Number (3)	N*	• Required if the employee's primary location is associated with an active wage matrix that has passed its first effective date. • If populated, must be a whole number between 1 and 999 that matches a row number for the location's wage matrix and for which the age range includes the employee's age.
10	Payroll Code	Alphanumeric (3)	N	If populated, must not exceed 2 characters.
11	Alt Locations Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, will be set to 'Y' for new employees; will not update existing ones.

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Import: [007] Time Clock Data

This import can be used to upload employee time clock records into the database from an external payroll or POS system. This file will contain all of the data required to process time clock records in the Net-Chef *Labor Summary* screen. This file can also be imported by a Franchisor on behalf of its Franchisees; see the File Name section for more details.

File Name & Format

File Name	The file may be named **time_clock_data.txt** OR The file may be named using the following logic: "007" + Location Code + "_ " + optional text + ".txt" (*Franchisors can only use this format*.) *Characters 4-9 or the characters starting at 4 up to the period or first underscore character (_) will be used to determine the Location Code.*
File Format	Comma-delimited text file; each record must begin on a new line.
Contents	The file must contain one record for each time punch record, consisting of an employee identifier, an employee position identifier, the date & time the employee clocked in, the date & time the employee clocked out, and (for affected employees) the total sales rung up by the employee and the employee's declared tips.
Create/Update	This import can only be used to create new time-clock records.

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Employee Number (i.e. POS ID)	Alphanumeric (40)	Y	The ID Number that identifies the employee at the punch clock location. It must correspond to a **POS ID** value for the processing location, on the "Locations" tab of an Active employee record in Net-Chef.
2	POS Code	Alphanumeric (10)	Y	The **POS Code** for the employee, which identifies the employee's Position. It must correspond to a 'POS Code' on the "Positions" tab of an Active employee record for the employee in Field 2. If this is not the primary location, then "Alt Locations" must = 'Y'.
3	Clock In Time	Date	Y	The time the employee punched in for the shift. • Must be in 24-hour military time, in *HH:mm MM/dd/yyyy* format. • Must be ≤ the current date, respecting the location's labor operating day, and < the Clock Out Time in Field 4. • If the status for the employee indicated in Field 2 is "Terminated", this must be ≤ the "Terminate Date":

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Import: [007] Time Clock Data

(Continued)

File Layout (Continued)

Position	Field	Data Type	Required	Contents / Validation
4	Clock Out Time	Date	N	The time the employee punched out for the shift. If populated: • Must be in 24-hour military time, in *HH:mm MM/dd/yyyy* format. • Must be ≤ the current date and respect the location's labor operating day. • Must be > the Clock In Time in Field 3 and ≤ 24 hours *after* the Clock In Time. If it is exactly 24 hours after, it will be changed to 1 minute before that.
5	Charge Sales	Number (10,2)	N	**Total Charge Sales** rung up by the employee (if applicable). Must be ≥ 0.00 and ≤ 99,999,999.99 with no more than 2 decimal places; cannot contain a comma.
6	Charge Tips	Number (10,2)	N	If the employee earns charged and cash tips, this is the **Total Charged Tips.** Must be ≥ 0.00 and ≤ 99,999,999.99 with no more than 2 decimal places; cannot contain a comma.
7	Cash Tips	Number (10,2)	N	If the employee earns charged and cash tips, this is the **Total Cash Tips.** Must be ≥ 0.00 and ≤ 99,999,999.99 with no more than 2 decimal places; cannot contain a comma.
8	Break Type	Alphanumeric (1)	N	Identifies when the employee clocked in/out for a break during their shift. If populated, can be: • **'0'** – No break type • **'1'** – Paid Break • **'2'** – Unpaid Break If left blank, this will be treated as '0'.
9	Edited By	Alphanumeric (40)	N	The name of the user that edited the record in the POS system.
10	Cash Sales	Number (10,2)	N	**Total Cash Sales** rung up by the employee (if applicable). Must be ≥ 0.00 and ≤ 99,999,999.99 with no more than 2 decimal places; cannot contain a comma.

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Import: [273] Intraday Labor Time Clock Data

This import will upload employee time clock records into the database from an external payroll or POS system. This file will contain all of the data required to process time clock records in the Net-Chef *Labor Summary* screen. This file can be imported by a Franchisor on behalf of its Franchisees; see the File Name section for more details.

File Name & Format

File Name	"273" + Location Code + "_" + optional text + ".txt" Examples: 273031330_06072006.txt or 273031330.txt *Characters 4-9 or the characters starting at 4 up to the period or first underscore character (_) will be used to determine the Location Code.* The Location Code in the file name will be used for Franchise routing; no format change is required for Franchisors processing this file on behalf of Franchisees.
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	This file will contain time punch records for a single location and labor date. This must be a date for which labor has not already been exported. Each file must contain only 1 header record and at least 1 detail record. Each detail row represents a single shift record.
Import Validation	The File Name must be unique. If 1 record fails, the entire file fails. Shift records must be valid for the labor date in the Header record and must respect the location's labor operating day as defined in Enterprise Manager.
Create/Update	This import can be used to create new time-clock records or update existing ones. When a valid file for a Location/Labor Date is processed, prior to uploading the records from the file all of the existing Labor Actual records for the Location/Labor Date (except for Supplemental Wage records) will be deleted, regardless of whether they were imported or entered manually.

Header

Position	Field	Data Type	Required	Content / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Location Code	Alphanumeric (6)	Y	Must match the **Code** for the location in the *Location Details* screen in Enterprise Manager.
3	Labor Date	Date	Y	The date for the labor shifts in the file. • Must be a date ≤ the current date in *MM/dd/yyyy* format. • Must be in a valid, unposted, unexported Payroll period. (*This applies to BOTH locations if an employee works at 1 location but the labor is allocated to another.*)
4	File Create Date/Time	Date/Time	Y	The date/time that this file was created. • Must be in 24-hour military time, in *HH:mm MM/dd/yyyy* format. • Must be ≥ this date for the previous import file (if any) ≥ the Labor Date in Field 3.

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Import: [273] Intraday Labor Time Clock Data

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Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail).
2	Employee Number (i.e. POS ID)	Alphanumeric (40)	Y	The ID Number that identifies the employee at the punch clock location. It must correspond to a **POS ID** value for the processing location, on the "Locations" tab of an Active employee record in Net-Chef.
3	POS Code	Alphanumeric (10)	Y	The **POS Code** for the employee, which identifies the employee's Position. It must correspond to a 'POS Code' on the "Positions" tab of an Active employee record for the employee in Field 2. If this is not the primary location, then "Alt Locations" must = 'Y'.
4	Clock In Time	Date/Time	Y	The time the employee punched in for the shift. • Must be in 24-hour military time, in *HH:mm MM/dd/yyyy* format. • Must be for the Labor Date (Field 3, header), respecting the location's labor operating day, and ≤ File Create Date/Time (Field 4, header). • Must be < the Clock Out Time in Field 5. • If status for the employee indicated in Field 2 is "Terminated", this must be ≤ "Terminate Date":
5	Clock Out Time	Date/Time	N	The time the employee punched out for the shift. If populated: • Must be in 24-hour military time, in *HH:mm MM/dd/yyyy* format. • Must be for the Labor Date (Field 3, header), respecting the location's labor operating day, and ≤ File Create Date/Time (Field 4, header). • Must be > the Clock In Time in Field 4 and ≤ 24 hours *after* the Clock In Time. If it is exactly 24 hours after, it will be changed to 1 minute before that.
6	Charge Sales	Number (10,2)	N	If populated, must be ≥ -99,999,999.99 and ≤ 99,999,999.99 with no more than 2 decimals.
7	Charge Tips	Number (10,2)	N	Same as Field 6 above.

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Import: [273] Intraday Labor Time Clock Data

(Continued)

Detail

Position	Field	Data Type	Required	Contents / Validation
8	Cash Sales	Number (10,2)	N	Same as Field 6 above.
9	Cash Tips	Number (10,2)	N	Same as Field 6 above.
10	Break Type	Alphanumeric (1)	N	Identifies when the employee clocked in/out for a break during their shift. If populated, can be: • **'0'** – No break type • **'1'** – Paid Break • **'2'** – Unpaid Break If left blank, this will be treated as '0'.
11	Edited By	Alphanumeric (40)	N	Will be truncated if more than 40 characters.

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Import: [274] Supplemental Wages

This import will upload records into the database and assign, at the Employee/ Position level, either Lump Sum or Hours values for a specific Supplemental Wage. This file will contain all of the data required to review and process these records in the Net-Chef *Labor Summary* screen. This file can be imported by a Franchisor on behalf of its Franchisees; see the File Name section for more details.

Th data imported in this file is cumulative; subsequent imports will continue to add to the current list.

File Name & Format

File Name	Non-Franchise or Franchisee: "274" + optional text + ".txt" OR Franchisor (for Franchisee): "274" + Franchise Code +"_" + optional text +."txt" The application stops reading the file name after the first 3 characters (or after the underscore); optional characters may be added to identify the file or make it unique.
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	Each file must contain at least 1 header record and at least 1 detail record. Each header record must have at least 1 corresponding detail record. This import will not Allocate Labor to other locations; wages will be assigned to the location in the header record.
Create/Update	This import can only be used to create new supplemental wage records.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Location Code	Alphanumeric (6)	Y	• Must match the **Code** for an active Location in Enterprise Manager. • In a Franchisee site, the Location must be linked to same Franchise as the site.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail).
2	Supplemental Wage Code	Alphanumeric (10)	Y	Must match the **Code** for an existing Supplemental Wage in Enterprise Manager.
3	Labor Date	Date	Y	The date for the Supplemental Wage record. • Must be in *MM/dd/yyyy* format. • Must be in a valid, unposted Payroll period.
4	Employee Number (i.e. POS ID)	Alphanumeric (40)	Y	• The ID Number that identifies the employee at the processing location noted in the Header record (Field 2). • This must correspond to a POS ID value on the "Locations" tab of an Active employee record in Net-Chef.

(Continued)

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Import: [274] Supplemental Wages

(Continued)

Detail

Position	Field	Data Type	Required	Contents / Validation
5	POS Code	Alphanumeric (10)	Y	The **POS Code** for the employee, which identifies the employee's Position. It must correspond to a 'POS Code' on the "Positions" tab of an Active employee record for the employee in Field 4. If this is not the primary location, then "Alt Locations" must = 'Y'.
6	Lump Sum Flag	Alphanumeric (1)	Y	• Must be **'Y'** or **'N'**. Must be 'N' if Daily Lump Sum flag (Field 10) = 'Y'. • Must match the same setting defined in Enterprise Manager for the Supplemental Wage Code indicated in Field 2.
7	Lump Sum Value	Number (7,2)	N*	• Must be populated if Lump Sum flag (Field 6) = 'Y'. Must be blank if Lump Sum flag = 'N'. • If populated, must be ≥ 0.00 and ≤ 99,999.99 with up to 2 decimals.
8	Hours Flag	Alphanumeric (1)	Y	• Must be **'Y'** or **'N'**. Must be 'N' if Daily Lump Sum flag (Field 10) = 'Y'. • Must match the same setting defined in Enterprise Manager for the Supplemental Wage Code indicated in Field 2.
9	Hours Value	Number (5,2)	N*	• Must be populated if Hours flag (Field 8) = 'Y'. Must be blank if Hours flag = 'N'. • If populated, must be ≥ 0.00 and ≤ 999.99 with up to 2 decimals.
10	Daily Lump Sum Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • Must be 'N' if Lump Sum flag (Field 6) or Hours flag (Field 8) = 'Y'. • Must match the same setting defined in Enterprise Manager for the Supplemental Wage Code indicated in Field 2.
11	Daily Lump Sum Value	Number (5,2)	N*	• Must be populated if Daily Lump Sum flag (Field 10) = 'Y'. Must be blank if Daily Lump Sum flag = 'N'. • If populated, must be ≥ 0.00 and ≤ 99,999.99 with no more than 2 decimals. • If this Wage is "Tip Credit Eligible", must be ≥ – 99,999.99 and ≤ 99,999.99 with up to 2 decimals.

Note: In Net-Chef, a manually entered Supplemental Wage must be flagged as either "Lump Sum" or "Hours"; it cannot be both. Since Enterprise Manager allows a Supplemental Wage to be flagged for both uses, in this file a single entry can have Detail Fields 6 and 8 both set to 'Y'. If this occurs, two separate records will be created in the database.

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Inventory Imports

Document Details

Document #: 160_SIRG_261026

Release Version: 20.26.06.25

Date of Release: June 2026

Overview

This section includes the following formats for the Crunchtime Standard Inventory imports:

- Physical Inventory (NC – Restaurant)
- Inventory & Recipe Adjustments
- Value Adjustments

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Import: [008] Physical Counts into Net-Chef

This import will upload Physical Inventory counts into Net-Chef for mid-period scheduled events and the "Final for Post" Inventory event.

Imported counts MUST be verified in the Physical Inventory "Review" screen before they can be seen in reports, and before the period can be posted.

File Name & Format

File Name	"008" + Location Code + "_" + optional text + ".txt" Examples: 008031330_06072006.txt or 008031330.txt *Characters 4-9 or the characters starting at 4 up to the period or first underscore character (_) will be used to determine the Location Code.*
File Format	Tab-delimited text file
Contents	This file contains records for physical inventory counts at a single location for any number of Company Product/Storage Location combinations; each record will represent a single Product/Storage combination.
Create/Update	This import can only be used to create new inventory count records.

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Inventory Date	Date	Y	Must be in the location's **Date Format** as defined in Location Details for the location identified in the file name: i.e. 'MM/dd/yyyy', 'MM-dd-yyyy', 'dd/MM/yyyy', 'dd-MM-yyyy', or 'yyyy-MM-dd'.
2	Application User ID	Alphanumeric (30)	Y	Must be a **User ID** for an active Application User for the inventory location or corporate.
3	Storage Location Code	Alphanumeric (6)	Y	Must be a Storage Location **Code** for the location defined in file name.
4	Product Number	Alphanumeric (40)	Y	Must be a one of the following: • Company Product Number, Company Product UPC or Alternate UPC. Must have a Location Product record at the location defined in file name.
5	Inventory Unit Quantity	Number (10,2)	N*	This field cannot be empty unless no counts are entered for this product row.
6	Alt Unit 1 Qty	Number (10,2)	N	Location Product must have **Alt Count Unit 1** and Conversion defined for the application to process this quantity.
7	Alt Unit 2 Qty	Number (10,2)	N	Same as above for **Alt Count Unit 2**.
8	Alt Unit 3 Qty	Number (10,2)	N	Same as above for **Alt Count Unit 3**.

Warning: This import *cannot* be used for Lot Tracking locations as there is no Lot # field in the file.

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Import: [005] Inventory & Recipe Adjustments

This import will upload Inventory and/or Recipe Adjustment transactions into Net-Chef. One or more transactions can be included in a single import file and each transaction can include multiple product rows.

File Name & Format

File Name	"005" + Location Code + _ + optional text + ".txt" Example: 005300330_invadj.txt *Characters 4-9 or the characters starting at 4 up to the period or first underscore character (_) will be used to determine the Location Code.*
File Format	Tab-delimited text file
Contents	The import file will contain at least one header record (H) for an Adjustment Transaction followed by detail records (D). If the file contains more than one transaction, the file will list subsequent header rows (after the previous transaction's detail rows), followed by 1 or more additional detail rows. If any validation rule is broken in a file, no information in the file will be inserted; the file will be renamed with a ".bad" extension, indicating that it contains bad data.
Create/Update	This import can only be used to create new adjustment records.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Location Code	Alphanumeric (6)	N*	If populated: • Must match an active Location in Enterprise Manager. • For Franchises, Location must be linked to the Franchise belonging to the site URL. If not populated, determined from Location Code in the file name, which must match the criteria above.
3	*Unused Field*	N/A	N	Not validated.
4	Daypart Code	Number (3)	N	If populated, must match the **Code** for an existing Daypart in Enterprise Manager.
5	Post Date	N/A	N	Not validated; determined from the Transaction Date (Field 2, Details).
6	*Unused Field*	N/A	N	Not validated.
7	Entry User	N/A	N	Not validated; determined from cdp.ini file.
8	Transaction Number	Alphanumeric (20)	N	If populated, must be unique in the file and in the application.

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Import: [005] Inventory & Recipe Adjustments

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
9	Memo	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
10	Recipe Adjustment Flag	Alphanumeric (1)	N	Indicates whether this is an Inventory Adjustment (N) or Recipe Adjustment (Y). • If populated, must be **'Y'** or **'N'.** • If not populated, will be set to 'N'.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Transaction Date	Date	N	If populated: • Must be ≤ the current date and fall within the location's current (unposted) period. • Format must be *MM/DD/YYYY* or *dd-MMM-yyyy*. If not populated, will use the current date for the location.
3	*Unused Field*	N/A	N	Not validated.
4	Lot Number	Alphanumeric (20)	N*	• Required if item is lot tracked. • If populated, must match an existing **Lot Number** for item & storage at this location.
5	Storage Code	Alphanumeric (6)	Y	• Must be an existing Storage Location **Code** for the location. This is case sensitive. • Storage Code and Product Number (Field 6) must not be repeated in any other detail record for the same header record.
6	Company Product Number	Alphanumeric (40)	Y	• This is case sensitive. • If the "Recipe Adjustment Flag" in Header Field 10 is set to 'Y', then this must be the product number for an active POS Recipe (i.e. Production Type = 'Production' and POS Decrement = 'Component'). • If the "Recipe Adjustment Flag" is set to 'N', then this must be the product number for an active Company Product or Production Recipe (i.e. Production Type = 'Production' and POS Decrement = 'Item'); must also be a Location Product for this location. • If the product/recipe is linked to one or more Concepts, then at least one of them must be linked to the current location.

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Import: [005] Inventory & Recipe Adjustments

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
7	Quantity	Number (10,6)	Y	• Must be ≥ -9,999.999999 and ≤ 9,999.999999 (but not '0') with a maximum of 6 decimal places and must follow standard U.S. number format. • A positive number decreases inventory. • A negative number increases inventory; not allowed if the "Recipe Adjustment Flag" in Header Field 10 is set to 'Y'.
8	*Unused Field*	N/A	N	Not validated.
9	Qualitative Judgment	Alphanumeric (40)	Y	Must be an existing **Qualitative Judgment** description flagged for use in "Adjustment" transactions. This is case sensitive.
10	Package Type	Alphanumeric (40)	N*	• Required if product indicated in Field 6 is a POS Recipe. • If populated, must match an existing unit of measure for the product. • If not populated, will use the product's Inventory Unit.

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Import: [199] Value Adjustments

This import file will re-price the value of inventory during the current, open period. The file will be generated by a corporate accounting system. This import can only be used when the Company "Accounting Method" is set to 'Average' (Weighted Average Cost).

File Name & Format

File Name	"199" + Location Code + optional text + ".txt" Example: 199031330valueadj.txt *Note: Location Codes in the database must also be 6 characters in length in order to match the Location Codes in the file name.*
File Format	Tab-delimited text file
Contents	The import file will contain one or more header records (H) for a Value Adjustment, each of which is followed by one or more detail records (D) that capture the product values for the transaction noted in the header. When matching values in the import file with values in the database, the matching is case sensitive. When matching against products, the product list is limited to products for the location noted in the import file name.
Create/Update	This import can only be used to update Location Product cost records.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Location Code	Alphanumeric (6)	N	Not validated; determined from the file name.
3	*Unused Field*	N/A	N	Not validated.
4	Comments	Alphanumeric (40)	Y	Must not exceed 40 characters.

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Import: [199] Value Adjustments

(Continued)

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Product Code Number	Alphanumeric (40)	Y	Must be a **Company Product Number** (active or Inactive) with a Location Product record at the location performing the import. This must be unique for the current transaction (i.e. – it can only be listed once under a given header record).
3	Receiving Quantity (in Inventory Units)	Number (10,2)	Y	The quantity of the product received with an incorrect price; must be ≥ '0'. Must match the number format defined in the Location Details screen in Enterprise Manager.
4	Adjustment Value	Number (10,2)	Y	Must match the number format defined in the Location Details screen in Enterprise Manager. *For both rules below, "On Hand" includes both central and customer storages, regardless of the "On Hand Includes" preference setting.* Additional Adjustment Rule 1: If the Adjustment Value > 0, skip to Rule 2. If On Hand < 0, skip to Rule 2. Otherwise, if (Adjustment Value x -1) ≥ (On Hand x Issue Price) then a second adjustment transaction will be created to offset the full value of this value adjustment. Additional Adjustment Rule 2: If Receiving Quantity (Field 3) exceeds the On Hand inventory quantity in the database, then a second adjustment transaction will be created.
5	Description	Alphanumeric (40)	Y	Must be an existing **Qualitative Judgment** description flagged for use in "Adjustment" transactions.
6	*Unused Field*	N/A	N	Not validated.

Note: A second Value Adjustment transaction may be created to avoid having a situation where the issue price of on hand inventory becomes unrealistically high. For example, if we only had one apple on hand and attempted to issue a $10 dollar value adjustment for the previous 100 apples purchased, we do not want the single apple in inventory to have an issue price of $11. So instead we issue a second Value Adjustment to on hand inventory to increase the issue price appropriately. By capturing two Value Adjustment transactions we can then export them to a corporate accounting system, which will recognize in the first Value Adjustment the total value of the inventory adjustment and will recognize in the second transaction the value already consumed. The second Value Adjustment will have a nearly identical Header record as the initial adjustment. The Detail records will contain a record for each product requiring the additional adjustment and will include a different Adjustment Value.

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Point-of-Sale & Sales Imports

Document Details

Document #: 160_SIRG_261026

Release Version: 20.26.06.25

Date of Release: June 2026

Overview

This section includes the following formats for the Crunchtime Standard POS and Customer Order Sales imports:

- [002] Register Sales: Sales Mix
- [001] Recipe Sales: Menu Mix
- [267] Menu Mix with Check Level Detail
- [272] Customer Orders

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Import: [002] Register Sales: Sales Mix

(Restaurant)

This import will upload data into the database from files containing daily sales information for POS registers, rather than manually entering this data in the *Sales Transactions* screen in Net-Chef. Users may upload the following types of register sales to the Crunchtime database: Sales, Sales Tax, Paid Outs, Non Cash Media, Comps and Discounts and Bank Deposits. The application will calculate register totals using the values in the file, along with the Preference and Location settings configured in Enterprise Manager.

File Name & Format

File Name	"002" + Location Code + _ + optional text + ".txt" Example: 002031330_sales.txt *Characters 4-9 or the characters starting at 4 up to the period or first underscore character (_) will be used to determine the Location Code.*
File Format	Tab-delimited text file
Contents	A Sales Mix file contains records for register sales at a single location (as identified in the file name) for any number of registers and/or sales dates. Each file will contain 1 header record for each sales date/register, and one or more detail records. All detail records for a particular header record must appear immediately after that header record. There should be no blank rows in the file. For files containing multiple header records, the CDP will process each set of header/detail records individually. Records that pass validation will be uploaded successfully, while those that fail can be handled individually in the CDP Error Remediation screen in Enterprise Manager.
Create/Update	This import can be used to create new cash register sales records or update existing ones, if the preference to "Allow Sales Mix file to update existing Register and Date record" is enabled in Enterprise Manager. This file will "flush & fill" data when imported.

Header

The file must contain one header record for each sales date/register combination, and each header record must consist of the following fields. Note that all numeric values must be in the location's *Number Format* (set up in Enterprise Manager Location Details, for the location identified in file name), i.e. '0,000.00' or '0.000,00'.

Position	Field	Data Type	Required	Contents / Validation
1	File Record Type	Alphanumeric (1)	Y	**'H'** (for Header)
2	*Unused field*	N/A	N	*Not validated.*
3	Register Number	Alphanumeric (20)	Y	**Register Number** for the point of sale register. This must match a valid POS "Number" in Enterprise Manager.
4	Transaction Date	Date	Y	**Sales Date**. Format must be *MM/dd/yyyy, MM-dd-yyyy, MM.dd.yyyy, MM/dd/yy, MM-dd-yy, or MM.dd.yy.*
5	*Unused field*	N/A	N	*Not validated.*
6	*Z Reading #*	Alphanumeric (40)	N	*Z Reading Number from register for sales record, if any.*

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Import: [002] Register Sales: Sales Mix

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
7	Charged Tips	Number (12,4)	N	Total value of charged tips, if any.
8	Total Overrings	Number (12,4)	N	Total value of overrings, if any.
9	Total Voided	Number (12,4)	N	Total value of voids, if any.
10	Number of Voids	Number (8)	N	Total number of voided transactions, if any. Must be ≥ 0.
11	Total Exempt Sales	Number (12,4)	N	Total value of sales exempt from tax, if any.
12	Morning Guest Count	Number (8)	N	Total number of guests served in the "morning" portion of the day (as defined by clients). Must be ≥ 0.
13	Midday Guest Count	Number (8)	N	Total number of guests served in the "morning" and "middle" portions of the day (as defined by clients). Must be ≥ 0.
14	Ending Guest Count	Number (8)	N	Total number of guests served throughout the day, i.e. in the morning and middle portions of the day, up through the end of the day. Must be ≥ 0.

Detail

The file may contain one or more detail records for each Daypart/Transaction Type/General Ledger Number or Daypart/Transaction Type combination that must be entered for the register sales (level of detail depends on transaction type). Detail records are not, however, required.

Position	Field	Data Type	Required	Contents / Validation
1	File Record Type	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Daypart Code	Number (1)	Y*	**Code** for the Daypart in which the transaction occurred. Must be an existing Daypart in Enterprise Manager. Only required for "Sales" and "Sales Tax" rows. (Not used for other record types.)

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Import: [002] Register Sales: Sales Mix

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Detail Record Type	Number (1)	Y	Indicates what type of data the detail record contains: • **0** = Sales • **1** = Sales Tax • **3** = Paid Outs • **5** = Media Types • **6** = Comps & Discounts • **7** = Bank Deposits If the file does not contain any Bank Deposit records; existing deposits will not be removed.
4	*Unused field*	N/A	N	Not validated.
5	GL Number	Alphanumeric (10)	Y	Entries must correspond to an existing **GL Number** in Enterprise Manager that meets the following "Type"-specific criteria: • For Sales Tax transactions, the GL Number must be associated with the "Sales Tax" P&L Substructure. • For Media-type transactions, the GL Number must be associated with one of the following P&L Substructures: "Payment Media 1", "Payment Media 2", or "Payment Media 3". • GL Number is not required (or stored) for Bank Deposits.
6	*Unused field*	N/A	N	Not validated.
7	Value	Number (12,4)	Y	Total value of all transactions for the current detail line's Daypart/GL Number combination. Must be in the location's Net-Chef Number Format (set up in Enterprise Manager's Location Details), i.e. '0,000.00' or '0.000,00'.
8	*Unused field*	N/A	N	Not validated.
9	Memo	Alphanumeric (40)	N	**Memo** containing additional information for the data type indicated in Field 3.

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Import: [001] Recipe Sales: Menu Mix

This import will upload recipe data to the database from "Menu Mix" sales files containing information about Recipes sold through a POS system. Processing these files both records this sales information and depletes the inventory of the Recipe items and/or Components, according to Recipes defined in Enterprise Manager.

File Name & Format

File Name	"001" + Location Code + _ + Unique Identifier + ".txt" Example: 001300330_mnumix.txt *The file name must be unique and can contain up to 100 characters. Characters 4-9 or the characters starting at 4 up to the period or first underscore character (_) will be used to determine the Location Code.*
File Format	Tab-delimited text file
Contents	Multiple header/detail combinations may appear in a single file. For processing to occur, PCs must have synchronized formats i.e. date, time, and number formats must be the same for the POS Host PC and the Processing PC. The file must contain at least one record for each Recipe item (Field 4) that was sold at a particular Price (Field 6); if using whole-number (hour-only) "Time" values (Field 3), and not using any of the optional fields, each record can contain the total number of units of that Recipe that were sold in that hour (Field 5). If using hour/minute "Time" values (Field 3), each detail record will only represent a single transaction. If the file contains optional "Revenue Center" values (Field 8), each detail record will only represent a single Revenue Center's transactions. If the file contains optional "Server ID" values (Field 9), each detail record will only represent a single server's transactions. If the file contains optional "Check Number" (Field 10), "Check Open Time" (Field 11), "Check Close Time" (Field 12) and "Guest Count" (Field 13) values, each detail record will only represent sales of a Recipe for a particular guest check.
Create/Update	This import can only be used to create new recipe sales records.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Location / Customer Code	Alphanumeric (6)	Y	Must be an existing **Location Code** or **Customer Code**. • Location Code will deplete the product from its Primary (Central) Storage. • Customer Code will deplete the product from the (non-Central) Storage Location linked to that Customer.

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Import: [001] Recipe Sales: Menu Mix

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Transaction Date	Date	Y	Must be in the one of the following formats: *MM/dd/yyyy, MM-dd-yyyy, or MM.dd.yyyy* For EM Client, this must match the short date setting on the PC. Cannot be in a posted period or in the future.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type	Alphanumeric (1)	Y	**'D'** (for Detail)
2	*Unused field*	N/A	N	Not validated.
3	Time of Sale	Time	Y	Must be in *HH:mm*, *H:mm*, *HH* or *H* format, based on 24 hour clock
4	PLU	Number (12)	Y	Must be an existing Recipe **PLU**: • For the location on the *Location* tab in the Recipe Details screen. • If none, from the Recipe header.
5	Quantity	Number (10,2)	Y	**Quantity** of the Recipe Product that was sold.
6	Price	Number (12,4)	Y	If this entry exceeds 4 decimal places, it will be logically rounded to four.
7	Value	Number (13,4)	Y	If this entry exceeds 4 decimal places, it will be logically rounded to four.
8	Revenue Center	Alphanumeric (20)	N	If populated, must match a **Code** for an active Revenue Center in Enterprise Manager.
9	Server ID	Alphanumeric (40)	N	If populated, uses **POS ID** number for the sale location from employee's record in Net-Chef. When Check Number (Field 10) is populated, Server ID must be the same for all line items for the same Location/Date/Check Number.
10	Check Number	Alphanumeric (20)	N*	Required only if Check Open Time (Field 11) and Check Close Time (Field 12) and/or Guest Count (Field 13) are populated.
11	Check Open Time	Time (HH:mm)	N	Not validated against Field 3.
12	Check Close Time	Time (HH:mm)	N	Not validated against Field 3.
13	Guest Count	Number (4)	N	When Check Number (Field 10) is populated, Guest Count must be the same for all line items for the same Location/Date/Check.

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Import: [267] Menu Mix with Check Level Detail

(Restaurant)

This import will upload recipe data to the database from "Menu Mix" sales files containing information about Recipes sold through a POS system. Processing these files both records the sales information and depletes the inventory of each Recipe item and/or its Components, according to the configuration in Enterprise Manager.

This format allows for the import of Check- and Item-based data from the POS system in order to deplete inventory, and it can be used to create new sales records or update existing ones.

File Name & Format

File Name	"267" + Optional Text + _ + Unique Identifier ".txt" *The file name must be unique.* Example: 267MenuMix_20261026153452.txt
File Format	Tab-delimited text file
Contents	The file will contain 1 or more header records, each with at least 1 detail record. There can be up to 5 types of detail records: 1) Check Details, 2) Item Details, 3) Time Details, 4) Miscellaneous Check Information, 5) Miscellaneous Item Information Detail records 2-5 must occur in order following the related Type 1 Detail record.
Create/Update	New checks will be added to the existing sales data; for existing check numbers, the file will "flush & fill" data when imported.

File Processing

A file with multiple header rows will be split into separate logical files in the database. For file failures, the CDP Error Remediation screen in Enterprise Manager will list all failed logical files.

If a subsequent file is processed containing one or more Check Number/Open Time combinations for the same Location and Business Date as a previous file, on a check-by-check basis the system will "flush and fill" the original check data, replacing it with the new check data. Therefore, when a Type 1 record appears in a file, it must be a complete version of the Check (i.e. it must include an up-to-date set of Type 2-5 Detail records) and when there are multiple files per day, these files MUST be uploaded in the proper order.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Location Code	Alphanumeric (6)	Y	Must match the **Code** for an existing Location in Enterprise Manager.
3	Customer/ Location Import Code	Alphanumeric (6)	Y	Will seek to match one of the following fields (in order): • Customer **Import Code** or the **Code** for a Customer linked to the Location in Field 2. • Location **Import Code** or the **Code** for the Location in Field 2. *Note: Must be limited to 6 characters in Enterprise Manager to validate successfully.*
4	Business Date	Date	Y	Must be in *YYYYMMDD* format. Cannot be in a posted period or in the future.

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Import: [267] Menu Mix with Check Level Detail

(Continued)

1 – Check Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'1'**.
2	Check Number	Alphanumeric (20)	Y	Must not exist in another Check Detail Record in the file with same Check Open Time and for the same Location and Business Date.
3	Time of Sale	Time	Y	Must be in *HH:mm*, *H:mm* format, based on 24-hour clock.
4	Check Open Time	Time	Y	Must be in *HH:mm*, *H:mm* format, based on 24-hour clock.
5	Check Close Time	Time	N	If populated, must be in *HH:mm*, *H:mm* format, based on 24-hour clock.
6	Guest Count	Number (4)	N	If populated, must be ≥ -9,999 and ≤ 9,999.
7	Flag - Exclude Consumption	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, will default to 'N'.
8	Charged Tips (Tip Pool)	Number (11,2)	N	From tips charged on credit cards; populates Tip Pool in Net-Chef Labor Actuals. • If populated, must be ≥ 0 and ≤ 999,999,999.99 and limited to 2 decimals.

2 – Item Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'2'**.
2	Check Number	Alphanumeric (20)	Y	Must exist in a Check Detail (Type 1) Record in the file.
3	Line Number	Number (6)	Y	Must be ≥ 1 and ≤ 999,999 and must be unique for the same Location, Business Date, Check Number, and Check Open Time.
4	Time of Sale	Time	Y	Must be in *HH:mm*, *H:mm* format, based on 24-hour clock.
5	Revenue Center Code	Alphanumeric (20)	N	If populated, must match the **Code** for an active Revenue Center in Enterprise Manager.
6	PLU Number	Number (12)	Y	If populated: • Must be ≥ 1 and ≤ 999,999, 999,999. • Must be unique for this location. If Item Type (Field 12) = '1' and the preference to "Allow Menu Mix File to Create Discount Recipes" is enabled, then this value must not already exist: • On the *Location* tab in the Recipe Details. • On the *Recipe* tab in the Recipe Details. • Or as a Daily Special defined for this location and sales date.

(Continued)

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Import: [267] Menu Mix with Check Level Detail

(Continued)

2 – Item Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
7	Parent Line Number	Number (6)	N	If populated: • Must be ≥ 1 and ≤ 999,999. • Must match a Line Number (Field 3) in a different Item Detail record for the same Check in the file.
8	Quantity	Number (10,2)	Y	Must be ≥ -99,999,999.99 and ≤ 99,999,999.99 and limited to 2 decimals.
9	Price	Number (12,4)	Y	Must be ≥ 0 and ≤ 99,999,999.9999 and limited to 4 decimals.
10	Value	Number (13,4)	Y	Must be ≥ -999,999,999.9999 and ≤ 999,999,999.9999 and limited to 4 decimals.
11	Server ID	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
12	Item Type	Number (1)	N	• If populated, must be **'0'** for Recipe or **'1'** for Discount. • If this is '1', a new Discount Recipe will be created if the preference to "Allow Menu Mix File to Create Discount Recipes" is enabled and the PLU in Field 6 does not already exist in the database.
13	Recipe Name	Alphanumeric (80)	N	• If populated, this will be the name for the new Discount Recipe, formatted as 'PLU' (from Field 6) – 'RECIPE NAME'. • If the PLU in Field 6 already exists in the database, this entry will be ignored. • If multiple rows for the same PLU contain different entries in this field, only the first entry will be imported. • If not populated and a new Discount Recipe is created, the system will assign the Name as 'PLU'-"DISCOUNT".

3 – Time Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'3'**.
2	Check Number	Alphanumeric (20)	Y	Must exist in a Check Detail (Type 1) Record in the file.
3	POS Time ID	Number (3)	Y	• Must match existing value in database *. • Must be ≥ 1 and ≤ 999. • Must be unique for the same Check Number and Location.
4	Value	Number (10,2)	Y	Must be ≥ -99,999,999.99 and ≤ 99,999,999.99 and limited to 2 decimals.

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Import: [267] Menu Mix with Check Level Detail

(Continued)

4 – Miscellaneous Check Information

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'4'**.
2	Check Number	Alphanumeric (20)	Y	Must exist in a Check Detail (Type 1) Record in the file.
3	MISC ID	Number (3)	Y	• Must match existing value in database *. • Must be ≥ 1 and ≤ 999. • Must be unique for the same Check Number and Location.
4	Data Value	Alphanumeric (30) Number (10,2) Date	Y	The system will determine the Data Type based on the MISC ID entered in Field 3. • If Data Type = CHAR, must not exceed 30 characters. • If Data Type = NUMBER, must be ≥ -99,999,999.99 and ≤ 99,999,999.99 and limited to 2 decimals. • If Data Type = DATE, must be in YYYYMMDD format.

5 – Miscellaneous Item Information

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'5'**.
2	Check Number	Alphanumeric (20)	Y	Must exist in a Check Detail (Type 1) Record in the file.
3	PLU Number	Number (12)	Y	Must match a PLU Number (Field 5) in any of the Item Detail records (Line Type 2) for the same Check Number.
4	MISC ID	Number (3)	Y	• Must match existing value in database *. • Must be ≥ 1 and ≤ 999. • If Field 6 is blank, this must be unique for the same Location, Business Date, PLU, Check Number, and Check Open Time. • If Field 6 is populated, this must be unique for the same Location, Business Date, Parent Line Number, Check Number, and Check Open Time.
5	Data Value	Alphanumeric (30) Number (10,2) Date	N	The system will determine the Data Type based on the MISC ID entered in Field 4. • If Type = CHAR, must be ≤ 30 characters. • If Type = NUMBER, must be ≥ -99,999,999.99 and ≤ 99,999,999.99 and limited to 2 decimals. • If Type = DATE, must be in *YYYYMMDD* format.

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Import: [267] Menu Mix with Check Level Detail

(Continued)

5 – Miscellaneous Item Information (Continued)

Position	Field	Data Type	Required	Contents / Validation
6	Parent Line Number	Number (6)	N	If populated: • Must be populated for every Misc. Item record (Line Type 5) for the same Check Number. • Must be ≥ 1 and ≤ 999,999. • Must be a Line Number (Field 3) in an Item Detail record (Line Type 2) for the same Check Number and Location. If not populated, the PLU # in this record (Field 3) must match the PLU # (Field 6) in the Item Detail (Type 2) record. If there are multiple Line Numbers (Field 3) in the Item Detail record for the same PLU, this record will be associated with the first one listed.

** Values for "POS Time ID" in Time Detail (Type 3) records and "MISC ID" in Miscellaneous Check and Item Information records (Type 4 and Type 5 respectively) will be determined by each client and loaded into the database by Crunchtime.*

Time Detail records can be used to record the duration of events in the import, for example: Queue time, Order time, Delivery Of Service time, Check processing time, and Credit Card processing time.

Miscellaneous Check and Item Information records can be used to indicate things like who the Manager and/or Assistant Manager on duty was, what type of Payment Media was used, and whether the payment and/or tip was Cash or Charge.

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Import: [272] Customer Orders

This import can be used to create Customer Order transactions in Net-Chef for Restaurants or Cruise Lines. This does NOT include Product Returns, Commissary Orders, or Warehouse Orders.

File Name & Format

File Name	"272" + optional text + ".txt" Example: 272CustomerOrders.txt
File Format	Tab-delimited text file
Contents	The file will contain at least one header record and at least one detail record. Multiple header records may exist in the file and multiple detail records may follow a single header record. Also, orders for multiple locations may be included in 1 file.
Create/Update	This import can only be used to create new Customer Order records.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Supply Location Code	Alphanumeric (6)	Y	• Must match the **Code** for an active Location in Enterprise Manager. • Must be a Supply Location for the Customer indicated in Field 3. • The location must have at least one unposted post period.
3	Customer Code	Alphanumeric (12)	Y	Must match the **Code** for an active Customer of the Supply Location.
4	Reference Number	Alphanumeric (40)	N	If not populated, the application will generate a unique value.
5	Daypart Code	Number (3)	N*	• If populated, must match the **Code** for an existing Daypart in Enterprise Manager. • Required if the "Customer Order Daypart/ Commissary Order Production Run is Necessary" preference is enabled.
6	Expected Delivery Date	Date	N	• If populated, must be a valid date in *MM/DD/YYYY* format; must be ≥ the current date and ≤ the latest Post Date for the customer location. • If not populated, will default to the location's current date + 2 days – i.e. the day after tomorrow.
7	Catering Order flag	Alphanumeric (1)	N	Indicates whether the Customer Order is a Catering Order. • If populated, must be **'Y'** or **'N'.** • If not populated, will be set to 'N'.
8	Revenue Center	Alphanumeric (20)	N	If populated, must match the **Code** for an active Revenue Center in Enterprise Manager.

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Import: [272] Customer Orders

(Continued)

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Product Number	Alphanumeric (40)	Y	• Must match the **Product Number** for an active Location Product at the supply location, which must have "Reorder CO" enabled. • Cannot be repeated in any detail record under the same header record. • The product's Primary Storage must be a Central Storage Location other than 'Unassigned'.
3	Order Quantity	Number (10,2)	Y	Must be > 0 and ≤ 99,999,999.99 with a maximum of 2 decimal places and must follow standard U.S. number format.

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Purchasing Exports & Imports

Document Details

Document #: 160_SIRG_261026

Release Version: 20.26.06.25

Date of Release: June 2026

Overview

This section includes the following formats for the Crunchtime Standard Purchasing exports and imports:

Exports:

- Standard Purchase Order: FTP
- Standard Purchase Order: Secure FTP
- Standard Purchase Order: Detail Header
- Standard Purchase Order: Email Excel

Imports:

- [276] Standard Purchase Order
- [006] Purchase By Invoice
- [009] Vendor (Electronic) Invoice Data
- [011] Vendor Order Confirm Receipt
- [270] Vendor Order Confirm Terms
- [013] Vendor Payment Information
- [014] Consolidation Data (Cruise)
- [280] Master Order Data (Cruise)

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Export: Standard Purchase Order

FTP

Exports purchase order information when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks “Submit”.

File Name & Format

File Name	CTPO_YYYYMMDD_HHMMSS_VOnumber.TXT Example: CTPO_20080801_103012_VO10000-201007.txt
File Format	Comma-delimited text file
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Vendor Setup – Header

- **VO Mode** – ‘FTP’ should be selected; this will be the default on the Location Details tab.
- **Interface** – ‘STANDARD’ must be selected.
- **URL** – The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the “URL” does not have a colon with a value after it (indicating a different port), the application will automatically use “21” as the port.

Vendor Setup – Location Details

- **Location** – Each location using the interface must be added.
- **VO Mode** – ‘FTP’ must be selected.
- **Account Number** – The vendor’s Location or Company Account Number must be entered.
- **User Name** and **Password** – Must be entered and valid for the vendor’s FTP server.

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Export: Standard Purchase Order

FTP (Continued)

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** for Header row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the Location Details tab of the vendor's record in Enterprise Manager.
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** of the submitted Vendor Order. (Transaction Number).
4	Delivery Date	Alphanumeric (8)	Y	**Expected Delivery Date** of the submitted order in YYYYMMDD format.
5	Special Instructions 1	Alphanumeric (50)	N	**Message** field from the Vendor Order screen. If the entry exceeds 50 characters, it will export the first 50 characters only.

Detail

The Detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** for Detail row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager.
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order.
4	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager.
5	Order Quantity	Number (10,2)	Y	**Order Quantity** in Vendor Units, from the submitted order. Decimal places will display as needed (i.e. only if a fractional quantity is ordered).
6	Vendor Unit of Measure	Alphanumeric (20)	Y	**Package Type** for the Vendor Unit.
7	Split Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether the vendor will allow split packaging for the product.

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Export: Standard Purchase Order

Secure FTP

Exports purchase order information when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks "Submit".

File Name & Format

File Name	CTPO_YYYYMMDD_HHMMSS_VOnumber.TXT Example: CTPO_20080801_103012_VO10000-201007.txt
File Format	Comma-delimited text file
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Vendor Setup – Header

- **VO Mode** – 'Secure FTP' should be selected; this will be the default on the Location Details tab.
- **Interface** – 'STANDARD' must be selected.
- **URL** – The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard SFTP port is 22. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "22" as the port.

Vendor Setup – Location Details

- **Location** – Each location using the interface must be added.
- **VO Mode** – 'Secure FTP' must be selected.
- **Account Number** – The vendor's Location or Company Account Number must be entered.
- **User Name** and **Password** – Must be entered and valid for the vendor's FTP server.

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Export: Standard Purchase Order

Secure FTP (Continued)

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** for Header row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the Location Details tab of the vendor's record in Enterprise Manager.
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** of the submitted Vendor Order. (Transaction Number).
4	Delivery Date	Alphanumeric (8)	Y	**Expected Delivery Date** of the submitted order in YYYYMMDD format.
5	Special Instructions 1	Alphanumeric (50)	N	**Message** field from the Vendor Order screen. If the entry exceeds 50 characters, it will export the first 50 characters only.

Detail

The Detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** for Detail row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager.
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order.
4	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager.
5	Order Quantity	Number (10,2)	Y	**Order Quantity** in Vendor Units, from the submitted order. Decimal places will display as needed (i.e. only if a fractional quantity is ordered).
6	Vendor Unit of Measure	Alphanumeric (20)	Y	**Package Type** for the Vendor Unit.
7	Split Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether the vendor will allow split packaging for the product.

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Export: Standard Purchase Order

Detail Header

Exports purchase order information when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks "Submit".

File Name & Format

File Name	CTPO_YYYYMMDD_HHMMSS_VOnumber.TXT Example: CTPO_20130701_103012_VO10000-201007.txt *The file name will be truncated at 96 characters, if necessary.*
File Format	Comma-delimited text file
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Vendor Setup – Header

- **VO Mode** – 'FTP' or 'Secure FTP' should be selected.
- **Interface** – 'Detail Header' must be selected.
- **URL** – The FTP server address must be entered.
  - This must be a valid FTP site. If the entered value is not a valid FTP site the export will not be created and/or transmitted. Also, the export file does not have to be placed in a specific file directory or folder on the FTP site.

  Note: The standard FTP port is 21. As long as the "URL" does not have a colon with a value after it (indicating a different port), the application will automatically use "21" as the port.

Vendor Setup – Location Details

- **Location** – Each location using the interface must be added.
- **VO Mode** – 'FTP' or 'Secure FTP' should be selected.
- **Account Number** – The vendor's Location or Company Account Number must be entered.
- **User Name** and **Password** – Must be entered and valid for the vendor's FTP server.

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** for Header row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager. *Will be stripped of commas, carriage returns, tabs and line feeds.*

(Continued)

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Export: Standard Purchase Order

Detail Header (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** of the submitted Vendor Order. (Transaction Number). *Will be stripped of commas, carriage returns, tabs and line feeds.*
4	Delivery Date	Alphanumeric (8)	Y	**Expected Delivery Date** of the submitted order in *YYYYMMDD* format.
5	Special Instructions 1	Alphanumeric (50)	N	**Message** field from the Vendor Order screen. If the entry exceeds 50 characters, it will export the first 50 characters only. *Will be stripped of commas, carriage returns, tabs and line feeds.*
6	Vendor Number	Alphanumeric(24)	Y	**Vendor Code** from the Vendor Details screen.
7	Location Name	Alphanumeric(160)	Y	**Location Name** for the location placing the vendor order. *Will be stripped of commas, carriage returns, tabs and line feeds.*
8	Location Address 1	Alphanumeric(200)	Y	**Location Address** for the first line of the address configured for the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
9	Location Address 2	Alphanumeric(200)	N	**Location Address** for the second line of the address configured in the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
10	Location City	Alphanumeric(160)	Y	**City Name** of the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
11	Location State	Alphanumeric(12)	N	**Abbreviation** of the state name of the ordering location.
12	Location Zip	Alphanumeric(40)	N	**Zip Code** of the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*

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Export: Standard Purchase Order

Detail Header (Continued)

Detail

The Detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** for Detail row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager. *Will be stripped of commas, carriage returns, tabs and line feeds.*
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order. *Will be stripped of commas, carriage returns, tabs and line feeds.*
4	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager. *Will be stripped of commas, carriage returns, tabs and line feeds.*
5	Order Quantity	Number (10,2)	Y	**Order Quantity** in Vendor Units, from the submitted order. Decimal places will display as needed (i.e. only if a fractional quantity is ordered).
6	Vendor Unit of Measure	Alphanumeric (20)	Y	**Package Type** for the Vendor Unit. *Will be stripped of commas, carriage returns, tabs and line feeds.*
7	Split Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether the vendor will allow split packaging for the product.
8	Company Product Name	Alphanumeric(320)	Y	**Company Product Name** of the ordered product, from the Company Product details. *Will be stripped of commas, carriage returns, tabs and line feeds.*
9	Product Order Price	Number (12,4)	Y	Vendor's **Bid Price** from Vendor Bids in Enterprise Manager, optionally edited during the order process.

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Export: Standard Purchase Order

Email Excel

Exports purchase order information when a user enters a vendor order in Enterprise Manager or Net-Chef and clicks "Submit".

File Name & Format

File Name	CTPO_YYYYMMDD_HHMMSS_VOnumber.XLS Example: CTPO_20130701_103012_VO10000-201007.xls *The file name will be truncated at 96 characters, if necessary.*
File Format	Microsoft Excel Worksheet
Contents	Each purchase order record consists of one header record followed by one or more detail records.

Vendor Setup – Header

- **VO Mode** – 'E-Mail Excel' should be selected.
- **VO E-Mail** – A valid email address must be entered.

Vendor Setup – Location Details

- **Location** – Each location using the interface can be added. If a location record exists, the following must be configured. If not location record exists, use the main vendor record for information
- **VO Mode** – 'E-Mail Excel' must be selected.
- **VO Email** – The vendor's email address must be entered.
- **Account Number** – The Deliver to account number (if used) or the vendor's Location or Company Account Number will be sent.

File Layout

Header

The header record for each exported transaction will contain the following data:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** for Header row.
2	Vendor's Account Number/Location Account	Alphanumeric (32)	Y	**Account Number** for the Deliver To location selected, if applicable. When there is no deliver to location, use the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager. If there's no location record, use the main Vendor Account number. *Will be stripped of commas, carriage returns, tabs and line feeds.*

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Export: Standard Purchase Order

Email Excel (Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** of the submitted Vendor Order. (Transaction Number). *Will be stripped of commas, carriage returns, tabs and line feeds.*
4	Delivery Date	Alphanumeric (8)	Y	**Expected Delivery Date** of the submitted order in *YYYYMMDD* format.
5	Special Instructions 1	Alphanumeric (50)	N	**Message** field from the Vendor Order screen. If the entry exceeds 50 characters, it will export the first 50 characters only. *Will be stripped of commas, carriage returns, tabs and line feeds.*
6	Vendor Number	Alphanumeric(24)	Y	**Vendor Code** from the Vendor Details screen.
7	Location Name	Alphanumeric(160)	Y	**Location Name** for the location placing the vendor order. *Will be stripped of commas, carriage returns, tabs and line feeds.*
8	Location Address 1	Alphanumeric(200)	Y	**Location Address** for the first line of the address configured for the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
9	Location Address 2	Alphanumeric(200)	N	**Location Address** for the second line of the address configured in the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
10	Location City	Alphanumeric(160)	Y	**City Name** of the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*
11	Location State	Alphanumeric(12)	N	**Abbreviation** of the state name of the ordering location.
12	Location Zip	Alphanumeric(40)	N	**Zip Code** of the ordering location. *Will be stripped of commas, carriage returns, tabs and line feeds.*

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Export: Standard Purchase Order

Email Excel (Continued)

Detail

The Detail record for each exported transaction will contain the following data for each product ordered:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** for Detail row.
2	Vendor's Location Account	Alphanumeric (32)	Y	**Account Number** for the ordering location on the *Location Details* tab of the vendor's record in Enterprise Manager. *Will be stripped of commas, carriage returns, tabs and line feeds.*
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** (Transaction Number) of the submitted Vendor Order. *Will be stripped of commas, carriage returns, tabs and line feeds.*
4	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** from the Vendor Order details; entered with Vendor Bids in Enterprise Manager. *Will be stripped of commas, carriage returns, tabs and line feeds.*
5	Order Quantity	Number (10,2)	Y	**Order Quantity** in Vendor Units, from the submitted order. Decimal places will display as needed (i.e. only if a fractional quantity is ordered).
6	Vendor Unit of Measure	Alphanumeric (20)	Y	**Package Type** for the Vendor Unit. *Will be stripped of commas, carriage returns, tabs and line feeds.*
7	Split Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether the vendor will allow split packaging for the product.
8	Company Product Name	Alphanumeric(320)	Y	**Company Product Name** of the ordered product, from the Company Product details. *Will be stripped of commas, carriage returns, tabs and line feeds.*
9	Product Order Price	Number (12,4)	Y	Vendor's **Bid Price** from Vendor Bids in Enterprise Manager, optionally edited during the order process.

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Import: [276] Standard Purchase Order

This import provides users with the ability to upload Vendor Orders and Vendor Returns into the database. Orders & Returns are created as "Not Sent" or "Submitted"; they must be reconciled manually.

File Name & Format

File Name	"276" + Optional Text + ".txt" Example: 276VendorOrder.txt
File Format	Tab-delimited text file; each row must start on a new line.
Contents	Each file must contain at least 1 header record followed by at least 1 detail record. The file may contain multiple transactions; each header row must be followed by its own detail rows. The import process will "split" the file at each header row and validate each set of header and detail records individually. Transactions for multiple locations can be included in the same file.
Create/Update	This import can only be used to create new transaction records.

File Layout

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Location Code or Account Number	C: Alphanumeric (6) N: Alphanumeric (32)	Y	**Code** for the location or **Account Number** for the location/vendor. Must match an active Location in Enterprise Manager. For Franchisees the location must be linked to same Franchise as the site.
3	Vendor Code	Alphanumeric (6)	Y	The **Vendor Location Export Code**, **Vendor Export Code**, or **Vendor Code** for the transaction vendor.
4	Delivery / Return Date	Date	Y	**Expected Delivery Date** (VO) or **Return Date** (VR) in *MM/DD/YYYY* format.
5	Reference Number	Alphanumeric (40)	N	Order **Reference Number**.
6	Order Status	Alphanumeric (9)	Y	Must be **'New'** or **'Submitted'**. This determines whether the order is created as a "Not Sent" order with no further actions, or as a "Submitted" order that would trigger the "submit" procedure once the order has been created. Includes transmitting to the vendor if applicable.
7	Do Not Transmit flag	Alphanumeric (1)	N	If populated, must be **'Y'**; leave blank for 'N'. This indicates whether a "Submitted" order should be transmitted to the vendor. This is ignored if Order Status (Field 6) is "New".
8	Order Type	Alphanumeric (2)	Y	Must be **'VO'** for Vendor Order or **'VR'** for Vendor Return.

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Import: [276] Standard Purchase Order

(Continued)

Header (Continued) *Note: Fields 9-16 are only applicable to Vendor Returns.*

Position	Field	Data Type	Required	Contents / Validation
9	Tax GL Description	Alphanumeric (40)	N*	Must be included if Field 10 is populated. If populated, must match an existing General Ledger **Description** OR **Code** or **Description** for a Vendor Details Charge and Credit Codes "Tax" entry.
10	Tax Value	Number (10,2)	N*	Must be included if Field 9 is populated. If populated, must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00.
11	Freight/Shipping GL Description	Alphanumeric (40)	N*	Must be included if Field 12 is populated. If populated, must match an existing General Ledger **Description** OR **Code** or **Description** for a Vendor Details Charge and Credit Codes "Freight/Shipping" entry.
12	Freight/Shipping Value	Number (10,2)	N*	Must be included if Field 11 is populated. If populated, must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00.
13	Misc. 1 GL Description	Alphanumeric (40)	N*	Must be included if Field 14 is populated. If populated, must match an existing General Ledger **Description** OR **Code** or **Description** for a Vendor Details Charge and Credit Codes "Misc. 1" entry.
14	Misc. 1 GL Value	Number (10,2)	N*	Must be included if Field 13 is populated. If populated, must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00.
15	Misc. 2 GL Description	Alphanumeric (40)	N*	Must be included if Field 16 is populated. If populated, must match an existing General Ledger **Description** OR **Code** or **Description** for a Vendor Details Charge and Credit Codes "Misc. 2" entry.
16	Misc. 2 GL Value	Number (10,2)	N*	Must be included if Field 15 is populated. If populated, must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00.

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Import: [276] Standard Purchase Order

(Continued)

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Details)
2	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** for the product. Must match a primary vendor bid product record or a configured split or alternate primary vendor product for the transaction's Vendor, in the target Location's primary Market or in a secondary Market if applicable.
3	Order Quantity	Number (10,2)	Y	**Order Quantity** in Vendor Units. Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00 Decimal separator must be a period (**.**) if present, and with no more than 2 decimals. Thousands separators must be commas (**,**) if present.
4	Vendor Unit of Measure	Alphanumeric (20)	Y	**Package Type** for the Vendor Unit. Must match a valid primary or secondary vendor bid record for the Vendor Product Number in Field 2.

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Import: [006] Purchase By Invoice

This import provides users with the ability to upload purchasing data not associated with product orders into the database.

File Name & Format

File Name	"006" + Location Code (optional) + "_" +Unique Identifier + ".txt" Example: 006300330_PBI.txt *Characters 4-9 or the characters starting at 4 up to the period or first underscore character (_) will be used to determine the Location Code if Header Field 2 is blank.*
File Format	Tab-delimited text file; each row must start on a new line.
Contents	Each Purchase by Invoice file contains invoice information for one or more new transactions. The import file may contain transactions for multiple locations.
Create/Update	This import can only be used to create new PBI transaction records.

File Layout

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header)
2	Location Code or Name	C: Alphanumeric (6) N: Alphanumeric (40)	N	**Code** or **Name** for the location. Must match an active Location in Enterprise Manager. *If the file includes PBIs for multiple locations, this must be populated. If left blank, the file can only include PBIs for a single location and the Code must be included in the file name.*
3	Source	N/A	N	Not validated.
4	Vendor Code	Alphanumeric (30)	Y	The **Vendor Location Export Code**, **Vendor Export Code**, or **Vendor Code** for the transaction vendor.
5	Delivery Date	Date	Y	**Delivery Date**, in *MM/DD/YYYY* format. • If "Accrual" IS selected for this Vendor/ Location, the date must either be in the current post period or in a previous post period for the location. • If "Accrual" is NOT selected for this Vendor/Location, the date must be in the current post period for the location.
6	Invoice Date	Date	Y	**Invoice Date**, in *MM/DD/YYYY* format.
7	Invoice Number	Alphanumeric (40)	Y	Must not already be in use as the **Invoice Number** for any Vendor Order, Vendor Return or (un-canceled) Purchase by Invoice transaction for the vendor indicated by the Vendor Code (Field 4).

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Import: [006] Purchase By Invoice

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
8	Invoice Total	Number (10,2)	Y	• Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00 AND must be equal to the sum of the "Value" fields for all detail line items. • Decimal separators must be a period (.) if present. • Thousands separators are optional, but must be commas (,) if present.
9	Check Number	Alphanumeric (20)	N	**Check Number** used to pay the invoice.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Details)
2	GL Number	Number (10)	N*	• Must be populated if Category (Field 4) is left blank. • If populated, must match an existing GL Account in Enterprise Manager.
3	Value	Number (10,2)	Y	• Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. • Decimal separators must be a period (.) if present. • Thousands separators are optional, but must be commas (,) if present.
4	Category	Alphanumeric (30)	N*	• Must be populated if GL Number (Field 2) is left blank. • If populated, must match an existing Category in Enterprise Manager. • If not populated, the GL in Field 2 will be used to assign a Category.
5	Subcategory	Alphanumeric (30)	N*	• If the "Link GL to" Preference is "Subcategory" or "Microcategory", this must be populated. • If populated, must match an existing Subcategory linked to the Category.
6	Microcategory	Alphanumeric (30)	N*	• If the "Link GL to" Preference is "Microcategory", this must be populated. • If populated, must match an existing Microcategory linked to the Category/Subcategory.
7	Memo	Alphanumeric (60)	N	**Description** of the product delivered or service performed.

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Import: [009] Vendor (Electronic) Invoice Data

This import will upload data for vendor invoices to pre-populate certain fields in the Net-Chef Vendor Order Reconcile screen.

File Name & Format

File Name	"009" + Optional Text + ".txt" Example: 009-303002VO1007.txt or 009.txt *(with no optional text)*
File Format	Tab-delimited text file; each row starts on a new line.
Contents	Each electronic invoice file contains invoice information for one or more Vendor Orders. Files containing invoice information for multiple Vendor Orders may include invoices for multiple Locations. Each file must contain 1 header record for each invoice, and 1 detail record for each product on the invoice. For files containing multiple header records, the CDP will process each set of header/detail records individually. Records that pass validation will be uploaded successfully, while those that fail can be handled individually in the CDP Error Remediation screen in Enterprise Manager.
Create/Update	This import can be used to update existing Vendor Order records or create new ones. If the order doesn't already exist, it will be created with a status of "Ready for Reconcile."

File Layout

Header

The file must contain one header record for each Vendor Order invoice, and each header record must consist of the following fields.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	**'H'** (for Header)
2	Vendor Code	Alphanumeric (6) OR Alphanumeric (30)	N*	The Vendor **Code** (6) for the vendor that is transmitting the electronic invoice file, OR the **Vendor District ID** (30) or **Trading Partner ID** (30) from the vendor Location Details (must refer to a single vendor). Only required if "Purchase Order Number" (Field 4) is blank. If populated, must correspond to an "Active" vendor and must match the vendor for the Purchase Order Number in Field 4.

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Import: [009] Vendor (Electronic) Invoice Data

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Location Code	Alphanumeric (32)	N*	**Account Number** for the transaction location from the Location Details tab of the vendor record for the vendor identified in Field 2 or the Location **Code** for the location to which the Vendor is transmitting the electronic invoice file. Only required if "Purchase Order Number" (Field 4) is blank. If populated, must correspond to an "Active" location which has at least one post period with a Post Date ≥ the current date and must match the location for the Purchase Order Number in Field 4.
4	Purchase Order Number	Alphanumeric (40)	N*	Vendor Order **Transaction Number**. Only required if updating an existing Crunchtime Vendor Order. If the Vendor Pricing Rule to "Allow Duplicate Purchase Order Numbers" is NOT enabled, then this must be a unique transaction number for a Vendor Order in the database that is eligible for electronic invoice receiving, based on meeting all of the following criteria: • Vendor Order status must be "Confirm Terms" ("Submitted" in Net-Chef). • E-invoice file must not already have been processed for the Vendor Order. • A user must not have started saving Reconcile data for the Vendor Order • If the Vendor Order is for a Cruise Ship Location (either an external Vendor Order or a Warehouse Order), the PO Number must not match any existing PO Number at the ship. If the application cannot find a matching order, it will look for a back order derived from the Transaction Number in the file. If this is blank OR contains a value that does not correspond to a Transaction Number for an existing Vendor Order, the application will create a new order.

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Import: [009] Vendor (Electronic) Invoice Data

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
5	Expected Delivery Date	Date	N*	If the Vendor Order is for a Cruise Ship Location, then this field is required. If populated, the application will use this date as the Expected Delivery Date for a new Vendor Order, or to update same for an existing order. If populated, must be formatted as *MM/dd/yyyy, MM-dd-yyyy, or MM.dd.yyyy*, and must also be ≥ the file processing date minus 10 years, and ≤ same plus 10 years, and there must be at least one Post Date for the Location that is ≥ the greater of the file processing date or the Expected Delivery Date. (If left blank and the application is creating a new Vendor Order, it will use the file processing date.)
6	Vendor Invoice Number	Alphanumeric (40)	Y	If the Vendor Pricing Rule to "Allow Duplicate Invoice Numbers" is NOT enabled, then this must not already exist as the "Invoice Number" for any Vendor Order, Vendor Return, or Purchase by Invoice transaction for the same Vendor.
7	Invoice Date	Date	Y	Must be a valid calendar date in *MM/dd/yyyy, MM-dd-yyyy, or MM.dd.yyyy* format. Date must also be ≥ the file processing date *minus* 10 years, and ≤ same *plus* 10 years.
8	Invoice Total	Number (10,2)	Y	Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00 AND must be equal to the sum of the "Extended Value" fields for all detail line items plus any additional header record charges ("Tax Value", "Freight/Shipping Value", "Misc. 1 Value" and/or "Misc. 2 Value"). If the number (which may be a whole number) contains a decimal separator, it must be a period (**.**), and with no more than 2 digits to the right of the decimal separator. Thousands separators must be commas (**,**) if present.

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Import: [009] Vendor (Electronic) Invoice Data

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
9	Tax GL Description	Alphanumeric (40)	N*	Must be the **Description** for an existing General Ledger account, OR the **Code** or **Description** for a "Tax" entry on the *Charge and Credit Codes* tab in the Vendor Details screen. Required if "Tax Value" is populated.
10	Tax Value	Number (10,2)	N*	Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. Required if "Tax GL Description" is populated.
11	Freight/ Shipping GL Description	Alphanumeric (40)	N*	Must be the **Description** for an existing General Ledger account OR the **Code** or **Description** for a "Freight/Shipping" entry on the *Charge and Credit Codes* tab in the Vendor Details screen. Required if "Freight/Shipping Value" is populated.
12	Freight/ Shipping Value	Number (10,2)	N*	Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. Required if "Freight/Shipping GL Description" is populated.
13	Misc. 1 GL Description	Alphanumeric (40)	N*	Must be the **Description** for an existing General Ledger account OR the **Code** or **Description** for a "Misc. 1" entry on the *Charge and Credit Codes* tab in the Vendor Details screen. Required if "Misc. 1 Value" is populated.
14	Misc. 1 Value	Number (10,2)	N*	Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. Required if "Misc. 1 GL Description" is populated.
15	Misc. 2 GL Description	Alphanumeric (40)	N*	Must be the **Description** for an existing General Ledger account OR the **Code** or **Description** for a "Misc. 2" entry on the *Charge and Credit Codes* tab in the Vendor Details screen. Required if "Misc. 2 Value" is populated.
16	Misc. 2 Value	Number (10,2)	N*	Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. Required if "Misc. 2 GL Description" is populated.

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Import: [009] Vendor (Electronic) Invoice Data

(Continued)

Detail

The file must contain one detail record for each product on the invoice, and each detail record must consist of the following fields.

Note that the invoice file does not need to include a detail record for each product that exists on the corresponding Vendor Order in Crunchtime When the application processes an invoice file for a Vendor Order, it will use '0.00' as the "Invoice Quantity" for all items in the original Vendor Order that do not have detail records in the invoice file.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Vendor Product Number	Alphanumeric (40)	Y	**Vendor Product Number** for the invoice product line item. This may be: • A Line Item Charge/Credit "Code" or a "Description" for the types "Tax", "Freight/Shipping", "Miscellaneous 1", or "Miscellaneous 2" set up on the Charge and Credit Codes tab in Vendor Details screen. (*The application will sum the Extended Value for each type of Charge/Credit Code in all the detail lines for each Vendor Order header record and will not treat these as line item detail records once summed*.) • A Vendor Product Number for a product on the original order. • A Vendor Product Number for a valid Alternate Vendor Product configured on the Vendor Bid Split Units/Substitute Products screen in Vendor Bids (shipped as a substitute product). • A Vendor Product number for an unrecognized vendor product (which will be resolved during order reconcile. • A Vendor Product number for a product with a valid bid (primary or secondary) from a vendor associated with the delivery vendor and linked to the location's market in the "Add. Vendors" tab of the Vendor Details screen. *Note: Application administrators are responsible for ensuring that all items on the Vendor Order have unique Vendor Product Numbers in these fields. The application will reject any products with duplicate product numbers.*

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Import: [009] Vendor (Electronic) Invoice Data

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Catch Weight Indicator	Alphanumeric (1)	N	Indicates whether the "Invoice Quantity" and "Invoice Price" are in Vendor Units (**'N'**) or Inventory Units (**'Y'**). If this is blank, will be interpreted as 'N'.
4	Invoice Quantity	Number (10,2)	Y	**Invoice Quantity** for the invoice product line item. Must be a number ≥ -99,999,999.99 and ≤ 99,999,999.99. The decimal separator must be a period (.) and thousands separators must be commas (,) if present.
5	Invoice Price	Number (16,8)	Y	**Vendor Invoice Price** for the invoice product line item. Must be a number ≥ 0.00 and ≤ 99,999,999.99999999. The decimal separator must be a period (.) and thousands separators must be commas (,) if present.
6	Extended Value	Number (10,2)	Y	**Total Invoice Value** of the line item. This will only be used to validate the "Invoice Total" in the header record. (This line item value should be equal to "Invoice Quantity" x "Invoice Price", plus "Tax Value", but will not be validated.) Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00.. If the number contains a decimal separator, it must be a period (**.**), with no more than 2 digits to the right. If the Vendor Product Number (Field 2) is a Charge/Credit Code, must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00. Thousands separators are optional, but must be commas (**,**) if present.
7	Tax Value	Number (10,2)	N	**Line Item Tax Value** for product, if any. If this is populated, it must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00.. (If not populated, will use 0.00.) *The application will NOT update the Vendor Order with this tax value, because the application calculates line item taxes based on Tax Codes defined in Enterprise Manager. However, the sum of these values may be imported and attributed to a GL in Field 10 (header) if "Import E-Invoice Product Tax Values as Lump Sum" is enabled in the vendor Pricing Rules.*

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Import: [009] Vendor (Electronic) Invoice Data

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
8	Substitution Indicator	Alphanumeric (1)	N	Indicates whether the Vendor Product on the original order has been substituted with a different vendor product. If populated, must be **'Y'** or **'N'**. If this is blank, the system will interpret it as 'N'.
9	Substituted Product Number	Alphanumeric (40)	N*	**Vendor Product Number** for the vendor product (on the original vendor order) that is being substituted. This may be: • A Vendor Product Number that exists on the original Vendor Order. • A Vendor Product # for a vendor product with a valid bid (primary or secondary) for this vendor/market combination. • A Vendor Product number for an unrecognized vendor product (which will be resolved during order reconcile. *Note: If this field is populated and identical for more than one record with the same Vendor Product Number in field 2, the application will reject the product.*
10	Product Name	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
11	Product Package Type	Alphanumeric (40)	N	If populated, must not exceed 40 characters; entry is not case-sensitive.
12	Substitute Package Conversion	Number (10,4)	N	Must be a number ≥ 0.00 and ≤ 999,999.0000. The decimal separator must be a period (**.**), with no more than 4 digits to the right. Thousands separator must be a comma (**,**) if present.
13	Lot Number	Alphanumeric (20)	N	If populated, must not exceed 20 characters.
14	Split Indicator	Alphanumeric (1)	N*	Indicates an Alternate Vendor Product, configured on the Vendor Bid Split Units and Substitute Vendor Products screen. If populated, must be **'Y'** or **'N'**. Must be populated and set to 'Y' if this item has the same vendor product number as the primary Vendor Bid associated with the company product.

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Import: [009] Vendor (Electronic) Invoice Data

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
15	Credit Value	Number (12,2)	N	Value of any credit that should be applied to the extended value of the line item to adjust the Invoice Price. If populated, must be ≥ -99,999,999.99 and ≤ 0.00. Thousands separator must be a comma (**,**) if present. The absolute value cannot exceed [Invoice Quantity {Field 4} x Vendor Invoice Price {Field 5}].
16	Product Brand	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
17	Manufacturer Number	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
18	Traceability Lot Code	Alphanumeric (2000)	N	Unique identifier for a Traceability Lot.
19	Traceability Lot Code Source	Alphanumeric (2000)	N	The physical location where the Traceability Lot Code was assigned.

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Import: [011] Vendor Order Confirm Receipt

This import will upload a file confirming that a purchase order was successfully received by the Vendor. This file does NOT allow the Vendor to confirm or change any elements of the order but vendors may include a tracking number in the file. When the application has successfully processed the file, it will update the status of the order to "Submitted/Confirm Receipt". This file does not have to be received to reconcile the order.

File Name & Format

File Name	"011" + Optional Text + ".txt" Example: "011-300330-VO1007.txt", or "011.txt" *(with no optional text)*
File Format	Pipe (|) delimited text file
Contents	Each file contains only 1 header record, corresponding to a single vendor order.
Create/Update	This import can only be used to update existing Vendor Order records.

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	**'H'** (for Header)
2	Account Number	Alphanumeric (32)	N	If populated, must be the **Account Number** from the *Location Details* tab in the vendor record for the ordering location, and it must be unique to this vendor.
3	PO Number	Alphanumeric (30)	Y	**Purchase Order Number** of the submitted Vendor Order.
4	Confirm Receipt Date/Time	Date	Y	Vendor's **Confirm Receipt Date**. Must be a valid calendar date in *YYYYMMDDHHMMSS* or *YYYYMMDD* format.
5	Tracking Number	Alphanumeric (30)	N	If populated, the vendor's **Tracking Number** for the order, if any.

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Import: [270] Vendor Order Confirm Terms

This import will upload a file confirming the terms of a purchase order and allows clients to know which products and quantities will or will not be fulfilled, and when. The import file will update existing Vendor Orders by updating fields associated with Confirm Terms, and by adding Vendor Product additions or substitutions if they don't already exist on the order. The import will compare the prices and quantities to the thresholds set in the purchasing preferences and flag any orders which have values above-threshold discrepancies. Finally, the import will create a "Vendor Order Awaiting Confirm Terms" Dashboard task in Net-Chef.

File Name & Format

File Name	"270" + Unique Identifier + ".txt" Example: 270ConfirmTerms.txt
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	The file will contain 1 or more header records, each with at least 1 detail record. If the "Do Not Import Electronic Invoices with Unresolved Items" purchasing preference is set to 'Y', the detail record(s) following the header record must not contain any unresolved items.
Create/Update	This import can only be used to update existing Vendor Order records.

File Layout

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** (for Header).
2	*Unused field*		N	Not validated.
3	*Unused field*		N	Not validated.
4	Purchase Order Number	Alphanumeric (40)	Y	• Must not be repeated in another header record in the file and must match the **Purchase Order Number** of a submitted Vendor Order. (For Cruise Lines, the order must have a status of "Confirm Receipt".) • The Vendor Order matched with this PO Number must NOT have an imported e-invoice file and must not have a Vendor Invoice Number.
5	Expected Delivery Date	Date	Y	• If populated, must be a valid date in the one of following date formats: *MM/dd/yyyy, MM-dd-yyyy*, or *MM.dd.yyyy*. • If populated, must be ≥ the file processing date minus 10 years and ≤ the file processing date plus 10 years. • If this is a valid date > the current system date and within the valid date range (above), the Location must have at least one Post Date in its Post Calendar ≥ this date.

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Import: [270] Vendor Order Confirm Terms

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
6	*Unused field*		N	Not validated.
7	*Unused field*		N	Not validated.
8	Invoice Total	Number (10,2)	Y	• Must be a number ≥ -99,999,999.00 and ≤ 99,999,999.00 with only 2 decimal places. • Must equal the sum of the Extended Values from Field 6 in all detail rows following this header row (and before the next header row, if any).

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** (for Detail).
2	Vendor Product Number	Alphanumeric (40)	Y	• If identified as the **Vendor Product Number** for a valid primary or secondary Vendor Product for the transaction Vendor, must not be associated with more than one Company Product and must be associated with, at most, one primary Vendor Bid and one secondary Vendor Product. • If the Company "Do Not Import Electronic Invoices with Unresolved Items" preference = 'Y', this must be either: a) The Vendor Product Number for an item on the order; b) The Vendor Product Number for an item eligible to add to the order, either because it is the Vendor Product Number for a primary or secondary Vendor Product for the Vendor/Market – i.e. it MUST not be unresolved.
3	*Unused field*		N	Not validated.
4	Confirm Invoice Quantity	Number (10,2)	Y	Must be a number ≥- 99,999,999.00 and ≤ 99,999,999.00.
5	Confirm Invoice Price	Number (20,8)	Y	Must be a number ≥ 0 and ≤ 999,999,999,999.99999999 with up to 8 decimal places.
6	Extended Value	Number (10,2)	Y	Must be a number ≥- 99,999,999.99 and ≤ 99,999,999.99.
7	*Unused field*		N	Not validated.

(Continued)

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Import: [270] Vendor Order Confirm Terms

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
8	Substitution Indicator	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'N'.
9	Substituted Product Number	Alphanumeric (40)	N*	If populated must not exceed 40 characters.
10	Substitute Product Name	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
11	Substitute Product Package	Alphanumeric (20)	N	If populated, must match an existing Package Type in Enterprise Manager.
12	Substitute Package Conversion	Number (9,4)	N	If populated, must be a number ≥0.0000 and ≤ 99,999.9999
13	*Unused field*		N	Not validated.
14	Split Indicator	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'N'.
15	*Unused field*		N	Not validated.
16	Brand	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
17	Manufacturer Number	Alphanumeric (40)	N	If populated, must not exceed 40 characters.

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Import: [013] Vendor Payment Information

This import enables the accounting department to upload payment information from an Accounts Payable system, which will update reconciled Vendor Orders and Purchase by Invoice transactions with Check Number, Check Amount, Check Date and Check Amount Allocated to the Invoice (since the same check can be used for multiple invoices). When a file has been processed, this will be indicated and visible in the Vendor Order and/or Purchase by Invoice screens in Net-Chef, as well as in Crunchtime Xchange.

File Name & Format

File Name	"013" + Optional Text + ".txt" Example: "013-300301.txt", or "013.txt" *(with no optional text)*
File Format	Tab-delimited text file; each row starts on a new line.
Contents	Each file contains accounts payable payment information for one or more existing Purchase by Invoice or Vendor Order transactions.
Create/Update	This import can only be used to update existing Vendor Order and PBI transactions.

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Vendor Code	Alphanumeric (120)	Y	Must correspond to a **Vendor Export Code** or **Vendor Code** in Enterprise Manager.
2	Transaction Number	Alphanumeric (160)	N	If populated, the **Purchase Order Number** for an existing Vendor Order will be used to identify the appropriate order. Will be blank for Purchase by Invoice (as they do not have Transaction Numbers).
3	Invoice Number	Alphanumeric (160)	Y	The **Invoice Number** of the transaction for which payment information is being uploaded. Must correspond to the Invoice Number for the Transaction Number in Field 2 (if any) or a Purchase by Invoice or Vendor Order transaction for the vendor identified by the Vendor Code in Field 1.
4	Check Number	Alphanumeric (80)	Y	The **Check Number** used to pay the Invoice; identified by the Invoice Number.
5	Check Date	Date	Y	**Check Date** on the check used to pay the Invoice. Format must be *MM/DD/YYYY*
6	Check Amount	Number (11,2)	Y	Total **Check Amount** of the check used to pay the Invoice. Must be a number ≥ -999,999,999.99 and ≤ 999,999,999.99 with no more than 2 decimal places.

(Continued)

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Import: [013] Vendor Payment Information

Standard (Continued)

File Layout (Continued)

Position	Field	Data Type	Required	Contents / Validation
7	Invoice Allocation Amount	Number (11,2)	N	Portion of the Check Amount that was used to pay this particular Invoice. • If populated, must be ≥ -999,999,999.99 and ≤ 999,999,999.99 with no more than 2 decimal places. • If Check Amount > 0, must be ≤ Check Amount and > 0. • If Check Amount < 0, must be ≥ Check Amount and < 0. If blank, application will use Check Amount. *Note: The application will NOT validate that all checks' allocations for an Invoice Number are equal to the Invoice Total.*
8	Discount GL Code	Alphanumeric (10)	N*	The **GL Code** for payment discounts. • If populated, must correspond to a valid GL Code in Enterprise Manager. • Required if Field 9 is populated.
9	Discount Amount	Number (11,2)	N*	The **Discount Amount** applied to this particular Invoice. • If populated, ≥ -999,999,999.99 and ≤ 0.00 with no more than 2 decimal places. • Required if Field 8 is populated.

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Import: [014] Consolidation Data (Cruise)

This import enables the purchasing department to upload consolidation information for Vendor Orders and/or Warehouse Orders that are "Ready for Consolidation".

File Name & Format

File Name	"014" + Optional Text + ".txt" Example: "014ConsolidationData.txt", or "014.txt" *(with no optional text)*
File Format	Pipe (|) delimited text file; each row starts on a new line.
Contents	Each file contains consolidation information for one or more orders that are Ready for Consolidation. For vendor orders, the file may also include Invoice information. Each file will contain one or more header record, each of which will be followed by one or more detail records. All detail records for a particular header record will appear immediately after that header record and each header record will have at least one detail record. A single footer record may appear at the bottom of the file and will be used, when present, for the purpose of assuring that the file is not corrupt or incomplete.
Create/Update	This import can only be used to update existing Vendor Order and Warehouse Order records.

Header

The file must contain at least one header record for each Vendor or Warehouse Order, and each header record must consist of the following fields, which will be used to identify the transaction being Consolidated – and in the case of Invoice data for a Vendor Order – update the transaction.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	**'H'** (for Header)
2	Location Code	Alphanumeric (6)	N	**Location Code** of the Vendor Order. This is not required, but when present, the system will verify that it matches the Location Code for the Purchase Order Number. (Not case sensitive.)
3	Purchase Order Number	Alphanumeric (40)	Y	**Purchase Order Number** of the Vendor Order or Warehouse Order. This is the system-generated Transaction Number and will be used to identify the existing transaction. (Not case sensitive.)

(Continued)

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Import: [014] Consolidation Data (Cruise)

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
4	Invoice Number	Alphanumeric (40)	N	**Vendor Invoice Number** of the order being Consolidated, if this is for a Vendor Order. *Note: For Warehouse Orders, this is generated by the application and cannot be overwritten from the file. If the Purchase Order Number is determined to be for a Warehouse Order, and the file also has an Invoice Number, the system will verify that it matches the existing Invoice Number for the Warehouse Order. (Not case sensitive)*
5	Invoice Date	Date	N	**Invoice Date**, if this is for a Vendor Order. Must be in the Company NC Date format. *Note: For Warehouse Orders, this is generated by the application and cannot be overwritten from the file. If this is for a Warehouse Order, the system will ignore any value in this field.*
6	Invoice Total	Number (10,2)	N	**Total Value** for the Vendor's Invoice, if this is for a Vendor Order. *Note: For Warehouse Orders, this is a calculated field that cannot be edited by the user. If this is for a Warehouse Order, the system will ignore any value in this field.*
7	Reference Number	Alphanumeric (40)	N	**Reference Number** for the transaction, which may be overwritten via this file.
8	Deliver On Date	Date	N	**Deliver On Date** for the transaction, which may be overwritten via this file. Must be in the Company NC Date format.
9	Tax Description	Alphanumeric (40)	N*	Must be the **Description** for a General Ledger account set up in Enterprise Manager. Required if *Tax Value* (Field 10) is populated and the transaction is not a Warehouse Order. *Note: For Warehouse Orders, this is not a viable field, so the system will ignore any value in this field.*

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Import: [014] Consolidation Data (Cruise)

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
10	Tax Value	Number (10,2)	N*	Required if *Tax Description* (Field 9) is populated and the transaction is not a Warehouse Order. *Note: For Warehouse Orders, this is not a viable field, so the system will ignore any value in this field.*
11	Freight/Shipping Description	Alphanumeric (40)	N*	Must be the **Description** for a General Ledger account in Enterprise. Required if *Freight/Shipping Value* (Field 12) is populated and the transaction is not a Warehouse Order. *Note: For Warehouse Orders, this is not a viable field, so the system will ignore any value in this field.*
12	Freight/Shipping Value	Number (10,2)	N*	Required if *Freight/Shipping Description* (Field 11) is populated and the transaction is not a Warehouse Order. *Note: For Warehouse Orders, this is not a viable field, so the system will ignore any value in this field.*
13	Misc. 1 Description	Alphanumeric (40)	N*	Must be the **Description** for a General Ledger account set up in Enterprise Manager. Required if *Misc. 1 Value* (Field 14) is populated and the transaction is not a Warehouse Order. *Note: For Warehouse Orders, this is not a viable field, so the system will ignore any value in this field.*
14	Misc. 1 Value	Number (10,2)	N*	Required if *Misc. 1 Description* (Field 13) is populated and the transaction is not a Warehouse Order. *Note: For Warehouse Orders, this is not a viable field, so the system will ignore any value in this field.*

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Import: [014] Consolidation Data (Cruise)

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
15	Misc. 2 Description	Alphanumeric (40)	N*	Must be the **Description** for a General Ledger account set up in Enterprise Manager. Required if *Misc. 2 Value* (Field 16) is populated and the transaction is not a Warehouse Order. *Note: For Warehouse Orders, this is not a viable field, so the system will ignore any value in this field.*
16	Misc. 2 Value	Number (10,2)	N*	Required if *Misc. 2 Description* (Field 15) is populated and the transaction is not a Warehouse Order. *Note: For Warehouse Orders, this is not a viable field, so the system will ignore any value in this field.*

Detail (Continued)

The file must contain one detail record for each Product for which Consolidation data is being uploaded for the transaction identified in the header record.

The system will accept multiple files for an order. When new data comes in for a transaction line item, existing data for that item will be overwritten. Note that since multiple files may be uploaded for a single transaction, a file detail record is not required for each Product in the corresponding transaction, since the system will assume that Products in the transaction but not in the file are being consolidated at some other time and will not update their transaction line items with 0.00 under the assumption that they are not being Consolidated.

Also note that since this file may be used to upload Consolidation information and/or Invoice information, most of the fields are not required, but either a Company Product Number or a Vendor Product Number is required, and Company Product is required for Warehouse Orders.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	**'D'** (for Details)
2	Company Product Number	Alphanumeric (40)	N*	**Company Product Number** of the product on the Vendor Order or Warehouse Order identified via the header record. (Not case sensitive.) For a Vendor Orders, if this is blank the system will use the Vendor Product Number in Field 10. When both fields are populated, the system will look for a transaction detail row based on Company Product Number only.

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Import: [014] Consolidation Data (Cruise)

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Consolidation Quantity	Number (10,2)	N*	**Consolidation Quantity** for this line item, in Company NC Number format. *Note: This is effectively required for Consolidators who use a footer record, since the footer record requires a Total Consolidation Quantity.*
4	Container Number	Alphanumeric (40)	N	**Container Number** for the line item goods, if any.
5	Pallet Number	Alphanumeric (40)	N	**Pallet Number** for the line item goods, if any.
6	Case Count	Number (10,2)	N	Total **Case Count** for the line item, if any, in Company NC Number format.
7	Invoice Quantity	Number (10,2)	N	**Invoice Quantity** for the line item, if any, in Company NC Number format.
8	Invoice Price	Number (10,4)	N	**Invoice Price** for the line item, if any, in Company NC Number format.
9	Lot Number	Alphanumeric (20)	N	**Lot Number** for the line item, if any. For Warehouse Orders issued by Lot Tracking Locations, this will only be used to match (not case sensitive) file detail records to existing transaction line items, since specific Lots would have been pulled at *Invoice* and the same Product may be pulled from multiple Storage Locations or Storage Location/Lot combinations. For Vendor Orders, the system will add this to the transaction line item being updated.
10	Vendor Product Number	Alphanumeric (40)	N*	**Vendor Product Number** of the product on the Vendor Order identified via the header record. (Not case sensitive.) If this is blank, the system will use Company Product Number in Field 2. When both fields are populated, the system will look for a transaction detail row based on Company Product Number only.
11	Consolidation Unit	Alphanumeric (20)	N	If populated, the system will match this value (not case sensitive) against the Vendor Unit in the transaction line item. If they are different, the system will capture this and will flag the transaction line item to alert the user to the discrepancy in the Consolidate detail screen.

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Import: [014] Consolidation Data (Cruise)

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
12	Storage Code	Alphanumeric (6)	N	For Warehouse Orders, this is the **Storage Code** of the issuing Storage Location, and will be used to match (not case sensitive) file details to transaction detail rows, since the same Product may be issued from multiple Storage Locations or Storage Location/Lot combinations. This is not required for Warehouse Orders in environments where there is a 1-to-1 relationship between Product and Storage Location at Invoice. For Vendor Orders, this value will be ignored.

Footer

The file may contain a footer record, which may contain a value that the CDP can check against the file data to verify that it is not corrupt or incomplete. This record is NOT required but if included, both fields ARE required.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	**'F'** (for Footer)
2	Total Consolidation Quantity	Number (10,2)	Y	Sum of the quantities in Field 3 of the Detail records for all transactions. Must be in the Company NC Number Format.

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Import: [280] Master Order Data (Cruise)

This import will upload a file that will create one or more Master Orders for one or more locations. This file can be processed at the Corporate, Ship, and Warehouse locations.

File Name & Format

File Name	"280" + Optional Text + ".xls" or ".txt" Example: 280MasterOrder.txt
File Format	Excel (.xls) file or tab-delimited text file; each record must begin on a new line.
Contents	File contains 1 or more header records, each with at least 1 detail record. Files containing multiple master orders may include orders for multiple locations. For files containing multiple header records, the CDP will process each set of header/detail records individually. Records that pass validation will be uploaded successfully, while those that fail can be handled individually in the Inbound Integrations screen in Enterprise Manager.
Create/Update	This import can only be used to create new Master Orders.

File Layout

Header

The file must contain one header record for each master order, and each header record must consist of the following fields:

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** (for Header).
2	Location Code	Alphanumeric (6)	Y	Must correspond to the **Code** for an "Active" location that has at least one post period with a Post Date ≥ the current date.
3	Expected Delivery Date	Date	Y	• Must be formatted as *MM/dd/yyyy*. • There must be at least one Post Date for the Location that is ≥ the Exp. Delivery Date • Cannot be an 'At Sea' day.
4	Reference Number	Alphanumeric (40)	N	If not populated, will default to the Voyage #.
5	Market	Alphanumeric (40)	N	For ship locations: • If populated, must match an existing **Market** in Enterprise Manager AND • Must be linked to the Port which corresponds to the Itinerary day for the Expected Delivery Date of the master order OR must be a Secondary Market that is linked to a Market which corresponds to the Itinerary day for the Expected Delivery Date. • If not populated: defaults to the Market linked to the Port which corresponds to the Itinerary day for the Expected Delivery Date

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Import: [280] Master Order Data (Cruise)

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
5	Market (Continued)	Alphanumeric (40)	N	For non-ship locations: • If populated, must match an existing **Market** in Enterprise Manager AND • Must be linked to the Location OR must be a Secondary Market that is linked to the Market that is linked to the Location. • If not populated, will default to the Market linked to the Location.
6	Master Order Type	Alphanumeric (40)	Y	Must match an existing Master Order Type **Description** set up in Enterprise Manager.
7	Comments	Alphanumeric (30)	N	Optional text field for transaction-level comments.

Detail

The file must contain at least one detail record for each header row, and each detail record must consist of the following fields.

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'** (for Detail).
2	Product Number	Alphanumeric (40)	Y	• Must match the **Product Number** for an active Company Product in Enterprise Manager. • Product must be linked to the Master Order Type (Field 6) in the header row.
3	Order Quantity	Number (10,2)	Y	Order Quantity, in inventory units
4	Shipping Type	Alphanumeric (30)	N	• If populated, must match the Primary or Secondary **Shipping Type** from the Company Product detail record. • If not populated: defaults to Primary Shipping Type for the Company Product, if defined.
5	Comments	Alphanumeric (30)	N	Optional text field for product-level comments.

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Setup Imports

Document Details

Document #: 160_SIRG_261026

Release Version: 20.26.06.25

Date of Release: June 2026

Overview

This section includes the following formats for the Crunchtime Standard Setup imports:

- Application Users
- Budget Setup Data (Restaurant)
- Categories
- Cities
- Company Products
- Cruise Profile Data & Cruise Setup Data
- Currency Ratios
- Customers
- General Ledger Accounts
- Hierarchies
- Itinerary Information (Cruise)
- Locations (Restaurant)
- Location Products
- Menu Plans
- Nutrition Product Data
- Package Types
- Projected Consumption
- Recipes, Recipe Location Data
- States/Provinces
- Storage Locations
- Templates (Cruise)
- Vendors, Vendor Location Data

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Import: [264] Application Users

This import will upload Application User records into Enterprise Manager. It includes multiple types of detail records for the data stored on the various tabs in the Application Users screen.

File Name & Format

File Name	"264" + Unique Identifier + ".txt" Example: 264ApplicationUsers.txt
File Format	Tab-delimited text file; each record must begin on a new line. The file must contain one header record and at least one detail record. Record types must be listed in order 1 through 10 in the import file since dependencies may exist among the record types.
Create/Update	This import can be used to create new User records or update or deactivate existing ones.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	Must match the **Code** in the *Company* setup screen in Enterprise Manager.

Application User Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'1'**.
2	Last Name	Alphanumeric (40)	Y	Must not exceed 40 characters.
3	First Name	Alphanumeric (40)	Y	Must not exceed 40 characters.
4	User ID	Alphanumeric (30)	Y	• Must be unique in the file and among active users in Enterprise Manager. • If "New IDs must be unique throughout history" is enabled in Password & User Security, this entry cannot match an existing inactive User ID. • This field is used to verify whether this is a new or existing record so this value **cannot** be updated by the import.
5	User Group	Alphanumeric (40)	Y	• Must match an existing **User Group** name in Enterprise Manager. • If a Franchisee processes the file, the User Group must be owned by the same Franchisee as the User ID (Field 4) or must be a User Group shared by the Franchisor.
6	Active Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.
7	New Hire Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.
8	Language	Alphanumeric (30)	N	If populated, must match an existing language in the database; defaults to 'ENG'.

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Import: [264] Application Users

(Continued)

Application User Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
9	E-mail	Alphanumeric (250)	Y	Must not exceed 250 characters.
10	Telephone	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
11	Extension	Alphanumeric (10)	N	If populated, must not exceed 10 characters.
12	Hand-Held User ID	Alphanumeric (8)	N	If populated, be unique within the file and in Enterprise Manager.
13	Hand-Held User Password	Alphanumeric (8)	N	If populated, must not exceed 8 characters.
14	Hand-Held User Active Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, will default to 'N'.
15	Access Teamworx Mgr. Console Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, will default to 'N'.
16	Employee Number	Alphanumeric (40)	N	• Must not be repeated in any other Type 1 detail record in the file. • If the User has an existing Employee # and this value does not match, the Employee # will be updated to this value. • If the User has an existing Employee # and this field is left blank, the Employee # will be reset to 'N/A'.

User Password Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'2'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • See Application User Detail records, Field 4 for additional validation.
3	Password	Alphanumeric (8)	N*	• If the User ID in Field 2 does not exist, Use Complex Passwords must be enabled in Password & User Security. • If the User ID in Field 2 does not exist and "Auto-create passwords for new User IDs" is enabled in Password & User Security, this entry will be ignored. • If "Auto-create passwords for new User IDs" is not enabled, this must be populated and must not exceed 8 characters.

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Import: [264] Application Users

(Continued)

User Location Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'3'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • If the User ID does not exist in Enterprise Manager, the file must contain a User Detail record (Type = '1') with this User ID. • See User Detail records, Field 4 for additional validation.
3	Location Code	Alphanumeric (6)	Y	User ID/Location Code combination must be unique in the file for this record type.
4	Active Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.

User Department Details *(Not needed if a Default Company Department is defined in Preferences)*

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'4'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • If the User ID does not exist in Enterprise Manager, the file must contain a User Detail record (Type = '1') with this User ID. • See User Detail records, Field 4 for additional validation.
3	Location Code	Alphanumeric (6)	Y	User ID/Location Code/Location Department combination must be unique in the file for this record type.
4	Location Department	Alphanumeric (20)	Y	Same as Field 3.
5	Approval Authority Flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
6	Approval Limit	Number (10)	N	If populated, must be a whole number ≥ 0 and ≤ 9,999,999,999.
7	*Unused field*		N	Not validated.
8	Active Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.

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Import: [264] Application Users

(Continued)

User Customer Details *(Only needed if user processes Customer Orders)*

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'5'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • If the User ID does not exist in Enterprise Manager, the file must contain a User Detail record (Type = '1') with this User ID. • See User Detail records, Field 4 for additional validation.
3	Location Code	Alphanumeric (6)	Y	• Must match the **Code** for an existing Location in Enterprise Manager. • Must be a Location to which the user is linked, on the Location tab or in this file. • User ID/Location Code/Customer Code combination must be unique in the file for this record type.
4	Customer Code	Alphanumeric (6)	Y	• Must match the **Code** for an existing Customer in Enterprise Manager. • Customer either must be linked to or must *be* the Location in Field 3 above.
5	Active Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.

User Market Details *(Only needed for Bid Sheet users)*

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'6'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • If the User ID does not exist in Enterprise Manager, the file must contain a User Detail record (Type = '1') with this User ID. • See User Detail records, Field 4 for additional validation.
3	Market Name	Alphanumeric (40)	Y	User ID/Market Name combination must be unique in the file for this record type.
4	Active Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.

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Import: [264] Application Users

(Continued)

User Hierarchy Details *(Only needed for users that run Consolidated reports in Net-Chef & EM Web)*

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'7'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • If the User ID does not exist in Enterprise Manager, the file must contain a User Detail record (Type = '1') with this User ID. • See User Detail records, Field 4 for additional validation.
3	Hierarchy Type	Alphanumeric (40)	Y	The User ID, Hierarchy Type, Logical Name, and Location Code combination must be unique in the file for this record type.
4	Logical Name	Alphanumeric (40)	N*	• If not populated, Location Code (Field 5) must be populated. • In Enterprise Manager, must be associated with the Hierarchy indicated in Field 3.
5	Location Code	Alphanumeric (6)	N*	• If not populated, Logical Name (Field 4) must be populated. • In Enterprise Manager, must be associated with the Hierarchy indicated in Field 3.
6	Consolidated Dashboard Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**. Can be 'Y' for only 1 entry of this record type.
7	Limit Export Locations Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**. Can be 'Y' for only 1 entry of this record type.
8	Active Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.

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Import: [264] Application Users

(Continued)

User Concept Details *(Only needed if using Concepts functionality)*

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'8'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • If the User ID does not exist in Enterprise Manager, the file must contain a User Detail record (Type = '1') with this User ID. • See User Detail records, Field 4 for additional validation.
3	Concept Code	Alphanumeric (15)	Y	User ID/Concept Code combination must be unique in the file for this record type.
4	Active Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.

User Daily Alert Details *(Only needed if using Daily E-mail Alerts)*

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'9'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • If the User ID does not exist in Enterprise Manager, the file must contain a User Detail record (Type = '1') with this User ID. • See User Detail records, Field 4 for additional validation.
3	Hierarchy Type	Alphanumeric (40)	Y	The User ID, Hierarchy Type, Report Name, Logical Name, and Location Code combination must be unique in the file for this record type.
4	Report Name	Alphanumeric (200)	Y	Same as Field 3.
5	Logical Name	Alphanumeric (40)	N*	• If not populated, Location Code (Field 6) must be populated. • In Enterprise Manager, must be associated with the Hierarchy indicated in Field 3.
6	Location Code	Alphanumeric (6)	N*	• If not populated, Logical Name (Field 5) must be populated. • In Enterprise Manager, must be associated with the Hierarchy indicated in Field 3.
7	E-mail Format	Alphanumeric (1)	Y	Must be **'T'** (Text) or **'I'** (Image).
8	Active Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.

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Import: [264] Application Users

(Continued)

User Consolidation Vendor Details *(Only for Cruise Line users that consolidate purchase orders)*

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'10'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • If the User ID does not exist in Enterprise Manager, the file must contain a User Detail record (Type = '1') with this User ID. • See User Detail records, Field 4 for additional validation.
3	Vendor Code	Alphanumeric (6)	Y	User ID/Vendor Code combination must be unique in the file for this record type.
4	Active Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.

User Franchise Details *(Must only be included in imports executed by a Franchisor)*

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'11'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • If the User ID does not exist in Enterprise Manager, the file must contain a User Detail record (Type = '1') with this User ID. • See User Detail records, Field 4 for additional validation.
3	Franchise Code	Alphanumeric (15)	Y	• Must match an existing **Franchise Code** for a Franchisee; this cannot be the code for the Franchisor. • User ID/Franchise Code combination must be unique in the file for this record type..
4	Active Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.

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Import: [264] Application Users

(Continued)

BizIQ User Details *(Only needed if using BizIQ)*

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'12'**.
2	User ID	Alphanumeric (30)	Y	• Must be unique in the file for this record type. • If the User ID does not exist in Enterprise Manager, the file must contain a User Detail record (Type = '1') with this User ID. • See User Detail records, Field 4 for additional validation.
3	BizIQ User Access	Alphanumeric (1)	Y	Must be one of the following: • **'N'** = None • **'P'** = Power User • **'A'** = Analyst • **'C'** = Consumer

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Import: [077] Budget Data (Restaurant)

This import can be used to upload Budget Setup data into Net-Chef. Each file will contain budget data for a single location, for any number of post periods.

File Name & Format

File Name	"077" + Location Code + _ + optional text + ".txt" Example: 077100001_budget.txt Characters 4-9 or the characters starting at 4 up to the period or first underscore character (_) will be used to determine the Location Code.
File Format	Tab-delimited text file; each row must start on a new line.
Contents	Each file will contain one header record, which will contain a field for each Post Date, and one detail record for each General Ledger account that requires a budget value, with the actual budget value or percentage for the General Ledger account for each Post Date represented in the header.
Create/Update	This import can be used to create new Budget records or update existing ones.

Header

Position	Field	Data Type	Required	Contents / Validation
1 – 5	*Unused fields*		N	*These fields should be left blank.*
6	Post Period 1	DATE	Y	**Post Date** for all Budget values in Field 6 of the detail records. This must be a valid calendar date in *MM/dd/yyyy* format and must also be a Post Date set up in the Post Calendar for the Location identified by the Location Code in the file name. Files may contain Budget data for posted and unposted (e.g. future) periods.
7, etc	Post Period 2, etc.	DATE	N	If a user wishes to import Budgets for multiple post periods, the user must separate the valid "Post Date" dates (see Field 6) with tabs and not leave any blank fields between valid dates. (Note that any Post Date must only appear once in the file.)

Note: Subsequent rows can be added for each additional Post Period; if present in the header, an equal number of rows must be added to the Detail records.

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Import: [077] Budget Data (Restaurant)

(Continued)

Detail

Position	Field	Data Type	Required	Contents / Validation
1	GL Number	Alphanumeric (10)	Y	**General Ledger Number** (GL Number) for General Ledger account for which budget is being set up. Any combination of GL Number and GL Description can only appear once in the file.
2	GL Description	Alphanumeric (40)	Y*	**Description** of General Ledger account for which budget is being set up. Required and referenced only when "GL Number" in Field 1 corresponds to "GL Number" in more than one Crunchtime General Ledger account. In this case, "GL Description" is required and must correspond to the "Description" for a Crunchtime General Ledger account with the "GL Number" matching the value in detail record Field 1.
3	Budget Type	Alphanumeric (1)	Y	Must be **'V'** for currency values or **'P'** for percentages of another General Ledger account, P&L Substructure or P&L Grouping budget value. This designation will apply to budget values for the GL account for all post periods represented in the file. Therefore, if a user wishes to set up a GL account with "Value" budget values for some Post periods, and "Percentage of" budget values for other Post periods, separate Budget files must be generated and processed. Similarly, if a user wishes to use a different "% of" referent (General Ledger account, P&L Substructure or P&L Grouping) for a particular General Ledger account's budget for different Post periods, separate files will be needed.
4	% of GL Level	Number (1)	N	If present, must be **'1'**, **'2'**, or **'3'**. Indicates whether percentage of budget type (Field 3 = 'P') represents a percentage of another General Ledger account ('1'), a P&L Substructure ('2') or a P&L Grouping ('3'). Users only need to use this field if descriptions (see Field 5) are shared by General Ledger accounts, P&L Substructures and/or P&L Groupings.

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Import: [077] Budget Data (Restaurant)

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
5	% of GL Account(s)	Alphanumeric (40)	Y*	**Description** of the General Ledger account, P&L Substructure, or P&L Grouping to which the application should refer to calculate the budget value for the detail line's General Ledger account. Required and referenced only when Budget Type (Field 3) is "Percentage of" ('P'). In this case, if the "% of GL Level" field (Field 4) was left blank, the value in this field (Field 5) must correspond to a General Ledger "Description" or a "P&L Substructure" description or a "P&L Grouping" description or code.
6	Post Period 1 Value	Number (10,2)	N	The budgeted currency value or "% of" percentage for the detail line's General Ledger account, for the Post period identified in the corresponding field (Field 6) in the header record. For either Budget Type, if the field is populated, this should be a number ≥ 0.00 and ≤ 99,999,999.99. If the number contains a decimal separator, it must be a period (.) and there must be no more than 2 digits to the right of the decimal separator. Thousands separators are optional, but must be commas (,) if present. Percentages may contain decimals, but should not be expressed as them. For example, "12.5%" should be expressed as "12.5" (and not "0.125").Percentages should not include percentage signs.
7	Post Period 2, etc. Value	Number (10,2)	N	Referenced only if there is a value (i.e. Post Date) in the corresponding header field. For example, if there are Post Dates in Field 7, Field 8 and Field 9 of the header record, then each General Ledger account must have a valid Budget value in Field 7, Field 8 and Field 9 of the detail record.

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Import: [253] Categories

This import will upload Category records into Enterprise Manager. This includes Category/Subcategory and Category/Subcategory/Microcategory records.

File Name & Format

File Name	"253" + Unique Identifier + ".txt" Example: 253Categories.txt
File Format	Tab-delimited text file; each record must begin on a new line. The file must contain one header record and at least one detail record.
Create/Update	This import can be used to create new Category records or update the associated General Ledger account in existing records.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	The **Code** for the Corporate location. Must match the Code in the *Company* setup screen in Enterprise Manager.

Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail).
2	Category Name	Alphanumeric (30)	Y	• The combination of Category Name/ Subcategory Name/Microcategory Name must be unique in the file. • The combination of Category/ Subcategory/Microcategory and General Ledger Description must be unique in the file and in Enterprise Manager.
3	Subcategory Name	Alphanumeric (30)	N*	Must be populated if Subcategories are used in Enterprise Manager.
4	Microcategory Name	Alphanumeric (30)	N*	Must be populated if Microcategories are used in Enterprise Manager.
5	General Ledger Description	Alphanumeric (40)	Y	• If the "Link GL to" preference is set to 'Category', then all records in the file with the same Category Name must have the same General Ledger Description. • If the "Link GL to" preference is set to 'Subcategory', then all records in the file with the same Category/Subcategory Name must have the same General Ledger Description.

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Import: [256] Cities

This import will upload City records into Enterprise Manager. It will create new records for City/Country and City/State/Country combinations.

File Name & Format

File Name	"256" + Unique Identifier + ".txt" Example: 256Cities.txt
File Format	Tab-delimited text file; each record must begin on a new line. The file must contain one header record and at least one detail record.
Create/Update	This import can only be used to create new City records it will not update existing ones, and it will not create State/Province or Country records.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	The **Code** for the Corporate location. Must match the Code in the *Company* setup screen in Enterprise Manager.

Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	City Name	Alphanumeric (40)	Y	The combination of City/Country or City/State/Country must be unique in the file and in Enterprise Manager.
3	Country Name	Alphanumeric (40)	Y	Must match an existing **Country** in Enterprise Manager.
4	State/Province Abbreviation	Alphanumeric (3)	N	If populated, must match an existing **State/Province** in Enterprise Manager.
5	Market Name	Alphanumeric (40)	N	If populated, must match an existing **Market** in Enterprise Manager.

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Import: [080] Company Products

This import can be used to upload Company Product records into Enterprise Manager. It can be used to create new records or update existing ones.

File Name & Format

File Name	"080" + optional text + ".txt" Example: 080CompanyProducts.txt The application will stop reading the file name after the first 3 characters but users may append additional characters to identify the file or make the name unique.
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	There are seven record types that can exist in the file: (1) Header records, (2) Alternate UPC records, (3) Ship Location records, and (4) Nutrition Class records (5) Department records, (6) Concept records, and (7) User Defined Category records. The first row in the file must always be a Header row, which will always appear before its corresponding detail rows. Since detail rows are not required, it is possible to have a Header row followed by another Header row. Since there can be multiple types of detail files after the header row, the order of the detail rows does not matter. When updating existing records, the file only needs to contain the Product Number and the fields being updated; it is NOT necessary to populate all fields that are flagged as "Required", except as noted below. Otherwise, fields left blank will not be updated.

1 – Header

For updates, related fields such as Package Type and Conversion, and Category/ Subcategory/Microcategory must be included in the file together even if only one is being updated.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'1'** for Header row.
2	Product Name	Alphanumeric (80)	Y	Must be unique within the file and in Enterprise Manager.
3	Product Number	Alphanumeric (40)	Y*	• Must be unique within the file and in Enterprise Manager. • Required for updates or if the preference to "Automatically Create Company Product Number" is disabled. • Cannot contain any spaces.
4	Active flag	Alphanumeric (1)	N	Must be **'Y'** for Active or **'N'** for Inactive. If left blank, will default to 'Y'.
5	Primary UPC	Alphanumeric (20)	N	If "Validate Company Product and Recipe UPC values are unique" is enabled, must be unique in the database.
6	Universal Product Number	Alphanumeric (20)	N	If populated, must be 20 characters or less.

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Import: [080] Company Products

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
7	Inventory Unit	Alphanumeric (40)	Y	Must match an existing **Package Type** in Enterprise Manager.
8	Issue Unit 1 Package Type	Alphanumeric (20)	Y*	• Must match an existing **Package Type** in Enterprise Manager. • For updates, only required if Issue Conversion 1 (Field 9) is populated.
9	Issue Conversion 1	Number (14,6)	Y*	• Must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • For updates, only required if Issue Unit 1 Package Type (Field 8) is populated.
10	Issue Unit 2 Package Type	Alphanumeric (20)	Y*	• Must match an existing **Package Type** in Enterprise Manager. • Required when Company Type = 'Cruise' or when Issue Conversion 2 (Field 11) is populated.
11	Issue Conversion 2	Number (14,6)	Y*	• Must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • Required if Issue Unit 2 Package Type (Field 10) is populated.
12	Issue Unit 2 Inverted flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
13	Recipe Unit 1 Package Type	Alphanumeric (20)	Y*	• Must match an existing **Package Type** in Enterprise Manager. • For updates, only required if Recipe Conversion 1 (Field 14) is populated.
14	Recipe Unit 1 Conversion	Number (14,6)	Y*	• Must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • For updates, only required if Recipe Unit 1 Package Type (Field 13) is populated.
15	Recipe Unit 2 Package Type	Alphanumeric (20)	N*	• Must match an existing **Package Type** in Enterprise Manager. • Required if Recipe Unit 2 Conversion (Field 16) is populated. • Cannot be populated unless Recipe Unit 1 Package Type (Field 13) is populated and must not match any other Recipe Unit for this product.

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Import: [080] Company Products

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
16	Recipe Unit 2 Conversion	Number (14,6)	N*	• Must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • Required if Recipe Unit 2 Package Type (Field 15) is populated.
17	Recipe Unit 3 Package Type	Alphanumeric (20)	N*	• Must match an existing **Package Type** in Enterprise Manager. • Required if Recipe Unit 3 Conversion (Field 18) is populated. • Cannot be populated unless Recipe Unit 2 Package Type (Field 15) is populated and must not match any other Recipe Unit for this product.
18	Recipe Unit 3 Conversion	Number (14,6)	N*	• Must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • Required if Recipe Unit 3 Package Type (Field 17) is populated.
19	Recipe Unit 4 Package Type	Alphanumeric (20)	N*	• Must match an existing **Package Type** in Enterprise Manager. • Required if Recipe Unit 4 Conversion (Field 20) is populated. • Cannot be populated unless Recipe Unit 3 Package Type (Field 17) is populated and must not match any other Recipe Unit for this product.
20	Recipe Unit 4 Conversion	Number (14,6)	N*	• Must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • Required if Recipe Unit 4 Package Type (Field 19) is populated.
21	Recipe Unit 5 Package Type	Alphanumeric (20)	N*	• Must match an existing **Package Type** in Enterprise Manager. • Required if Recipe Unit 5 Conversion (Field 22) is populated. • Cannot be populated unless Recipe Unit 4 Package Type (Field 19) is populated and must not match any other Recipe Unit for this product.

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Import: [080] Company Products

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1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
22	Recipe Unit 5 Conversion	Number (14,6)	N*	• Must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • Required if Recipe Unit 5 Package Type (Field 21) is populated.
23	Universal Product Unit	Alphanumeric (40)	N*	• Must match an existing **Package Type** in Enterprise Manager. • Required if Universal Product Conversion (Field 24) is populated.
24	Universal Product Conversion	Number (14,6)	N*	• Must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • Required if Universal Product Unit (Field 23) is populated.
25	Universal Product Unit Inverted flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
26	Category	Alphanumeric (30)	Y*	• Must match an existing **Category** in Enterprise Manager and the Category/Subcategory/Microcategory combination must be unique. • For updates, only required if Subcategory (27) or Microcategory (28) is populated.
27	Subcategory	Alphanumeric (30)	Y*	• Must match an existing **Subcategory** in Enterprise Manager. • For updates, only required if Category (Field 26) is populated. • Required if Subcategories are used.
28	Microcategory	Alphanumeric (30)	Y*	• Must match an existing **Microcategory** • For updates, only required if Category (Field 26) is populated. • Required if Microcategories are used.
29	HACCP Compliance Name	Alphanumeric (40)	N	If present, must match an existing **HACCP Restriction** in Enterprise Manager.
30	Product Type	Alphanumeric (1)	N	• Must be **'S'** for Stock, **'N'** for Non-Stock, **'A'** for Sales, or **'I'** for Intermediary. • If left blank, will default to 'S'.

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Import: [080] Company Products

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
31	Alt Unit 1 Package Type	Alphanumeric (20)	N*	• Must match an existing **Package Type** in Enterprise Manager and must NOT match the other Alt Unit Pack Types for the product in the file or in the database. • Required if Alt Unit Conversion 1 (Field 32) is populated. • For updates, will also modify all related Location Products with matching Alt Unit 1 Package Type prior to update.
32	Alt Unit 1 Conversion	Number (14,6)	N*	• Must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • Required when Alt Unit 1 Package Type (Field 31) is populated. • For updates, will also modify all related Location Products with matching Alt Unit 1 Package Type prior to update.
33	Alt Unit 2 Package Type	Alphanumeric (20)	N*	Same validation logic as Field 31.
34	Alt Unit 2 Conversion	Number (14,6)	N*	Same validation logic as Field 32.
35	Alt Unit 3 Package Type	Alphanumeric (20)	N*	Same validation logic as Field 31.
36	Alt Unit 3 Conversion	Number (14,6)	N*	Same validation logic as Field 32.
37	Nutrition Product Number	Alphanumeric (6)	N*	• If populated, must be ≤ 6 characters and match an existing **Nutrition Product Number** in Enterprise Manager. • For updates, only required if Nutrition Package Type (Field 38) and Nutrition Conversion (Field 39) are populated.
38	Nutrition Package Type	Alphanumeric (10)	N*	• Must be 10 characters or less. • If populated, must match the Inventory Unit (Field 7), Issue Unit 1 (Field 8), Issue Unit 2 (Field 10), Recipe Unit 1 (Field 13), Recipe Unit 2 (Field 15), Recipe Unit 3 (Field 17), Recipe Unit 4 (Field 19), or Recipe Unit 5 (Field 21). • Required if Nutrition Conversion (Field 39) is populated.

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Import: [080] Company Products

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
39	Nutrition Conversion	Number (14,6)	N*	• If present, must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • Required if Nutrition Package Type (Field 38) is populated.
40	*Unused field*		N	Not validated.
41	*Unused field*		N	Not validated.
42	*Unused field*		N	Not validated.
43	*Unused field*		N	Not validated.
44	*Unused field*		N	Not validated.
45	*Unused field*		N	Not validated.
46	*Unused field*		N	Not validated.
47	*Unused field*		N	Not validated.
48	Preferred Vendor Pack Type	Alphanumeric (20)	N*	• Must match an existing "Purchasing" **Package Type** in Enterprise Manager. • Required if Conversion to Inventory Unit (Field 49) is populated. • If not populated, will default to the Inventory Unit.
49	Conversion to Inventory Unit	Number (14,6)	N*	• Must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • Required if Preferred Vendor Pack Type (Field 48) is populated.
50	Master Order Type	Alphanumeric (160)	N	• If populated, must match an existing **Master Order Type** in Enterprise Manager. • If left blank, will default to the first Master Order Type created.
51	Bid Sheet	Alphanumeric (160)	N	• If populated, must match an existing **Bid Sheet** name in Enterprise Manager. • Will not update existing products that are already associated with a bid sheet.
52	Tax Code	Alphanumeric (12)	N	If populated, must match an existing **Tax Code** name in Enterprise Manager.
53	Bonded	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
54	Lot Tracking	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
55	Remarks	Alphanumeric (1800)	N	If populated, must be 1800 characters or less.
56	Preferred Brands	Alphanumeric (255)	N	If populated, must be 255 characters or less.
57	Substitute Product 1	Alphanumeric (80)	N	If populated, must match an existing **Company Product** name.

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Import: [080] Company Products

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
58	Substitute Product 2	Alphanumeric (80)	N	If populated, must match an existing **Company Product** name.
59	Shelf Life Rec. (Days)	Number (6)	N	If populated, must be a number > 0 and ≤ 999,999.
60	Shelf Life Issue (Days)	Number (6)	N	If populated, must be a number > 0 and ≤ 999,999.
61	Set Theoretical Equal to Actual	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
62	Label Type	Number (1)	N	• If populated, must be **'1'** for System, **'2'** for 'Bar Tag', **'3'** for Hang Tag or **'4'** for Dumbell. • If left blank, will default to '1'.
63	Containerizatio n Weight Unit	Alphanumeric (20)	N*	• Must match an existing **Package Type** in Enterprise Manager. • Required if Containerization Weight Quantity (Field 64) is populated.
64	Containerizatio n Weight Quantity	Number (12,4)	N*	• Must be a number > 0.000000 and ≤ 99,999,999.9999 w/4 decimals or less. • Required if Containerization Weight Unit (Field 63) is populated.
65	Containerizatio n Volume Unit	Alphanumeric (20)	N*	• Must match an existing **Package Type** in Enterprise Manager. • Required if Containerization Volume Quantity (Field 66) is populated.
66	Containerizatio n Volume Quantity	Number (12,4)	N*	• Must be a number > 0.000000 and ≤ 99,999,999.9999 w/ 4 decimals or less. • Required if Containerization Volume Unit (Field 65) is populated.
67	Primary Shipping Type	Alphanumeric (120)	N	If populated, must match an existing **Shipping Type** name.
68	Secondary Shipping Type	Alphanumeric (120)	N	If populated, must match an existing **Shipping Type** name.
69	Alt. Language Product Name 1	Alphanumeric (80)	N	Cannot be populated unless the Language 1 field is populated in Language Preferences.
70	Alt. Language Product Name 2	Alphanumeric (80)	N	Cannot be populated unless the Language 2 field is populated in Language Preferences.
71	Alt. Language Product Name 3	Alphanumeric (80)	N	Cannot be populated unless the Language 3 field is populated in Language Preferences.
72	Alt. Language Product Name 4	Alphanumeric (80)	N	Cannot be populated unless the Language 4 field is populated in Language Preferences.
73	Alt. Language Product Name 5	Alphanumeric (80)	N	Cannot be populated unless the Language 5 field is populated in Language Preferences.

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Import: [080] Company Products

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
74	Customs Status	Alphanumeric (25)	N	If populated, must be 25 characters or less.
75	Statistic Item Number	Alphanumeric (25)	N	If populated, must be 25 characters or less.
76	Special Size Unit	Number (5,2)	N	If populated, must be a number > 0.00 and ≤ 999.99 with 2 decimals or less.
77	Grad Plato	Number (5,2)	N	If populated, must be a number > 0.00 and ≤ 999.99 with 2 decimals or less.
78	Percentage Alcohol	Number (5,2)	N	If populated, must be a number > 0 and ≤ 999.99 with 2 decimals or less.
79	Country of Origin	Alphanumeric (160)	N	If populated, must match an existing **Country** in Enterprise Manager.
80	Region of Origin	Alphanumeric (160)	N	If populated, must match an existing State/Province **Abbreviation** in Enterprise Manager.
81	Gov't Min Stock	Alphanumeric (8)	N	If populated, must be 8 characters or less.
82	Therapeutic Code	Alphanumeric (8)	N	If populated, must be 8 characters or less.
83	Pharmaceutical Dosage	Alphanumeric (8)	N	If populated, must be 8 characters or less.
84	Prescription Flag	Alphanumeric (8)	N	If populated, must be 8 characters or less.
85	Net Weight Unit	Alphanumeric (20)	N*	• Must match an existing **Package Type** in Enterprise Manager. • Required if Net Weight (Field 86) is populated.
86	Net Weight	Number (5,2)	N*	• If populated, must be a number > 0.00 and ≤ 999.99 with 2 decimals or less. • Required if Net Weight Unit (Field 85) is populated.
87	Validate Temperature	Alphanumeric (1)	N*	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
88	Temperature Operation	Alphanumeric (1)	N*	• If populated, must be **'1'** (>), **'2'** (≥), **'3'** (≤), or **'4'** (<). • Required when Validate Temperature (Field 87) = 'Y'.
89	Temperature	Number (5,2)	N*	• If populated, must be a number > -1000.00 and ≤ 999.99 with 2 decimals or less. • Required when Validate Temperature (Field 87) = 'Y'.

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Import: [080] Company Products

(Continued)

2 – Alternate UPC Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'2'** for an Alternate UPC row.
2	Alternate UPC	Alphanumeric (20)	Y	• Must be unique for this specific Company Product. • If "Validate Company Product and Recipe UPC values are unique" is enabled, must be unique in the database.
3	Active Flag	Alphanumeric (1)	N	Must be **'Y'** for Active or **'N'** for Inactive. If left blank, will default to 'Y'. For updates: ○ If blank and there is NO record in the database, a new record will be added. ○ If blank and there is a record in the database, no update will occur.

3 – Ship Location Details *(Only for Cruise Lines when the "All Ship Locations" flag is not checked.)*

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'3'** for a Ship Location row.
2	Ship Location Name	Alphanumeric (40)	Y	Must match an existing, active "Ship" **Location** in Enterprise Manager.
3	Active Flag	Alphanumeric (1)	N	Same logic as Detail Row 2, Field 3.

4 – Nutrition Class Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'4'** for a Nutrition Class row.
2	Nutrition Class	Alphanumeric (100)	Y	Must match an existing active **Nutrition Class** applied to 'Products and Recipes'.
3	Nutrition Class Value	Alphanumeric (100)	Y	• Must be an active **Nutrition Class Value** associated with the Nutrition Class from Field 2. • Combined with Field 2, must result in a unique record for a Company Product.
4	Active Flag	Alphanumeric (1)	N	Same logic as Detail Row 2, Field 3.

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Import: [080] Company Products

(Continued)

5 – Department Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'5'** for a Department row.
2	Department Code	Alphanumeric (20)	Y	Must match an existing **Company Department** in Enterprise Manager.
3	Active Flag	Alphanumeric (1)	N	Same logic as Detail Row 2, Field 3.

6 – Concept Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'6'** for a Concept row.
2	Concept Code	Alphanumeric (15)	Y	• Must match an existing Concept **Code** in Enterprise Manager. • Must not be repeated in the file for this Product.
3	Active Flag	Alphanumeric (1)	N	Same logic as Detail Row 2, Field 3.

7 – User Defined Category Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'7'** for a User Defined Category row.
2	User Defined Category	Alphanumeric (20)	Y	• Must match the **Short Name** for an existing 'Product' User Defined Category in Enterprise Manager. • Must be unique for this specific Company Product.
3	Active Flag	Alphanumeric (1)	N	Same logic as Detail Row 2, Field 3.

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Import: [070] Cruise Profile Data (Cruise)

The Cruise Profile import will allow corporate users to upload demographic and budget information for existing voyages into the Crunchtime database. Import files can include multiple ship locations and can contain several months' worth of Cruise data. This includes data that corporate users are currently able to set up in the Cruise Setup screen and data that is currently only entered/editable by Ship users in the Cruise Profile. Corporate can update the Cruise Profile information for the ship only if a Ship User has not started entering Cruise data; once a Ship User starts entering data for the Voyage, corporate can no longer update the information "owned by" the Ship. This file can be imported for a cruise even after posting has occurred.

If cruises are modified due to scheduling changes or unforeseen circumstances, corporate users will need to re-import the Cruise Profile data if the duration of the cruise is different. When an Itinerary is changed to one of the same length, the Cruise Profile data will remain intact but may need to be updated manually in Enterprise Manager.

Warning: This import is to be executed against the Corporate database only.

File Name & Format

File Name	"070" + optional text + ".txt" Example: 070CruiseProfileUpdates.txt The application will stop reading the file name after the first 3 characters but users may append additional characters to identify the file or make the file name unique.
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	There will be five types of records in the file: Header records, Cruise Date Count records, Charter records, Country of Origin records, and Budgeted CPP records. The first row in the file must always be a Header row. A Header row will always appear before its corresponding "detail" rows. The "detail" rows are not required in the file, so it is possible to have a Header row followed by another Header row. Due to the fact that there could be multiple types of detail files after the header row, the application will not care about the order of the detail rows (e.g. a Charter row followed, by an Country of Origin row, followed, by another Charter row, etc.)

1 – Header

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'1'** for Header row.
2	Voyage Number	Alphanumeric (40)	Y	Must match an existing **Voyage Number** in Enterprise Manager. Must not be repeated in any other header records in this file.
3	Projected Count # Adults	Number (6)	N	If populated, must be a whole number ≥0 and ≤ 999,999; will ignore commas.
4	Projected Count # Children	Number (6)	N	Same as Field 3.

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Import: [070] Cruise Profile Data (Cruise)

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
5	Projected Count # Crew	Number (6)	N	Same as Field 3.
6	Projected Count # Officers	Number (6)	N	Same as Field 3.
7	Projected Count # Casino Conces.	Number (6)	N	Same as Field 3.
8	Projected Count # Other Conces.	Number (6)	N	Same as Field 3.
9	Actual # Guests Age 2 - 12	Number (6)	N	If populated, must be a whole number ≥0 and ≤ 999,999; will ignore commas. Cannot have been manually edited by a Ship User.
10	Actual # Guests Age 13 - 21	Number (6)	N	Same as Field 9.
11	Actual # Guests Age 22 - 39	Number (6)	N	Same as Field 9.
12	Actual # Guests Age 40 - 59	Number (6)	N	Same as Field 9.
13	Actual # Guests Age 60+	Number (6)	N	Same as Field 9.
14	Actual # Guests Male Count	Number (6)	N	Same as Field 9.
15	Actual # Guests Female Count	Number (6)	N	Same as Field 9.
16	Officer Position 1	Alphanumeric (25)	N	If populated, must be 25 characters or less and cannot have been manually edited by a Ship User.
17	Officer Name 1	Alphanumeric (25)	N	Same as Field 16.
18	Officer Position 2	Alphanumeric (25)	N	Same as Field 16.
19	Officer Name 2	Alphanumeric (25)	N	Same as Field 16.
20	Officer Position 3	Alphanumeric (25)	N	Same as Field 16.
21	Officer Name 3	Alphanumeric (25)	N	Same as Field 16.
22	Officer Position 4	Alphanumeric (25)	N	Same as Field 16.
23	Officer Name 4	Alphanumeric (25)	N	Same as Field 16.
24	Officer Position 5	Alphanumeric (25)	N	Same as Field 16.
25	Officer Name 5	Alphanumeric (25)	N	Same as Field 16.

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Import: [070] Cruise Profile Data (Cruise)

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
26	Officer Position 6	Alphanumeric (25)	N	Same as Field 16.
27	Officer Name 6	Alphanumeric (25)	N	Same as Field 16.
28	Budgeted Costs – Adult	Number (8,2)	N	If populated, must be ≥0 and ≤ 999,999.99 with no more than 2 decimals; will ignore commas. Cannot have been manually edited by a Ship User.
29	Budgeted Costs – Children	Number (8,2)	N	Same as Field 28.
30	Budgeted Costs – Officers	Number (8,2)	N	Same as Field 28.
31	Budgeted Costs – Crew	Number (8,2)	N	Same as Field 28.
32	Meal Period Costs – Breakfast	Number (8,2)	N	Same as Field 28.
33	Meal Period Costs – Lunch	Number (8,2)	N	Same as Field 28.
34	Meal Period Costs – Dinner	Number (8,2)	N	Same as Field 28.

2 – Cruise Date Count Details

These records include actual counts for the specific Cruise Date.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'2'** for Count Detail row.
2	Cruise Date	Date	Y	Must be a valid date in *YYYYMMDD* format and a valid date for the Voyage Number indicated in Header Field 2. Cannot be repeated in any other Cruise Date Count row for this header record.
3	Actual Adult Count	Number (6)		If populated, must be a whole number ≥0 and ≤ 999,999. If present, will ignore commas as thousands separators.
4	Actual Child Count	Number (6)		Same as Field 3.

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Import: [070] Cruise Profile Data (Cruise)

(Continued)

2 – Cruise Date Count Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
5	Actual Officer Count	Number (6)		Same as Field 3.
6	Actual Crew Count	Number (6)		Same as Field 3.
7	Actual Casino Concessionaires Count	Number (6)		Same as Field 3.
8	Actual Other Concessionaires Count	Number (6)		Same as Field 3.

3 – Charter Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'3'** for Charter row.
2	Charter Name	Alphanumeric (160)	Y	Must match an existing **Charter Name** in Enterprise Manager. Cannot be repeated in any other Charter row for this header record.
3	Passenger Count	Number (5)	N	If populated, must be a whole number ≥0 and ≤ 99,999. If present, will ignore commas as thousands separators.

4 – Country of Origin Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'4'** for Country of Origin row.
2	Country of Origin	Alphanumeric (160)	Y	Must match an existing **Country** in Enterprise Manager. Cannot be repeated in any other Country of Origin row for this header record.
3	Passenger Count	Number (5)	N	If populated, must be a whole number ≥0 and ≤ 99,999. If present, will ignore commas as thousands separators.

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Import: [070] Cruise Profile Data (Cruise)

(Continued)

5 – Budgeted Cost Per Person (CPP) Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'5'** for Budgeted Cost row.
2	Cruise Date	Date	Y	Must be a valid date in *YYYYMMDD* format and a valid date for the Voyage Number indicated in Header Field 2. Cannot be repeated in any other Budgeted Cost row for this header record.
3	Customer	Number (12)	Y	Must match the Customer **Import Code** or Customer **Code** for the Ship Location. Combination of Cruise Date (Field 2) and Customer (Field 3) cannot be repeated in any other detail record for this header record.
4	Budgeted CPP	Number (12,4)	N	If populated, must be ≥0 and ≤ 99,999.99, with no more than 2 decimals. If present, will ignore commas as thousands separators.

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Import: [251] Cruise Setup Data (Cruise)

This import can be used to upload new Voyages and modify or delete existing Voyages. A Voyage can be modified or deleted as long as it has not been replicated, it is in the future (Voyage Begin Date > current date), and transactions have not been created for it.

Warning: This import is to be executed against the Corporate database only.

File Name & Format

File Name	"251" + optional text + ".txt" Example: 251Voyages.txt The application will stop reading the file name after the first 3 characters but additional characters may be added to identify the file or make the name unique.
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	There can be three types of records in the file: 'Add' header records, 'Modify' header records, and 'Delete' header records. All 'Delete' records must appear in the file first (as a group) followed by 'Modify' records and then 'Add' records.

'Delete' Records

Position	Field	Data Type	Required	Contents / Validation
1	Process Type	Alphanumeric (1)	Y	Must be **'D'** for Delete Voyage.
2	Location Code	Number (6)	Y	• Must match a **Location Code** for an active Ship location. • Must match the Location for the Voyage defined in Field 7 of this record.
3	Itinerary Name	Alphanumeric (40)	Y	Must not exceed 40 characters and must match an existing **Itinerary Name**.
4	Begin Date	Date	Y	Must be a valid Fiscal Calendar date in YYYYMMDD format.
5	Prj. Cycle Menu	Alphanumeric (40)	N	If populated, must match an existing **Cycle Menu Name** for the Location in Field 2.
6	Season	Alphanumeric (40)	Y	Must not exceed 40 characters and must match an existing **Season Name**.
7	Voyage Number	Alphanumeric (40)	Y	• Must not exceed 40 characters and must not match an existing **Voyage Number** defined in the corporate database for ANY Ship location. • Must not be repeated in Field 7 (Voyage Number) of any other 'Delete' record within this file.

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Import: [251] Cruise Setup Data (Cruise)

(Continued)

'Modify' Records

Position	Field	Data Type	Required	Contents / Validation
1	Process Type	Alphanumeric (1)	Y	Must be **'M'** for Modify Voyage.
2	Location Code	Number (6)	Y	• Must match a **Location Code** for an active Ship location. • Must match the Location for the Voyage defined in Field 7 of this record.
3	Itinerary Name	Alphanumeric (40)	Y	• Must not exceed 40 characters and must match an existing **Itinerary Name**. • If different than the current Itinerary for the Voyage defined in Field 7, must not create a conflict with the travel dates for another Voyage for this location, either in the corporate database or in 'Add' or 'Modify' records in this file.
4	Begin Date	Date	Y	• Must be a valid Fiscal Calendar date in *YYYYMMDD* format. • If different than the current Begin Date for the Voyage defined in Field 7, must not create a conflict with the travel dates for another Voyage for this location, either in the corporate database or in 'Add' or 'Modify' records in this file.
5	Prj. Cycle Menu	Alphanumeric (40)	N	If populated, must match an existing **Cycle Menu Name** for the Location in Field 2.
6	Season	Alphanumeric (40)	Y	• Must not exceed 40 characters. • If this does not match an existing **Season Name**, a new Season will be created.
7	Original Voyage Number	Alphanumeric (40)	Y	• Must match a **Voyage Number** defined in the corporate database. • Must not be the current or a past replicated Voyage.
8	New Voyage Number	Alphanumeric (40)	N	• If populated, must not exceed 40 characters and must not match an existing **Voyage Number** defined in the corporate database for ANY Ship location. • Must not be repeated in Field 7 (Voyage Number) of any other 'Add' record or in Field 8 (Voyage Number) of any other 'Modify' record within this file.

Note: If Fields 3 and/or 4 have been changed and the Voyage has been replicated, all previously entered Projected Passenger/Crew counts and Budgeted CPP entries will be cleared and will need to be re-entered.

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Import: [251] Cruise Setup Data (Cruise)

(Continued)

'Add' Records

Position	Field	Data Type	Required	Contents / Validation
1	Process Type	Alphanumeric (1)	Y	Must be **'A'** for Add Voyage.
2	Location Code	Number (6)	Y	Must match a Location **Code** for an active Ship location.
3	Itinerary Name	Alphanumeric (40)	Y	Must not exceed 40 characters and must match an existing **Itinerary Name**.
4	Begin Date	Date	Y	• Must be a valid Fiscal Calendar date in *YYYYMMDD* format. • Must not conflict with the travel dates for another Voyage for this location, either in the corporate database or in any 'Add' or 'Modify' records in this file.
5	Prj. Cycle Menu	Alphanumeric (40)	N	If populated, must match an existing **Cycle Menu Name** for the Location in Field 2.
6	Season	Alphanumeric (40)	Y	• Must not exceed 40 characters. • If this does not match an existing **Season Name**, a new Season will be created.
7	Voyage Number	Alphanumeric (40)	Y	• Must not exceed 40 characters and must not match an existing **Voyage Number** defined in the corporate database for ANY Ship location. • Must not be repeated in Field 7 (Voyage Number) of any other 'Add' record or in Field 8 (Voyage Number) of any other 'Modify' record within this file.

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Import: [262] Currency Ratios

This import can be used to upload currency exchange rates into Enterprise Manager. It can be used to create new exchange rate records or update existing ones. The ratios uploaded via the import will appear on the Currency Ratios screen only if both currencies are linked to a location, market, or vendor.

Upon import, the application will create or update an inverse conversion record for a currency pair if the reciprocal pair exists in the import file but the inverse pair does not. For example, if the import file includes a conversion from U.S. Dollars to Euros, the application will update that ratio AND calculate the inverse rate and create/update the conversion record from Euros to U.S. Dollars as well.

A negative exchange rate in the import file signifies an indirect rate. Some countries mandate that their currencies appear in negative exchange rates when compared to certain other countries. Since Enterprise Manager cannot store negative Currency Ratios, the application will convert all indirect rates in the import file to direct rates using the "From Factor" and "To Factor" (and import the currency ratio and its inverse).

File Name & Format

File Name	"262" + Unique Identifier + ".txt" Example: 262CurrencyRatios.txt
File Format	Pipe-delimited text file; each record must begin on a new line.
Contents	The Number formats in this import must respect the Date/Number setting in the *Company* setup screen in Enterprise Manager.

How the Currency Ratio is Calculated

If the Exchange Rate is Positive (Direct Quote):

- If From Factor = 1 and To Factor = 1, then Currency Ratio = Exchange Rate.
- If From Factor = 1 and To Factor ≠ 1, then Currency Ratio = (Exchange Rate ÷ To Factor).
- If From Factor ≠ 1 and To Factor = 1, then Currency Ratio = (Exchange Rate x From Factor).

If the Exchange Rate is Negative (Indirect Quote):

- If From Factor = 1 and To Factor = 1, then Currency Ratio = (1 ÷ Exchange Rate) x -1.
- If From Factor = 1 and To Factor ≠ 1, then Currency Ratio = ((1 ÷ Exchange Rate) ÷ To Factor) x -1.
- If From Factor ≠ 1 and To Factor = 1, then Currency Ratio = ((1 ÷ Exchange Rate) x From Factor) x -1.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	The **Code** for the Corporate location. Must match the Code in the *Company* setup screen in Enterprise Manager.

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Import: [262] Currency Ratios

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Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	"From" Currency Code	Alphanumeric (3)	Y	• Must match an existing Currency **Code** in Enterprise Manager. • The "From" and "To" Currency Code combination must be unique in the file.
3	"To" Currency Code	Alphanumeric (3)	Y	Same as Field 2.
4	Exchange Rate	Number (15,6)	Y	Must be ≥ - 999999999.999999, ≤ 999999999.999999, and cannot = '0'.
5	"From" Factor	Number (6)	N	• If populated, must be a whole number ≥ 1 and ≤ 999,999. • If NOT populated, will default to '1'. • If Field 6 ≠ 1, then this MUST be '1'.
6	"To" Factor	Number (6)	N	• If populated, must be a whole number ≥ 1 and ≤ 999,999. • If NOT populated, will default to '1'. • If Field 5 ≠ 1, then this MUST be '1'.

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Import: [257] Customers

This import can be used to upload Customer records into Enterprise Manager. It can be used to create new customer records or update existing ones. It cannot be used to create or update a location's customer record.

File Name & Format

File Name	"257" + Unique Identifier + ".txt" Example: 257Customers.txt
File Format	Tab-delimited text file; each record must begin on a new line.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	The **Code** for the Corporate location. Must match the Code in the *Company* setup screen in Enterprise Manager.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Delete Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, will be set to 'N'.
3	Location Code	Alphanumeric (6)	Y	The **Code** for the location to which the customer will be linked. Must match an existing active location in Enterprise Manager.
4	Customer Name	Alphanumeric (40)	Y	The Location Code (Field 3) and Customer Name combination must be unique in the file.
5	Customer Code	Alphanumeric (6)	Y	• The Location Code (Field 3) and Customer Code cannot be the same value and the combination must be unique in the file. • If Field 2 = 'Y', this must match an existing customer for this location in Enterprise Manager.
6	Acct Number	Alphanumeric (40)	N	Must not exceed 40 characters.
7	Address 1	Alphanumeric (50)	Y	Must not exceed 50 characters.
8	Address 2	Alphanumeric (50)	N	If populated, must not exceed 50 characters.
9	City	Alphanumeric (40)	Y	Must not exceed 40 characters.
10	State/Province	Alphanumeric (3)	N	If populated, must match an existing **State** in Enterprise Manager
11	Zip Code	Alphanumeric (10)	N	Must not exceed 10 characters.
12	Country	Alphanumeric (40)	Y	If populated, must match an existing **Country** in Enterprise Manager.

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Import: [257] Customers

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
13	Export Code	Alphanumeric (30)	N	Must not exceed 30 characters.
14	Import Code	Alphanumeric (30)	N	Must not exceed 30 characters.
15	Customer Order Pricing Level	Alphanumeric (15)	Y	Must be 'Cost Plus', 'Standard', 'Preferred', or 'Premium'.
16	Retail Sales Pricing Level	Alphanumeric (4)	N	If populated, must be 'STAN', 'PREF', or 'PREM'.

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Import: [021] General Ledger

This import can be used to upload General Ledger account data into Enterprise Manager.

File Name & Format

File Name	"021" + Unique Identifier + ".txt"
File Format	Tab-delimited text file; each record must begin on a new line.

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Description	Alphanumeric (40)	Y	Must be a unique value.
2	GL Number	Alphanumeric (10)	Y	If this **GL Number** exists, the record will be updated. If not, the entry will be inserted as a new GL Number. If the field contains more than 10 characters, the entry will be truncated.
3	GL for CGS	Alphanumeric (10)	N	If populated and the field contains more than 10 characters, the entry will be truncated.
4	GL for Sales	Alphanumeric (10)	N	This must be empty if the P&L Grouping (Field 7) for the GL being imported is "SLS" (Sales). If populated, it must match an existing GL number linked to the Sales P&L Grouping.
5	Allocated Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether this is an allocated expense.
6	P&L Substructure	Alphanumeric (25)	Y	Must be part of an existing P&L Substructure and P&L Grouping combination.
7	P&L Grouping	Alphanumeric (3)	Y	Must be an existing P&L Grouping and Substructure combination. Valid values are: • **SLS** (Sales) • **CGS** (Cost of Goods Sold) • **OPR** (Operating Expenses) • **OEX** (Other Expenses) • **ORV** (Other Revenue) • **AST** (Asset) • **LIA** (Liability) • **EQU** (Equity) • **PAY** (Payroll)
8	VO Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether the GL can be used for Vendor Orders.
9	PBI Flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'** to indicate whether categories linked to this GL can be used for Purchase by Invoice.

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Import: [269] Hierarchies

This import can create a new Hierarchy or update the Physical Locations of an existing Hierarchy. If the Hierarchy does exist, the import will modify only the lowest level of the Hierarchy, that is, it will add or delete Physical Locations or move Physical Locations from one upper-level node to another.

File Name & Format

File Name	"269" + Unique Identifier + ".txt" Example: 269Hierarchies.txt
File Format	Tab-delimited text file; each record must begin on a new line.
File Content	The file must contain one header record and at least one detail record.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	The **Code** for the Corporate location. Must match the Code in the *Company* setup screen in Enterprise Manager.
3	Hierarchy Type	Alphanumeric (40)	Y	• Must not exceed 40 characters.
4	Delete Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, will be set to 'N'. • If set to **'Y'**, detail rows are not required and the Hierarchy Type (Field 3) must match an existing Hierarchy in Enterprise Manager.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'D'**.
2	Level Number	Number (2,0)	Y	• Must be a whole number ≥ 1 and ≤ 15. • The file must not contain gaps in the Level Numbers from top to bottom (skipping a level is not allowed.) • If the Hierarchy Type exists in Enterprise Manager, the Level Number must match a Level Number in the existing Hierarchy. • There can only be one record with Level Number 1 in the file.
3	Level Name	Alphanumeric (25)	Y	• If the Hierarchy Type exists in Enterprise Manager, the **Level Name** must match a Level Name in the existing Hierarchy for the same Level Number in the file. • Must not be repeated in the import file if Fields 5, 6, and 7 are all left blank.

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Import: [269] Hierarchies (Restaurant)

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
				• Must not be repeated in the import file for a different Level Number. • The Level Name in the file must be the same within each Level Number.
4	Level Description	Alphanumeric (80)	Y	• If the Hierarchy Type exists in Enterprise Manager, the **Level Description** must match a Level Name in the existing Hierarchy for the same Level Description in the file. • Must not be repeated in the import file if Fields 5, 6, and 7 are all left blank. • Must not be repeated in the import file for a different Level Number. • The Level Description in the file must be the same within each Level Number.
5	Logical Name	Alphanumeric (40)	Y*	• Must be left blank if Level Number (Field 2) is the lowest for the Hierarchy (i.e. the largest Level Number) and Location Code (Field 7) is populated. • If populated, must not be repeated in the import file for the same Level Number. • If the Hierarchy Type exists in Enterprise Manager, the **Logical Name** must match a Logical Name in the existing Hierarchy for the same Level Number as in the file.
6	Parent Logical Name	Alphanumeric (40)	N	• Must be blank if Level Number = '1'. • If populated and the Hierarchy Type exists in Enterprise Manager, this must match a **Parent Logical Name** in the existing Hierarchy for the same Logical Name as in the file. • If populated and the Hierarchy Type does not exist, this must match a Logical Name (Field 5) in the file, which must be one Level above the Level Number for this record.
7	Location Code	Alphanumeric (6)	N	• If populated, must match the **Code** for an active Location in Enterprise Manager. • In a Franchisee site, the Location must be linked to same Franchise as the site. • If populated, the Level Number (Field 2) must be the lowest for the Hierarchy (i.e. the largest Level Number, which therefore cannot be '1') and must not be repeated in the import file.

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Import: [250] Itinerary Information (Cruise)

This import can be used to upload new Itineraries and modify or delete existing Itineraries. This import can also be used to add or remove days from existing Itineraries, which will modify the Itinerary duration. An Itinerary can be modified and/or deleted up until it has been replicated, which will not occur until it has been linked to at least one Voyage.

Warning: This import is to be executed against the Corporate database only.

File Name & Format

File Name	"250" + optional text + ".txt" Example: 250Itineraries.txt The application will stop reading the file name after the first 3 characters but users may append additional characters to identify the file or make the file name unique.
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	There can be four types of records in the file: 'Add' header records, 'Modify' header records, 'Delete' header records, and Itinerary detail records. The file must contain one header record for each Itinerary and two or more detail records for each header record. The first row in the file must always be a header row. A header row will always appear before its corresponding detail rows. All 'Delete' records must appear in the file first (as a group) followed by 'Modify' records and then 'Add' records. When Modifying or Deleting an Itinerary, all *required* Itinerary header fields must be populated, regardless of whether they are being modified or used to identify the Itinerary. All Itinerary detail rows and all required detail fields must be populated as well.

'Delete' Header Records

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'1'** for Header row.
2	Process Type	Alphanumeric (1)	Y	Must be **'D'** for Delete Itinerary.
3	Active flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'Y'.
4	Itinerary Name	Alphanumeric (40)	Y	• Must match an **Itinerary** defined in the corporate database. • Must not be linked to an existing Voyage. • Must not have been replicated. • Must not be repeated in Field 4 (Itinerary Name) of any other 'Delete' Itinerary header record within the file.

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Import: [250] Itinerary Information (Cruise)

(Continued)

'Modify' Header Records

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'1'** for Header row.
2	Process Type	Alphanumeric (1)	Y	Must be **'M'** for Modify Itinerary.
3	Active flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, this field will not be updated.
4	Original Itinerary Name	Alphanumeric (40)	Y	• Must match an **Itinerary** defined in the corporate database. • Must not be linked to an existing Voyage. • Must not have been replicated.
5	New Itinerary Name	Alphanumeric (40)	N	• Must NOT match any **Itinerary** defined in the corporate database. • If populated, must not exceed 40 characters. • Must not be repeated in Field #5 (New Itinerary Name) of any other 'Update' Itinerary Header record within the file. • Must not be repeated in Field #4 (Itinerary Name) of any 'Add' Itinerary Header record within the file.

'Add' Header Records

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'1'** for Header row.
2	Process Type	Alphanumeric (1)	Y	Must be **'A'** for Add Itinerary.
3	Active flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'Y'.
4	Itinerary Name	Alphanumeric (40)	Y	Must not exceed 40 characters.

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Import: [250] Itinerary Information (Cruise)

(Continued)

Detail Records

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'2'** for Detail row.
2	City Name	Alphanumeric (40)	Y	• Must be populated for the first and last day of an Itinerary. • If populated, must match a 'Port' **City** defined in the corporate database. (*This can be a City named "AT SEA".*) • If left blank, will default to 'AT SEA'.
3	State/Province Abbreviation	Alphanumeric (3)	N	• If populated, must match a State/Province linked to the City in Field 2.
4	Country Name	Alphanumeric (40)	Y	Must match the Country linked to the City in Field 2.
5	Default Loading Port	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • Must be set to 'Y' for one City in the Itinerary. • If left blank, will default to 'N'. • If Field 2 for this row is blank or "AT SEA", will be set to 'N'.
6	Arrival Time	Alphanumeric (5)	N	• If populated, must in format *HH:MM*. • "Hours" must be ≥ 00 and ≤ 23 • "Minutes" must be ≥ 00 and ≤ 59. • Value must be < entry in Field 5 (Departure Time). • Values will be ignored for the first day of the Itinerary and for 'AT SEA' days.
7	Departure Time	Alphanumeric (5)	N	• If populated, must in format *HH:MM*. • "Hours" must be ≥ 00 and ≤ 23 • "Minutes" must be ≥ 00 and ≤ 59. • Value must be > entry in Field 4 (Arrival Time). • Values will be ignored for the last day of the Itinerary and for 'AT SEA' days.
8	Container flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If the "Use Containerization" preference is enabled and the field is left blank, will be set to the value from the City record for the Port City defined in Field 2 (City Name). If Field 2 for this row is blank or "AT SEA", will be set to 'N'. • If the "Use Containerization" preference is not enabled", will be set to 'N'.

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Import: [252] Locations (Restaurant)

This import can be used to create and/or update Location records for Restaurant companies. For each new Location, the import will create a new Customer record and a new "Unassigned" Storage Location.

- This import will not create or update the Company (Corporate Location) record.
- This import will not delete Location records.
- This import may create new City records, but it will not create new State or Country records.

File Name & Format

File Name	"252" + Unique Identifier + ".txt" Example: 252Locations.txt
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	The file will contain 1 header record and at least 1 detail record. There can be up to 5 types of detail records, representing the following tabs in the Location Details screen in Enterprise Manager: (1, 2) Address/Location details, (3) Alternate Address, (4) Deliver To, (5) Concepts

City Validation

In all cases, the Location will be linked to the City in the file, however depending on whether the City does or does not already exist in Enterprise Manager, a new City record may be created based on the parameters below. (For these scenarios, it is assumed that the Country and/or State in the file match an existing entry in Enterprise Manager.)

- If the City in the file does not exist in Enterprise Manager:
  - If Country (Field 10) and State (Field 8) are not populated, a new City will be created and linked to the Country from the Company setup screen.
  - If Country is populated and State is blank, a new City will be created and linked to the Country in the file.
  - If Country and State are both populated, a new City will be created and linked to the Country and State in the file.
  - If Country is blank and State is populated, the system will check the City screen to see if the State is linked to any Countries.
    - If the State is linked to only one Country, a new City will be created, linked to the State in the file and to that Country.
    - If the State is linked to more than one Country, a new City will be created, linked to the State in the file and to the Country from the Company screen.
- If the City in the file does exist in Enterprise Manager:
  - If Country (Field 10) and State (Field 8) are not populated, the system will check the City screen to see if it is linked to the Country from the Company screen.
    - If it is, a new City will not be created.
    - If not, a new City will be created and linked to the Country from the Company screen.

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Import: [252] Locations (Restaurant)

(Continued)

City Validation (Continued)

- If Country is populated and State is blank, the system will check the City screen to see if it is linked to the Country in the file.
  - If it is, a new City will not be created.
  - If not, a new City will be created and linked to the Country in the file.
- If Country is blank and State is populated, the system will check the City screen to see if the State is linked to any Countries.
  - If the State is linked to only one Country, a new City will not be created.
  - If the State is not linked to any Country or is linked to more than one Country, a new City will be created and linked and to the Country from the Company screen and will not be linked to any State.
- If Country and State are both populated, the system will check the City screen to see if it is linked to the Country and State in the file.
  - If it is linked to both, a new City will not be created.
  - If not, a new City will be created and linked to the Country and State in the file.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	The **Code** for the Corporate location. Must match the Code in the *Company* setup screen in Enterprise Manager.

1 – Name & Address Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'1'**.
2	Location Code	Alphanumeric (6)	Y	• Must not be repeated in any other Type 1 record in the file. • Must not match the Company Code.
3	Location Name	Alphanumeric (40)	Y	• Must not be repeated in any other detail record in the file. • The Location Code (Field 2) and Location Name combination must be unique in Enterprise Manager.
4	Location Name Remote	Alphanumeric (50)	N	• If populated, must not be repeated in any other detail record in the file. • Must be unique in Enterprise Manager.
5	Location Address	Alphanumeric (50)	Y	Must not be left blank.
6	Location Address 2	Alphanumeric (50)	N	If populated, must not exceed 50 characters.

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Import: [252] Locations (Restaurant)

(Continued)

1 – Name & Address Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
7	Location City Name	Alphanumeric (40)	Y	*See "City Validation" sub-section above.*
8	State/Province Abbreviation	Alphanumeric (3)	Y	Must match an existing **State/Province** abbreviation in Enterprise Manager.
9	Location Zip	Alphanumeric (10)	Y	Must not exceed 10 characters.
10	Country	Alphanumeric (40)	N	If populated, must match an existing **Country** in Enterprise Manager.
11	Location Phone	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
12	Location FAX	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
13	Location E-Mail	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
14	Location Active	Alphanumeric (1)	N	If populated, must not exceed 1 character.
15	Franchise Code	Alphanumeric (15)	N	• If populated, must match an existing Franchise Code in Enterprise Manager. • If left blank in a Franchise environment, will default to the Franchisor's Franchise Code.

2 – Location Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'2'**.
2	Location Code	Alphanumeric (6)	Y	• If this does not exist in Enterprise Manager, it must match the **Location Code** (Field 2) from the Name/Address Detail (Type 1) record. • Must not match the Company Code.
3	Market Name	Alphanumeric (40)	N	If populated, must match an existing **Market** in Enterprise Manager.
4	Order Type	Alphanumeric (1)	N	If populated, must be **'M'** (Master), **'D'** (Direct), or **'C'** (Combination).
5	Lot Tracking flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • Must be 'Y' if the location exists in Enterprise Manager and Lot Tracking = 'Y' for the location.
6	Smart Picklist flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • Must be 'Y' if the Location Code (Field 2 above) does not exist in Enterprise Manager and Lot Tracking (Field 5 above) is 'Y'. • If the Location Code exists in Enterprise Manager and Lot Tracking is 'Y' in the file or in the Location record, then this must be 'Y' for the Location after any update.

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Import: [252] Locations (Restaurant)

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2 – Location Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
7	Daily Prep Review flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**.
8	Production Quantity Alert %	Number (3)	N	If populated, must be a whole number ≥ 0 and ≤ 999.
9	Optimal Days on Hand	Number (6)	N	If populated, must be a whole number ≥ 0 and ≤ 999,999.
10	Time Zone	Number (3)	N	If populated, must match an entry in the Time Zones Codes table (listed after Concept Details) .
11	Buffet Quantity Alert %	Number (3)	N	If populated, must be a whole number ≥ 0 and ≤ 999.
12	Ownership Entity	Alphanumeric (40)	N	If populated, must not exceed 40 characters.
13	Base Currency	Alphanumeric (3)	N	If populated, must match a **Currency Code** in Enterprise Manager.
14	Accounting Software	Alphanumeric (30)	N	• If not populated, defaults to 'STANDARD'. • If populated, must match one of the following (case insensitive): ○ CYMA Financials ○ Diapason ○ Epicor Platinum ○ Federal Reserve Custom AP ○ MAS 90 ○ No Accounting Software ○ Oracle Financials ○ Oracle Financials – Custom ○ Oracle Financials – Custom 2 ○ Oracle Financials – Custom 3A ○ Oracle Financials – Custom 3B ○ RIMS ○ SAP ○ Southware, Southware (Custom 1) ○ STANDARD
15	POS System	Alphanumeric (13)	N	• If populated, must match one of the following (case insensitive): ○ Aloha ○ CCR Custom ○ HIS ○ Infogenesis ○ Micros ○ Micros Custom ○ Positouch ○ Squirrel ○ STANDARD
16	POS File Path	Alphanumeric (100)	N	If populated, must not exceed 100 characters.

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Import: [252] Locations (Restaurant)

(Continued)

2 – Location Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
17	Post Date Time Based On	Alphanumeric (1)	N	If populated, must be **'C'** (Closing Time) or **'E'** (End of Business Day).
18	Opening Date	Date	N	If populated, must be in *MM/DD/YYYY* format.
19	BizIQ Compare Date	Date	N	The date on which the Insights year over year comparisons start for the location; must be in *MM/DD/YYYY* format. (*Field not displayed.*)
20	Allow purchase from secondary Market Vendors flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. ○ If left blank: New locations default to global preference ○ Existing locations are not updated.
21	Allow Auto-Transfer flag	Alphanumeric (1)	N	Same as Field 20.
22	Auto-Post flag	Alphanumeric (1)	Y	Must be **'Y'** or **'N'**.
23	Auto-Post Method	Alphanumeric (1)	N*	• Must be populated if Field 22 = 'Y'. • If populated, must be **'A'** for Auto-Post or **'X'** for Auto-Post By Exception.
24	Offset from Post Date	Number (1)	N*	• Must be populated if Field 22 = 'Y'. • If populated, must be **'0'**, **'1'**, **'2'**, or **'3'**.
25	Auto-Post Time	Time	N*	• Must be populated if Field 22 = 'Y'. • If populated, must use *HH:mm* format.
26	Auto-Daily Prep for Sales Depletion flag	Alphanumeric (1)	N	Same as Field 20.
27	Historical Consumption Location Code	Alphanumeric (6)	N	If populated, must not match the Location **Code** in Field 2 of this record, and this entry must not itself have a Consumption Location assigned.
28	Historical Consumption Date	Date	N*	• Must be populated if Historical Consumption Location Code (Field 27) is populated. • If populated, must be in *MM/DD/YYYY* format.
29	Check for Missing Prep in Final for Post flag	Alphanumeric (1)	N	Same as Field 20.
30	Allow Menu Mix to Create Recipes for Unknown POS Recipes flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**.

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Import: [252] Locations (Restaurant)

(Continued)

3 – Alternate Address Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'3'**.
2	Location Code	Alphanumeric (6)	Y	• If this does not exist in Enterprise Manager, it must match the **Location Code** (Field 2) from the Name/Address Detail (Type 1) record. • Must not match the Company Code.
3	Company Name for PO	Alphanumeric (40)	N	If populated, must not exceed 40 characters
4	Alt Address 1	Alphanumeric (50)	N	If populated, must not exceed 50 characters
5	Alt Address 2	Alphanumeric (50)	N	If populated, must not exceed 50 characters
6	Alt City Name	Alphanumeric (40)	N	*See "City Validation" sub-section on page 247.*
7	Alt State/ Province	Alphanumeric (3)	N	If populated, this must match an existing **State/ Province** abbreviation in Enterprise Manager.
8	Alt Zip	Alphanumeric (10)	N	If populated, must not exceed 10 characters.
9	Alt Phone	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
10	Export Code	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
11	Import Code	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
12	Payroll Export Code	Alphanumeric (20)	N	If populated, must not exceed 20 characters.
13	ACCO Code	Alphanumeric (10)	N	If populated, must not exceed 10 characters.
14	ACAP Code	Alphanumeric (60)	N	If populated, must not exceed 60 characters.
15	CDP E-Mail Address	Alphanumeric (250)	N	If populated, must be in proper e-mail format xxxx@yyy.zzz with the @ before a period, with alphanumeric characters before the period and from 2 to 6 alphabetical characters after the period, and a semicolon (;) at the end of each e-mail address (required), with no spaces between the semicolon and e-mail addresses.

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Import: [252] Locations (Restaurant)

(Continued)

4 – Deliver To Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'4'**.
2	Location Code	Alphanumeric (6)	Y	• If this does not exist in Enterprise Manager, it must match the **Location Code** (Field 2) from the Name/Address Detail (Type 1) record. • Must not match the Company Code.
3	Deliver To Code	Alphanumeric (20)	Y	• If Delete (Field 6) = 'Y', Deliver To Code/Name combination in file must exist in Enterprise Manager for that Location. • Must not be repeated in the file for the same Location.
4	Deliver To Name	Alphanumeric (40)	Y	See validation for Field 3 above.
5	Active flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'Y'.
6	Delete flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'N'. • If set to 'Y', it will delete this Deliver To info from the Location record.

5 – Concept Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'5'**.
2	Location Code	Alphanumeric (6)	Y	• If this does not exist in Enterprise Manager, it must match the **Location Code** (Field 2) from the Name/Address Detail (Type 1) record. • Must not match the Company Code.
3	Concept Code	Alphanumeric (15)	Y	• If Delete (Field 6) = 'Y', Concept Code/Name combination in file must exist in Enterprise Manager for that Location. • If Delete = 'N' or left blank, Concept Code/Name combination in file must not exist in Enterprise Manager for that Location. • Must not be repeated in the file for same Location.
4	Concept Name	Alphanumeric (60)	Y	See validation for Field 3 above.
5	Delete flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'N'. • If set to 'Y', it will delete this Concept from the Location record.

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Import: [252] Locations (Restaurant)

(Continued)

6 – Hours of Operation Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'6'**.
2	Location Code	Alphanumeric (6)	Y	• If this does not exist in Enterprise Manager, it must match the **Location Code** (Field 2) from the Name/Address Detail (Type 1) record. • Must not match the Company Code.
3	Day of Week	Number (1)	Y	Must be one of the following: **1** – Sunday **2** – Monday **3** – Tuesday **4** - Wednesday **5** – Thursday **6** – Friday **7** – Saturday
4	Corporate flag	Alphanumeric (1)	Y	Must be **'Y'** to indicate that Fields 5-8 will default from Corporate Preferences or **'N'** to indicate that these fields will be populated from the file.
5	Opening Time (Setup)	Time	N*	• Must be left blank if Field 4 = 'Y'. • If populated, must be in *HH:mm* format based on 24 hour clock.
6	Opening Time	Time	N*	Same as Field 5.
7	Closing Time	Time	N*	Same as Field 5.
8	Closing Time (Cleanup)	Time	N*	Same as Field 5.

7 – Business Day Begins At Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'7'**.
2	Location Code	Alphanumeric (6)	Y	• If this does not exist in Enterprise Manager, it must match the **Location Code** (Field 2) from the Name/Address Detail (Type 1) record. • Must not match the Company Code.
3	Corporate flag	Alphanumeric (1)	Y	Must be **'Y'** to indicate that Field 4 will default from Corporate Preferences or **'N'** to indicate that Field 4 will be populated from the file.
4	Business Day Begins Time	Time	N*	• Must be left blank if Field 3 = 'Y'. • If populated, must be in *HH:mm* format based on 24 hour clock.

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Import: [252] Locations (Restaurant)

(Continued)

8 – Posting Restriction Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'8'**.
2	Location Code	Alphanumeric (6)	Y	• If this does not exist in Enterprise Manager, it must match the **Location Code** (Field 2) from the Name/Address Detail (Type 1) record. • Must not match the Company Code. • Can only be entered once in this record type.
3	Restriction ID	Number (1)	Y	Must be one of the following: **1** – Production (missing Production Plan or Buffet Consumption) **2** – Purchasing (incomplete/unreconciled Location Transfer, Vendor, Commissary, or Customer Orders) **3** – Sales (missing/failed Menu or Sales Mix files, including files in Error Remediation) **4** – Inventory Variance (based on Inventory Preferences) Each option above can only be entered once in this record type.
4	Restriction Enabled flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'N'.

9 – Time Clock Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'9'**.
2	Location Code	Alphanumeric (6)	Y	• If this does not exist in Enterprise Manager, it must match the **Location Code** (Field 2) from the Name/Address Detail (Type 1) record. • Must not match the Company Code.
3	Allow Time Clock in Teamworx flag	Alphanumeric (1)	N	• If populated, must be **'Y'** (Clock in via Teamworx enabled) or **'N'** (disabled). • If left blank, defaults to 'N'.
4	Minutes Early	Number (2)	N	If populated: • This must be a whole number ≥ 0 and ≤ 99. • If Field 3 = 'N' or is blank, this will be ignored.
5	Minutes Late	Number (2)	N	Same as Field 4.
6	Allow Mobile Clock in flag	Alphanumeric (1)	N	• If populated, must be **'Y'** (Clock in via Mobile Teamworx enabled) or **'N'** (disabled). • If left blank, defaults to 'N'.

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10 – Safe Log Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (2)	Y	Must be **'10'**.
2	Location Code	Alphanumeric (6)	Y	• If this does not exist in Enterprise Manager, it must match the **Location Code** (Field 2) from the Name/Address Detail (Type 1) record. • Must not match the Company Code.
3	Safe Log Name	Alphanumeric (80)	Y	Must not exceed 80 characters.
4	Expected Value	Number (14)	Y	Must be a whole number ≥ 999,999,999,999.99
5	Currency Code	Alphanumeric (3)	Y	Must match the **Code** for an existing currency in Enterprise Manager.
6	Active Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'Y'.
7	Note Required for Variance flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'N'.
8	Variance Threshold	Number (7)	N*	• If populated, must be whole number ≥ 9,999.999. • Required if "Note Required for Variance" (Field 7) = 'Y'.

11 – Auto-Schedule in Teamworx Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (2)	Y	Must be **'11'**.
2	Location Code	Alphanumeric (6)	Y	• If this does not exist in Enterprise Manager, it must match the **Location Code** (Field 2) from the Name/Address Detail (Type 1) record. • Must not match the Company Code.
3	Auto-Generate flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If blank, defaults to 'N'. Blank overrides 'Y'.
4	Minimum Shift Length	Number (2)	N	• If Field 3 = 'Y', value must be ≥ 0.25 and ≤ 24. • If Field 3 = 'N' or blank, this field will be ignored.
5	Maximum Shift Length	Number (2)	N	• If Field 3 = 'Y', value must be ≥ Field 4 entry. • If Field 3 = 'N' or blank, this field will be ignored.
6	Populate Meal Period Breaks	Alphanumeric (1)	N	• Can be populated only if Field 3 = 'Y'. • If populated, must be 'Y' or 'N'. • If blank, defaults to 'N'. Blank overrides 'Y'.
7	Populate Paid Breaks	Alphanumeric (1)	N	Same as Field 6.
8	Auto-Schedule X days before schedule	Number (2)	N	• If Field 3 = 'Y', value must be ≥ 1 and ≤ 30. • If Field 3 = 'N' or blank, this field will be ignored.

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Import: [252] Locations (Restaurant)

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Time Zone Codes (for Field 10, Location Information)

Code	Time Zone Description
28	(UTC-12:00) International Date Line West
29	(UTC-11:00) Coordinated Universal Time-11
30	(UTC-10:00) Aleutian Islands
31	(UTC-10:00) Hawaii
32	(UTC-09:30) Marquesas Islands
33	(UTC-09:00) Alaska
34	(UTC-09:00) Coordinated Universal Time-09
35	(UTC-08:00) Baja California
36	(UTC-08:00) Coordinated Universal Time-08
37	(UTC-08:00) Pacific Time (US and Canada)
38	(UTC-07:00) Arizona
39	(UTC-07:00) Chihuahua, La Paz, Mazatlan
40	(UTC-07:00) Mountain Time (US and Canada)
41	(UTC-06:00) Central America
42	(UTC-06:00) Central Time (US and Canada)
43	(UTC-06:00) Easter Island
44	(UTC-06:00) Guadalajara, Mexico City, Monterrey
45	(UTC-06:00) Saskatchewan
46	(UTC-05:00) Bogota, Lima, Quito, Rio Branco
47	(UTC-05:00) Chetumal
48	(UTC-05:00) Eastern Time (US and Canada)
49	(UTC-05:00) Haiti
50	(UTC-05:00) Havana
51	(UTC-05:00) Indiana (East)
52	(UTC-04:00) Asuncion
53	(UTC-04:00) Atlantic Time (Canada)
54	(UTC-04:00) Caracas
55	(UTC-04:00) Cuiaba
56	(UTC-04:00) Georgetown, La Paz, Manaus, San Juan
57	(UTC-04:00) Santiago
58	(UTC-04:00) Turks and Caicos
59	(UTC-03:30) Newfoundland
60	(UTC-03:00) Araguaina
61	(UTC-03:00) Brasilia
62	(UTC-03:00) Cayenne, Fortaleza
63	(UTC-03:00) City of Buenos Aires
64	(UTC-03:00) Greenland
65	(UTC-03:00) Montevideo
66	(UTC-03:00) Saint Pierre and Miquelon
67	(UTC-03:00) Salvador
68	(UTC-02:00) Coordinated Universal Time-02
69	(UTC-01:00) Azores
70	(UTC-01:00) Cabo Verde Is.
71	(UTC) Coordinated Universal Time
72	(UTC+00:00) Casablanca
73	(UTC+00:00) Dublin, Edinburgh, Lisbon, London
74	(UTC+00:00) Monrovia, Reykjavik

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Import: [252] Locations (Restaurant)

(Continued)

Time Zone Codes (Continued)

Code	Time Zone Description
75	(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
76	(UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
77	(UTC+01:00) Brussels, Copenhagen, Madrid, Paris
78	(UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb
79	(UTC+01:00) West Central Africa
80	(UTC+01:00) Windhoek
81	(UTC+02:00) Amman
82	(UTC+02:00) Athens, Bucharest
83	(UTC+02:00) Beirut
84	(UTC+02:00) Cairo
85	(UTC+02:00) Chisinau
86	(UTC+02:00) Damascus
87	(UTC+02:00) Gaza, Hebron
88	(UTC+02:00) Harare, Pretoria
89	(UTC+02:00) Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius
90	(UTC+02:00) Istanbul
91	(UTC+02:00) Jerusalem
92	(UTC+02:00) Kaliningrad
93	(UTC+02:00) Tripoli
94	(UTC+03:00) Baghdad
95	(UTC+03:00) Kuwait, Riyadh
96	(UTC+03:00) Minsk
97	(UTC+03:00) Moscow, St. Petersburg, Volgograd
98	(UTC+03:00) Nairobi
99	(UTC+03:30) Tehran
100	(UTC+04:00) Abu Dhabi, Muscat
101	(UTC+04:00) Astrakhan, Ulyanovsk
102	(UTC+04:00) Baku
103	(UTC+04:00) Izhevsk, Samara
104	(UTC+04:00) Port Louis
105	(UTC+04:00) Tbilisi
106	(UTC+04:00) Yerevan
107	(UTC+04:30) Kabul
108	(UTC+05:00) Ashgabat, Tashkent
109	(UTC+05:00) Ekaterinburg
110	(UTC+05:00) Islamabad, Karachi
111	(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi
112	(UTC+05:30) Sri Jayawardenepura
113	(UTC+05:45) Kathmandu
114	(UTC+06:00) Astana
115	(UTC+06:00) Dhaka
116	(UTC+06:00) Novosibirsk
117	(UTC+06:30) Yangon (Rangoon)
118	(UTC+07:00) Bangkok, Hanoi, Jakarta
119	(UTC+07:00) Barnaul, Gorno-Altaysk
120	(UTC+07:00) Hovd

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Import: [252] Locations (Restaurant)

(Continued)

Time Zone Codes (Continued)

Code	Time Zone Description
121	(UTC+07:00) Krasnoyarsk
122	(UTC+07:00) Tomsk
123	(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi
124	(UTC+08:00) Irkutsk
125	(UTC+08:00) Kuala Lumpur, Singapore
126	(UTC+08:00) Perth
127	(UTC+08:00) Taipei
128	(UTC+08:00) Ulaanbaatar
129	(UTC+08:30) Pyongyang
130	(UTC+08:45) Eucla
131	(UTC+09:00) Chita
132	(UTC+09:00) Osaka, Sapporo, Tokyo
133	(UTC+09:00) Seoul
134	(UTC+09:00) Yakutsk
135	(UTC+09:30) Adelaide
136	(UTC+09:30) Darwin
137	(UTC+10:00) Brisbane
138	(UTC+10:00) Canberra, Melbourne, Sydney
139	(UTC+10:00) Guam, Port Moresby
140	(UTC+10:00) Hobart
141	(UTC+10:00) Vladivostok
142	(UTC+10:30) Lord Howe Island
143	(UTC+11:00) Bougainville Island
144	(UTC+11:00) Chokurdakh
145	(UTC+11:00) Magadan
146	(UTC+11:00) Norfolk Island
147	(UTC+11:00) Sakhalin
148	(UTC+11:00) Solomon Is., New Caledonia
149	(UTC+12:00) Anadyr, Petropavlovsk-Kamchatsky
150	(UTC+12:00) Auckland, Wellington
151	(UTC+12:00) Coordinated Universal Time+12
152	(UTC+12:00) Fiji
153	(UTC+12:45) Chatham Islands
154	(UTC+13:00) Nuku'alofa
155	(UTC+13:00) Samoa
156	(UTC+14:00) Kiritimati Island

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Import: [266] Location Products

This import will create new location product records or update existing ones regardless of whether orders or transfers have been reconciled.

File Name & Format

File Name	"266" + Unique Identifier + ".txt" Example: 266LocationProducts.txt
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	The file will contain 1 header record and at least 1 detail record. There can be 3 types of detail records: (1) Product Storage Sequence, (2) Product Pricing & Units, (3) Auto Transfer settings. When creating a new Location Product, if there is no Type 1 detail record, the product will be linked to the "Unassigned" storage location as its primary storage (Field 4) and the default values for all other fields in that record will be assigned to the product. If there is no Type 2 or Type 3 record, the default values for all fields in that record will be assigned to the product. If there is a Type 2 or Type 3 record for the same Location and Product, then it must come right after the related Type 1 record.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company / Location Code	Alphanumeric (6)	Y	The **Code** for the Corporate location or a Ship location. Must match the Code in the *Company* or *Locations* setup screen in Enterprise Manager.

1 – Product Storage Sequence Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'1'**.
2	Location Code	Alphanumeric (6)	Y	• Must match the **Code** for an active Location in Enterprise Manager. • Location Code, Product Number (Field 3), and Storage Name (Field 4) combination cannot be repeated in any other Product Storage Sequence record in the file.
3	Product Number	Alphanumeric (40)	Y	• Must match the **Product Number** for an active Company Product. • Must be linked to a Concept that the Location is also linked to, if any.

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Import: [266] Location Products

(Continued)

1 – Product Storage Sequence Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
4	Storage Name	Alphanumeric (40)	N	• If populated, must match an existing **Storage Name** for that Location. • If left blank and the Product exists for that Location, record will not update. • If left blank and the Product does not exist for that Location, default to 'Unassigned'.
5	Primary Storage Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'Y'. • If Primary Flag = 'Y' or left blank in the file, cannot be repeated in the import file for the same Product Number and Location. • After all creates and updates, must have one Primary Storage for the Location Product.
6	Product Active Flag	Alphanumeric (1)	N	The **Active** flag in the *Location Products s*creen in Net-Chef. • If populated, must be **'Y'**. • If left blank, defaults to 'Y' for new products; will not update existing products.
7	Sequence Number	Number (6)	N	• If populated, must not be repeated in the file for the same Storage Name and Location. • If populated, should be populated for all products in this storage, as all Sequence Numbers for this storage will be overwritten. (*Best use: initial load or total re-sequencing*.)
8	Include on Count Sheet Flag	Alphanumeric (1)	N	The **Include on Count Sheet** flag in the *Inventory Setup s*creen in Net-Chef. • If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'Y'.

2 – Product Pricing & Unit Details *(For existing products, unpopulated fields will not be updated)*

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'2'**.
2	Location Code	Alphanumeric (6)	Y	• Must match the **Code** for an active Location in Enterprise Manager. • Location Code and Product Number (Field 3) combination cannot be repeated in any other Product Pricing & Units record in the file.

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Import: [266] Location Products

(Continued)

2 – Product Pricing & Unit Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Product Number	Alphanumeric (40)	Y	• Must match the **Product Number** for an active Company Product in Enterprise Manager. • Must be linked to a Concept that the Location is also linked to, if any.
4	Issue Cost	Number (20,8)	N	• If populated, must be a number ≥ 0 and ≤ 999,999,999,999.99999999 with up to 8 decimal places. • If left blank, defaults to '0' for new products.
5	Inventory Cost	Number (20,8)	N	Same as Field 4 above.
6	Min Par	Number (8,2)	N	• If populated, must be ≥ 0 and ≤ 999,999.99 with up to 2 decimal places. • if populated, must be ≤ Max Par. • If left blank, defaults to '0' for new products.
7	Max Par	Number (8,2)	N	• If populated, must be ≥ 0 and ≤ 999,999.99 with up to 2 decimal places. • if populated, must be ≥ Min Par. • If left blank, defaults to '0' for new products.
8	Customer Order Pricing – Standard	Number (12,4)	N	• If populated, must be a number ≥ 0 and ≤ 99,999,999.9999 with up to 4 decimal places. • If left blank, defaults to '0' for new products.
9	Customer Order Pricing – Preferred	Number (12,4)	N	Same as Field 8 above.
10	Customer Order Pricing – Premium	Number (12,4)	N	Same as Field 8 above.
11	Markup %	Number (6,2)	N	If populated, must be a number ≥ 0 and ≤ 9999.99 with up to 2 decimal places.
12	Re-order VO	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'Y' for new products.
13	Allow Split	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'Y', then Split Only (Field 14) must be 'N' or left blank. • If 'N', then Split Only can be 'Y' or 'N' or be left blank.
14	Split Only	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'N', then Allow Split can be 'Y' or 'N' or left blank. • If 'Y', then Allow Split must equal 'N'.

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Import: [266] Location Products

(Continued)

2 – Product Pricing & Unit Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
15	Re-order CO	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'Y' for new products.
16	Location Transfer	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, defaults to 'Y' for new products.
17	Alt Unit 1 - Unit	Alphanumeric (20)	N*	• If populated, must match an existing "Inventory" **Package Type**. • If populated, Alt Unit 1 - Conversion (Field 18) must also be populated.
18	Alt Unit 1 - Conversion	Number (14,6)	N*	• If populated, must be a number ≥ -99,999,999.999999 and ≤ 99,999,999.999999 with up to 6 decimals. • If populated, Alt Unit 1 - Unit (Field 17) must also be populated.
19	Alt Unit 2 - Unit	Alphanumeric (20)	N*	• If populated, must match an existing "Inventory" **Package Type**. • If populated, Alt Unit 2 - Conversion (Field 20) must also be populated.
20	Alt Unit 2 - Conversion	Number (14,6)	N*	• If populated, must be a number ≥ -99,999,999.999999 and ≤ 99,999,999.999999 with up to 6 decimals. • If populated, Alt Unit 2 - Unit (Field 19) must also be populated.
21	Alt Unit 3 - Unit	Alphanumeric (20)	N*	• If populated, must match an existing "Inventory" **Package Type**. • If populated, Alt Unit 3 - Conversion (Field 22) must also be populated.
22	Alt Unit 3 - Conversion	Number (14,6)	N*	• If populated, must be a number ≥ -99,999,999.999999 and ≤ 99,999,999.999999 with up to 6 decimals. • If populated, Alt Unit 3 - Unit (Field 21) must also be populated.
23	Theoretical equals Actual Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank and the Location Product does not exist for the Location, will default to the setting in the Company Product screen.
24	Min Days on Hand	Number (4,2)	N	• If populated, must be a number > 0 and ≤ 99.99 with up to 2 decimals.

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Import: [266] Location Products

(Continued)

2 – Product Pricing & Unit Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
25	Alternate Primary flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If blank, will be set to 'Y'. • If blank or 'Y', the Alt. Primary Only flag (Field 26) must be blank or 'N'.
26	Alt. Primary Only flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If blank, will be set to 'N'. • If 'Y', Alt. Primary flag (Field 25) must be 'N'.

3 – Auto-Transfer Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'3'**.

2	Location Code	Alphanumeric (6)	Y	• Must match the **Code** for an active Location in Enterprise Manager.
				  ○ For Franchisees, must match the Code for a location linked to their Franchise entity.
				  ○ For Ships, must match the Location Code (Field 2) in the header record.
				• Must be unique in the file for this Location/ Product combination.
				• Must not match the Source Location Code entry (Field 5) for this record.

3	Product Number	Alphanumeric (40)	Y	• Must match the **Product Number** for an active Company Product. • Must be linked to a Concept that the Location is also linked to, if any.
4	Auto Transfer Flag	Alphanumeric (1)	Y	If populated, must be **'Y'** or **'N'**.
5	Source Location Code	Alphanumeric (6)	N*	• If populated, must match the **Code** for an active Location in Enterprise Manager. • If populated, must be a valid Transfer To Location for the location, if any are defined. • If the Auto Transfer Flag (Field 4 above) = 'Y', this must be populated. • If the Auto Transfer Flag = 'N', this field will be ignored and any existing value in the database will be removed.

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Import: [271] Menu Plans

This import can be used to create new menu plans or update existing menus in the Menu Planner module. The import can be processed at corporate and non-corporate locations, but it will only update existing menu data for non-corporate locations; it will not create new menus.

Note: This import cannot be used to re-sequence menu days and it will not attempt to validate the number format of projected consumption values against the consumption driver assigned to the menu.

File Name & Format

File Name	"271" + Unique Identifier + ".txt" Example: 271MenuPlans.txt
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	The file will contain 1 or more header records, each with at least 1 detail record. There can be 5 types of detail records: (1) Menu Details, (2) Cycle Details, (3) Recipe Details, (4) Location Details, (5) Projected Consumption Details. The file will be sequenced H, 1,2,3,4,5 with multiple record types in the same sequential order – i.e. under the same Header record, all Type 2 records must come after all Type 3 records.

Assumptions

- The header row in the import includes an "Update" Y/N flag, which indicates whether the import is updating an existing menu (Y) or inserting a new menu (N). When the Update flag = Y in the header row, the import will treat all of the accompanying detail records for that header as updates.
- To remove a recipe and/or a location from a menu, the import file must include each record that is being removed, and the corresponding "remove flag" field must be populated with 'Y'.
- Menu edits such as moving a recipe from one cycle day (or daypart, or outlet or recipe group within a cycle day) to another will require two sets of import data in the file for each recipe that is being moved: one row for the existing recipe configuration, with the "remove flag" set to Y, and a second row with the new configuration.

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Import: [271] Menu Plans

(Continued)

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'H'** (for Header).
2	Company or Location Code	Alphanumeric (6)	Y	• If Update Flag (Field 4) = 'N', then this must be the **Company Code**. • If Update Flag = 'Y' and Menu Name (Field 3) matches a Corporate menu, then this must be the Company Code. • If this is for a non-Corporate location, Update Flag must be 'Y'. • If Update Flag = 'Y' and Menu Name matches a location-specific menu, then this must be a **Location Code** for a location linked to the Menu Name. • If using Franchises, the Location must be linked to the same Franchise as the site.
3	Menu Name	Alphanumeric (80)	Y	• If Update Flag (Field 4) = 'N', this must not match an existing menu. • If Update Flag = 'Y', and Field 2 contains the Company Code, this must match a Corporate menu. • If Field 2 contains a Location Code, the Menu Name must match a location-specific menu for that location. • The Location Code and Menu Name combination must not be repeated in another header record in the file.
4	Update Flag	Alphanumeric (1)	Y	• Must be **'Y'** or **'N'**. • Must be = 'N' if Menu Name (Field 3) does not match an existing Corporate menu or location-specific menu. • Must be = 'N' if Menu Name does not match an existing Corporate menu and Field 2 contains the Company Code. • Must be = 'Y' if Menu Name matches an existing Corporate menu and Field 2 contains the Company Code. • Must be = 'Y' if Menu Name matches a location-specific menu and is linked to a non-Corporate Location Code.

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Import: [271] Menu Plans

(Continued)

1 – Menu Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	• Must be **'1'**. • Required if Menu Name (Field 3, Header) does not match an existing Corporate menu. • Must have only one record of this type under each header record.
2	(New) Menu Name	Alphanumeric (80)	Y*	• If Update Flag (Field 4, Header) = 'N' must be left blank or match the Menu Name in Header Field 3. • If Header Field 2 contains a Location Code and Update Flag = 'Y', this must be left blank or must not match a location-specific Menu Name for that location.
3	Menu Description	Alphanumeric (80)	N	If populated, must not exceed 80 characters.
4	Number of Days	Number (2)	Y*	• Must be left blank if Update Flag = 'Y'. • Must be populated if Update Flag = 'N'. • If populated, must be a whole number ≥ 1 and ≤ 35.
5	Menu Begin Day	Number (1)	Y*	• Must be left blank if Company Type = 'Cruise Line ' or if Update Flag = 'Y'. • Must be populated if Company Type ≠ 'Cruise Line' and Update Flag = 'N'. • if populated value must be a whole number ≥ 1 and ≤ 7. 1 = Sunday, 2 = Monday, 3 = Tuesday, 4 = Wednesday, 5 = Thursday, 6 = Friday, 7 = Saturday
6	Menu Service	Alphanumeric (4)	N	• Must be left blank if Company Type ≠ 'Cruise Line' or if Update Flag = 'Y'. • If populated, must be 'Pax' or 'Crew' to indicate if this is for Passengers or Crew.
7	Link Outlets to Menu	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If Update Flag = 'Y', must be left blank; will default to 'N'.

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Import: [271] Menu Plans

(Continued)

1 – Menu Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
8	Display Recipe Groups	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If Update Flag = 'Y', must be left blank; will default to 'N'.
9	Projected Consumption Driven By	Alphanumeric (50)	N	• If Update Flag = 'Y', must be left blank. • If populated, must be one of the following: **'S'** = Portions/Sales **'K'** = Portions/1000 Guests **'P'** = % of Guests **'N'** = # of Portions
10	Status	Alphanumeric (50)	N	• If populated, must be one of the following: **'N'** = New **'W'** = Awaiting Approval **'A'** = Active **'I'** = Inactive • If left blank and Menu Name (Field 2) does not match an existing Corporate menu, then will default to 'N'.

2 – Cycle Day Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	• Must be **'2'**.
2	Menu Day	Number (2)	Y	• If the "Menu Days" (Type 1) record exists in the file for this Header record and if the Number of Days (Field 4) is populated, this must not exceed that value. Otherwise, check this value for the Menu Name in Header Field 3. • Must not be repeated in another record of this type under the same Header record.
3	Memo	Alphanumeric (40)	N	• If populated, must not exceed 40 characters

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Import: [271] Menu Plans

(Continued)

3 – Recipe Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	• Must be **'3'**.
2	Menu Day	Number (2)	Y	The **Menu Day** number must exist for the Menu Name (Field 3) from the header.
3	Daypart	Alphanumeric (40)	Y	Must match a **Daypart** in Enterprise Manager or be "ALL DAY".
4	Outlet	Alphanumeric (100)	Y*	• Required if "Link Outlet to Menu" (Field 7) = 'Y' in Menu Data (Type 1) record or on existing menu. • If populated, must match an active **Outlet** in Enterprise Manager. • Must be left blank if "Link Outlet to Menu" = 'N' in Menu Data record or on existing menu.
5	Recipe Group	Alphanumeric (25)	N*	• Required if Recipe Sub-Group (Field 6) is populated. • If populated, must match an active Recipe Group or Recipe Group/Sub-Group combination in Enterprise Manager.
6	Recipe Sub-Group	Alphanumeric (25)	Y*	• Must be left blank if "Display Recipe Groups" (Field 8) in Menu Data record (Type 1) = 'N'. • If populated, must match an active Recipe Group/Sub-Group combination in Enterprise Manager.
7	Recipe Name	Alphanumeric (80)	Y	Must match an existing **Recipe Name** in Enterprise Manager.
8	Projected Consumption - Corporate	Number (12,4)	N	• If populated must be a number ≥ 0 and ≤ 99,999,999.9999 • Must be left blank if Header Field 2 contains a Location Code.
9	Remove Recipe Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**; if left blank, defaults to 'N'. • If Menu Name (Field 3, Header) does not exist in Enterprise Manager, must be 'N'. • if Update Flag (Field 4, Header) = 'N', must be 'N' or left blank.

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Import: [271] Menu Plans

(Continued)

3 – Recipe Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
9 (cont'd)	Remove Recipe Flag	Alphanumeric (1)	N	• If Update Flag = 'Y', then if Location Code and Menu Name, and Fields 2,3,4,5,6,7 combined in this record match an existing record in Enterprise Manager, and another record in file is the same except for different Group and/or Sub-Group, then the record in the file that exactly matches the existing record must have Remove Flag = 'Y'. • If Update Flag = 'Y', then if Location Code and Menu Name, and Fields 2,3,4,5,6,7 combined in this record match an existing record in Enterprise Manager, and Remove Recipe Flag = N, then another record that matches Fields 2,3,4,5, but with different Group and/or Sub-Group Name cannot exist in the file. • If 2 records in the file match an existing record in Enterprise Manager on Location Code, Menu Name, and Fields 2,3,4,5,6, and 7 combined are repeated in the file, then one record must have Remove Recipe Flag = 'Y' and the other record must have Remove Recipe Flag = 'N' or left blank. • If Update Flag = 'Y', then if 2 file records match an existing record in Enterprise Manager on Menu, Location, and Fields 2,3,4,7 in this record but have different Recipe Group and Recipe Sub-Group names, then the record in the file that exactly matches the existing record for Fields 2,3,4,5,6,7, must have Remove Recipe Flag = 'Y' and the other record must have Remove Recipe Flag = 'N'. • There must not be more than 2 records with the same Menu, Location, Fields 2,3,4,7 • If the Remove Recipe Flag = 'Y', then the Update Flag (Field 4, Header) must ='Y'. • If the Remove Recipe Flag = 'Y', then the record must match an existing record in Enterprise Manager for Menu, Location, and Fields 2-7 in this record.

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Import: [271] Menu Plans

(Continued)

4 – Location Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	• Must be **'4'**. • Header Field 2 must contain the Company Code.
2	Location Code	Alphanumeric (6)	Y*	• Must be left blank if Company Type = 'Cruise Line'. • Required if Company Type ≠ 'Cruise Line'. • If populated, must match an existing **Location Code** (not the Company Code). • If using Franchises, the Location must be linked to the same Franchise as the site.
3	Voyage Number	Alphanumeric (40)	Y*	• Required if Company Type = 'Cruise Line'. • If populated, match an existing **Voyage Number** in Enterprise Manager. • If Company Type = 'Cruise Line' and Remove Location Flag (Field 9, Recipe Data record) = 'N', the Menu Name (Field 3, Header) and Voyage Number combination must not exist on an active menu.' • If Company Type = 'Cruise Line' and Remove Location Flag = 'N', the Menu Name and Voyage Number combination must not be repeated in the file unless the other file record has Remove Location Flag = 'Y'. • If Company Type = 'Cruise Line' and Remove Location Flag = 'Y', the Menu Name, Voyage Number, Effective Date, and Expiration Date combination must exist on an active menu.
4	Effective Date	Date	N	• If left blank and Company Type = 'Cruise Line', will default to the Begin Date for that Voyage Number in Enterprise Manager. • If left blank and Company Type ≠ 'Cruise Line', will default to the current date. • For non-Cruise companies, if populated, the Effective Date/Expiration Date combination in the file cannot overlap any existing Effective Date/Expiration Date combination in Enterprise Manager for the same Location and Menu unless the Remove Location Flag (Field 9, Recipe Data record) = 'Y'.

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Import: [271] Menu Plans

(Continued)

4 – Location Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
				• For non-Cruise companies, if populated, the Effective Date/Expiration Date combination in the file cannot overlap any existing Effective Date/Expiration Date combination in Enterprise Manager for the same Location and Menu unless the Remove Location Flag (Field 9, Recipe Data record) = 'Y'. • For non-Cruise companies, if populated, the Effective Date/Expiration Date combination in the file cannot overlap any existing Effective Date/Expiration Date combination in any other Location Data (Type 4) records for the same Location and Menu unless the Remove Location Flag = 'Y'. • For Cruise Lines, if the Remove Location Flag = 'N' or left blank, and the Menu Name (Field 3, Header) / Voyage Number (Field 3 above) combination exists on an active menu, then if Effective Date/Expiration Date combination does not match the menu record, then there must be another file record that matches the menu record and has the Remove Location Flag = 'Y'. • For Cruise Lines, if populated and no match exists, the Effective Date/Expiration Date combination in the file must be ≥ the Begin Date for that Voyage and ≤ the End Date for that Menu Name and Voyage Number . • If Expiration Date (Field 5) is left blank in the file, this must also be left blank in the file.
5	Expiration Date	Date	N	• If left blank and Company Type = 'Cruise Line', will default to the End Date for that Voyage Number in Enterprise Manager. • If left blank and Company Type ≠ 'Cruise Line', will default to the [Effective Date {from Field 4} + (number of days for the Menu) -1].

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Import: [271] Menu Plans

(Continued)

4 – Location Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
				• For non-Cruise companies, if populated, the Effective Date/Expiration Date combination in the file cannot overlap any existing Effective Date/Expiration Date combination in Enterprise Manager for the same Location and Menu unless the Remove Location Flag (Field 9, Recipe Data record) = 'Y'. • For non-Cruise companies, if populated, the Effective Date/Expiration Date combination in the file cannot overlap any existing Effective Date/Expiration Date combination in any other Location Data (Type 4) records for the same Location and Menu unless the Remove Location Flag = 'Y'. • For Cruise Lines, if the Remove Location Flag = 'N' or left blank, and the Menu Name (Field 3, Header) / Voyage Number (Field 3 above) combination exists on an active menu, then if Effective Date/Expiration Date combination does not match the menu record, then there must be another file record that matches the menu record and has the Remove Location Flag = 'Y'. • For Cruise Lines, if populated and no match exists, the Effective Date/Expiration Date combination in the file must be ≥ the Begin Date for that Voyage and ≤ the End Date for that Menu Name and Voyage Number . • If Effective Date (Field 4) is left blank in the file, this must also be left blank in the file.
6	Remove Location Flag	Alphanumeric (1)	N	• If populated must be **'Y'** or **'N'**, if left blank, defaults to 'N'. • If 'Y', the Location (Voyage) Code/Effective Date/Expiration Date must exist for the Menu Name (Field 3, Header). • If Update Flag (Field 4, Header) = 'N', this must be 'N' or left blank.

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Import: [271] Menu Plans

(Continued)

5 – Location Projected Consumption Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	• Must be **'5'**. • Header Field 2 must contain a Location Code (not the Company Code).
2	Menu Day	Number (2,0)	Y	• The **Menu Day** number must exist for the Location Code (Field 2, Header) and Menu Name (Field 3, Header).
3	Daypart	Alphanumeric (40)	Y	Must match a **Daypart** for the Menu Day, Location Code, and Menu Name from the header record.
4	Outlet	Alphanumeric (100)	Y*	• Required only if "Link Outlet to Menu" (Field 7) = 'Y' in Menu Data (Type 1) record for the Menu Name from the header record. • if "Link Outlet to Menu" = Y, must match an existing **Outlet** on a menu for the Menu Day and Daypart , and Location Code and Menu Name from the header record.
5	Recipe Group	Alphanumeric (25)	N*	• Required if Recipe Sub-Group (Field 7) is populated and must match an existing Recipe Group /Sub-Group combination in Enterprise Manager. • If populated, this must match an existing **Recipe Group** on a menu for Menu Day and Daypart and Outlet, and Location Code and Menu Name from the header record.
6	Recipe Sub-Group	Alphanumeric (25)	N	• If populated, must match an existing Recipe Group /Sub-Group combination in Enterprise Manager.
7	Recipe Name	Alphanumeric (80)	Y	• Must match an existing **Recipe Name** in Enterprise Manager. • This recipe must exist on a menu for the Location Code and Menu Name from the header record, Menu Day, Daypart, Outlet, and Recipe Group. • The Location Code and Menu Name (from the header record) and Fields 2,3,4,5,6, & 7 combined in this record must not be repeated in the file.
8	Location Projected Consumption	Number (12,4)	N	• If populated must be a number ≥ 0 and ≤ 99,999,999.9999 • if populated, the combination of Location Code and Menu Name from the header, the Location/Menu Day/Daypart/Outlet combination (if populated) / Recipe Group-Sub-Group (if populated) / and Recipe Name/ must exist for the location.

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Import: [012] Nutrition Product Data

This import can be used to upload nutrition product data into Enterprise Manager. This import can be used to create new records.

File Name & Format

File Name	"012" + optional text + ".txt", Example: 012NutritionData.txt
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	Fields that appear on the Nutrition tab of the *Nutrition Detail* screen.

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Item Number	Number (6)	Y	**Item Number** for the nutrition record. Must not match any other nutrition record.
2	Item Description	Alphanumeric (200)	Y	Description of the **Nutrition Product**. Must not match any other nutrition record.
3	Calories	Number (13,3)	Y	Number of **Calories** per 100g. If none, must be '0'.
4	Total Fat	Number (13,3)	Y	Number of **Total Fat** g per 100g If none, must be '0'.
5	Trans Fat	Number (13,3)	Y	Number of **Trans Fat** g per 100g If none, must be '0'.
6	Total Carbohydrates	Number (13,3)	Y	Number of **Carbohydrate** g per 100g If none, must be '0'.
7	Dietary Fiber	Number (13,3)	Y	Number of **Dietary Fiber** g per 100g If none, must be '0'.
8	Protein	Number (13,3)	Y	Number of **Protein** g per 100g If none, must be '0'.
9	Vitamin A	Number (13,3)	Y	Amount of **Vitamin A** per 100g If none, must be '0'.
10	Calcium	Number (13,3)	Y	Number of **Calcium** mg per 100g If none, must be '0'.
11	Saturated Fat	Number (13,3)	Y	Number of **Saturated Fat** g per 100g If none, must be '0'.
12	Cholesterol	Number (13,3)	Y	Number of **Cholesterol** mg per 100g If none, must be '0'.
13	Sodium	Number (13,3)	Y	Number of **Sodium** mg per 100g If none, must be '0'.
14	Sugars	Number (13,3)	Y	Number of **Sugars** g per 100g If none, must be '0'.
15	Vitamin C	Number (13,3)	Y	Number of **Vitamin C** mg per 100g If none, must be '0'.
16	Iron	Number (13,3)	Y	Number of **Iron** mg per 100g If none, must be '0'.
17	Added Sugars	Number (13,3)	Y	Number of **Added Sugar** g per 100g If none, must be '0'.
18	Vitamin D	Number (13,3)	Y	Number of **Vitamin D** IU per 100g If none, must be '0'.
19	Potassium	Number (13,3)	Y	Number of **Potassium** mg per 100g If none, must be '0'.

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Import: [254] Package Types

This import can be used to upload Package Type records into Enterprise Manager. It can be used to create new records or update existing ones.

File Name & Format

File Name	"254" + Unique Identifier + ".txt" Example: 254PackageTypes.txt
File Format	Tab-delimited text file; each record must begin on a new line. The file must contain one header record and at least one detail record.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company / Location Code	Alphanumeric (6)	Y	The **Code** for the Corporate location or a Ship location. Must match the Code in the *Company* or *Locations* setup screen in Enterprise Manager.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Package Type Name	Alphanumeric (20)	Y	Must be unique within the file.
3	Package Type Description	Alphanumeric (25)	Y	Same as Field 2.
4	Inventory Package Flag	Alphanumeric (1)	N*	• If populated, must be **'Y'** or **'N'**. • If left blank, will default to 'Y'. • Must have at least one Package Type in Enterprise Manager with a value of 'Y' after all updates, including creates.
5	Recipe Package Flag	Alphanumeric (1)	N*	Same as Field 4.
6	Purchasing Package Flag	Alphanumeric (1)	N*	Same as Field 4.
7	EDI Unit Code	Alphanumeric (2)	N*	Must match an existing EDI Unit Code stored in the database.
8	LineCheck Package Flag	Alphanumeric (1)	N*	• If populated, must be **'Y'** or **'N'**. • If left blank, will default to 'N'.

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Import: [263] Projected Consumption

This import can be used to upload Projected Consumption records into the database.

Note: This consumption data will be used in Recommended Order/Prep calculations only when "Import Projected Consumption" is enabled for the Location in Enterprise Manager. Using this import will completely override Crunchtime's Projected Consumption calculations for ALL products at the location. For Prep Recipes, Projected Consumption should be imported either for the recipe itself or its components, *but not both*.

If you need to import Projected Consumption for just a subset of products, like for a new LTO, we recommend using the [271] Menu Plans import to upload those specific records, as this will work in conjunction with Crunchtime's Projected Consumption calculations.

Cruise Note: This import can be processed at Ship Locations.

File Name & Format

File Name	"263" + Unique Identifier + ".txt" Example: 263ProjectedConsumption.txt
File Format	Pipe-delimited text file; each record must begin on a new line.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Location Code	Alphanumeric (6)	Y	The **Code** for the location importing the consumption values. Must match the Code for an Active location in Enterprise Manager.
3	Date	Date	Y	Must be one of the following date formats: *YYMMDD, MM/dd/yyyy, MM-dd-yyyy, dd/MM/yyyy, dd-MM-yyyy, yyyy-MM-dd*

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Product Number	Alphanumeric (40)	Y	**Product Number** for the Recipe or Company Product for Projected Consumption quantity.
3	Quantity	Number (9,2)	Y	Projected **Quantity** of the Recipe or Company Product for file date, in Inventory (i.e. Portion) Units. Must match the number format defined for the Location in Enterprise Manager.

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Import: [090] Recipes

This import can be used to upload Recipe records into Enterprise Manager. It can be used to create new records or update existing ones.

File Name & Format

File Name	"090" + optional text + ".txt" Example: 090Recipes.txt The application will stop reading the file name after the first 3 characters but users may append additional characters to identify the file or make the file name unique.
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	There are seven record types that can exist in the file: (1) Header records, (2) Component Details, (4) Alternate UPC Details, (5) Ship Location Details, (6) Nutrition Class Details, and (7) Concept Details. The first row in the file must always be a Header row, which will always appear before its related detail rows. Since detail rows are not required, it is possible to have a Header row followed by another Header row. Since there can be multiple types of detail files after the header row, the order of the detail rows doesn't matter. When updating existing records, the file only needs to contain the Product Number and the fields being updated; it is NOT necessary to populate all fields that are flagged as "Required", except as noted below. Otherwise, fields left blank will not be updated.

1 – Header

For updates, related fields such as Package Type and Conversion, and Category/ Subcategory/Microcategory must be included in the file together even if only one is being updated.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'1'** for a Header row.
2	Recipe Name	Alphanumeric (80)	Y	Must be unique within the file and in Enterprise Manager.
3	Product Number	Alphanumeric (40)	Y*	• Must be unique within the file and in Enterprise Manager. • Required for updates or if the preference to "Automatically Create Recipe Number" is disabled. • Cannot contain any spaces.
4	Active flag	Alphanumeric (1)	N	Must be **'Y'** for Active or **'N'** for Inactive. If left blank, will default to 'Y'.
5	Category	Alphanumeric (30)	Y	• Must match an existing **Category** in Enterprise Manager and the Category/Subcategory/Microcategory combination must be unique. • For updates, only required if Subcategory (Field 6) or Microcategory (Field 7) is populated.

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Import: [090] Recipes

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
6	Subcategory	Alphanumeric (30)	Y*	• Must match an existing **Subcategory** in Enterprise Manager. • Required if Subcategories are used. • For updates, only required if Category (Field 5) is populated.
7	Microcategory	Alphanumeric (30)	Y*	• Must match an existing **Microcategory** • Required if Microcategories are used. • For updates, only required if Category (Field 5) is populated.
8	PLU #	Number (12)	N	• If populated, must be a number ≥ 1 and ≤ 999,999,999,999, or -1 (updates only). • Must be unique within the file and in Enterprise Manager, except -1 (in file), which can be used to remove existing PLUs for multiple records at once.
9	POS Decrement	Alphanumeric (1)	N	Must be **'C'** for Component or **'I'** for Item. If left blank, will default to 'C'.
10	Recipe Status	Alphanumeric (1)	N	Must be **'O'** for Off-Line or **'P'** for On-Line. If left blank, will default to 'P'.
11	Batch Unit	Alphanumeric (20)	Y	• Must match an existing **Package Type** Name in Enterprise Manager. • For updates, only required if Batch Yield (Field 12) is populated.
12	Batch Yield	Number (9,2)	Y	• Must be a number > 0.00 and ≤ 9,999,999.99; 2 decimal places or less. • For updates, only required if Batch Unit (Field 11) is populated.
13	Portion Package Type	Alphanumeric (20)	Y	• Must match an existing **Package Type** Name in Enterprise Manager. • For updates, only required if Portion Yield (14) or Amount (15) is populated.
14	Portion Yield	Number (10,2)	Y	• Must be a number > 0.00 and ≤ 99,999,999.99; 2 decimal places or less. • For updates, only required if Portion Package Type (Field 13) is populated.
15	Portion Amount	Number (12,4)	Y	• Must be a number > 0.0000 and ≤ 99,999,999.9999; 4 decimals or less. • For updates, only required if Portion Package Type (Field 13) is populated.
16	Issue Unit 1 Package Type	Alphanumeric (20)	Y	• Must match an existing **Package Type** Name in Enterprise Manager. • For updates, only required if Issue Unit 1 Yield (Field 17) is populated.

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Import: [090] Recipes

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
17	Issue Unit 1 Yield	Number (12,4)	Y	• Must be a number > 0.0000 and ≤ 99,999,999.9999; 4 decimals or less. • For updates, only required if Issue Unit 1 Package Type (Field 16) is populated.
18	Issue Unit 2 Package Type	Alphanumeric (20)	N*	• Must match an existing **Package Type** Name in Enterprise Manager. • Required if Company Type = 'Cruise' or Issue Unit 2 Yield (17) is populated.
19	Issue Unit 2 Yield	Number (12,4)	N*	• Must be a number > 0.0000 and ≤ 99,999,999.9999; 4 decimals or less. • Required if Issue Unit 2 Package Type (Field 18) is populated.
20	Recipe Unit 1 Package Type	Alphanumeric (20)	Y	• Must match an existing **Package Type** Name in Enterprise Manager. • For updates, only required if Batch Yield (Field 21) is populated.
21	Recipe Unit 1 Yield	Number (12,4)	Y	• Must be a number > 0.0000 and ≤ 99,999,999.9999; 4 decimals or less. • For updates, only required if Recipe Unit 1 Package Type (Field 20) is populated.
22	Recipe Unit 2 Package Type	Alphanumeric (20)	N*	• Must match an existing **Package Type** Name in Enterprise Manager. • Required if Recipe Unit 2 Yield (Field 23) is populated. • Cannot be populated unless Recipe Unit 1 Package Type (Field 20) is populated and must not match any other Recipe Unit for this product.
23	Recipe Unit 2 Yield	Number (12,4)	N*	• Must be a number > 0.0000 and ≤ 99,999,999.9999; 4 decimals or less. • Required if Recipe Unit 2 Package Type (Field 22) is populated.
24	Recipe Unit 3 Package Type	Alphanumeric (20)	N*	• Must match an existing **Package Type** Name in Enterprise Manager. • Required if Recipe Unit 3 Yield (Field 25) is populated. • Cannot be populated unless Recipe Unit 2 Package Type (Field 22) is populated and must not match any other Recipe Unit for this product.

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Import: [090] Recipes

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
25	Recipe Unit 3 Yield	Number (12,4)	N*	• Must be a number > 0.0000 and ≤ 99,999,999.9999; 4 decimals or less. • Required if Recipe Unit 3 Package Type (Field 24) is populated.
26	Recipe Unit 4 Package Type	Alphanumeric (20)	N*	• Must match an existing **Package Type** Name in Enterprise Manager. • Required if Recipe Unit 4 Yield (Field 27) is populated. • Cannot be populated unless Recipe Unit 3 Package Type (Field 24) is populated and must not match any other Recipe Unit for this product.
27	Recipe Unit 4 Yield	Number (12,4)	N*	• Must be a number > 0.0000 and ≤ 99,999,999.9999; 4 decimals or less. • Required if Recipe Unit 4 Package Type (Field 26) is populated.
28	Recipe Unit 5 Package Type	Alphanumeric (20)	N*	• Must match an existing **Package Type** Name in Enterprise Manager. • Required if Recipe Unit 5 Yield (Field 29) is populated. • Cannot be populated unless Recipe Unit 4 Package Type (Field 26) is populated and must not match any other Recipe Unit for this product.
29	Recipe Unit 5 Yield	Number (12,4)	N*	• Must be a number > 0.0000 and ≤ 99,999,999.9999; 4 decimals or less. • Required if Recipe Unit 5 Package Type (Field 28) is populated.
30	Ideal Price per Portion	Number (10,2)	N	If populated, must be > 0.00 and ≤ 99,999,999.99 with 2 decimals or less.
31	Ideal Cost %	Number (5,2)	N	If populated, must be > 0.00 and ≤ 999.99 with 2 decimal places or less.
32	Prep Notes	Alphanumeric (1615)	N	If populated, must be ≤1615 characters.
33	Plating Instructions	Alphanumeric (1615)	N	If populated, must be ≤1615 characters.
34	Minimum Batch	Number (8,2)	N	If populated, must be > 0.00 and ≤ 999,999.99 with 2 decimal places or less.
35	Maximum Batch	Number (8,2)	N	• If populated, must be > 0.00 and ≤ 999,999.99 with 2 decimals or less. • Must be ≥ Batch Yield (Field 12). • Must be ≥ Minimum Batch (Field 34).

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Import: [090] Recipes

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
36	Shelf Life	Number (5,2)	N	If populated, must be > 0.00 and ≤ 999.99 with 2 decimal places or less.
37	Shelf Life Unit	Alphanumeric (1)	N	• If populated, must be **'D'** for Days, **'H'** for Hours, or **'M'** for Minutes. • If left blank, will default to 'M'.
38	Prep Time	Number (5,2)	N	If populated, must be > 0.00 and ≤ 999.99 with 2 decimal places or less.
39	< Minimum Batch	Alphanumeric (1)	N	If populated, must be **'L'** for Logical Rounding, **'U'** for Round Up, **'D'** for Round Down or **'N'** for No Rounding.
40	> Minimum Batch, < Maximum Batch	Alphanumeric (1)	N	If populated, must be **'L'** for Logical Rounding, **'U'** for Round Up, **'D'** for Round Down or **'N'** for No Rounding.
41	> Maximum Batch	Alphanumeric (1)	N	If populated, must be **'D'** for Round Down or **'N'** for No Rounding.
42	Production Type	Alphanumeric (1)	N	Must be **'P'** for Production or **'O'** for To Order. If left blank, will default to 'P'.
43	A/T Cost Item	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
44	Prep Station	Alphanumeric	N	If populated, must match an existing **Prep Station** in Enterprise Manager.
45	Lot Tracking	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
46	Nutrition Product Number	Alphanumeric (6)	N*	• If populated, must match an existing **Nutrition Product Number** in Enterprise Manager. • Required if Nutrition Package Type (Field 47) or Nutrition Conversion (Field 48) is populated.
47	Nutrition Package Type	Alphanumeric (10)	N*	• If populated, must match the **Description** of the Portion Unit (Field 13), Issue Unit 1 (Field 16), Issue Unit 2 (Field 18), Recipe Unit 1 (Field 20), Recipe Unit 2 (Field 22), Recipe Unit 3 (Field 24), Recipe Unit 4 (Field 26), or Recipe Unit 5 (Field 28). • If left blank, defaults to the Portion Unit. • Required if Nutrition Product Number (Field 46) is populated.

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Import: [090] Recipes

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
48	Nutrition Conversion	Number (14,6)	N*	• If populated, must be a number > 0.000000 and ≤ 99,999,999.999999 with 6 decimal places or less. • Required if Nutrition Product Number (Field 46) is populated.
49	*Unused field*		N	Not validated.
50	*Unused field*		N	Not validated.
51	*Unused field*		N	Not validated.
52	*Unused field*		N	Not validated.
53	*Unused field*		N	Not validated.
54	*Unused field*		N	Not validated.
55	*Unused field*		N	Not validated.
56	*Unused field*		N	Not validated.
57	*Unused field*		N	Not validated.
58	*Unused field*		N	Not validated.
59	*Unused field*		N	Not validated.
60	*Unused field*		N	Not validated.
61	Recipe Class	Alphanumeric (1)	N	If populated, must be **'S'** for Sales or **'I'** for Intermediate. If left blank, will default to 'S'.
62	Recipe Group	Alphanumeric (25)	N	If populated, must match an existing **Recipe Group** in Enterprise Manager.
63	HACCP Compliance Name	Alphanumeric (40)	N	If present, must match an existing **HACCP Compliance** entry in Enterprise Manager.
64	Recipe Complexity	Number (1)	N	If populated, must be a number 1-5. If left blank, will default to '1'.
65	Recipe Rating	Number (2)	N	If populated, must be a number 1-10. If left blank, will default to '5'.
66	Primary UPC	Alphanumeric (20)	N	If "Validate Company Product and Recipe UPC values are unique" is enabled, must be unique in the database.
67	Effective Date	Date	N*	• If populated, must be in format *YYYYMMDD*. • Required if Expiration Date (Field 68) is populated and must be ≤ this date.
68	Expiration Date	Date	N*	• If populated, must be in format *YYYYMMDD*. • Required if Effective Date (Field 67) is populated and must be ≥ this date.

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Import: [090] Recipes

(Continued)

1 – Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
69	Prep Time Unit	Alphanumeric (1)	N	• If populated, must be **'D'** for Days, **'H'** for Hours, or **'M'** for Minutes. • If left blank, will default to 'M'.
70	Recipe Subgroup	Alphanumeric (25)	N	If populated, this field combined with the Recipe Group entry in Field 62 must match an existing combination in Enterprise Manager.
71	Include in Prep Report flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
72	Batch Rounding Based On	Alphanumeric (1)	N	• If populated, must be **'W'** for Whole, **'H'** for Half, or **'Q'** for Quarter. • If left blank, will default to 'W'.
73	Default Storage Container	Alphanumeric (20)	N	If populated: • Must match an existing **Package Type** Name in Enterprise Manager. • Package Type must be designated for use in Line Check.
74	Prep Report Consumption Rounding	Alphanumeric (1)	N	• If populated, must be **'U', 'D',** or **'N'**. • If left blank, defaults to 'U'.
75	Prep Report Shelf Life Max Rounding	Alphanumeric (1)	N	• If populated, must be **'U', 'D',** or **'N'**. • If left blank, defaults to 'D'.

2 – Component Details

If any components are being updated for a recipe, ALL of its required component data MUST be included in the file. Otherwise, do not include any component detail rows for that recipe. Also, if any updated components have one or more substitutes, then the Substitute Component Records for the recipe will also have to be updated.

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'2'** for a Component row.
2	Sequence	Number (5,2)	N	• Must be ≤ 999.99. • Must be unique among the components for this specific recipe.

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Import: [090] Recipes

(Continued)

2 – Component Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
3	Product Name	Alphanumeric (80)	Y	• Must match an existing **Company Product** or **Recipe** name within Enterprise Manager OR • Must match a new **Recipe** name within this import file (but not THIS recipe name in Header Field 2) AND must not be the name of any recipe in the file that has the current recipe listed as a component (at any level).
4	Product Number	Alphanumeric (40)	Y*	• Must match the **Product Number** for the Company Product or Recipe in Field 3 above. • The Product Number/Product Name combination must be unique within the file and in Enterprise Manager.
5	Product Quantity	Number (10,2)	Y	Must be a number ≥ -99,999,999.99 and ≤ 99,999,999.99; 2 decimal places or less.
6	Major Ingredient	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'Y'.
7	Recipe Unit Name	Alphanumeric (20)	N	• Must match one of the Recipe Unit **Package Type** Names for an existing Company Product/Recipe OR • Must match one of the Recipe Units for the new Recipe within this import file noted in Field 3 above – Field 20, 22, 24, 26 or 28 of that recipe header. • Must be populated if adding one or more Substitute Component (Type 3) Records. • If left blank, will default to the Recipe Unit 1 Package Type for the existing or new recipe as noted above.
8	Pre-Production	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.
9	Special Instruction 1	Alphanumeric	N	If populated, must match an existing **Recipe Special Instruction** in Enterprise Manager.
10	Special Instruction 2	Alphanumeric	N	If populated, must match an existing **Recipe Special Instruction** in Enterprise Manager.

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Import: [090] Recipes

(Continued)

4 – Alternate UPC Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'4'** for an Alternate UPC row.
2	Alternate UPC	Alphanumeric (20)	N	• Must be unique for this specific Recipe. • If "Validate Company Product and Recipe UPC values are unique" is enabled, must be unique in the database.
3	Active Flag	Alphanumeric (1)	N	Must be **'Y'** for Active or **'N'** for Inactive. If left blank, will default to 'Y'. For updates: ○ If blank and there is NO record in the database, a new record will be added. ○ If blank and there is a record in the database, no update will occur.

5 – Ship Location Details *(Only for Cruise Lines when the "All Ship Locations" flag is not checked.)*

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'5'** for a Ship Location row.
2	Ship Location Name	Alphanumeric (40)	Y	• Must be 40 characters or less. • Must match an existing, active "Ship" **Location** in Enterprise Manager.
3	Active Flag	Alphanumeric (1)	N	Same logic as Detail Row 4, Field 3.

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Import: [090] Recipes

(Continued)

6 – Nutrition Class Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'6'** for a Nutrition Class row.
2	Nutrition Class	Alphanumeric (100)	Y	• Must be 100 characters or less. • If Recipe has components, must match an existing active **Nutrition Class** applied to 'Recipes'.
3	Nutrition Class Value	Alphanumeric (100)	Y	• Must be 100 characters or less. • Must be an active **Nutrition Class Value** associated with the entry from Field 2. • Combined with Field 2, must result in a unique record for a Recipe.
4	Active Flag	Alphanumeric (1)	N	Same logic as Detail Row 4, Field 3.

Warning: If this file was exported from the Recipe Summary screen in Enterprise Manager, any Type 6 Nutrition Class rows **must be removed** prior to re-importing the file to ensure that it processes successfully.

7 – Concept Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Number (1)	Y	Must be **'7'** for a Concept row.
2	Concept Code	Alphanumeric (15)	Y	Must be 15 characters or less and must not be repeated in the file for this Recipe.
3	Active Flag	Alphanumeric (1)	N	Same logic as Detail Row 4, Field 3.

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Import: [097] Recipe Location Data

This import can be used to upload Recipe Location records into Enterprise Manager. It can be used to create new records or update existing ones. Optional fields left blank will not be updated.

File Name & Format

File Name	"097" + optional text + ".txt", Example: 097RecipeLocation.txt
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	Fields that appear on the "Location" tab of the *Recipe Details* screen.

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Location Code	Alphanumeric (6)	Y	Must be 6 characters or less and match an existing **Code** for an active location. If the Location is a Ship and the Recipe does not already have a Recipe/Location record for that Ship, then the recipe must be linked to the Ship Location on that tab in the Recipe screen in Enterprise Manager.
2	Product Number	Alphanumeric (40)	Y	The **Product Number** for the recipe to which the Recipe Location record refers.
3	PLU	Number (12)	N	• If populated, must be a number ≥ 1 and ≤ 999,999,999,999, or -1 (updates only). • Must be unique for active Recipe/ Location records, except -1 (in file), which can be used to remove existing PLUs for multiple records at once.
4	Recipe Price	Number (12,2)	N	The **Price** for the for the recipe at the location.
5	Production Type	Alphanumeric (1)	N	The Production Type setting for the for the recipe at the location, either: **'P'** for "Production" or **'O'** for "To Order".
6	POS Decrement	Alphanumeric (1)	N	The POS Decrement setting for the recipe at the location, either: **'I'** for "Item" or **'C'** for "Component".
7	Active	Alphanumeric (1)	N	The status for the recipe at the location, either **'Y'** or **'N'**. If left blank, defaults to 'Y'.
8	Recipe Location Name	Alphanumeric (80)	N	The **Recipe Name** for the recipe at the location.
9	A/T Cost Item	Alphanumeric (1)	N	The **A/T Cost Item** setting for the recipe at the location, either **'Y'** or **'N'**. Can only be 'Y' if Production Type (Field 5) = 'P' and POS Decrement (Field 6) = 'I'.
10	Include in Prep Report flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If left blank, will default to 'N'.

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Import: [268] Sales Forecasts (Restaurant)

This import can be used to upload Sales Forecast records from an external system into Net-Chef. It can be used to create new records or update existing ones. If forecast data exists for a Location/Week Ending Date combination, an update will overwrite all existing forecast data for that Location/Week with the new data in the file. (*The system will create records for all Revenue Centers at the Location for each day in the file even though Revenue Centers are not in the file, and an update will delete any existing Revenue Center data, even though the file does not include this information.*)

File Name & Format

File Name	"268" + Unique Identifier + ".txt" Example: 268SalesForecasts.txt
File Format	Pipe-delimited text file; each record must begin on a new line. The first row in the file must contain the Field Names (case sensitive).
Contents	The file can contain data for several weeks and locations. If the Week Ending Date is unposted, the entire week can be updated, even if an earlier Post Date in the week has been posted. The file can include data in 30-minute increments, which will be matched with Daypart segments in order to apportion the Sales and/or Guests data. If a date and or date/time combination is not included in the import file, the system will enter zeroes for unpopulated days/times and to the corresponding Daypart data fields for Sales and Guests.

File Layout

Position	Field Name	Data Type	Required	Contents / Validation
1	CompanyNum	Alphanumeric (6)	Y	Must match the **Code** in the *Company* setup screen in Enterprise Manager.
2	ConceptNum	N/A	N	*Unused field*
3	StoreNum	Alphanumeric (6)	Y	• Must match **Code** for an existing Location. • The Location/Date/Forecast Type combination must be unique in the file.
4	StoreName	N/A	N	*Unused field*
5	ForecastStartDate	N/A	N	*Unused field*
6	IntervalStartTime	Date/Time	Y	• Must be a date in the following format: *yyyy-mm-dd hh:mm:ss.sss* • Must be equal to or within 6 days before the Week Ending Date for the Location defined in Field 3.
7	ForecastValueID	N/A	N	*Unused field*
8	ForecastValue TypeName	Alphanumeric (10)	Y	Must be **"Sales"** or **"Guests"**; any other value will cause the record to be ignored.
9	ForecastValue	Number (13,4)	Y	• Sales must be ≥ 0 and ≤ 999,999,999.9999, with a maximum of 4 decimal places. • Guests must be ≥ 0 and ≤ 99,999,999.9999, with a maximum of 4 decimal places. • Will be rounded to 2 decimal places for Sales and 0 decimal places for Guests.

Important: The Sales Forecast API does NOT function exactly the same as this import. For details on our APIs, check out the Crunchtime Developer Hub, here: https://developer.crunchtime.com

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Import: [255] States/Provinces

This import can be used to upload State/Province records into Enterprise Manager. It can be used to create new records or update existing ones.

File Name & Format

File Name	"255" + Unique Identifier + ".txt" Example: 255States.txt
File Format	Tab-delimited text file; each record must begin on a new line. The file must contain one header record and at least one detail record.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	The **Code** for the Corporate location. Must match the Code in the *Company* setup screen in Enterprise Manager.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail).
2	State/Province Abbreviation	Alphanumeric (3)	Y	The State/Province Abbreviation and State/Province Name combination must be unique in the file and in Enterprise Manager.
3	State/Province Name	Alphanumeric (40)	Y	Same as Field 2.
4	State Tax Rate	Alphanumeric (3)	N	If populated, must be a number > 0 and < 1,000,000 with up to 4 decimal places.

If states are inadvertently loaded with the wrong abbreviation/name combination, they can be corrected by making 2 entries in the import file, as follows:

<u>If Enterprise Manager has this</u>:

- Abbreviation = ME State/Province Name = Massachusetts
- Abbreviation = MA State/Province Name = Maine

<u>Enter this in the file</u>:

- Abbreviation = MA State/Province Name = Massachusetts
- Abbreviation = ME State/Province Name = Maine

This will not fail the validation for Detail Field 2 since both combinations will be unique in the file and in Enterprise Manager.

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Import: [258] Storage Locations

This CDP import can be used to upload Storage Location records into Enterprise Manager. It can be used to create new records or update existing ones.

File Name & Format

File Name	"258" + Unique Identifier + ".txt" Example: 258StorageLocations.txt
File Format	Tab-delimited text file; each record must begin on a new line.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	The **Code** for the Corporate location. Must match the Code in the *Company* setup screen in Enterprise Manager.

Detail

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'D'** (for Detail)
2	Location Code	Alphanumeric (6)	Y	The **Code** for the location to which the storage location will be linked. Must match an existing active location in Enterprise Manager.
3	Storage Code	Alphanumeric (6)	Y	The Location Code (Field 2) and Storage Code combination must be unique in the database.
4	Storage Name	Alphanumeric (40)	Y	The Location Code (Field 2) and Storage Name combination must be unique in the database and in the file.
5	Central Storage flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**; if not, it will default to 'Y'.
6	"Stock" Primary Closing Method	Alphanumeric (1)	N	If populated, must be: **'E'** = Beginning **'B'** = Book **'L'** = Last Count **'Z'** = Zero If left blank, will not change for an existing storage; defaults to **'B'** for a new storage.
7	"Non-Stock" Primary Closing Method	Alphanumeric (1)	N	Same as Field 6.
8	"Sales" Primary Closing Method	Alphanumeric (1)	N	Same as Field 6.
9	"Intermediary" Primary Closing Method	Alphanumeric (1)	N	Same as Field 6.

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Import: [258] Storage Locations

(Continued)

Detail (Continued)

Position	Field	Data Type	Required	Contents / Validation
10	Prep Station Code	Alphanumeric (6)	N	If populated, must match the **Code** for an active Prep Station in Enterprise Manager. This value must be unique in the file and the Storage Code (Field 3) / Prep Station Code combination must be unique in the file and in the database for the Location (from Field 2).
11	Storage Group Code	Alphanumeric (10)	N	If populated, must match an existing Storage Location Group **Code** in the database.
12	"Stock" Secondary Closing Method	Alphanumeric (1)	N	If populated, must be: **'E'** = Beginning **'B'** = Book **'L'** = Last Count **'Z'** = Zero If left blank, will not change for an existing storage; defaults to **'B'** for a new storage.
13	"Non-Stock" Secondary Closing Method	Alphanumeric (1)	N	Same as Field 12.
14	"Sales" Secondary Closing Method	Alphanumeric (1)	N	Same as Field 12.
15	"Intermediary" Secondary Closing Method	Alphanumeric (1)	N	Same as Field 12.

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Import: [281] Templates (Cruise)

This import can be used to upload product Templates into Enterprise Manager. This will create new Templates, as well as update existing ones, and includes Product, Location, and Customer associations.

File Name & Format

File Name	"281" + Optional Text + ".txt" Example: 281ProductTemplates.txt
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	File can contain 1 or more header records, each with at least 1 detail record. Files containing multiple templates may include templates for multiple locations. For files containing multiple header records, the CDP will process each set of header/detail records individually. Records that pass validation will be uploaded successfully, while those that fail can be handled individually in the Inbound Integrations screen in Enterprise Manager.

File Layout

Header

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	Must be **'H'** for Header row.
2	Location Code	Alphanumeric (32)	Y	Must match an existing Location **Code** in Enterprise Manager. If this file is processed at Corporate, then any valid Location Code is allowed. If the file is not processed at Corporate, then only that location's Code is allowed.
3	Template Name	Alphanumeric (40)	Y	• If "Action" (Field 4) = 'U', entry must match an existing **Template Name**. • If "Action" = 'A', entry must not exceed 40 characters.
4	Action	Alphanumeric (1)	Y	Must be one of the following: • **'A'** – Add a new template. • **'D'**– Delete an existing template. • **'U'**– Update an existing template.
5	Active	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If not populated, will default to 'Y'.
6	Lead Time	Number (5,2)	N	• If populated, must be > '0'. • If not populated and "Action" (Field 4) = 'A', will default to '0'. • If not populated and "Action" = 'U', will not update this field.
7	Transaction Sort	Alphanumeric (40)	N	Must be **'Name'**, **'Number'**, or **'Sequence'**. If left blank, will default to 'Name'.

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Import: [281] Templates (Cruise)

(Continued)

Header (Continued)

Position	Field	Data Type	Required	Contents / Validation
8	All Customers	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If not populated and "Action" (Field 4) = 'A': • If Customers are added to the template, will default to 'N'. • If no Customers are added to the template, will default to 'Y'. If not populated and "Action" = 'U': • If new Customers are added to the template, will default to 'N'. • If all customers are removed from the template, will default to 'Y'.
9	All Locations	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If not populated and "Action" (Field 4) = 'A': • If Locations are added to the template, will default to 'N'. • If no Locations are added to the template, will default to 'Y'. If not populated and "Action" = 'U': • If new Locations are added to the template, will default to 'N'. • If all Locations are removed from the template, will default to 'Y'.
10	Shared	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'**. If not populated, will default to 'N'.
11	Comments	Alphanumeric (30)	N	Optional text field for transaction-level comments.

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Import: [281] Templates (Cruise)

(Continued)

Product Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	Must be **'P'** for Product detail row.
2	Action	Alphanumeric (1)	Y	Must be one of the following: • **'A'** – Add a new product. • **'D'**– Delete an existing product. • **'U'**– Update an existing product (qty).
3	Product Number	Alphanumeric (40)	Y	Must match an existing Company **Product Number** in Enterprise Manager. Must be a Location Product for the location indicated in Header Field 2.
4	Quantity	Number (10,2)	N	If not populated, will default to '0'.
5	Vendor Order Sequence	Number (8,2)	N	If "Transaction Sort" (Header Field 7) = 'Sequence', will determine the **Sequence** if "Filter By Template" is selected in the Create Vendor Order screen.
6	Comments	Alphanumeric (30)	N	Optional text field for comments.

Location Details (For Cruise Lines, this record type can be processed only at Corporate.)

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	Must be **'L'** for Location detail row.
2	Action	Alphanumeric (1)	Y	Must be one of the following: • **'A'** – Add a new location. • **'D'**– Delete an existing location.
3	Location Code	Alphanumeric (32)	Y	Must match an existing Location **Code** in Enterprise Manager.
4	Comments	Alphanumeric (30)	N	Optional text field for comments.

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Import: [281] Templates (Cruise)

(Continued)

Customer Details

Position	Field	Data Type	Required	Contents / Validation
1	Record Type	Alphanumeric (1)	Y	Must be **'C'** for Customer detail row.
2	Action	Alphanumeric (1)	Y	Must be one of the following: • **'A'** – Add a new customer. • **'D'**– Delete an existing customer.
3	Customer Code	Alphanumeric (40)	Y	• Must match an existing Customer **Code** in Enterprise Manager. • Customer must be associated with the Location indicated in Field 4.
4	Location Code	Alphanumeric (32)	Y	Must match an existing Location **Code** in Enterprise Manager.
5	Comments	Alphanumeric (30)	N	Optional text field for comments.

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Import: [010] Vendors

This import can be used to upload Vendor records into Enterprise Manager. This will create new records, as well as update existing Vendor records. For existing records, non-required fields left blank will not be updated, or '#DELETE' can be entered to remove the existing value.

File Name & Format

File Name	"010" + Unique Identifier + ".txt" Example: 010VendorData.txt
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	Vendor Information records

File Layout

Position	Field	Data Type	Required	Contents / Validation
1	Vendor Code	Alphanumeric (6)	Y	If this value is not unique, the system will update the existing record with the data contained in this file.
2	Vendor Name	Alphanumeric (40)	Y	This value must be unique, unless the Vendor Code (Field 1) is a match for another record with this Vendor Name.
3	Address 1	Alphanumeric (50)	Y	If the field contains more than 50 characters, the entry will be truncated.
4	Address 2	Alphanumeric (50)	N	If populated and contains more than 50 characters, the entry will be truncated.
5	City	Alphanumeric (40)	Y	If this does not match an existing **City** for the Country (Field 41) in this row, a new City linked to that Country will be created.
6	State/Province	Alphanumeric (3)	N	If populated, must match an existing **State/Province** in Enterprise Manager.
7	Zip	Alphanumeric (10)	N	If populated and contains more than 10 characters, the entry will be truncated.
8	Phone	Number (30)	N	If populated and contains more than 30 characters, the entry will be truncated.
9	Account #	Alphanumeric (40)	N	If populated and contains more than 40 characters, the entry will be truncated.
10	Tax ID / ABN	Number (25)	N	If populated and contains more than 25 characters, the entry will be truncated.
11	Export Code	Alphanumeric (30)	N	If populated and contains more than 30 characters, the entry will be truncated.
12	Active Flag	Alphanumeric (1)	N	If populated, **'Y'** for "Active or **'N'** for "Inactive". If left blank, it will default to 'Y'.
13	Lead Period	Number (6)	N	If populated and contains more than 6 characters, the entry will be truncated.
14	Terms	Alphanumeric (6)	N	If populated and contains more than 6 characters, the entry will be truncated.
15	Base Currency Code	Alphanumeric (3)	Y	Must be an existing **Currency Code** in Enterprise Manager.

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Import: [010] Vendors

(Continued)

File Layout (Continued)

Position	Field	Data Type	Required	Contents / Validation
16	Prices Include Tax Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, will default to 'Y'.
17	Internal Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If left blank, will default to 'Y'.
18	Alt Address 1	Alphanumeric (50)	N	If populated and contains more than 50 characters, the entry will be truncated.
19	Alt Address 2	Alphanumeric (50)	N	If populated and contains more than 50 characters, the entry will be truncated.
20	Alt City	Alphanumeric (40)	N	If this does not match an existing **City** for the Country (Field 41) in this row, a new City record linked to that Country will be created.
21	Alt State/Province	Alphanumeric (3)	N	If the field is populated, the entry must be an existing **State/Province** in Enterprise Manager. If not, it will not be imported.
22	Alt Zip	Alphanumeric (10)	N	If populated and contains more than 10 characters, the entry will be truncated.
23	Alt Phone	Number (30)	N	If populated and contains more than 30 characters, the entry will be truncated.
24	VO Mode	Alphanumeric (2)	N	VO Transmission mode: **2** – E-Mail PDF **3** – E-Mail Text **4** – Fax **5** – FTP **6** – Secure FTP **8** – Web Services **7** – Phone (Default if not populated) **9** – E-Mail PDF – Custom **10** – E-Mail Excel
25	Bid Mode	Number (1)	N	Bid Transmission mode: **1** – E-Mail PDF **2** – E-Mail Text **3** – E-Mail Excel **4** – Fax **6** – Phone
26	Fax	Number (30)	N	If populated and contains more than 30 characters, the entry will be truncated.
27	Alt Fax	Number (30)	N*	Required if Bid Mode (Field 25) is '4' (Fax).
28	Interface	Number (2)	N*	Required if VO Mode (Field 24) is '5' (FTP), '6' (Secure FTP), or '8' Web Services). Will default to '5' (Standard) if left blank. **0** – N/A **1** – US Foods **2** – DiCarlo **3** – SYSCO **4** – MAS 90 **5** – Standard **6** – PFG **7** – Saval **8** – Food Pro **9** – COI **10** – DMA **11** – PFG Custom **12** – Detail Header

(Continued)

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Import: [010] Vendors

(Continued)

File Layout (Continued)

Position	Field	Data Type	Required	Contents / Validation
29	VO E-Mail	Alphanumeric (2000)	N*	Required if the VO Mode (Field 24) is '2' or '3', '9', or '10' (any of the E-mail options).
30	Bid E-Mail	Alphanumeric (40)	N*	Required if the Bid Mode (Field 25) is '1', '2', or '3' (any of the E-mail options).
31	Order path	Alphanumeric (40)	N	If populated and contains more than 40 characters, the entry will be truncated.
32	URL	Alphanumeric (80)	N*	Required if VO Mode (Field 24) is '5' (FTP), '6' (Secure FTP) or if Interface (Field 28) is '1' (US Foods).
33	Intranet Number	Alphanumeric (65)	N	If populated and contains more than 65 characters, the entry will be truncated.
34	Contact Name	Alphanumeric (30)	N	If populated and contains more than 30 characters, will be truncated.
35	Contact Title	Alphanumeric (30)	N	If populated and contains more than 30 characters, will be truncated.
36	Business Phone	Number (30)	N	If populated and contains more than 30 characters, will be truncated.
37	Home Phone	Number (30)	N	If populated and contains more than 30 characters, will be truncated.
38	Fax	Number (30)	N	If populated and contains more than 30 characters, will be truncated.
39	*Unused field*		N	Not validated.
40	*Unused field*		N	Not validated.
41	Country	Alphanumeric (40)	Y	Must match an existing **Country** (case sensitive) in Enterprise Manager. If the field contains more than 40 characters, the entry will be truncated.
42	VO Fax	Number (30)	N*	Required if VO Mode (Field 24) is '4' (Fax).
43	Allow PBI Flag	Alphanumeric (1)	N	• For new a vendor, if populated, must be **'Y'** or **'N'** to indicate whether Purchase By Invoice transactions are allowed for this vendor. If not populated, defaults to '**Y**'. • For an existing vendor that currently has this field set to 'Y' but the file has it set to 'N', the application will set the "Accrual" flag to 'N' for all Vendor Location records. If not populated, the vendor record will not be updated.
44	COD flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'** to indicate whether the vendor requires immediate payment. If not populated, defaults to '**N**'

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Import: [010] Vendors

(Continued)

File Layout (Continued)

Position	Field	Data Type	Required	Contents / Validation
45	Accrual flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'** to indicate whether the transaction is allowed to remain open to accrue costs. If not populated, defaults to '**N**'. This can only be 'Y' if Field 43 is also 'Y'.
46	Electronic Invoice flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'** to indicate whether the vendor requires electronic invoicing. If not populated, defaults to '**N**'.
47	HACCP flag	Alphanumeric (1)	N	If populated, must be **'Y'** or **'N'** to indicate whether the vendor is HACCP certified. If not populated, defaults to '**N**'.
48	Certificate Number	Alphanumeric (200)	N	If populated, must not exceed 200 characters.
49	Certificate Expire Date	Date	N	If populated, format must be *MM/DD/YYYY.*
50	Auto Reconcile E-Invoice PO	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'.
51	Allow Simple Receipt	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'.
52	Auto Process New Vendor Bid Files	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'.
53	Allow Auto Bid Processing to Create New Vendor Bids	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'.
54	Do Not Allow Auto Bid Processing Variance	Number (5,2)	N	If populated, must be > 0.00 and ≤ 999.99 with 2 decimal places or less.
55	Allow Duplicate Invoice Numbers	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'.
56	Allow Duplicate Purchase Order Numbers	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'.

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Import: [259] Vendor Location Data

This import can be used to upload Vendor Location records into Enterprise Manager and Vendor Profile records into Net-Chef. It can be used to create new records or update existing ones. For existing records, non-required fields left blank will not be updated, or '#DELETE' can be entered to remove the existing value.

This import will *not* create new Locations or new Vendors.

File Name & Format

File Name	"259" + Unique Identifier + ".txt" Example: 259VendorLocations.txt
File Format	Tab-delimited text file; each record must begin on a new line.
Contents	The file must contain one header record and at least one detail record. There can be up to 4 types of detail records: (1) Account Details, (2) Transmission Details, (3) Schedule Details, (4) Contact Details, (5) Schedule Override Details. Each Vendor Code/Location Code combination cannot be included in more than one record of the same type.

Header

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	**'H'** (for Header).
2	Company Code	Alphanumeric (6)	Y	The **Code** for the Corporate location. Must match the Code in the *Company* setup screen in Enterprise Manager.

1 – Account Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'1'** for an Account Details row.
2	Vendor Code	Alphanumeric (6)	Y	Will validate the first of the following values that is populated: **Vendor Location Export Code, Vendor Export Code,** or **Vendor Code**.
3	Location Code	Alphanumeric (6)	Y	The **Code** for the Location to which the Account Details will be linked. • Must match an existing active location in Enterprise Manager. • The same Vendor Code (Field 2) and Location Code (Field 3) cannot exist in more than one record of this type. • Two or more distinct Vendor Codes with the same Location Code for this record type cannot match the same Vendor.
4	Delete Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'. • If 'Y', the Vendor/Location record must exist and must not have been replicated.

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Import: [259] Vendor Location Data

(Continued)

1 – Account Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
5	Export Code	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
6	Trading Partner ID	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
7	Vendor District ID	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
8	Child ID	Alphanumeric (30)	N	If populated, must not exceed 30 characters.

2 – Transmission Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'2'** for a Transmission Details row.
2	Vendor Code	Alphanumeric (6)	Y	Will validate the first of the following values that is populated: **Vendor Location Export Code, Vendor Export Code,** or **Vendor Code**.
3	Location Code	Alphanumeric (6)	Y	The **Code** for the Location to which the Transmission Details will be linked. • Must match an existing active location in Enterprise Manager. • The same Vendor Code (Field 2) and Location Code (Field 3) cannot exist in more than one record of this type. • Two or more distinct Vendor Codes with the same Location Code for this record type cannot match up to the same Vendor.
4	VO Mode	Alphanumeric (2)	N	VO Transmission mode: **2** – E-Mail PDF **3** – E-Mail Text **4** – Fax **5** – FTP **6** – Secure FTP **7** – Phone **8** – Web Services **9** – E-Mail PDF - Custom **10** – E-Mail Excel • If '8', the Vendor header URL must exist in Enterprise Manager. • If blank, defaults to Vendor tab setting.
5	COD Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If blank, defaults to Vendor tab setting.
6	Accrual Flag	Alphanumeric (1)	N	Same as Field 5.

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Import: [259] Vendor Location Data

(Continued)

2 – Transmission Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
7	E-Invoice Flag	Alphanumeric (1)	N	Same as Field 5.
8	Order V. UOM Flag	Alphanumeric (1)	N	Same as Field 5.
9	Order Alert Flag	Alphanumeric (1)	N	Same as Field 5.
10	Enforce Minimums Flag	Alphanumeric (1)	N	Same as Field 5.
11	Allow VO Flag	Alphanumeric (1)	N	Same as Field 5.
12	Minimum Cases	Number (3)	N	• If populated, must ≥ 0 and ≤ 999. • If blank, defaults to Vendor tab setting.
13	Minimum Value	Number (9,2)	N	• If populated, must ≥ 0 and ≤ 9,999,999.99. • If blank, defaults to Vendor tab setting.
14	VO E-Mail	Alphanumeric (2000)	N*	Required if: • VO Mode (Field 4) is '2', '3', '9', or '10' (any of the E-mail options) and no record currently exists for this Vendor/Location. • VO Mode (Field 4) is blank in this record, no record currently exists for this Vendor/Location, and one of the e-mail options is set on the Vendor tab. • VO Mode (Field 4) is '2', '3', '9', or '10' in this record, this Vendor/Location record currently exists but VO E-Mail in the record is blank. If left blank, will not update this field for an existing Vendor/Location record.
15	VO Fax	Alphanumeric (30)	N*	Required if: • VO Mode (Field 4) is '4' (Fax) in this record and no record currently exists for this Vendor/Location. • VO Mode (Field 4) is blank in this record, no record exists for this Vendor/Location, and 'Fax' is set on the Vendor tab. • VO Mode (Field 4) is '4' (Fax) in this record, the Vendor/ Location record exists but VO Fax in the record is blank. If left blank, will not update this field for an existing Vendor/Location record.

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Import: [259] Vendor Location Data

(Continued)

2 – Transmission Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
16	Account Number	Alphanumeric (32)	N*	Required if: • VO Mode (Field 4) is '5' or '6' in this record (either of the FTP options) and no record exists for this Vendor/Location. • VO Mode (Field 4) is blank in this record, no record exists for this Vendor/Location, and one of the FTP options is set on the Vendor tab. • VO Mode (Field 4) is '5' or '6' in this record, the Vendor/ Location record exists but this field in the record is blank. If left blank, will not update this field for an existing Vendor/Location record.
17	Reference Number	Alphanumeric (32)	N*	Same as Field 16.
18	User Name	Alphanumeric (32)	N*	Same as Field 16.
19	User Password	Alphanumeric (32)	N*	Same as Field 16.
20	Allow Simple Receipt flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'.
21	Auto-Reconcile flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'.

3 – Schedule Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'3'** for a Schedule Details row.
2	Vendor Code	Alphanumeric (6)	Y	Will validate the first of the following values that is populated: **Vendor Location Export Code, Vendor Export Code,** or **Vendor Code**.
3	Location Code	Alphanumeric (6)	Y	The **Code** for the Location to which the Schedule Details will be linked. • Must match an existing active location in Enterprise Manager. • The same Vendor Code (Field 2) and Location Code (Field 3) cannot exist in more than one record of this type. • Two or more distinct Vendor Codes with the same Location Code for this record type cannot match up to the same Vendor.

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Import: [259] Vendor Location Data

(Continued)

3 – Schedule Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
4	Order Day Monday Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'.
5	Order Day Tuesday Flag	Alphanumeric (1)	N	Same as Field 4.
6	Order Day Wednesday Flag	Alphanumeric (1)	N	Same as Field 4.
7	Order Day Thursday Flag	Alphanumeric (1)	N	Same as Field 4.
8	Order Day Friday Flag	Alphanumeric (1)	N	Same as Field 4.
9	Order Day Saturday Flag	Alphanumeric (1)	N	Same as Field 4.
10	Order Day Sunday Flag	Alphanumeric (1)	N	Same as Field 4.
11	Order By Time Monday	Alphanumeric (5)	N	• If populated, must be a military time value between '00:00' – '23:59' (hh:mm). • If left blank, defaults to '00:00'.
12	Order By Time Tuesday	Alphanumeric (5)	N	Same as Field 11.
13	Order By Time Wednesday	Alphanumeric (5)	N	Same as Field 11.
14	Order By Time Thursday	Alphanumeric (5)	N	Same as Field 11.
15	Order By Time Friday	Alphanumeric (5)	N	Same as Field 11.
16	Order By Time Saturday	Alphanumeric (5)	N	Same as Field 11.
17	Order By Time Sunday	Alphanumeric (5)	N	Same as Field 11.
18	Delivery Day Monday	Number (2)	N	If populated, must be one of the following: **#DELETE** – N/A **1** – Sunday **2** – Monday **3** – Tuesday **4** – Wednesday **5** – Thursday **6** – Friday **7** – Saturday **8** – 2nd Sunday **9** – 2nd Monday **10** – 2nd Tuesday **11** – 2nd Wednesday **12** – 2nd Thursday **13** – 2nd Friday **14** – 2nd Saturday **15** – 3rd Sunday **16** – 3rd Monday **17** – 3rd Tuesday **18** – 3rd Wednesday **19** – 3rd Thursday **20** – 3rd Friday **21** – 3rd Saturday If left blank, defaults to 'N/A' when there's no existing data.

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Import: [259] Vendor Location Data

(Continued)

3 – Schedule Details (Continued)

Position	Field	Data Type	Required	Contents / Validation
19	Delivery Day Tuesday	Number (2)	N	Same as Field 18.
20	Delivery Day Wednesday	Number (2)	N	Same as Field 18.
21	Delivery Day Thursday	Number (2)	N	Same as Field 18.
21	Delivery Day Friday	Number (2)	N	Same as Field 18.
23	Delivery Day Saturday	Number (2)	N	Same as Field 18.
24	Delivery Day Sunday	Number (2)	N	Same as Field 18.

4 – Contact Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	Must be **'4'** for a Contact Details row.
2	Vendor Code	Alphanumeric (6)	Y	Will validate the first of the following values that is populated: **Vendor Location Export Code, Vendor Export Code,** or **Vendor Code**.
3	Location Code	Alphanumeric (6)	Y	• The **Code** for the Location to which the Other Details will be linked. • Must match an existing active location in Enterprise Manager. • The same Vendor Code (Field 2) and Location Code (Field 3) cannot exist in more than one record of this type.
4	Contact Name	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
5	Contact Title	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
6	Contact Phone	Alphanumeric (30)	N	If populated, must not exceed 30 characters.
7	Message	Alphanumeric (2000)	N	Special characters are allowed (except the Tab character).
8	Notes	Alphanumeric (2000)	N	Special characters are allowed (except the Tab character).

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Import: [259] Vendor Location Data

(Continued)

5 – Schedule Override Details

Position	Field	Data Type	Required	Contents / Validation
1	Line Type Indicator	Alphanumeric (1)	Y	If record is included, must be **'5'** for a Schedule Override Details row and Vendor must have an existing default delivery schedule or a Type 3 record in the file.
2	Vendor Code	Alphanumeric (6)	Y	Will validate the first of the following values that is populated: **Vendor Location Export Code, Vendor Export Code,** or **Vendor Code**.
3	Location Code	Alphanumeric (6)	Y	• The **Code** for the Location to which the Schedule Override Details will be linked. • Must match an existing active location in Enterprise Manager. • The same Vendor Code (Field 2) and Location Code (Field 3) cannot exist in more than one record of this type.
4	Record Type	Alphanumeric (1)	Y	Must be **'M'** (Modify), **'D'** (Delete), or **'A'** (Add).
5	Schedule Name	Alphanumeric (50)	Y	Must not exceed 50 characters.
6	Start Date	Date	Y	• Must be formatted as *MM/dd/yyyy*. • Must be ≤ the End Date (Field 7).
7	End Date	Date	Y	• Must be formatted as *MM/dd/yyyy*. • Must be ≥ the Start Date (Field 6).
8	Notes	Alphanumeric (2000)	N	Special characters are allowed (except the Tab character).
9	Old Start Date	Date	N*	• Required if Record Type (Field 4) is **'M'** (Modify) or **'D'** (Delete). • If populated, must be formatted as *MM/dd/yyyy*.
10	Order Day Monday Flag	Alphanumeric (1)	N	• If populated, must be **'Y'** or **'N'**. • If not populated, defaults to 'N'.
11	Order Day Tuesday Flag	Alphanumeric (1)	N	Same as Field 10.
12	Order Day Wednesday Flag	Alphanumeric (1)	N	Same as Field 10.
13	Order Day Thursday Flag	Alphanumeric (1)	N	Same as Field 10.
14	Order Day Friday Flag	Alphanumeric (1)	N	Same as Field 10.
15	Order Day Saturday Flag	Alphanumeric (1)	N	Same as Field 10.
16	Order Day Sunday Flag	Alphanumeric (1)	N	Same as Field 10.

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Import: [259] Vendor Location Data

(Continued)

5 – Schedule Override Details

Position	Field	Data Type	Required	Contents / Validation
17	Order By Time Monday	Alphanumeric (5)	N	• If populated, must be a military time value between '00:00' – '23:59' (hh:mm). • If left blank, defaults to '00:00'.
18	Order By Time Tuesday	Alphanumeric (5)	N	Same as Field 17.
19	Order By Time Wednesday	Alphanumeric (5)	N	Same as Field 17
20	Order By Time Thursday	Alphanumeric (5)	N	Same as Field 17
21	Order By Time Friday	Alphanumeric (5)	N	Same as Field 17
22	Order By Time Saturday	Alphanumeric (5)	N	Same as Field 17
23	Order By Time Sunday	Alphanumeric (5)	N	Same as Field 17
24	Delivery Day Monday	Number (2)	N*	If populated, must be one of the following. **#DELETE** – N/A **1** – Sunday **2** – Monday **3** – Tuesday **4** – Wednesday **5** – Thursday **6** – Friday **7** – Saturday **8** – 2nd Sunday **9** – 2nd Monday **10** – 2nd Tuesday **11** – 2nd Wednesday **12** – 2nd Thursday **13** – 2nd Friday **14** – 2nd Saturday **15** – 3rd Sunday **16** – 3rd Monday **17** – 3rd Tuesday **18** – 3rd Wednesday **19** – 3rd Thursday **20** – 3rd Friday **21** – 3rd Saturday If left blank, defaults to 'N/A' when there's no existing data. *Note: At least one of the Delivery Days (Fields 24-30) must be populated and ≥ '1'.*
25	Delivery Day Tuesday	Number (2)	N*	Same as Field 24.
26	Delivery Day Wednesday	Number (2)	N*	Same as Field 24.
27	Delivery Day Thursday	Number (2)	N*	Same as Field 24.
28	Delivery Day Friday	Number (2)	N*	Same as Field 24.
29	Delivery Day Saturday	Number (2)	N*	Same as Field 24.
30	Delivery Day Sunday	Number (2)	N*	Same as Field 24.

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Reporting Exports

Document Details

Document #: 160_SIRG_261026

Release Version: 20.26.06.25

Date of Release: June 2026

Overview

This section includes the following formats for the Crunchtime STANDARD Reporting exports:

- CT Sales - AvT, by GL/Location/Period
- CT Sales - AvT, by Location/Period
- CT Sales - AvT, by Location/Period/Product
- CT Sales - Menu Mix, by Location/Period
- CT Purchasing - Purchases by GL, by Location/Period
- CT Purchasing - Purchases by GL, by Location/Period/Item
- CT Purchasing - Vendor Orders, by Location/Period
- CT Inventory - Current Inventory, by Location
- CT Inventory - Final Inventory Count
- CT Inventory - Inventory Summary, by Location/Period
- CT Inventory - Location Transfer, Delta
- CT Inventory - Profit and Loss, by Location/Period



Tip: These exports are meant to be run using the highest level of same hierarchy each time. If you select a different hierarchy or lower level, you will be potentially filtering out eligible data that you will not get again. We also strongly recommend that they be run only as scheduled exports via the *Event Scheduling* screen.



Important: When checking to see if there is data to be exported, the application will check for any locations that have posted since the previous instance of this export, regardless of which locations were included in that export. This differs from other exports, which will only check for eligible data for locations within the specified hierarchy.

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Export: CT Sales - Actual vs Theoretical

By GL/Location/Period

This export will include the same data as the Consolidated Actual/Theoretical Cost report, with 3 columns added for P&L Substructure, GL Code, and GL Description. Each export event will generate one file per post period that includes all locations in the selected Hierarchy.

File Name & Format

Export Name	CT Sales - AvT, by GL/Location/Period_vXX, where XX = the export version #.
File Name	"CT_Sales_AVT_by_GL_Location_Period_" + Post Date (MMDDYYYY) + "_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	This will include all location/period combinations that have been posted since the export was last run; the first run will include everything from 30 days before the export date. If a location unposts and reposts, that location's data will re-export in the next run. The first row in the file contains the field names.
Expected Use	This export should be run weekly (after posting all locations) using the highest level of the same hierarchy each time.

File Layout

	Export Field	Data Type	Content / Validation
1	Post Period	Date	The Post Date for the period included in the export.
2	Location Code	Alphanumeric	The Code for the Location.
3	Location Name	Alphanumeric	The Name for the Location.
4	P&L Substructure	Alphanumeric	The P&L substructure associated with the GL account.
5	GL Code	Alphanumeric	The GL Number for the account associated with the product.
6	GL Description	Alphanumeric	The Description for the account associated with the product.
7	Actual Value	Number	Calculated as [Beginning Inventory + Purchases + Production – Transfers Out – Production Consumption Reversal – Ending Inventory]
8	Actual %	Number	Calculated as [(Actual Value ÷ Sales for GL) x 100], rounded to 2 decimal places.
9	Theoretical Value	Number	The total cost of recipe components and "A/T Cost Item" recipes sold via the POS or Commissary/Customer Orders.
10	Theoretical %	Number	Calculated as [(Theoretical Value ÷ Sales for GL) x 100], rounded to 2 decimal places.
11	Variance Value	Number	Calculated as [Theoretical Value – Total CGS]
12	Variance %	Number	Calculated as [(Variance Value ÷ Net Sales) x 100], rounded to 2 decimal places.
13	Logged Waste Value	Number	The total cost of inventory and recipe adjustment transactions.
14	Logged Waste %	Number	Calculated as [(Adjustment Value ÷ Sales for GL) x 100], rounded to 2 decimal places.
15	A vs T %	Number	Calculated as [(Variance Value ÷ Theoretical Value) x 100], rounded to 2 decimal places.

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Export: CT Sales - Actual vs Theoretical

By Location/Period

This export will include the same data as the Consolidated Actual/Theoretical Cost report, with 1 column added for the Post Period. Each export event will generate one file per post period that includes all locations in the selected Hierarchy.

File Name & Format

Export Name	CT Sales - AvT, by Location/Period_vXX, where XX = the export version #.
File Name	"CT_Sales_AVT_by_Location_Period_" + Post Date (MMDDYYYY) + "_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	This will include all location/period combinations that have been posted since the export was last run; the first run will include everything from 30 days before the export date. If a location unposts and reposts, that location's data will re-export in the next run. The first row in the file contains the field names.
Expected Use	This export should be run weekly (after posting all locations) using the highest level of the same hierarchy each time.

File Layout

	Export Field	Data Type	Content / Validation
1	Post Period	Date	The Post Date for the period included in the export, formatted as *MM/DD/YYYY*.
2	Location Code	Alphanumeric	The Code for the Location.
3	Location Name	Alphanumeric	The Name for the Location.
4	Net Sales	Number	Calculated as [(Sum of Sales Totals – "Sales" Comps & Discounts) from the *Sales Transactions* screen + total value of reconciled outgoing Commissary/ Customer orders]. Sales from Commissary/Customer orders include products linked to both "Sales" GL accounts and accounts with "GL for Sales" defined.
5	Total CGS	Number	Calculated as [Beginning Inventory + Purchases + Production – Transfers Out – Production Consumption Reversal – Ending Inventory]
6	CGS %	Number	Calculated as [(Total CGS ÷ Net Sales) x 100], rounded to 2 decimal places.
7	Theoretical Value	Number	The total cost of recipe components and "A/T Cost Item" recipes sold via the POS or Commissary/Customer Orders.
8	Theoretical %	Number	Calculated as [(Theoretical Value ÷ Net Sales) x 100], rounded to 2 decimal places.
9	Variance Value	Number	Calculated as [Theoretical Value – Total CGS]
10	Variance %	Number	Calculated as [(Variance Value ÷ Net Sales) x 100], rounded to 2 decimal places.
11	Logged Waste Value	Number	The total cost of inventory and recipe adjustments.
12	Logged Waste %	Number	Calculated as [(Adjustment Value ÷ Sales for GL) x 100], rounded to 2 decimal places.

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Export: CT Sales - Actual vs Theoretical

By Location/Period/Product

This export will include the same data as the Consolidated Actual/Theoretical Cost Product Details sub-report, with 3 columns added for Post Period, Location Code, and Location Name. Each export event will generate one file per post period that includes all locations in the selected Hierarchy.

File Name & Format

Export Name	CT Sales - AvT, by Location/Period/Product _vXX), where XX = the export version #.
File Name	"CT_Sales_AVT_by_Location_Period_Product_" + Post Date (MM-DD-YYYY) + "_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	Includes all location/period combinations that have been posted since the export was last run; the first run will include everything from 30 days before the export date. If a location unposts and reposts, that location's data will re-export in the next run. The first row in the file contains the field names.
Expected Use	This export should be run weekly (after posting all locations) using the highest level of the same hierarchy each time.

File Layout

	Export Field	Data Type	Content / Validation
1	Post Period	Date	The Post Date for the period included in the export.
2	Location Code	Alphanumeric	The Code for the Location.
3	Location Name	Alphanumeric	The Name for the Location.
4	Product Number	Alphanumeric	The company product Name for the product.
5	Product Name	Alphanumeric	The company product Number for the product.
6	Inventory Unit	Alphanumeric	The Inventory Unit for the company product.
7	Category	Alphanumeric	The Category associated with the company product.
8	Subcategory	Alphanumeric	The Subcategory associated with the company product.
9	Microcategory	Alphanumeric	The Microcategory associated with the company product.
10	GL Code	Alphanumeric	The GL Number for the General Ledger account associated with the product.
11	GL Description	Alphanumeric	The Description for the General Ledger account associated with the product.
12	Actual Value	Number	Calculated as [Beginning Inventory + Purchases + Production – Transfers Out – Production Consumption Reversal – Ending Inventory]
13	Actual %	Number	Calculated as [(Actual Value ÷ Sales for GL) x 100], rounded to 2 decimal places.
14	Theoretical Value	Number	The total cost of recipe components and "A/T Cost Item" recipes sold via the POS or Commissary/Customer Orders.

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Export: CT Sales - Actual vs Theoretical

By Location/Period/Product (Continued)

File Layout (Continued)

	Export Field	Data Type	Content / Validation
15	Theoretical %	Number	Calculated as [(Theoretical Value ÷ Sales for GL) x 100], rounded to 2 decimal places.
16	Variance Value	Number	Calculated as [Theoretical Value – Actual Value]
17	Variance %	Number	Calculated as [(Variance Value ÷ Net Sales) x 100], rounded to 2 decimal places.
18	Logged Waste Value	Number	The total cost of inventory and recipe adjustment transactions.
19	Logged Waste %	Number	Calculated as [(Adjustment Value ÷ Sales for GL) x 100], rounded to 2 decimal places.
20	Approximate Units	Number	The approximate number of Inventory Units to which the Variance Value refers.
21	A vs T %	Number	Calculated as [(Variance Value ÷ Theoretical Value) x 100], rounded to 2 decimal places.

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Export: CT Sales - Menu Mix

By Location/Period

This export will include the same data as the Consolidated Menu Mix, with 3 columns added for Post Period, Location Code, and Location Name. Each export event will generate one file per post period that includes all locations in the selected Hierarchy.

File Name & Format

Export Name	CT Sales - Menu Mix, by Location/Period_vXX), where XX = the export version #.
File Name	"CT_Sales_Menu_Mix_by_Location_Period_" + Post Date (MMDDYYYY) + "_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	Includes all location/period combinations that have been posted since the export was last run; the first run will include everything from 30 days before the export date. If a location unposts and reposts, that location's data will re-export in the next run. The first row in the file contains the field names.
Expected Use	This export should be run weekly (after posting all locations) using the highest level of the same hierarchy each time.

File Layout

	Export Field	Data Type	Content / Validation
1	Post Period	Date	The Post Date for the period included in the export.
2	Location Code	Alphanumeric	The Code for the Location.
3	Location Name	Alphanumeric	The Name for the Location.
4	Product Number	Alphanumeric	The company recipe Number for the recipe.
5	PLU	Number	The POS item number for this recipe.
6	Recipe Name	Alphanumeric	The company recipe Name for the recipe.
7	Transactions	Number	Number of transactions in which the recipe was sold.
8	% of Recipe Transactions	Number	Calculated as [(Transactions for this recipe ÷ total Transactions for all recipes) x 100].
9	Sales Amount	Number	Total value of the item's sales.
10	Recipe Sales %	Number	Calculated as [(Sales Amount for this recipe ÷ total Sales for all recipes) x 100].
11	Cost Amount	Number	Sum of the costs of the recipe components.
12	(Actual) Cost %	Number	Calculated as [(Cost Amount ÷ Sales Amount) x 100].
13	Ideal Cost %	Number	Taken from the recipe record.
14	Cost % Variance	Number	Calculated as [(Ideal Cost % ÷ Cost %].
15	Gross Profit Amount	Number	Calculated as [(Sales – Cost].
16	Gross Profit %	Number	Calculated as [(Gross Profit Amount for this recipe ÷ total Gross Profit Amount for all recipes) x 100].
17	Discount Flag	Alphanumeric	Displays 'Y' or 'N' to indicate whether this is a Discount Recipe.

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Export: CT Purchasing - Purchases by GL

By Location/Period

This export will include the same data as the Consolidated Purchases by GL report, with 3 columns added for Post Period, Location Code, and Location Name. Each export event will generate one file per post period that includes all locations in the selected Hierarchy.

File Name & Format

Export Name	CT Purchasing - Purchases by GL, by Location/Period_vXX), where XX = the export version #.
File Name	"CT_Purchasing_Purchases_by_GL_Location_Period_" + Post Date (MMDDYYYY) + "_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	Includes all location/period combinations that have been posted since the export was last run; the first run will include everything from 30 days before the export date. If a location unposts and reposts, that location's data will re-export in the next run. The first row in the file contains the field names.
Expected Use	This export should be run weekly (after posting all locations) using the highest level of the same hierarchy each time.

File Layout

	Export Field	Data Type	Content / Validation
1	Post Period	Date	The Post Date for the period included in the export.
2	Location Code	Alphanumeric	The Code for the Location.
3	Location Name	Alphanumeric	The Name for the Location.
4	GL Code	Alphanumeric	The GL Number for the General Ledger account.
5	GL Description	Alphanumeric	The Description for the General Ledger account.
6	Purchase Amount	Number	The total value of purchases for the GL account.

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Export: CT Purchasing - Purchases by GL

By Location/Period/Item

This export will include the same data as the Consolidated Purchases by GL Product Details sub-report, with 3 columns added for Post Period, Location Code, and Location Name. Each export event will generate one file per post period that includes all locations in the selected Hierarchy.

File Name & Format

Export Name	CT Purchasing - Purchases by GL, Loc/Period/Item_vXX), where XX = the export version #.
File Name	"CT_Purchasing_Purchases_by_GL_by_Loc_Period_Item_" + Post Date (MMDDYYYY) + "_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	Includes all location/period combinations that have been posted since the export was last run; the first run will include everything from 30 days before the export date. If a location unposts and reposts, that location's data will re-export in the next run. The first row in the file contains the field names.
Expected Use	This export should be run weekly (after posting all locations) using the highest level of the same hierarchy each time.

File Layout

	Export Field	Data Type	Content / Validation
1	Post Period	Date	The Post Date for the period included in the export.
2	Location Code	Alphanumeric	The Code for the Location.
3	Location Name	Alphanumeric	The Name for the Location.
4	Product Number	Alphanumeric	The company product Number for the product.
5	Product Name	Alphanumeric	The company product Name for the product.
6	Category	Alphanumeric	The Category associated with the company product.
7	Subcategory	Alphanumeric	The Subcategory associated with the company product.
8	Microcategory	Alphanumeric	The Microcategory associated with the company product.
9	GL Code	Alphanumeric	The GL Number for the General Ledger account associated with the product's Category/Subcategory/Microcategory.
10	GL Description	Alphanumeric	The Description for the General Ledger account associated with the product's Category/Subcategory/Microcategory.
11	Inventory Unit	Alphanumeric	The Inventory Unit for the company product.
12	Quantity	Number	The total Quantity received for the product.
13	Extended Value	Number	The total value of the purchases for the product.

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Export: CT Purchasing - Vendor Orders

By Location/Period

This export will include the same data as the Consolidated Vendor Orders report and PO Detail sub-report, with 3 columns added for Post Period, Location Code, and Vendor Code. Each export event will generate one file per post period that includes all locations in the selected Hierarchy.

File Name & Format

Export Name	CT Purchasing - Vendor Orders, by Location/Period_vXX), where XX = the export version #.
File Name	"CT_Purchasing_Vendor_Orders_by_Location_Period_" + Post Date (MMDDYYYY) + "_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	Includes all location/period combinations that have been posted since the export was last run; the first run will include everything from 30 days before the export date. If a location unposts and reposts, that location's data will re-export in the next run. The first row in the file contains the field names.
Expected Use	This export should be run weekly (after posting all locations) using the highest level of the same hierarchy each time.

File Layout

	Export Field	Data Type	Content / Validation
1	Post Period	Date	The Post Date for the period included in the export.
2	Location Code	Alphanumeric	The Code for the Location.
3	Location Name	Alphanumeric	The Name for the Location.
4	Vendor Code	Alphanumeric	The Code for the vendor that delivered the order.
5	Vendor Name	Alphanumeric	The Name of the vendor that delivered the order.
6	Vendor Invoice Number	Alphanumeric	The Invoice Number for the order, from the vendor.
7	Transaction Number	Alphanumeric	The system-generated number for the transfer.
8	Actual Delivery Date	Date	The date the order was received
9	Vendor Product Number	Alphanumeric	The vendor's Product Number for the product, from the vendor bid.
10	Product Number	Alphanumeric	The company product Number for the product.
11	Product Name	Alphanumeric	The company product Name for the product.
12	Invoice Unit	Alphanumeric	The unit delivered by the vendor.
13	Inventory Unit	Alphanumeric	The Inventory Unit for the company product.
14	Conversion	Number	The number of Inventory Units in 1 Order (Vendor) Unit.

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Export: CT Purchasing - Vendor Orders

By Location/Period (Continued)

File Layout (Continued)

	Export Field	Data Type	Content / Validation
15	Category	Alphanumeric	The Category associated with the company product.
16	Subcategory	Alphanumeric	The Subcategory associated with the company product.
17	Microcategory	Alphanumeric	The Microcategory associated with the company product.
18	GL Code	Alphanumeric	The GL Number for the General Ledger account associated with the product's Category/Subcategory/Microcategory.
19	GL Description	Alphanumeric	The Description for the General Ledger account associated with the product's Category/Subcategory/Microcategory.
20	Order Quantity	Number	The total Quantity ordered for the product.
21	Order Unit	Alphanumeric	The unit ordered from the vendor.
22	Invoice Quantity	Number	The quantity the vendor will charge the location for.
23	Invoice Price	Number	The price the vendor will charge for each Invoice Quantity.
24	Contract Price	Number	The Vendor Price for the product in the location's market.
25	Physical Quantity	Number	The total quantity received for the product.
26	Tax Value	Number	The line-item Tax Value for the product.
27	Gross Extended Value	Number	The total value for the product on the order, calculated as [(Invoice Quantity x Invoice Price) + Tax Value].
28	Qualitative Judgment	Alphanumeric	The Qualitative Judgment assigned to the product on the Allocate tab during order reconcile.

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Export: CT Inventory - Current Inventory

By Location

This export will include the same data as the Consolidated Current Inventory report. Each export event will generate one file that includes all locations in the selected hierarchy.

File Name & Format

Export Name	CT Inventory - Current Inventory, by Location_vXX), where XX = the export version #.
File Name	"CT_Inventory_Current_Inventory_by_Location_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	Includes one row per product for each location. The first row in the file contains the field names.
Expected Use	This export can be run as needed. It will include active locations in the selected hierarchy.

File Layout

	Export Field	Data Type	Content / Validation
1	Export Date/Time	Date/Time	The Date/Time the export was generated.
2	Location Code	Alphanumeric	The Code for the Location.
3	Location Name	Alphanumeric	The Name for the Location.
4	Product Name	Alphanumeric	The company product Name for the product.
5	Product #	Alphanumeric	The company product Number for the product.
6	Category	Alphanumeric	The Category associated with the company product.
7	Subcategory	Alphanumeric	The Subcategory associated with the company product.
8	Microcategory	Alphanumeric	The Microcategory associated with the company product.
9	GL Code	Alphanumeric	The GL Number for the General Ledger account associated with the product's Category/Subcategory/Microcategory.
10	GL Description	Alphanumeric	The Description for the General Ledger account associated with the product's Category/Subcategory/Microcategory.
11	Inventory Unit	Alphanumeric	The Inventory Unit for the company product.
12	Unit Price	Number	The current Inventory Cost from the Location Product record.
13	On Hand Quantity	Number	The total On Hand Quantity at the current location.
14	On Hand Value	Number	The total value of the On Hand Quantity at the location, calculated as [On Hand Quantity x Unit Price].

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Export: CT Inventory - Current Inventory

By Location/Period (Continued)

File Layout (Continued)

	Export Field	Data Type	Content / Validation
15	In Transit Quantity	Number	The total In Transit Quantity at the current location.
16	In Transit Value	Number	The total value of the In Transit Quantity at the location, calculated as [In Transit Quantity x Unit Price].
17	Total Quantity	Number	The Total Quantity at the current location, calculated as [On Hand Quantity + In Transit Quantity].
18	Total Value	Number	The Total Value of the product at the current location, calculated as [On Hand Value + In Transit Value].

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Export: CT Inventory - Final Inventory Count

By Location

This export will include the data from the selected location's Final for Post inventory. Each export event will generate one file for the selected location and post period.

Best Practice: This export would not be scheduled but will more likely be generated manually, as needed for a specific Location & Post Date. This will allow a customer to unpost a period, reset the status of the inventory, and then restore the values by re-uploading the file.

File Name & Format

Export Name	CT Inventory - Final Inventory Count, by Location_vXX), where XX = the export version #.
File Name	"008" + Location Code + "_" + Post Date (MMDDYYYY) + .txt
File Format	Tab-delimited text file; each record begins on a new line.
Expected Use	This export can be run as needed. It will include all locations in the selected hierarchy.

File Layout

	Export Field	Data Type	Content / Validation
1	Inventory Date	Date	The Final for Post Date for the period included in the export.
2	Application User ID	Alphanumeric	The User ID for the Application User that entered the count.
3	Storage Location Code	Alphanumeric	The Code for the storage location where the product was counted.
4	Product Number	Alphanumeric	The company product Number for the product.
5	Inventory Unit Quantity	Number	The Quantity counted for the product, in Inventory Units.
6	Alt Unit 1 Qty	Number	The Quantity counted for the product, in Alt Unit 1, if any.
7	Alt Unit 2 Qty	Number	The Quantity counted for the product, in Alt Unit 2, if any.
8	Alt Unit 3 Qty	Number	The Quantity counted for the product, in Alt Unit 3, if any.

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Export: CT Inventory - Inventory Summary

By Location/Period

This export will include the same data as the Consolidated Inventory Summary report, with 2 columns added for Post Period and Location Code. Each export event will generate one file per post period that includes all locations in the selected Hierarchy.

File Name & Format

Export Name	CT Inventory – Inventory Summary, by Location/Period_vXX), where XX = the export version #.
File Name	"Consolidated_Inventory_Summary_" + Post Date (MMDDYYYY) + "_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	Includes all location/period combinations that have been posted since the export was last run; the first run will include everything from 30 days before the export date. If a location unposts and reposts, that location's data will re-export in the next run. The first row in the file contains the field names.
Expected Use	This export should be run weekly (after posting all locations) using the highest level of the same hierarchy each time.

File Layout

	Export Field	Data Type	Content / Validation
1	Post Period	Date	The Post Date for the period included in the export.
2	Location Code	Alphanumeric	The Code for the Location.
3	Location Name	Alphanumeric	The Name for the Location.
4	Product #	Alphanumeric	The company product Number for the product.
5	Product Name	Alphanumeric	The company product Name for the product.
6	Category	Alphanumeric	The Category associated with the company product.
7	Subcategory	Alphanumeric	The Subcategory associated with the company product.
8	Microcategory	Alphanumeric	The Microcategory associated with the company product.
9	GL Code	Alphanumeric	The GL Number for the General Ledger account associated with the product's Category/Subcategory/Microcategory.
10	GL Description	Alphanumeric	The Description for the General Ledger account associated with the product's Category/Subcategory/Microcategory.
11	(Inventory) Unit	Alphanumeric	The Inventory Unit for the company product.
12	Unit Price	Number	The current Inventory Cost from the Location Product record.
13	Beginning Quantity	Number	The amount on hand at the beginning of the post period.
14	Received Quantity	Number	The total quantity received during the period.

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Export: CT Inventory - Inventory Summary

By Location/Period (Continued)

File Layout (Continued)

	Export Field	Data Type	Content / Validation
15	Sold Quantity	Number	The total quantity sold during the period.
16	Adjusted Quantity	Number	The total quantity adjusted during the period.
17	Book Quantity	Number	Calculated as [Beginning Qty + Received Qty - Sold Qty - Adjusted Qty].
18	Physical Quantity	Number	The Final for Post count entered at the end of the period.
19	In Transit Quantity	Number	The total quantity in-transit during the period.
20	Variance Quantity	Number	Calculated as [Physical Qty + In Transit Qty - Book Qty].
21	Cumulative Variance Quantity	Number	The sum of the mid-period and Final for Post variance quantities for the period.
22	Beginning Value	Number	The value of the amount on hand at the beginning of the post period.
23	Received Value	Number	The value of the total quantity received during the period.
24	Sold Value	Number	The value of the total quantity sold during the period.
25	Adjusted Value	Number	The value of the total quantity adjusted during the period.
26	Book Value	Number	Calculated as [Beginning Qty + Received Qty - Sold Qty - Adjusted Qty].
27	Physical Value	Number	The value of the Final for Post count entered at the end of the period, calculated as [Physical Quantity x Unit Price].
28	In Transit Value	Number	The value of the total quantity in-transit during the period.
29	Variance Value	Number	Calculated as [Physical Value + In Transit Value - Book Value].
30	Cumulative Variance Value	Number	The sum of the mid-period and Final for Post variance values for the period.

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Export: CT Inventory - Location Transfer

Delta

This export will include the same data as the Consolidated Location Transfers report, with 4 columns added for the Post Period and Location Code for both the Issuing and Destination locations. Each export event will generate one file that includes all locations in the selected Hierarchy.

File Name & Format

Export Name	CT Inventory – Location Transfer, Delta_vXX), where XX = the export version #.
File Name	"CT_Inventory_Location_Transfer_Delta_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	Includes all Location Transfers reconciled since the export was last run; the first run will include everything from 30 days before the export date. The first row in the file contains the field names.
Expected Use	This export can be run as needed, using the highest level of the same hierarchy each time.

File Layout

	Export Field	Data Type	Content / Validation
1	Transaction Number	Alphanumeric	The system-generated number for the transfer.
2	Reference Number	Alphanumeric	The Reference Number for the transfer, entered or edited by the user who created it.
3	Status	Alphanumeric	The Status of the transfer.
4	Issuing Location Code	Alphanumeric	The Code for the Issuing Location.
5	Issuing Location Name	Alphanumeric	The Name for the Issuing Location.
6	Issuing Week Ending Date	Date	The Week Ending Date for the Issuing Location.
7	Receiving Location Code	Alphanumeric	The Code for the Receiving Location.
8	Receiving Location Name	Alphanumeric	The Name for the Receiving Location.
9	Receiving Week Ending Date	Date	The Week Ending Date for the Receiving Location.
10	Transfer Date	Date	The Date the transfer was created.
11	Created By	Alphanumeric	The User ID for the user who created the transfer.
12	Reconcile Date	Date	The Date the transfer was reconciled.
13	Reconciled By	Alphanumeric	The User ID for the user who reconciled the transfer.
14	Total Extended Value	Number	The total value of ALL products on the transfer.

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Export: CT Inventory - Location Transfer

Delta (Continued)

File Layout (Continued)

	Export Field	Data Type	Content / Validation
15	Product Number	Alphanumeric	The company product Number for the product.
16	Product Name	Alphanumeric	The company product Name for the product.
17	Category	Alphanumeric	The Category associated with the company product.
18	Subcategory	Alphanumeric	The Subcategory associated with the company product.
19	Microcategory	Alphanumeric	The Microcategory associated with the company product.
20	GL Number	Alphanumeric	The GL Number for the General Ledger account associated with the product's Category/Subcategory/Microcategory.
21	GL Description	Alphanumeric	The Description for the General Ledger account associated with the product's Category/Subcategory/Microcategory.
22	Tax	Number	The Tax amount (if any) charged for the product.
23	Issue Quantity	Number	The Quantity of the product issued in the transfer.
24	Issue Unit	Alphanumeric	The (package type) Unit issued in the transfer.
25	Unit Price	Number	The current Inventory Cost from the Location Product record.
26	Extended Value	Number	The total value of THIS product on the transfer.
27	Issuing Storage Location	Alphanumeric	The storage location where the products were depleted from at the Issuing Location.
28	Receiving Storage Location	Alphanumeric	The storage location the products were received into at the Receiving Location.

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Export: CT Inventory - Profit and Loss

By Location/Period

This export will include the same data as the Consolidated Profit and Loss report, with 3 columns added for the Post Period, Location Code, and Location Name. Each export event will generate one file per post period that includes all locations in the selected Hierarchy.

File Name & Format

Export Name	CT Inventory - Profit and Loss, by Location/Period_vXX), where XX = the export version #.
File Name	"CT_Inventory_Profit_and_Loss_by_Location_Period_" + Post Date (MMDDYYYY) + "_" + Export Date (MMDDYYYYHH24MiSS) + .txt
File Format	Pipe-delimited text file; each record begins on a new line.
Contents	Includes all location/period combinations that have been posted since the export was last run; the first run will include everything from 30 days before the export date. If a location unposts and reposts, that location's data will re-export in the next run. The first row in the file contains the field names.
Expected Use	This export should be run weekly (after posting all locations) using the highest level of the same hierarchy each time.

File Layout

	Export Field	Data Type	Content / Validation
1	Post Period	Date	The Post Date for the period included in the export.
2	Location Code	Alphanumeric	The Code for the Location.
3	Location Name	Alphanumeric	The Name for the Location.
4	P & L Grouping	Alphanumeric	The P & L Grouping the GL Account is associated with.
5	P & L Substructure	Alphanumeric	The P & L Substructure the GL Account is associated with.
6	GL Code	Alphanumeric	The GL Number for the General Ledger account.
7	GL Description	Alphanumeric	The Description for the General Ledger account.
8	Actual Value	Number	Calculated as follows: • Sales: [(Sum of Sales Totals – "Sales" Comps & Discounts) from the *Sales Transactions* screen + the total value of reconciled outgoing Commissary/Customer Orders]. Sales from Commissary/Customer orders include products linked to both "Sales" GL accounts and accounts with "GL for Sales" defined. • COGS: [Beginning Inventory + Purchases + Production – Transfers Out – Production Consumption Reversal – Ending Inventory].
9	Actual %	Number	Calculated as follows: • Sales: [(Actual Sales ÷ Actual Total Net Sales) x 100]. • COGS: [(Actual Cost ÷ Actual Sales subtotal for P&L Substructure) x 100].

(Continued)

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Export: CT Inventory - Profit and Loss

By Location/Period (Continued)

File Layout (Continued)

	Export Field	Data Type	Content / Validation
10	Budget Value	Number	Calculated as follows, using 'Actual' or 'Budget' sales values, based on setup in Enterprise Manager: • Sales: [(Actual or Budget Total Net Sales x Budget %) ÷ 100] • COGS: [(Actual or Budget Sales subtotal for P&L Substructure x Budget %) ÷ 100].
11	Budget %	Number	Budget % values entered in the View/Edit Budget Data screen, or calculated using Budget $ amount entered.
12	Variance Value	Number	Calculated as follows: • For Sales, Other Revenue, Gross Profit, and Net Profit: [Actual Value – Budget Value] • For Cost of Goods Sold, Operating Expenses, Payroll, and Other Expenses: [Budget Value – Actual Value]
13	Variance %	Number	Calculated as follows: • For Sales, Other Revenue, Gross Profit, and Net Profit: [Actual % – Budget %] • For Cost of Goods Sold, Operating Expenses, Payroll, and Other Expenses: [Budget % – Actual %]

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