Importing Quotes and Sales Orders in Sage BusinessWorks 2013

Sage BusinessWorks Accounting import format requirements:

1. The import file must be in a comma delimited variable (.CSV) text format. Each field can contain only standard ASCII characters, separated by commas.
2. ***Only those fields listed in this document can be imported into Sage BusinessWorks, and they must be imported in the order shown.***
3. A carriage return and line feed must be placed at the end of each record.

Before you begin the import process:

1. Always back up your company data prior to importing a file.
2. Do not delete the import file from your system's memory until you are satisfied with the results of the import.

OE Import Record Types

Unlike other Sage BusinessWorks import options, the OE quote and sales order import format consists of several record types. Each quote or sales order ***must*** include one header record, one summary record and one or more line item records:

Header: Corresponds to information found on the *Maintain Quotes* or *Maintain Sales Orders* window plus ship-to information.

Quote Header Information Record 2
Sales Order Header Information Record 3

Line Item: Corresponds to information found in Maintain Quotes / Line Items or Maintain Sales Orders / Line Items. The format of this record varies depending on the line item type (i.e., Part, Miscellaneous charge, Visible comment, etc.)

Part Line Item Record 4
Standard Item Line Item Record 5
Non-stock or Labor Line Item Record 5
Miscellaneous Charge Line Item Record 6
Visible or Hidden Comment Line Item Record 6

Serial Number: Used to import part line items that include serial numbers. Serial number records immediately follow a part line item record. The number of serial number records corresponds to the order quantity on the part line item record.

Order Serial Number Record 7

Summary: Corresponds to information in *Maintain Quotes / Summary* or *Maintain Sales Orders / Summary*.

Quote Summary Information Record 7
Sales Order Summary Information Record 8

Creating the Import File

Because the O/E Quotes and Sales Orders import file consists of multiple record types, you must either develop a utility to create the file or export the file from another Sage BusinessWorks company. ***You cannot use Excel to create or open the import file.*** Excel automatically formats an entire column based on the contents of the first row. Because the data type varies from one record (row) to the next, the format for all but the first row would be damaged. (Even opening the file as a .CSV file in Excel causes automatic formatting to occur, making the file impossible to import.)

Although you cannot open the .CSV file directly in Excel, you can use an Excel utility to import the data as text for troubleshooting purposes. Please see *Viewing O/E Quote or Sales Order Import Files using Microsoft Excel* for special instructions on using Excel to view an import file.

Import Requirements

1. The Import Quotes and Sales Orders option allows the import of quotes with an "open" status and sales orders with an "open" or "on hold" status only.

2. If the *Quote and Sales Order Import Log* shows an error for any record associated with a quote or sales order, the transaction will not import. Quotes or sales orders with only *warnings* will import.
3. Each quote or sales order total must not exceed $9,999,999.99.
4. Each quote or sales order must have at least one line item.
5. If a customer ID does not exist in the import company, the import utility creates a new customer record.
6. Part and standard item IDs must already exist in the import company. If a part or standard item ID does not exist in the import company, the quote or sales order will not import.
7. Quotes do not use serial numbers. If a serial number record is entered for a quote, the record will not import.

Quote and Sales Order Import Log

This report provides errors and/or warnings. If the report lists one or more errors for any quote or sales order record, the quote or sales order will not import. Warnings allow the import to proceed, but explain how the import utility handled missing or invalid data.

Reassigning Quote and Sales Order Numbers

Sage BusinessWorks does not allow duplicate quote or sales order numbers. For this reason, the import utility provides the opportunity to reassign quote or sales order numbers for any numbers that already exist in the import company. If you elect to reassign numbers, the *Quote and Sales Order Import Log* indicates those quotes or sales order for which numbers were reassigned. If you elect not to reassign numbers, the import utility does not import quotes or sales orders with numbers that already exist in the import company. The log lists an error to this effect.

About the "Content" column…

In the tables below, the "Content" column holds either a "Required" or "Optional" notation. Fields marked as "Required" must have a non-null (text) entry. "Optional" fields may be blank; however, a comma placeholder is required. In the Quote Header Record example below, fields 6 (Description) through 18 (Convert probability) are optional, so a comma serves as a placeholder for each optional field:

/QTEHDR,DOE,O,123456,,,,,,,,,,,,,,

Quote Header Information Record

No.	Field	Content	Field type/size	Format, valid entries, special notes
1	Processed Indicator	Required	1 character	/ = Record has not been processed. #= Record has been processed.
2	Line Identifier	Required	6 characters	Must be QTEHDR. (Not case sensitive.)
3	Customer ID	Required	12 characters	▪ Not case sensitive; converted to upper case on import. ▪ Cannot import quotes for CASH customer.
4	Quote Status	Required	1 character	Not case sensitive. O = Open (Quote status must be "open".)
5	Quote Number	Required	6-digit integer	Valid range: 1 – 999999 See *Reassigning Quote and Sales Order Numbers*.
6	Description	Optional	20 characters	Long descriptions are trimmed to 20 characters.
7	Quote Date	Optional	Date	Enter date as MM/DD/YYYY (Quote Date must fall within allowable posting time frame: the date cannot be more than one ***year*** prior to or one ***month*** following the current open month.) Invalid date is set to current posting date.
8	Order Date	Optional	Date	Enter date as MM/DD/YYYY
9	Required Date	Optional	Date	Enter date as MM/DD/YYYY Invalid date is set to the quote date.
10	Expiration Date	Optional	Date	Enter date as MM/DD/YYYY
11	Release Date	Optional	Date	Enter date as MM/DD/YYYY
12	Ship Via	Optional	18 characters	Any text.

Quote Header Information Record

No.	Field	Content	Field type/size	Format, valid entries, special notes
13	FOB	Optional	1 character	O = Origin D = Destination ▪ Not case sensitive; converted to upper case on import. ▪ Invalid FOB is set to "Origin".
14	Terms	Optional	2-digit integer	Valid range = 0 – 99 Invalid terms code is set to "None".
15	Taxable	Optional	Boolean	Y = Taxable N = Nontaxable Invalid taxable status is set to "Nontaxable".
16	Sales Rep	Optional	3-digit integer	Valid range = 0 – 250 Invalid sales representative number is set to "None".
17	Note	Optional	1-digit integer	Valid range = 0 – 9 Invalid note number is set to "None".
18	Convert Probability	Optional	3-digit integer	Valid range = 0 – 100 ▪ Value less than zero is set to zero. ▪ Value greater than 100 is set to 100.

Sales Order Header Information Record

No.	Field	Content	Field type/size	Format, valid entries, special notes
1	Processed Indicator	Required	1 character	/ = Record has not been processed. #= Record has been processed.
2	Line Identifier	Required	6 characters	Must be SOHDR. (Not case sensitive.)
3	Customer ID	Required	12 characters	▪ Not case sensitive; converted to upper case on import. ▪ Cannot import sales orders for CASH customer.
4	Order Status	Required	1 character	Not case sensitive; must be either open or on hold. O = Open H = Hold
5	Sales Order Number	Required	6-digit integer	Valid range: 1 – 999999 See *Reassigning Quote and Sales Order Numbers*.
6	Description	Optional	20 characters	Long descriptions are trimmed to 20 characters.
7	Customer PO #	Optional	15 characters	Long P.O. numbers are trimmed to 15 characters.
8	Quote Date	Optional	Date	Format = MM/DD/YYYY
9	Order Date	Optional	Date	Format = MM/DD/YYYY (Order Date must fall within allowable posting time frame: the date cannot be more than one ***year*** prior to or one ***month*** following the current open month.) Invalid date is set to current posting date.
10	Required Date	Optional	Date	Format = MM/DD/YYYY Invalid date is set to the order date.
11	Release Date	Optional	Date	Format = MM/DD/YYYY Invalid date is set to the order date.
12	Ship Via	Optional	18 characters	Any Text.
13	FOB	Optional	1 character	O = Origin D = Destination ▪ Not case sensitive; converted to upper case on import. ▪ Invalid FOB is set to "Origin".
14	Terms	Optional	2-digit integer	Valid range = 0 – 99 Invalid terms code is set to "None".
15	Taxable	Optional	Boolean	Y = Taxable N = Nontaxable Invalid taxable status is set to "Nontaxable".
16	Sales Rep	Optional	3-digit integer	Valid range = 0 – 250 Invalid sales representative number is set to "None".

17	Note	Optional	1-digit integer	Valid range = 0 – 9 Invalid note number is set to "None".
18	Convert probability	Optional	3-digit integer	Valid range: 0 – 100 ▪ Value less than zero is set to zero. ▪ Value greater than 100 is set to 100.
19	Reason for hold	Optional	30 characters	Long entry is trimmed to 30 characters.

Part Line Item Record (Quotes or Sales Orders)

No.	Field	Content	Field type/size	Format, valid entries, special notes
1	Processed Indicator	Required	1 character	/ = Record has not been processed. #= Record has been processed.
2	Line Identifier	Required	6 characters	QTELI = Quote Line Item Record SOLI = Sales Order Line Item Record
3	Line Item Type	Required	1 character	P = Part (Not case sensitive.)
4	Part ID	Required	20 characters	▪ Not case sensitive; converted to upper case on import. ▪ I/C data must exist for the import company. ▪ Part must be defined in I/C data.
5	Description1	N/A	N/A	Field is automatically populated using text from Description line 1 in I/C / Parts / Maintain Parts.
6	Description2	Optional	28 characters	Long descriptions are trimmed to 28 characters.
7	Description3	Optional	28 characters	Long descriptions are trimmed to 28 characters.
8	Order Quantity	Required	Floating point decimal	Valid range: 0.001 – 999999.999 If precision is greater than the part is defined to allow, the extra precision truncates.
9	Unit Price	Required	Floating point decimal	Valid range: 0.00 – 999999.999 If precision is greater than the part is defined to allow, the extra precision truncates.
10	Discount Amt	Optional	Floating point decimal	Valid range: 0.00 – 999999.999 ▪ Cannot exceed the unit price. ▪ If precision is greater than the part is defined to allow, the extra precision truncates.
11	Extended Price	Required	Floating point decimal	Valid range: 0.00 – 999999.999 If precision is greater than the part is defined to allow, the extra precision truncates.
12	Sales Account #	Required	3-digit integer	Valid range: 1 – 999 G/L account must be defined for sales account number.
13	Taxable	Optional	Boolean	Y = Taxable N = Nontaxable Invalid taxable status is set to "Nontaxable".
14	Warehouse ID	Optional	12 characters	▪ Sales orders only. ▪ Warehouse ID must be assigned to the part.
15	Long Description	Optional	1000 characters	▪ Any text except return/line feed. During export, carriage return/line feed is changed to '\n'. During import, '\n' is changed back to carriage return/line feed. Data longer than 1000 characters is truncated to 1000 characters.

Standard Item Record (Quotes or Sales Orders)

No.	Field	Content	Field type/size	Format, valid entries, special notes
1	Processed Indicator	Required	1 character	/ = Record has not been processed. #= Record has been processed.
2	Line Identifier	Required	5 characters	QTELI = Quote Line Item Record SOLI = Sales Order Line Item Record
3	Line Item Type	Required	1 character	I = Standard Item
4	Standard Item ID	Required	10 characters	▪ Not case sensitive; converted to upper case on import. ▪ I/C data cannot exist for the import company. ▪ Standard Item must be defined in A/R data.
5	Description1	N/A	N/A	Field is automatically populated using text from Description line 1 in A/R / Utilities / Standard Items / Maintain.
6	Description2	Optional	28 characters	Long descriptions are trimmed to 28 characters.
7	Description3	Optional	28 characters	Long descriptions are trimmed to 28 characters.
8	Order Quantity	Required	Floating point decimal	Valid range: 0.001 – 999999.999 If precision is greater than the standard item is defined to allow, the extra precision truncates.
9	Unit Price	Required	Floating point decimal	Valid range: 0.00 – 999999.999 If precision is greater than the standard item is defined to allow, the extra precision truncates.
10	Discount Amt	Optional	Floating point decimal	Valid range: 0.00 – 999999.999 ▪ Discount amount cannot exceed the unit price. ▪ If precision is greater than the standard item is defined to allow, the extra precision truncates.
11	Extended Price	Required	Floating point decimal	Valid range: 0.00 – 999999.999 If precision is greater than the standard item is defined to allow, the extra precision truncates.
12	Sales Account #	Required	3-digit integer	Valid range: 1 – 999 G/L account must be defined for sales account number.
13	Taxable	Optional	Boolean	Y = Taxable N = Nontaxable Invalid taxable status is set to "Nontaxable".

Non-stock or Labor Line Item Record (Quotes or Sales Orders)

No.	Field	Content	Field type/size	Format, valid entries, special notes
1	Processed Indicator	Required	1 character	/ = Record has not been processed. #= Record has been processed.
2	Line Identifier	Required	5 characters	QTELI = Quote Line Item Record SOLI = Sales Order Line Item Record
3	Line Item Type	Required	1 character	N = Non-Stock L = Labor
4	Description1	Optional	28 characters	Long descriptions are trimmed to 28 characters.
5	Description2	Optional	28 characters	Long descriptions are trimmed to 28 characters.
6	Description3	Optional	28 characters	Long descriptions are trimmed to 28 characters.
7	Order Quantity	Required	Floating point decimal	Valid range: 0.001 – 999999.999 If precision is greater than the line item is defined to allow, the extra precision truncates.
8	Unit Price	Required	Floating point decimal	Valid range: 0.00 – 999999.999 If precision is greater than the line item is defined to allow, the extra precision truncates.

9	Discount Amt	Optional	Floating point decimal	Valid range: 0.00 – 999999.999 ▪ Discount amount cannot exceed the unit price. ▪ If precision is greater than the line item is defined to allow, the extra precision truncates.
10	Extended Price	Required	Floating point decimal	Valid range: 0.00 – 999999.999 If precision is greater than the line item is defined to allow, the extra precision truncates.
11	Sales Account #	Required	3-digit integer	Valid range: 1 – 999 G/L account must be defined for sales account number.
12	Taxable	Optional	Boolean	Y = Taxable N = Nontaxable Invalid taxable status is set to "Nontaxable".

Miscellaneous Charge Line Item Record (Quotes or Sales Orders)

No.	Field	Content	Field type/size	Format, valid entries, special notes
1	Processed Indicator	Required	1 character	/ = Record has not been processed. #= Record has been processed.
2	Line Identifier	Required	5 characters	QTELI = Quote Line Item Record SOLI = Sales Order Line Item Record
3	Line Item Type	Required	1 character	M = Miscellaneous Charge
4	Description1	Optional	28 characters	Long descriptions are trimmed to 28 characters.
5	Description2	Optional	28 characters	Long descriptions are trimmed to 28 characters.
6	Description3	Optional	28 characters	Long descriptions are trimmed to 28 characters.
7	Unit Price	Required	Floating point decimal	Valid range: 0.00 – 9999999.99 If precision is greater than the line item is defined to allow, the extra precision truncates.
8	Discount Amt	Optional	Floating point decimal	Valid range: 0.00 – 9999999.99 ▪ Discount amount cannot exceed the unit price. ▪ If precision is greater than the line item is defined to allow, the extra precision truncates.
9	Extended Price	Required	Floating point decimal	Valid range: 0.00 – 9999999.99 If precision is greater than the line item is defined to allow, the extra precision truncates.
10	Sales Account #	Required	3-digit integer	Valid range: 1 – 999 G/L account must be defined for sales number.
11	Taxable	Optional	Boolean	Y = Taxable N = Nontaxable Invalid taxable status is set to "Nontaxable".

Visible or Hidden Comment Line Item Record (Quotes or Sales Orders)

No.	Field	Content	Field type/size	Format, valid entries, special notes
1	Processed Indicator	Required	1 character	/ = Record has not been processed. #= Record has been processed.
2	Line Identifier	Required	5 characters	QTELI = Quote Line Item Record SOLI = Sales Order Line Item Record
3	Line Item Type	Required	1 character	V = Visible Comment H = Hidden Comment
4	Description1	Optional	28 characters	Long descriptions are trimmed to 28 characters.
5	Description2	Optional	28 characters	Long descriptions are trimmed to 28 characters.
6	Description3	Optional	28 characters	Long descriptions are trimmed to 28 characters.

Order Serial Number Record (Sales Orders only)

Serial number records must follow the line item record for the associated part.

No.	Field	Content	Field type/size	Format, valid entries, special notes
1	Processed Indicator	Required	1 character	/ = Record has not been processed. #= Record has been processed.
2	Line Identifier	Required	4 characters	Must be SOSN. (Not case sensitive.)
3	Part ID	Required	20 for P	Any valid part or item ID up to 20 characters for Parts. Only used for types P. ▪ Not case sensitive; converted to upper case on import. ▪ I/C data must exist for the import company. ▪ Part must exist in I/C and match part ID on preceding line item.
4	Serial Number	Required	26 characters	▪ Serial number must be assigned to the part and warehouse listed in the part line item record. ▪ If the serial number has been reserved, it is reassigned to this sales order. ▪ If the serial number has been issued, it is not imported.

Quote Summary Information Record

No.	Field	Content	Field type/size	Format, valid entries, special notes
1	Processed Indicator	Required	1 character	/ = Record has not been processed. #= Record has been processed.
2	Line Identifier	Required	6 characters	Must be QTESUM. (Not case sensitive.)
3	Tax ID 1	Optional	4 characters	Tax ID must exist in A/R (*Utilities* > *Sales Taxes* > *Maintain*)
4	Tax ID 2	Optional	4 characters	Tax ID must exist in A/R (*Utilities* > *Sales Taxes* > *Maintain*)
5	Tax ID 3	Optional	4 characters	Tax ID must exist in A/R (*Utilities* > *Sales Taxes* > *Maintain*)
6	Tax Amt1	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99 Quote must be taxable. (Quote Header *Taxable* = Y)
7	Tax Amt2	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99 Quote must be taxable. (Quote Header *Taxable* = Y)
8	Tax Amt3	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99 Quote must be taxable. (Quote Header *Taxable* = Y)
9	Miscellaneous Charges	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99
10	Discount	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99
11	Freight Charges	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99
12	Bill To Name	Optional	40 characters	Long entries are trimmed to 40 characters.
13	Bill To Address 1	Optional	40 characters	Long entries are trimmed to 40 characters.
14	Bill To Address 2	Optional	40 characters	Long entries are trimmed to 40 characters.
15	Bill To City	Optional	40 characters	Long entries are trimmed to 40 characters.
16	Bill To State	Optional	2 characters	Long entries are trimmed to 2 characters.
17	Bill To Zip	Optional	10 characters	Long entries are trimmed to 10 characters.
18	Ship To Name	Optional	40 characters	Long entries are trimmed to 40 characters.
19	Ship To Address 1	Optional	40 characters	Long entries are trimmed to 40 characters.

Quote Summary Information Record

No.	Field	Content	Field type/size	Format, valid entries, special notes
20	Ship To Address 2	Optional	40 characters	Long entries are trimmed to 40 characters.
21	Ship To City	Optional	40 characters	Long entries are trimmed to 40 characters.
22	Ship To State	Optional	2 characters	Long entries are trimmed to 2 characters.
23	Ship To Zip	Optional	10 characters	Long entries are trimmed to 10 characters.
24	Ship To E-mail	Optional	200 characters	Long entries are trimmed to 200 characters.
25	Ship To Phone	Optional	14 characters	Long entries are trimmed to 14 characters.

Sales Order Summary Information Record

No.	Field	Content	Field type/size	Format, valid entries, special notes
1	Processed Indicator	Required	1 character	/ = Record has not been processed. #= Record has been processed.
2	Line Identifier	Required	6 characters	Must be SOSUM. (Not case sensitive.)
3	Tax ID 1	Optional	4 characters	Tax ID must exist in A/R. (*Utilities* > *Sales Taxes* > *Maintain*).
4	Tax ID 2	Optional	4 characters	Tax ID must exist in A/R. (*Utilities* > *Sales Taxes* > *Maintain*).
5	Tax ID 3	Optional	4 characters	Tax ID must exist in A/R. (*Utilities* > *Sales Taxes* > *Maintain*).
6	Tax Amt1	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99 Sales Order must be taxable. (Sales Order Header *Taxable* = Y)
7	Tax Amt2	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99 Sales Order must be taxable. (Sales Order Header *Taxable* = Y)
8	Tax Amt3	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99 Sales Order must be taxable. (Sales Order Header *Taxable* = Y)
9	Miscellaneous Charges	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99
10	Discount	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99
11	Freight Charges	Optional	Floating point decimal	Valid range: 0.00 - 9999999.99
12	Bill To Name	Optional	40 characters	Long entries are trimmed to 40 characters.
13	Bill To Address 1	Optional	40 characters	Long entries are trimmed to 40 characters.
14	Bill To Address 2	Optional	40 characters	Long entries are trimmed to 40 characters.
15	Bill To City	Optional	40 characters	Long entries are trimmed to 40 characters.
16	Bill To State	Optional	2 characters	Long entries are trimmed to 2 characters.
17	Bill To Zip	Optional	10 characters	Long entries are trimmed to 10 characters.
18	Ship To Name	Optional	40 characters	Long entries are trimmed to 40 characters.
19	Ship To Address 1	Optional	40 characters	Long entries are trimmed to 40 characters.
20	Ship To Address 2	Optional	40 characters	Long entries are trimmed to 40 characters.
21	Ship To City	Optional	40 characters	Long entries are trimmed to 40 characters.
22	Ship To State	Optional	2 characters	Long entries are trimmed to 2 characters.
23	Ship To Zip	Optional	10 characters	Long entries are trimmed to 10 characters.

Sales Order Summary Information Record

No.	Field	Content	Field type/size	Format, valid entries, special notes
24	Ship To E-mail	Optional	200 characters	Long entries are trimmed to 200 characters.
25	Ship To Phone	Optional	14 characters	Long entries are trimmed to 14 characters.
26	Deposits Applied	Optional	Floating point decimal	Valid range: 0 - 9999999.99. Must not exceed order total.
27	Payment	Optional	Floating point decimal	Valid range: 0 - 9999999.99. Must not exceed order total.
28	Payment Cash Account	Optional	1-digit integer	Valid range: 1 - 9
29	Payment Check Number	Optional	6-digit integer	-1 = Credit Card payment 0 = Cash payment 1-999999 = Check number
30	Credit Card Company	Optional	20 characters	Long entries are trimmed to 20 characters.
31	Credit card holder's First Name	Required	15 characters	If you entered -1 in field 29, enter the credit card holder's first name on the credit card.
32	Credit card holder's Middle Initial	Optional	1 character	If you entered -1 in field 29, enter the credit card holder's middle initial on the credit card.
33	Credit card holder's Last Name	Required	20 characters	If you entered -1 in field 29, enter the credit card holder's last name on the credit card.
34	Credit card holder's Address1	Required	40 characters	If you entered -1 for field 29, enter the first address line for the credit card holder.
35	Credit card holder's Address2	Optional	40 characters	If you entered -1 for field 29, enter the second address line for the credit card holder.
36	Credit card holder's City	Required	40 characters	If you entered -1 in field 29, enter the city for the credit card holder.
37	Credit card holder's State	Required	2 characters	If you entered -1 for field 29, enter the state for the credit card holder.
38	Credit card holder's ZIP Code	Required	10 characters	If you entered -1 for field 29, enter the ZIP code for the credit card holder.
39	Credit card holder's Email	Optional	200 characters	If you entered -1 for field 29, enter the email address for the credit card holder.
40	Credit card holder's Phone Number	Optional	14 characters	If you entered -1 for field 29, enter the phone number for the credit card holder.
41	Credit card holder's Fax Number	Optional	14 characters	If you entered -1 for field 29, enter the fax number for the credit card holder.
42	Credit Card Transaction Reference	Optional	40 characters	If you entered -1 for field 29, enter the credit card transaction reference number.
43	Credit Card Expiration Date	Required	5 characters	If you entered -1 for field 29, enter the credit card's expiration date using the MM/YY format.
44	Credit Card Transaction Date	Optional	8 characters	If you entered -1 in field 29, enter the credit card's transaction date using the MM/DD/YY format.
45	Credit Card Transaction GUID	Optional	50 characters	If you entered -1 in field 29, enter the credit card's transaction GUID.
46	Credit Card Transaction Van Reference	Optional	25 characters	If you entered -1 for field 29, enter the credit card's transaction Van reference.

Sales Order Summary Information Record

No.	Field	Content	Field type/size	Format, valid entries, special notes
47	Credit Card Transaction Authorization Code	Optional	10 characters	If you entered -1 for field 29, enter the credit card's transaction authorization code.
48	Payment Description	Optional	40 characters	Enter a payment description for a prepayment added to the sales order. This description is used when generating the deposit. If you leave the field blank, it defaults to a description that includes the Sales Order number.