Customer Balances Import Technical Specifications

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Prepare a pipe (|) delimited file with the following fields and save it in the *DD85/Interface* folder. The file should have a *.txt* extension and can have any name with valid characters of up to 10 characters long. The import process first reads all the records into an intermediate table (ElecPymt) and then updates the real tables.

In the process, only two tables are being updated: Customers and Credit Information.

Most of the fields will be updated only if there is a valid value in the import file (this is the ONLY check made). Some fields are being updated unconditionally. Under the *Update Method* column, in the table below, *A* indicates *Always*, *V* indicates whenever there is a *Value* in the import file, and *I* means *Ignored*.

Below is the structure of the import file together with the table and fields it updates and the *Update Method*. Dates will have slashes. Amount fields, if it is a credit, will have a negative sign in front of the amount.

Dollar amounts will have no dollar sign ($) symbol.

	FIELD NAME	ATTRIBUTE	PICTURE	UPDATE METHOD	COMMENTS
1	Division Number	4	Numeric		Required even if 1
2	Customer Number	10	Numeric		
3	Name	U35	Alpha	V	Converted to Upper Case
4	First Name	U15	Alpha	V	Converted to Upper Case
5	Last Name	U20	Alpha	V	Converted to Upper Case
6	Contact Name	U30	Alpha	V	Converted to Upper Case
7	Billing Address1	U30	Alpha	V	Converted to Upper Case – Main billing address
8	Billing Address2	U30	Alpha	V	Converted to Upper Case
9	Billing City	U25	Alpha	V	Converted to Upper Case

10	Billing State	U2	Alpha	V	Converted to Upper Case
11	Zipcode	#########	Alpha	V	Zip code + 4 and if no 4 all zeroes
12	Bill To	10	Numeric	V	
13	Phone	##########	Alpha	V	No brackets, hyphens, or slashes
14	Phone Code	1	Alpha	V	
15	Work Phone	##########	Alpha	V	No brackets, hyphens, or slashes
16	Work Phone Code	1	Alpha	V	
17	Work Phone Extension	4	Numeric	V	
18	Fax Phone	##########	Alpha	V	No brackets, hyphens, or slashes
19	Credit Limit	N9.2	Numeric	V	Updates PM credit limit field
20	Current Balance 502	N9.2	Numeric	A	Updates PM current balance
21	30 Day Balance	N9.2	Numeric	A	Updates PM 30 day balance
22	60 Day Balance	N9.2	Numeric	A	Updates PM 60 day balance
23	90 Day Balance	N9.2	Numeric	A	Updates PM 90 day balance
24	Total Balance	N9.2	Numeric	A	Updates PM total balance
25	Svc Cg Amt - Leave Blank	N9.2	Numeric	V	Leave in case needed later
26	Send Statement	U	Y/N	V	Y or N

27	Last Statement Balance	N6.2	Numeric	A	
28	Last Statement Date	MMDDYY	Date	A	MMDDYY (no slashes)
29	Terms Code	2	Numeric	V	Numeric Term Code must match EnergyForce Term Code
30	Service Charge	U	Y/N	V	*Y* or *N*
31	Date Established	MMDDYY	Date	V	MMDDYY
32	Allow Disconnects	U	Y/N	V	*Y* or *N*
33	Turned Over To Collection	U	Y/N	V	*Y* or *N*
34	Alternate ID Cust Number	10	Alpha	V	
35	Last Payment Date	MMDDYY	Date	A	MMDDYY
36	Last Payment Amount	N6.2	Numeric	A	
37	Member ID Number	10	Numeric	V	
38	Active or Inactive customer	U	Alpha	V	*A = Active* *I = Inactive*
39	Cycle Code (statements)	2	Numeric	V	Must match Statement Cycle Code Maintenance file in EnergyForce

40	Active/Inactive Date	MMDDYY	Date	V	*A or I*
41	Discount Code	3	Numeric	V	Must match PM Discount Code Maintenance file
42	Salesman Code	3	Numeric	V	Must match PM Salesman Code Maintenance file
43	Active/Inactive Reason Code	2	Numeric	V	Must match PM Inactive Reason Maintenance file
44	Print Invoices	U	Y/N	V	*Y = Yes* *N = No* If blank, will be updated to *Y* on import
45	Memo on customer account	150	Alpha	V	Comment on account
46	Charge a Min Finance Charge	U	Y/N	V	*Y = Yes* *N = No* If blank, will be updated to *N* on import
47	Budget Payment Amount	N4.2	Numeric	A	Current budget payment amount
48	Prior Year Budget Payment	N4.2	Numeric	V	
49	Budget Begin Period	2	Numeric	V	*1 = January* *12 = December*
50	Budget Begin Year	4	Numeric	V	YYYY
51	Budget End Period	2	Numeric	V	*1 = January* *12 = December*

52	Budget End Year	4	Numeric	V	YYYY
53	# of Budget billing Periods	2	Numeric	V	Total of budget billing periods (# of months the budget is for)
54	Total # of Budget Payments	2	Numeric	V	Total of budget payments that will be billed
55	Budget Active or Inactive	1	Alpha	V	*A = Active* *I = Inactive.* If blank, will be updated to *I* on import
56	# of Times Billed	2	Numeric	V	# of budget payments billed
57	Budget Billing Type Code	2	Numeric	V	Must match PM Billing Type Code Maintenance file
58	Contract Number	U10	Numeric	I	Required especially if more than 1 contract on a customer
59	Total Gallons Contracted	9.1	Numeric	I	Total gallons contracted
60	Gallons Delivered	9.1	Numeric	I	Total gallons delivered
61	Gallons To be Delivered	N9.1	Numeric	I	Total gallons left on contract
62	Dollars Contracted	N6.2	Numeric	I	Total dollar amount of the contracted gallons (*price per gallons * gallons = dollars*)
63	Dollar Amount Delivered	N6.2	Numeric	I	Dollar amount that has been delivered on the contract.
64	Ending Contract Date	MMDDYY	Date	I	MMDDYY (No slashes in the file)

65	Contract Beg Date	MMDDYY	Date	I	MMDDYY (No slashes in the file)
66	Contract Gas Price-no longer used	4.4	Numeric	I	No longer in use
67	Price Code	3	Numeric	I	Maintenance file for the price per gallon
68	Tier Price Code	U	Alpha	I	Maintenance file for the price per gallon
69	Contract Bill type Code	2	Numeric	I	Maintenance file for the Bill Type Code
70	Payments Received	N6.2	Numeric	I	Payments received on contract
71	Sales Tax Contracted	N6.2	Numeric	I	Sales tax on contract
72	Sales Tax Delivered	N6.2	Numeric	I	Sales taxes on contracts delivered
73	contract Comment	50	Alpha	I	Comment field
74	SSN	#########	Numeric	V	No hyphens. If less than nine digits, will not be updated.
75	Date of Birth	MMDDYYYY	Date	V	MMDDYY (No slashes)
76	Married	U	Alpha	V	
77	Spouse SSN	#########	Num	V	No hyphens. If less than nine digits, will not be updated.

78	Spouse Date of Birth	MMDDYYYY	Date	V	MMDDYY (No slashes in file)
79	Spouse Name	U30	Alpha	V	
80	Spouse Work Phone	##########	Numeric	V	No slashes in file
81	Credit Rating	U5	Alpha	V	*Y = Yes* *N = No*