



## Data Export Guide

### Data Export Guide For CSV - Format FFCSV4

Use this guide to export your A/R data. Headings in first row of your export are preferred but not required. You can put the fields in any order and skip any that aren't available. The file name to use will be provided by Forius based on your contributor number. Save as Comma Separated Value or Comma Delimited (.CSV) prior to emailing to Forius.

Data field description - * Denotes required field	Notes: If any field is unavailable, leave it blank.
*Customer A/R Account Number	If you use leading zeros, make sure they are not suppressed
*Company Name of your customer	
Company Address line 1 of your customer	*Either Address1 or Address2 is required. Both are acceptable too. Street address is preferred to PO Box.
Company Address line 2 of your customer	
*Company City of your customer	
*Company State or Province of your customer	*Standard 2-letter code required for US and Canada. <b>View List</b>
*Company Zip or Postal Code of your customer	
Country of your customer's location	Standard 2-letter country code preferred, i.e., US, CA, MX, GB, etc. 3-letter codes, ISO numbers & fully spelled out country names OK.
*Total dollar Balance for this customer	Whole dollars preferred. If cents included, must use decimal point. Use zero if empty, For negative amounts, use a minus sign immediately in front of number.
*Amount customer owes that is not past due (Current)	
*Amount customer owes 1-30 days past due	
*Amount customer owes 31-60 days past due	
*Amount customer owes 61-90 days past due	
*Amount customer owes 91+ days past due	
High Credit account balance in last 12-15 months	
Comment to describe customer	Code is preferred to text. <b>View list of acceptable comments and codes.</b> (Others ignored.)
Month & year of First Sale Date	MMYY is preferred but YYYY only or any full date is OK.
Month & year of most recent or Last Sale Date	MMYY is preferred but any full date is OK.
Payment Terms assigned to this customer	Ask your rep for <b>acceptable terms</b> (Others will be ignored).
Date this info was exported from your A/R (Extract Date)	MM/DD/YYYY preferred but any full date is OK.
Credit person to Contact of your customer	
Title of Contact	
Phone # of your contact	Various formats are OK. Use phone extension field for extension.
Phone Extension (if any) for the number listed above	
Fax number of business location	Various formats are OK.
Location identifier for multiple location companies	Keywords are: Headquarters, Branch Office, Regional Office, Billing, Manufacturing, and Warehouse. Leave blank for single locations or if unknown. (Others will be ignored.)

