

To properly interface with our ERP system, users need 7 custom fields to use on credit card transactions:

- Project Level 1 (free form field – alpha numeric up to 20 characters)
- Project Level 2 (free form field – alpha numeric up to 20 characters)
- Project Level 3 (free form field – alpha numeric up to 20 characters)
- GL Account (numeric 11 digits hyphen 8 digits XXXXXXXXXXX-XXXXXXX) ideally able to be pulled from a list of valid accounts that we can update
- PO number (numeric 4 digits hyphen 8 digits XXXX-XXXXXXXX)
- Invoice number (free form field – alpha numeric up to 20 characters)
- Vendor number (numeric 6 digits) ideally able to be pulled from a valid list of vendors that we can update

Note - not every transaction will have every field populated. The only field that is required for the import to work is the GL account.

In addition to these custom fields, we need the following fields:

- Transaction ID
- Cardholder Name
- Card Number
- Transaction Date
- Posting Date
- Merchant Name
- Merchant City
- Amount

We need the ability to customize a CSV file with these required fields. See the “P Card File Import” CSV file for an example of what we need.