

Data Business Systems

"Business Software for a Changing World"

www.databusiness.com

Sequential Customer Record Layout

FIELD TITLE	FIELD LENGTH	REQUIREMENTS
BILL-TO:	Up to 28 Digits	Required
CONTACT:	Up to 28 Digits	Optional
STREET ADDRESS:	Up to 28 Digits	Required
CITY:	Up to 28 Digits	Required
STATE/COUNTRY:	2 Digits	Required (For International Refer to IATA Chart)
POSTAL-CODE:	Up to 11 Digits	Required Minimum 5 Numbers for Domestic Zip Code
SHIP-TO:	Up to 28 Digits	Required (Leave blank if same as Bill-To)
SHIPTO ADDRESS:	Up to 28 Digits	Required (Leave blank if same as Bill-To)
SHIPTO CITY:	Up to 28 Digits	Required (Leave blank if same as Bill-To)
SHIPTO STATE/COUNTRY:	2 Digits	Required (Leave blank if same as Bill-To)
SHIPTO POSTAL-CODE:	Up to 11 Digits	Required (Leave blank if same as Bill-To)
PHONE-NUMBER:	Up to 20 Digits	Optional
FAX-NUMBER:	Up to 20 Digits	Optional
MESSAGE LINE:	Up to 28 Digits	Optional
VOLUME YTD:	Up to 10 Digits	Optional
VOLUME LAST YTD:	Up to 10 Digits	Optional
USER DEFINED:	Up to 60 Digits	Optional
ACCOUNT BALANCE:	Up to 10 Digits	Negative Amount=CREDIT
ACCOUNT TERMS:	Up to 8 Digits	COD, COD-Cashiers, CARD, Net??, Pre-pay
CREDIT CARD#:	Up to 18 Digits	Optional
EXPIRATION DATE:	4 Digits	Optional
STARTING DATE:	4 Digits	Optional
RESIDENTIAL:	1 Digit	Y is Significant
INTERNATIONAL:	1 Digit	Y is Significant, Blank=Domestic
CANCEL BACKORDERS:	1 Digit	Y is Significant
DISCOUNT (A-H):	1 Digit	A-H
PRICE LEVEL (A-D):	1 Digit	A-D
SALES PERSON:	Up to 3 Digits	Optional
SALES TAX CODE:	Up to 5 Digits	0=NON-Taxable, or Insert Taxable Amount
CREDIT LIMIT:	Up to 7 Digits	Optional
BILLING AMOUNT:	Up to 9 Digits	Optional
CUSTOMER CODE:	Up to 9 Digits	Optional
REP COMMISSIO%:	Up to 5 Digits	Optional Percentage Number (1-100)
CREDIT CARD CCV:	Up to 4 Digits	Optional
LAST SALE DATE:	8 Digits	Optional

Record Example: "ABC COMPANY","John Smith","123 Main St. 4th Floor","Yuma","AZ","81234"

NOTE: Floating Point Numbers Are NOT Contained Within Quotes!

EXAMPLE: 123.45, 19834.11, 98765.43

Data Business Systems

"Business Software for a Changing World"

www.databusiness.com

Sequential Vendor Record Layout

FIELD TITLE	FIELD LENGTH	REQUIREMENTS
VENDOR NAME:	Up to 30 Digits	Required
CONTACT:	Up to 30 Digits	Optional
STREET ADDRESS:	Up to 30 Digits	Required
CITY:	Up to 30 Digits	Required
STATE/COUNTRY:	2 Digits	Required, UPPER Case (For Int'l Refer to the IATA Chart)
ZIP-CODE:	Up to 12 Digits	Minimum 5 Numbers for Domestic
SALES-CONTACT:	Up to 30 Digits	Optional
ACCOUNT-CONTACT:	Up to 30 Digits	Optional
PHONE-NUMBER:	Up to 20 Digits	Optional
FAX-NUMBER:	Up to 20 Digits	Optional
G/L ACCOUNT#:	Up to 8 Digits	Optional
ACCOUNT NUMBER:	Up to 38 Digits	Optional
VOLUME YTD:	Up to 12 Digits	Optional
MINIMUM-ORDER:	4 Digit	Optional
AUTOMATIC-PAY:	Up to 9 Digits	Optional
PAYMENT-TERMS:	Up to 10 Digits	COD, COD-Cashiers, CARD, Net-??, Pre-pay
USER-DEFINED:	Up to 30 Digits	Optional
VENDOR-CODE	Up to 29 Digits	Optional
INTERNATIONAL:	Up to 4 Digits	Optional

Record Example: "ABC VENDOR","John Smith","123 Main Street 4th Floor","Yuma","AZ","81234"

NOTE: Floating Point Numbers Are NOT Contained within Quotes!

EXAMPLE: 123.45, 19834.11, 98765.43, Etc.

Data Business Systems

"Business Software for a Changing World"

www.databusiness.com

Sequential Inventory Record Layout

FIELD TITLE	FIELD LENGTH	REQUIREMENTS
ITEM-NUMBER:	Up to 15 Digits	Required (Alpha-Numeric)
DESCRIPTION:	Up to 25 Digits	Required
UNIT-TYPE:	Up to 3 Digits	Optional
LOCATION (A-Z):	Up to 1 Digit	Optional
PRODUCT-CODE:	Up to 8 Digits	Optional
QTY ON-HAND:	Up to 7 Digits	Optional
QTY AVAILABLE:	Up to 7 Digits	Optional
REORDER-LEVEL:	Up to 7 Digits	Optional
REORDER-QTY:	Up to 7 Digits	Optional
QTY ON-ORDER:	Up to 7 Digits	Optional
LAST.COST/PRICE-D:	Up to 9 Digits	Optional
AVERAGE-COST:	Up to 9 Digits	Optional
DISTRIBUTOR PRICE:	Up to 9 Digits	Optional
WHOLESALE PRICE:	Up to 9 Digits	Optional
RETAIL PRICE:	Up to 9 Digits	Optional
SPECIAL PRICE:	Up to 9 Digits	Optional
QTY SOLD YTD:	Up to 8 Digits	Optional
QTY SOLD MTD:	Up to 8 Digits	Optional
LOST SALES:	Up to 8 Digits	Optional
MINIMUM PRICE:	Up to 9 Digits	Optional
MAXIMUM PRICE:	Up to 9 Digits	Optional
VENDOR-1 ID#:	Up to 3 Digits	Optional
VENDOR-ITEM#:	Up to 15 Digits	Optional
VENDOR-2 ID#:	Up to 3 Digits	Optional
VENDOR-ITEM#:	Up to 15 Digits	Optional
DISCOUNT (A-H):	1 Digit	Optional
SERIAL # (Y/N):	1 Digit	Optional
ITEM WEIGHT:	1 Digit	Optional
SALES TAX (Y/N):	1 Digit	Optional Y=Taxable
PRICE LIST (A-Z):	1 Digit	Optional
SPECIAL MIN-QTY:	Up to 3 Digits	Optional
USER-DEFINED:	Up to 13 Digits	Optional
POS INV LG/SMALL:	1 Digit	Optional
CORE-CHARGE:	Up to 7 Digits	Optional

Record Example: "12345","ITEM-1","Ea. ","A","A-100",100,100,0,0,12.34,12.34," Etc...

NOTE: Floating Point Numbers Are NOT Contained within Quotes!

EXAMPLE: 123.45, 19834.11, 98765.43, Etc.

Data Business Systems

"Business Software for a Changing World"

www.databusiness.com

Sequential Shipment Record Layout for SHIPMASTER

Step 1: Create an ASCII "Comma and Quote" Delimited Batch File named: COPYSHIP.TXT

FIELD TITLE	FIELD LENGTH	REQUIREMENTS
COMPANY NAME:	Up to 28Bytes	Required
CONTACT:	Up to 28Bytes	Optional
STREET ADDRESS:	Up to 28Bytes	Required
CITY:	Up to 28Bytes	Required
STATE:	2 Bytes	UPPER CASE
ZIP-CODE:	Up to 11Bytes	Minimum of 5 Numbers for Domestic
PHONE-NUMBER:	Up to 20Bytes	Optional (Any Format)
DECLARED VALUE:	Up to 5 Bytes	Optional, Up to \$50000
PARCEL WEIGHT:	Up to 3 Bytes	Range 1-150lbs
INSURE PARCEL:	1 Byte	Y is Significant
RESIDENTIAL:	1 Byte	Y is Significant
OVERSIZE/DIM WT:	1 Byte	Y is Significant
ADDITIONAL HANDLING:	1 Byte	Y is Significant
SATURDAY DELIVERY:	1 Byte	Y is Significant
ADULT or DELIVERY:	1 Byte	A or D is Significant
LETTER/PARCEL:	1 Byte	Y is Significant for Letter, Blank for Parcel
INTERNATIONAL:	1 Byte	Y is Significant for International, Blank for Domestic
TRANSPORTATION:	1 Byte	0=UPS, 1=FEDEX, 3=POST-OFFICE, 4=DHL, 5=OTHER
SERVICE:	1 Byte	0=Ground, 1=Next Day Air, 2=2nd Day, 3=3-Day
TYPE:	1 Byte	1=Next Day Early, 2=Next Day Saver, 3=2nd Day Early
COD/CASHIERS:	1 Byte	1=COD, 2=Cashiers Check (Triggers COD Tag)
COD AMOUNT:	Up to 8 Bytes	Optional, Range .01 - \$50,000
INVOICE or REF#	Up to 8 Bytes	Required, Numeric
OPTIONAL MESSAGE:	Up to 23Bytes	Optional Memo Line of Shipping Label

Record Example: "ABC COMPANY", "John Smith", "123 Main Street 4th Floor", "Yuma", "AZ", "81234"