



Invoice line export

Save time and avoid entering booked invoices manually in the financial system

Guide

Get started with invoice line export

This document describes how TimeLog Project's function for export of booked invoices to financial systems works.





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3. edition
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1 Introduction

The TimeLog Project invoice line export feature is designed to export booked invoices to financial systems. When the export feature has been configured to match the financial system's import requirements, booked invoices no longer need to be entered manually in the financial system. This saves time and resources – and eliminates potential typos.

For the invoice line export feature to work, however, you first need to configure TimeLog Project to create an export file for your financial system to import. This is a one-time configuration in TimeLog Project. You can then use the same export configuration whenever you create invoices in TimeLog Project.

To configure the export file, go to the **System administration -> Finance -> Configuration of invoice lines export**. The export function itself is found via **Reports -> Integration and import/export -> Invoice line export**.

Figure 1

Access to **Configuration of invoice lines export** in the system administration:

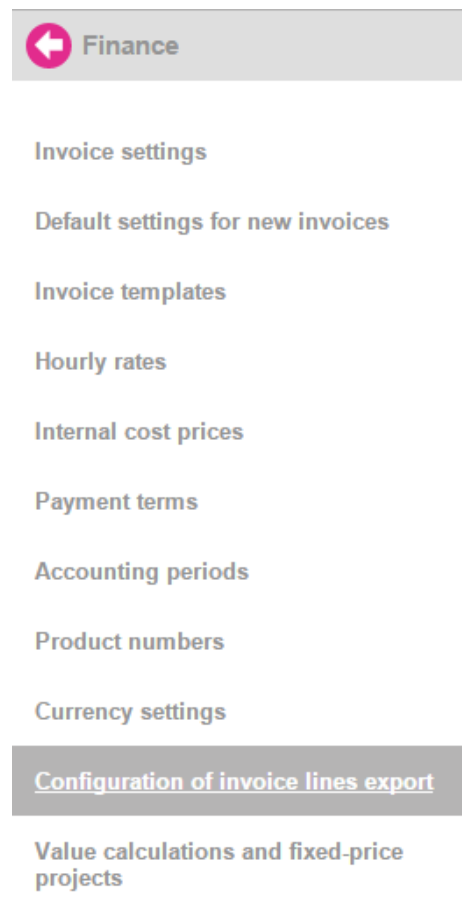
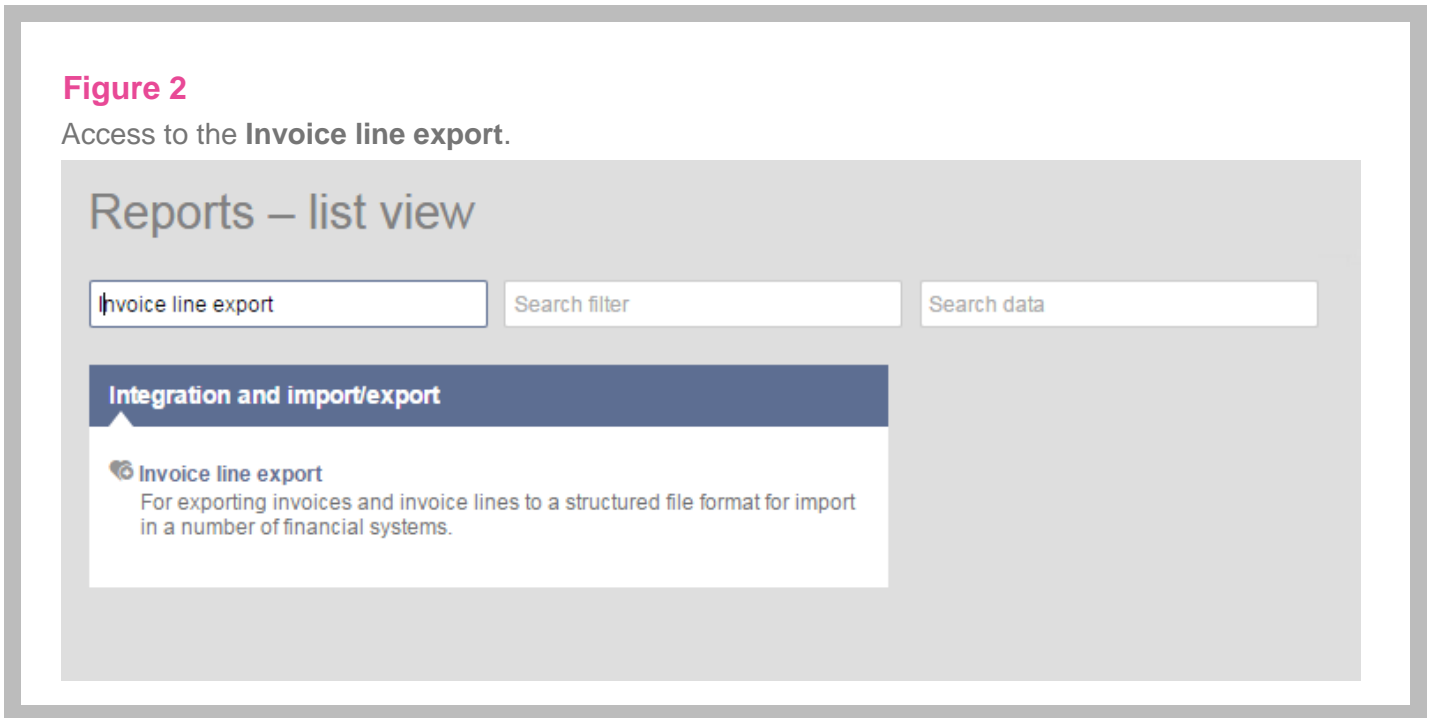




Figure 2

Access to the **Invoice line export**.



1.1 Prerequisites

To export invoice data from TimeLog Project, the registrations to be included (time registrations, expenses, travel expenses and fixed-price payments) must be booked on an invoice in TimeLog Project.

If product numbers from the financial system are to be included in the invoice line export file in order to link them to their corresponding accounts, the product numbers must exist in TimeLog Project before generating the invoice.

- Product numbers are created in the **System administration -> Finance -> Product numbers**

To configure the invoice line export feature in TimeLog Project, you need to be familiar with the import requirements of your financial system, e.g. invoice data and formatting, for seamless transfer. This information is best obtained by contacting your financial system supplier.





2 Invoice elements

Understanding the various elements of an invoice is key to configuring the invoice line export feature. The TimeLog Project invoice line export feature operates with the following distinctions:

- **Summation rows** appear once per invoice and usually comprise invoice total, VAT total, etc.
- **Invoice headers** may hold the same elements as summation rows, but may also state information about the customer, the project, etc. Each invoice has only one invoice header
- **Invoice lines** present information on individual products or services found on the invoice, e.g. number, unit price, total price, etc. An invoice may contain any number of invoice lines

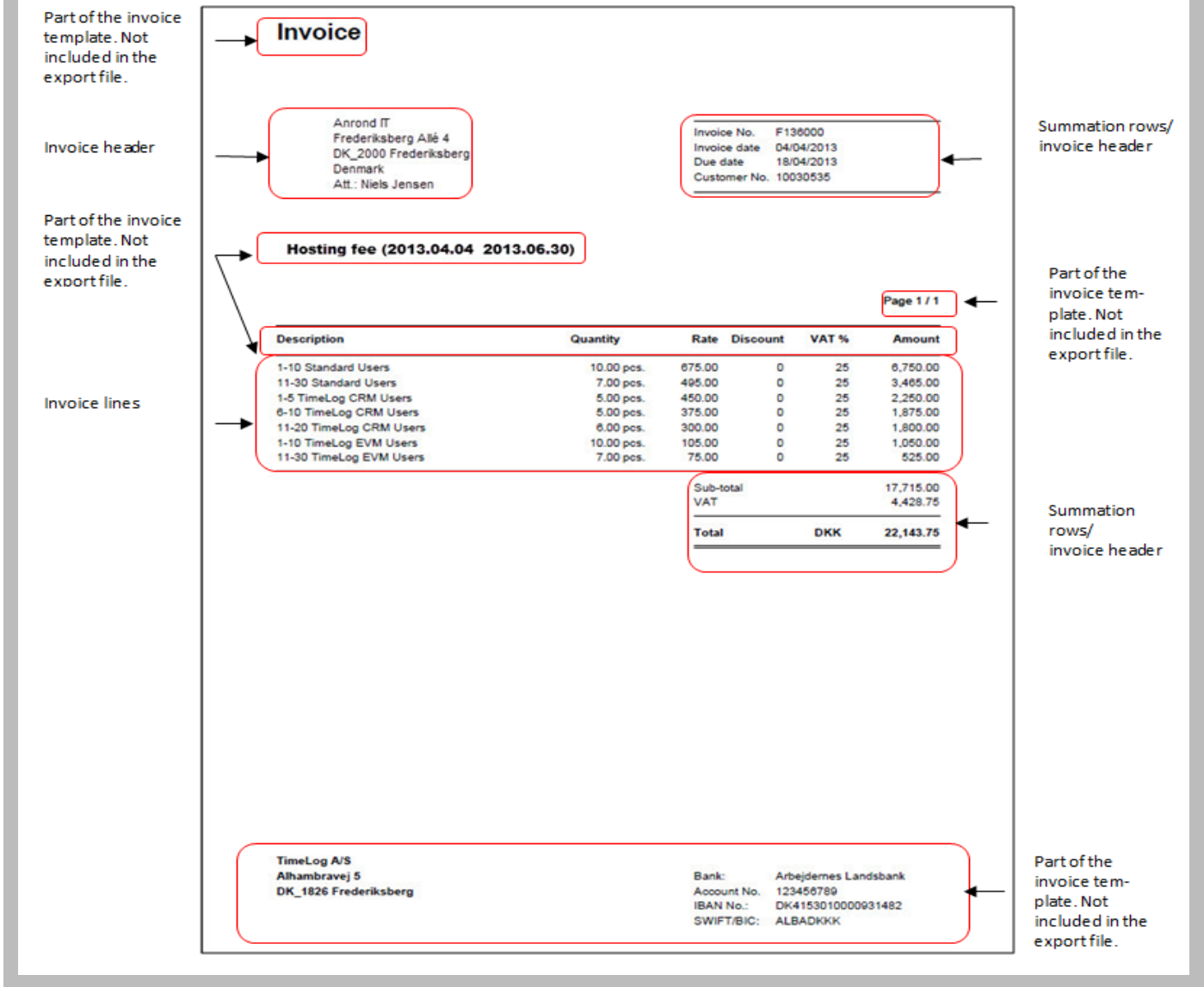
In [Figure 3](#) on the next page, we show an example of how a TimeLog Project invoice along with element types look like.





Figure 3

Sample invoice and elements:



3 Configuring the invoice line export feature

3.1 Configuring key information

The key information on the invoice line export feature's configuration screen is used for formatting the export files.





Figure 4

Key information for the invoice line export feature:

General file properties

File name:

File type:

Start with header row:

Include summation row:

Position of summation row:

Summation row prefix:

Invoice line prefix:

Column separator:

Use quotation marks:

Date format:

Date separator:

Thousands separator:

Decimals Separator:

Number of decimals:

Include vouchers:

Include invoice header:

Include text invoice lines:

Include headings for invoice rows:





1. Enter the name to be included on all export files in the **File name** field. This file name is used when running the export feature (see [4 Exporting invoice lines](#) on page 13). When saving the export file, the feature automatically adds a transaction ID to the file name
2. Select which file type to import into the financial system in the File type drop-down menu. Options are **Text file (*.txt)** and **Comma separated file (*.csv)**
3. If you wish to include column headers in the first line of the export file, check the **Start with header row** box. Including column headers can be useful, as it can be difficult to tell what an export file contains. If the box is checked, the **Heading** column is shown in the table below, where you can also add columns to the export file (see [3.2 Selecting invoice data for export](#) on page 9)
4. If needed, check the **Include summation row** box. If this box is checked, the **Summation row** column is shown in the table below, where you can also add columns to the export file (see [3.2 Selecting invoice data for export](#) on page 9)
5. Select the position in which to place the summation rows relative to the invoice lines using the **Position of summation row** drop-down menu. Options are **Before** and **After**. Note that this does not affect the position of the summation row on the invoice
6. Select whether to include positive or negative prefixes for the amounts in your summation rows using the **Summation row prefix** drop-down menu
7. Select whether to include positive or negative prefixes for the amounts in your invoice lines using the **Invoice line prefix** drop-down menu
8. Select the required **Column separator** of your financial system for importing invoice data. The choice of column separator is used for separating columns in the export file
9. Select whether your financial system requires quotation marks (") around one or more data fields using the **Use quotation marks** drop-down menu
 - a. Select **On all columns** to add quotation marks around all fields on all columns in the export file
 - b. Select **On selected columns** to specify which column fields require quotation marks
10. Select the **Date format** in the drop-down menu, e.g. DDMMYYYY





11. Select which character to act as a **Date separator** in the drop-down menu
12. Select the required **Thousands separator** in the drop-down menu
13. Select the required **Decimal separator** in the drop-down menu
14. Select the **Number of decimals** in the drop-down menu
15. Check the **Include vouchers** box if you use TimeLog EVM and wish to transfer booked vouchers to the financial system. Voucher data will then be included in the export file together with invoice data
16. Check the **Include invoice header** box to include key information from invoices (postal address, etc.) in the export file. If this box is checked, the **Invoice header** column is shown in the table below, where you can also add columns to the export file (see [3.2 Selecting invoice data for export](#) below)
17. Check the **Include text invoice lines** to export invoice lines with text to your financial system
18. Click **Save** to save the key information to the invoice line export. file

3.2 Selecting invoice data for export

Once your configuration is saved, select the invoice data from TimeLog Project to export to your financial system.

As an aid to understanding the export file formatting, we have created a sample export configuration. In this example, we would like to export invoice header, summation rows and invoice lines.

We need the following invoice header information:

- Customer number
- Customer name and address, including postal code, country, etc.
- Invoice title
- Invoice date
- Due date





We use the following fields for the summation rows:

- Invoice number
- Project number
- Invoice's default VAT in percent
- The invoice amount in the invoice currency, including and excluding VAT

We use the following fields for the invoice lines:

- Product number – stated for each product/service and for invoice line
- Quantity – the number of products/services on the invoice
- Invoice line text (with quotation marks)
- Unit price – stated for each product/service and for each invoice line
- Invoice line's discount in percent
- Invoice code – the currency code for the invoice amounts
- Invoice line's VAT in percent – stated for each invoice line
- Invoice line's amount in invoice currency, including and excluding VAT – stated for each invoice line

3.2.1 Configuring the export file

After configuring key information as described in [3.1 Configuring key information](#) and deciding which elements to include from your TimeLog Project invoices, you now add them to the export file column by column.

Invoice data are selected individually. It is important to consider how you want the export file to look. [Figure 7](#) on page 14 shows a sample export file.

In other words, consider which information you want to put in column 1, column 2, etc., in the export file. Each column can include information from summation rows, invoice headers and invoice lines, but each row thereafter only holds one piece of information per cell. For example, if you decide to fill column 1 with customer name, amount per product and total amount, the first three cells under column 1 will each include one piece of information.

To clarify the contents of the export file, we have chosen to start with a column header (see [Figure 4](#) on page 7).





3.2.1.1 Adding columns

1. Click **New column** to create the first column with exportable invoice data

Figure 5

Click **New column** to add columns to your export file.

Columns in the invoice lines export file (1) **New column** Select action OK

#	Heading	Invoice header	Summation row	Invoice line	

New column

Heading:

Invoice header: Fixed text
 Use quotation marks around text on invoice header rows

Summation row: Fixed text
 Use quotation marks around text on summation rows

Invoice line: Fixed text
 Use quotation marks around text on invoice lines

Save **Cancel**

2. Use the first column to show the type of element for the remaining rows. The **Heading** field is shown because we chose to start with a column header (see [Figure 4](#) on page 7)
3. Select **Fixed text** in the **Invoice header**, **Summation row** and **Invoice line** drop-down menus, and enter e.g. **HEAD**, **SUM** and **LINE** in the corresponding text fields. This inserts either **HEAD**, **SUM** or **LINE** in each row in the export file
4. Click **Save** to save the first column to the export configuration
5. Click **New column** to add another column to the export file





6. Enter the next column header in the **Heading** text field. It is a good idea to enter a heading for each type of element shown in the column; on for the invoice header, one for the summation row and one for the invoice line, if all three elements are included
7. Select an element in the **Invoice header** drop-down menu, e.g. **Customer no.**. This inserts the customer number in column 1 in the rows next to **HEAD**
8. Select an element in the **Summation row** drop-down menu, e.g. **Fixed text**, and leave the text field empty. This will leave the summation rows in column 2 empty
9. Select an element in the **Invoice row** drop-down menu, e.g. **Product no.**, to insert product numbers in column 2. Column 2 in the export file will then include product numbers in the invoice lines
10. Click **Save** to save the new column to the export configuration
11. Repeat this process for each row to be included in the export file

As columns are added, they will appear in the columns list in the export file shown on the configuration screen. Each row in this list corresponds to a column in the export file. [Figure 7](#) and [Figure 8](#) on pages 14-15 are examples of export files. The numbers in the “#” column on the left correspond to the order of the columns in the export file.

Tip: If you need an empty field in a column, simply select **Fixed text** and leave the field empty.

3.3 Editing and deleting export file columns

3.3.1 Editing columns

1. Click **Edit** on the right, or click the title in the **Heading** column to edit a column
2. Repeat the above process for creating columns

3.3.2 Deleting columns

Single:

1. Click **Delete** to the right of the column you wish to delete
2. Click **OK**





Multiple:

1. Check the box next to the columns you wish to delete
2. Click **Delete** in the **Select action** drop-down menu in the top right of the screen
3. Click **OK**.

In either case, a confirmation message will appear.

4 Exporting invoice lines

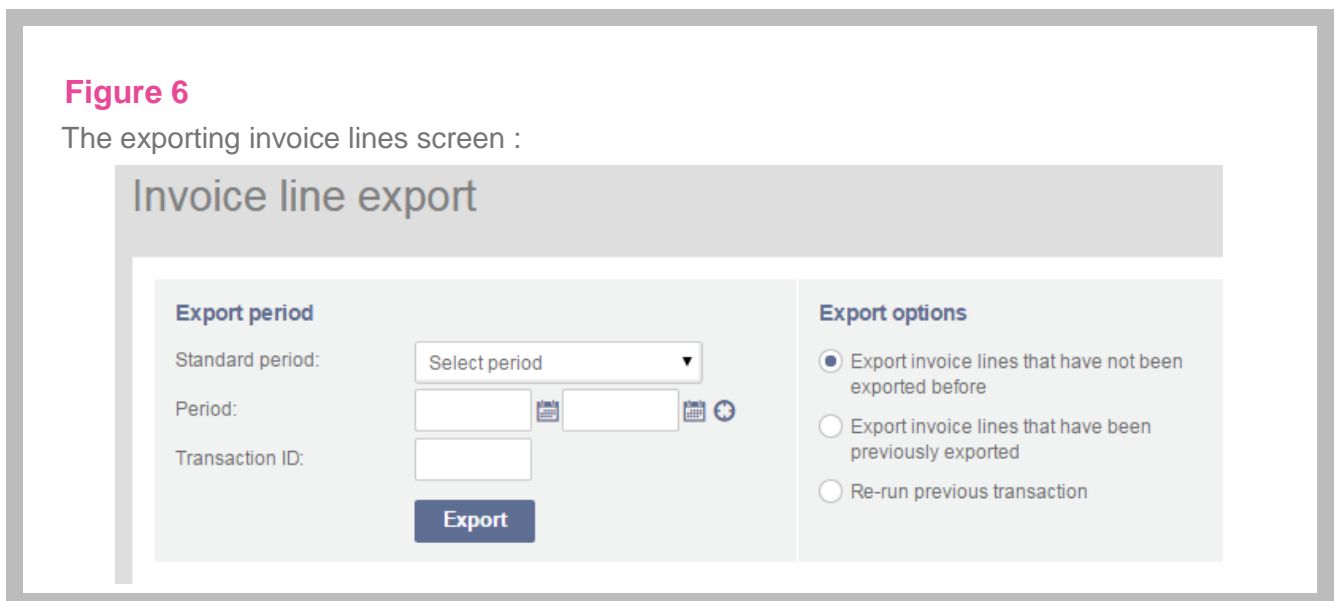
When the invoice line export file has been saved, it is ready for export. Export features are accessed via **Reports -> Integration and import/export -> Invoice line export**.

4.1 Export invoice lines

The screen shot for export of invoice lines is showed and explained below.

Figure 6

The exporting invoice lines screen :



1. Select a time period in the **Standard period** drop-down menu, or select/enter start and end dates in the **Period** fields. This period is the time interval for which booked invoices are shown





2. Enter the **Transaction ID** of a previous invoice line export file (only relevant if **Export invoice lines that have been previously exported** is checked)
3. Select an export option:
 - a. Select **Export invoice lines that have not been exported before**, if the export file is to include only new invoice lines for the selected period.
 - b. Select **Export invoice lines that have been previously exported** to include already exported invoice lines in the file along with any new ones for the selected period.
 - c. Select **Re-run previous transaction** to export a previously exported file for the chosen period. Enter the **Transaction ID** for the export file (see above).
4. Click **Export** to create the export file. Depending on your web browser, you will then be prompted to view or save the export file. TimeLog recommends that you save the file on your hard drive for subsequent import.

The saved export file can then be imported into your financial system. [Figure 7](#) is an example of a .csv export file, created using the configuration in [3 Configuring the invoice line export feature](#).

Figure 7

Sample export file in .CSV format:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Type,Kundenr. / Fakturanr. / Varenr.,Kundens navn / Projektnr. / Mgd.,Kundens adr. / Moms / Tekst,Postnr. / Beløb u. moms / Pris,By / Beløb m. moms / Rabat,Land														
2	HOVED,10095054,Hansen & Hansen A/S,Nørregade 8 2. tv,,,Denmark,Hosting fee (01.01.2013 - 31.03.2013),01-01-2013,15-01-2013														
3	LINJE,10000010,-10.00,"1-10 Standard Users",-675.00,-20.00,DKK,-25.00,-5400.00,-6750.00														
4	LINJE,10000020,-8.00,"11-30 Standard Users",-495.00,-20.00,DKK,-25.00,-3168.00,-3960.00														
5	LINJE,10000110,-5.00,"1-10 Limited Users",-300.00,-20.00,DKK,-25.00,-1200.00,-1500.00														
6	LINJE,10000210,-3.00,"1-5 TimeLog CRM Users",-450.00,-20.00,DKK,-25.00,-1080.00,-1350.00														
7	LINJE,10000710,-10.00,"1-10 TimeLog Skills Users",-105.00,-100.00,DKK,-25.00,0.00,0.00														
8	LINJE,10000720,-8.00,"11-30 TimeLog Skills Users",-75.00,-100.00,DKK,-25.00,0.00,0.00														
9	SUM,F135041,,25.00,10848.00,13560.00,,,,,														
10	HOVED,10106582,Madsen Elektronik,Parkvej 31,,,Denmark,Hosting fee (01.01.2013 - 31.03.2013),01-01-2013,15-01-2013														
11	LINJE,10000010,-10.00,"1-10 Standard Users",-900.00,0.00,DKK,-25.00,-9000.00,-11250.00														
12	LINJE,10000020,-9.00,"11-30 Standard Users",-660.00,0.00,DKK,-25.00,-5940.00,-7425.00														
13	LINJE,10000510,-10.00,"1-10 TimeLog Depart. Users",-135.00,-100.00,DKK,-25.00,0.00,0.00														
14	LINJE,10000520,-9.00,"11-30 TimeLog Depart. Users",-99.00,-100.00,DKK,-25.00,0.00,0.00														
15	LINJE,10000710,-10.00,"1-10 TimeLog Skills Users",-105.00,-100.00,DKK,-25.00,0.00,0.00														
16	LINJE,10000720,-9.00,"11-30 TimeLog Skills Users",-75.00,-100.00,DKK,-25.00,0.00,0.00														
17	LINJE,10000410,-10.00,"1-10 TimeLog Salary Users",-150.00,0.00,DKK,-25.00,-1500.00,-1875.00														





Figure 8 below is an example of a .txt export file.

Figure 8

Sample .TXT export file:

```

Type,Kundenr. / Fakturanr. / Varenr.,Kundens navn / Projektnr. / Mgd.,Kundens adr. / Moms / Tekst,Postnr. / Beløb u. moms / Pris,By / Beløb m. moms / Ra
Moms,Fakturadato / ... / Beløb u. moms,Forfaldsdato / ... / Beløb m. moms
HOVED,10095054,Hansen & Hansen A/S,Nørregade 8 2. tv,,Denmark,Hosting fee (01.01.2013 - 31.03.2013),01-01-2013,15-01-2013
LINJE,10000010,-10.00,"1-10 Standard Users",-675.00,-20.00,DKK,-25.00,-5400.00,-6750.00
LINJE,10000020,-8.00,"11-30 Standard Users",-495.00,-20.00,DKK,-25.00,-3168.00,-3960.00
LINJE,10000110,-5.00,"1-10 Limited Users",-300.00,-20.00,DKK,-25.00,-1200.00,-1500.00
LINJE,10000210,-3.00,"1-5 TimeLog CRM Users",-450.00,-20.00,DKK,-25.00,-1080.00,-1350.00
LINJE,10000710,-10.00,"1-10 TimeLog Skills Users",-105.00,-100.00,DKK,-25.00,0.00,0.00
LINJE,10000720,-8.00,"11-30 TimeLog Skills Users",-75.00,-100.00,DKK,-25.00,0.00,0.00
SUM,F135041,,25.00,10848.00,13560.00,,,
HOVED,10106582,Madsen Elektronik,Parkvej 31,,Denmark,Hosting fee (01.01.2013 - 31.03.2013),01-01-2013,15-01-2013
LINJE,10000010,-10.00,"1-10 Standard Users",-900.00,0.00,DKK,-25.00,-9000.00,-11250.00
LINJE,10000020,-9.00,"11-30 Standard Users",-660.00,0.00,DKK,-25.00,-5940.00,-7425.00
LINJE,10000510,-10.00,"1-10 TimeLog Depart. Users",-135.00,-100.00,DKK,-25.00,0.00,0.00
LINJE,10000520,-9.00,"11-30 TimeLog Depart. Users",-99.00,-100.00,DKK,-25.00,0.00,0.00

```

5 Appendix

This section contains a list of the formatting options available for the invoice header, summation rows and invoice lines.

5.1 Invoice header options

Drop-down menu option	Description
Total amount in invoicing currency ex VAT	The total invoice amount in invoice currency excluding VAT
Total amount in invoicing currency incl. VAT	The total invoice amount in invoice currency including VAT.
Total amount in system currency ex VAT	The total invoice amount in system currency excluding VAT
Total amount in system currency incl. VAT	The total invoice amount in system currency including VAT
Invoice date	The invoice date or date of booking the invoice/voucher





Drop-down menu option	Description
Invoice's calculated VAT in invoice currency	The sum of invoice line VAT as listed in the invoice currency
Invoice's calculated VAT in percent	The sum of invoice line VAT in percent of the total invoice amount
Invoice's default VAT in percent	The default VAT of the customer/invoice. Selected on creating the invoice
Invoice's default discount in percent	The invoice discount in percent. Not shown on the final customer invoice
Invoice ID	The database entry number of the invoice (shown in URL)
Invoice no.	The number on the booked invoice
Invoice header	The header on the invoice
Invoice type	2 = invoice, 3 = credit note, 5 = voucher
Fixed text	Text that appears in every invoice header export. Input is optional
Due date	The due date of the invoice
Contact's address	The address of the customer's contact
Contact's city	The city in which the customer's contact works
Contact's last name	The last name of the customer's contact
Contact's email address	The email address of the customer's contact
Contact's first name	The first name of the customer's contact
Contact's full name	The full name of the customer's contact
Contact's country	The country in which the customer's contact works
Contact's mobile phone no.	The mobile phone number of the customer's contact
Contact's postal code	The postal code of the customer's contact
Contact's phone no.	The phone number of the customer's contact
Customer name	The name of the customer's organisation
Customer no.	The TimeLog Project customer number





Drop-down menu option	Description
Customer's address	The street address of the customer
Customer's address 2	The street address of the customer, line 2 (e.g. region)
Customer's city	The city in which the customer works
Customer's country	The country in which the customer works
Customer's postal code	The postal code in which the customer works
Created by, last name	The last name of the employee who created the invoice
Created by, first name	The first name of the employee who created the invoice
Project category	The project category
Project manager	The name of the project manager for the invoiced project
Project manager's initials	The initials of the project manager on the invoiced project
Project no.	The project ID
Currency code	The currency abbreviation as listed on the invoice
Currency rate	The exchange rate used on the invoice

5.2 Summation row options

Drop-down menu option	Description
Total amount in invoicing currency ex VAT	The total invoice amount in invoice currency excluding VAT
Total amount in invoicing currency incl. VAT	The total invoice amount in invoice currency including VAT
Total amount in system currency ex VAT	The total invoice amount in system currency excluding VAT
Total amount in system currency incl. VAT	The total invoice amount in system currency including VAT
Invoice date	The invoice date or date of booking the invoice/voucher
Invoice's calculated VAT in invoice currency	The sum of invoice line VAT as listed in the invoice currency





Drop-down menu option	Description
Invoice's calculated VAT in percent	The sum of invoice line VAT in percent of the total invoice amount
Invoice's default VAT in percent	The default VAT of the customer/invoice. Selected on creating the invoice
Invoice ID	The ID of the invoice. Used as a reference, but not shown on the final customers invoice (shown in URL)
Invoice no.	The number on the booked invoice
Invoice header	The header on the invoice
Invoice type	2 = invoice, 3 = credit note, 5 = voucher
Fixed text	Text that appears in every summation row export. Input is optional
Due date	The due date of the invoice
Customer no.	The TimeLog Project customer number
Project category	The category of the project
Project no.	The ID of the project
Currency code	The currency abbreviation as listed on the invoice
Currency rate	The exchange rate used on the invoice

NB! The system currency is the currency in which TimeLog Project was configured (typically your local currency). Check the **System administration** under **Finance -> Currency settings**, which shows your system currency.

5.3 Invoice line options

Drop-down menu option	Description
Unit type	The unit type for each invoice line. If no unit type is given on the invoice, this text is exported as Undefined
Unit price	For exporting the unit price for each invoice line. The amount is exported in system currency
Invoice date	The invoice date or date of booking the invoice/voucher





Drop-down menu option	Description
Invoice's default VAT in percent	The default VAT of the customer/invoice. Selected on creating the invoice
Invoice's default discount in percent	The invoice discount in percent. Not shown on the final customer invoice
Invoice ID	The ID of the invoice. Used as a reference, but not shown on the final customers invoice (shown in URL)
Invoice line ID	The ID of the invoice line. Used as a reference, but not shown on the final customers invoice
Invoice line amount in invoice currency ex. VAT	The total invoice line amount in invoice currency excluding VAT
Invoice line amount in invoice currency incl. VAT	The total invoice line amount in invoice currency including VAT
Invoice line amount in system currency ex. VAT	The total invoice line amount in system currency including VAT
Invoice line amount in system currency incl. VAT	The total invoice line amount in system currency excluding VAT
Invoice line's date	For exporting the date of registration for all invoice line data
Invoice line's VAT in invoice currency	The VAT amount in invoice currency on the invoice line
Invoice line's VAT in percent	The VAT in percent for each invoice line
Invoice line's discount	The discount for each invoice line
Invoice line description	Text on the invoice line
Invoice no.	The number on the booked invoice
Invoice header	The header on the invoice
Invoice type	2 = invoice, 3 = credit note, 5 = voucher
Task type	The type of project task. Invoice lines not linked to a task will result in an empty field in the export file
Fixed text	Text that appears in every invoice line export. Input is optional
Due date	The due date for each invoice line.





Drop-down menu option	Description
Contact's address	For exporting the contact's address. If no address is given in TimeLog Project, this field will be empty
Contact's city	The city in which the customer's contact works
Contact's last name	The last name of the customer's contact
Contact's email address	The email address of the customer's contact
Contact's country	The country in which the customer's contact works
Contact's mobile phone no.	The mobile phone number of the customer's contact
Contact's postal code	The postal code of the customer's contact
Contact's phone no.	The phone number of the customer's contact
Contact's first name	The first name of the customer's contact
Contact's full name	The full name of the customer's contact
Customer name	The name of the customer's organisation on the invoice
Customer no.	The customer number in TimeLog Project
Customer's address	The street address of the customer
Customer's address 2	The street address of the customer, line 2 (e.g. region)
Customer's city	The customer's city in TimeLog Project
Customer's country	The customer's country in TimeLog Project
Customer's postal code	The customer's postal address in TimeLog Project
Quantity	Data from the Number column for each invoice line
Created by, first name	The first name of the employee who created the TimeLog Project invoice





Drop-down menu option	Description
Created by, last name	The last name of the employee who created the TimeLog Project invoice
Project category	The project category for each invoice line
Project no.	The project number for the invoice line
Currency code	The currency abbreviation of the invoice
Currency rate	The exchange rate used for the invoice
Product no.	The product number for each invoice line

