



mineraltree®

Universal Connector Integration Guide

Invoice-to-Pay

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Overview

The Invoice-to-Pay File Connector is a solution that enables customers to upload invoices, vendors, and payment accounts into MineralTree. This allows them to process payments and export out a payments file to import into their ERP.

The files customers will provide will be in a fixed format as specified below.

Product Features

Feature	Supported	Notes
Generate Payments	Yes	
Invoice Capture (Swiss Post)	Yes	
Create/Update ERP Invoice Data	Yes	
Invoice Approval	Yes	
Payment Approval	Yes	
Updated ERP Data	No	Cannot update data in MT and update their ERP data
Auto Scheduled Payments	Yes	
Credit Remittance	Yes	Will be sent at the time of payment of the invoice credits have been applied to

Integration Features

Feature	Inbound	Outbound
Payments	No	Yes
Vendors	Yes	No
General Ledger	Yes	No
Invoices	Yes	Yes
Invoice Line Level Detail	Yes	Yes
Payment Terms	Yes	No
Dimensions	Yes	No
Custom Dimensions	No	No

Purchase Orders	Yes	Yes
Credits	No	Yes
Discounts	No	No
Documents	No	No
Subsidiaries	No	No

Data Flow Overview

Data that flows into MineralTree has to be provided in a particular order. This enables the product to reference other required information. For instance, Invoices require a vendor to be specified, so the vendor must have been uploaded prior to importing an invoice.

Initial Import

An initial import will be performed with the MineralTree implementation manager of the following sets of data. These files will be reviewed with the implementation manager prior to being uploaded for any changes or updates to the customer's process.

- 1) Payment Accounts
- 2) GL Accounts
- 3) Items
- 4) Payment Terms
- 5) Dimensions: Departments, Locations, Classes (if applicable)
- 6) Vendors
- 7) Invoices

Ongoing Import

Once the initial scope of data is imported then the customer will provide ongoing data sets as needed. The expectation is that Invoices will be regularly imported into MineralTree, and other files will be imported as needed and/or with every invoice import.

Export Files from MineralTree to ERP

There are three exports with the Universal Connector so that the actions you take in MineralTree can be uploaded to the customer's ERP.

- **Invoices Export**

In order to mark invoices as paid, MineralTree provides frequent export files of invoices that the customer has selected to "post" (typically, this is done once an invoice is approved according to the customer's business processes). This file can be imported or manually input into the customer's ERP.

- **Purchase Orders Export**

In order to mark purchase orders closed with details, MineralTree provides an export file of your purchase orders. This file can be imported or manually input into the customer's ERP.

- **Payments Export**

In order to mark invoices as paid, MineralTree provides a daily export file of payments that were made the prior day. This file can be imported or manually input into the customer's ERP.

File Formats

MineralTree allows only CSV files to be uploaded through this tool. The maximum file size is 180,000 MB.

Import File Formats

Payment Account Specifications

File Name: must include the word "paymentmethod"

Field Name	Format	Allowed Values	Required	Max Length	Notes
External ID	String		Yes	120	Must be Unique
Account Number	Numeric		No	120	
Name	String		Yes	255	
Type	String	BANK CREDITCARD	No	10	Default value is BANK
Balance	Decimal		No	-	Credit Card Types not supported for balance
Currency	ISO Code		No	3	If blank, USD is the default. Must be a 3 letter ISO code.

GL Account Specifications

File Name: must include the word "generalledger"

Field Name	Format	Allowed Values	Required	Max Length	Notes
GL Account ID	String		No	128	If you do not have account IDs, we will use Name as the ID
GL Account Name	String		Yes	128	Must be Unique

GL Account Number	Numeric		No	120	Do not trim leading zeros or spaces
GL Account Type	String	EXPENSE_ACCOUNT AP_ACCOUNT	No	-	Default value is EXPENSE_ACCOUNT
Status	String	True False	No	-	True = active account Default value is true

Item File Specifications

This file is only required if you use “Items”
File Name: must include the word “items”

Field Name	Format	Allowed Values	Required	Max Length	Notes
Item ID	String		No	128	If you do not have item IDs, we will use Name as the ID
Item Name	String		Yes	128	Must be unique Must be unique
Item Cost	Decimal	Cannot be negative	No	9 digits before decimal Up to 4 decimal places	
Type	String	NONE INVENTORY NON_INVENTORY SERVICE OTHER_CHARGE ASSEMBLY_BILL_OF_MATERIALS DISCOUNT SUBTOTAL DESCRIPTION SHIPPING_COST_ITEM DOWNLOAD_ITEM GIFT_CERTIFICATE_ITEM ITEMGROUP KIT_ITEM MARKUP PAYMENT_ITEM SALES_INVENTORY DISCONTINUED KIT MISC_CHARGES FLAT_FEE	No	-	Default value is INVENTORY
Status	String	True False	No	-	True = active account Default value is true

Payment Terms File Specifications

File Name: must include the word “paymentterms”

Field Name	Format	Allowed Values	Required	Max Length	Notes
Payment Term ID	String		No	128	If you do not have term IDs, we will use Name as the ID Must be unique
Payment Term Name	String		Yes	128	Must be Unique
Discount Days	Integer		No	3	Must be 0-365 days
Discount Percent	Decimal		No	Up to 2 decimal places	Do not include negative sign - must be between 0-100
Due Days	Integer		No	3	Must be 0-365 days
Status	String	True False	No	-	True = active account Default value is true
Payment Term	String	AFTERINVOICEDATE OFTHECURRENTMONTH AFTERENDOFTHEMONTH FROMSTARTOFTHEMONTH FROMFIRSTOFFOLLOWINGMONT H OFTHEFOLLOWINGMONTH BEFORELASTDAYOFFOLLOWING MONTH FROMONEMONTHAFTERINVOICE DATE	No	-	Default value is AFTERINVOICEDATE

Department File Specifications

This file is only required if you use “Departments”, or if you will use the Department field in MineralTree to map another field from your ERP.

File Name: must include the word “departments”

Field Name	Format	Allowed Values	Required	Max Length	Notes
Department ID	String		No	128	If you do not have Department IDs, we will use Name as the ID Must be unique
Name	String		Yes	128	Must be unique
Status	String	True False	No	-	True = active account Default value is true

Location File Specifications

This file is only required if you use “Locations”, or if you will use the Location field in MineralTree to map another field from your ERP.

File Name: must include the word “locations”

Field Name	Format	Allowed Values	Required	Max Length	Notes
Location ID	String		No	128	If you do not have Location IDs, we will use Name as the ID Must be unique
Name	String		Yes	128	Must be unique
Status	String	True False	No	-	True = active account Default value is true

Class File Specifications

This file is only required if you use “Classes”, or if you will use the Department field in MineralTree to map another field from your ERP.

File Name: must include the word “classification”

Field Name	Format	Allowed Values	Required	Max Length	Notes
Class ID	String		No	128	If you do not have Class IDs, we will use Name as the ID Must be unique
Name	String		Yes	128	Must be unique
Status	String	True False	No	-	True = active account Default value is true

Vendor File Specifications

File Name: must include the word “vendor”

Field Name	Format	Allowed Values	Required	Max Length	Notes
Vendor External ID	String		Yes	45	Must be Unique
Vendor Name	String		No	45	If no name is provided we default to Vendor External ID
Address Line 1	String		No	100	We will still accept invalid addresses
Address Line 2	String		No	100	
City	String		No	100	
State	String		No	100	
Zip Code	String		No	15	
Country	String		No	100	
Default Vendor Currency	ISO Code		No	3	If blank, USD is the default. Must be a 3 letter ISO code.
Email Address	String	Only accept basic email format “@xxx.com”	No	-	Valid email or it will be blank

Print Name As	String		No	-	Default to Vendor Name, if blank
ACH Routing Number	Numeric		No	USD - 9 digits GBP - 6 digits	
ACH Account Number	Numeric		No	-	
Customer Account Number	String		No	-	
Status	String	True False	No	-	True = active account Default value is true

Invoice File Specifications

Import File Name: must include the word "invoice"

Field Name	Format	Allowed Values	Required	Max Length	Notes
Vendor External ID	String		Yes	45	Must be the same as the Vendor External ID(s) on the Vendor File Specifications
Vendor Name	String		Yes	45	Must be the same as the Vendor Name(s) on the Vendor File Specifications
Invoice Number	String		Yes	-	
Invoice Date (Issued Date)	Date	YYYY-MM-DD	Yes	-	
Due Date	Date	YYYY-MM-DD	No	-	If empty, defaults to invoice date
Gross Amount (Amount)	Decimal		Yes	-	
Invoice Currency	ISO Code		No	3	If blank, USD is the default. Must be a 3 letter ISO code.
PO Number	String		No	1000	
Memo	String		No	1024	
Invoice Status	String	Unpaid	No	-	All invoices will default to an "unpaid" status regardless of what is listed in this column
Invoice External ID	String		No	128	If empty, will combine Vendor External ID+Invoice Number
Invoice Line ID	Numeric		No	36	If longer than 36 characters, invoice will be rejected
Payment Terms Name	String		No	-	Must be the correlate to the Payment Terms Name on the Payment Term File
GL Account Name	String	Empty field OR exact match to a "GL Account Name" in the General Ledgers File Specifications	No	128	If not blank & a name is provided that does not match, then invoice will be rejected
Item Name	String	Empty field OR exact match to an "Item Name" in the Item File Specifications	No	128	If not blank & a name is provided that does not match, then invoice will be rejected

Item Quantity	Decimal	Cannot be negative	No	9 digits before decimal	If blank, default to 1
Item Cost	Decimal	Cannot be negative	No	Up to 4 decimal places 9 digits before decimal	If blank, default to 0
Line Amount	Decimal	Cannot be negative	Yes	Up to 2 decimal points	
Item Department	String	Empty field OR exact match to an "Dept Name" in the Dept File Specifications	No	128	If not blank & a name is provided that does not match, then invoice will be rejected
Item Class	String	Empty field OR exact match to an "Class Name" in the Class File Specifications	No	128	If not blank & a name is provided that does not match, then invoice will be rejected
Item Location	String	Empty field OR exact match to an "Location Name" in the Location File Specifications	No	128	If not blank & a name is provided that does not match, then invoice will be rejected
Exchange Rate	Decimal	Cannot be negative	No	Up to 8 decimal places	

Purchase Order File Specifications

Import File Name: must include the word "purchaseorder"

Field Name	Format	Allowed Values	Required	Max Length	Notes
Vendor External ID	String		Yes	45	Must be the same as the Vendor External ID(s) on the Vendor File Specifications
Vendor Name	String		No	45	Must be the same as the Vendor Name(s) on the Vendor File Specifications
Purchase Order Number	String		Yes	1000	
Purchase Order Date	Date	YYYY-MM-DD	Yes	-	
Gross Amount	Decimal	Cannot be negative	Yes	9 digits before decimal Up to 4 decimal places	

Purchase Order Currency	ISO Codes		No	3	If blank, USD is the default. Must be a 3 letter ISO code.
PO Status	String	Pending Billing	No	-	Status will default to Pending Billing
PO External ID	String		No	128	If the PO exists in MineralTree already, it will assign the ID from that existing PO If empty, use Purchase Order number
Payment Terms Name	String		No	-	Must be the correlate to the Payment Terms Name on the Payment Term File
PO Line ID	Numeric		No	10	
GL Account Name	String	Empty field OR exact match to a "GL Account Name" in the General Ledgers File Specifications	No	128	If not blank & a name is provided that does not match, then PO will be rejected
Item Name	String	Empty field OR exact match to an "Item Name" in the Item File Specifications	No	128	If not blank & a name is provided that does not match, then PO will be rejected
Item Ordered Quantity	Decimal	Cannot be negative	No	9 digits before decimal Up to 4 decimal places	If blank, default to 1
Item Cost	Decimal	Cannot be negative	No	9 digits before decimal Up to 4 decimal places	If blank, default to 0
Line Amount	Decimal	Cannot be negative	Yes	Up to 2 decimal points	Used for all lines
Item Department	String	Empty field OR exact match to an "Dept Name" in the Dept File Specifications	No	128	If not blank & a name is provided that does not match, then PO will be rejected
Item Class	String	Empty field OR exact match to an "Class Name" in the Class File Specifications	No	128	If not blank & a name is provided that does not match, then PO will be rejected
Item Location	String	Empty field OR exact match to an "Location Name" in the Location File Specifications	No	128	If not blank & a name is provided that does not

					match, then PO will be rejected
Item Received Qty	Decimal	Cannot be negative	No	9 digits before decimal Up to 4 decimal places	Received Qty cannot be greater than Item Ordered Quantity
Item Billed Qty	Decimal	Cannot be negative	No	9 digits before decimal Up to 4 decimal places	Cannot be greater than Item Ordered Quantity nor Received Qty
Description	String		No	500	

Credit Import File Specifications

File Name: must include the word "credit"

Field Name	Format	Allowed Values	Required	Max Length	Notes
Vendor External ID	String		Yes	45	Must be the same as the Vendor External ID(s) on the Vendor File Specifications
Vendor Name	String		No	45	Must be the same as the Vendor Name(s) on the Vendor File Specifications
Credit Number	String		Yes		Must be unique
Credit External ID	String		No	128	If blank, will combine Vendor External ID+ Credit number
Balance	String		Yes	Up to 2 decimal places	
Credit Created Date	Date	YYYY-MM-DD	Yes		
Currency Code	ISO Code		No	3	If blank, USD is the default. Must be a 3 letter ISO code.

Export File Formats

Invoice File Specifications

The export file name will be named: "Invoice_YYYYMMDDhhmmss.csv"

Field Name	Format	Values	Max Length	Notes
Vendor External ID	String		45	
Vendor Name	String		45	
Invoice Number	String		-	
Invoice Date (Issued Date)	Date	YYYY-MM-DD	-	
Due Date	Date	YYYY-MM-DD	-	
Gross Amount (Amount)	Decimal		-	
Invoice Currency	ISO Code		3	USD is the default. Will be a 3-letter ISO code.
PO Number	String		1000	
Memo	String		1024	
Invoice Status	String			
Invoice External ID	String		128	
Invoice Line ID	Numeric		36	
Payment Terms Name	String		-	
GL Account Name	String		128	
Item Name	String		128	
Item Quantity	Decimal	Cannot be negative	9 digits before decimal Up to 4 decimal places	If blank, default to 1
Item Cost	Decimal	Cannot be negative	9 digits before decimal Up to 4 decimal places	If blank, default to 0
Line Amount	Decimal	Cannot be negative	Up to 2 decimal places	
Item Department	String		128	
Item Class	String		128	
Item Location	String		128	
PO Line ID	Numeric		10	
PO External ID	String		128	
Exchange Rate	Decimal	Cannot be negative	Up to 8 decimal places	

Purchase Order File Specifications

The export file name will be named: "PurchaseOrder_YYYYMMDDhhmmss.csv"

Field Name	Format	Values	Max Length	Notes
Vendor External ID	String		45	
Vendor Name	String		45	
Purchase Order Number	String		1000	
Purchase Order Date	Date	YYYY-MM-DD	-	
Gross Amount	Decimal	Cannot be negative	9 digits before decimal Up to 4 decimal places	
Purchase Order Currency	ISO Codes		3	USD is the default. Will be a 3-letter ISO code.
PO Status	String		-	
PO External ID	String		128	
Payment Terms Name	String		-	
PO Line ID	Numeric		10	
GL Account Name	String		128	
Item Name	String		128	
Item Ordered Quantity	Decimal	Cannot be negative	9 digits before decimal Up to 4 decimal places	If blank, default to 1
Item Cost	Decimal	Cannot be negative	9 digits before decimal Up to 4 decimal places	If blank, default to 0
Line Amount	Decimal	Cannot be negative	Up to 2 decimal points	
Item Department	String		128	
Item Class	String		128	
Item Location	String		128	
Item Received Qty	Decimal	Cannot be negative	9 digits before decimal Up to 4 decimal places	
Item Billed Qty	Decimal	Cannot be negative	9 digits before decimal Up to 4 decimal places	
Description	String		500	

Payment Export File Specifications

Export files will have a naming convention of 'Payment' + current date(yyyymmddHHmmssSSS) + .csv. For example a file in the exports folder may look like: Payment_20200416011657286.csv

Field Name	Format	Values	Notes
Vendor Name	String		
Vendor ID	String		
Payment Date	Date	YYYY-MM-DD	
Payment Amount	Numeric		
Payment Method	String		
Reference Number	String		
Paid From	String		This is the external ID of the payment account
Invoice Number	String		One payment can cover multiple invoices
Currency Code	ISO Code		
Exchange Rate	Numeric		Up to 6 decimal places

Credit Export File Specifications

Export files will have a naming convention of "credit + current date(yyyymmddHHmmssSSS) + .csv. For example a file in the exports folder may look like: credit20200416011657286.csv

Field Name	Format	Values	Max Length	Notes
Vendor External ID	String		45	
Vendor Name	String		45	
Credit Created Date	Date	YYYY-MM-DD		
Credit Number	String			Must be unique
Credit Applied Date	Date	YYYY-MM-DD		
Currency Code	ISO Code		3	
Invoice External ID	String		128	
Invoice Number	String			

SFTP Setup

Introduction

The customer will be provided a username during implementation for connection to use alongside a public key that the customer must provide to MineralTree.

Requirements

In order to Manage the SFTP folders to Import and Export files following information needs to be provided from the customer to Mineraltree

1. Username Sequence that needs to be assigned to the Company Folders
 Eg : Customer or Bank has multiple companies in MT
 - a. Staples Boston : Username - staplesboston or staples1
 - b. Staples NewYork : Username - staplesnewyork or staples2
 - c. Staples Chicago : Username - stapleschicago or staples3

2. A Public Key is needed to associate to the Username for authentication. Only the Public key needs to be shared with Mineraltree. The key needs to be in OpenSSH format.

On Mac or Linux from terminal enter **ssh-keygen** and follow the prompts
 On Windows use [Putty](#) or [PuttyGen](#) for generating keys

SFTP Details

Host Name: **prod-sftp02.mineraltree.com**

Once logged in using the Username (Specific username for the company) and Private Key, the customer will be accessing the appropriate company with the following folders

Folder	Direction	Time	Description/Usage
unprocessed_files	Push	After 12:00 UTC, After 22:00 UTC	These are the file uploads from the customer that will be processed (example: Invoice, Vendor, Payment Account files)
exports	Pull	Before 12:00 UTC, Before 22:00 UTC	Where documents that come back from MineralTree will be placed and available for customers to import into their ERP (Example: payments.csv).The export cycle is every hour.
error_records	Pull	Before 12:00 UTC, Before 22:00 UTC	When a file has an error on one or more records, the record and error will be written to this folder
error_files	Pull	Before 12:00 UTC, Before 22:00 UTC	When file cannot be processed, the error will be written to this folder (example: incorrect file type)

File Folder High Level Diagram

