Counterparty Template Mapping

Company Short Name will be displayed on the counterparty over view page and entered when making a new counterparty into the below section. The company short name will also be displayed on the inquiry screens, and when creating orders or worksheets.

Edit Counterparty

		Status	Active
Company Name (Short)	27 RECYCLING CORP XERO		

Counterparty Type ☑ Customer ☑ Supplier ☑ Service ☑ Freight ☑ Commission Agent ⓘ ☐ Intercompany

Primary Contact	ciemobile	testing1
Email	andrew@cietrade.com, nora@cietrade.com	
Phone Numbers	Work	Mobile
Website		

Company Long Name Is entered within the company address tab of the counterparty. This name should match exactly what is in your accounting system. The company long name will appear on your documents.

Other Details	**Address**	Billing & Payments	Instructions	Custom-Fields	Departments	Certificates	Banking

PRIMARY BILLING ADDRESS

Location Name	Invoice
Company	27 RECYCLING INC

Is Primary Address will be marked with either a Y (yes) or N (no). This is to indicate if the address of this entry will be the billing address or remit to address. Primary addresses will also be held within the address tab. **Note:** Companies that have more than one location should be listed with the primary address first (Y) and all secondary addresses listed below (N). The difference in locations should be indicated in the address label field.

Company Short Name	Company Long Name	Is a Primary Address	Reference Number	Currency Code	Role	Address Label	Is
CompanyNm	CompanyTitle	IsPrimary	RefNo	CurCode	Role	AddrLabel	Is
27 Recycling	27 Recycling Corp.	Y				INVOICE	
27 Recycling	27 Recycling Corp.	N				NORWALK	

Role is where you will indicate what type of business is done with this company. If they are a vendor, customer, freight vendor, etc. This notation will appear as the counterparty type. Hover over the role column header on the upload template to see the specific role codes to enter for uploading.

If this is the primary billing address for the counterparty, the **"Is remit to address"** column should be marked with a Y (yes). If this is not the primary billing address, but a secondary location, please mark this column with an N (no).

The **Billing and Payments** tab is where the company payment terms will be. This information should be entered in the "**billing terms**" column of the upload template.

IEC and GST Codes will be within the tax codes section in the Other Details tab, as well as the currency code and sales reps. IEC and GST codes are typically used by export clients to record a customs code.

Reverse billing, **cash distribution, sales distribution** are all _optional_ fields. The information is held within the banking and payment tab, along with any **invoice notes**. Sales Distribution indicates how you would like to receive invoices, either electronically through email, or printed.

The **GL account** number should be entered when your counterparty is notated as a customer. This will be the GL account number you would like the sale to be allocated to when this counterparty is referenced in a transaction.

The **Department** column can be used if you will be using multi department accounting. This means that within the company, you have separate departments that use different accounting books. This option allows you to lock users out of being able to reference or see other segments of the business, or run reporting based on those departments. **Note:** counterparties do not need to be locked to specific departments, and can be visible in all departments if needed.

Contacts associated with this counterparty can be listed in the contacts section, or in the contact manager. If the contacts are already listed in the contact manager, they do not need to be entered on the counterparty template as well.

Company Name (Short)	27 RECYCLING CORP XERO	Status · Active
Counterparty Type	☑ Customer ☑ Supplier ☑ Service ☑ Freight ☑ Commission Agent ⓘ ☐ Intercompany	
Primary Contact	Andrew · D	
Email	andrew@cietrade.com	
Phone Numbers	Work · Mobile	
Website		