Cash Flow Data Import CSV Formats

Format Descriptions

LMCSH 6

#	Name	Type	Mandatory	Comment
1	AccountID	char - 50	Yes	Account Name, ID for Reporting, Account No. or Account No. GL as set up in Coupa Treasury
2	Amount	decimal	Yes	
3	Value Date	date	Yes	
4	CategoryID	integer	No	ID # of planning category as defined in Coupa Treasury
5	Cash Flow Type	integer	No	0 = Planning data (standard) 1 = Transaction
6	Payment Reference	char - 250	No	

LMCSH 12

#	Name	Type	Mandatory	Comment
1	AccountID	char - 50	Yes	Account Name, ID for Reporting, Account No. or Account No. GL as set up in Coupa Treasury
2	Amount	decimal	Yes	
3	Value Date	date	Yes	
4	Booking Date	date	Yes	
5	CategoryID	integer	No	ID # of planning category as defined in Coupa Treasury
6	Project	char - 50	No	Internal Reference
7	Portfolio	char - 50	No	Internal Reference
8	BC	char - 10	No	
9	G/L Account	char - 50	No	
10	Hedge Name	char	No	Hedge name abbreviation

#	Name	Type	Mandatory	Comment
		-50		
11	Cash Flow Type	integer	No	0 = Planning data (standard) 1 = Transaction
12	Payment Reference	char - 250	No	

LMCSH 14

As of release 18.1, this format replaces CashFlow 13. The additional field 14 adds booking on the mirror account. Import files in CashFlow 13 remain valid. Choose Version LMCSH 14 on the import page when manually importing CashFlow 13 format files.

#	Name	Type	Mandatory	Comment
1	AccountID	char - 50	Yes	Account Name, ID for Reporting, Account No. or Account No. GL as set up in Coupa Treasury
2	Amount	decimal	Yes	
3	Value Date	date	Yes	
4	Booking Date	date	Yes	
5	CategoryID	integer	No	ID # of planning category as defined in Coupa Treasury
6	Project	char - 50	No	Internal Reference
7	Portfolio	char - 50	No	Internal Reference
8	BC	char - 10	No	
9	G/L Account	char - 50	No	
10	Hedge Name	char - 50	No	Hedge name abbreviation
11	Counterparty	char - 50	No	
12	Cash Flow Type	integer	No	0 = Planning data (standard) 1 = Transaction
13	Payment Reference	char - 250	No	
14	Booking on Mirror Account	integer	No	0 = No booking on Mirror Account 1 = Booking on Mirror Account If this field is empty, Coupa Treasury makes no booking on the mirror account.

LMCSH 16

As of release 18.2, format LMCSH 16 is available. It is an extension of LMCSH 14 with 2 extra fields, allowing for the deletion of specific cash flows at the same time as uploading new ones. Field 15 specifies if there is to be any deletion. Field 16 defines the type of match necessary for deletion. If there is no cash flow to delete, Coupa Treasury ignores fields 15 and 16.

Use of the deletion feature in field 15 depends on the user having sufficient rights within Coupa Treasury.

#	Name	Type	Mandatory	Comment
1	AccountID	char - 50	Yes	Account Name, ID for Reporting, Account No. or Account No. GL as set up in Coupa Treasury
2	Amount	decimal	Yes	
3	Value Date	date	Yes	
4	Booking Date	date	Yes	
5	CategoryID	integer	No	ID # of planning category as defined in Coupa Treasury
6	Project	char - 50	No	Internal Reference
7	Portfolio	char - 50	No	Internal Reference
8	BC	char - 10	No	
9	G/L Account	char - 50	No	
10	Hedge Name	char - 50	No	Hedge name abbreviation
11	Counterparty	char - 50	No	
12	Cash Flow Type	integer	No	0 = Planning data (standard) 1 = Transaction
13	Payment Reference	char - 250	No	
14	Booking on Mirror Account	integer	No	0 = No booking on Mirror Account 1 = Booking on Mirror Account If this field is empty, Coupa Treasury makes no booking on the mirror account.
15	Deletion	integer	No	0 = no deletion (default) 1 = deletion
16	Type of Match for Deletion	integer	No	0 = Account, amount, booking date, value date, project, portfolio, BC, cash flow type, and payment reference must match. A mirror cash flow must also exist. 1 = Account, amount, value date, payment reference, and cash flow type must match.

Cash Flow Deletion Format

To delete a block of cash flows from imported files, use this format. Select any version when uploading. All cash flows with matching criteria will be deleted.

#	Name	Type	Mandatory	Comment
1	AccountID	char - 50	Yes	Account Name, ID for Reporting, Account No. or Account No. GL as set up in Coupa Treasury
2	x, y, or z	decimal	Yes	x – delete all data y – delete all data from server import z – delete all data from manual import
3	Value Date From	date	Yes	Starting date of range to be deleted (inclusive)
4	Value Date Until	integer	Yes	Ending date of range to be deleted (inclusive)
5	Cash Flow Type	integer	Yes	0 = Planning data (standard) 1 = Transaction

Import Function

The import function only exists on Cash Flows (classic). In the new cash management process, there is an Excel import function. Documentation for it is in the in-app help.

The import function processes files in standard text formats:

- ASCII
- Unicode

Files may contain planning data and transactions for bank and intercompany accounts. Data from imported files gets added to the database but does not get overwritten.
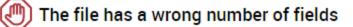
Deletion of imported cash flows is possible 3 ways:

- Import Cash Flow Deletion Format. This will delete all matching cash flows.
- Import LMCSH 16 file to delete specific cash flows while importing others.
- Use the Delete button on the Cash Flows page in tm5.

Format Rules

Each cash flow file format name denotes the number of fields it contains (LMCSH 6 contains 6 fields, LMCSH 16 contains 16 fields). If the file has more than the expected number of fields, Coupa Treasury shows an error message.

Import

🛑 **The file has a wrong number of fields**

The file must not contain any headers or format descriptions.

Each row in the file contains exactly one data set:

- ASCII Code 13: carriage return denotes the end of a data set.
- ASCII Code 10: new-line denotes the end of a data set.
- The last data set concludes with an end-of-file (EOF).

Select format variables in the **File Import** dialog:

- **Entity** - The entity must own the account on the imported cash flow
- **Field Separator** – semicolon (;), comma (,)
- **Date Separator** – slash (/), period (.), comma (,), < none >
- **Account Identification by** – Account Name, Account ID, Account No., GL Account No.
- **Decimal Marker** – period (.), comma (,)
- **Date Sequence** – mdy, dmy, ymd
- **File Format** – ASCII, Unicode
- **Version** – LMCSH 6, LMCSH 12, LMCSH 14, LMCSH 16

NOTE: For numbers without decimals, the decimal separator is optional. Do not use thousands separators or enclose text in quotation marks. Mark negative amounts with a minus sign (-).

Example Data Sets

For any format version, non-mandatory data fields may be empty. Empty fields still require field separators. The sample data sets below contain examples with empty fields.

Field separator = ;

Date separator = /

Date sequence = mdy

Decimal separator = .

LMCSH 6

TWAG-DBF-EUR;150077.58;01/29/2009;12;0;Dispo aus Datei

TWAG-BLG-EUR;26110.90;01/25/2009;;1;transaction to IC account

LMCSH 12

TWAG-DBF-USD;15007.58;01/29/2009;01/28/2009;12;PRJ31;PF032;805;6344523;order USD;0;from file

TWAG-BLG-EUR;26110.90;01/25/2009;01/24/2009;;;;;;;1;

LMCSH 14

TWAG-ALPEN-EUR;150077.58;12/07/2017;12/06/2017;12;;;;;;AERO;0;from file;1

LMCSH 16

TWAG-ALPEN-EUR;150077.58;12/07/2017;12/06/2017;12;;;;;;AERO;0;from file;1;1;1

Cash Flow Deletion Format

TWAG-DBF-EUR;x;01/29/2009;02/23/2009;0

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