

Merge fields for printed document templates

You can edit an existing template or create your own custom document template manually by adding merge fields to your documents in Microsoft® Word. These merge fields take account information from Intacct and put it directly into your document, creating quick, customized, and professional documents.

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Add a merge field to your custom document template

1. Locate the merge field you need in one of the tables below.
2. Highlight the merge field you want completely. For example, if you want the field code for your company name, highlight all of `«COMPANY_NAME»`.
3. Copy the highlighted merge field.
4. Paste the merge field into your custom document template directly.

Additionally, you can add custom fields manually to your document templates.

Notes:

- Be sure to save your template as a “Word 97-2003” .doc after you finished customizing your document, or you might encounter errors when printing your document.
- If you need to use an address field, copy and paste from the sample templates themselves. The fields on the sample templates have embedded IF statements that dynamically change the layout based on if you have a one-line or two-line address.

Merge field tables

The merge fields in the following tables can be used in your Order Entry, AR, Purchasing, or Projects custom document templates.

Although the merge fields for your company information can be used across Order Entry, AR invoices, Purchasing, and Projects, the merge fields for Order Entry sales and project invoices, AR invoices, AR statements, Purchasing vendor invoices, and Project change requests are specific to themselves and cannot be used for any other application. Additionally, the merge fields for aging buckets can only be used for AR invoices and Order Entry sales invoices.

Your company information

The following merge fields can be used to refer to your company in your custom document templates across Order Entry sales invoices, AR invoices, Purchasing vendor invoices, and Project change requests.

Field label	Merge field
Your company information	Field code
Company name	«COMPANY_NAME»
Address 1	«COMPANY_ADDRESS1»
Address 2	«COMPANY_ADDRESS2»
City	«COMPANY_CITY»
State or Territory	«COMPANY_STATE»
ZIP code or Post code	«COMPANY_ZIP»
Country	«COMPANY_COUNTRY»
Country code	«COMPANY_COUNTRYCODE»
Contact name	«COMPANY_CONTACTNAME»
Fax	«COMPANY_FAX»
Mobile	«COMPANY_CONTACTPHONE»
Email	«COMPANY_CONTACTEMAIL»
Company tax ID	«COMPANY_TAXID»
Entity tax ID	«LOCATIONENTITY_TAXID»
Your legal company information	Field code
Legal company name	«COMPANY_LEGALNAME»
Legal address 1	«COMPANY_LEGALADDRESS1»
Legal address 2	«COMPANY_LEGALADDRESS2»
Legal city	«COMPANY_LEGALCITY»
Legal state or province	«COMPANY_LEGALSTATE»
Legal zip or postal code	«COMPANY_LEGALZIPCODE»
Legal country	«COMPANY_LEGALCOUNTRY»

Field label	Merge field
Legal country code	«COMPANY_LEGALCOUNTRYCODE»

Aging buckets

The following merge fields are the list of aging buckets available dependent on the aging preferences your company has chosen. These fields can be used in custom document templates for AR invoices and Order Entry sales invoices, but not in Purchasing vendor invoices. Learn more about adding aging buckets to your invoice.

Field label	Merge field
Aging	Field code
Aging: 0	«in-0»
Aging: 0-30	«in0-30»
Aging: 1-30	«in1-30»
Aging: 30	«in-30»
Aging: 31-60	«in31-60»
Aging: 61-90	«in61-90»
Aging: 91-	«in91-»
Aging: Due	«TotalDue»

Order Entry—Sales invoices

The following merge fields can be used for your Order Entry sales and project invoice custom document templates.

Field label	Merge field
Header	Field code
Date	«WHENCREATED»
Note	«NOTE»
Transaction currency	«CURRENCY»
Document number	«DOCNO»
Document ID	«DOCID»
Customer	«CONTACT_CONTACTNAME»
Customer name	«CUSTVENDNAME»
Customer ID	«CUSTVENDID»

Field label	Merge field
Contract ID	«CONTRACTID»
Contract description	«CONTRACTDESC»
Bill to — customer	Field code
Bill to — company name	«BILLTO_COMPANYNAME»
Bill to — contact name	«BILLTO_CONTACTNAME»
Bill to — first name	«BILLTO_FIRSTNAME»
Bill to — last name	«BILLTO_LASTNAME»
Bill to — print as	«BILLTO_PRINTAS»
Bill to — address 1	«BILLTO_MAILADDRESS_ADDRESS1»
Bill to — address 2	«BILLTO_MAILADDRESS_ADDRESS2»
Bill to — city	«BILLTO_MAILADDRESS_CITY»
Bill to — state or province	«BILLTO_MAILADDRESS_STATE»
Bill to — zip or postal code	«BILLTO_MAILADDRESS_ZIP»
Bill to — country	«BILLTO_MAILADDRESS_COUNTRY»
Ship to — customer	Field code
Ship to — print as	«SHIPTO_PRINTAS»
Ship to — company name	«SHIPTO_COMPANYNAME»
Ship to — contact name	«SHIPTO_CONTACTNAME»
Ship to — first name	«SHIPTO_FIRSTNAME»
Ship to — last name	«SHIPTO_LASTNAME»
Ship to — address 1	«SHIPTO_MAILADDRESS_ADDRESS1»
Ship to — address 2	«SHIPTO_MAILADDRESS_ADDRESS2»
Ship to — city	«SHIPTO_MAILADDRESS_CITY»
Ship to — state or province	«SHIPTO_MAILADDRESS_STATE»
Ship to — zip or postal code	«SHIPTO_MAILADDRESS_ZIP»
Ship to — country	«SHIPTO_MAILADDRESS_COUNTRY»
Transaction header	Field code
P.O. reference number	«PONUMBER»
Ship via	«SHIPVIA»
Payment terms	«TERM_NAME»
Date due	«WHENDUE»
Message or comments	«MESSAGE»
Shipping dates	Field code
Need by date	«NEEDBYDATE»
Ship by date	«SHIPBYDATE»
Cancel after date	«CANCELAFTERDATE»
Do not ship before date	«DONOTSHIPBEFOREDATE»
Do not ship after date	«DONOTSHIPAFTERDATE»

Field label	Merge field
Service delivery date	«SERVICEDELIVERYDATE»
Tracking number	«TRACKINGNUMBER»
Shipped date	«SHIPPEDDATE»
Transaction entries	Field code
Table start — entries	«TableStart:ENTRIES»
Table end — entries	«TableEnd:ENTRIES»
Item ID	«ENTRIES_ITEMID»
Item description	«ENTRIES_ITEMDESC»
Extended description	«ENTRIES_EXTENDED_DESSCRPTION»
Cross-reference item ID	«ENTRIES_ITEMID»
Memo	«ENTRIES_MEMO»
Price calculation memo	«ENTRIES_PRICECALCMEMO»
Unit	«ENTRIES_UNIT»
Quantity	«ENTRIES_UIQTY»
Price	«ENTRIES_UIPRICE»
Multiplier	«ENTRIES_MULTIPLIER»
Discount	«ENTRIES_DISCOUNT»
Discount percent	«ENTRIES_DISCOUNTPERCENT»
Tax rate % (VAT/GST only)	«ENTRIES_PERCENTVAL»
Project name	«ENTRIES_PROJECTNAME»
Project	«ENTRIES_PROJECTID»
Timesheet notes	«ENTRIES_TIMENOTES»
Task name	«ENTRIES_TASKNAME»
Contract name	«ENTRIES_CONTRACTNAME»
Contract ID	«ENTRIES_CONTRACTID»
Vendor name	«ENTRIES_VENDORNAME»
Vendor ID	«ENTRIES_VENDORID»
Employee name	«ENTRIES_EMPLOYEEENAME»
Employee ID	«ENTRIES_EMPLOYEEID»
Department name	«ENTRIES_DEPARTMENTNAME»
Department ID	«ENTRIES_DEPARTMENTID»
Location name	«ENTRIES_LOCATIONNAME»
Location ID	«ENTRIES_LOCATIONID»
Class name	«ENTRIES_CLASSNAME»
Class ID	«ENTRIES_CLASSID»
Gross amount	«ENTRIES_TRX_LINETOTAL»
Transaction price	«ENTRIES_TRX_PRICE»
Transaction currency symbol	«ENTRIES_TRX_CURRENCY_SYMBOL»

Field label	Merge field
Extended price	«ENTRIES_TRX_TOTAL»
Group totals — UI quantity	«ENTRIES_GROUPTOTAL_UIQTY»
Group totals — Quantity	«ENTRIES_GROUPTOTAL_QUANTITY»
Group totals — UI price	«ENTRIES_GROUPTOTAL_UIPRICE»
Group totals — Price	«ENTRIES_GROUPTOTAL_»
Group totals — UI value	«ENTRIES_GROUPTOTAL_UIVALUE»
Group totals — Value	«ENTRIES_GROUPTOTAL_VALUE»
Group totals — Trx price	«ENTRIES_GROUPTOTAL_TRX_PRICE»
Group totals — Trx value	«ENTRIES_GROUPTOTAL_TRX_VALUE»
Show group totals	«SHOW_GROUPTOTAL»
Shipping dates	Field code
Need by date	«ENTRIES_NEEDBYDATE»
Ship by date	«ENTRIES_SHIPPEDDATE»
Cancel after date	«ENTRIES_CANCELAFTERDATE»
Do not ship before date	«ENTRIES_DONOTSHIPBEFOREDATE»
Do not ship after date	«ENTRIES_DONOTSHIPAFTERDATE»
Shipped date	«ENTRIES_SHIPPEDDATE»
Tax rates (VAT/GST only)	Field code
Standard rate percent	«TAXRATES_Standard_PERCENT»
Standard net total	«TAXRATES_Standard_NET_TOTAL»
Standard VAT total	«TAXRATES_Standard_VAT_TOTAL»
Reduced rate percent	«TAXRATES_Reduced_PERCENT»
Reduced net total	«TAXRATES_Reduced_NET_TOTAL»
Reduced VAT total	«TAXRATES_Reduced_VAT_TOTAL»
Zero rate percent	«TAXRATES_Zero_PERCENT»
Zero net total	«TAXRATES_Zero_NET_TOTAL»
Zero VAT total	«TAXRATES_Zero_VAT_TOTAL»
Exempt rate percent	«TAXRATES_Exempt_PERCENT»
Exempt net total	«TAXRATES_Exempt_NET_TOTAL»
Exempt VAT total	«TAXRATES_Exempt_VAT_TOTAL»
Tax rates (Canadian only)	Field code
The total PST/QST in the transaction currency	«TAXRATES_Provincial_VAT_TRX_TOTAL»
The total GST in the transaction currency	«TAXRATES_Federal_VAT_TRX_TOTAL»
The total PST/QST in the base currency	«TAXRATES_Provincial_VAT_TOTAL»

Field label	Merge field
The total GST in the base currency	«TAXRATES_Federal_VAT_TOTAL»
Tracking entries	Field code
Table start — tracking	«TableStart:ENTRIES_TRACKINGENTRIES»
Table end — tracking	«TableEnd:ENTRIES_TRACKINGENTRIES»
Line number	«ENTRIES_TRACKINGENTRIES_LINE_NO»
Item ID	«ENTRIES_TRACKINGENTRIES_ITEMID»
Serial number	«ENTRIES_TRACKINGENTRIES_SERIALNO»
Lot number	«ENTRIES_TRACKINGENTRIES_LOTNO»
Expiration date	«ENTRIES_TRACKINGENTRIES_EXPIRATION»
Tracking quantity	«ENTRIES_TRACKINGENTRIES_QUANTITY»
Subtotal entries	Field code
Table start — subtotals	«TableStart:SUBTOTALS»
Table end — subtotals	«TableEnd:SUBTOTALS»
Description	«SUBTOTALS_DESCRIPTION»
Transaction currency symbol	«SUBTOTALS_TRX_CURRENCY_SYMBOL»
Total	«SUBTOTALS_TOTAL»
Transaction total	«SUBTOTALS_TRX_TOTAL»
Totals	Field code
Total due	«TRX_TOTALDUE»
Total paid	«TRX_TOTALPAID»
Transaction total	«TRX_TOTAL»
Transaction subtotal	«TRX_SUBTOTAL»
Tax total (VAT/GST only)	«TRX_TOTAL_TAX»

Order Entry—Project invoices

The following merge fields can be used for your project invoices. You can also use fields from the previous Order Entry table in your custom document template. For example, you might use the Bill to or Ship to fields to reference customer information.

Field label	Merge field
Project invoice header	Field code
Project ID	«PROJECT_ID»
Project reference number	«PROJECT_REFNO»
Project name	«PROJECT_NAME»

Field label	Merge field
Description	«PROJECT_DESCRIPTION»
Purchase quote number	«PROJECT_PQNUMBER»
Project type	«PROJECT_TYPE»
Begin date	«PROJECT_BEGINDATE»
End date	«PROJECT_ENDDATE»
Sales contact	«PROJECT_SALESCONTACTNAME»
Location	«PROJECT_LOCATION»
Department	«PROJECT_DEPARTMENT»
Class	«PROJECT_CLASS»
Currency	«PROJECT_CURRENCY»
Contract amount	«PROJECT_CONTRACTAMOUNT»
Actual billings	«PROJECT_ACTUALBILLINGS»
Budget amount	«PROJECT_BUDGETAMOUNT»
Timesheet entries	Field code
Table start — entries	«TableStart:ENTRIES»
Table end — entries	«TableEnd:ENTRIES»
Timesheet — line number	«TIMESHEETENTRY_LINENO»
Timesheet — entry date	«TIMESHEETENTRY_ENTRYDATE»
Timesheet — description	«TIMESHEETENTRY_DESCRIPTION»
Timesheet — notes	«TIMESHEETENTRY_NOTES»
Timesheet — task name	«TIMESHEETENTRY_TASKNAME»
Timesheet — task begin date	«TIMESHEETENTRY_TASK_BEGINDATE»
Timesheet — task end date	«TIMESHEETENTRY_TASK_ENDDATE»
Timesheet — task status	«TIMESHEETENTRY_TASK_STATUS»
Timesheet — project ID	«TIMESHEETENTRY_PROJECT_PROJECTID»
Timesheet — project name	«TIMESHEETENTRY_PROJECT_PROJECTNAME»
Timesheet — project begin date	«TIMESHEETENTRY_PROJECT_BEGINDATE»
Timesheet — project end date	«TIMESHEETENTRY_PROJECT_ENDDATE»
Timesheet — sales order number	«TIMESHEETENTRY_PROJECT_SONUMBER»
Timesheet — purchase quote number	«TIMESHEETENTRY_PROJECT_PQNUMBER»
Timesheet — purchase order number	«TIMESHEETENTRY_PROJECT_PONUMBER»
Timesheet — purchase order amount	«TIMESHEETENTRY_PROJECT_POAMOUNT»
Timesheet — employee ID	«TIMESHEETENTRY_EMPLOYEEID»
Timesheet — employee name	«TIMESHEETENTRY_EMPLOYEENAME»
Timesheet — employee title	«TIMESHEETENTRY_EMPLOYEEETITLE»

Field label	Merge field
Timesheet — time type	«TIMESHEETENTRY_TIMETYPE»
Timesheet — hours	«TIMESHEETENTRY_QTY»
Expense entries	Field code
Table start — entries	«TableStart:ENTRIES»
Table end — entries	«TableEnd:ENTRIES»
Expense — line number	«EXPENSEENTRY_LINENO»
Expense — report number	«EXPENSEENTRY_RECORDID»
Expense — entry date	«EXPENSEENTRY_ENTRYDATE»
Expense — amount	«EXPENSEENTRY_AMOUNT»
Expense — transaction amount	«EXPENSEENTRY_TRX_AMOUNT»
Expense — paid to	«EXPENSEENTRY_DESCRIPTION»
Expense — paid for	«EXPENSEENTRY_DESCRIPTION2»
Expense — account number	«EXPENSEENTRY_ACCT_NO»
Expense — account title	«EXPENSEENTRY_ACCOUNTTITLE»
Expense — account label	«EXPENSEENTRY_ACCOUNTLABEL»
Expense — employee ID	«EXPENSEENTRY_EMPLOYEEID»
Expense — employee name	«EXPENSEENTRY_EMPLOYEEENAME»
Totals	Field code
Total due	«TOTALDUE»
Total paid	«TOTALPAID»
Transaction total	«TRX_TOTAL»
Transaction subtotal	«TRX_SUBTOTAL»

Accounts Receivable—Invoices, Sales invoice, Tax invoices

The following merge fields can be used for your AR invoice custom document templates.

Field label	Merge field
Header	Field code
Invoice number	«RECORDID»
Record number	«RECORDNO»
Date	«WHENCREATED»
As of date	«ASOFDATE»
Due date	«WHENDUE»

Field label	Merge field
Discount date	«WHENDISCOUNT»
Amount	«AMOUNTDUE»
Total due	«TRX_TOTALDUE»
Total paid	«TRX_TOTALPAID»
Customer ID	«CUSTOMERID»
Customer name	«CUSTOMERNAME»
Term	«TERMNAME»
Entity	«ENTITY»
Currency	«TRX_CURRENCY»
Currency symbol	«TRX_CURRENCY_SYMBOL»
Amount due	«TRX_AMOUNTDUE»
Base currency	«BASE_CURRENCY»
Base currency symbol	«BASE_CURRENCY_SYMBOL»
Bill to — customer	Field code
Bill to — print as	«BILLTO_PRINTAS»
Bill to — company name	«BILLTO_COMPANYNAME»
Bill to — contact name	«BILLTO_CONTACTNAME»
Bill to — first name	«BILLTO_FIRSTNAME»
Bill to — last name	«BILLTO_LASTNAME»
Bill to — address 1	«BILLTO_MAILADDRESS_ADDRESS1»
Bill to — address 2	«BILLTO_MAILADDRESS_ADDRESS2»
Bill to — city	«BILLTO_MAILADDRESS_CITY»
Bill to — state or province	«BILLTO_MAILADDRESS_STATE»
Bill to — zip or postal code	«BILLTO_MAILADDRESS_ZIP»
Bill to — country	«BILLTO_MAILADDRESS_COUNTRY»
Bill to — country code	«BILLTO_MAILADDRESS_COUNTRYCODE»
Ship to — customer	Field code
Ship to — print as	«SHIPTO_PRINTAS»
Ship to — company name	«SHIPTO_COMPANYNAME»

Field label	Merge field
Ship to — contact name	«SHIPTO_CONTACTNAME»
Ship to — first name	«SHIPTO_FIRSTNAME»
Ship to — last name	«SHIPTO_LASTNAME»
Ship to — address 1	«SHIPTO_MAILADDRESS_ADDRESS1»
Ship to — address 2	«SHIPTO_MAILADDRESS_ADDRESS2»
Ship to — city	«SHIPTO_MAILADDRESS_CITY»
Ship to — state or province	«SHIPTO_MAILADDRESS_STATE»
Ship to — zip or postal code	«SHIPTO_MAILADDRESS_ZIP»
Ship to — country	«SHIPTO_MAILADDRESS_COUNTRY»
Remit to	Field code
Remit to — address 1	«REMITTOADDR_ADDR1»
Remit to — address 2	«REMITTOADDR_ADDR2»
Remit to — city	«REMITTOADDR_CITY»
Remit to — state or province	«REMITTOADDR_STATE»
Remit to — zip or postal code	«REMITTOADDR_ZIP»
Remit to — country	«REMITTOADDR_COUNTRY»
Remit to — country code	«REMITTOADDR_COUNTRYCODE»
Entries table	Field code
Table start — entries	«TableStart:PRENTRY»
Table end — entries	«TableEnd:PRENTRY»
Description or memo	«PRENTRY_ENTRYDESCRIPTION»
Employee ID	«PRENTRY_EMPLOYEEID»
Employee name	«PRENTRY_EMPLOYEEENAME»

Field label	Merge field
Item	«PRENTRY_ITEMID»
Item name	«PRENTRY_ITEMNAME»
Line item	«PRENTRY_LINEITEM»
Project	«PRENTRY_PROJECTID»
Project name	«PRENTRY_PROJECTNAME»
Line amount	«PRENTRY_TRX_AMOUNT»
Tax (VAT/GST only)	«PRENTRY_TRX_TAX_AMOUNT»
Tax % (VAT/GST only)	«PRENTRY_PERCENTVAL»
Line total (VAT/GST only)	«PRENTRY_TRX_NET_AMOUNT»
Total paid	«PRENTRY_TOTALPAID»
Tax rates (VAT/GST only)	Field code
Standard rate percent	«TAXRATES_Standard_PERCENT»
Standard net total	«TAXRATES_Standard_NET_TOTAL»
Standard VAT total	«TAXRATES_Standard_VAT_TOTAL»
Reduced rate percent	«TAXRATES_Reduced_PERCENT»
Reduced net total	«TAXRATES_Reduced_NET_TOTAL»
Reduced VAT total	«TAXRATES_Reduced_VAT_TOTAL»
Zero rate percent	«TAXRATES_Zero_PERCENT»
Zero net total	«TAXRATES_Zero_NET_TOTAL»
Zero VAT total	«TAXRATES_Zero_VAT_TOTAL»
Exempt rate percent	«TAXRATES_Exempt_PERCENT»
Exempt net total	«TAXRATES_Exempt_NET_TOTAL»
Exempt VAT total	«TAXRATES_Exempt_VAT_TOTAL»
Dunning entries	Field code
Table start — dunning	«TableStart:DUNNINGINVOICES»
Table end — dunning	«TableEnd:DUNNINGINVOICES»
Invoice number	«DUNNINGINVOICES_RECORDID»
Invoice	«DUNNINGINVOICES_INVOICE»
Document number	«DUNNINGINVOICES_DOCNUMBER»
Date	«DUNNINGINVOICES_WHENCREATED»

Field label	Merge field
Due date	«DUNNINGINVOICES_WHENDUE»
Amount total	«DUNNINGINVOICES_TOTAENTERED»
Total entered	«DUNNINGINVOICES_TRX_TOTAENTERED»
Amount due	«DUNNINGINVOICES_TOTALDUE»
Total due	«DUNNINGINVOICES_TRX_TOTALDUE»
Amount paid	«DUNNINGINVOICES_TOTALPAID»
Total paid	«DUNNINGINVOICES_TRX_TOTALPAID»
Due in days	«DUNNINGINVOICES_DUEINDAYS»
Transaction amount	«DUNNINGINVOICES_TRANSACTIONAMOUNT»
Base amount	«DUNNINGINVOICES_BASEAMOUNT»
Term name	«DUNNINGINVOICES_TERMNAME»
Entity	«DUNNINGINVOICES_ENTITY»
Totals	Field code
Subtotal (VAT/GST only)	«TRX_GROSS_AMOUNT»
Tax total (VAT/GST only)	«TRX_TOTAL_TAX»
Total	«TRX_TOTAENTERED»
Project contract fields — AR invoice	Field code
Record number	«PCBINVOICEDetails_RECORDNO»
Doc hdr key	«PCBINVOICEDetails_DOCHDRKEY»
PR record key	«PCBINVOICEDetails_PRRCORDKEY»
PCB invoice summary key	«PCBINVOICEDetails_PCB_INVOICE_SUMMARY_KEY»
Document number	«PCBINVOICEDetails_DOCNO»
Project contract key	«PCBINVOICEDetails_PROJECTCONTRACTKEY»
Project contract ID	«PCBINVOICEDetails_PROJECTCONTRACTID»
Project contract name	«PCBINVOICEDetails_PROJECTCONTRACTNAME»
Project contract line key	«PCBINVOICEDetails_PROJECTCONTRACTLINEKEY»
Project contract line ID	«PCBINVOICEDetails_PROJECTCONTRACTLINEID»
Project contract line name	«PCBINVOICEDetails_PCBLNAME»
Task name	«PCBINVOICEDetails_TASKNAME»

Field label	Merge field
Description	«PCBINVOICEDetails_PCLDESCRIPTION»
External reference number	«PCBINVOICEDetails_EXTERNALREFNO»
Internal reference number	«PCBINVOICEDetails_INTERNALREFNO»
Project key	«PCBINVOICEDetails_PROJECTKEY»
Project ID	«PCBINVOICEDetails_PROJECTID»
Project name	«PCBINVOICEDetails_PROJECTNAME»
Task key	«PCBINVOICEDetails_TASKKEY»
Task ID	«PCBINVOICEDetails_TASKID»
Billable	«PCBINVOICEDetails_BILLABLE»
Original contract amount	«PCBINVOICEDetails_ORIGINALCONTRACTAMOUNT»
Total changes approved in prior months	«PCBINVOICEDetails_TCAPMADDITION»
Total changes approved in prior months_1	«PCBINVOICEDetails_TCAPMDEDUCTION»
Total changes approved this month additions	«PCBINVOICEDetails_TCATMADDITION»
Total changes approved this month deductions	«PCBINVOICEDetails_TCATMDEDUCTION»
Total net approved changes	«PCBINVOICEDetails_TNACHANGES»
Revised contract line amount	«PCBINVOICEDetails_TRCLAMOUNT»
Completed from prior applications	«PCBINVOICEDetails_COMPPRIORAPP»
Completed this period	«PCBINVOICEDetails_COMPTHISPERIOD»
Stored materials	«PCBINVOICEDetails_STOREDMATERIALS»
Total completed to date	«PCBINVOICEDetails_TCTODATE»
Percentage completed to date	«PCBINVOICEDetails_PERCOMPTODATE»

Field label	Merge field
Retainage percentage	«PCBINVOICEDetails_RETAINAGEPERCENTAGE»
Invoice amount retained	«PCBINVOICEDetails_INVOICEAMOUNTRETAINED»
Invoice retainage billed	«PCBINVOICEDetails_INVOICERETAINAGEBILLED»
Net change retainage held	«PCBINVOICEDetails_NETCHANGERETHELD»
Retainage held to date	«PCBINVOICEDetails_RETHELDTODATE»
Retainage billed to date	«PCBINVOICEDetails_RETBILLTODATE»
Retainage balance to date	«PCBINVOICEDetails_RETBALTOODATE»
Previous retainage balance	«PCBINVOICEDetails_PREVRETBALANCE»
Taxes	«PCBINVOICEDetails_TAXES»
Charges	«PCBINVOICEDetails_CHARGES»
Discounts	«PCBINVOICEDetails_DISCOUNTS»
Balance to finish	«PCBINVOICEDetails_BALANCETOFINISH»
Line amount due	«PCBINVOICEDetails_AMOUNTDUE»
Total billed	«PCBINVOICEDetails_TOTALBILLED»
Location key	«PCBINVOICEDetails_LOCATION_KEY»
Location name	«PCBINVOICEDetails_LOCATION_NAME»
Created at entity key	«PCBINVOICEDetails_MEGAENTITYKEY»
Created at entity ID	«PCBINVOICEDetails_MEGAENTITYID»
Created at entity name	«PCBINVOICEDetails_MEGAENTITYNAME»
Project contract billing invoice summary — AR invoice	Field code
Record number	«PCBINVOICESUMMARY_PCB_RECORDNO»
Project contract ID	«PCBINVOICESUMMARY_PCB_PROJECTCONTRACTID»
Project contract name	«PCBINVOICESUMMARY_PCB_PROJECTCONTRACTNAME»
Document ID	«PCBINVOICESUMMARY_PCB_DOCID»

Field label	Merge field
Document number	«PCBINVOICESUMMARY_PCB_DOCNO»
Original contract amount	«PCBINVOICESUMMARY_PCB_ORIGINALCONTRACTAMOUNT»
Total changes approved in prior months	«PCBINVOICESUMMARY_PCB_TCAPMADDITION»
Total changes approved in prior months_1	«PCBINVOICESUMMARY_PCB_TCAPMDEDUCTION»
Total changes approved this month (Additions)	«PCBINVOICESUMMARY_PCB_TCATMADDITION»
Total changes approved this month (Deductions)	«PCBINVOICESUMMARY_PCB_TCATMDEDUCTION»
Total net changes	«PCBINVOICESUMMARY_PCB_TOTALNETAPPROVEDCHANGES»
Revised contract amount	«PCBINVOICESUMMARY_PCB_TOTALREVISEDCONTRACTAMOUNT»
Total completed from prior applications	«PCBINVOICESUMMARY_PCB_TOTALCOMPLETEDFROMPRIORAPPLICATIONS»
Total completed to date	«PCBINVOICESUMMARY_PCB_TOTALCOMPLETEDTODATE»
Invoice amount retained	«PCBINVOICESUMMARY_PCB_INVOICEAMOUNTRETAINED»
Invoice retainage billed	«PCBINVOICESUMMARY_PCB_INVICERETAINAGEBILLED»
Net change retainage held	«PCBINVOICESUMMARY_PCB_NETCHANGERETAINAGEHELD»
Retainage held to date	«PCBINVOICESUMMARY_PCB_RETAINAGEHELDTODATE»
Retainage billed to date	«PCBINVOICESUMMARY_PCB_RETAINAGEBILLEDTODATE»
Retainage balance to date	«PCBINVOICESUMMARY_PCB_RETAINAGEBALANCETODATE»
Total earned less retainage	«PCBINVOICESUMMARY_PCB_TOTALEARNEDESSRETAINAGE»

Field label	Merge field
Less previous billings	«PCBINVOICESUMMARY_PCB_LESSPREVIOUSBILLINGS»
Current amount due	«PCBINVOICESUMMARY_PCB_CURRENTAMOUNTDUE»
Balance to finish	«PCBINVOICESUMMARY_PCB_BALANCETOFINISH»
Taxes	«PCBINVOICESUMMARY_PCB_TOTALTAX»
Discounts	«PCBINVOICESUMMARY_PCB_TOTALDISCOUNT»
Charges	«PCBINVOICESUMMARY_PCB_TOTALCHARGE»
Billing through date	«PCBINVOICESUMMARY_PCB_BILLTHROUGHDATE»
Billing application number	«PCBINVOICESUMMARY_PCB_BILLAPPLICATIONNO»
AR invoice number	«PCBINVOICESUMMARY_PCB_ARINVOICENUMBER»
Project contract key	«PCBINVOICESUMMARY_PCB_PROJECTCONTRACTKEY»
Location key	«PCBINVOICESUMMARY_PCB_LOCATION_KEY»
Location name	«PCBINVOICESUMMARY_PCB_LOCATION_NAME»
Created at entity key	«PCBINVOICESUMMARY_PCB_MEGAENTITYKEY»
Created at entity ID	«PCBINVOICESUMMARY_PCB_MEGAENTITYID»
Created at entity name	«PCBINVOICESUMMARY_PCB_MEGAENTITYNAME»
Record URL	«PCBINVOICESUMMARY_PCB_RECORD_URL»

Accounts Receivable—Statements

The following merge fields can be used for your AR statement custom document templates.

Field label	Merge field
Your company information	Field code
Company name	«COMPANYNAME»
Address 1	«COMPANYADDRESS1»
Address 2	«COMPANYADDRESS2»
City	«COMPANYCITY»
State or province	«COMPANYSTATE»
Zip or postal code	«COMPANYZIPCODE»
Bill to — customer	Field code
Bill to — print as	«BILLPRINTAS»

Field label	Merge field
Bill to — company name	«BILLCOMPANYNAME»
Bill to — first name	«BILLFIRSTNAME»
Bill to — last name	«BILLLASTNAME»
Bill to — address 1	«BILLADDR1»
Bill to — address 2	«BILLADDR2»
Bill to — city	«BILLCITY»
Bill to — state or province	«BILLSTATE»
Bill to — zip or postal code	«BILLZIP»
Bill to — country	«BILLCOUNTRY»
Customer information	Field code
Customer — print as	«DISPLAYPRINTAS»
Customer — company name	«DISPLAYCOMPANYNAME»
Customer — first name	«DISPLAYFIRSTNAME»
Customer — last name	«DISPLAYLASTNAME»
Customer — name	«NAME»
Customer — customer ID	«CUSTOMERID»
Customer — address 1	«DISPLAYADDR1»
Customer — address 2	«DISPLAYADDR2»
Customer — city	«DISPLAYCITY»
Customer — state or province	«DISPLAYSTATE»
Customer — zip or postal code	«DISPLAYZIP»
Customer — country	«DISPLAYCOUNTRY»
Aging	Field code
Current due	«Current»
Aging: 1-30	«in1-30»
Aging: 31-60	«in31-60»
Aging: 61-90	«in61-90»
Aging: 91-	«Over90»
Total due	«TotalDue»
Entries table	Field code
Table start — entries	«TableStart:PREENTRY»
Table end — entries	«TableEnd:PREENTRY»
Entity name	«PREENTRY_ENTITY»
Invoice number	«PREENTRY_RECORDID»
Description	«PREENTRY_DESCRIPTION»
Reference number	«PREENTRY_DOCNUMBER»

Field label	Merge field
Created date	«PREENTRY_WHENCREATED»
Due date	«PREENTRY_WHENDUE»
Due in	«PREENTRY_DUEINDAYS»
Total entered	«PREENTRY_TOTALENTERED»
Total paid	«PREENTRY_TOTALPAID»
Transaction total entered	«PREENTRY_TRXTOTALENTERED»
Transaction total paid	«PREENTRY_TRX_TOTALPAID»

Purchasing—Vendor invoices or Purchase invoices

The following merge fields can be used for your Purchasing vendor invoice custom document templates.

Field label	Merge field
Header	Field code
Document number	«DOCNO»
Document ID	«DOCID»
Customer ID	«CUSTVENDID»
Pay to — vendor or supplier	Field code
Pay to — company name	«CONTACT_COMPANYNAME»
Pay to — contact name	«CONTACT_CONTACTNAME»
Pay to — first name	«CONTACT_FIRSTNAME»
Pay to — last name	«CONTACT_LASTNAME»
Pay to — print as	«CONTACT_PRINTAS»
Pay to — phone 1	«CONTACT_PHONE1»
Pay to — email 1	«CONTACT_EMAIL1»
Pay to — address 1	«CONTACT_MAILADDRESS_ADDRESS1»
Pay to — address 2	«CONTACT_MAILADDRESS_ADDRESS2»
Pay to — city	«CONTACT_MAILADDRESS_CITY»
Pay to — state or province	«CONTACT_MAILADDRESS_STATE»
Pay to — zip or postal code	«CONTACT_MAILADDRESS_ZIP»
Pay to — country	«CONTACT_MAILADDRESS_COUNTRY»
Return to — vendor or supplier	Field code
Return to — company name	«SHIPTO_COMPANYNAME»
Return to — contact name	«SHIPTO_CONTACTNAME»

Field label	Merge field
Return to — first name	«SHIPTO_FIRSTNAME»
Return to — last name	«SHIPTO_LASTNAME»
Return to — print as	«SHIPTO_PRINTAS»
Return to — phone 1	«SHIPTO_PHONE1»
Return to — email 1	«SHIPTO_EMAIL1»
Return to — address 1	«SHIPTO_MAILADDRESS_ADDRESS1»
Return to — address 2	«SHIPTO_MAILADDRESS_ADDRESS2»
Return to — city	«SHIPTO_MAILADDRESS_CITY»
Return to — state or province	«SHIPTO_MAILADDRESS_STATE»
Return to — zip or postal code	«SHIPTO_MAILADDRESS_ZIP»
Return to — country	«SHIPTO_MAILADDRESS_COUNTRY»
Deliver to — vendor or supplier	Field code
Deliver to — company name	«DELIVERTO_COMPANYNAME»
Deliver to — contact name	«DELIVERTO_CONTACTNAME»
Deliver to — first name	«DELIVERTO_FIRSTNAME»
Deliver to — last name	«DELIVERTO_LASTNAME»
Deliver to — print as	«DELIVERTO_PRINTAS»
Deliver to — phone 1	«DELIVERTO_PHONE1»
Deliver to — email 1	«DELIVERTO_EMAIL1»
Deliver to — address 1	«DELIVERTO_MAILADDRESS_ADDRESS1»
Deliver to — address 2	«DELIVERTO_MAILADDRESS_ADDRESS2»
Deliver to — city	«DELIVERTO_MAILADDRESS_CITY»
Deliver to — state or province	«DELIVERTO_MAILADDRESS_STATE»
Deliver to — zip or postal code	«DELIVERTO_MAILADDRESS_ZIP»
Deliver to — country	«DELIVERTO_MAILADDRESS_COUNTRY»
Transaction header	Field code
P.O. reference number	«PONUMBER»
Ship via	«SHIPVIA»
Payment terms	«TERM_NAME»
Date due	«WHENDUE»
P.O. date	«WHENCREATED»
Requisitioner	«CREATEDUSERID»
Message or comments	«MESSAGE»
Transaction entries	Field code
Table start — entries	«TableStart:ENTRIES»
Table end — entries	«TableEnd:ENTRIES»
Item ID	«ENTRIES_ITEMID»

Field label	Merge field
Item name	«ENTRIES_ITEMNAME»
Item description	«ENTRIES_ITEMDESC»
Cross-reference item ID	«ENTRIES_ITEMID»
Stock number	«ENTRIES_STOCK_NUMBER»
Memo	«ENTRIES_MEMO»
Unit	«ENTRIES_UNIT»
Discount	«ENTRIES_DISCOUNT»
Quantity	«ENTRIES_UIQTY»
Price	«ENTRIES_UIPRICE»
Project name	«ENTRIES_PROJECTNAME»
Project	«ENTRIES_PROJECTID»
Task name	«ENTRIES_TASKNAME»
Employee name	«ENTRIES_EMPLOYEEENAME»
Employee ID	«ENTRIES_EMPLOYEEID»
Gross amount	«ENTRIES_LINETOTAL»
Transaction price	«ENTRIES_TRX_PRICE»
Transaction currency symbol	«ENTRIES_TRX_CURRENCY_SYMBOL»
Extended price	«ENTRIES_TOTAL»
Subtotal entries	Field code
Table start — subtotals	«TableStart:SUBTOTALS»
Table end — subtotals	«TableEnd:SUBTOTALS»
Description	«SUBTOTALS_DESCRIPTION»
Transaction currency symbol	«SUBTOTALS_TRX_CURRENCY_SYMBOL»
Total	«SUBTOTALS_TOTAL»
Transaction total	«SUBTOTALS_TRX_TOTAL»
Tax details	«SUBTOTALS_TAXDETAIL»
Totals	Field code
Total due	«TOTALDUE»
Total paid	«TOTALPAID»
Transaction total	«TOTAL»
Transaction subtotal	«SUBTOTAL»

Projects—Change requests

For Construction subscriptions only.

If you have a Projects subscription, you can see the change request merge fields in the Word template but you must have a Construction subscription to use them.

The following merge fields can be used for your Project change request templates.

Field label	Merge field
Header	Field code
Change request ID	«DOCNO»
Change request type key	«CHANGEREQUEST_CHANGEREQUESTTYPEKEY»
Change request type	«CHANGEREQUEST_CHANGEREQUESTTYPENAME»
Project key	«CHANGEREQUEST_PROJECTKEY»
Project ID	«CHANGEREQUEST_PROJECTID»
Project name	«CHANGEREQUEST_PROJECTNAME»
Location key	«CHANGEREQUEST_LOCATIONKEY»
Location ID	«CHANGEREQUEST_LOCATIONID»
Location name	«CHANGEREQUEST_LOCATIONNAME»
Customer key	«CHANGEREQUEST_CUSTOMERKEY»
Customer ID	«CHANGEREQUEST_CUSTOMERID»
Customer name	«CHANGEREQUEST_CUSTOMENAME»
Change request date	«CHANGEREQUEST_CHANGEREQUESTDATE»
State	«CHANGEREQUEST_CHANGEREQUESTSTATE»
Change request status key	«CHANGEREQUEST_CHANGEREQUESTSTATUSKEY»
Change request status	«CHANGEREQUEST_CHANGEREQUESTSTATUS»
Workflow type	«CHANGEREQUEST_WFTYPE»
Description	«CHANGEREQUEST_DESCRIPTION»
Cost effective date	«CHANGEREQUEST_COSTEFFECTIVEDATE»
Price effective date	«CHANGEREQUEST_PRICEEFFECTIVEDATE»
Total cost	«CHANGEREQUEST_TOTALCOST»
Total price	«CHANGEREQUEST_TOTALPRICE»
Scope	«CHANGEREQUEST_SCOPE»
Inclusions	«CHANGEREQUEST_INCUSIONS»
Exclusions	«CHANGEREQUEST_EXCLUSIONS»
Terms	«CHANGEREQUEST_TERMS»
Scheduled state date	«CHANGEREQUEST_SCHEDULEDSTARTDATE»
Revised completion date	«CHANGEREQUEST_REVISEDCOMPLETIONDATE»
Substantial completion date	«CHANGEREQUEST_SUBSTANTIALCOMPLETIONDATE»
Actual completion date	«CHANGEREQUEST_ACTUALCOMPLETIONDATE»
Notice to proceed	«CHANGEREQUEST_NOTICETOPROCEED»
Response due	«CHANGEREQUEST_RESPONSEDUE»
Executed on	«CHANGEREQUEST_EXECUTEDON»
Schedule impact	«CHANGEREQUEST_SCHEDULEIMPACT»
Internal reference number	«CHANGEREQUEST_INTERNALREFNO»

Field label	Merge field
Initiated by key	«CHANGEREQUEST_INTERNALINITIATEDBYKEY»
Internal initiated by	«CHANGEREQUEST_INTERNALINITIATEDBY»
Internal initiated by name	«CHANGEREQUEST_INTERNALINITIATEDBYNAME»
Verbal by key	«CHANGEREQUEST_INTERNALVERBALBYKEY»
Internal verbal by	«CHANGEREQUEST_INTERNALVERBALBY»
Internal verbal by name	«CHANGEREQUEST_INTERNALVERBALBYNAME»
Issued by key	«CHANGEREQUEST_INTERNALISSUEDBYKEY»
Internal issued by	«CHANGEREQUEST_INTERNALISSUEDBY»
Internal issued by name	«CHANGEREQUEST_INTERNAL»
Internal issued on	«CHANGEREQUEST_INTERNALSIGNEDBY»
Approved by key	«CHANGEREQUEST_INTERNALAPPROVEDBYKEY»
Internal approved by	«CHANGEREQUEST_INTERNALAPPROVEDBY»
Internal approved by name	«CHANGEREQUEST_INTERNALAPPROVEDBYNAME»
Internal approved on	«CHANGEREQUEST_INTERNALAPPROVEDON»
Signed by key	«CHANGEREQUEST_INTERNALSIGNEDBYKEY»
Internal signed by	«CHANGEREQUEST_INTERNALSIGNEDBY»
Internal signed by name	«CHANGEREQUEST_INTERNALSIGNEDBYNAME»
Internal signed on	«CHANGEREQUEST_INTERNALSIGNEDON * MERGEFO»
Internal source	«CHANGEREQUEST_INTERNALSOURCE»
Internal source reference number	«CHANGEREQUEST_INTERNALSOURCEREFNO»
External reference number	«CHANGEREQUEST_EXTERNALREFNO»
Verbal by key	«CHANGEREQUEST_EXTERNALVERBALBYKEY»
External verbal by	«CHANGEREQUEST_EXTERNALVERBALBY»
Approved by key	«CHANGEREQUEST_EXTERNALAPPROVEBYKEY»
External approved by	«CHANGEREQUEST_EXTERNALAPPROVEDBY»
External approved on	«CHANGEREQUEST_EXTERNALAPPROVEDON»
Signed by key	«CHANGEREQUEST_EXTERNALSIGNEDBYKEY»
External signed by	«CHANGEREQUEST_EXTERNALSIGNEDBY»
External signed on	«CHANGEREQUEST_EXTERNALSIGNEDON»
Project change order key	«CHANGEREQUEST_PROJECTCHANGEORDERKEY»
Project change order ID	«CHANGEREQUEST_PROJECTCHANGEORDERID»
Project contract ID	«CHANGEREQUEST_PROJECTCONTRACTID»
Project contract key	«CHANGEREQUEST_PROJECTCONTRACTKEY»
Project contract name	«CHANGEREQUEST_PROJECTCONTRACTNAME»
Project contract line ID	«CHANGEREQUEST_PROJECTCONTRACTLINEID»
Project contract line key	«CHANGEREQUEST_PROJECTCONTRACTLINEKEY»
Project contract line name	«CHANGEREQUEST_PROJECTCONTRACTLINENAME»

Field label	Merge field
When created	«CHANGEREQUEST_WHENCREATED»
When modified	«CHANGEREQUEST_WHENMODIFIED»
Attachment	«CHANGEREQUEST_SUPDOCID»
Email	«CHANGEREQUEST_EMAIL_DELIVERY»
Print	«CHANGEREQUEST_PRINT_DELIVERY»
To	«CHANGEREQUEST_CUSTOMEREMAIL»
Email template	«CHANGEREQUEST_EMAILTEMPLATE»
Name	«CHANGEREQUEST_SENDERNAME»
Email address	«CHANGEREQUEST_SENDEREMAIL»
Cc	«CHANGEREQUEST_EMAILCC»
Bcc	«CHANGEREQUEST_EMAILBCC»
Change request template	«CHANGEREQUEST_CRTEMPLATE»
Send to key	«CHANGEREQUEST_CRSENDTOKEY»
Send to	«CHANGEREQUEST_CRSENDTONAME»
Phone	«CHANGEREQUEST_SENDERPHONE»
Contact-email 1	«CHANGEREQUEST_CRSENDTO_EMAIL1»
Contact-email 2	«CHANGEREQUEST_CRSENDTO_EMAIL2»
Contact-first name	«CHANGEREQUEST_CRSENDTO_FIRSTNAME»
Contact-last name	«CHANGEREQUEST_CRSENDTO_LASTNAME»
Contact-company name	«CHANGEREQUEST_CRSENDTO_COMPANYNAME»
Contact-Prefix	«CHANGEREQUEST_CRSENDTO_PREFIX»
Contact-MI	«CHANGEREQUEST_CRSENDTO_INITIAL»
Contact-print as	«CHANGEREQUEST_CRSENDTO_PRINTAS»
Contact-phone 1	«CHANGEREQUEST_CRSENDTO_PHONE1»
Contact-phone 2	«CHANGEREQUEST_CRSENDTO_PHONE2»
Contact-mobile	«CHANGEREQUEST_CRSENDTO_CELLPHONE»
Contact-pager	«CHANGEREQUEST_CRSENDTO_PAGER»
Contact-fax	«CHANGEREQUEST_CRSENDTO_FAX»
Contact-URL 1	«CHANGEREQUEST_CRSENDTO_URL1»
Contact-URL 2	«CHANGEREQUEST_CRSENDTO_URL2»
Primary-contact status	«CHANGEREQUEST_CRSENDTO_STATUS»
Contact address-record key	«CHANGEREQUEST_CRSENDTO_MAIL-ADDRESS_RECO»
Contact address-addr1	«CHANGEREQUEST_CRSENDTO_MAILADDRESS_ADDRE»
Contact address-addr2	«CHANGEREQUEST_CRSENDTO_MAILADDRESS_ADDRE»
Contact address-city	«CHANGEREQUEST_CRSENDTO_CITY»
Contact address-State or Territory	«CHANGEREQUEST_CRSENDTO_MAILADDRESS_STATE»

Field label	Merge field
Contact address-Zip code or Post code	«CHANGEREQUEST_CRSENDTO_MAILADDRESS_ZIP»
Contact address-country	«CHANGEREQUEST_CRSENDTO_MAILADDRESS_COUNT»
Contract address-country code	«CHANGEREQUEST_CRSENDTO_MAILADDRESS)COUNT»
Created at – Entity key	«CHANGEREQUEST_MEGAENTITYKEY»
Created at – Entity ID	«CHANGEREQUEST_MEGAENTITYID»
Created at – Entity name	«CHANGEREQUEST_MEGAENTITYNAME»
Record number	«CHANGEREQUEST_CRSENDTO_RECORDNO»
Contact name	«CHANGEREQUEST_CRSENDTO_CONTACTNAME»
Taxable	«CHANGEREQUEST_CRSENDTO_TAXABLE»
Contact tax group	«CHANGEREQUEST_CRSENDTO_TAXGROUP»
Price schedule	«CHANGEREQUEST_CRSENDTO_PRICESCHEDULE»
Discount %	«CHANGEREQUEST_CRSENDTO_DISCOUNT»
Price list	«CHANGEREQUEST_CRSENDTO_PRICELIST»
Visible	«CHANGEREQUEST_CRSENDTO_VISIBLE»
Address status	«CHANGEREQUEST_CRSENDTOMAILADDRESS_STATUS»
Tax ID	«CHANGEREQUEST_CRSENDTO_TAXID»
Tax group record number	«CHANGEREQUEST_CRSENDTO_TAXGROUPKEY»
Price list record number	«CHANGEREQUEST_CRSENDTO_PRICELISTKEY»
Price schedule record number	«CHANGEREQUEST_CRSENDTO_PRICESCHEDULEKEY»
When created	«CHANGEREQUEST_CRSENDTO_WHENCREATED»
When modified	«CHANGEREQUEST_CRSENDTO_WHENMODIFIED»
Created by	«CHANGEREQUEST_CRSENDTO_CREATEDBY»
Modified by	«CHANGEREQUEST_CRSENDTO_MODIFIEDBY»
Created at – Entity key	«CHANGEREQUEST_CRSENDTO_MEGAENTITYKEY»
Created at – Entity ID	«CHANGEREQUEST_CRSENDTO_MEGAENTITYID»
Created at – Entity name	«CHANGEREQUEST_CRSENDTO_MEGAENTITYNAME»
Latitude	«CHANGEREQUEST_CRSENDTO_MAILADDRESS_LATIT»
Longitude	«CHANGEREQUEST_CRSENDTO_MAILADDRESS_LONGI»
Change request entries table	Field code
Table start — entries	«TableStart:CRENTRIES»
Table end — entries	«TableEnd:CRENTRIES»
Record URL	«CRENTRIES_RECORD_URL»
Record number	«CRENTRIES_RECORDNO»
Change request key	«CRENTRIES_CHANGEREQUESTKEY»

Field label	Merge field
Change request ID	«CRENTRIES_CHANGEREQUESTID»
Workflow type	«CRENTRIES_WFTYPE»
Location key	«CRENTRIES_LOCATIONKEY»
Location ID	«CRENTRIES_LOCATIONID»
Location name	«CRENTRIES_LOCATIONNAME»
Customer ID	«CRENTRIES_CUSTOMERID»
Customer name	«CRENTRIES_CUSTOMENAME»
Department key	«CRENTRIES_DEPARTMENTKEY»
Department ID	«CRENTRIES_DEPARTMENTID»
Department name	«CRENTRIES_DEPARTMENTNAME»
Production units	«CRENTRIES_PRODUCTIONUNITS»
Production unit description	«CRENTRIES_PRODUCTIONUNITDESC»
Quantity	«CRENTRIES_QTY»
External UOM	«CRENTRIES_EUOM»
Unit cost	«CRENTRIES_UNITCOST»
Cost	«CRENTRIES_COST»
Unit price	«CRENTRIES_UNITPRICE»
Price	«CRENTRIES_PRICE»
Price markup percent	«CRENTRIES_PRICEMARKUPPERCENT»
Price markup amount	«CRENTRIES_PRICEMARKUPAMOUNT»
Line price	«CRENTRIES_LINEPRICE»
Memo	«CRENTRIES_MEMO»
GL account key	«CRENTRIES_ACCOUNTKEY»
GL account	«CRENTRIES_ACCOUNTNO»
GL account title	«CRENTRIES_ACCOUNTTITLE»
Project change order key	«CRENTRIES_PROJECTCHANGEORDERKEY»
Project change order ID	«CRENTRIES_PROJECTCHANGEORDERID»
Project contract ID	«CRENTRIES_PROJECTCHANGEORDERID»
Project contract key	«CRENTRIES_PROJECTCHANGEORDERID»
Project contract name	«CRENTRIES_PROJECTCHANGEORDERID»
Project contract line ID	«CRENTRIES_PROJECTCHANGEORDERID»
Project contract line key	«CRENTRIES_PROJECTCHANGEORDERID»
Project contract line name	«CRENTRIES_PROJECTCHANGEORDERID»
When created	«CRENTRIES_WHENCREATED»
When modified	«CRENTRIES_WHENMODIFIED»
Created by	«CRENTRIES_CREATEDBY»
Modified by	«CRENTRIES_MODIFIEDBY»
Estimate key	«CRENTRIES_PJESTIMATEKEY»

Field label	Merge field
Estimate ID	«CRENTRIES_PJESTIMATEID»
Project	«CRENTRIES_PROJECTID»
Project name	«CRENTRIES_PROJECTNAME»
Customer	«CRENTRIES_CUSTOMERID»
Customer name	«CRENTRIES_CUSTOMERTNAME»
Vendor	«CRENTRIES_VENDORID»
Vendor name	«CRENTRIES_VENDORNAME»
Employee	«CRENTRIES_EMPLOYEEID»
Employee name	«CRENTRIES_EMPLOYEEENAME»
Item	«CRENTRIES_ITEMID»
Item name	«CRENTRIES_ITEMNAME»
Task	«CRENTRIES_TASKID»
Task name	«CRENTRIES_TASKNAME»
Cost type	«CRENTRIES_COSTTYPEID»
Cost type name	«CRENTRIES_COSTTYPENAME»

Projects—Change orders

For Construction subscriptions only.

If you have a Projects subscription, you can see the change order merge fields in the Word template but you must have a Construction subscription to use them.

The following merge fields can be used for your Project change order templates.

Field label	Merge field
Header	Field code
Record number	«PROJECTCHANGEORDER_RECORDNO»
Project change order ID	«PROJECTCHANGEORDER_PROJECTCHANGEORDERID»
Project key	«PROJECTCHANGORDER_PROJECTKEY»
Project ID	«PROJECTCHANGEORDER_PROJECTID»
Project name	«PROJECTCHANGEORDER_PROJECTNAME»
Location key	«PROJECTCHANGEORDER_LOCATIONKEY»
Location ID	«PROJECTCHANGEORDER_LOCATIONID»
Location name	«PROJECTCHANGEORDER_LOCATIONNAME»
Customer key	«PROJECTCHANGEORDER_CUSTOMERKEY»
Customer ID	«PROJECTCHANGEORDER_CUSTOMERID»
Customer name	«PROJECTCHANGEORDER_CUSTOMENAME»
Project change order date	«PROJECTCHANGEORDER_PROJECTCHANGEORDERDAT»
State	«PROJECTCHANGEORDER_PROJECTCHANGEORDERSTA»
Change request status key	«PROJECTCHANGEORDER_CHANGEREQUESTSTATUSKE»
Change request status	«PROJECTCHANGEORDER_CHANGEREQUESTSTATUSNA»
Description	«PROJECTCHANGEORDER_DESCRIPTION»
Price effective date	«PROJECTCHANGEORDER_PRICEEFFECTIVEDATE»
Total cost	«PROJECTCHANGEORDER_TOTALCOST»
Total price	«PROJECTCHANGEORDER_TOTALPRICE»
Scope	«PROJECTCHANGEORDER_SCOPE»
Inclusions	«PROJECTCHANGEORDER_INCLUSIONS»
Exclusions	«PROJECTCHANGEORDER_EXCLUSIONS»
Terms	«PROJECTCHANGEORDER_TERMS»
Scheduled start date	«PROJECTCHANGEORDER_SCHEDULEDSTARTDATE»
Actual start date	«PROJECTCHANGEORDER_ACTUALSTARTDATE»
Scheduled completion date	«PROJECTCHANGEORDER_SCHEDULEDCOMPLETIONDA»
Revised completion date	«PROJECTCHANGEORDER_REVISEDCOMPLETIONDATE»
Substantial completion date	«PROJECTCHANGEORDER_SUBSTANTIALCOMPLETION»
Actual completion date	«PROJECTCHANGEORDER_ACTUALCOMPLETIONDATE»
Notice to proceed	«PROJECTCHANGEORDER_NOTICETOPROCEED»

Field label	Merge field
Response due	«PROJECTCHANGEORDER_RESPONSEDUE»
Executed on	«PROJECTCHANGEORDER_EXECUTEDON»
Schedule impact	«PROJECTCHANGEORDER_SCHEDULEIMPACT»
Internal reference number	«PROJECTCHANGEORDER_INTERNALREFNO»
Initiated by key	«PROJECTCHANGEORDER_INTERNALINITIATEDBYKEY»
Internal initiated by	«PROJECTCHANGEORDER_INTERNALINITIATEDBY»
Internal initiated by name	«PROJECTCHANGEORDER_INTERNALINITIATEDBYNA»
Verbal by key	«PROJECTCHANGEORDER_INTERNALVERBALBYKEY»
Internal verbal by	«PROJECTCHANGEORDER_INTERNALVERBALBY»
Internal verbal by name	«PROJECTCHANGEORDER_INTERNALVERBALBYNAME»
Issued by key	«PROJECTCHANGEORDER_INTERNALISSUEDBYKEY»
Internal issued by	«PROJECTCHANGEORDER_INTERNALISSUEDBY»
Internal issued by name	«PROJECTCHANGEORDER_INTERNALISSUEDBYNAME»
Internal issued on	«PROJECTCHANGEORDER_INTERNALISSUEDON»
Approve by key	«PROJECTCHANGEORDER_INTERNALAPPROVEDBYKEY»
Internal approved by	«PROJECTCHANGEORDER_INTERNALAPPROVEDBY»
Internal approve by name	«PROJECTCHANGEORDER_INTERNALAPPROVEDBYNAM»
Internal approved on	«PROJECTCHANGEORDER_INTERNALAPPROVEDON»
Signed by key	«PROJECTCHANGEORDER_INTERNALSIGNEDBYKEY»
Internal signed by	«PROJECTCHANGEORDER_INTERNALSIGNEDBY»
Internal signed by name	«PROJECTCHANGEORDER_INTERNALSIGNEDBYNAME»
Internal signed on	«PROJECTCHANGEORDER_INTERNALSIGNEDON»
Internal source	«PROJECTCHANGEORDER_INTERNALSOURCE»
Internal source reference number	«PROJECTCHANGEORDER_INTERNALSOURCEREFNO»
External reference number	«PROJECTCHANGEORDER_EXTERNALREFNO»
Verbal by key	«PROJECTCHANGEORDER_EXTERNALVERBALBYKEY»
External verbal by	«PROJECTCHANGEORDER_EXTERNALVERBALBY»
Approved by key	«PROJECTCHANGEORDER_EXTERNALAPPROVEDBYKEY»
External approved by	«PROJECTCHANGEORDER_EXTERNALAPPROVEDBY»
External approved on	«PROJECTCHANGEORDER_EXTERNALAPPROVEDON»
Signed by key	«PROJECTCHANGEORDER_EXTERNALSIGNEDBYKEY»
External signed by	«PROJECTCHANGEORDER_EXTERNALSIGNEDBY»
External signed on	«PROJECTCHANGEORDER_EXTERNALSIGNEDON»
Send to key	«PROJECTCHANGEORDER_SENDTOKEY»
Send to	«PROJECTCHANGEORDER_SENTO»
Billing item key	«PROJECTCHANGEORDER_ITEMKEY»
Billing item ID	«PROJECTCHANGEORDER_ITEMID»

Field label	Merge field
Billing item name	«PROJECTCHANGEORDER_ITEMNAME»
Project contract ID	«PROJECTCHANGEORDER_PROJECTCONTRACTID»
Project contract key	«PROJECTCHANGEORDER_PROJECTCONTRACTKEY»
Project contract name	«PROJECTCHANGEORDER_PROJECTCONTRACTNAME»
Project contract line ID	«PROJECTCHANGEORDER_PROJECTCONTRACTLINEID»
Project contract line key	«PROJECTCHANGEORDER_PROJECTCONTRACTLINEKEY»
Project contract line name	«PROJECTCHANGEORDER_PROJECTCONTRACTLINENAME»
When created	«PROJECTCHANGEORDER_WHENCREATED»
When modified	«PROJECTCHANGEORDER_WHENMODIFIED»
Created by	«PROJECTCHANGEORDER_CREATEDBY»
Modified by	«PROJECTCHANGEORDER_MODIFIEDBY»
Attachment	«PROJECTCHANGEORDER_SUPDOCID»
Email	«PROJECTCHANGEORDER_EMAIL_DELIVERY»
Print	«PROJECTCHANGEORDER_PRINT_DELIVERY»
To	«PROJECTCHANGEORDER_CUSTOMEREMAIL»
Email template	«PROJECTCHANGEORDER_EMAILTEMPLATE»
Name	«PROJECTCHANGEORDER_SENDERNAME»
Email address	«PROJECTCHANGEORDER_SENDEREMAIL»
Cc	«PROJECTCHANGEORDER_EMAILCC»
Bcc	«PROJECTCHANGEORDER_EMAILBCC»
Project change order template	«PROJECTCHANGEORDER_PCOTEMPLATE»
Phone	«PROJECTCHANGEORDER_SENDERPHONE»
Contact email 1	«PROJECTCHANGEORDER_PCOSENDTO_EMAIL1»
Contact email 2	«PROJECTCHANGEORDER_PCOSENDTO_EMAIL2»
Contact first name	«PROJECTCHANGEORDER_PCOSENDTO_FIRSTNAME»
Contact last name	«PROJECTCHANGEORDER_PCOSENDTO_LASTNAME»
Contact company name	«PROJECTCHANGEORDER_PCOSENDTO_COMPANYNAME»
Contact Prefix	«PROJECTCHANGEORDER_PCOSENDTO_PREFIX»
Contact MI	«PROJECTCHANGEORDER_PCOSENDTO_INITIAL»
Contact print as	«PROJECTCHANGEORDER_PCOSENDTO_PRINTAS»
Contact phone 1	«PROJECTCHANGEORDER_PCOSENDTO_PHONE1»
Contact phone 2	«PROJECTCHANGEORDER_PCOSENDTO_PHONE2»
Contact mobile	«PROJECTCHANGEORDER_PCOSENDTO_CELLPHONE»
Contact pager	«PROJECTCHANGEORDER_PCOSENDTO_PAGER»
Contact fax	«PROJECTCHANGEORDER_PCOSENDTO_FAX»
Contact URL 1	«PROJECTCHANGEORDER_PCOSENDTO_URL1»
Contact URL 2	«PROJECTCHANGEORDER_PCOSENDTO_URL2»

Field label	Merge field
Primary contact status	«PROJECTCHANGEORDER_PCOSENDTO_STATUS»
Contact address record key	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»
Contact address addr1	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»
Contact address addr2	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»
Contact address city	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»
Contact address – state or territory	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»
Contact address – zip code or post code	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»
Contact address – country	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»
Contact address – country code	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»
Project change order ID	«PROJECTCHANGEORDER_RECORDNO»
Created at – Entity key	«PROJECTCHANGEORDER_MEGAENTITYKEY»
Created at – Entity ID	«PROJECTCHANGEORDER_MEGAENTITYID»
Created at – Entity name	«PROJECTCHANGEORDER_MEGAENTITYNAME»
Record number	«PROJECTCHANGEORDER_PCOSENDTO_RECORDNO»
Contact name	«PROJECTCHANGEORDER_PCOSENDTO_CONTACTNAME»
Taxable	«PROJECTCHANGEORDER_PCOSENDTO_TAXABLE»
Contact tax group	«PROJECTCHANGEORDER_PCOSENDTO_TAXGROUP»
Price schedule	«PROJECTCHANGEORDER_PCOSENDTO_PRICESCHEDU»
Discount %	«PROJECTCHANGEORDER_PCOSENDTO_DISCOUNT»
Price list	«PROJECTCHANGEORDER_PCOSENDTO_PRICELIST»
Visible	«PROJECTCHANGEORDER_PCOSENDTO_VISIBLE»
Address status	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»
Tax ID	«PROJECTCHANGEORDER_PCOSENDTO_TAXID»
Tax group record number	«PROJECTCHANGEORDER_PCOSENDTO_TAXGROUPKEY»
Price list record number	«PROJECTCHANGEORDER_PCOSENDTO_PRICELISTKE»
Price schedule record number	«PROJECTCHANGEORDER_PCOSENDTO_PRICESCHEDU»
When created	«PROJECTCHANGEORDER_PCOSENDTO_WHENCREATED»
When modified	«PROJECTCHANGEORDER_PCOSENDTO_WHENMODIFIE»
Created by	«PROJECTCHANGEORDER_PCOSENDTO_CREATEDBY»
Modified by	«PROJECTCHANGEORDER_PCOSENDTO_MODIFIEDBY»
Created at - Entity key	«PROJECTCHANGEORDER_PCOSENDTO_MEGAENTITYK»
Created at - Entity ID	«PROJECTCHANGEORDER_PCOSENDTO_MEGAENTITYI»
Created at - Entity name	«PROJECTCHANGEORDER_PCOSENDTO_MEGAENTITYYN»
Latitude	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»

Field label	Merge field
Longitude	«PROJECTCHANGEORDER_PCOSENDTO_MAILADDRESS»
Record URL	«PCO_CHANGEREQUESTS_RECORD_URL»
Record number	«PCO_CHANGEREQUESTS_RECORDNO»
Change request ID	«PCO_CHANGEREQUESTS_CHANGEREQUESTID»
Change request type key	«PCO_CHANGEREQUESTS_CHANGEREQUESTTYPEKEY»
Change request type	«PCO_CHANGEREQUESTS_CHANGEREQUESTTYPENAME»
Project key	«PCO_CHANGEREQUESTS_PROJECTKEY»
Project ID	«PCO_CHANGEREQUESTS_PROJECTID»
Project name	«PCO_CHANGEREQUESTS_PROJECTNAME»
Location key	«PCO_CHANGEREQUESTS_LOCATIONKEY»
Location ID	«PCO_CHANGEREQUESTS_LOCATIONID»
Location name	«PCO_CHANGEREQUESTS_LOCATIONNAME»
Customer key	«PCO_CHANGEREQUESTS_CUSTOMERKEY»
Customer ID	«PCO_CHANGEREQUESTS_CUSTOMERID»
Customer name	«PCO_CHANGEREQUESTS_CUSOTMERNAME»
Change request date	«PCO_CHANGEREQUESTS_CHANGEREQUESTDATE»
State	«PCO_CHANGEREQUESTS_CHANGEREQUESTSTATE»
Change request status key	«PCO_CHANGEREQUESTS_CHANGEREQUESTSTATUSKE»
Change request status	«PCO_CHANGEREQUESTS_CHANGEREQUESTSTATUSNA»
Workflow type	«PCO_CHANGEREQUESTS_WFTYPE»
Description	«PCO_CHANGEREQUESTS_DESCRIPTION»
Cost effective date	«PCO_CHANGEREQUESTS_COSTEFFECTIVEDATE»
Price effective date	«PCO_CHANGEREQUESTS_PRICEEFFECTIVEDATE»
Total cost	«PCO_CHANGEREQUESTS_TOTALCOST»
Total price	«PCO_CHANGEREQUESTS_TOTALPRICE»
Scope	«PCO_CHANGEREQUESTS_SCOPE»
Inclusions	«PCO_CHANGEREQUESTS_INCLUSIONS»
Exclusions	«PCO_CHANGEREQUESTS_EXCLUSIONS»
Terms	«PCO_CHANGEREQUESTS_TERMS»
Scheduled start date	«PCO_CHANGEREQUESTS_SCHEDULEDSTARTDATE»
Actual start date	«PCO_CHANGEREQUESTS_ACTUALSTARTDATE»
Scheduled completion date	«PCO_CHANGEREQUESTS_SCHEDULEDCOMPLETION»
Revised completion date	«PCO_CHANGEREQUESTS_REVISEDCOMPLETIONDATE»
Substantial completion date	«PCO_CHANGEREQUESTS_SUBSTANTIALCOMPLETION»
Actual completion date	«PCO_CHANGEREQUESTS_ACTUALCOMPLETIONDATE»
Notice to proceed	«PCO_CHANGEREQUESTS_NOTICETOPROCEED»
Response due	«PCO_CHANGEREQUESTS_RESPONSEDUE»
Executed on	«PCO_CHANGEREQUESTS_EXECUTEDON»

Field label	Merge field
Schedule impact	«PCO_CHANGEREQUESTS_SCHEDULEIMPACT»
Internal reference number	«PCO_CHANGEREQUESTS_INTERNALREFNO»
Initiated by key	«PCO_CHANGEREQUESTS_INTERNALINITIATEDBYKEY»
Internal initiated by	«PCO_REQUESTS_INTERNALINITIATEDBY»
Internal initiated by name	«PCO_REQUESTS_INTERNALINITIATEDBYNAME»
Verbal by key	«PCO_REQUESTS_INTERNALVERBALBYKEY»
Internal verbal by	«PCO_REQUESTS_INTERNALVERBALBY»
Internal verbal by name	«PCO_CHANGEREQUESTS_INTERNALVERBALBYNAME»
Issued by key	«PCO_CHANGEREQUESTS_INTERNALISSUEDBYKEY»
Internal issued by	«PCO_CHANGEREQUESTS_INTERNALISSUEDBY»
Internal issued by name	«PCO_CHANGEREQUESTS_INTERNALISSUEDBYNAME»
Internal issued on	«PCO_CHANGEREQUESTS_INTERNALISSUEDON»
Approved by key	«PCO_CHANGEREQUESTS_INTERNALAPPROVEDBYKEY»
Internal approved by	«PCO_CHANGEREQUESTS_INTERNALAPPROVEDBY»
Internal approved by name	«PCO_CHANGEREQUESTS_INTERNALAPPROVEDBYNAM»
Internal approved on	«PCO_CHANGEREQUESTS_INTERNALAPPROVEDON»
Signed by key	«PCO_CHANGEREQUESTS_INTERNALSIGNEDBYKEY»
Internal signed by	«PCO_CHANGEREQUESTS_INTERNALSIGNEDBY»
Internal signed by name	«PCO_CHANGEREQUESTS_INTERNALSIGNEDBYNAME»
Internal signed on	«PCO_CHANGEREQUESTS_INTERNALSIGNEDON»
Internal source	«PCO_CHANGEREQUESTS_INTERNALSOURCE»
Internal source reference number	«PCO_CHANGEREQUESTS_INTERNALSOURCEREFNO»
External reference number	«PCO_CHANGEREQUESTS_EXTERNALREFNO»
Verbal by key	«PCO_CHANGEREQUESTS_EXTERNALVERBALBYKEY»
External verbal by	«PCO_CHANGEREQUESTS_EXTERNALVERBALBY»
Approved by key	«PCO_CHANGEREQUESTS_EXTERNALAPPROVEDBYKEY»
External approved by	«PCO_CHANGEREQUESTS_EXTERNALAPPROVEDBY»
External approved on	«PCO_CHANGEREQUESTS_EXTERNALAPPROVEDON»
Signed by key	«PCO_CHANGEREQUESTS_EXTERNALSIGNEDBYKEY»
External signed by	«PCO_CHANGEREQUESTS_EXTERNALSIGNEDBY»
External signed on	«PCO_CHANGEREQUESTS_EXTERNALSIGNEDON»
Project change order key	«PCO_CHANGEREQUESTS_PROJECTCHANGEORDERKEY»
Project change order ID	«PCO_CHANGEREQUESTS_PROJECTCHANGEORDERID»
Project contract ID	«PCO_CHANGEREQUESTS_PROJECTCONTRACTID»
Project contract key	«PCO_CHANGEREQUESTS_PROJECTCONTRACTKEY»
Project contract name	«PCO_CHANGEREQUESTS_PROJECTPROJECTCONTRACTNAME»
Project contract line ID	«PCO_CHANGEREQUESTS_PROJECTCONTRACTLINEID»

Field label	Merge field
Project contract line key	«PCO_CHANGEREQUESTS_PROJECTCONTRACTLINEKEY»
Project contract line name	«PCO_CHANGEREQUESTS_PROJECTCONTRACTLINENAME»
When created	«PCO_CHANGEREQUESTS_WHENCREATED»
Created by	«PCO_CHANGEREQUESTS_CREATEDBY»
Modified by	«PCO_CHANGEREQUESTS_MODIFIEDBY»
When modified	«PCO_CHANGEREQUESTS_WHENMODIFIED»
Attachment	«PCO_CHANGEREQUESTS_SUPDOCID»
Email	«PCO_CHANGEREQUESTS_EMAIL_DELIVERY»
Print	«PCO_CHANGEREQUESTS_PRINT_DELIVERY»
To	«PCO_CHANGEREQUESTS_CUSTOMEREMAIL»
Email template	«PCO_CHANGEREQUESTS_EMAILTEMPLATE»
Name	«PCO_CHANGEREQUESTS_SENDERNAME»
Email address	«PCO_CHANGEREQUESTS_SENDEREMAIL»
Cc	«PCO_CHANGEREQUESTS_EMAILCC»
Bcc	«PCO_CHANGEREQUESTS_EMAILBCC»
Change request template	«PCO_CHANGEREQUESTS_CRTEMPLATE»
Send to key	«PCO_CHANGEREQUESTS_CRSENDTOKEY»
Send to	«PCO_CHANGEREQUESTS_CRSENDTONAME»
Phone	«PCO_CHANGEREQUESTS_SENDERPHONE»
Contact - email 1	«PCO_CHANGEREQUESTS_CRSENDTO_EMAIL1»
Contact - email 2	«PCO_CHANGEREQUESTS_CRSENDTO_EMAIL2»
Contact - first name	«PCO_CHANGEREQUESTS_CRSENDTO_FIRSTNAME»
Contact – last name	«PCO_CHANGEREQUESTS_CRSENDTO_LASTNAME»
Contact - company name	«PCO_CHANGEREQUESTS_CRSENDTO_COMPANYNAME»
Contact – Prefix	«PCO_CHANGEREQUESTS_CRSENDTO_PREFIX»
Contact – MI	«PCO_CHANGEREQUESTS_CRSENDTO_INITIAL»
Contact – print as	«PCO_CHANGEREQUESTS_CRSENDTO_PRINTAS»
Contact – phone 1	«PCO_CHANGEREQUESTS_CRSENDTO_PHONE1»
Contact – phone 2	«PCO_CHANGEREQUESTS_CRSENDTO_PHONE2»
Contact – mobile	«PCO_CHANGEREQUESTS_CRSENDTO_CELLPHONE»
Contact – pager	«PCO_CHANGEREQUESTS_CRSENDTO_PAGER»
Contact – fax	«PCO_CHANGEREQUESTS_CRSENDTO_FAX»
Contact – URL 1	«PCO_CHANGEREQUESTS_CRSENDTO_URL1»
Contact – URL 2	«PCO_CHANGEREQUESTS_CRSENDTO_URL2»
Primary – contact status	«PCO_CHANGEREQUESTS_CRSENDTO_STATUS»
Contact address – record key	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»
Contact address – addr1	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»

Field label	Merge field
Contact address – addr2	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»
Contact address – city	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»
Contact address – State or Territory	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»
Contact address – Zip code or Post code	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»
Contact address – country	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»
Contact address – country code	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»
Created at – Entity key	«PCO_CHANGEREQUESTS_MEGAENTITYKEY»
Created at – Entity ID	«PCO_CHANGEREQUESTS_MEGAENTITYID»
Created at – Entity name	«PCO_CHANGEREQUESTS_MEGAENTITYNAME»
Record number	«PCO_CHANGEREQUESTS_CRSENDTO_RECORDNO»
Contact name	«PCO_CHANGEREQUESTS_CRSENDTO_CONTACTNAME»
Taxable	«PCO_CHANGEREQUESTS_CRSENDTO_TAXABLE»
Contact tax group	«PCO_CHANGEREQUESTS_CRSENDTO_TAXGROUP»
Price schedule	«PCO_CHANGEREQUESTS_CRSENDTO_PRICESCHEDUL»
Discount %	«PCO_CHANGEREQUESTS_CRSENDTO_DISCOUNT»
Price list	«PCO_CHANGEREQUESTS_CRSENDTO_PRICELIST»
Visible	«PCO_CHANGEREQUESTS_CRSENDTO_VISIBLE»
Address status	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»
Tax ID	«PCO_CHANGEREQUESTS_CRSENDTO_TAXID»
Tax group record number	«PCO_CHANGEREQUESTS_CRSENDTO_TAXGROUPKEY»
Price list record number	«PCO_CHANGEREQUESTS_CRSENDTO_PRICELISTKEY»
Price schedule record number	«PCO_CHANGEREQUESTS_CRSENDTO_PRICESCHEDUL»
When created	«PCO_CHANGEREQUESTS_CRSENDTO_WHENCREATED»
When modified	«PCO_CHANGEREQUESTS_CRSENDTO_WHENMODIFIED»
Created by	«PCO_CHANGEREQUESTS_CRSENDTO_CREATEDBY»
Modified by	«PCO_CHANGEREQUESTS_CRSENDTO_MODIFIEDBY»
Created at – Entity key	«PCO_CHANGEREQUESTS_CRSENDTO_MEGAENTITYKE»
Created at – Entity ID	«PCO_CHANGEREQUESTS_CRSENDTO_MEGAENTITYID»
Created at – Entity name	«PCO_CHANGEREQUESTS_CRSENDTO_MEGAENTITYNA»
Latitude	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»
Longitude	«PCO_CHANGEREQUESTS_CRSENDTO_MAILADDRESS_»
Table start — entries	«PCO_CHANGEREQUESTS»
Table end — entries	«PCO_CHANGEREQUESTS»

Project contract-enabled invoices

Use the following merge fields in project contract invoices.

You can also use fields from the previous Order Entry tables in your custom document template. For example, you might use the Bill to or Ship to fields to reference customer information.

Field label	Merge field
Project contract billing summary section	Field code
Project contract key	«PROJECTCONTRACTKEY»
Project contract ID	«PROJECTCONTRACTID»
Project contract name	«PROJECTCONTRACTNAME»
External reference	«PCBEXTERNALREFNO»
Contract description	«PCBDESCRIPTION»
Contract date	«PCBDATE»
Architect key	«ARCHITECTKEY»
Billing through date	«BILLTHROUGHDATE»
Billing application number	«BILLAPPLICATIONNO»
Original contract amount	«ORGCONTRACTAMT»
Net changes	«NETCHANGES»
Revised contract amount	«REVISEDCONTRACTAMT»
Total completed to date	«TOTALCOMPLETEDTODATE»
Retainage from completed amounts	«RETCOMPLETEDAMT»
Retainage from stored materials	«RETSTOREDMATERIALS»
Total retainage	«TOTALRETAINAGE»
Total earned less retainage	«TOTALEARNEDLESSRET»
Less previous billings	«LESSPRIORAPPLICATION»
Current amount due	«CURRENTAMTDUE»
Balance to finish	«BALANCETOFINISH»
Project change order summary	Field code
Total changes approved in prior months (Additions)	«TCAPMADDITION»
Total changes approved in prior months (Deductions)	«TCAPMDEDUCTION»
Total changes approved this month (Additions)	«TCATMADDITION»

Field label	Merge field
Total changes approved this month (Deductions)	«TCATMDEDUCTION»
Total net changes (Additions)	«TOTALNETCHANGESADDITION»
Total net changes (Deductions)	«TOTALNETCHANGESDEDUCTION»
Total net changes	«TOTALNETCHANGES»
Architect	«ARCHITECT»
Total retainage held	«PROJECTCONTRACTTOTALRETAINAGEHELD»
Project contract billing – OE entry	Field code
Project contract ID	«ENTRIES_PROJECTCONTRACTID»
Project contract name	«ENTRIES_PROJECTCONTRACTNAME»
Project contract key	«ENTRIES_PROJECTCONTRACTKEY»
Project contract line ID	«ENTRIES_PROJECTCONTRACTLINEID»
Project contract line name	«ENTRIES_PROJECTCONTRACTLINENAME»
Project contract line key	«ENTRIES_PROJECTCONTRACTLINEKEY»
External reference	«ENTRIES_PCBEXTERNALREFNO»
Description	«ENTRIES_PCBDESCRIPTION»
Billing type	«ENTRIES_PCBBILLINGTYPE»
Contract line value	«ENTRIES_CONTRACTLINEVALUE»
Amount from prior application	«ENTRIES_PRIORAPPLICATIONAMT»
Completed this period	«ENTRIES_COMPLETEDTHISPERIOD»
Stored materials	«ENTRIES_STOREDMATERIALS»
Total completed to date	«ENTRIES_TOTALCOMPLETEDTODATE»
Percentage completed to date	«ENTRIES_PERCENTCOMPLETEDTODATE»
Balance remaining	«ENTRIES_BALANCEREMAINING»
Project contract billing invoice summary – OE entry	Field code
Record number	«PCBINVOICESUMMARY_PCB_RECORDNO»
Project contract ID	«PCBINVOICESUMMARY_PCB_PROJECTCONTRACTID»
Project contract name	«PCBINVOICESUMMARY_PCB_PROJECTCONTRACTNAME»
Document ID	«PCBINVOICESUMMARY_PCB_DOCID»
Document number	«PCBINVOICESUMMARY_PCB_DOCNO»
Original contract amount	«PCBINVOICESUMMARY_PCB_ORIGINALCONTRACTAMOUNT»
Total changes approved in prior months	«PCBINVOICESUMMARY_PCB_TCAPMADDITION»
Total changes approved in prior months_1	«PCBINVOICESUMMARY_PCB_TCAPMDEDUCTION»

Field label	Merge field
Total changes approved this month (Additions)	«PCBINVOICESUMMARY_PCB_TCATMADDITION»
Total changes approved this month (Deductions)	«PCBINVOICESUMMARY_PCB_TCATMDEDUCTION»
Total net changes	«PCBINVOICESUMMARY_PCB_TOTALNETAPPROVEDCHANGES»
Revised contract amount	«PCBINVOICESUMMARY_PCB_TOTALREVISEDCONTRACTAMOUNT»
Total completed from prior applications	«PCBINVOICESUMMARY_PCB_TOTALCOMPLETEDFROMPRIORAPPLICATIONS»
Total completed to date	«PCBINVOICESUMMARY_PCB_TOTALCOMPLETEDTODATE»
Invoice amount retained	«PCBINVOICESUMMARY_PCB_INVOICEAMOUNTRETAINED»
Invoice retainage billed	«PCBINVOICESUMMARY_PCB_INVICERETAINAGEBILLED»
Net change retainage held	«PCBINVOICESUMMARY_PCB_NETCHANGERETAINAGEHELD»
Retainage held to date	«PCBINVOICESUMMARY_PCB_RETAINAGEHELDTODATE»
Retainage billed to date	«PCBINVOICESUMMARY_PCB_RETAINAGEBILLEDTODATE»
Retainage balance to date	«PCBINVOICESUMMARY_PCB_RETAINAGEBALANCETODATE»
Total earned less retainage	«PCBINVOICESUMMARY_PCB_TOTALEARNEDLESSRETAINAGE»
Less previous billings	«PCBINVOICESUMMARY_PCB_LESSPREVIOUSBILLINGS»
Current amount due	«PCBINVOICESUMMARY_PCB_CURRENTAMOUNTDUE»
Balance to finish	«PCBINVOICESUMMARY_PCB_BALANCETOFINISH»
Taxes	«PCBINVOICESUMMARY_PCB_TOTALTAX»
Discounts	«PCBINVOICESUMMARY_PCB_TOTALDISCOUNT»
Charges	«PCBINVOICESUMMARY_PCB_TOTALCHARGE»
Billing through date	«PCBINVOICESUMMARY_PCB_BILLTHROUGHDATE»
Billing application no	«PCBINVOICESUMMARY_PCB_BILLAPPLICATIONNO»
AR invoice number	«PCBINVOICESUMMARY_PCB_ARINVOICENUMBER»
Project contract key	«PCBINVOICESUMMARY_PCB_PROJECTCONTRACTKEY»
Location key	«PCBINVOICESUMMARY_PCB_LOCATION_KEY»
Location name	«PCBINVOICESUMMARY_PCB_LOCATION_NAME»
Created at entity key	«PCBINVOICESUMMARY_PCB_MEGAENTITYKEY»
Created at entity ID	«PCBINVOICESUMMARY_PCB_MEGAENTITYID»
Created at entity name	«PCBINVOICESUMMARY_PCB_MEGAENTITYNAME»
Record URL	«PCBINVOICESUMMARY_PCB_RECORD_URL»
Project contract billing invoice detail - OE entry	Field Code
Record number	«PCBINVOICEDETAILS_RECORDNO»

Field label	Merge field
Doc hdr key	«PCBINVOICEDetails_DOCHDRKEY»
PR record key	«PCBINVOICEDetails_PRRECORDKEY»
PCB invoice summary key	«PCBINVOICEDetails_PCB_INVOICE_SUMMARY_KEY»
Document number	«PCBINVOICEDetails_DOCNO»
Project contract key	«PCBINVOICEDetails_PROJECTCONTRACTKEY»
Project contract ID	«PCBINVOICEDetails_PROJECTCONTRACTID»
Project contract name	«PCBINVOICEDetails_PROJECTCONTRACTNAME»
Project contract line key	«PCBINVOICEDetails_PROJECTCONTRACTLINEKEY»
Project contract line ID	«PCBINVOICEDetails_PROJECTCONTRACTLINEID»
Project contract line name	«PCBINVOICEDetails_PCBLNAME»
Task name	«PCBINVOICEDetails_TASKNAME»
Description	«PCBINVOICEDetails_PCLDESCRIPTION»
External reference number	«PCBINVOICEDetails_EXTERNALREFNO»
Internal reference number	«PCBINVOICEDetails_INTERNALREFNO»
Project key	«PCBINVOICEDetails_PROJECTKEY»
Project ID	«PCBINVOICEDetails_PROJECTID»
Project name	«PCBINVOICEDetails_PROJECTNAME»
Task key	«PCBINVOICEDetails_TASKKEY»
Task ID	«PCBINVOICEDetails_TASKID»
Billable	«PCBINVOICEDetails_BILLABLE»
Original contract amount	«PCBINVOICEDetails_ORIGINALCONTRACTAMOUNT»
Total changes approved in prior months	«PCBINVOICEDetails_TCAPMADDITION»
Total changes approved in prior months_1	«PCBINVOICEDetails_TCAPMDEDUCTION»
Total changes approved this month additions	«PCBINVOICEDetails_TCATMADDITION»
Total changes approved this month deductions	«PCBINVOICEDetails_TCATMDEDUCTION»
Total net approved changes	«PCBINVOICEDetails_TNACHANGES»
Revised contract line amount	«PCBINVOICEDetails_TRCLAMOUNT»
Completed from prior applications	«PCBINVOICEDetails_COMPPRIORAPP»
Completed this period	«PCBINVOICEDetails_COMPTHISPERIOD»
Stored materials	«PCBINVOICEDetails_STOREDMATERIALS»
Total completed to date	«PCBINVOICEDetails_TCTODATE»
Percentage completed to date	«PCBINVOICEDetails_PERCOMPTODATE»
Retainage percentage	«PCBINVOICEDetails_RETAINAGEPERCENTAGE»

Field label	Merge field
Invoice amount retained	«PCBINVOICEDETAILS_INVOICEAMOUNTRETAINED»
Invoice retainage billed	«PCBINVOICEDETAILS_INVOICERETAINAGEBILLED»
Net change retainage held	«PCBINVOICEDETAILS_NETCHANGERETHELD»
Retainage held to date	«PCBINVOICEDETAILS_RETHELDTODATE»
Retainage billed to date	«PCBINVOICEDETAILS_RETBILLTODATE»
Retainage balance to date	«PCBINVOICEDETAILS_RETBALTODATE»
Previous retainage balance	«PCBINVOICEDETAILS_PREVRETBALANCE»
Taxes	«PCBINVOICEDETAILS_TAXES»
Charges	«PCBINVOICEDETAILS_CHARGES»
Discounts	«PCBINVOICEDETAILS_DISCOUNTS»
Balance to finish	«PCBINVOICEDETAILS_BALANCETOFINISH»
Line amount due	«PCBINVOICEDETAILS_AMOUNTDUE»
Total billed	«PCBINVOICEDETAILS_TOTALBILLED»
Location key	«PCBINVOICEDETAILS_LOCATION_KEY»
Location name	«PCBINVOICEDETAILS_LOCATION_NAME»
Created at entity key	«PCBINVOICEDETAILS_MEGAENTITYKEY»
Created at entity ID	«PCBINVOICEDETAILS_MEGAENTITYID»
Created at entity name	«PCBINVOICEDETAILS_MEGAENTITYNAME»

Vendor Compliance

Use the following merge fields in vendor invoices.

You can also use fields from the Project table in your custom document template.

Field label	Merge field
Header	Field code
Record number	«COMPLIANCE_RECORDNO»
Compliance record ID	«COMPLIANCE_COMPLIANCERECORDID»
Compliance record name	«COMPLIANCE_NAME»
Description	«COMPLIANCE_DESCRIPTION»
Status	«COMPLIANCE_STATUS»
Compliance type key	«COMPLIANCE_COMPLIANCETYPEKEY»
Compliance type ID	«COMPLIANCE_COMPLIANCETYPEID»

Field label	Merge field
Compliance definition key	«COMPLIANCE_COMPLIANCEDEFINTIONKEY»
Compliance definition ID	«COMPLIANCE_COMPLIANCEDEFININTIONID»
Compliance category	«COMPLIANCE_CATEGORY»
Vendor key	«COMPLIANCE_VENDORKEY»
Vendor ID	«COMPLIANCE_VENDORID»
Vendor name	«COMPLIANCE_VENDORNAME»
Project key	«COMPLIANCE_PROJECTKEY»
Project ID	«COMPLIANCE_PROJECTID»
Project name	«COMPLIANCE_PROJECTNAME»
Doc header key	«COMPLIANCE_DOCHDRKEY»
Contact name	«COMPLIANCE_CONTACTNAME»
Contact key	«COMPLIANCE_CONTACTKEY»
Policy number	«COMPLIANCE_POLICYNUMBER»
Reference number	«COMPLIANCE_REFERENCENUMBER»
Effective date	«COMPLIANCE_EFFECTIVEDATE»
Expiration date	«COMPLIANCE_EXPIRATIONDATE»
Amount	«COMPLIANCE_AMOUNT»
Additional insured	«COMPLIANCE_ADDITIONALINSURED»
Subrogation waiver	«COMPLIANCE_SUBROGATIONWAIVER»
Transaction definition	«COMPLIANCE_DOCPARID»
Primary document key	«COMPLIANCE_PRIMARYDOCKEY»
Primary document ID	«COMPLIANCE_PRIMARYDOCID»
AP bill key	«COMPLIANCE_APBILLKEY»
AP bill	«COMPLIANCE_APBILLNO»
AP payment	«COMPLIANCE_APPAYMENTKEY»
Compliance template	«COMPLIANCE_COMPLIANCETEMPLATE»
Compliance template final	«COMPLIANCE_FINALCOMPLIANCETEMPLATE»
Voided	«COMPLIANCE_VOIDED»
Final compliance	«COMPLIANCE_FINALCOMPLIANCE»
Send to contract key	«COMPLIANCE_SENDTOCONTACTKEY»
Send to contact name	«COMPLIANCE_SENDTOCONTACTNAME»
Validation rule	«COMPLIANCE_VALIDATIONRULE»
Document received	«COMPLIANCE_DOCUMENTRECEIVED»
Received date	«COMPLIANCE_RECEIVEDDATE»
Received by key	«COMPLIANCE_RECEIVEDBYKEY»

Field label	Merge field
Received by ID	«COMPLIANCE_RECEIVEDBYID»
Received by name	«COMPLIANCE_RECEIVEDBYNAME»
Compliance AP payment notification	«COMPLIANCE_PAYMENTNOTIFICATION»
Post notification	«COMPLIANCE_POSTNOTIFICATION»
Notification override	«COMPLIANCE_NOTIFICATIONOVERRIDE»
System generated	«COMPLIANCE_SYSTEMGENERATED»
Attachment	«COMPLIANCE_SUPDOCID»
Email	«COMPLIANCE_EMAIL_DELIVERY»
Print	«COMPLIANCE_PRINT_DELIVERY»
To	«COMPLIANCE_CUSTOMEREMAIL»
Email template	«COMPLIANCE_EMAILTEMPLATE»
Name	«COMPLIANCE_SENDERNAME»
Email address	«COMPLIANCE_SENDEREMAIL»
Phone	«COMPLIANCE_SENDERPHONE»
CC	«COMPLIANCE_EMAILCC»
BCC	«COMPLIANCE_EMAILBCC»
Contact email 1	«COMPLIANCE_COMPLIANCESENDTO_EMAIL1»
Contact email 2	«COMPLIANCE_COMPLIANCESENDTO_EMAIL2»
Contact first name	«COMPLIANCE_COMPLIANCESENDTO_FIRSTNAME»
Contact last name	«COMPLIANCE_COMPLIANCESENDTO_LASTNAME»
Contact company name	«COMPLIANCE_COMPLIANCESENDTO_COMPANYNAME»
Contact prefix	«COMPLIANCE_COMPLIANCESENDTO_PREFIX»
Contact MI	«COMPLIANCE_COMPLIANCESENDTO_INITIAL»
Contact print as	«COMPLIANCE_COMPLIANCESENDTO_PRINTAS»
Contact phone 1	«COMPLIANCE_COMPLIANCESENDTO_PHONE1»
Contact phone 2	«COMPLIANCE_COMPLIANCESENDTO_PHONE2»
Contact cell phone	«COMPLIANCE_COMPLIANCESENDTO_CELLPHONE»
Contact pager	«COMPLIANCE_COMPLIANCESENDTO_PAGER»
Contact fax	«COMPLIANCE_COMPLIANCESENDTO_FAX»
Contact URL 1	«COMPLIANCE_COMPLIANCESENDTO_URL1»
Contact URL 2	«COMPLIANCE_COMPLIANCESENDTO_URL2»
Primary contact status	«COMPLIANCE_COMPLIANCESENDTO_STATUS»
Contact address record key	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_RECORDKEY»
Contact address Addr1	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_ADDRESS1»
Contact address Addr2	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_ADDRESS2»
Contact address city	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_CITY»

Field label	Merge field
Contact address state province	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_STATE»
Contact address zip postal code	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_ZIP»
Contact address country	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_COUNTRY»
Contact address country code	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_COUNTRYCODE»
Notes	«COMPLIANCE_NOTES»
When created	«COMPLIANCE_PRIMARYDOCWHENCREATED»
Primary document number	«COMPLIANCE_PRIMARYDOCNO»
Project ID	«COMPLIANCE_PRIMARYDOCPROJECTID»
Project name	«COMPLIANCE_PRIMARYDOCPROJECTNAME»
Vendor document number	«COMPLIANCE_PRIMARYDOCVENDORDOCNO»
Transaction total	«COMPLIANCE_PRIMARYDOCTRXTOTAL»
Total	«COMPLIANCE_PRIMARYDOCTOTAL»
Change document values	«COMPLIANCE_PRIMARYDOCENABLEDOCCHANGE»
Scope	«COMPLIANCE_PRIMARYDOCSCOPE»
Contact name	«COMPLIANCE_PRIMARYDOCCONTACTNAME»
Contact company name	«COMPLIANCE_PRIMARYDOCCONTACTCOMPANYNAME»
Contact address Addr1	«COMPLIANCE_PRIMARYDOCCONTACTMAILADDRESS1»
Contact address Addr2	«COMPLIANCE_PRIMARYDOCCONTACTMAILADDRESS2»
Contact address city	«COMPLIANCE_PRIMARYDOCCONTACTMAILCITY»
Contact address state province	«COMPLIANCE_PRIMARYDOCCONTACTMAILSTATE»
Contact address zip postal code	«COMPLIANCE_PRIMARYDOCCONTACTMAILZIP»
Contact address country	«COMPLIANCE_PRIMARYDOCCONTACTMAILCOUNTRY»
Contact name	«COMPLIANCE_PRIMARYDOCBILLTOCONTACTNAME»
Contact company name	«COMPLIANCE_PRIMARYDOCBILLTOCOMPANYNAME»
Contact address Addr1	«COMPLIANCE_PRIMARYDOCBILLTOCONTACTMAILADDRESS1»
Contact address Addr2	«COMPLIANCE_PRIMARYDOCBILLTOCONTACTMAILADDRESS2»
Contact address city	«COMPLIANCE_PRIMARYDOCBILLTOCONTACTMAILCITY»
Contact address state province	«COMPLIANCE_PRIMARYDOCBILLTOCONTACTMAILSTATE»

Field label	Merge field
Contact address zip postal code	«COMPLIANCE_PRIMARYDOCBILLTOCONTACTMAILZIP»
Contact address country	«COMPLIANCE_PRIMARYDOCBILLTOCONTACTMAILCOUNTRY»
Contact name	«COMPLIANCE_PRIMARYDOCDELIVERTOCONTACTNAME»
Contact company name	«COMPLIANCE_PRIMARYDOCDELIVERTOCOMPANYNAME»
Contact address Addr1	«COMPLIANCE_PRIMARYDOCDELIVERTOCONTACTMAILADDRESS 1»
Contact address Addr2	«COMPLIANCE_PRIMARYDOCDELIVERTOCONTACTMAILADDRESS 2»
Contact address city	«COMPLIANCE_PRIMARYDOCDELIVERTOCONTACTMAILCITY»
Contact address state province	«COMPLIANCE_PRIMARYDOCDELIVERTOCONTACTMAILSTATE»
Contact address zip postal code	«COMPLIANCE_PRIMARYDOCDELIVERTOCONTACTMAILZIP»
Contact address country	«COMPLIANCE_PRIMARYDOCDELIVERTOCONTACTMAILCOUNTRY »
Contact name	«COMPLIANCE_PRIMARYDOCSHIPTOCONTACTNAME»
Contact company name	«COMPLIANCE_PRIMARYDOCSHIPTOCONTACTCOMPANYNAME»
Contact address Addr1	«COMPLIANCE_PRIMARYDOCSHIPTOCONTACTMAILADDRESS1»
Contact address Addr2	«COMPLIANCE_PRIMARYDOCSHIPTOCONTACTMAILADDRESS2»
Contact address city	«COMPLIANCE_PRIMARYDOCSHIPTOCONTACTMAILCITY»
Contact address state province	«COMPLIANCE_PRIMARYDOCSHIPTOCONTACTMAILSTATE»
Contact address zip postal code	«COMPLIANCE_PRIMARYDOCSHIPTOCONTACTMAILZIP»
Contact address country	«COMPLIANCE_PRIMARYDOCSHIPTOCONTACTMAILCOUNTRY»
Record ID	«COMPLIANCE_APBILLRECORDID»
When created	«COMPLIANCE_APBILLWHENCREATED»
Date fully paid	«COMPLIANCE_APBILLWHENPAID»
Description	«COMPLIANCE_APBILLDISCUSSION»
Due date	«COMPLIANCE_APBILLWHENDUE»
Contact name	«COMPLIANCE_APBILLPAYTOCONTRACTNAME»
Total transaction amount	«COMPLIANCE_APBILLTRXTOTALENTERED»
Total transaction amount due	«COMPLIANCE_APBILLTRXTOTALDUE»
Total transaction amount paid	«COMPLIANCE_APBILLTRXTOTALPAID»

Field label	Merge field
Total transaction amount selected	«COMPLIANCE_APBILLTRXTOTALSELECTED»
Total txn amount released	«COMPLIANCE_APBILLTRXTOTALRELEASED»
Total txn amount retained	«COMPLIANCE_APBILLTRXTOTALRETAINED»
Document number	«COMPLIANCE_PAYMENTDOCUMENTNUMBER»
Payment transaction amount	«COMPLIANCE_PAYMENTTRXTOTALENTERED»
Transaction amount due	«COMPLIANCE_PAYMENTTRXTOTALDUE»
Total transaction amount paid	«COMPLIANCE_PAYMENTTRXTOTALPAID»
Total transaction amount selected	«COMPLIANCE_PAYMENTTRXTOTALSELECTED»
Payment date	«COMPLIANCE_PAYMENTDATE»
Payment type	«COMPLIANCE_PAYMETHODNAME»
Payment amount	«COMPLIANCE_PAYMENTAMOUNT»
Posting date	«COMPLIANCE_PAYMENTWHENPOSTED»
When created	«COMPLIANCE_WHENCREATED»
When modified	«COMPLIANCE_WHENMODIFIED»
Created by	«COMPLIANCE_CREATEDBY»
Modified by	«COMPLIANCE_MODIFIEDBY»
Created at entity key	«COMPLIANCE_MEGAENTITYKEY»
Created at entity ID	«COMPLIANCE_MEGAENTITYID»
Created at entity name	«COMPLIANCE_MEGAENTITYNAME»
Record number	«COMPLIANCE_COMPLIANCESENDTO_RECORDNO»
Contact name	«COMPLIANCE_COMPLIANCESENDTO_CONTACTNAME»
Taxable	«COMPLIANCE_COMPLIANCESENDTO_TAXABLE»
Contact tax group	«COMPLIANCE_COMPLIANCESENDTO_TAXGROUP»
Price schedule	«COMPLIANCE_COMPLIANCESENDTO_PRICESCHEDULE»
Discount percentage	«COMPLIANCE_COMPLIANCESENDTO_DISCOUNT»
Price list	«COMPLIANCE_COMPLIANCESENDTO_PRICELIST»
Visible	«COMPLIANCE_COMPLIANCESENDTO_VISIBLE»
Address status	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_STATUS»
Tax ID	«COMPLIANCE_COMPLIANCESENDTO_TAXID»
Tax group record number	«COMPLIANCE_COMPLIANCESENDTO_TAXGROUPKEY»
Price list record number	«COMPLIANCE_COMPLIANCESENDTO_PRICELISTKEY»

Field label	Merge field
Price schedule record number	«COMPLIANCE_COMPLIANCESENDTO_PRICESCHEDULEKEY»
When created	«COMPLIANCE_COMPLIANCESENDTO_WHENCREATED»
When modified	«COMPLIANCE_COMPLIANCESENDTO_WHENMODIFIED»
Created by	«COMPLIANCE_COMPLIANCESENDTO_CREATEDBU»
Modified by	«COMPLIANCE_COMPLIANCESENDTO_MODIFIEDBY»
Tax solution	«COMPLIANCE_COMPLIANCESENDTO_TAXSOLUTIONID»
Default tax schedule	«COMPLIANCE_COMPLIANCESENDTO_TAXSCHEDULE»
Siret	«COMPLIANCE_COMPLIANCESENDTO_SIRET»
Created at entity key	«COMPLIANCE_COMPLIANCESENDTO_MEGAENTITYKEY»
Created at entity ID	«COMPLIANCE_COMPLIANCESENDTO_MEGAENTITYID»
Created at entity name	«COMPLIANCE_COMPLIANCESENDTO_MEGAENTITYNAME»
Address three	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_ADDRESS3»
Latitude	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS_LATITUDE»
Longitude	«COMPLIANCE_COMPLIANCESENDTO_MAILADDRESS)LONGITUDE»
Record URL	«COMPLIANCE_RECORD_URL»