Importing data into ETZ

How to import data into ETZ using excel spread sheets

Import Column Mappings

Data can be imported into ETZ using xls, xlsx, xlb, csv, json and xml files and this document will explain how you can do this. Under Data Ex you can see 3 pages, Import Column Mappings, Import Files and Import Status. Import Column Mappings – this page is where you can edit the column heading for the import files. For example, the default for a candidate's first name is 'First Name', but you might prefer 'Name' or 'Forename'. **It is very important that you do this before downloading any templates from Import Files.** The reason being is that the column headers get automatically generated based on the field mappings entered on Import Column Mappings. Once you are happy with the field mappings, scroll to the bottom of the page and click the save button. It's important that you do this for all of the import types.

IMPORT COLUMN MAPPINGS

Description	Agency Data Mapping	Mapping Source
Agency Reference	Payroll Number	Default
First Name	First Name	Default
Last Name	Last Name	Default
Mobile Number	Mobile No	Default

Import Files – on this page you can download the spreadsheet templates and upload them.

Supplier (Ltd Company)	Choose File No file chosen	Download Limited Company Template
Client	Choose File No file chosen	Download Client Template
Client Authoriser	Choose File No file chosen	Download Client Authoriser Template
Candidate	Choose File No file chosen	Download Candidate Template
Consultant	Choose File No file chosen	Download Consultant Template
Consultant Split	Choose File No file chosen	Download Consultant Commission Split Template
Timesheet	Choose File No file chosen	Download Timesheet Template
Update Existing Timesheet	Choose File No file chosen	Download Update Timesheet Template
Assignment	Choose File No file chosen	Download Assignment Template
Assignment Rates	Choose File No file chosen	Download Assignment Rate Template
Permanent Assignment	Choose File No file chosen	Download Permanent Assignment Template
Payslip File	Choose File No file chosen	
Documents into Q	This function has been superseded with incoming timesheet pages.	.PDF, .TIFF, TIF

Upload

Certain entities cannot be imported without other entities existing already, so it is essential that these are imported in the order that they appear here (top to bottom). Once you hit the upload button, these files will get posted off to the import status where you can view the status of the file(s) sent for processing.

Entity Relationship

Below is a diagram that highlights which entities have a reliance on other entities.

Importing an assignment with a candidate, client and ltd company will automatically generate timesheets that the candidate can fill out their hours on.

Importing a timesheet with candidate, client and ltd company data will automatically generate an assignment for the same candidate, client and ltd company.

This entity cannot be imported unless ————————→ this entity exists in the system.

Assignment Import

Timesheet Import

Candidate		Client

| Limited Company |

Timesheet
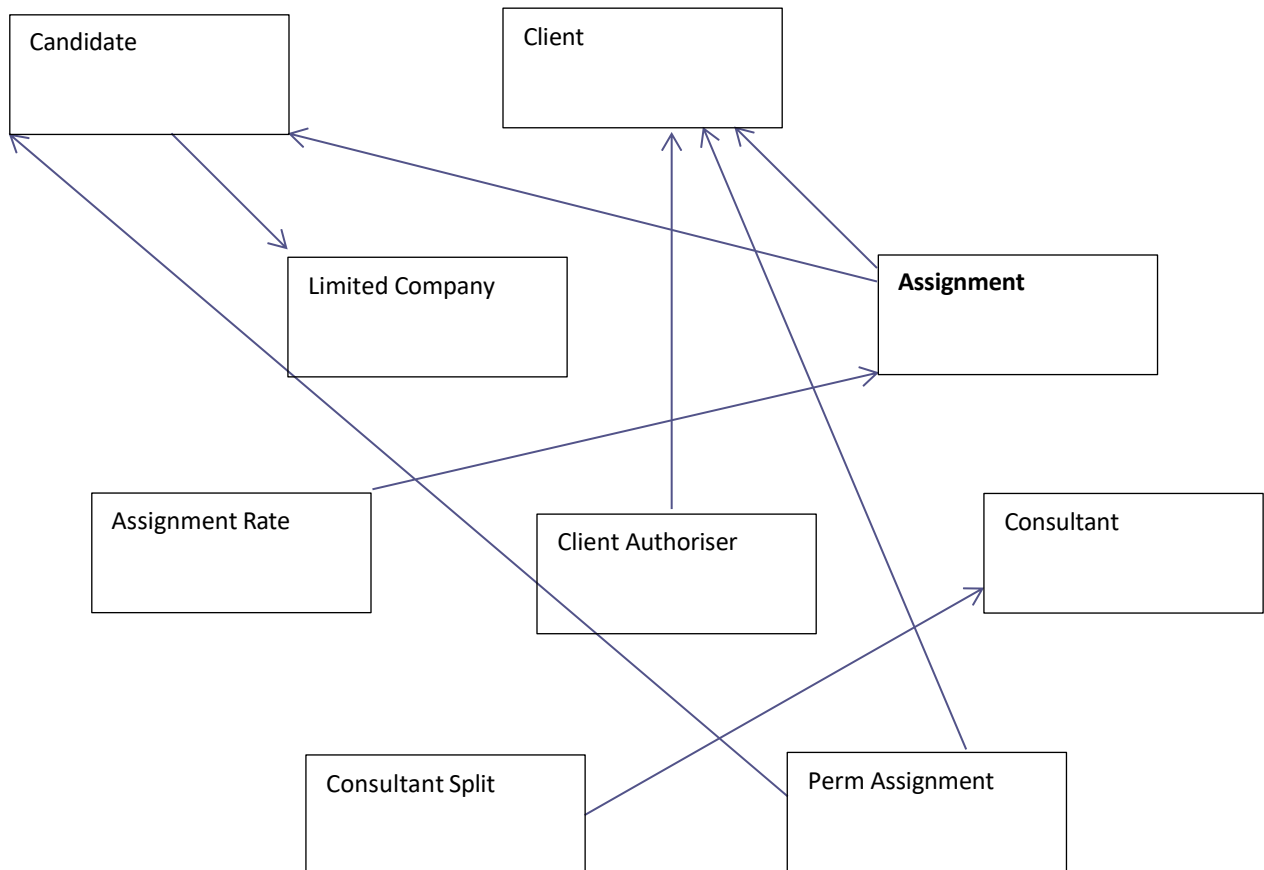
| Consultant |

| Consultant Split |
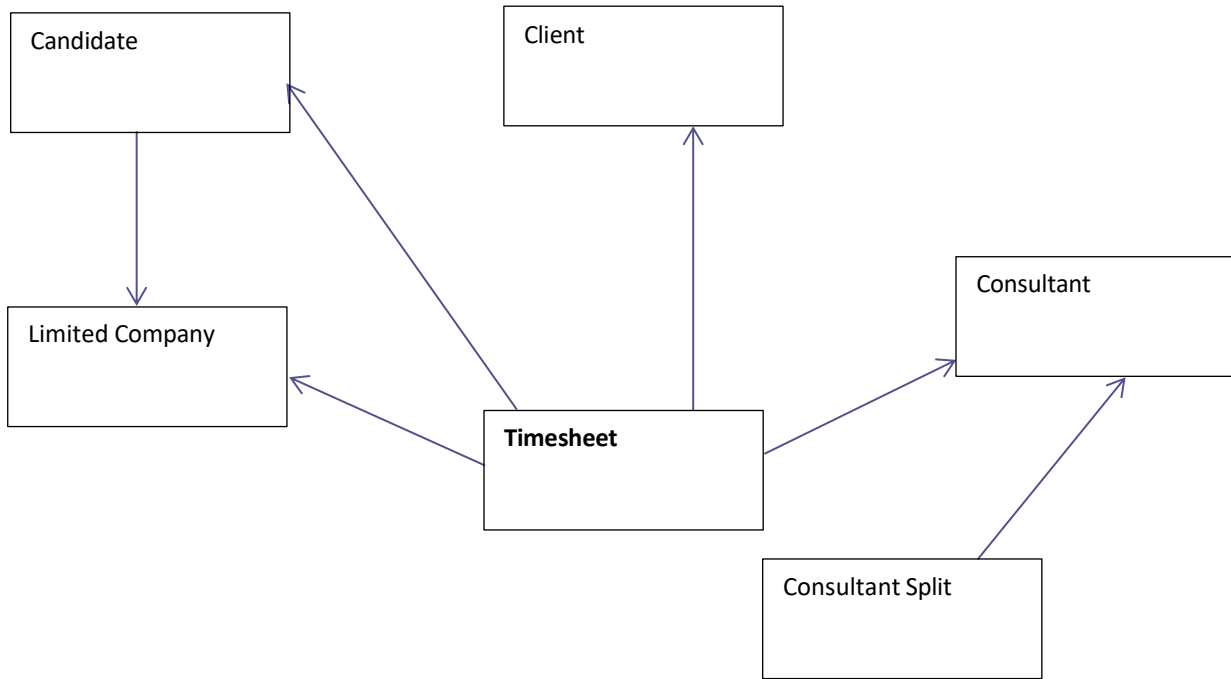
When updating an existing timesheet by using imports, there are 2 ways to go about it. One way is by looking for the candidate, client and end date. The other way is by looking for a timesheet reference number.

Update Existing Timesheet	→	Timesheet

This import can update a timesheet to change its status, the amount of hours and costing details.

All Red fields are mandatory, missing data from those fields will result in failed data import.
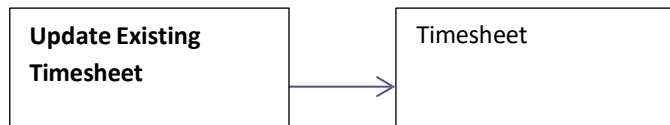
Limited Company/Supplier Field Mappings

Importing a limited company will add a brand new limited company into the system which can be attached to an assignment. The field mappings for importing a limited company are:

Description	Agency Data Mapping	Description
Agency Reference	Agency Reference	Supplier unique reference
Company Name	Company Name	
Contact	Contact	Person who will receive the remit
Address 1	Address 1	
Address 2	Address 2	
Address 3	Address 3	
Address 4	Address 4	
Address 5	Address 5	
Address 6	Address 6	
Email Address	Email Address	Where the remit will be sent
Fax Number	Fax Number	
Remittance Delivery Mode	Remittance Delivery Mode	Enter the exact text depending on your preference: **Email** (To the supplier with a PDF of the remit) or **Post** (The remit will be emailed to the agency
Company No	Company No	
VAT Reg No	VAT Reg No	
VAT Rate	VAT Rate	
Self Bill?	Self Bill?	Example: yes no IF LEFT BLANK DEFAULT IS NO
Bank Account Name	Bank Account Name	
Bank Sort Code	Bank Sort Code	Example: 00-11-22
Bank Account No	Bank Account No	
Bank Ref No	Bank Ref No	
IBAN	IBAN	
BIC	BIC	
Agency Ref Export	Agency Ref Export	N/A
Custom Text 1	Custom Text 1	
Custom Text 2	Custom Text 2	
Custom Text 3	Custom Text 3	
Custom Text 4	Custom Text 4	
Custom Text 5	Custom Text 5	
Custom Text 6	Custom Text 6	
Custom Text 7	Custom Text 7	
Custom Text 8	Custom Text 8	
Custom Text 9	Custom Text 9	
Custom Text 10	Custom Text 10	
CIS Status ID	CIS Status ID	

UTR No	UTR No	
CIS Verification No	CIS Verification No	
Payment Terms		Update manually in ETZ
Invoice Grouping ID		Update manually in ETZ
Ltd Company Type		Update manually in ETZ
Worker Engagement Type		Update manually in ETZ
Is Hmrc Exempt		Update manually in ETZ

Client Field Mappings

Importing a client will add a brand new client to the system which can be used on an assignment.

The field mappings for importing a client are:

Description	Agency Data Mapping	Description
Agency Reference	Agency Reference	Must be unique and match with other systems. Eg Bullhorn ID
Name	Company Name	
Contact	Billing Contact	Person who will receive sales invoices
Address 1	Address1	
Address 2	Address2	
Address 3	Address3	
Address 4	Address4	
Address 5	Address5	
Address 6	Address6	
Accounts Email	Email Address	Where invoice will be sent
Accounts Fax Number	Fax Number	
Vat Type	Vat Rate	Just the number, not the percentage. EG for 20% VAT, enter 20. Options are as following: 15, 17.5, 21, 19, 20 If 1 then uses the agency default.
Billing Cycle	Billing Cycle	Enter text as below depending on your preference. Example: Week (default setting) Month Timesheet 4week, 4-week, 4 week
Delivery Mode	Invoice Delivery	Enter text below depending on your preference. Example: Email (includes PDF attachment), post (to agency email address)
Payment Terms	Payment Terms	
Agency Ref Export	Agency Ref Export	Sales Ledger code (SL Code) leave blank if not required
Factor Ref	Factor Ref	
Discount	Discount	
Client Group Agency Ref	Client Group Agency Ref	

Custom Text 1	Custom Text 1	
Custom Text 2	Custom Text 2	
Custom Text 3	Custom Text 3	
Custom Text 4	Custom Text 4	
Custom Text 5	Custom Text 5	
Custom Text 6	Custom Text 6	
Custom Text 7	Custom Text 7	
Custom Text 8	Custom Text 8	
Custom Text 9	Custom Text 9	
Custom Text 10	Custom Text 10	
Bill with purchase order only	Bill with purchase order only	Timesheets without a PO will show a warning at the Online Validation stage. Enter Yes or leave blank to default to No
Vat Reg No	VatRegNo	Clients VAT registration number
Invoice Grouping Id	InvoiceGroupingId	1 = Every Timesheet 2 = Candidate (Default) 3 = Purchase Order 4 = Client 99 = Manual / Self Bill
Contract Contact	ContractContact	
Contract Contact Position	ContractContactPosition	
Contract Contact Email	ContractContactEmail	
Contract Contact Telephone	ContractContactTelephone	
Company No	CompanyNo	

Client Authoriser Field Mappings

Importing a client authoriser will add a brand new client authoriser that can be used to authorise timesheets and log in to the system.

The field mappings for importing a client authoriser are:

Description	Agency Data Mapping	Description
AgencyRef	AgencyRef	Unique reference for each authoriser
Client AgencyRef	Client AgencyRef	Must be the same reference as you entered in the Client Entry Spreadsheet, as this reference links the authorizer to the Client.
E Mail	E Mail	Must be a valid email address. Example: 'testemailaddress@hostname.co.uk'
First Name	First Name	
Last Name	Last Name	
Mobile Number		Must be a valid mobile number in the following format. Example: +447123456789
Custom Text 1		
Custom Text 2		

Custom Text 3		
Custom Text 4		
Custom Text 5		
Custom Text 6		

Candidate Field Mappings

Importing a candidate will add a brand new candidate to the system which can be used on an assignment.

The field mappings for importing a candidate are:

Description	Agency Data Mapping	Description
Agency Reference	Payroll Number	
First Name	First Name	
Last Name	Last Name	
Mobile Number	Mobile No	Must be a valid mobile number in the following format: +447123456789
E Mail	Email Address	Must be a valid email address. Example: 'testemailaddress@hostname.co.uk'
Date of Birth	DateOfBirth	Example: 31-01-1990 1990-01-31 31/01/1990
Preferred Supplier Ref	PreferredSupplierRef	The Agency Reference of the supplier, NOT the name. **If left blank, the candidate record will default to PAYE.**
Agency Ref Export	Agency Ref Export	N/A
NI Number	NI Number	National insurance number
Address 1	Address 1	
Address 2	Address 2	
Address 3	Address 3	
Address 4	Address 4	
Address 5	Address 5	
Address 6	Address 6	
Bank Name	Bank Name	
Bank Address 1	Bank Address 1	
Bank Address 2	Bank Address 2	
Bank Address 3	Bank Address 3	
Bank Account Name	Bank Account Name	
Bank Sort Code	Bank Sort Code	Example: 00-11-22
Bank Account No	Bank Account No	
Bank Ref No	Bank Ref No	
IBAN	IBAN	
BIC	BIC	

Custom Text 1	Custom Text 1	
Custom Text 2	Custom Text 2	
Custom Text 3	Custom Text 3	
Custom Text 4	Custom Text 4	
Custom Text 5	Custom Text 5	

Custom Text 6	Custom Text 6	
Custom Text 7	Custom Text 7	
Custom Text 8	Custom Text 8	
Custom Text 9	Custom Text 9	
Custom Text 10	Custom Text 10	
Title	Title	Candidate title
Update Ltd Company On All Live Assignments	UpdateLtdCompanyOnAllLiveAssignments	If the Ltd Company has changed, mapping this field and entering the value 1 will update the assignments to the new Ltd Company.
Custom Text 11	Custom Text 11	
Custom Text 12	Custom Text 12	
Custom Text 13	Custom Text 13	
Custom Text 14	Custom Text 14	
Custom Text 15	Custom Text 15	
Custom Text 16	Custom Text 16	
Custom Text 17	Custom Text 17	
Custom Text 18	Custom Text 18	
Custom Text 19	Custom Text 19	
Custom Text 20	Custom Text 20	
Gender	Gender	If blank the default is 'Unknown'

Consultant Field Mappings

Importing consultants will add brand new consultants who can be assigned to assignments and log in to the system.

The default field mappings for importing a consultant are:

Description	Agency Data Mapping	Description
Agency Ref	Agency Ref	Unique reference for each Consultant
First Name	First Name	
Last Name	Last Name	
Mobile Number	Mobile No	Must be a valid mobile number in the following format. Example: +447123456789
E Mail	E Mail	Must be a valid email address. Example: 'testemailaddress@hostname.co.uk'
Custom Text 1	Custom Text 1	

Custom Text 2	Custom Text 2	
Custom Text 3	Custom Text 3	
Custom Text 4	Custom Text 4	
Custom Text 5	Custom Text 5	
Custom Text 6	Custom Text 6	
Custom Text 7	Custom Text 7	
Custom Text 8	Custom Text 8	
Custom Text 9	Custom Text 9	
Custom Text 10	Custom Text 10	
Custom Text 11	Custom Text 11	
Custom Text 12	Custom Text 12	
Custom Text 13	Custom Text 13	
Custom Text 14	Custom Text 14	
Custom Text 15	Custom Text 15	
Custom Text 16	Custom Text 16	
Custom Text 17	Custom Text 17	
Custom Text 18	Custom Text 18	
Custom Text 19	Custom Text 19	
Custom Text 20	Custom Text 20	

Consultant Commission Split Field Mappings

Importing consultant commission split will add information to the assignment costing screen.

The field mappings for importing a consultant are:

Description	Agency Data Mapping	Description
Consultant Ref	Consultant Ref	This is the Agency Reference for the specific Consultant
Assignment Agency Ref	Assignment Agency Ref	Assignment Agency Reference for the assignment you are linking the split to
Split	Split	Just the number, not percentage. Example: 25% would be 25
Branch Name	Branch Name	The Branch the Consultant comes under, if required

Timesheet Field Mappings

Importing a timesheet will add a brand new timesheet into the system which can be used for invoicing. **This will not update an existing timesheet. To do that, please use the 'Update an existing timesheet' import.**

The default field mappings for importing a timesheet are:

Description	Agency Data Mapping	Description
Candidate Agency Reference	Payroll Number	Agency Reference for each Candidate. To link the timesheet to the correct candidate
Client Agency Reference	Client Agency Reference	Agency Reference for the Client. To link the correct Client to the timesheet
Start Date*	Start Date	Example: 31-01-1990, 1990-01-31, 31/01/1990
End Date*	End Date	Example: 31-01-1990, 1990-01-31, 31/01/1990
Rate Code Id	Rate Code	The pay code that shows in the Rate Code Entry screen for the relevant Rate Code
Pay Units	Units Worked	Number of Days or Hours
Description	Description	This populates the 'Description' field of the timesheet and will populate on to the sales invoice
Pay Rate	Pay Rate	Just the number, not currency. Example: £300 would be 300
Bill Rate	Bill Rate	Just the number, not currency. Example: £300 would be 300
Billing Unit	Unit Type	DAY or HOUR
PO Number	PO Number	
Bill Units	Units Billed	Number of Days or Hours
Reference 1	Reference 1	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Reference 2	Reference 2	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Timesheet Status	Timesheet Status	Example: Default is open (if blank, system sets it to open) approv , auth
Consultant Agency Ref	Consultant Agency Ref	Agency Reference of the Consultant if link a Consultant for commission
Is Contractor	Is Contractor	Example: Yes, Y, 1 IF LEFT BLANK DEFAULT IS NO
Branch Name	Branch Name	
Sector Name	Sector Name	
Site Address	Site Address	
Consultant Supporting Ref	Consultant Supporting Ref	
Account Director Ref	Account Director Ref	

*Either one or the other of Start Date or End Date has to be imported. If you import start date and leave end date blank, it will use Start Date + 7 days as End Date. If you import end date and leave start date, it will use End Date - 7 days as Start Date.

Update Existing Timesheet Field Mappings

The field mappings for updating an existing timesheet via imports are:

Description	Agency Data Mapping	Description
Candidate Agency Ref	Pay Ref	CANDIDATES AGENCY REFERENCE
Client Agency Ref	Cli Ref	CLIENT AGENCY REFERENCE
Start Date	Start Date	Example: 31-01-1990 1990-01-31 31/01/1990
End Date	End Date	Example: 31-01-1990 1990-01-31 31/01/1990
Rate Code Id	Rate Code Id	The pay code that shows in the Rate Code Entry screen for the relevant Rate Code
Pay Units	Pay Units	Number of Days or Hours
Description	Description	This populates the 'Description' field of the timesheet and will populate on to the sales invoice
Pay Rate	Pay Rate	Just the number, not currency. Example: £300 would be 300
Bill Rate	Bill Rate	Just the number, not currency. Example: £300 would be 300
Billing Unit	Billing Unit	Days or Hours
PO Number	PO Number	
Bill Units	Bill Units	Number of Days or Hours
Reference 1	Reference 1	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Reference 2	Reference 2	Custom related data for billing – appears on a number of reports and the invoice creation screen.

Timesheet Status	Timesheet Status	Example: Default is open (if blank, system sets it to open) approv auth
Consultant Agency Ref	Consultant Agency Ref	Agency Reference of the Consultant if link a Consultant for commission
Is Contractor	Is Contractor	Example: Yes No IF LEFT BLANK DEFAULT IS NO
Branch Name	Branch Name	
Sector Name	Sector Name	
Site Address	Site Address	
Consultant Supporting Ref	Consultant Supporting Ref	CONSULTANT AGENCY REFERENCE

Account Director Ref	Account Director Ref	CONSULTANT AGENCY REFERENCE
Timesheet Ref*	Timesheet Ref	
Timesheet Cost Ref	Timesheet Cost Ref	
Candidate Name	Candidate Name	
Client Name	Client Name	

Assignment Field Mappings

Importing an assignment will add a brand new assignment that can be used to generate timesheets.

The field mappings for importing an assignment are:

Description	Agency Data Mapping	Description
Candidate Agency Reference	Payroll Number	CANDIDATES AGENCY REFERENCE
Client Agency Reference	Sales Ledger Account	CLIENTS AGENCY REFERENCE
Agency Ref	Agency Ref	ASSIGNMENT AGENCY REFERENCE, UNIQUE TO THE ASSIGNMENT
Start Date	Start Date	Example: 31-01-1990 1990-01-31 31/01/1990
End Date	End Date	Example: 31-01-1990 1990-01-31 31/01/1990
Rate Code Id	Rate Code	Pay Code from the Required Rate Code
Rate Code Description	Rate Code Description	Example: Standard Overtime Expenses
Timesheet Start Day No	Timesheet Start Day No	Example: 0 = Sunday 1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday
Pay Rate*	Pay Rate	Just the number, not currency. Example: £300 would be 300
Bill Rate*	Bill Rate	Just the number, not currency. Example: £300 would be 300
Billing Unit	Billing Unit	DAY or HOUR
PO Number	PO Number	
Job Title	Job Title	
Reference 1	Reference 1	Custom related data for billing – appears on a number of reports and the invoice creation screen.

Reference 2	Reference 2	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Accounting Interface	Accounting Interface	Sales Nominal, Purchase Nominal, Dept code Example: 4001, 5001, 000 (for linking to accounts system)
Timesheet Start Date	Timesheet Start Date	This is the day you want to Timesheets to start. Example: 31-01-1990 1990-01-31 31/01/1990
Expense Type	Expense Type	Example: Enter 0 to 4 depending on your requirement 0 = None, 2 = SingleLineOnTimesheet, 3=DetailedExpenseSingleItemRateCode , 4=DetailedExpenseMultiItemRateCode
Is Monthly Timesheet	Is Monthly Timesheet	Example: Yes/No IF LEFT BLANK DEFAULT IS NO - WEEKLY
Consultant Agency Ref	Consultant Agency Ref	CONSULTANT AGENCY REFERENCE
Is Detailed Timesheet	Is Detailed Timesheet	Example: Yes or No. Yes means the candidate will need to add start/finish times to their for each day worked. IF LEFT BLANK DEFAULT IS NO
Client Authoriser Email1	Client Authoriser Email1	
Client Authoriser Email2	Client Authoriser Email2	
Client Authoriser Email3	Client Authoriser Email3	
Client Authoriser Email4	Client Authoriser Email4	
Client Authoriser Email5	Client Authoriser Email5	
Billing Notes	Billing Notes	Shows notes on the assignment page, does not filter to Timesheets or Invoices
Pay Currency	Pay Currency	ISO CURRENCY CODE Example: GBP AUD EUR

Bill Currency	Bill Currency	ISO CURRENCY CODE Example: GBP AUD EUR
Agency Ref Export	Agency Ref Export	
Is Contractor	Is Contractor	Example: Yes or No (Yes = Prevents the calculation of NI and holiday pay for this assignment) IF LEFT BLANK DEFAULT IS NO
Branch Name	Branch Name	
Sector Name	Sector Name	
Site Address	Site Address	
Consultant Supporting Ref	Consultant Supporting Ref	CONSULTANT AGENCY REF
Account Director Ref	Account Director Ref	CONSULTANT AGENCY REF
Custom Text 1	Custom Text 1	
Custom Text 2	Custom Text 2	
Custom Text 3	Custom Text 3	
Custom Text 4	Custom Text 4	
Custom Text 5	Custom Text 5	
Custom Text 6	Custom Text 6	
Custom Text 7	Custom Text 7	
Custom Text 8	Custom Text 8	
Custom Text 9	Custom Text 9	
Custom Text 10	Custom Text 10	
Custom Text 11	Custom Text 11	
Custom Text 12	Custom Text 12	
Custom Text 13	Custom Text 13	
Custom Text 14	Custom Text 14	
Custom Text 15	Custom Text 15	
Custom Text 16	Custom Text 16	
Custom Text 17	Custom Text 17	
Custom Text 18	Custom Text 18	
Custom Text 19	Custom Text 19	
Custom Text 20	Custom Text 20	
Special Terms	Special Terms	Any special terms for the assignment, this data will be saved in the assignment but does not populate timesheets or invoices

*only mandatory if assignments will only have 1 rate type (see Assignment Rate description)

Assignment Rate Field Mappings

Importing assignment rates will add costing to an existing assignment. If all your assignments are only ever going to have 1 rate for each pay and bill (example: Standard hourly rate) then you can import these via assignment.
However, if your assignments are likely to have 2 rates (example: Standard hourly rate and Overtime) then you have to import these via assignment rates.

The field mappings for importing an assignment's rates are:

Description	Agency Data Mapping	Description
Assignment Agency Ref	Assignment Agency Ref	ASSIGNMENT AGENCY REF
Rate Code Id	Rate Code Id	Pay Code (This is the Pay Code of the Relevant Rate Code)
Pay Billing Unit	Pay Billing Unit	
Bill Billing Unit	Bill Billing Unit	
Pay Rate	Pay Rate	Just the number, not currency. Example: £300 would be 300
Bill Rate	Bill Rate	Just the number, not currency. Example: £300 would be 300

Assignment Commission Field Mappings

The default field mappings for updating an existing timesheet via imports are:

Description	Agency Data Mapping	Description
Assignment Agency ref	AssignmentAgencyRef	Agency ref of the assignment
Commission Rate Code Ref	CommissionRateCodeRef	
Commission Type ID	CommissionTypeId	NoCommission = 0 ClientPays = 1 CandidatePays = 2 DirectToSupplier = 3 ClientDiscount = 4 CandidateAward = 5
Commission Pay LtdCompany Ref	CommissionPayLtdCompanyRef	
Rule Rate Code Ref	RuleRateCodeRef	
Rule Type ID	RuleTypeId	FlatMargin = 1 PercentMargin = 2 PercentWithMaxMargin = 3 PercentWithMinMargin = 4 PercentWithMaxMarginPerUnit = 5 PercentWithMinMarginPerUnit = 6 PercentWithMaxMinMargin = 7 PercentWithMaxMinMarginPerUnit = 8 FlatMarginPerUnit = 9 PercentMarginPerUnit = 10
Rule Percentage	RulePercentage	
Rule Amount (Min)	RuleAmountMin	

Permanent Assignment Field Mappings

Importing a permanent assignment will add a brand new permanent assignment that can be used to generate timesheets.

The default field mappings for importing a permanent assignment are:

Description	Agency Data Mapping	Description
Candidate Agency Reference	Candidate Reference	CANDIDATES AGENCY REFERENCE
Client Agency Reference	Client Reference	CLIENTS AGENCY REFERENCE
Agency Ref	Assignment Ref	ASSIGNMENT AGENCY REFERENCE
Agency Ref Export	Assignment Ref Export	
Rate Code Id	Rate Code	Pay Code
Rate Code Description	Rate Code Description	
PO Number	PO Number	
Job Title	Job Title	
Reference 1	Reference 1	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Reference 1	Reference 1	Custom related data for billing – appears on a number of reports and the invoice creation screen.
Accounting Interface	Accounting Interface	Sales Nominal, Purchase Nominal, Dept code Example: 4001, 5001, 000 (for linking to accounts system)
Consultant Agency Ref	Consultant Ref	CONSULTANTS AGENCY REF
Billing Notes	Billing Notes	
Bill Currency	Bill Currency	
Date	Date	Example: 31-01-1990 1990-01-31 31/01/1990
Permanent Fee	Permanent Fee	Just the number, not currency. Example: £300 would be 300
Permanent Fee Percent	Permanent Fee Percent	Just the number, not percentage. Example: 25% would be 25
Permanent Fee Note	Permanent Fee Note	
Branch Name	Branch Name	
Sector Name	Sector Name	
Site Address	Site Address	
Consultant Supporting Ref	Consulting Supporting Ref	CONSULTANTS AGENCY REF
Account Director Ref	Account Director Ref	CONSULTANTS AGENCY REF

Custom Text 1		
Custom Text 2		
Custom Text 3		
Custom Text 4		
Custom Text 5		
Custom Text 6		
Custom Text 7		
Custom Text 8		
Custom Text 9		
Custom Text 10		
Custom Text 11		
Custom Text 12		
Custom Text 13		
Custom Text 14		
Custom Text 15		
Custom Text 16		
Custom Text 17		
Custom Text 18		
Custom Text 19		
Custom Text 20		
Special Terms	Special Terms	Shows in the Special Terms field of the assignment