MODULE OVERVIEW

Integrates with the DP/AUTO Event Triggering System and the Accounts Payable & Job Cost Main Modules!

SYSTEM OVERVIEW
Data Pro Accounting Software's **"Accounts Payable Batch Import Script"** is a perfect **"add-on"** for all **Infinity POWER** users with the **Accounts Payable** and/or **Job Cost Main Modules.** This script imports third party data, such as credit card transactions and other bank statement data from a specifically formatted **Excel** file format into an Accounts Payable **"batch posting option,"** which can then be edited, printed out for review, edited further and then posted to the accounting system.

This information can also come from third party sources, such as vendors, who provide their invoice data for their bills to you. It also includes the ability to post Job Cost transaction data *(update jobs)* as well as postings to the **Accounts Payable Vendor Accounts** and an update to specific **General Ledger** accounts.

PAY BY CREDIT CARDS
Many companies run their businesses on their credit cards. They pay most of their bills with their credit cards because of the available credit lines it affords them or for the **"rewards"** benefits they generate for the owner or the company itself.

Then, once a month, when the credit card statements become available, the accounting department gets to settle everything up and try to allocate where all of these charges belong. Many companies use dozens of credit cards, with tons of charges per card. That means a lot of reconciliation and allocations to be posted.

BATCH CREATION
That's where this **DP/AUTO** script comes into play. Since there are a wide range of potential credit card companies and banks involved using a variety of file formats, this script allows the user to download from each vendor an Excel file as the default format.

This simplifies the uniformity across all possible platforms. Many firms are going to want to first get the data downloaded from the Vendor *(i.e. bank or credit card company)* and then get it into the **Accounts Payable** system to be reviewed first before it is actually posted into the accounting system against the **General Ledger** and/or **Job Costing** modules.
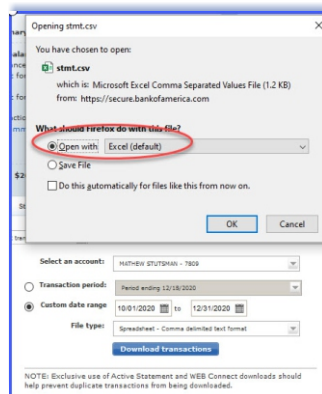
This is accomplished by saving each Excel file into a **Master Template**, which was installed into a folder during the installation of the script. This is now your **"guideline"** to use for setting up **Accounts Payable Batch Import** files for the **DP/AUTO** application to use to import **"Batches"** into the **Accounts Payable** module.

These **"Batches"** will create **"vouchers"** that update each Vendor's master files, open items and historical data.

ALLOCATIONS
Users will be able to allocate to any General Ledger asset, liability or operating expense account or allocate to a specific Job Cost Project and specific Cost Code.

For example, the image above is from a Bank of America download of one of their corporate credit card statements for an employee. Every bank can offer varying options on how to download their information in a variety of formats. You just need to select the option that works best for you to get it into Microsoft Excel. By specifying the date range you're looking for, you will save the information into a **"blank"** worksheet initially.

Then, you will open the **Accounts Payable Batch Import File Template** and then copy and paste the fields of information that you specifically need. Much of what is downloaded in the original file is unnecessary. That is why this is a multi-step process. The user manual provide guidelines on how to map the required fields.

IMPORT NEW BATCHES
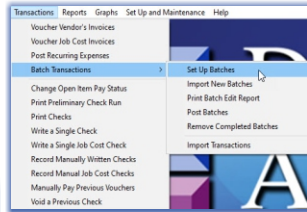
Once the fields are mapped, the file is then named and saved as a **"csv"** file and stored in a specific folder on your PC or network where the **DP/AUTO** script is configured to run periodically. When it finds a file in that folder, it will automatically import the file into the **Accounts Payable Batch Voucher** option.

FIND YOUR BATCHES TO EDIT

BATCH EDIT REPORT
The **Batch Edit Report** and its summary below insures that the **"Batch"** info is correct before posting. If not, that's why you can edit all batches before they are posted!

Then, corrections can be made prior to the posting of the Batch instead of trying to fix mistakes afterwards. This is when all of the Vendor history, open items and General Ledger and Job Cost postings occur.

PREVIEW/EDIT BATCHES
Once you choose which batch to edit or preview, the system will display a screen that shows the Vendor #, Vendor Name, Invoice #, Date, Bank Account, Terms Type, # of Days, Discount, Description, Amount and the General Ledger Account # that was chosen for it to be posted to.

If Job Costing was allocated to, the Cost Code and Detailed Description along with the Job # would show instead. If any information was incorrect, the system will show either an **INVALID** Vendor or General Ledger # and **SUSPENSE**.

This is why you post to the **Accounts Payable Batch** option. Other people within your organization can review what is going to get posted first before anything actually gets posted to the accounting system.

WON'T POST INVALID ITEMS
Even if you select a batch with **"invalid"** items inside the batch, you can still start to post the batch because there are other **"valid"** items within the same batch. The system will **"post"** the good items and leave the invalid items in the batch.

It will not post the invalid items until they have been corrected. That way, your **General Ledger** and **Accounts Payable** systems aren't thrown out of balance.

You still have the ability to edit the batch and correct these items or you can just delete this batch entirely. It's up to you! This means all of the valid items are now sitting in the **Accounts Payable** module as **"vouchered"** items and are waiting to be paid by check or **ACH** whenever you are ready!

Data Pro Accounting Software, Inc.
111 Second Avenue NE, Suite 360 | St. Petersburg, FL 33701 US
Corporate: **(727) 803-1500** | FAX: **(727) 803-1535** | **www.dpro.com**