ACCOUNTS PAYABLE
Batch Import Script
(Part #5571)

User Manual

To the Infinity POWER Account Payable module, this DP/AUTO 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 the 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.

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# INSTALLING THE ACCOUNTS PAYABLE BATCH IMPORT SCRIPT

Normally, we recommend that you have our Technical Support Team at **Data Pro Accounting Software** provide support in configuring and installing **DP/AUTO** scripts, as many users don't have the IT resources or awareness of their IT configurations to properly install automated scripts. To request our support team to assist you, simply e-mail us at **dpasupport@dpro.com**.

Otherwise, if you do have good IT assistance, download the script from the e-mail sent to you by **Data Pro Accounting Software** to the PC or Server where the **DP/AUTO Event Triggering** software is currently installed. This can be on your local PC, network or on a hosted Cloud Server.

We recommend that when you get the zip file sent to you that you save it in the folder underneath the location of the **DP/AUTO** scripts folder on your local PC or network drive. Using **Windows File Explorer**, go to that Folder where you have saved the **Accounts Payable Batch Import Script**.
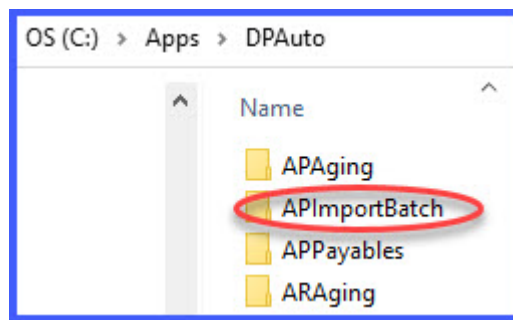

First you will need to **"unzip"** the file so that you will be able to run the executable file. Use an application like **WinZip** or other similar applications capable of unzipping a **"zipped"** file and unzip the file to the current file directory.
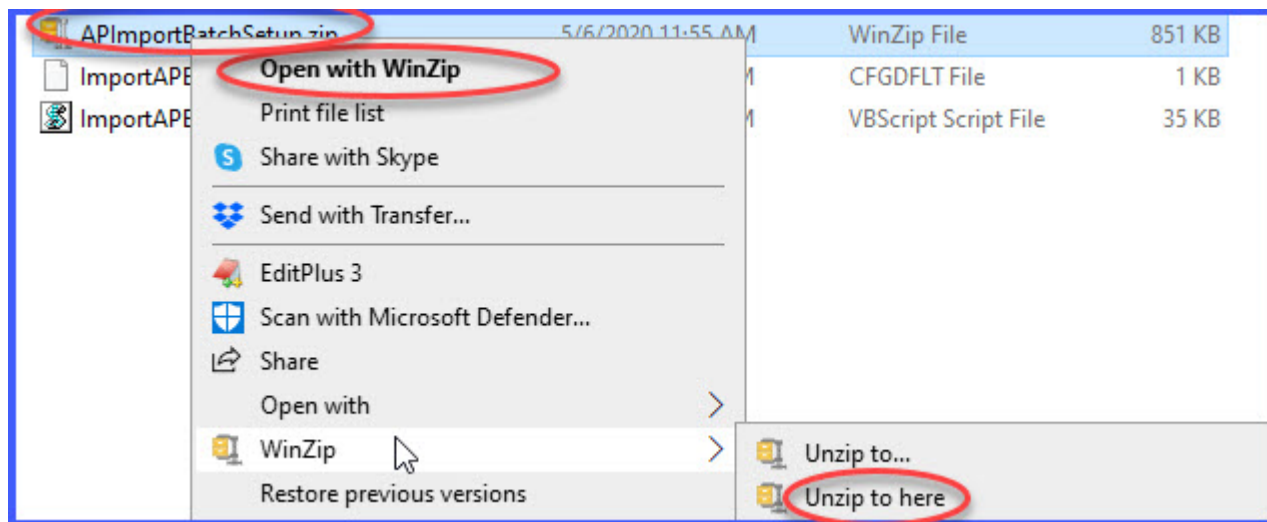

Double click on the **APImportBatchSetup.exe** file to start the installation process.

|				
APBatchTemplate.xlsx	6/11/2020 1:13 PM	Microsoft Excel W...	10 KB
APImportBatchSetup.exe	5/6/2020 11:42 AM	Application	1,558 KB
APImportBatchSetup.zip	5/6/2020 11:55 AM	WinZip File	851 KB
ImportAPBatch.CfgDflt	1/27/2020 3:10 PM	CFGDFLT File	1 KB
ImportAPBatch.vbs	1/20/2021 1:58 PM	VBScript Script File	35 KB

The following screen will appear:
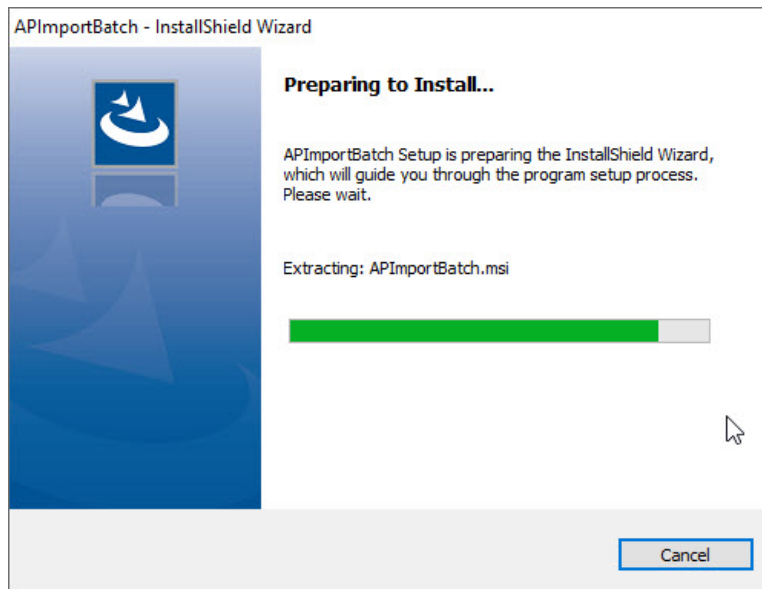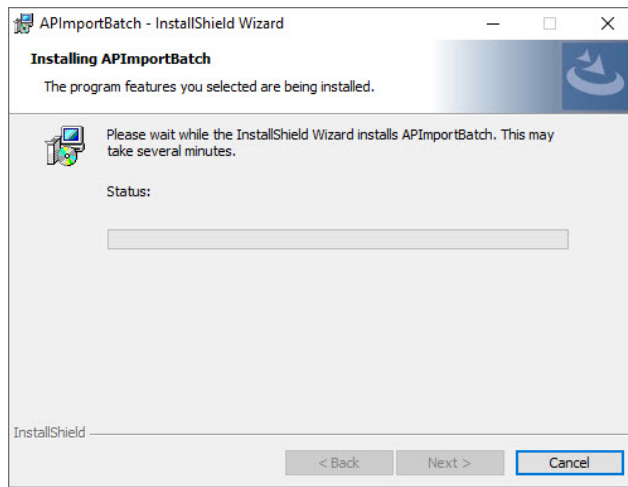
It will be followed by the next screen:
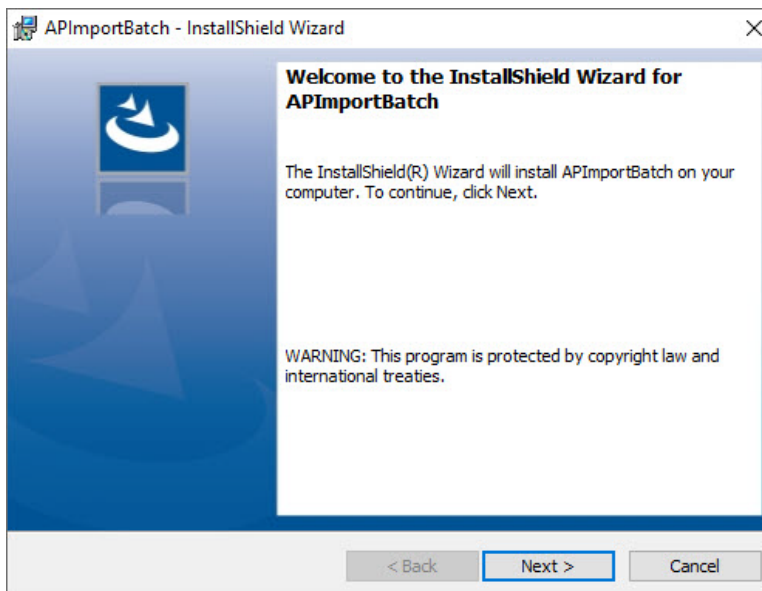
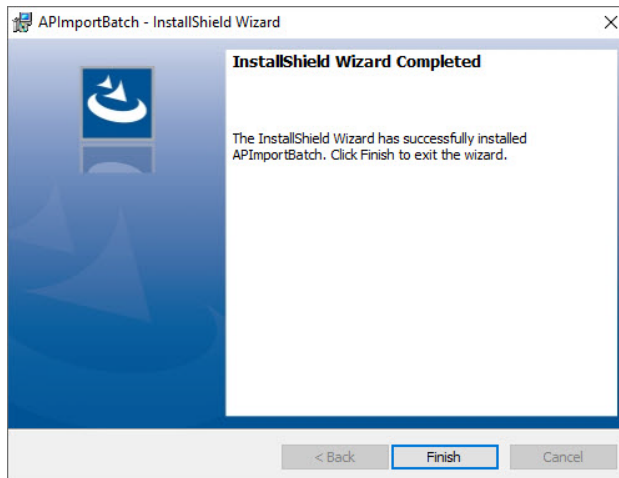Click **"Next"** to continue the installation.
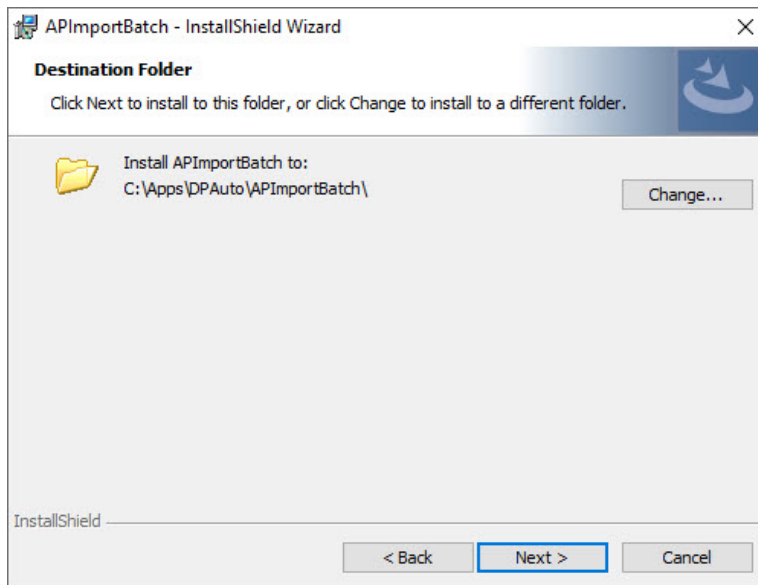
This screen allows you to change the installation location of the script. If you have already created the folder under the **"C:\Apps\DPAUTO"** folder as shown above, it is recommended that you leave this **"as is"** for easier script management.
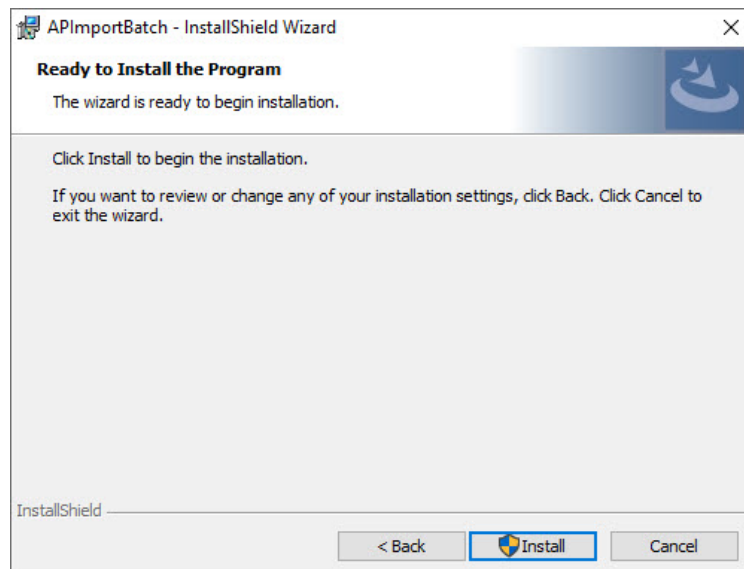
Now, click on **"Install"** to continue.

The system will begin to copy files to your PC or Server.

Once it has completed, click on **"Finish"** to be done with the installation process. If during the installation process, you have an application like Microsoft Excel open, you will get an error message like the following one instructing you to close the application during the installation process.
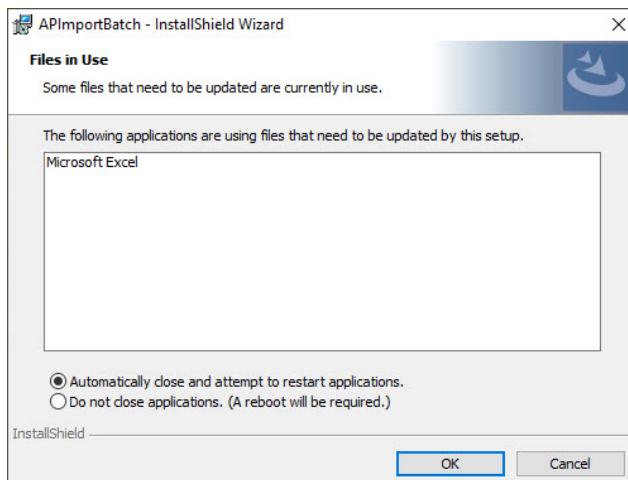
Once the installation is complete, a Master Template file will be installed into this folder that will now be your guideline to use for setting up **Accounts Payable Batch Import** files for **DP/AUTO** to use to import **"Batches"** into the **Infinity POWER Accounts Payable** module. These **"Batches"** will create vouchers that update each Vendor's master files, open items and historical data.

They will be able to allocate to General Ledger accounts, which can be charged to assets, liabilities, operating expenses or any valid account in the Chart of Accounts. Optionally, if you have the **Infinity POWER Job Cost Main Module**, you would also have the ability to allocate vouchers directly to jobs, costs codes, and with detailed descriptions and quantities directly to the job for each allocation.

This is what the default Excel Template looks like and the default fields that are included:

Some of this information can be downloaded from your banks or some of it can be downloaded from other third-party applications. However, it will be up to you to make a copy of this template first and then copy manually specific pieces of information from other sources into your new file to prepare it to be used with **DP/AUTO**. When prepared properly and formatted correctly, **DP/AUTO** will import an **Accounts Payable Batch** instantaneously into the **Infinity POWER Accounts Payable** module.

The **Accounts Payable Batch Import Script** provides the client with the ability to create update files in Excel by capturing the **"raw"** data from third party sources, like downloads of transactions from your bank of your current statement's credit card charges. Many companies run their businesses on their credit cards. They pay almost everything by their credit cards and then they settle up everything monthly when their credit card statements come in. The result?

The accounting department gets to do a lot of guessing what charge means what and where it belongs! That's where this script comes into play.

Keep in mind that the batch posting option in Accounts Payable is designed to allow the user to enter multiple vendors with multiple invoices or transactions on one screen. It also allows the user to post transactions directly to Job Cost from the same screen.

Therefore, download your credit card data in an easy to access file to make these allocations simpler is the whole idea behind this utility. Most banks allow their clients to have access to on-line banking now. Therefore, they have access to download each month's bank and credit card statements to a **"txt"** or **"xls"** file format on their local or network PC.

For example, the following is an image of an option 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.
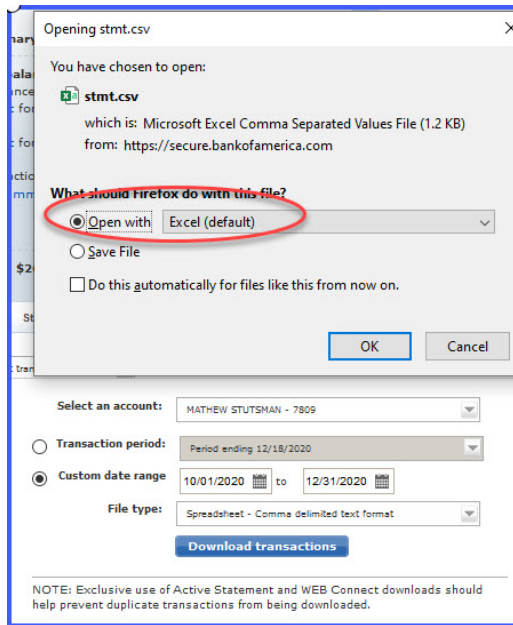
Specify the date range your looking to work with and save the information to your local or network where you want to work with the information. Keep in mind that initially, you will be calling this information up into a **"blank"** Excel file in the default order that is coming from the bank you are using.

Ultimately, what you will be doing is **"copying and pasting"** data from one spreadsheet to another, which happens to be the **Infinity POWER Accounts Payable Batch Import File Template**, which is designed to allow the **DP/AUTO Event Triggering System** to automatically import this variable data into the accounting system to an Accounts Payable **"batch"** for either yourself or another person to review, print, and make any necessary changes to before it is actually posted to the accounting system.

Let's review the Bank of America export for this particular date range for this credit card.

There are pieces of information that the **Account Payable Batch Import** will use and need and others that are completely unnecessary or useless to the accounting system. That's why this is a multi-step process. This is just the first step.

The next step is to open the Accounts Payable Batch Import **"Template"** file that was created during the software installation. Once you open it, first save it off to a file name with a date or naming structure that is meaningful to you **(BOA-7809-121820)**. It's good to use the bank, account number and period ending date as identifiers for file names to recognize each batch.

Remember, not all columns in this template are required as the template allows for Accounts Payable updates, General Ledger updates and Job Costing updates. If you don't use Job Costing, then columns **J, K, L, & M** won't apply.

However, all data fields from **Column A** to **Column I** must contain data!

This utility is not just designed to work with bank downloads of credit card data and banking information. Third party applications also work well with this utility that do provide this kind of detailed information that can be passed along to the **"Voucher"** in Accounts Payable. Food vendors, such as **U.S. Foods**, can pass this detailed kind of information along to the restaurants that they serve by including these kinds of details in their downloads of information. This provides a much higher level of reporting and higher level of General Ledger breakdowns during the Accounts Payable voucher process.

Fields within the default template:

➢ **Column A** – Credit card transactions do not typically have an invoice number, so we suggest using credit card statement closing date, such as March 16, 2021 **(031621-1, 031621-2, 031621-3)**. This allows you to assign a unique invoice number without the possibly of duplication. The **Infinity POWER Accounts Payable** module will not allow you to post a voucher with the same transaction # on the same date. And, it also allows for easier auditing. If this information is coming from a third-party vendor, it may in fact be the Vendor's actual invoice number.

➢ **Column B** - The invoice type should always be the number **"1"**. Unless you're posting it as a credit memo in which the type would be **"2"**.

➢ **Column C - Invoice Date** – You can either use the closing date of the credit card statement or the actual date of the transaction. Keep in mind that this date is the date the system will age the transaction in the **Accounts Payable Aging Report**. Therefore, make sure you think this through before selecting this date. The date format should be **(mm/dd/yyyy)**.

➢ **Column D** - This is the Vendor Number you have assigned to your vendor when you added them in the **Infinity POWER Accounts Payable** module. This must be a valid identifier that exists in the accounting system. *(i.e. AMEX could be the Vendor Number used for "American Express")* If you have multiple American Express cards, many clients add the last four digits to identify the account *(i.e. AMEX1007)*. If it is **USFOODS**, that is the vendor number that should be used. If you enter a Vendor Number that is invalid, the system won't throw out the line item of the batch, but it will change the Vendor Number to **"INVALID"** with the description in **Column E** as **"Invalid Vendor."** This will be your warning to edit this information in the Accounts Payable Batch prior to posting it to the accounting system.

➢ **Column E** – The **"Description"** is up to the user. This can be the name from whom you purchased the products or what the item was specifically. It's entirely up to you.

➢ **Column F** - The General Ledger account number that you wish to post to must be entered here. This must be a valid account number in the **Infinity POWER General Ledger** Chart of Accounts.

Otherwise, if it does not exist, the script will automatically check the Chart of Accounts file at the time of posting and verify if it is a valid account number or not. If it is not, the script will convert the account number to the Account Number defined in your **General Ledger Master Configuration** for the **"Suspense"** account and change it to that account number in the batch. You will then be able to edit the account number field in the Accounts Payable Batch prior to posting it to the accounting system.

➢ **Column G** – Enter the dollar amount charged on the card statement.

From a credit card statement, most likely you won't be able to discern the difference between a **"Sales Amount"** plus **"Tax Amount"** plus **"Freight Amount"** to equal the **"Amount."** Some third-party downloads will break this information out for you so that you can allocate this information separately.

➢ **Column H** – The **"tax"** amount can be parsed out from the transaction, if the user is aware of the amount or if you wish to post the tax amount to a separate General Ledger account number.

➢ **Column I** – The **"freight"** amount, like the **"tax"** amount, is similar in that it can be parsed out so that it can be posted to a separate General Ledger account number.

The next columns only apply if you are integrated with the **Infinity POWER Job Cost Main Module** and want to make allocations of costs directly to jobs/projects.

➢ **Column J** – This field must be a valid **Job Number** in the **Job Cost Main Module**. This is where the job/project t costs will be allocated to during the posting of the batch.

➢ **Column K** – This field must be a valid Cost Code that exists in the **Job Cost Main Module**. This is where the costs will be allocated to during the posting of the batch.

➢ **Column L** – If you have the **"Detailed Description"** feature turned on in the **Job Cost Main Module**, this option allows you to post in **"detail"** to the Cost Code.

➢ **Column M** – This allows you to not only post dollar amounts to a Cost Code on a valid Job/Project, but also **"quantity amounts"** to the Cost Code.

Copying specific columns of information from the BOA spreadsheet, we start pasting into the new **BOA-7809-121820.xls** file to create our Accounts Payable Batch file. The three columns of data circled in red below were copied from the file downloaded from Bank of America.

|	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Invoice #	Invoice Type	Invoice Date	Vendor #	Description	GL Account	Amount	Tax Amount	Freight Amount	Job #	Cost Code	JC Detail	JC Qty
2	12182020-1	1	12/2/2020	BOA7809	CRACKER BARREL #481 ST	73520	$ 26.28	$ -	$ -				
3	12182020-2	1	12/6/2020	BOA7809	ENTERPRISE RENT-A-CAR	74130	$ 454.50	$ -	$ -				
4	12182020-3	1	12/9/2020	BOA7809	ENTERPRISE RENT-A-CAR	74130	$ 167.85	$ -	$ -				
5	12182020-4	1	11/23/2020	BOA7809	CORPORATE FILINGS LLC	87800	$ 49.00	$ -	$ -				
6	12182020-5	1	12/6/2020	BOA7809	HAMPTON INN STS ST PTR	74110	$ 889.05	$ -	$ -				
7	12182020-6	1	12/17/2020	BOA7809	ENTERPRISE TOLL	74120	$ 10.90	$ -	$ -				
8													

The Invoice # was generated based on the example provided earlier. The invoice type is a transaction type **"1"** as described earlier. The vendor # **"BOA7809"** is actually the vendor number from the Accounts Payable module. Each General Ledger account number is a valid account number determined to allocate where these specific expenses should be allocated to once the batch is posted to the accounting system. There were no tax amounts or freight amounts shown on the credit card statement and there were no job costing items.

Once all of the columns are filled in and the spreadsheet is ready to be uploaded, you must save the file as a **"CSV"** type file, as shown on the following screen. It is highly recommended that you save it locally on your PC and then copy and paste it in the folder that you configured the **DP/AUTO** script to look for the batch file. Otherwise, if you save it directly from Microsoft Excel, it is possible that Excel or Windows Explorer will continue to **"lock"** the file and not allow the script to delete it from that directory and move it to the **"queue"** directory for posting.

If you find that you think you have everything configured properly but the file is not being moved as expected, make sure to exit Excel and monitor this folder. It is possible this is what is happening. Plus, you cannot have that file open or it definitely will not be moved.
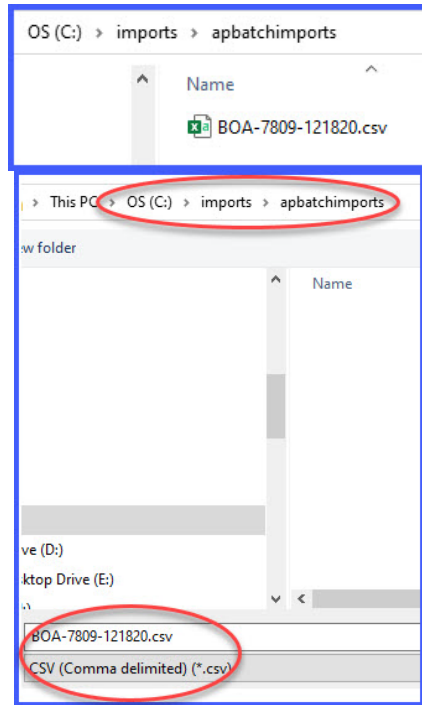
Based on the timer defined within the script, *(i.e. 10 minutes)*, **DP/AUTO** will automatically find the file *(regardless of the filename you use)* in this particular folder and automatically import the **Accounts Payable Batch** file into the Accounts Payable module and send an e-mail notification to whomever has been defined in the script. This way, that particular person or persons, now know that they have a batch file in the Accounts Payable module ready for review and/or editing! The following screen shows the notification e-mail that you will receive once the file has been successfully sent to the **Accounts Payable Batch Import**.
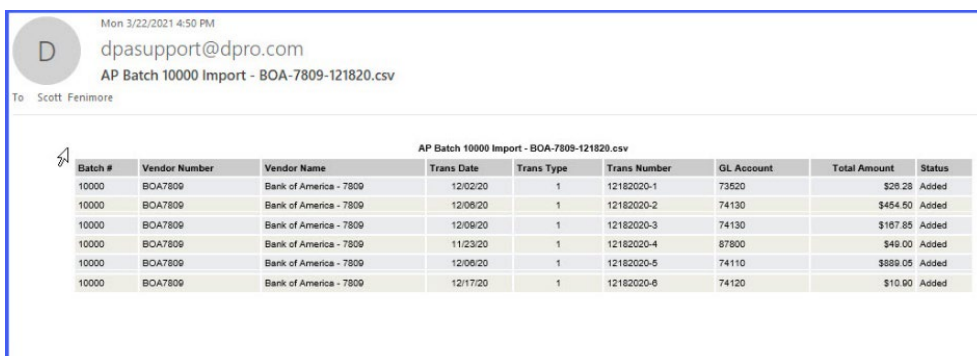
DP/AUTO will automatically assign a batch number when it picks up the file in your folder and imports it into the Accounts Payable batch file. You'll see the **Batch Number** is shown in the E-mail subject line in the previous screen shot and on the title of the following screen shot.

As mentioned previously, if you had entered an invalid Vendor Number or General Ledger account number, this e-mail notification will reflect some alterations as shown on the bottom line of this version of the e-mail. The Vendor Name will automatically change to **INVALID VENDOR**.

AP Batch 10001 Import - BOA-7809-121920.csv

| Batch #	Vendor Number	Vendor Name	Trans Date	Trans Type	Trans Number	GL Account	Total Amount	Status
10001	BOA7809	Bank of America - 7809	12/02/20	1	12182020-1	73520	$26.28	Added
10001	BOA7809	Bank of America - 7809	12/06/20	1	12182020-2	74130	$454.50	Added
10001	BOA7809	Bank of America - 7809	12/09/20	1	12182020-3	74130	$167.85	Added
10001	BOA7809	Bank of America - 7809	11/23/20	1	12182020-4	87800	$49.00	Added
10001	BOA7809	Bank of America - 7809	12/06/20	1	12182020-5	74110	$889.05	Added
10001	BOA7809	Bank of America - 7809	12/17/20	1	12182020-6	74120	$10.90	Added
10001	INVALID	INVALID VENDOR	12/17/20	1	12182020-6	99900	$10.90	Added

This e-mail notification will tell those in the accounting department to go review the accounts payable batch and make edits to fix these issues prior to posting it to the accounting system.

## Viewing and Editing an Accounts Payable Batch

Once a batch file as been generated to the Accounts Payable module, the user will simply go into the **Infinity POWER Accounts Payable** module and select the **"Transactions"** menu option and then **"Batch Transactions"** and **"Set Up Batches."**
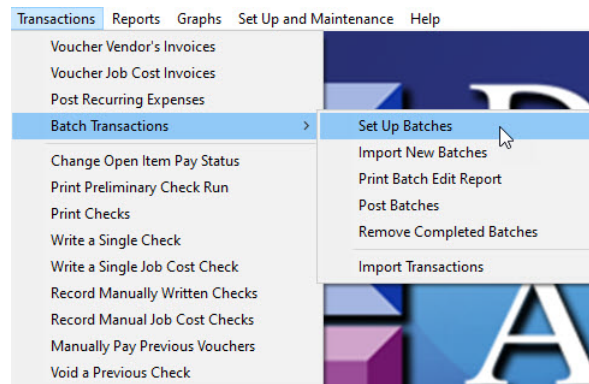

Once you select the **"Set Up Batches"** option, the following screen will appear:
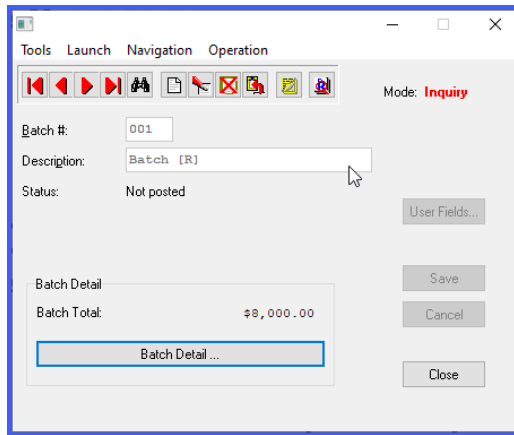
Click on the binoculars to find the listing of all current batches. If the script has already run and picked up one of your new batch files, you will find it in your listing.
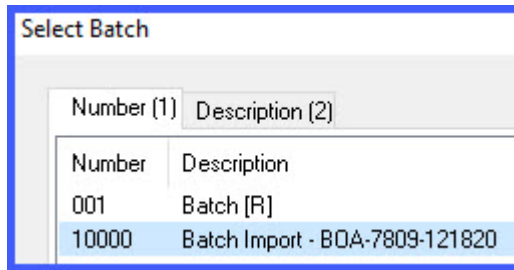

Double click on **Batch 10000** and you will be brought to the header screen in the inquiry mode. You can simply review the batch details in this mode or click on the **"Change"** mode to make edits to the file.
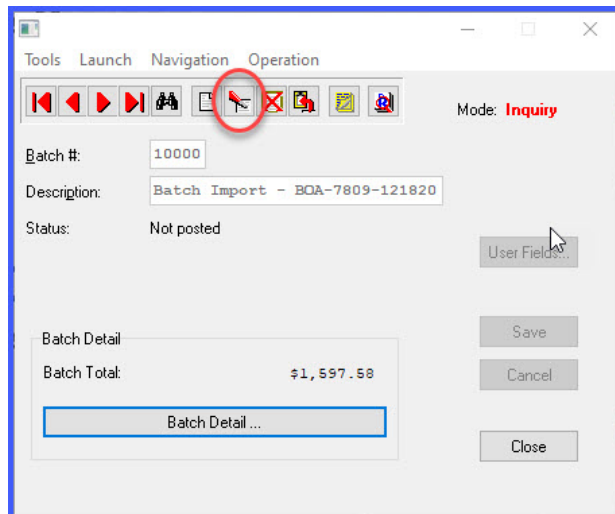
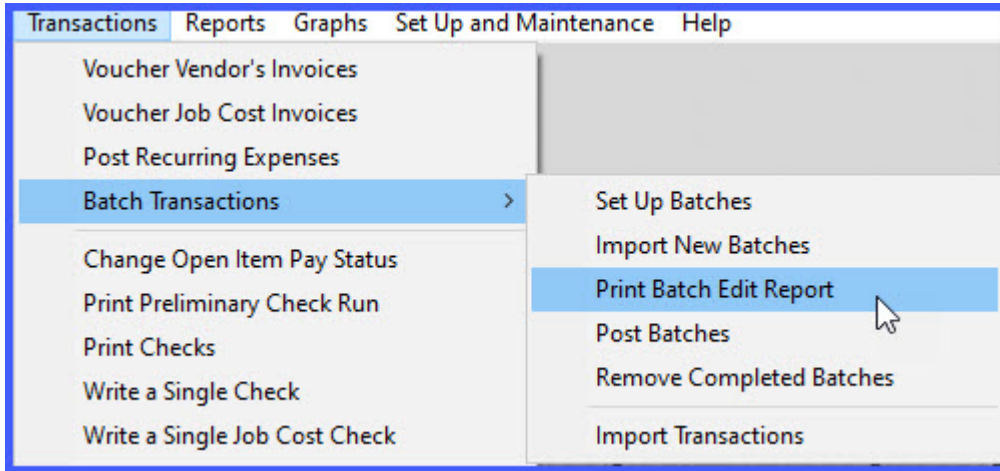Click on **"Batch Details"** to review the file or to make any edits to the file.
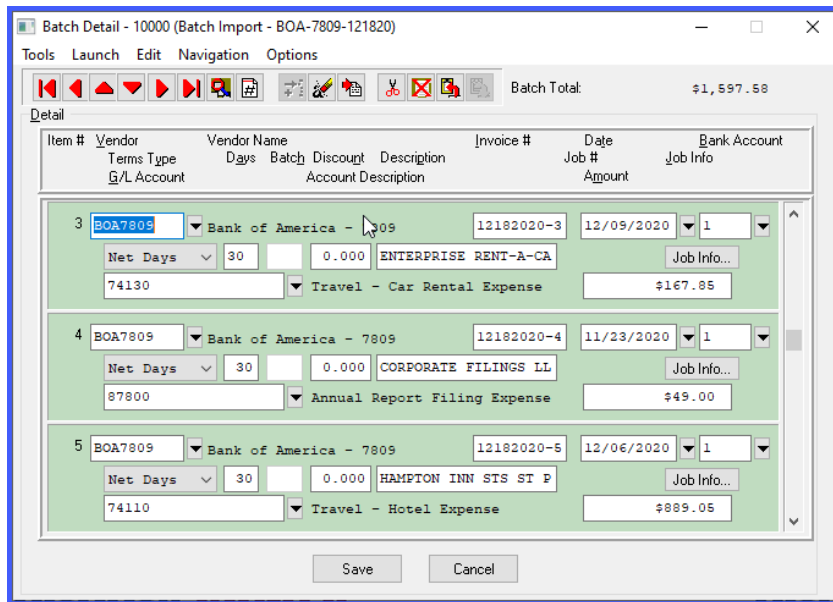
Notice that all of the fields are valid and have come across properly. If we open the second batch that we modified to include an invalid vendor number and General Ledger account number, you'll see how it then comes into the batch differently.
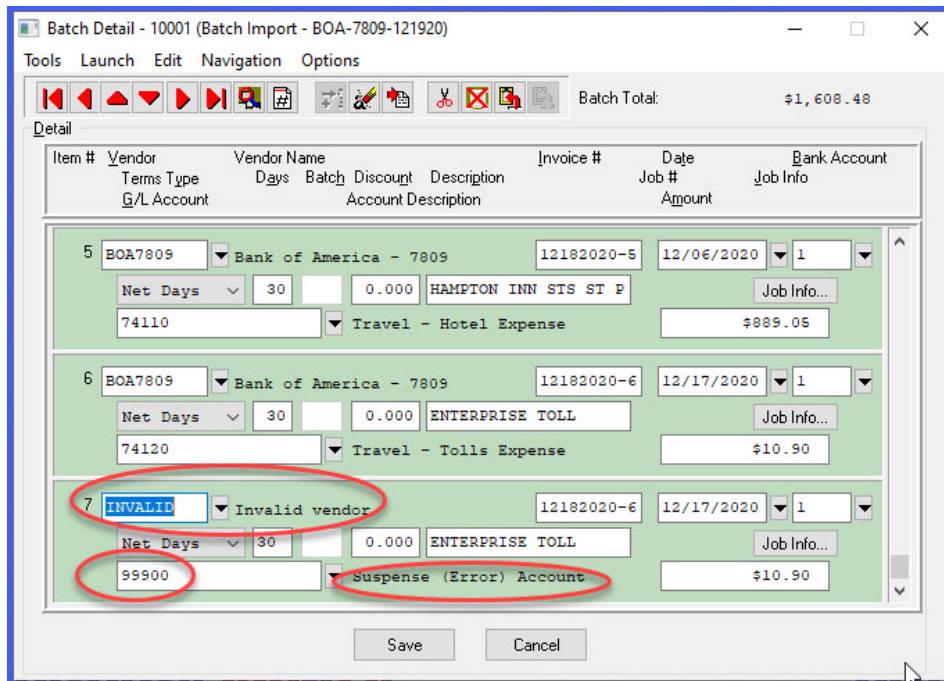
This is precisely why this option works with the **Accounts Payable Batch Transactions** option. Your Excel file doesn't post directly to the accounting system causing out of balance and invalid accounting transactions. This posting to the **Batch Transactions** functions allows you to gather data from other sources and still allow your staff and yourself time to review and edit or clean up the data to insure it is posted correctly to your accounting system!

Most people will want to use the option to **"Print Batch Edit Report"** which allows you to fully view a batch and determine if any changes should be made at all.

This is where items like this become very easy to spot on a report like the following:

Once you determine your issues, you simply make your edits and changes, you can re-run this report as frequently as necessary and once you are satisfied everything is correct, then you can go to the final option, which is to **"Post Batches."**
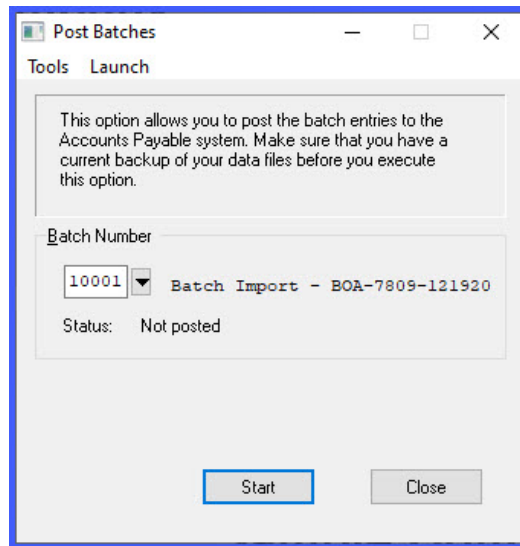
Pick the Batch # you desire to post and just click **"Start."** Even if you post the Batch that has invalid items in the batch, but it has other items that are valid, the system will post the good items and leave the invalid items in the batch. It will not post the invalid items until they are corrected. See below:
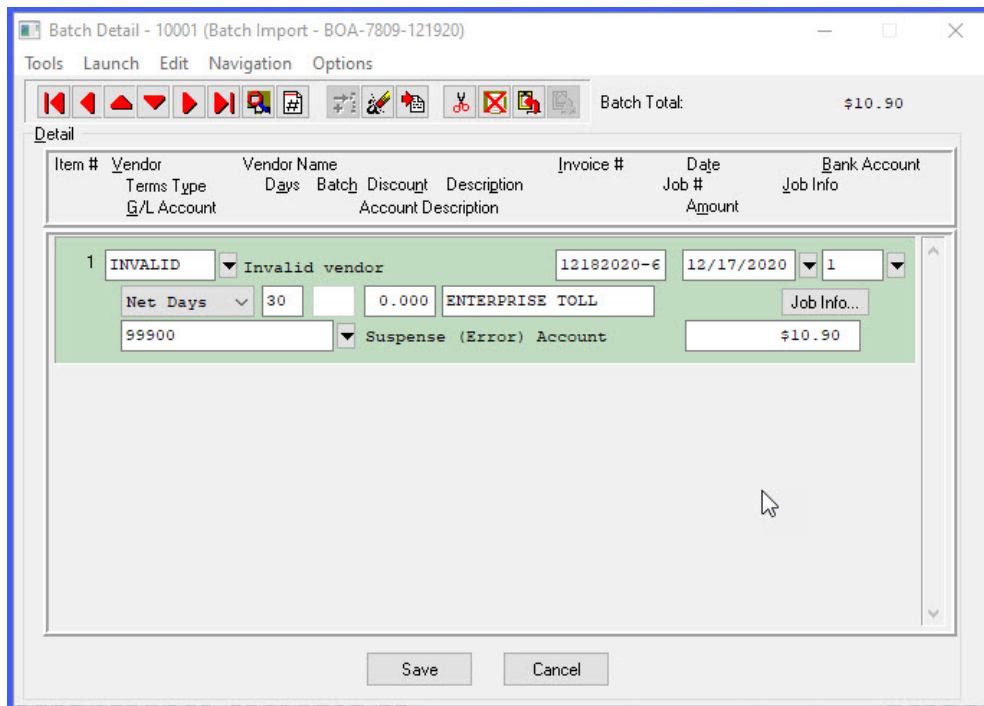
You still have the ability to edit the batch and correct these items or you can just delete this batch entirely. It's up to you. All of the other valid items have already been posted from this batch. This means the items are now sitting in Accounts Payable as vouchered items and are awaiting to be paid by check when you are ready.

The next section focuses on the actual setup and configuration of the **DP/AUTO Script**.

CONFIGURING THE DP/AUTO
ACCOUNTS PAYBLE BATCH IMPORT SCRIPT

First, the **POWERServer** must be running on your PC or Network Server as a pre-condition for **DP/AUTO** and any of its **"scripts"** to function. If you have never configured the **POWERServer** module, it is a standard part of the **System Administrator** module.
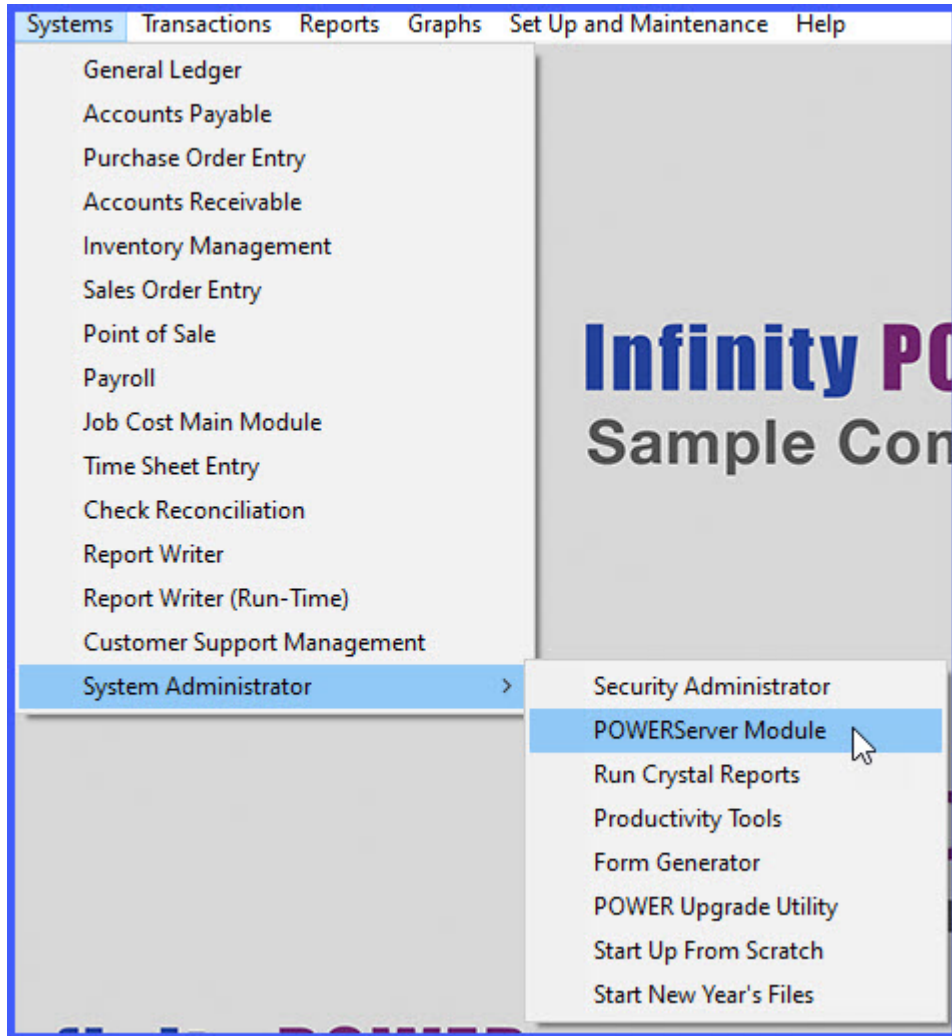

Data Pro Technical Support can assist you with the configuration of this background feature. This discussion is going to assume that **DP/AUTO** has already been successfully installed, which means **POWERServer** is already running either manually or more likely as a **"Windows Service"** running quietly in the background as it normally does. Again, you can request support for this by e-mailing **Data Pro Technical Support** at **dpasupport@dpro.com**.

Launch the **DP/AUTO** application and double click on the **DP/AUTO** icon in the system tray to open the interface screen. On a PC with **Windows 10** for example, you would find that you may have to click the up arrow to display a window such as the following to find the **DP/AUTO** icon in the system tray:
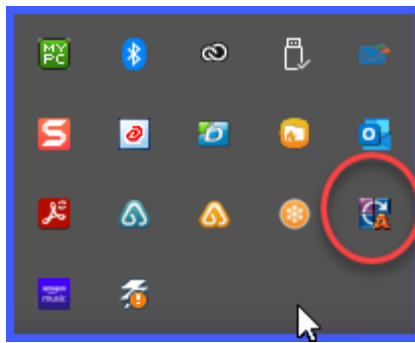
Once you double click the icon, the following **DP/AUTO** screen will appear. You must click on **"New"** first because the script won't exist on this list otherwise. It must be added first to show up on the screen below.
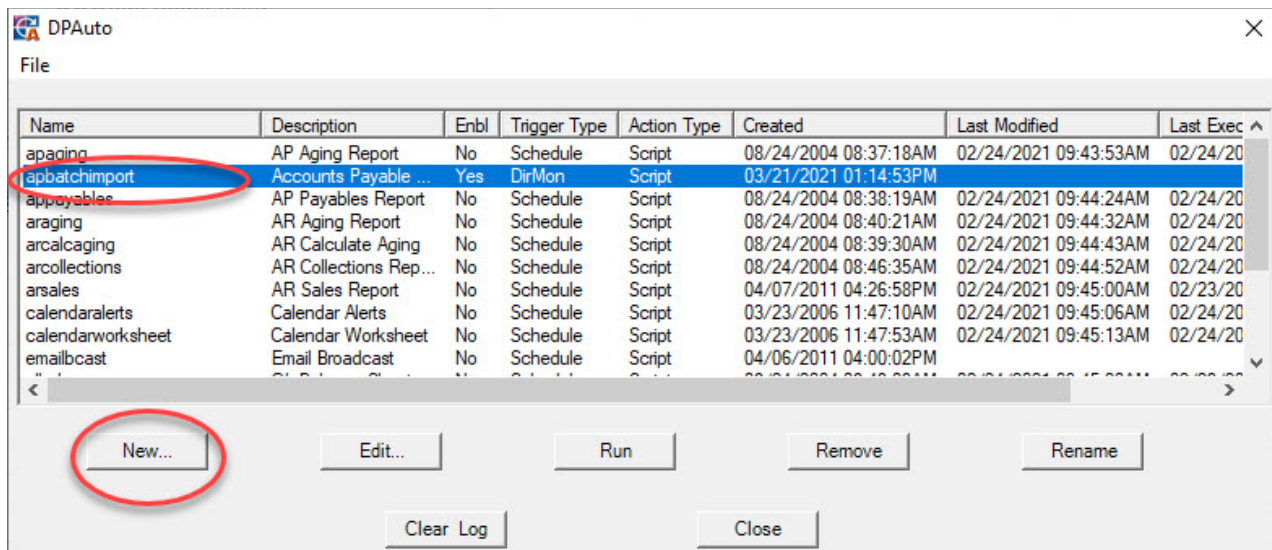
Click on the **"New"** button to open the **"New Task"** dialog as shown on the following screen:
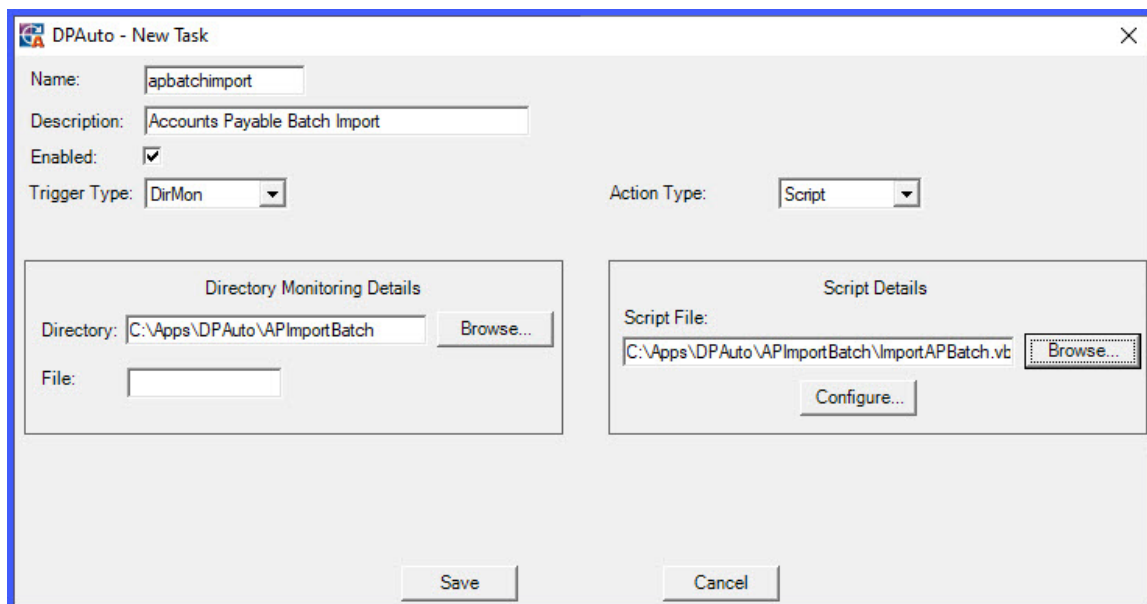
Enter a name for the script **(apbatchimport)** and then enter a description. Make sure the **"Enabled"** checkbox is **"checked"** and then select click the Down Arrow for the **"Trigger Type."**
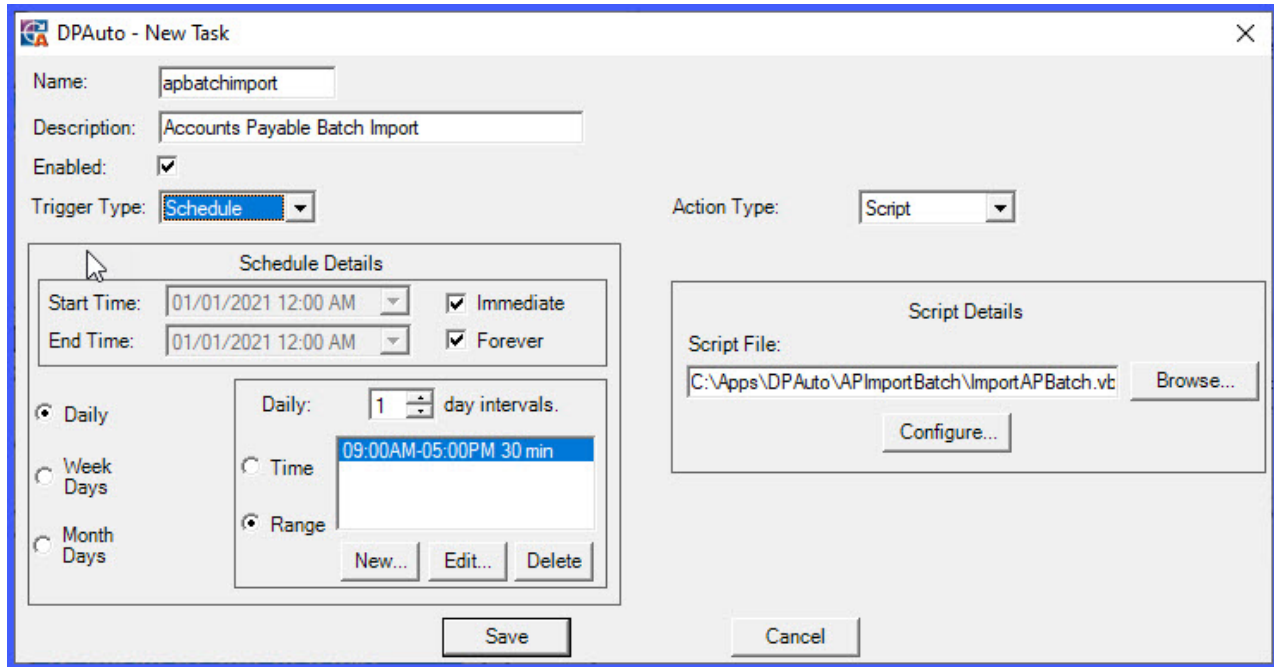

Choose the **"Schedule"** option as the method to use for configuring thiss script. We don't want the **DP/AUTO** system using the **"Direct Monitoring"** feature to be looking constantly for batch files if they are only coming on a periodic basis. We want to set up a **"polling"** function on a timer so that the system has adequate time between updates to get all files cleared first.

Under the **"Schedule Details"** section, it would be suggested to click on the **"Daily"** option and the screen will change to the right to allow you to pick the time-of-day range, as shown on the following screen, for which you want the script to function.
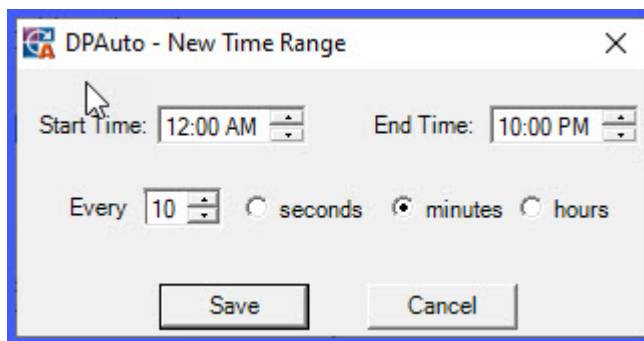
It is recommended that you pick a range of time when you know that most of your batches for the day will be completed. The **DP/AUTO** script will run as set up in the example above *(i.e. every ten minutes).*

Select the **APBatchImport.vbs** filename and then click the **"Open"** button. Once the **Script File** has been specified and displayed on the screen, click on the **"Configure"** button underneath the data file path to launch the **"Configure"** dialog.
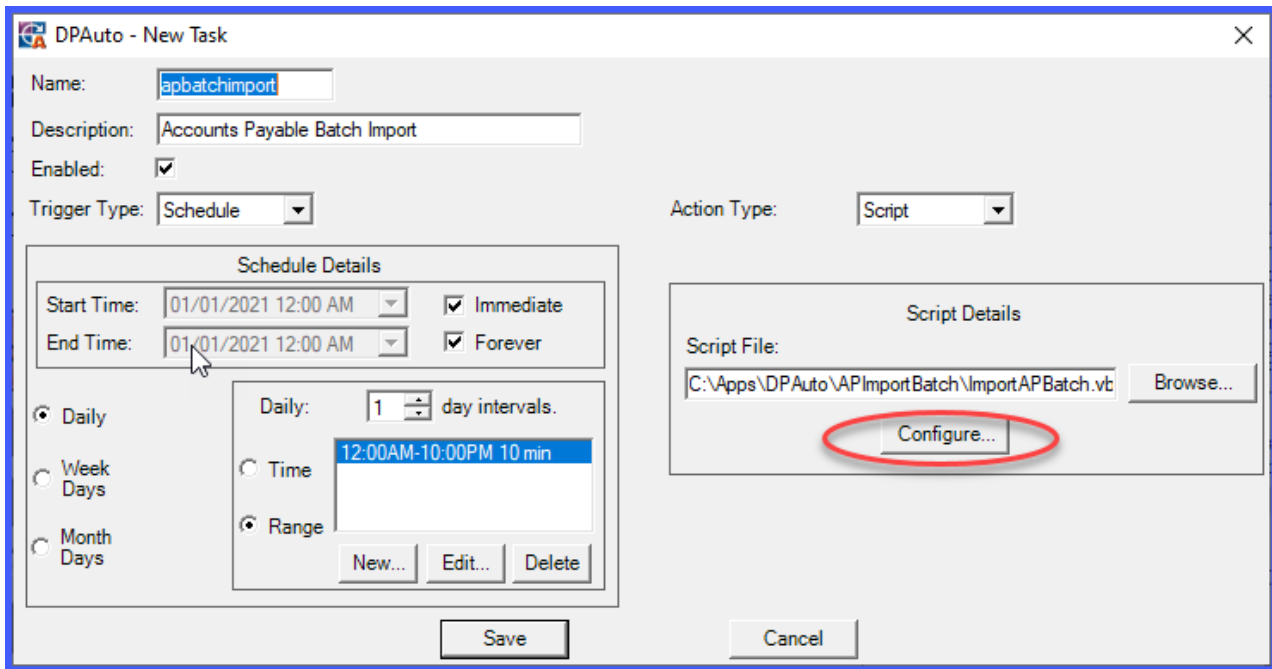
Change all of the configuration settings to the proper values for your network and environment setup. An explanation of each of the settings is listed below.

<POWERSERVER>
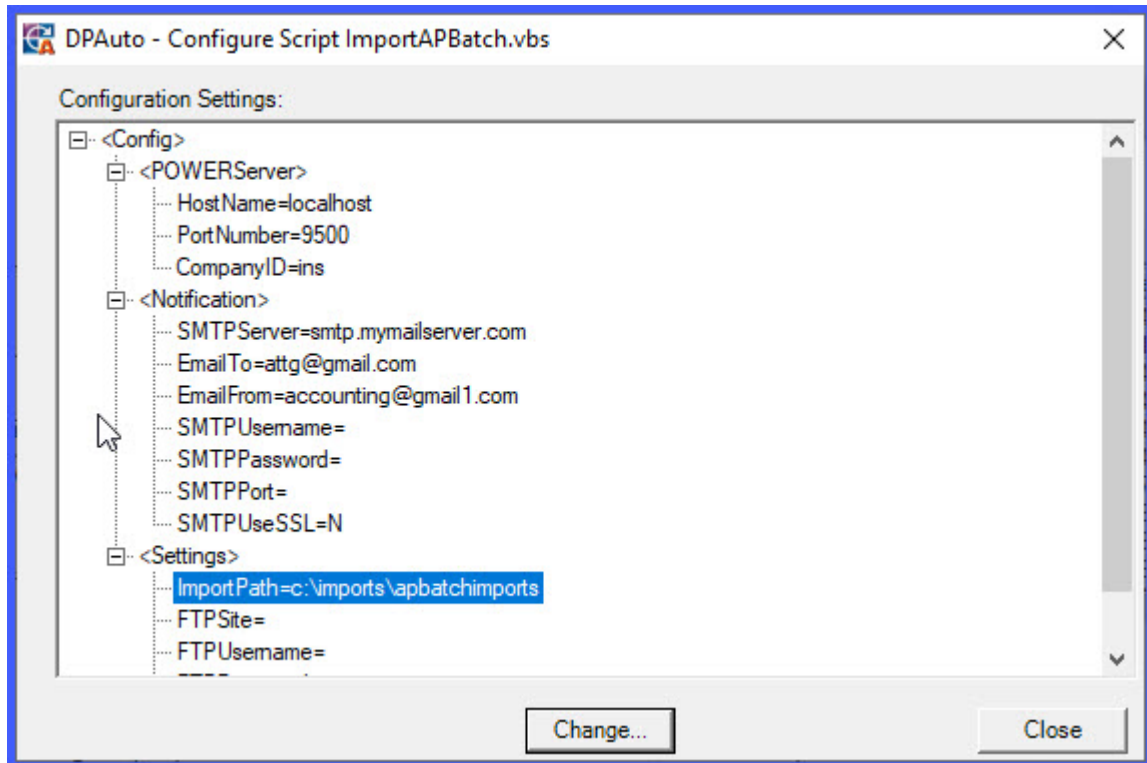
HostName – This is the computer name or IP address of the server where the Data Pro accounting software is installed and where the **POWERServer** process is running. If **DP/AUTO** is running on the same PC or Server as the accounting server and the **POWERServer**, you can type in **"localhost"** and the system will resolve itself automatically.

PortNumber – This is the **TCP/IP** port number that the **POWERServer** process is configured with. It is not required that **PORT 9500** be used but is recommended since it doesn't normally conflict with other processes on that port number.

CompanyID – This is the three-digit *(alpha/numeric)* Company ID associated with the accounting data you wish the script to access. Every company created within the **Infinity POWER** software has this three-digit Company ID which references all that company's various accounting data files.

<NOTIFICATION>

SMTPServer – This is the domain name or IP address of your Email server. Your E-mail service provider can easily provide you with this information if you do not already have this information. An example would be **"smtp.sample.com."**
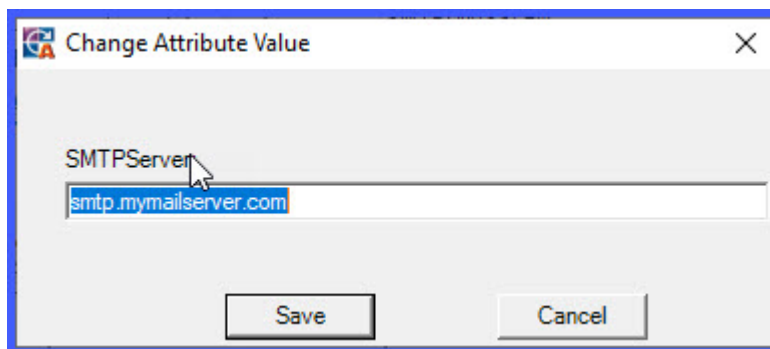
EmailTo – This is the e-mail address(es) that specifies where to send a report that lists the vouchers are being **"imported"** into the **Infinity POWER Accounts Payable** module. This may be directed to an accounting manager, billing clerk, another person in charge of overseeing your operations or all the above. This report will include all of the information that is also being **"imported"** directly to each voucher by vendor. This includes the General Ledger allocation and/or any Job Cost allocations as well.
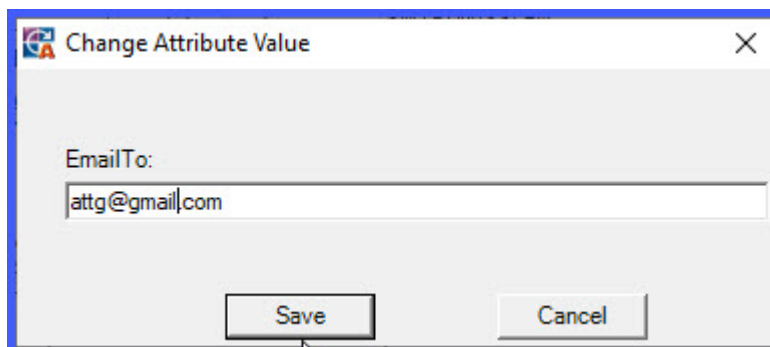
EmailFrom – This is the e-mail address that you wish each notification to be from. This may be an individual or a generic e-mail group name that you have created on your e-mail system *(i.e. accounting@dgmail.com)*.
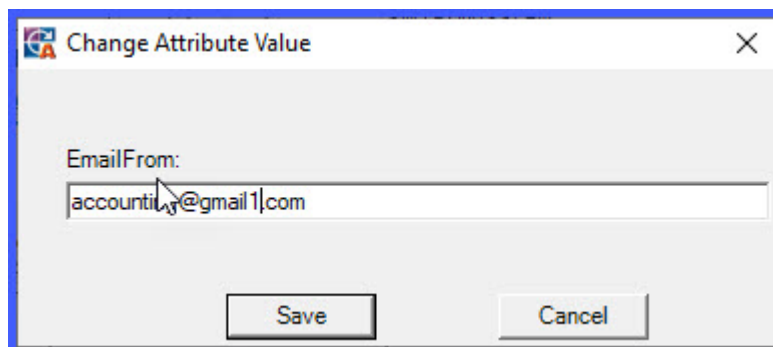
SMTPUsername – If the Internet Service Provider's **(ISP's) SMTP Server** that you are using requires e-mail authentication, you must enter a **"user name."** This defines the e-mail user account that is authorized to send e-mail messages. This may be simply a user name or the full e-mail address depending on the requirements of your e-mail service provider. For example: **support@companyname.com.** If, no authentication is required, you may leave this field blank.

SMTPPassword – If the Internet Service Provider's **(ISP's) SMTP Server** that you are using requires e-mail authentication, you must enter a **"password."** This is the password for the e-mail address that is defined for the **"SMTPUsername"** defined previously. If, no authentication is required, you may leave this field blank.

SMTPPort – This is the **"port number"** used to connect to your **SMTP Server** provided by your Internet Service Provider **(ISP).** By leaving this field blank the default, **Port 25** will be used. If your e-mail service provider requires a different port number, then it must be specified here. For example, the **Comcast.net** value might be **587,** however, the **Yahoo.com** value might be **465**. Your e-mail service provider can easily provide you with this information.

SMTPUseSSL=N – If the Internet Service Provider's **(ISP's) SMTP Server** requires the use of **SSL (Secure Sockets Layers),** then this value must be set to **"Y."** This means they will be encrypting all information passed back and forth through their system. Your e-mail service provider can easily provide you with this information, if you do not already have this information. Otherwise, leave the setting to **"N."**

<SETTINGS>

Import Path = This is the path that the script will look at to find **"import"** files to process. For example, you would create on your **"accounting server"** a specific folder that all your employees have access to, such as: **C:\imports\apbatchimports**.

Then, you would make sure to make it a **"shareable"** folder. That way they would have access to **"copy"** Excel\CSV files to that folder. Then, from their own workstations, they would be able to browse to this shared folder on the server and copy their spreadsheet in a **CSV** format that they have prepared to be ready to have imported as an **Accounts Payable Batch**.

The script will then find any file in that folder on the server based on the timing you have defined in the script *(every 10 minutes)* and then process and post them as a batch in the Accounts Payable module. Once it is posted as a batch in Accounts Payable, anyone with the proper security rights to batches in Accounts Payable will be able to open the Batch, print it, review it and edited it prior to it being posted to the accounting system by a member of the accounting department or group.

Since the script is running on the server, make sure the path is defined as a local drive/path on the server. The security rights apply to both mapped drives and UNC paths.
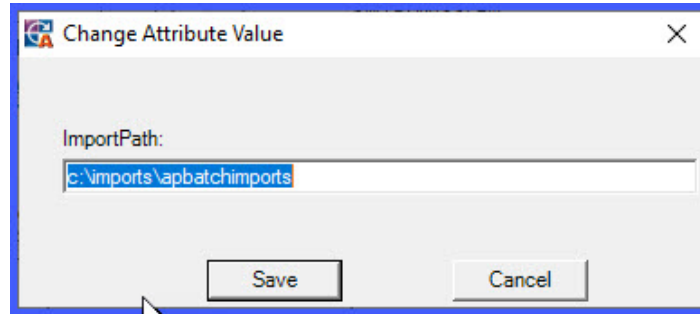

FTPSite = This is the remote **FTP** location where the script is being directed to go find files to be downloaded for import to the Accounts Payable Batch Import scripts. You must enter the specific web address for the script to allow the script to find the exact location for login options. Then, it can provide the following Username, password and download credentials for the successful transfer of files.

FTPUsername = The **FTP Provider's Server** that you are using will require e-mail FTP authentication, therefore, you must enter a **"username."** This defines the e-mail FTP user account that is authorized to send access the FTP site.

FTPPassword = If the **FTP Provider's Server** that you are using will require e-mail FTP authentication, therefore, you must enter a **"password."** This is the password for the e-mail address FTP account that is defined for the **"FTPUsername"** defined previously.

FTPFolder = This is the location where you will find the third-party file(s) you are looking to download for the **Accounts Payable Batch Import** scripts. They should already be formatted property by the third party or other office location and are ready to be sent to the **Infinity POWER Accounts Payable** module.

Since the script is running on the server, make sure the path is defined as a local drive/path on the server. The security rights apply to both mapped drives and UNC paths.
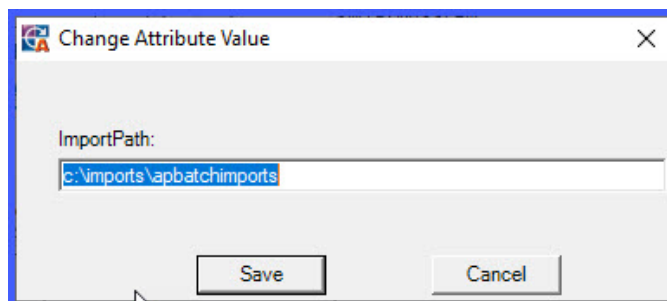
* * N O T E S * *

ADD-ON PRODUCTS

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