



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.

Table of Contents

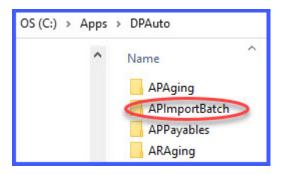
INSTALLING THE ACCOUNTS PAYBLE BATCH IMPORT SCRIPT
VIEWING AND EDITTING AN ACCOUNTS PAYABLE BATCH11
CONFIGURING THE DP/AUTO ACCOUNTS PAYABLE BATCH IMPORT SCRIPT16

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 <u>dpasupport@dpro.com</u>.

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.

APImport	atchSetun zin 5/6/20	20.11.55 AM	WinZip File	851 KB
ImportAPE	Open with WinZip	1	CFGDFLT File	1 KB
ImportAPE	Print file list	1	VBScript Script File	35 KB
	Share with Skype			
	😻 Send with Transfer	48. 194		
	🜏 EditPlus 3			
	🖶 Scan with Microsoft Defender			
	🖻 Share			
	Open with	>		
	🔍 WinZip 🔓	> 💷	Unzip to	
	Restore previous versions		Unzip to here	

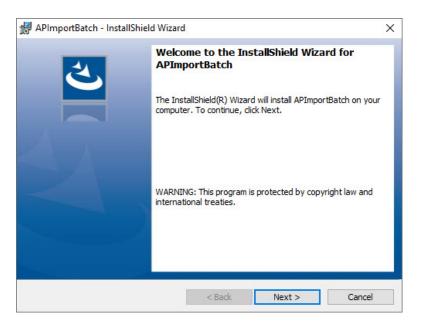
Double click on the **APImportBatchSetup.exe** file to start the installation process.

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:

APImportBatch - InstallShield V	Vizard	
2	Preparing to Install	
	APImportBatch Setup is preparing the InstallShield Wizard, which will guide you through the program setup process. Please wait.	
	Extracting: APImportBatch.msi	
		3
		_
	Cancel	

It will be followed by the next screen:



Click "Next" to continue the installation.

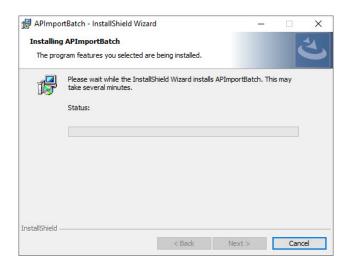


韻 APImpo	rtBatch - InstallShield Wizard	ł		×
	ion Folder xt to install to this folder, or clic	k Change to install	to a different folde	r. 2
\triangleright	Install APImportBatch to: C:\Apps\DPAuto\APImportBa	tch\		Change
				Change
InstallShield -			6	
		< Back	Next >	Cancel

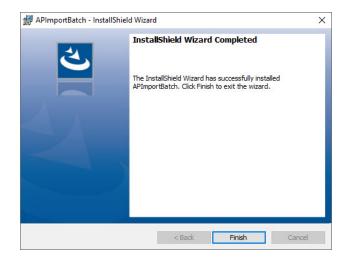
This screen allows you to change the installation location of the script. If you have already created the folder under the "C:\Apps\DPAUTO" folder as shown above, it is recommended that you leave this "as is" for easier script management.

🛃 APImportBatch - InstallShield Wizar	ď		Х
Ready to Install the Program			2
The wizard is ready to begin installatio	n.		
Click Install to begin the installation.			
If you want to review or change any o exit the wizard.	of your installation	settings, dick Back.	Click Cancel to
InstallShield			
Instalismenu	< Back	Install	Cancel

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.

	2
Some files that need to be updated are currently in use.	
The following applications are using files that need to be updated by	this setup.
Microsoft Excel	
Automatically data and attempt to content contractions	
Automatically close and attempt to restart applications.	
 Do not dose applications. (A reboot will be required.) 	

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:

haz	2 *	× ✓ .	f _x											
	A	В	с	D	E	F	G	н	1	J	к	L	M	N
1	Invoice #	Invoice Type	Invoice Date	Vendor #	Description	GL Account	Amount	Tax Amount	Freight Amount	Job #	Cost Code	JC Detail	JC Qty	
2														
3														

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.

You have chosen to	open:	
stmt.csv which is: Micn	osoft Excel Comma Separated Values File (1.2 secure.bankofamerica.com	KB)
What should Firefor	x do with this file?	
Open with	Excel (default)	
○ <u>S</u> ave File	anti antha fan filan lika Ahin fanan anna an	
_	natically for files like this from now on.	Canc
Do this <u>a</u> utom		Canc
Do this <u>a</u> utom	ОК	Canc v
Do this <u>a</u> utom	OK MATHEW STUTSMAN - 7809	Canc

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.

	A	В	с	D	E	F	G	н	I	J	К
1	Description				Summary Amt.	-					
2	Total credits				C						
3	Total debits	ф.			1597.58						
4											
5	CardHolder Name	Account/Card Number - last 4 digits	Posting Date	Trans. Date	Reference ID	Description	Amount	MCC	Merchant Category	Transaction Type	Expense Category
6	MATHEW STUTSMAN	7809	12/3/2020	12/2/2020	Ref: 02305370338500229313934	CRACKER BARREL #481 ST	26.28	5812	EATING PLACES, RESTAURANTS	D	Amusement and Entertainment
7	MATHEW STUTSMAN	7809	12/7/2020	12/6/2020	Ref: 05410190341060162944304	ENTERPRISE RENT-A-CAR	454.5	3405	ENTERPRISE RENT-A-CAR	D	Automobile/Vehicle Rentals
8	MATHEW STUTSMAN	7809	12/10/2020	12/9/2020	Ref: 05410190344060167504464	ENTERPRISE RENT-A-CAR	167.85	3405	ENTERPRISE RENT-A-CAR	D	Automobile/Vehicle Rentals
9	MATHEW STUTSMAN	7809	11/24/2020	11/23/2020	Ref: 55436870329133294348831	CORPORATE FILINGS LLC	49	7399	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	D	Business Services
10	MATHEW STUTSMAN	7809	12/7/2020	12/6/2020	Ref: 55436870342733422753266	HAMPTON INN STS ST PTR	889.05	3665	HAMPTON INN HOTELS	D	Hotels and Motels
11	MATHEW STUTSMAN	7809	12/17/2020	12/17/2020	Ref: 55131580352083768630433	ENTERPRISE TOLL	10.9	4784	TOLLS, ROAD AND BRIDGE FEES	D	Transportation
12											

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.

A	2 - :	× 🗸	f _x										
	А	В	с	D	E	F	G	н	1	J	к	L	м
1	Invoice #	Invoice Type	Invoice Date	Vendor #	Description	GL Account	Amount	Tax Amount	Freight Amount	Job #	Cost Code	JC Detail	JC Qty
2													
3													

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	В	с	D	E	F	G	н	I.	J	К	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.

OS (C:) > imports > apbat Name BOA	-7809-121820.csv
→ This PC → OS (C:) → imports	> apbatchimports
w folder	
	↑ Name
ve (D:) ktop Drive (E:)	v <
BOA-7809-121820.csv CSV (Comma delimited) (*.csv)	

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.

ott E		asupport@dp Batch 10000 Impor	rt - BOA-7809-121820.csv						
5	Batch #	Vendor Number	Vendor Name	AP Batch 10000 In Trans Date	Trans Type	Trans Number	GL Account	Total Amount	Status
	10000	BOA7809	Bank of America - 7809	12/02/20	1	12182020-1	73520	\$28.28	Added
	10000	BOA7809	Bank of America - 7809	12/06/20	1	12182020-2	74130	\$454.50	Added
	10000	BOA7809	Bank of America - 7809	12/09/20	1	12182020-3	74130	\$167.85	Added
	10000	BOA7809	Bank of America - 7809	11/23/20	1	12182020-4	87800	\$49.00	Added
	10000	BOA7809	Bank of America - 7809	12/06/20	1	12182020-5	74110	\$889.05	Added
	10000	BOA7809	Bank of America - 7809	12/17/20	1	12182020-6	74120	\$10.90	Added

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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.

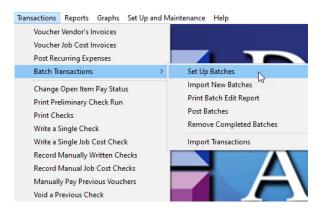
As mentioned previously, if you had entered an invalid Vendor Number or General Ledger account number, this e-mail notification will reflect some alterations as shown on the bottom line of this version of the e-mail. The Vendor Name will automatically change to **INVALID VENDOR**.

AP Batch 10001 Import - BOA-7809-121920.csv								
Batch #	Vendor Number	Vendor Name	Trans Date	Trans Type	Trans Number	GL Account	Total Amount	Statu
10001	BOA7809	Bank of America - 7809	12/02/20	1	12182020-1	73520	\$26.28	Adde
10001	BOA7809	Bank of America - 7809	12/08/20	1	12182020-2	74130	\$454.50	Adde
10001	BOA7809	Bank of America - 7809	12/09/20	1	12182020-3	74130	\$167.85	Adde
10001	BOA7809	Bank of America - 7809	11/23/20	1	12182020-4	87800	\$49.00	Adde
10001	BOA7809	Bank of America - 7809	12/08/20	1	12182020-5	74110	\$889.05	Adde
10001	POA7900	Bank of America - 7809	12/17/20	1	12182020-6	74120	\$10.90	Adde
10001	INVALID	(INVALID VENDOR)	12/17/20	1	12182020-6	00866	\$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:

Tools Launch	Navigation Operation	-		×
		Mod	de: Inquiry	
<u>B</u> atch #:	001			
Description:	Batch [R]			
Status:	Not posted			. 1
			User Fields	
				_
Batch Detail			Save	
Batch Total:	\$8,000.00		Cancel	
	Batch Detail			
		[Close	

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.

Sel	ect Batch	
1	Number (1)	Description (2)
	Number	Description
	001	Batch [R]
	10000	Batch Import - BOA-7809-121820

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.

Tools Launch	Navigation Operation			
1.	Navigation Operation			_
	M C 💊 🛛 🖓 🖉 🍇	Mode:	Inquiry	
<u>B</u> atch #:	10000			
Descri <u>p</u> tion:	Batch Import - BOA-7809-121820			
Status:	Not posted	U	ser Fields	
Batch Detail			Save	
Batch Total:	\$1,597.58		Cancel	
	Batch Detail	_		
			Close	

Click on "Batch Details" to review the file or to make any edits to the file.

_	etail - 10000 (Batch Import - BOA-7809-121820) nch Edit Navigation Options	_	>
Detail	🔺 🔻 🕨 🔛 🛃 🔐 🦸 🥻 🐿 👗 🔀 🖏 🖏 Batch Total:	\$1,597.58	
	⊻endor VendorName [nvoice# Date TermsT⊻pe Days Batch Discount Description Job # _Ω/L Account Account Description Amount	<u>B</u> ank Account Job Info	:
3	BDA7809 Bank of America - 09 12182020-3 12/09/202 Net Days V 30 0.000 ENTERPRISE RENT-A-CA 74130 Travel - Car Rental Expense 12/09/202	20 ▼ 1 ▼ Job Info \$167.85	^
4	BOA7809 Bank of America - 7809 12182020-4 11/23/201 Net Days 30 0.000 CORPORATE FILINGS LL 87800 Annual Report Filing Expense Image: Second Second	20 ▼ 1 ▼ Job Info \$49.00	
5	BOA7809 Bank of America - 7809 12182020-5 12/06/202 Net Days 30 0.000 HAMPTON INN STS ST P 74110 Travel - Hotel Expense 1	20 ♥ 1 ♥ Job Info \$889.05	\$
<u>1-</u>	Save Cancel		

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.

💽 Batch Detail - 10001 (Batch Import - BOA-7809-121920)	1	×
Tools Launch Edit Navigation Options		
Detail	\$1,60	08.48
Item # ⊻endor Vendor Name Invoice # Date Terms Type Days Batch Discount Description Job # G/LAccount Account Description Amount	<u>B</u> ank Job Info	Account
5 BOA7809 Bank of America - 7809 12182020-5 12/06/202	0 🕶 1	
Net Days V 30 0.000 HAMPTON INN STS ST P	Job Info	
74110 Travel - Hotel Expense	\$889.05	
6 BOA7809 Bank of America - 7809 12182020-6 12/17/202	0 🕶 1	
Net Days v 30 0.000 ENTERPRISE TOLL	Job Info	
74120 Travel - Tolls Expense	\$10.90	
7 INVALID ▼ Invalid vendor 12182020-6 12/17/202	0 🕶 1	
Net Days V 30 0.000 ENTERPRISE TOLL	Job Info	
99900 Suspense (Error) Account	\$10.90	~
Save Cancel		

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.

Voucher Vendor's Invoices Voucher Job Cost Invoices	
Post Recurring Expenses	
Batch Transactions > Change Open Item Pay Status	Set Up Batches Import New Batches
Print Preliminary Check Run Print Checks Write a Single Check Write a Single Job Cost Check	Print Batch Edit Report Post Batches Remove Completed Batches Import Transactions

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

					POWER Sam Batch 10001 atch Import - B0	Edit Rep	ort				Page (2) 02/22/202
Vendor	Name	Line	GL Account	Trans. #	Date	Ck#	Terms	Day	s Project# Trans. Des	Disc % cription	Amount
BOA7809	Bank of America	- 7809 1)	73520	12182020-1	12/02/2020 Trade Show	1 Travel E	2 Net Da Expense	iys 30	CRACKER B	0.000 ARREL #481	\$26.28
									** Voucher T	otal:	\$26.28
BOA7809	Bank of America	- 7809 2)	74130	12182020-2	12/06/2020 Travel - Car	1 Rental E	2 Net Da xpense	iys 30	ENTERPRIS	0.000 E RENT-A-CA	\$454.50
									** Voucher T	otal:	\$454.50
BOA7809	Bank of America	- 7809 3)	74130	12182020-3	12/09/2020 Travel - Car	1 Rental E	2 Net Da xpense	iys 30	ENTERPRIS	0.000	\$167.85
									** Voucher T	otal:	\$167.85
BOA7809	Bank of America	- 7809 4)	87800	12182020-4	11/23/2020 Annual Repo	1 ort Filing	2 Net Da Expense	iys 30	CORPORAT	0.000 E FILINGS LL	\$49.00
									** Voucher T	otal:	\$49.00
BOA7809	Bank of America	- 7809 5)	74110	12182020-5	12/06/2020 Travel - Hote	1 el Expen	2 Net Da se	iys 30		0.000 NN STS ST P	\$889.05
									** Voucher T	otal:	\$889.05
BOA7809	Bank of America	- 7809 6)	74120	12182020-6	12/17/2020 Travel - Toll	1 s Expens	2 Net Da se	iys 30	ENTERPRIS	0.000 E TOLL	\$10.90
									** Voucher T	otal:	\$10.90
INVALID	>> Invalid Vendor	Numbe 7)	000666	12182020-6	12/17/2020 Suspense (E		2 Net Da	iys 30	ENTERPRIS	0.000 E TOLL	\$10.90
									** Voucher T	otal:	\$10.90
									** Batch Tota	d:	\$1,608.48
				Infinity	POWER Sam Batch 10001 F Account S	Edit Rep	ort				Page 1 (2) 02/22/2021
count#	Desc	ription				Del	bit	Credit			
200 520 110 120	Trade Trave Trave Trave Append	I - Hotel I - Tolls I I - Car Ro Report	able ravel Expense Expense ental Expense filing Expense or) Account			\$26. \$889.0 \$10.9 \$622.1 \$49.0 \$10.9	28 05 90 35 00	(\$1,608.48)			
130 800 900	ouspi	anse (Li									

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."**

DP/AUTO – Accounts Payable Batch Import Script Manual	(14)
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This option allows you to p Accounts Payable system. current backup of your dat this option.	Make sure the	at you ha	ive a
Batch Number			
10001 T Batch Im Status: Not posted	nport - BO	A-7809	-121920
	tart		lose

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:

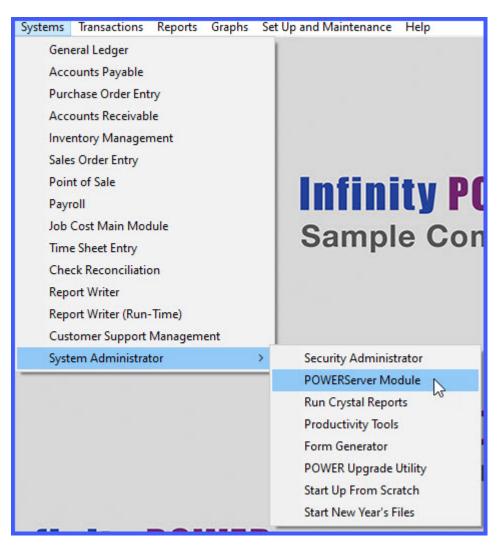
🔜 Batch Detail - 10001 (Batch Import - BOA-7809-121920)	- 🗆 🗙
Tools Launch Edit Navigation Options	
Detail	\$10.90
Item # Vendor Vendor Name Invoice # Date Terms Type Days Batch Discount Description Job # G/L Account Account Description Amount	Bank Account Job Info
1 INVALID Invalid vendor 12182020-6 12/17/202 Net Days 30 0.000 ENTERPRISE TOLL 99900 Suspense (Error) Account 1000	0 V 1 V Job Info \$10.90
	à.
Save Cancel	~

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.

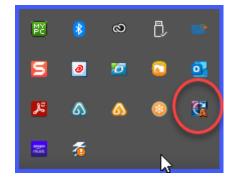
CONFIGURING THE DP/AUTO ACCOUNTS PAYBLE BATCH IMPORT SCRIPT

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.

Name	Description	Enbl	Trigger Type	Action Type	Created	Last Modified	Last Exec
apaging	AP Aging Report	No	Schedule	Script	08/24/2004 08:37:18AM	02/24/2021 09:43:53AM	02/24/20
apbatchimport	Accounts Payable	Yes	DirMon	Script	03/21/2021 01:14:53PM		
appayables	AP Payables Report	No	Schedule	Script	08/24/2004 08:38:19AM	02/24/2021 09:44:24AM	02/24/20
araging	AR Aging Report	No	Schedule	Script	08/24/2004 08:40:21AM	02/24/2021 09:44:32AM	02/24/20
arcalcaging	AR Calculate Aging	No	Schedule	Script	08/24/2004 08:39:30AM	02/24/2021 09:44:43AM	02/24/20
arcollections	AR Collections Rep	No	Schedule	Script	08/24/2004 08:46:35AM	02/24/2021 09:44:52AM	02/24/20
arsales	AR Sales Report	No	Schedule	Script	04/07/2011 04:26:58PM	02/24/2021 09:45:00AM	02/23/20
calendaralerts	Calendar Alerts	No	Schedule	Script	03/23/2006 11:47:10AM	02/24/2021 09:45:06AM	02/24/20
calendarworksheet	Calendar Worksheet	No	Schedule	Script	03/23/2006 11:47:53AM	02/24/2021 09:45:13AM	02/24/20
emailbcast	Email Broadcast	No	Schedule	Script	04/06/2011 04:00:02PM		
č i	01 D 1 0 1		<u></u>	• •••		00 10 10 00 15 00 11	>
New	Edit	í.	R	un l	Remove	Rename	

Click on the "New" button to open the "New Task" dialog as shown on the following screen:

Name:	apbatchimport			
Description:	Accounts Payable Batch Import			
Enabled:				
Trigger Type	DirMon		Action Type:	Script
Directory: File:	Directory Monitoring Details C:\Apps\DPAuto\APImportBatch	Browse	Script File: C:\Apps\DPAut	Script Details
				a

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(17)

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."

😭 DPAuto - I	New Task	×
Name:	apbatchimport	
Description:	Accounts Payable Batch Import	
Enabled:	v	
Trigger Type:	Schedule 💌	Action Type: Script
	Schedule Details	
Start Time:	01/01/2021 12:00 AM 💌 🔽 Immediate	Script Details
End Time:	01/01/2021 12:00 AM 💌 🔽 Forever	Script File:
Daily Week Days Month Days	Daily: 1 ÷ day intervals. C Time 09:00AM-05:00PM 30 min Image Image Image New Edit Delete	C:\Apps\DPAuto\APImportBatch\ImportAPBatch.vb Browse Configure
	Save	Cancel

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.

🚰 DPAuto - New Time Range	×
Start Time: 12:00 AM 💼 End Time: 10:00 PM	-
Every 10 🛨 C seconds 🌾 minutes C hours	s
Save Cancel	

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.

DP/AUTO – Accounts Payable Batch Import Script Manual	(18)
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强 DPAuto - I	New Task	×
Name:	apbatchimport	
Description:	Accounts Payable Batch Import	
Enabled:		
Trigger Type:	Schedule	Action Type: Script
	Schedule Details	
Start Time:	01/01/2021 12:00 AM 💌 🔽 Immediate	Script Details
End Time:	01/01/2021 12:00 AM 💌 🔽 Forever	Script File:
Daily	Daily: 1 📩 day intervals.	C:\Apps\DPAuto\APImportBatch\ImportAPBatch.vb Browse
⊂ Week Days	C Time 12:00AM-10:00PM 10 min	Conngato
C Month	(Range	
* Days	New Edit Delete	
	Save	Cancel

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.

😨 DPAuto - Configure Script ImportAPBatch.vbs	×
Configuration Settings:	
<pre> Config> Config> Config> Config> ComparyID=ins CompanyID=ins Compan</pre>	^
Change	Close



<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**."

😭 Change Attribute Value	×
SMTPServer smtp.mymailserver.com	
Save Cancel	

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.

🚱 Change Attribute Value	×
EmailTo:	
attg@gmail.com	
Save Cancel	

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)*.

🚰 Change Attribute Value	×
EmailFrom: accountil @gmail1.com	_
Save Cancel	

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: **<u>support@companyname.com</u>**. 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.

🔀 Change Attribute Value	х
ImportPath: c:\imports\apbatchimports	_
Save Cancel	

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.

🔀 Change Attribute Value	×
ImportPath:	
Jes vin bons se poeten importer	
Save Cancel	

DP/AUTO - Accounts Payable Batch Import Script Manual

(22)

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* * N O T E S * *





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