MODULE OVERVIEW

SYSTEM OVERVIEW

This **DP/AUTO Script** imports third party data from a specifically formatted **Excel** file into a General Ledger **"batch posting option,"** which can then be edited, printed out for review, edited further and then posted to the accounting system.

This information can come from third-party software products or custom applications, which provide a variety of transaction information to be posted to the company's **Infinity POWER General Ledger** software.

IMPORT DATA FROM MULTIPLE SOURCES

Data Pro Accounting Software integrates with a wide range of custom and software products. In many cases, we have already developed a specific **DP/AUTO** interface script for their unique export of their product's information.

However, in the case where there is no standard interface existing, the **General Ledger Import Batch Script** is ideal in that it allows you to export transactions from an existing product to a **CSV** or **Excel** file and then simply decide for yourself which elements of their export file you need to import to the **Infinity POWER General Ledger**.

Once the installation of the script is completed, a Master Template file will be installed that will now be your guideline to use for setting up **General Ledger Import Batch** files for **DP/AUTO** to use to import **"Batches"** into the **Infinity POWER General Ledger** module.

Inside this batch, you will be able to allocate to General Ledger accounts, which can be charged to assets, liabilities, operating expenses or any valid General Ledger account in the Chart of Accounts.

It will be up to you to make a copy of this template first and then manually copy 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 a **General Ledger Batch** based on the script's defined timing rules into the **Infinity POWER General Ledger** module.

Once it has been imported as a **"batch"** into the General Ledger module, you can use the **Maintain Batches"** option to review and make any necessary changes before it is actually posted to the General Ledger.

The software will automatically validate that you have used valid General Ledger account numbers. If not, it will use the **"suspense"** account configured in the General Ledger's Master Configuration.

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.

FIND YOUR BATCHES TO EDIT

When the script finds a file in that folder, it will automatically import the file into the **General Ledger Batch** option. The **Batch Edit Report** and its summary below ensures that the **"Batch"** info is correct before posting. If not, that's why you can edit all batches before they are posted!

CSV File for Batch Importing
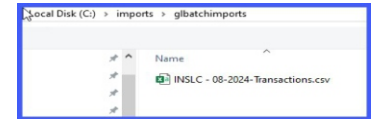
	A	B	C	D	E	F	G
1	GL Account	Description	Date	Amount	Transaction #	Ref/Check #	GL Journal #
2	11130	Cash - Chase Bk-Operating	08312024	3,538,005.13	08	AUG, 2024	01
3	11300	A/R-Current-FL	08312024	1,864,050.54	08	AUG, 2024	01
4	11300	A/R-Current-FL	08312024	(2,480,015.33)	08	AUG, 2024	01
5	11310	A/R-Current-AL	08312024	498,148.17	08	AUG, 2024	01
6	11310	A/R-Current-AL	08312024	(530,102.29)	08	AUG, 2024	01
7	11350	A/R-Current-MS	08312024	364,218.91	08	AUG, 2024	01
8	11350	A/R-Current-MS	08312024	(527,197.51)	08	AUG, 2024	01
9	11355	A/R-Current-GA	08312024	(690.00)	08	AUG, 2024	01
10	11360	A/R-Current-SC	08312024	(22,094.43)	08	AUG, 2024	01
11	11400	Surface-PSI-FL	08312024	(209.00)	08	AUG, 2024	01
12	11405	Acc Liab-Other-FL- Surface	08312024	(872.00)	08	AUG, 2024	01
13	11406	Acc Liaa-Other-GA ORRI-H	08312024	(18,834.78)	08	AUG, 2024	01
14	11410	Acc Liab-Other-AL-TFG	08312024	(1,770.00)	08	AUG, 2024	01
15	23200	Deferred Revenue-MAR-PL-FL	08312024	25,046.28	08	AUG, 2024	01
16	23300	Deferred Revenue-MAR-PD-GA	08312024	15,339.58	08	AUG, 2024	01
17	23400	Deferred Revenue-MAR-PSI-SC	08312024	8,000.00	08	AUG, 2024	01
18	23450	Def Rev-Comm Lse-PSI-FL-2024	08312024	(17,125.00)	08	AUG, 2024	01
19	23500	Def Rev-Comm Lse-PSI-FL-2023	08312024	(5,706.00)	08	AUG, 2024	01
20	41100-1	Royalty Rev-Land-PL- FL	08312024	(1,629,161.19)	08	AUG, 2024	01
21	41100-2	Royalty Rev-Land-PL- SC	08312024	18,834.78	08	AUG, 2024	01
22	41200-1	Royalty Rev-Land-PL- GA	08312024	(186,446.70)	08	AUG, 2024	01
23	41300-1	Royalty Rev-Land-PL- MS	08312024	(512,737.75)	08	AUG, 2024	01
24	41300-2	Wheelage Rev-Land-PSI-FL	08312024	(113,918.06)	08	AUG, 2024	01
25	41400-1	Wheelage Rev-Land-PSI-GA	08312024	(1,547.88)	08	AUG, 2024	01
26	41400-2	Work Int Rev-PL-GA	08312024	(46,925.81)	08	AUG, 2024	01
27	41500-1	Other Revenue-Comm Lses-PL-FL	08312024	(1,550.00)	08	AUG, 2024	01
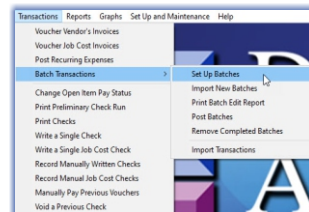
BATCH EDIT REPORT

PREVIEW/EDIT BATCHES

Once you choose which batch to edit or preview, the system will display a screen that shows the Amount (debit or credit), Journal #, transaction #, date, and the General Ledger Account Number, that was chosen for it to be posted to.

This is why you post to the **General Ledger 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. Then, corrections can be made prior to the posting of the Batch instead of trying to fix mistakes afterwards.

Integrates with the DP/AUTO Event Triggering System and the General Ledger Module!

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