



GENERAL LEDGER

Import Batch Script

(Part #5572)

User Manual

This DP/AUTO Script imports third party data from a specifically formatted Excel file format 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.

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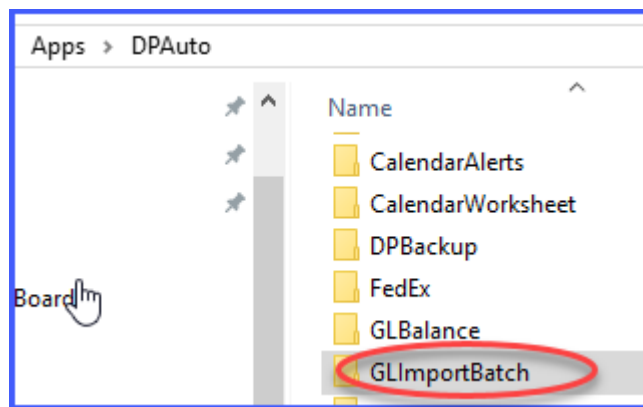
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INSTALLING THE GENERAL LEDGER IMPORT BATCH SCRIPT

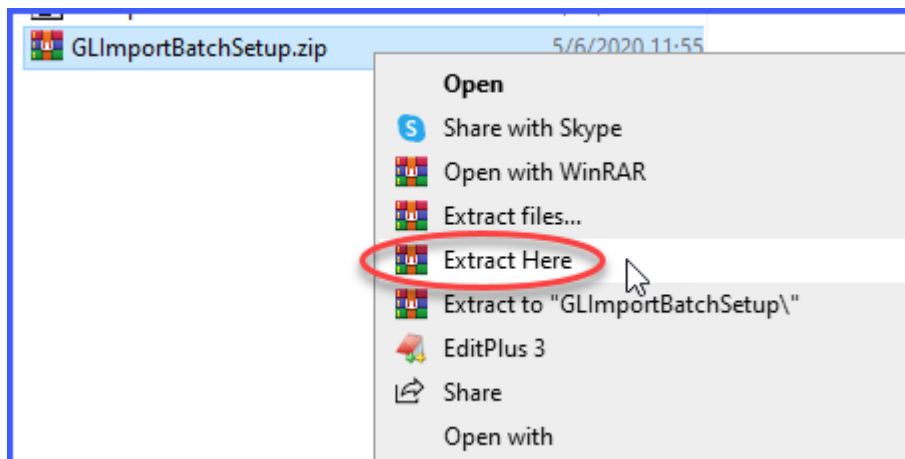
Normally, we recommend that you have our Technical Support Team at **Data Pro Accounting Software** provide support in configuring and installing **DP/AUTO** scripts, as many users don't have the IT resources or awareness of their IT configurations to properly install automated scripts. To request our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

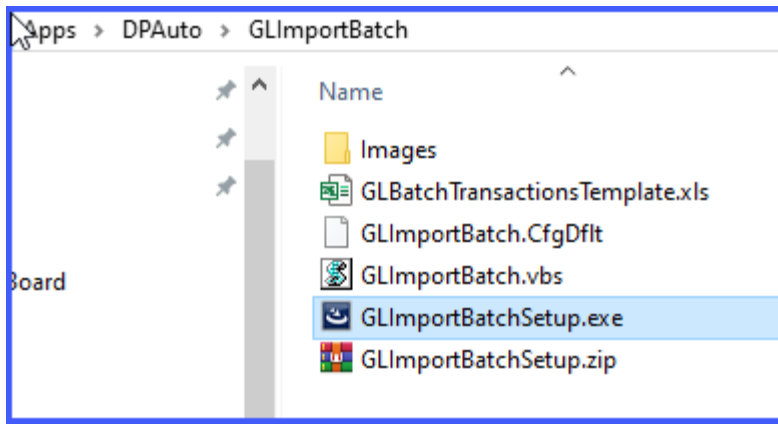
We recommend that when you get the zip file sent to you that you save it in the folder underneath the location of the **DP/AUTO** scripts folder on your local PC or network drive. Using **Windows File Explorer**, go to that Folder where you have saved the **General Ledger Import Batch Script**.



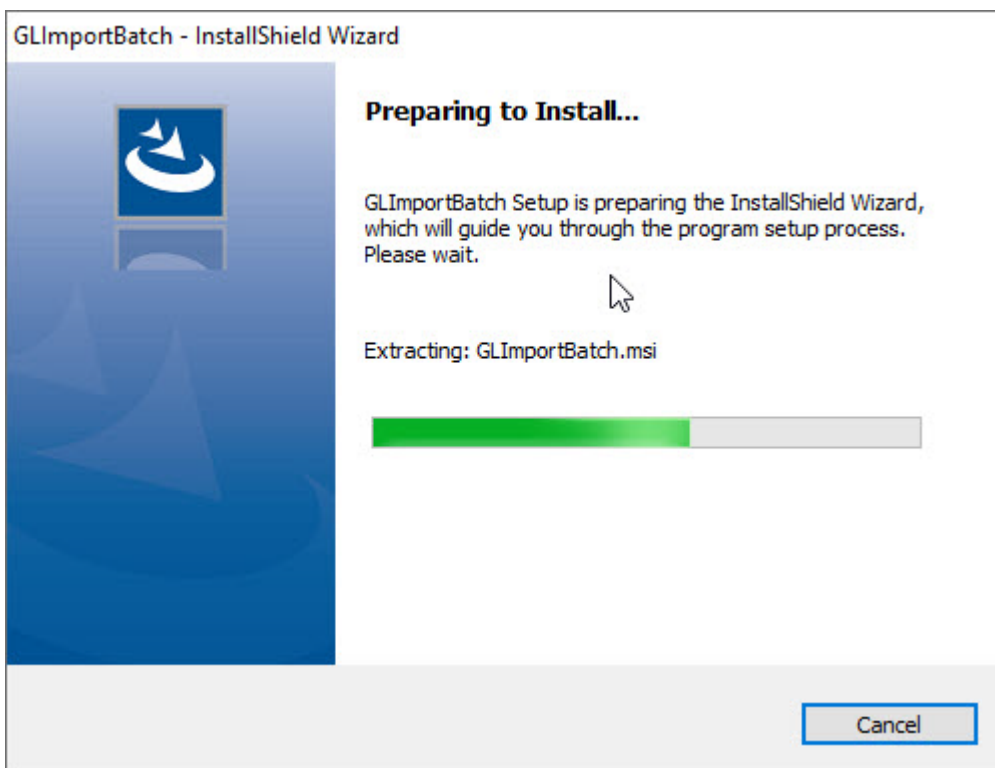
First you will need to “**unzip**” or “**extract**” the file so that you will be able to run the executable file. Use an application like **WinZip** or other similar Windows applications capable of unzipping a “**zipped**” file and unzip the file to the current file directory.



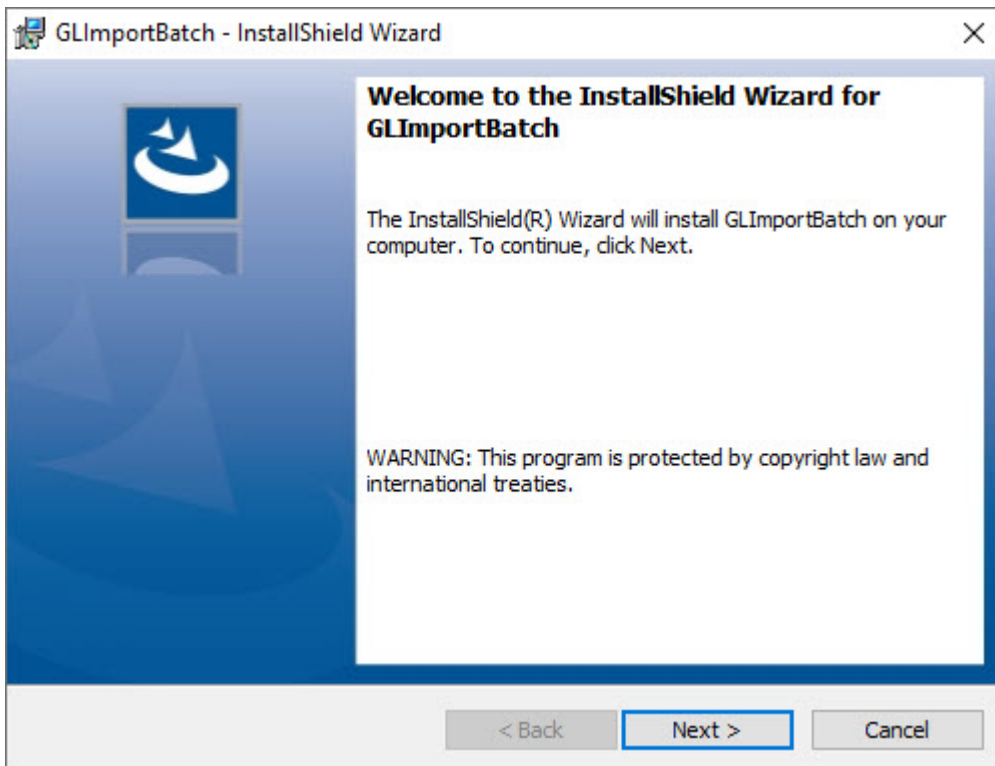
Double click on the **GLImportBatchSetup.exe** file to start the installation process.



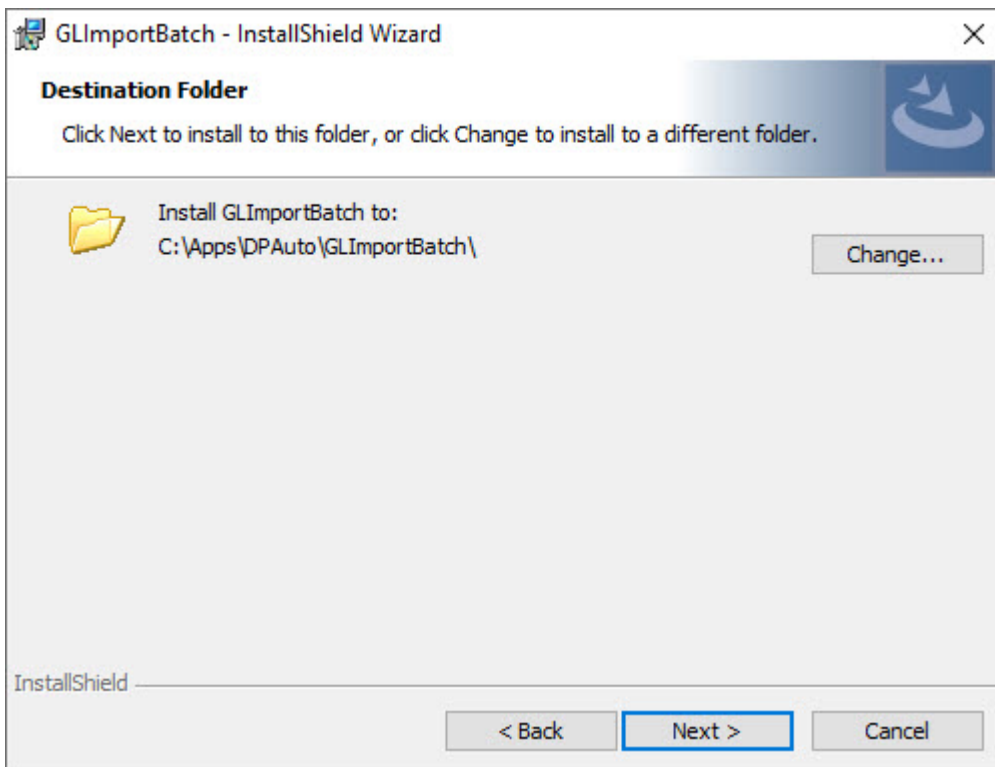
The following screen will appear:



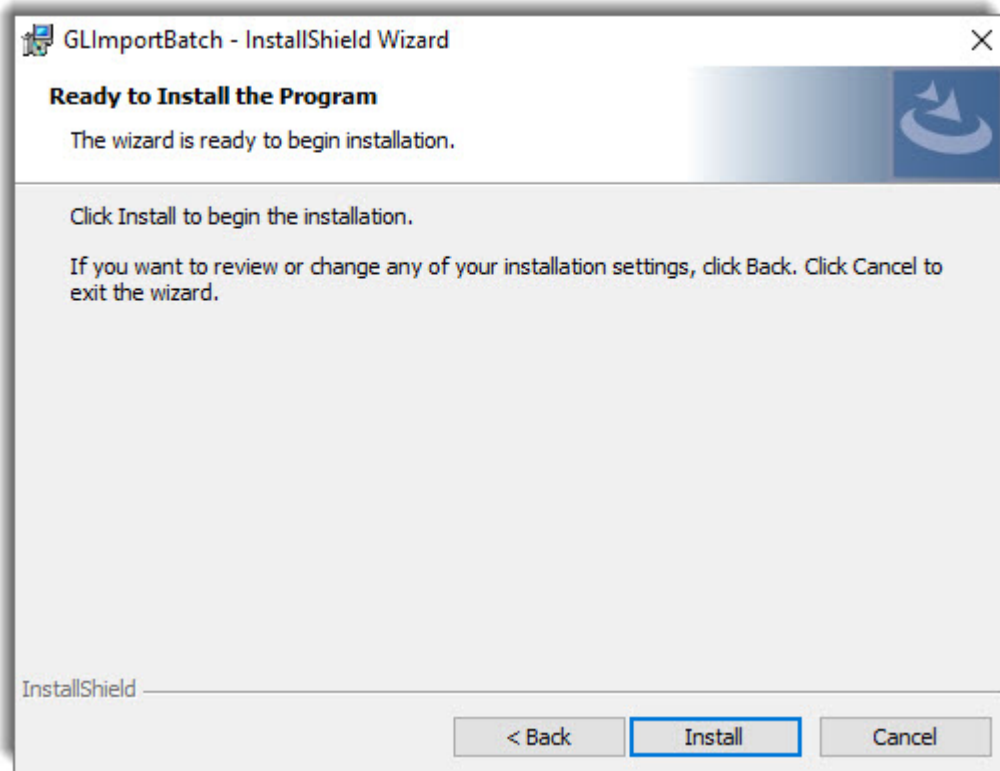
It will be followed by the next screen:



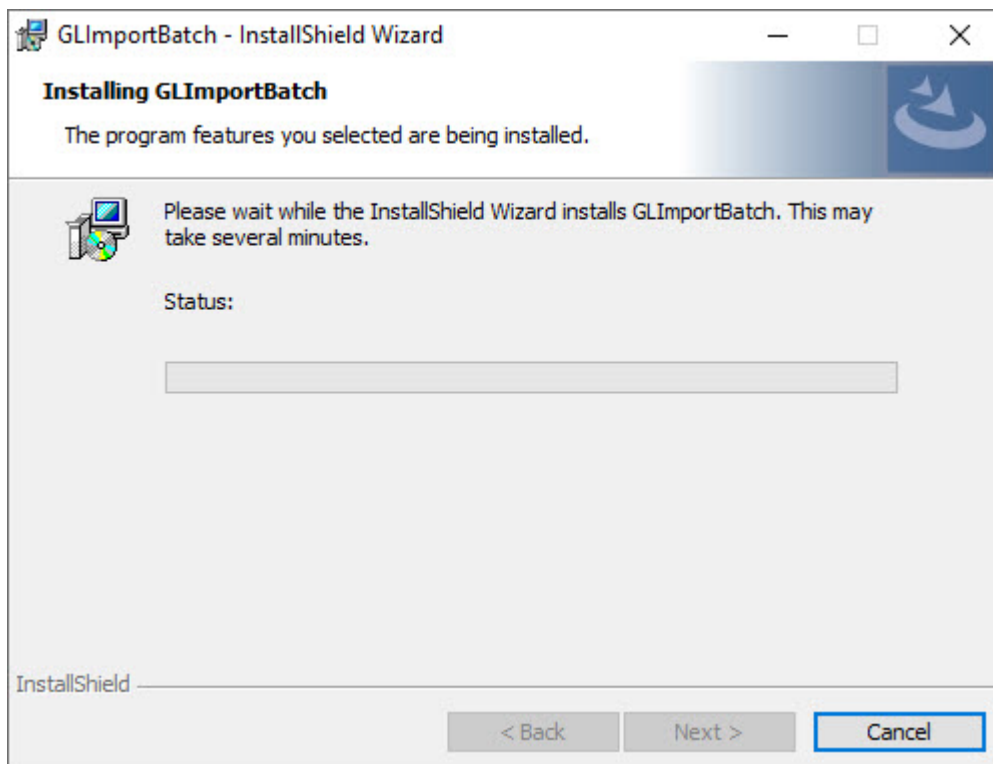
Click “Next” to continue the installation.



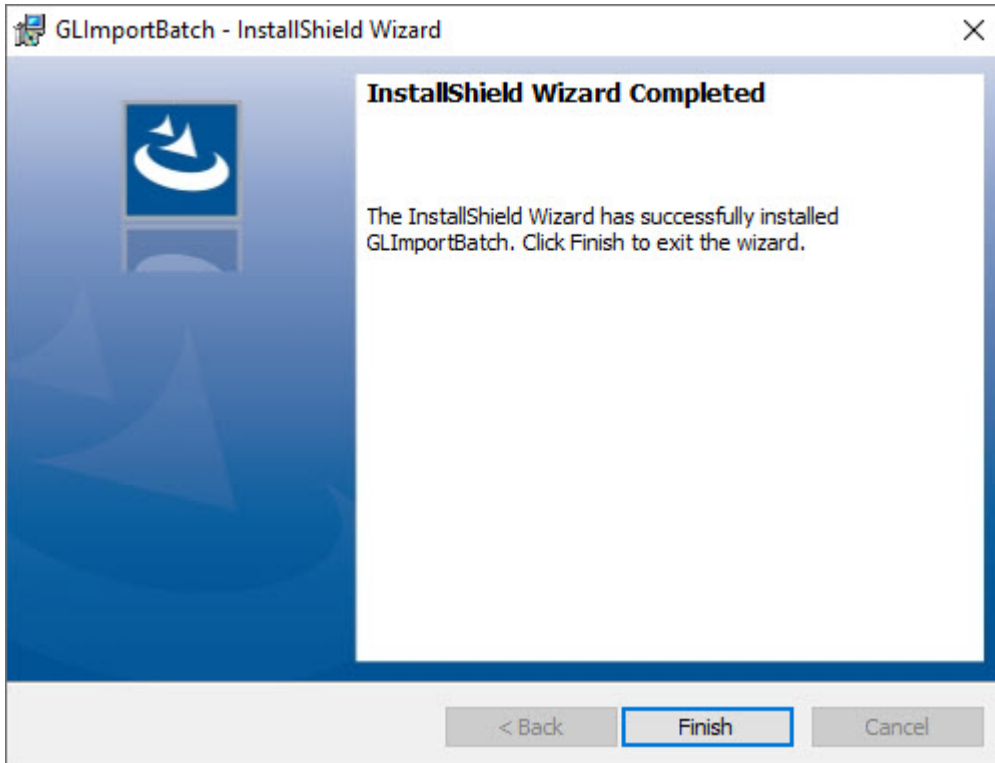
This screen allows you to change the installation location of the script. If you have already created the folder under the “C:\Apps\DPAuto” folder as shown above, it is recommended that you leave this “as is” for easier script management.



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.

Once the installation is completed, a Master Template file will be installed into this folder 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.

They 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.

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

	A	B	C	D	E	F	G	H
1	GL Account	Description	Date	Amount	Transaction #	Ref/Check #	GL Journal #	
2								
3								
4								

In many cases, these are General Ledger journal entries being imported from third party software products or custom applications. 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 a **General Ledger Batch** instantaneously into the **Infinity POWER General Ledger** module.

The **General Ledger Import Batch Script** provides the client with the ability to create update files in Excel by capturing the “raw” data from third party sources and have it formatted properly for importing into the **Infinity POWER General Ledger**.

Depending on the third-party application or your own custom application, you may be able to control the formatting from the source of the data. If not, you can get the data exported to an XLS or CSV file format and then perform your own editing of the files to get compliant.

Ultimately, if you can’t control the formatting on the export of the data, what you will be doing is “copying and pasting” data from one spreadsheet to another. This happens to be the **Infinity POWER General Ledger Import Batch File Template**, which is designed to allow the **DP/AUTO Event Triggering System** to automatically import this variable data into the accounting system to a **General Ledger “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.

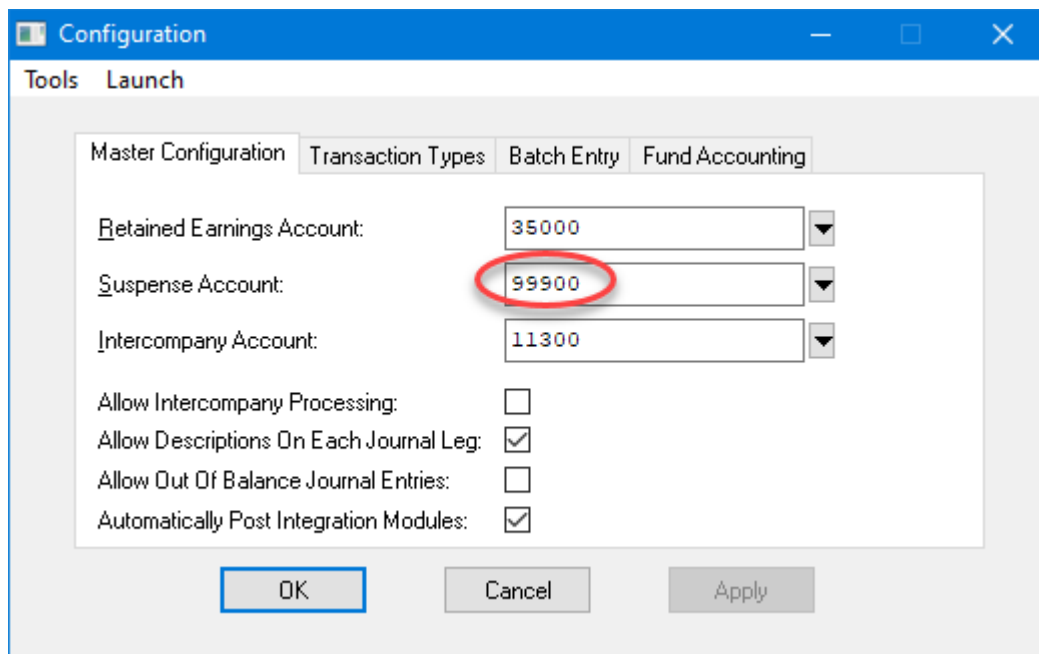
Let’s review this “custom” export for this particular client as our example.

A	B	C	D	E	F	G
GL Account	Description	Date	Amount	Transaction #	Ref/Check #	GL Journal #
11130	Cash - Chase Bk-Operating	8/31/2024	3,538,005.13	08	AUG, 2024	01
11300	A/R-Current-FL	8/31/2024	1,864,050.54	08	AUG, 2024	01
11300	A/R-Current-FL	8/31/2024	(2,480,015.33)	08	AUG, 2024	01
11310	A/R-Current-AL	8/31/2024	498,148.17	08	AUG, 2024	01
11310	A/R-Current-AL	8/31/2024	(530,102.29)	08	AUG, 2024	01
11350	A/R-Current-MS	8/31/2024	364,218.91	08	AUG, 2024	01
11350	A/R-Current-MS	8/31/2024	(527,197.51)	08	AUG, 2024	01
11355	A/R-Current-GA	8/31/2024	(690.00)	08	AUG, 2024	01
11360	A/R-Current-SC	8/31/2024	(22,094.43)	08	AUG, 2024	01
11400	Surface-PSI-FL	8/31/2024	(209.00)	08	AUG, 2024	01
11405	Acc Liab-Other-FL- Surface	8/31/2024	(872.00)	08	AUG, 2024	01
11406	Acc Liab-Other-GA ORRI-H	8/31/2024	(18,834.78)	08	AUG, 2024	01
11410	Acc Liab-Other-AL-TFG	8/31/2024	(1,770.00)	08	AUG, 2024	01
23200	Deferred Revenue-MAR-PL-FL	8/31/2024	25,046.28	08	AUG, 2024	01
23300	Deferred Revenue-MAR-PD-GA	8/31/2024	15,339.58	08	AUG, 2024	01
23400	Deferred Revenue-MAR-PSI-SC	8/31/2024	8,000.00	08	AUG, 2024	01
23450	Def Rev-Comm Lse-PSI-FL-2024	8/31/2024	(17,125.00)	08	AUG, 2024	01
23500	Def Rev-Comm Lse-PSI-FL-2023	8/31/2024	(5,706.00)	08	AUG, 2024	01
41100-1	Royalty Rev-Land-PL- FL	8/31/2024	(1,629,161.19)	08	AUG, 2024	01
41100-2	Royalty Rev-Land-PL- SC	8/31/2024	18,834.78	08	AUG, 2024	01
41200-1	Royalty Rev-Land-PL- GA	8/31/2024	(186,446.70)	08	AUG, 2024	01
41300-1	Royalty Rev-Land-PL- MS	8/31/2024	(512,737.75)	08	AUG, 2024	01
41300-2	Wheelage Rev-Land-PSI-FL	8/31/2024	(113,918.06)	08	AUG, 2024	01
41400-1	Wheelage Rev-Land-PSI-GA	8/31/2024	(1,547.88)	08	AUG, 2024	01
41400-2	Work Int Rev-PL-GA	8/31/2024	(46,925.81)	08	AUG, 2024	01
41500-1	Other Revenue-Comm Lses-PL-FL	8/31/2024	(1,550.00)	08	AUG, 2024	01
41500-2	Other Revenue-Comm Lses-PD-SC	8/31/2024	(750.00)	08	AUG, 2024	01
44000	Other Revenue-Comm Lses-PSI-G	8/31/2024	(3,102.58)	08	AUG, 2024	01
45000	Other Revenue-Misc-PL-FL	8/31/2024	(25,000.00)	08	AUG, 2024	01
46000	Other Revenue-Misc-PSI-SC	8/31/2024	(104,000.00)	08	AUG, 2024	01
47000	Other Revenue-Misc-PSI-MS	8/31/2024	(100,000.00)	08	AUG, 2024	01
47500	Other Revenue-S&S-PSI-AL	8/31/2024	(1,184.96)	08	AUG, 2024	01
48000	Other Rev-Sale Gain-Sur-PSI-FL	8/31/2024	(689.00)	08	AUG, 2024	01
48500	Property Tax Exp Mineral-PL-GA	8/31/2024	(13.12)	08	AUG, 2024	01
			0.00			

All data fields from **Column A** to **Column G** must contain data. Data from all kinds of third-party software products may also utilize this utility for posting transactions to the General Ledger automatically.

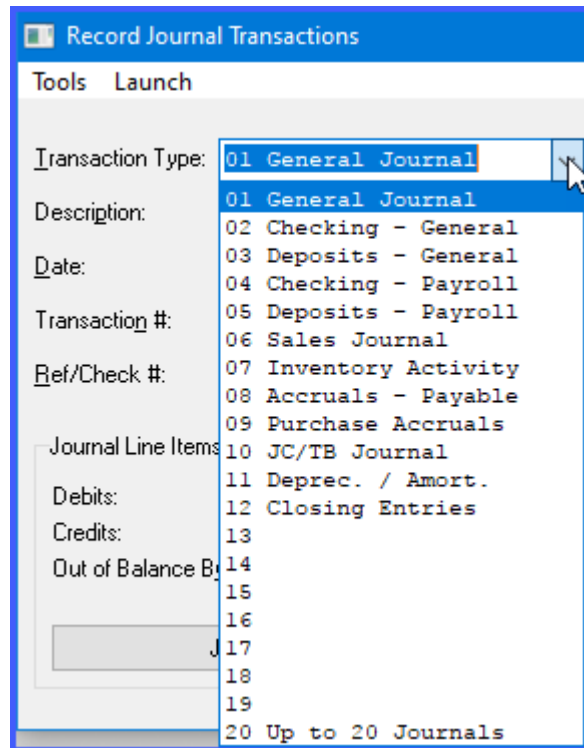
Fields within the default template:

- **Column A** – 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 **General Ledger Batch** prior to posting it to the accounting system.

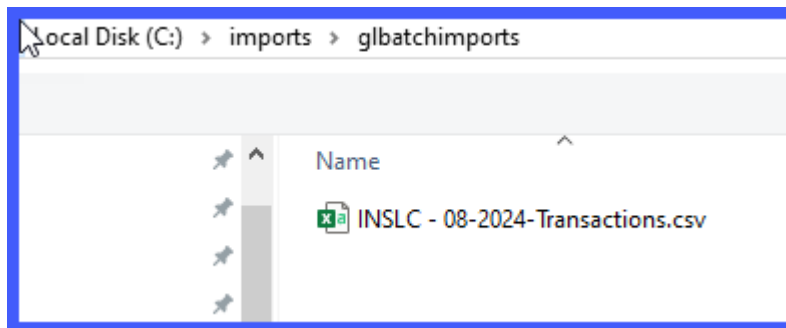


- **Column B** – The “**Description**” is up to the user. This is typically the account description of the General Ledger account.
- **Column C - Date** – This is the actual date of the transaction. Therefore, make sure you think this through before selecting this date as this will control which fiscal period (**month**) that it posts the transaction to the General Ledger. The date format should be (**mmddyyyy**).
- **Column D – Amount** – This is the actual amount of the transaction. Credit amounts will have a dash in front of them verses a debit amount. No “\$” signs or special characters should be entered into this field.
- **Column E – Transaction #** – This is an “**optional**” reference field for information regarding each transaction to be posted as part of the batch. It is useful to always know what each posting’s detail is in reference to as it posted to the General Ledger.

- **Column F – Ref/Check #** – This is an “**optional**” field to use for inputting the check number for checks and/or any reference information (**Batch #'s**) you feel appropriate.
- **Column G – GL Journal #** – This is the **General Ledger Journal Number** that you want this line’s specific transaction to post to when it updates the actual General Ledger. There are twenty (20) journals that can be defined within the **Infinity POWER General Ledger**. Using this feature allows “**like**” transactions to be grouped in the same journal for auditing purposes.



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. 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 **General Ledger Batch** file into the **General Ledger** 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 **General Ledger** 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 **General Ledger Import Batch**.

GL Batch 10008 Import - INSLC - 08-2024-Transactions-2.csv

dpasupport@dpro.com
To: Scott Fenimore
1:16 PM

You forwarded this message on 9/5/2024 1:17 PM.

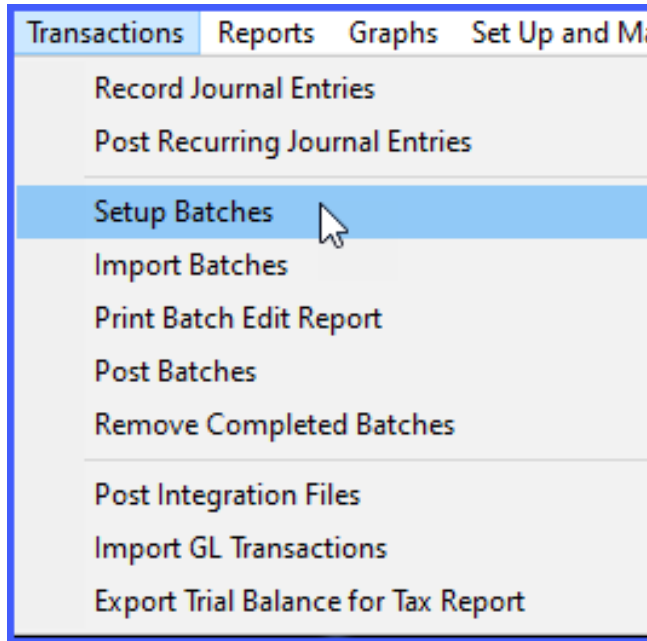
GL Batch 10008 Import - INSLC - 08-2024-Transactions-2.csv

Account	Transaction Description	Date	Amount	Trans #	Ref/Ck #	GL Journal
11130	Cash - Chase Bk-Operating	08/31/24	\$3,538,005.00	AUG, 2024	08	01
11300	A/R-Current-FL	08/31/24	\$1,864,050.00	AUG, 2024	08	01
11300	A/R-Current-FL	08/31/24	-\$2,480,015.00	AUG, 2024	08	01
11310	A/R-Current-AL	08/31/24	\$498,148.17	AUG, 2024	08	01
11310	A/R-Current-AL	08/31/24	-\$530,102.20	AUG, 2024	08	01
11350	A/R-Current-MS	08/31/24	\$364,218.91	AUG, 2024	08	01
11350	A/R-Current-MS	08/31/24	-\$527,197.50	AUG, 2024	08	01
11355	A/R-Current-GA	08/31/24	-\$690.00	AUG, 2024	08	01
11360	A/R-Current-SC	08/31/24	-\$22,094.43	AUG, 2024	08	01
11400	Surface-PSI-FL	08/31/24	-\$209.00	AUG, 2024	08	01
11405	Acc Liab-Other-FL- Surface	08/31/24	-\$872.00	AUG, 2024	08	01
11406	Acc Liaa-Other-GA ORRI-H	08/31/24	-\$18,834.78	AUG, 2024	08	01
11410	Acc Liab-Other-AL-TFG	08/31/24	-\$1,770.00	AUG, 2024	08	01
23200	Deferred Revenue-MAR-PL-FL	08/31/24	\$25,046.28	AUG, 2024	08	01
23300	Deferred Revenue-MAR-PD-GA	08/31/24	\$15,339.58	AUG, 2024	08	01
23400	Deferred Revenue-MAR-PSI-SC	08/31/24	\$8,000.00	AUG, 2024	08	01
23450	Def Rev-Comm Lse-PSI-FL-2024	08/31/24	-\$17,125.00	AUG, 2024	08	01
23500	Def Rev-Comm Lse-PSI-FL-2023	08/31/24	-\$5,706.00	AUG, 2024	08	01
41100-1	Royalty Rev-Land-PL- FL	08/31/24	-\$1,629,161.00	AUG, 2024	08	01
41100-2	Royalty Rev-Land-PL- SC	08/31/24	\$18,834.78	AUG, 2024	08	01
41200-1	Royalty Rev-Land-PL- GA	08/31/24	-\$186,446.70	AUG, 2024	08	01
41300-1	Royalty Rev-Land-PL- MS	08/31/24	-\$512,737.70	AUG, 2024	08	01
41300-2	Wheelage Rev-Land-PSI-FL	08/31/24	-\$113,918.00	AUG, 2024	08	01
41400-1	Wheelage Rev-Land-PSI-GA	08/31/24	-\$1,547.88	AUG, 2024	08	01
41400-2	Work Int Rev-PL-GA	08/31/24	-\$46,925.81	AUG, 2024	08	01
41500-1	Other Revenue-Comm Lses-PL-FL	08/31/24	-\$1,550.00	AUG, 2024	08	01
41500-2	Other Revenue-Comm Lses-PD-SC	08/31/24	-\$750.00	AUG, 2024	08	01
44000	Other Revenue-Comm Lses-PSI-GA	08/31/24	-\$3,102.58	AUG, 2024	08	01
45000	Other Revenue-Misc-PL-FL	08/31/24	-\$25,000.00	AUG, 2024	08	01

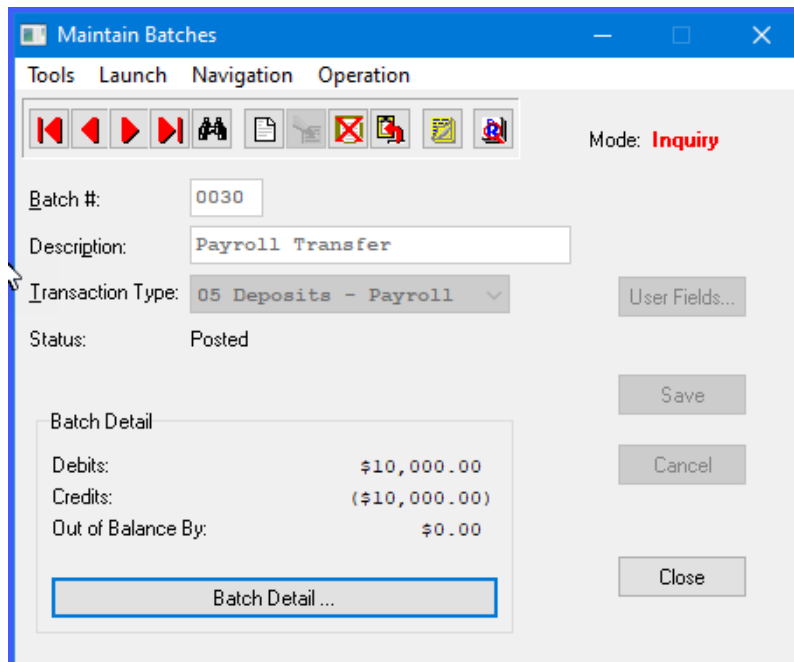
DP/AUTO will automatically assign a batch number when it picks up the file in your folder and imports it into the **General Ledger** batch file. You'll see the **Batch Number** is shown in the E-mail subject line in the previous screen shot and on the title of the following screen shot.

Viewing and Editing a General Ledger Batch

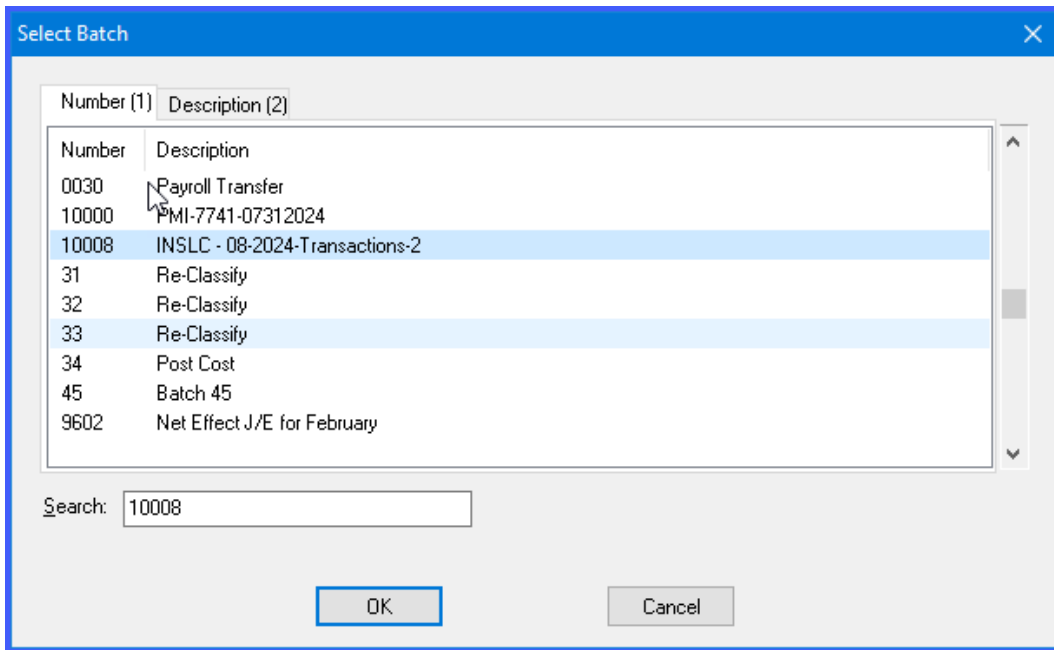
Once a batch file has been generated to the **General Ledger** module, the user will simply go into the **Infinity POWER General Ledger** module and select the “**Transactions**” menu option and then “**Batch Transactions**” and “**Set Up Batches.**”



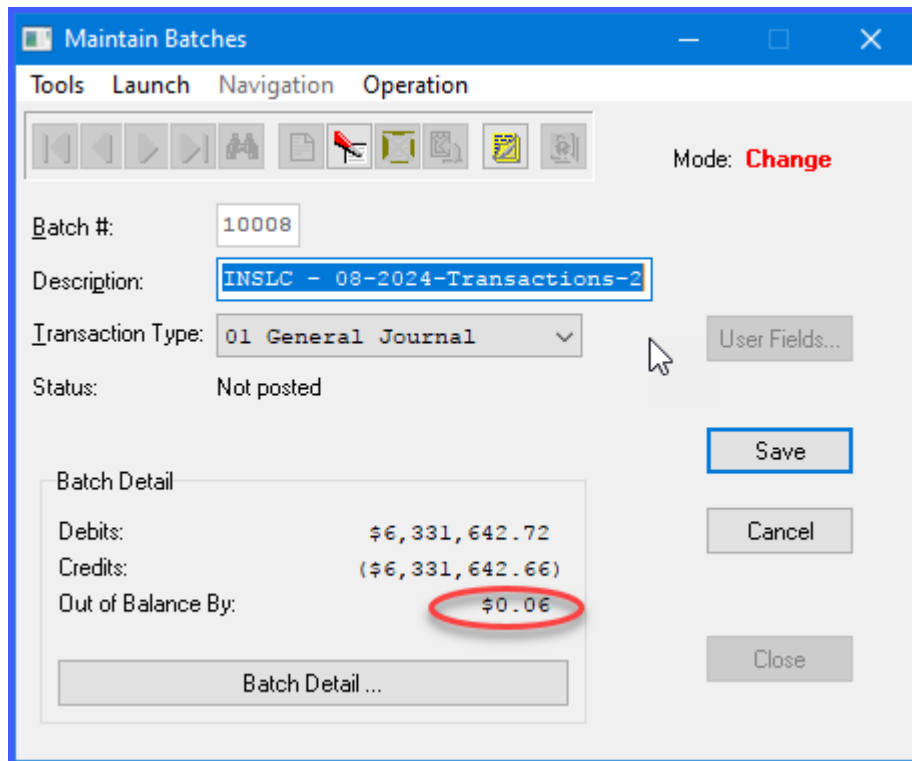
Once you select the “**Set Up Batches**” option, the following screen will appear:



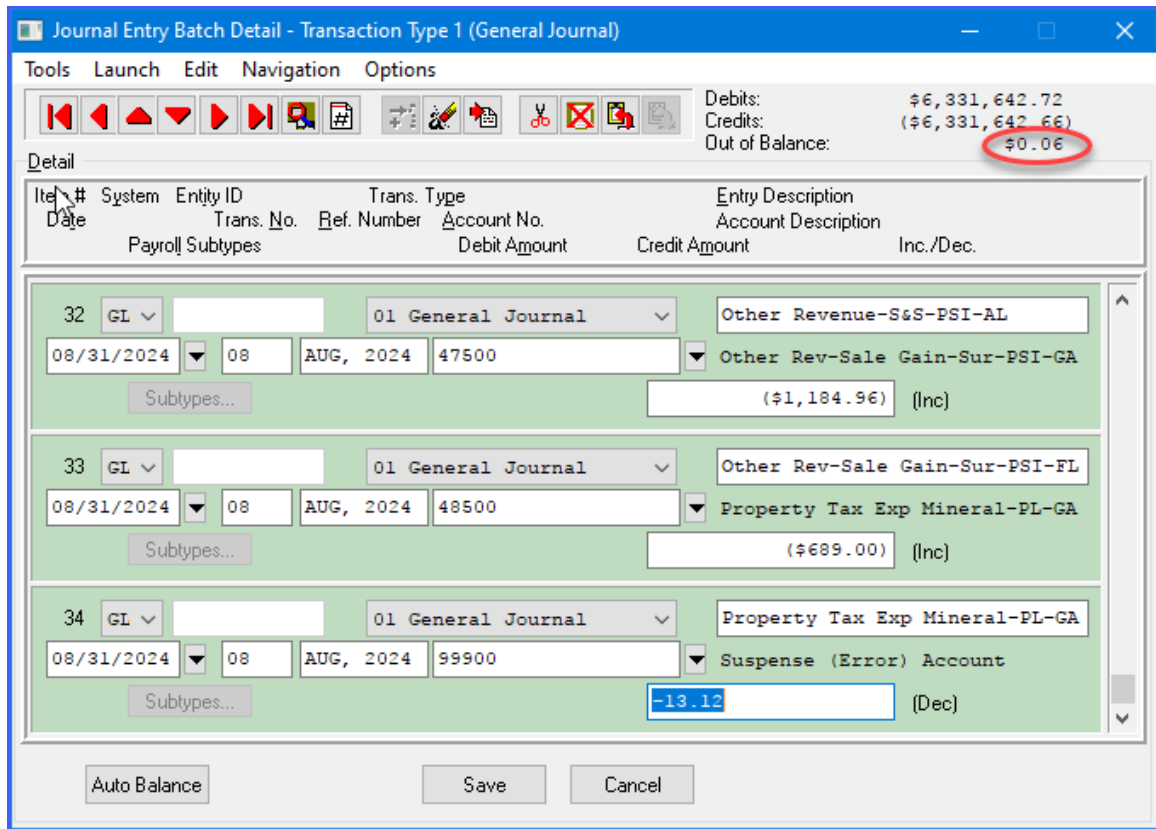
Click on the binoculars to find the listing of all current batches. If the script has already run and picked up one of your new batch files, you will find it in your listing.



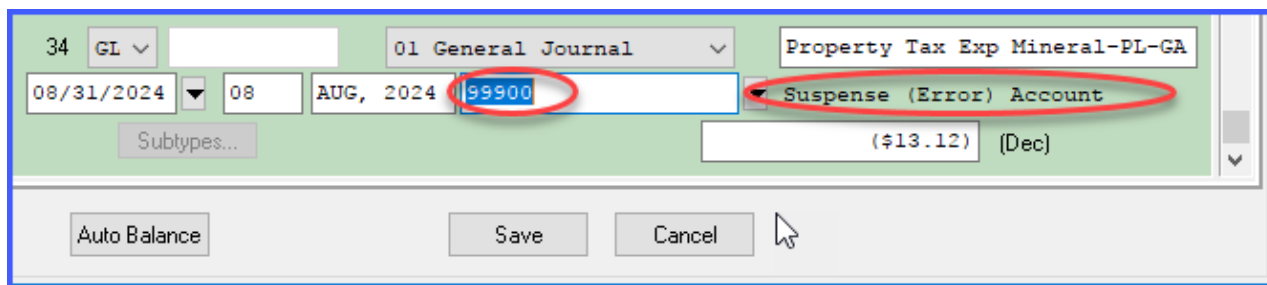
Double click on **Batch 10008** and you will be brought to the header screen in the inquiry mode. You can simply review the batch details in this mode or click on the **“Change”** mode to make edits to the file.



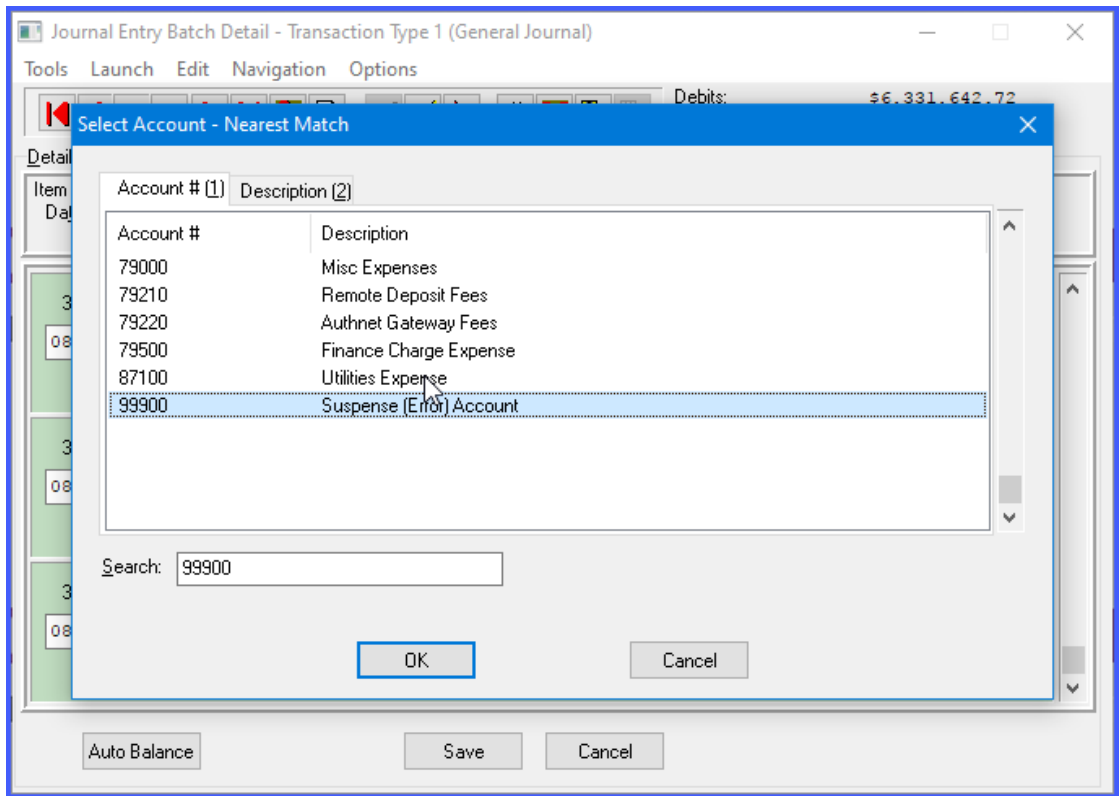
Click on “**Batch Details**” to review the file or to make any edits to the file. As you can see above, the transactions imported were not in balance. That’s why all transactions are imported into the **General Ledger Batch Option** so that they can be reviewed first and adjustments can be made before they are posted to the General Ledger.



Notice that most of the fields are valid and have come across properly. However, as we scroll down through the batch, you’ll notice that one of the line items did not include a valid General Ledger account number. As mentioned previously, if this happens, the system will default this line item to the “**Suspense**” account number that is defined in the **Master Configuration** setting.

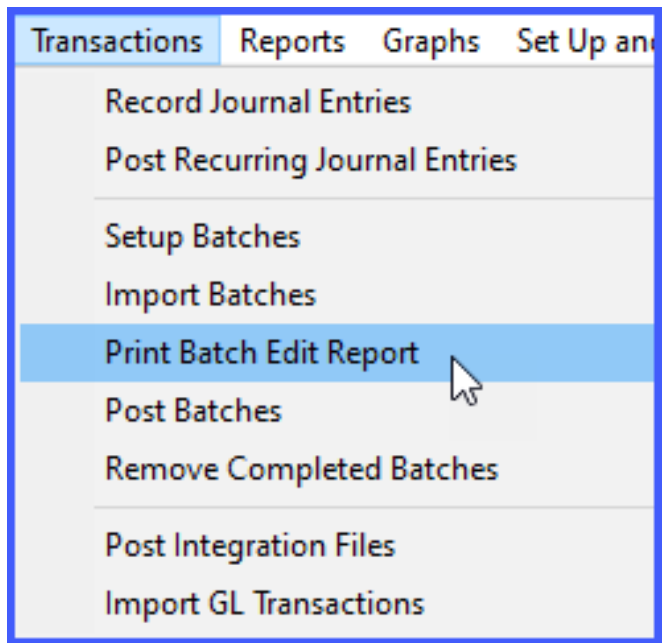


You will then have the ability to edit this line item and choose a valid General Ledger account number. If you click on the down arrow and choose the “**scroll**” option or press the **F2** key, you’ll be able to select from a “**pop up**” window that provides you with a list of valid General Ledger Account Numbers so you can complete the batch update.

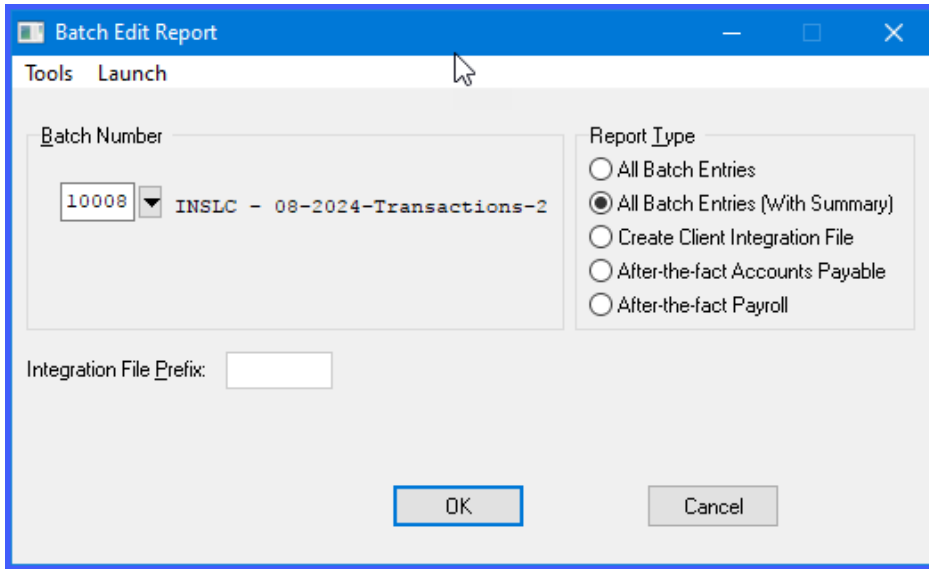


Your Excel file doesn't post directly to the accounting system causing out of balance and invalid accounting transactions. This posting to the **Batch Transactions** function allows you to gather data from other sources and still allows your staff and yourself time to review, edit or clean up the data to ensure 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.



Once the **Batch Number** has been selected, you'll be able to choose from a variety of options as shown on the following screen:



The option **“All Batch Entries (with Summary)”** is an excellent choice for editing all aspects of the batch.

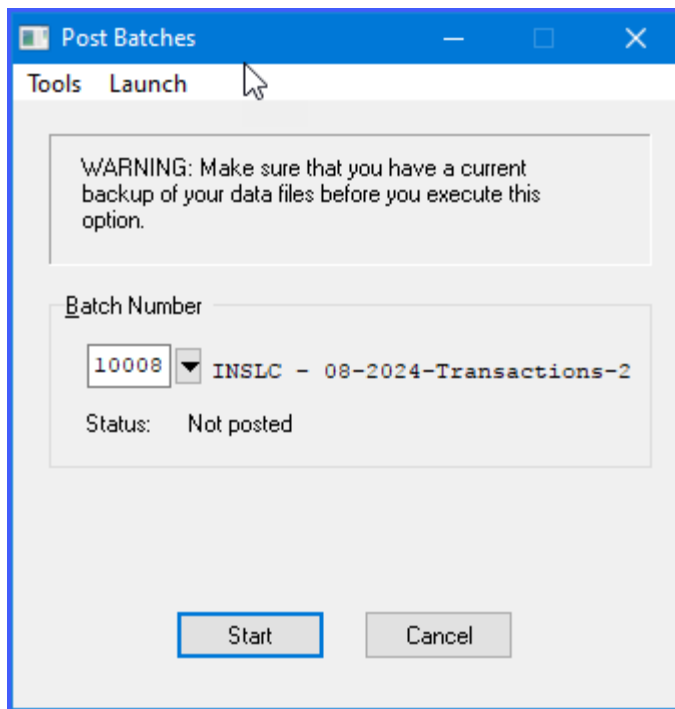
Infinity POWER Sample Company, Inc.								Page 1
Batch 10008 Edit Report								(8) 08/31/2024
INSLC - 08-2024-Transactions-2								
Date	Trans #	Ref/Ck #	Transaction Type	Debit	Credit	Line #	System	
08/31/2024	08	AUG, 2024	General Journal					
	1)	ins 11130	Cash - Chase Bk-Operating	\$3,538,005.00		1	GL	
	2)	ins 11300	A/R-Current-FL	\$1,864,050.00		2	GL	
	3)	ins 11300	AR / Current - FL		(\$2,480,015.00)	3	GL	
	4)	ins 11310	A/R-Current-AL	\$498,148.17		4	GL	
	5)	ins 11310	AR / Current - AL		(\$530,102.20)	5	GL	
	6)	ins 11350	A/R-Current-MS	\$364,218.91		6	GL	
	7)	ins 11350	A/R Current - MS		(\$527,197.50)	7	GL	
	8)	ins 11355	A/R-Current-GA		(\$690.00)	8	GL	
	9)	ins 11360	A/R-Current-SC		(\$22,094.43)	9	GL	
	10)	ins 11400	Surface-PSI-FL		(\$209.00)	10	GL	
	11)	ins 11405	Acc Liab-Other-FL- Surface		(\$872.00)	11	GL	
	12)	ins 11406	Acc Liab-Other-GA ORRI-H		(\$18,834.78)	12	GL	
	13)	ins 11410	Acc Liab-Other-AL-TFG		(\$1,770.00)	13	GL	
	14)	ins 23200	Deferred Revenue-MAR-PL-FL	\$25,046.28		14	GL	
	15)	ins 23300	Deferred Revenue-MAR-PD-GA	\$15,339.58		15	GL	
	16)	ins 23400	Deferred Revenue-MAR-PSI-SC	\$8,000.00		16	GL	
	17)	ins 23450	Def Rev-Comm Lse-PSI-FL-2024		(\$17,125.00)	17	GL	
	18)	ins 23500	Def Rev-Comm Lse-PSI-FL-2023		(\$5,706.00)	18	GL	
	19)	ins 41100-1	Royalty Rev- Land-PL-FL		(\$1,629,161.00)	19	GL	
	20)	ins 41100-2	Royalty Rev- Land-PL-SC	\$18,834.78		20	GL	
	21)	ins 41200-1	Royalty Rev- Land-PL-GA		(\$186,446.70)	21	GL	
	22)	ins 41300-1	Royalty Rev- Land-PL-MS		(\$512,737.70)	22	GL	
	23)	ins 41300-2	Wheelage Rev-Land-PSI-FL		(\$113,918.00)	23	GL	
	24)	ins 41400-1	Wheelage Rev-Land-PSI-GA		(\$1,547.88)	24	GL	
	25)	ins 41400-2	Work Int Rev-PL-GA		(\$46,925.81)	25	GL	
	26)	ins 41500-1	Other Revenue-Comm Lses-PL-FL		(\$1,550.00)	26	GL	

Infinity POWER Sample Company, Inc.						Page 2	
Batch 10008 Edit Report						(8) 08/31/2024	
INSLC - 08-2024-Transactions-2							
Date	Trans #	Ref/Ck #	Transaction Type	Debit	Credit	Line #	System
Co.	Account						
27	ins		Other Revenue-Comm Lses-PD-SC				
		41500-2	Other Revenue-Comm-Lses-PD-SC		(\$750.00)	27	GL
28	ins		Other Revenue-Comm Lses-PSI-GA				
		44000	Other Revenue-Comm-Lses-PSI-GA		(\$3,102.58)	28	GL
29	ins		Other Revenue-Misc-PL-FL				
		45000	Other Revenue-Misc-PL-FL		(\$25,000.00)	29	GL
30	ins		Other Revenue-Misc-PSI-SC				
		46000	Other Revenue-Misc-PSI-SC		(\$104,000.00)	30	GL
31	ins		Other Revenue-Misc-PSI-MS				
		47000	Other Revenue-Misc-PSI-AL		(\$100,000.00)	31	GL
32	ins		Other Revenue-S&S-PSI-AL				
		47500	Other Revenue-S&S-PSI-AL		(\$1,184.96)	32	GL
33	ins		Other Rev-Sale Gain-Sur-PSI-FL				
		48500	Other Rev-Sale Gain-Sur-PSI-FL		(\$689.00)	33	GL
34	ins		Property Tax Exp Mineral-PL-GA				
		48000	Property Tax Exp Mineral-PL-GA		(\$13.18)	34	GL
* Totals:				\$6,331,642.72	(\$6,331,642.72)		
** Batch Total:					0.00		

Look to always make sure your batch equals zero before attempting to post it to the General Ledger. This will ensure your Debits equal your Credits on the Account Summary at the end of the report.

Infinity POWER Sample Company, Inc.				Page 1	
Batch 10008 Edit Report				(8) 08/31/2024	
Account Summary					
Account #	Description	Debit	Credit		
11130	Cash - Chase Bk - Operating	\$3,538,005.00			
11300	AR / Current - FL		(\$615,965.00)		
11310	AR / Current - AL		(\$31,954.03)		
11350	A/R Current - MS		(\$162,978.59)		
11355	A/R Current - GA		(\$690.00)		
11360	A/R Current - SC		(\$22,094.43)		
11400	Surface-PSI-FL		(\$209.00)		
11405	Acct. Liab. Other FL Surface		(\$872.00)		
11406	Acct. Liab. Other GA ORRI-H		(\$18,834.78)		
11410	Acct. Liab. Other AL - TFG		(\$1,770.00)		
23200	Deferred Revenue-MAR-PL-FL	\$25,046.28			
23300	Deferred Revenue-MAR-PD-GA	\$15,339.58			
23400	Deferred Revenue-MAR-PSI-SC	\$8,000.00			
23450	Def. Rev Comm Lse-PSI-FL-2024		(\$17,125.00)		
23500	Def. Rev Comm Lse-PSI-FL-2023		(\$5,706.00)		
41100-1	Royalty Rev. Land-PL-FL		(\$1,629,161.00)		
41100-2	Royalty Rev. Land-PL-SC	\$18,834.78			
41200-1	Royalty Rev. Land-PL-GA		(\$186,446.70)		
41300-1	Royalty Rev. Land-PL-MS		(\$512,737.70)		
41300-2	Wheelage Rev-Land-PSI-FL		(\$113,918.00)		
41400-1	Wheelage Rev-Land-PSI-GA		(\$1,547.88)		
41400-2	Work Int Rev-PL-GA		(\$46,925.81)		
41500-1	Other Revenue-Comm-Lses-PL-FL		(\$1,550.00)		
41500-2	Other Revenue-Comm-Lses-PD-SC		(\$750.00)		
44000	Other Revenue-Comm-Lses-PSI-GA		(\$3,102.58)		
45000	Other Revenue-Misc-PL-FL		(\$25,000.00)		
46000	Other Revenue-Misc-PSI-SC		(\$104,000.00)		
47000	Other Revenue-Misc-PSI-AL		(\$100,000.00)		
47500	Other Revenue-S&S-PSI-AL		(\$1,184.96)		
48000	Property Tax Exp Mineral-PL-GA		(\$13.18)		
48500	Other Rev-Sale Gain-Sur-PSI-FL		(\$689.00)		
* Total Debits :		\$3,605,225.64			
* Total Credits :			(\$3,605,225.64)		

Once you determine if you have any issues, you can simply make your edits and changes and then you can re-run this report as frequently as necessary. Once you are satisfied everything is correct, then you can go to the final option, which is to **“Post Batches.”**

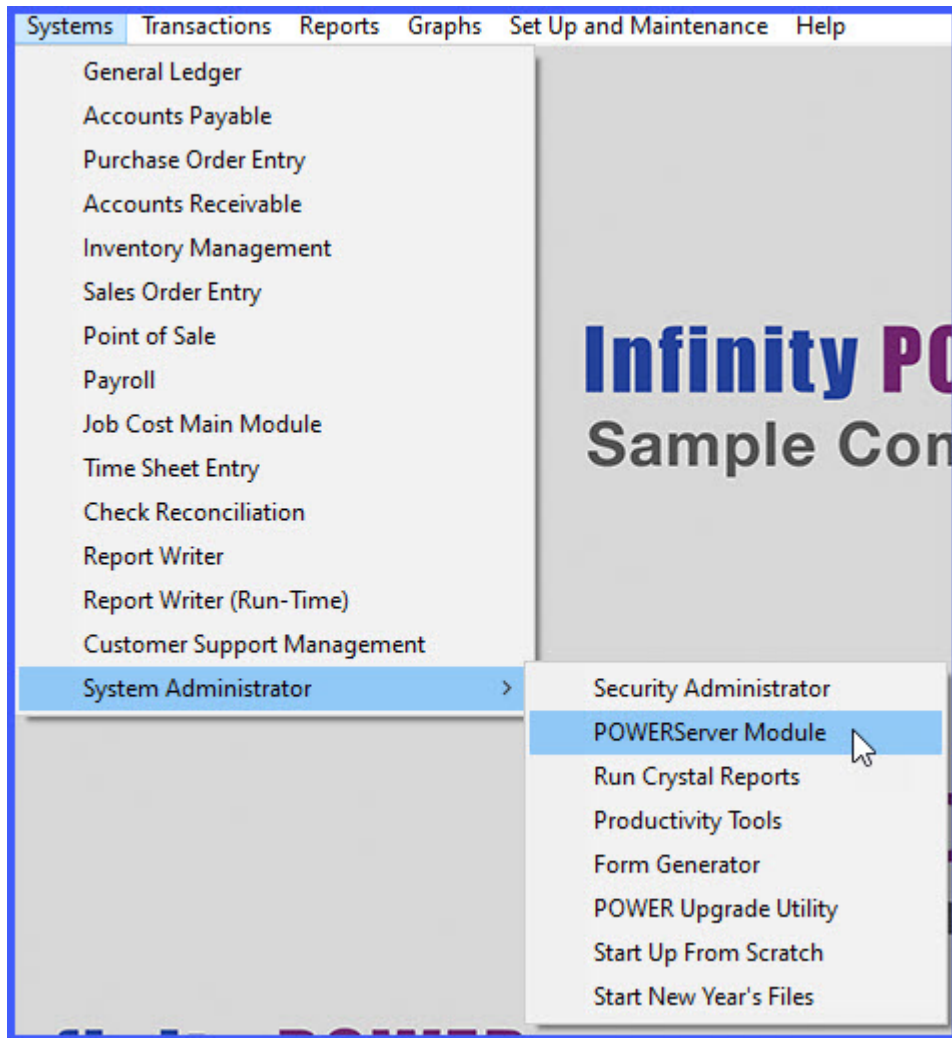


Pick the **Batch #** you desire to post and just click “**Start.**”

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

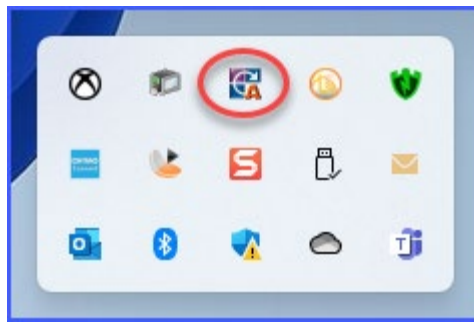
CONFIGURING THE DP/AUTO GENERAL LEDGER BATCH IMPORT SCRIPT

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.

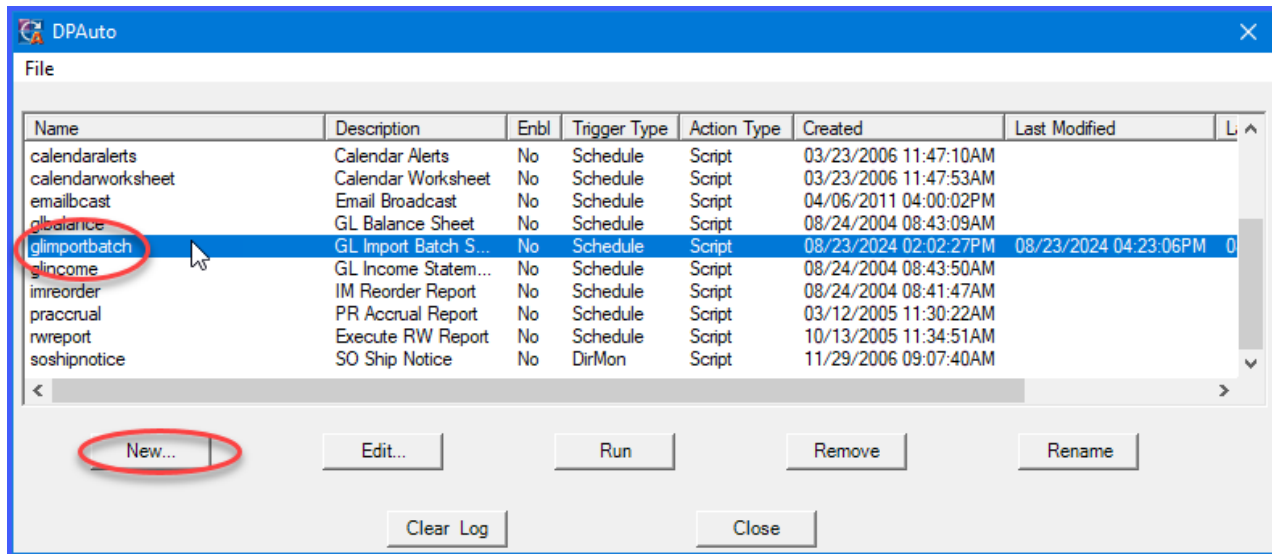


Data Pro Technical Support can assist you with the configuration of this background feature. This discussion is going to assume that **DP/AUTO** has already been successfully installed, which means **POWERServer** is already running either manually or more likely as a “**Windows Service**” running quietly 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.

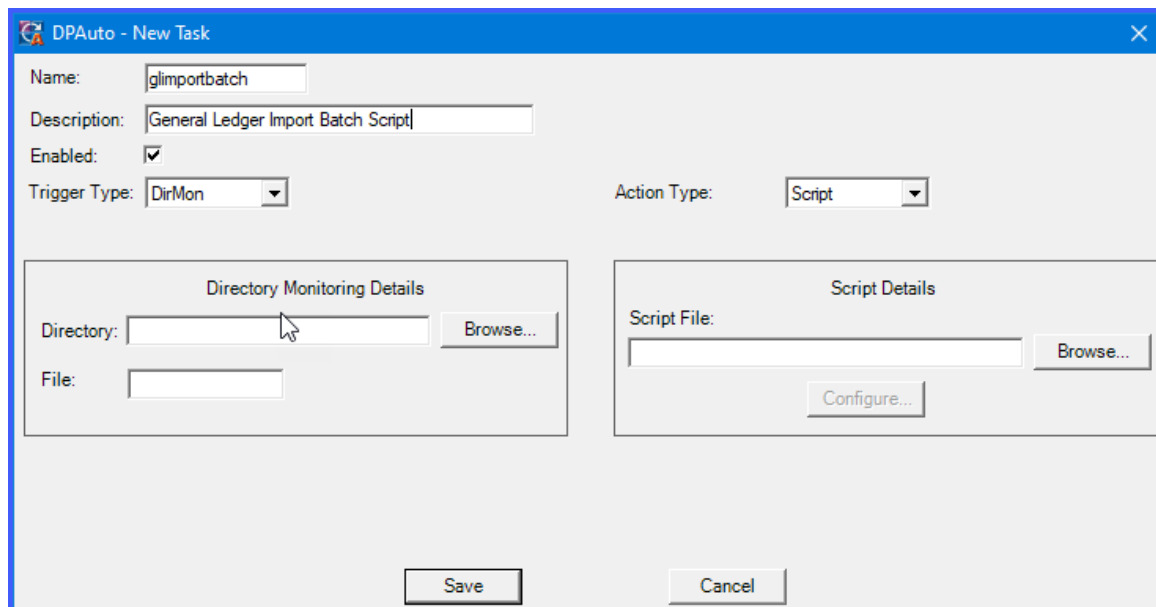
Launch the **DP/AUTO** application and double click on the **DP/AUTO** icon in the system tray to open the interface screen. On a PC with **Windows 11**, for example, you would find that you may have to click the up arrow to display a window such as the following to find the **DP/AUTO** icon in the system tray:



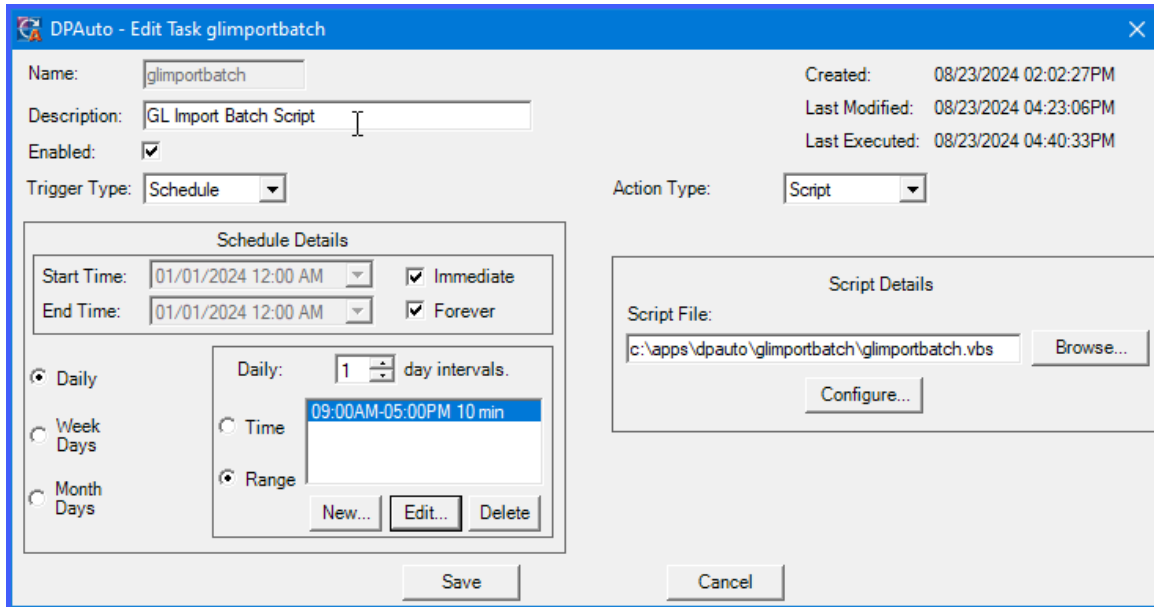
Once you double click the icon, the following **DP/AUTO** screen will appear. You must click on “New” first because the script won’t exist on this list otherwise. It must be added first to show up on the screen below.



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

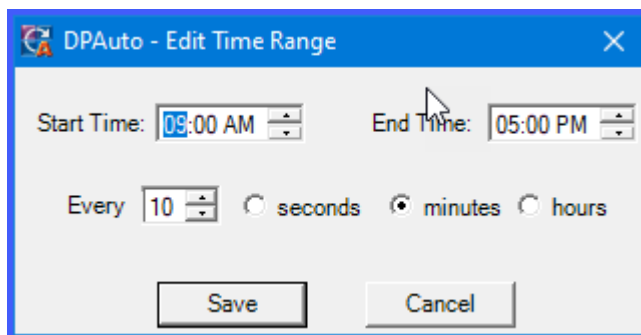


Enter a name for the script (**glimportbatch**) and then enter a description. Make sure the “**Enabled**” checkbox is “**checked**” and then select click the Down Arrow for the “**Trigger Type**.”



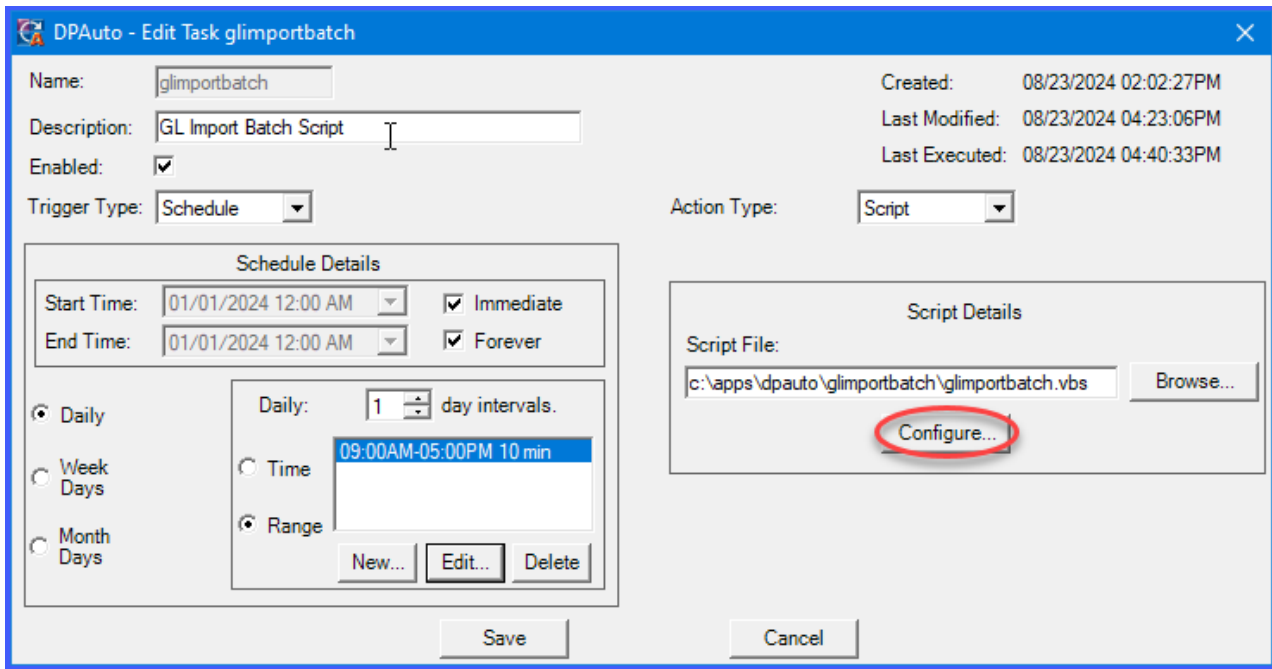
Choose the “**Schedule**” option as the method to use for configuring this script. We don’t want the **DP/AUTO** system using the “**Direct Monitoring**” feature to be looking constantly for batch files if they are only coming on a periodic basis. We want to set up a “**polling**” function on a timer 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.

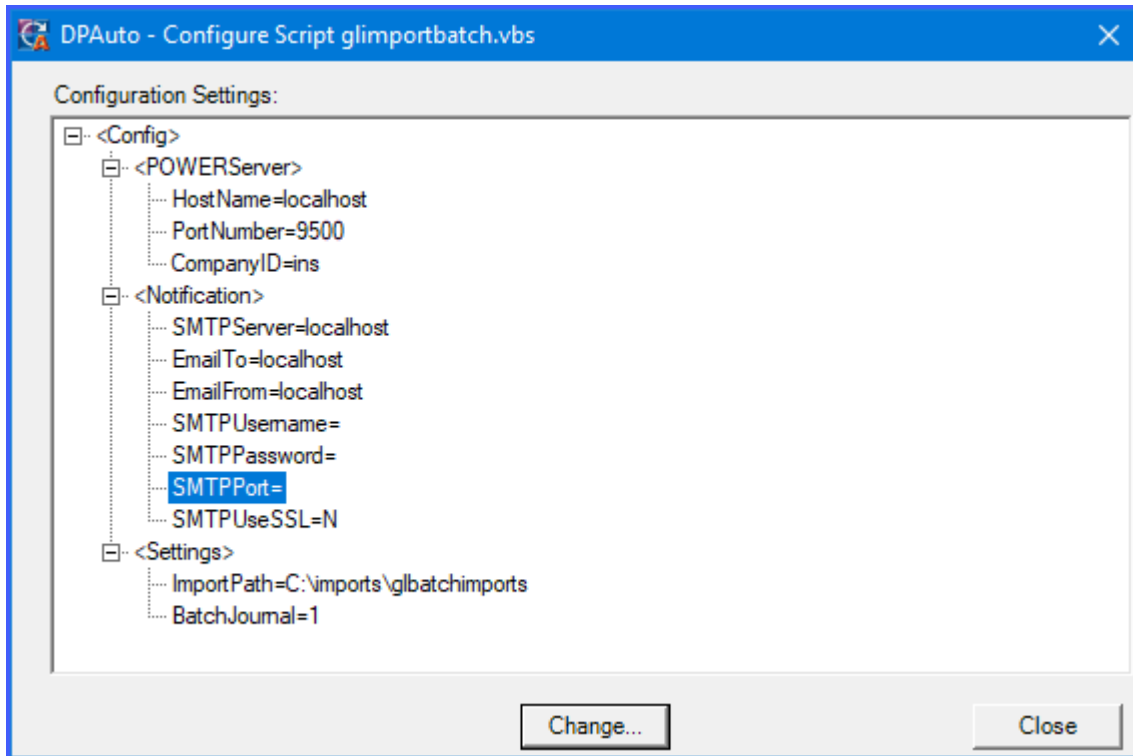


It is recommended that you pick a range of time when you know that most of your batches for the day will be completed. The **DP/AUTO** script will run as set up in the example above (*i.e. every ten minutes*).

Select the **GLBatchImport.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>

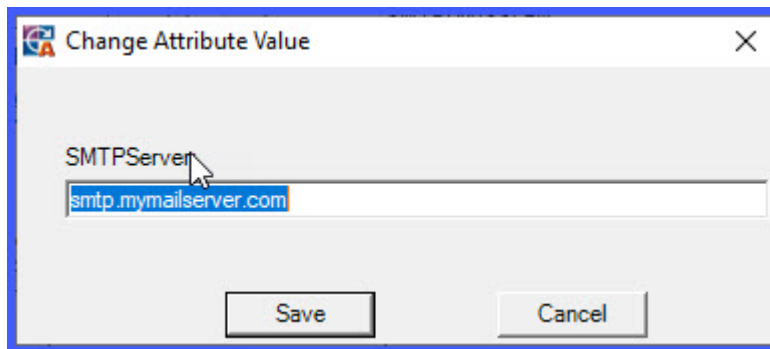
HostName – This is the computer name or IP address of the server where the Data Pro accounting software is installed and where the **POWERServer** process is running. If **DP/AUTO** is running on the same PC or Server as the accounting server and the **POWERServer**, you can type in “**localhost**” and 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.

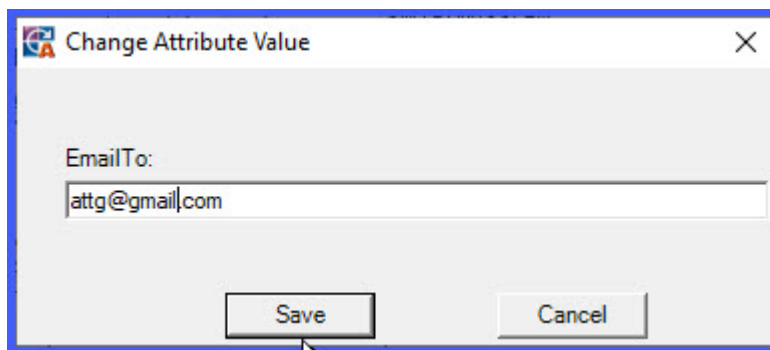
CompanyID – This is the three-digit (*alpha/numeric*) Company ID associated with the accounting data you wish the script to access. Every company created within the **Infinity POWER** software has this three-digit Company ID which references all that company’s various accounting data files.

<NOTIFICATION>

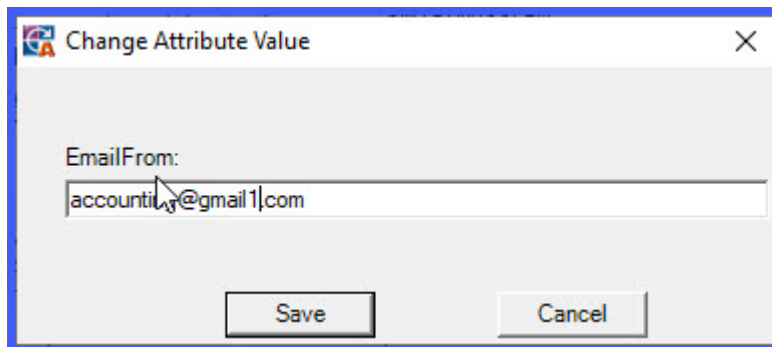
SMTPServer – This is the domain name or IP address of your Email server. Your E-mail service provider can easily provide you with this information if you do not already have this information. An example would be “**smtp.sample.com.**”



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 General Ledger** 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 General Ledger allocation.



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@gmail.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.**”

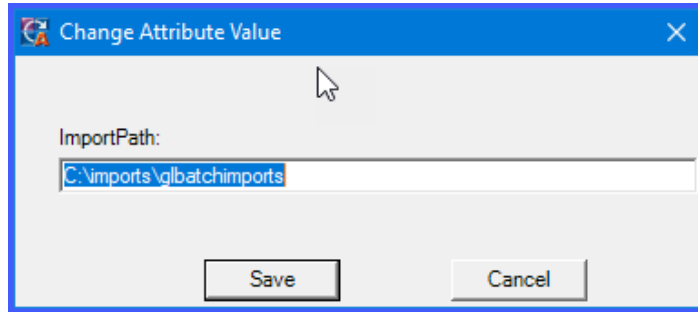
<SETTINGS>

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\glbatchimports.**

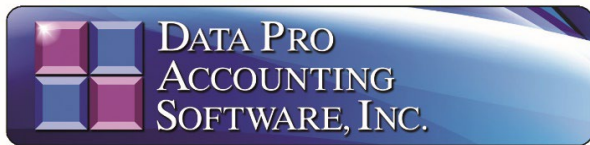
Then, you would make sure to make it a “**shareable**” folder. That way they would have access to “**copy**” Excel\CSV files to that folder. Then, from their own workstations, they would be able to browse to this shared folder on the server and copy their spreadsheet in a **CSV** format that they have prepared to be ready to have imported as a **General Ledger 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 **General Ledger** module. Once it is posted as a batch in **General Ledger**, anyone with the proper security rights to batches in **General Ledger** 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.



**** NOTES ****



Data Pro Accounting Software, Inc.

111 Second Avenue Northeast • Suite 360

St. Petersburg, FL 33701 US

727-803-1500 Main • 727-803-1535 Fax

dpasales@dpro.com • www.dataproaccounting.com