Accounts Payable Invoice Data Import
AP-1012

Overview
This Extended Solution provides three import file formats for importing Accounts Payable Invoice Data.

> Additional functionality exists if you have Extended Solution AP-1027, *Multi Company Accounts Payable*, installed and you are using the Standard format.

Installation
Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

Installing Your Extended Solutions under Windows
From a CD
If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click on it to start the installation program. Follow the on-screen instructions.

Extended Solutions Control Center
Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

Custom Office
If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

Setup
Upon completion of software installation, you will need to access Extended Solutions Setup from the Accounts Payable Setup menu. Select this part number and the Setup screen for this Extended Solution will appear (Figure 1). Check the 'Enable Extended Solution' box to activate this Extended Solution. The manual for this Extended Solution can be viewed by

clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).
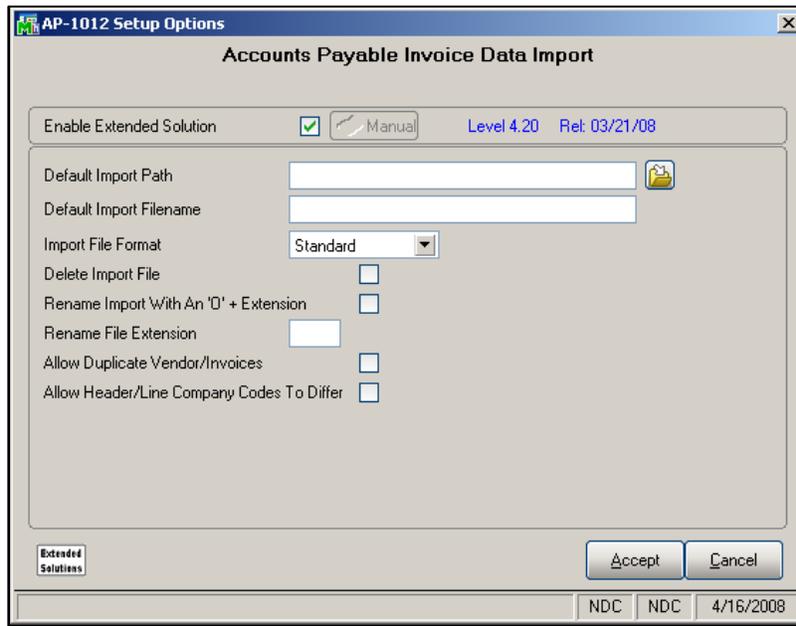
Figure 1

Answer the following prompts:

DEFAULT IMPORT PATH: Specify the default import file path.

DEFAULT IMPORT FILENAME: Specify the default import file name.

IMPORT FILE FORMAT: Select the Standard, Remote Site, or Booth Sales format (see Appendix for file format details).

DELETE IMPORT FILE: Check this box to delete the file after the import. Leave it blank to retain the file after the import.

RENAME IMPORT WITH AN 'O' + EXTENSION: Check this box if you wish to rename the import file with an 'O' plus the extension and your cursor will skip the prompt 'Exclude Import File with Extension'.

RENAME FILE EXTENSION: If you choose to retain the file after import, you may rename the file with the extension you enter here. The prompt is available when the 'Rename Import with an 'O' + Extension' option is unchecked.

ALLOW DUPLICATE VENDOR/INVOICES: If you check this box, when a duplicate record is encountered in the open invoice file the imported record will post as an Adjustment. If you

leave this box blank, when a duplicate record is encountered in the open invoice file the imported record will be considered bad and be rejected.

The following option will appear if you selected the Standard format and have Extended Solution AP-1027, *Multiple Company Accounts Payable*, installed:

   ALLOW HEADER/LINE COMPANY CODES TO DIFFER: Check this box to allow multiple company codes on the distribution records. Leave unchecked if you require all distribution company codes to be the same & to match the company codes on the invoice header.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Role Maintenance
The following Task has been added to Accounts Payable, Setup Options:
- Extended Solutions Setup

The following Task has been added to Accounts Payable, Maintenance/Data Entry:
- Accounts Payable Invoice Data Import

Please review your security setup in Role Maintenance and make appropriate changes.

Operation
The Import Utility for Accounts Payable can be found on the main menu. You will be prompted for an import file path and file name. It will default to what was specified in Setup (Figure 2).
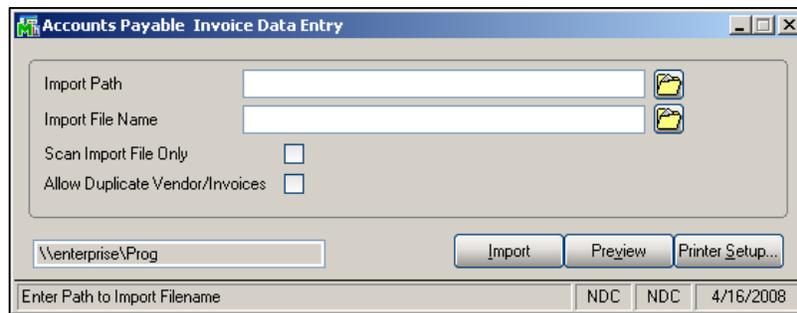
Figure 2

You have the option to 'Scan Only'. If you check this box, the file will be scanned and the report will print but no import will take place.

If you checked the 'Allow Duplicate Vendors/Invoices' box in Setup and an invoice with the same Vendor and Invoice Number is encountered in the open invoice file, the imported record will post as an adjustment. If that option was unchecked, the record will be rejected.

If you have enabled Batch Processing for A/P Invoice data entry and you checked the 'Allow Duplicate Vendor /Invoice' box, when processing a batch that contains a Vendor/Invoice that also exists in an unposted batch, that invoice will be added to the batch in which it already exists.

After the scan or the import, a report will be produced detailing any physical or logical errors in the import file (Figure 3).

		NDC Company
Accounts Payable Invoice Data Import		
		Error Log
		Import Format: Standard
Record	Error Message	
1	Duplicate Vendor/Invoice Number	
	Header and Line Company Codes are Different	
2	Duplicate Vendor/Invoice Number	
	Header and Line Company Codes are Different	
	Account Number 102000009 does not exist in EEC	
3	Vendor Number "01ABC" is missing from the Vendor Masterfile	
Import File Records read:	3	
Import Records processed:	0	
Import File Records rejected:	3	

Figure 3

With AP-1027
If you elected to use the Standard format, you may import the Header Company Code and the distribution line Company Code. If you elected to not 'Allow Header/Line Company Codes To Differ,' any records with distribution line Company Codes that do not match the Header Company Code will not be imported. The error log will print records rejected for this reason.

What's New
With the 04-16-08 release:
- Converted to the Business Framework
- Foreign Program File Import format and Panda format are no longer supported.

Upgrades and Compatibility
The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation

Only changes made by SWK Technologies, Inc. to the standard operation of MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

Appendix

Standard
The import file is a be an ASCII file with a 105 byte record (111 byte with AP-1027) including a carriage return and line feed at the end of each record. The required fields are as follows:

Field Name	Starting Pos.	Length	Comments
Division Number	1	2	
Vendor Number	3	7	
Invoice Number	10	10	
Invoice Date	20	8	(formatted as YYYYMMDD)
Comment	28	30	
Job Number	58	7	
Cost Code	65	9	
Cost Type	74	1	
G/L Account	75	9	9 character raw account number
Units	84	10	
Distribution Amount	94	12	
Header Company Code	106	3	Only with AP-1027
Dist. Line Comp. Code	109	3	Only with AP-1027

Remote Site File Format
The import file is an ASCII file. The header and line layout for the records are as follows:

HEADER

Field	Type	Start	Length	Comments
Type ('1' for header)	STR	1	1	
Vendor Num.	STR	2	9	
Invoice Number	STR	11	10	
Invoice Date	STR	21	6	(Formatted as YYMMDD)*
Invoice Due Date	STR	27	6	(Formatted as YYMMDD)*
Invoice Due Disc. Date	STR	33	6	(Formatted as YYMMDD)*
Terms Code	STR	39	2	
Hold Payment?	STR	41	1	
Comment	STR	42	30	
Open		72	7	
Adjustment?	STR	79	1	
Was Recurring Inv.?	STR	80	1	
Prepaid Apply to Inv. #	STR	81	10	
Prepaid Payment Inv date	STR	91	6	(Formatted as YYMMDD)*
Prepaid Check Number	STR	97	6	
1099 Form	STR	103	1	
1099 Box	STR	104	2	
Separate Check?	STR	106	1	
Batch Number	STR	107	5	
Discount Amount	STR	112	13	
Open		125	13	
Prepayment Amount	STR	138	13	

*'YY' is the compacted year.

LINES

Field	Type	Start	Length	
Type ('2' for lines)	STR	1	1	
G/L Account Num.	STR	2	9 number	9 character raw account
Open		11	21	
Comment	STR	32	20	
Open	STR	52	61	
Amount	STR	113	12	

Booth Sales File Format
Fixed length ASCII with two record types. This format assumes A/P is non-divisionalized.

Record Type 1

Field	**Start**	**Length**	**Comment**
PLU	1	3	identifies Record Type 1, not imported
Filler	5		ignored
Vendor Number	16	3	Vendor Number
Filler	19	31	ignored

Record Type 2

Field	**Start**	**Length**	**Comment**
Filler	1	29	ignored
Total	30	15	Invoice Amount
Promo and Waste	46	40	ignored

- The Invoice Number will be the A/P Accounting Date using MMDDYYYY format.
- The Invoice Date will default from the accounting date.
- The Header Comment will be populated with 'Booth Sales'
- The Invoice Amount will be imported fully distributed to the Vendor's default GL Account.

All other fields will be defaulted as if the invoice were entered manually. The import will create one invoice per vendor. Multiple records within the file may reference the same Vendor. If they do, the Total fields will be combined into the single distribution line and invoice total.