

AP Import from Excel

The AP Mass Entry from Excel allows the user to enter and divide a voucher over a large number of GL Distribution lines from an easy to use Excel template.

AP IMPORT FROM EXCEL IS...

- Great for repetitive entries such as dividing up payroll entries.
- Assigning and distributing overhead costs
- Save your templates for Recurring Entries

Batch (F7)	HV033108
Our Ref. (F5 For Next)	
Vendor (F7)	
Invoice Date (F7)	3/31/2008
Distribution Date (F7)	3/31/2008
Your Reference (Vendor Invoice Number)	
Amount Before Taxes	0.00
Sales Tax	0.00
Freight	0.00
Miscellaneous	0.00
Total Amount	0.00

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SIMPLE.

EFFICIENT.

Contact Us Today!

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Harvest
Ventures Inc.



Import From Excel

STEP 1: Select An Excel Spreadsheet To Import

R:\Harvest\APMassEntry\AP_MassEntry_Import_ES_2.00.xls

Start by selecting a Microsoft Excel Spreadsheet to import

STEP 2: Show and Select Excel Worksheets

Worksheet Name	# of Lines	Total Amt
<input checked="" type="checkbox"/> JRNL 1	1	1049
<input type="checkbox"/> JRNL 2	0	0
<input type="checkbox"/> JRNL 3	1	0
<input type="checkbox"/> JRNL 4	0	4

Show Excel Sheets

Press the 'Show Excel Sheets' to in order to select which sheets to import

STEP 3: Validate Excel Spreadsheet Is In Correct Format

Jrnl 1 Batch	Hdr Cell: A2	OK
Jrnl 1 Your Ref. (Vendor Inv.)	Hdr Cell: A4	OK
Jrnl 1 Vendor No	Hdr Cell: A5	OK
Jrnl 1 Invoice Date	Hdr Cell: A6	OK
Jrnl 1 Distribution Date	Hdr Cell: A7	OK
Jrnl 1 Optional Reference	Hdr Cell: A8	OK
Jrnl 1 Lines Amt	Hdr Cell: A9	OK

Validate Column Names

Press the 'Validate Column Names' to verify the Excel spreadsheet is in the correct format.

STEP 4: Validate Data For Selected Fields

JRNL 1 Batch	OK
JRNL 1 Your Ref. (Vendor Inv.)	OK
JRNL 1 Vendor No	OK
JRNL 1 Invoice Date	OK
JRNL 1 Distribution Date	OK
JRNL 1 Optional Reference	OK
JRNL 1 Lines Amt	OK
JRNL 1 Misc Amt	OK
JRNL 1 Freight Amt	OK
JRNL 1 Tax Amt	OK
JRNL 1 Main Acct	OK
JRNL 1 Cost Unit Acct	OK

Validate Column Data

This step Validates the data in the Excel spreadsheet. The data is verified that the correct type and format is used.

STEP 5: Update Items In Macola

Import Excel Entries Into AP

Import items into Macola

Close

Ready Server: Macola Version

- AP MASS ENTRY FROM EXCEL HAS MANY USEFUL FUNCTIONS:**
- Uses standard Macola functionality
 - Pre-Post check before posting in Macola
 - Allows user to suspend the batch pending further review
 - Edit batch once added to Macola in the standard AP transaction entry screen

The AP Import from Excel tool is sure to improve your business structure. By eliminating tedious and repetitive tasks, such as dividing up payroll entries, your business becomes more productive in it's time and resources management.

