



Accounts Payable Mass Entry Utility

by Harvest Ventures Inc.

Streamline the accounts payable process by reducing manual entries

The Accounts Payable (AP) Mass Entry Tool is great for businesses that process a high volume of AP vouchers. AP Mass Entry's unique design streamlines the process and can reduce manual entries significantly. The time it takes you to enter AP vouchers will be dramatically shortened thanks to this utility which can clear multiple purchase order (PO) receivers on a single screen.

Business Benefits:

AP Mass Entry has a number of unique features designed to improve accuracy, increase productivity, and reduce costs. AP Mass Entry allows for user override of Quantity Invoiced and Actual Cost, and enables users to select freight, miscellaneous and tax accounts for distribution. With AP Mass Entry, users can suspend batches pending further review and can edit batches once they are added to Macola in the standard AP Transaction Entry screen.

Streamlined Voucher Entry Process

The AP Mass Entry utility provides your AP Clerk with easy check box options to streamline the voucher entry

process. With these check box options, the utility allows you to apply a single vendor voucher to multiple POs with an accurate, easy-to-use process. AP Mass Entry also allows you to apply a voucher against several lines on a single PO.

Flexible Options for Processing Batches

With AP Mass Entry, users can prepare batches over time, place batches on hold and import vouchers from an Excel spreadsheet.

Preparing batches over time:

AP Mass Entry allows the user to prepare a batch over an extended period of time until they can be completed. All batches can then be submitted for processing at a later date. Simply select the "Add Selections to AP Batch" option to add information to an un-posted Macola AP batch.

Placing batches on hold:

The "Put Trx On Hold" tool is used when there are outstanding questions to be dealt with regarding a particular voucher. In this case, the user may want the ►

Features:

Full view of all open purchase orders for a vendor allows for greater visibility and efficiency of business related tasks

User friendly setup allows you to select specific purchase order lines by simply clicking a check box

Ability to prepare a batch over an extended period of time

Option to place individual vouchers on hold

Configurable options to meet your specific business requirements

Link to Exact Synergy documents

Easily import AP entries from Excel and export existing batches from Macola or Synergy to Excel



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Apply one vendor voucher to multiple POs within a single screen

transaction to go into an "On Hold" batch. The batch is still accessible – the only difference between this batch and any other is the name. This tool takes a batch name from the Batch field on the Mass Entry screen and prefixes it with an "H_". If Exact Synergy is used, a workflow can be triggered to alert a staff member to follow up on the batch.

AP Mass Entry and Excel:

Using AP Mass Entry, users can select Excel files from a lookup button on the "Custom Import" screen to import Excel entries into AP Mass Entry. Users can also create Excel files using existing batches in the Macola database.

Additional Information

The AP Mass Entry utility is designed and created with the sole purpose of expanding and enhancing the use of your current Macola software products.

The utility uses standard Macola logic and screen functionality to complete the voucher entries.

AP Mass Entry has an extensive options screen allowing you to configure the

utility specific to your AP processes.

Some helpful features include:

- The ability to set up freight and tax account references.
- Allow the date the transaction posts to the general ledger to be overridden (Edit Distribution Date)
- Display credit vouchers to match to (Show Credit Voucher)
- Reduce wait time by pulling the top 50 records rather than all records (Use Top in Search)
- Allow the tool to be used to pay invoices where PO's have not been used (Allow Batch Without PO Lines Selected)
- Attach user initials to each transaction (New Batch ID)

For batches placed on hold, you can set up a selection of reasons why the batch was placed on hold. Based on the reason, an Exact Synergy workflow request can be generated to continue the process and alert the appropriate individuals.

Compatible with:

- Macola 10
- Macola ES
- Exact Synergy
- Exact Synergy Enterprise

Additional Features

User override of Quantity Invoiced and Actual Cost

User selection of freight, miscellaneous and tax accounts for distribution

Link to Exact Synergy documents

Link to Exact Synergy for workflows associated with vouchers on hold

Ability to suspend a batch pending further review

Creates suspense balancing line from purchase order selections to voucher amount

User can edit a batch in Macola within the standard AP transaction entry screen



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