

Table of Contents

Overview and Installation	2
Using the AP Invoice Importer.....	3
Option Grid	
Mapping Wizard	
Errors During Import	
Technical Information and Support.....	5



AP Invoice Importer

Overview

The AP Invoice Importer is a routine that runs from the custom menu pad to import AP Invoices from an ASCII comma delimited file. Our point and click field mapping wizard allows you to import files with various field layouts. The option grid allows you to choose AP Invoice defaults for fields not contained in your import file.

Installation

Extract the APIMPORT....ZIP into the root of Pro Series.

Add a Custom Menu Option for AP Invoice Importer

1. Go into System Manager.
2. Maintain – Setup - System Installation.
3. Click on the Custom button.
4. Click on Edit and add a custom menu option with Menu Text of AP Importer and a command line of DO IMPORTAP. (If you only want specific users to have this available, add the menu option to each user in User Maintenance.)
5. Save the changes, exit Pro Series and then run Pro Series again.

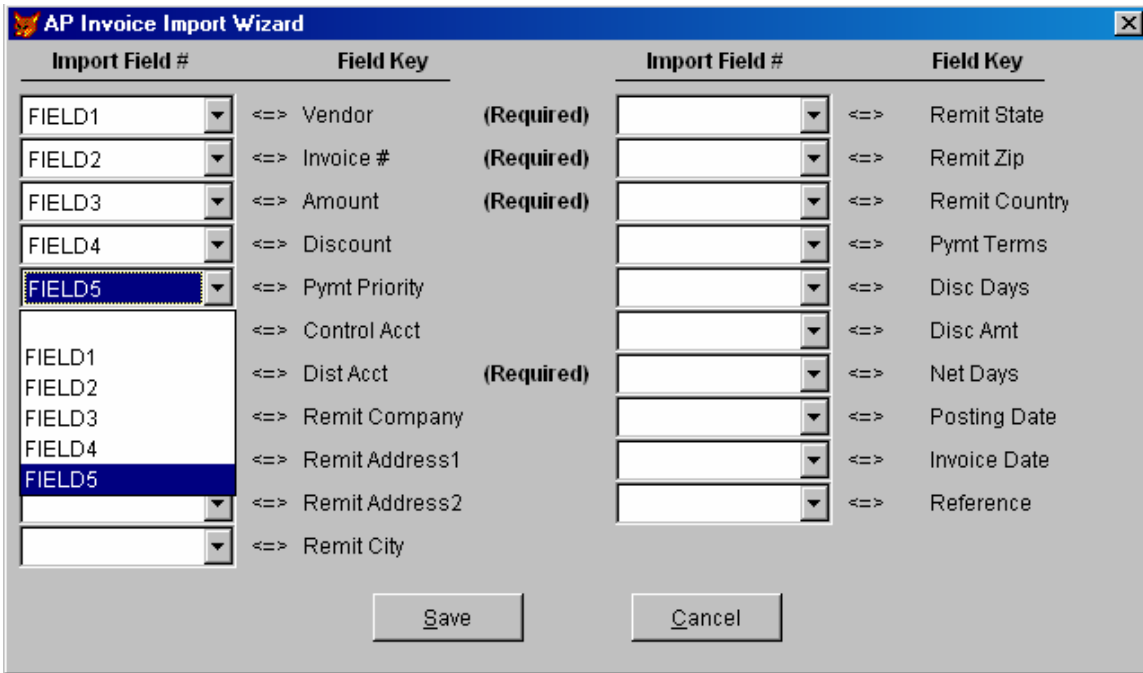
AP Invoice Importer

Using the AP Invoice Importer

Choose the AP Invoice Importer form the Custom Menu Option. You must be in the Accounts Payable Module to run this routine.

Mapping Wizard

First you will be prompted with the following screen where you will map the fields in your text file to the associated Pro Series AP Invoice fields. The fields you do not have in your text file will be defaulted from the vendor, option grid, or system defaults.



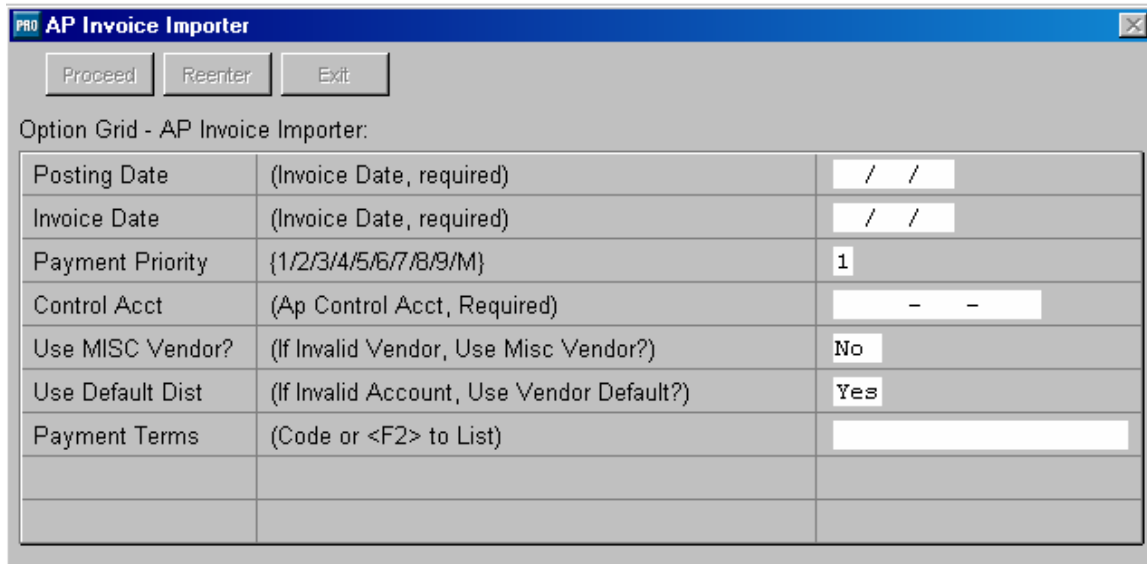
The screenshot shows the 'AP Invoice Import Wizard' dialog box. It features two columns of 'Import Field #' dropdown menus and a central 'Field Key' column. The first column lists FIELD1 through FIELD5, with FIELD5 selected. The second column lists various Pro Series AP Invoice fields, with 'Control Acct' and 'Dist Acct' marked as '(Required)'. At the bottom are 'Save' and 'Cancel' buttons.

Import Field #	Field Key	Import Field #	Field Key
FIELD1	<=> Vendor (Required)		<=> Remit State
FIELD2	<=> Invoice # (Required)		<=> Remit Zip
FIELD3	<=> Amount (Required)		<=> Remit Country
FIELD4	<=> Discount		<=> Pymt Terms
FIELD5	<=> Pymt Priority		<=> Disc Days
	<=> Control Acct (Required)		<=> Disc Amt
	<=> Dist Acct (Required)		<=> Net Days
	<=> Remit Company		<=> Posting Date
	<=> Remit Address1		<=> Invoice Date
	<=> Remit Address2		<=> Reference
	<=> Remit City		

AP Invoice Importer

Option Grid

Next you will fill in the option grid for default information. These are the defaults that will be used if you do not have the fields in your import file or some of the fields you mapped are empty for some of the orders. If any of the option grid options are blank, the Pro Series defaults will be used.



Option Grid - AP Invoice Importer:

Posting Date	(Invoice Date, required)	/ /
Invoice Date	(Invoice Date, required)	/ /
Payment Priority	{1/2/3/4/5/6/7/8/9/M}	1
Control Acct	(Ap Control Acct, Required)	- -
Use MISC Vendor?	(If Invalid Vendor, Use Misc Vendor?)	No
Use Default Dist	(If Invalid Account, Use Vendor Default?)	Yes
Payment Terms	(Code or <F2> to List)	

Errors During the Import

A preprocessing is done on the import file before any AP Invoices are created. You will be presented with an error log listing the errors that need to be corrected before attempting the import again. The scenarios that will generate errors and abort the import process are as follows:

- Invalid Vendor (if not choosing to use Misc. vendor in option grid)
- Duplicate invoice #
- Invalid payment priority
- Invalid control acct
- Invalid Distribution acct (if not choosing to post to vendor default in option grid)
- Posting date invalid
- Transaction date invalid



AP Invoice Importer

Technical Information

IMPORTAP.DBF	Table to hold field positions of last import
IMPORTAP.FRX/FRT	Custom report for import error log
IMPORTAP.PRG/FXP	AP Invoice Importer Main Program
IMPORTAP.SCX/SCT	AP Invoice Importer Main screen

Have a question or a problem? Please have Reseller contact Data Developers Plus, Corp. at techsupport@ddpcorp.com or 1-877-238-0436.