



# ACCOUNTS PAYABLE

## UPLOAD VOUCHERS FROM SPREADSHEET

This document will explain how to upload vouchers from a spreadsheet into the ADMINS AUC financial system. Use this process to upload any type of voucher such as one created to upload snowplow invoices or to upload one-time payments from another system that is not integrated with AUC such as payroll.

This process does not create new accounts in the Chart of Accounts. All accounts must be existing and valid.

### GETTING STARTED

To process Vouchers for upload into AUC, you will need:

- Microsoft Excel®
- Familiarity with ADMINS AUC Voucher entry processing

### SUMMARY OF STEPS

- Step 1: Access the Upload Vouchers Steps Menu
- Step 2: Obtain Template and Enter Voucher information into Microsoft Excel
- Step 3: Save the file as .csv format
- Step 4: Create and process the vouchers

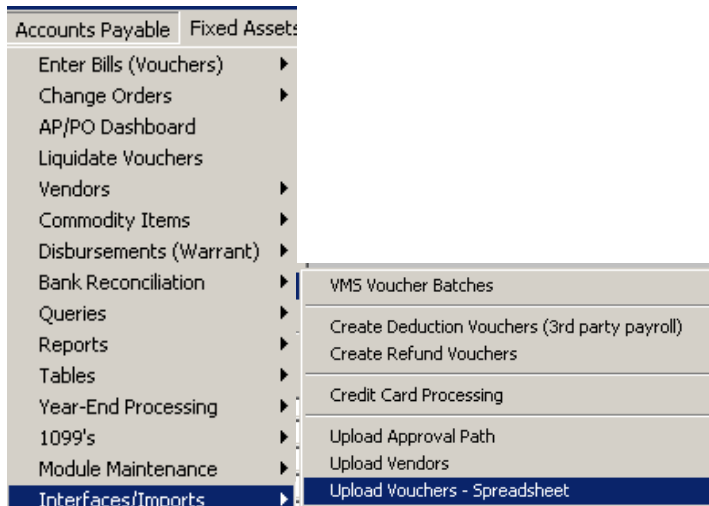
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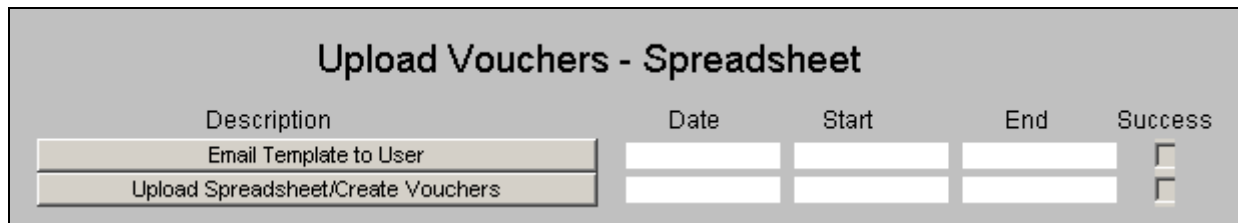


## 1. ACCESS THE UPLOAD VOUCHERS - SPREADSHEET STEPS MENU

From the **Accounts Payable** Menu, select **Interfaces/Imports** ▶ **Upload Vouchers - Spreadsheet**

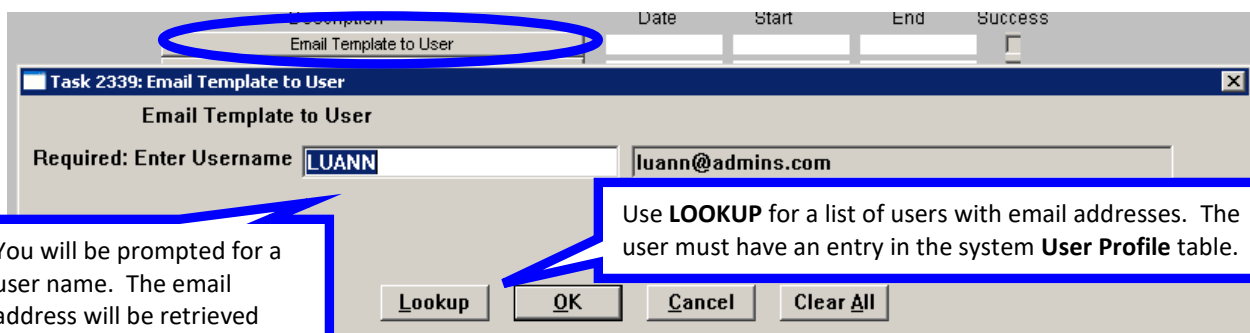


You will be presented with the following **Steps Menu** that provides access to the processes you will need.



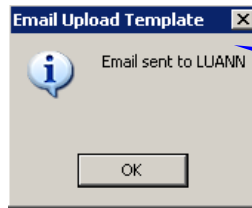
## 2. OBTAIN TEMPLATE AND ENTER VOUCHERS INTO EXCEL

Before you can run the step to create the vouchers, you will need to obtain the Microsoft Excel Template provided by ADMINS. To do this, select **Email Template to User**. You can email the template to yourself or to any other valid user on the system.



You will be prompted for a user name. The email address will be retrieved automatically from the **User Profile** table.

Use **LOOKUP** for a list of users with email addresses. The user must have an entry in the system **User Profile** table.



You will get this message when the email has been successfully sent.

The template is a Microsoft Excel workbook containing twenty-eight columns. The file is locked so that columns cannot be added and the first two lines cannot be changed, added or deleted.



When you run the process called **Upload Spreadsheet – Create Vouchers**, you will be prompted for some fields that apply to all vouchers. For this reason, these fields are not columns in the template. This process will create vouchers as well as new vendors. One voucher will be created for each line of the spreadsheet. Multiple vouchers to the same vendor will be combined based on the payment type.

Task 2341: Upload Spreadsheet/Create Vouchers

Upload Spreadsheet

Required: Enter Username LUANN LuAnn Moore

Required: Enter Department Group FINANCE FINANCE OFFICE

Required: Enter Bank Code EAST EASTERN BANK FOR A/P

Required: Voucher Date (mmd/yyyy) 03032014

Required: Enter Import File Path\_Name (ex: FMLIS:FILENAME.CSV) \\TSC\CLIENT\C\TEMP\UPLOAD\_VOUCHER\_TEMPLATE\_20140303.CSV

The Excel file looks like this:

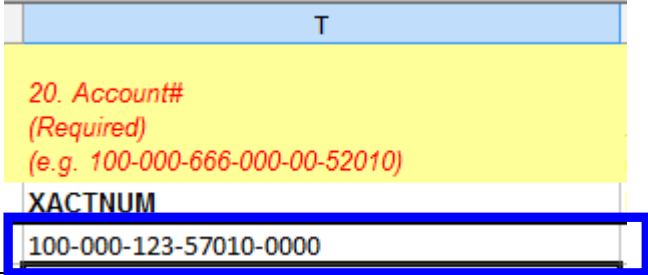
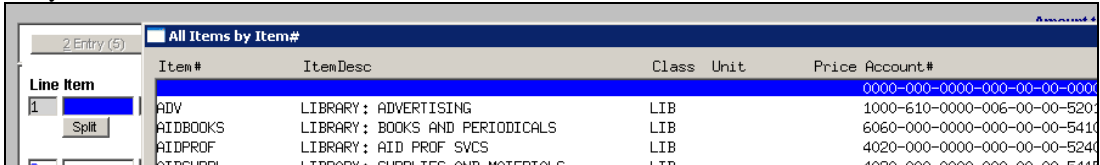
	A	B	C	D	E	F	G	H
	1. Name <i>(Required)</i> <i>[Max 30]</i>	2. Name <i>(Optional)</i> <i>[Max 30]</i>	3. AUC Vendor Number <i>(Optional)</i> #####	4. Remit # <i>(Optional)</i> [01 - 99]	5. Address 1 <i>(Required)</i> <i>[Max 50]</i>	6. Address 2 <i>(Optional)</i> <i>[Max 50]</i>	7. Address 3 <i>(Optional)</i> <i>[Max 50]</i>	8. City <i>(Required)</i> <i>[Max 30]</i>
1	1NAME	2NAME	VENDOR	REMIT	L01ADDR	L02ADDR	L03ADDR	CITY
2								
3								

Figure 1 Sample Excel® template for uploading vouchers

Following is an explanation of the columns. Required information is indicated by *Red* row 1 descriptions in Figure 1.

Column	Instructions
Name	Vendor's Name. Individuals should be entered as Last Name, First Name. This field is also used for the Sort Name of the Vendor if the vendor is a new vendor.
Name	Vendor's second name. Used only when this is a new vendor.
AUC Vendor Number	Vendor number previously assigned in AUC. If this is a new vendor, the vendor will be added to the vendor file during this process.
Remit #	The remittance number of the AUC vendor. If this is a new vendor, this will be assigned during the process. If the vendor exists in AUC, the remittance # will be assigned automatically based on the remittance addresses available for this vendor.
Address 1	Line 1 of the vendor address. This is a required field. It will be used if the vendor is a new vendor.
Address 2	Line 2 of the vendor address. It will be used if the vendor is a new vendor.
Address 3	Line 3 of the vendor address. It will be used if the vendor is a new vendor.
City	Vendor City
State	Vendor State
Zip Code	Vendor Zip Code. Format: 018670000 or 018671234
Country	It will be used if the vendor is a new vendor.
Federal ID	Federal Id. Used to confirm the vendor number. Can be entered with or without the dashes.



Column	Instructions
ACH Bank Code	AUC bank code used to identify the bank routing number of the vendor's direct deposit bank.
Bank Account	Vendor's ACH bank account
Bank Account Type	Vendor's bank account type. C=Checking S= Savings
1099 Code	AUC 1099 code for payments made to this vendor
Payment Type	Voucher payment type. If this field is not set, the payment type will be a paper check.
Separate Check	Set the value to Y if this should be a separate check.
One Time Vendor	Set the value to Y for one time vendors and N if the vendor will be used after this process.
Account#	Enter the full account number, using dashes to separate the segments. This is a required entry and must be a valid account number in your chart of accounts. You may not use new account numbers as this process is intended to upload a voucher/vendor only. It is not designed to create new accounts.  
Commodity Item	Voucher commodity items are used to identify frequently used items or items that you may want to analyze.  
Invoice Number	Payment invoice number. If this is not provided, the invoice date will be used as the invoice number.
Invoice Date	Date of the invoice. If this is not provided, the APV voucher date will be used.
Item Description	Description of the voucher item. If this is not provided, "N/A" will be used.
Quantity	Number of items purchased at the entered price. If this is not provided, "1" will be used.
Price	Item price
Freight	Freight charges
Other	Other charges

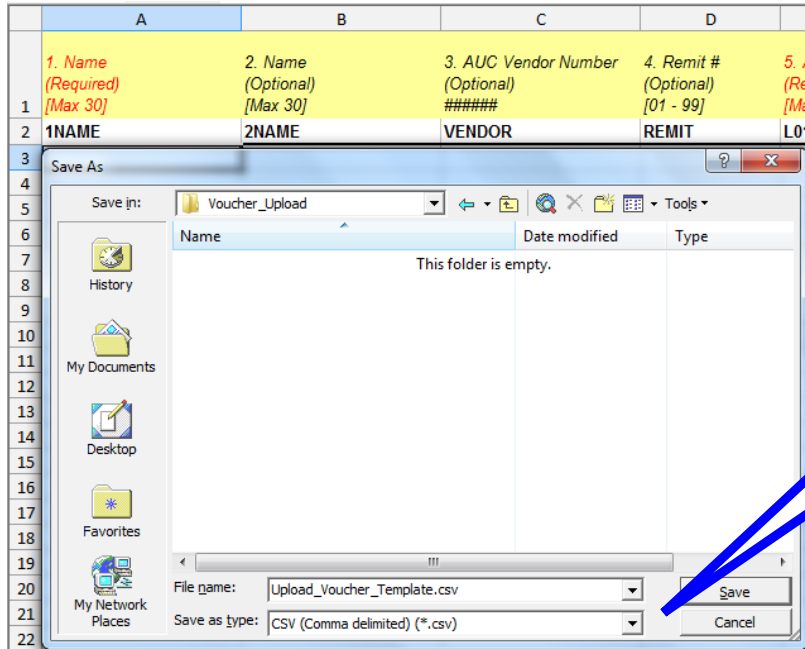


**IMPORTANT NOTE**

The spreadsheet does not validate your entries. All error-checking is done in the Upload Spreadsheet/Create Vouchers step.

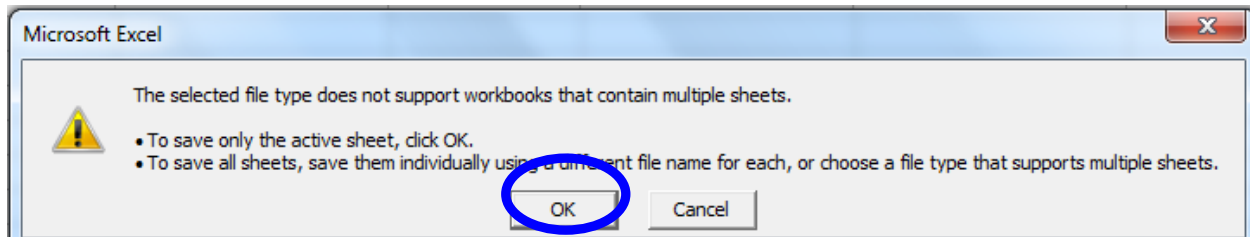


### 3. SAVE THE FILE AS .CSV FORMAT



When you have completed your entries, use the SAVE AS feature on the Excel® File menu to save the file in the location of your choice as a comma delimited (CSV) file.

When you save the file as a “.CSV” format, you may be prompted as follows:



You can save the file in any location to which you have access from the server, and you can give it any name you wish. However, the file extension must be “.csv”. See **Section 4.1** for important information regarding retrieving the file.

### 4. UPLOAD SPREADSHEET/CREATE VOUCHERS

When you have completed and verified your entries in the spreadsheet, and saved the file, you are ready to upload the file into the AUC system. Click on Upload Spreadsheet/Create Vouchers and you will be presented with the following dialog box.



**Task 2341: Upload Spreadsheet/Create Vouchers**

**Upload Spreadsheet**

Required: Enter Username  |

Required: Enter Department Group  |

Required: Enter Bank Code  |

Required: Voucher Date [mmddyyyy]

Required: Enter Import File Path Name [ex: FMLIS:FILENAME.CSV]

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

### a. Enter Username

Enter the username of the employee who will process this batch (batch owner).

### b. Enter Department Groups

Enter the department group that will be assigned to the batch. This will be used for the approval path. The employee entered as the batch owner must have access to this department group.

### c. Enter Bank Code

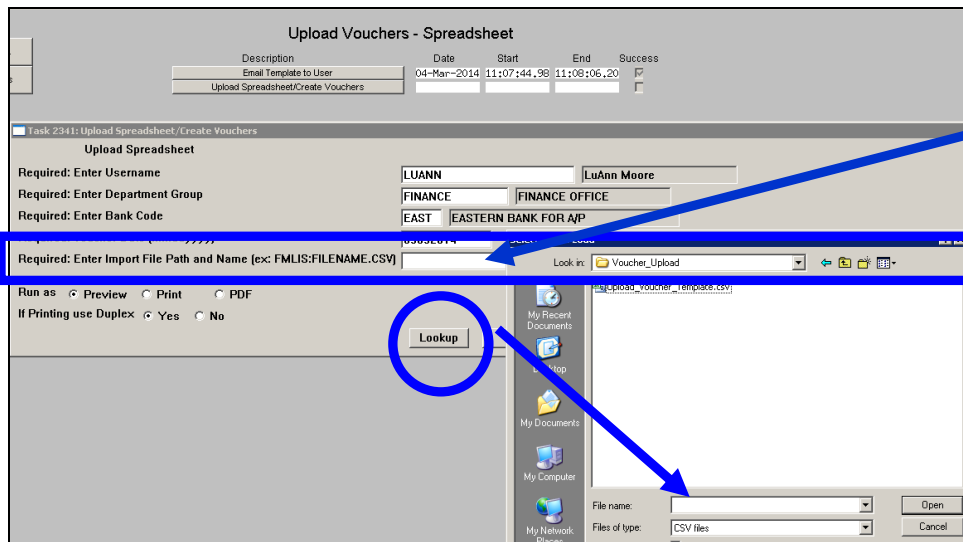
Enter the batch bank code. This bank must be setup for disbursement.

### d. Enter Voucher Date

Enter the date that will be assigned to each voucher in the batch.

### e. Enter Import File Path and Name

Enter the location of the .csv voucher file or use the lookup to find and select the file.



You can enter a maximum of 80 characters.

You may use the **LOOKUP** to search for the file.

Choose the .CSV file to Upload.



**It is critical that the full path and file name be entered properly. Otherwise the system cannot retrieve the file. Be careful when you store the file to ensure that the full path and file name will not exceed 80 characters when you try to retrieve it.**

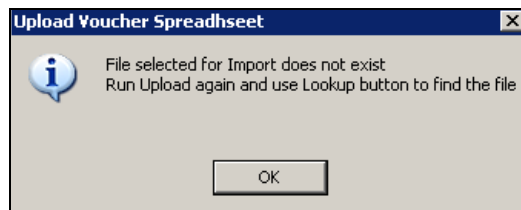
This file is located on the user's local machine and will be retrieved because the full file name is present.

Required: Enter Import File Path and Name [ex: FMLIS:FILENAME.CSV] \\TSCCLIENT\C\TEMP\VOUCHER\_UPLOAD\UPLOAD\_VOUCHER\_TEMPLATE.CSV

This file cannot be retrieved because the full file name is longer than 80 characters.

Required: Enter Import File Path and Name [ex: FMLIS:FILENAME.CSV] \\TSCCLIENT\ADMIN\MY\_DOCUMENTS\TEMPORARY\VOUCHER\_UPLOAD\UPLOAD\_VOUCHER\_TEMPLAT

You will get this message when the file is not the proper type, **OR** if the system cannot find the file.



Once the responses to all fields are entered, click **OK** to start the upload process.



**Task 2341: Upload Spreadsheet/Create Vouchers**  
Upload Spreadsheet

Required: Enter Username:

Required: Enter Department Group:

Required: Enter Bank Code:

Required: Voucher Date (mmddyyyy):

Required: Enter Import File Path and Name (ex: FMLIS:FILENAME.CSV):

Run as:  Preview  Print  PDF

If Printing use Duplex:  Yes  No

The system will then validate the entries and report any errors. The report will describe the error for each line of the .csv file. Make corrections on the Excel® spreadsheet, save it again (as a CSV file) and run the upload process again. Repeat this procedure until the report is error-free.

TedRE - Voucher\_Upload\_Errors\_LUANN\_2342[11].lis

Courier New 9

Printed 04-Mar-2014 at 12:52:37 by LUANN Page 1  
Town of ADMINS  
Voucher Load - Error Report

Correct all errors in spreadsheet, export to .CSV file, and restart upload process.

```
=====  
Row Vendor Name Vendor Remit Address Line 1  
=====  
3 MOORE, LUANN 022239 01 41 Bear Mountain Road  
Error: FEDID required  
  
Note:  
=====  
Changes can be made in the voucher entry screen  
=====
```

Error Record Count: 1

**Upload Voucher Spreadsheet**

Errors found in upload file  
No records were loaded

OK

The following conditions must be met to produce an error-free report:

- One name field is required
- Vendor address line 1 is required
- Vendor zip code is required
- Vendor city is required
- Vendor state is required
- State code must be valid and active in the state code table
- State code must match the state code in the zip code table
- Zip code must be in the zip code table. The plus 4 zip is ignored for this test.
- Vendor number provided must be in the vendor table





- Vendor number provided and tax ID must match the vendor table
- Remittance number provided must be in the vendor file
- Federal ID is required
- One time vendor indicator must be set (either Y or N)
- GL account number is required
- Vendor bank code must be in properly setup in the bank table for ACH payments
- Bank account type must be C=Checking or S=Savings
- 1099 code must be in the 1099 code table
- APV batch user must have access to the APV department group
- Payment type must be [P]rint Check [W]ire [A]CH [N]o Check
- Separate Check must be Y or N
- Country must be in the country table
- APV batch user must have access to the GL account
- Quantity cannot be negative
- Batch bank must be properly setup in the bank table
- Vendor bank account number and account type must be set if the vendor bank is entered
- Vendor bank must be properly setup in the bank table
- Price must not be zero
- Voucher date must be in the Account's fiscal period table

The following message indicates that the vendor number was not in the .csv file but was set by the process.

- Vendor set based on voucher federal id

The edit report will show vouchers that will be created. Choose yes to create the vouchers.

Town of ADMINS  
Voucher Load Edit List

Batch Username: LUANN  
Batch Department Group: FINANCE  
Batch Bank: EAST  
Voucher Date: 03032014  
Import File: \\tsclient\c\Temp\Voucher\_Upload\Upload\_Voucher\_Template.csv

Line	Vendor	Remit	Name/Address	Federal ID	Account	SepChk	CKType	QTY	Price	Freight	Other	Amount
2	022239	01	MOORE, LUANN 1 Main Street Reading MA 01867-0000	012345678	0100-430-0000-004-00-52000			1.0000	123,456.0000	1.00		123,457.00

Note: Vendor Number set based on FEDID  
Changes can be made in the voucher entry screen

Total # Vouchers to be loaded: 1

Upload Voucher Spreadsheet

Review Edit List  
Click YES to continue and create vouchers  
Click NO to cancel

The posting file will indicate the voucher batch as well as the voucher numbers.

2345-APVUOLDPST.REP Printed 04-Mar-2014 at 13:32:35 by LUANN Town of ADMINS Page 1  
Voucher Upload Posting Report

User	Batch	Voucher#	VoucherDate	Dept	Group	Entry User	Vendor	Line	GLLn	Account#	Amount
		09750	337804	03-Mar-2014	FINANCE	LUANN	022239 MOORE, LUANN	1	1	0100-430-0000-004-00-52000	123,457.00
Status: Entry Began											
*** Total: Entry Began ***											
*** Grand Total *** #Vouchers: 1											



The vouchers will be in the voucher entry file.

**Voucher Batch Entry** Entry Began

Batch	09750	Default Bank	3631 EASTERN BANK FOR A/P
Default Dept	FINANCE	FINANCE OFFICE	
Voucher Date	03-Mar-2014		
Default Type	<input type="radio"/> Payment Voucher <input checked="" type="radio"/> Check/Wire/ACH <input type="radio"/> No Check <input type="radio"/> Manual Check		

	Expected	Entered	Balance
Price	123456,0000	123456,0000	
Freight	1,00	1,00	
Other			
<b>Totals</b>	<b>123457,00</b>	<b>123457,00</b>	

**Submit Batch for Processing**    Yes    No

Voucher#	Vendor	Type	Total	Status	Edit Voucher	Up
337804	022239-01 MOORE, LUANN	Payment Vouch	123457,00	Entry Began	[Edit Voucher]	[Up]

**Voucher Entry** Entry Began

Batch #	09750	Invoice#	03-Mar-2014
Voucher#	337804	Inv Date	03-Mar-2014
Vendor	022239 01 MOORE, LUANN	Customer#	
Address	1 MAIN STREET	Dept Code	FINANCE FINANCE OFFICE
City	READING	You Date	03-Mar-2014 FY 2014
State	MA 01867-0000	Due Date	03-Mar-2014 Terms [D/R]

**Amount to Pay Vendor**   123457,00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1,0000	N/A	EXPENSES	123456,0000	1,00			123457,00



**Error check the vouchers/batch the same way as a manually entered voucher batch.**

New vendors will become visible in the vendor file.

**View Vendors**

Vendor: 022239 MOORE, LUANN

1 Name/Address   2 Addresses   3 Classification   4 Attachments   0 Items   1 User Defined   9 Emails

**Remittance**   01 of 01   **Address Type**   Accounts Payable

1 Name MOORE, LUANN  
2 Name  
Sort Name MOORE, LUANN

Address 1 1 MAIN STREET  
Address 2  
Address 3

City READING   State MA   Zip Code 01867-0000  
Country