

# SedonaOffice Accounts Payable Bill Import/Export

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This document provides information on how to pay bills with a credit card.

## **Bill Import/Export Overview**

Two options are available on the Accounts Payable Bill form to enable you to 1) copy Expense lines to the clipboard [of your computer] and 2) import data from Excel into the Expense lines of the bill.

These options were designed to reduce the amount of manual data entry time when entering a bill with several expense lines.

For detailed instructions on how to use both the import and export options, continue on to the Process section on the following pages.

## **The Process**

#### **Importing Expense Lines**

To use the *Import* from Excel option, first open the Excel file which contains the Expense Lines to be imported into the Accounts Payable Bill form. The columns must be formatted in the order as shown in the example below.

#### **Column Definitions**

Column A – GL Account – this must be a valid GL Account Number from your chart of accounts.

Column B – Description – this can be the description of the GL Account or you may type in descriptive information for the expense line (50 character maximum).

Column C – Enter the amount for the expense line. When importing, the software auto-fills with a quantity of 1.

Column D – Enter a valid Branch.

Column E – Enter a valid Category.

Column F - Leave this column blank

Column G – If you want to save with an expense type, enter a valid Expense Type Code.

If you do not want to enter an expense type, you will only populate columns A through E.

Example using the description associated with the GL Account

|   | А          | В                            | С      | D      | E            | F            | G            |
|---|------------|------------------------------|--------|--------|--------------|--------------|--------------|
| 1 | GL Account | Description                  | Amount | Branch | Category     | Blank Column | Expense Type |
| 2 | 620726     | Facilities - Office Supplies | 185.50 | MI     | G&A          |              | 0            |
| 3 | 620726     | Facilities - Office Supplies | 350.00 | MI     | Sales        |              | 0            |
| 4 | 620726     | Facilities - Office Supplies | 87.40  | MI     | Service      |              | 0            |
| 5 | 620726     | Facilities - Office Supplies | 43.00  | MI     | Installation |              | 0            |
| c |            |                              |        |        |              |              |              |

Example manually entering a description

|    | A          | В                    | С      | D      | E            | F            | G            |
|----|------------|----------------------|--------|--------|--------------|--------------|--------------|
| 1  | GL Account | Description          | Amount | Branch | Category     | Blank Column | Expense Type |
| 8  | 620726     | Copy Paper           | 185.50 | MI     | G&A          |              | 0            |
| 9  | 620726     | Printing             | 350.00 | MI     | Sales        |              | 0            |
| 10 | 620726     | Invoice Books        | 87.40  | MI     | Service      |              | 0            |
| 11 | 620726     | Misc Office Supplies | 43.00  | MI     | Installation |              | 0            |

- Within the Excel worksheet, highlight the Expense Lines to be imported, and copy to the clipboard by either clicking on the Copy button on the Excel Ribbon or right-click after highlighting the Expense Lines and selecting the Copy option. <u>Do not</u> include the header row.
- 2. Navigate to SedonaOffice and create a new A/P Bill for the Vendor. Fill in the header information on the form, and then click on the Expense tab in the body of the bill.

| S Bills       Vendor     Category       Staples Inc.     ☑                         | <b>_</b>   | <u>[¥</u>  | 1                    | Hold Payment |
|--|--|--|----------------------|--------------|
| Vendor Bill<br>Vendor Staples Inc.<br>Address: P.O. BOX 689020<br>Canton, MI 48188 | Reference #<br>32156<br>Terms<br>Net 30 ▼<br>Bill Date<br>3/18/2020<br>Eligible for Discount Amt<br>[0.00<br>▼ Show Branches | Branch<br>MI<br>Amount<br>665.90<br>Payment Due<br>4/17/2020<br>Costing<br>Costing<br>Show Job Cost St | ngle Expense Line    |              |
| Ge   | neral Ledger   |  | Job Cost             |              |
| GL Account 🔢 Description Qty   | Rate Amount Bran   | ch Category  | Job Type             | Pass Item    |
| *  |  |  |                      | •            |
| Memo   |  | 0  | Total<br>Balance Due | 0.00         |
| Stock Receipts   |  | <u>c</u>   | Copy Expenses Apply  | Save Close   |

3. Click on the Expense tab in the body of the Bill form, and then click on the Excel button at the top of the Bill form. The Expense lines will fill in from the data copied from the excel worksheet.

Once the expense lines have been imported, you may add additional expenses to the bill if needed and enter a note into the memo field before saving.

| Bills         Category           Staples Inc.         Image: Category              | <b>_</b>  | <u>[24</u>  | 1                   | Hold Payment |
|--|---|---|---------------------|--------------|
| Vendor Bill<br>Vendor Staples Inc.<br>Address: P.O. BOX 689020<br>Canton, MI 48188 | Reference #<br>32156<br>Terms<br>Net 30<br>Sill Date<br>Sjus/2020<br>Sigble for Discount Amt<br>0.00<br>Show Branches | Branch<br>MI ▼<br>Amount<br>[665.90<br>Payment Due<br>[4/17/2020<br>Costing<br>↓<br>✓ Show Job Cost ↓ S | ingle Expense Line  |              |
| Ge   | neral Ledger  |   | Job Cost            |              |
| GL Account Description Qty   | Rate Amount Bran  | nch Category  | Job Type            | Pass Item    |
| *  |   |   |                     |              |
| Memo   |   | C   | Tota<br>Balance Due | 0.00         |
| Stock Receipts   |   | <u>c</u>  | Copy Expenses Apply | Save Close   |

Before clicking the Import button.

After clicking the Import button.

| endor            |                                      | C <u>a</u> t                            | egory         |                                   |                           |                |                         |                     |  |           | d Payment    |
|------------------|--------------------------------------|---|---------------|-----------------------------------|---------------------------|----------------|-------------------------|---------------------|--|-----------|--------------|
| Staple           | s Inc.                               | 💌 💼 G                                   | \$A           | •                                 |                           |                | 1                       | 8]                  |  |           | curring Bill |
| Ven              | dor Bill                             |   |               |                                   |                           |                |                         |                     |  |           |              |
| Vendo            | r Staples In                         | с.                                      | R             | <u>e</u> ference #                |                           | Branch         |                         |                     |  |           |              |
| Addres           | ss: P.O. BOX 6                       | 89020                                   |               | 32156                             |                           | MI             | •                       |                     |  |           |              |
| Canton, MI 48188 |                                      |   | I             | erms                              |                           | Amount         |                         |                     |  |           |              |
|                  |                                      |   |               | Net 30                            | •                         | 665.90         |                         |                     |  |           |              |
|                  |                                      |   |               | ill <u>D</u> ate                  |                           | Payment Du     | le.                     |                     |  |           |              |
|                  |                                      |   |               | 3/18/2020                         |                           | 4/17/2020      |                         |                     |  |           |              |
|                  |                                      |   |               | ligible for Dis                   | count Amt                 | Costing        |                         |                     |  |           |              |
|                  |                                      |   |               |                                   |                           |                |                         |                     |  |           |              |
| Des              | t- 0.00 Even                         | nse 0.00 Docume                         |               | Show I                            | Branches                  | Show           |                         | Single Expense Line |  |           |              |
| <u>e</u> ar      | -15 0.00 LAP                         | inse 0.00   Docume                      |               |                                   |                           |                |                         |                     |  |           |              |
|                  |                                      |   |               |                                   |                           |                |                         |                     |  |           |              |
|                  |                                      |   |               | ral Ledger                        |                           |                |                         |                     | Job Cost   |           |              |
|                  | GL Account                           | Description                             | Qty           | Rate                              | Amount                    |                | Category                | Job                 | Туре   | Pass Item |              |
| ▶                | GL Account<br>620726                 | Description<br>Copy Paper               |               |                                   | Amount<br>185.50          |                | Category<br>G&A         | Job                 |  | Pass Item |              |
| <u> </u>         |                                      |   | Qty           | Rate                              |                           | MI             |                         | Job                 | Туре   | Pass Item | -            |
| Ĺ                | 620726                               | Copy Paper                              | Qty<br>1      | Rate<br>185.50                    | 185.50                    | MI<br>MI       | G&A                     | Job                 | Type<br>O  | Pass Item |              |
|                  | 620726<br>620726                     | Copy Paper<br>Printing                  | Qty<br>1<br>1 | Rate<br>185.50<br>350.00          | 185.50<br>350.00          | MI<br>MI<br>MI | G&A<br>Sales            | Job                 | Type<br>O<br>O   | Pass Item |              |
|                  | 620726<br>620726<br>620726           | Copy Paper<br>Printing<br>Invoice Books | Qty<br>1<br>1 | Rate<br>185.50<br>350.00<br>87.40 | 185.50<br>350.00<br>87.40 | MI<br>MI<br>MI | G&A<br>Sales<br>Service | Job                 | Туре<br>О<br>О<br>О  | Pass Item | •            |
|                  | 620726<br>620726<br>620726           | Copy Paper<br>Printing<br>Invoice Books | Qty<br>1<br>1 | Rate<br>185.50<br>350.00<br>87.40 | 185.50<br>350.00<br>87.40 | MI<br>MI<br>MI | G&A<br>Sales<br>Service | Job                 | Туре<br>О<br>О<br>О  | Pass Item | •            |
|                  | 620726<br>620726<br>620726<br>620726 | Copy Paper<br>Printing<br>Invoice Books | Qty<br>1<br>1 | Rate<br>185.50<br>350.00<br>87.40 | 185.50<br>350.00<br>87.40 | MI<br>MI<br>MI | G&A<br>Sales<br>Service | Job                 | Type         O           O         O           O         O           O         O |           |              |
|                  | 620726<br>620726<br>620726<br>620726 | Copy Paper<br>Printing<br>Invoice Books | Qty<br>1<br>1 | Rate<br>185.50<br>350.00<br>87.40 | 185.50<br>350.00<br>87.40 | MI<br>MI<br>MI | G&A<br>Sales<br>Service | Job                 | Туре<br>0<br>0<br>0<br>0<br>0<br>Тоtal   |           | 0.00         |
|                  | 620726<br>620726<br>620726<br>620726 | Copy Paper<br>Printing<br>Invoice Books | Qty<br>1<br>1 | Rate<br>185.50<br>350.00<br>87.40 | 185.50<br>350.00<br>87.40 | MI<br>MI<br>MI | G&A<br>Sales<br>Service | Job                 | Type         O           O         O           O         O           O         O |           |              |

### **Exporting Expense Lines**

The *Export* option, which copies the A/P Bill Expense lines to your clipboard, is typically used if you have a bill with several expense lines and this is a bill that you enter frequently and do not want to manually enter the data for each new bill. Once the expense lines are exported you can save the worksheet, then the next time you need to enter the bill you can use the Import function to save data entry time.

- 1. Open a previously saved Bill or a Bill you are creating that is complete but not yet saved.
- Click on the *Copy Expenses* Button located at the bottom of the form. This will copy all information in the Expense Line columns to the clipboard of your computer. You may then use the Paste function in Excel to bring in the contents that were copied to the clipboard from the A/P Bill Expense lines.

| S Bill      |  | - Acco | ounting Data Locked *<br>C <u>a</u> tegory | **                    |                |               |             |                  |                         | - • •    |
|-------------|--|--------|--|-----------------------|----------------|---------------|-------------|------------------|-------------------------|----------|
| Verizo      | n Wireless   |        | 100 Corpora                                | te and                |                |               |             |                  |                         |          |
| Ver         | ndor Bill  |        |  |                       |                |               |             |                  |                         |          |
| Vend        | Vendor Verizon Wireless<br>Address: P.O. BOX 15062<br>Albany, NY 12212 |        | R <u>e</u> ference #                       |                       | Branch         |               |             |                  |                         |          |
|             |  |        | Dec 2013                                   |                       | MI             |               |             |                  |                         |          |
|             |  |        | <u>T</u> erms                              |                       | <u>A</u> mount |               |             |                  |                         |          |
|             |  |        | Net 10                                     | •                     | 1952.30        |               |             |                  |                         |          |
|             |  |        |  | Bill <u>D</u> ate     |                | Payment Du    | e           |                  |                         |          |
|             |  |        |  | 12/5/2013             |                | 12/5/2013     |             |                  |                         |          |
|             |  |        |  | Eligible for Discount | Amt            | Costing       |             |                  |                         |          |
|             |  |        |  | 1952.30               |                |               |             |                  |                         |          |
| <u>P</u> a  | arts 0.00 Expens   | e 195  | 2.30 Documents                             | Show Branch           | es             | Show J        | ob Cost 🔲 S | ingle Expense Li | ine                     |          |
|             |  |        |  |                       | Ge             | eneral Ledger |             |                  |                         | <b>_</b> |
|             | GL Account   |        |  | Qty                   |                | Rate          | Amount      |                  | Category                |          |
|             | 620750   |        | Cell Phone - Matt Mille                    | 1                     |                | 203.55        | 203.55      | MI               | Sales                   |          |
|             | 620750   |        | Cell Phone - Maggie                        | 1                     |                | 48.50         | 48.50       | MI               | 100 Corporate and G & A |          |
|             | 620750   |        | Cell Phone - Millie Mitc                   | 1                     |                | 48.50         | 48.50       | MI               | 100 Corporate and G & A |          |
|             | 620750   |        | Cell Phone - Mark                          | 1                     |                | 112.60        | 112.60      | MI               | Service G & A           | -        |
|             | 1  |        |  |                       |                |               |             |                  | 1                       |          |
| <u>M</u> em |  |        |  |                       |                | <b>~</b>      |             |                  | Total Balance Due       | 1952.30  |
|             |  |        |  |                       |                |               |             |                  | ,                       |          |
|             |  |        |  | View Applied Cre      | dits           |               |             | by Expenses      | Save                    | Close    |

- 3. Open Excel and use the Paste function to bring in the contents that were copied to the clipboard from the A/P Bill Expense lines.
- 4. Save the Excel workbook for future use.

| F  | ile Home   | Insert Page Layout Formula  | s Data Revi | ew View Ad | Book3 - Excel           |   |                    |  |  |  |
|----|--|---|-------------|------------|-------------------------|---|--------------------|--|--|--|
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|    | А  | В   | с           | D          | E                       | F | G                  |  |  |  |
| 1  | 620750   | Cell Phone - Matt Miller  | 203.55      | MI         | Sales                   |   | 0                  |  |  |  |
| 2  | 620750   | Cell Phone - Maggie   | 48.5        | MI         | 100 Corporate and G & A |   | 0                  |  |  |  |
| 3  | 620750   | Cell Phone - Millie Mitchell  | 48.5        | MI         | 100 Corporate and G & A |   | 0                  |  |  |  |
| 4  | 620750   | Cell Phone - Mark   | 112.6       | MI         | Service G & A           |   | 0                  |  |  |  |
| 5  | 620750   | Cell Phone - Marshall   | 112.6       | MI         | Service G & A           |   | 0                  |  |  |  |
| 6  | 620750   | Cell Phone - Marlin   | 112.6       | MI         | Service G & A           |   | 0                  |  |  |  |
| 7  | 620750   | Cell Phone - Mack   | 112.6       | MI         | Service G & A           |   | 0                  |  |  |  |
| 8  | 620750   | Cell Phone - Madison  | 112.6       | MI         | Service G & A           |   | 0                  |  |  |  |
| 9  | 620750   | Cell Phone - Mason  | 112.6       | MI         | Installation G & A      |   | 0                  |  |  |  |
| 10 | 620750   | Cell Phone - Mike Mckenzie  | 112.6       | MI         | Installation G & A      |   | 0                  |  |  |  |
| 11 | 620750   | Cell Phone - Mike Walker  | 112.6       | MI         | Installation G & A      |   | 0                  |  |  |  |
| 12 | 620750   | Cell Phone - Oliver Blais   | 203.55      | OH         | Sales                   |   | 0                  |  |  |  |
| 13 | 620750   | Cell Phone - Olive  | 48.5        | OH         | 100 Corporate and G & A |   | 0                  |  |  |  |
| 14 | 620750   | Cell Phone - Oliver Jones   | 112.6       | OH         | Service G & A           |   | 0                  |  |  |  |
| 15 | 620750   | Cell Phone - Orlando  | 112.6       | OH         | Service G & A           |   | 0                  |  |  |  |
| 16 | 620750   | Cell Phone - Oscar  | 112.6       | ОН         | Installation G & A      |   | 0                  |  |  |  |
| 17 | 620750   | Cell Phone - Osman  | 112.6       | OH         | Installation G & A      |   | 0                  |  |  |  |
| 18 | 620750   | Cell Phone - Rebecca  | 48.5        | OH         | 100 Corporate and G & A |   | 0                  |  |  |  |