



**SedonaOffice**  
**Accounts Payable**  
**Bill Import/Export**

# Contents

**Bill Import/Export.....1**  
**Bill Import/Export Overview .....3**  
**The Process.....4**

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

	A	B	C	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		O
3	620726	Facilities - Office Supplies	350.00	MI	Sales		O
4	620726	Facilities - Office Supplies	87.40	MI	Service		O
5	620726	Facilities - Office Supplies	43.00	MI	Installation		O

Example manually entering a description

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

1. 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. Do not 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.

**Bills**

Vendor: Staples Inc. Category: G&A

Hold Payment  
 Recurring Bill

**Vendor Bill**

Vendor: **Staples Inc.**  
Address: **P.O. BOX 689020  
Canton, MI 48188**

Reference #: 32156 Branch: MI

Terms: Net 30 Amount: 665.90

Bill Date: 3/18/2020 Payment Due: 4/17/2020

Eligible for Discount Amt: 0.00 Costing:

Parts 0.00 **Expense 0.00** Documents  Show Branches  Show Job Cost  Single Expense Line

General Ledger							Job Cost			
GL Account	Description	Qty	Rate	Amount	Branch	Category	Job	Type	Pass Item	
*										

Memo:

**Total** 0.00  
**Balance Due** 0.00

Stock Receipts Copy Expenses Apply Save Close

- 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.

Before clicking the Import button.

The screenshot shows the 'Vendor Bill' form with the 'Expense' tab selected. The 'Import' button (represented by an Excel icon) is highlighted with a red box and a red arrow. The form fields include Vendor (Staples Inc.), Category (G&A), Reference # (32156), Branch (MI), Terms (Net 30), Amount (665.90), Bill Date (3/18/2020), and Payment Due (4/17/2020). The General Ledger table is currently empty.

General Ledger							Job Cost		
GL Account	Description	Qty	Rate	Amount	Branch	Category	Job	Type	Pass Item
*									

Total: 0.00  
Balance Due: 0.00

After clicking the Import button.

The screenshot shows the 'Vendor Bill' form after the 'Import' button has been clicked. The General Ledger table is now populated with four rows of data. The 'Import' button is no longer highlighted.

General Ledger							Job Cost		
GL Account	Description	Qty	Rate	Amount	Branch	Category	Job	Type	Pass Item
620726	Copy Paper	1	185.50	185.50	MI	G&A		O	
620726	Printing	1	350.00	350.00	MI	Sales		O	
620726	Invoice Books	1	87.40	87.40	MI	Service		O	
620726	Misc Office Sup	1	43.00	43.00	MI	Installation		O	

Total: 0.00  
Balance Due: 0.00

# 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.
2. 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.

Vendor: Verizon Wireless  
Address: P.O. BOX 15062  
Albany, NY 12212

Reference #: Dec 2013  
Branch: MI

Terms: Net 10  
Amount: 1952.30

Bill Date: 12/5/2013  
Payment Due: 12/5/2013

Eligible for Discount Amt: 1952.30  
Costing:

Parts 0.00 Expense 1952.30 Documents  Show Branches  Show Job Cost  Single Expense Line

GL Account	Description	Qty	Rate	Amount	Branch	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

Memo:

Total: 1952.30  
Balance Due: 0.00

View Applied Credits Copy 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.

