

# Import Utility for Accounts Payable Invoices

**Use Excel to import Accounts Payable Vendor invoices**

**Works for both expense & purchase order invoices**

Vouchers													
Selected	Batch No	Voucher No	Invoice Date	Due Date	Distribution Date	Invoice No	Reference	Vendor No	Terms	General Ledger...	Cost Unit	Cost Center	Line Total
<input checked="" type="checkbox"/>	10/15/2022	120	10/15/2022	10/15/2022	10/27/2022	5033522933	Freight	1010	0	2000	1000	1000GM00	\$456.68
Voucher Lines													
Selected	General Led...	Cost Unit	Cost Center	Project	Purchase Order	Purchase Order Line No	Purchase Order Receipt No	Item No	Quantity	Amount			
<input checked="" type="checkbox"/>	1021	1000	1000SM00						0	\$456.68			
<input checked="" type="checkbox"/>	10/15/2022	121	10/15/2022	11/14/2022	10/27/2022	5033522933	Freight	100	30	2000	2000	2000PR00	\$456.68
Voucher Lines													
Selected	General Led...	Cost Unit	Cost Center	Project	Purchase Order	Purchase Order Line No	Purchase Order Receipt No	Item No	Quantity	Amount			
<input checked="" type="checkbox"/>	1021	1000	1000SM00						0	\$456.68			
<input checked="" type="checkbox"/>	10/15/2022	122	10/15/2022	11/14/2022	10/27/2022	12056	Phone bill	700	30	2000	3000	3000FA00	\$169.72
Voucher Lines													
Selected	General Led...	Cost Unit	Cost Center	Project	Purchase Order	Purchase Order Line No	Purchase Order Receipt No	Item No	Quantity	Amount			
<input checked="" type="checkbox"/>	1021	2000	2000FA00						0	\$169.72			
<input checked="" type="checkbox"/>	10/15/2022	123	10/15/2022	11/14/2022	10/27/2022	4000	Electric bill	800	30	2000	3000	3000FA00	\$119.56
Voucher Lines													
Selected	General Led...	Cost Unit	Cost Center	Project	Purchase Order	Purchase Order Line No	Purchase Order Receipt No	Item No	Quantity	Amount			
<input checked="" type="checkbox"/>	1021	2000	2000FA00						0	\$119.56			

## STREAMLINE YOUR ACCOUNTS PAYABLE INVOICE ENTRY

Have you dreamed about the day when you will no longer need to key in Macola® A/P vouchers one by one? Our utility will make your dreams come true!

If you receive Excel files of invoices from your freight vendors, our utility will eliminate keying them, one by one, into Macola®. As you receive day-to-day expense invoices (ex. utility bills, freight bills), they can easily be entered into our Excel template and imported into Macola®.

Populating the template does not require accounting knowledge. Thus, the template entry work can be delegated to anyone in your company.

It works for both expense invoices and invoices for purchase orders.

## HOW DOES IT WORK?

Step 1 – Use our Excel Import Template to capture each vendor invoice (see sample below). Your most significant time savings will be to use this template for expense invoices (ex. utility bills). You can also use the template for invoices to pay purchase orders.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Batch #	Vendor #	Invoice #	Invoice Date	Reference	Amt	Total	PO #	PO Line #	Qty	GL Acct #	Cost Unit/Sub Acct	Cost Center/Dept
1	10/15/2022	1010	5033522933	10/15/22	Freight	\$456.68	\$913.36				1021	1000	1000SM00
2	10/15/2022	100	5033522933	10/15/22	Freight	\$456.68	\$913.36				1021	1000	1000SM00
3	10/15/2022	700	12056	10/15/22	Phone bill	\$169.72	\$169.72				1021	2000	2000FA00
4	10/15/2022	800	4000	10/15/22	Electric bill	\$119.56	\$119.56				1021	3000	1000SM00
5	10/15/2022	600	20200	10/15/22	Lease payment	\$1,000.00	\$1,000.00				1021	1000	2000FA00
6	10/15/2022	100	12345	10/15/22	Steel	\$250.00	\$500.00	2100	1	1	1021	1000	2000FA00
7	10/15/2022	100	12345	10/15/22	Steel	\$250.00	\$500.00	3300	1	1	1021	1000	2000FA00

Step 2 – Open the PULSE Voucher Import Utility and click the “Read/Import File” button (see screenshot on prior page). Invalid vendor numbers, account numbers, etc., can easily be corrected on the screen. Unselect any entries that are not ready to be imported into your Macola® software.

Step 3 – Click the “Create Macola Vouchers” button (see screenshot on prior page). Only entries that have been selected will be imported. The imported entries can now be posted in the Macola® software.

### KEY FEATURES and BENEFITS

- Works with all versions of Macola® (Progression, ES and 10)
- Use familiar Excel to populate the template
- Eliminates tedious keying of vendor invoices
- The user interface screen allows you to easily make corrections
- We offer unlimited phone support from our dedicated support desk

### WHAT DOES IT COST & WHAT IS INCLUDED?

Please refer to our price list. Our annual maintenance fee provides unlimited support, software updates, and training from our dedicated support desk.

**For more information or a demonstration, call (513) 723-8091**

Leahy Consulting is an independent ERP consulting company with 30 years of experience supporting and optimizing Macola® systems. We are not affiliated with ECI Software.

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