ORCHESTRATED

PAYABLE IMPORT

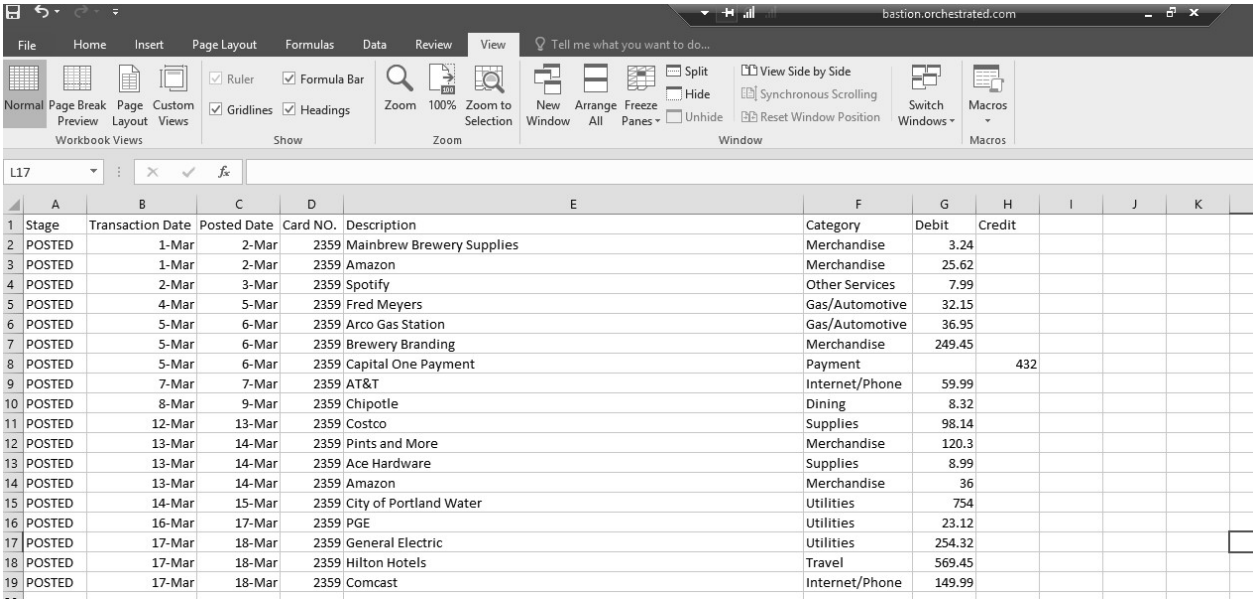
Overview

This document covers the steps to import payable data into Orchestrated via the Expense Import Interface. The example uses a template that creates a A/P Invoice in the system. More information can be found at http://support.orchestrated.com/hc/en-us/articles/206432948-Expense-Import-Interface and http://support.orchestrated.com/hc/en-us/articles/235638208-Payroll-Import-Interface.

Payable Data

Prepare the payable data in an Excel file, or CSV. The example below uses an export from a credit card statement. If you plan to manipulate the data, be consistent in that process. The Expense Import will be tweaked towards how your data is presented – so if you can keep the data as is (from where ever you get it from), that creates the easiest and quickest process for you.

Here is an example of a credit card export; none of the columns or data have been modified.



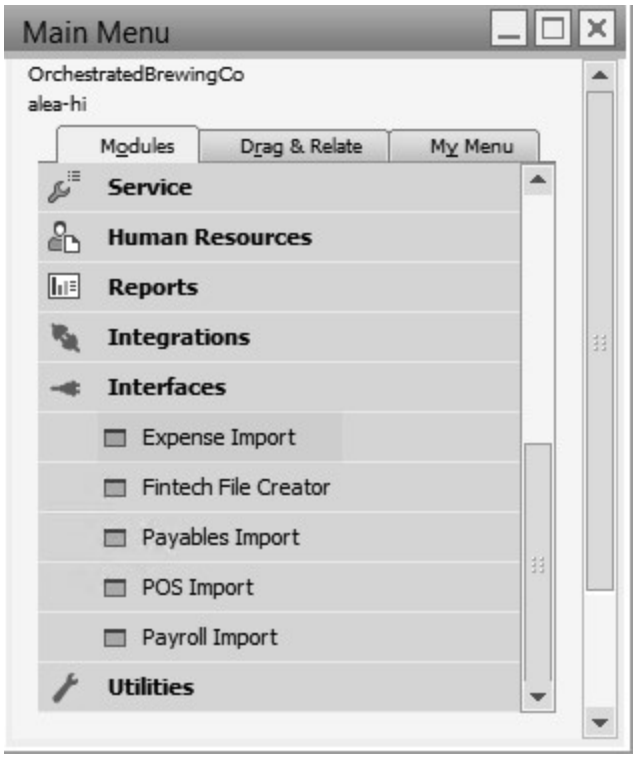
	A	B	C	D	E	F	G	H	I	J	K
1	Stage	Transaction Date	Posted Date	Card NO.	Description	Category	Debit	Credit			
2	POSTED	1-Mar	2-Mar	2359	Mainbrew Brewery Supplies	Merchandise	3.24				
3	POSTED	1-Mar	2-Mar	2359	Amazon	Merchandise	25.62				
4	POSTED	2-Mar	3-Mar	2359	Spotify	Other Services	7.99				
5	POSTED	4-Mar	5-Mar	2359	Fred Meyers	Gas/Automotive	32.15				
6	POSTED	5-Mar	6-Mar	2359	Arco Gas Station	Gas/Automotive	36.95				
7	POSTED	5-Mar	6-Mar	2359	Brewery Branding	Merchandise	249.45				
8	POSTED	5-Mar	6-Mar	2359	Capital One Payment	Payment		432			
9	POSTED	7-Mar	7-Mar	2359	AT&T	Internet/Phone	59.99				
10	POSTED	8-Mar	9-Mar	2359	Chipotle	Dining	8.32				
11	POSTED	12-Mar	13-Mar	2359	Costco	Supplies	98.14				
12	POSTED	13-Mar	14-Mar	2359	Pints and More	Merchandise	120.3				
13	POSTED	13-Mar	14-Mar	2359	Ace Hardware	Supplies	8.99				
14	POSTED	13-Mar	14-Mar	2359	Amazon	Merchandise	36				
15	POSTED	14-Mar	15-Mar	2359	City of Portland Water	Utilities	754				
16	POSTED	16-Mar	17-Mar	2359	PGE	Utilities	23.12				
17	POSTED	17-Mar	18-Mar	2359	General Electric	Utilities	254.32				
18	POSTED	17-Mar	18-Mar	2359	Hilton Hotels	Travel	569.45				
19	POSTED	17-Mar	18-Mar	2359	Comcast	Internet/Phone	149.99				

As we review the process, you'll see how some of these columns are useful and how others can be ignored.

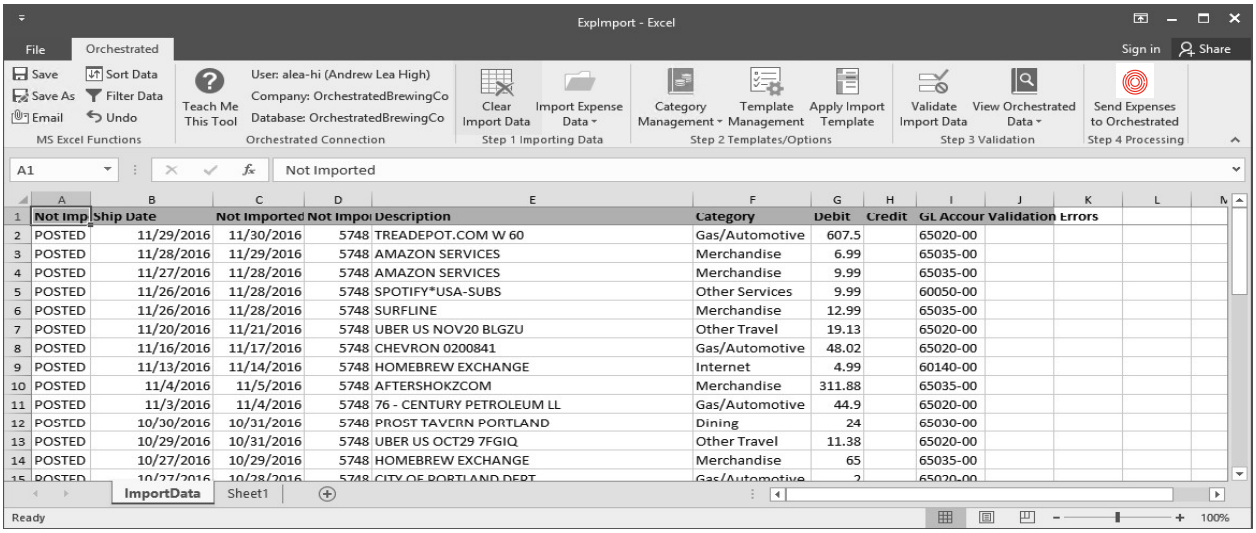
Open the Import File and Category Setup

Most of the process will occur in Excel, although it starts and ends in Orchestrated.

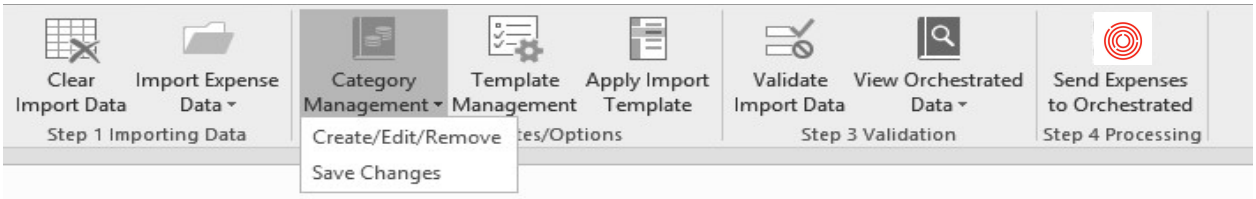
1. Navigate to Interfaces > Expense Import.
    a. ATTN: Do not use Payable Import. Expense Import will be used for both Expenses and Payables



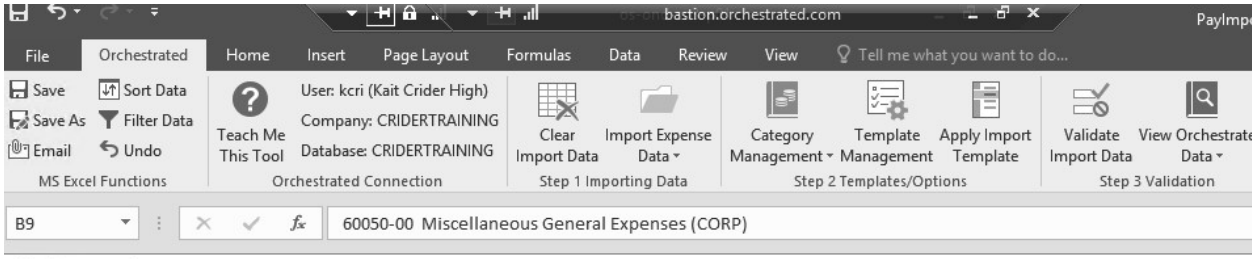
2. An Excel file opens. Check the Start Bar if it does not come to the front.
3. Clear the data on the ImportData sheet (if there is any) by clicking the *Clear Import Data* button in the ribbon.



4. Click *Yes* to the warning.
5. Click *Category Management > Create/Edit/Remove*.



6. The Categories sheet opens. If there is any saved data, it will populate.
7. Add an Expense Category and select a corresponding Account Number. This will populate G/L account numbers later. AKA this is a short cut so that you don't have to remember each account number.
    a. The Expense Category is a free text field, and the Account Number is a dropdown pulling accounts from the Chart of Accounts in your Orchestrated system.
    b. The data in this example (see screen shot, pg.2) came with a 'Category' column and values, so those are used in the Expense Category column here. If yours only has a Description column, you can make up categories as are convenient for you. Then, later, add the Category column/values to the data into this workbook.



Category Listing

Expense Category	Associated General Ledger Account
Travel	65020-00 Travel (CORP)
Merchandise	60050-00 Miscellaneous General Expenses (CORP)
Utilities	60140-00 Utilities (CORP)
Internet/Phone	60130-01 Telephone (BREW)
Supplies	60120-01 Miscellaneous General Expenses (BREW)
Payment	22010-00 Credit Card #2 (CORP)
Gas/Automotive	65065-02 Travel (TR)
Other Services	60050-00 Miscellaneous General Expenses (CORP)

60050-00 Miscellaneous General Expenses (CORP)
60050-01 Printing & Postage (BREW)
60050-02 Printing & Postage (TR)
60050-03 Printing & Postage (R2)
60055-00 Rounding Account (CORP)
60060-00 Gift Card Clearing (CORP)
60060-01 Office Supplies (BREW)
60060-02 Office Supplies (TR)

8. Once the categories are added, click *Category Management > Save Changes*.
9. Click *OK* to the successful process window.
    a. Next time the expense file is opened and the category sheet is opened, these will automatically populate!

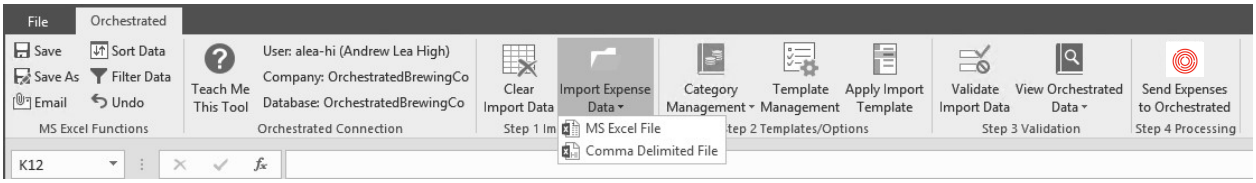
Payable Data and Template Management

This sections covers the steps to bring your expense data into the excel sheet and how to setup a template around that data.

1. Copy all the data in your expense file (ctrl +c).
2. Paste it into the ImportData sheet in the ExpImport file (ctrl + v).

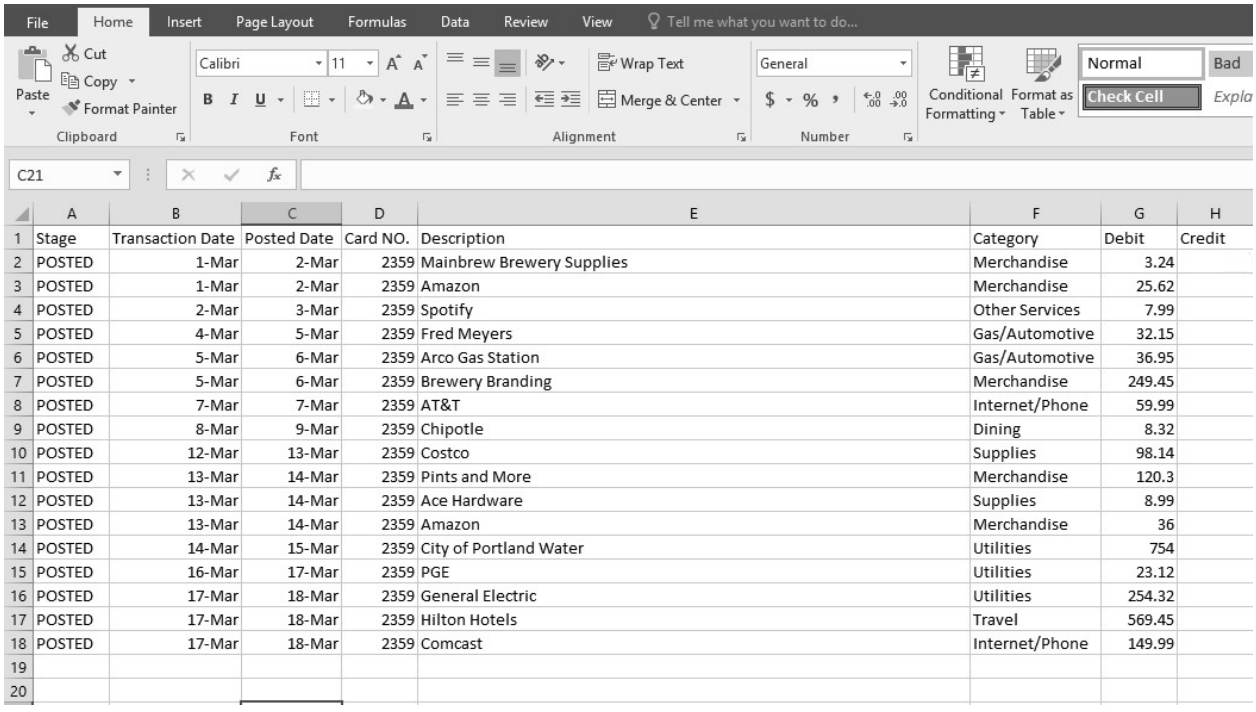
Or use the *Import Expense Data* button in the ribbon.

1. Click *Import Expense Data > Ms Excel File* (or *Comma Delimited File* if you have a CSV).
2. Select the file from the browser window, click *Ok.*



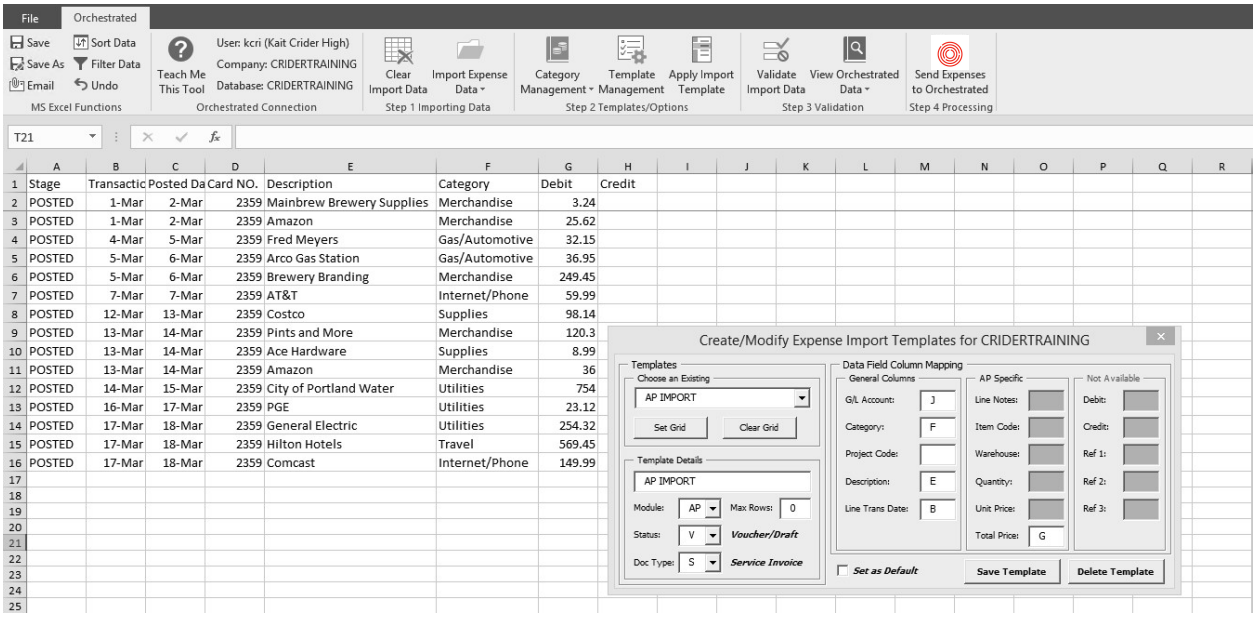
3. Remove Credit lines (Right Click > Delete, on each excel row).
    a. The goal is to load expenses, not payments. The credits in this example represent payments.
4. The sum of the expenses will be applied to an offset account, usually your CC account. Calculate the total and add a line for that total.
    a. If a formula was used, be sure to past only the value into the cell.

The sheet should look something like this right now:



	A	B	C	D	E	F	G	H
1	Stage	Transaction Date	Posted Date	Card NO.	Description	Category	Debit	Credit
2	POSTED	1-Mar	2-Mar	2359	Mainbrew Brewery Supplies	Merchandise	3.24	
3	POSTED	1-Mar	2-Mar	2359	Amazon	Merchandise	25.62	
4	POSTED	2-Mar	3-Mar	2359	Spotify	Other Services	7.99	
5	POSTED	4-Mar	5-Mar	2359	Fred Meyers	Gas/Automotive	32.15	
6	POSTED	5-Mar	6-Mar	2359	Arco Gas Station	Gas/Automotive	36.95	
7	POSTED	5-Mar	6-Mar	2359	Brewery Branding	Merchandise	249.45	
8	POSTED	7-Mar	7-Mar	2359	AT&T	Internet/Phone	59.99	
9	POSTED	8-Mar	9-Mar	2359	Chipotle	Dining	8.32	
10	POSTED	12-Mar	13-Mar	2359	Costco	Supplies	98.14	
11	POSTED	13-Mar	14-Mar	2359	Pints and More	Merchandise	120.3	
12	POSTED	13-Mar	14-Mar	2359	Ace Hardware	Supplies	8.99	
13	POSTED	13-Mar	14-Mar	2359	Amazon	Merchandise	36	
14	POSTED	14-Mar	15-Mar	2359	City of Portland Water	Utilities	754	
15	POSTED	16-Mar	17-Mar	2359	PGE	Utilities	23.12	
16	POSTED	17-Mar	18-Mar	2359	General Electric	Utilities	254.32	
17	POSTED	17-Mar	18-Mar	2359	Hilton Hotels	Travel	569.45	
18	POSTED	17-Mar	18-Mar	2359	Comcast	Internet/Phone	149.99	
19								
20								

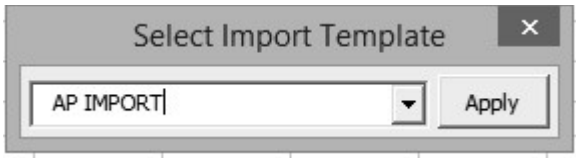
5. Click *Template Management* in the ribbon and the Template Management window opens.
6. Create a template:
    a. Ignore the Choose an Existing field (unless you already have a template). Selecting this will populate the Template Details and Data Field Column Mappings from a saved template. You'll be able to do this once you've created a template.
    b. Input the template name into Template Details.
        i. The example uses 'AP Import.'
    c. Select 'AP' for Module.
        i. This determines if a journal entry or an A/P invoice document will be created in orchestrated. Payables Imports will need a 'AP' for a Accounts Payable Invoices.
    d. Select 'V' for Status.
        i. Determines whether a document/draft or a live document is created.
        ii. It is recommended to choose 'V' because it gives you an opportunity to check for errors and it's easy to turn a voucher/draft into a live document once inside Orchestrated.
    e. Set the column mappings.
        i. G/L Account points to J as the G/L account needs a blank cell to populate.
        ii. Total Price Should be set to the column with price info, eg. 'G.'



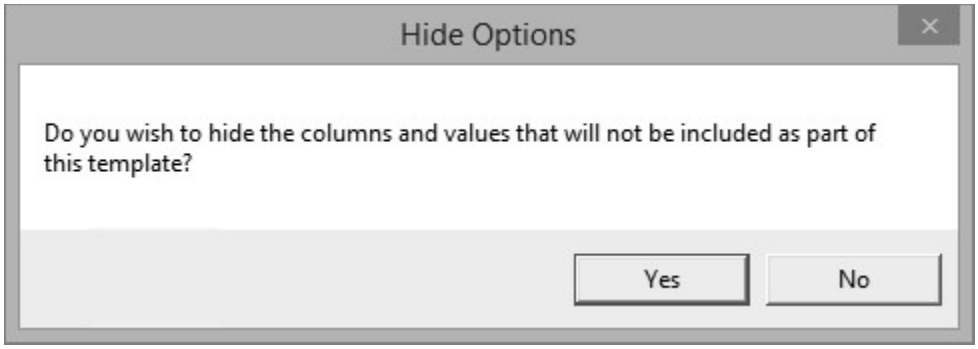
    f. Click *Save Template*.
    g. Click *OK.*

Apply the Template and Processing Data

1. If the data has a header/title row, delete it.
2. Click *Apply Import Template* in the ribbon.
3. Select the template you just made.
    a. 'AP Import'
4. Click *Apply*.



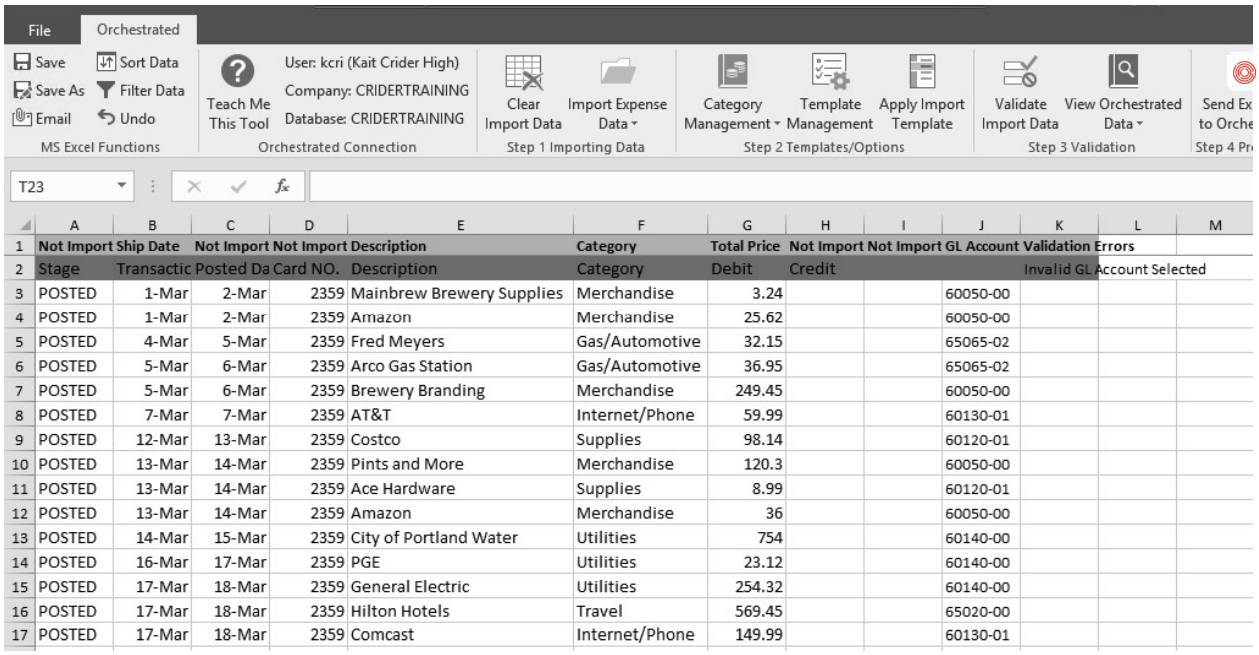
5. Hide Options: this is up to you. This example clicks *Yes*, but the decision does not affect how the data is imported.



6. A few things happen:
    a. A header row is added, based on the template mapping.
    b. Any column that is not mapped in the template is hidden. You may unhide these columns and see that the header row says 'Not Imported.'
    c. The column GL Account is populated base on the category mapping.
        i. If a GL account is missing, double check that the category on this sheet exists on the Category Mapping List.

	B	C	D	E	F	G	H	I	J	K
1	Ship Date	Not Imported	Not Impor	Description	Category	Debit	Credit	GL Accour	Validation	Errors
2	10/27/2016	10/29/2016	1132	HOMEBREW EXCHANGE	Merchandise	65		65035-00		
3	10/27/2016	10/28/2016	1132	CITY OF PORTLAND DEPT	Gas/Automotive	2		65020-00		
4	10/26/2016	10/26/2016	1132	Amazon.com	Merchandise	23.99		65035-00		
5	10/26/2016	10/27/2016	1132	SPOTIFY*USA-SUBS	Other Services	9.99		60050-00		
6	10/25/2016	10/27/2016	1132	NORTH PORTLAND BIKEWORKS	Merchandise	20		65035-00		
7	10/24/2016	10/25/2016	1132	AMAZON MKTPLACE PMTS	Merchandise	22.99		65035-00		
8	10/21/2016	10/24/2016	1132	LEGACY EMANUEL BILLING	Healthcare	410.36		61200-00		

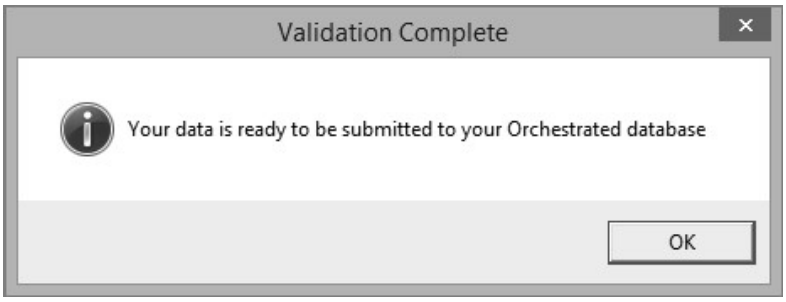
7. Click *Validate Import Data* in the ribbon.
    a. If you receive an error, just resolve. Example, a missing GL account:



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Not Import	Ship Date	Not Import	Not Import	Description	Category	Total Price	Not Import	Not Import	GL Account	Validation Errors		
2	Stage	Transactic	Posted Da	Card NO.	Description	Category	Debit	Credit			Invalid GL Account Selected		
3	POSTED	1-Mar	2-Mar	2359	Mainbrew Brewery Supplies	Merchandise	3.24			60050-00			
4	POSTED	1-Mar	2-Mar	2359	Amazon	Merchandise	25.62			60050-00			
5	POSTED	4-Mar	5-Mar	2359	Fred Meyers	Gas/Automotive	32.15			65065-02			
6	POSTED	5-Mar	6-Mar	2359	Arco Gas Station	Gas/Automotive	36.95			65065-02			
7	POSTED	5-Mar	6-Mar	2359	Brewery Branding	Merchandise	249.45			60050-00			
8	POSTED	7-Mar	7-Mar	2359	AT&T	Internet/Phone	59.99			60130-01			
9	POSTED	12-Mar	13-Mar	2359	Costco	Supplies	98.14			60120-01			
10	POSTED	13-Mar	14-Mar	2359	Pints and More	Merchandise	120.3			60050-00			
11	POSTED	13-Mar	14-Mar	2359	Ace Hardware	Supplies	8.99			60120-01			
12	POSTED	13-Mar	14-Mar	2359	Amazon	Merchandise	36			60050-00			
13	POSTED	14-Mar	15-Mar	2359	City of Portland Water	Utilities	754			60140-00			
14	POSTED	16-Mar	17-Mar	2359	PGE	Utilities	23.12			60140-00			
15	POSTED	17-Mar	18-Mar	2359	General Electric	Utilities	254.32			60140-00			
16	POSTED	17-Mar	18-Mar	2359	Hilton Hotels	Travel	569.45			65020-00			
17	POSTED	17-Mar	18-Mar	2359	Comcast	Internet/Phone	149.99			60130-01			

b. Click *OK* and add the correct GL Account.
c. If you do not understand the error message, please contact Orchestra Support.

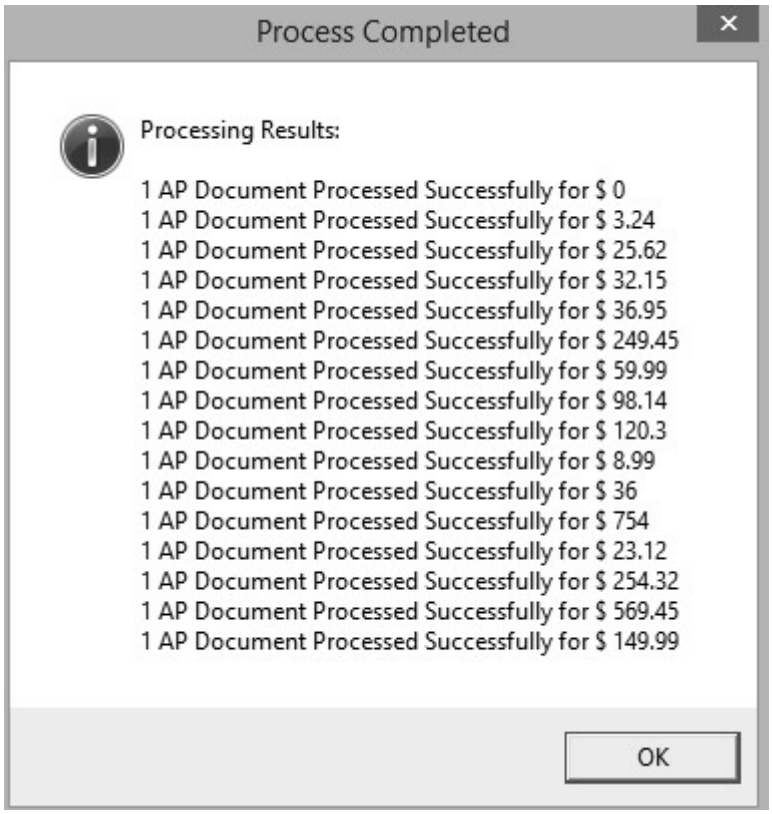
7. If there are no errors, click *OK* on the Validate Complete window.



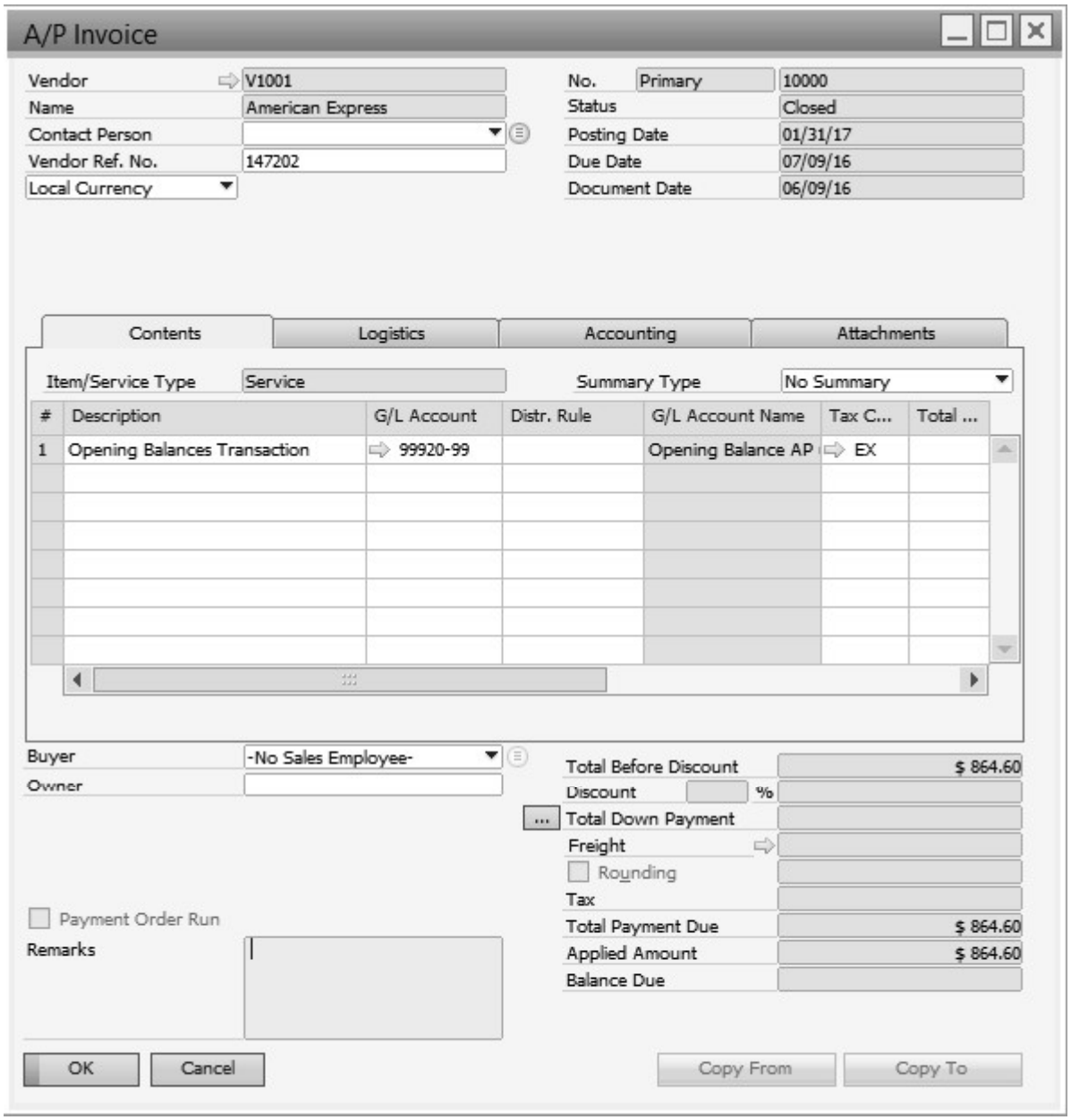
8. Click *Send Expenses to Orchestrated* in the ribbon.
9. Fill in the Doc Date and Due Date, any Comments and Business Partner.
10. Click *Send to Orchestrated*.

Submit Your Expense Data
General Information
Template:
AP IMPORT
Module:
AP
Status:
V
Doc Date:
03/31
Due Date:
03/31
Project:
Comments:
Payables Information
Document Type:
S
Max Rows:
0
Business Partner:
V1001
American Express
Vendor Ref #:
03/31
Update Defaults in Template
Send to Orchestrated

11. Click *Ok*.



12. Open Orchestrated and navigate to Purchasing > A/P Invoice.
    a. Click the Green arrow to scroll back to your last entry and you will be able to scroll through all the A/P invoices that were created.
    b. Or open the Open Documents for A/P Invoices.
    c. See below for a screen shot of a typical service type A/P Invoice that is made.



Your A/P invoices are made!