ORCHESTRATED

Expense Import

Overview

This document covers the steps to import expense data into Orchestrated via the Expense Import Interface. The example uses a template that creates a journal voucher 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.

Expense Data

Prepare the expense 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.

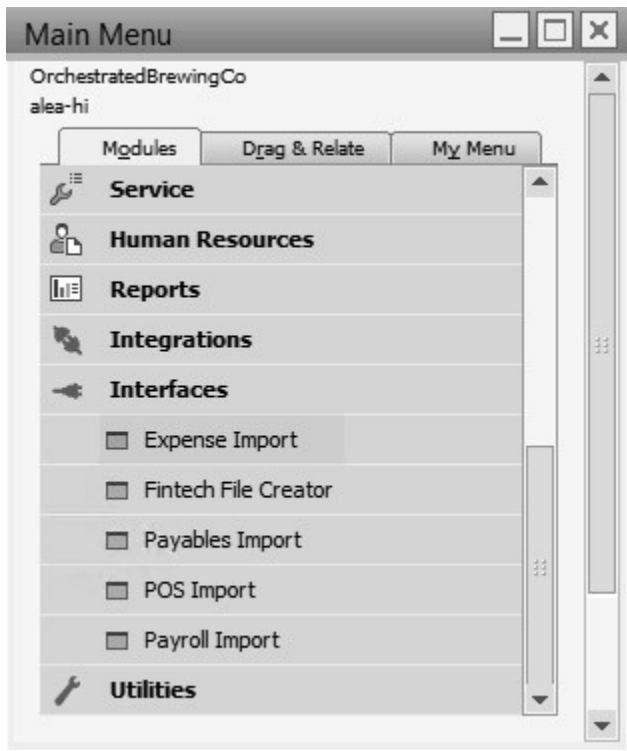Here is an example of a credit card export; none of the columns or data have been modified.

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

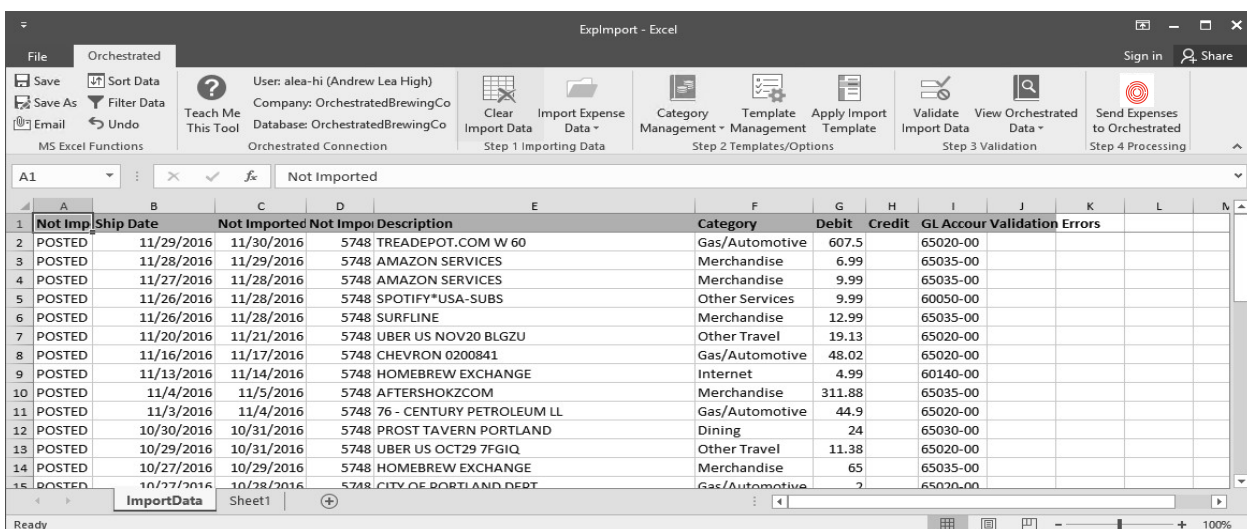# Open the Import File, and Category Setup

Most of the process will occur in Excel, although it starts and ends in Orchestrated.
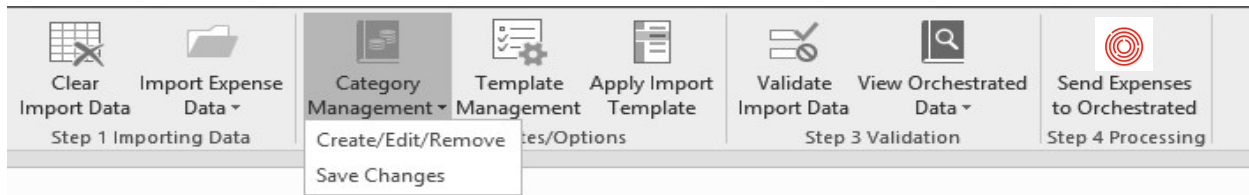
1. Navigate to Interfaces > Expense Import.

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 <u>Expense Category</u> and select a corresponding <u>Account Number</u>. 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 <u>Expense Category</u> is a free text field, and the <u>Account Number</u> 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.

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!

Expense 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.*
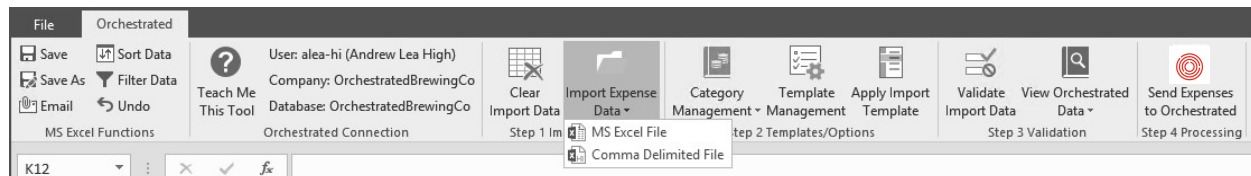
3. Remove Credit lines (Right Click > Delete, on each excel row).
   a. The goal is to load expenses, not payments. The credits in this example represent payments.
4. The sum of the expenses will be applied to an offset account, usually your CC account. Calculate the total and add a line for that total.
   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	I
1	Stage	Transaction Date	Posted Date	Card No.	Description	Category	Debit	Credit	
2	POSTED	10/27/2016	10/29/2016	1132	HOMEBREW EXCHANGE	Merchandise	65		
3	POSTED	10/27/2016	10/28/2016	1132	CITY OF PORTLAND DEPT	Gas/Automotive	2		
4	POSTED	10/26/2016	10/26/2016	1132	Amazon.com	Merchandise	23.99		
5	POSTED	10/26/2016	10/27/2016	1132	SPOTIFY*USA-SUBS	Other Services	9.99		
6	POSTED	10/25/2016	10/27/2016	1132	NORTH PORTLAND BIKEWORKS	Merchandise	20		
7	POSTED	10/24/2016	10/25/2016	1132	AMAZON MKTPLACE PMTS	Merchandise	22.99		
8	POSTED	10/21/2016	10/24/2016	1132	LEGACY EMANUEL BILLING	Healthcare	410.36		
9	POSTED	10/21/2016	10/22/2016	1132	76 - FCG INC	Gas/Automotive	39.41		
10	POSTED	10/19/2016	10/20/2016	1132	FRED M FUEL #9196	Gas/Automotive	39.99		
11	POSTED	10/18/2016	10/19/2016	1132	FRED M FUEL #9196	Gas/Automotive	40.39		
12	POSTED	10/18/2016	10/19/2016	1132	CHEVRON 0210286	Gas/Automotive	45.05		
13	POSTED	10/18/2016	10/20/2016	1132	7 ELEVEN 37951	Gas/Automotive	41.77		
14	POSTED	10/17/2016	10/19/2016	1132	EXXONMOBIL 97640510	Gas/Automotive	47.48		
15	POSTED	10/14/2016	10/17/2016	1132	REGAL JANSS MARKETPLACE 9	Entertainment	6		
16	POSTED	10/14/2016	10/17/2016	1132	CONSERV FUEL #879	Gas/Automotive	40.8		
17	POSTED	10/13/2016	10/15/2016	1132	SHELL OIL 57444215602	Gas/Automotive	42.83		
18	POSTED	10/13/2016	10/14/2016	1132	CHEVRON 0305864	Gas/Automotive	36.38		
19	POSTED	10/11/2016	10/12/2016	1132	CHEVRON 0091429	Gas/Automotive	38.4		
20	POSTED	10/9/2016	10/10/2016	1132	CHEVRON 0092342	Gas/Automotive	38.33		
21	POSTED	10/5/2016	10/6/2016	1132	TRADER JOE'S #146 QPS	Merchandise	14.61		
22	POSTED	10/5/2016	10/5/2016	1132	AMAZON MKTPLACE PMTS	Merchandise	34.98		
23	POSTED	10/5/2016	10/5/2016	1132	PORTLAND WATER BUREAU	Utilities	214.07		
24	POSTED	10/3/2016	10/3/2016	1132	Amazon Video On Demand	Merchandise	5.99		
25	POSTED	10/1/2016	10/4/2016	1132	ALASKA AIR 0272124462571	Airfare	341.2		
26	POSTED	9/30/2016	10/3/2016	1132	NEW SEASONS MARKET	Merchandise	10.27		
27								1632.28	
28									
29									

5. Under the Category Column, add the category for the credit card offset. Notice that this is the exact same text from the Expense Category Listing (add the Category column/values if you have not done so).

a. If you happen to know all the account numbers, you do not need a category column. You can have a column for the account numbers and list those directly.

POSTED	10/5/2016	10/5/2016	1132	PORTLAND WATER BUREAU	Utilities	214.07	
POSTED	10/3/2016	10/3/2016	1132	Amazon Video On Demand	Merchandise	5.99	
POSTED	10/1/2016	10/4/2016	1132	ALASKA AIR 0272124462571	Airfare	341.2	
POSTED	9/30/2016	10/3/2016	1132	NEW SEASONS MARKET	Merchandise	10.27	
					Credit Card Offset		1632.28

Expense Category Listing

Expense Category	Account Number
Airfare	65020-00 Travel (CORP)
Credit Card Offset	22005-00 Credit Card #1 (CORP)
Dining	65030-00 Meals (CORP)
Entertainment	65035-00 Entertainment (CORP)
Gas/Automotive	65020-00 Travel (CORP)

6. Click *Template Management* in the ribbon and the Template Management window opens.
7. 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 'CC Import.'
   c. Select 'GL' for Module.
      i. This determines if a journal entry or an A/P invoice document will be created in orchestrated. Expense Imports will need a 'GL' for a journal entry.
   d. Select 'V' for Status.
      i. Determines whether a voucher/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 a blank column because when the Template is applied, the account numbers will match to the Category values I've setup.

     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.   'CC Import'
4.   Click *Apply*.
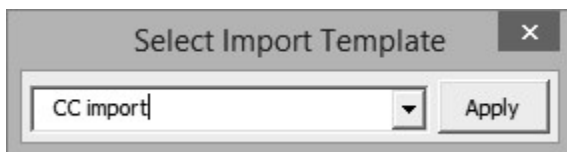
5.   Hide Options: this is up to you. This example clicks *Yes*, but the decision does not affect how the data is imported.
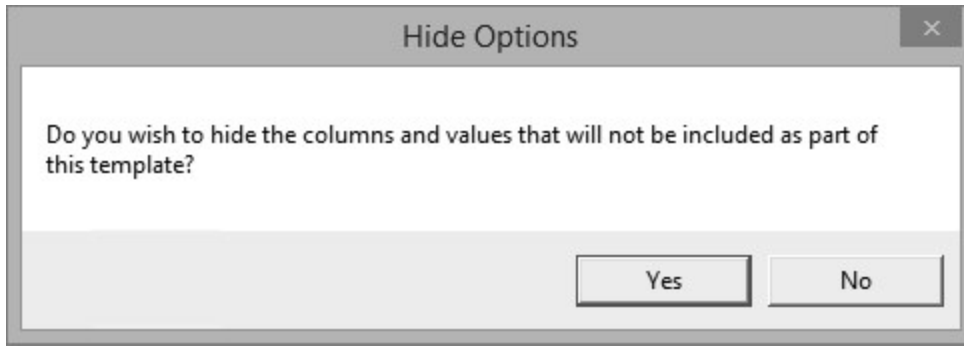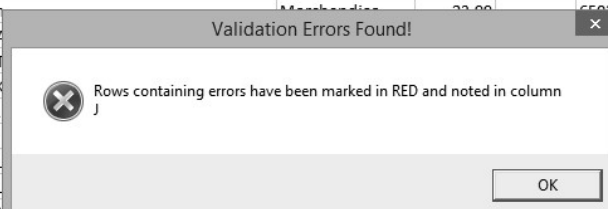
6. A few things happen:
   a. A header row is added, based on the template mapping.
   b. Any column that is not mapped in the template is hidden. You may unhide these columns and see that the header row says 'Not Imported.'
   c. The column GL Account is populated base on the category mapping.
      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:

Ship Date	Not Imported	Not Impor	Description	Category	Debit	Credit	GL Accour	Validation	Errors
10/14/2016	10/17/2016	1132	CONSERV FUEL #879	Gas/Automotive	40.8			Invalid GL	Account
10/27/2016	10/29/2016	1132	HOMEBREW EXCHANGE	Merchandise	65		65035-00		
10/27/2016	10/28/2016	1132	CITY OF PORTLAND DEPT	Gas/Automotive	2		65020-00		
10/26/2016	10/26/2016	1132	Amazon.com				-00		
10/26/2016	10/27/2016	1132	SPOTIFY*USA				-00		
10/25/2016	10/27/2016	1132	NORTH PORT				-00		
10/24/2016	10/25/2016	1132	AMAZON MK				-00		
10/21/2016	10/24/2016	1132	LEGACY EMA				-00		
10/21/2016	10/22/2016	1132	76 - FCG INC				-00		
10/19/2016	10/20/2016	1132	FRED M FUEL				-00		
10/18/2016	10/19/2016	1132	FRED M FUEL				-00		
10/18/2016	10/19/2016	1132	CHEVRON 02				-00		
10/18/2016	10/20/2016	1132	7 ELEVEN 37951	Gas/Automotive	41.77		65020-00		

Validation Errors Found!

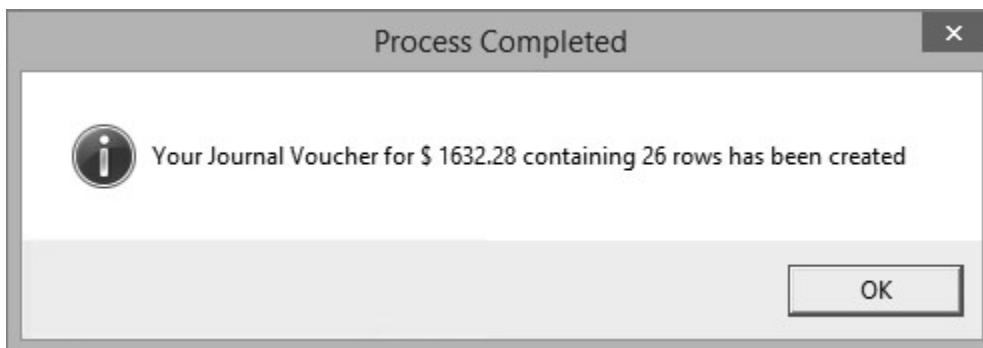Rows containing errors have been marked in RED and noted in column J

OK

   b. Click *OK* and add the correct GL Account.
   c. If you do not understand the error message, please contact Orchestra Support.
8. If there are no errors, click *OK* on the Validate Complete window.

Validation Complete

Your data is ready to be submitted to your Orchestrated database

OK
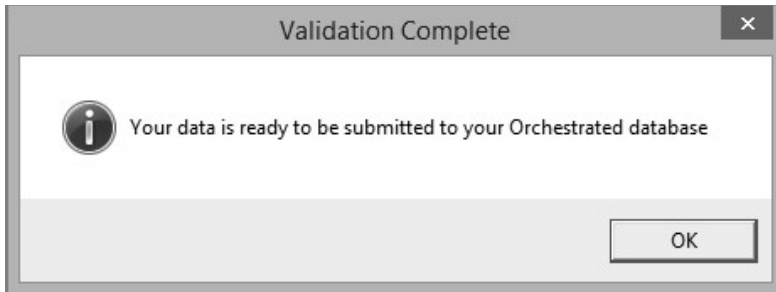
9. Click *Send Expenses to Orchestrated* in the ribbon.
10. Fill in the Doc Date and Due Date and any Comments.
11. Click *Send to Orchestrated*.

Submit Your Expense Data

General Information

Template:	CC import
Module:	GL	Status:	V
Doc Date:	12/5
Due Date:	12/5
Project:	

Comments:

Comments

Payables Information

Document Type:		Max Rows:	0
Business Partner:	

Vendor Ref #:

Update Defaults in Template   Send to Orchestrated

12. Click *Ok*.

Process Completed

Your Journal Voucher for $ 1632.28 containing 26 rows has been created

OK

13. Open Orchestrated and navigate to Financials > Journal Vouchers.
    a. If a journal entry (live document was selected while creating the template) was made, then navigate to Financials > Journal Entry.

14. Select the Journal Voucher you just added in the first grid, and there will be one transaction in the bottom grid. Double click the transaction line in the bottom grid. The Journal Voucher Entry form opens.

    a. This is not a necessary step, but you can check to see that the transactions were imported as expected.

15. Click *OK* or *Cancel* to exit the form.

16. If the voucher is accurate, click the *Post Voucher* (bottom right of Journal Voucher form).
17. Click *Yes* to the System Message.

A Journal Entry is made! The transactions are now posted to the corresponding accounts. View the journal entry under Financials > Journal Entry.