miExcel/ Connect Addin

Accounts Payable User Guide

CASELLE®

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Lists

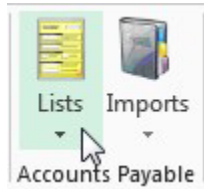The following section explains how to utilize different lists for custom functions.

Banks

Many of the miExcel/Civic Connect custom functions utilize banks to calculate. To view your banks, follow these steps:

1. Click on the **miExcel** <u>or</u> **Connect** ribbon at the top of Excel.

2. Click on the **Lists** drop-down button under the *Accounts Payable* section.

3. Select **Banks**.
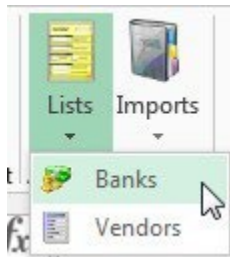
Selecting a Single Bank

To select one bank, click on the bank you desire and then click the **OK** button at the bottom. You can also double-click on a bank from the list. The bank number selected will be placed in the current cell of your Excel workbook.
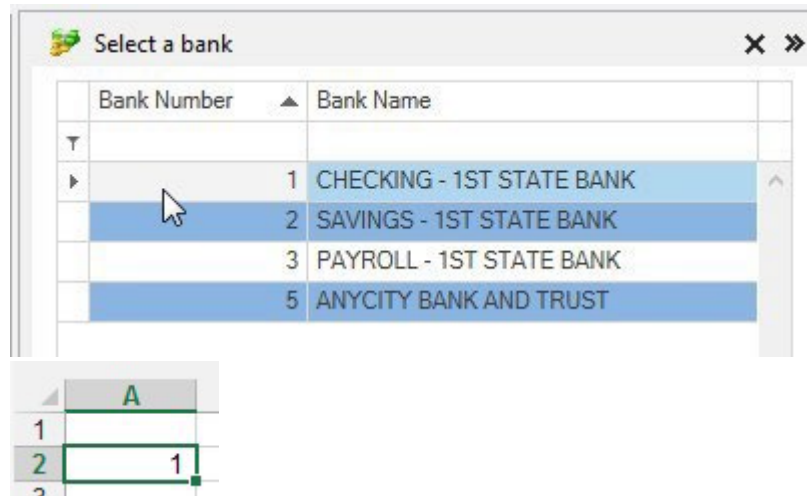
Selecting Multiple Banks

To select multiple banks from the **Bank List**, hold the *Shift* key to highlight a range of banks or the *Control* key to select individual banks from the list. Once you have the appropriate banks highlighted, click the **OK** button at the bottom. The banks selected will be placed in the current cell and subsequent cells in the same column.
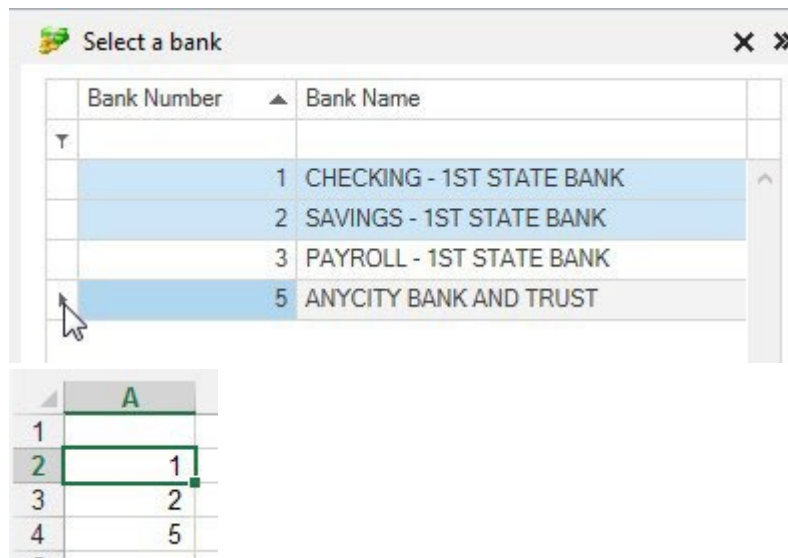
Filtering

You can filter the list to only display certain **Banks**.

To filter by **Bank Name**, simply start typing in that field at the top. The list will then filter automatically.
miExcel: You can use the percent sign (%) as a wildcard. In the following example, we filtered for any bank that has "1st" in its name.

Connect: You can simply type in the search field to do a wildcard search. The percent sign is not needed.

Vendor List

Many of the miExcel/Civic Connect custom functions utilize vendor numbers to calculate. To view a list of vendors, follow these steps:

1. Click on the **miExcel** or **Connect** ribbon at the top.

2. Click on the **Lists** drop-down button under the *Accounts Payable* section.
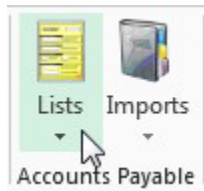
3. Select **Vendors**.
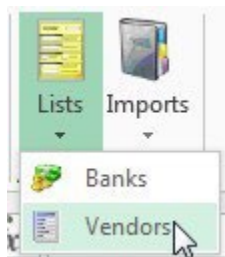
Selecting a Single Vendor

To select a vendor, click on the vendor you desire and then click the **OK** button at the bottom. You can also double-click on a vendor from the list. The vendor selected will be placed in the current cell of your Excel workbook.
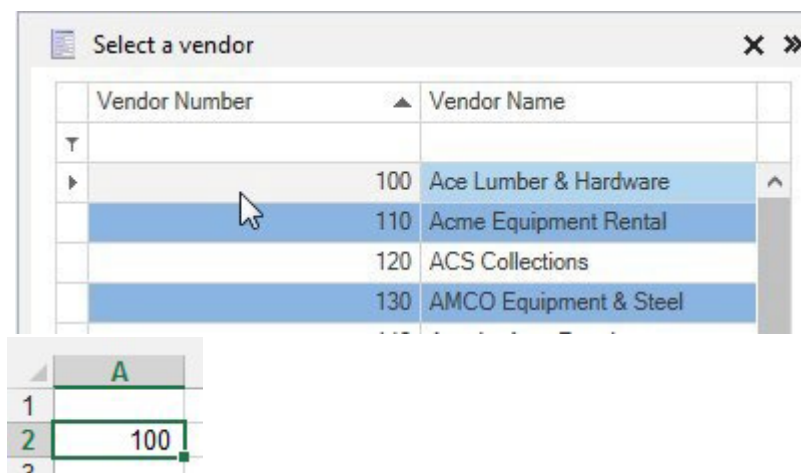
Selecting Multiple Vendors

To select multiple vendors from the **Vendor List**, hold the *Shift* key to highlight a range of vendors or the *Control* key to select individual vendors from the list. Once you have the appropriate vendors highlighted, click the **OK** button at the bottom. The vendors selected will be placed in the current cell and subsequent cells in the same column.
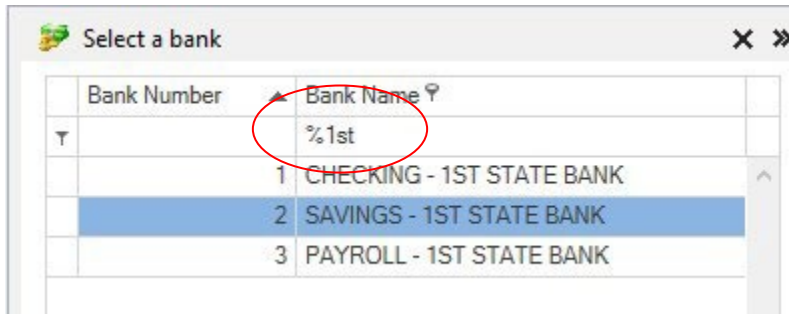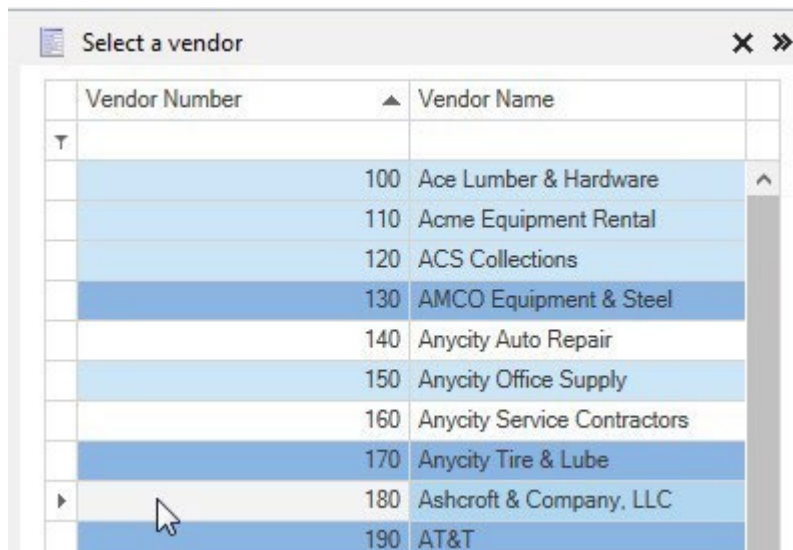

Filtering
You can filter the list by **Vendor Number** or **Vendor Name.**

To filter on **Vendor Number** or **Vendor Name**, simply start typing in those fields at the top. The list will then filter automatically.

You can use wildcards for additional filtering capabilities. **miExcel:** The percent sign (%) acts as a wildcard character. In the following example, we filtered for any bank that has "1st" in its name.

Connect: You can simply type in the search field to do a wildcard search. The percent sign is not needed.

Column Chooser

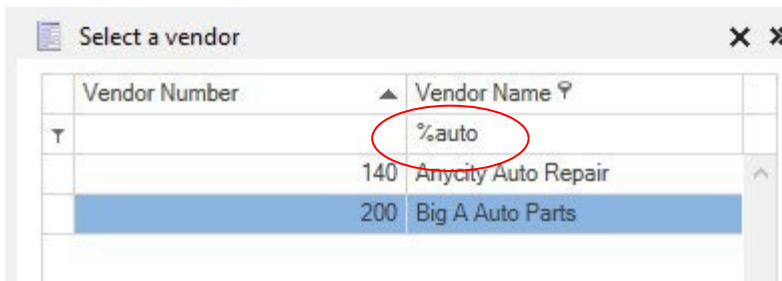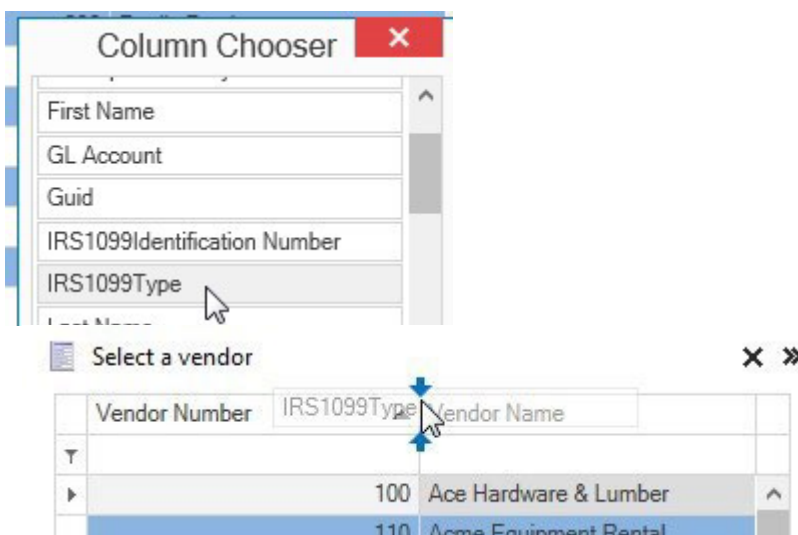You can add columns into your **Vendor List** grid. The following are the columns that can appear in your grid: **Activation Date, Default, Description History, First Name, GL Account, GUID, IRS 1099 ID Number, IRS 1099 Type, Last Name, Middle Name, MMW Vendor, Notes, Notes DTS, Rating, Recipient First Name, Recipient First Name 2, Recipient Last Name 1, Recipient Last Name 2, Recipient Middle Name, Recipient Middle Name 2, Recipient Name, Recipient Name 2, Recipient Suffix, Recipient Suffix 2, Remittance Address 1, Remittance Address 2, Remittance City, Remittance Description, Remittance Name, Remittance State, Remittance Telephone 1, Remittance Zip, Secondary First Name, Secondary Last Name, Secondary Middle Name, Secondary Suffix, Standard Description Default, Suffix, Termination Date, Vendor Number, Vendor Name,** and **Vendor Type.** By default, the **Vendor Number** and **Vendor Name** will appear.

Follow these steps to add additional columns into you grid:

1. **miExcel**: Right-click on the **Vendor List** header and select **Show Column Chooser**.
   Connect: Select the Column Chooser Icon from your Vendor List tool bar.
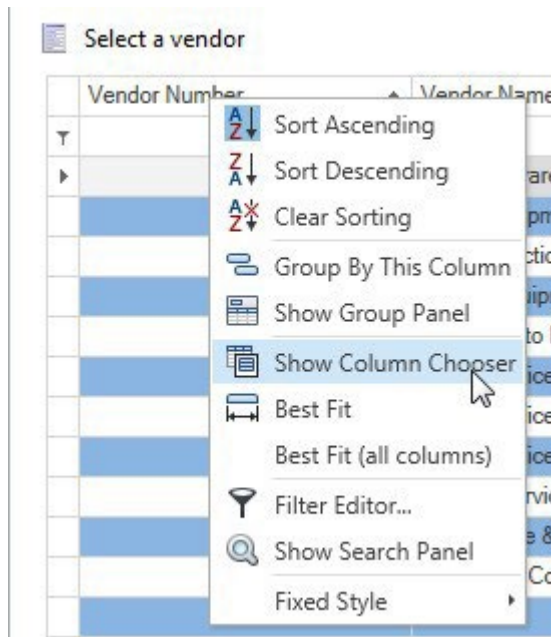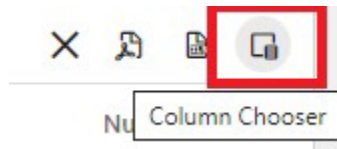
2. Click and drag the column you would like to add to the **Account List** header.

Functions

Custom Functions

=GetCheckDate()

The =**GetCheckDate()** function will retrieve the check date for a specified check number. This function utilizes one (1) argument: check number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the f_x button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

Please note, that the cell needs to be formatted as a date to show the check date properly.

Once you have this function set, you can simply copy and paste this function to other cells.

=GetCheckVendorAddress1()

The =**GetCheckVendorAddress1()** function will retrieve the vendor's address 1 for the specified check number. This function utilizes one (1) arguments: check number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the ![fx] button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

Once you have this function set, you can simply copy and paste this function to other cells.

=GetCheckVendorAddress2()

The =**GetCheckVendorAddress2()** function will retrieve the vendor's address 2 for the specified check number. This function utilizes one (1) arguments: check number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

Once you have this function set, you can simply copy and paste this function to other cells.

=GetCheckVendorCity()

The =**GetCheckVendorCity()** function will retrieve the vendor's city for the specified check number. This function utilizes one (1) argument: check number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the fx button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

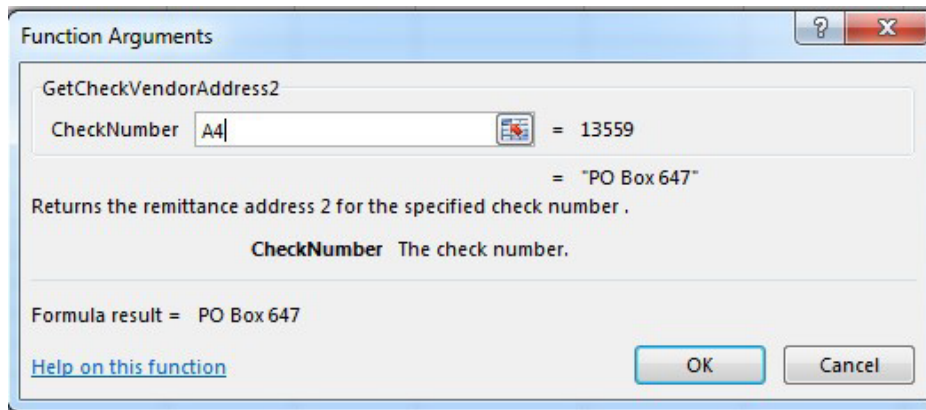Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

Once you have this function set, you can simply copy and paste this function to other cells.

=GetCheckVendorName()

The =**GetCheckVendorName()** function will retrieve the vendor name for the check number specified. This function utilizes one (1) arguments: check number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the f_x button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.
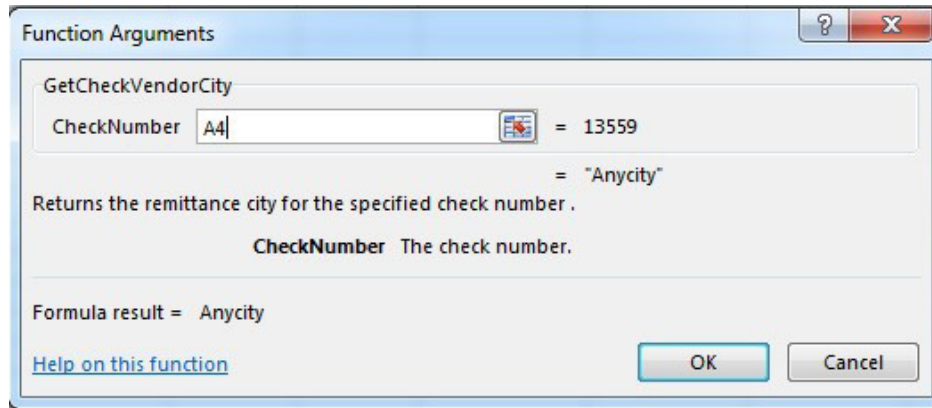

Once you have this function set, you can simply copy and paste this function to other cells.

=GetCheckVendorState()

The =**GetCheckVendorState()** function will retrieve the vendor's state for the specified check number. This function utilizes one (1) argument: check number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the [fx] button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

Once you have this function set, you can simply copy and paste this function to other cells.

=GetCheckVendorZip()

The =**GetCheckVendorZip()** function will retrieve the vendor's zip code for the specified check number. This function utilizes one (1) argument: check number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the [fx] button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

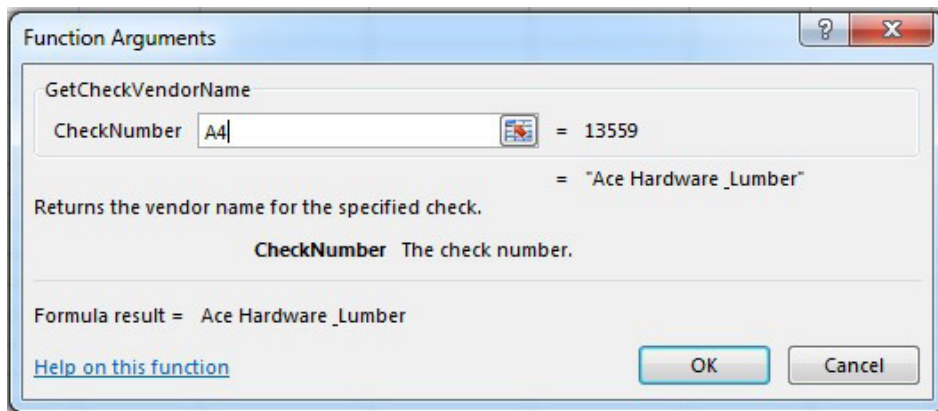Once you have specified the cell where the **CheckNumber** resides, click the **OK** button.

Once you have this function set, you can simply copy and paste this function to the other cells.

=GetVendorDefaultRemittanceAddress1()

The =**GetVendorDefaultRemittanceAddress1()** function will provide you with the vendor's default remittance address 1 information. This function utilizes one (1) arguments: vendor number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the ⊞ button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

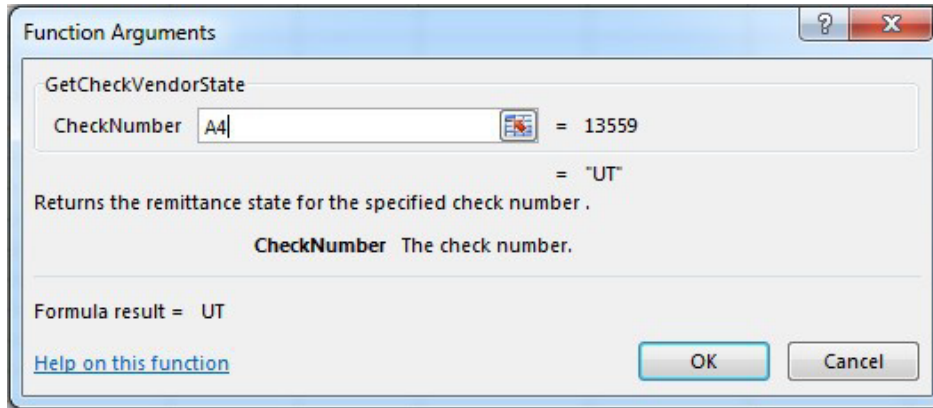Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.

Copy and paste this function to the other cells.

=GetVendorDefaultRemittanceAddress2()

The =**GetVendorDefaultRemittanceAddress2()** function will provide you with the vendor's default remittance address 2 information. This function utilizes one (1) argument: vendor number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the ▦ button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

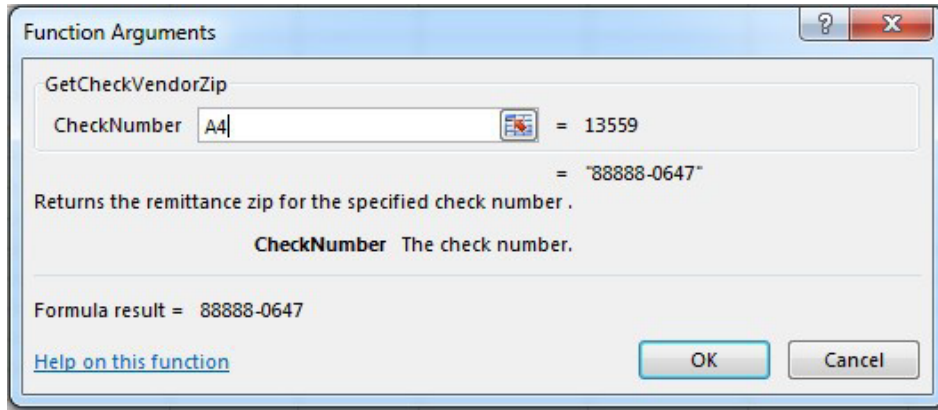Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.
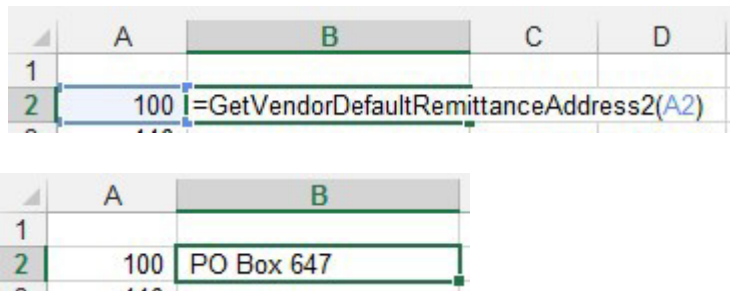
Copy and paste this function to the other cells.
=GetVendorDefaultRemittanceCity()

The =**GetVendorDefaultRemittanceCity()** function will provide you with the vendor's default remittance city information. This function utilizes one (1) argument: vendor number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the ▦ button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

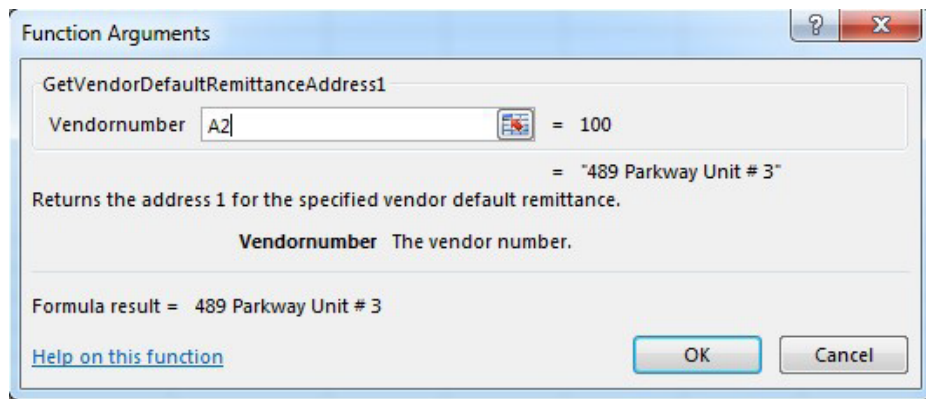Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.

Copy and paste this function to the other cells.

=GetVendorDefaultRemittanceName()

The =**GetVendorDefaultRemittanceName()** function will provide you with the vendor's default name. This function utilizes one (1) argument: vendor number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.

Once you have this function set, you can simply copy and paste this function to the other cells.

=GetVendorDefaultRemittanceState()

The =**GetVendorDefaultRemittanceNameState()** function will provide you with the vendor's default state. This function utilizes one (1) argument: vendor number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the 📊 button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

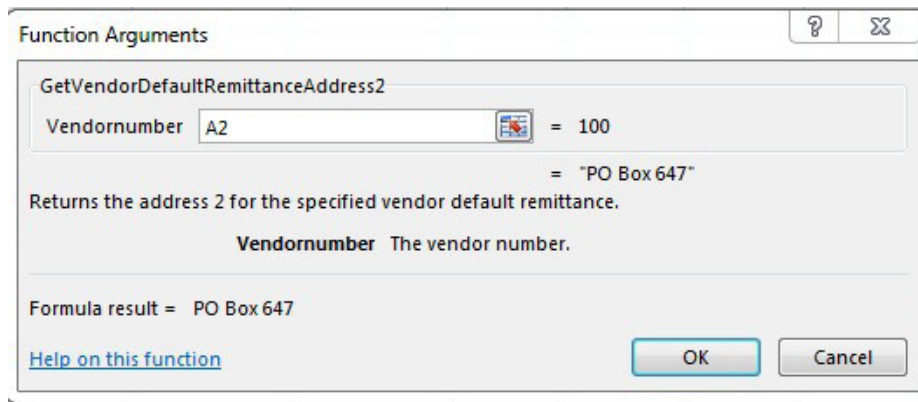Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.

Once you have this function set, you can simply copy and paste this function to the other cells.

=GetVendorDefaultRemittanceTelephone1()

The =**GetVendorDefaultRemittanceNameTelephone1()** function will provide you with the vendor's default telephone number 1. This function utilizes one (1) argument: vendor number.

Function Arguments

GetVendorDefaultRemittanceTelephone1

Vendornumber A2   = 100

                                          = "555-4449"

Returns the telephone 1 for the specified vendor default remittance.

Vendornumber The vendor number.

Formula result = 555-4449

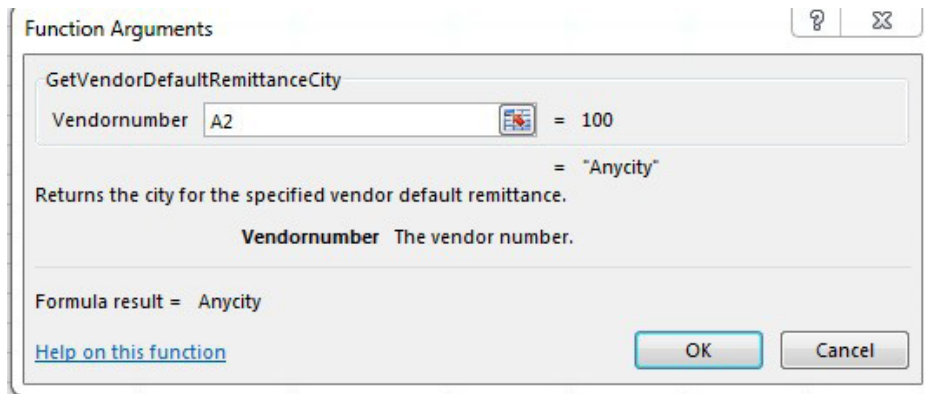Help on this function   OK   Cancel

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

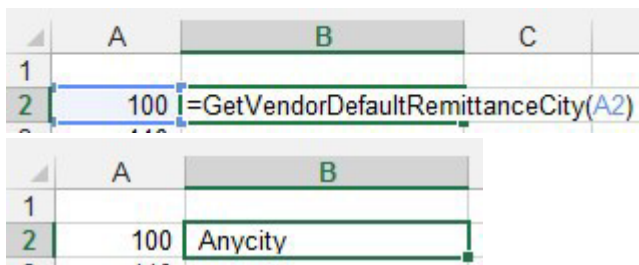Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.

Once you have this function set, you can simply copy and paste this function to other cells.

=GetVendorDefaultRemittanceZip()

The =**GetVendorDefaultRemittanceNameZip()** function will provide you with the vendor's default zip code. This function utilizes one (1) argument: vendor number.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the f_x button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".
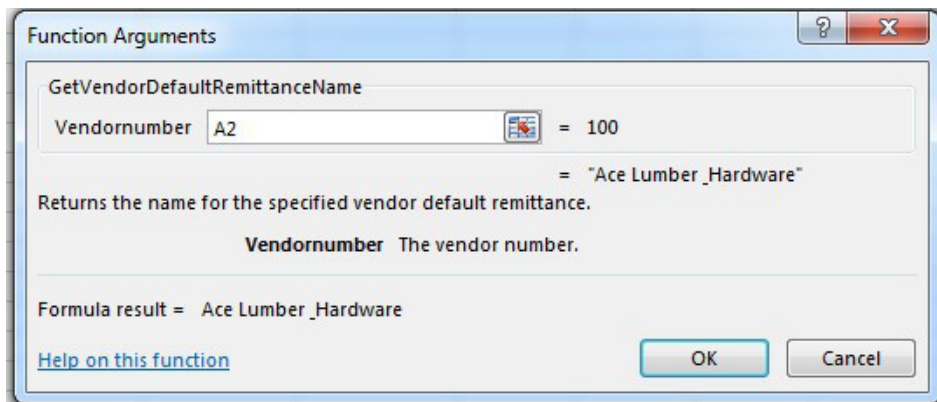
Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.
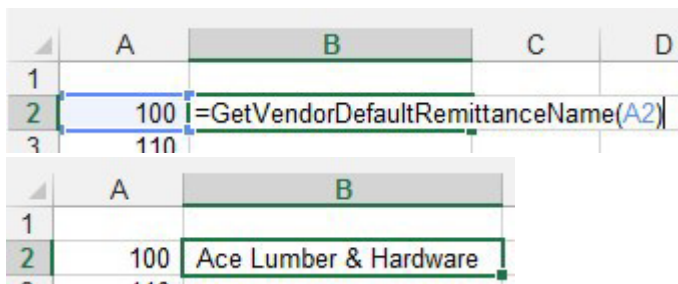

Once you have this function set, you can simply copy and paste this function to other cells.

=GetVendorName()

The =**GetVendorName()** function will provide you with the vendor's name. This function utilizes one (1) argument: vendor number.
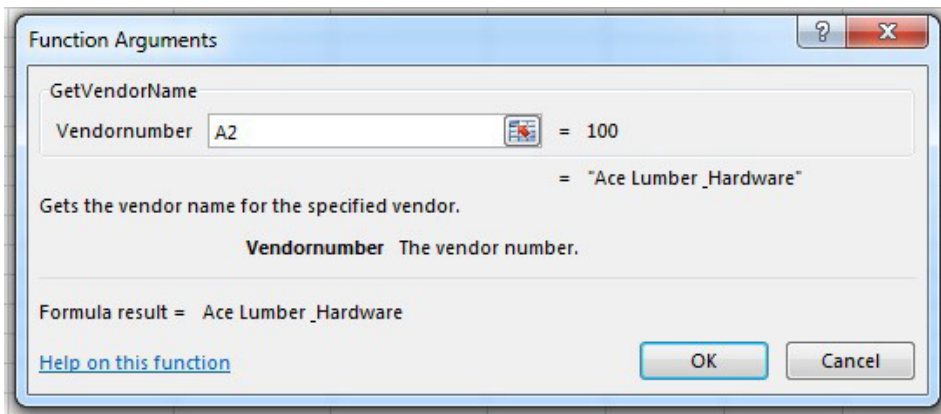
To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the f_x button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".
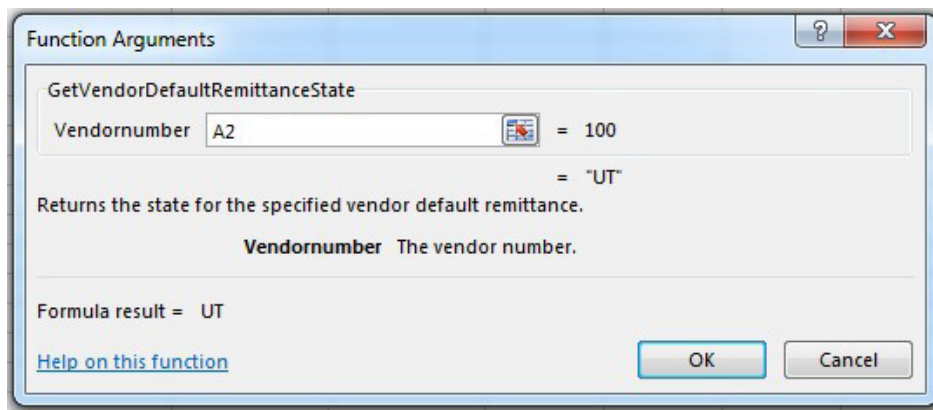
Once you have specified the cell where the **Vendornumber** resides, click the **OK** button.

Once you have this function set, you can simply copy and paste this function to other cells.

=GetVendorPayments()

The =**GetVendorPayments()** function will provide you with the total amount of payments made to a vendor over a specified date range. This function utilizes four (4) arguments: vendor number, start date, end date, and GL basis.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the fx button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle Accounts Payable*".

The **GL Basis** controls whether you want to see actual payments/checks paid to the vendor during the specified date range or whether you want to see invoices charged to this

vendor during the specified date range. For example, let's assume the following checks were cut to a vendor:

Invoice Number	Check Number	Check Date	Invoice GL Period	Amount
7866	998	1/2/15	12/14	$75.00
1234	1000	1/5/15	1/15	$100.00
5466	1030	10/15/15	10/15	$200.00
1697	1588	1/20/16	12/15	$150.00
Total				$450.00

Additionally, let's assume we are trying to find the total payments between 1/1/15 and 12/31/15. If we put a "0" in the **GL Basis**, the function will look to the check date and return $375.00. This encompasses the first three checks in the table above as their check dates fall between 1/1/15 and 12/31/15. If we put a "1" in the **GL Basis**, the function will look to the invoice's GL period and return $450.00. This encompasses the last three checks in the table above as the Invoice GL Period for these invoices falls between 1/1/15 and 12/31/15.

Please note that if the **GL Basis** argument is left blank, the system will assume that you want to see payments made to a vendor based on check issue date or that a "0" was entered.

◢	A	B	C	D	E	F
1	Start Date:	1/1/2015				
2	End Date:	12/31/2015				
3						
4	Vendor Number	Name	Payments			
5	100	Ace Lumber & Hardware	=GetVendorPayments(A5,B1,B2,1)			

Once you have this function set, you can simply copy and paste this function to other cells.

Imports

You can import manual checks or invoices directly into the Accounts Payable database from Excel. This is done by utilizing the **Imports** button on the **miExcel** or **Connect** ribbon at the top.

Importing Invoices

To import invoices, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the invoices that you would like to import.

	A	B	C	D	E	F	G	H
1	IMPORT INVOICES							
2								
3	Vendor Number	Invoice No	Invoice Date	Payment Due Date	Merchant Number	Description	Total Cost	GL Account No
4	640	99040400	3/1/2015	3/20/2015	100	PVC Glue	17.05	51-81-250
5	640	9906890	3/1/2015	3/20/2015	160	System Maintenance	1,650.00	52-81-480
6	640	99006000	3/1/2015	3/20/2015	250	Fuel & Oil	156.32	10-54-255

2. Click on the **miExcel** or **Connect** ribbon at the top.

3. Click on the **Imports** drop-down button under the *Accounts Payable* section.

4. Select **Import Invoices** (**Note**: If the **Import Invoices** button is inactive, please see the last section **Enabling the Import Invoices or Manual Check Button**).
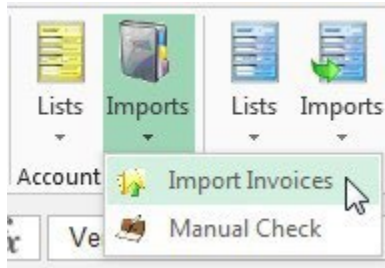
5. Click the **First Row Contains Headers** check box if your highlighted invoice import contains headers. If your highlighted section does not contain headers, you can leave this unchecked.

6. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. The following **Caselle Elements** are available: *Bank Number, Batch Number, Comments, Description, Due Date, Extended Price, Freight, GL Account, GL Activity, Input Date, Invoice Date, Invoice Number, Merchant Vendor Number, miViewPoint Department, None, Quantity, Remittance Address 1, Remittance Address 2, Remittance City, Remittance Description, Remittance Name, Remittance State, Remittance Telephone, Remittance Zip, Separate Check Sequence, 1099 Type, Total Cost, Unit Price*, and *Vendor Number.*

At the least, you will need to have *Vendor Number, Invoice Number, Invoice Date*, and *GL Account* in your mapping.

Column Mapping

Column	Caselle Element
Vendor Number	Vendor_Number
Invoice No	Invoice_Number
Invoice Date	Invoice_Date
Payment Due Date	Due_Date
Merchant Number	Merchant_Vendor_Number
Description	Description
Total Cost	Total_Cost
GL Account No	GL_Account

7. If you are importing invoices to be routed through the miViewPoint AP workflow, you can check the **Import Into miViewPoint** check box. If you are importing into miViewPoint, you will need to specify a miViewPoint Department in your mapping or specify a **Department** from the drop-down that appears when the check box is checked.

8. Check the **Accrual Basis?** check box if you would like to specify what GL posting period you would like the invoices to be posted. If you are posting on the accrual basis, you will need to specify a **GL Posting Period** from the dropdown that appears when the check box is checked.

9. Check the **Create New Remittances** check box. Use this check box if you are sending payment to remittance addresses that do not exist for the vendor. To use this check box, your import would need to include the following fields: *Remittance Address 1, Remittance Address 2, Remittance City, Remittance Description, Remittance Name, Remittance State,* and *Remittance Zip*.

10. Check the **Use Vendor Default Terms/Due Date** if you would like to use the vendor's default payment terms. If this check box is checked, the **Terms** and **Due Date** fields will become inactive.

11. Specify the **Terms**.

Terms   Open Terms   [v]

12. Specify the **Due Date**. If the due date is included in your import, any date specified here will be overwritten with the date in the import.

Due Date   3/2/2017   [v]

13. Specify the **Created Date** if you would like to use a different date than today's date.

Created Date 3/2/2017   [v]

14. Click the **Validate** button to validate the following:
    - The Vendor Number is valid.
    - The GL Account Number is valid.
    - All dates are valid.
    - At the least, the following fields have been mapped: *Vendor Number, Invoice Number, Invoice Date,* and *GL Account*.

Validate   or

15. Click the **Import** button to import the invoices for payment.

Import   or

If the invoices were imported successfully, a message will appear below the column mapping.

Import Information

Entry Complete

Close

Importing Manual Checks

You can import manual checks into Accounts Payable. This is convenient when you have actual manual checks written or electronic payments to record. To import manual checks into Accounts Payable, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the manual checks that you would like to import.

	A	B	C	D	E	F	G	H
1	**MANUAL CHECKS**							
2								
3	Vendor Number	Invoice No	Invoice Date	Check Number	Check Date	Description	Total Cost	GL Account No
4	640	800	3/1/2015	500	3/5/2015	PVC Glue	17.05	51-81-255
5	640	801	3/1/2015	501	3/5/2015	System Maintenance	1,650.00	52-81-480
6	640	802	3/1/2015	502	3/5/2015	Fuel & Oil	156.32	10-54-255

2. Click on the **miExcel** or **Connect** ribbon at the top.

miExcel   Connect

3. Click on the **Imports** drop-down button under the *Accounts Payable* section.

Lists   Imports
Accounts Payable
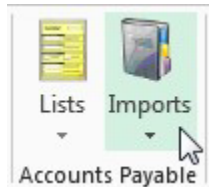
4. Select **Manual Check** (**Note**: If the **Manual Check** button is inactive, please see the last section **Enabling the Import Invoices or Manual Check Buttons**).
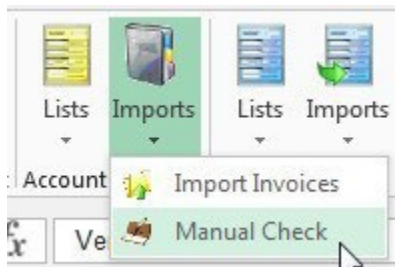
5. Click the **First Row Contains Headers** check box if your highlighted manual check import contains headers. If your highlighted selection does not contain headers, you can leave this unchecked.

6. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. The following **Caselle Elements** are available:
Bank Number, Batch Number, Check Issue Date, Check Number, Comments, Description, Due Date, Extended Price, Freight, GL Account, GL Activity, Invoice Date, Invoice Number, Merchant Vendor Number, None, Quantity, Remittance Description, Separate Check Sequence, 1099 Type, Total Cost, Unit Price, and *Vendor Number.*

At the least, you will need to have *Vendor Number, Invoice Number, Invoice Date, Check Number, Check Date,* and *GL Account* in your mapping.

Column Mapping

Column	Caselle Element	
▶ Vendor Number	Vendor_Number	^
Invoice No	Invoice_Number	
Invoice Date	Invoice_Date	
Check Number	None	
Check Date	Check_Issue_Date	
Description	Description	
Total Cost	Total_Cost	
GL Account No	GL_Account	

7. Specify a **GL Posting Period** from the drop-down.

GL Posting Period | 03/15 (3/31/2015) | ▼

8. Specify the **Created Date** if you would like to use a different date than today's date.

Created Date | 3/2/2017 | ▼

9. Click the **Validate** button to validate the following:
    • The Vendor Number is valid.
    • The GL Account Number is valid.
    • All dates are valid.
    • At the least, the following fields have been mapped: *Vendor
      Number, Invoice Number, Invoice Date, Check Number, Check Date,*
      and *GL Account*

Validate or ✓

10. Click the **Import** button to import the invoices for payment.

Import or ⚡

If the manual checks were imported successfully, a message will appear below the column mapping.

Import Information

Entry Complete

✖
Close

Saving an Import Definition

Instead of specifying the invoice or manual check import definition each time, a definition can be saved to expedite the import process. This is especially useful when the format of your import rarely changes. To save an import definition, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the import definition that you would like to save.

|	A	B	C	D	E	F	G	H
1	IMPORT INVOICES							
2								
3	Vendor Number	Invoice No	Invoice Date	Payment Due Date	Merchant Number	Description	Total Cost	GL Account No
4	640	99040400	3/1/2015	3/20/2015	100	PVC Glue	17.05	51-81-250
5	640	9906890	3/1/2015	3/20/2015	160	System Maintenance	1,650.00	52-81-480
6	640	99006000	3/1/2015	3/20/2015	250	Fuel & Oil	156.32	10-54-255

2. Click on the **miExcel** ribbon at the top.

miExcel

3. Click on the **Imports** drop-down button under the *Accounts Payable* section.

Lists Imports

Accounts Payable
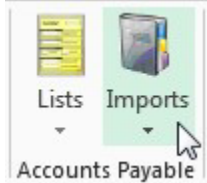
4. Select **Import Invoices** or **Manual Check** (**Note**: If the **Import Invoices** or **Manual Check** button is inactive, please see the last section **Enabling the Import Invoices or Manual Check Button**).
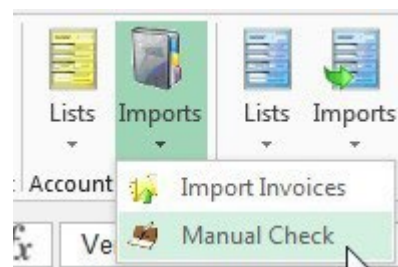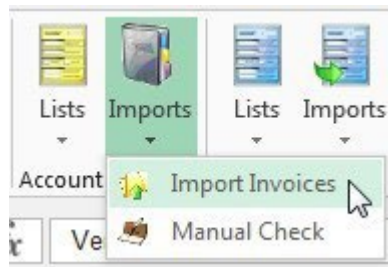
5. Click the green **Add** button at the top.

6. Type a definition name into the **Import Definition Name** field.

Import Definition Name

Visa Purchases

7. Click the **Save** button to save the definition name or the **Cancel** button to cancel.

8. This step is only for Civic Connect (not available in miExcel): Check box to **Shared with Organization** if you want to share this Import Definition to make it available to other users.

Template

Invoice Import Testing

☑ Shared with Organization

9. Click the **First Row Contains Headers** check box if your highlighted journal entry contains headers.

☑ First Row Contains Headers

10. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. See the <u>**Importing Invoices**</u> or <u>**Importing Manual Checks**</u> sections for further guidance on mapping.

Column Mapping

Column	Caselle Element	
Vendor Number	Vendor_Number	^
Invoice No	Invoice_Number	
Invoice Date	Invoice_Date	
Payment Due Date	Due_Date	
Merchant Number	Merchant_Vendor_Number	
Description	Description	
Total Cost	Total_Cost	
▶ GL Account No	GL_Account	

Specify any other options below the **Column Mapping**. For further information on these options, see the <u>**Importing Invoices**</u> or <u>**Importing Manual Checks**</u> sections.

11. When finished, click the **Save** button at the bottom of the screen to save the definition.

12. Repeat these steps to save another import definition.

Using a Saved Definition

To use one of the definitions setup in the previous section, follow these steps.

1. Highlight the range of cells on your spreadsheet that represent the invoices that you would like to import.

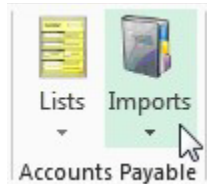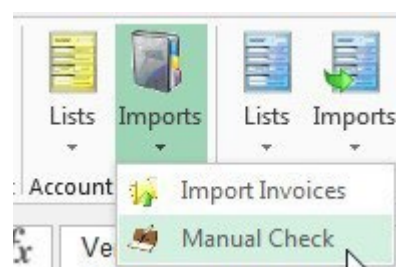|	A	B	C	D	E	F	G	H
1	**IMPORT INVOICES**							
2								
3	Vendor Number	Invoice No	Invoice Date	Payment Due Date	Merchant Number	Description	Total Cost	GL Account No
4	640	99040400	3/1/2015	3/20/2015	100	PVC Glue	17.05	51-81-250
5	640	9906890	3/1/2015	3/20/2015	160	System Maintenance	1,650.00	52-81-480
6	640	99006000	3/1/2015	3/20/2015	250	Fuel & Oil	156.32	10-54-255

2. Click on the **miExcel** or **Connect** ribbon at the top.
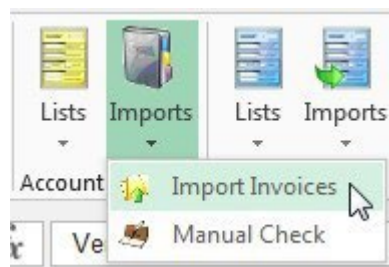

3. Click on the **Imports** drop-down button under the *Accounts Payable* section.

4. Select **Import Invoices** or **Manual Check** (**Note**: If the **Import Invoices** or **Manual Check** button is inactive, please see the last section **Enabling the Import Invoices or Manual Check Button**).

5. Select the definition name from the drop-down list at the top.

Cellular Phone Bill
Visa Purchases
Cellular Phone Bill
Add

6. Verify the **Column Mapping** is accurate and that the **First Row Contains Headers** check box is checked, if necessary.

7. In addition, verify all other options below the **Column Mapping** are accurate.

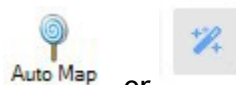8. Click the **Import** button to import the invoices or manual checks.
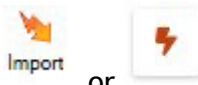
Import   or

If the invoices or manual checks were imported successfully, a message will appear below the column mapping.

Import Information
Entry Complete

Close

Utilizing Auto Map

The **Auto Map** button can be utilized to quickly perform your **Column Mapping**.

Auto Map   or

For example, setup an invoice import with column headers that are the same as the **Caselle Elements** labeled in the drop-down list.

The following are the **Caselle Elements**:

- Bank Number
- Batch Number
- Check Number
- Check Date
- Comments

- Description
- Due Date
- Extended Price
- Freight
- GL Account
- GL Activity
- Invoice Date
- Invoice Number
- Merchant Vendor Number
- miViewPoint Department
- Quantity
- Remittance Address1
- Remittance Address2
- Remittance City
- Remittance Description
- Remittance Name
- Remittance State
- Remittance Zip
- Separate Check Sequence
- Ten Ninety Nine Type
- Total Cost
- Unit Price
- Vendor Number

*Please note that **miExcel** will not recognize the spaces above and would need to replace spaces with underscores*

Once you have your column headers in your import labeled exactly as they appear above, follow these steps to perform the **Auto Map**.
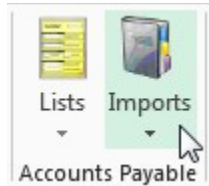
1. Highlight the range of cells on your spreadsheet that represent the import.

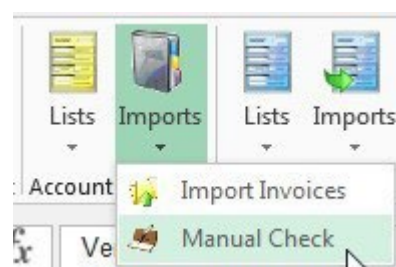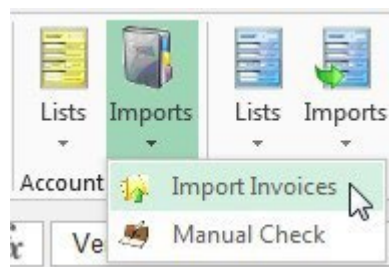|	A	B	C	D	E	F	G	H
1	IMPORT INVOICES							
2								
3	Vendor Number	Invoice No	Invoice Date	Payment Due Date	Merchant Number	Description	Total Cost	GL Account No
4	640	99040400	3/1/2015	3/20/2015	100	PVC Glue	17.05	51-81-250
5	640	9906890	3/1/2015	3/20/2015	160	System Maintenance	1,650.00	52-81-480
6	640	99006000	3/1/2015	3/20/2015	250	Fuel & Oil	156.32	10-54-255

2. Click on the **miExcel** or **Connect** ribbon at the top.

3. Click on the **Imports** drop-down button under the *Accounts Payable* section.

4. Select **Import Invoices** or **Manual Check** (**Note**: If the **Import Invoices** or **Manual Check** button is inactive, please see the last section **Enabling the Import Invoices or Manual Check Button**).

5. Click the **First Row Contains Headers** check box if your highlighted import contains headers.

First Row Contains Headers

6. Click the **Auto Map** button at the bottom. If your column headers were labeled exactly as the **Caselle Element**, the elements will be mapped automatically. Verify that the mapping was correct.

Please note: The **Auto Map** button will be inactive if the **First Row Contains Headers** check box is unchecked.

Auto Map   or

7. Specify all options under the **Column Mapping** section as appropriate.

8. Click the **Validate** button to validate the import.

Validate   or

9. Click the **Import** button to import the invoices or manual checks.


Import   or

Enabling the Import Invoices or Manual Check Button

The **Import Invoices** and **Manual Check** button is only active if the user has access to **Enter Invoices** and/or **Enter Manual Checks** in **Caselle Accounts Payable**. **Civic Connect only:** Civic Connect is permission based, and these permissions can be set up in miViewpoint. Follow these steps to set up the Civic Connect permissions.

1. Log into **miViewpoint**.
2. Select **Administration | Groups**
3. Select a group and then select the **Civic Connect Rights** tab.

CIVIC CONNECT RIGHTS

4. Check the boxes for what that group should have **access** to in Civic Connect.
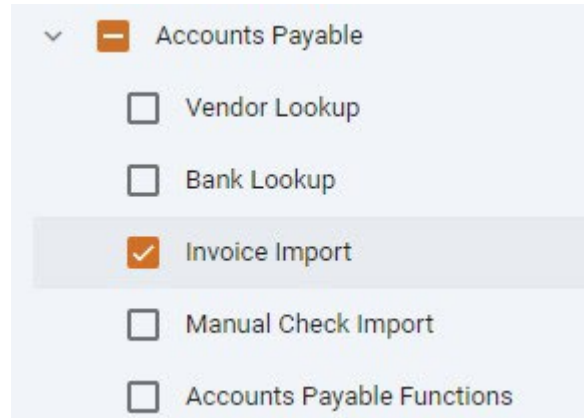
miExcel only: If the user has access to these menu items and the button is still inactive, the user's network ID is missing or incorrect in **Caselle**. The network ID needs to be specified to the user within **Caselle** so that miExcel can verify that the person trying to do the import has the proper rights to do so. To specify the network ID, follow these steps:

1. Log into **Caselle**.

2. Select **System Management | Security**.

3. Select **Setup/Modify User Rights** under **Tasks**.

4. Type in or search for the appropriate **User ID**.

5. In the **Network user ID** field, specify the username that is utilized to login to the network.

6. Click **Close**.

7. Launch **Excel**.

8. Click on the **miExcel** or **Connect** ribbon at the top.

9. Verify the **Import Invoices** and/or **Manual Check** buttons are active for the user.

Importing Attachments into miViewpoint

When importing invoices, when the box is checked to import invoices, you will see an attachments tab next to the mapping tab. Click Attachments.

47

Click Add attachments to add any attachments you would like imported with your invoices.

MAPPING   ATTACHMENTS

Add attachments   **Merge PDFs**

	ID	File Name
☐	96	Doc1
☐	97	Doc2

You can map the attachment IDs to your invoice sequences.

Attachment ID	Attachment ID

You will map that spreadsheet column to Attachment ID. It will import that mapped attachment ID for that invoice row.

You can also Merge PDFs in the Addin.

After adding the attachments, if you want multiple images to show for an invoice, you can use the Merge PDFs option.
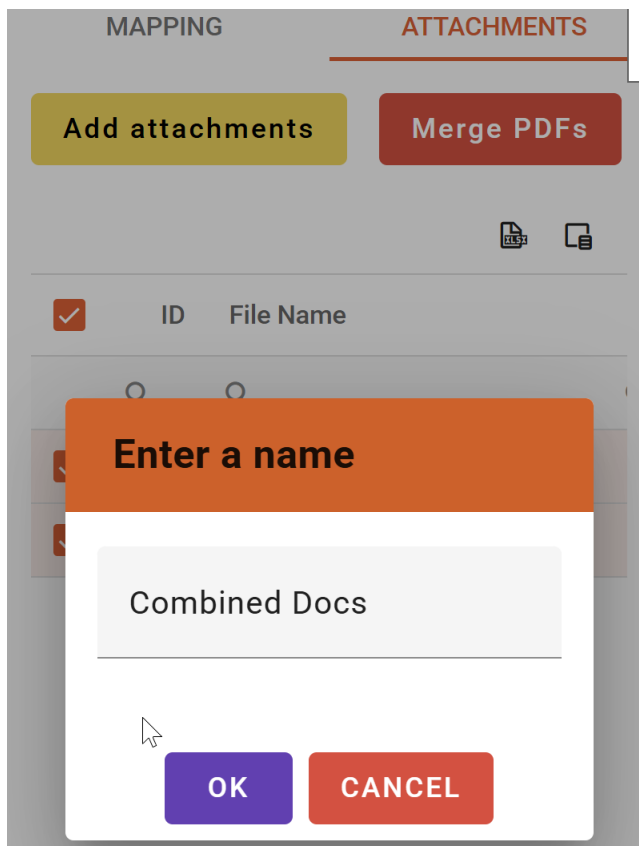Check the boxes next to the ones you want to combine and click Merge PDFs.

You will be prompted to give it a file name.

Enter the desired file name and click OK.

The selected attachments will now be combined under the new file name.