

*Accounts Receivable:
Importing Remittance Data*



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Importing Remittance Data

This feature lets you import check remittance information and post it to accounts receivable. You may receive this data in the form of a Microsoft Excel® spreadsheet either from an individual customer or from a bank. Banks view the check stub or remittance attached to the check and manually enter the information in a spreadsheet. When you receive the spreadsheet, you can import the details into accounts receivable.

Configuring the Excel Spreadsheet

To successfully import remittance information, the spreadsheet you use must contain the correct data and be properly configured. When you receive the document, you can add additional columns and change existing data.

Open the Excel spreadsheet. It *must* include the following information:

- Invoice number
- Check number
- Amount paid.

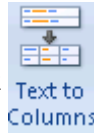
While not required, your spreadsheet could also display additional columns of information, including those shown below. The system uses the information from the spreadsheet to match on accounts receivable data. Therefore, the more data the spreadsheet includes, the better your search results.

- Customer account number
- Check total
- Paid date.

With your document open in Excel, you must also define your columns of data. This helps the system determine the type of information being imported, numeric and alpha-numeric characters, for example. By default, your columns of data may be defined as General. If so, you must reformat these columns to Text.

- 1 Open your document in Excel.
- 2 Highlight the columns to change.
- 3 Click the down arrow in the General box. Select Text. See Figure 1. This ensures that both numeric and alpha-numeric customer accounts and invoices properly import. For more details, see <http://support.microsoft.com/kb/194124/en-us>.
- 4 After changing the column default from General to Text, you must also reenter the existing values after reformatting the Excel column. Click the Data tab.

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- 5 On the menu, click . Set the data type for the new information.

For more details, see the heading **Use the Convert Text to Columns Wizard** at <http://office.microsoft.com/en-us/excel-help/three-ways-to-convert-numbers-to-text-HA001136619.aspx>.

- 6 If you also need to open an Excel 2007 document on a computer that does not have Microsoft Excel installed, you can download and install Microsoft data connectivity components. Doing so lets you acquire the Microsoft.ACE.OLEDB.12.0 provider so the document can be opened. For instructions, see <http://www.microsoft.com/downloads/en/details.aspx?familyid=7554f536-8c28-4598-9b72-ef94e038c891&displaylang=en>.

Importing the Data




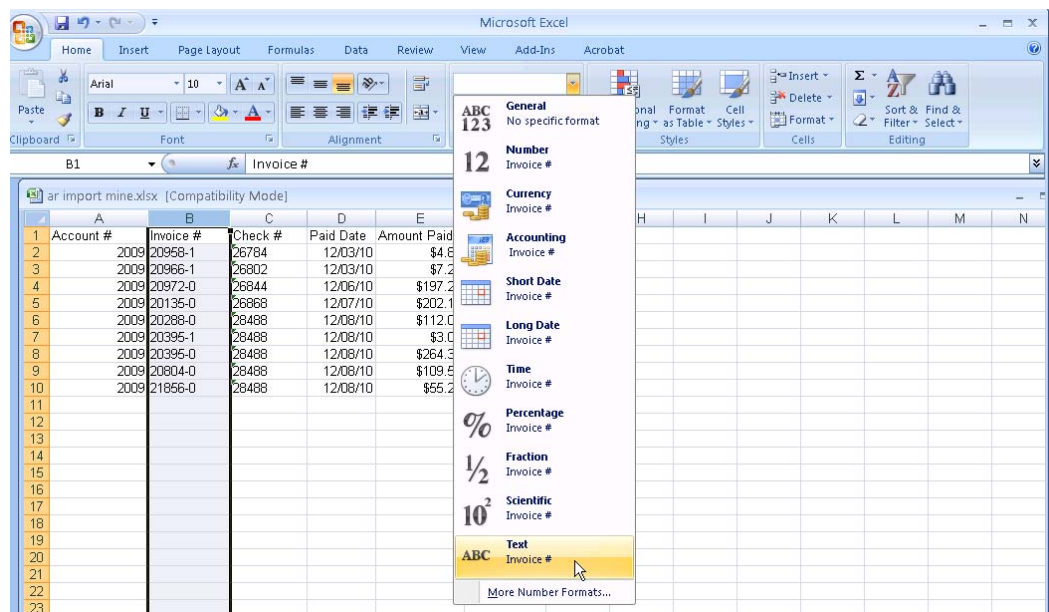
- 1 Double-click .
- 2 Click the Action menu and select Import Remittances.
- 3 When the Batch Information dialog box opens, specify the batch number for this posting.

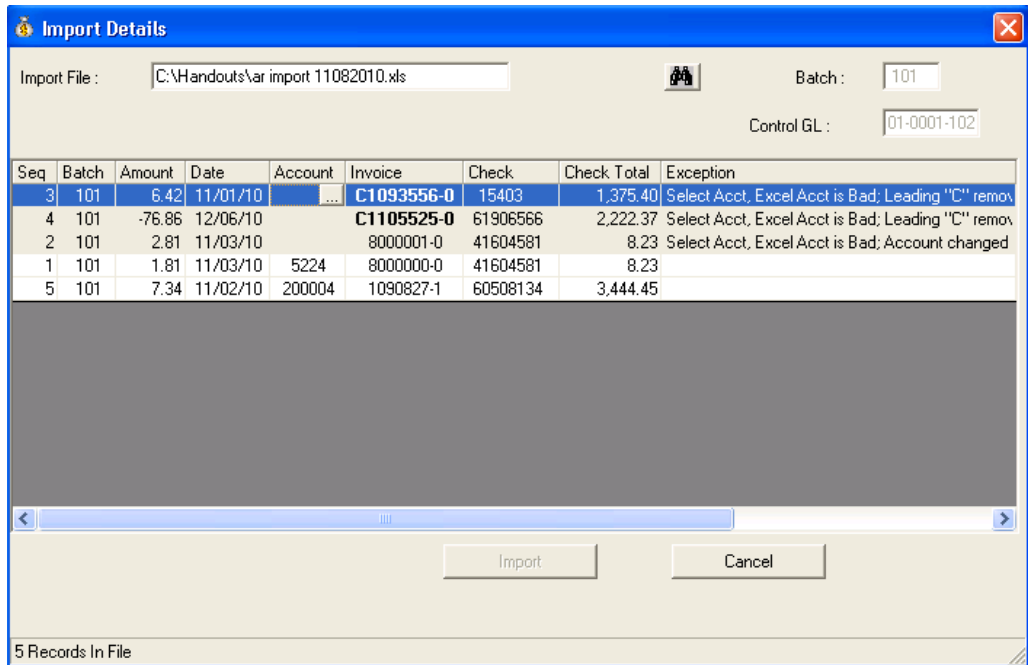
Figure 1:
Configuring the
Data in
Microsoft Excel



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- 4 The Control G/L box displays the general ledger control number for this posting. This information comes from the A/R Control field in the (L2) G/L Master Numbers screen. This is the general ledger account for the accounts receivable balance, if you are live on general ledger. We recommend you accept the default G/L number. (You should only change the A/R Control number in the (L2) screen.)
- 5 In the Post Date box, you can type a new date, or accept the default date. This box defaults to the system date. The posting date indicates when a posting is made.
- 6 When you finish entering the batch information, click OK.
- 7 The Select Import File dialog box automatically opens so you can select the file to import. The Files to Type box defaults to import an Excel worksheet. Scroll to the location on your hard drive where the file to import is stored and click Open.
- 8 The Import Details dialog box opens, displaying information for the spreadsheet selected. See Figure 2. This includes the Seq through Exceptions boxes. (The Seq box indicates the line from the spreadsheet.) Exceptions shown could include the following.
 - **Leading C Removed for Credit:** If the invoice begins with a C in the first position, the system searches for the invoice without the leading C. If found, the remittance information is posted to the invoice number without the leading C. An exception is logged.

Figure 2: The Import Details Dialog Box



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- **Suffix Inserted Into Inv #:** If the invoice does not contain a dash number, a dash is added before the last digit and search performed on the account. If found, the remittance information is posted to the invoice with the dash. An exception is logged.
 - **User Assigned Account #:** If the customer account shown on the spreadsheet cannot be found in the system, you must select the account. An exception is logged.
 - **Invoice Created:** If the customer account shown on the spreadsheet exists but the invoice does not exist, the remittance is posted to the account for the invoice. An exception is logged.
 - **Account # Changed From Invoiced Acct #:** If the customer account shown on the spreadsheet is different from the system account for the invoice, the invoice is not posted to the system account. An exception is logged.
- 9 If the Account box is blank, you can choose the account for this remittance. To do so, click .
 - 10 The Customer Selection dialog box opens. Double-click the account shown in the bottom of the dialog box or click  to open the Customer Query dialog box and choose the account. See Figure 3.
 - 11 Remaining issues must be corrected before the data can be imported. You can correct problems using the original spreadsheet. Then reimport the updated spreadsheet.

Figure 3:
Selecting a
Customer



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- 12** When you are ready to import the remittance data, click Import. The information appears in Notepad. You can view, print, and save to a file. If you do not save the information and reimport the same remittance data, the new data overwrites the existing data. At this point, the system posts the remittance data to the batch number you specified.