# PULSE UTILITIES™
## QUICK, EASY SOLUTIONS FOR MACOLA

# Import Utility for Accounts Payable Invoices

## Use AP Automation Software or Excel
## to Import Accounts Payable Vendor Invoices

## Works for both expense & purchase order invoices



## 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.

Our software also works with Accounts Payable Workflow Automation software.

Expense invoices and invoices for purchase orders are both included.

## 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.

| | Batch # | Vendor # | Invoice # | Invoice Date | Reference | Amt | Total | PO # | PO Line # | Qty | GL Acct # | Cost Unit/Sub Acct | Cost Center/Dept |
|---|---------|----------|-----------|--------------|-----------|-----|-------|------|-----------|-----|-----------|--------------------|------------------|
| 2 | 10/15/2022 | 1010 | 5033522933 | 10/15/22 | Freight | $456.68 | $913.36 | | | | 1021 | 1000 | 1000SM00 |
| 3 | 10/15/2022 | 100 | 5033522933 | 10/15/22 | Freight | $456.68 | $913.36 | | | | 1021 | 1000 | 1000SM00 |
| 4 | 10/15/2022 | 700 | 12056 | 10/15/22 | Phone bill | $169.72 | $169.72 | | | | 1021 | 2000 | 2000FA00 |
| 5 | 10/15/2022 | 800 | 4000 | 10/15/22 | Electric bill | $119.56 | $119.56 | | | | 1021 | 3000 | 1000SM00 |
| 6 | 10/15/2022 | 600 | 20200 | 10/15/22 | Lease payment | $1,000.00 | $1,000.00 | | | | 1021 | 1000 | 2000FA00 |
| 7 | 10/15/2022 | 100 | 12345 | 10/15/22 | Steel | $250.00 | $500.00 | 2100 | 1 | 1 | 1021 | 1000 | 2000FA00 |
| 8 | 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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