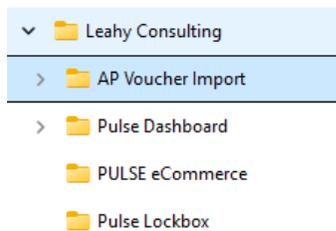


Installation & Operating Instructions

AP Voucher Import Utility

Installing the application

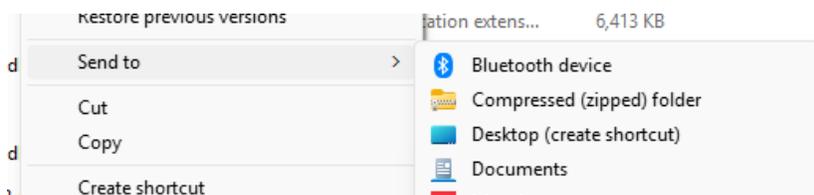
Create a folder for the application on a shared network location. This ensures that anyone accessing that network location can run the application. For example,



Unzip the file into this folder.

Go to a workstation that will need to run this utility.

Using Windows Explorer, find the Macola – AP Voucher Import.exe file and right-click. For Windows 11 you may need to select “Show more options”. Find “Send To” then select “Desktop (create shortcut)”



Double-click on the shortcut to launch the application.

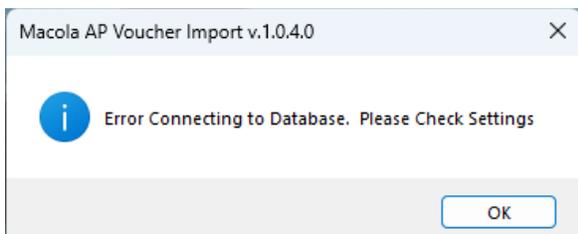
You may receive a Windows security warning. Below is one example of what this may look like. Windows provides this warning because of how the application is currently designed. It is not recognized by Windows.

Click **More Info** and then **Run Anyway**.

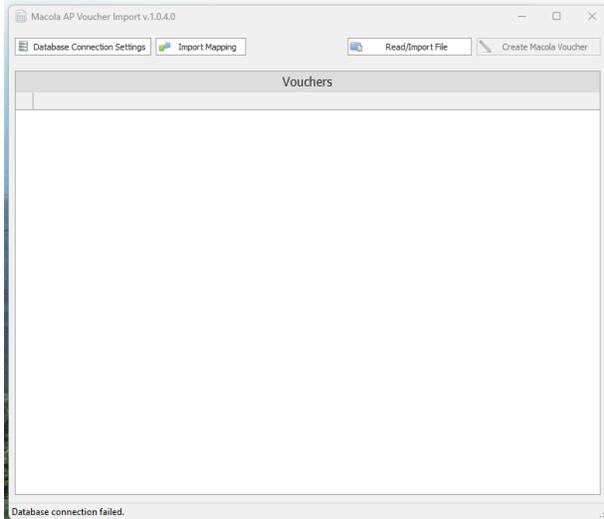


If given the option, uncheck the box to show this warning each time the application is opened.

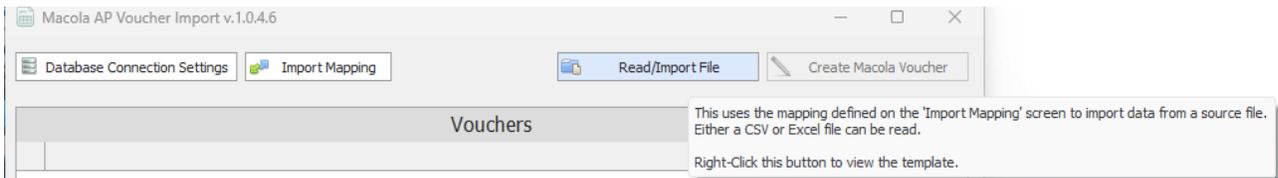
The first time you open the application you should also receive this message:



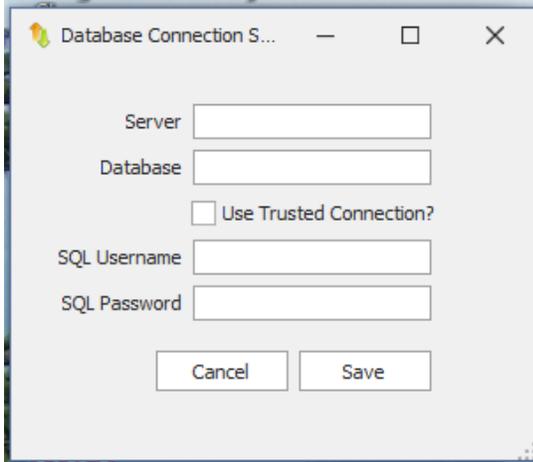
Click OK and the application will open.



Hover over the Import Mapping and Read/Import File buttons at the top of the screen to see additional information.



When first setting up the system, click the **Database Connection Setup** button.



Fill in the Server, database, and login information, then click Save.

Click Use Trusted Connection, and the application will use the LeahyConsulting user if it exists.

This connection information is saved to the user app data folder and must be set on each workstation that uses the application.

File Creation

Before you set up the Import Mapping, it is important to determine what values you will use.

The Resources folder of your AP Voucher Import installation directory contains a sample CSV file that can also be saved as an XLSX file.

The column headings can be changed as needed. If you add another row of headings, update the Starting Data Row # value in the Import Mapping.

This grid provides the minimum fields the import utility needs to create vouchers and credit memos.

| Vouchers without a PO | Vouchers with a PO |
|--|--------------------|
| Batch # - If the batch field is blank, the system cannot pull the voucher number from the AP setup file. | Batch # |
| Vendor # | Vendor # |
| Invoice # | Invoice # |
| GL Acct # | PO # |

| | |
|-----------------------------------|-----------------------------------|
| Cost Unit/Profit Center – if used | PO Line # |
| Cost Center/Department – if used | Receiver # |
| Amt (Amount) | Qty |
| | GL Acct # |
| | Cost Unit/Profit Center – if used |
| | Cost Center/Department – if used |
| | Amt (Amount) |

In the file, enter the appropriate information for your vouchers.

Batch #

Vendor #

Invoice # - can be an alphanumeric value

Invoice Date - If this is not populated, the system will enter the current system date.

GL Date - If this is not populated, the system will enter the current system date.

Reference – This can be no larger than 30 characters

Due Date – This value will override the due date calculation that was based on the terms code defined for the vendor.

Discount Date – This value will override the discount date calculation that was based on the terms code defined for the vendor.

Discount % – This value will override the discount percent calculation that was based on the terms code defined for the vendor.

Non-Discount Amt

Misc Amt

Frnt Amt – Freight amount

Tax Amt – The value in this field will be used as the transaction's sales (GST) tax. It will be split proportionally across all tax codes defined in the tax schedule assigned to the vendor. It will factor in any freight or miscellaneous amounts if they are taxable for any tax code on that tax schedule.

Total - This is the full amount of the voucher and should be the same on all rows that make up that voucher. This field should be in a Currency format with the appropriate number of decimals. If the Total field does not contain a value, the system will calculate it as the sum of the Amounts for each row on this voucher.

PO # - This must contain the number and release number; for example, PO 123 would appear as 12300. The release value is used for Blanket order releases or landed cost entries.

PO Line #

Receiver - This must contain the number and release number; for example, PO 123 would appear as 12300. The release value is used for Blanket order releases or landed cost entries.

Qty

GL Account # - This is typically an expense or receiving accrual account. The Accounts Payable account will be pulled from the vendor type assigned to the vendor.

Cost Unit/Profit Center – The value will be padded correctly for Macola Progression or Macola ES, meaning leading zeros or spaces are not needed. Where the value is all zeros, a single zero will be sufficient.

Cost Center/Department – The value will be padded correctly for Macola Progression or Macola ES, meaning leading zeros or spaces are not needed. Where the value is all zeros, a single zero will be sufficient.

Amt – This should be the amount for that row or line on the voucher. Each line could be a different purchase receiver or expense account.

Transaction Type - The system only sets the transaction type to Credit Memo when the value starts with the letter “c.” This is not case-sensitive.

Apply To – This is the invoice number of the voucher to which this credit memo should be applied. If this field is not populated for a credit memo record, the system will use the invoice number of this record.

Note: When a single invoice has multiple rows of data, the system will pull the “header” information from the first row of that invoice. For example:

| Batch # | Vendor # | Invoice # | Invoice Dt | GL Date | Reference - Max 30 characters | Due Date | Discount Date | Discount % | Non-Discount Amt | Misc Amt | Frnt Amt | Tax Amt | Total | PO # | PO Line # | Receiver | Item # | Qty | GL Acct # | Cost Unit/Profit Center | Cost Center/Dept | Amt |
|------------|----------|-----------|------------|-----------|-------------------------------|----------|---------------|------------|------------------|----------|----------|---------|------------|------|-----------|----------|--------|-----|-----------|-------------------------|------------------|------------|
| TEST-03-06 | 100 | 12 | 3/6/2025 | 3/10/2025 | Voucher w/3 PO | | | 0 | 0 | 0 | 0 | 27.47 | \$6,626.99 | 4800 | 1 | | | 97 | 2023 | | 0 | \$499.48 |
| TEST-03-06 | 100 | 12 | | | | | | | | | | 125.09 | \$6,626.99 | 4800 | 2 | | | 65 | 2023 | | 0 | \$2,274.35 |
| TEST-03-06 | 100 | 12 | | | | | | | | | | 6.51 | \$6,626.99 | 4900 | 1 | | | 23 | 2023 | | 0 | \$118.43 |
| TEST-03-06 | 100 | 12 | | | | | | | | | | 157.8 | \$6,626.99 | 4900 | 2 | | | 82 | 2023 | | 0 | \$2,069.18 |
| TEST-03-06 | 100 | 12 | | | | | | | | | | 28.6 | \$6,626.99 | 5000 | 1 | | | 101 | 2023 | | 0 | \$520.07 |

Set up Import Mapping

Now that you know which values you will populate, click the **Import Mapping** button.

Starting Data Row # — Enter the number of the first row that contains the order information. If there is more than one header row, enter the number of the first row with the data to import.

By default, the system sets this value to 2 and assigns the column letters based on the template in the Resources folder.

Default File Type: Select the file type that you will typically use. You can still import either file type. This sets the default file type when searching within the application.

Default Source Folder (for import files): Saves the location of your import files

Default Destination Folder (move to after import): This folder will be the location of your import file after the import is successful.

Import Mapping

Starting Data Row #: 2 Default File Type: CSV (.csv) Excel (.xls, .xlsx)

Default Source Folder (for import files): C:\Import\AP Import\Progression

Default Destination Folder (move to after import): C:\Import\AP Import

| Header Fields | |
|----------------------------|---|
| Transaction Type Column #: | X |
| Batch Column #: | A |
| Vendor # Column #: | B |
| Invoice # Column #: | C |
| Apply-To # Column #: | Y |
| Invoice Date Column #: | D |
| GL Date Column #: | E |
| Reference Column #: | F |
| Due Date Column #: | G |

| Line Fields | |
|-------------------------|---|
| PO # Column #: | O |
| PO Line # Column #: | P |
| PO Receiver # Column #: | Q |
| Item # Column #: | R |
| Item Qty Column #: | S |
| GL Acct Column #: | T |
| Profit Center Column #: | U |
| Department Column #: | V |
| Amt Column #: | W |

| Header Fields Additional | |
|----------------------------|---|
| Discount Date Column #: | H |
| Discount % Column #: | I |
| Non-Discount Amt Column #: | J |
| Misc Amt Column #: | K |
| Frt Amt Column #: | L |
| Tax Amt Column #: | M |
| Total Amt Column #: | N |

Cancel Save

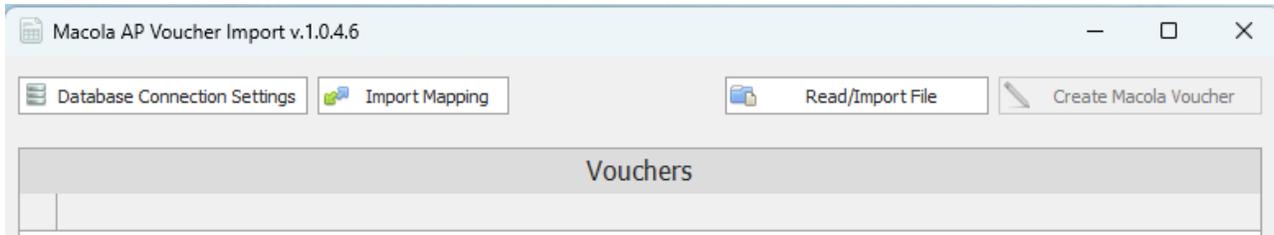
Adjust the Column letters as needed to point to the appropriate fields for the data.

When you have defined the starting row and columns, click **Save**. The system will create a table called `leahy_ap_voucher_import_mapping` to store the data in your Macola database.

Import Data

In the Macola AP Voucher Import application, click the **Read/Import File** button in the upper right corner of the window.

Browse to where you saved the file, select it, and click Open.



You should then see your data displayed as in this example.

| Selected | Trx Type | Batch No | Voucher No | Invoice No | Apply To No | Reference | Vendor No | Terms | General Ledger | Invoice Date | Distribution D. | Due Date | Discount Date | Discount Pct | Discount Amt | Non Discount | Misc Amt | Freight Amt | Sales Tax Amt | Sub Total Amt | Line Total | |
|-------------------------------------|----------|------------|------------|------------|-------------|------------------------|----------------|------------------------|---------------------------|--------------|-----------------|----------|---------------|--------------|--------------|--------------|----------|-------------|---------------|---------------|-------------|--|
| <input checked="" type="checkbox"/> | V | TEST-03-06 | 812 | 1 | 1 | Simple voucher | 100 | 3N3 | 02000-00000... | 3/6/2025 | 3/10/2025 | 5/5/2025 | 4/5/2025 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0 | \$400.00 | |
| Voucher Lines | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | General Ledger Account | Purchase Order | Purchase Order Line No | Purchase Order Receipt No | Item No | Quantity | Amt | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05490-00000-00000 | | | | | | 0 | \$400.00 | | | | | | | | | |
| <input checked="" type="checkbox"/> | V | TEST-03-06 | 813 | 2 | 2 | Multiple Acco... | 100 | 3N3 | 02000-00000... | 3/6/2025 | 3/10/2025 | 5/5/2025 | 4/5/2025 | 0 | 0.00 | 0 | 0 | 0 | 83.05 | 0 | \$1,510.00 | |
| Voucher Lines | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | General Ledger Account | Purchase Order | Purchase Order Line No | Purchase Order Receipt No | Item No | Quantity | Amt | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05490-00000-00000 | | | | | | 0 | \$400.00 | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05490-10000-00000 | | | | | | 0 | \$123.00 | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05390-10000-00000 | | | | | | 0 | \$987.00 | | | | | | | | | |
| <input checked="" type="checkbox"/> | V | TEST-03-06 | 814 | 3 | 3 | Freight and M... | 100 | 3N3 | 02000-00000... | 3/6/2025 | 3/10/2025 | 5/5/2025 | 4/5/2025 | 0 | 0.00 | 0 | 25 | 37 | 34.96 | 0 | \$137.15 | |
| Voucher Lines | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | General Ledger Account | Purchase Order | Purchase Order Line No | Purchase Order Receipt No | Item No | Quantity | Amt | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05490-00000-00000 | | | | | | 0 | \$137.15 | | | | | | | | | |
| <input checked="" type="checkbox"/> | V | TEST-03-06 | 815 | 4 | 4 | Tax and Discou... | 100 | 3N3 | 02000-00000... | 3/6/2025 | 3/10/2025 | 5/5/2025 | 4/5/2025 | 10 | 23.29 | 0 | 0 | 0 | 12.81 | 0 | \$232.87 | |
| Voucher Lines | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | General Ledger Account | Purchase Order | Purchase Order Line No | Purchase Order Receipt No | Item No | Quantity | Amt | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05490-00000-00000 | | | | | | 0 | \$232.87 | | | | | | | | | |
| <input checked="" type="checkbox"/> | V | TEST-03-06 | 816 | 5 | 5 | Wrong Tax a... | 200 | N30 | 02000-00000... | 3/6/2025 | 3/10/2025 | 5/5/2025 | 4/5/2025 | 0 | 0.00 | 0 | 0 | 50 | 6.78 | 0 | \$123.25 | |
| Voucher Lines | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | General Ledger Account | Purchase Order | Purchase Order Line No | Purchase Order Receipt No | Item No | Quantity | Amt | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05490-00000-00000 | | | | | | 0 | \$123.25 | | | | | | | | | |
| <input checked="" type="checkbox"/> | V | TEST-03-06 | 817 | 6 | 6 | Tax Freight b... | 200 | N30 | 02000-00000... | 3/6/2025 | 3/10/2025 | 5/5/2025 | 4/5/2025 | 10 | 40.00 | 0 | 0 | 37 | 40 | 0 | \$400.00 | |
| Voucher Lines | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | General Ledger Account | Purchase Order | Purchase Order Line No | Purchase Order Receipt No | Item No | Quantity | Amt | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05490-00000-00000 | | | | | | 0 | \$400.00 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | Sum: \$9602 | |

The top line is the “header,” and each line is displayed below this.

| Selected | Trx Type | Batch No | Voucher No | Invoice No | Apply To No | Reference | Vendor No | Terms | General Ledger | Invoice Date | Distribution D. | Due Date | Discount Date | Discount Pct | Discount Amt | Non Discount | Misc Amt | Freight Amt | Sales Tax Amt | Sub Total Amt | Line Total | |
|-------------------------------------|----------|------------|------------|------------|-------------|------------------------|----------------|------------------------|---------------------------|--------------|-----------------|----------|---------------|--------------|--------------|--------------|----------|-------------|---------------|---------------|------------|------------|
| <input checked="" type="checkbox"/> | V | TEST-03-06 | 813 | 2 | 2 | Multiple Acco... | 100 | 3N3 | 02000-00000... | 3/6/2025 | 3/10/2025 | 5/5/2025 | 4/5/2025 | 0 | 0.00 | 0 | 0 | 0 | 0 | 83.05 | 0 | \$1,510.00 |
| Voucher Lines | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | General Ledger Account | Purchase Order | Purchase Order Line No | Purchase Order Receipt No | Item No | Quantity | Amt | | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05490-00000-00000 | | | | | | 0 | \$400.00 | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05490-10000-00000 | | | | | | 0 | \$123.00 | | | | | | | | | |
| <input checked="" type="checkbox"/> | | | | | | 05390-10000-00000 | | | | | | 0 | \$987.00 | | | | | | | | | |

Look for icons with an X inside a red circle.  If you find any, jump to the Troubleshooting section for more information.

Selected – This indicates that the transaction will be pushed into Macola. You can click in this field to unselect the transaction then Tab for the change to take effect. This will be unchecked for any transaction that has an error.

To see the breakdown of the Sales Tax calculation, click on the transaction header but not on the Sales Tax Amount field. Then, hover your mouse over the Sales Tax Amount field. In this example, we clicked on the Freight Amount.

| | | | | | |
|---|------|---|---|---|-------|
| 0 | 0.00 | 0 | 0 | 0 | 83.05 |
| Tax Code: OH %: 5.50 Total Tax Amt: 19.86 Frt Tax: 0 Misc Tax: 0 Tax Code: VAT %: 17.50 Total Tax Amt: 63.19 | | | | | Amt |
| No | | | | | 0 |

In the lower right corner is the Sum of the Line Total amounts for all selected transactions.

| |
|-------------|
| Sum: \$9602 |
|-------------|

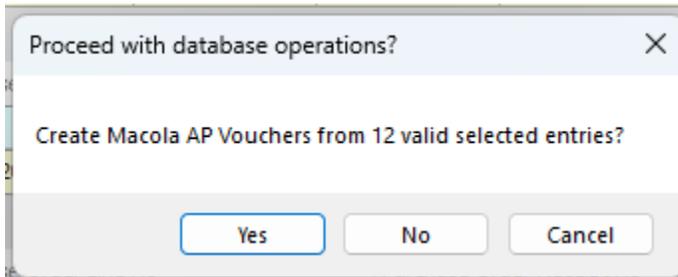
You can manually edit any of the fields before pushing the transactions to Macola.

Push the data to Macola

Once all errors have been corrected, click the **Create Macola Vouchers** push button in the upper right corner. This button is only available when at least one transaction has been selected.

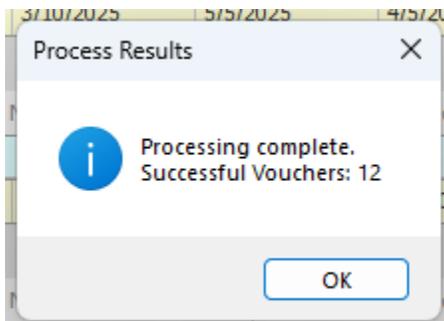
| <div style="display: flex; justify-content: space-between;"> Read/Import File Create Macola Vouchers </div> | | | | |
|---|---------------|---------------|------------|--|
| Amt | Sales Tax Amt | Sub Total Amt | Line Total | |
| 0 | 83.05 | 0 | \$1,510.00 | |

The system will ask if you want to proceed with creating the voucher.

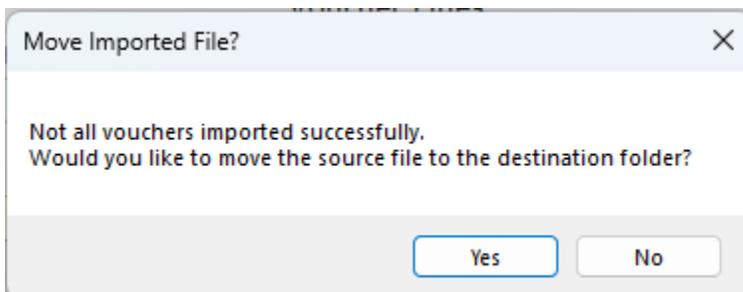


Click Yes

The system will then let you know that the vouchers have been created.



Note: You could receive this warning if the CSV or Excel file that is being imported is open on the workstation.



You can now go into Macola to print the AP voucher transaction list and review the imported data.

This writes information directly into the appropriate Macola tables.

Specifically for Progression:

APIDFIL_SQL – AP Batch File

APTRXFIL_SQL – AP Transaction table

APTRXDST_SQL – AP transaction distribution table

SYTAXTRX_SQL – Sales Tax Transaction table

POORDLIN_SQL – Purchase Order Line table - when purchase orders are involved

IMRECHST_SQL – PO Receiver table – when purchase orders are involved

Troubleshooting

After importing the file, look for icons with an X inside a red circle. 

Hover your mouse over each to see the error message.

You can manually update invalid values before creating the Macola vouchers.

Here are some common error messages:

GL Account Required— This can happen if the GL account on the import file does not exist in the Macola database.

Cost Center (or Cost Unit) Required – if a value was entered in the file, check that any letters have been capitalized.

Selected Line Amt = 0 – This warns you that the lines have zero or blank amounts, so the total is also zero.

Batch Required—This can appear for the Invoice Number or Batch Number. In both cases, it means the field is blank.

Apply-To Not On File For This Vendor # - The invoice number entered is not associated with this vendor.

Tax Amt Populated, No Tax Info Found For This Vendor # - This appears if the vendor does not have a tax schedule defined in vendor maintenance or if the tax schedule is for a non-taxable tax code.

The quantity is populated, but the purchase order, purchase order line number, and purchase order receipt numbers are blank even though they are in the file. This can happen if the values entered do not exist in this Macola database.

Minimum rights to tables:

| Select permissions on: | Update permissions on: | Insert Permissions on: |
|---------------------------------|------------------------|------------------------|
| IMITMIDX_SQL | APTRXDST_SQL | APTRXDST_SQL |
| APVENFIL_SQL | APTRXFIL_SQL | APTRXFIL_SQL |
| APVENTYP_SQL | SYTAXTRX_SQL | SYTAXTRX_SQL |
| APCTLFIL_SQL | POORDLIN_SQL | |
| APTRXDST_SQL | IMRECHST_SQL | |
| SYACTFIL_SQL | | |
| SYCDEFIL_SQL | | |
| SYTAXTRX_SQL | | |
| COMPFILE_SQL | | |
| Leahy_ap_voucher_import_mapping | | |

Security Settings:

By default, the Database Connection Settings and Import Mapping buttons are visible to all users. However, after initial setup, they can be hidden by editing the config.ini file in the Resources folder.

This file will default to:

Database Settings: Y

Import Mapping: Y

To hide the buttons, change the Y to N. This is not case-sensitive.

You can then restrict access to the Resources folder to prevent unauthorized users from editing this file.

Updating AP Voucher Import

When a new version of the AP Voucher Import application is available, you will be sent a new Macola – AP Voucher Import.exe file. Because of security restrictions, this file will come as a text file.

 Macola - AP Voucher Import.exe.txt

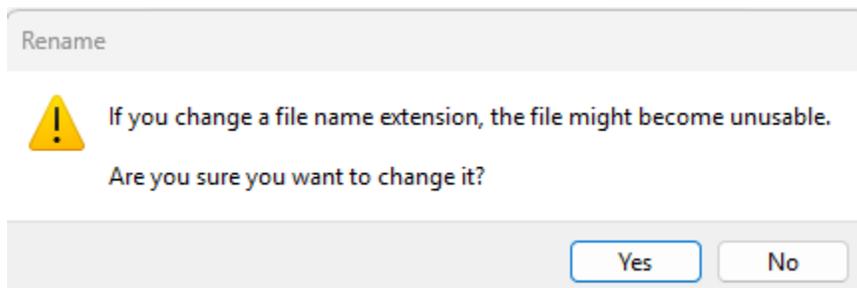
First, go into your AP Voucher Import folder and delete the existing Macola – AP Voucher Import.exe file.

Next, paste the new Macola – AP Voucher Import.exe.txt file into the same folder.

Rename the file by removing the “.txt” from the end of the file name.

 Macola - AP Voucher Import.exe.txt

Press Enter and you will receive this message:



Click Yes

You are now ready to start using the updated AP Voucher Import utility.

Please contact our PULSE support desk with questions and comments at

(513) 723-8095 or Support@PULSEDashboard.com

Visit www.PULSEDashboard.com

Leahy Consulting is an independent ERP consulting company with over 30 years of experience supporting and optimizing the Macola® software. Leahy Consulting is not affiliated with ECI® Software.

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