



Data Exchange Module

Vendor Invoice Import

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TABLE OF CONTENTS

- OVERVIEW 4**
- VENDOR INVOICE IMPORT 5**
 - Selections..... 7
- FILE LAYOUT 7**
 - Header Record 8
 - Detail Record 9
 - File Layout Examples10
- IMPORTING THE FILE.....11**
 - Report Examples13
 - Vendor Invoices Created Report _____ 13
 - Vendor Invoice Import Errors Report _____ 15
 - Vendor Invoice Import Failed Report _____ 15
- AFTER RECORDS ARE VALIDATED.....16**
 - VALIDATIONS17
- ERROR CORRECTION21**
- MISCELLANEOUS OPTIONS28**
 - Document Image Creation28
 - A/P Invoice Approval Routing30
 - Tax Issues.....30
 - Multiple Division Validation31
 - Purchased with Credit Card.....31
 - Inter-Company Logic.....33
 - Time + Material Contract Labor Logic34
 - Cost Center Logic.....35
 - Conversion Usage36

OVERVIEW

Spectrum's custom Accounts Payable (A/P) Vendor Invoice Import program offers the ability to create multiple General Ledger (G/L) distribution lines for a single invoice. The import includes the standard Spectrum Multi Company, Credit Card, Accounts Payable Inter-company logic and the option to include images built into the import. The program creates 'unposted' or 'unapproved' A/P invoice transactions that pass validation rules.

Vendor Invoice Import provides the following benefits:

- Save time by avoiding manual entry of multiple headers (invoices) and details (line items).
- Gain visibility into the accuracy of your invoices by vendor job, item type, etc.
- Manage your intercompany transactions using the same invoice template.

Vendor Invoice Import provides the following features:

- Standard templates for you and your vendors.
- Standard Spectrum Accounts Payable validation rules for invoices and accuracy.
- Automatic transfer of invoices into either unposted or approval locations based on your preferences.

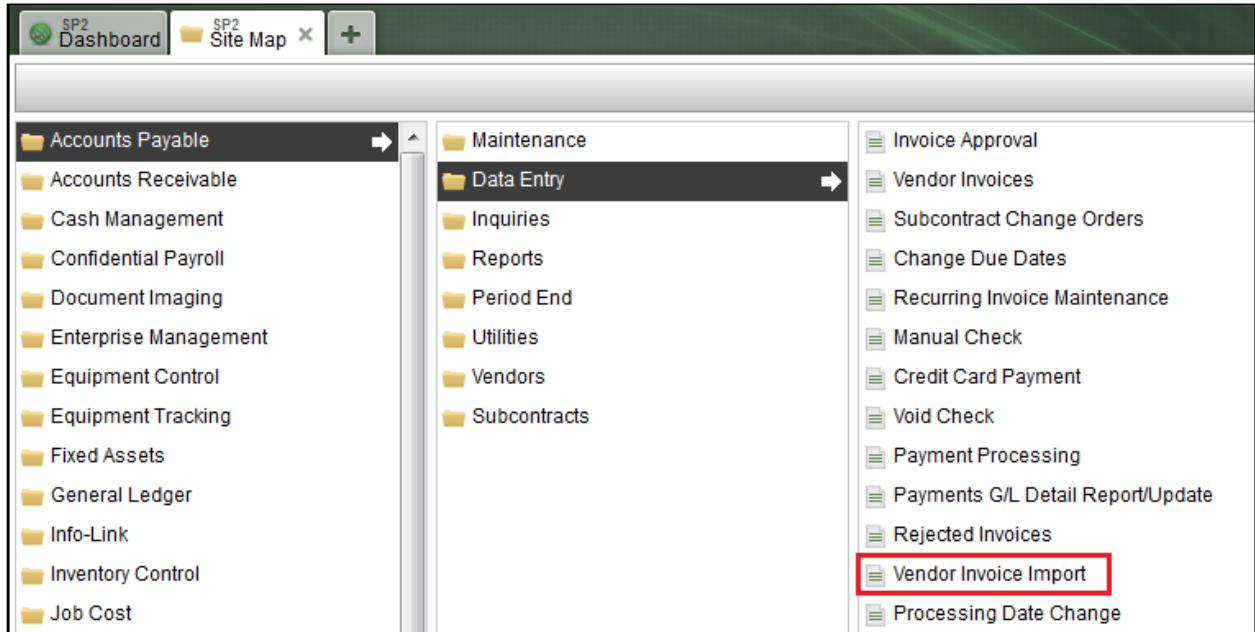
Vendor Invoice Import needs the following:

- Product serialization key defined within Spectrum.
- The following modules must be installed:
 - Accounts Payable
 - General Ledger

IMPORTANT: This custom import does NOT support user-defined fields at this time.

VENDOR INVOICE IMPORT

To use the Vendor Invoice Import, click Accounts Payable | Data Entry | Vendor Invoice Import as shown below.



The Vendor Invoice Import screen page (shown without Cost Centers) is used to provide the necessary default information, review the file layout, review the errors, and allows you to upload the file into Spectrum.

Shown without Cost Centers

The screenshot shows the 'Vendor Invoice Import' window with the following fields:

- Batch code:** TEST
- G/L distribution account:** 205-0
- A/P G/L account:** 205-0
- Remarks:** Your Test Batch
- Server image path:** C:\Temp

Shown with Cost Centers

The screenshot shows the 'Vendor Invoice Import' window with the following fields:

- Batch code:** TEST
- G/L distribution account:** 00-0200
- Header cost center:** 101 NE REGION - COMM 2ND
- Detail cost center:** 101 NE REGION - COMM 2ND
- A/P G/L account:** 00-0200
- Remarks:** Your Test Batch
- Server image path:** C:\Temp

The start screen has the following four buttons at the top of the screen:

- **Continue**
 - Click here to proceed with the uploading of the Vendor Invoice Import file into Spectrum.
 - See *Importing the File* section for more details.
- **Cancel**
 - Click here to leave the screen.
- **File Layout**
 - Click here to see the file layouts for the header record and the detail record.
 - See *File Layout* section for more details.
- **Errors**
 - Click here to view the Error Correction Screen.
 - See *Error Correction* section for more details.

Selections

The start screen has the following fields which are required with the exception of the Remarks and Image Path (when available).

- **Batch code:** The code to be assigned to the imported Accounts Payable transactions if the import file does not include the code on the header file.
- **G/L Distribution Account:** The default G/L account that is assigned to the Accounts Payable detail lines if the code does not exist on the detail line import record.
- **A/P G/L Account:** The default A/P trade account that is assigned to the Accounts Payable header transactions. The field auto populates from the A/P Installation screen.
- **Remarks:** The default remarks for the header if the import file does not include remarks on the header record. The header remarks print on the check when the invoices are paid.
- **Server image path:** Define the server path where the images will be stored and are defined in the import layout. This is a temporary directory and the images are automatically deleted from this directory once there is a successful import of the invoice and the Vendor Invoices Created report is displayed.

NOTE: *If the Enterprise module is installed and Cost Centers are turned on, then two additional fields will appear on the start screen (as shown above). If Cost Centers are not turned on then these two fields will be hidden (as shown above).*

- **Header Cost Center:** The default Cost Center if the header import record is blank. Used for indirect cost entries only.
- **Detail Cost Center:** The default Cost Center if the detail import record is blank. Used for indirect cost entries only.

FILE LAYOUT

The import process reads a comma-separated text file for the information about the invoices. Each imported invoice in the file has a header record and at least one detail record. For each invoice, the first line represents the header record and is labeled with an identifier "H". All subsequent lines with the same invoice number are interpreted as detail records and will have the identifier "D". The file must have at least one header and detail record per invoice or credit memo.

Below are the formats for the Header and Detail records.

Header Record

	Name	Type	Len	Req.	Field Information
1	Record ID	Alpha	1	Yes	"H"
2	Vendor Code	Alpha	10	Yes	Validate to Vendor Master
3	Invoice Number	Alpha	20	Yes	Unique for each vendor – no duplicates
4	Type	Alpha	1	Yes	"I" or "C"
5	Invoice Date	Date	8	Yes	Format = MMDDYYYY
6	Tran Date	Date	8	Yes	This is the G/L date. Must be within AP Min/Max dates. Format = MMDDYYYY
7	Batch Code	Alpha	10		Import file or start screen
8	Subcontract #	Alpha	10		Validate to A/P Subcontract master
9	Status	Alpha	1		"O"pen; "H"old; "C"redit Card or "P"repaid
10	Bank Account Code OR Credit Card Account Code	Alpha	15	No if 'P' Yes if 'C'	If status (field 9) = "P" this is the Bank Account code.* If status (field 9) = "C" this is the Credit Card Account Code which is validated to the Cash Management module
11	Check #	Alpha	6	Yes	*If status = "P"
12	Cash GL Account	Numeric	12		*If status = "P"
13	Check Date	Date	8	Yes	*If status = "P" Format = MMDDYYYY
14	Invoice Amount (also known as Total before tax)	Num	9.2		Invoice Amount + Tax (if applicable) Must be positive (If the Sales Tax code is used in the detail line, the sales tax amount for the detail will be added to that detail line and it will make the adjustment to the total invoice amount to keep the header and details in balance. If the Use Tax is in the detail line it will not adjust the total invoice amount during the import.)
15	Retention (Holdback)	Numeric	9.2		Positive Amount only. G/L Installation option for Value added tax controls field name change.
16	PO #	Alpha	10		DO NOT USE
17	Remarks	Alpha	30		
18	Routing	Alpha	10		Validate to Invoice Approval Routing Maintenance.
19	Card Number	Alpha	10	No	If status = "C" - Validate to Bank Account Maintenance, if sub accounts are checked, then the card number is required.
20	Image filename	Alpha	40	No	File name will be used to create a document image attachment within the Document Imaging Master.
21	Cost Center	Alpha	10	No	Validate to A/P GL Account and also Vendor Master.
22	VAT Code	Alpha	10	No	G/L Installation option for Value added tax controls the use of this field. Ignores if option is not selected. Validates to Value Added Tax Maintenance. If blank then defaults from G/L Installation.
23	VAT Tax Amt	Num	10.2	No	G/L Installation option for Value added tax controls the use of this field. Ignores if option is not selected. If field is blank then it will be calculated.
24	Discount Amt	Num	9.2	No	Enter the Discount amount for this invoice. The amount entered here will override the Vendor Defaults for the discount due calculation.

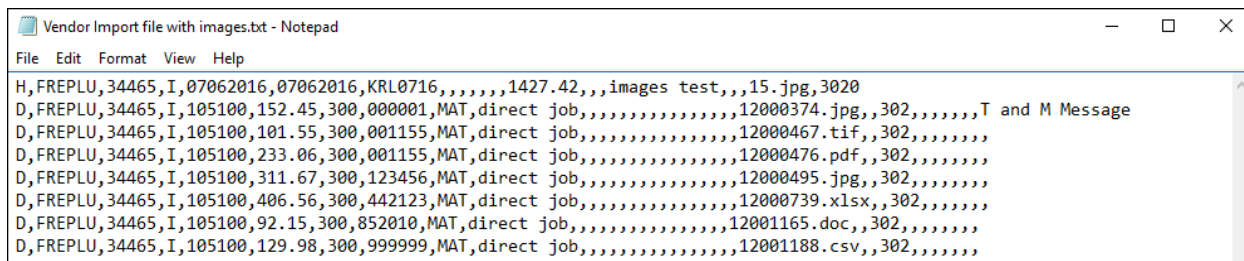
Detail Record

	Name	Type	Len	Req.	Field Information
1	Record ID	Alpha	1	Yes	"D"
2	Vendor Code	Alpha	10	Yes	Validate to Vendor Master
3	Invoice Number	Alpha	20	Yes	Unique for each vendor – no duplicates
4	Type	Alpha	1	Yes	"I" or "C"
5	GL Dist. Account	Numeric	12	Yes	Import file or start screen
6	Amount (Total before tax)	Numeric	-9.2	Yes	This is the detail total before tax.
7	Job Number	Alpha	10	Yes*	*If GL Dist. Acct is Direct Cost = Y
8	Phase Code	Alpha	20	Yes*	*If GL Dist. Acct is Direct Cost = Y
9	Cost Type	Alpha	3	Yes*	*If GL Dist. Acct is Direct Cost = Y
10	Remarks/Message Line	Alpha	30		Import file or start screen
11	Equip. Code	Alpha	10	Yes*	*If GL Dist. Acct is Equip. Cost = Y
12	Equip. Cost Cat	Alpha	4	Yes*	*If GL Dist. Acct is Equip Cost = Y
13	UOM	Alpha	3		
14	Quantity	Num	-7.2		
15	Bill Item	Alpha	10		Subcontract Bill Item
16	Company Code	Alpha	3		Used for Inter-company transactions
17	Tax Code	Alpha	15		Validate to Tax Master - if the sales tax code is entered after the invoice is imported, the sales tax amount will be added to the detail line and it will be added to the header total amount.
18	Work Order	Alpha	10	Yes*	*If GL Dist. Account is Work Order Cost = Y
19	Item Code	Alpha	15	Yes*	*If GL Dist. Acct is Work Order Cost = Y; validate item code to item master. Non-stock items are allowed – item code must start with "!" (an exclamation point).
20	Item Desc.	Alpha	35		If item code is non-stock, description is required.
21	Unit-Cost	Numeric	-12.2		Used for non-stock items only
22	WO Site Equipment	Alpha	8		Validate to Site ID Equipment (if populated); field is not required.
23	WO Site Equip / Component	Alpha	2		Validate to Site ID Equipment Component (if populated; field is not required.
24	Service Contract	Alpha	10		Validate to Service Contract Maintenance. (if populated)
25	Unit Bill (was called Unit-price)	Numeric	-12.2		If left blank, programming defaults based on item code
26	Image filename	Alpha	40		If there are multiple images for one invoice transaction, the image file can be assigned to each detail line.
27	PM Work Order	Alpha	10	Yes*	*If cost category requires PM work Order
28	Cost Center	Alpha	10	No	Used for indirect cost detail lines only; validate to GL distribution account
29	Contract Labor Hours - Reg	Numeric	4.2	No	Positive or Negative numbers allowed.
30	Labor Ext. - Reg	Numeric	9.2	No	Enter the dollar amount for the Regular time.
31	Contract Labor Hours - OT	Numeric	4.2	No	Positive or Negative numbers allowed.
32	Labor Ext. - OT	Numeric	9.2	No	Enter the dollar amount for the Overtime.
33	Contract Labor Hours – DT	Numeric	4.2	No	Positive or Negative numbers allowed.
34	Labor Ext. - DT	Numeric	3.3	No	Enter the dollar amount for the Doubletime.
35	Labor Bill Code	Alpha	2	No	Validates to T+M Labor Billing Rate Maintenance
36	T+M Message	Alpha	30	No	Entered text displays within T+M Billing

File Layout Examples

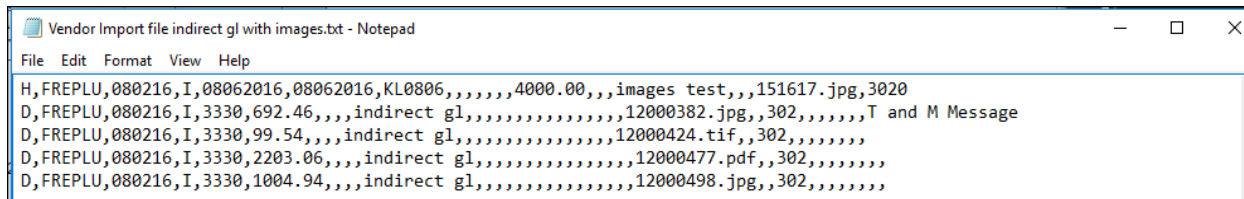
The following example displays one header and seven detail records.

- The detail records are direct job cost, but the example below displays a majority of the fields above.
- The programming uses the GL Account field to determine which other import fields to use.
- The job cost, equipment, work order, and service contract fields are populated on the detail record.
- The programming looks for the required fields for indirect cost when the import is performed.



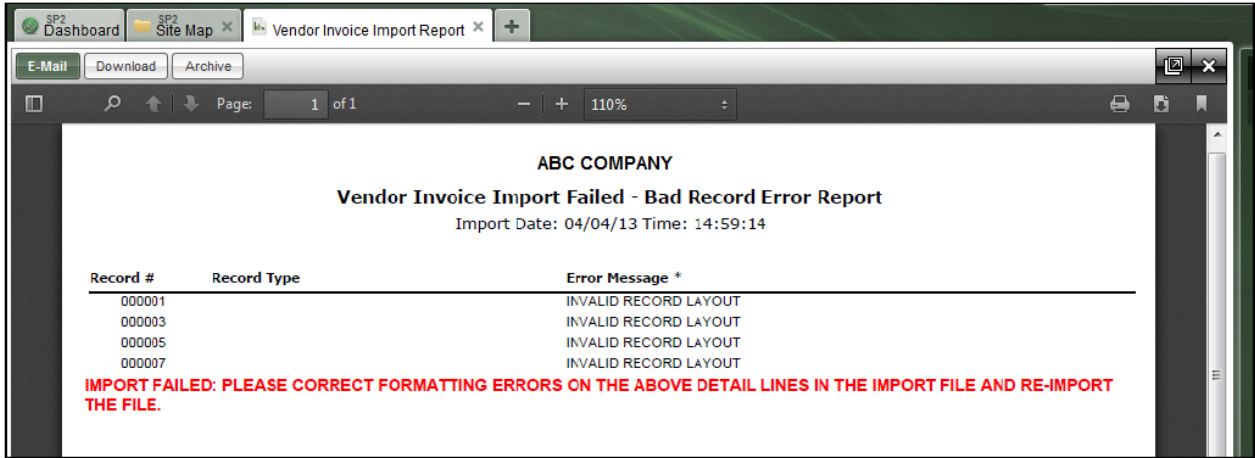
```
Vendor Import file with images.txt - Notepad
File Edit Format View Help
H,FREPLU,34465,I,07062016,07062016,KRL0716,,,,,1427.42,,images test,,15.jpg,3020
D,FREPLU,34465,I,105100,152.45,300,000001,MAT,direct job,,,,,,,,,,,,,12000374.jpg,,302,,,,,T and M Message
D,FREPLU,34465,I,105100,101.55,300,001155,MAT,direct job,,,,,,,,,,,,,12000467.tif,,302,,,,,
D,FREPLU,34465,I,105100,233.06,300,001155,MAT,direct job,,,,,,,,,,,,,12000476.pdf,,302,,,,,
D,FREPLU,34465,I,105100,311.67,300,123456,MAT,direct job,,,,,,,,,,,,,12000495.jpg,,302,,,,,
D,FREPLU,34465,I,105100,406.56,300,442123,MAT,direct job,,,,,,,,,,,,,12000739.xlsx,,302,,,,,
D,FREPLU,34465,I,105100,92.15,300,852010,MAT,direct job,,,,,,,,,,,,,12001165.doc,,302,,,,,
D,FREPLU,34465,I,105100,129.98,300,999999,MAT,direct job,,,,,,,,,,,,,12001188.csv,,302,,,,,
```

It is important that the import file (whether it is a '.txt' or '.csv' file) have the required format defined above. The file must be comma-delimited, which means each field needs a comma to separate the information; therefore, if no data is entered for a field it still must have a comma to define the field and create a placeholder for that field. For example, if there is an indirect cost example (shown below), the Job / Phase / Cost Type fields are not needed, but there should be a comma placeholder or the import file will have an invalid format.



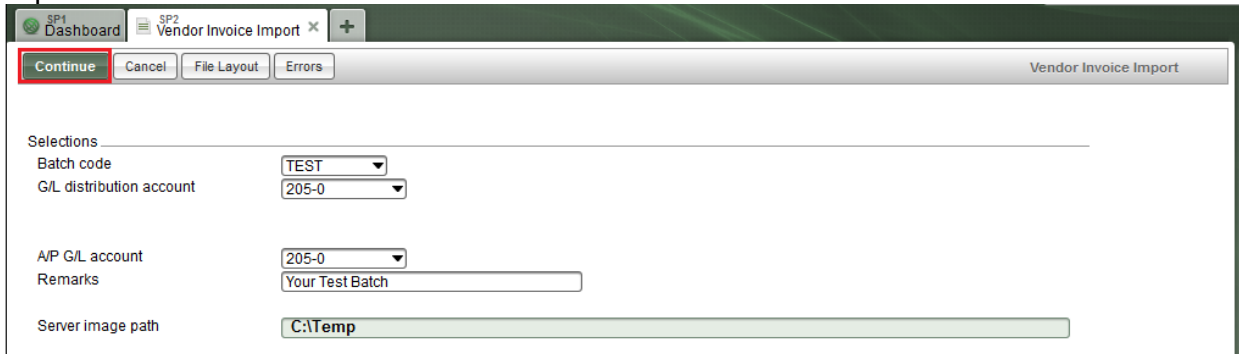
```
Vendor Import file indirect gl with images.txt - Notepad
File Edit Format View Help
H,FREPLU,080216,I,08062016,08062016,KL0806,,,,,4000.00,,images test,,151617.jpg,3020
D,FREPLU,080216,I,3330,692.46,,,indirect gl,,,,,,,,,,,,,12000382.jpg,,302,,,,,T and M Message
D,FREPLU,080216,I,3330,99.54,,,indirect gl,,,,,,,,,,,,,12000424.tif,,302,,,,,
D,FREPLU,080216,I,3330,2203.06,,,indirect gl,,,,,,,,,,,,,12000477.pdf,,302,,,,,
D,FREPLU,080216,I,3330,1004.94,,,indirect gl,,,,,,,,,,,,,12000498.jpg,,302,,,,,
```

If the file has too many or too few commas in the record, then an 'Invalid Record Layout' error will appear and the records must be reviewed.

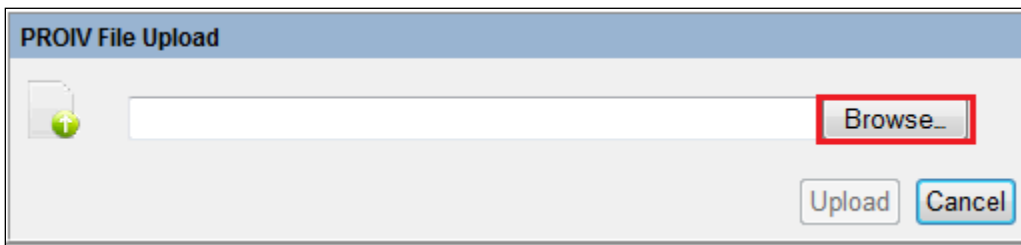


IMPORTING THE FILE

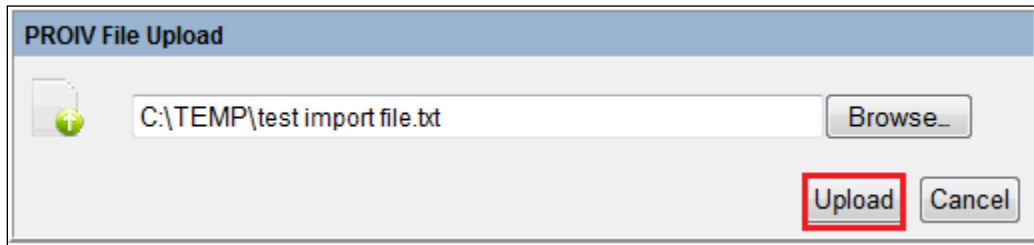
The Vendor Invoice Import allows up to 5000 total import records (this includes header and details lines). Due to the complexity and time it takes to import images attached to the invoices within the import, we recommend that you limit the total number of import records to less than 1000 (i.e. combined header and detail lines). Once the file is created you can then define the selection information on the start screen and then click **Continue** to import the Vendor Invoice Import file.



Once the PROIV Upload window opens click **Browse** to find where you stored your file that is ready to import.



Once the file has been defined, click **Upload** to continue.



The import runs its programming routine then provides you with three possible reports based on the status of the import.

1) **Vendor Invoices Created Report**

- Displays when the file contains no errors.
- The invoices are created and based on the A/P Installation screen option; they will be displayed either in the Vendor Invoice Entry or in Unapproved Vendor Invoices.

2) **Vendor Invoice Import Errors Report**

- Displays when the file contains errors.
- The invoices are stored in the Error Correction screen for review and necessary corrections.

3) **The Vendor Invoice Import Failed – Bad Record Error Report**

- Displays when the file layout itself is invalid.
- The file layout needs to be reviewed, corrected and resubmitted into Spectrum.

Report Examples

Vendor Invoices Created Report

SP2 Dashboard SP2 Site Map Vendor Invoice Import Report

E-Mail Download Archive

Page: 1 of 1 110%

ABC COMPANY
Vendor Invoices Created

Batch	Vendor	Invoice #	Type	Date	Amount
KL	LESSON	1594299	I	3/19/13	626.74

A/P Invoice image(s) created: 2

Batch Subtotal: 626.74

Report Total: 626.74

1 invoice(s)

This report shows you which invoices were created from the file that was imported. The invoices that have been created and based on the A/P Installation screen option will be displayed either in the Vendor Invoice Entry or in Unapproved Vendor Invoices.

The program assigns records to either one of these two places based on the following Accounts Payable Installation setting:

SP2 Dashboard | SP2 Accounts Payable Installation

Save | Cancel

Properties | G/L Codes | Printing | Invoice Approval | User-Defined

Use Invoice Approval processing?
 Send to A/P Invoice/Credit Memo Entry if no routing code defaults?

Standard default routing code:
 Invoice dollar limit:
 Default routing code if over limit:
 Default security for new operators:

Code	Name	Security level	Access all lists?
01A	Operator for 1A CC only	0 - No changes allowed	<input type="checkbox"/>
AFM	Aaron Moore	0 - No changes allowed	<input type="checkbox"/>
CO	CO (password CO1)xx22*	0 - No changes allowed	<input type="checkbox"/>
COR	Coraline Redbase	0 - No changes allowed	<input type="checkbox"/>
ECB	Ellie C. Barrett	0 - No changes allowed	<input type="checkbox"/>
EJM	Erica Mailer	3 - Job / Routing changes	<input type="checkbox"/>
FMB	Frank Benz	3 - Job / Routing changes	<input type="checkbox"/>
KML	Katie Lewis	3 - Job / Routing changes	<input checked="" type="checkbox"/>
KMR	Kathryn Redwing	3 - Job / Routing changes	<input checked="" type="checkbox"/>
MD8	Monica Dirks-8	0 - No changes allowed	<input type="checkbox"/>
MDA	Monica Anderson	0 - No changes allowed	<input type="checkbox"/>
MZB	Marion Boston	3 - Job / Routing changes	<input type="checkbox"/>
TSX	Talia Shire	0 - No changes allowed	<input type="checkbox"/>
X24	Cam Olsen X24	3 - Job / Routing changes	<input type="checkbox"/>
X25	Carmen X25	3 - Job / Routing changes	<input type="checkbox"/>
X26	Carrie Simpson X26	3 - Job / Routing changes	<input type="checkbox"/>

If the “Use Invoice Approval processing?” box is selected, the programming will then route the transaction to the appropriate operator (hierarchy to be discussed later). If the “Use Invoice Approval processing?” box is selected and there is no routing code defined for the Invoice (or using the hierarchy rules), the program will send the transaction to Vendor Invoices and the transaction will sit as an un-posted transaction waiting to be updated.

Vendor Invoice Import Errors Report

Record #	Record Type	Error Message *
ABC COMPANY		
Vendor Invoice Import Errors		
Import Date: 08/07/12 Time: 15:46:17		
Vendor: EVETOO Invoice#: 98158A Type: I		Available for error correction
000013	HEADER	UN-POSTED INVOICE WITH THE SAME NUMBER ALREADY EXISTS
Vendor: MARSTO Invoice#: 98157A Type: I		Available for error correction
000001	HEADER	UN-POSTED INVOICE WITH THE SAME NUMBER ALREADY EXISTS
2 invalid invoice(s) found in the import file		

* multiple error messages may be caused by the same error condition

This report provides you with a listing of the errors that occurred, which records in the file were affected, and if they are available to be corrected in the Error Correction screen.

Vendor Invoice Import Failed Report

Record #	Record Type	Error Message *
ABC COMPANY		
Vendor Invoice Import Failed - Bad Record Error Report		
Import Date: 08/13/12 Time: 09:27:31		
000001		INVALID RECORD LAYOUT
000002		INVALID RECORD LAYOUT
000003		INVALID RECORD LAYOUT
000004		INVALID RECORD LAYOUT
000005		INVALID RECORD LAYOUT
000006		INVALID RECORD LAYOUT
000007		INVALID RECORD LAYOUT
000008		INVALID RECORD LAYOUT
000009		INVALID RECORD LAYOUT
000010		INVALID RECORD LAYOUT
000011		INVALID RECORD LAYOUT

IMPORT FAILED: PLEASE CORRECT FORMATTING ERRORS ON THE ABOVE DETAIL LINES IN THE IMPORT FILE AND RE-IMPORT THE FILE.

This report prints if the import file contains any invalid record layouts. The field layout needs to be reviewed, corrected and resubmitted into Spectrum.

AFTER RECORDS ARE VALIDATED

The Vendor Invoices Created report lists all of the invoice transactions that were successfully imported whether they are part of the initial import or after the errors have been corrected in the Error Correction screen.

ABCCOMPANY
Vendor Invoices Created

Batch	Vendor	Invoice #	Type	Date	Amount
KL	LESSON	1594281	I	3/19/13	626.74
A/P Invoice image(s) created: 2					
Batch Subtotal:					626.74
Report Total:					626.74

1 invoice(s)

Once the records are imported successfully, they can be modified or added to (if needed) by accessing the transaction through Vendor Invoice Entry (or Vendor Invoice Approval screen if routing is turned on) as shown in the screen below.

Vendor Invoice Entry

VALIDATIONS

The Vendor Invoice Import program performs the following validations on all header and detail records within the import file:

- Must have at least one header and one detail record per invoice or credit memo.
- Invoice detail lines must have less than 900 lines per invoice.
- A valid vendor code must be used and have a status of “active” or “inactive”.
- Does a duplicate invoice number exist within the following locations?
 - Vendor Invoice Entry as an “un-posted” invoice.
 - Vendor Invoice Approval Routing Process.
 - A/P Aged Payables Report as an “open” payable item.
 - A/P Check Register History Report as a “paid” item.
- Transaction Date (GL Posting Date) – must be within A/P Installation Min/Max dates.
- The Invoice header amount must be greater than zero. If the detail lines net to zero, then the invoice is not created.
- Subcontract master validation:
 - Invoice header records with both a “job #” and “subcontract #”.
 - Invoice detail validation on subcontract “phase codes” and “billing items”.
- Invoice amount on header must equal the sum of all detail line amounts.
- GL account validation:

Edit G/L Account

G/L account code 505-0 DIRECT LABOR

Properties **User-Defined**

Department DIRECT CONSTRUCT. EXPENSE

Account details

Description DIRECT LABOR

Abbreviated description DIRECT LABOR

Account type Expense

Direct cost

Non-direct cost

Job cost Cost type CT3 3 Character CT

Equipment cost

Work order cost

Status

Active

Inactive

Not used

OK Cancel

- GL Distribution Account on detail record exists within the GL Account Maintenance with a status code of “active” or “inactive”.
- Valid Job / Phase / Cost type if GL Account is “Direct Cost = Job”.
- Valid Equipment Code and Cost category if “Direct Cost = Equipment Cost”.
- Valid Work Order with a status not equal to “C” (Complete) if “Direct Cost = Work Order”.
- Cash GL Account on header (if assigned) exists within the GL Account maintenance with a status code of “active” or “inactive”.
- Tax Code validation on invoice detail record (if assigned).
- Invoice Approval Routing Code on header record (if assigned).
- Company Code validation on detail line:
 - Is the company valid?
 - Does the GL Distribution Account exist for the company?
 - Do the Job / Phase / CT exist for the company – if GL Account is “Direct Job Cost”? (See above).
 - Do the Equipment / Cost Category exist for the company – if GL Account is “Equipment Cost”? (See above).
 - Does the Work Order exist for the company – If GL Account is “Work Order Cost”? (See above).

- Status “P” for “Pre-Paid” has the following validations:
 - Requires Bank Account Code, Check #, Cash GL Account, and Check Date fields to be populated on the invoice header.
 - Bank Account is validated to Cash Management Bank master.
 - Check Number is not a duplicate from payment history.
- Status “C” for ‘Credit Card’ has the following validations:
 - Requires a Bank Account Code to be populated on the Invoice Header.
 - A Credit Card number and any Sub Accounts are defined on the Invoice Header.
 - The Credit Card Amount must be populated.
 - Verifies if the ‘Credit Card Issuer?’ is checked on the Vendor Master. If this question is selected, then the Vendor cannot be paid with their own credit card. Spectrum will not allow you to pay yourself with a credit card.
- Work Order validation:
 - Does the work order have a “complete” status?
 - Is the inventory item valid? If item starts with “I”, it is considered non-stock.
 - WO Site Equipment is validated to WO Site Equipment Maintenance if populated.
 - WO Site Component is validated to WO Site Equipment Component Maintenance if populated.
 - WO Service Contract is validated to Work Order if populated then it validates the Service Contract against Work Order default Service Contract defined on the Work Order (as shown in the screen below).

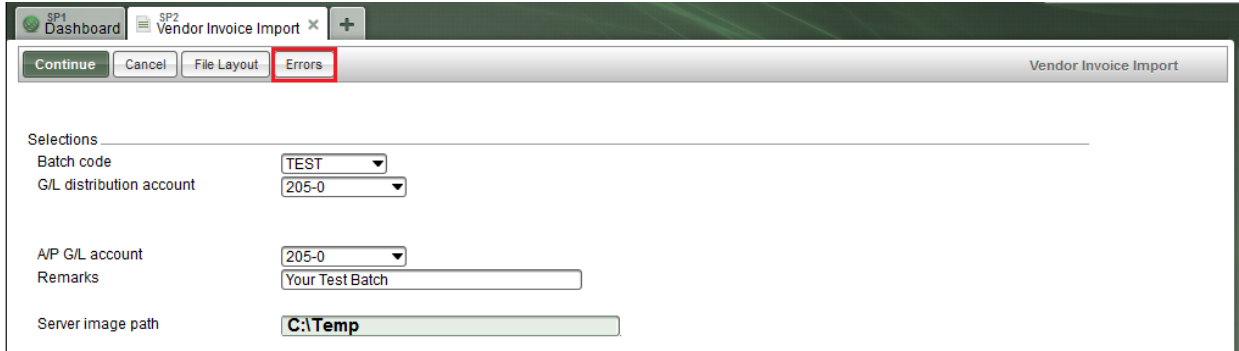
The screenshot shows the 'Edit Work Order' window with the following details:

- Work order:** L1 Site: 1 Service contract
- SITE ALERT:** is this alert appearing just below the WO#?
- Navigation:** 1 - Properties | 2 - Purchasing | 3 - Other info | 4 - Work summar | 5 - Financials | 6 - Tasks | 7 - Notes | 8 - User-Defined
- Other Info:**
 - Print status: PRINTED
 - Taken by: LBF
 - Salesperson: 01 Sales Person 1 for AR0174
 - Terms: 1 NET DUE UPON RECEIPT
 - Customer PO#: [Empty]
 - Customer's job: [Empty]
 - Lead source: 1 YELLOW PAGES
 - Contract: SC02
 - GL department: 1 SERVICE WORK
- Alternate bill-to address:**
 - Print alternate address on work order form and invoice?
 - Bill-to code: 456
 - Alternate bill to: 2454 seattle, wa
- Rates:**
 - Tax code: 1ZZ TEST 15 DIGIT CODE
 - Taxable?
 - Material level: 1
 - Labor level: 1
 - Non-stock markup: MISC PLUMB Misc plumbing expenses
- Over/under billing:**
 - Override company-wide earned revenue markup %?
 - Override markup %: 0.00%
- Buttons:** OK, Cancel, Board, Click, Labor, Material, Other, Quick Print, Invoice, Cost History

- If this WO default service contract field is blank on the work order, then it checks the Service Contract Master file to see if the data in the file exists.
- T+M Transactions validation:
 - Is the job 'Price type' set to 'Time + Material'?
 - Are contract labor hours and labor extension populated?
 - If so, the invoice detail gets posted to T+M using the contract hours (Regular, OT & DT) and the associated extension, then calculates the rate assigned based on the Labor Billing Code.
 - If the extension or billing code are not populated, the invoice posts to T+M as 'cost' only.
 - Labor Billing code is valid from T+M Labor Billing Maintenance.
- Document Imaging validation:
 - The 'Drawer File Maintenance' must exist for the company with the following definitions:
 - Cabinet = VENDOR
 - Drawer = AP INVOICE
 - The Image attachment in the file must exist within the "image" path listed on the start screen.
 - The file must contain less than 1000 total records per import file when images are associated due to the complexity and time of creating images during the import process.
- Cost Center validation:
 - Cost Center (header) on start screen is valid for A/P GL Account.
 - Cost Center (header) on start screen is valid for Vendor.
 - Cost Center (detail) on start screen is valid for GL Distribution account.
 - Cost Center (import detail) is valid for GL distribution account.
 - Cost Center on Phase Detail record (if any) is valid for GL Distribution account.
 - Cost Center on Job / Phase is valid for Vendor.
 - Valid Inter-Company posting account within GL Installation.
 - If the invoice is "P"repaid, then the Cost Center on the Bank Account must be valid for the cash account.
 - If the invoice is "P"repaid, then the Invoice Cost Center on header must be valid for bank account or header cash account.

ERROR CORRECTION

Imported transactions that fail the validation rules are saved to a custom Error Correction screen where errors can be resolved or the transaction deleted. To access the Error Correction screen click **Errors** on the Vendor Invoice Import screen.



The screenshot shows a web application window titled "Vendor Invoice Import" with a tabbed interface. The "Errors" tab is active and highlighted with a red border. Below the tab bar, there is a "Selections" section with the following fields:

Batch code	TEST
G/L distribution account	205-0
A/P G/L account	205-0
Remarks	Your Test Batch
Server image path	C:\Temp

Once the errors are fixed, the transactions are immediately sent to Accounts Payable waiting to be “updated” or sent through to the Vendor Invoice approval process (based on Invoice Approval setup within the Accounts Payable Installation screen).

If the imported transactions do not pass **ALL** of the above conditions, all of the imported records (with an error condition) are written to a custom multi-user “error correction screen”. If an Invoice number has six detail lines with only one error, the entire record (header and detail lines) is considered an error and can be adjusted within the error correction screen.

If there is a batch that contains both valid and error conditions, the valid transactions will post while the “error condition” transactions will post to the “error correction” screen. There will be a Crystal Report that displays the error conditions prior to writing to the error correction screen.

ABCCOMPANY
Vendor Invoice Import Errors
 Import Date: 08/22/12 Time: 11:01:47

Record #	Record Type	Error Message *
Vendor: ACME Invoice#: 093012 Type: I		
Available for error correction		
000018	HEADER	THIS HEADER RECORD HAS INVALID DETAIL RECORDS
000019	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
000020	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
Vendor: FUEL Invoice#: 0228B Type: I		
Available for error correction		
000021	HEADER	VENDOR CODE IS INVALID
000022	DETAIL	VENDOR CODE IS INVALID
		G/L DISTRIBUTION ACCOUNT IS INVALID
000023	DETAIL	VENDOR CODE IS INVALID
		G/L DISTRIBUTION ACCOUNT IS INVALID
Vendor: FUEL Invoice#: 118135 Type: I		
Available for error correction		
000007	HEADER	VENDOR CODE IS INVALID
000008	DETAIL	VENDOR CODE IS INVALID
		G/L DISTRIBUTION ACCOUNT IS INVALID
000009	DETAIL	VENDOR CODE IS INVALID
		G/L DISTRIBUTION ACCOUNT IS INVALID
000010	DETAIL	VENDOR CODE IS INVALID
		G/L DISTRIBUTION ACCOUNT IS INVALID

Vendor: 456GAR Invoice#: 82212 Type: I		
Available for error correction		
000012	HEADER	THIS HEADER RECORD HAS INVALID DETAIL RECORDS
000013	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
000014	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
000015	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
000016	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
000017	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
Vendor: ELLFIR Invoice#: 18517A Type: I		
Available for error correction		
000001	HEADER	G/L DATE IS NOT WITHIN CURRENT MIN AND MAX RANGE
000002	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
000003	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
000004	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
000005	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID
000006	DETAIL	G/L DISTRIBUTION ACCOUNT IS INVALID

5 invalid invoice(s) found in the import file

* multiple error messages may be caused by the same error condition

Vendor Invoice Import Errors screen

Batch:

Buttons:

Date	Time	Vendor	Name	Invoice #	Type	Subcontract	Amount
08/22/12	11:01:47	ACME	Acme	093012	I		151.51
08/22/12	11:01:47	FUEL		0228B	I		3,610.84
08/13/12	09:19:56	FUEL		0228C	I		3,650.84
08/22/12	11:01:47	FUEL		118135	I		196.73
08/07/12	15:01:38	BUCKY	bucky	98591	I		3,301.52
08/07/12	15:01:38	BUCKY	bucky	98601	I		3,303.52
08/22/12	11:01:47	456GAR	456 GARDEN SUPPLY	82212	I		1,960.53
08/22/12	11:01:47	ELLFIR	ELLIS FIRE EQUIPMENT CO.	18517A	I		1,960.53
06/25/12	15:27:10	NEWYOR	NEW YORK LIFE INSURANCE CO.	769858	I		3,599.52
08/22/12	09:39:33	PACNOR	PACIFIC NORTHWEST BELL	9858	I		3,601.52
08/07/12	15:02:25	BENNETT		0000127545	I		25.79
08/07/12	15:02:25	BENNETT		0000128926	I		54.00
08/07/12	15:02:25	BENNETT		0000129040	I		51.00
08/07/12	15:02:25	BENNETT		0000129202	I		52.50
08/07/12	15:02:25	BENNETT		0000132437	I		39.00
08/07/12	15:02:25	BENNETT		0000135836	I		39.31
08/07/12	15:02:25	BENNETT		0000137790	I		45.50
08/07/12	15:02:25	BENNETT		0000146190	I		42.00
08/07/12	15:02:25	BENNETT		00001228291	I		33.02
08/07/12	15:02:25	BENNETT		00001271178	I		25.67

The error details can be “filtered” by batch code. If there are multiple A/P batches that have been imported, you can filter the errors based on one particular batch or see “ALL” the error conditions. The error correction screen displays basic invoice header information pertaining to the transaction. Each column on the error correction screen can sort the data in either ascending or descending order by clicking the column name.

The “Vendor Invoice Import Errors” screen allows you to select or delete a record by placing the cursor on the record and hitting the “edit” or “delete” button at the top of the screen. The Listing button provides a report called ‘Vendor Invoice Import Errors Listing’ to be printed when you are viewing the “Vendor Invoice Import Errors” screen. The Listing allows you to select any records and get a report that shows the errors for those highlighted transactions (see report example below).

ABC COMPANY
Vendor Invoice Import Errors Listing

Record #	Record Type		Error Message *
Vendor: ELLFIR Invoice#: 18517A Type: I			Available for error correction
000001	HEADER		G/L DATE IS NOT WITHIN CURRENT MIN AND MAX RANGE
000002	DETAIL	Detail Line #: 001	G/L DISTRIBUTION ACCOUNT IS INVALID
000003	DETAIL	Detail Line #: 002	G/L DISTRIBUTION ACCOUNT IS INVALID
000004	DETAIL	Detail Line #: 003	G/L DISTRIBUTION ACCOUNT IS INVALID
000005	DETAIL	Detail Line #: 004	G/L DISTRIBUTION ACCOUNT IS INVALID
000006	DETAIL	Detail Line #: 005	G/L DISTRIBUTION ACCOUNT IS INVALID
Vendor: PACNOR Invoice#: 9858 Type: I			Available for error correction
000001	HEADER		G/L DATE IS NOT WITHIN CURRENT MIN AND MAX RANGE CREDIT CARD ACCOUNT CODE IS INVALID
000002	DETAIL	Detail Line #: 001	JOB NUMBER IS INVALID
000003	DETAIL	Detail Line #: 002	JOB NUMBER IS INVALID
000004	DETAIL	Detail Line #: 003	JOB NUMBER IS INVALID
000005	DETAIL	Detail Line #: 004	JOB NUMBER IS INVALID
000006	DETAIL	Detail Line #: 005	JOB NUMBER IS INVALID
000007	DETAIL	Detail Line #: 006	JOB NUMBER IS INVALID
000008	DETAIL	Detail Line #: 007	JOB NUMBER IS INVALID
000009	DETAIL	Detail Line #: 008	JOB NUMBER IS INVALID
000010	DETAIL	Detail Line #: 009	JOB NUMBER IS INVALID
000011	DETAIL	Detail Line #: 010	JOB NUMBER IS INVALID
000012	DETAIL	Detail Line #: 011	JOB NUMBER IS INVALID
Vendor: BENNETT Invoice#: 0000128926 Type: I			Available for error correction
000001	HEADER		VENDOR CODE IS INVALID
000002	DETAIL	Detail Line #: 001	VENDOR CODE IS INVALID

3 invalid invoice(s) found in the import file

* Multiple error messages may be caused by the same error condition

Invoice Header Error Correction screen

Select an invoice from the Vendor Invoice Import Errors screen and click **Edit**. The Invoice header error correction displays (shown below) the information provided during the import from the comma delimited file.

As you are correcting the errors that exist on the Header or individual Detail lines it is import to click the **Save** button as you complete the correction or leave the screen. This will then create the any invoices that no longer have errors and provide the user with the Vendor Invoices Created report.

The screenshot shows the 'Edit Invoice' window with the following data:

Field	Value
Vendor code	ACME
Name	Acme
Address	
Invoice #	093012
Entry type	Invoice
Subcontract #	
G/L date	12/31/09
Invoice date	01/03/10
Amount	151.51
Payment date	02/10/10
Discount date	
Discount amount	
Retention amount	
Batch	KML
PO #	
Remarks	SUNNY DAY
A/P G/L account	205-0
Account Name	ACCOUNTS PAYABLE: TRADE

The "Pre-Paid" Detail fields can be displayed and populated if transactions from the import file had a status = "P" repaid or the "Pre-paid?" box is checked. If the status is "open" or "hold" or the "Pre-paid?" box is un-checked then entries into these data fields are not allowed. The purchased with "C"redit Card Detail fields can be populated only if transactions from the import file had a status = "C"redit Card. If the status is "open" or "hold" then entry into these data fields are not allowed.

If the A/P Installation screen does not have the Invoice Approval Routing flag selected, then the routing code defined in the properties section of the screen will not be displayed.

Click on the "View Error Messages" button to display the errors pertaining to the transaction within a new window as shown below:

View Error Message screen

SP2 Dashboard SP2 Vendor Inv Import Errors

Vendor Inv Import Errors

Save Cancel

Edit Invoice

Vendor code: ACME View Error Messages

Name: Acme

Address:

Invoice Invoice #: 093012 Payment details Payment date: 02/10/10

Entry type: Invoice Discount date:

Subco:

Errors previously recorded for this invoice

Record	First Error
Detail Line#: 001	G/L DISTRIBUTION ACCOUNT IS INVALID
Detail Line#: 002	G/L DISTRIBUTION ACCOUNT IS INVALID

Batch:

PO #:

Rema:

A/P G/L account: 205-0 ACCOUNTS PAYABLE: TRADE

Hold payment?

Purchased with credit card?

Pre-paid?

OK Cancel

Once the data has been corrected on the Invoice Header Error Correction screen then the Invoice Detail Error Correction screen is displayed for correcting.

IMPORTANT: The only mode available on the detail section will be Edit mode.

Invoice Detail Error Correction screen

Vendor Inv Import Errors

A/P Invoice Detail

Invoice _____ **View Error Messages**

Vendor code: ACME Acme
 Entry type: Invoice
 Invoice no: 093012

Line	Err	Comp	G/L Account	Job	Phase	Ct	Billing item	Equipment	Cost category	Equipment W/O	Amount	Cost center	D
001	**	SP2	151-5								51.00		
002	**	SP2	151-5								100.51		

Work Order

OK Cancel

Hold payment?
 Purchased with credit card?
 Pre-paid?

OK Cancel

Features of the Invoice Detail Error Correction screen:

- The programming validates the contents of the screen for each sequence number.
- Sequence line errors are displayed with two red asterisks as shown in the screen above.
- The detail error(s) are listed in the “error messages” list box.
- Additional detail lines cannot be added to an existing Invoice while in the Error Correction screen.
- The Work Order button is available when the selected detail line contains a work order direct cost account. The data fields for this button are the same as in standard A/P entry.

Once the errors are corrected, the **OK** button can be selected to move back to the first error correction screen. At this point, if there are no more errors for the transaction, it leaves the custom “error correction screen” and displays the ‘Vendor Invoices Created’ report before it updates the unposted or unapproved invoice table.

ABC COMPANY					
Vendor Invoices Created					
Batch	Vendor	Invoice #	Type	Date	Amount
KML	ACME	093012	I	1/3/2010	151.51
Batch Subtotal:					151.51
Report Total:					151.51
1 invoice(s)					

If the **Cancel** button is selected the transaction will remain within the “error correction” table until the transaction has the error condition resolved or is deleted.

MISCELLANEOUS OPTIONS

The following options can be applied and used with the Vendor Invoice Import based on each company’s specific needs.

Document Image Creation

The programming creates document images for each imported invoice if the image is defined on the import file header or detail and exists in the default start screen image directory. Due to the complexity and time it takes to import images attached to the invoices within the import, we recommend that you limit the total number of import records to less than 1000 (i.e. combined header and detail lines).

The following example has an image file attached on the header record:

```
Vendor Import file header image only.txt - Notepad
File Edit Format View Help
H,FREPLU,34465,I,07062016,07062016,KRL0716,,,,,1427.42,,images test,,15.jpg,3020
D,FREPLU,34465,I,105100,152.45,300,000001,MAT,direct job,,,,,,,,,,,,,302,,,,,T and M Message
D,FREPLU,34465,I,105100,101.55,300,001155,MAT,direct job,,,,,,,,,,,,,302,,,,,
D,FREPLU,34465,I,105100,233.06,300,001155,MAT,direct job,,,,,,,,,,,,,302,,,,,
D,FREPLU,34465,I,105100,311.67,300,123456,MAT,direct job,,,,,,,,,,,,,302,,,,,
D,FREPLU,34465,I,105100,406.56,300,442123,MAT,direct job,,,,,,,,,,,,,302,,,,,
D,FREPLU,34465,I,105100,92.15,300,852010,MAT,direct job,,,,,,,,,,,,,302,,,,,
D,FREPLU,34465,I,105100,129.98,300,999999,MAT,direct job,,,,,,,,,,,,,302,,,,,
```

The above file name must exist in the defined server image directory on the start screen (shown below) prior to the import.

If the attachment name is found in the server image directory, then the Vendor invoice is created with an image. The 'Vendor Invoices Created' report will print the following:

ABC COMPANY						
Vendor Invoices Created						
Batch	Vendor	Invoice #	Type	Date	Amount	
KL	LESSON	159299	I	3/19/13	626.74	
A/P Invoice image(s) created: 2						
Batch Subtotal:					626.74	
Report Total:					626.74	
1 invoice(s)						

If the attachment name is not found in the server image directory, then the Vendor invoice is created without any images. The 'Vendor Invoices Created' report will print the following

ABC COMPANY						
Vendor Invoices Created						
Batch	Vendor	Invoice #	Type	Date	Amount	
KL	LESSON	159300	I	3/19/13	626.74	
A/P Invoice image(s) errors: 2						
Batch Subtotal:					626.74	
Report Total:					626.74	
1 invoice(s)						

If the import file does not have any file names attached, the report excludes the following summary information from the report (as shown below):

- A/P Invoice Image(s) created:
- A/P Invoice Image(s) errors:

ABC COMPANY Vendor Invoices Created					
Batch	Vendor	Invoice #	Type	Date	Amount
KL	LESSON	1599	I	3/19/13	626.74
Batch Subtotal:					626.74
Report Total:					626.74
1 invoice(s)					

NOTE: The server image path on the start screen is a temporary directory where the images are stored prior to the import. During the import process the images are copied to the Drawer File Maintenance path for Cabinet = VENDOR and Drawer = AP INVOICE. The images are then automatically deleted from this temporary directory once there is a successful import of the invoice and the Vendor Invoices Created report is displayed.

A/P Invoice Approval Routing

If Invoice Approval processing is turned on, then the transactions are routed based on the routing code assigned on the header record during the import. If the routing code is blank on the import transaction header, then the program uses the standard Spectrum routing logic. Listed below is the routing hierarchy that is used:

1. Import file – defined in the header record in field 18 (Routing code).
2. Job Master routing code – the program checks the dollar limit when determining which code to use.
3. Vendor Master – the program checks the dollar limit when determining which code to use.
4. Accounts Payable Installation screen – the program checks the Invoice Approval tab for the Routing information.

If the Invoice Approval routing is NOT turned on, then the transactions post to the standard A/P un-posted tables. At this point, the A/P transaction register (summary or detail) can be printed from the standard A/P Update process.

Tax Issues

The program assigns sales or use tax for each detail line based on the following hierarchy rules:

1. Import file – the tax code defined in the detail record.
2. If the invoice is Job based, then the Job Master will be reviewed for a Tax class code; the Tax Classification file maintenance (programming will check the A/P overrides tab) will determine what tax is assigned to each line item.
3. The Tax code defined on the Vendor Master.

The programming calculates the necessary tax (sales or use) for the detail line items and then adds it to the invoice header (if tax code = sales tax) to update the invoice amount.

Multiple Division Validation

Spectrum offers a feature that validates the division assigned to job numbers with the General Ledger departments. This controls posting of cost and revenue items into the General Ledger codes assigned to that department. This is done in the Job Cost Installation screen.

For example, if Division 2 is assigned to a job, when entering vendor invoices if a General Ledger Code starts with something other than a “2” the system will return an error message. There is an additional feature that will automatically substitute the correct department code. So, if 1515 is entered as a General Ledger Code, then the system will try to substitute 2515, and verify that 2515 is a valid General Ledger Code in the General Ledger Maintenance file.

The Job Cost Installation screen is checked during the import to determine how the validation for the Job Division with GL Department flag is set. If N, then the programming uses the default General Ledger code from the start screen or import file. If this flag is set to Y, then the Job Division needs to be determined from the Job Master File.

If the GL Code in this field has a different department code than the one in the job file, then it will substitute the correct Job division. At this point, the programming validates the General Ledger Code to the G/L master file. If the code is invalid, then it is considered an error during the import. The General Ledger Code MUST be direct cost = Y, validate to the Job division and the Cost Type assigned to the invoice detail line for the import to work.

Purchased with Credit Card

When you select the “Purchased with credit card?” check box, the Credit Card Charge window displays and you select the credit card account that was used for payment of this invoice.

The screenshot shows a software window titled "Vendor Inv Import Errors" with a sub-window "Edit Invoice". The form contains the following data:

Field	Value
Vendor code:	BUCKY
Name:	bucky
Address:	Address 1 - Bucky-edit a City - Bucky, WA Zip -Bucky
Invoice #:	985911
Entry type:	Invoice
Subcontract #:	
G/L date:	12/16/09 2009 12
Invoice date:	12/16/09
Amount:	3301.52
Payment date:	01/10/10
Discount date:	01/10/10
Discount amount:	
Retention amount:	33.02
Batch:	ABC
PO #:	
Remarks:	PURCHASES
A/P G/L account:	205-0 ACCOUNTS PAYABLE: TRADE
Credit card account:	AMEX12345678912 AMERICAN EXPRESS INT
G/L liability account:	3210 CREDIT CARD LIABILITY ACCOUNT
Card number:	AMEX01
Charge amount:	3,301.52
Transaction date:	12/16/08

Checkboxes at the bottom left:

- Hold payment?
- Purchased with credit card?
- Pre-paid?

Once the Credit Card Charge box displays, the credit card information must be entered. The Credit Card information can be entered two ways based on how the Credit Card is set up on the Master Account. The Credit Card account can have a master account with multiple sub-accounts (Credit Card numbers) defined or it can just have one master account number. Enter the Credit Card information that is to be used as shown on the next screens.

Credit Card Charge Entry with a Master Credit Card Account with a multiple card numbers.

Account code AMEX12345678912 AMERICAN EXPRESS INT

Properties Details

Credit card liability G/L account 321-0 CREDIT CARD LIABILITY ACCOUNT

Last transaction sequence # 000026

Track sub-account card detail?

New Edit Delete

Card #	Description	Status	Memo
AMEX01	AMEX CARD 01	Active	NINA SIMONE HAS THIS CARD
AMEX03	AMEX CARD 03	Inactive	INACTIVE CARD
AMEX04	AMEX CARD 04	Not used	NOT USED

OK Cancel

Credit Card Charge Entry with only a master Credit Card Account defined.

Account code AA AMERICAN AIRLINES CREDIT CARD

Properties Details

Credit card liability G/L account 321-0 CREDIT CARD LIABILITY ACCOUNT

Last transaction sequence # 000030

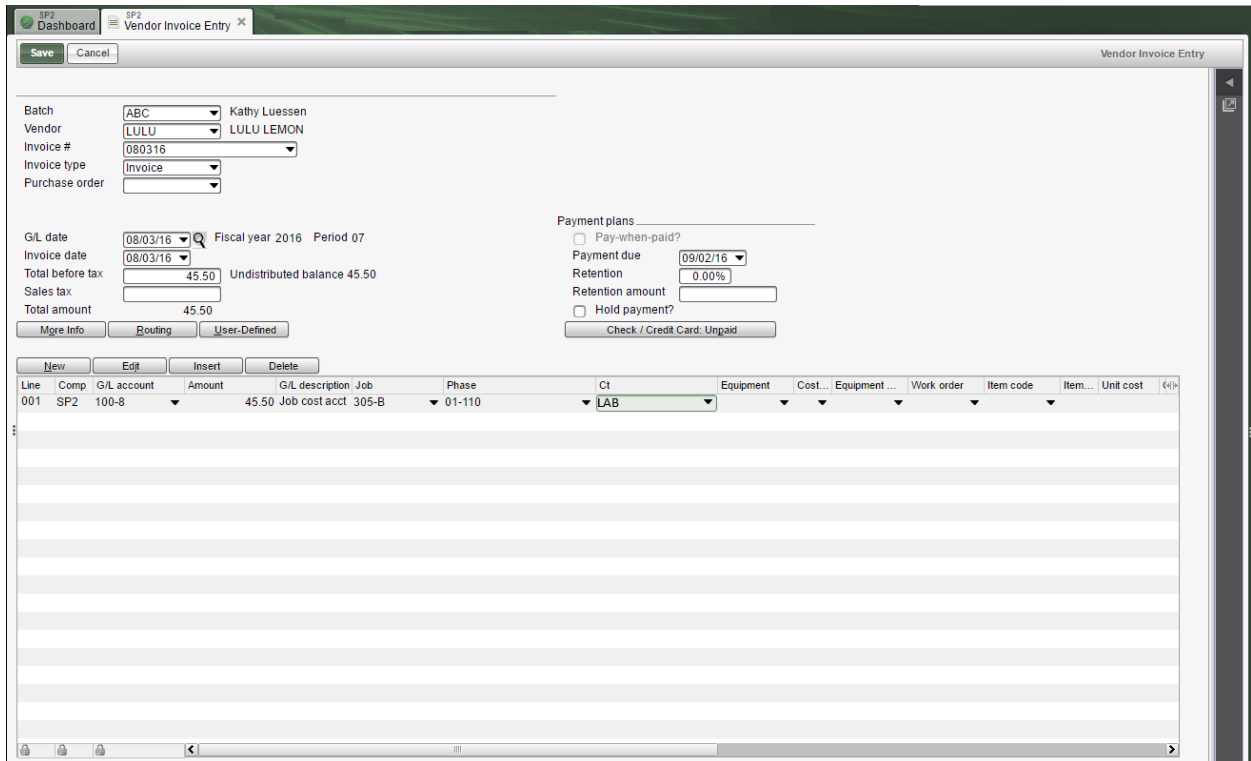
Track sub-account card detail?

OK Cancel

Inter-Company Logic

The custom programming supports inter-company transactions. Each detail line is validated based on the company code assigned. If validation is passed, the custom routine uses the same

logic as the standard A/P Invoice Entry program to create the necessary Debit and Credit Accounts for General Ledger Posting.



The above example is an imported “inter-company” example that was imported into Company “SP2” but the job expense is for Company “SP3”.

Inter-Company Job Cost Invoice – Invoice is entered within “SP3” Company; Job Expense Company is “SP2”.

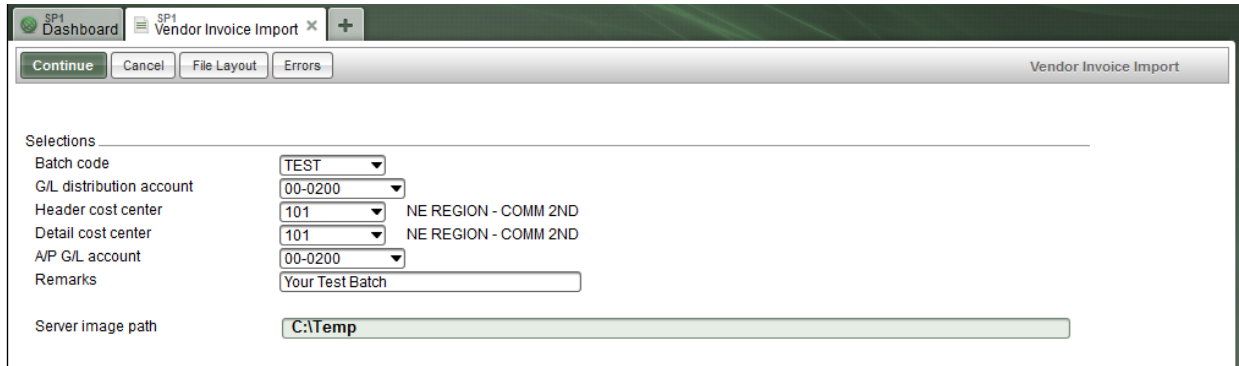
“SP2” – Direct Job Cost Expense	45.50	
“SP2” – Inter-Company Account		45.50
“SP3” – Inter-Company Account	45.50	
“SP3” – Accounts Payable		45.50

Time + Material Contract Labor Logic

The custom programming supports Time + Material Contract Labor transactions. Each line is validated based on the amount, the hours and extension for each type of labor (R, OT or DT). This logic was changed in SP14.22 to use the extension rather than the labor rate. The labor rate is now a calculated amount. If validation is passed, the custom programming uses the same logic as the standard A/P Invoice Entry program to create the necessary Debit and Credit Accounts for General Ledger Posting.

Cost Center Logic

If Cost Centers are turned on for a particular Spectrum company code, each invoice will have two Cost Centers assigned: one header and one detail Cost Center. The Cost Centers can be the same but can also be different. The custom start screen looks like the following example:



The screenshot shows a web application window titled "Vendor Invoice Import". At the top, there are tabs for "SP1 Dashboard" and "SP1 Vendor Invoice Import". Below the tabs are buttons for "Continue", "Cancel", "File Layout", and "Errors". The main content area is titled "Vendor Invoice Import" and contains a "Selections" section with the following fields:

Batch code	TEST
GL distribution account	00-0200
Header cost center	101 NE REGION - COMM 2ND
Detail cost center	101 NE REGION - COMM 2ND
A/P GL account	00-0200
Remarks	Your Test Batch
Server image path	C:\Temp

The import file allows for Cost Centers to be attached to both the header and detail records. Cost Centers attached to the import file "detail" lines are only used for indirect cost entries. Direct Job, Equipment or Work Order Cost use standard Spectrum Cost Center logic to assign the Cost Center for the given transaction type and is not overridden by the assigned Cost Center field on the detail record.

Cost Center Assignment

1. Assign Cost Center from start screen to invoice header – the following validation is done prior to assigning the Cost Center in the invoice header:
 - a. Is the Cost Center on the start screen available for the A/P GL code?
 - b. Is the Cost Center available for the Vendor?
2. Invoice detail Cost Center assignment – the following validation is done prior to assigning the Cost Center to the invoice detail record:
 - a. Indirect Cost – is the Cost Center on the detail valid for the GL distribution?
 - b. If detail is blank, is the detail Cost Center on the header valid for the GL distribution?
 - c. Is the Cost Center valid for the Vendor?
 - d. Direct Cost GL Expense:
 - i. Phase Code (Cost Center is optional) –
 1. Is the Cost Center available for the GL distribution account (start screen or import file)?
 - ii. Job – same as above.
 - e. Equipment Cost GL Expense:
 - i. Cost Category – (Cost Center is optional)
 1. Is the Cost Center available for the GL distribution account (start screen or import file)?
 - ii. Equipment – same as above.
 - f. Work Order GL Expense:
 - i. Site – is the Cost Center available for the GL distribution account?

Transactions within the import file which do not pass the Cost Center validation rules (header and detail) will reside within the error correction screen. At this point the transaction can be updated with the correct information or deleted.

IMPORTANT: Vendors and General Ledger Accounts can have unlimited Cost Centers while Jobs, Work Orders, and Equipment can have only one Cost Center.

- Direct cost entries with an invalid Cost Center error can't be changed in error correction. The record must be deleted.
- Indirect cost entries with an invalid Cost Center error can be changed within error correction.

Conversion Usage

The Vendor Invoice Import can be used to bring in historical data during the conversion process. Please contact your Conversion Manager or Trainer for assistance.